

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

**June 3, 2008**

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 Jeff McKeown and Councilors Michele Burnette, Mark Daily, Jon Eck, Stephanie Kramer, Gene Melton and John Muenchrath.

City staff present were City Manager Chuck Freeman, City Attorney Nate McClintock, City Clerk Vicki English, Police Chief Rodger Craddock, Fire Chief Stan Gibson, Finance Director Janell Howard, Public Works and Development Director Jim Hossley, Assistant City Manager Joyce Jansen and Library Director Carol Ventgen.

### **Flag Salute**

Mayor McKeown opened the meeting and led the assembly in the flag salute.

### **Consent Calendar**

Mayor McKeown reviewed the consent calendar which consisted of approval of the Minutes of May 20, 2008, renewal of the Coos County Library District contract, adoption of Resolution 08-08 accepting Bay Area Health District grant, adoption of Resolution 08-09 accepting a Lions Club grant, adoption of Resolution 08-10 accepting the Oregon State Marine Board grant, adoption of Resolution 08-11 accepting library donations, and accepting a Coastal Management grant.

Carol Ventgen, Library Director, briefly spoke about the donations that were raised by the Friends of the Library and the Coos Bay Public Library Foundation. Ms. Ventgen reported between the two groups they raised \$63,000 to match the Urban Renewal Funds that enabled them to complete their recent renovation.

Councilor Burnette moved to approve the consent calendar as presented. Councilor Daily seconded the motion which carried with Mayor McKeown and Councilors Burnette, Daily, Eck, Kramer, Melton and Muenchrath voting aye.

### **Presentation of a Proclamation for South Coast Hunger Awareness Week by Hallie Winchell**

Hallie Winchell introduced Rollie Lobsinger, a representative of ORCCA. Mr. Lobsinger gave an overview of the services that ORCCA provides and the distribution area that they cover. Mr. Lobsinger thanked the City for the Proclamation and stated that the Proclamation will promote awareness to the community through education. Mr. Lobsinger read the proclamation. Councilor Burnette moved to approve the Proclamation to recognize June 21st through June 28th as the South Coast Hunger Awareness Week. Councilor Daily seconded the motion which

carried with Mayor McKeown and Councilors Burnette, Daily, Eck, Kramer, Melton and Muenchrath voting aye.

**Report on Progress of the Public Works and Development Codes Enforcement by Lisa Crawford**

Jim Hossley, Public Works and Development Director, introduced Lisa Crawford, Public Works and Development Codes Enforcement Officer. Ms. Crawford gave a report on the progress that has been made since she has been in the position of Codes Enforcement Officer. She has been able to close 198 cases in her first six months. Ms. Crawford also reported on the success of the Garbage Appreciation Day that was held April 26, 2008. Chuck Freeman, City Manager, presented Ms. Crawford and the many volunteers that participated in the Garbage Appreciation Day with a plaque.

**Public Hearing for the Supplemental Budget for Fiscal Year 2007-08 – Approval of the Supplemental Budget Will Require Adoption of Resolution 08-13**

Janell Howard, Finance Director, explained that the 9-1-1 Tax Fund has additional carryover of \$38,950 and additional revenue of \$36,000 from Coos County for the implementation plan to consolidate the two Public Safety Answering Points (PSAPs). Mayor Jeff McKeown opened the public hearing. No public comments were given and the hearing was closed. Councilor Muenchrath moved to adopt Resolution 08-13 approving the Supplemental Budget for Fiscal Year 2007-08. Councilor Burnette seconded the motion which carried with Mayor McKeown and Councilors Burnette, Daily, Eck, Kramer, Melton and Muenchrath voting aye.

**Public Hearing on the Use of State Revenue Sharing Funds – Approval to Accept the Funds will require Adoption of Resolution 08-14**

Mayor Jeff McKeown opened the public hearing. No public comments were given and the hearing was closed. Councilor Burnette moved to adopt Resolution 08-14 approving participation in the State Revenue Sharing program. Councilor Eck seconded the motion which carried with Mayor McKeown and Councilors Burnette, Daily, Eck, Kramer, Melton and Muenchrath voting aye.

