

**MINUTES OF THE PROCEEDINGS OF A JOINT  
CITY COUNCIL AND URBAN RENEWAL AGENCY WORK SESSION**

**February 28, 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 p.m. in the meeting room at Fire Station 1, 450 Elrod Avenue, Coos Bay, Oregon.

**Those Attending**

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

Council President Groth opened the meeting and stated the purpose of the meeting was for an informal review of the upcoming March 7, 2017 agendas, no decisions would be made.

**Petition for Angle Parking on 700 Block of S. 2nd Street**

Public Works Director Jim Hossley stated a petition was submitted on January 9, 2017 by the businesses, residents, and customers of the 700 block of South 2nd Street, between Golden Avenue on the north and Hall Avenue on the south, concerned about the lack of parking. They requested implementation of angled parking on the east side of South 2nd Street and parallel parking on the west side.

The 56-foot wide roadway would accommodate the parking revision; provide 30 to 35 parking places at a 45-degree angle or 40 to 45 parking places at a 60-degree angle. The street width would meet ease of ingress/egress and backing with either angle and would cost \$2,225 to \$2,400, depending upon the number of parking places striped. Staff recommended the 45-degree angle and Rex Miller, Agri-Tech Design, suggested leaving parallel parking from Hall Street north from the corner on Hall to his driveway to allow for trailers to load bark mulch.

**Bay Area Enterprise Library Cleaning Contract**

Public Works Director Jim Hossley stated ORS 279C 335 (1) (a) exempts from the competitive bid process qualified non-profit organizations which provided employment opportunities for individuals with disabilities, such as Bay Area Enterprises (BAE). The City had contracted with BAE since 2011 servicing City Hall, Visitor Center, City Shops, and recently the Library. The current two year contract would expire on May 22, 2017 unless extended. Library Board representative Bob More expressed concern from the Library Board regarding the cost and whether the City's contract rules applied to the Library. City Attorney Nate McClintock confirmed the Library's requirement to comply with City and State purchasing rules and the ability of the City to solicit bids for alternatives from ORS 279C 335 (1) (a). Discussion ensued on when quotes would be obtained and the quality of service provided by BAE. Consensus was staff would solicit bids based on various alternatives of award.

## **City Council and URA Work Session Minutes – February 28, 2017**

### **Set a Public Hearing on a Proposal to Vacate the Portion of Division Avenue**

Community Development Director Eric Day stated an application was received from RAF Development of Laguna Hills, California to vacate the portion of Division Avenue between North Empire Blvd. and North Marple Street. The right-of-way in this portion of Division Avenue was platted 30-feet in width, unopened; and the adjacent property was owned by the City which was for sale and under consideration by RAF. Pursuant to State law, the City Council must set a date for the Planning Commission to hold the initial public hearing. Staff proposed to set a public hearing date for the vacation request before the Planning Commission during their regular meeting on April 11, 2017 with their recommendation coming before the Council on May 16, 2017.

### **Ordinance Amendment - Remove Reservation in a Vacated Area**

Community Development Director Eric Day stated in 1967, through Ordinance 2249, the City vacated a right-of-way (ROW) between Broadway St. and Bayshore Dr. and bordered by Alder Ave. As part of the vacation the City left a perpetual utility reservation in its place. Natural Grocers received Planning Commission approval for a new grocery store on this site and requested the City remove the utility reservation. Additionally, in the past the current site of Kozy Kitchen was built over the reservation area.

### **Road Grader Repair**

Public Works Director Jim Hossley on January 4, 2017, a winter storm accumulated up to four inches of snow which resulted in the 120 M CAT road grader being placed into service. While plowing on 7<sup>th</sup> Street the operator hit a manhole causing major damage to the cutting blade, blade motor, rotator, blade cutting edge, guide arms, hydraulic lines, etc. The blade and components of the rotator assembly fell completely off the equipment on impact, which broke the hydraulic line fittings.

Peterson Cat, North Bend, the local authorized repair center, provided an estimate to repair the 120 M Cat Road Grader of \$76,631.95. The City's insurance provider, Citycounty Insurance Services, would cover the cost of repairs less the \$1,000 deductible.

