



MINUTES

Coburg City Council and State of the City Meeting

January 9, 2024 at 6:00 PM

Coburg City Hall

91136 N Willamette Street

MEMBERS PRESENT: Nancy Bell; Mayor, John Fox, Cathy Engebretson, Claire Smith, John Lehmann

MEMBERS ABSENT: Alan Wells

STAFF PRESENT: Adam Hanks; City Administrator, Sammy Egbert; City Recorder, Brian Harmon; Public Works Director, Greg Peck; Finance Director, Larry Larson; Chief of Police, Megan Winner; Planning Director, Mandy Balcom; Court Administrator

RECORDED BY: Lynn Taylor; Lane Council of Governments (LCOG)

CALL TO ORDER

Mayor, Nancy Bell called the meeting to order at 6:08pm.

PLEDGE OF ALLEGIANCE

Councilor Fox led the Pledge of Allegiance.

ROLL CALL

City Recorder, Sammy Egbert called roll. A quorum was present.

2024 STATE OF THE CITY BY MAYOR BELL

Mayor Bell thanked the community for putting its trust in her to be the mayor. She also thanked the many dedicated volunteers, hardworking and community-oriented staff and engaged Council members who contributed to making Coburg a vibrant and resilient community. She emphasized there would be many opportunities for community engagement during the coming year as the public's comments and opinions were valuable as the Coburg of the future was shaped.

Mayor Bell highlighted the many accomplishments in the City during 2023:

- Many improvements had been made to the water system to assure safe water and increase system capacity.
- Streets were in better shape because of the community's investment to provide stable funding to maintain, improve and rebuild streets and public right-of-ways.

- Public safety and open space continued to be a high priority and the City had invested in a well-trained professional police department and Public Works team.
- The Main Street organization was formed to support commerce, preserve history and celebrate art.
- The City's professional, dedicated and well-trained staff had implemented a number of initiatives, including improved financial tracking, online utility billing options and refined mechanisms to track and prioritize Capital Improvement Projects.

Mayor Bell identified challenges facing Coburg in the future. Those included increased water scarcity and the need to provide clean water on demand to all customers, increasing through traffic, increasing costs for materials and services which created budgeting uncertainty, increased competition for federal, state and private funding and limited buildable land for housing. She also listed a number of plans to address those challenges and stressed that the City had and would continue to minimize the impacts of those challenges through creativity and good stewardship to make Coburg an inviting and livable place.

Following a five minutes recess Mayor Bell reconvened the meeting.

MAYOR COMMENTS

a. Kyle Blain recognition

Mayor Bell, on behalf the City Council, staff and residents of Coburg, thanked Mr. Blain for his leadership and service as a City Council member. She listed his accomplishments as a councilor since being sworn in February 2018 and commended his commitment to assuring that Coburg continued to be a thriving and livable community. She said he had served with conviction and would be missed as a councilor.

Mayor Bell presented Mr. Blain with a plaque recognizing his service to the community and extended the Council's sincere best wishes and appreciation.

Mr. Blain thanked everyone for their recognition of his service.

b. Council Vacancy Consider Appointment or Recruitment Extension

Mayor Bell said no applications for the vacancy had been received prior to the meeting, although there had been some interest. The application period was extended until February 12, 2024. She urged councilors to encourage people to apply.

AGENDA REVIEW

There were no changes made to the agenda.

Ms. Egbert noted that supplemental reports on agenda items related to the System Development Fee Update and Council Retreat had been provided to councilors.

CITIZEN TESTIMONY

There were no request(s) made to publically speak. There were no written statement(s) received.

RESPONSE(S) BY CITY COUNCIL

There were no response(s) made by City Council.

CONSENT AGENDA

Mayor Bell briefly reviewed the items on the Consent Agenda and there were no requests to remove an item for separate consideration.

1. Park Tree Committee Appointment for 2024 Calendar Year
2. Minutes from November 28, 2023 City Council Work Session
3. Minutes from December 12, 2023 City Council Meeting

Councilor Lehmann asked that the December 12, 2023 City Council minutes be amended to include his commendation to Mr. Hanks for facilitation of the Pioneer Valley Estates meeting during his remarks as recorded on Page 22 of the agenda packet.