**Public Hearing on the Approved Budget for Fiscal Year 2008/09 – Adoption of Resolution 08-15 Will Adopt the Budget and Make Appropriations and Levy Ad Valorem Taxes**

Janell Howard, Finance Director, stated that the Proposed Budget for fiscal year 2008-09 has been reviewed by the Budget Committee, and was approved and forwarded to the City Council for Adoption on April 29, 2008. Ms. Howard reported that the adopted budget is updated to reflect changes to the Wastewater Fund to account for the carryover of capital projects that are not yet completed (\$445,000), the Wastewater Reserve to carryover the purchase of a sludge truck (\$106,900), and to the General Fund by making an annual transfer for copiers (\$5,300) to the Technology Reserve Fund, rather than making lease payments. Mayor McKeown opened the public hearing. No public comments were given and the hearing was closed. Councilor Muenchrath moved to adopt Resolution 08-15 adopting the budget of the City of Coos Bay, for fiscal year 2008-09. Councilor Eck seconded the motion which carried with Mayor McKeown and Councilors Burnette, Daily, Eck, Kramer, Melton, and Muenchrath voting aye.

**Consideration of the Revised Fee Schedule for Various Services and Programs – Approval of the Fee Schedule Will Require Adoption of Resolution 08-12**

Mayor McKeown asked the last time the fees were reviewed. Chuck Freeman, City Manager reported the fees were reviewed in the early 90's. Janell Howard, Finance Director, reported in the past each class of fees was set by separate resolution and by adopting this resolution they will be compiled into one resolution. Ms. Howard stated that this combined resolution will make it easier for the Council to review the fee rates on a regular basis. Ms. Howard commented, the only fees that are still separate are wastewater, system development charges and garbage. Councilor Melton expressed a concern with the increase of fees at the city dock, stating this could be a burden to local fisherman with the cost of fuel and perhaps these increases need to be put off for another year. Fred Fisher, a local fisherman, spoke of the burden the increase in moorage fees would be and thought that a 75% increase is unreasonable. Councilor Muenchrath suggested a \$.50 per year increase over a three year period. Ms. Howard asked if the change was for transient, long term, and short term moorage. It was the consensus of the Council, long-term moorage would change, effective July 1, 2008 a fee equal to \$2.50 per foot/per month, \$50.00 minimum, effective July 1, 2009 \$3.00 per foot/per month, \$60.00 minimum, effective July 1, 2010 \$3.50 per foot/per month, minimum \$70.00. Councilor Muenchrath moved to adopt the amended Resolution 08-12, adopting the new revised fee schedule and for staff to bring the fee resolution to Council for review on an annual basis. Councilor Kramer seconded the motion which carried with Mayor McKeown and Councilors Burnette, Daily, Eck, Kramer, Melton and Muenchrath voting aye.

**Consideration of Establishing a Rain Day Fund – Approval of the Fund Will Require Adoption of Resolution 08-16**

Janell Howard, Finance Director, stated that the Rainy Day Fund was created during the budget process. The proposed resolution specifies that, as part of the City's annual budgeting process, 2.5% of the general fund balance at the beginning of the fiscal year be transfer to the Rainy Day fund by December 31st of that year, and set limitations for withdrawal. Councilor Eck moved to adopt Resolution 08-16, establishing the Rainy Day Fund. Councilor Burnette seconded the motion which carried with Mayor McKeown and Councilors Burnette, Daily, Eck, Kramer, Melton and Muenchrath voting aye.

**Transfer of Contingency Funds – Approval of the Transfer of Funds Will Require Adoption of Resolution 08-17**

Janell Howard, Finance Director, stated that there was a transfer of funds needed for the expansion and remodel of the technology room at City Hall for \$35,000, and \$10,000 for the architect and appraisal expenditures for the new fire station, totaling \$45,000. Councilor Burnette moved to adopt Resolution 08-17, approving the transferring funds from the General Fund Contingency to General Government, City Hall, and Non-Departmental. Councilor Kramer seconded the motion which carried with Mayor McKeown and Councilors Burnette, Daily, Eck, Kramer, Melton and Muenchrath voting aye.

**Award of contract for Consultant for Buildable Lands Inventory for Economic Inventory**

Jim Hossley, Public Works and Development Director reported the City was awarded a \$30,000 grant from the Oregon Department of Land Conservation and Development to update the economic development element of the Comprehensive Plan. Mr. Hossley stated a Request for Qualifications (RFQ) for a consultant to complete the work was sent out in April and the City has received three responses. Mr. Hossley said based on their experience, the cost (\$29,095) and the project completion date (March, 2009) staff suggests the firm Cogan Owens Cogan be hired to complete the work for the grant. Mr. Hossley stated that the grant will pay for the consultant and there is a \$5,000 in-kind match required by the City which will be staff time. Councilor Eck moved to award the contract to Cogan Owens Cogan for \$29,095. Councilor Muenchrath seconded the motion which carried with Mayor McKeown and Councilors Burnette, Daily, Eck, Kramer, Melton and Muenchrath voting aye.

