



City of Bandon

555 Hwy 101, PO Box 67
Bandon, OR 97411
(541) 347-2437

Bandon by the Sea

CITY COUNCIL CONSENT AGENDA	DATE: 6-3-2024
SUBJECT: CITY COUNCIL AND PLANNING COMMISSION	ITEM NO: 3.10

BACKGROUND:

Planning Commission meeting minutes as submitted by Nicolette Cline

- April 25, 2024- Regular Meeting

City Council and Urban Renewal Agency meeting minutes as submitted by
June Hinojosa, City Recorder

- May 6, 2024 – Regular Meeting
- May 13, 2024 – Special Meeting

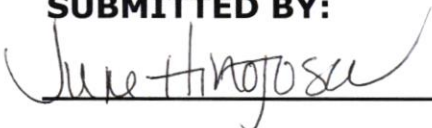
FISCAL IMPACT:

None

RECOMMENDATION:

Motion to approve as part of the Consent Calendar Items.

SUBMITTED BY:



June Hinojosa, City Recorder



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Bandon by the Sea

CITY OF BANDON PLANNING COMMISSION MEETING THURSDAY APRIL 25TH, 2024 - 7:00 p.m.

CALL TO ORDER: 7:00 p.m. by Planning Commission Chair Slothower

ROLL CALL: Taken by Planning Director Dana Nichols

COMMISSIONER FREY: present
COMMISSIONER JURKOWSKI: present
COMMISSIONER NORMAN: present
COMMISSIONER ORSI: present
COMMISSIONER SCOBBY: present
COMMISSION CHAIR SLOTHOWER: present
COMMISSIONER STARBUCK: present

CITY STAFF PRESENT:

DANA NICHOLS, PLANNING DIRECTOR
NICOLETTE CLINE, PLANNING ASSISTANT
JUNE HINOJOSA, CITY RECORDER

3. CONSENT AGENDA

3.1 Regular Meeting Minutes January 25th, 2024

Chair Slothower asked the Commission if they read the previous agenda minutes. All Commissioners responded with yes. Commissioner Slothower asked if there were any corrections or objections. The Commissioners had no corrections or objections to the minutes.

Chair Slothower moved and approved all minutes as written.

4. PUBLIC COMMENT

- Robert McClernon, 55059 Harrison Road: Robert lives in the area known as the Donut Hole and wanted to discuss the City's stance on vacations that are requested within the Urban Growth Boundary (UGB) but outside City Limits. He feels these requests should be handled on a case-by-case basis and not just a blanket decision where the City does not want to vacate anything in the UGB. He feels it is overhanded that the City takes a position to hold out on vacating land. He wanted to

know the Commission's position regarding this topic. Commissioner Frey asked for clarification on the specific issue. Planning Director Nichols stated that she will discuss this during the staff report.

- Zachary Coiteau, 55003 Harrison Road: Zachary also lives in the area known as the Donut Hole and wanted to give a brief statement. Zachary is a native Oregonian and recently purchased his home. He shares and supports the sentiment made by Mr. McClernon that vacations in the UGB should be made on a case-by-case basis.

5. Discussion

5.1 A request to determine if an "Amusement Arcade" is a similar use to "Commercial Retail and Sales Services" or "Recreational Facility."

Planning Director Nichols provided a summary of the request that was presented to her by a resident, Neal Barlow, who approached her with the concept of opening an Arcade in Old Town. She clarified that the term "Recreational Facility" included things like concert halls, theaters, and convention centers. She was asking the Commission to make a determination.

Commissioner Norman asked if this was a recreational or business endeavor.

Commissioner Orsi stated that if this were a one-time show it would be a recreational facility.

Commissioner Frey inquired why some cities reference it one way and some reference it another. Director Nichols responded that some cities simply permit facilities like arcades, and some prohibit them. She referenced Seaside as an example of an Oregon City that permits these.

Commissioner Starbuck mentioned the Arcade Tavern, Asian Garden, and Billy Smoothboards as being establishments that have some sort of gaming and operate under Commercial Retail and Sales Services.

Commissioner Scobby stated that this feels like a request for something on a larger scale.

Neal Barlow, the resident with the proposal, came up to speak to the Commission to offer some background and insight into this idea. He stated that he has grandchildren who visit, and he would like them to have a place to go and hang out other than his home. His plan was to have this venue occupy the current Harbortown Event Center and he spoke with the owner, Kirk Day, who is on board with the idea. The Arcade would consist of some pinball machines, an open lounge area, and possibly around 45 machines.

