



## **MINUTES**

### **Coburg City Council**

Regular Meeting

May 14, 2013 - 7:00 P.M.

Coburg City Hall

91069 North Willamette - Coburg

**COUNCILORS PRESENT:** Jae Pudewell, Mayor; Jerry Behney, Sharyl Abbaspour, Jeffrey Kaliner, Don Nelson, Brian Pech, Ray Smith

**COUNCILORS ABSENT:** None

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

**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 C. Daniel Lindstrom called the roll and announced that there was a quorum.

Mayor Pudewell determined that there was no one present wishing to provide Citizen Testimony, but noted that copies of seven email communications had been distributed at the beginning of the meeting from Butch Blatch, Kim Lonberg, Tamara Popp, Janel McPherson, Kimi Oueis, Bill Bobbie Marshall, and Julie Benson. He noted that each expressed the support of the writer for continued Budgeted funding for the Coburg Police Department.

Mayor Pudewell stated that the Special Guest listed on the Agenda was to have been a representative of Oregon Main Street, an agency of the Oregon Parks and Recreation Department State Historic Preservation Office. He explained that the group encouraged a comprehensive approach to commercial historic district revitalization. He stated that the representative had been rescheduled to visit at the July meeting of the City Council.

City Administrator Petra Schuetz reviewed Agenda support documents distributed at the beginning of the meeting and suggested that receiving the Wastewater Project report be considered as the initial item under Department Actions and Updates. Mayor Pudewell determined that there were no objections to accepting the received support material or suggested alteration of the Agenda.

### **I. COMMENTS OF THE MAYOR**

Mayor Pudewell commented on the statewide municipal "trials of Budget Time." He identified his personal priorities for Coburg Budget planning:

- Completion of the Wastewater Project.
- Expansion of the Coburg Urban Growth Boundary.
- Expansion of available residentially zoned land.

- Upgrading water system, especially continuing replacement of outdated meters.
- Economic development program
- Maintaining of the "charming character" of Coburg
- Supporting the "young staff" of the City.
- Enhancing Public Safety infrastructure.

Mayor Pudewell read an Arbor Week 2013 letter from Allan Wells, President of Oregon Community Trees which commended Coburg for achieving 15 years of designation as a "Tree City USA."

Mayor Pudewell introduced a representative of the Oregon Department of Transportation who reviewed information included in Agenda support material entitled "I-5 Randy Papé Beltline Units 3 and 4." He noted that construction on the Interstate interchange to the south of Coburg would include night time closure of its northbound access ramps and provision of a detour which would divert traffic on a route through Coburg. He suggested that a small portion of the daily traffic of 4,000 large trucks could be involved. Councilors discussed the report.

## II. DEPARTMENT ACTOINS AND UPDATES

### A. Wastewater Project

Wastewater Project Engineer Ron Walz and Construction Supervisor Rob Sutton referred to Agenda support material entitled "Monthly Status Summary" and "Wastewater Project Management Team Summary" and reviewed information they contained. It was noted that "nothing unexpected" was occurring as the treatment plant element neared completion – fencing was being completed, testing of the system to ready it for its early June beginning of operation had begun, and finalizing of electrical work.

Mr. Sutton reported on Phase 4 work of the Project – connections of individual properties to the system, repaving of streets on Thursdays, and installation of the Truck 'N Travel 30,000 gallon tank. He said work on the I-5 crossing would likely begin in the first week of June.

Mr. Walz and Mr. Sutton reviewed previously reported problems with the contractor and said that a recently held meeting appeared to begin a clearing of the issues. It was suggested that a newly hired staff person seemed adept at handling the excessive amount of reporting required by federal funding agencies.

Mr. Sutton repeated his earlier invitation to Councilors to visit and inspect the work at the treatment plant.

### B. City Administration

Ms. Schuetz referred to Agenda support material entitled "City Administration Summary," highlighting and explaining deficiencies uncovered in a recent fire drill, coordination underway for community celebrations, all-staff Furlough Days, the planned May 23 City Open House on the water rate study and Wastewater Project, the June 11 Town Hall meeting at Coburg Rural Fire Department Representative Philip Barnhart, and the positive appearance of City parks.

Lane Council of Governments Contractor Paul Thompson referred to Agenda support material entitled "2013 Water Rate Study Update Follow-Up." He reviewed supplemental information on differed maintenance it contained – well redevelopment, reservoir upgrade, water meter re-

placement, and equipment and material storage shed. He also reviewed information it contained regarding a sixth water rate alternative and compared its details with the five alternatives presented at the April Council meeting.

Councilors discussed the presentation, each expressing reasons for preferring an alternative. There appeared to be an inclination to not prefer annual rate increases; the importance of providing for adequate revenue to cover system operation, maintenance, debt reduction, and capital improvements; and openness to exploring all options for needed capacity increases. Alternatives 5 and 1 appeared to engender the most interest. It was agreed to postpone a final decision on action to be taken until after the City Open House on May 23.

Ms. Schuetz referred to Agenda support material entitled "Merit-Based Salary Schedule" and reviewed information it contained regarding a market analysis/salary survey completed in April, the effects of changing the current Longevity-Based salary schedule of the City to a Merit-Based system, and an employee classification system.

