



# AGENDA

## CITY COUNCIL

91136 N Willamette Street

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

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Tuesday, November 08, 2022 at 6:00 PM

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**CALL THE CITY COUNCIL MEETING TO ORDER** This meeting will be in-person and through Zoom. To participate by Zoom you will need to pre-register by 3PM the day of the meeting.

### PLEDGE OF ALLEGIANCE

### ROLL CALL

### MAYOR COMMENTS

### AGENDA REVIEW

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

### RESPONSE(S) BY CITY COUNCIL

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

- [1.](#) Minutes September 27, 2022 City Council Special Meeting
- [2.](#) Minutes October 11, 2022 City Council

### SPECIAL GUEST

- [3.](#) RAIN

### ORDINANCES AND RESOLUTIONS

- [4.](#) RESOLUTION **2022-27** A RESOLUTION APPROVING THE FINAL PAYMENT FOR THE PURCHASE OF PROPERTY LOCATED AT 91430 STALLINGS LANE, EUGENE, OREGON
5. RESOLUTION **2022-28** A RESOLUTION NAMING THE COBURG CITY COUNCIL CHAMBER THE "RAY SMITH COUNCIL CHAMBER"

### COUNCIL ACTION ITEMS

- [6.](#) Real Estate Lease Agreement Revised Addendum 91430 Stallings Lane
- [7.](#) 1973 Water Bond #43 Payment Request
8. Coleman Street Waterline Replacement Contract

### ADMINISTRATIVE INFORMATION REPORTS

- [9.](#) Police Department Quarterly Presentation
- [10.](#) Finance Quarterly Presentation
- [11.](#) Administration Monthly Report

### COUNCIL COMMENTS

**UPCOMING AGENDA ITEMS**

General Election Results

Comprehensive & Zone Map Amendments **Public Hearing****FUTURE MEETINGS**

November 9 Heritage Committee  
November 11 City Hall **Closed** - Veterans Day  
November 15 Park Tree Committee  
November 16 Planning Commission  
November 25 & 26 City Hall **Closed** - Thanksgiving  
November 29 Finance Audit Committee  
December 13 City Council

**ADJOURNMENT****EXECUTIVE SESSION**

Council will hold an Executive Session PER ORS 192.660(2)(i) for the annual performance evaluation of the City Administrator.

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

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



## MINUTES

### Coburg City Council Special Meeting

September 27th at 6:00 P.M.

91136 N Willamette Street

Hybrid Meeting in-person or via Zoom

**MEMBERS PRESENT:** Mayor Smith and Councilors Nancy Bell, John Fox, Kyle Blain (left meeting at 7:18), John Lehmann and Patty McConnell

**MEMBERS ABSENT:** Mark Alexander

**STAFF PRESENT:** City Administrator Anne Heath, City Recorder Sammy Egbert, City Attorney Anne Davies, Chief of Police Larry Larson, Public Works Director Brian Harmon and Megan Winner, Coburg Planning

**RECORDED BY:** Angela Kern, Lane Council of Governments (LCOG)

### CALL TO ORDER

Mayor Smith called the meeting to order at 6:05 pm.

### PLEDGE OF ALLEGIANCE

Mayor Smith led the Pledge of Allegiance.

### ROLL CALL

Ms. Egbert called roll. A quorum was present.

### MAYOR COMMENTS

Mayor Smith praised the Staff and Council, noting that a lot had been accomplished. He commented on the completion of the water main replacement on his street. He also thanked the Council and community for their well-wishes about his health and said he appreciated the support.

## AGENDA REVIEW

Ms. Egbert noted that there are three items in the red folder for the record:

- Addition to Tab 5 email correspondence from City Administrator, Anne Heath to City Council on the proposed zoning code amendments.
- Addition to Tab 5 email to Mayor and City Administrator, Anne Heath from Councilor McConnell regarding the proposed zoning code amendments.
- Addition information on Oregon Public Meeting Law for Council.

Ms. Heath explained that the Water Feasibility Study report would be postponed until the October 11th City Council meeting due to illness.

## CITIZEN TESTIMONY

None

## RESPONSE(S) BY CITY COUNCIL

None

## CONSENT AGENDA

1. Minutes Review: August 9th, 2022

Council President Bell noted that on page 6 of 10, "...questioned Mr. Weichert..." should read "...questioned Mr. Weichert's representative Derrick Westover".

2. Paverite USA Contract

3. Planning Services Intergovernmental Agreement

4. Kizer and Sons, Inc Farm Lease Agreement

**MOTION:** Councilor Fox moved to accept the Consent Agenda as amended, seconded by Councilor Lehmann. The motion passed unanimously -- 5:0:0.

## ORDINANCES AND RESOLUTIONS

### 5. Second Reading

**ORDINANCE A-200-L** AN ORDINANCE AMENDING ARTICLE VII.C OF THE COBURG ZONING CODE TO IMPLEMENT A FORM BASED CODE FOR THE CENTRAL BUSINESS DISTRICT AND IMPLEMENTING OTHER GENERAL HOUSEKEEPING UPDATES TO THE ZONING CODE.

Ms. Winner presented, noting that there had been no changes, but that the questions asked via email by Councilors McConnell and Lehmann regarding square footage and outdoor retail space had been answered in the red folders.



Councilor Lehmann wished to add language clarifying and restricting outdoor retail space. He also wondered whether the square footage restrictions could be appealed to the Council. Ms. Davies said that the Council would be bound by the code and could not grant exceptions. Councilor Lehmann worried that such restrictions would hinder the Council in the future.

Councilor Fox noted that 10,000 square feet was quite a large space.

Councilor Lehmann raised the question of outdoor retail space. Ms. Heath explained that the current language permitted outdoor space above and beyond the 10,000 square feet permitted. Councilor Blaine wondered if there should be language restricting the maximum outdoor space allowed.

Councilor McConnell wanted it noted that she preferred a smaller maximum square footage and could not vote yes on zoning code that permitted up to 10,000 square feet.

Councilor Bell reminded the Council that the language specified that a business must be less than 10,000 square feet and must meet the conditional use criteria.

Guest Robert Lamont spoke to the square footage restrictions, concerned that they prohibited shared retail and office space. Ms. Heath clarified that mixed use was not subject to the same restrictions.

Councilor Blaine left the meeting at 7:18 pm.

After much discussion and clarification of the terms formula-based and form-based, footprint and floor space, and outdoor retail space, it was decided to add language that included outdoor retail space.

Central Business District Conditional Uses, Subsection 9 was amended to read: "...formula-based businesses with a total floor space of less than 10,000 square feet, which shall include outdoor retail space." Prohibited Uses, Subsection 8 was amended to read: "...formula-based businesses with a total floor space greater than 10,000 square feet, which shall include outdoor retail space." Article 11, Section E2B, Subsection 10 was amended to add: "...retail space outside of the building footprint, and other similar improvements."

**MOTION:** Councilor Lehmann moved to adopt **Ordinance A-200-L** as amended, seconded by Councilor Bell. The motion passed 3:1:0, with Councilors Bell, Fox and Lehmann voting Aye and Councilor McConnell voting Nay.

Mayor Smith thanked Councilor McConnell for standing up for her beliefs and thanked the Council and Staff for their work.

## COUNCIL ACTION ITEMS

6. Brave Bull Liquor License Application - 91115 N. Willamette St.

Ms. Egbert presented, asking for a recommendation to Oregon Liquore Licence (OLCC).

Councilor McConnell asked if there were any guidelines regarding how many liquor licenses should be granted per capita. Ms. Egbert didn't know for sure but would look into.

**MOTION:** Councilor Fox moved to recommend OLCC grant the Hoggboard Co. a liquor license, seconded by Councilor Bell. The motion passed unanimously -- 4:0:0.

7. Finance Audit Committee Appointment

**MOTION:** Councilor Fox moved to recommend OLC approve the appointment of Elise Landry to the Finance Audit Committee, seconded by Councilor Lehmann. The motion passed unanimously -- 4:0:0.

## ADMINISTRATIVE INFORMATION REPORTS

8. Pickleball Court at Norma Pfeiffer Park

Mr. Harmon presented. He revealed that it was possible to park vehicles on the court, meaning that the court would not need to be dismantled during events.

Councilor McConnell wondered if the net was removable for basketball. Mr. Harmon explained that the court was rarely used for full games of basketball and the net was unlikely to be an impediment.

Mayor Smith suggested that the Parks Committee might consider establishing an investment policy regarding the courts.

Councilor Lehmann inquired about the condition of the backboards. Mr. Harman said they were in good shape but the nets were replaced annually. Councilor Lehmann asked if there were lights. Mr. Harmon said yes, but that he didn't think they were operational.

9. Administration Monthly Report

Ms. Heath presented.

Councilor Lehmann asked for an update on the crack sealing. Mr. Harmon addressed the question and explained asphalt preservation. Councilor Bell asked how long the crack seal would last. Mr. Harmon predicted a 5-year lifespan. Councilor McConnell wondered if the bike hub would be treated. Mr. Harmon said he intended to follow up on that.

10. Water Reservoir Feasibility - Postponed

**COUNCIL COMMENTS**

Councilor Fox volunteered that he liked the proposed placement of the water towers as per the Water Reservoir Feasibility Study.

Councilor Lehmann wondered if the Odd Fellows dispute had been resolved and if the Council-recommended letter had been sent. Ms. Davies responded that she had not had an opportunity to send the letter, but that the situation had resolved. Ms. Heath clarified that she had told the owner that their request had been denied, and they had accepted the verdict. She noted that the City now pays the bill on the power pole in question.

