

**CITY OF COQUILLE**  
**CITY COUNCIL MEETING MINUTES**  
**January 5, 2015**

**COUNCIL PRESENT:** Mayor Rowe, Council President Loran Wiese, Councilors Dennis Graham, Susan Heaton, Dave Chappelle, Fran Capehart and Linda Short.

**STAFF PRESENT:** City Manager Ben Marchant, Finance Director Chuck Dufner, Police Chief, Janice Blue, Library Director Anne Conner, Public Works & Planning Director Kevin Urban, Fire Chief Dave Waddington, and City Attorney Office Amber Reed

**PRESS:** Coquille Valley Courant

**AUDIENCE:** A roster of those present is on file in the City Recorder's Office

**1. CALL TO ORDER**

Mayor Rowe called the meeting to order at 7:00 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. MAYOR'S COMMENTS**

Deputy City Recorder Dufner administered the oath of office to Mayor Matt Rowe and Council Members Linda Short, Dennis Graham, Councilor Loran Wiese.

Councilor Capehart made a motion to elect councilor Wiese as Council President. Councilor Heaton seconded the motion, and all voted in favor.

Mayor Rowe thanked everyone for the opportunity to serve the people of Coquille for another term. He feels the last two years have been productive even though at the local level they have to deal with a lot of negative effects that come from decision making at the federal, state and county levels. He also feels that staff and council has persevered and worked effectively to make the best out of some challenging situations. He thinks there will be more positive work for the City of Coquille over the next two years. Mayor Rowe will present his policy vision at his state of the City address that will be at the Coquille Chamber Annual Meeting.

Mayor Rowe is going to extend the City committee member application date to January 28, 2015 to give the citizens more opportunity to apply.

**4. COUNCIL COMMENTS**

Councilor Capehart wished everyone a Happy New Year and thanked everyone for the flowers and cards while she was ill.

Councilor Short wished everyone a Happy New Year. She spent a week in New York City before Christmas, the lights were wonderful, and she had a good time.

Councilor Chappelle welcomed Councilor Capehart back, and said his grandmother will turn 101 in three months.

Councilor Wiese said that he went to San Diego to enjoy the warm weather, but it was actually cold so they came back home.

Councilor Heaton said she enjoyed riding in the Christmas Parade with her family. She chaperoned at Shop with The Heroes and thought the event was great.

Councilor Graham said Boy Scout Aaron Grabinsky finished his Eagle Project in December and he will be making a presentation to Council.

## **5. STAFF REPORTS**

Library Director Conner did not have anything to add to her report.

Fire Chief Waddington said they are picking up Christmas trees on Thursday, and the citizens can let him know if anyone needs that service.

Police Chief Blue said the vehicle that was stolen in downtown Coquille has been returned to the owner, but with some damage. She thinks the person will receive some jail time. The person who stole a truck a couple of weeks ago received an 18 month sentence. Chief Blue will be doing a press release in regards to a letter she received from the Nancy Deveroux Center. It pertains to suggestions for the homeless in our area, because the weather is getting cold and they need to go to the center. The Valentines Ball will be on February 14<sup>th</sup>. It will be hosted by the Police Department and the Sawdust Theatre. Councilor Heaton thanked the Police Department for coming out during the heavy rain storm and helping others, and she feels that is a reflection of good leadership from Chief Blue.

Public Works Director/Planner Urban wished everyone a Happy New Year. He would like Steve Major to report on Central Ave. Councilor Graham asked if the ODOT building project is complete or is there paving to be done; Urban said he was not planning on paving, but otherwise they are just waiting for appliances.

