

**CITY OF COQUILLE  
CITY COUNCIL MEETING MINUTES  
February 6, 2012**

**COUNCIL PRESENT:** Mayor Matt Muenchrath, Council President Loran Wiese, Councilors E.N. “Corky” Daniels, Bryan Baird, Tim Spanberger, Fran Capehart, and Linda Short.

**STAFF PRESENT:** Interim City Manager - Finance Director Chuck Dufner, Police Chief Janice Blue, Public Works & Planning Director Kevin Urban, Library Director Anne Conner, City Attorney John Trew and Deputy Recorder Rene Collins.

**PRESS:** None

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

Goal Setting Workshop

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

Mayor Muenchrath called the meeting to order at 7:13 p.m.

**2. MAYOR COMMENTS**

Mayor Muenchrath welcomed everyone to the February council meeting especially the Coquille High School Senior class.

Council President Wiese read a proclamation declaring February 2012 as Kiwanis Children’s Cancer Cure Month. Wiese promulgated the proclamation.

Council President Wiese read a proclamation declaring 2012 The Centennial Celebration of the Old City Hall Building. Wiese promulgated the proclamation.

**3. COUNCIL COMMENTS**

Councilor Capehart said the community building is very busy. The Chocolate Fantasy was held and the event netted \$680.00. The NRA Banquet held on February 4<sup>th</sup> and they sold out. The Valentine Ball is Saturday on February 11, 2012. There will be auction items to bid on, dinner and dancing; tickets are \$25 per person. She thanked the Police Department for helping with the community building. Councilor Capehart and Rene Collins attended a seminar about web sites and have a lot of ideas for the new website.

Councilor Wiese said he looked at the pool today and asked what the big box is; Tom Heyler project manager said the box is the pump pit.

**4. STAFF REPORTS**

Police Chief Blue recognized Officer Chris Webley for his assistance in the apprehension of a person who was trying to break her boyfriend out of Warner Creek Correctional Facility. Officer Webley will present a certificate of appreciation at the next meeting.

Fire Chief Waddington invited everyone the 17<sup>th</sup> Annual Pancakes for Life will be held on February 25<sup>th</sup> at the Fire Department with the proceeds going to the Burn Center for Children at Emanuel Hospital in Portland. Over the past 16 years the pancake breakfast has raised approximately \$22,500. The cost is \$5 for adults and \$3 for children and donations are accepted.

Anne said they are very busy and the circulation has increase by 2,000 from last year. The Library does not receive credit for the electronic download of books.

Planner - Public Works Director Urban did not have anything to add to his report. Mayor Muenchrath asked the apartment was open for viewing; Urban said yes it was.

Finance Director Dufner said the investment account is earning 4.27% and the budget work is under way by the department managers.

## **5. CITY MANAGER'S REPORT**

Dufner presented a proposal from The Howell Group, LLC dba Telecommunications Consulting Associates to complete a franchise fee audit and issue a report; they charge half of what they recover. City of Coos Bay said they received \$20,000 and said they did not have any issues. Dufner said he would sign the City up unless Council objected there were no objections.

Dyer Partnership will charge approximately \$6,000 to implement the SDC's process which includes resolutions, public hearings and ordinances. Councilor Wiese made a motion to engage Dyer Partnership to present the SDC's and lead the process. Councilor Spanberger second the motion; all voted in favor.

During the pool construction process we are required to have the contractor's payroll audited to confirm they are paying the correct wages. CCD Business Development Corporation to perform this task, the fee is \$1,500.

Dufner reported that E-Clampits Group will be camping at Sturdivant Park the weekend they install the plaque along the river walk.

South Coast Cruisers is requesting to block 1<sup>st</sup> street between Birch and Adams beginning at 6 a.m. to park their cars for display and then block both 1<sup>st</sup> and 2nd between Birch and Adams from 3:30 to 6:30 p.m. with cruise beginning at 5:00 p.m. Councilor Capehart made a motion allow the request by South Coast Cruiser to block Birch and Adams for the car show and cruise on June 2, 2012. Councilor Wiese seconded the motion; all voted in favor. A parade meeting will be held on Feb 9<sup>th</sup> at the community building at 10:00 a.m.

Dufner said the floors are beginning to be worn and it so costly to refinish. Councilor Wiese made a motion not to negotiate on the \$20 floor fee. Councilor Short second the motion; all voted in favor.

Dufner said Smoke on the Water BBQ Competition and Music Festival received \$2,000 last year and is requesting the same this year. Mr. Jump feels that prize money is needed to promote the event. Councilor Spanberger made a motion to set aside \$2,000 from the promotional fund for the Smoke on the Water event on September 8, 2012 for the BBQ competition prize money and the funds to be returned the promotional fund when reimbursed. Councilor Short seconded the motion; all voted in favor.

