

# COBURG CITY COUNCIL MONTHLY REPORTS

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## TOPIC: City Administrator's Report

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Meeting Date: October 13, 2020

Staff Contact: Anne Heath, City Administrator

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The following is an overview of important activities during the month of September, general administration, and upcoming work to be done. The information in this report is compiled by the City Administrator and Department Directors.

### GENERAL ADMINISTRATION

- **Well Property Purchase.** As part of the application to the Oregon Health Authority, there is a review process for other agencies. One other agency has submitted a concern regarding nitrates in the area. This is a historical issue and mostly isolated to the shallow residential wells. The City Well will be much deeper and is less likely to have the nitrates levels. Neither the Oregon Health Authority nor our engineer are greatly concerned about this. But, they have made the recommendation that we do a test in the well location and go down 160 feet taking samples every twenty feet. This will provide the information the City needs and alleviate us doing a full drill and finding out that there is a concern. A test drill contract is included under a different tab.

**I-5 Bore.** The pre-construction meeting has taken place and the work is moving forward. It is anticipated that it will be completed prior to November 20. This does not mean that water will suddenly be available. It means that one piece of getting the water to the eastside of the freeway is completed and we can move forward with continuing with the water master planned projects.

- **Roberts Road Maintenance and Repairs** – This project is completed. We were able to get about 20 more feet into the project than initially planned. This is to the eastside of McDonalds and in front of GCR Tire.
- **Johnny Diamond Park** – Project is complete. The park opening date has not yet been decided. There are still some park completion elements that the Public Works Team

needs to take care of prior to opening for play. It is still anticipated that it will open sometime in late October.

- **Annexation of Eastside Properties.** – The City has received an annexation application from the owners of industrial lands on the east side of the freeway. This property is within the Urban Growth Boundary. The application is being reviewed for completion by the planning department. A work session on annexation will take place on October 27<sup>th</sup>. At this meeting the Councilors will be educated regarding the annexation process, the actual application, and the decisions that need to be made by the Council. An annexation application is approved by the City Council by ordinance which will include a public hearing process.
- **Community Build Out Scenario** - The online survey was extended until midnight on October 2. A report is now being written by Urban Collaborative that will be available for the Council to receive at the Work Session on November 17<sup>th</sup>. This work session will be open to the public and the public will be encouraged to participate with comment. How the meeting will take place has not been decided at this time given the current uncertainty of Covid-19 in the County.
- **Welcome Megan Winner to City Staff** – Megan Winner has been serving the City as a RARE participant since September, 2019. Her tenure in RARE ended on September 30, 2020. The City budgeted for a position to support Planning and Economic Development. This will be a one year limited duration position which may continue depending on budget and if there is substantial reason to continue the support in these departments. Megan will continue her work with the Economic Development Committee in implementing the Main Streets Program, support of businesses, and promotion of the City through the newsletter, social media and website. In addition, Megan is supporting the planning department in maintaining the on-line permit process, and assisting the contract planner and customers as needed. She is also serving as the Staff Liaison to the Heritage Committee.
- **Welcome to Jacob Suttles** – Jacob has joined the Public Works Team. Jacob has worked as a temporary in the public works department in Harrisburg for two years.
- **Economic Development Committee** – The City continues to participate in the Economic Development Committee with Megan Winner providing the coordination with Chamber President Sharyl Abbasapour. The Committee has completed the first step of naming possible projects for the Main Street Program and will be prioritizing those projects and beginning to develop them.

- **Coburg Community Foundation Grant Distribution** – The Coburg Community Foundation has submitted their required report regarding their distribution of the grant funds provided by the City to local businesses and residents. This document is attached to this report.

### **Upcoming Meetings**

Planning Commission – October 21 – 7:00

Park & Tree Committee – October 20 – 6:00

Heritage Committee – October 14 – 6:00 p.m.

Finance Committee - October 27 – 5:30 p.m.

City Council Work Session – October 27 – 6:00 p.m.

### **Community Events**

- **Scarecrow Festival** kicked off in Mid-September and will be ongoing through Halloween. Property owners could have entered their scarecrows into a contest in which there were prizes awarded. Judging is taking place at the time of this newsletter.

