

# COBURG CITY COUNCIL MONTHLY REPORTS

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## TOPIC: City Administration Report

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Meeting Date: March 8, 2022  
Staff Contact: Anne Heath, City Administrator  
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The following is an overview of important activities during the month of February, general administration, and upcoming work to be done. The information in this report is compiled by the City Administrator and Department Directors.

### GENERAL ADMINISTRATION

#### Document Attachments to the City Administrator's report

Per City Council request, information provided to the City Council outside of the regular City Council packet should be attached to the City Administrators report. Therefore, there are attachments to this report that the City Council received during the month of February.

#### **Water Project**

- Well under design
- I-5 Bore hookup to west-side water infrastructure under construction
- Mainline replacement – Coleman Street completed.
- Water Team Meeting – Scheduled for March 4, 2022
- Public Works Shop is under design

#### **Street Projects**

- **McKenzie Street Rebuild** – Under design/Summer of 2022 Construction
- **Roberts Road** – Under Design/Summer of 2022 Construction
- **Collector Streets** – Under Design/Summer of 2023 Construction
- **Funding options** – City Staff is working with possible funders to decide which is the best fit for the City. Funding applications would be filed in order to begin some construction work in the late summer, 2022.
- **Coleman Street** – Street reconstruction to subdivision in process

#### **Park Project**

- Designer is preparing a final draft design to be reviewed by Park|Tree Committee in February. The goal is to have a preliminary design prepared to submit with a park grant on April 1, 2021.

**Land Swap** – City has signed agreement and forwarded to the other party for signature. A lot line adjustment application is in process and will be submitted through Coburg Planning and then on to the County.

**Residential UGB** – The City has provided the developer information on applying for an adjustment to the UGB for a goal 12 exception. This would allow for a road to be built to the north of the subdivision and out to Willamette street access in order to provide for an alternative and additional access to the subdivision.

**City Hall Repairs, Paint and Façade Design** – All final repairs and paint are completed. The Façade design is in the works.

**Planning Fees** – The City staff are in the process of reviewing our planning use fees in light of the increase in the cost of materials and services. This includes the fees that we pay to the City of Cottage Grove for our inspections. It is anticipated that the staff will recommend a 3-4% increase in building permit fees beginning July 1. Faye Stewart, Building Official who represents Coburg through our contract with Cottage Grove will address the Council at their May meeting to talk about how the building program is operating.

**Harrisburg Police Contract** - The City staff are in the process of providing Harrisburg updated costs for maintaining the police contract. This includes the increase in Police salaries in Coburg which will be a substantial increase in the hourly fee we charge Harrisburg. The City of Coburg must recover the costs of operating within Harrisburg. The contract with Harrisburg ends on June 30, 2022 and will need to be renewed prior to that point to continue police services in Harrisburg.

**City Lawsuit** – The City continues to be participant in a lawsuit that went to trial in the week of March 1. Brian Harmon and Sammy Egbert were both called to testify in this trial. This is a result of a fall in the County right-of-way on Pearl street in the summer of 2017. As of the writing of this report, the trial was continuing. The City is being represented by our legal through CIS.

**Council Goals and Work Plan** – Council will receive a packet of Goals and Priorities for the Departments of the City on March 4<sup>th</sup>. A Council Work Session is planned for March 29<sup>th</sup> at 6:00 p.m. to discuss the work plan goals for 2022. Staff directors will be present at this work session to answer questions. Dinner will be provided.