### **Discussion of Street Repair/Restoration projects for Fiscal Year Ending 2017**

Public Works Director Jim Hossley stated staff was requested to provide information on the restoration of Golden Avenue between 4<sup>th</sup> and 7<sup>th</sup> Streets and subsequently, contracted with Rick Skinner. Possible funding for resulting road work would be from the State of Oregon Surface Transportation (STP) Program funds. Mr. Skinner provided the following which did not include any storm drainage repairs or analysis:

Golden Avenue from 4<sup>th</sup> Street to 5<sup>th</sup> Street, 300-feet long and 44-feet wide, sidewalks on both sides, curb and gutter, a pavement condition index (PCI) rating of 56, heavy traffic, constructed of concrete with a delaminating asphalt overlay. From 5<sup>th</sup> Street to 7<sup>th</sup> Street, 425-feet long

## **City Council and URA Work Session Minutes – February 28, 2017**

and 34 feet wide, no sidewalks from the Post Office to 7th Street on the north side, 12-inches of base rock and two lifts of asphalt ( 4-inches ), and a PCI rating of 63. A PCI of 56-70 represented a street in fair condition and a PCI of 41-55, poor condition.

Option 1: Patch and overlay, seven to ten year life, relatively inexpensive, would not replace the subgrade; the new surface would see surface cracking within a year and return to the same street surface within seven to ten years, at a cost of \$50,000.

Option 2: Use best management practices (BMP), 18-20 year life, cold plane removal, application of pavement fabric, asphalt leveling, a three-inch overlay from 4th Street to 5th Street, a two inch overlay from 5th Street to 7th Street, and replace two driveways. The pavement fabric would retard the reflection of underlying cracks in the underlying concrete which would reappear after several years, at a cost of \$75,000.

Option 3: Re-construct the street to new condition (new curb and gutter, sidewalks, driveways, ADA ramps, aggregate and asphalt paving), a 25 year life, ten inches of aggregate base, three inches of asphalt, would be engineered, at a cost of \$270,000.

Additionally, adjacent to the last repair on Coos River Highway, the north edge of the westbound lane would need to be repaired due to a slope failure and degraded driving conditions. The work would replace a culvert pipe, install drainage control on the north side of the street, grind off the top two to four inches of pavement, and repave. The length of the repair would be approximately 200 feet and would not alleviate the slope stability problem. The repair would control surface drainage to lessen future slope failures but would not be a permanent solution. The cost was approximately \$200,000. Mr. Hossley stated the Coos River Highway project was an emergency repair and depending upon the bids received, both this and the Golden Avenue project might be able to be funded with the STP funds. Councilor Groth asked the Council how they would like to prioritize projects and discussed the results of the pavement management study; suggested to follow the pavement management plan. Discussion ensued on the unknown availability of Federal funds for both projects, unknown utility costs, the fracturing of the roadway of Ross Inlet, how many more streets could be addressed doing the maintenance at a lesser cost, the pavement restoration policy, and potential City policy to mitigate large sewer lateral roadway expense for residents. Consensus was to pursue an option for Golden Avenue that would be a demonstration project for the public to help with the passage of a gas tax.

### **Consider Accepting Marshfield Pioneer Cemetery Lots**

Public Works Director Jim Hossley stated Cricket Soules presented to the Parks Commission, on behalf of Mrs. Hausler and her cousin, a donation of burial plots located next to the Sailors-Soldiers monument in the Marshfield Cemetery conditioned upon no human remains be placed in the plots. They offered to donate a bench and plaque recognizing the Coke, Anderson, and Luse families. The Parks Commission recommended acceptance of the donated plots.

## **City Council and URA Work Session Minutes – February 28, 2017**

### **Coos Bay North Bend Water Board Reimbursement**

Finance Director Susanne Baker stated the reconstruction of the roadway and addition of pedestrian and bike path improvements of South Empire Blvd required the Water Board to replace a water main. To mitigate their expense, the Urban Renewal Agency (Agency) provided consensus to repay the Water Board for the remaining useful life of the water main, approximately three years, which equated to 4%, or \$65,743.61. The purchasing rules required Agency approval of expenditures over \$25,000.

