Coburg City Council
Regular Session
July 14th, 2020 – 7 P.M.
Coburg City Hall
91136 North Willamette St.

COUNSELORS PRESENT: Council President Bell, Councilor Blain, Counselor Alexander, Councilor Lehmann,

COMMISSIONERS ABSENT: Mayor Smith, Counselor McConnell, Counselor Fox.

STAFF PRESENT: Anne Heath, City Administrator, Jeff Kernen, City Planner, Sammy Egbert, City Recorder, Anne Davies (via teleconference).

RECORDED BY: Alex Sullivan, LCOG

CALL THE CITY COUNCIL MEETING TO ORDER - 7:00 PM

PLEDGE OF ALLEGIANCE

ROLL CALL

The meeting was called to order by President Bell. Ms. Egbert then took the roll.

MAYOR COMMENTS

President Bell then outlined the 2020 election of city officers coming up.

AGENDA REVIEW

There were no changes to the agenda.

CITIZEN TESTIMONY *(Sign up prior to meeting. Limit 3 minutes.)*

There was no citizen testimony.

CONSENT AGENDA *(These items are considered routine, and therefore, will not be allotted discussion time on the agenda; these items may be passed by Council in one blanket motion: any Councilor may remove an item from the Consent Agenda for discussion by requesting such action prior to consideration.)*

1. Ratify Administrative Order 2020-10 Operation Guidelines
2. Ratify Administrative Order 2020-11 Extending State of Emergency through June 26, 2020
3. Information System Management Services Intergovernmental Agreement with Lane Council of Governments

MOTION: Counselor Lehmann moved to approve the consent agenda.
SECOND: Counselor Blain seconded the motion.
DECISION: It was passed unanimously.

SPECIAL GUEST

4. Utility Rate Study by FCS Group - Doug Gabbard

Ms. Heath introduced Doug Gabbard, the project manager for FCS. He presented the water and sewer rate study for the city of Coburg and the utility rates.

He began by showing a static presentation on water and sewer rate study results, and told the council that there was a tool that they could play with rate adjustments to help them set a rate.

Utility rates are set to offset the operating costs of water/ sewer upkeep, and the other type of costs are the capital costs. He then went on to explain some factors that city officials use to help set these costs and where the money can come from. The operating costs are usually gentle and predictable flows, however capital costs are lumpy cash flows that are less predictable.

He then moved to water rate analysis. He explained the fundamentals on cost inflation, forecasts of 2020 fiscal year water costs, and explained that these forecasts for the growth rates are usually quite accurate.

Mr. Lehmann asked what "growth rate" meant more clearly.

Mr. Gabbard answered that it is the annual percentage change of water usage and cost.

Mr. Lehmann asked how these forecasts worked to predict consumption.

Mr. Gabbard explained that it was based off of development expectations and the population and business influx that will bring.

Ms. Heath asked if these predictions included the new annex and residential developments.

Mr. Gabbard continued with his presentation on water rates before moving onto sewer rates.

He spoke on starting Coburg off at a 2% increase each year for the first two years, and then 1% after that for sewer rate predictions. The starting rate now is 85 dollars, and expected to make an initial jump to $86.70.

Ms. Bell asked about fund reserves and why sewer rates for Coburg are so high. Mr. Gabbard responded that there are over 600 pump stations in Coburg, and Coburg's treatment is significantly more high tech and environmentally responsible than surrounding areas, making Coburg's water Class A.

Ms. Keizer from the community asked why Coburg's water rates are so much higher than Eugene's, when Eugene is higher. Mr. Gabbard answered that with a more dense population, operating costs can be spread out more thinly.

Mr. Gabbard then went on to explain that cost inflation is something that cities see in other areas too, and that is to be naturally expected. He went on to outline some functionality issues with sewer rates. He ended the presentation by saying he looks forward to a recommendation and thanked the council for speaking with him and allowing him to present.

CITY ADMINISTRATOR'S REPORT

5. June Report from City Administrator

Ms. Heath began by introducing the new finance director, Tim, as well as acknowledging that Mr. Kernan, the City Planner, would be leaving for a new position and thanked him for his work. She explained that for capital, street, water, and development projects coming up, they would be temporarily working with LCOG until they had a better understanding of what they would like to see out of a city planner to hire on full time.

She spoke on finally getting the interpretive signs for wetland park, and how there are a lot of fun projects coming up soon. She then asked if there were any questions on the full report for June.

The source of the noise from the construction of developments were spoken about, and the precautions to help keep the noise to a minimum.

