



MINUTES
May 13, 2013
City Council Meeting

Note: These minutes are a near-verbatim transcript of the meeting.

NOTE: *The Council will meet as the Urban Renewal Agency this evening as part of the Public Hearing portion of the City Council meeting.*

Call to order: **Time: 6:30 pm**

1. **The pledge of allegiance**
2. **Roll Call:**

	<i>Present</i>	<i>Absent</i>
<i>Mayor Karl Popoff</i>	X	
<i>Council Position #1 VACANT</i>		
<i>Council Position #2 Larry Brennan</i>	X	
<i>Council Position #3 Brice Gregory</i>	X	
<i>Council Position #4 Doug Brand</i>	X	
<i>Council Position #5 Tamie Kaufman</i>	X	
<i>City Administrator Jodi Fritts</i>	X	
<i>Student Liaison Vacant</i>		

3. **Special Orders of Business:**
 - a. *WWTP Project Update-Will Newdall, Public Works Superintendent*

Public Works Superintendent Will Newdall updated the Council on the WWTP project.

City Administrator, Jodi Fritts: Please explain what SCADA is. (remarks #2)

Newdall: Supervisory Control and Data Acquisition (SCADA). This is the computer that controls the plant. It requires information off various sensors which display on a screen for us. It also has trending so we can watch when we are off site. We can go back in if there are errors or alarms; it does most of the detective work for us so we can see exactly what went wrong. Again this can be remotely accessed through the net and then directed the onsite staff as to measures to take. Sanitaire has this very complex system almost finished as to the very strict specifications as to what we wanted. Newdall then finished with his report.

Mayor Karl Popoff: Anything further?

4. **Consent Calendar**
None scheduled
5. **Citizens Comments**
As presented to the Mayor at the beginning of the meeting

Mayor: *(Letter presented from David Swindell from Veteran's Memorial Association requesting assistance with vegetation maintenance along Hwy 101 on the north end of town) David--Jodi is going to try to facilitate this with Will our Public Works Director to see if we can get this done for you.*

Fritts: Traditionally ODOT would be the one that would have to take care of this but they often times don't do it inside the cities. So, we will make it happen.

Jim Freedman-94253 Gauntlett Street: Several years ago at the behest of the then Administrator my wife and I found in Harrisburg the Patterson Bridge balustrades forms. We worked with the City and the Port Manager to get the state to get those forms down here. Over the past decade or so I have taken care of them, housed them. The Veterans Memorial is not going to use the forms and I have no use for them. Neither the City nor the Port has an interest in them. I wanted to inform you that in the next few days I intend to dispose of them and wanted to know if I could recoup some of the money I have spent on this endeavor back.

Mayor: Any comments?

Councilor Doug Brand: This is the original form used by the state?

Freedman: Yes, similar forms cost the state about ½ million dollars. I'd imagine if they try to do this again it will cost several times that.

Brent Thompson-29509 Crook Street: At the last planning commission meeting I requested that there be formal minutes taken at each meeting for a permanent record and sharing with other agencies and the Council. The staff member said that she didn't have time to do it. So, I looked it up in the ordinance--which I included that last time I spoke-- Section 1.120 under City Planning 9D states that planning staff shall keep written minutes and tape recordings of Planning Commission meetings. I am not aware that this ordinance has been revised. So, I am asking the Council to have this ordinance enforced.

The policy manual under 106 it says that any deliberation toward a decision on any matter where information is gathered for future deliberation must also be noticed if a quorum is likely to be present. Oregon Public Meeting Notice requirements, ORS 192.650 says that there can be electronic minutes, but our ordinance requires that we have written minutes. Oregon administrative rules say that records must be in a form that can be permanently retained. So, the issue there is can electronic records be permanently retained? I think our ordinance goes further than that as it requires written minutes at the Planning Commission level. I think this is a good thing for the Council to have quickly rather than having to go through some electronic means to obtain news of the various committees or commission in the city that you are ultimately responsible for.

So, this is my issue that I am asking the Council to resolve. Roy Lavender is here about this issue. I feel that this is an issue of history, accountability, and serving the public to provide written minutes.

I would like it in the minutes as to why I temporarily voted against the Urban Renewal District. Our ordinances are not yet set up planning wise to support the Urban Renewal District. I would have loved that discussion to have been recorded and forwarded to the City Council so you could see what the thinking was regarding that vote. Thank you very much for your time.

6. Public Hearing

THE CITY COUNCIL WILL CONVENE AS THE GOLD BEACH URBAN RENEWAL AGENCY AT THIS TIME 6:50 pm

- a. *Determination on whether to forward the Urban Renewal Plan and Report to the City Council for review*

Fritts: The City Council is actually two different bodies, the City Council as well as the City's Urban Renewal Agency. We presented the Urban Renewal Plan to you, so this is the formal time that we need to close the City Council meeting for the moment and then you will reconvene as the Urban Renewal Agency. Once that work has been done, you will close the Urban Renewal Agency meeting and open again as the City Council.

Public Hearing opened at 6:50 pm

Fritts: Acting as the Urban Renewal Agency, you need to make a recommendation to either forward the Gold Beach Urban Renewal Plan and Report to the Council for adoption or you can choose not to forward it and then we are done with urban renewal. So, we need a motion to either move it or not move it to the Council.

Councilor Tamie Kaufman: I thought this was a public hearing for the public to speak?

Fritts: We did have public comment at the last meeting but you can take additional testimony at this time. The reason for this meeting is that you need to make a recommendation to the Council, which is also you.

Councilor Kaufman: When the agenda says Public Hearing, I expect to hear from the public.

Councilor Brand: Should we notice because we have two other members of the Urban Renewal Agency here?

Fritts: They are not the Urban Renewal Agency, which is you. The members are the citizens' advisory committee to the Urban Renewal Agency, but this Council is the Agency.

Mayor: Are there any public comments?

Fritts: The comments would be as related to forwarding or not forwarding the plan to the City Council.

Mayor: No comments. Let's entertain a motion.

MOTION: Councilor Doug Brand made the motion to forward the Gold Beach Urban Renewal Plan and Report to the City Council for their review. Councilor Larry Brennan seconded the motion.

Mayor Popoff called for discussion or debate. Hearing none, he called the vote.

Record of Vote	Ayes	Nays	Abstain
Council Position #1 VACANT			
Council Position #2 Larry Brennan	X		
Council Position #3 Brice Gregory	X		
Council Position #4 Doug Brand	X		
Council Position #5 Tamie Kaufman	X		
MOTION CARRIES UNANIMOUSLY			

THE URA WILL ADJOURN AND THE CITY COUNCIL WILL RECONVENE Time: 6:53

A. Public Hearing on Ordinance 648-an ordinance making certain determinations and findings relating to the Gold Beach Urban Renewal Plan

Fritts: This is the Public Hearing for the City Council on Ordinance 648-Urban Renewal Plan.

Mayor: City Council is reconvened at 6:54pm. Any questions or comments on this ordinance?

Councilor Kaufman: How long after this ordinance is passed will it take for us to actually have money that we can use?

Fritts: If you decide yes tonight, we need to schedule a budget hearing for the URA. I did not do that at the time of our regular budget because we didn't know if you would adopt it or not. So, if you decide to adopt it then between now and June 30th we need to have an URA budget meeting. We will not get money from the URD until next year, but there were some smaller projects within the plan that you would consider funding. The City could front some of that money and then be repaid. That is a decision for you to decide in the budget meeting.

Councilor Kaufman: It was my understanding that it would be at least four or five years before we could borrow or have \$\$ work with, is that correct?

Fritts: Yes.

Councilor Kaufman: So, we would have four years to update our planning and zoning ordinances if they need it?

Fritts: Elaine Howard, who is our contractor, has done a lot of plans for a lot of cities—big and small. She examined our ordinances and found no deficiencies.

Councilor Kaufman: But, if we found deficiencies we would have a window to correct them.

Mayor: But we do need a motion?

Fritts: Yes. As always, ordinances require two readings. I would suggest reading by title only tonight and then do a reading by title only next month.

MOTION: Councilor Tamie Kaufman made a motion to approve Ordinance 648 by title only. Councilor Doug Brand seconded the motion.

Discussion:

Councilor Brand: I would like to commend the City Council on doing this. If we had done this back 25 years ago we would be closing out the plan now. We are planning for 25 years from now. So, I just wanted to commend you guys for doing this.

Mayor: Motion has been made and seconded. I am assuming discussion is closed? Mayor Popoff called the vote.

Record of Vote	Ayes	Nays	Abstain
Council Position #1 VACANT			
Council Position #2 Larry Brennan	X		
Council Position #3 Brice Gregory	X		
Council Position #4 Doug Brand	X		
Council Position #5 Tamie Kaufman	X		
MOTION CARRIES UNANIMOUSLY			

7. Citizen Requested Agenda Items

None scheduled

8. Public Contracts and Purchasing

None scheduled

9. Ordinances & Resolutions

a. First Reading: Ordinance 648 Urban Renewal Plan Adoption

Fritts: First Reading of Ordinance 648 by title only. An ordinance making certain determinations and findings relating to and approving the Gold beach Urban Renewal Plan.

10. Miscellaneous Items (including policy discussions and determinations)

a. Amendment to Admin & Personnel Policies—RE: Comp Time accumulation

Mayor: We noticed that there was some discrepancies on 40 hour comp time accumulation.

Fritts: As is always the case, we find discrepancies when the questions get asked. The current policy reads: an employee may not accumulate more than more 40 hours of compensatory time. Any additional time over 40 hours will be paid to the employee in the pay check for that period. But then the next paragraph it says that an employee will have the option to cash out hours accumulated compensatory time in excess of 40 in November each year. So, in the beginning sentence it says you can only accumulate 40 and in the last sentence it says you can cash out anything over 40.

My recommendation is to strike the last sentence. Will and I were talking about this today trying to figure it out. There is a section in the union contract with the Police Department where once a year in December they can cash out up to 80 hours of their comp time. They can accrue a little bit more because of the nature of their work, they work almost 24/7. This may have been an attempt to address this, but it is not worded right.

