



MINUTES

City Council Meeting

June 11, 2024 at 6:00 P.M.

Coburg City Hall

91136 N Willamette Street

MEMBERS PRESENT: Mayor Bell, Cathy Engebretson, John Lehmann, John Fox

MEMBERS ABSENT: Alan Wells, Claire Smith

GUESTS/STAFF PRESENT: Adam Hanks, City Administrator; Sammy Egbert, City Recorder; Brian Harmon, Public Works Director; Greg Peck, Finance Director

RECORDED BY: Madison Balcom, Administrative Assistant

CALL TO ORDER

Mayor Bell called the City Council meeting to order at 6:23pm.

PLEDGE OF ALLEGIANCE

Councilor Fox led the Pledge of Allegiance.

ROLL CALL

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

MAYOR COMMENTS

Mayor Bell thanked Councilor Engebretson for filling in for her at the Budget and City Council meetings.

Mayor reminded everyone that elections are coming up in November, so if their term is up and they are planning on running or not running again, to please let Sammy know.

Ms. Egbert said that Mayor, Councilor Fox, Councilor Smith, and the vacant position will be up for election. They have a couple candidates to fill the open positions and will be looking at those soon.

Mayor Bell also mentioned;

- The Veterans Memorial
- The Restrooms at Pavilion Park

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. Support Mayor Bell's Appointment of Linda Kroeger and Elise Landry to serve terms of three years on the Coburg Budget Committee expiring June 30, 2027.
2. May 15, 2024 City Council Minutes

MOTION: Councilor Engebretson, seconded by Councilor Fox moved to approve the Consent Agenda items as presented.

The motion passed unanimously — 3:0.

SPECIAL GUEST

Megan Dompe, Coburg Main Streets Executive Director, is here to answer any questions Council has.

ORDINANCES, RESOLUTIONS AND CONTRACTS

Public Hearing

1. **RESOLUTION 2024-05** A RESOLUTION DECLARING CITY ELECTION TO RECEIVE STATE REVENUES ORS 221.770
2. **RESOLUTION 2024-06** A RESOLUTION DECLARING THE CITY'S CERTIFICATION OF ELIGIBILITY FOR STATE-SHARED REVENUES ORS 221.760

Mayor Bell opened the public hearing for Resolutions 2024-05 at 6:32pm.

Mr. Hanks gave a brief report on Resolutions 2024-05 and 2024-06. He explained that they both relate to state revenue sharing. Resolution 2024-06 is to certify that the City is eligible to receive it, and 2024-05 is for the City to approve a resolution to elect to receive those revenues. Some of those state revenue sharing funds are in the street fund, and the remainder in the general fund.

Mr. Fox asked what the requirements are to be eligible to receive state revenues. Mr. Hanks said that there are seven items listed under Resolution 2024-06 (page 19 of packet) and the City has to certify that they have at least five of those.

Ms. Bell closed the public hearing for Resolutions 2024-05 at 6:36pm.

MOTION

Mr. Lehmann moved, seconded by Mr. Fox to adopt Resolution 2024-05 A resolution declaring city election to receive state revenues ORS 221.770.

Motion passed unanimously — 3:0.

MOTION

Mr. Fox moved, seconded by Ms. Engebretson to adopt Resolution 2024-06 A resolution declaring the City's certification of eligibility for state-shared revenues ORS 221.770.

Motion passed unanimously — 3:0.

3. Public Hearing

RESOLUTION 2024-07 A RESOLUTION ADOPTING THE CITY'S BUDGET FOR FISCAL YEAR 2024-25, CREATING APPROPRIATIONS, SETTING THE TAX, IMPOSING THE TAX CATEGORIZING TAX, AND CATEGORIZING THE TAX

Mayor Bell opened the public hearing for Resolution 2024-07 at 6:39pm.

Mr. Hanks gave a brief report on Resolution 2024-07. He explained that this resolution carries many functions, including locking in and establishing the property tax rate and also setting the appropriation levels for expenditures throughout the year. Hanks mentioned a slight change in the appropriations of the enterprise funds.