Commissioner Norman confirmed whether he intended to occupy the whole building or only a portion. Neal responded he was only looking to occupy about 5,500 sq ft.

Commissioner Jurkowski wanted to know what his intended hours of operation would be. Neal responded with year-round and hours possibly 10 a.m. to 8 p.m.

Commissioner Norman asked what the consequence would be regarding adding a 3rd category into our Code, where Arcade would be defined separately. Director Nichols responded that a code change would be required, and the Commission would have to determine which zones they would be allowed in.

Chair Slothower asked the Commission if they would process this permit as a Conditional Use Permit (CUP), or as an Outright Permitted Use, where conditions could not be placed.

Commissioner Norman stated that he has spent a lot of time in arcades and addressed the concerns of parking and noise.

Commissioner Frey stated that he felt this should be a use that is outright permitted as a Commercial Retail Sales and Services.

Commissioner Orsi stated that he felt this should also be a use that is outright permitted as a Commercial Retail Sales and Services.

The Commission decided that this request should be processed as outright permitted use. Director Nichols confirmed that she could work with that consensus and allow this permit to be processed as a Commercial Retail Sales and Services.

5.2 Planning Department Work Program; Preparation for Joint Planning Commission and City Council Meeting.

Planning Director Nichols provided a PowerPoint presentation and gave an overview of the work program and requested input from the Planning Commission about what should be included in the upcoming work program. The items on this list are her ideas but were open to others the Commission felt should be addressed. The Work Program items were listed with the elements that would be addressed, as well as the level of difficulty:

- Architectural Review Overlay: an update to the "why," provides a more clear and objective process, update the color palette, set sign standards and how this Zone relates to the Downtown Streetscape. Level of Difficulty: 4

- Housing Code Updates: Staff is waiting on funding from DLCD for this project, but this would address the missing "middle housing" in our code and allow additional housing types, review density standards, and consider mixed use or transition housing. Level of Difficulty: 4

- Viewline Ordinance: this would address the siting of structures that should minimize negative impacts on ocean views and protect views from vacant building sites. Right now, it is not clear and objective, or enforceable. Level of Difficulty: 3

- Donut Hole Master Plan: City applied for a Transportation and Growth Management Grant to fund this project. This would be an update to the 1991 South Bandon Refinement Plan, and would address areas of interest that include north, south, east, and west connectors, wetland issues, gorse and wildfire mitigation, and zoning. Director Nichols addressed the topic of vacations in the UGB and stated that this area is intended to be urbanized and annexed into City Limits. With that annexation, the City would need utility and street easements, and it would be difficult to regain this land if it were lost.

Commissioner Frey felt it was important to address the Public Comment at this time, and wanted to note that the Commission has no input or impact on vacations in the UGB.

Director Nichols stated the City has what is called an Urban Growth Boundary Management Agreement with Coos County, where they are notified of vacation applications and Staff provides comments. If a street or a Right-Of-Way (ROW) is vacated, that would mean the land reverts back to the property owner and that easement for utilities or connections would be difficult to get back.

Commissioner Norman mentioned private parties requesting to annex back into the City and provided the example of 20th St and Carter, and what the benefit is. Director Nichols responded that the benefit is access to our utilities.

Commissioner Frey asked the Chair if Mr. McClernon could speak. Chair Slothower provided him with two (2) minutes.

Mr. McClernon stated that the property owners in the Donut Hole invested in their own septic and wells, so they have no desire to access City utilities. They have cleaned up the areas surrounding their properties to benefit both themselves and the City. Harrison Road is where the homeless individuals like to go, and they do not want that near their homes. He is simply asking for due process.

Commissioner Norman stated that with the prospect of City annexation, which seems to be years away, what do private property owners do until then?

Chair Slothower stated that when people buy properties, they know what they are buying and the boundaries of those lots.

Director Nichols continued with the Work Program list, with the last items being:

- VRD update: this was a request from Commissioner Frey that would modify the VRD rule of a house being three (3) years old from the date of Certificate of Occupancy, and perhaps require a home to be owned for 3 years before applying for a VRD. Director Nichols also recommended that an annual operating permit be considered if the Ordinance was to be amended.

