



CITY COUNCIL

91136 N Willamette Street

541-682-7852 | coburgoregon.org

Tuesday, July 27, 2021 at 7:00 PM

CALL THE CITY COUNCIL MEETING TO ORDER

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 June 8, 2021 City Council

SPECIAL GUEST

ORDINANCES AND RESOLUTIONS

- [2.](#) **Public Hearing | Second Reading**
ORDINANCE **A-252** AN ORDINANCE ADOPTING A TRASPORTATION UTILITY FEE FOR THE CITY OF COBURG
- [3.](#) **Public Hearing**
RESOLUTION **2021-16** A RESOLUTION ESTABLISHING A TRANSPORTATION UTILITY FEE RATE SCHEDULE FOR THE USERS AND USE OF TEH COBURG MUNICIPAL STREET SYSTEM
- [4.](#) ORDINANCE **A-163-S** AN ORDINANCE ADOPTING THE OREGON CRIMINAL CODE, OREGON UNIFORM CONTROLLED SUBSTANCES ACT, OREGON LIQUOR CONTROL ACT, AND THE OREGON MOTOR VEHICLE CODE; REPEALING ORDINANCE A-163-S
- [5.](#) RESOLUTION **2021-14** A RESOLUTION IN SUPPORT OF AN APPLICATION TO THE STATE OF OREGON'S TRANSPORTATION AND GROWTH MANAGEMENT PROGRAM TO ASSIST WITH UPDATING AND ALIGNING THE CITY'S TRANSPORTATION SYSTEM PLAN
- [6.](#) RESOLUTION **2021-15** A RESOLUTION TO INITIATE A COMPREHENSIVE PLAN AMENDMENT TO THE COBURG COMPREHENSIVE PLAN TO (**AMEND OR DELETE**) POLICY 6 OF GOAL 14

COUNCIL ACTION ITEMS

- [7.](#) Intergovernmental Agreement with City of Cottage Grove for Building Permit Program Services Addendum 1
- [8.](#) Grant Funds Acceptance from Cascade West Economic Development District's

ADMINISTRATIVE INFORMATION REPORTS

- [9.](#) Finance Written Update
- [10.](#) Administration Monthly Report

COUNCIL COMMENTS

UPCOMING AGENDA ITEMS

Franchise for Fiber Optics Telecommunication
Security System Update Contract
City of Springfield IGA Jail Bed

FUTURE MEETINGS

July 28 Finance | Audit Committee
July 29 Code Review Ad-Hoc
August 10 City Council

ADJOURNMENT

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

Coburg City Council Meeting

June 8, 2021 7:00 P.M.

Coburg City Hall

91136 N Willamette Street

Via Virtual Conference

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

MEMBERS ABSENT:

STAFF PRESENT: Sammy Egbert, City Recorder; Brian Harmon, Public Works Director; Anne Heath, City Administrator; Mandy Balcom; Court Administrator; Henry Hearley, Assistant Planner; Tim Gaines, Finance Director; Larry Larson, Chief of Police.

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

CALL TO ORDER

Mayor Smith called the meeting to order at 7:01 P.M.

PLEDGE OF ALLEGIANCE

Ms. Egbert played the pledge of allegiance.

ROLL CALL

Ms. Egbert took roll and a quorum was present.

AGENDA REVIEW

Ms. Egbert shared that there were no additions, changes, or deletions to the agenda and said that written testimony was included in the packet from Richard Leech and an anonymous writer regarding the Transportation Utility Fee (TUF).

Councilor Bell asked for a motion to accept the consent agenda as presented.

Councilor Lehmann asked if they could comment on the written testimony before going to the consent agenda. Ms. Egbert said yes.

CITIZEN TESTIMONY

- 1. Written Testimony Richard Leach**
- 2. Written Testimony Anonymous**

RESPONSE(S) BY CITY COUNCIL

Councilor Lehmann said the person writing about the TUF being attached to the water bill and not just sewer implied that someone would not be paying if they had a sewer bill but no water bill. He asked if that were the case could the language be changed to say water and/or sewer? Councilor Bell asked if there was any instance of someone paying for water but not sewer and Mr. Harmon gave an example that Pioneer Valley Estates has water but not sewer service. Mayor Smith thought that the writer wanted the water and sewer bills to be separate and Councilor Fox asked if there were already two separate bills. Ms. Heath reviewed the ordinance but was unclear what the writer was referring to and Mayor Smith said it should be included in the monthly utility bill and attached to the water bill and not just those paying for sewer. He explained that entities outside the City did not pay a water bill to the City. Mayor Smith noted that many people did not recognize the difference between the water and sewer bills and suggested possibly adding a graphic to show this. Ms. Egbert commented that many people were using online bill payment and not opening physical bills anymore.

Councilor Blain wanted to clarify that sewer and water were on the same bill but separated and Ms. Egbert agreed. Councilor Blain thought that the testimony was confused about the difference.

Councilor Lehmann asked if written testimony was ever followed up on with feedback. Ms. Egbert explained that if people wanted feedback they needed to submit a citizen inquiry form and that these testimonies were just public comments posted on the website. Ms. Heath offered to have the staff reach out if desired but said that this was a City Council correspondence. Councilor Lehmann said it would be good for public relations to follow up with the writers of these comments. Mayor Smith said that he typically responded to these comments if they were significant issues but was hesitant to start responding to every input. He said he considered this discussion to be the appropriate response. Councilor Blain agreed and added that if people wanted a response they should go through the proper channels. Councilor Lehmann thought that citizens did not know about the appropriate form and Mayor Smith said he often encouraged people to fill out the citizen's inquiry form.

Councilor McConnell asked if this form could be announced at the top of the website explaining the feedback procedure. Mayor Smith and Ms. Heath said this could absolutely be added to the website.

MAYOR COMMENTS

Mayor Smith shared that there were a lot of issues and staff work related to the July Council meeting. He said he discussed with Ms. Heath and that they agreed to move the meeting back to have better preparation and presentation from the staff on these serious issues. He thought that giving more time was always better especially when looking at the TUF and other issues that could create good citizen input. Mayor Smith said that the meeting would be moved to the joint work session with the Planning Commission and then they would have the Council Meeting afterwards. He said there was no council meeting on July 13th and that the new date would be July 27th.

Councilor Fox asked what the July 8th meeting referred to and Ms. Heath answered that this was the regular scheduled meeting which had been rescheduled.

CONSENT AGENDA

- 3. Prosecutor Contract Extension**
- 4. Minutes May 11, 2021 City Council**

Mayor Smith asked if any Councilor wished to remove an item from the consent agenda. Hearing no comment he offered to entertain a motion.

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

SPECIAL GUEST

There were no special guests.

ORDINANCES AND RESOLUTIONS

- 5. Public Hearing | First Reading**

ORDINANCE A-163-S AN ORDINANCE ADOPTING THE OREGON CRIMINAL CODE, OREGON UNIFORM CONTROLLED SUBSTANCES ACT, OREGON LIQUOR CONTROL ACT, AND THE OREGON MOTOR VEHICLE CODE; REPEALING CONFLICTING ORDINANCES

Mayor Smith opened the public hearing at 7:21 P.M.

Chief Larson began his staff report, explaining that this was an ordinance done every year which allowed the City to adapt statutes for criminal codes and traffic violations that allow them to cite into the Coburg municipal court. He said that if this was not done then everything would have to go through Lane County circuit court.

Mayor Smith asked if anyone was registered to speak but there was no one.

Mayor Smith closed the public hearing at 7:23 P.M.

Mayor Smith announced that the second hearing would be July 27, 2021.

6. Public Hearing | First Reading

ORDINANCE A-252 AN ORDINANCE ADOPTING A TRANSPORTATION UTILITY FEE FOR THE CITY OF COBURG

Mayor Smith opened the public hearing at 7:23 P.M.

Ms. Heath shared a PowerPoint presentation and introduced guest Doug Gabbard from the FCS Group who would be available to answer questions regarding the use of the trip schedule.

Ms. Heath explained the history of the TUF, saying that it started with public comments regarding the condition of the streets. She said the Council appointed a citizen committee which met for over a year, holding public meetings and listening sessions, meeting with consultants, engineers, and business owners, and conducting a community survey and making a recommendation to the City Council. One of the recommendations was to put a gas tax on the ballot which was passed and increased the gas tax from \$.03 to \$.06.

She said the Council then gave direction to design a TUF and they started to engage the public by putting out information on social media and in newsletters. Additionally, last year they sent letters to all businesses.

Ms. Heath shared that the discussion has been put on hold due to Covid-19 but said that the council again directed staff to begin the TUF project in March of this year. She said the staff had designed ordinance and devised a way to equitably charge customers. She explained that Council was asked to provide input on the ordinance and fees and that the ordinance was reviewed by legal twice. She added that the fee schedule was designed and they were now holding the public hearing for this.

Ms. Heath shared a slide showing the condition of the streets and pointed out that while there were more residential streets, industrial streets were more expensive as they were wider and built on a different base.

She explained that the TUF was charged on monthly utility billing and that all properties were billed a fair share based on the use of the transportation system. She said this would either continue on until the Council said to stop or that there might be a limited time. She explained that the TUF provided a dedicated and stable funding source to finance ongoing maintenance and provided a funding source for debt. Ms. Heath said that there was a standardized assignment of priorities and process for implementing the transportation improvements as prescribed by the pavement management system. She added that all projects had to be engineered prior to implementation. Ms. Heath concluded that these were only projected costs until each project was engineered.

Ms. Heath shared that the street funding committee recommended to charge \$10 per month for residential units and \$7-\$10 per equitable unit for businesses but she did not believe they needed to charge \$10. She pointed out that they anticipated to need \$129,000 by 2022 which

was approximately \$11-\$12,000 per month and projected that in year 6 the fee would be dropped. She reminded the Council that anything after 2022 was projection but that at this time they needed to raise about \$12,000 per month. Ms. Heath said that they projected there would be growth and added that in year 5 or 6 the big projects would be done and then money would be needed for maintenance mode.

Ms. Heath projected the cost of bringing roads up to acceptable conditions was approximately \$3.5 million with industrial streets costing \$1.6 million, residential streets costing \$550,000, and collector streets costing \$1,350,000.

Ms. Heath explained that people travelled on collector streets to get to businesses and that businesses travelled on collector streets to get downtown, noting employees and residents going to lunch and to work. She proposed that residents pay for the residential streets and half of the collectors and that businesses pay for industrial streets and half of the collectors. She noted that the City had a responsibility to maintain the right of ways and they needed to budget funds for this maintenance. Ms. Heath concluded that the monthly split came down to \$4,000 for residential and \$8,000 for businesses.

Ms. Heath said the recommended fee schedule would be that single family residential houses paid \$7/month, with apartments, residential condominiums, mobile parks, and assisted living paying a little less. She added that non-residential businesses would pay the same base rate plus \$.27 per associated trip.

Ms. Heath shared a slide outlining the transportation SDC fee schedule determined by business codes. The average trip for a light industrial building was 8.84 trips per 1000 square feet. She explained that some types of businesses were scheduled differently such as gas stations which were counted as trips per gas pump.

Councilor Fox asked why apartments and condos were charged less than residential homes and Ms. Heath answered that this was based on the national trip standard.

Ms. Heath shared the decision-making process which involved giving out public information and inviting public input, which they continued to do. She added that the Council had a lot to consider not just financially but involving public safety, managing assets, and the sustainability of the streets. She said it was the City's responsibility to maintain the streets and to look ahead while addressing issues as they came up. She believed they have provided lots of good information to the public.

Ms. Heath outlined the important topics of the ordinance including the stated purpose, how the TUF will be charged, and who will be charged, noting that there would be an appeal process and low-income assistance as well as an option for vacant properties. She added that the charge would be on the utility billing and that there would be an annual review of the fee. There was also discussion in the ordinance regarding what triggers a reduction or increase in the fee.

Ms. Heath stressed that all future years and total costs of fixing streets were projections with a lot of influencing factors including gas sold, state shared revenues received, cost of construction, and development in the city or lack thereof.

Ms. Heath mentioned conversations with Mr. Gabbard regarding how to equitably charge businesses and Mr. Gabbard suggested dividing the \$7 fee by the number of businesses which came out to \$.44, but after running the numbers Ms. Heath concluded that the sweet spot was charging \$7 base fee to everyone and then \$.27 per trip. She emphasized the importance of sticking to the standardized trip schedule.

Mr. Gabbard explained that SDCs were a charge for the development of new capacity in the transportation system and a way was needed to charge each development in an equitable way. He said thought was put into what each land-use owed to the transportation system and noted that SDCs and utility fees were not exactly the same but that they were similar enough to use the same schedule. He thought that using the fee schedule for SDCs as a basis was a smart and practical thing to do.

Mayor Smith asked if anyone was registered to speak and Ms. Egbert introduced Joe Morneau with Coburg Grange.

Mr. Morneau greeted and thanked the Council for their dedication to the city. He wanted to address concerns of all non-profits being considered equal and explained that there were about three dozen types of non-profits created by congress and that Coburg had multiple within its community.

Mr. Morneau explained that the Coburg Community Grange was a fraternal organization with the objective of supporting the community of Coburg by partnering for events and providing many assets to the community such as tables and chairs, power boxes, sound systems, and storage. He explained that a fraternal organization was a social club which exists exclusively for the common business of its members and that they promoted activities which bring dollars to the community and businesses therein. He outlined donations to the community including park benches, bike racks, road signs, and various community events with the latest project underway to upgrade and landscape the planters and Dari Mart. He added that Grange also donated to and promoted the Coburg charter school, the fire district, police department, and public works. He explained that while some non-profits had a huge daily impact on the community because of their daily activities, The Grange had zero deliveries and an average monthly use of 8-9 days per month with about 10 people average per event. He said that some non-profits met their average monthly use daily or even hourly.

Mr. Morneau thought that calculating fees based on square footage alone rather than considering the use or type of use was unfair as some non-profits had a much greater daily impact than others and he hoped that the Council would reconsider the blanket proposal for non-profits.

Mayor Smith closed the public hearing at 7:47 P.M.

Mayor Smith responded to Mr. Morneau's concerns and explained that they tried to be considerate of the effects on non-profits with very little revenue and that they were trying to address this with the ordinance. He stressed the need to be very mindful of the impact on small fraternal organizations which do so much for the City and he thought that this ordinance would answer that, in part by implementing low income assistance.

Councilor Fox asked if there was a breakdown of various non-profits in the standardized schedule and Ms. Heath explained that their schedule had a community center which would cover most non-profits and offered to list fraternal organizations separately.

Councilor Bell asked what feedback was being received from business members and the fire district. Ms. Heath answered that she had met with some business owners and the Fire Chief who did not express concern over what would be charged. She had also reached out to the school and Serenity Lane but had not heard back from them. Ms. Heath explained that every business had received a letter and brochures and that it was the staff's intent to sit down with every business to hear feedback, but she admitted that it was very hard to get a meeting with businesses in Coburg.

Councilor Lehmann agreed with Mr. Morneau's position and suggested either addressing this in the schedule or simply using the appeal process to decide. Mayor Smith didn't want to get too specific with the ordinance and wished to refer to a trip schedule in addition to using the appeal process. Ms. Heath explained that fees were not in the ordinance as ordinance was revisited every year and they didn't want to have to update them every year. She added that the fee schedule is what would be updated by resolution annually.

Ms. Heath agreed that the best way to determine how a fraternal organization was charged was to put it on the fee schedule or rely on the appeal process. Mayor Smith asked if the national list included this and wished to minimize the appeal process and Ms. Heath said the rate could be based on trips per month or simply charge the base rate.

Councilor Fox asked if there were any example TUFs to reference and Ms. Heath suggested Hillsboro's fee schedule but noted that theirs was much more complicated.

Mayor Smith asked if a revenue basis could be added to the ordinance without facing problems, Ms. Heath explained that this used to be in the ordinance but had been removed by the Council.

Councilor Bell noted that the Hillsboro TUF had a discount for households without a motor vehicle and said it would be interesting to review their TUF further. Ms. Heath said that staff capacity had to be factored in. Councilor Bell praised the appeals process and agreed that the ordinance didn't have to be too specific.

Councilor Lehmann asked for the dollar amount that The Grange would be paying per year under the schedule and Ms. Heath calculated this to be \$7 base plus \$37.29 per month. Mr. Morneau thought this amount was exorbitant.

Councilor Alexander asked if deductions based on what an organization donated to the city could be added to the appeal process and base the fee off that. Mayor Smith thought this was a follow-up issue of staffing and wondered how this would affect the City's total income.

Councilor McConnell asked if organizations like The Grange which put all of its resources back into the community could be considered exempt through the appeal process.

Councilor Lehmann suggested the easiest way was to judge based on appeals rather than set a blanket precedent. Councilor Blain agreed but thought that that the hard part would be the impact on staff. He added that larger non-profits created traffic and had to pay their fair share. Councilor Fox agreed with depending on the appeal process and thought that unique organizations should be decided on a case-by-case basis. Mr. Morneau explained that The Grange was considered a non-profit and agreed that fees should be kept simple but wished that they were decided based on capacity and use. Mayor Smith reiterated the ease of using the appeal process while providing waivers for low-income organizations. Ms. Heath offered to consider whether this could be added to the ordinance or the fee schedule. Councilor Fox asked if annual budget could be considered and Mayor Smith agreed.

Mayor Smith asked what was needed from the Council to move forward and Ms. Heath answered that the Council gave input on the poll sent out and the ordinance was changed accordingly and reviewed by legal. She added that unless there were further suggestions it would come back for the second reading.

Councilor Lehmann asked for clarification on the chart presented and asked if year 6 was when new construction and major street renovation was expected to be completed, Ms. Smith said tentatively yes and noted that this financial scenario was liked best by the Council. Councilor Lehmann asked if the amount needed for maintenance was adjusted for inflation and Ms. Heath answered yes.

Mayor Smith recalled that the sewer fee was originally projected to increase by \$5 every year but explained that these estimates were only projections, and that annual review would be an important part of the process. Ms. Heath agreed and suggested using the same annual analysis done for water and sewer.

Councilor Blain asked if staff would seek more community input before the next reading and Ms. Heath explained that a mini newsletter was expected via utility bills, social media, and mailed letters. Mayor Smith noted that zoom meetings facilitated larger audiences but that little feedback had been received.

Councilor Lehmann asked about the loan schedule and the amount needed annually to repay the loan and Ms. Heath explained that a budget would be provided showing that capital projects were done in the first 5 years and that in the years after they would combine state shared revenue, gas tax, and others to show that maintenance and support for the debt could be provided at the same time. She added that general funds were not used for streets as they were not currently needed. Councilor Lehmann asked how the debt would be paid off in 10 years and Ms. Heath explained that grant funds, gas tax, and state shared revenues would be coming in during that time.

Mayor Smith announced that the second public hearing would be held on July 27th.

Ms. Heath asked Mr. Darnielle if the public hearing should be left open to received comment or closed and reopened again later. Mr. Darnielle said either or both options were viable and Ms. Egbert added that two public hearings were already being advertised.

7. Public Hearing

RESOLUTION 2021-08 A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES

Mayor Smith opened the public hearing at 8:23 P.M.

Mr. Gaines explained that this was a yearly housekeeping task and was just a choice to accept the state-shared revenues or not. He noted that they didn't have control over the rates as they were set by the state and that they did not include the City gas tax.

Mayor Smith closed the public hearing at 8:25 P.M.

MOTION: Councilor Blain moved, Councilor Alexander seconded a motion to adopt resolution **2021-08** a resolution declaring the City's election to receive state revenues. Motion passed unanimously.

8. RESOLUTION 2021-09 A RESOLUTION DECLARING THE CITY'S CERTIFICATION OF ELIGIBILITY FOR STATE-SHARED REVENUES

Mr. Gaines explained that this resolution declared eligibility based on state requirements to receive state-shared revenues.

MOTION: Councilor Alexander moved, Councilor McConnell seconded a motion to adopt resolution **2021-09** a resolution declaring the City's certification for eligibility for state-shared revenues. Motion passed unanimously.

9. RESOLUTION 2021-10 A RESOLUTION ADOPTING THE SALARY AND CLASSIFICATION SCHEDULE FOR FISCAL YEAR 2021-22

Mr. Gaines explained that this resolution was to adopt the salary schedule proposed by the Budget Committee and included a 2% cost of living for all staff. He said that salaries were compared with other cities and that a salary survey was being worked on.

Councilor Lehmann commented on the cost of reserve officers and asked about the numbers provided. Ms. Heath explained that occasionally specific work was needed which required a reserve officer and gave an example of hiring a reserve officer to help in the evidence room. She added that this was included in the police budget. Councilor Lehmann asked why this was on a salary schedule rather than a service contract and Ms. Heath answered that the pay scale was required by auditors.

MOTION: Councilor McConnell moved, Councilor Blain seconded a motion to adopt resolution **2021-10** a resolution adopting the salary and classification schedule for fiscal year 2021-22. Motion passed unanimously.

10. Public Hearing

RESOLUTION 2021-11 A RESOLUTION ADOPTING THE CITY'S BUDGET FOR FISCAL YEAR 2021-22 CREATING APPROPRIATIONS, SETTING THE TAX, AND IMPOSING THE TAX AND CATEGORIZING THE TAX

Mayor Smith opened the public hearing at 8:32 P.M.

Mr. Gaines explained that this resolution was to adopt the budget and to give authority to spend and receive money. He noted that there were two budget meetings this year and that there were no changes between the meetings but that staff had found and addressed two issues in the second meeting including \$1000 for IT expenses, a \$5,000 increase for the purchase of a new mower, and a \$63,500 adjustment to the transfer from the Urban Renewal Agency (URA).

Mayor Smith closed the public hearing at 8:34 P.M.

MOTION: Councilor Blain moved, Councilor Alexander seconded a motion to adopt RESOLUTION **2021-11** A RESOLUTION ADOPTING THE CITY'S BUDGET FOR FISCAL YEAR 2021-22 CREATING APPROPRIATIONS, SETTING THE TAX, AND IMPOSING THE TAX AND CATEGORIZING THE TAX. Motion passed unanimously.

Mayor Smith thanked Councilors and staff for their hard work.

Councilor Lehmann asked the staff for a list of the top ten budget increases and Ms. Heath said she would make sure this was sent out.

11. RESOLUTION 2021-13 A RESOLUTION AUTHORIZING THE CITY TO SEEK STATE TRANSPORTATION FUNDS THROUGH THE 2021 SMALL CITY ALLOTMENT GRANT PROGRAM

Mr. Harmon explained that this grant paid for streets like Mill St. and Roberts Rd. and said this was requesting funds to help upgrade E McKinsey St. from Willamette to Harrison.

MOTION: Councilor Alexander moved, Councilor McConnell seconded a motion to adopt RESOLUTION **2021-13** A RESOLUTION AUTHORIZING THE CITY TO SEEK STATE TRANSPORTATION FUNDS THROUGH THE 2021 SMALL CITY ALLOTMENT GRANT PROGRAM. Motion passed unanimously.

COUNCIL ACTION ITEMS

12. Alley Encroachment and Vacation

Mr. Hearley shared that the alley survey was completed. He explained that several structures encroached up to 8.5' into the alley in addition to two fences. He had conferred with Mr. Darnielle who formed a legal opinion that the alley was an easement which was dedicated to the public in 1902 and that Oregon courts had assumed that unless otherwise explicitly stated, dedication to the public was an easement. Mr. Hearley explained that this was important because if it were an easement and not city owned then the adjacent property owners did not have to pay for the land if vacated.

Mr. Hearley outlined the considerations to discuss; did the city want to initiate the vacation process or tell the property owners to petition the city for vacation? He added that an issue that would arise if the property were vacated would be trespassing, as some properties protruded past the midpoint of the alley and would technically encroach into the adjacent property. He said after consulting with Mr. Harmon that they were fairly certain there were no underground utilities, but that Public Works would be making sure. He reiterated that the City could either vacate the property or the property owners could be instructed to petition the city for a land-use application to vacate the alley.

Councilor Blain asked if access for fire or police was a concern. Mr. Hearley said this was not a concern he had heard as fire did not have any issues and he added that public works did not want to maintain the property any longer.

Councilor Fox thought that the owners should petition the vacation as they would be gaining property and asked if their tax liability would go up. Mr. Hearley added that all properties would benefit from vacation by gaining square footage. Councilor Fox noted that the property owners would have to pay for a property assessment for the size adjustment and Mr. Hearley suggested the City could help negotiate between the property owners but that it was not the City's responsibility.

Councilor Alexander asked if this decision would set precedence for any similar alleys in the City and Mr. Hearley was unaware of any similar alleys but said that they would have to go through the same process.

Councilor Alexander asked what would happen if one property owner did not want to pay or be involved? Mr. Hearley said he wasn't sure but according to state law all adjacent property

owners would have to consent to vacate and suggested that maybe one property owner could take the lead.

