



MINUTES
City Council Meeting
October 10, 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: Kyle Blain

STAFF PRESENT: Adam Hanks; City Administrator, Sammy Egbert; City Recorder, Brian Harmon; Public Works Director

RECORDED BY: Madison Balcom; Administrative Assistant

CALL TO ORDER

Mayor, Nancy Bell called the meeting to order at 6:04pm.

PLEDGE OF ALLEGIANCE

Mayor Bell led the Pledge.

ROLL CALL

City Recorder, Sammy Egbert called roll. A quorum was present.

MAYOR COMMENTS

- Ms. Bell noted that she has appointed City Administrator, Adam Hanks to be the voting delegate for the League of Oregon Cities conference.
- She read a thank you card received from Anne Heath.
- She mentioned that they talked about the bus service to Coburg in the September work session, and that they have a meeting with the LTD Representative for the Coburg/North Eugene area, set up for November 16th.
- She briefly highlighted the future Springbrook changes and the possible upgrades to City and Public services.
- She mentioned that Coburg, between the Public Works and Planning departments, has 24 existing projects and at least 7 new projects as of now.

- She touched on the mandatory reporting mentioned in the packet, that with the passage of House Bill 3071 during the 2021 Legislative Session, all elected officials are required to report suspected child abuse. She said there was a mandatory training that goes along with it.

AGENDA REVIEW

There were no changes made to the agenda.

CITIZEN TESTIMONY

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

CONSENT AGENDA

1. City Council Minutes from September 12, 2023
 - a. Ms. Bell pointed out a change of “~~Elisa~~” to “Elise”, on page 2.
 - b. Change the unanimous passing from ~~6:0~~ to 5:0, on page 6.

MOTION

Councilor Engebretson moved, seconded by Councilor Fox to approve the consent agenda as amended.

The motion passed unanimously – 5:0.

RESPONSE(S) BY CITY COUNCIL

There were no response(s) made by City Council.

SPECIAL GUEST

There were no special guest(s).

ORDINANCES AND RESOLUTIONS

1. **Resolution 2023-15** A RESOLUTION CREATING A TRANSPORTATION SAFETY AD-HOC COMMITTEE

City Administrator, Adam Hanks talked about how they want to best address, review, prioritize and implement some shorter term transportation safety issues. He said many places use Ad-Hoc committees, which are normally very functional and a good use of time for the community and staff.

He addressed the draft resolution that comprised the formation of the committee, the charge, the issues to address, the deliverables, and the expected completion date. He then went over section 6, which includes the initial list of items, which is expected to take up the six-meeting schedule, from January to June, reporting to Council in July.

He noted that the next steps would be to advertise the citizen openings on the committee over the next 20-30 days, bring back appointments to the committee in the November meeting, and have the first Ad-Hoc committee meeting in January.

Mr. Fox asked about the process. Ms. Bell said they would suggest the motion, discuss it, then vote.

Ms. Engebretson mentioned that she has heard many of the points in Section 6 discussed a lot in Coburg, and she is excited that they will get to move forward on them.

Mr. Fox echoed that, saying he thinks it's a great idea and a great way to get other people involved.

Mr. Wells asked if any of them (City Council members) will be on the committee.

Ms. Bell read Section 3, which says that the committee will be comprised of a minimum of 5 and maximum of 7 voting members, including the Mayor, one City Councilor, one Planning Commissioner, and up to four citizens.

Ms. Smith asked if there is any plan to discuss reducing the neighborhood speed limits.

Mr. Hanks said that was his intension with bullet 3 in Section 6.

Mr. Lehmann commented that he would encourage trying to get 4 citizens on the committee.

MOTION

Councilor Wells moved, seconded by Councilor Fox to adopt the Resolution 2023-15, a resolution creating a Transportation Safety Ad-Hoc Committee.

The motion passed unanimously – 5:0.

2. Public Hearing

Resolution 2023-16 A RESOLUTION ADOPTING ADMINISTRATIVE SURCHARGES, ADMINISTRATIVE FEES AND PLANNING AND DEVELOPMENT CHARGES INCLUDED IN THE 2023 CITY OF COBURG FEE SCHEDULE

Mayor Bell opened the public hearing for Resolution 2023-16 at 6:22pm.

Mr. Hanks presented a report on the administrative surcharges, administrative fees, and planning and development charges and noted that systems development charges and utility rates are not included in this annual fee review process and are each brought forward to Council independently and on a different review cycle.

Some councilors had questions regarding the wording and clarifications in certain sections, which Mr. Hanks and Ms. Egbert helped answer.

They agreed on removing "actual" from the notes section on page 1 of the fee schedule.

There were no requests for public testimony.