Level of Difficulty: 3

Commissioner Frey commented that VRDs take away from housing. He stated that six (6) of the last seven (7) applicants bought their home less than six (6) months prior to applying for the VRD. He feels there is an overreach and a surplus of VRDS; that not all VRDs are rented out with the requirements we have in place, and the requirement for holding off on applying for 3 years would have no impact on the TOT.

Commissioner Jurkowski felt this would help tighten up the current regulations for VRDs.

- Home Occupation: allow for the use of a residential property for business operation as a Type I or Type II. Level of Difficulty: 2

- Commercial or Mixed-Use Planned Unit Development (PUD): allow for a mixture of Residential, retail, or other use, and allow for more flexibility in our code. Level of Difficulty: 3

The Commissioners stated the items they each felt should be addressed.

Norman had no numerical assignment but felt the priorities should be the VRD update and the Viewline Ordinance. He did want to mention that some items from the 2023-24 Work Program still were not completed. Planning Director Nichols clarified that the Commission could turn the program into a 2-year instead of a 1-year program, and that this was just a guiding document.

Chair Slothower would like to see the Housing Code Update, the Mixed PUD, and the Home Occupation.

Commissioner Orsi would like to see the Mixed PUD and the Housing Code Update.

Commissioner Scobby would like to see the Housing Code Update and the Donut Hole Master Plan. She did want to note that while she understands the VRD clean-up, she does not think it is as important as these other items.

Commissioner Jurkowski would like to see the Housing Code Update and the VRD Clean-up. She agrees to the three (3) year ownership.

Commissioner Frey would like to see the VRD clean-up, although he noted that he would like to see a moratorium on these, the Home Occupation Update, and the Donut Hole Master Plan.

Commissioner Starbuck would like to see the Housing Code Update and the Architectural Overlay Zone Update. He wants the Donut Hole Master Plan, but has mixed feelings, as he lives in that area.

6. Staff Update

6.1 Planning Department Report

Planning Director Nichols reported that Staff is working on a new streamlined Residential Development Permit and the Commission will receive a final draft when complete. Regarding project updates, Staff have been applying for grants for the Redmon Pond Walkway Design, drainage for the South Jetty Area, and the Beach Access Connector. Construction for the Jetty Trail should begin this fall. Staff also applied for a RARE AmeriCorps member through the University of Oregon. This member would be placed in our community for eleven (11) months and funding for that has been requested. A letter to DLCD in support of an update to the Coquille River Estuary Management Plan was submitted. We are also looking to DLCD for a grant to update our Shoreland Overlay Zone. A grant was recently approved to update our Beaches and Dunes Overlay Zone but is being delayed. May 13th at 1:30 p.m. is the next joint session with the City Council. She also wanted to mention that Staff has put together a letter that will be going out to all current VRD owners that acts as a reminder of the General Regulations to which they must adhere.

7. OPEN DISCUSSIONS

7.1 Commissioner Comments

Commissioner Starbuck wanted to report that the Port is looking at May 1st to open the Boat Ramp at 3 p.m., and the Jet Boats race on May 6th.

Commissioner Frey wanted to thank City Staff for all their work. He also asked for an update on the playground equipment, which Planning Director Nichols provided.

Commissioner Norman apologized to Mr. McClernon that they could not solve his problem.

Commissioner Scobby wanted to state her disappointment with the tire chips remaining in the playground. She wishes City Council would make an investment in City Park rather than a parking lot.

Commissioner Orsi attended the TSP Open House and felt it went well.

8. ADJOURN: Commissioner Chair Slothower adjourned the meeting at 8:26 p.m.

Planning Commission Meeting Minutes, Submitted by Nicolette Cline- Planning Assistant



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MINUTES

CITY OF BANDON CITY COUNCIL AND URBAN RENEWAL AGENCY BOARD

COUNCIL CHAMBERS, 555 HIGHWAY 101, BANDON, OR 97411

MONDAY, MAY 6, 2024

Livestreamed via Zoom Meetings

This meeting will be available on YouTube on Tuesday the week following the meeting.

https://www.youtube.com/channel/UCt15AF3tbKKQxscb_jKR5AA

COUNCIL MEMBERS PRESENT:

Mary Schamehorn, Mayor
Joshua Adamson, Councilor- Absent
Peter Braun, Councilor
Chris Powell, Councilor
Geri Procetto, Councilor
Madeline Seymour, Council President
Brian Vick, Councilor – Absent

STAFF PRESENT:

Torrey Contreras, City Manager
Shala Kudlac, City Attorney
Dana Nichols, Planning Director
Denise Russell, Utility Manager
Andrea McMahon, Assistant to City Manager

1. CALL TO ORDER/ROLL CALL/INVOCATION/PLEDGE OF ALLEGIANCE

Schamehorn called the meeting to order at 7:00 p.m. Roll Call was taken as indicated above. Pastor Jim Vickery from the 1st Presbyterian Church provided the Invocation. Seymour led the Pledge of Allegiance.