**UPCOMING AGENDA ITEMS**

- Succession Plan
- Coburg Continuity of Operations Plan
- Zone Code & Comp Plan Map Amendments

**FUTURE MEETINGS**

October 11 City Council

**ADJOURNMENT**

Council President Bell adjourned at 7:53 pm.

**APPROVED** by the City Council of the City of Coburg on this 8th day of November, 2022.

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Nancy Bell, Acting Mayor

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



## MINUTES

**Coburg City Council Meeting**  
October 11, 2022 at 6:00 P.M.  
91136 N Willamette Street  
Hybrid Meeting in-person or via Zoom

**MEMBERS PRESENT:** Mayor Smith and Councilors Nancy Bell, John Fox, Mark Alexander, John Lehmann and Patty McConnell

**MEMBERS ABSENT:** Kyle Blain

**STAFF PRESENT:** City Administrator Anne Heath, City Recorder Sammy Egbert, City Attorney Anne Davies, Chief of Police Larry Larson, Public Works Director Brian Harmon and Megan Winner, Coburg Planning

**GUESTS:** Consultant Justin Ford

**RECORDED BY:** Angela Kern, Lane Council of Governments (LCOG)

### CALL TO ORDER

Mayor Smith called the meeting to order at 6:01 pm.

### PLEDGE OF ALLEGIANCE

Mayor Smith led the Pledge of Allegiance.

### ROLL CALL

Ms. Egbert called roll. A quorum was present.

### MAYOR COMMENTS

Mayor Smith stated that his cancer was untreatable and that he'd be entering hospice. He shared that it had been a joy working with the Council for 9 years. He thanked the Council and community for their prayers and said he appreciated the support. Council applauded.

**AGENDA REVIEW**

Ms. Egbert noted that additions to packet are in the red folders; a map and report to accompany the Feasibility Presentation as well as a supplemental report to Agenda Item #7.

**CITIZEN TESTIMONY**

None

**RESPONSE(S) BY CITY COUNCIL**

None

**CONSENT AGENDA**

No items

**SPECIAL GUEST****1. Water Reservoir Feasibility Presentation**

Consultant Justin Ford presented an overview.

Mayor Smith asked if the overview was modeled on current or future needs.

Mr. Ford said it was modeled on a 20-year projection as per 2016 studies.

Councilor Fox wondered if there were benefits to the higher placement of Sites 2 and 3. Mr. Ford responded that there were slight cost savings, as the structures would be shorter and the cost ran about \$10,000 per foot of height. Councilor Fox asked about the 12-inch loop. Mr. Ford said it was essential. Ms. Heath pointed out that the proximity of Site 1 would offset the cost savings of 2 and 3.

Councilor Lehmann inquired as to the ownership of the three sites. Ms. Heath replied that Site 1 was owned by the Umpqua Indian tribe (Cow Creek) and Sites 2 and 3 were privately owned.

Mr. Ford reported that his findings indicated the existing tanks were in good condition and recommended reducing the maximum holding to 28 feet along with stiffening the sides. Councilor Lehmann wondered if Mr. Ford still recommended researching the tank. Mr. Ford said he didn't think it was necessary.

Councilor Fox wondered why it was necessary to preserve the old tank. Mr. Ford explained it made sense to use existing infrastructure for extra storage. Council President Bell asked if one elevated tank would serve the community, with the current tanks as backup. Mr. Ford concurred. He noted that replacing the tanks would be more costly than refurbishing the existing ones. He asked if Public Works Director Brian Harmon had any concerns about reducing capacity (to 28 feet). Mr. Harmon said no.

Mr. Ford recommended Site 1 and listed the advantages. Ms. Heath pointed out that studies had already been done on the site. Mr. Ford noted that there was plenty of space to build on the site and that a tank could be permitted as a public building under the Conditional Use zoning.

Councilor Lehmann asked why a third tank wasn't being added to Sarah Lane. Mr. Ford responded that there was not much space and it was not a desirable site.

Council President Bell asked whether analysis had been done at any of the sites. Mr. Ford said no, he was waiting on geotechnical findings.

Mr. Ford explained the various benefits of the three different types of tank. Councilor Alexander inquired about seismic movement. Mr. Ford said all of the types would be built to code, but that meeting the requirements was more of a challenge with the composite model. He noted that the multi-column style could be placed on the weakest soils.

Councilor McConnell inquired about challenges on Site 1. Ms. Heath said she would expect more challenges at Sites 2 and 3. Councilor Fox wondered if it was worthwhile to spend the money analyzing 2 and 3. Mr. Ford explained it was a small cost and could provide useful information.

Councilor Alexander inquired as to the lifespan of each type of tank. Mr. Ford stated that each type had the same predicted lifespan of 75 - 100 years.

Mr. Ford predicted a cost of \$4.5 million for a new tank. He recommended funding of \$10 million be pursued for the entire project, including tank rehab. Councilor Lehmann asked if that included addressing interior corrosion. Mr. Ford said yes. Councilor McConnell inquired as to the life expectancy of the interior coating. Mr. Ford guessed 30 - 40 years. Council consensus was that the tanks had last been coated in the late 90s. Mr. Ford noted that the interior of the tanks could be spot treated.

Ms. Heath noted that there was some funding for the reservoir and the line.

Mr. Ford stated that the well was critical, storage less so. Councilor Lehmann asked about construction time. Mr. Ford said a year was typical.

Mr. Ford outlined the next steps: Keep working on the feasibility study, get the results from the geo-tech work, and try to get a full draft of the feasibility study in November.

Mr. Harmon pointed out that it was possible to run off the wells with the existing reservoirs at the lower (28-foot) capacity, but that relying on the pumps would be costlier in the long run.

Councilor McConnell asked how much funding was available. Ms. Heath responded that there was \$5.5 million for the entire water project including wells reservoir, replacement lines and I-5 bore with the caveat that water rate fees would be limited.

## **ORDINANCES AND RESOLUTIONS**

### **2. RESOLUTION 2022-23 A RESOLUTION ADOPTING THE COBURG SUCCESSION PLAN**

Ms. Heath presented, explaining that Resolutions 2022-23 and 2022-24 were partner resolutions and living documents, needing to be updated as change occurred. The two resolutions were particular to Coburg, outlining the city's succession and continuity of operations plans in emergency situations.

Council President Bell asked Ms. Heath if she was comfortable leaving the unfilled positions as placeholders. Ms. Heath said yes.

**MOTION:** Council President Bell moved to adopt Resolution 2022-23, seconded by Councilor Alexander. The motion passed unanimously -- 5:0:0.

### **3. RESOLUTION 2022-24 A RESOLUTION ADOPTING THE COBURG CONTINUITY OF OPERATION PLAN**

Ms. Heath explained that the plan was aligned with FEMA and was directed through the NIMS program, but was particular to Coburg.

Councilor Lehmann pointed out that language on pages 128, 129, and 130 needed updating. Ms. Heath said that updating the Declaration of Emergency ordinance was on the to-do list.

**MOTION:** Councilor Lehmann moved to adopt Resolution 2022-24, seconded by Councilor McConnell. The motion passed unanimously -- 5:0:0.

### **4. RESOLUTION 2022-25 A RESOLUTION TO INITIATE AMENDMENTS TO THE COBURG COMPREHENSIVE PLAN MAP AND TO THE OFFICIAL ZONING MAP**

Ms. Winner presented, explaining that the resolution initiated the process to amend the Zoning Map and the Comprehensive Plan Map. The first change would be adding the overlay district to the official zoning map, reflecting the form-based code overlay district approved by Council on September 27th, 2022. The second change would be to correct the mistaken zoning of a 50-foot strip consisting of three lots abutting City Hall from Park, Rec and Open Space to Central Business District.

Councilor Lehmann asked if a park had been intended for the area. Ms. Heath said no. Councilor Fox asked if the lots were owned. Ms. Heath said yes. Councilor Lehmann asked if it were part of the 2.81 acres adjacent to City Hall. Ms. Heath said partially. Councilor Lehmann asked if the City Hall parking lot overstepped the bounds. Ms. Egbert presented a map showing the strip in question and explained its exact location.

**MOTION:** Councilor Fox moved to adopt Resolution 2022-25, seconded by Councilor Alexander. The motion passed unanimously -- 5:0:0.

### **COUNCIL ACTION ITEMS**

#### 5. Planning Commission Appointment

Ms. Winner presented, requesting the appointment of James Bell for a two-year term ending in October of 2024.

**MOTION:** Councilor Fox moved to appoint James Bell to the Planning Commission for a two-year term ending in October of 2024, seconded by Councilor Alexander. The motion passed unanimously -- 5:0:0.

Mayor Smith appointed James Bell to the Planning Commission.

#### 6. Planning Commission Annual Appointment

Ms. Winner presented, requesting the re-appointment of Jonathan Derby, Alan Wells and Seth Clark to the Planning Commission for a two-year term ending in October of 2024.

**MOTION:** Councilor Fox moved to appoint Jonathan Derby, Alan Wells and Seth Clark to the Planning Commission for a two-year term ending in October of 2024, seconded by Councilor Alexander. The motion passed unanimously -- 5:0:0.

Mayor Smith appointed Jonathan Derby, Alan Wells and Seth Clark to serve another term on the Planning Commission.

### **ADMINISTRATIVE INFORMATION REPORTS**

#### 7. Administration Monthly Report

Ms. Heath presented.

Councilor Lehmann requested clarification of the term 'Intertie.' Mr. Harmon said it referred to areas where new water lines connected to old.

