

**CITY OF COQUILLE
CITY COUNCIL MEETING MINUTES
February 7, 2011**

COUNCIL PRESENT: Mayor Matt Muenchrath, Councilors E.N. “Corky” Daniels, Steve Britton, Loran Wiese, Linda Short, Fran Capehart.

STAFF PRESENT: City Manager Terence O’Connor, Public Works Director John Higgins, Chief Mark Dannels, Library Director Anne Conner, Finance Director Chuck Dufner, City Attorney John Trew and Deputy Recorder Rene Collins

PRESS: The World, Coquille Community News

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

1. CALL TO ORDER AND FLAG SALUTE

Mayor Muenchrath called the meeting to order at 7:01p.m.

2. MAYOR COMMENTS

Mayor Muenchrath announced council would be voting on the Council vacancy.

Councilor Spanberger called in via the phone. It was agreed he would text his vote to the Public Works Director’s phone and Deputy Recorder Collins would record his vote on the ballot form. Councilor Spanberger remained on the phone for the reading of his vote.

The vote was taken by ballot; City Recorder Dufner said there were 2 votes for Mr. Hill and 4 votes for Mr. Baird.

Mayor Muenchrath – Bryan Baird
Councilor Spanberger Bryan Baird
Councilor Daniels- Arnold Hill
Councilor Capehart-Arnold Hill
Councilor Wiese-Bryan Baird
Councilor Short-Bryan Baird

City Recorder Dufner administered the oath of office to appointed Councilor Bryan Baird. Council Baird’s term will expire on 1/1/13.

Mayor Muenchrath read a proclamation declaring February as “Kiwanis Children’s Cancer Cure Month.” Mayor Muenchrath promulgated the proclamation.

Jackie Pinkston from the Kiwanis presented a singing gram to Mayor Muenchrath; his daughter, Ella, was dressed as a candy kiss. The Kiwanis will be delivering singing grams through the month of February as a fundraiser.

Mayor Muenchrath read a proclamation declaring March 8, 2011 as International Women’s Day. Mayor Muenchrath promulgated the proclamation.

The Mayor made appointments to the City of Coquille’s committees as follows:

Budget Committee, 3-year terms

Darlene Kelly
Terrence Mai
Mollie Anderson
Nikole Graham
Susan Heaton

Planning Commission, 4-year terms

Ron Tollenaar
Lowell Thomas
Susan Heaton

Library Board, 4-year terms

Dawn Raymer

Parks and Recreation Committee, 2-year terms

Dennis Graham
Michael Hurston
Councilor Short
Councilor Daniels

Administrative Committee, 2-year terms

Councilor Fran Capehart
Lynn Kindred
Dave Chappelle
Mayor Matt Muenchrath
Councilor Linda Short
Councilor Spanberger

Public Works Committee, 2-year terms

Councilor Loran Wiese
Councilor Fran Capehart
John Christiansen
Lowell Thomas

Public Safety Committee, 2-year terms

Mollie Anderson
Councilor Loran Wiese
Wayne Robison
Bill Marino
Eugene Hager
Charles Palomino
Seiya Nishi
Councilor Spanberger

Forest Land Management Board, 2-year term

Councilor Loran Wiese
Mayor Matt Muenchrath
Chuck Calley
Steve Wickham
Hal Strain

3. COUNCIL COMMENTS

Councilor Capehart said that Andy Jackson passed away and the memorial will be held Saturday at Southwestern Community College. The electronic sign has been installed at the community center and is working. She visited Salem for the VFW conference and Haley DeAndrea received fourth place in the state competition for Voice of Democracy. The Chocolate Fantasy was a success and the Chamber presented community awards.

Councilor Short said the Valentine Ball is this Saturday at 6:30 at the Community Center, there will be many items to bid on, and the proceeds are being donated to the swimming pool fund.

Mayor Muenchrath thanked the City of Coos Bay for helping out on the Liberty Theater and Michon Building.

Mayor Muenchrath called for a moment of silence in Honor of Andy Jackson.

4. STAFF REPORTS

Anne Conner said the library now has a tech center on the north side with 13 computers, but some more arranging still needs to be done.

Planner Higgins said the intersection of E. 6th & N. Baxter was obstructed by hedges on the NE and SW corner; the owners of the properties are cutting them back. Higgins recommended observing the intersection to see if there is still a problem after the hedges are cut. The Sewer plant preload material is about 2/3 gone and it is being hauled to the GP property. The paving on Third Street is on hold due the local asphalt plants being shut down, but should be completed in a month. Mayor Muenchrath asked when the sign project will be completed. Higgins said we are waiting on some more to be made but posts are being made in the mean time.

