



**MINUTES**  
**City Council Meeting**  
December 12, 2023  
Coburg City Hall  
91136 N Willamette Street

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

**MEMBERS ABSENT:** none

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

**RECORDED BY:** Lynn Taylor; Lane Council of Governments (LCOG)

**CALL TO ORDER**

Mayor, Nancy Bell called the meeting to order at 6:01pm.

**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 shared:

- The Christmas in Coburg was a rousing success and she thanked many of those who contributed to that accomplishment, including the Main Street organization, the Coburg Grange, Public Works staff and the countless volunteers who worked to make the event happen.
- The food drive for the local food pantry was also a great success
- A holiday party in appreciation of Coburg city staff was scheduled for December 14, 2023
- There had been very good attendance at the meeting with Pioneer Valley Estates. She hoped for an open dialogue with residents and improved trust. While the development was not within Coburg city limits, those living there did consider themselves part of the community.

- Council Kyle Blain officially resigned effective November 28, 2023, and the Charter required the Council to declare that vacancy by a majority vote and she invited a motion to make that declaration.

**MOTION:** Councilor Smith, seconded by Councilor Fox, moved to declare City Council Position 5 vacant and to move forward with the recruitment to fill the vacancy.

***The motion passed unanimously — 5:0.***

Mayor Bell stated that Councilor Blain had served as Council President and the Council would need to elect a councilor to serve as Council President until January 2025.

**MOTION:** Councilor Wells, seconded by Councilor Lehmann, moved to elect Councilor Engebretson as to Serve as the Council President.

***The motion passed unanimously — 5:0.***

Mayor Bell said that Councilor Blain had also served as the Council's liaison to the Planning Commission, but filling that position would be delayed until Councilor Blain's position was filled.

#### **AGENDA REVIEW**

There were no changes made to the agenda.

#### **CITIZEN TESTIMONY**

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

#### **CONSENT AGENDA**

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

1. Finance Audit Committee Member Appointment
2. Minutes November 14, 2023

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

***The motion passed unanimously — 5:0.***

## COUNCIL ACTION ITEMS

### 1. Transportation Safety Ad Hoc Appointment

Mr. Hanks stated that the Council had created an ad hoc committee to address transportation safety issues as described in the agenda materials. There had been an excellent response from the community, with six people applying to serve on the committee along with Mayor Bell, Councilor Lehmann and Planning Commissioner John Marshall. In an effort to maximize community involvement, the recommendation was to appoint four citizen members to the committee, with the two other citizen applicants serving as alternates.

Mayor Bell explained that the recommended citizen appointments were taken in the order of their application dates and the alternates would be provided all meeting materials and welcomed to attend committee meetings. The slate of appointments was:

Bryan Hamburger - citizen member  
Brandon Rhodes - citizen member  
James Bell - Planning Commission member alternate  
Jean Schapper - citizen member  
McKenzie Bryant - citizen member  
Alan Wells - City Council member alternate  
Michael McDonald - citizen member alternate  
Vilma McDonald - citizen member alternate

Councilors Lehmann and Smith supported the idea of appointment of community member alternates to maintain balance between elected officials and community members.

**MOTION:** Councilor Wells, seconded by Councilor Fox, moved to recommend Mayor Bell appoint Bryan Hamburger, Brandon Rhodes, Jean Schapper and McKenzie Bryant, as well as Alan Well as an alternative city councilor and James Bell as an alternative planning commissioner to the Transportation Safety Ad Hoc Committee, and in addition Michael McDonald and Vilma McDonald as alternate citizens at large to the Transportation Safety Ad Hoc Committee.

***The motion passed unanimously — 5:0.***

### 2. Water Fund Capital Project Expenditure for Coburg Water (Hydraulic) Modeling

Mr. Hanks briefly summarized the item, which had been discussed during the Council's November 28 work session. The intention with the modeling was to conduct an analysis now that there was more information about well #3 and adjusted population data and growth forecast. That would assist in examining scenarios with the changed data points from the original master plan. If the Council concurs with the modeling, by the spring of 2024 with the combination of a conservation management plan and the modeling, an updated Capital Improvement Plan (CIP) and an updated financial picture should culminate in the ability to determine what projects were priorities and in what order.