2. PRESENTATIONS

2.1 GREATER BANDON ASSOCIATION – VOLUNTEER OF THE MONTH

Bethe Patrick, Executive Director of the Greater Bandon Association (GBA), presented the organization's Volunteer of the Month Award to Laura Brownfield.

2.2 PROCLAMATION – May 2, 2024, to be Bandon Dunes Golf Resort Day

Schamehorn presented the Bandon Dunes Golf Resort Proclamation to Jeff Simonds and Ken Nice.

2.3 PROCLAMATION – May 12 – 17, 2024 National Hospital Week

Schamehorn presented the National Hospital Week Proclamation to Ray Hino.

2.4 MARGARET POUNDER – CHAMBER OF COMMERCE

Margaret Pounder, President and Chief Executive Officer, Bandon Chamber of Commerce, reported on the Bandon Chamber's marketing and promotion efforts with a PowerPoint presentation. Pounder stated that Portland is our largest market in Oregon followed closely by Eugene and Medford. Seattle is our largest market outside of Oregon. Two-day trips were up 19.5% from 2022.

Councilor Braun asked if there was a way to factor in things like Circles in the Sand. Pounder was not sure but thought they might if they targeted the dates of the draw at Face Rock. Pounder stated Cranberry Festival 2024 will include a Street Dance in Old Town. There will be a Car Show, a Motorcycle Show, Cranberry Kitchen, Coronation, Cranberry Eating Contest, Cornhole and Pickleball Tournaments, Parade, Quilt Show, Cranberry Equipment Expo, Cranberry City around Bandon, Stages in City Park and Old Town, with music (both live and soundtrack). Shuttles will be available to/from the City Park and Old Town, Arts and Crafts Vendors, Food Carts, and more.

3. CONSENT CALENDAR ITEMS

3.1 Accounts Payable Report for March 2024

3.2 Library Report for March 2024

3.3 Public Works Report for March 2024

3.4 Sprague Theater and Community Center Calendar for May and June 2024

3.5 Planning Department Report for April 2024

3.6 Police Department Report for April 2024

3.7 Finance Department Report for March 2024

3.8 Consolidated Municipal Utility Report for March 2024

3.9 Municipal Court Report for March 2024

3.10 City Council/Urban Renewal Agency and Planning Commission Minutes

- March 4th Regular Meeting
- March 18th Special Meeting
- March 28th Planning Commission Meeting
- April 1st Budget Study
- April 1st Regular Meeting

Councilor Powell asked about item 3.5 *Planning Department Report* and whether the Host Compliance program was working. Nichols explained that the City has received five compliance calls in the last 30 days and 39 calls total since implementation about a year ago. The City has mailed three letters to parties identified in the program as violating the VRD code. Each resulted in compliance. Most calls are trash related. People have either not upgraded their trash can to the 96-gallon can as required by the code, or the can has been left out for more than 24 hours after collection.

Councilor Seymour asked about the currently unpermitted Vacation Rentals that are being investigated.

Nichols explained that there are a bunch that show up as non-compliant, but sometimes it is a matter of the timing of the investigation to identify them properly. Some show it as a 30-day or more rental, which causes them to be out of compliance. Sometimes we have had an issue where someone lists it as a 14-day rental or a two-day rental because some of the listing websites will not list 30-day rentals. Seymour asked if we have a way of following up. Nichols replied, right now it is set up as a one letter and done, but we can add an additional letter. Seymour asked when that could be completed. Nichols noted it is just a matter of writing the letter.

Braun moved to approve the Consent Calendar. Procetto seconded the motion, and it carried by unanimous show of hands of those present (4:0:2)

Ayes: Powell, Braun, Seymour, Procetto

Nays: None

Absent: Adamson, Vick

4. NEW AND OLD BUSINESS ITEMS

4.1 Request of the Bandon City Council by the Port of Bandon to Waive System Development Charges (SDCs) for the Construction of a New Harbor Office on the Existing High Dock.

