



MINUTES

Coburg City Council Meeting September 14, 2021 7:00 P.M. Coburg City Hall 91136 N Willamette Street

MEMBERS PRESENT: Mayor Ray Smith, Kyle Blain, Patty McConnell, Markus Alexander, John Fox, John Lehmann, Nancy Bell.

MEMBERS ABSENT: None.

STAFF PRESENT: Sammy Egbert, City Recorder; Anne Heath, City Administrator; Brian Harmon, Public Works; Megan Winner, Planning and Economic Development; Gary Darnielle, City Attorney; Tim Gaines, Finance Director; Larry Larson, Chief of Police; Burke Hansen, Public Works Supervisor.

GUESTS: John McCaffey, Travis Hill, and Nathan Jackson from Umpqua Indian Development Corporation.

RECORDED BY: Jayson Hayden, Lane Council of Governments (LCOG).

CALL TO ORDER

Mayor Smith called the meeting to order at 7:00 P.M.

PLEDGE OF ALLEGIANCE

Sammy Egbert led the pledge of allegiance.

ROLL CALL

Ms. Egbert took roll and a quorum was present.

MAYOR COMMENTS

Mayor Smith asked the council to consider their future meetings to determine whether they would be in person, hybrid, or over Zoom.

AGENDA REVIEW

Ms. Egbert shared that staff had a few items to add to the agenda; the OLCC license change for Chief's, a contract with Ryan Thomas for the construction of the bike hub in the park, and some late received written citizen testimony.

CITIZEN TESTIMONY

1. Jim Antonini

Mr. Antonini was not present for comment.

RESPONSE(S) BY CITY COUNCIL

Mayor Smith said he thought Mr. Antonini's issue was a citizen inquiry and should enter that process so the staff could respond. Ms. Egbert explained that he had submitted inquiry in July regarding a sandwich sign that Design Works posted across from City Hall and that he was frustrated about the sign still being there. She said that the City code allowed for the use of those types of signs. Mr. Antonini's other concern was that it was bolted to the crosswalk sign but Ms. Egbert said this was not something the City has jurisdiction over.

Mayor Smith introduced John McCaffey, Travis Hill, and Nathan Jackson with the Umpqua Indian Development Corporation.

Mr. Hill shared that there had been a lot of discussion about the property off of Van Duyn since they purchased it but they had no specific building plans yet. He said there was rumor that they wanted to put a casino there but he wished to put that to rest and explained that they had been doing some initial site cleanup. Mr. Jackson added that they were proud to be part of the community.

Councilor Fox said he had heard rumors about a truck stop which was a concern. Mr. Hill said they had vetted that process and had determined that they had no desire to put in a truck stop as the market had changed but noted they had considered that property as a possible lodging facility or commercial development. He added that there was an average daily traffic count of 47,000 per day going through there.

Councilor Lehmann asked if the 47,000 figure was going through I-5 and Mr. Hill answered yes.

CONSENT AGENDA

2. Minutes July 27, 2021 City Council

3. Minutes August 10, 2021 City Council

Councilor Lehmann thought that the first paragraph on page 16 under Council Comments did not reflect the discussion they had. He wished to clarify that he had seen a child grab a flag and run across the street without looking and seemingly thought that waiving the flag would magically stop the cars. He noted that the concerns were that there was no instruction or

guidance from the City on the use of those flags and that citizens may put up signs or flashing lights that the City hadn't approved.

Mayor Smith suggested pulling the minutes from the consent agenda to be considered next month.

Councilor McConnell noted that she was referenced making a couple statements but she was not at that Council meeting.

Mayor Smith asked if anyone disagreed with removing these minutes from the agenda, there were none so they were removed from the consent agenda.

MOTION: Councilor McConnell moved, Councilor Alexander seconded a motion to approve the consent agenda which consists of ONLY the minutes from the July 27, 2021 City Council Meeting. Motion passed unanimously.

SPECIAL GUEST(s)

There were no special guests.

ORDINANCES AND RESOLUTIONS

4. ORDINANCE A-253 AN ORDINANCE GRANTING DOUGLAS SERVICES, INC., LOCALLY KNOWN AS DOUGLAS FAST NET (DFN), A NON-EXCLUSIVE FRANCHISE FOR THE CONSTRUCTION, OPERATION, AND MAINTENANCE OF A FIBER OPTICS TELECOMMUNICATIONS SYSTEM

Ms. Heath shared that this was the second reading and explained that if a telecommunications company wanted to work in or use the right of ways in Coburg that they needed to have a franchise and that Douglas Fast Net had asked to have a franchise with the City. She said that the ordinance for this franchise was similar to the other ordinances with telecom companies and that Fast Net has with other small cities in the area.

