

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL

February 5, 2013

The minutes of the proceedings of a regular meeting of the City Council of the City of Coos Bay, Coos County, Oregon, held at 7 p.m. in the Council Chambers at City Hall, 500 Central Avenue, Coos Bay, Oregon.

Those Attending

Those present were Mayor Crystal Shoji and Councilors Mark Daily, Jennifer Groth, Stephanie Kramer, Gene Melton, John Muenchrath, and Mike Vaughan. City staff present were City Manager Rodger Craddock, City Attorney Nate McClintock, Finance Director Susanne Baker, Deputy Finance Director Amy Kinnaman, Economic Revitalization Administrator Joyce Jansen, Operations Administrator Randy Dixon, Public Works and Development Director Jim Hossley, Library Director Sami Pierson, Fire Chief Stan Gibson, and Police Chief Gary McCullough.

Flag Salute

Mayor Shoji opened the meeting and asked Councilor Mark Daily to lead the Council and assembly in the salute to the flag.

Public Comments

No comments were given.

Consent Calendar

Mayor Shoji reviewed the consent calendar which consisted of 3a: approval of the minutes of January 15, 2013. Councilor Melton moved to approve the consent calendar approving the minutes of January 15, 2013. Councilor Groth seconded the motion which carried with Mayor Shoji and Councilors Daily, Groth, Melton, and Muenchrath voting aye. Councilors Kramer and Vaughan were absent.

Semi-Annual Report on the Visitor Information Center (VIC) by Bay Area Chamber of Commerce (BACC) Executive Director Timm Slater

Timm Slater, Executive Director of the BACC, provided information on activities of interest at the VIC such as tourist inquires monthly events, reader board activity, visitor counts, and revenue and expenditure details.

Councilors Kramer and Vaughan joined the meeting.

Presentation on the Parks Master Plan Policies

Operations Administrator Randy Dixon provided a PowerPoint presentation on the Parks Master Plan. Mr. Dixon stated the Parks Master Plan was in the policy development stage and noted the following recommendations made by the Park Commission: developing a standard for park classifications based on 6 acres per 1,000 population; standardized park classifications to include Neighborhood, Community, Large Urban, School, and Linear Parks as well as Special Use, Historical, and Natural Areas. Other recommendations included adding polices covering

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park land acquisition, park planning, park design and development, park management and support services, park attributes, and park amenities. Mayor Shoji recommended adding community gardens as an optional amenity for all parks. It was the consensus of the Council for to move forward with implementation of the Coos Bay Parks Master Plan policy updates as presented.

Consideration to Approve the Purchase of a Used Utility Vehicle

Public Works and Development Director Jim Hossley stated City vehicle #813 was a 1 ton utility truck used to perform maintenance at the City's wastewater facilities. Mr. Hossley stated vehicle #813 was unsafe to operate and inefficient to repair because of its age. Estimated cost to purchase a new replacement was \$100,000. Staff researched and found suitable used vehicles available for purchase through various Heavy Equipment Dealers. Pursuant to Section 2 of the City's contracting rules, Mr. Hossley requested the Council to authorize a special procurement process to purchase a used service truck. Councilor Daily moved to authorize a special procurement process to purchase a used service truck for a not to exceed cost of \$70,000. Councilor Muenchrath seconded the motion. City Manager Rodger Craddock advised the City's contract with OMI required the City to provide all equipment. A call for the question was made which carried with Mayor Shoji and Councilors Daily, Groth, Kramer, Melton, Muenchrath, and Vaughan voting aye.

Report on the Status of City Owned Streets

Public Works and Development Director Jim Hossley provided an overview of the life cycle, repair objectives, costs of repair, funding sources, and various types of street maintenance of city owned streets. Mr. Hossley stated the City's current maintenance was based on stop gap measures and was reactive rather than proactive; noted the 2002 comprehensive pavement evaluation report listed a range of necessary repairs of which the City had been unable to systematically address the deficiencies due to funding constraints; estimated approximately 40% of the total street network was in "good" condition but the percentage in bad condition had increased since the 2002 report. Mr. Hossley reviewed potential revenue sources which included a URA/special levy, grants, system development charges, serial levy, general obligation bonds, local motor fuel tax, and a street maintenance fee. Councilor Daily inquired about ancillary causes of road deterioration noting large garbage trucks and the use of boring to replace pipes were of concern. Councilor Groth moved to create an infrastructure finance advisory committee with Councilors and interested citizens to explore methods to pay for needed street maintenance and repairs. Councilor Kramer seconded the motion. City Manager Rodger Craddock advised he would prepare a report for future Council approval of the committee structure. A call for the question was made which carried with Mayor Shoji and Councilors Daily, Groth, Kramer, Melton, Muenchrath, and Vaughan voting aye.