Contreras: The Port of Bandon has been very busy improving the area in and around their office. The new facilities would provide increased access to Harbor offices and include additional public restrooms. The Port submitted a letter to the City dated April 4, 2024, requesting that the City waive the SDC fee of \$18,220.63. If City Council is interested in waiving the fees, Staff will be happy to facilitate.

Schamehorn: My suggestion would be to approve the waiver with these conditions:

1. The Port agrees in writing to let the City continue to use the Port-owned and controlled property across the river, free of charge, for the City's 4th of July fireworks display for no less than 25 years, and
2. The City deducts SDC fees equaling \$18,220.63 from the monies owed by the City to the Port of Bandon for the construction of the subject parking lot totaling \$75,000. In doing so, the monies owed by the City to the Port for the parking lot improvements would be reduced to \$56,779.37. The paving is scheduled for October 2024. The deduction of \$18,220.63 would be moved into our SDC funds.

There was discussion regarding the loss of parking caused by the new construction.

Seymour made the motion that the Port agrees in writing to let the City continue to use the Port-owned and controlled property across the river, free of charge, for the City's 4th of July fireworks display for no less than 25 years, and the City deducts SDC fees equaling \$18,220.63 from the monies owed by the City to the Port of Bandon for the construction of the subject parking lot totaling \$75,000. In doing so, the monies owed by the City to the Port for the parking lot improvements would be reduced to \$56,779.37. Procetto seconded the motion and by a show of hands the vote passed (3-1-2)

AYES: Powell, Procetto, Seymour
NAYS: Braun
ABSENT: Vick, Adamson

4.2 REQUEST OF THE CITY COUNCIL OF THE CITY OF BANDON TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH THE DYER PARTNERSHIP, ENGINEERS & PLANNERS, INC., FOR PROFESSIONAL CONSULTING SERVICES FOR A PERIOD OF THREE YEARS.

Contreras introduced this topic as a housekeeping item that has been brought to my attention, it pertains to an RFP that was circulated back on January 16, 2021, to solicit a proposal for a contract for civil engineering services. On February 19, 2021, The City received a total of four proposals, two of which were deemed to be not responsive to the RFP. City staff formed a committee of staff members, and from that committee they rated and recommended awarding the contract to Dyer Partnership. They felt like they were above the level of performance proposed by the other consultant, which was Civil West. They outscored their competition by nine points. The City Manager at the time submitted a letter to the Dyer Partnership informing them that they were selected as the preferred consultant and would be presented to the City Council for the award of the contract on April 12, 2021. But, according to City records, there is no evidence that the item was brought to City Council.

We are bringing it before the Council requesting authorization for the City Manager to execute the document and formalize the agreement. For the six months that I have been here, The Dyer Partnership has been instrumental. They have been involved in helping the City facilitate the Ferry Creek Dredging Project, the Filmore Pump Station, and a proposal to re-evaluate the replacement of the facilities there to make them more cost effective than the original concept. They have also been working with City staff and consultants on the feasibility of supplementing our potable water resources with wells, and that is subject to State review. We are also looking to utilize the Dyer Partnership for contract and engineer plan review.

Aaron Speakman is present from Dyer if you have any questions.

Seymour asked who was on the committee. Nichols stated that herself, Tim Lakey Public Works Supervisor, not sure of the third, could have been Jim from the Water Plant. Seymour has concerns about Dyer Partnership and suggested a two-year contract rather than a three-year contract. Seymour asked Speakman about overbilling. Speakman stated that he is not aware of any overbilling.

Schamehorn discussed the way they will be billed. Speakman stated that projects would be billed as not to exceed the amount.

Contreras stated that city staff do extensive reviews of the contracts and billing prior to payment.

Braun made the motion to approve and authorize the City Manager to enter into a professional services agreement with The Dyer Partnership, Engineers and Planners, Inc. for professional consulting services for a period of three years. Powell seconded the motion and by a show of hands the vote passed (3-1-2)

AYES: Braun, Powell, Procetto
NAYS: Seymour
ABSENT: Adamson, Vick

5. PUBLIC HEARING ITEMS

5.1 PUBLIC HEARING: ORDINANCE 1664, AN ORDINANCE VACATING A PORTION OF 6TH STREET BETWEEN LINCOLN AVENUE AND KENSINGTON AVENUE, AND A PORTION OF KENSINGTON AVENUE SOUTH OF JETTY ROAD IN THE CITY OF BANDON.