Mr. Hanks went over the budget process and message, briefly summarizing the budget, its challenges, its working parts, the future framework document breakdown process, and the revenues and expenditures.

Mr. Lehmann asked what the timeline looks like for a discussion on diesel tax. Mr. Hanks said that he and the Mayor are planning to have that conversation at the July meeting, followed by staff research, organization and suggestions, then come back in September for direction from council.

Ms. Bell closed the public hearing for Resolution 2024-07 at 6:55 pm.

MOTION

Mr. Lehmann moved, seconded by Mr. Fox to adopt Resolution 2024-07 A resolution adopting the City's budget for fiscal year 2024-25, creating appropriations, setting the tax, imposing the tax and categorizing the tax.

Motion passed unanimously — 3:0.

4. N Willamette/Macy/Harrison Street Reconstruction Project Bid Award and Contract Approval

Mr. Hanks said that they have worked a lot between staff and with Branch Engineering on this great project. As the first major local street full reconstruction, it sets the bar, so they are making sure they address all the details. They sent a letter out and had an open house last spring to look at preliminary designs for the project. The big picture conversation is that the sidewalks have a lot of strategic uses,

but that means that there is no curb & gutter, which means that storm drainage takes up a lot of surface area. All that can create challenges with fitting everything in.

Hanks explained that the bid amount of \$595,595 came out just over \$200,000 less than the original estimate. Mr. Harmon and past administrator, Anne Heath, were able to get an ODOT SEA grant of \$250,000 which covers a good chunk of the project as well. Branch Engineering also helped with the packets and process. The breakdown of the project is provided.

Mr. Fox asked how the City plans on communicating with the impacted citizen on when they can and can't be using certain streets, and also how possible mistakes will be addressed. Mr. Hanks said the positive is that a street can be done relatively quickly, but he and Mr. Harmon are working hard to figure out the best methods to make sure the communication is clear.

MOTION

Mr. Fox moved, seconded by Mr. Lehmann to approve the bid to award the N Willamette/E Macy/N Harrison street reconstruction project to RiverBend Construction Inc and authorize the City Administrator to execute the project contract in the amount of \$595,595.

Motion passed unanimously — 3:0.

5. Coburg Main Street Agreement for Services

Mr. Hanks said that Megan Dompe and staff has been working on this contract. This agreement solidifies the funding and agreement for services and how they partner. The key thing is the services provided, because they are the only partner that is able to carry out some of the tourism components, like tourism marketing campaign, community events, community newsletter, and managing the information kiosk. Other pieces of the agreement are the use of facilities, including managing and operating the IOOF building, required reporting, and funds and financials.

Megan Dompe said that she has done a deep dive into tourism and attended the Travel Oregon Governors Conference on tourism in March which was very helpful. They have a plan in place to advertise and promote the city in a responsible way and from a community forward standpoint. The marketing and tourism standpoint is going to be community lit. She mentioned the events they have been putting on and the great response and turnout they get for those events.

Dompe explained that they have a lot of plans for the newsletter. They are trying to make it online so it is more easily updateable for the community. The long term goal is to expand the newsletter, starting off smaller and continuing to grow. They also have many ideas for the information kiosk, including possibly making it an information center about the Kalapuya tribe that used to reside in Coburg.

Mr. Fox asked if what was used in the information kiosk would also be included in the newsletter. Ms. Dompe said potentially. There will most likely be a spot in the newsletter about the kiosk and anything that is put there can easily be duplicated to insert into the online newsletter.

Fox also asked what people were talking to her about at the conference. Ms. Dompe said that the first person was the VPA Stewardship from Travel Oregon who saw that Coburg was being represented, and helped provide more information and opportunities in Coburg.

Mr. Lehmann asked about some of the financial components for the IOOF Hall sub-lease agreement. Mr. Hanks explained some of those processes and financial agreements, as well as some additional IOOF Hall sub-lease operations components.

Lehmann also asked if Main Streets had an approved budget. Ms. Dompe said yes, around \$35,000. He then asked if they had a fee structure for each event. Dompe said they are developing that now, and they can present that to council when it is done if needed.

