



# AGENDA

## CITY COUNCIL

91136 N Willamette Street

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

---

Tuesday, May 14, 2024 at 6:00 PM

---

The Public may attend this meeting at City Hall, or by Zoom. To participate by Zoom you will need to pre-register with the City by 3 PM the day of the meeting. Council meetings are recorded and live-streamed at [www.coburgoregon.org](http://www.coburgoregon.org) (NO registration required).

### CALL THE CITY COUNCIL MEETING TO ORDER

### PLEDGE OF ALLEGIANCE

### ROLL CALL

### AGENDA REVIEW

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

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

1. Minutes April 9, 2024 City Council

### SPECIAL GUEST

2. Coburg Community Foundation

### COUNCIL ACTION ITEMS

3. March 12, 2024 City Council Minutes for Approval

### ADMINISTRATIVE INFORMATION REPORTS

4. Police Department Quarterly Report
5. Coburg Main Streets Agreement for Services
6. Recreational Immunity Ordinance Discussion
7. Administration Monthly Report
8. Lane Area Commission on Transportation (LaneACT) Coburg Priority Project

### COUNCIL COMMENTS | LIAISON UPDATES

### UPCOMING AGENDA ITEMS

2024-25 Salary and Classification Schedule

Budget Adoption

Building Official Contract

**FUTURE MEETINGS** - Meeting begin at 6:00 PM unless noted

- May 15 Planning Commission
- May 21 Park Tree Committee
- May 27 City Hall Closed - Memorial Day
- May 28 Budget Meetings
- June 11 Urban Renewal Agency and City Council Meeting

**ADJOURNMENT**

*The City of Coburg will make reasonable accommodations for people with disabilities. Please notify City Recorder 72 hours in advance at 541-682-7852 or [sammy.egbert@ci.coburg.or.us](mailto:sammy.egbert@ci.coburg.or.us)*

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



**MINUTES**  
**City Council & Local Contract Review Board**  
**Joint Meeting & Public Hearing**

April 9, 2024 at 6:00 PM  
Coburg City Hall  
91136 N Willamette Street

**MEMBERS PRESENT:** Nancy Bell; Mayor, Alan Wells, Cathy Engebretson, John Lehmann

**MEMBERS ABSENT:** John Fox, Claire Smith

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

**GUESTS PRESENT:** Charlie Conrad; State Representative, Megan Dompe; Coburg Main Streets

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

**CALL TO ORDER**

Mayor, Nancy Bell called the meeting to order at 6:05pm.

**PLEDGE OF ALLEGIANCE**

Mayor Bell led the Pledge of Allegiance.

**ROLL CALL**

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

**MAYOR COMMENTS**

Mayor Bell mentioned:

- The Council Appointment review
- The Staff Report
- Child Abuse Prevention Month campaign

## 1. Council Appointment Review

City Administrator, Adam Hanks explained that upon further investigation, Brandon Rhodes, which council appointed as a councilor at the last meeting, does not actually reside within the City limits, therefore he is not eligible to be a Coburg City Councilor. Mr. Rhodes' resignation letter was provided.

**MOTION:** Councilor Lehmann, seconded by Councilor Wells, moved to resend the appointment of Brandon Rhodes to the position of City Councilor.

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

## AGENDA REVIEW

There were some proposed changes to the agenda including;

- City Administration Report (in red folder) will go with Agenda item 11
- Finance Audit Committee Report (in red folder) will go under Liaison Updates
- Added Agenda item 9.5 - new OLCC License Application

## CITIZEN TESTIMONY

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

## RESPONSE(S) BY CITY COUNCIL

There were no response(s) made by City Council.

## CONSENT AGENDA

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

## 2. Minutes February 10, 2024 City Council Retreat

## 3. Minutes March 5, 2024 City Council Work Session

- Councilor Engebretson pointed out an scrivener's error in the March 5<sup>th</sup> minutes; on Page 3, paragraph 4, to make the RARE acronym capitalized

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

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

## SPECIAL GUEST

### State Representative, Charlie Conrad – District 12

Representative Conrad presented the Council with an overview of the 2024 Oregon Legislature short session. Rep Conrad provided an orientation of the short session including how bills were allowed to be developed and presented, committee work he was involved with, bills that he developed/sponsored,

and a highlight of bills passed that he felt had relevance to the cities within District 12, which he represents. Highlighted bills included Housing production (SB 1537) Housing Infrastructure Grants (HB 4128A), Right to Repair (SB1596) and Measure 110 Reform (HB 4002). Rep Conrad also specifically addressed SB 1576, addressing Recreational Immunity, and stressed that the bill contained only temporary language and will be addressed in the next full session in hopes of security long term solutions. Rep Conrad explained the process utilized for the infrastructure funding requests that came from local jurisdictions within District 12, including Coburg, and announced that the funds were highly competitive and focused on projects that would aid in the short term development of housing.

