



**Coburg City Council  
Regular Session  
December 13, 2016 – 7 P.M.  
Coburg City Hall  
91136 North Willamette St., Coburg**

**COUNCILORS PRESENT:** Ray Smith, Mayor; Sharyl Abbaspour, Jerry Behney, Patti Gianone, Patrick Kocurek, Chris Page, Steve Stearns, Councilors

**ABSENT:**

**STAFF PRESENT:** Brian Harmon, Public Works Director; Anne Heath, Finance Director; Sammy Egbert, City Recorder; Larry Larson, Coburg Chief of Police; Milo Mecham, City Attorney; Petra Schuetz, City Administrator.

**GUESTS PRESENT:** Cathy Engebretson, Coburg Audit Finance Committee; Janel McPherson. Coburg Community Charter School Board

**RECORDED BY:** Rodney Cimburke, LCOG

**1. CALL TO ORDER:**

Mayor Smith called the Regular Session of the Coburg City Council to order at 6:49 p.m.

**2. PLEDGE OF ALLEGIANCE:**

Council conducted the Pledge of Allegiance.

**3. ROLL CALL:**

Ms. Egbert called the roll and announced a quorum was present.

**4. MAYOR COMMENTS:**

Mayor Smith expressed appreciation for his colleagues, adding he was excited about the opportunity to work with future Council members. He also expressed appreciation for and gratitude toward Councilor Behney for his service to the Coburg City Council. Mayor Smith added that he had the utmost respect and admiration for previous mayors, especially Judy Volta and Jae Pudewell.

## 5. AGENDA REVIEW:

Ms. Egbert announced the following changes to the December 13 Agenda:

- There was an updated version of Tab 5 in the red folder.
- The City Attorney had asked for five minutes to update Council on a couple of different items.
- There was an outline for the Finance/Audit presentation in the red folder.
- Chief Larson would be introducing a new staff member, David Gregory.

Chief Larson introduced new hire David Gregory to Council.

Mr. Mecham reported there was no update to offer on the Court of Appeals decision on the Urban Growth Boundary (UGB) expansion. He added that the Court had gone past the 60-day response deadline.

Mr. Mecham announced he was retiring, and that March 31 would be his last day with LCOG, and subsequently, the last day of his service to the City of Coburg. He stated that the new attorney hiring process was already underway, and the new hire would accompany him to the January Council meeting.

Mayor Smith asked Mr. Mecham how many years he had worked as City Attorney.

Mr. Mecham replied that he had been in that position for 11 years.

## 6. CONSENT AGENDA: Tabs 1 and 2

Mayor Smith drew Council's attention to the following corrections needed on the October 25 Work Session minutes:

In the last paragraph of page 2, it reads, "...the committee has the empowered (???)", and it should read "...the committee has the empowering documents".

In the first paragraph of page 3, it reads, "This is not happing", and it should read, "This is not happening".

In the ninth paragraph of page 3, it reads, "He noted that it Council was familiar", and it should read, "He noted that Council was familiar".

Ms. Schuetz announced that Lane County reported that Coburg would not have to do separate permitting for multiple events. She added that this item was brought before Council as part of an Intergovernmental Agreement (IGA) with Lane County.

***Councilor Stearns moved, seconded by Councilor Behney, to approve the October 25 Work Session Minutes as amended, the November 8 Regular Session Minutes, and the IGA with Lane County. The motion carried unanimously 6:0.***

## 7. CITIZEN TESTIMONY:

There was no citizen testimony.

## **8. DEPARTMENT ACTIONS AND UPDATES**

- **City Administration**

### **Councilor Behney's Recognition**

Mayor Smith and Council recognized Councilor Behney's service and commitment to the Coburg City Council. Mayor Smith added that Councilor Behney had been involved with two Coburg organizations for the last four years, and in that time, had only missed two monthly meetings.

Councilor Behney said that it had been a pleasure serving Coburg and working with his colleagues.

### **City Administration Monthly Update: Tab 3**

Ms. Schuetz offered Council the City Administration Monthly Update.

Councilor Gianone asked how they received so much revenue for citations in such a small town.

Chief Larson replied that the revenue was from criminal citations. He added much of the revenue comes from previous months, as offenders pay into payment plans to satisfy their fines.

Councilor Page asked about the issue of corroding pipes listed in the City Administration Monthly Summary.

Mr. Harmon answered that on his initial facilities walkthrough, he noticed some rusting on the piping inside the main well house. He added the rust had developed from chlorine having been injected into the water system, and the chlorinated water had leaked onto the piping in two different locations and had eaten through the finish on the piping, and had begun to corrode the piping itself.

### **Coburg Community Charter School: Tab 4**

Ms. McPherson reported to Council that the Coburg Community Charter School (CCCS) was applying for a renewed charter, and she asked City Council for a letter of support in the charter renewal process.

