



Coburg City Council
Regular Session
December 11, 2018 – 7 P.M.
Coburg City Hall
91136 North Willamette St.

COUNCILORS PRESENT: Ray Smith, Mayor (via teleconference); Nancy Bell, Council President; Kyle Blain, Patti Gianone, Patrick Kocurek, Chris Page, Councilors

COUNCILORS ABSENT: Steve Stearns

STAFF PRESENT: Anne Davies, Coburg City Attorney; Sammy Egbert, Coburg City Recorder; Tawnya Ellis, Finance Officer; Burke Hansen, Coburg Public Works; Brian Harmon, Coburg Public Works Director; Anne Heath, Coburg City Administrator; Larry Larson, Coburg Chief of Police

RECORDED BY: Rodney Cimburke, LCOG

1. CALL TO ORDER:

President Bell called the Regular Session of the Coburg City Council to order at 7:06 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. MAYOR COMMENTS

President Bell announced this meeting was Councilor Kocurek's last meeting as a Coburg City Councilor. She and Council thanked Councilor Kocurek for his service to the City of Coburg, and presented him with a plaque commemorating his service to the city.

President Bell called for a break at 7:08 p.m., and reconvened the meeting at 7:18 p.m.

5. AGENDA REVIEW

Ms. Egbert pointed to the following additions to the agenda:

- A letter from Deb Flanagan of Hayden Homes, expressing Hayden Homes willingness to contribute \$15,000 toward the future Coburg welcome monument
- A copy of the complete Coburg Parks and Open Space Master Plan
- A correction to Resolution 2018-19, changing "Fire Department," to "Fire District."

6. CITIZENS TESTIMONY:

There was no citizen testimony.

7. RESPONSE BY CITY COUNCIL

None.

8. CONSENT AGENDA: Tab 1

Minutes November 13, 2018 City Council

Mayor Smith pointed out the following correction on the 11/13 Regular Session Minutes:

- Page 6, Line 8, It reads: “the affordability rate of \$53.34 per 750,000 gallons...”, but it should read: “the affordability rate of \$53.34 per 7,500 gallons...”

President Bell pointed out the following correction on the 11/13 Regular Session Minutes:

- Page 6, Line 10, it reads: “He asked if the City **new** where their rate was to match up with the \$53.34 cited.”, and it should read: “He asked if the City **knew** where their rate was to match up with the \$53.34 cited.”

Councilor Gianone moved, seconded by Councilor Blain, to accept the Consent Agenda as amended. The motion passed unanimously 5:0.

9. SPECIAL GUEST

None.

10. DEPARTMENT ACTIONS AND UPDATES

City Administration

City Administration Monthly Update: Tab 2

Ms. Heath offered Council a monthly City Administration update.

President Bell asked if there was an Infrastructure Finance Authority (IFA) timeline for the Water Project.

Ms. Heath said IFA had requested that the Water Project be completed in no more than three years.

Councilor Page wondered about how Coburg would handle the financial piece of the Water Project with IFA.

Ms. Heath replied that the project would be on a reimbursement basis; the City would complete and pay for tasks within the project, then submit invoices to IFA for reimbursement.

Mr. Harmon took the opportunity to address Council, and asked that a new hire, originally scheduled to begin work in July, 2019, be brought onto Public Works staff immediately. He pointed out that the salary for the new hire was already in the budget.

Councilor Gianone said she supported Mr. Harmon's request, but she expressed reservations about setting the precedent of bringing on a new hire outside of the normal process for such an action.

Mr. Harmon reiterated that the position was already in the budget, and was also a part of Coburg's Five Year Plan.

Mayor Smith wondered if this request had been discussed at the Leadership team meeting.

Ms. Heath replied that Mr. Harmon had reached out the Supervisors and invited questions and concerns prior to the Council meeting.

President Bell asked if Mr. Harmon had someone in mind for the position.

Mr. Harmon said there were two options:

- Public Works could go back to the hiring process which had been done originally about a year ago, or
- Pull applicants from an existing pool.

President Bell asked what the new employee's salary would be.

Mr. Harmon said that would depend on the employee, but generally the range was \$19k - \$25k, with Parks picking up the majority of that cost, with smaller contributions from Streets and Water.

Councilor Gianone expressed frustration at not having known about this before this meeting.

Mr. Harmon accepted responsibility for rushing this issue for this meeting, but he said he did not want to wait until January or February. He apologized for any inconvenience this may have caused Council.

Council reached consensus to approve Mr. Harmon's request.

Councilor Gianone wondered about one of the Land Use applications being rescinded.

Mr. Kern explained the applicant rescinded the application themselves, because they changed their mind.

Contract With WHA Insurance Agent of Record: Tab 3

Ms. Heath offered Council a staff report on the Insurance Agent of Record Contract.

Councilor Gianone asked if Coburg had to have separate insurance for City events.

Ms. Heath replied no, the City obtained a Certificate of Insurance for such events.

Councilor Page moved, seconded by Councilor Blain, to approve the personal services contract with WHA insurance for Insurance Agent of Record thus giving City Administrator permission to sign a five-year contract. The motion passed unanimously 5:0.

RESOLUTION 2018-20 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COBURG, OREGON ACCEPTING THE RESULTS OF THE NOVEMBER 6, 2018 GENERAL ELECTION: **Tab 4**

Ms. Egbert offered Council a staff report on resolution 2018-20.

Ms. Egbert pointed to an error in the title of the Draft Resolution. The year was not changed from 2016 to 2018.

Councilor Gianone also pointed to a correction on the second page of the staff report; it reads "2018," and should read, "2019."

