

# COBURG CITY COUNCIL MONTHLY REPORTS

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## TOPIC: City Administration Report

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Meeting Date: February 14, 2023

Staff Contact: Anne Heath, City Administrator

Contact: 541-682-7871, [anne.heath@ci.coburg.or.us](mailto:anne.heath@ci.coburg.or.us)

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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 City Administrator and Department Directors compiled the information in this report.

### Water Project

- Well under design
- Water Fee 20 year analysis will be presented by FCS at the March 14<sup>th</sup> City Council meet which will assist the Council in making decisions regarding setting fees.
- Draft brochure will be available to council prior to meeting for review. A final draft will be completed and released to the public by mail and social media at least two weeks prior to the March 14<sup>th</sup> City Council meeting.
- **Premier RV** – The City staff and engineers met with Premier RV as well as the developer of the property recently annexed regarding the eastside hook up of water. Premier RV has indicated that they would like to hook up at the south end of their property as soon as possible and has provided a letter to the City, which is attached to this report. Mr. Williams is asking that the City fund the pipe between the bore to his property at the cost to the City, and install his water meter. Staff have asked the engineers to give a projected cost of the pipe that the City is being requested to pay for. Please see the attached correspondence from Mr. Williams.

### Street Project

- **Macy/Harrison/North Willamette** – Engineering is provided alternative designs for these streets, which were presented, to the Public in an open house on January 30 – February 3. Comments were also available on-line and by an online survey. The collection comment reporting is attached to this report. There will be an opportunity for the Public to provide comment, which will be consolidated and presented to the City Council at their February 14 meeting. This will allow for Council to give staff direction how they would like to proceed with the design of these roads

#### Options to move forward are:

- Allow for Public Works and Engineers to review comments and begin final design which can be presented at the March meeting to City Council

- Create an agenda item on the March meeting for Council to discuss and then give direction to Public Works and Engineers for final design.

### **Utility Fee Discussion – Timeline for Public Education and Engagement.**

The Council have asked for a timeline for the Council discussion and decision, and public education and engagement for the Utility Fee increase. The following is the suggested timeline:

March 1	Brochure mailed to the community, placed on website and social media
March 14	Public Hearing – Public Comment Taken FCS attend Council to present Utility Fee Finance Model
April 11	Public hearing – Public Comment Taken
April 11	Council Decision
June	New Fees implemented in adopted budget
July 1	New Fees applied to Utility Billings

Staff are working on the brochure and hope to have it to Council for review and comment in mid-February.

### **Street Committee**

The Mayor has reconvened the Street Discussion Group, which was began by Mayor Smith. This group consists of the Mayor, Councilors, Commissioner, staff, engineers and City Partners. The purpose of this group is to discuss transportation challenges in Coburg, prioritize, and make recommendation for how the group will operate in the future. The group's first meeting is to be held on February 9.

### **Council Goals and Work Plan**

The Work Plan will be updated according to the additions and changes the council made during their retreat. It will be sent out to Council no later than February 15 for review. Councilors may submit changes up to March 3, 2023 at which time it will be finalized and brought to Council for adoption at their March 14, 2023 meeting.

### **Park Projects**

- **Pavilion Park Planning** – Open house for opportunities to comment on the conceptual drawing was held from January 30 – February 3. Public could make written comment, or provide comment on-line. All comments will be provided to the Park|Tree Committee in order to guide them in the final design of the park.

### **Public Works Shop**

- Update on this project is being presented by the Public Works Director under a different tab

**Finance Department Staffing** – The posting has been extended to March 1.

### **Upcoming Meetings**

February 15 Planning Commission  
February 20 City Hall CLOSED for Presidents Day  
February 21 Park Tree Committee  
March 8 Heritage Committee  
March 14 City Council

### **DEPARTMENTS AND OPERATIONS**

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

##### **City Recorder**

- January 11<sup>th</sup> to February 14<sup>th</sup> managed seven **Public Meetings**. Each meeting is noticed, created, require electronic and paper files for retention. I review edit and process draft minutes for approval then record and post approved signed minutes.
- Extended the Recruitment for finance position until filled.
- Recruitment is open for City Councilor, Planning Commissioner, vacancies.
- Council Retreat coordination and binders.

