



# CITY COUNCIL

91136 N Willamette Street

541-682-7852 | [coburgoregon.org](http://coburgoregon.org)

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Tuesday, October 12, 2021 at 7:00 PM

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## CALL THE CITY COUNCIL MEETING TO ORDER

This meeting will be in person at City Hall. Participants will be required to social distance and wear face mask. If you are not able to attend this meeting in person contact the City Recorder to discuss the best option for you to participate. Written comments are accepted in person or by email must be received by 3PM the day of the meeting. All Council meetings are recorded and live streamed at [www.coburgoregon.org](http://www.coburgoregon.org) (NO registration required). Questions contact City Recorder at [sammy.egbert@ci.coburg.or.us](mailto:sammy.egbert@ci.coburg.or.us) or 541-682-7852.

## PLEDGE OF ALLEGIANCE

## ROLL CALL

## MAYOR COMMENTS

## AGENDA REVIEW

**CITIZEN TESTIMONY** (*Sign up prior to meeting. Limit 3 minutes.*)

## RESPONSE(S) BY CITY COUNCIL

**CONSENT AGENDA** (*Councilors may remove an item from the "Consent" agenda for discussion by requesting such action prior to consideration.*)

- [1.](#) Minutes July 27, 2021 City Council Planning Commission Work Session
- [2.](#) Minutes August 10, 2021 City Council
- [3.](#) Minutes August 31, 2021 City Council Work Session
- [4.](#) IGA City of Springfield for Inmate Housing Services
- [5.](#) Professional Credit Services Contract Agreement for Collection Services

## SPECIAL GUEST

## ORDINANCES AND RESOLUTIONS

## COUNCIL ACTION ITEMS

- [6.](#) Planning Commission Reappointment
- [7.](#) Street Banner Donation

## ADMINISTRATIVE INFORMATION REPORTS

- [8.](#) Park Land Swap
9. Citizen Inquiry Quarterly Report
- [10.](#) Alley Project Update
- [11.](#) Financial Written Update
- [12.](#) Administration Monthly Report

**COUNCIL COMMENTS**

**UPCOMING AGENDA ITEMS**

Appoint Planning Commissioner  
Code Review Ad Hoc Report

**FUTURE MEETINGS**

Heritage Committee - October 13  
Park Tree Committee - October 19  
Planning Commission - October 20  
City Council Work Session - October 26  
Finance | Audit - October 27  
City Council - November 9

**ADJOURNMENT**

*If anyone needs disability accommodation in order to participate, please notify the City Recorder at the City of Coburg at 541-682-7852, [sammy.eqbert@ci.coburg.or.us](mailto:sammy.eqbert@ci.coburg.or.us).*

*All Council meetings are recorded and retained as required by ORS 166-200-0235.*



**City Council & Planning Work Session**

July 27, 2021 – 6:00 P.M.

Virtual Meeting – Coburg City Hall

91136 North Willamette St.

**COMMITTEE MEMBERS PRESENT:** John Lehmann, Paul Thompson, Mayor Ray Smith, Nancy Bell, John Fox, Patty McConnell, Markus Alexander, Kyle Blain, William Wood.

**COMMITTEE MEMBERS ABSENT:** Seth Clark.

**STAFF PRESENT:** Sammy Egbert, City Recorder; Anne Heath, City Administrator; Gary Darnielle, City Attorney.

**GUESTS:** Jake Callister, Lane Council of Governments(LCOG)

**1. Call Meeting to Order**

Mayor Smith called the meeting to order at 6:02 p.m.

**2. Roll Call**

Ms. Egbert took roll and a quorum was present.

**3. Committee Business**

Mayor Smith announced that they were there to discuss the transportation system plan(TSP) in a joint session with the Planning Commission and City Council.

Ms. Heath began a presentation by noting that she had heard many concerns and complaints about transportation and the need to update the transportation plan for several months. She said that the plan that was moving forward was only a band-aid and needed a full update. She hoped to come up with a plan that dealt with current issues and also planned for the future and emphasized how to grow as a community and maintain a walkable, safe community.

Ms. Heath outlined several topics to be considered including local and county jurisdiction, street designations and design, the downtown corridor, safe routes to school, commuter and truck traffic, and urban growth boundary(UGB) access.

Ms. Heath showed pictures of country roads that were within the City limits that the City could consider taking ownership of.

She shared examples of collector streets which may not be designated correctly, noting parts of Skinner which were very narrow and Coleman with no sidewalks or bike lanes. She added that E Van Duyn probably wouldn't be large enough to serve the new industrial zone.

Ms. Heath shared that the downtown corridor had varied areas of concern including Mill St. and Harrison, in front of the antique mall which had merchandise near the street, McKenzie from Harrison facing west which was a common school drop off, and in front of Coburg Pizza which had many close calls reported by residents. She noted that some areas of the City may want to be considered for sidewalks or bike lanes.

Ms. Heath noted that safe routes to school was very important and gave examples of McKenzie and Harrison and the road running past the fire station which weren't necessarily safe for school children to travel.

Ms. Heath explained that truck traffic was very heavy and noted an alarming amount of trucks driving within the bike lane and blocking the view of traffic pulling out while parking.

Ms. Heath shared that access to the urban growth boundary and to some residential areas were currently landlocked and the developer had to pull their application due to lack of access to the land. She shared some comments and concerns from the community which included the need for more off-street parking and traffic flow through town affecting noise level and safety.

Councilor Bell asked about the developer pulling their application due to lack of access and Ms. Heath clarified that they had resubmitted with fewer homes and would come back with another application once the City had addressed the access issue.

Mr. Callister shared that there were some clear persisting issues which were culminating and needed to be appropriately addressed. He said that the original plan was to try to adopt the 2014 TSP and noted that the current TSP was from 1999. He suggested it would be great to adopt the 2014 TSP while leaving out the UGB piece. Mr. Callister shared that a land conservation development representative suggested looking into the opportunity to engage in a planning process and take advantage of state funding. He stressed the need to stick with a plan.

Mr. Callister outlined the transportation and growth management objectives which involved the furthering of wise consistent planning of both transportation and land use. He shared the objectives for developing a TSP including ensuring methodic public and inter-agency coordination, seeking feedback and guidance from elected officials, producing a written document containing comprehensive documentation and distillation of the transportation planning process and conclusions, and the community's policies, standards, and priorities for achieving the transportation system that meets the community's identified needs.

He outlined seven tasks designed to help develop a transportation system plan following ODOT’s structure while integrating the custom components of Coburg’s situation. These tasks included ensuring public involvement and inter-agency coordination to provide feedback, establishing TSP update goals and objectives and deciding what to add and what to keep, conducting literature review and reviewing existing plan policies, standards, and laws, taking inventory of the existing transportation system, determining transportation needs and how to optimize land, developing and evaluating alternative objectives from capital projects to traffic operations, and developing the transportation system plan. He noted that the plan adoption process included presenting the plan to the community and included work sessions to vet questions and concerns.

Mr. Callister shared that the estimated project cost was \$100,000 and had an estimated timeline of 18 months. He explained that this work was conducted and managed by state consulting firms. He added that these grants were available biannually.

Mayor Smith suggested to be careful not to go beyond the 2014 update as they would have to deal with new laws and requirements.

Ms. Heath noted that a TSP was not required for a city of this size but explained that the funding involved was essential.

Councilor Fox asked when the biannual cycle began and Mr. Callister answered spring of 2023.

**4. Adjournment**

Mayor Smith adjourned the meeting at 7:03 p.m.

**APPROVED** by the Mayor and Council of the City of Coburg this 14<sup>th</sup> day of October, 2021.

\_\_\_\_\_  
Ray Smith, Mayor

ATTEST:

\_\_\_\_\_  
Sammy L. Egbert, City Recorder

**APPROVED** by the Planning Commission of the City of Coburg this 20th day of October, 2021.

\_\_\_\_\_  
Paul Thompson, Planning Commission Chair

ATTEST:

\_\_\_\_\_  
Sammy L. Egbert, City Recorder

DRAFT



## MINUTES

### Coburg City Council Meeting

August 10, 2021 7:00 P.M.

Coburg City Hall

91136 N Willamette Street

**MEMBERS PRESENT:** Mayor Ray Smith, Kyle Blain, Markus Alexander, John Fox, John Lehmann, Nancy Bell.

**MEMBERS ABSENT:** Patty McConnell.

**STAFF PRESENT:** Sammy Egbert, City Recorder; Anne Heath, City Administrator; Brian Harmon, Public Works; Megan Winner, Planning and Economic Development; Gary Darnielle, City Attorney; Tim Gaines, Finance Director.

**RECORDED BY:** Jayson Hayden, Lane Council of Governments (LCOG).

#### CALL TO ORDER

Mayor Smith called the meeting to order at 7:00 P.M.

#### PLEDGE OF ALLEGIANCE

Mayor Smith led the pledge of allegiance.

#### ROLL CALL

Ms. Egbert took roll and a quorum was present.

#### MAYOR COMMENTS

Mayor Smith explained that the Governor had posted an order for mask mandates on indoor meetings.

#### CITIZEN TESTIMONY

Mayor Smith introduced local citizen Brad Welk at mailing address P.O. Box 220 Cottage Grove OR. He said he was happy to be part of the City of Coburg and offered to answer questions from the council. In response to inquiry from Councilor Lehmann Mr. Welk shared that his family owned 1.3 acres property with above ground tanks and several buildings.

There was no written testimony.

### **SPECIAL GUEST(s)**

Travis Huff and Steven Romanoff with La Jolla Cove Investors.

Mr. Huff explained that they had transferred title of 3310 Van Duyn to the Umpqua tribe which would bring in an excess of \$1 million per year in tax revenue to the City of Coburg. He said they had paid over \$269,000 in property taxes during the time they owned it and shortly after they took title they had paid \$187,000 and that the prior owner had not paid their taxes and accrued a significant amount of back taxes. He said they had demonstrated a track record of paying taxes when they were due without delay. When they sold the property they were told there were special assessments of \$119,000 including over \$40,000 in interest which they were not told about when they took the land. Mr. Huff said they would have paid this amount had they know about it when they bought the land. Mr. Huff was asking the council for forgiveness of this amount.

Councilor Fox asked if the title company wasn't responsible for sharing this information when the property was purchased and Mr. Huff responded that the taxes were not on the federal report. He added that there was a title defect at the time and they received a rebate of approximately \$80,000.

Councilor Lehmann asked what period of time the interest was first accrued and Mr. Huff said it began accruing December 1<sup>st</sup> 2015. Councilor Lehmann asked and Mr. Huff confirmed that they did not receive any notification of the accrual of interest.

Councilor Blain asked if Fidelity Title had issued them title insurance when they purchased the property and Mr. Huff responded yes. Councilor asked if Mr. Huff through they should have seen this and Mr. Huff answered yes, and that they had filed a title claim. Mr. Huff wanted for Fidelity to acknowledge they made an error and make them whole. Mr. Huff suggested that the City contact future property owners of interest being accrued.

Mayor Smith thought that the City had done it's work on this matter by filing a lien against the property. He agreed with Councilor Blain that Fidelity Title should be looking at the issue. Ms. Heath added that the City had a long history of attempting to contact but had gotten no response.

Councilor Fox agreed with focusing on Fidelity Title as they had made the mistake and asked what the reason for the rebate was. Mr. Huff answered that they had missed a different tax lien that Fidelity had missed when they took control of the property.

Councilor Lehmann said there were always disclosure statements unless they were waived which would include any liens or judgements and asked if Mr. Huff had ever asked for the disclosure statements. Mr. Huff did not remember.



Councilor Blain asked if they had looked into possible legal ramifications of the prior owners not disclosing this and Mr. Huff responded no, that they were bankrupt and it was not worth pursuing.

Mr. Huff hoped for some understanding and a reduction in the amount owed.

Mayor Smith suggested that they pursue avenues with the title company and come back later for discussion and the Council agreed.

## **ORDINANCES AND RESOLUTIONS**

### **1. Public Hearing | First Reading**

#### **ORDINANCE A-253 AN ORDINANCE GRANTING DOUGLAS SERVICES, INC., LOCALLY KNOWN AS DOUGLAS FASTNET (DFN), A NON-EXCLUSIVE FRANCHISE FOR THE CONSTRUCTION, OPERATION AND MAINTENANCE OF FIBER OPTICS TELECOMMUNICATIONS SYSTEM**

**Mayor Smith opened the public hearing at 7:37 P.M.**

Ms. Heath explained that this was similar to other franchise agreements they hold with other companies to install fiber to the community. She said that Coburg belonged to the fiber consortium and there had been long discussion to make this happen.

Councilor Lehmann asked what the time scope of the project was to get high speed internet to every house. Mr. Todd explained that underground neighborhoods would take 3-4 years as there was a large demand for broadband that made it harder to get material to build but that aerial would be much quicker.

Councilor Fox asked what percent of Coburg was underground and Ms. Heath responded that most of the old neighborhoods were overhead and they were still trying to determine how much underground was in certain areas. She added that new neighborhoods required empty conduit to be placed.

Councilor Lehmann asked how they prioritized which properties would get access first and Mr. Todd answered overhead neighborhoods would be first and then underground with existing conduit.

Councilor Blain asked what the process was for managing individual units and Mr. Todd said lines could be split up to 32 times.

Councilor Alexander asked how much benefit this provided and Mr. Todd said it depended on the needs and said that fiber was the most future-proof and lowest latency technology out there.

Councilor Fox asked if the cost would be comparable and Mr. Todd said the cost may not go down but the speed would continually go up.

Mayor Smith asked how much demand from businesses there was and Mr. Todd explained that speed was only one component and that this was only one service they provided.

**Mayor Smith closed the public hearing at 7:45 P.M.**

## **2. Public Hearing**

### **RESOLUTION 2021-19 A RESOLUTION ADOPTING ADMINISTRATIVE SURCHARGES, ADMINISTRATIVE FEES, PLANNING AND DEVELOPMENT CHARGES INCLUDED IN 2021 FEE SCHEDULE**

**Mayor Smith opened the public hearing at 7:45 P.M.**

Tim Gaines explained that they were reviewing the fee schedule for the City and adding one SDC financing fee. He said the amount of \$1500 was based on actual staff time including setting up financing and recording with the county and the legal review. He explained that they had cleaned up the fee schedule and moved some things around and changed a couple things to reflect flexibility based on actual staff time so they weren't overcharging.

Councilor Fox asked if they went from a flat fee of \$2700 to a range and Mr. Gaines responded yes, based on actual time needed to do each project.

**Mayor Smith closed the public hearing at 7:50 P.M.**

**MOTION:** Councilor Blain moved, Councilor Fox seconded a motion to adopt RESOLUTION **2021-19** A RESOLUTION ADOPTING ADMINISTRATIVE SURCHARGES, ADMINISTRATIVE FEES, PLANNING AND DEVELOPMENT CHARGES INCLUDED IN 2021 FEE SCHEDULE. Motion passed unanimously.

## **3. RESOLUTION 2021-17 A RESOLUTION DECLARING THE PROPERTY LISTED BELOW AS SURPLUS PROPERTY AND AUTHORIZING IT TO BE TRANSFERRED TO ANOTHER PUBLIC AGENCY**

Chief Larson explained that a 2009 Crown Victoria police car was surplus and had been driven hard. He wanted to cycle the car out and donate it to the Oak Ridge Police Department, which had been done in the past. He added that this would save money because they did not have to retrofit it and just had to de-stripe it.

Councilor Lehmann asked what this money would be used for but Chief Larson was not sure.

**MOTION:** Councilor Bell moved, Councilor Lehmann seconded a motion to adopt RESOLUTION **2021-17** A RESOLUTION DECLARING THE PROPERTY LISTED BELOW AS SURPLUS PROPERTY AND AUTHORIZING IT TO BE TRANSFERRED TO ANOTHER PUBLIC AGENCY. Motion passed unanimously.

**4. RESOLUTION 2021-18 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COBURG ADOPTING A POLICY FOR APPROVAL AND ACCEPTANCE OF DONATIONS, MEMORIALS, AND PUBLIC IMPROVEMENTS PLACE UPON PUBLIC SPACE**

Brian Harmon explained that this was a policy in the making which helped ensure there was a mechanism in place to evaluate what and where anything donated could be placed in public and open spaces including anything from benches, trees, play equipment, art, and funds.

Mayor Smith said this was important as the City had issues with unwanted things being donated and this gave ownership to the citizens to give input when putting things in public spaces.

**MOTION:** Councilor Blain moved, Councilor Fox seconded a motion to adopt RESOLUTION **2021-18** A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COBURG ADOPTING A POLICY FOR APPROVAL AND ACCEPTANCE OF DONATIONS, MEMORIALS, AND PUBLIC IMPROVEMENTS PLACE UPON PUBLIC SPACE. Motion passed unanimously.

**COUNCIL ACTION ITEMS**

**5. Security Monster Contract**

Mr. Gaines explained that this was to upgrade the current security access and surveillance. He said the current system was running on Windows 7 which is no longer supported by Microsoft. He and Chief Larson thought the service would really benefit the City.

Councilor Lehmann thought that the previous upgrade 5 years ago would last longer and asked if this would be anticipated to last longer. Mr. Gaines was not sure but said that one goal was to move forward with security on remote sites and wanted it to last as long as possible.

Councilor Bell asked if they had talked to current Monster customers and Mr. Gaines responded yes. He said it was a local company and that they were trying to recycle hardware where they could. Mr. Gaines added that one reference was from the Eugene Police Department.

**MOTION:** Councilor Bell moved, Councilor Blain seconded a motion to approve a contract with City Hall Security Access and surveillance with Security Monster. Motion passed unanimously.

**6. Finance Audit Committee Member Appointments**

Mr. Gaines explained that three members were expiring on June 30<sup>th</sup> and hoped to reappoint all of them. He added that they were currently recruiting for a fourth member who had left the area.

**MOTION:** Councilor Fox moved, Councilor Alexander seconded a motion to recommend the Mayor appoint Cathy Engebretson, Colleen Marshall, and Terry Dawson to the Finance Audit Committee for a 2 year term expiring June 2023 as recommended by the Finance Audit Committee. Motion passed unanimously.

### 7. Alley Analysis Added To Staff Work Plan

Ms. Heath explained that staff had done surveys on one particular alley and contacted the owners to invite them to apply for vacation but that there was disagreement within the neighborhood about whether this should happen. She said staff had realized that this was not an effective way and that the encroaching building had actually been permitted in the 1970s but would not be a legal structure today. She noted that this would not be a cost effective way to attack every alley and recommended that they add it to the work plan and appoint a committee or group to work on this. Ms. Heath suggested that moving the alleys into one project and surveying them at the same time would be much more cost effective. She explained there were many complications due to the history of different agencies managing planning, different codes, and changes in historical mapping and recommended for the Council to address this.

Councilor Lehmann asked if the structure would be considered illegal today even though it was permitted in the 1970s and Gary Darnielle said it could probably be considered nonconforming use and could proceed as it is but couldn't expand. He said that when faced with this some cities had added onto existing ordinance and could legally force the owners to move the structure over a period of time. Mayor Smith said this was part of the work they wanted to do with other issues throughout the City and wanted to put this into a work plan and appoint a councilor or two to address this.

**MOTION:** Councilor Blain moved, Councilor Fox seconded a motion to approve the alley analysis being added to the staff work plan. Motion passed unanimously.

### ADMINISTRATIVE INFORMATION REPORTS

#### 8. Citizen Inquiry Quarterly Report

Mayor Smith asked if action taken was still pending and Ms. Egbert answered that they were all closed.

Mayor Smith said they got a lot of citizens inquiry and noted that this was not a complaint form but was a great way for staff to deal with issues.

#### 9. Administration Monthly Report

Mayor Smith said that the ODOT tour they had went very well and thought that the County worked well with the different agencies in achieving transportation goals.

### COUNCIL COMMENTS

Councilor Lehmann inquired if the placement of the new flags at the crosswalks on Willamette Street were approved by the City of the County.

~~shared concerns about the crosswalk flags and said he had seen a child grab one of the flags. He said a couple citizens had asked when the City approved this. He suggested a sign or flashing lights and asked if they needed to approve this.~~

Councilor Bell said that with designated crosswalks it was the driver's responsibility to stop when someone was in the crosswalk and believed they may need to acknowledge that this was gifted anonymously.

Ms. Heath said they had contact with Lane county transportation and were aware of the risks. She offered to check to see if the City had legal responsibility.

Councilor Lehmann asked if the dead trees in the right of way would be replaced this fall and Mr. Harmon said that they were not actually dead and he had no plan right now to replant in those areas. Mr. Harmon added that he planned to put concrete over those spots.

Councilor ~~McConnell~~ Bell asked about the no parking areas for the New Coburg Inn and outside Chiefs, noting that big rigs took up one lane of the road and that there were a couple accidents already there. Mr. Harmon said he had a meeting scheduled with the owner of Coburg Inn to look at placing a sign there. Councilor ~~McConnell~~ Bell suggested diagonal parking or compact parking only and Mr. Harmon agreed.

Councilor Fox asked if the special guest had contacted the City about their goals and aspirations and Ms. Heath said yes, and noted that some of their ideas did not fit the zoning code. She said they had discussed a travel center, a hotel, and a dealership.

#### **ADJOURNMENT**

Hearing no further discussion, Mayor Smith adjourned the meeting at 8:49 P.M.

**APPROVED** by the Coburg City Council on this 12th<sup>4<sup>th</sup></sup> -day of ~~October~~September 2021.

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Ray Smith, Mayor of Coburg

#### **ATTEST:**

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Sammy L. Egbert, City Recorder



## Coburg City Council Work Session

August 31, 2021 – 6:00 P.M.

Virtual Meeting – Coburg City Hall  
91136 North Willamette St.

**COMMITTEE MEMBERS PRESENT:** Mayor Ray Smith, Nancy Bell, John Fox, John Lehmann, Patty McConnell, Markus Alexander.

**COMMITTEE MEMBERS ABSENT:** Kyle Blain.

**STAFF PRESENT:** Sammy Egbert, City Recorder; Anne Heath, City Administrator; Gary Darnielle, City Attorney; Tim Gaines, Finance Director; Larry Larson, Chief of Police; Brian Harmon, Parks and Recreation; Howard Schussler, Governmental Services Director.

### 1. CALL MEETING TO ORDER

Mayor Smith called the meeting to order at 6:00 p.m.

### 2. SALARY SURVEY AND BENEFITS PACKAGE

- **Salary Survey Overview**

Anne Heath introduced Howard Schussler to summarize the salary study and what to expect from the outcome.

Mr. Schussler explained that there were two types of study, a salary or market study and a classification review. He said the City of Coburg had done a salary study by local government personnel services which was a program of Lane Council of Governments(LCOG) which looked at job descriptions and compared the City of Coburg employee compensation against compensation with employees with other cities for like work. He said that typically studies compared similar sized cities but that given the proximity to Eugene and Springfield they were included in the study. He explained that the City was looking for information to determine where the full salary schedule was in comparison to other public agencies and then the City would identify options for addressing any discrepancies. Mr. Schussler said this was done for recruitment and retention purposes and noted that they were currently in an employee market.

Mr. Schussler said that in general senior management positions appeared to be more than 20% below market, most administration positions were less than 15% out of market, police were between 17% and 25% below market, public works was as much as 21% below market, and planning was more than 25% below market. He noted that there was the risk of the police department being unionized which would take compensation out of the hands of Council and given to an arbitrator. Mr. Schussler added that it was costly and time consuming to develop staff only to lose them to larger neighbors. He said it was highly discouraged to cherry pick positions to change compensation while leaving other positions alone. He explained that the Oregon Equal Pay act said that compensation disparities for work of comparable character was unlawful and that all differences in comparable work compensation must be due to one or more bona fide factors such as education, training, and experience.

Ms. Heath began a PowerPoint presentation showing the process they went through, some of their considerations, and the effect on finances. She said that the City had adopted this project into the goals and priorities for fiscal year 2022 and the goals were to complete a salary analysis and review an employee benefit package. They entered into contracts for the analysis in February and met with the staff leadership to talk about identifying comparisons for the City and design an employee survey to put out. The initial survey results were reviewed and recommendation for changes were made, but one early issue was that some cities simply weren't responding. Ms. Heath said that they had also reviewed the employee results as a leadership team and made a recommendation for what they thought was needed around employee benefits. She was able to meet with all directors and go over what it would mean for their departments. Ms. Heath said they then did an analysis of changes to the existing 5 year budget and the utility rates.

Ms. Heath shared that the employee survey showed that employees really wanted to work for government, that they enjoyed the flexibility, time off, and medical benefits. She noted that compensation was important but maybe not always the most important. Ms. Heath said most staff wanted to retire in Coburg and wanted the opportunity for growth and advancement.

When looking at comparative selections they examined larger cities they might lose employees to, regional cities with similar services, and regional cities of a similar size. Mayor Smith noted that the input they got was from larger cities with similar services but not necessarily the same job description. Ms. Heath explained that they compared not only salaries but position titles and job descriptions, benefits, leave, and other pay. She noted that there were challenges when comparing with other entities including differences in staff requirement, infrastructure, budgets, and community values.

Ms. Heath explained that they looked at departments as a whole and avoided picking out one salary to fix. She recommended the starting point for this discussion should be administration, police, and planning, which were all well below market.

Councilor Fox asked if the average was determined using all communities or just larger local ones and Ms. Heath answered that the collective average was the percentage that Coburg was under compared to a collective of the rest of the cities.

Ms. Heath showed how Coburg compared to other cities in providing medical insurance. She noted that Coburg was not that far off from others and they matched packages for the most part.

Councilor Alexander asked why the vacation leave at 5 years was so far off. Ms. Heath explained that the vacation policy in place started fairly low and noted that this was a turn off for many new employees. Councilor Fox suggested this was something they look at because time off was very important for mental health especially.

Mr. Schussler noted that there was a significant difference in time off for Springfield and Lane county because they offered a single bank of time which was combined sick leave and vacation time. Ms. Heath noted that one reason people used to stock up sick pay was to count it at retirement, which now was not the case. Mayor Smith wanted to be careful about having to keep records of multiple tiers of employees banking their time off. Councilor Lehmann shared that he had seen school districts and other entities that offered a pay-out for unused time off. Ms. Heath noted that the supervisory team had met and concluded there was no need to change comparison benefits and time off leave.

Ms. Heath noted that they offered certificate pay for police, public works, and court. Overall, Coburg did a really good job in compensating employees for their certificates and was for the most part comparable to other cities.

Ms. Heath shared the policy for on-call pay, noting that the employees have to be ready to respond by phone or page. She said they were paid one hour of every standard rate of pay for every 8 hours on call.

Ms. Heath explained recommended changes to the salary scale and said they had discussed grouping the departments together. She said they wanted to see updated job descriptions that supported the new salary schedule for every position. Ms. Heath explained that the salary scale was adjusted 15% from step 1 to step 14. She also noted that these were just projections and there were many unknown factors that might influence this including development in the City and cost of construction.

Mayor Smith asked what the projections were based on and Ms. Heath answered that they looked to see the impact of changing the salary scale by 10-15% of every department and how that would change the budget over a 5 year period. She said they also looked at how this would change allocations from the general fund and how it would effect the City as a whole. She noted that in the first year the operation contingency would be effected and would have to be changed by \$75,000.



Mayor Smith asked what the basis was of the projection for revenue and Ms. Heath answered that they used the same projection as used during budget time.

Ms. Heath shared that the street and utility funds were effected but thought they could support the changes in public works salaries without tapping into their contingency funds. She noted the same for water and sewer. Ms. Heath added that this probably would not effect water rates but that sewer rates were more complicated. She said that Doug Gabbard had recommended a 1% increase in sewer beginning in 2024 and a 1% increase every year to anticipate the sunset.

Ms. Heath shared the salary scale and some changes they were looking at. She said they had moved everything into its own department. They talked about what was associated with certificates in public works and creating a sergeant position for the police.

Councilor Lehmann asked if they went for the proposed 15% and 10% increases if the job description got incorporated into that percentage increase and Ms. Heath said that the positions would have to be adapted if there was a change in responsibilities

Mayor Smith wished to clarify that not all employees were getting a 10-15% raise but it was just expanding the horizon within the scale. Ms. Heath added that they were changing the scale, not the salaries.

Councilor Lehmann asked what percent the salary budgets would increase by and Ms. Heath said she would get that information. Councilor Fox asked to see the old scale compared to the new scale and a comparisons from other cities in cost to citizens.

Councilor Lehmann asked when this would be implemented and suggested a two year phase in with 50% of the increase being immediate.

Councilor McConnell asked if there was an analysis of the need for personnel increases and Ms. Heath said that Public Works had planned for another employee if the east side developed but noted that this was the only example and they were set for the next 5 years in regards to staffing.

Mayor Smith asked the councilors if there was anything else they would like to see going forward.

Councilor Fox commended the comprehensive research done.

Councilor Bell asked if there was any opportunity for growth after step 14 and who was getting a raise. Mayor Smith explained that finding out specific employee raises was not allowed.

Councilor Lehmann suggested adding a half-step or flat amount added to the top of the salary schedule to help encourage retirement in the community.

Councilor Lehmann asked if they were ready to approve this at the next meeting and Mayor Smith thought they could be.

Councilor Alexander said he was in total agreeance with the change but said it would be nice to get some more info.

Councilor McConnell said she was ready to move forward.

Councilor Bell agreed.

Councilor Lehmann said he hoped the staff understood that they supported them.

Councilor Lehmann asked if Tim Gaines was being trained for possible eventual replacement of Ms. Heath but Ms. Heath explained this was not started yet due to covid restrictions.

**3. Adjournment**

Mayor Smith adjourned the meeting at 7:43 p.m.

**APPROVED** by the City Council of the City of Coburg on this 12th day of October 2021.

\_\_\_\_\_  
Ray Smith, Mayor of Coburg

**ATTEST:**

\_\_\_\_\_  
Sammy L. Egbert, City Recorder

**CITY OF SPRINGFIELD  
INTERGOVERNMENTAL AGREEMENT  
Contract # 2822**

**BETWEEN:** The City of Springfield (City), a Municipal Corporation of the state of Oregon  
**AND:** The City of Coburg (Coburg), a Municipal Corporation of the state of Oregon  
**EFFECTIVE DATE:** August 1, 2021

**City Account Number(s) To Be Utilized (Include Percentages):**

Account Number	Percentage
Revenue: 236- - 1175 – 443101	100%

**RECITALS**

- A. ORS 190.010 provides that units of local government may enter into agreements for the performance of any and all functions and activities that any party to the agreement, its officers, or agents have the authority to perform.
- B. Provision of services for the remuneration specified in this contract will mutually benefit the parties to it.
- C. City and Agency desire to enter into a contract where in Agency will provide the services described in this contract on the terms and conditions set forth herein and in Exhibit A (attached hereto and incorporated herein by reference).

**AGREEMENT**

- 1. **Services to be Provided.** Springfield agrees to provide inmate housing services to the City of Coburg as described in Exhibit A.
- 2. **Invoice.**
  - 2.1 Springfield will provide Coburg with a monthly invoice for services described on Exhibit A on or before the 10<sup>th</sup> of the month.
  - 2.2 Coburg will pay Springfield invoice based on the compensation schedule described on the attached Exhibit B. Coburg will pay invoice in accordance with net 30 day terms.
    - (a) Checks to be sent to: City of Springfield – Accounts Receivable,  
225 5<sup>th</sup> Street,  
Springfield, OR 97477

The check should reference this contract #2822.
- 3. **Contract Duration.** This agreement shall be in effect from effective date shown above to June 30, 2023 or until earlier terminated.
- 4. **Termination.** Notwithstanding any other provision hereof to the contrary, this Agreement may be terminated as follows:

- 4.1 The parties mutual written consent, may terminate this agreement at any time.
- 4.2 Either party may terminate this agreement in the event of a breach of the agreement by the other party and a reasonable opportunity to cure the breach.
- 4.3 Either party may terminate this agreement at any time or for any reason, upon not less than ninety days' notice in advance of the termination date.

**5. Contract Administration.** Each party designates the following as its representative for purposes of administering this contract. Either party may change its designated representative by giving written notice to the other as provided in paragraph 14.

**Agency:** Coburg Municipal Court  
**Name:** Mandy Balcom  
**PH:** 541.682.7859  
**Email:** Mandy.balcom@ci.coburg.or.us

**City:** Springfield Police Department, Springfield Municipal Jail  
**Name:** Lieutenant Matthew Neiwert  
**PH:** 541.726.3691  
**Email:** mneiwert@springfield-or.gov

- 6. Records/Inspection.** City and Agency shall each maintain records of its costs and expenses under this contract for a period of not less than three full fiscal years following Agency's completion of this contract. Upon reasonable advance notice, either party or its authorized representatives may from time to time inspect, audit, and make copies of the other party's records.
- 7. Indemnification.** To the extent allowed by the Oregon Constitution and the Oregon Revised Statutes, each of the parties hereto agrees to defend, indemnify, and save the other harmless from any claims, liability or damages including attorney fees arising out of any error, omission or act of negligence on the part of the indemnifying party, its officers, agents, or employees in the performance of this agreement.
- 8. Status.** In providing the services specified in this agreement (and any associated services) both parties are public bodies and maintain their public body status as specified in ORS 30.260. Both parties understand and acknowledge that each retains all immunities and privileges granted them by the Oregon Tort Claims Act (ORS 30.260 through 30.300) and any and all other statutory rights granted as a result of their status as local public bodies.
- 9. Workers Compensation Insurance.** Agency is a subject employer that will comply with ORS 656.017.
- 10. Assignment.** Neither party shall assign this contract in whole or in part, or any right or obligation hereunder, without the other party's written approval.
- 11. Compliance With Laws.** Agency shall comply with all applicable federal, state, and local laws, rules, ordinances, and regulations at all times and in the performance of the work.
- 12. Americans With Disabilities Act Compliance.** Agency will comply with all applicable provisions of the Americans with Disabilities Act of 1990, 42 USC Section 12101 et seq. and Section 504 of the Rehabilitation Act of 1973.
- 13. Notices.** Any notices permitted or required by this contract shall be deemed given when personally delivered or upon deposit in the United State mail, postage fully prepaid, certified, return receipt requested,, addressed to the representative designated in paragraph 5. Either party may change its address by notice given to the other in accordance with this paragraph.
- 14. Integration.** This contract embodies the entire agreement of the parties. There are no promises, terms, conditions or obligations other than those contained herein. This contact shall supersede all prior

communications, representations or agreements, either oral or written, between the parties. This contract shall not be amended except in writing, signed by both parties.

**15. Choice of Law, Forum, Construction of Agreement.** This Agreement shall be governed and construed in accordance with the laws of the State of Oregon, apart from choice of law provisions. The parties agree that the Circuit Court for the County of Lane, State of Oregon, or the Federal District Court of the State of Oregon (Eugene) is the sole and proper forum for resolving any disputes involving this Agreement, any breach of this Agreement, or relating to its subject matter. The Parties agree to submit themselves to the jurisdiction of such courts without challenge to the jurisdiction of these courts. This Agreement shall not be construed more favorably to CITY due to the preparation of this Agreement by CITY. The headings and subheadings in this Agreement are for convenience, do not form a part of this Agreement, and shall not be used in construing this Agreement.

**16. Signatures.**

**CITY OF SPRINGFIELD:**

**AGENCY:**

**By:** \_\_\_\_\_  
(signature)

**By:** \_\_\_\_\_  
(signature)

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**C2822, EXHIBIT A  
INMATE HOUSING SERVICES**

**1. Consideration.**

- 1.1 **Amount.** The consideration which Coburg shall pay to Springfield for both the work performed by Springfield and the expenses incurred by Springfield performing the work, shall be based on the compensation scheduled described in attached Exhibit B.
- 1.2 **Frequency and Documentation.** Springfield shall provide Coburg with a monthly invoice for services. Springfield shall make best efforts to deliver invoice on or before the 10<sup>th</sup> of each month. Coburg shall make payment for services within 30 days of receipt of invoice. If Springfield is entitled to reimbursement for any expenses, they will be properly documented and submitted in accordance with Coburg requirements.

**2. Services to be Provided.** Springfield agrees to provide Coburg with the following services ("the work")

The purpose of this agreement is for Springfield to provide space for the confinement of Coburg Inmates in its municipal jail. Springfield will provide qualified personnel, facilities, materials, equipment, supplies and other services necessary to perform the services. The costs which are to be paid for these services and the obligations of each party is set forth in the body of the agreement.

- 2.1. **Definition of Coburg Inmate.** Coburg Inmate is defined as any person ordered by a Coburg Municipal Court judge to be held sentenced on a violation of a provision of the Coburg Code, 1971 ("Municipal Code") or Oregon Revised Statue, within the jurisdiction of the Coburg Municipal Court. A person with both Coburg charges and Springfield charges will not be considered a Coburg inmate.
- 2.2. **Definition of Jail Bed.** For the purposes of financial reconciliation, the number of in-use jail beds will be calculated by Springfield once per day by determining the number of Inmates held exclusively on Coburg charges.
- 2.3. **Number of Beds.**
- 2.3.1 Springfield will provide Coburg inmates up to two jail beds per day in the Springfield Municipal Jail.
- 2.3.2 Use of beds by female Coburg Inmates requires prior approval by Springfield Municipal Jail management.
- 2.3.3 Use of segregation beds by Coburg inmates will be limited based on the availability of segregation cells in the Springfield Municipal Jail and requires prior approval by Springfield Municipal Jail management.

- 2.3.4 Coburg inmates attempting to be housed at the Springfield Municipal Jail may be declined and referred to the Coburg Municipal Court for further instruction in the following circumstances:
- A. Coburg inmates occupy two beds within the Springfield Municipal Jail,
  - B. The Springfield Municipal Jail total population is 75 or more,
  - C. No segregation cells are available for an individual who requires one,
- 2.3.5 In the event the Springfield Municipal Jail population reaches 75, the Springfield Municipal Jail may elect to release inmates based on facility capacity considerations. In the event a Coburg inmate is released due to capacity limitations, Springfield staff shall issue the Coburg inmate a notice of a court date and time to appear back in Coburg Municipal Court for resentencing prior to being released from custody.
- 2.3.6 The Springfield Municipal Jail Lieutenant or Chief of Police can authorize exceptions to the number of beds requirement.
- 2.4 **Time Served and Release.** Springfield agrees to determine credit for time served for each sentenced Coburg inmate. Coburg will provide credit time served at the Lane County Adult Corrections (LCAC) facility for each sentenced Coburg inmate. Coburg will document credit time served at LCAC on Coburg Municipal Court commitment orders.
- Springfield will be solely responsible for establishing release dates and facilitating the timely release of the Coburg inmates.
- 2.5 **Fingerprinting.** Springfield Municipal Jail will fingerprint Coburg inmates for probable cause charges, on Coburg's behalf, unless Coburg Inmate behavior prevents fingerprinting to be performed in a safe and complete manner.
- Coburg is responsible for ensuring all Coburg inmates with charges other than probable cause charges are fingerprinted. Coburg will make best efforts to fingerprint for sentenced charges prior to lodging the inmate at Springfield Municipal Jail.
- 2.6 **Transports.** Transport of Coburg Inmates is the responsibility of the City of Coburg. The Springfield Municipal Jail Lieutenant or Chief of Police can authorize exceptions to facilitating transport of Coburg Inmates.
- 2.8 **Communication of Court dates.** Coburg shall make best efforts to notify Springfield of upcoming inmate court dates as early as possible, however notification of an inmate court date must be made a minimum

of 24 hours in advance.

**2.9 In Facility Medical Care.** Coburg will be responsible for the cost of all in facility emergency or non-emergency medical care of their inmates that is beyond the standard inmate population.

**2.10 Out of Facility Medical care and Treatment.**

2.10.1 In the event that out-of-facility medical care or treatment for a Coburg inmate becomes necessary, Coburg authorizes Springfield Municipal Jail to release the Coburg inmate from custody before medical costs are incurred.

2.10.2 In the event the Coburg inmate causes injury to themselves, or receives an injury or illness while in jail custody that requires outside medical care or treatment, the Springfield Municipal Jail will release the Coburg inmate from custody, but shall issue the Coburg inmate a notice of a court date and time to appear back in Coburg Municipal Court for resentencing prior to being released from custody.

2.10.3 Within 24 hours of release, Springfield Municipal Jail shall provide electronic or written notification to the Coburg Municipal Court documenting the inmates name, docket number, date and time of release, and the medical reason for the release. Transportation related to non-emergent out-of-facility medical care or treatment will be the financial responsibility of the released Coburg inmate.

**3. Refusal of Inmates.** Springfield Municipal Jail reserves the right to refuse housing of Coburg Inmates.

3.1 Using the same screening protocol for Springfield's inmates' Coburg's inmates' may be refused. The refusal protocol includes: the need for inmate medical clearance or medical treatment that is beyond the standard inmate population, high cost prescription medication, or frequent out-of-facility medical appointments. .

3.1.1 Springfield Municipal Jail and contracted medical staff have identified conditions requiring medical approval by non-jail medical staff prior to admittance and medical conditions that cannot be accepted due to the level of required care.

3.1.2 Coburg Inmates with conditions requiring medical approval prior to admittance to the Springfield Municipal Jail must present proof of medical approval. Springfield Municipal Jail is not responsible for the coordination or cost of obtaining medical approval for admittance to the Springfield Municipal Jail.



- 3.1.3 The current list of medical conditions referenced in section 3.1.2 will be made available to the Coburg Court Administrator or designee upon request.
- 3.1.4 Coburg inmates with medication costs exceeding 20% of the daily bed rate may be refused admittance. Prior to refusal for high cost prescriptions, Coburg Municipal Court will be given the opportunity to provide written approval of the cost of medication when the medication can be administered by Springfield medical staff. The cost of those medications will be included in the next monthly invoice.
- 3.2 Springfield Municipal Jail may refuse Coburg Inmates with Sentence to Appear (STA) Commitment Orders who are evaluated by Springfield jail or medical staff and determined to require a specialized assessment or watch due to alcohol or opiate withdrawal considerations.
- 3.3 Coburg Inmates who are Sentence to Appear will be required to report between the hours of 9am and 11 am. Appearance outside of these hours requires prior approval by Springfield Municipal Jail management or the individual will be refused.
- 3.4 The Springfield Municipal Jail Lieutenant or Chief of Police can authorize exceptions to Refusals outlined in Section 3. Refusals.

**4. Emergency Status.** In the event emergency operation protocol is activated and impacts Springfield Municipal Jail inmate housing services, contracted inmate housing services and compensation schedules may be modified. Changes to inmate housing services due to emergency operation protocols will be communicated in writing, including the beginning and end date of emergency status.