Councilor Kaufman: So the union can have a contract different to what the rest of the City policy.

Fritts: Yes, the union contract says that where there is a conflict between the City policy and the union policy, the union policy will override the City policy. So, the 40 hours applies to exempt and non-exempt employees that are not a part of the Police Department.

Councilor Kaufman: So, what have you been doing?

Fritts: The computer program is supposed to be set up so that it will not let you accrue more than 40, but that stop was not in there. I only have three people that may even come close to it. That is what brought the question up. We have since worked with Caselle so that it won't happen again. We still need to change our policy because that last sentence is ambiguous. First you say you can't, and then you say you can.

Councilor Larry Brennan: So the time for cashing out for the PD is in December.

Fritts: Yes

Councilor Brennan: It seems it would make more sense to make that at the end of the fiscal year.

Fritts: I believe the union contract was set up that was so that it would be a little extra money for Christmas. Isn't that correct Dixon? Dixon was a part of the last bargaining.

Chief Dixon Andrews: In the last negotiation of the Teamsters the comp thing came about because there was a request through City Administrator Ellen Barnes that the City have the right to cash out compensatory time in June to balance out the City's books. Comp time on the books still counts overall on the books as an encumbrance on the City's budget. The union said that they understood that the City wanted to have a management right to wipe our comp time off the books so you can zero your books June 1st. They offered a compromise to get a week of comp time at Christmas so there was not as much comp time to cash out at the end of the fiscal year. So twice a year the City could zero PD out on comp time and then in December they could cash out comp time again. It is time that we would pay them anyway, it is their choice to take overtime or comp time, but most of them take the comp time.

Mayor: Any further questions?

Fritts: So, I need a motion to clean this up.

MOTION: Councilor Doug Brand made a motion to amend the Administrative Personnel policies as presented in the council agenda packet. Councilor Tamie Kaufman seconded the motion.

Mayor Popoff called for discussion or debate. Hearing none, he called the vote.

Record of Vote	Ayes	Nays	Abstain
Council Position #1 VACANT			
Council Position #2 Larry Brennan	X		
Council Position #3 Brice Gregory	X		
Council Position #4 Doug Brand	X		
Council Position #5 Tamie Kaufman	X		
MOTION CARRIES UNANIMOUSLY			

10. *Miscellaneous Items (including policy discussions and determinations)*
b. *Request from Councilor Brand to discuss Bike Park at Visitor Center*

Councilor Brand: When my wife and I wrote this we both worked at the Fair Grounds. In looking at stats there were 4,000 people that come through our city every year between May and October generating \$800,00 to \$1.2 million dollars. That is a lot of capital being passed through our community. I was unaware of five other resorts that have biking accommodations. My wife has been renting at the fairgrounds for the two years while she was there. We thought that a great place for a bike park would be at the fairgrounds. Jodi and I talked about this a year ago. She thought that perhaps the City should own the property that we put it on. I am liking the idea of the fairgrounds. With a little bit of work to the bathrooms we have the facility in place. We do not want to take revenue from the other five resorts. Can you refresh my memory as to who the five resorts are?

Fritts: Irelands has an RV camp place, Oceanside RV park which both take tent camping which is what bicycling uses. Then there is Turtle Rock, Indian Creek, and Nicks Landing all have camping spaces available.

Councilor Brand: One of the things we don't have is the designation that we are bike friendly. There are signs on the highway.

Fritts: That is a new program they are just starting.

Councilor Brand: Bicycles travel 30 miles a day. This we have learned from our Ford Family Institute that we are working with. All of our towns on the coast are about 30 miles apart. There is a bike friendly park at Harris Beach and Bullard's Beach up in Bandon. We are in the middle. We can capture some of that money. That is why we propose this bike paths plan for Gold Beach. I understand the blackout dates for the Fair, but there has to be something we can do for that. This is a work in process working with the Fair manager and board who would have to approve this. That is pretty much the pitch, to get some recognition through the travel agencies and through Bob our public promotions. We have a lot of avenues that we can explore to capture some of that money coming through our town.

Councilor Brennan: What would it take to designate an area to make it a bike park?

Councilor Brand: We have to have bathroom and shower facilities. The bikers would have water.

Mayor: They also need to be able to secure their belongings if they are away. Perhaps a locker.

Councilor Brennan: But does it have to be designated or could it be a shared site?

Councilor Brand: The Fair Grounds far south parking lots adjacent to the beach path both north and south have plenty of area there. Ron and I have discussed, right now they are parking in the carney area so they can use the arena bathrooms. That is where Laurie is putting them up. When the bathrooms at the beach are open they will put them in the SW parking lot. As far as accommodations, really rehabbing the beach bathrooms is all we need. The arena bathrooms work fine where they put the carnies. But that is totally up to the airport. All I am looking at is capturing some of the revenue flying through town.

Mayor: It sounds to me like the number one problem that we have is advertising that we have a bike path here and getting people to stop here. If we did promote the city as a bike friendly city would the existing facilities that are commercial now would they be sufficient now without having to go through the Fair.

Councilor Brand: They have had years to develop that.

Mayor: Maybe some of that is that we have not pushed that either. Given the places that we do have available

Fritts: When I went to the Governor's conference on tourism last month I went to two modules on bike tourism. They were just rolling out this bike friendly program. So that is something that the Chamber Director and I have been working on. We are part of the Bandon Dunes philanthropic group. The City is working toward bike tourism. This new program is a certification program that people can apply to that you take online. It is not launched yet. If you can supply certain criteria then you can receive this bike friendly designation and you will be put on the Travel Oregon Ride Oregon Ride site so bicyclist can see which business in our community are bike friendly. So, we would like to get the business that already cater to campers to also sign up for this bike friendly program this will get more folks staying at their place. I think what is required is probably what they have already, camp site, water, showers. This certification won't cost anything except their time. We are working on that. We have a lot of exciting bike tourism projects that we are working on right now.

Councilor Brennan: When I first heard about this I thought the Visitor Center would be a nice spot, but that is outside of town, so being closer in is probably better.

Fritts: Will and I have already talked about infrastructure. We already have a problem with transients camping down there. In fact last week there was one camped out on the deck. There are things I would like to develop down there to help us be bike friendly like bike racks, storage lockers and a nice water fountain that you can't bath in.

Councilor Brice Gregory: Correct me if I am wrong. These guys are cruising up and down the coast all day long in the middle of summer typically. You'd think they are pretty windblown. Do you think that they might prefer to be out of the wind like the back side of

the park where it is pretty and protected from the wind. We could refurbish the bathrooms there. We could lift the no camping rule if they are bikers and have little camp spots up there.

Councilor Brand: The direct quote to my wife from bikers at the fairgrounds was “We want to hear the ocean.” That is why she placed them either in the carney area or the far west parking lot.

Mayor: Well, then you have Turtle Rock and Irelands too.

Fritts: My biggest concern is security. We already have an issue.

Mayor: Security and vandalism. Any time that you have a facility like that you will attract people you would not like to attract. We had an incident not too long ago where the ladies coming down to open the Visitor Center and they didn’t go in. They didn’t know what in the heck was waiting for them out there.

Fritts: The Fair already has this sort of put together so I would rather collaborate with them on an existing facility rather than try to do something camping wise by ourselves. There are transitory things that we can and I would like to do.

Mayor: The basic idea is great. I would love to see some of those people stop here myself.

Councilor Kaufman: I think they are stopping here anyway. They can only go 30 miles and then they need rest.

Fritts: Some of them do stay in motels.

Councilor Kaufman: I remember the Fair Grounds, at one time, wanted to put a full RV park in and the public went crazy. They wanted not to compete with the private. The tide might be different now. The question I would ask is do we have to build a commercial facility for it and if so are they at capacity. Do we need one?

Fritts: My gut tells me no, but I will do some research.

Mayor: Several years ago we had Cycle Oregon stop here and they were staying in mass on the football field. But that is the only time I can recall that we had a designated stop here for a big tour. It was huge.

Councilor Kaufman: That was something like six thousand people.

Councilor Gregory: We are not talking about having to house six thousand people. We are talking about a trickle of people throughout the entire summer.

Fritts: Myself and Will don’t want a campground at South Beach Park.

Mayor: I am not for that either.

Councilor Gregory: So, do we want to work hand in hand with the facilities that do have the capabilities to handle these bikers. If they are not showing interest or the ability to keep up with them, then move along with our own facility.

Mayor: Move along with the County fairgrounds. It will definitely be looked into as you have already started.

Councilor Brand: The other thing Jodi, Candy, and I are involved with, the Ford Foundation, we are building a bike tourism project in Gold Beach. It is going to be - is it final at the Port yet?

Fritts: That was the final vote of the class, but it will be up to the Port. They were tentatively ok with the location. We are doing little kiosks, information stands about the city, how to get to the Visitors Center or the Port, that kind of thing.

Mayor: Perhaps where they can pitch their tent?

Fritts: We are envisioning having a map that shows significant locations for information, food, etc.

Councilor Brand: I have a picture here if you would like to see it.

Councilor Gregory: Well why wouldn't you want to list camping information where they stop?

Councilor Brand: It is going to be on a covered information board along with QR codes. It is going to be a huge project when we get done with it.

Councilor Brennan: Does the City need to be involved or should we let the fairgrounds and other places interested in developing that know that we would encourage and support it, but let them decide where it is going to be. Does it have to be just one or could it be two or three?

Mayor: It could be two or three.

Councilor Brennan: Do we have to designate somewhere?

Fritts: No

Councilor Brand: As long as the City gets to designate then who would it benefit?

Fritts: The Chamber Director and I were discussing getting the information out to the local business as to what they can do to get this bike friendly certification.

Mayor: This could possibly be instituted this coming summer.

Fritts: Yes, we could start working on it now.

Mayor: We don't have to take an awful lot of time getting this started.

Fritts: Like I said, I am already working on several projects. Wheels are in motion already.

