

## MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL

August 20, 2013

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 Crystal Shoji and Councilors Mark Daily, Jennifer Groth, Gene Melton, John Muenchrath, and Mike Vaughan. Councilor Stephanie Kramer was absent. City staff present were City Manager Rodger Craddock, City Attorney Nathan McClintock, Finance Director Susanne Baker, Library Director Sami Pierson, Community Development Director Eric Day, Public Works Director Jim Hossley, Battalion Chief Dan Crutchfield, Engineering Services Coordinator Jennifer Wirsing, and Police Chief Gary McCullough.

### Flag Salute

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

### Public Comments

Calmous Parker, Coos Bay: Requested the Wastewater Treatment Plant No. 2 construction be good for the community, the right choices be made regarding the construction, and hoped the sewer rates would be reasonable. Bob James, Coos Bay: Requested the roadway between Isthmus Slough bridge and Catching Slough be named Mel Counts Way. Brian Bowers, Coos Bay: Stated the Coos Bay Downtown Association hired Katherine Hayes as the Mainstreet Manager as of September 7, 2013; and established a sister organization, Coos Bay Downtown Foundation, and hired manager Jennie Soba. Rob Taylor, Coos Bay: Stated he was told to remove the Fishermen's Seafood Market business off premise signs throughout downtown with the exception of the sign at the Coos Bay Boardwalk and requested assistance to his signage issue.

### Consent Calendar

Mayor Shoji reviewed the consent calendar which consisted of 3a: approval of the minutes of August 6, 2013; 3b: acceptance of the July 2013 accounts payable and payroll check registers; 3c: acceptance of the July 2013 combined cash report; and 3d: approval of an OLCC license application for full on-premises sales for Blue Moon Saloon and Cafe. Councilor Groth moved to approve the consent calendar approving the minutes of August 6, 2013, accepting the July 2013 accounts payable and payroll check registers, accepting the July 2013 combined cash report, and approving an OLCC license application for full on-premises sales for Blue Moon Saloon and Cafe. Councilor Muenchrath seconded the motion which carried with Mayor Shoji and Councilors Daily, Groth, Melton, Muenchrath, and Vaughan voting aye. Councilor Kramer was absent.

### Approval of a Contract for Geotechnical Evaluation of the Library Foundation

Public Works Director Jim Hossley stated at the June 19, 2012 Council meeting the Council authorized staff to proceed with a geotechnical investigation of the northeast corner of the

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library building foundation and to engage a structural engineering firm to design according to the findings of the geotechnical investigation. The City contracted with SHN Engineering, Inc. to complete the geotechnical evaluation and ZCS Engineering, Inc. to provide the City with complete biddable construction documents to stabilize the settlement along the northeast wall and repair the damaged finishes caused by settlement. During a site inspection in January 2013, further settling was discovered in the south and west side of the building. Mr. Hossley noted the new signs of settlement were not part of the consultants' original scope of work and requested approval to expand the investigation scope. Councilor Groth moved to authorize staff to extend the foundation pile investigation for the Library to include the entire foundation system with the following professional consultants SHN Engineering, Inc. and ZCS Engineering, Inc. for a total of \$65,100. Councilor Melton seconded the motion. Discussion ensued regarding zoning, construction in a salt marsh, and the Mill Slough box. A call for the question was made which carried with Mayor Shoji and Councilors Daily, Groth, Melton, Muenchrath, and Vaughan voting aye. Councilor Kramer was absent.

### **Review of the Exterior Design for the Wastewater Treatment Plant No. 2**

Public Works Director Jim Hossley stated the City contracted with SHN and CH2MHill to prepare predesign plans and a report for Wastewater Treatment Plant No. 2, which are 95% complete and with the design plans at the 15% level. Presented were the proposed site layout, topographic elevations, and preliminary architectural/engineering elevations. Mr. Hossley asked what architectural features or outcomes the Council would like to see on the site plan and architectural review. Calmous Parker, Coos Bay: thanked the Public Works staff for their work on the project and saw that they were doing the best they could and respected their work. Darrel Sanders, Coos Bay: Asked why the extra space around the buildings, the estimated construction duration, asked if a crosswalk would be installed; and stated most of the neighbors are elderly and cannot leave their homes; and had a request from one resident to leave the lone pine tree. Mr. Hossley stated the construction would commence the summer of 2015 and be completed in two years; the extra room allowed for maneuvering of the large vehicles; and a crosswalk was planned with the improvements on Empire Boulevard.

Councilor Groth stated she was concerned residents would not be able to submit input on the project and suggested Councilors visit residents wherein Councilor Daily stated the land use process allowed testimony to be submitted by letters with questions directed to the Community Development Department. Councilor Daily asked about the elevations of the buildings; asked if features or landscaping could be placed on the Marple Street side; and suggested the building on the west side include features or landscaping. Councilor Vaughan stated the viewshed of the easterly residents should be considered as well as maintenance issues for staff maintaining landscaping; encouraged consideration of the creek on the site and removal of the trash in the creek; stated a combination of a wall and fence could be a positive aesthetic; and suggested the Coquille wastewater treatment plant could be a model. Councilor Muenchrath asked if the facility would be enclosed with a wall or fence wherein Mr. Hossley stated both and most of the facility would be shielded by vegetation. Mayor Shoji asked if the lone pine tree could be left.

Mayor Shoji summarized direction to staff with the consensus of items to address: add landscaping along Marple Street not to exceed the height of the building, save the lone pine tree, add design features and landscaping along Empire Blvd, use native vegetation where possible not to exceed the height of the building, cleanup around the stream if possible, use an

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architect to assist with façade features and the use of tile, and suggested expanding the land use notification to 500 feet.

