



## MINUTES

### City Council Meeting

May 14, 2024 at 6:00 PM

Coburg City Hall

91136 N Willamette Street

**MEMBERS PRESENT:** Cathy Engebretson, Alan Wells, Claire Smith

**MEMBERS ABSENT:** Nancy Bell; Mayor, John Fox, John Lehmann

**STAFF PRESENT:** Adam Hanks; City Administrator, Sammy Egbert; City Recorder, Brian Harmon; Public Works Director, Greg Peck; Finance Director, Larry Larson; Chief of Police

**RECORDED BY:** Madison Balcom; Administrative Assistant

### CALL TO ORDER

Councilor, Cathy Engebretson called the meeting to order at 6:00pm.

### ROLL CALL

City Recorder, Sammy Egbert called roll. A quorum was present.

### AGENDA REVIEW

There were no changes made to the agenda.

### CITIZEN TESTIMONY

There were no request(s) made to publically speak. There were no written statement(s) received.

### CONSENT AGENDA

Ms. Engebretson briefly reviewed the items on the Consent Agenda and there were no requests to remove an item for separate consideration.

#### 1. Minutes from April 9, 2024 City Council

**MOTION:** Councilor Wells, seconded by Councilor Smith moved to approve the Consent Agenda as presented.

***The motion passed unanimously — 3:0.***

## **SPECIAL GUEST**

Ms. Engebretson introduced the Coburg Community Foundation. They are here to celebrate the community members who received the Coburg Community Foundation scholarship for 2024. This is the 3<sup>rd</sup> year they have offered the scholarship program, and the 1<sup>st</sup> year they've been able to publically recognize the recipients. All recipients demonstrate a deep understanding of the meaning of community and have each performed 8 hours of community service with a local organization. The foundation's goal is to grow their scholarships fund in the coming years. The recipients were Isabella Schmidt who will be studying Welding at LCC in the fall and Jordan McKibben who will be studying Business at OSU in the fall.

## **COUNCIL ACTION ITEMS**

### **1. March 12, 2024 City Council Minutes for Approval**

**MOTION:** Councilor Smith, seconded by Councilor Wells, moved to approve the March 12, 2024 City Council Minutes as amended.

*The motion passed unanimously — 3:0.*

## **ADMINISTRATIVE INFORMATION REPORTS**

### **2. Police Department Quarterly Report**

Mr. Hanks mentioned that they have added graphic and table displays to help show trends and comparisons on overall Police activity. Hanks added that they are just over the halfway mark for the officer attending academy, and they are looking forward to having him back in Coburg.

Ms. Smith asked if the business checks are routine checks or initiated by a problem. Chief Larson said they are routine checks. They briefly discussed some of the recent police events and statistics.

### **3. Coburg Main Streets Agreement for Services**

Mr. Hanks said they have had a chance to meet with Megan Dompe, the Coburg Main Streets Executive Director. In front of council is a short summary that gives a little background, but the main goal right now is to get Council's initial thoughts on the structure of the agreement for services. The idea is to take revisions, suggestions or concerns between now and the next meeting to ensure they have a viable working draft agreement for the June meeting, where they will adopt the actual agreement and put it into effect starting July 1. Mr. Hanks ran through the Agreement for Services and reviewed some of the details of this agreement, including services, uses, events, tourism, quarterly newsletter, information kiosk, IOOF Hall lease, funding, reporting requirements, and compliance.

Mr. Wells asked what the city pays for rent for the IOOF Hall building. Mr. Hanks said \$1,000 per month, so \$12,000 per year. Wells then asked if the profit from events will go to the city or to main streets. Mr. Hanks responded that it would go to main streets, and the city will not have to use staff time and resources to manage the events and rentals for the building. The \$12,000 investment being

made by the city ensures that the building can be used and it still made available to the public. They discussed more of the agreement revenues, costs, maintenance, potential losses and gains, and more.

Ms. Smith added that main streets has already reached out to someone for cleaning and securing after rentals, and a big piece of it is that they were able to keep a historic building. There are goals to do some updates to the building, and increase the amount of rentals that happen. Mr. Hanks explained some future possibilities or avenues for the building, the lease and the agreement with main streets.

Ms. Engebretson mentioned her view of this as a marketing endeavor and how it's hard to measure a return on investment and the corresponding costs on that type of project. Any thoughts regarding this agreement between now and the next meeting should be emailed to Mr. Hanks for future discussion. They discussed more on the seasonal main streets community events, and the city's part in them.

