

**CITY OF COQUILLE  
CITY COUNCIL MEETING MINUTES  
January 9, 2012**

**COUNCIL PRESENT:** Mayor Matt Muenchrath, Council President Loran Wiese, Councilors E.N. “Corky” Daniels, Bryan Baird, Loran Wiese, Fran Capehart, and Linda Short.

**STAFF PRESENT:** Interim City Manager, Finance Director Chuck Dufner, Police Chief Janice Blue, Public Works & Planning Director Kevin Urban, Library Director Anne Conner, City Attorney John Trew and Deputy Recorder Rene Collins.

**PRESS:** None

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

**1. CALL TO ORDER / PLEDGE OF ALLEGIANCE**

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

**2. MAYOR COMMENTS**

Mayor Muenchrath welcomed everyone to the January council meeting.

Mayor Muenchrath read a proclamation declaring Fire Service Day January 27, 2012. Mayor Muenchrath promulgated the proclamation.

**3. COUNCIL COMMENTS**

Councilor Short was glad to see the Council meeting listed in the World Newspaper. She was glad to see the good weather with all the construction going on in our area.

Councilor Capehart said there will be administrative meeting at 2:00 at the Community Center on January 19, 2012 to discuss the floor issues. The Chocolate Fantasy is on January 21, 2012 at the Community Center. Capehart thanked the Police Department, Library, and Public Works for unlocking and locking the Community Center. The piano tuner will be coming tomorrow and he will be looking at the baby grand piano that has been boxed on the large stage for several years. The piano was donated by Purky’s Furniture and was played by Louis Armstrong many years ago.

Councilor Wiese said he drove around Coquille today for about an hour and thinks it looks very nice; he wanted to thank the citizens for their help. Mayor Muenchrath agreed there is a lot going on in our town and it looks good.

**4. STAFF REPORTS**

Fire Chief Waddington was the basket ball hoop camp director this year and they had 70 children participate and it was a positive day. They picked up about 70 Christmas Trees that will be burned later and it helps prevent house fires.

Police Chief Blue complimented Officer Smith on an outstanding job on the burglary case; he arrested two people involved in the case and Officer Webley arrested an additional person and recovered a gun that was taken during the theft. Feb 11, 2012 will be the Valentine Ball and the proceeds will benefit the Police Department for equipment and additional training and requested the rental fees of the Community Building be waived. Councilor Daniels made a motion to waive the rental fees of the Community Building for the Valentine Ball being held on February 11, 2012. Councilor Wiese seconded the motion; all voted in favor.

Public Works Director Urban said there was a fire on Shelly Road and it caused melting of SRCA water pipes which caused a high water usage, then the Henry Street pump went down and there was a system computer failure at the water plant. SRCA has turned their pump off and that should hopefully keep everyone with water until tomorrow and things will be back to normal. Hopefully the pump can be fixed in the morning and

the pump station needs to be redone. Mr. Robinson will talk about his project later in the meeting and Urban feels like it would complement the projects at the river walk.

Finance Director Dufner said the investment is doing well at 4.32 %. The audit should be ready for presentation in February. Dufner would like the Council goal setting session before the managers do their budget work to help the managers with their budgeting processing. Mayor Muenchrath suggested meeting an hour earlier before the February Council Meeting and Council agreed. Dufner is thinking of hiring a temporary computer tech to help with specific projects such as installing the new server, website, working on the code red emergency notification system. Mayor Muenchrath asked about the website; Dufner said he will be gathering information on that process.

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

The Ford Family Foundation has asked how our pool could support the area children; Councilor Short and the Coquille schools are going to develop a water safety program for grades 1-3.

Dufner signed a contract with the League of Oregon Cities in the amount of \$6,000 in regards to the hiring of a new City Manager. Jennie Messmer would like to schedule a 2 hour work session; Council agreed Tuesday the January 24, 2012 at 6:00 p.m. would work.

Dufner would like to retain Dyer Engineering for the formal process in regards to SDC's if the Council would like to continue with the process. Council agreed to proceed with the process and have Dyer Engineering help with the process.

The auditors are concerned about the loan between the URA and the City without defining what funds would be lending the dollars. Resolution 06-2010 allows the finance director or City Manager to commit funds.

The following amounts and funds were chosen by Finance Director Dufner:

Water Fund \$400,000

Library Funds \$300,000

General Fund \$200,000

Fire Fund \$100,000

If the fund lending the money needs the funds before the loan is repaid then another fund can lend the URA money so it can repay the funds and the loan would reside with the new fund. Mayor Muenchrath said the reason the URA is borrowing money from the City is because the URA would receive a lower loan rate and the City would receive more than from interest income.