Steve Major, with Dyer Partnership, said the portion of West Central across from City Hall is failing. The road was repaired during the early 1980's by ODOT. ODOT dug out the section replace it with large boulders, but within the last 10 years it has started to fail. This means the City could lose a travel lane. There are 2 options for repair. A 150' soldier pile retaining wall, losing that travel lane, or go in and dig up the original slide which is about 250' x 30'. However, then the City would be working on private property and the cost would be more. PBS Engineering estimated the geotechnical study cost to be \$14,900, which includes two borings on the roadway categorizing the soils and preparing recommendations on a soldier pile. Or, for \$29,400 they would include additional bores on the tow of the slide. Major recommend the Council accept option 1, as this type of project has been done in the past and is still holding in other places. Councilor Wiese asked if we know how deep the pilings will be, and Major replied that it will depend on the geotechnical report. Councilor Short asked if the sidewalk would be lost, and Major said that is a possibility, and if you fill in that area again it could continue to settle. Councilor Graham said it looks more like a slump, not a slide. Mr. Major said it is a "U" shaped slide and will continue to move if not repaired. Councilor Wiese is concerned about creating an unsafe situation because when the sidewalk ends on that side walkers will cross the street. Mr. Major said it could be an unsafe situation now because of the condition of the sidewalk now, but if you decide you want a sidewalk on that side it will required continuous maintenance. The first step is to get the report, review the recommendations, and then calculate the costs of the repairs. Mr. Major said the road

was failing when the City was given the road, and the City may not have funds to make the repair. Councilor Heaton asked how the soldier wall would hold up during an earthquake. Major said that with the soldier wall they would likely see material move on the downstream side. The PBS engineer gave two options because of liabilities reasons if the entire area is not repaired. Councilor Capehart asked if there is a creek underneath, and Mr. Major said there is a creek down below, and some additional drainage will have to be installed to control the water on the road. Councilor Graham asked how far would the wall be located from the current sidewalk; Major said it looks like it would be at the face of the sidewalk. Major said the City might want to reconfigure the street to only have two lanes. Councilor Wiese said he thought it might be a good idea to cone off the affected area at this time and get people used to the two lane option. Councilor Chappelle asked when the City would get the report, and Mr. Major said it could be up to six weeks. Councilor Graham asked if a guardrail would have to be installed, and Major replied it would not be needed if the backside is filled in. Mr. Major said there is still a liability question if the only a portion of the slide is repaired. Councilor Wiese made a motion to authorize a geotechnical study for W. Central Blvd. in the amount of \$14,900. Councilor Short seconded the motion, and all voted in favor.

Finance Director Dufner said the Reitman Trust Fund earned 2.56% in December. There were 95 online bill pay users this month, we are hoping to have about 20%, and we are about 1/3 of the way there. There was a duplicate auto debit to customers account during December which has been corrected.

## **6. CITY MANAGER'S REPORT**

City Manger Marchant said he was not able to complete the Coquille ambulance fund report due to some discrepancies, and it will be distributed to council when it is complete. He has been scheduling meetings to take place during the next couple of weeks with concerned citizens and interested stake holders to participate in a civic leadership and have direction discussion. There will be morning and evening meetings, 32 people have signed up at this time, and there are additional openings if anyone is interested. City Manager Marchant would like to schedule a town hall meeting for late January at the community building. Mayor Rowe suggested January 22<sup>nd</sup> at 7:00 p.m., and City Council agreed with the date. Councilor Heaton asked the City Manager how the citizens would know when the civic leadership and direction and discussion forms are to be held. Marchant said there was an article in the Sentinel the previous week, it is posted on the City Facebook page, at the library, and the Coquille Chamber sent out an email. He also talked with previous town hall meeting participants.

## **7. PUBLIC PARTICIPATION**

Aaron Grabinsky, 2300 N. Alder St., Coquille, said he started his Eagle Scout project about a year ago, and it has been a long project that is now complete. The most difficult part was creating the material list and the funding for the project. The plants will mature in few years, and he would like to thank the City for their donation of materials and equipment. Councilor Heaton requested a copy of his Eagle Scout project report. City Manager Marchant presented a thank you letter for his work on the river walk.

Karen VanLeuven, 115 ½ N. Birch St., Coquille, is requesting a waiver of the alcohol permit fee of \$35 for two companies. City Manager Marchant said this can be handled internally as he will need to verify if the fee can be waived.

Leonard Huffman, 2340 Shelley Rd., Coquille, said the speeding traffic on Shelly Road is getting worse and wants more police patrols. He has talked with the State Police and the Sherriff's office. Chief Blue said she has responded when he has asked, but there are times when there is only one officer on duty, and not available due to other emergency calls. The Coquille Police Department has provided the radar trailer in the area. Mayor Rowe said he would also relay the problem to County Commissioner Sweet.

