



## **MINUTES**

### **Coburg City Council Work Session**

October 12<sup>th</sup>, 2021 7:00 P.M.

Coburg City Hall

Virtual - 91136 N Willamette Street

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

**MEMBERS ABSENT:** Councilor Blain.

**STAFF PRESENT:** Sammy Egbert, City Recorder; Anne Heath, City Administrator; Megan Winner, Planning and Economic Development; Gary Darnielle, City Attorney; Tim Gaines, Finance Director.

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

#### **CALL TO ORDER**

Mayor Smith called the meeting to order at 7:08 P.M.

#### **PLEDGE OF ALLEGIANCE**

Mayor Smith led the pledge of allegiance.

#### **ROLL CALL**

Ms. Egbert took roll and a quorum was present.

#### **MAYOR COMMENTS**

Mayor Smith noted that the council chamber had been turned into a studio with cameras, screens, and microphones, and thanked the staff for their work in making this happen. He added that they now had ADA compliant hearing pieces for those that need them.

Mayor Smith shared that they had appointed liaisons in February of 2021 who would be checking in and noted that they changed annually. He urged the group to bring information from their liaison assignment to any meeting and not wait for an invitation.

## **AGENDA REVIEW**

Ms. Egbert shared that they had actually gotten the red folders back and she said they contained three different items; Park and Tree work plan and goals, the citizen inquiry report, and the annual financial report revised.

## **CITIZEN TESTIMONY**

There was no citizen testimony submitted.

## **CONSENT AGENDA**

1. **Minutes July 27, 2021 City Council Planning Commission Work Session**
2. **Minutes August 10, 2021 City Council**
3. **Minutes August 31, 2021 City Council Work Session**
4. **IGA City of Springfield for Inmate Housing Services**
5. **Professional Credit Services Contract Agreement for Collection Services**

**MOTION:** Councilor Fox moved, Councilor Alexander seconded a motion to approve the consent agenda as presented. Motion passed unanimously.

## **SPECIAL GUEST**

Mayor Smith welcomed the Chair of the Parks and Tree Committee Mary Mosier. Ms. Mosier highlighted a few goals of the Parks and Tree Committee. She shared that the toys had been replaced at Norma Pfeiffer Park and looked great, and said the dead trees at Trail's End would be replaced in clumps instead of in a line. She said the Booth Kelly signs were in the works and would include historical and botanical information. Ms. Mosier explained that they were still waiting on funding for the flagpole at Norma Pfeiffer but she said a bench that was donated had been installed. She said the committee had been very active in writing a donation policy which had been adopted. Ms. Mosier said they continued to do work parties and added that a long term goal was to establish a community volunteer base. She shared they had established a tree subcommittee that has been very active in looking at trees in the park that need to come down and were very knowledgeable about what trees they could be replaced with.

Councilor Lehmann asked if they were able to use any kind of weed killer in their parks and Ms. Mosier said Brian Harmon had done research on this and could better address this question. Mr. Harmon said they used some weed killers but were trying to find environmentally friendly variations and had come up with a few that seemed to work such as vinegar and dish soap but manually pulling them was still the best method. Councilor Lehmann noted that he had seen some walkways with more weeds than grass and Mr. Harmon explained that they do not spray any of the soft surface trails as they were hoping foot traffic would keep the weeds down. Mr. Harmon added that the area between the Hatfield Estates and Abby St. area was actually a bioswale and they did not apply any weed control there.

Councilor McConnell and Mayor Smith thought that the parks looked good and commended the public works staff and committee for their hard work in making them beautiful. Mayor

Smith noted that planting a tree was a 50 to 100 year commitment and said having people knowledgeable about them was a very big deal.

## **COUNCIL ACTION ITEMS**

### **6. Planning Commission Reappointment**

Ms. Winner shared the reappointment for three planning commissioners; Paul Thompson, Marissa Doyle, and Seth Clark. She explained that all three met the eligibility requirements and the two-year terms would end October 2023 if reappointed.

**MOTION:** Councilor Bell moved, Councilor McConnell seconded a motion to recommend that Mayor Smith reappoint Paul Thompson, Marissa Doyle, and Seth Clark to the Planning Commission for two-year terms expiring October 2023. Motion passed unanimously.

### **7. Street Banner Donation**

Mr. Morneau shared that the Coburg Community Grange helped put together the welcome to Coburg banners a couple years ago and they wanted to take another step in that direction. Grange wanted to honor vets in Coburg by placing banners on light poles. He said they ended up getting 15 applications this year and had accepted all of them and hoped to get the City's support in allowing them to put up the banners. Mr. Morneau said their recommendation was doing this in November from the 1<sup>st</sup> to the 30<sup>th</sup> as it was veterans month. He said their goal was to put up 15 this year and add 12 every year as long as the Grange budget stayed fluid. He explained they had put an ad in the City newsletter and "I Love Coburg" and had gotten 16 applications but one had resigned as they were trying to get to older veterans first to recognize them while they were still alive. Mr. Morneau said that only putting them up for one month out of the year would help them last a lot longer. He shared that the signs were ready to go to print and they could have them by the 1<sup>st</sup> of November to put up.

