

**CITY COUNCIL MEETING MINUTES**  
**Regular City Council Meeting & Budget Meeting**  
**June 16, 2014**

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

**STAFF PRESENT:** City Manager Ben Marchant, Finance Director Chuck Dufner, Fire Chief Dave Waddington, Police Chief Janice Blue, Public Works Director Kevin Urban, Library Director Anne Conner, and City Recorder Rene Collins

**PRESS:** None

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

**EXECUTIVE SESSION**

Mayor Rowe said the City of Coquille Council will meet in executive session pursuant to ORS 192.660 (2) (i), which allows the council to meet in executive session to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request a hearing. Representatives of the news media and designated staff shall be allowed to attend the executive session; all other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session we will return to open session and welcome the audience back into the room.

Mayor Rowe opened the executive session to order at 6:00 p.m.

Mayor Rowe closed the executive session at 7:00 p.m.

**1. CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Mayor Rowe called the meeting to order at 7:09 p.m.

**2. PUBLIC HEARING – CITY OF COQUILLE 2014-15 BUDGET**

Mayor Rowe opened the public hearing on June 16, 2014, at 7:19 p.m. for public comment on the City of Coquille 2014-2015 Budget. Finance Director Dufner said the City is required to report if there is an error in a budget form. There was a scrivener's error and a math error which resulted in approved budget being overstated by \$91,494. There was \$91,994 error on the budget summary page 3-1 overstating the sewer budget and the Library Memorial Fund was understated by \$500. The corrected 2014-2015 budget total is \$13,268,920.

Mayor Rowe called for any public comment; there was none. Mayor Rowe closed the public hearing at 7:21 p.m.

**3. RESOLUTION 06-2014 – A RESOLUTION ADOPTING THE 2014-2015 CITY OF COQUILLE BUDGET, MAKING APPROPRIATIONS AND LEVYING TAXES.**

Councilor Wiese made a motion to adopt resolution 06-2014 adopting the 2014-2015 City of Coquille Budget making appropriations and levying taxes as presented. Councilor Short seconded the motion, all voted in favor.

**4. RESOLUTION 07-2014 – A RESOLUTION ADOPTING TRANSFERRING APPROPRIATIONS BETWEEN CATEGORIES WITHIN THE SAME FUND**

Finance Director Dufner said a supplemental budget is not needed as no fund will be changed by more than 10%. The transfers are needed because we had a video produced for our website, we replaced the old telephone system due to failure, had additional overtime in the police department due to the training of new officers, had major repairs to the parks vehicle, and cleaning costs had to be moved to the correct line item due to the cleaning being contracted out for part of the year.

Councilor Wiese made a motion to adopt Resolution 07-2014 transferring appropriations between categories within the same fund. Councilor Heaton seconded the motion; all voted in favor.

**5. PUBLIC HEARING – STATE REVENUE SHARING**

Mayor Rowe opened the public hearing at 7:24 p.m. to take comment on state revenue sharing; there was no public comment. Councilor Wiese said the following agencies have requested funds:

CCAT Transit \$3,000  
Neighbor to Neighbor \$800  
Belloni's Ranch \$1,000  
Operation Coquille \$1,200  
Operation Coquille Garden Tour \$1,000  
Coquille Valley Historic Museum \$3,000  
Women's Safety and Resource Center \$375  
Chamber of Commerce \$2,800  
Coquille Valley Ministerial \$500  
SCBEC Senior Meals \$2,500

These total \$16,175 and the balance of the money is to be put in the Coquille Promotion account. There was no public comment, Mayor Rowe closed the public hearing at 7:25 p.m.

**6. RESOLUTION 08-2014 – A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES.**

Finance Director Dufner said that this is the yearly resolution to accept the State Revenues.

Councilor Capehart made a motion to adopt resolution 17-2013 declaring the City's election to receive state revenues. Councilor Heaton seconded the motion; all voted in favor.

**7. UPDATE ON BOILER AT THE COMMUNITY CENTER**

Public Works Director – Planning Director Urban contacted the State Boiler inspector requesting for an extension to August 30, 2014 and the City is working on gathering some options for repair or replacement. At this time the leak has lessened, but something will have to be done in the near future. Councilor Heaton asked if there is chance of it blowing up, and Urban replied that there is always a slight chance, but they will be checking it on a regular basis.

