



City of Bandon

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Bandon by the Sea

MINUTES

CITY OF BANDON CITY COUNCIL AND URBAN RENEWAL AGENCY BOARD

COUNCIL CHAMBERS, 555 HIGHWAY 101, BANDON, OR 97411

MONDAY, FEBRUARY 5, 2024

Livestreamed via Zoom Meetings

COUNCIL MEMBERS PRESENT:

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

STAFF PRESENT:

Torrey Contreras, City Manager
Shala Kudlac, City Attorney
Dana Nichols, Planning Director
Denise Russell, Utilities Office Manager
Nicolette Cline, Planning Assistant
Officer Damon Price, Bandon Police
Richard Taylor, Minutes Clerk

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. Fr. Doug Hale of St. John Episcopal Church provided the Invocation. The Pledge of Allegiance was led by Seymour.

2. PRESENTATIONS

2.1 Bethe Patrick – Volunteer of the Month

Patrick, Executive Director of the Greater Bandon Association (GBA), presented the organization's Volunteer of the Month Award to Carol Maude for her contributions to the community through Shoreline Education for Awareness (SEA), the Whale Watch Spoken Here volunteer program, the Cranberry Festival, and the GBA's Nog Walks.

2.2 Margaret Pounder – Chamber of Commerce Update

As President and Chief Executive Officer of the Bandon Chamber of Commerce, Pounder gave a presentation on the Chamber's marketing efforts to attract tourists to visit and stay in Bandon. She focused on advertising in digital media, efforts to bring people with disabilities to Bandon, the importance of community support for local businesses, and a look ahead at upcoming Chamber sponsored events in 2024. Pounder presented statistics showing how much money was spent in Bandon as result of Transient Occupancy Tax (TOT) invested in promotion.

3. CONSENT CALENDAR ITEMS

3.0 City Council/Urban Renewal Agency and Planning Commission Minutes

- City Council and Urban Renewal Agency Board Regular Meeting – January 9, 2024
- Joint City Council and Planning Commission Work Session - January 22, 2024

3.1 Accounts Payable Report for December 2023

3.2 Library Report for January 2024

3.3 Public Works Report for January 2024

3.4 Sprague Theater and Community Center Calendar for February and March 2024

3.5 Planning Department Report for January 2024

3.6 Police Department Report for January 2024

3.7 Finance Department Report for December 2023

3.8 Consolidated Municipal Utility Report for December 2023 and January 2024

3.9 Municipal Court Report for December 2023

3.10 Budget Committee Minutes

- Budget Committee Meeting – April 24, 2023
- Budget Committee Meeting – May 8, 2023

3.11 Appointment to Budget Committee

Due to a vacancy, the Mayor appointed David Gerhart to the Budget Committee, with Council approval.

Braun moved to approve the Consent Calendar. Vick seconded the motion and it carried by unanimous show of hands vote (6:0:0):

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

4. NEW AND OLD BUSINESS ITEMS

4.1 Review and Consideration of a Request for the City of Bandon to Establish a Sister City Relationship with the Bandon-Kinsale Municipal District, County Cork, Ireland

Noting that 2024 was the 150th anniversary of Bandon, Oregon, as a recognized settlement, attorney Robin Miller presented the Council with a proposal for the City to engage in a “sister city” relationship with its namesake in Ireland, now represented by the Bandon-Kinsale Municipal District. He observed that there was an emotional and cultural connection between the two communities, and although some cultural exchange had happened in the past, no formal declaration could be found.

