

**MINUTES OF THE PROCEEDINGS OF THE  
CITY OF COOS BAY URBAN RENEWAL AGENCY**

**August 6, 2013**

The minutes of the proceedings of the City of Coos Bay Urban Renewal Agency, held immediately following the City Council meeting held at 7 p.m. in the Council Chambers at City Hall, 500 Central Avenue, Coos Bay, Oregon.

**Those Attending**

Those present were Vice-Chair Mark Daily and Board Members Jennifer Groth, Stephanie Kramer, John Muenchrath, Crystal Shoji, and Mike Vaughan. Chair Gene Melton was absent. City staff present were City Manager Rodger Craddock, Acting City Attorney Karen Costello, Deputy Finance Director Amy Kinnaman, Library Director Sami Pierson, Community Development Director Eric Day, Public Works and Development Director Jim Hossley, Acting Fire Chief Mark Anderson, and Police Chief Gary McCullough.

**Public Comments**

No comments were given.

**Consent Calendar**

Vice-Chair Daily reviewed the consent calendar which consisted of 2a: approval of the minutes of July 2, 2013; 2b: acceptance of the June 2013 URA combined cash report; and 2c: approval of an amendment to the Memorandum of Understanding (MOU) with Oregon Department of Fish & Wildlife (ODF&W) for Eastside Boat Ramp Improvements. Board Member Groth moved to approve the consent calendar approving the minutes of July 2, 2013, accepting the June 2013 URA combined cash report, and approving an amendment to the MOU with ODF&W for Eastside Boat Ramp Improvements. Board Member Shoji seconded the motion which passed with Vice-Chair Daily and Board Members Groth, Kramer, Muenchrath, Shoji, and Vaughan voting aye. Chair Melton was absent.

**Approval of a Supplemental Budget for a United States Department of Agriculture (USDA) Upper Floor Grant – Approval Would Require the Adoption of Resolution 13-07**

City Manager Rodger Craddock stated consideration for approval of resolution 13-07 was in relation to the Jordan Cove upper floor living space proposal the City Council heard earlier in the evening. The \$20,000 grant was from the USDA for a Rural Business Enterprise Grant (RBEG) to provide assist to conduct building suitability assessments of buildings for residential redevelopment. Mr. Craddock noted the awarded grant had an impact on the budget; as the grant was based upon the anticipated need for housing units resulting from the development of the Jordan Cove project; one of the grant conditions required the RBEG funds to be directly tied to the implementation of the project. Release of the RBEG funds was contingent upon the approval of the Jordan Cove LNG project by all required regulatory authorities. Mr. Craddock advised preparation of the potential redevelopment projects was time sensitive and it was possible the URA might not receive reimbursement for the cost of the assessments should the Jordan Cove LNG project not receive the necessary regulatory approvals. Mr. Craddock noted Jordan Cove agreed to provide the required grant match of \$20,000. Board Member Muenchrath moved to adopt Resolution 13-07, a resolution of the Urban Renewal Agency of the

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City of Coos Bay, Coos County, Oregon, adopting a supplemental budget, making appropriations in the downtown capital projects fund as set forth. Board Member Shoji seconded the motion which passed with Vice-Chair Daily and Board Members Groth, Kramer, Muenchrath, Shoji, and Vaughan voting aye. Chair Melton was absent.

