Coburg City Council
Regular Session
September 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

COUNCILORS ABSENT:

STAFF PRESENT: Anne Heath, Finance Director; Sammy Egbert, City Recorder; Milo Mecham, City Attorney

GUESTS PRESENT: Bob Butler, Coburg Public Works Director; Judge Virgil Wilson

RECORDED BY: Rodney Cimburke, LCOG

1. CALL TO ORDER:
Mayor Smith called the meeting of the Coburg City Council to order at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE:
Council conducted the Pledge of Allegiance.

3. ROLL CALL FOR QUORUM:
Sammy Egbert called the roll and stated a quorum was present.

4. MAYOR COMMENTS:
Mayor Smith stated that, in speaking with councilors and citizens, a common theme of those conversations is communication within City government. He added that, as presiding officer, he can switch things around on the agenda as he sees fit, but with Council's permission; he cited the fuel tax discussion as an example.
Mayor Smith added that he had been working on initiating a review of Council's communication process. He believed that input from the community would help the Council put something to this effect together during the October work session.
Mayor smith posited that as citizens, Councilors should be asking questions, and as City Councilors, they are obligated to ask questions. He concluded that asking sometimes tough questions is vital to communication, as decisions can be made with as much information as possible.

5. AGENDA REVIEW:

Mayor Smith added that there was an Eagle Scout who had recently completed a community project that he wished to share with Council. Mayor Smith stated that he'd like to add the Eagle Scout project presentation to the end of the agenda.

6. CONSENT AGENDA

Minutes July 12, 2016 City Council: Tab 1

- Mayor Smith drew Council's attention to page 6, paragraph 2. He wished to amend this entry to read, "Mayor Smith stated that he wanted to call an [sic] Work Session in October to address communication between Council and all committees." Previously, the passage just included Council communication with the Parks/Trees Committee (PTC).
- Councilor Gianone asked for clarification on page 2, paragraph 1. She said she couldn't draw a connection between the content of the first few paragraphs. Mayor Smith clarified that paragraphs 2, 3, and 4 pertained to the 2015 audit. He further clarified that it was a lack of a space within paragraph one that was causing the confusion.

Councilor Behney moved, seconded by Councilor Stearns, to approve the July 12, 2016 minutes as amended. The motion carried unanimously, 5:0.

7. CITIZEN'S TESTIMONY:

Michelle Sunia of Coburg stated to Council that it had come to her attention that the City planned to hire an outside consultant for future planning and visioning for Coburg. She posited that it was a better idea that an experienced group of citizens be responsible for Coburg planning and visioning, instead of the City spending $20,000 on an outside consultant.

Patty McConnell of Coburg reiterated Ms. Sunia's point about spending the money for a consultant for the Main Street project as opposed to having citizen's work on it. She added that there was apparently a lack of code, and the money that would be spent on a consultant would be better used to bring local codes current.

Councilor Gianone asked for an example of what Ms. McConnell meant by "code."

Ms. McConnell answered that there was no adequate code in place for future building and development.

Robert Killen of Coburg stated to Council that he felt in order for codes to make sense, the City would need a professional consultant to draw up a comprehensive visioning plan for the City. He concluded that no matter what the Council decided, the Main Street program would go forward.

Councilor Abbaspour said she was glad citizens were coming forward with concerns about hiring a consultant. She added that it was important that, should a consultant be hired by the City, that he or she remain in close contact with the Coburg citizenry throughout the process.

Mayor Smith agreed that citizen input is vital to the successful operations of the City.

8. DEPARTMENT ACTIONS & UPDATES

Mayor Smith recognized Judge Virgil Wilson for his service and dedication to the City of Coburg upon Judge Wilson's resignation.

Mayor Smith also recognized the work and dedication of Bob Butler, Coburg Public Works Director upon Mr. Butler's retirement.

Mayor Smith called a short break to enjoy refreshments.
Mayor Smith reconvened the Coburg City Council Regular Session at 7:50 p.m.

- **City Administration Monthly Update: Tab 2**

Petra Schuetz stated that the Coburg Antique and Vintage Fair was successful.

Councilor Behney directed Council's attention to the first bullet on the first page of the Summary, concerning the Coburg I-5 Interchange bridge. He continued that the $1.2 million dollars allocated to the project, and the matched amount of $150,000 from ODOT were great steps in the right direction for completing this project.

