

**MINUTES OF THE PROCEEDINGS OF THE JOINT  
CITY OF COOS BAY CITY COUNCIL AND URBAN RENEWAL WORK SESSION**

**December 1, 2012**

The minutes of the proceedings of a work session of the City Council of the City of Coos Bay, Coos County, Oregon, held at 9:00 a.m. in the Council Chambers at City Hall, 500 Central Avenue, Coos Bay, Oregon.

**Those Attending the City Council Meeting**

Those present were Mayor Crystal Shoji and Councilors Mark Daily, Jennifer Groth, Stephanie Kramer, Gene Melton, and Mike Vaughan. Councilor John Muenchrath was absent. City staff present were City Manager Rodger Craddock, City Attorney Nate McClintock, Finance Director Susanne Baker, Economic Revitalization Administrator Joyce Jansen, Public Works and Development Director Jim Hossley, Library Director Sami Pierson, and Fire Chief Stan Gibson.

**Council Training and Council Goal Setting for Fiscal Year 2013**

The work session was held for Council training and to discuss Council goals for Fiscal Year 2013. No decisions were made.

Discussion of goals included expansion of economic development information on the City's website; and the City Attorney to review agreements, ordinances, etc. regarding use of the right-of-way by Southern Pacific Railroad and monetary remuneration.

**Adjourn**

There being no further business to come before the Council, Mayor Shoji adjourned the meeting. The next regular Council meeting is scheduled for December 4, 2012 in the Council Chambers at City Hall.

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Crystal Shoji, Mayor

Attest:

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Susanne Baker, City Recorder

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

**December 4, 2012**

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 Mayor Crystal Shoji, Councilor Elect Mike Vaughan and Councilors Mark Daily, Jennifer Groth, Stephanie Kramer, Gene Melton and John Muenchrath. City staff present were City Manager Rodger Craddock, City Attorney Nate McClintock, Finance Director Susanne Baker, Deputy Finance Director Amy Kinnaman, Economic Revitalization Administrator Joyce Jansen, Engineering Service Coordinator Jennifer Wirsing, Public Works and Development Director Jim Hossley, Library Director Sami Pierson, and Police Captain Chris Chapanar.

### **Flag Salute**

Mayor Shoji opened the meeting and asked Dennis Dater lead the Council and assembly in the salute to the flag.

### **Administration of the Oath of Office to Councilor Mike Vaughan**

The oath of office was administered to Councilor Mike Vaughan by City Recorder/Finance Director Susanne Baker.

### **Public Comments**

Brian Bowers, Coos Bay: stated the Coos Bay Downtown Association had received several complaints about the lack of parking enforcement in the downtown and requested the Council to look into the matter.

### **Consent Calendar**

Mayor Shoji reviewed the consent calendar which consisted of 4a: approval of the minutes of November 20, 2012; 4b: adoption of Resolution 12-27 accepting the voter canvass for the November 6, 2012 council election; and 4c: approval of a Memorandum of Understanding between the City of Coos Bay and the Coquille Tribe for sharing of a USDOJ Grant award. Councilor Melton moved to approve the consent calendar approving the minutes of November 20, 2012, adopting Resolution 12-27 accepting the voter canvass for the November 6, 2012 council election, and approving of a Memorandum of Understanding between the City of Coos Bay and the Coquille Tribe for sharing of a USDOJ Grant award. Councilor Muenchrath seconded the motion which carried with Mayor Shoji and Councilors Daily, Groth, Kramer, Melton, Muenchrath and Vaughan voting aye.

### **Presentation of the Engineering Report for the Egyptian Theatre Drainage Issues**

Public Works and Development Director Jim Hossley stated City staff contracted with Dyer Partnership Engineers and Planners, Inc to prepare a drainage alternative analysis to address the ponding of water which occurs in front of the Egyptian during storm events. Mike Erickson

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from the Dyer Partnership provided an overview of the 2004 Storm Water Master Plan as well as the Technical Memorandum which analyzed multiple options ranging from re-grading 101 to installing a regional pump station to minimize the ponding at the Theatre as well as other flooding within the basin. It was the consensus of the Council to direct staff to re-evaluate and prioritize all areas within Coos Bay with flooding issues for future consideration. City Manager Rodger Craddock noted the cost estimates associated with the solutions presented were significant and there were no funds available or budgeted to complete the projects and noted an evaluation of rate increase would be necessary to fund the projects.

