



**MINUTES**  
**City Council Work Session**  
March 5, 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

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

**CALL TO ORDER**

Mayor, Nancy Bell called the meeting to order at 6:05 pm.

**ROLL CALL**

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

**WORK SESSION DISCUSSION**

City Administrator, Adam Hanks began the discussion by explaining that the last time council reviewed and adopted the CIP was in 2022. He used the same policy document from 2022 as well, just changed some of the wording, for this meeting. Mr. Hanks explained the different pieces in the packet, and the difference in the included lists.

Mr. Hanks said that he and Public Works Director, Brian Harmon, went through the prior approved list and updated the time frames and estimates of the listed projects. Hanks explained that this was a more simplified breakdown of the projects, but they will need to go through and break it down further into more specific time frames and funds for each component of the projects.

Mr. Hanks explained that some projects are pulled from more than one fund. Some will only show remaining costs, not full costs, because of previous spending or progress on the project before that fiscal year. All others will have a total project cost. Several projects could be potentially grant funded, but are shown as full project costs to show cost estimates and for future reference.

Mr. Hanks explained that the plan is to go over this and answer questions about the projects, timeframes, and costs. Then the CIP will be brought to the Special Meeting on March 26<sup>th</sup> for adoption. Hanks said that this is a prudent schedule, but they may not have the financial means to keep up with that schedule.

Mr. Hanks mentioned that they switched this to a 6-year, rather than a 5-year CIP. He would like to have a conversation with council about bi-annual budgets, which would allow them to update the CIP every other year. Hanks explained that they prioritized these projects by the regulatory requirements, growth, infrastructure life, the project's long-term cost production, and funding opportunities. This provides a common road map of when and why these projects are happening.

Mr. Fox asked why the Collector Street Project has a larger cost. Mr. Harmon explained that the Collector Streets have to be designed and built as a collector, which is designed differently than other types of streets. The first phase is from N. Coleman to Mill St. down to Skinner St., which is a projected cost of \$750,000 for fiscal year 2028-29.

Mr. Hanks explained that the closer they get to the project, the tighter the estimated costs will get. Hanks also explains some of the difficulties with the building and engineering of the streets, taking into account the storm drainage systems, curb and gutter, sidewalks, street standards, and parking.

Ms. Smith asked if the curb and gutter will decrease the space between the street and houses. Mr. Hanks said it could and each option has its drawbacks. Mr. Harmon said that engineering for the local and collector streets without the curb, gutter and sidewalk is much more expensive than engineering for the curb, gutter and sidewalk because it's harder to design.

Mr. Fox asked if they would cut down trees for the robust collector streets and more modern infrastructure. Mr. Hanks said not necessarily, and they will try to avoid that as much as they can. Mr. Harmon said the struggle when they are designing streets is they have to look at each tree individually and assess its state, life cycle, future of the tree, etc. for design purposes.

Ms. Smith asked if there are any trees that are considered to be part of a rain garden system. Mr. Hanks said that is possible, but the engineers would much rather not have all those extra variables. Mr. Harmon said that it is easier to maintain curb and gutter.

Mr. Lehmann asked if the "Projects by Fiscal Year" cost of \$3,623,000 for FY 2024-25 are all funded. Mr. Hanks said no, but it is close. Mr. Lehmann then asked if the projects are prioritized. Mr. Harmon said that it is prioritized, there is just a lot there. A lot of the projects haven't been put out to bid, so they really don't know what the actual cost will be.

Ms. Smith asked if Coburg Loop Path #5 is still at Council's discretion. Mr. Hanks replied that almost all projects are still at council's discretion, but Loop Path #5 is still a ways out. They are not tied in to having to continue with that project if budget doesn't allow it. Parks are heavily in Council's control. They discussed some projects in the "Projects by Fiscal Year" for FY 2024-25 and Mr. Hanks explained and provided some details on them.

Mr. Lehmann asked if the Pioneer Valley Estates project for FY 2025-26, labeled "Federal Grant" of \$750,000, was just a hope or was in the works already. Mr. Hanks said he submitted something for it recently, but it is a Federal Earmark, which he had to submit multiple letters of support for.

Mr. Harmon said that if they do not receive that grant, that project could very well be pushed into FY 2026-27. Mr. Hanks said that some projects might have engineering and design done years before they get to the construction part. The construction could be deferred until they find a new funding stream. They further discussed the Pioneer Valley Estates project, the funding and cost possibilities of it, and the wanted input from citizens and making sure everyone understands the projects progress.

Ms. Engebretson asked if they are inviting the citizens to see some designs in advance for the collector street project on N Coleman. Mr. Harmon said that receiving input is great but they have to be careful and still follow the engineers design and basic regulations. Mr. Hanks said they have to distinguish between community awareness and input. It is also important for citizens to understand all the possibilities, along with the pros and cons for each of the choices, and visibly seeing the plans.

Mr. Hanks mentioned that they are also doing a water and wastewater capacity analysis with the money they have left in the water loan. He explained more on this project. Hanks mentioned that a lot of the sewer projects are in the 2030+ time range. With the water fund, Hanks explained that they will need to be looking at additional funding and each individual funds' debt ceiling.

Mr. Lehmann asked about the use of pesticides. Mr. Harmon said that both him and Mr. Hanks are against using pesticides as much as possible, to protect staff and citizens. Mr. Hanks mentioned that they are doing an application for a Resoure Assistance for Rural Environments (RARE) intern paid for through DLCDD, and Megan Winner mentioned possibly using them to do some research and put together a pesticide policy for the city.

Mr. Hanks said that the only way to maintain the aesthetic in the parks is to have many volunteers constantly weeding in them. Ms. Smith mentioned the idea of planting some low-maintenance plants to help keep weeds down in areas. Mr. Harmon mentioned that they only spray in the area around Johnny Diamond Park between the fence and creek because they are struggling with poison oak. They do not spray in the parks, and are careful about where they applicate.

Mr. Hanks mentioned that they are going to be adding the category of "Equipment Fleet" to this plan.

### **ADDITIONAL COMMENTS**

The first budget meeting will be late April/early May. Mr. Hanks said they got the audit back, which they met on and will hopefully get finalized soon.

### **ADJOURNMENT**

Mayor Bell adjourned the meeting at 7:38 pm.

**APPROVED** by the City Council of the City of Coburg on this 9th day of April, 2024.

  
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Nancy Bell, Mayor of Coburg

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