

**CITY OF COQUILLE
CITY COUNCIL MEETING MINUTES
February 2, 2009**

COUNCIL PRESENT: Mayor Steve Britton, Councilors E.N. “Corky” Daniels, Loran Wiese, Linda Short, Fran Capehart, Matt Muenchrath and Bruce Parker.

STAFF PRESENT: Public Works Director John Higgins, Chief Mark Dannels, Library Director Anne Conner, Finance Director Chuck Dufner, City Attorney John Trew and Deputy Recorder Rene Collins

PRESS: The World, Coquille Community News, and Coquille Valley Sentinel

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

1. CALL TO ORDER AND FLAG SALUTE

Mayor Britton called the meeting to order at 7:01 p.m.

2. MAYOR’S COMMENTS

The Mayor made appointments to the City of Coquille’s committees as follows:

Budget Committee, 3-year terms
Clay Davis
Kevin McKeen

Planning Commission, 4-year terms
Frank Booth
Hugh Pinkston
Kevin McKeen
Terry Schwerdtfeger
Nikole Graham

Library Board
Councilor Muenchrath
Sara Dorland

Parks and Recreation Committee, 2-year terms
Dennis Graham
Michael Hurston
Councilor Short

Administrative Committee, 2-year terms
Chair, Fran Capehart
Lynn Kindred
Dave Chappelle
Mayor Steve Britton
Councilor Linda Short

Public Works Committee, 2-year terms
Chair, Loran Wiese
Councilor Fran Capehart
John Christiansen
Lowell Thomas

Public Safety Committee, 2-year terms
Chair, Mollie Anderson
Councilor Loran Wiese
Wayne Robison
Bill Marino
Eugene Hager
Charles Palomino
Seiya Nishi

Forest Land Management Board, 2-year term
Councilor Loran Wiese
Mayor Steve Britton
Chuck Calley
Steve Wickham
Hal Strain

Mayor Britton also stated that are 3 vacancies on the Parks and Recreation Committee and one on the Forest Land Management Board.

3. COUNCIL COMMENTS

Councilor Capehart said the Chocolate Fantasy was wonderful and the Chamber of Commerce awarded Business of the Year to Roseburg Forest Products, Citizen of the Year Sam Nishi; Volunteer of the year to Dick Lemrey, Police Officer of the year to Sgt. Smith, and a Positivity Award to Chief Dannels. Councilor Capehart has started on the community tent display for the fair and invited any groups to participate. Councilor Short said that the Coquille Dog Park volunteers worked at some cranberry bogs and earned a donation of \$450.00. The sign has been made showing those who donated to the park; the goal is to have the fence installed in June. The Copa Cabana Valentines Ball will be held on February 14, 2009 and the funds raised will be donated to the swimming pool fund. Councilor Wiese said he would be the auctioneer at the Copa Cabana Valentine Ball and he encouraged all to attend. Councilor Daniels complimented Chief Dannels and his personnel on the Safeway case. Council Muenchrath said Coquille is a great place to live.

Mayor Britton received letters of interest for the Municipal Judge opening from Attorney Abbott and Attorney Mickelson. Councilor Wiese said Attorney Mickelson has been here his whole life and that is good. Mayor Britton said 3 positions report directly to the Council, which are the City Attorney, City Manager, and the Municipal Judge. Councilor Muenchrath recused himself because Attorney Mickelson rents space from him and Muenchrath knows he is interested in the position. Councilor Parker nominated Attorney Mickelson. Councilor Daniels seconded the motion. Councilor Muenchrath abstained; all others voted in favor.

4. STAFF REPORTS

Chief Waddington said Bill Marino retired after 30 years of service with the fire department and the ambulance service. He has retired from active duty. Mr. Marino will continue to assist with the reserve program. The Fire Department will hold the Annual Pancake for Life Breakfast on February 28th from eight to eleven at the fire station.

Public Works Director Higgins said his report is included in the packet. Mayor Britton asked about where the City stands on the street signs due to the county's cut backs. Public Works Director Higgins was not sure. Councilor Parker said some intersections are not marked with stop signs and questioned if they should be. Public Works Director Higgins said possibly. Councilor Parker said this has been discussed previously and the outcome was that you are not to put anything in place that would impede traffic. Planner Higgins said the safety committee could revisit the issue.