Councilor Lehmann agreed that all property owners needed to petition to vacate so that the city did not have a partial alley to maintain. He recalled the possibility of vacating the alley but still maintaining an easement and Mr. Darnielle answered that once the vacation happens property ownership changed and the City would not have any property rights left. Councilor Lehmann wanted to verify that property owners on both sides would gain land and Mr. Hearley said each side would get 6'.

Mayor Smith asked what would happen if the upper property owner did not want to participate and the lower property owner wanted all of the property but Mr. Darnielle did not think this could be legally done. Councilor Blain added that once vacated it was the property owners' responsibility to adjust their property lines accordingly.

Councilor McConnell asked about two of the properties which encroached more than halfway into the alley and Mr. Darnielle explained that the property owner being trespassed against could sue the other in circuit court. Councilor McConnell noted if the property wasn't vacated then there would be no issue and Mr. Hearley agreed.

Councilor Lehmann noted that the structures were currently trespassing on City property and action could be taken to remove them. Mr. Darnielle said that was correct and explained that the easement was in trust with the City which implied the ability to manage it and keep it clear of obstructions but explained the downside being that the City had an unknown amount of liability and the best situation would be to let the property owners deal with the issues. Councilor Alexander asked if this had to be unanimous and Mr. Darnielle answered yes.

Councilor Fox asked who would be liable if someone were injured in the alley and Mr. Darnielle was unsure but suggested that the City could alert the individuals that they were trespassing and ask them to clean up the problem.

Councilor Fox asked if the property could be condemned if no decision were reached and Mr. Darnielle said it wouldn't be a condemnation action but trespassing could be pursued. Mr. Darnielle thought the property could be vacated as long as a majority of the property owners agreed to it.

Councilor Lehmann suggested that a letter be formally sent to all property owners identifying the issues and asking if they wished for the City to vacate the Property. Mayor Smith did not want to send that letter unless the City was going to vacate but Councilor Lehmann thought that this would give input as to the owners' intentions. Councilor Blain added that the letter could explain that the City wanted to vacate and instruct the owners to go through the application process. Councilor Fox noted that some owners may not want to vacate as it would incur new financial liability. Mayor Smith thought that the letter would be a good way to go and added that it also needed to be stated that the trespass issues would have to be dealt with.

Councilor McConnell said her biggest concern was the south property with two buildings and asked if they would have to be taken down if there was a dispute. Mayor Smith said the buildings would at least have to be taken back to their property line. Councilor Lehmann recalled that one property owner offered to move the property at their own expense. Councilor Fox noted that any informal agreements between property owners would change once the property changed owners. Councilor Lehmann wanted to include in the letter that all property owners had to agree to move forward.

Councilor Bell asked if there was a financial impact if the City chose to vacate or if the property owners put forth the request and Mr. Hearley answered that this would only require staff time. Councilor Bell stressed the need to be careful with the wording of the letter sent out.

Councilor Blain asked if the City could simply sell the property and Mr. Hearley said no because it was an easement and the City did not own the land fee.

Mayor Smith offered to entertain a motion.

MOTION: Councilor Lehmann moved, Councilor Blain seconded a motion to inform the property owners of the City's intent to vacate and request input from the property owners to indicate their willingness to petition the City to vacate the property.

Mr. Harmon mentioned that a shed on the southeast corner of N Miller had been removed and asked if the access of the easement or activity done there could be dictated?

MOTION: Councilor Lehmann withdrew the previous motion to facilitate further discussion.

Mr. Darnielle explained that as the trustee of the easement the City could manage it, including preserving its purpose of access and fining or suing people who encroach. Mr. Harmon wanted to make sure property owners could still access a new developed lot even if someone else were encroaching. Mayor Smith added that trespass was already being declared on the encroaching structures and that vacation would already solve this. Councilor Blain agreed and said that the property owners needed to take it from there.

Councilor McConnell raised concerns about property owners being able to access their property after the alley was vacated and property lines were renegotiated. Mayor Smith said it would be difficult to appease every property owner individually and suggested that simply vacating would be the best option.

MOTION: Councilor Lehmann moved, Councilor Blain seconded a motion to notify the property owners of this alley of the City's intent to vacate and seek property owners' response if they are willing to accept the property and fulfill their obligations in acquiring the property.

Motion passed 5:0 with 1 abstention. Councilor McConnell abstained due to concerns about considering the implications.

13. Budget Committee Appointment

Ms. Egbert explained that the Budget Committee recommended that the Council recommend the Mayor appoint Linda Kroeger to another three year term expiring in June 2024.

MOTION: Councilor Bell moved, Councilor Fox seconded a motion to recommend that the Mayor appoint Linda Kroeger to the Budget Committee for a three year term expiring June 30, 2024. Motion passed unanimously.

Mayor Smith said it was his honor to appoint Linda Kroeger to serve another term on the Budget Committee as recommended by the City Council and thanked Chair Kroeger for her service.

14. Intergovernmental Agreement with Lane Council of Governments to Information Systems Management

Ms. Heath explained that this agreement was for LCOG to provide IT services in house one day every two weeks to provide computer and network support. She said the technician was active in helping develop cyber security programs. Ms. Heath shared that the annual cost to the City was \$15,525, which was in the budget.

MOTION: Councilor McConnell Moved, Councilor Fox seconded a motion to approve the intergovernmental agreement with Lane Council of Governments for information systems management services for fiscal year 2022 program for the amount of \$15,525. Motion passed unanimously.

15. Intergovernmental Agreement with Lane County Sheriff for Dispatch

Chief Larson explained that this was a renewal of the dispatch contract which managed the dispatch center at all times, dispatched 911 calls, monitored radio traffic, gave returns on traffic stops, and monitored warrants. He explained the financial impact was a 3% increase to cost of living built into the contract which was consistent with the previous year. He added that 96 hours of radio communications with their network coordinator was included which was a great benefit.

Councilor Lehmann asked to clarify who was called and who responded when an alarm service was triggered. Chief Larson answered that alarm companies would call the county 911 center which would dispatch the Coburg Police Department.

Councilor Bell asked if these statistics came from the Lane County Sherriff's Department and if they were getting the service they needed. Chief Larson answered that they were getting the service they needed and that calls to the Sherriff's department were being documented electronically.

MOTION: Councilor Lehmann moved, Councilor Alexander seconded to approve the intergovernmental agreement with Lane County Sherriff's Department to provide dispatching and related services for the Coburg Police Department. Motion passed unanimously.

ADMINISTRATIVE INFORMATION REPORTS

16. Administration Monthly Report

Mayor Smith explained that draft Committee minutes were now included at the end of the monthly administration report and added that the report was included in all Committee packets which allowed committees the opportunity to see what other committees were working on. He shared that he received comment from three Committee members who were glad to see the administration report in their reports.

COUNCIL COMMENTS

Mayor Smith thought that work needed to be done on responding to citizen input and wished to work with Ms. Heath to figure out how to avoid staff capacity issues and possibly setting policy to help with this.

Councilor Fox noted how infrequently the low-income adjustment was used and wanted to make sure it was more readily available to the public. He added that advertising to English as a second language speakers would be beneficial.

Councilor Bell thanked the staff and Public Works for their work in tree trimming and keeping intersections clear. She commended Mr. Harmon for his work in the parks and also thanked Councilors Fox and McConnell for serving on the Code Review Committee.

Councilor Lehmann wished to return to in-person meetings and to schedule a visit to the sewer plant to see the grounds where the new shop would be built. He also wondered what the issue was with the flat rate TUF for water and sewer service. Mayor Smith answered that this was a long-discussed issue and that a decision was finally made. Councilor Lehmann asked if there was an appeal process and Mayor Smith answered there was for council actions but not on the bill itself. Mr. Morneau added that The Grange did not use much water but they were paying the same price as other businesses. Councilor Lehmann wished to entertain future council discussion to address the fairness of charging nonprofits such as The Grange and the Oddfellows Hall.

Councilor McConnell commended Main Street for the beautiful flower baskets throughout the City and the City as a whole for its community.

Councilor Alexander noted how the crime rate had gone down over the last three months and commended the Police Department for their work.

Councilor Blain appreciated the staff for their hard work and opinions and looked forward to the future.

Mayor Smith said one of the most rewarding things to him was Committee communication and enthusiasm.

Councilor Fox asked when they would meet in-person and Mayor Smith was unsure but noted that Zoom meetings brought more viewers in and wished to continue this even while meeting in-person. He noted that the upcoming joint session would be a challenge to fit all members and staff into the meeting.

ADJOURNMENT

Mayor Smith adjourned the meeting at 9:42 P.M.

UPCOMING AGENDA ITEMS

Ordinance A-252 Transportation Utility Fee
Ordinance A-163 Criminal Code

FUTURE MEETINGS

June 9 Heritage Committee
June 15 Park Tree Committee
June 16 Planning Commission
June 17 Code Review Ad-Hoc
July 1 Code Review Ad-Hoc
July 5 City Hall Closed Independence Day
July 14 Heritage Committee
July 15 Code Review Ad-Hoc
July 20 Park Tree Committee
July 21 Planning Commission
July 27 City Council & Planning Commission Work Session
July 27 City Council

APPROVED by the Coburg City Council on this 27 day of July 2021.

Ray Smith, Mayor of Coburg

ATTEST:

Sammy L. Egbert, City Recorder

DRAFT

ORDINANCE A-252
Public Hearing - Written Testomy
Deb McGeorge

Item 2.

From:
Sent: Monday, July 12, 2021 1:06 PM
To: EGBERT Sammy
Subject: TUF Discussion

Hi! I am retired and on a limited budget. I have been in Coburg for 15 years and my house is almost paid off. I do not mind having to pay for working families in this town, but 7 dollars for a retiree seems too steep. I can't drive, but am willing to pay \$2 or \$3 dollars a month for locals here to drive back and forth to Eugene or wherever to work (less now that long distance computer work has been available because of Covid) . I think those that are not working anymore (most of us have already worked) RETIRED, should get a break in the price. I thought mayor Ray's letter in the newsletter was helpful, but I think charging retired citizens a 7 dollar fee monthly for TUFs is too much money.

My two cents worth,
Thank you.

Deb McGeorge
32778 E McKenzie St
Coburg

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

ORDINANCE A-252
Public Hearing - Written Testomy
Eric Hill

Item 2.

From:
Sent: Wednesday, July 14, 2021 3:29 PM
To: EGBERT Sammy
Cc: Eric Hill
Subject: FW: Transportation Utility Fee

To whom it may concern:

We are writing to oppose the proposed Transportation Utility Fee, to further fund the Pavement Management Program. This is an unfair tax that is leaving a blank check for the taking.

- 1) The method of calculation on business, in our situation, has absolutely no bearing on the quantity and size of vehicles passing through Coburg.
- 2) One tax was already voted on and approved by voters. To institute another is wrong.
- 3) Additional taxes should be approved by voters. Likely both residents and business owners.
- 4) Many businesses are still recovering from the mandated lockdowns instituted by Oregon's politicians. Of which, this created a great loss in revenues. On top of that, Oregon's Governor – instituted a Corporate activity tax, regardless of profitability. Further leading to business losses. To grab more money is again wrong.
- 5) The majority of the heavy travel, and degradation to the roads within Coburg, are caused by traffic passing through (Semi-trucks, campers, sand and gravel trucks, heavy haul, etc.)
- 6) The roads in the worst repair, are rural streets, where homes are. Maybe new and future construction should be funding street improvements, maintenance, sidewalks, etc.
- 7) Maybe some consideration should be given to how much street frontage each business, home uses. Or simply use a head count.
- 8) Work to find a solution to use funds that were approved, don't add additional tax, and work within a less robust budget.

Thanks for considering.
Eric

Eric Hill
General Manager
American Concrete Company LLC
(formerly American Concrete Cutting)
www.AmericanConCo.com
DISPATCH PHONE: 541-731-4359
Main office: 800-818-8597 fax: 541-726-8146
An Equal Opportunity Employer



COBURG CITY COUNCIL ACTION/ISSUE ITEM

Topic: Ordinance A-252 Implementing a Transportation Utility

Meeting Date: July 27, 2021

Staff Contact: Anne Heath, City Administrator

Contact: 541-682-7870. Anne.heath@Ci.Coburg.Or.Us

REQUESTED COUNCIL ACTION

2nd Reading of Ordinance A-252

Recommended Motion: "I move to Adopt Ordinance A-252, implementing a Transportation Utility Fee."

POLICIES OR CITY COUNCIL GOAL(S)

- Address Street Funding
-

BACKGROUND

One of the biggest concerns that the Coburg City Council and staff hear about is the conditions of the roads in Coburg. To address this issue, the City Council approved a Pavement Management Program be designed in order to establish the condition of all streets in Coburg, and to address the treatment needed to bring streets up to an acceptable condition.

Upon receiving the completed Pavement Management Program, the City Council appointed a Citizen Committee to review the report and make recommendations for how the City would fund the repairs needed as reported in the program. The Committee designed and sent out a community survey asking which funding sources the citizens would support

In November, 2019 the voters approved the increase in Fuel Tax. This was then brought to the City Council in December for approval through an ordinance.

In the early spring of 2020 the City began working on an ordinance to implement a Transportation Utility Fee. The City held public meetings, disbursed informational materials, and began the process of reviewing a draft ordinance.

In March, 2020 the Covid-19 Pandemic struck the nation and there was much uncertainty regarding the financial effects on the City and the residents of Coburg. Therefore, the Council elected to put the Transportation Utility Fee discussion on hold.

In March of 2021, the Council held a work session in which staff direction was given to begin the process of implementing the Transportation Utility Fee.

At the June, 2021, City Council held the first reading of Ordinance, A-252 and held a public hearing. Public comment was provided regarding the charge to Community Based Fraternal Organizations. Council gave direction to staff to consider a fee schedule line possibly based upon the revenues of the organization. Staff researched this item and did not find any examples of this kind of consideration. However, given the infrequent and sporadic use of the community buildings utilized by these organizations, as well as low revenues which are regenerated out into the community, a recommendation of the staff is that there is a base fee of \$10 based upon an organization with revenues of \$25,000 or less.

ORDINANCE A -252

The draft ordinance contained in this packet is the result of the input from Councilors as well as legal representation, and professional consultants.

The Council are considering charging a base fee to residential units. In the recommended rate schedule the non-commercial users will also pay the same base fee plus and additional fee of approximately .27 per associated trip. These trips will be identified by the adopted Transportation SDC Schedule for associating business code with associated trips per 1000 square feet of business space. This fee schedule will be adopted by resolution which is under a different tab.

The Council made no recommendations for changes to the ordinance at the first reading.

COSTS ASSOCIATED WITH STREET REPAIRS

The amount that the City needs to raise per month is between \$11,000 and \$12,000, or \$132,000 to \$140,000 per year. Growth and additional residents and businesses will increase this amount in future years to cover the cost of new streets and continued maintenance on existing streets. In addition, the City staff will continue to seek and apply for grant funding to cover some of the costs associated with the street repairs and maintenance.

It is highly recommended and included in the ordinance that an annual analysis and recommendation for changes to rates take place. This would result in a resolution if in any year the Council decides to change the rates.

Based upon the current transportation project list the cost of addressing the current street conditions is \$3,500,000. Approximately \$2,650,000 of this cost should be absorbed by the non-resident customers. This includes all industrial streets and one-half of the collector streets. Residents should cover all residential streets and approximately one-half of the collectors. This

comes out to one-third or approximately \$4,000 covered by the residents, and two-thirds by the businesses. Setting a rate for residents and non-residential properties, and an additional rate for non-residential properties raises the required and projected needed funds.

In a meeting with a consultant on the billing method under this ordinance, it was highly recommended that we utilize the already approved SDC ITE Trip Schedule be utilized in determining business code and associated trips per 1000 feet. This adopted schedule is what the staff uses to determine the charge for SDC's associated with trips for a business. Therefore, it is the recommended method for determining business trips for the TUF. The SDC ITE Schedule is attached. Failure to utilize this schedule would result in inconsistent analysis of projected use of the roadway by a business.

OUTREACH TO THE PUBLIC

Staff took a multi-tiered approach to reaching out to the public regarding this subject including:

- Multiple newsletter articles
- Mini-Newsletter in Utility Bills
- Social Media Posts
- Brochures distributed twice to the community
- Volunteer Committee of Citizens which help public meetings and invited comment

MEETING WITH BUSINESSES

Staff has also reached out to the majority of businesses in Coburg to invite them into a conversation regarding the TUF and answer their questions. When possible, the staff gave them a projected cost of the TUF to their business. In addition, businesses were given the date of the 2nd reading of the ordinance and were invited to provide public comment.

APPEAL PROCESS

A simple appeal process form has been developed and is attached to the draft ordinance. This allows a business owner to specify which part of the assignment of fees they believe is incorrect. The ordinance clearly defines the process for an appeal.

STEPS FOR COMPLETION

1. Complete Second Reading in Public Hearing – Hear Public Comment
 2. Adopt Ordinance
 3. Approve Resolution to set fee schedule
 4. Staff to assign fee to each non-resident property
 5. Resident properties will be charged base rate
 6. Staff will implement as soon as possible but no more than 30 days after adoption.
-

RECOMMENDATION AND ALTERNATIVES

Staff recommends that Council discuss and consider draft ordinance, and draft fee schedule. Staff recommends a base fee charged for residential units and a base fee plus additional fee based up ITE Business Code as well as square footage for businesses. Staff has no recommendations for changes to the ordinance.

BUDGET / FINANCIAL IMPACT

The fee will raise approximately \$130,000 in the first year.

ATTACHMENTS

- A. Draft Ordinance A-252
- B. SDC ITE Business Code and Associated Trip List
- C. Council Poll results
- D. Appeal Form

REVIEWED THROUGH

Gary Darnielle, City Attorney
Sammy Egbert, City Recorder

DRAFT ORDINANCE

ORDINANCE NO. A-252

AN ORDINANCE ADOPTING A TRANSPORTATION UTILITY FEE FOR THE CITY OF COBURG

WHEREAS, The City has completed its Pavement Condition Survey of the City of Coburg's Street Network (Plan), dated January, 2018; and

WHEREAS, a Council appointed Street Funding Committee has reviewed this report and researched recommended funding mechanisms for increasing revenues to the Street Fund; and

WHEREAS, The Street Funding Committee has recommended a Transportation Utility Fee be considered for a funding option; and

WHEREAS, The Coburg City Council has deemed it a priority to commence pavement preservation and street improvements outlined in the Plan as identified by the City Council; and

WHEREAS, in order to finance City of Coburg street improvements, the Coburg City Council has determined that funding from a Transportation Utility Fee is required in addition to existing funding sources to the Street Fund.

NOW, THEREFORE, THE CITY OF COBURG ORDAINS THE FOLLOWING:

SECTION 1. Creation and Purpose.

This Transportation Utility Fee is created and imposed for the purpose of operating and administering the pavement system maintenance and capital improvement program. This program will manage, plan, design, construct, preserve and maintain the street pavement system of the City of Coburg.

- A. Responsible Party.** The Transportation Utility Fee shall be paid by the Responsible Party for each billing Unit or Occupied Unit of real property per the terms of this ordinance.
- B. Purpose.** The purpose of the Transportation Utility Fee is to charge users for the service the City provides in repair and maintenance of public streets and right-of-way, and to be available to retire bonds purchased for the repair and maintenance of public streets. It is also to ensure the repair and maintenance occurs in a timely fashion, thereby reducing increased costs that result when maintenance is deferred.

SECTION 2. Definitions. Unless otherwise defined herein, terms used in this Ordinance have the meaning as described in Coburg Transportation Plan. As used in this ordinance, the following terms shall mean:

- A. APPEAL.** An appeal shall be the process for which a property owner may challenge the ITE code, associated trips, business square footage and assignment of a TUF Fee.
- B. BOND PURCHASE.** The purchase of bonds in order to fund street repairs & maintenance with the intention of utilizing the Street Utility Fee revenue to pay back/retire the bond.
- C. CITY.** City of Coburg
- D. CITY ADMINISTRATOR.** The City's Administrator or the City Administrator's designee.
- E. COUNCIL.** The City Council for the City of Coburg.
- F. DEVELOPED PROPERTY.** A parcel or legal portion of real property, on which an improvement exists or has been constructed. Improvement on developed property includes, but is not limited to buildings, parking lots, landscaping and outside storage.
- G. FEES.** Fees shall mean the amount owed after applying the appropriate rate to a particular developed property based upon factors as established by this ordinance.
- H. FINANCE DIRECTOR.** The City Finance Director or the Finance Director's designee
- I. GROSS SQUARE FOOTAGE.** Gross Square footage shall mean the calculated area of all non-residential structures, including but not limited to enclosed courtyards, stairwells, and square footage on each level of multi-story structures, but not including fences and parking areas which are not enclosed within a building.
- J. ITE MANUAL.** ITE Manual means the Institute of Transportation Engineers Trip Generation Manual.
- K. LOW INCOME ASSISTANCE.** Low Income Assistance means reduction in the fees associated with the Transportation Fee as it pertains to a resident qualifying application for utility rate adjustments in the water and sewer funds.
- L. MULTI-FAMILY.** Multi-Family residence shall mean a residential structure accommodating two or more dwelling units.
- M. NON-RESIDENTIAL PROPERTY.** Property that is not primarily used for personal domestic accommodation. Non-residential Property includes

industrial, commercial, institutional, hotel and motel, group homes, and other non-residential uses.

- N. SCHOOL.** School shall mean all schools, kindergarten through grade twelve, providing busing or parent delivery of students and located within the city limits of City of Coburg.
- O. OCCUPIED UNIT.** Any structure or any portion of any structure occupied for residential, commercial, industrial, or other purposes. For example, in a multi-family residential development, each dwelling unit shall be considered a separate Occupied Unit. An Occupied Unit may include more than one structure if all structures are part of the same dwelling unit or commercial or industrial operation. For example, an industrial site with several structures that form an integrated manufacturing process operated by a single manufacturer constitutes an Occupied Unit. An industrial site that shares a common entry and parking areas, and where there are several businesses on the site which all have different uses, each business will be considered a separate occupied unit.
- P. PUBLIC RIGHT OF WAY (PROWAG).** Prowag means the Public Right-of-Way Accessibility Guidelines as published by the United States Access Board. These guidelines cover pedestrian access to sidewalks and streets, including crosswalks, curb ramps, street furnishing, pedestrian signals, parking and other components of Public Right-of Ways.
- Q. PUBLIC WORKS DIRECTOR.** The City Public Works Director or the Public Works Director's designee
- R. RESIDENTIAL PROPERTY.** Property that is used primarily for personal domestic accommodation, including single-family, multi-family residential property and home occupations, but not including group homes, hotels and motels.
- S. RESPONSIBLE PARTY.** The person or persons who by occupancy or contractual arrangement are responsible to pay for utility and other services provided to an Occupied Unit. Unless another party has agreed in writing to pay and a copy of the writing is filed with the City, the person(s) paying the City's water or sewer bill for an Occupied Unit shall be deemed the Responsible Party as to that Occupied Unit. For any Occupied Unit not otherwise required to pay a City Utility Bill, "Responsible Party" shall mean the person or persons legally entitled to occupancy of the Occupied Unit, unless another Responsible Party has agreed in writing to pay and a copy of the writing is filed with the City. Any person who has agreed in writing to pay is considered the Responsible Party if a copy of the writing is filed with the

City. In the case of a multi-use building in which one landlord receives one utility bill for several units representing different uses, the Owner/Landlord who receives the utility bill for the entire property will be the Responsible Party.

- T. SINGLE FAMILY RESIDENCE.** Single Family Residence shall mean a residential structure accommodating one dwelling unit.
- U. STREET REPAIR, RECONSTRUCTION, AND MAINTENANCE.** Any action to repair, reconstruct, resurface, replace, or maintain the roads within the City of Coburg. Street Maintenance does not include work that increases the capacity of a street such as a street widening, adding bike lanes or sidewalks, or the construction of new streets or street lighting. It does not include the maintenance or removal of trees within in the right-of-way of any City Street. Street maintenance shall include the resurfacing of existing streets; the repair, replacement or addition of curb and gutters, installation and maintenance of storm drainage; updates to ADA access; repair or replacement of the entire existing street structural section; repair or replacement of existing street shoulders, pavement markers, striping and other street markings; repair or replacement of existing channelization devices; adjustment of existing utilities to match finish grades; and any other related work within existing streets.
- V. UNIT RATE.** Fee amount charged per Transportation Rate Schedule as adopted by City Council. There shall be a unit rate applied to residential land uses, identified as the residential unit rate, and a unit rate schedule applied to all other land uses, identified as the non-residential rates.
- W. UNOCCUPIED UNIT.** Property that is undeveloped, or if developed, is not in current use or is not considered an Occupied Unit.
- X. USE CATEGORY.** Use category or **Category of Use** means the ITE business code and resulting trip generation estimate determined with reference to the ITE SDC Fee Schedule.
- Y. VACANT.** Vacant means that the entire developed property, building, or unit has no occupant for more than sixty (60) continuous days; when the property use is suspended for a seasonal closure lasting more than sixty (60) days, or property remodel, repair, or reconstruction

SECTION 3. TRANSPORTATION UTILITY FEES ALLOCATED TO THE STREET FUND

- A. Collection of Fees.** All Transportation Utility Fees received shall be deposited into the Street Fund and dedicated to the operation of the City street system.