Mayor: Any further discussion? None

10. Miscellaneous Items (including policy discussions and determinations)

c. Request from Councilor Brand to discuss changes to the makeup of the Community Promotions Committee

Councilor Brand: I have information from two other cities for language as to how to set up our Promo Committee, where we get members, how we get members. Rather than motel weighed like it had been this is open to all retail, motel, and all aspects of the city. This way we get a larger cross section of people on the committee for different ideas. These samples are from Mooro Bay, CA, Jackson, MI and Jacksonville. We changed the language in the ordinance, but did not make the changes in the membership requirements.

Fritts: The Rural Tourism Studio meetings that we had this past week was the kickoff of the program that Travel Oregon has awarded to our community. We had a really great cross section of tourism folks at our Gold Beach meeting. This will be ongoing for the next year. What I would like to see is what can come out of this program we are working on. Maybe we can reinvent something completely different. The Promotions Committee that we have right now was instituted 30 years ago. Maybe it is time to look at other types of committees we can have. I think that this Rural Tourism Studio is a really good opportunity to see what can work for our community. I don't know that we need to come to any decision now, but it is coming to the forefront.

Councilor Gregory: Can you explain to us what exactly we are doing at this point in time for Promotions.

Fritts: As the code is written the sole duty of the Promotions Committee is to formulate a long range strategy and plan for community promotions which is a long way of saying to come up with marketing plan. Unfortunately we have not had a formal marketing plan since 2002. So, last year with the assistance of our marketing firm I wrote a marketing plan, because we did not have a plan. I did that because as the tax administrator I am the one that has to be approving the expenditures that come out of that fund. If we don't have a plan, then what are we spending the money on? The plan has to have goals, identify who our consumer is, what do they want, what do we need to deliver to them. So, that is what we have been operating on since August, when we completed the plan. If people were to sign up for the Promotions Committee, due to term expiration and resignations there is currently no one serving on that 5 member committee right now. It has not hindered the promotions process in Gold Beach, in fact things have been moving along really great the last 12 months. In fact the gentleman we hired as our marketing consultant will be here this week talking at the Chamber luncheon tomorrow. He will be here for the week helping the Chamber of Commerce with the Wine Fest. So, I am hoping that for those of you who are unable to attend the Chamber luncheon tomorrow that I will have the opportunity to introduce you to Bob during the week. I think it is important for you to meet him. He can explain what he and I, the Chamber of Commerce, and other businesses have been working on to try to

promote our area this year. I have some really good statistics in the CA report on the glass floats promotion wound up for the year. Getting back to the original question, the roll of the Promotion Committee is to write that plan.

Councilor Brennan: Why did they need funding if their sole purpose is to come up with a plan? I don't think our Promo Committee needs funding.

Fritts: Previously, that was the problem. The way the code was written that was not their job to spend money, but that was what was happening.

Councilor Brennan: Maybe before we reform that committee we should rewrite that code.

Fritts: That was part of the problem in the past the Committee was doing things that they were not tasked with. The City, not me personally--the City as an entity-- did not give that committee oversight. They were allowed to do things beyond their authority. Ellen was the one, when she was here, that went through all the committees to research what each committee was and what they did. I don't mean to say that those people did anything wrong, but the City did not provide oversight to those committees. They were doing what they thought they were supposed to do. When the City began providing oversight I think that there were some hurt feelings and misunderstanding as to what their roles were. When it was pointed out to them, that is why there were some of the resignations. The code is the code, I can't make up rules.

Councilor Brennan: We should probably remove the mention of money in their code if they don't get to spend any money.

Fritts: And it does already. The role of the committee is to "formulate a long range strategy and plan for community promotions and advertising for the Gold Beach area, including but not limited to, a comprehensive media campaign." So they are supposed to come up with a plan. But they don't get to spend any money.

Councilor Brennan: But it says here the City Council will set funding levels.

Fritts: Yes, the City Council will. Not the committee. Think of the promotions as any other department in the budget process. The promotions department is yours to oversee budget wise just like the other departments. Just like the other departments, the Budget Officer, who happens to be me, will recommend a budget to you, to review. The line item expenditures are up to the Tax Administrator—just like the other departments. The promotions committee is not part of that budget process. Based on the media campaign in the plan the Tax Administrator will come up with a proposed budget to go along with it. So, it was just a lot of years not...folks maybe not really understanding their roles and the City not being real clear about what their roles were. If we decide we want to re-activate this committee I think there needs to be a sit down meeting at the beginning to make sure everyone understands their roles and this is how it interacts with other City functions.

Mayor: I think we still need a Promo Committee meeting publicly. With a committee it's out in the open.

Fritts: It is already—in fact it's more transparent now than it ever has been.

Mayor: I mean as far as being able to meet publicly. Personally, I think the ten member committee idea is too many and the four member too small. I like the seven member plan with you as the non-voting member acting as the City oversight.

Councilor Gregory: I do feel that there needs to be a Promotions Committee. I understand that right now we are running much more smoothly than we have in the past. Strictly due to a lack of understanding of rules and boundaries. But I do feel that we need the committee just to see what the different businesses in the City want to see out of the Promotions Committee.

Councilor Brand: I'd like to see all the business types represented, not just the Motels.

Mayor: Historically we had a member from Jet Boats, two from the Chamber of Commerce and one at large. But, honestly, I like this seven member plan better.

Councilor Kaufman: The current marketing plan that was written last year. How long was that for?

Fritts: Because we had not had one at all, we wrote it for one year because we wanted to have some short term goals that we could accomplish in a year. As of tomorrow we have accomplished all of those goals in less than a year. I would like to for the next fiscal year write a plan for at least the next two years. Part of the problem is that in 2008 the world as we knew it ended. With the financial collapse the way people view the world is very different than the way they viewed it pre-2008. People have different spending patterns, different travel patterns. Things that were important previously are maybe not so important now. People are looking for more non-monetary adventures for vacations. Things that they can experience themselves, like hiking. Where in the past tourism was more geared toward attractions. People wanted to go somewhere to experience that attraction and now people want to go to places where they can make their own experiences. So the plan needs to reflect that change in travel buying habits. The other thing we have done in the last twelve months we have been very analytical and surgical about what we are doing. Who is our visitor, where are they coming from, what do they want to do? We have never really had that before. We had anecdotal evidence, but there was no proven evidence. The next plan I would like to be a two year plan. Any more than that I feel is unrealistic.

Councilor Gregory: So, how would a proposed new promo committee play into this next role out of a two year plan. Would they have any ability to help sway that one way or the other?

Fritts: I see it as a collaborative process. Part of their task is to come up with a marketing plan. Before you can come up with a plan you need to have data. I think that is where if the Committee were to be reformulated we would have to sit down and say, this is what we know about our visitor what do we need to target? What do we want to do at the end of this two years. Do we want to increase occupancy, create overnight stays, daytrips? Those are the things we need to hash out. We need to have something tangible to measure results not just "well, I think this is why people come here."

Councilor Gregory: So, what you are saying is that the new committee would revisit this in six months or so and maybe revise it with new data?

Fritts: Yes, it needs to be a living document. It is not just a plan that is put on the shelf. We have to look at it monthly to see if we are meeting the goals we wanted so we can see what is working and what isn't. It needs to be constantly updated and fed. The cost of gas can change, weather patterns can change. In the past we looked at none of that.

Councilor Brand: We need to see a return on our investment, what we are getting for our dollars.

Fritts: Exactly, in the past we tossed money at this and that. But, what is our return on that investment? Those are the type of things that the Committee needs to look at. That is the hard work that I need them to do.

Councilor Kaufman: The Travel Oregon Road Show is a year process and part of that is to begin branding a region which will tie into our marketing plan. What I'm wondering is should we be developing who we want on that committee, not people but positions as that rolls out. Then maybe the first Promo Committee that we appoint could be involved with the education that Travel Oregon has provided us.

Fritts: When I said I wanted to have a candid discussion that would be my preference. That people that are at the table, stake holders, and part of the process I would like to see them be part of this.

Councilor Brand: By opening up the group maybe we will get more involvement than we have in the past.

Fritts: Yes, we had a good showing. We had 35 people show up for that and they were all players. Everyone in the room had a huge stake in local tourism. So, that is what I would like to see. Some of the people at that meeting to be a part of this.

Mayor: Any further discussion? What do you want to do?

Fritts: Nothing would be decided tonight. What I need from you is some direction and I will bring something back to you next month.

Councilor Gregory: I think what Tamie brought up is the direction to start in. I think we need to get more good things back out into the community and get more involvement from the community members versus not.

Councilor Kaufman: It seems to me that the group that is going to meet monthly needs to get along and all be on the same page. So, people who are getting the training from Travel Oregon would be the logical committee members. That is rolling out in the Fall. So, I would like to look at this maybe in October and see if we want to adjust it based on the education that we get from there.

Councilor Brennan: Do we want to have the Promo Committee format decided before October so by then we are ready to appoint for those meetings?

Fritts: I know that the ten member was kind of cumbersome. But, perhaps Councilor Kaufman, we could look at the 35 people who were in that room and we can get every one of those positions filled from them.

Councilor Gregory: Is it only select few that they want to put into that Travel Oregon training?

Fritts: Oh no! When the training comes they are expecting us to beat the bushes to get the people to come out to this. There will be eight workshops over four months. They are expecting us, the local people who were at the meeting on Monday, to bring in the people to fill the training modules. It could be that some people will go to all of the modules, but some only one module will apply to them.

Councilor Brand: The other thing I would like to look over is the Jacksonville page for the Committee member description. There are four paragraphs there that tell you what these people need to do. This should be our focus for the new group. Even the paragraph on who serves. It is so broad and encompassing for the City that it opens it up to everybody. I think that this should be their job description.

Fritts: That is something that Lauren and I were talking about. We will touch on this a little bit later in the meeting. Lauren had planned on coming down next Monday to do a specific session with the Planning Commission to talk about roles and responsibilities, rules, conduct. We are not going to do that now. But later on this year I will have her come down to do that. I would like to capture all of our committee members into that. You guys know that you get tossed into this role as a public servant and you have to learn what you are supposed to do, how to make motions, how do you have meetings, what is appropriate behavior and what's not. So, I think that it would be very valuable for us to have Lauren do this type of training for us.

