

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: City Administration Report

Meeting Date: October 11, 2022

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

GENERAL ADMINISTRATION

Water Project

- Well under design
- Water Rights have successfully transferred to new well property. However, there is a comment period and then a final approval. The comment period is complete and we are waiting on the final approval from the state.
- Thomas Street Intertie under construction – waiting to hook up one resident in order to complete
- Coleman Street Intertie under construction soon
- Reservoir Feasibility Study- In process – Presentation October 11, Council meeting.

Street Projects

- **McKenzie Street Rebuild** – In process. Tentative finish date is October 31.
- **Roberts Road** – Completed
- **Roberts Court** – In process - Tentative finish date is October 31.
- **Crack sealing** - Completed
- **Collector Streets** – Under Design. Timing for construction has been pushed out due to a lack of certified agencies that can manage the project on behalf of Coburg. Federal dollars require a certified agency to manage. Only Lane County or the City of Eugene can manage those projects in Lane County at this time. We had thought that City of Eugene would manage this for us as we have been discussing it for a couple of years with them. However, they have let us know that they cannot at this time due to staff shortages. The project will push to design in 2023, and construction in 2024 if an IGA can be obtained with either Lane County or City of Eugene.
- **Funding** – City has submitted first reimbursement request to OTIB
- **I-5 Interchange** – City staff are participating in a series of meetings to identify grant information and planning, and to establish possible funding opportunities. ODOT had some earmarked funds that is utilizing the funds to compile information that could be

utilized in multiple grant opportunities. At this time, there is a need for funding the remainder of the design, right-of-way phase, and engineering which would create a shovel ready project for construction funding.

Park Projects

- **Coburg Loop** – Industrial Way – This project has been delayed due to shortage of funding. More funding has been obtained. However, will not be available until 2024. City of Eugene is the Certified Agency for this project and is managing it. We are attempting to partner this project with the paving of Coburg Industrial Way, which is funded. This would allow both projects to take place at the same time.
- **Pavilion Park Planning** – City Administrator will meet with Park & Tree Committee in October to establish a timeline and work plan for the final design of the park.

Mental Health Training

The majority of the staff completed the “Mental Health First-Aid” training in September and received certification. The training was greatly appreciated by all and very helpful for not only responding to mental health issues, but was very good for the staff to learn to manage their own mental health.

Save the Date - Staff are in the process of planning a **Mayor’s Ball on January 21, 2023**. This evening will be planned to honor Mayor Smith’s service to the City, and welcome a new Mayor. The event will take place at the Country Inn on Coburg Road. Tickets will be sold, as well as a silent auction will take place to cover the costs. A small committee is working on this event and will expand to more volunteers very soon.

Cyber Security Table Top – City supervisors will take part in a Cyber Security Table Top exercise along with IT, and other LCOG staff. This tabletop is to answer the questions that would come up, and actions needed in the event of a cyber-attack. We will be working together to design a format that could be shared with other small cities. The tabletop will take place on October 20th.

Finance Department Staffing - The City is posting an Accountant position to join our finance department. It will be posted from October 7th to November 4 with interviews taking place in mid-November. At this time, we are cross training Sara Athey to take on financial tasks which has proven to be

Scarecrow Festival/Block Party – Is scheduled for October 14th from 5:00 – 8:00 on Mill Street. Music, food, games and fun. The block party is an annual celebration brought by the community partners including the City, Coburg Mainstreet, Coburg Fire, Coburg Charter School, and the Coburg Grange. Mark your calendars! See flyer attached.

Upcoming Meetings

10/12 Heritage Committee
10/18 Park Tree Committee
10/26 Finance Audit Committee
11/8 City Council

DEPARTMENTS AND OPERATIONS

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

City Recorder

- September 14th to October 11th managed three Public Meetings. All Public meeting are noticed, electronic and paper retention completed, minutes drafted, signed and recorded.
 - Completed four lien searches.
 - Working on Public Record request on 1973 water bond.
 - Recruitment notice and retention for police reserve hire and accounting position.
 - Request for bids posted for Coleman Street Waterline public improvement project.
 - Record and create grant retention file for 2022 Transportation Safety Office police grant.
 - Finalize and record the property exchange with Shepard Investment.
 - Ordinance A-200-J was adopted at September 27, 2022. Working with staff to get Zoning code in the final format. Recorded and updated and distributed. Goal is to get this done and distributed by October 27, 2022.
 - Continue to working with Coburg Creek Subdivision to complete 26 sewer easements executed and recorded for the new construction
 - 2022 General Elections is November 8, 2022. Ballots will be mailed out and drop sites will open October 18, 2022. Coburg has Mayor, three council positions and two measures that will be on the ballots.
1. **Measure 20-336** 2022 Coburg Charter
 2. **Measure 20-337** A temporary Ban on Psilocybin Service Centers and Manufacturing Products
 3. **City Candidates for the 2022**
 - Office of City Councilor | 4 Year Term | Vote for three
 - John G. Lehmann
 - Alan Wells
 - Cathy Engebretson
 - Office of Mayor | 2 Year Term | Vote for 1
 - **NO CADIDATES FILED**