Councilors engaged in a protracted discussion of staff salaries and the effects on the Budget and staff effectiveness of proposed alternatives.

***Councilor Jeffrey Kaliner moved, seconded by Councilor Brian Pech, to direct staff to take the appropriate implementation steps to begin a merit-based pay structure for City employees effective July 1, 2013, by proposing a Resolution to amend the Personnel Handbook, as recommended by the Budget Committee. The motion was adopted unanimously, 6:0.***

***Councilor Pech moved, seconded by Councilor Sharyl Abbaspour, to direct staff to take the appropriate implementation steps to adopt the recommended single pay scale for all staff effective July 1, 2013, by proposing a Resolution, as recommended by the Local Government Personnel Institute. The motion was adopted, 5:1, with Councilor Don Nelson voting no.***

***Councilor Ray Smith moved, seconded by Councilor Pech, to direct staff to incorporate job classifications as recommended by the Local Government Personnel Institute Salary Survey for each Coburg staff position by which future positions shall be based, to be reflected in the next adopted pay scale, and to be incorporated into existing and future job descriptions. The motion was adopted unanimously, 6:0.***

Ms. Schuetz reported on the City Hall feasibility study underway that no response had yet been received from recent inquiries regarding the interest of an owner in selling property to the City.

### **C. Finance**

Finance Director Ramona Sweere referred to Agenda support material entitled "Finance Department Monthly Report" and reviewed information it contained regarding City revenue and expenses.

Councilors discussed the report.

Ms. Sweere referred to Agenda support material entitled "Resolution 2013-06, a resolution ap-

proving a budget transfer within the Sewer CIT Fund.” She reviewed background information and a description of the financial and budget impacts of the Resolution it contained.

City Attorney Milo Mecham requested and received general permission to discuss ramifications of implementation of the Resolution on the Budget with Ms. Sweere and Ms. Schuetz.

***Councilor Abbaspour moved, seconded by Councilor Kaliner, to approve Resolution 2013-06, A RESOLUTION TRANSFERRING BUDGET EXPENDITURE APPROPRIATIONS BETWEEN EXISTING FUND CATEGORIES FOR BUDET YEAR 2012-13. The motion was adopted unanimously, 6:0.***

Heritage Preservation Project Manager Laura Comstock referred to Agenda support material entitled “Resolution 2013-07, A RESOLUTION ACCEPTING OREGON STATE HISTORIC PRESERVATION OFFICE MONIES FROM THE STTE OF OREGON CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM.” She reviewed background information it contained and explained that the \$6,000 award was designated to enhance historic preservation public outreach projects such as updating a walking tour map of historic homes, and plaques for historic homes.

***Councilor Pech moved, seconded by Councilor Smith, to approve Resolution 2013-07 as presented. The motion was adopted unanimously, 6:0.***

Police Chief Larry Larson referred to Agenda support material relating to an Intergovernmental Agreement regarding a Homeland Security grant to provide Coburg with four interoperable radios. He explained that negotiations regarding the agreement with the City of Eugene had begun in 2009.

***Councilor Pech moved, seconded by Councilor Abbaspour, to approve the Intergovernmental Agreement for the 2009 Regional Radio System – Police Project Homeland Security Grant Program Interoperable Communications Project, and authorizing the appropriate Budget changes. The motion was adopted unanimously, 6:0.***

#### **D. Public Works**

Public Works Director Bob Butler referred to Agenda support material entitled “Parks/Tree Committee Member Appointment” and reviewed information it contained.

***Councilor Smith moved, seconded by Councilor Pech, to appoint Lonna Meston and Chris Surbaugh to the Parks/Tree Committee. The motion was adopted unanimously, 6:0.***

### **III. MAJOR PROJECT UPDATES**

Ms. Schuetz reviewed information contained in Agenda support material entitled “Transportation System Plan Progress Report,” noting the identification of project costs and prioritizations it included.

Ms. Schuetz referred to Agenda support material entitled “Coburg Loop Multi-Use Path ....” Councilors commented on the information it contained.

Ms. Comstock referred to Agenda support material entitled "Economic Development Strategy Progress Report" and a draft document distributed at the beginning of the meeting entitled "City of Coburg: Economic Development Strategy Plan." She noted that the draft plan contained an extensive Community Profile and included a list of goals and subsequent strategies for Coburg to build its economic capital, as follows:

**GOAL # 1: Better Communication**

- Develop an updated Business Contact List
- Ensure that project information is sent to businesses, not just property owners

**GOAL #2: Marketing: Business Recruitment**

- Make use of Expand In Oregon program.
- Diversify economy
- Industrial Site Certification
- Incentives
- Branding Campaign

**GOAL #3: Marketing: Tourism and Business Support**

- Branding Coburg as a place to live and do business
- Active Chamber of Commerce
- Use different mediums to target a variety of audiences
- Oregon Travel Experience
- Relocate City Hall
- "Welcome to Coburg" packets
- List of Services available to residents/visitors
- Make the Downtown area a place that residents frequent and support the local economy: hanging flower baskets, unified open/close business banners, Oregon Main Street Program, Chamber of Commerce support

**GOAL #4: Local Government Internship Opportunities**

- Historic Preservation Program staff support
- Communications Specialist
- Planning Intern

**GOAL #5: Competitive Systems Development Charges**

- Maintain fair, competitive, objective SDC's
- Other financing strategies usable by the City
- Maintain a presence on the City's website for potential developers

Ms. Comstock noted her listing of "things working for Coburg:"

- Infrastructure improvements to stimulate growth
- Updated website
- Social media presence
- Coburg Loop Multi-Use Path
- Ford Institute Leadership Program
- Coburg Heritage Committee

Councilors discussed the report and draft plan, complimenting Ms. Comstock on her work.