Councilor Lehmann pointed out a missing word on page 148, wondering what the outcome of cross-training Sara Athey had been. Ms Heath said 'successful'.



Councilor Lehmann requested an update on noise barriers. Ms. Heath responded that a study was in progress.

Councilor Lehmann wondered if the crosswalk monitoring program had been successful. Chief of Police Larson said the community had been supportive and that he did not yet have the numbers. Councilor McConnell noted that there was still a sign in place. Chief of Police Larson said it would be removed.

Ms. Heath noted that she had a correction for the Council regarding the Collector Streets; the project would be pushed back to design in 2024 and build in 2025.

### **COUNCIL COMMENTS**

Mayor Smith introduced the topic of continuing 6:00 pm meetings. It was decided to continue meeting at 6:00 pm for the foreseeable future.

Councilor Fox inquired if the absence of a Councilor counted as an abstention when counting votes. Ms. Davies said no.

Councilor Lehmann suggested that the Council consider a \$20,000-\$25,000 stipend for the position of Mayor. Mayor Smith said that the topic should be discussed during the retreat. He noted that it was a big job and that other nearby cities offered compensation.

Council President Bell proposed naming the City Council Chamber the “Ray Smith Council Chamber” in recognition of Mayor Ray Smith’s service. Mayor Smith responded that it was hard to stay humble when he received so much praise and that he had worked hard to make the community a better place. He praised the Council for making good decisions.

**MOTION:** Councilor Bell moved to name the City Hall Council Chamber the “Ray Smith Council Chamber,” seconded by the entire Council. The motion passed unanimously -- 5:0:0.

### **UPCOMING AGENDA ITEMS**

City Fee Schedule Annual Review and Update  
Zone Code & Comp Plan Map Amendments

### **FUTURE MEETINGS**

October 12 Heritage Committee  
October 18 Park Tree Committee  
October 19 Planning Commission  
October 26 Finance Audit Committee  
November 8 City Council

**ADJOURNMENT**

Mayor Smith adjourned at 8:06 pm.

**APPROVED** by the City Council of the City of Coburg on this 8th day of November 2022.

\_\_\_\_\_  
Nancy Bell, Acting Mayor

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

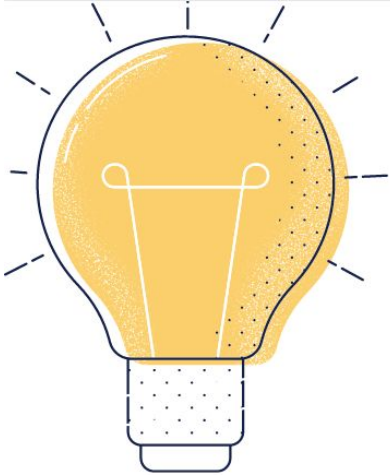
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# City of Coburg

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Memorandum  
of Agreement  
(MOU) For the  
VC, RAIN & the  
City.





# Team supporting Coburg's Entrepreneurial Development



**Robert Killen**

*Deputy Director*

Item 3.



**Avery Pickard**

*Policymaker Education Director*



**Aqsa Khan**

*Rural Lane County Venture Catalyst & Advocacy Communications Coordinator*



**Sean Tate**

*Entrepreneur Advocacy*



**Ana María Navia Peláez**

*DEI Engagement Manager & RAINdrops Director*



**Heather Blake**

*Veneta & Coburg Entrepreneur-in-Community*



**Darren Utter**

*Marketing & Communications Lead*

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# OUR MISSION

Item 3.

# RAIN

*To partner with communities to:*

***Catalyze*** entrepreneurial ecosystems

***Connect*** entrepreneurs to resources (including overlooked entrepreneurs)

***Contribute*** to the creation of prosperous economies



**We Can't Do This Alone!**

**#StrongerTogether**

Item 3.

**Building  
Partnerships**

**Join in!**

**Share your ideas**

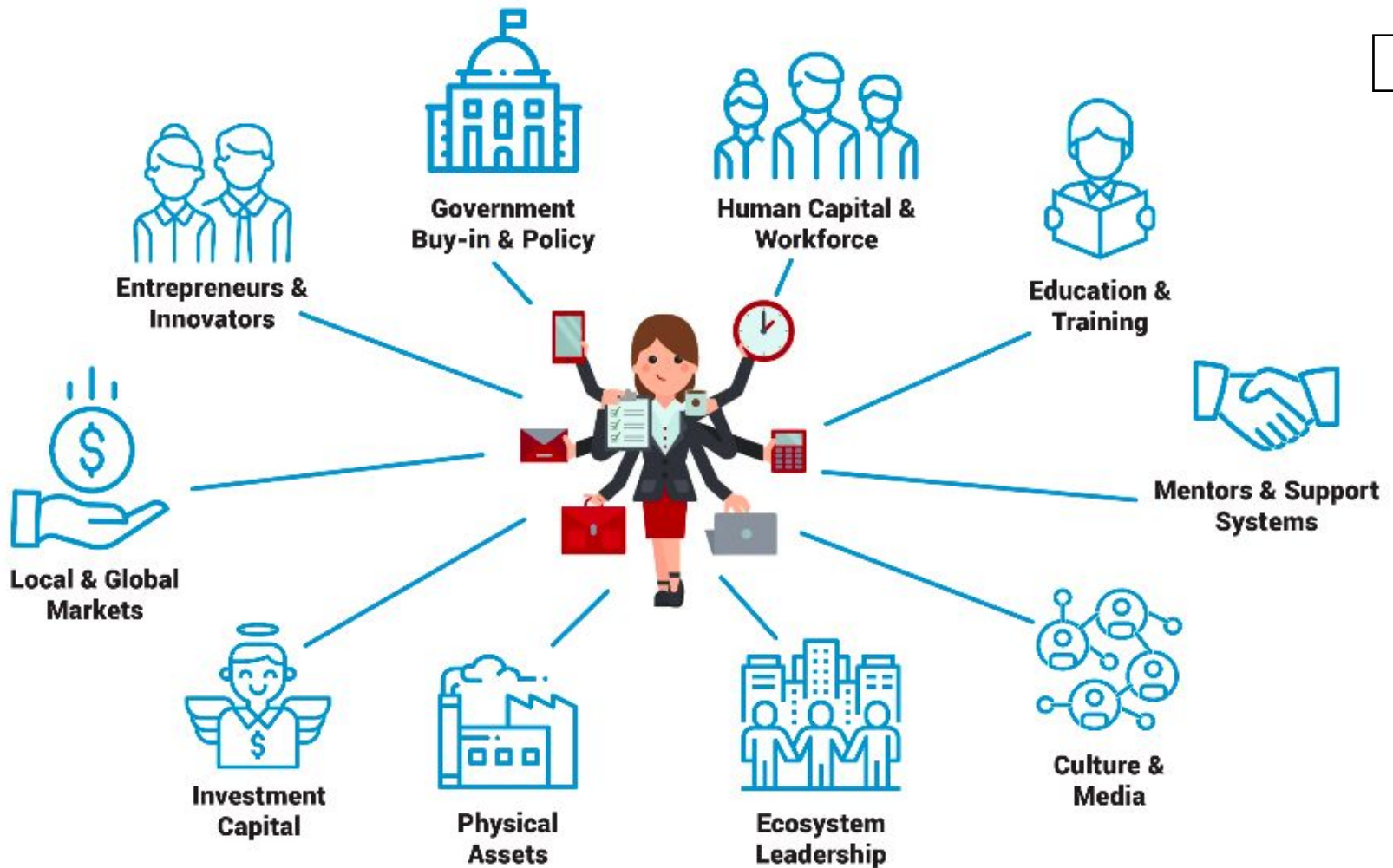
**CATALYZING COMMUNITY**

**Especially now**

**Stay Connected**

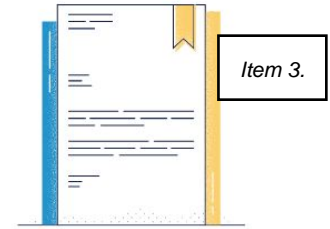
**All are welcome**

**RAIN**



# MOU- COBURG

## VC RESPONSIBILITIES



1. Implementing the “Rural Entrepreneurial Development Model,” :

- Stakeholder analysis
- Asset-mapping
- Community outreach
- Surveying

2. Report progress to the City of Coburg and other funders. Metrics shall include:

- Revenue generated by start-ups
- Capital raised
- Jobs created by start-ups assisted
- Number and type of events hosted
- Mentors engaged

3. RAIN shall conduct educational events

- Find and support entrepreneurs by matching them with resources
- Find and educate angel investors
- Conduct asset mapping to identify resources and gaps in the regional entrepreneurial ecosystem
- track and report metrics
- make recommendations for improvement.





# RAIN events:

- [Business After Hours in Coburg](#) June 27, 2022 at Hayworth Wine Bar (91088 N Willamette St Suite A2, Coburg) starting at **5pm**.
- MONEYmaker happening every Wednesday morning 9-10:30am
- [Entrepreneur meetup](#) at the [Blue Valley Bistro](#) for more 1:1 mentoring
- For more information please follow the [Coburg RAIN Entrepreneurs](#)

# MONEYmaker

A free 10-week virtual program designed to **strengthen your business** finances and position you for growth and funding

**July 27th - Oct 5th**

*Deadline to Apply: July 13th*

## Entrepreneur Meet Up

Blue Valley Bistro, Coburg

December 17, 2021

5-6pm

Item 3.

