

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL

November 15, 2011

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 Jennifer Groth, Joanie Johnson, Stephanie Kramer, Gene Melton, John Muenchrath, and Mike Vaughan. City staff present were City Manager Rodger Craddock, City Attorney Nate McClintock, Finance Director Susanne Baker, Public Works and Development Director Jim Hossley, Economic Revitalization Administrator Joyce Jansen, Fire Chief Stan Gibson, and Police Captain Chris Chapandar.

Flag Salute

Mayor Shoji opened the meeting and asked Nate McClintock to lead the Council and assembly in the salute to the flag

Public Comments

Gino Landrum: Stated he was concerned the sudden death oak virus would affect our local shrubs and trees and suggested the City research how to stop its advance; and suggested the recent Washington action of abolishing liquor control would help the City.

Consent Calendar

Mayor Shoji added item 4.1, Resolution 11-27 authorizing participation in the Main Street Program.

Mayor Shoji reviewed the consent calendar which consisted of 3a: approval of the minutes of November 1, 2011; 3b: acceptance of the October 2011 accounts payable and payroll check registers; 3c: acceptance of the October 2011 combined cash report; 3d: acceptance of a DUII Enforcement grant; 3e: acceptance of a Seat Belt Enforcement grant; 3f: and approval of an OLCC license change of ownership for Western Beverage, LLC. Councilor Melton moved to approve the consent calendar approving the minutes of November 1, 2011, accepting the October 2011 accounts payable and payroll check registers, accepting the October 2011 combined cash report, accepting the DUII Enforcement grant, accepting the Seat Belt Enforcement grant, and approving the OLCC license change of ownership for Western Beverage, LLC. Councilor Kramer seconded the motion which carried with Mayor Shoji and Councilors Groth, Johnson, Kramer, Melton, Muenchrath, and Vaughan voting aye.

Appointment of a Council Representative to the Tree Board

Public Works and Development Director Jim Hossley stated Councilor Johnson was the current Council member on the Tree Board and Councilor Vaughan expressed interest in serving on the Tree Board. Mr. Hossley noted Councilor Johnson would be willing to relinquish her position on the Tree Board to Councilor Vaughan. Councilor Johnson stated she thought Councilor Vaughan would be a good fit for the Tree Board because of his background. Councilor

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Vaughan asked if there would be a voting distinction between being a Council member or a member of the Tree Board. City Attorney McClintock stated the position would be a voting position. Councilor Vaughan suggested a tree inventory was due and he would enjoy being a part of the Tree Board. Councilor Kramer moved to accept the resignation of Councilor Johnson from the Tree Board and appointed Councilor Vaughan to the vacancy. Mayor Shoji suggested clarifying the role of the Design Review Committee (DRC) and suggested the DRC could serve as the Aesthetic Committee. Councilor Muenchrath seconded the motion which carried with Mayor Shoji and Councilors Groth, Johnson, Kramer, Melton, Muenchrath, and Vaughan voting aye.

Authorizing Participation in the Main Street Program at the Transforming Downtown Level – Approval Would Require adoption of Resolution 11-27

Economic Revitalization Administrator Joyce Jansen stated establishing the Main Street program in downtown Coos Bay was part of the scope of work in the contract the City had with South Coast Development (SCDC). Ms. Jansen stated the current Main Street Coordinator, Sheri Stuart, visited Coos Bay several times and informed staff that Coos Bay had significant potential and suggested the Main Street program would be beneficial. While under contract, SCDC applied for and was awarded a \$25,000 USDA/Rural Business Enterprise grant to implement the Main Street program in downtown Coos Bay. The City Manager's office worked with SCDC in July and August of 2011 to develop a service agreement for performing the foundation work, creating local interest, seeking sustainable funding, and partnering with the Downtown Association to establish a downtown Main Street program. A contract was not formalized and staff was informed the funding would be used for the Your Town workshop wherein Ms. Jansen stated the grant could only be used for the Main Street program. Staff would be working with SCDC to ensure the grant requirements would be met. In the interim, the Downtown Association moved forward with preparations to establish the Main Street program.

Beth Clarkson, representing the Downtown Association, stated they were very excited about the Transforming Main Street program and requested support from the City Council by adopting the resolution.

Councilor Muenchrath asked what type of help could be anticipated through the program wherein Mayor Shoji stated the Downtown Association had a strategy in their work plan which ties in with the City of Coos Bay's work plan; a strong Downtown Association would be a catalyst to downtown development; and it would create a focus. Councilor Muenchrath asked the budgetary impact wherein City Manager Rodger Craddock stated there would be a juncture where the Downtown Association would hire a manager and as a partner, the Council could vote to approve start up funding until they became self-sustaining. Mr. Craddock stated a vote to approve the resolution would not obligate funding for this or future programs. Mayor Shoji read aloud Resolution 11-27.

Councilor Muenchrath moved to adopt Resolution 11-27 authorizing participation in the Main Street program at the Transforming Downtown level. Councilor Kramer seconded the motion which carried with Mayor Shoji and Councilors Groth, Johnson, Kramer, Melton, Muenchrath, and Vaughan voting aye.

