

## **MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL**

**October 21, 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 Susanne Baker, Economic and Community Development Manager Joyce Jansen, City Engineer Carl Nolte, Interim Finance Director Rae Lea Cousens, Fire Chief Stan Gibson, Library Director Carol Ventgen, and Support Services Supervisor Linda Mitchell.

### **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 approval of the minutes of October 7, 2008; approval of a traffic enforcement grant (seat belt and DUII enforcement); and adoption of Resolution 08-28 to form an advance financing district for the public improvements constructed on North Morrison Street between Newmark Avenue and Schetter Avenue. Councilor Burnette moved to approve the consent calendar as presented. Councilor Eck seconded the motion which carried with Mayor McKeown and Councilors Burnette, Daily, Eck, Kramer, Melton, and Muenchrath voting aye.

### **Presentation on Oregon Coast Community Action (ORCCA) Community Connection by Emily Summerfield**

Emily Summerfield, ORCCA VISTA volunteer, stated ORCCA operates several community outreach programs and strives to provide assistance to community members in poverty. As a potential solution to panhandling, Community Action Connection is a campaign partnered with local donors to provide items and/or services. Cash, donated items, hair cuts, clothing, meals, and lodging for the night are all examples of needs within our community. Through increased available resource awareness, families are provided help. Ms. Summerfield provided resource guides that will be distributed to businesses, government agencies, etc., to provide to those in need. The campaign will educate the public to provide vouchers to panhandlers for services rather than cash. ORCCA is attempting to address the underlying issues rather enable a problem. Ms. Summerfield briefly reviewed some of the businesses involved and encouraged everyone to attend the campaign kickoff. Mayor McKeown stated this is an opportunity to help those less fortunate and suggested the Urban Renewal Agency discuss funding options.

### **Presentation on an Expo Center by Home Builders Association Executive Officer Kim Lehmann**

Ms. Lehmann was unable to attend. No report was given.

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### Presentations of Requests of Qualifications for Fire Station Design Services

Fire Chief Stan Gibson stated the City Council approved to proceed with the RFQ process for design services for a new fire station at the September 16, 2008 Council meeting. Staff subsequently identified and invited the top three firms to make a presentation. Fire Chief Gibson stated staff would prepare a subsequent report with a recommendation for award at the next Council meeting.

Hans Ettlin of PSE in Portland, presented a power point of projects, qualifications, and past experience. PSE has completed 62 new fire stations in Oregon. Mr. Ettlin briefed the Council in LEED certification and the importance of the designer being LEED certified. Mr. Ettlin stated the Corvallis fire station is similar to Coos Bay's in that volunteers are utilized and the functionality of the station fits the needs of both career and volunteer firefighters. PSE utilizes CAD modeling to accurately reflect the structure prior to construction. The average cost per square foot for a fire station is \$250 and PSE has a change order rate of less than 3%. PSE understands a fire department's needs; LEED is certified and experienced; and has qualified staff that will remain assigned throughout the project. Mayor McKeown asked about the availability of possible LEED funding. Mr. Ettlin referred staff to Gary Wells at Tigard who has experience in the funding venues to bundle and sell tax credits. LEED certification was designed for major structures at 100,000 sf, such as hospitals. Economy of scale for a viable LEED project is harder to achieve for smaller buildings; however, the standards can be applied.

Mike Crow, Crow/Clay & Associates, Coos Bay, presented a power point of projects, qualifications, and past experience. Mr. Crow stated Crow/Clay & Associates has assembled a well qualified team with an extensive background that includes Larry Banks of Pivot Architecture. Mr. Crow stated the design process will be a collaborative effort with City and other stakeholders to address the needs of the community. Mr. Crow discussed LEED certification and the evaluation process. Mr. Crow explained sustainable building features they included in the Mill Casio Hotel, front entrance remodel, hotel structure, and pool structure. He presented projects completed of similar size and budget and reviewed similar project completed by Pivot Architecture. Pivot Architecture has been able to meet challenges regarding energy conservation; demands of a 24 hour essential service facility; apparatus turning radius; unique site location providing for two exits with one as primary the other as secondary response; and providing day lighting to improve morale and retention. Mr. Crow stated the design service fees are in the range of 8½ - 10% and would be refined while working through the collaborative process.

