

City of Coquille
Council Meeting Minutes
January 4, 2016

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

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

PRESS: The World, Coquille Valley Sentinel

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'S COMMENTS

Mayor Rowe welcomed everyone to the council meeting. He announced there are 4 vacancies on the budget committee, and applications are being accepted. He would like to make appointments at the February council meeting. Mayor Rowe said he has been focused on working with the county on the number of available beds at the jail, which is causing issues for the businesses and citizens of Coquille.

Mayor Rowe presented a cake to Councilor Capehart, paying tribute to her for all the volunteer hours she has given to the City of Coquille, and for everything she does for the community.

4. COUNCIL COMMENTS

Councilor Heaton said she attended Christmas in Coquille as many others did. She said the Victorian Tea hosted by Linda Short was a wonderful event.

Councilor Wiese wished everyone a happy new year.

Councilor Short thought it was great the trail got a grant. She noted 93 people attended the Victorian Tea. The Carousel will be moving out of the downtown building and into Jefferson School. She hosted two little boys at Shop with the Heroes, and they all had a good time.

Councilor Capehart wished everyone a happy New Year, and then said she attended three funerals the past week. She has been busy organizing the things she moved home that she had accumulated over the past ten years at the community building.

5. STAFF REPORTS

Library director Conner said Tina Hallmark is the new part-time librarian, and she will start Tuesday. Councilor Graham asked who is on the library building board for the library, and Conner replied it was Matt Rowe, Shawn Jennings, John Gunther and herself.

Fire Chief Waddington said Thursday is Christmas Tree Pickup, and donations are accepted that go to the youth programs in Coquille. Mayor Matt Rowe said that he has been approached by a citizen about getting the old GP whistle repaired. Waddington said that it has not been working because it is in need of repair. Jean Ivy said she has people who ask about the whistle, and it always positive. Mayor Rowe said it will be on the agenda next month. The annual Pancakes for Life will be held on February 29th, which benefits Emanuel Legacy Hospital Burn Center.

Police Chief Blue said New Year's Eve was very quiet. Shop with the Heroes was a success, and some additional toys were received from Bike for Tykes, which were handed out by the officers.

Public Works Director Urban did not have anything to add to his report. Councilor Wiese asked about the transient dock if it had been found, and Urban said it had not. He is hoping to have Oregon State Marine Board engineer and redesign the dock and replace the pilings.

6. CITY MANAGER'S REPORT

City Manager Marchant did not have anything to add to his report, and he wished everyone a happy New Year.

7. PUBLIC PARTICIPATION

Ollie Huffman, 2340 Shelly Rd. Coquille, would like to know when the potholes can be filled on 2nd Street and Baxter and 2nd Street and Adams. Urban said with the bad weather they are doing the best they can and will continue to work on them.

Jean Ivy, 1195 N. Elliot St. Coquille, said she spoke with the City Council in October, and wrote a letter about the possibility of free swim for veterans, but has not heard anything yet. Mayor Rowe said the Administrative Committee will address the issue when they review rates for next season. Ms. Ivy said she does not want to wait that long, and Mayor Rowe asked City Manager Marchant when the next Administrative Committee meeting is scheduled. He replied that there is not one scheduled at this time. Ms. Ivy asked to be notified when that meeting notice is published.

Fred Messerle, Chairman of the Beaver Slough Drainage District, and Steve Denny, representative for the SW Oregon Regional for the Nature Conservancy, presented a Working Landscapes concept. They presented a video about the area and restoring the amount of Coho. The tide water gates in the area are at the end of their life, and if they fail it will threaten the farms and fish. The challenge is to manage the land, and provide multiple benefits for fish, wildlife and agriculture business. The two projects are China Camp Creek and Winter Lake restoration. The tide gates would be replaced, and it will provide better control for the farmers and help with the fish and wildlife.

They then presented a power point presentation called Coquille Working Landscapes. The proposal is to separate the area into three management units, and be able to control water level in the three areas. The challenge is the metal culverts and wooden tide gates that are at the end of their life span. The repair is a trigger event for state and fish passage criteria, and ESA endangered Coho salmon compliance. The cost to comply is 8 to 10 times more, and the land will not produce enough to pay for the additional costs. If they do nothing, there would be loss to the local economy, tax base, public health issues, mosquitos, and erosion damage to roads. The cost of the structure is over 3 million dollars, a capital cost of \$1,750 per acres. The solution is to form partnerships, collaborate and cooperate, look at tide gate technology, and weather forecasting. The objective is to develop and operate a district wide water management plan that enables all landowners to meet their parcel objectives, and operate and maintain the drainage system.

The new tide gates will last a minimum of 50 years, and they allow the exchange of fresh water. The natural resource benefits of unit number two will restore connection of existing channels to the Coquille River, improved access to 1700 acres of winter habitat by juvenile Coho salmon, improve water quality, and allow management of mosquitos. The Oregon Department of Fish and Wildlife does own two parcels of the land. Fund raising continues for the projects, and the permitting process continues on for phase one.

Councilor Heaton said it is very interesting to see the agriculture and the wildlife working together.

8. CONSENT CALENDAR – COUNCIL MINUTES DECEMBER 7, 2015

Councilor Wiese made a motion to approve the consent calendar with the correction of removing

Councilor Short from the December 17th Meeting, and correcting the spelling of Mr. Capps name in the December 7th minutes. Councilor Heaton seconded the motion, and all voted in favor.