Mayor Smith recognized Councilor Behney for his work and dedication to all Coburg transportation projects. He thanked Councilor Behney for keeping Council educated on transportation matters.

Councilor Behney directed Council's attention to the Wastewater heading on page 8 of the Summary. He asked if the City could recoup the cost of wastewater inspections.

Mr. Butler answered that the City was not recouping those costs at this time.

Ms. Schuetz stated that if a developer installed their own water meter, they would have to pay for it.

Councilor Stearns asked if Coburg was allowing private developers to put in their own water service in their system.

Mr. Butler replied that City Ordinance reads the City would install the water service, then charge the property owner for the installation.

Councilor Page wondered about the best way to stay personally current on development issues.

Ms. Schuetz answered that staff tries to supply summaries of all projects in the Councilors' meeting packets. She added that there was also going to be a new mapping feature on the City's website which could be used to spatially identify projects. Finally, she suggested perhaps further detail be included in staff reports concerning building projects.

Ms. Schuetz added that it wasn't always a good idea for one Councilor to have a lot more information on a particular item than other Councilors, as ex parte issues could arise.

- **Security Improvements - Assembly Room Egress Options: Tab 3**

Ms. Schuetz presented Council with 6 different options for a new Assembly Room as drawn up by Jenna L. Fribley, architect. She recommended a combination of Option 3 and Option 4. She added the City could afford any option that was chosen from those available.

Mayor Smith asked if, during Council meetings, the new doors could be locked so they still function as emergency exits, but can't be opened from the outside.

Councilor Gianone asked if someone could enter and exit the new door.

Ms. Schuetz said that the door would work both ways.

Police Chief Larry Larson stated that the recommendation from the U.S. Marshal's Office, was to add another egress.

Councilor Gianone asked if external lighting would need to be added above the new door.

Ms. Schuetz said that external lighting would be required.

Mayor Smith said that he was in favor of Option 3.

Councilor Behney said he was also in favor of Option 3, but liked the layout of Option 4

Councilor Kocurek agreed with Councilor Behney.

Councilor Gianone asked if the arrangement of the room had to be changed alongside the remodel.

Mayor Smith said that that it did not.

Councilor Stearns stated that he was also in favor of Option 3.

Councilor Abbaspour offered that she liked Option 4.

Councilor Kocurek wondered if the new egress would affect the alleyway behind the building.

Ms. Schuetz said it would not.

Mayor Smith asked for, and received Council consensus on Option 3.

LUBA Appeals Options: Tab 4
Mr. Mecham offered Council an update on the LUBA appeal process. He reported that the City's brief had been filed, and that he had sent said brief to Mayor Smith and Ms. Schuetz.

Coucilor Behney asked if Land Watch Lane County (LWLC) was challenging everything from the City.

Mr. Mecham said that, in his experience with LWLC, Council could count on it, although they would not know for sure before LWLC's brief is released on September 28, 2016.

Councilor Gianone asked if she could have a copy of the City's brief.

Ms. Schuetz said that she would send it to her.

Financial Monthly Update: Tab 5
Ms. Heath presented Council with the Finance Department's Monthly Report. She added that the packet contained year-end June only.

Ms. Heath reported that the City came in at 96% of the revenues budgeted, while spending 90% of the City's expenses.
She stated that the Overall Cash for the City this year was $3.7 million, as compared to $3.2 million last year, and the General Fund will end the year with a positive balance of $650,000.
Councilor Gianone asked for clarification if the Finance Department was submitting a draft audit for FY 2016.

Ms. Heath responded that the draft audit was for FY 2015.

Councilor Stearns wanted to know if the 2015 audit, being still in draft form, was hurting the City in any way.

Ms. Heath replied that she did not think it was hurting the City. She added the State could withhold funds from the City if the audit is not filed, however the Finance Department has been in contact with the State on the matter, and she doubted the State would withhold said funds.

Councilor Stearns expressed concern in how late the FY 2015 audit was, and wondered how much longer it would be.

Petra Schuetz responded that there was still lingering dispute with Pauly, Rogers, and Co (PRC). She added that staff and the city attorney were working to settle the disputes with PRC.

Councilor Stearns asked if there was anything further Council could do to expedite the process.

Ms. Schuetz said there was not, and she warned against prodding PRC any further.

