

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: City Administration Report

Meeting Date: February 8, 2022

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The following is an overview of important activities during the month of January, general administration, and upcoming work to be done. The information in this report is compiled by the City Administrator and Department Directors.

GENERAL ADMINISTRATION

Water Project

- Well under design
- I-5 Bore hookup to west-side water infrastructure under construction
- Mainline replacement – Coleman Street under design
- 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
- **Van Duyn Sidewalk Infill** – Completed in January, 2022
- **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.

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 Council adopted resolution in January, 2022. Staff have forwarded the Land Swap agreement to the other party who must also adopt it by board resolution. Then a lot line adjustment will take place and be recorded.

Residential UGB – City held a meeting with the developer to discuss options for opening up an alternative entrance to the subdivision which would be designed with Phase II. This will require some form of land-use action. At this time, this discussion has been put on temporary

hold as the developer focuses on the Phase I construction. It will be picked back up at the request of the developer.

City Hall Closed to Public – City Hall is currently closed to the public due to the current surge in Covid cases. The purpose is to limit the staff exposure to illness. City Hall staff have been exposed to the virus and have worked through a reduction in staff a couple of times over the last few months. At this time, our goal is to keep City staff well and to continue all City services without interruption. The current closure is through February 14th. This will be considered in the week before this date to decide whether it should be extended. Staff are serving the public by phone, appointment, and email.

City Hall Repairs, Paint and Façade Design – The final repairs to siding and pressure wash to City Hall took place in the week of February 1. The paint will follow based upon weather availability. The façade of City Hall is under design at this time through a Main Streets project.

Annexation Process – There will be a City Council and Planning Commission joint public work session at 6:00 p.m. on February 22. Following the work session there will be a Special City Council meeting at 7:30 p.m. on the annexation. There is an additional Community Newsletter being inserted into the utility billing, shared on social media, and sent to the interested party list on this subject.

Upcoming Meetings

Heritage Committee	2/9
Park Tree Committee	2/15
Planning Commission	2/16
City Council & Planning Commission Joint Work Session	2/22
City Council Special Meeting	2/22
City Council	3/8

DEPARTMENTS AND OPERATIONS

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

City Recorder

- January 12th to February 8th the City held five **Public Meetings**. All Public meetings are noticed, electronic and paper retention completed, minutes drafted, signed and recorded.
- Accepting applications for Budget Committee, Heritage Committee & Finance Audit Committee. These vacancy are posted in Our Town, on Facebook, and at Dari Mart.
- Completed 5 lien searches for properties in the City limits that are selling or refinancing loans.
- Preparing for City Council Special Meeting Feb. 22.
- Prepared Public Records and information for CIS representative.

- Catching up from being out of the office for 2 weeks because of COVID.

Utility Billing

- Nov / Dec Utility month end covering 12/11 to 1/10.
 - Billed Water \$55,000 | Sewer \$69,800 | TUF \$12,619
 - Payments Received \$148,600
 - 78 past dues charged
 - 8 collection door hangers posted
 - 2 Active payment plans
 - 6 Change in services

Administration front Office

- Annual report showing Park rental and volunteer hours created for staff and committee Chairs.
- Special events and 2022 meeting with “Coburg Days” reviewing the process and required permits.
- Staff trained on the CIS learning center. Created calendar and assigned annual trainings to all staff. Sara will be working closely with staff supervisors to get all trainings completed and certificates for retention. She is also available to work with individual staff who need assistance logging in and taking the training.

Emergency Response

- Joined and participate in Lane Preparedness Coalition (LPC) as needed (emergency managers from many Lane County organizations),
- Developed “Just-in-Time” training for future emergency volunteers (for Coburg)
- Assisted in developing routine meetings of Coburg Fire Chief, Public Works Director, Police Chief and City Administrator to facilitate good communications,
- Assisted in Heat Refuge Outreach last summer at the Coburg Grange,
- Completed training of FEMA coursework on Public Notification during emergencies and online training for traffic control/flagging.

Ongoing efforts:

- Recruitment for additional Coburg Emergency Volunteer members,
- Acquire small scale/independent solar/wind energy capability for the city.

Finance

- See Finance Report under separate tab. Quarterly update will be presented by the Finance Director at the February, 2022 City Council meeting.

Planning & Economic Development – Prepared by Megan Winner

- ANX 01-20 & ZC 01-20: City Council and Planning Commission Joint Special Meeting scheduled for February 22nd;
- SUB 02-20: Construction on North Coleman began January 24th. Information flyers were distributed in-person to properties in the vicinity on multiple occasions before construction began;
- SR 01-21: Kendall Auto Collision Repair facility will be repaving parking lot;
- Central Business District form-based code project with Urban Collaborative LLC. is underway. First draft of the regulating plan has been reviewed and approved by the Code Review Ad Hoc Committee. Next draft will be ready for review in mid-March;
- Five Structural/Plumbing/Mechanical/Electrical Permits issued in January;
- New single family home construction on Bruce Way and Hatfield Street. The Hatfield Street building permit was delayed because of Pacific Power access issues with the easement and neighboring property. The access issues have been resolved;
- Alley analysis project is underway. Inventory and survey research have begun;
- Construction on the Bike Hub is nearing completion. The fix-it station and water spigot are the remaining amenities to be installed. Grand opening celebration with Lane County, LCOG, GEARs and other partner organizations scheduled for spring;
- 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 soon to be released.

