

## **MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL**

**March 23, 2021**

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 5:46 pm in the City Hall Council Chambers, 500 Central Avenue, Coos Bay, Oregon.

### **Those Attending**

Those present were Mayor Joe Benetti and Councilors Drew Farmer, Stephanie Kilmer, Phil Marler, and Carmen Matthews. Councilor Lucinda DiNovo attended remotely by teleconference. Councilor Rob Miles was absent. City staff present were City Manager Rodger Craddock, Finance Director Nichole Rutherford, Deputy Finance Director Melissa Olson, Public Works and Community Development Director Jim Hossley, City Engineer Jennifer Wirsing, and Deputy Police Chief Chris Chapanar. City staff attending remotely by teleconference was Library Director Sami Pierson.

### **Public Comments**

No public comments were made.

### **Public Comment Form**

No public comment forms were received.

### **Review of the Upcoming Council/URA Agenda Items for April 6, 2021 Meetings**

#### **Wastewater Operations and Maintenance Transition Status**

Public Works and Community Development Director Jim Hossley stated Council made the decision to terminate the contract with Jacobs who had provided operations and maintenance (O&M) services for the City's wastewater asset for the last twenty-six years. The City would take over the O&M responsibility in-house on July 6, 2021 at 8:00 a.m. To help city staff prepare for this transition and create a wastewater division, the city hired Waterdude Solutions, Mark Walter, who created a transition plan defining roles and responsibilities, transition schedule and milestones, staffing, recruitment process, plan development, and transition support. Mr. Walter provided an update of the transition thus far and activity timeframes: recruitment March through May, software system implementation March through June, facility and business plans March through June, on-boarding April through July, and transfers June through July.

#### **Proposed Façade Improvement Grant for 385 & 399 South Broadway**

Public Works and Community Development Director Jim Hossley stated the owners of Tower Motor Company requested an Urban Renewal Improvement Grant for their collision center / body shop building located at 385 and 399 South Broadway. They proposed to replace the existing cedar siding with metal siding / trim. The Design Assistance Team (DAT) reviewed the project in February 2021 and recommended approval of the grant as submitted.

The Façade Improvement Program currently provides a 50/50 grant based on the lowest bid. While the program indicates a maximum grant award of \$25,000 per fiscal year, the Urban

Renewal Agency has the final authorization. The applicant would be utilizing the same contractor that performed similar work on their buildings at 505 and 549 South Broadway. The applicant provided one written bid of \$193,909.25 which included both improvement projects. 385 South Broadway would be \$47,551.62 (50% of eligible expenses) based on the submitted bid of \$95,103.25, subject to authorization of required building permits. 399 South Broadway would be \$49,403.12 (50% of eligible expenses) based on the submitted bid of \$98,806.25 for the proposed project, subject to authorization of required building permits.

Tower Motor Company representative, Amy Larson, thanked the council for their consideration and stated the previous project went slower than anticipated which was why this project was delayed.

Funding for the Urban Renewal Agency Downtown Improvement Program #57-940-520-2415 for fiscal year 2020-2021 was \$750,000.00. Ten previously approved projects have not been completed totaling \$462,766.30, leaving \$31,624.46 unencumbered. Approval of grant funds above \$31,624.46 would require approval of a supplemental budget.

### **Discussion Regarding Coos History Museum Plaza Project**

Public Works and Community Development Director Jim Hossley stated late 2020 the Agency, together with Coos History Museum, advertised a Request for Qualifications (RFQ) for a consultant to develop a plan, design, and provide construction management services for the Coos History Museum waterfront improvements. This project consisted of three components / areas. Area 1 was a plaza, which would be an inviting outdoor special event and community gathering space. Area 2, was a proposed boardwalk to provide pedestrian access connection from Front Street, through the plaza, and to the new commercial development to the north. Area 3, would be a non-motorized watercraft launch at the south end of the Museum property. Staff provided the Agency Board with the status of scope of work and contract negotiations with the selected consultant. The selected consultant was Cameron McCarthy Landscape Architecture & Planning from Eugene. The "cadillac" project version was estimated at \$6,000,000 to \$7,000,000, staff asked for a pared down simplified design, and the consultant would be coming back with an updated scope of work. Council discussed the city was funding the design, was not obligated to fund the project, and the completed plans would provide the Coos History Museum the ability to apply for grant funding.

### **Discussion of Funding Priority and Planning for Koosbay Blvd Project**

Public Works and Community Development Director Jim Hossley stated city staff was seeking Council direction on a couple of street maintenance / repair items and the use of the 2% franchise fee funds. First, due to COVID, gasoline tax revenues may fall short of budget projections for this fiscal year. Staff has instituted a Gas Tax Fund spending freeze on the purchase of materials for the rest of the fiscal year. This freeze included the purchase of new gravel and cold patch material, thus once the existing stock was exhausted staff would not be able to respond to emergency pothole repairs. However, we could transfer as needed, some of the revenue from the 2% franchise fee to supplement the Gas Tax Fund. If the recently passed federal COVID stimulus resulted in funds for the city, those funds could then reimburse the 2% franchise fees.

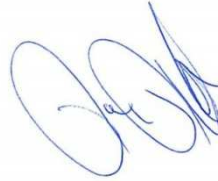
Second, was a needed stabilization project for Koosbay Boulevard. The slope supporting Koosbay Blvd (between Nutwood and Pine Avenues) has been slowly failing over the last decade or more. While staff did not believe catastrophic failure was imminent, the time to stabilize the slope was upon us. The cost to stabilize was estimated to be approximately \$800,000, not

including the cost to reconstruct the road surface and install storm drains or replace sewer lines. Staff did not have a cost estimate for the road and infrastructure reconstruction. There was a possibility of some Oregon Department of Transportation (ODOT) funding to do the reconstruction. Staff was seeking Council's thoughts on the concept of the City taking out a loan for the cost of stabilization and, if needed, the road reconstruction cost using the 2% franchise fee to make the debt service payment. The annual revenue from the 2% franchise fee was over \$300,000. Potential impact to 2% franchise fee would be as much as \$50,000 to supplement the Gas Tax Fund. The impact to the 2% franchise fee for the stabilization would be at least \$800,000 plus interest. The impact would be spread over an estimate of five years.

Council discussed and consensus to research loan options to bring back for council consideration.

### **Adjourn**

There being no further business to come before the council, Mayor Benetti adjourned the meeting. The next regular council meeting was scheduled for April 6, 2021 in the council chambers at city hall. These minutes were approved as presented by City Council on April 6, 2021.



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Joe Benetti, Mayor



Attest: \_\_\_\_\_  
Nichole Rutherford, City Recorder