



**MINUTES**  
**City Council & Local Contract Review Board**  
**Joint Meeting & Public Hearing**

April 9, 2024 at 6:00 PM  
Coburg City Hall  
91136 N Willamette Street

**MEMBERS PRESENT:** Nancy Bell; Mayor, Alan Wells, Cathy Engebretson, John Lehmann

**MEMBERS ABSENT:** John Fox, Claire Smith

**STAFF PRESENT:** Adam Hanks; City Administrator, Sammy Egbert; City Recorder, Brian Harmon; Public Works Director, Greg Peck; Finance Director, Larry Larson; Chief of Police

**GUESTS PRESENT:** Charlie Conrad; State Representative, Megan Dompe; Coburg Main Streets

**RECORDED BY:** Madison Balcom; Administrative Assistant

**CALL TO ORDER**

Mayor, Nancy Bell called the meeting to order at 6:05pm.

**PLEDGE OF ALLEGIANCE**

Mayor Bell led the Pledge of Allegiance.

**ROLL CALL**

City Recorder, Sammy Egbert called roll. A quorum was present.

**MAYOR COMMENTS**

Mayor Bell mentioned:

- The Council Appointment review
- The Staff Report
- Child Abuse Prevention Month campaign

## 1. Council Appointment Review

City Administrator, Adam Hanks explained that upon further investigation, Brandon Rhodes, which council appointed as a councilor at the last meeting, does not actually reside within the City limits, therefore he is not eligible to be a Coburg City Councilor. Mr. Rhodes' resignation letter was provided.

**MOTION:** Councilor Lehmann, seconded by Councilor Wells, moved to resend the appointment of Brandon Rhodes to the position of City Councilor.

***The motion passed unanimously — 3:0.***

## AGENDA REVIEW

There were some proposed changes to the agenda including;

- City Administration Report (in red folder) will go with Agenda item 11
- Finance Audit Committee Report (in red folder) will go under Liaison Updates
- Added Agenda item 9.5 - new OLCC License Application

## CITIZEN TESTIMONY

There were no request(s) made to publically speak. There were no written statement(s) received.

## RESPONSE(S) BY CITY COUNCIL

There were no response(s) made by City Council.

## CONSENT AGENDA

Mayor Bell briefly reviewed the items on the Consent Agenda and there were no requests to remove an item for separate consideration.

## 2. Minutes February 10, 2024 City Council Retreat

## 3. Minutes March 5, 2024 City Council Work Session

- Councilor Engebretson pointed out an scrivener's error in the March 5<sup>th</sup> minutes; on Page 3, paragraph 4, to make the RARE acronym capitalized

**MOTION:** Councilor Lehmann moved, seconded by Councilor Engebretson to approve the Consent Agenda as presented.

***The motion passed unanimously — 3:0.***

## SPECIAL GUEST

State Representative, Charlie Conrad – District 12

Representative Conrad presented the Council with an overview of the 2024 Oregon Legislature short session. Rep Conrad provided an orientation of the short session including how bills were allowed to be developed and presented, committee work he was involved with, bills that he developed/sponsored,

and a highlight of bills passed that he felt had relevance to the cities within District 12, which he represents. Highlighted bills included Housing production (SB 1537) Housing Infrastructure Grants (HB 4128A), Right to Repair (SB1596) and Measure 110 Reform (HB 4002). Rep Conrad also specifically addressed SB 1576, addressing Recreational Immunity, and stressed that the bill contained only temporary language and will be addressed in the next full session in hopes of security long term solutions. Rep Conrad explained the process utilized for the infrastructure funding requests that came from local jurisdictions within District 12, including Coburg, and announced that the funds were highly competitive and focused on projects that would aid in the short term development of housing.

Coburg's request for funding assistance for the rehabilitation of its water storage tanks was not among those selected for funding, but will continue to be pursued into the next session. Councilor Lehmann inquired about the potential for the existing "kicker tax" to be modified to provide funding for the needed infrastructure work around the state. Rep Conrad responded that no discussion on that matter occurred in the last session and there is not much general support for modifications from his perspective. Mayor Bell and the Council thanked Rep Conrad for attending the meeting and providing a very complete report on the short session and also thanked him for his willingness to listen to local needs and support solutions at the state level.