Other revenue sources may also be used for street maintenance. Amounts in the Street Fund may be invested by the Finance Director in accordance with State law. Earnings from such investments shall be dedicated to the Street Fund.

- B. Designation of Use.** The Street Fund shall not be used for other governmental or proprietary purposes of the City, except to pay for an equitable share of the city's overhead costs including accounting, management and other costs related to management and operation of the Street Fund. Engineering design, pavement evaluation, construction management, and other related costs, including project advertisements for bid, in the implementation of street maintenance projects shall also be considered as appropriate use for street maintenance funds collected through the Transportation Utility Fee.

SECTION 4. ADMINISTRATION

- A. Implementation.** Except as provided in subsections (B), (C) and (D) of this section, the City Administrator shall be responsible for the implementation of the Transportation Utility Fee created by this title when administratively feasible, but not sooner than 30 days after this Ordinance is adopted. The City Administrator shall be responsible for developing or delegating the development of administrative procedures, administration of rates, and for the purposes of establishing the rate for the specific Occupied Unit, and the consideration and assignment for categories of use subject to appeal.
- B. Street Maintenance Program.** The Public Works Director shall be responsible for developing and maintaining Street Maintenance programs for the maintenance of City streets and, subject to the review of the Over-Site Committee if appointed, City Budget Committee review and City Council approval, allocation and expenditure of budget resources for street system maintenance in accordance with this chapter.
- C. Review/Oversite.** An oversight committee/commission appointed by the City Council will review the Public Works reports, and be given periodic updates to the street maintenance programs.
- D. Collection.** The Finance Director will be responsible for the collection and calculation of the fees.

SECTION 5. CATAGORIES OF USE

The City Administrator may interpret all terms, provisions and requirements of this chapter and determine the appropriate TUF categories for use subject to appeal.

- A. Assignment.** The City Administrator will direct the establishment of assignment of categories of use for each non-residential property utilizing the ITE Codes as established in the City of Coburg Transportation SDC Schedule.

SECTION 6. DETERMINATION OF TRANSPORTATION UTILITY RATE

- A. Establishment of Rate.** A Transportation Utility Rate is hereby established and shall be based upon the following.

1. The City's priority corrective and preventative street maintenance projects.
2. For Residential Property, a base rate shall be set by the City Council by resolution.
3. Non-residential properties shall pay the same base rate as residential properties plus an additional rate to be charged according to the following formula: the number of daily trips calculated based upon land use by the ITE Code Transportation Rate schedule adopted by the City. The specified Average Daily Person Trips shall be calculated times the existing 1000 square feet of business space, and then times the rate set per the resolution adopted by Council. This shall be detailed in the rate schedule adopted by resolution and may be updated annually by resolution of the City Council.

The non-residential rate will be applied to each unit.

4. The amount of the Transportation Utility Fee shall be set by Council resolution.
 5. The Transportation Utility Fee program shall be reviewed annually as part of the City Budget Process.
- B. Unit Fee.** Based upon the rates set by Council resolution, the Finance Director shall direct the charge of a per unit Transportation Utility Fee to the responsible party for each billing unit with an active utility account, or for occupied units not connected to City water and/or sewer, to the responsible party of each occupied unit of residential or non-residential property. The amount payable shall be adjusted if there is a change of use or development.

All adjustments based on a change in use or development shall be determined by a building modification permit, or a change in use of an existing building.

In January of each year the City shall send non-residential properties a reminder of the Transportation Fee charged to a property. At this time a non-residential business may request a review of fee if circumstances creating the original fee has changed.

- C. Billing.** The Transportation Utility Fee shall be billed to and collected from the Responsible Party identified in Section 6 above. Transportation Utility Fees shall be included as part of the water and sewer bill for billing units with active utility accounts, and included on an “Other Utility” bill for Occupied Units not connected to City water or sewer services. All such bills shall be rendered regularly through the utility billing system and shall become due and payable upon receipt. If an owner has applied for and been approved for a fee reduction for low income assistance or for an unoccupied unit, then billing payments shall be credited to the tree fee first, and the water bill last, and shall not be credited to the Transportation Utility Fee.
- D. Collections.** Collections from responsible parties shall be applied first to interest and penalties, second to the Transportation Utility Fee, third to the tree Fee, fourth to the sewer utility, and last to the water fee.

SECTION 7. REDUCTION OF FEES

- A. Low Income Assistance.** A principal residence of a person may qualify for a special user rate if the person meets certain income criteria as established in Low Income Assistance Program established at the City of Coburg.
1. Any person desiring to receive a transportation reduction of fees must submit an application to the City on established forms provided for all utilities.
 2. The amount of rate adjustment will be established by the same policies that govern the application process for Low Income Assistance on utility bills.
- B. Vacancy.** When a developed property within the City becomes vacant as described below, upon written application and approval by the City Administrator, the transportation rate shall thereafter not be billed and shall not be a charge against the property until the property once again occupied.

1. The City Administrator is further authorized to develop and use a standard form of application for determination of vacancy is submitted to verify any of the information contained on the application. The City Administrator is further authorized to develop and use a standard for of application, provided it shall contain a space for verification of the information and the person signing such form affirms under penalty for false swearing the accuracy of the information therein.
2. Any occupancy or use of the property terminates the waiver. The City may charge any property with the appropriate transportation rate, including charges for prior billing periods, upon determining by whatever means that a property did not qualify for a waiver or changes during the relevant time. The decision of the City Administrator under this section shall be final.

- C. False Applications.** It is unlawful for any person to make, assist in making or to derive the benefits from any false application of fee reduction or waiver provided under this chapter. In addition to other penalties provided by law, the City shall be entitled to recover from any person or persons receiving the benefit of a waiver as a result of any false statement made in any application the amount therefore, including interest from the date the waiver is granted.

SECTION 9. COMMENCEMENT OF CHARGES AND COLLECTION

- A. New Construction.** For new construction, fees charges shall commence with the issuance of a building permit or installation of a water meter, whichever comes first.
- B. Annexation.** Occupied and developed property annexed to the City shall begin paying the fee the first month following their annexation. Properties annexing into the City that contains empty land shall begin paying when the first utility bill is established for the property
- C. Monthly Collection.** The fees imposed by this chapter shall be collected with the monthly City utility bill according to the rate schedule approved by resolution. This includes those parcels connected to water or billed alone as a Transportation Utility Fee for those users not connected to or not otherwise charged for water service.

SECTION 10 APPEALS

- A. Authority.** The City Administrator shall have the initial authority and responsibility to interpret all terms, provisions and requirements of this chapter and to determine the appropriate charges thereunder. The

responsible party for an Occupied Unit may request reconsideration of the determination of the amount of the fee by submission of a written application to the City Administrator. The application shall be supported with sufficient factual details to enable the City Administrator to render an informed decision.

- B. Decision.** Within thirty (30) days of the submission of a complete application requesting reconsideration of the amount of the Transportation Utility Fee to be charged to an Occupied Unit, the City Administrator shall render a decision on the application. The decision shall be provided in written form and shall include findings of fact and conclusions for the particular aspects of the decision, based upon available criteria. A copy of the decision shall be mailed to the person submitting the request.
- C. Use Categories.** For the purpose of reviewing the fee, the City Administrator may determine that the land use category is proper and that the fee charged is appropriate. However, if the decision of the City Administrator results in a change in category of land use, the City Administrator shall, for the purpose of establishing the fee, assign a new use category and notify the Finance Director so that the appropriate change may be made in the applicable fee to be charged in the future.
- D. Refunds or Credits.** If the City Administrator determines that there is a change in category of land use necessary, and that the client has been overcharged for the Transportation Utility Fee, the City shall issue a credit or refund to the responsible party of the Occupied Unit who pays the utility billing.
- E. Appeal of City Administrator Decision.** The Responsible Party may appeal the City Administrator's determination to the City Council. The notice of appeal must be filed on the Transportation Utility Fee Appeal Form. An appeal must be filed in writing within ten (10) days of the date of receipt of notice of assignment of fee, or change of use code for ITE Trips according to land use. This form must be filed with the office of the City Recorder in writing, stating:
1. The name and address of the appellant
 2. The address of the affected premises
 3. The nature of the determination being appealed
 4. The reason the determination is incorrect
 5. What the correct determination of the appeal should be.

A responsible party who fails to file such a statement within the time permitted waives his or her objections and the appeal shall be dismissed. If

notice of appeal is properly filed, except in an emergency, the City shall continue to bill the property at the initial fee during the appeal process. After a determination is made on the appeal, the City will refund or credit the customer if such fee has been reduced through the appeal process

The appellant shall be allowed at least ten (10) days' written notice of the hearing on the appeal. At its next available meeting, the City council shall hear and determine the appeal on the basis of the written statement and such additional evidence as the Council deems appropriate. At the hearing the appellant may present testimony and oral argument personally or by counsel, and additional evidence. The rules of evidence as used by courts of law do not apply. The decision of the Council shall be in writing and shall contain findings of fact and conclusions of law that substantiate the Council's decision. The decision shall be mailed to the appellant within ten (10) days of the completion of the appeal hearing. The decision of the Council shall be final.

SECTION 11. RATES AND COLLECTION.

- A.** All charges and service rates levied in accordance with ordinances of the City shall be a debt due to the City. If this debt is not paid within thirty (30) days, it shall be deemed delinquent and may be recovered by civil action in the name of the City against the property Owner. All service rates, charges, costs and assessments shall be levied and imposed, upon all persons or developed property whose premises are now and hereafter located in the City Limits of Coburg. A record of unpaid debts for services shall be kept by the City and such a list shall be a portion of the City's lien records. The City may follow the same enforcement procedures set forth in the City's Water Ordinance to collect delinquent payments, including, but not limited to, discontinuation of water services. In addition to any other remedy, at any time after the passage of thirty (30) days after the debt is due, the City may elect to foreclose on the debt in the City lien records unless the Owner can provide proof that the debt has been paid in full.
- B.** The Council may establish, by resolution, other methods for the collection of all rates authorized by this ordinance. All rates levied or charged pursuant to this ordinance shall be payable in the same manner and at the same time as water use charges. In addition to all other remedies, the Council may provide for the termination of water service for any property where any rate authorized by this Ordinance is not paid.

- C. The Owner of property may make contractual arrangements for a tenant to pay some or all of the rates developed pursuant to this Ordinance. Where the City has notice of such arrangements, the City will honor those contractual commitments by a tenant, as long as the rates are paid in full and on time. The Owner of a property will remain ultimately responsible for payments of any rates charged to a property, regardless of any contractual arrangements the Owner may have made.

SECTION 12. REVIEW OF FUND AND ANNUAL REPORT.

The Public Works Director or other City Staff as delegated by the City Administrator shall perform a full rate review no less frequently than every 12 months which shall be reviewed by the City Council. The following are examples of circumstances that council may consider when adjusting fees:

- a. Grants and funding received by the City that offset the cost of repairs and maintenance of the roads.
- b. Larger than expected costs to complete any transportation projects.
- c. Recession or undue financial distress placed on the community as a whole.

Annual reviews of the fee and adjustments shall consider the November Engineering News 20 City Construction Index, or other means determined by the City Engineer to be acceptable in determining the increase or decrease of the cost of construction of any one or all of the projects to be completed.

Any adjustments to fees shall be made by City Council resolution.

SECTION 13. SEVERABILITY

- A. In the event any section, subsection, paragraph, sentence or phrase of this chapter or any administrative policy adopted herein is determined by a court of competent jurisdiction to be invalid or unenforceable, the validity of the remainder of the ordinance shall continue to be effective. If a court of competent jurisdiction determines that this ordinance imposes a tax or charge, which is therefore unlawful as to certain but not all affected parties, then as to those certain parties, an exception or exceptions from the imposition of the Transportation Utility Fee shall thereby be created and the remainder of the ordinance and the fees imposed thereunder shall continue to apply to the remaining properties without interruption.

SECTION 14. CLASSIFICATION OF CHARGES

For purposes of ORS 310.145 (Classification of Taxes and Fees for Purposes of Measure 5 Limits), the Transportation Utility Fee is not intended to be a tax on property or a property owner as a direct consequence of ownership, but instead is a fee or charge on subject to the limits of Section 11(b), Article XI, of the Oregon Constitution.

SECTION 15. EFFECTIVE DATE.

This ordinance shall become effective _____.

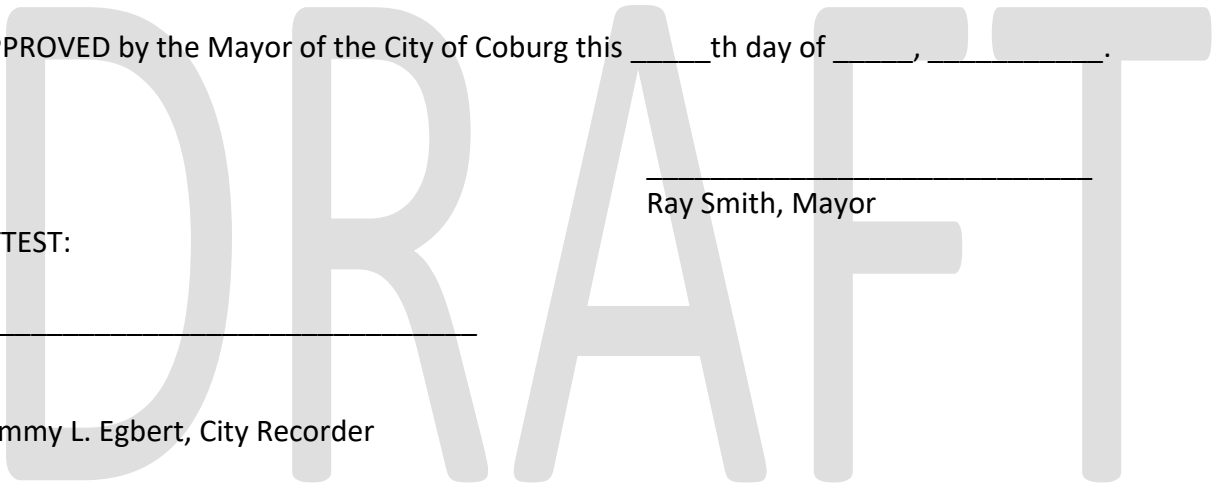
ADOPTED by the **City Council** of the **City of Coburg** this ____ day of _____, _____, by a vote of ____ for and ____ against.

APPROVED by the Mayor of the City of Coburg this _____th day of _____, _____.

Ray Smith, Mayor

ATTEST:

Sammy L. Egbert, City Recorder



CITY OF COBURG TRANSPORTATION UTILITY FEE APPEAL FORM

Date _____

Name of Person Submitting Appeal _____

Business Address _____

Contact Phone _____ Email _____

I am submitting an appeal for the following reasons:

_____ ITE Code Assigned to My Business _____ Associated Trips Assigned

_____ Square Footage Considered for setting my fee

In order for an Appeal to be considered by the City it must be submitted within 10 days of receipt of assigned fee. In addition, the following must be attached to this form:

1. A written description of why you are appealing the fee. Please provide proof or alternate information to support your appeal
 2. A building footprint with square footage prepared and stamped by a licensed Engineer if appealing square footage assigned
-

Received by City of Coburg on: _____
Date Received

Acknowledgment of Receipt _____
Name and Signature of Staff Member

Date Appeal will be considered _____
Date

City of Coburg

Transportation SDC Fee Schedule

Associated Trips per ITE Code

Transportation SDC Fee Schedule

ITE Code	Land Use	Unit	Primary Average Daily Vehicle Trips	Percent Primary Trips	Adjusted Average Daily Vehicle Trips	Average Daily Person Trips
21	Commercial Airport	CFD	123.11	100%	123.11	206.83
30	Intermodal Truck Terminal	Acre	62.51	100%	62.51	105.02
110	General Light Industrial	1,000 SFGFA	5.26	100%	5.26	8.84
130	Industrial Park	1,000 SFGFA	5.34	100%	5.34	8.97
140	Manufacturing	1,000 SFGFA	3.03	100%	3.03	5.09
151	Mini-Warehouse	1,000 SFGFA	2.37	100%	2.37	3.99
160	Data Center	1,000 SFGFA	0.99	100%	0.99	1.66
210	Single-Family Detached Housing	Dwelling unit	9.45	100%	9.45	15.87
220	Apartment	Dwelling unit	6.50	100%	6.50	10.92
230	Residential Condominium/Townhouse	Dwelling unit	5.65	100%	5.65	9.49
240	Mobile Home Park	ODU	4.90	100%	4.90	8.23
254	Assisted Living	Bed	2.56	100%	2.56	4.31
310	Hotel	Room	7.86	100%	7.86	13.20
411	City Park	Acre	6.13	100%	6.13	10.30
417	Regional Park	Acre	4.99	100%	4.99	8.39
430	Golf Course	Acre	5.27	100%	5.27	8.86
444	Movie Theater with Matinee	Movie screen	387.03	100%	387.03	650.21
492	Health/Fitness Club	1,000 SFGFA	30.32	100%	30.32	50.94
495	Recreational Community Center	1,000 SFGFA	27.40	100%	27.40	46.03
520	Elementary School	1,000 SFGFA	12.07	59%	7.12	11.97
522	Middle School/Junior High School	1,000 SFGFA	10.78	59%	6.36	10.69
530	High School	1,000 SFGFA	10.09	59%	5.95	10.00
540	Junior/Community College	1,000 SFGFA	21.41	100%	21.41	35.97
560	Church	1,000 SFGFA	13.22	100%	13.22	22.21
565	Day Care Center	1,000 SFGFA	54.62	33%	18.02	30.28
590	Library	1,000 SFGFA	50.46	100%	50.46	84.78
610	Hospital	1,000 SFGFA	12.17	100%	12.17	20.45
620	Nursing Home	1,000 SFGFA	7.21	100%	7.21	12.12
710	General Office Building	1,000 SFGFA	8.38	100%	8.38	14.08
720	Medical-Dental Office Building	1,000 SFGFA	27.31	100%	27.31	45.88
731	State Motor Vehicles Department	1,000 SFGFA	120.90	100%	120.90	203.11
732	United States Post Office	1,000 SFGFA	88.35	100%	88.35	148.43
750	Office Park	1,000 SFGFA	8.50	100%	8.50	14.28
760	Research and Development Center	1,000 SFGFA	6.22	100%	6.22	10.45
770	Business Park	1,000 SFGFA	9.44	100%	9.44	15.85
812	Building Materials and Lumber Store	1,000 SFGFA	43.13	100%	43.13	72.46
813	Free-Standing Discount Superstore	1,000 SFGFA	53.42	72%	38.46	64.62
814	Variety Store	1,000 SFGFA	64.03	48%	30.57	51.36
815	Free-Standing Discount Store	1,000 SFGFA	59.09	48%	28.22	47.40
816	Hardware/Paint Store	1,000 SFGFA	58.23	45%	25.91	43.53
817	Nursery (Garden Center)	1,000 SFGFA	82.86	100%	82.86	139.20
820	Shopping Center	1,000 SFGLA	41.24	50%	20.68	34.74
826	Specialty Retail Center	1,000 SFGLA	40.58	100%	40.58	68.18
841	Automobile Sales	1,000 SFGFA	29.27	100%	29.27	49.17

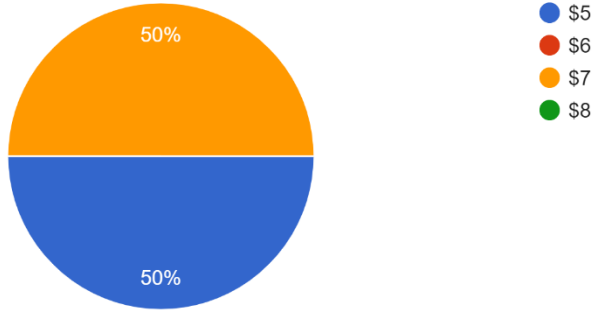
843 Automobile Parts Sales	1,000 SFGFA	61.91	44%	27.24	45.76
848 Tire Store	1,000 SFGFA	24.87	69%	17.08	28.69
850 Supermarket	1,000 SFGFA	122.18	39%	47.34	79.54
851 Convenience Market (Open 24 Hours)	1,000 SFGFA	758.79	33%	246.81	414.63
857 Discount Club	1,000 SFGFA	42.35	100%	42.35	71.14
862 Home Improvement Superstore	1,000 SFGFA	38.03	44%	16.73	28.11
880 Pharmacy/Drugstore without Drive-Throu	1,000 SFGFA	90.06	42%	38.13	64.05
881 Pharmacy/Drugstore with Drive-Through	1,000 SFGFA	96.91	38%	36.83	61.87
890 Furniture Store	1,000 SFGFA	4.98	37%	1.83	3.07
911 Walk-in Bank	1,000 SFGFA	0.00	100%	0.00	0.00
912 Drive-in Bank	1,000 SFGFA	122.71	27%	33.54	56.35
925 Drinking Place	1,000 SFGFA	0.00	100%	0.00	0.00
931 Quality Restaurant	1,000 SFGFA	88.04	43%	37.42	62.86
932 High-Turnover (Sit-Down) Restaurant	1,000 SFGFA	132.28	40%	52.58	88.34
933 Fast-Food Restaurant without Drive-Thrc	1,000 SFGFA	682.29	40%	271.21	455.63
934 Fast-Food Restaurant with Drive-Through	1,000 SFGFA	535.05	41%	219.07	368.04
937 Coffee/Donut Shop with Drive-Through	1,000 SFGFA	818.58	41%	335.16	563.07
938 Coffee/Donut Kiosk	1,000 SFGFA	1,800.00	17%	306.00	514.08
944 Gasoline/Service Station	VFP	168.56	35%	59.00	99.11
945 Gasoline/Service Station with Convenien	VFP	162.78	13%	20.80	34.94
946 Gasoline/Service Station with Car Wash	VFP	152.84	24%	36.51	61.34

TUF Council Survey Results 5/27/21

4 responses

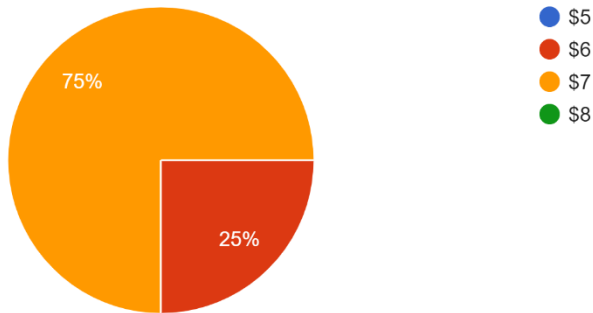
What should residents be charged per month for the TUF?

4 responses



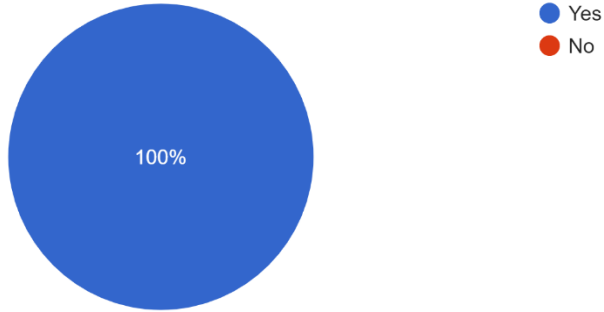
What should commercial businesses be charged per equitable unit?

4 responses



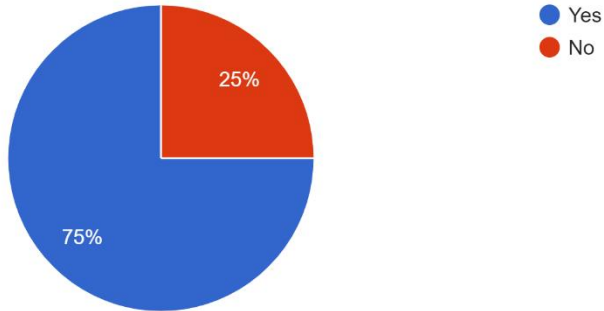
Will we charge the School and Fire District (Other governmental units) for the TUF?

