



CITY COUNCIL

91136 N Willamette Street

541-682-7852 | coburgoregon.org

Tuesday, November 09, 2021 at 7:00 PM

CALL THE CITY COUNCIL MEETING TO ORDER This meeting will be in person at City Hall. Participants will be required to social distance and face mask must be worn. 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 until 3PM the day of the meeting. All Council meetings are recorded and live streamed at www.coburgoregon.org (NO registration required). Questions contact City Recorder at 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 September 14, 2021 City Council
- [2.](#) Minutes October 12, 2021 City Council & Planning Commission Work Session
- [3.](#) Minutes October 12, 2021 City Council

SPECIAL GUEST

- [4.](#) Heritage Committee Report
- [5.](#) Finance Audit Committee Report

ORDINANCES AND RESOLUTIONS

COUNCIL ACTION ITEMS

- [6.](#) Planning Commissioner Appointment

ADMINISTRATIVE INFORMATION REPORTS

- [7.](#) Finance Monthly Report
8. Finance Quarterly Presentation
- [9.](#) Administration Monthly Report

COUNCIL COMMENTS

UPCOMING AGENDA ITEMS

Annexation Public Hearing

FUTURE MEETINGS & DATES

November 10 Heritage Committee
November 16 Park Tree Committee
November 11 City Hall CLOSED - Veterans Day
November 12 City Hall CLOSED
November 17 Planning Commission
November 25 & 26 City Hall CLOSED - Thanksgiving

ADJOURNMENT

EXECUTIVE SESSION - Immediately following regular Council Meeting

Council will hold an Executive Session PER ORS 192.660 (2)(i) for the Annual Performance Evaluation of the City Administrator.

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.

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



MINUTES

Coburg City Council Meeting
September 14, 2021 7:00 P.M.
Coburg City Hall
91136 N Willamette Street

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

MEMBERS ABSENT: None.

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; Larry Larson, Chief of Police; Burke Hansen, Public Works Supervisor.

GUESTS: John McCaffey, Travis Hill, and Nathan Jackson from Umpqua Indian Development Corporation.

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

Sammy Egbert led the pledge of allegiance.

ROLL CALL

Ms. Egbert took roll and a quorum was present.

MAYOR COMMENTS

Mayor Smith asked the council to consider their future meetings to determine whether they would be in person, hybrid, or over Zoom.

AGENDA REVIEW

Ms. Egbert shared that staff had a few items to add to the agenda; the OLCC license change for Chief's, a contract with Ryan Thomas for the construction of the bike hub in the park, and some late received written citizen testimony.

CITIZEN TESTIMONY

1. Jim Antonini

Mr. Antonini was not present for comment.

RESPONSE(S) BY CITY COUNCIL

Mayor Smith said he thought Mr. Antonini's issue was a citizen inquiry and should enter that process so the staff could respond. Ms. Egbert explained that he had submitted inquiry in July regarding a sandwich sign that Design Works posted across from City Hall and that he was frustrated about the sign still being there. She said that the City code allowed for the use of those types of signs. Mr. Antonini's other concern was that it was bolted to the crosswalk sign but Ms. Egbert said this was not something the City has jurisdiction over.

Mayor Smith introduced John McCaffey, Travis Hill, and Nathan Jackson with the Umpqua Indian Development Corporation.

Mr. Hill shared that there had been a lot of discussion about the property off of Van Duyn since they purchased it but they had no specific building plans yet. He said there was rumor that they wanted to put a casino there but he wished to put that to rest and explained that they had been doing some initial site cleanup. Mr. Jackson added that they were proud to be part of the community.

Councilor Fox said he had heard rumors about a truck stop which was a concern. Mr. Hill said they had vetted that process and had determined that they had no desire to put in a truck stop as the market had changed but noted they had considered that property as a possible lodging facility or commercial development. He added that there was an average daily traffic count of 47,000 per day going through there.

Councilor Lehmann asked if the 47,000 figure was going through I-5 and Mr. Hill answered yes.

CONSENT AGENDA

- 2. Minutes July 27, 2021 City Council**
- 3. Minutes August 10, 2021 City Council**

Councilor Lehmann thought that the first paragraph on page 16 under Council Comments did not reflect the discussion they had. He wished to clarify that he had seen a child grab a flag and run across the street without looking and seemingly thought that waiving the flag would magically stop the cars. He noted that the concerns were that there was no instruction or

guidance from the City on the use of those flags and that citizens may put up signs or flashing lights that the City hadn't approved.

Mayor Smith suggested pulling the minutes from the consent agenda to be considered next month.

Councilor McConnell noted that she was referenced making a couple statements but she was not at that Council meeting.

Mayor Smith asked if anyone disagreed with removing these minutes from the agenda, there were none so they were removed from the consent agenda.

MOTION: Councilor McConnell moved, Councilor Alexander seconded a motion to approve the consent agenda which consists of ONLY the minutes from the July 27, 2021 City Council Meeting. Motion passed unanimously.

SPECIAL GUEST(s)

There were no special guests.

ORDINANCES AND RESOLUTIONS

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

Ms. Heath shared that this was the second reading and explained that if a telecommunications company wanted to work in or use the right of ways in Coburg that they needed to have a franchise and that Douglas Fast Net had asked to have a franchise with the City. She said that the ordinance for this franchise was similar to the other ordinances with telecom companies and that Fast Net has with other small cities in the area.

Councilor Lehmann asked if they also needed an agreement with the county assuming some of their work would go across county property and Ms. Heath answered yes.

Councilor Alexander asked if there was a start date and Ms. Heath did not think so as they were still in the planning stages but there was a possibility of Coburg being placed before another city. Councilor Alexander asked if there was any idea where they would be working and Ms. Heath said the first thing they can do is streets where the poles are overhead, the empty conduit on I-5 bridge which they were working with ODOT for permission, and lastly neighborhoods where there was no conduit.

MOTION: Councilor Blain moved, Councilor Bell seconded a motion to adopt ORDINANCE A-253 AN ORDINANCE GRANTING DOUGLAS SERVICES, INC., LOCALLY KNOWN AS DOUGLAS FAST NET (DFN), A NON-EXCLUSIVE FRANCHISE FOR THE CONSTRUCTION, OPERATION, AND MAINTENANCE OF A FIBER OPTICS TELECOMMUNICATIONS SYSTEM. Motion passed unanimously.

5. RESOLUTION 2021-20 A RESOLUTION ADOPTING AMENDMENTS TO THE SALARY AND CLASSIFICATION SCHEDULE FOR FISCAL YEAR 2021-22

Mr. Gaines explained that in March they had started work to complete a salary analysis and contracted with the local government personnel institute(LGIP) for this. He said that staff leadership met to discuss what information would be included in the report and they received the final report from LGIP in August. They compared current salaries to the report and found that Coburg's salaries were significantly lower than other entities in the region and recommended to increase the salary scale in each department. Mr. Gaines shared that they provided a 5-year projection to see how salary increases would affect future budgets and made changes to the salary scale which involved adjusting and creating new positions and categorizing the scale by department. He said the recommended changes provided growth potential for every position and brought salaries as close to the regional standards as possible. Mr. Gaines said they held a work session with City Council to discuss the results of the salary analysis and were directed by Council to move forward with the salary amendment as presented and there had been no changes to the document since that meeting. He said if the resolution were adopted they would move all City employees onto the new pay scale in the first pay period of October and that staff would move onto a scale appropriate with their current pay rates but with room to grow moving forward. If adopted, staff would make the appropriate transfers to the adopted budget for the fiscal year 2021-2022 and these transfers would be approved in a future resolution.

Councilor Lehmann asked if they took where all the staff were on the staff were on the salary schedule this year and rolled it over to the proposal, what percent increase to the salary schedule would that represent? Ms. Heath said the percentage would fluctuate depending on the position and they tried to move them as close to where they are right now onto the scale. She noted in some instances employees' pay was so low that they would receive a significant increase such as police and public works departments. She added that this allowed employees to have room for growth. Ms. Heath offered to get back to him after looking into the percentage change.

Councilor Alexander asked how significantly this would impact their budget and if they were planning for it next year? Ms. Heath answered that they had a 5 year projection and that it would significantly change the budget as salaries were the highest budget item they had. She noted that the City held a reserve of \$250,000 and explained that the majority of salaries were paid out of the general fund which absorbed most of the cost. She said they had looked at whether it would require an increase to utility fees but they decided that it would not be necessary. She shared that the projection did show them dipping into the reserve in year 4 or 5 but added that a property tax increase would help fund these kind of things. Mayor Smith noted that salary reviews were particularly difficult for Coburg due to its size and having a police force but said that employee retention was a top goal which this helped address.

Councilor Blain agreed that employee retention was important and commended the staff for their hard work.

MOTION: Councilor Bell moved, Councilor Lehmann seconded a motion to adopt RESOLUTION **2021-20** A RESOLUTION ADOPTING AMENDMENTS TO THE SALARY AND CLASSIFICATION SCHEDULE FOR FISCAL YEAR 2021-22. Motion passed unanimously.

COUNCIL ACTION ITEMS

6. Van Duyn Sidewalk and Driveway Improvement Project

Ms. Heath shared that this project had been in the works for a couple years to complete the work on the sidewalk in front of the church, completing a safe walk up to the light. She said this increased the safe routes to school and decreased the amount of cutting through the residential parking lot there and added that this was a regionally funded project.

MOTION: Councilor Blain moved, Councilor Fox seconded a motion to approve the contract with Roger Langler's construction company in the amount of \$39,419.16. Motion passed unanimously.

7. Roberts Road to I-5 Bore Connection – Waterline Extension Project

Ms. Heath shared that this was a portion of the water master plan. She explained that they already provided a bore across I-5 but there still needed to be a City water connection to that bore.

Mayor Smith asked if there was already a water line under I-5 or just a conduit? Mr. Hansen answered that there was a sleeve and a pipe which was capped on each end and was ready to go once they got the water line across the parking lot to it.

Councilor Fox asked if there would still be water and sewer concerns once the bridge was rebuilt and Ms. Heath answered that water, sewer, and fiber lines would be designed for on the new bridge.

Councilor Blain asked how much of the SDC funds and how much Business Oregon funding would be going to this and Ms. Heath said this would mostly be Business Oregon funding.

MOTION: Councilor Fox moved, Councilor McConnell seconded a motion to approve the City administrator to sign the contract for the Roberts Rd to I-5 bore connection water line extension project between the City of Coburg and DNI Excavating Incorporated after the review and approval of legal and Business Oregon. Motion passed unanimously.

8. Accepting Donated Police Vehicles

Chief Larson shared that the police department was always trying to update its vehicle speed and that this action item was to accept the donation of police cars from Clackamas County police department. He said the vehicles included 2012 and 2013 Dodge Chargers and an unmarked 2004 Ford Explorer which could be used as training and traffic enforcement. Chief Larson added that the cost of repainting and radio installation was under \$5,000.

Councilor Bell asked if this meant they wouldn't be buying a new vehicle and Chief Larson explained they still planned to buy a new vehicle and that this was already paid for in the last budget year but he could not get it on the agenda until today.

MOTION: Councilor Lehmann moved, Councilor Alexander seconded a motion to authorize the City of Coburg to accept the donation of a 2012 Dodge Charger, a 2013 Dodge Charger, and a 2004 Ford Explorer to the Coburg police department. Motion passed unanimously.

9. ODOT High Visibility Overtime Enforcement Grant

Chief Larson explained that this grant was for traffic enforcement from October 1st 2021 through September 30th 2022 and included DUI enforcement, speed and safety belt enforcement, pedestrian safety enforcement, and distracted driving enforcement. He said he was excited about doing a traffic pedestrian enforcement in the near future.

Councilor Lehmann asked if there would be a sting operation for people not stopping at crosswalks and Chief Larson said yes and added that the manual he was reading explained exactly how to do this.

Councilor McConnell asked how they intended to do safety education for the public and police staff and Chief Larson explained that there was a training video for staff and flyer material to hand out to the public.

Councilor Lehmann noted that he hadn't seen the flashing speed warning lights recently and thought it would be good to get those back up with school reopening. He asked how the scam program was going and if they had requests for citizens use of radar guns. Chief Larson said the radar enforcement class had been cancelled due to Covid and said he would be making a presentation on the smart speed trailer soon.

Councilor Fox suggested that outreach in the newsletter or website could help drive participation in the scam program.

MOTION: Councilor Alexander moved, Councilor Blain seconded a motion to accept the high visibility grant funds awarded to the Coburg police department by the Oregon Department of Transportation. Motion passed unanimously.

9.1 Change in OLCC Licensing for Chief's

Ms. Egbert explained that Chief's already had a liquor license and were building a brewery on Coleman Rd. She said they had brought in a change in use permit from OLCC that the Council had to recommend approval of. This was a change in use so that they were able to sell the beer that they brew at the brewery. Ms. Egbert said there were no concerns from the police chief or city administrator with the application.

Councilor Lehmann asked about the size and location of the brewery but Ms. Egbert was not sure.

MOTION: Councilor Lehmann moved, Councilor Fox seconded a motion to recommend Oregon Liquor License Commission grant the change to Chief's Brewhouse liquor license. Motion passed unanimously.

9.2 Construction of Bike Hub in Pavilion Park

Ms. Heath shared that this was contract with Ryan Thomas construction which was the only bid received when the project went out for an informal bid procurement process. She said the project was funded by two different sources for a total of \$49,500 but the bid they received came in for \$64,000 and they had several discussions about reducing the scope of the project but decided they would like to move forward with the project as planned. Ms. Heath added that Brian Harmon had agreed to forgo buying a mower this year and spend that capitol on the bike hub project and she said that another option was to spend American Rescue Act money on the project as it was an economic development project. They were hoping to get the hub built by winter and were asking for the contract to get moving and for direction from staff as to which source to use for the additional funding.

Councilor Blain thought it made more sense to take the money from the American recovery fund rather than take something from public works that had been in the works for a while and Councilor McConnell agreed.

Mayor Smith thought that there was a limit of \$50,000 for the informal bid process and Ms. Heath answered that the limit was higher than that.

Mayor Smith asked if they had contacted Eugene Gears to look at the building to see what could be done with it and Ms. Egbert said staff was in the process of talking with different bike clubs to help provide the amenities.

Councilor McConnell suggested contacting bike shops for possible community service donations.

Ms. Heath explained that contracting for non-transportation public improvements up to \$150,000 could be awarded by using informal solicitation.

MOTION: Councilor Bell moved, Councilor McConnell seconded a motion to approve the contract with Ryan Thomas Construction, LLC in the amount of \$64,500 to construct a bike hub in Pavilion Park. Motion passed unanimously.

Councilor Bell asked if they needed Council direction on where to get the funds and Ms. Heath agreed. Councilor McConnell, Councilor Fox, and Mayor Smith agreed with using the American Recovery fund.

ADMINISTRATIVE INFORMATION REPORTS

10. American Recovery Funds

Councilor Blain asked if they staff had any idea of some other things they could spend these funds on. Ms. Heath said they would continue to see guidance on this and that they had shortened the list of what it could be spent on. She recommended that they look for opportunities that come up for economic development which helped build the community up for recovery such as providing outdoor spaces for restaurants and gatherings and some of the Main Street projects. Ms. Heath thought that they needed to poll businesses to ask what they needed to better serve the public such as signage or parking solutions.

11. Financial Written Update

Councilor Lehmann asked for clarification about the projected ending fund cash and why there were two different numbers. Ms. Heath explained that the ending fund balance was usually broken down into cash on hand and reserves, and also the ending fund balance included unspent contingency in the end of the year. She added that it was just two different ways of looking at the ending fund balance.

12. Administration Monthly Report

There were no questions about the administration monthly report.

COUNCIL COMMENTS

Mayor Smith asked the Council's thoughts on how to conduct future meetings.

Councilor Bell wished for hybrid meetings, having them in person as much as possible but making it available to others via electronic format.

Councilor Fox agreed with having hybrid meetings.

Councilor Lehmann wished to be in-person for vaccinated people only and otherwise to attend by Zoom.

Councilor Alexander liked the hybrid idea.
Councilor Blain agreed with hybrid meetings.

Councilor McConnell also agreed with hybrid meetings.

Mayor Smith shared that they had a studio in the chamber now with recording equipment to use and thought that hybrid would work very well.

Councilor Lehmann asked if they could get a vote on whether to require vaccination proof for attendance. Councilor Alexander asked how the staff felt about the Council going in their area and Ms. Heath explained that they did not require vaccination for staff at this time but had strict rules for masking and expected that the Council follow the same rules.

Ms. Heath added that the cost of this work in the City Council's chambers is something that could be considered for the American Recovery Funds.

Councilor Alexander if there was anything they could do as a group to come up with some kind of entertainment for the City as morale was important. Ms. Heath explained that the Main Street group had decided they would go forward with Christmas in Coburg including a block party if possible. She added that the Scarecrow Festival would encourage the public to get out and meet their neighbors.

