

**CITY OF COQUILLE  
CITY COUNCIL MEETING MINUTES  
May 5, 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 Marchant, Finance Director Dufner, Fire Chief Waddington, Library Director Conner and City Recorder Collins

**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 said Bill Marino resigned from the Planning Commission and the Public Safety Committee. He hopes to make new appointments to those committee's next month.

Mayor Rowe said next month is Coquille's Gay 90's celebration on June 7th. He attended a League of Oregon Cities Marijuana Dispensaries Conference. It was very interesting, and it seems a lot of areas are still undefined. He said the City may be able to tax the sale of marijuana.

**4. COUNCIL COMMENT**

Councilor Heaton attended several meetings, including the Candidate Forums, League of Oregon Community Development Committee meeting, and the Marijuana Dispensaries Conference. At the latter there were many questions from the attendees. She then wished everyone a happy Cinco De Mayo.

Councilor Wiese noted the news did not mention that Coquille had adopted a marijuana dispensary moratorium.

Councilor Short said that she has all this summer's free swim days covered. She also said that several people have commented on the stop signs at the intersection of 1<sup>st</sup> and Baxter, and would like the Safety Committee to review it to see if the intersection needs to be a four way stop. Mayor Rowe said the Safety Committee would handle that request and that he had a request to install a stop sign at 9th and Collier. Planning/ Public Works Director Urban said the committee should also look at stop sign at 3<sup>rd</sup> and Folsom.

Councilor Capehart said she attended the Cinco de Mayo at the Community Center. She will be selling tickets to the Taco Feed scheduled for June 17<sup>th</sup> for \$5 presale and \$7 at the door. The event is sponsored by the Coquille High School Senior Class. She said Coos County will have a booth at the Oregon State Fair that will represent our County. Also, last Thursday was World Day of Prayer, and Officer Henthorn was the speaker for law enforcement.

**5. STAFF REPORTS**

Library Director Anne Conner said the library statics year should read 2014. The new circulation system is called Koha. The South Coast Arts Council held a meeting on how to place events on their web site and it was very informational.

Fire Chief Waddington said they will be burning the gym at the old Fairview School this Saturday. The 25<sup>th</sup> Annual Fire Department Golf Tournament is May 17<sup>th</sup>. Monday is Safety Day at Lincoln Elementary which the Fire and Police department will attend.

Finance Director Dufner said the current rate of interest is 3.03% on the Reitman Trust fund. Ruth Graham, Kelly Wirebaugh and Finance Director Dufner attended the Springbook accounting seminar in April. The contract has been signed with Springbrook to set up the credit card payments, and he will continue to work on the merchant agreement. He is working on making an activity page on the web site. Councilor Capehart asked if those renting the Community Center will be able to pay by credit card, Dufner said not at this time. It will only be for utility bills.

Public works Director Urban said that our TLCP (toxicity characteristics leaching procedure) test has not been received at this time. The Library has received the movie license. The pool will open the last week in May, but the pool house needs a new floor, and he is working with the Coos County Health Department for approval. Urban is also working on a new floor for the kitchen. Councilor Wiese said that he is very proud that the City received a plaque for excellence in concrete. Councilor Heaton asked how the park survey is going, and Urban said that he has received approximately 400, and hopefully they will be coming up with the totals soon. He also noted there were many comments on a variety of subjects. Councilor Capehart asked if the floor will be in this budget year, Urban said he believes it will.

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

City Manager Marchant said the Coquille Carousel Committee received their 501C3 designation from the IRS. The committee acts independently of the City, and they will be using a class room at the Jefferson School to store items to sell at the Kiwanis Garage Sale in August. Councilor Heaton asked if the police department can store items there for the Kara Sale at the Kiwanis Sale. Marchant said they could store things there, but she will need to check with Chief Blue. City Manager Marchant said the symposium on Marijuana Dispensaries was very interesting, but regardless it is still illegal under Federal Law. They were noticed that cities could be held accountable if they condone the medical marijuana by losing grant dollars. Councilor Heaton said the sign on the GP site needs to be updated and asked if it could be placed on Hwy. 42. Marchant said we could use our promotion funds to purchase a new sign, but it would not be allowed on Hwy 42. Councilor Wiese noted that the sign is hard to see from Hwy. 42. Public Works Director Urban said that the City owns property on Hwy. 42 where a sign could be located. Council Heaton asked if the City could ask the Chamber of Commerce, Rotary, Kiwanis and other groups to hold some of the downtown family nights. Marchant said the Chamber would host a night, and he will contact other groups for the additional two nights.

## **7. PUBLIC PARTICIPATION**

There was no public participation

## **8. CONSENT CALENDAR**

- City of Coquille Council Meeting Minutes April 7, April 14, 2014

Councilor Capehart made a motion to approve the consent calendar as presented. Councilor Short seconded the motion. Councilor Heaton voted no, and all others voted yes.

