

**CITY OF COQUILLE**  
**CITY COUNCIL MEETING MINUTES**  
**March 4, 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, Deputy 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 7:01 p.m.

**2. MAYOR COMMENTS**

Mayor Rowe announced that Subway is open and employing local people. The project received some URA funding and was a successful project.

Mayor Rowe and several council members attended City Day at the Capital in Salem, and it was a pleasure to meet our legislators and meet with other mayors and council member from other communities.

Mayor Rowe said Bill Marino submitted an application to serve on the Planning Commission and he asked council if there were any concerns, there were none. Mayor Rowe appointed Bill Marino to the Coquille Planning Commission.

**3. COUNCIL COMMENTS**

Councilor Capehart said the State Voice of Democracy contestant Haley DeAndrea from North Bend won first place at the state level and took second in the national competition. Capehart thought City Day at the capital was a lot of fun. The carousel committee went to Salem a day early to visit the carousel in Albany and Salem and the information was very helpful. The carousel meetings are open to the public and anyone interested is encouraged to attend. There will be a Country Western Dance in March 23<sup>rd</sup> to benefit the carousel.

Councilor Short said the visits to the other towns and carousels was fun. She also said Coquille wants to have a swimming and safety program for the 2<sup>nd</sup> & 3<sup>rd</sup> graders. The school and the City will be funding some of the project; donations are still needed to help pay for the life guards. The Christmas Tour is in the planning stages and if anyone would like to have their home on the tour and help decorate let her know.

Councilor Chappelle said the trip to the carousels was great and the carvers have done a tremendous job on the carousel animals. He said he appreciated the carved detail and invited others to take advantage of the opportunity to visit them as it is very interesting.

Councilor Wiese said he is the Oregon coordinator for "Reel Recovery" that takes cancer survivors fly fishing. The next fishing retreat is scheduled in Elkton with a group 12-14. Any cancer survivor can sign up on Reel Recovery on the internet.

Councilor Heaton attended the Valentines Ball, Star of Hope fundraiser, Relay for Life Spaghetti Feed and the Blue & Gold Banquet for the Cub Scout awards. She also enjoyed both the carousel tours.

Councilor Graham said all the river walk bricks that have been purchased are now installed. Boy Scout Tom Hallmark is going to install a concrete slab, picnic table and bench along the river walk for his Eagle Project.

#### **4. STAFF REPORTS**

Fire Chief Waddington did not have anything to add to his report, but reminded the Council this Sunday is daylight saving time and the Fire Department's motto is "change your clock change; the battery in your smoke detector."

Library Director Conner asked if anyone had any questions after reading her report; there were none.

Public Works Director Urban referred to item number five in his report and told the Council the leak mentioned has been repaired.

Chief Blue said 72-hour notices were put on abandoned cars and the department received several calls regarding those posted notices. Chief Blue said she has talked with the Public Works Director about putting up some temporary signage of "no u turns" or "left turns" by the subway entrance due to the traffic congestion. Councilor Heaton made a motion to install a "no u turn" sign on Central and First. Councilor Chappelle seconded the motion, all voted in favor. March 26<sup>th</sup> is the next Safety Committee meeting at 7:00 p.m.

Finance Director Dufner said the investment fund is earning 3.98% for the perpetual care fund. The City is looking at purchasing a credit card machine for City fund raising events.

The City would like to enter into a \$600,000 loan to purchase a de-watering unit; all agencies will need to approve the purchase. The DEQ said they will forgive 75% of the principal which makes this a very favorable loan.

Councilor Wiese made a motion to allow staff to pursue the \$600,000 loan for the purchase of de-watering unit for the Waste Water Treatment Plant. Councilor Capehart seconded the motion, all voted in favor.

Councilor Heaton asked if the other creditors approve this purchase. Finance Director Dufner said a letter has been sent to the other creditors for their approval of the request and then to extend the date of completion by 3 months. The city is required to have the approval in writing even though the creditors have approved the purchase and extend the substantial completion date verbally.