Councilor Abbaspour inquired that since Ramona Sweere the previous finance director signed the last contract with PRC without being authorized to do so, does that make said contract null and void.

Mr Mecham replied that since the City did not point out the contract right away as possibly null and void, arguing such would be difficult.

Councilor Page asked if the City would receive a final audit from PRC.

Ms. Heath said that she had posited that same question to PRC, but as yet had received no answer.

Councilor Stearns asserted that this problem needs to be fixed.

Boy Scout Presentation
Max Huggins of Coburg offered Council a short presentation on a fire hydrant painting project that he and other local Scouts participated in.

Mayor Smith commended Mr. Huggins for not only painting the hydrants, but also for finding broken or malfunctioning hydrants, and pointing them out to the City. He also thanked the local fire department for buying the painting supplies.

Community Visioning RFP Award Recommendation: Tab 6

Ms. Schuetz offered Council a staff report on the Community Visioning RFP. She stated that it was staff recommendation that the City move forward with the consultant for Community Visioning.

Mayor Smith expressed concern for the lack of staff and volunteer capacity to do the Community Visioning RFP instead of the consultant.

Councilor Behney agreed with Mayor Smith. He added that Community Visioning would be too big of a job and take too long if staff and volunteers were to take it on.

Councilor Page asked the estimated duration of the project.

Mayor Smith answered that two of the projects were 6 months, and one was 9 months to a year.

Councilor Stearns stated that he understood that the Coburg community wanted to be involved, but it would be much less efficient than if a consultant headed up the project.

Councilor Abbaspour pointed out that there is Ford Foundation money still available, and she wondered if there are grants that could be written to get some of that money.

Councilor Kocurek asked about the Ford Foundation grants.

Ms. Schuetz replied that the City was always looking for new grant opportunities, and that the Ford Foundation was a good source for grants.

Councilor Gianone moved, seconded by Councilor Stearns, to endorse Rural Development Initiatives (RDI) to assist the City with Community Visioning, and direct the City Administrator to negotiate a contract with RDI within budget. The motion carried unanimously 5:0.

PUBLIC HEARING

- **Resolution 2016-17 A resolution adopting changes to the building, and other permit and inspection fees: Tab 7**

Mayor Smith opened the Public Hearing at 9:27 p.m.

Ms. Schuetz offered Council a report on Resolution 2016-17.

Councilor Gianone asked if all the fees had gone up.

Ms. Schuetz said that the fees usually go up due to factors such as inflation, increased construction costs, etc. She added that the fees in question have to consistent with what the State requires.

Mayor Smith closed the Public Hearing at 9:33 p.m.

Councilor Behney moved, seconded by Councilor Page, to adopt a resolution authorizing the City to make changes to the building, other permit, and inspection fees. The motion carried unanimously 5:0

Park Tree Committee Applicant Rhett Sunia: Tab 8

Mr. Butler reported that there is a young man, Rhett Sunia, applying for the Park Tree Committee (PTC). While Mr. Butler did express initial concerns about the applicant being a minor, he said that the Mr. Sunia's mother also signed his application.

Councilor Page moved, seconded by Councilor Stearns, to appoint Rhett Sunia to the Park/Tree Citizen Advisory Committee as recommended by staff. The motion carried unanimously 5:0

Amend Parks/Tree Bylaws: Tab 9

Mr. Butler offered a report to Council outlining the desire of the PTC to change meeting nights to prevent conflict with other municipal meetings.

Councilor Behney wondered if, under Article IV - Membership in the PTC bylaws, a correction or deletion should be made, as there are no longer Council liaisons to the PTC.

Mr. Mecham offered that the motion could be amended thusly.

Mayor Smith asked Council for consensus on stepping outside of normal procedure and voting on this amendment.

Councilors Kocurek and Gianone expressed dissent.

Councilor Abbaspour, seconded by Councilor Kocurek, to approve the amendment to the Parks/Tree Citizen Advisory Committee Bylaws Article VIII, changing the monthly scheduled meeting day to, "Committee will meet monthly, time, date, and location as posted by the City Recorder. The motion carried unanimously 5:0

Mayor Smith adjourned the Regular Session at 9:51 p.m.

APPROVED by the Mayor and Council of the City of Coburg this 11th day of October, 2016.

Mayor, Ray Smith

ATTEST:

Sammy L. Egbert, City Recorder