



## MINUTES

**Coburg City Council**  
Regular Session  
July 10, 2007 - 7:00 P.M.  
Coburg City Hall  
91069 North Willamette - Coburg

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

COUNCILORS ABSENT: Brian Pech

STAFF PRESENT: John Bosley, Jack Detweiler, Sammy Egbert, Craig Gibons, Jack Harris,  
Karen Jefferis, 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, noted the absence of Councilor Pech, and stated that a quorum was present.

Councilors joined in the Pledge of Allegiance.

Mayor Volta adjusted the Agenda and accepted changes by adding a presentation on the Wastewater System, discussion of continuation of the probation program, and consideration of additional invoices for approval; postponing consideration of a water hook-up fee increase and Police Training Fee; deleting discussion of issues raised at the Executive Session; and adjusting the order of consideration for selection of a City Engineer and Water System Engineer.

### II. MAYOR'S COMMENTS

Mayor Volta reported that Michelle Sunia had submitted a letter of resignation from her position as a City Councilor. She said Ms. Sunia had agreed to serve four years when she had been appointed, but had served seven and believed she needed to concentrate her efforts elsewhere.

***Councilor John Fox moved, seconded by Councilor Bill Judd, to accept the resignation of Michelle Sunia from the City Council with regret and appreciation for her service, and to direct the City Administrator to initiate a process to recruit applications for appointment to her vacant position. The motion was adopted unanimously, 4:0.***

### III. COMMENTS FROM CITIZENS

Bill Judd, 32763 East Dixon, distributed copies of a publicity flier advertising the Coburg-Lympics to be held during the Golden Years Celebration on July 21. He reviewed information it contained and challenged members of the Council to form a team to compete in events such as water balloon toss, leap frog, and spoon egg relay. Councilors agreed to once-again compete against other teams such as the Planning Commission Wimps.

### IV. SPECIAL ORDER

#### 1. City Engineer and Water System Engineering Services Contract

Mayor Volta referred to Agenda support material submitted by City Administrator Donald Schuessler regarding selection of a City Engineer and Water System Upgrade Engineer. She noted that its cover report described the process used to issue and evaluate responses to a Request for Proposals to fill the positions. She also noted that proposals from Weber-Elliott Engineer Services and HGE Inc. were attached and that it was recommended that contracts be authorized with Weber-Elliott.

Jerry T. Elliot stated that he was Vice President of Weber-Elliott Engineers and reviewed highlights of the proposal of his firm.

Councilors discussed the proposal.

***Councilor Judd moved, seconded by Councilor Mike Watson, to authorize Mayor Volta to enter into three-year contracts for City Engineer Services and for Water System Upgrade Engineering Services with Weber-Elliott Engineers. The motion was adopted unanimously, 4:0:1, with Councilor Fox abstaining from voting because he was not familiar with the issues involved.***

#### 2. Wastewater System Update

Wastewater System Project Engineer Jack Detweiler stated that documents that would lead to funding of the Coburg Wastewater System by the U.S. Department of Agriculture had been submitted, including an Environmental Assessment and Amended Wastewater Assessment Plan. He explained that the next step was to prepare a preliminary design of the project and described additional reports and actions required.

City Attorney Milo Mecham said the draft of the budget for the federal Environmental Protection Agency being considered by the U.S. House of Representatives included funding of a grant for the Coburg project. He described other funding already received and anticipated that had resulted from the participation of Mayor Volta in the United Front lobbying effort. He said the total of grants and low-interest government loans could reach \$3.5 million.

Councilor John Thiel said an article about the project recently published in *The Register Guard* had erred in its description of details of the system.

## V. DEPARTMENT REPORTS

### A. Planning

Planning Director Petra Schuetz referred to Agenda support material regarding a draft Parks System Development Charge (SDC) methodology prepared by Paul Thompson under a contract with Lane Council of Governments (LCOG). She invited Council discussion and feedback regarding the proposal.

Mr. Thompson distributed copies of a document entitled "City of Coburg: Draft Parks SDC Capital Project List – Based on January 2005 Parks and Open Space Master Plans – Allocating Specific Projects to Residential and Non-Residential." He reviewed information it contained regarding acquisition, planning and development of new parks and improvement to those already existing. He explained how proposed SDC's had been calculated, including differentiation between residential only development rates and residential/non-residential rates.

Mr. Thompson distributed copies of a document entitled "Average Single-Family Residential SDC for Lane County Cities" and reviewed information it contained that showed Coburg to have the lowest SDC rate of nine County municipalities.

Mr. Thompson explained that a revised proposal, based on suggestions received, would be considered at a public hearing held at the August 9 Council meeting. He said the date was significant because it would permit adoption of an Ordinance implementing it in October.

