

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

**August 18, 2009**

A regular meeting was held by the City of Coos Bay Urban Renewal Agency immediately following the City Council meeting held at 7:00 p.m. in the Council Chambers at City Hall, 500 Central Avenue, Coos Bay, Oregon.

**Those Attending**

Those present were Chair Gene Melton and Board Members Mark Daily, Jon Eck, Joanie Johnson, Stephanie Kramer, Jeff McKeown, and John Pundt. City staff present were City Manager Chuck Freeman, City Attorney Nate McClintock, Finance Director Rae Lea Cousens, Deputy Finance Director Susanne Baker, City Engineer Carl Nolte, Fire Chief Stan Gibson, Economic and Community Development Manager Joyce Jansen, Library Director Carol Ventgen, and Police Chief Rodger Craddock.

**Approval of the Minutes of August 4, 2009**

Board Member Eck moved to approve the minutes of August 4, 2009. Board Member Daily seconded the motion which passed with Chair Melton and Board Members Daily, Eck, Kramer, Johnson, McKeown, and Pundt voting aye.

**Approval of Virtual Business Incubator Grant for  
Threads That Bind**

Economic and Community Development Manager Joyce Jansen presented a grant application on behalf of Threads That Bind for \$7,200 for the purchase of equipment and advertising. Board Member Kramer moved to approve the Threads That Bind grant application as presented. Board Member Johnson seconded the motion which passed with Chair Melton and Board Members Daily, Eck, Kramer, Johnson, McKeown and Pundt voting aye.

**Approval of Amended Contract with Tashman Johnson LLC**

City Manager Chuck Freeman stated the Agency recently entered into an agreement with Tashman Johnson LLC to assist staff with administration of the urban renewal plans, updating the Downtown and Empire Plans, and preparing a feasibility study for Eastside and Englewood. Amending both plans to remove the sunset date was identified by the Agency as the first priority. The Downtown Plan is a 30-year plan with an end date of 2018 and the Empire Plan is a 20-year plan with an end date of 2015. After staff discussion with Mr. Tashman, analysis of the Downtown Plan options are either a minimal level of analysis where the issue is presented in general terms and as a policy issue or a full financial analysis including the remaining capacity to borrow, projected year when the last debt would be issued, projected year it would be repaid, remaining capacity to borrow under the maximum indebtedness, and the projected tax increment revenues in consideration of the outstanding debt. The full financial analysis option is preferred. Removing the sunset date of 2015 from the Empire Plan is required to be completed through a substantial plan amendment and would require a full financial analysis. The current professional services agreement is a not-to-exceed \$7,500 and would need to be amended to a not-to-exceed \$25,000 for the full financial analysis (includes feasibility studies for Eastside and Englewood and codifying both plans). Board Member McKeown moved to amend

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the professional services agreement with Tashman Johnson LLC for a not-to-exceed \$25,000 plus expenses. Board Member Kramer seconded the motion which passed with Chair Melton and Board Members Daily, Eck, Kramer, Johnson, McKeown and Pundt voting aye.

### **Creation of Agency Committee Entitled “Economic Development”**

Chair Melton stated there has been interest expressed in creating an Economic Development Committee. By consensus of the Agency, all are encouraged to attend the meetings and committee appointment will be the same as the revolving steering committees. Board Member McKeown moved to create a new committee entitled Economic Development Committee of the Urban Renewal Agency. Board Member Eck seconded the motion which passed with Chair Melton and Board Members Daily, Eck, Kramer, Johnson, McKeown and Pundt voting aye.

### **Visitor Information Center Financing Through US Bank**

Board Member McKeown declared a conflict of interest and abstained from participation. Finance Director Rae Lea Cousens reviewed the milestones of the Visitor Information Center Project and stated on August 12, 2009 Kieu-Oanh Nguyen, Western Financial Group, provided financial recommendations. Ms. Cousens stated US Bank has been selected for the \$1,402,000 financing at 10 years.

### **Presentation on a Hollering Place Viewing Area**

City Engineer Carl Nolte stated the Hollering Place master plan is being marketed to potential developers to collaborate with the Agency to develop the Hollering Place. Mr. Nolte stated Board Member Pundt has asked if the property adjacent to Empire Blvd could be developed and the improvements not hinder future development. Mr. Nolte presented a design providing a wayside for approximately \$20,000. Consensus of the Board was for staff to develop the design by moving the parking to the south, landscaping to the north, and return to the Agency with a recommendation.

### **Downtown Revised Traffic Study Scope**

City Engineer Carl Nolte stated staff has been working with the traffic consultant to redefine the scope of the downtown traffic study project to address the impact on the downtown corridor if 2<sup>nd</sup> and 3<sup>rd</sup> Streets were changed from one-way to two-way. Mr. Nolte stated a full traffic study is needed to provide the depth for the analysis to address all of the Oregon Department of Transportation's requirements for changes to the traffic signals. The original \$62,500 proposal is being recommended over the \$36,500 partial traffic study. Board Member McKeown suggested more emphasis be given to traffic flow in regard to encouraging shopping in the downtown businesses while being economically responsible. City Manager Chuck Freeman suggested clarifying the tasks with the consultant and updating the Agency for a recommendation.

### **Boat Building Center Lease**

Chair Melton added the Boat Building Center lease as an agenda item. City Manager Chuck Freeman stated a signed lease has been received for the Boat Building Center and provided a

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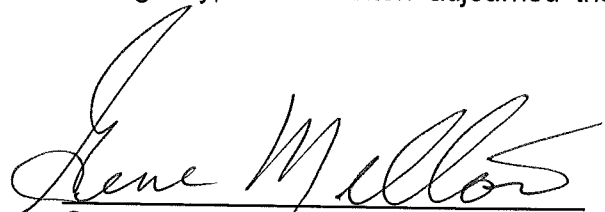
copy of the lease. Chair Melton asked the amount of the property taxes wherein Mr. Freeman stated the information will be provided and a property tax exemption can be sought once the non-profit status is granted. Board Member McKeown moved to approve the Boat Building Center lease. Board Member Pundt seconded the motion which passed with Chair Melton and Board Members Daily, Eck, Kramer, Johnson, McKeown and Pundt voting aye.

**Public Comments**

Steve Pickering, 2170 N 28th: Stated the National Parks have replaced wooden boardwalks with plastic boards and stated the Hollering Place parking area is sound. Chair Melton stated the list of grants received through the Virtual Business Incubator was very informative and thanked the Economic and Community Development Manager Joyce Jansen and City Manager Chuck Freeman.

**Adjourn**

There being no further business to come before the Agency, Chair Melton adjourned the meeting.

  
Gene Melton, Chair

Attest:

  
Mark Daily, Secretary