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Approval of the Coos Bay-North Bend Water Board Collection Fee Agreement

City Manager Rodger Craddock stated in 2007 the City agreed to an increase in the amount paid to the Coos Bay-North Bend Water Board (CBNBWB) for sewer billing and collection services. The agreement resulted in a 10% fee increase from \$47,031.48, effective July 1, 2007, with an additional 5% annual increase for the next three years. Mr. Craddock stated Rob Schab, General Manager of the CBNBWB, contacted the City in April 2011 with a request to increase the amount paid to the Water Board for sewer billing and collection services. The City agreed to a one year extension of the prior agreement, which included a 5% increase for services rendered, with the provision the City would negotiate a new agreement. Mr. Craddock stated in August 2011 he met with North Bend City Administrator Jan Willis to negotiate a new agreement with the Water Board and they agreed to the following concepts, contingent upon City Council and Water Board approval: the current fees for billing and collection services were developed through analysis and negotiations and should be considered equitable by the entities; and future fee adjustments were to be based on the preceding December Municipal Cost Index (MCI) to reflect the effects of inflation on the cost of delivering municipal services. Councilor Muenchrath suggested the current Council review the contract in one year.

Gino Landrum, Coos Bay: Suggested the Council consider the impact of the fee.

Councilor Muenchrath moved to approve the agreement as prepared by the attorney for the Coos Bay-North Bend Water Board and reviewed by the City Attorneys for Coos Bay and North Bend with the amendment that the Council review the cost of the contract in one year. Councilor Kramer seconded the motion which carried with Mayor Shoji and Councilors Groth, Johnson, Kramer, Melton, Muenchrath, and Vaughan voting aye.

Criteria for Obtaining Building Permit Extensions

Public Works and Development Director Jim Hossley provided an overview of the City's regulations on building permit extensions and stated the City of Coos Bay was governed by various State of Oregon Specialty Codes in addition to Chapter 15 of the Coos Bay Municipal Code (CBMC). The CBMC allows for an extension of a building permit for a period of 180 days every time work was progressed and allows the Building Official to grant an extension with justifiable cause. Mr. Hossley stated this aligns with state statutes and was consistent with other jurisdictions.

Councilor Vaughan suggested there were many projects that seem to be continually ongoing. Mr. Hossley stated there was not specific language defining what was considered work that required an inspection and the Building Official has been more narrowly defining the definition of work than in the past.

Discussion on Property Owner Responsibilities after a Structure has Been Demolished

Public Works and Development Director Jim Hossley provided an overview of the City's regulations regarding building demolition, specifically the regulations regarding the finished state of land after demolition. Regulations governing demolition were found in the Oregon Structural Specialty Code Chapter 33, Section 3303.4 for Vacant lots and stated, "Where a structure has been demolished or removed, the vacant lot shall be filled and maintained to the existing grade

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or in accordance with the ordinances of the jurisdiction having authority". Mr. Hossley noted the City did not have an ordinance specifically regulating demolition but did have draft site grading and erosion control standards. Councilor Vaughan stated he was concerned with the way demolition sites were left and more specifically the overgrowth of the lot wherein Mr. Hossley stated in the past a landscaping ordinance was brought forward to the Council and it was not readily received by the public or the Council and was not passed.

Councilor Groth stated the topic would be appropriate to discuss during the goal setting session. Mayor Shoji stated if an ordinance was not able to be enforced, she questioned pursuing its enactment and taking on more tasks. Councilor Vaughan moved to direct staff to research what other cities do with vacant lots. Councilor Johnson seconded the motion which carried with Councilors Johnson, Kramer, Melton, Muenchrath, and Vaughan voting aye and Mayor Shoji and Councilor Groth voting no.

City Attorney's Report

No report was given.

City Manager's Report

City Manager Rodger Craddock stated Library Director Carol Ventgen's last day would be November 30, 2011 and she would have over 36 years of service with the City of Coos Bay; Ellen Thompson would be the interim Library Director until the new Library Director arrived in one month; the Council meetings would be held at the Library for the next year while the seismic upgrades were completed at City Hall; and stated two national searches were held for a Finance Director with none of the candidates having the skills or abilities desired. Subsequently, the existing in-house staff were considered and Susanne Baker was found to have what was desired as the Finance Director and was offered the position. Additionally, Amy Kinnaman was appointed as the Deputy Finance Director.

Council Comments

Councilor Melton stated one segment of the Veteran's Day flag ceremony included Sunset Middle School students replicating the flag on the gym floor. During the process some of the students walked on the flag and some in the audience were offended. Councilor Melton stated the students did not mean any disrespect and suggested to "not cast stones at the kids, understand where the kids are coming from." Councilor Johnson stated it was up to parents and all of us to set a good example for children and reminded the audience to shop local. Councilor Groth stated Councilor Vaughan, Joyce Jansen, and several others were involved in the 2nd Street mural contest and solicited help from others who may be interested; stated she received call from a teacher involved with the Talented and Gifted program and a project soliciting ideas from students on where they would look like our schools to be in the future. Councilor Groth suggested the project was a component of our community vision and invited the students to present their ideas at a Council meeting. Councilor Vaughan requested consensus of the Council regarding the extension of building permits wherein Mr. Craddock stated all cities have their own rules and state statute regulates a minimum standard. Councilor Groth stated the information was on the last page of the information provided and the 180 day extension was by state statute. Mayor Shoji stated defining substantial progress was difficult and it becomes a

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question and the decision in itself becomes substantial. Mr. Craddock suggested the topic could be a subject for the goal setting session. Mayor Shoji encouraged the audience to submit comments on the city's website regarding the Council's goals; and invited the City and schools to connect wherever possible, suggested the Egyptian Theatre and waterfront could be a venue for high school performances, the Boat Building Center could be a classroom, the Empire Theater could be a venue for alternative school programs, a youth garden could be created in vacant lots, and solicited other suggestions from the Council.

Adjourn

There being no further business to come before the Council, Mayor Shoji adjourned the meeting. The next regular Council meeting was scheduled for December 6, 2011 in the Council Chambers at City Hall.


Crystal Shoji, Mayor

Attest:


Susanne Baker, City Recorder