9. 2015 AUDIT PRESENTATION - SALLY JAEGGLI – HOUGH, MACADAM, WARTNIK, FISHER & GORMAN, LLC

Sally Jaeggli stated that in their opinion, the audited financial statements were presented fairly in all material respects. The respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Coquille is correct as of June 30, 2015. The City was issued an unmodified clean opinion, and the City Council should be pleased. The auditors are required to provide a letter addressing significant estimates if there were any financial statements that needed to be corrected, if there were any disagreements during the audit, if the city consulted with others about an audit opinion, but there were none of these occurrences. Reviewing possible fraud in the city is a required discussion that went well. There were budget violations this year, two were minor, and the other was an over expenditure of \$23,000 in debt service in the sewer fund, which was on time loan fee from the Department of Environmental Quality that had not been budgeted. That will be reported to the Secretary of the State. There were not very many new capital assets, and she reviewed the Department of Environmental Quality loan for the dewatering unit, and the overall loan balances went down. There are new accounting disclosures this year for the first time, and you must predict the PERS liability for employees who work here and who have worked here previously. There is a new accounting standard, GASB68, which is located on page 14, and is referred to under deferred out flows and inflows of resources, which are related to pensions that may be owed or may be coming in the future. There is also a section showing net pension asset showing 2 million, and next year it will probably show as a liability due to how the state of Oregon wants it to be shown. The City does not have a liability because it is paid monthly. Ms. Jaeggli thanked the staff for all their hard work on the audit.

The Urban Renewal Agency (URA) receives its own financial statement, but is treated as a fund of the City. The URA has one debt to a fund of the City for \$80,000. The URA also has some tax revenue from past years that has not yet been collected. The URA fund balance is \$489,000. The URA also received a clean opinion this year, and a letter of significant findings.

10. ACCEPT THE 2015 CITY OF COQUILLE ANNUAL AUDITED FINANCIAL REPORT

Councilor Wiese made a motion to accept the 2014-2015 City of Coquille annual audited financial report. Councilor Chappelle seconded the motion, and all voted in favor.

11. ADOPT THE BUDGET CALENDAR AND APPOINTING A BUDGET OFFICER

Councilor Wiese made a motion to adopt the 2015-2016 budget calendar correcting the June 19th day to be listed at June 20th, and appoint City Manager Marchant as the City of Coquille's Budget Officer. Councilor Heaton seconded the motion, and all voted in favor.

12. CITY OF COQUILLE SYSTEM DEVELOPMENT CHARGES REPORT

City manager Marchant said the System Development Charges Report is required, and the previous report was confusing. Everything collected before 2009 was used for upgrades to the water plant, and from 2010 through 2014, they were used for the new wastewater treatment plant. In the future, the money will be tracked for individual expenditures for projects.

13. REQUEST TO USE LAUREL EASEMENT

Juan Lucatero said they want to build a house on a parcel overlooking the city, the current access is a partial driveway that is very narrow, and they would like to be able to enter from the North side of Laurel. If the easement is granted, he is willing to move the gate or install another gate above the entrance of the new driveway. Councilor Wiese asked if he would rock the road, and Mr. Lucatero said he would. Councilor Graham asked if the city owns the property, and Urban said he believes we do, but everything would go through legal for review. Councilor Wiese made a motion to grant

the use of the easement to Mr. Lucatero on the condition that he relocate the gate up the road past his access point, place gravel down to extend the road the entire distance, and pay any legal costs associated with adding him as a user to the City's easement. Councilor Short seconded the motion, and all voted in favor.

14. ADJOURNMENT

Mayor Rowe adjourned the council meeting at 8:48 p.m.

Mayor, Matt Rowe

City Recorder, Rene Collins

City of Coquille
Urban Renewal Agency Meeting Minutes
January 4, 2016

1. CALL TO ORDER

Chairman Wiese called the Urban Renewal Agency to order at 8:49.

2. CONSENT CALENDAR:

- **URA MINUTES AUGUST 17, 2015**
- **URA MINUTES SEPTEMBER 7, 2015**
- **URA MINUTES NOVEMBER 2, 2015**
- **URA MINUTES DECEMBER 7, 2015**

Member Capehart made a motion to approve the Urban Renewal Agency consent calendar. Member Chappelle seconded the motion, and all voted in favor.

3. ACCEPTING THE URA AUDIT REPORT

Member Graham made a motion to accept the 2014-2015 Urban Renewal Agency Annual audited financial report. Member Heaton seconded the motion, and all voted in favor.

4. COQUILLE URBAN RENEWAL ANNUAL FINANCIAL REPORT SUMMARY

Member Graham made a motion to accept the Urban Renewal Annual Financial Report. Member Chappelle seconded the motion, and all voted in favor.

5. ADOPT A BUDGET CALENDAR AND APPOINTING A BUDGET OFFICER

Member Rowe made a motion to adopt the 2015-2016 budget calendar, correcting the June 19th day to be listed at June 20th, and appoint City Manager Marchant as the Urban Renewal's Budget Officer. Member Chappelle seconded the motion, and all voted in favor.

6. COMMUNITY CENTER SIDEWALK REPAIR AND IMPROVEMENTS

At the last URA meeting, the Board talked about repairing the sidewalks around the community building. Member Short made a motion to approve the expenditure of URA funds to repair the sidewalks around the community center not to exceed \$10,000. Member Chappelle seconded the motion. Member Rowe thought this was a necessary project and thinks this a good URA project. All members voted in favor.

7. ADJOURN URBAN RENEWAL AGENCY MEETING

Chairman Wiese adjourned the Urban Renewal Agency at 8:57 p.m.

Chairman, Loran Wiese

City Recorder, Rene Collins