

**CITY OF COQUILLE
CITY COUNCIL MEETING MINUTES
November 3, 2003**

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

STAFF PRESENT: City Manager Terence O'Connor, Accounting Technician Ruth Graham, City Attorney John Trew, Library Director Sharon Smith, Fire Chief Dave Waddington and Community Activities Director Ann Steeves

PRESS: Robert Jump, Coquille Valley Sentinel
KCBY TV

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. and led those assembled in a flag salute.

2. MAYOR'S OPENING REMARKS

Mayor Britton stated that he has a letter of request from Chris Rudd, a State Lands Forester, to be on the Forest Land Management Board. Councilor Anderson made a motion to accept Mr. Rudd's letter of interest. Councilor Capehart seconded. All voted in favor. Councilor Anderson made a motion to approve the list of appointees to the Forest Land Management Board which includes two new members, Ron Amelung and Chris Rudd. Councilor Capehart seconded. All voted in favor. Motion carried.

Mayor Britton read a Proclamation for the selling of Buddy Poppies. Mayor Britton so proclaimed urging the citizens of this community to recognize the merits of this cause by contributing generously to its support through the purchase of Buddy Poppies on the day set aside for the distribution of these symbols of appreciation for the sacrifices of our honored dead. He reported that the sale of the poppies will be on November 10th.

3. COUNCIL COMMENTS

Councilor Hagen expressed her concern about City Hall's hours. She stated that she has received complaints about City Hall not being available to the public between 8:00 and 10:00 a.m. City Manager O'Connor stated that previously there was a count done of customers and phone calls before 10:00 a.m. and after 4:00 p.m. and there weren't that many, yet it allowed the employees who do the utility billing and accounting functions time without interruption to get things done. Councilor Wiese reminded everyone that one of the positions in the office was cut to half time. There was some discussion about opening the front doors, but have the finance department closed. City Manager O'Connor stated that doesn't usually work too well, but can revisit that issue. Councilor Hagen stated that she feels City Hall needs to be more accessible to the public. After more discussion, it was decided to open City Hall at 9:00 a.m. and continue to close at 4:00 p.m. and see how that goes.

Councilor Capehart reported that Police Chief Reaves wanted to have a community Christmas celebration and it has been decided that there will be a tree lighting on December 5th at 5:30 p.m. at the Community Center along with music, hot cider and cookies. Santa Claus will be there and Mrs. Claus will be reading to the children.

Councilor Torbeck encouraged everyone's support of the youth's sports activities. She has been attending the football games and can tell the difference when the children feel that they are being supported.

4. STAFF REPORTS

Fire Chief Waddington reported that Fire Prevention night at the beginning of October was a great success. There were approximately 150 children in attendance, plus their families. He reported that his department has received a smoke detector grant from the Southwest Oregon's Fire Chief's Association. They have fifty smoke detectors available to the public. If someone is interested, they will need to fill out an application. He reminded everyone that the Missoula Children's Theater tryouts are tonight. The performance will be at the Sawdust Theatre on November 8th at 3:00 and 7:00 p.m. with fifty children involved.

Community Activities Director Steeves reported that the project on the Sturdivant Building has started. The exterior painting can't be done at this time because of the expense. The cornice will be painted. Operation Coquille worked with her on a grant application for the painting of the building and that has been submitted. She has been working on getting some of the chairs in the Community Building re-upholstered. There is someone local who will do that for \$2.00 a chair. Also looking at new ash cans and litter cans that will be placed by the new refurbished back doors. Ms. Steeves reported that she is wrapping up the FEMA grant at the end of November. All of the volunteers will be involved in a final exam which is a full emergency response exercise. They then will have graduation. The Department of Justice has awarded a grant for a total of \$100,000. \$63,000 is for the City of Coquille and will be looking at what equipment will be purchased with those grant monies.

Library Director Smith reported that most of the overall response to the web based catalog has been positive after being on-line for a month. She is excited about some of the comments from citizens that came from this service. The Children's Assistant is involved in a science program for home-schooled children. She has had three sessions already and had thirty in attendance including parents and children. She is not sure that this program will be continued. It depends on how things go. Her department has received some tax revenues and should be receiving more within a month.