4 responses



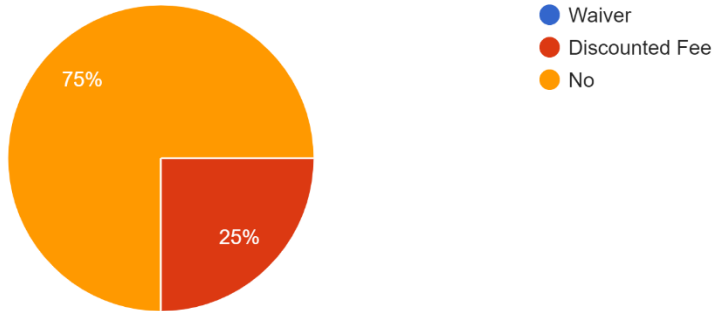
Will the City charge itself for the TUF?

4 responses



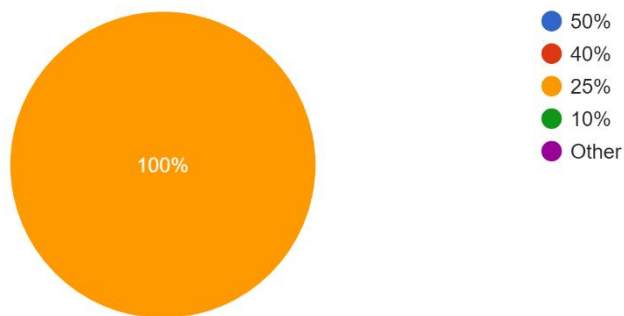
Will we offer Church and Fraternal Organizations a waiver or discounted fee?

4 responses



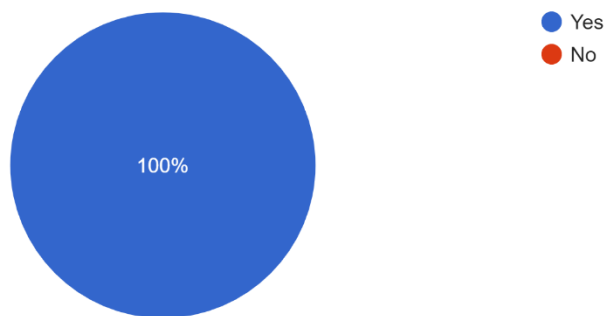
If Discounted fee, how much of a discount will we allow?

1 response



Serenity Lane is the only non-profit that is exempt from property tax. However, they are one of the largest users of the roadway at the east end of the ...sinesses in Coburg? It would be at a hospital rate.

4 responses





COBURG CITY COUNCIL ACTION/ISSUE ITEM

Topic: Resolution 2021-16, A Resolution Establishing a Transportation Utility Fee Rate Schedule for Users and Use of the Coburg Municipal Street System

Meeting Date: July 27, 2021

Staff Contact: Anne Heath, City Administrator

Contact: 541-682-7870. Anne.heath@Ci.Coburg.Or.Us

REQUESTED COUNCIL ACTION

Recommended Motion: "I move to adopt Resolution 2021-16 a resolution establishing a Transportation Utility Fee Rate Schedule for the users and use of the Coburg Municipal Street System".

POLICIES OR CITY COUNCIL GOAL(S)

- Address Street Funding
-

BACKGROUND

This fee schedule is partnered with the adoption of Ordinance A-252 which establishes a Transportation Utility Fee.

Council has discussed and reviewed the draft ordinance and it is presented in 2nd reading also on July 27, 2021. The ordinance creates the fee and sets the policy for how it will be charged. The fee schedule dictates the actual fees charged. Changes to the fees should be analyzed annually and may be changed by resolution.

COSTS ASSOCIATED WITH STREET REPAIRS

The amount that the City needs to raise per month is between \$11,000 and \$12,000, or \$132,000 to \$140,000 per year. Growth and additional residents and businesses will increase this amount in future years to cover the cost of new streets and continued maintenance on existing streets. In addition, the City staff will continue to seek and apply for grant funding to cover some of the costs associated with the street repairs and maintenance.

Based upon the current transportation project list the cost of addressing the current street conditions is \$3,500,000. Approximately \$2,650,000 of this cost should be absorbed by the

non-resident customers. This includes all industrial streets and one-half of the collector streets. Residents should cover all residential streets and approximately one-half of the collectors. This comes out to one-third or approximately \$4,000 covered by the residents, and two-thirds by the businesses. Setting a rate for residents and non-residential properties, and an additional rate for non-residential properties raises the required and projected needed funds.

In a meeting with a consultant on the billing method under this ordinance, it was highly recommended that we utilize the already approved SDC ITE Trip Schedule be utilized in determining business code and associated trips per 1000 feet. This adopted schedule is what the staff uses to determine the charge for SDC's associated with trips for a business. Therefore, it is the recommended method for determining business trips for the TUF. The SDC ITE Schedule is attached. Failure to utilize this schedule would result in inconsistent analysis of projected use of the roadway by a business.

OUTREACH TO THE PUBLIC

Staff took a multi-tiered approach to reaching out to the public regarding this subject including:

- Multiple newsletter articles
- Mini-Newsletter in Utility Bills
- Social Media Posts
- Brochures distributed twice to the community
- Volunteer Committee of Citizens which help public meetings and invited comment

MEETING WITH BUSINESSES

Staff has also reached out to the majority of businesses in Coburg to invite them into a conversation regarding the TUF and answer their questions. When possible, the staff gave them a projected cost of the TUF to their business. In addition, businesses were given the date of the 2nd reading of the ordinance and were invited to provide public comment.

STEPS FOR COMPLETION

1. Approve Resolution to set fee schedule
2. Staff to assign fee to each non-resident property
3. Resident properties will be charged base rate
4. Staff will begin implementation. Rates will be on the October Utility Bills that cover September 1st – 30th billing period. .

RECOMMENDATION AND ALTERNATIVES

Staff recommends that Council discuss and consider approving the fee schedule as written.

BUDGET / FINANCIAL IMPACT

The fee will raise approximately \$130,000 in the first year.

ATTACHMENTS

- A. DRAFT Resolution 2016-16

REVIEWED THROUGH

Gary Darnielle, City Attorney
Sammy Egbert, City Recorder

RESOLUTION 2021-16

A RESOLUTION ESTABLISHING A TRANSPORTATION UTILITY FEE RATE SCHEDULE FOR THE USERS AND USE OF THE COBURG MUNICIPAL STREET SYSTEM

WHEREAS, the City Council of the City of Coburg recognizes the need for pavement preservation and improvement of City’s street system and a funding mechanism; and

WHEREAS, the Council adopted Ordinance No. A-252 on July 27, 2021, which created policy guidance for the collection of a Transportation Utility Fee; and

WHEREAS, Ordinance No. A-252 authorizes the establishment of Transportation Utility Fees; and

WHEREAS, the intent of the City Council was to charge all developed, improved property located within the City limits regardless of whether or not the property receives other utility services from the City; and

WHEREAS, the City Council provided notice, public information of various forms and allowed for public comment as required by ORS 294.160;

NOW, THEREFORE, BE IT RESOLVED BY THE COBURG CITY COUNCIL THAT:

SECTION 1 - BILLING TERM. The Transportation Utility Fee shall appear on the monthly water, sewer or other utility bill and is referred to herein as the “**Transportation Utility Fee**”.

SECTION 2 – TRANSPORTATION UTILITY FEE. Rates shall apply to all occupied premises within the city’s limits per the terms of Ordinance No. A-252.

Transportation Utility Fee Rate Schedule	
	Montly Fee
Single Family Detached Housing ADU	\$7.00
Apartment	\$4.83 per unit
Condominium	\$4.20 per unit
Mobile Home Park Trailor Parks	\$3.64 per site
Assisted Living	\$2.00 per bed
Business	\$7.00 + Associated Trip Charge
Fraternal Organizations - annual revenue below \$25K	\$10.00
Fraternal Organizations - annual revenue above \$25K	\$10.00 + Associated Trip Charge
* <u>Associated Trip Charge is billed at \$0.27 per trip</u>	

1. All transportation utility charges outlined shall be for the preceding month (i.e. October 1 billing covers the period of September 1- September 30).
2. All transportation utility charges outlined in the fee schedule shall be charged whether or not water or sewer usage has occurred during the month

- 3. All transportation utility charges outlined in the fee schedule will be pro-rated for partial services months, based on affixed 30-day month. Such proration shall only apply when the City has been notified in writing of a change in responsible party, a change in the account status or other circumstance in which proration is deemed to be appropriate by the City
- 4. All late fees, non-sufficient fees or other fees charged on the regular utility billing as approved by utility ordinances or resolutions shall apply to the transportation utility fee.
- 5. Ordinance No. A-252 requires a review of rates annually, and all fee adjustments shall be made by resolution. Annual reviews of the fee and adjustments shall consider the November Engineering News 20 City Construction Index, or other means determined by the City Engineer to be acceptable in determining the increase or decrease of the cost of construction.

SECTION 3 – OTHER DEFINITIONS, TERMS POLICIES AND PROCEDURES. Unless otherwise set forth herein, the definitions, terms and policies and procedures relating to the City’s provision of utility and other services under this Resolution are those established by Ordinance No. A-252.

SECTION 4 – EFFECTIVE DATE. This resolution shall take effect immediately upon passage. Rates will be implemented and included in the October 10, 2021 utility bills

Adopted by the **City Council** of the **City of Coburg**, Oregon by vote of ___ for and __ against this 27th day of July, 2021.

Ray Smith, Mayor

ATTEST:

Sammy L. Egbert, City Recorder



COBURG CITY COUNCIL ACTION/ISSUE ITEM

TOPIC: Adoption of State Statutes as Coburg Violations

Meeting Date: July 27th, 2021
 Staff Contact: Larry Larson, Chief of Police
 Contact: 541-682-7855, larry.larson@ci.coburg.or.us

REQUESTED COUNCIL ACTION

Second Reading of Ordinance A-163-S.

Suggested Motion: I move to adopt Ordinance A-163-S, AN ORDINANCE ADOPTING THE OREGON CRIMINAL CODE, OREGON UNIFORM CONTROLLED SUBSTANCES ACT, OREGON LIQUOR CONTROL ACT, AND THE OREGON MOTOR VEHICLE CODE; REPEALING ORDINANCE A-163-R.

CITY COUNCIL GOAL (S):

None. This item is operational.

BACKGROUND

Coburg Police can only issue summons to appear in Coburg's Municipal Court for violations of a Coburg Ordinance. By adopting certain state statutes as also being violations of Coburg's ordinances, the Coburg Police are able to issue summons for these violations into the Coburg Municipal Court. The alternative would be that all summons for these violations would be to the Lane County Circuit Court.

Ordinance A-163-S is the latest in a regular series of ordinances accomplishing this purpose. It makes violations of the traffic laws, similar violations and minor criminal offenses violations of the City ordinance.

RECOMMENDATION AND ALTERNATIVES

The adoption of Ordinance A-163-S is recommended.

The alternative is to not adopt the updated Ordinance. This would mean that changes in the law since 2020 would not be included and it would be improper to issue summons for those offenses.

BUDGET / FINANCIAL IMPACT

There is no immediate budget impact if the Ordinance is adopted. Failure to act would mean an increasing number of offenses for which summons to Coburg Municipal Court could not be issued.

PUBLIC INVOLVEMENT

Public Hearing and First Reading June 8th 2021 City Council Meeting.

NEXT STEPS

Ordinance A-163-S would become effective 30 days after adoption.

ATTACHMENTS

A. Draft Ordinance A-163-S.

REVIEWED THROUGH:

Anne Davies, City Attorney
Anne Heath, City Administrator
Sammy Egbert, City Recorder

**DRAFT
ORDINANCE A-163-S**

AN ORDINANCE ADOPTING THE OREGON CRIMINAL CODE, OREGON UNIFORM CONTROLLED SUBSTANCES ACT, OREGON LIQUOR CONTROL ACT, AND THE OREGON MOTOR VEHICLE CODE; REPEALING ORDINANCE A-163-S

THE CITY OF COBURG ORDAINS AS FOLLOWS:

- Section 1. Oregon Criminal Code Adopted.** Violation of any provision of Oregon Revised Statutes chapters 161 through 167, as now constituted, is an offense against this city.
- Section 2. Oregon Uniform Controlled Substances Act Adopted.** Violation of any provision of Oregon Revised Statutes chapter 475, as now constituted, is an offense against this city.
- Section 3. Oregon Liquor Control Act Adopted.** Violation of any provision of Oregon Revised Statutes chapter 471 and 472, as now constituted, is an offense against this city.
- Section 4. Oregon Motor Vehicle Code Adopted.** Except for Oregon Revised Statute 813.170, violation of provisions of Oregon Revised Statutes chapter 153 and chapters 801 through 822, as now constituted, is an offense against this city.
- Section 5. Jurisdiction.** In the above Acts, Codes, and laws of the State of Oregon which are adopted hereby, the City shall have jurisdiction over infractions, violations, offenses, and misdemeanors only.
- Section 6. Severability.** Should any section or provision of this ordinance or the laws adopted hereby be declared unconstitutional or invalid, such decision shall not affect the validity of this ordinance as a whole, or any part hereof, except that part so declared to be unconstitutional or invalid.
- Section 7. Repeal.** Ordinance No. A-163-R of the City of Coburg is hereby repealed in its entirety. All other ordinances in conflict herewith are hereby repealed to the extent of such conflicts.

This ordinance was read as required by the City of Coburg Charter at the June 8th, 2021 regular meeting of the City Council, and, at the July 27th, 2021 City Council. It was put to a vote.

ADOPTED by the **City Council** of the **City of Coburg** this ____ day of _____, 2021, by a vote of ____ for and ____ against.

APPROVED by Mayor of City of Coburg this ____ day of _____, 2021.

Ray Smith, Mayor

ATTEST:

Sammy Egbert, City Recorder



COBURG CITY COUNCIL ACTION/ISSUE ITEM

TOPIC: Resolution 2021-14: A Resolution in Support of an Application to the State of Oregon's Transportation and Growth Management Program to Assist with Updating and Aligning the City's Transportation System Plan and Development Code

Meeting Date: July 27, 2021

Staff Contact: Megan Winner, Planner

Contact: 541-682-7862, megan.winner@ci.coburg.or.us

REQUESTED COUNCIL ACTION

Approval of Resolution 2021-14, a resolution supporting an application to the State of Oregon's Transportation and Growth Management (TGM) Program to assist with updating and aligning the City's Transportation System Plan and Development Code.

Suggested motion:

I move to approve Resolution 2021-14, a resolution in support of an application to the State of Oregon's Transportation and Growth Management Program to assist with updating and aligning the City's Transportation System Plan and Development Code.

POLICIES OR CITY COUNCIL GOAL(S) ADDRESSED

City Council Goal #1: Livability, Health, and Vitality

City Council Goal #2: Utilities and Infrastructure Capacity

City Council Goal #5: Strategic Planning

City Council Goal #6: Economic Development

BACKGROUND

Communities around the country often make transportation and land use decisions in isolation from each other. In 1993, two state agencies came together to change the approach in Oregon.

The Transportation and Growth Management program (TGM) recognizes land use decisions affect transportation options, and transportation decisions influence land use patterns.

The TGM program is a partnership of the Oregon Department of Land Conservation and Development and Oregon Department of Transportation. The program helps governments

across Oregon with skills and resources to plan long-term, sustainable growth in their transportation systems in line with other planning for changing demographics and land uses. TGM encourages governments to take advantage of assets they have, such as existing urban infrastructure, and walkable downtowns and main streets.

TGM is primarily funded by federal transportation funds, with additional staff support and funding provided by the State of Oregon. Since 1993, TGM has provided funds and services to over 270 cities, counties, tribes, and transit districts.

In Coburg, the proposed project is a comprehensive update to the Coburg Transportation System Plan. The City’s current acknowledged plan is two decades old (1999). A recent draft update to the plan was tied to the Urban Growth Boundary expansion for residential lands which was remanded back to the City in 2017 and therefore not updated and is currently outdated. The plan updates do not reflect the community visioning process, comprehensive plan and development code amendments, nor a recently conducted Built Out Scenario Community Engagement project. A full TSP update and alignment with the development code will anticipate the projected growth of the community, acknowledge and address the unexpected flow of commuter traffic, and review the designation of local streets to make sure that the transportation plan honors the vision of a safe, walkable, and multi-modal environment for the community.

BUDGET

If funds are awarded, grants revenues and expenditures will be included in the budget for the upcoming fiscal year.

PUBLIC INVOLVEMENT

None at this time.

NEXT STEPS

Completion and submittal of grant application.

ATTACHMENTS

Resolution 2021-14 DRAFT

REVIEWED BY:

Anne Heath, City Administrator

RESOLUTION 2021-14

A RESOLUTION IN SUPPORT OF AN APPLICATION TO THE STATE OF OREGON'S TRANSPORTATION AND GROWTH MANAGEMENT PROGRAM TO ASSIST WITH UPDATING AND ALIGNING THE CITY'S TRANSPORTATION SYSTEM PLAN

WHEREAS, the Transportation and Growth Management (TGM) Grant Program, operated by the Oregon Departments of Transportation and Land Conservation and Development, provides funds to help local governments develop integrated land use and transportation plans; and

WHEREAS, the City of Coburg desires to participate in this grant program to the greatest extent possible as a means of enhancing the City's Transportation System Plan, transportation networks, and preparing for future growth and development opportunity; and

WHEREAS, significant changes have occurred within the City since the TSP was adopted in 1999, including changes in development plans and design standards and the completion of capital and planning projects, resulting in the TSP becoming outdated; and

WHEREAS, a joint project that updates and aligns the TSP and Development Code is the most efficient way to effectively plan for the necessary growth of the City's transportation networks and buildable lands; and

WHEREAS, the Mayor has appointed a Code Review Ad-Hoc Committee to address issues in the Development Code based on findings from the Build-Out Scenario project and other public input; and

WHEREAS, City Council has identified Livability, Health, and Vitality; Utilities and Infrastructure Capacity; Strategic Planning; and Economic Development as goals for 2021; and

WHEREAS, The City of Coburg is committed to partnering with its partner local, county, and state agencies to accomplish transportation planning; and

WHEREAS, The City of Coburg has available local matching funds to fulfill its share of obligation related to this grant application should the grant funds be awarded; and

WHEREAS, The City of Coburg will provide adequate funding for this planning project should the grant funds be awarded.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Coburg

1. The City Council demonstrates its support for the submittal of a grant application to the State of Oregon's Transportation and Growth Management Program.
2. The City Council authorizes the City Administrator to sign the application.

3. This Resolution shall be effective following its adoption by the Coburg City Council.

Adopted by the **City Council** of the **City of Coburg**, Oregon, by a vote of ___ for and ___ against, this 27th day of July 2021.

Ray Smith, Mayor

ATTEST:

Sammy L. Egbert, City Recorder



COBURG CITY COUNCIL ACTION/ISSUE ITEM

TOPIC: Resolution 2021-15: A Resolution to Initiate a Comprehensive Plan Amendment to the Coburg Comprehensive Plan

Meeting Date: July 27, 2021

Staff Contact: Megan Winner, Planner

Contact: 541-682-7862, megan.winner@ci.coburg.or.us

REQUESTED COUNCIL ACTION

Approval of Resolution 2021-15, a resolution to initiate a comprehensive plan amendment to the Coburg Comprehensive Plan. There are two options for this resolution.

Suggested motion:

Option 1 I move to approve Resolution 2021-15, a resolution to initiate a comprehensive plan amendment to the Coburg Comprehensive Plan to amend policy 6 of goal 14.

Option 2 I move to approve Resolution 2021-15, a resolution to initiate a comprehensive plan amendment to the Coburg Comprehensive Plan to delete policy 6 of goal 14.

POLICIES OR CITY COUNCIL GOAL(S) ADDRESSED

City Council Goal #1: Livability, Health, and Vitality

City Council Goal #5: Strategic Planning

BACKGROUND

The current Coburg Comprehensive Plan does not allow for the City Council to annex any lands outside of the Urban Growth Boundary (UGB). General Policy 6, of Goal 14: Urbanization, presently reads “The City shall not annex lands outside its adopted Urban Growth Boundary without first expanding its Urban Growth Boundary to include the proposed annexation.” Based on recent land use proceedings, staff believe it would be advantageous to amend or delete this policy so that roads and right of ways that serve property within the city limits can be annexed. Annexation of right-of-ways provides greater control over its operations and maintenance. This resolution would provide City Council greater discretion when evaluating annexations, as they relate to Coburg’s transportation systems.

There are two options for Council to consider for Resolution 2021-15:

- Option 1: Amend Policy 6 to allow the City Council to annex rights-of-way that are outside of its UGB, but serve properties within the UGB.
- Option 2: Delete Policy 6

BUDGET

N/A

PUBLIC INVOLVEMENT

The Comprehensive Plan Amendment will go through the Type IV land use process as described in Article X of the Coburg Development Code, which will require two public hearings. The first public hearing shall be in front of Planning Commission, which shall issue a recommendation onto City Council. The second public hearing shall be in front of City Council, in which City Council shall take final action on the amendment.

NEXT STEPS

Begin Type IV land use process

ATTACHMENTS

- OPTION 1** Resolution 2021-15: A resolution to initiate a comprehensive plan amendment to the Coburg Comprehensive Plan to amend policy 6 of goal 14
 - OPTION 2** Resolution 2021-15: A resolution to initiate a comprehensive plan amendment to the Coburg Comprehensive Plan to delete policy 6 of goal 14
-

REVIEWED BY:

Anne Heath, City Administrator

OPTION 1

RESOLUTION 2021-15**A RESOLUTION TO INITIATE A COMPREHENSIVE PLAN AMENDMENT TO THE COBURG COMPREHENSIVE PLAN TO AMEND POLICY 6 OF GOAL 14**

WHEREAS, General Policy 6, of Goal 14: Urbanization, presently reads “The City shall not annex lands outside its adopted Urban Growth Boundary without first expanding its Urban Growth Boundary to include the proposed annexation.”

WHEREAS, Amending Policy 6 of Goal 14 would allow the City Council to annex rights-of-way that are outside of its UGB, but serve properties within the UGB.

WHEREAS, Amending Policy 6 of Goal would allow City Council greater discretion when evaluating annexations, as they relate to Coburg’s transportation systems.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Coburg::

1. The City of Coburg will initiate a Comprehensive Plan Amendment to amend Policy 6 of Goal 14.
2. This Resolution does not by itself amend the Comprehensive Plan.
3. The Comprehensive Plan Amendment will go through the Type IV land use process as described in Article X of the Coburg Development Code, which will require two public hearings. The first public hearing shall be in front of Planning Commission, which shall issue a recommendation onto City Council. The second public hearing shall be in front of City Council, in which City Council shall take final action on the amendment.
4. The amendment to the Comprehensive Plan shall be adopted by an ordinance, consistent with the Coburg City Charter.

Adopted by the **City Council** of the **City of Coburg**, Oregon, by a vote of ____ for and ____ against, this ____ day of July 2021.

Ray Smith, Mayor

ATTEST:

Sammy Egbert, City Recorder

OPTION 2

RESOLUTION 2021-15

A RESOLUTION TO INITIATE A COMPREHENSIVE PLAN AMENDMENT TO THE COBURG COMPREHENSIVE PLAN TO DELETE POLICY 6 OF GOAL 14

WHEREAS, General Policy 6, of Goal 14: Urbanization, presently reads *“The City shall not annex lands outside its adopted Urban Growth Boundary without first expanding its Urban Growth Boundary to include the proposed annexation.”*

WHEREAS, Deleting Policy 6 of Goal 14 would allow the City Council to annex rights-of-way that are outside of its UGB, but serve properties within the UGB.

WHEREAS, Deleting Policy 6 of Goal 14 would allow City Council greater discretion when evaluating annexations, as they relate to Coburg’s transportation systems.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Coburg:

1. The City of Coburg will initiate a Comprehensive Plan Amendment to delete Policy 6 of Goal 14.
2. This Resolution does not by itself amend the Comprehensive Plan.
3. The Comprehensive Plan Amendment will go through the Type IV land use process as described in Article X of the Coburg Development Code, which will require two public hearings. The first public hearing shall be in front of Planning Commission, which shall issue a recommendation onto City Council. The second public hearing shall be in front of City Council, in which City Council shall take final action on the amendment.
4. The amendment to the Comprehensive Plan shall be adopted by an ordinance, consistent with the Coburg City Charter.

Adopted by the **City Council** of the **City of Coburg**, Oregon, by a vote of ____ for and ____ against, this ____ day of July 2021.

Ray Smith, Mayor

ATTEST:

Sammy Egbert, City Recorder



COBURG CITY COUNCIL ACTION/ISSUE ITEM

TOPIC: Addendum 1 to the Intergovernmental Agreement with the City of Cottage Grove for Building Permit Program Services

Meeting Date: July 27, 2021
 Staff Contact: Megan Winner, Planner
 Contact: 541-682-7862, megan.winner@ci.coburg.or.us

REQUESTED COUNCIL ACTION:

Consider approval to allow for the City Administrator to execute addendum 1 to Intergovernmental Agreement with Cottage Grove for the purpose of providing Building Permit Program Services to the City of Coburg.