### **Presentation on the City Audit for the Fiscal Year Ending 2012 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 FYE12 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. The audit process for FYE12 included 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 disagreements with management or the accounting, and adjusting entries were completed together with staff. Ms. Kamp commended Finance Director Susanne Baker, Deputy Finance Director Amy Kinnaman and staff stating they were a model finance department with sound financial practices. Councilor Muenchrath moved to accept the FYE12 City audit report in compliance with SAS 114. Councilor Kramer seconded the motion which carried with Mayor Shoji and Councilors Daily, Groth, Kramer, Melton, Muenchrath, and Vaughan voting aye.

### **Public Hearing to Consider Approval of an Amendment to the Parks Commission Ordinance – Approval Would Require Enactment of the Proposed Draft Ordinance**

City Manager Rodger Craddock stated the Parks Commission was established by City Ordinance No. 56 and noted over the last several years the City experienced difficulty in attracting applicants to fill the open positions on the Parks Commission due to the membership criteria listed in the ordinance. As directed by the Council at the November 6, 2012 meeting, the Council Rule Committee met and proposed the following changes to Ordinance No. 56 also known as CBMC 2.30; updating section 2.30.020, Members – Terms – Composition; and 2.30.040 Officers, meetings, rules and procedures. Mayor Shoji opened the public hearing. No public comments were given and the hearing was closed. Councilor Kramer moved to enact the ordinance amending Ordinance No. 56 continuing the Parks Commission. Councilor Muenchrath seconded the motion. Deputy Finance Director Amy Kinnaman read the ordinance by title only and Ordinance No. 450 was enacted by the following vote:

Aye: Mayor Shoji and Councilors Daily, Groth, Kramer, Melton, Muenchrath and Vaughan

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Nay: None  
Absent: None

### **Consideration on the Council Appointments to Committees, Boards, and Commissions**

City Manager Rodger Craddock provided the Council with a list of the various boards, commissions, and committees along the elected/appointed officials' roles. Mr. Craddock requested the Council to appoint an elected official to the Coos Bay Downtown Association and to provide staff with any requested changes to the current appointments listed. Councilor Groth moved to create the Council Finance Committee. Councilor Daily seconded the motion. Councilor Groth amended the motion to include appointing three Councilors to the committee. Councilor Daily re-seconded which carried with Mayor Shoji and Councilors Daily, Groth, Kramer, Melton, Muenchrath, and Vaughan voting aye. It was the consensus of the Council to appoint Councilors Daily, Groth, and Muenchrath with Councilor Kramer to serve as an alternate to the Council Finance Committee and appoint Councilor Vaughan to the Coos Bay Downtown Association. Other changes included appointing Councilor Daily to the Bay Area Chamber of Commerce Board, removing Councilor Groth's appointment to the Historic Museum Project Committee, transferring Councilor Melton's appointment to the South Coast Development Council to City Manager Rodger Craddock, removing Councilor Muenchrath's appointment to Neighbor's in Need Board, and removing Councilor Vaughan's appointment to the Weed Advisory Board.

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

No comments were given.

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

City Manager Rodger Craddock stated he received a "thank you" from the North Bend City Manager for all the assistance the Coos Bay Fire and Police provided while responding to a Fire in North Bend; noted Fire Battalion Chief Howard Owens tendered his resignation to accept a position of Deputy Chief in Klamath Falls. Interviews for the various openings on Board and Committee would be on the December 18, 2012 with the exception of the Budget Committee interviews which were scheduled for January 15, 2013.

### **Council Comments**

Councilor Vaughan requested staff look into 1% funding for art projects and environmental education. Mayor Shoji also thanked the Coos Bay Fire and Police Departments for the support they provided to the City of North Bend during the recent fire.

### **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 18, 2012 in the Council Chambers at City Hall.

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Attest:

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Susanne Baker, City Recorder

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Crystal Shoji, Mayor