**EXHIBIT B**  
**CITY OF SPRINGFIELD/CITY OF COBURG**  
**COMPENSATION SCHEDULE**

1. **Cost of Inmate Compensation.** Coburg shall pay Springfield for providing jail beds for the in-custody Coburg Municipal Court offenders based on the following schedule.
  - A. Daily Rate per bed, per day for Coburg Inmates- \$109.00
  - B. Coburg will be charged on a per usage basis according to the daily rate identified in 1.A.
  - C. The price of Coburg Inmate high cost prescriptions approved by Coburg Municipal Court, as permitted in Exhibit A, 3.2, will be charged to the Coburg Municipal Court.



**INDEPENDENT CONTRACT SERVICES AGREEMENT  
CITY OF COBURG**

Date: \_\_\_\_\_

Parties:

City of Coburg (“CITY”)                      and                      Professional Credit Service  
PO Box 8316  
91136 N Willamette St.  
Coburg, Oregon 97408

**Additional Independent Contractor Information:**

- a. Type of Entity: Sole Proprietorship Partners  Limited Liability Comp Corporation
- b. Address: 400 International Way, Springfield, Oregon 97477
- c. Telephone 541-335-2204
- d. Fax No. \_\_\_\_\_
- e. Email: [rnestell@professionalcredit.com](mailto:rnestell@professionalcredit.com)
- f. SSN or Federal ID: \_\_\_\_\_

**IN CONSIDERATION OF THE MUTUAL CONVENANTS CONTAINED HEREIN,  
THE PARTIES AGREE TO THE FOLLOWING TERMS, PROVISIONS AND  
CONDITIONS:**

- 1. **Effective Date.** This Agreement is effective when signed by both parties. This agreement will expire on June 30, 2025, unless earlier terminated in accordance with the provisions of this Agreement or by mutual consent of the parties. Termination or expiration shall not extinguish or prejudice the City’s right to enforce this Agreement with respect to any default or defect in performance that has not been cured

- 2. Services to be Performed by Independent Contractor.** Independent Contractor shall perform for the CITY the services described on Attachments A and B. Attachment B is the State of Oregon Contract with Independent Contractor (#3360-20) and is attached hereto and incorporated herein by this reference. In any conflict of terms and conditions of these documents, Attachment B has priority over this contract (including Attachment A).
- 3. Payment by CITY.** CITY shall pay Independent Contractor according to the sum and schedule described on Attachment “A” attached hereto and incorporated herein by this reference.
- 4. Standard of Care.** Contractor will provide services with the degree of skill and diligence normally employed by professional performing the same or similar services at the time the services are performed. Contractor shall, at all times during the term of this Agreement be duly licensed to perform the Work, and if there is no licensing requirement for the profession or Work. Be duly qualified expert.
- 5. Independent Contractor Status.** By its execution of this Agreement, Independent Contractor certifies its status as an “Independent Contractor” as that term is used under the laws of the State of Oregon, and that all performance of any labor or services required to be performed by Independent Contractor under the terms of this Agreement shall be performed in accordance with the standards set forth in ORS 670.600(\_\_\_\_), and incorporated herein by this reference.
- 6. Conformance with Oregon Public Contracts Law (ORS Chapter 279).** Independent Contractor shall comply with all applicable provisions of Oregon law for public contracts, including, but not limited to ORS 279B.220, ORS 279B.225, ORS 279B.230 and ORS 279B.235.
- 7. Work Performed.** The work to be performed by Independent Contractor is Debt Collection and includes services generally performed by Independent Contractor in his/her/its usual line of business.
- 8. Tax duties and Liabilities.** Independent Contractor shall be responsible for all federal, state and local taxes, if any, applicable to any payments received pursuant to this Agreement, including, but not limited to income tax, payroll tax, social security and self-employment tax. CITY shall not withhold, pay or in any other manner be responsible for payment of any taxes on behalf of Independent Contractor.
- 9. Reimbursement of Expenses.** Independent Contractor shall not be entitled to reimbursement by CITY for any expenses incurred by Independent Contractor unless otherwise agreed in writing.
- 10. Materials and Supplies.** Independent Contractor shall supply all materials and supplies needed to perform the services required unless otherwise agreed in writing.

11. **No Authority to Bind CITY.** Independent Contractor shall have no authority to enter into contracts on behalf of CITY, its officers, agents and employees. This Agreement shall not create a partnership or joint venture of any sort between the parties
12. **Federal Employment Status.** In the event payment made pursuant to this Agreement is to be charged against federal funds, Independent Contractor hereby certifies that it is not currently employed by the Federal Government and the amount charged does not exceed Independent Contractor's normal charge for the type of services provided
13. **Indemnification and Hold Harmless.** Independent Contractor shall defend and hold harmless CITY, its agents, servants and employees from and against all claims, demands and judgment (including attorney fees), made or recovered against them including, but not limited to damages to real or tangible personal property or for bodily injury or death to any person, arising out of, or in any manner connected with this Agreement, to the extent that any such damage, injury or death is caused by, or sustained in connection with the performance of, Independent Contractor, its employees, servants or agents. CITY shall promptly notify Independent Contractor in a reasonable manner to facilitate the defense of any such claim.
14. **Termination by City,** in whole or in part, whenever for any reason CITY shall determine that such termination is in the best interest of CITY. Thirty days' notice of termination shall be effected by delivery to the Independent Contractor of a Notice of Termination specifying the extent to which performance of the work under the Agreement is terminated and the date on which such termination is effective. Upon delivery to the Independent Contractor of a Notice of Termination under this paragraph, the Independent Contractor and CITY shall, by agreement, make an appropriate written modification to this Agreement governing completion of portions of the Independent Contractor's work and payment therefore by CITY. **A completed Federal Form W-9 shall accompany this signed document when returned by the Independent Contractor.**
15. **Independent Contractor Termination:** The Independent Contractor shall give the CITY a ninety-day notice of termination, which will be effected by deliverance of a Notice of Termination to the City. Such notice shall include the date on which the termination is effective. The Independent Contractor and CITY shall, by agreement, make an appropriate written modification to this Agreement governing completion of portions of the Independent Contractor's work and payment therefore by the City to the Independent Contractor.
16. **Rights in Data.** All original written material, including programs, card decks, tapes, listings, and other documentation originated and prepared for CITY pursuant to this Agreement, shall become exclusively the property of CITY. The ideas, concepts, knowhow, or techniques developed during the course of this Agreement by Independent Contractor personnel can be used by either party in anyway it may deem appropriate. Material already in Independent Contractor's possession, independently developed by Independent Contractor outside the scope of this Agreement, or rightfully obtained by Independent Contractor from third parties, shall belong to Independent Contractor. This Agreement shall

not preclude Independent Contractor from developing materials which are competitive, irrespective of their similarity to materials which might be delivered to CITY pursuant to this Agreement. Independent Contractor shall not, however, use any written materials developed under this Agreement in developing materials for others, except as provided in this section.

- 17. Confidentiality.** During the course of performance hereunder, Independent Contractor or its agent, employees, or contractors, may receive confidential information. Independent Contractor agrees to use its best efforts to maintain the confidentiality of such information and to inform each agent and employee performing services of the confidentiality obligation that pertains to such information.
- 18. Assignment/Subcontract.** Independent Contractor shall not assign, sell, transfer, subcontractor sublet rights, or delegate responsibilities under this Agreement, in whole or in part, without the prior written approval of CITY. No such written approval shall relieve Independent Contractor of any obligations of this Agreement, and any transferee or subcontractor shall be considered the agent of Independent Contractor. Independent Contractor shall remain liable as between the original parties to this Agreement as if no such assignment had occurred.
- 19. Successors in Interest.** The provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties to this Agreement and their respective successors and assigns.
- 20. Compliance with All Government Regulations.** Independent Contractor shall comply with all federal, state and local laws, codes, regulations and ordinances applicable to the work performed under this Agreement. Failure to comply with such requirements shall constitute a breach of contract and shall be grounds for termination of this Agreement. Damages or costs resulting from noncompliance shall be the sole responsibility of Independent Contractor.
- 21. Attorney Fees.** In the event a lawsuit of any kind is instituted on behalf of one party to this Agreement to enforce any provision of this Agreement, the party against whom judgment is entered shall pay such additional sums as the Court may adjudge reasonable for attorney fees plus all costs and disbursements at trial and on any appeal.
- 22. Force Majeure.** Neither party to this Agreement shall be held responsible for delay or default caused by fire, riot, acts of God and/or war which is beyond that party's reasonable control. CITY may terminate this Agreement upon written notice after determining such delay or default will unreasonably prevent successful performance of the Agreement.
- 23. Assistance regarding Patent and Copyright Infringement.** In the event of any claim or suit against CITY on account of any alleged patent or copyright infringement arising out of the performance of this Agreement or out of the use of any material furnished or work or services performed hereunder, Independent Contractor shall defend CITY against any such

suit or claim and hold CITY harmless from any and all expenses, court costs, and attorney's fees in connection with such claim or suit.

- 24. **Severability.** If any provision of this Agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected; and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.
- 25. **Access to Records.** CITY and its duly authorized representatives shall have access to books, documents, papers and records of Independent Contractor which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts and transcripts.
- 26. **Waiver.** Failure of CITY to enforce any provision of this Agreement shall not constitute a waiver or relinquishment by CITY of the right to such performance in the future nor of the right to enforce any other provision of this Agreement.
- 27. **Amendments.** The terms of this Agreement shall not be waived, altered, modified, supplemented or amended in any manner whatsoever, without prior written approval of CITY. No modification of this Agreement shall bind either party unless reduced to writing and subscribed by both parties, or ordered by a Court.
- 28. **Nondiscrimination.** Independent Contractor shall comply with all applicable requirements of Federal and State civil rights and rehabilitation statutes, rules and regulations.
- 29. **Remedies.** This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon, and any litigation arising out of this Agreement shall be conducted in the courts of the State of Oregon, County of Lane.
- 30. **Entire Agreement.** This Agreement signed by both parties is the parties' final and entire Agreement and supersedes all prior and contemporaneous oral or written communications between the parties, their agents and representatives. There are no representations, promises, terms, conditions or obligations other than those contained herein.

**IN WITNESS WHEREOF** the parties have executed this Agreement to be effective the date first set forth above.

**CITY OF COBURG:**

**PROFESSIONAL CREDIT SERVICE**

By: \_\_\_\_\_  
 Name:     Anne Heath      
 Title:     City Administrator      
 Date: \_\_\_\_\_

By: \_\_\_\_\_  
 Name:     Jeff Johnson      
 Title:     Chief Client Officer      
 Date: \_\_\_\_\_

**City of Coburg, Oregon**  
Independent Contractor Agreement for Collection Services

**1. Authority.** Independent Contractor has an active service contract on file with the State of Oregon (#3360-20). Section 8.I of the City of Coburg Purchasing Ordinance, allows the City to enter into contracts on a non competitive basis under the cooperative procurement provisions of the Oregon Public Contracting Code. The City is electing to do so for this contract. This Purchase Order is submitted pursuant to Oregon DAS Price Agreement # DASPS-3360-20. The Price Agreement, including standard contract terms and conditions contained in the Price Agreement, is incorporated by reference and applies to this purchase and takes precedence over all other conflicting terms and conditions, express or implied.

**2. Remuneration.** Pursuant to ORS 293.231 (12) Independent Contractor shall add 17.5% of the account balance to the account balance and that amount – 17.5% of the amount collected - shall be the Independent Contractor’s sole remuneration for work performed under this contract. In addition, Independent Contractor may deduct from amounts collected through litigation those costs and fees allowed pursuant to the terms of the State Contract (#3360-20) upon which this contract is based.

**3. Contacts.** Primary contacts for day-to-day function of the collections process are as follows:

For the City of Coburg	For Professional Credit Service
Mandy Balcom	Rob Nestell
Court Administrator	Sr. Account Executive
<a href="mailto:Mandy.Balcom@ci.coburg.or.us">Mandy.Balcom@ci.coburg.or.us</a>	<a href="mailto:Rob@professionalcredit.com">Rob@professionalcredit.com</a>
541 682-7859	541 335-2204

Contacts for administration of this contract are as follows:

For the City of Coburg	For Professional Credit Services
Anne Heath	Jeff Johnson
City Administrator	Chief Client Officer
<a href="mailto:anne.heath@ci.coburg.or.us">anne.heath@ci.coburg.or.us</a>	<a href="mailto:Jeff@professionalcredit.com">Jeff@professionalcredit.com</a>
541 682-7871	541 335-2207

**4. Non-Exclusive.** This is a non-exclusive contract. City may use alternative means for the services to be provided under the provisions of this contract.

**5. Specific Conditions**



- A. Litigation in any court, including small claims court, shall be undertaken only with prior written consent of the City Administrator for each case and shall be conducted in the name of the Independent Contractor. Such cases will be coordinated with the City Administrator.
- B. Interest on accounts shall be computed at 9% (nine percent) per annum accumulated daily.
- C. Payment plans may be entered into based on the contractor's judgment. The City would prefer to have payment plans not exceed 12 months.
- D. The City of Coburg will entertain compromise or settlement offers. Such offers must be submitted to the City Administrator for approval. In authorizing the City Administrator to enter into this contract, the City Council has vested the City Administrator with this power.
- E. The City has warrant and garnishment authority.
- F. Remittance is to occur every Monday for the collections from the prior business week. Contractor shall remit net funds collected to the following account: Key Bank 379681084602. Collection reports are to be submitted electronically along with the remittance.
- G. Contractor shall remit all requested reports in electronic format using Excel or PDF.
- H. City of Coburg authorizes contractor to report debtor information to Credit Bureaus.
- I. City of Coburg elects to exercise the option to bill Contractor for 2% (two percent) for any debtor payments made by check that are received directly by City (State contract provision I.6.e.4)



## COBURG CITY COUNCIL ACTION/ISSUE ITEM

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### TOPIC: Planning Commission Reappointments

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Meeting Date: October 12, 2021  
 Staff Contact: Megan Winner, Planner  
 Contact: 541-682-7862, megan.winner@ci.coburg.or.us

### REQUESTED COUNCIL ACTION

Consider reappointment of Paul Thompson, Marissa Doyle and Seth Clark to the Planning Commission.

**Recommended Motion:** *I move to recommend Mayor Smith reappoints Paul Thompson, Marissa Doyle and Seth Clark to Planning Commission for two-year terms expiring October 2023.*

### POLICIES OR CITY COUNCIL GOAL(S)

- Livability, Health and Vitality
- Strategic Planning

### BACKGROUND

In October 2021, the two-year terms for three Planning Commissioners (Paul Thompson, Marissa Doyle and Seth Clark) expire.

#### **Procedures and Bylaws of the Coburg Planning Commission:**

***Article IV: Section 1. The planning commission shall consist of seven members to be appointed by the city council. Five members shall be City residents. One, but not more than two may live not within the City but either within the area of influence as defined by the Comprehensive Plan, or own real property within the City of be an owner or partner of a business in the city limits. The area of influence is the City plus six miles adjacent thereto.***

All three Planning Commissioners recommended for reappointment are residents or business owners in the City of Coburg and therefore, meet Section 1 requirements.

***Article IV: Section 2. No more than two members shall be engaged principally in buying, selling, or developing of real estate for a profit as individuals or be members of any partnership, or officers of or employees of any corporation that is engaged principally in buying, selling, or developing real estate for a profit. No more than two members shall be engaged in the same kind of business, trade or profession (ORS 227.030).***

Not more than two members are engaged principally in real estate, nor are more than two members engaged in same kind of business, trade or profession and therefore, meet Section 2 requirements.

***Article IV: Section 3. Members shall be appointed for two year terms, renewable upon majority vote of the commission present at a meeting.***

***Article IV: Section 4. The Planning Commission shall review applications for membership to the commission and make recommendations concerning the filling of vacancies on the commission to the City Council. Any vacancy shall be filled by the City Council for the unexpired term of the predecessor in office (ORS 227.030).***

If reappointed, the terms will expire in October 2023. The positions would be eligible and come to City Council for reappointment at that time.

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#### **RECOMMENDATION AND ALTERNATIVES**

1. Reappoint Paul Thompson, Marissa Doyle and Seth Clark to the Planning Commission.
2. Do not reappoint members to positions. This action would result in the positions being vacant.
3. Taking no action would result in the positions being vacant.

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#### **BUDGET / FINANCIAL IMPACT**

The financial impact of this action is negligible.

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#### **PUBLIC INVOLVEMENT**

None.

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#### **NEXT STEPS**

If reappointed, Planning Commissioners Thompson, Doyle and Clark will be notified.

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#### **ATTACHMENTS**

- A. Planning Commission term renewal acceptance emails from Paul Thompson, Marissa Doyle and Seth Clark

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#### **REVIEWED THROUGH:**

**Anne Heath, City Administrator**

Re: Planning Commission Term

Paul Thompson <JPPT01@msn.com>

Tue 9/21/2021 1:07 PM

To: WINNER Megan <Megan.Winner@ci.coburg.or.us>

Megan -

Thanks for reaching out. Yes, I am willing to serve as the Chair for another term.

Paul

---

**From:** WINNER Megan <Megan.Winner@ci.coburg.or.us>

**Sent:** Thursday, September 16, 2021 4:33 PM

**To:** jppt01@msn.com <jppt01@msn.com>

**Subject:** Planning Commission Term

Hello Chair Thompson,

Sure hope this message finds you in good spirits! I'm reaching out because your term as Planning Commissioner ends in October and it is time for reappointments. Would you be willing and able to do another two-year term as a Coburg Planning Commissioner?

Thank you and hope you enjoy the evening!

Best,

Megan Winner

Planner

City of Coburg

541.682.7862

\*\*\*\*\*WARNING: This email has been sent from OUTSIDE the City of Coburg. Please proceed with caution\*\*\*\*\*

RE: Planning Commission Term

marissa@mdoylearchitect.com <marissa@mdoylearchitect.com>

Thu 9/23/2021 10:39 AM

To: WINNER Megan <Megan.Winner@ci.coburg.or.us>

Sure, I'll renew it.

**Marissa Doyle, AIA, NCARB**

541.636.2900 x2

**M | D Architect + Design, Co.**

P.O. Box 8302 | Coburg, Oregon 97408

[www.mdoylearchitect.com](http://www.mdoylearchitect.com)

---

From: WINNER Megan <Megan.Winner@ci.coburg.or.us>

Sent: Tuesday, September 21, 2021 10:37 AM

To: marissa@mdoylearchitect.com

Subject: Re: Planning Commission Term

Could you please let me know either way by Monday, October 4th at 5pm? I need to get the staff report for reappointments ready for Council on October 5th. Feel free to reach out if I can be of assistance.

Thank you and hope you enjoy the rest of the morning!

Best,

Megan

---

From: [marissa@mdoylearchitect.com](mailto:marissa@mdoylearchitect.com) <[marissa@mdoylearchitect.com](mailto:marissa@mdoylearchitect.com)>

Sent: Monday, September 20, 2021 9:36 AM

To: WINNER Megan <[Megan.Winner@ci.coburg.or.us](mailto:Megan.Winner@ci.coburg.or.us)>

Subject: RE: Planning Commission Term

Possibly...

**Marissa Doyle, AIA, NCARB**

541.636.2900 x2

**M | D Architect + Design, Co.**

P.O. Box 8302 | Coburg, Oregon 97408

[www.mdoylearchitect.com](http://www.mdoylearchitect.com)

---

From: WINNER Megan <[Megan.Winner@ci.coburg.or.us](mailto:Megan.Winner@ci.coburg.or.us)>

Sent: Thursday, September 16, 2021 4:33 PM

To: [marissa@mdoylearchitect.com](mailto:marissa@mdoylearchitect.com)

Subject: Planning Commission Term

Hello Commissioner Doyle,

Re: Planning Commission Term

**Seth Clark** <setherbean@gmail.com>

Sun 9/19/2021 6:46 PM

To: WINNER Megan <Megan.Winner@ci.coburg.or.us>

Yes, I'd be happy to.

Thank you,  
Seth

On Thu, Sep 16, 2021 at 4:32 PM WINNER Megan <[Megan.Winner@ci.coburg.or.us](mailto:Megan.Winner@ci.coburg.or.us)> wrote:

**Hello Commissioner Clark,**

**Sure hope this message finds you in good spirits! I'm reaching out because your term as Planning Commissioner ends in October and it is time for reappointments. Would you be willing and able to do another two-year term as a Coburg Planning Commissioner?**

**Thank you and hope you enjoy the evening!**

**Best,**

**Megan Winner  
Planner  
City of Coburg  
541.682.7862**

\*\*\*\*\*WARNING: This email has been sent from OUTSIDE the City of Coburg. Please proceed with caution\*\*\*\*\*

Brian Harmon, Public Works Director  
City of Coburg  
91136 N Willamette St.  
P. O. Box 8316 Coburg, OR 97478



TELEPHONE - (541) 882-7850  
E-MAIL - brian.harmon@ci.coburg.or.us  
WEBSITE - coburgoregon.org

### DONATION PROPOSAL APPLICATION CITY OF COBURG

Application should be completed and submitted to the Public Works Director. Please attach any supporting information as needed.

Date: Sept 28<sup>th</sup> 2021  
Applicant / Contact Person: Coburg Garage / Joe Maryman  
Address: 32663 Mill St Coburg OR  
Phone: 541-228-8650 Email: CWH-Trow@yahoo.com

Donation Type:

- Monetary (unrestricted)
- Monetary (restricted)
- Land / Real Property
- Facility Enhancement
- Other (please define): \_\_\_\_\_
- Service / Labor
- Material / Equipment
- Memorial Item
- Partnership

Donation description:

Banners to Honor Veterans in Coburg  
16 to start ASAP  
with 12 per year added

Location (If applicable, where are you proposing to donate the item(s)? maps, photos are encouraged. Please be specific):

To Be Placed on Light Poles

Amount, or value, of donation

? \$2000<sup>00</sup>

Is it the desire of the donor to name or rename any amenity or facility? Yes or  No  
If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

If applicable, wording on recognition if desired:

Four horizontal lines for handwritten recognition wording.

As the applicant and donor I have read and understand the City of Coburg Donation Policy. My signature indicates the desire for the proposed donation to be considered by the City of Coburg.

Applicant's Signature: Janice Moneau  
Date: 9-28-21

*Thank you!*

*For City use only*

Donation accepted by the City of Coburg

Donation not accepted by the City of Coburg

Reason(s) for not approving:

Two horizontal lines for handwritten reasons for not approving.

Endowment Required: \_\_\_\_\_ %  
Memorandum of Understand Required: \_\_\_\_\_  
Contingency Required: \$ \_\_\_\_\_

Application Reviewed By:

Eleven horizontal lines for handwritten name of reviewer.





*Moosic Borough*  
HOMETOWN HERO



CHARLES STULL  
VIETNAM ERA  
AIR FORCE  
*Stull Family*

SONS OF AMERICAN LEGION  
Post 604



*American  
Pride*

sy as 1-2-3

HONORING THE  
SERVICE AND FAMILY OF



Caleb Haskins



Army



## COBURG CITY COUNCIL ACTION/ISSUE ITEM

---

**Topic: Park Land Swap**

---

**Meeting Date: October 12, 2021**

**Staff Contact: Anne Heath, City Administrator**  
682-7871, anne.heath@ci.coburg.or.us

---

### REQUESTED COUNCIL ACTION

Information Only

---

### POLICIES OR CITY COUNCIL GOAL(S)

- **Livability, Health, and Vitality**
  - **Strategic Planning**
- 

### BACKGROUND

For several years there has been a discussion regarding the property abutting Pavilion Park. This is the property between the park and the old City Hall. While this property has been utilized as parkland, it is actually privately owned by the Shepard Investment Group LLC.

When the City conducted the build-out scenario and this land was looked at, it was apparent that development could happen on this lot that might not be in the best interest of the community, and would reduce the available open space for pavilion park. The City Administrator began a conversation with the Shepard Family regarding the property at the request of the Mayor.

---

### PROPERTY SWAP PROPOSAL

The Shepard Family owns most of the properties south of City Hall to Chiefs Restaurant. However, they have limited parking for these buildings. At one time they leased spaces from the City. However, they decided to not lease them, and their employees began parking on the street or available parking around their building and in the downtown. They have an interest in owning the parking lots behind their buildings.

The City does not use the parking to the south of the grassy area behind City Hall. The Police Department does have a building in the area, and they do park cars in some of the parking spaces. This area would need to be condensed. The Police have plans for disbursement of some of the cars, and the building could be either moved or reconstructed. This would reduce

the parking available to the City to the south and directly behind the Shepard Family properties. While this would not likely affect the daily operations of City Hall, on court days, and events at City Hall, it could limit the parking. However, the City has recently opened up down town parking spaces at the IOOF building and there could be signage pointing visitors to this parking area in the event that overflow was needed.

The City has also discussed with the property owner to the north of City Hall the possibility of creating downtown parking for City Hall and visitors along the tree line. No concrete plan has been developed or agreed upon at this time. However, the City Administrator will be meeting with the property owner in the near future.

The City had an appraisal conducted on both properties and the Shepard property is significantly more valuable than the parking area as reflected in the attached appraisal. However, the family is willing to consider the swap and donate the difference in value for the property. Their only stipulation is that they would like their late daughter considered in the naming of the park. Their daughter grew up in this area, attended the charter school, local high school, and the entire family has ties to this community.

In September, 2021 the City Administrator developed a proposal, and the Mayor provided a letter to the Shepard family proposing a possible land swap and requesting that they donate the difference in land values.

### **HISTORY OF SHEPARD FAMILY IN THE COMMUNITY**

The Shepard family has a long history in Coburg, owns many local properties, and was actually instrumental in making the land available for public land in Pavilion Park which now sits on property that was owned by the family. Chuck Shepard actually designed and built the Pavilion with the thought that it would become a concert venue. The family has a heart for this community and very much wants to see this land set aside as parkland.

### **NEXT STEPS**

With Council direction, staff will move forward to legally swap the property ownership and ensure that this portion of pavilion park remains public lands and available for the use of the community and visitors for years to come.

This will be a lot line adjustment which must be approved, as well as a donation to the City. Once the planning and legal documentation was completed, the Council would review and vote on the land swap and accept the donation to the City. There will also be some planning and land use steps that will need to be taken

The Park and Tree Committee is considering a redesign of the park in order to create a public plaza. This would create more outdoor seating, activities, and enhanced venue space, and a beautiful central park that is useful and pleasant for both citizens and visitors. The subject property would be crucial to fully redevelop the park.

## RECOMMENDATION AND ALTERNATIVES

The alternatives are:

1. Do nothing. The land remains with the Shepard Trust who can sell it and/or develop it according to the current City Development Code.
2. Purchase the property. The City could make an offer on the property and purchase it out right. However, at this time, the City does not have the funds to do so.

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## BUDGET / FINANCIAL IMPACT

The land swap would have a small financial impact on the City for legal and possibly escrow fees. The City has already paid for an appraisal for the two properties which is contained in this packet.

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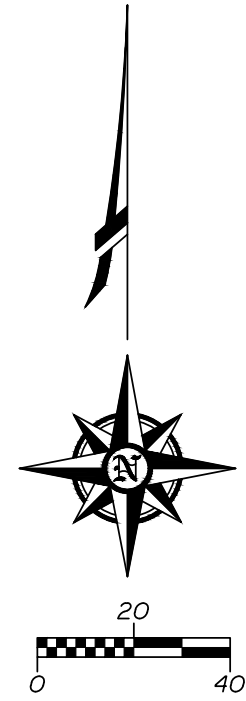
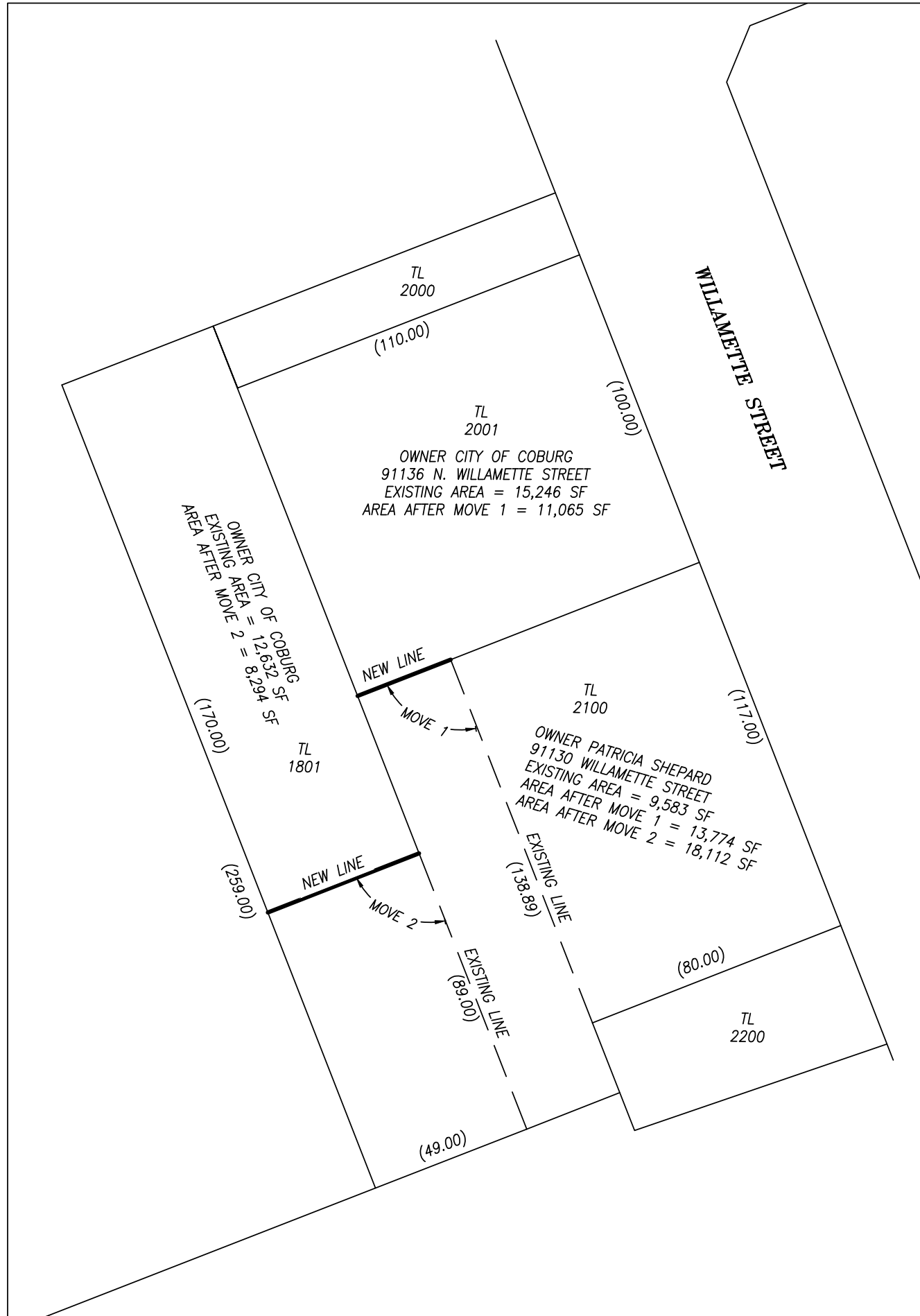
## PUBLIC INVOLVEMENT

1. Public comment would be available on the night the City Council approved a land-swap agreement.
2. There may be requirements for notification of disbursing of Public Property. This needs to be researched by legal for this kind of transaction.

---

## ATTACHMENTS

- A. Appraisal Report for both properties
  - B. Engineer drawing of lot line adjustment
-



REGISTERED  
 PROFESSIONAL  
 LAND SURVEYOR

**DIGITALLY SIGNED**

OREGON  
 JULY 21, 1992  
 ROBERT C. HINES  
 2555PLS

EXPIRES: June 30, 2023

**PROPOSED PROPERTY LINE ADJUSTMENTS**

CITY OF COBURG  
 COBURG CITY HALL  
 91136 N. WILLAMETTE STREET

revisions:

date: JUNE 14, 2021  
 drawn by: RCH  
 designer:  
 project no: 21-004g

**PROPOSED PLAN**

## APPRAISAL REPORT

### Commercial Land

N. Willamette Street  
Coburg, Lane County, Oregon  
Parcel 1: Map 16-03-32-11  
Portions of Tax Lot 1801 & 2001  
Parcel 2: Map 16-03-33-23  
Tax Lot 2500

VPA FILE: VPS 21-297

**Date of Report:**  
September 6, 2021

**Date of Value:**  
August 20, 2021



### SUBMITTED TO:

Anne Heath  
City Administrator  
City of Coburg  
[Anne.heath@ci.coburg.or.us](mailto:Anne.heath@ci.coburg.or.us)

### PREPARED BY:

Zoe R. Swartz, MAI  
Viewpoint Appraisals, LLC  
2852 Willamette Street, #410  
Eugene, Oregon 97405  
[zoe@viewpointappraisals.com](mailto:zoe@viewpointappraisals.com)



September 6, 2021

Anne Heath  
City Administrator  
City of Coburg  
[Anne.heath@ci.coburg.or.us](mailto:Anne.heath@ci.coburg.or.us)

**RE: Commercial Land Parcels**  
N. Willamette Street  
Coburg, Lane County, Oregon  
Parcel 1: Map 16-03-32-11, Portions of Tax Lot 1801 & 2001  
Parcel 2: Map 16-03-33-23, Tax Lot 2500

Dear Ms. Heath:

Per our agreement, I have prepared an appraisal of the above-referenced properties. The subject of this report consists of two parcels located off N. Willamette Street in Coburg, Lane County, Oregon. The parcels are proposed for a land swap between the City of Coburg and Shepard Investment Group, LLC. The purpose of this appraisal is to determine the value of each parcel for the potential land swap. Parcel 1 is an 0.20-acre hypothetical parcel located on the west side of N. Willamette Street; this parcel is a portion of Tax Lots 1801 & 2001 on Map 16-03-32-11 which will be assembled with an adjacent parcel as part of the land swap. Parcel 2 is 0.23 acres located on the east side of N. Willamette Street identified by the Lane County Department of Assessment and Taxation as Map 16-03-33-23, Tax Lot 2500. The properties are each zoned C-1, Central Business District with H, Historic and X, Architecturally Controlled Area overlays.

After an inspection of the subject properties, subsequent research, and analysis of pertinent market data, it is my opinion the market value of each parcel is as follows:

Value Conclusion Summary			
Value Premise	Interest Appraised	Date of Value	Conclusion
Hypothetical - Parcel 1	Fee Simple	August 20, 2021	\$230,000
As-Is - Parcel 2	Fee Simple	August 20, 2021	\$270,000

The following appraisal report details the basis and reasoning for the value conclusion. This report conforms to the Uniform Standards of Professional Appraisal Practice (USPAP) adopted by the Appraisal Standards Board of the Appraisal Foundation and complies with the reporting standards set forth under USPAP Standards Rule 2-2(a) for an Appraisal Report. Discussion contained in this report is specific to the needs of the client and for the stated intended use.



Supporting documentation concerning the data, reasoning and analyses is retained in the appraiser's work file. The appraiser is not responsible for unauthorized use of this report.

### Extraordinary Assumptions & Hypothetical Conditions

Extraordinary Assumptions Employed:	No
Hypothetical Conditions Employed:	Yes

The value conclusion for Parcel 1 is subject to the hypothetical condition detailed below. The application of this hypothetical condition may impact the assignment results.

### Hypothetical Condition

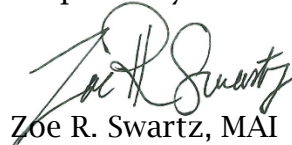
Parcel 1 is a portion of Tax Lots 1801 & 2001 on Map 16-03-32-11. A hypothetical condition of this analysis is that Parcel 1 was an independent, saleable site on the date of value. The application of this hypothetical condition may impact the assignment results.

### Across the Fence Value

The highest and best use of Parcel 1 is for assemblage with an adjacent property (see analysis for further discussion). Parcel 1 does not provide utility for development as a stand-alone parcel given the lack of legal vehicular access and road frontage but does provide potential benefit for assemblage with an adjacent parcel. As such, the valuation of the subject property is based upon an analysis of the "Across the Fence" value of adjacent properties. This will be discussed further in the appraisal process section.

I certify this appraisal has been prepared in accordance with the Code of Professional Ethics and Standards of Professional Practices set forth by the Appraisal Institute. I certify that I have no present or contemplated interest in the property and the fee for making this appraisal is not predicated upon reporting any specified value or value range. Please call at your convenience if any additional data or information is required.

Respectfully submitted,



Zoe R. Swartz, MAI

[zoe@viewpointappraisals.com](mailto:zoe@viewpointappraisals.com)

## COVID-19 PANDEMIC

---

As of the date of value, the national emergency related to COVID-19 has continued to impact the financial markets. In this fluid market it is important to recognize the changes and that the appraisal contained herein reflects the appraiser's opinions regarding current market reactions and risk perception as of the specific date of value. In most markets it is not yet clear to what extent real estate values will ultimately be affected in the long term, however, impacts in the market to-date have been bifurcated depending on the industry, property type and location. Related, complicating factors include continued unemployment claims, executive orders regarding mask mandates and business restrictions, government financial support, fluctuations in the stock market and changes in mortgage interest rates.

The United States officially entered a recession in February 2020 after a record period of expansion. The pandemic and public health response have resulted in a downturn with different characteristics than prior recessions but the magnitude of the decline in employment and production and broad reach across the nation warranted the designation. The state and federal governments have spearheaded efforts to provide financial relief in the form of extended unemployment benefits, restrictions on evictions, stimulus payments for taxpayers and small business loans. In terms of relief, on December 27, 2020, former President Donald Trump signed a \$900 billion pandemic relief package to deliver long-sought cash to businesses and individuals and avert a federal government shutdown. President Joe Biden approved additional relief for struggling Americans, in the form of a \$1.9 trillion bill. His administration also pushed to accelerate the pace of vaccinations to control the spread of COVID-19 and allow the economy to open back up faster. After 17 months of government support, many of the financial assistance programs are ending, with those that have been authorized for extension being relatively small in the context of the previously provided supports. In addition, many at-risk renters across the nation will soon lose protections against evictions which have been in place since the onset of the pandemic. Programs which remain in-place through 2021 and into 2022 include the advanced and enhanced child tax credit payments and the automatic student loan deferment.

Discussions at the federal and state levels concerning the economy are ongoing and dependent on the recommendations of national and regional health authorities, but the recent full approval of the Pfizer-BioNTech COVID-19 vaccine on August 23, 2021, by the Federal Drug Administration has provided for relief from at-work health risks that initially fueled shutdowns. However, due to the delta variant, new cases and hospitalizations have skyrocketed in many parts of the nation, regardless of vaccination. On August 13, 2021, Kate Brown reinstated the mask mandate indoors for Oregon.

The recovery from pandemic disruption in the commercial real estate market has advanced more rapidly than industry experts expected and is gaining speed even as variants of COVID-19 loom as a potential threat. Unease remains regarding job growth and consumer spending as well as uncertainty regarding upcoming monetary policy decisions, but the amount of property distress across the county is fading faster than the market saw during the Great Recession. Real estate investment trusts have also rebounded strongly.

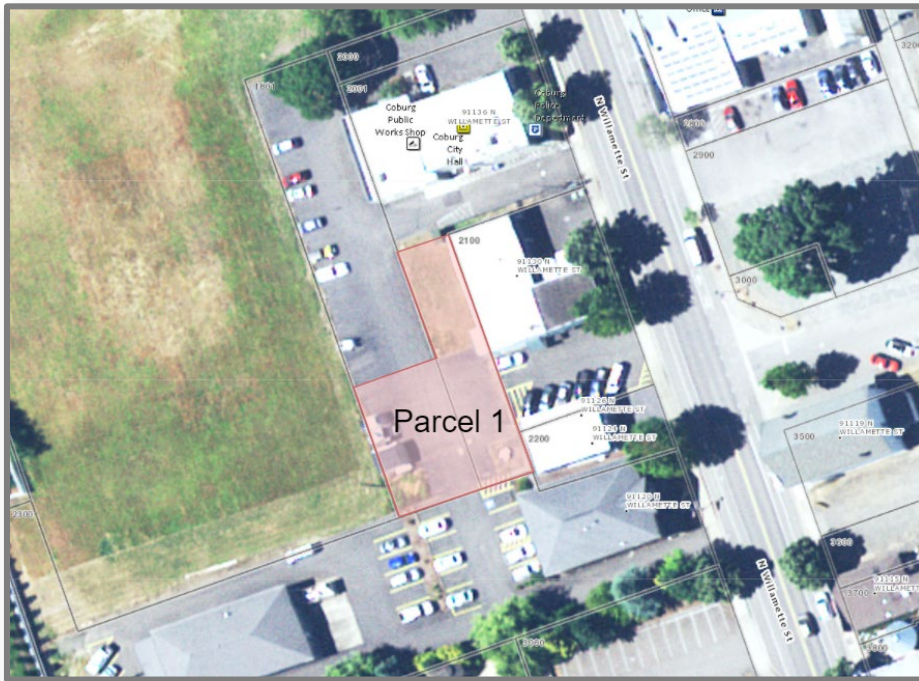
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# AERIAL PHOTOGRAPHS

## Lane County Aerial Photographs



Identification of the Problem					
Identify client and intended users	Identify the intended use	Identify the purpose of the assignment (type and definition of value)	Identify the effective date of the opinion	Identify the relevant characteristics of the property	Assignment conditions
Scope of Work Determination					

### Client and Intended User

The client and intended user are Anne Heath, City of Coburg.

### Purpose and Intended Use

The purpose of this report is to estimate the as-is market value of the two parcels. The intended use of this appraisal report is to determine the market value of each parcel for a potential land swap.

### Interest Appraised

The interest appraised is the fee simple estate.

### Date of Value Opinion

August 20, 2021.

