



MINUTES

Coburg City Council Meeting

June 14th at 6:45 P.M.

91136 N Willamette Street

Hybrid Meeting in-person or via Zoom

MEMBERS PRESENT: Mayor Ray Smith (via Zoom), Mark Alexander, John Fox, Nancy Bell, Kyle Blain, John Lehmann, Patty McConnell

MEMBERS ABSENT:

STAFF PRESENT: City Administrator Anne Heath, Finance Director Tim Gaines (via Zoom), City Recorder Sammy Egbert, Public Works Director Brian Harmon, Chief of Police Larry Larson, City Attorney Anne Davies, Court Administrator Mandy Balcom

RECORDED BY: Angela Kern, Lane Council of Governments (LCOG)

CALL TO ORDER

Mayor Smith called the meeting to order at 7:00 pm.

PLEDGE OF ALLEGIANCE

Councilor Bell led the Pledge of Allegiance.

ROLL CALL

Ms. Egbert called roll. A quorum was present.

MAYOR COMMENTS

Mayor Smith apologized for not attending in person and gave a brief health update.

AGENDA REVIEW

Ms. Egbert alerted the Council that they possessed red folders containing an additional staff report for the Roberts Road contract with Wildish Construction. The report would be Agenda Item 9.5 under Council Action Items.

CITIZEN TESTIMONY

None.

RESPONSE(S) BY CITY COUNCIL

None.

CONSENT AGENDA

1. Minutes April 26, 2022 City Council Work Session

Mayor Smith requested that on page 2 of 4, 'Mr. Fox' be changed to 'Councilor Fox'.

2. Minutes May 10, 2022 City Council

MOTION: Councilor Blain moved, seconded by Councilor Lehmann, to approve the **Consent Agenda** as amended. The motion passed unanimously, 6:0:0

SPECIAL GUEST

3. Park | Tree Quarterly Report to Council

Park & Tree Committee Vice Chair Tom Beatty updated the council on the committee's achievements, noting that work had been done in all parks. He detailed future goals, which included pursuing funding for the planned rose garden at the Norma Pheiffer Park Veterans' Memorial and the urban forest and fountains at Pavilion Park. Long term goals included adding a Volunteer Coordinator to the committee. He mentioned that the Park & Tree committee would be meeting at Coburg Creek to discuss a future park at that location, noting that community demographics were needed for planning.

Mr. Beatty assured the council that the pickle ball court at Norma Pheiffer Park was moving forward and that soil compaction issues at Johnny Diamond Park were being resolved with coring, sand, and reseeding.

Councilor Fox inquired about the location of the urban forest. Mr. Beatty explained that it would extend from the south end of Pavilion Park to the street on the southwest side and was intended to block traffic noise.

Councilor Fox wondered if the pickle ball court would eliminate the basketball court. Mr. Beatty assured him that the court would be multi-use.

Mayor Smith praised the Park & Tree committee for their hard work and admirable achievements.

ORDINANCES AND RESOLUTIONS

4. Public Hearing

RESOLUTION 2022-12 A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES

Mayor Smith opened a public hearing at 7:13 pm and called for a staff report from Finance Director Tim Gaines.

Mr. Gaines reminded the council that, by state law, the Resolution was required to pass in order to receive State Shared Revenue.

Mayor Smith closed the hearing at 7:14 pm.

MOTION: Councilor Fox moved, Councilor Blain seconded the motion to adopt **Resolution 2022-12**. The motion passed unanimously, 6:0:0.

5. RESOLUTION 2022-13 A RESOLUTION DECLARING THE CITY'S CERTIFICATION OF ELIGIBILITY FOR STATE-SHARED REVENUES

Mayor Smith called for a staff report from Mr. Gaines.

Mr. Gaines explained that the council must pass the Resolution declaring the city eligible to receive State Shared Revenue.

MOTION: Councilor Lehmann moved, Councilor Alexander seconded the motion to adopt **Resolution 2022-13**. The motion passed unanimously, 6:0:0.

6. RESOLUTION 2022-14 A RESOLUTION ADOPTING THE SALARY AND CLASSIFICATION SCHEDULE FOR FISCAL YEAR 2022-23

Mayor Smith called for a staff report from Mr. Gaines.