**Budget Calendar** – The Budget Calendar has been set and is attached to this report.

**Upcoming Meetings**

Heritage Committee	3/9
Park Tree Committee	3/15
Planning Commission	3/16

Code Review	3/17
City Council Work Session	3/29
City Council	4/12

## **DEPARTMENTS AND OPERATIONS**

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

#### **City Recorder**

- February 8<sup>th</sup> to March 8<sup>th</sup> the City held six **Public Meetings**. All Public meetings are noticed, electronic and paper retention completed, minutes drafted, signed and recorded.
- Quasi-Judicial public hearing on February 22, 2022. Prepared legal notices and facilitated hybrid meeting to meet all public meeting legal requirements.
- Recruitment for Budget Committee, and Finance Audit Committee. These vacancies continue to be posted in Our Town, on Facebook, and at Dari Mart.
- Completed 4 lien searches for properties in the City limits that are selling or refinancing loans.
- Preparing for City Council Work Session scheduled and packet material for March 29, 2022.
- Finished pulling documents for CIS representative and appeared in Circuit Court on March 24<sup>th</sup>, 2022.
- Assisted Chief Larson with the process and staff report to surplus vehicles.
- Participated in regional election training with Lane County Elections and 12 other City Records from Lane and Douglas County. General elections will be November 8, 2022, Coburg will have Mayor and three Councilors on the ballot. I am preparing the election packets and they will be available the end of May. First day to file is June 1, 2022.

#### **Utility Billing**

- January | February Utility month end covering 1/10 to 2/11.
  - Billed Water \$55,000 | Sewer \$69,700 | TUF \$12,500
  - Payments Received \$147,000
  - 73 past dues charged
  - 2 Active payment plans
  - 2 Change in services

Working in Springbrook to identify an issue with the meter reads on the commercial accounts. Billings are going out correct but require manual adjustments.

#### **Administration front Office**

- Ordered some new Historical photos for the front office and City Council Chambers. Check out the new photos on our Booth Kelly Mill wall in front office. Also, former Mayor Jim Broughton riding his penny-farthing bike that he donated to the City in the Council Chambers.

## **Finance**

- See Finance Report under separate tab.

## **Planning – Prepared by Megan Winner**

- ANX 01-20 & ZC 01-20: Joint work session with Planning Commission and City Council and special meeting held on February 22nd. Second reading of ordinance scheduled for March 8th regular meeting;
- SUB 02-20: Driveway approaches are the next construction stage;
- Central Business District form-based code project with Urban Collaborative LLC. is underway. Second draft of the regulating plan will be reviewed by the Code Review Ad Hoc Committee on March 17th;
- Two Structural/Plumbing/Mechanical/Electrical Permits issued in February;
- Serenity Lane constructing a meditation yurt as approved during the master plan process;
- Construction on the Bike Hub is nearing completion. Signage and finishing touches remain. Grand opening celebration with Lane County, LCOG, GEARs and other partner organizations scheduled for spring;
- Planning Commission training on traffic analyses scheduled for March meeting;
- Heritage Committee planning Historic Art Contest to celebrate Preservation Month in May. The selected theme for this year is Historic Homes and Gardens. Call for entries has been released with a deadline to register by April 1;

## **Main Streets and Economic Development – Prepared by Tracey Pugh**

- Compiling articles and working on Our Town newsletter for March/April 2022
- Coordinated and attended monthly Coburg Main Street committee meeting
- Established Executive Committee for Main Street nonprofit organization
- Working on Main Street grant for IOOF building
- Met with Connector-Innovator of Coburg United Methodist Church
- Attended Oregon Main Street Board Institute
- Attended RAIN's Entrepreneur Meet Up in Coburg
- Working on Concerts in the Park and Farmers Market for July/August
- Participate in weekly Oregon Main Street zoom meetings

## **Public Works – Prepared by Brian Harmon**

- **Streets and ROW.**
  - **Street**
  - **ROW**
    - Started mowing the Right of Ways
    - Added round rock to new sidewalk on Van Duyn

- **Potholes**
  - Repairs several potholes around the City

## **Water Utility**

- **Repairs**
  - **Leaks**
    - Repaired a 6" AC line on N Coleman
    - Repaired a 2" mainline at PVE
  - **Maintenance**
    - Started exercising valves on Skinner
  - **Projects**
    - New 8" water main has been completed and switched over from old 6" AC on N Coleman. This is part of the developers deal for the new subdivision Coburg Creek. This project included new services to the meters, new boxes, and one new fire hydrant.
      - During the tie-in phase we were able to prepare for the future project coming up N Coleman by adding a 12"x12x8"x8" cross and valves. This was funded by the Water Replacement Project.
    - One new water service at Pavilion Park

