



MINUTES

City Council Meeting

December 10, 2024 at 6:00 P.M.

Coburg City Hall

91136 N Willamette Street

MEMBERS PRESENT: Mayor Bell, Claire Smith, John Fox, Alan Wells, Jaymason Bouwman, Cathy Engebretson

MEMBERS ABSENT: John Lehmann

GUESTS/STAFF PRESENT: Adam Hanks, City Administrator; Sammy Egbert, City Recorder; Brian Harmon, Public Works Director; Larry Larson, Coburg Police Chief; Greg Peck, Finance Director; Megan Dompe, Coburg Main Street Director

RECORDED BY: Madison Balcom, Administrative Assistant

CALL TO ORDER

Mayor Bell called the City Council meeting to order at 6:21pm.

PLEDGE OF ALLEGIANCE

Councilor Fox led the Pledge of Allegiance.

ROLL CALL

City Recorder, Sammy Egbert called roll. A quorum was present.

MAYOR COMMENTS

Mayor Bell shared with Council that in the Lane County proposed budget for FY 2024-25, it is mentioned that the City of Coburg and Junction City have experienced the highest rate of population growth since 2010, with Coburg at 29.83%.

Mayor also thanked Main Street for their great holiday events that they had last weekend. She has heard many positive comments about the attendance, parade, weather cooperation, and market. The food drive also went well.

Mayor Bell also let everyone know that this is Councilor Fox's last meeting, after nearly 10 years as a City Councilor. Council and staff thanked him for his time on City Council and wished him well.

AGENDA REVIEW

There were no changes made to the agenda. However, Ms. Egbert stated that there are three red folder items provided to Council.

PUBLIC COMMENT

There were no request(s) made to publically speak. There were no written statement(s) received.

CONSENT AGENDA

1. November 12, 2024 City Council Minutes
2. November 26, 2024 City Council Work Session Minutes
3. New Liquor License, Farm Fancy LLC at 91109 N Willamette

MOTION: Councilor Bouwman moved, seconded by Councilor Fox to approve the Consent Agenda as presented.

The motion passed — 5:0.

ORDINANCES, RESOLUTIONS AND CONTRACTS

4. Public Hearing

RESOLUTION 2024-10 A RESOLUTION ADOPTING REVISED TRANSPORTATION UTILITY FEE RATE SCHEDULE

Mayor Bell opened the public hearing for RESOLUTION 2024-10 at 6:32pm.

Mr. Hanks went over his staff report regarding all three resolutions on the agenda, including the Transportation Utility Fee, Wastewater Rate, and Water Rate increases. He presented a PowerPoint, and spoke on the financial goal of these increases, revenue need indicators, the downhill trend of the ending fund balances, fund indicators, regional rates, Coburg's rate history, and the recommended rate increases of 4.9% for the TUF fee, 6% for Wastewater, and 4% for Water rates.

Mr. Fox mentioned the importance of communicating the reason for these increases to the residents and customers, currently and in the future as they make up for lost ground.

Mr. Wells asked some clarifying questions regarding the presentation, and the proposed increases, which Mr. Hanks answered.

Ms. Engebretson also communicated that, for the public, this should be understood and recognized as an annual standard utility rate review, and some increase should be expected every year.

Mr. Hanks said that the city has really good systems, but in order to keep those assets and keep the systems going, the management and maintenance of them must be sustained.

Mayor Bell closed the public hearing for RESOLUTION 2024-10 at 7:12pm.

MOTION: Councilor Wells moved, seconded by Councilor Bouwman to approve RESOLUTION 2024-10 A resolution adopting the revised Transportation Utility Fee Rate Schedule.

The motion passed — 5:0.

5. Public Hearing

RESOLUTION 2024-11 A RESOLUTION ADOPTING REVISED WASTEWATER SERVICE RATE

Mayor Bell opened the public hearing for RESOLUTION 2024-11 at 7:13pm.

There were no further questions or testimony for this resolution.

