



Coburg City Council
July 10, 2018 – 7 P.M.
Coburg City Hall
91136 North Willamette St., Coburg

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

STAFF PRESENT: Sammy Egbert, City Recorder; Brian Harmon, Public Works Director; Jeff Kernen, Coburg Planning Director; Chief Larry Larson, Chief of Police; Ann Davies, Coburg City Attorney.

OTHER: Ann Davies, LCOG.

RECORDED BY: Marina Brassfield, LCOG.

1. CALL TO ORDER:

Mayor Smith called the Coburg City Council Meeting to order at 7:01 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL:

Mayor Smith called the roll and stated a quorum was present.

4. MAYOR COMMENTS

Mayor Smith reported three council positions were up consideration, as well as the role of mayor. Mayor Smith encouraged current councilors to reapply, but also hoped for some new faces to apply as well. He explained the application process; interested individuals needed to meet with the City Recorder by August 28, 2018. Councilor Gianone asked if Mayor Smith had met with Ms. Egbert yet. He had; Ms. Egbert added she had three other meetings scheduled.

Mayor Smith said there would be a ribbon cutting at the Coburg Inn at 12:00 p.m. on July 11, 2018. In addition, there were lots of upcoming events, such as Golden Years. Councilor Gianone added the Coburg Market would begin Thursday, July 12, 2018 at Pavilion Park from 4:00 to 7:00 p.m.

5. AGENDA REVIEW

Ms. Egbert said there were three items with Councilor's red folders. First, there was an application for a noise variance; Joe Morneau was present to explain the request and provide an update on Golden Years. After tab four, there was a well report which was technical memo from Branch Engineering. Finally, Ms. Egbert said there was an application

from Jerry Behney included for the Street Funding Committee, however, it was submitted after the packet deadline.

6. CITIZEN TESTIMONY:

There was no citizen testimony. Ms. Egbert did include written citizen testimony from **Katheryn Olsen**, which the City Administrator responded to prior to the meeting. The response was also attached. Councilor Gianone clarified the document was included in Tab 1. She didn't understand why City Council was dealing with the issue. Mayor Smith said it was simply to be informed. Ms. Egbert added the letter was submitted to City Council; including it within the agenda packet would add it to public record, according to Oregon Public Records law.

7. RESPONSE(S) BY CITY COUNCIL

8. CONSENT AGENDA: Tabs 1

Minutes June 12, 2018

Councilor Gianone moved, seconded by Councilor Stearns, to accept the Consent Calendar as presented. The motion passed 4:0.

9. SPECIAL GUEST: Tab 3

Joe Morneau was present to request a noise variance for the Golden Years event which would occur Friday, July 20 and Saturday, July 21, 2018. Mr. Morneau had been involved since the event's inception in 1969.

Mr. Morneau said there would be a parade on Saturday, July 21, 2018 and the Chamber of Commerce wanted the mayor to be part of the event. In addition, the organization was requesting they be allowed to have a DJ play low key music at the Bronco Saloon from 10:00 p.m. to 1:00 a.m. on July 20 and 21, 2018 Mr. Morneau explained the event was a fundraiser for community organizations, as well as the police and fire departments because staff was hired for set up and security. Mr. Morneau concluded Golden Years was positive for the community, but the City would likely hear complaints because the request was against City policy. In the past, he ensured complaints were rectified in a positive way.

Councilor Gianone said working with Mr. Morneau on the event had been an incredible experience. She hoped the noise variance was granted, and also hoped Councilors and community members kept in mind the bigger picture of what the event did for Coburg and business it brought in.

Councilor Page wondered if the City could receive the application earlier in future years, that way the City could inform folks in the neighborhood and residents could have time to comment. Mr. Morneau said yes, and thought that would be fair to residents.

Mayor Smith said it was important to consider that staff would receive most complaints and have to address them, while the body itself would receive fewer. He added there would be complaints with any event, but he hoped they could keep things under control and appease any issues. Councilor Stearns said similar things occurred within all small communities, but Golden Years was important because it was relatively short, and the City departments

working the event received funding. He thought it was the only way to get something done for those specific departments, since they were mostly volunteer.

