

## MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL

August 7, 2012

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 Library Meeting Room, 525 Anderson Avenue, Coos Bay, Oregon.

### **Those Attending**

Those present were Mayor Crystal Shoji and Councilors Jennifer Groth, Stephanie Kramer, Gene Melton, and John Muenchrath. Councilors Jon Hanson and Mike Vaughan were absent. City staff present were City Manager Rodger Craddock, Finance Director Susanne Baker, Deputy Finance Director Amy Kinnaman, Economic Revitalization Administrator Joyce Jansen, Library Director Sami Pierson, Public Works and Development Director Jim Hossley, Fire Chief Stan Gibson and Police Chief Gary McCullough and Police Officer Mark Ereth.

### **Flag Salute**

Mayor Shoji opened the meeting and asked Police Sergeant Hugo Hatzel to lead the Council and assembly in the salute to the flag.

### **Consent Calendar**

Mayor Shoji reviewed the consent calendar which consisted of 3a: approval of the minutes of July 3, and July 17, 2012. Councilor Groth moved to approve the consent calendar approving the minutes of July 3, and July 17, 2012. Councilor Melton seconded the motion which carried with Mayor Shoji and Councilors Groth, Kramer, Melton, and Muenchrath voting aye. Councilor Hanson and Vaughan were absent.

### **Presentation of an Appreciation Service Ceremony for Reserve Police Officer Joshua Scarberry**

Police Chief Gary McCullough stated from March 1997 through June 2012 Joshua Scarberry voluntarily served the citizens of Coos Bay first as a Police Explorer Scout and then as a Reserve Police Officer. Mayor Shoji presented Mr. Scarberry an appreciation of service plaque and Police Officer Mark Ereth Police presented a card of thanks on behalf of the Coos Bay Police Officers Association. Mr. Scarberry thanked the City for the opportunity to serve as a Reserve Police Officer.

### **Semi-Annual Report on the Visitor Information Center (VIC) by Bay Area Chamber of Commerce (BACC) Executive Director Timm Slater**

Timm Slater, Executive Director of the BACC, provided information on activities of interest at the VIC such as tourist inquires, monthly events, reader board activity, visitor counts, and revenues and expenditure details. Mr. Slater also encouraged Councilors to consider volunteering for a four hour period at the VIC.

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### **Semi-Annual Report on the Coos Bay/North Bend Visitor and Convention Bureau by Director Katherine Hoppe**

Katherine Hoppe, Director of Promotions and Conventions for the Coos Bay-North Bend Visitor and Convention Bureau (VCB) shared recently released 2011 annual Dean Runyan & Associates tourism statistics for Coos Bay and Coos County. Other information provided was the VCB's 2012-2013 budget, marketing plan, Adventure Coast Coupon Books, and updated visitors guide. Ms. Hoppe also highlighted National Tourism Week results for the mystery tourist outcome, and recent events and attractions promoted to date.

### **Consideration for Approval of a State Planning Grant**

Public Works and Development Director Jim Hossley stated the Oregon Department of Land Conservation and Development (DLCD) offered a Coastal Management grant for \$14,400 to assist in the City's planning needs. The grant required the City to provide a letter of request and \$14,400 in project-related matching costs from non-federal sources. Councilor Groth moved to authorize the Mayor to sign a letter requesting the grant. Councilor Muenchrath seconded the motion which carried with Mayor Shoji and Councilors Groth, Kramer, Melton, and Muenchrath voting aye. Councilor Hanson and Vaughan were absent.

### **Approval of an Economic Development Council Committee**

At the July 17, 2012 City Council meeting the Council suggested creating an Economic Development Council Committee comprised of three councilors for the purpose of helping to achieve identified economic and development goals. City Manager Rodger Craddock asked for the Council's assistance in determining which three would serve on the committee. Councilor Kramer moved to appoint Mayor Shoji and Councilors Muenchrath and Vaughan to the Economic Development Council Committee. Councilor Melton seconded the motion. Councilor Kramer amended the motion to include Councilor Groth as an alternate committee member. Councilor Melton seconded the motion as amended which carried with Mayor Shoji and Councilors Groth, Kramer, Melton, and Muenchrath voting aye. Councilor Hanson and Vaughan were absent.