Ollie Huffman, 2340 Shelley Rd., Coquille, said that while driving on Shelley Road she has been passed several times. She contacted the Police Department several times in November, but has not seen a patrol in at least month. Mrs. Huffman expressed her displeasure with Chief Blue. Councilor Heaton said she and many others support Police Chief Blue.

Bob Lantz, 74 W. First St., Coquille, said he received a copy of the survey results and was amazed that 30% of the people said there were too many thrift stores in town, and not enough regular stores. He asked why these people are not buying or renting a building and putting in regular stores. The local thrift stores have customers from Bandon and Coos Bay, and they help families that are in need plus giving back to the community. If people would shop local, then maybe more types of stores would open. He said there is someone going around town complaining about how people's yards look, and he feels they should mind their own business. He said someone came in complaining about the Oddity Shop roof, which he has spent money to repair. He has decided to tear the building down at the end of summer. Mayor Rowe said there is a lot of neat stuff in the thrift stores in Coquille.

Kathi Simonetti, 16 E. 1<sup>st</sup> Street, Coquille, owner of Katherine's Unique Gifts said she is very upset about the sign posted by Boblins. She understand that there are issue that need to be resolved, and that Mr. Lantz has a right to voice his opinion, but his sign is very offensive in number of ways. She questioned the type of impression this leaves with visitors to our area. Due to the offensiveness of the sign, she requested the City order Mr. Lantz to remove the sign, and or replace it with something more appropriate. Mayor Rowe said he has heard similar complaints, but there is no violation of city code and it is a freedom of speech issue.

#### **8. CONSENT CALENDAR – COUNCIL MINUTES NOVEMBER 3, 2014 COUNCIL MINUTES DECEMBER 1, 2014**

Councilor Capehart made a motion to approve the consent calendar with the correction of adding Fran Capehart to the councilor list of who attended the November meeting. Councilor Heaton seconded the motion, and all voted in favor.

#### **9. 2014 AUDIT PRESENTATION - SALLY JAEGGLI – HOUGH, MACADAMS & WARTNIK, FISHER & GORMAN, LLC**

Tina Jones presented the annual audit report stating the City was issued an unqualified clean opinion. The City has the responsibility to provide controls to protect the cities assets and make sure the financials are correctly presented. The auditors are responsible to audit the procedures to obtain evidence to determine the financial statements are correctly presented, and to express an opinion based on procedures and audit opinions. This year everything went smoothly and many of the schedules were completed at the audit. Finance Director Dufner reviews the financial statements prepared by the auditors.

If someone wanted to get an overview of the finances of the City, they could review the management discussion, which includes a lot of information. There were no budget violations this year, and there were fewer additions this year in capital assets as large projects were finished last year. Long term debt was increased due to the dewatering unit project that includes some debt forgiveness.

The Urban Renewal Agency (URA) receives its own financial statement, but is treated as a fund of the City. The URA has one debt that is to the City. The URA also received an unqualified clean opinion this year.

#### **10. ACCEPT THE 2014 CITY OF COQUILLE ANNUAL AUDITED FINANCIAL REPORT**

Councilor Heaton made a motion to accept the 2013-2014 City of Coquille annual audited financial report. Councilor Chappelle seconded the motion, and all voted in favor. Councilor Heaton thanked Finance Director Dufner for all his work.

#### **11. ADOPT THE BUDGET CALENDAR AND APPOINTING A BUDGET OFFICER**

Councilor Wiese made a motion to adopt the 2015-2016 budget calendar, and appoint City Manager Marchant as the City of Coquille's Budget Officer. Councilor Heaton seconded the motion, and all voted in favor.