Mayor Smith asked if any councilors were opposed to granting the variance; none were. Councilor Gianone asked if a notice went out to nearby people. Ms. Egbert said yes.

Mayor Smith concluded there were no objections, so the variance was approved.

10. DEPARTMENT ACTIONS AND UPDATES

City Administration

Ms. Egbert said councilors the information within their agenda packets; if there were questions, all department heads were present to respond.

Councilor Gianone asked about the Mill Street project, and noted it was listed as expected to begin July 2, 2018. She wondered if there was a new date. Mr. Kernan said the expected start was July 16, 2018. There was discussion among Councilor Gianone, Mr. Harmon, and Mr. Kernan around the projected end date. Councilor Gianone wanted clarification on whether the project would end August 2018. Mr. Harmon thought so, but could not be too specific, because the schedule already changed once. Councilor Gianone wondered if property owners had been contacted. Mr. Harmon said one had been. Ms. Egbert said the schedule change was normal to happen with construction projects. Councilor Gianone requested staff's best estimated because she was visiting with those businesses affected by the project. After the discussion, they confirmed their best guess was late August 2018.

Councilor Page asked Chief Larson how much funding was allocated to the Community Help Easing Troubled Times (CHETT) Program. Chief said the police department started with a \$200 donation, but he thought there was \$400 total. He explained the department bought a hotel room for a domestic violence victim the previous night, and also bought a motor home stuck by the Shell Station \$20 of gas. Councilor Page considered talking to folks about donating, so wondered if more money was needed for the program. Chief Larson said the officers were starting to see opportunities to use the funds. Many times it was for folks stuck in town who needed gas, however, officers tried not to only use the funds in that way. He said they considered buying the previously mentioned domestic violence victim a bus ticket which would have cost \$114, but she had a dog. Chief Larson pointed out if they bought a few bus tickets, the total \$400 went fast.

Mayor Smith added when he worked in the City of Springfield, there were many times throughout his career where someone needed assistance but they didn't fit into the profile for White Bird Community Center, the emergency room, or other resources. He thought the Community Help Easing Troubled Times (CHETT) Program was helpful; it put the police department back in service and assisted the individual in moving forward.

Councilor Gianone asked how the department was notified people were at the Shell and needed money. Chief Larson said hopefully officers were driving around and would see the case before receiving a call; officers were supposed to stake out to cut down on the traveler population hanging out at the Shell. Chief Larson said if the department was buying gas, they tried to ensure there was legitimate need and the officers would fill the car for them.

Mr. Harmon reported the City purchased a 2012 International dump truck in like new condition. He explained it had an older body, but a brand new hydraulic system

IT Services Contract

Ms. Egbert explained the City contracted with LCOG for its IT needs. In 2017, LCOG started a new program where it had 75 computers in different cities splitting IT costs. It was a pilot program, so the new contract was amended to reflect necessary changes. In addition, the current year contract grew to 93 computer stations, which helped keep cost down. In response to Councilor Stearns, Ms. Egbert said the service was definitely worth the monthly cost. Additionally, the IT specialists understood the needs of all City departments.

Councilor Page moved, seconded by Councilor Stearns, to enter into an intergovernmental agreement with LCOG for the purpose to provide IT services to the City of Coburg. The motion passed 4:0.

Public Works

Well Report

Mr. Harmon introduced Chris Morris from Branch Engineering, who was working with the City on some water issues. Mr. Morris said the test well was drilled that past Wednesday. He explained the process. They were hoping to hit gravel at some point but instead hit clay all the way down the test well. There was some water bearing strata, but because of the high cost to low benefit ratio, and the potential problems associated with the option, they recommended to look for different solutions. Mr. Morris explained they wanted to find water bearing medium that was involved with the river instead of the eastern hills, because it would be more sustainable and have less risk associated with it.

