

**CITY OF COQUILLE
CITY COUNCIL MEETING MINUTES
February 3, 2014**

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

STAFF PRESENT: City Manager Ben Marchant, Finance Director Dufner, Police Chief Blue, Fire Chief Waddington, Library Director Conner, Public Works Director-Planner Urban City Recorder Collins,

PRESS: None

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 COMMENTS

Mayor said the NRA dinner at the Community Building was well attended and the extra parking in the back was wonderful. He attended the public hearing at the county annex on the gun range and the majority of the board stalled the project funding from lottery dollars, the Mayor expressed his disappointment with the decision.

4. COUNCIL COMMENT

Councilor Graham said he walked down by the river walk and said there is a lot of garbage under the trestle and it needs to be cleaned up.

Councilor Heaton attended the South West Horseman's Association and the award plaques were painted by Belva Mai and they were very unique. She attended the Chamber Dinner and the Celtic Dinner at the Mill Casino.

Councilor Wiese said he is pleased the Seattle Seahawks won the Super Bowl

Councilor Chappelle said his Grandmother will celebrate her 100th birthday on March 10th and there will be a no host party at Figaro's on March 8th at noon.

Councilor Short attended the Miss Coos County where Councilor Capehart was honored as Volunteer of the Year from the Miss Coos County Scholarship Board. The Valentine's Ball is this Saturday at 6:00 p.m. Chief Blue and Councilor Short were interviewed for the Valentine Ball for the radio and television. Short said "The Window" paper is always very good about promoting the local events and she would like to see the Coquille Valley Sentinel do the same.

Councilor Capehart said Mayor Rowe was the guest speaker at the Chamber Dinner. She attended the Bay Area Chamber dinner and they covered several subjects. She attended the Miss Coos County and the event was sold out.

5. STAFF REPORTS

Library Director Conner said the new open source software will be implemented April and the librarians will be trained on the software. Valentine's Day is coming and the library will be hosting a date with a mystery book.

Fire Chief Waddington said that Feb 22nd is the Annual Pancake for Life Event with the proceeds being donated to the Burn Center for Children at the Emanuel Hospital; the cost is 5 dollars adults and 3 dollars for children.

Chief Blue said she provided some additional stats and press releases for Council. They received a call about a person doing donuts at Sturdivant Park and the person was cited. On Sunday evening an intoxicated man fell through a plate glass window at one of the downtown businesses, he was not injured. Councilor Heaton said

she is enjoying the updates in regards to the K9 unit training. Chief Blue said Kara is an amazing dog and doing very well.

Public Works Director/Planner Urban did not have anything to add to his report.

Finance Director Dufner said the current rate of interest is 3.2%. We have had a bad year due to the fact that the appreciated bonds started declining and the older ones have mostly matured and the interest went up about 1%. When the interest goes up the appreciated value of bonds is reduced. The city will net \$9,000 in interest during the year and the original principal amount will remain in the account as required. Fire Chief Waddington asked the Rural Fire Department Board about moving some of the money they have given to the fire fund to the ambulance fund. The Rural Fire Department board would like to give an additional \$15,000 with a match from the City.

Finance Director Dufner will be working so that utilities can be paid on line by customers. The municipal court has changed some of the ways that cities are paid and he is waiting to talk it over with the City Attorney.

6. CITY MANAGER'S REPORT

City Manager Marchant said he received an email inviting the Council to the Pack 314 Cub Scouts Blue & Gold Breakfast on Feb 15th at 9:00 a.m. The electric wiring has been installed for the new projector in the Community Building and the contractor will be installing the cover. He asked Council to look at their calendars to schedule a strategic planning work session, Council decided to hold the work session on Feb 20th from 8-12, they agreed. City Manager Marchant with change there is an opportunity to enhance the service and the amenities at the community building. The question is should we build something permanent or a portable concession stand.