Chief Dannels is working on securing the alcohol-drug free teen dance funding and a plan will be out soon. Included in your packet is survey regarding the safety and security of public officials for your review and what is being done around the state. The School would like to enhance the SRO officer position and that will be in conjunction with their growth plans. Data terminals that are being purchased with grant money will be installed in the officer's cars soon. The stats you received are only partial because calls that do not generate a report are not included in this report.

Fire Chief Waddington said that February 26th is the 16th Annual Pancake for Life breakfast. The proceeds are being donated to the Emanuel Legacy Hospital for Children Burn Center to help with the cost of summer camp. In the first seven days of February the ambulance has responded on 25 calls.

Finance Director Dufner said the purchase of taxable municipal and corporate bonds is yielding 4.48 on the perpetual fund. The bank cards will be changed from US Bank to Sterling Savings Bank.

The one stop meeting that was scheduled with the USDA will be rescheduled because DEQ could not attend.

5. CITY MANAGER'S REPORT

WWTP is 95% design complete at this time and the DEQ requires another review at this time and the goal is to have the design completed by the end of the month and then it will be reviewed again, then USDA will review the document hopefully by April and the City would receive back in May. The project will go out to bid with an award in June. The estimated completion date of the sewer is December 2012.

The LOC has posted a comment that DEQ is working on water standards which is 25 times more stringent than adjoining states. The proposed permit length would be reduced from 20 years to 5 years, and you have to conform to the new requirements before a new permit could be issued. DEQ is looking for comments and O'Connor said he will be working with our engineers on the possible impact to our City.

Myrtle Crest School in Myrtle Point is requesting to use the Community Center Building for a spring break afternoon skate fund raiser for the reading program for K-3 students. The cost to attend would be \$5 and they would split the funds with the City. They would also like to sell food and soda and they would keep those proceeds. Councilor Short said she likes to see spring break activities planned for the community. Debra Martin, Myrtle Point, said anyone can come to the skate and they will be bringing children from Myrtle Point. Councilor Wiese made a motion to allow the skate party from 12-4 on Friday, March 25th. Councilor Short seconded the motion; all voted in favor.

Councilor Wiese made a motion to allow the sale of food and drinks at the skate activity. Councilor Short second the motion; all voted in favor.

O'Connor said Relay for Life has requested to have a skate activity on Saturday March 19, 2011 from 6-10 all proceeds to be donated to Relay for Life in exchange for the City to be listed on advertising and on shirts. Councilor Wiese made a motion to waive the fee and donate the proceeds to Relay for Life. Councilor Short seconded the motion; all voted in favor.

City Manager O'Connor said he will be attending the State Parks and Recreation grant meeting on Tuesday in Roseburg. He will also be out of town during the April Council Meeting

6. CONSENT CALENDAR

- City Council minutes from January 3, 2011
- City Council minutes from January 18, 2011

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

7. PUBLIC PARTICIPATION

8. PRESENTATION AND DISCUSSION ON INSPECTION OF THE LIBERTY THEATER AND MARCHON BUILDING

City Manager O'Connor said Randy Dixon, Operations Superintendent of Coos Bay and Mike Smith, Building Codes City of Coos Bay were volunteered by their City Manager to evaluate the Liberty Theatre and the Marchon building.

Randy Dixon gave a presentation reviewing the inspections of the roofing exterior, structure, plumbing, electrical, heating, ventilation, air-conditioning, and interior.

Issues

Exterior:

- *East Wall is bulging in several areas on the Marchon Building*
- *1" crack on Liberty Theater Building & cracking on Marchon Building*

Foundation

- *Both foundations show evidence of settlement and cracking at several locations.*

Interior Structural Issues

- *Surface cracks from ¼" to 2"*
- *Water damage caused to interior plaster due to water penetration from the exterior shell*

Heating Ventilation & Air Conditioning

- *Boiler in Marchon Building, not sure if it is in working condition*
- *Did not find water source in Liberty Theater building*
- *Vents not properly insulated, and system inefficient*

Building Code Issues

- *Electrical – Inadequate light loads, receptacle & outlet loads*
- *Service conductors pass through interior of another building*
- *Plumbing fixture require traps & vents*
- *Piping shall be protected from the outside elements*
- *Floor shall slope to drain*
- *Ducts not sized properly*

**Note a change of use or occupancy would require upgrades to the seismic, energy conservation, A.D.A., plumbing, mechanical and electrical systems to meet current standard*

City of Coos Bay recommends the building be deemed unsafe for human occupancy.

Cost Estimates

Liberty Building –structural renovations cost \$2,100,000

Marchon Building – structural renovation \$1,400,000

Liberty Building –cosmetic renovations cost \$1,250,000

Marchon Building – cosmetic renovation \$1,000,000

The estimate to demo the buildings is approximately \$300,000.