### **Approval to Purchase Two Pumps for Wastewater Treatment Plant #1 (WWTP#1)**

Public Works and Development Director Jim Hossley requested approval to purchase two return activated sludge (RAS) pumps for WWTP#1 noting the current pumps were 23 years old and were struggling to keep up with summer (dry weather) flows. Moreover, the pumps were necessary to return activated sludge to the aeration basin; an essential part of the treatment process. Mr. Hossley noted if the pumps were not ordered and installed prior to the current year's upcoming rainy season WWTP#1 would not meet the effluent permit limits which could result in the City being fined by the Oregon Department of Environmental Quality (DEQ). Total estimated cost for both RAS pumps was \$48,721 and would be paid for out of the Wastewater Improvement Fund which had sufficient balance and budget appropriation. Councilor Kramer moved approve the purchase of two RAS pumps for WWTP#1 for the cost of \$48,721. Councilor Melton seconded the motion which carried with Mayor Shoji and Councilors Groth, Kramer, Melton, and Muenchrath voting aye. Councilor Hanson and Vaughan were absent.

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

City Manager Rodger Craddock asked City staff to present on ongoing projects. Economic Development Director Joyce Jansen reported the Regional Historical Marker located at the Visitors Center was near completion; draft proposals were anticipated to arrive within the week for the Hollering Place Wayside Historical Marker and the three interpretive signs; the 2<sup>nd</sup> Court student art and landscaping project were completed; and there was a planned façade improvement project for the Egyptian Theatre which included exterior paint. Public Works and Development Director stated the first draft of the Wastewater Treatment Plant #2 Facility Plan Amendment was submitted to the Oregon Department of Environmental Quality (DEQ) for review; Coos Art Museum paint project was anticipated for completion by August 21<sup>st</sup>; ground preparation for Eastside Boat Ramp Improvement was near completion for the two parking areas; the Dolphin Theatre restroom remodel was completed and installation of a rear access ramp was in process; and the City Hall Seismic Rehabilitation project was anticipated for completion in late September. Fire Chief Stan Gibson reported 4<sup>th</sup> of July activities in Mingus Park were coordinated by Fire Women's Auxiliary and the fireworks display was funded by the City of Coos Bay. Finance Director Susanne Baker provided Council with a review of a draft concept model for the ongoing website design project; anticipated completion date for the website project was December.

### **Public Comments**

Steve Pilant, Coos Bay: asked the Council to consider capping City business license fees for swap meets. City Manager Rodger Craddock advised he would add topic to the September 4<sup>th</sup> Council agenda. Councilor Muenchrath suggested to Mr. Pilant to keep track of any business license fees paid to the City from the current date forward until the Council could meet to consider the matter further.

### **Council Comments**

Councilor Melton noted he had received several citizen complaints and expressed concern about the narrow turning lane at 10<sup>th</sup> and Central. Councilor Kramer commented on the condition of the façade of Old City Hall and suggested a façade grant. Mayor Shoji encouraged citizens to run for the open Mayor or Council positions; asked the Port of Coos Bay to provide a status report on rail activities.

### **Adjourn**

There being no further business to come before the Council, Mayor Shoji adjourned the meeting. The next regular Council meeting was scheduled for August 21, 2012 in the Meeting Room at the Coos Bay Public Library.

### **Executive Session**

An executive session was held pursuant to ORS 192.660 (2) (h) for Consultation with Legal Counsel Concerning Legal Rights and Duties Regarding Current Litigation or Litigation Likely to be Filed. No decisions were made.

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Crystal Shoji, Mayor

Attest:   
Susanne Baker, City Recorder