**Approval of Design Contract for Pump Station No. 10**

Jim Hossley, Public Works and Development Director, stated the design of Wastewater Pump Station No. 10 is complete and approved for construction by the Department of Environmental Quality. Mr. Hossley reported the City is preparing to enter the bidding stage for the Professional Services Contract. Mr. Hossley said it is the recommendation of staff that the contract be awarded to HGE, Inc. Councilor Burnette moved that the Professional Services Construction Management Contract for Pump Station No. 10 be awarded to the design Engineer, HGE, Inc. for \$57,700 plus a 10% contingency of \$5,770 for a total of \$63,470. Councilor Eck seconded the motion which carried with Mayor McKeown and Councilors Burnette, Daily, Eck, Kramer, Melton and Muenchrath voting aye.

**Consideration of the Residency Requirement for Planning Commissioner – Request from Commissioner Steve Donovan**

Jim Hossley, Public Works and Development Director, stated Planning Commissioner Steve Donovan had informed us that he will be moving out of the city limits this summer. Mr. Hossley said Commissioner Donovan was appointed to the Commission on January 2, 2007 to replace former Planning Commissioner Mark Daily who was elected to the City Council, and was reappointed to the Commission on December 4, 2007. His term will end on December 31, 2011. Mr. Hossley read City Ordinance No. 3(2)(2) which states that a member may continue to serve the remainder of a term of office at the Council's discretion, if a change in eligibility occurs. Mr. Hossley stated that Commissioner Donovan would like to continue to serve on the Commission until the end of his term. Councilor Daily moved to approve Commissioner Donovan to continue service on the Planning Commission for the remainder of his term. Councilor Eck seconded the motion which carried with Mayor McKeown and Councilors Burnette, Daily, Eck, Kramer, Melton and Muenchrath voting aye.

**Public Comments**

John Punt, resident of Coos Bay and Empire business owner, stated The Concerned Citizens of Empire Board is very excited about the Hollering Place project moving forward. The enthusiasm of the Citizens of Empire has not changed and would like to make themselves available to the

Council and to continue to remind everyone we have a vision that is a great reality for the Empire area and would like to stay in close contact with the development on this project.

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

Nate McClintock, City Attorney, reported that the fire union negotiations are still proceeding and is hoping to come to a resolution without arbitration.

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

Chuck Freeman, City Manager reported the retirement party for David Jarred will be June 5, 2008. Mr. Freeman said the June 11, 2008 join County meeting has been postponed until July and on June 17, 2008 at 6:00 pm there will be a work session with the sewer rate consultant to present his findings.

### **Council Comments**

Councilor Melton gave an update on the Public Safety Committee work session which included an update on SCINT, SWOCC and the fire station. Councilor Muenchrath stated he would not be at the June 17, 2008 meeting. Councilor Burnette congratulated the City of Coos Bay and the Fire Department for the fire station bond passing and mention the new police car graphics were designed by a police officer. Councilor Daily said the Egyptian Theater is an economical family outing and wants to encourage people to attend. Councilor Eck said the Lions Club pizza fundraiser will be held at Abby's Pizza on June 4, 2008. Mayor McKeown said the Veterans Medal Ceremony was very moving. Mayor McKeown stated a student at SWOCC asked that a recycle bin to be placed on campus and asked if the city could assist in making it happen.

### **Executive Session**

An executive session was held pursuant to ORS 192.660 (2) (i) for the purpose of Evaluating the Job Performance of the City Manager.

### **Regular Session**

Consensus is that the City Council is extremely pleased with the performance of City Manager Chuck Freeman in his first year of service to the City of Coos Bay and they look forward to a long future with Mr. Freeman. Council directed that a press release go out to that effect. Council also directed the City Attorney Nate McClintock to work with Finance Director Janell Howard to get salary data to them, and put a recommended increase on the next agenda. Mayor McKeown requested that we provide information to the council of where we were when we hired the city manager, in terms of range compared to where we are recommending.

City Council Minutes June 3, 2008

**Adjourn**

There being no further business to come before the Council, Mayor McKeown adjourned the meeting at 9:04 p.m. until June 17, 2008 in the Council Chambers at City Hall.

---

Jeff McKeown, Mayor

Attest:

---

Janel K. Howard, City Recorder