



## **MINUTES**

### **Coburg City Council Meeting**

January 10th, 2023 at 6:00 P.M.

91136 N Willamette Street

Hybrid Meeting in-person or via Zoom

**MEMBERS PRESENT:** Mayor Nancy Bell, John Fox, John Lehmann, Kyle Blain, Cathy Engebretson, Alan Wells

**MEMBERS ABSENT:** None

**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:** Paul Williams of Premier RV

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

### **CALL TO ORDER**

Mayor Bell called the meeting to order at 5:59 pm.

### **PLEDGE OF ALLEGIANCE**

Mayor Bell led the Pledge of Allegiance.

### **OATH OF OFFICE**

Ms. Egbert administered the Oath of Office to Mayor Bell; to Councilors Engebretson, Lehmann, and Wells; and to City Administrator Heath.

### **STATE OF THE CITY**

Mayor Bell thanked the voters, staff, volunteers and Council. She reported on the state of the city, indicating that the community was thriving.

Claire Smith was awarded Citizen of the Year by Mayor Bell.

Ms. Heath gave a city update.

Sarah Athey was awarded Employee of the Year.

Officer Kevin Wilson was given the Employee Longevity award.

Mayor Bell announced a recess at 6:30.

City Council reconvened at 6:40 pm.

### **MAYOR COMMENTS**

Mayor Bell related that all notes taken by Council members must be entered into record. She handed out notebooks for the purpose.

#### **1. Elect Council President**

**MOTION:** Councilor Lehmann moved to elect Kyle Blain as Council President for a term ending on December 31, 2024, seconded by Councilor Wells. The motion passed 4:0:1. Councilor Blain abstained from voting for himself.

### **AGENDA REVIEW**

Ms. Egbert noted that Item 8 had moved to the end of the Agenda.

### **CITIZEN TESTIMONY**

None.

### **RESPONSE BY CITY COUNCIL**

None.

### **CONSENT AGENDA**

#### **2. Minutes December 13, 2023**

**MOTION:** Councilor Fox moved to accept the December 13th Minutes as presented, seconded by Council President Blain. The motion passed unanimously -- 5:0:0.

### **SPECIAL GUEST**

#### **3. Paul Williams, Premier RV Resort Inc.**

Mr. Williams provided history on the annexation of the Premier RV property, stating that he understood there to be a promise of a reciprocal connection to city water, which had not been delivered on. He requested that the Council provide a definitive date for hook-up.

Mayor Bell explained that an exact date could not be provided. Ms. Heath noted that the City was waiting on the approval of permits that had been filed with the State. She further stated that Mr. Williams had the option to connect on the south end of the property in the spring.

Councilor Wells asked if Mr. Williams had a contract verifying the promise of water. Mr. Williams didn't know.

## **ORDINANCES AND RESOLUTIONS**

### **4. Second Reading**

ORDINANCE A-199-I AN ORDINANCE AMENDING THE COBURG COMPREHENSIVE PLAN MAP  
ORDINANCE A-200-M AN ORDINANCE AMENDING THE COBURG OFFICIAL ZONING MAP

Ms. Winner presented, noting that the first change was to add the Downtown District overlay that was adopted by Council on September 27th, 2022. The second change was to remove a strip of Parks, Rec And Open Space (PRO) zoning from three parcels near City Hall, 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.

Some minor clarifications were requested by Councilors Engebretson, Wells, and Blain. They were provided.

**MOTION:** Councilor Fox moved to accept the Second Reading of Ordinances A-199-I and A-200-M as presented, seconded by Council President Blain. The motion passed unanimously -- 5:0:0.

### **5. RESOLUTION 2023-01 A RESOLUTION APPLYING A CONSTRUCTION COST INFLATION FACTOR TO EXISTING SYSTEM DEVELOPMENT CHARGES**

Ms. Winner explained that the inflation factor was an annual item, currently at 5.6% as researched by Branch Engineering.

Councilor Wells requested clarification on how costs were calculated.

**MOTION:** Councilor Lehmann moved to approve Ordinance 2023-01 as presented, seconded by Councilor Fox. The motion passed unanimously -- 5:0:0.

## **COUNCIL ACTION ITEMS**

### **6. Park Tree Committee Appointment for 2023 Calendar Year**

Mr. Harmon requested that the Council recommend that the Mayor reappoint the current Park and Tree Committee members for 2023.

**MOTION:** Council President Blain moved to recommend that the Mayor reappoint Mary Mosier, Tom Beatty, Lonna Meston, Joe Morneau, Coleen Marshall, Claire Smith, and Karen Coury as the seven voting members of the Park and Tree Citizen Advisory Committee for calendar year 2023, seconded by Councilor Engebretson. The motion passed unanimously -- 5:0:0.

Mayor Bell appointed Mary Mosier, Tom Beatty, Lonna Meston, Joe Morneau, Coleen Marshall, Claire Smith, and Karen Coury as the seven voting members of the Park and Tree Citizen Advisory Committee for calendar year 2023.

## **ADMINISTRATIVE INFORMATION REPORTS**

### **7. Administration Monthly Report**

Ms. Heath presented, reminding the Council of the upcoming work session on the 24th of January and the Council Retreat on February 4th.

Councilor Wells requested clarification on the Oregon Mayors Association funding.

Councilor Lehmann wanted to know if a Council liaison would be attending the interviews for Finance Director.

Councilor Fox inquired about sign standardization. Mr. Harmon said it was in process. He also invited the Council members to tour the treatment plant.

Councilor Engebretson raised the question of tailoring street lights to suit Dark Sky efforts as well as citizen lighting needs. Mayor Bell noted that while the building code did not require the installation of street lights in new development, it did require that conduit be laid.

Councilor Lehmann wondered about the Council Retreat Agenda. Mayor Bell requested that suggestions be submitted via email.

### **8. Council Vacancy and Recruitment**

Ms. Egbert explained that the Council was required to declare a vacancy.

**MOTION:** Councilor Wells moved to declare a City Council Vacancy, seconded by Councilor Fox. The motion passed unanimously -- 5:0:0.

## **COUNCIL COMMENTS**

Ms. Heath asked the Council how they would prefer to receive the upcoming audit information. The decision by consensus was to have the auditor present to the Finance/Audit Committee and hear their recommendations. Councilor Engebretson was asked to act as pro tem liaison.

**ADJOURNMENT**

Mayor Bell adjourned at 7:40 pm.

**APPROVED** by the City Council of the City of Coburg on this 14th day of February, 2023.

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Nancy Bell, Mayor

**ATTEST:**

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Sammy L. Egbert, City Recorder

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