



MINUTES

City Council Work Session

March 29, 2022 6:00 P.M.

Coburg City Hall

Virtual - 91136 N Willamette Street

MEMBERS PRESENT: Mayor Ray Smith, Councilor Bell, Councilor Alexander, Councilor Fox, Councilor McConnell, Councilor Lehmann.

MEMBERS ABSENT: Councilor Blain.

STAFF PRESENT: Sammy Egbert, City Recorder; Anne Heath, City Administrator; Brian Harmon, Public Works Director; Megan Winner, Planning and Economic Development; and Chief Larry Larson, Police.

RECORDED BY: Marlene Hockema, Lane Council of Governments (LCOG).

CALL TO ORDER

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

1. Welcome

Mayor Smith stated the meeting would be to address staff goals, priorities, and budgets and commended the staff on the effort involved compiling the documents. Mayor Smith turned the meeting over to Ms. Heath who provided a slide presentation.

REPORTS AND INFORMATION

2. City Administration

Priority 1 - Personnel Management, Training and Retention

Priority 2 - Leadership at Every Level

Priority 3 - Successful Project Management

Priority 4 - Communication

Priority 5 - Fiscal Responsibility and Budget Management

Priority 6 - Economic Growth, Community Health and Vitality

Priority 7 - Capital Improvements

Comments: Ms. Heath indicated new software would be considered; Mr. Lehmann asked if it would be more efficient and Ms. Heath responded affirmative. Chair Smith noted that staff turnover, retention and a succession plan would be high priority. Ms.

Heath noted that new carpet would be needed and Mr. Lehmann suggested carpet squares.

3. City Recorder

Priority 1 - Public Records Management/Retention

Priority 2 - Public Meetings

Comments: Ms. Heath commented that hybrid meetings require additional time and planning and a great deal of flexibility due to the different preferred methods of communication among generations.

Priority 3 - Administrative Process and Policy

Priority 4 – Elections

4. Utility Billing

Priority 1 - Ensure Monthly Utility Billing/Collections are Accurate/Timely

5. Office Administration

Priority 1 - Customer Service

6. Emergency Management

Priority 1 - Recruitment for Additional Emergency Volunteers

Priority 2 - Acquire Small Scale/Independent Solar/Wind Energy Capability

Priority 3 – Success of Emergency Coordinator Duties to Public Works

7. Municipal Court

Priority 1 - Education

Priority 2 - Compliance with State of Oregon Retention Policies

Priority 3 - Continue Scanning Project

Priority 4 - Expand Pool for Court Appointed Attorney

Comments: Ms. Mandy Balcom reported that they currently had one court appointed attorney and she would be recruiting to increase that number to three.

8. Finance Department

Priority 1 - Purchase New Financial Software

Priority 2 - RFP for Banking Services

Priority 3 - Benefit Management and Human Resource

Priority 4 - Education

9. Planning and Economic Development

Priority 1 - Successfully Manage New and Ensuing Development

Priority 2 - Address Transportation Issues

Priority 3 - Implement Work of Ad-Hoc Code Review Committee

Priority 4 - Review and Record Planning Department Processes

Priority 5 - Facilitation of Planning Commission and Heritage Committee

Priority 6 - Project Management

Priority 7 - Continue Staff and Committee/Commission Education

10. Economic Development – Main Street

Priority 1 - Finalize Establishing 501 c (3) Non Profit Corporation for Coburg Main Street

Priority 2 - Continued Support, Partnership, and Leadership in Oregon

Priority 3 - Continue Community Partnerships

Priority 4 - Centralized Website

Priority 5 - Wayfinding Signage

Priority 6 - Beautification Projects

Comments: Ms. Heath stated due to costs and maintenance they would forego hanging planters again this year and offer potted plants to businesses in town.

11. Police Department

Priority 1 - Training

Priority 2 - CAD Computer

Priority 3 - Computer and Software for Truck Inspection Program

Priority 4 – Firearms

Comments: Chief Larson informed the council that he would be looking for used police cars and indicated the department had many upcoming community events scheduled.

PUBLIC WORKS AND INFORMATION

12. Parks Department

Priority 1 - Communication and Relationship Building

Priority 2 - Education

Priority 3 - Park Upgrades

Priority 4 - Seasonal Assistance

Comments: Mayor Smith commended the department on their hard work and improved communication within the department.

13. Sewer Department

Priority 1 - Team Training

Priority 2 - Inspection Program

Priority 3 - Premier RV Tank Replacement

Priority 4 - Inflow and Infiltration into Collection System

Comments: Mr. Harmon noted that isolating where the I&I (Inflow and Infiltration) is coming from would lower operation costs and impact on treatment plant.

14. Street Department

Priority 1 - Capital Projects

Priority 2 - Preventative Pavement Maintenance

Priority 3 - Team Training

Priority 4 - Purchase of Street Sweeper and Maintenance Equipment

Comments: Mr. Harmon indicated the department had a lot of projects to complete of which engineering needs to be completed prior to determining the expense of the

project.

15. Water Department

Priority 1 - Water Master Plan Project

Priority 2 - Team Training

Priority 3 - Priority Inventory System

Priority 4 - Operations Facility Engineering and Design

Comments: Ms. Heath commented that there would need to be changes to the proposed reservoir and those would be unveiled at the April 26th meeting.

CITY COUNCIL GOALS AND WORKPLAN

16. 2021-22 Goals and Work plan

17. 2022-23 Goals and Work plan (Draft)

Councilor Alexander joined the meeting via zoom at 7:50

CITY OF COBURG COST OF LIVING ADJUSTMENT

18. City of Coburg Cost of Living Adjustment FY 2022-2023

Comments: Mr. Gaines informed the council that he would be requesting their input on COLA (Cost of Living Adjustment) for fiscal year 2022-2023 due to the volatility of the the cost of living across the nation. He added that they had acquired COLA percentage increase information from 29 cities which indicated an increase spread of 2%-9%. Mr. Lehmann requested a pie chart based on 2021 expenditures and adjusted with 3%, 4% and 5% increases for comparison purposes; Mr. Gaines will compile that information and forward it to council members.

ADJOURNMENT

Hearing no further discussion, Mayor Smith adjourned the meeting at 8:00 P.M.

NEXT MEETING:

Next meeting, Tuesday April 12, 2022 at 7:00 p.m.

APPROVED by the Coburg City Council on this xx day of xx 2022.

Ray Smith, Mayor of Coburg

ATTEST:

Sammy L. Egbert, City Recorder