Councilor Lehmann asked if they also needed an agreement with the county assuming some of their work would go across county property and Ms. Heath answered yes.

Councilor Alexander asked if there was a start date and Ms. Heath did not think so as they were still in the planning stages but there was a possibility of Coburg being placed before another city. Councilor Alexander asked if there was any idea where they would be working and Ms. Heath said the first thing they can do is streets where the poles are overhead, the empty conduit on I-5 bridge which they were working with ODOT for permission, and lastly neighborhoods where there was no conduit.

MOTION: Councilor Blain moved, Councilor Bell seconded a motion to adopt ORDINANCE A-253 AN ORDINANCE GRANTING DOUGLAS SERVICES, INC., LOCALLY KNOWN AS DOUGLAS FAST NET (DFN), A NON-EXCLUSIVE FRANCHISE FOR THE CONSTRUCTION, OPERATION, AND MAINTENANCE OF A FIBER OPTICS TELECOMMUNICATIONS SYSTEM. Motion passed unanimously.

5. RESOLUTION 2021-20 A RESOLUTION ADOPTING AMENDMENTS TO THE SALARY AND CLASSIFICATION SCHEDULE FOR FISCAL YEAR 2021-22

Mr. Gaines explained that in March they had started work to complete a salary analysis and contracted with the local government personnel institute(LGIP) for this. He said that staff leadership met to discuss what information would be included in the report and they received the final report from LGIP in August. They compared current salaries to the report and found that Coburg's salaries were significantly lower than other entities in the region and recommended to increase the salary scale in each department. Mr. Gaines shared that they provided a 5-year projection to see how salary increases would affect future budgets and made changes to the salary scale which involved adjusting and creating new positions and categorizing the scale by department. He said the recommended changes provided growth potential for every position and brought salaries as close to the regional standards as possible. Mr. Gaines said they held a work session with City Council to discuss the results of the salary analysis and were directed by Council to move forward with the salary amendment as presented and there had been no changes to the document since that meeting. He said if the resolution were adopted they would move all City employees onto the new pay scale in the first pay period of October and that staff would move onto a scale appropriate with their current pay rates but with room to grow moving forward. If adopted, staff would make the appropriate transfers to the adopted budget for the fiscal year 2021-2022 and these transfers would be approved in a future resolution.

Councilor Lehmann asked if they took where all the staff were on the staff were on the salary schedule this year and rolled it over to the proposal, what percent increase to the salary schedule would that represent? Ms. Heath said the percentage would fluctuate depending on the position and they tried to move them as close to where they are right now onto the scale. She noted in some instances employees' pay was so low that they would receive a significant increase such as police and public works departments. She added that this allowed employees to have room for growth. Ms. Heath offered to get back to him after looking into the percentage change.

Councilor Alexander asked how significantly this would impact their budget and if they were planning for it next year? Ms. Heath answered that they had a 5 year projection and that it would significantly change the budget as salaries were the highest budget item they had. She noted that the City held a reserve of \$250,000 and explained that the majority of salaries were paid out of the general fund which absorbed most of the cost. She said they had looked at whether it would require an increase to utility fees but they decided that it would not be necessary. She shared that the projection did show them dipping into the reserve in year 4 or 5 but added that a property tax increase would help fund these kind of things. Mayor Smith noted that salary reviews were particularly difficult for Coburg due to its size and having a police force but said that employee retention was a top goal which this helped address.

Councilor Blain agreed that employee retention was important and commended the staff for their hard work.

MOTION: Councilor Bell moved, Councilor Lehmann seconded a motion to adopt RESOLUTION **2021-20** A RESOLUTION ADOPTING AMENDMENTS TO THE SALARY AND CLASSIFICATION SCHEDULE FOR FISCAL YEAR 2021-22. Motion passed unanimously.

COUNCIL ACTION ITEMS

6. Van Duyn Sidewalk and Driveway Improvement Project

Ms. Heath shared that this project had been in the works for a couple years to complete the work on the sidewalk in front of the church, completing a safe walk up to the light. She said this increased the safe routes to school and decreased the amount of cutting through the residential parking lot there and added that this was a regionally funded project.

MOTION: Councilor Blain moved, Councilor Fox seconded a motion to approve the contract with Roger Langler's construction company in the amount of \$39,419.16. Motion passed unanimously.

7. Roberts Road to I-5 Bore Connection – Waterline Extension Project

Ms. Heath shared that this was a portion of the water master plan. She explained that they already provided a bore across I-5 but there still needed to be a City water connection to that bore.