Nichols stated, initially this request was by Tribal One, a representative of the Coquille Tribe, and they were requesting the rights-of-way in front of the Pacific View Senior Living Center be vacated. They are historical remnants from an old plat that was never built out. My understanding from doing some research in the area is that at one point the City thought a street might go through that section. At the previous public hearing I presented this item to you with the alleyway included. In addition, there was a question about the pump station and where those utilities might be located. We did bring Dyer out to do surveying of the area, and we found some historical documents that indicated there are sewer, water, and electrical lines in the alleyway. With comment from City Engineer, we request to remove the alleyway. The two sections of right-a-ways in this proposal do not have utilities in them.

Kudlac read Ordinance 1664 by title only.

Seymour moved to approve Ordinance 1664. Powell seconded the motion, which was carried by unanimous vote of those present. (4.0.2)

AYES: Braun, Powell, Procetto, Seymour

NAYS: NONE

ABSENT: Adamson. Vick

6. URBAN RENEWAL AGENCY (NONE)

7. PUBLIC COMMENTS

Debbie Maher - Concerns about speed boat racing on the Coquille River.

Robert McClernon - Donut Hole vacation policy.

Laurea Arnoldt - Donut Hole, we have talked to the City about incorporating into the City. We were told you must bring your road to current standards. We are all retired and we do not want to owe anything. We have brought the gravel in for all these years. If we are told we must bring our road to current standards, then half this town needs to bring their road up to standards.

8. CITY MANAGER COMMENTS

Contreras provided an update on the joint workforce housing. Staff is working with special legal counsel that has been retained through the City Attorney's office, to finalize the ENA, which is an agreement to allow us to commence detailed negotiations. The content of that document will serve as the foundation for the development agreement. This will stipulate the responsibilities of the City, the Developer, and the School District. It would provide for covenants and restrictions to be recorded on the land to ensure affordability for a determined time frame, if not perpetuity. There was a proposal to possibly relocate one of the two softball fields and to consolidate it with an existing baseball field that is at an alternative location further North. This would provide an additional area to accommodate housing. This is currently being reviewed. Conceptually we can accommodate two fields in the space, but that would be subject to the School District's approval, which I understand they support. It would result in the renovation of that baseball field along with the addition of the softball field. The residual benefits to the site and that of the adjacent existing ballfield will remain and be improved.

In addition, I wanted to give the Council an update on the Ferry Creek project. We do have the project engineer present. We are encountering some delays from the State, however, there is a timeframe in which this work must be completed. We are looking to obtain the required approvals this month and to have the work completed by the end of June. It has taken a collective effort on the part of City staff, the water division, our engineering consultations, and a lot of time to get to a point where we think there might be an approval.

We have a report on the trolley. We have been working with a company out of Coos Bay to look at modifying the existing trolley to accommodate an ADA compliant wheelchair lift, which has been budgeted for in the next fiscal year. This individual is a fabricator of high-end custom automobiles, and we are waiting to receive a final proposal for the project. As part of the project, we will have the ability to make some modifications to the existing graphics that would identify it as *The City Bandon Trolley*. When staff does receive the proposal, and we deem it reasonable, we have the appropriate funding to move forward with that project.

There has also been a proposal to include funding to cover the cost of a seasonal driver.

Nichols reported that the playground equipment has been installed in City Park. Public Works is putting the mulch back. There is a ribbon cutting tomorrow, May 7th, 2024, at 1:00 p.m. The second-grade class will be there to help us reopen.

Mr. Contreras would like to extend an invitation to the community to attend the ribbon cutting. There has been concern about the existing rubberized material, and according to staff's extensive research, there is no Federal data to support that the material used is a threat to the health of the children. The original cost anticipated to replace and remove the debris did not account for the disposal of the material at an approximate cost of \$20,000, and labor and hauling of the material for an additional \$20,000. Collectively, the removal and disposal of the material is approximately \$40,000 over what was anticipated. Because of the funding limitations we are facing, the fact that it is not currently deemed to be a health hazards from the Federal Government, the City has elected to move forward with the installation of the equipment and to devise a plan on how to fund the cost of its replacement in the future.