### Compliance & Competency Rule

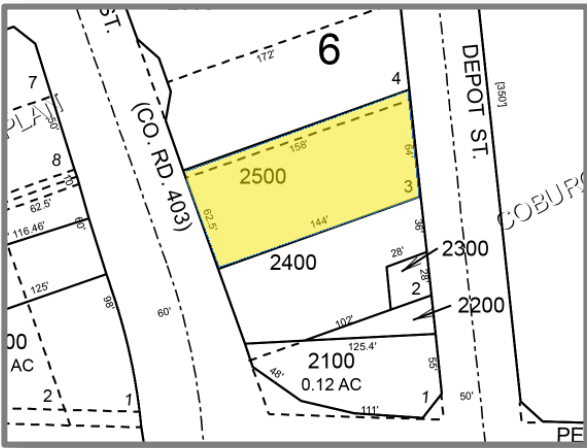
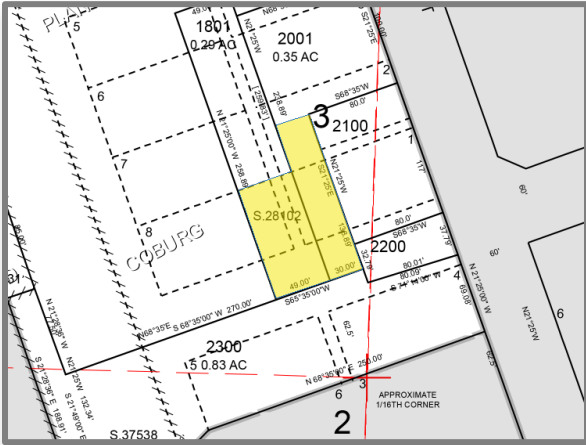
This appraisal has been prepared in compliance with the most recent revisions of the Uniform Standards of Professional Appraisal Practice (USPAP) as adopted by the Appraisal Standards Board of the Appraisal Foundation. Zoe R. Swartz, MAI has the knowledge and experience to complete this assignment competently, in compliance with the stated regulations.

### Inspection Data

Zoe R. Swartz, MAI inspected the subject property on August 20, 2021.

# RELEVANT PROPERTY CHARACTERISTICS

Two Parcels: N. Willamette Street, Coburg



**Assessor’s Identification:**

Parcel 1 is a portion of Tax Lots 1801 & 2001 on Map 16-03-32-11 which will be assembled with an adjacent parcel as part of the land swap (see hypothetical condition). Parcel 2 is identified by the Lane County Department of Assessment and Taxation as Map 16-03-33-23, Tax Lot 2500.

**Owner of Record:**

Parcel 1 is owned by City of Coburg. Parcel 2 is owned by Shepard Investment Group, LLC.

**Parcel Size:**

Parcel 1 is an 0.20-acre hypothetical parcel. Parcel 2 is 0.23 acres.

**Zoning:**

The properties are each zoned C-1, Central Business District with H, Historic and X, Architecturally Controlled Area overlays.

**Flood Hazard Area:**

According to FEMA Flood Insurance Rate Map, Community Panel No. 41039C0639F, effective June 2, 1999, the subject parcels are in Zone X, areas determined to be outside the 500-year flood.

**Highest & Best Use – Parcel 1:**

Assemblage with an adjacent parcel – see highest and best use for detailed discussion.

**Highest & Best Use – Parcel 2:**

Development with an allowable use in the C-1/H/X zone. The maximally productive use would be a mixed-use, maximizing the allowable residential component but taking advantage of the central commercial location.

## SCOPE DETAILS

---

The scope of the appraisal assignment has been to collect, confirm, analyze, and interpret pertinent market data and other market forces to arrive at an estimate of market value of the subject property. This appraisal assignment has included a complete investigation of all pertinent data in relation to the subject property. This investigation included, but was not limited to:

- Personal inspection of the subject sites;
- Review of Lane County property records;
- Review of City of Coburg planning documents and discussions with the City of Coburg Planning Department;
- Research of market conditions;
- Interview of brokers and developers involved in real estate purchases and development in the immediate Coburg area;
- Research and analysis of sale transactions of comparable properties. Sources utilized include sales and listing data from real estate brokers, information from knowledgeable market participants, and real estate database services. Comparable sales analyzed in the appraisal report were confirmed either by a party to the transaction, or an agent or representative of a party to the transaction, or information from other real estate professionals and from public records;
- Application of the applicable approaches to value;
- Preparation of the written report conveying the appraiser's analyses and conclusions.

### Approaches to Value

The Sales Comparison Approach was used to develop the opinion of market value for the subject property. The Cost Approach and Income Approach are not applicable and were not developed.

## Highest & Best Use

The reasonably probable use of property that results in the highest value. The four criteria that the highest and best use must meet are legal permissibility, physical possibility, financial feasibility, and maximum productivity.<sup>1</sup>

When a site contains improvements, the highest and best use may be determined to be different than the existing use. The existing use will continue unless and until land value, in its highest and best use exceeds the sum of the value of the entire property in its existing use, and the cost to remove the improvements.

An additional implication is that the determination of the highest and best use results from the appraiser's judgment, that is, that the use determined from analysis represents an opinion not a fact to be found. In appraisal practice, the concept of highest and best use represents the premise upon which value is based.

## Fee Simple Estate

Absolute ownership unencumbered by any other interest or estate, subject only to the limitations imposed by the governmental powers of taxation, eminent domain, police power, and escheat.<sup>2</sup>

## Market Value

The most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

- Buyer and seller are typically motivated;
- Both parties are well informed or well advised, and acting in what they consider their best interests;
- A reasonable time is allowed for exposure in the open market;
- Payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.<sup>3</sup>

## Independent Site Value

Also called "stand-alone" value, the value of the property as an independent, separate commodity.<sup>4</sup>

---

1. Appraisal Institute, *The Dictionary of Real Estate Appraisal*, 6<sup>th</sup> Ed. (Chicago: Appraisal Institute, 2015).

2. Ibid.

3. 12 C.F.R. Part 34.42(g); 55 Federal Register 34696, August 24, 1990, as amended at 57 Federal Register 12202, April 9, 1992; 59 Federal Register 29499, June 7, 1994.

4. Oregon Department of Transportation, *Guide to Appraising Real Property*, Rev. January, 2006



## Assemblage Value

Value of the property as if it were merged with an adjoining property that would result in the greatest return. It is the most reasonable, physically possible, financially feasible, and legally possible use. Theoretically, the value of the subject may be less than, equal to, or greater than the adjacent property. As assemblage, Excess Property often is “equal to” the adjoining property; we refer to this as “across-the-fence” value. If the addition of Excess Property results in an increase in the adjoining parcel or value greater than anticipated value based on “across the fence” valuation we refer to it as Plottage Increment, or Enhancement Value.<sup>5</sup>

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5. Ibid.

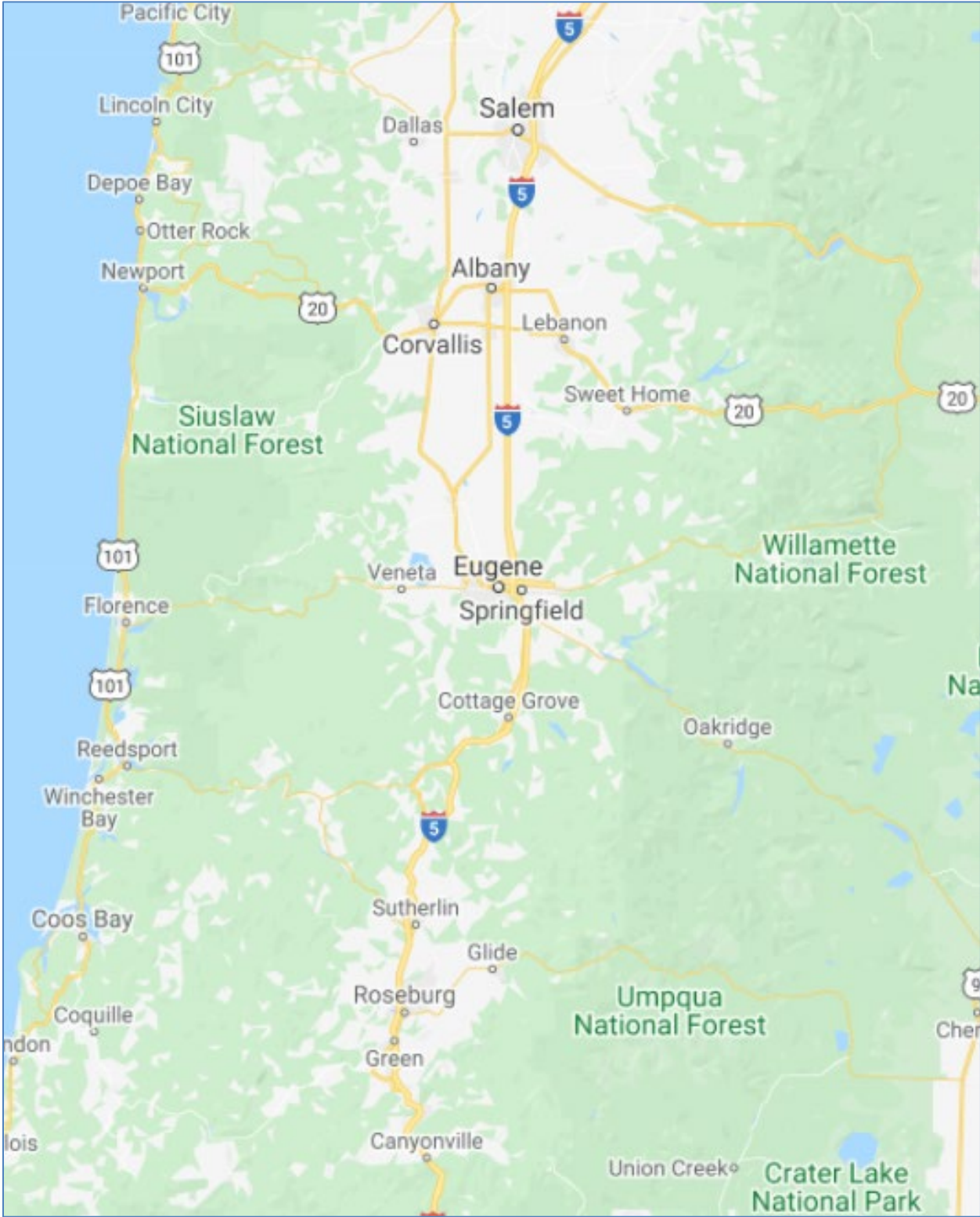
Data Collection and Property Description		
<p><b>Market Area Data</b> General characteristics of region, city and neighborhood</p>	<p><b>Subject Property Data</b> Subject characteristics of land use and improvements, personal property, business assets, etc.</p>	<p><b>Comparable Property Data</b> Sales, listings, offerings, vacancies, cost and depreciation, income and expenses, capitalization rates, etc.</p>

In preparing this appraisal, information relative to the subject’s region, city, and competitive neighborhoods was researched and considered. In addition to the information outlined in the scope of work, other pertinent factors that affect the value of the subject property, either directly or indirectly, were considered.

Data Sources	
INFORMATION	SOURCE
Address, tax information	Lane County records.
Zoning	City of Coburg.
Site size	Lane County records.
Flood plain information	Federal Emergency Management Agency (FEMA).
Property size, condition	Inspection and County records.
Sales and lease data	Appraisers’ files; public records; local real estate brokers; local and national listing services, including CoStar and RMLS.
Market Information	PwC Real Estate Investor Survey, Marcus & Millichap publications, Co-Star publications, CBRE publications.

# REGIONAL MAP

Source: Google Maps



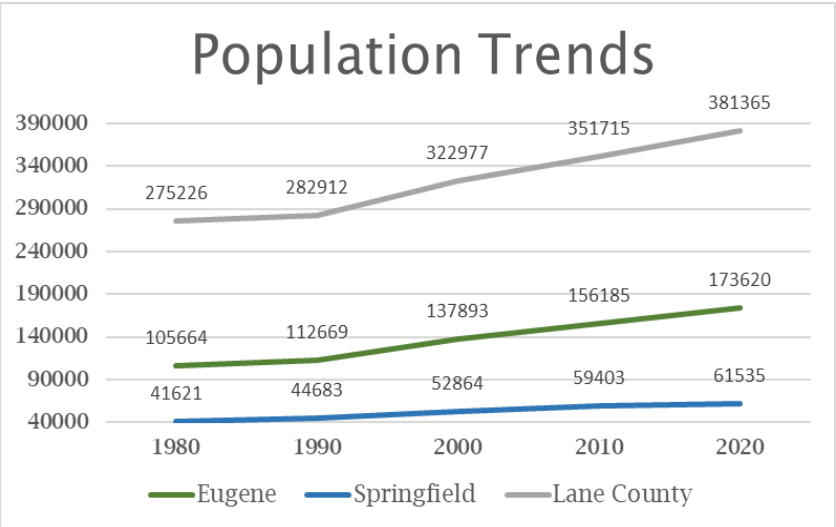
# MARKET AREA DESCRIPTION

## Eugene-Springfield Metropolitan Area

The Eugene-Springfield metropolitan statistical area (MSA) is the 146<sup>th</sup> largest statistical area in the US and the third largest in the state behind Salem and Portland. The Eugene-Springfield metropolitan area is in Lane County, in the central, western portion of the state of Oregon. The community is situated at the confluence of the McKenzie and Willamette rivers at the head of the Willamette Valley. The Willamette River flows northward from the southern valley to the Columbia River at Portland and Vancouver, Washington. The Eugene-Springfield metropolitan area is approximately 440 feet above sea level, and the topography of the area is flat valley floor and flood plain land. The head of the Willamette Valley is bordered by the Coast Range on the west and the Cascade Range foothills on the east; the area to the south is mountainous as well. The valley is open to the north. Eugene is home to the University of Oregon and is also known as “Track Town USA” for its running trails and Hayward Field, a historic track and field stadium which was recently rebuilt. Springfield, historically a mill town, is situated between the McKenzie River and the middle fork of the Willamette River. Bedroom communities within commuting distance of the larger metropolitan area include Veneta, Junction City, Harrisburg, Coburg, Creswell, and Cottage Grove. The metropolitan area is popular for its natural beauty and rich recreational opportunities bolstered by its proximity to the Cascade Mountains, Willamette Valley vineyards, and Oregon coast.

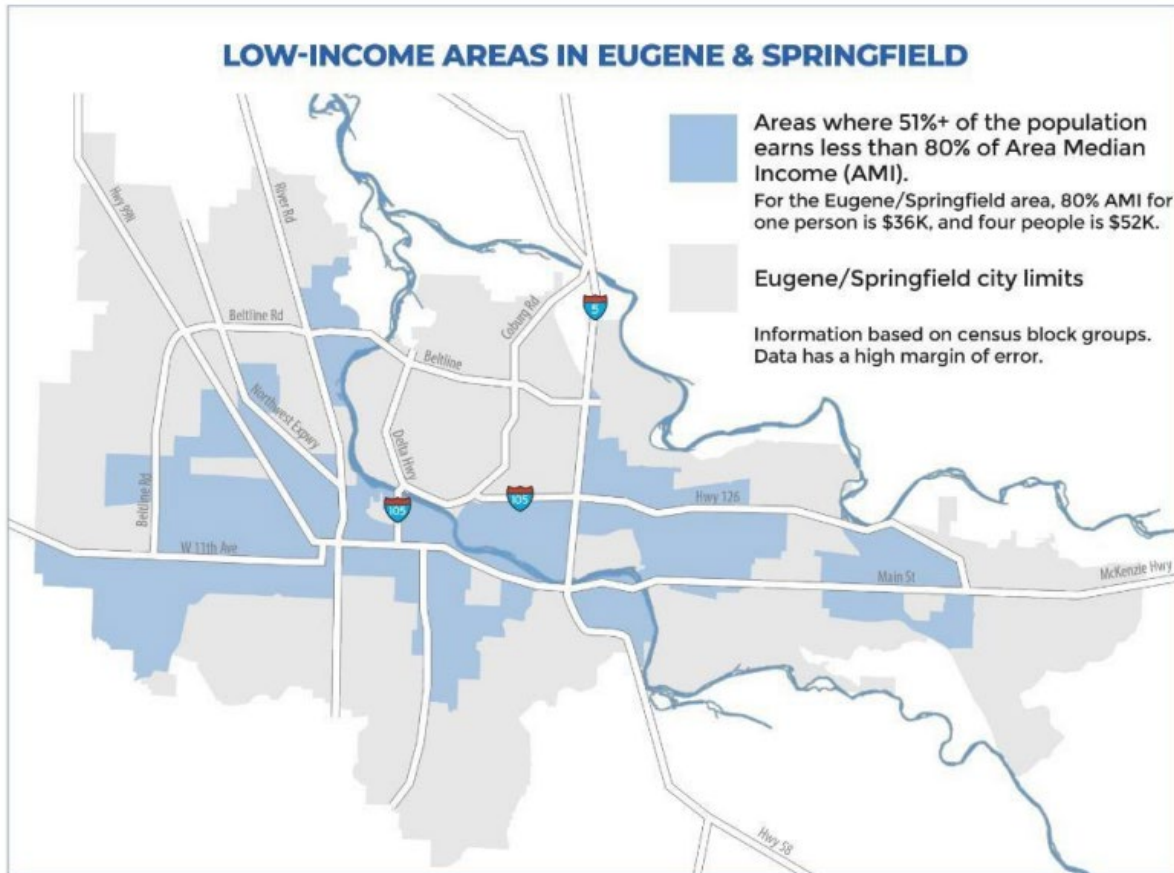
## Population & Demographics

Eugene’s 2020 population was 173,620 and Springfield’s population was 61,535, for a combined population for Eugene/Springfield of 235,155 people. This is compared to Lane County which has 381,365 people and Oregon which has 4,268,055 people. The growth of Eugene, Springfield, Lane County and Oregon by decade is summarized in the chart. Population has continued



to increase in all areas but at a slowed growth rate. Springfield in particular has had a dramatically slowed population increases compared to the remainder of the state and to prior years’ growth, most likely due to limited availability of housing in this area. The population of Eugene and Springfield is aging, with the percentage of persons between 60 and 75 years of age nearly doubling in the last 20 years. Family households make up the largest percentage of households, however, the largest growth in household type has been non-family households. According to the Eugene-Springfield 2020 Consolidated Plan for Housing & Community Development, median household income for both Eugene

and Springfield is lower than the US and Lane County as a whole with approximately 20% of households in both cities having incomes below the poverty levels.



## Real Estate Development Patterns

The regional area has experienced market expansions and recessions parallel to the national economy. High growth periods occurred in the 1920's, 1960's, 1970's, 1990's, mid 2000's and most recently in the last few years through 2020. The late 2000s economic recession severely curtailed new development in almost all segments of the local market area but this most recent expansion has increased development activity, absorption of vacant lots, and lowered vacancy throughout the market area.

### ***Residential Development—***

The majority of the area was built-out prior to the 1980's with average-quality homes. New construction expanded in the early 1990's until the recession beginning in 2008. A substantial housing inventory of newer, higher-quality homes was added during this time. Over 10,000 new single-family homes have been added in Eugene and Springfield in the last 20 years, or an average of 500 per year. However, only 3,000 of those housing units were added in the last 10 years, indicating a significant slowdown in construction pace in the last decade. This was due in part to the recession but is also due to high construction costs and limited land supply. The slowed average of 300 new homes per year is well below projected need.

Multi-family development in Eugene features primarily wood-frame, garden-court-style suburban apartment complexes constructed over the last 50 years. In recent years, several luxury housing projects have emerged which feature low to mid-rise buildings, high quality construction and good on-site amenities. Over 9,000 new apartment units have been constructed in Eugene over the past 20 years, or 450 units per year on average. Most of the construction between 2010 and 2014 was located on the University of Oregon campus as this area of development thrived even during the recession due to enrollment increases and lack of housing supply. Campus development accounts for approximately 3,500 units (or nearly 40%) of the new units added in the last two decades. Low inventory of single-family homes (well under 3 months inventory) suggests substantial demand for new single-family housing units. Vacancy remains low in multi-family developments, although, with the substantial new inventory added to the area it is likely that rents will stabilize through 2021 with a potential rise in vacancy as the market surpasses equilibrium. In the last 10 years Eugene has shifted to a majority renter-occupied City, whereas Springfield has retained a slight majority of owner-occupied homes.



A variety of assisted housing developments serve low-income persons in the cities of Eugene and Springfield. There are approximately 4,500 assisted living developments in both cities including projects with Section 8, Low-Income Housing Tax Credits, or other project-based subsidies. There are approximately 1,800 households on public housing waiting lists with typical wait times between 1 and 5 years, indicating a vast under-supply of affordable housing units in the area.

**Commercial and Industrial Development—**

Retail development includes a CBD in Eugene’s downtown core, The Shoppes at Gateway and Valley River Center, the areas two regional malls, Oakway Center, and a wide range of neighborhood shopping centers.



Downtown Eugene contains a large amount of office space with city, county, and federal governments occupying the largest share. The downtown Springfield area has a limited supply of general office space, with government agencies occupying the majority of what is available. Over the past 15 years, newer offices have been developed in the Coburg Road, Chad Drive, and Crescent Avenue subareas in north Eugene, as well as in the Gateway subarea in northwest Springfield.

The Eugene-Springfield metropolitan area has several established industrial neighborhoods. The West Eugene industrial neighborhood is the largest and most heavily developed industrial area in the city of Eugene. Other industrial development in Eugene is located near Highway 99N/Airport Road, a developing area with a large amount of vacant land. Industrial development in Springfield is located on the south side of South A Street and in areas near Olympic Street and 42<sup>nd</sup> Street

## Economic Conditions

The Eugene-Springfield metropolitan area is the regional hub for manufacturing, services and government in the southern Willamette Valley. Lane County has a diverse economy which has further expanded in the most recent expansion. Once heavily reliant on forest product manufacturing, the local economy has expanded in the last few decades to include an increasing number of jobs in service industries, food and beverage, tech companies and health care. According to the Oregon Employment Department, the principal employers as of 2019 include a heavy concentration in healthcare, government and education. Wages have risen since the Great Recession, but the loss of manufacturing jobs has tempered wage growth overall in the region.

### Lane County 2019 Principal Employers

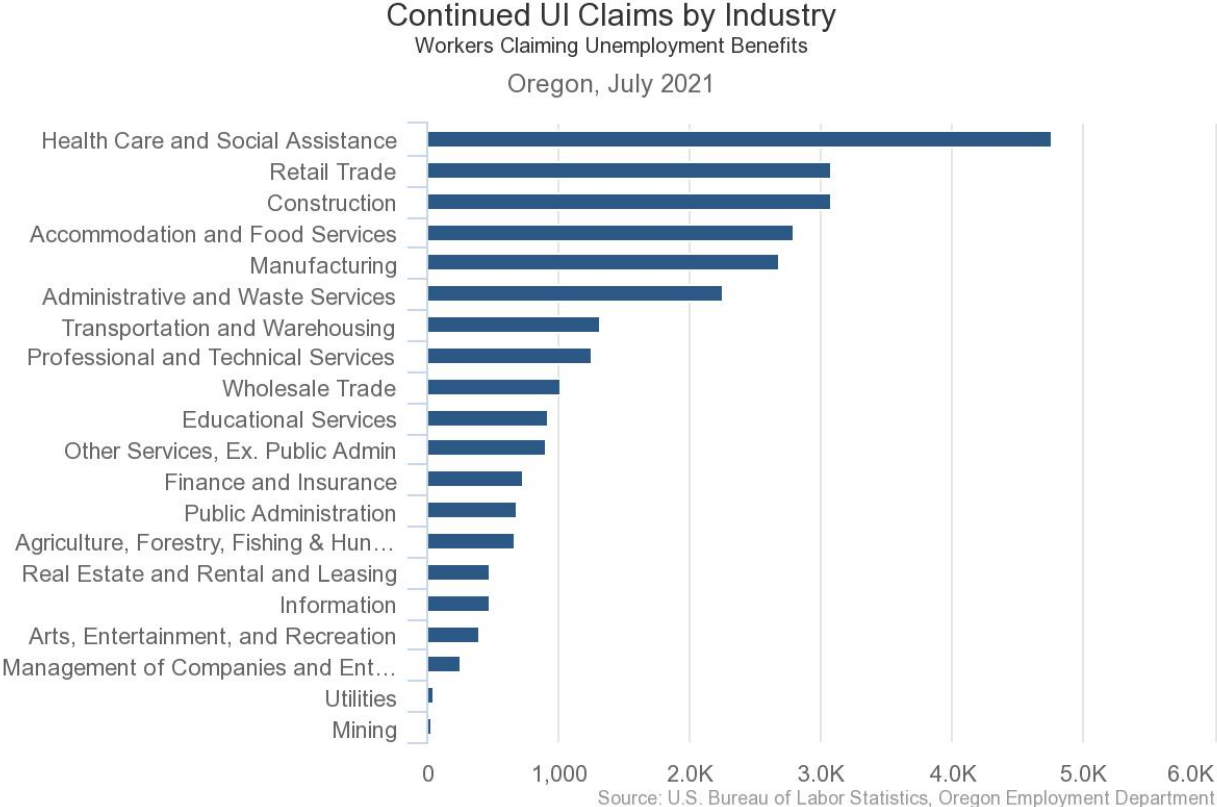
	Total 2019	Percent of Total Employment
Peace Health Corp	5,855	3.77%
University of Oregon	5,573	3.57%
Eugene 4J School District	2,283	1.46%
City of Eugene	1,866	1.20%
U.S. Government	1,747	1.12%
Oregon State Government	1,715	1.10%
Lane County Government	1,678	1.07%
Springfield School District	1,670	1.07%
Lane Community College	1,500	0.96%
McKenzie Willamette Medical	1,066	0.68%
<b>Total Principal Employer</b>	<b>24,982</b>	<b>16.01%</b>

Source: Oregon Employment Department; Eugene Area Chamber of Commerce

The Eugene-Springfield metro area saw a gradual but consistent recovery from the Great Recession of the late 2000s into 2019 and had gained back all of the jobs lost by the end of 2016 with continued unemployment declines into the economic expansion. Not all sectors returned to pre-recession levels, however, most experienced a substantial recovery, including financial activities, construction, manufacturing and information up until the pandemic.

Statewide, Oregon's economy continued to expand through 2019, and per capita personal income was rising. However, in March 2020, the COVID-19 pandemic became a matter of government concern in Oregon. The effect on employment in Oregon was almost immediate.

By the end of March 2020, there were 44,000 weekly unemployment claims processed, with many more pending, compared to 3,600 to 3,700 weekly claims at the beginning of the month.<sup>6</sup> By mid-April 2020 it is estimated that over 300,000 initial unemployment insurance claims were received in the state of Oregon. The most affected industries to date are health care, retail trade, construction and hospitality trade. As of June 2021, the unemployment rate was 5.6% in Oregon and 6.2% in Lane County.



Across the state, the impacts of the COVID-19 recession have been evident, along with a combination of other disruptions that have affected local employers and workers in different ways. The most recent economic forecast from the Oregon Office of Economic Analysis (OEA) indicates “the economy is emerging from a dark winter. The resurgent virus of a few months ago is in full retreat. The outlook brightens with every inoculation. The stage is set for stronger economic growth this year and next than the U.S. has experienced in decades, possibly generations. The combination of increased vaccinations, large and swift federal policy responses, and a more resilient underlying economy, results in a cycle unlike anything experienced before.” The OEA further projects “the economy will return to full employment by early 2023, or 6-9 months sooner than expected in previous forecasts.”

## Transportation

The metropolitan area is served by the Interstate 5 (I-5) freeway, the westernmost interstate freeway system in the U.S., which extends the length of the West Coast. This

<sup>6</sup> Sykes, Shawna. “COVID-19 Causes Spike in NW Oregon Unemployment Claims.” Worksource Oregon, 4 April 2020, Web.



freeway bisects the metropolitan area from north to south and forms the boundary between Eugene and Springfield. Interstate 105 (I-105), an inter-urban freeway, traverses I-5 connecting Eugene and Springfield. Several major state highways pass through the community and provide a direct route of travel to the major markets throughout the region. The city of Eugene is a major switching area for the Union Pacific and BSNF railroads. Motor freight carriers and the Greyhound bus line also service the metropolitan area. Eugene Airport, also known as Mahlon Sweet Field, is the fifth-largest airport in the Pacific Northwest and the largest non-hub airport in the nation, providing commercial air service to major cities in six western states.<sup>7</sup> The Port of Coos Bay, located 120 miles to the southwest, is the largest deep-draft coastal harbor between San Francisco Bay and Puget Sound, and is Oregon's second-busiest maritime commerce center.<sup>8</sup>

## Education

The metropolitan area is served by three school districts: Eugene, Springfield and Bethel, containing a total of 35 elementary schools, three K-8 schools, 15 middle schools, seven comprehensive high schools, four alternative high schools, an international high school program on multiple campuses, three K-12 language immersion programs, and a life skills program. There are six charter schools among the three districts. The area is also served by several parochial and college preparatory schools.

Eugene is the home of the University of Oregon, Lane Community College, Gutenberg College, Northwest Christian /Bushnell University and New Hope Christian College. The University of Oregon (UO) is a four-year state university with an enrollment approximately 23,000 students. UO has earned national and international recognition for excellence in its law school, business, journalism and music colleges, as well as its chemistry, creative writing, psychology and special education programs.

Lane Community College (LCC), a two-year public college, includes general education courses, lower-division college transfer courses, and occupational training. Over 36,000 students take credit or noncredit classes at LCC, which has the third largest enrollment of credit students of the 17 community colleges in Oregon. The main campus is located in south Eugene with a satellite campus located in Downtown Eugene. LCC also offers a Flight Technology Center at the Eugene Airport, community learning centers in Cottage Grove and Florence, and several outreach centers in area high schools and other sites.



## Utilities & Community Services

Water and sewerage are provided by local municipalities, while solid waste disposal service falls to various private firms. Eugene Water and Electric Board, Springfield Utility

<sup>7</sup> Eugene Airport Media Guide, Eugene Airport website, <http://flyeug.com>.

<sup>8</sup> Oregon International Port of Coos Bay, "Navigation & Channel Data," <http://www.portcoosbay.com>.

Board, and Northwest Natural Gas serve most areas throughout Eugene and Springfield. The cities have individual police departments and are involved in a phased consolidation of the fire departments, while outlying areas are served by rural fire districts and the county sheriff's department. Three hospitals serve the region. Sacred Heart Medical Center at RiverBend, opened in the Gateway area of Springfield in 2008 by non-profit operator PeaceHealth, is licensed for 338 beds and is the only Level II trauma center in Lane County. Sacred Heart Medical Center University District, a 104-bed specialty hospital, is located near the University of Oregon campus in central Eugene. Since completion of RiverBend, PeaceHealth has invested substantially in the University District hospital. McKenzie-Willamette Medical Center, an investor-owned acute care hospital licensed for 114 beds, is located in the north-central neighborhood of Springfield. Additionally, the State of Oregon opened a 211,000-square-foot, 174-bed state psychiatric hospital in Junction City in 2015.<sup>9</sup> In 2016, the U.S. Department of Veterans Affairs opened a 126,000-square-foot hospital in northeast Eugene. The hospital is estimated to have cost \$50 million, and services include surgeries, podiatry and dental care.

## Government Controls & Regulations

Eugene and Springfield are both governed by a mayor/city council/city manager form of government. Lane County has a commission form of government with five county commission districts. Eugene is the county seat. Oregon and Lane County rely on income and property tax receipts for school, local, state and general funding; there is no sales tax in Oregon.

Oregon has one of the most comprehensive land use planning systems in the United States. The system was established in the early 1970s as a way to facilitate orderly development, control urban sprawl and preserve farmland. Each local government was required to establish an Urban Growth Boundary (UGB) and develop a plan in which growth outside the boundary cannot take place until the interior of the boundary is filled. The State Land Conservation and Development Commission (LCDC) was established to oversee the process. Local planning departments and commissions retain the authority to direct growth in their respective jurisdictions, and adherence to the goals of the statewide land use planning system varies within in the state. The state Land Use Board of Appeals (LUBA) was established to settle disputes not resolved at the local level. Citizens may challenge local decisions by appealing to LUBA.

## Summary & Trends

Eugene and Springfield are typical western American cities in that they were founded on, and still somewhat depend on, resource-based industries. The local economy tends to parallel national and state business cycles and trends and experienced an atypically long expansion period up through early 2020. The United States officially entered a recession in February 2020 after a record period of expansion. The COVID-19 pandemic and public health response resulted in a downturn with different characteristics than prior recessions but the magnitude of the decline in employment and production and broad reach across the nation warranted the designation.

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<sup>9</sup> Carillo, Angelica. "New psychiatric hospital in Junction City to welcome first patients this week." *KMTR*. 8 March 2015. Web.

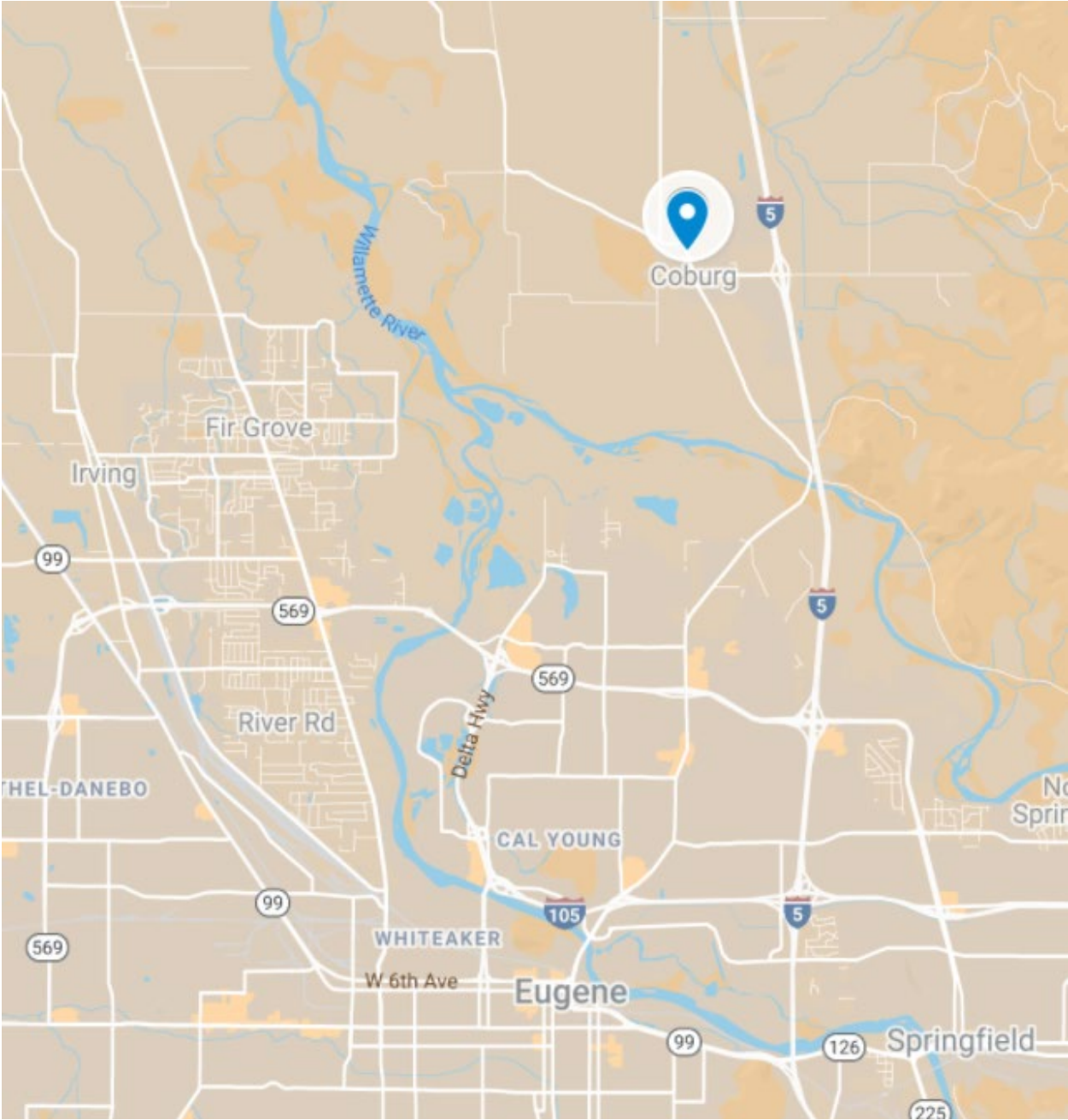
Discussions at the federal and state levels concerning the economy are ongoing and dependent on the recommendations of national and regional health authorities, but the recent full approval of the Pfizer-BioNTech COVID-19 vaccine on August 23, 2021, by the Federal Drug Administration has provided for relief from at-work health risks that initially fueled shutdowns. However, due to the delta variant, new cases and hospitalizations have skyrocketed in many parts of the nation, regardless of vaccination. On August 13, 2021, Kate Brown reinstated the mask mandate indoors for Oregon.

The recovery from pandemic disruption in the commercial real estate market has advanced more rapidly than industry experts expected and is gaining speed even as variants of COVID-19 loom as a potential threat. Unease remains regarding job growth and consumer spending as well as uncertainty regarding upcoming monetary policy decisions, but the amount of property distress across the county is fading faster than the market saw during the Great Recession. Real estate investment trusts have also rebounded strongly.

Historically, real estate values have appreciated and depreciated with the swings of the local economy and the amount of in-migration. Real estate values appreciated over the most recent economic expansion cycle, with higher transaction volume over the past few years as interest rates have remained low. In the near term it is anticipated that the hospitality, retail and office sectors will continue to be perceived as slightly higher-risk property types, with full recovery dependent on the evolution of the pandemic. The near-term outlook for multi-family and industrial properties is for stability in the coming months as the pandemic continues to linger.

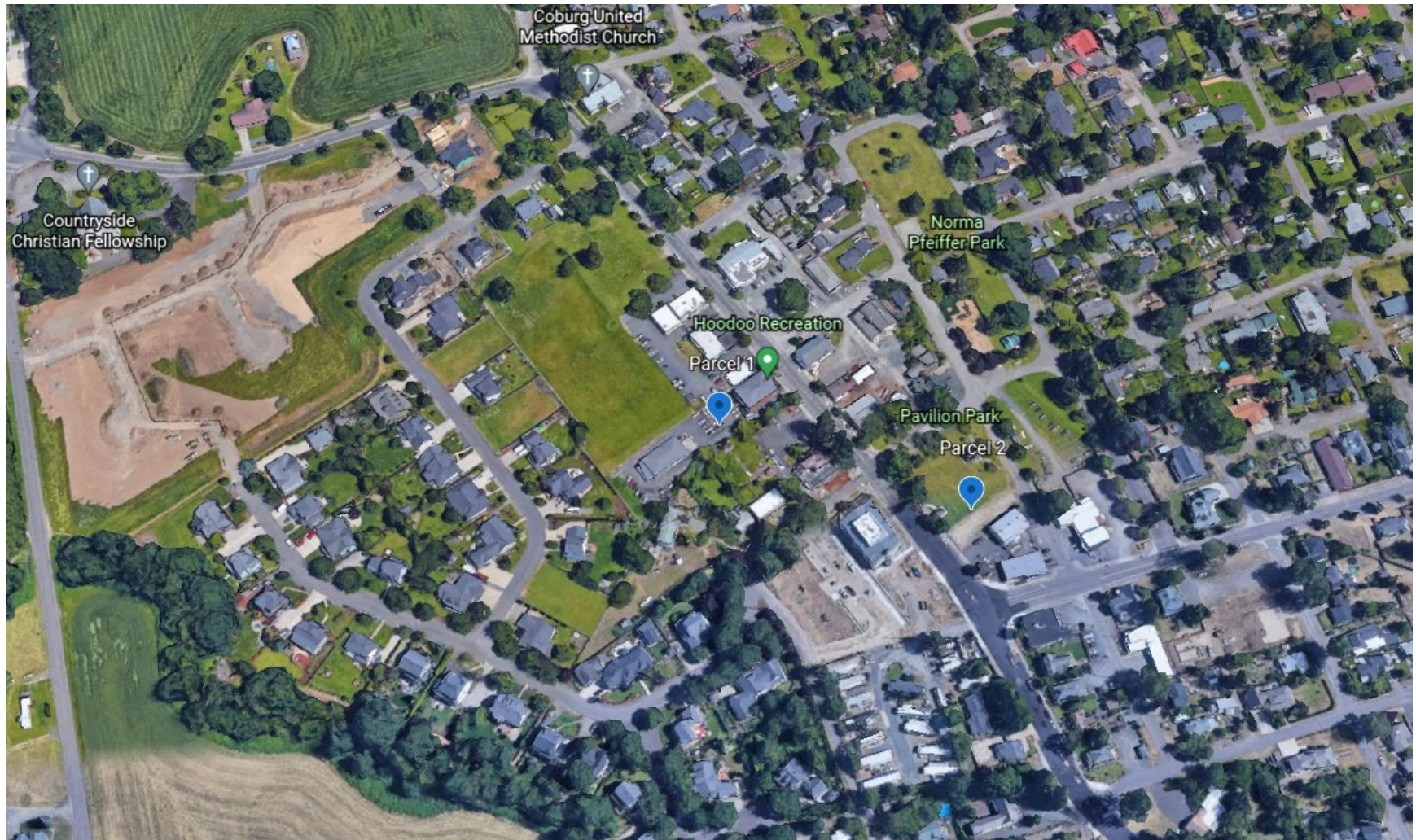
# CITY MAP

Source: Google Maps



# NEIGHBORHOOD MAP

Source: Google Earth



# NEIGHBORHOOD DESCRIPTION

## Coburg



The subject property is in the city of Coburg in Lane County, Oregon. The area is generally bordered by the Willamette River to the west, the McKenzie River to the south, the I-5 freeway to the east and the north boundary line of Lane County to the north. These boundaries define the area surrounding the subject, but the market area for the subject extends northerly to the center of the Willamette Valley.

The city of Coburg is a small rural community with a population of approximately 1,200 persons, located approximately 2-3 miles north of the McKenzie River and 4-5 miles north of the city of Eugene. The majority of the city is located on the west side of Interstate 5; however, a section of land on the east side of Interstate 5 has been annexed to the city. The following information describes the various land uses and trends in the Coburg area:

## Population & Growth

In the decade between the early 1990s and early 2000s, the population of Coburg grew at a relatively high rate, increasing by approximately 30% in that timeframe. In response to governmental regulations, and for purposes of long-term planning, the City of Coburg has completed a population growth estimate for the city for the next 20 years. The population forecast is summarized below and projects an anticipated population growth of 5.32% annually. This chart was extracted from the 2010 Coburg Urbanization Study, as updated by the June 2014 Addendum. The population in Coburg is expected to be 3,363 by 2034, or an increase of 2,260 residents over the 20-year planning period. The forecasts were based on a consideration of long-term demographic trends and Coburg's position for growth as a result of a new wastewater treatment system.

