



MINUTES

Coburg City Council
Regular Session
December 12 - 7:00 P.M.
Coburg Municipal Court
32694 East Pearl Street - Coburg

COUNCILORS PRESENT: Mayor Judy Volta, Bill Judd, Don Nelson, Michelle Sunia, John Thiel

COUNCILORS ABSENT: Brian Pech, Mike Watson

STAFF PRESENT: Don Schuessler, John Bosley, Sammy Egbert, Craig Gibons, Clark Hanson, 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 7:00 p.m. Minutes Recorder Dan Lindstrom called the roll and stated that a quorum was present. Councilors joined in the Pledge of Allegiance. Councilors joined in wishing Councilors Bill Judd and Michele Sunia a happy birthday,

II. AGENDA CHANGES

City Administrator Don Schuessler reported changes to the Agenda and support material:

- Presentation of Audit Report postponed until January.
- Consideration of Certificate of Occupancy Process Revision postponed.
- Public Hearing on East Delaney Street Vacation postponed until recommendation received from the Planning Commission.
- Public Hearing on Supplemental Budget postponed until January.
- Consideration of Resolution of Necessity for Well Easements postponed, or possibly eliminated.
- Revised version of Personnel Manual distributed.
- November 14, 2006, Minutes distributed.

- Additional Bills for Approval distributed.

Mr. Schuessler noted that, on adoption, the Resolution regarding Personnel Policies should be referred to as Resolution 2006-19, not the tracking number given.

Mayor Volta determined there were no further requests to change the agenda.

III. COMMENTS FROM CITIZENS

Terry Morneau, 91430 Stallings Lane, Eugene 97408, stated that she wished to support reauthorization of the Social Gaming Certificate for the Coburg Grange. She described Friday night poker events sponsored by the Grange and explained that proceeds, after awarding prizes, were used to repay a construction loan and make additional building improvements.

Bill Judd, 32763 East Dixon, distributed copies of a document entitled "Coburg 'Christmas Carriage' Light Tour" and described the event to be held December 18, 19, and 20 sponsored by the Coburg Community Connections and Coburg Community Grange.

IV. MAYOR'S COMMENTS

Mayor Volta expressed appreciation for citizen support of community holiday events.

Mayor Volta reported that the annual Council Retreat was scheduled to be held at the Countryside Christian Fellowship on January 13, but that if the federal holiday weekend made it difficult for Councilors to attend, it could be re-scheduled to January 6. She said she would poll all Councilors about their availability and report any changes as soon as possible. She said the theme of the Retreat would be "Back to the Future" and feature brainstorming sessions about long-term dreams and hopes for the City. She said a pot-luck meal would be arranged. Councilor Judd said he would bring donuts.

V. DEPARTMENT REPORTS

A. Planning

Mayor Volta noted that a written Planning Department report had been received.

B. Municipal Court

Mayor Volta noted that a written report from the Municipal Court had been received.

Councilor Judd expressed appreciation for the financial details and clarity of the report.

C. Police

Mayor Volta noted that a written report from the Police Department had been received. She commended the Department for its recent work in recovering stolen property.

D. Public Works

Public Works Department Supervisor Jack Harris reported that, on encouragement of the Park and Trees Committee, he had secured an estimate of \$5,000 to identify, map, and evaluate the condition of trees within the City Park and street right of ways.

Finance Director Craig Gibons stated that he believed it was possible for available Street Fund resources to be used to conduct a street tree survey. He said the Council could determine that the cost of a survey of Park trees could be paid from available Tourist Fund resources by considering that the trees added aesthetic appeal to Coburg.

Mr. Harris said the actual cost of a tree survey would be known from a bidding process. He said Public Works would return to Council for funding authorization for needed pruning or other arboriculture work. He said the survey was needed to be able to establish a plan for the work.

Councilor John Thiel stated that he was concerned that authorizing the requested survey would "open a Pandora's Box" of unexpected expenses. He said funding for a major tree repair project would not likely be available. He said he was aware that it was normal for arborists to provide evaluations of trees to individuals free of charge.

Mr. Harris said that street and park trees were the responsibility of the City and that a professional inventory was the only way to determine what work was required.

In response to a question from Councilor Judd, Mr. Harris explained that a grant-funded survey of trees in the park had previously been conducted by volunteers.

Mayor Volta asked if budgeted Street Fund resources were available for tree work. Mr. Gibons replied that a supplemental budget to account for such expenditure would need to be adopted. He said he could evaluate if such an expenditure would impinge on any other Street Fund requirements at the January Council meeting.

Mayor Volta asked if the public might be in danger from branches falling from trees. Mr. Harris replied that members of the Park and Trees Committee had estimated that approximately 15 trees were in hazardous condition.

Councilor Don Nelson reported that he had learned that no Historic Trees were proposed to be included in the tree survey. Mr. Harris explained that all trees designated as historic were located on private property and within the right of ways of Lane County roads.

Mayor Volta said she was concerned that if a survey of trees for which the City was responsible were conducted, it would be impossible to act on recommendations arising from its results because of the lack of resources.

Mayor Volta determined there was consensus to postpone action on the recommendation of the Park and Trees Committee until it could be considered in the context of a Supplemental Budget proposal in January.

Mr. Harris reported that the Public Works Department had been delayed in completing its annual fall leaf pickup program.

Councilor Sunia asked if it would be possible for the Public Works Department to fill potholes in a street north of the market in the near future. Mr. Harris replied that temporary fixes were part of the reason for the poor condition of that particular street. He said funding was being sought to rebuild the entire street.

