



MINUTES

Coburg City Council

Regular Meeting

July 9, 2013 - 7:00 P.M.

Coburg City Hall

91069 North Willamette - Coburg

COUNCILORS PRESENT: Jae Pudewell, Mayor; Jerry Behney, Sharyl Abbaspour, Jeffrey Kaliner, Brian Pech

COUNCILORS ABSENT: Don Nelson, Ray Smith

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, noted the absences of Councilors Don Nelson and Ray Smith, and stated that a quorum was present.

I. CITIZEN TESTIMONY

Mayor Pudewell determined that there was no person present wishing to provide Citizen Testimony.

II. SPECIAL GUEST

Sheri Stuart stated that she was Coordinator of the Oregon Main Street Program. She said the Oregon State Historic Preservation Office (SHPO) program provided assistance, training, and technical services to communities desiring to strengthen, preserve, and revitalize historic downtown commercial districts. She described its goal as building high quality, livable and sustainable communities. She gave a history of its development.

Ms. Stuart explained that her program had been implemented in over 2,200 cities in 40 states, and currently included 79 participating communities in Oregon. She explained "The Main Street Approach" strategy: Organization, Promotion, Design, and Economic Restructuring. She described levels of community participation: Affiliate, Exploring Downtown, Transforming Downtown, and Performing Main Street.

Councilors discussed the Main Street Program.

III. AGENDA

City Administrator Petra Schuetz reviewed Agenda support material distributed at the beginning of the meeting and suggested Agenda times for their consideration. Mayor Pudewell determined that there were no other requests for adjustments to the Agenda.

IV. COMMENTS OF THE MAYOR

On behalf of the Council, Mayor Pudewell presented Resource Assistance for Rural Environment AmeriCorps worker Laura Comstock with a plaque with a commemorative inscription thanking her for her year of work with Coburg developing an Economic Development Strategy and Historic Preservation program. Councilors joined in expressions of appreciation.

Mayor Pudewell announced Councilor appointments to a new Finance and Audit Committee – Councilor Brian Pech, chairperson and organizer, Colleen Marshall, Jeffrey Milnam, and a citizen member to be announced later. He said the role of the Committee would be to assist the Finance Director with the annual audit and to “dive into” the budget to develop ways to improve its effectiveness.

Mayor Pudewell stated that Councilors Sharyl Abbaspour, Jeffrey Kaliner, and Don Nelson would be assigned to work on an Economic Development Committee, which would also continue to investigate the appropriateness of the Oregon Main Street program for Coburg.

Mayor Pudewell announced that the Hamilton Construction company of Springfield had finalized its decision to move its headquarters office to the new Coburg North development.

V. WASTEWATER PROJECT

Council Wastewater Project Management Team representative Jerry Behney referred to the summary of its July 1 meeting, highlighting its report that the initial failure rate of septic tanks needing replacement was much higher than had been originally estimated. He explained that if the high need for replacements continued, the budget for the Project might not be adequate.

Project co-manager Milo Mecham pointed out that the increased expenditure was not yet over budget, but was using up its contingency provisions. He said the most likely source for additional funding, if needed, would be through the Oregon Department of Environmental Quality (DEQ).

Councilors discussed the issue. Councilor Kaliner urged that proactive steps be taken to prepare for the possibility of needing additional funding. Mr. Mecham explained that the Management Team was consistently maintaining that any tank needing replacement should be and was encouraging investigation of when repair of existing tanks was possible. Councilor Kaliner commented that reports of Project progress should not imply to citizens that it was exceeding its budget.

Wastewater Project Engineer Ron Walz reviewed progress of the Project by referring to the Monthly Status Summary and Agenda support material entitled “Wastewater Project Management Team Summary.” Construction supervisor Rob Sutton reported that General Electric personnel were conducting installation inspections and training of local operators. He explained the company would provide monitoring and operating assistance for one year after completion of the project.

Councilors discussed ongoing difficulties with contractor R&G Construction and the potential of the City initiating breach of contract suit litigation. Mr. Mecham described the ramifications of such action and encouraged continuation of the efforts to work with the contractor.

Mr. Mecham referred to Agenda support material entitled "Phase 4 Change Order No. 7 Eugene Kamping World RV Park." He reviewed the need for the Change Order and described the investigation and negotiations, which led to a determination that the request was reasonable and accurate.