### **Approval of a Façade Grant for the Larson Building Located at 270 S. Broadway**

Community Development Director Eric Day presented a Façade Improvement Grant Application on behalf of Anna Marie Larson for her building located at 270 South Broadway. Mr. Day stated Ms. Larson was working replace nine second-story windows with energy efficient windows of the same style and size. The low bid for the project was \$6,256. Based on the façade programs 50/50 grant match requirement with a maximum grant of \$25,000, the total grant amount to be considered by the Agency to replace nine second-story windows was \$3,128. Mr. Day stated Ms. Larson met all requirements of the grant application; the Design Review Committee (DRC) reviewed the project and recommended the Agency approve the façade grant. Board Member Muenchrath moved to approve the façade improvement grant for \$3,128 to Anna Marie Larson to replace nine second-story windows to renovate property located at 270 S. Broadway, Coos Bay. Board Member Groth seconded the motion. Board Member Vaughan inquired how the improvement met with the intention of economic development. Ms. Larson stated she would be looking into developing the second story at a future date. A call for the question was made which passed with Vice-Chair Daily and Board Members Groth, Kramer, Muenchrath, Shoji, and Vaughan voting aye. Chair Melton was absent.

### **Approval of the Criteria for the Hollering Place Request for Proposal (RFP)**

Community Development Director Eric Day stated in order to promote development of the Hollering Place, staff recommended the Agency advertise an RFP with the intention of soliciting proposals for the site. Mr. Day provided a brief overview of the proposed process which included a one month waiting period for interested parties to submit a letter of interest, Agency review of the letters of interest and selection of a development team, a maximum of a 120-day negotiation period, and final Agency approval of the agreement. Board Member Kramer moved to direct staff to advertise an RFP to the public with the intention of soliciting proposals for the Hollering Place site. Board Member Groth seconded the motion which passed with Vice-Chair Daily and Board Members Groth, Kramer, Muenchrath, Shoji, and Vaughan voting aye. Chair Melton was absent.

### **Egyptian Theatre Repair – Authorization to Enter into Construction Contract and Provide Bridge Financing**

City Manager Rodger Craddock stated the City recently advertised a Request for Quotes (RFQ) for Phase 1 structural improvements and the construction of new ADA restrooms for the Egyptian Theatre. Bids received were three contractors of which DLB Construction of Coos Bay was the low bid for \$620,000. Mr. Craddock noted there were additional costs involved in completing the Phase 1 project scope which included: (1) the installation of a utility vault behind the theatre; (2) special inspections; (3) hazardous material abatement; (4) utility boring; and a 5% project contingency. Based on DLB Construction's low bid proposal of \$620,000 and additional costs, total estimated Phase 1 project costs were \$702,500.

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Mr. Craddock advised to date the Egyptian Theatre Preservation Association's (ETPA) capital fundraising campaign efforts netted a total of \$668,931 in committed and received funds which was \$33,569 short of the projected Phase 1 project costs. Staff suggested moving forward with awarding the construction contract and for the URA to provide bridge financing while the ETPA continued their fundraising efforts. Mr. Craddock noted failure to move forward with the project could jeopardize receipt of some of the larger grants; recommended the Agency hold off on undertaking additional projects not already approved until the Egyptian Theatre project was completed. Greg Reuger, President of the ETPA, expressed support for moving forward with Phase 1; highlighted other fundraising efforts in the works. Geno Landrum, Coos Bay: Thanked the City and local merchants for their continued support of the Egyptian Theatre.

Board Member Shoji moved to authorize staff to proceed with entering into a contract with DLB Construction, Inc. for the structural improvements and the construction of the new ADA restroom for the Egyptian Theatre in the amount of \$620,000, approve the expenditure of funds related to the needed utility vault, special inspections, hazardous material abatement, utility boring, and project contingency not to exceed \$82,000, to provide bridge financing while the ETPA continued to raise the remaining funds needed to fund the project, and to provide authorization contingent upon full award of the Collins Foundation, Ford Family Foundation, and MJ Murdock Charitable Trust top-off grants. Board Member Muenchrath seconded the motion which passed with Vice-Chair Daily and Board Members Groth, Kramer, Muenchrath, Shoji, and Vaughan voting aye. Chair Melton was absent.

**Adjourn**

There being no further business to come before the Agency Vice-Chair Daily adjourned the meeting.

  
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Mark Daily, Vice-Chair

Attest:   
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Mike Vaughan, Secretary