Councilors asked questions and discussed the proposal – how the charges were imposed, how citizens could provide input, the importance of review of the proposal by the Parks and Tree Committee, future consideration of wastewater and storm water SDC's, and what appeared to be general support for establishing the SDC's as a way to be proactive in development of the City park system to prepare for growth anticipated when the wastewater sewer project was completed.

Ms. Schuetz referred to Agenda support material regarding a resolution for access to State transportation funds. She explained that adoption of Resolution No. 2007-09 was required to receive a Special City Allotment Grant from the Oregon Department of Transportation (ODOT).

Mr. Mecham noted that a required City map had not been attached to the resolution as presented to the Council.

***Councilor Fox moved, seconded by Councilor Judd, to adopt Resolution No. 2007-09, A Resolution Authorizing the City to Seek State Transportation Funds, adding to it the required City map. The motion was adopted unanimously, 5:0.***

Ms. Schuetz referred to the Planning Department Report dated July 10 distributed with the Agenda. She reviewed information it contained.

Mayor Volta thanked Ms. Schuetz for her report and congratulated her on her recent marriage to Mr. Thompson.

## B. Finance

Finance Director Craig Gibons referred to Agenda support material entitled “Preliminary Year-End 2007 Financial Reports.” He reviewed information it contained and explained that the data was subject to revision through the annual financial audit scheduled for completion in August.

Mr. Gibons referred to the Finance Department Report dated July 10 and reviewed information it contained regarding water rates, arbitrage analysis, new revenue sources, Audit, and Urban Renewal Agency accounting.

Mr. Gibons referred to Agenda support material regarding City property, liability, and workers compensation insurance and reviewed information it contained.

***Councilor Watson moved, seconded by Councilor Judd, to authorize the City Administrator to instruct the City insurance agent to place the insurance package as proposed by City County Insurance Services. The motion was adopted unanimously, 5:0.***

Mr. Gibons referred to Agenda support material regarding insurance billing for the previous year. He explained that the past due premium it identified had been discovered during the recent insurance renewal process.

***Councilor Fox moved, seconded by Councilor Watson, to authorize the City Administrator to pay invoice COB-I2006-02, in the amount of \$891.24. The motion was adopted unanimously.***

Mayor Volta referred to Agenda support material entitled “Fines and Bails Account Closeout” and determined that proper notice had been given regarding consideration of Ordinance No. 206. She opened a Public Hearing regarding its provisions.

Mr. Gibons reviewed background of previous Council discussion of the staff recommendation to close the Fines and Bails Fund and account for all fines and bails in the General Fund on a net proceeds basis. He explained that the proposal would simplify and improve the accuracy of accounting for the funds and that no information would be lost.

Mayor Volta determined that there was no one present wishing to present testimony on the proposed Ordinance and closed the Public Hearing.

Councilors discussed the proposed Ordinance.

***Councilor Judd moved, seconded by Councilor Watson, to adopt Ordinance No. 206, AN ORDINANCE MERGING THE FINES AND BAILS FUND INTO THE GENERAL FUND. The motion was adopted unanimously, 5:0.***

Mr. Gibons referred to Agenda support material regarding a proposed contract with LCOG for Wetlands Scoping. He explained that a wetland analysis authorized by the Council in May 2007 had raised a question of whether Muddy Creek could provide needed dilution for effluent from the Coburg Wastewater Reclamation system and that the proposed contract was to develop a plan to guide enhancement on the site in a coordinated fashion.

Mr. Mecham explained that his involvement as a member of the Coburg Sewer Team led him to support the proposal because it gave the broadest range of options. Mayor Volta added that the \$11,000 cost of the contract would be paid from wastewater project funds.

Councilors discussed the proposed contract – how it could avoid delays in the future, its effects on current work, and potential conflicts of interest between the attorney and Sewer Team responsibilities of Mr. Mecham.

***Councilor Fox moved, seconded by Councilor Judd, to authorize the City Administrator to enter into a contract with Lane Council of Government to provide wetlands scoping and enhancement development services to the City of Coburg for \$11,080. The motion was adopted, 4:1, with Councilor Watson voting no.***

Mr. Gibons referred to Agenda support material regarding a Pioneer Valley Pipeline Contract Change Order and reviewed information it contained regarding changes in a contract established in February 2007 with Professional Underground Services to replace the main water line in Pioneer Valley Estate. He explained that it was recommended that the project proceed on a time and materials basis, with a not-to-exceed \$30,000 provision.

Public Works Department supervisor Jack Harris described his belief that “chlorine swabbing procedures,” rather than “hyper-chlorination” as proposed, would produce more satisfactory results.

