

**MINUTES OF THE PROCEEDINGS OF A JOINT
CITY COUNCIL AND URBAN RENEWAL AGENCY WORK SESSION**

December 13, 2016

The minutes of the proceedings of a City Council work session of the City of Coos Bay, Coos County, Oregon, held at 5:30 p.m. in the meeting room at Fire Station 1, 450 Elrod Avenue, Coos Bay, Oregon.

Those Attending

Those present were and Councilors Lucinda DiNovo, Drew Farmer, Jennifer Groth, Stephanie Kilmer, Stephanie Kramer, and Phil Marler. Mayor Joe Benetti was absent. City staff present were City Manager Rodger Craddock, Finance Director Susanne Baker, Public Works Director Jim Hossley, and Police Chief Gary McCullough.

The work session involved a review of the upcoming Council Agenda for December 20, 2016. No decisions were made.

Council President Jennifer Groth opened the meeting and asked if there were agenda items to discuss in detail. Council President Groth noted agenda item 2f, Committee Interviews, would require discussion because of the need to schedule possible interviews.

Committees Interviews

Consensus was to continue the interview process for committees where there were more applicants than positions available.

Star of Hope Request to Replace Recycle Bins on City Property

Councilor Kramer asked for information on the Star of Hope recycling proposal. Public Works Director Jim Hossley stated the Star of Hope requested to place recycling bins at Mingus Pool, Mingus Park Sports Complex, and Visitors Information Center with the intention of additional future locations if they were used as anticipated. Star of Hope would be responsible for the ongoing maintenance and replacement of the bins.

Grant Assistance Request from School District No. 9 Veterans Memorial

Public Works Director Jim Hossley stated Tribute Hall Fundraising Committee/Coos Bay Schools Community Foundation representative Mac McIntosh met with staff to discuss plans to construct a \$400,000 tribute building at Marshfield High School. The building would recognize past and present military veterans and provide storage for the athletic department.

Mr. McIntosh requested the City apply for an \$80,000 grant through Oregon Parks and Recreation for a War Memorial Grant because the school was not qualified. Through a memorandum of understanding (MOU) with Marshfield High School, City staff could work with Mr. McIntosh on the application and manage the grant (grant administration, accounting, and grant reporting). The grant application would open in late December 2016 and close mid-February 2017; grant award April 2017; and project completion in two years.

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Council President Groth stated the Tribute Committee met with the School District and the committee was willing to lessen the workload for City staff where possible. Jim noted only two park grants could be active at any one time; the Mingus Park pool had a Park grant (completion anticipated by fall 2017) and a possible application could be submitted for the levy in Englewood. City Manager Rodger Craddock stated the County could apply for the Englewood levy project.

Status of the Visitor Information Center Management Agreement

City Manager Rodger Craddock stated the Bay Area Chamber of Commerce (BACC) had operated the City's Visitor Information Center (VIC) for more than 20 years and the management agreement expired last month. Earlier this year the Council chose to seek requests for proposals (RFP) for the management of the VIC, which was reprioritized due to other pressing requests. Direction was requested for staff to proceed with the RFP or to negotiate a successor agreement. Mr. Craddock stated the scope of work could be further defined to include more open hours during festivals, tall ships events, and July 4th; more open hours during the summer; recruitment and training; and value for cost analysis. Consensus was to negotiate an agreement with the BACC.

City of Coos Bay Sewer Rate Study

City Manager Rodger Craddock stated in 2009 Steve Donovan of Donovan Enterprises prepared a wastewater sewer rate and cost of service study. The report recommended a 6.5% sewer rate increase each year to support the planned projects, operations, and maintenance for the treatment plants and collection system. The City consistently implemented the rate increases since 2009 with the exception of fiscal year 2016-2017. Annually, Mr. Donovan compared the rate schedule to the 20-year capital improvement plan and debt service schedule to ensure the increase provided the necessary resources. Originally, the report was intended to be updated after five years and during the last six months with the delay in the Plant 2 construction, Mr. Donovan recommended deferring the update another year. However, with the rate increase not occurring this fiscal year and wastewater revenue below last year at this same time, it was recommended and the consensus to update the plan.

Request for Qualifications for Preparation of a Facility Plan Report for Wastewater Treatment Plant No. 1

Public Works Director Jim Hossley stated Wastewater Treatment Plant 1 (WWTP 1) was constructed in 1954 as a primary treatment plant, secondary treatment added in 1973, and an extensive upgrade in 1990. The life cycle of a plant is 20 years. In anticipation of the next upgrade, a Facility Plan (FP) was prepared by West Yost in 2006 and because the plan was older more than 10 years, the Department of Environmental Quality (DEQ) required a new plan. The proposed plan and improvements would likely be funded with DEQ State Revolving Fund (SRF) resources. The new facilities plan would cost approximately \$125,000. Completing the plan qualified the City for DEQ SRF funding resources for the upcoming Plant 1 upgrades. DEQ SRF offered economical loan terms and favorable Mutual Agreement and Order (MAO) conditions as incentive to correct collection and wastewater treatment deficiencies.

