



## **MINUTES**

**Coburg City Council**  
Regular Session  
**Coburg Planning Commission**  
Special Session

January 10, 2006 - 7:00 P.M.  
Coburg Municipal Court  
32694 East Pearl Street - Coburg

**COUNCILORS PRESENT:** Mayor Judy Volta; Bill Judd, Don Nelson, Brian Pech, Michelle Sunia, John Thiel, Mike Watson

**COUNCILORS ABSENT:** None

**COMMISSIONERS PRESENT:** Cathy Engebretson, President; Ken Donner, Patti McConnell.

**COMMISSIONERS ABSENT:** Dan Claycomb, Pat Greenwell, Katie Thiel

**STAFF PRESENT:** Don Schuessler, John Bosley, Sammy Egbert, Jack Harris, David Landrum, Milo Mecham, Scott Olson, Petra Schuetz

**RECORDED BY:** Dan Lindstrom

### **I. CALL TO ORDER**

Mayor Judy Volta called the meeting of the Coburg City Council to order at 7:10 p.m.

A.J. Bosley led Councilors in the Pledge of Allegiance.

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

President Cathy Engebretson called the meeting of the Planning Commission to order.

Minutes Recorder Lindstrom called the role and stated that a quorum was not present.

### **II. AGENDA CHANGES**

City Administrator Don Schuessler announced that the Kennedy/Jenks Engineering Contract Amendment would not be considered and that adoption of Resolution No. 2006-02 would be added to the Public Works Department report. He distributed copies of a January 9 memorandum containing a Wastewater Project status report. He said related topics would be on the agenda of the February meeting.

City Recorder/Finance Director David Landrum said he would add consideration of hiring temporary accounting support and replacement of the water meter reading handheld computer to his report.

Mayor Volta said she would move the business of the joint meeting with the Planning Commission until after her annual State of the City comments and the swearing in of the Police Chief.

### **III. COMMENTS FROM CITIZENS**

Mayor Volta determined there was no one present wishing to address the Council.

### **IV. STATE OF THE CITY**

#### **A. Mayor's Comments**

Mayor Volta welcomed Coburg citizens and special guests: State of Oregon and Lane County officials – Representative Peter Barnhart, Director Lee Beyer, Representative Terry Beyer, Senator Bill Morrisette, and Commissioner Faye Stewart.

Mayor Volta commented on the “difference a year makes.” She said tough decisions made by the City Council, sacrifices endured by the City staff, and much involvement by citizens had led to the accomplishments of 2005. She thanked all who contributed to its successes.

Mayor Volta reviewed her 2006 goals for Coburg:

- Financial stability
- Strengthened/formalized City Committees with broad based involvement
- Funding for Wastewater Project
- Continuing the successful partnership of the City with the Coburg School
- Tight rein on finances
- Continue diligence, caring, and cooperation between elected officials and citizens

Mayor Volta expressed appreciation for the dedication and skills of the City staff.

#### **B. City Council Retreat**

Mayor Volta reported on the annual City Council Retreat held on January 7. She characterized it as a time of reflection by councilors on dreams and goals. She said many practical ideas about how to continue to improve City work were discussed.

#### **C. City Council Liaisons**

Mayor Volta announced liaison responsibilities for Councilors in 2006:

- Budget – Councilor John Thiel
- Parks – Councilor Don Nelson
- Personnel – Council Michelle Sunia
- Planning – Councilor Mike Watson
- Police – Councilor Bill Judd
- Public Works – Council Brian Pech
- Transportation – Councilor John Thiel

#### **D. Swearing in of Police Chief**

City Attorney Milo Mecham administered the oath of office to John Bosley as Coburg Chief of Police.

Chief Bosley expressed appreciation to his family, the City Council, and Coburg citizens for their patience, understanding, and support during a difficult time of transition. He outlined his goals for the Police Department:

- Have Police fully responsible for public safety
- Operate transparently with public
- Continue department fiscal responsibility
- Work toward national accreditation
- Foster relationships with state and regional elected officials

Chief Bosley expressed appreciation to his officers and characterized them as hard-working and dedicated.

Mayor Volta expressed appreciation to Chief Bosley and invited those present to share refreshments provided by councilors.