### **Historic Preservation Grant Submittals – Recommendations from Design Assistance Team for Council Decision**

Community Development Director Eric Day stated in October of 2015, the City Council approved Ordinance 471 which established the historic preservation process to identify, recognize, and preserve significant properties and encourage the rehabilitation of historic buildings and structures. The City Council also approved Ordinance 472 which amended the duties of the Design Assistance Team (DAT) to act as the City's Historic Preservation Committee.

The Certified Local Government (CLG) program, a federal program (National Park Service) administered by the Oregon State Historic Preservation Office (SHPO), was designed to promote historic preservation at the local level. The City was approved to participate in the program on March 14, 2016 and qualified for a \$12,000 grant for public education/training and restoration projects with a 50% match required for the public education component. The training and education component was less than originally budgeted and the State approved to move the balance to the "Development" category to increase it to \$7,500.

Two qualified Historic Preservation Renovation grant applications were received and obtained DAT approval on January 30, 2017: 375 Central Avenue – Old City Hall, \$4,500: Materials and labor to repair façade cracks, pressure wash, prime and repaint building exterior. 631 S. 10th Street – Captain Bror W. Olsson House, \$3,000: Extend the exterior north kitchen area wall, restore the original east and west walls; all materials would be matched to the original windows, siding, and workmanship.

### **Other Business**

Public Works Director Jim Hossley stated staff would bring a contract for Council consideration at the March 7<sup>th</sup> meeting for Pacific Power for \$32,000 related to the construction of Pump Station No. 1.

### **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 March 7, 2017 in the Council Chambers at City Hall.

**City Council and URA Work Session Minutes – February 28, 2017**

\_\_\_\_\_  
Jennifer Groth, Council President

Attest: \_\_\_\_\_  
Susanne Baker, City Recorder

## MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL

March 7, 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 p.m. in the Council Chambers at City Hall, 500 Central Avenue, Coos Bay, Oregon.

### **Those Attending**

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

### **Flag Salute**

Mayor Benetti opened the meeting and asked Joyce Jansen to lead the Council and assembly in the salute to the flag.

### **Public Comments**

Ken Folker, Coos Bay: shared he believed the City of Coos Bay might follow the lead of the City of North Bend who had proposed a utility fee to be added to all customers which would raise funds to support community safety and street repairs. Dana Gaab, North Bend: stated he was long time Coos County resident since 1974 and had a wood working shop on Fossil Point Lane in Coos Bay. Mr. Gaab noted the demographics had changed, the community was a development in process, and those he came in contact with did not support big business, rather small local business. Patrick Wright, Coos Bay: founder of Operation Rebuild Hope, a non-profit organization dedicated to improving the lives of veterans. Mr. Wright wanted to raise awareness of the organization and services they provide locally to veterans.

### **Consent Calendar**

Mayor Benetti reviewed the consent calendar which consisted of 3a: approval of the minutes of February 18 and February 21, 2017; and 3b: approval to set a public hearing on a proposal to vacate a portion of Division Avenue between North Empire Blvd and N. Marple Street. Councilor Groth moved to approve the consent calendar approving the minutes of February 18 and February 21, 2017, and to set a public hearing on a proposal to vacate a portion of Division Avenue between North Empire Blvd and N. Marple Street. Councilor DiNovo seconded the motion which carried with Mayor Benetti and Councilors DiNovo, Farmer, Groth, Kilmer, Kramer, and Marler voting aye.

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

Marshfield High School (MHS) Key Club representatives, Maireni Santana & Mixtli Rodriguez, summarized upcoming community activities the Key Club participated in and shared achievements by various MHS clubs and athletic teams. They thanked the Council for continued support and the opportunity to speak at the meeting.

## **City Council Minutes – March 7, 2017**

### **Boat Building Center’s Annual Report**

Thomas Leahy, Boat Building Center President, highlighted the Center’s current projects, community activities and events, and shared the Center’s updated website. Mr. Leahy also introduced the board members in attendance and thanked the City of Coos Bay and Council for their support.

### **Public Hearing to Consider Approval of an Amending Ordinance to Remove a Reservation in a Vacated Area – Approval Would Require the Enactment of the Proposed Amending Ordinance**

Public Works & Community Development Director Jim Hossley stated in 1967, through Ordinance 2249, the City vacated a right-of-way (ROW) between Broadway Street and Bayshore Drive and bordered by Alder Ave. As a part of the vacation, the City left a perpetual utility reservation in its place. Natural Grocers has received Planning Commission approval for a new grocery store on this site and requested the City remove the utility reservation. The current site of Kozy Kitchen was built over the reservation area.