RECOMMENDED MOTION: *"I move to approve the City Administrator sign Addendum 1 to the June 8, 2020 Intergovernmental Agreement with Cottage Grove for the purpose of providing Building Permit Program Services to the City of Coburg."*

BACKGROUND

Over the last year, the City of Coburg has been working under an Intergovernmental Agreement with Cottage Grove for the purpose of providing building permit program services. Amendments to the IGA is needed to more accurately reflect Cottage Grove's cost to provide Agreement between Cottage Grove and Coburg to continue those services.

BUDGET

The cost of Building Permit Program services is directly tied to a percentage of work performed for the City of Coburg in comparison to the overall program. Amendments to the contract are needed to more accurately reflect Cottage Grove's costs to provide Coburg with Building Permit Program services.

RECOMMENDATIONS AND ALTERNATIVES

Staff recommends that Council approve the City Administrator to execute the agreement.

PUBLIC INVOLVEMENT

This is an annual budgetary item. Revenues and expenditures for the permit services program are part of the 2022 adopted budget. Public comment was available through the budget process.

NEXT STEPS

The next step would be to implement the Addendum 1

ATTACHMENTS

- A. June 8, 2020 Intergovernmental Agreement
- B. Proposed - ADDENDUM 1 and 2021-2022 Building Program Costs

REVIEWED THROUGH

Anne Heath, City Administrator
Sammy Egbert, City Recorder

ADDENDUM NO. 1
INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITIES OF
COTTAGE GROVE AND COBURG FOR BUILDING PERMIT
PROGRAM SERVICES

BETWEEN: City of Cottage Grove (Cottage Grove)

AND: City of Coburg (Coburg)

EFFECTIVE DATE: July 1, 2021.

RECITALS

- A. Cottage Grove and Coburg entered into an Intergovernmental Agreement for Building Permit Program Services, on June 8, 2021, with an effective date of July 1, 2021 (IGA).
- B. Amendments to the Contract are needed to more accurately reflect Cottage Grove’s costs to provide Coburg with Building Permit Program Services.

AGREEMENT

In consideration of the foregoing Recitals, which by this reference are incorporated herein, and of the mutual covenants, conditions and obligations on the part of each party to be kept and performed, it is hereby agreed as follows:

- 1. Section 4, Consideration, subsection (A) of the IGA, is hereby amended to read as follows:

“\$16,454.50 to Cottage Grove on a quarterly basis, by July 25th, October 25th, January 25th and March 25th each year this Agreement continues in effect. This amount represents the actual cost to Cottage Grove to provide Building Permit Program Services to Coburg, thus ensuring that all Building Permit funds collected by Coburg are properly dedicated to administration and enforcement of Coburg’s Building Inspection Program.”

By execution of this Addendum, each party hereby acknowledges that it has read this Addendum No. 1, understands this amendment, and reaffirms all unamended provisions of the IGA.

CITY OF COTTAGE GROVE,
an Oregon municipal corporation

CITY OF COBURG.
an Oregon municipal corporation

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

Date: _____, 2021

Date: _____, 2021

2021-2022 Building Program Costs

Total Staff Expenses \$372,800.00

\$152,330.00 Building Official

\$152,336.00 Electrical Inspector

\$ 68,134.00 Residential Building Inspector and Plans Examiner (75% of total cost)

Total Materials and Services \$13,050.00

\$1,500 Telephone

\$ 1,000 Fuel and Lubricants

\$ 100 Communication Service

\$ 100 Postage

\$ 500 Vehicle Expense

\$ 500 Computer Service and Supplies

\$ 500 Office Supplies

\$ 500 Books, Maps, Periodicals

\$1,000 Computer Equipment

\$ 100 Minor Equipment

\$ 250 Misc. Supplies & Expenses

\$2,000 Professional Association Dues

\$3,000 Education & Registration Fees

\$2,000 Travel and Subsistence

Total Cottage Grove Building Program Expenses \$209,359.00

\$186,400.00 Staffing

\$ 6,525.00 Materials & Services (billed quarterly as expended)

\$ 15,434.00 General Office Overhead (8% of total costs)

\$ 1,000.00 Vehicle Expense (Mileage Re-Imbursement)

Total Creswell Building Program Expenses \$64,818.00 (Quarterly Payment \$16,204.50)

\$56,670.00 Staffing

\$ 1,957.50 Materials & Services (billed quarterly as expended)

\$ 4,690.00 General Office Overhead (8% of total costs)

\$ 1,500.00 Vehicle Expense (Mileage Re-Imbursement)

Total Veneta Building Program Expenses \$86,924.00 (Quarterly Payment \$21,731.00)

\$75,560.00 Staffing

\$ 2,610.00 Materials & Services (billed quarterly as expended)

\$ 6,254.00 General Office Overhead (8% of total costs)

\$ 2,500.00 Vehicle Expense (Mileage Re-Imbursement)

Total Coburg Building Program Expenses \$65,818.00 (Quarterly Payment \$16,454.50)

\$56,670.00 Staffing

\$ 1,957.50 Materials & Services (billed quarterly as expended)

\$ 4,690.00 General Office Overhead (8% of total costs)

\$ 2,500.00 Vehicle Expense (Mileage Re-Imbursement)

Percentage of program expenses:

Cottage Grove 50%

Coburg 15%

Creswell 15%

Veneta 20%

**INTERGOVERNMENTAL AGREEMENT
BETWEEN THE CITIES OF COTTAGE GROVE AND COBURG
FOR BUILDING PERMIT PROGRAM SERVICES**

This agreement is made and entered into by and between the cities of Coburg and Cottage Grove, hereinafter referred to respectively as “Coburg” and “Cottage Grove” or collectively as “Cities.”

RECITALS

WHEREAS, Cities are authorized pursuant to ORS 190.003 through 190.110 to enter into intergovernmental agreements for the performance of any or all functions which a party to the agreement has the authority to perform; and

WHEREAS, Cities are authorized pursuant to ORS 455.148(3), ORS 455.150(3), and OAR 918-020-0090 to combine in the appointment of a single Building Official for the purpose of administering a Building Inspection Program within their communities; and

WHEREAS, the City of Cottage Grove Public Works & Development Department employs both a certified Building Official and an Electrical Specialty Code Inspector; and

WHEREAS, Cities find it beneficial to enter into this Intergovernmental Agreement (Agreement) to obligate and authorize Cottage Grove to provide building official, inspection, plan review, electrical specialty code and other building permit program services to Coburg, subject to the terms and conditions herein.

AGREEMENT

NOW, THEREFORE, it is agreed by and between the parties as follows:

1. Effective Date. This Agreement shall be effective on July 1, 2020.
2. Duration and Termination. The term of this Agreement will extend for one (1) year from the Effective Date, at which point it shall automatically renew for successive one (1) year terms unless and until either party provides at least [sixty] ([60]) days’ written notice to the other party of its intent to terminate this Agreement. Termination of this Agreement shall not affect any obligations or liabilities accrued to the parties prior to such termination.
3. Services. Cottage Grove agrees to provide building official, inspection, plan review, and electrical specialty code services to Coburg, as more specifically outlined in the attached Exhibit A (collectively, “Building Permit Program Services”).
4. Consideration. Coburg will pay \$14,257.50 to Cottage Grove on a quarterly basis, by July 31, October 31, January 31 and March 31 each year this Agreement continues in

effect. This amount represents the actual cost to Cottage Grove to provide Building Permit Program Services to Coburg, thus ensuring that all Building Permit funds collected by Coburg are properly dedicated to administration and enforcement of Coburg's Building Inspection Program.

5. Coburg Obligations. Coburg shall:

- A. Designate the Cottage Grove Building Official as the Coburg Building Official (Building Official). The Building Official shall have final authority over all building program decisions, and will hold full discretionary authority over Coburg's building program.
- B. Designate the Cottage Grove Electrical Specialty Code Inspector as the Coburg Electrical Specialty Code Inspector. The Electrical Specialty Code Inspector shall have final authority over Coburg's electrical program and will hold full discretionary authority over Coburg's electrical program.
- C. Maintain detailed financial records of all revenue received in the operation of Coburg's Building Permit Program.
- D. Review site development plans for conformance with land use regulations and notify the Building Official when approved.
- E. Provide Cottage Grove Building Permit Program Services providers space for storage of files and plans, and provision of necessary clerical support for the provisions of said Services.
- F. Per Section 4 of this Agreement, within thirty (30) days of receipt, pay Cottage Grove's invoiced fees on a quarterly basis for Cottage Grove's staffing, materials, and general office overhead costs needed to provide the Building Permit Program Services.
- G. Receive all building permit applications and collect all building permit fees in accordance with the State of Oregon Building Code Division fee and evaluation schedules, in addition to any other Program fees properly adopted by Coburg.

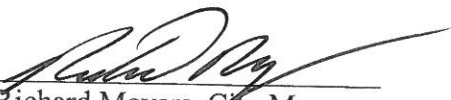
6. Cottage Grove Obligations.

- A. Cottage Grove will employ a qualified Building Official, in compliance with ORS 455.148(3) and OAR 918-020-0090, and an Electrical Specialty Code Inspector.
- B. Delegation. Cottage Grove may not delegate discretionary responsibilities associated with its Building Permit Program Services, but may contract with other agencies or third-party contractors to perform ministerial services associated with inspections, plan review, or other technical assistance services.

- C. Cottage Grove will keep a record of all hours worked by Cottage Grove employees and third-party contractors or agencies to provide Building Permit Program Services to Coburg and bill those amounts to Coburg that exceed Coburg's quarterly invoiced fee.
7. General Provisions.
- A. Each City will designate Cottage Grove's Building Official to supervise and coordinate the Building Permit Program.
- B. Each City is responsible for taking all steps required to maintain its own Building Permit Program, including, but not limited to, preparing and submitting to the State Building Code Division: a) monthly surcharge reports based on fees collected within each City; b) monthly and year-end building permit activity reports; and c) required notifications regarding its Program continuation every four years.
8. Mutual Indemnification. Each party shall defend, indemnify and hold the other harmless from and against any and all claims, lawsuits, or actions for damages, costs, losses or expenses arising from the indemnifying party's actions pursuant to this Agreement.
9. Attorneys' Fees. In the event an action, lawsuit or proceeding, including appeal therefrom, is brought for failure to fulfill or comply with any of the terms of this Agreement, each party shall be responsible for its own attorneys' fees, expenses, costs and disbursements for said action, lawsuit, proceeding or appeal.
10. No Waiver of Claims. The failure by either party to enforce any provision of this Agreement shall not constitute a waiver by that party of that provision or any other provision of this Agreement.
11. Entire Agreement. This Agreement constitutes the entire Agreement between the parties concerning Building Permit Program Services and supersedes any and all prior or contemporaneous negotiations or agreements among the parties, if any, whether written or oral, concerning the Building Permit Program Services, which are not fully expressed herein. This Agreement may not be modified or amended except in writing signed by each party to this Agreement.

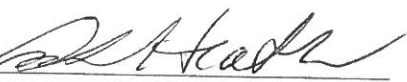
IN WITNESS WHEREOF the parties have caused this Agreement to be signed by their duly authorized representatives as of the dates set forth below.

CITY OF COTTAGE GROVE, OREGON

By: 
Richard Meyers, City Manager

Dated June 8, 2020

CITY OF COBURG, OREGON

By: 
Anne Heath, City Administrator

Dated 5-13, 2020

**Exhibit A
Building Permit Program Services**

**City of Coburg
Building Permit Program**

● **BUILDING OFFICIAL**

The Building Official must be certified by the State of Oregon and develop a relationship with City Staff (Public Works, Planning, Administration) to provide excellent service related to administration of building inspection services.

Availability:

- Accessible via phone, email, and in person (by appointment, at Coburg City Hall)
- Adequate response time (reply within 48hrs) regarding disputed inspections and other concerns.
- Responsive to City Staff:
 - Available for Pre-application and pre-construction meetings, as requested/by appointment
 - Responsive to inquiry, as needed.
- Receives public complaints regarding code provisions and employee behavior
 - Code provisions: Referred to the most appropriate Staff member; may escalate to an appeal, at which point Appeal procedures are followed.
 - Employee behavior: Processed by Building Official per personnel procedures.

Extent:

- Provides and assures training and maintenance of examiners' and inspectors' certifications
- Collaborates with City Staff and the Fire Marshal to maintain appropriate policies and procedures for complying with State Building Code, including but not limited to:
 - Oregon Structural Specialty Code updates
 - Risk Areas: Floodplain, Steep Slopes (excavation and grading), Wetlands
- Issues initial Certificate of Occupancy, upon sign-off from City Staff (Public Works and Planning), as well as re-certifies Occupancy of existing buildings following modification or changes in use.
- Declares dangerous buildings or condemnation orders following evaluation criteria specified by the State of Oregon.
- Verifies licenses and registrations required under ORS Chapters 446, 447, 455, 479, 693 and 701
- Adjudicates appeals, as filed, per Oregon Revised Statutes

Process:

- Provides monthly Building Inspection report to City Staff for public review; aggregates data for an annual report to the City each fiscal year.
- Hears appeals from disputed inspections
- As per ORS 455.690, manages aggrieved/disputed inspections and appears before Coburg's appeals board or to the appropriate state advisory board.

● PLANS EXAMINERS

Plans Examiners provide code compliance review through three stages: 1) Primary plans examination, 2) Remedial review, and 3) As-built review.

1. **Primary Plans Examination** is the bulk of plan review for Specialty Code and Fire Code items.
 2. **Remedial Review** is the additional review, as required, to remedy deficiencies identified in the primary review.
 3. **As-Built Review** provides assurance that what is drawn and approved was built to noted specifications prior to issuance of a Certificate of Occupancy.
- Appointed by Building Official, certified by State of Oregon in one or more specialties (structural, mechanical, plumbing, electrical) for both/either Residential or Commercial construction.
 - Available by phone, email, and in person (by appointment at least one day a week, at Coburg City Hall) between 9am and 5pm Tuesday and Thursday.
 - Adequate response time (reply within 24hrs) regarding applicant inquiries and other concerns.
 - Review for compliance with Oregon Structural Specialty Code, Oregon Fire Code.
 - Provide additional review for compliance related to risk areas: Floodplain management, Grading and excavation.

● INSPECTORS

Inspectors build rapport with developers (residential and commercial) by providing clear expectations, personable and polite interaction, and fair assessment in assuring compliance with applicable Building Codes and Development Code Conditions of Approval.

Availability:

- Appointed by Building Official, certified by State of Oregon in one or more specialties (structural, mechanical, plumbing, electrical) for both/either Residential or Commercial construction.
 - Must have an Electrical Specialty Code Inspector on staff to oversee and administer the Electrical Program that complies with state law.
 - Adequate number of specialized inspectors to provide inspections consistent with the following schedule, within 24 hours of the request:
 - Residential Plumbing, Structural, Mechanical: Tuesday and Thursday
 - Electrical: Tuesday and Thursday
 - Commercial Plumbing, Structural, Mechanical: On Demand
- Requests for inspections and inquiries should provide similar response to Plans Examination response (24 hours) or sooner.
- Backup inspectors provided to assure coverage in case of absence.

Cost:

Building inspection services are a self-supporting endeavor. Coburg collects plan check and building inspection fees and Coburg will pay quarterly a minimum building program fee for staff, materials, services, and office overhead to Cottage Grove under a contract arrangement for plan check and

Coburg Council Approved 5/2020

building inspection services. If service provision exceeds the minimum building program fee additions service provision will be billed on an hourly basis using the fee schedule. The remaining permit revenue will be retained by Coburg to offset administrative costs associated with the building inspection program and placed in reserve for building program expenses only. The Building Official will have access to all financial accounting pertaining to the building program.

Extent:

- Provide pre-development/pre-construction meetings upon request to discuss any unique aspects of the project, clarify special inspection requirements, coordinate public infrastructure issues, and reach consensus on any issues identified during the review process.
- Each inspection visit shall be documented and held on-file at the city as well as at the jobsite until Final Inspection is performed.
- May issue stop work orders after consultation with Staff regarding that decision
- Performs investigations into certifications, license/registration requirements in addition to verification of compliance of electrical, plumbing, mechanical, and other work.
- Responds to reported Code Violations to determine whether a violation exists.
- Issues civil penalties on the City's behalf as authorized by ORS 455.156

- **PROGRAM PARTICIPATION**

Building Inspection services shall work with the following programs, as delineated by the State, for all building disciplines:

- Bulk labels
- Temporary permits
- Master Permitting

**Exhibit B
Fee Schedule**

Cottage Grove hourly rates for technical services provided outside of Coburg collected Building Permit Fees are as follows:

Building Official: \$75
Electrical Inspector: \$75
Building Permit Specialist Services: \$45

Reimbursable expenses:

24" x 36" Blueprints:	\$3.00/page
Federal Express/UPS Shipping:	Cost
U.S. Mail:	Cost
Black and White Standard Size Photocopies:	\$.25 each
11"x17" Photocopies:	\$.50 each
Large Media Black & White:	\$.05 per square foot
Color Copies: Regular	\$1.00 each
Color 11"x17"	\$2.00 each
Mileage:	\$.545 per mile



COBURG CITY COUNCIL ACTION/ISSUE ITEM

TOPIC: Accepting Grant Funding for Kitchen Appliance Upgrades to IOOF Hall from Cascade West Economic Development District's Resilience and Recovery Program

Meeting Date: July 27, 2021

Staff Contact: Megan Winner, Planner

Contact: 541-682-7862, megan.winner@ci.coburg.or.us

REQUESTED COUNCIL ACTION

Acceptance of the \$7,277 grant award from Cascade West Economic Development District's (CWEDD) Competitive Resilience & Recovery Program for new commercial kitchen appliances, including but not limited to a three-tub sink, countertops, and refrigerator, to upgrade the kitchen of the IOOF Hall in Coburg formally known as West Point Lodge #62.

Suggested motion:

I move to approve the acceptance of the \$7,277 grant award from Cascade West Economic Development District's (CWEDD) Resilience & Recovery Program for new commercial kitchen appliances for upgrades to the IOOF Hall in Coburg.

POLICIES OR CITY COUNCIL GOAL(S) ADDRESSED

City Council Goal #1: Livability, Health, and Vitality

City Council Goal #4: Responsible Fiscal Stewardship

City Council Goals #6: Economic Development

BACKGROUND

The Cascades West Economic Development District (CWEDD) has received Coronavirus Aid, Relief, and Economic Security (CARES) funding to assist our partners. The total funding available for the Competitive Resiliency & Recovery Program is \$100,000. Requests up to \$10,000 will be accepted with no cash match requirements. Projects must be completed by May 30, 2022.

The City of Coburg recently leased the lower floor of the historic IOOF Hall located in the downtown corridor of Coburg. The building was previously empty (other than IOOF meetings which will continue to take place upstairs) and the City leased the space to preserve and restore this important asset to the community through a partnership with the IOOF. The lower floor will be used as a gathering space for events, visitor's center, office for Main Street or Chamber staff, and to display artifacts and antiquities. Further, there is currently an outdated kitchen that the City would like to remodel into a commercial kitchen to enhance the entrepreneurial ecosystem (potentially on a regional level as commercial kitchen space rentals

are limited in the area) and community resiliency by providing a communal kitchen option in the event of a disaster. Appliances will be purchased.

BUDGET

Negligible impacts

PUBLIC INVOLVEMENT

None at this time

NEXT STEPS

Purchase and install appliances

ATTACHMENTS

A. None

REVIEWED BY:

Anne Heath, City Administrator



COBURG CITY COUNCIL ACTION/ISSUE ITEM

TOPIC: Finance Department Monthly Report

Meeting Date: July 27, 2021

Staff Contact: Tim Gaines, Finance Director

Contact: 541-682-7870, tim.gaines@ci.coburg.or.us

REQUESTED COUNCIL ACTION

- Information only
-

POLICIES OR CITY COUNCIL GOAL(S) ADDRESSED

2020-21 City Council Goals:

- Fiscal Stewardship
-

ANALYSIS

Important notes regarding the month ended May 31, 2021

- May is the 11th month of the fiscal year. If revenues and expenses were spread evenly throughout the year, the City should be at 92% of budget with each.
 - Whole City Revenue received \$4,880,192 or 69% of budgeted. Compared to \$3,741,506 last year at month end which was 49%. The following are important points to consider regarding revenues:
 - The URA transfer to the Sewer Debt Department will take place in June. That amount is \$400,000.
 - Reimbursement requests for the budgeted Water Master Project have been submitted but have not yet been received.
 - The Water Project reimbursements will not meet the budgeted amounts for 2021. The project is not going as quickly as we had anticipated largely due to the impact of COVID-19. Therefore, those revenues have been moved forward into future budget years.
 - As of June 31, 2021, tax receipts were \$821,918 which exceeds the budget for current taxes to be received.
 - The last quarter of revenues received for items such as franchise fees, state shared revenues, gas tax, property tax, and tourism are not always received at year-end. They may not be “in the bank” until July or August.
 - Water fees are on target and Sewer Fees are slightly exceeding budgeted revenues. Currently Water User Fees are at approximately 92% and Sewer User Fees are at approximately 96%.

- 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. Good examples of this would be County Taxes that are mostly received in November, and URA transfer to Sewer for Debt service that usually happens at the end of the year.
 - Whole City Expenses are \$5,260,974 which is 74% of budgeted. Compared to \$4,491,202 last year at month end which was 56%.
 - Capital projects of the City are in process but don't always fall in the months expected.
 - Capital expenditures have been paid, but not reimbursed as of May.
 - All of City Debt has been paid in the utility accounts.
 - All Funds, General, Streets, Water, Sewer are operating within their budgets.
 - The budget reflects budget transfers approved by City Council at their May meeting.
 - There is a 5% difference between Revenues received and Expenditures. This will continue to grow smaller as the outstanding revenues are received. Spending has slowed down at the end of the year.
- We are eleven months into the year. Two of the more important revenues we track are our utility fees and County Taxes. We are happy to report that both of these are exceeding budget.

PUBLIC INVOLVEMENT

N/A

NEXT STEPS

- Budget Preparation
- Draft Supplemental Budget

ATTACHMENTS

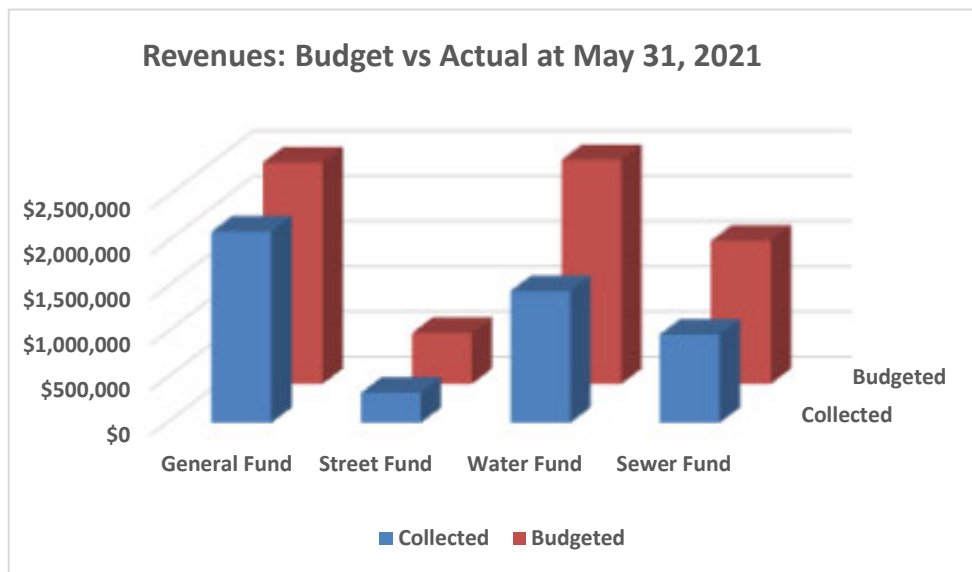
- A. Cash on Hand**
 - B. Checks written list for April & May 2021**
 - C. Budget Performance Analysis – General Fund**
 - D. Full City Revenue and Expense charts**
 - E. Fund Total sheets – From Springbrook**
 - F. Bank Statements**
-

REVIEWED BY:

Anne Heath, City Administrator

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

Fund	Collected	Budgeted	Difference	Percentage
General Fund	\$2,114,048	\$2,448,238	\$334,190	86%
Street Fund	\$333,079	\$564,822	\$231,743	59%
Water Fund	\$1,455,997	\$2,478,360	\$1,022,363	59%
Sewer Fund	\$977,068	\$1,582,603	\$605,535	62%
TOTAL ALL FUNDS	\$4,880,192	\$7,074,023	\$2,193,831	69%



Important Notes:

Overall revenues should be 92% 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 April were \$3,809.