#### **V. INTERCHANGE AREA MANAGEMENT PLAN**

CH3M Consulting representative Steve Perone said his report was a preview of what would be presented at a Community Meeting to be held on January 19 regarding planning for the replacement of the Coburg/I-5 interchange. He said extended time for public input regarding the proposals would be available at that time.

Mr. Perone reviewed the purpose of an Oregon Department of Transportation (ODOT) Interchange Area Management Plan (IAMP) and described work on the Coburg plan accomplished to date – study of land use scenarios, future travel demands analyzed, criteria developed. He surveyed mitigation concepts and preliminary recommendations being prepared and explained near-, medium-, and long-term proposals under consideration.

Councilors, Commissioners, and members of the public discussed the report.

Members of the Planning Commission expressed concern that specifics of the proposals did not coincide with their discussions about land use goals for areas included in the Interchange Area.

Members of the public self-identified as affected property owners and active community participants expressed concerns about difficulties in influencing ODOT processes and having not been consulted about the development of the current plan.

Mr. Perone, Coburg Planning staff Petra Schuetz, and ODOT representative Terry Harding explained that the IAMP had been built on officially adopted transportation management plans and did not include any recent considerations. It was noted that extensive involvement from citizens and changes to be made to the Coburg Transportation System Plan (TSP) would be incorporated in the final version to be adopted.

Participants discussed specific suggestions for alterations to the plan proposals.

Mayor Volta said she believed both the Planning Commission and City Council were committed to “watch dog” IAMP development.

Mr. Perone described the next stages of work on the IAMP before its adoption by ODOT – community open house, refinement of alternatives, policy/code concept development, production of plan document, creation of implementing ordinances, and public hearings.

The meeting of the Planning Commission adjourned at 8:10 p.m.

## VI. DEPARTMENT REPORTS

### A. City Administration

Mayor Volta said the Council would consider renumbered Resolution No. 2006-01, A RESOLUTION AMENDING THE CITY OF COBURG PERSONNEL MANUAL FOR THE PURPOSE OF CREATING CITY CELL PHONE USE POLICIES.

Mr. Schuessler stated that consideration of the policy had taken place at the November and December meetings of the Council and explained its purpose.

Mayor Volta determined that no Councilor had a conflict of interest or *ex parte* discussions regarding the policy.

Mayor Volta opened the Public Hearing on Resolution No. 2006-01. She determined there was no one present wishing to present testimony and closed the Public Hearing.

Councilor Watson asked why no provisions for enforcement or discipline for violation of the policy were provided. Mr. Schuessler replied that such provisions had been eliminated from the Resolution on the advice of the City Attorney.

***Councilor Pech moved, seconded by Councilor Watson, to adopt Resolution No. 2006-01. The motion was adopted unanimously, 6:0.***

Mr. Schuessler explained that proposals for Personnel Manual policies were nearing completion. He said the next City Administration tasks would be revising staff job descriptions, and the annual personnel reviews.

### B. Public Works

City Engineer Scott Olson reported that State of Oregon work on the Coburg Water System Improvements Plan had not been completed.

Mayor Volta read Resolution No. 2006-02, A RESOLUTION DECLARING THE INTENT TO ACQUIRE EASEMENTS NECESSARY TO IMPLEMENT PHASE ONE IMPROVEMENTS IN THE COBURG WATER SYSTEM MASTER PLAN.

***Councilor Thiel moved, seconded by Councilor Pech, to adopt Resolution No. 2006-02. The motion was adopted, 6:1:1, with Councilor Nelson voting opposed, and Councilor Sunia abstaining from voting because she felt she did not have adequate information to make a decision.***

Public Works Supervisor Jack Harris referred to his December 6 memorandum regarding a proposed Water Service Application form. He said completing the form would be required before service could be installed. Ms. Schuetz added that the application would better enable enforcement of code standards for municipal water service.

Mayor Volta suggested that spelling errors be corrected; that deposit, user fee requirements, enforcement policies, and provision for review/approval by the Department

of Public Works be added; and that the application be returned for review by the Council at its February meeting.

Mr. Harris reported that the previously authorized part-time Public Works temporary employee position assigned to the leaf pickup program had not been able to be filled. He said an employee provided by the Jobs Plus nonprofit economic development program was available to Coburg. He explained that the program provided employees and paid their full-time minimum wages. He said the only cost to the City would be any increase in its liability insurance and any salary supplement that was determined after a probationary period. He said the employee would not be entitled to any benefits as a temporary employee.