Councilor Lehmann asked for an update on the IOOF building. Ms. Heath said they were in the process of putting together the written policy packet which would come to the Council for approval. She said right now they were allowing it for the use of community partners and had received grant money for work on the kitchen appliances and counter tops. Councilor Lehmann asked if there were any work parties planned to do those improvements and Mayor Smith said they were planned but they were still waiting to see what they would get for the grant.

Councilor Lehmann asked about the south side of Coburg Inn and what they were planning to do with that space. Ms. Heath said her understanding was that the winery was renting that space to do public events including a possible market or wine tasting events. Councilor Lehmann asked if there was any update on the new restaurant south of that but Ms. Heath did not know if they had turned in an application for the building yet. Ms. Winner added that they had different architects working on the design.

Councilor Fox asked if the overhead lighting was addressed in the IOOF hall grant. Ms. Winner said the overhead lighting was not part of the \$7,000 grant but there could be other opportunities for that.

Councilor McConnell commended Mr. Harmon and his crew for their work on the parks.

Mayor Smith asked if anything had been found anything on the appliances and Ms. Winner said she had not found anything definitive but had been looking at different suppliers focusing on the fridge, sink, and possibly dishwasher. Mayor Smith was hopeful they could deal with the electrical issues especially the lighting in the main hall which had not been up to code for decades.

UPCOMING AGENDA ITEMS

- Annexation Agreement
- Comprehensive Plan Amendment
- IOOF Rental Policy

FUTURE MEETINGS

- Park Tree Committee – September 21
- City Council October 12

ADJOURNMENT

Hearing no further discussion, Mayor Smith adjourned the meeting at 8:57 P.M.

APPROVED by the Coburg City Council on this xx day of xx 2021.

Ray Smith, Mayor of Coburg

ATTEST:

Sammy L. Egbert, City Recorder



MINUTES

Coburg City Council Work Session

October 12, 2021 6:00 P.M.

Coburg City Hall

Virtual - 91136 N Willamette Street

MEMBERS PRESENT: Planning Commissioner Clark, Planning Commissioner Marshall, Planning Chair Paul Thompson, Mayor Ray Smith, Councilor Bell, Councilor Alexander, Councilor Fox, Councilor McConnell, Councilor Lehmann.

MEMBERS ABSENT: Don Derby, Commissioner Wood, Commissioner Doyle, Councilor Blain.

STAFF PRESENT: Sammy Egbert, City Recorder; Anne Heath, City Administrator; Brian Harmon, Public Works; Megan Winner, Planning and Economic Development; Gary Darnielle, City Attorney; Damien Gilbert, City Engineer.

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

CALL TO ORDER

Mayor Smith called the meeting to order at 6:03 P.M.

ROLL CALL

Ms. Egbert took roll and a quorum was present.

COMMITTEE BUSINESS

Henry Hearley explained that the purpose of this work session was to make the council familiar with the annexation agreement before it came to them as part of public hearing. In addition to the city staff that have worked on this agreement, he explained that the applicant and their team have all provided input and feedback along the way.

Mr. Hearley explained that an annexation agreement at its most basic element is an agreement between the city and the developer which sets forth basic facts about a property and a proposal, and outlines terms and obligations that each party would adhere to or complete and often includes provisions for such services as water and sewer. He noted that they should avoid talking about zoning to be applied to the property. He shared that the applicant and their civil

engineer were here to answer questions, and the city engineer and city attorney were here to provide input into the agreement. Mr. Hearley explained they were looking for feedback on the agreement to take back to the applicant to discuss further.

Mr. Hearley explained that water and sewer would both be available to the property and that there was currently a 6" water line which crosses under I-5. He said sewer lines would be installed to serve each property as it develops and the water line project was currently being completed, providing a 12" water main to connect to within 300' of the southwest corner of the property. With further development, the water line would need to be connected and extended along the southerly and westerly sides of the property.

Mr. Hearley explained that the applicant would be responsible for complying with street improvements imposed by the city and county through the land development review process, however some improvements may commence following annexation, outlined in exhibit B including an additional 20' of right of way added to the southern portion of Van Duyn, construction of a 50' roadway, sidewalk curb and gutter and public utility improvements, two east-bound travel lanes from the property's west boundary to the access road, and the internal roadway providing access.

A traffic study had been completed by the applicant and was in the final stages of review, and additional traffic studies would be required upon site development as a requirement of the IN.

Mr. Hearley explained that the requirement for open space was driven by the master plan requirements. He said the applicant was proposing an initial allotment of a 10 acre piece of land for open space which would be an excellent opportunity for continuous open space that fit well within the community and acted as a natural landscape buffer between the adjacent residential area to the east. He said the initial open space would be improved with pedestrian walking paths and benches and the purpose of the open space was employee recreation and relaxation.

Mr. Hearley shared that in order to equitably distribute the initial allotment of open space the applicant has proposed the following distributions to be credited to each future lot; subsequent lots would be able to use a credit from the initial open space allotment which would be deducted from the 20% open space requirement for that parcel. In the end, after full development of all parcels, the total amount of open space could not be less than 20% of the entire property. Each lot will be required to have a minimum of 20% open space and 15% landscaping, and the required landscaping percentages may be counted towards the open space requirements.

Mr. Hearley explained that the annexation application would go to planning commission on November 17th which would issue a recommendation for approval or denial for both applications on to City council for final action.

Councilor McConnell asked about the open space allotment, if the space labeled exhibit B was the only portion designated for open space? Mr. Hearley answered that this was only the initial allotment of around 10 acres and there was much more open space forthcoming.

Commissioner Thompson wished to clarify that the 15% landscape requirement could be used to satisfy the 20% open space requirement and asked what qualified as landscaping. Mr. Hearley answered yes, and noted that trees planted in parking lot islands would count.

Councilor Fox asked if there would be a retaining wall and Mr. Hearley was not sure and suggested to ask the applicant's civil engineer about that but said it would largely remain an open space natural buffer.

Mayor Smith introduced the applicant Raymond Fisher from Raven Ventures.

Mr. Fisher explained that there was concern from the community about what would be placed in the area and said that much of the area was sloped and full of trees and was not conducive to building.

Mayor Smith asked about providing ingress/egress to the property and asked how they would provide this for the large number of employees and large vehicles. Damien Gilbert explained that this was a pretty complicated puzzle but said there were many systems in place to ensure the desired end result. He said at this phase they were not sure what the buildings would look like or how they would operate and so the traffic study under review was to address the zone change and not the developments yet. He said that when the land was originally contemplated it was assumed to be agricultural with very little traffic, and so the applicant had hired a traffic engineer to prepare a study looking at the reasonable worst case development scenario under the proposed zoning and to compare it to the existing zoning. Mr. Gilbert shared that in general it would depend on whether the intersections failed with the anticipated traffic, and if there were certain things that didn't function there would be set horizons for when those improvements would be made. He noted that they were sure this would need right turn lanes into the development, and explained each lot would have a proposed development that would go through the design review or master plan process and would have to do a traffic impact analysis. Mr. Gilbert added that ODOT would be working towards designing and funding an interchange improvement, and all the pieces would supposedly work together at the end.

Mayor Smith asked if the illustration was part of the annex or if there was flexibility with ingress/egress. Mr. Gilbert answered that this was an exhibit in the annexation agreement, and they had put in words for minimum right of way improvements which were generally adequate. Mayor Smith said one of his concerns was that this had to provide access to all of the other properties within the city limits and asked if they had concerns about this. Mr. Gilbert thought they needed some clarity from ODOT, and was not sure if they would close the driveways before the interchange improvements happened. Ms. Heath added that she had spoken with ODOT who said they would like to see the driveways closed at the time that the access road was built but that they were unsure if they had the ability enforce that and were currently reviewing this. Mayor Smith asked if there was a conflict if they wanted to upgrade Van Duyn to

get to that point and Mr. Gilbert explained that this application would not be building frontage improvements in front of the gas station or shutting down driveways. He added that they would build backbone infrastructure of the access road along the frontage but had no obligation or ability to build the road on their neighbor's property.

Mayor Smith asked who was responsible for the road upgrade from the interstate bridge to the potential annex property. Mr. Gilbert explained that in front of and encroaching on someone else's property and that if they set this project aside ODOT would purchase and build the frontage improvements across the neighbor's properties.

Mr. Fisher noted that when ODOT staked the right of way in 2018 they were getting ready to either buy or lease the land and he thought that their plan was to replace the bridge as part of the entire package but he had not heard from them since.

Councilor Bell asked if there was not a bridge in place but the purchaser of lot 3 needed a heavier bridge they would have to build it? Mr. Gilbert answered that if they wanted to build something intensive enough that the current infrastructure could not accommodate it then they would have to either build it or back off their development. Mr. Fisher added that if they had to build a bridge then they would wait and Mr. Gilbert said that from the zone change perspective nothing suggested that a bridge was needed.

Councilor Alexander asked how they defined a worst case scenario and Mr. Gilbert said they first looked at the code book for permitted uses and picked a reasonable worst case.

Commissioner Marshall asked if ODOT's original plan did not include this property as light industrial but agricultural and Mr. Gilbert explained that the zoning was agricultural and that they were well aware of the zone change that was coming. He added that ODOT would not recommend approval of the project until they approved the traffic study for the zone change.

Councilor Alexander asked if all the same laws and bylaws applied if one person bought all four lots and Mr. Gilbert answered yes.

Councilor Fox said he appreciated the discussion as he remembered a time when they had to have a traffic officer for a couple years before a traffic light went in.

Mayor Smith asked Mr. Hearley what tools the city had to ask the developer to provide the infrastructure needed for this. Mr. Hearley explained that these would be driven by the findings of the TIA and said that offsite improvements had to be tied to some requirement of the property. Mayor Smith asked if they were able to enforce these requirements or if they were reliant on some outside entity for this? Gary Darnielle explained that the owner of the property had to come to the city for site review, design review, and work within the city's code so they had complete control of the associated impacts.

Councilor Alexander asked if the code could be changed after the design was submitted and Mr. Darnielle answered yes, unless the city had an arrangement to freeze the zoning in the agreements. He added that the zoning ordinance had a list of outright permitted uses and conditional uses, and they still had to go through site review. Mayor Smith asked if the engineering standard was the norm they would answer to or if Coburg needed its own standard and Mr. Gilbert explained that their code was fairly typical and they would need a traffic study on pretty much any commercial development.

Mr. Gilbert said one beneficial engineering standard would be a signal warrant analysis and noted that smaller towns had lower thresholds for needing a traffic signal. Mayor Smith stressed the increase in commuters and commercial traffic going through town and noted that they could not put all of this on to the developers coming into the town.

Commissioner Clark asked if any of the open space became city property and Ms. Heath answered no. Mr. Darnielle explained that a conservation easement would leave the land in its current state.

ADJOURNMENT

Hearing no further discussion, Mayor Smith adjourned the meeting at 7:02 P.M.

by the Coburg City Council on this xx day of xx 2021.

Ray Smith, Mayor of Coburg

ATTEST:

Sammy L. Egbert, City Recorder

APPROVED by the Planning Commission of the City of Coburg this 17th day of November, 2021.

Paul Thompson, Planning Commission

Chair

ATTEST:

Sammy L. Egbert, City Recorder

DRAFT



MINUTES

Coburg City Council Work Session

October 12th, 2021 7:00 P.M.

Coburg City Hall

Virtual - 91136 N Willamette Street

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

MEMBERS ABSENT: Councilor Blain.

STAFF PRESENT: Sammy Egbert, City Recorder; Anne Heath, City Administrator; 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 7:08 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 noted that the council chamber had been turned into a studio with cameras, screens, and microphones, and thanked the staff for their work in making this happen. He added that they now had ADA compliant hearing pieces for those that need them.

Mayor Smith shared that they had appointed liaisons in February of 2021 who would be checking in and noted that they changed annually. He urged the group to bring information from their liaison assignment to any meeting and not wait for an invitation.

AGENDA REVIEW

Ms. Egbert shared that they had actually gotten the red folders back and she said they contained three different items; Park and Tree work plan and goals, the citizen inquiry report, and the annual financial report revised.

CITIZEN TESTIMONY

There was no citizen testimony submitted.

CONSENT AGENDA

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**

MOTION: Councilor Fox moved, Councilor Alexander seconded a motion to approve the consent agenda as presented. Motion passed unanimously.

SPECIAL GUEST

Mayor Smith welcomed the Chair of the Parks and Tree Committee Mary Mosier. Ms. Mosier highlighted a few goals of the Parks and Tree Committee. She shared that the toys had been replaced at Norma Pfeiffer Park and looked great, and said the dead trees at Trail's End would be replaced in clumps instead of in a line. She said the Booth Kelly signs were in the works and would include historical and botanical information. Ms. Mosier explained that they were still waiting on funding for the flagpole at Norma Pfeiffer but she said a bench that was donated had been installed. She said the committee had been very active in writing a donation policy which had been adopted. Ms. Mosier said they continued to do work parties and added that a long term goal was to establish a community volunteer base. She shared they had established a tree subcommittee that has been very active in looking at trees in the park that need to come down and were very knowledgeable about what trees they could be replaced with.

Councilor Lehmann asked if they were able to use any kind of weed killer in their parks and Ms. Mosier said Brian Harmon had done research on this and could better address this question. Mr. Harmon said they used some weed killers but were trying to find environmentally friendly variations and had come up with a few that seemed to work such as vinegar and dish soap but manually pulling them was still the best method. Councilor Lehmann noted that he had seen some walkways with more weeds than grass and Mr. Harmon explained that they do not spray any of the soft surface trails as they were hoping foot traffic would keep the weeds down. Mr. Harmon added that the area between the Hatfield Estates and Abby St. area was actually a bioswale and they did not apply any weed control there.

Councilor McConnell and Mayor Smith thought that the parks looked good and commended the public works staff and committee for their hard work in making them beautiful. Mayor

Smith noted that planting a tree was a 50 to 100 year commitment and said having people knowledgeable about them was a very big deal.

COUNCIL ACTION ITEMS

6. Planning Commission Reappointment

Ms. Winner shared the reappointment for three planning commissioners; Paul Thompson, Marissa Doyle, and Seth Clark. She explained that all three met the eligibility requirements and the two-year terms would end October 2023 if reappointed.

MOTION: Councilor Bell moved, Councilor McConnell seconded a motion to recommend that Mayor Smith reappoint Paul Thompson, Marissa Doyle, and Seth Clark to the Planning Commission for two-year terms expiring October 2023. Motion passed unanimously.

7. Street Banner Donation

Mr. Morneau shared that the Coburg Community Grange helped put together the welcome to Coburg banners a couple years ago and they wanted to take another step in that direction. Grange wanted to honor vets in Coburg by placing banners on light poles. He said they ended up getting 15 applications this year and had accepted all of them and hoped to get the City's support in allowing them to put up the banners. Mr. Morneau said their recommendation was doing this in November from the 1st to the 30th as it was veterans month. He said their goal was to put up 15 this year and add 12 every year as long as the Grange budget stayed fluid. He explained they had put an ad in the City newsletter and "I Love Coburg" and had gotten 16 applications but one had resigned as they were trying to get to older veterans first to recognize them while they were still alive. Mr. Morneau said that only putting them up for one month out of the year would help them last a lot longer. He shared that the signs were ready to go to print and they could have them by the 1st of November to put up.

Mayor Smith asked Mr. Harmon how intense changing out banners was and Mr. Harmon answered it was about a 5-minute job per. Mr. Harmon said 15 would be a good start but they could double that with the current brackets in place but after 30 they would have to look at new brackets for the remaining light poles.

In response to inquiry from Councilor Fox, Mr. Morneau said both sides of the banners would be identical and that they did not want to displace the existing welcome to Coburg signs.

Councilor McConnell asked what the process was for selecting veterans and Mr. Morneau said they had put out an article for veterans to contact him directly. He estimated that they would have at most 48 or 50 by the end of the project and the banners would last for years. He explained that to be eligible the veterans had to live in the Coburg fire district when the signs were erected but said that they would still be supported if the veterans passed away or moved when the signs were made.

Mayor Smith asked if there was a verification process and Mr. Morneau answered a DD214 was a requirement and they liked to have a picture of the veteran in uniform.

Councilor Bell thought this was wonderful and shared that a very good friend who was a marine had been honored in Sweet Home.

Mayor Smith asked the Council for general agreement and they gave the thumbs-up.

Mr. Harmon added that he would be putting together a group of younger veterans to help put these up.

ADMINISTRATIVE INFORMATION REPORTS

8. Park Land Swap

Ms. Heath explained that there had been discussion for several years about the land that was abutting the Pavilion Park and the old City Hall that had been used as park land. She said that the City maintained the land but it was not owned by the City but privately owned by Shephard Investment Group. Ms. Heath said that when the Coburg buildout scenario came out it was very evident what could happen on that land and it would disrupt the City's ability to use the park. She shared that they entered into conversation with the Shephard family at the request of the Mayor which had been going back and forth for over a year and she was able to sit down with the family after an appraisal of the land and came up with a land swap as the City did not have the money to purchase it outright. She explained that the grassy area and parking spaces that abutted their building were owned by the City and they had agreed to consider a land swap. Ms. Heath said the land of the park was significantly more valuable and that they had agreed to donate the difference but requested that the park or future plaza be named after their daughter Laura who had recently passed away. She said the City would be giving up some parking spaces and she was working with the Police Chief to figure out a different place for his building. Ms. Heath noted that parking could be tight on court days but said they also had downtown parking now.

