

CITY OF COQUILLE
CITY COUNCIL MEETING MINUTES

January 7, 2013

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

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

PRESS: Coquille Valley Sentinel

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

Council Meeting

1. CALL TO ORDER

Council President Wiese called the meeting to order at 7:01 p.m.

2. PLEDGE OF ALLEGIANCE

3. INSTALLATION OF MAYOR AND COUNCIL MEMBERS

City Recorder Collins administered the oath of office to Mayor Matt Rowe, and Council Members Fran Capehart, Councilor Dave Chappelle, Councilor Susan Heaton and appointed Councilor Dennis Graham.

4. SELECTION OF COUNCIL PRESIDENT

Councilor Capehart made a motion to nominate Councilor Wiese for the position of Council President. Councilor Short seconded the motion. Councilor Capehart made a motion to close nominations; Councilor Short seconded the motion. The council vote was unanimous for Councilor Wiese for the position of Council President.

5. MAYOR COMMENTS

Mayor Rowe said he is honored and humbled to be here. He wanted to thank Mayor Muenchrath for his guidance and candor regarding being mayor. He is looking forward to working with City Council, citizens and staff on moving the city forward.

6. Appointment of Committee Members

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

Budget Committee, 3-year terms

Clay Davis

Bryan Baird

Julie Watte

Planning Commission, 4-year terms

Frank Booth
Nichole Graham
Hugh Pinkston

Library Board, following terms

Dawn Raymer 7/1/14
Karen Murphy 7/1/15
Barbara Steele 7/1/16

Parks and Recreation Committee, 2-year terms

Councilor Graham
Michael Hurston
Councilor Short
Corky Daniels

Administrative Committee, 2-year terms

Councilor Capehart
Councilor Short
Lynn Kindred
Councilor Chappelle

Public Works Committee, 2-year terms

Councilor Wiese
Councilor Capehart
John Christiansen
Lowell Thomas
David Smith

Public Safety Committee, 2-year terms

Mayor Rowe
Councilor Heaton
Bill Marino
Eugene Hager
Bryan Baird
Corky Daniels
Seiya Nishi
David Smith
Judy Weeks

Forest Land Management Board, 2-year term

Councilor Wiese
Councilor Graham
Mayor Rowe
Chuck Calley
Blaine Waldien
Hal Strain

7. COUNCIL COMMENTS

Councilor Capehart thanked everyone who participated in all the holiday events. The Annual Chamber Meeting Chocolate Fantasy and Taste of the Coquille Valley program is on Saturday January 19th and Wayne Vanburger is the keynote speaker.

Councilor Short said that it was very nice that the Fire Department received a letter of appreciation from the City of North Bend for their support during the fire at the airport. Councilor Short and Page Pyner will be coordinating the Coquille Tour of Homes for 2013. Councilor Short said there has been a couple of meetings regarding the Coquille Carousel Project and this is an opportunity for people to get involved and help make this project happen. The next meeting is scheduled for February 8th at 4:00 p.m. and it is open to the public.

Councilor Chappelle said he is glad to be here and he is serving on the Coquille Carousel Committee. The committee is selling pins for \$5 each to raise funds and he thinks it would be fabulous for Coquille to have the carousel.

Councilor Wiese wished everyone a happy New Year. He attended the Carousel Show at the museum and was inspired. He visited the Coquille Art Museum, bought the carving tools, received a few stitches in his hand but will continue to learn how to carve.

Councilor Heaton said it feels great to be here and wanted everyone to know that her door is open and is always willing to listen.

Councilor Graham said the E Clampus Vitus organization has installed a plaque about the history of the river on the river walk at the end of the trestle. Main Rock donated the rock that the plaque is mounted to. Last Friday the final payment request was submitted for phase 1 one of the river walk project.

8. STAFF REPORTS

Fire Chief Waddington congratulated and welcomed all the new council members and Mayor Rowe.

Library Director Conner said the children's librarian will be returning to work in a few days. The County Library District is still researching the option for open source software for the libraries county wide. Councilor Chappell asked where the open source software would come from; Conner said Sage is one and it would save money for all the libraries.

Chief Blue congratulated the new council and Mayor Rowe on their appointments to office. She has just returned from Reno and while she was there learned about an opportunity that Coquille could host an active shooter class locally. The police Department is going to hold a Valentines Ball on February 8, 2013 and would like to request that the background fee be waived for the company that will be providing the alcohol. Councilor Wiese made a motion to waive the background fee for the liquor license application for the Valentine Ball 2013. Councilor Chappelle seconded the motion; all voted in favor.

Public works director Urban welcomed the new mayor and council members.

Finance Director Dufner congratulated the Mayor and council members and said the December investment return is now 3.99%. Due to cost savings the server for the city will remain on site and the backup will be performed here. The ODOT property has some funding options available that will be discussed during agenda item 15.

9. CITY MANAGER'S REPORT

City Manager Marchant said as city councilors serve their term you will be challenged; some issue will be harder than others. He encouraged councilor to do their research, work with one another and encouraged council to get to know the city staff.

Marchant wants to have council trained on Risk Management through CIS. The training is available online and requested a council meeting Jan 22nd at 7:00 p.m. to watch the training video; there also may be regular business to discuss at that time. Council agreed to meet on January 22, 2013 at 7:00 p.m. for the training.

