

**City of Coquille  
Council Meeting Minutes  
August 1, 2016**

**COUNCIL PRESENT:** Mayor Rowe, Councilors Dennis Graham, Susan Heaton, Fran Capehart, Dave Chappelle, Loran Wiese, and Linda Short.

**STAFF PRESENT:** City Manager Marchant, Fire Chief Waddington, Public Works Director-Planner Urban, Finance Director Chuck Dufner, Library Director Conner, Police Chief Sanders, City Recorder Pro Tem Hendrickson, and City Recorder Pro Tem Stolz.

**PRESS:** The Sentinel

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

**REGULAR SESSION**

**1. CALL TO ORDER**

Mayor Rowe called the meeting to order at 7:00 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. MAYOR'S COMMENTS**

Mayor Rowe said that the Coquille Fire Department Steak Feed is this weekend. He also said that there is an opening on the Library Board and the applicants could be found at City Hall. Regarding a vacant position on the Budget Committee, Mayor Rowe asked if the Council had any concerns with the appointment of Amanda Rudd. Rudd works as a substitute teacher at local school districts. The Council expressed no concerns with the appointment. Amanda Rudd was appointed to the Budget Committee for the term expiring January 1, 2019.

**4. COUNCIL COMMENTS**

Councilor Graham expressed his thanks to the PW Team for fixing up the dog park. Councilor Heaton also would like to the PW Team for fixing the dog park. The garden tour this month went well and it met all the expectations of all the other garden tours. Councilor Wiese stated that Clale Warren has passed away and his memorial service will be August 4<sup>th</sup> at Oaks Pavilion. Councilor Chappelle has nothing for the Council Comments. Councilor Short was delighted to see Vici Robinson at the fair, rode in an AZ balloon ride, has lots of beautiful pictures, went to Suzanne Swans Music on the River and thought it was very well organized, was very impressed, and thought it was well done. Councilor Short stated that in December we will have Victorian Tea on Dec 3<sup>rd</sup> to help the carousel. Councilor Capehart stated that the fair is over, but it was very lucrative. However Cape Blanco really takes away from the fair and thankfully they will be in Medford next year. The 4H & FFA (Future Farmers of America) did fantastic and Councilor Capehart will continue to support them. Also the auction on Saturday of July 30<sup>th</sup> has raised \$339,000 for 126 kids, anything over market price is a write off, Suzi Cook won the Apple Pie Grant from the apple pie cook off, and August 2<sup>nd</sup> is Coquille National Night Out which has 14 different groups with games for the kids and there is a miniature pony. Councilor Capehart is unavailable during the last week of August due to personal reasons.

## **5. STAFF REPORTS**

Police Chief Sanders states that on 8/02/2016 from 5pm-7pm is National Night Out. Library Director Conner states that 8/02/2016 is the last day of the Library's summer reading program, which was successful. Also on 8/09/2016 at 6 pm a world renowned juggler, comic, and etc... will be performing in the small auditorium and it's free. Councilor Heaton asked why the YTD and the other balances don't balance. Library Director Connor answers that it is due to the new fiscal year. Mayor Rowe asks what the funds from the Fireman's BBQ go to. Fire Chief Waddington states that the funds raised go back to the fireman's fundraiser and they support local kids and groups and return all the money to the community. Public Works Director Urban doesn't have anything to add to his report. Mayor Rowe explains that City Manager Marchant is filling in for Finance Director Dufner. City Manager Marchant states that the current bond yield is 2.27% and the current duration is 2.91 years.

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

City Manager Marchant has nothing to add to his report. There was a question about the blue zone project. Many different organizations are participating this project is designed to make Coquille a blue zone where people have a longer life expectancy. There is a pledge they are asking each of the groups to participate in. City Manager Marchant asks the council to join. The pledges are due this month and they will be putting in for a blue zone grant August 26<sup>th</sup>. Councilor Short asks if the city gas fee did take in \$92,000. City Manager Marchant confirms that it did. Councilor Short asks if this year we have a budget of \$455,000 for street funds. City Manager Marchant confirms that is correct and explains that the timber fund helped considerably with that. Councilor Short asks how long ago the Port of Bandon committed to help us with the fish cleaning project. Mayor Rowe answers that it was back in May 2014. Public Works Director Urban explains that the Port of Bandon didn't fully fund the project and he had to find matching funds with a grant for the fish cleaning project. Councilor Short asks why the gazebo isn't done yet when Rotary already gave them the money City Manager Marchant explains that the original idea was to get a grant and when that failed they moved it to Urban Renewal as a low priority. The gazebo is now ordered, but the footpaths and lighting still need to be done. Councilor Short explains that she wants to prioritize things and get them done. City Manager Marchant explains that they need to facilitate business while being in compliance with ordinances, and they need to make sure that access for cars isn't cut off. Public Works Director Urban explains that they have to get the okay from ODOT because they own all the properties in question. Councilor Short inquires about the second pool, explains that grants were given out, and Councilor Short wants to pass this project onto a younger generation. Councilor Short asks what is happening with the Birch St. project. Mayor Rowe explains that Birch St was delayed due to placing the small cities grant to other projects. Public Works Director Urban explains that he had to apply for small cities grants and that we don't always get them. We didn't get it the first year and did get it the second year due to the slide. There is the fish intake screens, INI, getting man holes realigned, and there are a lot of projects underway. They are working on the fish cleaning station, we have a guy here that knows solar and can handle all of that, and the gazebo will get here and we will have them put it up. Councilor Graham wants the information asked for to be more progressive. Councilor Short asks if we have a fund set aside so when the time comes that the broiler needs to be replaced at the pool and if we will be able to do it. Councilor Heaton asks if they have prioritized broiler. City Manager Marchant explains that the pool has been heated all summer, they have replaced three out of five sections to it last year, and the question is do you continue to maintain the existing system or pay for a new one. It would be enormous capital project

