

CITY OF COQUILLE
CITY COUNCIL MEETING MINUTES
September 2, 2014

COUNCIL PRESENT: Mayor Matt Rowe, Councilors Susan Heaton, Fran Capehart, Dave Chappelle, and Linda Short.

STAFF PRESENT: City Manager Ben Marchant, Finance Director Chuck Dufner, Fire Chief Dave Waddington, Library Director Anne Conner, Attorney Matt 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 welcomed everyone to the meeting. The Mayor expressed his hope that those in attendance had a safe and happy Labor Day weekend. Mayor Rowe stated that in the last month he had attended several community events and also the annual Oregon Mayors Association Conference which this year took place in Pendleton. The Mayor explained that he thought the conference was very useful, and he found the opportunity to speak with, and share ideas among fellow members of the Mayors Association to be very rewarding. The Mayor also attended the Oregon Coast Economic Summit held in Florence, and expressed his view that the conference was a unique opportunity to bring the many different voices of the Oregon Coast together to share information in the area of economic development.

4. COUNCIL COMMENT

Councilor Heaton said she had sold some things at the Kiwanis Garage Sale. She also attended several meetings during August, including the Chamber of Commerce meeting and the State Fair.

Councilor Chappelle said he attended the Kiwanis Garage Sale and noted it is great fund raiser for the club. He thought the Annual Fireman's Steak Feed was wonderful.

Councilor Short said she attended most of the activities that Councilor Heaton attended, and also the Carousel meeting.

Councilor Capehart said she worked at the State Fair Booth in the Coos County booth with Karen Van Leuven from the Chamber. The booth had a display with several pictures of the county parks. She attended the NW BBQ Competition and Music Festival on Saturday at Sturdivant Park.

5. STAFF REPORTS

Fire Chief Waddington said they served around 1,100 steaks at the 27th Annual Fireman's Steak Feed and he thanked everyone who helped and attended. Councilor Heaton asked if there are any inspections when propane tanks are so closely located next to each other for example in a R.V. park, and Waddington replied that he did not know. Mayor Rowe asked if there are any upcoming fundraisers. Fire Chief Waddington said Thursday October 9th is the open house at the fire station that will include some disaster preparedness information. Mayor Rowe asked if the Shop with the Hero's will take place this year, and Waddington said that will be in December.

Library Director Anne Conner said Elizabeth Rivera is headed to Tacoma to attend a Rural Library Association meeting. Councilor Heaton asked where the Book Nook Store will be located, and Conner said it will be on the corner of 2nd Street and Central.

Public Works Director Urban said he would like some directions on a few items. He had asked the Public Works crew which of the streets in town are they spending the most time repairing, and they said 10th Street from Baxter to Dean, Collier from 7th Street to 8th Street, and South First Avenue. Urban would like to evaluate the streets to see what it would take to get these streets fixed. Council consensus was to proceed. Councilor Heaton asked if Urban has heard anything from the core of engineers about Central Street across from City Hall, he said he had not. Urban said with the wastewater plant completed, we need to turn our attention to our inflow and infiltration, which includes inspecting the lines with a camera. Econo-rooter has a used inspection truck for sale for \$30,000 that would need to be upgraded to a DVD system. He would like to have one of the North Bend Public Works employee look at the truck for any possible issues. The other two options would be to purchase a trailer with the equipment at the cost of \$75,000, or the City could continue to outsource the work. Mayor Rowe said the funds would come from the sewer fund where funds are allocated for this type of equipment. Councilor Heaton asked how much North Bend charges for the service, Urban was not sure, but was certain over time it would be a cost savings. Mayor Rowe asked Urban what he thinks is the best option, and he replied that it would be the trailer, because you are buying new. Council consensus was to look at the price of a trailer with new equipment. Urban said Econo-rooter has prepared a proposal to dump their non-industrial waste at the WWTP for a fee. Urban said he would need to check with DEQ to make sure there is not an issue if council would like to pursue the proposal. City Manager Marchant said he thinks it's a good idea, but would like to have a stipulation that if they introduce anything harmful to our plant they would be responsible.

Finance Director Dufner said the investment is earning 2.69% and the duration is 2.12 years. The online billing took on 27 payments for a total of \$2,200 in August. The staff is starting to work on audit schedules and bank switch over, which was a little difficult, but has since settled down.

Attorney Muenchrath introduced Amber Reed, a new attorney at his office, and they are very pleased to have her.

