

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL

August 16, 2011

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 Crystal Shoji and Councilors Joanie Johnson, Stephanie Kramer, Gene Melton, John Muenchrath, and Mike Vaughan. Councilor Jennifer Groth was absent. City staff present were City Manager Rodger Craddock, City Attorney Nate McClintock, Acting Finance Director Susanne Baker, Acting Deputy Finance Director Amy Kinnaman, Public Works and Development Director Jim Hossley, Economic Revitalization Administrator Joyce Jansen Library Director Carol Ventgen, Fire Chief Stan Gibson, and Police Chief Gary McCullough.

Flag Salute

Mayor Crystal Shoji opened the meeting and asked Gina Young to lead the Council and assembly in the salute to the flag.

Public Comments

Steven Schneiderman, Coos Bay: Expressed concern relating to the new traffic revisions on Central Avenue and Ocean Boulevard noting an inconsistency with the new center turn lane. Arthur Poole, Coos Bay: Stated he lived in the Westgate subdivision located off of Ocean Boulevard and expressed concern about the new traffic revisions specifically in the area of 19th Street and Ocean Boulevard. Councilor Vaughan suggested the traffic light at Butler Road might be obsolete. Nancy Layne, Coos Bay: Inquired as to who owned the construction or fill located where the new Coos Historical and Maritime Museum was being built and suggested the Coos History Museum was being given preferential treatment. City Attorney Nate McClintock advised the Coos Historical and Maritime Museum owned the site in question.

Consent Calendar

Mayor Shoji reviewed the consent calendar which consisted of 3a: approval of the minutes of August 2, 2011; 3b: acceptance of the July 2011 accounts payable and payroll check registers; and 3c: acceptance of the July 2011 combined cash report. Mayor Shoji requested item 3a approval of the minutes of August 2, 2011 be moved down to the agenda as 4a for further discussion. Councilor Kramer moved to approve the consent calendar as amended accepting the July 2011 accounts payable and payroll check registers and accepting the July 2011 combined cash report. Councilor Muenchrath seconded the motion which carried with Mayor Shoji and Councilors Johnson, Kramer, Melton, Muenchrath, and Vaughan voting aye. Councilor Groth was absent.

Presentation on the Look Me in the Eye Proclamation by Pam de Jong

Pam de Jong presented on behalf of the Star of Hope and stated the Look Me in the Eye campaign was an effort to provide people with a better understanding of developmental disabilities and to help break down barriers between people. Ms. de Jong read the proclamation

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and requested Mayor Shoji to declare September 2011 as Look Me in the Eye month. Councilor Melton moved to approve the proclamation. Councilor Johnson seconded the motion which carried with Mayor Shoji and Councilors Johnson, Kramer, Melton, Muenchrath, and Vaughan voting aye. Councilor Groth was absent.

Approval of the Minutes of August 2, 2011

Mayor Shoji requested the minutes of Augusts 2, 2011 be amended to clarify her comments under the Council Comments section; requesting a future agenda item listing the roles of economic development and tourism related community partners which received City funds. Councilor Muenchrath moved to approve the revised minutes of August 2, 2011. Councilor Johnson seconded the motion which carried with Mayor Shoji and Councilors Johnson, Kramer, Melton, Muenchrath, and Vaughan voting aye. Councilor Groth was absent.

Approval of an Appointment to the Design Review Committee

Public Works and Development Director Jim Hossley stated on August 12, 2011 the Planning Commission unanimously recommended Ariann Lyons to the Design Review Committee. Mr. Hossley provided a brief overview of Ms. Lyons personal experience and design history. Councilor Kramer moved to appoint Ms. Ariann Lyons to the Design Review Committee. Councilor Johnson seconded the motion which carried with Mayor Shoji and Councilors Johnson, Kramer, Melton, Muenchrath, and Vaughan voting aye. Councilor Groth was absent.