Water and Sewer Fees are above budget by 1% and 4%.

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

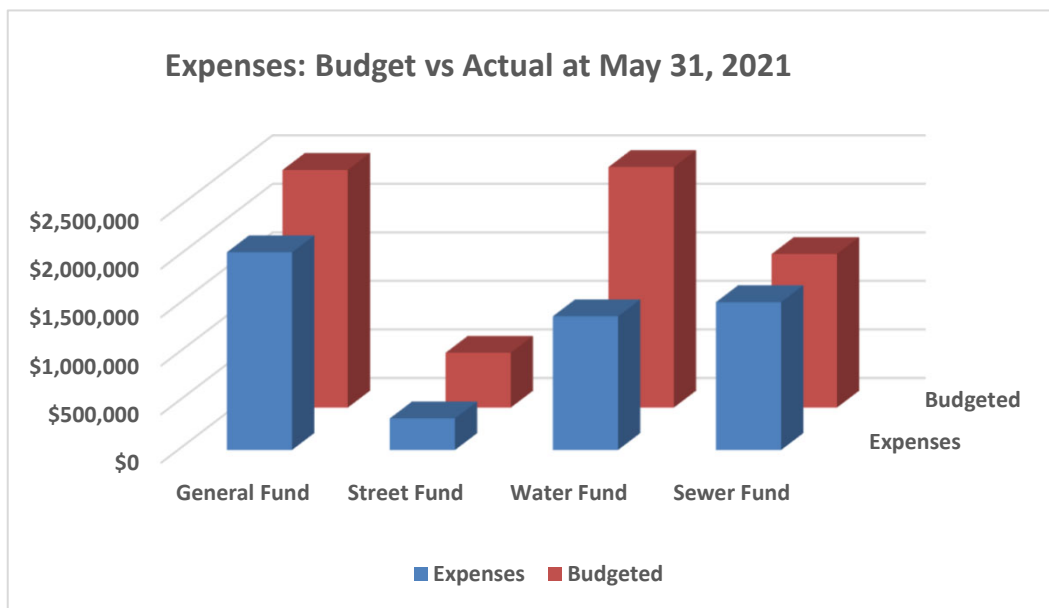
URA transfer to Sewer is made at the end of the year, next month.

State shared revenues through three quarters are \$17,353. We budgeted \$15,640 for FY 2021.

As of May 31st, the City has received \$821,918. in property taxes. We have exceeded budget by \$92,692.

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

Fund	Expenses	Budgeted	Difference	Percentage
General Fund	\$2,036,333	\$2,448,238	\$411,905	83%
Street Fund	\$325,505	\$564,822	\$239,317	58%
Water Fund	\$1,376,618	\$2,478,360	\$1,101,742	56%
Sewer Fund	\$1,522,518	\$1,582,603	\$60,085	96%
TOTAL ALL FUNDS	\$5,260,974	\$7,074,023	\$1,813,049	74%



Important Notes

Overall expenses should be 92% 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,

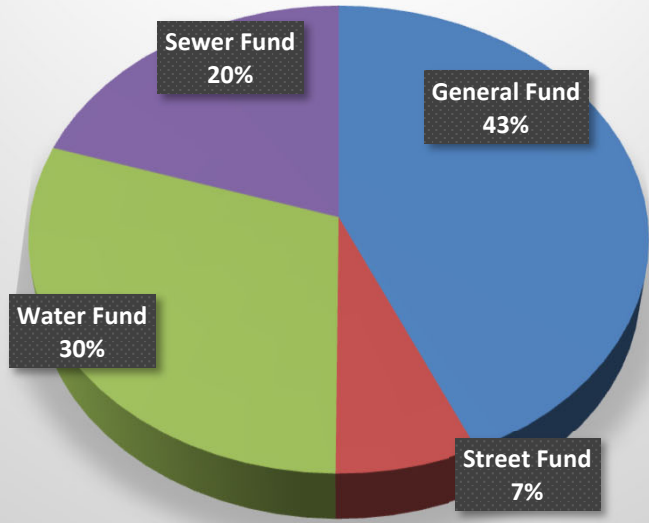
which means the budgeted amounts do not include Beginning Fund Balance

All Personal Services are within budget.

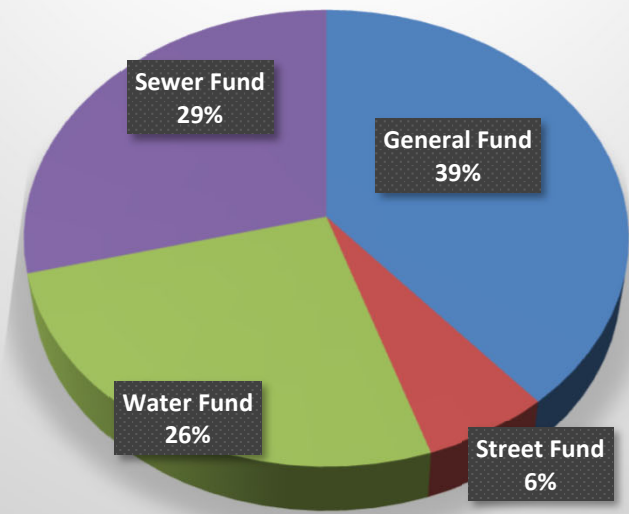
Materials & Services are all within budget.

Scheduled Capital Projects are time sensitive and not reflected until later in the year.

CITY WIDE REVENUES 5/31/2021



CITY WIDE EXPENSES 5/31/2021



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	3,343,466.00	172,434.18	2,114,047.77	1,229,418.23	0.00	1,229,418.23	36.77
	Fund Expense Sub Totals:	3,343,466.00	191,945.90	2,036,333.15	1,307,132.85	0.00	1,307,132.85	39.10
	Fund 001 Sub Totals:	0.00	19,511.72	-77,714.62	77,714.62	0.00		

General Fund

Item 9.

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	1,254,312.00	31,554.32	333,079.39	921,232.61	0.00	921,232.61	73.45
	Fund Expense Sub Totals:	1,254,312.00	46,817.23	325,504.61	928,807.39	0.00	928,807.39	74.05
	Fund 003 Sub Totals:	0.00	15,262.91	-7,574.78	7,574.78	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	3,459,251.00	71,122.73	1,455,996.93	2,003,254.07	0.00	2,003,254.07	57.91
	Fund Expense Sub Totals:	3,459,251.00	287,902.81	1,376,617.62	2,082,633.38	0.00	2,082,633.38	60.20
	Fund 004 Sub Totals:	0.00	216,780.08	-79,379.31	79,379.31	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	3,879,686.00	81,174.03	977,067.75	2,902,618.25	0.00	2,902,618.25	74.82
	Fund Expense Sub Totals:	3,879,686.00	308,178.70	1,522,517.74	2,357,168.26	0.00	2,357,168.26	60.76
	Fund 005 Sub Totals:	0.00	227,004.67	545,449.99	-545,449.99	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Revenue Totals:	11,936,715.00	356,285.26	4,880,191.84	7,056,523.16	0.00	7,056,523.16	59.12
	Expense Totals:	11,936,715.00	834,844.64	5,260,973.12	6,675,741.88	0.00	6,675,741.88	55.93
	Report Totals:	0.00	478,559.38	380,781.28	-380,781.28	0.00		

Total All Funds

CITY OF COBURG
May 31, 2021
Fiscal Year 2021
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	(3,184)	802,364			21,721				820,901
PD Drug Educ.									-
Park Cap	88,331		44,799	Park SDC					133,130
STREET 003	109,967	293,756	408,310	Street SDC					812,033
WATER 004	240,517	808,970	48,504	Water SDC					1,097,991
SEWER 005	379,855		902,946	Sewer SDC	27,243	Membrane Replace			1,310,044
SEWER DEBT	176,109				121,378	Sewer Debt Reserve	-	Sewer Debt Res	297,487
EVIDENCE									100
TOTAL	991,595	1,905,090	1,404,559		170,342				4,471,686

CIP SDCs

Cash Balance 5/31/2021	\$4,471,686
Cash Balance 5/31/2020	\$4,287,386
<i>Difference</i>	184,300

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

Accounts Payable

Checks by Date - Summary by Check Date

User: Tim Gaines
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Check No	Vendor No	Vendor Name	Check Date	Check Amount
86640	KB	Kyleene Benson	05/05/2021	75.00
86641	BRA344	Branch Engineering	05/05/2021	3,001.25
86642	CINTA	Cintas Corporation	05/05/2021	56.17
86643	DIEX	D & I Excavating Inc	05/05/2021	17,767.53
86644	DOCU	DocuTRAK Imaging, Inc.	05/05/2021	58.00
86645	EME131	Emerald People's Utility	05/05/2021	35.99
86646	LAN129	Lane Council of Governments	05/05/2021	5,562.51
86647	Lanfin	Lane County Finance Department	05/05/2021	683.77
86648	MCKINLEY	McKinley Printing Co.	05/05/2021	698.00
86649	NOR146	NW Natural	05/05/2021	96.85
86650	OffDep	Office Depot Credit Plan	05/05/2021	249.85
86651	OreRev	Oregon Dept. of Revenue	05/05/2021	2,447.76
86652	PacificS	PacificSource Administrators	05/05/2021	1,282.79
86653	Verizon	Verizon Wireless	05/05/2021	596.11
86654	WelWel	Welt & Welt, Inc	05/05/2021	628.13
86655	EAY	Estella Ann Younger	05/05/2021	88.00
Total for 5/5/2021:				33,327.71
86656	ANA165	Analytical Laboratory Group	05/12/2021	354.00
86657	BRA344	Branch Engineering	05/12/2021	28,343.70
86658	CenLin	CenturyLink	05/12/2021	49.23
86659	CINTA	Cintas Corporation	05/12/2021	174.95
86660	CTX	Copytronix	05/12/2021	45.12
86661	EDMS	EDMS	05/12/2021	718.53
86662	EME131	Emerald People's Utility	05/12/2021	24.18
86663	FELLC	Ferguson Enterprises LLC	05/12/2021	971.95
86664	FERG	Ferguson Waterworks	05/12/2021	380.24
86665	HERC	Herc Rentals Inc.	05/12/2021	1,310.56
86666	HUNTER	Hunter Communications	05/12/2021	315.11
86667	IRO100	Iron Mountain	05/12/2021	293.05
86668	KORN	Alexis Koran	05/12/2021	15.99
86669	LAN129	Lane Council of Governments	05/12/2021	5,518.95
86670	MDA	MD Architect Design	05/12/2021	495.00
86671	MidState	Mid-State Industrial Service inc	05/12/2021	634.00
86672	OffTem	OfficeTeam	05/12/2021	412.00
86673	ONE193	One Call Concepts, Inc.	05/12/2021	18.00
86674	PAC150	Pacific Power	05/12/2021	1,336.50
86675	RT	Ron Tonkin Jeep Dodge RAM & Fiat	05/12/2021	56,300.26
86676	USBFFC	U.S. Bank St Paul	05/12/2021	471,453.33
86677	USA426	USA Blue Book	05/12/2021	17.52
86678	WelWel	Welt & Welt, Inc	05/12/2021	98.04
Total for 5/12/2021:				569,280.21
86679	AGWest	AG West Supply	05/19/2021	24.45
86680	AllSea	All Seasons Equipment	05/19/2021	63.07

Accounts Payable

Checks by Date - Summary by Check Date

User: Tim Gaines
Printed: 7/16/2021 4:36 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
86580	ANA165	Analytical Laboratory Group	04/14/2021	84.00
86581	BRA344	Branch Engineering	04/14/2021	19,112.29
86582	CAR476	Carquest Auto Parts	04/14/2021	77.70
86583	CasCol	Cascade Columbia Dist Co	04/14/2021	700.00
86584	CenLin	CenturyLink	04/14/2021	48.25
86585	CINTA	Cintas Corporation	04/14/2021	171.45
86586	CityCott	City of Cottage Grove	04/14/2021	14,257.50
86587	CTX	Copytronix	04/14/2021	45.12
86588	DOCU	DocuTRAK Imaging, Inc.	04/14/2021	29.00
86589	Earth2O	Earth2O	04/14/2021	57.88
86590	EDMS	EDMS	04/14/2021	727.04
86591	EME131	Emerald People's Utility	04/14/2021	24.18
86592	FCSG	FCS Group	04/14/2021	1,330.00
86593	HERC	Herc Rentals Inc.	04/14/2021	578.28
86594	HUNTER	Hunter Communications	04/14/2021	315.11
86595	IRO100	Iron Mountain	04/14/2021	291.95
86596	LESST	Les Schwab Tire	04/14/2021	765.19
86597	ONE193	One Call Concepts, Inc.	04/14/2021	61.20
86598	PAC150	Pacific Power	04/14/2021	1,253.66
86599	Rexius	Rexius	04/14/2021	99.18
86600	SPD	SPRINGFIELD POLICE DEPARTMENT	04/14/2021	400.00
86601	TAG	The Automation Group, Inc.	04/14/2021	10,954.63
86602	TYLE	Tyler Technologies	04/14/2021	618.75
86603	TYR392	Tyree Oil, Inc.	04/14/2021	838.35
86604	USA426	USA Blue Book	04/14/2021	857.54
86605	Verizon	Verizon Wireless	04/14/2021	599.51
86606	WelWel	Welt & Welt, Inc	04/14/2021	2,128.14
86607	PhWill	Phillip Williams	04/14/2021	675.00
Total for 4/14/2021:				57,100.90
86608	911Sup	911 Supply Inc	04/21/2021	159.93
86609	CenLin	CenturyLink	04/21/2021	450.34
86610	Lanfin	Lane County Finance Department	04/21/2021	639.37
86611	OreRev	Oregon Dept. of Revenue	04/21/2021	2,108.64
86612	KS	Kirpal Singh	04/21/2021	53.00
86613	Valvln	Valvoline Instant Oil Change	04/21/2021	84.98
86614	OSGP	Voya-Oregon Savings Growth Plan	04/21/2021	200.00
86615	WelWel	Welt & Welt, Inc	04/21/2021	396.41
Total for 4/21/2021:				4,092.67
86616	AFL250	AFLAC	05/01/2021	520.18
86617	ANA165	Analytical Laboratory Group	05/01/2021	253.00
86618	CasCol	Cascade Columbia Dist Co	05/01/2021	1,476.32
86619	CINTA	Cintas Corporation	05/01/2021	224.73
86620	CON188	Consolidated Supply Co.	05/01/2021	6,802.53



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

Public Sector Statement
April 30, 2021
page 1 of 6

Item 9.

379681084602

74 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)

KeyNotes

At KeyBank, we want to be sure that you are aware of any changes to your deposit account agreement and disclosures.

Our Real Time Payments (RTP) Deposit Agreement has been updated to state that all receiving accounts for RTP must be located in the United States. If you receive an RTP transaction on behalf of someone else, they must be a resident of or have an account that resides in the United States.

For consumer accounts, if you have questions, you can visit your local branch or call us at 1-800-KEY@YOU®.

For business accounts, if you have questions, you can speak to your Relationship Manager or call us at 800-821-2829.

For clients using a TDD/TTY device, please call 1-800-539-8336.

Public Transaction 379681084602
CITY OF COBURG
GENERAL ACCOUNT

Beginning balance 3-31-21	\$1,516,346.29
84 Additions	+384,926.54
96 Subtractions	-241,557.97
Net fees and charges	-487.48
Ending balance 4-30-21	\$1,659,227.38

Additions

Deposits	Date	Serial #	Source	
	4-1		Merchant Svcs Merch Dep 8008238126	\$473.34
	4-1		Direct Deposit, Pcs OR Trust Pcs OR Tr	120.25
	4-2		Key Capture Deposit	11,340.60
	4-2		Key Capture Deposit	2,316.81
	4-2		Key Capture Deposit	1,599.92
	4-2		Merchant Svcs Merch Dep 8008238126	641.70

379681084602

Additions
 (con't)

<i>Deposits</i>	<i>Date</i>	<i>Serial #</i>	<i>Source</i>	
4-2			Merchant Svcs Merch Dep 8008238142	480.00
4-2			Direct Deposit, Merchant S 8030298668	92.00
4-2			Key Capture Deposit	50.00
4-5			Direct Deposit, City of Coburg Consumer	23,585.00
4-5			Key Capture Deposit	3,440.75
4-5			Direct Deposit, City of Coburg Cons Coll	3,393.00
4-5			Merchant Svcs Merch Dep 8008238126	2,229.36
4-5			Key Capture Deposit	1,930.71
4-5			Direct Deposit, Merchant S 8030298668	1,249.91
4-6			Key Capture Deposit	9,787.92
4-6			Merchant Svcs Merch Dep 8008238126	2,515.96
4-6			Merchant Svcs Merch Dep 8008238142	580.00
4-6			Key Capture Deposit	79.00
4-7			Key Capture Deposit	1,639.13
4-7			Direct Deposit, Merchant S 8030298668	1,403.00
4-7			Merchant Svcs Merch Dep 8008238142	1,083.00
4-7			Merchant Svcs Merch Dep 8008238126	794.42
4-8			Key Capture Deposit	87,103.76
4-8			Key Capture Deposit	1,925.70
4-8			Merchant Svcs Merch Dep 8008238142	1,200.00
4-8			Merchant Svcs Merch Dep 8008238126	1,174.41
4-8			Direct Deposit, Pcs OR Trust Pcs OR Tr	239.89
4-9			Merchant Svcs Merch Dep 8008238126	544.56
4-9			Merchant Svcs Merch Dep 8008238142	395.00
4-12			Key Capture Deposit	1,257.00
4-12			Merchant Svcs Merch Dep 8008238126	976.80
4-12			Merchant Svcs Merch Dep 8008238142	945.00
4-12			Key Capture Deposit	715.22
4-13			Merchant Svcs Merch Dep 8008238142	751.00
4-13			Merchant Svcs Merch Dep 8008238126	288.40
4-13			Key Capture Deposit	149.29
4-14			Merchant Svcs Merch Dep 8008238142	1,059.00
4-14			Direct Deposit, Merchant S 8030298668	886.65
4-14			Merchant Svcs Merch Dep 8008238126	635.10
4-15			Direct Deposit, Pcs OR Trust Pcs OR Tr	1,072.23
4-15			Merchant Svcs Merch Dep 8008238126	340.20
4-16			Deposit Branch 0067 Oregon	1,128.00
4-16			Deposit Branch 0067 Oregon	440.00
4-16			Deposit Branch 0067 Oregon	368.40
4-16			Merchant Svcs Merch Dep 8008238126	288.40
4-16			Deposit Branch 0067 Oregon	140.00
4-16			Deposit Branch 0067 Oregon	100.00
4-16			Deposit Branch 0067 Oregon	88.70
4-19			Key Capture Deposit	2,774.81
4-19			Merchant Svcs Merch Dep 8008238126	1,454.40
4-19			Merchant Svcs Merch Dep 8008238142	1,370.00
4-20			Key Capture Deposit	23,368.46
4-20			Key Capture Deposit	11,132.84
4-20			Merchant Svcs Merch Dep 8008238126	1,791.52
4-20			Direct Deposit, Merchant S 8030298668	723.35



379681084602

Additions
 (con't)

Deposits	Date	Serial #	Source	
	4-20		Merchant Svcs Merch Dep 8008238142	250.00
	4-21		Merchant Svcs Merch Dep 8008238126	727.95
	4-21		Direct Deposit, Merchant S 8030298668	628.35
	4-21		Merchant Svcs Merch Dep 8008238142	270.00
	4-22		Direct Deposit, Pcs OR Trust Pcs OR Tr	3,025.29
	4-22		Merchant Svcs Merch Dep 8008238126	725.10
	4-22		Merchant Svcs Merch Dep 8008238142	265.00
	4-23		Merchant Svcs Merch Dep 8008238126	485.45
	4-26		Merchant Svcs Merch Dep 8008238142	265.00
	4-26		Direct Deposit, Merchant S 8030298668	86.25
	4-27		Key Capture Deposit	21,667.46
	4-27		Key Capture Deposit	6,796.40
	4-27		Key Capture Deposit	2,080.58
	4-27		Key Capture Deposit	636.00
	4-27		Merchant Svcs Merch Dep 8008238126	461.70
	4-27		Key Capture Deposit	165.00
	4-27		Key Capture Deposit	70.00
	4-27		Key Capture Deposit	40.00
	4-28		Key Capture Deposit	14,734.24
	4-28		Direct Deposit, Merchant S 8030298668	2,403.46
	4-28		Merchant Svcs Merch Dep 8008238126	431.10
	4-29		Direct Deposit, Pcs OR Trust Pcs OR Tr	2,182.46
	4-29		Merchant Svcs Merch Dep 8008238126	141.70
	4-29		Merchant Svcs Merch Dep 8008238142	40.00
	4-30		Key Capture Deposit	101,038.56
	4-30		Key Capture Deposit	5,671.24
	4-30		Key Capture Deposit	1,402.49
	4-30		Merchant Svcs Merch Dep 8008238126	581.89
Total additions				\$384,926.54

Subtractions

Paper Checks

* check missing from sequence

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
86508	4-16	\$15.99	86555	4-12	453.32	86572	4-2	240.30
*86525	4-23	105.00	86556	4-7	2,776.25	86573	4-2	765.00
*86533	4-2	1,788.75	86557	4-5	26.38	86574	4-14	545.00
*86541	4-5	51.06	86558	4-5	69.69	86575	4-6	5.00
86542	4-6	193.98	86559	4-7	318.05	86576	4-9	327.00
86543	4-7	520.18	86560	4-8	60.00	86577	4-8	302.54
86544	4-8	30.98	86561	4-5	2,528.98	86578	4-12	200.00
86545	4-15	100.00	86562	4-7	102.00	86579	4-5	1,870.32
86546	4-5	508.32	86563	4-5	309.00	86580	4-21	84.00
86547	4-5	140.00	86564	4-7	123.64	86581	4-22	19,112.29
86548	4-5	276.21	86565	4-5	167.58	86582	4-20	77.70
86549	4-9	12,838.75	86566	4-12	220.00	86583	4-19	700.00
*86551	4-5	3,323.76	86567	4-2	1,562.21	86584	4-20	48.25
86552	4-5	1,335.83	86568	4-5	453.67	86585	4-23	171.45
86553	4-16	35.47	*86570	4-6	652.00	86586	4-21	14,257.50
86554	4-6	36.44	86571	4-27	5,850.00	86587	4-19	45.12

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Subtractions

(con't)

Paper Checks * check missing from sequence

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
86588	4-22	29.00	86597	4-28	61.20	86606	4-20	2,128.14
86589	4-21	57.88	86598	4-20	1,253.66	86607	4-23	675.00
86590	4-19	727.04	86599	4-19	99.18	86608	4-27	159.93
86591	4-21	24.18	86600	4-26	400.00	86609	4-26	450.34
86592	4-21	1,330.00	86601	4-20	10,954.63	86610	4-26	639.37
86593	4-19	578.28	86602	4-20	618.75	*86613	4-27	84.98
86594	4-21	315.11	86603	4-19	838.35	86614	4-29	200.00
86595	4-20	291.95	86604	4-23	857.54	86615	4-27	396.41
86596	4-19	765.19	86605	4-21	599.51			
Paper Checks Paid								\$100,260.58

Withdrawals	Date	Serial #	Location	Amount
	4-1		Merchant Svcs Merch Fee 8008238126	\$1,728.91
	4-1		Merchant Svcs Merch Fee 8008238142	285.57
	4-2		Direct Withdrawal, Merchant S 8030298668	85.76
	4-5		Direct Withdrawal, City of Coburg Return	167.70
	4-7		Direct Withdrawal, Cis Trust 5037633834	29,534.16
	4-7		Direct Withdrawal, Irs Usataxpymt	9,038.11
	4-7		Direct Withdrawal, OR Revenue Dept Taxpayment	2,579.65
	4-12		Direct Withdrawal, Employer Contrb Pers Cntrb	13,565.38
	4-12		Direct Withdrawal, Employer Contrb Pers Cntrb	5,833.27
	4-12		Direct Withdrawal, KeyBank Auto Pymt	3,804.23
	4-12		Direct Withdrawal, Employer Contrb Pers Cntrb	22.02
	4-12		Direct Withdrawal, Asi Asi Fees	18.75
	4-13		Direct Withdrawal, City of Coburg Dir Dep	28,041.91
	4-14		Direct Withdrawal, Invoice PA 2065Billing	138.55
	4-21		Direct Withdrawal, Irs Usataxpymt	9,109.61
	4-21		Direct Withdrawal, OR Revenue Dept Taxpayment	2,599.51
	4-27		Direct Withdrawal, City of Coburg Dir Dep	25,283.02
	4-28		Direct Withdrawal, Invoice PA 2065Billing	93.60
	4-29		Direct Withdrawal, Valic Eremit Prm	2,890.24
	4-30		Direct Withdrawal, OR Revenue Dept Taxpayment	5,785.26
	4-30		Direct Withdrawal, Asi Hc210427	435.00
	4-30		Direct Withdrawal, OR Revenue Dept Taxpayment	257.18
Total subtractions				\$241,557.97

Fees and charges

Date	Description	Quantity	Unit Charge	Amount
4-8-21	Mar Analysis Service Chg	1	487.48	-\$487.48
Fees and charges assessed this period				-\$487.48



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

Public Sector Statement
April 30, 2021
page 1 of 2

Item 9.