beyond our mean, it would have to fund by various means. Councilor Graham explains that there is no climate zones and etc... At some point we need to look at a cost benefit to get something newer. Councilor Graham asks what we can save by having a new system that separates the pool from the Community Building. City Manager Marchant explains that what were losing is marginal versus by adding a new heating system. Councilor Short asks do we set aside funds for that. City Manager Marchant explains that the pool hasn't yet operated in the black so it has not received any funds, but there is a separate budget for the Community Building repairs. With everything that has done attendance has increased. City Manager Marchant states that he wouldn't be surprised if we have a 30% increase and is hoping to close the \$50,000 deficit to \$25,000 thousand dollar deficit. Councilor Capehart states that the solar is what we need to focus on, Councilor Short moves onto the South 1<sup>st</sup> Ave Waterline Replacement and Design Underlay. Councilor Short has went to Linda Kennedy and there was a paper sent out and it didn't explain that it was voluntary, so most people said no, and Councilor Short feels like it needed to be explained better. Councilor Graham states we are looking to replacing the sewer lines and we found out they don't need to be replaced, and as of yet we have not made any plans with the gas company, but we can contact them and see if they would be interested. They would like to share a trench space and we hate to do that due to the maintenance of the water lines. We would like to see them put one in themselves. Public Works Director Urban stated that we told them we would trench it for them and they still did not come back. Councilor Short stated that she will contact Linda Kennedy because we should have a street meeting so that the people can understand what it would cost and what they need to do. Public Works Director Urban responded that you're mostly likely not going to get people to come to a street meeting. Councilor Chappelle asks why we don't hold a meeting with the Public Works board, call in the contractors, and NW Natural. City Manager Marchant responded that is NW Naturals job not the cities. Councilor Chappelle responds stating that it was a matter of calling them repeatedly, by the end of the day they had three people, and then they were there digging the gas line. Public Works Director Urban asks about being able to assure that the residents are going to be there. Councilor Short states that she had a block party in town and 25 people showed and all you have to do is notify the public somehow.

## **7. PUBLIC PARTICIPATION**

Kathy Simonetti, 19 Birch St, representing Coquille Chamber of Commerce, Kathy reports that the dog park float won fourth place, Sawdusters float won second. Coquille National Night Out there will be a canine exhibition, there will be horses, and there will be boats, bouncy tent, popcorn, cotton candy, and Bigfoot from the Sawdusters. Kathy thanks Councilor Capehart for helping with Coquille Day, The Carousel, Riverwalk, The Veterans, Kiwanis, Rebecca and Oddfellows, the Museum, Chamber of Commerce, and the Library. Kathy informs City Manager Marchant that the Chamber of Commerce wrote a letter to Florence in support of the blue zone.

## **8. CONSENT CALENDAR a) COUNCIL MINUTES July 18, 2016**

Councilor Chappelle motions to adopt the consent calendar. Councilor Capehart seconds the motion. The motion passes unanimously.

## **9. MAYOR AND COUNCIL APPOINTMENT OF THE CITY RECORDER**

Councilor Graham motions to appoint Finance Director Dufner as the City Recorder. Councilor Capehart seconds the motion. The motion passes unanimously.

## **10. MAYOR APPOINTMENT OF CITY RECORDER PRO TEM**

Mayor Rowe appoints Mellissah Hendrickson and Jennifer Stolz as the new City Recorder Pro Tem. Finance Director Dufner can have them fill in for him as City Recorder if he is unable to attend a meeting. Since there is no fiscal impact from this there is no motion that has to be passed.

