



Coburg City Council
October 13, 2020
Coburg City Hall
91069 North Willamette St., Coburg, Oregon

COUNCILOR PRESENT: Ray Smith, Mayor, Nancy Bell, Anne Heath, Kyle Blaine, John Lehmann, Patricia McConnell.

COUNCILOR ABSENT: Marcus Alexander and John Fox

STAFF PRESENT: Sammy Egbert, City Recorder, Chief Larson, Anne Heath, City Administrator, Brian Harmon, Public Works Director, Tim Gaines, Finance Director.

CALL TO ORDER

Mayor Smith called the meeting to order at 7:36 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

There was a quorum.

MAYOR COMMENTS

Mayor Smith then outlined the big decisions coming up concerning the UGB and annexation, and how Anne would be crunching numbers for consideration soon, and reminded the meeting of the UGB Annexation work session on October 27th.

AGENDA REVIEW

Ms. Egbert commented that agenda item 7 would be removed for this meeting as it was not ready to be reviewed yet.

CITIZEN TESTIMONY

There was no citizen testimony.

CONSENT AGENDA

There were no items for consideration

SPECIAL GUEST

There were no special guests.

CITY ADMINISTRATOR'S REPORT

5. September Report from City Administrator

Ms. Heath began by saying that city projects are making a lot of headway, especially water projects. She said that this was the biggest thing she wanted to report on. The community buildout survey has been extended another week to garner more responses. In the work session on November 17th, this survey and its results will be the main focus and how to tweak city policies based on citizen input.

She spoke about inviting the public to participate in this work session, and how they would navigate the public participating from home to practice social distancing. The work session would be left open for 15 days so that the public could comment on the items raised at this meeting after the fact.

Mayor Smith then took a few moments to acknowledge and remember a former Councilor, George Lamont, which had passed away that week before.

ORDINANCES AND RESOLUTIONS

ORDINANCE A-251 AN ORDINANCE AUTHORIZING THE CITY OF COBURG TO REFINANCE OUTSTANDING LOANS, PROVIDING FOR RELATED MATTERS, AND DECLARING AN EMERGENCY.

Mayor Smith opened the public hearing at 7:52pm

He called on Tim Gaines to present the staff report. Mr. Gaines confirmed that the City Finance Audit Committee had heard the proposal.

Mr. Gaines said at that point they were only considering doing the bond portion. He then spoke about Summit Bank offering them 3 different scenarios where this financing could come from. He stated that staff was recommending that option A, which was refinancing everything with bond sales.

Mr. Donahue from DA Davidson joined by phone and stated that bonds are really hard to compare to anything else making a report difficult, and they would like to be in power to have staff make this decision to lock in rates for November.

Ms. Heath then said it depends on the rating they are able to receive. The rating process was happening currently, and Ms. Heath said it was intense.

Mr. Gaines spoke about the DEQ and USDA loans requiring a debt reserve to be set aside. If they went with the DEQ, they would need about \$411,000 set aside. If they were to do the entire loan on full faith and credit, there would be no cash reserve requirements.

Ms. Heath then said that they had the reserve already, the issue then would be maintaining the reserve throughout the term of the loan.

Ms. Heath then explained the balloon payment which was the city hall loan through Summit Bank, and refinancing outside of Summit Bank would get that loan out of the balloon payment situation.

Mayor Smith closed the public hearing at 8:05pm. He then entertained a motion to waive the second reading of ordinance A-251.

MOTION: Councilor Lehmann moved to waive the second reading of ordinance A-251. It was seconded by Councilor Blaine. The motion passed unanimously.

Mayor Smith then entertained a motion to pass this ordinance.

Ms. Heath added a quick comment about refinancing. Full faith and credit guarantees the loans which means that any assets of the city will be pledged to pay back the loans.

MOTION: Councilor Blain moved to adopt ordinance A-251. It was seconded by Councilor Lehmann. The motion passed unanimously.

RESOLUTION 2020-21 A RESOLUTION ESTABLISHING, RECEIVING AND USE OF CORONAVIRUS RELIEF FUNDS (CRF) UNDER THE FEDERAL CARES ACT PROVIDED TO THE CITY OF COBURG, OREGON.

Ms. Heath then began the staff report, and spoke about accepting the funds in order to reinvest them. The second part of this is to direct the funds to the Community Lending Works. The council was to ratify this to solidify the way in which the funds were to be directed. The funds

that were to be received were equal to \$50,000, and \$31,500 was to be turned around and directed to Coburg businesses.

Ms. Bell asked if there was going to be a committee established to determine which businesses were going to receive this money.

Ms. Heath said that this was determined by the Community Lending Works.

Mayor Smith then recognized the Incident Command training helped to get some reimbursement.

Mayor Smith then entertained a motion.

MOTION: Councilor Bell moved to adopt Resolution 2020-21. It was seconded by Councilor Lehmann. The motion passed unanimously.

COUNCIL ACTION ITEMS

Contract with Jones Drilling Co. for Test Well Drill:

Mr. Harmon asked if there were any questions on this. There were none. A motion was entertained.

MOTION: Councilor McConnell moved to approve the Jones Drilling Co. contract. It was seconded by Councilor Lehmann. The motion passed unanimously.

City Administrator Employee Agreement

Mayor Smith clarified that there needed to be an employee contract renewal for the City Administrator. He looked at Compensation section 3 bullet C, and whether or not that payment adjustment needed to be taken out. The dates would also need to be updated to reflect the upcoming year's term of agreement.

It was decided that section C would be taken out, Anne would provide the correct number for the salary in section A, and that the term dates would be updated. The COLA and merit increase would be added to the base salary.

MOTION: Councilor Lehmann moved to approve the renewal of the City Administrator's Employment Agreement as amended. It was seconded by Councilor Blaine. Motion passed unanimously.

ADMINISTRATIVE INFORMATION REPORTS

Citizen Inquiry Quarterly Report

Ms. Egbert provided the quarterly written report on Citizen Testimony.

COUNCIL COMMENTS

None Noted

UPCOMING AGENDA ITEMS

Report on November 3rd General Election
Resolution Adopting Policy for leak forgiveness

FUTURE MEETINGS

Planning Commission - Oct 21
Park Tree Committee - Oct. 20th
Finance Audit Committee - Oct 27
City Council Work Session on annexation - Oct 27

ADJOURNMENT

Mayor Smith then adjourned the meeting at 8:53 pm.

APPROVED by the Mayor and Council of the City of Coburg this 8th day of December, 2020.

Ray Smith, Mayor

ATTEST:

Sammy L. Egbert, City Recorder