

**CITY OF COQUILLE**  
**CITY COUNCIL MEETING MINUTES**  
**June 3, 2013**

**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, Police Chief Blue, Fire Chief Waddington, Library Director Conner, Public Works & Planning Director Urban, City Recorder Collins, and City Attorney Trew

**PRESS:** None

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

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

Mayor Rowe called the meeting to order at 7:04 p.m.

**2. MAYOR COMMENTS**

Mayor Rowe welcomed everyone to the meeting. He felt the Gay 90's celebration was an overwhelming success and hopefully it will be even bigger next year, and he thanked everyone who participated. He congratulated the 2013 graduates and their parents and he hopes their hearts are all with our community.

City Recorder Collins swore in Police Officer Orrin Wallace and Corey Dhillon and Chaplin Ken Duke.

**3. COUNCIL COMMENTS**

Councilor Capehart said the VFW did services at six of the cemeteries for Memorial Day. She would like more participation in this event it starts at Sturdivant Park at 9:00 each year. She thanked the Smith family and everyone who worked on the 6<sup>th</sup> Street Cemetery. The Gay 90's parade was wonderful and thanked Wayne and Rotary for helping with the parade. Councilor Capehart thanked Sharon Nelson and her crew of girls for helping clean up downtown.

Councilor Short said she did attend the Memorial Day services at Sturdivant Park and encouraged people to attend and take their children. She reported that several free swim days have been sponsored and there are enough donations for the Swim and Safety Program for the 2<sup>nd</sup> and 3<sup>rd</sup> graders in the fall. The Carousel Committee is selling calendars for \$20 to help raise money for the project. Councilor Short also thought the Gay 90's celebration was a success.

Councilor Chappelle said the 2<sup>nd</sup> Annual Coquille Street fair will be held on June 21<sup>st</sup> from 6-8 p.m. There will be root beer floats, dunk tank and entertainment; he also asked the businesses to stay open later for the event.

Councilor Wiese said the weather, food and music was great for Gay 90's celebration.

Councilor Heaton said she agreed with Councilor Wiese. She congratulated Pam Smith for working so hard on the 6<sup>th</sup> Street cemetery and thanked the Veterans for putting up the flags for the holiday. She attended an Urban Renewal Class with Councilor Graham and it was very informative. She attended a seed saver meeting which she really enjoyed.

Councilor Graham said Councilor Graham also attended the URA class and has a few questions for Councilor Wiese. He said the Coquille River Walk Committee sponsored a duck race at the coquille swim pool and the winners were 1<sup>st</sup> May Purcell, 2<sup>nd</sup> Jude Burns, 3<sup>rd</sup> Karen Murphy and 4<sup>th</sup> Jackie Pinkston. The Cub Scout pack 314 will be holding their annual soap box derby races on Baxter Street. The Cub Scouts will have a picnic lunch and there will be a ceremony for those crossing over to Boy Scouts at Sturdivant Park. The Boy Scouts will be camping and participating in several activities.

**4. STAFF REPORTS**

Fire Chief Waddington did not have anything to add to his report, there were no further questions.

Library Director Connor did not have anything to add to her report, there were no further questions.

Police Chief Blue said the officers put on safety day at the elementary school and the children received a pencil, bracelet and candy. She also presented some statics that were not available when the packet was distributed.

Public Works Director Urban said that we were unsuccessful in receiving a grant from Oregon State Parks for phase 2 of the river walk but he will continue to look for other grants. Councilor Chappelle asked if we had purchased a chipper, Urban said no we have not located one in our budget at this time.

Finance Director Dufner said the City investment account is earning 3.97%. There will be a test of the red flag emergency message system in July. The sewer plant is very close to being finished and the loan financing is due to close on June 27th. The budget will be published this week in the paper and the auditors will be arriving in the next couple of weeks.

