



## MINUTES

### Coburg City Council

Regular Session

April 8, 2008 - 7:00 P.M.

Coburg City Hall

91069 North Willamette - Coburg

COUNCILORS PRESENT: Mayor Judy Volta; Jerry Behney, John Fox, Bill Judd, Brian Pech, John Thiel, Mike Watson

COUNCILORS ABSENT: None

STAFF PRESENT: Don Schuessler, John Bosley, Sammy Egbert, Craig Gibons, Jack Harris, Milo Mecham, Petra Schuetz

RECORDED BY: Dan Lindstrom

#### I. CALL TO ORDER

Mayor Judy Volta called the meeting of the Coburg City Council to order at 7:05 p.m.

Minutes Recorder Dan Lindstrom called the roll and stated that a quorum was present.

Councilors joined in the Pledge of Allegiance.

Mayor Volta determined that Citizen Testimony would be postponed until the announced time of the beginning of the Meeting, 7:15 p.m.

#### II. MAYOR'S COMMENTS

Mayor Volta expressed appreciation to Council President Mike Watson for presiding at the March 11 meeting, while she had been in Washington D.C. seeking additional federal funding for the Coburg Sewer System. She spoke with one of Oregon Senator Ron Wyden staff members and they indicated that he would introduce legislation supporting a new \$1 million grant for the project.

Mayor Volta reported that the Eugene 4J School Board had removed Coburg Elementary School as a candidate for closure. She said an Intergovernmental Agreement (IGA) would be developed for Council approval before July 2009 that would involve broad citizen input and provide specific community support for the school. She said School Board members had commended Coburg representatives on their presentation.

Mayor Volta reported that Chris Valentine had volunteered to serve on the City Audit Committee. She explained that one other citizen member volunteer and a representative of the City Council were also needed and would be acted upon at the May meeting.

### **III. AGENDA**

City Administrator Don Schuessler requested that changes be made to the published Agenda, as follows:

- Receive written Police Department report
- Add approval of additional bills
- Authorize use of \$20,000 grant to install water quality monitoring wells
- Change Water Project information only item to action item
- Receive information regarding Building Inspection options

Mayor Volta determined that there were no objections to the requests to change the Agenda.

### **IV. REPORTS**

#### **A. City Recorder**

City Recorder Sammy Egbert referred to Agenda support material regarding the State of Oregon Statement of Economic Interest required quarterly of public officials. She explained changes that had been made in the forms and that they were to be returned by April 15. In response to questions raised by Councilors, she said the League of Oregon Cities was seeking clarification. She pointed out that officials were asked to only list the names of members of their household and relatives over 18 years of age or older, not report their sources of income.

### **V. CITIZEN TESTIMONY**

At 7:20 p.m., Mayor Volta determined there was no one present wishing to present testimony to the Council regarding items not on the Agenda.

### **VI. REPORTS (Continued)**

#### **B. Panning Department**

Planning Director Petra Schuetz referred to printed Agenda support material regarding Planning Commission activity during March. She reminded Councilors of the Coburg Multimodal Loop Open house on April 30 and the inventory of homes in the Coburg Historic District to be conducted by the State Historic Preservation Office (SHPO) on April 10-11. She distributed copies of a map showing area included in the Coburg Historic District.

Ms. Schuetz reported on the status of the Interstate Area Management Plan. She said the Oregon Department of Transportation was tentatively scheduled to present its proposed draft to the Planning Commission and City Council in May and that it would likely be ready for Public Hearings and adoption in early fall.

### C. City Administrator

Mr. Schuessler referred to Agenda support material presenting a summary of actions taken on Citizen Inquiry Forms received during the first quarter of 2008. He reviewed the record log of inquiries and responses given.

Councilors discussed the report.

Mr. Schuessler reported on the contract with The Building Department to provide building inspection services in Coburg since 1984. He explained that although the company continued to fulfill expectations in overseeing permit requirements, no code enforcement responsibilities were undertaken.

Mr. Schuessler reported that he had discussed with representatives of the Lane County Building Department how it could provide permit inspections, compliance follow up, and code enforcement for the current level of permit fees. He said the fees would be paid directly to the County, but that the City could add an issuance charge which it would be reimbursed.

