

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

**March 18, 2014**

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 Board Members Stephanie Kramer, Thomas Leahy, John Muenchrath, Crystal Shoji, and Mike Vaughan. Chair Mark Daily and Board Member Jennifer Groth were absent. City staff present were City Manager Rodger Craddock, City Attorney Nate McClintock, Finance Director Susanne Baker, Deputy Finance Director Amy Kinnaman, Library Director Sami Pierson, Community Development Director Eric Day, Public Works Director Jim Hossley, Fire Chief Mark Anderson, and Police Chief Gary McCullough.

**Nomination of Temporary Chair**

Pursuant to City of Coos Bay City Council Rules as provided in the Coos Bay City Charter Chapter IV, Section 4.2.3 in event of the absence of the Chair and Vice Chair, Deputy Recorder Amy Kinnaman called the Urban Renewal Agency (URA) to order and called a roll of members present. Board Members Kramer, Leahy, Muenchrath, Shoji, and Vaughan were present. By majority vote the Agency appointed Crystal Shoji as Temporary Chair by Agency ballot.

**Public Comments**

No comments were given.

**Consent Calendar**

Temporary Chair Shoji reviewed the consent calendar which consisted of 2a: approval of the minutes of February 18, 2014; and 2b: acceptance of the February 2014 URA combined cash report. Temporary Chair Shoji moved to approve the consent calendar approving the minutes of February 18, 2014, and accepting the February 2014 combined cash report. Board Member Kramer seconded the motion which passed with Temporary Chair Shoji and Board Members Kramer, Leahy, Muenchrath, and Vaughan voting aye. Chair Daily and Board Member Groth were absent.

**Approval of Professional Engineering Services for the Assessment of Downtown Buildings for Possible Redevelopment**

City Manager Rodger Craddock stated on August 6, 2013 the Agency accepted a \$20,000 United States Department of Agriculture (USDA) rural development enterprise grant (RDEG) for the purpose of evaluating downtown and Empire buildings with unused and/or underdeveloped upper floors to determine suitability for redevelopment into apartments. Total cost for completion of the evaluations by ZCS Engineering was \$29,556. The project had zero budget impact on the URA due to the grant award along with the \$20,000 match received from Jordon Cove. Board Member Muenchrath moved to approve the expenditure of \$29,556, after the fact, to ZCS Engineering for services provided on the project. Board Member Kramer seconded the

**Urban Renewal Agency Minutes – March 18, 2014**

motion which passed with Temporary Chair Shoji and Board Members Kramer, Leahy, Muenchrath, and Vaughan voting aye. Chair Daily and Board Member Groth were absent.

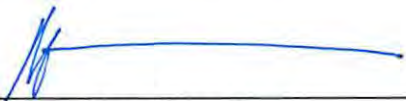
**Consideration of Approval of the Egyptian Theatre Request for Proposal (RFP) for the Fabrication and Installation of a Marquee**

Public Works Director Jim Hossley stated staff estimated it would take up to 12 weeks for the design and installation of the Egyptian Theatre marquee. In effort to keep the Egyptian Theatre phase 2 façade project on schedule for the June 20, 2014 grand opening date, staff advertised a request for proposal (RFP) for the fabrication and installation of the Theatre marquee separately from the rest of the façade. Total estimated cost for fabrication and installation of the Egyptian Theatre marquee was \$50,000. Board Member Kramer moved to authorize the City Manager to negotiate and sign a contract with the successful bidder for the fabrication and installation of the Egyptian Theatre marquee for an amount not to exceed of \$50,000. Temporary Chair Shoji seconded the motion which passed with Temporary Chair Shoji and Board Members Kramer, Leahy, Muenchrath, and Vaughan voting aye. Chair Daily and Board Member Groth were absent.

**Adjourn**

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

  
\_\_\_\_\_  
Mark Daily, Chair

Attest:   
\_\_\_\_\_  
Mike Vaughan, Secretary