Ms. Heath said she had been talking with another property owner, the Lamonts, about creating downtown parking on their lot and would be meeting with them in the future.

She said if they did not go forward with the land swap then the land could be sold off and become a parking lot or building which would reduce the amount of park land available to the community.

Councilor Alexander asked where the cost would come from for escrow and legal and Ms. Heath answered probably professional fees which they had a budget for.

Councilor McConnell thought it was an excellent idea and asked if they were specific about what they wanted in terms of naming. Ms. Heath explained they were open to consideration and different ideas. She added that if this worked out they would be interested in donating to the updates to the park.

Mayor Smith suggested interviewing the Shephard family to get ideas about what to put in the park in memory of Laura.

Councilor Bell asked to clarify which properties they were talking about and Ms. Heath answered they owned all the buildings except for the little garage all the way to Chief's.

Councilor McConnell asked if they were doing the land swap because of the difference in property costs and Ms. Heath answered yes, and they would make a substantial donation of the difference.

Mayor Smith added that the family had a significant history of donating to help the City and he said he had been concerned about losing the property for years. He said that when they did the buildout he had specifically asked for a parking lot pasted in to incite discussion on this.

9. Citizen Inquiry Quarterly Report

Ms. Egbert explained that there were quite a few inquiries this month and around 90% had gone to Public Works. She explained that inquiries were logged into administration and went to whichever department head it fell under who would respond to it, close it, summarize it, and return it to the City Administrator who signs off on it, then it could come back to administrative and logged closed.

Councilor Lehmann suggested that it might be helpful to know what the resolution or outcome was and not just that there was a question or issue.

10. Alley Project Update

Ms. Heath shared that this was a follow-up to a discussion from last time about the City working on a development plan to determine the use of the alleys. She explained that they had mapped the alleys and found that some actually had City infrastructure, some were required for home access, and some were alleys without a use. Ms. Heath said they would be calling in locates for every alley and on the same week each alley will be photographed to show what is in the alley. She said they would also design a public survey and go door-to-door to see how each alley is used and how essential they are.

Ms. Heath noted that the City needs to be careful when looking at the future as lot densities change and the trend is for smaller footprints in housing. She said a lot of the new neighborhoods have alley access to homes as the lots are too small to provide a driveway or garage. She added that they needed to consider more than who lives on the alley as there was a requirement that people within 200 feet of the alley also need to be notified and surveyed.

Ms. Heath explained that the City used to have a revokable right of way permit which was blended into the standard right of way permit normally used for other utilities and she said this could be a way to bring some of the encroachments into compliance.

Councilor Bell asked if the revokable permits were transferrable between property owners and Ms. Heath said she was not sure but said they could make it transferrable.

Councilor McConnell noted that an alley was missing and Ms. Heath explained that they had missed a couple and that this was just a starting point.

Councilor Alexander asked what the difference was between City infrastructure and utilities and Ms. Heath answered fiber, phone lines, gas lines.

Mayor Smith noted that there was a resolution to create a committee to look at this but he felt it was important to make an inventory and look at the options before having a committee look at policy. He explained that the state of Oregon has legislated a population limit where they have to consider high density in development and they had to be aware of that.

Ms. Heath said they had also talked about strengthening the language about how the alleys were maintained as public works was struggling with people dumping garbage in the alleys.

11. Financial Written Update

Councilor Alexander wished to have an updated on how much they had collected in gas tax since they increased it from \$.03 to \$.06. Mayor Smith asked when they got reports from the state on this and Mr. Gaines answered usually the first three weeks of the months following the collection of it. Councilor Alexander asked what the stated purpose or use was of that tax and Ms. Heath answered it was for street maintenance, repairs, or debt associated with street repair or maintenance.

12. Administration Monthly Report

Ms. Heath explained that they were changing up the way the police department's reports by using the dispatch reports to start providing Council more information on police activity in Coburg. She said this month's report had more information as they wanted the Council to see what kind of calls they got but in the future it would be broken down in to 6 or 7 areas of crime or reports they are dispatched to. Ms. Heath said there would also be a graph to show how police officers were spending their time which would help indicate if they needed to grow the police department.

Mayor Smith noted that a lot of this information came from their new dispatch service with Lane County which was not available with their previous service.

Councilor Lehmann asked for an update on the officer that they had assigned to work in Harrisburg at the next meeting.

Ms. Heath added that she had the Harrisburg report and offered to send it out to the Council.

13. Liaison Reports

Councilor Lehmann asked about the sandwich board signs and Ms. Heath explained that they had talked with a couple businesses who weren't placing them correctly and said it was a hard

subject as they were trying to support businesses who were struggling. She said they had talked to Main Street's group who was working on ideas for signage for local businesses rather than sandwich boards and she thought this would be very helpful for them.

Councilor Bell shared that she was a liaison on the planning commission and had learned a lot. She said they had a huge vested interested in how they managed growth.

Mayor Smith shared that there was a transportation group which was amazing. He shared that Councilor Fox who was their representative to Lane Area Committee on Transportation for central Lane County, Mayor Smith who was the representative for the Metropolitan Policy Committee which was the federal piggybank for the metropolitan area, Commissioner John Marshall from the Lane County transportation committee, and Paul Thompson who helped with federal funding and accountability all had a meeting to try to put a single message out from Coburg to any of these agencies. He noted that the bypass was a big issue to get commuter traffic out of downtown. He added that Mr. Harmon, Ms. Heath, and Ms. Winner were also in the meeting.

Councilor Alexander asked about the street next to the bistro and if they had talked about blocking it off. He noted that everyone pulls ahead of the stop sign before seeing it as it was blocked by a tree. Mayor Smith said this was something they needed to look at. Councilor Alexander thought that a simple reflective white line would work well.

Councilor Alexander shared that he had been the liaison for the police department and it had been eye-opening and he had taken for granted what they did every day and how they view the City. He said they cared very much about the town and protecting it. He suggested that they all get together as a group and show some support for the training they were doing.

Councilor Fox shared that the Ad Hoc Committee was on hiatus as it has finished up its work for the time being. He said there was a lot of thought and passionate discussion about setbacks and building lengths and how to challenge future developers to be more like the developments they had recently. He added that he had been on a tour of Green Island and said they would give the Council a personal tour if they wanted.

Councilor Bell asked Ms. Heath for an update on the TGM grant for transportation plan update at the next meeting. Mayor Smith noted that there wasn't a lot they could do without the grant and he said that one big discussion they had was whether they should be moving forward with building an entirely new transportation plan. He said they had decided to hold for more information but said they could continue to move forward with requesting grants for street projects without a TSP.

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

Hearing no further discussion, Mayor Smith adjourned the meeting at 8:52 P.M.

APPROVED by the Coburg City Council on this 9th day of December 2021.

Ray Smith, Mayor of Coburg

ATTEST:

Sammy L. Egbert, City Recorder

DRAFT



COBURG CITIZEN COMMITTEES

WORK PLAN GOALS – FISCAL YEAR 2021

1. To seek funding for identifying markers for National Historic District resources;
 2. To increase community involvement in Heritage work;
 3. To increase Committee involvement in CLG network and training opportunities;
 4. To update catalog of artifacts;
 5. To participate in new Heritage Park planning;
 5. To review Coburg Development Code and research Historic District codes in other jurisdictions ;
 6. To conduct a community survey to measure support and value of historic preservation in Coburg ;
 7. To involve the elementary school in a youth heritage program;
 8. To establish museum/place to store and display artifacts and antiquities (long term); and
 9. To incorporate Ordinance A-226 into Development Code (long term)
-

QUARTERLY REPORT TO CITY COUNCIL - Qtr 3, 2021

Shannon Sardell

The committee was given a Certified Local Government Grant (CLG) from the Oregon State Historic Preservation Office. The money is being used to make three identifying markers each in 2021 and 2022 for structures within the Coburg National Historic District. Criteria have included nominating some of the oldest and well maintained structures in the district. The Coburg Heritage Committee is presenting the first three plaques including the Alice Batch House-1906, the Diamond House-1890, and the NC and Rebecca Burns House-1894 in the afternoon of November 10, 2021.

The goal for the awarding of subsequent plaques in 2022 is to involve the Coburg community in nominating buildings during Historic Preservation Month (May 2022) and then presenting the plaques at the Antique Fair.

Efforts for other community involvement have been hampered by current public safety concerns regarding COVID-19.

Further progress has also been made on locating artifacts donated to the Coburg Heritage Committee and readying items for cataloguing.

Submitted by Chair Engebretson,

Please see below for the recap of the Coburg Finance-Audit Committee discussions from our recent Quarterly meetings

- Review of City of Coburg Fiscal Policies & Accounting Procedures (Ongoing)
 - Recent discussions focused on articulating appropriate qualifications for the City's 3rd party Financial Contractor role, which serves as a critical internal control to ensuring the City's financial statements are materially correct.
- Review of new resource recommended by independent auditor: "The AICPA Audit Committee Toolkit: Government Organizations." (Ongoing)
 - Committee to review City's written policy regarding avoiding conflicts of interest, specifically as it applies to Financial Contractors and Independent Auditors.
- Financing of SDC's discussion
 - Tim Gaines, City of Coburg Finance Director, raised the issue that the City's fee structure may not have been recouping its staffing cost for providing this service, and as a result, a new \$1,500 fee has been incorporated on the City's fee schedule to ensure taxpayers won't be subsidizing staff's time to administrate this benefit.
- Upcoming agenda item: Committee to review an issue that was resolved, but is related to the audit and reporting submitted to the State for FYE2020; the Committee will review the details and determine whether any additional internal controls, training, or any other mitigation might be needed to prevent a similar issue going forward.



COBURG CITY COUNCIL ACTION/ISSUE ITEM

TOPIC: Planning Commission Appointment

Meeting Date: November 9, 2021
 Staff Contact: Megan Winner, Planner
 Contact: 541-682-7862, megan.winner@ci.coburg.or.us

REQUESTED COUNCIL ACTION

Consider appointment of Alan Wells to the Planning Commission.

Recommended Motion: *I move to recommend Mayor Smith appoint Alan Wells to Planning Commission for a two-year term expiring in October 2023.*

BACKGROUND

Currently, there is one Planning Commission vacancy. Alan Wells submitted an application and demonstrated that he meets the requirements of the Planning Commission. At their October 20, 2021 meeting, the Planning Commission reviewed, interviewed and provided a unanimous (4-0) recommendation to appoint the applicant.

Planning Commission Bylaws:

- *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 or be an owner or partner of a business in the city limits. The area of influence is the City plus six miles adjacent thereto.*
- *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).*
- *Section 3. Members shall be appointed for two year terms, renewable upon majority vote of the commission present at a meeting.*

The position appointment expires in October 2023 and will come back to City Council for reappointment.

RECOMMENDATION AND ALTERNATIVES

1. Appoint applicant to Planning Commission.
2. Do not appoint applicant to the position. This action would result in a continued vacancy.
3. Taking no action would result in a continued vacancy.

BUDGET / FINANCIAL IMPACT

The financial impact of this action is negligible.

PUBLIC INVOLVEMENT

None.

NEXT STEPS

If appointed, the new Planning Commissioner will be notified of the next scheduled meetings and be provided background materials.

ATTACHMENTS

- A. Alan Wells Planning Commission application

REVIEWED THROUGH:

Anne Heath, City Administrator



CITY OF COBURG

91136 N Willamette | P.O. Box 8316
Coburg, Oregon 97408

APPLICATION FOR BOARDS, COMMISSIONS AND COMMITTEES

Please indicate the position you are applying for:

- Planning Commission
- Budget Committee
- Historic Preservation (Heritage Committee)
- Park/Tree Committee
- Finance/Audit Committee
- Other please indicate _____

Name: Alan Wells Phone: (541) 990-9613

Email: Alanwells1960@gmail.com

Physical Address: 32660 E. Locust Mailing Address: PO Box 8256 Coburg 97408

Occupation: self employed - comm. real estate

How long have you lived in Coburg? 11 yrs. How long have you lived in Oregon? 30 yrs.

Are you a registered Voter? Yes No

List boards, councils, or commissions, if any, that you have served on:

currently on Coburg's Zoning Committee

List and briefly describe community or service oriented organizations of which you are or have been a member:

none really

Describe any goals, ideas or objectives you have for the City of Coburg:

to keep the character of the community while addressing issues such as transportation and growth

List any skills, training, or experience that you have that might be useful to this position:

Architect, real estate (35 years) development

Why would you like to be appointed to this position?

very concerned about the future of the community

Signature: [Handwritten Signature]

Date: 6-28-2021



COBURG CITY COUNCIL ACTION/ISSUE ITEM

TOPIC: FINANCE DEPARTMENT MONTHLY REPORT

Meeting Date: November 9, 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 September 30, 2021

- August is the 3rd month of the fiscal year. If revenues and expenses were spread evenly throughout the year, the City should be at 25% of budget with each.
 - **Whole City Revenue** received \$1,078,046 or 11% of budgeted. However, taxes are not received until November or December. Compared to \$890,709 last year at September month end.
 - **Whole City Expenses** are \$1,301,125 which is 13% of budgeted. Compared to \$1,264,779 last year at September month end.
 - There is a 2% difference between Revenues received and Expenditures paid out.
 - All Funds, General, Streets, Water, Sewer are operating within their budgets.
 - It is early in the fiscal year and there are no high points or concerns to point out. Revenues budgeted are often time sensitive such as grant funds or reimbursements for projects. Therefore, revenues may seem behind but in reality, they are fine.
-

AUDIT

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

PUBLIC INVOLVEMENT

N/A

NEXT STEPS

- Continue Audit Work
- Water Project

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 September 2021
 - F. Bank Statements – September 2021
 - G. LGIP Statements – September 2021
-

REVIEWED BY:

Anne Heath, City Administrator

CITY OF COBURG
GENERAL FUND BUDGET PERFORMANCE ANALYSIS
September 30, 2021

CURRENT BUDGET YEAR 2021-2022

Account #	Account Name	HISTORICAL ACTUALS										Actual	Actual	Actual	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	YTD ACT/PROJ	YTD BUDGET	Variance (fav)/unfav	YTD %
		2016-17	2017-18	2018-19	2019-20	2020-21	JUL	AUG	SEPT	OCT	NOV																
	TOTAL GENERAL FUND REVENUE	1,920,492	2,322,272	2,764,876	2,075,738	2,299,185	65,091	284,409	106,008	264,386	264,386	264,386	264,386	264,386	264,386	264,386	264,386	264,386	264,386	264,386	264,386	264,386	2,834,983	3,172,634	337,650.62	89%	
	PERSONAL SERVICES																						750,000	750,000	Beginning Fund Balance		
	ADMINISTRATION	305,091	339,253	412,997	448,344	450,154	47,722	37,928	58,129	0	0	0	0	0	0	0	0	0	0	0	0	0	143,779	561,604	-417,825	-74%	
	PLANNING	49,664	60,154	87,192	79,098	39,402	3,724	4,734	5,388	0	0	0	0	0	0	0	0	0	0	0	0	0	13,846	58,937	-45,091	-77%	
	POLICE	284,948	354,383	390,597	401,572	469,242	40,990	40,410	58,692	0	0	0	0	0	0	0	0	0	0	0	0	0	140,092	585,135	-445,043	-76%	
	COURT	86,201	95,160	97,451	104,352	105,729	8,943	9,955	12,027	0	0	0	0	0	0	0	0	0	0	0	0	0	30,924	117,171	-86,247	-74%	
	ECONOMIC DEVELOPMENT	49,664	60,154	87,192	79,098	39,402	0	862	3,097	0	0	0	0	0	0	0	0	0	0	0	0	0	3,958	26,370	-22,412	-85%	
	PUBLIC WORKS	298,864	273,993	330,627	397,303	404,159	34,945	36,413	52,469	0	0	0	0	0	0	0	0	0	0	0	0	0	123,827	514,847	-391,020	-76%	
	TOTAL PERSONAL SERVICES	1,024,768	1,183,097	1,406,056	1,509,767	1,508,088	136,324	130,301	189,801	0	0	0	0	0	0	0	0	0	0	0	0	0	456,427	1,864,064	-1,407,637	-76%	
	MATERIALS AND SERVICES																						456,427	456,427	proof		
	ADMINISTRATION	226,043	248,187	220,817	219,341	252,167	69,794	12,346	17,105	0	0	0	0	0	0	0	0	0	0	0	0	0	99,245	498,300	-399,055	-80%	
	FACILITIES	97,833	170,524	82,624	153,795	99,485	2,961	8,942	4,189	0	0	0	0	0	0	0	0	0	0	0	0	0	16,091	148,100	-132,009	-89%	
	PLANNING	151,662	235,060	258,088	101,478	159,930	16,455	10,514	1,408	0	0	0	0	0	0	0	0	0	0	0	0	0	28,376	279,290	-250,914	-90%	
	POLICE	115,200	117,469	118,724	142,855	160,800	4,564	3,113	2,071	0	0	0	0	0	0	0	0	0	0	0	0	0	9,749	226,190	-216,441	-306%	
	COURT	19,796	28,606	27,291	38,908	42,050	3,068	2,011	711	0	0	0	0	0	0	0	0	0	0	0	0	0	5,791	44,050	-38,259	-36%	
	ECONOMIC DEVELOPMENT	50,451	23,836	42,939	80,991	21,600	12,996	1,035	6,159	0	0	0	0	0	0	0	0	0	0	0	0	0	20,190	70,700	-50,510	-22%	
	PARK & PARK CAPITAL	67,307	90,399	59,280	450,213	97,450	2,030	2,327	3,067	0	0	0	0	0	0	0	0	0	0	0	0	0	7,424	107,469	-100,045	-227%	
	TOTAL MATERIALS AND SERVICES	728,292	914,081	809,763	1,187,581	833,482	111,868	40,288	34,710	0	0	0	0	0	0	0	0	0	0	0	0	0	186,865	1,374,099	-1,187,234	-86%	
	INTERFUND TRANSFERS-OUT																										
	PARK FUND																										
	WATER CAPITAL FUND																										
	PAYROLL ALLOCATION- PLANNING																										
	STREET FUND																										
	SEWER FUND																										
	TOTAL TRANSFERS OUT																										
	TOTAL EXPENSES	1,822,661	2,097,178	2,265,819	2,747,348	2,391,570	248,192	170,589	224,511	0	0	0	0	0	0	0	0	0	0	0	0	0	643,292	3,238,163	-2,594,871	20%	
	TOTAL REVENUE/(LOSS)	97,831	225,094	499,057	586,250	-92,385	-183,101	113,820	-118,503	264,386	264,386	264,386	264,386	264,386	264,386	264,386	264,386	264,386	264,386	264,386	264,386	264,386	643,292	3,238,163	-2,594,871	20%	
	CASH IN BANK BEGINNING																										
	Revenue/(Loss)						910,837	625,133	702,688	926,527	1,190,914	1,455,300	1,719,686	1,984,072	2,248,458	2,512,844	2,777,231	3,041,617									
	Balance Sheet Adjustments						-183,101	113,820	-118,503	264,386	264,386	264,386	264,386	264,386	264,386	264,386	264,386	264,386									
	CASH IN BANK ENDING						625,133	702,688	926,527	1,190,914	1,455,300	1,719,686	1,984,072	2,248,458	2,512,844	2,777,231	3,041,617	3,306,003									
	General Fund Cash																										
	Park Reserve																										
	Total Cash on Hand																										
	Net Income/Loss																										
	Contingency																										
	Ending Fund Balance																										
	Budget Expenditures																										

