



MINUTES

Coburg City Council

Regular Meeting

May 10, 2022 7:00 P.M.

Coburg City Hall

91136 N Willamette Street

Hybrid Meeting in-person or via Zoom

MEMBERS PRESENT: Mayor Ray Smith, Markus Alexander (7:03 p.m.), John Fox, John Lehmann (7:05 p.m.), Patty McConnell, Nancy Bell, Kyle Blaine

STAFF PRESENT: Sammy Egbert, City Recorder; Anne Heath, City Administrator; Anne Davies, City Attorney; Tim Gaines, Finance Director; Sergeant Michel Lee, Coburg Police Department; .

RECORDED BY: Lynn Taylor, Lane Council of Governments (LCOG).

CALL TO ORDER

Mayor Smith called the meeting to order at 7:00 P.M. He noted that the meeting included participants in person and by ZOOM video and there would be an opportunity for the public to provide testimony during Citizen Testimony and the Public Hearing.

PLEDGE OF ALLEGIANCE

Councilor Bell led the pledge of allegiance.

ROLL CALL

City Recorder Sammy Egbert took roll and a quorum was present.

MAYOR COMMENTS

Mayor Smith expressed regret at not being able to join the meeting in person due to his recent cancer diagnosis. He assured councilors that he was in constant contact with Ms. Heath and Councilor Bell regarding secession issues. He would let the Council and staff know as he received further information and needed to make decisions. He enjoyed being mayor and found it a rewarding experience. He appreciated the prayers and good thoughts he was receiving and invited councilors to contact directly if they had any questions.

AGENDA REVIEW

Ms. Egbert stated there were no changes to the agenda.

CITIZEN TESTIMONY

There was no citizen testimony submitted.

CONSENT AGENDA

- 1. Minutes March 8, 2022, City Council Meeting**
- 2. Minutes of April 12, 2022, City Council Meeting**

MOTION: Councilor Bell moved, seconded by Councilor McConnell, to approve the consent agenda as presented. Motion passed unanimously, 6:0.

SPECIAL GUEST

3. Budget Committee Applicant Elise Landry

Ms. Egbert said there had been a vacancy on the Budget Committee for over a year. Notices of the vacancy had been posted around the community for most of that time and an application was recently submitted. Due to the short timeframe for completing the budget, it was not feasible to have the applicant, Elise Landry, be interviewed by the Budget Committee and then forward a recommendation to the Council. Staff recommended that the Council, which comprised half of the Budget Committee, to consider Ms. Landry's application and make a recommendation to Mayor Smith regarding appointment. A copy of the application was distributed to Budget Committee members for input and the only comment received was from the Budget Committee chair in support of Ms. Landry's appointment.

Ms. Landry said she and her husband were new residents of Coburg, although they had owned commercial property in the community for several years. She wanted to be involved and support her community and had seen there were openings on the Budget Committee and Finance and Audit Committee. She felt her experience and background could be useful to those groups.

Councilor Bell thanked Ms. Landry for applying and said as a new resident it was helpful to become involved in governance of the community.

MOTION: Councilor Fox moved, seconded by Councilor McConnell, to accept the application of Elise Landry to the Budget Committee and recommend her appointment. The motion passed unanimously, 6:0.

Mayor Smith, in accordance with Section 5 of the City Charter, appointed Elise Landry to fill a term on the Budget Committee through June 30, 2024.

ORDINANCES AND RESOLUTIONS

4. Public Hearing | First Reading | Consider Waiving Second Reading

ORDINANCE A-200-K AN ORDINANCE CORRECTING SCRIVENER'S ERRORS IN ORDINANCE A-200-J

Mayor Smith opened the public hearing at 7:13 p.m. and called for the staff report.

Ms. Winner explained that the ordinance was to correct two scrivener's errors in Ordinance A-200-J, which was the ordinance that approved the annexation on April 12. The first error referenced Ordinance A-200-G, which should read A-200-I. The second error mentioned Ordinance A-220-I, which should read A-200-I. She said there were two associated motions; the first to waive the second reading of the ordinance and the second motion to adopt Ordinance A-220-K.