Library Director Conner said February's circulation was 7,163 with the year to date 50,947. The Friends of the Library second annual white elephant sale raised over \$1,500.00. The funds are to be used for matching money for the computer grant received from the Bill & Melinda Gates Foundation. Councilor Short asked about finding a site for the Library. Director Conner said they have spoken with Les Schwab retirement investment fund and it has to be sold for at fair market value and they are investigating funding opportunities. Councilor Parker asked how much of the Reitman funds can be used, Conner said the interest that is earned, which has been about \$30,000 a year and Friends of the Library have raised about \$45,000.

Chief Dannels said the department has been very busy. He credited his department and thanked Paul Frasier and SCINT and the Major Crime Team and the school officials on a team effort.

Chief Dannels introduced Officer Ashley Arredondo, who was selected from the final seven applicants, and Reserve Officer Dave Chappell, currently the Resource Officer and head the Reserve Program with 13 years of experience in law enforcement. Chief Daniels recognized the need for a victim advocacy assistance and critical debrief program for the police department. Jerry Steele has volunteered and comes with 30 years experience with LA PD and will be heading the advocacy and debriefing program. Chief Dannels said a ministry tree will be set up and will help when there is a family in need.

Chief Dannels said that the Police Department has a contract with the School District to work with the 300 students in the schools. The Police Department has not fulfilled the contract very well, and the situation needs to be fixed. Dave Chappell has volunteered to fill that position. The \$31,000 received from the district annually will help pay for a part time person for that position and they also work the summer, but he would like to have the support of the council. The truancy number has decreased and the feedback from the principals and teachers has been great.

Finance Director Dufner said the interest is still holding at 5% on the investment of the Reitman Trust Fund. Councilor Parker has requested the council packet electronically and Dufner asked if anyone else would like to have it sent electronically; no one else responded. He asked if the Council thought the video of the meetings should be made shorter or the whole meeting. Councilor Muenchrath suggested putting the entire audio only on the internet; it may be more accessible and easy to download and less expensive. The Council felt that possibly the video may not be needed. Mayor Britton asked if cameras would have to be installed and Finance Director Dufner said a minimum of two would be needed. Mayor Britton said he agrees with Councilor Muenchrath about posting only the audio. Finance Director Dufner said it could be put on within a day. Council's choice was to have the audio recording available. City Manager O'Connor said the agenda items could be set like tracks on cd's.

5. CITY MANAGER'S REPORT

City Manager O'Connor wanted to add an item on the Agenda for District Attorney Paul Frasier and Julie Simpson to talk about the SCINT Program.

District Attorney Paul Frasier said the funding has gotten so bad that he has been approached about shutting down the SCINT program. The program did receive some grant funding to finish this physical year, but the program is in trouble for the next year. There is no longer a dedicated prosecutor and the District Attorney's office has taken on that load. Officers from each city had been assigned to assist in investigations and due to city cut backs the number of officers has dropped. They are asking the Cities to pick up the cost of the director, which for Coquille would be \$2,700 a year and asked the funding to be included in the budget for 2009-2010. If the SCINT program is not funded the responsibility would fall on the local police department and would require the City to purchase additional tools and personnel to handle these investigations. By having the director's position funded by the various cities it will allow the program to continue and possibly get some additional help. During operation Black Ice 24 people were arrested and the king pin was a local restaurant owner. Councilor Capehart asked about items that are confiscated and where those funds go. District Attorney Fraiser said when items are seized and sold the funds returned to SCINT is about 60%, and now that marijuana has been legalized in some instances the amount of seizures is less making the funding less. Mayor Britton asked if this funding would come from the state revenue sharing funds. City Manager O'Connor said that it is a budget issue and it would come from the general fund. It was the Councilors' consent to refer the matter to the budget committee.

City Manager O'Connor said he was glad to be back in Coquille after spending the holidays with his family in Florida.

O'Connor said the City of Coquille has been awarded the Distinguished Budget Presentation Award for the third consecutive year. The Government Finance Officers Association has recognized Finance Director Dufner for his efforts.

