



## **MINUTES**

### **City Council Regular Meeting**

June 13, 2023 at 6:00 P.M.

91136 N Willamette Street

Hybrid Meeting in-person or via Zoom

**MEMBERS PRESENT:** Mayor Nancy Bell, Kyle Blain, John Lehmann, Cathy Engebretson, Alan Wells, Claire Smith

**MEMBERS ABSENT:** John Fox

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

**RECORDED BY:** Grace Jelks, Lane Council of Governments (LCOG)

### **CALL THE CITY COUNCIL MEETING TO ORDER**

Mayor Bell called the meeting to order at 6:13 pm.

### **PLEDGE OF ALLEGIANCE**

Counselor Engebretson led the Pledge.

### **ROLL CALL**

Ms. Egbert called roll. A quorum was present.

### **MAYOR COMMENTS**

The quilt blocks facing Pavilion Park are beautiful and the Arts Committee is accepting donations to assist with the cost of the display.

## **AGENDA REVIEW**

The red folder contains information on the Municipal Fundamentals training scheduled on September 1<sup>st</sup>, in Salem.

Report in the Red Folder to be added to the agenda as item 12.5 Public Art Donation/Temporary Crosswalk Art.

Correction to Agenda item 6, Resolution 2023-11 A Resolution adopting the city's budget for Fiscal Year ~~2022-23~~ should read "2023-24.

## **CITIZEN TESTIMONY**

None.

## **RESPONSE(S) BY CITY COUNCIL**

Councilor Lehmann wondered what the policy was for responding to written testimony. Mayor Bell asked for direction from Council. The decision by consensus was to make a global response about the town's water in the Our Town newsletter after consultation with Staff and an engineer.

## **CONSENT AGENDA**

1. Appoint Jeffery Milam and Terry Dawson to Budget Committee.
2. Minutes May 9, 2023 City Council.

**MOTION:** Councilor Wells moved to approve the consent Agenda as presented, reappoint Jeffrey Milam and appoint Terry Dawson to the Budget Committee, seconded by Councilor Blain.

The motion passed unanimously (5-0-0).

## **SPECIAL GUESTS**

None.

## **ORDINANCES AND RESOLUTIONS**

### **3. Public Hearing**

Mayor Bell opened the Public Hearing at 6:23 p.m.

Ms. Heath presented **Resolution 2023-08: A Resolution Declaring the City's Election to Receive State Revenues ORS 221.770**. Discussion ensued.

There was no public comment.

Mayor Bell closed the public hearing at 6:26 p.m.

**MOTION: Councilor Lehmann moved to adopt Resolution 2023-08: A Resolution Declaring the City's Election to Receive State Revenues ORS 221.770 as presented, seconded by Councilor Smith.**

**The motion passed unanimously (5-0-0).**

4. Ms. Heath presented **Resolution 2023-09: A Resolution Declaring the City's Certification of Eligibility for State Shared Revenues ORS 221.760**. Discussion ensued.

**MOTION: Councilor Engebretson moved to adopt Resolution 2023-09: A Resolution Declaring the City's Election to Receive State Revenues, seconded by Councilor Blain. The motion passed unanimously (5-0-0).**

5. Ms. Heath presented **Resolution 2023-10: A Resolution Adopting the Salary and Classification Schedule for Fiscal Year-2024**. Discussion ensued.

Member comments and questions included clarifying if the salary step matched the years of service, criteria for step increases, whether there are half-step increases after an employee reach the top step, longevity bonuses, and new hires ability to negotiate for additional steps

Ms. Heath clarified that Step 14 means the employee is at the top of the scale. This year employees are getting a COLA but no step increase. Step increases are calculated into the budget, step increases are at the supervisor's discretion and based on an evaluation, half steps are not allowed, most employees were reclassified after the most recent salary analysis, and bonuses for government employees are rare, increases and bonuses would need to align with the current budget, and new hires are given additional steps based on experience.