**Table 4.1 Population Growth 2010-2030**

	2010 Coordinated Population	Adopted 2010-2030 AAGR	Coordinated Population UGB Total	Change 2010 - 2030
Coburg	1,103	5.32%	3,363	2,260
Lane County	333,350	0.88%		

## Commercial Development

Commercial development is generally located along the east and west sides of Coburg Road/Willamette Street through the center of the city. Commercial developments are relatively limited in terms of scope, consisting primarily of smaller retail stores (older homes converted to antique stores), a small grocery store, and several office facilities. Due to the proximity of Coburg to the Eugene/Springfield area, resulting in easy access to larger commercial facilities, commercial growth in Coburg is expected to be relatively slow. Significant changes in population will tend to increase commercial development and with the relatively recent completion of a wastewater treatment center, Coburg is in a much better competitive position to attract potential commercial users. There are a

number of interchange-related commercial developments located directly off Interstate 5. These developments are primarily related to interstate thru-traffic, catering to food and fuel needs. The area is the new home to Serenity Lane Health Service's 15-acre campus on Coburg Industrial Way. The facility has approximately 90,000 square feet of building space spread among nearly a dozen facilities, including residence halls, a dining area, hospital services, a family and children's area and a small outdoor amphitheater.

## Industrial Development

The Coburg industrial area is located adjacent to the Interstate 5 freeway at the northeast portion of the city. Industrial development in the area includes the former Monaco RV manufacturing facility (now the Coburg North Industrial Park) and other industrial properties including a luxury motorcoach manufacturer (Marathon Coach), heavy equipment/commercial truck repair facilities, as well as RV sales and storage lots and construction contractors.

Coburg's economic well-being was historically tied to the RV industry prior to the "Great Recession." The luxury RV sector experienced a significant decline during the recession. Monaco Coach, one of the largest RV manufacturers in Coburg with 3,000 employees, filed for Chapter 11 bankruptcy protection in March 2009. After a long furlough, 2,000 employees were terminated. Illinois-based Navistar International purchased Monaco in June 2009 and re-opened the Coburg production plant. In March 2012, Monaco announced that it would be halting production of motorized RVs in Coburg and consolidating that manufacturing in its Indiana plant, resulting in 255 layoffs by April 2012. The former Monaco Coach facility was purchased by a local developer in 2012 and has since been converted into an industrial condominium development (Coburg North Industrial Park) with the individual buildings in the park being offered for sale or lease. The industrial park has reemerging as a hub for local commerce as there have been several businesses located in the park since the 2012 acquisition.

There is also a significant amount of activity occurring outside of the industrial park with recent construction of a trucking facility and retail Camping World "Super Center" on Roberts Road. The business will sell new and used motor homes and towables, including Holiday Rambler, Monaco, Winnebago and other brands, offer maintenance and repair, and sell camping accessories.

## Residential Development

Residential development in Coburg has followed the trends in other small rural communities near the Eugene/Springfield metropolitan area. As home prices increased in Eugene/Springfield, many home buyers looked to close-in outlying rural areas such as Coburg, Junction City, Veneta, Cottage Grove and Creswell. Coburg, one of the closer smaller rural towns in the Eugene/Springfield area, subsequently saw significant growth in population, which was followed by a relatively rapid development of vacant residentially zoned land, primarily for single-family residential housing.

A significant portion of the existing housing stock in Coburg is relatively old, dating back to 1900. There are numerous historical dwellings in the Coburg area, and the new construction within the city has attempted to complement the style of the older historic dwellings. Most of the newer single-family residential construction in Coburg occurred

in three areas of the city. New two-story homes of above average to good quality were constructed along Vintage Way and Christian Way in southwest Coburg. A new housing development was also constructed in northeast Coburg near Shane Street, just west of the Coburg Industrial Park. There was also a significant amount of single-family rural residential development, particularly east of I-5 and north/south of Van Duyn Road. A gated rural community was established in the 1980s and has seen significant success with large custom homes.

Cloud 9 Ranch located on the south side of Van Duyn and approximately 2 miles of Interstate 5 was developed in approximately 1999-2000 and experienced significant demand, generating very high prices for rural homes sites approximately 10 acres in size. Diamond Ridge is the most recent rural residential development in this area.

Multi-family residential development in Coburg is generally limited to duplexes and other similar multi-family structures. There are no standard apartment complexes located in Coburg. The Urbanization Study projected the number of new housing units needed over the 20-year planning period and made suggestions regarding development density.

## Transportation

Primary access to the city of Coburg is via the Van Duyn exit off Interstate 5 or via Coburg Road. A \$2.2 million I-5 interchange improvement project at Industrial Way in Coburg was completed in July 2013. The project was designed to improve the efficiency and safety of travel on Pearl Street, Coburg Industrial Way, and Roberts Road in Coburg. In addition, the project improved drainage and water treatment for run-off from the roadways by installing water quality facilities and improved the bicycle/pedestrian facilities allowing for connectivity to the Coburg Loop Path. ODOT and the Coburg Transportation System Plan identify several additional improvements to the interchange over the next 20 years, including complete replacement of the I-5 bridge and further improvements to the interchange ramps. Lane Transit District offers a bus route between Coburg and downtown Eugene with stops at the Coburg North Industrial Park and downtown Coburg.

## Public Facilities

The City of Coburg provides water to the majority of the properties within the existing city limits and operates several community water systems located in small rural subdivisions just north of Coburg. Electric service is generally provided by Emerald People's Utility District.

The City of Coburg completed construction of a new \$26.5 million sewer system in the spring of 2013. As of August 2014, the connection to the new wastewater project was complete. The new system, the Septic Tank Effluent Pump, or STEP system, collects the wastewater and sends it to a treatment plant through pressurized lines. At the plant, a membrane bioreactor system treats the wastewater before it is released back into the environment. The sewer system utilizes an on-site liquid wastewater treatment facility and treats solid waste at another facility. Prior to the new sewer system, properties operated on private septic systems, which created a number of issues relating to groundwater pollution.



## Summary

Overall, Coburg is poised for substantial growth with the new sewer system in place. As the cities of Eugene and Springfield have grown and land has become more scarce and less affordable, growth pressure has been placed on the smaller surrounding communities, all of which saw rapid development in the residential market sector prior to the most recent recession and are projected to see increased development moving forward given the strong residential market. From a demand perspective, Coburg is much closer to the Eugene-Springfield metropolitan area than the other competing communities, and demand for additional development will likely be higher than in surrounding rural areas.

# PROPERTY DATA

## Legal Description

A Preliminary Title Report was not provided. Parcel 1 is a portion of Tax Lots 1801 & 2001 on Map 16-03-32-11 which will be assembled with an adjacent parcel as part of the land swap (see hypothetical condition). A copy of the survey for the proposed configuration of Parcel 1 is included within the Addenda of this report. Parcel 2 is identified by the Lane County Department of Assessment and Taxation as Map 16-03-33-23, Tax Lot 2500.

## History and Ownership

According to Lane County records, Parcel 1 is owned by *City of Coburg*. Parcel 2 is owned by *Shepard Investment Group, LLC*. There have been no sale transactions involving ownership of either parcel in the past five years that would be indicative of market value.

## Present Use

Parcel 1 is utilized as parking for the building on Tax Lot 2001 (City owned). Parcel 2 is vacant land.

## Tax and Assessment Data

Owners of real and business personal property pay property taxes according to the assessed value of taxable residential, commercial, farm, industrial, utility and timber property. County assessors use permanent rates set for all taxing districts in fiscal year 1997-98, when taxes were significantly reduced with a statewide average 17% cut in tax levies. Certain types of levies are outside this reduction. The tax rates cannot exceed \$15 per \$1,000 of real market value. For 1997-98, all property was valued by county assessors at 90% of the July 1, 1995, levels. For subsequent years, assessed values are limited to a 3% annual growth rate. Construction since July 1, 1995, is valued at the average rate of similar properties in the area. One-third payment is due by November 15. If fully paid by November 15, a 3% discount is allowed. Special exemptions, tax relief programs and deferrals are available. The certified real market value, assessed value, and taxes by the Lane County Department of Assessment and Taxation are as follows for Parcel 2. Parcel 1 does not have assessment information as a hypothetical parcel.

### Tax and Assessment Data 2020-2021

Tax Lot	Account	Land	Improvements*	RMV Total	Assessed	Taxes
2500	0043206	\$135,597	\$0	\$135,597	\$80,284	\$1,346.54

## Pertinent Conditions of Title

A Preliminary Title Report was not provided. Upon physical inspection of the subject parcels, no easements, encroachments, or encumbrances were noted that would have a negative impact on the subject sites when compared to competing properties. ***A specific assumption of this report is that no negative easements affect the subject property. If questions arise regarding easements, encroachments, or other encumbrances, further research is advised.***

# SUBJECT PHOTOGRAPHS

Photographs Taken by Zoe R. Swartz, MAI on August 20, 2021



Viewing south across Parcel 1.



Viewing north across Parcel 1.



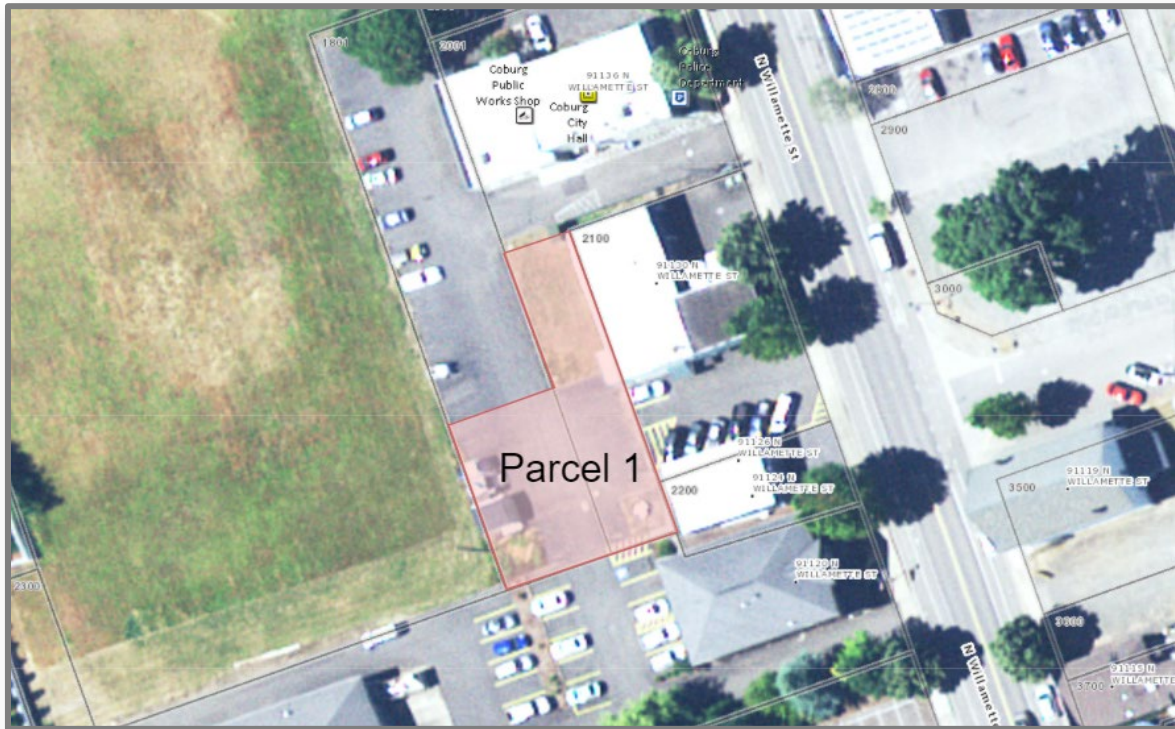
Viewing west across Parcel 2.



Viewing east across Parcel 2.

# SITE DESCRIPTION

Parcel 1: Map 16-03-32-11 Portions of Tax Lot 1801 & 2001



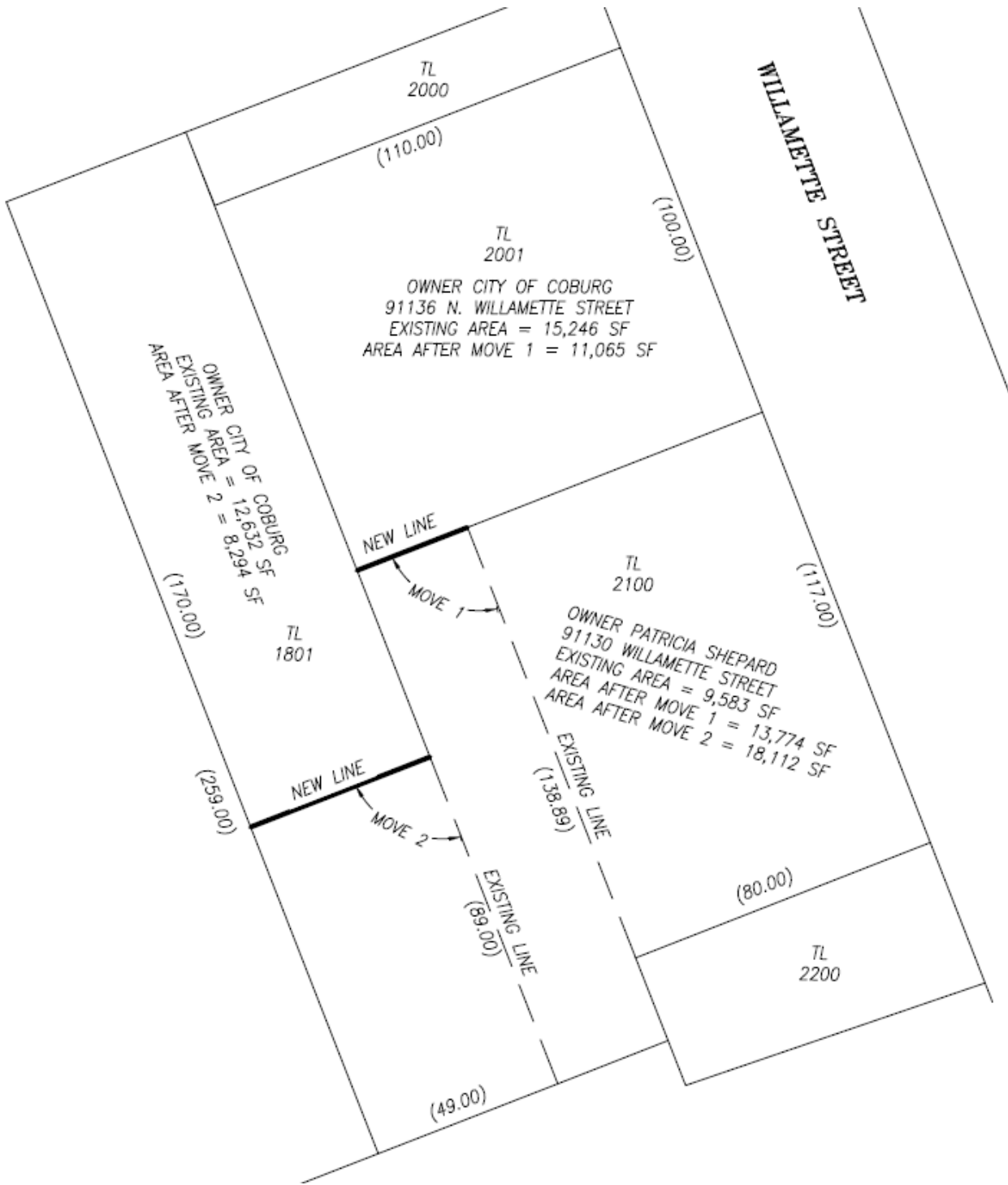
- Site Size:** Parcel 1 is an 0.20-acre hypothetical parcel, according to the provided survey. Parcel 1 is a portion of two larger tax lots owned by the City of Coburg (Tax Lots 1801 & 2001 on Map 16-03-32-11). Based on the survey, the site size is 8,529 square feet.
- Shape/Topography:** The site is “L” shaped, level, and at-grade with surrounding properties.
- Abutting Properties:** A large vacant commercial tract of land is located directly east of the property, followed by residential developments. City Hall and the Police Department are located to the north and commercial developments are located to the west and south.
- Utilities:** All public utilities are available to the subject property. Wastewater services for properties in Coburg are provided by Septic Tank Effluent Pump Systems (STEP Systems), where wastewater flows from buildings to a septic tank on the property. The tanks have electric pumps that pump the liquid wastes out of the tank into a city-wide collection system. The Coburg Public Works Department maintains and operates a public, potable water system comprised of two wells, a

booster pump station capable of supplying 3,500 gallons per minutes for fire flow to the industrial area, and two 500,000 gallon above ground storage tanks. The system has approximately 450 residential connections and 70 commercial connections.

- Exposure & Frontage:** The site has no traffic exposure or frontage.
- Accessibility:** There is no independent access to Parcel 1. General access and freeway access are good at the subject's location.
- Flood Hazard Area:** According to FEMA Flood Insurance Rate Map, Community Panel No. 41039C0639F, effective June 2, 1999, the subject property is in Zone X, areas determined to be outside the 500-year flood.
- Hazardous Wastes:** An environmental site assessment of the subject property was not provided. The assignment results are predicated on the assumption that there are no hazardous wastes on or in the property that would cause a loss in value. No responsibility is assumed for any environmental conditions or for any expertise or engineering knowledge required to discover them. The appraiser's descriptions and resulting comments are the result of the routine observations made during the appraisal process. ***It should be understood the appraiser is not an expert in this field and if there is further concern regarding hazardous materials, further research is advised.***
- Site Rating:** Overall, the subject is rated as a below average commercial site with good overall location in Downtown Coburg but below average exposure and no independent accessibility.
- Site Improvements:** Site improvements include asphalt paving with striped parking and grass areas. A small shed (personal property) is also included on the subject property but is not considered in this analysis.

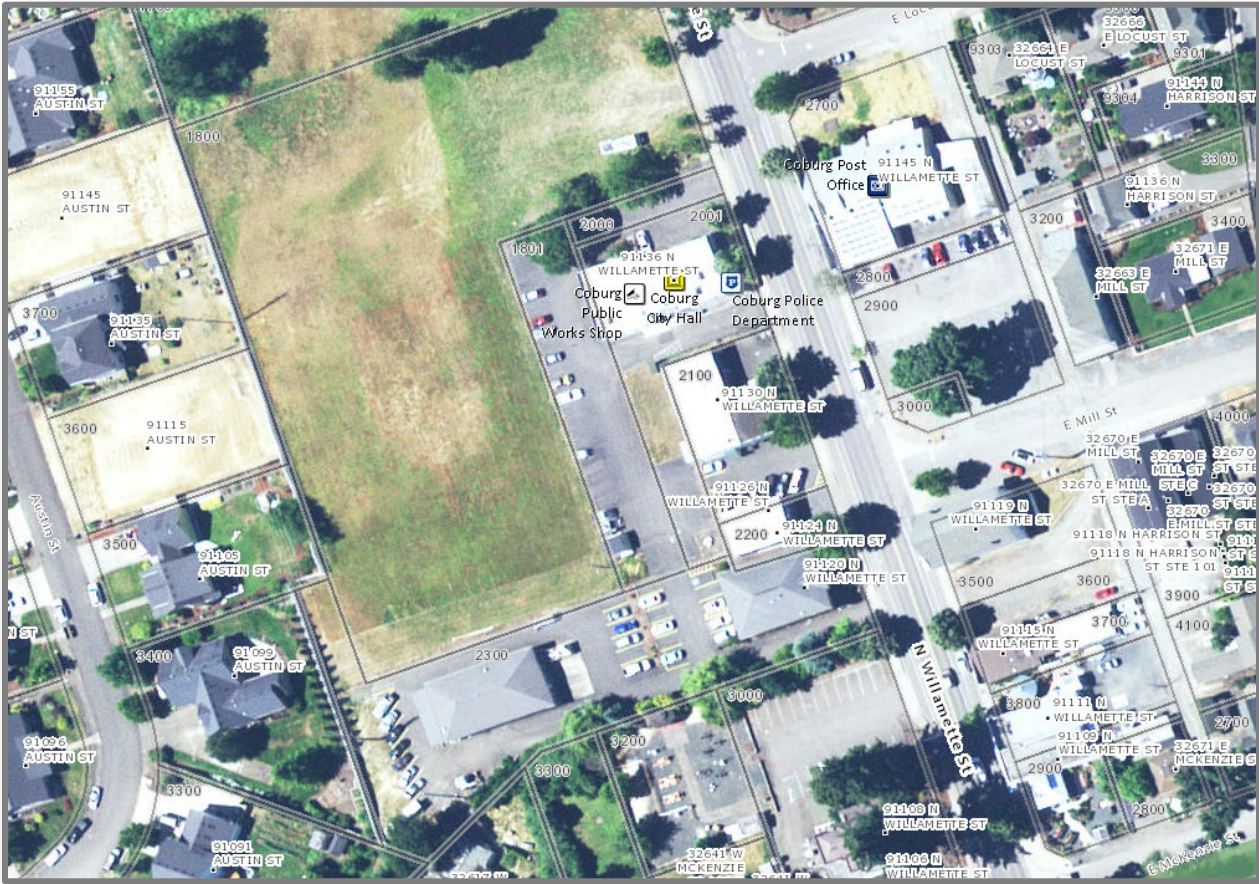
# SURVEY

Provided by Client



# ABUTTING PROPERTY DESCRIPTIONS

Across the Fence Value Site(s)



**Site Size:** The surrounding properties include the larger parcel owned by the City (0.69 acres), the commercial properties directly east (0.22 acres & 0.07 acres) and the commercial property directly south (0.83 acres).

**Zoning:** Surrounding sites are zoned C-1, Central Business District with H, Historic and X, Architecturally Controlled Area overlays.

**Shape/Topography:** The surrounding property shapes vary. The larger parcel is “L” shaped, the two commercial properties to the east are rectangular and the property to the south is irregular in shape. Each site is level and at grade with surrounding properties.

**Exposure & Frontage:** Each surrounding property has frontage and exposure to N. Willamette Street.

**Accessibility:** Each surrounding property has access to some degree from



N. Willamette Street; each with single-street access.

**Flood Hazard Area:**

According to FEMA Flood Insurance Rate Map, Community Panel No. 41039C0639F, effective June 2, 1999, the surrounding sites are in Zone X, areas determined to be outside the 500-year flood.

# SITE DESCRIPTION

Parcel 2: Map 16-03-33-23, Tax Lot 2500



- Site Size:** Parcel 2 is 0.23 acres or 10,019 square feet, per Lane County records.
- Shape/Topography:** The subject site is nearly rectangular, level, and at grade with surrounding properties.
- Abutting Properties:** The Pavilion Park, owned by the City of Coburg, is located to the north. Commercial development is located to the south and across N. Willamette Street to the west. N. Harrison Street is located directly east.
- Utilities:** All public utilities are available to the subject property. Wastewater services for properties in Coburg are provided by Septic Tank Effluent Pump Systems (STEP Systems), where wastewater flows from buildings to a septic tank on the property. The tanks have electric pumps that pump the liquid wastes out of the tank into a city-wide collection system. The Coburg Public Works Department maintains and operates a public, potable water system comprised of two wells, a booster pump station capable of supplying 3,500 gallons per minutes for fire flow to the industrial area, and two 500,000 gallon above ground storage tanks. The system has

approximately 450 residential connections and 70 commercial connections.

**Exposure & Frontage:** The site has exposure to N. Willamette Street and N. Harrison Street.

**Accessibility:** Access is available from both N. Willamette Street and N. Harrison Street. General access and freeway access are good at the subject's location.

**Flood Hazard Area:** According to FEMA Flood Insurance Rate Map, Community Panel No. 41039C0639F, effective June 2, 1999, the subject property is in Zone X, areas determined to be outside the 500-year flood.

**Hazardous Wastes:** An environmental site assessment of the subject property was not provided. The assignment results are predicated on the assumption that there are no hazardous wastes on or in the property that would cause a loss in value. No responsibility is assumed for any environmental conditions or for any expertise or engineering knowledge required to discover them. The appraiser's descriptions and resulting comments are the result of the routine observations made during the appraisal process. ***It should be understood the appraiser is not an expert in this field and if there is further concern regarding hazardous materials, further research is advised.***

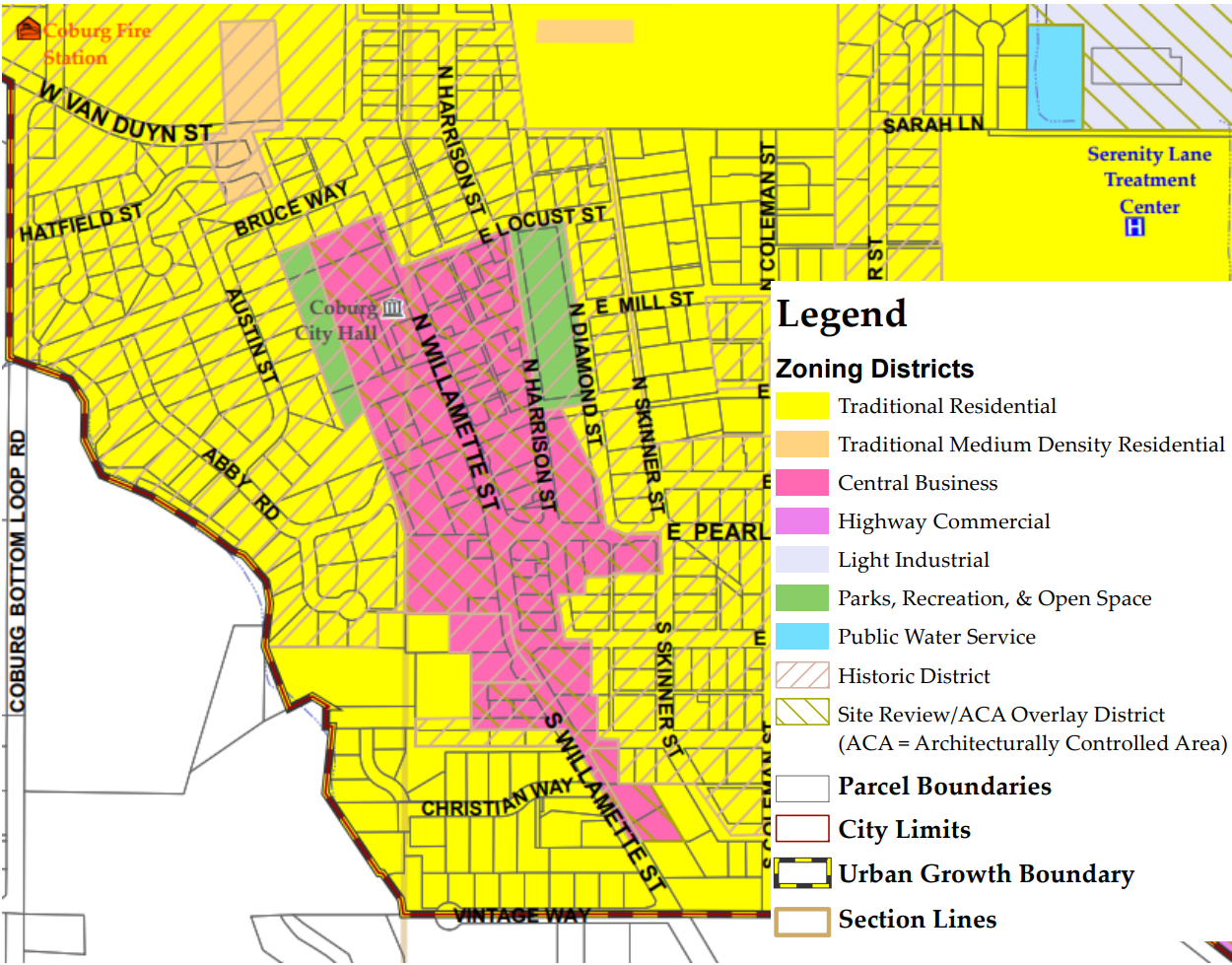
**Site Rating:** Overall, the subject is rated as a good commercial site with excellent exposure and good accessibility from two streets in the Downtown Coburg area.

**Site Improvements:** There are no site improvements.

# ZONING ANALYSIS

## City of Coburg

The properties are each zoned C-1, Central Business District with an H, Historic and X, Architecturally Controlled Area overlay. The following is a summary of the zoning ordinance extracted from the City of Coburg Development Code, amended November 2019. The sites are also ach designated by the City of Coburg Comprehensive Plan as Central Business District sites. Updates to the City of Coburg Development code are in progress but have not been codified as of the date of value. Based on conversations with a member of the sub-committee responsible for making recommendations for the proposed amendments, many of the proposed changes relate to design requirements to ensure preservation of the City’s character, rather than any expansion or reduction in allowable uses within the zone.



### Central Business District (C-1)

1. Purpose. The Central Business District is intended to preserve and enhance the downtown area as the historic heart of the community. Coburg’s downtown is the

community's central location for commercial services, civic functions and mixed use. The district regulations are intended to ensure the downtown reflects the small town and historic character of Coburg, and provides an attractive, pedestrian-oriented setting.

## 2. Uses and Structures

### a. Permitted Principal Uses and Structures (subject to Site Design Review provisions in ARTICLE XI)

- (1) Business and Professional Offices
- (2) Civic uses and facilities such as government offices and facilities, libraries, community centers and fire stations
- (3) Clubs, Lodges, Fraternities and similar uses
- (4) Mixed-use development (a residential use with another permitted use), subject to standards in Article VIII.
- (5) Personal services(e.g., childcare, catering/food services, restaurants, dry cleaners, barbershops and salons, and similar uses) up to a 10,000 square-foot footprint.
- (6) Public parking lots and structures
- (7) Public parks, playgrounds and recreational facilities
- (8) Retail and Wholesale Stores and Shops provided that: (i) Yard setbacks and other open areas shall not be used for the storage of business inventory, merchandise, equipment, or building materials, or for any scrap or salvage operation, storage or sale. (ii) The footprint of the building is no larger than 10,000 square feet. (iii) For wholesale uses: The ground floor facing the principal commercial street shall be used only for commercial sales or business or professional offices.
- (9) Banks, lending and financial institutions, without drive-up facilities
- (10) Existing agricultural, horticultural, and livestock uses(no new uses). Agricultural, horticultural, and livestock uses in operation on the effective date of this Code shall be deemed nonconforming uses and shall continue to operate subject to the provisions of ARTICLE VI of this Code.
- (11) Single-family Dwellings on individual lots with frontage on a local or collector street, or on individual lots with frontage on an arterial street where the single-family dwelling existed before January 1, 2018.
- (12) Except as prohibited under subsection c. below, multi-family dwellings subject to the design standards of ARTICLE VIII.L.4**
- (13) Mobile food carts, subject to obtaining a business license and certain standards in ARTICLE VIII.N

### b. Permitted Accessory Uses and Structures

- (1) All accessory uses normal and incidental to the uses permitted in this district.

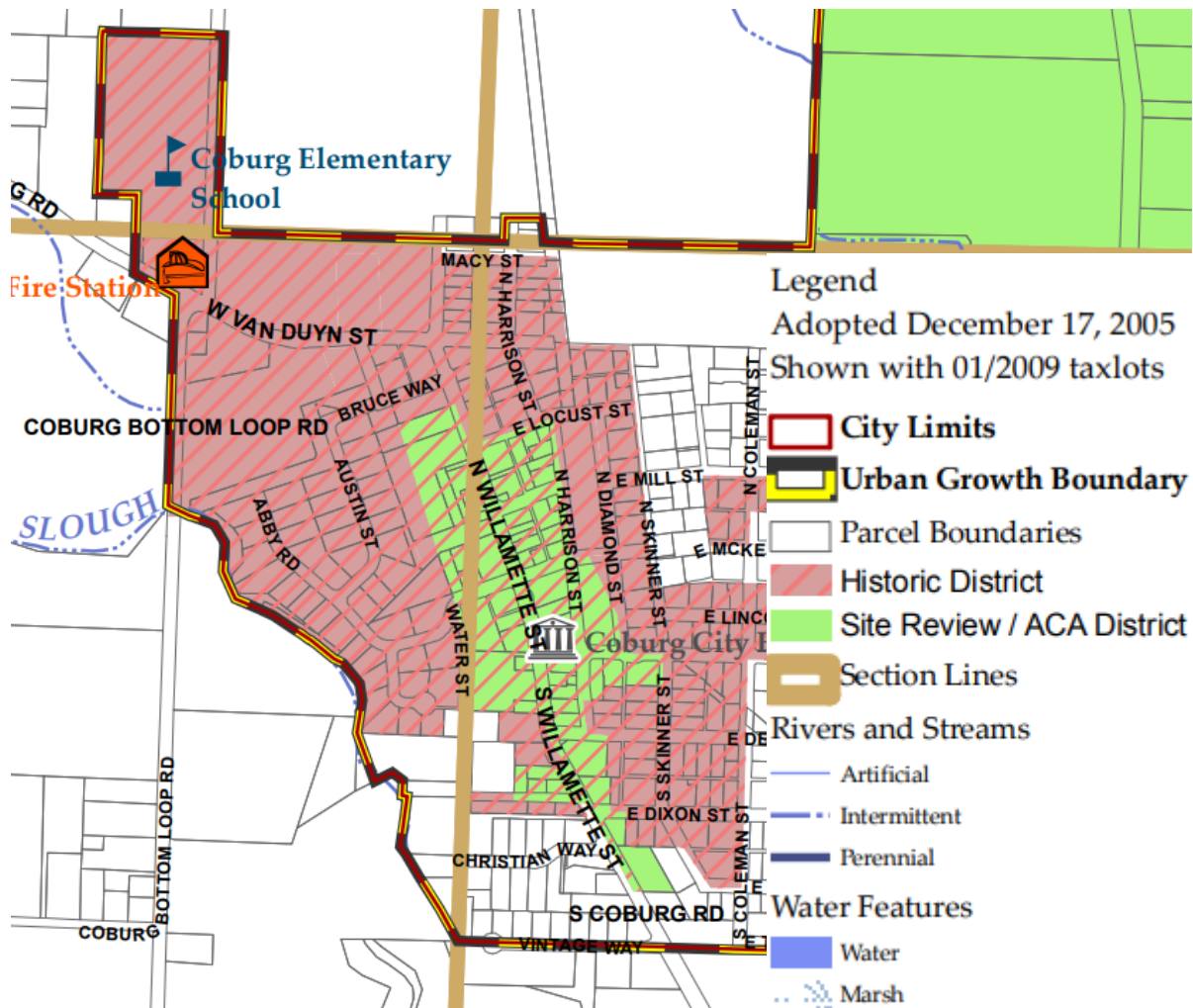
### c. Conditional Uses. The following uses require a conditional use permit under the procedure, criteria, and standards of ARTICLE X.III.

- (1) Amusement establishments
- (2) Clinics and laboratories, including animal clinics except that animals may be boarded overnight only when being medically treated in the clinic
- (3) Places of worship and accessory activities and facilities, except rescue missions or temporary revivals, which are prohibited
- (4) Small-scale manufacturing or processing, provided that the front 25 feet of the building's ground floor facing the principal commercial street shall be used for commercial uses or business or professional offices

- (5) Farmers' markets
- (6) Drive-up, drive-in and drive-through uses not related to food service or alcoholic beverage sales, which are prohibited; subject to the standards in ARTICLE VIII.Q.
- (7) Alteration or demolition of identified historical resource as listed in the Coburg Comprehensive Plan and/or in Article IX
- (8) Drinking Establishments not including restaurants and alcohol beverage sales

d. Prohibited Uses

- (1) New Manufactured Dwelling Parks
- (2) New agricultural, horticultural, and livestock uses
- (3) New vehicle service and gasoline stations
- (4) Drive-up, drive-in and drive-through facilities related to food service or alcoholic beverage sales
- (5) Schools
- (6) Any permitted or conditional use that creates odor, dust, smoke, noise, or vibration that is perceptible beyond the property boundaries
- (7) Ground-floor multi-family dwellings facing Willamette Street**
- (8) All uses not listed as permitted, accessory, or conditional use



A.

### **Architecturally Controlled Areas**

Any portion of any district may be designated for nominal architectural control wherein such controls are essential to scenic preservation or the stabilization of land values. Such areas shall be designated on the Official Zone Map by the district symbol, followed by 'X'. Within such areas an applicant for a construction permit must first have preliminary plans, specifications, and uses approved by the Planning Commission. Said plans, specifications and uses must be filed with the construction permit application at least 15 days prior to a scheduled Planning Commission meeting.

### **B. Site Review Permit**

All architecturally controlled areas require a site review permit as set forth in Article IX. Land Use Review and Site Design Review, Section C Land Use Review Criteria and Procedure [administrative amendment to implement Ord. A-200B, 01/08/08

### **11. Historic Building Design**

The following historic building exterior design elements are required for all new construction and major renovations in order to maintain and improve the historic storefront character of the downtown. Historic Structures are also subject to the conditional use criteria in Article XIV.

- a. Decorative doors, transom and clerestory windows.
- b. Windows with trim comparable in style to that commonly used on other historic buildings in the C-1 district.
- c. 40-80 percent of ground floor façade facing the street, measured horizontally, shall have windows. The lower edge of these windows shall be no more than 30 inches above the sidewalk.
- d. The pitch and style of rooflines shall be comparable to existing historic rooflines, such as a 4 in 12 pitch.
- e. Surface detailing is required for blank walls (permitted on non-street facing facades only) and shall include offsets, windows, siding, murals, or other similar features.
- f. Weather protection for pedestrians (awnings or canopies). Lighted or bubble awnings are not allowed.

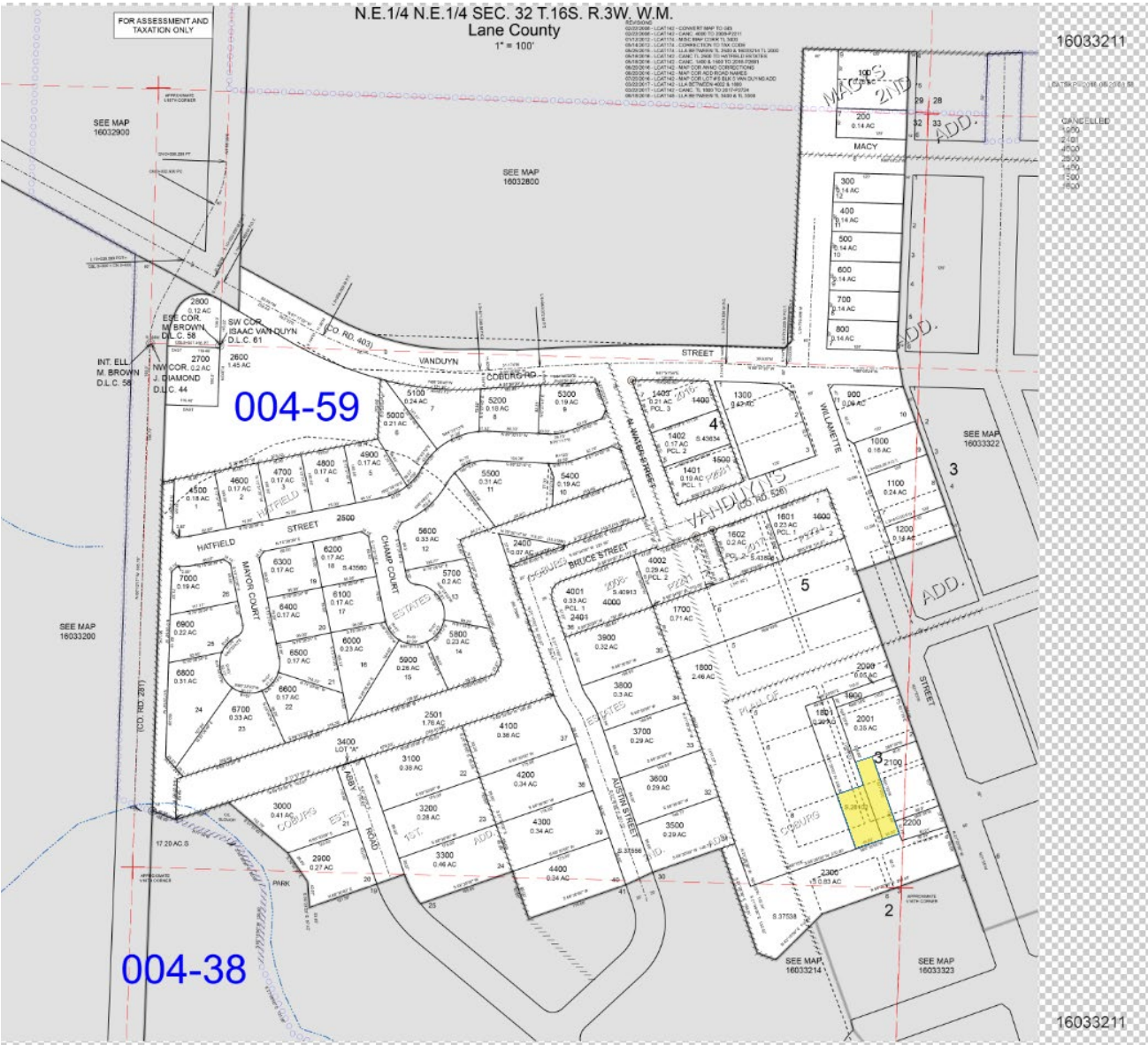
### ***Additional Information***

The development code, which includes building standards and permitted uses, is available on the City of Coburg's website:

[https://www.coburgoregon.org/sites/default/files/fileattachments/planning/page/133/ord\\_a-200-i\\_development\\_code.pdf](https://www.coburgoregon.org/sites/default/files/fileattachments/planning/page/133/ord_a-200-i_development_code.pdf)

# PLAT MAP

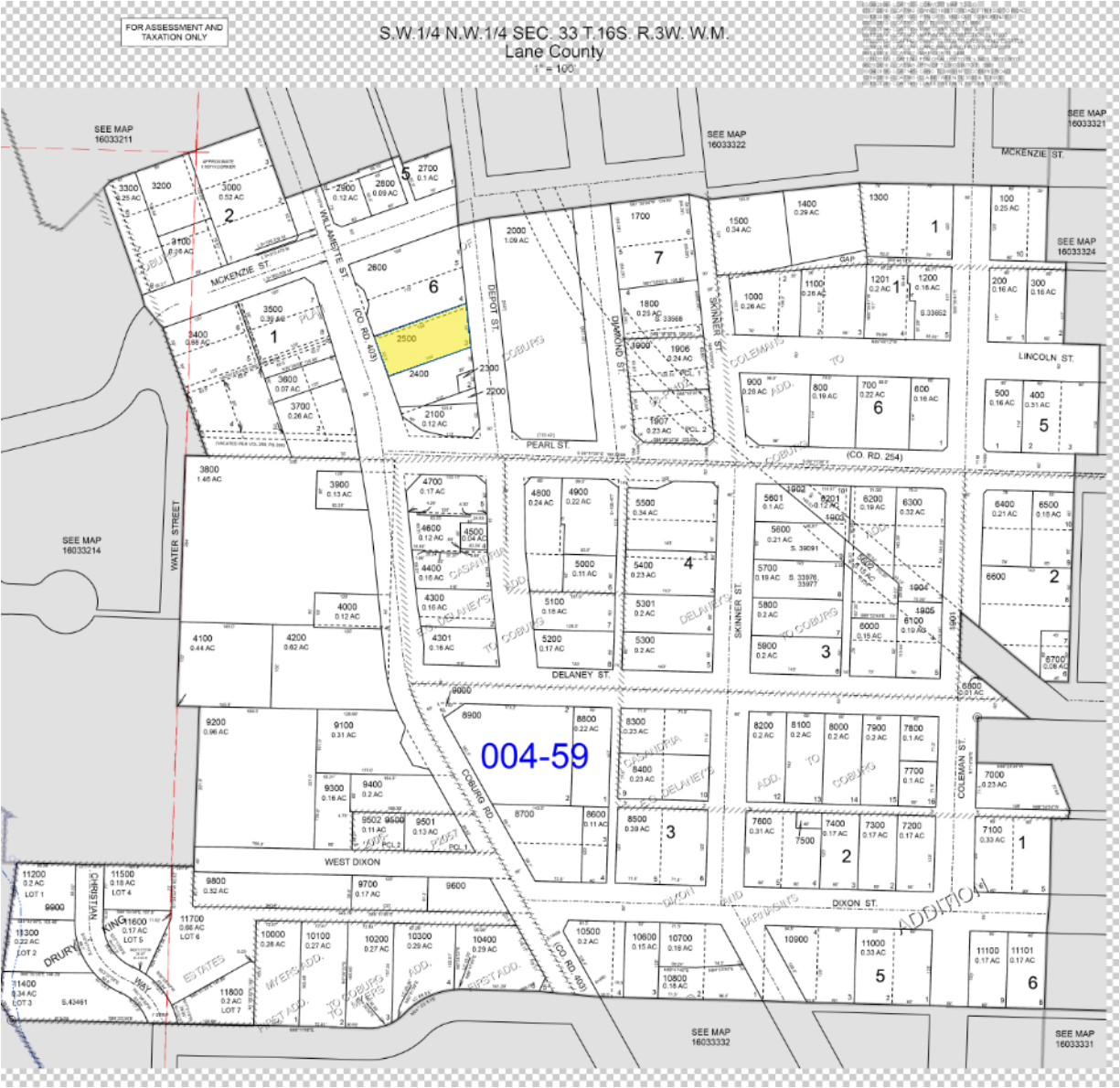
## Parcel 1: Lane County





# PLAT MAP

## Parcel 2: Lane County



## Highest and Best Use

### Parcel 1

The term *Highest and Best Use* was previously defined, and the definition applies specifically to the highest and best use of land. To pass the test of highest and best use, a property use must be legally permissible, physically possible, and financially feasible or marketable. Therefore, in the measurement of highest and best use, the ability of the subject property to meet these criteria was analyzed. The legal considerations primarily focus on the zoning of the site, which is C-1, Central Business District with an H, Historic and X, Architecturally Controlled Area overlay. The site is also designated by the City of Coburg Comprehensive Plan as Central Business District. The zoning permits for a wide range of commercial uses including business and professional offices, mixed use with a residential component, public parks, retail and wholesale, banks, and some provisions for single-family dwellings with frontage on a local or collector street on individual lots. However, the site could not be developed independently with a new structure given the lack of access and street frontage. The site could legally continue as a parking lot or be combined with an adjacent site for further development.

