



Coburg City Council
April 21, 2020
Virtual Video Meeting
91069 North Willamette St., Coburg, Oregon

Councilors Present: Ray Smith, Mayor; Nancy Bell, Mark Alexander, Kyle Blain, John Fox, John Lehmann, Patricia McConnell

Staff Present: Anne Heath, City Administrator; Sammy Egbert, City Recorder; Jeff Kernen, Planning; Anne Davies, City Attorney; Larry Larson, Police Chief; Brian Harmon, Public Works Director.

CALL TO ORDER

Mayor Smith called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

Mayor Smith asked everyone to stand for the Pledge of Allegiance.

ROLL CALL

City Recorder Sammy Egbert called the roll and announced a quorum was present.

MAYOR COMMENTS

Mayor Smith

AGENDA REVIEW

Ms. Egbert

CITIZEN TESTIMONY

Mayor Smith called for citizen testimony.

RESPONSE(S) BY CITY COUNCIL

None

CONSENT AGENDA

Moved by Councilor Alexander and seconded by Councilor Fox to accept the Consent Agenda as presented. The Consent Agenda consisted of the minutes of the March 10, 2020, City

Council meeting; Administrative Order 2020-01 - Curtailed Spending Policy; Administrative Order 2020-02 COVID-19 Policy; Administrative Order 2020-03.1 Employee Furlough Policy; Administrative Order 2020-04 Extending State of Emergency through April 17, 2020; and Appointment of Anne Heath 20/21 as Budget Officer.

SPECIAL GUEST

None

CITY ADMINISTRATOR'S REPORT

ORDINANCES AND RESOLUTIONS

RESOLUTION 2020-07 A RESOLUTION EXTENDING CITY OF COBURG WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF CITY OF COBURG FOR POLICY YEAR 2020-21

*Moved by Councilor McConnell , seconded by Councilor Bell, to adopt **Resolution 2020-07** a resolution of the council of the City of Coburg extending City of Coburg Workers' Compensation coverage to volunteers of City of Coburg for Policy Year 2020-21. The motion passed unanimously, 6:0.*

RESOLUTION 2020-08 A RESOLUTION APPROVING THE DISBURSEMENT OF FUNDS TO THE COBURG COMMUNITY FOUNDATION.

Ms. Heath said the disbursement would occur during the summer months and the fall would be an appropriate time to report back to the Council.

Councilor Alexander indicated he would prefer to see specific timelines established for reports from businesses on use of the funds.

Councilor Bell concurred and suggested reports could be provided at the three- and six-month intervals and the end of the year, but no greater than a six-month interval and at the end of the fiscal year.

Mayor Smith questioned whether the City should wait six months if the disbursement was divided into two allotments. If an entity expended its funds from the first allotment the City would need a report on disbursement to consider the second allotment.

Councilor Alexander said he would prefer a two-month interval for reporting on expenditures.

Councilor McConnell felt it might be difficult during a time of crisis for business owners to provide a report at two months. It would place an additional burden on them to prepare a report on how they used the funds.

Councilor Fox suggested the initial report could be more a more general progress report on how funds were being used, with a detailed accounting to be provided at a later date.

Mayor Smith said a progress report on the first two months would assist the Council in making a decision on disbursement of any remaining funds.

Councilor Bell clarified that recipients of funds would be providing reports to the Foundation, which would then provide a progress report to the Council regarding the use of funds. She said the conditions placed on the Foundation for the disbursement of funds would provide the basis for reporting. She asked if councilors were interested in establishing a fund for individuals and what parameters should be placed on that fund.

Councilor Lehmann said it would be up to the Foundation's discretion to determine if an individual was eligible to receive funds and the parameters of those disbursements should be left to the Foundation. He said the amount of funds should be very limited and controlled by the Council in the grant to the Foundation. For example there could be a maximum of \$1,500 for individuals, with the specific amount to be determined by the Foundation.

Mayor Smith suggested the Council could decide whether it wanted to commit to making the funds available for disbursement to community and the parameters of the grant program could be developed outside of the resolution.

City Attorney Anne Davies said the Council could determine the amount of funds to make available and if recipients could be businesses and individuals, then authorize Ms. Heath to establish the parameters of the grant programs with the Council's guidance.

Councilor Lehmann thought that the Council could provide some specificity, such as \$22,500 for businesses and \$2,500 for individuals, and allow the Foundation make the individual awards of grant funds with progress and financial reports provided to the Council. If the Foundation requested an additional \$25,000 the Council could make any necessary adjustments to the parameters it had established. It was important that the Foundation be able to meet some personal needs of citizens, but just businesses.

Mayor Smith determined that councilors were in favor of the option to provide an initial amount of \$25,000, with an additional amount up to \$25,000 to be available if the need existed. He asked if the parameters of the program had to be set forth in the Memorandum of Understanding (MOU). Ms. Davies said the MOU did not need to include parameters; however, they would be in the resolution as the intent was to adopt both documents and the MOU should reflect the resolution unless the Council authorized Ms. Heath to amend the MOU.

Ms. Heath indicated she was comfortable with that approach.

