

## **MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL**

**October 1, 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, Library Director Sami Pierson, Community Development Director Eric Day, Engineering Service Coordinator Jennifer Wirsing, Public Works Director Jim Hossley, Acting Fire Chief Mark Anderson, and Police Sergeant Mike Shaffer.

### **Flag Salute**

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

### **Public Comments**

Cricket Soules, Coos Bay: announced in conjunction with Oregon Heritage, the Oregon Historic Cemeteries Commission would be holding free public workshops in Coos Bay on October 10-11, 2013.

### **Consent Calendar**

Mayor Shoji reviewed the consent calendar which consisted of 3a: approval of the minutes of September 12, 17, and 19, 2013; and 3b: approval of an OLCC license application for additional privileges of Limited On-Premise and Off-Premise sales for Empire Bakery. Councilor Kramer moved to approve the consent calendar approving the minutes of September 12, 17, and 19, 2013 and approving an OLCC license application for additional privileges of Limited On-Premise and Off-Premise sales for Empire Bakery. Councilor Groth seconded the motion which carried with Mayor Shoji and Councilors Daily, Groth, Kramer, Melton, Muenchrath, and Vaughan voting aye.

### **Annual Report from CH2M Hill OMI by Project Manager Patrick Kavan**

CH2MHill OMI Project Manager Patrick Kavan provided an annual report on the activities and projects related to the operations and maintenance of the both wastewater treatment plants and the collection system. No violations were reported; both plants were maintained under permitted limits. Mr. Kavan noted a decrease in expenditures during fiscal year 2013; advised OMI was working to implement energy savings through a collaborative process with other Southern Oregon wastewater treatment facilities. OMI community service efforts included an annual salmon release at Blossom Gulch, a backpack program to help area school children with supplies, and donating trees to the City.

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### **Approval of an Intergovernmental Agreement (IGA) for the Hazardous Materials Team**

Acting Fire Chief Mark Anderson stated the City of Coos Bay had an agreement with the Oregon State Fire Marshal's office to provide regional hazardous materials response; noted the City had served as the primary agency for hazardous materials response on the South Coast since 1993. Coos Bay's hazmat area of response was from Florence to the California border and east to Scottsburg on Highway 38 and to Bridge on Highway 42. Through the agreement, the State of Oregon provided an estimated \$36,000 annually in training, equipment procurement, and employee physicals. Acting Fire Chief Anderson noted the agreement was similar to the prior IGA and was review by staff and the City Attorney. City Manager Rodger Craddock stated there were advantages of having the Hazmat Team in Coos Bay; noting a quicker response for our area and use of the equipment provided by the State in non-hazmat related issues. Councilor Kramer moved to allow the City Manager to sign the biennial IGA for Hazardous Materials Team with the Oregon State Fire Marshal's Office. Councilor Melton seconded the motion. Discussion continued. A call for the question was made which carried with Mayor Shoji and Councilors Daily, Groth, Kramer, Melton, Muenchrath, and Vaughan voting aye.

### **Review of the Sidewalk Maintenance Program**

Public Works Director Jim Hossley stated two years ago City staff inventoried all sidewalks throughout the City in effort to create a Sidewalk Maintenance Program. Mr. Hossley briefly reviewed the proposed program noting its purpose was to formalize a policy for inspection and maintenance procedures for curb and sidewalk infrastructure while balancing management and fiscal limitations with public safety. The program consisted of inspection, levels of priority, reconstruction of sidewalks, volunteer services, and sources of funding. Councilor Vaughan suggested sidewalk failures could be prevented by using rebar in the construction/repair process. Councilor Daily inquired why the City did not require an aggregate finish on sidewalks. Mr. Hossley stated the aggregate finish was more costly. Councilor Vaughan suggested the use of the aggregate finish should be site specific because the surface could be slippery. Councilor Groth recommended requiring repairs to match the existing sidewalk finish. Geno Landrum, Coos Bay: noted a slipping hazard in front of the call center located on 2<sup>nd</sup> Street; suggested the Council also look into identifying slipping hazards. Mayor Shoji stated there were several trip hazards on Central Avenue. No decisions were made.