## **ORDINANCES, RESOLUTIONS AND CONTRACTS**

### **4. Second Reading**

**ORDINANCE A-225** AN ORDINANCE REPEALING ORDINANCE A-91-C AND AUTHORIZING THE ADOPTION OF PUBLIC CONTRACTING RULES AND STAFF SPENDING AUTHORITY BY RESOLUTION

Mayor Bell held the second reading of Ordinance A-225 at 7:06pm.

- The first reading and public hearing of Ordinance A-225 was held at the March 12, 2024 City Council Meeting.

Mr. Hanks provided a staff report. He stated that all current public contracting rules are embodied in the current Ordinance A-91-C. The negative of that is how time consuming and cumbersome it is to update the public contracting rules when needed. The objective with Ordinance A-225 is to repeal the old Ordinance A-91-C, and adopt the public contracting rules by resolution, which in turn shortens the ordinance itself and allows for easier updating and improving of the rules.

Two resolutions will follow the ordinance, including Resolution 2024-02 which would be to opt out of the Attorney General's Model Public Contracting rules, and instead adopt a full set of public contracting rules consistent with Oregon State Laws, but specifically for Coburg, along with Resolution 2024-03 which entails establishing the purchasing and spending authority for City Staff. If Council chooses to approve, the Ordinance and Resolutions will go into effect on May 9, 2024.

Mr. Lehmann asked if other cities were also making this change, and also asked why we haven't looked at this before. Mr. Hanks said that several cities in the region have done this already. Over the last 5-10 years cities have been more aware of it and public contracting has been more challenging and complicated, so more cities have adopted their own set of rules. Lehmann then asked if there were any disadvantages for this change. Mr. Hanks said no, there are just some temporary timing and workload changes that will go into updating all of the necessary pieces.

Ms. Engebretson asked about the amount in the spending authority. Mr. Hanks clarified the mix up.

**MOTION:** Councilor Lehmann moved, seconded by Councilor Engebretson to adopt Ordinance A-225 An Ordinance repealing Ordinance A-91-C and authorizing the Adoption of Public Contracting rules and staff spending authority by resolution.

*The motion passed unanimously — 3:0.*

## 5. CALL TO ORDER THE LOCAL CONTRACT REVIEW BOARD

Mayor Bell called the Local Contracting Review Board to order at 7:24pm.

- The City Council and Contract Review Board Joint meeting is to consider the next resolution. The Public Hearing notice was published in the Register Guard inviting citizens to comment.

Joint Public Hearing on DRAFT findings supporting the exemption of certain classes of special procurements and public improvement contracts for competitive bidding requirements

*No requests to comment were received so no public hearing was held.*

**RESOLUTION 2024-02** A RESOLUTION OF THE CITY OF COBURG AND LOCAL CONTRACT REVIEW BOARD OPTING OUT OF THE ATTORNEY GENERAL’S MODEL PUBLIC CONTRACTING RULES AND ADOPTING PUBLIC CONTRACTING RULES FOR THE CITY OF COBURG

**MOTION:** Councilor Lehmann moved, seconded by Councilor Wells to adopt Resolution 2024-02 A resolution of the City of Coburg and Local Contract Review Board opting out of the Attorney General’s Model Public Contracting rules and adopting Public Contracting rules for the City.

*The motion passed unanimously — 3:0.*

Mayor Bell adjourned the Contract Review Board meeting at 7:27pm.

## 6. RESOLUTION 2024-03 A RESOLUTION ESTABLISHING PURCHASING AUTHORITY AND SPENDING LIMITS FOR THE CITY OF COBURG STAFF

**MOTION:** Councilor Lehmann moved, seconded by Councilor Engebretson to adopt Resolution 2024-03 A resolution establishing purchasing authority and spending limits for the City of Coburg Staff; authorizing the City Administrator to enter into contracts not exceeding \$75,000 and emergency contracts not exceeding \$150,000; and authorizing Department Heads to enter into city contracts not exceeding \$10,000.

