

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

**December 16, 2014**

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, Councilor Elect Thomas Leahy, and Councilors Fred Brick, Mark Daily, Jennifer Groth, Stephanie Kramer, and Mike Vaughan. City staff present were City Manager Rodger Craddock, City Attorney Nate McClintock, Deputy Finance Director Amy Kinnaman, Community Development Director Eric Day, Public Works Director Jim Hossley, Library Director Sami Pierson, and Police Chief Gary McCullough.

### **City Council Interviews**

At 5:30 p.m. prior to the start of the regularly scheduled Council meeting, the Council interviewed applicants for the Budget Committee, Coos Bay-North Bend Water Board, Parks Commission, and Planning Commission. No decisions were made.

### **Flag Salute**

Mayor Shoji opened the meeting and asked Brian Bowers to lead the Council and assembly in the salute to the flag.

### **Administration of the Oath of Office to Councilor Thomas Leahy**

The oath of office was administered to Councilor Thomas Leahy by Acting City Recorder/Deputy Finance Director Amy Kinnaman.

### **Public Comments**

No comments were given.

### **Consent Calendar**

Mayor Shoji reviewed the consent calendar which consisted of 4a: approval of the minutes of December 2, 2014; 4b: acceptance of the November 2014 accounts payable and payroll check registers; 4c: acceptance of the November 2014 combined cash report; 4d: approval of an Oregon Department of Transportation (ODOT) seat belt enforcement grant, and; 4e: approval of an Oregon Liquor Control Commission (OLCC) new outlet application for Ma's Garden Restaurant. Councilor Groth moved to approve the consent calendar accepting the December 2, 2014 minutes, accepting the November 2014 accounts payable and payroll check registers, accepting the November 2014 combined cash report, approving an ODOT seat belt enforcement grant, and approving an OLCC new outlet application for Ma's Garden Restaurant. Councilor Daily seconded the motion which carried with Mayor Shoji and Councilor Brick, Daily, Groth, Kramer, Leahy, and Vaughan voting aye.

## **City Council Minutes – December 16, 2014**

### **New Council Business**

No new business was presented.

### **Presentation of Appreciation of Service Plaques to Brian Bowers, Bruce Harlan, Chris Hood, and Jennifer Stephens**

Mayor Shoji presented Brian Bowers, Jennifer Stephens, and Bruce Harlan with appreciation of service plaques. Chris Hood was not present to accept his plaque. Mayor Shoji stated Mr. Bowers served from June 2014 to December 2014 as City Councilor and on the Budget Committee from December 2011 to December 2014; Mr. Bowers encouraged all local citizens to show their support of the community through volunteer service. Mayor Shoji stated Ms. Stephens served on the Parks Commission from December 2011 through December 2014; Ms. Stephens expressed appreciation for her opportunity to serve on the committee. Mayor Shoji stated Mr. Harlan served as a Planning Commissioner for a combined 25 years of service; Mr. Harlan also expressed his thanks for the opportunity to serve.

### **Appointments to Commissions and Boards: Budget Committee, Parks Commission, Planning Commission, and Coos Bay – North Bend Water Board**

City Manager Rodger Craddock stated the City received two applications for appointment to the Budget Committee to fulfill two opening on the Committee. Applications were received from Roy Metzger and Donald Dille. By action of Council ballot the Council appointed Roy Metzger and Donald Dille to the Budget Committee for three-year terms ending December 31, 2017.

Three applications were received for appointment to the Planning Commission to fulfill two openings on the Commission. Applications were received from Donald Dille, Katherine Flores, and John Peery. By action of Council ballot the Council appointed Katherine Flores and John Peery to the Planning Commission for four year terms ending December 31, 2018.

