



**Coburg City Council**  
Regular Session  
May 14th, 2019 – 7 P.M.  
Coburg City Hall  
91136 North Willamette St.

**COUNCILORS PRESENT:** Ray Smith, Mayor; Markus Alexander, Nancy Bell, John Lehmann, Chris Page, Councilors

**COUNCILORS ABSENT:** Kyle Blain, Councilor

**STAFF PRESENT:** Anne Davies, Attorney; Sammy Egbert, City Recorder; Tawnya Ellis, Accounting; Burke Hansen, Public Works; Brian Harmon, Public Works Director; Anne Heath, City Administrator; Jeff Kernen, Planning; Larry Larson, Police Chief

**GUESTS:** Damien Gilbert, Branch Engineering; Michelle Shattuck, Heritage Committee; John Revell, Linda Egbert, John Barry, Coburg Community Charter School Board of Directors

**RECORDED BY:** Raymond Stevenson, Administrative Assistant

**1. CALL TO ORDER**

Mayor Smith called the Regular Session of the Coburg City Council to order at 7:00 p.m.

**2. PLEDGE OF ALLEGIANCE**

Council conducted the Pledge of Allegiance.

**3. ROLL CALL**

Ms. Egbert called roll and announced a quorum was present

**4. MAYOR COMMENTS**

Mayor Smith discussed the importance of education towards the infrastructure of the City and the Public Works Water Master Plan. Mayor Smith also wanted to talk about the City of Coburg's Committees and the importance of Councilors becoming more involved as liason's. Mayor Smith also introduced the topic for the Office of the City Administrator ordinance.

**5. AGENDA REVIEW**

Ms. Egbert highlighted the following changes to the agenda that were located in the red folder:

- Tab 9 – A copy of the Budget Committee By-laws that was not included in the City Council Packets.
- Tab 7.5 – IGA - Water Project/Pavement Project Lane County Change Order - **Addition**

## 6. CITIZENS TESTIMONY

John Barry, President of the Coburg Community Charter School board of directors, spoke about Measure 2301 which is a levy that will be on the May ballot that is needing to be renewed. Mr. Barry discussed the importance of the levy and how it impacts the school.

## 7. RESPONSE BY CITY COUNCIL

None.

## 8. CONSENT AGENDA

**Minutes April 9<sup>th</sup> 2019: Tab 1**

***Councilor Bell moved, seconded by Councilor Alexander to approve the Consent Agenda. The motion was passed unanimously 4:0***

## 9. SPECIAL GUEST

Michelle Shattuck, Chair with the Coburg Heritage Committee gave a presentation highlighting all of the projects that the Heritage Committee is currently working on and has planned for the future.

## 10. DEPARTMENT ACTIONS AND UPDATES

### City Administration

#### **City Administration Monthly Update: Tab 2**

Ms. Heath went over the monthly City Administrator updates for the City Council.

### First Reading

**ORDINANCE A-250 ORDINANCE CREATING THE OFFICE OF CITY ADMINISTRATOR IN THE CITY OF COBURG AND PROVIDING THEIR POWERS AND DUTIES: Tab 3**

Ms. Davies presented the first reading.

Councilor Page inquired about the intent of the ordinance.

Mayor Smith clarified that the intent is to delegate the day to day operations and supervision of the City from the Mayor to the City Administrator while maintaining Mayor oversight.

Ms. Davies and Councilor Page agreed to review the ordinance prior to the second reading to clarify the intent of the ordinance as it relates to the City Charter.

2<sup>nd</sup> reading and Public Hearing is scheduled for the June 11<sup>th</sup> 2019 City Council Meeting

#### **Release and Settlement Agreement Jones: Tab 4**

Ms. Heath gave the staff report and explained the background behind the Release and Settlement Agreement to City Council.

***Councilor Page moved, seconded by Councilor Bell to approve the Release and Settlement Agreement with Birdsall Jones and Marial de Guadalupe Carbajal de Jones agenda. The motion was passed unanimously 4:0***

#### **Coburg Water Project Committee: Tab 5**

Ms. Heath gave the staff report surrounding the formation of the Coburg Water Project Committee to City Council seeking the Council's guidance surrounding the Committee and its by-laws.

Councilor Page brought up the topic of the Committee voting on change orders.

Mr. Gilbert explained Ms. Heath's purpose of the committee was to safeguard excessive amounts spent on the change orders.

Councilor Lehmann suggested that the Mayor be the decision maker to authorize change orders as they arise.

Mayor Smith suggested to allow for the Committee to make decisions prior to \$50,000, at which point the Council liaison, the Mayor and the Council President would come together to authorize the change order for amounts greater than \$50,000.

It was decided that decisions for change orders under \$50,000 would be done by Branch Engineering and City Staff not the Committee, thus making the Committee have no financial responsibility.

Council decided that the Council liaison would be a non-voting member on the Committee and that there would be three citizens represented on the Committee.