## **DEPARTMENTS AND OPERATIONS**

### **City Recorder/Administration**

- Started the planning file and retention project.
- Attended the Oregon Association of Municipal Records Conference September 21-25. This conference provided 16 hours of certification training. Eight hours on policies, procedures, task, and eight hours on dealing with difficult people.
- November 3, 2020 General Election
  - October 13th – Last day to register to vote in the General Election
  - October 15th – Official drop sites open. (One located outside of City Hall)
  - November 3 – Official drop sites close at 8:00pm.
- Prepared Utility Billing, Ordinance, Resolutions and Minutes and other items requested for audit to Finance.
- Recruitment to fill the administrative assistant position is on hold until COVID restrictions are lifted.

### **Finance**

Finance is providing bullet points in this space this month in lieu of a finance report. The Council will receive a quarterly finance report at the November 10<sup>th</sup> meeting. Finance has been working many hours to prepare information for the refinance of the City loans. This is important information in order to establish a credit rating for the City and to prepare information for the bonding company. Because it is the first two months of the fiscal year, the financial reporting is early to give budget-actual figures. However, the quarterly financial report will include all of this information when received in November.

- Finance Director is continuing to train on the tasks and processes of City Finance.
- Preparation of numerous reports, analysis and financial information for the refinance of the City Debt
- Meeting with the Finance/Audit Committee to go over refinancing of debt.
- Preparation of audit information and submittal to audit portal.

### **Planning & Economic Development**

- PA-01-20: Weichert partition application was approved by Planning Commission, splitting the applicant's lot at the City limits into two lots (one within City limits, one outside City limits in Lane County jurisdiction)
- SR-03-20: Application for upstairs remodel on Abby Rd received plans review approval from Planning and Building Departments
- SR-04-20: Planning review approval for new detached garage being constructed on N Miller
- SR-05-20, SR-06-20; SR-07-20: Approval for construction of two new single family dwellings: one new home with detached garage on N. Harrison; one new home on N Skinner

- ANX-01-20: Annexation application received for approximately 106 acres of employment lands on eastside of I-5. Application is incomplete at this time and planner has requested additional information from the applicant. Staff will have in-house meeting to further discuss application in upcoming weeks.
- SR-08-20: Site design and plans for new office building on N Harrison submitted and under review.
- Hired Planning Tech and Economic Development Assistant, Megan Winner
- Heritage Committee applicant Shannon Sardell appointment approved by Mayor
- Received application from Stephen Sheehan for appointment to Heritage Committee
- Certified Local Government grant project: Historic Resource survey (aka Reconnaissance Level Survey or RLS) completed. Database updated with State Historic Preservation Office (SHPO). Created and printed 500 new walking tour booklets, one has been placed in each Council's mailbox to review.

### **Economic Development**

- Economic Development Committee is pursuing Oregon Main Street Program by applying for Tier 2 with Resolution 2020-18, Endorsing Participation in Oregon Main Street Program, approved by City Council at September meeting
- New Lane County Matching Grant Funds application for businesses opens 10/5. Previous troublesome eligibility requirements such as receiving other funding sources have been addressed.

### **Public Works**

**DUE TO EXTREME SMOKE, CREWS WORKED A LOT ON INSIDE PROJECTS, THEREFORE THERE IS LIMITED INFORMATION TO SHARE REGARDING PUBLIC WORKS PROJECTS.**

### **Public Works**

- **Streets and ROW.**
  - **Projects**
  - **Street Banners**
    - These are still being installed.
- **Water Utility**
  - **Leaks**
    - Crews repaired one service line that was leaking.
- **Sewer Utility**
  - **Collections**
    - Inspected sites
    - Called out 10 times
  - **Treatment Plant**
    - Crews ran the recovery cleans on the membranes. This job takes several days to complete.

- **Parks**
  - **Johnny Diamond Park**
    - Crews are working on finishing the swing sets and installation of garbage cans. We are hoping to open the park sometime in late October.
  - **Maintenance**
    - **Parks and Tree Committee**
      - Committee met with the developer of the proposed subdivision off North Coleman to review their proposal for open space.
- **Misc.**
  - **Locates**
    - 7 Locates
  - **Staff**
    - We have hired a new crewmember. His name is Jacob Suttles. Jacob has been serving as a temporary for the City of Harrisburg the last two years. He graduated from Harrisburg High School and is excited about becoming a team member for Public Works.