Lehmann then asked if the city would be able to use the IOOF Hall space free of charge when needed. Ms. Dompe and Mr. Hanks said yes, along with other agreements like the LCOG senior meals program.

MOTION

Mr. Fox moved, seconded by Ms. Engebretson to approve the Agreement for Services between the City of Coburg and Coburg Main Street as presented and authorize the City Administrator to execute the contract.

Motion passed unanimously — 3:0.

6. City Engineer of Record Bid Award and Contract Authorization

Mr. Hanks said that this is the culmination of the involved process they went through at council's direction. In the August 2023 meeting, they discussed good operational timing for an RFP for the City's Engineer of Record and the procurement rules to do another RFP. Hanks explained that about every 5 to 7 years, it is important and in some cases required to put out bids to see what is in the marketplace for services.

Staff started building the RFP scope in January and February, utilizing LCOG legal services. They also worked with Jim Chaney to help them develop the bid packet provided to council. They put it out in April, it was due at the end of May, and they put together a scoring committee to review them. They received 2 very qualified submissions. The packet (page 93) includes the category breakdown of the 100 possible points for scoring, and there is also a table included showing the scoring of each submission by the committee, making the intent to award to Branch Engineering.

MOTION

Ms. Engebretson moved, seconded by Mr. Fox to award the Engineer of Record bid to Branch Engineering Inc. and authorize the City Administrator to complete and execute the associated contract for professional services with Branch Engineering Inc.

Motion passed unanimously — 3:0.

7. City of Cottage Grove IGA for Building Permit Program Services Addendum 4

Mr. Hanks explained that the City contracts with the City of Cottage Grove for all building plan review and inspection services. They provide these services for themselves as well as three other local jurisdictions. Hanks provided some further details on the contract and the provided services.

MOTION

Mr. Lehmann moved, seconded by Ms. Engebretson to approve the City Administrator sign Addendum 4 to the June 8, 2020 Intergovernmental Agreement with Cottage Grove for the purpose of providing Building Permit Program Services to the City of Coburg.

Motion passed unanimously — 3:0.

ADMINISTRATIVE INFORMATION REPORTS

8. Financial Report – April 1, 2024 (Period 10)

Mr. Hanks mentioned some details on the report regarding budgetary compliance and monthly financials. Hanks stated that they will be sending out a request for a special meeting in June for a minor supplemental budget.

9. Administration Monthly Report

Mr. Hanks briefly reviewed the Pavilion Park Improvements. Mr. Harmon was able to meet with the building official to talk about the ADA requirements for the restroom. They are working on a plan and will have those open and available all throughout summer. They are bidding out for Phase II in late July, then bringing it to Council in September, and starting the project in October. They will closing the restrooms in October until February because of Phase II construction.

Mr. Hanks gave a quick update on the Premier RV Water Connection Project, expecting to begin construction this fall, and the Public Works Operations Building, hoping to be in there in September. Hanks also mentioned some details about the July Council Work Session on the water system, where they are at with the city cell phone upgrades, and the vegetation management and maintenance plan. The rest of the report consists of the regular data, project updates, and department activity.

COUNCIL COMMENTS | LIAISON UPDATES

Mayor Bell mentioned that there was a report at the Metropolitan Policy Committee meeting last week where they explained that they are changing some routes in an effort to try to shorten wait times and have more consistent arrival times, improving overall LTD bus routes and service.

Ms. Engebretson briefly mentioned that at the LaneAct committee meetings, they are getting feedback from all the regions in the state. The LaneAct leadership committee has decided on a format in which each region gets one slide to present their top priority for transportation. Coburg decided to present the issue with the bottleneck at the northwest corner of Coburg, at the intersection by the fire station.

Mayor Bell presented Councilor Smith's liaison report for the latest Parks & Tree committee meeting. The committee would like to recommend, in order to improve the aesthetics of Coburg's parks, the use of ground covers, turf, and mulch and other alternatives.


ADJOURNMENT

Mayor Bell adjourned the meeting at 8:31 pm.

APPROVED by the City Council of the City of Coburg on this 9th, day of July, 2024.



Nancy Bell, Mayor of Coburg

ATTEST: 

Sammy L. Egbert, City Recorder