

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

**February 18, 2014**

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, John Muenchrath, and Mike Vaughan. Councilor Gene Melton was 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.

### **Flag Salute**

Mayor Shoji opened the meeting and asked former Fire Chief Stan Gibson to lead the Council and assembly in the salute to the flag.

Mayor Shoji requested the minutes of February 4, 2014 be moved down to the agenda as item four (4) for further review and announcement of appointment of the new Fire Chief be added to the agenda as item five (5); all other agenda items to be renumbered in order as previously presented following the newly added agenda items.

### **Public Comments**

Katherine Hayes and Brian Bowers, Coos Bay: spoke on behalf of the Coos Bay Downtown Association and reported their monthly meeting was being moved to the second Monday of every month at 11:30 a.m.; partnered with Main Street Alliance to coordinate a health care forum scheduled for March 4<sup>th</sup> and 5<sup>th</sup> at the Coos Bay Public Library to provide local businesses with information on the Affordable Health Care Act.; encouraged support of the non-profit Resource Assistance for Rural Environments (RARE) program. Mr. Bowers provided the Council with visual displays of the final designs for the way-finding signs for downtown; invited Council and City staff to take part in a ribbon cutting ceremony and unveiling for the way-finding signs. Mayor Shoji suggested the Bay Area Chamber of Commerce be added to the way-finding map.

### **Consent Calendar**

Mayor Shoji reviewed the revised consent calendar which consisted of 3a: acceptance of the January 2014 accounts payable and payroll check registers; and 3b: acceptance of the January 2014 combined cash report. Councilor Groth moved to approve the consent calendar as amended accepting the January 2014 accounts payable and payroll check registers, accepting the January 2014 combined cash report. Councilor Muenchrath seconded the motion which carried with Mayor Shoji and Councilors Daily, Groth, Kramer, Muenchrath, and Vaughan voting aye. Councilor Melton was absent.

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### **Review of the Minutes of February 4, 2014**

Mayor Shoji requested the minutes of February 4, 2014 be amended to correct vote on the motion for Consideration of Temporary Appointment to the City Council to reflect that Mayor Shoji voted nay. Councilor Kramer moved to approve the minutes of February 4, 2014 as revised. Councilor Muenchrath seconded the motion which carried with Mayor Shoji and Councilors Daily, Groth, Kramer, Muenchrath, and Vaughan voting aye. Councilor Melton was absent.

### **Announcement of Appointment of the New Fire Chief**

City Manager Rodger Craddock announced through an internal application process, acting Fire Chief Mark Anderson was formally appointed to the Fire Chief position. Mr. Craddock congratulated Fire Chief Anderson on his appointment and highlighted Chief Anderson's experience and accomplishments.

### **South Coast Development Council (SCDC) Report by Interim Director John Hitt**

SCDC Interim Director John Hitt provided an annual report on the organization's mission, purpose, and recent activities. Work plan goals for 2014 included identifying and analyzing south coast sector businesses; who they are, how they were doing, their story, and long-term prospects. Other goals included exploiting trade sector opportunities by developing a focus plan, making formal connections between businesses and agencies to enhance trade sector business, and their desired outcome. Recruiting and hiring a permanent executive economic development director for SCDC. Developing and implementing a county-wide business and retention expansion plan to focus on entrepreneurial development, limiting permitting issues, facilitating access to capital, and retaining/expanding existing businesses and startups. Mr. Hitt stated the SCDC was partnership based, accountable to the public and partners, and focused on coordination with cities, ports, and county to return measureable value to SCDC partners; asked for the City's continued financial support with consideration to increase financial support. Councilor Groth inquired about SCDC's dues structure whereby Mr. Hitt stated the dues structure for SCDC was revised. City Manager Rodger Craddock stated effective July 1, 2014 SCDC board members will have to be financial contributors/partners of the SCDC.

### **Review of the Asphalt Right-of-Way Restoration Policy**

Public Works Director Jim Hossley stated the Coos Bay Municipal Code (CMBC) required that a permit be obtained prior to cutting into any road surface and/or excavating within the right-of-way of public streets and the code required proper repair to any resulting damage to the public street right-of-way or road service. To ensure adequate repair to excavated City streets, the Streets Maintenance Taskforce recommended to the City Council that the City develop a policy regarding standards and specifications for repair to excavations to City streets. Staff prepared a draft "Right-of-Way Restoration Policy"; recommended implementing the policy to reduce the negative impacts of trench cuts and to establish a basis and process for determining the level of repair and replacement for utility cuts for both old and newly paved streets. Mr. Hossley noted the legal basis for the City Policy was established in CBMC, Title 12, Section 12.25, Utility Use of Streets.

