



MINUTES

Coburg City Council Work Session

March 28th, 2023 at 6:00 P.M.

91136 N Willamette Street

Hybrid Meeting in-person or via Zoom

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

STAFF PRESENT: City Administrator Anne Heath, City Recorder Sammy Egbert, Public Works Director Brian Harmon, Megan Winner, Coburg Planning

GUESTS: Paul Williams, Premier RV; Tony Favreau, The Favreau Group

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

CALL THE WORK SESSION TO ORDER

Mayor Bell called the meeting to order at 6:00 pm.

ROLL CALL

Ms. Egbert called roll.

WORK SESSION DISCUSSION TOPICS

1. Premier RV Resort - Water Service

Mr. Williams reiterated that it had been a long wait for water and reminded the Council of the history of Premier RV's annexation. He then introduced his engineer, Tony Favreau.

Mr. Favreau suggested boring under the wetland and placing a 4-inch line, which would connect the 12-inch city line under I-5 to a 2- or 3-inch meter connected to the RV park's existing system. The park would then have two separate systems, one for potable water and one for irrigation. No holding tanks would be used. Usage was expected to be approximately 190,000 gallons per day, thus necessitating a 4-inch pipe. No upline drop in pressure was anticipated for the City.

Mr. Harmon and Mr. Favreau discussed placement and other technical details.

Mayor Bell inquired about the timeline and cost to the City. Mr. Harmon said that while it was not known when the permits would be approved by the state, he expected to begin in July. He stated that the cost to the City should be less than \$10,000.

Ms. Heath requested that Mr. Williams provide the Council with an ask. Mr. Williams referred the Council to the written proposal submitted on January 30, 2023.

Mr. Williams wondered what he could do to facilitate a more rapid response from the state. Ms. Heath suggested that he reach out to the Regional Solutions Team.

Mayor Bell agreed to provide Mr. Williams with monthly updates and said he would be notified when the permits were approved.

2. Alley Encroachment and Vacation

Ms. Winner presented the Alley Analysis Update as a slideshow. She explained that the map of alleys was color-coded to indicate those to retain, those with the potential to vacate, and those that needed more research. There were fourteen alleys which needed to be retained and seven which could potentially be vacated.

Ms. Winner noted that Vacation was a Type II legislative land use process and must be agreed upon by all abutting properties and two-thirds of properties affected within 200 feet. She requested staff direction.

Councilor Fox asked how illegal dumping was handled. Ms. Heath said the response was complaint-driven, as Public Works did not have the resources to patrol the alleys. It was noted that Public Works was responsible for alley maintenance.

Mr. Harmon brought attention to three specific alleys, saying they served no purpose; Councilor Lehmann suggested that the triangle-shaped one on Macy be designated for storm-water management. He also proposed using TUF (Transportation Utility Fee) funds for clearing alleys.

There was prolonged discussion of the issues of encroachment, both partial and complete, in right-of-ways and easements as well as alleys.

The decision by consensus was to vacate no alleys.

Staff were requested to draft educational materials for inclusion in utility mailings, social media and the Our Town newsletter explaining property lines and the rules of alleys, right-of-ways and

easements. The materials would also cover the nuisance ordinance regarding illegal dumping and how to make a complaint.

Staff were also directed to draft a certified letter to property owners encroaching on alleys warning that the City was aware of the encroachment and outlining the City's rights to request removal of the encroaching items. The letter would note that the offending encroachment would be attached to the property's file.

The decision by consensus was to revisit the issue at the Council's next retreat.

3. Tree Fee

Ms. Heath presented, noting that the information was simply for the Council's consideration. She stated that the Tree Fee was \$2.00, with an annual revenue of approximately \$15,000, which was not sufficient to cover the cost of storm damage.

Suggested alternatives were the TUF, which would need to be amended, or the Gas Tax, which could not be amended but which was open to interpretation.

Councilor Lehman asked if there was a surplus in either of the suggested alternatives. There was no surplus in the Gas Tax and TUF was too new to ascertain an outcome.

Councilor Wells asked if the trees could be insured. Mr. Harmon explained that the City was not liable for damage to private property as long as the trees were properly maintained. He stated that the Tree Fee covered maintenance and removal.

Council Comments

Mayor Bell requested an update regarding feedback on the water rate increase. Ms. Heath said the response so far had been supportive. She said the information would be sent out again in the April utility bills.

ADJOURNMENT

Mayor Bell adjourned at 8:03 pm.

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

Nancy Bell, Mayor of Coburg

ATTEST:

Sammy L. Egbert, City Recorder