

CITY OF COQUILLE
CITY COUNCIL MEETING MINUTES
December 7, 2009

COUNCIL PRESENT: Mayor Steve Britton, Councilors E.N. “Corky” Daniels, Loran Wiese, Linda Short, Fran Capehart, Bruce Parker and Matt Muenchrath.

STAFF PRESENT: City Manager Terence O’Connor, Public Works and Planner Director John Higgins, Police Lieutenant Smith, Library Director Anne Conner, Finance Director Chuck Dufner, City Attorney John Trew and Deputy Recorder Rene Collins.

PRESS: Coquille Valley Sentinel, The World Newspaper

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

1. CALL TO ORDER/ PLEDGE OF ALLEGIANCE

Mayor Britton called the meeting to order at 7:35 p.m.

2. MAYOR’S COMMENTS

3. COUNCIL COMMENTS

Councilor Short said the high school leadership class from the high school helped at the dog park last month and planted two trees. Councilor Capehart received a letter from the Clam Bake Jazz Festival thanking the City for the use of the Community Building. Councilor Capehart said she was very upset that someone took several of the beanie babies and other ornaments off the trees that are up for auction at the community building, which benefits the Shop with the Heroes program. The Eagles held a craft fair over the weekend.

4. STAFF REPORTS

Planner Higgins said he would like to discuss the request from Mr. Cain who owns the lot located on the S.W. corner of E. 1st Street and N. Collier Street to have a sewer line abandonment, which had the PPL substation on it. He asked Council to direct staff to abandon the sewer line easement as long as there is no cost to the City and so Mr. Cain may have full use of his property. Councilor Parker asked if the City would still be liable for the line; Attorney Trew said he and planner Higgins would work on an agreement with no responsibility being with the City and it would be recorded. Mayor Britton asked the size of the line; Higgins said he thought it was 12”. Councilor Muenchrath asked if we would ever use the line again; Higgins said new pipe was laid around the property about ten years ago. Councilor Wiese made the motion to direct staff proceed with the abandonment easement as long there is no cost to the City. Councilor Daniels seconded the motion. Councilor Parker asked Mr. Cain if he knew about the easement when he bought the property. Mr. Cain said he doesn’t care about the line because it will not affect the building of his shop. Higgins said the line lies eight to twelve feet below the ground level. All Council members voted in favor.

Library Director Conner said the Friends of the Library made \$500 at the Eagles’ Craft Fair, which is for the new library. Councilor Short said it is nice to hear all the different things that the library offers and we should let people know what the library has available.

Lieutenant Smith presented Chief Dannels staff report. The police department has raised approximately \$9,600 at this time and have about 58 children signed up this time and are looking to have about 140 children, and he thanked the community for their support.

Finance Director Dufner said the investment is earning a little less than 5%. The audit report will be represented at the January meeting.

5. CITY MANAGER’S REPORT

City Manager O’Connor said the City is still in contact with the Newman group about the portion of the GP site located on the West side of the McKay’s property they are interested in possibly purchasing. The letter of intent of has been finalized and hopes it will be signed next week.

There may be an increase in the PERS retirement system to offset the deficit in PERS. The increase will be mostly likely three percent but could go as high as 6%. The additional expense to the City would be between \$71,000 and \$141,000. The increase in the percentage is because of the contractual obligation to the PERS I and II.

The U.S. Census Bureau has begun recruiting for the 2010 census with a pay rate of \$12.00 per hour.

City Manager O'Connor announced that the Christmas committee selected Councilor Fran Capehart to be the Grand Marshall of the Lighted Christmas Parade.

6. PUBLIC PARTICIPATION

Diane Courtright asked if they could give any other information about what the Newman group is interested in building on the GP Site. City Manager O'Connor said not until the letter of intent is signed.