Mayor Smith asked Mr. Harmon how intense changing out banners was and Mr. Harmon answered it was about a 5-minute job per. Mr. Harmon said 15 would be a good start but they could double that with the current brackets in place but after 30 they would have to look at new brackets for the remaining light poles.

In response to inquiry from Councilor Fox, Mr. Morneau said both sides of the banners would be identical and that they did not want to displace the existing welcome to Coburg signs.

Councilor McConnell asked what the process was for selecting veterans and Mr. Morneau said they had put out an article for veterans to contact him directly. He estimated that they would have at most 48 or 50 by the end of the project and the banners would last for years. He explained that to be eligible the veterans had to live in the Coburg fire district when the signs were erected but said that they would still be supported if the veterans passed away or moved when the signs were made.

Mayor Smith asked if there was a verification process and Mr. Morneau answered a DD214 was a requirement and they liked to have a picture of the veteran in uniform.

Councilor Bell thought this was wonderful and shared that a very good friend who was a marine had been honored in Sweet Home.

Mayor Smith asked the Council for general agreement and they gave the thumbs-up.

Mr. Harmon added that he would be putting together a group of younger veterans to help put these up.

## **ADMINISTRATIVE INFORMATION REPORTS**

### **8. Park Land Swap**

Ms. Heath explained that there had been discussion for several years about the land that was abutting the Pavilion Park and the old City Hall that had been used as park land. She said that the City maintained the land but it was not owned by the City but privately owned by Shephard Investment Group. Ms. Heath said that when the Coburg buildout scenario came out it was very evident what could happen on that land and it would disrupt the City's ability to use the park. She shared that they entered into conversation with the Shephard family at the request of the Mayor which had been going back and forth for over a year and she was able to sit down with the family after an appraisal of the land and came up with a land swap as the City did not have the money to purchase it outright. She explained that the grassy area and parking spaces that abutted their building were owned by the City and they had agreed to consider a land swap. Ms. Heath said the land of the park was significantly more valuable and that they had agreed to donate the difference but requested that the park or future plaza be named after their daughter Laura who had recently passed away. She said the City would be giving up some parking spaces and she was working with the Police Chief to figure out a different place for his building. Ms. Heath noted that parking could be tight on court days but said they also had downtown parking now.

Ms. Heath said she had been talking with another property owner, the Lamonts, about creating downtown parking on their lot and would be meeting with them in the future.

She said if they did not go forward with the land swap then the land could be sold off and become a parking lot or building which would reduce the amount of park land available to the community.

Councilor Alexander asked where the cost would come from for escrow and legal and Ms. Heath answered probably professional fees which they had a budget for.

Councilor McConnell thought it was an excellent idea and asked if they were specific about what they wanted in terms of naming. Ms. Heath explained they were open to consideration and different ideas. She added that if this worked out they would be interested in donating to the updates to the park.

Mayor Smith suggested interviewing the Shephard family to get ideas about what to put in the park in memory of Laura.

Councilor Bell asked to clarify which properties they were talking about and Ms. Heath answered they owned all the buildings except for the little garage all the way to Chief's.

Councilor McConnell asked if they were doing the land swap because of the difference in property costs and Ms. Heath answered yes, and they would make a substantial donation of the difference.

Mayor Smith added that the family had a significant history of donating to help the City and he said he had been concerned about losing the property for years. He said that when they did the buildout he had specifically asked for a parking lot pasted in to incite discussion on this.

#### **9. Citizen Inquiry Quarterly Report**

Ms. Egbert explained that there were quite a few inquiries this month and around 90% had gone to Public Works. She explained that inquiries were logged into administration and went to whichever department head it fell under who would respond to it, close it, summarize it, and return it to the City Administrator who signs off on it, then it could come back to administrative and logged closed.

Councilor Lehmann suggested that it might be helpful to know what the resolution or outcome was and not just that there was a question or issue.

#### **10. Alley Project Update**

Ms. Heath shared that this was a follow-up to a discussion from last time about the City working on a development plan to determine the use of the alleys. She explained that they had mapped the alleys and found that some actually had City infrastructure, some were required for home access, and some were alleys without a use. Ms. Heath said they would be calling in locates for every alley and on the same week each alley will be photographed to show what is in the alley. She said they would also design a public survey and go door-to-door to see how each alley is used and how essential they are.

Ms. Heath noted that the City needs to be careful when looking at the future as lot densities change and the trend is for smaller footprints in housing. She said a lot of the new neighborhoods have alley access to homes as the lots are too small to provide a driveway or garage. She added that they needed to consider more than who lives on the alley as there was a requirement that people within 200 feet of the alley also need to be notified and surveyed.