Coburg's request for funding assistance for the rehabilitation of its water storage tanks was not among those selected for funding, but will continue to be pursued into the next session. Councilor Lehmann inquired about the potential for the existing "kicker tax" to be modified to provide funding for the needed infrastructure work around the state. Rep Conrad responded that no discussion on that matter occurred in the last session and there is not much general support for modifications from his perspective. Mayor Bell and the Council thanked Rep Conrad for attending the meeting and providing a very complete report on the short session and also thanked him for his willingness to listen to local needs and support solutions at the state level.

## **ORDINANCES, RESOLUTIONS AND CONTRACTS**

### **4. Second Reading**

**ORDINANCE A-225** AN ORDINANCE REPEALING ORDINANCE A-91-C AND AUTHORIZING THE ADOPTION OF PUBLIC CONTRACTING RULES AND STAFF SPENDING AUTHORITY BY RESOLUTION

Mayor Bell held the second reading of Ordinance A-225 at 7:06pm.

- The first reading and public hearing of Ordinance A-225 was held at the March 12, 2024 City Council Meeting.

Mr. Hanks provided a staff report. He stated that all current public contracting rules are embodied in the current Ordinance A-91-C. The negative of that is how time consuming and cumbersome it is to update the public contracting rules when needed. The objective with Ordinance A-225 is to repeal the old Ordinance A-91-C, and adopt the public contracting rules by resolution, which in turn shortens the ordinance itself and allows for easier updating and improving of the rules.

Two resolutions will follow the ordinance, including Resolution 2024-02 which would be to opt out of the Attorney General's Model Public Contracting rules, and instead adopt a full set of public contracting rules consistent with Oregon State Laws, but specifically for Coburg, along with Resolution 2024-03 which entails establishing the purchasing and spending authority for City Staff. If Council chooses to approve, the Ordinance and Resolutions will go into effect on May 9, 2024.

Mr. Lehmann asked if other cities were also making this change, and also asked why we haven't looked at this before. Mr. Hanks said that several cities in the region have done this already. Over the last 5-10 years cities have been more aware of it and public contracting has been more challenging and complicated, so more cities have adopted their own set of rules. Lehmann then asked if there were any disadvantages for this change. Mr. Hanks said no, there are just some temporary timing and workload changes that will go into updating all of the necessary pieces.

Ms. Engebretson asked about the amount in the spending authority. Mr. Hanks clarified the mix up.

**MOTION:** Councilor Lehmann moved, seconded by Councilor Engebretson to adopt Ordinance A-225 An Ordinance repealing Ordinance A-91-C and authorizing the Adoption of Public Contracting rules and staff spending authority by resolution.

*The motion passed unanimously — 3:0.*

## 5. CALL TO ORDER THE LOCAL CONTRACT REVIEW BOARD

Mayor Bell called the Local Contracting Review Board to order at 7:24pm.

- The City Council and Contract Review Board Joint meeting is to consider the next resolution. The Public Hearing notice was published in the Register Guard inviting citizens to comment.

Joint Public Hearing on DRAFT findings supporting the exemption of certain classes of special procurements and public improvement contracts for competitive bidding requirements

*No requests to comment were received so no public hearing was held.*

**RESOLUTION 2024-02** A RESOLUTION OF THE CITY OF COBURG AND LOCAL CONTRACT REVIEW BOARD OPTING OUT OF THE ATTORNEY GENERAL’S MODEL PUBLIC CONTRACTING RULES AND ADOPTING PUBLIC CONTRACTING RULES FOR THE CITY OF COBURG

**MOTION:** Councilor Lehmann moved, seconded by Councilor Wells to adopt Resolution 2024-02 A resolution of the City of Coburg and Local Contract Review Board opting out of the Attorney General’s Model Public Contracting rules and adopting Public Contracting rules for the City.

*The motion passed unanimously — 3:0.*

Mayor Bell adjourned the Contract Review Board meeting at 7:27pm.

