

## MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL

April 16, 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, and John Muenchrath. Councilor Mike Vaughan was absent. City staff present were City Manager Rodger Craddock, Finance Director Susanne Baker, Deputy Finance Director Amy Kinnaman, Economic Revitalization Administrator Joyce Jansen, Engineering Service Coordinator Jennifer Wirsing, Public Works and Development Director Jim Hossley, Library Director Sami Pierson, Police Captain Chris Chapanar, and Police Chief Gary McCullough.

### **Flag Salute**

Mayor Shoji opened the meeting and asked Economic Revitalization Administrator Joyce Jansen to lead the Council and assembly in the salute to the flag.

### **Public Comments**

Tom Leahy, Coos Bay: announced the Coos Bay Boat Building Center would be hosting the Tall Ships for a two week period starting Thursday, May 2, 2013. Bittin Duggan, Coos Bay: announced The Green Spot would be holding cooking classes and would also be cooking and serving food on Wednesdays in conjunction with the Wednesday Farmers Market; on Tuesday and Thursday's from 5-8 p.m. and Saturday's from 2-5 p.m. The Green Spot would also hosting Washed Ashore Workshops.

### **Consent Calendar**

Mayor Shoji reviewed the consent calendar which consisted of 3a: approval of the minutes of March 19, and April 2, 2013 3b: acceptance of March 2013 accounts payable and payroll check registers; and 3c: acceptance of the March 2013 combined cash report. Mayor Shoji requested the minutes of April 2, 2013 be brought down to the agenda as item 4a for further consideration and added the retirement of Economic Revitalization Administrator Joyce Jansen as item 4b. Councilor Kramer moved to approve the consent calendar as amended approving the minutes of March 19, 2013, accepting the March 2013 accounts payable and payroll check registers, and accepting the March 2013 combined cash report. Councilor Muenchrath seconded the motion which carried with Mayor Shoji and Councilors Daily, Groth, Kramer, Melton, and Muenchrath voting aye. Councilor Vaughan was absent.

### **Consideration of the April 2, 2013 Minutes**

Mayor Shoji requested the written comments from the April 2, 2013 meeting be attached to the April 2, 2013 minutes. Councilor Kramer moved to accept the minutes of April 2, 2013 to include the written comments. Councilor Melton seconded the motion which carried with Mayor

## **City Council Minutes – April 16, 2013**

Shoji and Councilors Daily, Groth, Kramer, Melton, and Muenchrath voting aye. Councilor Vaughan was absent.

### **Retirement of Economic Revitalization Administrator Joyce Jansen**

City Manager Rodger Craddock announced Economic Revitalization Administrator would be retiring on April 30, 2013. Ms. Jansen served the City for 36 years. Mayor Shoji presented Ms. Jansen with a plaque of appreciation. Ms. Jansen highlighted her years of service and stated she appreciated her time and service to the City.

### **Presentation on the Child Abuse Prevention and Awareness Month Proclamation by Sue Thornton of the Child Abuse Intervention Center**

Police Chief Gary McCullough introduced Sue Thornton from the Coos Bay Child Abuse Intervention Center. Ms. Thornton shared information about the operations and services provided by the Child Abuse Intervention Center; announced 213 pinwheels were placed in front of the Child Abuse Intervention Center building to honor all the children seen by the center in 2012. Chief McCullough and Mayor Shoji read the proclamation aloud, declaring April 2013 as Child Abuse Prevention and Awareness Month. Councilor Melton moved to approve the Child Abuse Prevention and Awareness Month proclamation. Councilor Groth seconded the motion which carried with Mayor Shoji and Councilors Daily, Groth, Kramer, Melton, and Muenchrath voting aye. Councilor Vaughan was absent.

### **Presentation on the National Telecommunicator's Week Proclamation by Police Chief Gary McCullough**

Police Chief Gary McCullough stated in 1991, Congress proclaimed the second week of April of each year was to be dedicated to the men and women serving as public safety telecommunicators. The proclamation would identify the City of Coos Bay as a community that recognized the important contributions public safety telecommunicator's make each day. Chief McCullough introduced two new Dispatchers Kristy Spini, and Danielle Pierce as well as Dispatcher Michelle Kirby and Dispatch Supervisor's Tessa Cupp, and Tia Akers. Chief McCullough and Mayor Shoji read the proclamation aloud, declaring April 14-20, 2013 as National Telecommunicator's Week. Councilor Melton moved to approve the National Telecommunicator's Week proclamation. Councilor Groth seconded the motion which carried with Mayor Shoji and Councilors Daily, Groth, Kramer, Melton, and Muenchrath voting aye. Councilor Vaughan was absent.