ORDINANCES AND RESOLUTIONS

6. Motion to Waive Second Reading of Ordinance A-111-D
ORDINANCE **A-111-D** AN ORDINANCE GRANTING AN EXCLUSIVE FRANCHISE TO COBURG SANITARY SERVICE TO COLLECT GARBAGE, TRASH, YARD DEBRIS AND OTHER REFUSE WITHIN THE CITY LIMITS, PROVIDING FOR THE TERM OF THE FRANCHISE; PROVIDING FOR PAYMENTS TO THE CITY FOR FRANCHISE; REPEALING ORDINANCES A-111, A-111-A, A-111-B, A-111-C AND DECLARING AN EMERGENCY TO EXIST
Action: Public Hearing | Consider Approval
7. RESOLUTION 2020-16 A RESOLUTION RAISING THE WASTEWATER RATE SERVICE FEES, PROVIDING FOR RATE ADJUSTMENTS AND RESCINDING RESOLUTION 2017-04
Action: Public Hearing | Consider Approval

President Bell opened the public hearing for ordinances and solutions, and read the above resolutions. The hearing was opened at 8:21 am.

Ms. Heath spoke on this rewrite was complicated, and that the Coburg Sanitary is seeking another 10 year franchise agreement, and the cost would go up to $2000 per year. The franchise is now ready for the council to vote on it.

Mr. Lehmann spoke on how there's a lot of growth in Coburg at this time and how this could be a good thing for the city.

There was no public comment or testimony regarding these ordinances.

Ms. Bell said she would entertain a motion to waive the second reading of ordinances "REPEALING ORDINANCES A-111, A-111-A, A-111-B, A-111-C AND DECLARING AN EMERGENCY TO EXIST"

MOTION: Mr. Blain moved to waive the second reading of ordinances "REPEALING ORDINANCES A-111, A-111-A, A-111-B, A-111-C AND DECLARING AN EMERGENCY TO EXIST"
SECOND: Mr. Alexander Seconded.
DECISION: It passes unanimously.

Ms. Bell then said she would entertain a motion to adopt the ordinance.

Ms. Heath pointed out a scriptor's error. It did not need to be considered amended.

MOTION: Mr. Lehmann moved to adopt the ordinance as amended.
SECOND: Mr. Blain Seconded.
DECISION: It passes unanimously.

President Bell then moved the meeting to resolution 2020-16 and rescinding 2017-04, raising the wastewater rate providing for rate adjustments and rescinding Resolution 2017-04. President Bell opened up the hearing.

Mr. Blain asked how the issue of unemployment and water rate assistance was being addressed during COVID-19.

President Bell and Ms. Egbert discussed options of relief and assistance to help these issues.

Mr. Blain was concerned with letting the rates raise significantly before implementing a cost increase, and whether there would be an uphill battle with revenue and operational costs to align in a financially positive way.

President Bell closed the public hearing at 8:47 pm and asked to entertain a motion to approve Resolution 2020-16 to raise wastewater service rates $1.70 to $86.70 per EDU.

MOTION: Mr. Lehmann moved to adopt the resolution 2020-16.
SECOND: Mr. Blain Seconded.
DECISION: It passes unanimously.
COUNCIL ACTION ITEMS

8. Contract with Eugene Sand Construction Inc. for Pavement Repair on Roberts Road

The cost to the city and the grant amount for the street projects slated for this year is $100,000.

There were no further questions.

MOTION: Mr. Alexander moved to approve the Roberts Road SCA grant for the city of Coburg.

SECOND: Mr. Blain Seconded.

DECISION: It passes unanimously.

9. Agreement with State of Oregon ODOT for West Van Duyn Sidewalks Project

Mr. Kernan spoke about this particular project that spans from the Fellowship Church to the adjacent sidewalk 320 feet away. Instead of the project being managed by ODOT, the City may manage this project on our own. Coburg may receive up to $40,000 for the development of this sidewalk project.

MOTION: Mr. Alexander moved to approve to enter in the local agency agreement ODOT for the purpose of delivering capital sidewalk projects.

SECOND: Mr. Blain Seconded.

DECISION: It passes unanimously.

ADMINISTRATIVE INFORMATION REPORTS

10. Citizen Inquiry Quarterly Report

Ms. Heath then spoke about the information reports that were presented.

Mr. Alexander asked about something being in place to help keep those alleyways clear, as the fire department likes access to those alleys.

These alleyways are being cleaned, however there is not much access to them, and this is a complaint driven issue. The alleyways are narrow, and there is not enough room to get a firetruck down the alley.

11. Lane County Dispatch Contract Amendment

Chief Larson said the Lane County Dispatch center switch was an incredible decision.

12. Finance Written Update

Ms. Heath commented that the general fund stood at 88% at that time, and City revenues are 49% of budget. Both revenues and expenses are sitting at 62%. The water and street fund are what brings the budget down because of the capital projects happening this year coupled with delays due to COVID. The budget is looking at ending at 75% for this fiscal year.

COUNCIL COMMENTS

UPCOMING AGENDA ITEMS

Utility Billing Leak Adjustment

City Prosecutor Contract

Council Rules

FUTURE MEETINGS

Planning Commission - July 15

Park Tree Committee - July 21

Finance Audit Committee - July 28

City Council - NO August Meeting

ADJOURNMENT

Ms. Bell adjourned the meeting at 9:15pm

APPROVED by the Mayor and Council of the City of Coburg this 22nd day of September, 2020.

Ray Smith, Mayor

ATTEST:

Sammy L. Egbert, City Recorder