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

City Manager Marchant said the completion of the WWTP is very exciting, there will be an open house on June 20<sup>th</sup> from 5:30-7:30 p.m.; there will be refreshments and information about the plant. The community should be proud of this project and it is very fascinating how it works.

## **7. PUBLIC PARTICIPATION**

Dorothy Mick, 316 W. 4<sup>th</sup> Street, read into the record her concerns about property 290 W. 4<sup>th</sup> Street which is owned by Jane Young, the house was built in 1898, and the house been vacant since 2005 due to health issues due to the condition of the house. In the past 7 years the property or house has had no care except in 2010 when she received a letter from the City. The property has become and danger to neighbors and children, people in the community believes it has become an attractive nuisance. She spoke with Planner Urban today and on April 29<sup>th</sup>. She hopes an agreement been reached through legal means or city staff with the owner of the property. Ms. Mick showed several pictures showing trees that need to be trimmed, front entrance over grown, roof shingles are missing, boarded up windows on the house, overgrown vegetation which causes a fire risk to the adjoining property owners and other nearby neighbors. Fire Chief Waddington said the owner had requested that the house burned as a learning activity but it was not able to due to concerns from neighbors about smoke and ambers. Councilor Heaton said that it is an embarrassment to the Citizens of Coquille; the house does hold history but unfortunately seems to be beyond repair. Urban said he became aware of the situation about 8 months ago and talked with a neighbor who wanted to purchase and clean the property; he was told today that the offer of the property was not accepted. The abatement ordinance can be followed and he can walk through the process with Attorney Trew.

Dawn Martindale, 440 N Cedar Street, owns the house on the NE corner of the house located at 290 W. 4<sup>th</sup>, the overgrown vegetation is pushing her fence over. She is concerned about the animals that are attracted to this property and it is causing issues with her dogs daily. You are unable to walk around the house due to the vegetation growth and she feels like it is a fire hazard.

David Smith, 790 N Cedar Street, is attending at a board member of the Coquille Carousel Committee they have submitted a letter which he read into the record. The letter is requesting a parcel of property on the GP site contiguous to South Mill Avenue, the McKay's property, the Dutch John Pond and the river walk to be designated for the Carousel during the early stage of the project for fundraising and planning purposes. They would also like permission to post a sign on the property advertising that it is the future site of the Coquille Carousel. Council Consensus was to put the request on next agenda.

Mary Geddry, 340 N Collier, asked council what the process would be for the City to discuss the support for the LNG Project. City Manager Marchant said he is providing information and it is Councils decision if they would like to have it as an agenda item.

James Harris, 140 N Adams, would like to talk about the proposed City Business License and he would like to know what has been proposed to the City Council. The merchants want to be kept informed and the merchants had heard the fee could be from \$15 to \$1500 and they are very concerned. Councilor Wiese and Mayor Rowe said nothing has been proposed to the city council. Councilor Short said that it has not been brought to council and the Chamber of Commerce has an idea but they do not have a plan at this time. Councilor Chappelle said the merchants are invited to attend Chamber meetings and they are going to be in the evenings. Attorney Trew said if there is going to be a business license fee there would need to be an ordinance and the item would be listed on the agenda.

Josh Frazier, 2 East 1<sup>st</sup> Street, said he feels that the business license it is a terrible idea. Councilor Chappelle said come to the board meeting chamber and express your concerns.

Janet Reed, Crest Acres Rd, agreed with Josh Frazier's comments about a business license fee.

City recorder Collins read into record a letter sent in from Beverly Goode in regards to people getting help with paying there water sewer bills as the monthly cost has risen due to the cost of building the new sewer plant.

Pastor Ken Duke, First Assembly of God 457 E 7<sup>th</sup>, said his church manages the People Helping People fund they spend \$5 to \$700 a month to help with there water/sewer bills any thing that can be done to help with this issue in our community. Councilor Wiese suggested Pastor Duke request money from the sate revenue sharing funds during the city budget process to help the program. Councilor Heaton asked if Finance Director Dufner had one any research o this issue and he said he has not done a lot but he found most cities do not provide this type of program.