The City received a request from the Event Steward of the Shire of Tymberhavene to rent Sturdivant Park. The city would be paid \$2.50 for each person attending per day with a minimum of \$150.00. The group would charge admission and provide their own portable toilets and clean up the park at the end of their event. City Manager O'Connor said that it has been policy not to rent the park or charge people to participate. The event would be held the weekend of June 12th and 13th. Councilor Muenchrath said he feels that we should give them a chance and see if it works. Councilor Short said she would like to know more about the program before we start something new. Councilor Muenchrath made a motion to direct staff to continue negotiations and retrieve more information. Councilor Wiese seconded the motion. Councilor Short asked if they vote yes does that mean approval of the request. Councilor Short voted no; all others voted yes. Public Works Director Higgins said anyone can participate, but they have dress the part.

Councilor Capehart made a motion to accept the City's annual audit report as presented at the January Meeting. Councilor Short seconded the motion; all voted in favor.

City Manager O'Connor presented Public Works Director/Planner John Higgins with a plaque for 40 years of service to the City of Coquille.

6. CONSENT CALENDAR

A. City Council minutes from January 5, 2009

Councilor Wiese made a motion to approve the consent calendar. Councilor Daniels seconded the motion; all voted in favor.

7. ADOPTION OF BUDGET CALENDAR AND APPOINTMENT OF BUDGET OFFICER

Councilor Wiese made a motion to adopt the budget calendar and appoint City Manager O'Connor as the Budget Officer. Councilor Parker seconded the motion; all voted in favor

8. AWARD OF BID – PUBLIC WORKS BUILDING

Steve Major, The Dyer Partnership, said the process has taken about 6 months and the estimated cost of the building was \$350,000. The current building sits where the new WWTP will be built. The new building will be moved to another area. The building is 140x36 metal structure; the actual offices for staff will be combined with the new operations building. Seven bids were received. Low bid was \$224,876 the high bid was \$306,000. The City has paid \$47,000, with the dirt work and some minimal costs for engineering the estimated cost is within the \$350,000.00.

Councilor Wiese made a motion to accept the six lowest bids. Councilor Daniels seconded the motion; all voted in favor. City Manager O'Connor asked why they are not accepting all seven bids. Councilor Wiese said because one did not have authority to sign. Steve Major said that is not an issue. Councilor Wiese amended his motion to read to accept the seven bids presented. Councilor Daniels seconded the motion; all voted in favor.

Councilor Wiese made a motion to accept the low bid from John Williams Construction of \$224,876 for the public works building. Councilor Daniels seconded the motion; all voted in favor.

9. AUTHORIZATIONS TO SIGN REVISED LETTER OF INTENT WITH COOS CURRY ELECTRICAL COOPERATIVE.

City Manager O'Connor said the Coos Curry Electric Cooperative original letter of intent (LOI) is set to expire and they are still doing some due diligence on the property and are asking for an extension until April 15, 2009. They were under the impression they would have to put in pilings and we suggested that they investigate the preload process. The only change in the LOI is the extension of the date. Councilor Parker made a motion to approve the request to extend the letter of intent to Coos Curry Electric Cooperative. Councilor Short seconded the motion; all voted in favor.

10. RESOLUTION 03-2009 A RESOLUTION DECLARING CERTAIN PERSONAL PROPERTY TO BE SURPLUS PROPERTY AND PROVIDING FOR THE DISPOSITION OF SUCH PROPERTY

Finance Director Dufner listed some old computer monitors and hard drives and said he had also added the seven old councilor chairs with the red upholstery in the resolution. City Manager O'Connor said Mollie Anderson inquired last week about the possibly of purchasing one of the chairs. Councilor Muenchrath suggested that one be donated to the pool auction. Councilor Muenchrath moved to approve the Resolution 03-2009 declaring certain personal property to be surplus property and providing for the disposition of such property. Councilor Capehart seconded the motion; all voted in favor. Attorney Trew said that the chairs should be advertised.

11. REVIEW OF PROGRESS

City Manager O'Connor said that Councilor Short requested a review of the council goals at each council meeting; the first two goals will be reviewed tonight.

The first goal was to discuss and encourage Mr. McKay to build a new store. That has been occurring and is on schedule. The building will start in this spring.

The second item was to sell a second section of the GP site, which is almost accomplished with the pending sale of the property to Coos Curry Electrical Cooperative.

