



MINUTES

Coburg City Council

Regular Meeting

November 13, 2012 - 7:00 P.M.

Coburg City Hall

91069 North Willamette – Coburg

COUNCILORS PRESENT: Jae Pudewell, Mayor; Jerry Behney, Sharyl Brannon-Abbaspour, John Fox, Don Nelson, Brian Pech

COUNCILORS ABSENT: John Thiel

STAFF PRESENT: Petra Schuetz, Kyle Akin, Bob Butler, Laura Comstock, Sammy Egbert, Jeanine Lavers, Milo Mecham, Larry Nelson, Rob Sutton, Ramona Sweere, Ron Walz, Kristen Zulyevic

RECORDED BY: Dan Lindstrom

Mayor Jae Pudewell called the meeting of the Coburg City Council to order at 7:00 p.m. Councilors joined in the Pledge of Allegiance. Minutes Recorder Dan Lindstrom called the roll, noted the excused absence of Councilor John Thiel, and stated that a quorum was present.

Mayor Pudewell reviewed the results of the November 6, 2012, Coburg General Election, noting his own election, the re-election of Councilors Sharyl Abbaspour and Jerry Behney, and the election of Ray Smith to the City Council, replacing Councilor John Fox, who had chosen not to run.

Mayor Pudewell determined that there was no one who had requested to provide Citizen Testimony and that no Councilor desired to provide response.

City Administrator Petra Schuetz requested that the Agenda be amended to allow consideration of discussion held at the Second Executive Session held prior to the Regular Meeting. Mayor Pudewell determined that the topic would be considered during the Continued Business section of the Agenda.

1. COMMENTS OF THE MAYOR

Mayor Pudewell congratulated Ray Smith on his election to the City Council and made philosophic comments on the "transition of power" at all levels of government in the United States democratic system. He said citizens should be reminded of its singularity in world politic. He recommended the reading of *A Magnificent Catastrophe* by Edward J. Larson about the first American presidential campaign.

2. CITY ADMINISTRATION REPORT

Mayor Pudewell referred to an Agenda support document entitled "City Administration Summary" and invited questions and comments.

Councilor Fox noted that information in the *Our Town* newsletter differed from that provided in the document about the date of the beginning of the Citywide Leaf Pickup. Public Works Director Bob Butler confirmed that the project would begin on November 15.

Mayor Pudewell asked how prescription drugs deposited in the newly provided "Drug Take Back Box" would be treated. Police Chief Larry Larson reported that the process was fully described on the Box itself. Mayor Pudewell suggested that the explanation be included on an insert with monthly water bills.

3. MAJOR PROJECT UPDATES

A. Wastewater Project

Ms. Schuetz noted that a summary of the most recent meeting of the Wastewater Project Management Team had been distributed at the beginning of the meeting, as requested by Councilors.

Mayor Pudewell expressed appreciation for the work of City staff in obtaining the high percentage of Wastewater Project construction easements reported in the summary.

Councilor Don Nelson asked for a clarification of the Wastewater Project status of properties outside the City Limits, but within the Coburg Urban Growth Boundary. Ms. Schuetz explained that such properties would not be provided sewer access as part of the Wastewater Project, but that if they were developed at a later date would be required to hook up to the system if they were incorporated into the City.

In response to a question from Mayor Pudewell, Kennedy/Jenks Wastewater Project Engineer Ron Walz referred to Agenda support material entitled "Wastewater Project Monthly Status Summary" and reviewed its contents. He introduced Kennedy/Jenks Construction Manager Kyle Akin and stated that he would replace Rob Sutton during his six week vacation to begin on November 21.

Mr. Sutton reviewed progress being made on completion of Phase 2 elements of the Wastewater Project and said it was nearly "substantially complete." Milo Mecham added that the U.S. Department of Agriculture would not accept that designation as long as the Interstate 5 crossing element of the Project was included in Phase 2. He explained that negotiations were continuing with Canby Construction regarding the elimination of that element in their contract.

Mr. Sutton reviewed the status of final elements of Phase 3 of the Project.

Mr. Walz reviewed pending Contract Amendment issues and said documents would be ready for solicitation of bids on Phase 4 of the Project in December.

Mr. Mecham reported that of the 10-15 properties for which construction easements had still been not obtained, most were in "bank ownership." He said issues related to the Coburg School property had been resolved and would be presented for approval by the 4J School District Board of Education within a week. He explained that "good progress" was being made in discussions of previously considered Premier RV special situations, and that the Oregon Department of Environmental Quality was willing to ex-

pand the amount of its existing Coburg loans for the Project since complications had arisen in obtaining an additional loan.