Tammy Belcher, 92521 Hall Creek Lane, is the chairman for the Down Syndrome Family Support Group of the Oregon Coast. The group is requesting the use of the small auditorium and kitchen for a Christmas Party on December 17, 2009. Councilor Wiese made a motion to allow the use of the small auditorium and kitchen in the Community Building on December 17, 2009 at no charge to the Down Syndrome Family Support Group of the Oregon Coast. Councilor Parker seconded the motion; all voted in favor.

7. CONSENT CALENDAR

A. City Council minutes November 2, 2009

Councilor Capehart made a motion to approve the consent calendar with the correction of the City birthday kick off dinner being held on February 27, 2010. Councilor Muenchrath seconded the motion; all voted in favor.

8. ORDINANCE NO. 1478 CREATING A TRANSIENT ROOM TAX – REQUESTED BY COQUILLE MERCHANTS ASSOCIATION AND CHAMBER OF COMMERCE AND OPERATION COQUILLE

City Manager O'Connor said the Coquille Promotional Committee which is composed of representatives from the Downtown Merchants Association, the Chamber and Operation Coquille, has requested the ordinance. The association would like to use the dollars to advertise Coquille in the state travel magazines to promote Coquille. City Manager O'Connor disclosed he sits on the Chamber board and thought they should bring it to the Council and one other person was against the tax. The proposed rate is 8%, 1% would go to the state and the remaining 7% would go to the City, which is consistent with the surrounding areas. The tax would apply to the Myrtle Tree Motel, Rivers Edge Park and Sturdivant Park, the proprietors of the establishments would be allowed to keep 5% of the amount of the tax their establishment raised to offset any administrative costs.

The cities Finance Department would be the auditors for the funds and distribute them. The estimated income could possibly be \$511 for the providers, \$6,796 for tourism promotion and \$2,913 for the City. Councilor Parker asked how the funds would be distributed between the three groups. City Manager O'Connor said there would have to be a contract with the Coquille Promotional Committee or one of the other organizations. The Group would provide a plan of how they are going to spend the money. Councilor Short said she supports the idea and that could help the tourism in this city and the people are new group, but she is concerned about the newness of the group and maybe someone should help guide them. City Manager O'Connor said new faces and fresh ideas are good thing. Jean Ivey said that the representative will be bringing ideas from their respective groups. Attorney Trew said he advised against naming a specific group in the ordinance, but that whatever group you deal with will need book keeping, financial, organizational skills so they can be responsible for the funds. Councilor Muenchrath asked what is the administrative burden to the City and if Finance Director Dufner feels comfortable with the task, and would like to hear from those business that are effected and due to the amount of money that is going to be collected that there might be a more efficient way to promote Coquille within the groups themselves. City Manager O'Connor said it would probably take a couple a days a month during the first year, developing forms and procedures will have to be put in place. Other finance directors said once it is started it is not that difficult unless a business wants to fight the process. Invitations can be extended to those businesses to give their comments. Councilor Muenchrath asked if it was going to be detrimental to the business. O'Connor said he does not think so, since most cities have a tax. Attorney Trew said Council is allowed to pass an ordinance without a public hearing per the charter, and council can decide if they would like to notify the affected businesses. Council Muenchrath made a motion to table the matter next month and direct staff to notify the business owners. Councilor Wiese second the motion; all voted in favor.

9. ORDINANCE NO. 1479 GRANTING AN ELECTRIC UTILITY FRANCHISE AND GENERAL UTILITY EASEMENT TO PACIFICORP

City Manager O'Connor said the franchise agreement with PacifiCorp expires in March 2010; the only change in the ordinance is the term from 20 years to 10 years due to possible changes in the power industry.

Councilor Wiese made a motion to adopt ordinance 1479 creating granting an electric utility franchise and general utility easement to PacifiCorp. Councilor Muenchrath seconded the motion.