Councilor McConnell said she had a strong preference for working with businesses within the City limits. Mayor Smith agreed it would be difficult to justify using Coburg taxpayers' funds outside of the city limits.

Ms. Davies said the Council could reword the resolution to express their intent and authorize City staff to make the necessary amendments to the MOU.

Based on the Council's discussion, Ms. Heath said the following changes had been made to Version 1 of the resolution:

Section 2.a. The funds are disbursed to the Coburg community in order to help meet their needs during the COVID-19 crisis.

Section 2.b. Funds be limited to no more than \$5,000 to any one business and \$500 per household.

Section 2.f. Businesses be required to report back to the Coburg Community Foundation in a progress report within a two-month period.

Section 2.g. The Foundation will report back to the City Council within a two-month period with a progress report.

Section 2.h. Removed from Resolution

Section 2 i. Removed from Resolution

Section 2.j. Removed from Resolution

Section 3. The Council hereby authorizes the City Administrator or the Mayor to executive an amended MOU.

Mayor Smith determined there was consensus on the changes to the resolution, with the remainder of the language acceptable as presented.

Moved by Councilor Lehmann, seconded by Councilor Alexander, to approve Resolution 2020-08 approving the disbursement of funds to the Coburg Community Foundation in the initial amount of \$25,000, and an additional amount up to \$25,000 if need exists, authorizing the amendment of the MOU between the City and the Foundation, and apply the conditions as set by the Council in the resolution. The motion passed, 6:0.

RESOLUTION 2020-09 A RESOLUTION APPROVING UTILITY BILLING RELIEF DUE TO COVID-19

Ms. Heath said the resolution would authorize the City Administrator to allow for the waiver of one month of utility billing for Coburg citizens who had lost employment due to the COVID-19 emergency. Parameters limited the waiver to only those affected by COVID-19 and citizens requesting a waiver would be required to provide proof of loss of employment due to COVID-19 in writing or via email and include a short statement of need. Only one waiver would be granted per household and would be recorded as a credit on the utility billing statement and the adjustment would be limited to the utility base rate. She said only residents within the Coburg city limits were eligible for the waiver and Pioneer Valley Estates residents were not eligible for income assistance under the City's present policy. She said utilities would not be shut off for customers who were delinquent during the emergency and past due accounts would not have a late fee applied. The resolution would be effective until 60 days after the emergency order was rescinded.

Ms. Davies suggested amending the language as follows: "...until 60 days after the emergency order ~~was rescinded~~ expired."

Moved by Councilor Bell, seconded by Councilor Lehmann, to adopt Resolution 2020-09: A Resolution Approving Utility Billing Relief Due to COVID-19 as amended. The motion passed, 6:0.

COUNCIL ACTION ITEMS

Serenity Lane Request for Deferral of Bi-Annual System Development Charges (SDC) Payments

Ms. Heath stated a letter from Serenity Lane requesting relief on the SDC payments that were due was included in the agenda packet. She said Serenity Lane had funded SDCs for Phase 1 and Phase 2 of their campus project. Under the terms of the City's finance agreement with Serenity Lane, payments were due twice a year and the request was for relief for one full year of payments in the amount of \$52,632.

Mayor Smith asked if it was an interest bearing debt and whether interest would continue to be charged. Ms. Heath replied it was an interest bearing debt and interest would be charged.

Councilor McConnell asked how granting relief would impact the City's budget. Ms. Heath said SDCs were only available to the Capital Account for capital projects only. The impact would be on water and street projects next year, but the amount would not prevent any projects from moving forward. The payments would be carried on the City's balance sheet as a receivable and no fund balances would be changed. There would be no impact on General Fund availability.

Councilor Alexander asked if the request was in addition to a grant and what other companies might make similar requests. Ms. Heath said Serenity Lane would not be eligible for a grant as they were not a small business. There were three companies that had funded their SDCs through the City, but she had not received any other requests. Serenity Lane's SDC payments were by far the largest.

Councilor Lehmann said he was opposed to the request. He asked if Serenity Lane had prior conversations with the City about the financial impact of the COVID-19 crisis on the company. Ms. Heath said the only discussion was a phone call from a staff member who had been tasked with asking for debt relief. No specific information beyond that contained in the letter had been provided.

Councilor Bell said she understood the staff member had been directed by the corporate office to contact all entities to which Serenity Lane owed a debt. She said the company's in-patient population had declined significantly, but out-patient treatment had been sustainable because of telemedicine. She assumed Serenity Lane had seen some reduction in revenue and asked if the deferral could be approved for six months instead of a year.

Councilor Alexander agreed with Councilor Lehmann's remarks. He pointed out that the City was offering the grant program to eligible businesses.

Councilor McConnell said she had reservations about the request.

Councilor Fox said because Serenity Lane was a nonprofit it was likely eligible for stimulus funds.

Mayor Smith commented that when Serenity Lane located in the community it had indicated to the Council it did not plan to request a full exemption from taxes, but when the campus was built a full exemption was implemented.

Moved by Councilor Lehmann, seconded by Councilor Alexander, to decline the Serenity Lane SDC financing agreement request to allow for the deferral of bi-annual payments by adding the deferred payments to the end of the financing period. The motion passed unanimously, 5:0.

