



## MINUTES

**Coburg City Council**  
Regular Session  
May 13, 2008 - 7:00 P.M.  
Coburg City Hall  
91069 North Willamette - Coburg

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

COUNCILORS ABSENT: Jerry Behney

STAFF PRESENT: Don Schuessler, John Bosley, Jack Detweiler, Sammy Egbert, Craig Gibbons, 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.

Councilors joined in the Pledge of Allegiance.

Minutes Recorder Dan Lindstrom called the roll, noted the absence of Councilors Jerry Behney, John Fox, and Mike Watson and stated that a quorum was not present. Mayor Volta determined that the meeting would continue, as the attendance of Councilors Fox and Watson was expected.

City Administrator Don Schuessler identified requested that a substitute suggested motion be considered during the Public Works Agenda item regarding the painting of the water tank and that a request for a liquor license be added for consideration during the Police Department report. Mayor Volta determined there were no objections to the requests and the Agenda was amended.

Mayor Volta determined to call items on the Agenda which required no Council action.

### II. DEPARTMENT REPORTS

#### A. City Administrator

Mr. Schuessler referred to a letter dated May 1 from City Administrative Assistant Kelly O'Neill in which he announced his resignation effective June 30. He said Mr. O'Neill had completed his graduate degree studies at the University of Oregon and

had accepted a position as Associate Planner for the City of Klamath Falls. He said Mr. O'Neill had been a valued employee and would be greatly missed.

Mr. Schuessler reviewed Agenda support material entitled "Visitors Overview," which he explained showed statistics regarding the 2,856 persons who visited the Coburg website during the first three months of 2008.

Mr. Schuessler reported that the Coburg application to the Federal Emergency Management Agency for a revision of its floodplain map had been met with another set of requests for additional information. He explained that there were seven items, mostly related to minor differences between submitted data and that contained on historic aerial photographs. He said representatives of Branch Engineering had predicted the requests would be the last hurdle and the application would be approved within 6-9 months.

Mr. Schuessler reported that the time for the seasonal enforcement of noxious weed abatement ordinances was approaching. He said it was likely that notices would begin to be issued in June and that a few additional enforcement issues were anticipated.

#### **B. City Recorder**

City Recorder Sammy Egbert referred to Agenda support material giving her official announcement of the General Election to be held November 4, 2008. She noted that applications for City elected positions would be accepted no sooner than June 4, as follows: Mayor (Currently held by Judy Volta), Council Position 4 (Currently held by Jerry Behney), Council Position 5 (Currently held by Mike Watson), and Council Position 6 (Currently held by John Fox).

#### **C. Public Works**

Mayor Volta referred to Agenda support material entitled "City of Coburg Arbor Day Celebration" and commented on the award presented to the City in celebration of its being designated as a Tree City USA for ten years.

Water Project Manager Craig Gibons referred to Agenda support material providing an update on the Water System Upgrade Project. He noted that Lane Council of Governments was providing technical assistance in securing needed permits to proceed with the Well Head 1 element of the project. He explained that some public concern might be expected from the anticipated construction of a 50-foot radio antenna.

#### **D. Police**

Mayor Volta noted that a written Police Department report had been received from Chief John Bosley dated May 13.

#### **E. Wastewater Project**

Wastewater Project Manager Craig Gibbons referred to Agenda support material providing an update on the Wastewater Project. He noted that it reported the completion of the Local Improvement District, receipt of a draft analysis for the Sewer System Development Charges, receipt of a \$2 million federal grant, progress on environmental permits, discussion with a grinder pump vendor, and a meeting with the Muddy Creek Irrigation Project Board of Directors.

Councilor John Fox joined the meeting at 7:20 p.m., establishing a quorum of members to conduct business.

### III. COMMENTS OF THE MAYOR

Mayor Volta noted that Councilors had received a confidential form to be completed and returned to the Auditor. Finance Director explained that the procedure was a newly established Auditing Standards Board requirement to ensure that auditors be in direct communication with elected officials, not just staff. He encouraged Councilors to complete the forms and return them directly to Pauly, Rogers and Company in the postage paid envelopes provided.