Mayor Bell closed the public hearing for Resolution 2023-16 at 6:43pm.

MOTION

Councilor Fox moved, seconded by Councilor Wells to adopt Resolutions 2023-16, a resolution adopting administrative surcharges, administrative fees and planning and development charges included in the 2023 City of Coburg fee schedule.

The motion passed unanimously – 5:0.

COUNCIL ACTION ITEMS

3. Oregon Municipal Handbook – Chapter 30: Abuse Reporting

Ms. Bell commented for Councilors to review that on their own time, and asked if they had any questions. There were none.

Ms. Bell and Mr. Hanks said they would send out the live link.

ADMINISTRATIVE INFORMATION REPORTS

4. Citizen Inquiry Quarterly Report

Mr. Hanks presented a report.

Mr. Lehmann commented that we have a system of compliance driven by citizen inquiry, and also staff observations of non-compliance and enforcement issues. Which leaves if they act or not act on it up to discretion. He said he would like to see a bigger discussion about expectations with non-compliance issues and what degree to take initiative. One example was the pathway that backs up to Bottom Loop, where people have their fence open up to the pathway and drive through it into their yard.

Mr. Hanks said that a larger conversation about enforcement and the resources involved would be a good idea. He poses the question of if there is actually a code that they are violating, which can be challenging to determine in some cases.

Ms. Bell mentioned that the path is a county right-of-way, not a city right-of-way.

Ms. Engebretson asked if that was the multi-modal path that they are driving on.

Mr. Hanks said there is a pathway to compliance, but it isn't as straight forward as other things like noxious vegetation.

Mr. Fox mentioned that the point of multi-modal was never for an automobile except for maintenance. He also asked if the speed bump on Coleman was a Northwest Natural Repair.

Mr. Hanks said no, that was actually a request for a speed bump, which was worked out between the citizen and police, by providing evidence to show that it was not necessary with the overall speeds in that area.

5. Administration Monthly Report

Mr. Hanks directed people to the report which was emailed and in their red folders. He talked about the Springbrook efforts that they are working on. He also stated that there is an opportunity to use iWorQ, an existing Public Works software system for the Citizen Inquiry process.

He touched on the Coburg Loop Path update and said they would be revisiting some of the prior decisions next month, involving a potential change in the local match for the project.

He also mentioned that the franchise agreements are coming out for renewals.

He said he'd be at League of Oregon Cities conference on Thursday and Friday. The voting delegate is for the League of Oregon Cities board members.

Lastly, he talked about the department reports. Ms. Bell commented on how amazed she is with the amount of work that the Police Department and Public Works do.

Mr. Lehmann asked if the street sweeper is back up and running and how often they are going to use it. Public Works Director, Brian Harmon responded saying that it will be the second, third, and fourth Thursdays of the month.

Ms. Bell asked how the falling leaves will impact the street sweeping.

Mr. Harmon said that they just have to go a little slower, but they did buy a machine with a vacuum attachment which they plan on utilizing during leaf pickup season. He mentioned that they had to get a smaller machine because the bigger ones require the driver to have a CDL. Having a smaller machine means they will have to dump it more often.

Mr. Lehmann asked if it takes them all day to do the scheduled routes.

Mr. Harmon said it is an all-day thing as of right now, with the frequent trips to dump and fill up the water tank.

Mr. Lehmann asked if there were any plans for mechanical lights for crosswalks.

Mr. Hanks said yes, they are working on finishing the permit process with the County and purchasing two of the flashing lights for the Willamette/McKenzie crosswalks, planning to have those up this fall.

Mr. Lehmann asked if they were similar to the ones seen in Springfield.

Mr. Harmon said they are very similar to what is by the Fire Station. The only difference is that they will be solar.

Ms. Smith said she thinks that the Ad-Hoc committee should look at how to slow traffic down.

COUNCIL COMMENTS

Mr. Hanks that there are several additional topics that may be added to the future agenda item list, including the Coburg Loop Path, Main Street Contract, Purchasing Ordinance, and Equipment Surplus. He and Ms. Egbert are working on updating a longer-range document updated.

Ms. Bell said that it was exciting to see the start on the Veterans Memorial, which she has gotten some questions on and people seem to be excited about. She said it will all be managed in house, and that the Parks and Tree Committee and Public Works will be doing a lot of work for that.

Ms. Engebretson mentioned that the Scarecrow Festival is coming up this Friday.

ADJOURNMENT

Mayor Bell adjourned the meeting at 7:26 pm.

APPROVED by the City Council of the City of Coburg on this ____ day of _____, 2023.

Nancy Bell, mayor of Coburg

ATTEST: _____
Sammy L. Egbert, City Recorder

DRAFT