



## MINUTES

### Coburg City Council Meeting

March 12, 2013 – 7:00 PM

Coburg City Hall

91069 North Willamette – Coburg

COUNCILORS PRESENT: Mayor Jae Pudewell. Jerry Behney, Don Nelson, John Thiel, Ray Smith, Brian Pech, Sharyl Abbaspour.

COUNCILORS ABSENT: None

STAFF PRESENT: Petra Schuetz, Sammy Egbert, Milo Mecham, Bob Butler, Ramona Sweere, Larry Larson, Laura Comstock.

RECORDED BY: Robin Adair

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- **CALL MEETING TO ORDER**

Mayor Jae Pudewell called the meeting of the Coburg City Council to order at 7:00 PM.

- **PLEDGE OF ALLEGIANCE**

Councilors and audience joined in the Pledge of Allegiance.

- **ROLL CALL FOR QUORUM**

Minute Recorder, Robin Adair called roll call and stated that a quorum was present.

- **CITIZEN TESTIMONY**

**Bill Ledford, 32443 Coburg Bottom Loop, Eugene.** For the record Mayor wanted it noted Mr. Ledford is recording this meeting. Mr. Ledford spoke of the Freedom of Information Act and referenced documents from the USDA. He has concerns with the URA fund and how money is transferred and used.

**Judy Volta, 32746 East Maple Street.** Ms. Volta wanted to let it be known she appreciates the hard work both staff and City Councilor is doing. She said as a citizen

she has noticed the water and wastewater bills come due on the 1<sup>st</sup> of the month with a late fee of \$5.00 being incurred immediately if not paid on time. Many people do not get paid until the first and she wanted to know if the date can be changed to the 5<sup>th</sup>.

- **RESPONSE BY CITY COUNCIL**

- Mayor asked Mecham if the USDA conversation is accurate. Mecham said he thinks some of it may have been taken out of context but for the most part it is correct. Ledford's concern the URA was created to pay for the wastewater system, is correct. It is correct to say it is only paying for a portion of the wastewater system. Mecham asked Ledford for copies of what he is referencing.
- Mayor asked Schuetz to look into late fees. She said the due date and fees can be changed by amending the water ordinance.

- **MAYOR COMMENTS**

- Mayor Pudewell wished Sammy a Happy Birthday.
- Mayor introduced a guest, Rusty Rexius, Manager of the new Rexius Plant that opened on North Coburg Road.
- Mr. Rexius said they opened at the new location November, 2012. He gave an overview of what will be done at the Coburg location. The facility will employ between 25-40 people. He said anyone is welcome to visit. Councilor Behney asked how much truck traffic this put in Coburg. Mr. Rexius said low count 5 and high count 30 trucks a day. Many times the Harrisburg exit is used lessening traffic in town.
- Mayor announced that Councilor Thiel is resigning from City Council because he and his family are moving out of the area and tonight will be his last meeting. Councilor Thiel has served since 2003. Mayor thanked him and presented him with a plaque.
- Councilor Thiel gave a farewell speech which recapped his time he served on City Council.

- **CITY ADMINISTRATOR REPORT, by: Petra Schuetz.**

- Schuetz said her report is in the red folder. Changes with the red line reflect finance. She didn't originally have this in her report because the Finance Director has been out sick.
- Councilor Abbaspour reported on the Ford Foundation.
- Behney asked Chief Larson about visiting the charter school and if it was his idea. Chief Larson said it was his idea and they will be having training and some drills onsite to better prepare them for an emergency situation.
- Butler gave an update on planting the maple tree to replace the other one deemed unsafe. Perch asked if it was wise to replace the unsafe tree with another of its kind. Butler said he has a list of trees to choose from if they would like something else planted.

- **WASTE WATER PROJECT**

- **Wastewater Project Management Team Summary, by: Petra Schuetz.** Ms. Schuetz gave an update of discussion at the Wastewater Team meetings. She added we have a new staff member, a Wastewater Operator, Tim Sanders.
- **Wastewater Management Monthly Engineering/Construction Update, by: Robert Sutton.** Behney asked if the cooling channel would benefit from DEQ loans since they have low interest rates. He also inquired about the maintenance involved and if we really want and need this. Mecham said they will investigate more on this and bring it to the sewer team. Nelson asked Schuetz how many applicants she had for reduced water fees and what the forgone revenue is to this point is. Schuetz said April starts a new review period. She can send this information out; it hasn't changed since the last report. There haven't been any additional applicants since last fall.