### **Consideration of Approval of a Design for the Wastewater Treatment Plant No. 2**

Public Works Director Jim Hossley stated Wastewater Treatment Plant No. 2 has been in service in the Empire area since the late 1960's and upgraded in 1990 to meet National Pollutant Discharge Elimination System (NPDES) permit requirements. Due to the age of the facility and violations of the NPDES permit, the Department of Environmental Quality (DEQ) issued a Mutual Agreement and Order (MAO) in 2008. The MAO required upgrade of the facility and set milestones and tasks to mitigate the violations of the MAO. Predesign for the pending upgrade was awarded by Council in November 2012 to SHN and CH2MHill and with final design ready to commence. Administrative Directive 15 provides Council the authority to direct appoint a consultant based upon the level of knowledge of a project and demonstrated ability. Staff recommended awarding SHN and CH2MHill the contract for the final design based upon the direct appointment provision.

Councilor Daily moved to direct appoint the final design of Wastewater Plant No. 2 to SHN & CH2MHill and direct staff to negotiate a final contract and present the contract to Council for approval. Councilor Muenchrath seconded the motion which carried with Mayor Shoji and Councilors Daily, Groth, Melton, Muenchrath, and Vaughan voting aye. Councilor Kramer was absent.

### **Approval of an Update to the Statement of Auditing Standards 112**

Finance Director Susanne Baker stated in 2008 the City Council adopted new Generally Accepted Accounting Principles (GAAP) which required implementation of the Statement of Auditing Standards No. 112 (SAS 112). The SAS 112 required the City of Coos Bay to implement a comprehensive written document which communicated to management the use of internal controls in the financial management of the City. The document outlines the necessity of internal controls to protect assets, ensure accurate financial reporting, and safeguard against fraud. This is achieved through the development of policies and procedures for the use and access to the accounting software; access to banking, checks, purchase authority, and credit cards; and the segregation of duties. The SAS 112 document is referred to during the course of daily business activity to remain GAAP compliant. As the use of technology changes/increases and when staff achieves efficiencies, the document is updated.

Councilor Muenchrath moved to accept the updated Statement of Auditing Standards 112 document. Councilor Daily seconded the motion which carried with Mayor Shoji and Councilors Daily, Groth, Melton, Muenchrath, and Vaughan voting aye. Councilor Kramer was absent.

### **Award of Contract for Timber Management Services**

Engineering Services Coordinator Jennifer Wirsing stated staff solicited for Request for Qualifications for timber management services and received qualification statements from two firms, Integrated Resource Management, Philomath, and Stuntzner Forestry and Engineering, Coos Bay. Staff worked collaboratively with the Coos Bay North Bend Water Board (Water

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Board) through the solicitation process and interviews due to the joint planning and timber sale efforts of both entities. The timber management services contract provides for two City and two Water Board timber sales with the option to extend the contract for one additional sale for each entity. Each timber sale would be separately negotiated and awarded upon the task order basis with Council approval. After joint review of the qualifications staff recommended the contract be awarded to Stuntzner Forestry and Engineering.

Mayor Shoji moved to award the timber management services contract to Stuntzner Forestry and Engineering. Councilor Melton seconded the motion which carried with Mayor Shoji and Councilors Daily, Groth, Melton, Muenchrath, and Vaughan voting aye. Councilor Kramer was absent.

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

City Attorney Nate McClintock stated subject to the 180 day redemption period, the Lockhart property belongs to the City.

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

City Manager Rodger Craddock stated the second Infrastructure Financing Authority loan through the State of Oregon was submitted last week; a worksession was scheduled for September 19<sup>th</sup> at 6:00 p.m. to review wastewater rates, the assessment of the cost of the City to maintain sewer laterals, and the construction of storm water infrastructure improvements. Stated the Chandler building owner has obtained financing and the work is required to be completed in September and if not followed through, the City would be required to move forward with structural corrections. The City of North Bend has challenged Coos Bay in the annual Chamber bowling event this Thursday night. Battalion Chief Crutchfield stated the Coos Bay Fire Department along with NW Natural and the American Red Cross would be hosting a natural disaster preparedness event on September 7<sup>th</sup> between 10:00 a.m. and 3:00 p.m. at the downtown fire station.

### **Council Comments**

Councilor Vaughan stated he liked Bob James suggestion stated under Public Comments; suggested considering similar landscaping for the Lockhart property as on the fire station lot; and celebrated the completion of the ODOT pedestrian access project on Highway 101 between Coos Bay and North Bend. Suggested there should not be as much paperwork for a day transient boat moorage at the city dock. Mr. Craddock requested Council direction wherein Mayor Shoji suggested staff not drop everything at this time. Councilor Muenchrath stated he also like Bob James suggestion. Mayor Shoji stated she would report for Councilor Melton who stated the Veterans Stand Down was a success and the event was growing each year. Mayor Shoji stated the history of Empire was being presented in Radio Hour at the Dolphin Theatre.

### **Adjourn**

There being no further business to come before the Council, Mayor Shoji adjourned the meeting. The next regular Council meeting was scheduled for September 3, 2013 in the

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Council Chambers at City Hall with a special Council meeting scheduled for August 27, 2013 in the auditorium at the Coos Bay Library at 525 Anderson Avenue.

Attest:

  
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Susanne Baker, City Recorder

  
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Crystal Shoji, Mayor