

# COBURG CITY COUNCIL MONTHLY REPORTS

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## TOPIC: City Administrator's Report

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Meeting Date: July 14, 2020

Staff Contact: Anne Heath, City Administrator

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

### GENERAL ADMINISTRATION

- **Well Property Purchase.** Staff have issued a formal offer for the property. By July 14<sup>th</sup>, the owner will have accepted the formal offer or issued a counter offer. This will be presented in Executive Session at 6:00 p.m. on July 14.
- **I-5 Bore.** The RFP has been completed and was released on Friday, July 10<sup>th</sup> and will be open for approximately 30 days. It is anticipated that a contract for the bore will come to the City Council at their September meeting with a hope of completing the work prior to the rainy season.
- **Robert Road Maintenance and Repairs** – Eugene Sand Construction Company, Inc. was awarded the bid. The contract for this work is in the City Council packet.
- **Johnny Diamond Park** – Continues to take shape. It did fall slightly behind due to a few very wet weeks. However, it is still anticipated that it will be completed in a timely manner. Most notably the picnic shelter is nearly completed and has turned out beautifully.
- **Interpretive Signs installed in Trails End Park** – Interpretive signs were installed in Trails End Wetland Park this week. These special order signs are unique to the Coburg Wetlands.
- **Finance Director** – Our Finance Director Tim Gaines arrived on Monday, July 6<sup>th</sup>. He will be present at the July 14<sup>th</sup> meeting in order to introduce him to the City Council. Tim will be going through training processes over the next several months. Due to the

excellent support that I received from the staff, the finances of the City are up to date, the year was closed, and the new fiscal year was created and implemented. We have lost no ground save that Kathy Taylor has 4 months to review rather than 3 which she will do at her regularly scheduled time in July. Tim will meet with the Finance and Audit Committee on July 28<sup>th</sup>.

- **Declaration of Emergency** – The City declined to renew our Emergency Declaration. This is partially because the policies and procedures that were created under the declaration have become and will continue to be our normal operations for at least the next 12 months or until an immunization is developed. Due to the increase in cases, and depending on the actions of the Governor, the City may choose to declare emergency again if the need arises. Staff procedures and policy will follow the employee manual while mandating the Governor's orders for masks and social distancing.
- **Emergency Operations** – Although we are working through the Covid-19 emergency, we can't stop continuing our work to prepare the City for any emergency. Jim Bell continues to provide research and information regarding the emergencies the City may face and what we can do to prepare for them. Attached is a report that he recently completed on a post major earthquake emergency situation. What do we do with this information? This can influence future budgets for equipment, and also help us to consider grant funding that may be of assistance to the City.
- **Community Build Out Scenario** - This project kicked off in late May with a conference call with Urban Collaborative, the Mayor and City Staff. An invitation for citizens to participate will be made from the Mayor by video as well as by invite in the August Utility Billing. Citizens will be invited to attend an online meeting on September 17th, and to participate in a survey. The information collected from citizens will be utilized for a final report which will be presented in a community meeting in the fall. This is an exciting project which will help with the future planning of the City.
- **Industrial Noise Complaints** – Staff and the Mayor met with the manager of Carry-on Trailer as well as Steve Lee to discuss the noise complaints from the surrounding neighborhood. There were many options discussed for trying to diminish the noise. Carry-on is installing cameras on site so that all shifts can be monitored, they have purchased a noise meter for use by the employees, and they are constructing a temporary sound wall to see if the wall reduces noise. If it does help with reducing the noise they will consider building a permanent wall. A representative from Carry-on called on July 6<sup>th</sup> to confirm that they are making progress on the recommended changes.

## **Upcoming Meetings**

Planning Commission – July 15<sup>th</sup>  
Park & Tree Committee – July 21<sup>st</sup>  
Heritage Committee – July 8<sup>th</sup>  
Finance Committee – July 28<sup>th</sup>  
City Council – August meeting is cancelled

## **Trails End Park Interpretive Signs**



## **Johnny Diamond Park Progress**



## **Carry-on Trailer Sound Wall Construction**



## **DEPARTMENTS AND OPERATIONS**

### **City Recorder/Administration**

**Finance** – See Tab\_\_\_\_\_

### **Planning**

- **Regional Transportation | CLMPO**
  - Metropolitan Policy Committee (MPC) – June
    - Funding Application Review, LCDC Report
  - MPO Technical Advisory Sub-Committee (TASC) – June
    - MPC follow up, Streetlight Data
  - Transportation Policy Committee (TPC) – June
    - RTP/CMP/ITS Plan update, Funding Apps approval
  - Transportation Options Advisory Committee (TOAC) – June
    - Regional TO discussion
  - Safe Lane Transportation Coalition – June
    - UO Strategic Plan discussion
- **Long Range Planning | Special Projects**
  - Coburg Loop Path Segment 3 – Complete, waiting on overruns/invoices
  - Coburg Loop Path Segment 4 – Survey work
  - Transportation System Plan – Project kick off, Modeling work
  - Build Out – kicked off, background work, draft(s) review
- **Historic Preservation**
  - CLG grant work ongoing: Historic Resources Survey draft deliverables soon