Mayor Smith determined there was no one wishing to speak and closed the public hearing at 7:15 p.m.

MOTION: Councilor Fox moved, seconded by Councilor Blaine, to waive the second reading of Ordinance A-200-K. The motion passed unanimously, 6:0.

MOTION: Councilor Fox moved, seconded by Councilor Alexander, to adopt Ordinance A-200-K an ordinance correcting scrivener's errors in Ordinance A200-J. The motion passed unanimously, 6:0.

5. RESOLUTION 2022-11 A RESOLUTION APPROVING THE TRANSFER OF APPROPRIATIONS FOR FISCAL YEAR 2021-2022

Finance Director Tim Gaines stated that the resolution, based on the salary survey and change in wage scale, would transfer \$79,116 from Contingency to the appropriate expenditure funds to remain in compliance with budget laws.

In response to a question from Councilor Bell he confirmed that the amount in Contingency would be readjusted during the upcoming budget process for next fiscal year.

MOTION: Councilor Bell moved, seconded by Councilor Fox, to approve Resolution 2022-11 A resolution approving the transfer of appropriations for fiscal year 2021-2022. The motion passed unanimously, 6:0.

COUNCIL ACTION ITEMS

None

ADMINISTRATIVE INFORMATION REPORTS

6. Police Department Quarterly Report

Sergeant Michel Lee reviewed statistics provided in the report, which was included in agenda materials. He said new information included data on time spent on training, office and patrol. He noted that traffic and person stops had increased with the addition of an officer during the

last two years. He said person crimes and calls for service had increased by one percent; other crimes increased by four percent. The report included a list of the types of calls to which police had responded.

Mayor Smith appreciated the report as it helped to justify the expenditure of a significant portion of the General Fund on Coburg's police force. Safety of the community was a top priority and he commended the department's work.

Sgt. Lee noted that the 2022 World Athletics Championships would be held in Eugene in July and the department was working with the U.S. Marshalls and Oregon Department of Transportation (ODOT) grants to prepare to that event.

Councilor Fox asked if activities in Harrisburg were included in the data. Sgt. Lee replied that only the amount of time spent in Harrisburg was included. The department was not taking calls; the only Harrisburg activity a Coburg officer might be involved with was if the officer stopped a suspect or was assisting a county deputy if help had been requested.

Ms. Heath explained that tracking time officers spent on various activities was initiated in order to determine that officers were not spending more than 75 percent of time on patrol. If more than 75 percent was spent on the beat that indicated the department did not have enough officers to assure other requirements were met, such as filing reports, training and leave.

Councilor Bell thanked the department for its report.

7. Finance Quarterly Presentation

Mr. Gaines provided the third quarter financial report for 2022, pointing out that Whole City Revenue received \$3,865,714, which was 38 percent of budgeted, compared to \$3,499,500 last year at the end of March. Whole City Expenses were \$4,035,908, which was 40 percent of budgeted, compared to \$4,155,354 last year at the end of March. There was a two percent difference between Revenues received and Expenditures.

Councilor Fox comments that factors such as implementation of the transportation utility fee (TUF), a gas tax increase, greater usage of water and sewer, more system development fees and restructuring and refinancing of loans to reduce expenditures had all contributed to a more positive cash flow.

Councilor Alexander asked why sewer fees were lower than expected. Mr. Gaines replied that the industrial area along Interstate was a major consumer of services and franchise fees were also lower than anticipated.

Ms. Heath said up to this point changes could not be directly attributed to COVID-19, but recently the impacts were clearer. One of those things was that power franchise fees had fallen off and discussions with businesses, which were the driver for those franchise fees, indicated

that layoffs and closures had definitely had an impact. She said staff was reviewing sewer fees, but without a comprehensive analysis it was difficult to determine a reason for the decrease. She said the Sewer Fund typically received a large payment at the end of the fiscal year, which also made it appear to be lagging behind. She acknowledged there would be some concerns going into the new budget cycle.

