

**CITY OF COQUILLE
CITY COUNCIL MEETING MINUTES
March 3, 2014**

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

STAFF PRESENT: City Manager Ben Marchant, Finance Director Dufner, Police Chief Blue, Fire Chief Waddington, Library Director Conner, Public Works Director-Planner Urban City Recorder 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) (a), which allows the council to meet in executive session to consider the employment of a public officer, employee, staff member or individual agent. 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 6:07 p.m.
Mayor Rowe closed the executive session at 6:37 p.m.

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 said there are 4 open positions on the Budget Committee and he would like to appoint the following three individuals if council doesn't have any objections: Terri Mai, Lynn Kindred, and RJ Benner, council had no objections to the appointments. Terri Mai, Lynn Kindred, and RJ Benner were appointed to the budget committee for a three year term. The fourth position will stay open for another month.

Mayor Rowe would entertain a motion to allow the City Manger to enter into a contract with Muenchrath Law to provide attorney services to the City. Councilor Wiese made motion to authorize the City Manager to enter into a contract with Muenchrath Law for attorney services. Council Chappelle seconded the motion, all others voted in favor.

4. COUNCIL COMMENT

Councilor Capehart said she attended the Opening of the Egyptian Theatre sidewalk on Saturday and you could purchase special shoes to cross the sidewalk. The Maritime Museum in Coos Bay is slated to open in October.

Councilor Short thanked everyone who attended the Valentine Ball and those who donated auction items. The Carousel Shop will be opening on Wednesday afternoons and on Saturday's. The Carousel Committee will have a flag to signal when they are open. They will be purchasing some carving tools and [people can come in look around and learn how to carve.

Councilor Chappelle said his grandmother is featured on the front of the World and she will be turning 100 on March 10th and will be celebrating her birthday on March 8th at Figaro's Pizza.

Councilor Wiese said he visited his new granddaughter in February. He also said the lot where Bills Place was located is a very clean lot now.

Councilor Heaton attended said her mother is 99. During the month of February she served at Senior Meals, attended the Valentines Ball, League of Oregon Cities Small Cities meeting, and the Fireman's Pancake feed. Today she worked at the food bank and will again later in the week.

5. STAFF REPORTS

Fire Chief Waddington thanked everyone that attended the Annual Pancakes for Life event hosted by the Fire Department. The proceeds are being donated to the Burn Center for Children at the Emanuel Hospital, approximately \$1,200 was raised.

Chief Blue said she gave out stop sign citations and warnings on her way to Rotary Wednesday. She served at Senior Meals on Friday with Officer Smith and Kara made an appearance. She participated in the Sherriff's Posse Chili Cook Off. She attended a line dancing Rotary event in Coos Bay and thinks it could be a good event for Coquille. She and Officer Smith will be attending federal seizure training in Salem tomorrow.

Finance Director Dufner said the current rate of interest is 3.19 on the Reitmen investment fund. Next month there will be a supplemental budget resolution pertaining to the funding of the ambulance fund to match the amount given by the Rural Fire Board. He gained more information about the municipal court showing that a new law was passed stating that they will retain \$60 and one half of the remainder of the fee; which may not make it viable to have a new municipal court. Dufner has requested some scholarships for 2 staff members to attend the yearly Sprinbook Conference in Portland. Councilor Wiese asked if the staff did not receive the scholarships would they still be able to attend, Dufner said he may only send 1 staff member. Councilor Short asked what is the cost of the training, Dufner said it would be approximately \$1,000.

6. CITY MANAGER'S REPORT

City Manager Marchant said that the Library will be hosting the Trivia Team night on April 12th and it would be great if the City could have a couple teams. The Library is working on getting ready for their software change at the end of March. Public Works Director Urban is on vacation for the next couple of weeks. Councilor Wiese asked how the meeting with Mr. Hitt interim SCDC Executive Director went. Marchant said the visit went well and that Mr. Hitt has visited about half of the available developments sites around the area and feels the GP site is a great light industry area and he offered to help market the site with developers. Mayor Rowe said that the SCDC hopes to have a new Executive Director in place by June. He was discouraged that there is not more representation from the southern part of the county and no representation from the natural resources industry. He was told that council and staff would be invited to the open house for the final three candidates.

7. PUBLIC PARTICIPATION

Rob VanSlyke, South Coast Cruisers, said the group is requesting to put on a car show & cruise on June 7th with the streets to be blocked off for the event in conjunction with the Gay 90's celebration. Councilor Chappelle made a motion to allow the South Coast Cruisers to have a car show and cruise on June 7th, 2014. Councilor Short seconded the motion, all voted in favor.

8. CONSENT CALENDAR

- City of Coquille Council Meeting Minutes February 3, 2014

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

9. AARON GRABINSKY – EAGLE PROJECT PRESENTATION

Boy Scout Aaron Grabinsky said he is working on a Eagle Scout Project which is to landscape along the river walk. He showed a map of where the plants would be located and the project will be done in early fall to late summer. He asked the City to donate approximately \$1,800 which will pay for the top soil, ag cloth, and mulch. He will have volunteers help plant approximately 47 plants (9 native plants). Councilor Heaton asked why the plants would not be purchased locally, Grabinsky said the local nurseries do not have them available. Councilor Wiese said he like the projects that help the City look better and helps the Scouts with their projects. Councilor Wiese made a motion to approve a project budget of \$1,900 Councilor Capehart second the motion, all voted in favor.

10. DISCUSSION OF UTILITY BILLING AND PAYMENT OPTIONS AND COUNCIL MOTION TO PROCEED

Finance director Dufner said he has three items on his goals this year. The first being to automatically extend the amount of time that is available for a extension of payment and this will also make turn offs one a month, reduce the number of phone calls and he would like to propose not sending friendly reminders which would

need an ordinance change. Council Wiese asked how the customers will know this is going to be changed; Dufner said that a letter will be sent to all customers. Councilor Heaton made a motion to have the Finance Director to proceed to make the changes in the extension of payments and create a new ordinance pertaining to the friendly reminders, Councilor Wiese seconded the motion, all voted in favor.

The third item is to pursue online and or credit card payment. The choices are who pays the fee the City or the customer. Finance Director Dufner prefers the online payment and the City pays the cost, the savings in staff time would be significant as the utility billing clerk would not have to process as any of those payments paid online. The customer would also be able to see their account online. Council directed Finance Director Dufner will continue to look for an option where the customer pays the convenience fee.

11. ADJOURNMENT

Mayor Rowe adjourned the council meeting at 7:42.

Mayor, Matt Rowe

City Recorder, Rene Collins