Relay for Life is requesting the rental fees be waived for the large auditorium for the Relay Skate Night to be held on May 5, 2012. The City will be listed as a sponsor on the program and t-shirts. Councilor Wiese made a motion waive the fee rental for the Relay for Life Skate Party on May 5, 2012. Councilor Spanberger seconded the motion; all voted in favor.

Carol Clayburn said Relay for Life gross income last year was \$45,500 which was an increase of \$8,000 from the previous year. There were 10 teams, 45 participants and 25 cancer survivors at the event. The goal this year is \$50,000.

Amanda Taylor, Coquille, has reserved the large auditorium for the Freshman School Fund dinner/show on March 10, 2012 to raise money to help pay for prom and other activities. Councilor Spanberger made a motion to waive the rental fees for the Freshman School Fund Event on March 10, 2012. Councilor Baird seconded the motion; all voted in favor.

Amanda Taylor has requested the use of the small auditorium and kitchen at no cost for the American Cancer Society Relay for Life kick-off Event on February 18, 2012. Councilor Wiese made a motion to waive the rental fees for American Cancer Society Relay for Life kick-off Event on February 18, 2012. Councilor Spanberger second the motion; all voted in favor.

## **6. PUBLIC PARTICIPATION**

Dan Hampton, 499 W. Central, said the Coquille High School Leadership group has received a grant related to health on Feb 19<sup>th</sup> they would like to put this event on at the Community Building and ask for the rental fees to be waived. The program will be free community wide fitness night with fruit provided and snacks. Councilor Wiese made a motion to waive the rental fees request by the Coquille High School Leadership

Group to use the large auditorium on February 19, 2012 for their Health & Fitness Program. Councilor Daniels seconded the motion; all voted in favor.

## **7. CONSENT CALENDAR**

- City Council minutes of January 9, 2012
- City Council minutes of January 24, 2012

Councilor Wiese made a motion to approve the consent calendar as presented. Councilor Daniels seconded the motion; all voted in favor.

## **8. PUBLIC HEARING – REGIONAL HOUSING CENTER GRANT HC 904**

Mayor Muenchrath said this is a public hearing pertaining to the Regional Housing Center Grant HC 904.

Olympia Church is the Housing Center Manager of Neighbor Works Umpqua. They are here because the City of Coquille has completed the Regional Housing Center Grant HC 904 project funded with community development block grant funds from the Oregon Housing and Community Services Department. The office is located in North Bend Oregon and they provide services to Coos and Curry County. The program has benefited 271 people with 68.5% of those being in the low to moderate income. Valorie Rose Director of the Umpqua Coastal Housing Center is the grant administrator and gave a presentation discussing the benefits of having a housing center. They provide education opportunities in regards to the following: Financial Fitness, ABC's of home buying, Post Purchase Awareness, financial and Pre Purchase coaching, foreclosure prevention, and home rehabilitation.

Mayor Muenchrath opened the public hearing at 7:25 p.m.

Mayor Muenchrath called for any public comment;

Chief Blue asked to what age does the Dream Savers Program apply; Ms Rose said the program is geared for ages 12 and up and they can receive up to \$6,000 in matching funds.

Mayor Muenchrath closed the public hearing at 7:37 p.m.

## **9. APPROVE THE CITY MANAGER PROFILE**

Mayor Muenchrath presented the City Manager profile prepared by the League of Oregon Cities. Council had no comments. Councilor Short suggested adding the following change under Skills and Performance standards; Progressive management responsibilities would ideally include positions such as City Manager, Administrator, Assistant Manager, Finance Director, Public Works Director, Police and Fire department heads or equivalent.

Mayor Muenchrath called for any public comments; there were none.

Councilor Wiese made a motion to adopt the City Manager profile as amended; the following change under Skills and Performance standards; Progressive management responsibilities would ideally include positions such as City Manager, Administrator, Assistant Manager, Finance Director, Public Works Director, Police and Fire department heads or equivalent. Councilor Daniels seconded the motion; all voted in favor.

## **10. MULTI-USE UPDATE**

Mr. Heyler said his daughter has set a site with pictures it is called photobucket.com/coquillepool which has project progress photo's that can be seen.

## **11. COQUILLE FIRE DEPARTMENT STATION #1 UPGRADE PROPOSALS**

Fire Chief Waddington said this was goal that was set 3-4 years ago, Mr. Slack will talk about upgrading the fire hall that was built in 1962.

Joe Slack, HGE Architect, has talked with staff about the needs and how the building can accommodate those needs. Some of the issues are ceiling height, equipment and apparatus storage space, staff & Volunteer

support areas. The building is not at the current code standards with the north wall being the greatest concern.