Mayor Benetti opened the public hearing. No public comments were given and the hearing closed. Councilor Groth moved to enact the ordinance which removed the perpetual reservation established by Ordinance 2249. Councilor DiNovo seconded the motion. Finance Assistance Nicki Rutherford read the ordinance and announced Ordinance 448\* was enacted by the following vote:

Aye: Mayor Benetti and Councilors DiNovo, Farmer, Groth, Kilmer, Kramer, and Marler  
Nay: None  
Absent: None

\*Ordinance number 448 was announced in error, correct ordinance number was 484.

### **Consideration of Approval of Creating Angle Parking in the 700 Block of South 2<sup>nd</sup> Street**

Public Works & Community Development Director Jim Hossley stated a petition was submitted on January 9, 2017 by the businesses, residents, and customers of the 700 block of South 2nd Street, between Golden Avenue on the north and Hall Avenue on the south, concerned about the lack of parking. They requested to implement angled parking on the east side of South 2nd Street and parallel parking on the west side. The 56-foot wide roadway would accommodate the parking revision; provide 30 to 35 parking places at a 45-degree angle or 40 to 45 parking places at a 60-degree angle. The street width would meet ease of ingress/egress and backing with either angle and would cost \$2,225 to \$2,400, depending upon the number of parking places striped. Staff recommended 45-degree angle parking for a one year trial period and Rex Miller of Agri-Tech Design, suggested leaving parallel parking from Hall Street north from the corner on Hall to his driveway to allow for trailers to load bark mulch. City Manager Rodger Craddock explained Council action was not necessary, rather consensus, with final action request presented to the Urban Renewal Agency. Council consensus for staff recommended 45 degree angled parking for one year trial period.

## **City Council Minutes – March 7, 2017**

### **Consideration of Accepting Marshfield Pioneer Cemetery Lots**

Public Works & Community Development Director Jim Hossley stated Cricket Soules presented to the Parks Commission, on behalf of Mrs. Hausler and her cousin, a donation of burial plots located next to the Sailors-Soldiers monument in the Marshfield Cemetery conditioned upon no human remains would be placed in the plots. They offered to donate a bench and plaque recognizing the Coke, Anderson, and Luse families. The Parks Commission recommended acceptance of the donated plots. Councilor Kilmer moved to accept Marshfield Pioneer Cemetery lots and authorized the City Manager to sign and accept a quit claim deed for the donated 6 cemetery plots known as Block 225, Plots 5,6,7,8,9, and 10. Councilor Groth seconded the motion which carried with Mayor Benetti and Councilors DiNovo, Farmer, Groth, Kilmer, Kramer, and Marler voting aye.

### **Approval of Bay Area Enterprise Library Cleaning Contract**

Public Works & Community Development Director Jim Hossley stated after over 24 years, the library's janitorial contractor retired. To maintain service, the library contracted with the same company, Bay Area Enterprises (BAE), the City used to clean other City buildings. Approval of an amendment to the existing BAE contract was needed to ensure continued janitorial service at the Library. Councilor Kramer moved to approve an amendment to the existing janitorial contract with Bay Area Enterprises to provide janitorial services to the Coos Bay Library and authorized the City Manager to sign the amendment. Councilor Kilmer seconded the motion which carried with Mayor Benetti and Councilors DiNovo, Farmer, Groth, Kilmer, Kramer, and Marler voting aye.

### **Discussion of Street Repair/Restoration Projects for Fiscal Year Ending 2017**

Public Works & Community Development Director Jim Hossley stated staff was requested to provide information on the restoration of Golden Avenue between 4th and 7th Streets and subsequently, contracted with Rick Skinner. Possible funding for resulting road work would be from the State of Oregon Surface Transportation (STP) Program funds. Mr. Hossley summarized options provided by Mr. Skinner for both Golden Avenue and Coos River Highway and noted Council action was not necessary, only consensus on preferred option. Council consensus was for option three, reconstructing Golden Avenue.

