

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: City Administration Report

Meeting Date: November 8, 2022
Staff Contact: Anne Heath, City Administrator
Contact: 541-682-7871, anne.heath@ci.coburg.or.us

The following is an overview of important activities during the month of October, general administration, and upcoming work to be done. The City Administrator and Department Directors compiled the information in this report.

GENERAL ADMINISTRATION

Dedication of the Council Chambers to Mayor Ray Smith

The dedication of the Council Chamber will take place on December 13, 2022 at 6:00 p.m. An open house/reception will held between 5:00 and 6:00 p.m. This will also be a time to honor our Councilors who will be stepping down from their seats on December 31, 2022.

Water Project

- The well field construction will go to informal bid soon. This is for the construction of the road and the perimeter of an approximate 220 x 220 feet around the well site. The drilling of the well will go out for RFP in the early new year.
- Water Rights have successfully transferred to new well property. Comment period has passed. We are in the final closing of the water rights portion of the project.
- Thomas Street Intertie is has been completed and waiting the final walk through with the Public Works team
- Coleman Street Waterline Intertie bid closed on November 1. The Contract for this project will be in the red folder on November 8. While the City anticipated aligning this work with the Collector Street Project, this will not be possible. Therefore the project will be finished with a 3 inch overlay trench patch which should last until the construction project in 2025.
- Reservoir Feasibility Study is projected to be completed in November and will be presented to the City Council in January, 2023.

Street Projects

- **McKenzie Street Rebuild** – Paving is scheduled for week ending November 4th. The project is expected to be fully completed by November 10th. The Historic Tree on the north east side of McKenzie has been saved. Pavers will continue the sidewalk past the tree.
- **Roberts Road** – Completed

- **Roberts Court** – Completed, waiting final walk through with the Public Works team.
- **Collector Streets** – Under Design. Timing for construction has been pushed out due to a lack of certified agencies that can manage the project on behalf of Coburg. The project will push to design in 2024, and construction in 2025 with the agreement that Lane County is tentatively agreeing to manage the project. An IGA with Lane County will be pursued in the spring of 2023 for this project.
- **Macy, Harrison & North Willamette Street Design** – City Engineers are completing a couple designs for the public and Council to consider. It is anticipated that these designs will be done in late December. An open house for the public will be held in January to view and comment on the designs. Public Comments will be provide to the City Council with the presentation of the final design in February.
- **I-5 Interchange** – City staff prepared and sent information to contractor who is preparing a prototype grant application to be used as funding for the interchange becomes available. Next step will be the review of this document upon completion. This portion of the project is being paid for with earmark funds left from the preliminary design funding for the bridge project.

Park Projects

- **Coburg Loop** – Industrial Way – This project has been delayed due to shortage of funding. More funding has been obtained. However, will not be available until 2024. City of Eugene is the Certified Agency for this project and is managing it. They have also agreed to manage the maintenance of Coburg Industrial Way at the same time.
- **Pavilion Park Planning** – A timeline for the park design completion has been presented to the Park & Tree Committee. It is anticipated that construction would begin in the fall of 2023 or spring of 2024.

Finance Department Staffing - The City is posting an Accountant position to join our finance department. The posting will close to November 4 with interviews taking place in mid-November. If unsatisfactory pool of applicants is received the position will be reposted.

1973 Water Bond – The Council received a correspondence from Attorney Eileen McGuire representing the owner of the 1973 Water Bond and asking for payment. The Council was appraised of this several months ago. This was \$5,000 bond that remained on the City books for many years. The auditor and Kathy Taylor made the recommendation that the City removed it several years ago because we had no idea who owned it and had no information on it. We did receive a question about it earlier in the year and were able to research it with information provided. Staff concluded that the bond was legitimate and should be honored. Staff has provided the attorney with the request letter and documents for review prior to bringing it to the Council for approval. It is anticipated that this will be in the Red Folder on November 8th.

