

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL

October 18, 2011

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 Crystal Shoji and Councilors Jennifer Groth, Joanie Johnson, Stephanie Kramer, Gene Melton, John Muenchrath, and Mike Vaughan. City staff present were City Manager Rodger Craddock, City Attorney Nate McClintock, Acting Deputy Finance Director Amy Kinnaman, Planning Administrator Laura Barron, Engineering Service Coordinator Jennifer Wirsing, Economic Revitalization Administrator Joyce Jansen, Library Director Carol Ventgen, Fire Chief Stan Gibson, and Police Chief Gary McCullough.

Flag Salute

Mayor Shoji opened the meeting and asked Engineering Service Coordinator Jennifer Wirsing to lead the Council and assembly in the salute to the flag

Public Comments

Stacy Bear, Coos Bay: Stated she was the Chair of the Neighborhood Watch for Eastside neighborhoods and was looking to get the City's support in coordinating Neighborhood Watch groups and/or Neighborhood Councils; personally invited the Council to attend a Eastside Neighborhood Watch meeting scheduled for Thursday, October 27th at 7:00 p.m. at the Eastside Fire Station; and requested the City's assistance in helping to install Neighborhood Watch signs.

Consent Calendar

Mayor Shoji reviewed the consent calendar which consisted of 3a: approval of the minutes of October 4, 2011; 3b: acceptance of the September 2011 accounts payable and payroll check registers; and 3c: acceptance of the September 2011 combined cash report. Councilor Kramer moved to approve the consent calendar approving the minutes of October 4, 2011, accepting the September 2011 accounts payable and payroll check registers, and accepting the September 2011 combined cash report. Councilor Melton seconded the motion which carried with Mayor Shoji and Councilors Groth, Johnson, Kramer, Melton, Muenchrath, and Vaughan voting aye.

Approval of Revised City Fees – Approval Would Require Adoption of Resolution 11-26

Planning Administrator Laura Barron provided a brief overview of all of the proposed fee revisions and noted the fee revisions within Resolution 11-26 better reflected the actual cost of providing many of the city services. Councilor Groth inquired as to how the City was covering the infrastructure costs associated with system development charges (SDC). City Manager Rodger Craddock advised in 2008 a moratorium was placed on the collection of SDC charges and no monies were currently being accumulated for future infrastructure growth. Mayor Shoji noted the City's Planning Fees were quite business friendly but suggested they might have to increase in the future to cover staffing costs. Councilor Groth moved to adopt Resolution 11-26.

City Council Minutes – October 18, 2011

Councilor Muenchrath seconded the motion which carried with Mayor Shoji and Councilors Groth, Johnson, Kramer, Melton, Muenchrath, and Vaughan voting aye.

Award of a Value Analysis Contract for Wastewater Treatment Plant No. 2

Engineering Service Coordinator Jennifer Wirsing provided a brief history on Wastewater Treatment Plant No. 2 (WWTP#2). Ms. Wirsing advised in order for the City to move forward with pre-design of WWTP#2 the Department of Environmental Quality (DEQ) was requesting the City prepare a Facility Plan Amendment (FPA) to document changes to the original 2007 Facilities Plan (FP) and further analyze the influent facility, treatment, and disinfection alternatives. As such, staff determined a Value Analysis was necessary to evaluate the progress of the FPA and to provide constructive input that could help with the initial construction costs, and long term operation and maintenance costs. A Request for Qualifications (RFQ) was advertised to perform a Value Analysis on WWTP#2 and five Statement of Qualifications (SOQ) were received in response. Ms. Wirsing noted the Value Analysis review would consist of a team of experts as well as City staff and representatives from the Charleston Sanitation District and DEQ. The review was tentatively scheduled for a three day workshop during the week of October 24th and was estimated to cost \$42,278.

