

## CITY OF COOS BAY CITY COUNCIL

MEETING DATE	AGENDA ITEM NUMBER
August 15, 2017	3.a.

TO: Mayor Benetti and City Councilors

FROM: Susanne Baker, Finance Director

THROUGH: Rodger Craddock, City Manager

ISSUE: Approval of the minutes of July 25, 2017

**ATTACHMENT(S):**

- July 25, 2017 CC-URA WS Minutes

**MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL  
AND URBAN RENEWAL AGENCY**

**July 25, 2017**

The minutes of the proceedings of a City Council and Urban Renewal Agency work session of the City of Coos Bay, Coos County, Oregon, held at 5:30 p.m. in the meeting room at Fire Station 1, 450 Elrod Avenue, Coos Bay, Oregon.

**Those Attending**

Those present were Mayor Joe Benetti and Councilors Lucinda DiNovo, Drew Farmer, Jennifer Groth, Stephanie Kilmer, and Phil Marler. Councilor Stephanie Kramer was absent. City staff present were City Manager Rodger Craddock, City Attorney Nate McClintock, Finance Director Susanne Baker, Public Works and Community Development Director Jim Hossley, Librarian Rebekah Westmark, and Police Captain Chris Chapandar.

Mayor Benetti opened the meeting and stated the purpose of the meeting was for an informal review of the upcoming August 1, 2017 agenda.

**Adoption of Resolution 17-17 Accepting the Library Services and Technology Act Grant**

Librarian Rebekah Westmark stated the Library received an Oregon State Library grant for \$16,000 to engage teens and provide specific teen programming, which met the goals of the library's strategic plan. The Connection YOU project would add content to the library's YouTube channel and describe library and community events of interest to teens. Through a series of programs, teen participants would be trained in the use of video and audio equipment, software, editing process, and general production of videos. The program would foster creativity, support lifelong learning, provide access to current technology, and expand the marketing and community relations for the library which were major strategic plan components.

**Approve Contract with Civil West – Services During Construction of Golden Avenue**

Public Works and Community Development Director Jim Hossley stated the Council directed staff to proceed with rehabilitation of Golden Avenue between 4th and 7th Streets. The Council approved the design contract with Civil West Engineering for \$74,950 and the construction budget with contingency for \$883,418.75. Bids were opened on July 18<sup>th</sup> with the low bid received from Knife River in the amount of \$841,348. 75.

Staff recommended contracting with Civil West Engineering to provide construction management/inspections services for the sanitary sewer, concrete drainage basins, and trench compaction tests for the project at a not to exceed cost of \$32,996. The City's Administrative Directive 15, Section 20(c) rule allows for direct appointment of Civil West Engineering over a competitive proposal process because Civil West was the engineer of work, most familiar with the project, and successfully designed past projects. If another consultant was selected there would be additional cost to contract with Civil West to address engineering questions and provide clarifications for their design plans. Contracting with another firm would remove responsibility and liability from Civil West for design changes and errors and omissions.

**City Council and URA Work Session Minutes – July 25, 2017**

**Adoption of Resolution 17-15 Approving a Contract Amendment for DEQ SRF Clean Water Loan for Waste Water Treatment Plant No. 2**

Public Works and Community Development Director Jim Hossley stated in early 2014 a Oregon Department of Environmental Quality (DEQ) loan application was submitted for construction of Wastewater Treatment Plant (WWTP) No. 2. The loan application was submitted prior to completion of the final design process. The project incurred significant delays due to environmental reviews and privatization discussion until the December 6, 2016 Council action. The Council approved a guaranteed maximum price (GMP) of \$24,531,820 as developed by the City's Construction Manager/General Contractor (CMGC) Mortenson Construction. Council also authorized the DEQ loan through the State Revolving Fund (SRF) program through Resolution 16-09 for \$19,636,876, based on the original application submitted in early 2014. At this time staff recommended the Council approve Resolution 17-15 to authorize a loan amendment for \$4,894,944, the gap to the GMP.

**Review of the Downtown Urban Renewal Plan Update**

City Manager Rodger Craddock stated the Agency met in a work session June 27, 2017 to discuss the update of the Downtown Urban Plan (Plan). The original plan established categories: Waterfront - develop to enhance its potential while preserving its role as a working waterfront; Downtown Core Pedestrian Mall - revitalize the downtown core area by repairing and changing to promote utilization of area; and Infrastructure - improve where the infrastructure had deteriorated or was non-existent.

Over the years, many projects were completed and the Plan amended 20 times to meet changing needs. The Agency contracted with Urban Renewal Agency Consultant Elaine Howard to assist in updating the plan to meet relevant needs in today's environment. Based on the outcome of the recent work session, Ms. Howard drafted a document (attached as part of the agenda) which incorporated a list of potential changes to the Downtown URA Plan, prioritizing projects into either tier 1 or tier 2, and updated plan goals and objectives.

The Agency discussed the merits of one encompassing loan for many projects or smaller loans on a smaller project basis. Mayor Benetti stated he supported short duration loans, five years, to enable flexibility to fund new unknown projects. City Manager Rodger Craddock suggested some Agency expenses be on a pay-as-you-go basis. Mr. Craddock suggested identifying the top projects, speaking with bond counsel, and then determining the best way to proceed.

**Adjourn**

There being no further items for discussion, Mayor Benetti adjourned the work session. The next regular Council meeting was scheduled for August 1, 2017 in the Council Chambers at City Hall.

\_\_\_\_\_  
Joe Benetti, Mayor

Attest: \_\_\_\_\_  
Susanne Baker, City Recorder