Mr. Gaines explained that the Resolution covered the adoption of the salary schedule approved by the Budget Committee on May 31st, 2022, noting that there were significant increases in staff salaries and a 4% Cost of Living Allowance (COLA).

Councilor Lehmann asked about the vacant position of Assistant City Administrator. Ms. Heath explained that there were several vacant positions on the scale as placeholders for future needs. Ms. Heath said that a meeting was planned for late July to discuss the topic with the council.

MOTION: Councilor McConnell moved, Councilor Lehmann seconded the motion to adopt **Resolution 2022-14**. The motion passed unanimously, 6:0:0.

7. Public Hearing

RESOLUTION 2022-15 A RESOLUTION ADOPTING THE CITY'S BUDGET FOR FISCAL YEAR 2022-23 CREATING APPROPRIATIONS, SETTING THE TAX, AND CATEGORIZING THE TAX

Mayor Smith opened a public hearing at 7:24 pm and called for a staff report from Mr. Gaines.

Mr. Gaines related that the Resolution covered the adoption of the city budget approved by the Budget Committee on May 31st. Total budget appropriations was \$17,103,837 with a rate of 3.7506 per thousand dollars.

Councilor Lehmann asked what the increase had been for Water. Ms. Heath replied that it was 3%, plus 1 ½% for sewer. Councilor Lehmann wondered if the numbers covered anticipated costs. Ms. Heath indicated that they were placeholders and anticipated being able to present more information in July. Mayor Smith mentioned that a consultant had been hired to do a Water Master Plan and Study.

Mayor Smith closed the hearing at 7:27 pm.

MOTION: Councilor Bell moved, Councilor Blain seconded the motion to adopt **Resolution 2022-15**. The motion passed unanimously, 6:0:0.

8. RESOLUTION 2022-16 APPROVING THE AMENDMENTS TO THE LANE COUNTY DEADLY PHYSICAL FORCE PLAN

Mayor Smith called for a staff report from Chief of Police Larry Larson.

Chief Larson reminded the council that in 2007, Oregon Legislature had passed Senate Bill 1-11 Deadly Force Plan, adopted by the Coburg City Council in 2008. On March 29th of 2022, the Lane County Board of Commissioners made amendments which required the council's approval.

Councilor Lehmann asked what the amendments addressed. Chief Larson pointed out that '...objectively reasonable...' was new terminology, as was '...physical injury to the peace officer or a third person and the use of deadly force was necessary...'.

Councilor Bell wondered if the adoption of the Resolution would require extra training for police. Chief Larson detailed the current training regimen, asserting that it was more than adequate.

MOTION: Councilor Alexander moved, Councilor Fox seconded the motion to adopt **Resolution 2022-16**. The motion passed unanimously, 6:0:0.

9. RESOLUTIONS 2022-17 AUTHORIZING FUNDING THROUGH OREGON TRANSPORTATION INFRASTRUCTURE BANK (OTIB) FOR STREET PROJECT FUNDING IN

THE AMOUNT OF \$999,500 AND APPROVE THE CITY ADMINISTRATOR AND/OR MAYOR TO SIGN THE COMMITMENT LETTER AND LOAN DOCUMENTS TO OTIB

Mayor Smith called for a staff report from City Administrator Anne Heath.

Ms. Heath explained that OTIB's recommendation was that the City borrow only necessary funds, as they could be approved more quickly. She requested that the city approve the Resolution allowing the City to request a loan in the amount of \$999,500 for repairs to Roberts Road and McKenzie Street. She clarified financial details from the packet in detail, noting that the City pledged full faith and credit.

Councilor Bell inquired if Transportation Utility Fees (TUF) were included. Ms. Heath responded in the affirmative. Councilor Bell wondered if the sources listed were sufficient to repay the loan. Ms. Heath said yes.

Councilor Lehmann asked if another loan would be applied for after project completion. Ms. Heath explained the application process in detail and said that Public Works was planning for future projects. She mentioned that if the road repairs came in under bid, funds could be drawn down for other projects.

Councilor Lehmann asked Ms. Heath to clarify that the loan was a drawdown rather than a lump sum, which she confirmed.

