

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL

February 6, 2018

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

6:10 pm - Council Interviews

At 6:10 pm prior to the start of the regularly scheduled Council meeting, the Council interviewed applicants Blair Holman and Catherine Walworth for a member opening on the Tree Board and Joanne Moss and Carmen Matthews for a member opening on the Parks Commission. No decisions were made.

7:00 p.m. - City Council Agenda

Flag Salute

Council President Groth opened the meeting and led the Council and assembly in the salute to the flag.

Public Comments

No public comments were given.

Consent Calendar

Council President Groth reviewed the consent calendar which consisted of:

- 3a: Approval of the minutes of January 16, 2018.
- 3b: Approval of the minutes of January 23, 2018.
- 3c: Acceptance of the December combined cash reports.
- 3d: Acceptance of Ready to Read grants. The Coos Bay Public Library received \$2,146 and the Extended Services Office received \$5,898 in Ready to Read grants from the State Library of Oregon. The purpose of the grants was to promote early literacy projects. Both entities would use the grants to support summer reading programs, early literacy, and emerging readers.

- 3e: Appointment to the Design Assistance Team. At the January 16, 2018 City Council meeting, Andrew Locati, Sara Recken, Ariann Lyons, and Robert Sasanoff were re-appointed to the Design Assistance Team. Applicant MJ Koreiva was the only applicant that was not appointed at the time. On January 17, 2018, Darrick Betzenderfer resigned from the Design Assistance Team leaving his term open. If it please the Council, approve appointment of MJ Koreiva to the Design Assistance Team to fulfill the unexpired term ending December 31, 2020.
- 3f: Acceptance of Safety Belt Overtime Enforcement grant funds. The Coos Bay Police Department was awarded \$6,600 in grant funds from the Oregon Department of Transportation for overtime traffic/safety belt enforcement. The safety enforcement period for use of the grant funds was February 5, 2018 through September 2018.

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

Presentation of an Appreciation Plaque for Darrick Betzenderfer

City Manager Rodger Craddock stated Darrick Betzenderfer was not in attendance to receive the appreciation plaque. Councilor President Groth acknowledged Mr. Betzenderfer service on the Design Assistance Team from December 2016 through January 2018.

Report by Marshfield High School Key Club Members

Marshfield High School (MHS) Key Club representatives Carter Edwards and Sarah Johnson summarized upcoming Key Club activities, shared various ongoing fundraising activities and achievements by various MHS clubs and athletic teams.

Presentation of the Downtown Association's Semi-Annual Report

Downtown Association (DTA) President Beth Clarkson introduce Main Street Manager Holly Boardman. Ms. Clarkson provided a PowerPoint presentation which included an overview of events and projects the Association had sponsored during 2017 and the Association's mission and projects for 2018. Highlights of 2017 included: change of venue for the Festival of Sail event, hiring a new director, promotion of the Farmers Market, purchasing of the flower baskets in downtown, Music on the Corner, Blackberry Arts Festival, Bay Area Fun Festival, Halloween Trick-or-Treat, Downtown Holiday Open Houses, Santa/Tree Lighting event, and "Shop Small" Saturday.

Semi-Annual Report on the Coos Bay/North Bend Visitor & Convention Bureau

Coos Bay/North Bend Visitor & Convention Bureau (VCB) Director Janice Langlinois stated she joined the VCB in September 2017. Ms. Langlinois provided a brief history on the VCB which included a PowerPoint presentation and covered the status of marketing and promotion activities, regional and statewide partnerships, and economic impact statistics for 2016. Recent successes included increased visitors to the holiday lights event and increased social media traffic. Upcoming changes in 2018 included a new logo (dungeness

crab), rack cards, visitor guides, and the "Where the Soul Meets the Sea" tagline.

Appointments to the Tree Board and Parks Commission

Council President Groth announced the decision to appoint a member to the Tree Board to fulfill Skip Shipman's unexpired term ending June 30, 2019 would be postponed to a later meeting. By action of Council ballot the Council appointed Carmen Matthews to the Parks Commission to fulfill Ralph Mohr's unexpired term ending December 31, 2018.

Request Additional Spending Authority for the Mingus Pool Repair Project

Public Works and Community Development Director Jim Hossley stated on December 19, 2017 staff presented an expense report to Council on the Mingus Pool project. Council approved a project cost of up to \$385,000; however, the project was over that amount by \$21,704.04. Total project cost was \$408,000. At the time, staff thought all material invoices were accounted for. Unfortunately that was not the case; All Coast Plumbing who was the City's service contractor for plumbing had not turned in all invoices for material. The actual plumbing cost T&M (time and material) was \$63,938.43. Mr. Hossley noted the City only received one bid for the Mingus Pool project; from Anderson Pool Works; which was 60% over total project budget. In order to save costs, Council authorized staff to self-perform the work; therefore, staff requested T&M estimates from service contractors. However, staff only received labor cost not material. Service contractors thought the City was supplying material, so they did not provide those cost to the City. This was not realized until about 40% into the project. Mr. Hossley stated in an effort to prevent this from happening again, clear communication and understanding with service contractors would be established to ensure staff had accurate labor and material cost. Additionally, due to the unknowns associated with most self-performed projects, budgets would be crafted to include total cost including 25% contingency.