Seymour made a motion directing Staff to pursue “twinning” with the Town of Bandon in County Cork, Ireland. Braun seconded the motion and it passed unanimously by show of hands vote (6:0:0):

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

4.2 Letter of Collaboration – Transforming Risks into Resilience for Communities and Ecosystems in and around Oregon’s Estuaries – NOAA Climate Resilience Regional Challenge Grant

Nichols: The Oregon Department of Land Conservation and Development (DLCD) approached the City with an opportunity to submit a proposal to utilize grant funds for projects identified in the Coquille River Estuarine Resilience Action Plan (ERAP). A pathway on the north side of Redmon Pond, near Jetty Road, along with a drainage program for the South Jetty neighborhood and Jetty Road, qualified for \$250,000 in “green infrastructure” funding to cover planning and design by consultants, City Staff support reimbursement, and cultural monitoring and consultation by tribal entities.

Braun moved to approve a letter of collaboration to be submitted with the proposed grant application. Vick seconded the motion, which carried by unanimous show of hands vote (6:0:0):

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

4.3 Professional Services Contract between the City of Bandon and Civic Plus for Capturing Social Media Content in Accordance with Oregon State Law

Contreras: State law required social media content and posts related to City business made by City officials to be retained for the public record. Because private sector businesses were not required to maintain public records, Staff proposed to contract with Civic Plus for this service, at a cost of \$8,983 over the next two years, with an annual service fee increase of approximately 5% thereafter.

Braun made a motion to authorize the City Manager or designee to enter into a professional services contract with Civic Plus for capturing social media posts in accordance with Oregon state law. Vick seconded the motion, which carried by unanimous show of hands vote (6:0:0):

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

4.4 Request for a Council-Initiated Vacation of Portions of 6th Street SW, Lincoln Avenue SW, and Kensington Avenue SW on the Jetty

Nichols: At its January 9, 2024, Regular Meeting, the City Council requested Staff to prepare a report assessing the feasibility of initiating the vacation of unimproved rights-of-way abutting or crossing land owned by the Coquille Indian Tribe and containing the Pacific View Senior Living Community. The request for the vacation was made on behalf of the Tribe by Tribal One. Staff recommended that all costs associated with the vacation be borne by the property owner or its representative.

Braun made a motion to initiate vacation proceedings and direct Staff to prepare notices for a Public Hearing at a future City Council meeting. Vick seconded the motion, which carried by unanimous show of hands vote (6:0:0):

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

4.5 Resolution 24-01 To Adopt an Update to the Bandon Emergency Operations Plan

Nichols: The City's Emergency Operations Plan was formalized through a grant from the Department of Homeland Security in 2013 and was intended to be updated every five years. An attempt by Staff to update the plan in 2020 was stalled by the onset of the COVID-19 pandemic. Staff proposed to update information about City Councilors and City Staff and their designated roles, with a recommendation to update every two years when the Council and Mayor elections were held.

Seymour offered a motion to approve Resolution 24-01, adopting a revised Emergency Operations Plan for the City of Bandon. Adamson seconded the motion and it passed unanimously by show of hands vote (6:0:0):

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

5. PUBLIC HEARING ITEMS (none)

6. URBAN RENEWAL AGENCY ITEM (none)

7. PUBLIC COMMENTS

Kudlac: Oral testimony regarding the Gravel Point project should be heard during the Public Hearing at the City Council meeting on February 21, 2024, to be included in the public record.

7.1 Written Comment from Carol Domme, General Manager, Windermere on the Beach

Letter in support of the Bandon Chamber of Commerce continuing to receive Transient Occupancy Tax (TOT) revenues from the City of Bandon.

8. CITY MANAGER COMMENTS

Contreras: A closed session item would be discussed after the Regular Meeting.

9. CITY COUNCIL COMMENTS

Seymour: Leaving early, recovering from surgery.

Procetto: Happy Valentine's Day.

Braun: Congratulations to Volunteer of the Month Carol Maude.

10. ADJOURN TO EXECUTIVE SESSION

Schamehorn adjourned the Regular Meeting at 7:49 p.m. The Council convened an Executive Session regarding potential litigation pending or likely to be filed, and the review of privileged records, pursuant to ORS 192.660(2)(F) and (H).

The Executive Session adjourned at 8:30 p.m.