379681084610

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

Questions or comments?
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Public Transaction 379681084610
CITY OF COBURG
POLICE EVIDENCE TRUST

Beginning balance 3-31-21	\$100.00
Ending balance 4-30-21	\$100.00

Fees and charges

See your Account Analysis statement for details.



SUMMIT BANK

Received by
City of Coburg

MAY 11 2021

RETURN SERVICE REQUESTED

>000260 7707593 0001 092348 10Z

02106594
MSP 2413
THE CITY OF COBURG LANE COUNTY OREGON
CAPITAL PROJECTS
PO BOX 8316
COBURG OR 97408-1310



Statement Ending 04/30/21

Item 9.

THE CITY OF COBURG LANE

Page 1 of 2

Customer Number:XXXXXXXX2301

Managing Your Accounts

	Office Address	96 East Broadway Eugene, OR 97401
	Phone	(541) 684-7500
	Toll Free	(877) 566-5544
	Online	sbko.bank

Final Statement

Summary of Accounts

Account Type	Account Number	Ending Balance
BUSINESS CHECKING	XXXXXXXX2301	\$0.00

BUSINESS CHECKING-XXXXXXXX2301

Account Summary

Date	Description	Amount
04/01/2021	Beginning Balance	\$87,103.76
	0 Credit(s) This Period	\$0.00
	2 Debit(s) This Period	\$87,103.76
04/30/2021	Ending Balance	\$0.00

Other Debits

Date	Description	Amount
04/09/2021	CHECK # 5002	\$87,103.76
04/28/2021	Transfer to Close Account per Anne Heath - MB	\$0.00

Daily Balances

Date	Amount	Date	Amount
04/09/2021	\$0.00	04/28/2021	\$0.00





Account Statement - Transaction Summary

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

COBURG CITY OF - COBURG CITY OF / GENERAL - 5969

Oregon LGIP

Opening Balance	1,212,893.67
Purchases	673,913.55
Redemptions	(0.10)

Closing Balance	\$1,886,807.12
Dividends	688.60

Asset Summary

Oregon LGIP	April 30, 2021	March 31, 2021
	1,886,807.12	1,212,893.67
Total	\$1,886,807.12	\$1,212,893.67



Account Statement

For the Month Ending **April 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					
04/01/21	04/01/21	LGIP Fees - Received ACH (1 @ \$0.10 - From 5969) - March 2021	1.00	(0.10)	1,212,893.57
04/13/21	04/13/21	Lane County - Tax Seg for March 01-31-2021	1.00	4,328.77	1,217,222.34
04/16/21	04/16/21	ODOT - ODOT PYMNT	1.00	10,518.18	1,227,740.52
04/23/21	04/23/21	SFMS Fr:Oregon Business Development Depa Safe Drinking Water	1.00	658,378.00	1,886,118.52
04/30/21	05/03/21	Accrual Income Div Reinvestment - Distributions	1.00	688.60	1,886,807.12
Closing Balance					
					1,886,807.12

	Month of April	Fiscal YTD July-April	Closing Balance
Opening Balance	1,212,893.67	625,978.90	1,886,807.12
Purchases	673,913.55	1,760,829.47	1,396,340.34
Redemptions	(0.10)	(500,001.25)	0.60%

Closing Balance	1,886,807.12	1,886,807.12
Dividends	688.60	7,086.35



Account Statement - Transaction Summary

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

COBURG CITY OF - COBURG CITY OF / SDC - 3711

Oregon LGIP

Opening Balance	1,403,867.08
Purchases	692.32
Redemptions	0.00

Closing Balance	\$1,404,559.40
Dividends	692.32

Asset Summary

Oregon LGIP	April 30, 2021	March 31, 2021
	1,404,559.40	1,403,867.08
Total	\$1,404,559.40	\$1,403,867.08



Account Statement - Transaction Summary

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

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

Oregon LGIP

Opening Balance	83,133.55
Purchases	41.00
Redemptions	0.00

Closing Balance

Dividends	41.00
Total	\$83,174.55

Asset Summary

Oregon LGIP	April 30, 2021	March 31, 2021
	83,174.55	83,133.55
Total	\$83,174.55	\$83,133.55



Account Statement

For the Month Ending **April 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					
04/30/21	05/03/21	Accrual Income Div Reinvestment - Distributions	1.00	41.00	83,133.55
Closing Balance					
83,174.55					

Opening Balance	Purchases	Redemptions	Closing Balance	Average Monthly Balance	Monthly Distribution Yield
82,600.28	83,133.55	0.00	83,174.55	83,134.92	0.60%
Fiscal YTD July-April					
82,600.28	574.27	0.00	83,174.55	574.27	

Closing Balance	83,174.55	83,174.55
Dividends	41.00	574.27



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

379681084602

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

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Public Transaction 379681084602
CITY OF COBURG
GENERAL ACCOUNT

Beginning balance 4-30-21	\$1,659,227.38
77 Additions	+216,254.92
105 Subtractions	-873,456.17
Net fees and charges	-498.51
Ending balance 5-31-21	\$1,001,527.62

Additions

Deposits	Date	Serial #	Source	
	5-3		Direct Deposit, Merchant S 8030298668	\$552.00
	5-3		Merchant Svcs Merch Dep 8008238126	430.10
	5-3		Direct Deposit, Merchant S 8030298668	86.25
	5-4		Merchant Svcs Merch Dep 8008238126	1,325.38
	5-4		Direct Deposit, Merchant S 8030298668	86.25
	5-5		Direct Deposit, City of Coburg Consumer	24,199.04

379681084602

Additions
 (con't)

<i>Deposits</i>	<i>Date</i>	<i>Serial #</i>	<i>Source</i>	
	5-5		Direct Deposit, City of Coburg Cons Coll	3,393.00
	5-5		Merchant Svcs Merch Dep 8008238126	1,097.89
	5-5		Merchant Svcs Merch Dep 8008238142	995.00
	5-6		Key Capture Deposit	15,689.55
	5-6		Key Capture Deposit	2,374.63
	5-6		Key Capture Deposit	2,191.51
	5-6		Merchant Svcs Merch Dep 8008238126	2,076.42
	5-6		Merchant Svcs Merch Dep 8008238142	139.00
	5-6		Key Capture Deposit	115.00
	5-7		Merchant Svcs Merch Dep 8008238126	588.40
	5-7		Direct Deposit, Merchant S 8030298668	197.05
	5-7		Merchant Svcs Merch Dep 8008238142	50.00
	5-10		Direct Deposit, Pcs OR Trust Pcs OR Tr	3,671.23
	5-10		Merchant Svcs Merch Dep 8008238126	842.57
	5-11		Merchant Svcs Merch Dep 8008238126	2,248.74
	5-12		Merchant Svcs Merch Dep 8008238142	551.00
	5-12		Merchant Svcs Merch Dep 8008238126	487.38
	5-13		Key Capture Deposit	5,305.10
	5-13		Key Capture Deposit	920.00
	5-13		Merchant Svcs Merch Dep 8008238126	141.70
	5-14		Direct Deposit, Pcs OR Trust Pcs OR Tr	2,217.88
	5-14		Merchant Svcs Merch Dep 8008238126	100.00
	5-14		Merchant Svcs Merch Dep 8008238142	50.00
	5-17		Direct Deposit, Merchant S 8030298668	16,625.33
	5-17		Merchant Svcs Merch Dep 8008238126	900.10
	5-17		Merchant Svcs Merch Dep 8008238142	325.00
	5-18		Key Capture Deposit	1,369.10
	5-18		Merchant Svcs Merch Dep 8008238142	1,280.00
	5-18		Merchant Svcs Merch Dep 8008238126	435.10
	5-19		Merchant Svcs Merch Dep 8008238142	1,095.00
	5-19		Merchant Svcs Merch Dep 8008238126	425.10
	5-19		Deposit Branch 0067 Oregon	200.00
	5-19		Deposit Branch 0067 Oregon	120.00
	5-19		Deposit Branch 0067 Oregon	88.70
	5-19		Deposit Branch 0067 Oregon	60.00
	5-19		Deposit Branch 0067 Oregon	50.00
	5-19		Deposit Branch 0067 Oregon	50.00
	5-19		Deposit Branch 0067 Oregon	50.00
	5-20		Key Capture Deposit	2,548.52
	5-20		Merchant Svcs Merch Dep 8008238126	955.04
	5-20		Merchant Svcs Merch Dep 8008238142	115.00
	5-21		Merchant Svcs Merch Dep 8008238126	934.70
	5-21		Direct Deposit, Pcs OR Trust Pcs OR Tr	492.59
	5-21		Merchant Svcs Merch Dep 8008238142	242.00
	5-24		Key Capture Deposit	40,931.12
	5-24		Key Capture Deposit	24,302.48
	5-24		Key Capture Deposit	8,598.12
	5-24		Merchant Svcs Merch Dep 8008238126	1,205.33
	5-24		Merchant Svcs Merch Dep 8008238142	804.34
	5-24		Key Capture Deposit	625.00



379681084602

Additions
 (con't)

Deposits	Date	Serial #	Source	
	5-24		Direct Deposit, Merchant S 8030298668	460.02
	5-24		Key Capture Deposit	245.00
	5-24		Key Capture Deposit	123.72
	5-24		Key Capture Deposit	110.00
	5-24		Key Capture Deposit	60.00
	5-25		Merchant Svcs Merch Dep 8008238126	435.02
	5-25		Merchant Svcs Merch Dep 8008238142	50.00
	5-26		Key Capture Deposit	1,271.00
	5-26		Deposit Branch 0067 Oregon	902.00
	5-26		Direct Deposit, Merchant S 8030298668	678.50
	5-26		Merchant Svcs Merch Dep 8008238142	440.00
	5-26		Merchant Svcs Merch Dep 8008238126	348.30
	5-26		Deposit Branch 0067 Oregon	150.00
	5-27		Direct Deposit, Pcs OR Trust Pcs OR Tr	4,773.12
	5-27		Merchant Svcs Merch Dep 8008238126	120.00
	5-27		Merchant Svcs Merch Dep 8008238142	60.00
	5-28		Key Capture Deposit	22,301.55
	5-28		Key Capture Deposit	3,954.61
	5-28		Key Capture Deposit	1,760.49
	5-28		Merchant Svcs Merch Dep 8008238142	770.00
	5-28		Merchant Svcs Merch Dep 8008238126	291.85
Total additions				\$216,254.92

Subtractions

Paper Checks

* check missing from sequence

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
86550	5-20	\$8.00	86637	5-11	1,035.00	86662	5-18	24.18
*86611	5-4	2,108.64	86638	5-5	133.50	86663	5-24	971.95
86612	5-10	53.00	86639	5-4	792.75	86664	5-21	380.24
*86616	5-3	520.18	86640	5-24	75.00	86665	5-18	1,310.56
86617	5-4	253.00	86641	5-12	3,001.25	86666	5-19	315.11
86618	5-3	1,476.32	86642	5-13	56.17	86667	5-19	293.05
86619	5-13	224.73	86643	5-13	17,767.53	*86669	5-18	5,518.95
86620	5-3	6,802.53	86644	5-14	58.00	86670	5-20	495.00
86621	5-6	677.06	86645	5-11	35.99	86671	5-18	634.00
86622	5-5	3,097.10	86646	5-11	5,562.51	86672	5-19	412.00
86623	5-6	5,733.04	86647	5-10	683.77	86673	5-20	18.00
86624	5-3	355.18	86648	5-11	698.00	86674	5-18	1,336.50
86625	5-4	377.01	86649	5-12	96.85	86675	5-19	56,300.26
86626	5-3	131.94	86650	5-12	249.85	86676	5-17	471,453.33
86627	5-4	359.25	*86652	5-10	1,282.79	86677	5-25	17.52
86628	5-4	122.00	86653	5-14	596.11	86678	5-19	98.04
86629	5-6	39.00	86654	5-11	628.13	86679	5-25	24.45
86630	5-5	473.00	86655	5-14	88.00	86680	5-26	63.07
86631	5-6	257.00	86656	5-19	354.00	86681	5-25	266.00
86632	5-4	613.45	86657	5-19	28,343.70	86682	5-25	9,907.50
86633	5-4	428.21	86658	5-18	49.23	86683	5-24	453.45
86634	5-4	1,035.00	86659	5-24	174.95	86684	5-24	100.00
86635	5-5	9.74	86660	5-18	45.12	86685	5-25	3,109.00
86636	5-7	327.00	86661	5-21	718.53	86686	5-25	963.49

379681084602

Subtractions

(con't)

Paper Checks * check missing from sequence

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
86687	5-25	5,371.40	86693	5-21	1,160.22	86698	5-21	99.00
*86689	5-24	480.00	86694	5-25	96.19	86699	5-25	508.81
86690	5-24	11,910.61	86695	5-26	80.00	*86701	5-21	862.50
86691	5-21	141.00	86696	5-25	1,125.00	*100149	5-27	499.35
86692	5-25	583.00	86697	5-24	435.00			
Paper Checks Paid								\$665,825.84

Withdrawals	Date	Serial #	Location	Amount
	5-3		Merchant Svcs Merch Fee 8008238126	\$1,046.88
	5-3		Merchant Svcs Merch Fee 8008238142	338.68
	5-3		Direct Withdrawal, Merchant S 8030298668	172.53
	5-5		Direct Withdrawal, City of Coburg Return	167.70
	5-5		Direct Withdrawal, Irs Usatapyt	8,364.79
	5-5		Direct Withdrawal, OR Revenue Dept Taxpayment	2,395.78
	5-6		Direct Withdrawal, Cis Trust 5037633834	23,794.92
	5-10		Direct Withdrawal, Asi Asi Fees	22.50
	5-11		Direct Withdrawal, City of Coburg Dir Dep	30,398.05
	5-12		Direct Withdrawal, Employer Contrb Pers Cntrb	9,262.79
	5-12		Direct Withdrawal, Employer Contrb Pers Cntrb	4,034.52
	5-12		Direct Withdrawal, KeyBank Auto Pymt	1,940.98
	5-12		Direct Withdrawal, Invoice PA 2065Billing	99.80
	5-12		Direct Withdrawal, Employer Contrb Pers Cntrb	14.68
	5-17		Direct Withdrawal, Oregon St Treas Lgip ACH	87,103.76
	5-19		Direct Withdrawal, Irs Usatapyt	9,801.17
	5-19		Direct Withdrawal, OR Revenue Dept Taxpayment	2,838.25
	5-25		Direct Withdrawal, City of Coburg Dir Dep	25,730.85
	5-26		Direct Withdrawal, Invoice PA 2065Billing	101.70
Total subtractions				\$873,456.17

Fees and charges

Date	Quantity	Unit Charge	Amount
5-10-21	Apr Analysis Service Chg	1	498.51
Fees and charges assessed this period			-\$498.51

See your Account Analysis statement for details.



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

379681084610

RTMLX T 908 00000 R EM T1
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 POLICE EVIDENCE TRUST
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Public Transaction 379681084610
 CITY OF COBURG
 POLICE EVIDENCE TRUST

Beginning balance 4-30-21	\$100.00
Ending balance 5-31-21	\$100.00

Fees and charges

See your Account Analysis statement for details.



Account Statement - Transaction Summary

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

COBURG CITY OF - COBURG CITY OF / GENERAL - 5969

Oregon LGIP

Opening Balance	1,886,807.12
Purchases	18,282.61
Redemptions	(0.10)

Closing Balance	\$1,905,089.63
Dividends	965.93

Asset Summary

Oregon LGIP	May 31, 2021	April 30, 2021
	1,905,089.63	1,886,807.12
Total	\$1,905,089.63	\$1,886,807.12



Account Statement

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

COBURG CITY OF - COBURG CITY OF / GENERAL - 5969

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
Oregon LGIP					
Opening Balance					
05/03/21	05/03/21	LGIP Fees - Received ACH (1 @ \$0.10 - From 5969) - April 2021	1.00	(0.10)	1,886,807.02
05/14/21	05/14/21	Lane County - Tax Seg for April 01-30-2021	1.00	3,809.00	1,890,616.02
05/17/21	05/17/21	ODOT - ODOT PYMNT	1.00	13,507.68	1,904,123.70
05/28/21	06/01/21	Accrual Income Div Reinvestment - Distributions	1.00	965.93	1,905,089.63
Closing Balance					
					1,905,089.63

Opening Balance		Closing Balance	1,905,089.63
Purchases	18,282.61	Average Monthly Balance	1,895,679.31
Redemptions	(0.10)	Monthly Distribution Yield	0.60%

Closing Balance	1,905,089.63	Fiscal YTD July-May	1,905,089.63
Dividends	965.93		8,052.28



Account Statement - Transaction Summary

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

COBURG CITY OF - COBURG CITY OF / SDC - 3711

		Asset Summary	
		May 31, 2021	April 30, 2021
Oregon LGIP		1,405,275.13	1,404,559.40
Total		\$1,405,275.13	\$1,404,559.40

Oregon LGIP	
Opening Balance	1,404,559.40
Purchases	715.73
Redemptions	0.00

Closing Balance
Dividends

\$1,405,275.13
715.73



Account Statement - Transaction Summary

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

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

Oregon LGIP

Opening Balance	83,174.55
Purchases	87,167.62
Redemptions	0.00

Closing Balance	\$170,342.17
Dividends	63.86

Asset Summary

Oregon LGIP	May 31, 2021	April 30, 2021
	170,342.17	83,174.55
Total	\$170,342.17	\$83,174.55



Account Statement

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

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

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
Oregon LGIP					
Opening Balance					
05/17/21	05/17/21	Purchase - ACH Purchase	1.00	87,103.76	83,174.55
05/28/21	06/01/21	Accrual Income Div Reinvestment - Distributions	1.00	63.86	170,278.31
Closing Balance					170,342.17

	Month of May	Fiscal YTD July-May	
Opening Balance	83,174.55	82,600.28	Closing Balance
Purchases	87,167.62	87,741.89	Average Monthly Balance
Redemptions	0.00	0.00	Monthly Distribution Yield
			0.60%

Closing Balance	170,342.17	170,342.17
Dividends	63.86	638.13

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: City Administration Report

Meeting Date: July 27, 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 April, general administration, and upcoming work to be done. The information in this report is compiled by the City Administrator and Department Directors.

GENERAL ADMINISTRATION

Water Project Update

- **The RFP for the connection from Roberts Road to the I-5 Bore** is designed and with Oregon Health Authority for review. This work will connect the City water system infrastructure on Roberts Road to the I-5 bore in order to get water to the east side.
- Planning and Design for the SCADA system is taking place at this time. This is the monitoring system utilized by the Public Works Departments for both the Water and Sewer system. There is a contractor who we work with who designed the system, installed it and now monitors it. Therefore, we are not required to go through a bid process to have this work done as the cost of becoming familiar with the system, analysis and planning for another company would be costly to the City.
- A possible emergency exists at Premier RV in that their wells for irrigation have failed. If this is due to drought, the well that supplies potable water could also be at risk. Therefore, it is very important that the City address this as soon as possible. Funding is already in place for this hook up, it would mean that the City steps up the work and gets it done under an emergency declaration. Staff are in contact with Premier RV and are monitoring this very closely.

Economic Development

- IOOF _ The City took of the IOOF building as of June 1. We received a grant for the update to the kitchen appliances and work on the counter tops. At this time, staff is working on a fee and rental agreement for private rentals. We are working on a draft application for our community partners only that can be utilized for the summer festival season and for ongoing community services such as the Senior Lunch Program and the

VFW monthly meetings. All private rentals will be considered as soon as the agreement and policies are reviewed and approved by the City Council.

- **Bike Kiosk** - A final draft of the architectural design is being completed and then this project will go out for bid. All funding has been secured and staff are in the process of ordering equipment for the kiosk.

Staff Positions

- Congratulations to **Megan Winner** who was promoted into the staff planning position as of July 1. Megan has been at the City serving as the assistant to planning and community development specifically as the Main Streets coordinator. She will continue to be involved in the economic and community development of the City.
- Congratulations and Welcome to **Sarah Dean** who has been hired for the Administrative position in the front office. We are very happy to welcome her aboard.
- Congratulations and welcome to Corbin Wasson who has joined our Public Works Team

American Rescue Plan

- To date, the City has not received any funds. Outside of the funds to the Chamber it is highly recommended that the City bank these funds in savings and strongly consider how they are spent. There are various forms of funding from other sources coming as elements of the American Rescue Plan. The City should be very patient in prudent and make sure we are not spending funds that will be offered from another source in the form of grants. This most likely will be infrastructure dollars. The City has until 2024 to spend out these funds.

Transportation Plan

- After many conversations it has been decided to stop the current update process to the transportation plan and move forward to do a complete update if funded through the TGM grant. Because the transportation plan is so dated, and the updates to it were remanded back, it is in the City's best interest to take a step back and consider growth, road designations, road design standards when planning for the future of transportation in Coburg. More to come on this at the Council work session to be held on July 27th at 6:00.

Alley Vacation

- As Council requested, letters were sent to all property owners on the alley. Staff have not received a formal request for alley vacation. However, there are several property owners that are discussing a forward motion and application to vacate. As the City has placed this in the property owner's hands, we are giving them a chance to come back to the City with an application for vacation.

Annexation

- The City is still waiting for the last few pieces of information from the developer that must be considered in the annexation agreement. This includes the open space buffer design map as well as traffic analysis and agreement on the construction of the road.

There will be language in the agreement concerning both. It is now not anticipated that this will come to City Council prior to September.

Weichart Subdivision

- The City has received and signed off on the final plat map for the 26 home subdivision. As soon as an electronic map is made available it will be forwarded to the City Councilors and Planning Commissioners. As this has already been approved, the electronic file will be for information only.

Upcoming Meetings

Finance Audit Committee – 7/27

Code Review Ad Hoc – 7/29

City Council – 8/10

DEPARTMENTS AND OPERATIONS

City Recorder

- Eight public meetings held June 9th to July 27th
- Administrative Assistant 2 recruitment and selection is completed. We are excited to welcome Sara Athey who will be starting full time July 26, 2021.
- Special event applications and park rentals applications processed daily
- Recruitment
 - Accepting applications for Budget Committee, Planning Commission and Heritage Committee
- Completed 13 lien searches on properties in the City Limits that are selling or refinancing.

Utility Billing Update will be included in the August report.

Finance

- **Under another Tab contained in this packet.**

Planning & Economic Development

- ANX 01-20 & ZC 01-20: Annexation agreement under review, significant effects analysis being conducted as required by ODOT;
- SUB 02-20: Final plat being reviewed by Lane County, preconstruction meeting complete and ready to break ground;

- SR 01-21: Construction continues on Kendall Auto Collision Repair facility on Roberts Rd., fire suppression system permit issued;
- One Accessory Dwelling Unit (ADU) received Planning approval and is now in Building review;
- Six Structural/Plumbing/Mechanical/Electrical/Alarm Permits issued in June;
- In lieu of a regular meeting, Planning Commissioners will attend joint work session with City Council of July 27th;
- Code Review Ad-Hoc Committee concluding work on Central Business District (CBD) code, next meeting is July 29th;
- ODOT Director, Kris Strickland, will tour important transportation projects in Lane County and stop at the I-5 interchange and Pavilion Park for lunch on July 23rd;
- Interview process for Main Street Coordinator position will take place Wednesday July 21st;
- Underwent and met requirements for routine Certified Local Government (CLG) review. Kuri Gill, Grants and Outreach Coordinator from Oregon Parks and Recreation attended July Heritage Committee meeting as a special guest;
- Awarded \$7,277 from Cascades West Economic Development District's (CWEDD) Competitive Resiliency & Recovery fund to purchase new kitchen appliances at IOOF Hall.

Public Works

- **Streets and ROW.**

- A majority of crew time has been spent mowing ROW's
- Mowed Alley on S Coleman
- Repaired and replaced Coburg Loop Sign on Mill and N Miller
- Repaired pot hole on near Thomas St.

- **Water Utility**

- **Leak Investigations**

- 3

- **Annual Reports**

- Consumer Confidence Report

- Report was distributed and also added to the City's Website for review. This is the annual report of the Water System and sampling results.

