

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

May 18, 2010

A regular meeting was held by the City of Coos Bay Urban Renewal Agency 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 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 Rodger Craddock, City Attorney Nate McClintock, Deputy Finance Director Susanne Baker, Public Works and Development Director Jim Hossley, City Engineer Carl Nolte, Economic Revitalization Administrator Joyce Jansen, and Acting Police Chief Gary McCullough.

Approval of the Minutes of April 20, 2010

Board Member Eck moved to approve the minutes of the April 20, 2010. Board Member Johnson seconded the motion which passed with Chair Melton and Board Members Daily, Eck, Johnson, Kramer, McKeown, and Pundt voting aye.

**Visitor Information Center Project Monthly Update by Hilary Baker
Of Crow Clay & Associates**

Hilary Baker of Crow/Clay and Associates provided an update on the Visitor Information Center (VIC) construction project. Ms. Baker presented construction photos via Power Point and stated the remaining items were the interior trim in the main public space, carpet and sheet vinyl flooring, exterior trim around the storefront and eave soffits, and placement of the exterior signs; site work progresses in the planter areas and retaining walls along the south side of the building.

Award of Bid for the Visitor Information Center Office Furniture

Economic Revitalization Administrator Joyce Jansen stated quotes were requested of Engles Furniture, Henry A. Schroeder & Sons, South Coast Office Supply, and Staples for Visitor Information Center furniture. One bid was received from South Coast Office Supply for \$8,994.12. Board Member Kramer moved to award the furnishings bid to South Coast Office Supply for \$8,994.12. Board Member Johnson seconded the motion which passed with Chair Melton and Board Members Daily, Eck, Johnson, Kramer, McKeown, and Pundt voting aye.

**Authorization to Enter into a Contract for the Development of
the Website And Monitoring of the Photovoltaic Display**

Economic Revitalization Administrator Joyce Jansen stated the Visitor Information Center received a Blue Sky Foundation grant from Pacific Power and Light for \$47,429 and anticipate an Energy Trust of Oregon grant for \$27,265 for a total of \$74,694 to fund the photovoltaic project. Grant conditions require the City to monitor the energy production data utilizing a Fat Spaniel monitoring system for five years. Fat Spaniel, an independent provider of software, will provide the services for \$7,770. Board Member McKeown moved to authorize the City Manager

to enter into a contract with Fat Spaniel for development of the website and monitoring of the photovoltaic system for \$7,770. Board Member Johnson seconded the motion which passed with Chair Melton and Board Members Daily, Eck, Johnson, Kramer, McKeown, and Pundt voting aye.

Presentation on the Geo Tech / Structure of the Egyptian Theater by City Engineer Carl Nolte

City Engineer Carl Nolte stated structural and geotechnical engineers, ZCS Engineering and SHN Consulting Engineers & Geologists, reviewed the Egyptian Theater on December 30, 2009 to provide a comprehensive proposal to prepare a Facilities Improvement Plan (Plan). The Plan would provide a list of improvement projects based upon need with an associated cost. This information would be required for grant applications and demonstrate the partnership between the Owner and Manager to systematically repair, maintain, and upgrade the structure. The cost of preparing the Facilities Improvement Plan include: ZCS Engineering for \$145,090 with an allowance for reimbursable expenses of \$17,250; SHN Consulting Engineers & Geologists for \$28,410 with an allowance for reimbursable expense of \$5,500; additional costs include a project contingency of \$20,000 for payment of fees or reimbursement of expenses for out of scope services; \$33,750 for contracting additional services related to Task 6 (Environmental; Mechanical, Electrical, and Plumbing Services; and Fire/Life/Safety Issues and Code Review) for a total of \$250,000. Chair Melton and Board Member Pundt suggested they anticipated plans be developed to 100% rather than the proposed 75% design. City Manager Rodger Craddock suggested the proposed Facilities Improvement Plan would be similar in nature to the predesign report needed to obtain the seismic grant for City Hall. Board Member McKeown moved to approve work orders for a Facilities Improvement Plan: ZCS Engineering for \$145,090 with an allowance for reimbursable expenses of \$17,250; SHN Consulting Engineers & Geologists for \$28,410 with an allowance for reimbursable expense of \$5,500; a project contingency of \$20,000 for payment of fees or reimbursement of expenses for out of scope services; \$33,750 for contracting additional services related to Task 6 (Environmental; Mechanical, Electrical, and Plumbing Services; and Fire/Life/Safety Issues and Code Review) for a total of \$250,000. Board Member Daily seconded the motion which passed with Chair Melton and Board Members Daily, Eck, Johnson, Kramer, and McKeown voting aye and Board Member Pundt voting no.


Public Comments

Gino Landrum, Coos Bay: Stated the IRS Form 990-N was due by December 31st wherein Chair Melton stated the deadline for submittal was May 17, 2010.

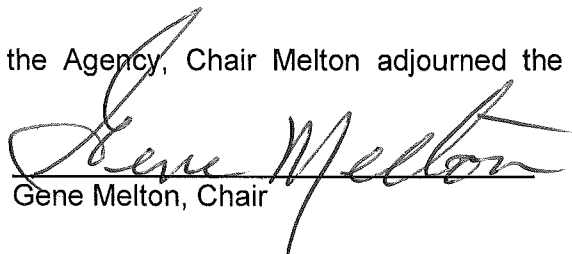
Adjourn

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

Attest:



Mark Daily, Secretary



Gene Melton, Chair