## 6. RESOLUTION 2024-03 A RESOLUTION ESTABLISHING PURCHASING AUTHORITY AND SPENDING LIMITS FOR THE CITY OF COBURG STAFF

**MOTION:** Councilor Lehmann moved, seconded by Councilor Engebretson to adopt Resolution 2024-03 A resolution establishing purchasing authority and spending limits for the City of Coburg Staff; authorizing the City Administrator to enter into contracts not exceeding \$75,000 and emergency contracts not exceeding \$150,000; and authorizing Department Heads to enter into city contracts not exceeding \$10,000.

*The motion passed unanimously — 3:0.*

## 7. Pavilion Park Phase 1 Sub Contract(s) Pre-Authorization

Mr. Hanks said they went out for informal quotes for this phase of tasks, which require electrical and plumbing commercial license work. They are handling Phase 1 internally for cost and timing purposes.

They are asking council for a pre-authorization approval of up to \$20,000 for both electrical and plumbing contracts.

**MOTION:** Councilor Wells moved, seconded by Councilor Engebretson to authorize the City Administrator to execute plumbing and electrical contracts in support of Phase 1 of the Pavilion Park Improvements project not to exceed \$20,000 each and request that the final contracted amounts be reported to City Council at a future meeting.

*The motion passed unanimously — 3:0.*

#### **8. RESOLUTION 2024-04 A RESOLUTION ADOPTING THE FY 2024-25 CAPITAL IMPROVEMENT PLAN**

Mr. Hanks provided a staff report. He reports that this document is the same as was provided in the prior work session, where they went over the policy language and process component of the Capital Improvements Plan. There are two formats of the project list, one which lists by fund, and the other by fiscal year. The CIP was last adopted by resolution in 2022. The goal is to discuss CIP in depth twice a year, first in October/November and again during budget time. In the next update, they will separate the design and construction dollars, along with what fiscal year the project components will happen in.

Mr. Hanks explained that this is a plan that pulls together projects from the various master plans and incorporates them in a way that allows them to plan for the infrastructure and budget allowance.

Mr. Lehmann clarified that these were almost fully funded. Mr. Hanks said that the first few years of the 6-year plan are almost fully funded. The actual costs versus the estimates will make the difference.

Mr. Lehmann also asked if they've gotten the list prioritized for the first 2 years. Mr. Hanks responded that they are working on it, and are hoping to have Water and Streets ready by the July work session.

**MOTION:** Councilor Engebretson moved, seconded by Councilor Lehmann to adopt Resolution 2024-04 A resolution adopting the FY 2024-25 Capital Improvement Plan.

*The motion passed unanimously — 3:0.*

#### **9. Umpqua Valley Finance Contract for Audit Service**

Mr. Hanks reported that this is an annual contract for the next round of audits with Umpqua Valley Financial. Provided are engagement letters and contracts for both the City Audit and the Urban Renewal Component Unit. The pricing is just over \$32,000 for the City Contract, and \$6,000 for the Urban Renewal Component Unit, along with a fee schedule for a single audit if needed.

Hanks said they will need a single audit either this year or next. Federal funds of over \$700,000 in the audited year triggers the need for a single audit. There was an RFP process for audit services in 2021. Hanks explained some concerns and problems with the audit services.

Mr. Lehmann directed everyone to page 257, and mentioned that in 2020 they restructured loans and ended up saving about \$1 million in interest. Lehmann asked if this was an example of one that was restructured. Mr. Hanks said yes, US Bank has three components consolidated into that total.

**MOTION:** Councilor Lehmann moved, seconded by Councilor Wells to approve the proposed Umpqua Valley Financial Contract for audit service in the amount not to exceed \$32,340 for the City and \$6,000 for the URA.

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

## 9.5 New OLCC License Application

Ms. Egbert handed out the added OLCC License Application.

Mr. Hanks explained that this application requires a recommendation from the local governing body. The application is for taking over the 91088 N Willamette space. Hanks believes there were no prior issues at the particular site of application.

**MOTION:** Councilor Lehmann moved, seconded by Councilor Engebreston to recommend approval of the liquor license application for Coburg Mercantile LLC.