#### **Engineering Contract Renewal Branch Engineering: Tab 6**

Ms. Heath gave the staff report for the engineering contract renewal between Branch Engineering and the City of Coburg to City Council.

***Councilor Lehmann moved, seconded by Councilor Alexander to approve the engineering contract between the City of Coburg and Branch Engineering, LLC. The motion was passed unanimously 4:0***

#### **IGA Lane Council of Governments project support for Coburg Water System Improvements: Tab 7**

Ms. Heath gave the staff report to allow for the project support from Lane Council of Governments for the Coburg Water System Improvements.

***Councilor Bell moved, seconded by Councilor Lehmann to approve IGA with Lane Council of Government for the Project support of the water project. The motion was passed unanimously 4:0***

#### **Contract change order Lane County Public Works: Tab 7.5**

Mr. Harmon gave the staff report with regards to the Contract change order with Lane County Public Works.

***Councilor Page moved, seconded by Councilor Alexander to approve the Contract Change Order #1 with Lane County for the installation of the Potable Water Line. The motion was passed unanimously 4:0***

#### **City Council Vacancy: Tab 8**

Ms. Egbert gave the staff report and the background surrounding the vacancy for City Council and the recruitment process.

***Councilor Bell moved, seconded by Councilor Lehmann to declare a Council vacancy and open recruitment through June 10<sup>th</sup> 2019. The motion was passed unanimously 4:0***

**RESOLUTION 2019-14 A RESOLUTION REPEALING RESOLUTION 1987-07 and RESOLUTION 2006-06: Tab 9**

Ms. Egbert gave the staff report for the repeal of the resolutions in order to follow the ORS with relation to the Budget Committee's By-Laws.

Ms. Egbert presented to Ms. Davies the topic of Council making the recommendation of Committee members, with the Mayor's appointment being ceremonial so as to allow uniformity with the other City of Coburg Committees' charter and maintain the appointment process while still following the ORS. Ms. Davies did not see a problem with that.

***Councilor Page moved, seconded by Councilor Bell to repeal RESOLUTION 1987-07 and RESOLUTION 2006-06. The motion was passed unanimously 4:0***

**Planning**

**Heritage Committee Appointments: Tab 10**

Mr. Kernen gave the staff report for the Heritage Committee member reappointment and Committee vacancy.

***Councilor Bell moved, seconded by Councilor Alexander to re-appoint Michell Shattuck to position 1, Jason Aaron to position 3 and Jason Rydquist to position 5 for a 3-year term expiring 3/31/2022 and Carol Lockard to position 4 for a 2-year term expiring 3/31/2021. The motion was passed unanimously 4:0***

***Councilor Bell moved, seconded by Councilor Alexander to declare a vacancy on the Heritage Committee Position 2 per ORD 226-A Section 5-G. As member Lorrie Zeller has missed more than 3 meetings in this calendar year. The motion was passed unanimously 4:0***

**ODOT Coburg Loop – North Coburg Industrial Way Agreement**

Mr. Kernen gave the staff reports and all of the details surrounding the agreement with ODOT as it relates to the Coburg Loop Path.

***Councilor Lehmann moved, seconded by Councilor Page to approve the IGA between ODOT, City of Eugene, and City Council of Coburg related to the Coburg Loop Path industrial. The motion was passed unanimously 4:0***

**Finance**

Ms. Ellis went over the monthly financial update as of March with Council and Answered general questions. **Tab 12**

Ms. Ellis also gave the updates from the Finance | Audit Committee quarterly meeting in April. **Tab 13**

**Police**

**Mayor Smith OPENED the Public Hearing at 9:33 pm**

**ORDINANCE A-163-Q AN ORDINANCE ADOPTING THE OREGON CRIMINAL CODE, OREGON UNIFORM CONTROLLED SUBSTANCES ACT, OREGON LIQUOR CONTROL ACT, AND THE OREGON MOTOR VEHICLE CODE; REPEALING A-163-P Tab 14**

Chief Larson presented ordinance A-163-Q.

Mayor Smith noted that there was No public testimony

**Mayor Smith CLOSED the Public Hearing at 9:34 pm**

**DISCUSSION ORDINANCE A-163-Q:**

None

*Councilor Page moved, seconded by Councilor Alexander to approve ORDINANCE A-163-Q AN ORDINANCE ADOPTING THE OREGON CRIMINAL CODE, OREGON UNIFORM CONTROLLED SUBSTANCES ACT, OREGON LIQUOR CONTROL ACT, AND THE OREGON MOTOR VEHICLE CODE; REPEALING ORDINANCE A-163-P The motion was approved unanimously 4:0*

**14. ADJOURNMENT**

Mayor Smith adjourned the meeting at 9:36 p.m.

**APPROVED** by the Mayor and Council of the City of Coburg this 11th day of June, 2019.



  
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Mayor, Ray Smith

ATTEST:

  
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Sammy L. Egbert, City Recorder