Mayor: For those who don't know Lauren is our City Attorney.

Fritts: I think this training would be very helpful if we are going to restart the Promotions Committee especially due to past history. One of the things we talked about was writing a job description for each of our committee members. A one page outline so they know what to expect going in and everyone is all on the same page.

Mayor: Any further discussion? None

10. *Miscellaneous Items (including policy discussions and determinations)*
 - d. *Discussion regarding vacant council Position #1*

Mayor: As everyone knows we are one Council member shy. The administrator and I definitely want to see this position filled. We are not in any danger of not being able to conduct business as it stands now. We are looking at June 10th as the cutoff date to receive applications. June 24th is a regular scheduled day, fourth Monday of the month, that is set aside for additional Council meetings if need be as we experienced last month. To serve on

this body it is exceptionally important to me that we select the right person. Three members of the Council make policy. That is the way it works. I want to see whoever that person is that has had involvement in volunteering, public works or community service. I feel that it is very important for the Council as well as myself to thoroughly interview any and all applicants. So, we will take June 24th to do that interviewing. July 8th would be the first meeting with that person on board, The other thing I wanted to touch on is something that just came to us tonight. We no longer have a functioning Planning Committee. I just received tonight three resignations. So, what I feel is incumbent on us to do is to advertise that position and use the same time schedule that we are using for the Council. This will get the committee back functioning as quickly as possible. This is more crucial than City Council because we are still function. The Planning Committee is no longer functioning.

Fritts: I did buy two legal notices for the vacancy. I will do the same thing, I will advertise both vacancies again. We did get one applicant for the Council. I will contact that person and let them know what the schedule is so they are not left hanging.

Councilor Brand: Promo is not a State mandated committee, Planning is--what is the State timeline for getting this done.

Fritts: I talked to Lauren today when we got the resignations. We will not be having Planning Committee meetings because we do not have a Planning Commission quorum. In the meantime if prior to the time that you have someone seated, the City Council will act as the Planning Commission for the City. We have not had an application in two years. But, if someone walks in with a subdivision or a land use action that the Planning Commission would act on that application would come to you in a separate meeting. Lauren would like to see us fill it soon.

Mayor: We have not had a real need for the Planning Commission, but I would like to see that filled. I'm sure the Council would as well. Any further discussion? None

10. *Miscellaneous Items (including policy discussions and determinations)*

e. *Upcoming meetings*

Fritts: This week is the small cities meeting in Coquille, Wednesday, May 15th. I will not be able to make this one. Tomorrow, Tuesday, May 14th, Bob Carson will be here as the feature speaker at the Chamber Luncheon. Bob will be here through Sunday so I will try to make sure he meets each of you while he is here if you are unable to attend the luncheon.

11. *City Administrator's Report*

Will be presented at meeting

CA Fritts presented her Administrator's report on activities of the past month. A copy of the report is attached to these minutes.

12. *Mayor and Council Member Comments*

a. *Mayor Karl Popoff*

On the trip to the Governor's office there were two things I was particularly interested in that I wanted to find out about from the State. #1 was dredging. They told me that they were still actively pursuing a way to see that our port was dredged. I made it known that this is exceptionally important to us with tourism and fishing. It is also a very dangerous place at

the best of times. We have lost lives and boats there. We want to be able to ensure that anyone going out there is as safe as they possibly can be. They assured me that they have not forgotten about us. What that means is not clear. The other thing I wanted to know is if the County does go under what exactly is the State prepared to do. We are all walking on uncharted ground right now as this is unprecedented. In the Sunday Oregonian there is an article that is pretty much what they told me. The article sounds like they have made up their minds about this bill, they have not. I asked about this bill specifically. "As a result, legislators in Salem are working with Kitzhaber to figure out how the State should respond if law enforcement and other services totally break down in some counties. We can't ignore it said Bruce Hanna (R) Roseburg. Adding that a Governor can't simply tell the public that it is not safe to travel through some counties. Hanna has been helping negotiate House Bill 3453 which would allow the Governor to temporarily impose a local income tax in case of a Public Safety fiscal emergency, but only with the approval of the legislative bodies, Senate and House of Representatives both parties as well as local county commissioners. A companion measure House Bill 2206 would allow the State to take over several key county functions such as elections, tax assessments and collections in building code enforcement. The fate of the measure is unclear, but could be influenced by the local votes on May 21st. David Itzen a Commissioner in isolated Curry County on Oregon's southernmost coast said that he thinks that the State may well step in if his county levy fails. It is not a pretty picture if it fails. I think that the patience of the State has run out."

I think that the State's patience running out is not that we are in trouble but that we can't get together. This levy I think is for five years. That is not what I wanted, I would have rather seen one for three years. The Governor's aides told us that they are looking at 18 months, not three or five years. I think that the trip was important and am glad I went. I'm glad they were forthright and candid. I also found out that Senator Wyden is still pursuing the O&C money to see if Congress will cough up something more for another two or three years. This is up in the air too. That could also give us the time to come up with a permanent solution.

b. Councilors

1) *Vacant*

2) *Larry Brennan*

Foghorn is back, I'm happy now.

3) *Brice Gregory*

None

4) *Doug Brand*

I went to my first Water Shed Council meeting last month. I gave them the dredging schedule for all the United States. The dredge is not going any further south than Coos Bay. They are booked for the whole year. So no matter what the Governor's office says this is the schedule for the whole US. The speed of the boss is the speed of the team. Jodi is not our boss, but we can see the speed that she works at and we follow suit.

5) *Tamie Kaufman*

None

c. *Student Liaison, Vacant*

13. Citizens Comments

As presented to the Mayor at the beginning of the meeting

14. Executive Session

None scheduled

The next scheduled meeting of the Gold Beach City Council is Monday, June 10, 2013, at 6:30PM in the Council Chambers of City Hall, 29592 Ellensburg Avenue, Gold Beach, Oregon.

Mayor: I will entertain a motion to adjourn

MOTION: Councilor Larry Brennan made a motion to adjourn. Councilor Brice Gregory seconded the motion.

Mayor Popoff called for discussion or debate. Hearing none, he called the vote.

Record of Vote	Ayes	Nays	Abstain
Council Position #1 VACANT			
Council Position #2 Larry Brennan	X		
Council Position #3 Brice Gregory	X		
Council Position #4 Doug Brand	X		
Council Position #5 Tamie Kaufman	X		
MOTION CARRIES UNANIMOUSLY			

15. Adjourn Time: 8:14 pm

Approved September 9, 2013



Candy Cronberger, City Recorder

ATTACHMENT TO MINUTES FOR MAY 13, 2013

ORIGINAL COUNCIL AGENDA PACKET



AGENDA
May 13, 2013, 6:30PM
CITY COUNCIL CHAMBERS, CITY HALL
29592 ELLENSBURG AVE
GOLD BEACH OR 97444

NOTE: The Council will meet as the Urban Renewal Agency this evening as part of the Public Hearing portion of the City Council meeting.

Call to order: Time: _____

1. The pledge of allegiance

2. Roll Call:

	Present	Absent
Mayor Karl Popoff		
Council Position #1 VACANT		
Council Position #2 Larry Brennan		
Council Position #3 Brice Gregory		
Council Position #4 Doug Brand		
Council Position #5 Tamie Kaufman		
City Administrator Jodi Fritts		
Student Liaison Vacant		

3. Special Orders of Business:

a. WWTP Project Update-Will Newdall, Public Works Superintendent

4. Consent Calendar

None scheduled

5. Citizens Comments

As presented to the Mayor at the beginning of the meeting

6. Public Hearing (pages 4-10)

THE CITY COUNCIL WILL CONVENE AS THE GOLD BEACH URBAN RENEWAL AGENCY AT THIS TIME

a. Determination on whether to forward the Urban Renewal Plan and Report to the City Council for review

THE URA WILL ADJOURN AND THE CITY COUNCIL WILL RECONVENE

A. Public Hearing on Ordinance 648-an ordinance making certain determinations and findings relating to the Gold Beach Urban Renewal Plan

7. Citizen Requested Agenda Items

None scheduled

The City of Gold Beach is dedicated to enhancing quality of life, while promoting health, safety, and welfare of our citizens, businesses, and visitors in the most fiscally responsible manner. In doing this, the City will respect the past, respond to current concerns, and plan for the future, while maintaining environmental sensitivity in our beach oriented community

8. **Public Contracts and Purchasing**
None scheduled
9. **Ordinances & Resolutions** (pages 7-9)
 - a. First Reading: Ordinance 648 Urban Renewal Plan Adoption
10. **Miscellaneous Items (including policy discussions and determinations)**
(pages 11-25)
 - a. Amendment to Admin & Personnel Policies—RE: Comp Time accumulation
 - b. Request from Councilor Brand to discuss Bike Park at Visitor Center
 - c. Request from Councilor Brand to discuss changes to the makeup of the Community Promotions Committee
 - d. Discussion regarding vacant council Position #1
 - e. Upcoming meetings
11. **City Administrator's Report**
Will be presented at meeting
12. **Mayor and Council Member Comments**
 - a. Mayor Karl Popoff
 - b. Councilors
 - 1) Jeff Crook
 - 2) Larry Brennan
 - 3) Brice Gregory
 - 4) Doug Brand
 - 5) Tamie Kaufman
 - c. Student Liaison, Vacant
13. **Citizens Comments**
As presented to the Mayor at the beginning of the meeting
14. **Executive Session**
None scheduled

The next scheduled meeting of the Gold Beach City Council is Monday, June 10, 2013, at 6:30PM in the Council Chambers of City Hall, 29592 Ellensburg Avenue, Gold Beach, Oregon.

