

CITY OF COQUILLE
CITY COUNCIL MEETING MINUTES
June 2, 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, Fire Chief Waddington, Library Director Conner , Attorney Muenchrath

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 Rowe said there has been some discussion about forming a Student Advisory Council. Councilor Capehart had talked Katy Dixon, a student who would like to serve as a student advisor for this school year term. The Student Advisory Council and would address council about youth issues in the community. Mayor Rowe asked if the Council would like to make a motion to appoint the first student youth advisory member. Councilor Heaton asked if this would be the only person on the council, and Mayor Rowe said that there would be others, and this is person would help get others involved. In the future they would be elected when they elect their class president. Councilor Heaton said they need to be placed on the beginning of the agenda so they could get home by 9:00 p.m. Mayor Rowe said this should be on the next agenda as it seems that council has many ideas.

4. COUNCIL COMMENT

Councilor Graham said the River Walk Committee will sponsor the 2nd annual Duck Races which be held at the pool during the Gay 90's Festival, and he has \$10 tickets for purchase. O'Neill's Garage Doors & Continuous Gutters donated the prize money.

Councilor Heaton she is encouraged by the possible candidate for the Student Advisory Committee, as she is a very bright and motivated. The Garden Club has been very busy planning the Garden Tour, and the posters and tickets are ready. The Seed Savers meetings are very successful, and continue to meet at the Owen Building on the second Thursday of each month. She encouraged everyone to visit the Coquille Farmer's Market. Councilor Heaton attended the regional cities meeting in Coos Bay. She was also a judge for the youth talent show at the high school, and she said there is a lot of talent in our schools.

Councilor Wiese said the flower baskets around town are beautiful and one of his favorite projects.

Councilor Chappelle said two steam boats will be coming for the Gay 90's Festival, and they will arrive on Thursday. They will be giving free rides and would like to add this stop to their yearly circuit. Councilor Short said there has been a big push to let people to know that the steam boats will be here and there will be a shuttle from downtown.

Councilor Short said that she attended the service on Memorial Day and she would like to see one in Coquille and get the young people in town to attend. The Carousel Shop will be opening during the Gay 90's Festival, and they will be having activities in the building. Councilor Short said she would like to discuss the revenue sharing process because she feels that people should be required to appear and explain how the money would be used, and not just send a request.

Councilor Capehart said she attended several activities and there are six memorial services at different cemeteries, and the Boy Scouts attended all of them. There are carving sets at the Carousel Shop so people can

learn to carve. The Travel Oregon Conference was good, and all the people are funded by the Hotel – Motel Tax. She would like this tax to be on the agenda for discussion at the next council meeting. Councilor Capehart said she has arranged for a car if any Council Members are interested in being in the parade.

Mayor Rowe said the Sawdust Theatre Champagne Benefit is Friday night. The election process is starting and the information will be available at City Hall from the City Recorder. Also, there is also an opening on the Planning Commission and the Safety Committee if anyone is interested.

5. STAFF REPORTS

Library Director Anne Conner said she did not have anything to add to report.

Fire Chief Waddington said there have been some staff changes because one of the ambulance employees has decided to follow his career in nursing, and another paramedic that has been with the department for three years will be taking the position.

Police Chief Blue said Officer Smith and Kara are serving a search warrant with the narcotics team tonight. The Police Department has been receiving many calls on abatements, and unfortunately some are banked owned and makes the procedure difficult. She noted the process is a minimum of 10 days. They are getting ready for Gay 90's and other departments will be helping. There was another accident due to failure to yield. Officer Smith has been writing tickets for speeding and not stopping for people in the cross walks. She attended a Memorial Day service in Kansas with her family. Councilor Chappelle said he loves the new vests that the officers now wear. Councilor Heaton said in the police reports does not show any juvenile arrests and wonders if Kara has any influence on this number. Police Chief said she doesn't think so because they are still receiving calls about criminal mischief. Councilor Heaton asked how the fund raising was going for Kara, and Chief Blue said the effort continues and people are still contributing. They are planning on participating in the Kiwanis Garage Sale.