Councilor Brian Pech moved, seconded by Councilor Jerry Behney, to authorize the City Administrator to sign Phase 4 Change Order 7 Eugene Kamping World for the amount of \$112,072.16. The motion was adopted unanimously, 4:0.

Mr. Mecham referred to Agenda support material entitled "Amendments to SDC Ordinance." He reviewed background information it contained and stated that there were no changes to the proposed Ordinance since it was previously considered at the First Reading held at the June 11 Council meeting.

Councilor Pech moved, seconded by Councilor Abbaspour, to adopt Ordinance 172-B, AN ORDINANCE AUTHORIZING THE ESTABLISHMENT OF SYSTEM DEVELOPMENT CHARGES FOR THE CITY OF COBURG AND REPEALING CONFLICTING ORDINANCES. The motion was adopted unanimously, 4:0.

VI. DEPARTMENT ACTIONS AND UPDATES

A. City Administration

City Administrator Petra Schuetz referred to Agenda support material entitled "City Administration Summary." Public Works Director Bob Butler responded to a question regarding its report of a warranty claim made to Canby Excavating for failure of a valve fitting in a street manhole.

Mayor Pudewell referred to Agenda support material entitled "2013 Water Rate Study In-City Rate Adoption." He determined that no Councilor had a conflict of interest or had engaged in *ex parte* discussion regarding Resolution 2013-15 since its consideration on June 11. He opened a Public Hearing.

Ms. Schuetz reviewed background of the Resolution and explained that a second Public Hearing was scheduled because its adoption on June 11 had been concluded before the time publicly announced.

Coleen Witzell, 32930 Roberts Court, stated that she and her husband had operated their business in Coburg for 18 years and that during that time their monthly water bill had increased from \$45 to over \$160. She suggested that they believed the increase was unwarranted and asked if the proposed rate increase applied to both commercial and residential users.

Mayor Pudewell explained that rates were determined according to the published schedule, based on the size of meter used and that increases were scheduled for both commercial and residential users.

Mayor Pudewell determined that there were no other requests to provide testimony and closed

the Public Hearing.

Councilors discussed the adopted rate schedule, expressing understanding regarding the hardship caused by the increases. It was explained that rates had not been reevaluated for over seven years, and that the Water Fund had been increasingly underfunded, reducing possibilities for the system to be repaired, defective elements replaced, and expanded.

Ms. Schuetz explained that the Water Rate Study was not yet completed and that recommendations to establish rates for outside the City users were still to be received. She pointed out that a 2006 recommendation to increase rates two percent a year had not been approved.

Mr. Mecham explained that if the Council wished to reconsider the adopted rate schedule, it would have to act on a motion to reconsider. Mayor Pudewell determined that there was no request to reconsider the previously adopted Resolution.

Mayor Pudewell referred to Agenda support material entitled "PacificCorp Electric Utility Franchise Agreement". Mr. Mecham explained that Council consideration of the agreement was a Second Reading and that no Public Hearing was required.

Councilor Pech moved, seconded by Councilor Jeffrey Kaliner, to enact Ordinance No A-100-C, AN ORDINANCE GRANTING AN ELECTRIC UTILITY FRANCHISE AND GENERAL UTILITY EASEMENT TO PACIFICCORP, REPEALING ORDINANCE NO. A-100-B, AND PROVIDING FOR AN EFFECTIVE DATE. The motion was adopted unanimously, 4:0.

Ms. Comstock reviewed information included in Agenda support material entitled "Economic Development Strategy." She highlighted updated information contained in survey results included.

Ms. Schuetz pointed out topics and strategies that would require continued efforts after the departure of Ms. Comstock. Councilor Behney said he especially appreciated the work done to stimulate consideration of moving the City Hall and suggested that it would be important to maintain the interest developed.

Councilor Pech moved, seconded by Councilor Abbaspour, to accept the Economic Development Strategy as prepared by staff. The motion as adopted unanimously, 4:0.

B. Finance

Finance Director Ramona Sweere presented the monthly Finance Report. She reviewed the unaudited year-end expenditure and revenue summaries. She said no issues were anticipated from elements that would still be received post dated.

Ms. Sweere reviewed Agenda support material entitled "Resolution 2013-11".

Councilor Kaliner moved, seconded by Councilor Behney, to approve Resolution 2013-11, a resolution extending Workers' Compensation to all volunteers for the City of Coburg for the Policy Year 2013-24. The motion was adopted unanimously.

