

CITY OF COOS BAY CITY COUNCIL
Agenda Staff Report

MEETING DATE September 15, 2015	AGENDA ITEM NUMBER
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TO: Mayor Shoji and City Councilors
FROM: Eric Day, Community Development Department
THROUGH: Rodger Craddock, City Manager
ISSUE: Environmental Protection Agency (EPA) and Business Oregon Grants – Formation of the Brownfields Action Committee (BAC)

BACKGROUND:

Staff is proposing to the City Council to form a Brownfields Action Committee (BAC). This committee would be advisory in nature and would report to the City Council. Their role would be to assist staff and the Council in determining outcomes for the Front Street Brownfields project, and to assist in the implementation of the grant proceeds. They would meet as needed over the lifetime of the grant (the grant proceeds need to be spent within three years). As it is a temporary committee, it shall not count against the maximum allowable membership on additional committees.

Staff is proposing that the (BAC) consist of up to nine (9) members comprised of City Councilors, Planning Commission members, Design Assistance Team members, Front Street area land owners, and other interested people demonstrating specific skills and/or knowledge which pertain to the project. Staff is proposing that membership in the (BAC) shall be granted only to property owners within the City of Coos Bay or any citizens of Coos Bay.

The positions would be filled by the City Council after taking nominations from the City Council, Planning Commission, and the Design Assistance Team. Applications will also be sought out from area land owners and other interested parties. Staff will send project description letters and applications to the area land owners and also advertise the open positions.

The following is a proposed timeline for the filling of the Committee:

- 09/15 – Council meeting regarding how to proceed with the openings,
- 09/25 – Advertise the openings and send out letters to area landowners,
- 10/13 – Secure nominations from Planning Commission
- TBD – Secure nominations from Design Assistant Team
- 10/23 – Application deadline,
- 10/26 – Create staff report for City Council, and
- 11/03 – City Council appointments

ADVANTAGES:

The Brownfields Actions Committee (BAC) will assist staff and the Council in determining outcomes

for the Front Street Brownfields project and assist in the implementation of the grant proceeds.

DISADVANTAGES:

None identified.

BUDGET IMPLICATIONS:

As these will be voluntary positions there are no budget implications.

ACTION REQUESTED:

Staff recommends adoption of Resolution 15-18 a Resolution Officially Forming the Brownfields Action Committee, and direct staff to move forward with advertising and the gathering of applications and nominations for the (BAC).

Attachments: Attachment A – Resolution 15-18

City of Coos Bay

Resolution 15-18

A RESOLUTION OF THE CITY OF COOS BAY, COOS COUNTY, OREGON, OFFICIALLY FORMING THE BROWNFIELDS ACTION COMMITTEE (BAC). THIS COMMITTEE ACTS AS AN ADVISORY COMMITTEE REPORTING TO THE CITY COUNCIL WITH THE MAIN GOAL OF ASSISTING IN THE IMPLEMENTATION OF THE ENVIROMENTAL PROTECTION AGENCY (EPA) BROWNFIELDS AND BUSINESS OREGON GRANTS.

WHEREAS, the City of Coos Bay has received grants from the Environmental Protection Agency (EPA) and Business Oregon in the amounts of \$425,000 (combined) and are required by the EPA grant to establish a Brownfields Advisory Committee (BAC) to advise City staff and the City Council on the grants;

WHEREAS, the BAC shall consist of up to nine (9) members comprised of City Councilors, Planning Commission members, Design Assistance Team members, Front Street area land owners, and other interested people demonstrating specific skills and/or knowledge which pertain to the project. Membership in the BAC shall be granted only to property owners within the City of Coos Bay or any citizens of Coos Bay; and

WHEREAS, the BAC shall be a temporary board for the duration of the EPA and Business Oregon grants (up to three years), membership will not count against the maximum allowable membership on additional committees as regulated by City Council Rule 3.1.2;

NOW, THEREFORE, BE IT RESOLVED, that this Resolution shall establish the (BAC) as an advisory body to the City Council with the purpose of discussing, evaluating, and advising the Council and staff on Brownfields grant related projects.

The foregoing resolution was duly adopted by the City Council of the City of Coos Bay, Coos County, Oregon this 18th day of September 2015.

Crystal Shoji, Mayor

ATTEST:

Susanne Baker, City Recorder