Councilor Alexander asked how the financial data compared to 2020. Mr. Gains said he would provide that information. Ms. Heath added that changes had not been noticed until 2022. A copy of Mr. Gaines' slide presentation would be provided to councilors.

Mr. Gaines continued with his presentation, pointing out that TUF revenues were averaging \$12,000 per month. Ms. Heath explained how the TUF was collected from residents and businesses.

Mr. Gaines said a water reimbursement request for \$272,000 had been submitted to Lane Council of Governments and the funds should be received by June 30, 2022. The reimbursement was for qualified water project expenses and typically requests were made quarterly, although this request was for two quarters.

8. Utility Rate Analysis

Ms. Heath commented that this information was provided as a follow-up to the Council's work session. A change in the water project had prompted a review of the City's Water Master Plan as it pertained to the planned reservoir. She said it had been determined that a reservoir on the hill was not feasible and an elevated reservoir in another location within the city limits was recommended. After discussions with property owners in the Interstate 5 corridor, four to five properties on both sides of the freeway would be part of the feasibility study. A draft report from the study would not be available until September 2022. A proposed work plan for staff was included in the agenda materials.

Ms. Heath said the Council gave staff direction to budget for a three percent water increase and 1.5 percent sewer increase, but delay implementing them until more information had been gathered and the financial impact of increasing the fees had been examined. She said one of the questions to be answer was what would need to be done with the Water Master Plan. The platform, which was associated with the plan as it currently was, included projects in the future that might not happen. Staff needed to determine which projects would actually occur and what the cost would be. Full information on that would not be available until the feasibility study was completed, although it was certain that an elevated water reservoir would be more expensive. Business Oregon was aware of the situation and the City's needs and was searching for potential grant and loan funding sources.

Ms. Heath said the timeline included a heavy emphasis on public education about potential fees and other issues the Council was considering. The pubic education campaign would be similar to the one used for the TUF. She hoped to have a proposed budget out within a day or two and

staff could develop financial scenarios for the Council in June or July. She reviewed the tentative schedule. She said with the current volatility in costs it would be difficult to provide better financial information before the study was completed.

Ms. Heath shared that the third well had been discussed with the City's engineer and it was a priority to bring the well on Stallings Lane online in about six months. She saw no concerns at this time with a water shortage, although as development continued to happen the City would want to have a reservoir in place.

In response to a question from Councilor Fox, Ms. Heath said evaluation of a reservoir was part of the feasibility study. She said pursuant to the Council's direction regarding selling back easements on the hill, staff had made neighbors holding those easements aware that they would receive a formal letter from the City. She was working with the City's legal counsel to determine how the easements would be sold back. Some leases were low cost; for some the cost was substantial and would likely require an appraisal and negotiated buy back.

Councilor Fox asked if that buy back would be similar to arrangements for alley easements where the City required all easements be sold. Ms. Heath said during her conversations with residents on the hill who had easements, the majority were interested in purchasing them back from the City. She hoped the buy back of easements would cover the cost of the feasibility study.

Councilor Bell indicated the proposed work plan was acceptable.

9. Administration Monthly Report

There were no questions from the Council.

UPCOMING AGENDA ITEMS

- Budget Hearings
- Urban Renewal Agency Meeting
- Annual Contracts

FUTURE MEETINGS

- Heritage Committee - May 11
- Park Tree Committee - May 17
- Planning Commission - May 18
- Budget Committee - May 24
- Memorial Day - May 30 **City Hall Closed**
- URA & City Budget Committee - May 31
- Heritage Committee - June 8
- City Council & URA - June 14

ADJOURNMENT

Hearing no further discussion, Mayor Smith adjourned the meeting at 8:01 P.M.

APPROVED by the Coburg City Council on this 14th day of June 2022.

Ray Smith, Mayor of Coburg

ATTEST:

Sammy L. Egbert, City Recorder

DRAFT