

**CITY OF COQUILLE
COUNCIL MEETING MINUTES
February 3, 2003**

COUNCIL PRESENT: Mayor Steve Britton, Councilors: E.N. "Corky" Daniels, Kathy Hagen, Mollie Anderson, Fran Capehart, Janice Torbeck and Loran Wiese

STAFF PRESENT: City Manager Terence O'Connor, Police Chief Mike Reaves, Public Works Director John Higgins, Fire Chief Dave Waddington, Library Director Sharon Smith, Community Activities Director Ann Steeves, Finance Director Sherri Flora, City Attorney John Trew

PRESS: Robert Jump, Coquille Valley Sentinel

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

1. CALL TO ORDER

Mayor Britton called the meeting to order at 7:00 p.m. and led those assembled in a flag salute.

2. MAYOR'S OPENING REMARKS

Mayor Britton read a proclamation in honor of John Higgins and his 34 years with the City of Coquille and proclaimed February 3-7 as John Higgins Week.

3. COUNCIL COMMENTS

The Councilors expressed thoughts on the space shuttle tragedy. Councilor Hagen stated that there is a large pothole on Second Street. Councilor Capehart congratulated John Higgins and stated that it is great to stay in a job for 34 years. Councilor Torbeck stated that she has been working with a group of dedicated people and wanted to let the members of the Downtown Development Planning Advisory Committee know that she really appreciates their input and hard work.

4. STAFF REPORTS

Fire Chief Dave Waddington stated that the 6th Annual Pancakes for Life to benefit the Emmanuel Burn Center would be held Saturday, February 22. Public Works Director John Higgins thanked the Council and staff. He reported that the sewer pump station is almost complete. He also reported that public hearings would be held in the next few months regarding the Comprehensive Plan. Community Services Director Ann Steeves stated that work continues on the FEMA 2002 supplemental appropriations grant, which is due on March 3. The \$120,000 would be used to do a needs assessment and look at interoperability for public safety operations. The City of Coquille, in partnership with Oregon Security Institute and three corporate sponsors, helped to host the Homeland Security Summit on January 9, with nine counties giving status activity reports on their emergency planning activities. She also reported that the Community Incentive Fund Round 2 application is now complete. Current plans for the US Bank building/Sturdivant project are to have requests for proposal in April, with construction scheduled for after the Gay 90's celebration and completion scheduled for the end of August. In addition, she reported that she has met with Jerry Connor, Radio Shack and Bruce Parker regarding the Community Incentive Fund Round 3 grant, which is due February 14. Ms. Steeves stated that she has also been working on a few issues with the Community Building older door leakage and boiler problems. Library Director Sharon Smith reported on Library statistics for the period July 1 through December 31. Police Chief Mike Reaves stated that he has been back to work for two weeks and that although the Police Department is understaffed, it is in good working order. He reported that his department is currently going through the hiring process. Finance Director Sherri Flora stated that a sample of the Statement Of Economic Interest was included in the Council packet, discussed the quarterly statement of revenues and expenditures and requested that Council set a date in March for a budget workshop training. City Attorney John Trew stated that due to a clerical error, Ordinance #1436 adopted in December should have been Ordinance #1437. He also stated that he would be absent from the next Council meeting; however John Meynick would attend in his absence.

5. CITY MANAGER'S REPORT

- Safeway & BiMart
- Completion of Alta Survey
- UP Right of Way Acquisition
- Water Sewer Rate Study

6. AUDIENCE PARTICIPATION

None

7. CONSENT CALENDAR

A. City Council minutes of December 2, 2002

Councilor Anderson made a motion to approve the consent calendar. Councilor Daniels seconded the motion, with all voting in favor

8. OPERATION COQUILLE REPORT

Don Delyria updated Council on Operation Coquille and the current paint color project and questionnaire requesting public feedback on the proposed paint colors.

9. REQUEST BY FRIENDS OF ANIMALS WITH NEEDS – USE OF COMMUNITY CENTER FOR SPAY/NEUTER CLINIC

City Manager O'Connor presented the annual request for free use of the Community Building by the Friends of Animals With Needs for the spay/neuter clinic on March 23 and October 12. Mr. O'Connor recommended that the use be for the large auditorium only and that failure to follow staff directions would result in immediate removal from the Community Center as well as jeopardize future use of the facility, whether paid or free. Councilor Wiese made a motion to grant the request for free use of the Community Building, with the provisions recommended by the City Manager. Councilor Hagen seconded the motion, with all voting in favor.

10. INTERGOVERNMENTAL AGREEMENT TO TRANSFER OWNERSHIP OF ASSETS FROM LIBRARY DISTRICT TO THE CITY OF COQUILLE

Library Director Sharon Smith presented the Intergovernmental Agreement and stated that this agreement will formalize the transfer of ownership of approximately \$30,000 worth of assets purchased for the library with grant funds obtained by the District. The agreement requires that the City fully accept the responsibility for maintaining the equipment and providing insurance coverage.

