

**CITY OF COQUILLE**  
**CITY COUNCIL MEETING MINUTES**  
**April 5, 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, Accounting Tech Ruth Graham, 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**

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**

- A. April as Sexual Assault Awareness Month
- B. National Child Abuse Prevention Month

After both of the above Proclamations were read in their entirety, the Mayor proclaimed April as Sexual Assault Awareness Month and National Child Abuse Prevention Month.

**4. COUNCIL COMMENTS**

Councilor Capehart stated that she now has Gay 90's buttons for sale. She also reported that there is a home on the corner of Third and Baxter Streets that will be featured on the tour of homes in December. The Rotary Club will host an Easter Egg Hunt at Sturdivant Park.

Councilor Torbeck reported on her trip to Washington D.C. She learned a lot about how the process works when asking for funding for the City's infrastructure needs. Ms. Torbeck talked with a legislative aide and went through the procedure for asking for funding. She was told that the City would need to apply for funds again next year, stay in contact with the legislature and keep lobbying. This might help the City's efforts in obtaining funds in another year.

**5. STAFF REPORTS**

Police Chief Reaves introduced the newly appointed Sergeant, Sean Sullivan. He also introduced Records Clerk Janie Sullivan, the new Police Officer James Bryant and the following Police Reserves: Mike Bell, Melanie Gulseth, Eric Clove and Jack Ford. Chief Reaves continued to read his staff report included in the packet. Community Activities Director Steeves and Public Works Director Higgins read their reports. Finance Director Forrest stated that she hadn't prepared a report because she had been working on the budget. She talked with Smith Barney and Seattle Northwest Securities about investing the monies received from the Reitman Estate. There are strict ORS guidelines that need to be followed. She will have both investment companies come to a Council meeting and talk with the Council. She also has some sample investment policies that need to be looked at. After a policy is drafted, it will need to be presented to the Investment Advisory Board for

recommendations before being approved by Council. Mayor Britton suggested that this matter be put on the agenda for the May meeting.

**6. CITY MANAGER'S REPORT**

City Manager O'Connor stated that he received a request from the Women's Safety and Resource Center. Marie Wallenborn from the Neighbor-to-Neighbor organization explained what her organization is all about and stated that they don't know if they will have funding in 2005. They have based their request for funds of \$405 on the number of calls from the Coquille area. Ms. Wallenborn works 12 hours per week and has help from several volunteers. Councilor Torbeck asked about their success rate. Ms. Wallenborn responded by stating that 89% of the conflicts they deal with come out of mediation with an agreement. Mayor Britton asked if the monies donated by local entities stayed in the area. She responded "yes". City Manager O'Connor reported that this request is reflected in the upcoming budget. After some discussion about an offer from Fred Gurnant to purchase 15 acres of the old G.P. property, Councilor Wiese made a motion to reject the offer until more work is done towards marketing the property. Councilor Daniels seconded. All voted in favor. In response to the request for committee members for the City's Wastewater Facility Advisory Committee, Lowell Thomas wrote a letter of request to be appointed to this committee. Councilor Torbeck made a motion to appoint Lowell Thomas to the Wastewater Facility Advisory Committee. Councilor Capehart seconded. All voted in favor.

**7. PUBLIC PARTICIPATION**

Judy Costello of 93495 Upper Loop Rd., Coos Bay, asked about the status of the signage on the Highway. City Manager O'Connor stated that he has talked to ODOT about this matter and is waiting to hear from them. Ms. Costello also asked about the status of stenciling no skateboarding signs on the sidewalks downtown. Public Works Director Higgins stated that he is in the process of getting the stencils. It was stated that this matter was in one of the "City View" articles in the paper. Mayor Britton stated that it was also talked about at one of the high school assemblies.

Bruce Parker, representing the Chamber of Commerce, reported that they had tripled their sponsorships this year and will be changing the parade route for the Gay 90's Celebration. He invited the Council members to the next Chamber Meeting. They will be working on their goals. Community Activities Director Steeves stated that she would be talking with the School Superintendent, Phil Waber, about setting up a shuttle service from the high school.

Lowell Thomas, Chairman of Operation Coquille, stated that his organization had decided to make enhancing the downtown area a priority. He stated that they are working on putting up hanging floral baskets in the downtown area. They will also be collecting paints from local citizens for painting the exterior of the Sturdivant building. He reminded everyone of the City wide cleanup on May 15<sup>th</sup> and 16<sup>th</sup>.

Judy Costello stated that a donation of \$100 would buy another hanging basket for the downtown area.