7. PUBLIC PARTICIPATION

George Johnson, 1249 W 4th Street Coquille, is representing the Kiwanis and would like to discuss the snack cart at the Community Building which they have been running for a long time. The Kiwanis want to replace the cart and understands the City would like to participate. The Kiwanis have decided not to build a new cart but they will help run it if the City wants and they have the supplies that go inside like a sno-cone machine and other items. He contacted the Barnyard Buildings Company and they charge \$1600 - \$2300 for a movable cart, and they would like to have the cart running when the pool opens. Mayor Rowe asked when the company would need to know to have the cart built by June, and Mr. Johnson said as soon as possible. Councilor Graham asked Planner Urban what type of plans he had, he said he is in the preliminary stages and he is thinking about using an area of 20X16 which is bigger than the current building and you could access it from the outside and the inside of the building. Sewer and water would be available; he does not have a cost estimate at this time. Councilor Graham asked what the time frame would be for the new facility, Urban was not sure. Mayor Rowe asked why the cart was moved from the front of the building, due to access to electricity. Councilor Heaton asked what are the legalities of the City owning the facility and someone else using it, City Manager Marchant said it can be handled like renting the community building kitchen. Mayor Rowe thanked Mr. Johnson for talking with Council and he is looking forward to Public Works Director/Planner Urban's Proposal.

8. CONSENT CALENDAR

- City of Coquille Council Meeting Minutes January 6, 2014

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

9. Audit presentation – Sally Jaeggli – Hough, MacAdams & Wartnik

Sally Jaeggli of Hough, MacAdams & Wartnik presented the audit findings. She reviewed the auditor's report on the City's Financial Statement and made note that the format has changed this year. The opinion is unmodified which is a clean opinion and the financial statements are presented in a fair manner. The report includes other matters which are required to be in the reports but they are not audited. The non-major funds are audited due to large grants that were received. Included in the reports are government wide financial statements and the new title is Net Position. The statement of activities for the year shows there is changes in net position for the year with governmental activities increasing by \$200,000 and the business type activities are down by approximately \$800,000 greatly due to the loss of assets due to destruction of the old Waste Water Treatment Plant. The Ambulance Fund has a lower loss this year which is positive. Budget violations are listed on page 31 and are reported to the state. The assets have increased due to the new Waste Water Treatment Plant (WWTP) and the debts service has increased. The single audit for the federal grant in the amount of \$659,000 the WWTP which includes a schedule and the City was in compliance. Councilor Heaton asked about the reference to a national chain and Dufner said that it is referring to Subway.

Ms. Jaeggli said the Urban Renewal Agency (URA) audit receives stand alone statements and it has an unmodified opinion which means a clean opinion. The URA has an unrestricted fund balance of \$99,531. The notes included are from the URA prospective.

Councilor Wiese made a motion to accept the City of Coquille audit as presented, Councilor Chappelle seconded, all voted in favor.

10. Public Hearing – finding of facts regarding Fortier Field

Mayor Rowe said this is a public hearing to comment on a proposed trade of Fortier Field for Jefferson School.

Mayor Rowe opened the public hearing open 8:04 p.m.

There were no comments

Mayor Rowe closed public hearing 8:04

11. Resolution – A resolution with findings of fact authorizing the exchange of the city owned property known as Fortier field to the Coquille School district for Jefferson School

Councilor Capehart made a motion to adopt resolution 01-2014 a resolution with findings of fact authorizing the exchange of the City owned property know as Fortier Field to the Coquille School District for Jefferson School. Councilor Short seconded the motion, all voted in favor.

12. Adopt the Budget Calendar and appointing a budget officer

Councilor Wiese made a motion to adopt the 2014-2015 budget calendar and appoint Ben Marchant as the budget officer. Mayor Rowe abstained due to the fact we print our budget in the Coquille Valley Sentinel and he does work for them, all other council members voted in favor.

13. Approve Parks Survey

Public Works Director/ Planner Urban said he would like to send out the survey to get feedback to build a parks plan. Councilor Wiese asked if the river walk will be part of this project, Urban said it will be in the master park plan, but there may need to be a trails plan that meshes with the park plan. Councilor Wiese made a motion to approve the park plan survey. Councilor Capehart seconded the motion, all voted in favor.

14. Farmer's market proposal – Don Delyria

Don Delyria, 275 N. Alder Coquille, presented a proposal for the Coquille Valley Farmer's Market Proposal. They would like to have it located in the area where the carousel is planned. They will operate on Saturday s and provide a portable bathroom. They will carry insurance, provide a space for the City and pay the City a stipend. Councilor Heaton asked about signage and traffic, Delyria said they would like to have banners on the railings. Heaton asked if they will be driving on the GP site, he did not think so. They are checking with McKay's about using their parking area. The vehicles will be only unloaded and then moved. There is also a website being developed to promote the vendors. The idea is not to charge the vendors and get grants to fund the promotion of the events. Councilor Wiese asked if the idea to get traffic to that area then is a stipend necessary; City Manager Marchant said his concern is to offset the impact of the Farmer's Market.