6. CITY MANAGER'S REPORT

City Manager Marchant said the League of Oregon Cities Conference is later this month and he will be attending. On September 9th, there is an annual City Hall Day event at Roseburg, which Mayor Rowe will be attending. Marchant asked the City Council if they thought the NW BBQ Competition and Music Festival should be a city sponsored or a private event. Councilor Short said she felt uninvolved, and felt others downtown did not know anything about it. Marchant said this is part of his concern as the organizers have different skills, and the level of community involvement was less than previous years. Mayor Rowe asked what the city's financial commitment was this year, and Marchant said there was none this year. He said some years there has been a deficit, and others there has been a surplus. Mayor Rowe asked what Marchant thought, and he replied that it would nice if more groups were involved. Also, the organizer had said the prize money has to be larger to bring in more competitors. Council consensus was to stay involved with a little more staff involvement. Councilor Capehart asked if we could change the policy to include events at our parks to be on the Community Building sign, and Marchant said it is a possibility.

The boiler at the community building is 30 years old and running at about 40% efficiency. We received a second quote that was much lower than the original quote. He said he will be talking with the energy trust about the possible options.

Marchant said he followed up with Attorney Walsh Jr. on naming the park behind the community building after Camilla Rietman, and Walsh did not see an issue. Council consensus was to prepare a resolution for the next meeting to name the park.

Marchant said he thought the price of the truck from Econo-rooter was a good price, and we could rent it out to other cities. He is concerned if it takes a month to get quotes it may get sold to another buyer. Councilor Heaton would like to know the cost of the new TV system and the cost of changing the VHS to DVD. Councilor Chappelle volunteered to look at upgrading the viewing system.

Councilor Capehart asked if there is going to be an open house for the parking lot behind the community building. Urban said it could be a possibility when the park is named.

7. PUBLIC PARTICIPATION

Brandy Olmstead, 1742 Grape Court Coquille, asked how much have we been paying North Bend for the TV service, what training and certification is required for the operator. Urban said that if we were to purchase the truck the owner of the truck would train the operator. She also asked what would the projected annual maintenance of the truck, the life expectancy, and if additional staff would need to be employed. Urban said no additional staff would be needed, and this would be an ongoing project.

Mayor Rowe reminded anyone making public comment to address council with their questions.

8. CONSENT CALENDAR

- City of Coquille Council Meeting Minutes June 2, 2014
- City of Coquille Council Meeting Minutes of June 16, 2014
- City of Coquille Council Meeting Minutes of June 30, 2014
- City of Coquille Council Meeting Minutes of July 21, 2014

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

9. RESOLUTION 14-2014 A RESOLUTION AUTHORIZING AN INCREASE TO LOAN R24294 FROM THE CLEAN WATER STATE REVOLVING LOAN FUND BY \$28,000 FROM \$500,000 TO \$528,000 AND ESTABLISHING A LOAN RESERVE IN THE AMOUNT OF \$4,590.00.

Finance Director Dufner said the loan amount needed to be increased by \$17,900 for a stirring unit, and \$10,100 due to the final cost of the project. Dufner hopes that that the debt forgiveness will be increased for the 75% of the additional funds still needed.

Councilor Capehart made a motion to adopt resolution 14-2014 a resolution authorizing an increase to loan R24294 from the clean water state revolving loan fund by \$28,000 from \$500,000 to \$528,000, and establishing a loan reserve in the amount of \$4,590.00. Councilor Chappelle seconded the motion, and all voted in favor

10. RESOLUTION 15-2014 A RESOLUTION WITH FINDINGS OF FACT, DECLARING AN EMERGENCY AND AUTHORIZING THE CITY OF COQUILLE TO ENTER INTO AN EMERGENCY CONTRACT

Public Works Director Urban said the sheer boom that protects the water pumps in the river is missing, and if we lose those pumps because they are not protected, we may not have water next summer. The pumps are not insurable due to their location in the river. If we lose this structure it could cost two million dollars to replace. We have requested permits from the Corps of Engineers, which includes an okay from local Indian Tribes. Urban was concerned that we will not get the permit in time. Attorney Muenchrath said the following changes need to be made to the resolution; ORS279.055 removed and Oregon Law has the authority to award the contract.

Councilor Heaton asked why we did not find this issue until now, and Urban replied that he was aware there were pilings that needed to be reset, but was not aware that the sheer boom was gone. Councilor Heaton thinks there needs to be regular inspections, and Urban agreed. Urban said if the project is not completed by September 15th, the next time we can work in the river is July 15th, which will create a definite emergency.