Councilor Anderson made a motion to approve the Intergovernmental Agreement. Councilor Capehart seconded the motion, with all voting in favor.

11. FLEXIBLE SERVICE MAINTENANCE AGREEMENT BETWEEN THE CITY OF COQUILLE AND ODOT

Public Works Director John Higgins explained the Flexible Service Maintenance Agreement with ODOT and stated that this will be a project-by-project agreement approved by the City Manager and ODOT manager. Councilor Wiese made a motion to approve the Flexible Service Maintenance Agreement between the City of Coquille and ODOT. Councilor Daniels seconded the motion, with all voting in favor.

12. MEMORANDUM OF UNDERSTANDING – SOUTHERN OREGON COAST HOUSING OPPORTUNITIES PROVIDER, LLC

City Manager O'Connor explained that for the past year a coalition of cities along with Coos and Curry county have worked with the Umpqua Community Development Corporation in forming a 501 (c)(3) corporation to act as an agent to address the critical need of housing rehabilitation for very low and low income citizens. The State of Oregon recommended the formation of regional coalitions. As a result, Southern Oregon Coast Housing Opportunities Provider, LLC (SOC-HOP) was formed. The communities of Bandon, Brookings, Coos Bay, Coquille, Gold Beach, Lakeside, Myrtle Point, North Bend, Port Orford, Powers, Coos County and Curry County comprise the organization. The attempt is to secure state grant funds for the rehabilitation of low income and senior citizen housing. Umpqua CDC acts as fiscal agent and administrator of the projects. The \$60,000 of fiscal agent and program administration costs is paid upon successfully securing \$300,000 CDBG housing grants. Over the course of the years, each entity will act as the applicant to the State for the monies. The first round of funds has already been secured by Coos County. The Memorandum of Understanding formally places Coquille into SOC-HOP.

Councilor Anderson made a motion to approve the Memorandum of Understanding with Southern Oregon Coast Housing Opportunities Provider, LLC. Councilor Wiese seconded the motion, with all voting in favor.

13. RESOLUTION 04-2003 A RESOLUTION PERTAINING TO TRAFFIC AND PARKING IN THE CITY OF COQUILLE – 1300 BLOCK OF N. GOULD ST.

Councilor Anderson made a motion to approve Resolution 04-2003. Councilor Daniels seconded the motion, with all voting in favor.

14. RESOLUTION 05-2003 A RESOLUTION PROVIDING FOR UNBUDGETED TRANSFERS OF FUNDS BETWEEN CATEGORIES BUT WITHIN THE SAME FUND

Councilor Anderson made a motion to approve Resolution 05-2003. Councilor Capehart seconded the motion, with all voting in favor.

Mayor Britton closed the City Council meeting and announced that the Urban Renewal Agency meeting would be held.

15. EXECUTIVE SESSION PER ORS 192.660 (1)(H) – CONSULT WITH LEGAL COUNSEL REGARDING LITIGATION

Mayor Britton announced that City Council would meet in executive session pursuant to ORS 192.660 (1)(H) at 8:40 p.m. Mayor Britton closed the Executive Session at 9:15 p.m.

16. ADJOURNMENT

Mayor Britton re-opened the Council meeting. Council, by consensus, decided not to pursue any action with respect to the question of the formation of the countywide Airport District. Hearing no further business to come before the Council, Mayor Britton adjourned the meeting at 9:20 p.m.

Mayor

ATTEST: _____
City Recorder

**COQUILLE URBAN RENEWAL AGENCY
BOARD MEETING MINUTES
February 3, 2003**

1. CALL TO ORDER

Chairman Loran Wiese called meeting to order at 8:00 p.m.

2. APPROVAL OF MINUTES OF JANUARY 6, 2003

Member Mollie Anderson made a motion to approve the minutes of January 5, 2003 with the corrections noted. Member Corky Daniels seconded the motion, with all voting in favor.

3. DRAFT TASHMAN JOHNSON REPORT ON PROJECTED TAX INCREMENT REVENUES AND POTENTIAL PROJECT EXPENDITURES

City Manager O'Connor presented a preliminary report from consultant Jeffrey Tashman, Tashman Johnson LLC. The draft report presents the projected tax increment revenues and potential project expenditure for the Urban Renewal Agency over the next five years. The draft report contains a summary of how tax increments are generated, an analysis of the first four years of the Plan's finances, a projection of tax increment revenues for the next five years and a projection of the capacity for project expenditures resulting from tax increment revenues. After reviewing information from the County Assessor, Mr. Tashman believes that the Urban Renewal Agency has \$850,000 in medium term debt capacity. The next part of the contract with Mr. Tashman is for him to complete several other items before the Board can issue debt. Once the full report is completed, the Agency will have a listing of potential project expenditures and a complete five-year financial plan.

4. URA ADJOURNMENT

Hearing no further business to come before the Board, Chairman Wiese adjourned the meeting at 8:15 p.m.

Chairman

ATTEST: _____
Secretary