Marchant would like to have a strategic planning work session in February with council for a full day, which would include a presentation from each department. It was decided that the work session would be held on January 31st to begin at 8:00 a.m.

The County has asked for a representative to be appointed to the Solid Waste Advisory Board and to the Household Hazardous Waste Plan Steering Committee. Councilor Graham made a motion that Mayor Rowe will serve on the Solid Waste Advisory Board and Public Works Director Urban will serve on the Household Hazardous Waste Plan Steering Committee. Councilor Capehart seconded the motion; all voted in favor.

10. PUBLIC PARTICIPATION

Tom McKirgan, Fish Trap Road, member of Oath Keepers, distributed paperwork and presented a resolution which he asked the council to pass.. The resolution asks Council to stand in opposition to the provisions in the national defense authorization act for fiscal year 2012 which authorizes military detention and trials of U.S. citizens.

Terry Knaus, 141 N Johnson Coquille, would like to discuss semi trucks parking on residential streets. He said with the semi trucks parking on his street leaves no room for him to park. Mayor Rowe said the Safety committee will be having a meeting on Wednesday at 6:00 p.m. to discuss semi trucks parking on residential streets.

Philippa Benson asked if there will be new sewer hookups be available when the new waste water treatment plant is complete. City Manager Marchant said there are hook ups available at this time.

11. CONSENT CALENDAR

A. City Council minutes of December 3, 2012

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

12. PRESENTATION OF 2011-2012 CITY AND 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 included in the city financials because it is a 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 any difficulties and there were none; the City has received a clean report. 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 2011-2012. Councilor Graham seconded the motion; all voted in favor.

13. LIQUOR LICENSE REQUEST J & F RESTAURANT

City Manager Marchant said the John To of J & F Restaurant, Inc, DBA Yan's Chinese Cuisine has applied for a liquor license and the background was clean. Councilor Chappelle made a motion to approve the Liquor License application of J & F Restaurant, Inc, DBA Yan's Chinese Cuisine. Councilor Capehart seconded the motion; all voted in favor.

14. ADOPTION OF BUDGET CALENDAR AND APPOINTMENT OF BUDGET OFFICER

Councilor Heaton made a motion to adopt the budget calendar and appoint City Manager Marchant as Budget Officer. Mayor Rowe recused himself as he works for the Sentinel newspaper. Councilor Wiese seconded the motion; all others voted in favor.

15. PURCHASE OF PROPERTY LOCATED AT 290 W. 42 (ODOT COQUILLE MAINTENANCE FACILITY)

City Manager Marchant said the appraisal of 290 W. 42 has the amount was \$305,000. The state had to go through the surplus property and appraisal property. The WWTP main operations building that was vacated had been scheduled to be renovated at the cost of \$250,000, which has been cut from the budget but some of the expenses had been incurred such as locker purchase which can be used in the new building. In the packet there is basis of allocation, which will need the approval of the fire district for their share which would allow the housing of the ladder truck in town. If the fire district does not approve the expenditure the dollars can be relocated within the other funds. If we make the purchase there could be 50 additional parking spaces for the community building. City Attorney Trew has reviewed the documents the City received from ODOT and he did not have any concerns about the terms and contracts. The state has performed a hazardous waste study and they are responsible for any hazardous waste located on property previous to our purchase of the property.

Councilor Capehart made a motion to purchase the property located at 290 W. 42 in the amount of \$305,000.00 Councilor Chappelle seconded the motion; all voted in favor.

16. AJOURNMENT

Mayor Rowe adjourned the meeting at 8:25

Mayor, Matt Rowe

City Recorder, Rene Collins

CITY OF COQUILLE URBAN RENEWAL AGENCY MEETING

January 7, 2013

1. CALL TO ORDER

Chairman Wiese called the meeting to order at 8:35 p.m.

2. CONSENT CALENDAR

- URBAN RENEWAL AGENCY MINUTES OF September 4, 2012

Member Capehart made a motion to approve the Urban Renewal Agency Minutes of September 4, 2012. Member Graham seconded the motion; all voted in favor.

3. ACCEPTANCE OF THE 2011-2012 URA AUDIT PRESENTATION

Member Capehart made a motion to approve the 2011-2012 URA audit report. Member Heaton seconded the motion; all voted in favor

4. RESOLUTION URA 03-2012 APPOINTING BENJAMIN MARCHANT EXECUTIVE DIRECTOR FOR THE COQUILLE URBAN RENEWAL AGENCY.

Member Heaton made a motion to approve resolution URA 03-2012 appointing Benjamin Marchant Executive Director for the Coquille Urban Renewal Agency. Member Chappelle seconded the motion; all voted in favor

5. ADOPTION OF BUDGET CALENDAR AND APPOINTMENT OF BUDGET OFFICER

Member Capehart made a motion to adopt the Urban Renewal Agency Budget Calendar and appoint Ben Marchant as the URA budget officer. Member Chappelle seconded the motion. Mayor Rowe abstained from the vote as he works for the Sentinel. All others voted in favor.

Chairman Wiese adjourned the meeting at 8:39 p.m.

Chairman, Loran Wiese

City Recorder, Rene Collins