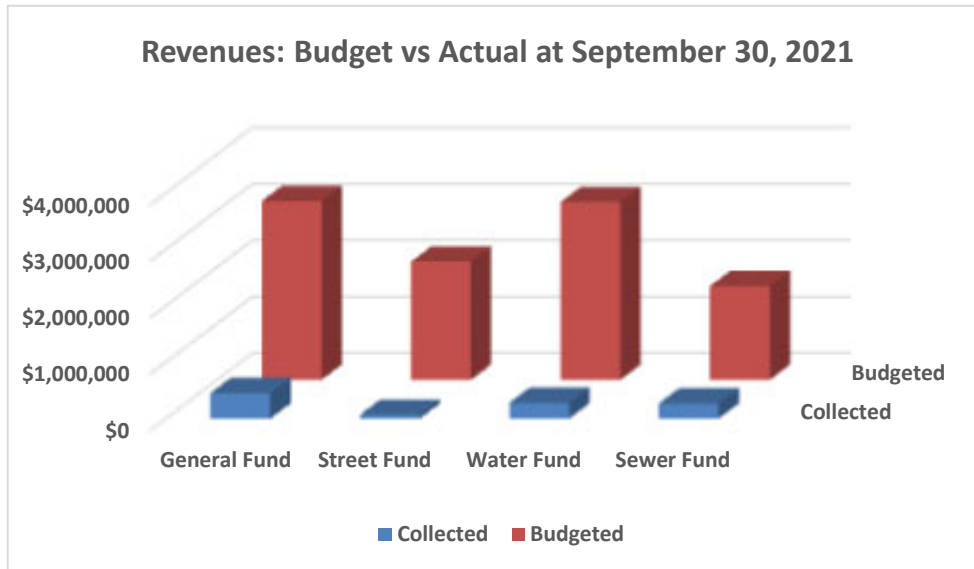
IMPORTANT NOTE:
This worksheet has been created for projection purposes only. It should not be read entirely as a year-to-date source. It is important for the purpose of projecting cash on hand at the end of the fiscal year

1,033,248
General Fund Cash
Park Reserve
Total Cash on Hand
1,033,248

250,000 Contingency
471,268 Ending Fund Balance
3,959,431 Budget Expenditures

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

Fund	Collected	Budgeted	Difference	Percentage
General Fund	\$455,508	\$3,172,634	\$2,717,126	14%
Street Fund	\$69,658	\$2,098,569	\$2,028,911	3%
Water Fund	\$282,653	\$3,155,768	\$2,873,115	9%
Sewer Fund	\$270,228	\$1,664,700	\$1,394,472	16%
TOTAL ALL FUNDS	\$1,078,046	\$10,091,671	\$9,013,625	11%



Important Notes:

Overall revenues should be 25% 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 September were \$1,739.

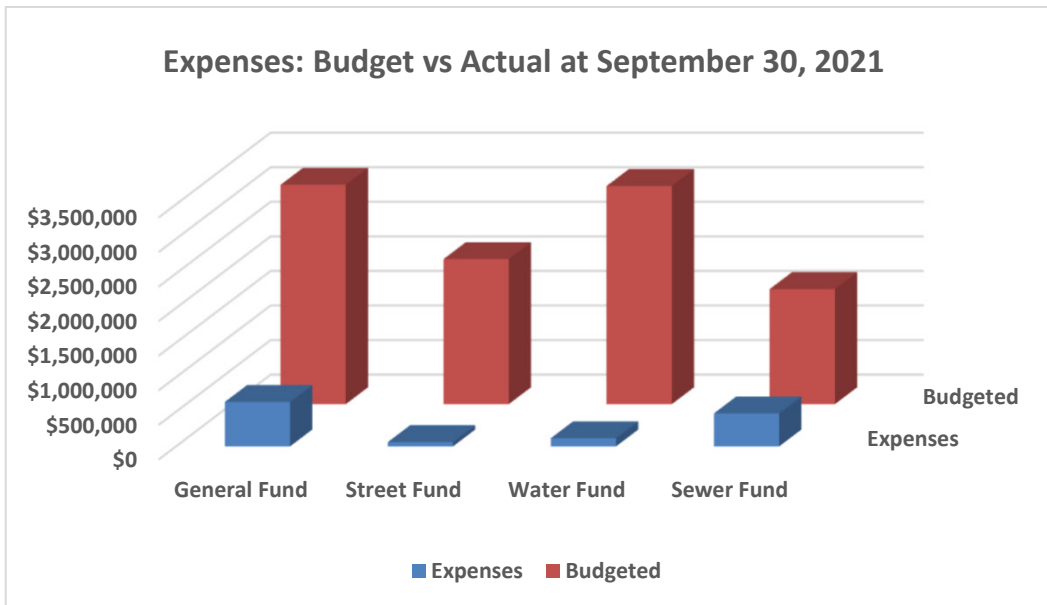
Grant Funds and Debt Reimbursement (Water Project) have not been received yet.

City Fuel Taxes received through the month of September were \$46,369, 30% of budget.

State Fuel Taxes received through the month of September were \$27,953, 33% of budget.

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

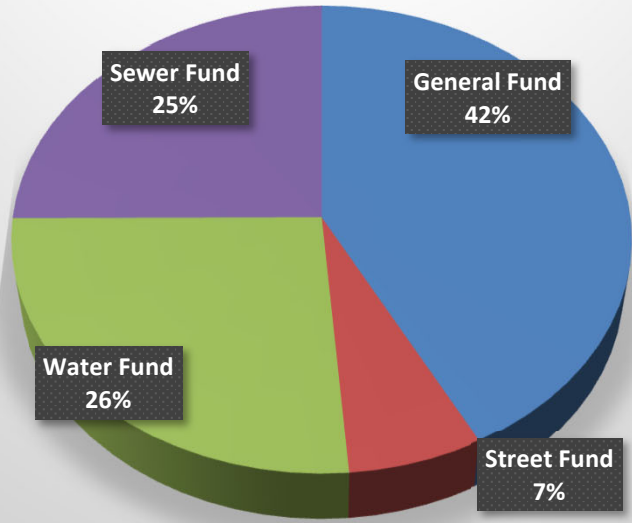
Fund	Expenses	Budgeted	Difference	Percentage
General Fund	\$643,291	\$3,172,634	\$2,529,343	20%
Street Fund	\$62,622	\$2,098,569	\$2,035,947	3%
Water Fund	\$118,019	\$3,155,768	\$3,037,749	4%
Sewer Fund	\$477,192	\$1,664,700	\$1,187,508	29%
TOTAL ALL FUNDS	\$1,301,125	\$10,091,671	\$8,790,546	13%



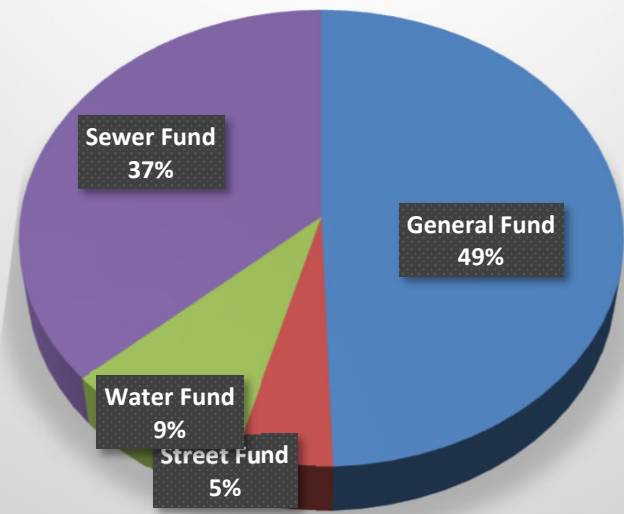
Important Notes

- Overall expenses should be 25% 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 9/30/2021



CITY WIDE EXPENSES 9/30/2021



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	3,922,634.00	106,007.79	455,507.88	3,467,126.12	0.00	3,467,126.12	88.39
	Fund Expense Sub Totals:	4,002,698.00	224,510.68	643,291.03	3,359,406.97	0.00	3,359,406.97	83.93
	Fund 001 Sub Totals:	80,064.00	118,502.89	187,783.15	-107,719.15	0.00		

General Fund

Item 7.

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	2,980,763.00	29,126.02	69,657.74	2,911,105.26	0.00	2,911,105.26	97.66
	Fund Expense Sub Totals:	2,980,763.00	22,799.02	62,622.21	2,918,140.79	0.00	2,918,140.79	97.90
	Fund 003 Sub Totals:	0.00	-6,327.00	-7,035.53	7,035.53	0.00		

Street Fund

Item 7.

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	4,464,970.00	90,354.00	282,652.61	4,182,317.39	0.00	4,182,317.39	93.67
	Fund Expense Sub Totals:	4,464,970.00	27,440.15	118,018.96	4,346,951.04	0.00	4,346,951.04	97.36
	Fund 004 Sub Totals:	0.00	-62,913.85	-164,633.65	164,633.65	0.00		

Water Fund

Item 7.

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	3,855,143.00	121,768.37	270,228.00	3,584,915.00	0.00	3,584,915.00	92.99
	Fund Expense Sub Totals:	3,855,142.95	43,428.77	477,192.48	3,377,950.47	0.00	3,377,950.47	87.62
	Fund 005 Sub Totals:	-0.05	-78,339.60	206,964.48	-206,964.53	0.00		

Sewer Fund

Item 7.

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Revenue Totals:	15,223,510.00	347,256.18	1,078,046.23	14,145,463.77	0.00	14,145,463.77	92.92
	Expense Totals:	15,303,573.95	318,178.62	1,301,124.68	14,002,449.27	0.00	14,002,449.27	91.50
	Report Totals:	80,063.95	-29,077.56	223,078.45	-143,014.50	0.00		

Total All Funds

Item 7.

CITY OF COBURG
September 30, 2021 **Fiscal Year 2022**
CASH ON HAND PER FUND

Bank Accounts									
Funds	KEY BANK - GEN	SP GEN.	SP SDC	For	SP SAVINGS	For	SUMMIT BANK	POLICE EVID.	TOTAL
GEN 001	104,736	626,115			151,633				882,485
PD Drug Educ.									-
Park Cap	105,855		44,909	Park SDC					150,763
STREET 003	107,963	304,167	409,302	Street SDC					821,432
WATER 004	428,132	993,130	48,622	Water SDC					1,469,883
SEWER 005	420,434		905,140	Sewer SDC	27,303	Membrane Replace			1,352,876
SEWER DEBT	441,751				121,645	Sewer Debt Reserve	-	Sewer Debt Res	563,395
EVIDENCE									100
TOTAL	1,608,870	1,923,412	1,407,972		300,581				5,240,935

CIP SDCs

Cash Balance 7/31/2021	\$5,240,935
Cash Balance 7/31/2020	\$4,500,775
<i>Difference</i>	740,160

REVENUE GENERATION BY FUND	
GENERAL FUND	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
STREET FUND	Street Taxes, User Fees, Grants, CIP Funds, SDC, Grants Loans
WATER FUND	User Fees, Grants, Capital Funds, SDC
SEWER FUND	User Fees, Grants, Capital Funds, SDC, Loans
SEWER DEBT FUND	LID, Loan Proceeds, URA Debt Service
EVIDENCE	Evidence Cash Seized



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

70 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
CITY OF COBURG
GENERAL ACCOUNT

Beginning balance 8-31-21	\$1,248,385.07
89 Additions	+335,606.13
91 Subtractions	-248,444.37
Net fees and charges	-569.38
Ending balance 9-30-21	\$1,334,977.45

Additions

Deposits	Date	Serial #	Source	
	9-1		Key Capture Deposit	\$2,877.99
	9-1		Merchant Svcs Merch Dep 8008238126	2,762.06
	9-1		Key Capture Deposit	440.00
	9-1		Merchant Svcs Merch Dep 8008238142	315.00
	9-2		Merchant Svcs Merch Dep 8008238126	805.10
	9-2		Direct Deposit, Pcs OR Trust Pcs OR Tr	647.71
	9-2		Merchant Svcs Merch Dep 8008238142	265.00
	9-3		Key Capture Deposit	5,590.32
	9-3		Direct Deposit, Northwest Payrolic Adjust	1,351.39
	9-3		Key Capture Deposit	1,124.08
	9-3		Merchant Svcs Merch Dep 8008238126	477.19
	9-3		Direct Deposit, Merchant S 8030298668	213.90
	9-3		Merchant Svcs Merch Dep 8008238142	77.00
	9-3		Key Capture Deposit	25.00
	9-7		Direct Deposit, City of Coburg Consumer	34,968.79
	9-7		Key Capture Deposit	4,394.96
	9-7		Merchant Svcs Merch Dep 8008238126	3,485.53
	9-7		Direct Deposit, City of Coburg Cons Coll	3,393.00
	9-7		Direct Deposit, Merchant S 8030298668	460.02
	9-7		Direct Deposit, Merchant S 8030298668	155.00
	9-7		Key Capture Deposit	50.00
	9-8		Merchant Svcs Merch Dep 8008238126	3,423.27
	9-8		Merchant Svcs Merch Dep 8008238142	100.00
	9-8		Direct Deposit, Merchant S 8030298668	92.00

Additions
(con't)