Five applications were received for appointment to the Parks Commission to fulfill three openings on the Commission; one citizen-at-large, one service organization, and one design professional position. Applications were received from Ariann Lyons (design professional), Bill Otton (service organization), and Donald Dille, Kristi Kelty, and Ralph Mohr (citizen-at-large). Applicant Bill Otton was unable to attend the Council interview and applicant Kristi Kelty withdrew her application. By action of Council ballot, the Council appointed Ariann Lyons to the design professional position, Bill Otton to the service organization position, and Ralph Mohr to the citizen-at-large position; all for four year terms ending December 31, 2018.

Three applications were received for appointment to the Coos Bay-North Bend Water Board to fulfill one opening on the Board. Applications were received from Donald Dille, John Perry, and Charles Sharps. By action of Council ballot the Council appointed Charles Sharps to the Coos Bay-North Bend Water Board for a four year term ending December 31, 2018.

### **Consideration of Award of Contract for an On-Call/As Needed Plumbing Contractor**

Public Works Director Jim Hossley explained the City owned and maintained several facilities which required occasional plumbing maintenance and repair services. As such, staff advertised

## **City Council Minutes – December 16, 2014**

an Invitation To Bid (ITB) from qualified plumbing contractors. Three bids were received in which All Coast Plumbing provided the low cost bid. Mr. Hossley noted the contract would be for a period of two years and would cover repair and maintenance for municipal facilities including but not limited to City Hall, Visitor Information Center, Public Works Shops, Parks Buildings, Library, Fire Halls, Egyptian Theatre, and museums. Services to be provided by the contractor on an as needed basis; the City provided no guaranteed use of services, nor would the successful bidder be employed as the exclusive contractor(s) or agent(s) to perform plumbing services. The City reserved the right to use non on-call plumbing services. Mr. Hossley noted repair projects over \$25,000 would require council approval prior to commencement of the work. Councilor Daily inquired if the City would continue to get bids for non-emergency projects wherein City Manager Rodger Craddock stated the Council could direct such requirement. Councilor Daily suggested staff should obtain additional bids if time allowed. Mayor Shoji moved to approve award of the on-call as needed plumbing services contract to All Coast Plumbing at the rates submitted in their bid response with the caveat that large projects were bid and required council approval as noted in the staff report. Councilor Kramer seconded the motion which carried with Mayor Shoji and Councilor Brick, Daily, Groth, Kramer, Leahy, and Vaughan voting aye.

### **Consideration of Award of Contract for an On-Call/As Needed Electrical Contractor**

Public Works Director Jim Hossley stated the process and consideration of an on-call electrical contractor contract request was the same as to the previously presented request for on-call plumbing services. Three bids were received for the on-call electrical contractor invitation to bid wherein Reese Electric provided the low cost bid. Councilor Kramer moved to approve award of an on-call as needed plumbing services contract to Reese Electric at the rates submitted in their bid response. Mayor Shoji seconded the motion which carried with Mayor Shoji and Councilor Brick, Daily, Groth, Kramer, Leahy, and Vaughan voting aye.

### **Approval of an After-the-Fact Emergency Sanitary Sewer Repair at Michigan Avenue Between Empire Boulevard and South Marple Street**

Public Works Director Jim Hossley stated on the afternoon of November 25, 2014, the City received a report of a sinkhole located at Michigan Avenue between Empire Boulevard and South Marple Street. The sinkhole was approximately 11.5 feet deep, 30 feet long, and six feet wide; staff was also able to observe that a small section of sewer pipe was missing, approximately six feet in length. Staff was unable to complete a full investigation of pipe due to deteriorated condition of the pipe and concerns that the camera would become jammed or trapped in one of the missing sections of pipe; however, staff was able to confirm there were no significant blockages in the pipe.

Mr. Hossley advised the Council as to the emergency conditions prompting the necessity for the repair. In accordance with City emergency contracting rules as allowed by Ordinance No. 365, staff coordinated with Benny Hempstead Excavating, Inc. for a next day repair of the sinkhole in effort to ensure no further damages would occur and to protect public health. Councilor Kramer moved to approve the award of an emergency contract (after-the-fact) for the sanitary sewer repair project at Michigan Avenue between Empire Boulevard and South Marple Street to Benny Hempstead Excavating Inc. for an amount not to exceed \$7,714.30 pursuant to the Emergency Contract rules found in Section 11 of the City of Coos Bay Ordinance No. 365. Councilor Groth

## **City Council Minutes – December 16, 2014**

seconded the motion which carried with Mayor Shoji and Councilor Brick, Daily, Groth, Kramer, Leahy, and Vaughan voting aye.