Property Negotiation for Well Site

Ms. Heath said a suitable site had been identified and the property owner was interested in selling it to the City. The property had been appraised at \$490,000 and staff was ready to begin negotiations. The City had been approved for \$400,000 in Business Oregon funds for the purchase. She was requesting authority from the Council to move forward with negotiations and options would be presented to the Council in executive session.

Moved by Councilor Bell, seconded by Councilor Fox, to approve the City Administrator to move forward with negotiations to purchase property for a well site. The motion passed unanimously, 5:0.

Johnny Diamond Park Change Order

Public Works Director Brian Harmon said staff was aware that a change order might be needed at some point regarding the structure in the park. The change order was to move from a prefabricated structure to a stick built one. That would add slightly more cost to the project.

Councilor Alexander asked if Hayden Homes was going to be assisting with funding of the structure. Mr. Harmon said Hayden Homes had completed its portion of the project and the City was responsible for the picnic structure. Mayor Smith added that SDCs were used to help fund the capital project.

In response to questions from councilors about the structure's design, Mr. Harmon said the Parks and Trees Committee wanted a wall to host historical signs and the rain gutter would include a downspout. The drawing was a conceptual rendering and did not include all design features; an engineered set of plans would be provided. He said restrooms were not currently planned for the park, but portable restrooms could be provided for certain events. There would be water and lighting for the structure and a drinking fountain could be installed at a later date. He said the cost of extending a culvert would be small and not need to come before the Council.

Moved by Councilor Alexander, seconded by Councilor McConnell, to accept Change Order No. 2 (Savannah Pavilion - On-Site Stick Built) from Classic Design LLC to build a structure at Johnny Diamond Park as proposed. The motion passed unanimously, 5:0.

Lane County Dispatch Contract

Police Chief Larry Larson reviewed the background of the issue. He said issues with dispatch services provided by the Junction City Police Department had prompted the change the provider to the Lane County Sheriff's Department. He said the contract with Lane County would be somewhat more expensive than the one with Junction City, but the community and Coburg Police Department would be better served. He briefly reviewed the intergovernmental agreement (IGA) and scope of work included in the agenda packet. He said the scope of work included 96 hours of radio technician services at no additional cost.

Mayor Smith commented that dispatching was a critical component of emergency services and the additional cost was worth the improvement in public safety.

Moved by Councilor Alexander, seconded by Councilor Fox, to recommend approval of the Intergovernmental Agreement with Lane County Sheriff's Department for twenty-four hour, seven days per week police reporting, dispatch services and warrant services. The motion passed unanimously, 5:0.

Termination of IGA with Junction City for Building Official Services

Jeff Kernen, Planning Department, stated that the City had contracted with Junction City since August 2018 to manage its Building Program. He said for various administrative reasons the arrangement would be terminated in favor of contracting with another jurisdiction. A new contract would be presented to the Council at a later date. The current contract required a 60-day notice of termination.

In response to questions from Councilor Fox, Mr. Kernen said the new contract would be with the City of Cottage Grove and Coburg had been establishing a good working relationship with that jurisdiction over the past six months.

Moved by Councilor Fox, seconded by Councilor Bell, to recommend the approval to terminate the Intergovernmental Agreement with Junction City for the Building Program. The motion passed unanimously, 5:0.

Planning Commissioner Appointment

Mr. Kernen said the Planning Commission had interviewed candidates for the vacant position on the Commission and unanimously recommended appointment of Seth Clark. Mr. Clark's application and relevant information was included in the agenda packet for the Council's review. He had previously served on the Creswell Planning Commission.

In response to a question from Councilor Lehmann, Mr. Kernen said members of the Planning Commission had to be residents, land owners or business owners. The number of non-residents on the Commission was limited to two.

Councilor McConnell said Mr. Clark was an exceptional business person and had shown great interest in the community. Mayor Smith agreed.

Moved by Councilor Bell, seconded by Councilor McConnell, to approve the Mayor appoint Seth Clark to the Planning Commission Position 2 consistent with the unanimous Planning Commission recommendation. The motion passed unanimously, 5:0.

ADMINISTRATIVE INFORMATION REPORTS

Financial Written Report

Councilor Bell expressed concern that expenses seemed higher than revenue. Ms. Heath said there were a number of capital projects in the current fiscal year and those expenses were planned.

Reimbursements were pending completion of some projects and the COVID-19 emergency was delaying some aspects of projects. With the exception of SDC receipts, revenue was at an acceptable level.

COUNCIL COMMENTS

None

UPCOMING AGENDA ITEMS

Garbage Franchise Renewal

FUTURE MEETINGS/DATES TO REMEMBER

Coburg Conversations - April 25 **CANCELED COVID-19**

Finance/Audit Committee - April 28 **CANCELED COVID-19**

Planning Commission - May 6

City Council - May 13

ADJOURNMENT

Mayor Smith adjourned the meeting at 9:30 p.m.

APPROVED by the Mayor and Council of the City of Coburg this 9th day of June, 2020.



Ray Smith, Mayor

ATTEST:



Sammy L. Egbert, City Recorder