



**Coburg City Council**  
Regular Session  
February 13, 2018 – 7 P.M.  
Coburg City Hall  
91136 North Willamette St., Coburg

**COUNCILORS PRESENT:** Ray Smith, Mayor; Nancy Bell, Kyle Blain, Patti Gianone, Patrick Kocurek, Chris Page, Steve Stearns, Councilors

**ABSENT:** None

**STAFF PRESENT:** Thomas Boydell, City Administrator; Sammy Egbert, Coburg City Recorder; Brian Harmon, Coburg Public Works Director; Anne Heath, Coburg Finance Director; Larry Larson, Coburg Chief of Police; Mary Mosier, Coburg Park Tree Committee, Cathy Engebretson, Coburg Finance Audit Committee;.

**OTHERS PRESENT:** Steve Tuchsherer, C.P.A.

**RECORDED BY:** Rodney Cimburke, LCOG

**1. CALL TO ORDER:**

Mayor Smith called the Regular Session of the Coburg City Council to order at 7:08 p.m.

**2. PLEDGE OF ALLEGIANCE:**

Council conducted the Pledge of Allegiance.

**3. ROLL CALL:**

Ms. Egbert called the roll and announced a quorum was present.

**4. AUDITOR'S REPORT: Tab 1**

Mr. Tuchsherer offered Council an overview of the auditor's report he prepared for the City of Coburg.

Councilor Page asked if a supplemental budget could be used in the case of a shortfall in the regular budget.

Mr. Tuchsherer said it could.

Mayor Smith asked, in the case of a supplemental budget, would the City go through a public notification process with a public hearing and discussion, so the citizens would be in the know as per where the supplemental budget funds are coming from.

Mr. Tuchsherer replied that was the case only if any fund increase was over 10% of that original fund's balance.

Councilor Gianone wondered if the contingency was something set up while the budget is being put together, or if it was something that is created during the fiscal year.

Mr. Tuchsherer answered that when the budget is originally proposed, staff would make the determination whether to add contingency as a line item.

Councilor Gianone asked what a "sinking fund" was.

Mr. Tuchsherer replied that a sinking fund was an amount of money required to be set aside by a debt.

***Councilor Gianone moved, seconded by Councilor Stearns, to accept the audit as presented. The motion passed unanimously 5:0***

## **5. MAYOR COMMENTS**

Mayor Smith emphasized the work put in by staff during the Council retreat. He welcomed any and all feedback from Council and staff on the retreat process.

### **City Council Vacancy: Tab 2**

Ms. Egbert announced that staff had received two applications to fill the vacant City Council seat; she introduced the two applicants: Paul Thompson and Kyle Blain.

Mr. Thompson and Mr. Blain responded to these questions prepared by Council:

1. Why do you want to be a Council member?
2. What professional skills, knowledge, or experience do you have that you think will be valuable as a member of the Council?
3. What are your priorities and areas of interest for the City?
4. What are the most important things that Coburg does? Would you want to change that list?
5. What do you perceive as the three most important concerns facing Coburg today?
6. Council convenes every month on the second Tuesday. An additional 6 to 12 meetings may be scheduled throughout the year. Do you have any personal or professional issues that might limit your ability to attend these meetings?

Ms. Egbert distributed ballots to Council on which each Councilor indicated their choice for appointment to the vacant Council position.

The ballots read:

***Councilor Gianone - Paul Thompson***

***Councilor Page - Kyle Blain***

***Councilor Kocurek - Kyle Blain***

***Councilor Bell - Kyle Blain***

***Councilor Stearns - Kyle Blain***

***Councilor Stearns moved, seconded by Councilor Page, to appoint Kyle Blain to fill the vacant City Council position. The motion passed unanimously 5:0***

Ms. Egbert swore in Mr. Blain as a Coburg City Councilor.

**6. AGENDA REVIEW:**

Ms. Egbert drew Council's attention to two additions to the agenda.

**7. CITIZEN TESTIMONY:**

There was no Citizen Testimony.

**8. CITY ADMINISTRATOR'S REPORT: Tab 3**

Mr. Boydell offered Council a monthly City Administrator's Report.

Chief Larson offered that the Coburg squad cars now carried Narcan to counter opioid overdoses.

Councilor Gianone stated that she would like to see bar graphs displaying such municipal information as utility billing, and court collections in the monthly Administrator's Report.

**9. CONSENT AGENDA**

**Minutes January 9, 2018 City Council: Tab 4**

**Minutes January 10, 2018 City Council Planning Commission Joint Work Session: Tab 5**

Councilor Gianone pointed out a correction on the January 9 minutes, page 6, line 15. She posited that it was as if the thought of the sentence had not been completed.