Ms. Heath pointed out a correction on page three of the Resolution itself; in the title, the Election date is November 8, 2016, but in the body of the Resolution, the date is November 6, 2018.

Councilor Gianone moved, seconded by Councilor Kocurek, to approve Resolution 2018-20 A Resolution of the City of Coburg, Oregon accepting the results of the November 6, 2018 general election. The motion passed unanimously 5:0.

Public Works

Coburg Parks and Open Space Master Plan: Tab 4.5

Mr. Harmon offered Council a Staff Report on the Coburg Parks and Open Space Master Plan (CPOSMP).

President Bell clarified that Council was not approving the Parks and Open Space Master Plan, rather they were just approving the process of developing it.

Councilor Page asked if the surveys mentioned in the staff report were offered to the community in general.

Mr. Harmon said the surveys went out before he was in the Public Works Director position.

Councilor Page suggested a new, perhaps less intensive survey to capture data from Coburg's newest residents.

Councilor Gianone was troubled that the Coburg population data was from 2003.

Ms. Heath pointed out the projected timeline had Council finalizing the Coburg Parks and Open Space Master Plan in April of 2019.

Councilor Gianone asked if public input was important to the Master Plan process.

Mr. Harmon replied it was very important, and he referenced the community surveys.

Councilor Page suggested inviting Coburg Park|Tree Committee to the 2/12/2019 Joint Work Session.

Mayor Smith said that was a good idea. He added that he had put a phone call in to the Chair of that body about them joining the February 12 Joint Work Session.

Planning

Employment Lands Committee Update

Mr. Kernen offered Council an update of the Coburg Employment Lands Committee (CELC).

Councilor Kocurek asked if the CELC needed anything further from Council at this time.

Mr. Kernen said he did not think so. He expressed excitement at the CELC helping to ensure good local code.

President Bell asked if Mr. Kernen felt the citizens involved in Coburg's Employment Lands now felt more included in the business of the City.

Mr. Kernen said absolutely.

Land Use Noticing Requirements: Tab 5

Mr. Kernen offered Council a staff report on land use noticing requirements. He said this item was brought before Council to see if they wanted to adopt a noticing requirement different than the current 100' (current state statute [ORS 197.763] states notices must be made available to the owners of any property within 100' of the property which is the subject of the notice).

Mayor Smith pointed out that, with the 100' rule in place, perhaps only two doors down from the property would be notified. He suggested a greater distance—perhaps 300'.

Councilor Gianone wondered if the noticing requirements as they stood were limiting to the City. She wondered when and how those notified would be notified.

Mr. Kernen said the when and how were also limited by ORS 197.763.

Ms. Davies offered there were other parts of the code/statute which deals with the when and the how of notifications.

Councilor Page wondered how many such notifications the City sent out per month.

Mr. Kernen offered that currently, Coburg dealt with approximately one land use application per month on average.

Councilor Blain asked about the cost of noticing, especially if Council decided to extend the noticing distance requirement to 300'.

Mr. Kernan replied that, other than postage, he really did not know, although it was staff time that would accrue the most cost.

Councilor Blain suggested some type of posting by the property owners themselves, instead of extending the noticing distance requirement from 100' to 300'. That way, he said, the posting would be out in the community, and more easily seen by the community.

Councilor Kocurek wondered if those concerned citizens would be actually captured by increasing the noticing distance requirement from 100' to 300'.

Mr. Kernan answered he thought it would capture some of those citizens.

Mayor Smith offered that a notice should be posted on the property in question.

Councilor Gianone asked how much detail was included in land-use notices.

Mr. Kernan replied that notices included: the location, the applicant, and what the exact request was.

Council reached consensus regarding changing the distance from the property in question from 100' to 300'.

Finance

Financial Monthly Update

Ms. Ellis offered Council a monthly finance update.

Councilor Page asked about the report as it stated: "Tax receipts have not been received."

Ms. Heath clarified that those were County taxes, and those taxes had begun to be received by now; the report was drafted in October.

Finance/Audit Committee Reappointments

Ms. Ellis offered Council a staff report on the Finance/Audit Committee reappointments.

Councilor Page moved, seconded by Councilor Kocurek, to reappoint Cathy Engebretson, Coleen Marshall, and Terry Dawson to the Finance/Audit Committee for two-year term expiring in June 2021 as recommended by the Finance/Audit Committee. The motion passed unanimously 5:0

RESOLUTION 2018-19 AUTHORIZING A LOAN FROM THE SAFE DRINKING WATER REVOLVING LOAN FUND BY ENTERING INTO A FINANCING CONTRACT WITH THE OREGON INFRASTRUCTURE FINANCE AUTHORITY OF THE BUSINESS DEVELOPMENT DEPARTMENT

Ms. Heath offered Council a staff report on Resolution 2018-19.

Councilor Gianone wondered if the required work could be completed in the three-year timeframe.

Ms. Heath said that it could.

Councilor Gianone moved, seconded by Councilor Blain, to approve Resolution 2018-19, a resolution authorizing a loan from the Safe Drinking Water Revolving Loan Fund by entering into a financing contract with the Oregon Infrastructure Finance Authority of the Business Development Department. The motion passed unanimously 5:0

Recording ended at 9:30 p.m.

14. ADJOURNMENT

President Bell adjourned the meeting at 9:38 p.m.

APPROVED by the Mayor and Council of the City of Coburg this 8th day of January, 2019.





Mayor, Ray Smith

ATTEST:



Sammy L. Egbert, City Recorder