

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: City Administration Report

Meeting Date: August 9, 2022

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The following is an overview of important activities during the month of July, general administration, and upcoming work to be done. The information in this report is compiled by the City Administrator and Department Directors.

GENERAL ADMINISTRATION

Water Project

- Well under design
- Water Rights have been successfully transferred to new well property
- Thomas Street Intertie under construction
- Reservoir Feasibility Study- In process – will be completed in September and presented at a **City Council work session on September 27th**.
- Public Works Shop is under design

Street Projects

- **McKenzie Street Rebuild** – Awarded – Contract will be in Red Folder
- **Roberts Road** – Construction in Process
- **Roberts Court** – Contract has been awarded
- **Collector Streets** – Under Design/Summer of 2023 Construction. This project will be managed by the City of Eugene, which is a certified agency. This is a requirement for funding awards. Staff will be meeting with City of Eugene in August to plan project.
- **Funding** – City Attorney, then will review Loan documents are under review with ODOT legal, prior to signature. City Administrator requested that the City be allowed to seek reimbursement for nine months prior to execution of the contract. This allows the City to seek reimbursement for the majority of the engineering for Roberts Road Design. This request was due to the amount of time it took for this loan to process after the application was submitted.

Park Projects – Grant for Pavilion Park has been awarded to the City of Coburg. Total for grant is approximately \$750,000, with approximately \$270,000 provided as match for the property donated by the Shepard Family. This leaves approximately \$480,000 to be expended and reimbursed for the park. **See attached award list to see what other projects will be funded.**

COOP (Continuation of Operations Plan) – Supervisors have completed their section of the COOP, which includes the priority duties of the supervisors, short-term interim plan, long-term interim plan, and full replacement of position. Additionally, the COOP will include emergency contacts for contractors for the operations of each department. It is anticipated that this will be presented in September or October to City Council for review and adoption.

MPO Funding – The City applied for approximately 1.2 million dollars in transportation funding which included additional funding for the Coburg Loop Path (Industrial way), the feasibility study for an east-west bypass road, and preservation funds for Coburg Industrial North. All three projects have been funded preliminarily but still will need the confirmation of the Metropolitan Planning Committee. The City agreed to push the feasibility study out to 2026 in order for all projects to be funded. The project funding will be confirmed by the MPC in the coming months.

Lane County DA - Coburg has received notice from Patty Perlow, Lane County District Attorney, that the caseload for the DA's office is unmanageable at this time due to capacity issues. Therefore, they will not be taking on some Class C felony violations or misdemeanor crimes. Coburg Police will need to decide if they wish to increase the amount of cases prosecuted through the Coburg Municipal Court. **See attached letter from Patty Perlow.** Chief Larson believes that Coburg can absorb the majority of these cases.

Welcome to Dax Wilson – Dax joins the Public Works Team. Dax has been serving as a temporary for public works for several months. He recently applied for the open position and was hired. We look forward to having him on our Public Works Team

Upcoming Meetings

Planning Commission	8/17
City Council	9/13

DEPARTMENTS AND OPERATIONS

City Recorder | Utility Billing | Office Administration - Prepared by Sammy Egbert

City Recorder

- June 12th to August 9th managed three Public Meetings. All Public meeting are noticed, electronic and paper retention completed, minutes drafted, signed and recorded.
- Completed 8 lien searches.
- Recruitment for internal posting and posted request for proposal for Five Year Farm Lease and two pavement repair projects.
- Elections – Measure for 2022 Charter, measure for Psilocybin temporary ban and three Council and Mayor Election.

Utility Billing

- July Utility bills covering 6/11 to 7/12
- Billed Water \$71,000 | Sewer \$70,000 | TUF \$12,000
- Cash Receipts or Payments Received \$155,500
- Past dues charged 70
- Active Payment Plans 2
- Change is service 3
- Twenty-three customers will be receiving Utility Billing Limited Income Assistance for 2022-23. Customers have been notified if they qualified or not and the accounts were updated in utility billing. The 2022-23 rates will be reflected on the bill that goes out August 10th.
- Training with Finance Director on Utility Billing to line it up with the Finance Director Job Description and remove the management and oversight from the City Recorder.