Powell noted that sounds good on affordable housing. When are we getting a shovel in the ground? Contreras stated that when the plans are done and the agreement is written, those will come back to the Council and the School District for approval, which may be 18-24 months.

9. CITY COUNCIL COMMENT

Procetto: None

Seymour: Jet boats, I watched from front porch. I am excited about the playground equipment. I know the children will be so excited.

Schamehorn: There is a meet and greet at noon at Farm and Sea regarding homelessness. Brian Vick called me from the hospital, and he is not doing well.

Braun: Thanked Laura Brownfield for all her hard work. If you see her around the community, give her a thank you as well.

Powell: None

10. ADJOURN

Schamehorn adjourned the Regular Meeting at 8:45 p.m.



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MINUTES

CITY OF BANDON CITY COUNCIL AND URBAN RENEWAL AGENCY BOARD

COUNCIL CHAMBERS, 555 HIGHWAY 101, BANDON, OR 97411

MONDAY, May 13, 2024

Livestreamed via Zoom Meetings

This meeting will be available on YouTube on Tuesday the week following the meeting.

https://www.youtube.com/channel/UCt15AF3tbKKQxscb_jKR5AA

COUNCIL MEMBERS PRESENT:

Mary Schamehorn, Mayor
Joshua Adamson, Councilor
Peter Braun, Councilor
Chris Powell, Councilor
Geri Procetto, Councilor - Zoom

Madeline Seymour, Council President
Brian Vick, Councilor- Absent

STAFF PRESENT:

Torrey Contreras, City Manager
Shala Kudlac, City Attorney
Dana Nichols, Planning Director
Nicolette Cline, Planning Assistant
Andrea McMahon, Assistant to City
Manager

Paula Burris – Finance Director

1. CALL TO ORDER/ROLL CALL

Schamehorn called the meeting to order at 1:00 p.m. Roll Call was taken as indicated above.

2. NEW AND OLD BUSINESS ITEMS

2.1 RESOLUTION 24-06 OF THE BANDON CITY COUNCIL ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2023-24

Burris reported that the Supplemental Budget is necessary to update revenue projections, recognize new revenue, and to get appropriation authority for the related expenditures. In the General Fund there is a change in the beginning fund balance, updated TOT revenue, and we are recognizing a very generous donation of \$33,000 from the Bandon Arts Council for new carpeting at the Sprague Theater. The Water Fund had a change in software for our meter reading equipment, so we had to purchase new nodes for the meters. The proposal is to fund that by a one-time transfer from the General Fund Contingency. Finally, the Sewer Fund had smaller adjustments due to increases in salaries, insurance costs, and some in lieu franchise transfers.

Seymour made the motion to adopt Resolution 24-06. Braun seconded the motion and by show of hands and zoom vote passed (5-0-1)

AYES: Adamson, Braun, Powell, Procetto, Seymour
NAYES: None
ABSENT: Vick

2.2 RESOLUTION 24-07 OF THE BANDON CITY COUNCIL AUTHORIZING THE TRANSFER OF APPROPRIATED FUNDS WITHIN THE FISCAL YEAR 2023-24 BUDGET

Burris stated the transfer Resolution supports the Supplemental Budget and is necessary anytime you transfer contingency funds to another fund.

Seymour made the motion to pass Resolution 24-07. Adamson seconded the motion and by show of hands and zoom vote passed (5-0-1)

AYES: Adamson, Braun, Powell, Procetto, Seymour
NAYES: None
ABSENT: Vick

2.3 SECOND READING AND ADOPTION: ORDINANCE 1664, AN ORDINANCE VACATING A PORTION OF 6TH STREET BETWEEN LINCOLN AVENUE AND KENSINGTON AVENUE AND A PORTION OF KENSINGTON AVENUE SOUTH OF JETTY ROAD IN THE AMENDED BREAKWATER ADDITION IN THE CITY OF BANDON.

Kudlac read Ordinance 1664 by title only.

Seymour made a motion to adopt Ordinance 1664. Powell seconded the motion by roll call vote passed. (5-0-1)

AYES: Adamson, Braun, Powell, Procetto, Seymour
NAYES: None
ABSENT: Vick

3. ADJOURN

Schamehorn adjourned the Special Meeting at 1:05 p.m.

Minutes submitted by June Hinojosa, City Recorder.