

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL

March 27, 2018

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 Lucinda DiNovo, Drew Farmer, Stephanie Kilmer, and Phil Marler. Councilors Jennifer Groth and Stephanie Kramer were absent. City staff present were City Manager Rodger Craddock, Deputy Finance Director Amy Kinnaman, Public Works and Community Development Director Jim Hossley, Library Director Samantha Pierson, and Police Chief Gary McCullough.

Review of the Following Council/URA Agenda for March 27, 2018

Approval of the National Child Abuse Prevention & Awareness Month Proclamation

Police Chief Gary McCullough stated by Presidential Proclamation, since 1983, the month of April was known as National Child Abuse Prevention Month. The common goal for this month was to raise awareness about child abuse and how to prevent it. Each year during the month of April, victims, service providers, criminal justice members, allied professionals and community volunteers joined together in observance of child abuse prevention month. In observation of these efforts, staff would ask the Council to approve the National Child Abuse Prevention Month Proclamation.

Police Chief McCullough stated the annual Pin Wheel Day event at Kids Hope Center was scheduled for April 4, 2018 where staff, volunteers, and local law enforcement would place pin wheels around the center to represent each child seen at the center in 2017. The annual Family Fun Day event was scheduled for April 28th beginning at 10 am at John Topits Park. The annual fun day event was a free family-friendly and tobacco-free event with lots of kid and family related activities as well as a barbecue and many community informational booths set up.

Approval of a National Telecommunication Week Proclamation

Police Chief Gary McCullough stated the week of April 8th -14th, 2018 was designated as National Public Safety Telecommunications Week. The proclamation signified the City of Coos Bay as a community which recognized the important contributions Public Safety Telecommunicators made each day.

Chief McCullough discussed current dispatch staffing levels and the various intergovernmental agreement contracts for dispatch services.

Consideration of Approval of an Ordinance Amending Moorage Ordinance No. 217 – Approval Would Require Enactment of the Proposed Ordinance

Deputy Finance Director Amy Kinnaman stated staff recently discovered the text in the moorage ordinance for late fees was not consistent with past or current practice in how staff was administering late fees. The current text based late fee assessment on a 30-day cycle. “A late fee shall not be assessed for late payments for each month or part of a month that payments were late. An account is past due if the moorage rate, fees or other charges remained unpaid in whole or in part for a period of 30 days.” For example, moorage billed in February for March would not be late until March 3rd since February had 28 days in the month; moorage billed in March for April would be late on March 31st. The way the ordinance was currently written made it administratively laborious for staff to apply and difficult for customers to keep track of when their payments were due or late. Staff proposed replacing the “for a period 30 days” text with, before the first of the month. Staff also recommended adding text to allow, if the payment were mailed, the date of the postmark would be considered the date of delivery for determining delinquencies. The proposed update provided customers with a more uniform process and was consistent with other payment and late fee practices such as business licenses and transient room tax.

After the Fact Approval for the Emergency Sanitary Sewer Force Main Repair Along D Street

Public Works and Community Development Director Jim Hossley stated on March 2, 2018 City staff received a citizen concern about flooding on their private property in Eastside. Staff investigated but did not see an immediate cause for the flooding. After further investigation it was discovered that the sanitary sewer force main, located along the street to the south of the private residence had failed. Sewage was traveling underground and coming out along the slope adjacent to the property and ultimately ponding the resident’s back yard. The City’s wastewater contractor immediately started bypassing the force main with pumper trucks. City Staff contacted Billeter Marine and they mobilized on Saturday, March 3, 2018 and repaired the force main. The following week, the road was paved. At the next regular Council session, staff would request Council to consider approving the award of the emergency sewer force main repair (after the fact) along D Street between 1st and 2nd Avenue to Billeter Marine for approximately \$21,000 pursuant to the Emergency Contract rules found in Section 11 of City of Coos Bay Resolution 17-14.

After the Fact Approval for the Port Dike Repair (Emergency Project)

Public Works and Community Development Director Jim Hossley stated the City partnered with the International Port of Coos Bay (Port) to obtain consultant services (from KPFF) to prepare design plans for a temporary repair to the most severely eroded portions of the dike. Design work started in late September 2017. At the same time the plans were finalized and ready for bid, the allowable “in-water work window” period approached the end. Staff did not have time to follow typical bidding procedures if the work was to be completed within the work window. While the dike was owned by the Port, they advised the City they did not have the resources to make the repairs. Given the situation, the Agency directed staff to move forward with the repairs with the intent of seeking reimbursement from the Port at a later date. City staff followed emergency procurement procedures due to danger that would have

been created by potential breach of the dike should the City chose to wait until the fall of 2018 (the next in water work window) to complete the repair work. At the next regular Council meeting, staff would seek approval for an after-the-fact award of emergency dike repair contract to Benny Hempstead Excavation in the amount of approximately \$91,000 pursuant to the Emergency Contract rules found in Section 11 of City of Coos Bay Resolution 17-14.

City Manager Rodger Craddock advised there would be additional costs as staff was still in the process of acquiring bids to resurface the walk area along the dike. Mayor Benetti inquired how the project was funded and if there was a plan in place to seek repayment from the Port whereby City Manager Craddock stated urban renewal funded the project and staff planned to seek reimbursement from the Port.

Councilor DiNovo entered the meeting at 5:57 pm.

