



## **MINUTES**

**Coburg City Council Meeting**  
December 13th at 6:00 P.M.  
91136 N Willamette Street  
Hybrid Meeting in-person or via Zoom

**MEMBERS PRESENT:** Acting Mayor Nancy Bell, John Fox, John Lehmann, Patty McConnell

**MEMBERS ABSENT:** Kyle Blain, Mark Alexander

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

**GUESTS:** Cathy Engebretson

**RECORDED BY:** Angela Kern, Lane Council of Governments (LCOG)

### **CALL TO ORDER**

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

### **PLEDGE OF ALLEGIANCE**

Acting Mayor Bell led the Pledge of Allegiance.

### **ROLL CALL**

Ms. Egbert called roll. A quorum of three was present.

### **MAYOR COMMENTS**

Acting Mayor Bell dedicated the Council Chambers to Mayor Ray Smith in a moving speech, followed by a 10-minute recess.

City Council reconvened at 6:20 pm.

## AGENDA REVIEW

Ms. Egbert noted that there were changes to the Agenda in the Council's red folders:

- Agenda Item #2, Revised findings for Ordinances A-199-I & A-200-M
- Resolution 2022-29, Canvassing of the 2022 elections
- Small changes to Agenda Item #5, Exhibit A
- Additions to Agenda Item #7 and sample Motion for consideration

She noted that page numbers had been provided.

## CITIZEN TESTIMONY

None

## RESPONSE(S) BY CITY COUNCIL

None

## CONSENT AGENDA

1. Minutes: November 8, 2022 City Council

**MOTION:** Councilor Fox moved to accept the November 8, 2022 Minutes as presented, seconded by Councilor McConnell. The motion passed unanimously -- 3:0:0.

## SPECIAL GUEST

Finance Audit Committee - Cathy Engebretson

Ms. Engebretson presented, giving a brief overview of the Committee's activities.

- At the April meeting, an external auditor answered questions. The Committee recommended that the City Council re-approve the auditor's contract.
- In November, the Committee met with the City Administrator Anne Heath. They discussed the Finance Director's resignation. Ms. Heath explained that she had redistributed the accounting duties, maintaining segregation. Ms. Engebretson also noted that the third party CPA had retired. She closed by saying the Committee had reviewed sample language for the Fiscal Policies and Procedures document.

Acting Mayor Bell asked if the Committee had a hiring recommendation for the CPA position. Ms. Engebretson said not at this time. After discussion, it was decided that the topic would be considered at the Council Retreat.

## ORDINANCES AND RESOLUTIONS

2. Public Hearing | First Readings

ORDINANCE A-199-I: AN ORDINANCE AMENDING THE COBURG COMPREHENSIVE PLAN MAP

ORDINANCE A-200-M: AN ORDINANCE AMENDING THE COBURG OFFICIAL ZONING MAP

Acting Mayor Bell opened the Public Hearing at 6:35 pm.

Megan Winner presented. She stated that the first change was to add the Downtown District overlay that was adopted by Council on September 27, 2022. The second change was to remove a strip of Parks, Rec and Open Space (PRO) zoning from three parcels near City Hall (Attachment A), believed by Staff to be incorrectly labeled. Ms. Winner cited Map 8 of the 1980 Comprehensive Plan, where the lots were zoned both PRO and Central Business District.

Councilor Lehmann asked about the location and whether the property owners had been notified. Ms. Winner stated that they had.

Acting Mayor Bell closed the Public Hearing at 6:47 pm. The second reading of both Ordinances will be held at the January 10, 2022 City Council Meeting.

### 3. RESOLUTION 2022-29: A RESOLUTION ACCEPTING THE RESULTS OF THE NOVEMBER 8, 2022, GENERAL ELECTION

Ms. Egbert pointed out that state law required canvassing of the votes within 40 days of the election. City Ordinance A-75 required that the Mayor proclaim the adopted measures. She said the Resolution 2022-29 covered both.