Councilor Kocurek asked where wells currently were. Mr. Harmon said most were directly west. Councilor Blain asked if there were any properties in mind for the new well. Mr. Harmon said there were a couple ideas to run through the City Administrator, Legal, and City Council but none were pinned down. Mr. Harmon said the property they tested was in an ideal place, and if they had hit water, they wouldn't be discussing other options.

Councilor Gianone asked if a property had to be for sale to use it for a new well. Mr. Morris said they would first look for the ideal spot. All data was theoretical on where good water should be and where interference would draw down until a well was actually drilled. Mr. Harmon added the City didn't want to get close to the other wells because they would use the same source of water and if the source was contaminated, both would be affected.

Councilor Gianone clarified research would be done on properties to identify spots in order to create a Plan B. She wondered if staff would talk to property owners after research was complete to discuss options. Mr. Harmon said there were options. Mr. Morris added another consideration was where the main line would connect to existing lines and what costs would be associated.

Mayor Smith asked what sort of records on wells they had. Mr. Morris said there were not as many records as expected; many wells that were built pre-1960s didn't have data on specific strata and many didn't have addresses or coordinates. Councilor Kocurek asked if the geologists gave directions to them. Mr. Morris said Oregon Health Authority had geologists available for consultation as needed.

Councilor Blain asked what staff needed as far as direction from Council. Mayor Smith said options were to either develop the well tested or create Plan B. Councilor Gianone asked what Plan B could be. Mr. Harmon said if they chose to create Plan B, staff would return to Council in September 2018. Councilor Page asked what the procedure entailed. Ms. Davies explained the process. She assumed the City would first look at property they already owned, and then consider private or bank owned property. The last case scenario was a privately owned property by an individual unwilling to sell; in that case, the City could use eminent domain. She reiterated it was a last case scenario.

Councilor Page asked if the City had any continued obligation to the property owners of the test well site. Ms. Davies said there was not, although they were waiting on correspondence on whether it would be built. She would call and let the owner know the final decision. Councilor Page asked whether the City needed to pull the test well out. Ms. Davies responded they did need to remove it based on the easement drafted prior. Mr. Morris clarified it was through the contract with the property owner; the easement was with the adjacent property owner.

Councilor Gianone asked if the project would delay development of the employment lands. Mr. Harmon thought staff would have a better answer to her question in the fall. He wanted a thoroughly thought out plan.

Councilor Stearns asked about costs associated with Plan B. Mr. Harmon said the last test well cost about \$30,000 to \$35,000. Mr. Morris added a full well would be about \$60,000, and if they knew the strata the well would be done quicker, easier, and better. Councilor Page asked whether there was some sense of what the process looked like if Council were to give direction to pursue Plan B. Mr. Harmon said staff was looking for direction to move forward with Plan B and to come back in October 2018 with an idea.

Mayor Smith said there was a budget staff was trying to stay within, but the City had to take a chance on the test well because it was too good an opportunity. Mr. Harmon agreed, and said it could have saved hundreds of thousands of dollars. Councilor Gianone wondered if they would go over budget. Mr. Harmon said it was too early to speculate.

Council wanted staff to move forward with creation of a Plan B.

Mayor Smith said the City Administrator sent an email to him, notifying him the City had qualified for a \$4.75 million loan. He explained there was one more formal step in order to be awarded the loan, but they were almost there.

Agrimet Weather Station

Mr. Harmon said Agrimet had been in existence since 1983 and provided data to farmers and ranchers who applied water to a crop, such as trees or turf grass. It provided application rates and essentially allowed farmers to use less water. Mr. Harmon said Agrimet was currently looking for a site along I-5, because there was not one between Corvallis and Southern Oregon. The project would be no cost to city, and the only trade off would be to provide a 10 foot by 10 foot section of land near the rye grass seed field outside of the treatment plant. Mayor Smith asked about location guidelines for the station. Mr. Harmon responded the station could not be on top of a building and had to be 300 feet

away from any structure 20 feet or taller. Councilor Gianone asked if people could see the station from their homes. Mr. Harmon said no, the stations were not any taller than 10 feet.

