



## **MINUTES**

### **City Council**

#### **Regular Meeting**

November 14, 2023 at 6:00 P.M.

Coburg City Hall

91136 N Willamette Street

Hybrid Meeting in-person or via Zoom

**MEMBERS PRESENT:** Mayor Nancy Bell, John Lehmann, Claire Smith, Alan Wells, and Cathy Engebretson.

**MEMBERS ABSENT:** John Fox and Kyle Blain

**STAFF PRESENT:** Sammy Egbert, City Recorder; Burke Hansen, Public Works Supervisor and EMC; Adam Hanks, City Administrator and Brian Harmon, Public Works Director; Greg Peck, Finance Director and Larry Larson, Chief of Police.

**RECORDED BY:** Trenay Ryan, Lane Council of Governments (LCOG)

#### **CALL THE CITY COUNCIL MEETING TO ORDER**

Mayor Nancy Bell called the meeting to order at 6:00 p.m.

#### **PLEDGE OF ALLEGIANCE**

Mayor Bell led the Pledge of Allegiance.

#### **ROLL CALL**

Ms. Egbert called roll and a quorum was present.

#### **MAYOR COMMENTS**

Mayor Bell shared:

- Councilor Blain has indicated that he would like to resign his council position. Mayor Bell will work with the City Recorder to complete the resignation process and bring forward to Council the process for filling the position at a future Council meeting. Recruitment for the Transportation Ad-Hoc Committee is ongoing. This will be a six month commitment,

beginning in January of 2024. The Mayor and one other Council member will be part of this Committee. Council members were asked if they were interested in serving on this committee.

- There is an opening on the Finance Audit Committee for a community member.
  - Encouraged all to walk down the trail in the Norma Pfeiffer Park to see what is taking place with the Veterans Memorial. The bulk of the work taking place is being completed by Coburg Public Works, in addition to their normal duties.
1. Appoint a Councilor as a Voting Member of the Coburg Transportation Safety Ad-Hoc Committee.

**MOTION:** Councilor Wells moved, seconded by Councilor Smith to appoint Councilor Lehmann as Council Representative to the Transportation Safety Ad-Hoc Committee.

*The motion passed unanimously — 4:0.*

#### **AGENDA REVIEW**

There were no changes made to the Agenda.

#### **CITIZEN TESTIMONY**

There were no request(s) made to publicly speak under citizen testimony.  
There were no written statement(s) received.

#### **CONSENT AGENDA**

2. Minutes September 26, 2023 City Council | Planning Commission Work Session.
3. Minutes October 10, 2023 City Council.
4. OLCC Liquor License Application for Coburg Distilling Co. LLC.

Mayor Bell asked if any Council Members wished to remove an item from the Consent Agenda.  
—There were none.

**MOTION:** Councilor Engebretson moved, seconded by Councilor Lehmann to approve the Consent Agenda as presented.

*The motion passed unanimously — 4:0.*

## **SPECIAL GUEST**

Megan Dompe, Director of Coburg Main Street.

Since the resignation of Tracy Pugh as Director, M. Dompe noted that there had been many changes and felt that an update was necessary.

- Main Street is now independent. Both city administrators and the Coburg Main Street Board concluded there is more Main Street can accomplish as a private 501(c)(3) organization working alongside the City than it could ever do being a part of city government. The relationship between Coburg Main Street and the City of Coburg has not changed.
- They are in the process of ironing out the responsibilities of Coburg Main Street and sorting out the needs of the City, as well as their own. The contract, will soon be brought before the City Council.
- Successful fundraising has added to the funding streams, in addition to sponsorships in exchange for volunteer hours, vendor fees and grants.

## **ORDINANCES AND RESOLUTIONS**

5. **RESOLUTION 2023-17**, A Resolution Declaring Surplus Property and Authorizing its Disposal Consistent with Ordinance A-91C.

STAFF REPORT by Adam Hanks

These are a variety of obsolete and underutilized pieces of vehicle and equipment from the Police and Public Works Departments. Realistic assessments of values relative to maintenance and/or repair costs, operational value and frequency of utilization, were taken. The method of disposal is via an online government auction site that ensures compliance with required public posting and open bidding to maximize potential revenue of the surplus equipment. Between \$20-30,000 is expected in revenue, with revenues going back to the fund where they were purchased. If department purchase history is not known, those revenues will be recorded in the general fund.

**MOTION:** Councilor Wells moved, seconded by Councilor Engebretson to adopt Resolutions 2023-17, a resolution declaring the described vehicles and equipment as surplus property consistent with ordinance A-91-C.