*Councilor Wells abstained from the vote due to conflict of interest.*

***The motion passed unanimously — 2:1.***

## ADMINISTRATIVE INFORMATION REPORTS

### 10. Annual Comprehensive Financial Report for FY 2022-23

Mr. Hanks gave a quick summary. He mentioned that the auditors requested an extension for the audit of December 31, 2023. They received the draft at the end of February and worked with them on some corrections. They received Version B, which converted into the final version. The audit was clean without any issues. They are hoping to get more information from the auditors in future years. Hanks mentioned that they were a little disappointed with the presentation from the auditors at the Finance Audit Committee meeting, and they have communicated with them what they would like to see.

### 11. Administration Monthly Report

Mr. Hanks briefly reviewed the items in the Monthly Report. On #1, Hanks stated that they have looked into applying for a round of grant funding from ODOE for solar and provided more details regarding that. Depending on which option they choose, the cost could be covered by 50%, or 100%. He explained this grant and project in more depth.

Mr. Hanks moved to #2 in the report; Coburg's Long-term credit rating results with S & P Global. This review is done every three years. The 2024 rating was reduced from an AA- to an A+, with a AAA as the highest possible rating. That drop is primarily caused by the small general fund balance.

For #3, Hanks explained that the 107 acres on the east side of I-5 was recently rewarded a \$2 million forgivable loan for pre-development work. Hanks explained more on this topic. The wetland permit to connect Premier RV to city water has been issued, which also allows for future water connection to the 107 acre parcel. Project start date is scheduled for mid-June and expected water connection by July 1.



On #4, Hanks said they are in great shape with the Water Loan, but they may want to request an extension, past the December 2024 due date, for the loan to be able to spend the full loan allotment. Hanks provided more detail on this loan.

For #5, Mr. Hanks said the RFP is ready to go and they are including and updating a draft contract. They hope to get that out within the next week, it will be out for about 3 weeks, then a small committee will review it. This allows them to select someone and have design work done by contractors based on the type and not have one contract for them all. There was such a big increase from Branch Engineering last year was because they did regular rate increases for all their other clients, except for Coburg. The current rates are very normal rates, but the timing of the large increase was unfortunate.

Mr. Hanks briefly mentioned #6, Lane Transit District's Strategic Planning Committee looking for more members. Hanks thinks it would be good to have a Coburg voice on that group.

Lastly, #7, Hanks explained that the Summary of Bills from League of Oregon Cities lists all bills that passed and failed. Staff is doing some additional work to see if any bills effect Coburg.

Mr. Hanks explains more about the current projects and contracts. This is where all approved contracts will be listed for Council to see and discuss if desired.

## **COUNCIL COMMENTS & LIAISON UPDATES**

### **12. Finance Audit Committee Report to Council**

Council looked over the report. There was no liaison reports from the Finance Audit Committee meeting's last meeting.

Mayor Bell mentioned that she will not be at the May 7<sup>th</sup> Budget Committee Meeting or the May 14<sup>th</sup> Council meeting. Councilor Engebretson will be chairing the May 14<sup>th</sup> Council Meeting.

## **COUNCIL COMMENTS**

Mr. Lehmann asked about further conversation on diesel tax. Mr. Hanks said that as soon as they are done with budget, he is going to work with staff to do a build out of the net framework document. That topic lies in the 10-year revenue forecast and goes with the CIP conversation regarding water and streets. He would expect a starter conversation regarding that topic in July, and a more understood schedule of the 10-year revenue forecast following that.

Ms. Engebretson mentioned that she is continuing to attend the Lane ACT Meetings and they are supposed to discuss the regional member's priorities. For Coburg, the two priorities are the I-5 interchange and the commercial traffic coming through town.

Mr. Hanks said that the search for funds are primarily focused on environmental review and right-of-way acquisition. They are looking at a \$3-5 million range for those focus points. Mayor Bell mentioned some issues and details on the bridges and overpasses.

**ADJOURNMENT**

Mayor Bell adjourned the meeting at 8:50 pm.

**APPROVED** by the City Council of the City of Coburg on this 14th day of May, 2024.

\_\_\_\_\_  
Nancy Bell, Mayor of Coburg

\_\_\_\_\_  
Nancy Bell, Chair of Local Contract Review Board

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

DRAFT



**MINUTES**

**City Council Meeting**

March 12, 2024 at 6:00 PM  
Coburg City Hall  
91136 N Willamette Street

**MEMBERS PRESENT:** Nancy Bell; Mayor, John Fox, Alan Wells, Cathy Engebretson, Claire Smith, John Lehmann, ~~Brandon Rhodes~~

**MEMBERS ABSENT:** none

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

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

**CALL TO ORDER**

Mayor, Nancy Bell called the meeting to order at 6:00pm.

