

CITY OF COQUILLE  
BUDGET COMMITTEE MINUTES  
April 17, 2017

**Council Present:** Mayor Kathi Simonetti, Councilors, Linda Short, Kyle Wirebaugh, Dennis Graham, Julie Nighswonger and Loren Wiese.

**Budget Committee Present:** Amanda Rudd, David Jennings, Clay Davis, Lynn Kindred, Arnie Hill, Dave Chappelle

**Staff Present:** City Manager Chuck Dufner, Finance Director Julie Rowe, Fire Chief Dave Waddington, Public Works/ Planning Director Kevin Urban, Police Chief Scott Sanders, Library Director Anne Conner and City Recorder Jennifer Stolz

**Press:** None

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

**1. Election of Budget Committee Officers**

Loren Wiese called the meeting to order at 6:00p.m.

Councilor Loran Wiese nominated Dave Chappelle for the position of Budget Committee Chairman. Councilor Graham seconded the motion, and all members present voted in favor. Clay Davis declared a conflict as he is the City's insurance representative, but felt he could make an impartial decision.

Councilor Wiese nominated Councilor Julie Nighswonger as Secretary, Member Clay Davis seconded the motion, and all members present voted in favor.

**2. Public Hearing on State Revenue Sharing**

Budget Committee Chairman Chappelle opened the Public Hearing on State Revenue Sharing at 6:05 p.m.

Chairman Chappelle said the City received requests from organizations from the community, with a few additional requests we received today. Sometimes representatives from the organization will talk about their requests.

Chairman Chappelle read a letter from Rebecca Jennings, Transit Manager for CCAT. They budget up to \$89,000 per year to operate our service in Coquille. Their request this year for the 2017 grant cycle is \$3500.00

Audrey Gell with the Belloni Boys Ranch read a letter of request to the City of Coquille in the amount of \$1,000.

Angela Phillips, Program Manager, represented Neighbor to Neighbor. Thanked the city for the support last year. They are asking for \$800 for the program this year, which assists with small claims, property issues, and works with the department of human resources, foster programs along with many others. Several people were helped in the Coquille area.

Arnold Hill from Boy scouts Troop 314 presented to the council their need for \$5,000.00 to purchase a trailer. This trailer would be used all year long for various events they provide service for; they would promote their logo along with the City of Coquille's logo in appreciation for the funds.

City Manager Dufner expressed it occurred to him as time went on that we would need more time for this meeting, so not everyone received the time change from 7:00pm to 6:00pm

Member Hill asked about the \$5,000 that goes to SCDC, which it is in fact a membership. Dufner has gone to several SCDC meetings, and they talk about buying buildings in the Coos Bay area. It was decided to lower the level of membership we normally buy and go with \$1,000.

Senior Services Area Manager Melissa Nagel represented senior meals. She said these funds go a long way in assisting our meal program in Coquille. They have served more than 16,238 meals, a 7 % increase from the previous year. They request the 2017 grant would match last year at \$3600. They currently have five residents on the wait list.

Women's Safety & Resource Center requested in writing the same amount as last year, \$500. The funds are used to continue support providing essential services to residents whom reside in the city of Coquille.

The SMART program sent a letter thanking the city for the \$750 donation.

Sam Flaherty of the Coquille Valley Christian Minister Association (CVCMA) requested \$3,000.00 to help families who live in Coquille who find themselves in need. Any funds received will be allocated to Coquille residents only.

David Waters, the CEO of Whoozits wrote to request \$3500.00

The State shared revenue disbursements in the amount of \$17,500 were disbursed as follows: SCDC \$1,000; Senior Meals \$5,900; SMART Reading \$750; Whoozits \$1,000; CCAT \$3,500; Belloni \$1,000; Neighbor to Neighbor \$850; Women's Safety \$500; Coquille Valley Christian Minister Association \$2,000; Boy Scouts \$1,000.

### **3. USES OF OCCUPANCY TAX**

The occupancy tax disbursements in the amount of \$25,000 as follows: Coquille Flower, \$1,200; Coquille Garden Tour, \$1,100; Coquille Garden Club, \$600; Coquille Carousel, \$1,500; and Coquille Valley Historical Museum \$3,000, Sawdust Theatre \$2500; General Fund for Administrative cost \$7500; Chamber of Commerce will ask for the remaining balance of \$7,600 as projects arise.

#### **4. Public Hearing Presentation of 2017-2018 City Budgets**

City Manager Chuck Dufner said the budget was developed within the context of the timber sale opportunity to make changes to the city that has not existed since 2008, the last time we harvested. We were able to get about a million dollars from the sale, which helped with the budget a lot this year. The timber can be cut again immediately for another million and he would like to get a consensus on if we should do that. The Budget Committee and Council agreed it was best to let the Forestry Land Management Board decide this. A meeting will be scheduled and they will report to council any changes that would like to make.