Public Works Director Urban said the City is applying for a Small City Allotment Grant given by ODOT, and they like the money to be used for high traffic areas. Urban suggested using the money to reconfigure Birch Street in front of the Library and Post Office if council does not have an objection, and there were none. Councilor Graham asked about the maximum of the grant money, and Urban said they give up to \$50,000 with a requirement of a 20% match that can be money or staff hours. The City will also be applying for the Recreational Trails Grant for the next phase of the River Walk project, and he received some feedback from the last grant application concerning the trail being a loop. This year he will extend the trail to the City Limits in the application if there are no objections, and there were none. The boiler at the community center is leaking and it has been yellow tagged, which gives the city 30 days to have it fixed. The question is whether it has reached its life span, and it will be looked at to see if it is fixable or needs to be replaced. Urban will try and get a 60 day extension to request quotes and it will keep the pool open. Councilor Heaton asked Finance Director Dufner if there is money for the repair or replacement, Dufner said there is some money in the budget. Mayor Rowe said he would call a special meeting if needed. Councilor Wiese asked why a special meeting would be needed, and City Manager Marchant replied that the concern is the cost of the repair or replacement may be over the limit of staff to approve. Councilor Heaton asked Attorney Muenchrath if a telephone or email vote would be acceptable, and he said it would be better if they authorized staff to take action, but Urban said he feels Council needs to wait until he has more information. The fences are almost completed on the ODOT property and the area will be used during the Gay 90's Festival for parking. Councilor Capehart said the flooring arrived for the kitchen and asked when it will be installed, Urban said it will be sometime after the Gay 90's festival. Councilor Short said the banners look very nice and thanked the Key Club and Kiwanis for cleaning them.

Finance Director Dufner said that in the past the City has used budget money from one project on another and believes this is a possibility for the boiler project. City Manager Marchant said he will check on that option. Dufner said the current rate of interest is 3.03% on the Reitman Trust fund, and the value of the bonds continue to decline as expected. The meeting notices for the budget meeting on June 16th have been published and posted. He will be preparing a supplemental budget to be presented at the meeting. The online billing setup process is going to take longer due to requesting the government rate for the visa processing. It may July before it goes online. Councilor Heaton asked how things were going without Becky Ryder, and Dufner said things are starting to backup, but everyone has taken vacation time, which is part of the issue.

Attorney Muenchrath said he will talk with staff about the boiler budget question tomorrow. He is working with staff on the municipal court, and on prioritizing other projects. He will bring those to council as they are completed. Councilor Capehart congratulated Mayor Muenchrath on receiving his Captain rank from the military.

6. CITY MANAGER'S REPORT

City Manager Marchant said the pool was supposed to open Saturday but due to power outage caused from a breaker the pool was not up to the required temperature; making today if the first day of pool season. The pool will be open after the 2nd Annual Duck Derby on Saturday. Councilor Graham said there is a page missing from his report. Marchant said he would email it out council. Some of the items mentioned were SCDC visit, foundation meeting held in Bandon and the City was well represented by many organizations and they discussed the criteria the applicant needs to meet. He attended a Brownfields meeting hosted and facilitated by the County some agencies attending included the Department of Health, DEQ, and Business Oregon. They group wants to facilitate more brownfield redevelopment in Coos County which is taking former industrial sites that are vacant and assist if cleanup is needed. The meeting focused on looking at the health, recreational and environmental aspects and to see if they could find other funding mechanisms and priorities to include in these redevelopment projects, but in the end you still need the economic driver. There has been more conversation about economic development which is very encouraging.

Councilor Wiese asked about the timing and process of his evaluation. City Manager Marchant said staff is completing the review sheets on him and they will be forwarded to council and then an executive session can be scheduled to discuss his evaluation.

7. PUBLIC PARTICIPATION

Officer Henthorn of Coquille Oregon said he has been with the Police Department for 5 years, and has been approached by citizens about the retention of employees in the Police Department. During the first 12 to 18 months of his employment he would go on a call, and people would say the problem they were reporting had been ongoing; nothing was getting done, so they stopped calling the Police Department. He has tried to change this perception of the Police Department, and inspire the employees to do the same. He feels we are in a much better spot than five years ago. In regards to officer retention, statistics from larger agencies show that 50% of the applicants do not pass their background check, and of those who pass, 60-80% do not make it through their training. He said the only way to change the retention is to lower the standards, which he feels is not acceptable. The Police Department expects the best out of the officers. They are expected to come to work when scheduled, work their 12 hour shift, and that what the citizens deserve. There have been officers in the past that have performed at this level and have moved on. Sometimes it takes time to find the right person, and we are willing to wait to find the correct person for the job. He has heard people complain about the fiscal responsibility to staff the Police Department. We trust our police officers with a badge and gun, and they have the power to change the history of the City. During his career, he and other Police Officers have been sued, so the best thing for the City is to have good officers doing their job correctly. He encouraged Council to let people know that sometimes it takes time to get the right officer, and that during the training period there are added expenses due to overtime. However, if we lower our standards and let things slip, we are then going to be on the losing end of those lawsuits. Councilor Chappelle this is the first time he has seen an officer address Council about the department, and this is the type officer we need to retain. We need to keep our standards high and if they do not meet those standards they should not be with Coquille. Councilor Heaton knows some of the previous officers could not write a report, and that causes issues with court cases. She thanked Chief Blue for keeping the standards and expectations high. Councilor Chappelle thanked Reserve Officer Pierce for all he does with reserves and for the Police Department.

