

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL

December 6, 2011

The minutes of the proceedings of a regular meeting of the City Council of the City of Coos Bay, Coos County, Oregon, held immediately following the Urban Renewal Agency meeting held at 7 p.m. in the Library Meeting Room, 525 Anderson Avenue, Coos Bay, Oregon.

Those Attending

Those present were Mayor Crystal Shoji and Councilors Jennifer Groth, Joanie Johnson, Gene Melton, and Mike Vaughan. Councilors Stephanie Kramer and John Muenchrath were absent. City staff present were City Manager Rodger Craddock, Finance Director Susanne Baker, Intermediate Accountant Debbie Frankenberger, Public Works and Development Director Jim Hossley, Economic Revitalization Administrator Joyce Jansen, Fire Chief Stan Gibson, Acting Library Director Ellen Thompson, and Police Chief Gary McCullough.

Public Comments

Brian Bowers, Coos Bay: Thanked the Council for their support and efforts on behalf of the Coos Bay Downtown Association for the Main Street resolution.

Mayor Shoji requested item 4.1: Request to donate a 1999 Ford Taurus sedan be added to the agenda.

Consent Calendar

Mayor Shoji reviewed the consent calendar which consisted of 3a: approval of the minutes of November 15, 2011; and approval of an OLCC application for a limited on-premises sales license for the Hair Co. ETC Salon and Day Spa, LLC. Councilor Groth moved to approve the consent calendar approving the minutes of November 15, 2011, and approving an OLCC application for a limited on-premises sales license for the Hair Co. ETC Salon and Day Spa, LLC. Councilor Johnson seconded the motion which carried with Mayor Shoji and Councilors Groth, Johnson, Melton, and Vaughan voting aye. Councilors Kramer and Muenchrath were absent.

Presentation on the City Audit for the Fiscal Year Ending 2011 by Auditor Tara Kamp

Finance Director Susanne Baker stated Pauly, Rogers and Co. P.C. were retained to perform audit services for the City of Coos Bay. Tara Kamp of Pauly, Rogers and Co. P.C. stated the City of Coos Bay's audit for FYE11 was completed and the Council had the document before them. The first component of the audit was of the financial statements to verify compliance with generally accepted accounting principles and the second audit was to ensure compliance with Oregon Municipal Audit Law, compliance with Oregon Budget Law and testing of bids and quotes. A new component of the audit process for FYE11 was a review of Federal grant awards and expenditures with no exceptions noted. A single audit of the Coos Bay North Bend Water Board Clean Water construction project was also performed. Ms. Kamp noted the Statement of Auditing Standards 114 (SAS 114) required communication with management of the results of the audits which were excellent; resulted in an unqualified opinion or clean audit; and "no management comments". Ms. Kamp stated based upon the audit and testing, financial statements are fairly presented, there were no difficulties in performing the audit, no

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disagreements with management or the accounting, and adjusting entries were completed together with staff. Ms. Kamp thanked Finance Director Susanne Baker and commended her department for the excellent job of preparing for the audit. Ms. Kamp also noted the early December presentation of the audit; the audit has been presented in January in prior years. Councilor Groth had a question regarding the City's bond rating and Finance Director Susanne Baker explained the rating on page 10 of the audit referred to the insurance agency rating which was downgraded last year and was an economic reflection of the industry as a whole. Councilor Melton moved to accept the FYE11 City audit report in compliance with SAS 114. Councilor Groth seconded the motion which carried with Mayor Shoji and Councilors Groth, Johnson, Melton, and Vaughan voting aye. Councilors Kramer and Muenchrath were absent.

Request to Donate a 1999 Ford Taurus Sedan

City Manager Rodger Craddock stated part of the Police Department's vehicle replacement process was to identify older department vehicles that have surpassed their usability and value. This year's process identified vehicle #504 which is a 1999 Ford Taurus Sedan. In its current condition, this vehicle is valued at under \$1,500.00 and it is scheduled for surplus. Mr. Craddock suggested the vehicle be donated to School District 13's Special Education Program as there is no need for the vehicle in any other city department at this time.