#### **4. Recreational Immunity Ordinance Discussion**

Mr. Hanks said this came up for many cities in the state. Mr. Hanks explained the background of recreational immunity and the legislation of it. As a city, they determined it should be brought to council to close the gap in recreational immunity for the city. This meeting is just to review and take a look at the ordinance, then it will be an agenda item and public hearing for June's council meeting.

Mr. Hanks asked for direction from council on which way they would like to proceed with this ordinance as far as the timeline of it. One way being to have a 1<sup>st</sup> and 2<sup>nd</sup> reading, one of which includes a public hearing, then it goes into effect 30 days after, or to shrink it as much as they can, and have it become effective at the 2<sup>nd</sup> reading, rather than 30 days later. The ordinance does qualify as an emergency, which allows it to be rushed. Council agreed on declaring it as an emergency and going forth with the 2<sup>nd</sup> option, being effective as of the 2<sup>nd</sup> reading.

#### **5. Administration Monthly Report**

Mr. Hanks briefly reviewed the items in the Monthly Report. There were many updates to the prior topics which he added and explained, including the Oregon Dept. of Energy Grant update, Equipment Surplus Sales Completed, Business Oregon Grant update, RARE Grant update, Wastewater Treatment Plant Instrumentation Theft and Engineering Services RFP Extension update. The rest of the report consists of current projects and contracts and department activity and statistics.

#### **6. Lane Area Commission on Transportation (LaneACT) Coburg Priority Project**

Mr. Hanks introduced the project and directed council to the discussion item in the packet, then turned it over to Ms. Engebretson to go over her need for council direction on the city's top priority transportation needs and target goals to submit.

Ms. Engebretson said she has been attending most of the Lane ACT meetings as the councilor liaison. They have been informed that the joint committee on transportation from the Oregon State Legislature is wanting to hear from the regional acts throughout the state. The region Coburg falls into is mostly Lane County and some outlying areas. Engebretson explained that the challenge is that there

is not a lot of clear direction on exactly what they're looking for, other than wanting to hear some top priorities from each region. Our regions LaneACT has decided to focus on presenting transportation priorities to this group. As a group, they will decide on the top 1-3 priorities overall. Every jurisdiction in the region has to pick their top priority and submit a one page presentation on their top choice. Ms. Engebretson wanted to get some feedback and opinion from council on what they think the main priority should be before reporting back between May 17<sup>th</sup> and May 24<sup>th</sup>.

Ms. Smith asked about the East/West commuter alternative route. Ms. Engebretson said that is the Northwest gateway into Coburg, at the intersection by the fire station and school. The issue there is the bottleneck and commuter/commercial traffic passing through Coburg, with that being the only intersection they can pass through to get through town, and the idea to provide an alternative route.

Mr. Wells asked about funding of these priorities. Ms. Engebretson said there is potential for funding. They're not sure if picking something that is more regionally effected with a wider reach, rather than something more Coburg specific would be a better and more favorable option. Engebretson did not believe that the I-5 interchange would be the best pick for the highlighted priority in Coburg.

Ms. Smith said that often the larger metropolitan areas get the bigger projects in these cases. Mr. Hanks said that the small things from the Ad-Hoc committee could be a functional story, but they are much less costly projects, and don't have the most regional impact. Regional jobs and benefit will drive that funding mechanism most. He compared some of the projects factors, prices, timelines and impact.

Mr. Hanks thought the Exit 199 interchange improvements would fit well with the audience and overall idea of this project, with it being less costly, timelier, more regionally impacted, and a progressive step towards further improvements. He also mentioned emphasizing and adding extra weight to something that already has some funding, like the feasibility study on the East/West commuter route, with much more local traffic benefit and positive impact on agriculture businesses. Hanks mentioned that the Coburg Loop Path could also be a good choice with the interconnectivity of bike transportation.

Ms. Smith mentioned that the East/West commuter route has been on the list for a long time. If the pressure is kept on that topic for long enough, hopefully it will move it to the top of the list. Her concern was that if they don't include it, it might get dropped from the priorities. They are leaning toward highlighting the alternate route for regional, commercial and commuter traffic through Coburg's northwest gateway. They discussed some topics and key points to include in the presentation.

## **COUNCIL COMMENTS | LIAISON UPDATES**

Ms. Smith reported that the Park & Tree Committee is continuing to do work parties, and have also started looking at how to alleviate some of the man hours going into parks maintenance, and also how they can work toward sponsors or donation to offset some project costs.

**ADJOURNMENT**

Ms. Engebretson adjourned the meeting at 7:50 pm.

**APPROVED** by the City Council of the City of Coburg on this 11th day of June, 2024.

  
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Nancy Bell, Mayor of Coburg

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