**Come talk to us about your business**

Meet our Lane County Venture Catalyst, Aqsa Khan



RSVP to [tracey.pugh@ci.coburg.or.us](mailto:tracey.pugh@ci.coburg.or.us)

Brought to you by Coburg Main Street and RAIN

# What's NEXT?

We will continue prioritizing resiliency for Coburg entrepreneurs and businesses, including the following programs:

- Hosting another Business After Hours
- Return Coburg Conversations on the demand of the community
- Continued sharing of resources tied to **funding opportunities**
- Have our Policy education director host an in-person session on advocacy education
- More events and events

Item 3.

## Entrepreneur Meet Up

Blue Valley Bistro, Coburg

Every last Friday of the Month

5-6pm

**Come talk to us about  
your business**

Enjoy a **FREE** hot cocoa on us.





TEAM



**Joshua Glaspie**

About **Joshua Glaspie** 

I have lived in the area for just over five years, and I am pleased to be able to call the Willamette Valley "home"!

My interest in real estate peaked when I was working in property management. I started gaining interest in investment properties and realized that I wanted to further my career as a Realtor. I have always loved connecting with people, and I am honored to be able to help my clients' through such a huge financial decision and important life change such as buying/selling their homes.

## Key Value Propositions...

1. Where plans often falter, we get stuff done.
  - a. Boots on the ground, activators.
  - b. Making good on your promises

## Key Value Propositions...

1. Where plans often falter, we get stuff done.
2. We leverage your investment to find more \$.

## Key Value Propositions...

1. Where plans often falter, we get stuff done.
2. We leverage your investment to find more \$.
3. We are experts at this.
  - a. We are all entrepreneurs
  - b. The RAIN Toolkit

## Key Value Propositions...

1. Where plans often falter, we get stuff done.
2. We leverage your investment to find more \$.
3. We are experts at this.
4. We are investigative, not prescriptive.
  - a. Street Fair
  - b. Video Series
  - c. Business Boot Camp for Artists and Makers

**A huge “THANK YOU” to:**

**Partners**

**Mentors**

**Entrepreneurs**

**And you!**

**We love creating thriving rural entrepreneurial ecosystems with all of you!**



## COBURG CITY COUNCIL



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**TOPIC: Resolution 2022-27, A Resolution Approving the Final Payment for the purchase of property located at 91430 Stallings Lane, Eugene, Oregon**

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**Meeting Date: November 8, 2022**  
**Staff Contact: Anne Heath, City Administrator**  
**Contact: 541-682-7870, [anne.heath@ci.coburg.or.us](mailto:anne.heath@ci.coburg.or.us)**

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### **REQUESTED COUNCIL ACTION:**

**Approve Resolution 2022-27**

**Suggested Motion:** I move to approve Resolution 2022-27, a Resolution Approving the Final Payment for the purchase of Property located at 91430 Stallings Lane, Eugene Oregon.

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### **BACKGROUND**

On September 8, 2020, the City Council approved the purchase of the property at 91430 Stallings Lane, Eugene, Oregon. This was for the purpose of developing an additional well site for the Water Department.

The agreement called for a down payment of \$269,500 at the time of the purchase and the remainder of \$242,500 due no later than December 31, 2022.

City staff are requesting the Council's permission to go forth with the final payment on the property. This purchase will be paid out of the water fund and is reimbursable through the City's loan with Business Oregon.

Staff feels it is in the best interest of everyone to move forward and make the final payment prior to the beginning of the well development. This allows the City to have full ownership of the property and make decisions for the security fencing, outbuilding use, and access to the property.

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## DETAILS OF PURCHASE

The Purchase price of the property will be \$512,500.

### The following details were included in the Purchase and Sale Agreement:

1. Buyer and Seller agree the purchase price shall be paid as follows; \$500 cash down, non-refundable but applicable to the purchase price at closing; \$269,500 payable in cash at closing and the remaining balance of \$242,500 payable in cash no later than December 31, 2022.
2. Buyer and Seller agree that no interest shall accrue against unpaid balance if paid by December 31, 2022.
3. Buyer and Seller agree interest shall accrue at 5% per annum beginning January 1, 2023 until balance is paid, no pre-payment penalties.
4. Buyer and Seller agree that approximately One (1) acre of the property will be designated and remain open space/public land, wherein it will be designated as a city park and named "Julia Morneau Heritage Park".
5. Buyer and Seller agree that a certain redwood tree situated on the property shall remain on the property for the life of the tree or until its presence interferes with the Buyers intended use of the property.
6. Buyer and Seller agree that during the term of Sellers occupancy, Buyer shall have adequate ingress and egress over existing driveway to allow Buyer to maintain Buyers intended use of the property.
7. Buyer and Seller agree Buyer will obtain a permit of entry to conduct due diligence relating to Buyers intended use.
8. Buyer and Seller agree that Buyer shall return soil to previous condition if it is concluded that a well cannot be established on the property.
9. Buyer and Seller agree to enter into a post-closing occupancy agreement wherein Sellers will continue to occupy the property until the City of Coburg pays the remaining balance of \$242,500 in full.
10. Buyer and Seller agree that the sale excludes any personal property located on the premises including the 1996 manufactured home currently occupied by the Seller.
11. Buyer and Seller agree that Seller will have the responsibility to provide residential insurance for and upkeep of the Main House and Outbuildings in their present condition until such time that the purchase of the property is paid in full.

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### ADDITIONAL CONSIDERATIONS AT THE TIME OF PURCHASE AND FOR THE FUTURE LEASE TO THE PROPERTY OWNERS.

1. It was understood that **only** Joe and Terry Morneau may retain their Mobile Home and remain on the property for the extent of their natural lives for an annual lease of \$500.00. If they choose to move, then they must remove their mobile home within 30 days. If it is not removed, it becomes the property of the City of Coburg.

2. The Morneau's will retain the use of the main house and the outbuildings and continue to insure them until the property is paid in full by December 31, 2022.
3. A separate lease agreement was part of the original purchase documents. The City's legal team has recommended a lease amendment to clarify some points of the lease. This amendment will be presented to the Council in December.

Not paying the full amount up front saved the City interest on borrowed funds.

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

The funding for the purchase of this property is budgeted. The City has been approved for reimbursed funding through Business Oregon as part of the full Water project. The down payment on the property was paid out of the water capital fund and reimbursed. The final payment on the property should be paid by December 31, 2022, or it will begin accruing interest.

The Water Department has the funds, and therefore should finalize the purchase.

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#### **RECOMMENDATION AND ALTERNATIVES**

Staff recommends that the Council adopt resolution 2022-27

The alternative is not adopt it and the final payment on the property will not take place. However, the City would need to start paying interest.

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#### **PUBLIC NOTICE/INVOLVEMENT**

A newsletter regarding the water project as a whole was provided to the community through social media. In addition, this was part of the budget process and approved by the budget committee. The budget hearing allowed for public comment on the budget.

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#### **NEXT STEPS**

The Staff will move forward to make the final payment on the property prior to December 31, 2022.

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**ATTACHMENTS**

- A. Resolution 2022-27 DRAFT
- 

**REVIEWED THROUGH**

Brian Harmon, Public Works Director

Sammy Egbert, City Recorder

Legal review of Sale documents at the time of property purchase.

**RESOLUTION 2022-27**

**A RESOLUTION APPROVING THE FINAL PAYMENT FOR THE PURCHASE OF PROPERTY LOCATED AT 91430 STALLINGS LANE, EUGENE, OREGON**

**WHEREAS**, the City’s Water Master Plan dated July, 2016 calls for the development of additional water source for the City of Coburg; and

**WHEREAS**, the City purchased the property at 91430 Stallings Lane, Eugene, Oregon in September, 2020, with a down payment of \$269,500 with a final payment of \$242,500 due by December 31, 2022.

**WHEREAS**, if the City does not make the final payment, interest will begin accruing annually on the amount due.

**NOW THEREFORE, THE COBURG CITY COUNCIL RESOLVES AS FOLLOWS:**

The City Council of the City of Coburg hereby approves the final payment of \$242,500 on the property located at 91430 Stallings Lane per the agreement approved by the City Council in September, 2020.

**Adopted** by the **City Council** of the **City of Coburg**, Oregon, by a vote of \_ for and \_ against, this 8th day of November, 2022.

\_\_\_\_\_  
Nancy Bell, Acting Mayor

ATTEST:

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

## COBURG CITY COUNCIL




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### TOPIC: Revised Addendum to the Real Estate Lease Agreement for Property Located at 91430 Stallings Lane, Eugene Oregon

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**Meeting Date: November 8, 2022**

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

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

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#### REQUESTED COUNCIL ACTION:

##### Approval of Revised Addendum

**Suggested Motion:** I move to approve the revised addendum to the Real Estate Lease Agreement, signed October 29, 2020 with Joseph and Theresa Morneau for the property located at 91430 Stallings Lane, Eugene, Oregon.

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#### BACKGROUND

On September 8, 2020, the City Council approved the purchase of the property at 91430 Stallings Lane, Eugene, Oregon. The purchase was for developing an additional well site for the Water Department. Part of this purchase had a contingency that the current owners Joe and Terry Morneau would have the opportunity to retain their Mobile Home and remain on the property for the extent of their natural lives for an annual lease of \$500.00. If they choose to move, then they must remove their mobile home within 30 days.

As the City pays off the property in full, the lease agreement will become active. Staff requested that legal review the lease agreement before it becomes formally active. During their review, legal did point out issues that they felt could be better clarified. Additionally, Joseph Morneau asked for areas to be clarified as well.

