

**CITY OF COQUILLE
CITY COUNCIL MEETING MINUTES
December 1, 2003**

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

STAFF PRESENT: City Manager Terence O’Connor, Accounting Technician Ruth Graham, City Attorney John Trew, Library Director Sharon Smith, Police Chief Mike Reaves, Finance Director Michelle Forrest, Public Works Director John Higgins, Police Officer Dan Lee

PRESS: Robert Jump, Coquille Valley Sentinel
Mike Chavez, 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 7:00 p.m.

2. PLEDGE OF ALLEGIANCE.

Mayor Britton led those assembled in a flag salute.

3. MAYOR’S COMMENTS

Mayor Britton asked staff to look into replacing the big tree in front of the Community Building. He would like to see a smaller tree there, so it is not a safety hazard for the children when decorating it. Mayor Britton would like to get opinions on this matter from the public. City Manager O’Connor will address this matter in his “City View” article.

4. COUNCIL COMMENTS

Councilor Capehart reported that the Voice of Democracy contest had a local district winner. The district includes Coos and Curry Counties and the winner was Adam Pritt.

Councilor Anderson wished everyone a Merry Christmas and hoped everyone had a safe and happy Thanksgiving.

Councilor Hagen stated that she would like to start having Council work sessions in January to go over policies and Council goals. The rest of the Council was in agreement. This will be done on an as-needed basis. Councilor Hagen reported that the Rotary Club will be painting the High School.

5. STAFF REPORTS

Police Chief Mike Reaves stated that Police Officer Lee had an update for Council on the abatement at the Roberson’s property at 431 E. Sixth Street. Officer Lee reported to Council regarding the history on this abatement. There are several discarded vehicles, car parts and a fifty five gallon drum near a creek bed on this property and City right of way. Mr. Roberson has not responded to the abatement notice. Mr. Lee took photos of the subject property after thirty days from the date when the abatement was served. It looked like some items had been moved around and some removed. Officer Lee stated that he thought the next step would be to have the City remove these vehicles. After a discussion about this matter with City Attorney Trew, Mr. Trew and Public Works Director Higgins were both had concerns about doing that. Officer Lee asked Council how to proceed. Officer Lee reported that there had been a cyclone fence installed on the City right of way adjacent to Mr. Roberson’s property. Public Works Director Higgins

Page 2
Council Meeting Minutes
December 1, 2003

informed Officer Lee that the fence needed to be removed, so the right of way was open to pedestrian traffic. Officer Lee a hold of Mr. Noblin, Mr. Roberson's grandson, and told him he needed to remove the fence. It still hasn't been removed. Mr. Trew is also concerned about entering private property to remove items. He drafted a document giving the City permission to enter the property and Mr. Roberson refused to sign it. Officer Lee then issued Mr. Roberson a \$100 citation for violation of City code. He was cited into Municipal Court on December 22, 2003. There was discussion about what to do next. City Attorney Trew advises staff to gather all of the information on the cost or removal and storage fees and bring the information back to Council. He advised no one from the City to go onto the property. There was discussion about costs and putting a lien on the property, if the City cleaned it up. City Attorney Trew advised that a title search be done prior to a lien to see if there are any other liens on the property. There was also discussion about making some changes to the current Ordinance.

Library Director Smith reported that the Library will be closed on December 11th when the last upgrade to their on-line circulation system will be done. The full-time staff will work that day and do some general housekeeping duties. On December 5th, Janice Payne and herself will be going to Coquille High School on in-service day and talk about reading enhancement activities. Her department received their third tax payment from the County. She has received a total of 40% of what was anticipated and 80% is expected to be received by the end of December.

Public Works Director Higgins thanked Jim Harris for a job well done. His crew painted the island at the corner of Central and Adams. He reported that on November 20th the water source had been switched over to the Rink Creek Reservoir and that went well. Mr. Higgins stated that there were twenty requests received for "Request for Qualifications". He hasn't received any proposals back yet.

Finance Director Forrest handed some financial reports out to Council. She reminded everyone that she has another item on the agenda.

6. CITY MANAGERS' REPORT

City Manager O'Connor stated that he received a call from Glen Meador, the owner of the Burger Barn. Mr. Meador was inquiring about a reduction in his business's sewer charges. He also has an ice-making machine plus sells soda and coffee. They don't wash a lot of dishes because they use a lot of paper products. Mr. O'Connor also received a similar request from Marilyn Halstead who owns the old 76 service station and hauls water from that location, which doesn't go through the sewer system, to her other business out on Highway 42. He hasn't received a formal request from Mrs. Halstead, but he wanted to let Council know that these requests will be coming to Council at a later date. City Manager O'Connor reported that the contractors who worked on the Sturdivant Building will be replacing some sidewalk sections there because they cracked them with their man lift. He has a conference call scheduled with himself, Steve Major and Public Works Director Higgins for December 2nd. It is with the Environmental Finance Center of Boise University. They are working with them to review methods of saving construction funds on the Wastewater Facility. They did say that there are not a lot of brick and mortar grants available for wastewater construction. They are exploring alternative methods of utilizing environmental mitigation to reduce construction costs. He also made contact with the Energy Trust of Oregon. They are a non-profit organization that does energy audits. They did some work in Bandon. They do energy audits on wastewater and water facilities. One of their requirements is that the City would have to implement one of their cost saving methods. Any additional work needed after the initial audit would have to be done by a local engineering firm. He's not doing anything with this until he gets more information. Mayor Britton asked if City Manager O'Connor had heard anything from the EPA regarding easing up on the storm water regulations. Mr. O'Connor explained that the issue is temperature management. He is still working with DEQ on wetlands management. They are monitoring Cunningham Creek, the wetlands, and the river. The monitors will be pulled in the next two weeks. Steve Major, with Dyer Engineering, explained that the