5. CITY MANAGER'S REPORT

City Manager O'Connor stated that the City now has title to the lands that were formerly owned by the railroad from the southern edge of the City limits to Cedar Street. The Alta survey is being worked on, which was requested by Mr. Murray. The access and right of way issues should now be cleared up. He reported that Council will need to go into Executive Session later in the meeting regarding the sale of real estate. Northwest Natural Gas is interested in purchasing property within the options lands. In discussing this with Mr. Murray, he has no problem with this request. Mr. Murray encourages cooperation with Northwest Natural Gas. Mr. O'Connor requested that the City solicit Requests for Qualifications for the Facilities Plan for the Wastewater Treatment Facility. This will accomplish selecting the engineering company that will produce the plan and also act as the construction engineer. He proposes the RFQ's be submitted to the City by December 8th at 3:30 p.m.. Then they will be reviewed by the Public Works Committee who will make a recommendation to the Council at their meeting on January 5, 2004. Mayor Britton asked if there were still five sewer hookups left to sell. City Manager O'Connor explained that there is one remaining and are waiting on a response from DEQ regarding more hookups. Councilor Anderson made a motion to follow staff recommendation to solicit RFQ's to be submitted no later than December 8, 2003 at 3:30 p.m. and to be reviewed by the City's Public Works Committee. Councilor Capehart seconded. All voted in favor. City Manager O'Connor stated that he has received two letters from Steve Lyon's attorney and Mr. Lyons regarding the previous proposal to allow an adjustment on the water billing until water cooled equipment could be replaced, thus using less water. Councilor Anderson made a motion to approve the request from Steve Lyons regarding the adjustment to do away with water cooled equipment. Councilor Capehart seconded. All voted in favor, except Mayor Britton. Mr. Lyons stated that his letter to the City pre-dated the letter from his Attorney which requests an adjustment on the sewer billing because of producing ice and it not going down the sewer. There was some discussion about his water usage and how much was used to make ice. Councilor Wiese made a motion to direct staff to reflect an adjustment to one EDU on Fast Mart's sewer billing and prepare an Ordinance reflecting this change for convenience stores, that do not have a public restroom, for the next Council Meeting. Councilor Anderson seconded. All voted in favor. After some discussion about the previous motion regarding the

equipment, Councilor Torbeck made a motion to void that motion. Councilor Wiese seconded. All voted in favor.

6. AUDIENCE PARTICIPATION

JoAnn Comer of 512 N. Elliott, Coquille, stated that she called City Hall about moving the Council Meeting so her handicapped husband could attend the meeting and was told that it couldn't be moved. Mayor Britton told her that if she calls by the preceding Wednesday, the meeting could be moved. Mrs. Comer also stated that she was upset because she didn't get anywhere with her request of the City, but other people do. She didn't want to discuss it at the Council Meeting, so Councilor Wiese stated that he would contact her and look into the matter.

Jo Teel of 412 E. Fifth Street stated that an abatement was served to a neighboring property thirty one days ago. She hasn't seen anything happening with the abatement lately. She reported that the junk cars are putting oil into the stream there, which eventually goes into the river. She stated that the situation poses a safety problem because cars are stacked on top of other cars and it looks bad. This property is located between Fifth and Sixth Streets looking North. Police Chief Reaves stated that this abatement was assigned to Officer Lee. The abatement was served. He will check with Officer Lee and Public Works Director Higgins and make sure this matter moves forward.

7. CONSENT CALENDAR

Councilor Anderson made a motion to approve the consent calendar. Councilor Daniels seconded. All voted in favor.

8. RESOLUTION 30-2003 A RESOLUTION OF THE CITY OF COQUILLE TO SECURE A SAFE DEPOSIT BOX AND TO DESIGNATE THE PERSON OR PERSONS TO HAVE ACCESS THERETO.

Councilor Anderson made a motion to adopt Resolution 30-2003, a Resolution of the City of Coquille to secure a safe deposit box and to designate the person or persons to have access thereto. Councilor Daniels seconded. All voted in favor.

9. PUBLIC SAFETY COMMITTEE RECOMMENDATION ON REQUEST BY VERIZON FOR A LOADING ZONE DESIGNATION IN THE PARKING SPACE ADJACENT TO VERIZON AND FARR'S ON NORTH CENTRAL

Police Chief Reaves stated that the Public Safety Committee met on October 28th on this request. He stated that Dan and Mary Woolley were opposed to this request and no one else, for or against the request, came to the meeting. The Public Safety Committee recommends that the request be denied. It was stated that the Verizon employees can park inside the property line.

