

**CITY OF COQUILLE
CITY COUNCIL MEETING MINUTES
March 1, 2004**

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

STAFF PRESENT: City Manager Terence O'Connor, City Attorney John Trew, 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.

2. PLEDGE OF ALLEGIANCE

Mayor Britton led those assembled in a salute to the flag.

3. MAYOR'S COMMENTS

None

4. COUNCIL COMMENTS

Councilor Hagen asked if it would be possible to have paper towels in the restrooms at Sturdivant Park and if it would be possible to lock the restrooms when the gate is locked for vandalism purposes. There was some discussion about getting another camp host. Councilor Anderson pointed out that if the restrooms were locked, then the overnight campers wouldn't have a restroom to use. Public Works Director Higgins stated that he would look into the matter. Councilor Capehart reminded everyone of the St. Patrick's Day dinner held by the Rotary Club on Tuesday, March 16th from 5:30 to 7:30 p.m. and auction from 7:00 to 9:00 p.m. There will be entertainment. She will have tickets and invited everyone. Councilor Capehart stated that Saturday, May 1st is Loyalty Day and Law Enforcement Day. The VFW is spearheading the planting of trees at Sturdivant Park in memory and in appreciation of law enforcement, the fire department and the veterans. Councilor Torbeck commented that it is nice to see the community supporting the youth and that a lot of people attended a taco feed put on by Project Graduation.

5. STAFF REPORTS

Fire Chief Waddington stated that the Pancakes for Life feed raised approximately \$1,000 and proceeds will go to the Emmanuel Burn Center. He appreciated the turn out. There was discussion on the activity with the fire and ambulance departments. Councilor Torbeck asked about fire safety promotion. Mr. Waddington reported that North Bend has a fire prevention trailer. It will be in the area at least three or four times so children can go through it. He reminded everyone that October is fire prevention month and they will have an open house. Public Works Director Higgins stated that his department is still dealing with the gas line installations. Councilor Torbeck asked if the City will be responsible for overlaying in the spots that have been dug up. Mr. Higgins stated that the City is not responsible for overlaying in those areas. He asked that people let him know if they see something that needs to be taken care of. However, they should be taken care of when the weather gets better. City Manager O'Connor stated that the holes will be patched a second time and before they are hot patched they will be inspected to see if they are compacted enough. Community Activities Director Steeves reported that on President's Day she attended a United States Fire Administration grant workshop. This workshop gave her some insights on why the grant application was not successful last year. She and Fire Chief Waddington are working on another application. This past week she submitted two grant applications through

Page 2
Council Meeting Minutes
March 1, 2004

the regional emergency management group. One was for approximately \$65,000 from Citizen Corp. and the other one for \$365,000 could supply new radios for the police and public works departments so they could work together better. It could also supply a generator on a trailer, a large generator for the Community Center and a couple of miscellaneous items. Those grants start in March and April. Mrs. Steeves has been looking at opportunities for the G.P. site. She helped the school district with a small grant for some students to attend a game and learn about the Trailblazers community services program. The Gay 90's Celebration will be two days this year. The South Coast Cruisers have redirected their route a little this year so more vendors can attend. They are trying to get more service clubs involved. She met with Mr. Sturdivant about the work on his building. They are going through the final punch list on the first phase. The Operation Coquille organization is looking at grant monies to help finish this project. Police Chief Mike Reaves reported that a conditional offer has been made to an applicant for the Police Officer position. If everything checks out, he will start on March 11th. Officer Ray Nichols will come back for a short time to help out. Four people have signed up for the reserve program. There will also be two volunteers to help in the office. Finance Director Forrest reported that the first distribution was received from the Reitman estate. There were two checks; one for \$369,893 and the other for \$739,787. Ms. Forrest explained that the City would need to find a secure investment for this money and one that would generate some income. She has talked to several investment firms. She talked about the current interest rates. City Manager O'Connor explained that cities are confined by laws as to where these monies can be put, which reduces the risks. Councilor Wiese asked about a guarantee from the entity where the monies are put to insure the funds. City Manager O'Connor explained that these funds will be insured, but some of the funds would be in stocks, some in bonds and some in certificates of deposit. This seems to be the best mix to increase the principal and to generate revenue that can be used. He explained that he had hoped that the estate would retain these funds and invest it as they had been doing. Councilor Wiese asked if the Local Government Pool interest rates were less than the other entities. He was told that it was. Finance Director Forrest stated that if the investment was for longer than 18 months, the City would need to draft an investment policy. City Manager O'Connor stated that one would be drafted. Ms. Forrest stated that she has been working on the budget and GFOA (Government Finance Officer's Association) requirements for an award for budget preparation. They require that Council approve goals and a mission statement. This will need to be done before the budget is finalized.

