

**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.

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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.

**Establishing a Policy on News Media Attendance at Executive Sessions**

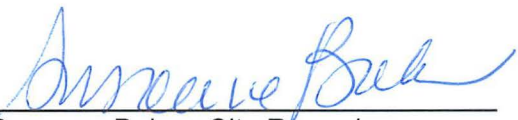
City Manager Rodger Craddock stated Oregon’s public meeting laws (ORS 192.660) allowed governmental bodies to meet in closed-door executive sessions in limited and specifically identified circumstances. Representatives of the news media were allowed to attend executive sessions, (except those involving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

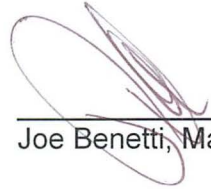
As the State did not define “news media” and given the proliferation of news sources, many governmental bodies had adopted additional rules to define who were the news media for executive session purposes. Mr. Craddock presented a model executive session news media attendance policy and a list of current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

Attest:   
Susanne Baker, City Recorder

  
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Joe Benetti, Mayor