The donated surplus vehicle is needed by the Special Education Program to transport one Coos Bay student and one North Bend student who attend the Oregon School of the Deaf in Salem. The students are transported to Salem on Mondays and return home on Fridays. Councilor Melton moved to approve the donation of the 1999 Ford Taurus Sedan to School District #13. Councilor Johnson seconded the motion which carried with Mayor Shoji and Councilors Groth, Johnson, Melton, and Vaughan voting aye. Councilors Kramer and Muenchrath were absent.

Approval on Setting a Public Hearing Date Before the Planning Commission to Consider a Proposed Street Vacation on the North 15 Feet of Division Street

Public Works and Development Director Jim Hossley stated the Public Works Department received a request from Donald B. Ivy of 756 Sanford Street to vacate the north 15 feet of Division Avenue, between Fenwick Street and Crocker Street, butting the south property line of Lot 9, Plat of Colton Estates. The Division Avenue right-of-way was platted 30-feet in width with John Topits Park abutting the south side of Division Avenue. Mr. Hossley advised in order to proceed with the request, the City Council must set a date for the Planning Commission to hold a public hearing. Councilor Groth moved to set a public hearing date for the proposed vacation before the Planning Commission during their regular meeting on January 10, 2012. Councilor Melton seconded the motion which carried with Mayor Shoji and Councilors Groth, Johnson, Melton, and Vaughan voting aye. Councilors Kramer and Muenchrath were absent.

Consideration of Approval to Award the Request for Qualifications (RFQ) for Miscellaneous Engineering Services

Public Works and Development Director Jim Hossley stated the City's three year Engineer of Record (EOR) contract with Civil West Engineering Services, Inc. expired in October 2011. In preparation for a new contract, staff re-evaluated their needs and prepared an RFQ to obtain the services of two or more qualified engineering firms to provide engineering design and

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support on wastewater, storm water, traffic, and street projects on an as needed basis for a period of two years. It would further provide City staff with a pre-approved list for engineering support for projects less than \$50,000; on projects greater than \$50,000 an RFQ approach would be utilized. Ten firms submitted an RFQ and the RFQs were graded by staff. In staff's opinion, the RFQs submitted by SHN Consulting Engineers, The Dyer Partnership, and CH2M Hill firms scored highest. Councilor Groth moved to approve the award of contracts for Miscellaneous Engineering Services to SHN Consulting Engineers, The Dyer Partnership, and CH2M Hill. Councilor Johnson seconded the motion which carried with Mayor Shoji and Councilors Groth, Johnson, Melton, and Vaughan voting aye. Councilors Kramer and Muenchrath were absent.

City Attorney's Report

No report was given.

City Manager's Report

City Manager Rodger Craddock stated there are openings on the following committees: Parks Commission – two openings, Budget Committee – two openings, and Planning Commission – three openings. The deadline for submitting applications was December 8, 2011.

Council Comments

Councilor Groth gave an update on the Coos Historical and Maritime Museum. The Murdock Foundation awarded the museum a \$250,000 challenge grant. At the board meeting the second week in January, a decision will be made if construction will proceed based on available cash. Construction bidding will be restricted to western Oregon. Councilor Johnson reminded everyone to shop local. Councilor Melton stated there is a farewell reception at the library on December 7, from 2:00 to 4:00 pm, for retired Library Director, Carol Ventgen and the Library Foundation is hosting a silent auction of art items December 3 through 16. Councilor Vaughan stated Councilor Muenchrath is out of town and called to express his approval of the 2nd Street location for the bus transfer station; and noted Mayor Shoji was a match for Ed Forman, the host of "Ed Meets the Mayor Tour", on Saturday, December 3 at the Broadway Theatre. Mayor Shoji commented Ed Forman thought Coos Bay was "delicious" and wants to return to Coos Bay.

Adjourn

There being no further business to come before the Council, Mayor Shoji adjourned the meeting. The next regular Council meeting was scheduled for December 20, 2011 in the Meeting Room at the Coos Bay Public Library.

Attest:



Susanne Baker, City Recorder



Crystal Shoji, Mayor