



MINUTES

Coburg City Council Meeting

November 8th at 6:00 P.M.

91136 N Willamette Street

Hybrid Meeting in-person or via Zoom

MEMBERS PRESENT: Acting Mayor Nancy Bell, John Fox, John Lehmann, Patty McConnell and Mark Alexander (joined via Zoom at 7:27 pm)

MEMBERS ABSENT: Kyle Blaine

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: Oregon RAIN members Aqsa Khan and Robert Killen, entrepreneur Joshua Glaspie

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

CALL TO ORDER

Acting Mayor Bell called the meeting to order at 6:02 pm.

PLEDGE OF ALLEGIANCE

Acting Mayor Bell led the Pledge of Allegiance.

ROLL CALL

Ms. Egbert called roll. A quorum of three was present.

MAYOR COMMENTS

Acting Mayor Bell thanked the Staff, Council and community for their support and hard work during the mayoral transition and read a note left by Mayor Smith regarding the importance of communication. She then shared that there was funding available if any Councilors wished to attend the Leadership Boot Camp program.

AGENDA REVIEW

Ms. Egbert noted that there were additions to the Agenda:

- Agenda Item #5, Resolution 2022-28
- Agenda Item #8, Coleman Street Waterline Replacement Contract
- Agenda Item #10, additional information for the finance report was included in the red folder

She also noted that page numbers had been provided as requested by Councilor Fox.

CITIZEN TESTIMONY

None

RESPONSE(S) BY CITY COUNCIL

None

CONSENT AGENDA

1. Minutes September 27, 2022 City Council Special Meeting
2. Minutes October 11, 2022 City Council

MOTION: Councilor Fox moved to accept the Consent Agenda as presented, seconded by Councilor McConnell. The motion passed unanimously -- 3:0:0.

SPECIAL GUEST

3. Oregon RAIN (Regional Accelerator & Innovation Network)

Aqsa Khan presented the Memorandum of Understanding (MoU) for the VC (Venture Capitalists), RAIN and the City of Coburg. She explained the meaning of Venture Catalyst and RAIN's mission and shared upcoming events:

- Holiday Market Vendor Bootcamp
- Holiday Business After Hours, November 30th at 6 pm (location undecided), which the Council was invited to attend.

There was some discussion of hosting at the Methodist Church or Coburg Commons.

Entrepreneur and Realtor Joshua Glaspie testified to RAIN's benefits.

RAIN Deputy Director Robert Killen shared his credentials and talked about what made RAIN different - RAIN staff meets with entrepreneurs in person, listens, and acts on the information shared.

Councilor McConnell asked how RAIN interacted with Main Street. Mr. Killen replied that he and Ms. Khan met with Tracey Pugh and said that RAIN was the "economic arm" of Main Street.

Councilor Fox wondered how long the concept of “venture catalyst” had been in use. Mr. Killen said it was at least 10 - 12 years old. He explained that while it often referred to tech companies, in rural settings it had a broader use. Councilor Fox asked if RAIN connected entrepreneurs with venture capital. Mr. Killen confirmed that it did and cited the Capital Challenge Grant.

Acting Mayor Bell asked Ms. Khan for examples of RAIN’s greatest successes in Coburg. Ms. Khan related the experience of a local architect and planner.

ORDINANCES AND RESOLUTIONS

4. RESOLUTION 2022-27 A RESOLUTION APPROVING THE FINAL PAYMENT FOR THE PURCHASE OF PROPERTY LOCATED AT 91430 STALLINGS LANE, EUGENE, OREGON

Ms. Heath presented, noting that the payment would give Public Works the authority to make decisions regarding maintenance, avoid interest payments, and adhere to the original agreement. She clarified that funding was through Business Oregon and the payment would be reimbursed.

Councilor McConnell requested clarification on section #11, wondering if the sellers would remain on the property. Ms. Heath explained that yes, as the property was bought from a trust, a member of the trust would lease the site’s mobile home from the City until the end of their natural lives. If the trust members moved away, they had 30 days to remove the mobile home from the site.

Councilor Lehmann asked if the property were to be the site of the City’s third well and maintenance building. Ms. Heath said yes, it was to be the site of the third well, but not the maintenance building. Mr. Harmon noted that there was a 100-foot allowance around the well. Councilor Lehmann inquired if there would be a park on the property. Ms. Heath explained that once the well was established, the park could be discussed. Councilor Lehmann wondered if there were plans for the house located on the property. Ms. Heath said she and Mr. Harmon would be considering possibilities. Councilor Lehmann wondered if a water tower could be placed on the property. Ms. Heath said no, due to the location.

MOTION: Councilor Lehmann moved to approve Resolution 2022-27, seconded by Councilor McConnell. The motion passed unanimously -- 3:0:0.

5. RESOLUTION 2022-28 A RESOLUTION NAMING THE COBURG CITY COUNCIL CHAMBER THE "RAY SMITH COUNCIL CHAMBER"

Ms. Egbert presented, noting that Mr. Harmon was working on signage.

MOTION: Councilor Fox moved to adopt Resolution 2022-28, honoring Mayor Ray Smith by naming the City Hall Council Chamber the “Ray Smith Council Chamber” in

recognition of his service to the City of Coburg, seconded by Councilor Lehmann. The motion passed unanimously -- 3:0:0.

