

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

**November 21, 2017**

The minutes of the proceedings of a regular meeting of the City Council of the City of Coos Bay, Coos County, Oregon, held at 7:00 pm in the Council Chambers at City Hall, 500 Central Avenue, Coos Bay, Oregon.

### **Those Attending**

Those present were Mayor Joe Benetti and Councilors Jennifer Groth, Stephanie Kilmer, Stephanie Kramer, and Phil Marler. Councilors Lucinda DiNovo and Drew Farmer were absent. City staff present were City Manager Rodger Craddock, City Attorney Nate McClintock, Finance Director Susanne Baker, Deputy Finance Director Amy Kinnaman, Library Director Sami Pierson, Public Works and Community Development Director Jim Hossley, Wastewater Project Engineer Jennifer Wirsing, Fire Chief Mark Anderson, and Police Chief Gary McCullough.

### **Flag Salute**

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

### **Public Comments**

Ken Folker, Coos Bay: thanked Veterans and wished everyone a safe and happy Thanksgiving.

### **Consent Calendar**

Mayor Benetti reviewed the consent calendar which consisted of:

3a: Approval of the minutes of November 7, 2017

3b: Approval of an OLCC New Outlet License for Flappers Coffee House

3c: Ratification of Appointment to the Coos Library Board

The seven-member Coos Library Board (CLB) advised the Coos County Commissioners, the governing body of the Coos County Library Service District. The City's of Coos Bay and North Bend each had two representatives on the CLB. Each city was required to approve each other's nominations to the CLB. The North Bend City Council approved the nomination of the Laurie Nordahl to serve as one of their representatives on the CLB and have asked the Coos Bay City Council to ratify her appointment.

3d: Acceptance of the October Check Registers

### 3e: Acceptance of the October Combined Cash Reports

Councilor Groth moved to approve consent calendar as presented. Councilor Kramer seconded the motion which carried. Ayes: Benetti, Groth, Kilmer, Kramer, Marler. Absent: DiNovo, Farmer.

### **Report by Marshfield High School Key Club Members**

Marshfield High School (MHS) Key Club representative Sofi Baho-Munoz noted Key Club received two generous donations from the Coos Bay Volunteer Firefighters Association and Charleston Fire Department to help purchase a fire truck climber for the 10th Street park; Ms. Baho-Munoz summarized upcoming Key Club activities, shared ongoing fundraising activities and achievements by various MHS clubs and athletic teams.

### **Approval of Additional Expenditure of Federal Emergency Management Agency Grant Funds**

Fire Chief Mark Anderson stated in July, the Fire Department received Council approval to accept and use Federal Emergency Management Agency (FEMA) grant funds for the purchase of 36 self-contained breathing apparatus (SCBA) equipment at a cost not to exceed \$214,740. At that time it was reported there would be approximately \$8,460 in unspent grant funds. Staff received authorization from FEMA to use the residual funds to purchase equipment that would complement the SCBA replacement program. The additional items included six additional masks to eliminate sharing, spectacle kits for those requiring corrective lenses, four large air cylinders for the rapid intervention packs, and six replacement battery packs to eliminate down-time when rotating the rechargeable batteries. Cost to purchase the additional items was \$8,770. The City was responsible for providing a 5% grant match to the federal funds; City's match of the \$8,460 in unspent grant funds was \$423. If approved, the City would be responsible for the additional \$310 difference between the remaining grant funds, grant match, and total equipment cost of \$8,770.

Councilor Kramer moved to approve the expenditure of \$8,770 to purchase equipment and utilize the remaining FEMA grant funds from the SCBA replacement program. Councilor Kilmer seconded the motion which carried. Ayes: Benetti, Groth, Kilmer, Kramer, Marler. Absent: DiNovo, Farmer.

### **Consideration of Increasing the Contract Contingency Amount for 6th Avenue Culvert Replacement Project**

Public Works and Community Development Director Jim Hossley stated on August 1, 2017 Council awarded the construction of the 6th Avenue culvert replacement project to West Coast Contractors. With this award, a contingency of \$96,965 was approved (15% of the bid price). In the original bid, it was not assumed that a heavy hauling detour route would need to be provided by the contractor. It was assumed the detour route for heavy hauling vehicles would be the Oregon Department of Transportation (ODOT) detour route already in place along Sumner Lane and Ross Inlet Road. Upon award of the project, it was learned

that the International Port of Coos Bay (Port) would be repairing the railroad crossing at the Sumner Lane and Highway 101 intersection. The Port staff could not commit to a date of commencement nor a duration for the repair. Port staff further stated that the crossing would be closed to all traffic for the duration of their project. As a result, the decision was made to implement a heavy hauling detour route along East Bay Road to avoid changes in traffic flow during the 6th Avenue project. The change order to implement and maintain the heavy hauling detour for the duration of the project was \$55,725. The change order utilized approximately 57% of the approved contingency. Mr. Hossley noted when constructing these type of projects there were always unknowns; it was very beneficial to have contingency approvals in place to help keep projects on schedule and prevent after-the-fact approvals. Staff requested the contingency budget be increased to cover the detour change order and maintain the original contingency budget for other potential unknowns.

City Manager Rodger Craddock noted in addition to the costs for the route change there were additional costs to contingency for signage, guardrails, and contaminated soils.

Councilor Groth moved to authorize an increase in the contingency budget for the 6th Avenue culvert replacement project to an amount of \$152,690. Councilor Marler seconded the motion which carried. Ayes: Benetti, Groth, Kilmer, Kramer, Marler. Absent: DiNovo, Farmer.

