



**Coburg City Council  
Regular Session  
January 10, 2017 – 6:30 P.M.  
Coburg City Hall  
91136 North Willamette St., Coburg**

**COUNCILORS PRESENT:** Ray Smith, Mayor; Sharyl Abbaspour, Patti Gianone, Patrick Kocurek, Nancy Bell, Steve Stearns, Councilors

**ABSENT:** Chris Page, Councilor

**STAFF PRESENT:** Brian Harmon, Public Works Director; Anne Heath, Finance Director; Sammy Egbert, City Recorder; Larry Larson, Coburg Chief of Police; Milo Mecham, City Attorney; Petra Schuetz, City Administrator; Jeff Kernen, City Planner.

**GUESTS PRESENT:** Janel McPherson, Coburg Community Charter School Board; Jae Pudewell, Jim Broughton, Michael Lee, City of Coburg Police Officer.

**RECORDED BY:** Hannah Parks, LCOG

**STATE OF THE CITY ADDRESS**

Coburg City Attorney Milo Mecham administered the Oath of Office to Mayor Smith, Councilor Abbaspour, Councilor Bell, and Councilor Gianone.

Mayor Smith delivered a State of the City address. He recognized Jerry Behney for his work as councilor and thanked former Mayor Jae Pudewell and members of the council. He emphasized the role the council has in representing the community and prioritizing open dialogue.

Mayor Smith shared some changes that occurred in 2016. He said that for the first time in ten years, the City of Coburg's general fund was not in a deficit. He gave a reminder of the effects the financial crisis had in previous years, which included terminating the employment of a police officer and all city personnel receiving salary cuts. He emphasized the need for accountability and communication to avoid such an event from occurring again. He said since the fuel tax increase failed, street repairs would still be back-logged. Mayor Smith said that a more definitive record of public meeting had been implemented that contained important elements of the discussion that created the outcome. He said, "Accountability is very

important to public decision making and the staff has put more detail on clarity of information, with the focus on the question, 'what will this say to someone ten years from now?'"

Mayor Smith thanked the Fire Department and applauded the collaboration between the Police Department and Public Works in their response to the ice storm.

Mayor Smith stated that the focal points of 2017 included community, communication, and citizen participation. He said with the goal of safety in mind, he wanted to hire a third police officer and replace government vehicles and equipment that have broken down. He summarized the goal of the Main Street program and its focus on historic preservation and economic development of the downtown commercial area. He expressed his hope to maintain a small town atmosphere, "a caring community where neighbors help one another and provide the support that makes people want to put down roots." He expressed thanks to all that contributed in "making the City of Coburg a wonderful place to live."

Mayor Smith presented the "2016 Citizen of the Year" award to Jim Broughton. He reviewed Mr. Broughton's accomplishment as both Mayor of Coburg from 1980-1984 and as public citizen of Coburg. Mayor Smith presented Mr. Broughton with a key to the City and a Certificate of Appreciation.

Mr. Broughton responded to the presentation.

Ms. Schuetz gave a presentation, "Review of 2016", which reviewed Coburg accomplishments from the viewpoint of City Staff which included the creation of a citizen advisory committee, the hiring of a new auditor, the completion of a water masterplan, a new city website, collaboration with Travel Oregon and Next Exit History, residential growth, and 15 new businesses or expansions. She also reviewed some issues the city was facing, such as street maintenance and utility costs. She shared that the city received \$483,000 in grants, and that a separate grant of \$1.2 million was received from the Department of Transportation for the I-5 Coburg interchange bridge structure. She said that items for 2017 included the construction of the Coburg Loop and searching for new revenue sources.

Ms. Schuetz presented the "2016 Employee of the Year" award to Officer Michael Lee and reviewed his accomplishments as a City of Coburg Police Officer.

Those present were invited to an informal time of fellowship and refreshments.

**1. CALL TO ORDER:**

Mayor Smith called the Regular Session of the Coburg City Council to order at 7:38 p.m.

**2. PLEDGE OF ALLEGIANCE:**

Council conducted the Pledge of Allegiance.

**3. ROLL CALL:**

Ms. Egbert called the roll and announced a quorum was present.

**4. MAYOR COMMENTS:**

**Appoint Council President**

Mayor Smith said that his comments had primarily been addressed in the State of the City Address. He thanked all the attendees.