Mayor Volta referred to Resolution 2008-04, A RESOLUTION PROVIDING FOR THE CREATION AND OPERATION OF AN AUDIT COMMITTEE AND REPEALING RESOLUTION 2005-19. She explained that the Resolution had been adopted in February and that the Audit Committee replaced the Financial Oversight Committee. She said she was prepared to nominate members of the Audit Committee – Dave Schull, John Thiel (City Council Representative), and Chris Valentine (One Year Term).

***Councilor Fox moved, seconded by Councilor Brian Pech, to approve the nominations of Mayor Volta as members of the Audit Committee. The motion was adopted unanimously, 4:0.***

Mayor Volta announced that Food for Lane (FFL) had determined to continue to support distribution of emergency food boxes through the Coburg Food Pantry.

### IV. DEPARTMENT REPORTS (Continued)

#### A. Planning

Planning Director Petra Schuetz referred to Agenda support material entitled “Lane County Boundary Commission Dissolution/Local Annexation Implementation by Adopting Amendments to the Comprehensive Plan and the Zoning Code.”

Mayor Volta stated that the Council would hold a Public Hearing to consider adoption of Ordinance A-199-B Comprehensive Plan and A-200-C Zoning Code to implement a local process for annexations to meet Oregon Revised Statute 222. She determined that no councilor had a conflict of interest regarding the ordinances or had held *ex parte* discussions regarding them. She reviewed the criteria which would be used in considering their approval. She opened the Public Hearing and called for the Staff Report.

Ms. Schuetz referred to Ordinance A-199B, AN ORDINANCE AMENDING THE COBURG COMPREHENSIVE PLAN TEXT AND URBANIZATION-RELATED

POLICIES; AND DECLARING AN EMERGENCY, and its attachments Exhibits A and B; and Ordinance A-200-C, AN ORDINANCE AMENDING THE COBURG ZONING CODE RELATED TO BOUNDARY CHANGES AND DECLARING AN EMERGENCY, and its attachments Exhibits A and B.

Ms. Schuetz provided background for the proposed ordinances and reviewed previous considerations of them by the Planning Commission and City Council. She stated that staff and the Planning Commission recommended that the City Council adopt the amendments to the Zoning Code and Comprehensive Plan.

Mayor Volta determined that there was no one present wishing to testify regarding the proposed ordinances and closed the Public Hearing. She invited Councilors to ask questions and to deliberate.

***Councilor Pech moved, seconded by Councilor Bill Judd, to adopt Ordinance A-199B, AN ORDINANCE AMENDING THE COBURG COMPREHENSIVE PLAN TEXT AND URBANIZATION-RELATED POLICIES; AND DECLARING AN EMERGENCY, and its attachments Exhibits A and B. The motion was adopted unanimously, 4:0.***

***Councilor Pech moved, seconded by Councilor Fox, to adopt Ordinance A-200-C, AN ORDINANCE AMENDING THE COBURG ZONING CODE RELATED TO BOUNDARY CHANGES AND DECLARING AN EMERGENCY, and its attachments Exhibits A and B. The motion was adopted unanimously, 4:0.***

In response to a question from Mayor Volta, City Attorney Milo Mecham explained that a Second Reading of the ordinances was not required because they each had declared an emergency and had been adopted unanimously.

Mayor Volta noted that a Ms. Schuetz had submitted a written Planning Department Report dated May 13.

## **B. City Administrator (Continued)**

Mr. Schuessler referred to a document entitled "Special Events – Facilities Use – Damage Determination Procedure" and said it had been prepared at the request of the Council at its April meeting. He said it had been submitted to all sponsors of regular special events held in Coburg and that no concerns had been raised. He also said the Public Works Department had reviewed and approved the documents.

