

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL

July 17, 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 Mayor Joe Benetti and Councilors Lucinda DiNovo, Drew Farmer, Jennifer Groth, Stephanie Kilmer, and Phil Marler. Councilor Stephanie Kramer was absent. City staff present were City Manager Rodger Craddock, City Attorney Nate McClintock, Finance Director Susanne Baker, Intermediate Accountant Melissa Olson, Public Works and Community Development Director Jim Hossley, Fire Chief Mark Anderson, and Police Chief Gary McCullough.

Flag Salute

Mayor Benetti opened the meeting and led the Council and assembly in the salute to the flag.

Public Comments

Michael Yost, Coos Bay: stated the repair of sewer laterals should be the responsibility of the City and not homeowners. Mayor Benetti suggested the Council consider such a change. Council and City Manager Rodger Craddock discussed the overall expense, rate increases, and past Council decisions. Mr. Yost asked to borrow street signs wherein Mr. Craddock stated staff would provide a recommendation. Stacey Bear, Coos Bay: stated the Eastside Community Watch would be involved in the National Night Out and requested Council presence. Whitey Sholter, Coos Bay: suggested there should be a break in water/sewer fees during the summer to encourage lawn sprinkling. Mayor Benetti advised there was a flat sprinkling rate during the summer months.

Consent Calendar

Mayor Benetti reviewed the consent calendar which consisted of:

- 3a: Approval of the City Council minutes of June 19, 2018.
- 3b: Approval of the City Council minutes of June 26, 2018.
- 3c: Acceptance of the City May combined cash reports.
- 3d: Acceptance of the June payroll and accounts payable check registers.
- 3e: Adoption of Resolution 18-21 correcting the City Fee Resolution to retroactively add the 5% technology fee to the business license contractor fee.

- 3f: Acceptance of a grant from City/County Insurance Services for expenses of the Police Department involved in a recent officer shooting incident.
- 3g: Approval of Contract for Library Services with the Coos County Library Services District for services from July 1, 2018 to June 30, 2019.
- 3h: Acceptance of the 2018-19 Oregon State Marine Board Maintenance Assistance Program (MAP) grant agreement and award of \$14,500.

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

Approval of Renaming the 10th Street Park

Public Works and Community Development Director Jim Hossley stated Marshfield High School (MHS) Key Club adopted the City's 10th Street Park as a service project to update the playground. Through fundraising, City participation, and a grant award, they were able to place new playground equipment, fall protection, park benches, and basketball court at the park. In honor of the work performed by the MHS Key Club, the Council asked them to submit potential names, through the Parks Commission, to rename the park. The Parks Commission recommended a combined name of the Marshfield Key Club Pirate Park.

Councilor Groth moved to approve renaming the 10th Street Park to the Marshfield Key Club Pirate Park. Councilor Farmer seconded the motion which carried. Ayes: Benetti, DiNovo, Farmer, Groth, Kilmer, Marler. Absent: Kramer.

Mayor's Appreciation Award to Stacy Gulseth

Mayor Benetti presented Stacy Gulseth the "Mayor's Appreciation Award" which recognized her for leadership and supervision in the Marshfield Key Club's renovation of the Marshfield Key Club Pirate Park.

Presentation of the Semi-Annual Bay Area Chamber Activities Report by Chamber President Tom Burdett

Tom Burdett, Bay Area Chamber of Commerce (BACC) President, highlighted the strategic objectives of the BACC, discussed various events held during 2018, and thanked the City for their continued support.

Presentation of the Facility Plan Amendment for Wastewater Treatment Plant 1 Update

City Engineer Jennifer Wirsing stated in July of 2017 the Council awarded the contract for the Facility Plan Amendment (FPA) for Wastewater Treatment Plant 1 to CH2M. A draft FPA was completed and submitted to the Department of Environmental Quality (DEQ) for approval. CH2M Project Manager Craig Massie provided an overview of the planning

efforts, preliminary conclusions, and options analyses. Additionally, public comments were solicited due to the possible use of DEQ State Revolving Fund resources for construction. No public comments were received. Discussion involved the capital and life cycle costs of the three alternatives. The most efficient alternative involved limited capital improvements of an additional primary clarifier and additional chemical treatment similar to those used in drinking water plants. Phase 1 was anticipated to commence construction in four years pending regulatory reviews.