Upcoming Meetings

11/9/2022 Heritage Committee
11/15/2022 Park Tree Committee
11/16/2022 Planning Commission
11/29/2022 Finance Audit Committee

DEPARTMENTS AND OPERATIONS

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

City Recorder

- September 14th to October 11th managed seven Public Meetings. All Public meeting are noticed, electronic and paper retention completed, minutes drafted, signed and recorded.
- Completed four lien searches.
- Recruitment notice posted for police reserve and accounting position.
- Continue to working with Coburg Creek Subdivision to complete 26 sewer easements executed and recorded for the new construction
- As Council President, Nancy Bell will perform the functions as Mayor in the interim. She will no longer have a vote as Councilor or count towards a quorum until a Mayor is elected or a Mayor pro-tem is appointed. (1992 Coburg Charter SECTION 19.)
- **VOTE!!!!!!** Ballots are out and official drop sites will are open! City of Coburg has Mayor, three council positions and two measures on the ballot.

1. **Measure 20-336** 2022 Coburg Charter

2. **Measure 20-337** A temporary Ban on Psilocybin Service Centers and Manufacturing Products

3. **City Candidates for the 2022**

- 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**

The Ballot says:

City of Coburg – Mayor

Vote for One

No Candidate Filed

_____ Write in

The next steps

- Lane County will tally the write-in votes and submit to the City by 12/16.
- We will make sure that the candidate meets requirements to be serve as a qualified elector.
- If qualifications are met they will be notified on by 12/17 and have 2 days to complete and return the “Write-In Acceptance” Form.
- If they don’t qualify or accept by deadline. The Mayors position becomes vacant and the recruitment process would start.

Administration Front Desk

- Assisting the City Administrator with daily finance tasks during until position is filled.
- Meeting minutes and agendas for City Council, Planning Commission and other committees have a permanent retention requirement with the State of Oregon. We are working on getting the historical documents scanned into the systems. Once the documents are electronic, the paper originals will be sent to Iron Mountain for permeant retention. We are currently working on 1960 and 1970.

Utility Billing

- August Utility bills cover 9/14 to 10/10
 - Billed Water \$87,285 | Sewer \$70,000 | TUF \$12,400
 - Cash Receipts or Payments Received \$173,280
 - Past dues charged 84
 - 2 Active payment plans
 - 5 change in service
 - Created 1 new construction account

Finance

- Finance report for the first quarter of fiscal year 2022 will be presented to the Council at their November 8, 2022 meeting. Written financial report contained under a different tab.

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) in review, additional information on wastewater pretreatment and other details received;
- SR 02-22: Building permit issued for utilities and grading for industrial park at 90950 Roberts Rd. Structural permit for buildings under review;
- SUB 02-20: Construction continues. Permit for one new single family dwelling issued in October;
- MA 01-22: Official Zoning Map and Comprehensive Plan Map are being amended to reflect new downtown overlay that was adopted by Council on September 27 and to

remove a strip of Park, Recreation and Open Space zoning designation that was mistakenly left on three lots near City Hall. Planning Commission will hold public hearing on November 16th and make a recommendation to City Council for their December 13 hearing;

- SUB 01-22: Application received for a 15 lot residential subdivision, phase two of the Coburg Creek Subdivision. Application is currently being reviewed for completeness and agency referral has been sent;
- SR 04-22: Application for food truck plaza submitted;
- 13 Structural/Plumbing/Mechanical/Electrical Permits issued in September;
- Attended regional transportation meetings including Transportation Planning Committee, Safe Lane Coalition, Transportation Options Advisory Committee and Technical Advisory Sub-Committee (of MPC).

Main Streets and Economic Development – Prepared by Tracey Pugh

- Attended Oregon Main Street Conference in Klamath Falls
- Coordinated Scarecrow Festival/Mill Street Block Party
- Working on November/December Our Town newsletter
- Coordinated/attended monthly meeting with Main Street Executive Committee
- Coordinated/attended monthly Coburg Main Street Committee meeting
- Planning events for Christmas in Coburg on December 10
- Working with Sherry DeLeon with Sequoia Consulting about grants
- Met with SignWorks regarding ideas for Wayfinding Signage
- Participating in weekly Oregon Main Street zoom meetings

Public Works – Prepared by Brian Harmon

Streets and ROW.

