

**CITY OF COQUILLE  
CITY COUNCIL MEETING MINUTES**

**September 4, 2012**

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

**STAFF PRESENT:** City Manager Ben Marchant, Finance Director Chuck Dufner, Police Chief Janice Blue, Public Work & Planning Director Kevin Urban, Library Director Anne Conner, Fire Chief Dave Waddington, City Attorney John Trew and City Recorder Rene Collins.

**PRESS:** The Sentinel

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

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**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 and reminded everyone that school started today and to watch for children and your speed as you are driving through school zones.

Mayor Muenchrath encouraged everyone to attend the “Smoke On The Water” this weekend; there will be nine teams cooking and lots of entertainment.

**3. BANDON POLICE DEPARTMENT DEMONSTRATION**

Chief Blue said she has asked Sergeant Lynch to come and talk about the type of vest they wear and his K9 and her department has expressed an interest in both. Sergeant Lynch and Reckless (K-9) are from the Bandon Police Department. Sergeant Lunch explained the vest carrier he is wearing is an outside carrier which takes the weight off the duty belt and puts it on the shoulders which also attaches to the duty belt which also helps distribute that weight more evenly. The police department has not received any negative feedback from the public on the design of the vests. The vest is also easily removable when doing work at a desk and your weapon. They also switched to non nylon pants which wear better for their type of work because they do not snag. The cost is approximately \$250.00 for the outside carrier.

K-9 Reckless is funded by community donations; he cost \$9,000 including training which was 2 weeks. When reckless comes upon the four odors he is trained to scratch, he is rewarded with a rolled up towel. He has been used in the schools and Oregon State Police has requested his

services. He has been on several traffic stops and has found narcotics. He is a great tool for the community. When he works for other agencies it falls under inter agency agreements and Sergeant Lynch does not always charge his City for the hours. The more cases the dog can work gives the handler and dog more experience. The dog does require 4 hours of training a week which he works into his regular schedule.

#### **4. COUNCIL COMMENTS**

Councilor Capehart thanked Doug Landis for redoing the bleachers at the pool; they look very nice. She also thanked City Manager Marchant and Mr. Landis for organizing August Nights in Coquille and thought the event was well received. She said there is a former resident who may be interested in some property on the GP site.

Councilor Short attended the tsunami training and brought brochures about what to watch for and what to do with the debris that you find. At last Friday's August Nights there were people there that had not attended before. The Chamber needs additional volunteers to help work a few hours a week to keep it open from 1 to 4. Councilor Short would like City Council to purchase four bricks with the council names and the year 2012, they agreed they would. Councilor Short presented a check to the City for \$5,200 for 14 swim days from the people who have donated this year.

Councilor Spanberger said he has been very busy with school starting for the children.

Councilor Daniels said Kiwanis would like to thank the City for the use of Sturdivant Park for the yearly yard sale and they raised enough money for 3 scholarships.

Councilor Wiese said school is started and he will be working around the house getting some chores done.

Councilor Baird reminded everyone to be cautious through the school zone as the children are out and about. He spoke with Dr. Keller and said they will be putting on some children's activities at Smoke on the Water. His children enjoyed the summer reading program at the library.

#### **5. STAFF REPORTS**

Fire Chief Waddington said the final number for ambulance calls for August was 70. The annual steak feed served approximately 1,350 and he thanked everyone for their support. They are looking at a person to do the billing and collections for the ambulance service.

Library Director Conner said they are advertising for the Children's Library Assistant and they would be interviewing this week. Trivia will be held on October 13, 2012.

Police Chief Blue said during a drug traffic stop the forfeiture and seizures can help the department funding for the police department and the dog could help. Chief reminded everyone slow down in the school zone. They have been giving warnings and they will have the trailer put in that area to help remind people. Chief said Officer Deadrich will finish up his training this week.

Public Works Director Urban introduced Nick Powers as the new WWTP operator. The letter from DEQ did arrive as presented in City Manager Marchant's report. The River Walk will be putting up a plaque about the Coquille River on a rock that was donated by Main Rock. Councilor Wiese wants to know where the materials are from the old bridge that are supposed to be used on a plaque. Urban will check on that.

Finance Director Dufner said the investments are earning 4.18%. He is working on the preparation of the final budget document and the website which should be live by the next council meeting. We are now required to have a single audit due to the amount of Federal money the City received for the WWTP loan which he has been working with the auditor on. Staff received training on Code Red and there will be a test use of the program in the future. Mayor Muenchrath that Code Red is an automated system that allows the City to send messages to the community in an emergency.