13. PUBLIC PARTICIPATION

Niki Graham, 1320 N Gould, said BLM may have some surplus computers that are a few years old if the library was interested. She expressed an interest to serve on the planning commission. Mayor Britton appointed Ms. Graham to the planning commission and requested a letter of interest from her.

11. ADJOURNMENT

Mayor Britton adjourned the Council Meeting at 8:30 p.m.

Mayor, Steve Britton

ATTEST: _____
Deputy Recorder

**City of Coquille
Urban Renewal Agency
February 2, 2009**

1. CALL TO ORDER

Urban Renewal Chairman Wiese called the meeting to order at 8:30 p.m.

2. CONSENT CALENDAR

A. Urban Renewal Minutes of January 5, 2009

Member Daniels made a motion to approve the URA minutes of January 5, 2009. Member Short seconded the motion; all voted in favor.

3. EXECUTIVE DIRECTOR REPORT

Executive Director O'Connor said a real-estate agent called and said that a restaurant has expressed interest about a piece of property on the GP property. The site they are interested in is the area that the carousel could have been placed. Councilor Short said Mr. Means is not a businessman, he is an artist, and someone needs to help with the business end of the carousel project. O'Connor said he would let Council know if more discussions take place about the property.

4. ADOPTION OF BUDGET CALENDAR

Member Britton made a motion to adopt the budget calendar and appoint Executive Director O'Connor as the budget officer. Councilor Muenchrath seconded the motion; all voted in favor.

5. DISCUSSION ON INSTALLATION OF STREET LIGHTS FOR SOUTH MILL AVENUE

Member Parker said the Port of Bandon has 10 street light posts that came from Lake Oswego and they would be willing to donate them to the City if we are interested. Councilor Short asked if they could be used for the river walk. O'Connor said he would check with the Port and see what shape they are in.

Executive Director O'Connor said that a discussion needs to be started about what type of lighting should be used on the GP site and how the utilities should be installed, underground or above. O'Connor showed where the power line would run underground. The question is would the URA agency prefer to have the electrical boxed completely below ground or a 3-foot pedestal with a cost differential of \$3,000 per pedestal. Member Britton said it is just another item to be destroyed. O'Connor said the cost of putting the electrical and phone line underground is \$35,000. Councilor Capehart said that the object is to have all utilities underground. Member Muenchrath asked if McKay's has any special electrical needs; O'Connor said they are talking with Dyer.

Planner Higgins said PP&L has decorative lights. They do not have arms to hang planters from or allow water systems in the pole. PP&L also requires you to request their permission to hang items from poles, and they are no longer allowing hanging plants. PP&L amortizes the \$3,000 cost of the light over a 10-year period. They will maintain their poles.

The question is do you want to buy them from PP&L or buy your own. They would be placed on the south side of the street.

O'Connor said that his recommendation is to get the poles you want, with the features that you want which includes the arms, banner holders, electrical outlet, and internal watering for baskets. The advantage to purchasing the poles from PP&L is that they will change the lights and fix the pole if there is a problem. Chairman Wiese said the City would set the standard for the people who are building in that area. Member Short agreed. Member Muenchrath asked if there were any lighting requirements on the GP property; O'Connor

said there are none. Member Muenchrath said if we are going to use money to spend on streetlights that the concept is not lost between the built buildings. O'Connor said current property purchasers are on board with the concept of the area and the lighting and building concept. The lights also point downward to light the walkway and not the sky. It was URA consensus to move forward as previously discussed with the amenities.

Finance Director Dufner presented a report of the URA budget to actual expenditure from the year 2000 through June 2008. He also presented the debt service schedule to borrow \$1,000,000 today it will double during the pay back. The question is if it's time to pursue the avenue of borrowing money.

O'Connor said the plan needs to be looked at and updated and it is time to go out for an RFQ and RFP process. During the process the assumptions on financing will be reviewed. Councilor Short asked if any of the funds would go towards building a new fire department, library or pool. O'Connor and Chairman Wiese said that a percentage of the URA dollars can be spent on those projects. The consensus of the URA Agency was to move forward with the RFP.

Chairman Wiese adjourned the meeting at 9:15 p.m.

Chairman Wiese

Deputy Recorder, Rene Collins