

**CITY OF COQUILLE
CITY COUNCIL MEETING MINUTES
January 3, 2006**

COUNCIL PRESENT: Mayor Steve Britton, Councilors: E.N. "Corky" Daniels, Loran Wiese, Jan Torbeck, Mollie Anderson and Fran Capehart

STAFF PRESENT: City Manager Terence O'Connor, Finance Director Chuck Dufner, Public Works Director John Higgins, City Attorney John Meynink, Police Chief Mike Reaves, Fire Chief Dave Waddington and Deputy Recorder Rene Collins.

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 Britton called the meeting to order at 7:02 p.m.

2. MAYOR'S COMMENTS

None

3. COUNCIL REPORTS

Councilor Capehart announced that the Chocolate Fantasy function would be on January 13, 2006, which will include a fashion show and wine tasting. Councilor Torbeck suggested staff to set-up a tickler system for items that are being done on a trial basis. She stated the free water drawing was to be done on a 6 month trial basis and has not been brought back to council for review. Ms. Torbeck would like to receive the Council Meeting packet no later than Friday before the meeting. The City Manager assured the packets would be delivered in a timely manner in the future as a new officer was in training at the time of delivery.

4. STAFF REPORTS

Fire Chief Waddington reported the ambulance crew went on a call and rode on a skidder to the location due to the high water levels. The Fire Department now has on loan from the North Bend Fire Department the Zodiac Boat. The Fire Department is on a flue fire call tonight. Public Works Director Higgins reviewed item #7 of his report stating that he do not know what type and the amount of damage that was done to the docks at Sturdivant Park, this will be assessed once the water level drops. The Marine Board provides approximately \$5,000 a year for normal upkeep of the docks; if there is damage we will contact them for additional funding. Chief Reaves presented his report at the Council Meeting; due to end of the month being on Saturday it was not included in the packet. Finance Director Dufner said his report is in the packet and stated Laura Fisher from Hough & McAdams was going to go over the 2005 Financial Report for the City.

5. CITY MANAGER'S REPORT

City Manager O'Connor received a request from Wadsworth Garbage for a service rate increase, a public hearing is required and staff suggests that a public hearing be set forth for January 17, 2006, the last rate increase was in 2002. He also stated that he received a certified letter from Charter Communication stating there would be a rate increase. The franchise agreement with Charter Cable says that the council may be involved if the basic rate is being changed, the basic is being lowered and other cable options are being increased. The City Manager will be attending a meeting on January 11, 2006 with the Oregon Coast City Managers in Florence to discuss coordinating emergency plans within counties and regions and some economic development along the coast with services similar to Com Span. During January he will also be attending a joint meeting with League of Oregon Cities and the School Board Association to discuss ballots and bonds. It is possible that it may make more financial sense to fund the wastewater plant with revenue bonds.. The City Manager received a letter from a concerned citizen about the increase in water and sewer rates and he responded with the attached letter and now they understand and they enjoy living in Coquille. Councilor Capehart asked if this should be put in the

paper. Councilor Torbeck said that similar information has been in the paper in the past and did not feel it was necessary. The City Manger said that he had only received a few comments about the increase in rates.

6. PUBLIC PARTICIPATION

Ms. Bobby Woods, 91402 North Bank Lane Coquille, is forming a parent and child playgroup. They plan to meet twice a month for two hours, the first and third Wednesday of the month and would like to use the community building at no charge. During the first parent organizational meeting City Manager O'Connor and Councilor Capehart requested an outline of the following items emergency plan, expectations of parents, consent forms, activities, sign in sheets, supplies, damage fund. Ms. Woods presented their plan, which included a non-refundable onetime fee of \$5 to be used for any damages. Parents would be there with their children and they would monitor other children in their group. A consent form would be required to be signed by parents. The City Manager feels that a certain organization needs to be responsible for the activity due to liability issues and asked if the damage was over \$50.00 who would be responsible for the remainder? Ms. Woods said the parents would be responsible for their own children and the age groups would be from 2 to 12. Councilor Torbeck said that if the facility is open then staff is required. Councilor Capehart said that the basketball practice is at this time in the big auditorium. Councilor Torbeck said that our policy says if we waive the fees that has to be open to the public and believes this activity does not meet the requirement. Councilor Anderson said that we need someone to be responsible for the group by signing an agreement with the City. Councilor Torbeck asked if they have talked with any of the churches to provide a meeting place. Mayor Britton said the Council agrees with her concept and suggested that Ms. Woods contact Ken Hooten with the Kiwanis or the Rotary Club as possible sponsors. Ms. Woods said they have approximately 20 families interested. All Council members encouraged Ms. Woods to continue with her idea.

Lowell Thomas from Operation Coquille discovered that the permission level they have from PPL is not adequate for the installation of the watering system for the hanging baskets. A presentation to the Urban Renewal Committee will be made next month after receiving approval from PPL. Operation Coquille would like to ask for a letter of support from the city. The plan is to install watering banners, which will allow watering to be every 7 to 10 days, which will reduce the amount of time for watering. Councilor Wiese asked if the City had contacted PPL, because of the franchise we should have some rights to the poles. Mr. Thomas understands that the banners can be within 12" from the lines. Mayor Britton said yes Operation Coquille could say that the City Council is in support of the flowering baskets in the City.