### **Land Use Applications**

- **Building**
  - 6 Structural/Plumbing/Mechanical/Electrical Permits (June)
- **Land Use Final Approval**
- **Land Use Tentative Approval**
  - SUB-03-18 – Rogers Partition, Mill St/N Harrison St. – Tentative Approval, Extended
  - SUB-01-19 – Blystone Partition on N Coleman – Tentative Approval
- **Land Use Pending Action**
  - SUB-01-20 – Wiechert Subdivision north of Coleman & Skinner – Pending
  - LLA-01-20 – Berry Lot Line Consolidation, north Harrison – Pending

### **Public Works**

- **Streets and ROW.**
  - **Projects**
    - The Roberts Rd Project which is SCA Funded was put out to bid and received two competitive bids. Eugene Sand was the low bidder and you will be seeing a staff report to accept their contract at the July meeting.
  - **Trees**
    - We removed a big leaf maple tree on Maple St. It was damaged early in the month and the residents agreed that it needed to be removed. It was completely rotten at the base.

- **Water Utility**
  - **Meters**
    - Crews are still working on wrapping up switching out the larger commercial meters.
  - **Water Samples**
    - We had two positive water samples for total Coliform. These were at the Wastewater Treatment Plant. The initial positive was on 6-15-20(in the locker room at the plant). This was part of the routine sampling process we do every month. As part of that process we take two samples from different locations throughout town. When we have a positive sample we must then pull three more samples, one upstream of the initial positive, where the initial positive was taken, and one below the initial sample. Also one sample from each of the source water (the 2 wells). This is done to eliminate that possibilities that the system is contaminated or compromised. These resamples were taken on 6-17-20. After the initial sample there were 5 resamples taken, all came back clean other than the sample that was the first initial positive sample. We believe after the level 1 investigation that was conducted with the help of the Oregon Health Authority and Lane County Health that construction that occurred a couple days before samples were taken could have been the source of the total Coliform. We believe that the Public was not at risk and neither were any employees at the Treatment Plant.
- **Sewer Utility**
  - **Collections**
    - Inspected 15 sites
    - Called out 7 times
    - Pumped 5
- **Parks**
  - **Johnny Diamond Park**
    - Project is still moving along. Public Works has built the new swing set and by the time we meet it should be installed.
  - **Maintenance**
    - Trimmed hedges at Spores Park.
  - **Parks**
    - Crews opened up the Parks and have installed many signs around the City.
- **Misc.**
  - **Locates**
    - 12 Locates
  - Attached is the spreadsheet from our new Work Order system. We are still working on fine tuning this but I wanted to share with you all what it looks like and how we can use this for management of all the Depts.

## **Municipal Court**

- **June 2020 Activity Measures:**
  - **Citations (Crimes and Violations)**

- New Citations for June 2, 2020 Court Date: 34
- New Citations for June 23, 2020 Court Date: 7
- **June 2020 Receipts Including Collections,**
  - **Total Fines:** \$ 14,606.01 (total monies taken in for the month, nothing deducted),  
*compared to \$7,411.95 in June of 2019*
  - **Net Fines:** \$6,979.56 (City share only, NOT including collections),  
*compared to \$6,032.00 in June of 2019*
- **June 2020 Professional Credit Service Collections:**
  - **Total Collection Revenue:** \$ 7,626.45  
*compared to \$1,379.95 in June of 2019*
  - **Turned over to collection:** \$ 28,301.00  
*compared to \$2,589 in June of 2019*

***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: July 21, 2020, Regular Court Session**
- **Jury Trials Scheduled:** July 23, 2020 at 9:00 am  
August 13, 2020 at 9:00 am  
August 24, 2020 at 9:00 am  
September 11, 2020 at 9:00 am  
September 29, 2020 at 9:00 am

**Police Department**

- Officers had all the radios programed and switched over to the LRIG trunking system with the Lane County Sheriff Departments Dispatch Center
- Officers attended a training class for the Lane County Dispatch center
- The data conversion from Junction City Police Departments computer system was transferred to Lane County Sheriff's Department Law Enforcement data system
- Officers arrested a male for outstanding felony warrants
- Officers arrested a female for outstanding warrants
- DWS criminal driving while suspended Theft
- Officers investigated a city ordinance violation of accumulated debris. The property owner was contacted the situation was resolved
- Officers investigated a city ordinance violation of tall grass. The owner was contacted and the situation was resolved
- Officers investigated a failure to carry and present a driver's license. The person was detained and taken to the Coburg Police Department. They were fingerprinted using the

new fingerprint system. The finger prints were sent to OSP.NCIC and the suspect was identified. He was issued several citations to appear in court

- Officers took a report for a stolen bicycle.
- Officer investigated a call of an attempted theft of a trailer. A suspect was identified, warrant was obtained and the subject was arrested two weeks later
- Officers arrested a male on outstanding warrants
- Officer investigated a call of criminal mischief graffiti to a vehicle
- Officers took in contraband, cocaine found at a local business
- Officers returned a found wallet to the owner
- Officers arrested a male for an outstanding warrant for theft I
- Officers took in 26 pounds of prescription medication from the med return box
- Officers registered a sex offender for their annual registration

**Upcoming Events:**

None