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

City Manager Marchant said that Rene Collins has been promoted the position of City Recorder; her position has been reclassified to reflect the work she has been performing.

City Manager Marchant said he owes a great amount of gratitude to Councilor Capehart, Doug Landis, Karen VanLueven and Chief Blue for all they did to help with August Nights in Coquille. The event was a success and would like to continue the tradition as everyone seemed to enjoy it. During the program people from the community signed up to volunteer for various groups and lots of good project ideas came up and he is looking forward to seeing a conversion of those ideas into action projects in the community.

The WWTP project progress continues. There has been a compromise on the staining of the walls. The entire wall would not be stained; the rocks and trees would be stained and he is waiting to see the stain test.

The Pool has had an excellence season and there has been great response to the new pool. The gross receipts have doubled over the past year, but it is still losing money. Citizens have been asking if the pool can stay open in the evenings and on Saturdays during September because it is one of the months with the best weather. There is a possibility to have the life guards from North Bend to help during September as their pool will be closed for maintenance. Mayor Muenchrath asked Pool Manager Linderman if enough people would show up to make it worthwhile; she said yes people would come and use it. Last Year the pool lost \$50,000 and this year Marchant projected the pool will be approximately \$35,000. Marchant said this will give us some additional information even if we only stay open until September 21<sup>st</sup>. Council agreed to leave the pool open until September 21<sup>st</sup>. Councilor Short asked about the pool not having a cover. Marchant said that the old pool covers are in good condition and will be used to help keep the heat in.

City Manager Marchant said that Smoke on the Water was featured in the Weekend edition in the World and the web page had over 36,000 hits.

In the discussions of the WWTP of cost savings going forward, the time is right to lease or purchase the ODOT property between the WWTP and the Hi-way Deli Market. The property

could be split and be used as additional parking for the Community Center and pool. The Public Works Department would be housed in the office in the existing building. With the money saved on the upgrades to the old WWTP lab that money could be used for purchasing a dewatering unit. Today City Manager Marchant received a letter of intent and we would lease it for 6 months and then they would have the property appraised for purchase.

Councilor Capehart made a motion to approve the signing of the letter of intent between ODOT and the City of Coquille. Councilor Wiese seconded the motion; all voted in favor.

The City's face book page is up to 27 friends; he is looking forward when it becomes more used.

The City received a letter of donation from the League of Oregon Cities for conference scholarships. Dufner said it has not been budget for this year. Mayor Muenchrath said to review it at the next budget session.

## **7. PUBLIC PARTICIPATION**

Dian Courtright would like to support keeping the pool open. There are about fifteen ladies that would continue to come. She asked how many lifeguards are required, and the pool manager said that 2 life guards are required. Mayor Muenchrath asked how long she would like the pool to stay open; she would like them to stay open as long as possible. Urban said boiler heats the pool and the community building and it can't heat both.

Leslie Anderson said that it wonderful that the pool will be kept open and it has helped everyone.

Susan Heaton said she volunteers at the Chamber of Commerce. Ms. Heaton said there are a lot of children in this area and she is concerned about the amount of traffic and the speed the cars are traveling on Birch and 2<sup>nd</sup> Street; she would like council to consider installing a speed bump, a slow children sign and or a stop sign before there is an accident. Heaton has been asking the citizens about their thoughts about the City and their main concern is the condition of the streets especially around the courthouse, and that needs to be improved. She said a citizen wanted to thank the City for the stop sign at Collier and 7<sup>th</sup> Street. Mayor Muenchrath said there is a chart of the street conditions and we had hoped to participate with the County to have that area of streets fixed but the County was not able to participate so the City could not afford to have that area done.

Jean Ivy asked about the DEQ violation letter and what are the consequences. Marchant said it depends on the DEQ and how they think they City handled the situation and there can be fines attached to the violation for per day. After the penalty is determined the fine may be able to be negotiated. Our problem is gone and the alarms are now electronic notification. DEQ has the option to do nothing or fine the City. Urban said he looked at a couple fines online and one was \$20,000 and lowered to \$10,000. Urban said there were a lot of factors involved in the situation and that due to the situation that it could have been less severe and training has been put in place to avoid some of the errors.

Carol Clayburn, Relay for Life, presented a thank you plaque for the 2012 Relay for Life events held in the City facilities during the past year. The Bark for Life event raised approximately \$1,000 which is great for a first time event.

City Manager Marchant said the pool will be open for the following:

lap swim 5:30-6:30 nightly

open swim 6:30 – 8:30

open swim on Saturday

**8. CONSENT CALENDAR**

**A.** City Council minutes of August 6, 2012

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

**9. ORDINANCE 1484- AN ORDINANCE PROVIDING FOR SYSTEMS DEVELOPMENT CHARGES IN THE CITY OF COQUILLE AND REPEALING ORDINANCE 1212.**

Finance Director Dufner said this was discussed at the last council meeting and the ordinance has been properly posted and available for review and comments.