Councilor Mike Watson said he would support the proposal, if it would be possible to balance the slight loss of revenue with the increased services to enforce the recently adopted enforcement Code.

City Attorney Milo Mecham suggested that it would be helpful to revise Coburg Nuisance Codes to be more easily understood in connection with consideration of changing inspection services. He also suggested that, if a change was to be made, provisions of the contract with The Building Department required that a certain advance notice of terminating services would be required.

Councilors discussed the proposal:

- Feel comfortable with pursuing possibility. *(Pech)*
- Need assurance that there would be no reduction in services resulting from the fiscal constraints of the County. *(Behney)* The Lane County Building Department is funded entirely by generated fees and receives no General Fund support. *(Mecham)*

***Councilor Pech moved, seconded by Councilor Watson, to direct the City Administrator to negotiate with the Lane County Building for building permit inspection and enforcement services, to include an adequate time for a termination notice to The Building Department. The motion was adopted, 5:1, with Councilor John Thiel voting no.***

Mr. Schuessler reported that a small number of water bills were unpaid each year by residents moving from the area. He recommended that such scofflaw accounts be submitted to the collection agency currently contracted to collect delinquent Municipal Court fines and bails.

Councilors discussed the recommendation.

***Councilor Bill Judd moved, seconded by Councilor Pech, to authorize staff to send water bills of non-residents that are 90 days or more past due to Professional Credit Service to be collected according to the terms of its existing contract with Coburg. The motion was adopted unanimously, 6:0.***

#### **D. Public Works Department**

Public Works Supervisor Jack Harris circulated copies of pictures of a dangerous tree recently removed by the City from North Willamette Street. He said the cost of felling and removing the tree was approximately \$1,200 and was paid from revenue received from the recently enacted Tree Maintenance Fee. He explained that the project also included trimming of branches of nearby trees to a 16-foot minimum. He said it appeared that funds to undertake such a project would be available approximately every two months.

Mr. Harris reported that a public celebration of the 40<sup>th</sup> anniversary of the designation of Coburg as a Tree City USA would be held on April 20. He explained that the fifth grade class from the Coburg School would participate in the ceremony which would include planting of 10 new trees on City property. He said an Oregon State Forestry Department official would participate and all of the school children would be provided commemorative tee-shirts by Monaco.

Mr. Harris reported that the Coburg Park/Tree Committee had requested that the City Council approve the practice of removing stumps when a dangerous tree was removed by the City.

Councilors discussed the request, especially liability created for the City by leaving stumps in street right-of-ways.

***Councilor John Fox moved, seconded by Councilor Judd, to approve the practice of removing stumps when the City removed a dangerous tree from street right-of-ways. The motion was adopted, 4:2, with Councilors Pech and Watson voting no.***

Mr. Harris referred to Agenda support material regarding vehicle parking in the park during special events. He noted that the Park/Tree Committee had recommended that such parking be permitted and that all event sponsors agree to pay for damage done to park landscaping and facilities.

Mr. Schuessler added that parking in the park had been discussed by the Council when

when it had considered the Special Events Application procedure, but that provisions for it had not been included in the final draft of the application.

Councilors discussed the recommendation.

***Councilor Judd moved, seconded by Councilor Fox, to include in the Special Events Application provisions for allowing parking in the park as described in the Agenda support material, with details of the determination of damage and its reimbursement to be considered at the May Council meeting. The motion was adopted unanimously, 6:0.***

Finance Director Craig Gibons referred to Agenda support material providing an update on the Coburg Water System Project. He reviewed information it contained about wellhead telemetry improvement, permanent well easement negotiations, and water tank repainting. He requested approval to issue a Request for Bids on the tank repainting.

***Councilor Pech moved, seconded by Councilor Watson, to authorize the City Administrator to issue a request for bids to repaint the two water reservoirs, following the recommendations of the City Engineer dated March 24, 2008. The motion was adopted unanimously, 6:0.***

Mr. Gibons referred to Agenda support material regarding a \$20,000 grant received by the City to install two water quality monitoring wells.