Councilor Muenchrath – Yes

Councilor Daniels – Yes

Councilor Wiese - Yes

Mayor Britton - Yes

Councilor Parker - Yes

Councilor Short - Yes

Councilor Capehart - Yes

Bill Marino from the Promotional Committee asked if ordinance 1478 will be on next month's agenda so the committee could make comment. Councilor Muenchrath said he would like the committees comment and he would like to hear from the Myrtle Tree Motel and Rivers Edge owners. Mr. Marino suggested that Council invite people from other communities who have this tax in place to let us know how it is working. Councilor Wiese suggested the committee do that if they wish. Attorney Trew suggested that the Council not discuss what group could be handling the funds.

10. ADJOURNMENT

Mayor Britton adjourned the Council Meeting at 8:35 p.m.

Mayor, Steve Britton

ATTEST: _____
Deputy Recorder, Rene Collins

City of Coquille Urban Renewal Agency
December 7, 2009

1. CALL TO ORDER

Urban Renewal Chairman Wiese called the meeting to order at 8:45 p.m.

2. CONSENT CALENDAR

A. Urban Renewal Minutes August 3, 2009

Member Britton made a motion to approve the consent calendar. Member Capehart seconded the motion; all voted in favor.

3. PRESENTATION OF URA FINANCIAL FEASIBILITY REPORT BY TINA MOSCA OF LELEAND CONSULTING GROUP

The URA financial feasibility report presented was prepared in cooperation with Charles Kupper. The focus of the report is on the financial and development projections, which updates the report but does not affect the URA Plan. Ms. Mosca gave a brief overview of the work the firm has completed which included the following: The updated development projections, overview of potential projects and priorities for URA expenditures and updated revenue estimated forecast.

4. URA RESOLUTION 2-2009 A RESOLUTION APPROVING A FIRST AMENDMENT TO THE COQUILLE URBAN RENEWAL PLAN AND REPORT, MAKING UPDATED REVENUE ESTIMATES IN THE REPORT ON THE PLAN

Member Britton made a motion to adopt resolution 2-2009 approving a first amendment to the Coquille Urban Renewal Plan and report, making updated revenue estimates in the report on the plan. Member Short seconded the motion; all voted in favor.

Member Short said she has been interested in having banners in the downtown area and has contacted several people that produce banners. Member Short is requesting funding for 16 X 45 Banners for 50 holiday and 50 Welcome to Coquille banners and 50 brackets. The cost is approximately \$10,000. Member Muenchrath asked if we can afford it. Chairman Wiese confirmed there is money for the project. Member Capehart thinks we need the flags also. Member Short requested a letter stating that we can have the flags so Verizon and PPL can check the poles for placement. City Manager O'Connor said Verizon does charge \$57.00 an hour. Chairman Wiese asked if they would interfere with the flowers; Member Short they would be placed above the flowers. Member Britton asked if the room tax could help pay for the banners by promoting Coquille. O'Connor said he believes it would qualify as would the flower baskets. Chairman Wiese said that it is important to have a clean City. The question was asked about the life of the flags. Member Short said they are guaranteed for up to three years but could last up to eight years. Member Britton said he would like to see if the room tax ordinance is passed to see if additional revenue is generated. Member Muenchrath made a motion to table the request until next month until a decision is made on the transient tax ordinance. Councilor withdrew his motion but he feels it is not the right economic time, but if the community wants the banners then he would support the request. Member Short said some of the money could be recouped by selling the advertising to business, but the program would have to be put together and the cost could possibly \$100.00 for six month.

Councilor Wiese made motion to table the funding until the next meeting, and direct staff to send the letter to allow Verizon to make the assessment of the poles. Member Britton seconded the motion. Member Muenchrath asked if we knew the cost of the engineer. Member Short said \$57 an hour and there are approximately 25 poles. Five members voted in favor and two members opposed the motion.

Councilor Parker asked if we were going to discuss the letter in support of the pool, member Britton thought that was going to happen and the next meeting.

5. ADJOURNMENT

Chairman Wiese adjourned the meeting at 9:25 p.m.

Chairman, Loran Wiese

ATTEST: _____
Deputy Recorder, Rene Collins