



**Coburg City Council**  
December 8, 2020  
Coburg City Hall – Virtual Meeting  
91136 North Willamette St., Coburg, Oregon

**Councilors Present:** Ray Smith, Mayor; Nancy Bell, Mark Alexander, John Lehmann, Patricia McConnell, John Fox.

**Councilors Absent:** Kyle Blain

**Staff Present:** Anne Heath, City Administrator; Sammy Egbert, City Recorder; Megan Winner, Economic Development Assistant; Tim Gaines, Finance Director; Brian Harmon, Public Works Director; Larry Larson, Chief of Police; Erin Brown, Utility Billing Specialist; Gary Darnielle, Attorney.

**1. Call Meeting to Order**

Mayor Smith called the meeting to order at 7:00 p.m.

**2. Pledge of Allegiance**

Ms. Egbert played a video of the Pledge and Allegiance.

**3. Roll Call**

Ms. Egbert called roll and a quorum was present.

**4. Mayor Comments**

Mayor Smith said that they would talk about the City's COVID-19 response during the City Administrator's Report. He was proud of their staff for all their work and for making sure projects continued to move forward.

**5. Agenda Review**

Ms. Egbert noted that they received another written testimonial from Thomas Bartlett.

**6. Citizen Testimony**

**a. Claire O'Connell and Thomas Bartlett Written Testimony**

Mayor Smith said that one testimonial addressed the 15-mph speed limit on streets, which they were still working on. The other testimonial talked about having 24/7 police coverage. He said that Chief Larson might be able to talk about that later.

**7. Response(s) by City Council**

Councilor Lehmann was interested to see the number of hours the current officers covered since for 24/7 coverage they would need 168 hours.

Councilor Alexander joined the meeting.

**8. Consent Agenda**

**a. Ratify Administrative Order 2020-15 COVID Policy until 12/31/2020**

- b. Ratify Administrative Order 2020-16 COVID-19 Notification Policy**
- c. Minutes September 22, 2020 City Council**
- d. Minutes October 13, 2020 City Council**
- e. Minutes October 27, 2020 City Council & Planning Joint Work Session**

Mayor Smith had a change he wanted made to the September 22, 2020 City Council minutes. On page three when talking about the traffic he wanted it to say, “traffic on County Roads affecting the City of Coburg” instead of “Main Street”. He did not want there to be any confusion with the Main Street Project.

Councilor Bell asked if they ever sent their statement to Robert Killan about his organization. Ms. Heath said that they did, and they also helped build part of the website. If Councilors wanted to, they could attend the summit Mr. Killan mentioned on December 10, 2020 from 10:30 a.m. – 12:00 p.m.

**MOTION:** Councilor Fox moved, seconded by Councilor Lehmann, to approve the consent agenda as amended. The motion passed unanimously.

## **9. City Administrator’s Report**

Ms. Heath stated that the Governor had new guidelines and there were also new OSHA requirements. They were meeting all requirements except for a few because of staff training. Staff was very busy, but City Hall was mostly empty. Everyone inside was following guidelines and they were staggering who was allowed inside. Many people were coming in to grab work and then going back home. She said that there were a few cases close to the staff, so they were taking extra precautions.

Councilor Lehmann asked if they were still doing staff meeting virtually. Ms. Heath said that they were doing virtual staff meetings, but they were not as frequent. Teams could meet in person if they wanted or they could meet online.

Mayor Smith asked if the Committees and Commissions had come up with their goals for the year. Ms. Heath told him that they were all working on them. Councilor Fox asked if they would appoint liaisons to the Committees. Mayor Smith had decided to delay that discussion until the City Council retreat.

Councilor Lehmann noticed that the municipal court collections were down significantly. He assumed that was because the court was closed and wanted to know how those cases would move forward. Ms. Heath responded that it was a result of delayed revenue, but those court cases would happen at some point. She knew there were jurisdictions that were starting an online court. They would see how the next month went before potentially moving forward on that.