Councilor Pech said he was aware of unfulfilled Public Works maintenance work that could be undertaken by such an employee. He said he had been informed of the operation of the Jobs Plus program.

***Councilor Pech moved, seconded by Councilor Thiel, to authorize the Public Works Department to spend up to \$2,000 to employ a temporary general service employee. The motion was adopted unanimously, 6:0.***

### **C. Planning**

Ms. Schuetz reviewed the Planning Department Report:

- No January Planning Commission meeting because its regular meeting was re-scheduled to the first Wednesday of each month, beginning on February 1.
- The new Coburg Zoning Code became effective December 19.
- New funding would enable staff work on TSP revision.
- Department budget report is ready for review.

### **D. Police**

Mr. Bosley reported that the Police Department was using a borrowed patrol car while negotiations were completed to replace the one recently destroyed by fire. He said the loss totaled \$30,000.

Mr. Bosley explained that he had arranged for two Coburg Police Officers to be trained in the ODOT truck inspection program. He said the ability to inspect commercial motor vehicle equipment, drivers, and cargo would enhance the City's traffic safety program and eliminate the need to require Oregon State Police Trooper services at the scene of a vehicle stop or accident. He said the only cost to the City would be for the time the officers participated in the one week training school. He said an Intergovernmental Agreement was required to authorize the Police to conduct the inspections for ODOT.

***Councilor Judd moved, seconded by Councilor Nelson, to authorize the City Administrator to research and enter into the required Intergovernmental Agreement with the Oregon Department of Transportation for properly trained Coburg Police Officers to conduct Commercial Vehicle, Driver, and Cargo Inspections. The motion was adopted unanimously, 6:0.***

Mayor Volta said she appreciated that Chief Bosley had initiated adoption of the Lane County Interagency Pursuit Policy by the Coburg Police. Mr. Bosley added that participation in the cooperative support agreement was encouraged by a record 14 high-speed pursuit incidents by Coburg officers in 2005.

## E. City Recorder/Finance

Mr. Landrum reviewed the Finance Department Report. In response to a question, he reported that new billing procedures would include an opportunity for automatic and electronic payment of water bills.

Mr. Landrum reviewed his January 10 report regarding Conduits, a lien reporting services provided by Net Assets. He said the benefit to the City would be accurate reporting of City interests against real properties, savings of staff time, and creation of a new revenue source. He said there was a set-up fee for the service of approximately \$150.

Mayor Volta asked if such a service would require changes to City lien stipulations. Mr. Mecham said it would and that a Public Hearing would be required to change the fees involved.

***Councilor Pech moved, seconded by Councilor Watson, to direct staff to prepare necessary documents to enter an agreement with Net Assets for its Conduits lien reporting service. The motion was adopted unanimously, 6:0.***

Mr. Landrum reviewed his January 10 report regarding temporary accounting support. He explained that hiring an Accountemps accountant to complete the City portion of the FY 2005 Municipal Audit in a timely manner would cost approximately \$10,000. He noted that the option was one way to accomplish the staff enhancement goal discussed at the Council Retreat. He said he had already been forced to apply for an extension to the State deadline for completion of the Audit until the end of March.

Mr. Schuessler said work on the audit was a priority matter, but that staff was unable to engage in the necessary tasks to complete it because of their heavy work load.

Councilor Sunia asked how much longer the contract for services with the current firm preparing the Municipal Audit would continue. Mr. Landrum replied that it would be over at the end of the current fiscal year.

Councilor Sunia asked how staff would maintain accounting requirements after completion of the work by the temporary support. Mr. Landrum replied that it would be determined by how Council authorized permanent realignment of City Hall staff.

Mayor Volta asked if funding for the proposed position was available. Mr. Landrum replied that an unallocated \$10,000 was available in the General Fund, due to an unbudgeted increase in revenue. He said it would be spending in lieu of other employee re-configurations over the next six months.

***Councilor Pech moved, seconded by Councilor Watson to direct staff to secure temporary accounting assistance, at a cost not to exceed \$10,000, to enable completion of the City portion of the FY 2005 Municipal Audit in a timely fashion.***

Councilor Watson expressed a concern that there might be a way to complete the work in less than the estimated 250 hours. He also suggested that reduction of other staff work to allow their dedication to audit work might be a way to reduce the proposed cost.