*The motion passed unanimously — 3:0.*

## 7. Pavilion Park Phase 1 Sub Contract(s) Pre-Authorization

Mr. Hanks said they went out for informal quotes for this phase of tasks, which require electrical and plumbing commercial license work. They are handling Phase 1 internally for cost and timing purposes.

They are asking council for a pre-authorization approval of up to \$20,000 for both electrical and plumbing contracts.

**MOTION:** Councilor Wells moved, seconded by Councilor Engebretson to authorize the City Administrator to execute plumbing and electrical contracts in support of Phase 1 of the Pavilion Park Improvements project not to exceed \$20,000 each and request that the final contracted amounts be reported to City Council at a future meeting.

***The motion passed unanimously — 3:0.***

#### **8. RESOLUTION 2024-04 A RESOLUTION ADOPTING THE FY 2024-25 CAPITAL IMPROVEMENT PLAN**

Mr. Hanks provided a staff report. He reports that this document is the same as was provided in the prior work session, where they went over the policy language and process component of the Capital Improvements Plan. There are two formats of the project list, one which lists by fund, and the other by fiscal year. The CIP was last adopted by resolution in 2022. The goal is to discuss CIP in depth twice a year, first in October/November and again during budget time. In the next update, they will separate the design and construction dollars, along with what fiscal year the project components will happen in.

Mr. Hanks explained that this is a plan that pulls together projects from the various master plans and incorporates them in a way that allows them to plan for the infrastructure and budget allowance.

Mr. Lehmann clarified that these were almost fully funded. Mr. Hanks said that the first few years of the 6-year plan are almost fully funded. The actual costs versus the estimates will make the difference.

Mr. Lehmann also asked if they've gotten the list prioritized for the first 2 years. Mr. Hanks responded that they are working on it, and are hoping to have Water and Streets ready by the July work session.

**MOTION:** Councilor Engebretson moved, seconded by Councilor Lehmann to adopt Resolution 2024-04 A resolution adopting the FY 2024-25 Capital Improvement Plan.

***The motion passed unanimously — 3:0.***

#### **9. Umpqua Valley Finance Contract for Audit Service**

Mr. Hanks reported that this is an annual contract for the next round of audits with Umpqua Valley Financial. Provided are engagement letters and contracts for both the City Audit and the Urban Renewal Component Unit. The pricing is just over \$32,000 for the City Contract, and \$6,000 for the Urban Renewal Component Unit, along with a fee schedule for a single audit if needed.

Hanks said they will need a single audit either this year or next. Federal funds of over \$700,000 in the audited year triggers the need for a single audit. There was an RFP process for audit services in 2021. Hanks explained some concerns and problems with the audit services.

Mr. Lehmann directed everyone to page 257, and mentioned that in 2020 they restructured loans and ended up saving about \$1 million in interest. Lehmann asked if this was an example of one that was restructured. Mr. Hanks said yes, US Bank has three components consolidated into that total.

**MOTION:** Councilor Lehmann moved, seconded by Councilor Wells to approve the proposed Umpqua Valley Financial Contract for audit service in the amount not to exceed \$32,340 for the City and \$6,000 for the URA.

***The motion passed unanimously — 3:0.***

## **9.5 New OLCC License Application**

Ms. Egbert handed out the added OLCC License Application.

Mr. Hanks explained that this application requires a recommendation from the local governing body. The application is for taking over the 91088 N Willamette space. Hanks believes there were no prior issues at the particular site of application.

**MOTION:** Councilor Lehmann moved, seconded by Councilor Engebreston to recommend approval of the liquor license application for Coburg Mercantile LLC.