Councilor Alexander asked what changes occurred in their budget, if any. Ms. Heath said that they would talk more about that later, but their revenue was up. Councilor Lehmann asked if their gas tax was being implemented. He knew that there was an issue with the collection aspect of the tax. Ms. Heath replied that it was collecting and there had not been any issues. Councilor Alexander asked if anyone had used their help of the City funds for COVID-19 relief. Ms. Heath stated that they had a business loan available which was rolled into the community. They then received a reimbursement which they put back into the Community Lending Works for small coburg business grants. There was also some outreach for the utility assistance funds, but not much. Utility assistance was no longer available, but they had low-income funds.

## **10. Ordinances and Resolutions**

- a. Resolution 2020-20 a Resolution Providing a Procedure for Water Billing Leak Adjustments**

Ms. Egbert said that this resolution would create a procedure for water leak billing adjustments They tried to create a proposal that would work for everyone. Before this, individuals had to go to the City Council

with their problem and get approval. Now they just had to go to the City administration. Ms. Egbert recommended an amendment which would add “to qualify for an adjustment leaks must be immediately reported to the City and repaired. Then the utility bill may be adjusted after proof that the leak had been repaired”.

Councilor Alexander asked how they would make up for the money lost. Ms. Egbert responded that there would be a decrease in their funding. The resolution would split the cost to fix the water leak between the City and the individual. She mentioned that they did not get many of these reports, with only two in the last two years totaling \$700. Councilor Lehmann noted that the City did not lose any notable number of resources or money.

Councilor Fox was in favor of this resolution because he knew that these water leaks came out of nowhere. Mayor Smith agreed and thought that splitting it 50% gave some ownership to the resident.

Mr. Harmon mentioned that they did not sell water to make money, but to conserve. Incorporating leak forgiveness would create good will from the residents. He said that little leaks added up over time and that they should help where they could.

**MOTION:** Councilor Alexander moved, seconded by Councilor Fox, to adopt Resolution 2020-20, a resolution providing a procedure for water billing leak adjustments, as amended. The motion passed unanimously.

**b. Resolution 2020-22 a Resolution Creating a Zoning Review Ad-Hoc Committee**

Ms. Egbert said that this was a resolution from City Council to staff to create an Ad-Hoc Committee to address the Coburg build-out scenario. The Committee would be made up of two City Councilors, two Planning Commissioners, two citizens at-large, and one business owner. She stated that the Planning Commission had decided that Marissa Doyle and Paul Thompson would serve on the Committee. City Council had decided that Patricia McConnell and John Fox would serve on the Committee. Ms. Egbert said that they still needed to do outreach to find citizens and business owners to join. The Committee would start meeting at the beginning of 2021 and City Council would approve the Ad-Hoc members at the January meeting. Ms. Egbert said that this resolution would start the process of reaching out to citizens.

Mayor Smith wanted to amend the resolution under section 5. It currently read that “the function of the committee was to discuss, gather information, and make a recommendation on zoning code changes in response to citizen input on the Coburg build-out scenario report”. He wanted to include “and other input” so the Committee could talk about issues outside of the build-out scenarios. Councilor Lehmann was confused by how the Committee would be talking about community input without the community present. Ms. Heath told him that their focus would be on the comments from the build-out scenario. The Committee could do outreach for additional community input.

**MOTION:** Councilor Bell moved, seconded by Councilor Alexander, to adopt Resolution 2020-22, a resolution to create a zoning review Ad-Hoc Committee, as amended. The motion passed unanimously.

**c. Resolution 2020-23 a Resolution of the City Council of the City of Coburg Oregon Accepting the Results of the November 3, 2020 General Election**

Ms. Egbert said that the Mayor and three City Councilors had been on the ballot for the November 3, 2020 General Election. Mayor Smith, Councilor Bell, Councilor Fox, and Councilor Blain were all reelected. She mentioned that Councilor Blain was reelected via write-in and he had accepted the nomination.

Ms. Egbert said that the Oath of Office would take place in January. The Mayor was reelected for two years; each Councilor, four years.

