



Coburg City Council
Regular Session
June 11th, 2019 – 7 P.M.
Coburg City Hall
91136 North Willamette St.

COUNCILORS PRESENT: Ray Smith, Mayor; Kyle Blain, John Lehmann, Chris Page, Councilors

COUNCILORS ABSENT: Markus Alexander, Nancy Bell, Councilors

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: Michelle Sunia; Coburg Community Foundation

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. AGENDA REVIEW

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

- Tab 2 – Two citizen testimonies to the City Council Application.
- Tab 13 – A contract to Stangeland and Associates in regards to the Design of Johnny Diamond Park for approval.

5. CITIZENS TESTIMONY

Michelle Sunia gave an update on The Coburg Community Foundation in regards to a line item that was in the 2019-20 fiscal year budget and what the funds are to be used for. Which included website upgrades, professional services in order to get the financial house in order from a CPA and more development in working towards nonprofit status.

6. MAYOR COMMENTS

Mayor Smith went over the importance of the developing of a nonprofit organization and advocating for the Coburg Community Foundation. Mayor Smith also wanted to recognize the City of Coburg's staff and how long the staff has been employed with the city, that in such a short duration,

how important the staff is to the ongoing work and projects that the City is currently working on. Recognizing that the staff has a lot of talent and skill but are going through a constant learning process due to the lack of time and experience with the City. That this is important to keep in mind with the ongoing workload that is asked from staff in relation to projects requested of the staff.

7. RESPONSE BY CITY COUNCIL

None.

8. CONSENT AGENDA

Minutes May 14th 2019: Tab 1

Page 4 Under Police for the Public Hearing needed to include that Public Comment was requested and that there was none.

Councilor Lehmann moved, seconded by Councilor Blain to approve the Consent Agenda as amended. The motion was passed unanimously 3:0

9. CITY COUNCIL INTERVIEWS: Tab 2

Ms. Egbert presented to City Council the current applications that had been received to fill the open vacancy on City Council. The only applicant so far has been John Fox who had previously applied and interviewed in February for the open vacancy at that time.

Councilor Lehmann moved, seconded by Councilor Blain to accept John Fox's application and previous interview and voting to appoint John Fox to the City of Coburg's City Council with the term expiring in 2020. The motion was approved unanimously 3:0

10. DEPARTMENT ACTIONS AND UPDATES

City Administration

City Administration Monthly Update: Tab 3

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

Second Reading

ORDINANCE A-250 ORDINANCE CREATING THE OFFICE OF CITY ADMINISTRATOR IN THE CITY OF COBURG AND PROVIDING THEIR POWERS AND DUTIES: Tab 4

Mayor Smith opened the Public Hearing at 7:40

Ms. Davies presented the second reading.

Public Comment

None

Mayor Smith closed the Public Hearing at 7:45

Councilor Lehmann felt it was a complex issue and wanted to hear the pros and cons for the ordinance, as well as have the other Councilors that were absent to be present for their comment on the presented ordinance.

Councilor Lehmann moved, seconded by Councilor Page to have a third reading of Ordinance A-250 to the July 9th City Council meeting to allow for absent Councilors to be present. The motion was approved unanimously 3:0

Finance Tab 5

Ms. Ellis gave the monthly financial staff report update.

Mayor Smith had a question about why the water revenue was below budget and the planning revenue was above budget.

Mr. Kernan clarified that some of the commercial projects that had been planned that would have had high water consumption did not happen. But that there was a lot of revenue from recent residential development and the SDC's related with that development.

Councilor Lehmann asked Ms. Ellis where he could find more information in relation to the planning budget.

Ms. Ellis advised she would have to obtain that information for Councilor Lehmann.

Appointment of Budget Committee Members Tab 6

Ms. Ellis gave the staff report

Councilor Blain moved, seconded by Councilor Page to recommend that Mayor Smith appoint Paul Thompson and Todd Waters to the Budget Committee for a 3-year term expiring 6/30/2022. The motion was approved unanimously 3:0

Mayor Smith opened the Public Hearing at 8:14 pm

RESOLUTION 2019-13 A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES ORS 221.770 Tab 7

Ms. Ellis gave the staff report

Public Comment

None

Mayor Smith closed the Public Hearing at 8:16 pm

Councilor Lehmann moved, seconded by Councilor Blain to approve RESOLUTION 2019-13 A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES ORS 221.770. The motion was approved unanimously 3:0

