



MINUTES

Coburg City Council Meeting
March 14th, 2023 at 6:00 P.M.
91136 N Willamette Street
Hybrid Meeting in-person or via Zoom

MEMBERS PRESENT: Mayor Nancy Bell, John Fox, John Lehmann, Kyle Blain, Alan Wells (via Zoom, 6:15)

MEMBERS ABSENT: Cathy Engebretson

STAFF PRESENT: City Administrator Anne Heath, City Attorney Anee Davies, City Recorder Sammy Egbert, Chief of Police Larry Larson, Public Works Director Brian Harmon, Megan Winner, Coburg Planning

GUESTS: Russ Hayworth, Main Streets

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

CALL THE CITY COUNCIL MEETING TO ORDER

Mayor Bell called the meeting to order at 6:02 pm.

PLEDGE OF ALLEGIANCE

Counselor Blain led the Pledge.

ROLL CALL

Ms. Egbert called roll. A quorum was present.

MAYOR COMMENTS

1. Arbor Day Proclamation

Mayor Bell proclaimed April 28th, 2023 as Arbor Day.

2. Child Abuse Prevention Proclamation

Mayor Bell proclaimed April, 2023 as Child Abuse Prevention Month.

AGENDA REVIEW

Ms. Egbert stated that the Council's red folders contained a staff report regarding an OLCC license for The Greenhouse on page 66, under Action Items. The Employee Housing Agreement listed under the Consent Agenda was moved to Action Items, as well.

CITIZEN TESTIMONY

- 3. Written Testimony Premier RV**
- 4. Written Testimony Chief Minter**

RESPONSE(S) BY CITY COUNCIL

None

CONSENT AGENDA

5. Minutes February 14, 2023, City Council

Councilor Lehmann requested that Item 5.1 be amended to read "Councilor Lehmann noted" rather than "she noted."

MOTION: Councilor Fox moved to accept the Consent Agenda as amended, seconded by Councilor Blain. The motion passed unanimously -- 4:0:0.

SPECIAL GUEST

7. Coburg Main Streets - Russ Hayworth

Mr. Hayworth gave an update on Main Street, noting it was now an established 501c3. He detailed current and upcoming projects and requested that the Council make a financial commitment of \$25,000 plus benefits for the position of Main Street Executive Director. He praised the work of Tracey Pugh.

8. Financial Consulting Solutions Group, Inc. - UTILITY RATE Presentation, Doug Gabbard

Mr. Gabbard presented a slide show detailing utility rate basics and what had changed in the rate analysis with the addition of the \$8.7 million water project.

Councilor Fox wondered why Springfield was not on the list of comparison rates. Mr. Gabbard did not know.

Councilor Lehmann asked if the projections included the subdivision. Ms. Heath said yes, but that the development was taking longer than originally anticipated.

Councilor Wells asked if the projection could be forecast further into the future to show a leveling off of costs. Mr. Gabbard explained that there were too many unknowns.

Councilor Lehmann requested to know the dollar amount per year on the debt service. Ms. Heath said she would provide the information.

After discussion, Council directed Staff to update the public on the rate increases being considered.

COUNCIL ACTION ITEMS

9. Junction City Intergovernmental Agreement for Police Chief

Chief Larson presented a request for one less 10-hour shift per week in order to lend assistance to Junction City Police Department. Rather than an IGA, the decision by consensus was that Chief Larson could take on the request as a personal service agreement for 3.5 months.

MOTION: Councilor Lehmann moved to permit Chief Larson to enter into a personal services contract with the city of Junction City for 20 hours per week, reducing his time in Coburg by 10 hours per week, for a period of 3.5 months, seconded by Councilor Blain. The motion passed -- 3:1:0. Councilor Fox voted nay, citing stretched resources.

10. Planning Commission Recommendations to Council

Ms. Winner presented the Planning Commission's recommendations that the City Council ensure that planned improvements to Macy St., N. Willamette St. and Harrison St. were completed before the developer connected the subdivision, and that the City Council formally address the issue of the intersection of N. Willamette and Van Duyn.

Mr. Harmon spoke to the recommendations.

Mayor Bell noted that the issues would be addressed by the Transportation Committee. No action was taken.

12. Budget Officer 2023-24

MOTION: Councilor Blain moved to appoint Ms. Anne Heath as Budget Officer, seconded by Councilor Fox. The motion passed unanimously -- 4:0:0.

13. Council Goals and Work Plan 2023-24

Ms. Heath relayed the Finance/Audit Committee's request to merge with the Budget Committee.

Mayor Bell noted that in Item 12, page 64, the word “law” should be corrected to “lawn.”

MOTION: Councilor Fox moved to adopt the preamble goals for fiscal year 2023-24 as amended, seconded by Councilor Blain. The motion passed unanimously -- 4:0:0.

9. Greenhouse OLCC License - 91070 N. Willamette

MOTION: Councilor Blain moved to recommend that OLCC grant The Greenhouse a full on-premises liquor license for the property located at 91070 N. Willamette, seconded by Councilor Fox. The motion passed -- 3:0:1. Councilor Wells recused himself from the vote.

9. Employee Housing Agreement - Stallings Lane

Ms. Heath proposed renting city-owned housing to Public Works employees.

MOTION: Councilor Lehmann moved to approve the employee housing agreement pending review by City attorney Anne Davies and City Administrator Anne Heath, seconded by Councilor Fox. The motion passed unanimously -- 4:0:0.

ADMINISTRATIVE INFORMATION REPORTS

14. Administration Monthly Report

Ms. Heath presented.

City Administrator recruitment would be open until April 10th.

Premier RV was invited to the March 28th work session.

Two candidates were being considered for the Finance Department.

15. Local Government Basics

Ms. Heath encouraged the Council to read the provided insert.

Councilor Blain asked for an update on Douglas Fiber. Ms. Heath said she would provide that information.

COUNCIL COMMENTS

16. Liaison Appointments 2023

Councilor Wells - Audit/Finance

Councilor Engebretson - Heritage, backup for ACT

Councilor Fox - Lane ACT, backup for Heritage

Councilor Blain - Planning Commission

Councilor Lehmann - Police
Mayor Bell - LCOG, MPO, Main Street, Park | Tree

ADJOURNMENT

Mayor Bell adjourned at 8:33 pm.

APPROVED by the City Council of the City of Coburg on this 11th day of April, 2023.

DRAFT

ATTEST: _____
Sammy L. Egbert, City Recorder

Nancy Bell, Mayor of Coburg