**8. Resolution 09-2014 Special City Allotment**

Public Works Director – Planner Director Urban said that this resolution tells the State of Oregon Department of Transportation that the City of Coquille meets the requirements of the special city allotment and requests a grant up to \$50,000.

Councilor Wiese made a motion to adopt resolution 09-2014 for a special city allotment. Councilor Graham seconded the motion, all voted in favor.

**9. League of Oregon Cities Legislative Priority Discussion**

City Manager Marchant asked council to review the ballot and return it to him and he will submit the ballot.

**10. ADJOURNMENT**

Council President Wiese adjourned the regular meeting at 7:33 p.m.

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Mayor, Matt Rowe

ATTEST: \_\_\_\_\_  
City Recorder, Rene Collins

**CITY OF COQUILLE URBAN RENEWAL AGENCY MEETING**  
**June 16, 2014**

**1. CALL TO ORDER**

Chairman Wiese called the meeting to order at 7:33 p.m.

**2. PUBLIC HEARING- FISCAL YEAR 2014-2015 AGENCY BUDGET**

Chairman Wiese said the City of Coquille's Urban Renewal Agency Budget Committee has approved the City of Coquille's Urban Renewal Agency budget for 2014-2015 in the amount of \$463,738. This is an increase over the prior year of \$32,196.

Chairman Wiese opened the public hearing to take comment on the 2014-2015 Urban Renewal Agency budget at 7:33 p.m. There were no comments, Chairman Wiese closed the public hearing at 7:34 p.m.

**3. URA RESOLUTION 01-2014 – A RESOLUTION ADOPTING THE 2014-2015 URBAN RENEWAL DISTRICT BUDGET, MAKING APPROPRIATIONS AND LEVYING TAXES**

Member Capehart made a motion to adopt URA Resolution 01-2014 adopting the 2014-2015 Urban Renewal District Budget, making appropriations and levying taxes. Member Heaton seconded the motion all voted in favor.

**4. QUOTES FOR THE DEMOLITION OF THE OLD LINCOLN SCHOOL**

City Manager Marchant said that the requirement to demolish the old Lincoln school comes from the agreement with school district in the exchange of Fortier Field for Jefferson School. The URA can fund the demolition of this building as it meets the classification of removal of blight and building that can be hazardous to the health and wellbeing of the community. The structure is not salvageable and the school district has plans and a grant to place a playground on that piece of property.

Chairman Wiese said the City received the following quotes:

- West Coast Contractors \$264,000
- Johnson Rock Products \$94,575
- Jarvis Rock LLC \$59,500
- Benny Hempstead Excavating \$42,840

Chairman Wiese asked if we are sure this going to cover the cost, and City Marchant said everyone has done a walk through and were able to ask questions. The City received an email from a former employee of the school district that indicated that there was a flaw in the original quote that he wrote in 2009, as he had stated the frame was wood but is actually poured concrete.

The City has talked with Benny Hempstead, and they have accounted for this, but there could be a change order for approximately \$7,500 if the building is all concrete. Councilor Short asked why there is such a range in price, and Urban said that it's probably due to contractors needing work, and also how they dispose of the waste products. Chairman Wiese asked why we would pay a 5% bonus to the contractor, and Urban said that it was because the school requested the job be completed by the 1<sup>st</sup> of August, so they can install their playground equipment. Member Heaton asked if all the hazard material issues have been addressed, City Manager Marchant said that according to the school district it has been addressed.

Member Graham made a motion to accept the following quotes:

- West Coast Contractors \$264,000
- Johnson Rock Products \$94,575,
- Jarvis Rock LLC \$59,500
- Benny Hempstead Excavating \$42,840

Councilor Capehart seconded the motion, all voted in favor.

Member Heaton made a motion to award the quote to Benny Hempstead Excavating Inc. in the amount of \$42,840 with the possibility of 5% bonus if all work is completed by August 1, 2014. Member Capehart seconded the motion, all voted in favor

## **5. ADJOURN**

Chairman Wiese adjourned the meeting at 7:45p.m.

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Chairman, Loran Wiese

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City Recorder, Rene Collins