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

City Manager Marchant said he has received the following fee waiver requests:

Relay for life Spaghetti Feed on Feb 10<sup>th</sup>, 2013; Relay for Life Skate Night, April 27<sup>th</sup>; Avery Walker Benefit on March 22; Carousel Association for a western dance on March 23<sup>rd</sup>, and to waive the background check fee for Sawdusters. Relay for Life representative Grant Crim has asked for the fees to be waived for a Coos County Dance on April 13.

City Manager Marchant wants Council to think about a possible policy due to the fact that several fee waiver requests are coming in. When the groups are using the Community Center it is receiving wear and tear and various supplies are being used. After further discussion Councilor Heaton asked if Mr. Marchant could present different scenarios at the next meeting; he said he would.

Councilor Wiese asked what the fees are for a one night rental or use of the Community Center. Councilor Capehart said the standard fees are \$180 for the large auditorium, and \$100 for the small auditorium.

Councilor Chappelle made a motion to waive the rental fees for the following events:

- Relay for life Spaghetti feed on Feb 10<sup>th</sup>, 2013
- Relay for Life Skate Night April 27<sup>th</sup>, 2013
- Avery Walker Benefit on March 22, 2013
- Carousel Association for a western dance and to waive the background check fee for Sawdusters on March 23, 2013
- Relay for Life Coos County Dance on April 13, 2013

Councilor Heaton seconded the motion all voted in favor.

Coquille High School has asked to use the large and small auditorium and kitchen for project graduation on June 2<sup>nd</sup> from 7: 00 p.m. until 5:00 a.m. They also requested the use of the pool for that time. City Manager Marchant said he would have to get more information and look at the pool request as it does not normally open until a week after school is out. Councilor Short said that it would have to be treated and heated if it were going to be used. Councilor Heaton asked if there is any security needed for this; Chief Blue said she will put an additional officer on duty. Council thinks it is important to keep the students safe and give them something to do for the night.

Councilor Chappelle made a motion to waive the rental fees for the following event:

- Coquille High School project graduation June 2<sup>nd</sup> large and small auditoriums and kitchen.

Councilor Wiese seconded the motion; all voted in favor.

Manager Marchant included the City Facilities User Agreement and asked if the council would like to put this item on the agenda for next month. He stated he would add another section to the agenda regarding fee waivers and asked if council like a public comment. The Square Dancers and the Scouts will continue to have their fee waived as they have a grandfathered agreement. Rene – was there a vote or discussion about waiving the fees for Square Dancers and Scouts? I think we have an agreement for only a year, but I'm not sure.

Councilor Wiese asked if the proposed policy could be emailed out before the meeting; Marchant said yes. Marchant recommended that a press release be done about the fees; council agreed.

Included in the packet is the pool season fee proposal changes and council would also like this on the agenda next month and have those noted in a press release. Councilor Heaton asked about cost savings ideas for the pool. Manager Marchant said at this time unfortunately the cost are what they are and he does not have any ideas for that at this time. He suggested possibly a pool cover could help or lessen the costs of the pool season. Councilor Short does not want the season shortened because the community enjoys using it. Councilor Wiese would like to know what the approximate cost of extending the pool season would be. Manager Marchant said the proposed changes could possibly make up the difference if the pool is opened early, but there may be some practical logistics to consider concerning staffing the pool.

Public Works Director Urban said that solar heating may help keep the pool open longer if the sun shines and the cost is comparable to a cover that would not gain as much heat savings. Councilor Heaton asked if Urban can get a cost analysis on the solar panels.