Ms. Egbert reminded Council that there were two options concerning the aforementioned text: the Council could either strike the text from the minutes, or they could listen to the audio of the meeting to get the proper language.

Mayor Smith asked Council if they were okay with striking the last sentence of the text which reads: "He [Mr. Harmon] also said that the facilities permit and the ROW permit".

The Council and Mr. Harmon agreed, and the sentence was stricken from the record.

Councilor Gianone pointed out a correction on the January 9 minutes, page 8, last paragraph.

Mayor Smith clarified that it was the City's ordinance that the County would need to adopt. He suggested changing the language to read: "...updates regarding statewide planning goals were required"

Councilor Page suggested changing "County" to "City" in the first sentence of the text.

Mayor Smith offered the following correction on the January 10 Joint Work Session minutes, page3, paragraph 3: Instead of "He pointed out that although downtown parking along streets..." he suggested "He pointed out that although *residential* parking..."

***Councilor Page moved, seconded by Councilor Bell, to approve the Consent Agenda as amended. The motion passed unanimously 6:0***

## 10. DEPARTMENT ACTIONS AND PRESENTATIONS

### Finance

#### **Financial Monthly Update: Tab 6**

Ms. Heath offered Council a monthly financial report.

Councilor Page wondered about online banking.

Ms. Heath said that other municipalities were doing it, but Coburg would have to redo their check processes, although Coburg doesn't cut that many checks.

Councilor Stearns asked how many checks a month Coburg wrote.

Ms. Heath responded approximately 100.

#### **Finance Audit Committee Quarterly Report: Tab 7**

Ms. Engebretson offered Council a quarterly Coburg Finance Audit Committee report.

#### **Budget Officer for 2018-19: Tab 8**

***Councilor Stearns moved, seconded by Councilor Kocurek, to appoint Anne Heath as Coburg Budget Officer for 2018-19. The motion passed unanimously 6:0***

### Public Works

#### **Park Tree Annual Report to Council: Tab 9**

Ms. Mosier offered Council an annual Coburg Park Tree Committee report.

Councilor Page asked if there was a specific funding amount that Park Tree had in mind.

Ms. Mosier said no.

Councilor Bell asked if Park Tree would come up with a ballpark figure for intern salary, if the City was not able to retain intern services for free.

Ms. Mosier said they would.

Councilor Stearns asked if the interns would be part time or full time.

Ms. Mosier replied that she was unsure at this time.

### City Administration

#### **Fiscal Year Goals for 2018-19**

Mr. Boydell offered Council a report on Coburg's fiscal year goals for 2018-19.

***Councilor Stearns moved, seconded by Councilor Page, to adopt Coburg's fiscal year goals for 2018-19 with the agreed-upon preamble to those goals. The motion passed 5:1, with Councilor Gianone abstaining from the vote.***

**Emergency Backup Power for City Hall Project Update: Tab 10**

Mr. Boydell offered Council an update and Power Point presentation on the emergency backup power for City Hall project.

Councilor Stearns asked how much the City was going to spend on the proposed solar array.

Mr. Boydell responded that the grant for same was \$65,000, and the City would use all of those funds for the solar array.

Councilor Kocurek asked if the solar array would be adequate to handle the emergency power needs of City Hall.

Mr. Boydell replied it would.

**Police**

**Public Hearing: Tab 11**

Mayor Smith opened the Public Hearing at 9:46 p.m. for **ORDINANCE A-163-P AN ORDINANCE ADOPTING THE OREGON CRIMINAL CODE, OREGON UNIFORM COTROLLED SUBSTANCES ACT, OREGON LIQUOR CONTROL ACT, AND THE OREGON MOTOR VEHICLE CODE; REPEALING A-163-0.**

Councilor Gianone asked if there would be a future budget impact from the Ordinance.

Chief Larson said there would be if Council did not pass it, because no revenue would be coming into the municipal court.

Seeing no public testimony, Mayor Smith closed the Public Hearing at 9:47 p.m. He announced the second reading of the Ordinance would be on March 16, 2018.

**11. COUNCIL COMMENTS**

Councilor Gianone offered Council a brief update on the Coburg Visioning process.

**12. ADJOURNMENT**

***Councilor Page moved, seconded by Councilor Stearns, to adjourn the regular Session. The motion passed unanimously 6:0.***

Mayor Smith adjourned the meeting at 9:49 p.m.

**APPROVED** by the Mayor and Council of the City of Coburg this 13th day of March, 2018.

  
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Mayor, Ray Smith

ATTEST:

  
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Sammy L. Egbert, City Recorder