Councilor Lehmann asked about the status of an earlier consultant's report discussing the option of a third reservoir and improvements to the existing two reservoirs and recommendations regarding lowering usage of the existing tanks. Mr. Hanks replied that recommendations on the existing tanks had not been implemented. Staff was searching for grant funding to complete a seismic rehabilitation project that would allow the capacity to remain the same or slightly increase. The cost of a third tank was high and the modeling would help determine priorities.

In response to a question from Councilor Fox, Mr. Hanks said staff was working with Lane County on development of a grant application in the June-July 2024 time period with submission by the County to the Federal Emergency Management Administration (FEMA) in October. It was a competitive process and other funding sources such as other grants and loans were also being researched.

Mr. Harmon added that the reservoir levels would not be reduced prior to the third well production line coming into the system in order to maintain capacity in the event of one of the wells required recharging.

**MOTION:** Councilor Lehmann, seconded by Councilor Fox, moved to approve utilization of up to \$25,000 of budgeted Water Fund appropriations to conduct water system hydraulic modeling consistent with the attached scope of work.

***The motion passed unanimously — 5:0.***

### **3. Wastewater Facilities Master Plan Sole Source Procurement**

Mr. Hanks explained that the Council's role at the local Contract Review Board required approval of the staff request to enter into a sole source contract with a vendor the City had used in the past rather than using a competitive solicitation process. Materials in the agenda packet provided details of the requirements for using the sole source procurement method. He said that the proposed vendor, Kennedy Jenks Consultants, was the contractor that developed the Wastewater Master Plan, possessed all details of the system and plans and was best positioned to deliver a facilities plan in the most efficient and economic way with the highest level of expertise without the time and expense involved in issuing a request for proposals (RFP) for the project.

Councilor Lehmann expressed some concern, but understood the rationale for the sole source request.

Councilor Wells noted that \$65,000 had been appropriated for the project and asked if the contract amount would be negotiated. Mr. Hanks said if the negotiations with Kennedy Jenks resulted in a higher amount to do the work, the City would have the option of issuing an RFP. Mr. Harmon added that in his discussions with the vendor the cost was estimated at \$35-40,000; \$65,000 was appropriated as a buffer in case issues arose during the project that required additional time.

Councilor Fox observed that Coburg's system was unique. Mr. Harmon agreed and the two primary engineers responsible for the system design were still employed with Kennedy Jenks and would work on the project.

Councilor Wells asked if there was a concern that potential vendors knew how much was available for a project contract. Mr. Hanks replied that the City's budget was public information and contract amounts were individually negotiated; \$65,000 was the total budgeted project cost, not the amount of the contract. Staff would still conduct the same analysis of a sole source contract as would be done in a competitive situation.

**MOTION:** Councilor Lehmann, seconded by Councilor Wells, moved to approve a sole source exemption from competitive bidding for the planned wastewater facilities plan contract and concur that the request complies with the exemption requirements set forth in Ordinance A-91-c, Section 7, the City of Coburg Rules for Public Contracting.

***The motion passed unanimously — 5:0.***

#### **4. Wetland Credits for Waterline Extension and Service Connection**

Mr. Hanks provided an overview of the item, explaining that it related to the purchase of wetland credits that would enable the City to obtain the environmental permits necessary to extend water service to Premier RV and eventual extension of water service to the 107 acres of land immediately east of Premier RV. Public improvements projects impacted a small .184 portion of land and that triggered mitigation, which could include either onsite mitigation with associated maintenance and reporting plan over a five year period or the purchase of credits that demonstrate an equal amount of wetlands had been protected, maintained or restored in another area. Time elapsed since the original disturbance prevented the onsite mitigation option, but the cost of purchasing credits was about equivalent to that option. A sample contract was provided in the agenda materials. He said wetland credits were in demand and the cost was rising. He hoped, if approved by the Council, the purchase could move forward in January 2024.

Mayor Bell pointed out that the City did not know the area was considered a wetland when the project began. Mr. Harmon replied that at the time the bore pit was dug the wetland designation was not called out; that occurred when annexation of the 107 acres was under consideration and permits were being obtained. He said the purchase of credits would cost about the same as mitigation work, but without the maintenance and reporting requirements for a five year period.

**MOTION:** Councilor Wells, seconded by Councilor Smith, moved to authorize the City Administrator to execute a contract for the purchase of wetland credits for the purpose of fulfilling permit requirements of the eastside waterline extension, estimated at a current market rate cost of between \$32,000 and \$35,000 for the .184 acre of required credits.