***The motion passed unanimously — 4:0.***

Mayor Bell commented that despite budgetary constraints, as a council they need to weigh out the right time to purchase a new piece of equipment as opposed to buying a used piece of equipment, as used equipment is not always the most efficient use of funds

**6. RESOLUTION 2023-18, A Resolution Adopting by Reference the 2023-28 Lane County Multi-Jurisdictional Hazard Mitigation Plan.**

STAFF REPORT: Adam Hanks and Burke Hansen Public Works Supervisor and Emergency Management Coordinator (EMC) have been working on Coburg's matrix in coordination with Lane County staff and their consultant team. Lane County is the designated Emergency Management entity and supports and coordinates with local jurisdictions to include specific hazard mitigation analysis and mitigation projects. will provide the heavy lifting while Having a formal "annex" (section) within the Lane County Mitigation Plan allows Coburg eligibility for some grants it would otherwise not be eligible to apply or receive funds from.

**MOTION:** Councilor Lehmann moved, seconded by Councilor Smith to adopt Resolutions 2023-18, A resolution adopting by Reference the 2023-28 Lane County Multi-Jurisdictional Hazard Mitigation Plan.

***The motion passed unanimously — 4:0.***

Councilor Smith voiced concern over the danger of forest fires.

B. Hanson replied that from the matrix perspective of fire, flood and earthquake, they are looking at applying resources where the most people are going to be vulnerable. Hanks added that wildfire is a higher ranked hazard on the overall County matrix, compared to the City of Coburg matrix because the County has a higher number of residents potentially impacted by wildfire than exists within the City of Coburg city limits.

**COUNCIL ACTION ITEMS**

**7. Coburg Loop Path Funding**

STAFF REPORT: Adam Hanks and Brian Harmon

This transportation project has been funded with MPO funds with a required local match of 10.27%. Over time project costs rose, which exceeded the initial funding awarded. A lower cost alternate plan was developed that placed more of the path into the existing roadway on Industrial, which would have stayed within the original budget, but lessens the safety and enjoyment that a pedestrian only facility provides. Additional funding was recently awarded which covered the new estimated construction and installation costs, but incrementally increases the overall local match from the City requiring the City of Coburg to allocate an additional \$25,880.40 of Street Fund appropriations.

Councilor Engebretson asked if this was the one that mentioned a land donation as part of the deal.—A. Hanks answered Yes, that reduced the City’s out of pocket match by \$47,500.

Mayor Bell noted that this project, while called the Coburg Loop Path #4 project also includes roadway improvements on N Industrial, which was originally a separate project from the Loop Path but was ultimately combined into one blended project.

**MOTION:** Councilor Lehmann moved, seconded by Councilor Wells to authorize the City Administrator to commit an additional \$25,880.40 of street funds from the fiscal year 2023-2024 budgeted appropriations to the Coburg Loop Path project to meet the local match associated with the additional grant funds recently allocated to the project.

***The motion passed unanimously — 4:0.***

## **8. Pavillion Park Restroom Purchase**

STAFF REPORT: Adam Hanks and Brian Harmon

The project ran into some timing and logistics issues and will require it to be broken down into two phases, as well as reversing the order of how the project was going to be installed. Staff was able to source a prefabricated, two room restroom structure that requires a 180-day order period. Staff has also worked with the Parks and Tree Committee on the color and material options for the structure and have it narrowed down to a stone veneer for the bottom portion and a forest green color for the body of the building. City Public Works staff will do much of the prep work in order to reduce costs.

Counselor Wells asked if it would be better to spend \$118,000 in renovating the existing bathrooms. —B. Harmon clarified that this is a new building and not replacing the restroom facilities located at Norma Pfeiffer Park and also added that the grant that is funding the majority of the project specifically called out accessibility and equity as core components of grant award projects It was designed around getting those with disabilities to the park and it being usable to them. Pavilion Park is closer to downtown, especially the restaurant corridor.

**MOTION:** Councilor Smith moved, seconded by Councilor Lehmann to accept the color and exterior color recommendations of staff and members of the Parks and Trade Committee and authorizes city administrators to purchase the CXT Denali Pre-fabrications Restroom.

***The motion passed unanimously — 4:0.***

## **ADMINISTRATIVE INFORMATION REPORTS**

### **9. Police Department Quarterly Report**

Police Chief Larry Larson presented the quarterly report to the Council. Property crimes/calls for service, Society crimes/calls for service and Person crimes/calls for service were the three categories to have increased from the previous quarterly report. Councilor Lehmann recounted a jury pool experience that he and Chief Larson had been part of.