15. **Adjourn Time:** _____

The location of the hearing/meeting is accessible to the disabled. Advance notice is requested if special accommodations are needed. Call 541-247-7029 so that appropriate assistance can be provided. The City of Gold Beach is an affirmative action EEOE and complies with section 504 of the rehab act of 1973. Complaints of discrimination should be sent to: USDA, Attention Director, Office of Civil Rights, Washington, D.C. 20250-9419

The City of Gold Beach is dedicated to enhancing quality of life, while promoting health, safety, and welfare of our citizens, businesses, and visitors in the most fiscally responsible manner. In doing this, the City will respect the past, respond to current concerns, and plan for the future, while maintaining environmental sensitivity in our beach oriented community



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PUBLIC HEARING

GOLD BEACH CITY COUNCIL AGENDA REPORT



Agenda Item No. 6 a.
Council Hearing Date: May 13, 2013

TITLE: Ordinance 648 Urban Renewal Plan

SUMMARY AND BACKGROUND:

This is the culmination of about three years of work by the City and the UR volunteers. The UR Plan was presented at the special meeting on April 22nd. The first reading of the ordinance to adopt the plan is attached.

The plan adoption is slightly different than our usual ordinance process. Prior to consideration of the ordinance, the council will convene as the UR Agency and recommend that the plan be presented to the council for their review and adoption. Sounds a little redundant since you act as both bodies but we need to ensure both bodies agree to the plan.

FINANCIAL IMPACT:

The financial impact is detailed in the plan and report. As requested by Councilor Kaufman, Elaine Howard figured the impact to the taxing districts as a portion of their overall tax levy. The City's tax base will have the largest impact at 1.26% of our total tax levy—that is the portion that will be diverted to fund the UR plan projects.

DOCUMENTS ATTACHED:

- Ordinance 648
- Tax levy percentage by district

REQUESTED MOTION/ACTION:

URBAN RENEWAL AGENCY

At the beginning of the Public Hearing the Council shall announce they are convening as the Urban Renewal Agency. The Council—acting as the UR Agency shall then determine if they wish to forward the plan to the Council to review.

Suggested Motion:

I move that we forward/do not forward the Gold Beach Urban Renewal Plan and Report to the City Council for their review.

Once the URA has concluded their business the URA should close their hearing and then the Council should reconvene to consider the plan and Ordinance 648.

CITY COUNCIL

The Council will open the hearing on Ordinance 648 and take any testimony regarding the ordinance. After taking testimony you will close the hearing then you may deliberate. You may vote on the ordinance at this time or wait until the Ordinance & Resolutions section of the agenda.

The ordinance will require two readings. If you choose to adopt the ordinance in one hearing than the first reading must be in its entirety. The second reading may be by title only. There is no great hurry so a first reading by title only at this meeting is recommended and the second reading at the June meeting.

Suggested Motion:

FIRST READING ONLY

I move that the Council adopt Ordinance 648, an ordinance making certain determinations and findings relating to and approving the Gold Beach Urban Renewal Plan, and approve the first reading of the ordinance by title only.

If the motion is approved, the City Administrator will read the ordinance title into the record. The process is repeated at the next council meeting and the ordinance is enacted and becomes effective on the 30th day after enactment.

Copy of report sent to:
UR Citizens Advisory Committee
Chamber of Commerce

ORDINANCE No. 648

**AN ORDINANCE MAKING CERTAIN DETERMINATIONS AND FINDINGS
RELATING TO AND APPROVING THE GOLD BEACH URBAN
RENEWAL PLAN**

WHEREAS, the City Council of the City of Gold Beach ("Council") has declared that blighted areas exist in the City of Gold Beach and has elected to have the powers of an urban renewal agency exercised by a commission designated by the Council; and

WHEREAS, the Council has declared that the name of the urban renewal agency shall be the Gold Beach Urban Renewal Agency ("Agency"); and

WHEREAS, the Gold Beach Urban Renewal Agency ("Agency"), as the duly authorized and acting urban renewal agency of the City of Gold Beach, Oregon ("City"), is proposing to undertake certain urban renewal activities in a designated area within the City pursuant to ORS Chapter 457; and

WHEREAS, the Agency, pursuant to the requirements of ORS Chapter 457, has caused the preparation of an urban renewal plan which is attached to this Ordinance as Exhibit A ("Plan"). The Plan lists authorized urban renewal activities within the Gold Beach Urban Renewal Area (the "Area"); and

WHEREAS, the Agency has caused the preparation of a report accompanying the Plan as required by ORS 457.085(3) ("Report"), which Report is dated April 2, 2013, and is attached to this Ordinance as Exhibit B; and

WHEREAS, the Plan and the Report were forwarded to the City of Gold Beach Planning Commission for recommendation, and the Planning Commission considered the Plan and Report on April 9, 2013, and adopted a finding that the Plan conformed with the Gold Beach Comprehensive Plan and recommended that the Plan be approved by the Gold Beach City Council; and

WHEREAS, the Plan and the Report were forwarded on April 2, 2013 to the governing body of each taxing district affected by the Plan, and the Agency consulted and conferred with said districts prior to presenting the Plan to the Council for approval; and

WHEREAS, on April 17, 2013 the City met with representatives of Curry County to review the Plan, including proposed maximum indebtedness for the Plan; and

WHEREAS, on March 25, 2013, the City caused notice of the public hearing to be held before the City Council on the Gold Beach Urban Renewal Plan, including the statements required by ORS 457.120(3), to be mailed to utility customers within the City of Gold Beach, and

WHEREAS, on April 22, 2013, the Council held a public hearing to review and consider the Plan, the Report, the recommendation of the Planning Commission, and the

public testimony received on that date, and does by this Ordinance desire to approve the Plan;

NOW, THEREFORE; THE CITY OF GOLD BEACH ORDAINS AS FOLLOWS:

Section 1. After consideration of the Plan, the Report, the recommendation of the Planning Commission, recommendations from affected taxing districts, and the public testimony before the Council, the Council hereby finds and determines that:

1. The Area designated in the Plan is blighted, as defined by ORS 457.010(1), and is eligible for inclusion within the Plan due to the conditions described in Section II of the Report; including lack of streetscape, lack of public spaces, and underdevelopment and underutilization of property within the Area.
2. The rehabilitation and redevelopment described in the Plan is necessary to protect the public health, safety, and welfare of the City because absent the completion of the urban renewal projects, the Area will fail to contribute its fair share of property tax revenues to support City services and will fail to develop and/or redevelop according to the goals of the City's Comprehensive Plan.
3. The Plan conforms to the Gold Beach Comprehensive Plan, as more fully described in Chapter X of the Plan, and provides an outline for accomplishing the projects proposed in the Plan.
4. In connection with any residential displacement occurring as a result of the acquisition and disposition of land in the Plan, provision has been made for displaced persons in the Relocation Section of the Report as required by applicable state law.
5. The acquisition of real property provided for in the Plan is necessary for the development of infrastructure improvements in the Area, including parking improvements, and for the development of public spaces, because the Agency does not own all the real property interests (rights of way, easements, fee ownership) that will be required to undertake and complete these projects as described in Chapter IV of the Plan and Section V of the Report.
6. Adoption and carrying out of the Plan is economically sound and feasible in that funds are available to complete the Plan projects using urban renewal tax increment revenues derived from a division of taxes pursuant to section 1c, Article IX of the Oregon Constitution and ORS 457.440, and other available funding as shown in Sections V, VI, VII, VIII and IX of the Report.
7. The City will assume and complete any activities prescribed by the Plan.
8. The public building projects identified in the Plan serve and benefit the urban renewal area as described in the Plan.

Section 2 : The Council has not received any written recommendation from the governing bodies of the taxing districts affected by the Plan, and therefore no action to accept, reject, or modify the recommendations has been considered.

Section 3 : The Gold Beach Urban Renewal Plan attached to this Ordinance as Exhibit A is hereby incorporated into this Ordinance by reference. The Report Accompanying Gold Beach Urban Renewal Plan attached to this Ordinance as Exhibit B is also hereby incorporated into this Ordinance by reference.

Section 4 : After review and consideration by the City Council of the Plan, the Report, the recommendations of the Planning Commission, recommendations from affected taxing districts, and the public testimony in the record, the Council hereby approves and adopts the Gold Beach Urban Renewal Plan.

Section 5 : The City Recorder is directed to forward a copy of this Ordinance to the Agency.

Section 6 : The Agency shall thereafter cause a copy of the Plan to be recorded in the Records of Curry County, Oregon.

Section 7 : The City Recorder, in accordance with ORS 457.115, is directed to publish notice of the adoption of the Ordinance approving the Plan, and the provisions of ORS 457.135, no later than four days following adoption of this Ordinance.

PASSED and ADOPTED by the City Council of the City of Gold Beach, State of Oregon, on the _____ day of _____, 2013.

Karl Popoff, Mayor

ATTEST:

Jodi Fritts, City Administrator

First Reading: May 13, 2013

Aye _____ Nay _____

Second Reading: June 10, 2013

Aye _____ Nay _____

Candy Cronberger, City Recorder

Attachments: Exhibit A – Plan, Exhibit B – Report

	2012-13 Permanent Rate Levy	2013-14	2014-15	Projected loss to UR	Percentage of overall permanent rate levy
Curry County	\$1,519,291	\$1,552,715	1,602,402	1,770	0.11%
County 4-H	\$258,759	\$264,452	272,914	301	0.11%
School district	\$2,886,275	\$2,949,773	3,044,166	11,566	0.38%
ESD	\$1,121,060	\$1,145,723	1,182,386	1,309	0.11%
SWOCC	\$1,774,917	\$1,813,965	1,872,012	2,072	0.11%
City of Gold Beach	\$518,586	\$529,995	546,955	6,898	1.26%
Port of Gold Beach	\$256,244	\$261,881	270,262	1,220	0.45%
Cemetery Rogue Rive:	\$46,083	\$47,097	48,604	228	0.47%
Health Curry County	\$645,277	\$659,473	680,576	2,192	0.32%
Library Curry County	\$383,097	\$391,525	404,054	1,951	0.48%



MISC. ITEMS

INCLUDING POLICY DISCUSSIONS AND
DETERMINATIONS

**GOLD BEACH CITY COUNCIL
AGENDA REPORT**



Agenda Item No. 10 a.
Council Hearing Date: May 13, 2013

TITLE: Amendment to Admin & Personnel Policies

SUMMARY AND BACKGROUND:

A conflict was recently discovered in the Compensatory Time section of the Admin & Personnel Policies Manual. Section 214.9.3 states that a non-exempt employee may not accumulate more than 40 hours of comp time. The last sentence in the section then contradicts itself and states that hours in excess of 40 may be cashed out annually in November. I recommend the last sentence be struck. Additionally, the next section regarding comp time for exempt employees states comp time will be forfeited in November of each year. Exempt (department head) employees typically do not earn comp time, but at the CA's discretion it can be granted. It is unclear why the hours, if granted, should be forfeited in November. Arguably it could be because of the end of the calendar year, but the City operates on a fiscal year of July-June.