Mr. Sutton gave an update. He said phase 2 final order has been sent to the USDA for signature. Tomorrow afternoon there is a pre-construction meeting. He will asking about the schedule but doesn't think it is complete yet. GE will be here March 28<sup>th</sup> for about 6-8 weeks. By this time next month we should have an idea of how things are working. May 24<sup>th</sup> is the completion date and we are close to staying on schedule. We start the road work in a couple days.

Walsh said we won't be able to start on clean water for several weeks. You can't introduce sewage until the clean water testing is done. Membranes go in week 4 or 5 of testing. You want to make sure everything is going well before you put the membranes in.

Sutton said he received three phone calls so far on phase 4. He will give a tour of the plant tomorrow morning at 10:30 AM.

Thiel commented it may not be the best use of engineering's time to take calls and should these be screened first. Schuetz said City Hall is the first point of contact. As we have more clarity on the schedule, staff will be able to hand that out. We will hold a Town Hall meeting to answer questions. Schuetz will schedule an open house for the end of April.

- **DEPARTMENT ACTIONS & UPDATES**

- **Planning Department, by: Petra Schuetz.** There is a vacancy on the Planning Commission. Schuetz said the Planning Commissions voted unanimously to recommend to Councilors the appointment of Lorrie Zeller to fill the vacancy. Her application is available if Councilors would like to review it. Zellers is present this evening.

***COUNCILOR SMITH MOVED TO APPOINT LORRIE ZELLER TO PLANNING COMMISSION CONSISTENT WITH THE PLANNING COMMISSION RECOMMENDATION MADE FEBRUARY 20, 2013. THIS WAS SECONDED BY COUNCILOR PERCH . COUNCILORS THEN VOTED UNANIMOUSLY, 6:0 TO APPOINT ZELLERS TO THE VACANT SEAT ON THE PLANNING COMMISSION.***

- **City Administration, Mr. Beck** has presented information to adjacent property owner and is interested in learning more and will get back to us. Inquiries were put out. Cost estimate for structures. This will stay as a standing item until heard otherwise.
- **Finance, BY: Ramona Sweere.** Ms. Sweere reported on finances as outlined in 4. Ms. Sweere reported on an Excel class she took where she learned to make graphs and pivot tables. She reported Revenue General Fund, Property Tax at \$473 and she has not received the 1/3 payment from February as of yet. The city fuel tax is down. We had anticipated when we did budget that October would see pumps open which didn't happen until just recently. NW Natural Gas was half of previous three years. The ODOT grant payment should come in with a week to 10 days. This is the second grant. This goes into the water fund. Good news, Funds are under YTD expectation. Councilor Smith asked if there is an explanation for NW Natural being half. Ms. Sweere said they pay a percent based on revenue. Mayor asked Ms. Sweere to call and see if NW Natural could give an explanation
- **Resolution 2013-03, presented by: Ramona Sweere.** "A RESOLUTION TRANSFERRING BUDGET EXPENDITURE APPROPRIATIONS BETWEEN CATEGORIES IN THE GENERAL FUND FOR BUDGET YEAR 2012-13". During FY13 Budget Process, estimates for the Justice Systems/CMI conversion remained FY12. The final timing and cost has been determined. Therefore, it is time to adjust the FY13 Budget to reflect this information. To accomplish this adjustment, funds need to be transferred in the Police Department budget from Capital Outlay to Material Services. The adjustment is requested within the Police Department funds.

***COUNCILOR ABBASPOUR MOVED TO APPROVE RESOLUTION 2013-03, A RESOLUTION APPROVING BUDGET TRANSFER IN THE GENERAL FUND, POLICE DEPARTMENT FROM CAPITAL OUTLAY TO MATERIAL SERVICES, IN THE AMOUNT OF \$15,000. COUNCILOR SMITH SECONDED THIS MOTION. COUNCILORS THEN VOTED UNANIMOUSLY 6:0 TO ACCEPT RESOLUTION 2013-03.***

- **Resolution 2013-04, presented by: Ramona Sweere.** "A RESOLUTION ACCEPTING STATE TRANSPORTATION FUNDS THROUGH THE 2012 SPECIAL CITY ALLOTMENT". In 2012, the City was awarded a Special Allotment Grant from the State of Oregon Transportation Department in the amount of \$50,000. This money was to be used for repaving a section of Roberts Road. The budget allocation was continued in the FY 2013 Budget when the actual overlay project was completed. This resolution allows the Finance Director to accept the grant funds and deposit accordingly.