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In effort to manage pavement degradation from the effects of utility cuts, staff recommended the City prohibit (except in emergency and case by case basis) cutting into new pavements for three (3) years after the work was complete. The 3-year moratorium on cutting into all new pavement surfaces would include overlays, inlays, reconstruction, and new construction of at least a half street or greater. Mr. Hossley provided a brief overview of the proposed policy; stated staff was seeking Council feedback and direction on the proposed policy. Councilor Daily recommended adding standards and specifications for boring of city streets. Mr. Hossley stated staff also planned on providing the revised draft policy to utility providers and contractors for comment. Staff recommended the Council then holds a public hearing on the policy prior to adopting it by resolution. Mayor Shoji asked for utility provider and contractor comments to be shared with the Council. Mr. Hossley recommended setting an extended effective date for implementation to allow the City and utility provider's time to adequately budget for the proposed changes. No decisions were made.

### **Approval of Adoption of the Sidewalk Maintenance Policy**

Public Works Director Jim Hossley stated at the February 4, 2014 City Council meeting, the Council discussed the proposed Sidewalk Maintenance Policy wherein the Council requested staff to make changes to section 2.2, Replacement. Mr. Hossley reviewed the language that was added to section 2.2 which provided more detail and explanation on the issues as requested by the Council. Councilor Vaughan expressed concern about lack of direction for a repair with two different finishes. Councilor Groth moved to approve and adopt the Sidewalk Maintenance Policy to include changing the word "close" to "closely" in the revised section of 2.2. Councilor Kramer seconded the motion which carried with Mayor Shoji and Councilors Daily, Groth, Kramer, and Muenchrath voting aye and Councilor Vaughan voting nay. Councilor Melton was absent.

### **2013 Annual Report of the Police Department**

Police Chief Gary McCullough provided an annual report on Police Department (PD) activities for 2013; noted two vacant positions, one police officer and one dispatcher. Chief McCullough reviewed department statistics which included: total calls for service, police investigations, school resource officer activities, the South Coast Interagency Narcotics Team, Coos Bay PD members serving on County Wide Teams, the K-9 program, departmental training, grant funding, and police volunteers. Councilor Muenchrath expressed interest in seeing five year crime rate trends for the local area.

### **Purchase of CMI Sequel Server for County Wide CAD/RMS System**

City Manager Rodger Craddock stated at the January 7, 2014 Council meeting, Resolution 14-01 was brought before the council for approval of a supplemental budget to purchase a replacement CMI SQL server for the County Wide CAD system. Staff proceeded with the purchase of the CMI SQL server for a total cost of \$28,532.39 without prior Council approval. Mayor Shoji moved to approve the replacement of the CMI SQL server to allow the Coos County law enforcement agencies to continue to store, retrieve, and share LE sensitive data with the high degree of efficiency needed to comply with CJIS and LEDS agreement. Councilor Muenchrath seconded the motion which carried with Mayor Shoji and Councilors Daily, Groth, Kramer, Muenchrath, and Vaughan voting aye. Councilor Melton was absent.

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

No comments were given.

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

City Manager Rodger Craddock reported Coos Bay had their first official vendor cart; noted staff received a complaint about the vendor cart while parked in the Visitor Information Center parking lot because it was too large to fit in the available parking spaces; announced the Walk Like an Egyptian event was scheduled for March 1, 2014 for the unveiling of the newly tiled sidewalk in front of the Egyptian Theatre.

### **Council Comments**

Councilor Kramer inquired about the availability of Council computers whereby City Manager Rodger Craddock advised one computer had been procured and the remainder needed to be ordered. Mayor Shoji announced the North Bend Social Security office would no longer be issuing social security number printouts beginning August 2014 and would no longer provide benefit verification letters effective October 2014; encouraged local citizens to apply for the open Council position.

### **Adjourn**

There being no further business to come before the Council, Mayor Shoji adjourned the meeting. The next regular Council meeting was scheduled for March 4, 2014 in the Council Chambers at City Hall.

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Crystal Shoji, Mayor

Attest: \_\_\_\_\_  
Susanne Baker, City Recorder