6. CITY MANAGER'S REPORT

City Manager O'Connor reported that since the former Library Director had resigned her position, that opening had been advertised and so far he had received thirteen applications. After the application period closes, the Library Board will look at the applications and decide whom to interview. Mayor Britton asked if anyone from the Library is interested in this position. City Manager O'Connor stated that no one from the Library had expressed an interest. Eldon Rollins asked what the requirements are for the position. City Manager O'Connor stated that a Masters in Library Science is required, two to five years administrative experience in a public library, familiarity with inter-library loans and software. Mr. Rollins asked if it is required that the position be filled. City Manager O'Connor stated that it is not required. Mr. O'Connor stated it might be appropriate for the Council to consider appointing a five member committee to advise and recommend to Council on all the issues involved in designing, financing and construction of the wastewater facility. The committee would include citizens, a Council member and a member of the staff. Councilor Torbeck asked if this committee would be considered a temporary committee or a standing committee. City Manager O'Connor stated that it would be a standing committee because it will be a long process. City Manager O'Connor reported that RFP's have been sent out for the Forest Master Plan. The deadline is March 26th. There have been a few local inquiries. These proposals will identify potential cutting units. He hopes to start this project in May and finish by the end of July. City Manager O'Connor stated that he met with Pat Davis, the Municipal Judge for the City of Bandon. State law requires that the municipal judge can only serve one municipality. We can contract with the City of Bandon to share their Municipal Judge. The cost will be the same as it was for Judge Walsh. Councilor Anderson made a motion to accept the Intergovernmental Agreement with the City of Bandon to share their Municipal Judge. Councilor Capehart seconded. There was discussion about what items the judge would be hearing and the potential for a conflict of interest. All voted in favor.

7. PUBLIC PARTICIPATION

Frank Hein of 687 South First Avenue asked about the status of the cameras for the recycling location. City Manager O'Connor stated that they have been received and will be put in place when there is time.

Lowell Thomas, Chairman of Operation Coquille, stated that they would be sponsoring a clean-up day on May 15 and 16th. Some supplies will be provided by the SOLV organization. The Good Sam Club will also be participating. They will be getting things spiffed up for the Gay 90's Celebration. He encourages everyone to come and help. He asked the Council to consider partnering with his organization so the City's insurance would cover persons involved in this project. He anticipates around 100 volunteers. City Manager O'Connor will check on this.

Eldon Rollins of 985 N. Collier Street asked if the City requires financial statements from its Council Members. It was stated that they are required to file with the State by April 15th. Mr. Rollins asked if the City would be taking depreciation as an expense over the life of the new wastewater facility after it is built. Finance Director Forrest stated that the new facility will be depreciated out. In clarification, Councilor Torbeck asked if Mr. Rollins was asking if depreciation might reflect in higher utility rates. It was stated that when Laura Fisher from Moss Adams presented the audit, she was talking about Generally Accepted Accounting Principles and there is no salvage value.

8. CONSENT CALENDAR

Councilor Hagen made a motion that items C and D be pulled off of the Consent Calendar so they can be discussed. Councilor Torbeck seconded. All voted in favor. Councilor Anderson made a motion to approve the Consent Calendar. Councilor Wiese seconded. All voted in favor.

City Manager O'Connor stated that several months ago Community Activities Director Steeves submitted a grant application on behalf of the County and City for seeking funds for emergency management for Police and Fire. These funds would be used to buy some equipment. An award was received for \$63,595 of which the Fire Department received approximately \$55,000 and the Police Department received approximately \$1,000. Fire Chief Waddington explained that he would be purchasing decontamination and HAZMAT equipment like a command trailer for the City to be used in case of a disaster and HAZMAT suits, two gas monitoring detectors, decontamination showers, and hazmat booms. Councilor Anderson made a motion to adopt Resolution No. 02-2004, a Resolution accepting a \$63,595 Department of Justice Agency grant for first responder weapons of mass destruction equipment. Daniels seconded. All voted in favor.

