

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

August 18, 2020

The minutes of the proceedings of a regular meeting of the Urban Renewal Agency of the City of Coos Bay, Coos County, Oregon, held at 8:58 pm in the Council Chambers at City Hall, 500 Central Avenue, Coos Bay, Oregon.

Those Attending

Those present were Chair Stephanie Kilmer and Board Members Joe Benetti, Lucinda DiNovo, Drew Farmer, and Phil Marler. Board Members Carmen Matthews and Rob Miles were absent. City staff present were City Manager Rodger Craddock, Finance Director Nichole Rutherford, and Deputy Police Chief Chris Chapanar. City staff attending remotely by teleconference were Deputy Finance Director Melissa Olson, Community Development Administrator Carolyn Johnson, and Fire Chief Mark Anderson.

Public Comments

No public comments were given and no public comment forms were received.

Consent Calendar

Chair Kilmer reviewed the consent calendar which consisted of:

2a: Approval of August 4, 2020 Minutes

2b: Approval of July 2020 Financial Reports

Board Member DiNovo moved to approve consent calendar as presented. Board Member Marler seconded the motion which carried. Ayes: Benetti, DiNovo, Farmer, Kilmer, Marler. Absent: Matthews, Miles.

Acceptance of Oregon Parks & Recreation Department Grant and Award of Contract for the Replacement of the Egyptian Theater Roof Membrane System

City Manager Rodger Craddock stated several years ago the City and the Egyptian Theater Preservation Association (ETPA) created a rehabilitation plan for the Egyptian Theater. There were structural and cosmetic improvements made to the facility around 2012, including installation of ADA restrooms on the main floor, which allowed the facility to reopen to the public. The plan included several upgrades to the interior of the facility and re-roofing the facility when funding became available.

The ETPA applied for a Historical Preservation Grant through Oregon Parks & Recreation Department (OPRD) on behalf of the City/Agency. The City received notification of intent to award the grant from OPRD in the amount of \$64,200 to replace the Egyptian Theater roof. In addition to the grant from OPRD, the ETPA received a major donation from a local community member to be used to operate and preserve the theater. ETPA would like to use some of these donated funds to fully pay for the new roof on the Egyptian Theater. Any funds

not used after the roof project is completed will be returned to ETPA. The ETPA reached out to the City, and requested the City obtain bids to re-roof the theater. The City advertised the project with a mandatory pre-bid meeting on site. There were several in attendance at the mandatory meeting, however only two submitted bids: Tom E. Gayewski Construction in the amount of \$194,900 and LP Metal Works LLC in the amount of \$122,571. The City validated the low bidder's background (Construction Contractors Board) and checked references for LP Metal Works LLC, which were all favorable.

Board Member DiNovo moved to 1. accept the grant from Oregon Parks & Recreation Department (ORPD) and authorize the Agency Manager to enter into agreement with ORPD for the Historical Preservation Grant in the amount of \$64,200 to assist with the replacement of Egyptian Theater roof; 2. accept ETPA transfer of funds to pay the balance of the cost to replace the roof, not covered by the grant (plus contingency) for a total of \$76,756. Any balance not utilized by the roof project will be returned to ETPA; and 3. authorize the Agency Manager to enter into a contract with LP Metal Works LLC to replace the Egyptian Theater roof in the amount of \$122,571, plus a 15% contingency of \$18,386, for a total not to exceed \$140,957. Board Member Marler seconded the motion which carried. Ayes: Benetti, DiNovo, Farmer, Kilmer, Marler. Absent: Matthews, Miles.

Approval of Coos Bay Downtown Association and Urban Renewal Agency Main Street Management Agreement

City Manager Rodger Craddock stated the partnership between the agency and the Coos Bay Downtown Association (CBDA) which focused on the strategies of the Main Street Program began in 2012 and included support from the Agency to the CBDA in the amount of \$24,000. This support was intended to assist in the implementation of the Main Street Program and strategies aimed at the revitalization and improved economic stability of the downtown district. Several years after the initial agreement, the annual support was increased to \$30,000 and in 2017 the annual support was increased to the current amount of \$35,000. The Main Street program was a proven comprehensive approach to historic commercial district revitalization and economic prosperity using four foundation points. These include:

Organization: represented by business and property owners, bankers, citizens, public officials, chambers of commerce, and other local economic development organizations.

Promotion: this included a variety of events and programs to create excitement downtown and could include street festivals, parades, retail events, and image development campaigns. Promotion involved marketing an enticing image to shoppers, investors, and visitors.

Design: Enhancing the physical environment with historic building rehabilitation, street and alley clean-up, colorful banners, landscaping, and lighting all improve the physical image of the downtown as a quality place to shop, work, walk, invest in, and live. Design improvements resulted in investment of public and private dollars in the downtown.

Economic Vitality: the creation of long-term economic vitality with the development and implementation of techniques and programs such as recruiting new businesses, creatively converting unused space for new uses, and sharpening the competitiveness of Main Street's traditional merchants.

A Main Street Management agreement between the Urban Renewal Agency (Agency) and the CBDA was provided for Agency's consideration. The 2015 agreement expired on June

30, 2020. The past agreement required CBDA to manage and implement the four Main Street strategies. Community Development Administrator Carolyn Johnson proposed a deviation from the current management plan wherein the Agency would take leadership of two of the four strategies, Design through the Design Assistance Team and Economic Vitality through the Agency itself. The separate and complimenting strengths and resources of each can be maximized to forge practical strategies which could increase successful outcomes, but noted some concern with staff taking on additional duties. Both the traditional and alternative agreements were provided for the Agency's consideration.

Mr. Craddock suggested postponing a decision to the September 1, 2020 Agency meeting for additional considerations, review of the agreements, and as representatives of CBDA were unable to attend would plan to have a representative attend the next meeting. Community Development Administrator Carolyn Johnson stated she was impressed with the enthusiastic CBDA, was challenging for them to find time to sit on the committees, staff was doing some work already so idea for the alternative agreement was to focus on two strategy areas, but continue to use committees already in place, and also suggested postponing the decision. Robb Crocker stated the energy, enthusiasm, and quality of all the members was high, were involved in many things so manpower and resources could be difficult, and finding ways to execute strategies would benefit the entire city.

Chair Kilmer postponed the agreement decision until the September 1, 2020 Agency meeting.

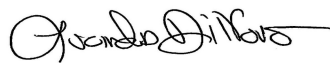
Adjourn

There being no further business to come before the agency, Chair Kilmer adjourned the meeting. These minutes were approved as presented by the Urban Renewal Agency on September 1, 2020.



Stephanie Kilmer, Chair

Attest:



Lucinda DiNovo, Secretary