### **10. Finance Presentation**

Adam Hanks and Greg Peck discussed current financial projects and activities, next steps in the coming months, potential recommendations for changes to the chart of accounts and the creation of new funds, as well as provided an overview of each fund and their major revenue streams along with a summary of major expenses.. They also discussed the current work of the Finance and Audit Committee review of the Financial Policies and Accounting Procedures document. Hanks noted that this document will most likely be separated into two documents, a Financial Management Policy document, which includes ending fund balances targets for each fund and some other policy topics that are noted in the current document as desired but not yet created or approved, and an Operations/Procedures document. Through the Finance Committee they will present the policy document and the operations procedures document to Council in early to mid 2024.

Mayor Bell commented that the Finance Audit Committee and an external auditor are safeguards to ensure community members that nothing is being hidden.

Each of the enterprise funds contain capital project funding that are all contained within the Capital Improvements Plan (CIP) Staff will update the CIP, present it for adoption prior to the budget with a goal of a February or March timeline. Once approved it will be rolled into the proposed budget in March or April.

- Another financial goal is to leverage and utilize Springbrook to be more automated, allowing for monthly financial reports that display and reflect as close to “real-time” financial status as possible and compiled directly from the core data without a heavy reliance on manual spreadsheet data entry. Hanks and Peck also noted suggestions that will be discussed in the near future, including Separate out SDCs into their own funds
- Creation of a Storm Drain System Fund upon the completion of theorm drain master plan
- Revenue in the general fund are unrestricted and do not need to be allocation/associated with specific general fund departments
- When discussing major revenue expenses by the general fund; the property taxes are not keeping pace, so staff and Council will need to strategize to develop additional revenue streams to maintain the fund or significantly cut expenses, which can affect service levels in the community..

- There is a need to discuss cost allocations and the current methodology being used.

Coburg has a good set of revenues for streets and transportation, as well as for the water fund. Grants and loans play a large role in this. The debt service for the sewer is a high number, but is by design for the wastewater plant and the urban renewal agency (URA) contributes to that annual debt service in addition to wastewater ratepayer revenue. Regarding the capital in wastewater, aside from operational costs the large capital infrastructure will not be seen over the next few years. Hanks stated the fund is stable. The plant is a really well functioning, well designed, well operated plant. He noted that he had not included some particular data and said that he would send Council the missing information and make corrections to that particular slide

### **11. Administration Monthly Report**

Hanks discussed trying to start a productive dialogue with members of Pioneer Valley Estates. The City of Coburg will have an Open House and invite the 35-45 number of households from Pioneer Valley to hear their concerns and discuss the challenging issue of the aging distribution infrastructure, outside of city limits. These residents pay more for water than those residing within city limits, but their payments do not allow enough revenue to be put away for future needs.

Councilor Smith suggested the possibility for those residents to pay into a community well system. Their pay-ins would support that community well system. This system is used by the community on Bottom Loop, which is of similar distance to the city as Pioneer Valley Estates is.

Hanks noted that there are a number of state statutes that regulate the creation and operation of a community well system, typically requiring the creation of a water district, but that Councilor Smith's suggestion is within the spectrum of options that will be reviewed.

Hanks additional noted the following:

- Over the last few months staff has been busy with many various trainings, some of which were Recreational Immunity, the CSI Summary Report and everyone's marching orders, especially local governments to look at public recreational spaces.
- A recent lawsuit has reduced the recreational immunity protections Cities have long relied on for public spacesThe League of Oregon Cities is putting together legislation that they will try to get into short- session in February. Recreational Immunity has been a long standing hot topic.
- The Water System Update will be November 28, 2023.

- The next Council Meeting will be December 12, 2023.

**COUNCIL COMMENTS**

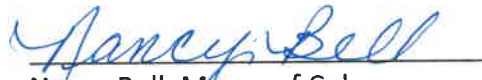
The next Council Work Session will be November 28, 2023.

The Main Street agreement and Franchise B. The Ordinances need to be relooked at.

**ADJOURNMENT**

Mayor Bell adjourned the City Council meeting at 8:12 p.m.

**APPROVED** by the City Council of the City of Coburg on this 12th day of December 2023.

  
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Nancy Bell, Mayor of Coburg

**ATTEST:**   
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Sammy L. Egbert, City Recorder