Councilor Wiese asked if the building is deemed dangerous, where does the City stand? Attorney Trew said that he will check into see what can be done.

9. APPROVE UPDATE TO CITY ATTORNEY RETAINER AGREEMENT

Finance Director Dufner said the City Attorney Retainer agreement has not been updated since 2002; the rate will remain the same. The USDA has requested as part of our Wastewater Loan that we provide a more current retainer agreement. Councilor Loran made a motion to approve the Retainer Agreement with John B Trew. Council Capehart seconded the motion; all voted in favor.

10. PRESENTATION OF 2009-2010 CITY AUDIT AND 2009-2010 URA AUDIT

Sally Jaeggli, senior staff auditor for Hough, MacAdam and Wartnik CPA, presented the audit. Ms. Jaeggli stated the Urban Renewal Agency (URA) receives a separate report even though it is also included in the City financials because it is fund of the City. Included in the packet is a letter which discusses the responsibilities of the auditors, council and management and if there are difficulties and there were none. The audit was very clean. The auditor’s opinion letter is included in the packet and it states the accounting principles generally accepted are being used by the City. There is a report on internal controls and they are tested during the audit.

Councilor Wiese made a motion to accept the City audit for year ending 2009-2010. Councilor Daniels seconded the motion; all voted in favor.

11. DISCUSSION ON PARKING 300 BLOCK OF N. COLLIER

City Manager O’Connor and Public Works Director Higgins met with Coos County Clerk Terri Turri to discuss the recently awarded Small City Allotment Grant to pave E. 3rd Street from N. Baxter to N. Dean Street. She stated they may have some funds available to help with the paving of E. 3rd from Baxter to Collier. They discussed the fact that the County promised to find more parking to take the place of the parking that was lost when the jail was constructed; it was suggested they look at angle parking on both sides of the 300 block of N. Collier Street. Dyer Partnership reviewed the block and provided a possible layout from an aerial shot. It was decided to review this option if the County asked about additional parking in the future.

12. IGA FOR IMPLEMENTATION OF COOS AND CURRY COUNTY HOUSEHOLD HAZARDOUS WASTE MANAGEMENT PLAN

City Manager O’Connor said this IGA is almost the same agreement that Council authorized in 2010, the difference is the increase in rates due to the county being able to have a household hazardous waste management plan at the Beaver Hill site.

Councilor Wiese made a motion to approve the IGA for implementation of Coos and Curry County Household Hazardous Waste Management Plan. Councilor Capehart seconded the motion; all voted in favor.

13. ADJOURNMENT

Mayor Muenchrath adjourned the Council Meeting at 8:49.

Mayor, Matt Muenchrath

ATTEST: _____
Deputy Recorder

**City of Coquille
Urban Renewal Agency
February 7, 2011**

1. CALL TO ORDER

Urban Renewal Chairman Wiese called the meeting to order at 9:02 p.m.

2. CONSENT CALENDAR

Member Capehart made a motion to approve the URA minutes of November 1, 2010. Member Short seconded the motion; all voted in favor.

3. Presentation of FY 2009-2010 Urban Renewal Agency Audit

Member Capehart made a motion to accept the Urban Renewal Agency audit report prepared by Hough, MacAdam & Wartnik. Member Short seconded the motion; all voted in favor.

4. Discussion on N. Adams and Hwy 42 Entryways

There have been many conversations about the entrance to Coquille at N. Adams and Hwy 42. The right-of-way belongs to ODOT. After speaking with the ODOT representative Waddington it was indicated that they have an entryway program for Cities. City Manager O'Connor asked if they would consider a project that would draw the vision away from the car repair center and the Nosler building. ODOT said they would need to see a plan of what the City would like to do. HGE was asked to prepare a plan after the Council gives them an idea of what they would like to see and getting further information about the property lines. Joe Slack of HGE showed several options for the entry way and received comments from Council on what they liked and disliked.

Councilor Short said she would call Mr. Dunnan to see what his plans are for the back of the Nosler building.

5. Discussion on First Street Improvements

City Manager O'Connor said the pool is on the way to completing their commitment on raising funds and the URA will have to go out for bond for the \$500,000 that is required by the pool. The questions is should we ask for additional dollars for the undergrounding of utilities and for the repair of the intersection of 1st and Central; which is unraveling and it will require improvements in the next few years. O'Connor recommended developing and RFQ/RFP and seek out qualified firms to assist the CURA; council agreed

6. Adjournment

Chairman Wiese adjourned the meeting at 9:44 p.m.

Chairman Wiese

Deputy Recorder, Rene Collins