Ms. Comstock referred to Agenda support material entitled "Historic Preservation Program Progress Report" and commented on information it contained.

#### IV. CONTINUED BUSINESS

Mr. Mecham commented on a letter he had prepared in response to a communication from the Board of Directors of the Coburg Rural Fire District received by Councilors at their April meeting. He explained that his research had revealed that there had been a loan from the Urban Renewal Agency (URA) to the City. He said that he had uncovered no typically prepared documents regarding the loan and assumed that it had been made by agreement between the URA and City Council. He suggested that it had been agreed that the funds would be repaid either when the City received loans and grants from the State of Oregon and U.S. Department of Agriculture, or the loaned URA funds were used by the City to pay expenses for development of the Wastewater Project.

Mr. Mecham emphasized that the loan was not made to "make the City whole" and that the contention of the Fire District Board that the lack of documents concerning the terms of interest and repayment showed possible complicity to do so was in error. He explained that the loan was made through Budget agreements and that it was clearly shown in the annual Audit Report. He said recovery of such document evidence through a search of archived records was possible, but would be highly staff work intensive.

Mr. Mecham suggested that he prepare *post facto* documents to be presented to the URA and City Council to "memorialize" the transaction that had taken place approximately five years previously.

Ms. Schuetz responded that the suggestion was a helpful alternative to the search of documents filed in off-site secure storage.

Councilor Nelson said he did not believe the proposal of Mr. Mecham could adequately account for the totality of funds involved. He illustrated his contention by referring to funds, which were expended in support of the annual United Front federal lobbying effort, implying that there were inappropriate and unrelated to the Wastewater Project.

Councilor Jerry Behney said he believed it would be important for the issues involved to be resolved before completion of construction of the Wastewater Project.

Councilor Smith said he was concerned that no shortcuts be taken to resolve the questions raised, especially as the matter could lead to litigation by citizens. He suggested that full consideration of the matter be postponed until after the "Budget season."

Ms. Schuetz proposed that Finance Director Sweere assign appropriate staff to begin efforts to search all available documentation. Ms. Sweere said such work could likely be completed by July 1.

Mayor Pudewell asked Fire District Chief Chad Minter if he believed developments in the discussions of Councilors met his expectations. Chief Minter replied that he was not able to speak for his Board, but emphasized that there was no intention on the part of the District to recoup revenue foregone through establishment of the URA. He said he believed it would be important for proper documentation of the transaction to be produced.

Mayor Pudewell said that he, also, wanted documentation of loan related transactions to be made available.

Mr. Mecham stated that he believed the first action that he should take would be to prepare a "waiver of conflict of interest" document to be approved by the Council and URA, allowing him to provide counsel to both entities.

Mayor Pudewell said he did "not want to lose momentum" on the issue and encouraged staff to put all needed and possible effort into resolving it.

## V. CONSENT CALENDAR

Mayor Pudewell noted that the Consent Calendar included approval of Checks for Approval dated May 14 and acceptance of the minutes of the April 9, 2013, Council meeting.

Requests for corrections of the minutes included

- Changing of the nomenclature identifying Councilor Abbaspour on Page 1.
- Exchanging the names of Councilors Pech and Abbaspour as mover and seconder of the motion in Paragraph 9 on Page 3.
- Replacing the name "Councilor Hanson" with "Councilor Nelson" in Paragraph 2 on Page 5.
- Replacing the name "Councilor Wright" with "Councilor Kaliner" in Paragraph 8 on Page 6.

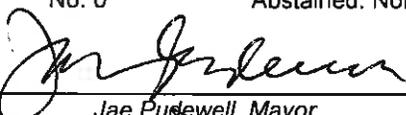
***Councilor Pech moved, seconded by Councilor Smith, to approve the Consent Calendar, with amendments made to the minutes, as noted. The motion was adopted unanimously, 6:0***

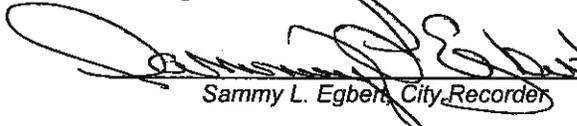
The meeting adjourned at 10:25 p.m.

### ACCEPTANCE

Approved: June 11, 2013

No: 0                      Yes: 6  
Abstained: None

Attest:  Date: 6/14/2013  
Jae Pudewell, Mayor

 Date: 6/13/13  
Sammy L. Egbert, City Recorder