<i>Deposits</i>	<i>Date</i>	<i>Serial #</i>	<i>Source</i>	
	9-9		Key Capture Deposit	4,552.08
	9-9		Direct Deposit, Pcs OR Trust Pcs OR Tr	715.40
	9-9		Merchant Svcs Merch Dep 8008238142	465.00
	9-9		Merchant Svcs Merch Dep 8008238126	364.18
	9-10		Key Capture Deposit	12,172.14
	9-10		Key Capture Deposit	906.23
	9-10		Direct Deposit, Merchant S 8030298668	552.00
	9-10		Merchant Svcs Merch Dep 8008238126	537.57
	9-13		Key Capture Deposit	384.34
	9-13		Direct Deposit, Merchant S 8030298668	86.25
	9-13		Key Capture Deposit	79.00
	9-14		Merchant Svcs Merch Dep 8008238126	676.42
	9-14		Merchant Svcs Merch Dep 8008238142	365.00
	9-15		Merchant Svcs Merch Dep 8008238126	1,029.56
	9-15		Direct Deposit, Merchant S 8030298668	207.00
	9-15		Deposit Branch 0067 Oregon	125.00
	9-15		Deposit Branch 0067 Oregon	95.70
	9-15		Deposit Branch 0067 Oregon	60.00
	9-15		Deposit Branch 0067 Oregon	21.00
	9-16		Key Capture Deposit	1,707.59
	9-16		Direct Deposit, Pcs OR Trust Pcs OR Tr	894.80
	9-16		Merchant Svcs Merch Dep 8008238126	823.87
	9-17		Key Capture Deposit	120,607.45
	9-17		Key Capture Deposit	7,652.49
	9-17		Key Capture Deposit	821.39
	9-17		Merchant Svcs Merch Dep 8008238126	210.04
	9-20		Merchant Svcs Merch Dep 8008238126	1,348.15
	9-20		Merchant Svcs Merch Dep 8008238142	325.00
	9-20		Direct Deposit, Merchant S 8030298668	92.00
	9-21		Key Capture Deposit	14,603.22
	9-21		Key Capture Deposit	1,510.00
	9-21		Merchant Svcs Merch Dep 8008238126	1,047.23
	9-21		Merchant Svcs Merch Dep 8008238142	480.00
	9-21		Key Capture Deposit	50.00
	9-22		Key Capture Deposit	11,610.94
	9-22		Merchant Svcs Merch Dep 8008238126	3,011.45
	9-22		Merchant Svcs Merch Dep 8008238142	792.00
	9-22		Direct Deposit, Pcs OR Trust Pcs OR Tr	431.72
	9-22		Direct Deposit, Merchant S 8030298668	312.80
	9-24		Key Capture Deposit	8,471.36
	9-24		Key Capture Deposit	1,939.20
	9-24		Merchant Svcs Merch Dep 8008238126	694.05
	9-24		Merchant Svcs Merch Dep 8008238142	150.00
	9-24		Direct Deposit, Merchant S 8030298668	92.00
	9-27		Key Capture Deposit	17,450.76
	9-27		Key Capture Deposit	10,556.16
	9-27		Merchant Svcs Merch Dep 8008238142	417.00
	9-27		Merchant Svcs Merch Dep 8008238126	411.70
	9-28		Key Capture Deposit	9,240.72
	9-28		Key Capture Deposit	5,820.65



Additions
(con't)

Deposits	Date	Serial #	Source	
	9-28		Key Capture Deposit	500.00
	9-28		Merchant Svcs Merch Dep 8008238126	141.70
	9-28		Merchant Svcs Merch Dep 8008238142	80.00
	9-29		Direct Deposit, Merchant S 8030298668	2,460.70
	9-29		Direct Deposit, Pcs OR Trust Pcs OR Tr	552.63
	9-29		Merchant Svcs Merch Dep 8008238126	424.70
	9-30		Key Capture Deposit	8,262.69
	9-30		Key Capture Deposit	3,403.36
	9-30		Key Capture Deposit	2,268.23
	9-30		Deposit Branch 0067 Oregon	880.00
	9-30		Deposit Branch 0067 Oregon	871.00
	9-30		Merchant Svcs Merch Dep 8008238126	637.20
	9-30		Deposit Branch 0067 Oregon	400.00
	9-30		Deposit Branch 0067 Oregon	160.00
	9-30		Deposit Branch 0067 Oregon	100.00
Total additions				\$335,606.13

Subtractions

Paper Checks

* check missing from sequence

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
86834	9-8	\$15.99	86996	9-13	249.65	87020	9-14	1,403.07
*86874	9-13	75.00	86997	9-15	315.55	87021	9-20	62.85
*86948	9-15	1,008.00	86998	9-13	205.29	87022	9-20	364.00
86949	9-2	80.44	86999	9-13	293.05	87023	9-27	118.59
*86955	9-1	45,584.08	87000	9-13	658.00	87024	9-21	6,783.60
*86959	9-7	520.24	87001	9-15	15.99	87025	9-20	214.80
*86961	9-1	272.47	87002	9-13	2,080.76	87026	9-17	90.00
*86967	9-2	495.00	87003	9-14	453.34	*87028	9-21	36.81
*86972	9-1	3,275.00	*87005	9-15	1,350.00	87029	9-24	172.00
*86974	9-3	94.92	87006	9-14	523.00	87030	9-17	911.09
*86980	9-7	487.50	87007	9-14	15.60	87031	9-22	509.93
86981	9-7	1,351.39	87008	9-14	1,495.93	87032	9-29	1,632.00
86982	9-15	1,132.00	87009	9-14	5,000.00	87033	9-28	448.25
86983	9-16	3,531.25	87010	9-13	1,326.00	87034	9-29	185.45
86984	9-13	5,724.50	87011	9-15	1,516.29	87035	9-27	1,684.28
86985	9-13	52.30	87012	9-16	861.05	87036	9-28	36.17
86986	9-17	189.23	87013	9-13	340.00	87037	9-30	410.86
86987	9-15	577.50	87014	9-17	94.92	87038	9-27	1,113.65
*86989	9-13	45.12	87015	9-13	4,500.00	87039	9-27	1,573.00
*86991	9-14	29.00	87016	9-14	177.59	*87041	9-29	997.42
86992	9-14	50.89	87017	9-17	751.51	87042	9-27	675.00
86993	9-14	24.18	87018	9-20	4,500.00	*100161	9-16	838.86
86994	9-20	400.00	87019	9-16	200.00	100162	9-16	1,131.15
86995	9-17	384.30						

Paper Checks Paid

\$113,716.65

<i>Withdrawals</i>	<i>Date</i>	<i>Serial #</i>	<i>Location</i>	
	9-1		Merchant Svcs Merch Fee 8008238126	\$1,316.17
	9-1		Merchant Svcs Merch Fee 8008238142	155.57
	9-1		Direct Withdrawal, Invoice PA 2065Billing	112.30
	9-2		Direct Withdrawal, Merchant S 8030298668	131.35
	9-7		Direct Withdrawal, Valic Eremit Prm	3,407.48
	9-7		Direct Withdrawal, Asi Hc210827	435.00
	9-8		Direct Withdrawal, City of Coburg Return	278.27
	9-8		Direct Withdrawal, Cis Trust 5037633834	26,050.91
	9-8		Direct Withdrawal, Irs Usataxpymt	9,833.14
	9-9		Direct Withdrawal, OR Revenue Dept Taxpayment	2,818.19
	9-10		Direct Withdrawal, Asi Asi Fees	22.50
	9-13		Direct Withdrawal, KeyBank Auto Pymt	4,216.96
	9-14		Direct Withdrawal, City of Coburg Dir Dep	25,769.39
	9-15		Direct Withdrawal, Invoice PA 2065Billing	126.00
	9-22		Direct Withdrawal, Irs Usataxpymt	9,138.38
	9-22		Direct Withdrawal, OR Revenue Dept Taxpayment	2,553.24
	9-27		Direct Withdrawal, Employer Contrb Pers Cntrb	13,275.29
	9-27		Direct Withdrawal, Employer Contrb Pers Cntrb	4,300.83
	9-27		Direct Withdrawal, Employer Contrb Pers Cntrb	12.60
	9-28		Direct Withdrawal, City of Coburg Dir Dep	30,661.25
	9-29		Direct Withdrawal, Invoice PA 2065Billing	112.90
Total subtractions				\$248,444.37

Fees and charges

<i>Date</i>		<i>Quantity</i>	<i>Unit Charge</i>	
9-9-21	Aug Analysis Service Chg	1	569.38	-\$569.38
Fees and charges assessed this period				-\$569.38

See your Account Analysis statement for details.

Accounts Payable

Checks by Date - Summary by Check Date

User: Tim Gaines
 Printed: 10/31/2021 4:46 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
86981	TW	Ty Wilson	09/02/2021	1,351.39
Total for 9/2/2021:				1,351.39
86982	ANA165	Analytical Laboratory Group	09/09/2021	1,132.00
86983	BRA344	Branch Engineering	09/09/2021	3,531.25
86984	CasCol	Cascade Columbia Dist Co	09/09/2021	5,724.50
86985	CenLin	CenturyLink	09/09/2021	52.30
86986	CINTA	Cintas Corporation	09/09/2021	189.23
86987	CIS180	CIS Trust	09/09/2021	577.50
86988	COB122	Coburg Chamber of Commerce	09/09/2021	10,000.00
86989	CTX	Copytronix	09/09/2021	45.12
86990	DJC	Daily Journal of Commerce	09/09/2021	333.96
86991	DOCU	DocuTRAK Imaging, Inc.	09/09/2021	29.00
86992	Earth2O	Earth2O	09/09/2021	50.89
86993	EME131	Emerald People's Utility	09/09/2021	24.18
86994	FORMOS	Farmers Insurance	09/09/2021	400.00
86995	FERG	Ferguson Waterworks	09/09/2021	384.30
86996	HERC	Herc Rentals Inc.	09/09/2021	249.65
86997	HUNTER	Hunter Communications	09/09/2021	315.55
86998	IDEX	Idexx Laboratories, Inc.	09/09/2021	205.29
86999	IRO100	Iron Mountain	09/09/2021	293.05
87000	Kimball	Kimball Midwest	09/09/2021	658.00
87001	KORN	Alexis Koran	09/09/2021	15.99
87002	LAN129	Lane Council of Governments	09/09/2021	2,080.76
87003	Lanfin	Lane County Finance Department	09/09/2021	453.34
87004	LL	Larry Little	09/09/2021	41.35
87005	MACAB	Macadam Aluminum & Bronze	09/09/2021	1,350.00
87006	NMM	Nation's Mini Mix, Inc.	09/09/2021	523.00
87007	ONE193	One Call Concepts, Inc.	09/09/2021	15.60
87008	OreRev	Oregon Dept. of Revenue	09/09/2021	1,495.93
87009	ORRN	Oregon RAIN	09/09/2021	5,000.00
87010	OHD	Overhead Door	09/09/2021	1,326.00
87011	PAC150	Pacific Power	09/09/2021	1,516.29
87012	RAD300	Radar Shop	09/09/2021	861.05
87013	Rexius	Rexius	09/09/2021	340.00
87014	Stanley	Stanley Convergent Security Solutions, Inc.	09/09/2021	94.92
87015	UQVF	Umpqua Valley Financial	09/09/2021	4,500.00
87016	Valvln	Valvoline Instant Oil Change	09/09/2021	177.59
87017	Verizon	Verizon Wireless	09/09/2021	751.51
87018	VPA	Viewpoint Appraisals	09/09/2021	4,500.00
87019	OSGP	Voya-Oregon Savings Growth Plan	09/09/2021	200.00
87020	WelWel	Welt & Welt, Inc	09/09/2021	1,403.07
Total for 9/9/2021:				50,842.17
87021	AESecur	A & E Security and Electronic Solutions	09/15/2021	62.85

Check No	Vendor No	Vendor Name	Check Date	Check	Item 7.
87022	AllSea	All Seasons Equipment	09/15/2021		364.00
87023	CINTA	Cintas Corporation	09/15/2021		118.59
87024	EME131	Emerald People's Utility	09/15/2021		6,783.60
87025	Kimball	Kimball Midwest	09/15/2021		214.80
87026	MCKINLEY	McKinley Printing Co.	09/15/2021		90.00
87027	JM	Joe Morneau	09/15/2021		133.90
87028	NOR146	NW Natural	09/15/2021		36.81
87029	OLLps	Oregon Labor Law Poster Service	09/15/2021		172.00
87030	PacificS	PacificSource Administrators	09/15/2021		911.09
87031	ULINE	Uline	09/15/2021		509.93
				Total for 9/15/2021:	9,397.57
87032	ANA165	Analytical Laboratory Group	09/22/2021		1,632.00
87033	CenLin	CenturyLink	09/22/2021		448.25
87034	CitEug	City of Eugene	09/22/2021		185.45
87035	EDMS	EDMS	09/22/2021		1,684.28
87036	EME131	Emerald People's Utility	09/22/2021		36.17
87037	FERG	Ferguson Waterworks	09/22/2021		410.86
87038	LAN129	Lane Council of Governments	09/22/2021		1,113.65
87039	JLOND	London & Paris, LLP	09/22/2021		1,573.00
87040	Stanley	Stanley Convergent Security Solutions, Inc.	09/22/2021		94.92
87041	WelWel	Welt & Welt, Inc	09/22/2021		997.42
87042	PhWill	Phillip Williams	09/22/2021		675.00
				Total for 9/22/2021:	8,851.00
				Report Total (62 checks):	70,442.13



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

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

Public Transaction 379681084610		
CITY OF COBURG		
POLICE EVIDENCE TRUST		
	<u>Beginning balance 8-31-21</u>	<u>\$100.00</u>
	Ending balance 9-30-21	\$100.00

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



Account Statement - Transaction Summary

For the Month Ending **September 30, 2021**

COBURG CITY OF - COBURG CITY OF / GENERAL - 5969

Asset Summary		
	September 30, 2021	August 31, 2021
Oregon LGIP	1,923,412.02	2,034,125.57
Total	\$1,923,412.02	\$2,034,125.57

Oregon LGIP	
Opening Balance	2,034,125.57
Purchases	201,638.72
Redemptions	(312,352.27)
Closing Balance	\$1,923,412.02
Dividends	875.96



Account Statement

For the Month Ending **September 30, 2021**

COBURG CITY OF - COBURG CITY OF / GENERAL - 5969

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
Oregon LGIP					
Opening Balance					2,034,125.57
09/01/21	09/01/21	LGIP Fees - Received ACH (1 @ \$0.10 - From 5969) - August 2021	1.00	(0.10)	2,034,125.47
09/07/21	09/07/21	Transfer to 3784	1.00	(182,488.00)	1,851,637.47
09/08/21	09/08/21	Transfer from 3784	1.00	182,488.00	2,034,125.47
09/08/21	09/08/21	Transfer to 3784	1.00	(129,864.17)	1,904,261.30
09/14/21	09/14/21	Lane County - Tax Seg for August 01-31-2021	1.00	1,738.60	1,905,999.90
09/16/21	09/16/21	ODOT - ODOT PYMNT	1.00	16,536.16	1,922,536.06
09/30/21	10/01/21	Accrual Income Div Reinvestment - Distributions	1.00	875.96	1,923,412.02

Closing Balance	Month of September	Fiscal YTD July-September	Closing Balance
1,923,412.02			
Opening Balance	2,034,125.57	1,686,282.71	1,923,412.02
Purchases	201,638.72	549,481.83	1,937,762.49
Redemptions	(312,352.27)	(312,352.52)	0.55%
Closing Balance	1,923,412.02	1,923,412.02	
Dividends	875.96	2,552.24	



Account Statement - Transaction Summary

For the Month Ending **September 30, 2021**

COBURG CITY OF - COBURG CITY OF / SDC - 3711

Oregon LGIP

Opening Balance	1,407,335.91
Purchases	636.19
Redemptions	0.00

Closing Balance	\$1,407,972.10
Dividends	636.19

Asset Summary

Oregon LGIP	September 30, 2021	August 31, 2021
	1,407,972.10	1,407,335.91
Total	\$1,407,972.10	\$1,407,335.91



Account Statement

For the Month Ending **September 30, 2021**

COBURG CITY OF - COBURG CITY OF / SDC - 3711

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
Oregon LGIP					
Opening Balance					1,407,335.91
09/30/21	10/01/21	Accrual Income Div Reinvestment - Distributions	1.00	636.19	1,407,972.10

	Month of September	Fiscal YTD July-September	
Closing Balance			1,407,972.10
Opening Balance	1,407,335.91	1,405,968.14	Closing Balance
Purchases	636.19	2,003.96	Average Monthly Balance
Redemptions	0.00	0.00	Monthly Distribution Yield
			0.55%

Closing Balance	1,407,972.10	1,407,972.10
Dividends	636.19	2,003.96



Account Statement - Transaction Summary

For the Month Ending **September 30, 2021**

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

Asset Summary		
	September 30, 2021	August 31, 2021
Oregon LGIP	300,580.96	170,591.92
Total	\$300,580.96	\$170,591.92

Oregon LGIP	
Opening Balance	170,591.92
Purchases	312,477.04
Redemptions	(182,488.00)

Closing Balance	\$300,580.96
Dividends	124.87



Account Statement

For the Month Ending **September 30, 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
Oregon LGIP					
Opening Balance					
09/07/21	09/07/21	Transfer from 5969	1.00	182,488.00	353,079.92
09/08/21	09/08/21	Transfer from 5969	1.00	129,864.17	482,944.09
09/08/21	09/08/21	Transfer to 5969	1.00	(182,488.00)	300,456.09
09/30/21	10/01/21	Accrual Income Div Reinvestment - Distributions	1.00	124.87	300,580.96

Closing Balance					
			Month of September	Fiscal YTD July-September	300,580.96
Opening Balance			170,591.92	170,426.12	Closing Balance
Purchases			312,477.04	312,642.84	Average Monthly Balance
Redemptions			(182,488.00)	(182,488.00)	Monthly Distribution Yield
					0.55%

Closing Balance	300,580.96	300,580.96
Dividends	124.87	290.67

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: City Administration Report

Meeting Date: November 9, 2021
 Staff Contact: Anne Heath, City Administrator
 Contact: 541-682-7871, anne.heath@ci.coburg.or.us

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

GENERAL ADMINISTRATION

Van Duyn West Sidewalk

- Contract has been signed and this work will begin in the fall season. Waiting on Lane County to approve the right-of-way permit and work with the land-owner for right-of-way design

Alley Vacation

- A work plan has been designed and began to be implemented which includes survey to residents, photos of alley's and locates for utilities. The City will be divided into four quadrants which will be done one-two weeks at a time. It is anticipated that this will be completed in the early new year.

