

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL

December 12, 2017

The minutes of the proceedings of a City Council and Urban Renewal work session of the City of Coos Bay, Coos County, Oregon, held at 5:30 pm in Fire Station No. 1 Conference Room - 450 Elrod Avenue, Coos Bay, Oregon.

Those Attending

Those present were Mayor Joe Benetti and Councilors Drew Farmer, Jennifer Groth, Stephanie Kilmer, and Phil Marler. Councilors Lucinda DiNovo and Stephanie Kramer were absent. City staff present were City Manager Rodger Craddock, City Attorney Nate McClintock, Finance Director Susanne Baker, Public Works and Community Development Director Jim Hossley, and Police Chief Gary McCullough

Review of the Following Council/URA Agenda for December 19, 2017

Status of the Facility Plan Amendment for Wastewater Treatment Plant 1

The Council awarded the contract for the preparation of a facility plan amendment for Wastewater Treatment Plant 1 to CH2M in July of 2017. The scope of work included analyzing the flows and loads for the next 20 year period, current condition assessment of Plant 1, analyzing the regulatory drivers, analyzing and developing treatment alternatives, and preparing a facility plan document in conformance with the Department of Environmental Quality's (DEQ) requirements. CH2M's project manager, Craig Massie, provided an update of the facility planning process. Mr. Massie noted DEQ approved an update to the updated 2011 Facility Plan rather than an entire new plan.

Mr. Massie stated the existing outfall had a limited hydraulic capacity which would require a larger capacity outfall and as a result would provide improved dilution and lessen costs within the plant. CH2M was working with DEQ to explore alternative treatment processes such as baseload membrane bioreactor (base plus \$30 to \$35 million), full secondary treatment (base plus \$4 to \$6 million), and parallel wet weather processing (base cost). Mr. Massie stated the three alternatives meet the 85% DEQ effectiveness requirement and varied in effectiveness from 92.9% up to 99.9%. Mr. Massie stated CH2M was refining costs to bring to a meeting in January to identify the preferred alternative. The analysis would also include non-cost factors such as odor, aesthetics, ease of operations, and the ability to expand. Consensus of the Council was not to refine the depth of MBR cost analysis due to the information previously submitted.

Request for Additional Funding - Mingus Pool Project

Public Works and Community Development Director Jim Hossley stated the Mingus pool mechanical rehabilitation project was complete. The bid for the project originally came in well over the budget even considering the pending Oregon Energy credit and grant award. After considering alternatives to complete the project, staff provided labor for the project where possible and contracted with specialty contractors for the balance. The plumbing costs were

estimated to be \$6,500 and after some design changes to the plumbing configuration and a misunderstanding by the contractor as to who would provide the materials, the actual plumbing costs were \$23,869.61. Staff would request the Council to consider increasing the approved amount of the project to reconcile to the actual costs.

Modification of Construction Hours for the 6th Avenue Culvert Replacement Project

Public Works and Community Development Director Jim Hossley stated the 6th Avenue culvert replacement project work schedule was significantly impacted due to high groundwater and tidal influence. Additionally, the regulatory requirements mandated the in-water work be completed by February 15, 2018. To meet the deadline the contractor requested to extend the working hours outside of the approved 7:00 am to 6:00 pm time frame to the hours between 3:00 am and 10:00 pm on low tide event days. Consensus of the Council was to allow the extension of hours as noted between December 20, 2017 and January 31, 2018.

Annual Report for the City's Wastewater Operations and Maintenance Manager

Public Works and Community Development Director Jim Hossley provided the wastewater annual report for the Council's review. Councilor Groth asked if attention would be given towards recruitment and retention wherein Mr. Hossley stated discussions had been held with the contractor.