### **Report on the Downtown Parking Enforcement Survey Results by Police Captain Chris Chapandar**

Police Captain Chris Chapandar stated at the December 18, 2012 Council meeting staff was requested to research the magnitude of the downtown parking problems. Staff coordinated with members of the Coos Bay Downtown Association (CBDA) to conduct a survey in effort to determine the scope of the problem and identify solutions. The survey results were based upon feedback from owners and employees from 74 different businesses located between Bayshore Avenue to the east, 5<sup>th</sup> Street to the west, Market Avenue to the north, and Curtis Avenue to the south. Captain Chapandar provided an overview of the survey questions and results noting

## **City Council Minutes – April 16, 2013**

overall 39 percent of the people surveyed did not believe there was a parking issue in the downtown while 38 believed there was a parking issue. The survey also divided the downtown into four different quadrants which identified parking problems in quadrant's one (near the Tioga building) and four (near Benetti's); parking was not identified as problem in quadrants two and three located on the western half of downtown. Captain Chapanar stated parking was an issue in the eastern half of downtown Coos Bay citing numerous complaints about automobiles in violation of the 90-minute parking regulation; presented the Council with various options for consideration including researching the matter further, hiring a part time parking enforcement officer, and increasing parking fines.

Mayor Shoji requested a list of businesses surveyed. Councilor Muenchrath suggested the survey should have included the times of day that parking was viewed as a problem. Councilor Daily recommended looking for other parking options to better accommodate downtown business needs. City Manager Rodger Craddock suggested asking the Downtown Association to coordinate an education program for parking in the downtown. Councilor Daily suggested if parking was going to be enforced it should only be enforced in quadrants one and four. Councilors Groth, Kramer, and Melton were in favor of an education program. Councilor Muenchrath suggested the Council should proceed with enforcement only in quadrants one and four for one year and then to repeat the survey. Mayor Shoji moved for staff to ask the Downtown Association to work with the business owners, not just the retailers to get voluntary compliance especially along Highway 101 and the parking lots adjacent to 101. Councilor Kramer seconded the motion. Mayor Shoji revised the motion to include repeating the survey in one year. Councilor Kramer re-seconded the motion which carried with Mayor Shoji and Councilors Daily, Groth, Kramer, Melton, and Muenchrath voting aye. Councilor Vaughan was absent.

### **Approval to Authorize an Intergovernmental Agreement (IGA) for the Urban Renewal Agency Du Jour Financing 2013 – Approval Would Require Adoption of Resolution 13-03**

Finance Director Susanne Baker stated per ORS 457, the Oregon Constitution and as confirmed by the City's Urban Renewal Agency Consultant, Jeff Tashman and the Association of Oregon Revitalization Agencies (AORA), tax increment Urban Renewal revenue could only be spend on debt service. To convert the tax increment revenue received by the Urban Renewal Agency (URA) into debt service, the URA would initiate a loan from the City and immediately repay the debt in a du jour financing. The loan proceeds received by the URA would then be available to be expended on capital projects as set forth in the budget. To complete the process, Ms. Baker presented an Intergovernmental Agreement between the City and Urban Renewal District and a resolution for the Council's approval. The proposed IGA and resolution would authorize up to \$735,971 in du jour financing budget projects; \$380,137 for the Empire District and \$355,834 for the Downtown District. Councilor Kramer moved to adopt Resolution 13-03 approving an Intergovernmental Agreement between the City of Coos Bay and the Coos Bay Urban Renewal Agency and authorized up to \$735,971 in du jour financing budgeted plan projects of which \$380,137 would be for the Empire District and \$355,834 for the Downtown District. Councilor Muenchrath seconded the motion. Councilor Daily inquired why an urban renewal district had to operate in debt. City Manager Rodger Craddock stated there was a statutory requirement for urban renewal districts to operate with indebtedness. A call for the question was made which carried with Mayor Shoji and Councilors Daily, Groth, Kramer, Melton, and Muenchrath voting aye. Councilor Vaughan was absent.

**Approval of a Grant Award for the South Empire Boulevard Multi-Modal Project for Phase I and II and to Enter Into an Intergovernmental Agreement**

Public Works and Development Director Jim Hossley stated the City received notice of award of grant funding for the second phase of the Empire Boulevard Multi-Modal project (Fulton Avenue to Wisconsin Avenue). The Oregon Department of Transportation awarded the City a grant in the amount of \$1,387,200; City's shared costs totaled \$160,000 to be funded with Urban Renewal funds. Mr. Hossley noted the Urban Renewal Board previously approved funding for Phase one of the project wherein the City received an Oregon Transportation Commission Flexible Funds grant in the amount of \$2.1 million and a required Agency grant match of \$599,034. Staff requested Council consider acceptance of both the phase one and phase two grants. Councilor Groth moved to accept the South Empire Boulevard Multi-Modal Project Phase One grant in the amount of \$2,100,000 and the Phase Two grant in the amount of \$1,387,200 as well as authorized the City Manager to enter into an Intergovernmental Agreement with Oregon Department of Transportation for each grant in order to administer the improvements to Empire Boulevard. Councilor Melton seconded the motion which carried with Mayor Shoji and Councilors Daily, Groth, Kramer, Melton, and Muenchrath voting aye. Councilor Vaughan was absent.