Beverly Goode, 712 N Central, said she wrote the proposal and she has provided several links where people can get help with their bills and she encouraged the City to look at this information.

#### **8. CONSENT CALENDAR**

- City of Coquille Budget Minutes April 15, 2013
- City Council Minutes May 6, 2013
- City Council Minutes May 20,2013
- Annual Amendment for Library Services

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

#### **9. RESOLUTION -10-2013 A RESOLUTION A RESOLUTION AMENDING THE LICENSE, PERMITS, AND PROCEDURES BOOK AND ADOPTING NEW SEWER RATES FOR THE CITY OF COQUILLE AND AUTHORIZING THE RATES AND FEES CONTAINED THEREIN**

Finance Director Dufner said this is the next to last increase that is scheduled at this time for the sewer rates. We are required by the State of Oregon to raise the rates due to the type of funding loan the WWTP received. The mandate raise is to insure the loan is paid back and to support the increased operating expenses and reserve requirements.

Councilor Wiese made the motion to adopt resolution 10-2013 amending the license, permits, and procedures book and adopting new sewer rates for the City of Coquille and authorizing the rates and fees contained therein. Councilor Chappelle seconded the motion, all voted in favor

#### **10. PURCHASE OF MCKAY'S PROPERTY FROM LES SCHWAB PENSION TRUST**

City Manger Marchant said council requested a commercial inspection of the McKay's building which was done by Mel Luckie and the report had no major negative findings. Councilor Short asked if anyone was concerned about the parking lot, the report said it is in good shape. In 2005 the library Needs Assessment Report stated the library needs 11,000 square feet. City Manager Marchant reviewed the process of how the City was able to negotiate for the purchase of the property. It is being proposed that the Library funds from the dedicated Reitman Trust be used to purchase the property. The rent money from McKay's will help replenish those dollars. Ms. Mick, 316 W. 4<sup>th</sup> St., asked if it is smart to spend this money on this project since the population has decreased and we are short on money in other areas, Mayor Rowe said that no tax dollars are being spent on purchasing the building. Councilor Graham made a motion to execute a purchase agreement with the Les Schwab Pension Trust for the acquisition of the McKay's Markets property at a purchase price not to exceed y \$400,000. Councilor Wiese seconded the motion, all voted in favor.

#### **11. AUTHORIZATION TO EXPAND THE FUNCTION OF THE COQUILLE MUNICIPAL COURT TO INCLUDE TRAFFIC OFFENCES**

Finance Director Dufner said previously the City of Coquille has looked into expanding the municipal court; currently it only processes parking fines and abatements. The idea has been reviewed again due to the fact that our officers have to travel to North Bend to attend court and that causes overtime expense. There is a possibility that we can expand our court to include traffic fines. Councilor Wiese asked if we are going to save money, Dufner said more revenue would stay because after a review of the funds we only receive about 20% of

the fines, which should be 40%, and it would save travel time and overtime hours for officers. Councilor Wiese said if it does not work can it go back the old way, Attorney Trew said that the City should contact someone who has an expertise in setting up municipal courts. Councilor Chappelle made a motion to continue reviewing the possibilities to establish a traffic court within the Municipal Court of Coquille. Councilor Capehart seconded the motion, all voted in favor.

**12. RESOLUTION 11-2013 A RESOLUTION AUTHORIZING THE APPLICATION FOR A LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT FOR A PARKS MASTER PLAN**

Public Works/Planner Urban said if Council would like a Parks Master he will continue with the grant application process with the Oregon State Parks. The Port of Bandon will contribute \$4,000 for matching funds and the City will put in \$8,000 which will include Public Works/Planner Urban time. Councilor Capehart made a motion to adopt resolution 11-2013 authorizing the application for a local government grant from the Oregon Parks and Recreation Department for a Parks Master Plan. Councilor Short seconded the motion, all voted in favor.