**ROLL CALL**

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

**MAYOR COMMENTS**

**1. City Council Vacancy – Consider Appointment**

**MOTION:** Councilor Fox, seconded by Councilor Lehmann, moved to appoint Brandon Rhodes as City Councilor, the term of office ending December 31st, 2024.

*The motion passed unanimously — 5:0. (RESCINDED on APRIL 9, 2024)*

**\*Upon further investigation, Brandon Rhodes, does not reside within the City limits, therefore he is not eligible to be a Coburg City Councilor. Mr. Rhodes’ resigned and Council rescinded the motion to appoint at the April 9, 2024 City Council Meeting. These minutes and the vote count reflect the appointment being rescinded.**

**PLEDGE OF ALLEGIANCE**

Mayor Bell led the Pledge of Allegiance.

**PUBLIC COMMENT**

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

## SPECIAL GUEST

City Administrator, Adam Hanks introduced the special guest, Carolyn Connelly, Attorney with Local Government Law Group. Hanks said she has been a great asset in putting together the public contracting ordinances and resolutions. The objective is to revise and update the contracting rules they operate in, and the provided packet is a mechanism to do that throughout several meetings. This meeting is the first reading of the ordinance that authorizes the ability to use the resolution process for the contracting rules packet and for the spending authority in public contracting.

Ms. Connelly gave a preliminary overview of the Public Contracting Rules. Connelly explained that she noticed Coburg's rules were slightly out of date, having been adopted in 2005. A lot of the existing ordinance could be taken out, replacing it with rules adopted via resolution. In this process, they are also updating those rules to reflect the changes since 2005.

Ms. Connelly explained that they are continuing Coburg's City Administrator as the purchase manager, but removing the spending authority thresholds from the Ordinance, proposing they be adopted by resolution, along with her proposed rules and associated findings that support the exemptions. Ms. Connelly goes on to explain the rules and their divisions.

Mr. Lehmann asked for more clarification on the 4<sup>th</sup> whereas on page 10. Ms. Connelly provided some more explanation on what the model rules are. She has pulled out provisions that don't apply to the city, only to the state, as well as overly detailed oriented procedures not required by statute.

Ms. Connelly also explains that they can opt out of the AG Model rules and replace them with their own set of adopted rules that still comply with the state statute. When the City opts out, they must look at their goals and decide if they need to be updated every time the legislature updates statute.

Mr. Hanks mentioned that this structure works really well and helps limit the errors and frustration that might come up, and improves communication because everyone is on the same page. Hanks clarifies that this ordinance allows the city to adopt the rules by resolution.

### 1. Public Hearing | First Reading

#### **ORDINANCE A-255 AN ORDINANCE REPEALING ORDINANCE A-91-C AND AUTHORIZING THE ADOPTION OF PUBLIC CONTRACTING RULES AND STAFF SPENDING AUTHORITY BY RESOLUTION**

Mayor Bell opened the Public Hearing and held the first reading of Ordinance A-255 at 6:29pm.

There were no questions or comments.

Mayor Bell closed the Public Hearing and the first reading of Ordinance A-255 at 6:30pm.

The second reading of Ordinance A-255 is scheduled for April 9<sup>th</sup>, 2024.

Mr. Hanks explained that their current spending authority is \$10,000. The maximum by state statute is \$250,000. Most cities range from \$25,000-150,000. Mr. Hanks believes the \$50,000-75,000 range is a good balance between operational efficiency and council oversight.

On page 120, *section 2, City Administrator Authority*, highlights those various spending amounts. *Section 2, Department Head Authority*, shows the department heads spending authority, and *section 3, Other Staff Authority*, shows theirs.

Mr. Hanks said he is looking for direction from council on the \$50,000 vs. \$75,000 spending authority.

Ms. Engebretson mentioned that for fiscal year 2023-24, there was a general fund budget of \$3.4 million. If they did a \$75,000 spending authority that would be about 2% of that budget, which she feels is reasonable.

Mr. Lehmann asked that if they increase the spending authority, would council still be made aware of the contracts at council meetings. Mr. Hanks said yes, he can make it a section in the monthly report.

Mr. Wells asked what fund the money for emergencies would come out of. Mr. Hanks explained what would count as an emergency and the process of that spending.