Councilor Page noted the information collected was public information. He wondered who gathered it. Mr. Harmon said Lane County Extension gathered the information. Councilor Gianone pointed to the agenda packet, and asked why the Mr. Harmon was asking for financial support for the project. Mr. Harmon said that was incorrect; someone from Lane County Extension put the report together. Mr. Harmon explained maintenance costs fell on Lane County Extension, which was why they were seeking funding. Mr. Harmon shared a picture from his iPhone of the station to councilors. Mr. Harmon said they specifically picked the treatment plant because it was away from people. Mr. Harmon explained the issue was an item for information at that time because funding was not yet secured. Lane County Extension would likely return in September 2018 asking for action once funding was secured.

Mayor Smith asked if the station needed electricity and if so, how they would hook up. Mr. Harmon believed it was all solar based, and added the information was all real time. Councilor Stearns asked if the information was accessible to everyone, and wondered whether there was a fee or subscription. Mr. Harmon said it was accessible to everyone without cost. Councilor Gianone confirmed Mr. Harmon was in favor of the project. Mr. Harmon said absolutely.

Council was interested in allowing the project at a future date.

Resolution 2018-17:

Mr. Harmon said every time a small city allotment grant, staff asked Council to approve the award. In years prior, the grant had ranged from \$15,000 to \$50,000 but that year (2018) they were awarded \$100,000. Ms. Egbert added they would also be allowed to do two projects. Mr. Page asked if they were bound to spend on Roberts Road, because it was listed within the resolution. Mr. Harmon said yes, the grant would be specific to whatever street was decided on by Council and explained Roberts Road had pot holes that needed patched. Councilor Gianone confirmed Mr. Harmon went through the outlined process to identify Roberts Road. Mr. Harmon said yes. Ms. Egbert clarified Roberts Road was Mr. Harmon's recommendation, but the application hadn't been submitted.

Councilor Gianone, seconded by Councilor Stearns, moved to approve Resolution 2018-17, a resolution authorizing the application to the Oregon Department of Transportation Small City Allotment Program Grant for an amount up to \$100,000. The motion passed 4:0.

Planning

Employment Lands and Street Funding Committee

Mr. Kern explained there were a couple committee appointment recommendations for Council to consider, including for the Employment Lands Committee and the Street Funding Committee. The proposed resolutions were included within the agenda packets. Mayor Smith said if there were additional members, he wanted to be able to appoint them in the future. He also wanted two councilors on each committee, but it was unclear whether or not councilors needed to submit an application. Mr. Kern responded that he wanted an

application from councilors. In response to a question from Councilor Gianone, there were three applicants for the Street Funding Committee. Attachments B through E were applications for the Employment Lands Committee and F through H were for Street Funding. Jim Anderson applied for both committees.

Councilor Stearns moved to adopt the resolution as is, and add that Mayor Smith be able to appoint applicants from that point on. Ms. Davies responded that the resolution required applications to go before City Council. Councilor Gianone noted they were not meeting until September 2018. Ms. Egbert said the City Administrator thought it would be important to have the initial applicants appointed that evening, and if there were more in the future they can be invited to the September 2018 meeting. It was important to keep the process moving.

Councilor Blain was interested in applying to the Employment Lands Committee.

Mr. Stearns, seconded by Councilor Kocurek, moved Mayor Smith appoint Councilor Blain, Gary Danner, James Anderson, and Ramon Fisher to the Employment lands Committee; and Councilor Page, Paul Thompson, James Anderson to the Street Funding Committee. The motion passed 4:0.

Councilor Gianone clarified whether Councilors were acting in that capacity, or the capacity of a community member. Ms. Egbert said as a Councilor first.

Contract Amendment LCOG Planning Assistance

Mr. Kernan explained the amendment. LCOG was very familiar with the City's planning department and processes so it made sense to amend the contract and continue working with the organization. added to the planning assistance contract.