## **6. PUBLIC PARTICIPATION**

Robby Robinson, Coquille OR, belongs to E-Clampit organization, an historical society. They like to preserve history and teach the young about how things got here by placing monuments. They would like to place a monument along the river-walk trail east of the trestle by the benches. The plaque would be dedicated; it would give information about the river being the primary source of transportation which led to a major part of development of the valley until it was replaced by the railroad and roadways. They would like to install the plaque on October 20, 2012 Saturday. They would like to camp on the east end of the GP site for the weekend of October 19th & 20<sup>th</sup>; they would like to possibly have a fire pit which would be removed when they leave. Councilor Short asked how many people would attend and where have other plaques been installed. Mr. Robertson said about 50 people and he presented a book and pictures of plaques that have been installed. Councilor Capehart asked Mr. Robinson to attend the monthly River-Walk meeting on Thursday; Mayor Muenchrath said he thought it was a good idea. Mr. Graham said that the river-walk plans incorporate informational signs, so this idea works in with the overall plan. Mayor and Council directed Mr. Robinson to work with the River Walk Committee on the project and have staff coordinate the camping at the GP site if possible. Public Works Director Urban said that if the group is going to donate funds it should go to the River Walk Fund.

## **7. CONSENT CALENDAR**

- City Council minutes of December 19, 2011

Councilor Capehart made a motion to approve the consent calendar as presented. Councilor Short seconded the motion; all voted in favor.

## **8. WASTEWATER PLANT CONSTRUCTION UPDATE – DYER ENGINEERING**

Steve Major, Dyer Engineer, presented a progress report on the construction of the wastewater plant. John Waddill and Chilton Peck have been working on the project with Public Work Director Urban and staff. Mr. Major presented a layout of the existing site, then a new site plan showing what is included such as work areas, operations building, digesters, lab, including a little history of the plant. We are scheduled to be on time and within budget.

## **9. SCHOOL SOFTBALL FIELD UTILITES**

Public Works Director Urban said the cost to the School Districts installation of utilities and SDC's would be \$7,785.08. Staff recommends not waiving the fees due to the fact of setting a precedent for other developing in Coquille. Council may want to donate money towards the project if they want to participate. Finance Director Dufner said that during the budget process \$16,000 was set aside for promoting Coquille some funds could be used from those dollars and \$5,000 was set aside for the covered playground. Councilor Wiese said that it is important to participate in this project because the participation will pay back the City by bringing people to our area where they will spend money here. Mayor Muenchrath said he does not feel that the \$16,000 is the place to pull the money from because that was not the intent of that money. Dufner said you could get the money from the contingency fund or take the money from the \$16,000 and budget for \$21,000 in the next fiscal year for promoting Coquille.

Councilor made a motion to take \$5,000 from the state shared revenue fund to donate to the softball field project and the money will be replaced in the next budget year. The motion was second by Councilor Short; all voted in favor.

## **10. RESOLUTION 01-2012 A RESOLUTION DECLARING CERTAIN PERSONAL PROPERTY TO BE SURPLUS PROPERTY AND PROVIDING FOR THE DISPOSITION OF SUCH PROPERTY**

Mayor Muenchrath said it is two vehicles that have been parted out that belong to the Police Department.

Councilor Wiese made a motion to approve resolution 01-2012 declaring certain personal property to be surplus property and providing for the disposition of such property. Councilor Daniels seconded the motion; all voted in favor.

## **11. RESOLUTION 02-2012 A RESOLUTION DESIGNATING HAWKINS DELAFIELD & WOOD, LLP AS THE BOND COUNSEL FOR THE CITY OF COQUILLE**

Mayor Muenchrath asked if this would affect our billing amounts; Finance Director Dufner said no it would not.

Councilor Wiese made a motion to approve resolution 02-2012 designating Hawkins Delafield & Wood, LLP as the bond counsel for the City of Coquille. Councilor Capehart second the motion; all voted in favor.

## **12. Budget Calendar 2012-2013**

Councilor Capehart made a motion to approve the 2012-2013 budget calendar. Councilor Wiese seconded the motion; all voted in favor.

## **13. ADJOURNMENT**

Mayor Muenchrath adjourned the meeting at 8:14

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Mayor, Matt Muenchrath

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Deputy Recorder, Rene Collins

**CITY OF COQUILLE  
URBAN RENEWAL AGENCY MEETING MINUTES  
January 9, 2012**

**1. CALL TO ORDER**

Chairman Wiese called the URA meeting to order at 8:16 p.m.

**2. APPROVAL OF MINUTES**

- URA minutes of December 19, 2011

Member Capehart made a motion to approve the URA minutes of December 19, 2011. Member Daniels seconded the motion; all voted in favor.

**3. RESOLUTION 01-2012 A RESOLUTION DELEGATING THE AUTHORITY TO ASSIGN PORTIONS OF UNASSIGNED FUND BALANCES OF THE URA FUNDS TO THE EXECUTIVE DIRECTOR AND/OR FINANCE DIRECTOR**

Member Muenchrath made a motion to adopt resolution 1-2012 delegating the authority to assign portions of unassigned fund balances of the URA funds to the Executive Director and/or finance director. Member Baird seconded the motion; all voted in favor.

**4. ADJOURN URBAN RENEWAL AGENCY MEETING**

Chairman Wiese adjourned the meeting at 8:17 p.m.

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Chairman Loran Wiese

ATTEST: \_\_\_\_\_  
Deputy Recorder, Rene Collins