- #1 \$2,546,397 – Building Addition
- #2 \$2,910,519 – Building Additions
- #3 \$3,404,310 – New Structure on same site

## **12. PRESENTATION OF THE 2011 COMPREHENSIVE ANNUAL FINANCIAL REPORT**

Sally Jaeggli of Hough MacAdam Wartnik CPA's presented the City of Coquille and the Urban Renewal Agency Financial report. The City received a clean opinion letter and the Management's Discussion & Analysis tells you everything about the City. The financial statements show an unassigned fund balance at the end of the year it represents amount of money that was available to spend at the end of the year June 30th. The notes to the financial statements tells you in depth how the City accounts for their funds.

The Urban Renewal Agency is required to have its own report and also received a clean opinion letter. The government wide adjustments reflect tax dollars. Ms. Jaeggli thanked the City for allowing them to work with the City this year.

Councilor Wiese made a motion to accept the annual financial report. Councilor second by Spanberger; all voted in favor.

## **13. LIQUOR LICENSE APPLICATION APPROVAL**

Interim-City Manager Dufner said that Greg McNair the Owner of Coquille Smoke Shop has applied for an off-premise sales liquor license, which means you buy the liquor and take it with you. Councilor Wiese made a motion to approve the liquor license for the Coquille Smoke Shop. Councilor Spanberger seconded the motion; all voted in favor.

## **14. APPROVE RENEWALS OF ANNUAL TAXI LICENSE**

Interim-City Manager Dufner said the City received a Taxi License Renewal application for Yellow Cab Taxi and Exclusive Transportation. The background check on both companies had no negative reports,

Councilor Wiese made a motion to approve the Yellow Cab Taxi License application. Councilor Short seconded the motion; all voted in favor.

Councilor Wiese made a motion to approve the Exclusive Transportation Taxi License application. Councilor Spanberger seconded the motion; all voted in favor

## **15. ACCEPT ALL RFP/RFQ'S FOR ECONOMIC OPPORTUNITY PLANNING PROJECT**

Planner/Public Works Director Urban said we received 7 RFP/RFQ for economic opportunity analysis planning project.

Councilor Wiese made a motion to accept all Request for Proposal/ Request for Qualifications. Councilor Capehart seconded the motion; all voted in favor.

## **16. RFP/RFQ FIRM SELECTION FOR ECONOMIC OPPORTUNITY PLANNING PROJECT**

Planner/Public Works Director Urban said the council needs to choose a firm from the proposals. The planning commission recommended the Leland Consulting Group.

Councilor Wiese made a motion to approve Leland Consulting Group. Councilor Short seconded the motion; all voted in favor.

## **17. RESOLUTION 03-2012 – A RESOLUTION ACCEPTING SPECIFIC PUPOSE GRANTS AND MAKING APPROPRIATIONS**

Dufner said the resolution accepts the grant funding of \$28,000 for the RFP/RFQ Economic Opportunity Analysis process; \$28,000 from the DLCDD and \$3,000 from the Port of Bandon, which was not included in the budget.

Councilor made a motion to approve resolution 03-2012 accepting specific purpose grants and making appropriations. Councilor Spanberger seconded the motion; all voted in favor

**18. REBID RIVERWALK PROJECT**

Planner/Public Works Director Urban said he talked with Joe Slack from HGE about rebidding the project as the other bids have expired and their amounts were above the amount of funds available. Councilor Spanberger made a motion to rebid the river project. Councilor Capehart seconded the motion; all voted in favor.

**19. APPROVE THE HIRING OF THE COMMUNITY BUILDING CARETAKER**

Councilor Wiese made a motion to approve the hiring of applicant #3 pending her reference checks, pending work schedule and if she accepts the position. Councilor Short seconded the motion; all voted in favor.

**20. ADJOURNMENT**

Mayor Muenchrath adjourned the meeting at 9:10

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Mayor, Matt Muenchrath

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Deputy Recorder, Rene Collins

**CITY OF COQUILLE  
URBAN RENEWAL AGENCY MEETING MINUTES  
February 6, 2012**

**1. CALL TO ORDER**

Chairman Wiese called the URA meeting to order at 9:11 p.m.

**2. APPROVAL OF MINUTES**

- URA minutes of January 9, 2012

Member Muenchrath made a motion to approve the URA minutes of January 9, 2012. Member Capehart seconded the motion; all voted in favor.

**3. ACCEPT THE 2011 URA COMPREHENSIVE ANNUAL FINANCIAL REPORT**

Member Muenchrath made a motion to accept the annual financial report. Member Spanberger second the motion; all voted in favor.

**4. ADJOURN URBAN RENEWAL AGENCY MEETING**

Chairman Wiese adjourned the meeting at 9:13 p.m.

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Chairman Loran Wiese

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