The physical characteristics and location of the subject have been previously described. The site has no exposure or access as a stand-alone parcel. Given its legal and physical characteristics with no reasonable legal access, there is no identifiable economic use or independent site value. As such, the most likely use is for assemblage with an adjacent property. The subject property has several adjacent sites to which it could be assembled for an economic use, including the undeveloped land to the west, the larger parcel (City owned), and the three commercial sites bordering the west and south. Without legal access to the subject, physical uses would be limited to providing added utility either as parking or future expansion/development area to adjacent uses. For appraisal purposes, an economic use must be identified. The legal and physical characteristics of the subject property suggest assemblage with an adjacent property as indicated above. Given the shape, size and configuration of the site, the greatest assembly benefit would be with an already improved parcel rather than the vacant land to the west, as this would provide the highest utility as added parking areas to these improved parcels. There is good demand and need for parking in the Downtown Coburg area.

Assembling the subject property is not essential to the existing or potential uses of the adjacent properties but would provide some benefit for the existing and potential future uses of each parcel. Therefore, the highest and best use of the subject property is concluded to be for assemblage with an adjacent property for continuation as supportive parking, with recognition of the potential for future development as a component of one of the adjacent parcels (expansion of the existing use or redevelopment). Given that there are several potential adjacent properties which could benefit from assemblage, a bi-lateral monopoly does not exist and there would be a true market for assemblage. A bilateral monopoly is “a market in which a single seller (a monopoly) is confronted with a single buyer (a monopsony).” The maximally productive use of surrounding properties, as-if vacant, would be commensurate with the maximally productive use discussed on the following page for Parcel 2; that being a mixed-use development maximizing the permitted residential component and density.

# Highest and Best Use

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## Parcel 2

The term *Highest and Best Use* was previously defined, and the definition applies specifically to the highest and best use of land. To pass the test of highest and best use, a property use must be legally permissible, physically possible, and financially feasible or marketable. Therefore, in the measurement of highest and best use, the ability of the subject property to meet these criteria was analyzed.

The legal considerations primarily focus on the zoning of the site, which is C-1, Central Business District with an H, Historic and X, Architecturally Controlled Area overlay. The site is also designated by the City of Coburg Comprehensive Plan as Central Business District. The zoning permits for a wide range of commercial uses including business and professional offices, mixed use with a residential component, public parks, retail and wholesale, banks, and some provisions for single-family dwellings with frontage on a local or collector street on individual lots. Multi-family development is permitted with no specific density requirements, but ground floor units are not permitted fronting N. Willamette Street (i.e., a mixed-use would be required for any multi-family development, with some small commercial component at the street frontage).

The physical characteristics and location of the subject have been previously described. The site has good exposure and accessibility to both N. Willamette Street & N. Harrison Street but with a low frontage to depth ratio. The site is surrounded predominately by commercial uses with a public park to the north. The site would be suitable for a wide range of commercial and mixed uses. The Coburg area has limited land available for development and residential units have grown and are projected to continue to grow as public utility services are improved and expanded. The area will continue to have demand for community commercial uses and demand for additional housing units given the charm and appeal of the City as well as the location near Eugene and within commuting distance to Corvallis and several other bedroom communities. Given high construction costs, particularly given the design requirements in the Coburg code, outright commercial development is generally not feasible as of the current date, but multi-family development has remained feasible in most areas due to high demand and resulting low vacancy and high rent levels.

Given the location, frontage, accessibility and demand in the market, the maximally productive use would be a mixed-use, maximizing the allowable residential component but taking advantage of the central commercial location and satisfying the requirement for commercial use fronting N. Willamette Street.

Application of the Approaches to Value		
Cost Approach	Sales Companion Approach	Income Capitalization Approach

The next portion of this appraisal process deals directly with the valuation of the property. The appraisal process that is applied to most real estate properties is designed to evaluate all factors that influence value. Regional and neighborhood information has been presented to inform the reader of general outside influences that may affect value. In addition, the subject property has been described in detail. The Highest and Best Use section has been provided to evaluate the effect of legal, physical, and market considerations that influence the use of the property.

The Cost Approach is based upon the principle that the value of the property is significantly related to its physical characteristics and that no one would pay more for a project than it would cost to build a like project in today's market on a comparable site. In this approach, the market value of the site is estimated and added to the estimated value of the improvements.

The Sales Comparison Approach is based on the principle of substitution. This principle states that no one would pay more for the subject property than the value of a similar property in the market. In active markets with a reasonable number of physically similar comparable sales, this approach is generally considered to be a good indicator of value.

The Income Approach is based on the premise that commercial properties are income-producing, and that investors purchase these properties based on their income-producing ability. In the Income Approach, market rent is established for the subject property, net operating income (NOI) is calculated by deducting typical operating expenses and a market-derived capitalization rate is applied to convert the estimate of NOI into value.

## Valuation Process

The Sales Comparison Approach was used to develop the opinion of market value for the subject property. The Cost Approach and Income Approach are not applicable and were not developed.

The valuation of Parcel 1 will be based upon an analysis of the "Across the Fence" value of adjacent properties. Given that there are several potential adjacent properties which could benefit from assemblage, a bi-lateral monopoly does not exist and there would be a true market for assemblage. A bilateral monopoly is "a market in which a single seller (a monopoly) is confronted with a single buyer (a monopsony)." The across the fence value is concluded based on the approximate per square foot land value of the surrounding properties. No discount is warranted in the absence of a bi-lateral monopoly.

## SALES COMPARISON APPROACH

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The Sales Comparison Approach is based on the principle that an informed purchaser would pay no more for a property than the cost of acquiring an existing property with the same utility. In active markets with many physically similar comparables, this approach is generally considered a good indicator of value. For analysis purposes, a common unit of comparison, which would be the most common method utilized by purchasers for the type of property being appraised, is established.

An extensive search was made in the immediate area of the subject property for comparable land sales that share similarities with the subject property. Given the lack of recent land sales in the immediate area of Coburg, it was necessary to expand the geographic search parameters. Special consideration is given to existing site improvements and highest and best use of each comparable. Development in the smaller communities continues to be limited for outright commercial uses due to feasibility challenges associated with demand and cost of construction which puts downward pressure on land values.

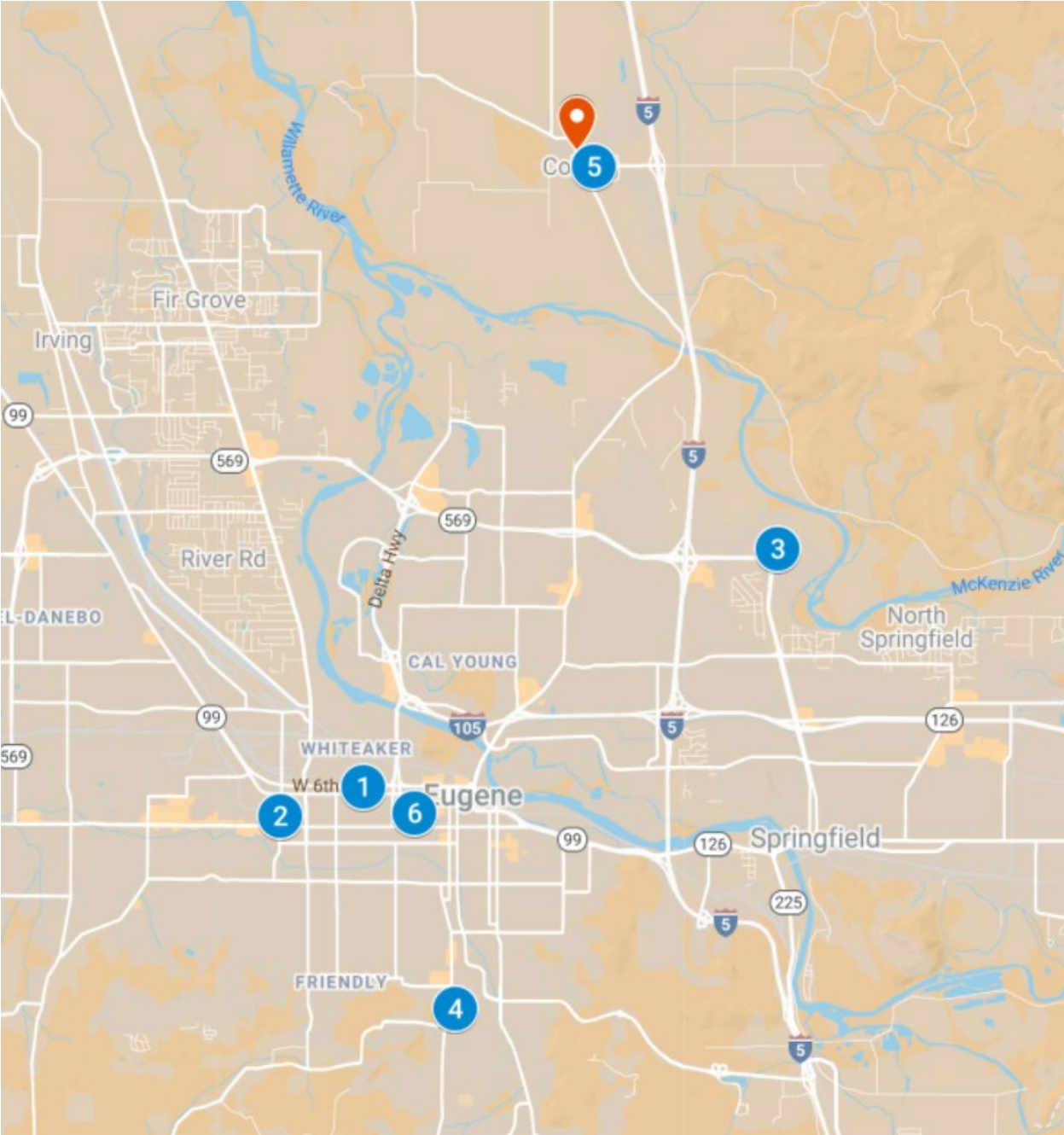
The highest prices achieved in most areas in the last few years are parcels which are suitable for outright residential development, which is considered when comparing to the subject site(s) and in the selection of the data set, as the highest and best use of the subject parcels is concluded to be mixed use, maximizing the residential component, but a small percentage of ground floor commercial would still be required fronting N. Willamette Street. The sales include sales purchased for outright commercial development as well as residential development; the lowest sales in the dataset are those which cannot be built out with a residential use or which have density restrictions.

A qualitative analysis reflecting market behavior is utilized to determine which comparables are superior or inferior to the subject. This analysis establishes value parameters for the site, allowing for a conclusion of value. Consideration will be given to differences in location and market conditions, as well as typical physical characteristics of the sale properties in comparison to the subject. The sales presented share similarities to the subject on an overall basis and are considered to provide a reasonable comparison. The selected sales are considered the best available comparable data.

The sales are summarized on the following pages. Transaction details for each sale, including photographs and maps, are included. A sale location map is also provided.

# LAND SALE COMPARABLE LOCATION MAP

Source: Google Maps



## Improved Sale Summary Chart

NO.	LOCATION	SALE DATE	SALE PRICE	SITE SIZE	ZONING	PRICE/SF	COMMENTS
COMMERCIAL SITES							
1	6 <sup>th</sup> & Blair Boulevard Eugene	4/19	\$671,500	27,007 sf (0.62 acres)	C-2	\$24.86	Includes three tax lots at the corner of 6th avenue and Blair Street that are improved with older structures that are planned for demolition. Access is available from 6th Avenue and Blair Street via an alley. Area suitable for mixed-use.
2	980 Garfield Street Eugene	11/20	\$470,000	17,860 sf (0.41 acre)	E-2	\$26.32	Rectangular parcel with level topography and frontage on Garfield Street. The site is paved and there is a tenant-owned modular office on the site. 5-year ground lease. Commercial location.
MULTI-FAMILY SITES							
3	287 Deadmond Ferry Springfield	11/20	\$405,000	37,026 sf (0.85 acre)	MDR	\$10.94	Site near RiverBend Hospital purchased for development with an 18-unit apartment project. Single access. 21 units per acre. Lower density allowance in MDR zone.
4	3049 Willamette Street Eugene	7/20	\$420,000	13,939 sf (0.32 acre)	R-2	\$30.13	Multi-family site in South Eugene. Improved with single-family residence planned for demolition and redevelopment of the site with a new 6-unit project. Lower density allowance in R-2 zone.
5	32720 E. Pearl Street Coburg	9/20	\$455,000	14,810 sf (0.34 acre)	C-1/H/X	\$30.72	Land purchased originally for multi-family development in 2018 and re-sold most recently with a site-specific design for 12 townhouse units and potential for additional units or live work (ultimately approved for 14 units). Listed at \$470,000. 41 units per acre.
6	341 W. Broadway Alley Eugene	9/20	\$650,000	16,553 sf (0.38 acre)	S-DW	\$39.27	Parking lot in Downtown Eugene proposed for development with a 20-unit apartment project. 53 units per acre density proposed.

## Sale Comparable #1



**Location:** 6th Avenue and Blair Street  
Eugene, Oregon

### TRANSACTION

**Grantor:** Martin E. Henner  
**Grantee:** Daniel Brawn  
**Date:** 29-Apr-2019  
**Recording:** 2019-16430  
**Sale Price:** \$671,500  
**Terms:** Cash to seller

### REAL ESTATE

#### Site

**Shape:** irregular  
**Topography:** level  
**Access:** Two streets and an alley  
**Land Area:** 0.62 (27,007 sq ft)  
**Usable Land Area:** 0.62 (27,007 sq ft)  
**Zoning:** C-2, Community Commercial  
**Map:** 17-04-36-11 & 17-03-31-22  
**Tax Lot:** 7100, 7200 and 2400  
**Flood Zone:** Outside Flood Zone

#### Improvements

**Utilities:** All public utilities are available  
**Proposed Use:** Commercial redevelopment.  
**Improvements:** Old buildings planned for demolition.  
**Comments:** Includes three tax lots at the corner of 6th avenue and Blair Street that are improved with older structures that are planned for demolition. Access is available from 6th Avenue and Blair Street via an alley.

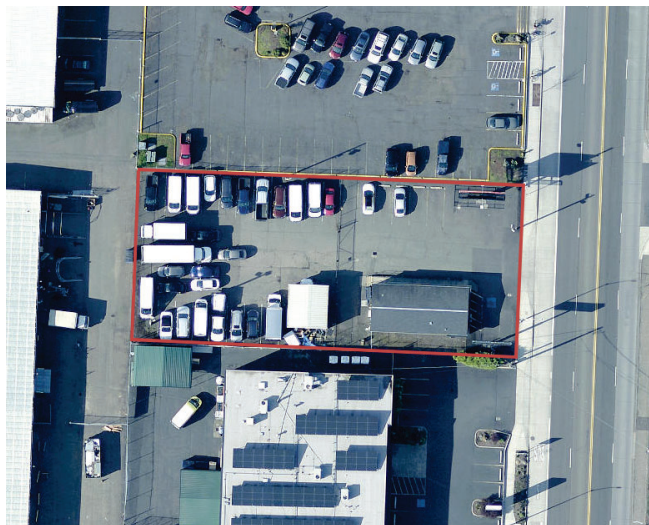
## Units of Comparison

**Price/sf:** \$24.86  
**Price/acre:** \$1,083,065

**Confirmation:** Martin E. Henner  
**Contact:** martyhenner@gmail.com



## Sale Comparable #2



**Location:** 980 Garfield Street  
Eugene, Oregon

### TRANSACTION

**Grantor:** E. Nolan Scheid, Jr.  
**Grantee:** Martin E. Henner  
**Date:** 30-Nov-2020  
**Recording:** 2020-70639  
**Sale Price:** \$470,000  
**Terms:** Cash to seller

### REAL ESTATE

#### Site

**Shape:** rectangular  
**Topography:** level  
**Access:** One Street  
**Land Area:** 0.41 (17,860 sq ft)  
**Usable Land Area:** 0.41 (17,860 sq ft)  
**Zoning:** E-2, Mixed Use Employment  
**Map:** 17-04-36-23  
**Tax Lot:** 1100  
**Flood Zone:** Outside Flood Zone

#### Improvements

**Utilities:** All public utilities are available  
**Proposed Use:** Continuation of commercial use with a ground lease.  
**Improvements:** The site is paved and there is a tenant-owned modular office on the site with a 5-year ground lease.  
**Comments:** There was a pending sale in 2019 that fell through and the property was relisted for sale and sold in 2020. The ground lease income equates to a capitalization rate of approximately 6.1% at the \$470,000 sale price.

## Units of Comparison

**Price/sf:** \$26.32  
**Price/acre:** \$1,146,341  
**Confirmation:** John Davis  
**Contact:** johnlocdavis@mac.com

## Sale Comparable #3



**Name:** Deadmond Ferry Apartments  
**Location:** 287 Deadmond Ferry Road  
 Springfield, Oregon 97477

### TRANSACTION

**Grantor:** Moving Forward, LLC  
**Grantee:** Deadmond Ferry Project, LLC  
**Date:** 17-Nov-2020  
**Recording:** 2020-67313  
**Sale Price:** \$405,000  
**Terms:** Cash to Seller

### REAL ESTATE

#### Site

**Shape:** irregular  
**Topography:** level  
**Access:** Deadmond Ferry  
**Land Area:** 0.85 (37,026 sq ft)  
**Usable Land Area:** 0.85 (37,026 sq ft)  
**Zoning:** MDR  
**Map:** 17-03-15-40  
**Tax Lot:** 1800  
**Flood Zone:** Outside Flood Zone

#### Improvements

**Proposed Units:** 18 Units  
**Unit Density:** 21 Units/Acre  
**Utilities:** All Available  
  
**Proposed Use:** Development with a 18-unit apartment project.  
**Improvements:** None.  
**Comments:** All utilities available. Single access. Near Riverbend Hospital.

## Units of Comparison

**Price/sf:** \$10.94  
**Price/acre:** \$476,471  
**Price/Proposed Unit:** \$22,500/Unit

**Confirmation:** David Holland, Listing Broker  
**Contact:** david@eebcre.com

## Sale Comparable #4



**Location:** 3049 Willamette  
Eugene, Oregon

### TRANSACTION

**Grantor:** Track Town Holdings, LLC  
**Grantee:** MTK, LLC  
**Date:** 02-Jul-2020  
**Recording:** 2020-35220  
**Sale Price:** \$420,000  
**Terms:** Cash to Seller

### REAL ESTATE

#### Site

**Shape:** rectangular  
**Topography:** level  
**Access:** Two Streets  
**Land Area:** 0.32 (13,939 sq ft)  
**Usable Land Area:** 0.32 (13,939 sq ft)  
**Zoning:** R-2  
**Map:** 18-03-07-11  
**Tax Lot:** 16900  
**Flood Zone:** Outside Flood Zone

#### Improvements

**Proposed Units:** 6 Units  
**Unit Density:** 19 Units/Acre  
**Utilities:** All Available  
**Proposed Use:** Redevelopment with six units.  
**Improvements:** Improved with single-family residence planned for demolition at time of sale.  
**Comments:** South Eugene redevelopment site.

## Units of Comparison

**Price/sf:** \$30.13  
**Price/acre:** \$1,312,500  
**Price/Proposed Unit:** \$70,000/Unit  
**Confirmation:** Jim St. Clair  
**Contact:** jamescranestclair@gmail.com

## Sale Comparable #5



**Location:** 32720 E. Pearl Street  
Coburg, Oregon 97408

### TRANSACTION

**Grantor:** Our Group of Properties, LLC  
**Grantee:** Gillem Mark  
**Date:** 14-Sep-2020  
**Recording:** 2020-52132  
**Sale Price:** \$455,000  
**Terms:** Cash to Seller

### REAL ESTATE

#### Site

**Shape:** rectangular  
**Topography:** level  
**Access:** E. Pearl & S. Skinner; alley  
**Land Area:** 0.34 (14,810 sq ft)  
**Usable Land Area:** 0.34 (14,810 sq ft)  
**Zoning:** C-1/H/X  
**Map:** 16-03-33-23  
**Tax Lot:** 5500  
**Flood Zone:** Outside Flood Zone

#### Improvements

**Proposed Units:** 14 Units  
**Unit Density:** 41 Units/Acre  
**Utilities:** All Available  
**Proposed Use:** Developed with 14 units. Marketed for 12 units.  
**Improvements:** None.

**Comments:** Purchased in 2018 for \$300,000. Sold most recently for \$455,000. Listed for \$470,000 prior to the sale. Plans for 12 units marketed.

## Units of Comparison

**Price/sf:** \$30.72  
**Price/acre:** \$1,338,235  
**Price/Proposed Unit:** \$32,500/Unit

**Confirmation:** David Corey, Seller  
**Contact:** Retained in File

## Sale Comparable #6



**Location:** 341 W. Broadway Alley  
Eugene, Oregon

### TRANSACTION

**Grantor:** Martin E. Henner  
**Grantee:** Our Lincoln St. Holdings, LLC  
**Date:** 01-Sep-2020  
**Recording:** 2020-51949  
**Sale Price:** \$650,000  
**Terms:** Cash to Seller

### REAL ESTATE

#### Site

**Shape:** rectangular  
**Topography:** level  
**Access:** Alley & Lincoln Street  
**Land Area:** 0.38 (16,553 sq ft)  
**Usable Land Area:** 0.38 (16,553 sq ft)  
**Zoning:** S-DW  
**Map:** 17-03-31-13  
**Tax Lot:** 11200  
**Flood Zone:** Outside Flood Zone

#### Improvements

**Proposed Units:** 20 Units  
**Unit Density:** 53 Units/Acre  
**Utilities:** All Available  
**Proposed Use:** Development with a 20-unit apartment project.  
**Improvements:** Minimal improvements and parking lot.

**Comments:** Site located on Lincoln Street & Broadway Alley in Downtown Eugene. All utilities available. Proposed for development with a 20-unit apartment project. Minimal improvements given no value. Asphalt paved parking lot.

## Units of Comparison

**Price/sf:** \$39.27  
**Price/acre:** \$1,710,526  
**Price/Proposed Unit:** \$32,500/Unit

**Confirmation:** David Corey  
**Contact:** david@teamcorey.com

Qualitative Adjustments Summary							
	SUBJECT	SALE 1	SALE 2	SALE 3	SALE 4	SALE 5	SALE 6
<b>Sale Price</b>	<b>PARCEL 1</b>	<b>\$671,500</b>	<b>\$470,000</b>	<b>\$405,000</b>	<b>\$420,000</b>	<b>\$455,000</b>	<b>\$650,000</b>
Property Rights	Fee Simple	Fee Simple	Leased Fee	Fee Simple	Fee Simple	Fee Simple	Fee Simple
comparison to subject		Similar	Sl. Superior	Similar	Similar	Similar	Similar
Market Conditions	8/21	4/19	11/20	11/20	9/20	9/20	9/20
comparison to subject		Inferior	Similar	Similar	Similar	Similar	Similar
Location	Coburg; Average Exposure - Downtown	Eugene; Excellent Exposure - Whiteaker	Eugene; Excellent Exposure - West Eugene	Springfield; Limited Exposure - RiverBend	South Eugene; Limited Exposure	Coburg	Downtown Eugene; Limited Exposure
comparison to subject		Superior Commercial; Inferior Residential - Similar overall	Superior Commercial; Inferior Residential - Similar overall	Sl. Inferior	Inferior Commercial; Superior Residential - Sl. Superior	Similar	Similar; offsetting
Acres	0.07 - 0.83; Average 0.45	0.62	0.41	0.85	0.32	0.34	0.38
comparison to subject		Similar to Average	Similar to Average	Larger; Inferior	Sl. Smaller than Average; Sl. Superior	Sl. Smaller than Average; Sl. Superior	Sl. Smaller than Average; Sl. Superior
Zoning	C-1/H/X	C-2	E-2	MDR	R-2	C-1/H/X	S-DW
comparison to subject		Superior	Sl. Inferior	Inferior	Inferior	Similar	Sl. Superior
Access	Single Street	2 Streets; Alley	One Street	One Street	Two Streets	2 Streets; Alley	Street & Alley
comparison to subject		Superior	Similar	Similar	Superior	Superior	Superior
Site Improvements; Entitlements	Asphalt Pavement; subject	Rentals planned for demolition; interim use	Asphalt Pavement (tenant owned modular)	None	SFR; planned for demolition. Interim Use	Plans & Engineering	Parking Lot
comparison to subject		Similar overall	Similar	Sl. Inferior	Similar overall	Similar; offsetting	Similar
\$/SF		\$24.86	\$26.32	\$10.94	\$30.13	\$30.72	\$39.27
comparison to subject		Sl. Low Indicator	Good Indicator; offsetting	Low Indicator	Sl. High Indicator	Sl. High Indicator	High Indicator

Qualitative Adjustments Summary							
	SUBJECT	SALE 1	SALE 2	SALE 3	SALE 4	SALE 5	SALE 6
<b>Sale Price</b>	PARCEL 2	\$671,500	\$470,000	\$405,000	\$420,000	\$455,000	\$650,000
Property Rights	Fee Simple	Fee Simple	Leased Fee	Fee Simple	Fee Simple	Fee Simple	Fee Simple
comparison to subject		Similar	Sl. Superior	Similar	Similar	Similar	Similar
Market Conditions	8/21	4/19	11/20	11/20	9/20	9/20	9/20
comparison to subject		Inferior	Similar	Similar	Similar	Similar	Similar
Location	Coburg; Average Exposure - Downtown	Eugene; Excellent Exposure - Whiteaker	Eugene; Excellent Exposure - West Eugene	Springfield; Limited Exposure - RiverBend	South Eugene; Limited Exposure	Coburg	Downtown Eugene; Limited Exposure
comparison to subject		Similar; offsetting	Similar; offsetting	Sl. Inferior	Inferior Commercial; Superior Residential - Sl. Superior	Similar	Similar; offsetting
Acres	0.23	0.62	0.41	0.85	0.32	0.34	0.38
comparison to subject		Larger; Inferior	Sl. Larger; Sl. Inferior	Larger; Inferior	Sl. Larger; Sl. Inferior	Sl. Larger; Sl. Inferior	Sl. Larger; Sl. Inferior
Zoning	C-1/H/X	C-2	E-2	MDR	R-2	C-1/H/X	S-DW
comparison to subject		Superior	Sl. Inferior	Inferior	Inferior	Similar	Sl. Superior
Access	Two Streets	2 Streets; Alley	One Street	One Street	Two Streets	2 Streets; Alley	Street & Alley
comparison to subject		Sl. Superior	Inferior	Inferior	Similar	Sl. Superior	Similar
Site Improvements; Entitlements	None	Rentals planned for demolition; interim use	Asphalt Pavement (tenant owned modular)	None	SFR; planned for demolition. Interim Use	Plans & Engineering	Parking Lot
comparison to subject		Sl. Superior	Superior	Similar	Sl. Superior	Superior	Superior
\$/SF		\$24.86	\$26.32	\$10.94	\$30.13	\$30.72	\$39.27
comparison to subject		Sl. Low Indicator	Good Indicator; offsetting	Low Indicator	Sl. High Indicator	Sl. High Indicator	High Indicator

## Discussion

Sales 1 and 2 reflect purchases in Eugene in commercial areas. **Sale 1** is in the Whiteaker area and has excellent commercial exposure but could also be built-out with 100% residential use. This is an older sale as well as a larger parcel, both of which put downward pressure on the price per square foot. **Sale 2** is a more recent sale of a site which included asphalt paving (tenant owned modular) with a short-term ground lease putting upward pressure on the price per square foot, but the zoning, overall location, site characteristics and size put downward pressure on the price per square foot. **Sale 3** is included as a medium density development land purchase in Springfield but is a low indicator due to the inferior density capabilities in this zone as well as a larger site. **Sales 4, 5 and 6** are superior due to entitlements, location, or zoning allowance (outright residential permitted for Sale 6). Sale 5 is one of the best sales based on the date, location, size, and zoning, but included plans and engineering for the proposed development, putting upward pressure on the price per square foot. This site did not, however have any site improvements.

## Parcel 1 Conclusion

Based on the above analysis, with consideration to the physical and locational characteristics of the surrounding properties, the contributory unit value, and the across the fence value to apply to Parcel 1, is concluded to be \$27.00 per square foot. Therefore, the value is concluded to be \$230,283 (8,529 x \$27.00/sf), rounded to **\$230,000**.

## Parcel 2 Conclusion

Based on the above analysis, with consideration to the physical and locational characteristics of Parcel 2, \$27.00 per square foot is also concluded for the Parcel 2. This parcel is inferior in site improvements as compared to Parcel 1 but is superior in accessibility/exposure and overall utility as well as smaller than the average abutting site to Parcel 1s. Therefore, the market value via the Sales Comparison Approach is concluded to be \$270,508 (10,019 x \$27.00/sf), rounded to **\$270,000**.

## Marketing & Exposure Time

Marketing time is defined as, “An opinion of the amount of time it might take to sell a real or personal property interest at the concluded market value level during the period immediately after the effective date of an appraisal.”<sup>10</sup> Exposure time is defined as, “The estimated length of time that the property interest being appraised would have been offered on the market prior to the hypothetical consummation of a sale at market value on the effective date of the appraisal; a retrospective opinion based on an analysis of past events assuming a competitive and open market.”<sup>11</sup> Exposure time is always presumed to occur *prior* to the effective date of the appraisal. The overall concept of reasonable exposure encompasses not only adequate, sufficient, and reasonable time but also adequate, sufficient, and reasonable effort.

10. Appraisal Institute, *The Dictionary of Real Estate Appraisal*, 6<sup>th</sup> Ed. (Chicago: Appraisal Institute, 2015).

11. Appraisal Institute, *The Dictionary of Real Estate Appraisal*, 6<sup>th</sup> Ed. (Chicago: Appraisal Institute, 2015).



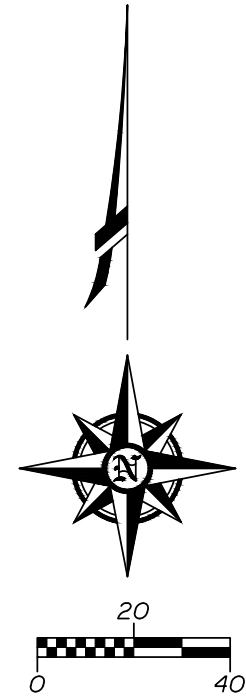
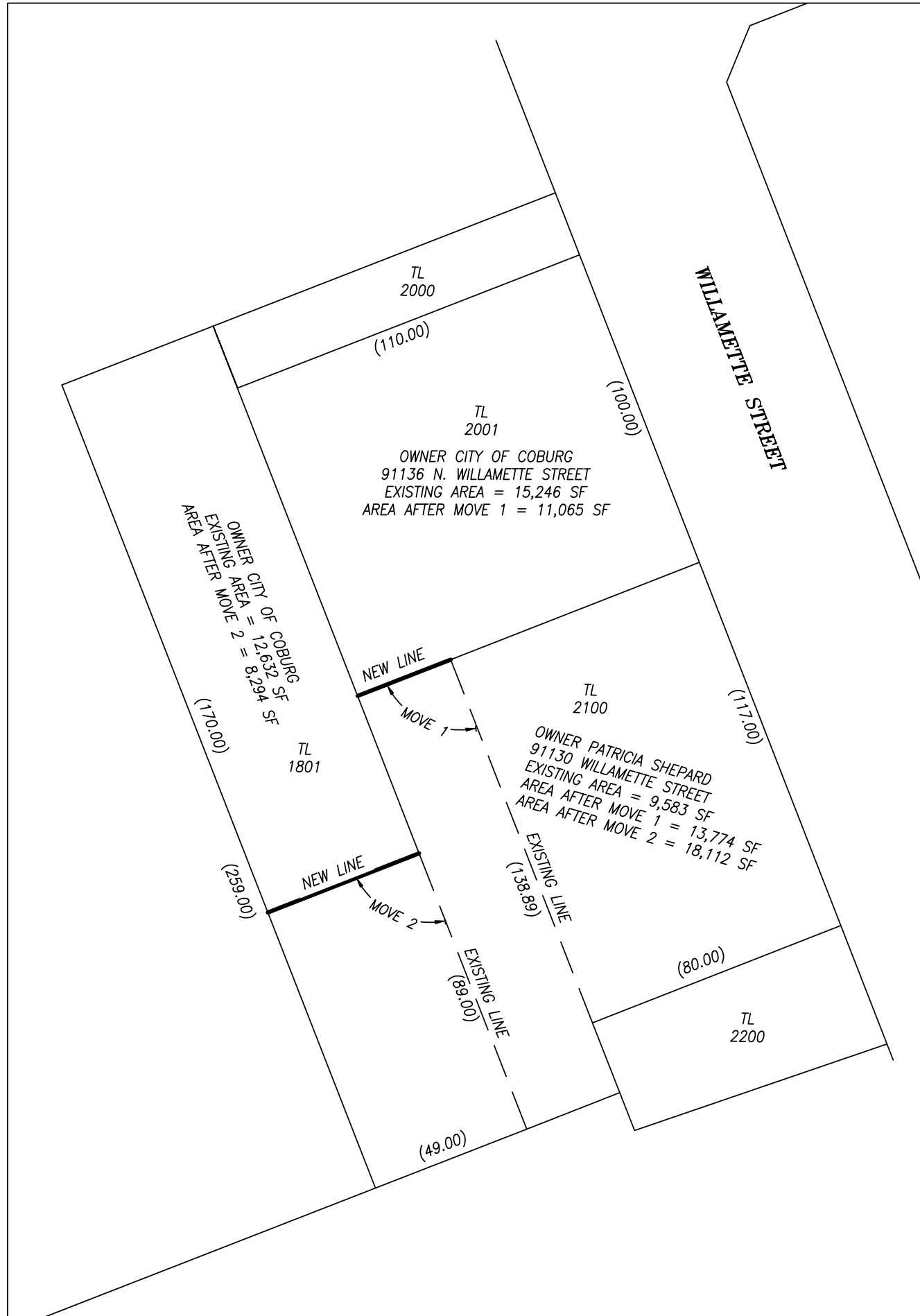
In estimating marketing and exposure time for the subject property, consideration was given to sales that have occurred in the marketplace and properties that have been offered for sale. The periods that commercial and residential land in the market area have been exposed for sale range from not listed to over 18 months. Based on the available market information, it is concluded that marketing time and exposure time for the subject parcels would be 6 to 9 months as of the date of value.



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ASUMPTIONS AND LIMITING CONDITIONS  
CERTIFICATION  
SURVEY  
APPRAISER'S QUALIFICATIONS

Z:\2021\21-004g Coburg Proposed PLA\21-004g Coburg I\X17 EXHIBIT.dwg 6/15/2021 9:12 AM BOBH  
 copyright © 2015 Branch Engineering, Inc.



REGISTERED  
 PROFESSIONAL  
 LAND SURVEYOR

**DIGITALLY SIGNED**

OREGON  
 JULY 21, 1992  
 ROBERT C. HINES  
 2555PLS

EXPIRES: June 30, 2023

**PROPOSED PROPERTY LINE ADJUSTMENTS**

CITY OF COBURG  
 COBURG CITY HALL  
 91136 N. WILLAMETTE STREET

revisions:

date: JUNE 14, 2021  
 drawn by: RCH  
 designer:  
 project no: 21-004g

**PROPOSED PLAN**

## Hypothetical Condition

Parcel 1 is a portion of Tax Lots 1801 & 2001 on Map 16-03-32-11. A hypothetical condition of this analysis is that Parcel 1 was an independent, saleable site on the date of value. The application of this hypothetical condition may impact the assignment results.

## Assumptions & Limiting Conditions

This Appraisal Report complies with the reporting requirements set forth under Standards Rule 2-2(a) of the Uniform Standards of Professional Appraisal Practice. As such, information and discussions of the data, reasoning, and analyses that were used in the appraisal process to develop the appraiser's opinion of value are specific to the needs of the client and for the intended use stated in this report. Supporting documentation concerning the data, reasoning and analyses is retained in the appraiser's file. The appraiser is not responsible for unauthorized use of this report.

The information furnished by others is believed to be reliable. However, no warranty is given for its accuracy. The appraiser reserves the right to make alterations to the analyses, opinions, and conclusions set forth in the appraisal report as may be necessary due to consideration of additional or more reliable data that may become available.

Title to the property is assumed good and marketable unless otherwise stated in this report. No responsibility is assumed for the legal description or for such matters including legal or title considerations. The property is appraised free and clear of any or all liens or encumbrances unless otherwise stated in this report. It is assumed the utilization of the land and improvements is within the boundaries or property lines of the property described and there is no encroachment or trespass unless otherwise stated in this report.

Responsible ownership and competent property management are assumed unless otherwise stated in this report. It is assumed there is full compliance with all applicable federal, state and local environmental regulations and laws, unless non-compliance is stated, defined and considered in the appraisal report.

Compliance with all applicable zoning and use regulations and restrictions is assumed unless a nonconforming use has been stated, defined and considered in the appraisal report.

It is assumed there are no hidden or unapparent conditions of the property, subsoil or structures that render it more or less valuable. No responsibility is assumed for such conditions or for arranging for engineering studies that may be required to discover them.

The appraiser is not qualified to detect hazardous waste and/or toxic materials. Any comment by the appraiser that may suggest the possibility of the presence of such substances should not be taken as confirmation of the presence of hazardous waste and/or toxic materials. Such determination would require investigation by a qualified

expert in the field of environmental assessment. The presence of substances such as asbestos, urea- formaldehyde foam insulation or other potentially hazardous materials may affect the value of the property. The appraiser's value estimate is predicated on the assumption there is no such material on or in the property that would cause a loss in value unless otherwise stated in this report. No responsibility is assumed for any environmental conditions, or for any expertise or engineering knowledge required to discover them. The appraiser's descriptions and comments are the result of the routine observations made during the appraisal process.

Any sketch in this report may show approximate dimensions and is included to assist the reader in visualizing the property. Maps and exhibits found in this report are provided for reference purposes only. No guarantee as to accuracy is expressed or implied unless otherwise stated in this report. No survey has been made for the purpose of this report.

This appraisal is to be used only in its entirety and no part is to be used without the whole report. All conclusions and opinions concerning the analysis as set forth in the report were prepared by the Appraiser whose signature appears on the appraisal report. No change of any item in the report shall be made by anyone other than the Appraiser. The appraiser shall have no responsibility if any such unauthorized changes are made. The appraiser may not divulge confidential information in the report, such as, analytical findings or conclusions, or give a copy of the report to anyone other than the client, except as may be required by the Appraisal Institute as they may request in confidence for ethics enforcement, or by a court of law or body with the power of subpoena.

