



## **MINUTES**

### **City Council Meeting**

February 13, 2024 at 6:00 PM

Coburg City Hall

91136 N Willamette Street

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

**MEMBERS ABSENT:** none

**STAFF/GUESTS PRESENT:** Adam Hanks; City Administrator, Sammy Egbert; City Recorder, Brian Harmon; Public Works Director, Larry Larson; Chief of Police, Brandon Rhodes

**RECORDED BY:** Madison Balcom; Administrative Assistant

### **CALL TO ORDER**

Mayor, Nancy Bell called the meeting to order at 6:03pm.

### **PLEDGE OF ALLEGIANCE**

Mayor Bell led the Pledge of Allegiance.

### **ROLL CALL**

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

### **MAYOR COMMENTS**

Mayor Bell shared:

- A reminder for everyone to turn their microphones on and talk into them.
- They received one application for City Council from Brandon Rhodes. They agreed to schedule the formal appointment to the March meeting to give everyone time to review it.
- Requesting input from councilors regarding which committees they would like to be assigned as a liaison. Finance | Audit Committee, Heritage Committee, & Main Streets remain open.
  - Councilor's Engebretson and Fox are alternates to Lane ACT.
  - Councilor Fox is the liaison for the Heritage Committee.
  - Councilor Wells is the liaison for the Finance | Audit Committee.
  - Councilor Lehmann is the liaison for the Planning Commission.

- Councilor Smith is the liaison for the Parks and Tree Citizen Advisory Committee.
- The Police Department liaison position will be held by Mayor Bell and she, the City Administrator and the Police Chief will set up meeting schedules and Mayor will share back appropriate highlights.

## **AGENDA REVIEW**

City Recorder, Sammy Egbert said the City Council Application was an addition to the packet.

There was also a report from City Administrator, Adam Hanks about the After Action Review summary, agenda item 9, and the City Administration report, agenda item 10.

The City Council Work Session was rescheduled from February 27, 2024 to March 5, 2024.

## **CITIZEN TESTIMONY**

Mike Watson, mentioned the issues he's experienced with receiving mail. He spoke on how the addresses are all computerized and not accepting Coburg with the zip code 97408. It goes to Eugene, and they end up returning a lot of mail. He explained that UPS will not deliver to PO boxes because they require a physical address, so a lot of packages are not being delivered. He would like to brainstorm what they could do to help this issue and hoped that the voice of the City would be stronger than the individual voices currently raising concerns that have not improved the situation

## **RESPONSE(S) BY CITY COUNCIL**

Mayor Bell responded and said that Council has had some conversations about this. She explained that Coburg does not have a physical post office, because the contract is with Dari Mart and that is the physical location.

Mr. Hanks said that he did have an exchange with someone of a higher position out of Salem. Mr. Hanks explained some of the issues to them. The Coburg location is a viable listed community alternative location on the USPS website, but some computer systems don't register it. He only received a list of questions back.

Mr. Fox mentioned that he has experienced some of the same issues where Coburg is being rejected with the zip code 97408 in some data bases.

Ms. Engebretson asked Mr. Watson if he has had any luck with giving UPS his actual street address. Mr. Watson said he has tried and they will not accept his address.

Mr. Lehmann said that the first time this came through was through a citizen complaint, which they followed up on and improved. He also said that adding the 4 digits at the end of the zip code might help direct mail to the right places.

Ms. Smith wondered if reaching out to one of the elected representatives in Salem would help. Hanks noted that it may be beneficial to reach out to our US Senators as the USPS is a federal agency. Hanks noted he would work on this and follow up with Council at a future meeting.

## 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. Minutes January 9, 2024 State of the City & City Council

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

*The motion passed unanimously — 5:0.*

## SPECIAL GUEST

There were no special guest(s).

## ORDINANCES, RESOLUTIONS AND CONTRACTS

1. **RESOLUTION 2024-01** A Resolution Adjusting the Rates of the Water, Wastewater, Transportation and Park System Development Charges

Mr. Hanks presented the resolution noting that this item was presented to Council at the January meeting, but there were some desired changes to the resolution so it was deferred to the February meeting for final review and approval. Hanks noted the construction index based annual adjustment is referenced in the SDC methodology study approved by Council in 2018 and applies to the unit rate for each of the four individual SDC's and the resolution indicates the Engineering News Record (ENR) index increase to the per unit rates of each SDC.

**MOTION:** Councilor Wells, seconded by Councilor Fox moved to adopt Resolution 2024-01, a resolution adjusting the rates of the water, wastewater, transportation and park system development charges.