- **Sewer Utility**

- **Collections**

- **Pumping**

- McDonalds
- Marathon Tank A

- **Inspections**

- 10

- **Callouts**

- 6
- **Plant Repairs**
 - Mixer in Aeration Basin
 - Drum Screen #1
- **Parks Dept**
 - **Parks and Tree Committee**
 - Work party worked on planting in flower beds
 - **Park Maintenance**
 - Crews worked on power washing the restrooms inside and out
- **Misc.**
 - **Locates**
 - 8
 - **Work Orders**
 - 62
 - **TMDL Annual Report was submitted to DEQ. The Annual Council Report to follow once accepted by them.**

Municipal Court

- **June 2021 Activity Measures:**
 - **Citations (Crimes and Violations)**
 - New Citations for June 15, 2021 Court Date: 55
 - **June 2021 Receipts Including Collections,**
 - **Total Fines:** \$14,979.87 (total monies taken in for the month, nothing deducted), *compared to \$14,606.01 in June of 2020*
 - **Net Fines:** \$9,000.00 (City share only, NOT including collections), *compared to \$6,979.53 in June of 2020*
 - **June 2021 Professional Credit Service Collections:**
 - **Total Collection Revenue:** \$ 5,979.87 *compared to \$7,626.45 in June of 2020*
 - **Turned over to collection:** \$ 17,337.00 *compared to \$28,301.00 in June 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:

- **Court Date: July 20, 2021, Regular Court Session**
- **Bench Trial scheduled on July 27, 2021**

Police Department

- Officers participated in firearms training on 6/05
- Officers hosted an ice cream social at the Charter School on 6/15 through 6/17
- Officers attended a Department Meeting on 06/17
- Officers investigated a forgery at the McDonald's. Suspect used a forged bill.
- Officers investigated (2) stolen vehicle. Car was stolen from Roberts Ct. The other vehicle was determined to be a civil matter.
- Officers investigated (3) Thefts. (2) were at Premier RV & (1) was on Mill St involving the theft of propane tanks and a generator.
- Officers investigated (1) natural causes death.
- Officers investigated a theft of catalytic converter and muffler assembly.
- Officers investigated a DHS referral.
- Officers found a bicycle and took a report of a lost wallet.
- Officers assisted Coburg Fire with a medical patient and temporarily housed the victim's dog.
- Officers made (2) warrant arrests. One of the suspects had (3) outstanding warrants from (3) separate jurisdictions; the other suspect had (2) warrants. (CLC)
- Officers towed an illegally parked vehicle on N Coburg Industrial Way.
- Officers investigated a disorderly subject and subsequently used the CHETT program to purchase fuel for the subject.
- Officers investigated a domestic dispute and determined a crime had not been committed.
- Officers investigated a prowler and have posted pictures of the suspect on social media.
- Officers investigated a damaged sewer pipe and the suspect was subsequently arrested.
- Officer investigated a commercial motor vehicle crash.
- Officers investigated a fraudulent use of a credit card.

Upcoming Events:

- 08/07 - Coburg Car Classic
- September - Antique Fair
- October – Officer going to firearms instructor course
- November/December – MILO (Multi Interactive Learning Objective) training (De-escalation)
- C.A.R.E program



COBURG CITY COUNCIL MONTHLY REPORTS

TOPIC: Committee and Commission Meeting Minutes

Meeting Date: July 27, 2021

Staff Contact: Sammy Egbert, City Recorder

Contact: 541-682-7852, sammy.egbert@ci.coburg.or.us

REQUESTED COUNCIL ACTION:

No action requested information report requested by City Council.

Suggested Motion: Information only

CITY COUNCIL GOAL

Committee & Commission Communication

BACKGROUND

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.

PURPOSE

The purpose is to provide City Council with monthly updates on what Planning Commission, Heritage Committee, Park/Tree Committee, Ad-Hoc Committees and Finance Audit Committee are working on.

ATTACHMENTS

- A. 6/9/2021 Heritage Committee
 - B. 6/15/2021 Park Tree Committee Work Session and Regular Mtg
 - C. 6/17/2021 Code Review Ad-Hoc
-



Coburg Heritage Committee
 June 9, 2021 – 6:00 p.m.
 Virtual Meeting – City Hall
 91136 North Willamette St.

COMMITTEE MEMBERS PRESENT: Marissa Doyle, chair; Shannon Sardell.

COMMITTEE MEMBERS ABSENT: Stephan Sheehan, Michelle Shattuck; Mark Alexander, City Councilor.

STAFF PRESENT: Megan Winner, Economic Development Assistant.

1. Call the Meeting to Order

Ms. Doyle opened the Heritage Committee meeting at 6:10 p.m.

2. Roll Call

Ms. Winner called roll and a quorum was not present. Ms. Winner announced that because no quorum was present, no decisions could be made and this meeting would be discussion only. They would need to push the May 12, 2021, minutes approval and plaque selection to their next meeting.

3. Committee Business

- Preservation Awards Plaque Discussion

Ms. Sardell was unsure if they could do more on this topic since they were waiting on information from Michelle Shattuck. Ms. Winner shared that she did receive an email from Ms. Shattuck with the plaque design but because no quorum was present no decision on the plaques could be made at this meeting. It was very basic, just a box with the text they agreed on inside. Ms. Doyle suggested they put this topic off until the next meeting.

- CLG Review

Ms. Winner said that every four years they had to go through a Certified Local Governments (CLG) evaluation. That Summer they would have one. They offered the evaluation in a variety of ways. Ms. Winner asked someone from State Historic Preservation Office (SHPO) to come to their next meeting and answer questions that Committee members had on what it meant to be a part of CLG. She also talked with Sheri Stuart who was working on the Main Street project as well. Ms. Stuart wanted to know what they were doing, and Ms. Winner updated her on the plaques.

- Information Share

Ms. Sardell asked when their next quarterly report to City Council would happen. Ms. Winner replied that it would happen after their next meeting.

Ms. Sardell wanted to know if they should add anything to the newsletter. She wondered if they should wait since they had no new information for the plaques. Ms. Winner said they should announce it in the September/October addition instead.

Ms. Doyle inquired into where the City was with the Independent Order of Odd Fellows (IOOF) building. Ms. Winner responded that the City got the lease, but they had no information on the grant yet. The lease started on June 1, 2021. There would be a committee formed to create policy for the IOOF building. She said that the Heritage Committee might be involved if they wanted.

Ms. Winner shared that after the last newsletter went out, she was contacted by a resident. They said that the rock catty corner from the Coburg Inn used to be where a horse trough was. She was so excited that they could a response from the newsletter.

Ms. Sardell asked if Coburg did oral histories. Ms. Winner replied that they did not, but there had been an interested from the community in doing them. Ms. Sardell thought it would be great to do, and they might want to just put short and sweet stories into the newsletter.

4. Future Meetings | Dates to Remember
Next Heritage Committee Meeting: July 14th, 2021

5. Adjournment

Ms. Doyle adjourned the meeting at 6:22 p.m.

(Minutes recorded by Lydia Dysart)

APPROVED by Heritage Committee on this 14th day of July 2021.

ATTEST:

 Sammy L. Egbert, City Recorder

 Marissa Doyle, Chair



Coburg Parks | Tree Committee Meeting

June 15th, 2021 – 6:00 P.M.

Coburg City Hall

91136 North Willamette St.

COMMITTEE MEMBERS PRESENT: Mary Mosier, Chair; Lonna Meston, Joe Morneau, Claire Smith, Tom Beatty.

COMMITTEE MEMBERS ABSENT: Coleen Marshall, Karen Coury.

STAFF PRESENT: Brian Harmon, Public Works.

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

1. Call Meeting to Order

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

2. Roll Call

Mr. Harmon took roll and a quorum was present.

3. Agenda Review

Chair Mosier asked if there was anything to be added to the agenda. There was nothing.

4. CITY UPDATES – City Administrator Monthly Report

Chair Mosier asked if there were any questions or updates on the City Administrator Report.

Mr. Harmon shared that the report was mostly minutes from other committees.

COMMITTEE BUSINESS

5. Historical Signage

Ms. Smith explained that she did not go to the Historic Committee but said she talked to Terry Dawson who had designed some metal signs which would attach to the existing posts. Mr. Dawson worked to fit historical verbiage on the signs and said the signs would be donated at no cost to the City except installation. Ms. Smith shared that the signs were ready to go to print and offered to go to the Historic Committee if there were no objections to the verbiage.

6. Booth Kelly Botanical Signs

Chair Mosier asked if the signs would include botanical information and Ms. Smith said that she included two examples from Ms. Coury. Chair Mosier asked if the signs would be printed right on the metal and Ms. Smith explained that they would be printed on metal to last longer than plastic or laminated paper. Ms. Smith said it was requested that one of the signs thanked Chair Mosier for her input and she added that thanking Coburg Pizza could encourage other businesses to contribute. She said the existing sign locations would be used as much as possible. Chair Mosier noted the increased cost if new signs had to be made to include botanical information but Ms. Smith said that Mr. Dawson was not concerned about the cost.

7. Tree Sub Committee Report

Mr. Beatty outlined tree work that had been done by the City including the trimming of a Douglas Fir in front of Chiefs and the removal of 3 Maple trees on E Mill St. so that a contractor could access the frontage to build on. He also noted some low hanging limbs that were trimmed on Abby and W McKenzie and a Maple tree on E Lincoln that was also trimmed.

Mr. Harmon added that no work was able to be done in the area until the 3 Maple trees were removed and suggested that later in the summer they could decide which trees to replace and where. Ms. Smith mentioned that a more appropriate species should be considered if planted near the street. Mr. Harmon added that their approved tree list was the same as the City of Eugene's.

Mr. Beatty asked why the two trees in front of Chiefs were City trees as they were well within the fenced area and Mr. Harmon answered that they were within the right-of-way and he did not feel like they needed to be removed.

Mr. Morneau asked if the trees in Norma Pfeiffer Park could be trimmed before the car show. Mr. Harmon offered to get together to look at this and Mr. Beatty added that major trimmings would probably take place in the fall.

8. Dari Mart Landscaping Project Recap

Mr. Morneau shared that the project was not quite complete but said that Johnson Brothers would supply drought resistant plants in the fall. He thanked Coburg Road Quarry, Coburg Fire, and Public Works for their help moving rocks and noted that executives from Dari Mart had complimented the work. He added that the fire department would come in to wash down the dry river. He explained that they had placed fabric under the lazy river but not the bark part as the bark was too deep. Ms. Smith liked the big rocks and suggested it would be a good place to put a couple benches. Mr. Morneau said the rock was all donated and noted the total cost of the project was about \$90. Ms. Smith suggested writing an article in the newsletter explaining the project and who donated to it.

9. Work Party Plan for July

Chair Mosier said the work party would likely only be her and Mr. Beatty as the others could not make it. She suggested meeting at Norma Pfeiffer to pull weeds. She offered to reschedule due to low attendance. Chair Mosier suggested advertising on the facebook page and Mr. Morneau said that it could also be posted in the newsletter.

Chair Mosier suggested planting in the concrete planter and Mr. Harmon said that a man living nearby regularly planted and watered there.

Chair Mosier scheduled work parties for June 28th at 9 A.M. and July 19th at 9 A.M.

Ms. Meston recalled needing to turn in the binder periodically so that the City could track hours but admitted that they had not been doing this consistently. She suggested offering citizen volunteers the chance to help with paperwork in the office and stressed the need for a proper cover page and wavers. Chair Mosier said it was encouraging to see community members stepping forward to maintain the park they live next to.

Mr. Harmon shared that a vinegar, salt, and dish soap solution had been applied to unwanted grass at Johnny Diamond Park and that it was working pretty well.

10. Work Party Recap from June

Mr. Beatty suggested everyone go look at Jacob Spoons to see the annuals they had planted.

11. Spring Toys at Norma Pfeiffer Park and Pop-Up Bench

Ms. Smith said she and Ms. Marshall met and chose the pony and bulldozer but they learned that the shipping would be more than the toys themselves. Ms. Smith said she reached out to Playground Equipment who gave them a \$250 discount which would make their total cost with shipping \$1700. Mr. Harmon said he offered to pick up the equipment until he learned that they did not hold inventory and they would have to be shipped. Ms. Smith asked how much was in the budget and Mr. Harmon answered about \$5300.

MOTION: Mr. Morneau moved, Ms. Smith seconded a motion to approve the purchase of the pony and bulldozer playground equipment. Motion passed unanimously.

Ms. Smith suggested spending the rest of the grant money on tables for the park but Mr. Harmon said another grant was already being pursued for tables. Ms. Smith asked if there was anything else they wanted to spend the remainder on and suggested portable round children's picnic tables for \$900 each plus shipping.

Mr. Morneau asked about the possibility of a table with a chess board on it and Ms. Smith suggested painting the chess board on to existing tables with a template.

12. Flagpole Project

Mr. Beatty said he and Mr. Harmon had lined out where the bench would go. Mr. Harmon said the park needed another bench and that they would have a plaque made. He said they were having trouble finding replacement bench slats. Ms. Smith asked if plastic slats were a possible alternative and Mr. Harmon answered that they were called redwood recycled and were expensive. Mr. Morneau suggested asking former public works director Mr. Harris if there any leftover slats available. Mr. Harmon said they would try to have this done sometime in July.

13. Committee Work Plan Review

Ms. Smith reiterated the possibility of painting the new tables with chess boards so they didn't have to buy special ones. She explained that they had removed the play structure idea but kept the bench idea for Jacob Spores and said Ms. Marshall thought it would be a good place for horseshoe pits. Ms. Meston said the horseshoe pit idea was nixed as residents were concerned about it drawing too many people.

Ms. Smith said the police were still working on park watch signs. She explained that trails and directional signs involved ODOT and Lane County and Mr. Harmon added he was working on downtown parking signs. Ms. Smith said she would ask the Heritage Committee to help with the trails and heritage sign.

Ms. Smith shared that toddler toys was a done deal.

Ms. Smith wondered if a screen was still needed behind the pavilion and Chair Mosier said no.

Ms. Smith said the veteran's area was in progress and Mr. Beatty added that he did not think they were ready to order roses yet. Mr. Harmon said they would have a better idea of what to do grant-wise next year.

Ms. Smith mentioned line items for donations and asked if this request got renewed every year. Mr. Harmon answered that this was still in the budget and that it had been increased from \$5000. He added that the donation policy would be going to City Council. Ms. Smith said that Anne Heath would look at the language of the ordinance to see if it needed updated or whether a new policy was needed, and would hope to have it on Council agenda by August.

Mr. Morneau shared that \$300 had been collected from the funeral of John Bosley and that the family asked the Park Committee to use it to plant a tree in his memory.

14. Recap/review of Annexation Property Open Space

Chair Mosier asked if there were any questions from the work session. Ms. Smith thought that it was helpful to hear from the developer to help understand the difference between codes.

Mr. Harmon noted that they would get a lot of SDC's from the area and Ms. Smith said it would be nice to use them to purchase park property or work on the new park coming up.

Ms. Meston appreciated the idea of requiring landscaping but noted that everyone defined landscaping differently and wished to see more detailed requirements.

Ms. Smith asked if the landscaping plans would be the same as for businesses in the City and Mr. Harmon said each business that went in would need to provide a plan to be approved.

Chair Mosier asked if there would be a bioswale and how it would be developed and Mr. Harmon said the developer was required to build a bioswale similar to the ones at Hatfield, Coburg Crossing, and Coburg Creek. He said his vision was something similar to what was done on Industrial with the amount of landscaping, but he added that it was hard to keep up with weeding due to the recent weather. Ms. Smith asked if something could be planted to reduce weeds and Mr. Harmon answered that this would be addressed when talking to the contractor.

Mr. Morneau asked about the drains on Mill St. where weeds were a problem and Mr. Harmon said they had already talked about an alternative, saying that he liked the round river rocks and mentioned possibly putting fabric down.

Chair Mosier asked how Industrial Way kept their bioswale so nice and Mr. Harmon said that a professional landscaping company handled it but was not sure how. Mr. Beatty suggested Roundup and Mr. Harmon said they had avoided spraying for quite some time but was waiting for approval.

15. Approve Minutes from May 13th, 2021

Chair Mosier noted a correction that play equipment was not being removed, just the plan for play equipment.

MOTION: Mr. Morneau moved, Mr. Beatty seconded a motion to approve the minutes as presented. Motion passed unanimously.

16. Further Discussion

Chair Mosier asked if there was any discussion on the Booth Kelly Mills Trail Station and Ms. Smith offered to bring the packet to Heritage for recommendation.

Chair Mosier asked what the committee would like to see on the agenda for next month. Ms. Smith suggested an update on the donation policy and an update from Heritage. Ms. Meston asked to hear from Sammy Egbert and Anne Heath about volunteer documents.

Chair Mosier asked if the pavilion would be power washed, Mr. Harmon said yes and suggested having a work party to paint handrails and replace boards.

Mr. Harmon added that the bike kiosk would be built sometime this summer.

Ms. Smith asked how many picnic tables there were and suggested putting up 3 tables at pavilion as a trial.

Mr. Harmon shared that he would present plans for the remodel of McKinsey St. between Willamette and Harrison in July or August.

17. Adjournment

Hearing no further discussion, Chair Mosier adjourned the meeting at 7:19 P.M.

DATES TO REMEMBER

July 27th - City Council Meeting

July 20th - Parks and Tree Committee Meeting

APPROVED by Coburg Park | Tree Committee on this 20th day of July 2021.

ATTEST:

Sammy L. Egbert, City Recorder

Mary Mosier, Chair



MINUTES

Code Review

Ad-Hoc Committee

June 17, 2021 5:30 P.M.
Coburg City Hall
91136 N Willamette Street

COMMITTEE MEMBERS PRESENT: Patty McConnell, City Councilor; John Fox, City Councilor; Alan Wells, Business Owner; Cathy Engebretson, Citizen At-Large.

COMMITTEE MEMBERS ABSENT: Paul Thompson, Planning Commission Chair; Marissa Doyle, Planning Commissioner; Jerry Behney, Citizen-At-Large.

STAFF PRESENT: Megan Winner, Planning and Economic Development Assistant Anne Heath, City Administrator

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

1. CALL TO ORDER

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

2. ROLL CALL

Ms. Winner took roll and a quorum was present.

3. MINUTES FOR APPROVAL – May 6, 2021 & May 20, 2021

Ms. Winner asked if the Committee had a chance to review the minutes from the packets and Councilor Fox asked if there were any concerns.

Ms. Engebretson mentioned the first page of the May 6th minutes, under the first paragraph of Committee Business she noted that it was actually Ms. Heath who had answered why Cottage Grove had been chosen. She also wished to strike “tunneling downtown” from the third paragraph as it was likely misheard. The committee agreed the word “tunneling” is to be replaced with “planning”.

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

4. COMMITTEE BUSINESS

Councilor McConnell asked about formula businesses that were granted conditional use and Ms. Engebretson suggested that if someone wanted a formula business in the central business district that they could apply for a conditional use and not just be permitted outright. She said they might be willing to allow formula businesses but only through conditional use and after going through a design review process of some kind. Ms. Engebretson outlined some prohibited uses including specifying that a store with a certain percentage of food sales must be either a grocery or a restaurant and not just a convenient store, except Dari Mart which had been grandfathered in. She explained that a formula grocery store could apply to be downtown under conditional use, but a convenience store without a full produce section would not be allowed.

Councilor Fox asked if a business were grandfathered in, what kind of major renovation would need a design review? Ms. Engebretson believed that the definition of what constituted a major renovation was already in the code. Ms. Heath added that change-of-use triggered a major renovation.

Mr. Wells said that the site design/review process, land use review, or master plan development would have to be done regardless of whether it is a permitted or conditional use. Ms. Engebretson agreed for formula businesses. Mr. Wells was under the impression that any business that applied for the downtown area had to go through the approval process and Ms. Engebretson confirmed. Mr. Wells thought that this was fair and Ms. Heath said anything else would make it look like they were picking and choosing favorites. Ms. Heath added that every parcel in the newly annexed industrial area would have to go through a master plan development process because of current code requirements. Ms. Engebretson thought it made sense that everyone in the central business district go through the approval process as it was a small district and they wanted to make sure businesses fit in well. Mr. Wells stressed the need for a clear approval path for developers in order to remain fair.

Councilor Fox asked how this could be implemented and Ms. Engebretson explained that this was not typically put into development code but suggested having another Main Street project or a beautification process. Ms. Heath suggested offering matching grants to incentivize things like putting up pedestrian awnings.

Mr. Wells noted that the town of Amity looked terrible due to the formulaic businesses.

Councilor Fox indicated the included images (new Coburg Inn and Mill St Square) and asked what a certain building feature was called, Mr. Wells answered that it was a parapet.

Ms. Heath shared that she had met with a property owner to discuss cottage cluster type housing, and he was receptive to that. She added that she shared the Coburg community buildout scenarios with him. Ms. Heath wanted to see some kind of housing industry downtown that did not promote driving every day, maybe even having some houses without

driveways. Mr. Wells commended the housing in Newport which had done this and Councilor Fox noted the growing movement towards tiny houses.

Ms. Heath explained that if you didn't provide a way for residents to age in their community then you lose your history and storytellers and she wished for a way to accommodate these people. Councilor Fox agreed and noted the bicycle in the City logo was a good example of this. He added the need to consider aesthetically pleasing housing for low-income people. Ms. Engebretson thought they should require that subdivisions of a certain size have multi-family buildings and suggested code requirements to make them also look nice. Ms. Heath noted that state law had just passed requiring larger cities to rewrite their code to meet the demand for multi-family housing and suggested following this example as they would inevitably be required to do the same.

Ms. Engebretson added that one stipulation for city growth was a certain amount of residential density before being able to expand the urban growth boundary and Councilor Fox noted that Eugene had gotten in trouble for not doing this.

Councilor McConnell asked if there was any interest in transition homes for the elderly and Councilor Fox noted that they would require a large square footage. Ms. Heath agreed and thought that this was the future which would have to be considered.

Ms. Heath said she had met with the Mayor and engineers regarding how to get trucks off of Main Street and said they decided to do an independent study. She noted that much of the traffic coming through Main Street was not Coburg or even Lane County traffic, but commuter traffic from growing cities in Linn County. Councilor Fox said this was good because failing to study traffic patterns and anticipating growth would create a huge bottleneck.

Ms. Heath noted that trucks had been parking in the bike lane at Dari Mart, blocking the path and affecting visibility for cars pulling out. She said it wasn't just about the amount of traffic but about unsafe traffic. Ms. Winner added that an engineer had explained to her that it wasn't a capacity issue, but the character of the traffic. She said they wanted traffic to be more local. Ms. Heath said one idea was to approach the county to take jurisdiction of Willamette Street, which would give the community the opportunity to manage how it was used.

Ms. Heath said that traffic backing up from school pickups could not be used as justification for an east-west connector because that is common as nearly every school in the country has the same problem. Ms. Engebretson responded that there was no other route to take around the school traffic, which wasn't the case for most other schools. Councilor McConnell was glad these conversations were taking place. Ms. Heath explained that according to the City Engineer, a different rationale for an east-west connector was needed.

Mr. Wells mentioned traffic cutting through the park and Ms. Heath said they had a solution for that.

Ms. Heath thought that this was all related because if they moved to form-based code then transportation would be considered part of that. If there was an update to the transportation plan she said they would look at all of the streets downtown including parking. Councilor McConnell asked about all street facing facades needing to include weather protection for pedestrians. Councilor Fox noted a business in Eugene with an indent which did not compliment the four-story wall there and wished to avoid something like that.

Ms. Engebretson said that if the master plan development track was used then the underlying development code technically did not need to be followed, and she thought this should be changed. She said the Planning Commission when going through the process with an applicant should still look to the development code for guidance on what they should be requiring. Councilor Fox asked how to get around that and Ms. Heath said she thought that the light industrial properties still had to follow code requirements and not getting around it.

Ms. Engebretson thought that the master development path gave leeway to both parties which let the developer ignore some of the code and the Planning Commission to allow that. She said this only worked when there was a Planning Commission that understood the process. Councilor Fox suggested this be a question for the lawyer. He said he wanted something that would last without having to tweak too much.

Ms. Winner shared that the Planning Commission had a vacancy and asked the group to spread the word.

Councilor Fox promised to update the whereas documents so they could review the verbiage.

Ms. Heath asked to clarify how far the group wanted to take this work and the timing. She asked if the downtown corridor would be taken on and then they would move to subdivision. Councilor Fox said the goal was to get downtown done by August.

Ms. Engebretson said she wanted to touch on suggestions made for subdivisions sooner rather than later. Councilor McConnell suggested looking at the highlights of those portions to save time and Ms. Engebretson said they already had a list of suggestions to discuss.

5. ADJOURNMENT

Hearing no further discussion, Councilor Fox adjourned the meeting at 6:48 P.M.

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

Chair, John Fox

ATTEST:

Sammy L. Egbert, City Recorder

DRAFT