**MOTION:** Councilor Lehmann moved, seconded by Councilor McConnell, to adopt Resolution 2020-23, a resolution of the City Council of the City of Coburg Oregon accepting the results of the November 3, 2020 General Election, as presented. The motion passed unanimously.

## **11. Council Action Items**

### **a. Heritage Committee Appointment – Stephen Sheehan**

Ms. Winner said that there were currently two vacancies on the Heritage Committee. They would be voting that night to fill one of those spots with applicant Stephan Sheehan. Mr. Sheehan lived in Eugene but had bought the Primrose Building in Coburg. The Heritage Committee had approved his application with the stipulation that he would not take part in conversations around the renovations of his building. If approved he would serve on the Heritage Committee until March 2023.

**MOTION:** Councilor McConnell moved, seconded by Councilor Lehmann, to recommend the Mayor Smith appoint Stephan Sheehan to the Heritage Committee, an unfilled two-year term that would expire March 2023. The motion passed unanimously.

Mayor Smith appointed Stephan Sheehan to the Heritage Committee, also known as the Historical Landmark Advisory Commission, his term would expire March 2023.

## **12. Administrative Information Reports**

### **a. Financial Quarterly Presentation**

Mr. Gaines said that there were no surprises for that financial quarter, and it was similar to the previous year. He mentioned that their revenue would not be at 25% because of the late tax season. All their funds were within budget.

Councilor Lehmann asked if he projected any concerns for the next six months. Mr. Gaines responded that they were not expecting anything, but with COVID-19 it was hard to say. He stated that the next two months would be the most critical. They should stay conservative with their budget when possible. Councilor Lehmann mentioned that they had asked staff to take pay freezes or expenditure freezes. He asked if that was still necessary. Mr. Gaines told him that he was going to talk to Ms. Heath, and they hoped to lift the freezes.

Councilor Lehmann inquired into when TUF (Transportation Utility Fee) funds would be back on the agenda. Mayor Smith replied that they would talk about TUF funds at their retreat in February. He asked Councilors to contact him with anything they wanted to talk about there. They would also have Committee and Commission goals to go over.

Mr. Gaines first wanted to talk about the City debt refinancing. He noted that because of COVID-19 interest rates had gone down, which made refinancing better. Originally, they were going to refinance all the debt with a full faith in credit bond sale through DA Davidson. Mr. Gaines said that DEQ held three of their loans. They had been able to save \$2,160,000 in the life of those loans. The overall true interest cost was 2.84% on two USDA loans and two IFA loans and the Summit Bank loan for City Hall. With the DEQ they took all three and combined them into one. They did not extend the length of the loans so they would be due in 2026. All requirements for reserve funds were eliminated as a result. Mr. Gaines mentioned that information on the refinance would be included in the utility billing as a mini newsletter.

Councilor Lehmann asked if they were still going to build a new public works building. Ms. Heath responded that it was still on their list, but they wanted to get through COVID-19 first.

Councilor Lehmann wanted to know what was happening around the new wells. Ms. Heath said that the whole project was budgeted and moving forward. It was going into an engineering design phase and development might not begin until the summer. Mr. Harmon added that the plan was to have it all done sometime in the next fiscal year.

Mr. Gaines shared the revenue comparisons for the City of Coburg from November 30, 2019 and November 30, 2020. He emphasized that these numbers were not final. Overall, they exceeded revenue in most places. Mr. Gaines mentioned that the gas tax almost doubled.

Councilor Fox asked what caused the decrease in franchise fees. Mr. Gaines responded that it was most likely timing and due to COVID-19 conflicts.

**b. Police Policy Process**

Chief Larson thought it would be good to talk about police policy. He had sent out the policies that were being brought up a lot around the Country. He was unsure what people would want to talk about, so he opened the room to questions.

Councilor Alexander asked if the officers were outfitted well to follow policies. Chief Larson replied that training was their biggest issue. They trained on multiple interactive learning objectives (MILO) that day on when they should use force and when they should not. He contacted Crisis Assistance Helping Out On The Streets (CAHOOTS) and on January 9, 2021 they would be presenting on de-escalation. Chief Larson said that they received body cameras that year, which had helped a lot with use of force cases. They were currently working on updating their cars. They were \$2,000 short and the cars would just need to be repainted after purchase.