#### **Municipal Court**

- **September 2020 Activity Measures: 54**
  - **Citations (Crimes and Violations)**
    - New Citations for September 22, 2020 Court Date:
  - **September 2020 Receipts Including Collections,**
    - **Total Fines:** \$ 12,434.90 (total monies taken in for the month, nothing deducted), *compared to \$15,244.54 in September of 2019*
    - **Net Fines:** \$10,169.00 (City share only, NOT including collections), *compared to \$11,186.73 in September of 2019*
  - **September 2020 Professional Credit Service Collections:**
    - **Total Collection Revenue:** \$2,265.90 *compared to \$4,057.81 in September of 2019*
    - **Turned over to collection:** \$ 14,310.00 *compared to \$678.00 in September of 2019*

***Comparisons should only be considered when viewing the year-to-date amounts as court dates are not consistently held on the same dates each month, nor is there consistent cases presented to the court.***

#### ***Other Information:***

- **Large Tyler Data breach which put a stop to any and all court software functions for a week, until determined that it did not affect hosted sites such as us.**
- **Upcoming Court Date: October 6, 2020, Regular Court Session**
- **Jury Trials Scheduled: October 29, 2020 at 9:00 am**

**December 3, 2020 at 9:00 am**  
**December 7, 2020 at 9:00 am**  
**December 16, 2020 at 9:00 am**

**Police Department**

- Officers helped the Lane County Sheriff's Department on the Holiday Farm Fire
  - Eleven officers worked thirty-one shifts representing 405 hours. Officers worked the McKenzie Hwy command post, roadblock and patrolled the area looking for looters.
- Officers arrested a male for DEA. The male had an outstanding federal warrant.
- Officers arrested a male semi-truck driver for DUII – Controlled Substances (methamphetamine).
- Officers arrested the same female for DUII-Alcohol, hit and run and reckless driving her Blood Alcohol Content was .30
- Officers issued a citation to a female driver traveling at 104 mph on freeway
- Officers arrested a male on an outstanding warrant for failure to appear on a DUII
- Officers issued a citation to a male for stealing a beer from Dari Mart
- Officers arrested a male for disorderly conduct. The male was fired from work, yelling, and threatening his boss.
- Officers took a report of the theft of a bicycle
- Officers arrested a male on an outstanding warrant for failure to appear on a driving While suspended charge.
- Officers facilitated the towing of the burned out motorhome on Willamette Street
- Officers worked City Ordinance violations for tall grass, blackberries and accumulated junk. The violation has been resolved
- Officers completed a sex offender's annual registration at the Coburg Police Department
- Officer took a report of a gas drive off of \$40 of fuel at the Fuel N Go
- Officers assisted Oregon State Police on a traffic stop of a possible robbery suspect. During the traffic stop, an unrelated semi-trucks trailer tire and wheel caught on fire. Officer Wilson was able to extinguish the fire with a fire extinguisher.
- Officers took a report of a stolen travel trailer. The trailer was parked at the Truck N Travel and was stolen sometime during the last month.
- Officers took a report for found contraband (meth) at a local business.
- Officers were dispatched to assist Oregon State Police with a vehicle pursuit. Officer set up spike strip on the Interstate for the pursuit. The vehicle crashed before coming to Coburg.
- Officers arrested a male for disorderly conduct. The male had been living in his motorhome in the Shell parking lot for several days. The male was intoxicated, started yelling and became disorderly.

- Officers arrested a male for menacing (APA) for assaulting his girlfriend.
- Officers recovered a stolen pickup truck at the Shell. The vehicle was stolen out of Albany and was unoccupied at the time.
- Officers participated in a joint sex offender operation (Operation Oregon Valley) with the United States Marshal's Service. We completed over 80 compliance checks. There are currently 10 sex offenders in Coburg and 35 sex offenders in Harrisburg areas. We issued seven citations for failing to register as a sex offender. One of our cases will be taken over by the United States Marshals Service as a federal case.

**Upcoming Events:**

None