

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL

October 7, 2008

The minutes of the proceedings of a regular meeting of the City Council of the City of Coos Bay, Coos County, Oregon, held at 7 p.m. in the Council Chambers at City Hall, 500 Central Avenue, Coos Bay, Oregon.

Those Attending

Those present were Mayor Jeff McKeown and Councilors Michele Burnette, Mark Daily, Jon Eck, Stephanie Kramer, Gene Melton, and John Muenchrath. City staff present were City Manager Chuck Freeman, City Attorney Nate McClintock, City Clerk Jackie Mickelson, Economic and Community Development Manager Joyce Jansen, Engineer Carl Nolte, Operations Administrator Steve Doty, Deputy Finance Director Rae Lea Counsens, Fire Chief Stan Gibson, Library Director Carol Ventgen, Planning Administrator Laura Barron, Codes/ Planning Technician Debbie Erler and Police Captain Cal Mitts.

Flag Salute

Mayor McKeown opened the meeting and led the assembly in the salute to the flag.

Consent Calendar

Mayor McKeown reviewed the consent calendar which consisted of the approval of the minutes of September 16, 2008, adoption of Resolution No. 08-27 approving an adjustment in collection rates for the solid waste collection franchise holders, and approval of an OLCC application for Odom Corporation located at 460 Lockhart. Councilor Daily requested item 2b adoption of Resolution No. 08-27 approving an adjustment collection rates for the solid waste collection franchise holders be brought down for discussion. Mayor McKeown placed the item as agenda item 4b. Councilor Burnette moved to approve the consent calendar as amended. Councilor Muenchrath seconded the motion which carried with Mayor McKeown and Councilors Burnette, Daily, Eck, Kramer, Melton, and Muenchrath voting aye.

Report from Marshfield High School Student Council Representative Ellen Fields

No report was given.

Replacement of Library Heating and Cooling Units

Mayor McKeown requested agenda item 3a the replacement of the library heating and cooling units be added to the agenda. City Manager Chuck Freeman introduced Carl Nolte the City's new engineer from Redmond, Oregon. Mr. Nolte reported repairs needed to be done for two of the four air handling units at the library. He reported the coils had failed, and the largest, a 15-ton system, needed to be custom-built. With these two units not operating, the other two units work harder and they don't last as long. Mr. Nolte reported Chambers Plumbing and Heating's quote for the replacement of the 10-ton compressor was \$4,690 and the condensing unit and coil for the 15-ton unit was \$29,950. Mayor McKeown inquired about the cost to replace the entire unit. Mr. Nolte commented because of its location, it would cost considerably more to replace. He further explained the unit should last for approximately 15 years, and assured the

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Council all major parts were being or had been replaced. He further commented discussion had been taken place on preparing a maintenance plan. Councilor Burnette moved to approve the replacement of the heating equipment at the library by Chambers Plumbing and Heating for \$34,640 plus a 10% contingency fee. Councilor Eck seconded the motion which carried with Mayor McKeown and Councilors Burnette, Daily, Eck, Kramer, Melton, and Muenchrath voting aye.

United States Census 2010 Presentation by Seattle Regional Census Center Partner Specialist Gladys Romero

Gladys Romero, Seattle Regional Census Center Partner Specialist, gave a brief presentation on the United States Census 2010. Ms. Romero reported the census bureau was conducted every ten years; and even though they hire thousands of people to accomplish the task, they still need help. Ms. Romero requested the City issue a proclamation of support for Census 2010 and to form a committee to work along with the Census Bureau. Ms. Romero will provide the City with an Operations Guide and other material to help lead the committee. Ms. Romero briefly reviewed some recent changes to the census forms and the process of getting an accurate census count. A large campaign would begin early 2010 with the forms sent to households in March and the census count beginning April 1st.

Adoption of Resolution No. 08-27 Approving an Adjustment in the Collection Rates for Solid Waste Collection Franchise Holders

City Manager Chuck Freeman reported a public hearing was held September 16th at the City Council meeting on the proposed solid waste rate adjustment. Because the rate adjustment was approved by the Council, Resolution 08-27 Approving an Adjustment in the Collection Rates for Solid Waste Collection Franchise Holders needed adopted. Councilor Daily commented he requested this item be brought down because he wanted a separate vote. Councilor Burnette moved to adopt Resolution 08-27 Approving an Adjustment in the Collection Rates for Solid Waste Collection Franchise Holders. Councilor Eck seconded the motion which carried with Mayor McKeown and Councilors Burnette, Eck, Kramer, Melton, and Muenchrath voting aye. Councilor Daily voting nay.

Public Hearing to Consider Approval for Creation of an Advance Financing District for Street Improvements to North Morrison Street

Engineer Carl Nolte reported Ordinance No. 397 was enacted to provide advanced financing for public improvements by developers as they develop properties. This provides a way for the developer to recover a portion of the public improvement costs that would possibly be used by future property owners. Mr. Nolte reported Steve Wenbourne, owner at 186 North Morrison Street, was required to improve the North Morrison Street right of way between Newmark and Schetter Avenues. The improvements would consist of a 28 foot wide paved street with curb and gutter, storm and sanitary sewer components that have been designed by Koos Engineering and approved by City staff. A bond has been submitted to the City and Mr. Wenbourne has requested a district be formed. Mr. Nolte briefly reviewed the table of the estimated distribution costs to the assembly. Mayor McKeown opened the public hearing. Hearing no comments the hearing was closed. Councilor Muenchrath moved to accept the

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request by Mr. Wenbourne to form an Advanced Financing District for the public improvements on North Morrison Street and to direct staff to create a Resolution for this action. Councilor Burnette seconded the motion which carried with Mayor McKeown and Councilors Burnette, Daily, Eck, Kramer, Melton, and Muenchrath voting aye.