Councilor Page wondered if the CCCS lottery waiver enabling local children to enroll in the school had lapsed.

Ms. McPherson said the waiver was still active.

Councilor Abbaspour asked what the percentage of Coburg children enrolled in CCCS was.

Ms. McPherson replied that currently, approximately 36% of CCCS students were Coburg residents.

Councilor Gianone wondered how many Coburg students do not get in to CCCS.

Ms. McPherson answered that she did not know, but would check with the principal and other CCCS officials who are familiar with the lottery.

Ms. McPherson announced that CCCS was one of only two charter schools in the state who had received the aforementioned waiver allowing local children first enrollment.

**2016 Council Letter of Support for Coburg Community Charter School: Tab 5**

***Councilor Gianone moved, seconded by Councilor Page, to send a letter of support to the 4J School District on behalf of the Coburg Community Charter School. The motion carried unanimously 6:0.***

Councilor Page said that he had spoken with State Representative Barnhart's Chief of Staff about CCCS, and the Chief of Staff said the best course of action would be to set up a meeting with a representative of CCCS.

Mayor Smith appointed Councilor Page ad hoc contact on the matter, and said he would help in any way he could, including attending the meeting himself.

Mr. Mecham suggested members of Council attend the upcoming 4J School Board meeting in support of CCCS.

Councilor Stearns posited that it would be appropriate if the letter to 4J was drafted to include support of all Council members.

Ms. Schuetz suggested signature lines for all Council members on the letter to 4J.

Mayor Smith asked for and received consensus on adding signature lines to the letter for all Council members to sign.

- **Public Works**

**Create a Reserve Account Line Item in the Street Fund: Tab 6**

Mr. Harmon asked if Council had a chance to read the recommendation from the Parks-Tree Committee requesting a line item in the Street Fund to create a reserve account for the balance of the tree revenues.

Councilor Page asked what happened to the surplus revenue from past years.

Mayor Smith replied that, in the past, the surplus revenue rolled over into the Street Fund.

Councilor Stearns asked why Street Tree Fees & Maintenance expenses went from \$2,800 in 2008, to almost \$9,000 currently.

Mr. Harmon replied that it was possible that in 2008, no maintenance was done, hence the varying expenses.

Ms. Heath assured Council that the surplus money would not go away, and if an emergency came up between now and the next budget year, the money would be there, and it could become a supplemental budget to help with emergency expenditures.

Mayor Smith reminded Council that this was a recommendation from the Parks-Tree Committee, and the purpose of this agenda item was to disseminate information to Council.

Councilor Gianone asked if removing any trees would affect Coburg's designation as a Tree City U.S.A.

Mr. Harmon responded that he did not know for sure, but he could gather that information and present it at the next Council meeting.

Councilor Stearns asked if, once the surplus revenue is given the requested line item for trees only, would Council need to approve any expenditures from that line item.

Mayor Smith replied that it would go through the regular budget process, but ultimately, it was at Mr. Harmon's discretion how any funds from the line item would be spent. He opined that the money should have been designated for trees long ago; Coburg residents have been paying \$2 on their water bills for tree maintenance, but the funds have been rolled over into the Street Fund, and not necessarily for tree maintenance specifically.

#### **Annual Policy to Identify 5 Hazardous Trees for Removal: Tab 6.1**

Mr. Harmon reported that the goal of this agenda item was to clean up and prioritize the current list of hazardous trees.

Mayor Smith said that there could be trees on the list that do not exist anymore, and he expressed concern for paying an arborist to go back over the outdated list.

Mr. Harmon stated that there existed the possibility for severe weather in the upcoming days, and if so, it might facilitate higher expenses for Street Tree Fees & Maintenance this year, like Councilor Stearns pointed out earlier in the meeting.

Councilor Stearns said the cumulative surplus in Street Tree Fees & Maintenance should be returned to the citizens of Coburg.

Mayor Smith reminded Councilor Stearns that the surplus money should have been used for tree maintenance, and should continue to be for that purpose.

Mr. Harmon reminded Council that the tree maintenance/removal was for five trees annually.

Mayor Smith asked for Council consensus on both creating a reserve account line item for tree maintenance, and the annual policy to identify five hazardous trees for removal. He received support from all Councilors on both items except from Councilor Stearns, who supported neither.

- **Finance**

**Financial Monthly Update: Tab 7**

Ms. Heath offered Council the financial monthly update. She reported that, for the most part, the City was operating above budget. She said that a \$50k grant was budgeted to continue Roberts Road repairs, but the grant was not awarded to Coburg.

Councilor Behney asked for clarification on the City not receiving the grant.

Ms. Heath stated that Coburg did apply for the grant, but it was not awarded.