The attached revised addendum to the agreement has been agreed upon by both parties. If approved by City Council, the addendum will be signed and will take effect upon the full pay-off of the property (Under a separate tab).

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#### DETAILS OF THE REVISED ADDENDUM

- Clarification that the lease includes the use of a small outbuilding that the Lessee may use for storage. The ownership of this building will remain with the City and the City will oversee the maintenance of the building. This is essentially a shed that is utilized for

farm equipment such as tractors, lawn mowers, etc. There is minimal maintenance required with the exception of a future roof replacement.

- Electrical services will need to split at the time of the well development. It is the City's intention to isolate the electricity to the Mobile home and the Lessee will have the responsibility to pay for that electrical service. Until that time, the current circuit serves the entire property and the Lessee is paying the bill.
- There is currently a caretaker in the historic farmhouse on the property. This is allowed by the original agreement. However, at the time that the lease takes effect, the caretaker will need to vacate or fall under an agreement with the City. The City has notified the person living in the house, and they have indicated that may need to stay through February 1, due to their inability to get into their new home until that date. Therefore, there will be a separate short-term agreement with the City and the person living in the farmhouse between January 1, 2022 and February 1, 2023. The City has made them aware that we prefer that it not be extended past February 1, 2023.
- Lease agreement payments will commence on July 15, 2023 per the original agreement. While a pro-rating was considered, the lease is only \$500 per year, and the Lessee will be continuing the insurance on the whole property through December 31, 2022.
- Clarification language was added regarding when the lease termination and who remains on the property in the event of the death of one of the Morneaus or the divorce of the couple.
- Clarification language was added about who could live in the mobile home and a unavailability of a sublease of the mobile home.

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

The lease revenue derived from the area hosting the mobile home is minimal and will be budgeted in the FY 2023-24 budget.

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#### **RECOMMENDATION AND ALTERNATIVES**

Staff recommends that the Council approve the Revised Addendum

The alternative is not approve the addendum the lease remains as written. However, this is not what legal has recommended.

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#### **PUBLIC NOTICE/INVOLVEMENT**

N/A

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**NEXT STEPS**

Staff will work with the Joseph and Theresa Morneau to sign the approved document. Lease will commence upon the pay-off of the property.

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**ATTACHMENTS**

- A. Proposed revised Addendum
  - B. Real Estate Lease Agreement signed October 29, 2020
- 

**REVIEWED THROUGH**

City Attorney  
Public Works Director  
City Recorder



### Revised Addendum

Parties: Joseph and Theresa Morneau (Lessees)  
 City of Coburg (Lessor)

Property: 91430 Stallings Lane, Eugene, OR 97408  
 Map and Tax Lot #16-03-29-00-03100

Date: November \_\_\_\_, 2022

### Recitals

- A. Lessor and Lessees are parties to the Real Estate Lease Agreement, signed October 29, 2020.
- B. The Real Estate Lease Agreement, Section 20.1 provided: “An Addendum signed by both the Lessor and the Lessee is attached, and if attached becomes a part of this Lease Agreement.” The Addendum that was attached to the Lease Agreement was not signed by the Parties.
- C. At the time the Lease Agreement was signed, there was an expectation that the Property would be fully paid off by the Lessor on December 31, 2022. The Property will now be paid off in full by November 30, 2022.
- D. The parties wish to memorialize this change and replace the Addendum attached to the original Lease Agreement with this Revised Addendum.

NOW, THEREFORE, the parties agree as follows:

### Agreement

1. Consistent with Section 1.2 of the Real Estate Lease Agreement, beginning November 1, 2022, the Lease Area shall be the area contained within the red dashed area shown in Exhibit A. The lease of this area includes Lessee’s use of the outbuilding located on the property within the red dashed area.
2. Notwithstanding Section 3.2(a) of the Real Estate Lease Agreement, ownership and all maintenance of the outbuilding contained within the red dashed area will be the responsibility of Lessor.
3. The Lessees shall maintain an insurance policy of not less than \$1,000,000 covering the mobile home and the contents of the outbuilding, including personal injury to the Lessees and/or anyone visiting them, for the duration of the lease. Lessor shall be included as an additional insured on Lessees’ insurance policy.
4. Consistent with Section 8.1 of the Real Estate Lease Agreement, Lessees shall be responsible to pay the electrical service to the mobile home only. Lessor will cover all

other electrical service to the property. Lessees shall be responsible to pay for Natural Gas service to the mobile home.

5. All caretakers on the property shall vacate no later than December 31, 2022. Any caretakers remaining after that date must have a separate agreement with Lessor.
6. Notwithstanding Sections 1 and 2 of the Real Estate Lease Agreement, rental payments shall begin July 15, 2023.
7. Notwithstanding Section 3.2(i) of the Real Estate Lease Agreement, Lessees shall pay insurance for the property, including the property within the blue dashed area, through December 31, 2022. Beginning January 1, 2023 Lessees shall pay insurance consistent with Section 7 of the Lease Agreement.
8. Consistent with Section 1.1, the Real Estate Lease Agreement shall terminate on the date of the second Lessee's death, or the date the Lessees move from the property, whichever occurs first.
9. Consistent with Section 1.1, the Real Estate Lease Agreement is between the Lessees and the Lessor and shall not be extended to any other person. However, Lessees may allow another person or persons to live with Lessees in the mobile home for companionship or caretaking, but are not permitted to sublease the mobile home.
10. In the event of a divorce of the Lessees, one of the Lessees may continue as the sole Lessee.

LESSOR:

\_\_\_\_\_

By: \_\_\_\_\_

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

By: \_\_\_\_\_

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

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

Address: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

LESSEES:

\_\_\_\_\_

By: \_\_\_\_\_

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

By: \_\_\_\_\_

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

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

Address: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

# REAL ESTATE LEASE AGREEMENT

THIS LEASE AGREEMENT, is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2020, by and between City of Coburg C/O Anne Heath hereinafter called the Lessor, and Joe & Terri Morneau, hereinafter called the Lessee.

In consideration of the covenants, agreements and stipulations herein contained on the part of the Lessee to be paid, kept and faithfully performed, the Lessor does hereby lease, demise and let unto the said Lessee those certain premises within the red dashed line outlined in Exhibit A, as is, situated in the City of Eugene, County of Lane and State of Oregon, at: 91430 Stallings Lane upon the following TERMS and CONDITIONS:

## SECTION 1. OCCUPANCY

- 1.1 **Original Term.** The term of this lease shall commence on the closing date of the sale to the City of Coburg and continue for the natural lives of Joe and Terry Morneau or at the time that they elect to move from the property.
- 1.2 **Lease Area.** The lease area shall cover the portion of land within the red and blue dashed areas until the property is paid for in full (December 31, 2022). After the property is paid for in full, the lease area will be the red dashed area only.
- 1.3 **Possession.** Lessee's rights to possession and obligations under this lease shall commence on the date of closing of the sale of the property to the City of Coburg.

## SECTION 2. RENT

2.1 **Base Rent.** Lessee shall pay to Lessor on or before July 15<sup>th</sup> of each year an amount equal to \$500.00 per year for the term of the lease.

2.2 **Late Payment Charges.** If Lessee fails to pay, within TEN (10) days after the due date thereof, any rent, Lessor advance, or other charge payable by Lessee under this Lease, then Lessee shall be obligated to pay to Lessor (in addition to the overdue principal amount of the rent, advance, or other charge) a late payment charge of \$ 50.00 with said late payment charge being compounded monthly, for each month or fraction of a month during which the overdue principal amount remains unpaid. Payment date shall be that date on which Lessor receives said payment.

2.3 **Security Deposit.** To secure Lessee's compliance with all terms of this lease, Lessee has paid Lessor the sum of \$ N/A as a deposit. The deposit shall be a debt from Lessor to Lessee, refundable within THIRTY (30) days following expiration of the lease term or other termination not caused by Lessee's default. Lessor shall have the right to offset against the deposit any sums owing from Lessee to Lessor and not paid when due, any damages caused by Lessee's default, the cost of curing any default by Lessee should Lessor elect to do so, and the cost of performing any repair or cleanup that is Lessee's responsibility under this lease. Offset against the deposit shall not be an exclusive remedy in any of the above cases, but may be invoked by Lessor, as its option, in addition to any other remedy provided by law or this lease for Lessee's nonperformance. Lessor shall give notice to Lessee each time an offset is claimed against the deposit, and, unless the lease is terminated, Lessee shall within TEN (10) days following such notice deposit with Lessor a sum equal to the amount of the offset so that the total deposit amount, net of offset, shall remain constant throughout the lease term.

2.4 **Additional Rent.** All taxes, insurance costs, utility charges, maintenance and other charges which Lessee is required to pay by this lease, and any other sum which Lessee is required to pay to Lessor or third parties shall be additional rent.

## SECTION 3. REPAIRS AND MAINTENANCE

3.1 **Lessor's Obligations.** The following shall be the responsibility of Lessor:

- (a) Maintenance and repair of the driveway
- (b) Maintenance of the Septic and Water Systems

3.2 **Lessee's Obligation.** The following shall be the responsibility of Lessee:

- (a) Maintenance of all properties in their current condition within the red and blue dotted areas as illustrated in Exhibit A until

such time that the City pays for the Property in full at December 31, 2022. After the property is paid in full the leasee will maintain in its current condition everything within the red dotted area on Exhibit A.