**13. RESOLUTION 12-2013 A RESOLUTION OF THE CITY OF COQUILLE COUNCIL ADOPTING THE UPDATED PERSONNEL POLICY MANUAL**

City Manager Marchant said this is an updated personnel policy manual which includes all the current laws, vision statements, and previous changes. The document gives the employee a clear and concise document that tells them what is expected. Councilor Graham asked if the employees have reviewed this document, Marchant said someone from each department was at the meeting and involved in the review process. The unions have the right to give notice within 14 days if they want to bring something to the bargaining table.

Councilor Wiese made a motion to adopt resolution 12-2013 a resolution of the City of Coquille adopting the updated personnel policy manual. Councilor Heaton seconded the motion, all voted in favor.

**14. RESOLUTION 13-2013 A RESOLUTION DECLARING CERTAIN PERSONAL PROPERTY TO BE SURPLUS AND PROVIDING FOR THE DISPOSITION OF SUCH PROPERTY**

Chief Blue said these are 2 of the older vehicles and they have already been replaced by newer vehicles. One of the vehicles has a bad transmission.

Councilor Heaton made the motion to adopt resolution 13-2013 declaring certain personal property to be surplus and providing for the disposition of such property. Councilor Chappelle seconded the motion, all voted in favor.

**15. REQUEST TO PURCHASE A 2008 CHEVY TAHOE K-9 UNIT**

Chief Blue said this 2008 Tahoe vehicle is fully equipped for a k-9 unit with a original cost of \$68,000. Chief Blue is asking for permission to bid \$25,000. The City will pay the \$25,000 with \$10,000 in the budget and the Police Department will raise the additional \$15,000 and pay the City back.

Councilor Wiese make the motion Councilor Heaton seconded the motion. Graham asked where would the funds come from Dufner said there is \$10,000 in the budget and he will increase the budget by \$15,000 which will come from the contingency funds.

**16. ADJOURNMENT**

Mayor Rowe adjourned the council meeting at 8:52 p.m.

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Mayor, Matt Rowe

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City Recorder, Rene Collins

**CITY OF COUQILLE URBAN RENEWAL AGENCY MEETING**  
**June 3, 2013**

**1. CALL TO ORDER**

Chairman Wiese called the meeting to order at 9:00 p.m.

**2. CONSENT CALENDAR**

- **MARCH 4, 2013 MEETING MINUTES**
- **APRIL 15, 2013 BUDGET MEETING MINUTES**

Member Capehart made a motion to approve the Urban Renewal consent calendar. Member Graham seconded the motion, all voted in favor.

**CONSIDER URA FUNDING REQUEST FOR FAÇADE IMPROVEMENT FUNDS FROM JACQUELYN PEDERSEN FOR 71 & 75 EAST FIRST STREET, COQUILLE, OR**

Ms. Pederson said she owns 71 & 75 East First Street and the back of the building is covered with siding over cement and it faces Hwy 42. There is a new product that will seal the concrete and cracks and it will go back to a cement wall. She received three bids with the low bid being \$3,000.00. Chairman Wiese said this is an improvement that will enhance HWY 42. Member Short asked if the wall will be repaired, Ms. Pedersen said yes. Member Short asked what color the back of the building would be painted, Ms. Pedersen said gray. Member Heaton asked about the black mold on the boards, Ms. Pederson said yes the wood does have mold but the building it self does not.

Member Capehart made the motion to approve \$1,500.00 matching funds for a repair and painting project located at 71 & 75 East First Street, Coquille. Member Chappelle seconded the motion. Member Rowe abstained from the vote, all others voted in favor.

**3. ADJOURNMENT**

Chairman Wiese adjourned the meeting at 9:31 p.m.

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Chairman, Loran Wiese

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City Recorder, Rene Collins