The appraiser and client agree the liability of Viewpoint Appraisal, LLC is limited to the client only. Further, there is no liability, obligation, or accountability to any third party. If this report is provided to anyone other than the client, the client shall make such party aware of all limiting conditions and assumptions of the assignment and related discussions.

Possession of this report, or a copy thereof, does not carry with it the right of publication. It may not be used for any purpose by any person other than the party to whom it is addressed without the written consent of the appraiser, and in any event only with proper written qualification and only in its entirety. Neither all nor any part of the contents of this report, including any conclusions as to value, the identity of the appraiser, or the firm with which the appraiser is connected, shall be disseminated to the public through advertising, public relations, news, sales or other media without the prior written consent and approval of the appraiser.

The appraiser is not required to give further consultation, testimony, or be in attendance in court with reference to the property in question because of this appraisal, unless arrangements have been previously made. If testimony or deposition is required because of any subpoena, the client shall be responsible for any additional time, fees, and charges regardless of issuing party.

I, Zoe R. Swartz, MAI, do hereby certify that:

- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions and conclusions are limited only by the reported assumptions and limiting conditions, and are my personal, impartial, and unbiased professional analyses, opinions and conclusions.
- I have no present or prospective interest in the property that is the subject of this report, and no personal interest with respect to the parties involved.
- I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- Zoe R. Swartz, MAI inspected the subject property on August 20, 2021.
- The appraiser has performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding the agreement to perform this assignment.
- No one provided significant professional assistance to the person signing this report.
- The reported analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the requirements of the Code of Professional Ethics & Standards of Professional Appraisal Practice of the Appraisal Institute, which include the *Uniform Standards of Professional Appraisal Practice*.
- The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.
- As of the date of this report, Zoe R. Swartz, MAI has completed the requirements of the continuing education program for Designated Members of the Appraisal Institute.
- I have had a level of training and experience considered necessary for the formation of a reliable opinion of value of the subject property.



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Zoe R. Swartz, MAI  
Certification No. C001053  
Expiration 7/31/22

# Zoe R. Swartz, MAI

## PROFESSIONAL DESIGNATIONS

MAI - Appraisal Institute 2014

## FORMAL EDUCATION

Bachelor of Science Degree 2008  
 University of Oregon, Department of Mathematics

## APPRAISAL EDUCATION

### Appraisal Institute

Appraisal of Medical Office Buildings 2019  
 7 Hour USPAP 2019  
 7 Hour USPAP 2018  
 15 Hour USPAP 2017  
 Online Cool Tools 2017  
 Valuation of Conservation Easements 2015  
 Uniform Appraisal Standards for Federal Land Acquisitions 2015  
 Data Verification & Methods 2014  
 Business Practices & Ethics 2014  
 Advanced Concepts and Case Studies 2011  
 Advanced Income Capitalization 2011  
 Finance Statistics and Valuation Modeling 2010  
 Business Practices and Ethics 2010  
 Advanced Applications Course 550 2010  
 General Appraiser Income Approach Part 2 2009  
 General Appraiser Income Approach Part 1 2009  
 General Appraiser Report Writing and Case Studies 2009

General Appraiser Site Valuation & Cost Approach 2008  
 General Appraiser Sales Comparison Approach 2008

### Additional Courses

Divorce & Estate Appraisals 2019  
 National USPAP Update 2014  
 National USPAP Update 2011  
 National USPAP Update 2009  
 Basic Appraisal Procedures 2007  
 Basic Appraisal Principles and Practice 2007  
 Uniform Standards of Professional Practice 2007

### Seminars

Eminent Domain 2019  
 Navigating ODOT Appraisals & Reviews 2013  
 Eminent Domain 2014

## LICENSE

Certified General Appraiser - State of Oregon, 2011 Certificate No. C001053

**PROFESSIONAL EXPERIENCE**

Certified General Appraiser, Owner Viewpoint Appraisals, LLC	2020-Present
Certified General Appraiser Duncan & Brown, LLC	2011 - Present
Appraiser Assistant Duncan & Brown, Inc.	2008 - 2011

**PROFESSIONAL AFFILIATIONS**

Appraisal Institute - Member	2014-Present
Appraisal Institute - Candidate for designation, Appraisal Institute	2013
Appraisal Institute - general Associate Member of the Appraisal Institute	2011 - 2012
Appraisal Institute - Affiliate Member	2007 - 2011

**BUSINESS AFFILIATIONS**

Sponsors, Inc., Secretary	Eugene, Oregon
Eugene Active 20-30 Foundation	Eugene, Oregon







## COBURG CITY COUNCIL ACTION/ISSUE ITEM

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### Topic: Alley Project Update

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**Meeting Date: October 12, 2021**

**Staff Contact: Anne Heath, City Administrator**

**682-7871, anne.heath@ci.coburg.or.us**

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### REQUESTED COUNCIL ACTION

Information Only

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### POLICIES OR CITY COUNCIL GOAL(S)

- **Livability, Health, and Vitality**
  - **Utilities & Infrastructure**
  - **Strategic Planning**
- 

### BACKGROUND

Over the last few months there have been many discussions regarding alleys in Coburg.

In August, 2021, the Council approved moving this topic to the staff work plan for Fiscal Year 2022.

---

### WORKPLAN DEVELOPMENT

In order to tackle this very complicated topic, there will need to be a work plan designed as follows:

1. Determine alleys that contain City infrastructure such as water and sewer lines, and alleys that are required where garages and access for homes are in the alley. Please see attached City Map which shows the existing alleys as follows:
  - a. The blue marked alleys have City infrastructure in them and should be maintained.
  - b. Orange marked alleys do not have City infrastructure, but may have other utilities in them. However, are not likely of value to the City of Coburg as far as infrastructure needs.
  - c. Purple marked alleys are required for access to garages for homes on this block
2. Survey property owners abutting the alleys. Collect data as to whether or not they use

- the alley. If they do use it, how do they use it?
3. Photograph each alley and determine if there are encroaching structures, vegetation, fences, etc.
  4. Conduct surveys of alleys only when necessary to determine if there are encroachments that would interrupt the City's ability to utilize the alley.
  5. Prepare a report to City Council which provides the results of all of the above.
  6. Mayor would then appoint City Councilors to a Council/Staff Committee to look at the report and make recommendations
  7. Recommendations are received by City Council
  8. Community is notified of any recommendations to change alley easements and citizens are given the ability to provide comment.
  9. Final decisions are made as to whether the City should vacate alleys.
- 

#### **IMPORTANT INFORMATION TO BE CONSIDERED**

- 20 year look out at existing buildings, lot density, and approaches to housing in the future
  - Alley vacation must be agreed upon by all properties abutting the alley and 2/3 of properties affected within 200 feet
- 

#### **ADDITIONAL POLICY OR ALTERNATIVES TO VACATING ALLEY**

- Reestablish a Revocable Right of Way Permit. In the past, the City did offer this permit, However, it was blended into the standard Right of Way Permit. This is a very different use as facility permits are usually used for other utility agencies. This would allow for the City to allow for structures in non-infrastructure right of ways which could be revoked should the City need to utilize the alley. This could be a way of bringing current encroachments into compliance.
  - Clarify, strengthen and possibly establish more language on the responsibilities of maintaining the right-of-way abutting a property. This could be by updating a current ordinance, or establishing a new ordinance. More research is needed on this.
- 

#### **RECOMMENDATION AND ALTERNATIVES**

Staff recommends that we move forward with the preliminary work of inventorying all alleys in town, photographing, and establishing where utilities exist. In addition, communicate with the community to find out how the alleys are being used. At the same time, look at policy for managing the right-of-ways.

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#### **TIMING**

It is anticipated that it will take the rest of the fiscal year for the staff to gather initial information on the alleys.

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**BUDGET / FINANCIAL IMPACT**

The initial work will be done by City staff and will be included in the budgeted personal services budget.

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**PUBLIC INVOLVEMENT**

1. Surveys to abutting property owners
  2. Public comment when recommendation has been made to City Council and Council will be making a decision
- 

**NEXT STEPS**

Assign staff to take initial steps in designing alley survey and inventory of alleys

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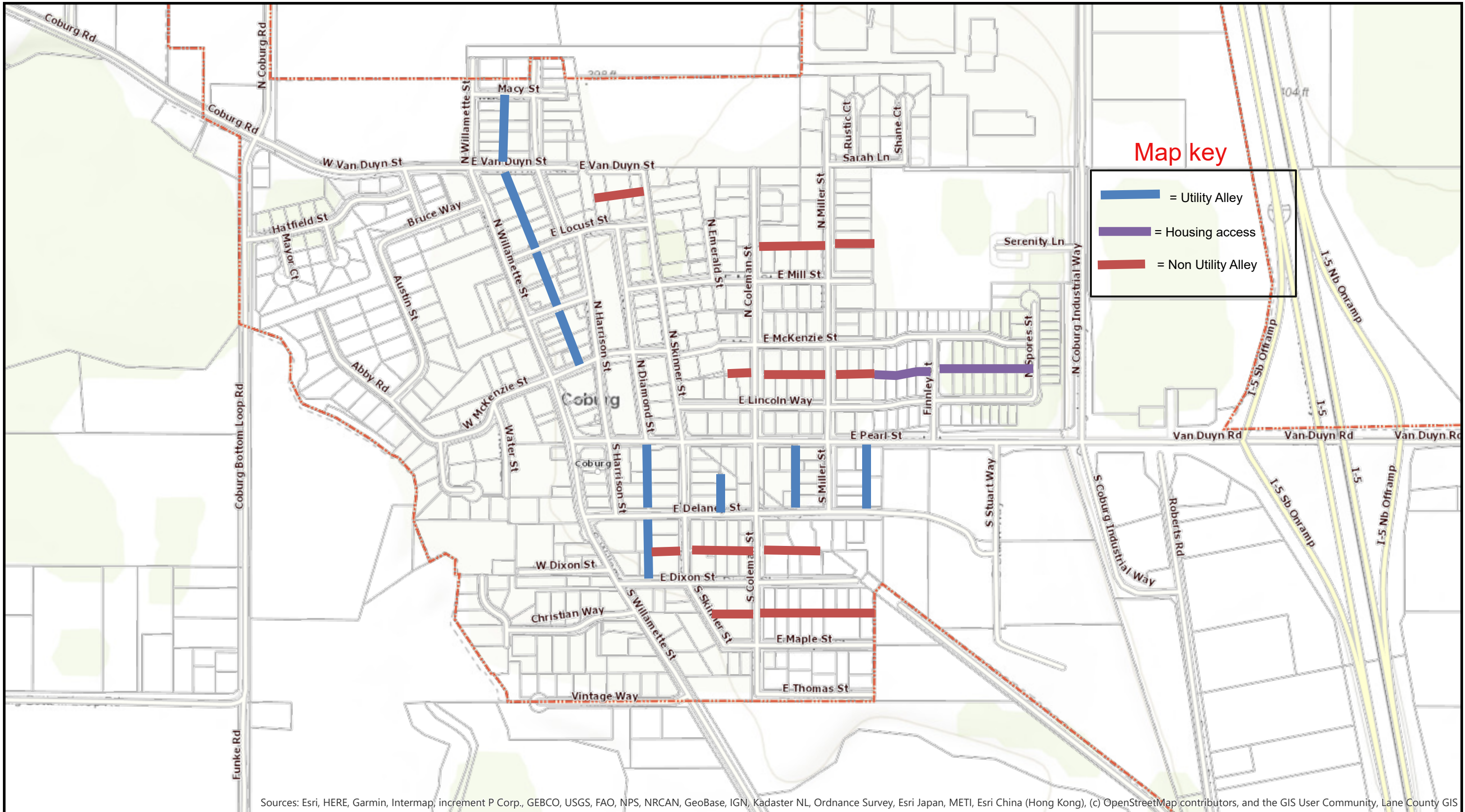
**ATTACHMENTS**

- A. City Map with alleys color coded
- 

**REVIEWED THROUGH**

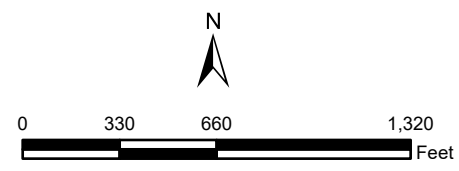
Anne Heath, City Administrator  
Damien Gilbert, City Engineer  
Burke Hansen, Public Works

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Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community, Lane County GIS

The information on this map was derived from digital databases on the Lane County regional geographic information system. Care was taken in the creation of this map, but is provided "as is". Lane County cannot accept any responsibility for errors, omissions or positional accuracy in the digital data or the underlying records. Current plan designation, zoning, etc., for specific parcels should be confirmed with the appropriate agency. There are no warranties, expressed or implied, accompanying this product. However, notification of any errors will be appreciated.



# Coburg Alleys



## COBURG CITY COUNCIL ACTION/ISSUE ITEM

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### TOPIC: FINANCE DEPARTMENT MONTHLY REPORT

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Meeting Date: October 12, 2021  
 Staff Contact: Tim Gaines  
 Contact: 541-682-7870, tim.gaines@ci.coburg.or.us

---

#### REQUESTED COUNCIL ACTION

- Information only
- 

#### POLICIES OR CITY COUNCIL GOAL(S) ADDRESSED

2021-22 City Council Goals:

- Fiscal Stewardship
- 

#### ANALYSIS

*Important notes regarding the month ended August 31, 2021*

- August is the 2<sup>nd</sup> month of the fiscal year. If revenues and expenses were spread evenly throughout the year, the City should be at 16% of budget with each.
    - **Whole City Revenue** received \$1,220,681 or 12% of budgeted. however, taxes are not received until November or December.
    - **Whole City Expenses** are \$982,838 which is 10% of budgeted.
  - There is a 2% difference between Revenues received and Expenditures paid out.
  - It is early in the fiscal year and there are no high points or concerns to point out.
- 

#### AUDIT

- We have begun the City of Coburg's audit for fiscal year 2021.
- 

#### PUBLIC INVOLVEMENT

N/A

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**NEXT STEPS**

- Continue Audit Work
- Water project
- Next Finance/Audit Committee meeting is Wednesday, October 27<sup>th</sup>, 2021

**ATTACHMENTS**

- A. Budget Performance Analysis – General Fund**
- B. Full City Revenue and Expense Charts**
- C. Fund Total sheets – From Springbrook**
- D. Cash on Hand Spreadsheet**
- E. Checks written list for July & August 2021**
- F. Bank Statements – July & August 2021**
- G. LGIP Statements – July & August 2021**

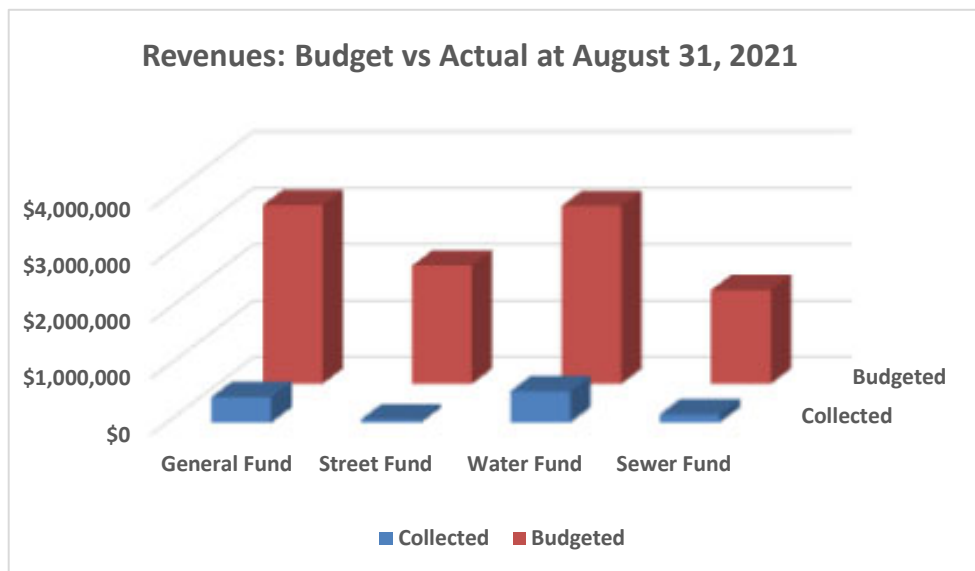
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**REVIEWED BY:**

Anne Heath, City Administrator

**CITY OF COBURG**  
**REVENUES COLLECTED COMPARED TO BUDGET**  
**Fiscal Year To Date As Of August 2021**

Fund	Collected	Budgeted	Difference	Percentage
General Fund	\$456,221	\$3,172,634	\$2,716,413	14%
Street Fund	\$58,725	\$2,098,569	\$2,039,844	3%
Water Fund	\$557,275	\$3,155,768	\$2,598,493	18%
Sewer Fund	\$148,460	\$1,664,700	\$1,516,240	9%
<b>TOTAL ALL FUNDS</b>	<b>\$1,220,681</b>	<b>\$10,091,671</b>	<b>\$8,870,990</b>	<b>12%</b>

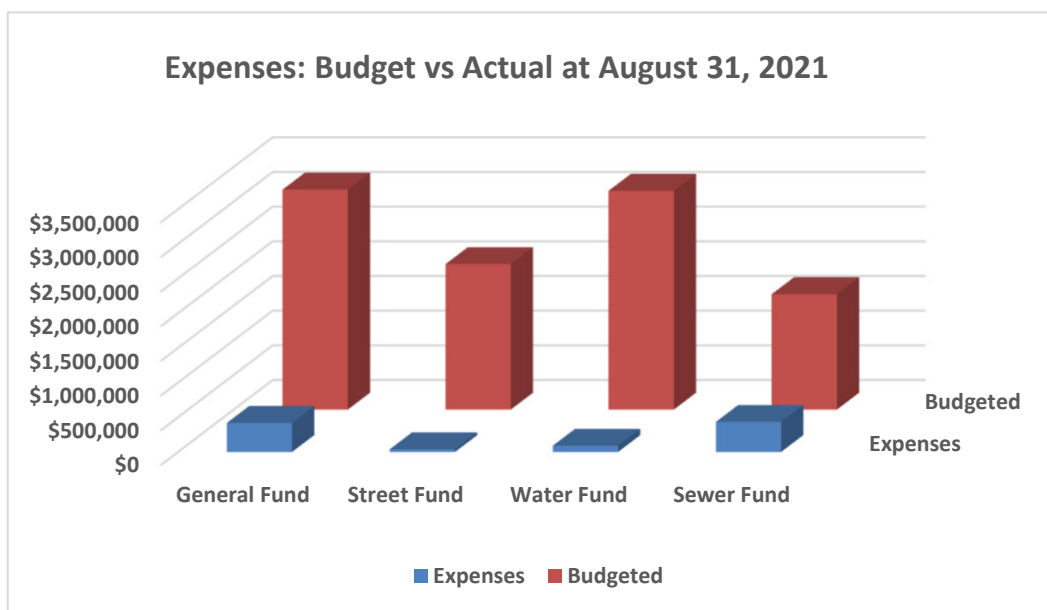


**Important Notes:**

Overall revenues should be 16% if spread evenly throughout the year.  
 Budgeted revenues are net of Beginning Fund balance,  
 which means the budgeted amounts do not include Beginning Fund Balance  
 Property tax receipts for the month of July were \$2,479.  
 Grant Funds and Debt Reimbursement (Water Project) have not been received yet.

**CITY OF COBURG**  
**EXPENSES INCURRED COMPARED TO BUDGET**  
**Fiscal Year To Date As Of August 2021**

Fund	Expenses	Budgeted	Difference	Percentage
General Fund	\$418,672	\$3,172,634	\$2,753,962	13%
Street Fund	\$39,823	\$2,098,569	\$2,058,746	2%
Water Fund	\$90,579	\$3,155,768	\$3,065,189	3%
Sewer Fund	\$433,764	\$1,664,700	\$1,230,936	26%
<b>TOTAL ALL FUNDS</b>	<b>\$982,838</b>	<b>\$10,091,671</b>	<b>\$9,108,833</b>	<b>10%</b>

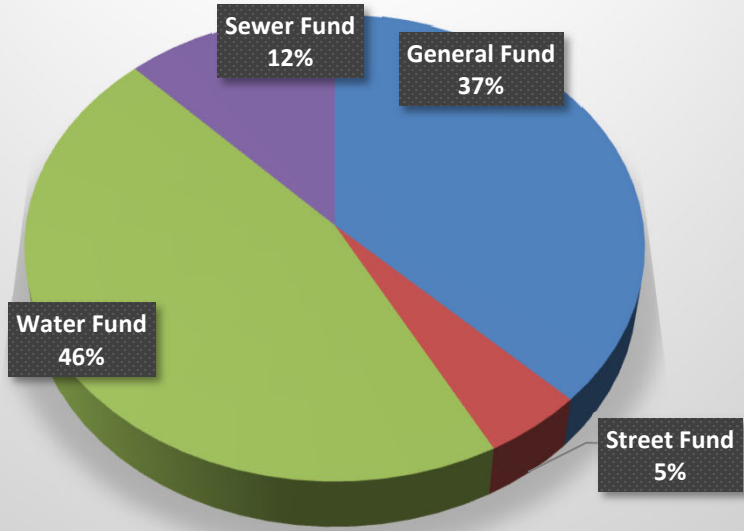


**Important Notes**

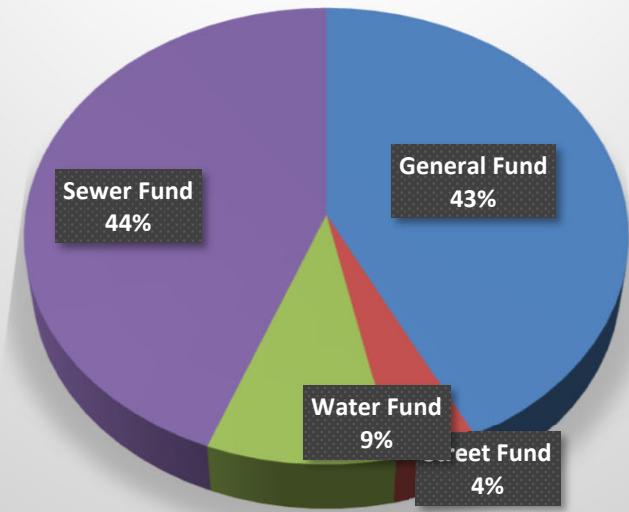
- Overall expenses should be 16% if spread evenly throughout the year.
- Water and Street projects have been delayed due to Covid-19
- Budgeted expenses are net of Beginning Fund balance,  
 which means the budgeted amounts do not include Beginning Fund Balance
- All Personal Services are within budget.
- Materials & Services are all within budget.
- Scheduled Capital Projects are time sensitive and not reflected until later in the year.



### CITY WIDE REVENUES 8/31/2021



### CITY WIDE EXPENSES 8/31/2021



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	3,922,634.00	284,408.72	456,221.03	3,466,412.97	0.00	3,466,412.97	88.37
	Fund Expense Sub Totals:	4,002,698.00	170,480.94	418,672.10	3,584,025.90	0.00	3,584,025.90	89.54
	Fund 001 Sub Totals:	80,064.00	-113,927.78	-37,548.93	117,612.93	0.00		

# General Fund

Item 11.

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	2,980,763.00	25,080.33	58,725.02	2,922,037.98	0.00	2,922,037.98	98.03
	Fund Expense Sub Totals:	2,980,763.00	21,226.86	39,823.19	2,940,939.81	0.00	2,940,939.81	98.66
	Fund 003 Sub Totals:	0.00	-3,853.47	-18,901.83	18,901.83	0.00		

# Street Fund

Item 11.

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	4,464,970.00	290,481.02	557,274.61	3,907,695.39	0.00	3,907,695.39	87.52
	Fund Expense Sub Totals:	4,464,970.00	67,254.26	90,578.81	4,374,391.19	0.00	4,374,391.19	97.97
	Fund 004 Sub Totals:	0.00	-223,226.76	-466,695.80	466,695.80	0.00		

# Water Fund

Item 11.

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	3,855,143.00	73,889.53	148,459.63	3,706,683.37	0.00	3,706,683.37	96.15
	Fund Expense Sub Totals:	3,855,142.95	55,880.83	433,763.71	3,421,379.24	0.00	3,421,379.24	88.75
	Fund 005 Sub Totals:	-0.05	-18,008.70	285,304.08	-285,304.13	0.00		

# Sewer Fund

Item 11.

**CITY OF COBURG**  
**August 31, 2021**      **Fiscal Year 2022**  
**CASH ON HAND PER FUND**

<b>Bank Accounts</b>									
<b>Funds</b>	<b>KEY BANK - GEN</b>	<b>SP GEN.</b>	<b>SP SDC</b>	<b>For</b>	<b>SP SAVINGS</b>	<b>For</b>	<b>SUMMIT BANK</b>	<b>POLICE EVID.</b>	<b>TOTAL</b>
GEN 001	(114,997)	753,916			21,753				660,672
PD Drug Educ.									-
Park Cap	103,957		44,888	Park SDC					148,845
STREET 003	118,627	287,507	409,117	Street SDC					815,251
WATER 004	369,269	992,702	48,600	Water SDC					1,410,571
SEWER 005	134,912		904,731	Sewer SDC	27,283	Membrane Replace			1,066,926
SEWER DEBT	587,745				121,556	Sewer Debt Reserve	-	Sewer Debt Res	709,301
EVIDENCE									100
<b>TOTAL</b>	<b>1,199,513</b>	<b>2,034,125</b>	<b>1,407,336</b>		<b>170,592</b>				<b>4,811,666</b>

**CIP SDCs**

Cash Balance 7/31/2021	\$4,811,666
Cash Balance 7/31/2020	\$4,514,914
<i>Difference</i>	<i>296,753</i>

<b>REVENUE GENERATION BY FUND</b>	
<b>GENERAL FUND</b>	Interest, taxes, State Shared Revenue, Cigarette Taxes, Liquor taxes, Land Use Fees, SDC Admin Fees, Franchise Fees Tourism, Fines & Bails, Planning, Park user fees Capital and SDC, Park Donations and Grants, Building Dev. Fees
<b>STREET FUND</b>	Street Taxes, User Fees, Grants, CIP Funds, SDC, Grants Loans
<b>WATER FUND</b>	User Fees, Grants, Capital Funds, SDC
<b>SEWER FUND</b>	User Fees, Grants, Capital Funds, SDC, Loans
<b>SEWER DEBT FUND</b>	LID, Loan Proceeds, URA Debt Service
<b>EVIDENCE</b>	Evidence Cash Seized

# Accounts Payable

## Checks by Date - Summary by Check Date

User: Tim Gaines  
Printed: 10/5/2021 2:12 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
86813	WPNW	Wildwood Playgrounds NW	06/30/2021	1,751.00
86814	LAN129	Lane Council of Governments	06/30/2021	20,000.00
86815	LarLar	Larry Larson	06/30/2021	28.08
86816	JLOND	London & Paris, LLP	06/30/2021	418.00
86817	NEL100	Nelson Tree Svcs Inc	06/30/2021	1,300.00
86818	NOR146	NW Natural	06/30/2021	27.93
86819	OffDep	Office Depot Credit Plan	06/30/2021	709.82
86820	OD	Oregon Detail Co	06/30/2021	1,250.00
86821	PacificS	PacificSource Administrators	06/30/2021	328.63
86822	REG298	Register-Guard	06/30/2021	678.50
86823	MS	Michael Sherman	06/30/2021	550.00
86824	TANG	Tangent	06/30/2021	354.82
86826	Valvln	Valvoline Instant Oil Change	06/30/2021	110.46
86827	OSGP	Voya-Oregon Savings Growth Plan	06/30/2021	200.00
86828	WelWel	Welt & Welt, Inc	06/30/2021	1,227.92
86829	JW	Joe Wicks	06/30/2021	180.00
Total for 6/30/2021:				29,115.16
86830	DMV145	Department of Transportation	07/14/2021	0.25
86831	EDMS	EDMS	07/14/2021	1,713.86
86832	FCSG	FCS Group	07/14/2021	832.50
86833	IRO100	Iron Mountain	07/14/2021	293.05
86834	KORN	Alexis Koran	07/14/2021	15.99
86835	LAN129	Lane Council of Governments	07/14/2021	359.25
86836	LEXI	Lexipol, LLC	07/14/2021	1,200.00
86837	ONE193	One Call Concepts, Inc.	07/14/2021	13.20
86838	SO	School Outfitters	07/14/2021	4,191.48
86839	Verizon	Verizon Wireless	07/14/2021	595.04
86840	WelWel	Welt & Welt, Inc	07/14/2021	436.79
86841	CenLin	CenturyLink	07/14/2021	54.73
86842	CIS180	CIS Trust	07/14/2021	61,040.33
86843	CityCott	City of Cottage Grove	07/14/2021	16,454.50
86844	CTX	Copytronix	07/14/2021	45.12
86845	DOCU	DocuTRAK Imaging, Inc.	07/14/2021	29.00
86846	EDMS	EDMS	07/14/2021	995.76
86847	HEAT	Anne Heath	07/14/2021	152.32
86848	HUNTER	Hunter Communications	07/14/2021	315.62
86849	OFL	IOOF	07/14/2021	12,000.00
86850	LAN129	Lane Council of Governments	07/14/2021	1,000.00
86851	LEA115	League of Oregon Cities	07/14/2021	1,223.75
86852	OGFOA	OGFOA	07/14/2021	110.00
86854	PAC150	Pacific Power	07/14/2021	1,463.34
86855	SAIF	SAIF CORPORATION	07/14/2021	10,070.30
86856	TYLE	Tyler Technologies	07/14/2021	2,618.32
Total for 7/14/2021:				117,224.50

Check No	Vendor No	Vendor Name	Check Date	Check	Item 11.
86857	ANA165	Analytical Laboratory Group	07/22/2021		266.00
86858	BGH	Bubz Grub Hub	07/22/2021		387.50
86859	Earth2O	Earth2O	07/22/2021		36.88
86860	EME131	Emerald People's Utility	07/22/2021		6,762.68
86861	LESST	Les Schwab Tire	07/22/2021		662.43
86862	Rexius	Rexius	07/22/2021		24.72
86863	ROTOR	Roto-Rooter Plumbing & Drain Service	07/22/2021		740.00
86864	Stanley	Stanley Convergent Security Solutions, Inc.	07/22/2021		94.92
86865	TYLE	Tyler Technologies	07/22/2021		940.75
86866	WelWel	Welt & Welt, Inc	07/22/2021		1,221.23
86867	ACSL	ArchiveSocial	07/22/2021		2,988.00
86868	CAR476	Carquest Auto Parts	07/22/2021		38.58
86869	CenLin	CenturyLink	07/22/2021		446.97
86870	CINTA	Cintas Corporation	07/22/2021		1,014.23
86871	CPR	CPR Cell Phone Repair	07/22/2021		199.99
86872	FERG	Ferguson Waterworks	07/22/2021		73.51
86873	LEXI	Lexipol, LLC	07/22/2021		3,893.00
86874	JoLuck	Luckey, Joanne	07/22/2021		75.00
86875	MUNICODE	Municode	07/22/2021		3,800.00
86876	Valvln	Valvoline Instant Oil Change	07/22/2021		93.47
86877	OSGP	Voya-Oregon Savings Growth Plan	07/22/2021		200.00
86878	WelWel	Welt & Welt, Inc	07/22/2021		577.55
86879	PhWill	Phillip Williams	07/22/2021		450.00
86880	OreDeq	Oregon DEQ Business office	07/22/2021		42,570.00
86882	OreDeq	Oregon DEQ Business office	07/22/2021		267,387.00
86883	OreDeq	Oregon DEQ Business office	07/22/2021		36,610.00
					<hr/>
				Total for 7/22/2021:	371,554.41
86884	BRA344	Branch Engineering	07/28/2021		3,732.50
86885	IRS	Department of Treasury	07/28/2021		39.90
86886	LAN129	Lane Council of Governments	07/28/2021		4,867.10
86887	AFL250	AFLAC	07/28/2021		520.18
86888	BAT400	Batteries Plus	07/28/2021		70.50
86889	CasCol	Cascade Columbia Dist Co	07/28/2021		655.00
86890	CINTA	Cintas Corporation	07/28/2021		460.73
86891	COB122	Coburg Chamber of Commerce	07/28/2021		5,000.00
86892	CON188	Consolidated Supply Co.	07/28/2021		473.98
86893	Earth2O	Earth2O	07/28/2021		205.28
86894	EME131	Emerald People's Utility	07/28/2021		35.71
86895	HDEPOT	Home Depot Credit Services	07/28/2021		1,333.70
86896	JOHNDE	John Deere Financial	07/28/2021		595.08
86897	NUTR	Nutrien Ag Solutions	07/28/2021		1,501.22
86898	NOR146	NW Natural	07/28/2021		34.14
86899	PR	Pacific Rubber	07/28/2021		262.00
86900	PacificS	PacificSource Administrators	07/28/2021		388.87
86901	USA426	USA Blue Book	07/28/2021		633.41
86902	WaltNels	Walter E. Nelson Co.	07/28/2021		133.50
86903	WelWel	Welt & Welt, Inc	07/28/2021		1,340.92
					<hr/>
				Total for 7/28/2021:	22,283.72
					<hr/> <hr/>
				Report Total (88 checks):	540,177.79
					<hr/> <hr/>



# Accounts Payable

## Checks by Date - Summary by Check Date

User: Tim Gaines  
 Printed: 10/5/2021 2:12 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
86904	RRMA	Romel Agbayani	08/11/2021	50.00
86905	AllSea	All Seasons Equipment	08/11/2021	307.69
86906	BRA344	Branch Engineering	08/11/2021	16,193.57
86907	BRWN	Erin Brown	08/11/2021	50.72
86908	FERG	Ferguson Waterworks	08/11/2021	1,255.14
86909	JWC	JWC Environmental Canada ULC	08/11/2021	3,990.56
86910	LAN129	Lane Council of Governments	08/11/2021	21,642.25
86911	Lanfin	Lane County Finance Department	08/11/2021	508.40
86912	OreRev	Oregon Dept. of Revenue	08/11/2021	2,084.32
86913	Rexius	Rexius	08/11/2021	99.18
86914	Stanley	Stanley Convergent Security Solutions, Inc.	08/11/2021	94.92
86915	A1L474	A-1 Lock & Safe	08/11/2021	89.60
86916	AllSea	All Seasons Equipment	08/11/2021	36.99
86917	ANA165	Analytical Laboratory Group	08/11/2021	354.00
86918	CasCol	Cascade Columbia Dist Co	08/11/2021	508.32
86919	CenLin	CenturyLink	08/11/2021	52.30
86920	CINTA	Cintas Corporation	08/11/2021	118.59
86921	CTX	Copytronix	08/11/2021	45.12
86922	DMV145	Department of Transportation	08/11/2021	11.50
86923	DOCU	DocuTRAK Imaging, Inc.	08/11/2021	29.00
86924	Earth2O	Earth2O	08/11/2021	18.19
86925	EDMS	EDMS	08/11/2021	688.97
86926	EME131	Emerald People's Utility	08/11/2021	5,098.42
86927	HDFow	HD Fowler Company	08/11/2021	208.07
86928	HEAT	Anne Heath	08/11/2021	31.58
86929	HERC	Herc Rentals Inc.	08/11/2021	135.38
86930	HUNTER	Hunter Communications	08/11/2021	315.55
86931	IRO100	Iron Mountain	08/11/2021	293.05
86932	Lanfin	Lane County Finance Department	08/11/2021	254.58
86933	LL	Larry Little	08/11/2021	147.65
86934	OffDep	Office Depot Credit Plan	08/11/2021	472.32
86935	ONE193	One Call Concepts, Inc.	08/11/2021	15.60
86936	OreRev	Oregon Dept. of Revenue	08/11/2021	1,119.90
86937	PAC150	Pacific Power	08/11/2021	1,580.90
86938	TAG	The Automation Group, Inc.	08/11/2021	4,547.68
86939	TFD	Titan Fence & Deck	08/11/2021	4,350.00
86940	Tri-Coun	Tri-County Fire Protection	08/11/2021	450.95
86941	UQVF	Umpqua Valley Financial	08/11/2021	5,250.00
86942	USA426	USA Blue Book	08/11/2021	2,460.99
86943	VA	Valley Agromomics LLC	08/11/2021	220.00
86944	Verizon	Verizon Wireless	08/11/2021	881.84
86945	Visco	Visco, Inc	08/11/2021	705.00
86946	WelWel	Welt & Welt, Inc	08/11/2021	654.72
86947	PhWill	Phillip Williams	08/11/2021	975.00

Total for 8/11/2021:

78,398.51

Check No	Vendor No	Vendor Name	Check Date	Check	Item 11.
86948	MUELLER	MUELLER SYSTEMS	08/25/2021		1,008.00
86949	RVBD	Riverbend Materials	08/25/2021		80.44
86951	911Sup	911 Supply Inc	08/25/2021		107.99
86952	AFL250	AFLAC	08/25/2021		520.18
86953	AllSea	All Seasons Equipment	08/25/2021		2.10
86954	ANA165	Analytical Laboratory Group	08/25/2021		792.00
86955	BRA344	Branch Engineering	08/25/2021		45,584.08
86956	CenLin	CenturyLink	08/25/2021		446.01
86957	CINTA	Cintas Corporation	08/25/2021		252.87
86958	EME131	Emerald People's Utility	08/25/2021		35.71
86959	FERG	Ferguson Waterworks	08/25/2021		520.24
86960	Grainger	Grainger	08/25/2021		747.53
86961	HDEPOT	Home Depot Credit Services	08/25/2021		272.47
86962	Kimball	Kimball Midwest	08/25/2021		345.85
86963	LAN129	Lane Council of Governments	08/25/2021		880.83
86964	JLOND	London & Paris, LLP	08/25/2021		1,463.00
86965	MDA	MD Architect Design	08/25/2021		1,730.00
86966	MidState	Mid-State Industrial Service inc	08/25/2021		1,134.86
86967	NWSIGN	Northwest Sign Company	08/25/2021		495.00
86968	OGFOA	OGFOA	08/25/2021		350.00
86969	PTCI	Pacific Truck Colors, Inc	08/25/2021		11,955.00
86970	Rexius	Rexius	08/25/2021		102.00
86971	RoyFlu	Royal Flush Environmental	08/25/2021		1,035.00
86972	Schmot	Schoen's Motors, Inc	08/25/2021		3,275.00
86973	SECR	Security Monster	08/25/2021		6,500.00
86974	Stanley	Stanley Convergent Security Solutions, Inc.	08/25/2021		94.92
86975	TSSinc	Traffic Safety Supply Co, Inc	08/25/2021		262.80
86976	TYLE	Tyler Technologies	08/25/2021		486.75
86977	Valvln	Valvoline Instant Oil Change	08/25/2021		106.22
86978	WelWel	Welt & Welt, Inc	08/25/2021		1,317.49
86979	WelWel	Welt & Welt, Inc	08/25/2021		266.74
86980	PhWill	Phillip Williams	08/25/2021		487.50
					<hr/>
				Total for 8/25/2021:	82,658.58
					<hr/> <hr/>
				Report Total (76 checks):	161,057.09
					<hr/> <hr/>



KeyBank  
P.O. Box 93885  
Cleveland, OH 44101-5885

87 T 908 00000 R EM T1  
CITY OF COBURG  
GENERAL ACCOUNT  
PO BOX 8316  
COBURG OR 97408-1310

*Questions or comments?*  
Call our Key Business Resource Center  
1-888-KEY4BIZ (1-888-539-4249)

Public Transaction XXXXXX4602  
CITY OF COBURG  
GENERAL ACCOUNT

Beginning balance 6-30-21	\$1,734,993.07
74 Additions	+204,782.43
108 Subtractions	-687,024.80
Net fees and charges	-553.14
<b>Ending balance 7-31-21</b>	<b>\$1,252,197.56</b>

**Additions**

Deposits	Date	Serial #	Source	
	7-1		Key Capture Deposit	\$3,771.95
	7-1		Merchant Svcs Merch Dep 8008238126	298.63
	7-1		Direct Deposit, Pcs OR Trust Pcs OR Tr	223.63
	7-1		Direct Deposit, Merchant S 8030298668	115.00
	7-2		Merchant Svcs Merch Dep 8008238126	1,200.27
	7-6		Direct Deposit, City of Coburg Consumer	29,200.76
	7-6		Key Capture Deposit	12,556.50
	7-6		Key Capture Deposit	7,582.91
	7-6		Direct Deposit, City of Coburg Cons Coll	3,393.00
	7-6		Merchant Svcs Merch Dep 8008238126	1,059.99
	7-7		Merchant Svcs Merch Dep 8008238126	2,868.33
	7-7		Key Capture Deposit	1,634.32
	7-7		Key Capture Deposit	79.00
	7-8		Merchant Svcs Merch Dep 8008238126	1,232.37
	7-9		Direct Deposit, Pcs OR Trust Pcs OR Tr	2,093.23
	7-9		Key Capture Deposit	968.94
	7-9		Merchant Svcs Merch Dep 8008238142	665.00
	7-9		Merchant Svcs Merch Dep 8008238126	652.85
	7-12		Merchant Svcs Merch Dep 8008238126	331.42
	7-13		Key Capture Deposit	2,851.73
	7-13		Merchant Svcs Merch Dep 8008238126	670.07
	7-13		Merchant Svcs Merch Dep 8008238142	125.00
	7-14		Merchant Svcs Merch Dep 8008238126	583.11
	7-15		Direct Deposit, Oregon Cascade Achentry	7,277.00

**Additions**  
 (con't)

Deposits	Date	Serial #	Source	
	7-15		Key Capture Deposit	2,000.81
	7-15		Key Capture Deposit	1,198.99
	7-15		Merchant Svcs Merch Dep 8008238126	912.68
	7-15		Merchant Svcs Merch Dep 8008238142	250.00
	7-15		Direct Deposit, Merchant S 8030298668	115.00
	7-15		Direct Deposit, Pcs OR Trust Pcs OR Tr	38.50
	7-16		Key Capture Deposit	13,008.79
	7-16		Merchant Svcs Merch Dep 8008238126	2,416.81
	7-16		Merchant Svcs Merch Dep 8008238142	1,354.00
	7-19		Merchant Svcs Merch Dep 8008238126	1,343.22
	7-20		Key Capture Deposit	24,728.42
	7-20		Key Capture Deposit	8,971.70
	7-20		Merchant Svcs Merch Dep 8008238126	803.32
	7-20		Merchant Svcs Merch Dep 8008238142	609.53
	7-20		Key Capture Deposit	519.03
	7-20		Key Capture Deposit	495.00
	7-20		Deposit Branch 0065 Oregon	250.00
	7-20		Deposit Branch 0065 Oregon	125.00
	7-20		Deposit Branch 0065 Oregon	88.70
	7-20		Deposit Branch 0065 Oregon	80.00
	7-20		Deposit Branch 0065 Oregon	60.00
	7-20		Deposit Branch 0065 Oregon	35.00
	7-21		Merchant Svcs Merch Dep 8008238142	505.00
	7-21		Merchant Svcs Merch Dep 8008238126	266.70
	7-22		Key Capture Deposit	19,001.12
	7-22		Merchant Svcs Merch Dep 8008238126	2,152.95
	7-22		Direct Deposit, Pcs OR Trust Pcs OR Tr	1,385.46
	7-22		Direct Deposit, Merchant S 8030298668	511.75
	7-23		Merchant Svcs Merch Dep 8008238126	503.16
	7-23		Merchant Svcs Merch Dep 8008238142	115.00
	7-26		Key Capture Deposit	5,859.90
	7-26		Key Capture Deposit	2,328.28
	7-26		Key Capture Deposit	820.00
	7-26		Merchant Svcs Merch Dep 8008238126	544.89
	7-26		Merchant Svcs Merch Dep 8008238142	50.00
	7-27		Merchant Svcs Merch Dep 8008238126	1,710.43
	7-27		Merchant Svcs Merch Dep 8008238142	90.00
	7-28		Key Capture Deposit	12,285.16
	7-28		Key Capture Deposit	749.25
	7-28		Merchant Svcs Merch Dep 8008238126	566.08
	7-28		Direct Deposit, Merchant S 8030298668	86.25
	7-28		Merchant Svcs Merch Dep 8008238142	50.00
	7-29		Key Capture Deposit	3,236.40
	7-29		Direct Deposit, Pcs OR Trust Pcs OR Tr	1,000.37
	7-29		Merchant Svcs Merch Dep 8008238126	291.70
	7-30		Key Capture Deposit	8,936.07
	7-30		Deposit Branch 0067 Oregon	335.00
	7-30		Merchant Svcs Merch Dep 8008238142	212.00
	7-30		Deposit Branch 0067 Oregon	200.00



**Additions**  
 (con't)

Deposits	Date	Serial #	Source	
	7-30		Merchant Svcs Merch Dep 8008238126	150.00
<b>Total additions</b>				<b>\$204,782.43</b>

**Subtractions**

Paper Checks \* check missing from sequence

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
86246	7-1	\$10.00	86822	7-19	678.50	86856	7-20	2,618.32
*86772	7-7	300.00	86823	7-7	550.00	86857	7-28	266.00
*86774	7-2	566.57	86824	7-19	354.82	86858	7-26	387.50
*86788	7-9	292.95	*86826	7-7	110.46	86859	7-30	36.88
*86795	7-1	23,490.00	86827	7-9	200.00	86860	7-29	6,762.68
*86797	7-7	39.99	86828	7-7	1,227.92	86861	7-26	662.43
86798	7-12	967.00	*86830	7-20	0.25	86862	7-26	24.72
86799	7-8	212.00	86831	7-16	1,713.86	86863	7-26	740.00
86800	7-8	11,227.25	86832	7-20	832.50	86864	7-30	94.92
86801	7-19	217.74	86833	7-19	293.05	86865	7-28	940.75
86802	7-7	67.14	*86835	7-19	359.25	86866	7-27	1,221.23
86803	7-9	4,085.00	86836	7-21	1,200.00	86867	7-27	2,988.00
86804	7-6	1,390.90	86837	7-20	13.20	86868	7-27	38.58
86805	7-7	1,198.85	86838	7-20	4,191.48	86869	7-26	446.97
86806	7-26	312.00	86839	7-28	595.04	*86872	7-29	73.51
86807	7-8	24.18	86840	7-19	436.79	*86875	7-26	3,800.00
86808	7-12	252.72	86841	7-19	54.73	86876	7-29	93.47
86809	7-1	250.03	86842	7-20	61,040.33	86877	7-30	200.00
86810	7-6	231.74	86843	7-20	16,454.50	86878	7-27	577.55
86811	7-26	1,374.85	86844	7-21	45.12	86879	7-28	450.00
86812	7-9	3,483.00	86845	7-22	29.00	86880	7-26	42,570.00
86813	7-7	1,751.00	86846	7-16	995.76	*86882	7-26	267,387.00
86814	7-7	20,000.00	86847	7-23	152.32	86883	7-26	36,610.00
*86816	7-15	418.00	86848	7-21	315.62	*86900	7-30	388.87
86817	7-9	1,300.00	86849	7-23	12,000.00	*100151	7-7	2,639.17
86818	7-12	27.93	86850	7-19	1,000.00	*100153	7-12	66.36
86819	7-6	709.82	86851	7-30	1,223.75	100154	7-22	841.73
86820	7-6	1,250.00	*86854	7-19	1,463.34	*100156	7-26	81.65
86821	7-6	328.63	86855	7-19	10,070.30	100157	7-22	157.39
						<b>Paper Checks Paid</b>	<b>\$566,546.86</b>	

Withdrawals	Date	Serial #	Location	
	7-1		Merchant Svcs Merch Fee 8008238126	\$1,182.29
	7-1		Merchant Svcs Merch Fee 8008238142	211.34
	7-2		Direct Withdrawal, Merchant S 8030298668	989.02
	7-6		Direct Withdrawal, City of Coburg Return	24.00
	7-6		Direct Withdrawal, City of Coburg Dir Dep	25,480.97
	7-7		Direct Withdrawal, City of Coburg Return	194.89
	7-7		Direct Withdrawal, Cis Trust 5037633834	23,794.92
	7-7		Direct Withdrawal, Invoice PA 2065Billing	114.80
	7-8		Direct Withdrawal, City of Coburg Return	5.43
	7-12		Direct Withdrawal, Employer Contrb Pers Cntrb	9,394.90
	7-12		Direct Withdrawal, Employer Contrb Pers Cntrb	4,096.43
	7-12		Direct Withdrawal, Asi Asi Fees	22.50



KeyBank  
P.O. Box 93885  
Cleveland, OH 44101-5885

**Public Sector Statement**  
**August 31, 2021**  
page 1 of 5

Item 11.

