

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL

April 23, 2019

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, Phil Marler, Carmen Matthews, and Rob Miles. City staff present were City Manager Rodger Craddock, City Attorney Nate McClintock, Finance Director Nichole Rutherford, Deputy Finance Director Melissa Olson, Public Works and Community Development Director Jim Hossley, Fire Chief Mark Anderson, Fire Battalion Chief Jeffery Adkins, and Police Captain Cal Mitts.

Review of the Following Council/URA Agenda for May 7, 2019

Approval of an Emergency Medical Services (EMS) Proclamation

Fire Chief Mark Anderson stated the Emergency Medical Services week would be May 19, 2019 through May 25, 2019. The proclamation identified the City of Coos Bay as a community that recognized the important contribution Emergency Medical Services (EMS) provided to our citizens. The emergency medical services system consists of emergency physicians, emergency nurses, emergency medical technicians, paramedics, firefighters, educators, administrators, and others. The members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills.

Consideration of Approval to Amend the Name and Purpose of the Fire Station Reserve Fund – Approval Would Require Adoption of Resolution 19-06

Finance Director Nichole Rutherford stated the City of Coos Bay established the Fire Station Reserve Fund in early 2009 for receipt of the voter approved General Obligation bond proceeds for the construction of a new fire station located at 450 Elrod Avenue with construction completed in 2010. Additionally, the Fire Department provides contracted fire services for three small rural fire districts: Bunker Hill Rural Fire, Libby Rural Fire, and Timber Park Rural Fire of which the revenues are receipted into the General Fund. During the 2016-2017 fiscal year, the contract fire service rate increased to include an amount equal to ten percent (10%) of the total to be reserved for equipment purchases.

The Council approved the purchase of a new fire engine at the July 17, 2018 Council meeting, and the remaining bond proceeds and accumulated reserved contracted fire service fees were used towards the down payment on this new engine which left a small balance of earned but unaccrued interest in Fire Station Reserve Fund. It is the desire of the Fire Chief and Finance Department to transfer the contracted fire service ten percent (10%) reserved fees from the General Fund into this fund for greater transparency and accountability. This fund rename/re-purpose was discussed with and approved by the Budget

Committee during the 2019-2020 budget meeting held on April 11, 2019.

Consideration of Approval to Adjust Sewer User Rates – Approval Would Require Adoption of Resolution 19-07

Public Works and Community Development Director Jim Hossley stated the City of Coos Bay Budget Committee concluded the FY 2019-2020 budget meeting on April 11, 2019 with approval of the proposed budget which included a six and one-half percent (6.5%) increase in sewer user rates; estimated additional \$398,500 in sewer fee revenue next fiscal year. In order to implement the sewer user rate adjustment commencing with the June 2019 billing cycle, Resolution 19-07 would need to be approved. Council requested a presentation by Financial Rate Consultant Steve Donovan for the May 7, 2019, Council meeting if possible or reschedule this agenda item.

Acceptance of the Updated Internal Controls Policy

Finance Director Nichole Rutherford stated the City of Coos Bay was required to have current documentation, as required by Committee of Sponsoring Organizations of the Treadway Commission (COSO) and Statements of Auditing Standards (SAS), on the financial internal controls. The COSO/SAS financial internal controls set a reasonable basis to measure how the city is meeting operational effectiveness, efficiency, safeguarding of assets, reporting, and compliance objectives to meet governmental accounting best practices and auditing standards. The financial internal controls are continually monitored and updated to meet changing requirements and improved efficiencies.

Staff updated the City's Internal Control document to address the following changes:

1. RV dump - now transmitted via cellular technology, staff no longer collects the sales data on a weekly basis.
2. City dock payment box - the collection box was removed due to minimal use, staff no longer checks the box on a monthly basis.
3. Bank change - in early fall the City selected a bank from the proposal process and full transition from Umpqua Bank to U.S. Bank finalized in January 2019.
4. Staff position changes - as part of the transition process from recent retirements and resignations, staff positions were changed which allowed for a better allocation of workload to increase efficiencies.

Approval of an Intergovernmental Agreement for Management, Cleanup, and Disposition of Englewood School Site

City Manager Rodger Craddock stated on December 30, 2014, the Coos Bay Fire Department responded to the report of a structure fire at 1400 Pennsylvania Avenue which is located in the Englewood area of Coos Bay. The entire structure suffered heavy fire, smoke, water, and heat damage. Based on the post fire conditions, the property was posted as "Dangerous" and "Unsafe to Occupy". The owner was ordered to abate the dangerous and nuisance conditions on the property, but he failed to comply. In 2018, the county foreclosed on the property for unpaid taxes. Both the city and the county have a shared desire to abate

the dangerous and nuisance conditions by cleaning up the site. The city has secured permission to use some of our water quality non-point source funds to clean up the property. Staff worked with the county and Oregon Coast Community Action (ORCCA) on an agreement wherein the city would undertake the necessary clean-up activities at the site; and in return, the county would provide the property to ORCCA to be used for a development of a needed supportive housing development within five (5) years or be turned back to the city. The city would need written approval from Department of Environmental Quality (DEQ) to start the clean-up and estimated it to cost \$700,000. Councilor Kilmer requested a press release if the agreement was approved.

Council Comments

Mayor Benetti requested an update on the parking lot property on Front Street. Public Works and Community Development Director Jim Hossley stated there was some drilling samples taken the previous week, should have results back from the lab at the end of April 2019, and then back to negotiations with DEQ. Councilor Matthews requested an updated on the Lockhart parking lot site timeline. City Manager Rodger Craddock stated staff wanted engineering completed to work on that project at the same time as the 4th Street project to save on mobilization costs and staff would be meeting to coordinate several large projects this week. Councilor DiNovo asked how many potholes had already been filled. Mr. Craddock stated many of the potholes filled were temporary fills and Mayor Benetti received a suggestion to do an interfund loan to start pothole filling and undertake major projects at the beginning of the summer season prior to the Transportation Utility Fee (TUF) revenue and pay the debt back to the City with interest.

City Manager Rodger Craddock stated the county would be foreclosing on another contaminated property in September 2019, would assist in cleaning up the property, estimated clean-up would cost \$12,000, and be donated to Habitat for Humanity for housing development.

On Saturday, April 27, 2019, City Clean-Up Day will be held from 10 a.m. to 3:00 p.m. with four locations to drop off; Bay Area Brigade Hwy 101 Clean Up at 8:30 a.m. to 12:00 p.m.; and Family Fun Day at John Topics Park 10 a.m. to 2:00 p.m.

Adjourn

There being no further items for discussion, Mayor Benetti adjourned the work session. The next regular Council meeting was scheduled for May 7, 2019 in the Council Chambers at City Hall.



Joe Benetti, Mayor

Attest: Nichole Rutherford
Nichole Rutherford, City Recorder