**Finance | Audit Committee Report: Tab 8**

Ms. Engebretson offered Council a Finance | Audit Committee's (FAC) Quarterly Report. She commended Ms. Heath and the financial health of Coburg in general. Ms. Engebretson expressed the need to remain vigilant, even in the face of the current state of financial health. She reported that the relationship with the new auditors was off to a good start. Finally, Ms. Engebretson stated that a move to new accounting software would be required eventually, but not at this time.

Councilor Behney asked if there were five new members of the FAC.

Ms. Engebretson replied that there were two vacancies, and the five persons pointed out in the letter from the FAC to Council were individuals who the FAC thought might be interested in joining the FAC.

**PERS History and Update: Tab 9**

Ms. Heath presented Council with a report and update on PERS.

Councilor Behney expressed a need for Coburg to pay both sides of PERS, because of the higher comparable pay rates of larger cities like Eugene and Springfield.

**ORDINANCE A-240 AN ORDINANCE ADOPTING A TECHNOLOGY ASSESSMENT ON DEVELOPMENT PERMITS PURCHASED THROUGH THE E-PERMIT SOFTWARE: Tabs 10 and 11**

Mayor Smith opened the Public Hearing at 8:30 p.m.

Ms. Heath offered Council a report on Coburg's use of the e-permitting system managed by the State of Oregon. She reported that although it costs nothing to use the e-permitting software, the State would charge the city 3% on gross permit fee revenues where the e-permitting system was used; she estimated an annual cost to the city of up to approximately \$18,000.

Councilor Gianone posited that she didn't believe Coburg was in any position to absorb any additional costs, and a "technology fee" added to the e-permitting costs would be appropriate to offset Coburg's costs of using the State's software.

Councilor Behney asked if Coburg had received any feedback from contractors on e-permitting.

Ms. Heath replied that it generally has had a warm reception, mostly due to its convenience and ease of use for contractors.

Councilor Stearns stated he believed the city should control the permit process.

Ms. Schuetz offered that the city would still control the permit process. She added that even though a contractor could purchase a permit online, the permitting process would still be wholly in city control.

Councilor Stearns asked how many permits Coburg issues a year.

Ms. Schuetz responded that building permits were being issued at a rate of approximately 12-18 monthly.

Councilor Stearns asked how much the average permit costs.

Ms. Schuetz replied that she did not know, but she did know the cost varied greatly.

Mayor Smith offered that if the city chose not to implement the e-permitting system, thereby not incurring the 3% charge on gross permitting fees, it would still cost the city in time and manpower to handle permitting. He opined that the city should accept and use the e-permitting system.

Councilor Page wondered if, by charging every permit applicant a technology fee whether they paid by credit card or not, the city would be taking in more than they would owe the credit card companies.

Ms. Heath answered that sometimes would be the case.

Councilor Page asked where the surplus money would go.

Mr. Mecham stated that any permit monies not used to cover municipal costs would be refunded to the permit applicant.

Councilor Behney asked if the 3% technology fee was set.

Ms. Schuetz replied that any recommendations for fee changes comes before Council at its January meetings.

Mayor Smith closed the Public Hearing at 9:04 p.m.

Councilor Stearns asked if Council could waive the second reading of the Ordinance.

Mr. Mecham replied they could, but the vote would have to be unanimous in order to do so.

***Councilor Stearns moved, seconded by Councilor Abbaspour, to waive the second reading of ORDINANCE A-240. The motion carried u8nanimously 6:0***

***Councilor Abbaspour moved, seconded by Councilor Stearns, to adopt Ordinance A-240, and ordinance adopting a technology assessment on development permits purchased through the e-permit software. The motion carried unanimously 6:0.***

- **City Recorder**

**RESOLUTION 2016-19 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COBURG OREGON, CERTIFYING THE RESULTS OF THE NOVEMBER 8, 2016 GENERAL ELECTION: Tab 12**  
Councilor Page felt, after the city gas tax failed to pass, perhaps he and other Councilors could've interacted with the public more, and been more clear about the tax.

***Councilor Abbaspour moved, seconded by Councilor Page, to adopt Resolution 2016-19 A Resolution of the City Council of the City of Coburg, Oregon, accepting the results of the November 8, 2016 General Election. The motion carried unanimously 6:0.***

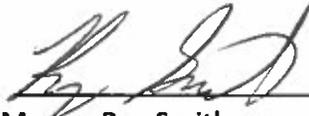
- **Planning**

**Community Visioning: Tab 13**

Ms. Schuetz offered Council an update on Community Visioning.

Mayor Smith adjourned the Regular Session of the Coburg City Council at 9:16 p.m.

**APPROVED** by the Mayor and Council of the City of Coburg this 10th day of January, 2016.

  
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Mayor, Ray Smith

ATTEST:

  
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Sammy L. Egbert, City Recorder