What happens when No Candidates file?

- The race will appear on the ballot as no candidate filed with a line for a write in.

- Lane County will tally the write-in votes
- The person who received the largest number of write in votes are notified and have until December 21, 2022, to accept.
- If they do not accept by the deadline the Mayors position becomes vacant on December 31, 2022.
- Council President would be Mayor Pro-tem until a Mayor is appointed by City Council to fill the 2-year term.
- August 26, 2022, I certified to Lane County that the challenge process was complete and filed the final ballot titles for 2022 Coburg Charter and Temporary Ban on Psilocybin Services Centers and Manufacturing Products. Both measures are scheduled to be on the 2022 general election ballot.
- September 6, 2022 I submitted the Certified Statement of

Administration Front Desk

- Assisting the City Administrator with daily finance tasks until position is filled.
- Meeting minutes and agendas for City Council, Planning Commission and other committees have a permanent retention requirement with the State of Oregon. We are working on getting the historical documents scanned into the systems. Once the documents are electronic, the paper originals will be sent to Iron Mountain for permanent retention. We are currently working on 1960 and 1970.

Utility Billing

- August Utility bills cover 8/11 to 9/13
 - Billed Water \$99,600 | Sewer \$69,950 | TUF \$12,400
 - Cash Receipts or Payments Received \$183,800
 - Past dues charged 67
 - 2 Active payment plans
 - 9 change in service
 - Created 2 new construction accounts

Finance

- Finance report for the first quarter of fiscal year 2022 will be presented to the Council at their November 8, 2022 meeting.
- Audit is in process. Auditors will be at the City on Friday, October 7th. The completion of the audit is due by December 31. Staff is doing everything possible to keep the audit on schedule.

Planning – Prepared by Megan Winner

- SR 01-22 & CUP 01-22: Application for site review and conditional use permit for restaurant and brewery at 91032 S Willamette (old Primrose Lane Antique) deemed incomplete, additional information on wastewater pretreatment and other details requested but not yet received;

- SR 02-22: Building permit issued for utilities and grading for industrial park at 90950 Roberts Rd;
- SUB 02-20: Construction continues;
- PA 01-22: Council adopted Ordinance A-200-L on September 27th. Next step is to update Zoning Map;
- SN 02-22 & SR 03-22: Planning Commission approved illumination of the signs at Pape on North Coburg Industrial Way at the September 21st meeting. Planning Commission will consider recommending approval of amendments to the Zoning Map and Comprehensive Plan map in October;
- 5 Structural/Plumbing/Mechanical/Electrical Permits issued in September;
- SUB 01-22: Facilitated pre-application meeting for Phase 2 of Coburg Creek subdivision;
- Attended regional transportation meetings including Transportation Planning Committee, Safe Lane Coalition, Transportation Options Advisory Committee and Technical Advisory Sub-Committee (of MPC);
- Attended Heritage Workshop on Change Management in Springfield.

Main Streets and Economic Development – Prepared by Tracey Pugh

- Working on Wayfinding Signage for downtown Coburg
- Coordinated/attended monthly meeting with Main Street Executive Committee
- Assisted Coburg Antique Fair Director in providing successful event for community
- Attended Mental Health Staff Trainings
- Coordinated/attended monthly Coburg Main Street committee meeting
- Updated Information Kiosk with current events/information
- Planning scarecrow contest/Coburg Scarecrow Festival for October
- Participating in bi-weekly Oregon Main Street zoom meetings