*The motion passed unanimously — 5:0.*

2. **Climate Friendly and Equitable Communities Grant**

Mr. Hanks presented and explained the Climate Friendly Equitable Communities (CFEC) grant. This is an opportunity for the state to support the participation of local jurisdictions in the CFEC rulemaking process that impacts parking and a number of other transportation related regulations required to be decided upon and implemented at the local level based on prior state legislation. Grant funds will offset staffing costs associated with our Planning Director, Megan Winner's work relating to CFEC.

**MOTION:** Councilor Fox, seconded by Councilor Wells moved to authorize the City Administrator to sign the grant agreement for the acceptance of grant funds from the Department of Land Conservation and Development to implement climate friendly and equitable communities rule making.

*The motion passed unanimously — 5:0.*

### 3. Water System Equipment Contract

Mr. Hanks presented and explained the Water System Equipment contract by first noting that the upcoming purchasing and contracting ordinance review and updating scheduled for the March Council meeting would likely no longer require contracts at this price point from being approved by Council. The need for Council review and approval for standard operations, maintenance and repair issues such as this well pump and motor does cause delays in making repairs and placing infrastructure back into service. Hanks noted that three bids were received, all within a few hundred dollars of each other so staff feels very comfortable with the recommendation to approve the contract.

Mr. Lehmann asked if they pulled it out and determined it could be repaired, could they use it in the future. He also asked if it was the same pump as well number one.

Public Works Director, Brian Harmon responded and said that they may be able to repair the pump, but not the motor. It will just be more work than it's worth.

Ms. Bell asked if they have used this company before. Mr. Harmon said he doesn't believe they have used them recently, but possibly in the past.

Ms. Bell then asked if the pipe was the original pipe from that well. Mr. Harmon said that it was installed 20 years ago and the contract includes an option to replace the pipe if it is determined to be at or near end of life when it is pulled from the well to access and install the new pump and motor.

**MOTION:** Councilor Engebretson, seconded by Councilor Lehmann moved to approve the bid for Rainbow Pump Company for \$23,236.50 and authorize the City Administrator to execute the contract for purchase and installation of the pump equipment, and pipe if needed.

*The motion passed unanimously — 5:0.*

### COUNCIL ACTION ITEMS

#### 1. Mural Donation

Mr. Hanks said this is the second application received since the new mural policy. This one is required to go through the mural policy as well as the donation policy because it is requested to be placed on City owned lands (Norma Pheiffer Park). The packet includes the finding for the mural policy component, as well as the summary of the donating process.

Mr. Wells asked if there are any cameras that would catch possible vandalism against the mural. Mr. Harmon said there is no camera that directly catches the mural, but there are some in the surrounding areas.

Mr. Lehmann asked if there will be any signs that say it's under surveillance. Mr. Harmon said he is not sure if there is still a sign there or not. There used to be one, but he's not sure if it's been taken down.

**MOTION:** Councilor Fox, seconded by Councilor Lehmann, moved to accept the donation of the original art mural from Coburg Main Street to be installed on the south wall of the Norma Pfeiffer Park restroom building.

*The motion passed unanimously — 5:0.*

## **ADMINISTRATIVE INFORMATION REPORTS**

### **1. Police Department Quarterly Report**

Chief of Police, Larry Larson presented the report and directed them to the stats and graphs on page 2. Mr. Larson explained their drop in activity in the fourth quarter, between September and December, due to staff shortages.

Mr. Fox asked if it's typical for summer time to have higher crime rates. Mr. Larson said he's not completely sure. It is hard to predict, but sometimes it does seem to be busier.

Mr. Lehmann asked if they get much interaction from Lane County about abandoned RV's and such. Mr. Larson said they are out every day dealing with homeless camps, and the cost per motorhome removal is about \$3,500. It is an ongoing issue state-wide.

Mr. Larson stated that this issue is only listed once in the report, but they had 3 motorhomes in the cul-de-sac by the gas station at one point. Mr. Hanks said that some instances don't turn into an actual case, but are dealt with appropriately.

Mr. Larson stated that all full-time officers now have a battery jump-box to help jumpstart vehicles and has already proved to be helpful in quickly addressing an inoperable vehicle in a busy intersection

### **2. Finance Report Presentation**

Mr. Hanks presented this report. This is a 6-month financial report which gives an overview by fund and department, along with the appropriation level.