Councilor Sunia suggested that it might be possible to hire temporary assistance for less specialized tasks and reduce the proposed cost.

Mr. Landrum said he feared such cost measures could result in employee payroll not being processed and service vendors not being paid.

Mayor Volta said she believed the City should “bite the bullet” and get the important audit preparation work done by a capable person.

Councilor Thiel suggested that the importance of work on the authorized lien reporting service be identified as secondary to that of preparing for the Municipal Audit.

***The motion to authorize temporary accounting assistance was adopted, 5:1, with Councilor Watson voting no.***

Mr. Landrum reviewed his January 10 report regarding replacement of the handheld computer used to read water meters. He said the recommendation to purchase a replacement was based on the need for unavailable repair of the current instrument and for its need to be upgraded to interface with new Springbrook accounting software. He said funds were available for the \$6,000 purchase in the Water Fund.

Councilor Thiel asked why specialized equipment was needed. Mr. Landrum replied that it was necessary for it to interface with utility record system software.

Councilor Nelson asked how often software upgrades for the proposed system would be required. City staff Sammy Egbert replied that the current system had been upgraded quarterly and that she anticipated such a practice would continue at no cost.

Councilor Thiel asked what the current balance in the Water Fund was. Mr. Landrum replied that he would provide the information.

Councilor Watson said he was concerned that specific information was not provided with the recommendation – what funds were available, the actual cost of the instrument, assurance of upgrades being included in the purchase price, and details of its warranty.

Mayor Volta asked if the information could be provided at the February Council meeting. Mr. Landrum replied that it could be provided, but that postponing a decision would require that implementation of the new accounting software would need to also be postponed for one month.

***Councilor Watson moved, seconded by Councilor Pech, to authorize the purchase of an ASP Meter Reading Handheld Computer, software, and staff training; not to exceed \$6,000; pending determination by the City Administrator that appropriate funds are available, that appropriate industry standards for the equipment and training are met, and that no unreasonable changes to the proposal are made. The motion was adopted, 5:1, with Councilor Nelson voting no.***

## VII. APPROVAL AGENDA

Councilor Judd asked that approval of the minutes of the December 13, 2005, meeting be considered separately. He requested that the following changes be made to Paragraph 5 on Page 3:

Mr. Phelps distributed copies of a memorandum entitled “Confidential Legal Advice” in which he discussed concerns regarding (1) implementation of legislation enacted by the 2005 Oregon Legislative Assembly, (2) completion of administrative processes for the repeal of City ordinances enacted in 2003, (3) the importance of developing con-

~~sistent evaluations of City officers and employees, (4) the need for certification that water fees exceed debt service payments, and (5) issues related to establishing long-term legal services.~~ He said no actions were required regarding the concerns at the current meeting.

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

***Councilor Judd moved, seconded by Councilor Pech, to accept the minutes of the December 13, 2005, meeting, as amended. The motion was adopted unanimously, 5:0:1, with Councilor Watson abstaining from voting because he was absent from the meeting.***

Councilor Thiel requested that Bills for Approval reports be supplemented to show budget comparisons for account balances. Mr. Landrum said such a report was difficult to develop because of the multiple account nature of some bills. He said he would work with Councilor Thiel to create an appropriate format.

***Councilor Judd moved, seconded by Councilor Thiel, to approve the Account Payable dated January 5, 2006. The motion was adopted unanimously, 6:0.***

### **VIII. FUTURE AGENDA ITEMS**

Mayor Volta announced that the next Council meeting was scheduled for February 21. She said the mid-year meeting of the Budget Committee was scheduled for January 31.

Mr. Mecham reported that the Court Clerk and Chief of Police had requested an upgrade to the Coburg Impound Ordinance, that it would be presented at the February Council meeting, and that it would require a Public Hearing.

Mr. Mecham said changes to the Oregon Public Contracting law enacted by the 2005 Legislative Session would need to be incorporated into the Coburg Code in the near future. Mayor Volta added that it would be necessary to also incorporate changes made to provisions for historic homes.

### **IX. COMMENTS FROM COUNCIL**

None.

The meeting adjourned at 9:25 p.m.

ACCEPTANCE

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

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

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

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

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2005

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

Attest:  
  
\_\_\_\_\_  
David Landrum, City Recorder