Mr. Wells then asked if an emergency contract surpassed the \$150,000, what would be the next step. Ms. Bell said that it would have to be brought to council for approval before any decisions were made.

Mr. Lehmann mentioned the possibility of getting a declaration of emergency by the Mayor if it were to come up, and not having to go through the entire formal process and having council approve it. Mr. Hanks said he would check on that and see what they could do.

Mr. Fox asked for Mr. Hanks' opinion on the Department Head Authority. Mr. Hanks said he thinks \$10,000 is appropriate and leads to less delays.

Council made the direction of a \$75,000 spending authority, a \$150,000 emergency spending authority, and a \$10,000 department head spending authority.

## **AGENDA REVIEW**

There were no changes made to the agenda.

## **CONSENT AGENDA**

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

### **1. Minutes February 13, 2024 – City Council**

*Councilor Wells stepped out (6:42pm).*

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

***The motion passed unanimously — 5:0 4:0.***

## **ORDINANCES, RESOLUTIONS AND CONTRACTS**

### **1. Wastewater Planning Professional Service Agreement with Kennedy Jenks**

*Councilor Wells returned (6:45pm).*

Mr. Hanks said, In January, they asked to allow for a sole source contracting procurement process. At that time, they were expecting a \$50-55,000 contract. The consultant told them it would actually be

quite a bit more. Kennedy Jenks also suggested that they do not need to do some of it yet. The scope provided to Council is slightly reduced from what they thought they'd be doing, but they feel it is right sized for what they need now to make some future decisions and defer the next tasks.

The contract is now just over \$33,000. That provides capacity analysis which then drives future analysis and decision making on capital improvements. Mr. Hanks reminded them that there is a similar contract on the water side. This contract is allowing the same thing for wastewater. Once these are done, they'll end up with quality capacity analysis for both major systems.

**MOTION:** Councilor Engebretson, seconded by Councilor Fox moved to approve the proposed wastewater capacity planning assistance contract between the City of Coburg and Kennedy Jenks in the amount of \$33,398 and authorize the City Administrator to execute the contract.

***The motion passed unanimously — 6:0 5:0.***

## 2. Springbrook Contract for Payroll Software

Mr. Hanks introduced Springbrook and explained that the City uses it for almost everything, excluding payroll, which was outsourced and done as a third party. In front of them is a contract, which they've worked with Springbrook on for a while to ensure it can be done at a price point that both parties deem reasonable. The City currently pays Springbrook a little over \$22,000, annually, which would rise to a little over \$28,000, to add the payroll module annual support services. The implementation cost, a one-time cost which includes building, training, and set up, is \$16,500.

Finance Director, Greg Peck, explained that in the year that he has been with the City, he has realized that with the way they are doing payroll and the company they're using, it would be more beneficial to do payroll in house. Some reasons for that include PERS, better integration of systems, direct control, efficiency & accuracy, employee access, and flexibility, as listed in the staff report.

Mr. Hanks added that this will put all payroll processes together on one site, which will eliminate errors with the current time sheet entry site and provide more control over hours, approvals and time accruals. Springbrook makes this process much more smooth and less time consuming.

Ms. Bell acknowledged how much time and effort software implementations take. She said they are well worth the resources that are put into it, and allows all data to be more easily accessible to staff.

Mr. Wells asked how many employees the City has. Mr. Peck said 18. Mr. Wells wondered if they'd ever considered a payroll service. Mr. Hanks said that is what they are currently using. Mr. Wells then asked if Springbrook payroll services would be less expensive in the long run. Mr. Hanks said they would have to do some cost analysis on that, but the payroll service only offers a portion of payroll operations, which means a lot of processes are being done outside of that cost. Springbrook will be a little under \$3,000 more a year, but provides much more in terms of services, analysis and integration.

Ms. Smith asked if they'd be able to customize reports to Coburg specifically, as needed. Mr. Peck said it does have the ability to do that which is a big advantage of the Springbrook system.

Ms. Engebretson mentioned that in past years, city staff weren't happy with Springbrook, but that has changed in recent years because Springbrook has changed the way they operate and have improved. She then asked how Mr. Peck felt about the amount of time it would take to implement the system. Mr. Peck said that is hard to gauge, but they would still access to the current payroll service if needed. Mr. Hanks mentioned that the number of hours was one of the main negotiating points.