*Councilor Kocurek moved, seconded by Councilor Gianone, to elect Councilor Abbaspour as council president. The motion carried unanimously, 5:0.*

**5. AGENDA REVIEW:**

Ms. Schuetz said that there was no material for Tab 4, Resolution 2017-02, and that Tab 4 would be reviewed in February.

**6. CONSENT AGENDA: Tab 1**

Councilor Gianone asked Mr. Harmon if removing all the big trees in Coburg would affect their designation as a tree city.

Mr. Harmon replied that he had not looked into it yet.

*Councilor Bell moved, seconded by Councilor Stearns, to approve the December 15, 2016 Regular Session Minutes. The motion carried unanimously, 5:0.*

**7. CITIZEN TESTIMONY:**

Janel McPherson thanked the council for their letter in support of the charter renewal process. She invited all to the hearing at the 4J school district office on January 11 at 7 pm. She encouraged all to stand with the school. She informed the councilors that the 4J board sent a letter to ODE in behalf of the school, supporting Coburg having a waiver.

**8. DEPARTMENT ACTIONS AND UPDATES**

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

Councilor Gianone asked for clarification surrounding "Pioneer Valley Estates" and the "I Love You Guys" presentation listed on page two.

Ms. Schuetz responded that the "I Love You Guys" presentation was an active shooter training open to the public that was hosted by the Police Department. She clarified that Pioneer Valley Estates were provided water from the city since the 1960's, and that the city has a long standing contract with them. She said that the city had prevailed on a court case that allowed the city to charge utility users outside the city limits more than utility users within the city limits. She said the change made three years ago to the estates' utility rates stands. She said the

city had completed their public outreach with PVE with the hope that water issues would be placed under the stewardship of the state.

Councilor Abbaspour asked if the fee has been paid since the utility rates were changed.

Ms. Schuetz replied that they have been paying the fees. She commented that those outside of the city limits were not required by law to remain connected to the water system and that some outside the city limits chose to dig their own personal wells.

Mayor Smith commended the work that had been done, noting that much of staffs' work was not listed in the monthly report.

Councilor Abbaspour commented that Coburg Towing had also worked the night of the ice storm.

Councilor Stearns suggested a letter of appreciation be sent to Coburg Towing.

- **Resolution 2017-03: Tab 3**

Mr. Kernen introduced himself and gave background to the resolution. He clarified that Attachment C was the original consolidated fee schedule and Attachment B was the proposed version. He clarified that the changes would only be made to the land use fee schedule. He recommended the changes be made for the sake of clarity.

Ms. Bell clarified that the fees had not changed, only the format.

Mr. Kernen replied that the changes were primarily format changes with a few exceptions.

Councilor Kocurek asked about the \$300 code interpretation item added.

Mr. Kernen explained that the \$300 represented the combined fees of Administrative, Planning, Public Works, Fire, CPR and EPR time.

Councilor Stearns asked if each building permit review was \$50.

Mr. Kernen replied that items such as electrical and plumbing permits do not get charged.

Councilor Stearns said he was used to seeing higher fees for building permits and expressed concern that the variable did not represent time worked.

Ms. Schuetz commented that the land use review and the planning review charge separate amounts, and much of the substantive work was done during the land use review.

Councilor Stearns asked if Ms. Schuetz thought the rate was fair.

Ms. Schuetz responded that the fee may be low and that it represented an hour's worth of work.

Councilor Stearns clarified that businesses such as motels would pay higher permit fees than home-owners.

Ms. Schuetz responded that they would have much higher permit costs, however, the city would only see 25% through the Building Department review.

Councilor Stearns replied that he would like to see "variable" on the line item.

Mr. Kernen replied that it could be reviewed in the upcoming fiscal year.

Ms. Abbaspour asked about rules surrounding the \$900 Change in Use fee.

Mr. Kernen responded that if a property use changes greatly from the original purpose a Change in Use review was necessary.

Ms. Abbaspour asked what the status was if a property had been unused for a year.

Mr. Kernen responded that a time lapse would not eliminate the need for a review.

***Councilor Stearns moved, seconded by Councilor Abbaspour, to adopt RESOLUTION 2017-03 A RESOLUTION ADOPTING CHANGES TO THE CITY OF COBURG FEE SCHEDULE. Motion carried unanimously, 5:0.***

- **Public Works: Tab 5**

**Park/Tree Committee Members Annual Appointment**

Mr. Harmon said the appointment was one that happened annually and that the action was to appoint voting members to the Parks/Tree Citizen Advisory Committee.