Consideration of Approval of the Mobilitie Franchise - Approval Would Require Enactment of the Proposed Ordinance

Finance Director Susanne Baker stated the City of Coos Bay was approached by a privately-held wireless company to enter into a new franchise agreement to construct poles for wireless connectivity within the City's right-of-way. Enacting the franchise ordinance would increase franchise revenue based upon the amount of gross revenue received by Mobilitie at a rate of 7%. The ordinance was drafted and reviewed by staff and the City Attorney based upon the model of other City enacted telecommunication franchises. Mobilitie representative Colleen DeShazer provided information on how small cellular technology worked and how their product would enhance the back end support of data packet transfers.

Review of the Façade Improvement Grant Program

Mayor Benetti stated he would like to discuss the three bid requirement for the facade grant program. The Heidi Sause project was discussed as an example wherein only one bid was received and the business' investment was considerably more than the grant request. Mayor Benetti questioned if the process could be changed to move projects forward quicker under such circumstances. Concern was the complexity of requiring three bids delayed projects and discouraged individuals from utilizing the program. City Manager Rodger Craddock noted an option would be to require an attempt of three bids understanding that three bids would not always be possible. Mr. Craddock suggested also amending the rules by the Agency to allow the grants to be amended on a case by case basis. Councilor Groth stated the facade grant funds were taxpayer funds and the demonstration of spending it wisely was important and she was comfortable with the current staff's ability to review bids which might

not always be the situation. Councilor Groth stated there should be something built into the policy that demonstrated the fiduciary duties of the Agency. Mr. Craddock stated staff would propose text changes and a process for the Agency's consideration.

Approval of the Front Street Action Plan - Approval Would Require Adoption of Resolution 17-24

Planning Administrator Tom Dixon stated an action plan for the Front Street Master Plan would be presented for approval. The action plan was selected because it used an interactive approach with the area property owners to generate activity in the Front Street corridor. In essence, the proposed Front Street Action Plan (FSAP) was crafted as more of a strategic plan and guide to produce results in a more incremental yet sustained manner. Rather than waiting for one big impact project such as the Coos Historic Museum to help reshape and redefine the area, the FSAP emphasized a smaller scale yet persistent effort to achieve objectives and area-wide enhancements. The goal of the approach would support investment of both the public and private sectors to further successfully redevelop the Front Street corridor. Adoption of the plan would allow for the document to be used to seek grant funding. Council Groth noted the Connect the Boardwalk group as referenced in the plan should be changed to the Coos Waterfront Walkway.

Consideration of Street Trench Repair Policy

Public Works and Community Development Director Jim Hossley stated the draft Trench Restoration Policy presented to Council on September 12, 2017 was mailed again to local utilities and engineering firms for comment. An open house was held on October 5th with written comments received and continue to be received. The final version would be presented at the next Council based on the comments received and the emphasis on the moratorium section to change it from three tiers to two tiers.

The policy was rigorous but not uncommon as it was derived from requirements from other municipalities throughout the country. Implementation of and adherence to the policy was intended to provide better long term performance of trench repairs. Mr. Hossley stated the financial assistance section of the policy pertained to residential street repairs related to sewer later repairs and not commercial repairs. The implementation date would be changed to September 2018 to provide time for the utilities and the City to adjust to the new standards.

Northwest Natural Gas (NNG) representatives asked for clarification on which streets were moratorium streets and the length of time for pre-utility locates. Mr. Hossley stated the moratorium streets would be the newly constructed Golden Avenue and he would revisit the other items brought up.

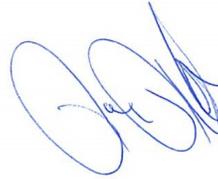
Executive Session

The City Council and Urban Renewal Agency met in executive session pursuant to ORS

192.660 (2) (d) for the purpose of discussing labor negotiations and ORS 192.660 (2) (e) for the purpose of discussing real property negotiations

Adjourn

There being no further items for discussion, Mayor Benetti adjourned the work session. The next regular Council meeting was scheduled for December 19, 2017 in the Council Chambers at City Hall.



Joe Benetti, Mayor



Attest:

Susanne Baker, City Recorder