10. FOREST LAND MANAGEMENT BOARD RECOMMENDATION TO SEEK RFQ FOR FOREST MANAGEMENT CONSULTANT TO DEVELOP PLAN FOR CITY OWNED TIMBER LANDS

Councilor Wiese stated that this project needs to be looked at on a sustained yield basis. It needs to be handled in the best way possible, taking into account the railroad crossing, waterways, private lands, etc. This is why a Request for Qualifications is being done, so the City can obtain the information needed to take care of the timberlands. City Manager O'Connor stated that there are approximately 640 acres of timberlands. The Forest Land Management Board has made three walking tours of these lands. They did find units that could be logged which could be harvested in the winter, when the prices are up. The City needs to make sure that the environmental concerns are addressed and that there is a plan in place. There was some discussion about using the County's Forestry Department. Councilor Wiese stated that with the RFQ's the City will be able to see who is available. Councilor Anderson made a motion to seek Request for Qualifications for logging the City's timberlands. Councilor Capehart seconded. All voted in favor.

11. REQUEST BY NOANET FOR AN EASEMENT FOR FIBER OPTIC CONDUIT TO BE PLACED IN THE NATURAL GAS PIPELINE TRENCH TERMINATING AT THE NW NATURAL GATE STATION NEAR THE ODOT OFFICE

City Manager O'Connor stated that this is the beginning of fiber optics coming to Coquille. The City of Coquille has been a member of the Fiber South Consortium for quite a while. NoaNet is working with Coos Curry Electric is seeking an easement to place a one inch conduit in the same trench as Northwest Natural Gas. The conduit will be coming from the BPA Norway Station, along the old rail line and terminate at the Northwest Natural Gas gate station on the old G.P. site. Franchise agreements will be dealt with when the fiber optics are being laid in Coquille. Councilor Anderson made a motion to grant an easement to NoaNet from the southern boundary of the City limits along the abandoned UPRR line to the Northwest Natural Gas gate station on the G.P. site and to draw up the proper documents and execute them. Councilor Capehart seconded. All voted in favor.

12. REQUEST BY SUZANNE HURST TO ADDRESS THE COUNCIL ABOUT 300 BLOCK OF NORTH COLLIER STREET

Suzanne Hurst of 390 N. Collier stated that she had talked with Public Works Director Higgins about some of the potholes on her street. She said one of the potholes is twenty six feet long. She was told that since it was not a thoroughfare it couldn't be fixed at this time and there were other streets that need to be fixed first. Councilor Wiese pointed out that the hole is caused from the asphalt coming off the concrete on that street. City Manager O'Connor stated that the City's engineer will be asked to come up with an estimate to scarify the asphalt in that area. This matter will come back to Council after that. There was discussion about forming Local Improvements Districts. The City receives approximately \$35,000 from gasoline taxes. Council has, in the past, discussed creating a utility tax. Other communities are already doing this. A few years ago, Council authorized forming a street committee and couldn't get anyone to sign up. Mayor Britton asked about a tax on fuel. City Manager O'Connor stated that there is a book that gives examples of different kinds of taxes and how much might be raised. Mr. O'Connor explained that if the City had a population of more than 5,000, the City would get an entitlement from ODOT. When the City applies for monies (\$25,000 maximum) from ODOT, it goes through a ranking process. It doesn't rate high enough to be considered unless the application area is commercial, industrial or in the area of a school. The last application wasn't funded because it didn't rate high enough. Ms. Hurst stated that she would be glad to help with preparing a grant application and would serve on a street committee.

13. EXECUTIVE SESSION PURSUANT TO ORS 192.660 (1) (e) TO CONDUCT DELIBERATIONS WITH PERSONS DESIGNATED BY THE GOVERNING BODY TO NEGOTIATE REAL PROPERTY TRANSACTIONS

Mayor Britton announced that Council will need to go into an Executive Session pursuant to ORS 192.660. Mr. Britton announced that representatives of the news media and designated staff will be allowed to attend the executive session. All members of the audience are asked to leave the room. Mayor Britton called the meeting back into regular session at 9:20.

14. ADJOURNMENT

Hearing no further business, Mayor Britton adjourned the meeting at 9:20 p.m.

Mayor

ATTEST: _____
City Recorder