Mayor Bell opened the public hearing for RESOLUTION 2024-11 at 7:14pm.

MOTION: Councilor Engebretson moved, seconded by Councilor Fox to approve RESOLUTION 2024-11 A resolution adopting the revised Wastewater Service Rate.

The motion passed — 5:0.

6. Public Hearing

RESOLUTION 2024-12 A RESOLUTION ADOPTING REVISED WATER RATE

Mayor Bell opened the public hearing for RESOLUTION 2024-12 at 7:16pm.

There were no further questions or testimony for this resolution.

Mayor Bell closed the public hearing for RESOLUTION 2024-12 at 7:16pm.

MOTION: Councilor Fox moved, seconded by Councilor Bouwman to approve RESOLUTION 2024-12 A resolution adopting the revised Water Rates.

The motion passed — 5:0.

7. Public Hearing

RESOLUTION 2024-13 A RESOLUTION ACCEPTING THE RESULTS OF THE NOVEMBER 5, 2024 GENERAL ELECTION

Mayor Bell opened the public hearing for RESOLUTION 2024-13 at 7:16pm.

Sammy Egbert, City Elections Officer and City Recorder, briefly reminded council of the November 5, 2024 general election results. There were no further questions.

Mayor Bell closed the public hearing for RESOLUTION 2024-13 at 7:16pm.

MOTION: Councilor Bouwman moved, seconded by Councilor Wells to approve RESOLUTION 2024-13 A resolution accepting the results of the November 5, 2024 General Election.

The motion passed — 5:0.

COUNCIL ACTION ITEMS

8. IOOF Hall Sublease Agreement with Main Street

Mr. Hanks reminded everyone of the agreement with Coburg Main Street for a variety of services, which included a sublease of the IOOF Hall building. Main Streets has the ability and desire to do more for the community with the facility.

Megan Dompe, Coburg Main Street Director, said that they feel lucky and excited to be able to take over this building and make it a great community space. Provided is an overview of how they plan on running and utilizing the space, including any improvements that they are hoping to complete.

Mr. Wells had some concerns regarding the money the IOOF Hall will bring in, the lease agreement timeframe, and the improvements they are hoping to complete, which Mr. Hanks and Ms. Dompe answered.

Mr. Bouwman asked how much use they are anticipating to have with the building. Ms. Dompe explained that they really can't estimate how much the space will be rented, however many organizations use it currently, for many days every month.

MOTION: Councilor Engebretson moved, seconded by Councilor Wells to approve the IOOF Hall sublease agreement between the City of Coburg and Coburg Main Street as presented, and direct the City Administrator to execute the agreement.

The motion passed — 4:0.

Councilor Smith abstained as a member of the Coburg Main Street board.

COUNCIL COMMENTS | LIAISON UPDATES

Mr. Bouwman said that he enjoyed the Christmas concert put on by the Coburg Choir, and also thanked Chief Larson for his help.

Ms. Engebretson mentioned that someone said how grateful they were for the help that the volunteer fire fighters provided to the food drive, and how much time and work it reduced.

Mr. Fox said he was very impressed by the fire department and police department's response and the work done on the fire on Dixon Street a few weeks ago.

ADMINISTRATIVE INFORMATION REPORTS

9. Monthly Financial Report for October

Mr. Hanks said there is nothing too particular in the report, they are just trying to provide more consistent updates and overviews of the financials.

10. Administration Monthly Report

Mr. Hanks gave a brief overview of the administration report. He went over the Public Works staff update, Collector street project, 2025 Council Retreat, Community Survey, US Postal Service update, League of Oregon Cities 2025 Legislative Priorities, current projects and contracts, and department overviews.

11. Council Retreat on February 1, 2025

They briefly discussed the retreat in the City Administration report discussion.

ADJOURNMENT

Mayor Bell adjourned the meeting at 8:03pm.

APPROVED by the City Council of the City of Coburg on this _____ day of _____, 2024.

Nancy Bell, Mayor of Coburg

ATTEST: _____
Sammy L. Egbert, City Recorder