Mr. Lehmann asked if the suggested motion should read that it was \$28,279 instead of \$22,387. Mr. Hanks said that the contract includes the first year, and they have to prepay the support. \$28,279 is the combined total for all support fees. \$22,387.50 is the implementation and year 1 support fee.

**MOTION:** Councilor Lehmann moved and the motion was seconded to approve the proposed Springbrook Payroll software module contract of \$22,387.50.

***The motion passed unanimously — 6:0 5:0.***

### **3. Finance Professional Service Agreement with Principal, Plan+Results, LLC**

Ms. Bell reminded council that Cindy Hanks has been working with Mr. Peck for the last 6 months on a 6 month contract, and this is a request to continue that contract.

Mr. Peck said that with Cindy Hanks' 30 years of experience in Local Government working in finance, she was able to do a total assessment of the city's financial systems, including how they operate, how they record data, how they present the data, transparency, and more. They picked out a few areas they could focus on that would provide more accuracy and efficiency.

Council was directed to page 2, which lists the items that they've worked on the last 6 months, which includes monthly reconciliation process, payroll set up in Springbrook, chart of accounts, creation of new funds for SDC's and a cash control fund, budget consultations/support and adopted budget into Springbrook, quarterly financial reports, and conversations of systems to allow for biennial budget. Mr. Peck explained these projects, and why making these changes will help things run more efficiently.

Mr. Hanks added that the contract is 8 hours (1 day) a week of highly experienced local government financial assistance. The projects listed above are the operational pieces that needed to be addressed in order to get to where they want to be, which is listed in the next 4 bullets below, and not fall behind.

Ms. Bell talked about the importance and complexity of Mr. Peck's role, and how Cindy Hanks' expertise and help has been really great to have.

Mr. Wells asked if Mr. Peck saw this role as an ongoing thing, year to year, or if working with her for the next year would bring him enough knowledge and they won't have to keep continuing the contract. Mr. Peck said yes, he hopes to complete all these items this year, and they are pretty confident they can. He explains that this 1 year stint is what Mr. Peck and the City needs.

Ms. Bell said that they are utilizing internal and external expertise to address the very finite issues, instead of depending on LCOG and other contractors, which provides more specific guidance. Mr. Hanks explained that after this year, it may be that they have Financial Professional Services work with the City on debt services. Hanks does not foresee this current style of services as an ongoing contract.

**MOTION:** Councilor Wells, seconded by Councilor Lehmann moved to approve a Financial Consulting Professional Services contract with Cindy Hanks (Plan + Results LLC) for a period of one year consistent with the scope, oversight and terms proposed and presented and not to exceed a total expense of \$36,000 over the contract term.

***The motion passed unanimously — 6:0 5:0.***

Ms. Bell reminded council that filing for SEI reports open on March 15<sup>th</sup> and closes on April 15<sup>th</sup>, 2024. She explained what would happen if SEI reports are not filed on time, according to ORS 344.3504.

***Councilor Wells left the meeting (7:30pm).***

## COUNCIL ACTION ITEMS

### 1. Council Goals “Framework for Continued Progress”

Mr. Hanks stated that this was the main conversation at the Council Retreat. The framework document contains 20 initiatives or objectives under a few different categories. This is the framework to start building up to a strategic plan. The next steps to work on over the next year would be to add onto each item, put some timelines together, and have some sort of work session to prioritize them. Mayor Bell was pleased with the list of items they came up with.

**MOTION:** Councilor Fox, seconded by Councilor Smith, moved to adopt the City of Coburg Framework for Continued Progress as the common Goals and Objectives to be utilized as the basics for future Council, staff and financial planning over the course of the upcoming 2024-25 fiscal year.

***The motion passed unanimously — 5:0 4:0.***

## ADMINISTRATIVE INFORMATION REPORTS

### 1. Administrative Monthly Report

Mr. Hanks briefly mentioned that the work done on the Veterans Memorial Project turned out really nice. The Fiber Grant for the operation center was executed recently, which will facilitate connecting both facilities to the network and lay groundwork for future network and security.

Ms. Bell mentioned that DFN was chosen to take their network out to surrounding cities that were considered underserved or unserved, in many places that were hit hard by the storm and left without service for a while. They have done some good work and are a much more robust network than some.

Mr. Hanks explained that they got a grant from the Regional Fiber Consortium, then signed a contract with DFN using those funds to execute the project.