- (b) Any Repairs necessitated by the negligence of Lessee, its agents, employees and invitees, except as provided in Paragraph 7.1 dealing with waivers of subrogation.
- (c) Lessee is responsible for ordinary maintenance and repairs of the heating and air conditioning systems.
- (d) Lessee is responsible for landscaping/yard maintenance on the portion of the Property as set forth on the Addendum and Exhibit A attached, and in Paragraph 1.2 of this agreement.
- (e) Any repairs or alterations required under Lessee's obligation to comply with laws and regulations as set forth in Paragraph 4.2 (a) below.
- (f) All other repairs to the premises which Lessor is not required to make under Paragraph 3.1 above and on the Property as set forth in Paragraph 1.2, above.
- (g) Compliance with all reasonable rules and regulations respecting the use of the Leased Premises issued by Lessor from time to time and communicated to Lessee in writing.
- (h) Not commit waste, not suffer or permit waste to be committed, and not cause or permit any nuisance on or in the Leased Premises.
- (i) Insurance coverage of the Main House and Outbuildings until such time that the full purchase of the property is completed between the City of Coburg and the Seller.

**3.3 Lessor's Interference with Lessee.** Any repairs, replacements, alterations, or other work performed on or around the leased premises by Lessor shall be done in such a way as to interfere as little as reasonably possible with the use of the premises by Lessee. Lessee shall have no right to an abatement of rent nor any claim against Lessor for any inconvenience or disturbance resulting from Lessor's activities performed in conformance with the requirements of this provision.

**3.4 Reimbursement for Repairs Assumed.** If either party fails or refuses to make repairs which are required by this Section 3, the other party may make the repairs, and charge the actual costs of repairs to the first party. Such expenditures by Lessor shall be reimbursed by Lessee on demand, together with interest at the rate of TWELVE (12%) percent per annum from the date of expenditure by Lessor. Such expenditures by Lessee may be deducted from rent and other payments subsequently becoming due, or, at Lessee's election, collected directly from Lessor. Except in an emergency creating an immediate risk of personal injury or property damage, neither party may perform repairs which are the obligation of the other party, and charge the other party for the resulting expenses unless at least THIRTY (30) days before work is commenced, the defaulting party is given notice in writing outlining with reasonable particularity the repairs required, and such party fails within that time to initiate such repairs in good faith.

**3.5 Inspection of Premises.** Lessor shall have the right to inspect the premises at any reasonable time or times, during normal business hours and without undue interference to Lessee's business operations, to determine the necessity of repairs. Whether or not such inspection is made, the duty of Lessor to make repairs shall not mature until a reasonable time after Lessor has received from Lessee notice in writing of the repairs that are required.

#### **SECTION 4. USE OF THE PREMISES**

**4.1 Permitted Use.** The premises shall be used for residential occupancy and for no other purpose without the written consent of Lessor. Lessor makes no representations as to the suitability of the premises for Lessee's anticipated use(s), and Lessee acknowledges that Lessee has through its own due diligence determined suitability and, except as may be specially provided otherwise herein, hereby accepts the premises in the current "AS IS" condition.

**4.2 Restrictions on Use.** In connection with use of the premises Lessee shall:

(a) Conform to all applicable laws and regulations of any public authority affecting the premises, and the use, including any requirements of any governmental agency relating to the use, storage, or spillage of any hazardous waste or materials, and correct at Lessee's own expense any failure of compliance created through Lessee's fault or by reason of Lessee's use, but Lessee shall not be required to make any structural changes to effect such compliance unless such changes are required because of Lessee's specific use. Lessee shall indemnify and hold Lessor harmless from any and all liability, including Lessor's reasonable attorney's fees, which Lessor may incur by reason of any default of Lessee in compliance with this paragraph.

(b) Refrain from any activity which would make it impossible to insure the premises against casualty, would increase the insurance rate, or would prevent Lessor from taking advantage of any ruling of the Oregon Insurance Rating Bureau or its successor allowing Lessor to obtain reduced premium rates for long-term fire insurance policies, unless Lessee pays the additional cost of the insurance.

(c) Refrain from any use which would be reasonably offensive to other Lessees or owners or users of neighboring premises or which would tend to create a nuisance or damage the reputation of the premises.

(d) Refrain from loading the floors beyond the point considered safe by a competent engineer or architect selected by Lessor.

**SECTION 5. HAZARDOUS MATERIALS.** Lessee shall not cause or permit any Hazardous Material (as defined in Section 5.3) to be brought upon, kept or used in or about the Leased Premises without the express prior written consent of Lessor (which Lessor shall not unreasonably withhold, provided that Lessee demonstrates to Lessor's reasonable satisfaction that such Hazardous Material is necessary or useful to Lessee's business, and that such Hazardous Material will be used, kept and stored in a manner that complies with all laws, rules, ordinances and regulations relating to the storage and use of the Hazardous Material). Lessor's consent shall not be deemed to be a waiver by Lessor of its rights to indemnification by Lessee as stated in Section 5.1. If Lessee breaches the obligations

stated herein, or if the presence of Hazardous Material on the Leased Premises caused or permitted by Lessee at any time after execution of this Agreement, results in any contamination of the Leased Premises or any other private or public property, including, without limitation, sewers or streets, or if contamination of the Leased Premises by Hazardous Material otherwise occurs for which Lessee is legally liable to Lessor or to any third party for damages resulting therefrom, then:

5.1 Lessee shall indemnify, defend and hold Lessor harmless from and against any and all claims, judgments, damages, penalties, fines, costs, expenses, liabilities and losses (including, without limitation, diminution in value of the Leased Premises, damages for the loss or restriction on use of the Leased Premises, and sums paid in settlement of claims, attorneys' fees, consultant fees and expert fees) that arise during or after the term of this Lease, as a result of or in connection with such contamination. The foregoing indemnification of Lessor by Lessee includes, without limitation, costs incurred in connection with any investigation of site conditions or any clean-up, remedial, removal or restoration work required or recommended by any federal, state or local governmental agency or political subdivision because of Hazardous Material present in the soil or groundwater on or under the Leased Premises or any public facilities.

5.2 Lessee shall promptly take any and all actions, at its sole cost and expense, as are necessary or appropriate to return the Leased Premises or other private or public facilities to the condition existing prior to the introduction of any Hazardous Material to the Leased Premises; provided that Lessor's approval of such actions shall first be obtained, which approval shall not be unreasonably withheld if such actions would not potentially have any material adverse effect on the Leased Premises or other private or public facilities. All contractors, laboratories and engineering firms (hereinafter "Consultants") chosen by Lessee to undertake any remedial action that may be necessary or appropriate on or about the Leased Premises or other private or public facilities shall be approved by Lessor prior to their employment by Lessee, which approval will not be unreasonably withheld. Consultants shall be licensed and bonded in accordance with all applicable laws. Duplicate copies of all reports and findings made by Consultants with regard to the condition of the Leased Premises or other private or public facilities shall be delivered to Lessor concurrently with their delivery to Lessee. Lessee shall have the work done by the Consultants at Lessee's sole risk and shall indemnify and hold Lessor and Lessor's agents and employees harmless from and against any and all loss, costs, liability, damage and expense relating to or arising from any damage or injury to Lessee, the Consultants, or the agents of either of them, for any third-party liability incurred by any of them, for any claim by Lessor, or Lessor's agents or employees by reason of any such work conducted by Consultants.

5.3 As used herein, the term "Hazardous Material" means any hazardous or toxic substance, material or waste that is or

becomes regulated by any local governmental authority, the State of Oregon, or the United States Government. The term "Hazardous Material" includes, without limitation, any material or substance which is designated as a hazardous substance pursuant to the Water Pollution Control Act (33 USC Section 1317); or defined as hazardous waste pursuant to the Resource Conservation and Recovery Act (42 USC Section 6901 et seq.); or defined as a hazardous substance pursuant to the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended (42 USC Section 9601 et seq.); or defined as a hazardous material pursuant to Article 90 of the Uniform Fire Code, as adopted by the City or County in which the subject property is located and, as amended from time to time.

**SECTION 6. ALTERATIONS**

**6.1 Alterations Prohibited.** Lessee shall make no improvements or alterations to the leased premises of any kind without first obtaining Lessor's written consent.

**6.2 Alterations Required.** The improvements delineated on the work sheet, if any, attached hereto and made part of this lease shall be performed by the party designated and within the time stated on the work sheet.

**6.3 Ownership of Alterations.** All improvements and alterations performed on the leased premises by either Lessor or Lessee shall be the property of Lessor when installed unless the applicable lessor's consent specifically provides otherwise.

**SECTION 7. INSURANCE**

**7.1 Insurance Required.** Lessee shall be responsible for insuring the premises, and Lessee for insuring its personal property and trade fixtures located on the premises. Neither party shall be liable to the other for any loss or damage caused by water damage, sprinkler leakage, or any of the risks covered by a standard fire insurance policy with an extended coverage endorsement, and there shall be no subrogated claim by one party's insurance carrier against the other arising out of any such loss.

**7.2 Liability Insurance.** Before taking possession of the premises, Lessee shall procure and thereafter during the term of the lease shall continue to carry the following insurance at Lessee's costs: Public liability an property damage insurance in a responsible company with limits of not less than \$1,000,000 dollars for injury to one person, \$1,000,000 dollars for injury to two or more persons, and \$1,000,000 dollars for damage to property. Such insurance shall cover all risks arising directly or indirectly out of Lessee's activities on or any condition of the leased premises whether or not related to an occurrence caused or contributed to by Lessor's negligence, shall protect Lessee against the claims of Lessor on account of the obligations assumed by Lessee under Paragraph 7.1, and shall protect Lessor and Lessee against claims of third persons. Certificates evidencing such insurance, and bearing endorsements requiring TEN (10) days' written notice to Lessor prior to any change or cancellation shall be furnished to Lessor prior to Lessee's occupancy of the property.