City Manager O'Connor put the sidewalk handicap access at the corner by US Bank out for bid. Two bids were received, Johnson Rock was the low bidder at \$30,853.00 the second bid was from LTM at \$33,598.00. The engineers cost estimate was \$16,895.00. Councilor Anderson made a motion to accept the bids from Johnson Rock and LTM for the sidewalk handicap access at 2nd and central. Councilor Torbeck seconded the motion, all voted in favor. The City Manger stated that the engineer said the sidewalk would be about \$5.00 a square foot, LTM bid was 17.35 and Johnson Rock \$16.80 a square foot. Councilor Anderson made a motion to reject both bids and reopen the bidding processing. Councilor Wiese seconded the motion, all voted in favor.

7. CONSENT CALENDAR

The council reviewed the minutes of the City Council meeting of December 5, 2005. Councilor Anderson made a motion to approve the consent calendar. Councilor Capehart seconded the motion, all voted in favor.

8. PRESENTATION OF THE ANNUAL FINANCIAL REPORT FOR 2005

Laura Fisher with Hough and McAdams reviewed the financials and reported the City received a clean opinion and there were no significant audit adjustments or changes in accounting policies. On Page four you will see Managements Discussion and Analysis prepared by Chuck Dufner, it is an overview of how the City is doing. Page 46 compares budget to actual revenue and expenses by fund. Ms. Fisher reviewed the graphs included in the packet. Councilor Anderson made a motion to accept the audit report. Councilor Daniels seconded the motion, all voted in favor.

9. MOU BETWEEN SOUTHERN OREGON COAST HOUSING OPPORTUNITIES PROVIDER AND THE CITY OF COQUILLE.

The State said they would not look at cities individually, but wanted to see regional applications for grant funds. The City of Coquille has been asked to lend our name when applying for funds. In the past 5 years three homes in Coquille have received funds. The CDC rotates the city that the funds are spent in. Councilor Wiese made a motion to approve the Mou between Southern Oregon Coast Housing Opportunities Provider and the City of Coquille. Councilor Capehart seconded the motion; the City Manager stated that the homeowner has to apply for the dollars, all voted in favor.

10. RESOLUTION 01-2006 A RESOLUTION PROVIDING FOR UNBUDGETED TRANSFER OF FUNDS BETWEEN CATEGORIES BUT WITHIN THE SAME FUND

Councilor Capehart made a motion to adopt resolution 01-2006 providing for unbudgeted transfer of funds between categories but within the same fund, Councilor Capehart seconded the motion. Councilor Torbeck asked where the funds came from, Finance Director Dufner responded that the funds have been donated over the last three years specifically to the pool committee and the City was holding the money for them. The pool committee has teamed with Friends of Coquille to raise more funds. All voted in favor.

11. PUBLIC HEARING – SUPPLEMENTAL BUDGET

Mayor Britton opened the public hearing at 8:08 p.m. on the supplemental budget. Finance Director Dufner explained that the council had discussed the option for the City to loan \$240,000 to the Urban Renewal and the Fire Department received a grant for \$72,046.00 for turnouts and other equipment. The Mayor called for any public or council comments, there were none. The Mayor said that the \$240,000 would be loaned from the property management fund to Urban Renewal Agency because the City can offer them a better rate. Mayor Britton closed the public hearing 8:13.

12. RESOLUTION 02-2006 ADOPTING A SUPPLEMENTAL BUDGET AND MAKING APPROPRIATIONS.

Councilor Wiese made a motion to adopt resolution 02-2006 adopting a supplemental budget and making appropriations. Councilor Anderson seconded the motion; all voted in favor except Councilor Torbeck who abstained. Councilor Torbeck asked what the amount of sale of the GP site, Finance Director Dufner said it is 1.2 million.

13. RESOLUTION 03-2006 TO LOAN \$240,000 FROM THE PROPERTY MANAGEMENT FUND TO THE COQUILLE URBAN RENEWAL AGENCY AND SET TERMS OF THE LOAN

Councilor Wiese made a motion to adopt resolution 03-2006 to loan \$240,000.00 from the Property Management Fund to the Coquille Urban Renewal Agency and set forth the terms of the loan. Finance Director Dufner said the loan is to be repaid within 5 years and the first payment is due January 1, 2007 and the interest will be calculated at 4.25%. Councilor Anderson seconded the motion, all voted in favor.

14. RESOLUTION 04-2006 A RESOLUTION TO ADOPT THE AMENDED AND RESTATED 457(b) GOVERNMENTAL PLAN DOCUMENT

Councilor Anderson made a motion to adopt resolution 04-2006 to adopt the amended and restated 457(b) governmental plan document. Councilor Capehart seconded the motion, all voted in favor.

15. RESOLUTION 05-2006 A RESOLUTION TO AMEND RESOLUTION NO. 04-2004, THE EMERGENCY OPERATIONS PLAN TO RECOGNIZE AND CLARIFY THAT THE CITY WILL USE NIMS AS THE STANDRD FOR INCIDENT MANAGEMENT

The City Manager said that the federal government requires all jurisdictions to use the NIMS if they want to receive federal funds for disasters and various other funding. Our emergency operation plan does comply with the incident command system, but the County has asked for a resolution from the City. Councilor Torbeck made a motion to adopt resolution 05-2006 to amend resolution 04-2004, the emergency operations plan to

recognize and clarify that the City will use NIMS as the standard for incident management. Councilor Anderson seconded the motion, all voted in favor.

Sandra Gillard asked if the agenda could be published the week before in the paper. Finance Director Dufner stated that the required notice was published in the newspaper and in the future it will be on the web site. Councilor Torbeck asked if our public meetings could be announced on the radio. City Manager said that we send agendas to several radio, TV, and newspapers.

16. ADJOURNMENT

The Mayor adjourned the meeting at 8:30 p.m.

ATTEST: _____
Deputy City Recorder

Mayor Steve Britton