Administration front Office

- July 12 to August 9
 - 7 park reservation
 - 5 Special events held
 - 8 IOOF reserved
- Noxious vegetation enforcement on 5 properties

Finance

- See Finance Report under separate tab.

Planning – Prepared by Megan Winner

- SR 01-22 & CUP 01-22: Application for site review and conditional use permit for restaurant and brewery at 91032 S Willamette (old Primrose Lane Antique) deemed incomplete, additional information on wastewater pretreatment and other details requested but not yet received;
- SR 02-22: Application for site design review for an industrial park at 90950 Roberts Rd was approved by Planning Commission at July 20th meeting;
- SUB 02-20: Construction continues. Building permit applications for two homes submitted in July;
- PA 01-22: Planning Commission unanimously recommended approval of proposed Zoning Code amendments including the Central Business District form-based code

overlay, formula businesses (aka chain stores) restrictions in the Central Business District, and other housekeeping items, to City Council. Council held public hearing and first reading of Ordinance A-200-L at July 26 special meeting and gave staff direction to prepare language for a formula business conditional use permit and process. Council will hear this item again on August 9th;

- 12 Structural/Plumbing/Mechanical/Electrical Permits issued in July;
- Attended regional transportation meetings to formulate recommendation to MPO for 2024-2027 funding package. Coburg projects include three projects: additional funding for the Coburg Loop Path, pavement preservation on N Coburg Industrial Way and a feasibility study for an east/west freight/commuter connector;
- Heritage Committee is sponsoring a wood window demonstration booth from Willamette Window Restoration at the Antique Fair.

Main Streets and Economic Development – Prepared by Tracey Pugh

- Distributed Coburg Business Map/Directory to Travel Lane County and Coburg businesses
- Working on Wayfinding Signage for downtown Coburg
- Working on City of Coburg website - updating information, fixing broken links
- Redesigning Chamber website for Coburg Main Street
- Coordinating vendors for Coburg Market on Thursdays (July 21-August 25)
- Coordinated/attended monthly meeting with Main Street Executive Committee
- Coordinated/attended monthly Coburg Main Street committee meeting
- Assisting Coburg Antique Fair Director
- Participated in Oregon Main Street Leadership Training: Boosting Your Preservation Skills
- Participating in weekly Oregon Main Street zoom meetings

Public Works – Prepared by Brian Harmon

- **Streets and ROW.**
 - **Street**
 - **Repairs & Projects**
 - Roberts Rd Paving Project is done and working on punch list
 - Pot hole repairs
 - **Mowing**
 - Right of Way mowing
 - Contractor mowed all bio swales, pasture on Stallings, and Treatment Plant

Water Utility

- **Callouts**
 - Booster Station called out for power outage
- **New Services & Meter Chang outs**
 - Two new meters installed and one old meter replaced

- **Sewer Utility**
 - **Collections**
 - **Inspections**
 - 11
 - **Callouts**
 - 13
 - **Treatment Plant**
 - **Callouts**
 - One power outage and one blower low air flow
 - **Projects**
 - Continuing the Tree Planting Project at the Treatment Plant and many hours watering the trees already planted.
- **Parks Dept**
 - **Parks and Tree Committee**
 - Work Party worked at Pavilion Park and Norma Pfieffer Park
 - **Park Maintenance**
 - Removed old urinal and installed a waterless unit in men's restroom at City Restrooms at Norma Pfieffer Park.
- **Misc.**
- - **Locates** 15
 - **Work Orders** 75
- **Training**
 - Flagger Certification Class for all Public Works Team members
- **Events**
 - Public Works worked very hard on cleaning up the Parks and Streets for all upcoming events that will occur throughout the summer.