## **7. PUBLIC PARTICIPATION**

Don Erickson, Acacia Painting, talked about the Nosler Building on the owner's behalf. He said he has spoken with the City Manager on the problems associated with painting the exterior of the building. He would like to ask for a little more time as he needs to get pricing for the removal of the debris on the ground and for abating the lead paint on the back of the building. Removal of the lead-based paint must be handled in the proper manner. City Manager Marchant said that the owner, Mr. Dunann, received an abatement notice on Feb13, 2013, and immediately requested a longer period as he is an accountant and this is a busy season form him. Manager Marchant left a message saying that he had until February 28, 2013 before applying the abatement daily fine. If, after 2 weeks and there is still no progress, the city would contract someone to do the job and the owner would be billed. Marchant said a citation was given and thinks the abatement needs to take place first. He said he is reluctant to grant other extensions or concessions fearing nothing will be done. Mr. Erickson is asking for suspension of the citations of a week to see if the property manager can get the appropriate estimates so Mr. Dunann can make a decision. Marchant said that the citation does not get enforced until the court date on March 20, 2013, and the City has options to dismiss the fines. Mayor Rowe said he feels that a waiver should not be given until the court date. Councilor Wiese asked where the City stands on the issue legally. Attorney Trew said this is the first time we have cited this individual, just starting the process. He also said it would be better if the City can avoid doing the work. Councilor Heaton feels the residents are in danger. The city attempts to help people trying to deal with abatement issues. Mr. Dunann had been granted URA dollars two years ago, but he did not use them to improve the building.

Councilor Chappelle made a motion to stop the Citation until March 15, 2013. If no work is started, the City will then commence issuing citations on March 16<sup>th</sup>. Councilor Wiese seconded the motion; all voted in favor. City Manager Marchant will send a letter to Mr. Dunnan letting him know what action the council has taken.

Nancy Keller, Rink Creek, said the chess championships are in Portland this month and a lot of local children will be traveling to that city to participate. She also mentioned she would like to do more at Sturdivant Park for Gay 90's celebration with some family activities. The Downtown Studio is available to have people come and teach classes. She helps with the promotion of the programs. Some class possibilities are a CSI class, journalism, and writing.

Doug Landis, 117 N Central Coquille, said he has been involved in making electrically assisted bicycles. He would like Coquille to be proactive by installing bike route signs and bike lanes and to have these ideas added in the planning process. Councilor Heaton asked if he has looked anywhere besides Central Street. He said he is not looking at Central, but at alternate routes that could be safe and controlled.

Diann Courtright, 30 E. 1<sup>st</sup> Street Coquille, asked if the \$600,000 for the de-watering unit will cause sewer rates to be raised again. Finance Director Dufner said sewer rates would not go up due to the purchase of the de-watering unit, it will help keep the costs down because the amount of sludge being hauled away will be less.

## **8. CONSENT CALENDAR**

- City Council minutes of February 4, 2013

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

## **9. COQUILLE HIGH SCHOOL KEY CLUB 50 YEAR BIRTHDAY**

Jackie Pinkston, the Kiwanis sponsor of the Coquille High School Key Club, a service organization, said the organization was established in 1964 and just celebrated their 50<sup>th</sup> year. The members give several hours of service in the community every year. They gave out information on their next project, a memorial bicycle tour ride on Saturday May 18<sup>th</sup> to raise money for the children's cancer program and talked about all the different things they are involved in for the community.

## **10. RESOLUTION 02-2013 A RESOLUTION PERTAINING TO TRAFFIC AND PARKING IN THE CITY OF COQUILLE, COOS COUNTY, OREGON**

Public Works Director/Planner Urban said changing the parking pattern on First Street would add approximately 25% additional parking spaces. There would be parallel parking on the north side and diagonal parking on the south side with one lane of travel to the west. Council wants to make sure there is sufficient room for a loading zone. Planner Urban said the post office box and the water drop boxes will be located in front of the old Bills Place on a small island which then would allow a person to turn left or right. Councilor Heaton asked if an engineer had reviewed the plan. Planner Urban said the guidelines are addressed in the City code, and public works can perform the work. Councilor Short said she does not like diagonal parking because a driver must back up without a good view. Mayor Rowe said the downtown merchants are very excited about this parking concept. City Recorder Collins suggested striking the measurements given in the resolution pertaining to a loading zone allowing the parking spaces to be the size needed.

