

**CITY OF COQUILLE
CITY COUNCIL MEETING MINUTES
December 16, 2013**

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

STAFF PRESENT: City Manager Marchant and 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 6:14 p.m.

2. PLEDGE OF ALLEGIANCE

3. REVIEW LEGAL SERVICES

City Manager Marchant said Attorney Trew has submitted his resignation after many years of service to the City, he has realized the tasks the City wants him take on is more than he wants to do at this time with his case load. This is an opportunity for the City Council to seek new legal representation as the resignation was to be effective December 31, 2013. The City can put out a request for Request for Qualifications (RFQ); the advertisement would go out then review the applications, conduct interviews and make the selection. Council has the opportunity to structure the scope of services, develop a contract, conduct annual performance reviews that will benefit the city in the future. Enclosed were some samples of RFQ, most of the legal services are standard, some specialty services such as labor issues may still need to be handled with LGPI or if it is a legal firm they may have various attorneys with different areas of expertise. Councilor Heaton asked what the procedure is, Marchant stated it is up to the Council. Councilor Heaton asked whether we are thinking a monthly retainer or an hourly fee, Marchant said he has seen it several ways but it seems that the City was paying a higher fee for the amount of services we required. Heaton said without a retainer would it make it difficult to budget, Marchant said it could be based on the previous retainer rate. Councilor Wiese thought that the retainer only included meeting time. Marchant said that the flat rate we pay now covers reviewing documents and attending meetings and it varies from firm to firm. In our area it seems that most city attorneys also have private practices. City Marchant said that the best place to start is with an RFQ. Councilor Wiese said he thinks we should narrow it to three and then make a final decision from there and then discuss fees. Marchant asked council what type of attorney they are looking for in regards to personality. Heaton said she wants someone to give council options. Marchant said he feels there needs to be a review process to manage the relationship and performance with the attorney which can be in the contract. Council liked the City of Reedsports RFQ, it was agreed Marchant would draft a similar document with the closing date around Jan 15th and be able to appoint someone at the March Council Meeting

4. COUNCIL COMMENTS

Councilor Heaton said it was a busy month and she attended the tour of homes.

Councilor Capehart said she received a complaint about people burning debris across from the hospital and it was getting into the hospital ventilation system and the fire and police department would not do anything about it. City Manager Marchant said that if it causes a health issue it may have to be addressed and if the hospital contacts the City. The community center has been very busy with holiday activities.

Councilor Chappelle said Commissioner Main asked if the City could form an ordinance to keep other agencies from dropping off their bad guys in our city limits. City Manager Marchant said he is not aware that this practice has been occurring. He is aware that prisoners have been dropped off along the road. Chappelle said the other cities are not going to come and get the offenders they have lodged in the county jail.

5. ADJOURNMENT

Mayor Rowe adjourned the meeting at 6:55 p.m.

**City of Coquille Urban Renewal Agency Meeting
December 16, 2013**

1. CALL TO ORDER

Chairman Wiese called the meeting to order at 6:00 p.m.

2. CONSIDER URA FUNDING REQUEST FOR SLIDING DOOR, LIGHTING AND AWNING REPLACEMENT FUNDS FROM RUFUS KING 454 HWY 42 E., COQUILLE OREGON

Rufus King, Coquille Valley Produce & Deli, said the sliding doors will be replaced with garage doors. Barn boards will be put on the outside of the building and a new awning installed. The idea is to improve the curb appeal and get people to slow down as they come in to Coquille. Chairman Wiese said only one bid is required as it is under \$5,000. Wiese asked about signage, Mr. Kings said there will be new signage that will go along with the old barn look. Mr. King said everything except for the signage will be completed by January 6, 2014

Member Capehart made a motion to grant \$2,250.00 in matching funds to the Coquille Valley Produce & Deli for new garage doors, tin awning and installation of barn wood siding. Member Chappelle seconded the motion, all others voted in favor.

3. Adjournment

Chairman Wiese adjourned the meeting at 6:13 p.m.