Municipal Court - Prepared by Mandy Balcom

- **July 2022 Activity Measures:**
 - **Citations (Crimes and Violations)**
 - New Citations for July 12, 2022 Court Date: 37
 - **July 2022 Receipts Including Collections,**
 - **Total Fines:** \$11,751.29 (total monies taken in for the month, nothing deducted), *compared to \$10,129.56 in July of 2021*
 - **Net Fines:** \$ 8,790.50 (City share only, NOT including collections), *compared to \$5,612.00 in July of 2021*

○ **July 2022 Professional Credit Service Collections:**

- **Total Collection Revenue:** \$ 2,960.79
compared to \$4,517.56 in July of 2021
- **Turned over to collection:** \$ 10,807.00
compared to \$ 12,020.00 in July of 2021

Comparisons should only be considered when viewing the year-to-date amounts as court dates are not consistently held on the same dates each month, nor is there consistent cases presented to the court.

Other Information:

- **Upcoming Court Dates: August 2, 2022, Regular Court Session
September 14, 2022, Regular Court Session
September, 20, 2022, Jury Trial**

Police Department – Prepared by Chief Larry Larson

- Officer investigated an electronic theft of \$18,000.
- Officers investigated a suicidal runaway juvenile.
- Officer investigated a criminal mischief 2.
- Officer investigated a stolen battery and stove from Camping World.
- Officer received found credit cards.
- Officer arrested a male for a felony weapons offense warrant.
- Officer investigated a vehicle crash into a fuel pump.
- Officer investigated a burglary at a business where the unknown suspects stole property.
- Officer conducted a death investigation.
- Officer completed ODOT commercial truck inspections.
- Officers investigated and arrested a suspect for violation a stalking order.
- Officer arrested a suspect on felony and misdemeanor warrants.
- Officer investigated a stolen car, missing person and interfering with making a 911 call.
- Officers provided VIN inspections to local business.
- Officer investigated a hit and run with property damage.
- Officer arrest a male for alcohol DUII.
- Officer was involved in a pursuit with a motorcycle; officer terminated pursuit due to speed.
- Officer located a stolen vehicle and returned it to the owner.
- Officer investigated a motor vehicle crash involving a pedestrian.
- Officer investigated an attempted theft of a racing trailer; no suspect information at this time.
- Officer investigated theft of bicycles.

- Officer took a report of a missing person; the person was later located.
- Officers completed a death investigation.
- Officer arrested a female for a misdemeanor.
- Officer assisted a stranded motorist with the CHETT program.
- Officers cited two drivers for criminal driving while suspended.
- Officer investigated a hit and run; officer later facilitated a civil compromise.
- Officer arrested a male on a felony warrant and violating a no contact order.
- Officer investigated a domestic assault and strangulation; the officer sought a warrant.
- Officer provided transportation for a citizen to the hospital.
- Officers investigated several disputes.
- Officers arrested a male for strangulation.
- Officer took a report of a sexual assault.
- Officers assisted with several traffic hazards.
- Officer investigated a suspect for failing to report as a sex offender.
- Officer attended a victim interview at Kids' First.
- Officer cited a citizen for a vicious dog.
- Officer spoke to a resident about a city ordinance violation.
- Officers investigated unlawfully parked vehicles.
- Officers investigated a physical harassment and disorderly conduct.
- Officer served several subpoenas for a felony case.
- Officers assisted Harrisburg for their 4th of July events.
- Officers assisted Coburg Fire with a male who was unconscious at the Truck N' Travel.
- Officers conducted safety patrols and were present for the beer garden during Coburg Days.
- Officer investigated a non-injury motor vehicle crash.
- Officer conducted compliance checks with city ordinance violations.
- Officers worked bailiff duties at the Coburg Municipal Court.
- Officers worked bailiff duties at the Harrisburg Municipal Court.

Upcoming Events:

Harrisburg National Night Out Tuesday August 2nd

Harrisburg Harvest Festival Friday and Saturday August 5th and 6th

Coburg Car Classic Saturday August 6th

Coburg Antique Fair September 11th

ATTACHED

At the 2021 City Council retreat the City Council discussed ways to better connect with Planning Commission and City Committees. Council requested staff provide the minutes from all public meetings in the monthly City Council packets.

- A. 7/13/2022 Heritage Committee Minutes
- B. 7/19/2022 Park Tree Committee Minutes
- C. 7/20/2022 Planning Commission Minutes

- D. Police - Letter from Lane County District Attorney
- E. Police – Letter from US Marshals