Councilor Lehmann wondered if the loan covered staff. Ms. Heath said perhaps engineering staff, but not City staff.

MOTION: Councilor Lehmann moved, Councilor McConnell seconded the motion to adopt **Resolution 2022-17**. The motion passed unanimously, 6:0:0.

COUNCIL ACTION ITEMS

9.5 Roberts Road Repaving Project

Mayor Smith called for a staff report from Public Works Director Brian Harmon.

Mr. Harmon gave some background on the project and explained that of Wildish, Knife River, and Riverbend Construction companies, Wildish Construction came in as the low bid.

Councilor Lehmann inquired how a bid was selected. Mr. Harmon explained the process, concluding that contracts usually went to the lowest bidder.

Councilor Fox asked how deep the base would be. Mr. Harmon said six to eight inches. There was some discussion as to the quality of the current asphalt.

Councilor Bell inquired about traffic management. Mr. Harmon explained that Public Works was collaborating with the contractor to manage traffic via night paving and single lane closures in sections. Ms. Heath assured the Council that businesses along the route would receive three notifications in advance.

Councilor Lehmann asked for a timeline. Mr. Harmon said construction was due to begin in July and substantial completion was expected by October 30th.

Councilor McConnell wondered what 'slight changes' to the contract might entail. Ms. Heath interjected that the phrasing was a legal matter and would be reviewed by City Attorney Anne Davies. Mr. Harmon explained that price fluctuations might also result in a change order.

Councilor Fox wondered what recourse the City might have if there were shoulder failure. Mr. Harmon explained that the work was covered by a one-year warranty. Discussion ensued about warranties, with the conclusion that one year was standard. Mr. Harmon reminded the Council that Public Works provided preventative maintenance.

Councilor Lehmann asked about inspections. Mr. Harmon detailed the inspection process.

Councilor McConnell wondered if local businesses had accountability to help maintain the roads. Mr. Harmon confirmed that, under certain circumstances, they did.

Mayor Smith praised the contractors, citing their positive reputations. He emphasized the need to communicate clearly with business owners. Mr. Harmon agreed and restated that all efforts would be made.

MOTION: Councilor Lehmann moved, Councilor McConnell seconded the motion to adopt the **Roberts Road Paving Project** contract. The motion passed unanimously, 6:0:0.

10. Thomas Street Waterline Replacement Project Contract

Mr. Harmon explained that this was the first of several water main replacement projects. He noted it was one of several asbestos concrete pipes to be replaced as identified by the Water Master Plan Capital List.

Councilor Blain requested location information, which Mr. Harmon provided.

Councilor Bell asked for clarification on the impact to a property owner. Mr. Harmon explained that the contractor would be responsible for decommissioning on Maple Street and tying back in to the house.

Mr. Harmon stated that Delta Construction was the low bidder and that no change orders were anticipated.

Councilor Lehmann asked about saw cutting and paving needs. Mr. Harmon responded that the plan included paving back a wider trench and saw cutting up one side, with an evaluation of the road surface condition following project completion. Councilor Lehmann wondered where the road fell on the Legend of streets. Mr. Harmon and Ms. Heath said they would get him that information.

MOTION: Councilor Blain moved, Councilor Fox seconded the motion to approve the contract. The motion passed unanimously, 6:0:0.

11. Harrisburg Intergovernmental Agreement for Law Enforcement Service

Mayor Smith called for Chief Larson.

Chief Larson shared that Harrisburg's request for expansion of services by 10 hours per month was an opportunity for the Coburg Police Department to increase revenue, which was needed to enhance the vehicle fleet. He detailed the needs of the fleet and the finances involved, stating that the billable rate was \$76.46 per hour.

Councilor Bell asked if there was a fuel cost rider or escalation clause. Chief Larson said no, but noted that 15 minutes of travel time were included.

Councilor Lehmann requested clarification of what the \$76.46 billable rate included. Ms. Heath explained the accounting process. Chief Larson shared scheduling details. Councilor Fox thanked them for the numbers. Ms. Heath offered to provide financials. Councilor Fox asked for a projection of next year's profits, which Ms. Heath said she would deliver. Councilor McConnell asked where the budget for vehicles was located. Chief Larson said it was in the 5-year budget.