Councilors discussed the proposed procedure.

***Councilor Judd move, seconded by Councilor Fox, to approve the Special Events Damage Determination Procedure, as proposed. The motion was adopted unanimously, 4:0.***

## **C. Public Works (Continued)**

Finance Director Craig Gibbons referred to Agenda support material regarding awarding a bid to recoat water reservoirs. He reviewed information it contained and ex-

plained that the revised suggested motion gave additional time for contesting of the award.

Councilors discussed the recommended award.

***Councilor Pech moved, seconded by Councilor John Thiel, to authorize the City Administrator to issue a Letter of Intent to Award Bid to S & K Painting to perform the Recoat Water Reservoirs Project and thereafter, the authority to enter into a contract with the firm to complete the project. The motion was adopted unanimously, 4:0.***

#### **D. Police (Continued)**

Chief Bosley referred to a Liquor License Application submitted on behalf of the Coburg Inn. He explained that it had been submitted to and approved by the Oregon Liquor Control Commission and that a newly established procedure had been instituted to have it also submitted for approval to local elected officials.

***Councilor Judd moved, seconded by Councilor Fox, to recommend to the Oregon Liquor Control Commission that it give final approval to the application for a Liquor License Application submitted by the Coburg Inn. The motion was adopted unanimously, 4:0.***

Councilor Mike Watson joined the meeting at 7:50 p.m.

#### **E. Wastewater Project (Continued)**

Mr. Gibons referred to a document entitled "Coburg NPDES (National Pollution Discharge Elimination System) Discharge Permit Process" and reviewed seven, yet to be completed procedures needed to release treated wastewater. He explained that they were unlikely to be completed before the end of October, but that there was a high degree of confidence that they would all be approved.

Mr. Gibons referred to Agenda support material entitled "Construction Initiation." He reviewed information it contained and the staff recommendation that initial construction be financed by an advance from the Urban Redevelopment Agency (URA). He explained that the City can not use grant or loan money for construction until the NPDES permit is issued. He said the URA would be reimbursed immediately upon receipt of the permit.

Councilors discussed the recommendation at length.

***Councilor Pech moved, seconded by Councilor Fox, to authorize the City Administrator to release a request for bids on Phase 1 of the Coburg Municipal Wastewater Recycling System. The motion was adopted unanimously, 5:0.***

#### **F. Finance**

Mr. Gibons referred to the April Financial Report and reviewed its summaries of Expenditures and Revenue. He raised concerns about the lower than anticipated reve-

nue, materialization of an expected reduction in tax revenues, the loss of a tourism grant, projected cash in the bank, and anticipated deficit ending fund balance beginning in July.

## V. CONSENT AGENDA

Mayor Volta noted that the Consent Agenda included approval of Bills Submitted for Approval on May 13 (two lists), and acceptance of Minutes of meetings held April 8 and 22.

Mayor Volta requested that changes be made to paragraphs 5 and 6 on page 1 of the minutes of April 8, as follows:

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 said *the staff of* Oregon Senator Ron Wyden had 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.

Mayor Volta determined there were no objections to her requests and the minutes were amended.

***Councilor Pech moved, seconded by Councilor Judd, to adopt the Consent Agenda, as amended. The motion was adopted unanimously, 5:0.***

## VI. COUNCILOR COMMENTS

Councilor Judd reported that he had heard a well-known local dignitary comment on the importance of continuing the “United Front” lobbying effort in Washington D.C.

Councilor Watson said he would object if the minutes noted that the brevity of the meeting was caused by his late arrival.

## VII. FUTURE MEETINGS

Mayor Volta determined there was consensus to not hold a Council meeting on May 27, as reported in the Agenda.

The meeting adjourned at 8:20 p.m.

ACCEPTANCE

Yes: \_\_\_\_\_

No: \_\_\_\_\_

Abstained: \_\_\_\_\_

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

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2008

\_\_\_\_\_  
Judith Volta, Mayor

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