### **Consideration of Increasing Engineering Contingency for the Pump Station 1**

Public Works and Community Development Director Jim Hossley stated on October 21, 2014, Council approved a final design and construction management contract for the Pump Station 1 upgrade to The Dyer Partnership; a contingency budget of \$33,726 (15% of the total contract price) was approved. Since then, two amendments were approved for a total of \$23,985. On June 7, 2016, Council awarded the construction of the Pump Station 1 upgrade to Pacific Excavation. The upgrade was anticipated to be completed late Summer of 2017. However, due to the extensive rains that occurred during 2016/2017, construction was delayed. The delay caused the construction schedule to be extended into November 2017. The project reached substantial completion, and was almost complete; but due to the delay, additional inspection/construction management time had to be spent by the Dyer Partnership. Approving the amendment proposed by Dyer would exceed their contingency budget by \$3,259.

Councilor Kramer moved to approve an increase to the Dyer Partnership contract contingency budget by \$3,259 for a total engineering contingency budget of \$36,985. Councilor Groth seconded the motion which carried. Ayes: Benetti, Groth, Kilmer, Kramer, Marler. Absent: DiNovo, Farmer.

### **Consideration of Approval to Award the Request for Qualification for Miscellaneous Engineering Services**

Public Works and Community Development Director stated a request for qualification (RFQ) was prepared to obtain the services of two or more qualified engineering firms to provide engineering design and support on wastewater, stormwater, and structural projects on an as-needed basis. In total, nine firms submitted a statement of qualifications (SOQ) as a result of the RFQ; 1) CH2M, 2) Civil West, 3) Dyer, 4) HGE, 5) KPFF, 6) SHN, 7) Keller and Associates, 8) RH2, and 9) ZCS Engineering. Due to the varying expertise of each firm and

the quantity of work that the City may have in the future, staff recommended all nine SOQs be accepted. Mr. Hossley noted this would provide staff with a pre-approved list for engineering support for projects less than \$100,000; for projects greater than \$100,000 an RFQ approach would be utilized.

Councilor Kilmer moved to approve the award of the request for qualification of miscellaneous engineering services to all nine engineers (CH2M, Civil West, Dyer, HGE, KPFF, SHN, Keller and Associates, RH2, and ZCS). Councilor Kramer seconded the motion which carried. Ayes: Benetti, Groth, Kilmer, Kramer, Marler. Absent: DiNovo, Farmer.

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

City Manager Rodger Craddock asked Library Director Sami Pierson to speak on the Library's marketing and public relations campaign. Ms. Pierson shared the new Coos Bay Public Library logo and brand book; noted the Library's new website was operational and stated the next step was to launch the new marketing plan. City Manager Craddock stated the Mingus Pool project was completed; pool was scheduled to re-open on Monday November 27th; noted he was working with the Oregon International Port of Coos Bay to find a remedy for trains parking/blocking the boardwalk for long periods of time. Mr. Craddock noted the Council discussed forming a homeless workgroup during a Council work session; per Council rules formation of a new committee required official action by Council. Council rules also prescribed an official process for advertising and filling board vacancies. Qualifications to be on a committee required a minimum one-year residency within city limits and being a registered voter. Mr. Craddock noted Council had in the past used subject matter experts and did not require them to meet the Council qualifications rules because their expertise benefited the committee; and recommended Council take same approach noting the homeless issue was not just a City issue, it was a regional and national issue.

Councilor Groth moved to create a homeless workgroup to consist of subject matter experts not required to reside within city limits, ensuring geographic distribution as appropriate, and inviting at large members. Councilor Kilmer seconded the motion which carried. Ayes: Benetti, Groth, Kilmer, Kramer, Marler. Absent: DiNovo, Farmer. Council also provided consensus to have Councilors Farmer and Kilmer serve on the homeless workgroup.

City Manager Craddock stated staff would advertise the homeless workgroup open positions on Monday, November 27th and would take applications or letters of interest through December 8th; Council would then meet to review applications in mid-December; anticipated first meeting would be held in January.

### **Council Comments**

Councilor Kilmer: announced the Coos Bay Downtown Association hired new executive director; noted the Coos Bay Christmas Tree Lighting ceremony was scheduled for 5:30 p.m. on November 24<sup>th</sup> at the Coos Bay Boardwalk followed by a showing of the movie Elf at Egyptian Theatre; encouraged attendees to bring new socks for the snowball toss and subsequent donation to local homeless shelters. Ms. Kilmer announced on behalf of Rotary and K-DOCK radio that the "Bus Jam" food and toy donation event was scheduled for Saturday, December 2<sup>nd</sup> from 10 a.m. to 3 p.m. at the Coos Bay and North Bend Bi-Mart

Stores, US Cellular in Bandon, and Coquille Valley Hospital. Councilor Kramer: announced the Empire Tree Lighting event was schedule for December 2<sup>nd</sup>. Mayor Benetti: stated he was forwarding an article from the Registered Guard on homeless teens to the City Manager for additional ideas; noted he, Councilor Groth, and the City Manager met with State Representative Caddy McKeown on gas tax increase; anticipated the increase would help to generate an additional \$420,000 in revenue to City. Mayor Benetti noted he and Councilor Farmer met with Marshfield High School students earlier in the day to discuss city government; stated it was fun and noted the students asked a lot of great questions.

**Adjourn**

There being no further business to come before the Council, Mayor Benetti adjourned the meeting. The next regular Council meeting was scheduled for December 5, 2017 in the Council Chambers at City Hall.



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Joe Benetti, Mayor



Attest:

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Susanne Baker, City Recorder