Consideration to Expand or Change the Council Finance Committee

City Manager Rodger Craddock stated on January 15, 2013 the Council conducted interviews of applicants who were interested in serving on the City's Budget Committee. During those interviews, Council members discussed the possibility of adding a lay member of the Budget Committee to the Council Finance Committee. Mr. Craddock advised existing Council Rules precluded the Council from adding a lay member to a Council Committee. The following options

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were presented for consideration: the Council could amend Council Rules to allow a lay member on the Council Committees; dissolve the current Council Finance Committee and create a Finance Committee (lay-committee) which would allow for membership of both Council and community (lay) members; suspend the rule, if approved by a majority vote of the Council. It was the consensus of the Council to invite Howard Forte, a lay member of the Budget Committee, to attend the meetings of the Council Finance Committee.

Discussion on the Vendor Cart Business License Fee and Insurance Requirements

City Manager Rodger Craddock stated there was not a consensus on the business license fee for businesses vending on public property and insurance requirements at January 15, 2013 presentation on proposed changes to the Coos Bay Municipal Code to allow vending on public property. An annual license fee of \$50 and higher was suggested for businesses vending on public property. Staff reviewed the proposed \$50 fee and believed the amount would cover the cost to pay the expenses required to issue the licenses, to provide revenue to pay for municipal services, and the revenue to pay for regulation of the businesses by the code enforcement officer. Since the vending businesses would utilize the public right-of-way, Mr. Craddock suggested the Council consider requiring the business owner to obtain a \$75 right-of-way use permit. Currently, individuals and/or organizations which conduct special events on public property involving the use of City provided services were required to carry commercial general liability (per occurrence) in the amount of \$1,000,000. Since the proposed conditions for vending on public property required the carts/vehicles be self-contained, staff did not propose an insurance requirement. Staff did check with several other jurisdictions and found a variety of insurance requirements for vendor cart activity.

Melvin Leshner, North Bend: expressed concern about City's ability to maintain costs and the requirement for restroom facilities if vendors provided seating. Christine Coles, Coos Bay: suggested the proposed costs were excessive. Councilor Daily expressed concern about the impact vendor carts would have on existing downtown businesses; suggested vendor carts pay a monthly business license fee of \$50 to \$100. Councilor Groth suggested the City should provide the framework to allow vendor cart activity and fees should only be charged to cover city costs. Councilor Kramer was in favor of the right-of-way use fee, recommended requiring insurance, and suggested a monthly business license fee. Councilor Vaughan expressed concern about the lack of design standards for vendor carts. Mayor Shoji was in favor of the \$50 business license fee and the right-of-way use fee. Mayor Shoji moved to impose a \$50 annual business license fee and to include the \$75 right-of-way use fee. Councilor Muenchrath seconded the motion. Discussion continued. A call for the question was made which carried with Mayor Shoji and Councilors Groth, Kramer, Melton, Muenchrath, and Vaughan voting aye and Councilor Daily voting nay. Councilor Kramer moved to require \$1,000,000 in general liability insurance. Mayor Shoji seconded the motion which carried with Mayor Shoji and Councilors Daily, Groth, Kramer, and Vaughan voting aye and Councilors Melton and Muenchrath voting nay.

City Attorney's Report

No comments were given.

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City Manager's Report

City Manager Rodger Craddock announced Economic Revitalization Administrator Joyce Jansen, Fire Chief Stan Gibson, Public Works and Development Director Jim Hossley, and Police Chief Gary McCullough would be presenting on his behalf. Ms. Jansen announced during last month's meeting of the Egyptian Theatre Restoration Committee, Bob More replaced Gene Melton as Chair of the committee and Gene Melton replaced David Abernathy as Vice-Chair. Fire Chief Gibson advised Firefighter Dan Crutchfield was recently promoted to Battalion Chief to fill the position vacated by former Battalion Chief Howard Owens. Mr. Hossley reported the Wastewater Treatment Plant #2 facility plan phase was completed and the pre-design phase was in progress; first meeting took place yesterday and included representatives from Department of Environmental Quality (DEQ); discussions included schedules, funding, agency requirements, and project overview. Police Chief McCullough reported the Coos Bay Police Department was coordinating a safety blitz in conjunction with the Oregon Association Chief of Police (OACP) targeting texting and cell phone usage.

Council Comments

Councilor Groth announced the 3A State Basketball Tournament was scheduled for February 28th through March 2, 2013. Councilor Daily noted the Visitor Information Center reported many of the visitors to our local area were from California and suggested advertising our local area in San Francisco. Mayor Shoji spoke of the League of Oregon Cities "If I were Mayor" contest and asked for the Council's help with a local project.

Executive Session

An executive session was held pursuant to ORS 192.660 (2) (h) for Consultation with Legal Counsel Concerning Legal Rights and Duties Regarding Current Litigation or Litigation Likely to be Filed. No decisions were made.

Adjourn

There being no further business to come before the Council, Mayor Shoji adjourned the meeting. The next regular Council meeting was scheduled for February 19, 2013 in the Council Chambers at City Hall.

Crystal Shoji, Mayor

Attest:

Susanne Baker, City Recorder