Councilor Groth inquired if the cost of \$42,278 was the lowest bid whereby Ms. Wirsing clarified the award process was based on a request for qualifications. Councilor Kramer inquired if the City had to complete the Value Analysis study. Ms. Wirsing stated DEQ was recommending the study be completed. Councilor Kramer moved to approve the award of a contract to CH2M Hill for the Value Analysis of the Facility Plan Amendment for a cost not to exceed \$42,278. Councilor Melton seconded the motion. Councilor Vaughan inquired as to the potential finding of the study. Ms. Wirsing stated based on CH2M Hill's experience she anticipated they would be evaluating the operations, maintenance, and long term costs associated with the preferred treatment alternative as outlined in the 50% Plan and possibly present other alternatives for Civil West to look into. Councilor Muenchrath inquired whether or not a wastewater treatment system had already been chosen based on Civil West's previous presentation. Ms. Wirsing advised Civil West had identified three preferred treatment alternatives. Councilor Muenchrath inquired if the value analysis process was a review with a recommendation or if it just confirmed the three chosen alternatives were reasonable choices. City Manager Rodger Craddock stated the value analysis process was a way to determine the City was on the right track with the current plan. Mayor Shoji inquired what the steps were if it was determined the City was not on track with the current plan whereby Mr. Craddock advised CH2M Hill would then make a recommendations for a different alternatives for the City to explore. Mayor Shoji inquired if there was leeway to find out how much other cities have paid for peer reviews. Mr. Craddock suggested the study would help refine the process and potentially save the City money in the long run. Mr. Craddock further noted the study was a recommendation of DEQ. A call for the question was made which carried with Mayor Shoji and Councilors Groth, Johnson, Kramer, Melton, Muenchrath, and Vaughan voting aye.

Approval of an Agreement with Telecommunications Consulting Associates to Perform an Audit on Charter Communications Franchise Fees

City Manager Rodger Craddock advised the City was contacted by Telecommunications Consulting Associates to conduct an audit of the franchise fees remitted by Charter

City Council Minutes – October 18, 2011

Communications over the last six years. The firm proposed performing the audit based on a 50% contingency fee of the funds that they recover for the last six years as a result of the audit. The contract was for a one-time audit and would not obligate the City to any future expectations with the firm. Mr. Craddock noted the City had hired consulting firms in the past to ensure correct revenues were being received by the City. Telecommunications Consulting Associates specialized in performing audits for telecommunication companies and more specifically Charter Communications. Mr. Craddock advised the City Attorney had reviewed and approved the proposed service agreement. If underpayments did not occur, there would be no fee owed to Telecommunications Consulting Associates; if the firm discovers there were underpayments, the City would share in 50% of the past six year's findings and receive 100% of all future fees. Councilor Kramer inquired if there was any evidence of Charter Communication underpaying. Mr. Craddock stated there was no evidence that he was aware of but noted over the past year he'd watched how the firm conducted audits in other cities and were able to uncover additional funds. Councilor Groth moved to authorize the City Manager to sign the service agreement with Telecommunications Consulting Associates to perform an audit of the Charter Communications franchise fees. Councilor Johnson seconded the motion which carried with Mayor Shoji and Councilors Groth, Johnson, Kramer, Melton, Muenchrath, and Vaughan voting aye.

City Attorney's Report

No report was given.

City Manager's Report

City Manager Rodger Craddock reminded the Council and the public the City would be taking applications until Friday, October 21st for the two openings on the Parks Commission Board and one opening on the Coos Bay-North Bend Water Board. Mr. Craddock requested Economic Revitalization Administrator Joyce Jansen to present information on the Your Town Workshop. Ms. Jansen reported the workshop covered many opportunities for improving the downtown; noted part of the process was to coordinate an improvement project. Ms. Jansen advised a cleanup of 2nd Court was scheduled for Saturday, October 22nd at 10:00 a.m. Mr. Craddock reported work on the traffic revision on 2nd Street had started and he anticipated completion by the end of the week.

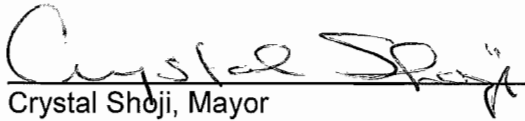
Council Comments

Councilor Vaughan reported he attended the Your Town Workshop and Leadership Coos; noted he sketched out some design problems of which he would present at a later date; and stressed the importance of collaboration between towns, citizens, and governing agencies to come together to create a vision and make changes. Councilor Melton noted the Eastside Neighborhood Watch was in its fourth year and was in favor of incorporating the program citywide. Mayor Shoji stated her thoughts and prayers were with Tammy Cantrell, her daughter, and family; and stated she was working with the City Manager to coordinate a group exercise to better understand the City's emergency response process.

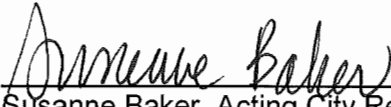
City Council Minutes – October 18, 2011

Adjourn

There being no further business to come before the Council, Mayor Shoji adjourned the meeting. The next regular Council meeting was scheduled for November 1, 2011 in the Council Chambers at City Hall.


Crystal Shoji, Mayor

Attest:


Susanne Baker, Acting City Recorder