Public Works – Prepared by Brian Harmon

- **Streets and ROW.**
 - **Street**
 - Trees**
 - Had two Maple Trees looked at by Arborists for construction conflicts. We can work around the one on East McKenzie, and the one on Macy and Harrison we will get a report back for health and how we can work around.
 - Trimmed trees around Park areas.
 - **Projects**
 - Crack Sealing project has been completed and looks good.
 - Work is continuing on the E McKenzie St Project.
- Water Utility**
 - **New Service**
 - 1 new meter
 - **Projects**
 - Working on getting N Coleman St Waterline out to bid on Oct 1st
- **Sewer Utility**
 - **Collections**
 - **Inspections**

- 7
 - **Callouts**
 - 7
 - **Tanks Pumped**
 - 5
 - **Treatment Plant**
 - **Projects**
 - Finished planting 207 Ash Trees on stream bank.
- **Parks Dept**
 - **Parks and Tree Committee**
 - Work Party volunteered on the Booth Kelly Trail System
 - **Park Maintenance**
 - Removed rocks from Pavilion Park roadside.
 - Pressure washed moss from sidewalks at Pavilion
- **Misc.**
 - **Locates 33**
 - **Work Orders 77**

Municipal Court - Prepared by Mandy Balcom

- **September 2022 Activity Measures:**
 - **Citations (Crimes and Violations)**
 - New Citations for September 14, 2022 Court Date: 48
 - **September 2022 Receipts Including Collections,**
 - **Total Fines:** \$ 9,591.03 (total monies taken in for the month, nothing deducted), *compared to \$11, 298.92 in September of 2021*
 - **Net Fines:** \$ 5,471.03 (City share only, NOT including collections), *compared to \$9,257.00 in September of 2021*
 - **September 2022 Professional Credit Service Collections:**
 - **Total Collection Revenue:** \$1,553.03 *compared to \$2,041.92 in September of 2021*
 - **Turned over to collection:** \$ 4,120.00 *compared to \$12,360.00 in September of 2021*

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: October 18, 2022, Regular Court Session**
- **Court Administrator to Attend the OACA Court Conference Oct. 9-11, 2022**

Police Department – Prepared by Chief Larry Larson

- Officer investigated several unlawful entries into motor vehicles.
- Officer investigated a theft from the Shell Gas Station.
- Officer arrested a male for a misdemeanor warrant and driving while suspended.
- Officer arrested a male for a felony parole warrant.
- Officer towed an abandoned vehicle on Roberts Road.
- Officers used CHETT funds to purchase food and other necessities for travelers.
- Officer arrested a disorderly male for trespass.
- Officer investigated a theft from the antique fair.
- Officers took reports of found property.
- Officer investigated a traffic crash and cited an involved driver for driving while suspended.
- Officer investigated a hit and run crash that ended up being a civil compromise.
- Officer investigated a missing person.
- Officer towed an abandoned vehicle on Coburg Bottom Loop.
- Officer arrested a male on a misdemeanor assault warrant and cited the driver for driving without a license.
- Officer investigated a DHS referral involving a possible online corruption of a minor.
- Officer arrested a male for alcohol DUII.
- Officer completed ODOT commercial truck inspections.
- Officer investigated a fraudulent use of company checks and obtained suspect information.
- Officer conducted compliance checks with city ordinance violations.
- Officer completed ODOT traffic grant.
- Officers responded to a domestic dispute and determined a crime had not been committed.
- Officers enforced several parking violations.
- Officers completed compliance checks on sex offender.
- Officers responded to an intentional drug overdose.
- Officers worked bailiff duties at the Coburg Municipal Court.
- Officers worked bailiff duties at the Harrisburg Municipal Court.
- Officers responded to several alarm calls.
- Officers worked the ODOT grant for DUII enforcement.
- Officers completed Mental Health First Aid training.
- ODOT traffic grant enforcement pedestrian crosswalk safety
- Officers worked traffic enforcement around the Coburg Community Charter School
- Coburg Antique Fair September 11th

Upcoming Events:

- October 12th | Love U Guys training for Coburg Police Department
- October 13th | Love U Guys training for Coburg Community Charter School staff
- October 28th Evidence room audit

- October officers will be transporting evidence to Covanta to be destroyed
- October 29th DEA Drug Take Back 10:00 to 2:00 pm Coburg Police Department
- October 31st Halloween

Police Quarterly Report will be presented at the November 8, City Council meeting.

ATTACHED

At the 2021 City Council retreat the City Council, discussed ways to better connect with Planning Commission and City Committees. Council requested staff provide the minutes from all public meetings in the monthly City Council packets.

- A. 9/21/2022 Planning Commission Minutes
- B. Scarecrow Festival Flyer