results of these tests will then go to DEQ, and they will decide whether it is best to go to the wetlands or go ahead and test the effluent.

7. PUBLIC PARTICIPATION

Page 3
Council Meeting Minutes
December 1, 2003

Don Kinnaird asked if it would be possible to put some information on the utility bill about how to determine if you have a leak. City Manager O'Connor stated that it wasn't possible with the billings, but he could put something in his weekly article in the Sentinel and maybe on the web site.

Mary Conner, business owner at 61 East First Street, asked if the City could stencil the sidewalks stating "no skateboards, skates, bikes allowed on the sidewalks". She feels that if there were signs on the sidewalks, then the children doing it will know that it is against the law. Mayor Britton suggested that this subject be addressed at one of the school assemblies. Judy Costello, also a downtown business owner, asked how to detect a leak before getting a really high bill. Public Works Director Higgins stated that, unfortunately with tenants, you are not going to know until you get your bill. There was some discussion about installing separate meters at her rentals and having the tenants put the utility billing in their name.

Jim Harris, 142 N. Adams, asked why the City Hall hours were changed. City Manager O'Connor stated that they were changed because of reduction in staff in the Finance Department. A lot of the financial functions are done during the hours City Hall is closed. It is easier to do these functions without interruptions. Without the change in hours, things are not getting done like they should when you have to wait on people and answer the phones. City Manager O'Connor went over the accounting of how many people came in and called during the times City Hall has been closed. It was decided that the calls and customers would still be monitored until the end of the month.

8. CONSENT CALENDAR

Councilor Anderson made a motion to approve the Consent Calendar. Councilor Capehart seconded. All voted in favor.

9. REQUEST BY KAREN ELLINGSON FOR SPECIAL WATER/SEWER RATE CONSIDERATION

Finance Director Forrest stated that she had spoken with Karen Ellingson about her utility bill for her Bed and Breakfast at 257 E. Main Street. The most guests she has had is six per month and some months no guests. Ms. Ellingson has been forced to close her business at this location because of the higher rates. She prefers to remain open and pay a single-family dwelling rate and be billed accordingly based on her activity with the bed and breakfast. Council looked at the difference in billing amounts from two units versus one unit. After some discussion and concerns about discriminating against any other businesses in town and how to best handle this matter, Council decided to discuss this matter along with some other water matters at a work session in January. Ms. Ellingson would prefer to be charged one unit, in the meantime, and remain closed until a decision is made. Karen Ellingson suggested that local service clubs be contacted to do some fundraisers to help with the costs of the water and sewer upgrades.

10. ORDINANCE NO. 1446 AN ORDINANCE AMENDING CHAPTER 13.08.010 SEWER SERVICE SYSTEM TO SET FORTH THE DEFINITION OF AND SEWER UNIT CALCULATION FOR CONVENIENCE STORE

Mayor Britton stated that Councilor Torbeck had commented that this Ordinance needed to include the statement "no public restrooms" under definition of convenience store. Councilor Wiese made a motion to adopt Ordinance No. 1446, an Ordinance amending Chapter 13.08.010 sewer service system of the City of

Coquille Municipal Code section 13.08.010 as amended. Councilor Daniels seconded. The Council was polled with the following results:

Voting Aye: Mayor Britton, Councilors: Daniels, Wiese, Hagen, Anderson, Capehart
Voting No: None
Absent: None

Page 4
Council Meeting Minutes
December 1, 2003

11. EASEMENT PROPOSAL FROM NW NATURAL GAS FOR A GATE STATION ON CITY PROPERTY

City Manager O'Connor stated that this matter had been discussed previously and now Northwest Natural is back to wanting to locate at the original proposed location. Northwest Natural Gas is asking for an easement from the City for 12,450 square feet. They are proposing the easement payment to be \$29,000, which works out to be \$2.33 per square foot. City Manager O'Connor stated that, if Council desires, he would have City Attorney Trew put in the agreement with Northwest Natural Gas, that if easements were taxed, Northwest Natural Gas would pay the taxes. This is not something that the County is doing at this time. Mayor Britton reminded everyone that it is important that Northwest Natural comply with the foliage requirement, since that property is very visible from the highway. Councilor Anderson made a motion to follow staff's recommendation regarding the easement for Northwest Natural Gas. Councilor Capehart seconded. All voted in favor.

12. ADJOURNMENT

Hearing no further business, Mayor Britton adjourned the meeting at 8:20 p.m.

Mayor

ATTEST: _____
City Recorder