Annexation

- The calendar for the annexation agreement and zoning change application is as follows:
 - Planning Commission – November 17th
 - City Council – December 14th – 1st reading of ordinance
 - City Council – January 11th – 2nd reading

Mckenzie Street Funding

- The City received a \$100,000 grant for updates to Mckenzie Street east of Willamette. This will repair the street, add sidewalks on one side, and parking on the opposite side. This work is anticipated to be completed in summer or fall of 2022. The City Administrator took a very early preliminary design to all businesses that are operating on the east side of Mckenzie street and discussed the plan. We also spoke with the owner of Chiefs who is supportive of a sidewalk along Mckenzie. We will continue to check in with them as the design continues to be developed.

TUF Implementation

- The first billings went out in October. We received only one formal appeal which was discussed and settled with the owner of the business to his satisfaction. Staff had a few complicated billings that they settled out prior to the November billing. It is anticipated that the monthly final billing will be approximately \$12,500 per month.

Land Swap

- City Administrator has reached out to the Shepard family to let them know that the Council has approved moving forward with this transaction. City Administrator met with the Park Committee and discussed the park land. The next step is to draw up an agreement and arrange for some of the Park and Tree Committee to meet with the Shepard family to discuss the naming of the park

Zoning code – Ad Hoc Committee

The City has contracted through LCOG to have Urban Collaborative take the work of the Ad-hoc committee and to create suggested code language. They will then bring it back to the committee for review, and eventually to the community for community input. It is anticipated that it will be ready for adoption in the spring of 2022. The work focused on is:

- Top priorities identified by the Ad Hoc Committee for updating the Coburg Development Code:
 - Central Business district architectural standards.
 - Central Business district rules regarding Formula Businesses in general, formula businesses in particular.
 - Subdivision code.
 - Next priority after the previous items are mitigated: Multi-family architectural and site standards for residential zones.
- Next steps:
 - Land Use Planning professional to be engaged to develop draft Development Code language for Central Business District as well as Subdivisions (grant funds to be used for "phase 1").
 - Draft language is to be developed based on content of Ad Hoc Committee's discussions and other documentation such as draft language suggested and submitted by Committee members.
 - Committee will re-engage upon completion of first drafts by the Land Use Planning professional.

In addition, the staff has discussed **design standard** for streets with the Engineer and he is currently working on alternative standards for collector streets and narrow local streets. Staff hopes that we can have the Ad-hoc committee also review these along with the transportation representatives for the City, and then it will be included in the code updates.

Capital Project Document

Now that we have passed and implemented the TUF, we are working on a capital project list that includes the projected timing, and the recommended treatment on each segment of roadway. In addition, we will be establishing the funding for each

project. We are working to complete this for the streets, but we will also be completing it for water, sewer, parks and City Hall as well. This will come to the Council in the form of a full document for review at their retreat and approval by resolution in the February Council meeting.

City Hall Updates

City Hall is undergoing some siding work to replace rotted siding. In addition, we are replacing windows that are cracked or have broken seals. Lastly, the City Hall will be painted when all other projects are completed. Staff has awarded the bid for painting and will be scheduling it as soon as possible.

Emergency Response – ODOT

The City has invited ODOT into a conversation regarding emergency response when the freeway is shut down. This happens several times a year causing traffic to back up in the downtown area, and creates a challenge for our own Fire and Police to respond to calls. This meeting will take place in November and the intention to create a stronger partnership so that we can alleviate and manage the traffic better.

Local Jurisdiction of County Roads

- Mayor, Transportation volunteers, and the staff will meet with Lane County staff in November to discuss the possibility of local jurisdiction of some county roads. County Roads in Coburg include Pearl, Willamette, Van Duyn and Coburg Bottom Loop.

Upcoming Meetings

November 10	Heritage Committee
November 16	Park Tree Committee
November 17	Planning Commission
December 8	Heritage Committee
December 14	City Council Meeting

DEPARTMENTS AND OPERATIONS

City Recorder | Utility Billing | Office Administration - Prepared by Sammy Egbert

City Recorder

- October 12th to November 9th held six **Public Meetings**. All Public meetings are noticed, electronic and paper retention completed, minutes drafted, signed and recorded.
- Notice and posted the recruitment for Public Works Operator 1.
- Budget Committee, Heritage Committee & Finance Audit Committee vacancy and recruitment. These vacancy are posted in Our Town, on Facebook, and at Dari Mart.

- Completed 10 lien searches for properties in the City limits that are selling or refinancing loans.

Utility Billing

- October Utility billed 579 accounts covering 9/1 to 9/30.
 - Billed Water \$79,300 | Sewer \$69,700 | TUF \$12,700
 - Payments Received \$154,600
 - 82 past dues charged
 - 2 Active payment plans
 - 4 Change in services
 - 2 Customers signed up for auto pay
- TUF Implementation
 - Creating task lists and administrative processes forms for administration and utility billing.
 - Updated utility billing month end reconciliation and reporting forms to include the TUF billing and receivables. Worked with 12 individual accounts to review the charge and break downs on the bill.
 - Implemented the rates for limited income assistance accounts

Administration front Office

- Annual business license renewals will go out mid-November. This will be managed by Sara at the front desk. She is reviewing the ordinance, forms and training with Mandy.
- Recruitment posting
- IOOF rental reservation and general use administrative processes are being created. Task list forms and calendars are in the works.
- Coburg Community Charter School 8th graders visited City Hall three Fridays in October for Community Days. Learning about Local Government, Public Works, Police and Court.

Finance

- See Finance Report under separate tab.

Planning & Economic Development – Prepared by Megan Winner

- ANX 01-20 & ZC 01-20: Planning Commission public hearing scheduled for November 17th, 2021;
- SUB 02-20: Construction has begun on new 26 home subdivision. Addresses issued for new lots;

- 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;
- 10 Structural/Plumbing/Mechanical/Electrical Permits issued in September;
- Triad Machinery sign permit approved;
- Heritage Committee scheduled to distribute three historic preservation awards to recipients at November 10th meeting;
- Construction on the Bike Hub began October 14th and estimated completion is 12 weeks. Grand opening celebration with GEARs and other partner organizations being planned;
- Alley analysis work plan development underway. Survey designed and inventory to begin the first week of November;
- Welcome three new businesses: Coburg Candy Store, Studio Seven and Farm Kitchen Candle Company
- Met with Aqsa Khan, new Venture Catalyst serving Coburg from RAIN;

Main streets and Economic Development – Prepared by Tracey Pugh

- Attending RDI Grant Writing Seminar (5 weeks)
- Participate in weekly Oregon Main Street zoom meetings
- Attended Main Street Conference
- Met with all Main Street committee members one-on-one
- Gathered articles and created November/December Our Town newsletter
- Met with Grange, Anne, and Brian regarding Christmas in Coburg and created flyer
- Met with Bruce King regarding Wayfinding Signage for downtown
- Created Business Survey for feedback from Coburg businesses
- Talked to other Main Street Directors about murals
- Working with Mural committee and school about creating mural to place on The Grange
- Ordered appliances for IOOF building which we received grant funds to purchase
- Participated in Coburg Community Charter School's Community Days

Public Works – Prepared by Brian Harmon

- **Streets and ROW.**
 - **Street**
 - Fixed pot holes
 - Met with owner of Chiefs about parking on W. McKenzie
 - Trimmed trees on Willamette St, S Coleman, E McKenzie
 - **Coburg Creek Subdivision**
 - Met with Contractor, City Engineer & Inspector, and Developers Engineer on a preliminary plan for addressing N. Coleman St condition and drainage.
 - **Storm Water**
 - Cleaned catch basins before the rains came

Water Utility

- **New services**

- 3 new services
- **Sewer Utility**
 - **Collections**
 - **New tank Installations**
 - 3 new services
 - **Pumping**
 - 1 tank
 - **Inspections**
 - 6
 - **Callouts**
 - 5
 - **Plant Repairs & Major Maintenance**
 - Spent considerable time preparing for the work session and tour of plant
- **Parks Dept**
 - **Parks and Tree Committee**
 - Work Session on a Plaza at Pavilion Park
 - Work Party in the Pavilion Park
 - **Park Maintenance**
 - Bike hub construction has started
- **Misc.**
 - **Locates 14**
 - **Work Orders 61**
 - **Worked on City Hall siding project**
 - **Held a training class for the 8th graders at the Coburg Charter School**

Municipal Court

- **October 2021 Activity Measures:**
 - **Citations (Crimes and Violations)**
 - New Citations for October 5, 2021 Court Date: 23
 - **October 2020 Receipts Including Collections,**
 - **Total Fines:** \$17,566.96 (total monies taken in for the month, nothing deducted), *compared to \$12,602.29 October of 2020*
 - **Net Fines:** \$13,320.00 (City share only, NOT including collections), *compared to \$8,825.34 in October of 2020*
 - **October 2021 Professional Credit Service Collections:**
 - **Total Collection Revenue:** \$4,246.96 *compared to \$3,776.95 in October of 2020*
 - **Turned over to collection:** \$ 5,017.00 *compared to \$13,146.00 in October 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 Regular Court Session: November 16, 2021
December 7, 2021**

Police Department – Prepared by Larry Larson

October Police Activity

- Officers responded to a suicidal subject at Serenity Lane. A male had climbed on the roof of a two-story building and was refusing to come down. OSP and LCSO Crisis Negotiator were able to talk to subject down. Officers followed the ambulance as they transported the subject to the hospital for evaluation
- Officers completed VIN checks for local businesses.
- Officers investigated a fight between two males at the truck stop. The unknown suspect fled the scene prior to our arrival
- Officers investigated a motor vehicle crash between two commercial trucks.
- Officers took a subject in for a Peace Officer Hold (POH) after they made suicidal statements
- Officers arrested a subject on outstanding warrants
- Officers seized stolen license plates
- Officers responded to a German Sheppard dog running at large. We were unable to locate the dog
- Officers worked bailiff duties at Harrisburg Municipal Court
- Officer investigated a call of a female being harassed from a male on a dating site. It was unfounded
- Officers recovered a stolen vehicle on Roberts Court. The vehicle was stolen out of Junction City
- Officers investigated abandoned vehicles on Roberts Road. The vehicles were removed
- Officers are attending FSST refresher training for the ODOT traffic grant
- Officers arrested a male on outstanding warrants out of Eugene Municipal Court
- Officers towed a hazard vehicle, box truck parked in the middle of the road by McDonalds
- Officers completed several truck inspections
- Officers investigated a telephonic harassment between a Coburg resident and a resident out of state. The case was resolved

- Officers arrested a male driver for DUII in the Dari Mart parking lot
- Officers responded to an alarm at a local business on Roberts Court
- Officers investigated a call of someone hacking into a cellular phone. It was unfounded
- Officers investigate a non-injury motor vehicle crash at Pearl and Industrial Way
- Officers assisted OSP on a reckless driving, menacing with a gun on I-5. Officers assisted with a high-risk traffic stop due to the subject having a gun on him. He was taken into custody
- Officers arrested a male driver for DUII. After writing a search warrant for blood and taking him to McKenzie Willamette Hospital for a blood draw he was lodged in the Lane County Jail
- Officers participated in a DUII trial in Coburg Municipal Court. The defendant pled guilty
- Officers investigated motor vehicle crash with injuries on Industrial Way. The female driver was taken to the hospital by ambulance
- Coburg Police Department had an audit of the evidence room done by Sgt. McPherson of the Oakridge Police Department. See attached

Upcoming Events:

- November/December – MILO (Multi Interactive Learning Objective) training (De-escalation)
- Christmas in Coburg, Light parade

Harrisburg Police Patrol - 3RD Quarter, 2021 (July, August & Sept)

- 70 Traffic stops
 - 15 Citations written
 - 0 Written warning
 - One arrest
- | | | |
|--------------------|-------------|------------------|
| • July | 7 Citations | 26 Traffic stops |
| • August | 3 citations | 14 Traffic stops |
| • September | 5 Citations | 30 Traffic stops |
- Officers worked Bailiff Duties for Harrisburg Municipal Court on July, August September
 - Officers arrested a male subject for contempt of court and lodged him in the Linn County Jail.
 - July 4th Coburg Officers worked the Harrisburg Fourth of July Celebration
 - Officers worked the parade and the fireworks show
 - August 3rd Coburg Officers participated in the Harrisburg National Night Out Event
 - August 6th and 7th Coburg Officers worked the Harrisburg Harvest Festival
 - Officers patrolled the school zone due to complaints of kids running in the street

Violations and Written Citations

- 5 Speeding

- 2 Driving While Suspended violation
- 2 Fail to obey a traffic control device
- 2 Fail to use safety belt
- 1 Improper turn signal
- 1 Cell phone
- 2 Driving uninsured

Harrisburg City Ordinance issues

- Officers continue to work city ordinance issues. Officers patrol the city and when we find an issue, we make contact with residents to resolve the issues.
- Officers towed two-abandoned vehicles.
- Officers worked additional issues brought to our attention by Lori or Carol.

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. 9/21/21 Park Tree Committee
- B. 9/23/21 Code Review Ad Hoc
- C. 10/13/2021 Heritage Committee
- D. 10/19/2021 Park Tree Committee



Coburg Parks | Tree Committee Meeting

September 21st, 2021 – 6:00 P.M.

Virtual Meeting – Coburg City Hall
91136 North Willamette St.

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

COMMITTEE MEMBERS ABSENT: Lonna Meston.

STAFF PRESENT: Burke Hansen, Public Works Supervisor; Anne Heath, City Administrator.

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

1. Call Meeting to Order

Ms. Mosier called the Park and Tree Committee to order at 6:00 p.m.

2. Roll Call

Mr. Hansen took roll and a quorum was present.

3. Agenda Review

Chair Mosier wished to clarify on the buffer subject, she wished to scratch the I-5 part out and just look at buffers.

4. Approve Minutes from August 17th 2021

Ms. Marshall noted a misspelling at the end of page 5, that Jacob Spores Park was spelled incorrectly.

MOTION: Mr. Morneau moved, Ms. Coury seconded a motion to accept the minutes as corrected. Motion passed unanimously.

5. City Updates – City Administrator Monthly Report

There were no questions on the City Administrator report.

Chair Mosier asked Ms. Heath for a brief synopsis on what was happening with the property on the other side of the interstate. Ms. Heath shared that they were in the final stages of the annexation agreement which includes the buffer zone requirements and were just waiting on transportation to comment on the plan. She said it would go to the joint Council and Planning Commission work session on October 12th which would take them through the basics of the annexation agreement, then in November it would go to the Planning Commission which would make a recommendation, afterwards it would go to City Council in December. She added that the zone change was an ordinance that would be wrapped up in January.

Ms. Heath noted that they wanted to maintain the tree line and said that part of the annexation agreement stipulated that each development have some open space for their employees. She said there was some discussion regarding pathways along the tree line but this was not popular with the police, public works, the residents, or the developer due to security concerns.

Ms. Coury said a resident there was concerned about cutting down trees in front of the buffer and Ms. Heath explained they were trying to leave as much buffer as possible but there may be some trees that need to be cut down. She added that in one area the property owner had gone into the developer's property and logged the timber without asking which would affect the look of the buffer there.

COMMITTEE BUSINESS

6. Possible Grants for Plaza

Ms. Heath shared that they had been working on a design to redo McKenzie Street but they did not get the grant they applied for. She noted that there were other grant opportunities coming. Ms. Heath said she looked at plaza ideas that had a road along side it to create a space where people could stop and rest including picnic tables, benches, and greens. She said this was important as people wanted to continue with outside eating spaces during the pandemic.

Ms. Heath said she was working on getting the other piece of property at the end of Pavilion Park and had pitched a proposal for a land swap so they owned that property which would expand the park. She shared that there was an Oregon Park and Recreation grant for up to \$75,000 and another up to \$750,000 which was due in April and noted that these things were being funded as there was a focus on rebuilding economies and the development of communities while creating outdoor and downtown public spaces.

Ms. Heath shared the possibilities of connecting the park to other places in town using things such as pavement paint and crosswalks to connect the whole downtown and parks together.

Mr. Beatty recalled three scenarios put forward in the Coburg buildout and asked if they would go back and visit those proposals. Ms. Heath said that was possible but said that the buildout showed what could happen not on the park but on the lot beside it.

Ms. Smith liked the idea of making Pavilion more useful and suggested having work sessions so that they were ready once the grants came around. She wanted to look at some of the photos Ms. Heath had to get started as it would be a big planning process.