***The motion passed unanimously — 5:0.***

### **ADMINISTRATIVE INFORMATION REPORTS**

#### **5. City Logo Discussion**

Mr. Hanks said the logo was an item in the Council's goals and current work plan. There had been discussions of the logo from the perspective of messaging from the City that was distinctive from other organizations such as Main Street and the Chamber of Commerce. There were several options to consider such as one logo for the entire City or separate logos for department, what should the City's logo convey to the public and what elements of the current logo should be retained or revised. He said updating the logo could be done in house with assistance from a graphic designer and the estimated cost was based on that option. He asked for guidance from the Council.

Councilor Lehmann anticipated questions from community members could include when was the logo created and was there a need for change. He liked the current logo, but understood the need to consider whether a redesign might be needed to better communicate with the community.

Mr. Hanks said there had been discussion of separation of the branding Main Street was doing to promote tourism and the City's messaging.

Councilor Wells commented that the current logo looked dated, but updating it would require changing the City's letterhead, website, signage and other places the logo was used.

Councilor Smith said she had no objection to either continuing to use the current logo or updating it. She felt it was important that the City's logo be very different from the logos of other organizations so people would understand if, for example, Main Street was hosting an event, the City was not funding that function. She suggested adding the word "City" to the current logo.

Mr. Hanks said another element that could be added was the date Coburg was established.

Mayor Bell said the logo had been the topic of discussion for a number of years, but with all of the City's pressing projects she was not certain how to move forward. She was not unhappy with the current logo, but the word "City" could be added for better identification. The date the City was established could also be added.

Councilor Engebretson indicated she was not certain there was a need to update the logo with the other priorities the City was facing, but liked the idea of adding "City" and the established date to the current version. It would be helpful to compare the City's logo to that of other organizations in the community.

Councilor Lehmann said the historic nature of Coburg was celebrated and perhaps the word "Historic" could be added instead of "City."

Mr. Hanks summarized that the Council felt it was worthwhile for staff to explore some options for an updated logo and present alternatives that reflected the Council's discussion at the next retreat.

## **6. Pioneer Valley Estates Open House Update**

Mr. Hanks briefly reviewed the information provided in the agenda materials that included the invitation to the open house and a summary of the event. He said the turnout was excellent and those

present understood the intent of the meeting was to begin a dialogue, hear what Pioneer Valley Estates residents had to say and re-establish communications. The most tangible takeaway was that the infrastructure project was not in the City's CIP. It was a known deficiency in the City's system and should be included in the CIP. Staff would research the cost and recommend placement in the CIP. It was a policy decision about how to consider residents outside of the city limits in terms of including them in the water system.

Mayor Bell said Lane County was planning on resurfacing roads in that development and the City would need to coordinate with the County regarding installation of water lines.

Councilor Lehmann commended Mayor Bell and Mr. Harmon for their facilitation of the meeting.

### **7. Council Vacancy Recruitment and Appointment Process**

Mr. Hanks summarized the recruitment and appointment processes information provided in the agenda materials.

Mayor Bell noted that it was a partial term and only a 12 month commitment was required.

### **8. Administration Monthly Report**

Mr. Hanks Briefly reviewed the items in the Monthly Report.

### **COUNCIL COMMENTS**

Councilor Fox commended Mr. Harmon and Public Works staff for their work on crosswalks and coordination with Lane County.

Mayor Bell thanked Mr. Harmon for listening to his staff and adjusting work schedules, thereby increasing staff satisfaction and retention

Councilor Smith expressed appreciation for the consistently positive responses from Public Works to inquiries and suggestions and willingness to help make the community a better place.

Councilor Lehmann asked if there would be a letter of appreciation to Councilor Blain for his service and an invitation to him and his family to attend the staff appreciation holiday party.

Mayor Bell determined there was consensus to extend an invitation to the holiday party and present a plaque at the next Council meeting in recognition of his service.

Councilor Fox observed that the Christmas event was the best ever. He heard the same feedback from community members.

Mr. Hanks said there was a great working relationship between Public Works and the Main Street organization.

**ADJOURNMENT**

Mayor Bell adjourned the meeting at 7:57 pm.

**APPROVED** by the City Council of the City of Coburg on this 9th day of January, 2024.

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Nancy Bell, mayor of Coburg

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

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