***Councilor Pech moved, seconded by Councilor Behney, to authorize the City Administrator to sign the grant agreement with the Oregon Economic and Community Development Department for two monitoring wells. The motion was adopted unanimously, 6:0.***

#### **E. Police Department**

Mayor Volta noted that a written report of the activities and administration of the Police Department had been received.

#### **F. Wastewater Reclamation Project**

Wastewater Reclamation Project Director Craig Gibons referred to Agenda support material providing a report on the development of a Local Improvement District and Public Outreach, Sewer System Development Charges, Funding, Environmental Permitting, Phase One Collection System Construction, and product promotion of a grinder pump vendor. He determined that the Council supported his predilection to recognize the unsuitability of grinder pumps for the Coburg system.

Mr. Mecham referred to Agenda support material providing information on development of the Local Improvement District studied by the Council at its March 25 Work Session. He noted amendments that had been made to the proposal based on feedback received at the Work Session. He reviewed how the cost of installing STEP systems at manufactured home parks had been changed, and proposals for low income deferred assessments had been added. He distributed and reviewed copies of maps which identified Project Areas I, II, and III and how assessments were to be made in each.

Councilors discussed at length the options presented. They also considered questions regarding the assessment of apartment complexes and other properties, the role of Service Development Charges (SDCs) in funding the project, and various other elements of the proposed LID.

***Councilor Watson moved, seconded by Councilor Pech, to accept the Report of the Creation of a Local Improvement District, dated March 25, 2008, and amended and presented to the Council April 8, 2008.***

Councilors discussed the proposal for low income deferral of assessments, questions regarding small businesses being considered commercial, and strategies for maintaining simplicity in presenting the LID to the public.

***The motion was adopted unanimously, 6:0.***

#### **G. Financial**

Mr. Gibons referred to the March Financial Report of expenditures, revenue, cash in the bank, and its attachments. He determined there were no questions regarding it.

Mr. Gibons referred to Agenda support material regarding the extension of the Auditing Contract of the City and Urban Renewal Agency with Pauly, Rogers and Co. He explained the advantages of renewing the contract, rather than seeking a request for proposals.

***Councilor Pech moved, seconded by Councilor Fox, to authorize the City Administrator to enter into a two-year contract extension with the Pauly, Rogers audit firm to conduct the FY09 and FY10 financial audits, effective July 1, 2008. The motion was adopted unanimously, 6:0.***

#### **VII. CONSENT AGENDA**

Mayor Volta noted that the Consent Agenda included acceptance of the minutes of the March 11 Council meeting and approval of bills for payment dated April 4 and April 8.

Councilor Watson requested that Sentences 1 and 2 of Paragraph 5 on Page 3 of the minutes be changed, as follows:

President Watson stated that he had attended a private meeting with representatives of School District 4J regarding the proposed closing of Coburg Elementary School. He said *it was his opinion that* it had become clear that the closure recommendation had been based on information about the future growth of Coburg that did not consider residential development to be encouraged by completion of the Sewer system.

Mayor Volta determined there was no objection to the request and the minutes were amended.

**Councilor Watson moved, seconded by Councilor Pech, to adopt the Consent Agenda, with the minutes, as amended. The motion was adopted unanimously, 6:0.**

**VIII. FUTURE MEETINGS**

Mayor Volta noted that the April 22 City Council meeting announced on the Agenda should be identified as a City Council Meeting, not Work Session, and that it would begin at 6:00 p.m.

The meeting adjourned at 9:05 p.m.

ACCEPTANCE

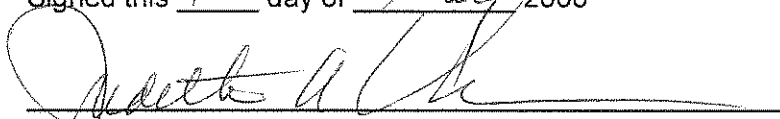
Yes: 5

No: 0

Abstained: None

Passed: X Rejected: \_\_\_\_\_

Signed this 13<sup>th</sup> day of May 2008

  
\_\_\_\_\_  
Judith A. Volta, Mayor

Attest:

  
\_\_\_\_\_  
Sammy L. Egbert, City Recorder