Ms. Heath suggested coming up with a design and letting the public give comment on it, and thought that they should go for the larger grant which was due in April. She added that there was an Oregon Main Streets grant which could be another funding source. Ms. Smith suggesting having a large scale map to plan the scope of the design.

Chair Mosier asked when the land swap would occur and Ms. Heath said it was on their time and thought that it would occur but was not sure of the time scale.

Ms. Coury explained the need to invest in trees and open spaces now to take advantage of the cooling effect it would provide.

Chair Mosier suggested meeting outside to look at the map and plan. She asked if the land swap was giving up any space within the City and Ms. Heath answered no, that they were trading some of the parking behind the Umbrella Properties building for the park land.

7. Buffer Ideas for East of I-5 Property

Ms. Coury explained that she read an article on how urban areas dealt with heat and said that investment in tree canopy was important. She said that air conditioners for example just increased the outside heat and consumed a lot of electricity. Ms. Coury said that tree density could be considered infrastructure but that it took a lot of resources. She explained that older trees were more efficient in evaporating water which cooled the air and that it took a younger tree many years to reach this state.

Ms. Coury shared that an effective urban forest could lower air temperatures up to 9 degrees, and could lower surface temperatures under the tree by up to 45 degrees. She noted that urban materials such as pavement absorbed and radiated heat while trees reflected more heat and allowed air flow. She mentioned strategies such as increasing tree cover, installing green or reflective roofs, using cool pavements which were permeable or reflective, and using smart growth practices. Ms. Coury wished to discuss making sure their policies regarding open spaces included these kinds of concepts.

Ms. Smith liked the ideas and thought it would be good to look into hardscape surfaces that were more beneficial than pavement or asphalt and thought that this would be something to eventually be adopted as an ordinance or code by Council.

8. Tree Sub Committee Trails End Trees

Mr. Beatty said he and Ms. Meston had met and had a long discussion and shared that they had decided on developing along the paved portion of the walkway and doing tree groves rather than planting them in a line in addition to planting a mixed variety of trees and native shrubs. He added that he had been gathering lots of milkweed for the monarch butterfly.

Mr. Beatty thought they needed to start with Pavilion Park and said he had met with an arborist and had talked about the big leaf maple. He noted that trees were important for concerts in the pavilion and said they needed to address replacing or planting new trees there.

Mr. Burke added that during the last storm they had two big leaf maples that lost substantial limbs and while trimming dead growth in the one by Coburg Inn they had found a lot of hollow and rotten timber high up in the tree which was concerning.

Ms. Smith said that old growth maples were never meant to be street trees and suggested looking at the tree list that Eugene uses to start planning. She suggested working with Urban Lumber to possibly defray some of the cost by purchasing some of the burls and usable wood.

Chair Mosier said they might have to check to see how the tree fund budget was looking before considering taking trees down. Mr. Burke said he would discuss this with Mr. Harmon when he got back and suggested that the tree sub committee start looking at which trees should go first.

Ms. Coury asked if they could get started on new trees during the transition time and Mr. Beatty thought that was the best way but they just needed to find a location. Ms. Smith suggested not planting anything until they had an overall plan for the park as they would lose the shade anyway if the trees fell over.

Chair Mosier suggested having a work session at Pavilion Park to get a better idea of what the tree situation looked like. Ms. Smith and Mr. Beatty said they would be available in evenings to meet. Ms. Marshall and Ms. Coury said evenings would possibly work for them also.

9. Badminton/Volleyball Net at Johnny Diamond

Mr. Hansen shared that he had gotten a net but wanted to wait to see where the Committee wanted it. He said it would probably be at an angle to give enough space for a proper field.

Chair Mosier thought it sounded good and said keeping it away from the play area was a good idea.

Mr. Hansen said they would probably put it up this week and said they would move it if needed.

10. Toddler Toys and Tables at Norma Pfeiffer Park

Chair Mosier said the toys went in and they looked great and suggested everyone stop by to see them. Mr. Hansen said he had changed the placement slightly to even out the space and shared that there were children waiting to use them the first day they were put in.

Mr. Hansen asked where they wanted the kids' tables to be placed and Ms. Smith suggested looking at that in the work session.

11. Work Party Recap from September

Ms. Marshall shared that she, Ms. Mosier, Mr. Beatty, and Ms. Meston had worked for three hours at Booth Kelly trimming branches and cutting ivy but noted that more equipment work was needed. She thought that it looked a lot better and added that there would be wood chips put down. Mr. Hansen said they planned to put chips down there as well as in the Norma Pfeiffer playground and added that they would clean up the south end of the path and along the fence.

Ms. Smith noted that the swings at Jacob Spores were high off the ground and suggested something more suitable for younger kids.

Mr. Hansen said they would also look at clearing the blackberry bushes covering one of the benches before they put chips down.

12. Work Party Plan for October

Ms. Marshall thought it was time to spruce up Pavilion and Mr. Hansen agreed, adding that they also needed to re-bark mulch. Mr. Hansen asked when the best time was to trim the crab apple trees and Mr. Beatty answered now, before the limbs broke off.

Chair Mosier agreed to shoot for Pavilion and asked Ms. Marshall to send out reminders for the 18th at 9 A.M.

13. Committee Work Plan Review

Ms. Smith commended Public Works for their work on the bench placement and toddler toys.

Mr. Hansen shared that he had already seen an elderly couple enjoying the new bench.

ADJOURNMENT

Hearing no further discussion, Chair Mosier adjourned the meeting at 7:04 P.M.

DATES TO REMEMBER

October 12th – City Council Meeting

October 19th – 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

DRAFT



MINUTES
Code Review
Ad-Hoc Committee

September 23rd, 2021 5:30 P.M.
 Virtual Meeting - Coburg City Hall
 91136 N Willamette Street

COMMITTEE MEMBERS PRESENT: John Fox, City Councilor; Marissa Doyle, Planning Commissioner; Alan Wells, Business Owner; Cathy Engebretson, Citizen At-Large.

COMMITTEE MEMBERS ABSENT: Patty McConnell, City Councilor; Paul Thompson, Planning Commission Chair.

STAFF PRESENT: Anne Heath, City Administrator.

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

1. CALL TO ORDER

Chair Fox called the meeting to order at 5:37 P.M.

2. ROLL CALL

Ms. Heath took roll and a quorum was present.

3. COMMITTEE BUSINESS

- **Review and Wrap-up**

Chair Fox shared that he had sent out the formula-based restrictions they had looked at earlier and thought that they were pretty much finished reviewing the proposed code changes.

Chair Fox asked the committee to share any thoughts on what worked, what didn't, and what could be improved upon for any committee. He noted that working remotely while not having a shared digital storage or drop box between the members was difficult. Ms. Heath suggested adding a drop box to their website that the public could see it but the committee could access it and said she would talk with Ms. Egbert about this. Ms. Doyle suggested using a whiteboard program to be able to take shared notes on documents.

Ms. Engebretson thought that meeting bi-weekly instead of monthly was good as it would have been easy to forget what was talked about the last meeting with such a content-heavy topic.

Ms. Heath said she would send out the stages of work once the contract with LCOG was in place to be able to review with Zoe what she is doing. She said Zoe wanted to have a workshop in the end where people can look at it and give feedback.

Ms. Engebretson thought that one priority in the code after what they had been working on was multi-family and how to get more affordable homes when new subdivisions were developed. Ms. Heath noted that Oregon would be mandating that all cities over 50,000 redo their code to allow for multi-family housing in residential neighborhoods. She said a lot of larger cities were applying for grant funds to do this work and it would be interesting to see some of the code that comes from them to borrow. Chair Fox

4. MINUTES FOR APPROVAL

- **April 22nd, 2021**

Ms. Engebretson wished to request a change to something she said on the second paragraph of page two. She wanted to rephrase it to say that it is believed stores like Dollar Tree have led to food deserts. Ms. Heath suggested using the word concerning and Ms. Engebretson agreed.

- **June 17th, 2021**

Ms. Engebretson mentioned that on page two under committee business in section 4 they were talking about examples of code language which she said was not clear in the text. She wished to add that the Council discussed example code language that had been provided to them and clarify that they were talking about examples and not their actual code

On the fourth paragraph down on page two she noted that at that point they had changed topic and it was not clear what the paragraph was talking about. Ms. Heath suggested scratching the text if it was not relevant. Chair Fox thought that they were talking about everyone in the central business district going through the approval process as it was a small district but he supported scratching the section. Ms. Doyle thought it was talking about making sure businesses fit in well with Coburg. Chair Fox said from looking at the next sentence that they were talking about the looks of downtown and keeping the character but was not quite captured. Ms. Engebretson suggested striking this section as she did not remember what exactly was being talked about.

On page three Ms. Engebretson noted that transition homes for the elderly would require a small square footage instead of a large square footage. On paragraph six she wished to clarify that Ms. Heath was advised by Lane County that traffic backing up from school pickups should not be used as a justification for an east-west connector and Ms. Heath added that it was the traffic engineer that had advised her of that. Ms. Heath wished for it to say that she was advised by the City engineer.

- **July 15th, 2021**

There were no corrections for these minutes.

MOTION: Ms. Engebretson moved, Mr. Wells seconded a motion to approve the minutes as amended. Motion passed unanimously.

5. FUTURE MEETINGS | DATES TO REMEMBER

- **Next Code Review Ad-Hoc Committee Meeting: NO MEETINGS SCHEDULED AT THIS TIME**

6. ADJOURNMENT

Hearing no further discussion, Chair Fox adjourned the meeting at 6:14 P.M.

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

DRAFT

Chair, John Fox

ATTEST:

Sammy L. Egbert, City Recorder



Coburg Heritage Committee
 October 13th, 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, Shannon Sardell.

COMMITTEE MEMBERS ABSENT: None.

STAFF PRESENT: Megan Winner, Planning and Economic Development.

1. Call the Meeting to Order

Chair Doyle called the meeting to order at 6:06 P.M.

2. Roll Call

Ms. Winner called roll and a quorum was present.

3. Committee Business

- **Preservation Award Ceremony Planning**

Ms. Winner showed off the awards for the Committee to inspect and there was general approval of the design. She thanked Ms. Shattuck for picking them up and Ms. Shattuck noted that it was a group effort.

Ms. Winner asked what the Committee thought about giving the awards out and noted that there were talks of a block party around Christmas time but it was still up in the air. She suggested having the recipients come to City Hall during a meeting or going to their houses individually. Mr. Sheehan liked the idea of a fall-themed virtual event if they couldn't do it at a larger event and Ms. Winner noted that the Council chamber was now equipped for virtual events. Mr. Sheehan mentioned having the event at a local farm but noted that they weren't within Lane County. Ms. Sardell liked the idea of going to their houses and keeping it more informal and low-key. Ms. Winner suggested helping the recipients install the awards if they wanted it and Ms. Shattuck suggested contacting the owners to see what they wanted to do but thought that having the ceremony during a meeting would be good. Ms. Shattuck floated

the idea of having another presentation of the plaques around Preservation Month in the spring which could set off the next round of nominations. Ms. Doyle liked the idea of doing the awards four months apart as it gave time to get nominations in, make decisions, and get the plaques ordered. Mr. Sheehan suggested keeping it low-key by taking pictures of their houses and presenting them as a slideshow and then doing something larger around the new year.

Ms. Shattuck asked how many historic homes they had and noted the goal was to do three a year until they got them all covered. Mr. Sheehan added that with all the grants they wouldn't run out of money.

Ms. Winner asked what time they would want to present the awards. Mr. Sheehan suggested calling them to ask what worked best. Ms. Winner thought it would be nice if as many members could go as possible and the Committee agreed. Ms. Winner suggested presenting them before the next meeting and Ms. Doyle noted that it would be dark by that time. Mr. Sheehan noted that the time change would happen only a few days before their next meeting and Ms. Doyle suggested starting the meeting a little earlier than normal. Ms. Winner suggested contacting the owners to see if they would be available then or possibly the weekend before as it would be lighter. Mr. Sheehan said Saturdays would be tough for people interested in football but said that Sunday would be great. Ms. Winner said she would reach out to the recipients to see their availability. Mr. Sheehan added that they could do presentations at different times of the day to accommodate them. Ms. Sardell suggested doing it on Sunday as it would be the last day they would have enough light in the evening for photos and the group agreed.

- **Inventory**

Ms. Winner shared that she had not found much aside from one red bag. She said she had asked several people but no one knew where the other stuff was and she said most of the closets had been cleaned out. Ms. Shattuck noted that she had seen two or three boxes, large framed pictures, and other things piled in a closet in the office area. Ms. Winner explained that the closet was now Sammy Egbert's office but Ms. Egbert did not know where the items had gone. She was not sure how to proceed and asked the group for direction. Ms. Shattuck offered to help look and Ms. Sardell suggested sending out an email to everyone in the building to ask if they had any leads.

Ms. Winner shared that the president of the Chamber had brought in former Mayor Jim Broughton's art portfolio and she shared it with the Committee.

Ms. Winner said that Cheryl had some things at home that she was willing to give to the Committee.

Ms. Shattuck remembered that they had done inventory several years ago and Ms. Winner asked if there was a copy of that list but Ms. Shattuck did not have it.

Ms. Winner reminded the Committee that it was time to do their report to City Council about their goals. Ms. Sardell said she would be willing to fill out the form and attend the next Council

meeting. Ms. Winner asked that she submit the report by November 1st to get it into the packet.

- **Info Share**

Ms. Sardell asked when the next community newsletter would be and Ms. Winner answered that the next issue was November-December. Ms. Sardell suggested putting something in that issue with a picture of the plaques being presented. Ms. Winner asked if they wanted a picture of the plaques freestanding to announce who won or just give them out and Ms. Sardell suggested the next newsletter cycle. Ms. Shattuck asked if there was a pretty fall place they could take pictures and Mr. Sheehan suggested the place across from Chief's. Ms. Sardell liked the idea of pictures of the plaques with a blurb about them in the newsletter. Ms. Winner agreed and asked if anyone would be willing to take this on. Ms. Sardell offered her front porch for pictures. Ms. Shattuck suggested having the plaques in one picture and having three sentences of congratulations for their stewardship of a historic place.

- **Begin Planning for Preservation Month 2022 Historic Art Contest**

Ms. Sardell recalled that the last contest they had was towards the end of May and explained that people voted on their favorites. Ms. Winner asked how that went and if they liked it that way and Ms. Sardell thought it would work either way. Ms. Sardell noted that it got a little bigger and better each year and they just needed to get the word out. Ms. Winner remembered that they needed to get a call for artists out at the beginning of the year. Ms. Sardell offered to help get posters out and noted that they had some radio time.

Ms. Doyle asked if they had paid someone to do the posters in the past and Ms. Sardell was not sure but noted that they turned out very well.

Mr. Sheehan asked what the art entailed and Ms. Winner explained that past examples were any historic structure in Lane County and people could do any form of medium. Ms. Shattuck mentioned that they were trying to come up with a new theme this year and suggested incorporating historic homes and gardens in the Spring. Ms. Winner added that they had everyone come into Council chambers to vote on a winner and a couple businesses in town donated things for a gift basket as a prize.

Mr. Sheehan noted that they could get a lot of people attending if they presented it both live and virtually. He asked if they could allow people from all over Lane County to vote and Ms. Winner said they could determine that in the rules if they wanted.

Ms. Shattuck noted that the local American Institute of Architects did a people's choice award where they put the project boards up in a place people could go to look at them with a link to a website where they could vote for their favorite of each category. She suggested the idea of also auctioning off the art.

Ms. Sardell asked if they had access to the IOOF and thought that would be a good place to display the art and the group agreed. Ms. Winner noted that they weren't able to just leave

those doors open and Ms. Doyle suggested some kind of open house. Ms. Winner suggested allowing people check out a key for access. Ms. Sardell suggested having a very short art walk and having one stop be at the Grange if they needed more spots.

Mr. Sheehan suggested having the stops at local businesses which could maybe give them some business and thought this could also encourage the businesses to donate to the prize baskets. He thought this could lead to way more exposure. Ms. Shattuck wanted to make sure the art would be kept safe there and Ms. Winner asked if most of them were framed. Ms. Shattuck said most were framed and Ms. Doyle suggested requiring that they be able to be hung on a wall. Mr. Sheehan noted each business could have different display spots such as behind the bar at Chief’s. Ms. Sardell noted that displaying them online also would be helpful. Ms. Doyle suggested talking to the Main Street coordinator Tracy about this and Ms. Winner agreed. Ms. Winner offered to ask Tracy to their next meeting as her work overlapped with historic preservation and the group agreed.

4. Future Meetings | Dates to Remember

- Next Heritage Committee Meeting: November 10th, 2021

5. Adjournment

Chair Doyle adjourned the meeting at 6:58 P.M.

(Minutes recorded by Jayson Hayden)

APPROVED by Heritage Committee on this 11th day of November 2021.

ATTEST:

Sammy L. Egbert, City Recorder

Marissa Doyle, Chair



Coburg Parks | Tree Committee Meeting

October 19th, 2021 – 6:00 P.M.