FINANCIAL IMPACT:

Excess accrual of compensatory time creates an unacceptable financial liability to the City, but exact financial impact is not known.

DOCUMENTS ATTACHED:

- Proposed changes to A&P Policies Section 214

REQUESTED MOTION/ACTION:

A determination by the Council on the proposed policy amendment

Suggested Motion:

I move that we amend/do not amend the Administrative & Personnel Policies as presented in the Council Agenda report.

Copy of report sent to:

Supervisors and employees shall make every effort to keep the hours worked of non-exempt employees to the regular forty (40) hour work week. This can be accomplished by flexing the hours worked during the week (Sunday through Saturday), with the supervisor's approval. This will enable the employee to maintain their regular hours in the week and reduce the accumulation of overtime. If scheduling adjustments cannot be made during the week, compensatory time will be granted (refer to Compensatory Time policy below). However, supervisors should attempt to avoid accumulated overtime by employees.

214.9.2 Call-out of Public Works Employees

A Public Works employee who is called to work outside the assigned work shift shall be paid at the rate of time and one-half (1½) the employee's regular rate of pay for a minimum of two (2) hours. If the call out occurs one (1) hour or less before or after the start of the work shift the overtime worked shall be considered an extension of the work shift and be compensated as such.

214.9.3 Compensatory Time (Comp Time) for Non-Exempt Employees

In lieu of overtime pay, non-exempt employees may request to receive compensatory time off for hours worked in excess of 40 hours in a workweek. Compensatory time off is provided at the rate of one and one-half (1 ½) hours for each overtime hour worked. Regular breaks that are not taken cannot be used to accumulate compensatory time.

An employee may not accumulate more than 40 hours of compensatory time. Any accumulated overtime in excess of 40 hours will be paid to the employee in the paycheck for that pay period. ~~Employees will have the option to cash out accumulated compensatory time in excess of 40 in November each year.~~

Compensatory time off must be arranged by mutual agreement between the employee and the department director and is not transferrable between employees.

214.9.4 Comp Time for Exempt Employees

The city recognizes that some exempt employees work well in excess of 40 hours per week. Due to their exempt status, these employees are not paid overtime compensation. However, the city administrator (or designee), at his or her sole discretion, may grant comp time to exempt employees upon request. Such comp time will be granted only if the exempt employee regularly works in excess of a 40 hour work week.

An exempt employee may not accrue more than 40 hours of Comp Time. ~~Comp Time granted to exempt employees must be used before November of each year. After November, any Comp Time accrued is forfeited.~~ Comp Time must be arranged by mutual agreement between the employee and the city administrator and his or her designee and is not transferrable between employees.

GOLD BEACH CITY COUNCIL AGENDA REPORT



Agenda Item No. 10 b.
Council Hearing Date: May 13, 2013

TITLE: Bike Park at Visitor Center

SUMMARY AND BACKGROUND:

Councilor Brand requested that I present the attached information to you to discuss developing a Bike Park at the Visitor Center.

As part of my promotions duties, I have been heavily involved in bike tourism this past year. I am currently part of a regional coalition organized by the Bandon Dunes-Wild Rivers Coast Alliance to enhance bike tourism to the southcoast. We recently presented an application to the state Parks and Recreation Department for a designated scenic bikeway. We are working closely with Travel Oregon on this project. Additionally, the Ford Leadership class that Councilor Brand, Candy Cronberger, the Chamber Director, and I are part of has chosen a bike tourism project as our class project.

The Visitor Center Manager and I have had several discussions about improvements that can be made to the Visitor Center and South Beach Park to enhance the bike tourist experience in Gold Beach. The PW Superintendent and I have actually discussed a Bike Park at the Visitor Center. In theory it sounds good, but practically speaking the three of us have concerns:

- We already have a significant problem with transient camping at South Beach Park and the area around the VC because of its secluded location
- The current restroom facility has structural issues that will require attention in the near future
- Development of this nature beyond the existing parking lot will require OPRD input and approval
- Staff feels a park/campground project would be better suited as a collaborative project with the Fairgrounds or the Port

I am fully committed to bike tourism and would like to collaboratively develop this project with either the Fairgrounds or the Port. Will and I would prefer the Fairgrounds because they already host camping on the west side of the property and they have existing shower and bathroom facilities. Developing facilities at the VC would be duplicative, and in staff's opinion an unacceptable risk management issue on several different levels. Finally, I have a concern about the City developing a venture that could negatively impact businesses in town. We have three campgrounds/RV parks within the City limits and two others just outside. I don't feel comfortable proposing a project that could potentially take dollars from those already existing tourism businesses. Again, the Fairgrounds already operate as a camping facility so this would not further impact existing businesses.

I would like to see us more fully develop bike tourism transitory facilities at the VC—by that I mean: bike racks, bike security (a place that bikers can leave their belongings while they explore GB), signage and an after-hours info kiosk, and a solid watering facility—like a quality fountain that cannot be used for bathing purposes (this attracts the transient population). These are all good facilities at this location without encouraging squatting around the VC and South Beach Park.

FINANCIAL IMPACT:

Not known at this time.

DOCUMENTS ATTACHED:

- Bicycle Plan from Councilor Brand

REQUESTED MOTION/ACTION:

Discussion regarding the proposal.

Copy of report sent to:
Will Newdall, PW Superintendent
Sue Dawson, VC Manager
Fairgrounds Manager
Port Manager
Chamber of Commerce

A Bicycle Plan

Goal: to increase overall economic prosperity thru influx of bicycle tourist dollars spent within the city.

Means: bicycle park at the Gold Beach Visitor, north of the present parking area .

Method:

1. increase amount of bike racks in key areas of city (already in budget)
2. fairgrounds proposal (see below)
3. maintenance agreement with public works and fairgrounds
4. line item in budget for income
5. identify and create budget items to continue after development phase
6. coordinate with bike Oregon and odot for additional funding/grant options and
7. promotional support travel Oregon, <http://orbike.com/event/oregon-coastal-odyssey/>
8. http://cms.oregon.gov/ODOT/HWY/BIKEPED/docs/oregon_coast_bike_route_map.pdf
9. <http://traveloregon.com/see-do/recreation/cycling/>
10. <http://www.cyclingscapes.com/bicycletours/oregon/coast/biketour.html>
11. host cycling escape with a program rollout ride, possibility of annual event.

Visitor Center proposal

The visitor center is the perfect place to host a bike park per se. With a few modifications, upgrading , and minor landscaping issues, the now little or unused areas on the north area of the property could be enhanced to promote the Visitors Center and the City of Gold Beach as Bicycle” FRIENDLY”.

City will modify the existing visitor center bathrooms to include mens and womens showers.

City will also install (# to be determined) picnic tables, wind breaks, bbq cook stations (similar to forest service type). Working in conjunction with the state, pursue placing appropriate informational signage in area for beaches, historical, geographical, flora and fauna, eco tourism, etc. Fee structure for daily usage to be determined. The nominal fees would offset the costs of labor and maintenance.

Source

ODOT STATISTICS

The Oregon coast bike route is 370 miles long. from Astoria to the California border.

The route is signed by ODOT with over 160 signs, green with a bike caricature, a gull and waves. Four to six thousand cyclists a year travel the Oregon coast.

Generates \$800,000 to \$1.2 million yearly, typically from May to October. (\$200.00 per day generated per biker)

Riders come from all over the world, much like the wind surfers.

Source:

www.wweek.com/portland/article-7225-cycle_tour_101_your_on_bike_guide_to_highway_101.html

map-

http://cms.oregon.gov/ODOT/HWY/BIKEPED/docs/oregon_coast_bike_route_map.pdf

GOLD BEACH CITY COUNCIL AGENDA REPORT



Agenda Item No. 10 c.
Council Hearing Date: May 13, 2013

TITLE: Community Promotions Committee Makeup

SUMMARY AND BACKGROUND:

Councilor Brand requested that makeup of the Community Promotions Committee be brought up for discussion.

The current five member committee makeup (awkwardly worded in the City Code) is: two Chamber of Commerce members, two hotel/motel operator members, and one at-large tourist industry member. We had discussed last year changing the makeup of the committee—I have attached a copy of that ten member proposed committee. It is large (and probably awkward) but the idea was to get a better cross section of the tourism industry.

There was some talk of dissolving the committee last year due to dysfunctionality, but the problem sort of remedied itself with the expiration of terms and the resignation of a few other members for personal reasons. The sole duty of the committee is to formulate a long-range strategy and plan for community promotion and advertising (a marketing plan). The development of the marketing plan was a difficult process last year that ended with the Tax Administrator developing the first plan we have had since 2002 with the assistance of the contract marketing firm. The TA will present a formal report to the Council on the status of Gold Beach tourism, and the plan goals and accomplishments for fiscal year 2012-2013 at the June meeting.

I'd like to have a candid discussion with the Council on the future of the Promotions Committee and other more viable tourism committee options for the greater Gold Beach community.

FINANCIAL IMPACT:

None at this time

DOCUMENTS ATTACHED:

- City Business Code excerpt
- Proposed committee makeup from last year
- Promotions committee information from Councilor Brand

REQUESTED MOTION/ACTION:

Discussion regarding the proposal.

Copy of report sent to:
Carson-McHugh Marketing
Chamber of Commerce

Community Promotions Committee

(1) The two members of said committee from applications received from the Gold Beach Chamber of Commerce shall have terms of four years each. Position number one shall be appointed on the even years and position number three shall be appointed on the odd years with the terms beginning on the first day of January. The two members of the committee from applications received from lodging establishment operators contributing to this fund shall have terms of four years each. Position number four shall be appointed on the even years and position number five shall be appointed on the odd years. Position number two of the committee shall be appointed on the even years from applications received from the community at large that are directly involved with the tourist industry. This position will be titled "member at large".