**MOTION: Councilor Blain moved to adopt Resolution 2023-10: A Resolution Adopting the Salary and Classification Schedule for Fiscal Year-2024, seconded by Councilor Lehmann. The motion passed unanimously (5-0-0).**

6. **Public Hearing**

Mayor Bell opened the Public Hearing at 6:41 p.m.

Ms. Heath presented **Resolution 2023-11: A Resolution Adopting the City's Budget for Fiscal Year 2023-24, Creating Appropriations, Setting the Tax, And Imposing the Tax and Categorizing the Tax.** Discussion ensued.

Member comments and questions included the Budget Committee recommendation for additional funding in the general fund, clarifying the estimated shortfall, and projections for salaries.

Mayor Bell stated that the decision to increase the general fund amount needs to be decided soon due to the increase in spending, which will outpace revenue in the upcoming years.

Ms. Heath discussed the difficulty of determining the shortfall number this soon, and salaries/services are projected at 4% growth.

There was no public comment.

Mayor Bell closed the public hearing at 6:51 p.m.

**MOTION:** Councilor Wells moved to adopt **Resolution 2023-11: A Resolution Adopting the City's Budget for Fiscal Year 2023-24, Creating Appropriations, Setting the Tax, Imposing the Tax, and Categorizing the Tax, seconded by Councilor Blain. The motion passed unanimously (5-0-0).**

7. Ms. Heath presented **Resolution 2023-12: Approving the Employment Agreement with Adam Hanks for the position of City Administrator.** Discussion ensued.

**MOTION:** Councilor Lehmann moved to adopt **Resolution 2023-12: Approving the Employment Agreement with Adam Hanks for the position of City Administrator, seconded by Councilor Engebretson. The motion passed unanimously (5-0-0).**

#### 8. **Second Reading**

Ms. Heath presented **Ordinance A-171-C: An Ordinance Amending Ordinance A-171, As Amended by A-171-A and A-171-B, An Ordinance Establishing City Park Regulations and Ordinance A-246-A: An Ordinance Amending Ordinance A-246, An Ordinance Controlling Vehicular and Pedestrian Traffic.** Discussion ensued.

Member comments and questions included clarification of the hours for camping in the park, how it will be regulated, whether the City has flexibility to allow or deny camping, does the size determine a camp designation, consideration for a separate review Citizen Discussion Group, concern for discourse in the community on these issues, appreciation for the way law enforcement has handled these issues, recourse for this Ordinance if

the community is unhappy, upcoming changes to legislation, signage, and posting frequently asked questions or newsletters.

Mayor Bell was appreciative of the City's efforts for the Ordinance, compliance with the State law, and stated this is a starting point. Community complaints regarding this Ordinance can be brought to the Mayor for review and response. Current legislation is expected to change, which may affect this Ordinance or how to proceed in the future.

Ms. Heath stated that camping is allowed through administrative order and regulated through permitting. The City has not identified a permanent alternative spot to camp. If an individual is asked to move, they have to be directed to a designated area, community input or a Citizen Discussion Group is highly advisable to help handle concerns and issues, community engagement would help counter bad information and complaints, signage has not been placed, outreach is planned for individuals identified as unhoused, and sending newsletters with updates is a possibility.

#### **COUNCIL ACTION ITEMS**

9. Ms. Heath Lane Council of Government Intergovernmental Agreements for Telecommunication and Computer Services. Discussion ensued.
- Member comments and questions included the onsite schedule for services.
- Ms. Heath clarified LCOG IT's schedule and availability.

**MOTION:** Councilor Blain moved to approve annual Intergovernmental Agreements with Lane Council of Governments for Information Systems Services and Telecommunications System Management for 2023-2024, seconded by Councilor Smith. The motion passed unanimously (5-0-0).

10. Ms. Winner presented the City of Cottage Grove Intergovernmental Agreement ADDENDUM 3 for Building Permit Program Services. Discussion ensued.
- Member comments and questions included clarification of the annual cost.
- Ms. Winner stated that the cost has gone up due to staff time and inflation, which is distributed among all the participating jurisdictions.

