



MINUTES

Coburg City Council Meeting **Hybrid Meeting In-Person & via Zoom**

March 8, 2022 7:00 P.M.

City Hall 91136 N Willamette Street

COUNCILORS PRESENT: Mayor Ray Smith, Markus Alexander, Nancy Bell, Kyle Blain, John Fox, John Lehmann, Patty McConnell.

STAFF PRESENT: Sammy Egbert, City Recorder; Anne Heath, City Administrator; Megan Winner, Planning Associate; Anne Davies, City Attorney; Tim Gaines, Finance Director; Brian Harmon, Public Works Director and Chief Larry Larson, Police.

GUESTS: Cedric Ross Hayden, Oregon House of Representatives (District 7).

RECORDED BY: Marlene Hockema, LCOG.

CALL TO ORDER

Mayor Smith called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

Councilor Blain led the pledge of allegiance.

ROLL CALL

Ms. Egbert took roll and a quorum was present.

MAYOR COMMENTS

1. Arbor Day Proclamation

Mayor Smith read the Arbor Day Proclamation declaring April 29, 2022 Coburg Arbor Day.

2. Child Abuse Prevention Proclamation

Mayor Smith read the Child Abuse Prevention Proclamation proclaiming April 2022 Coburg Child Abuse Prevention Month.

AGENDA REVIEW

City Recorder Sammy Egbert identified changes to the agenda and packets.

- Added a handout of Coburg Pavilion Park Conceptual Site Plan by Cameron McCarthy to be included with agenda item # 6, Resolution 2022-07 discussion.
- Added a handout of City Hall Façade Enhancement by MD Architect + Design, co. to be included with agenda item #10 Administration Report.

CITIZEN TESTIMONY

None.

RESPONSE(S) BY CITY COUNCIL

None.

CONSENT AGENDA

None.

SPECIAL GUEST

3. Park Tree Committee Annual Presentation by Chair, Mary Mosier

Ms. Mosier was not in attendance of the meeting but had submitted a written report which was included in the Council's meeting packets.

ORDINANCES AND RESOLUTIONS

4. First Reading

ORDINANCE **A-200-J** AN ORDINANCE ANNEXING TERRITORY TO THE CITY OF COBURG IDENTIFIED AS TAX LOT 00202 OF ASSESSORS MAP 16-03-34-00 AND CONSISTING OF 107.43 ACRES, TO CHANGE THE COBURG ZONING MAP TO REZONE SAID TERRITORY FROM LANE COUNTY ZONING DISTRICT EXCLUSIVE FARM USE (E-40) TO COBURG ZONING DISTRICT LIGHT INDUSTRIAL.

Attorney Gary Darnielle provided a staff report on purposed Ordinance **A-200-J**.

He noted that at the February City Council meeting and public hearing on Ordinance A-200-J a substantial amount of information was placed into the record by the applicant. The opponents and others did have the opportunity to comment on the new information but there was a large amount of information to process. The City received a letter from an attorney asking that the record be reopened to allow people in opposition to respond to the new information presented in February.

To err on the side of extreme caution staff's recommendation is to reopen the record for 10 days to submit additional written testimony. No new evidence will be allowed at this time. All parties will have one week from March 18, 2022 to address or rebut the information received. The applicant will have one week from April 1, 2022 to provide the final written rebuttal. The record will close to all parties on April 1, 2022. The Council will make a decision at the April 12, 2022 meeting. Mr. Darnielle noted that all items received

while the record is open will be available at City Hall and be placed on the City website.

MOTION: Councilor Blain moved, seconded by Councilor Fox to reopen the record for 10 days, until 4:00 p.m. on **March 18, 2022**, to submit additional written testimony in response to new evidence introduced into the record at the February 22, 2022 hearing. All parties will have one week, until **March 25, 2022**, to address and rebut any new information placed into the record in the 10 days following the March 8 Council meeting. This written testimony is limited to that which is responsive to the new evidence introduced during the 10-day period. Applicant will have one week, until **April 1, 2022**, to provide written rebuttal. No new evidence will be introduced during this period. Record will close to all parties including the applicant **April 1, 2022**, at 4PM. The motion was adopted unanimously 6:0.

5. RESOLUTION 2022-06 A RESOLUTION AUTHORIZING GRANT FUNDING APPLICATION TO THE STATE HISTORIC PRESERVATION OFFICE (SHPO) FOR THE OREGON MAIN STREET REVITALIZATION GRANT PROGRAM.

The staff presented a recommendation to approve Resolution **2022-06**, a resolution authorizing the application to the State Historic Preservation Office (SHPO) for Oregon Main Street Revitalization Grant for an amount up to \$200,000.

Tracey Pugh stated the State Historic Preservation Office (SHPO) offered matching grants that would support downtown revitalization efforts in communities participating in the Oregon Main Street Network. The purpose of the program would be to acquire, rehabilitate, and construct buildings on properties in designated downtown areas statewide and facilitate community revitalization that would lead to private investment, job creation or retention, establishing or expanding viable businesses, or creating a stronger tax base.