Acceptance of a 2018 Certified Local Government Grant

Public Works and Community Development Director Jim Hossley stated staff recently completed an application for the 2018 Certified Local Government Grant (OR-18-16). On March 13, 2018 the City was notified the grant request was funded for \$12,500. The grant period started March 16, 2018 and ended August 30, 2019. The grant request was a pass through grant for development (repair/refurbishing) of a property or properties listed on the National Register for \$10,000 and \$2,500 for approved Design Assistance Team members (who also served as the City's Historic Preservation Committee) and staff training/conferences.

Approval of Universal Services for Schools and Libraries Program

Library Director Sami Pierson stated the City of Coos Bay Coos served as the fiscal agent for the Coos County Library Service District (CCLSD) Extended Service Office (ESO). The ESO was starting the process of participating in the Universal Services for Schools and Libraries program, more commonly known as E-Rate. E-Rate was a federally supported program under the direction of the Federal Communications Commission (FCC). It was designed to ensure schools and libraries had appropriate telecommunication and internet access for their students and patrons with potential discounts. In Coos County, the discount was between 80-90%. The percentage was determined from the free/reduced lunch rate of the school district the library was located within. Because services varied throughout the County, contracts had to be arranged with several companies. The total cost of project pre-discount was approximately \$100,000 but with discount would cost approximately \$10,000-\$12,000. The funds needed to pay for these services were generated from revenue received from the CCLSD.

Oregon Historical Railroad Museum Funding Request

City Manager Craddock noted several members from the Oregon Historical Railroad Museum (OCHR) were in the audience. City Manager Craddock stated the City had been a long time financial supporter of OCHR. The Urban Renewal Agency purchased and still owned the property used by OCHR, had paid for numerous improvements over the years, and provided annual payments to cover OCHR related utilities and insurance costs. The current budget

and the proposed FYE 2019 budget did not include paying the additional request. Annual support for OCHR was funded from Fund 5 (Hotel / Motel Tax Fund); a number of proposed cuts had already been made to that fund in an effort to create capacity to increase funding the promotional activities of the Coos Bay – North Bend Visitors Convention Board (VCB) beginning in FYE 2019 based on recent discussions with the Council. Currently, based on a management agreement between the City and OCHR, the City provided an annual stipend of \$4,875 to OCHR to assist OCHR to manage and operate the Historic Rail Museum.

City Manager Craddock advised the Council would also be hearing a similar request for additional funding from the Coos Bay Boat Building Center at an upcoming meeting.

Dick Jamsgard stated the OCHR was normally open Wednesday through Saturday from 9 am to 3 pm; was in the area today and opened the museum; estimated he had 50-60 visitors today, a day the museum was normally closed. Mr. Jamsgard stated OCHR did the best they could with limited resources and volunteers/staff; stated he was 85 years old, had some medical problems, and hoped to do some travelling with his wife. OCHR was looking to raise approximately \$30,000 to fund a paid position to keep the museum open five days a week; stated he planned to reach out to his resources to help find his replacement. Mr. Jamsgard stated he wanted to see the OCHR continue and hoped to work with someone for couple of months to pass on his knowledge.

Mayor Benetti commended Mr. Jamsgard and all of the OCHR committee members for all of their accomplishments. City Manager Craddock stated he spoke with two County Commissions; they did not believe the County had budget capacity to offer financial assistance; noted also reached out to the Coos History Museum (CHM) find out if there was a possibility of them providing management services; CHM indicated they were open to having discussions with their board. Steve Jansen stated he observed a steady stream of visitors today, a day the museum was typically closed; noted it was very popular attraction that brought visitors to the area; mentioned there had been an increase in traffic with the recent opening of the Boat Restaurant. Mr. Jamsgard stated he was open to discussions with CHM; noted Engine 104 actually belong to CHM; stated OCHR did not charge an entrance fee but it was something they may need to consider.

Consensus was to move forward with discussion with CHM.

Baseball / Softball Complex Proposal

City Manager Rodger Craddock stated the presentation to consider a proposal to possibly develop a 40 acre site above Cascade Farms for a baseball / softball complex was postponed to a future meeting date yet to be decided.

Executive Session

Deputy Finance Director Amy Kinnaman read the executive session meeting disclosure statement and the Urban Renewal Agency met in an executive session pursuant to ORS 192.660 (2) (e) for the purpose of discussing real property negotiations. No decisions were made.

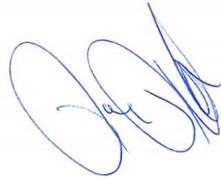
Other Business

Council came out of executive session at 6:50 pm. Councilor DiNovo stated she thought there would be more landscaping to soften the newly placed welcome signs at the north and south entrances to the City along Highway 101; also questioned why more railing was not placed along the north entrance as depicted in the design. Public Works and Community Development Director Jim Hossley advised the design rendering was completed before the area was surveyed; there was not sufficient space to place the railing as depicted in the rendering.

Mayor Benetti questioned if staff should look into charging Walmart for high amount calls for police services. Chief McCullough stated the main requests for service to Walmart were due to shoplifting, theft, and recurring trespass. Discussion moved to the cost of the Fire Department responding to calls for medical services. No decisions were made.

Adjourn

There being no further items for discussion, Mayor Benetti adjourned the work session. The next regular Council meeting was scheduled for April 3, 2018 in the Council Chambers at City Hall.



Joe Benetti, Mayor



Attest: _____

Amy Kinnaman, Deputy City Recorder