Consideration of Award of Contract for North Cammann Street and Sewer Repair

City Engineer Jennifer Wirsing stated a citizen contacted staff regarding the poor road condition of North Cammann near Harris Avenue. Staff investigated and agreed the road condition was hazardous and discovered the sanitary sewer line along North Cammann, installed in 1956, needed replaced. The Dyer Partnership prepared the construction plans with the engineer's estimate at \$135,000 to \$180,000. The City received four bids on June 26, 2018 with the apparent low bidder being Knife River for \$149,486.

Councilor Kilmer moved to award the North Cammann Street sewer repair contract to Knife River for \$171,910, which included a 15% contingency and approve the road closure of North Cammann Street between Harris and Grand Avenue during normal work hours for the duration of the project. Councilor Marler seconded the motion which carried. Ayes: Benetti, DiNovo, Farmer, Groth, Kilmer, Marler. Absent: Kramer.

Approval of Contract for Final Design Services for the Pump Station 8 Upgrade Project

City Engineer Jennifer Wirsing stated the City contracted with RH2 to prepare a predesign report to upgrade Pump Station 8, located along the north side of Newmark Avenue at LaClair Street. RH2 completed the work and the Oregon Department of Environmental Quality reviewed the design. To move forward and bid the project early next year, staff recommended a contract for final design be awarded to RH2 in the amount of \$97,088.

Councilor Farmer moved to award the contract to RH2 for final design services in the amount of \$97,088. Councilor Kilmer seconded the motion which carried. Ayes: Benetti, DiNovo, Farmer, Groth, Kilmer, Marler. Absent: Kramer.

Consideration of Award of 2018 Timber Sale

City Engineer Jennifer Wirsing stated the City budget included a 41.7 acre timber sale located on city property in the Pony Creek Watershed. The timber volume was determined by a timber cruise performed by Stuntzner Engineering and Forestry with an estimated 1,183 million board feet (MBF) available for harvest. The sale was advertised on June 4, 2018 with two bids received and the highest bid received from Scott Timber Company for \$589,980.59. The final amount received would differ based on the actual board feet harvested. Additional timber sale costs beyond Stuntzner Engineering and Forestry would be the replanting of seedlings and reimbursement of the Coos Bay North Bend Water Board for the road construction and maintenance in the watershed which total approximately \$36,800.

Councilor Groth moved to award the 2018 timber sale to Scott Timber Company for \$589,980.59 and approve the additional costs (repayment of loop road construction, annual

loop road maintenance, and reforestation/planting) to complete the 2018 Timber Sale for an amount not to exceed \$36,800. Councilor Marler seconded the motion which carried. Ayes: Benetti, DiNovo, Farmer, Groth, Kilmer, Marler. Absent: Kramer.

Consideration of Approval to Purchase a New Fire Engine

Fire Chief Mark Anderson stated the Coos Bay Fire Department functioned with three fire engines and a reserve pumper. One engine was assigned to the Empire Station No. 2 and two were assigned to downtown Station No. 1 with one for the majority of responses and the other for volunteer response. The reserve engine was housed at Eastside Station No. 3 and was available in the event of the Isthmus Slough bridge failure or closure. The engines were manufactured in 2006, 2009, and two in 1994 and equipped to National Fire Protection Agency (NFPA) 1901 standards.

Both of the 1994 engines have become difficult to maintain due to their age, call volume, street conditions, and normal use. One of the 1994 engines had over 80,000 miles and 7,500 hours on the engine with increased repairs (broken suspension and braking components, electrical system failure, coolant and oil leakage, rear end rebuilds, difficulty passing annual pump testing standards, body corrosion, and a diesel engine has been rebuilt twice). The 1996 ladder truck was beginning to experience age related issues which would necessitate a future rebuild to extend its useful life. The replacement cost for the ladder truck was approximately \$1.2 million.

Fire Department staff have applied three times (unsuccessfully) for FEMA Assistance to replace one of the engines. Staff requested the Council consider approval of the purchase of a new fire engine this fiscal year and to decommission the reserve 1994 fire engine for parts.

The Fire Department formed a specification committee comprised of management, line staff, and the city mechanic to consider design elements, quality of construction, and the location of a service center. Additional consideration was given to discussions held with the manufacturer and other fire departments which narrowed the selection to three companies. The fire engine built by Pierce Inc. and serviced through Hughes Fire Equipment in Springfield was selected. The purchase of a demo model was considered but found to be more expensive due to the included options. The existing fire equipment would be repurposed onto the new pumper.

