

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: City Administration Report

Meeting Date: September 13, 2022
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The following is an overview of important activities during the month of August, 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 been successfully transferred to new well property
- Thomas Street Intertie under construction
- Coleman Street Intertie under construction soon
- Reservoir Feasibility Study- In process – will be completed in September and presented at a **City Council work session on September 27th**.
- Public Works Shop is under design

Street Projects

- **McKenzie Street Rebuild** – Will begin the week of September 12th
- **Roberts Road** – Completed
- **Roberts Court** – To begin in September
- **Collector Streets** – Under Design/Summer of 2023 Construction
- **Funding** – Loan documents have been executed and the City can now seek reimbursement for Roberts Road, Roberts Court, and McKenzie Street projects, as we need to.

Park Projects

- **Coburg Loop** – Industrial Way – This project has been delayed due to shortage of funding. More funding has been obtained but will not be available until 2024. Therefore, this project will be pushed out until then.
- **The Board will confirm Pavilion Park – The awards for the OPRD grant** in September and then a contract will be issued for the project. Coburg can then begin the final stages of park design, which will include a chance for public input. It is anticipated that the park project will take place in the summer or fall of 2023.

Macy Street Dedication & Construction

Weichert Custom homes has dedicated a 45 foot right-of-way at the end of Macy Street in order for the road to continue through. It is anticipated that this work would take place in the summer of 2023. The City has tasked Branch Engineering to produce two concept designs that take into consideration the concerns raised by citizens with a focus on public safety. These concept designs will be available in January 2023. Citizens will be given a chance to comment on the designs and then a final design will be completed. As Macy Street was already scheduled for a water infrastructure work in the summer of 2023, we are trying to align the projects to limit the disruption to the neighborhood. Streets that will also have concept designs completed are North Harrison and North Willamette. It is anticipated that public comment will be welcomed in the month of January with the completion of design taking place in February, and the project going out to bid in March.

CIS Conference

The City Administrator, Police Chief, and Sargent Mike Lee all attended the CIS Conference in August. The conference offered many great sessions including several sessions on Public safety, Mental Health, Cyber Security, Social Media, and use of Pre-loss legal at CIS.

Mental Health Training

City staff will be participating in a two-part mental health first aid training in September. This training is for first responders, and individuals who work with the public.

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. More information to come on this event.

Upcoming Meetings

Heritage Committee	9/14	
Planning Commission	9/21	
Work Session	9/27	* Water Project Feasibility Study

DEPARTMENTS AND OPERATIONS

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

City Recorder

- August 10th to September 13th managed two Public Meetings. All Public meeting are noticed, electronic and paper retention completed, minutes drafted, signed and recorded.
- Completed six lien searches.
- Working with Coburg Creek Subdivision to complete 26 new sewer easements

- AV repair

Elections

- 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 City Candidates for the 2022 general election ballot.
 - 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.

Utility Billing

- August Utility bills cover 7/13 to 8/10
 - Billed Water \$97,300 | Sewer \$69,950 | TUF \$12,300
 - Cash Receipts or Payments Received \$156,200
 - Past dues charged 62
 - 2 Active payment plans
 - 3 change in service
 - Created 5 new construction accounts

Administration front Office

- August Special Events, Park facility and IOOF rentals
 - 2022 Special event files for the Coburg Car Classic, Concerts in the Park & Farmers Market, Wedding Block Party, and Jamming in the Park are closed and filed for retention.
 - Park facility at Norma Pfeiffer was rented 9 times in August
 - The Veterans of Foreign Wars (VFW) and weekly use IOOF Hall monthly by senior meals. August there was two private rentals.
- Noxious Vegetation administration has sent out 9-enforcement letter to date. All but one of the properties have become compliant.

Finance

- **There will be no finance report this month.** The Finance report presented in October will cover July and August.

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: Application for building permits for industrial park at 90950 Roberts Rd currently under review;
- SUB 02-20: Construction continues. Building permit applications for two homes issued in August;
- PA 01-22: Council will hold second reading and consider adoption of zoning code amendments on September 13th;
- SN 02-22 & SR 03-22: Planning Commission will consider allowing illumination of the signs at Pape on North Coburg Industrial Way at the September 21st meeting;
- 11 Structural/Plumbing/Mechanical/Electrical Permits issued in August;
- Attended regional transportation meetings including Transportation Planning Committee, Safe Lane Coalition, Transportation Options Advisory Committee and Technical Advisory Sub-Committee (of MPC);
- Completed Oregon Economic Development Association(OEDA) Branding and Marketing Course;
- Heritage Committee and Planning Commission recessed in August and both will reconvene at regular September meetings.