COUNCIL ACTION ITEMS

6. Real Estate Lease Agreement Revised Addendum 91430 Stallings Lane

Ms. Heath presented the final agreement, noting that it had been reviewed by the City Attorney. Points addressed included:

- Electrical fees were to be split with the lessee
- When the lease took effect, the caretaker would need to vacate
- A short-term lease would be written to allow the caretaker time to move
- Terms in the event of a divorce or death
- Clarification of the insurance coverage the lessee must carry
- The tractor and historic lean-to shed in which it is stored

Acting Mayor Bell wondered what would happen if the lessee became incapacitated. Ms. Heath clarified that if they left the property, their lease would be terminated.

Ms. Heath noted that lease payments would begin July 15th and had not been prorated. Councilor McConnell was concerned that the lease amount was too low. Ms. Heath explained that the purchase price had been very good and the original agreement had included those terms.

MOTION: Councilor McConnell moved to approve the revised addendum, seconded by Councilor Lehmann. The motion passed unanimously -- 3:0:0.

7. 1973 Water Bond #43 Payment Request

Ms. Heath presented. She expressed that the Staff had enjoyed researching Coburg's 1973 Municipal Water Bonds and noted that the original Bond Certificate would be returned to the City upon payment.

Councilor Lehmann inquired as to the entire municipal bond amount. Item #7 showed that it was \$225,000.

MOTION: Councilor McConnell moved to pay Water Bond #43, seconded by Councilor Fox. The motion passed unanimously -- 3:0:0.

8. Coleman Street Waterline Replacement Contract

Mr. Harmon presented, explaining that it was a large water main replacement project from Thomas Street to Mill Street on Coleman, with reconnections on Lincoln and McKenzie and valves installed on Delaney and Dixon.

Councilor Lehmann requested the cost difference between the first and second place bids. Mr. Harmon informed him that the difference was \$75,000 and that the winning bid came in under the engineer's estimate. Councilor Lehmann wanted to know the timeframe. Mr. Harmon anticipated construction from January to March.

Councilor Fox asked for clarification on the iron cited in the bid. Mr. Harmon explained that the iron referred to fittings for the C900 pipe.

Acting Mayor Bell wondered if construction would be block-by-block. Mr. Harmon confirmed. Councilor Fox asked how the residents would manage. Mr. Harmon said that it was the responsibility of the contractor to communicate with property owners and manage traffic.

Councilor McConnell wondered how the City guaranteed quality work if they were obligated to accept the lowest bid. Mr. Harmon explained that the Branch engineering firm provided strict oversight.

MOTION: Councilor Fox moved to approve the contract, seconded by Councilor McConnell. The motion passed unanimously -- 3:0:0.

ADMINISTRATIVE INFORMATION REPORTS

9. Police Department Quarterly Presentation

Chief of Police Larry Larson presented. He announced that traffic stops, society crimes, and overall crimes were all up. He noted that the department had 212 hours of overtime in Oakridge and detailed the cases.

In response to Councilor Lehmann's request at the previous meeting, Chief Larson presented the statistics for the Pedestrian Crossing Program: 17.5 hours, 1 crosswalk citation, 29 crosswalk warnings, 2 other citations and 5 traffic warnings.

Councilor McConnell was concerned about the crossing near Coburg Pizza. Chief Larson concurred that the location deserved attention.

Acting Mayor Bell asked if the officers in Oakridge had been impacted by the Cedar Creek fire. Chief Larson said no, they had chosen to remain uninvolved.

10. Finance Quarterly Presentation

Ms. Heath presented, stating that the City was waiting for tax dollars and should enact a hiring freeze until the first of the year.

Councilor Lehmann asked if a freeze would include the accountant position. Ms. Heath said yes, the Staff were handling those duties. Councilor Alexander wondered if that would mean extra

work for Staff, needing more compensation. Ms. Heath said no. Councilor McConnell inquired if a position would be filled if it became vacant. Ms. Heath said yes.

Councilor Lehmann inquired about the water and sewer fees. Ms. Heath explained that the Council needed to make decisions about the water system before those rates could be calculated.

Acting Mayor Bell wondered if any projects qualified for American Rescue funds. Ms. Heath said she'd like to do analysis on lost revenues.

11. Administration Monthly Report

Ms. Heath presented. There were no questions.

COUNCIL COMMENTS

Councilor Lehmann inquired as to the date of the Council Retreat. It was determined to be February 4th, tentatively from 9:00 am to 3:00 pm.

Councilor McConnell thanked Acting Mayor Bell and the Staff.

Acting Mayor Bell asked Mr. Harmon about 15 mph road signs. Mr. Harmon responded that there were criteria that needed to be met. Austin and Abby Streets were mentioned.

Acting Mayor Bell brought up citizen complaints about the smell of paint fumes on Industrial Way. Mr. Harmon suggested that LRAPA (Lane Regional Air Protection Agency) be asked to conduct an air quality check.

Councilor Lehmann requested that the next Agenda include an update on the noise issue and possible sound barriers.

UPCOMING AGENDA ITEMS

General Election Results

Comprehensive & Zone Map Amendments Public Hearing

FUTURE MEETINGS

November 9 Heritage Committee

November 11 City Hall Closed - Veterans Day

November 15 Park Tree Committee

November 16 Planning Commission

November 25 & 26 City Hall Closed - Thanksgiving

November 29 Finance Audit Committee

December 13 City Council

ADJOURNMENT

Acting Mayor Nancy Bell thanked the Staff and Council. She adjourned at 8:04 pm.

APPROVED by the City Council of the City of Coburg on this 13th day of December, 2022.

Nancy Bell, Acting Mayor

ATTEST:

Sammy L. Egbert, City Recorder

DRAFT