### **Approval of Repair of City Road Grader**

Public Works & Community Development Director Jim Hossley stated on January 4, 2017, a winter storm accumulated up to four inches of snow which resulted in the 120 M CAT road grader being placed into service. While plowing on 7<sup>th</sup> Street the operator hit a manhole causing major damage to the cutting blade, blade motor, rotator, blade cutting edge, guide arms, hydraulic lines, etc. The blade and components of the rotator assembly fell completely off the equipment on impact, which broke the hydraulic line fittings. Peterson Cat of North Bend, the local authorized repair center, provided an estimate to repair the 120 M CAT Road Grader of \$76,631.95. The City's insurance provider, Citycounty Insurance Services, would cover the cost of repairs less the \$1,000 deductible. Councilor Farmer moved to authorize the City Manager to proceed with repairs of the City's road grader for a cost not to exceed \$84,300 which included a



## **City Council Minutes – March 7, 2017**

10% contingency. Councilor Kilmer seconded the motion which carried with Mayor Benetti and Councilors DiNovo, Farmer, Groth, Kilmer, Kramer, and Marler voting aye.

### **Approval of Pacific Power Charges for the Pump Station #1 Upgrade Project**

Public Works & Community Development Director Jim Hossley stated Pacific Power required reimbursement for adding additional electrical capacity to the grid associated with Pump Station 1. Mr. Hossley explained the details of this scope of work were in an agreement that outlined two options for payment: refund option and contract administration credit option. Both options were presented by Mr. Hossley. Councilor Groth moved to proceed with contract administration credit option of \$250 and waived right to refunds if additional applicants connect to the improvements, with a balance due of \$31,986. Councilor DiNovo seconded the motion which carried with Mayor Benetti and Councilors DiNovo, Farmer, Groth, Kilmer, Kramer, and Marler voting aye.

### **Approval of Historic Preservation Grant Submittal Recommendations from the Design Assistance Team**

Public Works & Community Development Director Jim Hossley stated in October of 2015, the City Council approved Ordinance 471 which established the historic preservation process to identify, recognize, and preserve significant properties and encourage the rehabilitation of historic buildings and structures. The City Council also approved Ordinance 472 which amended the duties of the Design Assistance Team (DAT) to act as the City's Historic Preservation Committee. The Certified Local Government (CLG) program, a federal program (National Park Service) administered by the Oregon State Historic Preservation Office (SHPO), was designed to promote historic preservation at the local level. The City was approved to participate in the program on March 14, 2016 and qualified for a \$12,000 grant for public education/training and restoration projects with a 50% match required for the public education component. The training and education component was less than originally budgeted and the State approved to move the balance to the "Development" category to increase it to \$7,500. Councilor Kramer moved to award Historic Preservation Renovation Grant funds from the 2016 Certified Local Government Grant Agreement (OR-16-05) grant to 375 Central Avenue – Old City Hall \$7,500. Councilor Kilmer seconded the motion which carried with Mayor Benetti and Councilors DiNovo, Farmer, Groth, Kilmer, Kramer, and Marler voting aye.

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

City Manager Rodger Craddock discussed the Coos County Tourism Workgroup which was formed to help strengthen tourism in Coos County. A number of Council members were part of a committee involved in interviews for Workgroup officers. Officers were selected and committee assignments were complete, with committee disbanded. Mr. Craddock shared project progress on Wastewater Treatment Plant #2 and progress on various façade grant projects.

### **Council Comments**

Councilor DiNovo invited everyone to attend the South Coast Music Festival this coming weekend. Councilor Marler expressed thanks to the influx of visitors due to the 3A State High

**City Council Minutes – March 7, 2017**

School Basketball Tournament. Councilor Kilmer shared applications for the 2017 Farmer's Market were available. Mayor Benetti also expressed gratitude for community hosting the basketball tournament resulting in a busy weekend, noted Coos County Tourism Workgroup as excellent idea and potential for reviving tourism industry, and thanked Councilor Groth for participation on the workgroup committee.

**Adjourn**

There being no further business to come before the Council, Mayor Benetti adjourned the meeting. The next regular Council meeting was scheduled for March 21, 2017 in the Council Chambers at City Hall.

\_\_\_\_\_  
Joe Benetti, Mayor

Attest: \_\_\_\_\_  
Susanne Baker, City Recorder