



## MINUTES

### City Council Meeting

October 8, 2024 at 6:00 P.M.

Coburg City Hall

91136 N Willamette Street

**MEMBERS PRESENT:** Mayor Bell, Claire Smith, Cathy Engebretson, John Fox, John Lehmann, Alan Wells, Jaymason Bouwman

**MEMBERS ABSENT:** none

**GUESTS/STAFF PRESENT:** Adam Hanks, City Administrator; Sammy Egbert, City Recorder; Brian Harmon, Public Works Director; Larry Larson, Coburg Police Chief; Greg Peck, Finance Director; Megan Winner, Planning Director; David "Dabeat" Nietow Wenzell, RARE Member

**RECORDED BY:** Madison Balcom, Administrative Assistant

#### CALL TO ORDER

Mayor Bell called the City Council meeting to order at 6:01pm.

#### PLEDGE OF ALLEGIANCE

Mayor Bell led the Pledge of Allegiance.

#### ROLL CALL

City Recorder, Sammy Egbert called roll. A quorum was present.

#### MAYOR COMMENTS

Mayor Bell mentioned;

- The welcoming of the new RARE member that is joining City Staff to help with Water Quality work and mandates, funded by DEQ.
- 3 City Staff are leaving; 2 Public Works (Burke Hansen and Ty Wilson), 1 Police (Jeremiah Rupe).
- Introduction of special guest Mr. Meyers, who is on the upcoming ballot for City Council.

#### AGENDA REVIEW

They added the Monthly City Administration Report as item 5, and the Police Department Quarterly Report as item 6.

#### PUBLIC COMMENT

There were no request(s) made to publically speak. There were no written statement(s) received.

## CONSENT AGENDA

1. September 10, 2024 City Council Minutes
2. September 24, 2024 City Council Special Meeting Minutes

**MOTION:** Councilor Bouwman moved, seconded by Councilor Wells to approve the Consent Agenda as presented.

*The motion passed — 6:0.*

## ORDINANCES, RESOLUTIONS AND CONTRACTS

### 3. Public Hearing | First Reading

**ORDINANCE A-100-D** AN ORDINANCE GRANTING AN ELECTRIC UTILITY FRANCHISE AND GENERAL UTILITY EASEMENT TO PACIFICORP, REPEALING ORDINANCE NO A-100-C AND PROVIDING FOR AN EFFECTIVE DATE

Mayor Bell opened the Public Hearing at 6:07pm, and held the first reading of Ordinance A-100-D.

Mr. Hanks gave a staff report on Ordinance A-100-D, explaining the details of the franchise agreement and Ordinance presented. This agreement has a franchise fee rate of 7.5% and a seven-year term.

Mr. Lehmann asked which fund the franchise fee revenues will go into. Mr. Hanks said all franchise fee revenue goes into the general fund.

Mr. Fox asked about how the fee rate is set. Mr. Hanks said the franchise fee rates can differ in other jurisdictions, and that the average or typical rate is around 5%, so this proposed rate is a little higher.

Ms. Bell closed the public hearing at 6:17pm.

**MOTION:** Councilor Engebretson moved, seconded by Councilor Fox to move Ordinance A-100-D on to the second reading on November 12, 2024 as presented.

*The motion passed — 6:0.*

### 4. Public Hearing | First Reading

**ORDINANCE A-230-A** AN ORDINANCE GRANTING A FRANCHISE TO USE RIGHTS OF WAY WITHIN THE CITY OF COBURG TO ASTOUND BROADBAND LLC REPEALING ORDINANCE A-230 AND SETTING AN EFFECTIVE DATE

Mayor Bell opened the Public Hearing at 6:18pm, and held the first reading of Ordinance A-230-A.

Mr. Hanks gave a staff report on Ordinance A-230-A, explaining the details of this franchise agreement and Ordinance presented. This one includes an annual fee increase from \$400 to \$600, new provision for an annual 3% fee increase, retention of provision to charge 5% of gross revenue within Coburg city limits, and a ten-year term.

Mr. Wells asked where geographically they use the City's right of ways. Mr. Hanks said it is in the Bottom Loop area, which is in our city limits, but that portion is maintained by the county.

Ms. Bell closed the public hearing at 6:24pm.

**MOTION:** Councilor Smith moved, seconded by Councilor Bouwman to move Ordinance A-230-A on to the second reading on November 12, 2024 as presented.

***The motion passed — 6:0.***

## **ADMINISTRATIVE INFORMATION REPORTS**

### **5. City Administration Monthly Report**

Mr. Hanks gave a quick overview and update on the Police Department and Public Works staff departures. Hanks went over how they plan to utilize the appropriations they have to meet the existing workloads and requirements in the Public Works Department with two less staff members.

Ms. Bell thanked those who are leaving for their hard work and dedication to the City thus far, and wished them well on their next adventures. Mr. Bouwman thanked them, as well as the whole Public Works Department for all they do for and around Coburg.

Mr. Hanks then moved on to the Pavilion Park update mentioned in the Administration report, the Coburg Countryman newsletter that has gone out, external funding updates on not receiving two grants the city applied for, Loop path #4 project update, and the Coburg Creek Neighborhood Pop Up Meeting that Mayor Bell and some City Staff attended, that went really well.

Mr. Fox asked about the noise complaint. Mr. Hanks and Mr. Larson explained the process they've taken to go about addressing it and what has come out of it recently.

### **6. Police Department Quarterly Report**

Mr. Larson, Coburg Police Chief, gave a quick overview of the quarterly police report, which covers the second quarter of fiscal year 2024-25. The report splits everything into 7 different categories.

Mr. Lehmann asked some questions regarding the traffic stops, citation percentage, and whether they stop more residents or non-residents, which Mr. Larson answered.

Mr. Larson mentioned the new and upcoming home security program for residents, in which they will call and make an appointment with an officer to come out and do a security check where they will go over all security components of their property.

## **COUNCIL COMMENTS | LIAISON UPDATES**

Ms. Smith gave her liaison report for the Park and Tree Committee. She mentioned that they had talked about the major maintenance activities and plan for the parks, in which a park would get a major maintenance update every 3 years, to help spread out certain projects along with time and

money used. They also talked about the volunteering process, and tried to smooth and balance out the process, making sure everyone is on the same page with the guidelines and parameters. She added that the next park work party is on October 21<sup>st</sup> at 9am at Pavilion Park.

Mr. Lehmann had a liaison report for Planning Commission. At the last meeting Planning Commission approved a sign replacement at Coburg Community Charter School. One question that was brought up is if Council had any restrictions or authority over the content on the signs. Mr. Hanks said no, they cannot regulate content.

Mayor Bell went over the meeting schedule for the rest of the month and partly into November.

**ADJOURNMENT**

Mayor Bell adjourned the meeting at 7:31 pm.

**APPROVED** by the City Council of the City of Coburg on this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Nancy Bell, Mayor of Coburg

**ATTEST:** \_\_\_\_\_  
Sammy L. Egbert, City Recorder