Councilor Gianone confirmed the contract was included in the year's budget.

Councilor Page moved, seconded by Councilor Blain, to approve the City Administrator to amend the contract with Lane Council of Governments for the purpose of completing work related to the Comprehensive Plan Update. The motion passed 4:0.

Intergovernmental Agreement with City of Junction City For Building Permit Program Services

Mr. Kernan explained the City's current building permit program was administered through a third party, NW Code Professionals. Over the past few months, the state had updated temporary rules for building divisions; those initial rules affected small cities and counties, specifically for third party programs. The change required that cities have a building official hired as an employee. Mr. Kernan said during that time, City staff had been in negotiations with the City of Junction City (Junction City) because they were in a similar situation. Junction City hired a person knowing they would need to and also entered into an agreement with Florence.

Mr. Kernan said staff was asking for Council to enter into an intergovernmental agreement (IGA) which would allow the new building program to start August 1, 2018. Staff provided a 60 day notice to NW Code Professionals and were beginning to transition.

Councilor Blain asked if the speed of process would be affected. Mr. Kernen hoped it would be similar, but he was unsure because it was an entirely new system. Mayor Smith expected the process to be slower because Junction City had the building official on Tuesdays and Thursdays whereas NW Code Professionals would respond within 24 hours. Mayor Smith noted the law had changed three times but the building official requirement looked like it would stay. He noted legislators were supportive of requiring inspectors to be employed by cities, and thought it would be mandated in the future. Entering the IGA was a preventative action to avoid a rush for recertification later on.

Councilor Stearns clarified the building official would wear three different hats on three different bills; he wondered how the official billed the cities. Mayor Smith said the agreement to NW Code Professionals was 75% whereas the new agreement would be 65%. There could be other fees not covered in the agreement.

Councilor Kocurek asked who was hired. Mr. Kernen said Junction City hired someone who previously worked for the City of Eugene for over a decade. Mr. Kernen said the official planned to be there daily depending on need, although inspections would differ. Mayor Smith pointed out his contractual obligation was only Tuesday and Thursday.

Councilor Page asked if the contract was for one year. Mr. Kernen responded yes. Councilor Page reiterated the City could try out the program for a year and if didn't work for the City's needs, they could try something else.

In response to a comment from Councilor Kocurek, Mayor Smith said inspectors were certified by the state and it was very difficult to be dishonest. They would easily lose their license.

Councilor Page moved, seconded by Councilor Stearns, to approve the City Administrator to enter into an Intergovernmental Agreement with Junction City for the purpose of providing Building Permit Program Services to the City of Coburg.

Finance

Finance Monthly Update

Ms. Heath wasn't present to provide the finance monthly update. Ms. Egbert said if Councilors had questions, they could be put on the record for Ms. Heath to respond to on Monday. Councilor Page asked about System Development Charge (SDC) changes, and whether they were implemented. Mr. Kernen said no, there was an informational work session informational to let Councilor know what was coming. Staff would return in September 2018, because the City had to give 90 day notice and 60 days for the report. Mr. Kernen said the report was posted on the City website.

Resolution 2018-13

Ms. Egbert said Resolution 2018-13 was adopted in June 2018. Staff was requesting Council amend Section Four, to update verbiage on how funds would be categorized. The original had been sent to the State for input, and the State preferred the second draft in front of Council that evening. Councilor Stearns asked if the change created any issues administratively. Ms. Egbert said no, it was just another way to do it.

Councilor Page moved, seconded by Councilor Gianone, to amend Section 4 of Resolution 2018-13. The motion passed 4:0.


11. COUNCIL COMMENTS

Councilor Gianone said the Coburg Market would be held every Thursday. In addition, Coburg Golden Years was approaching.

12. ADJOURNMENT

Mayor Smith adjourned the meeting at 8:45 p.m.

APPROVED by the Mayor and Council of the City of Coburg this 11th day of September, 2018.



Mayor, Ray Smith

ATTEST:



Sammy L. Egbert, City Recorder