##### **Administration Front Office**

- Facebook posts and updates done regularly.
- Intake record and routed **4 Citizen Inquiry** and **2 facility** right of way permit
- Sara trained with Anne to begin process accounts payable inputting invoices and preparing checks, and additional accounts receivable tasks. These tasks will be added to the administration position.
- Trained and assisting with finance with payroll tasks while Finance position is being recruited. Will be cross-trained and provided back up when the Finance position is filled.
- January | February front office is busy collecting and processing payments for annual sewer LID's and business license.
- One Park rental application processed.

##### **Utility Billing**

- **January December utility billing covers 12/10 to 1/9**
  - Billed Water \$58,900 | Sewer \$70,200 | Transportation Utility Fee \$12,400
  - Cash Receipts or Payments Received \$134,100
  - Past dues charged 89
  - 9 Utility Billing related work orders
  - 8 Door Hangers for past due accounts

- 2 Active payment plans
- 3 change in service

### **Finance**

- Finance Report under a different tab. There will be a presentation at the February 14, 2023 for the City Finances through December 31, 2022.

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

- SR 01-22 & CUP 01-22: Public hearing scheduled on February 15<sup>th</sup> at 6pm for site review and conditional use permit for restaurant and brewery "Willamette Forks" at 91032 S Willamette (old Primrose Lane Antique);
- SR 02-22: Construction continues at Roberts Rd. light industrial park;
- SUB 02-20: Construction continues. Permit for one new single family dwelling issued in December;
- SUB 01-22: Approved application for phase two of the Coburg Creek Subdivision on January 18<sup>th</sup>, 2023;
- SR 04-22: Approved application for food truck plaza "The Barnyard" on Willamette Street at January 18<sup>th</sup> Planning Commission Meeting;
- Nine Structural/Plumbing/Mechanical/Electrical Permits issued in January;
- Participating in Coburg Community Charter School 8<sup>th</sup> grade mentorship program;
- Attended regional transportation meetings including Transportation Planning Committee, Safe Lane Coalition, Transportation Options Advisory Committee and Technical Advisory Sub-Committee (of MPC).

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

- Attended Oregon Main Street Virtual Conference
- Organizing Board Retreat for Coburg Main Street - February 15
- Working on March/April Our Town newsletter
- Coordinated monthly Main Street Board Meeting
- Working with art committee on Mural Policy
- Working with Main Street treasurer to finalize 2023 Budget
- Working on grant opportunities with Ford Family Foundation and Oregon Main Street
- Working on Strategic Plan for Main Street
- Updating Main Street website with event calendar
- Working with Board to establish financial policies, budget, event calendar
- Participating in weekly Oregon Main Street zoom meetings

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

#### **Public Works**

- **Streets and ROW.**
  - **Street**

- **Projects**
  - TMDL Updates
- **Leaf Pickup**
  - Completed
- **Potholes**
  - Started our Pothole Maintenance Repair Plan
    - **If you see one developing please call or email Public Works**
- **Maintenance**
  - Guardrail on S Industrial hit by car. Will be repaired in Feb-March
  - Added new Garbage Can to S Willamette St

#### **Water Utility**

- **New Service**
  - 1 new meter
- **Distribution System**
  - 2 Leak Investigations
  - 1 Leak Forgiveness
- **Projects**
  - Pre-Construction Meeting for the Coleman St Waterline Replacement Project(set to start Feb 6<sup>th</sup>)

#### **• Sewer Utility**

- **Collections**
  - **Inspections**
    - 3
  - **Callouts**
    - 3
- **Treatment Plant**
  - **Treatment Plant**
    - Multiple breakdowns occurred at the Treatment Plant, mixer faulted out, Membrane Aeration Low Flow.
    - 2 Councilor Tours

#### **• Parks Dept**

- **Parks and Tree Committee**
  - Work Party worked at Norma Pfeiffer Park
- **Park Maintenance**
  - Removed Graffiti from the Restrooms