Councilor Wiese made a motion to allow the operation of a Farmer's Market on the GP site from April of 2014 to October 2014 and authorize the City Manager to negotiate the stipend and any other details. Councilor Short seconded the motion, all voted in favor. Councilor Graham said if it starts getting muddy that the Farmer's Market will need to keep gravel down.

15. Ordinance 1490 an ordinance amending title 17 planning and zoning, article 2, floodplain management of the City of Coquille

Public Works Director/ Planner Urban said Coos County has recently updated the floodplain study and the rate maps. To remain in the National Flood Insurance Program the City of Coquille must update the date of the new maps.

Councilor Wiese made a motion to have ordinance 1490, an ordinance amending title 17 planning and zoning, article 2, floodplain management of the City of Coquille. Councilor Graham seconded the motion, all voted in favor.

Councilor Wiese made a motion to adopt ordinance 1490 amending title 17 planning and zoning, article 2, flood plain management of the City of Coquille. Councilor Heaton seconded the motion.

Councilor Heaton - Yes
Councilor Wiese - Yes
Councilor Chappelle - Yes
Councilor Short - Yes
Councilor Capehart - Yes
Mayor Rowe - Yes

The motion passed unanimously.

16. ADJOURNMENT

Mayor Rowe adjourned the council meeting at 8:27 p.m.

Mayor, Matt Rowe

City Recorder, Rene Collins

Executive Session

Mayor Rowe said the City of Coquille Council will meet in executive session pursuant to ORS 192.660 (2) (a), which allows the council to meet in executive session to consider the employment of a public officer, employee, staff member or individual agent. Representatives of the news media and designated staff shall be allowed to attend the executive session; all other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session we will return to open session and welcome the audience back into the room.

Mayor Rowe opened the executive session to order at 8:50 p.m.

Mayor Rowe closed the executive session at 9:10 p.m.

**City of Coquille Urban Renewal Agency Meeting
February 3, 2014**

1. CALL TO ORDER

Chairman Wiese called the meeting to order at 8:30

2. CONSENT CALENDAR

- **December 2, 2013 Meeting Minutes**
- **December 16, 2013 Meeting Minutes**

Member Capehart made a motion to approve the urban renewal consent calendar for December 2 and December 16, 2013. Member Heaton seconded the motion, all voted in favor.

3. COQUILLE URBAN RENEWAL ANNUAL FINANCIAL REPORT SUMMARY

Dufner presented the financial report summary that shows the income and expense for the year which included the loan payment from the water payment with an ending fund balance of \$229,963 and projections of \$36,564 in 2014.

4. ACCEPT THE 2013 URA ANNUAL AUDIT FINANCIAL REPORT

Member Short made a motion to accept the Urban Renewal Agency's audit as presented. Member Capehart seconded the motion, all voted in favor.

5. ADOPT A BUDGET CALENDAR AND APPOINTING A BUDGET OFFICER

Member Capehart made a motion to adopt the 2014-2015 budget calendar and appoint Ben Marchant as the budget officer. Member Chappelle seconded the motion, Mayor Rowe abstained due to the fact we print our budget in the Coquille Valley Sentinel and he does work for them, all other council members voted in favor.

6. CONSIDER URA FUNDING REQUEST FOR FUNDS FROM GERALD MARCA DEMOLITION OF 184 W SECOND STREET, COQUILLE OREGON

Gerald Marca, Fat Elk Road Coquille, is planning to demolish Bill's Place located at 184 W. Second Street. The estimated cost is \$41,465 and he is requesting \$20,000 in matching funds. Member Wiese said what will the remaining wall of the theatre look like, the theatre will be painted to match the rest of the building, the bricks will be used for fill and the lot will be brought to street level. Member Heaton asked what plans are there to keep the area safe during the demolition; Mr. Marca said that is up to the General Contractor, r Benny Hempstead. Linda Short asked what will hold the fill, he said the concrete wall and then there will be fence on the street side.

Member Capehart made a motion to approve the request from Gerald Marca of matching funds up to \$20,000 for the demolition of 184 W. Second Street. Member Chappelle seconded the motion, all voted in favor.

7. Adjournment

Council President Wiese adjourned the meeting at 8:48