**SECTION 8. UTILITIES AND SERVICES**

**8.1 Utility and Service Charges.** Utilities and services shall be paid by:

<u>Utility and Service</u>	<u>Lessor</u>	<u>Lessee</u>	<u>REMARKS</u>
Telephone .....	( )	( x )	_____
Electric Service .....	( )	( x )	<u>Mobile Home Only after December 31, 2022</u>
Natural Gas Service .....	( )	( x )	<u>Mobile Home Only after December 31, 2022</u>
Municipal Water Service .....	(x)	( )	_____
Sewer Service .....	(x)	( )	_____
Refuse Collection .....	( )	( x )	_____
Interior Janitorial Service .....	( )	( x )	_____
Storm Water Charges.....	( )	( x )	_____
Landscape Care & Maintenance .	( )	( x )	_____
Other.....	( )	( )	_____

**8.2 Telephone Service.** Lessee hereby takes possession of said leased premises with telephone service in an "as-is" condition. Lessee acknowledges inspection of telephone service and accepts service as adequate.

## SECTION 9. TAXES

**9.1 Personal Property Taxes.** Lessee shall pay all property taxes assessed against Lessee's inventory, equipment, appliances and other personal property located on the subject leased premises.

**9.2 Real Property Taxes.** Lessor shall pay all real property taxes assessed against Lessor's real property.

## SECTION 10. DAMAGE AND DESTRUCTION

**10.1 Partial Damage.** If the leased premises are partly damaged, and Paragraph 10.2 below does not apply, the property shall be repaired by Lessor at Lessor's expense. Repairs shall be accomplished with all reasonable dispatch subject to interruptions and delays from labor disputes, and matters beyond the control of Lessor, and shall be performed in accordance with the provisions of Paragraph 3.3 above.

**10.2 Rent Abatement.** Rent shall be abated during the repair of any damage to the extent the premises are un-leasable, except that there shall be no rent abatement where the damage occurred as the result of the fault of Lessee, their agents, employees or invitees.

**10.3 Damage Late in Term.** If damage or destruction to which Paragraph 10.2 would apply occurs within ONE (1) year prior to the end of the then current lease term, Lessee may elect to terminate the lease by notice in writing to Lessor given within THIRTY (30) days after the date of the damage.

## SECTION 11. EMINENT DOMAIN

**11.1 Eminent Domain.** The Lessor agrees to not initiate eminent domain against any or all portions of the Property while the sales agreement and lease are in effect.

## SECTION 12. LIABILITY AND INDEMNITY

### 12.1 Liens.

(a) Except with respect to activities for which Lessor is responsible, Lessee shall pay as due all claims for work done on and for services rendered or material furnished to the leased premises, and shall keep the premises free from any liens. If Lessee fails to pay any such claims or to discharge any lien, Lessor may do so, and collect the cost as additional rent. Any amount so added shall bear interest at the rate of TWELVE (12%) percent per annum from the date expended by Lessor, and shall be payable on demand. Such action by Lessor shall not constitute a waiver of any right or remedy which Lessor may have on account of Lessee's default.

(b) Lessee may withhold payment of any claim in connection with a good-faith dispute over the obligation to pay, so long as Lessor's property interests are not jeopardized. If a lien is filed as a result of nonpayment, Lessee shall, within TEN (10) days deposit with Lessor cash or sufficient corporate surety bond or other surety satisfactory to Lessor in an amount sufficient to discharge the lien, plus any costs, attorney's fees, and other charges that could accrue as a result of a foreclosure or sale under the lien.

**12.2 Indemnification.** Lessee shall indemnify and defend Lessor from any claim, loss, or liability arising out of or related to any activity of Lessee on the leased premises or any condition of the leased premises in the possession or under the control of Lessee. Lessor shall have no liability to Lessee for any loss or damage caused by third parties or by any condition of the premises, except to the extent caused by Landlord's negligence or breach of duty under this Lease Agreement.

## SECTION 13. QUIET ENJOYMENT; MORTGAGE PRIORITY

**13.1 Lessor's Warranty.** Lessor warrants that it is the owner of the leased premises, and has the right to lease them. Lessor will defend Lessee's right to quiet enjoyment of the leased premises from the lawful claims of all persons during the lease term.

**13.2 Mortgage Priority.** This lease is and shall be prior to any mortgage or deed of trust ("Encumbrance") recorded after the date of this lease and affecting the premises. However, if any lender holding such an Encumbrance requires that this lease be subordinate to the Encumbrance, then Lessee agrees that the lease shall be subordinate to the Encumbrance if the holder thereof agrees in writing with Lessee that so long as Lessee performs its obligations under this lease no foreclosure, deed given in lieu of foreclosure, or sale,

pursuant to the terms of the Encumbrance, or other steps or procedures taken under the Encumbrance shall affect Lessee's rights this lease. If the foregoing condition is met, Lessee shall execute the written agreement, and any other documents required by the holder of the Encumbrance to accomplish the purposes of this paragraph. If the premises are sold as a result of foreclosure of any Encumbrance thereon, or otherwise transferred by Lessor or any successor, Lessee shall attorn to the purchaser or transferee.

**13.3 Estoppel Certificate.** Either party will within TWENTY (20) days after notice from the other, execute and deliver to the other party a certificate stating whether or not this lease has been modified, and is in full force and effect, and specifying any modifications or alleged breaches by the other party. The Certificate shall also state the amount of monthly base rent, the dates to which rent has been paid in advance, and the amount of any security deposit or prepaid rent. Failure to deliver the certificate within the specified time shall be conclusive upon the party of whom the certificate was requested, that the lease is in full force and effect, and has not been modified except as may be represented by the party requesting the certificate.

**SECTION 14. ASSIGNMENT AND SUBLEASE**

No part of the leased property may be assigned, mortgaged, or subleased, nor may a right of use of any portion of the property be conferred on any third person by any other means, without the prior written consent of Lessor. This provision shall apply to all transfers by operation of law. If Lessee is a corporation, this provision shall apply to any sale of a controlling interest in the stock of the corporation. No consent in one instance shall prevent the provision from applying to a subsequent instance. Lessor shall consent to a transaction covered by this provision when withholding such consent would be unreasonable in the circumstance. In determining whether to consent to assignment, Lessor may consider the following factors: financial ability of assignee, business experience of assignee, and credit worthiness of assignee. However, Lessor agrees not to unreasonably withhold such consent.

**SECTION 15. DEFAULT**

**THE FOLLOWING SHALL BE EVENTS OF DEFAULT:**

**15.1 Default in Rent.** Failure of Lessee to pay any rent or other charge within TEN (10) days after it is due.

**15.2 Default in Other Covenants.** Failure of Lessee to comply with any term or condition, to fulfill any obligation of the lease (other than the payment of rent or other charges) within TWENTY (20) days after written notice by Lessor specifying the nature of the default with reasonable particularity. If the default is of such a nature that it cannot be completely remedied within the TWENTY (20) day period, this provision shall be complied with if Lessee begins correction of the default within the TWENTY (20) day period, and thereafter proceeds with reasonable diligence, and in good faith to effect the remedy as soon as practicable.

**15.3 Insolvency.** Insolvency of Lessee; an assignment by Lessee for the benefit of creditors; the filing by Lessee of a voluntary petition in bankruptcy; an adjudication that Lessee is bankrupt or the appointment of a receiver of the properties of Lessee; the filing of any involuntary petition or bankruptcy, and failure of Lessee to secure a dismissal of the petition within THIRTY (30) days after filing; attachment of or the levying of execution of the leasehold interest, and failure of Lessee to secure discharge of the attachment or release of the levy of execution within TEN (10) days. If Lessee consists of two or more individuals or business entities, the events of default specified in this Paragraph 15.3 shall apply to each individual or business entities, unless within TEN (10) days after an event of default occurs, the remaining individuals produce evidence satisfactory to Lessor that they have unconditionally acquired the interest of the one causing the default. If the lease has been assigned, the events of default so specified shall apply only with respect to the one then exercising the rights of Lessee under the lease.

**15.4 Abandonment.** Removal of the mobile home from the property for more than ten (10) days, unless approved by the Lessor, shall constitute an abandonment of the property.

**SECTION 16. REMEDIES ON DEFAULT**

**16.1 Termination.** In the event of a default the lease may be terminated at the option of the Lessor by notice in writing to Lessee. If the lease is not terminated by election of Lessor or otherwise, Lessor shall be entitled to recover damages from Lessee for the default. If the lease is terminated, Lessee's liability to Lessor for damages shall survive such termination, and Lessor may re-enter, take possession of the premises, and remove any persons or property by legal action or by self-help with the use of reasonable force, and without liability for damage.

**16.2 Reletting.** Following re-entry or abandonment, Lessor may relet the premises, and in that connection may make any suitable alterations or refurbish the premises, or both, or change the character or use of the premises, but Lessor shall not be required to relet for any use or purpose other than that specified in the lease or which Lessor may reasonably consider injurious to the premises, or to



any Lessee which Lessor may reasonably consider objectionable. Lessor may relet all or part of the premises, alone or in conjunction with other properties, for a term longer or shorter than the term of this lease, upon any reasonable terms and conditions, including the granting of some rent-free occupancy or other rent concession. Item 6.

