



**Coburg City Council**  
Regular Session  
November 12<sup>th</sup>, 2019 – 6:30 P.M.  
Coburg City Hall  
91136 North Willamette St.

**COUNCILORS PRESENT:** Ray Smith, Mayor; Nancy Bell, Council President; Kyle Blain, John Fox, John Lehmann, Councilors

**COUNCILORS ABSENT:** Markus Alexander, Chris Page, Councilors

**STAFF PRESENT:** Anne Davies, Attorney; Sammy Egbert, City Recorder; Tawnya Ellis, Accounting; Brian Harmon, Public Works Director; Burke Hansen, Public Works arrived @ 7:08 pm; Anne Heath, City Administrator; Jeff Kernan, Planning; Larry Larson, Police Chief

**GUESTS:** Megan Winner, RARE

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

**1. CALL TO ORDER**

Mayor Smith called the Regular Session of the Coburg City Council to order at 6:50 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 advised how the City has been very busy this last year. It is important for the Mayor consider staff capacity when requesting work from the staff. The Mayor wanted to point out that the staff is doing very well despite the workload that has been asked of them from Council.

**5. AGENDA REVIEW**

Ms. Egbert advised of the following revisions:

- Tab 6 – Was a revised version of the City Administrator Employment Agreement.

**6. CITIZENS TESTIMONY**

Ms. Egbert advised the Mayor that no one had signed up, however the meeting had begun early as the meeting had been noticed as 7:00 pm in the Register Guard.

**7. COUNCIL COMMENTS:**

None

**8. CONSENT AGENDA**

A. Minutes October 2<sup>nd</sup> 2019 Work Session: Tab 1

B. Minutes October 8<sup>th</sup> 2019 Regular Session: Tab 2

*Councilor Fox moved, seconded by Councilor Blain to accept the Consent Agenda. The motion was passed unanimously 4:0*

**9. SPECIAL GUESTS**

None

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

Ms. Heath introduced Ms. Winner the City of Coburg's new RARE (Resource Assistance for Rural Environments) participant.

Ms. Heath discussed the Water Project and how the Environmental Analysis is in a 30-day review and was approved. Once the 30-day review process is complete the work will begin. Ms. Heath advised she had met with the engineer to final the draft for Johnny Diamond Park plan, so that the project can go out for Request for Proposal. (RFP) Ms. Heath advised that the audit was almost complete with more details to come very soon. Ms. Heath also advised that Coburg Staff and the Mayor had met with the City of Harrisburg Mayor and Staff to discuss the possibility of the City of Coburg Police Department providing police services to the City of Harrisburg.

**11. ORDINANCES AND RESOLUTIONS**

**ORDINANCE A-200-I: Tab 4**

AN ORDINANCE AMENDING THE COBURG ZONING CODE, REPEALING ORDINANCES A-132-A, A-200, A-200-A (MAY 2007,) A-200-C, A-200-D, A-200-F, A-200-G, A-200-H AND PROVIDING AN EFFECTIVE DATE.

## **Second Reading**

Mr. Kernan gave the staff report which included the background how the Employment Lands Committee was formed with help from the State of Oregon Regional Solutions Team with members of the community including residents and business owners and from Oregon Department of Transportation as well as the Department of Land Conservation and Development. The committee was formed in order to create the codes desired for the Highway Commercial Zone.

***Councilor Lehmann moved, seconded by Councilor Blain to adopt Ordinance A-200-I an ordinance amending the Coburg Zoning Code, repealing ordinances A-132-A, A-200, A-200-A (May 2007, ) A-200-C, A-200-D, A-200-F, A-200-G, A-200-H and providing an effective date. The motion was passed unanimously 4:0***

## **ORDINANCE A-220-A: Tab 5**

AN ORDINANCE PROVIDING FOR THE REGISTRATION AND LICENSING OF DOGS AND REGULATING THE BEHAVIOR OF DOGS; REPEALING ORDINANCES A-220, A-93-A, A-93-C, A-93-D AND A-93-E

## **Second Reading**

Police Chief Larson gave the staff report. The report went into the need for updating the current dog ordinance as the City updated its nuisance ordinance as well.

***Councilor Bell moved, seconded by Councilor Lehmann to adopt Ordinance A-220-A an Ordinance providing for the registration and licensing of dogs and regulating the behavior of dogs; repealing ordinances A-220, A-93-A, A-93-B, A-93-C, A-93-D and A-93-E. The motion was passed unanimously 4:0***

## **12. COUNCIL ACTION ITEMS**

### **City Administrator Employment Agreement (Revised Copy): Tab 6**

Ms. Davies gave the staff report as it related to the current contract with the city administrator and changes that were to be implemented.

***Councilor Fox moved, seconded by Councilor Blain to approve the City Administrator Employment Agreement as presented. The motion passed unanimously 4:0***

**RARE 2019-20 Agreement: Tab 7**

Mr. Kernan provided the staff report. His report discussed how the RARE program was able to place a RARE participant with the city. His recommendation was to approve the contract with the University of Oregon.