Councilor Lehmann requested data detailing how Coburg's total police man-hours were changing year-to-year. Ms. Heath suggested that the information could be found in the quarterly reports and offered to compile a comparison.

Councilor Lehmann noted that the citizens of Coburg were proud of their police force.

MOTION: Councilor Bell moved, Councilor Alexander seconded the motion to approve the Harrisburg Intergovernmental Agreement for Law Enforcement Service. The motion passed unanimously, 6:0:0.

12. Municipal Court Prosecutor Services Contract Addendum

Mayor Smith called for Court Administrator Mandy Balcom.

Ms. Balcom asked the Council to renew the contract with Jesse London of London & Paris, LLP for two fiscal years (expiring in 2024), rather than year-by-year.

MOTION: Councilor McConnell moved, Councilor Blain seconded the motion to approve the addendum. The motion passed unanimously, 6:0:0.

13. Intergovernmental Annual Agreements

Mayor Smith called for Ms. Heath.

Ms. Heath explained that the two agenda items represented three annual contracts, which had been combined into one staff report.

- **City of Cottage Grove Building Permit Services**

\$17,648 paid quarterly, up \$800

- **LCOG Information System Service and Telecommunications System Management**

IT and telecommunications, up \$450

MOTION: Councilor Fox moved, Councilor Lehmann seconded the motion to approve the contracts. The motion passed unanimously, 6:0:0.

14. Budget Committee Appointment

Ms. Egbert asked the Council to appoint Budget Committee applicants Todd Waters and Laura Tryon for a three year term expiring June 30th, 2025.

MOTION: Councilor Blain moved, Councilor McConnell seconded the motion to approve the appointment. The motion passed unanimously, 6:0:0.

ADMINISTRATIVE INFORMATION REPORTS

15. Administration Monthly Update

Councilor Lehmann asked Ms. Heath if Douglas Fast Net was the same company implementing fiber optics. Ms. Heath confirmed that it was.

16. Finance Monthly Report

Mayor Smith asked if there were any questions for Mr. Gaines. There were none.

COUNCIL COMMENTS

Councilor Lehmann inquired as to the progress of fiber optics installation. Ms. Heath responded that a lease agreement review was in progress for Douglas Fast Net to place a hub, after which the company would map the city. She said that empty conduit was required in the new neighborhood, but that preexisting new neighborhoods such as Hayden Homes and Hatfield might present a challenge.

Councilor Lehmann voiced that overhead fiber optics lines would be continued where they already existed, but that lines would be placed underground in areas receiving new service, even if trenching were required. Ms. Heath concurred and mentioned that empty conduit allowed for the future addition of infrastructure such as streetlights.

Councilor Bell shared city planning details noted during her trip to Europe, such as plazas. She suggested the Council consider the conversion of empty churches into community centers and low-income housing.

Mayor Smith thanked Councilor Bell for her input and praised Public Works and the Park & Tree Committee. He noted that TUF funds were being used productively and expressed excitement about upcoming projects. He praised the Council for their work, as well.

Councilor Lehmann asked for an update regarding the Odd Fellows building. Mayor Smith reminded the Council that the building was under lease. He said that work was in progress to improve the kitchen, including the upcoming installation of a dish sanitizer. He confirmed that the space was being used for parties and memorials. Councilor Lehman wondered if rental took place through the City. Mayor Smith said yes.

Councilor McConnell asked if there was any news on the Plaza grant. Ms. Heath replied that there was an invitation to participate in a presentation in July and more information would be available in September.

UPCOMING AGENDA ITEMS

- **Mainstreet Update**
- **Ordinance A-163-T Oregon Criminal Code | Public Hearing**
- **1992 Charter Amendment**

FUTURE MEETINGS

- **June 15, 2022 Planning Commission**
- **June 21, 2022 Park Tree Committee**

- July 4, 2022 City Hall Closed - Independence Day
- July 12, 2022 City Council

ADJOURNMENT

Mayor Smith adjourned at 8:57 pm.

APPROVED by the City Council of the City of Coburg on this 12th day of July, 2022.

Ray Smith, Mayor of Coburg

ATTEST:

Sammy L. Egbert, City Recorder

DRAFT