## **9. ELDON ROLLINS**

Mr. Rollins said he received a phone call on April 23<sup>rd</sup> saying he had used 21,000 gallons of water from March 15 to April 15<sup>th</sup>. He presented copies of previous readings showing his normal usage. He has checked the meter a few times, and the meter did not seem to be moving. He had spoken with Public Works Director Urban and Finance Dufner about this issue, and does not know how this happened. Last week he remembered that he saw the hose running at a previous time, but does not know how or when the hose was turned on. Councilor Wiese asked if the meter had been checked, Public Works Director Urban replied it had not. Wiese said that we have not had one malfunction to his knowledge. Mr. Rollins believes that the meter did not malfunction this time. Councilor Wiese asked for the amount of the bill, and Mr. Rollins said it was \$207. Mr. Rollins said he does not remember using the hose for anything, but it could have happened during the time frame. Councilor Heaton asked Mr. Rollins if he is asking for the bill to be forgiven, and he said that is his intention. Councilor Short said she appreciates Mr. Rollins honesty about the hose being turned on. Finance Director said the sewer can be adjusted if the council would like to do that, Council consensus was to adjust the bill.

## **10. ACCEPT LOW QUOTE FOR TELEPHONE SYSTEM**

Finance Director Dufner said that our phone system has been malfunctioning for about a year and it has gotten progressively worse and now the messages are not being received in a timely manner. The current system was

purchased in the 1997. The Library would like to use the old system if a new system for City Hall is approved. Quotes were received from Comspan Communications and from CascadeTel . Finance Director Dufner will make a budget adjustment to pay for the phone system in June.

Councilor Heaton made a motion to accept the following quotes:  
Comspan Communications \$9,687.32  
CascadeTel \$14,700.00

Councilor Wiese seconded the motion, and all voted in favor

Councilor Wiese made a motion accept the low bid of \$9,687.32 from Comspan Communications. Councilor Heaton second the motion, and all voted in favor.

## **11. APPROVAL OF WATER PLANT FLOCCULATION BASIN WALL REPLACEMENT**

Public Works Director Urban said that the water plant has a basin where floc is added to the water to attach with small particles that cause turbidity. The water then moves to the second part of the basin to allow the flocculated particles to settle. There is a cedar wall between the two basins sections that is allowing some of the unflocculated water to escape under and through the wall, so it needs to be replaced. Councilor Heaton asked how long the planks will last, and Urban said a long time. Councilor Wiese asked why there is such a price difference in the bids, but Urban was not sure why Koontz Machine & Welding is so high.

Councilor Wiese made a motion to accept the following quotes  
Koontz Machine & Welding, Inc - \$49,981.75  
Wildish Construction Company - \$28,500.00  
West Coast Contractors - \$19,600.00

Councilor Heaton second the motion, and all voted in favor.

Councilor Heaton made a motion to accept the low bid from West Coast Contractors in the amount of \$19,600.00 for the replacement of the flocculation basin wall. Councilor Wiese seconded the motion, and all voted in favor

## **12. NEW PUBLIC WORKS BUILDING IMPROVEMENTS**

Public Works Director Urban said the quotes and an action plan are listed, and some items will be completed by the public works department. Staff recommendation is to go with a natural gas heating system due to the long term cost savings. Councilor Wiese asked about NW Natural not running the line, and Urban said that because of having to cross property lines it causes an issue.

Councilor Capehart made a motion to accept the following quotes:  
Heating:  
RHR Heating electric - \$10,175, gas \$11,750  
Chambers Plumbing & Heating – electric \$17,297, gas \$16,944  
Pacific Air Comfort, Inc – electric \$10,979, gas \$16,164.

Remodel & Renovation:  
GB Construction - \$44,764.73  
Wenbourne & Sons, Inc - \$49,890  
D.L.B. Construction, Inc. – 49,834

Councilor Short seconded the motion, and all voted in favor

Councilor Capehart made a motion to accept low quote from RHR Heating in the amount of \$11, 750. Councilor Heaton seconded the motion, and all in voted in favor.

Councilor Capehart made a motion to accept low quote from GB Construction in the amount of \$44,764.73. Councilor Heaton seconded the motion, and all voted in favor.

Councilor Heaton said that the action plan calls for action in the spring of 2014, and Urban said we are working on them currently.

Councilor Heaton asked if we can let the audience know what the procedure is for the committee openings, Mayor Rowe said if someone is interested in serving on a committee there is an application on the website.

### **13. ADJOURNMENT**

Mayor Rowe adjourned the council meeting at 9:00 p.m.

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Mayor, Matt Rowe

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City Recorder, Rene Collins