Mr. Gibons reported that the contractor had indicated the swabbing procedure could increase the cost of the project by as much as \$10,000.

Councilors discussed the proposed change order and alternative disinfection provisions.

***Councilor Judd moved, seconded by Councilor Fox, to authorize the Mayor to sign Change Order #2 for the Pioneer Valley Estates Replacement Project, using “hyper-chlorination” disinfection, on a time and materials basis, not to exceed \$30,000. The motion was adopted unanimously, 5:0.***

Mr. Gibons stated that he would present a report by Mr. Schuessler included in Agenda support material regarding continuation of the Municipal Court probation program. He noted that the report included a grant application for funds to restart the probation program for one-year to determine if it was self supporting and effective in holding defendants accountable. He explained that the program would include a part-time probation officer, temporary office space rental, and probationer-tracking computer software.

Councilors discussed the proposal, appearing to generally favor the investigation into the viability of the probation program.

Mr. Gibons referred to Agenda support material submitted by Mr. Schuessler regarding the use of the Area Information Records System (AIRS) to manage Municipal Court operations. He said changing to the new system would save approximately \$1,000 annually in computer application costs and create more efficient work procedures. He noted that a Service Agreement with Lane County to establish the service was included with the support material.

In response to a question from Councilor Fox, Mr. Gibons explained that the change had not been considered during the budget preparation process because the Court Team evaluating its operation had not been formed until May. Councilor Judd added that the newly-hired Court Clerk was familiar with the operation of AIRS and supported the proposed change.

***Councilor Judd moved, seconded by Councilor Fox, to authorize the City Administrator to sign a contract with the Regional Executive Group of Lane County to change to the Area Information Records System court operation package and discontinue use of the current system as soon as all open court cases can be transferred into it. The motion was adopted unanimously, 5:0.***

Mr. Gibons referred to Agenda support material submitted by Mr. Schuessler regarding a facilities use processing charge. He proposed that consideration of its recommendation to create a processing charge for rental of City facilities be postponed until the Special Council meeting scheduled for July 24. There appeared to be agreement to accept the proposal.

#### **C. Police**

Mayor Volta noted that a written report from the Police Department had been received. She complimented the department on its being chosen as the grand prize winner in an International Police Vehicle Design Contest.

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

Mr. Harris referred to Agenda support material regarding amendment of the City Tree Ordinance. He noted that the Park/Tree Committee had prepared revisions of the Ordinance, which had been reviewed by the City Attorney.

Mr. Mecham explained that the Council could not hold a Public Hearing regarding amendment of the Ordinance without proper notice being given. He recommended that the matter be postponed to the next regular Council meeting. Mayor Volta requested that changes proposed to the Ordinance be identified at the time it was presented.

Mr. Harris noted that minutes of the May 16 meeting of the Parks/Tree Committee had been distributed.

Mr. Harris reported that the volume of City water pumped on July 10 had been the highest on record. He also reported that special water testing conducted for the previous seven months had produced high quality results.

#### **E. City Attorney**

Mr. Mecham referred to Agenda support material regarding the effects of east side of Interstate 5 development on the Coburg Interchange Area Management Plan being developed by ODOT. He explained that the City would be well served, if there was a reexamination of conclusions reached without considering its potential.

Councilors discussed the draft letter attached to the material proposed to be sent to ODOT by the Mayor to request inclusion of design elements that could accommodate possible future east side City growth.

***Councilor Watson moved, seconded by Councilor Fox, to request Mayor Volta to send a letter substantially similar to the staff memorandum regarding the Coburg Interchange Area Management Plan. The motion was adopted unanimously, 5:0.***

#### **VI. COMMENTS FROM COUNCIL**

Councilor Judd recommended that the City Council communicate with the Mayor of Junction City, expressing appreciation for his twenty-years of public service on his recent resignation because of illness.

Mayor Volta determined there was consensus to accept the recommendation.

#### **VII. APPROVAL AGENDA**

Mayor Volta noted that the Approval Agenda included acceptance of the minutes of the June 12 Council meeting, approval of Accounts Payable dated July 5 and July 10, and receiving a report of checks written June 14 through July 3.

***Councilor Watson moved, seconded by Councilor Jud to approve the Approval Agenda. The motion was adopted unanimously, 5:0.***

#### **VIII. FUTURE MEETINGS**

Mayor Volta reviewed topics to be considered at the July 24 and August 14 meetings of the City Council and announced forthcoming civic events.

The meeting adjourned at 8:45 p.m.

ACCEPTANCE

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

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

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

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

Signed this 14th day of August 2007

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

Attest:

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Donald Schuessler, City Recorder