Mr. Craddock suggested he would contact other cities for policies on requiring sewer lines to be televised before the sale of a home. By consensus there should be analysis on privatization and Councilor Marler was interested in being on the Evaluation Committee process.

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Establishing a Policy on News Media Attendance at Executive Sessions

City Manager Rodger Craddock stated Oregon’s public meeting laws (ORS 192.660) allowed governmental bodies to meet in closed-door executive sessions in limited and specifically identified circumstances. Representatives of the news media were allowed to attend executive sessions, (except those involving labor negotiations) and the Council may direct them not to publish specific information.

As the State did not define “news media” and given the proliferation of news sources, many governmental bodies had adopted additional rules to define who were the news media for executive session purposes. Mr. Craddock presented a model executive session news media attendance policy and a list of current news media recognized by the City.

Council President Groth suggested attendance to the upcoming Elected Essentials class.

Adjourn

There being no further business to come before the Council, Council President Groth adjourned the meeting. The next regular Council meeting was scheduled for December 20, 2016 in the Council Chambers at City Hall.

Joe Benetti, Mayor

Attest: _____
Susanne Baker, City Recorder

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL

December 20, 2016

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 Joe Benetti and Councilors Lucinda DiNovo, Drew Farmer, Jennifer Groth, Stephanie Kilmer, Stephanie Kramer, and Phil Marler. City staff present were City Manager Rodger Craddock, City Attorney Nate McClintock, Deputy Finance Director Amy Kinnaman, Library Director Sami Pierson, Public Works Director Jim Hossley, and Police Chief Gary McCullough.

City Council Interviews

At 5:10 p.m. prior to the start of the regularly scheduled Council meeting, the Council interviewed applicants for the Budget Committee, Parks Commission, and Water Board. No decisions were made.

Flag Salute

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

Public Comments

No public comments were given.

Consent Calendar

Mayor Benetti reviewed the consent calendar which consisted of 3a: approval of the minutes of December 6, 2016; 3b: acceptance of the November 2016 accounts payable and payroll check registers, and; 3c: acceptance of the October combined cash report. Councilor DiNovo moved to approve the consent calendar approving the minutes of December 6, 2016, accepting the November 2016 accounts payable and payroll check registers, and accepting the November combined cash report. Councilor Groth seconded the motion which carried with Mayor Benetti and Councilors DiNovo, Farmer, Groth, Kilmer, Kramer, and Marler voting aye.

New Council Business

Consensus of the Council was to eliminate new council business from the agenda; new council business to be addressed during council work sessions.

Presentation of Appreciation Plaques for Alan Pettit, Philip Marler, Darla Lesan, Perry St. John, and Drew Farmer

Mayor Benetti presented Alan Pettit, Darla Lesan, Perry St. John, Drew Farmer, and Philip Marler with appreciation of service plaques. Ms. Lesan was not present to accept her plaque. Mr. Pettit served on the Budget Committee from January 2014 through December 2016. Ms.

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Lesan served on the Design Assistance Team from August 2004 through December 2016. Mr. St. John served on the Design Assistance Team from January 2013 through December 2016. Mr. Farmer served on the Library Board from April 2015 until he was elected as City Councilor in November 2016. Mr. Marler served on the Budget Committee from December 2010 and Planning Commission from February 2012 until he was appointed as City Councilor in November 2016.

Approval of a Policy Defining Media for the Purpose of Attending Executive Sessions – Approval Would Require Adoption of Resolution 16-26

City Manager Rodger Craddock stated Oregon public meetings laws allowed for representatives of the news media to attend executive sessions, (except those involving labor negotiations) but the council could direct them not to publish specific information. Since the state did not define “news media” in regards to the public meeting laws, and given the proliferation of news sources in today’s electronic information age, many governmental bodies were adopting rules clarifying who qualified as news media for executive session purposes. Several years ago a task force consisting of representatives of Open Oregon, Lake Oswego City Attorney (also representing the League of Oregon Cities), Lake Oswego Mayor, Clackamas County Counsel, the Oregonian, the Oregon Newspaper Publishers Association, and the Oregon Association of Broadcasters crafted what was considered a model executive session news media attendance policy. Councilor Groth moved to adopt Resolution 16-26 establishing the Council’s rules for determining eligibility of media individuals to attend executive sessions. Councilor DiNovo seconded the motion which carried with Mayor Benetti and Councilors DiNovo, Farmer, Groth, Kilmer, Kramer, and Marler voting aye.