**Presentation of the Responsibility of Maintenance and Repair of Coos Bay Laterals**

Engineering Service Coordinator Jennifer Wirsing stated the current City of Coos Bay Municipal Code placed onus upon the private property owner to maintain and keep in good working order his/her own private service (sewer) lateral from the structure to the public sanitary sewer main including the connection. The Council requested staff to investigate the feasibility of changing the code to take ownership of the lateral within the right of way. Ms. Wirsing briefly reviewed the current conditions and operations of the waste water system; in 2012 the City issued 22 sewer connection permits and twenty sewer repair permits to private owners. Based on the quantity of permits issued, if the City were to assume responsibility for the lateral within the right of way, the sewer connections would have cost approximately \$110,000 and the sewer repairs would have cost approximately \$80,000 to \$200,000 depending on the extent of the repair. The estimates did not include the installation and cleanout which was estimated at an additional \$84,000; in total if the City were to have assumed responsibility for the 2012 lateral repairs within the right of way, the expense would have cost an estimated \$274,000 to \$394,000.

Ms. Wirsing noted the City did not have the resources and in-house staff to complete the work but there were several local contractors who were qualified to complete the work. Other considerations included the impact on the CH2M Hill/OMI contract, cleanout and installation, and street repair. Ms. Wirsing presented options for consideration including maintaining current code, educating property owners, incorporating funding programs, accepting responsibility for laterals and outsourcing the work, or accepting responsibility for laterals and perform work in-house.

Councilor Daily suggested the City should institute some form of maintenance and repair program. Councilor Muenchrath suggested looking into increasing fees to help homeowners to address lateral problems. Public Works and Development Director suggested there was potential for a significant impact on existing fees; staff was prepared to complete a fee study. It

## **City Council Minutes – April 16, 2013**

was the consensus of the Council to direct staff to conduct a rate/fee study, to look into whether the City turned over the laterals to homeowners, talk with other municipalities about their various funding and maintenance program options, and to take the matter to the infrastructure committee for further consideration.

### **Presentation on the Evaluation of Drainage Issues in the Downtown Area**

Engineering Service Coordinator Jennifer Wirsing stated pursuant to Council's request staff investigated the drainage issues affecting the 101 Corridor and the downtown area. Ms. Wirsing briefly reviewed the process used to develop the evaluation drainage report. In total five projects were analyzed; four high priority as identified by the Dyer Master Plan and the Egyptian Theatre flooding as requested by Council; estimated total costs for all five projects was \$7,640,351. Ms. Wirsing noted additional considerations including high priority projects that were not analyzed, mitigation for deferred maintenance, funding, and the levee which did not provide flood protection for a 50-year storm or greater. City Manager Rodger Craddock suggested including the projects in the proposed rate study and to take the matter to the infrastructure committee for further consideration.

### **Consideration of Approval to Purchase New Slurry Pump for the Eastside Lagoon Dredge**

Public Works and Development Director Jim Hossley stated the Eastside Lagoon used a dredge and slurry pump to remove biosolids from the lagoon; noted the pump on the dredge was approximately 24 years old and was obsolete. The original pump assembly was no longer available and a new pump needed to be installed prior to the summer to ensure the biosolids land application operation was not interrupted. Mr. Hossley stated the manufacturer provided an estimate for the slurry pump but since the original pump assembly used on the dredge was no longer available the assembly would need to be fabricated to ensure proper fit. As a result only one estimate was provided by the manufacturer and there could be additional unforeseen costs. The amount originally budgeted was \$33,000; estimated cost for the slurry pump was \$26,978. Staff recommended including an additional contingency of \$6,022, thus totaling \$33,000. Councilor Daily moved to approve the purchase of a new slurry pump for the Eastside Lagoon dredge for the cost not to exceed the budgeted amount of \$33,000. Councilor Muenchrath seconded the motion which carried with Mayor Shoji and Councilors Daily, Groth, Kramer, Melton, and Muenchrath voting aye. Councilor Vaughan was absent.

### **City Attorney's Report**

No comments were given.

### **City Manager's Report**

City Manager Rodger Craddock stated the first budget committee meeting for the FYE 2013/2014 budget was scheduled for Thursday at 7:00 p.m. in the City Council Chambers; announced the Coos Bay-North Bend Water Board (CBNBWB) requested a Council member to serve on their budget committee whereby Councilor Groth agreed to continue serving on the CBNBWB Budget Committee; also announced City Clean Up Day was scheduled for April 27<sup>th</sup> and Brush Pick Up Day was scheduled for May 6<sup>th</sup>.

## City Council Minutes – April 16, 2013

### Council Comments

Councilor Kramer suggested the Council should review the South Coast Development Council contract. Mayor Shoji announced the Office of Oregon Economic Analysis' raised the State population projections for Coos County by 3.5%; expressed her thanks to everyone who was involved including the Council, Port of Coos Bay, and the County.

### Adjourn

There being no further business to come before the Council, Mayor Shoji adjourned the meeting. The next regular Council meeting was scheduled for May 7, 2013 in the Council Chambers at City Hall.

---

Crystal Shoji, Mayor

Attest:

---

Susanne Baker, City Recorder