(2) Should any member resign or be removed as provided herein, the City Council shall appoint a replacement and said new member shall serve the remainder of the unexpired term.

(3) Community Promotions Committee members serve at the pleasure of the Mayor and Council. Any member of the Community Promotions Committee may be removed, with or without cause at any time, by majority vote of all incumbent members of the Council. The action of the City Council in removing a member shall be final.

(4) A quorum of three members of the committee will be necessary to conduct business of the committee. The committee shall pick a Chair and Secretary who serve at the pleasure of the committee. The committee shall keep a record of its meetings and procedures. All minutes, records and files pertaining to actions of the committee shall be kept at City Hall. The committee shall hold quarterly meetings at the Gold Beach City Hall. All committee meetings shall be open to the public. Committee members shall attend all regularly scheduled meetings. Committee members shall not receive any compensation for their services on the committee.

(5) The role of the committee is to formulate a long-range strategy and plan for community promotion and advertising for the greater Gold Beach area including, but not limited to, a comprehensive media campaign for such promotion.

(6) Through the City's budget development and adoption process, the City Council will set funding levels for expenditures from the Community Advertising and Promotion Fund. The Tax Administrator will approve all specific line-item expenditures from the Fund prior to expenses being incurred. The Promotions Committee has no authority to incur expenditures on behalf of the City.

PROPOSED PROMOTIONS COMMITTEE MAKEUP FROM LAST YEAR

The Community Promotions Committee shall be a ten member commission made up of the following positions appointed by the City Council:

Position #1: Gold Beach Chamber of Commerce; this member shall be nominated by the Chamber Board and recommended to the City Council, not merely a Chamber member.

Position #2: Sporting Industry; this member shall be from a business/group representing sporting goods, fishing or hunting guides, a professional organization of sporting businesses, or similar fishing/hunting/guiding group.

Position #3: Real Estate; this member shall be a person actively working in the real estate field in the Gold Beach area.

Position #4: Restaurant; this member shall be from the Gold Beach restaurant industry and must be an owner or current employee of a restaurant or food service establishment.

Position #5: Hotel/Motel; this member shall be an owner or current employee of a hotel or motel within the city limits of Gold Beach.

Position #6: Port of Gold Beach; this member shall be a current Commissioner or employee of the Port of Gold Beach.

Position #7: General Retail; this member shall be an owner or employee of a general retail business in Gold Beach. General Retail does not include hotel/motels, restaurants, gas stations, or other similar businesses that are not engaged in the retail sale of goods.

Position #8: Vacation Rental; this member shall be the owner or manager/operator of an active vacation rental in Gold Beach.

Position #9: At Large; this member shall be a community member not otherwise listed above.

Position #10: Tax Administrator shall be a non-voting member of the committee but may take part in all committee discussions.

Membership

MORRO BAY CA.

The Commission shall be composed of seven members as follows:

- Four members shall be owners or managers of businesses in the tourism industry (at least three must be owners or managers of hotels, motels, restaurants, or other establishments engaged in the business of selling food for consumption on premises).
- Two members shall be members of the governing body of the city and selected by the governing body and shall serve at the will of the governing body.
- One Member shall be from the public-at-large.

Appointment

Vacancies on the Commission, whether resulting from expiration of a regular term or otherwise, in any of the four tourism industry positions or the at-large position shall be filled by appointment made by the remaining members of the Commission, with the approval of the governing body of the City.

Section 2. Duties of the Commission. The Commission is the body that determines the use of the city advertising and promotion fund (hotel, motel, restaurant tax).

Section 3. Membership of the Commission. There shall be seven members of the Commission. As specified by state law, four (4) members shall be owners or managers of businesses in the tourism industry, at least three of whom shall be owners or managers of hotels, motels, or restaurants, and who shall serve for staggered terms of four (4) years. Two (2) members of the Commission shall be members of the governing body of the city and selected by the governing body and shall serve at the will of the governing body. One (1) member shall be from the public at large and shall serve for a term of four (4) years. All members must be residents of the city.

CONFLICT OF INTEREST

Section 1(a). No member of the Commission with a direct or indirect financial interest shall participate in, vote on, influence, or attempt to influence an official decision under consideration by the Commission

Section 1(b). A member of the Commission may participate in, vote on, influence, or attempt to influence an official decision if the only pecuniary interest that may accrue to the member is incidental to his position or accrues to him as a member of a profession, occupation, or large class to no greater extent than the pecuniary interest could be foreseen to accrue to all other members of the profession, occupation, or large class.

Section 2. No member of the Commission shall participate in any discussion or vote on a rule or regulation that exclusively benefits the member.

APPOINTMENT

The Community Promotions Committee shall be comprised of seven (7) voting members, four of which must be qualified electors of the City of Morro Bay. Appointments and the filling of vacancies shall be made by the City Council. Committee members shall serve at the pleasure of the City Council. The City Council will attempt to select members from the following categories:

- Morro Bay Chamber of Commerce
- Morro Bay Merchants Association
- Morro Bay Motel or Restaurant Representative
- Embarcadero Business Representative
- Special Events Representative
- Two Members at Large

The Commission shall be composed of seven members as follows:

- Four members shall be owners or managers of businesses in the tourism industry (at least three must be owners or managers of hotels, motels, restaurants, or other establishments engaged in the business of selling food for consumption on premises).
- Two members shall be members of the governing body of the city and selected by the governing body and shall serve at the will of the governing body.
- One Member shall be from the public-at-large.

(1) The committee shall be composed of seven members in seven positions as follows:

Four members shall be owners or managers of hotels, motels, or restaurants. One member shall be an owner or manager of a retail food (grocery) business or retail establishment. One member shall be a member of the chamber of commerce board of directors. One member shall be a member at large. All members must be residents of the city.

Positions shall be for a period of two years. Odd number positions shall be appointed on odd numbered years, even numbered positions on even numbered years

Promotions Committee Member Job Description

The job of the Promotion Committee is to PROMOTE downtown as the center of commerce, culture, and community life for residents and visitors alike. To be effective, your committee must move beyond the typical "tried-and-true" downtown promotion ideas of yesteryear. You must think about promotion in a broader sense.

Really productive and effective Promotion Committee members:

- Have a genuine desire to serve on the committee
- Expresses self clearly, yet eagerly exchanges ideas with others; Keeps an open mind, to be creative and learn from others
- Thinks about the "big picture," yet also concentrates on the details
- Knows when to be decisive and come to closure.
- Cooperates willingly in a team effort
- Stays focused on the task at hand
- Understands the promotional need of small retailers
- Has skills or interest in public relations media, and image development.
- Carries out Plans and projects in a timely and professional manner

Who Serves on the Promotion Committee? Likely candidates are:

- Downtown merchants,
- Chamber of Commerce members
- Civic groups involved in the arts
- Marketing/ advertising professionals
- Teachers of marketing or design
- Staff in advertising or tourism offices
- Reporters and editors
- Graphic designers and artists
- People who want to be "part of the action"

Expectations for a Committee Member. At a minimum, expect to:

- Commit to at least one year of service
- Work 3 to 5 hours a month
- Attend all training sessions
- Read selected orientation materials
- Learn the Main Street approach
- Recruit/orient new members
- Prepare in advance for meetings
- Cooperatively draft an annual plan
- Volunteer to work at events

Downtown Jackson NEEDS You!

Your downtown is going through many exciting changes and we need your help to make sure it becomes the best it can be! Opportunities are limitless and the amount of time you spend is up to you. Please fill out this letter and forward it to the Downtown Development Authority (DDA) today!

Name: _____

Business and/or organization: _____

Address: _____

Telephone: _____ Fax: _____

E-mail Address: _____

The best time for me to meet is: _____

Experience or interests related to this committee: _____

Committee that I would like to participate on (Circle):

Design

Economic Restructuring

Promotions

Please return completed forms to the
Downtown Development Authority

161 W. Michigan Ave

Jackson, MI 49201

Phone: 517.788.4355 Fax: 517.768.6367



**GOLD BEACH CITY COUNCIL
AGENDA REPORT**



Agenda Item No. 10 d.
Council Hearing Date: May 13, 2013

TITLE: Vacant Council Position #1

SUMMARY AND BACKGROUND:

Council Position #1 has been vacant since April 8th. I ran a public notice paid ad in the Curry County Reporter in the April 24th and May 1st editions. Additionally, we have had the opening posted on the City website since April 15th.

We have received two applications for the position, one of which meets the requirements of the City Code. That applicant is Ted Whitmore and I have attached a copy of his completed application. Mr. Whitmore previously ran for Position #2 in 2008. Do you wish to proceed with interviewing Mr. Whitmore?

FINANCIAL IMPACT:

None at this time

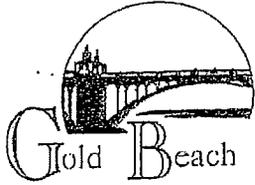
DOCUMENTS ATTACHED:

- Ted Whitmore application

REQUESTED MOTION/ACTION:

Discussion regarding Council vacancy and how to proceed

Copy of report sent to:



CITY OF GOLD BEACH APPLICATION FOR APPOINTMENT TO BOARD, COMMISSION OR COMMITTEE

I am interested in serving as a member of the GOLD BEACH CITY COUNCIL

Postion # 1

Name: THEODORE R WHITMORE

Mailing Address: [REDACTED] GOLD BEACH OR 97444

Resident Address (if different from above): _____

Home Phone: [REDACTED] Work Phone: [REDACTED]

Current Employment: GOLD BEACH RADIO SHACK

Your area of interest: LAPIDARY AND JEWELRY DESIGN

Why do you want to serve: THE LAST SEVERAL YEARS, THE CITY OF GOLD BEACH HAS BEEN MOVING IN A FORWARD AND POSITIVE DIRECTION. I WOULD LIKE TO SEE OUR PROGRES CONTINUE, EVEN THOUGH WE FACE TOUGH TIMES. TO THAT END, I OFFER MY SERVICES TO THE COUNCIL AND THE CITY OF GOLD BEACH.