**11. RESOLUTION 14-2016 A RESOLUTION AMENDING THE LICENSE, PERMITS, AND PROCEDURES BOOK AND ADOPTING PARKING VIOLATION RATES FOR THE CITY OF COQUILLE AND AUTHORIZING THE FEES CONTAINED THEREIN**

Councilor Chappelle motions to pass the motion. Councilor Capehart seconds the motion. Councilor Capehart asks how this will affect the parking downtown. Kathy Simonetti also raises concerns about the parking in front of the Sawdust Theater as people are worried about the two hour limit. Mayor Rowe states that the two hour curfew limit for parking ends after six pm. The motion passes unanimously.

**12. ORDINANCE 1504: AN ORDINANCE AMENDING CHAPTER 8.08 OF THE COQUILLE MUNICIPAL CODE; AMENDING SECTION 8.08.170; ADDING SECTION 8.08.240; PROVIDING PENALTIES, FINES AND DECLARING AN EMERGENCY.**

Councilor Heaton motions to read by the title. Councilor Short seconds the motion; Councilor Heaton motions to pass the ordinance; Councilor Short seconds the motion. Councilor Heaton inquires about the differences between the new ordinances versus the original ordinances. City Manager Marchant explains that differences are in the italics on the ordinance hand out. The ordinance can be in the paper if they decide to publish it. A roll call is conducted by City Recorder Pro Tem Hendrickson. Everyone is present and the motion is passed unanimously.

**13. ACCEPT BIDS FOR CENTRAL AVENUE SLIDE REPAIR**

Councilor Capehart motions to accept the bids; Councilor Short seconds the motion. The motion passes unanimously.

**14. AWARD CONTRACT TO LOWEST BIDDER**

Councilor Heaton asks if they have a description of what Knife River wants to do. They will be removing the geofoam, sealing the surface, and putting in a storm drain. The lowest estimate is \$93,574 which is close to the lowest bidder and their estimate is \$85,140.45. The County will be paving from 10<sup>th</sup> St to 6<sup>th</sup> St and doing the line work. Their cost is \$96,000 for the mix, \$8,600 the trucks for paving, \$1,800 for the thermo plastics, and their share is about \$107,000. Public Works Director Urban had an idea to see if they could pave 10<sup>th</sup> St from Collier to Central. This is the next item. Councilor Heaton motions to award the lowest bidder Knife River Materials in the amount \$85,140.45. Councilor Chappelle seconds it. The motion passes unanimously.

**15. APPROVE AGREEMENT FOR PAVING OF 10<sup>TH</sup> STREET FROM CENTRAL TO COLLIER.**

The County has agreed to pave 10<sup>th</sup> St from Central to Collier. Their cost is \$25,000. The City would pay for the mix direct which is estimated at \$15,000, the County cost to lay the mix is \$9,000 and \$500 in crosswalks. Mayor Rowe asks when that road was last paved. It has been 15 years since it was last paved. Councilor Capehart motions to approve the agreement with the County to overlay 10<sup>th</sup> St. Councilor Heaton seconds. The motion passes unanimously. Mayor Rowe announces that now is the time to run for Mayor or Council. People have until August 30<sup>th</sup> to turn in their paperwork to run.

**16. ADJOURN**

Mayor Rowe adjourned the meeting at 8:06 p.m.

**URBAN RENEWAL AGENCY MEETING**

**1. CALL TO ORDER**

Councilor Wiese calls the Urban Renewal to order at 8:06 pm.

**2. CONSENT CALENDAR a) URA MINUTES June 20, 2016**

Councilor Capehart motions to approve the consent calendar; Councilor Heaton seconds, the motion

passes unanimously.

**3. REQUEST FOR FUNDING**

Public Works Director Urban clarifies that he is proposing that Urban Renewal pay \$60,000 for Central Avenue Slide Area. The total project cost is \$197,000; \$85,000 is Knife River Materials, and \$107,000 for County labor and materials. The request is for \$60,140.45 from the URA. Councilor Capehart motions to approve the project in the Urban Renewal for \$60,140.45. Councilor Heaton seconds, the motion passes unanimously.

**4. REQUEST FOR FUNDING 10<sup>TH</sup> STREET FROM CENTRAL TO COLLIER**

Public Works Director Urban clarifies that he is proposing that the Urban Renewal pay for half of this project which is \$12,000 and for the 15% contingency cost which is \$1,800. Mayor Rowe motions to move \$13,800 from the URA to the 10<sup>th</sup> St from Central to Collier project. Councilor Capehart seconds it. The motion passes unanimously.

**5. ADJOURN**

Councilor Wiese adjourns the Urban Renewal meeting at 8:14 p.m.

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Deputy City Recorder, Jennifer Stolz

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Mayor, Matt Rowe

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