Virtual Meeting – Coburg City Hall
91136 North Willamette St.

COMMITTEE MEMBERS PRESENT: Chair Mary Mosier, Claire Smith, Karen Coury, Lonna Meston, Tom Beatty, Councilor Patty McConnell.

COMMITTEE MEMBERS ABSENT: Coleen Marshall, Joe Morneau.

STAFF PRESENT: Brian Harmon, Public Works Director; Anne Heath, City Administrator.

GUESTS: Marla and John Pagter, local residents.

1. CALL MEETING TO ORDER

Chair Mosier called the Park and Tree Committee to order at 6:02 P.M.

2. ROLL CALL

Mr. Harmon took roll and a quorum was present.

3. AGENDA REVIEW

Chair Mosier asked the guests to introduce themselves and Pagter shared that they were here to float the idea of introducing the sport of pickleball. Chair Mosier added this topic to the agenda.

4. APPROVE MINUTES FROM SEPTEMBER 2021

Ms. Coury commended the minutes and thought that they were well encapsulated and covered all of the right points.

MOTION: Ms. Coury moved, Ms. Smith seconded a motion to approve the minutes as presented. Motion passed unanimously.

5. CITY UPDATES/CITY ADMINISTRATOR REPORT

There were no updates.

6. PUBLIC TESTIMONY

Ms. Pagter shared that after having a brain tumor 6 years ago she was able to recover with the help of pickleball. She explained that it bridged the gaps between ages, genders, sexes, and people from different backgrounds and allowed them to come together to play for an hour and a half and have a good time. She noted it seemed to break the barriers in communities and it was physically great for aging people. Ms. Pagter added that the sport promoted no joint replacements and it was a very uplifting positive thing during covid as it was not considered a contact sport. She said it was great for both old and young and also facilitated the handicapped and could also give students something to do outside of school.

Ms. Pagter said she had measured out the basketball courts and said there was room for two pickleball courts. She explained that it could be either an indoor or outdoor sport and suggested teaming with the Emerald Valley Pickleball Club which provides boxes and paddles that are locked up for the community to use. Ms. Pagter added that pickleball was one of the fastest growing sports and was a great stress reliever and would bring in people to local businesses.

7. COMMITTEE BUSINESS

- **Plaza Ideas for Pavilion Park**

Ms. Heath urged the committee to dream but to not take too long as the grant they would like to submit was due in April. She noted that it was up to a \$750,000 grant but added that there was another one due in May for only \$75,000. She said that if they were thinking restrooms it would be at least \$100,000. Ms. Heath explained that they needed at least 30% of a design complete in order to turn something in for funding and she urged the Committee not to leave it till the end. Mr. Harmon said they had talked about taking home paper maps to take notes on.

Ms. Coury asked what the grant was for and what elements they were looking for. Ms. Heath answered it was through the Oregon Park & Recreation and in order to get funding they were looking for strong diversity, equity, and inclusion, which includes people of all demographics such as the handicapped and people in poverty. Ms. Heath added that just about every grant right now had to include talking about these things if they wanted a chance of getting it. She said the other piece was including economic development, or how to get people to order from restaurants and eat in the park or attend summer events. She shared that a local business owner suggested getting bathrooms in the park as theirs were clogged every time an event happened.

Ms. Meston said it seemed like there was a lot to go into a project and suggested putting together a team not only of Parks & Tree members but also City Council reps and people from different areas of the City.

Ms. Heath shared that the Council had given direction to do the land swap and the owner of the land had agreed to make a significant donation with the swap. She added that the owner

requested that the park or plaza be named after his daughter who had passed away last year. She suggested that some representatives meet with him to discuss naming. Ms. Coury asked what defined a plaza and Ms. Heath gave some examples of features including a park with a perimeter sidewalk, benches, trees, chess sets or checkerboards, and possibly a play fountain. Mr. Harmon thought that a fountain would be a great idea and said it could be low-maintenance. Ms. Heath suggested putting a group together to discuss this and Ms. Smith asked who would be part of the group. Ms. Heath answered that local business owners would be good as well as someone from the Heritage Committee or the Main Street group.

Mr. Harmon asked what the match was for the grant and Ms. Heath answered most of the time it was 10.27% but she was not completely sure. She wondered if they could use the donation of the property as a match.

Ms. Pagter asked where this land was that was donated and Ms. Heath answered that it was right up against the old City Hall.

Ms. Meston said it sounded like a budget concept would be helpful fairly soon and Ms. Heath agreed but noted that it would be part of next year's budget. Ms. Heath thought that having a land donation for it, having an economic development aspect, and emphasizing diversity, equity, and including as a major part of the planning would lead to a very good chance of being funded. Mr. Harmon suggested taking the next month to get ideas down, doing another work session, and figuring out who would be on the subcommittee to put a plan together and setting a deadline for the middle of January to go to engineering.

Ms. McConnell thought that Main Street and the mural committee could also help out and Ms. Heath agreed.

- **Work Session Recap**

Chair Mosier ran through some notes from the work session. Topics discussed included the purpose of the park, McKenzie being redone with a sidewalk, the need for ADA parking, circular tables around the light posts, how to shade the audience at concerts, a border of trees around Willamette St, a wind-driven sculpture, replacing older trees on the northwest corner, curved rock walls extension, adding restrooms, elevating the section of the plaza that slopes up towards the buildings, adding lights, and creating shade in the northwest corner.

Ms. Coury added that they had talked about where to add hardscapes and Ms. Heath said her vision was on McKenzie St and wrapping the corner of the park with a wavy path big enough for tables.

Ms. Heath explained that their SDC list included a list of capital projects but said they could adopt a list of capitol projects to use SDCs for as long as they were on the adopted list. She wanted to make sure that whatever they dreamed for the next 5 years was put on the list so they could develop a capitol plan that showed every project they hoped for and have the

Council adopt it. Mr. Harmon said that the idea was to give the committee the list to mull over for the next few weeks and address it in November so they could make a decision in December.

Ms. Heath thought it would be helpful for projects like the Northside Park and Southside Park to have clearer names. She suggested that the committee review the list to see what made sense and come back with the capitol projects they wanted on the list for the next 5 years and added that they would have the resolution be reviewed annually.

Mr. Harmon explained that they would be building in Coburg Creek this year and the next year and if another subdivision came along they would want something on their list ready to go. Ms. Heath said to keep in mind that Johnny Diamond park cost about \$300,000 in the end.

Ms. Meston asked for more clarity on what was meant by diversity, equity, and inclusion in terms of a park and Ms. Heath said she would review the grant information to see what was required.

Ms. Smith asked if SDCs were just for improvements or initial installations and Mr. Harmon explained that the best way to look at SDCs was to think of them as increasing capacity. Ms. Heath added that the new neighborhood going in would have a substantial amount of SDCs from that neighborhood of around \$3,500 for parks per home and she said that the development on the east side would be substantial.

Chair Mosier asked if additional restrooms would have to be in a new development in order for SDCs to cover the expense. Mr. Harmon said not necessarily and Ms. Heath said that if they added wheelchair access to the bathroom they would be able to use SDCs for a portion of it.

Mr. Beatty asked what a future employee minipark was and Ms. Smith thought this was referring to developing an open mini space on the east side for employees to use separate from the actual park.

- **Work Party**

Mr. Beatty shared that Ms. Marshall and he had met at Pavilion Park to clean up the horse trough, weed around the big leaf maple, and trim the crabapples.

- **Upcoming Work Party Plan**

Ms. Smith asked if they needed more chips on Booth Kelly Trail and Mr. Harmon answered that they had just put 4 inches of new chips in.

Ms. Coury thought that the planters by the Dari Mart looked really nice.

Mr. Beatty suggested that they could always fall back to Johnny Diamond as there were always weeds to pull there. He said he would go around to look at what needed attention.

Ms. Meston shared that she had been the caretaker of the binder for work parties and asked if it made sense to keep it at City Hall for whoever was part of the work party to have access to.

Mr. Beatty asked if there was a November date for the work party and Chair Mosier said they had been doing the third Monday.

Mr. Harmon added that from the 22nd through the 24th Public Works would be decorating the park. Chair Mosier asked if they had extra lights and said they would look awesome around the shelter.

Mr. Beatty noted on the subject of Johnny Diamond that they needed some downspout chinks to run the water away from the pad.

Chair Mosier suggested putting finish on the wood of the swings at Johnny Diamond.

Mr. Harmon shared that they had the lumber to do the rest of the benches along Willamette and said that the upcoming rainy weather would be a good time to take them down to repaint and replace the boards.

- **Committee Work Plan Review**

Chair Mosier asked if the toddler tables had come in and Mr. Harmon said they were being put together in the shop but he was not sure if they had been put out yet. Ms. Smith suggested looking at Johnny Diamond and maybe Pfeiffer to see where the tables could be placed.

Chair Mosier mentioned putting a chessboard stencil on the tables in the park but Ms. Smith suggested holding that until they had the plaza design done.

Chair Mosier asked about the extra bench from Johnny Diamond that could be moved to Spores and Mr. Harmon said they had the bench at the shop and could install it at Spores. Ms. Smith suggested coming up with ideas of where the bench would work.

Chair Mosier asked if anyone wanted to work on the Johnny Diamond historic lamp pole and Ms. Smith said she would check with the Heritage Committee.

Chair Mosier asked about the Bosley memorial tree money but Mr. Harmon said there was some confusion about deciding which tree. Ms. Smith said they had asked Joe Morneau to connect with Anne Heath to know how much money there was and what type of tree was wanted.

Mr. Harmon showed off the signs for Booth Kelly and said they had a couple ideas of how to mount and secure them on the existing posts. He said they were considering making a frame to hold the signs so they did not have to drill through them.

Chair Mosier asked if they had any other donations come through for parks and trees and Mr. Harmon answered no. Ms. McConnell said she had submitted for a tree but had not heard back and Mr. Harmon said he would ask about it.

- **Tree Sub-committee “Trails-End Park”**

Ms. Meston shared some notes to follow up from Mr. Beatty comments from last month. She said they believed it was a two-phase project with the first phase being the entrance to the end of the hard surface path. She said there was an opportunity for 6 mini groves of trees and native shrubs that could be easy to move around and placed on either side. Ms. Meston stressed that the entrance was important and they wanted to see a nice shade tree around the picnic table and bench and would love to plant a Willamette Ponderosa there with another one being at the far end of the park at Trails-End. She added that there would be six groves with from 3-5 trees and 2-3 shrubs in each one and said they would also plant the milkweed patch. Mr. Beatty noted that they needed to find out if there were any off-limit places around the pond for dredging access but Mr. Harmon said they should be able to do whatever they wanted to do there.

Ms. Meston explained that their design offered the opportunity for families and businesses to donate and possibly dedicate groves which would help with the costs. She said they had also talked about signage for the trees and hoped to get started on phase one at some point.

Ms. Smith asked how they would advertise the ability to donate and Mr. Harmon suggested a blurb in the newsletter or website.

Ms. Meston noted that sourcing plant material would be a challenge as they were looking for trees with durability, shade, habitat, and minimal care but thought it would grow as a project.

- **Coburg Creek Subdivision**

Chair Mosier explained that it took longer to come up with ideas and organize and said they needed time to think about and come up with a process. She said that even though the money would come in over time, there were things that were overlooked at Johnny Diamond because they didn't have enough time and thought it wasn't too soon to start thinking about the process on this. She noted that instead of one big area with a large park there were now two areas with probably two open spaces to do. Mr. Harmon added that actually tract A was the park and it was just one large space.

Ms. Smith asked how big tract A was and Mr. Harmon said about the same size as Johnny Diamond. She thought that this area could maybe be the quiet park to look at seating areas and flora features.

Mr. Beatty asked if they should look at ideas for tract B and C and Chair Mosier answered yes, that they needed to consider the whole thing. Chair Mosier thought they should incorporate the list of questions they handed out to the neighborhood to see what they wanted there and suggested presenting alternative ideas to the community if it didn't develop as fast as Coburg Crossroads. She added that they had talked about forming subcommittees to deal with things that came up during the process.

Mr. Beatty asked if the west side would also have street access and Mr. Harmon said they did not know yet. Ms. Smith suggested looking at putting a rock wall there and Mr. Harmon suggested a pickleball court.

Mr. Beatty asked if there was an ordinance against putting up lights in Norma Pfeiffer for evening recreation and Ms. Smith said it seemed like there was an ordinance there. Mr. Harmon said he didn't know of an actual ordinance that restricted lights in the park but there might be in the development code.

- **Report to City Council**

Chair Mosier shared that she had given a report to City Council which briefly went over the things they had completed and things they had in the works. She said the Council was really appreciative and the feedback was good.

8. ADJOURNMENT

Hearing no further discussion, Ms. Mosier adjourned the meeting at 7:37 P.M.

DATES TO REMEMBER

- **November 9th – City Council Meeting**
- **November 16th – Parks and Tree Committee Meeting**

(Minutes recorded by Jayson Hayden)

APPROVED by Park | Tree Committee on this 16th day of November 2021.

ATTEST:

Sammy L. Egbert, City Recorder

Mary Mosier, Chair

October 20, 2021

Chief Larry Larson
Coburg Police Department
91136 N Willamette Street
Coburg, OR 97408

Chief Larson,

On October 8, 2021, I completed a simple audit of the property and evidence function at the Coburg Police Department. My objective was to review evidence management policies and procedures and to propose recommendations. Sergeant David Gregory and I reviewed policy and practices and my findings are included in the following documentation. Please feel free to contact me with any questions.

Sincerely,



Mikal McPherson
Administrative Sergeant
Oakridge Police Department
Member Internal Association for Property & Evidence

AUDIT FINDINGS AND RECOMMENDATIONS
Coburg Police Department
June 8th, 2018

Organizational Placement:

Property and Evidence organization should fall under the direct supervisor of a department employee NOT employed as a police officer. Coburg Police Department meets this placement by assigning the responsibility to Records/Evidence Technician David Gregory.

Security:

Property and evidence is processed by officers in a room requiring a key to enter the locked door. This room has video surveillance. The hard drive for the video system is based in David's office and is password protected. The room is inside the Coburg City Hall and Police Department which is locked and alarmed after business hours. Property and evidence is moved from the temporary room through a former bank vault for final storage and a third layer of security. David is the only employee with access to the bank vault. The code to the vault is saved with the city attorney. If David were to leave employment the code would then be changed for reassignment.

There is an outside storage container for found property and safekeeping. The key for this building is stored in the temporary holding room.

Evidence Processing:

Officers submitting evidence enter the locked temporary holding room and document their entry. Once inside the room there is a large counter to process evidence. There is a unit of lockers for officers to place processed evidence until it can be moved to the vault by David. There is a "how to" handbook to aid officers in processing evidence correctly. There is PPE and first aid supplies. The temporary lockers have signs so officers can label a locker if it contains a hazardous item. There is a small fridge in the processing room for biological evidence.

Coburg Police Department uses PMI software. This was incorporated in 2018. PMI software allows David to conduct regular random audit. David shared a sample of a previous random audit and we reviewed evidence today from a random audit he pulled prior to my arrival.

Evidence Vault:

The evidence room is the former bank vault. David is the only person at Coburg Police Department who knows the combination to the vault. There are no windows in the vault. There is one exhaust fan, and one wall vent that goes to the temporary side of the property room. The room contains a telephone, fire extinguisher, PPE, and first aid supplies for added safety measures. Property is stored in boxes on metal

shelving. There is a step stool to aid in reaching higher boxes. The ventilation system pulls odors from the space as I did not smell anything.

Packaged and labeled evidence is stored in boxes labeled by year. Weapons are stored separately from these boxes. Money is given to the City of Coburg finance department for deposit. There are no flammables or explosives stored in the vault.

Cases Reviewed:

Cases were reviewed from the PMI random audit David printed out the morning of the audit. All items reviewed were located in the correct location. Of the reviewed cases, all paperwork and chain of custody was complete and accurate. David stated he does random audits to meet or exceed department policy requirements. City of Coburg is a Lexipol member, and the Property and Evidence policy was last updated 4/20/2020.

Disposition and Purging Process:

Evidence and property purging is conducted in an ongoing process. David has worked diligently to purge evidence and property. He is following best practices to dispose of property and is aided by other staff for witnesses.

Conclusion:

Coburg Police Department maintains a safe and secure evidence facility. Records/Evidence Technician David Gregory is thorough, well-trained and committed to meeting his responsibilities. His purging and streamlining processes is very evident compared to my last audit. The Best Practice Evidence Audit done by Dave Nelson with CIS in May 2019 is a great resource for Coburg Police Department and I observed some of his recommendations have been implemented. My suggestion would be to continue with those recommendations and the department's goal for IAPE Accreditation.

MIKAL MCPHERSON
PO BOX 283
OAKRIDGE, OR 97463

INVOICE
October 21, 2021

BILL TO:

COBURG POLICE DEPARTMENT
PO BOX 8306
COBURG, OR 97408

DESCRIPTION	AMOUNT
2021 Evidence Audit	Total Due \$300.00