**MOTION:** Councilor Fox moved to adopt Resolution 2022-29, A resolution accepting the results of the November 8th, 2022 General Election, seconded by Councilor McConnell. The motion passed unanimously -- 3:0:0.

### 4. RESOLUTION 2022-30: A RESOLUTION DECLARING THE PROPERTY LISTED BELOW AS SURPLUS AND ALLOWING DISPOSAL IN ACCORDANCE WITH SURPLUS REQUIREMENTS IN ORDINANCE A-91-C

Chief of Police Larson asked that the Council approve the Resolution, giving the police department permission to sell a vehicle for salvage.

**MOTION:** Councilor Lehmann moved to adopt, Resolution 2022-30, declaring the property listed below as surplus and allowing disposal in accordance with surplus requirements in Ordinance A-91-C seconded by Councilor McConnell . The motion passed unanimously -- 3:0:0.

Chief Larson announced that the department had received a long-awaited new vehicle.

## COUNCIL ACTION ITEMS

### 5. Emerald Excavation Inc. Contract for Well Project

Mr. Harmon presented, explaining that the contract was for prep work on the pad and service road for the third well project on Stallings Lane.

**MOTION:** Councilor McConnell moved to approve the Construction contract with Emerald Excavation Inc. for the construction of the service road and pad as part of the production well project, seconded by Councilor Fox. The motion passed unanimously -- 3:0:0.

#### 6. Oregon Mayors Association (OMA) Homeless Response Expenditures

Ms. Heath presented, outlining the OMA budget proposals and requested information. She, Chief Larson, and Mr. Harmon detailed the work done by the City of Coburg on behalf of the homeless and shared where they each saw the need for funding.

After discussion, the Council declared that City of Coburg would submit the following to the OMA as the most probable uses of funds:

- Abatement and clean-up
- Food bank assistance
- Shelter and transitional housing
- Hygiene stations
- Operational costs
- Prevention

**MOTION:** Councilor Lehmann moved that the Coburg City Council support the Oregon Mayors Association proposal for on-the-ground response to homelessness and the prevention thereof, seconded by Councilor Fox. The motion passed unanimously -- 3:0:0.

#### 7. Planning Commission Appointment

Ms. Winner encouraged the City Council to reappoint William Wood and John Marshall to the Planning Commission.

**MOTION:** Councilor McConnell moved to reappoint William Wood and John Marshall to the Planning Commission for two-year terms expiring in October of 2024, seconded by Councilor Fox. The motion passed unanimously -- 3:0:0.

Acting Mayor Bell reappointed the two candidates and thanked them for their service.

### ADMINISTRATIVE INFORMATION REPORTS

#### 8. Administration Monthly Report

Ms. Heath presented, saying that the County would swap funds to move the street project forward.

Councilor McConnell asked Chief Larson about the intersection of Willamette and McKenzie streets. Ms. Heath suggested that the City take local jurisdiction of Willamette Street. The discussion was tabled until the Council Retreat.

Councilor Lehmann brought up the industrial sound barriers, noting that the report indicated they might not be effective.

Councilor Lehmann mentioned the parking situation at Chief's restaurant. Temporary sandwich boards and a police presence were suggested.

Councilor Lehmann asked if the City's overall cash would improve in January. Ms. Heath said yes.

#### **COUNCIL COMMENTS**

Councilor Fox congratulated future Councilors Wells and Egbert, and congratulated Councilor McConnell on her retirement from Council.

Acting Mayor Bell recognized departing Councilors Alexander and McConnell for their years of service on the City Council. She noted that they would receive certificates.

Acting Mayor Bell thanked the Staff for their work on the Council Chambers.

Acting Mayor Bell reminded Councilors that the Council Retreat was scheduled for Saturday, February 4th at 9:00 am.

#### **ADJOURNMENT**

Acting Mayor Nancy Bell thanked the Staff and Council. She adjourned at 8:00 pm.

**APPROVED** by the City Council of the City of Coburg on this 10th day of January, 2023.

---

Nancy Bell, Mayor

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