Mayor Smith asked if there was already a water line under I-5 or just a conduit? Mr. Hansen answered that there was a sleeve and a pipe which was capped on each end and was ready to go once they got the water line across the parking lot to it.

Councilor Fox asked if there would still be water and sewer concerns once the bridge was rebuilt and Ms. Heath answered that water, sewer, and fiber lines would be designed for on the new bridge.

Councilor Blain asked how much of the SDC funds and how much Business Oregon funding would be going to this and Ms. Heath said this would mostly be Business Oregon funding.

MOTION: Councilor Fox moved, Councilor McConnell seconded a motion to approve the City administrator to sign the contract for the Roberts Rd to I-5 bore connection water line extension project between the City of Coburg and DNI Excavating Incorporated after the review and approval of legal and Business Oregon. Motion passed unanimously.

8. Accepting Donated Police Vehicles

Chief Larson shared that the police department was always trying to update its vehicle speed and that this action item was to accept the donation of police cars from Clackamas County police department. He said the vehicles included 2012 and 2013 Dodge Chargers and an unmarked 2004 Ford Explorer which could be used as training and traffic enforcement. Chief Larson added that the cost of repainting and radio installation was under \$5,000.

Councilor Bell asked if this meant they wouldn't be buying a new vehicle and Chief Larson explained they still planned to buy a new vehicle and that this was already paid for in the last budget year but he could not get it on the agenda until today.

MOTION: Councilor Lehmann moved, Councilor Alexander seconded a motion to authorize the City of Coburg to accept the donation of a 2012 Dodge Charger, a 2013 Dodge Charger, and a 2004 Ford Explorer to the Coburg police department. Motion passed unanimously.

9. ODOT High Visibility Overtime Enforcement Grant

Chief Larson explained that this grant was for traffic enforcement from October 1st 2021 through September 30th 2022 and included DUI enforcement, speed and safety belt enforcement, pedestrian safety enforcement, and distracted driving enforcement. He said he was excited about doing a traffic pedestrian enforcement in the near future.

Councilor Lehmann asked if there would be a sting operation for people not stopping at crosswalks and Chief Larson said yes and added that the manual he was reading explained exactly how to do this.

Councilor McConnell asked how they intended to do safety education for the public and police staff and Chief Larson explained that there was a training video for staff and flyer material to hand out to the public.

Councilor Lehmann noted that he hadn't seen the flashing speed warning lights recently and thought it would be good to get those back up with school reopening. He asked how the scam program was going and if they had requests for citizens use of radar guns. Chief Larson said the radar enforcement class had been cancelled due to Covid and said he would be making a presentation on the smart speed trailer soon.

Councilor Fox suggested that outreach in the newsletter or website could help drive participation in the scam program.

MOTION: Councilor Alexander moved, Councilor Blain seconded a motion to accept the high visibility grant funds awarded to the Coburg police department by the Oregon Department of Transportation. Motion passed unanimously.

9.1 Change in OLCC Licensing for Chief's

Ms. Egbert explained that Chief's already had a liquor license and were building a brewery on Coleman Rd. She said they had brought in a change in use permit from OLCC that the Council had to recommend approval of. This was a change in use so that they were able to sell the beer that they brew at the brewery. Ms. Egbert said there were no concerns from the police chief or city administrator with the application.

Councilor Lehmann asked about the size and location of the brewery but Ms. Egbert was not sure.

MOTION: Councilor Lehmann moved, Councilor Fox seconded a motion to recommend Oregon Liquor License Commission grant the change to Chief's Brewhouse liquor license. Motion passed unanimously.

9.2 Construction of Bike Hub in Pavilion Park

Ms. Heath shared that this was contract with Ryan Thomas construction which was the only bid received when the project went out for an informal bid procurement process. She said the project was funded by two different sources for a total of \$49,500 but the bid they received came in for \$64,000 and they had several discussions about reducing the scope of the project but decided they would like to move forward with the project as planned. Ms. Heath added that Brian Harmon had agreed to forgo buying a mower this year and spend that capitol on the bike hub project and she said that another option was to spend American Rescue Act money on the project as it was an economic development project. They were hoping to get the hub built by winter and were asking for the contract to get moving and for direction from staff as to which source to use for the additional funding.

Councilor Blain thought it made more sense to take the money from the American recovery fund rather than take something from public works that had been in the works for a while and Councilor McConnell agreed.

Mayor Smith thought that there was a limit of \$50,000 for the informal bid process and Ms. Heath answered that the limit was higher than that.

Mayor Smith asked if they had contacted Eugene Gears to look at the building to see what could be done with it and Ms. Egbert said staff was in the process of talking with different bike clubs to help provide the amenities.