Councilor Alexander asked if it was taken into account that the City doesn't technically own Main Street. Tracey responded that the \$200,000 will be going to the Oddfellows Hall renovation.

Councilor Alexander asked if the City would be spending \$200,000 to fix up a building and not own it. Mayor Smith stated that the City would not be spending \$200,000 on the Oddfellows Hall. He said that this was a grant that would be managed through the City right now.

Councilor Alexander asked if the Odd Fellows decided the sell the building will City recover anything? He noted that he did not consider the building an asset.

MOTION: Councilor Bell moved, seconded by Councilor Blain, to adopt **RESOLUTION 2022-06, A RESOLUTION AUTHORIZING THE APPLICATION TO THE STATE HISTORIC PRESERVATION OFFICE (SHPO) FOR THE OREGON MAIN STREET REVITALIZATION GRANT FOR AN AMOUNT UP TO \$200,000.** The motion was adopted unanimously 6:0

6. RESOLUTION 2022-07 A RESOLUTION AUTHORIZING GRANT FUNDING APPLICATION FOR A LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT FOR THE DEVELOPMENT OF A PLAZA AT PAVILION PARK AND DELEGATING AUTHORITY FOR THE CITY ADMINISTRATOR TO SIGN THE APPLICATION.

Brian Harmon presented the staff report. He referred to the Coburg Pavilion Park Conceptual Site Plan by Cameron McCarthy. He is asking for approval to submit the grant application to Oregon Parks and Recreation Department for an amount up to \$750,000.

Mayor Smith asked if the renderings submitted would be flexible to which Mr. Harmon responded that the final design wouldn't be done until grant has been awarded. He said that the Parks and Tree committee have put a lot of work on this concept.

MOTION: Councilor Blain moved, seconded by Councilor Fox to adopt RESOLUTION 2022-07 A RESOLUTION AUTHORIZING GRANT FUNDING APPLICATION FOR A LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT FOR THE DEVELOPMENT OF A PLAZA AT PAVILION PARK AND DELEGATING AUTHORITY FOR THE CITY ADMINISTRATOR TO SIGN THE APPLICATION. The motion was adopted unanimously 6:0.

7. RESOLUTION 2022-08 A RESOLUTION AUTHORIZING GRANT FUNDING APPLICATION TO THE OREGON STATE HOMELAND SECURITY GRANT PROGRAM THROUGH THE OREGON MILITARY DEPARTMENT OFFICE OF EMERGENCY MANAGEMENT.

Jim Bell presented the staff report for Resolution 2022-08 authorizing the application to the Oregon Military Department Office of Emergency Management State Homeland Security Grant in an amount not to exceed \$150,000.

Jim Bell presented the background for the resolution stating emergency preparation of the City of Coburg and its residents should be a priority. He asked that the City has participated in local and regional planning for emergencies such as natural disasters, chemical spills, and or domestic terrorism. Through these discussions a list of priority needs had been identified as:

- Communications equipment
- Emergency fuel storage
- Emergency preparedness training
- Public information outreach

MOTION: Councilor Bell moved, seconded by Councilor Fox to adopt Resolution 2022-08 A RESOLUTION AUTHORIZING GRANT FUNDING APPLICATION TO THE OREGON STATE HOMELAND SECURITY GRANT PROGRAM THROUGH THE OREGON MILITARY DEPARTMENT OFFICE OF EMERGENCY MANAGEMENT IN AMOUNT NOT TO EXCEED \$150,000. The motion was adopted unanimously 6:0.

COUNCIL ACTION ITEMS

8. Budget Officer Appointment 2022-23

Ms. Heath nominated Tim Gaines, Finance Director, as Budget Officer for the FY2022-23.

MOTION: Councilor Blain moved, seconded by Councilor Bell appointment of Tim Gaines as Budget Officer for FY 2022-23. The motion was adopted unanimously 6:0.

ADMINISTRATIVE INFORMATION REPORTS

9. Finance Monthly Report

Mr. Gaines presented a written report and clarified any questions.

10. Administration Monthly Update

Ms. Heath presented a written report and addressed preliminary costs noting that fuel will be significantly higher than projected. When questioned as to whether the façade on city hall would be natural wood Mayor Smith said he would like to see that; additionally, he stated his concern whether the awning would obstruct the south driveway.

UPCOMING AGENDA ITEMS

- City Charter Discussion
- 2022-2023 Goals and Work Plan

FUTURE MEETINGS

- March 15 Heritage Committee
- March 16 Park Tree Committee
- March 17 Code Review Ad-Hoc
- March 29 Council Work Session
- April 12 City Council

ADJOURNMENT

Hearing no further discussion, Mayor Smith adjourned the meeting at 8:07 p.m.

APPROVED by the Coburg City Council on this xx day of xx 2022.

Ray Smith, Mayor of Coburg

ATTEST: Sammy L. Egbert, City Recorder