90 T 908 00000 R EM T1  
CITY OF COBURG  
GENERAL ACCOUNT  
PO BOX 8316  
COBURG OR 97408-1310

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1-888-KEY4BIZ (1-888-539-4249)

Public Transaction XXXXXX4602  
CITY OF COBURG  
GENERAL ACCOUNT

Beginning balance 7-31-21	\$1,252,197.56
84 Additions	+292,748.23
115 Subtractions	-296,045.76
Net fees and charges	-514.96
<b>Ending balance 8-31-21</b>	<b>\$1,248,385.07</b>

**Additions**

Deposits	Date	Serial #	Source	
	8-2		Key Capture Deposit	\$14,843.02
	8-2		Merchant Svcs Merch Dep 8008238126	1,618.24
	8-2		Key Capture Deposit	396.00
	8-3		Key Capture Deposit	11,433.63
	8-3		Merchant Svcs Merch Dep 8008238126	2,437.34
	8-3		Merchant Svcs Merch Dep 8008238142	200.00
	8-4		Key Capture Deposit	4,252.93
	8-4		Direct Deposit, Pcs OR Trust Pcs OR Tr	2,133.20
	8-4		Merchant Svcs Merch Dep 8008238126	1,552.14
	8-5		Direct Deposit, City of Coburg Consumer	30,442.55
	8-5		Direct Deposit, City of Coburg Cons Coll	3,393.00
	8-5		Key Capture Deposit	3,185.93
	8-5		Merchant Svcs Merch Dep 8008238126	2,204.84
	8-5		Key Capture Deposit	79.00
	8-6		Key Capture Deposit	4,289.02
	8-6		Key Capture Deposit	3,747.76
	8-6		Merchant Svcs Merch Dep 8008238126	2,106.37
	8-9		Key Capture Deposit	1,391.10
	8-9		Merchant Svcs Merch Dep 8008238126	1,278.49
	8-9		Merchant Svcs Merch Dep 8008238142	490.00
	8-9		Direct Deposit, Merchant S 8030298668	184.00
	8-9		Key Capture Deposit	150.00
	8-10		Merchant Svcs Merch Dep 8008238142	265.00
	8-10		Merchant Svcs Merch Dep 8008238126	60.00

**Additions**  
 (con't)

<i>Deposits</i>	<i>Date</i>	<i>Serial #</i>	<i>Source</i>	
	8-11		Direct Deposit, Pcs OR Trust Pcs OR Tr	1,692.98
	8-11		Merchant Svcs Merch Dep 8008238142	633.00
	8-11		Merchant Svcs Merch Dep 8008238126	140.00
	8-12		Merchant Svcs Merch Dep 8008238126	2,196.89
	8-12		Key Capture Deposit	1,098.49
	8-12		Key Capture Deposit	910.86
	8-12		Merchant Svcs Merch Dep 8008238142	75.00
	8-13		Merchant Svcs Merch Dep 8008238126	719.67
	8-16		Direct Deposit, Merchant S 8030298668	1,748.64
	8-16		Deposit Branch 0067 Oregon	508.70
	8-16		Merchant Svcs Merch Dep 8008238126	350.00
	8-16		Deposit Branch 0067 Oregon	290.00
	8-16		Deposit Branch 0067 Oregon	10.00
	8-17		Key Capture Deposit	22,396.33
	8-17		Merchant Svcs Merch Dep 8008238126	990.90
	8-17		Key Capture Deposit	200.00
	8-17		Merchant Svcs Merch Dep 8008238142	50.00
	8-18		Deposit Branch 0067 Oregon	900.00
	8-18		Merchant Svcs Merch Dep 8008238126	360.76
	8-18		Deposit Branch 0067 Oregon	20.00
	8-19		Key Capture Deposit	2,357.34
	8-19		Key Capture Deposit	2,280.84
	8-19		Direct Deposit, Pcs OR Trust Pcs OR Tr	2,272.49
	8-19		Merchant Svcs Merch Dep 8008238126	1,518.87
	8-19		Key Capture Deposit	1,280.73
	8-20		Key Capture Deposit	15,053.68
	8-20		Merchant Svcs Merch Dep 8008238126	866.74
	8-20		Merchant Svcs Merch Dep 8008238142	110.00
	8-23		Merchant Svcs Merch Dep 8008238142	1,862.00
	8-23		Merchant Svcs Merch Dep 8008238126	429.00
	8-24		Key Capture Deposit	39,559.79
	8-24		Key Capture Deposit	16,754.47
	8-24		Merchant Svcs Merch Dep 8008238126	1,544.37
	8-25		Key Capture Deposit	5,466.63
	8-25		Merchant Svcs Merch Dep 8008238126	150.00
	8-25		Key Capture Deposit	20.00
	8-26		Direct Deposit, Pcs OR Trust Pcs OR Tr	980.64
	8-26		Merchant Svcs Merch Dep 8008238126	539.38
	8-26		Direct Deposit, Merchant S 8030298668	86.25
	8-27		Merchant Svcs Merch Dep 8008238126	550.74
	8-27		Direct Deposit, Merchant S 8030298668	441.60
	8-27		Merchant Svcs Merch Dep 8008238142	50.00
	8-30		Direct Deposit, Merchant S 8030298668	1,442.86
	8-30		Merchant Svcs Merch Dep 8008238126	1,321.76
	8-30		Merchant Svcs Merch Dep 8008238142	545.00
	8-31		Key Capture Deposit	34,020.77
	8-31		Key Capture Deposit	12,992.08
	8-31		Key Capture Deposit	7,807.96
	8-31		Key Capture Deposit	5,216.67
	8-31		Key Capture Deposit	2,407.25



**Additions**  
 (con't)

Deposits	Date	Serial #	Source	
	8-31		Key Capture Deposit	2,310.65
	8-31		Merchant Svcs Merch Dep 8008238126	1,103.05
	8-31		Key Capture Deposit	1,028.84
	8-31		Merchant Svcs Merch Dep 8008238142	210.00
	8-31		Deposit Branch 0067 Oregon	200.00
	8-31		Deposit Branch 0067 Oregon	200.00
	8-31		Deposit Branch 0067 Oregon	150.00
	8-31		Deposit Branch 0067 Oregon	100.00
	8-31		Deposit Branch 0067 Oregon	50.00
	8-31		Deposit Branch 0067 Oregon	40.00
<b>Total additions</b>				<b>\$292,748.23</b>

**Subtractions**

Paper Checks \* check missing from sequence

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
86829	8-6	\$180.00	86912	8-17	2,084.32	86944	8-17	881.84
*86852	8-25	110.00	86913	8-16	99.18	86945	8-13	705.00
*86870	8-9	1,014.23	86914	8-19	94.92	86946	8-16	654.72
86871	8-3	199.99	86915	8-19	89.60	86947	8-13	975.00
*86873	8-23	3,893.00	86916	8-19	36.99	*86951	8-31	107.99
*86884	8-4	3,732.50	86917	8-17	354.00	86952	8-30	520.18
86885	8-4	39.90	86918	8-16	508.32	86953	8-30	2.10
86886	8-2	4,867.10	86919	8-16	52.30	86954	8-30	792.00
86887	8-4	520.18	86920	8-16	118.59	*86956	8-31	446.01
*86889	8-2	655.00	86921	8-16	45.12	86957	8-30	252.87
86890	8-10	460.73	86922	8-19	11.50	86958	8-31	35.71
86891	8-2	5,000.00	86923	8-24	29.00	*86960	8-30	747.53
86892	8-2	473.98	86924	8-18	18.19	*86962	8-30	345.85
86893	8-5	205.28	86925	8-13	688.97	86963	8-30	880.83
86894	8-4	35.71	86926	8-17	5,098.42	86964	8-31	1,463.00
86895	8-3	1,333.70	86927	8-16	208.07	86965	8-30	1,730.00
86896	8-2	595.08	*86929	8-16	135.38	86966	8-27	1,134.86
86897	8-2	1,501.22	86930	8-18	315.55	*86970	8-27	102.00
86898	8-3	34.14	86931	8-16	293.05	86971	8-27	1,035.00
*86901	8-5	633.41	86932	8-17	254.58	*86973	8-31	6,500.00
86902	8-3	133.50	*86934	8-17	472.32	*86975	8-30	262.80
86903	8-2	1,340.92	86935	8-17	15.60	86976	8-30	486.75
86904	8-25	50.00	86936	8-17	1,119.90	86977	8-30	106.22
86905	8-19	307.69	86937	8-17	1,580.90	86978	8-30	1,584.23
86906	8-18	16,193.57	86938	8-13	4,547.68	86979	8-30	266.74
86907	8-23	50.72	86939	8-13	4,350.00	*100152	8-17	66.36
86908	8-26	1,255.14	86940	8-17	450.95	*100155	8-10	22.09
86909	8-31	3,990.56	86941	8-16	5,250.00	*100158	8-17	374.57
86910	8-16	21,642.25	86942	8-18	2,460.99	100159	8-18	701.67
86911	8-17	508.40	86943	8-18	220.00	100160	8-31	793.70
<b>Paper Checks Paid</b>						<b>\$125,939.91</b>		



<i>Withdrawals</i>	<i>Date</i>	<i>Serial #</i>	<i>Location</i>	
	8-2		Direct Withdrawal, OR Revenue Dept Taxpayment	\$4,668.08
	8-2		Merchant Svcs Merch Fee 8008238126	1,410.24
	8-2		Direct Withdrawal, OR Revenue Dept Taxpayment	218.51
	8-2		Merchant Svcs Merch Fee 8008238142	151.41
	8-2		Direct Withdrawal, Merchant S 8030298668	24.37
	8-3		Direct Withdrawal, City of Coburg Dir Dep	29,928.02
	8-4		Direct Withdrawal, Invoice PA 2065Billing	112.90
	8-5		Direct Withdrawal, City of Coburg Return	168.36
	8-5		Direct Withdrawal, Valic Eremit Prm	3,382.15
	8-6		Direct Withdrawal, City of Coburg Return	21.00
	8-6		Direct Withdrawal, Cis Trust 5037633834	23,794.92
	8-9		Direct Withdrawal, City of Coburg Return	162.82
	8-10		Direct Withdrawal, Asi Asi Fees	22.50
	8-11		Direct Withdrawal, Irs Usataxpymt	9,816.07
	8-11		Direct Withdrawal, KeyBank Auto Pymt	5,317.98
	8-11		Direct Withdrawal, OR Revenue Dept Taxpayment	2,782.04
	8-12		Direct Withdrawal, Employer Contrb Pers Cntrb	13,161.51
	8-12		Direct Withdrawal, Employer Contrb Pers Cntrb	4,244.94
	8-12		Direct Withdrawal, Employer Contrb Pers Cntrb	12.45
	8-17		Direct Withdrawal, City of Coburg Dir Dep	27,790.97
	8-18		Direct Withdrawal, Invoice PA 2065Billing	115.40
	8-25		Direct Withdrawal, Irs Usataxpymt	9,086.52
	8-25		Direct Withdrawal, OR Revenue Dept Taxpayment	2,627.10
	8-27		Debit Adjustment	1,028.84
	8-31		Direct Withdrawal, City of Coburg Dir Dep	30,056.75
			<b>Total subtractions</b>	<b>\$296,045.76</b>

**Fees and charges**

<i>Date</i>		<i>Quantity</i>	<i>Unit Charge</i>	
8-9-21	Jul Analysis Service Chg	1	514.96	-\$514.96
	<b>Fees and charges assessed this period</b>			<b>-\$514.96</b>

See your Account Analysis statement for details.



KeyBank  
 P.O. Box 93885  
 Cleveland, OH 44101-5885

RTMLX T 908 00000 R EM T1  
 CITY OF COBURG  
 POLICE EVIDENCE TRUST  
 PO BOX 8316  
 COBURG OR 97408-1310

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 Call our Key Business Resource Center  
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Public Transaction XXXXXX4610		
CITY OF COBURG		
POLICE EVIDENCE TRUST		
	<u>Beginning balance 6-30-21</u>	<u>\$100.00</u>
	<b>Ending balance 7-31-21</b>	<b>\$100.00</b>

**Fees and charges** See your Account Analysis statement for details.



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 COBURG OR 97408-1310

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---

**Public Transaction XXXXXX4610**

CITY OF COBURG  
 POLICE EVIDENCE TRUST

Beginning balance 7-31-21	\$100.00
<b>Ending balance 8-31-21</b>	<b>\$100.00</b>

**Fees and charges**

*See your Account Analysis statement for details.*



# Account Statement - Transaction Summary

For the Month Ending July 31, 2021

COBURG CITY OF - COBURG CITY OF / GENERAL - 5969

## Oregon LGIP

Opening Balance	1,686,282.71
Purchases	16,399.24
Redemptions	(0.15)

## Closing Balance

Dividends 856.69

**\$1,702,681.80**

## Asset Summary

<b>Oregon LGIP</b>	<b>July 31, 2021</b>	<b>June 30, 2021</b>
	1,702,681.80	1,686,282.71
<b>Total</b>	<b>\$1,702,681.80</b>	<b>\$1,686,282.71</b>



## Account Statement

For the Month Ending July 31, 2021

**COBURG CITY OF - COBURG CITY OF / GENERAL - 5969**

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
<b>Oregon LGIP</b>					
<b>Opening Balance</b>					
07/01/21	07/01/21	LGIP Fees - ACH Redemption (1 @ \$0.05 - From 5969) - June 2021	1.00	(0.05)	1,686,282.66
07/01/21	07/01/21	LGIP Fees - Received ACH (1 @ \$0.10 - From 5969) - June 2021	1.00	(0.10)	1,686,282.56
07/14/21	07/14/21	Lane County - Tax Seg for June 16-30-2021	1.00	1,502.79	1,687,785.35
07/15/21	07/15/21	ODOT - ODOT PYMNT	1.00	14,039.76	1,701,825.11
07/30/21	08/02/21	Accrual Income Div Reinvestment - Distributions	1.00	856.69	1,702,681.80

**Closing Balance 1,702,681.80**

<b>Opening Balance</b>		<b>Closing Balance</b>	1,702,681.80
<b>Purchases</b>	1,686,282.71	<b>Average Monthly Balance</b>	1,694,909.64
<b>Redemptions</b>	16,399.24	<b>Monthly Distribution Yield</b>	0.60%
	(0.15)		

<b>Closing Balance</b>	<b>1,702,681.80</b>	<b>Fiscal YTD July-July</b>	<b>1,702,681.80</b>
<b>Dividends</b>	856.69		856.69



# Account Statement - Transaction Summary

For the Month Ending July 31, 2021

COBURG CITY OF - COBURG CITY OF / SDC - 3711

## Oregon LGIP

Opening Balance	1,405,968.14
Purchases	710.69
Redemptions	0.00

<b>Closing Balance</b>	<b>\$1,406,678.83</b>
Dividends	710.69

## Asset Summary

<b>Oregon LGIP</b>	<b>July 31, 2021</b>	<b>June 30, 2021</b>
	1,406,678.83	1,405,968.14
<b>Total</b>	<b>\$1,406,678.83</b>	<b>\$1,405,968.14</b>



## Account Statement

For the Month Ending **July 31, 2021**

**COBURG CITY OF - COBURG CITY OF / SDC - 3711**

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
<b>Oregon LGIP</b>					
<b>Opening Balance</b>					
07/30/21	08/02/21	Accrual Income Div Reinvestment - Distributions	1.00	710.69	1,405,968.14
<b>Closing Balance</b>					
<b>1,406,678.83</b>					

	Month of July	Fiscal YTD July-July	
<b>Opening Balance</b>	1,405,968.14	1,405,968.14	<b>Closing Balance</b>
<b>Purchases</b>	710.69	710.69	<b>Average Monthly Balance</b>
<b>Redemptions</b>	0.00	0.00	<b>Monthly Distribution Yield</b>
			0.60%

<b>Closing Balance</b>	<b>1,406,678.83</b>	<b>1,406,678.83</b>
<b>Dividends</b>	710.69	710.69



# Account Statement - Transaction Summary

For the Month Ending **July 31, 2021**

COBURG CITY OF - COBURG CITY OF / GENERAL FUND SAVINGS - 3784

## Oregon LGIP

Opening Balance	170,426.12
Purchases	86.15
Redemptions	0.00

## Closing Balance

Dividends	\$170,512.27
	86.15

## Asset Summary

<b>Oregon LGIP</b>	<b>July 31, 2021</b>	<b>June 30, 2021</b>
	170,512.27	170,426.12
<b>Total</b>	<b>\$170,512.27</b>	<b>\$170,426.12</b>





## Account Statement

For the Month Ending **July 31, 2021**

**COBURG CITY OF - COBURG CITY OF / GENERAL FUND SAVINGS - 3784**

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
<b>Oregon LGIP</b>					
<b>Opening Balance</b>					
07/30/21	08/02/21	Accrual Income Div Reinvestment - Distributions	1.00	86.15	<b>170,426.12</b>
<b>Closing Balance</b>					
<b>170,512.27</b>					

	Month of July	Fiscal YTD July-July	Closing Balance	Average Monthly Balance	Monthly Distribution Yield
<b>Opening Balance</b>	170,426.12	170,426.12	170,512.27	170,431.68	0.60%
<b>Purchases</b>	86.15	86.15			
<b>Redemptions</b>	0.00	0.00			
<b>Closing Balance</b>	<b>170,512.27</b>	<b>170,512.27</b>			

**Dividends** 86.15



# Account Statement - Transaction Summary

For the Month Ending **August 31, 2021**

COBURG CITY OF - COBURG CITY OF / GENERAL - 5969

## Oregon LGIP

Opening Balance	1,702,681.80
Purchases	331,443.87
Redemptions	(0.10)

## Asset Summary

<b>Oregon LGIP</b>	<b>August 31, 2021</b>	<b>July 31, 2021</b>
	2,034,125.57	1,702,681.80
<b>Total</b>	<b>\$2,034,125.57</b>	<b>\$1,702,681.80</b>

## Closing Balance

Dividends	819.59
	<b>\$2,034,125.57</b>



## Account Statement

For the Month Ending **August 31, 2021**

**COBURG CITY OF - COBURG CITY OF / GENERAL - 5969**

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
<b>Oregon LGIP</b>					
<b>Opening Balance</b>					<b>1,702,681.80</b>
08/02/21	08/02/21	LGIP Fees - Received ACH (1 @ \$0.10 - From 5969) - July 2021	1.00	(0.10)	1,702,681.70
08/11/21	08/11/21	Lane County - Tax Seg for July 01-31-2021	1.00	2,479.03	1,705,160.73
08/19/21	08/19/21	ODOT - ODOT PYMNT	1.00	15,793.08	1,720,953.81
08/23/21	08/23/21	SFMS Fr:Administrative Services, Dept of Coronavirus State and Local Fiscal Recov	1.00	129,864.17	1,850,817.98
08/31/21	08/31/21	SFMS Fr:Oregon Business Development Depa Safe Drinking Water	1.00	182,488.00	2,033,305.98
08/31/21	09/01/21	Accrual Income Div Reinvestment - Distributions	1.00	819.59	2,034,125.57

**Closing Balance** **2,034,125.57**

<b>Opening Balance</b>	1,702,681.80	<b>Fiscal YTD July-August</b>	1,686,282.71	<b>Closing Balance</b>	2,034,125.57
<b>Purchases</b>	331,443.87		347,843.11	<b>Average Monthly Balance</b>	1,754,599.60
<b>Redemptions</b>	(0.10)		(0.25)	<b>Monthly Distribution Yield</b>	0.55%

**Closing Balance** **2,034,125.57**

**Dividends** 819.59 1,676.28



# Account Statement - Transaction Summary

For the Month Ending **August 31, 2021**

COBURG CITY OF - COBURG CITY OF / SDC - 3711

## Oregon LGIP

Opening Balance	1,406,678.83
Purchases	657.08
Redemptions	0.00

## Asset Summary

<b>Oregon LGIP</b>	<b>August 31, 2021</b>	<b>July 31, 2021</b>
	1,407,335.91	1,406,678.83
<b>Total</b>	<b>\$1,407,335.91</b>	<b>\$1,406,678.83</b>

## Closing Balance

Dividends	\$1,407,335.91
	657.08



For the Month Ending August 31, 2021

### Account Statement

COBURG CITY OF - COBURG CITY OF / SDC - 3711

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
<b>Oregon LGIP</b>					
<b>Opening Balance</b>					
08/31/21	09/01/21	Accrual Income Div Reinvestment - Distributions	1.00	657.08	1,407,335.91

**Closing Balance 1,407,335.91**

	Month of August	Fiscal YTD July-August	
<b>Opening Balance</b>	1,406,678.83	1,405,968.14	<b>Closing Balance</b>
<b>Purchases</b>	657.08	1,367.77	<b>Average Monthly Balance</b>
<b>Redemptions</b>	0.00	0.00	<b>Monthly Distribution Yield</b>
			0.55%

**Closing Balance 1,407,335.91**

**Dividends 657.08 1,367.77**

Item 11.

PFM Asset Management LLC



# Account Statement - Transaction Summary

For the Month Ending **August 31, 2021**

COBURG CITY OF - COBURG CITY OF / GENERAL FUND SAVINGS - 3784

## Oregon LGIP

Opening Balance	170,512.27
Purchases	79.65
Redemptions	0.00

<b>Closing Balance</b>	<b>\$170,591.92</b>
Dividends	79.65

## Asset Summary

<b>Oregon LGIP</b>	<b>August 31, 2021</b>	<b>July 31, 2021</b>
	170,591.92	170,512.27
<b>Total</b>	<b>\$170,591.92</b>	<b>\$170,512.27</b>



## Account Statement

For the Month Ending **August 31, 2021**

**COBURG CITY OF - COBURG CITY OF / GENERAL FUND SAVINGS - 3784**

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
<b>Oregon LGIP</b>					
<b>Opening Balance</b>					
08/31/21	09/01/21	Accrual Income Div Reinvestment - Distributions	1.00	79.65	170,512.27
<b>Closing Balance</b>					
<b>170,591.92</b>					

	Month of August	Fiscal YTD July-August	Closing Balance	Average Monthly Balance	Monthly Distribution Yield
<b>Opening Balance</b>	170,512.27	170,426.12	170,591.92	170,514.84	0.55%
<b>Purchases</b>	79.65	165.80			
<b>Redemptions</b>	0.00	0.00			

<b>Closing Balance</b>	<b>170,591.92</b>	<b>170,591.92</b>
<b>Dividends</b>	79.65	165.80

# COBURG CITY COUNCIL MONTHLY REPORTS




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## TOPIC: City Administration Report

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Meeting Date: October 12, 2021

Staff Contact: Anne Heath, City Administrator

Contact: 541-682-7871, [anne.heath@ci.coburg.or.us](mailto:anne.heath@ci.coburg.or.us)

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The following is an overview of important activities during the month of September, general administration, and upcoming work to be done. The information in this report is compiled by the City Administrator and Department Directors.

### GENERAL ADMINISTRATION

#### Water Project

- Contract for Eastside Connection at Roberts Road has been signed. This work will begin in the fall season.
- Well design and development is underway

#### Van Duyn West Sidewalk

- Contract has been signed and this work will begin in the fall season.

#### Alley Vacation

- Staff has met with the Engineer and is working on a designed work plan. An informational only report is under a different tab.

#### Annexation

- The calendar for the annexation agreement and zoning change application is as follows:
  - Work Session for Annexation Agreement – October 12 – 6:00 p.m.
  - Planning Commission – November 17<sup>th</sup>
  - City Council – December 14<sup>th</sup> – 1<sup>st</sup> reading of ordinance
  - City Council – January 11<sup>th</sup> – 2<sup>nd</sup> reading

#### Local Improvement District Pay-off

- In August, Travis Huff was a guest of City Council at which time he requested the City to consider waiving the interest due on the LID for property recently sold to the Cow Creek Umpqua Tribe of Indians. At that time the Council recommended he go back to the title company and speak with them as to why they were not made aware of the lien on the property. In September, the City received full payment of the delinquent LID plus full interest. The account is now officially paid in full.

#### TGM Grant for Transportation Plan Update



- The City recently received notice that we were not awarded the grant for the Transportation Plan Update. The grant was highly competitive and there were many more proposals than funding available. City staff are discussing next steps either by starting the process without grant funds, or waiting until the next grant cycle which would be 2023.

### **TUF Implementation**

- First billings for the TUF are in the October Utility billing. The majority of businesses have received a personal letter letting them know what their TUF charge will be. It is anticipated that the monthly revenue for the TUF will be approximately \$12,000. Next step is to begin working with funders to obtain loans to begin the roadwork.

### **Amended Financial Statements**

- Council have been made aware of the need to amend the financial statements for June 30, 2020. The purpose was to correct an error in how the budget was recorded in the document. It did not change the bottom line financial figures, nor the total budget figures in the financial statements. However, it corrected the way the budget was recorded in the document as the budget transfer for 2020 approved by the Council were not included in the budget figures. This alleviated some departments appearing over budget in the initial report. The Council received this document by email in September. A copy is attached to this report.

### **Staff Salary Changes**

- As requested by City Council, an analysis was completed as to the costs of implementing a salary adjustment for staffing as adopted by Resolution 2021-20. This analysis was provided by email to the City Council in September. A copy is attached to this report.

### **Land Swap**

- The City Administrator met with the Shepard Family to discuss a possible land swap. This would swap the grassy area to the south of City Hall as well as some parking areas directly behind the Umbrella Properties buildings for the piece of land adjacent to Pavilion Park and up against the old City Hall property. There is a difference in value which would result in a donation by the Shepard Family for the difference. The Shepard family has agreed to consider this swap with one stipulation. More information is contained under a separate tab.

### **Zoning code – Ad Hoc Committee**

- The Committee have completed their recommended changes for development code amendments and staff is preparing them to be sent to Urban Collaborative in order to complete the actual changes for the Development Code document. This will include form based code for the Central Business and Highway Commercial districts. There are also some recommended changes for the residential development code. There will be a report to City Council on the specific recommendations in November. The Ad-hoc Committee is not completely done with their work, but will take a break until after the

first of the new year while Urban Collaborative prepares draft changes. They will reconvene when the draft changes are available for review.

The work of Urban Collaborative will fall under the City's contract with Lane Council of Governments for which Urban Collaborative works through for some small cities. City Administrator is working with LCOG to address this in the general city contract.

### **Upcoming Meetings**

October 13	Heritage Committee
October 19	Park Tree Committee
October 20	Planning Commission
October 26	City Council Work Session "Public Works"
October 27	Finance   Audit Committee
November 9	City Council

### **DEPARTMENTS AND OPERATIONS**

#### **City Recorder**

- City Recorder
  - Recorded 6 contracts
  - 12 Lien Searches
  - September 14th to October 12th were five Public Meetings. These were noticed, electronic and paper retention completed, minutes recorder scheduled and virtual meeting set up with invites sent to committee members.
  - Recruitment continues for Budget Committee, Heritage Committee and Finance Audit Committee vacancies.
  - Public Meetings will be back to in person with the option of joining remotely. Updated website, public notice, minutes recorder schedule and updated the room reservation calendar.
  
- Utility Billing
  - September Utility Billing
    - 594 Utility Bills
    - 64 Past Dues Charged
    - 7 Active payment plans
    - 7 Change in service
    - 3 Accounts added
  - Transportation Utility Fee implemented on all accounts and included on October utility bills.

## **Finance**

- See Finance Report under separate tab. A quarterly financial report will be presented to City Council in November.

## **Planning & Economic Development**

- ANX 01-20 & ZC 01-20: Joint City Council & Planning Commission work session to review annexation agreement October 12<sup>th</sup>. First public hearing scheduled for Planning Commission meeting November 17<sup>th</sup>;
- SUB 02-20: Construction has begun on new 26 home subdivision;
- SR 01-21: Construction continues on Kendall Auto Collision Repair facility on Roberts Rd. including sign permits;
- PA 01-21: Awaiting comments from agency referral;
- 14 Structural/Plumbing/Mechanical/Electrical Permits issued in September;
- Certificate of Occupancy issued for 32872 East McKenzie St.;
- Heritage Committee ordered plaques for three historic preservation award recipients;
- Congratulations to the Code Review Ad-Hoc Committee for concluding work in September. Work with Urban Collaborative LLC. for code revisions including form-based code for the CBD is underway and will incorporate the recommendations from the committee;
- Building permits for Bike Hub project ready to issue;

## **Public Works**

- **Streets and ROW.**
  - **Street**
    - Working on replacement of street light pole that was damaged by a vehicle on W Van Duyn St
  - **Storm Water**
    - Crews cleaned (they have more to do) storm inlets on Pearl, S Industrial, and Roberts Rd

### **Water Utility**

- **Repairs**
  - Crews repaired two service lines in PVE
  - We repaired the Cla-Valves (used to help reduce flow and pressure into system and reservoirs) located at the Booster Station
  - Crews trimmed the trees at the Booster Station
  - Worked with contractor on upgrading the Water System SCADA
- **Sewer Utility**
  - **Collections**

- Crews added a carbon filter to air relief station that was damaged this last summer on Coburg Loop Path. This will reduce the sewer smell coming from the area.
  - **Pumping**
    - 1 tank
  - **Inspections**
    - 20
  - **Callouts**
    - 14
- **Plant Repairs & Major Maintenance**
  - Crews replaced a 300gal chlorine tank
  - Crews preformed the Recovery Cleans on the membranes
- **Parks Dept**
  - **Parks and Tree Committee**
    - Work party worked on Booth Kelly Trail
    - Crews trimmed shrubs at Jacob Spores Park
    - Crews are working on repainting and replacing boards on all park and street benches
  - **Park Maintenance**
- **Misc.**
  - **Locates 12**
  - **Work Orders 47**

### Municipal Court

- **September 2021 Activity Measures:**
  - **Citations (Crimes and Violations)**
    - New Citations for September 21, 2021 Court Date: 53
  - **September 2021 Receipts Including Collections,**
    - **Total Fines:** \$ 11,298.92 (total monies taken in for the month, nothing deducted), *compared to \$12,434.90 in September of 2020*
    - **Net Fines:** \$9,257.00 (City share only, NOT including collections), *compared to \$10,169.00 in September of 2020*
  - **September 2021 Professional Credit Service Collections:**
    - **Total Collection Revenue:** \$2,041.92 *compared to \$2,265.90 in September of 2020*
    - **Turned over to collection:** \$ 12,360.00 *compared to \$14,310.00 in September of 2020*

***Comparisons should only be considered when viewing the year-to-date amounts as court dates are not consistently held on the same dates each month, nor is there consistent cases presented to the court.***

***Other Information:***

- **Upcoming Court Date: October 5,2021, Regular Court Session**
- **Fall OACA Court Conference cancelled due to COVID**

**Police Department**

Beginning in October, 2021, the Police Department will expand their reporting of Police activity in the City Council report quarterly. This report includes Police activity stats for the quarter ended September 30, 2021. Beginning with the quarter ended December 31, 2021, additional reporting on Officer time will be included. This will include Harrisburg patrol reporting.

The Chief has identified areas of activities as reported in the reports we receive from Lane County Dispatch.

Coburg Police Department stats are divided into the following six categories.

**1. Traffic/person stops**

Traffic stops, person stops, truck inspections,

**2. Patrol/business checks**

**3. Person Crimes/calls for service**

Assaults, rape, sex abuse, all other sex crimes, subject down, fight, menacing, all domestic violence crimes, welfare checks, harassment, runaways, suicidal subject, deceased subject, peace officer hold (POH Mental hold) etc.

**4. Property crimes/calls for service**

Theft, unlawful use of a motor vehicle, unlawful entry into a motor vehicle, alarms, criminal mischief, motor vehicle accident, fraud, criminal trespassing etc.

**5. Society crimes/calls for service**

DUII, reckless driving, unlawful possession of a controlled substance, disorderly conduct, illegal camping, assist public, all dog and animal issues, suspicious vehicle, speeding vehicle, suspicious conditions, abandoned vehicle, traffic hazard, ATL drunk driver, disabled vehicle, city ordinance violations, prowler, etc.

**6. Warrant arrests/fugitive from Justice**

**7. All other crimes/calls for service**

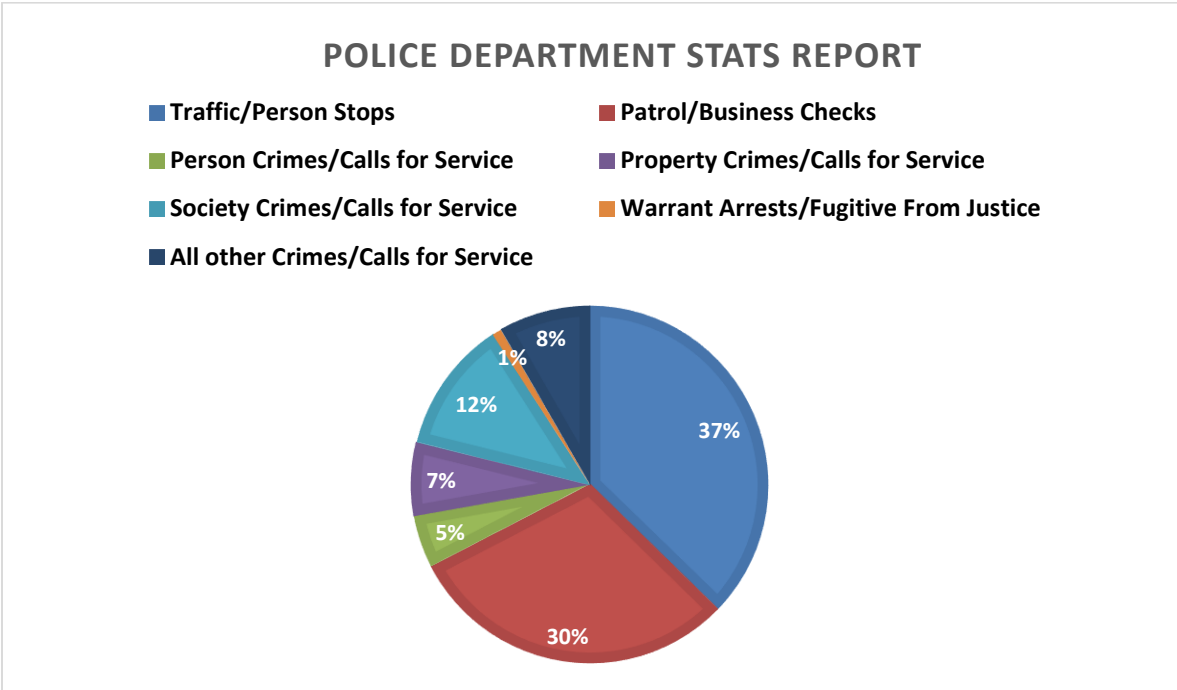
Citizen contact, assist other agency LCSO, OSP, Coburg Fire Department, follow up investigation, vin inspections, training, court, special assignment, stop sign down, etc.

When placing these stats into a graph, the Council will begin seeing a report that looks like the below. This will change monthly based upon the stats provided by Lane County Dispatch.

**The raw data for these categories is as follows:**

1. Traffic/person stops	303
2. Patrol/business checks	245
3. Person crimes/calls for service	39
4. Property crimes/calls for service	54
5. Society crimes/calls for service	98
6. Warrant arrests/fugitive from justice	7
7. All other crimes/calls for service	67

The same data is provided here in graph form.