City Manager O'Connor explained that this resolution would be attached to other information that will be used to lobby federal officials to provide relief or additional capital for updating the wastewater treatment facilities. The only way a legislator can see that a governing body is on board is to pass a resolution. Background materials were sent to this area's congressional officers previously. For clarification purposes, Mayor Britton explained that the City is requesting federal assistance in meeting federal clean water requirements. The request is for \$1,953,125. Councilor Torbeck made a motion to adopt Resolution 03-2004, a Resolution requesting federal assistance in meeting federal clean water requirements. Councilor Anderson seconded. All voted in favor. Community Activity Director Steeves reported that she had spoke with a person in Arizona that worked on this process previously and was successful. This person told her not to give up and keep trying. The City might not be successful the first time. There was discussion about someone to lobby in both Washington D.C. and locally in Eugene. The last part of March, after the National League of Cities Conference, is the right time to go and lobby. There was discussion about the possibility of someone going to lobby, even though they might not be successful the first year. Mayor Britton asked if anyone else from this area is planning on going. Mayor Britton suggested that Mrs. Steeves go to Washington D.C. He asked if anyone from Council wanted to go. Councilor Torbeck stated that she would go, if she can get time off work. Mayor Britton stated that he would go, if Councilor Torbeck couldn't. Staff will check on the price of tickets.

9. KIWANIS REQUEST TO OPERATE CITY-WIDE YARD SALE

Dave Chappelle of the Kiwanis stated that his organization is interested in taking charge of the annual garage sale at Sturdivant Park. The Kiwanis would do all the bookings and set up. The garage sale is scheduled for August 14th. Councilor Wiese suggested that, if they take charge of the yard sale, they could buy two new tables for the community building from their proceeds and they wouldn't be charged for their spot at the garage sale. Councilor Daniels stated that he wished to abstain because he is member of the Kiwanis Club. Kiwanis would

charge \$10 per space and that would include one table. Councilor Wiese made a motion to approve turning the City-wide garage sale over to the Kiwanis Club. The Kiwanis Club will not be charged for their tables and they will buy two new tables. Councilor Hagen seconded. All voted in favor except Councilor Daniels. It was stated that the Kiwanis Club would also do the advertising for the sale.

10. REQUEST FOR CENTREXX TO USE COMMUNITY CENTER

Ranelle Morris, President of Centrexx, stated that Centrexx has moved to Jefferson School temporarily, and they would like to locate in an old coat closet at the Community Building. Centrexx would like permission to occupy this space. They would also like to paint and carpet it and fix it up for office use by some of the youth involved in this program. They have their own liability insurance. Mayor Britton asked who their fiscal agent is. It was stated that the County is their fiscal agent. Councilor Wiese declared a conflict of interest. Mayor Britton asked what Centrexx does. It was explained that it is a copy service. They also offer computer classes. Their mission is to help youth by giving them training and jobs. They would like to have eight kids working who can rotate. It was stated that using the Community Building would help them save in operating costs and in the future they hope to be financially self-sufficient. Their hours of operation would be limited to the hours the Community Building is open. It was stated that they are the only entity in town that has a color copier and, if located in the Community Building, they would be available to everyone including youths and senior citizens. The City would not have to carry worker's compensation coverage on them. Councilor Anderson stated that the City doesn't give free space, they rent the space. It was stated that Centrexx doesn't expect the space to be free. After more discussion, Councilor Anderson made a motion to instruct staff to draft a contract and Council will review it at the next meeting. Councilor Capehart seconded. All voted in favor.

11. GP DEVELOPMENT PROPOSAL-RICK ASHENFELTER

Mr. Ashenfelter was not in attendance. He will come to the meeting on March 15th.

Councilor Torbeck made a motion to establish a standing committee for the Wastewater Facility. Councilor Capehart seconded. All voted in favor.

12. ADJOURNMENT

Hearing no further business, the meeting was adjourned at 8:30 p.m.

Mayor

ATTEST: _____
City Recorder