Award of Bid for the Architect of Record for the Public Works and Development Department

City Manager Chuck Freeman reported on September 2nd, staff received approval to publish a Request for Qualifications (RFQ) for an Architect of Record. Lon Samuels, Architecture & Planning and Crow/Clay & Associates Inc. were the only responders and both are highly qualified firms and have met all requirements. Mr. Freeman reported the two fee options were Option 1 an annual flat fee / full service and Option 2 an hourly time and material rate. He reported the budget implications would be driven by the projects approved by the council or agency, and each project would be required to have the funding source identified and budgeted prior to approval. By having an Architect of Record, it would save the City time and money. Mr. Freeman reported staff recommended Council approve Crow/Clay & Associates the Architect of Record contract under Option 2. Mr. Freeman briefly reviewed the scope of work expected, and reported the initial contract term was for three (3) years with an option to extend for an additional one (1) year at the City's discretion. Councilor Eck moved to approve the Architect of Record to Crow/Clay & Associates under Option 2. Councilor Burnette seconded the motion which carried with Mayor McKeown and Councilors Burnette, Daily, Eck, Kramer, Melton, and Muenchrath voting aye.

Award of Bid for the Engineer of Record for the Public Works and Development Department

Engineer Carl Nolte reported on September 2nd the City advertised for firms to provide Statements of Qualifications to serve as Engineer of Record, a license civil engineer, which could provide support for the City Engineer. Mr. Nolte briefly reviewed the services to be provided by the Engineer of Record and commented the proposed contract would be for three (3) years with a one (1) year extension option. He reported the contract scope of services would be based on each request for services. Mr. Nolte reported the four firms who responded were: Civil West Engineering Services; HGE, Inc., MAP Engineering, Inc., and SHN Consulting Engineering and Geologists, Inc. The Statements of Qualifications have been reviewed and all submitting firms met the RFQ requirements. He reported the deciding factors were response time, first year's services cost, and the next three years services cost. He further reported the funding for the projects would come from budgeted projects the consultant would work on. Mr. Nolte commented staff recommends the award of contract go to Civil West Engineering Services for the rates provided in their response to the RFQ. Councilor Burnette moved to award the contract for Engineer of Record to Civil West Engineering Services. Councilor Muenchrath seconded the motion which carried with Mayor McKeown and Councilors Burnette, Daily, Eck, Kramer, Melton, and Muenchrath voting aye.

Public Comments

Al Pearn, Florence, Oregon, read a letter of appreciation to the assembly regarding Chief Craddock and the Coos Bay Police Department on the courtesies extended to him during a ride-

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along with Officer Mark Ereth on the evening of July 4, 2008.

City Attorney's Report

No report was given.

City Manager's Report

City Manager Chuck Freeman reported on the success of the Hollering Place Committee meetings, commented there were developers interested in the property, and noted the next meeting would be held on November 6th. He reported he would be requesting a contract amendment for the master plan to allow the individuals who developed the plan to market and sell the project. Mr. Freeman also reported the City Hall offices were opened from 8am to 5pm including the lunch hour. Mr. Freeman invited Operations Administrator Steve Doty to review some current Public Works and Development projects and project contingencies. Mr. Doty briefly reviewed the skateboard park project; the Mingus Park dredging; the overlay projects; and contingency use. Mr. Freeman reported the recent Buildable Lands Advisory Committee meeting was disappointing with the consultants, but noted it was an interesting process. He reported City staff was going through each land parcel looking for slopes greater than 25% and wetlands to determine buildable lands. Mr. Freeman expressed the importance of projecting the growth rate for 20 years into the future. Mayor McKeown commended Mr. Freeman for his involvement at the meeting, and encouraged all council members to attend the next Buildable Lands Advisory Committee meeting.

Council Comments

Councilor Kramer commended Mr. Freeman for his participation at the recent Buildable Lands Advisory Committee meeting and expressed the importance buildable land. Councilor Daily commented the Lab Band would be performing at the downtown Fire Department's Open House held tomorrow night. Councilor Burnette commented the Bay Area Fun Festival was a great success and she enjoyed the pancake feed at the Fire Department. Councilor Melton briefly reviewed items discussed at the Public Safety Council Committee meeting. The items reviewed were the CCIS Risk Management Law Enforcement Survey results; Bay Area Fun Festival; DUII and Seat Belt Grants received; and update on the new fire truck bids. Councilor Melton expressed the importance of the Neighborhood Watch Program and encouraged everyone to get involved. Councilor Eck commented the Eastside, Empire, and Downtown Fire Departments were currently celebrating Fire Prevention Week and encouraged everyone to attend the Open Houses.

Mayor McKeown commented he attended the Empire Fire Station's Open House before the Council meeting and commended the Fire Department for their involvement in Fire Prevention Week; he expressed his sadness for the loss of Lt. Col. James L. Wiley Jr. who was recently killed in Afghanistan and asked the assembly to rise for a moment of silence; he enjoyed running in the Prefontaine race, and was dunked numerous times in the dunk tank at the Bay Area Fun Festival.

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Adjourn

There being no further business to come before the Council, Mayor McKeown adjourned the meeting to October 21, 2008 in the Council Chambers at City Hall.

Jeff McKeown, Mayor

Attest:

Jackie Mickelson, City Clerk