

**CITY OF COQUILLE
CITY COUNCIL MEETING MINUTES
February 2, 2004**

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

STAFF PRESENT: City Manager Terence O'Connor, Accounting Technician Ruth Graham, City Attorney John Trew, Library Director Sharon Smith, Finance Director Michelle Forrest, Public Works Director John Higgins, Community Activities Director Ann Steeves, Police Chief Mike Reaves, Fire Chief Dave Waddington

PRESS: Robert Jump, Coquille Valley Sentinel

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

1. CALL TO ORDER AND FLAG SALUTE

Mayor Britton called the meeting to order at 7:00 p.m. and led those assembled in a salute to the flag.

2. MAYOR'S OPENING REMARKS

Mayor Britton stated that there were two citizens that have submitted letters of interest for seats on the Budget Committee. Councilor Anderson made a motion to appoint Terrence Mai to the City of Coquille Budget Committee. Councilor Capehart seconded. All voted in favor. Councilor Anderson made a motion to appoint Laretta Spenader to the City of Coquille Budget Committee. Councilor Capehart seconded. All voted in favor.

3. COUNCIL COMMENTS

Councilor Hagen asked if anyone had applied for the Municipal Judge position. Mrs. Hagen asked if there was a possibility of sharing the position with the City of Myrtle Point. City Manager O'Connor stated that he will look into the matter. Councilor Hagen asked how the Police Department is handling the shortage in manpower. Police Chief Reaves stated that he has been working a lot. Chief Reaves has put out a request for applications for another Police Officer and has contacted the Coos Bay Police Department about filling in, if needed. Councilor Capehart stated that she felt things are looking up in the new year. She brought City Manager O'Connor a copy of the minutes from the Rotary meeting which talked about the improvements planned for the Rotary Park on old G.P. mill site. Councilor Torbeck apologized for being late.

4. STAFF REPORTS

Fire Chief Waddington reported that his department has been busy and the ambulance volunteers are doing a good job. He reminded everyone that the Pancakes for Life event is at the fire station on February 28th from 8:00 a.m. to 11:00 a.m. Public Works Director Higgins reported that his department has been busy trying to stay ahead of the utility locates for the gas pipeline. Councilor Anderson stated that there are a couple of bad potholes in town; one being in front of Les Schwab. Public Works Director Higgins stated that he is aware of the problem and it will be fixed soon. Community Activities Director Steeves reported that she has been working with Public Works Director Higgins and Dyer Engineering to look at the capacity needs for a generator at the Community Building, City Hall, and the Fire Hall. There is a fuel tank at the Community Building and there is an old concrete pad in the basement where a generator might fit. The Department of General Services has been contacted about obtaining a generator. Mrs. Steeves invited everyone to attend the Critical Decision Institute Leadership Training on February 19th. It will be at the Bay Area Hospital Community Center on Sherman Avenue in North Bend and they will be working with other people in the community on what can be done in a crisis situation. She has been working on the budget. Coming up Mrs. Steeves will be working with the Office of Domestic Preparedness to see what grants are

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available for 2004. It looks like, for this area, there is 2.5 million available. She is hoping for approximately \$100,000 to \$200,000 for the police, fire and public works departments. On the 10th the U. S. Fire Administration is hosting a grant presentation and she will be working with them on that. On this date, she had a call from Senator Wyden's office after they received a copy of the letter from City Manager O'Connor to Senator Kreiger regarding the water and wastewater research study that had been done. Senator Wyden's office is asking that the City of Coquille put in a funding request by the 27th of February. Mrs. Steeves went on to explain that there are two bills in the legislature at this time addressing the decaying infrastructure. This would be a loan request, but there is a provision for small communities that are financially stressed, in that they forgive the principal on these loans. She will be working on this. Library Director Smith distributed a handout regarding the Steve Short Memorial collection that is on display at the Library. This collection includes some classics that Mr. Short was interested in. There is still money left to purchase more books, but some of the requested books are not available. The Library is still working on that. Police Chief Reaves stated that with the unfortunate events with Lieutenant King, there is a vacancy in supervision in his department. After sending a letter to all of the officers in his department about the vacancy and getting no response, he has promoted Officer Sean Sullivan into the Sergeant's position. Chief Reaves also reported that his department is advertising for applications for another certified officer. His department has received some grant money and some new computer equipment will be bought with these funds. Finance Director Forrest reported that her department has been busy working on the budget for next fiscal year. Also, Laura Fisher from Moss Adams is present to go over the audit with Council.