**COUNCILOR THIEL MOVED TO APPROVE RESOLUTION 2013-04, A RESOLUTION ACCEPTING OREGON STATE TRANSPORTATION MONIES FROM THE STATE OF OREGON SPECIAL ALLOTMENT GRANT FOR FY 2012-13. THIS WAS SECONDED BY COUNCILOR PERCH. COUNCILORS THEN VOTED UNANIMOUSLY TO ACCEPT RESOLUTION 2013-04.**

- **Public Works by: Bob Butler. Arbor Day Proclamation.** This is done so we keep with the requirements for the City to maintain a Tree City USA status. On April 25<sup>th</sup>, 5<sup>th</sup> graders from Coburg Charter School will come out to Norma Pfeiffer Park and help us celebrate by planting trees and having a day of fun. **Mayor read the Arbor Day Proclamation declaring April 25<sup>th</sup> as Arbor Day.** He said he would put the event on his calendar. Butler said we are getting a 15 year Benchmark Award, but he isn't sure if it will be presented on this date.
- **Wastewater, by: Milo Mecham. EDU Calculation Methodology for New Users.** Mecham is requesting that Councilors give permission for staff to use a table developed from Metropolitan Waste Management Commission (MWMC) to calculate construction EDU until SDCs can be collected. It is easy to calculate use for current users but not new users because there is no history. Schuetz added she would like City Engineer to be able to add additional items to the table as necessary.

**COUNCILOR PERCH MOVED TO APPROVE THE CITY OF COBURG USING THE TABLE PRESENTED TO CALCULATE FEES FOR NEW USERS. COUNCILOR ABBSPUR SECONDED THIS MOTION WHICH THEN PASSED UNANIMOUSLY, 6:0 BY COUNCILORS.**

- **SYSTEM DEVELOPMENT CHARGE (SDC) METHODOLOGY, by: Milo Mecham.** Mr. Mecham is requesting from Councilor that we start the Public Comment Period for Wastewater SDC Methodology.

**COUNCILOR PERCH MOVED THAT THE CITY ADMINISTRATOR BE DIRECTED TO OPEN THE PUBLIC COMMENT PERIOD FOR THE COBURG SDC METHODOLOGY. THIS WAS SECONDED BY COUNCILOR BEHNEY. COUNCILORS THEN VOTED UNANIMOUSLY, 6:0 TO OPEN PUBLIC COMMENT.**

- **PROJECT UPDATES**

- **Transportation:** Ms. Schuetz gave an update on recently completed tasks' design standards and project alternatives. Future functional classification map. Completed TSP outline review. Will conduct a round of stakeholder interviews and then begin to draft the final plan and aim to finish up in May.
- **Economic Development Strategy:** Mayor asked Laura what are the next steps in regards to the Economic Development Plan. She said to start forming a committee. Get notices to interested parties and in April have the meeting. They

asked businesses if they would like to be part of interviews and most wanted to know time commitment and when and where. Shawn Stevens from, Business Oregon will come to the next Council meeting and make a presentation.

• **COUNCILOR COMMENTS**

- Councilor Behney received an email from Coburg School and is impressed with administration and organization and what they are providing students. Bingo night is this Friday. This is a fundraiser and starts at 6:30 PM.
- Mayor said in April we will be electing a new City Councilor and electing a new Council President.

• **CONSENT AGENDA**

- Bills for approval.
- Minutes from February 12<sup>th</sup> and 26<sup>th</sup>, 2013.

**COUNCILOR BEHNEY MOVED TO ACCEPT THE CONSENT AGENDA ITEMS. THIS WAS SECONDED BY COUNCILOR SMITH. COUNCILORS THEN VOTED UNANIMOUSLY, 6:0 TO ACCEPT THE CONSENT AGENDA.**

• **FUTURE MEETINGS/DATES TO REMEMBER**

- Planning Commission Meeting – March 20<sup>th</sup>.
- City Council Work Session – March 26<sup>th</sup>, SDC Overview.
- Minutes

- **UPCOMING AGENDA ITEMS:** Mecham reported on the Fiber optic project. Councilors and staff discussed this and placement of the unit, the cabinet, security, communication, loss of communication, provider, cost and legal issues. They would like to place it behind where the Mayor sits outside the fence. A ground permit will be needed to do this. The cabinet can be moved if City Hall moves.

• **OTHERS**

- Ms. Schuetz reported on forgone revenue answering the question asked by Councilor Nelson earlier. \$871 a month which is less than projected.

**With no further business the meeting adjourned at the hour of 8:50 PM**

ACCEPTANCE

Approved: April 9, 2013

Yes: 6 No: 0 Abstained: None



Jae Pudewell, Mayor

Date: 6/14/13

Attest By



Sammy L. Egbert, City Recorder