E. Finance

Mr. Gibons referred to the November Finance Department Report and reviewed information it contained regarding the status of the Fiscal Year 2006 Audit, reconciliation of bank accounts, preparation of a Supplemental Budget proposal, wastewater facility planning, Personnel Manual payroll issues, and work activities planned for December and January.

Mr. Gibons referred to an Agenda Item Summary regarding Financial Reports and answered questions regarding its reports of General Fund Expenditures. He reviewed highlights in Finance Reports, as follows:

- Revenue and Expenditure Summary
- Revenue Report
- Expenditure Report
- Bank Balance Report
- Check Register and VISA Statement

F. City Administrator/Recorder

Mr. Schuessler referred to a draft of revisions made to Coburg Personnel Manual Policies received previously. He reviewed highlights of proposed changes. He said final approval of the Manual was an important step for the City and would enable completion of long-delayed employee evaluations.

Councilor Thiel moved, seconded by Councilor Nelson, to adopt Resolution 2006-19, A RESOLUTION ADOPTING NEW PERSONNEL POLICIES FOR THE CITY OF COBURG.

Councilor Sunia said she believed it would be important to convey to all City employees that Personnel Policies could be amended at any time and that Councilors would consider concerns raised regarding them.

The motion to adopt Resolution 2006-19 was adopted unanimously, 4:0.

Mr. Schuessler referred to the Social Gaming Certificate of Authorization issued to the West Point Grange on November 8, 2005. He said the relevant Ordinance required annual renewal of the Certificate. He said the sponsoring organization had since changed its name to the Coburg Community Grange. He noted that testimony in support of renewing the Certificate had been received. He said Council was required to authorize the City Administrator to issue the Certificate.

Councilor Judd stated that he was a member of the Executive Committee of the Coburg Community Grange, but received no compensation for his service. He ex-

plained that the Grange took 25 percent of participation fees in the games sponsored, with the balance divided proportionally among the top ten percent of winners. He said participants included residents of Coburg, Eugene, and surrounding areas. He said the activity was conducted in a friendly atmosphere, that no behavior problems had been encountered, and that many participants were regular attendees.

Councilor Sunia suggested that it would be helpful for the Council to receive a more detailed accounting of the financial records of events sponsored under the Certificate.

Councilor Sunia moved, seconded by Councilor Thiel, to authorize the City Administrator to issue a Social Gaming Certificate of Authorization to the Coburg Community Grange.

Mayor Volta asked if Councilor Judd was required to recuse himself from voting on the motion because of his participation on the Grange Executive Committee. She noted that if he did so, a quorum would not be present to vote.

City Attorney Milo Mecham stated that since Councilor Judd had stated his association with the Grange and he would not benefit from the Certificate, his vote would not be a conflict of interest.

Councilor Nelson asked if there was a City charge for issuing the Social Gaming Certificate Authorization. Mayor Volta replied that there was currently no such charge, but that it could be considered an alternate revenue source during Council discussions at its January Retreat. She said no other requests for a Certificate had ever been received.

The motion was adopted unanimously, 4:0.

Mr. Schuessler referred to an Agenda Item Summary providing an Update on Wastewater System planning. He described the progress of an analysis of the potential cost for Coburg to use the treatment facilities of the Metropolitan Wastewater Management Commission (MWMC) and progress made in development of Septic Tank Effluent Pump (STEP) and Membrane Bio Reactors (MBR) treatment systems.

Mr. Mecham, Councilor Nelson, and Mayor Volta reported on a meeting held with representatives of the Oregon Department of Environmental Quality (DEQ) and their encouragement to pursue the STEP/MBR treatment option.

Councilor Judd moved, seconded by Councilor Thiel, to authorize staff to proceed with planning Septic Tank Effluent Pump and Membrane Bio Reactors wastewater treatment systems while waiting for results of the analysis to determine the feasibility of utilizing the treatment system of the MWMC. The motion was adopted unanimously, 4:0

Mayor Volta expressed appreciation for the efforts of Councilors Nelson and Thiel to encourage consideration of the STEP/MBR treatment option.

Mr. Schuessler reported the official results of voting in the Mayoral and Councilor elections held in November – Mayor Volta (338 votes), Councilor Judd (311 votes), Councilor Pech (306 votes) and Councilor Thiel (292 votes).

G. City Attorney

Mr. Mecham referred to an Agenda Item Summary and reviewed information it contained regarding water system improvements easement acquisition.

VI. COMMENTS FROM COUNCIL

None.

VII. APPROVAL AGENDA

Mayor Volta noted that the Approval Agenda included approval of Invoices Paid 11/16/06 to 12/07/06, authorization of Invoices for Approval and Additional Invoices for Approval dated December 12, and acceptance of minutes of the November 14 and November 28 Council meetings.

Councilor Judd moved, seconded by Councilor Thiel, to adopt the Approval Agenda. The motion was adopted unanimously, 4:0.

VIII. FUTURE AGENDA ITEMS

Mayor Volta announced that there was no second Council meeting scheduled for December and that consideration was being given to canceling second meetings in January, February, and March, in light of meetings to be scheduled of the Budget Committee.

Mayor Volta reported that the January Council meeting would include administering oaths of office to re-elected officials, election of Council officers, approval of employee evaluation processes, consideration of items postponed from the current meeting, and planning of the Annual Council Retreat.

The meeting adjourned at 8:30 p.m.

ACCEPTANCE

Yes: _____

No: _____

Abstained: _____

Passed: _____ Rejected: _____

Signed this 9th day of January, 2007

Judith Volta, Mayor

Attest:

Donald Schuessler, City Recorder