



## **MINUTES**

**Coburg City Council Meeting**  
April 11th, 2023 at 6:00 P.M.  
91136 N Willamette Street  
Hybrid Meeting in-person or via Zoom

**MEMBERS PRESENT:** Mayor Nancy Bell, John Fox, John Lehmann, Cathy Engebretson, Alan Wells (via Zoom, 6:04), Claire Smith (6:20)

**MEMBERS ABSENT:** Kyle Blain

**STAFF PRESENT:** City Administrator Anne Heath, City Attorney Anee Davies, City Recorder Sammy Egbert, Chief of Police Larry Larson, Public Works Director Brian Harmon

**GUEST:** Tracey Pugh, Coburg Main Street

**RECORDED BY:** Angela Kern, Lane Council of Governments (LCOG)

### **CALL THE CITY COUNCIL MEETING TO ORDER**

Mayor Bell called the meeting to order at 6:01 pm.

### **PLEDGE OF ALLEGIANCE**

Counselor Lehmann led the Pledge.

### **ROLL CALL**

Ms. Egbert called roll. A quorum was present.

### **MAYOR COMMENTS**

City Council Vacancy - Consider Appointment

Ms. Egbert reviewed the process and gave a staff report.

Candidate Claire Smith (32789 E. Thomas St.) answered Council questions.

**MOTION:** Councilor Fox moved to appoint Claire Smith as City Councilor for the term of office ending December 31st, 2024, seconded by Councilor Engebretson.

The motion passed unanimously -- 4:0:0.

Ms. Egbert administered the Oath of Office to Claire Smith.  
Claire Smith took her seat on the City Council at 6:20 p.m.

#### **AGENDA REVIEW**

The Council's red folders contained two written testimonies, ARPA Funds additional information, and an Action Item: City Administrator Hiring Process.

#### **CITIZEN TESTIMONY**

Written testimony: Jae Pudewell  
Written testimony: Jill and Marl Carter

#### **RESPONSE(S) BY CITY COUNCIL**

Councilor Lehmann wondered what the policy was for responding to written testimony. Mayor Bell asked for direction from Council. The decision by consensus was to make a global response about the town's water in the Our Town newsletter after consultation with Staff and an engineer.

#### **CONSENT AGENDA**

1. Minutes March 14, 2023 City Council
2. Minutes March 28, 2023 City Council Work Session

Councilor Engebretson requested that on page 3 of the March 28, 2023 City Council Work Session minutes, the final paragraph regarding the Tree Fee be amended to change the word "covered" to "is earmarked."

**MOTION:** Councilor Fox moved to accept the Consent Agenda as amended, seconded by Councilor Wells.

The motion passed unanimously -- 5:0:0.

#### **ORDINANCES AND RESOLUTIONS**

##### **3. RESOLUTION 2023-03 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COBURG ALLOCATING AMERICAN RESCUE PLAN ACT FUNDS TO CERTAIN PROJECTS OF THE CITY**

Ms. Heath presented.

Councilor Lehmann noted a discrepancy in the figures: \$65,000 should be changed to \$80,000.

**MOTION:** Councilor Lehmann moved to approve Resolution 2023-03 as amended, seconded by Councilor Smith.

The motion passed unanimously -- 5:0:0.

**4. RESOLUTION 2023-04 AUTHORIZING A GRANT REQUEST TO OREGON WATER RESOURCES DEPARTMENT FOR THE PURPOSE OF FUNDING WATER PROJECTS**

Ms. Heath presented.

**MOTION:** Councilor Engebretson moved to approve resolution 2023-04 authorizing the application to Oregon Water Resources Department for the purpose of funding portions of the water projects, seconded by Councilor Fox.

The motion passed unanimously -- 5:0:0.

**CITY ADMINISTRATOR HIRING PROCESS ACTION ITEM (Inserted from Red Folder)**

Ms. Heath presented, providing a review of the process. She noted that Staff recommended a public Open House so the community could meet the candidates.

**MOTION:** Councilor Fox moved to adopt the 2023 Hiring Process as presented, seconded by Councilor Lehmann.

The motion passed unanimously -- 5:0:0.

Councilor Lehmann requested further clarification of the process. It was provided.

**COUNCIL ACTION ITEMS**

**5. Northcore USA LLC, Waterline Replacement Contract**

Councilor Fox expressed concerns about residents being inconvenienced.

Councilor Engebretson wondered why the pipes were being moved from the alley to the street.

Mr. Harmon cited improved access.

**MOTION:** Councilor Lehmann moved to approve the N. Willamette, E. Macy, and N. Harrison Street Waterline Replacement Project contract between the City of Coburg and Northcore USA, LLC, seconded by Councilor Fox.

The motion passed unanimously -- 5:0:0.

**6. Cost of Living Adjustment (COLA) FY 2023-24**

Ms. Heath presented.

**MOTION:** Councilor Engebretson moved to approve the COLA for the 2023-24 budget, seconded by Councilor Wells.

The motion passed unanimously -- 5:0:0.

**7. Lease Agreement West Point Lodge #62 (IOOF)**

Ms. Pugh of Coburg Main Street gave an update on the state of the IOOF building.

**MOTION:** Councilor Fox moved to accept the lease as presented, seconded by Councilor Wells.

The motion passed unanimously -- 5:0:0.

#### **ADMINISTRATIVE INFORMATION REPORTS**

##### 8. Utility Rate Increase

Ms. Heath presented, noting that a Resolution would be presented in May. Mayor Bell read Jae Pudewell's written testimony aloud.

##### 9. Citizen Inquiry Quarterly Report

Chief Larson reminded the Council of the upcoming Shred-A-Thon.

##### 10. Administration Monthly Report

There were no questions.


#### **COUNCIL COMMENTS**

Mayor Bell encouraged the Council to meet the new finance employee, Gregory Peck.

#### **ADJOURNMENT**

Mayor Bell adjourned at 7:57 pm.

**APPROVED** by the City Council of the City of Coburg on this 9th day of May, 2023.

  
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Nancy Bell, Mayor of Coburg

**ATTEST:**   
Sammy L. Egbert, City Recorder