

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

**December 2, 2008**

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 Jeff McKeown and Councilors Joanie Johnson, Mark Daily, Jon Eck, Stephanie Kramer, Gene Melton, and John Pundt. City staff present were City Manager Chuck Freeman, City Attorney Nate McClintock, Deputy Finance Director Susanne Baker, Economic and Community Development Manager Joyce Jansen, Public Works and Development Director Jim Hossley, City Engineer Carl Nolte, Finance Director Rae Lea Cousens, Fire Chief Stan Gibson, Library Director Carol Ventgen, and Police Chief Rodger Craddock.

### **Flag Salute**

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

### **Consent Calendar**

Mayor McKeown reviewed the consent calendar which consisted of approval of the minutes of November 17, 2008; Council appointments to committees, boards, and commissions; and adoption of Resolution 08-31 accepting the voter canvass for the November 4, 2008 Council Election. Mayor McKeown asked to remove Item B from the consent calendar for discussion. Councilor Eck moved to approve the consent calendar as presented with the exception of Item B. Councilor Daily seconded the motion which carried with Mayor McKeown and Councilors Johnson, Daily, Eck, Kramer, Melton, and Pundt voting aye.

### **Appointments of Council Committees, Boards, and Commissions**

It was a consensus of the Council to change the following appointments to the list presented: Replace Councilor Daily with Councilor Johnson on the Concerned Citizens of Empire committee and replace Councilor Melton with Councilor Kramer on the Boys and Girls Club committee.

### **Introduction of New Employees**

Rae Lea Cousens, Finance Director, introduced the new staff in the Finance Department: Tanya Argyle, Accounting Technician 1; Julie Kremers, Finance Assistant; Amy Kinnaman, Accounting Technician 1; and Susanne Baker, Deputy Finance Director.

### **Presentation on the Roles and Responsibilities of Elected Officials by City Attorney Nate McClintock**

Nate McClintock, City Attorney, presented information concerning the roles and responsibilities of an elected official. Mr. McClintock read Council Rules 4.54.1 regarding ethics, the responsibility of a Councilor to refer items of concern directly to the City Manager

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for staff to research and prepare a recommendation, ex parte contact, definition of a public record, a quorum of four Councilors discussing city business constitutes a public meeting, executive sessions, Council rules, and public comments.

### **Presentation on the Risk Assessment Audit of the Police Department by Police Chief Rodger Craddock**

Rodger Craddock, Police Chief, stated law enforcement agencies have become the subject of intense scrutiny due to the litigious nature of police work and the direct contact that the police department has with citizens. This risk can be mitigated with early identification and evaluation. The City's insurance carrier, CIS, conducted a risk management audit in July 2008 which revealed that the Police Department is generally meeting or exceeding standards and doing most things very well. CIS provided fifteen recommendations to further reduce the liability. Chief Craddock presented a report that reflects the assigned staff responsible for implementing each of the recommendations, expected date of implementation, and the status of the implementation process. Mayor McKeown asked the status of pursuing accreditation. Police Chief Craddock stated that once the policies and procedures are completed and in place, accreditation will be pursued.

### **Public Comments**

Steve Pickering, 2170 N 28<sup>th</sup> Street: Encouraged the Council to fund a display of Coos Art Museum art in the regional airport in North Bend. Kathy Keebler, Habitat for Humanity: Stated there is a Habitat for Humanity owner that moves their unlicensed cars around town to elude the Parking Control Officer. Ms. Keebler asked if these two vehicles can be seized due to no license.

### **City Attorney's Report**

No report was given.

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

Mr. Freeman stated that the annual awards banquet will be December 5<sup>th</sup> at the Red Lion. The Council/Management retreat will be December 13<sup>th</sup> from 11:00-5:00 at the Oregon Marine Science Institute dining hall. John Morgan from the Luke Center will facilitate the retreat. Mr. Freeman will provide a status report on the budget for FY 08-09 for discussion at the retreat. Mr. Freeman asked the Council to let him know specific items they would like to discuss at the retreat. Department heads will be preparing their budgets conservatively based upon zero-based budgeting. Mr. Freeman stated that the timber market is down and he recommends delaying next year's harvest. This will affect purchasing capital items, specifically Police Department vehicles. Chief Craddock and his staff were congratulated on the AYA Judge Baron award for their work with at-risk teens in placing new siding on their school.

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### **Council Comments**

Councilor Daily was pleased with the Santa event on November 28<sup>th</sup>. Mr. Daily is looking forward to the retreat. Councilor Eck reminded everyone of the Bus Jam on Saturday, December 6<sup>th</sup> and to not drink and drive. Councilor Melton stated he attended the Public Safety Standing Committee; the next budget cycle includes new police vehicles which will be a challenge to fund; through November 24<sup>th</sup> the handicap parking volunteers have issued 829 warnings, 14 tickets, and volunteered 964 hours; and Chief Gibson is continuing with the purchase of the fire apparatus with a preconstruction meeting scheduled for December 10<sup>th</sup>.

Councilor Johnson stated the Santa event on November 28<sup>th</sup> was well attended. Councilor Pundt is looking forward to the retreat; and thanked staff and Mr. Freeman for the new Councilor information packets.

Mayor McKeown congratulated Chief Craddock and staff on the AYA Judge Baron award. Mr. McKeown thanked and complimented the Lab Band and Egyptian Theater for their participation in the Santa event on November 28<sup>th</sup>. Councilor Melton was thanked for his Public Safety Standing Committee meeting report. Each Councilor was encouraged to provide similar reports.

### **Executive Session**

An executive session was held pursuant to ORS 192.660 (2)(d) and (2)(h) for the purpose of discussing labor negotiations and for consultation with legal counsel concerning legal rights and duties regarding Current Litigation or Litigation Likely to be Filed. The Council reconvened into regular session.

### **Adjourn**

There being no further business to come before the Council, Mayor McKeown adjourned the meeting. The next regular Council meeting is scheduled for December 16, 2008 in the Council Chambers at City Hall.

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Jeff McKeown, Mayor

Attest:

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Rae Lea Cousens, City Recorder