***Councilor Blain, seconded by Councilor Lehmann to approve the contract with University of Oregon, Institute for Policy Research and Engagement, the Resource Assistance for Rural Environments (RARE) for 2019-20 service year. The motion was passed unanimously 4:0***

**Planning Commission Re-Appointment: Tab 8**

Mr. Kernan gave the staff report. His report included what the Planning Commission had decided during their October session.

***Councilor Bell moved, seconded by Councilor Blain to reappoint Judith Behney, Paul Thompson and Marissa Doyle to Planning Commission for two-year terms expiring October 2021 by Planning Commission. The motion passed unanimously 4:0.***

**Casey Jones Well Drilling Contract: Tab 9**

Mr. Harmon introduced the contract presented for the test well.

***Councilor Fox moved, seconded by Councilor Lehmann to approve and authorize the City Administrator to sign the contract with Casey Jones Well Drilling Co. & CH Development Co. The motion was approved unanimously 4:0***

**Speed Zone Reduction to 15 MPH on Narrow Roadways: Tab 10**

Mr. Harmon gave the staff report, discussing McKenzie and Lincoln which he recommended to have speed limits posted and also how these two streets were considered as narrow roadways. Narrow roadways being streets under 18 ft and under on the asphalt surface. Mr. Harmon also discussed the statistics that had been gathered on a recent study conducted on McKenzie Street by Public Works.

Mayor Smith made a suggestion about making Diamond a one-way street.

Mr. Harmon advised that would be a possibility but an analysis from the City engineer would be necessary to determine how that would affect the flow of traffic.

Mr. Fox suggested more stop signs.

Once again, Mr. Harmon advised a traffic impact analysis would be needed from the City engineer.

Mayor Smith voiced his opinion that there are too many stop signs already in the City of Coburg. However, all options need to be considered.

Chief Larson advised also of a new program where citizens will have the opportunity to use radar devices to be able to view, firsthand, for themselves the rate of speed which vehicles are traveling.

***Councilor Bell moved, seconded by Councilor Blain that Council direct staff to reduce speed on narrow roadways in Coburg to 15 miles per hour and to conduct a speed zone study on City owned residential streets to determine if there is a need for reducing residential speed from 25 mph to 20 mph. The motion was approved 3:1***

### **13. ADMINISTRATIVE INFORMATION REPORTS**

#### **Financial Written Report: Tab 11**

This was only a written report for informational purposes. Verbal reports will be given quarterly.

#### **Transportation Utility Fee (TUF): Tab 12**

Ms. Heath introduced Council to a sample ordinance of the TUF. Ms. Heath wanted Council to have the opportunity to review the sample ordinance. This sample ordinance would need to be reviewed and Council will have to answer questions and make policy decisions before a draft ordinance could be created.

Ms. Heath also went over the options with the cost and duration of the TUF implementation. She provided examples of the financial impact of the street work being completed within 5-10 years, and if the TUF would be \$7-\$10 per equitable unit for businesses. With all of the financial consideration currently the TUF would need to be the \$10 option for 10 years in order for the City to have a healthy Street Fund Balance.

The other important consideration that Ms. Heath presented to Council was for Public Outreach and what Council would like to do as far as making citizens aware that the TUF would be implemented, considering that the community just passed an increase in the Gas Tax on the most recent ballot. This would allow for citizens and business owners the opportunity to raise their opinions and concerns regarding the TUF.

### **14. COUNCIL COMMENTS**

Councilor Lehmann asked about the office remodel and its progress.

Ms. Heath advised that the windows are back ordered the doors will be installed and once the walk through is complete that the offices would be able to be occupied.

Councilor Lehmann inquired about dates for possible work sessions.

Mayor Smith advised they would talk about that in December.

Councilor Bell asked Mr. Harmon about the leaf removal and whether the City had a street sweeper.

Mr. Harmon advised the City does not have that piece of equipment and currently the City has to contract that work to be done.

**15. UPCOMING AGENDA ITEMS**

Fire District MOU & Lease Agreement

**16. FUTURE MEETINGS | DATES TO REMEMBER**

Heritage Committee – November 13<sup>th</sup>

Park Tree Committee – November 19<sup>th</sup>

Planning Commission – November 20<sup>th</sup>

City Hall Closed Thanksgiving – November 28<sup>th</sup> & 29<sup>th</sup>

Christmas in Coburg – December 8<sup>th</sup>

City Council Regular Session – December 10<sup>th</sup>

**17. ADJOURNMENT**

Mayor Smith adjourned the meeting at 8:48 p.m.

**APPROVED** by the Mayor and Council of the City of Coburg this 10<sup>th</sup> day of December 2019.



  
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Mayor, Ray Smith

ATTEST:

  
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Sammy L. Egbert, City Recorder