### **Approval of an After-the-Fact Emergency Contract for Repair of Water Service to City Hall**

Public Works Director Jim Hossley stated in late October, a water leak was discovered at City Hall; the waterline supplying potable water to City Hall broke beneath the concrete floor of the parking area under the building. Per the water meter, water was continuing to run at a high rate when no faucets or toilets were in use. Mr. Hossley advised the Council as to the emergency conditions prompting the necessity for the repair. In accordance with City emergency contracting rules as allowed by Ordinance No. 365, staff coordinated with Tri-County Plumbing to assess the problem and make the repair in effort to restore water to City Hall. Mr. Hossley noted the total cost of the project was \$16,688.11 and would be paid out of the general fund budget. Mayor Shoji moved to approve the award of an emergency contract (after-the-fact) for the City Hall waterline repair to Tri-County Plumbing pursuant to the Emergency Contract rules found in Section 11 of the City of Coos Bay Ordinance No. 365. Councilor Daily seconded the motion which carried with Mayor Shoji and Councilor Brick, Daily, Groth, Kramer, Leahy and Vaughan voting aye.

### **Approval to Expend Surface Transportation Program (STP) Funds for the Highway 101 Fence/Sidewalk Project**

Public Works Director Jim Hossley provided a brief history of the City of Coos Bay, Oregon Department of Transportation (ODOT), and the International Port of Coos Bay's (Port) partnership to create pedestrian access along the eastside of Highway 101/Bayshore. Earlier this year, ODOT estimated the cost for construction of the project was \$280,000. ODOT bid the project in late summer 2014, but had to bid the projected again because the first time bids were much higher than the estimated cost. The second time bids were lower; however, there was still a \$60,000 shortfall; ODOT's bids ranged from \$340,000 to \$581,000.

Mr. Hossley stated the Port agreed to contribute an additional \$15,000 to help make up the shortfall and recommended the City contribute the additional \$45,000; noted the City could use available STP funds to fund the project. Overall, the City's total monetary commitment, including URA funds would be \$245,854.50, ODOT \$260,000, and the Port \$50,500. Councilor Groth moved to approve the transfer of an additional \$45,000 (\$127,500 total) from the City STP to ODOT for the Highway 101 Fence/Sidewalk project. Councilor Vaughan seconded the motion which carried with Mayor Shoji and Councilor Brick, Daily, Groth, Kramer, Leahy, and Vaughan voting aye.

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

No comments were given.

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

City Manager Rodger Craddock reported the repair of the Empire Dock would commence next week; Council Goals work session scheduled for 9:30 a.m. on January 17, 2015; and noted the

**City Council Minutes – December 16, 2014**

Confederated Tribes of Coos, Lower Umpqua, and Siuslaw new gaming facility was scheduled to be open in May 2015.

**Council Comments**

Councilor Leahy stated the Empire Coalition voted to extend the Clamboree to a two day event. Councilor Daily expressed support and thanks for the Coos Historical Railway Museum; requested for an update on Ocean Boulevard striping project. Mayor Shoji expressed her thanks to the Council, City staff, and the Community.

**Executive Session**

An executive session was scheduled pursuant to ORS 192.660 (2) (d) for the purpose of conducting discussing labor negotiations. No decisions were made.

**Adjourn**

There being no further business to come before the Council, Mayor Shoji adjourned the meeting. The next regular Council meeting was scheduled for January 6, 2015 in the Council Chambers at City Hall.

  
Crystal Shoji, Mayor

Attest:   
Susanne Baker, City Recorder