MOTION: Councilor Fox, seconded by Councilor Smith moved to approve the Consent Agenda as amended.

The motion passed unanimously — 4:0.

ORDINANCES AND RESOLUTIONS

4. Public Hearing

Sole Source Procurement Process for Wastewater Facilities Master Plan

Mayor Bell opened the public hearing at 6:48 p.m.

Mr. Hanks said the item was a legal, procedural continuation of the Council's prior direction, acting as the Local Contract Review Board, that the proposed contract met the requirements of local ordinances and state law. A public hearing was required to formalize that approval. He said there had been no content changes since the Council's earlier review.

Ms. Egbert said there were no request(s) made to publicly speak and no written testimony had been received.

Mayor Bell closed the public hearing at 6:50 p.m.

MOTION: Councilor Lehmann, seconded by Councilor Engebretson moved to approve a sole source exemption from competitive bidding for the planned wastewater facilities plan contract and concur that the request complies with the exemption requirements set forth in Ordinance A-91-c, Section 7, the City of Coburg Rules for Public Contracting.

The motion passed unanimously — 4:0.

COUNCIL ACTION ITEMS

1. **Certified Local Government (CLG) Grant Application Approval**

Mr. Hanks explained that the Council's policies required that any grant application exceeding \$10,000 needed to be approved by the Council before the application was submitted. If a grant was awarded, it would be submitted to the Council for acceptance.

Ms. Winner said the CLG grant program was administered through the State Historic Preservation Office (SHPO) and Coburg became a CLG when its national historic district was established. The grant program was non-competitive and Coburg was likely to receive at least a portion of its funding request. Funds were specific to historic preservation projects. She listed some of the prior projects funded through those grants and said this year Coburg's Heritage Committee had proposed continuation of the historic preservation plaque award program, oral history documentation and community engagement and events such as guest speakers.

In response to a question from Councilor Fox, Ms. Winner said the funding request for \$15,000 was based on a cap established by SHPO.

Councilor Smith encouraged staff and the Heritage Committee to publicize the requirements for historic designation of a home and the benefits of that designation. She noted that in the past a requirement to open designated homes annually for a tour had deterred some from applying, but that was no longer necessary.

Ms. Winner agreed that it was a good idea to distribute those educational materials.

Mr. Hanks pointed out that the historic preservation plaques was a local recognition program, while historic designation of a property was a program administered through SHPO.

MOTION: Councilor Engebretson, seconded by Councilor Fox, moved to authorize an application to the Oregon Parks and Recreation Department for the Certified Local Government grant program for the 2024-2025 cycle.

The motion passed unanimously — 4:0.

ADMINISTRATIVE INFORMATION REPORTS

2. System Development Fee Update

Mr. Hanks reviewed the staff report provided in the agenda materials. He said during preparation of the annual resolution to adjust System Development Charges (SDC) staff had identified several issues that warranted additional review prior to formal approval. Those issues included consistency in the history of authorizations of rate adjustments and clarification of the rates table and its application. He said many City employees had a role in implementation of the SDC program and they agreed on the need to modify the resolution to assure its accuracy and appropriate legal framework. Although the resolution was typically approved in January, that was not a requirement and approval in February would not present any problem.

Councilor Fox asked about the distinction between "residence" and "employee" in the rate table. Mr. Hanks said both were based on the equivalent rate and that was one of the issues to be clarified when updating the table; the staff report accompanying the agenda item in February would provide examples of how rates were applied and fees calculated.

In response to questions from Councilor Lehmann, Mr. Hanks said use of a percentage was optional and while not embedded in prior ordinances, use of an inflationary index was referenced, along with the requirements such an index must meet. The referenced index was a Pacific Northwest index. The state required use of an established, published regional index. The City had used the index for adjustments. He described the methodology for developing SDC rates. Oregon Revised Statutes (ORS) established the methodology SDCs and annual adjustments and provided little flexibility at the local level.

Mayor Bell suggested that SDCs be a discussion topic at the Council's upcoming retreat.

3. Council Retreat Discussion

Mr. Hanks said February 10 from 9:00 a.m. to 3:00 p.m. was tentatively scheduled for the retreat, pending Council agreement.