**MOTION:** Councilor Blain moved to approve Addendum 3 to the June 8, 2020 Intergovernmental Agreement with City of Cottage Grove for providing Building Permit Program Services to the City of Coburg, seconded by Councilor Lehmann. The motion passed unanimously (5-0-0).

11. Chief Larson presented the Lane County Sheriff's Intergovernmental Agreement for Dispatch Services. Discussion ensued.

**MOTION:** Councilor Blain moved to approve the Intergovernmental Agreements with Lane County Sheriff's Department for twenty-four hour, seven days per week police reporting, dispatch services and warrant services starting July 1, 2023 to June 30, 2026, seconded by Councilor Lehmann. The motion passed unanimously (5-0-0).

12. Mr. Harmon presented the Coburg Loop Path and Industrial Way Projects. Discussion ensued.

Member comments and questions included clarification of the donated parcel, striping and reflectors, cost estimate, project timeline, and whether the funding would expire if the project is postponed.

Mr. Harmon clarified the location of the parcel, bike path identification, decreased funding estimate of \$90,000, the project could begin in the spring,

Ms. Heath stated that a certified agency is a requirement for the project, the funding needs to be used for paving preservation or transit improvement projects, and that transit and preservation were funded separately but both are required to get the funding match.

**MOTION:** Councilor Engebretson moved to recommend that staff move forward with option 3, to complete both of the Coburg Loop Path and Coburg Industrial Way projects, as needed and described, seconded by Councilor Lehmann. The motion passed unanimously (5-0-0).

- 12.5 Mr. Harmon presented the Public Art Donation/Temporary Crosswalk Art (inserted from red folder). Discussion ensued.

Member comments and questions included the duration of the temporary paint and whether staff will assist with traffic control during the painting.

Mr. Harmon stated that he will work with the Arts Committee regarding how long the paint lasts and whether it's safe for the environment, it is meant to last for the duration of the festival, and some staff time will be invested for support during installation.

**MOTION:** Councilor Lehmann moved to approve the Temporary Crosswalk Art proposal. There was no second and the motion failed.

**MOTION:** Councilor Engebretson moved to approve the Temporary Crosswalk Art, as proposed, seconded by Councilor Blaine. The motion passed unanimously (5-0-0).

It was noted at this time that Mr. Harmon invited the Council to attend the grand opening of the Pickleball Court at Norma Pfeiffer Park on June 22, 2023.

#### **ADMINISTRATIVE INFORMATION REPORTS**

13. Ms. Heath presented the Finance Audit Committee Written Report. Discussion ensued.

Member comments and questions included clarification and updating of accounting practices.

Ms. Heath hasn't heard back from the accountant and the auditor will be available to attend a future meeting to answer Council questions.

14. Ms. Heath presented the Administration Monthly Report. Discussion ensued.

Member comments and questions included clarification of the nature of work along Willamette, whether the Van Dyne intersection is under review, design plans for Pavilion Park, and whether the plan is to lower the water level for wells after rehabilitation, phasing out all AC lines, and clarification of the hiring process and timeline for the employee that is leaving.

Mr. Hanson stated that work being done is the water main replacement and reconstruction will happen later. The design for Pavilion Park needs to include a bathroom and fountain, which are outside the scope of work by the designer. Clarification was given about the alleyway on Dixon Street, Mill Street, wells, and eliminating AC lines.

Ms. Heath clarified there is a meeting scheduled on July 12<sup>th</sup> with the City Engineer, ODOT, and others to learn about possible short-term and long-term solutions. There was a meeting with the designer on June 8<sup>th</sup> to work towards finalizing Pavilion Park. Ms. Heath is working on recruitment when the employee vacates the position.

#### **COUNCIL COMMENTS**

Councilor Engebretson will be attending the Lane Act meeting on June 14<sup>th</sup> to discuss transportation priorities. Discussion ensued.

#### **ADJOURNMENT**

Mayor Bell adjourned at 8:34 pm.

**APPROVED** by the City Council of the City of Coburg on this 8th day of August, 2023.

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Nancy Bell, Mayor of Coburg

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

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