Councilor Wiese made a motion to adopt ordinance 1484 providing for systems development charges in the city of Coquille and repealing ordinance 1212. Councilor Spanberger seconded the motion.

Councilor Baird -Yes

Councilor Daniels -Yes

Councilor Wiese – Yes

Mayor Muenchrath – Yes

Councilor Spanberger -Yes

Councilor Short – Yes

Councilor Capehart – Yes

Mayor Muenchrath called for any comments from Council on the proposed amounts. Councilor Short said the amounts seem very high. Councilor Wiese said that it is because of the impact and we are not as high as other cities. Councilor consensus was to go with the proposed numbers and follow the engineer's recommendation.

**10. HGE –COQUILLE FIRE DEPARTMENT STATION #1 UPGRADE UPDATE**

Joe Slack, HGE, Said they were hired to provide a needs assessment for the Coquille Fire Station; three options were presented. PBS was hired to take some soil samples and provide a

report. The site is suitable for a building site for the Fire Departments based on the soil analysis. The next step would be to choose one of the three options 1) building addition, \$ 2.5 mil 2) replace part of the building \$2.9 or 3) replace building \$3.4, this could be done through a work session with City Staff with or without council and also discuss the funding possibilities. Councilor Wiese asked if anything can be done without the seismic structure improvements. He said yes due to the results of the soil analysis. Mr. Slack showed some preliminary designs of each of the options. Councilor Short asked how much money we have towards this project. Finance Director Dufner at this time said none. City Manager Marchant and Fire Chief Waddington will be looking at this project and involve others as necessary

**11. RESOLUTION 18-2012 – A RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER TO SIGN GRANT AND LOAN DOCUMENTS ON BEHALF OF THE CITY OF COQUILLE**

Finance Director Dufner said this resolution will make signing of grant and loan documents easier because it will be by position not name.

Councilor Spanberger made a motion to adopt resolution 18-2012 - a resolution authorizing the Mayor and City Manager to sign grant and loan documents on behalf of the City of Coquille. Councilor Short seconded the motion; all voted in favor.

**12. RESOLUTION 19-2012 – A RESOLUTION DECLARING PERSONAL PROPERTY TO BE SURPLUS PROPERTY AND PROVIDING FOR THE DISPOSITION OF SUCH PROPERTY.**

Chief Blue said one of the vehicles was evidence and has been released by the district attorney, and the other is an old patrol car. The Sheriff's department gave the police department a Bronco that has not been used that will be auctioned off and that money will be given to them.

Councilor Wiese made a motion to adopt resolution 19-2012 – a resolution declaring personal property to be surplus property and providing for the disposition of such property. Councilor Daniels seconded the motion; all voted in favor.

**13. AJOURNMENT**

Mayor Muenchrath adjourned the meeting at 8:47

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Mayor, Matt Muenchrath

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Deputy Recorder, Rene Collins

**CITY OF COQUILLE URBAN RENEWAL AGENCY MEETING  
SEPTEMBER 4, 2012**

**1. CALL TO ORDER**

Chairman Wiese called the meeting to order at 8:48 p.m.

**2. CONSENT CALENDAR**

- URBAN RENEWAL AGENCY MINUTES OF JUNE 18, 2012

Member Capehart made a motion to approve the Urban Renewal Agency Minutes of June 18, 2012. Member Spanberger seconded the motion; all voted in favor.

**3. CONSIDER URA FUNDING REQUEST FOR FAÇADE IMPROVEMENT FUNDS FROM KURT SMITH FOR 505 N. CENTRAL STREET, COQUILLE OR**

Mr. Smith, 190 N. Irving Coquille, would like to apologize for what the building has looked like over the past few years. He would like to restore the building at 505 N. Central to attract the correct tenant. The steel buildings were distributed in the 40's by the oil companies to be used as gas stations; he would like to see another type of business besides autos. The cost of the façade work is \$12,340.00 which includes new gutters, façade repair and painting.

Chairman Wiese said the URA will match 50% of what would be spent on paint and façade improvements.

Member Muenchrath made a motion to approve the Urban Renewal Agency matching funds request of \$6,170 for the façade improvements. Member Capehart seconded the motion; all voted in favor.

Chairman Wiese adjourned the meeting at 8:53 p.m.

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Chairman, Loran Wiese

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Deputy Recorder, Rene Collins