Mayor Bell determined there was consensus to hold the retreat on February 10.

Mr. Hanks set forth questions he proposed in the agenda materials to help frame the agenda, topics and the level of detail and focus for discussions.

Regarding presentations from department heads, Mayor Bell said that oral presentations during the retreat took considerable time; receiving written presentations ahead of the retreat allowed councilors to review the information, formulate any questions they might have and made better use of staff resources and councilors' time and contributed to a more productive dialogue between staff and councilors.

Mr. Hanks asked councilors for their preferences regarding the balance between operational issues the bigger picture long-term strategy and policy issues.

Mayor Bell said the State of the City report included information on accomplishments, challenges and plans for the future and department heads could use that as a basis for their written presentations and retreat discussions.

Mr. Hanks also reviewed Council Goals for FY 2023-2024 and a proposed framework for continued progress organized into five categories and prioritized aspects of the workload necessary to accomplish goals.

Councilor Lehmann commented that he had struggled between the Council's role of looking long-term at policies and ordinances and a desire to look at details of operational functions. He hoped to see the retreat look to the future, but also evaluate progress on past goals and challenges the City had faced. He said, for example, that a past examination of departments' operational issues had led to completion of the Public Works building, purchase of a street sweeper and a remodel of City Hall.

Mr. Hanks asked councilors to let staff know in advance what issues and questions they wanted to raise during the retreat so they could provide information and responses.

Mayor Bell said parking lot items from last year's retreat would be a good starting point.

4. Administration Information Reports

Mr. Hanks Briefly reviewed the reposts included in the agenda packet.

In response to questions from Councilor Fox regarding work orders, Mr. Harmon said the term "sewer" referred to the collection system and the term "sewer department" referred to the treatment plant. The collection system had the majority of work orders. He would clarify that on future work orders. Utility work orders were to locate utilities whenever there was an excavation.

Mayor Bell asked councilors to indicate their first, second and third choices for liaison assignments.

Mr. Hanks said the Transportation Safety Ad Hoc Committee was scheduled to meet on January 18. A Finance | Audit Committee meeting date would be determined once a completed audit was available. Auditors had requested an extension due to their staffing issues and the need to complete school district audits in a tighter timeframe.

COUNCIL COMMENTS | Liaison Reports

Councilor Fox said that the presentation of recognition plaques such as the one presented to Mr. Blain could be a consistent practice.

Ms. Egbert said that was an issue that had been discussed previously. Some jurisdictions were moving away from plaques and moving to awards, some recipients had returned their plaques and asked that they be posted at City Hall, and recently the City had recognized efforts with a certificate and flowers.

Councilor Fox said the commitment involved in serving as a councilor should be consistently recognized in a way the Council felt was appropriate.

Mayor Bell asked staff to present the Council with some options at a subsequent meeting.

Councilor Fox commented that appointments to the Transportation Safety Ad Hoc Committee had been made on a first come, first served basis and felt there should be consistency on how applicants were selected for appointment. Mr. Hanks responded that the charter specified that the Mayor appointed and the Council confirmed committee appointments and approaches had varied over the years. He felt the charter was silent on a specific methodology by design and left that to each mayor.

Mayor Bell agreed and noted it was rare that there were more applicants than positions to be filled. She said timeliness was one indicator of enthusiasm, but it was best to leave the process loose at this time. In the future, if there were consistently more applicants than vacancies, the Council could consider updating the process.

Councilor Lehmann recognized Darin Harbick who was running for state representative in District 12. Mr. Harbick described his background and interests in state and district issues.

UPCOMING AGENDA ITEMS

Audit Presentation
2024-2025 Council Goals & Work Plan
Public Contracting Ordinance


FUTURE MEETINGS

January 10 Heritage Committee
January 15 City Hall Closed – Martin Luther King Jr. Day
January 16 Park | Tree Citizen Advisory Committee
February 13 City Council

ADJOURNMENT

Mayor Bell adjourned the meeting at 8:07 pm.

APPROVED by the City Council of the City of Coburg on this 13th day of February, 2024.



Nancy Bell, Mayor of Coburg

ATTEST: 
Sammy L. Egbert, City Recorder