Councilor Wiese made a motion to adopt resolution 02-2013 pertaining to traffic and parking in the City of Coquille, Coos County, Oregon with number "40" being removed from loading zone measurement. Councilor Capehart seconded the motion, all voted in favor.

## **11. BIRCH STREET REDESIGN**

Public Works Director/Planner Urban said he would like to have the engineer look at the Birch Street intersection to see what could be done to create one north bound and one south bound lane and possibly some motorcycle parking and a loading zone. The current intersection has two south bound lanes meeting at a sharp angle and can cause a traffic hazard. Council Wiese made a motion to spend \$1,000 on engineering fees to review the Birch Street intersection. Councilor Short seconded the motion, all voted in favor.

## **12. RESOLUTION 03-2013 A RESOLUTION ADOPTING THE 2013-2014 CITY OF COQUILLE STRATEGIC PLAN**

City Manager Marchant said the strategic plan contains general statements that are a product of the goal setting and town hall meeting held recently. The strategic plan will be considered during the budgeting process and how our budget will meet these goals.

Councilor Heaton said under economy leave out the terms “so as”, under the section “beautification” and leave out “will be realized” and “so as”, under “attractions” replace “things to do” with “attractions and activities”. Heaton feels uncomfortable with the “small town” reference because she thinks it could discourage businesses and young families and she wants us to be more dynamic.

Councilor Wiese made a motion to adopt resolution 03-2013 as amended striking out the (2) “so as” and (1) “will be realized”, and replace “things to do” with “attractions and activities”. Councilor Capehart seconded the motion; all voted in favor.

## **13. COQUILLE COMMUNITY BUILDING UPGRADES**

City Manager Marchant said that the Community Center has a sound deficiency in the large auditorium. The proposed sound system would be upgraded along with a video projector and a screen that could be used for a variety of presentations. By updating the sound and audio visual technology we could attract larger group presentations and bring more people to Coquille. Councilor Wiese asked if we needed to get bids. Manager Marchant said it is not needed because the costs are under the dollar amount requiring the bid process. Mr. Stanley Marquiss, Aempyrean, Inc, showed an example of the speaker and talked about how it is designed. He invited Council to stop and look at their current project at the old Baptist Church on North Baxter in Coquille. Tony Wayne, Aempyrean, Inc, talked about some systems they have installed in the area. City Manager Marchant said the cost of the sound system and audio visual equipment would be approximately \$20,000 installed in the large auditorium and he will be asking the Urban Renewal Agency so share in the cost of this improvement.

Councilor Graham made a motion to approve the proposal to improve the community building sound and audio visual system not to exceed the amount of \$10,000. Councilor Chappelle seconded the motion. Councilor Wiese voted no; all others voted yes.

## **14. ADJOURNMENT**

Mayor Rowe adjourned the council meeting at 9:21 p.m.

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Mayor, Matt Rowe

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City Recorder, Rene Collins

**CITY OF COUQILLE URBAN RENEWAL AGENCY MEETING**  
**March 4, 2013**

**1. CALL TO ORDER**

Chairman Wiese called the meeting to order at 9:22 p.m.

**2. CONSENT CALENDAR**

- Urban Renewal Agency Minutes of February 4, 2013

Member Capehart made a motion to approve the Urban Renewal Agency Minutes of February 4, 2013.  
Member Graham seconded the motion, all voted in favor.

**3. COUQILLE COMMUNITY BUILDING UPGRADES**

Member Graham made a motion to approve the proposal to improve the community building sound and audio visual system not to exceed the amount of \$10,000. Member Capehart seconded the motion; Councilor Wiese voted no, all others voted yes.

**4. 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