5. CITY MANAGER'S REPORT

Regarding the old G.P. site, City Manager O'Connor reported that two Pacific Power and Light easements were removed on this date. Also an old sewer easement was removed. Also on Friday, January 30th, the separation of the 12.47 acres at the G.P. site was recorded. This is in line with the agreement with the developer. There is going to be an Executive Session held later on in this meeting to discuss some of the contractual issues that need to be addressed. Any decisions will be made in open session. City Manager O'Connor reported, that after conducting a survey on what should be done with the cedar tree in front of the library. Sixty seven responses were received and all but one response requested that the tree be left where it is. There was a suggestion to put a tree in the park at the Community Building to decorate or move the flagpole to locate a tree there. He stated that staff will be looking at various options including locating a planter over the fuel tank in a patio area. Eldon Rollins suggested that, depending on the species, maybe the cedar tree could be trimmed. City Manager O'Connor stated that an arborist was contacted about examining the tree and his suggestion was not to trim the tree. This tree is native of central southwestern Asia. The arborist's suggestion was to maybe remove some of the branches from the interior of the tree. Other options will be explored. Laura Fisher from Moss Adams presented the audit for Fiscal Year 2002-03 to Council. Mrs. Fisher explained to Council how to read the financial statement. She also pointed out that this audit was done in accordance with Generally Accepted Auditing Standards and Government Auditing Standards. She also explained that the Water, Sewer and Ambulance funds have to be reported as if they were a business, showing depreciation, budget basis, real budget, etc. There were no budget over expenditures. Mrs. Fisher went on to explain the other main components of the audit and GASB 34 requirements. City Manager O'Connor reported that the Ambulance fund is reflecting more in collections than in the past. Councilor Anderson made a motion to accept the audit. Councilor Capehart seconded. All voted in favor.

6. AUDIENCE PARTICIPATION

Eldon Rollins, of 985 N. Collier, asked City Attorney Trew about the pricing information from the Request for Qualifications on the upcoming Wastewater Treatment Plant project that he had asked for previously. He was told at the time of his request that the information was proprietary and would not be released. He spoke with City Manager O'Connor about the matter and Mr. O'Connor stated he was drafting a letter of response to the other engineering firm that put in a Request for Qualifications. Mr. Rollins asked if Mr. O'Connor could answer that question tonight after item #8 was heard or; if he was still going to withhold that information, is there a law that you can refer him to that enables him to withhold that information. City

Attorney Trew stated that HBH has contacted an Attorney that contacted him about the disclosure of that information. The Attorney agreed with Mr. Trew that this information was proprietary information. On behalf of his client he asked that this information be released and Mr. Trew told him that as soon as Council acts on this matter tonight, the information can be released tomorrow. Judy Costello of 93495 Upper Loop Ln., Coos Bay, asked about signage down by the new stop light on Adams Street that marks the location of the business and historical districts. City Manager O'Connor will contact ODOT on this matter. Lowell Thomas, President of Operation Coquille, drew everyone's attention to a copy of the letter that will be sent out to various organizations about project partnering. Operation Coquille is offering grant application and fiscal agent services on several projects such as community development in the core area. They will keep the City Council informed, throughout the year, of what is going on.

7. CONSENT CALENDAR

Councilor Anderson made a motion to approve the Consent Calendar. Councilor Daniels seconded. All voted in favor.