Ms. Heath explained that the City used to have a revokable right of way permit which was blended into the standard right of way permit normally used for other utilities and she said this could be a way to bring some of the encroachments into compliance.

Councilor Bell asked if the revokable permits were transferrable between property owners and Ms. Heath said she was not sure but said they could make it transferrable.

Councilor McConnell noted that an alley was missing and Ms. Heath explained that they had missed a couple and that this was just a starting point.

Councilor Alexander asked what the difference was between City infrastructure and utilities and Ms. Heath answered fiber, phone lines, gas lines.

Mayor Smith noted that there was a resolution to create a committee to look at this but he felt it was important to make an inventory and look at the options before having a committee look at policy. He explained that the state of Oregon has legislated a population limit where they have to consider high density in development and they had to be aware of that.

Ms. Heath said they had also talked about strengthening the language about how the alleys were maintained as public works was struggling with people dumping garbage in the alleys.

#### **11. Financial Written Update**

Councilor Alexander wished to have an updated on how much they had collected in gas tax since they increased it from \$.03 to \$.06. Mayor Smith asked when they got reports from the state on this and Mr. Gaines answered usually the first three weeks of the months following the collection of it. Councilor Alexander asked what the stated purpose or use was of that tax and Ms. Heath answered it was for street maintenance, repairs, or debt associated with street repair or maintenance.

#### **12. Administration Monthly Report**

Ms. Heath explained that they were changing up the way the police department's reports by using the dispatch reports to start providing Council more information on police activity in Coburg. She said this month's report had more information as they wanted the Council to see what kind of calls they got but in the future it would be broken down in to 6 or 7 areas of crime or reports they are dispatched to. Ms. Heath said there would also be a graph to show how police officers were spending their time which would help indicate if they needed to grow the police department.

Mayor Smith noted that a lot of this information came from their new dispatch service with Lane County which was not available with their previous service.

Councilor Lehmann asked for an update on the officer that they had assigned to work in Harrisburg at the next meeting.

Ms. Heath added that she had the Harrisburg report and offered to send it out to the Council.

#### **13. Liaison Reports**

Councilor Lehmann asked about the sandwich board signs and Ms. Heath explained that they had talked with a couple businesses who weren't placing them correctly and said it was a hard

subject as they were trying to support businesses who were struggling. She said they had talked to Main Street's group who was working on ideas for signage for local businesses rather than sandwich boards and she thought this would be very helpful for them.

Councilor Bell shared that she was a liaison on the planning commission and had learned a lot. She said they had a huge vested interest in how they managed growth.

Mayor Smith shared that there was a transportation group which was amazing. He shared that Councilor Fox who was their representative to Lane Area Committee on Transportation for central Lane County, Mayor Smith who was the representative for the Metropolitan Policy Committee which was the federal piggybank for the metropolitan area, Commissioner John Marshall from the Lane County transportation committee, and Paul Thompson who helped with federal funding and accountability all had a meeting to try to put a single message out from Coburg to any of these agencies. He noted that the bypass was a big issue to get commuter traffic out of downtown. He added that Mr. Harmon, Ms. Heath, and Ms. Winner were also in the meeting.

Councilor Alexander asked about the street next to the bistro and if they had talked about blocking it off. He noted that everyone pulls ahead of the stop sign before seeing it as it was blocked by a tree. Mayor Smith said this was something they needed to look at. Councilor Alexander thought that a simple reflective white line would work well.

Councilor Alexander shared that he had been the liaison for the police department and it had been eye-opening and he had taken for granted what they did every day and how they view the City. He said they cared very much about the town and protecting it. He suggested that they all get together as a group and show some support for the training they were doing.

Councilor Fox shared that the Ad Hoc Committee was on hiatus as it has finished up its work for the time being. He said there was a lot of thought and passionate discussion about setbacks and building lengths and how to challenge future developers to be more like the developments they had recently. He added that he had been on a tour of Green Island and said they would give the Council a personal tour if they wanted.

Councilor Bell asked Ms. Heath for an update on the TGM grant for transportation plan update at the next meeting. Mayor Smith noted that there wasn't a lot they could do without the grant and he said that one big discussion they had was whether they should be moving forward with building an entirely new transportation plan. He said they had decided to hold for more information but said they could continue to move forward with requesting grants for street projects without a TSP.

#### **UPCOMING AGENDA ITEMS**

- **Appoint Planning Commissioner**
- **Code Review Ad Hoc Report**

#### **FUTURE MEETINGS**

- **Heritage Committee - October 13**
- **Park Tree Committee - October 19**
- **Planning Commission - October 20**
- **City Council Work Session - October 26**
- **Finance | Audit - October 27**
- **City Council - November 9**

#### **ADJOURNMENT**

Hearing no further discussion, Mayor Smith adjourned the meeting at 8:52 P.M.

**APPROVED** by the Coburg City Council on this 9<sup>th</sup> day of December 2021.

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Ray Smith, Mayor of Coburg

**ATTEST:**

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Sammy L. Egbert, City Recorder