**Below is an example of reporting the list of calls for service for Coburg Police Department July 1<sup>st</sup> 2021 to September 27<sup>th</sup> 2021**

Traffic stop	Criminal trespass	Unlawful entry into a motor vehicle
Lost property	Vin inspection	Follow up investigation
Receiving stolen property	Patrol check	Theft
DUII	Business check	Court
Prisoner transport	Vehicle pursuit	Unlawful entry into a motor vehicle
Vehicle tow	Fight	Locate subject

Open door	Loud noise	Disorderly subject
Alarm	Training	Stop sign down
Suspicious conditions	Dead subject	Harassment
Dispute	Illegal fireworks	Illegal parking
Animal complaint	Assist fire department	Disabled vehicle
Subject down	Citizen contact	Welfare check
Assist OSP	Dog at large	Motor vehicle accident
Incomplete 911 call	Civil standby	Assist public
Prowler	Warrant arrest	Truck inspection
Assist fire department	Open door	Disable vehicle
Attempt to locate drunk driver		Overdose
Sex abuse	Rape	
Peace Officer Hold POH (Mental Hold)		Illegal camping
Found Contraband	Criminal mischief	Impound vehicle

### SEPTEMBER POLICE ACTIVITY

- Officers investigated two stolen motorhomes from Camping World; one of the vehicles was subsequently recovered in Goshen.
- Officers investigated a motor vehicle crash involving mailboxes.
- Officers arrested a suspect for contempt of court.
- Officers arrested a driver on multiple felony drug warrants.
- Officers arrested a suspect for domestic violence assault 4.
- Officers took a report for a runaway juvenile who returned home later that evening.
- Officers investigated a motor vehicle crash involving a dog. The dog was taken to the Vet Hospital. The dog owner identified their dog via Police social media and recovered the dog.
- Officers cited a driver for misdemeanor driving while suspended.
- Officers were involved in a pursuit. The driver was taken into custody and charged with felony attempt to elude a police officer, resisting arrest and reckless driving.
- Officers located a person wanted out of the Lane County Sheriff's Office; the suspect was subsequently cited for theft and misuse of a credit card.
- Officers investigated a theft of computer equipment from the TA.
- Officers had an abandoned vehicle towed and resolved another parking ordinance violation.
- Officers investigated a criminal mischief from the Premier RV Resort.
- Officers conducted several welfare checks on a suicidal person; officers ensured she was safe.
- Officers investigated a motor vehicle crash between two commercial trucks.
- Officers instructed high-risk traffic stops at the reserve academy.
- Officers assisted OSP apprehend an armed suspect who pointed a rifle at another citizen during a road rage incident; the suspect was charged with several counts of felon in possession of a firearm.

- Officers completed VIN checks for local businesses.
- Officers completed their annual required number of truck inspections to maintain their Level 2 certification.

**Upcoming Events:**

- September - Antique Fair Cancelled
- October 8<sup>th</sup> Evidence room audit
- November/December – MILO (Multi Interactive Learning Objective) training (De-escalation)

**Attachments**

At the 2021 City Council retreat the City Council discussed ways to better connect with City Committees and the Planning Commission. Council decided it would be helpful to stay updated monthly on what each committee is working on. They requested that staff provide the minutes from all public meetings in the monthly City Council packets.

- |    |           |                     |
|----|-----------|---------------------|
| A. | 8/11/2021 | Heritage Committee  |
| B. | 8/12/2021 | Code Review Ad Hoc  |
| C. | 8/17/2021 | Park Tree Committee |
| D. | 9/8/2021  | Heritage Committee  |
| E. | 9/9/2021  | Code Review Ad Hoc  |



COMPARISONS OF CITIES								Services Provided						
Entity	Permanent Rate	Taxes Imposed (21)	# of Employees	Emp. Per 1000 Population	Population	Tax Imposed Per Capita	Per Employee	Water	Sewer	Streets	Fire	Police	Court	Planning
Coburg	0.0037506	\$867,789.77	18	13.85	1295	\$670.11	\$48,210.54	X	X	X		X	X	X
Creswell	0.0026705	\$1,128,588.61	21.5	3.84	5585	\$202.07	\$52,492.49	X	X	X			X	X
Cottage Grove	0.0072087	\$5,256,486.84	47.18	4.67	10155	\$517.63	\$111,413.46	X	X	X		X	X	X
Junction City	0.0060445	\$3,031,690.01	50.9	8.21	6200	\$488.98	\$59,561.69	X	X	X		X	X	X
City of Oakridge	0.0071996	\$1,174,377.97	12.8	3.88	3305	\$355.33	\$91,748.28	X	X	X	X	X	X	X
Springfield	0.0047403	\$23,652,203.61	416.42	6.77	61535	\$384.37	\$56,798.91	X	X	X		X	X	X
Lane County	0.0012793	\$4,631,947.95	1803	4.73	381365	\$12.15	\$2,569.02		X	X		X	X	X

**EMPLOYEE**

Employee #1	Before Change	After Change	Difference	Step Before Change	Step After Change	Notes	Earning Potention of new scale
1	83,156	84,505	1,349	12	8		\$95,167
2	91,811	93,754	1,943	11	5		\$112,045
3	83,726	87,208	3,482	14	7		\$96,284
4	63,837	64,949	1,112	14	7		\$73,143
5	68,837	69,954	1,117	14	10		\$75,720
6	68,914	71,780	2,866	6	1		\$92,855
7	49,210	55,485	6,275	2	1		\$71,772
8	49,210	55,485	6,275	2	1		\$71,772
9	54,332	55,609	1,277	7	6		\$62,510
10	43,077	43,776	699	6	2		\$55,519
11	44,817	45,765	948	8	1		\$58,042
12	53,546	54,687	1,141	14	10		\$59,195
13	35,468	38,623	3,155	2	1		\$55,959
14	34,942	39,395	4,453	3	1		\$49,963
15	32,287	38,623	6,336	2	1		\$49,963
16	31,654	38,623	6,969	1	1		\$49,963
17	22,491	22,856	365	14	10	Part time position	\$49,480

**Projected** 49,762 This does not reflect the changes in employee costs such as PERS/Taxes paid by the employer

2021-22 Personal Services Budget	\$1,822,303
Adopted Changes -	\$75,745
Budget after Changes	\$1,898,047
Percentage change to overall PS Budget	4.16%

**Take Aways on City Comparison**

Coburg provides as many services as larger cities.  
 Population does not diminish the amount of work or staff that it takes to provide services  
 Coburg receives less funding to provide the same services as cities much larger

**Notes on Staffing**

Employees are numbered to alleviate giving names to the positions  
 Employees were moved onto the scale upwards.  
 In some circumstances the Staff Member is nearing the average pay for the market and nearing the top of their scale  
 The largest increases reflect changes in the scale for Public Works and Police Officers  
 When upwards scales were minimal or non-existent for an employee, City Administrator had to make decisions to move an employee up more than one step.  
 to bring them to an acceptable starting point on the scale.



Coburg Heritage Committee  
 August 11, 2021 – 6:00 p.m.  
 City Hall  
 91136 North Willamette St.

**COMMITTEE MEMBERS PRESENT:** Marissa Doyle, Chair; Michelle Shattuck, Vice Chair; Stephen Sheehan; Megan Winner, Planner.

**COMMITTEE MEMBERS ABSENT:** Shannon Sardell; Marcus Alexander, Council Liaison.

**STAFF PRESENT:** Megan Winner, Economic Development Coordinator.

**1. Call the Meeting to Order**

Chair Doyle called the meeting to order at 6:03 P.M.

**2. Roll Call**

Ms. Winner called roll and a quorum was present.

**3. Approval of Minutes**

**MOTION:** Ms. Shattuck moved, Mr. Sheehan seconded a motion to approve the July 14, 2021 Heritage Committee minutes as presented. The motion passed unanimously.

**4. Committee Business**

- **Preservation Award Plaque Purchasing Discussion and Selection**

Ms. Shattuck noted that they had added some wordage and dates and enlarged it which upped the price. Ms. Winner explained that the logo and first bit of text would be the same and the only thing that would be different was the bottom line with the name of the property and the year it was constructed.

Chair Doyle noted that Coburg was spelled wrong and that the form of the word “it’s” was incorrect.

Ms. Shattuck confirmed that they wanted the historic Coburg Oregon bicycle at the top and asked if there were any other changes.

Mr. Sheehan asked what the cost was and Chair Doyle answered \$450 a piece for bronze plaques. Mr. Sheehan asked if they were local and Ms. Winner answered they were from Portland.

Mr. Sheehan noted there was an out of state source for around \$75 cheaper made of aluminum colored to look like bronze and asked if the Portland source did that. Ms. Shattuck said she had tried to source locally first but could not find one and believed the turnaround was around 4-6 weeks. Ms. Winner noted that they probably would not be available for the antique fair which was the original intent.

Ms. Shattuck said they still needed to check to make sure the people being awarded actually wanted the plaques on their houses.

Mr. Sheehan asked to clarify which houses were being considered and Ms. Shattuck responded the Rebecca Burns house, the Alex Batch house, and the Diamond house. He asked when they were thinking of awarding them considering they wouldn't be ready by the antique fair and Chair Doyle suggested at least presenting certificates at that time.

Ms. Shattuck asked if they had checked with them to see what they wanted and Ms. Winner offered to reach out. She asked how the outreach should be done and Ms. Shattuck suggested a phone call would be nice to explain their plans. Ms. Shattuck added it would be nice to a sample to show.

Ms. Winner asked the committee to read the names of the property they had. Chair Doyle had the Rebecca Burns house, Mr. Sheehan had the Alex Batch house, and Ms. Shattuck had the Diamond house. Ms. Winner said she would prioritize contacting the properties in the morning.

Ms. Shattuck asked if they would be sending them a check in the mail and Ms. Winner said either a check or credit card would be mailed. Ms. Winner offered to ask if they preferred a card or check and said typically they asked for an invoice.

Chair Doyle asked how the awards would be presented and Ms. Winner suggested picking a day of the fair that everyone would be available.

Mr. Sheehan asked for more information about the fair and Ms. Shattuck explained that it was in the central area of the big park and that they closed off the streets for around 300 vendors. She added that for this year it would be two days instead of one. Ms. Shattuck suggested using the stage and Mr. Sheehan said Sunday would be the best day to do this. Ms. Winner said she would also ask when the owners would be available to receive them.

Mr. Sheehan suggested collecting parking fees and applying them to the Heritage Committee and Ms. Winner responded there was a grant to cover these and wondered if there was a committee or organization that might be more in need.

Ms. Shattuck asked if Heritage people should man the station there and Mr. Sheehan said he had employees that could volunteer. Ms. Shattuck suggested the boy scouts but Mr. Sheehan said there wasn't a big boy scout organization in town anymore.

Ms. Winner asked if they had talked to the Coburg Community Foundation and suggested they might be a good fit.

Mr. Sheehan asked who was in charge of the block party and Ms. Winner explained that it was a community partner event and every organization brought something different. She said the Grange and the fire district would handle the food and barbeque and the school and community foundation would bring activities for kids.

Ms. Winner asked if they wanted to stick with Sunday the 12<sup>th</sup> for the announcement or go with the block party. Mr. Sheehan thought that the antique fair would be more appropriate.

- **Info Share**

Ms. Winner shared that they had hired a new Main Street coordinator Tracy Peters who would start August 2<sup>nd</sup> and work part time to further develop the Main Street program. She added that Ms. Peters would be invited to the Heritage Committee meetings at some point as there was some overlap between the downtown economic development and historic preservation. Ms. Winner suggested that they should consider beginning planning for the art contest in May. Ms. Winner noted the Governor's new mask mandate order.

Mr. Sheehan shared that the historic tree that had been cut down would potentially be made into a table for the Council.

Ms. Winner said that they had passed the CLG review with flying colors.

Ms. Doyle asked if they were aware of the Scarecrow Festival and Mr. Sheehan said they would be participating in it and every other event this year.

Ms. Shattuck asked about the IOOF and Ms. Winner explained that the City had leased the bottom floor which would be used for various activities but that they were still working on the policy for renting it out.

Chair Doyle asked what some of their long-term goals were and noted getting an inventory of the artifacts they had. She suggested adding a future agenda item to look at other long-term goals.

**5. Future Meetings | Dates to Remember**

Next Heritage Committee Meeting: September 8<sup>th</sup>, 2021

**6. Adjournment**

Chair Doyle adjourned the meeting at 6:43 p.m.

*(Minutes recorded by Jayson Hayden)*

**APPROVED** by Heritage Committee on this \_\_\_\_ day of \_\_\_\_\_ 2021.

ATTEST:

\_\_\_\_\_  
Sammy L. Egbert, City Recorder

\_\_\_\_\_  
Marissa Doyle, Chair

DRAFT



## MINUTES

### Code Review

### Ad-Hoc Committee

August 12, 2021 5:30 P.M.

Coburg City Hall

91136 N Willamette Street

**COMMITTEE MEMBERS PRESENT:** Councilor Patty McConnell; Commissioner Marissa Doyle; Citizen At-Large Cathy Engebretson; Councilor John Fox.

**COMMITTEE MEMBERS ABSENT:** Commissioner Paul Thompson; Business Owner Alan Wells, Citizen At-Large Jerry Behney.

**STAFF PRESENT:** Megan Winner, Planning and Economic Development.

**RECORDED BY:** Jayson Hayden, Lane Council of Governments (LCOG).

#### 1. CALL TO ORDER

Councilor McConnell called the meeting to order at 5:40 P.M.

#### 2. ROLL CALL

Ms. Winner took roll and a quorum was not present until Councilor Fox arrived.

#### 3. COMMITTEE BUSINESS

- **Subdivision Code Continued**

Ms. Winner began by recalling that the last meeting ended on the second page which began talking about creating more specific objective code language around integrating subdivisions into existing neighborhoods.

Ms. Engebretson recapped the idea that current code said the smallest local street size was 45' and she thought they should not have accesses into new subdivisions smaller than that. Councilor McConnell suggested inserting language to say it must be a minimum of 45' and Ms. Engebretson agreed. Ms. Winner noted that the second phase of the Weichert subdivision would be putting 26 homes in and that they had a couple options for access to propose.

Ms. Engebretson said she was not sure how to address the additional traffic going past the park. She suggested that correcting the scrivener's error would make it more clear and concise.

**Chair Fox arrived at 5:48 P.M. and a quorum was now present.**

Councilor McConnell asked if Coleman was the only collector street they had and Ms. Winner said no but was not sure what the others were. Ms. Engebretson noted that parts of Skinner was labeled as a collector but not a piece at the north end. Councilor Doyle thought that a lot of the streets needed to be reclassified. Councilor Fox noted added that Coleman was 60' wide but dropped down to less than 45' where he lived. He asked if this was based on surveying or what they determined. Ms. Winner was not sure but she added that collectors made up 12% of the streets in Coburg and Delaney was also a collector. She thought they were classified based on how many other streets were connecting to them but was not sure when or how that process was done.

Councilor asked how the community would determine where future local streets north of the current UGB would connect and Councilor Engebretson explained that they had skipped that section and said that there was an issue of the number of bottle necks of traffic traveling south through town to the major employment centers. She preferred that the City would have a process of more public comments and workshops instead of a formulating a majority consensus. Councilor Fox noted the existing example of the Hayden Homes development to reference. Councilor McConnell asked who starts that process and Ms. Winner explained that the City recently applied for a Transportation Growth Management(TGM) grant to do a total rehaul of the transportation system plan which included hiring a consultant to come in and do an intense public process looking at what they wanted to do with the street design. She added that they would find out in September if they were awarded this. Councilor Fox noted that the community did get involved and suggested adding an asterisk to say that the community needed to determine the essence of it.

Councilor Fox asked what an example of traffic calming was and Ms. Engebretson answered speed bumps or planters in intersections would cause people to slow down. Councilor McConnell added that planters would also be very attractive in neighborhoods. Ms. Engebretson stressed that giving the City the option for traffic calming gave the Planning Commission leeway to either require or not require this.

Councilor Fox thought that street lighting should be considered and noted that Hayden Homes did not have street lighting. He said he had asked about this and that they said because there was no street lighting stipulation in the code. Councilor Doyle asked if there was anything about lighting in their code and Ms. Winner said not that she was aware of.

Councilor McConnell asked if they shortened the length of the street would they need to have as many calming features and Councilor Doyle responded that they still helped slow traffic. Councilor Fox suggested adding some examples of street calming but Ms. Engebretson thought that may not be necessary. Councilor McConnell asked where they would add language about

street calming and Ms. Engebretson responded thought with the rest of the subdivision code and said the commission might decide they needed more traffic calming at the entrance where the existing community transitioned to a new subdivision. Ms. Winner thought this would give the commission more power to require this as part of the improvement process. Councilor McConnell said she was concerned about this as it depended on what kind of planning commission they had at the time. Councilor Doyle responded that when the traffic report came out there was an increase in traffic but no guidance as to how much of an increase would require additional calming and suggested writing this in. Councilor Fox asked if it should be based on a number of homes or the increase in percentage of the community. Councilor McConnell noted that when Hayden Homes went in the traffic study suggested they would not need another access point but that resulted in people speeding in the area. Ms. Engebretson thought that some of the requirements should be triggered when a subdivision was expected to increase traffic on the surrounding streets by more than a certain percent or if a subdivision resulted in a certain percentage of lots to the residential zone. She thought that using percentages instead of set numbers was more effective.

Councilor McConnell asked about lot lines being considered topography and Ms. Engebretson said this was not unheard of. Councilor Doyle gave an example of a curved lot and Ms. Engebretson said that would be a man-made topography or barrier that a developer wouldn't have any control over. Councilor McConnell thought topography was more things like a hill or river. Councilor Fox read a relevant definition of topography involving the natural contours of the land, creating and minimizing the destruction of trees, wetlands, and natural drainages.

Ms. Engebretson said she felt comfortable with what was proposed with the 200' minimum and 400' maximum and she felt that any higher did not blend in well in Coburg and Councilor McConnell agreed. Ms. Engebretson explained that if you have a particularly short block sometimes there can be two homes with side yards only along one street and that some people did not like the look of that. Ms. Winner thought that a consultant would let them know if there was anything glaringly wrong with the numbers.

Ms. Engebretson told about the case of a railroad wanting to sell their right of way which was crossing a street and the City gave the option to the property owners to buy the right of way instead of it going to the City.

Councilor McConnell wished to add something to the project. She said there were issues with building codes regarding roof lines as they had three new homes being built with enormous roofs. She said a homeowner had expressed concern about losing a tree due to the light being blocked.

#### **4. FUTURE MEETINGS | DATES TO REMEMBER**

- **Next Code Review Ad-Hoc Committee Meeting: August 26, 2021**

#### **5. ADJOURNMENT**

Hearing no further discussion, Chair Fox adjourned the meeting at 6:38 P.M.



**APPROVED** by the Development Code Review Ad-Hoc Committee of Coburg this \_\_\_\_ day of xx 2021.

\_\_\_\_\_  
Chair, John Fox

ATTEST:

\_\_\_\_\_  
Sammy L. Egbert, City Recorder

DRAFT



## Coburg Parks | Tree Committee Meeting

August 17, 2021 – 6:00 P.M.

Coburg City Hall

91136 North Willamette St.

**COMMITTEE MEMBERS PRESENT:** Mary Mosier, Chair; Lonna Meston, Coleen Marshall, Joe Morneau, Claire Smith, Karen Coury, Tom Beatty.

**COMMITTEE MEMBERS ABSENT:** None.

**STAFF PRESENT:** Brian Harmon, Public Works.

**GUESTS:** Jennifer Rhee.

### 1. Call Meeting to Order

Chair Mosier called the Park and Tree Committee to order at 6:00 P.M.

### 2. Roll Call

Mr. Harmon took roll and a quorum was present.

### 3. Agenda Review

Chair Mosier asked if anyone wished to add to the agenda.

Ms. Smith wished to add the quarterly report. Ms. Coury wished to add an article about heat islands. Ms. Marshall wished to add the concrete planter at Norma Pfeiffer Park. Mr. Beatty wished to add Trail's End trees.

### 4. Approve Minutes from July 20, 2021

Ms. Marshall wished to correct that the meeting was listed as a virtual meeting but it was in person. She also noted that Chair Mosier was absent but she was listed as calling the meeting to order. Ms. Marshall wished to correct the spelling of Ms. Rhee's last name and her husband's first name.

**MOTION:** Mr. Morneau moved, Ms. Marshall seconded a motion to approve the minutes as corrected. Motion passed unanimously.

## 5. City Updates/City Administrator Report

Chair Mosier shared that Ms. Meston had attended the City Council meeting and the donation policy had been approved. Ms. Meston added that the response was very positive and appreciative.

## 6. Committee Business

- **Historical Signage**

Ms. Smith said she had emailed Mr. Harmon, Terry, and Marissa Doyle and that Mr. Harmon had heard back from Heritage. Mr. Harmon shared that Heritage liked and approved the Booth Kelly signs at the July meeting. Ms. Smith suggested that Mr. Harmon contact Terry to let him know the status.

- **Booth Kelly Botanical Signs**

There were no updates on the Booth Kelly Botanical Signs.

- **Work Party Recap from August**

Ms. Meston shared that it was well attended by 11 people and that everyone had spread out and done the inside perimeter and made good progress. She said she still had questions about the waivers for children and the volunteer application and said that Anne Heath was working on these.

Ms. Marshall explained that because Mrs. Rhee was such an interested community member that she consider being a neighborhood contact to work with the Park Committee to coordinate, schedule, and advertise work for Johnny Diamond Park. Ms. Marshall asked if this was okay and Mr. Harmon agreed. Chair Mosier asked if a Park Committee member had to be on site and Mr. Harmon said that was probably a question for Ms. Heath to answer. Ms. Smith asked what the bylaws said about having an ad-hoc nonvoting member of the committee and Ms. Marshall explained that there was a maximum of seven voting members and one nonvoting staff representative appointed by the City Administrator, and that they would have to alter their bylaws.

Chair Mosier asked if Mrs. Rhee would be interested and Mrs. Rhee said her and her husband could help coordinate but wouldn't be able to attend meetings outside of summer. She offered to communicate with the Committee and helping on Saturdays. She asked what the best format would be for spreading neighborhood awareness and noted that their kids would be willing to participate if allowed.

Chair Mosier thought that having a parent there would cover liability and Ms. Smith said there was a waiver form for children. Ms. Meston added the waivers were coming soon.

Ms. Rhee asked who her contact would be and Ms. Marshall and Ms. Smith offered their emails.

- **Work Party Plan for September**

Ms. Marshall suggested Booth Kelly.

Ms. Meston asked to confirm the date and if they were still doing Saturdays. Ms. Marshall said that there were a lot of retired people and children who would like to help out but she noted that more than just weed pulling was needed which would be best for just adults. Ms. Mosier suggested the second Monday at 9 A.M.

Ms. Smith shared that Megan Winner had suggested purchasing a sign to advertise work parties to place in front of City Hall and suggested touching base with Ms. Winner about this.

Ms. Meston asked what they would be doing and Ms. Marshall said trimming shrubs, blackberries, and ivy and Mr. Harmon suggested adding wood chips after the work party as it was a bigger job. Chair Mosier asked if battery operated trimmers were okay and Mr. Harmon said yes but not gas powered.

Mr. Beatty asked if spreading it out over two days would be practical and Mr. Harmon said his crew would probably be doing the chips. Chair Mosier agreed and suggested also doing the following Saturday. Ms. Smith suggested cleaning the benches and general cleanup. Mr. Harmon said they planned to redo the benches at the same time as the wood chips. Chair Mosier suggested tentatively Saturday the 18<sup>th</sup> for kids to help.

- **Spring Toys at Norma Pfeiffer Park and Toddler Tables**

Mr. Harmon asked if they wanted the toys in the same area as before and the committee said yes and that it didn't matter which way they faced. Ms. Smith asked if there was an issue about space between existing equipment and Mr. Harmon said no there was enough room. Mr. Harmon added that they planned on staging projects together such as pouring concrete and vactoring. He said they were pouring concrete for two pillars and the park bench as well as in the empty tree wells to create room for wheelchair access.

Mr. Beatty asked how many sites there were and Mr. Harmon said 3 or 4.

- **Flagpole Project**

Mr. Beatty said there were no updates other than work beginning on the concrete pad.

Mr. Harmon said he had visited with Mr. Beatty and they had to change the layout due to some cherry tree roots.

Mr. Beatty asked if the bench would be fully ADA compliant and Mr. Harmon said yes.

Chair Mosier asked if there would be anything connecting the sidewalk and pad and Mr. Harmon explained there would be a 5' sidewalk and 7' with the pad.

- **Quarterly Report**

Ms. Smith said she did not remember when the last report was presented and that they were due for another one.

- **Trail's End Trees**

Mr. Beatty said that there was only one tree left and suggested purchasing a variety of trees and integrating them in a grouping rather than lining them up. He asked if the City had a wagon with a tank for watering and Mr. Harmon shared that there were new tree I.V. buckets and they planned on getting more for projects like this.

Mr. Beatty suggested getting Cottonwoods and Ash trees again and maybe some Cascara. Ms. Coury offered to help.

- **Concrete Planter**

Ms. Marshall shared that the concrete planter near the restrooms was still unplanted and rather ugly. She thought that there was a neighbor who was planting there but they had not done so. Mr. Harmon asked if they wanted the planter removed. Chair Mosier asked where they came from and Mr. Morneau said they were donated in the 70's and suggested removing it. Ms. Smith suggested replacing them with something smaller and Mr. Harmon suggested decorative planters. Ms. Meston added that this could be tied into the flagpole project.

Ms. Smith asked if it was too late to move the Red Leaf Maple and Mr. Beatty said this would involve a lot of shovel work and equipment to lift it. Chair Mosier asked when the tree was put in and Mr. Harmon answered 2015. Mr. Beatty asked if the tree looked happy and Ms. Smith responded no, that it wasn't growing like the other trees. Mr. Beatty said it would cost more to move it than replace it and offered to look at it and consider other locations. Ms. Marshall suggested to the right of the sign to shade the slide but Mr. Beatty noted it would take some time to fill in.

Chair Mosier asked for a general consensus to remove the planter and the Committee agreed. Ms. Smith suggested motioning and voting so they could update the community.

**MOTION:** Ms. Smith moved, Mr. Morneau seconded a motion to remove the concrete planter in Norma Pfeiffer Park to update with new planters when the veteran's memorial was redone. Motion passed unanimously.

Ms. Meston asked about the rose bushes and something else in the area and Mr. Harmon said they took the Filberts and rotten stumps out and had replanted it. Ms. Meston asked if the roses would be left where they are and Mr. Harmon said he was waiting for direction. Mr. Beatty added that they needed pruning and Mr. Harmon said they had been hand watering them due to the water line break.

- **Johnny Diamond Park**

Mr. Beatty shared that the soil was so tight that they had to add weight to the corer and they were not getting adequate water penetration. Mr. Harmon offered to core a couple more times and fertilize.

Ms. Smith asked if spreading a compost mix in the fall would be helpful and Mr. Harmon thought so but tried to avoid compost as it had too much weed seed in it. Mr. Beatty said they needed to break up the ground more and Mr. Harmon said they considered tilling and starting over and would try putting sand over the top after coring. Mr. Harmon suggested it might be a good idea to invest in a more robust coring machine. Ms. Meston suggested renting one and Mr. Harmon said they couldn't find one to rent and wanted to avoid using a tractor there so they wouldn't rip the existing grass out. He hoped the ground would loosen up more in the fall after more rain. Mr. Harmon added that they had learned a lot from Johnny Diamond.

Chair Mosier suggested that a volleyball net would entice people to use the empty space at Johnny Diamond and asked Ms. Rhee for her thoughts. Ms. Rhee agreed. Ms. Coury added that people played frisbee there and hoped it wouldn't interfere with that. Chair Mosier said there area on the north side would be large enough and far enough away from the play area. She asked if there was money for the net and Mr. Harmon said he would ask Ms. Heath. Ms. Meston said Ms. Heath could guide on any liability involved.

Mr. Harmon added that they planned on closing the park for re-staining and tightening bolts on both swing structures but did not know when.

Mr. Beatty brought up replacing the shrubs that nutria killed and Mr. Harmon suggested addressing that later, potentially on Arbor Day.

Chair Mosier asked about the circles outside the fence and Mr. Harmon shared they had hired a new public works employee to pull weeds. Chair Mosier asked what was thrown on the ground and if it was safe to work around. Mr. Harmon answered it was a pre-emergent called Snapshot and thought it was safe to use when it wasn't windy. He added that they would have to come up with a permanent solution to weeds as pulling them could not be maintained. Mr. Morneau suggested that what was used at the Dari Mart parking lot was good. Mr. Harmon said they would not rely on project managers to do inspections as they did not put down adequate bark which was one of the issues.

- **Committee Work Plan Review**

Ms. Smith said the chess tables for Norma Pfeiffer Park could be painted on and suggested doing this when the tables were redone for a work party. Ms. Smith suggested getting a stencil that could be reused.

Ms. Smith shared that they had removed the play structure idea but kept the bench idea for Jacob Spoons and asked if the Committee was in agreement. Mr. Beatty said a bench was

needed and Mr. Harmon said there was an extra bench at Johnny Diamond. Ms. Smith suggested adding a swing.

Ms. Smith brought up the wording on the park watch signs and Mr. Harmon said he had not done that yet. Ms. Meston thought this was more of an issue for public works and the police department. Mr. Harmon noted that vandalism, drug paraphernalia, and overnight campers were low and that transient people did not stay long or create messes. Ms. Smith suggested recommending that council look at this. She asked Ms. Meston to work on the wording to bring back to the next meeting and Ms. Meston said she had already done this.

Ms. Smith asked about the Trail's End directional sign and Mr. Harmon said to leave it on there.

Ms. Smith asked if she should still take the historic sign for Johnny Diamond to Heritage and the committee agreed.

Ms. Smith said they needed a plan for the veteran's area and Mr. Beatty asked who did the formal plan. Mr. Harmon answered it was the engineers but they were busy with other projects at the moment and it wasn't a priority. Mr. Beatty asked about approaching the VFW for grants and Mr. Harmon said the grant process could start once they had a design on paper. Ms. Smith asked if the drawing Mr. Beatty did was enough but Mr. Harmon said he wanted something more professional to submit for the grant. Mr. Morneau added there were a couple current grants that might help fund the memorial.

Ms. Smith asked about the tree in honor of John Bosley and Mr. Morneau responded that the Grange had the money and was ready to write a check. Ms. Smith suggested checking with Ms. Heath to find out the process.

Ms. Smith asked about the small tables and Mr. Harmon said they had been ordered and hoped they would show up the next month.

Ms. Marshall thanked Ms. Rhee for being a wonderful community member and helping to organize her neighbors.

Mr. Harmon shared that he would not be there the next month and noted that they would possibly be moving back to virtual meetings due to Covid.

#### **ADJOURNMENT**

Hearing no further discussion, Chair Mosier adjourned the meeting at 7:12 P.M.

#### **DATES TO REMEMBER**

September 14<sup>th</sup> – City Council Meeting

September 21<sup>st</sup> – Parks and Tree Committee Meeting

**APPROVED** by Park | Tree Committee on this xx day of xx 2021.

**ATTEST:**

\_\_\_\_\_  
Sammy L. Egbert, City Recorder

\_\_\_\_\_  
Mary Mosier, Chair

*(Minutes recorded by Jayson Hayden)*

DRAFT





Coburg Heritage Committee  
 September 8th, 2021 – 6:00 p.m.  
 Virtual Meeting - City Hall  
 91136 North Willamette St.

**COMMITTEE MEMBERS PRESENT:** Chair Marissa Doyle; Vice Chair Michelle Shattuck, Stephen Sheehan.

**COMMITTEE MEMBERS ABSENT:** Shannon Sardell.

**STAFF PRESENT:** Megan Winner, Planning and Economic Development.

**1. Call the Meeting to Order**

Chair Doyle called the meeting to order at 6:01 P.M.

**2. Roll Call**

Ms. Winner called roll and a quorum was present.

**3. Committee Business**

• **Preservation Award Ceremony**

Ms. Winner shared that the Antique Fair had been cancelled. She shared that the check for the plaques would go out the following morning and they would take about 6 weeks to process.

Chair Doyle asked for any ideas on how to present the awards. Ms. Winner said that everyone was really excited and it was fun getting in touch with them. Ms. Shattuck asked if they would be going to the winners' houses to present or would gather them together and Ms. Winner said it was up to the committee. Chair Doyle suggested meeting at Pavilion Park depending on weather. Ms. Shattuck thought it would be fun walking up to their doors and chat with them. Mr. Sheehan suggested holding a live stream on a Heritage meeting night.

Ms. Winner shared that some people had questions about how to attach the plaques to their house and said that could be part of the delivery process. Chair Doyle added that the delivery idea would be a nice photo op. Ms. Winner suggested a combination of delivery and a virtual event so other people could be invited to watch. Mr. Sheehan thought that the owner of

Coburg Pizza who hosted the I Love Coburg website could be helpful in facilitating the virtual event.

- **Review Goals**

Ms. Winner shared their existing goals and encouraged the group to look again to think about what they would want to look at next.

Ms. Shattuck suggested taking a look at the Heritage Park planning as she had not had the chance to see it.

Chair Doyle noted that the Coburg Development Code Committee had been working on the downtown border and had made it a little less vague but there wasn't too much discussion about the historic part of it as it was such a broad area. She said the meetings were still going on and suggested this could be something to look at.

Chair Doyle thought that they would have to hold off on goal 7 of involving the elementary school in a youth heritage program.

Chair Doyle shared that regarding goal 8, the museum had gotten the lease for the IOOF building but did not know what the City planned to do with the building. If it was to be rented out she thought they might not want to put the artifacts on display there. Ms. Shattuck said they needed to be safe and noted that a lot of the artifacts did not fit inside a case.

Ms. Winner asked if they had a photo collection and Ms. Shattuck answered yes but was not sure where they were all being housed. Chair Doyle suggested looking at goal 4 and updating the catalog so they know what they have. Ms. Shattuck asked if Ms. Winner could go in and find the collection which had gone into storage during a City Hall remodel. Chair Doyle suggested doing this as a group during the next meeting and Mr. Sheehan agreed. Ms. Shattuck noted that people were hesitant to donate things until they had a good place to keep them. Ms. Winner said she would ask to see how this could work and suggested going in smaller groups or meeting with her one on one.

Ms. Shattuck said it would be good to be able to explain what the Heritage Committee did and stood for and how the project was funded when the plaques were presented.

Chair Doyle wished to revisit the ordinance during the October agenda considering all the new development happening around the city.

Ms. Winner offered to add the Ordinance A-226 and site review discussion on the next agenda and said she would see if an in-person inventory were possible.

- **Begin Planning for Preservation Month 2022 Historic Art Contest**

Chair Doyle asked if these were separate topics and Ms. Winner thought that in the past the art contest had been done as the Preservation Month activity. Ms. Shattuck shared that they had

not held this contest since the pandemic shut down and thought that it was good to have a theme that artists would use. She noted that there were guidelines and time limits set and then it was set up in City Hall to see and vote on.

Ms. Winner asked where the contest was advertised and Ms. Shattuck thought there were radio ads and posters displayed around town to get the word out.

Chair Doyle suggested having a separate children's contest to get the elementary school involved. Ms. Shattuck said there had been a coloring contest in the past and the winning class got a pizza party.

Chair Doyle suggested coming up with a theme and didn't want to limit it to just painting.

Ms. Shattuck suggested tying gardens in with historic homes and Chair Doyle liked that as it fit with the theme of Spring.

- **Info Share**

Ms. Shattuck offered to pick up the plaques when they were finished to save on shipping.

Chair Doyle asked what had happened to the trail signage and Ms. Winner said the approval went to Park and Tree but was not sure where they were at now.

#### **4. Future Meetings | Dates to Remember**

- Next Heritage Committee Meeting: October 13<sup>th</sup>, 2021

#### **5. Adjournment**

Chair Doyle adjourned the meeting at 6:36 P.M.

*(Minutes recorded by Jayson Hayden)*

**APPROVED** by Heritage Committee on this 14<sup>th</sup> day of July 2021.

ATTEST:

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Sammy L. Egbert, City Recorder

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Marissa Doyle, Chair



## MINUTES

### Code Review

#### Ad-Hoc Committee

September 9<sup>th</sup>, 2021 5:30 P.M.

Virtual Meeting - Coburg City Hall

91136 N Willamette Street

**COMMITTEE MEMBERS PRESENT:** Chair John Fox, Cathy Engebretson, City Councilor; Marissa Doyle, Planning Commissioner; Alan Wells, Business Owner.

**COMMITTEE MEMBERS ABSENT:** Patty McConnell, City Councilor; Paul Thompson, Planning Commission Chair; Jerry Behney, Citizen At-large.

**STAFF PRESENT:** Megan Winner, Planning and Economic Development.

**RECORDED BY:** Jayson Hayden, Lane Council of Governments (LCOG).

#### 1. CALL TO ORDER

Chair Fox called the meeting to order at 5:35 P.M.

#### 2. ROLL CALL

Ms. Winner took roll and a quorum was present.

#### 3. COMMITTEE BUSINESS

- **Finish Subdivision Code Comments**

Chair Fox recapped that at the last meeting they had went over Ms. Engebretson's comments and that he agreed with them about clearing up passive language and changing words from partitions to subdivisions. He noted that they had not sent this off to the lady who would review it and Ms. Winner shared that they just confirmed they would move forward with that contract.

Ms. Engebretson noted that they had left off with replacing words throughout the entire code. Chair Fox noted that the word "shall" gives you the option and "must" means you had to go through the planning committee and Ms. Engebretson agreed that this left less room for interpretation.

Ms. Engebretson suggested removing the phrase “as far as is practical” as it left too much room for potential applicants who would fight and weren’t willing to meet the community halfway. Chair Fox agreed.

Ms. Engebretson mentioned there had been discussion around “abuts” or “adjacent” and shared that there had been a truck stop travel center wanting to come in that was able to find a loophole or technicality in the code. Chair Fox suggested adding the appropriate term to help avoid loopholes.

Chair Fox shared that someone had bought the property on the other side of the highway and initially wanted to put in a truck stop which would be great revenue for the town but was not what they had envisioned for the other side of the highway. Ms. Engebretson said that the public did not want truck stops anywhere near residential because it created a lot of noise, dust, and light in the middle of the night.

Mr. Wells asked if there were instances where they wouldn’t mind a commercial use of a certain type being across the street from residential and asked how they would do this. He thought that the language and definitions of words used could become subjective. Chair Fox thought this was a good point and noted that most of Oregon administrative rules began with definitions of words before going into the rule itself. Chair Fox said that they currently had commercial that abutted residential areas such as the current truck stop. Ms. Engebretson said when it came to these specific words there was a standard legal definition used but thought it wouldn’t hurt to include these definitions in their code too. She noted that there was not a lot of this throughout the code and that it had arisen due to a few specific situations in the past that they had learned from. She added that this one was not as cut and try as replacing shall with must and maybe this warranted the Planning Commission look through it. Mr. Wells suggested defaulting to the most restrictive code and having people come to bargain from there and Chair Fox agreed.

Ms. Engebretson said with design standards there was an attempt to take design standards that were embedded within the relevant section of code. She said that the headings of the section appeared organized but had trouble finding the design standards for a specific zone and thought that they should go back to a former version of the code and have someone put more time into making it clear. Chair Fox asked if this would go hand in hand with the design standard stuff he had taken from Fort Angeles in Washington and Ms. Engebretson said that this would go for any kind of design standard. Ms. Engebretson said it was difficult to read through with the way the code had been edited and thought there were standards that could be missed if they didn’t clean that section up. Chair Fox asked if there was an earlier version that had more concrete or better design standards which had been removed over time but Ms. Engebretson thought that the content had not changed but it had been cut and pasted in a way that made it unclear as to which zone the design standard applied to.

Chair Fox asked if the design standards were what the Governor retained all being great writing group for and Ms. Winner said yes, for the highway commercial. Chair Fox said whatever was in

the other design standards shouldn't conflict or confuse that and asked if Ms. Engebretson was suggesting they also needed one for the residential and downtown areas. Ms. Engebretson said they had a few design standards for residential noted that design standards were just part of the development code that talked about the design of the built environment whereas the other types of development code talked about the types of uses allowed. Chair Fox asked if the design standard would limit the use of modular homes and Ms. Engebretson said you could use a design standard to try to discourage a certain type of development or look. She explained that design standards dealt more with the look or appearance of the development rather than the use.

Mr. Wells asked if they had specific design standards for residential zones and Ms. Engebretson said yes they had about 5 and that they used to be listed in the residential zone code but were now placed all together with the rest of the design standards. Ms. Doyle noted that there was a difference between design standards and design guidelines and Ms. Engebretson suggested putting the guidelines along with the standards and thought someone should go through the old code to reference.

Ms. Doyle said she would love to have a table containing the requirements to help when quickly reviewing design code and thought other architects would love this too and would make it much simpler. Chair Fox suggested that Zoe could help implement this but noted it would be expensive as it is laid out now and hoped to find the original format.

Mr. Wells suggested having Zoe look at what she's doing and then edit it afterwards but Ms. Engebretson said it would be hard for her to know what they intend with the code as the layout and format currently stood. Chair Fox asked Ms. Winner to look for the older code that had the more consolidated design based standards.

Ms. Engebretson thought that the section on adding the minimum height requirement for screening spoke for itself as she noticed there were obvious specifics that were missing. Mr. Wells agreed that 6' sounded reasonable.

Ms. Engebretson shared that when the design standard for garage setbacks was put into code they decided 5' was the standard but after that several decisions were made to allow applicants of single resident homes to use a 4' setback rather than 5' as it worked better with the building materials. She said it still fulfilled the point of the standard which was to make Coburg more appealing to most people by having more porch and front door focused houses rather than having prominent garages.

Chair Fox asked Ms. Winner to note the 6' height standard that Mr. Wells suggested.

Ms. Doyle explained that the 4' length was determined by the standard size of a sheet of plywood and having to cut a second sheet to reach the 5' basically wasted a sheet.

Ms. Engebretson noted a missing word where it read that buildings within 40 feet of a front line shall have their primary orientation toward the street and thought that it should read 40 feet of street frontage instead.

Mr. Wells asked if they had decided on the street facing façade in the last meeting and noted that 100 feet was a lot of space. He suggested requiring the articulation instead of offering the choice of and/or articulation. Mr. Wells having a conversation to clarify what exactly articulation meant.

Ms. Engebretson said she was sure that as Zoe worked through the central business district design standards they would be able to utilize similar standards for other uses.

- **Review and Approve CBD Input**

Ms. Winner shared that these were comments they had requested to review one more time before handing off to Zoe. She noted that Zoe would be having a kickoff meeting with this committee so they would have direct interaction before she got started.

In response to inquiry from Chair Fox, Ms. Doyle explained her notes about a main entrance having at least 3 architectural features.

Mr. Wells said he liked Ms. Doyle's comments as she probably had more experience than anyone else there.

Chair Fox thought that a definition of articulation would be very helpful. He suggested shortening some of the maximum allowed building sizes as they didn't have any buildings 300' long.

#### **4. FUTURE MEETINGS | DATES TO REMEMBER**

- **Next Code Review Ad-Hoc Committee Meeting: September 23<sup>rd</sup>, 2021**

#### **5. ADJOURNMENT**

Hearing no further discussion, Chair Fox adjourned the meeting at 6:37 P.M.

**APPROVED** by the Development Code Review Ad-Hoc Committee of Coburg this \_\_\_\_ day of xx 2021.

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Chair, John Fox

ATTEST:

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Sammy L. Egbert, City Recorder

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