City Manager Dufner said his attempt to clean up the corner of Hwy 42 and Adams has been much harder than he anticipated. He said we are looking into hiring an abatement officer to help in areas like this, along with the Police Records Clerk sending out notifications to citizens.

The city needs to decide the future of Jefferson school. We could build a house on the lot and sell it, and keep building until it's full, or prepare to rent it, build an emergency shelter or demolish to provide more lots to sell.

Revenue for last year was in the franchise fees the City collects from the utilities companies providing services in Coquille, which include both our water and sewer funds. The committee adopted new rates of \$19,000 and \$13,000 respectively to offset the increased franchise fees. The other method is to assess a fee and bill it on the water and sewer bills, possibly a street or storm water fee. Due to an oversight on my part, the resolution increasing the water and sewer rates was not passed.

#### **5. Budget Discussions/Recommendations**

Finance Director Julie Rowe talked about the new contract with Coos Bay for dispatching. County Wide they are all consolidating with the Sheriff's department. Our hands are tied there are no other options. It will increase our budget this year by \$20,000, next year by \$20,000 so we won't feel the total hit for two years which will be \$40,000.

Fire Chief Dave Waddington spoke about the Ambulance Fund. The top revenue the ambulance has is the patient transport fees and fire med memberships, which are up to 400 members. Renewal time will be June of 2017. Coquille Valley Ambulance has three full time career paramedics and 21 EMT's and drivers. Last year we responded to 622 calls. They are in need of purchasing two new gurneys (manual lifts); they need to be replaced every five years.

Fire Department needs a new non slip floor at station 1. HGE at one time had given an estimate to rebuild the department at roughly 3 million dollars but the funding was not there. They will continue to evaluate seismic upgrades to the station, as it is not approved for earthquakes. One bid for new sheet rock and insulation came in at \$35,000, they will get two more bids and look into grants that can help with the cost of the upgrades.

Library Director Anne Conner said HGE completed the report for the new library. In order to add the solar panels to the building that had to restructure parts to further strengthen the building. She now has all the information she needs to write grants for funding. The parking lot will be paid for by fundraising.

Public Works/Planning Director Kevin Urban said since he did the Parks Master plan this year, he hopes to do the Storm Water Master Plan with the next planning effort.

- Thanks to an Oregon State Parks grant 5<sup>th</sup> Street Park will receive all new equipment as soon as weather permits. The new park will be completed with new lighting and surveillance.
- They are working on completing Reitman's Park; the walkway will be done this year. If credit union decided to donate their lights to the park, those will go in by next year.
- There was a new hire as the Community Building Caretaker. We need to have floors in the gym refinished. We would like to build a concession stand but the quote we received was too high. We are thinking about turning the office in the building into a concession stand.
- It is in the budget to purchase a new Street Sweeper; we haven't been able to find the right machine. We would like a "demo" model with very low hours.
- Crosswalk and pavement markings are another item we think could be funded by the URA. The downtown area has the most deteriorated markings. The lines from Baxter/Adams and 2<sup>nd</sup> street are in bad shape, we believe this to be a multi-year project.
- SE 1<sup>st</sup> Avenue contracts have been signed for a new street overlay, a waterline project and possibly natural gas if the residents comply and the timing works out.
- Work at Cunningham Creek has been started but was delayed due to weather. It includes work on our inflow and infiltration problem, with our main interceptor line along Cunningham Creek. Part of this project is to reline all of the manholes to make them water tight again. Hoping to finish this in this fiscal year but seems highly unlikely.
- One of the department's goals this year is to repair the Library at Jefferson School.

#### Police Department Chief Sanders

The department hired a new municipal judge, records clerk, four officers and promoted a Sergeant. Coos Bay Police Department donated two patrol cars to our department. They do need some work. We did purchase a new patrol car, and have plans to purchase another one within the year. We surplused five old patrol cars at auction bringing in \$9500.00 for the department. Our records clerk now aids in helping the city with abatement issues. We will work with the city to try and fund an abatement officer. Our ballistic vests are at the end of their service lives and need to replace.

Chairman Chappelle made a motion to recommend approval of the budget for the fiscal year 2017-2018 in the amount of \$13,773,195 and includes unappropriated funds of \$223,526. Councilor Wiese seconded the motion and all voted in favor.

Councilor Weise opened the public hearing at 9:45pm to take comment on the proposed budget for 2017-18. There were no comments from the public.

Councilor Wiese closed the public hearing at 9:47 pm.

#### **6. Approval of the City Tax Levy Rate**

Councilor Wiese made a motion to approve the tax levy rate of 6.10380 per thousand, Member Kindred seconded the motion, and all voted in favor.

**7. Adjournment**

Chairman Chappelle adjourned the budget meeting at 9:48 pm

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Chairman, Dave Chappelle

ATTEST: \_\_\_\_\_  
Secretary, Julie Nighswonger