Councilor McConnell suggested contacting bike shops for possible community service donations.

Ms. Heath explained that contracting for non-transportation public improvements up to \$150,000 could be awarded by using informal solicitation.

MOTION: Councilor Bell moved, Councilor McConnell seconded a motion to approve the contract with Ryan Thomas Construction, LLC in the amount of \$64,500 to construct a bike hub in Pavilion Park. Motion passed unanimously.

Councilor Bell asked if they needed Council direction on where to get the funds and Ms. Heath agreed. Councilor McConnell, Councilor Fox, and Mayor Smith agreed with using the American Recovery fund.

ADMINISTRATIVE INFORMATION REPORTS

10. American Recovery Funds

Councilor Blain asked if they staff had any idea of some other things they could spend these funds on. Ms. Heath said they would continue to see guidance on this and that they had shortened the list of what it could be spent on. She recommended that they look for opportunities that come up for economic development which helped build the community up for recovery such as providing outdoor spaces for restaurants and gatherings and some of the Main Street projects. Ms. Heath thought that they needed to poll businesses to ask what they needed to better serve the public such as signage or parking solutions.

11. Financial Written Update

Councilor Lehmann asked for clarification about the projected ending fund cash and why there were two different numbers. Ms. Heath explained that the ending fund balance was usually broken down into cash on hand and reserves, and also the ending fund balance included unspent contingency in the end of the year. She added that it was just two different ways of looking at the ending fund balance.

12. Administration Monthly Report

There were no questions about the administration monthly report.

COUNCIL COMMENTS

Mayor Smith asked the Council's thoughts on how to conduct future meetings.

Councilor Bell wished for hybrid meetings, having them in person as much as possible but making it available to others via electronic format.

Councilor Fox agreed with having hybrid meetings.

Councilor Lehmann wished to be in-person for vaccinated people only and otherwise to attend by Zoom.

Councilor Alexander liked the hybrid idea.
Councilor Blain agreed with hybrid meetings.

Councilor McConnell also agreed with hybrid meetings.

Mayor Smith shared that they had a studio in the chamber now with recording equipment to use and thought that hybrid would work very well.

Councilor Lehmann asked if they could get a vote on whether to require vaccination proof for attendance. Councilor Alexander asked how the staff felt about the Council going in their area and Ms. Heath explained that they did not require vaccination for staff at this time but had strict rules for masking and expected that the Council follow the same rules.

Ms. Heath added that the cost of this work in the City Council's chambers is something that could be considered for the American Recovery Funds.

Councilor Alexander if there was anything they could do as a group to come up with some kind of entertainment for the City as morale was important. Ms. Heath explained that the Main Street group had decided they would go forward with Christmas in Coburg including a block party if possible. She added that the Scarecrow Festival would encourage the public to get out and meet their neighbors.

Councilor Lehmann asked for an update on the IOOF building. Ms. Heath said they were in the process of putting together the written policy packet which would come to the Council for approval. She said right now they were allowing it for the use of community partners and had received grant money for work on the kitchen appliances and counter tops. Councilor Lehmann asked if there were any work parties planned to do those improvements and Mayor Smith said they were planned but they were still waiting to see what they would get for the grant.

Councilor Lehmann asked about the south side of Coburg Inn and what they were planning to do with that space. Ms. Heath said her understanding was that the winery was renting that space to do public events including a possible market or wine tasting events. Councilor Lehmann asked if there was any update on the new restaurant south of that but Ms. Heath did not know if they had turned in an application for the building yet. Ms. Winner added that they had different architects working on the design.

Councilor Fox asked if the overhead lighting was addressed in the IOOF hall grant. Ms. Winner said the overhead lighting was not part of the \$7,000 grant but there could be other opportunities for that.

Councilor McConnell commended Mr. Harmon and his crew for their work on the parks.

Mayor Smith asked if anything had been found anything on the appliances and Ms. Winner said she had not found anything definitive but had been looking at different suppliers focusing on the fridge, sink, and possibly dishwasher. Mayor Smith was hopeful they could deal with the electrical issues especially the lighting in the main hall which had not been up to code for decades.

UPCOMING AGENDA ITEMS

- Annexation Agreement
- Comprehensive Plan Amendment
- IOOF Rental Policy

FUTURE MEETINGS

- Park Tree Committee – September 21
- City Council October 12

ADJOURNMENT

Hearing no further discussion, Mayor Smith adjourned the meeting at 8:57 P.M.

APPROVED by the Coburg City Council on this xx day of xx 2021.

Ray Smith, Mayor of Coburg

ATTEST:

Sammy L. Egbert, City Recorder