#### **12. SEWER INSPECTION TRUCK PURCHASE**

Public Works Director Urban said the sewer department is starting to work on the reduction of infiltration and inflow (I&I). The City knows they have inflow because the amount of sewer treated rises almost immediately when it rains heavily. Since it also increases long term during the raining season, we have infiltration due to seeping issues. DEQ likes the lines to be inspected every five years, which has not been done in the past. There has been \$125,000 budgeted for I&I repairs for which the truck is needed. This truck comes with a camera that is versatile, and it will fulfill the City needs. A new vehicle would cost around \$150,000, and if we chose a trailer unit that costs less, it would block an intersection and require flagging. Councilor Chappelle asked if the equipment is up to date, and Urban said it could be upgraded to DVD at a later time, but the information can be put on thumb drive. Councilor Heaton made a motion to approve the expenditure of \$30,000 from the sewer fund for the purchase a 1990 CCTV 14' high cube inspection vehicle. Councilor Chappelle seconded the motion, and all voted in favor.

Mayor Rowe asked Urban about lateral replacement program. Urban said this camera can look up into lateral lines a short way, but will clearly see where the main and lateral lines are leaking. The code says that the property owner has only 30 days to repair or replace the leaking lateral, which will not work for everyone. The repair could run between \$5,000 and \$10,000, so he would like to create a program that would be a loan, grant or both for property owners. There is also the possibility that an request for proposal can be presented for the projects, allowing for the negotiation for the lowest possible plumbing pricing for the city residents. Mayor Rowe said the idea has a lot of merit, and would like to know what City Council thinks. Council Wiese asked if the ordinance would need to be changed, but Urban did not know. Mayor Rowe asked if anyone was opposed to checking into the possibility of this type of program, and City Council was not opposed. Finance Director Dufner does not like the idea of committing the cities funds for fixing citizens lateral lines or collecting small amounts of receivables each month on loans.

City Manager Marchant said that he has worked places were have had similar programs, and he can see what other cities are doing. Councilor Wiese said that you have to be careful when using tax dollars to fix things that are the responsibility property owners. After further discussion, City Council decided not to proceed with lateral replacement program at this time.

**13. ADJOURN CITY COUNCIL MEETING**

Mayor Rowe adjourned the meeting at 8:48

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Mayor, Matt Rowe

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City Recorder, Rene Collins

**CITY OF COQUILLE URBAN RENEWAL AGENCY MEETING  
JANUARY 5, 2015**

**1. CALL TO ORDER**

Chairman Wiese called the meeting to order at 8:49

**2. CONSENT CALENDAR: APPROVAL OF URA MINUTES OF DECEMBER 1, 2014**

Member Short made a motion to approve the December 1, 2014 Urban Renewal Minutes. Member Chappelle seconded the motion, and all voted in favor.

Member short nominated Member Wiese to be the URA Chairman. Member Chappelle seconded the motion, and all voted in favor.

Chairman Wiese nominated Member Chappelle to be the URA Vice chairman. Member Short seconded the motion, and all voted in favor.

**3. COQUILLE URBAN RENEWAL ANNUAL FINANCIAL REPORT SUMMARY**

Finance Director Dufner said the City is required to publish and present the URA annual financial report.

The beginning fund balance was \$512,483, with expenditures of \$93,000, and ending balance of \$418,569. Finance Director Dufner reviewed the five projects done this fiscal year. Included in the report was the history of expenditures for the past several years.

Member Heaton made a motion to accept the Urban Renewal Annual Financial Report Summary. Member Chappelle seconded the motion, and all voted in favor.

**4. 2014 URA AUDIT PRESENTATION - SALLY JAEGGLI – HOUGH, MACADAMS & WARTNIK, FISHER & GORMAN, LLC**

Tina Jones presented the Urban Renewal report during regular council meeting.

**5. ACCEPTING THE URA AUDIT REPORT**

Member Chappelle made a motion to accept the 2013-2014 Urban Renewal Agency Annual audited financial report. Councilor Chappelle seconded the motion, and all voted in favor.

**6. ADOPT A BUDGET CALENDAR AND APPOINTING A BUDGET OFFICER**

Member Chappelle made a motion to adopt the 2015-2016 URA budget calendar, and appoint URA Executive Director Marchant as the Coquille's Urban Renewal Agency Budget Officer. Councilor Heaton seconded the motion, and all voted in favor.

**7. ADJOURN URBAN RENEWAL AGENCY MEETING**

Chairman Wiese adjourned the meeting at 9:03

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Chairman, Loran Wiese

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City Recorder, Rene Collins