Previous service in this appointed position or a similar position: NONE

Other volunteer activities: NONE AT THIS TIME

Does your schedule allow you to attend daytime meetings? SOME

Does your schedule allow you to attend nighttime meetings? YES

Does your schedule limit the days you could attend meetings? NO

RECEIVED
APR 22 2013
CITY OF GOLD BEACH

**GOLD BEACH CITY COUNCIL
AGENDA REPORT**



Agenda Item No. 10. e.

Council Hearing Date: May 13, 2013

TITLE: Upcoming Meetings and Trainings

If you wish to attend any of these meetings please let the front office know and we will make the necessary arrangements.

Tuesday, May 14th: Monthly Chamber Networking Lunch. Monthly luncheon at the Showcase Building at the Fairgrounds. *SPECIAL SPEAKER THIS MONTH!* Bob Carson of Carson-McHugh Marketing (our marketing consultant) will be the featured speaker this month and will update everyone on our marketing efforts this past year. If you can attend this is a great opportunity to meet Bob. He will be in town all this week to help the Chamber with the Wine Festival. I hope to be able to introduce you all to him this week.

Wednesday, May 15th: Quarterly LOC Small Cities Networking meeting. It will be held in Coquille at the hospital again. Lunch will be provided. We need to RSVP to this one.

Jodi Fritts

From: Ted Fremd <tfremd@uoregon.edu>
Sent: Monday, April 15, 2013 9:12 AM
To: Jodi Fritts
Cc: sdawson@goldbeach.org
Subject: Great Visitor Center!

Greetings, Jodi:

I want to congratulate you and the folks in Gold Beach for providing such a wonderful facility to help visitors with orientation to this wonderful area. As a former career employee of the U. S. National Park Service, I'm very familiar with what works and what doesn't in such operations. Usually, it's the people staffing that make all the difference, regardless of how cleverly the facility is designed. This is certainly the case in Gold Beach! The ladies that were there on the 5th of April, and several subsequent days, were – well, awesome. From the initial surprise that pets were welcome inside to the charming and honestly warm hospitality, this was by far our best experience with a "city" visitor center; frankly, we usually steer clear of such things. We were provided with a plethora of helpful brochures and trail guides, and received all kinds of useful information for accessing places we wouldn't have normally known about, such as the Shrader Old Growth trail, and the wonderful huge myrtle tree. The latter inspired us to purchase the most expensive myrtle wood bowl in Michael's store!

The building actually has a very cheerful "vibe" to it, and we were drawn in to shopping in town by the lure of free glass floats. Indeed, we returned three times with receipts. This is a very clever "promotion", and the merchants seemed quite happy with it as well; actually, everyone in town was very friendly and happy. That's not always the case in rural Oregon (I live in the John Day Valley, but also have an office in Eugene), where visitors are often frowned on (for reasons that defy explanation). If I were to move to a "beach town" in the future, your city would be at the top of my list!

Thanks again for doing something well – that VC is probably the best in the State. I hope that the people at the center, and everyone in Gold Beach, continues to prosper.

cheers,
Ted

Theodore J. Fremd
Dept. of Geological Sciences and
Museum of Natural and Cultural History
The University of Oregon
541-RATTLAD
tfremd@uoregon.edu

Jodi Fritts

From: Sue Dawson <sdawson@goldbeach.org>
Sent: Wednesday, May 01, 2013 2:15 PM
To: 'RVOBUSA Fannons'
Cc: Jodi Fritts
Subject: RE: thank you

So happy to hear you had a great visit to our wonderful area. I will pass your kind words on to my staff and the City of Gold Beach.

Come and visit us again, because I am sure you might have missed something☺

Sue D.



Sue Dawson
Manager, Gold Beach Visitor Center
P.O. Box 375
94080 Shirley Lane
Gold Beach, OR 97444
800-525-2334

sdawson@goldbeach.org
www.goldbeach.org
www.facebook.com/GoldBeachVC



From: RVOBUSA Fannons [<mailto:susankannon@gmail.com>]
Sent: Wednesday, May 01, 2013 10:19 AM
To: sdawson@goldbeach.org
Subject: thank you

I sent an e-mail to goldbeach.org thanking your wonderful city for being so amazing. Just wanted to make sure you knew what a wonderful time we had during our visit. This was the best city we have visited so far on our traveling the United States. Keep up the good work.

--

Susan Fannon

City of Gold Beach
Wastewater System Improvements Phase II
MONTHLY SUMMARY OF ACTIVITIES FOR APRIL 2013
(Contract Days No. 538
Through 567)

Approximately 88% of the project is completed by time

On-Site Personnel Hours

Stellar J .: Approximately 700 hours
Shearer & Associates: Approximately 610 hours
Smith and Smith: Approximately 510 hours
Total: Approximately 1820 hours expended in this period

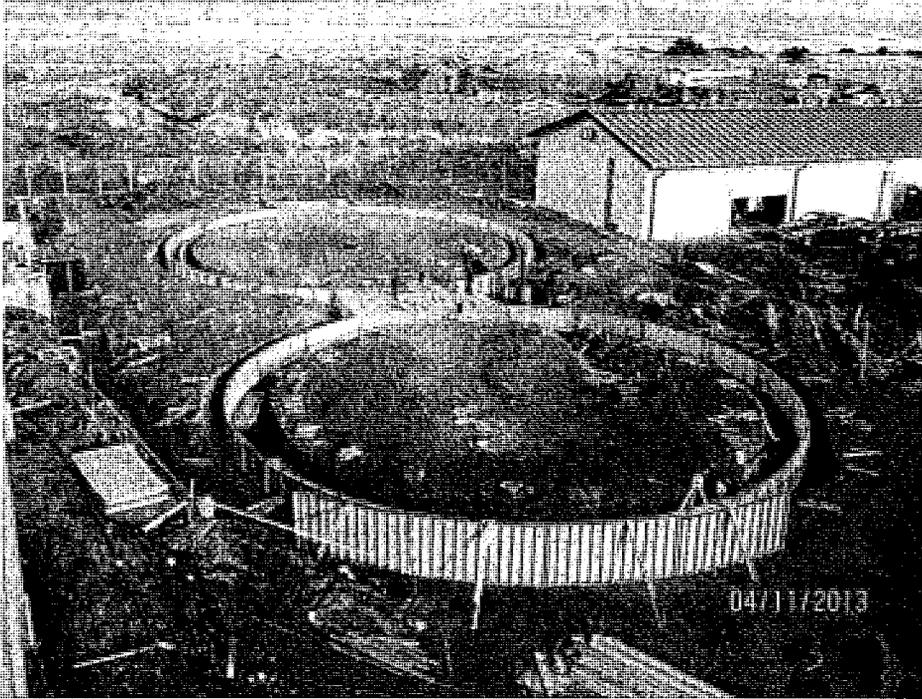
Work Accomplished:

Site Work:

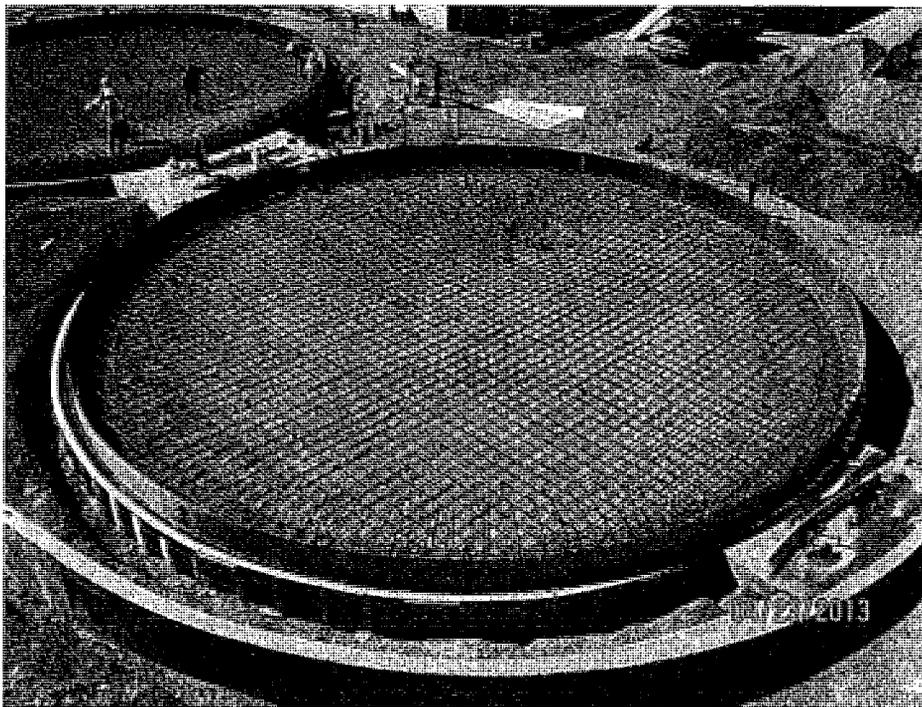
1. Set forms and poured concrete for sky-bridge footings.
2. Backfilled and graded around SBR.
3. Placed sludge dewatering equipment on line.
4. Installed catch basin and storm drain line west of SBR.
5. Excavated for digester footings.
6. Set forms and poured footings for digesters.
7. Set forms and poured concrete for retaining wall around digesters.
8. Installed handrail around Drainfield Pump Station wet well.
9. Installed gravel walkway along west side of site.
10. Poured concrete for the slab under the Headworks Pump Station piping.
11. Poured concrete floors of digesters.

Remarks

1. There were two construction meetings held on site this month.
2. Sanitaire was on site for about a week to work on SCADA and processing. They held training after making sure the SBR was running as designed.
3. Startup and training was held for the automatic samplers.
4. A surge protector in the control building burned out and was alarming. The protector was replaced by the electrician and was under warranty.



Concrete forms for Digesters.



Rebar for digester floor.