B. Other Projects

Ms. Schuetz referred to Agenda support material entitled "Coburg Loop Multi-Use Path," "Transportation System Plan Progress Report," and "Coburg I-5 Interchange Project." She commented on developments reported in the material.

C. Economic Development Strategy/Historic Preservation

Resource Assistance for Rural Environment (RARE) AmeriCorps worker Laura Comstock referred to Agenda support material entitled "Economic Development Strategy and Historic Preservation Program Progress Report" and commented on information about her three month work plan and draft Economic Development Business Survey included.

Councilors discussed the information presented.

4. DEPARTMENT ACTIONS AND UPDATES

A. City Administration

The Building Department representative Charice Kaylor reminded Councilors of her previous presentation of proposed fee increases for its contract with Coburg to provide compliance inspectors for construction permits issued by the City. She referred to Agenda support material entitled "Fee Change Proposal from The Building Department."

Mayor Pudewell opened a public hearing on the proposed changes. He determined that there was no one present wishing to speak on the issue and closed the public hearing.

Councilors discussed the proposal with Ms. Kaylor – that comparisons with the fees charged by the cities of Springfield and Eugene and by Lane County were impossible because of differing elements, that the rates of comparable cities were also being increased, that the reason for the proposed decrease in the lowest fees were to improve property owner compliance with permit requirements on small projects, and that the City received 25% of the fees and Oregon received 12% of the fees collected.

Councilor Fox moved, seconded by Councilor Brian Pech, to accept the fee change proposal made by The Building Department to be instituted on December 1, 2012. The motion was adopted unanimously, 5:0.

Ms. Schuetz referred to two Agenda support material documents entitled "Personnel Manual – Budget Related 2013." She reviewed information they contained about changes made in City personnel policies since 2007. Specifically, she described inconsistencies related to practices about longevity and merit salary increases for Police Department officers and other City employees.

After considerable discussion, Mayor Pudewell proposed the formation of an *ad hoc* Council/City Administrator/Staff committee to provide a comprehensive review of the issues

raised by Ms. Schuetz. He said he was concerned about equity between police and other staff and suggested that a relevant policy which could be considered for adoption by the Council be prepared by the committee. He appointed Councilors Fox and Pech to serve as Council representatives on the committee.

Councilor Fox said he appreciated being introduced to the “warren” of interconnected issues raised by Ms. Schuetz. He recommended that current salary increase practices be maintained for the time being and suggested that retroactive changes be considered after adoption of a comprehensive policy.

Finance Director Ramona Sweere observed that the Finance Department would appreciate resolution of the seemingly conflicting practices.

Councilor Jerry Behney suggested that the process be expedited for the sake of affected employees.

City Attorney Milo Mecham cautioned that any meeting of the established committee would be required to abide by Oregon Public Meeting Statutes.

Ms. Schuetz referred to Agenda support material entitled “City Attorney RFP Results” and reviewed its recommendation to maintain the current City Attorney contract with Lane Council of Governments. She described the process followed to make the recommendation.

Councilor Nelson reported that he had served on the Interview Panel assigned to evaluate the firms replying to the Request for Proposals. He described the experience, saying that the process had been fair and that the recommendation to continue the current contract was fiscally sound.

Mayor Pudewell said he believed the process had been useful and should be conducted regularly. He later explained that he did not believe Council action was required to continue an existing contract.

B. Finance

Ms. Sweere reported that because of a change in information required, the annual visit and report of auditors of City financial records had been postponed and would be presented for Council action in January.

Ms. Sweere presented the Finance Department Monthly Report for October. She observed that the first significant property tax payments would not be received until December, but that early indications were that they would be higher than anticipated in the Budget.

Ms. Sweere referred to Agenda support material entitled “Fiscal Policy/Accounting Manual” and reviewed development of the policies and practices it included. Councilors discussed the information provided, correcting a typographic error.

Councilor Behney moved, seconded by Councilor Pech, to approve the proposed Coburg Fiscal Policies and Accounting Procedures, as amended. The motion was adopted unanimously, 5:0.

Ms. Sweere referred to Agenda support material entitled "Resolution 2012-12 Budget Transfer" and explained that approving the budget transfer was required because the conversion to using Junction City Police dispatch services had not been finalized in fiscal year 2011-12.

Councilor Pech moved, seconded by Councilor Fox, to approve Resolution 2012, A RESOLUTION TRANSFERRING BUDGET EXPENDITURE APPROPRIATIONS BETWEEN CATEGORIES IN THE GENERAL FUND FOR BUDGET YEAR 2012-13 TO IMPLEMENT THE JUSTICE PROGRAM, in the amount of \$18,000. The motion was adopted unanimously, 5:0.