The purchase of the new Pierce "Enforcer" fire engine would be through the NPPGov group purchasing agent. NPPGov was a cooperative purchasing program that allowed government agencies to piggyback on contract pricing through the RFP process. The City Attorney verified this process would meet the City's purchasing rules.

The process to purchase a new fire engine required ten to twelve months of lead time for the manufacturer from the time of order to delivery. The Fire/Rescue GPO pricing for the Pierce "Enforcer" fire engine would be \$523,703 if ordered prior to August 1, 2018 after which, due to an increase in steel import costs, the cost would be an additional \$11,000. With the long order time, the manufacturer offered additional discounts.

1. If the City were to pay \$268,060 for the chassis three months prior to completion (roughly

March of 2019) there would be a \$8,042 discount.

2. If the City were to pay in full at the time of completion, approximately July of 2019, there would be a \$4,571 discount.

3. If the City were to pay in full at the time of order there would be a \$11,097 discount. If this was selected the cumulative discounts would total \$23,710.

With the pre-pay discounts, the cost of the fire engine could be \$499,993, which included a \$5,000 contingency for engineering modifications and \$1,410 performance bond. The additional expense to mount the fire equipment would be absorbed through the Fire Department's budget. Funds for the purchase of the new engine were the balance from the fire station bond of approximately \$222,000, fire service contract funds \$38,812, and the balance of approximately \$240,000 from the 2018 timber sale.

Based on the consensus from the July 10, 2018 Council work session, staff would work with the manufacturer to pay an amount sufficient to secure the order before August 1, 2018 and not enter into a loan at this time. The balance of funds would be determined once the timber sale was awarded and a time frame established on when revenue would be received. If timber sale receipts were not available when final payment was due, staff would bring to the Council options to fund the balance. Discussion included the interest to gain versus the discounts.

Councilor DiNovo moved to approve staff to work with the manufacturer to pay an amount sufficient to secure the order before August 1, 2018. Councilor Kilmer seconded the motion which carried. Ayes: Benetti, DiNovo, Farmer, Groth, Kilmer, Marler. Absent: Kramer.

Approval of Purchase of eForce Computer Aided Dispatch and Record Management Software System

Police Chief Gary McCullough stated since 2005, all of the Coos County law enforcement agencies had utilized and shared the same Computer Aided Dispatch and Records Management System (CAD/RMS) through Custom Micro Inc. (CMI). All of the agencies had experienced connectivity and stabilization issues with the shared system and though efforts have been made to resolve the issues, there had been little to no resolution. As a result, the program no longer met the needs of the agencies.

In October of 2017, the CMI Advisory Board was notified that iForce, a software company located in Astoria, Oregon purchased CMI, and they would make changes. Through discussions on the multiple issues, iForce stated they would build a new software platform with implementation in one to four years with a substantial fee increase in the interim.

The impacted Coos County law enforcement agencies met, and they evaluated software programs that met current requirements. The software program chosen by the interagency group was eForce CAD/RMS software which allowed the agencies to continue to share data and remain efficient. The decision was based on evaluation of all research information and feedback from multiple agency users that addressed all questions, concerns, and requirements. eForce contained all of the necessary modules, the software would improve functionality, increased productivity, and continued county-wide multi-jurisdictional

collaboration.

The purchase of the system as a group also provided discounts in the software due to a scaled purchase rather than each agency purchasing a stand-alone system. After the group discount, the City's purchase would be \$128,590.07 over a three year period with the first year installment of \$75,000. The Police Department would purchase only one police car this fiscal year instead of two and pay year two and three installments (\$26,795.33 each) from the Police Department material and services budget.

Councilor Groth moved to award the CAD purchase to eForce for \$128,590.07 over a three year period. Councilor Marler seconded the motion which carried. Ayes: Benetti, DiNovo, Farmer, Groth, Kilmer, Marler. Absent: Kramer.

Approval of Amending the Council Rules

City Manager Rodger Craddock stated among the 2017-2019 Council Priorities was the update of the City Charter. In May of this year, the voters approved a number of proposed amendments to the City Charter of which one allowed the Council to cancel meetings. A proposed change to the Council Rules was necessary to codify when and how a meeting may be canceled. An additional amendment to the Council Rules was proposed to codify the process of how the Council approached requests for non-city agenda items. To place a non-city agenda item on the agenda would require a majority of the Council to agree.