Joe Slack, HGE; Scott Miller, MFIA; and Paul Bentley, Paul L. Bentley Architects presented a power point of projects, qualifications, and past experience. Mr. Slack stated that HGE has assembled a team that has worked well in the past and who are committed to work through the construction process as a solid team. Mr. Slack stated the team includes an accredited professional with LEED certification; up to date fire station experience; strong mechanical engineering experience; and an alternate energy design consultant, Sol Coast Consulting, to assist with financial energy incentives. He reviewed projects HGE had completed. Mr. Slack reported HGE provided the site analysis and preliminary design for Coos Bay's new fire station which gives their team the ability to pick up the project immediately. Mr. Slack stated they will use LEED standards and provide energy modeling for a base line to increase energy efficiency.

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Mr. Bentley stated the team will seek input from the firefighters to assess functionality, apparatus movement, and response time issues to design the project. The addition of decontamination rooms, gender separation for housing, locker rooms, individual sleeping areas, and vehicle exhaust systems will be major components. Mr. Miller stated he has experience in fire station mechanical systems from Springfield, Gates, Eugene, Portland, Astoria, Corvallis, and Salem projects.

### **First Quarterly Financial Report by Interim Finance Director Rae Lea Cousens**

Rae Lea Cousens, Interim Finance Director, presented the first quarter of FY 2008-2009 financial report. Ms. Cousens stated the Finance Department will continue to operate in a conservative advisory role with the revenues watched closely. The Finance department is a service department and strives to provide the rest of the city departments the data they need to successfully use the adopted budget. Ms. Cousens stated that information received from the Tax Assessor's office indicates that the anticipated property tax revenue will be more than what was budgeted. The uncollectible taxes are also anticipated to increase. The net result of these two categories is anticipated to result in a leveling of the incoming property tax revenue. The gas tax revenue is projected to be \$70,000 less than budgeted. Over the last several months the rate of decline has slowed and will be watched closely. Mr. Freeman stated anticipatory steps have been taken to trim expenses. The wastewater revenue remains steady with an anticipated 5% increase in the Coos Bay - North Bend Water Board's handling fee commencing July 2009. The transient tax revenue is anticipated to drop off this quarter over the winter months. Library revenue is stable. The building fund revenue is on track with the budget with an anticipated 25% decrease over last year. The 911 revenue is steady. The PERS rate will remain unchanged until the end of the two year cycle, July 2009. PERS rates tend to lag behind the current economic market and it is too soon to anticipate the percent of change. Mayor McKeown thanked Ms. Cousens for the update and stated that he desires the Council to continue to be updated in order to avoid being surprised with budget shortfalls.

### **Approval of the Final Disposition for the System Development Charge's**

Mr. Freeman stated Council approved the current 180 day SDC moratorium for transportation on May 6, 2008 and wastewater and storm water on June 17, 2008. This decision was based in part on taking proactive steps to lower development costs within the City. The Finance Standing Committee reviewed Resolution 08-29 at their last meeting and asked that a detailed list be compiled reflecting who paid, how much, and how the funds were expended. Mayor McKeown stated that during the continued moratorium there will be the opportunity to review the SDC's. Mr. Freeman stated the SDC's will be tailored to our economic climate and implemented at Council's direction when they will no longer hinder economic growth in our community. Mr. Freeman recommended evaluating each project on the master plan lists and bringing the revised lists back through Committee to Council. Compile narrow, realistic, project lists that meet the community's financial and infrastructure needs. Councilor Burnette stated the Finance Standing Committee discussed removing the last whereas in the resolution regarding refunds. Councilor Burnette moved to approve Resolution 08-29 with the exclusion of the last whereas regarding refunds. Councilor Muenchrath seconded the motion which carried with Mayor McKeown and Councilors

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Burnette, Daily, Eck, Kramer, Melton, and Muenchrath voting aye.

### **Approval of the Coos Bay International Association Fire Fighters Association Contract**

Nate McClintock, City Attorney, presented a three year contract for the IAFF Local #2935. Councilor Eck moved to accept the contract with IAFF as presented. Councilor Muenchrath seconded the motion which carried with Mayor McKeown and Councilors Burnette, Daily, Eck, Kramer, Melton, and Muenchrath voting aye.

