

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL

March 4, 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, Councilors Mark Daily, Jennifer Groth, Stephanie Kramer, John Muenchrath, and Mike Vaughan and Temporary Councilor Thomas Leahy. 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 Captain Chris Chapana.

City Council Interviews

At 5:30 p.m. prior to the start of the regularly scheduled Council meeting, the Council interviewed applicants for the temporary Council position. No decisions were made.

Flag Salute

Mayor Shoji opened the meeting and led the Council and assembly in the salute to the flag.

Public Comments

Knute Nemeth, Coos Bay: Stated he operated a mobile seafood vendor cart; requested the Council consider opening up the parking lot adjacent to the Seven Devil's Brewery for vendor cart use. Brian Bowers, Coos Bay: Spoke on behalf of the Coos Bay Downtown Association announced the Cover Oregon Forum was scheduled for tomorrow at 8:30 a.m. at the Coos Bay Public Library. Greg Marshall, Coos Bay: Stated he currently operated a vendor food cart in the Visitor Center parking lot; noted an increase in business and expressed concern about lack of space/capacity in the parking lot.

Consent Calendar

Mayor Shoji reviewed the consent calendar which consisted of 3a: approval of the minutes of February 18, 2014. Councilor Kramer moved to approve the consent calendar approving the minutes of February 18, 2014. Councilor Groth seconded the motion which carried with Mayor Shoji and Councilors Daily, Groth, Kramer, Muenchrath, and Vaughan voting aye. Councilor Melton was absent.

Appointment of a Temporary City Councilor and Administration of the Oath of Office

Applications were received from Brian Bowers, Peter Cooley, Lucinda DiNovo, Thomas Leahy, and Aaron McKinley; Council interviewed applicants prior to the start of the Council meeting. Mayor Shoji thanked all five candidates for their applications. By action of Council ballot the Council appointed Thomas Leahy to the City Council to temporarily fill Gene Melton's position during his temporary absence and unexpired term ending November 15, 2016. The oath of

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office was administered to Temporary Councilor Thomas Leahy by Finance Director/Recorder Susanne Baker.

Semi-Annual Report on the Coos Bay/North Bend Visitor Convention Bureau (VCB) by Katherine Hoppe

Katherine Hoppe, Director of Promotions and Conventions for the VCB provided a report on the VCB's activities. Ms. Hoppe introduced Joe Monahan as the new Chair of the VCB Board. Highlights included an update on print and online advertising, in addition to the newsletter, mailings, website traffic, social media usage including Instagram, and the upcoming 3A Tournament. Encouraged the Council and citizens to attend and support the 3A Tournament event. Ms. Hoppe stated travel writers would be in town this upcoming weekend to explore the local area; noted collaboration with various community associations, Coos Bay walking maps would be completed and available by late spring.

Award of Project Administrative Services Contract for Infrastructure Finance Authority (IFA) Loan #2

Public Works Director Jim Hossley stated the City was awarded a second loan through the IFA for the completion of 12 projects associated with the City's 20-year capital improvement plan list for sewer upgrades. Total funding for IFA #2 was \$7,784,025 consisting of a \$7,034,025 loan and a \$750,000 grant. Mr. Hossley stated staff included a budget of \$40,000 for project administration due to the reporting and monitoring requirements of the IFA loan #2. Staff advertised a request for qualifications (RFQ) for project administration of IFA loan #2 on January 14, 2014; one application was received from CCD Business Development Corporation (CCD). Mr. Hossley noted CCD was currently performing project administration services for IFA loan #1. Councilor Groth moved to approve the award of project administration services contract for IFA Loan #2 for a fee not to exceed of \$40,000 to CCD Business Development Corporation. Councilor Muenchrath seconded the motion. Councilor Daily expressed concern about increased wastewater charges/costs for Coos Bay businesses. Peter Cooley, Coos Bay: noted he worked for the County Health Department and stated mobile vendor carts were required to be self-contained. A call for the question was made which carried with Mayor Shoji, Councilors Groth, Kramer, Muenchrath, and Vaughan and Temporary Councilor Leahy voting aye and Councilor Daily voting nay. Councilor Melton was absent.

Approval of a Supplemental Budget for Community Development Department Contracted Land Use Fees – Approval Would Require Adoption of Resolution 14-04

Finance Director Susanne Baker stated the Community Development Department had several land use applications and anticipated receiving additional applications prior to the fiscal year end (FYE) of 2014. The land use applications required outside contracted services as well as City personnel services to process; applicants are invoiced for the additional services but additional appropriation authority would be required to continue to process land use applications in FYE 2014. Resolution 14-04 proposed a supplemental budget to appropriate \$80,000 to revenues and \$80,000 to materials and services in the General Fund. Mayor Shoji moved to adopt Resolution 14-04. Councilor Kramer seconded the motion which carried with Mayor Shoji, Councilors Daily, Groth, Kramer, Muenchrath, and Vaughan and Temporary Councilor Leahy voting aye. Councilor Melton was absent.

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City Attorney's Report

No comments were given.

City Manager's Report

No comments were given.

Council Comments

Councilor Groth stated as a member of the Council Finance Committee the review of the budget with staff prior to the Budget Committee meeting was repetitive and not a good use of staff time; recommended discontinuing the review next year. Councilor Daily requested the Hospital Board air their Board meetings on Channel 14. Councilor Muenchrath echoed Councilor Daily's suggestion. Councilor Vaughan Announced the Egyptian Theatre was scheduled to re-open sometime between June 20th and 22nd. Mayor Shoji stated the Council had a goal for Coos Bay to be a business friendly community; requested a staff report on the ongoing progress to streamline the process for business in Coos Bay.

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 18, 2014 in the Council Chambers at City Hall.

Crystal Shoji, Mayor

Attest: _____
Susanne Baker, City Recorder

MINUTES OF THE PROCEEDINGS OF A WORK SESSION OF THE CITY COUNCIL

March 4, 2014

The minutes of the proceedings of a work session of the City Council of the City of Coos Bay, Coos County, Oregon, held immediately following the regularly scheduled City Council meeting which began at 7:00 p.m. in the Council Chambers at City Hall, 500 Central Avenue, Coos Bay, Oregon.

Those Attending

Those present were Mayor Crystal Shoji, Councilors Mark Daily, Jennifer Groth, Stephanie Kramer, John Muenchrath, and Mike Vaughan and Temporary Councilor Thomas Leahy. 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, Community Development Director Eric Day, Public Works Director Jim Hossley, Fire Chief Mark Anderson, and Police Captain Chris Chapanar.

Review of Community Enhancement Plan, Empire Design Standards, and Design Review Committee Ordinance

A work session was held for the purpose of reviewing the Community Enhancement Plan, Empire Design Standards, and Design Review Committee Ordinance. No decisions were made.

Adjourn

There being no further business to come before the meeting was adjourned. The next regular Council meeting was scheduled for March 18, 2014 in the Council Chambers at City Hall.

Crystal Shoji, Mayor

Attest:

Susanne Baker, City Recorder