RESOLUTION 2019-14 A RESOLUTION DECLARING THE CITY'S CERTIFICATION OF ELIGIBILITY FOR STATE SHARED REVENUES ORS 221.760 Tab 8

Ms. Ellis gave the staff report

Councilor Page moved, seconded by Councilor Lehmann to approve RESOLUTION 2019-14 A RESOLUTION DECLARING THE CITY'S CERTIFICATION OF ELIGIBILITY FOR STATE SHARED REVENUES ORS 221.760. The motion was approved unanimously 3:0

RESOLUTION 2019-15 A RESOLUTION ADOPTING THE SALARY AND CLASSIFICATION SCHEDULE FOR FISCAL YEAR 2019-20 Tab 9

Ms. Ellis gave the staff report.

Councilor Lehmann had questions in regards to the Cost of Living Adjustment (COLA). Ms. Heath advised that the 2.5% is lower than most small cities. Councilor Lehmann thought that the COLA should be at least 2.8% for the employees.

Councilor Page suggested that we have the discussion at another time and to look at a catch-up adjustment at a later time so as to not affect the current budget proposal.

Mayor Smith suggested looking at some figures in 6 months as to what it would cost the city to increase wages for city staff.

Councilor Lehmann moved, seconded by Councilor Page to approve RESOLUTION 2019-15 A RESOLUTION ADOPTING THE SALARY AND CLASSIFICATION SCHEDULE FOR FISCAL YEAR 2019-20. The motion was approved unanimously 3:0

RESOLUTION 2019-16 A RESOLUTION ADOPTING THE CITY'S BUDGET FOR FISCAL YEAR 2019-20, CREATING APPROPRIATIONS, SETTING THE TAX AND IMPOSING THE TAX Tab 10

Mayor Smith opened the Public Hearing at 8:43 pm

Ms. Heath gave the staff report which included a reminder of the written email that was sent to the Council regarding the noticing of the hearing which was one day short of legal notice however it was posted and the public was given multiple opportunities to attend.

Ms. Heath discussed the recommendation from the Budget Committee to consider a street tree analysis study with the budget proposal. Ms. Heath discussed with Council various ways that the street tree analysis could be financed.

The Council and Staff agreed the best way to finance a street tree analysis study would be to use \$10,000 of the \$50,000 that was being transferred from the General Fund to Street Improvement Funding.

Public Comment

None

Mayor Smith closed the Public Hearing at 9:01 pm

Councilor Page moved, seconded by Councilor Blain, to adopt RESOLUTION 2019-16, A RESOLUTION ADOPTING THE BUDGET FOR FISCAL YEAR 2019-20, MAKING APPROPRIATIONS, SETTING THE TAX, IMPOSING THE TAX AND CATEGORIZING THE TAX. The motion passed unanimously 3:0.

Public Works Tab 11

Mr. Hansen gave a power point presentation regarding the Total Maximum Daily Load (TMDL) 5 Year Matrix.

Councilor Lehmann moved, seconded by Councilor Blain that council support the Public Works Department to implement the five-year TMDL Matrix with the DEQ. The motion was approved unanimously 3:0

Ms. Heath gave the staff report for the by-laws for the Water Project Management Committee.

RESOLUTION 2019-17 A RESOLUTION ADOPTING THE BY-LAWS FOR THE WATER PROJECT MANAGEMENT COMMITTEE Tab 12

Councilor Page moved, seconded by Councilor Blain to adopt RESOLUTION 209-17 A RESOLUTION ADOPTING THE BY-LAWS FOR THE WATER PROJECT MANAGEMENT COMMITTEE. The motion was approved unanimously 3:0

Mr. Harmon gave the staff report on the contract for Stangeland and Associates Inc for the Design of Johnny Diamond Park Tab 13

Councilor Blain moved, seconded by Councilor Page to approve the design contract for Johnny Diamond Park between the City of Coburg and Stangeland & Associates, Inc. The motion was approved unanimously 3:0

Police

Chief Larson gave the staff report for the Intergovernmental Agreement (IGA) with Junction City for 24-hour 7 days a week Police reporting and communication Tab 14

Councilor Lehmann moved, seconded by Councilor Page to approve the IGA with Junction City for twenty-four hour, seven days per week police reporting and communication system dispatch and warrants. The motion was approved unanimously 3:0

11. ADJOURNMENT

Mayor Smith adjourned the meeting at 9:30 p.m.

APPROVED by the Mayor and Council of the City of Coburg this 9th day of July, 2019.



Mayor, Ray Smith

ATTEST:



Sammy L. Egbert, City Recorder