Main Streets and Economic Development – Prepared by Tracey Pugh

- Participate in weekly Oregon Main Street zoom meetings
- Completed Our Town newsletter for January/February 2022
- Attended Main Street Revitalization Grant workshop
- Attended Main Street America webinar on "A More Holistic Main Street Evaluation Framework"
- Completed art project with CCCS and worked with Public Works to put art up on the Grange
- Coordinated and attended monthly Coburg Main Street committee meeting
- Distributing additional art from CCCS to other Coburg businesses
- Finalizing Main Street Board of Directors and completing paperwork for Main Street nonprofit organization
- Working on Main Street grant for IOOF building
- Assisting Chamber with hiring an Antique Fair Manager

Public Works – Prepared by Brian Harmon

- **Streets and ROW.**
 - **Street**
 - Leaf Pickup

- Completed Leaf pickup for this year
- ROW
 - Replaced one stop sign
- Pot Holes
 - Repaired 4 large potholes

Water Utility

- **Repairs**
 - Leaks
 - Repaired a 6" AC line on S Coleman
 - Maintenance
 - Started exercising valves on Mill St.
- **Sewer Utility**
 - **Collections**
 - **Inspections**
 - 7
 - **Callouts**
 - 6
 - **Plant Repairs & Major Maintenance**
 - We had no major repairs at the Plant
- **Parks Dept**
 - **Parks and Tree Committee**
 - Working on a Plaza Concept with landscaping design engineers at Pavilion Park Project.
 - **Park Maintenance**
 - Installed two new kid's tables at Norma Pfeifer Park and Johnny Diamond Park
- **Misc.**
 - **Locates:** 10
 - **Work Orders:** 44
- **Public Works was hit hard with team members being out ill in January. This left us short staffed.**

Municipal Court

- **January 2022 Activity Measures:**
 - **Citations (Crimes and Violations)**
 - New Citations for January 20, 2022 Court Date: 77
 - **January 2022 Receipts Including Collections,**
 - **Total Fines:** \$10,766.12 (total monies taken in for the month, nothing deducted),

compared to \$ 15,504.90 in January of 2021

- **Net Fines:** \$8,946.00 (City share only, NOT including collections),
compared to \$8,528.00 in January of 2021

- **January 2022 Professional Credit Service Collections:**

- **Total Collection Revenue:** \$ 1,820.12
compared to \$6,976.90 in January of 2021
- **Turned over to collection:** \$ 2,123.50
compared to \$6,085.00 in January 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: February 15, 2022 Regular Court Session**
- **Jury Trial, Tuesday, February 22, 2022**

Police Department

Police Department Quarterly Activity report will be presented at meeting on February 8th for the last quarter of 2021.

- Officers arrested a female for DUII. OSP has received five calls regarding the females reckless driving. Officers obtained a search warrant for both blood and urine and she was lodged in the Lane County Jail.
- Officer used CHETT money to purchase fuel for a homeless couple living in their vehicle
- Officers positively identified a female who used a stolen credit card at TA. The suspect also used the stolen credit card at Walmart on Greenacres Road. The suspect is currently on parole and her whereabouts are unknown. Officer will be getting a warrant for her arrest.
- Officers are currently investigating a DHS referral of possible sex abuse of a child
- Officers investigated a DHS referral about possible child abuse. It was unfounded.
- Officers worked bailiff duties at Harrisburg Municipal Court
- Officers investigated a motor vehicle crash between two vehicles at the Shell gas station
- Officers picked up a pit bull dog running at large in the park. The dog was housed at the city kennel and later returned to the owner
- Officers completed several truck inspections
- Officers are attending SFST refresher training for the ODOT traffic grant

- Officers arrested a male on outstanding felony warrants for failing to register as a sex offender
- Officers arrested two drivers for driving while suspended misdemeanor
- Officers investigated a DHS referral about possible abuse of a child. It was unfounded
- Officers investigated the possibilities of a suicidal subject. Officers determined the subject was not suicidal and it was cleared resolved
- Officers arrested a subject on outstanding misdemeanor warrants
- Officers delivered several Coburg Municipal Court subpoenas for a DUII trial
- Officers investigated a possible trespass at the TA truck stop. Two motorhomes overstayed their time limit. Resolved
- Officers responded to two dogs running at large. Officers were able to identify the owner and return the dogs
- Officers resolved a traffic hazard, a broken down motor home on Pearl Street in front of McDonalds.
- Officers completed a death investigation on Christian Street
- Officers arrested a male for DUII. He was lodged at the Lane County Jail for DUII and resisting arrest
- Officers investigated a possible assault. A female punched a male possibly braking his nose. The victim has changed his story multiple time and no arrests have been made at this time
- Officers worked several parking violations on Willamette and Pearl Streets. All were resolved
- Officers seized contraband found at the Shell gas station. The contraband was methamphetamine
- Officers issued a male a citation to appear in court for failing to register as a sex offender
- Officer working bailiff duties for Coburg Municipal Court took a subject into custody for contempt of court. The subject was transported to the Springfield Jail where he was lodged.
- Officers investigated a burglary at Eugene Camping World. Property was stolen from a shed.

Upcoming Events:

- DUII traffic saturation
- Seatbelt enforcement saturation
- Officer Wilson going to a use of force class
- Officer Wilson going to an interview class
- Officer Miller going to firearms instructor school

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.

- A. 1/12/2022 Heritage Committee
- B. 1/18/2022 Park Tree Committee