



Coburg City Council

November 17, 2020

Coburg City Hall & Council Work Session

Meeting held via webinar

91136 North Willamette St., Coburg, Oregon

Councilors Present: Ray Smith, Mayor; Nancy Bell, Mark Alexander, John Lehmann, Patricia McConnell, John Fox.

Councilor Absent: Kyle Blain

Staff Present: Anne Heath, City Administrator; Sammy Egbert, City Recorder; Megan Winner, Economic Development Assistant; Tim Gaines, Finance Director; Brian Harmon, Public Works Director.

1. Call the City Council Meeting to Order

Mayor Smith called the City Council meeting to order at 6:00 p.m.

2. Pledge of Allegiance

Ms. Egbert played the Pledge of Allegiance.

3. Roll Call

Ms. Egbert called roll and there was a quorum.

4. Mayor Comments

Mayor Smith shared that this meeting was originally supposed to only have one item on its agenda to make time for the work session afterwards. However, they added another item, but the meeting would stay short. He thought it might be good to have similar meetings in the future, when possible, so they could make time for work sessions.

5. Agenda Review

There were no changes to the agenda.

6. Citizen Testimony

Mayor Smith said that they received one piece of written public comment which all Councilors had read.

7. Response(s) By City Council

There were no responses.

8. Special Guest

Mayor Smith introduced Robert Killen from the Lane Small Business Development Center (LSBDC).

Mr. Killen said that he was there that night to talk about how they could fix the issue of businesses not being able to find help when they needed it. There were many businesses in the County that were not aware that supports were even available. LSBDC had a database that had all entities that supported businesses in Lane County. Coburg could use this database to help businesses that called them with questions.

Mr. Killen asked the City to be their partner in this project and utilize the tool when people called. He asked for a statement of support from the City. Mr. Killen stated that if they were able to agree across the County then they could make a change and help businesses.

Mayor Smith asked for a link to the database to be sent out to all Councilors. Councilor McConnell had already looked at the database and said that it had a lot of information on it. She was happy to support them.

Mayor Smith agreed with the project and would write a letter for LSBDC and encourage the City to use it. He said that it was hard to find information when there was so much to filter through.

Ms. Heath asked if there was a deadline for the statement. Mr. Killen said that there would be a partner summit on December 10, 2020 and he hoped to have all written statements before that. He wanted someone from the City to be there too if possible.

9. City Administrator's Report

Ms. Heath wanted the community to know that just because the agenda was short did not mean nothing was happening. Staff was currently very busy getting everything done that Council had approved. They signed the papers for their bond purchase that day, they would sign the papers for the Stallings Lane purchase that week, and the 1-5 bore was underway.

Councilor Lehmann noted that the handicap spot at Johnny Diamond Park was too steep. He asked how high it was. Mr. Harmon replied that the spot was not supposed to be not greater than 2% in height, but it ended up being between 2.4% and 3.7%. Councilor Lehmann asked if the whole thing had to be redone. Mr. Harmon said that I did. Ms. Heath added that they wrote to the contractor who did it but had not heard back yet. Councilor Fox asked if they would have to pay an additional cost. Ms. Heath responded that there should not be, but you never knew.

Councilor Lehmann asked what issues the two wells that would be recommissioned had. Mr. Harmon replied that one had high nitrates and the other was abandoned. Neither of the wells

met setback requirements. Councilor Alexander inquired if they had to do anything to those wells if they were done with them. Mr. Harmon told him that it would cost them about \$10,000 per well to fill and do some clean up.

Mayor Smith asked for Ms. Heath to summarize their updated COVID-19 response. Ms. Heath had signed an administrative order enacted the Governor's and OSHA's restrictions. Their top priority was to keep their staff safe. Most staff would be working from home, but there were always essential staff members present at City Hall. The City had extended the Governor's freeze from December 2, 2020 to December 31, 2020. She said that they should be safe and have staff working from home until then. They were not expecting to furlough anyone.

Councilor Alexander asked if they were still on schedule with their projects. Ms. Heath replied that they were on schedule, but it was starting to slow down. They were doing their best to keep the projects going.

Councilor McConnell inquired into if this information was getting out to the community. Ms. Heath responded that they posted the new regulations on social media that day.

Councilor Alexander wanted to know if the parks would be closed. Ms. Heath replied that the parks would remain open, but the bathrooms would be closed. They could not keep up the maintenance of cleaning them as much as needed with the regulations.

Ms. Heath stated that there would be no more public meetings in City Hall until at least December 31, 2020.

10. Council Action Items

a. Kennedy Jenks Wastewater Engineering Professional Services Contract

Mr. Harmon mentioned that they talked about updating their facilities plan to inform people on its capacity at their last meeting. They worked with Kennedy and Jenks for the information but needed to have a contract with them moving forward. He shared that the contract would not cost more than \$10,000. It would also enact ordinance 91c which explained how the information would be shared with City Council.

MOTION: Councilor Bell moved, seconded by Councilor Lehmann, to that City Council approve the contract with Kennedy and Jenks to provide wastewater engineering professional services to the City of Coburg and to enact sections 7a and 7b from ordinance 91c allowing for special solicitation methods and exemption from competitive awards. The motion passed unanimously.

b. Planning Commission Appointment

Ms. Winner stated that Planning Commissioners Jon Derby, William Wood, and John Marshall terms have expired. All Commissioners are interested in serving another term. If appointed their new term would last until October 2022.

MOTION: Councilor Fox moved, seconded by Councilor Bell, to reappoint Jon Derby, William Wood, and John Marshall to the Planning Commission. The motion passed unanimously.

11. Future Meetings | Dates to Remember

City Council – December 8, 2020
Heritage Committee – December 9, 2020
Park Tree Committee – December 15, 2020
Planning Commission – December 18, 2020

12. Adjournment

Mayor Smith adjourned the regular meeting at 6:33 p.m.

13. Adjournment

Mayor Smith adjourned the work session at 8:01 p.m.

(Minutes recorded by Lydia Dysart)

APPROVED by the Mayor and Council of the City of Coburg this 12th day of January, 2021.

Ray Smith, Mayor

ATTEST:

Sammy L. Egbert, City Recorder