#### **Misc.**

- **Locates** 29
- **Work Orders** 71

### **Municipal Court - Prepared by Mandy Balcom**

- **January 2023 Activity Measures:**
  - **Citations (Crimes and Violations)**
    - New Citations for January 24, 2023 Court Date: 46
  - **January 2023 Receipts Including Collections,**
    - **Total Fines:** \$12,169.08 (total monies taken in for the month, nothing deducted),  
*compared to \$ 10,766.12 in January of 2022*
    - **Net Fines:** \$10,241.00 (City share only, NOT including collections),  
*compared to \$8,946.00 in January of 2022*
  - **January 2023 Professional Credit Service Collections:**
    - **Total Collection Revenue:** \$ 1,928.08  
*compared to \$1,820.12 in January of 2022*
    - **Turned over to collection:** \$ 0  
*compared to \$2,123.50 in January of 2022*

***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 14, 2023 Regular Court Session
- Judge Williams will be attending the OMJA/OJPA Spring Education Conference March 22-24, 2023
- Court has received and has complied with the Governor's Order on Remission of Fines dated 12/21/2022 to waive fines and clear suspensions.

### **Police Department – Prepared by Chief Larry Larson**

- Officer investigated a theft of a trailer in Premier RV.
- Officer investigated property stolen from a vehicle.
- Officer investigated a theft of a catalytic converter from a business.
- Officer investigated two non-injury motor vehicle accidents.
- Citizen turned in a found wallet to the Police Department.
- Officers arrested a driver for DUI/Reckless Driver and Reckless Endangering; suspect BAC was .19%.
- Officer investigated hit and run property damage to City property.
- Officers arrested a driver for failing to provide a license and obstructing governmental process. He was provided veteran services.

- Officer investigated a criminal mischief that caused damage of \$2,000.00
- Officer investigated a child neglect from DHS and determined the investigation to be unfounded.
- Officer investigated a theft in which a bike was stolen.
- Officer investigated a theft of a bicycle.
- Officer investigated a report of verbal dispute.
- Officer arrested a driver for (misd.) Warrant and driving without a license.
- Officers arrested a driver for DUII and wrote a warrant for the driver's blood alcohol content.
- Officer investigated stolen items in Premier RV Park.
- Three officers arrested suspect for Rape, Assault, Strangulation and other sex crimes.
- Officer investigated damage to a vehicle's windshield.
- Officer investigated stolen property from a vehicle totaling over \$1,000.00
- Officer registered a sex offender for their annual registration.
- Officer investigated a stolen vehicle. Vehicle was subsequently returned to the owner.
- Officer took a report of three chainsaws that were stolen out of a vehicle.
- Officers assisted Lane County Sheriffs with an investigation.
- Officer performed a traffic stop, which resulted in the locating of missing persons.
- Officer cited a driver for reckless driving.
- Officer investigated damaged and stolen property to vehicles at a business.
- Officer investigated damage to a fence at a business.
- Officer investigated a fraudulent use of credit card.
- Officer transported an inmate to and from the jail to Coburg and back for court.
- Officer cited a motorhome on Roberts Road for city ordinance violations.
- Officer responded to a suicidal person; the officer was unable to find the person.
- Officers enforced the illegal parking ordinance on Roberts Road on several vehicles.
- Coburg Police Department had a vehicle displayed in front of City Hall to help prevent impaired driving.
- Coburg Police Department placed a mobile radar unit in town to help discourage speeding on city streets.
- Coburg Police Department set up a new storage rack with bins to help organize found property in the property shed.
- Evidence label stickers were made to place on property/evidence sheets to inform arrested subjects on where to pick up their property after being released from custody and the time they have to claim their property.
- Officers have started implementing written warnings on traffic stops that did not result in a citation.

### **Upcoming Events:**

**Coburg Community Shred Day on April 15<sup>th</sup>, 2023**

**ATTACHED**

**Council requested copies of all public meetings be included in packets**

January 17, 2023, Park Tree Committee Minutes DRAFT

January 17, 2023, Park Tree Committee Work Session Summary

January 18, 2023, Planning Commission Minutes DRAFT

January 31, 2023, Finance Audit Committee Minutes DRAFT

Park Survey Results

Street Improvement Survey Results

Eugene Premier RV Letter RE: Domestic water to Eugene Premier RV Resort, LLC