C. Wastewater Project

Mr. Mecham referred to Agenda support material entitled "Adoption of Coburg Wastewater Policies." He said the policies explained the expectations of the City and for residents during installation of septic tanks, affecting vegetation and structures and contractor replacement obligations.

Mayor Pudewell opened a public hearing on the adoption of the policies previously reviewed by Council and submitted to property owners through an insert in water bills. He determined that there was no one present wishing to testify and closed the public hearing.

Councilor Behney suggested that Policy #6.4 would be more appropriately relocated in another section. He also suggested that "...repeated attempts..." in Policy #12 be changed to "...three attempts...", and that Policy #13 include reference to relevant City standards.

Councilor Fox suggested that addition of a "glossary" of terms used in the Policies would be helpful to all concerned.

Mayor Pudewell determined that there was agreement with the suggestions made by Councilors Behney and Fox.

Councilor Pech moved, seconded by Councilor Fox to adopt the proposed Wastewater Policies, as amended. The motion was adopted, 4:1, with Councilor Nelson voting no.

Mr. Walz referred to Agenda support material entitled "Phase 4 Bid Documents" and reviewed information it contained about the importance of publishing the documents in a timely fashion after their being approved by funding agencies.

Councilors discussed the recommendation and alternatives.

Councilor Behney moved, seconded by Councilor Sharyl Abbaspour, to authorize the Wastewater Project Engineer to proceed with advertisement and publication of Phase 4 bid documents upon receiving funding agency authorization. The motion was adopted, 4:1, with Councilor Nelson voting no.

5. CONTINUED BUSINESS

Mayor Pudewell reminded Councilors of a discussion held in an Executive Session held before the current meeting regarding conducting a market evaluation of City Hall property.

Councilor Behney asked what long-term effect such an evaluation would have. Mayor Pudewell replied that its exact effect was unknown, but that it would be required before any decisions could be made.

Councilor Nelson asked what provisions had been made in the fiscal year 2012-13 Budget to pay for rent of additional facilities for City requirements. Ms. Sweere replied that \$8,000 was included in the Budget for such needs.

Councilor Nelson moved, seconded by Councilor Pech, to authorize the City Administrator to procure a market analysis evaluation of Coburg City Hall property, not to exceed \$5,000. The motion was adopted unanimously, 5:0.

Mayor Pudewell noted that Agenda support material entitled "Continued Business" reported that Citizen Testimony given by Adam Wilkin at the November Council at the October Council meeting had been responded to in an attached letter from Mr. Mecham, pointing out that there was no basis for allegations made. He said that City staff had had frequent interactions with Mr. Wilkin regarding his property being out of compliance with building code provisions. Mr. Mecham reported that the letter sent to Mr. Wilkin had been returned by the Post Office as undeliverable and that a second attempt with an alternate address was being made.

Ms. Sweere drew attention to the report in the "Continued Business" document that Auditor Kenny Allen had explained that proceeds from objects sold from Public Works surplus equipment should be credited to the Public Works Department budget.

6. CONSENT AGENDA

Mayor Pudewell noted that items included on the Consent Agenda included acceptance of the Minutes of the October 9, 2012, City Council meeting and Bills for Approval dated November 13, 2012.

Councilor Nelson raised a concern that the report on the first page of the Minutes that Mayor Pudewell had given an excuse for missing three consecutive regular City Council meetings to Councilor John Thiel. He pointed out that the City Charter provided that the Council itself, not the Mayor, had authority to provide such an excuse. City Recorder Sammy Egbert added that Councilor Thiel had asked to be excused from the two most recent meetings of the Council and that the City Code provided that the position of a Councilor who missed four consecutive meetings without an excuse could be declared vacant by the Council.

Councilor Nelson requested that the spelling of Gimple Hill Road be corrected in paragraph three on page one of the minutes. Mayor Pudewell determined that there was no objection to the request and the minutes were amended.

Councilor Pech moved, seconded by Councilor Fox, to approve the Consent Calendar, with the minutes amended as noted. The motion was adopted unanimously, 5:0.

The meeting adjourned at 9:55 p.m.

ACCEPTANCE

Approved: December 19, 2012

Yes: 6

No: None

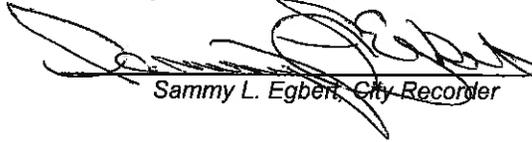
Abstained: None

Attest:



Jae Pudewell, Mayor

Date: 2/15/2013



Sammy L. Egbert, City Recorder

Date: 2/15/13