***Councilor Abbaspour moved, seconded by Councilor Kocurek, to appoint the Citizens, as listed, to the Parks/Trees Citizen Advisory Committee for calendar year 2017.***

Mr. Harmon gave an update on the City Public Works. He said both the van bucket truck and the Dodge service truck died. He said since both vehicles were old and unsafe he was looking into an opportunity to purchase two new vehicles. He said that money was found in the budget that could go towards the replacement of the vehicles.

Councilor Kocurek asked if anything could be recouped from the old vehicles.

Mr. Harmon responded that the utility box from the Dodge service truck could be stored and used on a new service truck. He said the two cars would likely be sold.

Councilor Stearns asked if the crane portion was salvageable.

Mr. Harmon responded that it was still working and that the crane could possibly be sold.

Ms. Heath clarified that the vehicle replacement cost did not have to be part of the supplemental budget if the cost of materials and services were chosen in Capital Outlay and as long as the total did not go over 10% of expenditures budgeted.

Mr. Harmon said the vehicles being bought were used, and the price of the bucket truck was \$12,500 and the price of the utility truck was \$11,600. He said that in the 5-year projected budget, vehicle maintenance would be part of the budget.

Councilor Kocurek asked how old the vehicles were.

Mr. Harmon replied that the old vehicles were a 1974 and a 1983, and that he believed the new vehicles were a 2006 and a 2008.

Councilor Abbaspour asked for an update on the tree situation after the ice storm.

Mr. Harmon replied that approximately 300 cubic yards of debris was hauled to the sewer plant. He said he originally intended to burn the debris, but the Fire Chief explained to him that he would need a fire permit that was not easily attainable. He said after leaf pick-up and pot-hole repair, they would chip the debris and that chips could be recycled for walking trails. He said that on January 16, he was going with an arborist to triage trees.

Councilor Bell asked if the cost mitigation funds from FEMA would extend to the City of Coburg.

Ms. Schuetz responded that the \$50,000 worth of damage was needed to declare an emergency and that Coburg was not exposed to that kind of damage.

Mr. Mecham added that the funds did not cover regular staff time and only covered 80% of expenses.

- **Finance:**

**Financial Monthly Update**

Ms. Heath stated that the City was within budget. She said that she would talk about some line items that may be of concern at the next City Council session. She noted that the audit was complete and they were currently working on the final presentation of the document. She said a presentation of the audit would be presented at the February council meeting after review by the Finance and Audit Committee. She said the city needed to provide management analysis, and that the auditors were currently reviewing the analysis. She said that a five-year budget proposal was being made instead of a one-year budget for the purpose of planning and goal setting. She said that tax receipts from November and December came in at \$557,000. She commented that it was 3% higher than the usual.

Councilor Abbaspour asked if there was any concern that the liquor and tobacco tax was 12% below budget.

Ms. Heath said that some taxes were received in the first three months of the new year so she did not see a cause for concern.

- **Resolution 2017-01: Tab 7**

Ms. Heath said that the action was an annual action and shared background on the SDC fees. She shared that there was a 3.6% inflation increase.

***Councilor Stearns moved, seconded by Councilor Abbaspour, to adopt RESOLUTION 2017-01 A RESOLUTION OF THE COUNCIL OF THE CITY OF COBURG APPLYING A CONSTRUCTION COST INFLATION FACTOR TO EXISTING SYSTEM DEVELOPMENT CHARGES. The motion carried unanimously, 5:0.***

- **Planning: Tab 8**

**Community Visioning and Main Street**

Ms. Schuetz gave background on the community visioning process and the Main Street program. She encouraged all to promote the next event which would be on March 16. She said there was a three question survey distributed and was accessible through Facebook, the city website, and the Coburg Community Charter site. She said paper copies of the survey were also available also at the Post Office and City Hall. She said the goal was to have at least 100 responses.

Mayor Smith shared that some interesting information was received from surveys at the kick-off of the Citizen Advisory Committee. He said it was interesting to look at the demographics of the city that showed 26.4% of citizens were under the age of 17. He emphasized the importance of surveys and encouraged all who had an effect on Coburg to take the survey.

Councilor Abbaspour expressed the importance of making children feel involved in the community.

Mayor Smith adjourned the Regular Session of the Coburg City Council at 8:40 p.m.

**APPROVED** by the Mayor and Council of the City of Coburg this 13<sup>th</sup> day of February, 2017.

ATTEST:

  
Sammy L. Egbert, City Recorder

  
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Mayor, Ray Smith