Councilor Groth moved to revise the Mingus Pool mechanical project budget not to exceed \$480,000, approve a supplemental budget to transfer funds to the Parks Improvement Fund from the Major Capital Fund, and approve the increased dollar amount of the task order/contract with All Coast Plumbing from \$25,000 per occurrence to \$64,000 due to final plumbing costs. Councilor Marler seconded the motion which carried. Ayes: DiNovo, Farmer, Groth, Kilmer, Kramer, Marler. Absent: Benetti.

Consideration of Approval for an Addendum to the CH2M Contract for Facility Planning for Wastewater Treatment Plant 1

Public Works and Community Development Director Jim Hossley stated on August 1, 2017, Council awarded a contract to CH2M to prepare an addendum to the 2011 West Yost and Associates facility plan for the Wastewater Treatment Plant 1 (WWTP 1). CH2M performed preliminary engineering and conducted meetings with Department of Environmental Quality (DEQ) staff. Based on the preliminary work they recommend the original scope should be expanded to include a more in-depth analysis of biosolids, effluent pumping for the outfall during high flows, outfall and diffuser upgrades, additional disinfection alternatives that were not analyzed in the 2011 facility plan, and updating cost estimates to include outfall improvements and effluent pumping. The additional recommended work would require an addendum of \$103,617 to the CH2M contract. This would bring the total project cost to

\$371,061 and would utilize the entire contingency. Staff recommended approving the additional scope of work to avoid potential increased or changes during the design. Staff also recommended authorizing an additional contingency of \$55,660. Approval of the proposed changes would extend the completion date for the facility plan from April 2018 to June 2018.

Mr. Hossley stated another option for Council to consider was to defer a portion of the work presented in the addendum to the pre-design. Staff discussed the change order with Bunker Hill Sanitary District Representative (Steve Major, The Dyer Partnership); Mr. Major understood the importance of completing the work at this time.

Councilor Kilmer moved to approve an addendum to the CH2M contract for facility planning of Wastewater Treatment Plant 1 for the recommended option of \$103,617 plus a \$55,560 contingency (total addendum cost of \$159,177) for total project cost of \$426,621. Councilor Farmer seconded the motion which carried. Ayes: DiNovo, Farmer, Groth, Kilmer, Kramer, Marler. Absent: Benetti.

Approval of a Resolution in Support of the North Bay Urban Renewal Plan Amendment - Approval Would Require Adoption of Resolution 18-03

City Manager Rodger Craddock stated Coos County was considering adoption of an ordinance to amend the North Bay Urban Renewal Plan. While the Council approved Resolution 17-19 in support of the North Bay Urban Renewal Plan Amendment back on August 15, 2017, the Coos County Commissioners were seeking an addition resolution to support suggested changes made to the Plan since that time. The additional amendments included: (1) reinstatement of a sunset date of 20 years for the Coos County Urban Renewal Agency (Agency); (2) reducing the maximum indebtedness limit of the Agency; (3) elimination of the special levy option; and (4) addition of an under levy option which would trigger consultation and approval by the County.

Councilor DiNovo moved to adopt Resolution 18-03 in support of the proposed plan amendment to the North Bay Urban Renewal Plan. Councilor Marler seconded the motion which carried. Ayes: DiNovo, Farmer, Groth, Kilmer, Kramer, Marler. Absent: Benetti.

City Manager's Report

City Manager Rodger Craddock stated in response to the growth in local area construction projects staff recently hired a part time building codes inspector and a full-time building codes inspector/trainee.

Council Comments

Councilor Farmer: provided an update on new homeless shelters available in the area which covered services to families and elderly. Councilor DiNovo: announced the 34th Annual Charleston Crab Feed was scheduled for Saturday, February 10th; and thanked the Downtown Association for all of their hard work this past year. Councilor Marler: suggested there was a serious problem due to the a workforce shortage in Oregon. Councilor Kilmer: thanked the Coos Bay/North Bend Visitor Convention Bureau and the Downtown Association for their presentations/updates and welcome the new directors. Councilor Groth: stated she was contacted by Art Poole who asked if the City could look into providing a designated parking space for bus service in downtown Coos Bay.

Executive Session

An executive session was scheduled to be held pursuant to Oregon Revised Statute (ORS) 192.660 (2) (e) for the purpose of discussing real property negotiations and (h) for consultation with legal counsel concerning legal rights, and duties regarding current litigation or litigation likely to be filed. No decisions were made.

Adjourn

There being no further business to come before the Council, Council President Groth adjourned the meeting. The next regular Council meeting was scheduled for February 20, 2018 in the Council Chambers at City Hall.



Jennifer Groth, Council President



Attest: _____
Susanne Baker, City Recorder