Approval of a Request for Qualifications for Preparation of a Facility Plan Report for Wastewater Treatment Plant No. 1

Public Works Director Jim Hossley stated wastewater treatment plant 1 (WWTP 1) was originally constructed in 1954 as a primary treatment plant, secondary treatment was added in 1973, and the plant was extensively upgraded in 1990. Lifecycle of a plant was estimated at 20 years, WWTP 1 was past its 20-year cycle and showing signs of age. Additionally, annual operations and maintenance costs for the plant were increasing. In anticipation of the next upgrade, a Facility Plan (FP) was prepared by West Yost in 2006 and because the plan was older than 10 years, the Department of Environmental Quality (DEQ) required a new plan. The proposed plan and improvements would likely be funded with DEQ State Revolving Fund (SRF) resources. The new FP would cost approximately \$125,000. Completing the plan qualified the City for DEQ SRF funding resources for the upcoming WWTP 1 upgrades. DEQ SRF offered economical loan terms and favorable Mutual Agreement and Order (MAO) conditions as incentive to correct collection and wastewater treatment deficiencies.

Mr. Hossley stated if the council elected to move forward with FP efforts, staff would prepare the request for proposal (RFP). Staff anticipated the RFP would be advertised in mid-January 2017; expected the review committee to evaluate the RFP’s in March 2017; Council consideration would likely follow in March or April 2017. Review Committee would consist of Mr. Hossley, City Wastewater Engineer Jennifer Wirsing, Councilors Farmer and Marler, and a representative from Bunker Hill Sanitary District. Mayor Benetti recommended completing the review during a council work session. City Manager Rodger Craddock stated that could be

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arranged, but noted the review would likely take more time than the normal work session. Councilor Groth moved to direct staff to proceed with preparation and advertisement of a request for proposal to prepare a facility plan for WWTP 1. Councilor Kilmer seconded the motion which carried with Mayor Benetti and Councilors DiNovo, Farmer, Groth, Kilmer, Kramer, and Marler voting aye.

Appointments to the Budget Committee, Design Assessment Team, Parks Commission, and Water Board

Mayor Benetti thanked all the applicants for their applications and interest in serving on the City's various committees; noted the Council interviewed applicants prior to the start of the Council meeting.

Four applications were received for appointment to the Budget Committee to fulfill two openings on the Committee. Applications were received from Melissa Cribbins, Curt Benward, Darrick Betzenderfer, and Steve Leibrand. By action of Council ballot the Council appointed Melissa Cribbins and Curt Benward to the Budget Committee for three-year terms ending December 31, 2019.

Six applications were received for appointment to the Parks Commission to fulfill three openings on the Commission; two citizen-at-large and one design professional position. Applications were received from Darrick Betzenderfer, Shaun Gibbs, Geno Landrum, Carmen Matthews, Beverly Meyers, and Patty Scott. By action of Council ballot, the Council appointed Shaun Gibbs, Beverly Meyers, and Patty Scott to the Parks Commission for four-year terms ending December 31, 2020.

Two applications were received for appointment to the Coos Bay-North Bend Water Board to fulfill one opening on the Board. Applications were received from Melissa Cribbins and Roy Metzger. By action of Council ballot the Council appointed Melissa Cribbins to the Coos Bay-North Bend Water Board for a four year term ending December 31, 2020.

Three applications were received for appointment to the Design Assistant Team to fulfill three openings on the Board. Applications were received from Hillary Baker, Darrick Betzenderfer, and Shaun Gibbs. By consensus of the Council the Council appointed Hillary Baker, Darrick Betzenderfer, and Shaun Gibbs to the Design Assistance Team for four-year terms ending December 31, 2020.

City Attorney's Report

No comments were given.

City Manager's Report

City Manager Rodger Craddock recommended moving the City Manager and City Attorney reports to the council work sessions; noted City Hall would be closed on Friday, December 23rd and Monday, December 26th in observation of the Christmas holiday.

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Council Comments

Councilor Farmer stated he recently attended Habitat for Humanity's house dedication; noted it was their 24th house built in the local area. Councilor Kilmer expressed thanks to everyone who applied for the open board and committee positions.

Adjourn

There being no further business to come before the Council, Mayor Benetti adjourned the meeting. The next regular Council meeting was scheduled for January 3, 2017 in the Council Chambers at City Hall.

Joe Benetti, Mayor

Attest: _____
Susanne Baker, City Recorder