### **Award of Contract for the Wastewater Treatment Plant No. 2 Inlet Pipe Rehabilitation**

Carl Nolte, City Engineer, reported the wastewater treatment plant No. 2 influent line installation project will line the existing sanitary sewer inlet pipe that transfers wastewater from Coos Bay and Charleston to Plant No. 2. The approximate 130-foot pipe has several corroded areas allowing wastewater to escape and pass over a creek. Civil West Engineering prepared a design with the engineer's estimate of \$32,000. Two bids were received with the lowest bid from JBS at \$37,000. Staff recommends awarding to JBS for \$37,777 with a 10% contingency for a total of \$41,555. Councilor Melton moved to award the bid to JBS Construction for \$41,555 as presented. Councilor Eck seconded the motion which carried with Mayor McKeown and Councilors Burnette, Daily, Eck, Kramer, Melton, and Muenchrath voting aye.

### **Proclamation for Protect Your Identity Week**

Debbie Pickering, Consumer Credit Counseling Services of Coos-Curry County read the Protect Your Identity Week Proclamation to the assembly. Ms. Pickering stated the Consumer Credit Counseling Services of Coos-Curry County is sponsoring a confidential documents shred day at the Pony Village Mall. Up to 20 pounds of sensitive data will be received and shredded by the Star of Hope. Local police agencies and the FBI will be on site to educate citizens regarding identify theft.

### **Public Comments**

Joanie Johnson, 525 S 6<sup>th</sup>, Coos Bay, thanked Mayor McKeown and City Councilors for their hard work and moving the City in a positive direction. Ms. Johnson acknowledged Mr. Freeman's communication skills with the public and Councilor Burnette's eloquence. Ms. Johnson stated she was forwarding an issue from a fellow citizen regarding the crosswalk at 7<sup>th</sup> and Anderson and the funeral home. The traffic pattern is dangerous and there is not a signal to assist pedestrians to cross safely.

### **City Attorney's Report**

Nate McClintock, City Attorney, reported negotiations will commence with the Police union contract November 17<sup>th</sup>.

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### **City Manager's Report**

Chuck Freeman, City Manager, reported he will be attending the economic breakfast at 7:30 a.m. at the Mill. The Lockhart building is on schedule and the City is waiting for the November deadline for the owner to submit an engineered plan of action. Mr. Freeman stated the City has been in communication with Mr. Fletcher regarding his building and he is amenable to work with the City. November 6<sup>th</sup> is the next meeting for the Hollering Place project at Sunset middle school.

### **Council Comments**

Councilor Daily stated the Bus Jam will be December 6<sup>th</sup> from noon until 5:00 p.m. at both Coos Bay and North Bend Bi-Mart parking lots. This provides an opportunity to collect gifts for the Christmas holiday for those less fortunate in our community. Councilor Kramer encouraged everyone to attend the AYA open house on October 27<sup>th</sup> at 4:00 p.m. Councilor Kramer reported she was on their board and suggested a City Councilor remain on the board in the future as a liaison. Councilor Muenchrath encouraged everyone to vote. Councilor Melton stated November 1<sup>st</sup> there will be a big band dance at the North Bend community hall featuring Frosty West; November 11<sup>th</sup> at 11:00 a.m. a dedication for the memorial on the north side of the bridge, and a veteran's dinner at the Eagles. Councilor Eck stated the Bus Jam is also for food items as well as gifts. He thanked city staff for helping with the Neighborhood Watch program in Eastside. Councilor Burnette thanked Katherine Hoppe for the invitation to an event at the Culinary Institute. She received positive comments from travel writers impressed with our area.

Mayor McKeown stated there are several important pending projects for our local economy and looks forward to keeping them on track; and he met with a 3<sup>rd</sup> grade class from Blossom Gulch October 21st to tour City Hall and provide a civics lesson. Mayor McKeown commented the public deserves straight answers on the firing of the Finance Director. He stated his honor and integrity are critical to him and the Charter provides clear direction the City Manager makes personnel decisions. He stated he did not attempt to influence the City Manager in the termination of Janell Howard, but noted two councilors did attempt to influence the Mr. Freeman.

### **Adjourn**

There being no further business to come before the Council, Mayor McKeown adjourned the meeting to enter into an executive session regarding potential litigation and property purchase. The next regular Council meeting is scheduled for November 4, 2008 in the Council Chambers at City Hall.

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Jeff McKeown, Mayor

Attest:

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Rae Lea Cousens, Interim Finance Director