Ms. Schuetz referred to Agenda support material entitled "Salary Schedule and Classification".

Implementation FY14 – Single Pay Scale, Classification System, Adoption of Pay Scale.” She reviewed background related to its development and answered questions raised by Councilors.

Councilor Behney moved, seconded by Councilor Abbaspour, to adopt Resolution 2013-16, adopting the Salary and Classification Schedule for fiscal year 2013-14. The motion was adopted unanimously, 4:0.

C. Public Works

Ms. Schuetz reviewed background information provided in Agenda support material entitled “Limited Income Assistance for Water Utility – FY14.”

Councilors discussed the proposed eligibility criteria and proposed rate reductions.

Councilor Pech moved, seconded by Councilor Kaliner, to approve the Limited Income Assistance methodology for the Water Utility for fiscal year 2014, as recommended. The motion was adopted unanimously, 4:0.

D. Municipal Court

Ms. Schuetz reviewed Agenda support material entitled “Municipal Judge Pro Temp” and noted the information provided by four attorneys expressing interest in appointment to the position.

Councilor Abbaspour moved, seconded by Councilor Behney, to appoint Jacob Daniels as Coburg Municipal Court Judge Pro Temp. The motion was defeated, 1:3, with Councilor Abbaspour voting yes.

Councilor Behney moved, seconded by Councilor Pech, to appoint David Hill as Coburg Municipal Court Judge Pro Temp. The motion was adopted, 3:1, with Councilor Abbaspour voting no.

VII. MAJOR PROJECT UPDATES

Ms. Schuetz referred to Agenda support material entitled “Transportation System Plan Progress Report.” In response to Mayor Pudewell noting the large number of smaller projects proposed, she said funding for such projects was more likely possible.

Ms. Schuetz referred to Agenda support material entitled “Coburg Loop Multi-Use Path (Segments 1, 2, and 3.” She noted progress it reported.

Ms. Comstock referred to Agenda support material entitled “Historic Preservation Program Progress Report.” She noted developments related to the program.

Ms. Schuetz reviewed Agenda support material entitled “Loan Resolution” and explained development of the issue by the Coburg Rural Fire District Board of Directors. She said terms and conditions of a loan from the Urban Renewal Agency (URA) to the City made in 2008 for beginning development of the Wastewater Project were presented. She noted that resolutions authorizing the loan by the URA and accepted by the City were attached.

Mr. Mecham said the information provide was adequate for legal satisfaction of questions regarding the loan, but that it was possible that individuals would continue to question its legitimacy. He said he would write a letter of response to the Fire District Board regarding their inquiry.

VIII. COUNCIL COMMENTS

Councilor Kaliner requested that staff estimate the cost of various septic tank failure rates and begin investigation of the availability of additional funding to complete the Wastewater Project.

Councilor Kaliner said he "felt frustrated" by the inability of the Council to complete its consideration of Agenda material by the estimated 9:00 time of conclusion. He suggested that an earlier starting time or more realistic time for ending be considered. He also questioned whether an additional regular meeting each month would reduce the time required for Council deliberations.

Councilor Behney recommended that recognition of the work of former Mayor Judy Volta regarding the Wastewater Treatment Project be established.

Councilor Abbaspour said Wastewater Project workers were beginning to establish residential connections on the street on which she resided. She reported that her discussions with workers and personal experience led her to believe caution should be used before "panic" began about Project funding.

Mayor Pudewell commented that he felt compunction about balancing the need for all views to be expressed on a matter before the Council and the constraints of Agenda time schedules. He encouraged Councilors to complete thorough pre-meeting reading of Agenda support material.

IX. CONSENT AGENDA

Mayor Pudewell noted that the Consent Agenda included approval of Accounts Payable dated July 9, and acceptance of minutes of the June 11 and June 25 Council meetings.

Councilor Pech moved, seconded by Councilor Behney, to adopt the Consent Agenda. The motion was adopted unanimously, 4:0.

The meeting adjourned at 9:30 p.m.

ACCEPTANCE

Approved: August 13, 2013
Date

Yes: 6 No: 0 Abstained: _____

Attest: Jae Pudewell Date: 8/23/2013
Jae Pudewell, Mayor

Sammy L. Egbert Date: _____
Sammy L. Egbert, City Recorder