### **Review of the Design Review Committee Membership and Rules**

City Manager Rodger Craddock stated the appointment terms of four of the Design Review Committee (DRC) members were scheduled to expire in December 2013. Mr. Craddock noted Council concerns over committee membership criteria, membership selection process, the role of the DRC, and committee rules; suggested the Council review, evaluate, and possibly revise the ordinance regulating the DRC. The Council reviewed the current Coos Bay Municipal Code (CBMC), Chapter 2.40 covering the DRC. Councilor Groth moved to refer CBMC 2.40 to the Council Rules Committee and the Community Development Director for review and possible revision and for future Council consideration of suggested modifications. Councilor Muenchrath seconded the motion which carried with Mayor Shoji and Councilors Daily, Groth, Kramer, Melton, Muenchrath, and Vaughan voting aye. Councilor Vaughan requested to attend Council

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Rules Committee meeting whereby Mr. Craddock advised the meeting would have to be publically noticed.

### **Consideration of Disposal of City Owned Properties**

Public Works Director Jim Hossley stated the City acquired several properties that were not being used for municipal purpose and warranted disposal. The Council previously discussed property disposal at the July 2, 2013 Council meeting; Council requested more details on the properties including identifying whether the property was owned by the Urban Renewal Agency (URA) or the City. Mr. Hossley provided the Council with individual maps of each City property proposed for disposal. Due to the large amount of properties proposed for disposal, the Council only considered a segment of properties described as Coos Bay – North. Mr. Hossley reviewed the following properties with the Council: 1653 N. 8<sup>th</sup> Street, a 14,200 sq. ft. area located at the SE corner of Ocean and Alder, an 856 sq. ft. area located at the SW corner of Fir and 7<sup>th</sup>, 202 N. 2<sup>nd</sup> Street, an 11,900 sq. ft. area located West of Alder and Broadway, a 13,000 sq. ft. area located North of 620 Commercial, and a 5,487 sq. ft. area located East of Bayshore between Market and Commercial. The Council did not discuss the old Fire Station lot located at the corner of 4<sup>th</sup> and Anderson or the former Lockhart building lot located at the corner of 3<sup>rd</sup> and Central. Councilor Muenchrath recommended the Council should direct their focus to properties that were more likely to sell. City Manager Rodger Craddock advised the sale of surplus property was regulated by Coos Bay Municipal Code 3.45.

It was the consensus of the Council to recommend surplus of the 14,200 sq. ft. area located at the SE corner of Ocean and Alder, the 856 sq. ft. area located at the SW corner of Fir and 7<sup>th</sup>, and the 13,000 sq. ft. area located North of 620 Commercial; with surplus of the 13,000 sq. ft. area located North of 620 Commercial to be a public bid, with no minimum bid required. Councilor Kramer moved for the Finance Committee to review the remaining surplus properties for future review and consideration by the Council. Daily seconded the motion which carried with Mayor Shoji and Councilors Daily, Groth, Kramer, Melton, Muenchrath, and Vaughan voting aye.

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

No comments were given.

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

City Manager Rodger Craddock stated the Council needed to set a work session for consideration of wastewater rate study and increase. Urban Renewal Agency training was scheduled for October 26, 2012 at 9:45 a.m. Acting Fire Chief Mark Anderson advised in observation of National Fire Prevention Week (October 6-12), the Coos Bay Fire Department would be joining forces with the National Fire Protection Association (NFPA) to remind local residents to 'Prevent Kitchen Fires'. The Downtown Fire Station would be holding their annual Fire Prevention Week Open House on October 9<sup>th</sup> from 5-7 p.m.

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### Council Comments

Councilor Groth reported she recently attended the League of Oregon Cities Conference; attended sessions on Infrastructure Maintenance and Finance, Economic Development, and Fraud. Councilor Vaughan stated he also attended the League of Oregon Cities Conference and found value the sessions he attended. Mayor Shoji stated she also attended the League of Oregon Cities Conference and highlighted a session on Panhandling.

### Adjourn

There being no further business to come before the Council, Mayor Shoji adjourned the meeting. The next regular Council meeting was scheduled for October 15, 2013 in the Council Chambers at City Hall.

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Crystal Shoji, Mayor

Attest:

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Susanne Baker, City Recorder