- **Street**
 - **Projects**
 - Roberts Ct Project
 - Roberts Ct has been completed
 - E McKenzie St Project.
 - Still in construction but much progress has been made.
 - TMDL Updates

Water Utility

- **New Service**
 - 1 new meter
- **Projects**
 -
- **Sewer Utility**
 - **Collections**
 - New Sites

- 3
 - **Inspections**
 - 10
 - **Callouts**
 - 10
 - **Tanks Pumped**
 - 4
- **Treatment Plant**
 - **Tour for Los Olivios and the City of Harrisburg**
 - **Repairs**
 - Had three mixers taken in for repairs and ordered one new one. This is due a failure of one of the mixers.
- **Parks Dept**
 - **Parks and Tree Committee**
 - Work Party worked on Pavilion Park
 - **Park Maintenance**
 - . fixed tree at Johnny Diamond Park
 - Block Party

Misc.

- **Locates** 33
- **Work Orders** 73
- 6th and 8th grades class Park Clean and Presentation on Public Works

Municipal Court - Prepared by Mandy Balcom

- **October 2022 Activity Measures:**
 - **Citations (Crimes and Violations)**
 - New Citations for October 18, 2022 Court Date: 45
 - **October 2022 Receipts Including Collections,**
 - **Total Fines:** \$10,005.30 (total monies taken in for the month, nothing deducted), *compared to \$17,566.96 in October of 2021*
 - **Net Fines:** \$6,618.00 (City share only, NOT including collections), *compared to \$13,320.00 in October of 2021*
 - **October 2022 Professional Credit Service Collections:**
 - **Total Collection Revenue:** \$3,387.30 *compared to \$4,246.96 in October of 2021*
 - **Turned over to collection:** \$920.00 *compared to \$5,017.00 in October 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 Regular Court Session: November 15, 2022
December 6, 2022
Jury Trial: December 15, 2022**
- **Court Administrator attended the OACA Court Conference, Oct 8-11 in Bend, OR**
- **Attorney, Francisco Segarra to be added to our Court Appointed Attorney list in 2023
Over 19,000 documents have been scanned in the Court Tyler Content Manager Program**

Police Department – Prepared by Chief Larry Larson

- Officers assisted OSP with a truck inspection for a fatal crash.
- Officer placed a police officer hold on a suicidal female.
- Officer investigated a DHS referral involving child neglect.
- Officer investigated a traffic crash on Van Duyn Road.
- Officer arrested a male for a misdemeanor warrant.
- Officer used a Taser to disarm a male who had a knife and hammer; arrested him for disorderly conduct and interfering with a police officer.
- Officer investigated a traffic crash on Roberts Road involving property damage.
- Officer found a bicycle on Roberts Roads.
- Officer registered a sex offender.
- Officer placed a police officer hold on a suicidal juvenile female.
- Officer found a bicycle at the Truck N' Travel.
- Officer investigated criminal mischief on a vehicle.
- Officer arrested a female for a felony drug warrant and a misdemeanor warrant.
- Officer cited a female for a misdemeanor warrant.
- Officers arrested a male for violation of a restraining order.
- Officers assisted DHS with an investigation into threatening of harm towards a minor.
- Officer completed ODOT commercial truck inspections.
- Officer investigated a criminal mischief and theft of mailboxes.
- Officer conducted compliance checks with city ordinance violations.
- Officer completed ODOT traffic grant.
- Officers responded to a domestic dispute and determined a crime had not been committed.
- Officers enforced several parking violations.
- Officers completed compliance checks on sex offender.
- Officers responded to an intentional drug overdose.

- 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 the Critical Incident Team 40 training.
- Officers work traffic enforcement around the Coburg Community Charter School.
- Officers presented “I luv u guys” to the Coburg Community Charter School staff.
- Officers gave several courtesy rides out of the area to individuals.
- Officers assisted in returning several found dogs and found a home for one dog.
- Officer recovered a stolen license plate.
- Officers towed several abandoned vehicles.

Upcoming Events:

- October 28th Trunk or Treat
- October 31st Halloween
- October 28th evidence room audit
- October take evidence to Covanta to be destroyed
- October 29th DEA Drug Take Back 10:00 to 2:00 pm Coburg Police Department

Police Quarterly Report will be presented at the November 8, City Council meeting.

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. 10/18/2022 Park Tree Committee Minutes