Councilor Heaton made a motion to amend resolution 15-2014 by removing ORS 279.055 and inserting that under Oregon Law the City of Coquille has the authority to award the contract. Councilor Short seconded the motion, and all voted in favor.

Councilor Heaton made a motion to adopt resolution 15-2014 a resolution with findings of fact, declaring an emergency and authorizing the City of Coquille to enter into an emergency contract as amended. Councilor Short seconded the motion, and all voted in favor.

11. AUTHORIZATION TO PURCHASE A DUMP TRUCK FOR SLUDGE HAULING

Public Works Director Urban said the city should save approximately \$50,000 a year in hauling fees by switching from liquid sludge to pressed sludge. However, we are only able to haul our pressed sludge to Beaver Hill Transfer Station on Thursdays, which leaves us short a dump truck. Urban is requesting to purchase a dump truck with a tarp cover for the hauling of pressed sludge. Council Heaton asked if it is in the budget, and Finance Director Dufner said it was. Councilor Heaton made a motion to authorize the purchase of a dump truck not exceed the amount of \$35,000. Councilor Chappelle seconded the motion, and all voted in favor.

12. APPEAL TO THE COUNCIL OF A DISPUTED UTILITY BILL MS. HOPPE

No one appeared on this matter

Mayor Rowe called a council meeting recess at 8:28 p.m. to conduct the Urban Renewal Agency Meeting. City Council meeting was reopened at 8:48 p.m.

13. EXECUTIVE SESSION – AN EXECUTIVE SESSION OF THE CITY COUNCIL IS ALLOWED UNDER SECTION 192.660 (2)(b) TO CONSIDER THE DISMISSAL OR DISCIPLINING OF, OR TO HEAR COMPLAINTS OR CHARGES BROUGHT AGAINST, A PUBLIC OFFICER, EMPLOYEE, STAFF MEMBER OF INDIVIDUAL AGENT WHO DOES NOT REQUEST AN OPEN HEARING

Mayor Rowe stated the City of Coquille Council will meet in executive session as allowed under section 192.660 (2)(b) to consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open 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 at 8:50 p.m.

Mayor Rowe closed the executive session at 9:00 p.m.

14. EXECUTIVE SESSION – AN EXECUTIVE SESSION OF THE CITY COUNCIL IS ALLOWED UNDER SECTION 192.660 (2)(i) 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 AN OPEN HEARING

Mayor Rowe stated the City of Coquille Council will meet in executive session as allowed under section 192.660 (2)(i) 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 an open 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 at 9:00 p.m.

Mayor Rowe closed the executive session at 9:10 p.m.

15. ADJOURNMENT

Mayor Rowe adjourned the council meeting at 9:10 p.m.

Mayor, Matt Rowe

City Recorder, Rene Collins

City of Coquille Urban Renewal Agency Meeting

September 2, 2014

1. CALL TO ORDER

Member Rowe called the meeting to order at 8:27 p.m. Member Rowe stated that Vice President Short asked him to serve as the pro-tem chairman as Chairman Wiese is unable to attend, there were no objections

2. CONSENT CALENDAR

- a. June 2, 2014, 2014 meeting minutes
- b. June 16, 2014, 2014 meeting minutes

Member Heaton made a motion to approve the Urban Renewal consent calendar for June 2, 2014 and June 16, 2014. Member Chappelle seconded the motion, and all voted in favor.

3. CONSIDER URA FUNDING REQUEST FOR FAÇADE IMPROVEMENT FUNDS FOR THE COQUILLE BOILER AT 2 N. CENTRAL BLVD., COQUILLE, OR

Connie Shrag was representing the Coquille Boiler. Pro-tem Chairman Rowe asked about life span of the new awnings, and Shrag said it is approximately 10 years with plastic coated canvas. Member Short suggested that they removed the bucket for cigarette butts and replace it with something more attractive.

Member Capehart made a motion to approve the Coquille Broilers request for matching funds in the amount of \$1,200 for facade improvements at 2 N. Central Blvd, Coquille, OR. Member Heatont seconded the motion, and all voted in favor.

4. ADJOURNMENT

Pro-Tem Chairman Rowe adjourned the Urban Renewal Agency Meeting at 8:43 p.m.

Pro-tem Chairman, Matt Rowe

City Recorder, Rene Collins