- **Sewer Utility**

- **Collections**
  - **New Service Install**
    - 1
  - **Inspections**
    - 5
  - **Callouts**
    - 3
  - **Tank Pumping**
    - 5
- **Plant Repairs & Major Maintenance**

- We had a filamentous outbreak at the treatment plant. We were able to get this under control by wasting more of the Mixed Liquor and using a homemade screen to scrap foam off the top of the aeration basin (this is where the majority of the filamentous bacteria lives). This really hasn't caused to much of an issue because we caught it early.

- **Parks Dept**

- **Parks and Tree Committee**
  - Working on a Plaza Concept with landscaping design engineers at Pavilion Park Project.

- Focused work on annual report to City Council
  - **Park Maintenance**
    - Working on finishing the Bike Hub
- **Misc.**
  - **Locates** 20
  - **Work Orders** 58

### Municipal Court

- **February 2022 Activity Measures:**
  - **Citations (Crimes and Violations)**
    - New Citations for February 15, 2022 Court Date: 39
  - **February 2022 Receipts Including Collections,**
    - **Total Fines:** \$15,542.20 (total monies taken in for the month, nothing deducted), *compared to \$ 13,817.24 in February of 2021*
    - **Net Fines:** \$ 14,946.00 (City share only, NOT including collections), *compared to \$10,607.00 in February of 2021*
  - **February 2022 Professional Credit Service Collections:**
    - **Total Collection Revenue:** \$ 596.20 *compared to \$3,210.24 in February of 2021*
    - **Turned over to collection:** \$ 8,090.00 *compared to \$2,022.95 in February 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 Date: March 1, 2022 Regular Court Session**

### Police Department

- Officers investigated a gunshot wound to the head; determined to be a suicide
- Officers completed their LEDS certification
- Officers completed several truck inspections
- Officers took a hit and run report at Chiefs
- Officers completed firearms qualifications on handgun, shotgun and patrol rifle
- Officers arrested a suspect who drove a vehicle through the park causing extensive damage
- Officers worked bailiff duties at Harrisburg Municipal Court
- Officers received training on new legislative updates

- Officers investigated four DHS referrals regarding possible child abuse
- Officers used CHETT fund to buy fuel for a homeless couple
- Officers investigated a motor vehicle crash on Coburg Road at McKenzie View
- Officers issued a citation in lieu of custody to a male who was misdemeanor suspended
- Officer took a report for found property found at the Truck N Travel
- Officers arrested a subject on two outstanding warrants
- Officers completed truck inspector training for the ODOT
- Officers work bailiff duties at Coburg Municipal Court
- Officers investigated a motor vehicle crash at Pearl and Industrial Way
- Officers investigated fake money at a local business
- Officers investigated a DHS referral regarding a mother driving intoxicated with children in the vehicle
- Officers gave a homeless man a ride to Greyhound so he could be reunited with family in Reno

**Upcoming Events:**

- Officers will be attending the range for firearms qualification
- Officers will attend training for defensive tactics/de-escalation
- Officers will be working the ODOT speed grant on 3/22

**ATTACHED**

At the 2021 City Council retreat the City Council discussed ways to better connect with City Committees and the Planning Commission. Council decided it would be helpful to stay updated monthly on what each committee is working on. They requested that staff provide the minutes from all public meetings in the monthly City Council packets.

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|--------------|-------------------------|
| A. 1/26/2022 | Finance Audit Committee |
| B. 2/8/2022  | Urban Renewal Agency    |
| C. 2/9/2022  | Heritage Committee      |
| D. 2/15/2022 | Park Tree Committee     |