*Councilor Wells abstained from the vote due to conflict of interest.*

***The motion passed unanimously — 2:1.***

## **ADMINISTRATIVE INFORMATION REPORTS**

### **10. Annual Comprehensive Financial Report for FY 2022-23**

Mr. Hanks gave a quick summary. He mentioned that the auditors requested an extension for the audit of December 31, 2023. They received the draft at the end of February and worked with them on some corrections. They received Version B, which converted into the final version. The audit was clean without any issues. They are hoping to get more information from the auditors in future years. Hanks mentioned that they were a little disappointed with the presentation from the auditors at the Finance Audit Committee meeting, and they have communicated with them what they would like to see.

### **11. Administration Monthly Report**

Mr. Hanks briefly reviewed the items in the Monthly Report. On #1, Hanks stated that they have looked into applying for a round of grant funding from ODOE for solar and provided more details regarding that. Depending on which option they choose, the cost could be covered by 50%, or 100%. He explained this grant and project in more depth.

Mr. Hanks moved to #2 in the report; Coburg's Long-term credit rating results with S & P Global. This review is done every three years. The 2024 rating was reduced from an AA- to an A+, with a AAA as the highest possible rating. That drop is primarily caused by the small general fund balance.

For #3, Hanks explained that the 107 acres on the east side of I-5 was recently rewarded a \$2 million forgivable loan for pre-development work. Hanks explained more on this topic. The wetland permit to connect Premier RV to city water has been issued, which also allows for future water connection to the 107 acre parcel. Project start date is scheduled for mid-June and expected water connection by July 1.

On #4, Hanks said they are in great shape with the Water Loan, but they may want to request an extension, past the December 2024 due date, for the loan to be able to spend the full loan allotment. Hanks provided more detail on this loan.

For #5, Mr. Hanks said the RFP is ready to go and they are including and updating a draft contract. They hope to get that out within the next week, it will be out for about 3 weeks, then a small committee will review it. This allows them to select someone and have design work done by contractors based on the type and not have one contract for them all. There was such a big increase from Branch Engineering last year was because they did regular rate increases for all their other clients, except for Coburg. The current rates are very normal rates, but the timing of the large increase was unfortunate.

Mr. Hanks briefly mentioned #6, Lane Transit District's Strategic Planning Committee looking for more members. Hanks thinks it would be good to have a Coburg voice on that group.

Lastly, #7, Hanks explained that the Summary of Bills from League of Oregon Cities lists all bills that passed and failed. Staff is doing some additional work to see if any bills effect Coburg.

Mr. Hanks explains more about the current projects and contracts. This is where all approved contracts will be listed for Council to see and discuss if desired.

## **COUNCIL COMMENTS & LIAISON UPDATES**

### **12. Finance Audit Committee Report to Council**

Council looked over the report. There was no liaison reports from the Finance Audit Committee meeting's last meeting.

Mayor Bell mentioned that she will not be at the May 7<sup>th</sup> Budget Committee Meeting or the May 14<sup>th</sup> Council meeting. Councilor Engebretson will be chairing the May 14<sup>th</sup> Council Meeting.

## **COUNCIL COMMENTS**

Mr. Lehmann asked about further conversation on diesel tax. Mr. Hanks said that as soon as they are done with budget, he is going to work with staff to do a build out of the net framework document. That topic lies in the 10-year revenue forecast and goes with the CIP conversation regarding water and streets. He would expect a starter conversation regarding that topic in July, and a more understood schedule of the 10-year revenue forecast following that.

Ms. Engebretson mentioned that she is continuing to attend the Lane ACT Meetings and they are supposed to discuss the regional member's priorities. For Coburg, the two priorities are the I-5 interchange and the commercial traffic coming through town.

Mr. Hanks said that the search for funds are primarily focused on environmental review and right-of-way acquisition. They are looking at a \$3-5 million range for those focus points. Mayor Bell mentioned some issues and details on the bridges and overpasses.

**ADJOURNMENT**

Mayor Bell adjourned the meeting at 8:50 pm.

**APPROVED** by the City Council of the City of Coburg on this 14th day of May, 2024.

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Nancy Bell, Mayor of Coburg

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Nancy Bell, Chair of Local Contract Review Board

**ATTEST:** \_\_\_\_\_  
Sammy L. Egbert, City Recorder

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