Karen Van Leuven, 115 N. Birch of Coquille Oregon, came to represent the Chamber of Commerce. Ms. Van Leuven wanted to thank the Public Works Department for getting additional electrical outlets for the food vendors at the community building. She reviewed the schedule for the Gay 90's Festival, and said there will be events in town and at Sturdivant Park. There will be a shuttle from the post office to Sturdivant running throughout the day. In the evening there will be cruise hosted by the car club. Mayor Rowe asked the time of the Kiwanis Breakfast, and Ms. Van Leuven replied it was from 7 -10 a.m. Mayor Rowe said the Eagles will be having an open house over the weekend. August 1st is the Chamber of Commerce benefit night at the Sawdust Theatre.

8. CONSENT CALENDAR

- City of Coquille Council Meeting Minutes April 14, 2014
- City of Coquille Council Meeting Minutes of May 5, 2014

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

9. DYER PARTNERSHIP – PRESENTATION ABOUT BIO-SOLID DEWATERING UNIT

Steve Major of the Dyer Partnership explained that the bio-solids building and piping was constructed during the initial expansion of the waste water treatment plant, and bio-solids were being treated as a class B. During the final phase there a new rotary pump dewatering unit was installed. Mr. Major reviewed the new process of

the bio-solids treatment. The City purchased the rotary pump dewatering unit for approximately \$260,000 and Wildish Construction installed the equipment for \$194,000, bringing the total project cost to approximately \$509,900. The City secured a revolving loan package of \$510,000 from DEQ, with a loan forgiveness amount of \$375,000, leaving the balance of the loan \$125,000 at 1.39% to be paid by the City. The City saved approximately \$1,800 on one load of the dumping of the treated bio-solids. Then Steve Major presented a plaque to the City they received for the decorative concrete work on the waste water treatment plant.

10. RESOLUTION – 04 – 2014 A RESOLUTION CHANGING THE CITY MANAGERS PURCHASING LIMIT TO \$10,000

Finance Director Dufner said that this resolution brings the Cities purchasing policy in line with the State of Oregon’s contracting purchasing rules. The City does not have to comply with the rule, and it is up to Council if they would like to raise the City Manager’s purchasing limit. Councilor Wiese asked who signs the contracts if the City Manager was gone, and City Manager Marchant said he has the authority to delegate, so it would be the Finance Director. Councilor Heaton said in the last sentence of the resolution the word tooth needs to be deleted.

Councilor Wiese made a motion to adopt resolution 04-2014 changing the City Managers purchasing limit to \$10,000. Councilor Heaton seconded the motion, all voted in favor.

11. RESOLUTION 05-2014 A RESOLUTION AUTHORIZING CITY MANAGER CREDIT LIMIT TO BE EXTENDED TO \$10,000

Councilor Heaton made a motion to adopt resolution 05-2014 authorizing the City Managers Credit limit to be increased to \$10,000. Councilor Graham seconded the motion, all voted in favor.

12. ADJOURNMENT

Mayor Rowe adjourned the council meeting at 8:26 p.m.

Mayor, Matt Rowe

City Recorder, Rene Collins

City of Coquille Urban Renewal Agency Meeting

June 2, 2014

1. CALL TO ORDER

Chairman Wiese called the meeting to order at 8:27 p.m.

2. CONSENT CALENDAR

- April 14, 2014 budget meeting minutes
- May 5, 2014 meeting minutes

Member Capehart made a motion to approve the urban renewal consent calendar for April 14, 2014 and May 5, 2014. Member Short seconded the motion, all voted in favor.

3. CONSIDER URA FUNDING REQUEST FROM BOB & JENNIFER CRIM FOR FAÇADE IMPROVEMENT AT 75 E. FIRST COQUILLE OREGON, EDEN VALLEY NATURALS

Bob Crim, of Bridge Or, stated that he and his wife had purchased the Eden Valley Natural health food store because they felt there was a need in the community for the products. Jennifer Crim said they are requesting funds for the repair and painting of the awning and signage. The total cost of the project is \$2, 285.00

Member Short made a motion to approve the Crim's request for matching funds in the amount of \$1,142.50 for façade improvements at 75E. First Street. Member Short seconded the motion, all voted in favor.

4. ADJOURNMENT

Chairman Wiese adjourned the Urban Renewal Agency Meeting at 8:47 p.m.

Chairman, Loran Wiese

City Recorder, Rene Collins