Mr. Hanks touched on the Rare Opportunity. He said Public Works Director, Brian Harmon, was just at a meeting with the Muddy Creek Irrigation Board to verify that they are interested in collaborating on



the project. Majority of the work on the grant will be Coburg centric, but will be a good collaboration. Hanks explained that it is a competitive grant, and if received, it is paid directly and the city will not have any money going in or out. This will move forward a lot of the storm water and water quality regulatory requirements. They will be applying within the next two weeks.

Mayor Bell thanked Mr. Harmon and Public Works for putting warning signs on the unimproved trails. Ms. Bell and Mr. Hanks touched on the legislation for recreational immunity.

Mayor Bell mentioned her excitement about the Facebook post on the newly hired officer. They were fortunate enough to get him into the academy at an earlier date, and he is currently on week 2.

## **2. Finance Monthly Report**

Ms. Bell and Mr. Fox both think this format is much easier to read and follow.

Mr. Fox pointed out under “Franchise Fees” the difference between the \$125,000 and \$279,000 is not a 10% difference. Mr. Hanks and Mr. Peck said that he is correct, the numbers are right but the math got messed up somewhere.

Mr. Fox then pointed out, on page 3, under “Bond Proceeds” it shows a 0% difference between \$748,348 and \$500,000.

Mr. Fox asked, on page 4 under “Administrative Department”, how they only spent \$885,021 of the budgeted \$6,163,172. Mr. Hanks said the full loan proceeds of \$4.6 million were allocated in the budget year for water projects, but they have moved slower than what they initially projected on those projects. They are going to propose to show that expenditure differently next year, and break it up. Mr. Hanks explained more on why they are well under budget.

## **COUNCIL COMMENTS AND LIAISON UPDATES**

### **1. Child Abuse Awareness Proclamation**

Mayor Bell read the Child Abuse Prevention Month Proclamation.

I, Nancy Bell, Mayor of the City of Coburg, do hereby proclaim April 2024 as “Child Abuse Prevention Month” and call upon all citizens, community agencies, faith groups, and businesses to increase their participation in our efforts to support children and their families in living safe and healthy lives, therefore, preventing child abuse and strengthening the communities in which we live.

### **2. Arbor Day Proclamation**

Mayor Bell explains a little about Tree City USA, and how this is Coburg’s 25<sup>th</sup> year as a Tree City USA. Ms. Bell read the Arbor Day Proclamation. There are several ways the City upkeep the trees in Coburg.

In keeping up with the spirit of Sterling Morton’s dream, I, Nancy Bell, Mayor of the City of Coburg, do hereby proclaim April 26, 2024 as Arbor Day in the City of Coburg, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands; and I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

**3. Council Liaison Appointments**

Mayor Bell went over the appointed Liaison’s for 2024.

- Finance Audit Committee – Councilor Wells
- Heritage Committee – Councilor Fox
- Lane Act Committee – Councilor Fox and Councilor Engebretson
- Parks & Tree Committee – Councilor Smith
- Planning Commission – Councilor Lehmann
- MPC – Mayor Bell

Ms. Bell mentioned that the Roles & Responsibilities for the Councilor Liaisons are in the packet.

Mr. Lehmann asked what the quasi-judicial function is. Ms. Bell said that Planning Commission is a quasi-judicial role, meaning that the things discussed and decided in Planning Commission cannot be openly discussed with the public. Mr. Hanks provided some more context on this.

Mr. Fox clarified that Planning Commission is the only quasi-judicial committee. Mr. Hanks confirmed.

Mr. Hanks explained that part of the Liaison updates will be explaining what the committee’s discussed in their meetings, and providing Council with updates from the meeting each Liaison attended.

Ms. Smith had a report from the Parks & Tree Committee meeting. She said that they have chosen Johnny Diamond Park for Arbor Day, planting about 5 smaller trees along the inside of the fence line. They worked hard on the rose garden. They wanted to know if Council had any feedback on their goals. They are always looking for volunteers at the work parties, which need to fill out the volunteer forms.

Ms. Bell asked if there were any recommendations in regards to the trees at the Veterans Memorial area. Ms. Smith said there was nothing said at the meeting, but another cherry tree was mentioned.

**ADJOURNMENT**

Mayor Bell adjourned the meeting at 8:17 pm.

**APPROVED** by the City Council of the City of Coburg on this 14th day of May, 2024.

\_\_\_\_\_  
Nancy Bell, Mayor of Coburg

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