8. APPROVAL OF CONTRACT WITH THE DYER PARTNERSHIP AS CITY ENGINEER FOR WASTEWATER FACILITY DESIGN

City Manager O'Connor stated that as the result of Council's action at their last meeting, we are accepting the recommendation of the Public Works Committee will be accepted. An agreement for The Dyer Partnership has been prepared to perform the work of the Wastewater Facility Design. The RFQ indicated a request for a construction engineer as well, however Mr. O'Connor recommended that the City not proceed with that portion of the project at this time. He further recommended that after the Facilities Design is complete and acceptable to the City and State, that RFQs be asked for again to select an engineering firm to perform the services of preparation of bids and structure documents. At this time there are too many unknowns. When firms were responding to the RFQ process, they indicated that they couldn't respond to the construction phase of the request. He explained all the exhibits attached to the agreement. The proposed contract is 14% under the budgeted estimate of \$110,000. Councilor Wiese stated that he was Chairman of the Public Works Committee when HBH and the Dyer Partnership were interviewed. Mr. Wiese went on to report that finances were not discussed and they only talked about qualifications. The Committee checked references and they got stellar references for the Dyer Partnership and got less than stellar references on HBH. That is why the Committee recommended the Dyer Partnership for the project. Don Kinnaird asked what the Dyer Partnership would be doing for \$100,000. City Manager O'Connor stated that they will be doing a Facilities Design. That is a document that identifies the characteristics of the flows in the wet and dry seasons. The final report will reflect engineering analysis of the wastewater stream for what kind of treatment capacities the City will need. The State requires the design to identify a variety of treatment options and go into the rationale as to why you picked the design you did. The next phase would be to receive the go ahead from the State to develop the financing. Essentially this is just short of the construction documents. There was some discussion about why RFQs are now required. Judy Costello asked when the next planned utility bill increases would be. The next one will probably be in June of 2005. Councilor Hagen made a motion to approve the contract with the Dyer Partnership. Councilor Anderson seconded. All voted in favor.

9. REQUEST OF ANIMALS WITH NEEDS FOR USE OF THE COQUILLE COMMUNITY CENTER FOR SPAY/NEUTER CLINIC

Councilor Anderson reminded everyone that there is a floor maintenance fee like the square dance club pays. Mayor Britton asked if this was a non-profit organization. It was stated that "yes" it is. Councilor Wiese made a motion to approve the request from Animals with Needs for free use of the Community Building on September 26, 2004. Councilor Anderson seconded. All voted in favor.

10. RESOLUTION 33-2003 A RESOLUTION CHANGING THE BOUNDARY OF THE COQUILLE VALLEY ENTERPRISE ZONE

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City Manager O'Connor reminded everyone that the City of Coquille, City of Myrtle Point, County of Coos and the City of Bandon are all a part of the Enterprise Zone. The Bandon Dunes has made a request to expand the Enterprise Zone to include the properties they own and want to develop. All members of the Enterprise Zone must grant approval for any boundary change before it can be done. There is no fiscal impact on the City. There might be some secondary benefits. The down side might be the amount of taxes that will not be received from these properties included in the Enterprise Zone. Councilor Anderson made a motion to adopt Resolution No. 33-2003, a Resolution changing the boundary of the Coquille Valley Enterprise Zone. Councilor Capehart seconded. All voted in favor.

Councilor Anderson asked about accepting the Canvas of Elections into the record. Councilor Anderson made a motion to accept the Canvas of Election on the recall vote in November. Councilor Capehart seconded. All voted in favor.

11. EXECUTIVE SESSION PURSUANT TO ORS 192.660 (1) (e) TO CONDUCT DELIBERATIONS WITH PERSONS DESIGNATED BY THE GOVERNING BODY TO NEGOTIATE REAL PROPERTY TRANSACTIONS AND ORS 192.660 (1)(h) TO CONSULT WITH COUNSEL CONCERNING THE LEGAL RIGHTS AND DUTIES OF A PUBLIC BODY WITH REGARD TO CURRENT LITIGATION OR LITIGATION LIKELY TO BE FILED.

Mayor Britton announced that Council would be going into Executive Session pursuant to ORS 192.660 (1)(e) and ORS 192.660 (1)(h). Representatives of the news media and designated staff will be allowed to attend the Executive Session. All the members of the audience are asked to leave the room. Representatives of the news media are specifically asked not to report 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, they will return to open session.

At 9:30 p.m. Mayor Britton closed the Executive Session and opened the meeting into regular session.

11. ADJOURNMENT

Hearing no further business, the meeting was adjourned at 9:30 p.m.

Mayor

ATTEST: _____
City Recorder