**8. CONSENT CALENDAR**

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

**9. REQUEST BY CYNDE BLACK TO HAVE CITY RETURN PUBLIC SAFETY DISPATCH BACK TO COOS COUNTY**

Cynde Black, a Coos County Dispatch employee, addressed the Council about her concerns about the City of Coos Bay doing dispatch. She explained that the City of Coquille Police Officers are not on the same radio frequency as Myrtle Point, Bandon and some other outlying areas. She explained how this change affects other agencies. There was discussion about possible delays in a call if the call goes into the County instead of Coos Bay. Police Chief Reaves stated that he didn't understand why other departments were not listening to their radio frequency. City Manager O'Connor reported that a district dispatch center had been discussed and felt

there needed be a unified service. Councilor Wiese stated that the City changed from County dispatch because the charges were going up. Discussion continued on how to proceed with this endeavor. Ms. Black stated that she felt that the City of Coquille needed to request a better level of service from the City of Coos Bay.

There was a break taken at 9:00 p.m. and the meeting reconvened at 9:12 p.m.

**10. REQUEST BY RICHARD FISH TO HAVE HANDICAPPED ACCESS AT CORNER OF 2<sup>ND</sup> AND CENTRAL (US BANCORP) AND HAZARDS OF SIDEWALKS TO GENERAL PUBLIC**

Richard Fish of 94458 Rink Creek Ln., Coquille, addressed Council about his concerns. Mr. Fish stated that he is concerned because there is no handicapped ramp on the corner of Central and 2<sup>nd</sup> by U.S. Bank. There was discussion about the ADA requirements. Mr. Fish would like to see a copy of the City's Barrier Removal Plan. Mr. Fish also expressed his concern about the disrepair of some of the sidewalks in town and would like to see property owners notified about fixing them. There was discussion about how a handicapped ramp would be put in that area. There are problems with the slope and a power pole that is in the way.

**11. REPORT FROM CITY ENGINEER ON RECOMMENDED CITY WATER TREATMENT FACILITY AND DISTRIBUTION NEEDS**

Steve Major from the Dyer Partnership presented a slide presentation on the upgrades needed at the Water Treatment Plant. It was stated that the State of Oregon's drinking water standards had become more restrictive. Oregon requires not more than .5 NTU's now, but will be going to .3. Along with that requirement, City Manager O'Connor explained that the City needs an additional million gallon storage tank at Knowlton Heights. Without this tank, the ISO may raise insurance rates because of the deficiencies in distribution. City Engineer Steve Major explained that the City could wait a couple of years before doing these improvements, but it would cost more. The City would need to write a letter to the State Health Division about not meeting the standards and about applying for grants. Councilor Anderson made a motion to have staff proceed in accomplishing the distribution needs and Water Treatment Facility upgrades. Councilor Capehart seconded. All voted in favor.

**12. ORDINANCE NO. 1438 AN ORDINANCE OF THE CITY OF COQUILLE DESIGNATING OFFICIALS AND AUTHORIZING ACTION IN THE EVENT OF IMMINENT THREAT OF EMERGENCY OR ACTUAL EMERGENCY**

Councilor Wiese made a motion to adopt Ordinance 1438, an Ordinance of the City of Coquille designating officials and authorizing action in the event of imminent threat of emergency or actual emergency. Councilor Hagen seconded. The Council was polled with the following results:

Voting Aye: Mayor Britton, Councilors: Daniels, Wiese, Hagen, Anderson, Capehart and Torbeck

Voting No: None

Absent: None

**13. RESOLUTION 4-2004 A RESOLUTION ADOPTING THE CITY OF COQUILLE EMERGENCY OPERATIONS PLAN**

Councilor Wiese made a motion to adopt Resolution No. 4-2004, a Resolution adopting the City of Coquille Emergency Operations Plan. Councilor Anderson seconded. All voted in favor.

**14. EXECUTIVE SESSION – PERSONNEL EVALUATION – ORS 192.660 (1)(i)**

Mayor Britton stated that he was informed that it was not necessary to have an Executive Session, since the Council just needed to decide how to proceed with the evaluation process for the City Manager. Mayor Britton stated that he had some sample evaluation forms. He asked Council if they wanted to do a 360 Evaluation. He talked with someone who does these kinds of evaluations and it would cost \$50 an hour plus \$100 for postage. It is estimated that it would take 10 hours to complete bringing the total cost to \$600. Councilor Anderson stated that she was not in favor of paying someone else to do it when Council can do the evaluation themselves. Councilor Torbeck stated that if someone outside of the City did the evaluation, it would be done objectively

**Page 4**  
**Council Meeting Minutes**  
**April 5, 2004**

and things could possibly be brought up that hadn't been thought of. Councilor Wiese had been involved in a 360 evaluation and felt that they are not detrimental just cumbersome and time consuming. Councilor Daniels agreed with Councilor Wiese. Councilor Torbeck asked City Manager O'Connor what he would like to see done. City Manager O'Connor stated that in the past the Council and department heads had done the evaluation. It was decided that Council would pick out an evaluation form and the evaluation process would be done like it had been done in the past.

**15. ADJOURNMENT**

Hearing no further business, the meeting was adjourned at 10:35 p.m.

\_\_\_\_\_  
Mayor

ATTEST: \_\_\_\_\_  
City Recorder