Councilor Lehmann wanted to hear more about the body cameras that they received. Chief Larson said that part of the cost of using them was public records requests and redactions. Since the City was hooked up to the Cloud now, it was less of a storage issue. Councilor Lehmann asked if each reserve officer would have a body camera on them when working. Chief Larson said that they would not. Each full-time officer and two extras for reserve officers. Councilor Lehmann asked when officers were supposed to have their body cameras on. Chief Larson replied that the officer was supposed to turn them on if they were doing anything that could potentially be reviewed, so there was some officer discretion.

Councilor McConnell asked if there was any way to get an organization like CAHOOTS in their City, or if they could get CAHOOTS to drive out to them. Chief Larson responded that they had talked to CAHOOTS about covering the Coburg area before, but they had limited funds which made it impossible. Councilor McConnell asked if they had any officers encounter COVID-19. Their officers had been good about following procedures.

Chief Larson talked about the three vehicle thefts that occurred the previous Sunday. He mentioned that prior to that they had a few other similar incidents. They had some information, with the help of other local jurisdictions, and were pursuing the issue.

Councilor Lehmann brought up the question of what was needed to get a 24/7 police operation in Coburg and how their contract with Harrisburg was going. Chief Larson said that he would talk to the Harrisburg City Administrator later that week. He noted that usually no one worked on Sunday, but they were looking to make that change. Originally it was looked at as a waste of resources. They got a new officer

on November 1, 2020 who usually worked nights They needed 4.3 officers to cover the City 24/7. Chief Larson said that most of his work was administrative, so they currently only had 3.5 officers.

Councilor Alexander asked if there was a proper amount of overtime in the police budget. Chief Larson replied that they did not, and only had \$5,000 for overtime. If they had any overtime, then they had to flux their hours later.

Councilor Lehmann brought up the written comment about the 15-mph speed limit and if anyone had taken up the request to use the radar gun. Chief Larson told him that people sign up at the beginning of COVID-19 for that, but it had to be canceled. They would have the class when possible. Councilor McConnell wanted to take part in the class. Mayor Smith asked if the speed tracker had been helpful. Chief Larson replied that they were still learning how to use it.

**13. Council Comments**

Councilor Lehmann wanted to know about the software expenditure of \$17,493 and where they were with that software. Ms. Heath said that was an annual bill. Councilor Lehmann thought that they approved additional financial software. Ms. Heath told him that they had but would need to do a request for proposal (RFP). The cost would be reflected in next year's budget.

Councilor Bell asked where the ~~Whitaker~~ Weichart development was at. Ms. Heath said that the developed decided to only develop part of the land so there would be 24 homes. They would be presenting to the Planning Commission that month.

**14. Upcoming Agenda Items**

- Newly Elected Oath of Office
- Council President Appointment
- Fee Schedule Annual Update

**15. Future Meetings**

- Heritage Committee – December 9, 2020
- Planning Commission – December 15, 2020
- City Hall Closed Christmas – December 25, 2020
- City Hall Closed New Years Day – January 1, 2021
- State of the City – January 12, 2021

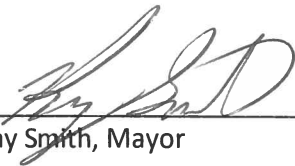
**16. Adjournment**

Mayor Smith adjourned the meeting at 8:50 p.m.

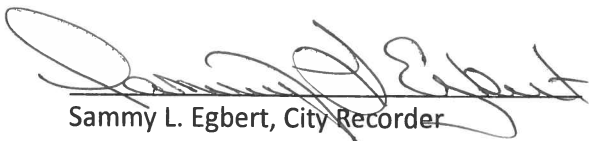
*(Minutes recorded by Lydia Dysart)*

**APPROVED** by the Mayor and Council of the City of Coburg this 12<sup>th</sup> day of January, 2021.



  
Ray Smith, Mayor

ATTEST:

  
Sammy L. Egbert, City Recorder