Main Streets and Economic Development – Prepared by Tracey Pugh

- Completed Sept/Oct Our Town Newsletter
- Working on Wayfinding Signage for downtown Coburg
- Working on City of Coburg website - updating information, fixing broken links, getting redesign ideas

- Met with Park/Tree Committee re: mural in Norma Pfeiffer Park
- Created survey for public input regarding mural and art in Coburg
- Redesigning Chamber website for Coburg Main Street
- Coordinating vendors for Coburg Market on Thursdays (July 21-August 31)
- Coordinated/attended monthly meeting with Main Street Executive Committee
- Coordinated/attended monthly Coburg Main Street committee meeting
- Update Information Kiosk with current events/information
- Assisting Coburg Antique Fair Director
- Planning scarecrow contest/Coburg Scarecrow Festival for October
- Fixed and painted flower painter on IOOF building
- Participating in bi-weekly Oregon Main Street zoom meetings

Public Works – Prepared by Brian Harmon

Public Works

- **Streets and ROW.**
 - **Street**
 - Trees**
 - Arborist removed a broken tree on Maple St
 - Trimmed trees around stop signs throughout town.
 - **Projects**
 - Crack Sealing Project, Roberts Ct, and McKenzie St Project are all on the board for construction and through the bidding process and should be started near Council meeting in September.
 - Working with engineering on Macy St, Harrison, and N Willamette St water/street repair projects.
- Water Utility**
 - **New Service**
 - 2 new meters in the Coburg Creek Subdivision
 - **Projects**
 - Thomas St Project should be finished by the time Council meets in September.
- **Sewer Utility**
 - **Collections**
 - **New Service Install**
 - 1
 - **Inspections**
 - 7
 - **Callouts**
 - 7
 - **Tanks Pumped**
 - 5

- **Parks Dept**
 - **Parks and Tree Committee**
 - Work Party worked on the area around Jacob Spores.
 - Working on getting the Pickle ball Court installed.
 - **Park Maintenance**
 - Trimmed trees at Norma Pfeiffer Park
 - Installed another waterless urinal at the Public Restrooms
 - Replaced damaged tree at Norma Pfeiffer Park
- **Misc.**
 - **Locates** 36
 - **Work Orders** 78

Municipal Court - Prepared by Mandy Balcom

- **August 2022 Activity Measures:**
 - **Citations (Crimes and Violations)**
 - New Citations for August 2, 2022 Court Date: 35
 - **August 2022 Receipts Including Collections,**
 - **Total Fines:** \$15,874.46 (total monies taken in for the month, nothing deducted),
compared to \$12,986.38 in August of 2021
 - **Net Fines:** \$11,451.00 (City share only, NOT including collections),
compared to \$6,887.71 in August of 2021
 - **August 2022 Professional Credit Service Collections:**
 - **Total Collection Revenue:** \$ 4,423.46
compared to \$6,098.67 in August of 2021
 - **Turned over to collection:** \$ 2,076.00
compared to \$13,194.50 in August 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: September 14, 2022, Regular Court Session
September 20, 2022, Jury Trial**

Police Department – Prepared by Chief Larry Larson

- Officer investigated fraudulent forged checks from a local business.
- Officer investigated and cited an individual for a vicious dog.
- Officer assisted the Sheriff's Office with a crash/domestic investigation.
- Officer arrested a male for violation of a No Contact Order.
- Officer purchased food for a distraught female and gave her a ride to her family.
- Officers responded a disorderly male at Serenity Lane and were able to resolve the situation.
- Officer conducted a welfare check on possibly neglected children forwarded the information to DHS.
- Officer found and returned property to a local business.
- Officer investigated a criminal mischief case where unknown suspects damaged a fence.
- Officer investigated and cited a suspect for shoplifting.
- Officer arrested a suspect for giving false information to a police officer.
- Officer investigated a fraudulent use of a credit card and obtained security footage of the suspect.
- Officer investigated several unlawful entry into vehicles.
- Officer cited a male suspect for a felony possession of methamphetamine warrant.
- Officer took a report of cut air and fuel lines to a truck at the Truck N' Travel.
- Officer arrested a male for a felony failing to report as a sex offender.
- 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 investigated improper use of emergency communication systems and wrote an arrest warrant.
- Officer investigated a forged \$20 bill.
- Officers investigated an unlawful entry into a vehicle and took fingerprints.
- Officers took a report of stolen items from C-2 Utilities.
- Officers completed a compliance checks on sex offender.
- Officers were dispatched to dispute and at the TA where the victim did not want to press charges.
- Officers arrested a female disorderly conduct at the Shell Gas Station.
- 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 completed their LEDS certification.
- Officers transported a suicidal citizen to the hospital.
- Officers worked the ODOT grant for DUII enforcement.

- Officers attended the CIS conference.
- Officers tagged vehicles for unlawful parking.
- Officers investigated a menacing.

Upcoming Events:

- ODOT traffic grant enforcement pedestrian crosswalk safety
- Coburg Community Charter School starts September 7th
- Coburg Antique Fair September 11th

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. 7/27/2022 Finance Audit Committee Minutes
- B. 8/16/2022 Park Tree Committee Minutes
- C. City Administrator weekly reports to Council