Councilor Groth moved to amend the Council Rules as proposed on criteria on when a Council meeting may be canceled and the process on how the Council would approach requests for non-city agenda items. Councilor Marler seconded the motion which carried. Ayes: Benetti, DiNovo, Farmer, Groth, Kilmer, Marler. Absent: Kramer.

Approval of the Proposed Amendment to the Coos Bay-North Bend Visitors Convention Bureau Intergovernmental Agreement

City Manager Rodger Craddock stated among the Council's 2017-2019 Council's Priorities was the desire to stabilize the Coos Bay-North Bend Visitors Convention Bureau (VCB) through an updated agreement and to consider an increase in the transient lodging tax (TLT) to provide additional funds to the VCB. Council did consider an increase of the TLT; however, the decision was made to wait and for the City to fund the VCB up to 50% of the TLT for tourism promotion and for the VCB to operate the Coos Bay Visitor's Center. The proposed Intergovernmental Agreement (IGA) amendment provided stability of the organization by amending the partner withdrawal notice requirement and incorporated language to allow the VCB to continue if one of the three current partners withdrew. The proposed IGA also included amended language for the VCB to contract with one or all of the partners to provide tourism fulfillment services such as operation of a visitor information center. City Manager Rodger Craddock advised the next step would be to craft a new agreement with the VCB with the proposed changes with an effective date for the Visitor Information Center operations to transfer to the VCB in November of 2018, after the Bay Area Chamber of Commerce contract expired.

Councilor DiNovo moved to approve the amendment to the VCB IGA to direct up to 50% of the TLT for tourism promotion, the VCB to operate the Coos Bay Visitor's Center, amend the partner withdrawal notice requirement, and allow the VCB to contract with one or all of the

partners to provide tourism fulfillment services. Councilor Marler seconded the motion which carried. Ayes: Benetti, DiNovo, Farmer, Groth, Kilmer, Marler. Absent: Kramer.

City Manager's Report

City Manager Rodger Craddock stated the first phase of the downtown sidewalk redevelopment was complete and there would be three more phases. A land use consultant had been contracted to review the conditional use permit process and land use training scheduled in October of 2018. A new police officer, Brent Snyder, was sworn in on July 17, 2018 and was the son of a former Coos Bay Police Officer. The City had two additional positions to hire for the Police Department. The public meeting to amend the Empire Urban Renewal Plan would be July 31, 2018, with the location yet to be determined. Finance Director Susanne Baker would be retiring on August 3, 2018 after 31 years of service and thanked her for her service and commitment.

Council Comments

Councilor Marler announced the Coos Bay School Bond Oversight Committee planned to request assistance from the City for an Oregon Department of Transportation grant to improve school routes. Councilor Kilmer announced the Farmer's Market had increased vendors; Blackberry Arts Festival was taking applications for vendors; Music on the Corner was through August 31, 2018; and noted the Tall Ships were still in town. Councilor Groth stated Coos Bay Public Library had a "Library of Things" with a promotion on July 24, 2018; and asked who was attending the National Night Out activities. Councilor Farmer asked if the building codes inspection times had lessened with the addition of personnel wherein Public Works and Community Development Director Jim Hossley stated inspection times were always almost immediate. Plan review time remained between one and two weeks, which with the increase in building activity evidenced the hiring of additional personnel was correct. Mayor Benetti affirmed without the addition of building codes personnel, with the increase in building activity, the one to two week plan review process would have increased. Thanked the Library staff for help, appreciated the Farmer's Market, attended Officer Snyder's swearing in, and thanked Finance Director Susanne Baker for her service to the City of Coos Bay upon her retirement in August.

Executive Session

Finance Director Susanne Baker read the executive session meeting disclosure statement. An executive session was held pursuant to Oregon Revised Statute (ORS) 192.660 (2) (e) for the purpose of discussing real property negotiations. No decisions were made.

Adjourn

There being no further business to come before the Council, Mayor Benetti adjourned the meeting. The next Council meeting was scheduled for August 3, 2018 in the Council Chambers at City Hall.



Joe Benetti, Mayor



Attest:

Amy Kinnaman, Acting City Recorder