Public Hearing to Consider an Alternative Delivery Method for Contracting Construction Projects – Approval Would Require Adoption of Resolution 11-23

Public Works and Development Director Jim Hossley stated at the July 19, 2011 Council meeting staff presented the concept of an alternative delivery method for contracting construction projects, Construction Manager/General Contractor (CM/GC) project delivery. Council members expressed interest in trying the alternative method because of the complexity, limited funds, public impact, and a strict timeline to complete the City Hall Seismic project. Subsequently, the consensus of the Council was to hold a public hearing, develop findings, and move forward with the process. Mr. Hossley reported prior to making the findings supporting the exemption of a particular public contract or class of contracts, the Council acting as the Contracting Board, was required to hold a public hearing, where interested parties would be afforded an opportunity to appear and present testimony. Notice of the public hearing was advertised in The World Newspaper and the Daily Journal of Commerce on August 1, 2011. Mayor Shoji inquired if any local contractors had the experience necessary to compete and be awarded a CM/GC contract. Mr. Hossley stated he was uncertain of the experience level of local contractors. Mayor Shoji opened the public hearing. Tom Harmon, Harmon Construction: Expressed concern that one of the prerequisites of the CM/GC method required contractors to have prior CM/GC experience and suggested many local contractors did not have CM/GC experience; and recommended the Council consider taking into account in kind experience in lieu of the required CM/GC experience. No further public comments were given and the hearing was closed. Councilor Kramer inquired if in kind experience could be taken into consideration. Mr. Hossley stated it was staff's recommendation to seek out contractors with some CM/GC experience. The current proposal would require eligible contractors to have managed at least two CM/CG projects within the past five years. Mayor Shoji requested additional information on

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the in kind experience. City Manager Rodger Craddock clarified that change orders could still occur with the CM/GC process. Councilor Kramer moved to adopt Resolution 11-23. Councilor Johnson seconded the motion which carried with Mayor Shoji and Councilors Johnson, Kramer, Melton, Muenchrath, and Vaughan voting aye. Councilor Groth was absent.

Approval of an Update of the Statement of Auditing Standards 112

Acting Finance Director Susanne Baker stated at the February 5, 2008 Council meeting a representative from the City's auditing firm, Pauly Rogers and Company provided information on new Generally Accepted Accounting Principles (GAAP) which required the Statement of Auditing Standards No. 112 (SAS 112) be implemented by June 30, 2008. The document outlined the necessity of internal controls to protect assets, ensure accurate financial reporting, and safeguard against fraud. Ms. Baker reported on August 5, 2008 the SAS 112 document was completed and presented to the Council. Ms. Baker provided a brief overview of updates that were made to the original SAS 112 to take into account changes in departmental efficiencies and technology: Controls over expenditures were updated to assist in the prevention of fraud (double signing by staff checking sequential use of checks through a check log; an annual update requirement of which employees were authorized to purchase and approve purchases; restriction of employee access to Positive Pay (banking program) to place stop payments and to upload notification to the bank of checks pending; employee sorting of incoming mail and placing postage on outgoing mail; the usage of computerized facsimile check signatures on accounts payable and payroll checks; the requirement to change passwords to semi-annually; implementation of bank sweep accounts eliminating the need to manually transfer funds between accounts; Umpqua Bank's participation in the public depository with 100% collateralization of funds; and the use of accounting transmittals through the departments financial software to journal payroll entries instead of manually entering them into the system. Councilor Muenchrath moved to accept the updated Statement of Auditing Standards 112 document. Councilor Melton seconded the motion which carried with Mayor Shoji and Councilors Johnson, Kramer, Melton, Muenchrath, and Vaughan voting aye. Councilor Groth was absent.

City Attorney's Report

No comments were given.

City Manager's Report

City Manager Rodger Craddock stated Public Works and Development Director Jim Hossley and Fire Chief Stan Gibson both had an updates for the Council. Mr. Hossley advised the Council of a potential emergency storm drain repair noting a sinkhole had developed in the driveway of Life Care Center building located on Ocean Boulevard. Mr. Gibson noted the Firefighters Memorial was being renovated; and announced a community event was planned for 7:00 p.m. on September 11th at Mingus Park in honor of the 10 year anniversary of the attacks on New York, Pennsylvania, and Washington D.C.

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Council Comments

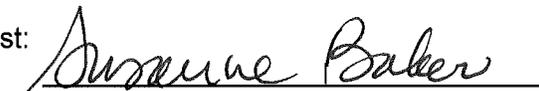
Mayor Shoji shared pictures of the Purple Heart dedication; noted the upcoming Bay Area Fun Festival Parade and requested Councilors interested in walking in or taking part in the parade to contact her. Councilor Melton stated he was glad to be back in Coos Bay and Coos County.

Adjourn

There being no further business to come before the Council, Mayor Shoji adjourned the meeting. The next regular Council meeting was scheduled for September 6, 2011 in the Council Chambers at City Hall.


Stephanie Kramer, Council President

Attest:


Susanne Baker, Acting City Recorder