Mr. Hanks stated that these are done every month by the 10<sup>th</sup> working day, usually the 15<sup>th</sup> or 16<sup>th</sup> of the month. The reconciliation process feeds these automatically through the system. The leadership team goes over it every month, and they are provided every month in the Council packets. Quarterly reports are also done and will contain more information for Council and will include a more formal presentation from Staff compared to the monthly reports that are included in Council packets for reference and general information

Mr. Wells asked about the fiscal year 2024 numbers on page 53, and if they are predicted before the end of the fiscal year. Mr. Hanks said that the provided numbers are the actual numbers as of December 2023. This particular revenue (property taxes) receives close to 100% of the revenue early in the year when taxes are paid. Other revenues are much closer to 50% because they will continue collecting in relatively stable increments throughout the year (sewer fees as an example)

Mr. Wells then asked what the fiscal year 2023 “end of year” was. Mr. Hanks said that they are the actuals at the six-month time frame, as a comparison to this year.

Mr. Hanks said that Finance has been working on getting together a complete and clear spreadsheet of all debt services, summaries, and payment schedules to provide with the quarterly reports.

Mr. Lehmann asked about the contingency’s displayed on page 53, with water, street, and sewer funds for 2024, but none under 2023. Mr. Hanks said he believes contingencies were budgeted but not utilized in 2023. Ms. Engebretson clarified that the fiscal year 2023 “end of year” is the end of year actuals, not budget, which is probably why there are no contingencies listed.

Mr. Lehmann asked if it would be possible to add the percentage of total revenue and expenditures, like they did with budget to actual. Mr. Hanks said they could add that.

Mr. Wells asked if they could project the end of the fiscal period with the monthly reports and last year’s figures. Mr. Hanks said they will use those numbers to project out to build the budget.

Ms. Engebretson mentioned that they have budgeted to spend a larger amount than they’ll bring in. She also asked if there is a process to verify the values in the report. Finance Director, Greg Peck and Mr. Hanks explained that they have continued to utilize Springbrook, which has allowed them to produce those numbers and provide these reports.

### **3. Procurement and Spending Authority Policy Review**

Mr. Hanks said they’ve got a process started with the city’s contract legal to update the purchasing ordinances. Some current processes are outdated and inconsistent. There will be a process of going through several ordinances and resolutions to clean them up.

Mr. Hanks directed them toward the draft resolution that would lay out the spending authority. He explains the typical amounts in surrounding cities, and is looking for some feedback from council.

Mr. Lehmann mentioned that they increased the spending authority a few years ago to \$10,000. He wondered about a distinction between emergency and non-emergency expenditures. Mr. Hanks said that the distinction is explained in the resolution along with the changes that would be made to the expenditures if an emergency were to occur.

Many councilors agreed on a spending authority recommendation between \$50,000 and \$75,000.

### **4. Ice Storm After Action Report**

Mr. Hanks reported on the events of the ice storm. He mentioned that they had a conversation about the communication side of the situation, which cleared some expectations up. The need of more tools, like chainsaws, was a topic discussed to be able to clear roads and such in a timelier manner. They also discussed the use of the City ATV and how it can be shared. Fuel storage for emergency and fire district vehicles was a topic of discussion, along with the possible back up of the sewer system and tanks.

Mr. Harmon said that during a power outage, water is still produced but the wastewater is not being pumped out. In the event of a prolonged outage, they have to decide which households need pumped.

Ms. Smith mentioned the idea of Coburg creating its own emergency response team and asset maps.

Mr. Harmon said that building an inventory of resources is really important, along with an inventory of those who have generators so they know who they wouldn't have to worry about. Planning and preparedness for future emergencies is most important. Mr. Harmon explained that many little things within the water and wastewater system come up that can go wrong when there is no power.

Mr. Hanks explained the financial impacts of an emergency. The county declared a declaration of emergency, allowing the city to submit \$81,000 in possible damages from the storm, which will be evaluated for eligibility.

### 5. Administration Monthly Report

Mr. Hanks pointed out the shared revenue report to council which is full of helpful information about state revenue methodology.

### COUNCIL COMMENTS AND UPDATES

Ms. Smith mentioned her excitement about the mural and all the years of work that have gone into the mural policy.

Ms. Engebretson mentioned that the Lane Act meeting is tomorrow, the 14<sup>th</sup>, if anyone wanted to join. Mr. Hanks said that Planning Director, Megan Winner will attend and Mayor Bell will listen in.

Ms. Engebretson thanked all police, public works, and staff that helped out during the storm.

### ADJOURNMENT

Mayor Bell adjourned the meeting at 8:10 pm.

**APPROVED** by the City Council of the City of Coburg on this 12th day of March, 2024.

  
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Nancy Bell, Mayor of Coburg

ATTEST:   
Sammy L. Egbert, City Recorder