**16.3 Damages.** In the event of termination on default, Lessor shall be entitled to recover immediately, without waiting until the due date of any future rent or until the date fixed for expiration of the lease term, the following amounts as damages:

(a) The loss of reasonable rental value from the date of default until a new Lessee has been, or with the exercise of reasonable efforts could have been, secured.

(b) The reasonable costs of re-entry and reletting, including without limitation the cost of any clean up, refurbishing, removal of Lessee's property and fixtures, or any other expense occasioned by Lessee's failure to quit the premises upon termination, and to leave them in the required conditioning, any remodeling costs, attorney's fees, court costs, Agent commissions, and advertising costs.

(c) Any excess of the value of the rent and all of Lessee's other obligations under this lease over the reasonable expected return from the premises for the period commencing on the earlier of the date of trial or the date the premises are relet and continuing through the end of the term. The present value of future amounts will be computed using a discount rate equal to the prime loan rate of major Oregon banks in effect on the date of trial.

**16.4 Right to Sue More Than Once.** Lessor may sue periodically to recover damages during the period corresponding to the remainder of the lease term, and no action for damages shall bar a later action for damages subsequently accruing.

**16.5 Remedies Cumulative.** The foregoing remedies shall be in addition to, and shall not exclude any other remedy available to Lessor under applicable law.

## **SECTION 17. SURRENDER AT EXPIRATION**

**17.1 Condition of Premises.** Upon expiration of the lease term or earlier termination on account of default, Lessee shall deliver all keys to Lessor, and surrender the leased premises in good order and repair, reasonable wear and tear excepted, and broom clean. Alterations constructed by Lessee with permission from Lessor shall not be removed or restored to original condition, unless the terms of permission for the alteration so require. Lessee's obligations under this paragraph shall be subordinate to the provisions of Section 10 related to destruction.

### **17.2 Fixtures.**

(a) All fixtures, improvements or additions placed upon the leased premises during the lease term, other than Lessee's trade fixtures, shall, at Lessor's option, become the property of Lessor. If Lessor so elects, Lessee shall remove any or all fixtures which would otherwise remain the property of Lessor, and shall repair any physical damage resulting from the removal. If Lessee fails to remove such fixtures, Lessor may do so, and charge the cost to Lessee, with interest at the rate of twelve (12%) percent per annum, from the date of expenditure.

(b) Prior to expiration or termination of the lease term, Lessee shall remove all furnishings, furniture, and trade fixtures which remain its property. If Lessee fails to do so, this shall be an abandonment of the property, and Lessor may retain the property, and all rights of Lessee with respect to it shall cease, or, by notice in writing given to Lessee within TWENTY (20) days after removal was required, Lessor may elect to hold Lessee to its obligation or removal. If Lessor elects to require Lessee to remove, Lessor may effect a removal, and place the property in public storage for Lessee's account. Lessee shall be liable to Lessor for the cost of removal, transportation to storage, and storage costs, plus interest at the rate of twelve (12%) percent per annum, on all such expenses from the date of expenditure by Lessor.

### **17.3 Holdover.**

(a) If Lessee does not vacate the leased premises at the time required, Lessor shall have the option to treat Lessee as a Lessee from month-to-month, subject to all of the provisions of this lease except the provisions for term and renewal. Failure of Lessee to remove fixtures, furniture, furnishing or trade fixtures which under this lease shall constitute a failure to vacate to which this paragraph shall apply if the property not removed will substantially interfere with occupancy of the premises by another Lessee or with occupancy by Lessor for any purpose, including preparation for a new Lessee. Lessee's monthly rent shall automatically increase to an amount equal to 150% of the last month's rental rate during the specified lease term, for any holdover period.

(b) If a month-to-month tenancy results from a holdover by Lessee under this Paragraph 17.3, the tenancy shall be terminated at the end of any monthly rental period on written notice from Lessor, given not less than TEN (10) days prior to the termination date which shall be specified in the notice. Lessee waives any notice which would otherwise be provided by law with respect to a month-to-month tenancy.

**SECTION 18. MISCELLANEOUS**

**18.1 Nonwaiver.** Waiver by either party of strict performance of any provision of this lease shall not be a waiver of or prejudice the party's right to require strict performance of the same provision in the future or of any other provision.

**18.2 Attorney Fees.** If suit or action is instituted in connection with any controversy arising out of this lease, the prevailing party shall be entitled to recover, in addition to costs, such sum as the court may adjudge reasonable as attorney's fees, including fees on appeal.

**18.3 Notices.** Any notice required or permitted under this lease shall be given when actually delivered or FORTY-EIGHT (48) hours after deposited in United States mail as certified mail addressed to the address first given in this lease, or to such other address as may be specified from time to time by either of the parties in writing.

**18.4 Lessor's Right to Cure Defaults.** If Lessee fails to perform any obligation under this lease, Lessor shall have the option to do so after THIRTY (30) days' written notice to Lessee. All of Lessor's expenditures to correct the default shall be reimbursed by Lessee on demand, with interest at the rate of TWELVE (12%) percent per annum from the due date until paid.

**18.4 Recordation.** This lease shall not be recorded without the prior written consent of the Lessor.

**18.6 Entry for Inspection.** Lessor, or Lessor's agent, shall have the right to enter upon the premises, during normal business hours, in a manner that does not interfere with Lessee's business or Lessee's customers, to determine Lessee's compliance with this lease, to make necessary repairs to the building or to the premises, or to show the premises to any prospective Lessee or purchase, and, in addition, shall have the right, at any time during the last four months of the term of this lease, to place and maintain upon the premises notices for leasing or selling the premises.

**18.7 Interest on Rent or Other Charges.** Any rent or other payment required of Lessee by this lease shall, if not paid within TEN (10) days after it is due, bear interest at the rate of twelve (12%) percent per annum from the due date until paid.

**18.8 Proration of Rent.** In the event of commencement or termination of this lease at a time other than the beginning or end of one of the specified rental periods, then the rent shall be prorated as of the date of commencement or termination, and in the event of termination for reasons other than default, all prepaid rent shall be refunded to Lessee or paid on its account.

**SECTION 19. OTHER AGREEMENTS BETWEEN LESSEE AND LESSOR (If left blank, then that was the intent of the parties)**

**SECTION 20. ADDENDUM**

20.1 An addendum signed by both the Lessor and the Lessee ( X ) is attached, ( ) is not attached hereto, and if attached becomes a part of this Lease Agreement.

**THIS IS A LEGALLY BINDING AGREEMENT. IF NOT UNDERSTOOD BY ANY PARTIES HERETO, THEY SHOULD SEEK COMPETENT LEGAL AND/OR ACCOUNTING ADVICE PRIOR TO SIGNING.**

**LESSOR:**

\_\_\_\_\_  
By: [Signature]  
Title: City Administrator  
\_\_\_\_\_  
By: [Signature]  
Title: Mayor

**LESSEE:**

\_\_\_\_\_  
By: [Signature]  
Title: \_\_\_\_\_  
\_\_\_\_\_  
By: [Signature]  
Title: \_\_\_\_\_

DATE: 10-29-2020

ADDRESS: 91430 Stallings Ln

ZIP: 97408

PHONE: (541) 228-8650

FAX: ( ) —

Rev 5/2019

DATE: 10-29-2020

ADDRESS: 91430 Stallings Ln.

ZIP: 97408

PHONE: (541) 521-2467

FAX: ( ) —

**ADDENDUM**

**PARTIES:** Joe & Terri Morneau (Lessee)  
City of Coburg C/O Anne Heath (Lessor)

**PROPERTY:** 91430 Stallings Lane Eugene OR 97408  
Map & Tax Lot# 16-03-29-00-03100

**DATE:** July , 2020

**AGREEMENT:**

1. Lessor and Lessee agree this lease agreement is extended to Joe and Terri Morneau and will be extended to the end of their natural lives. It is not extended to any family member.
2. Lessor and Lessee agree that lessee may have a caretaker for health or for assistance with property maintenance on the premises through December 31, 2022 or until such time the property is paid in full. This does not apply to the mobile home for which the lessee will have full ownership.
3. Lessor and Lessee agree that the leased premises shall be the area contained within the red and blue dashed lines until such time that the City pays for the property in full (December 31, 2022). After paid in full the lease shall be limited to the area in the red dashed area. This shall include the outbuilding located on the property (see exhibit A).
4. Lessor and Lessee agree that Lessee is responsible for all operating expenses associated with the single-family residence and outbuildings located inside the blue dashed areas until such time that the City pays in full for the property.
5. Lessor and Lessee agree that Lessee shall be given driveway access as reasonably needed for the residence.
6. Lessor and Lessee agree that Lessor shall utilize, manage and maintain the driveway.
7. Lessor and Lessee agree that Lessor will ensure water is available to the residence at all times in an amount acceptable for reasonable residential use.
8. Lessor and Lessee agree the Lessor will maintain the septic system on the property.
9. Lessor and Lessee agree that upon expiration of the lease, the mobile home must be removed from the premises at Lessees expense within 60 days or upon settlement of any applicable probate.
10. Lessor and Lessee agree the City of Coburg will receive ownership of the mobile home if Lessee fails to remove it from the premises within the time frame stated in item 9.



## COBURG CITY COUNCIL MONTHLY REPORTS




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### TOPIC: 1973 Water Bond #43 Request

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Meeting Date: November 8, 2022  
 Staff Contact: Anne Heath, City Administrator  
 Contact: 541-682-7871, [anne.heath@ci.coburg.or.us](mailto:anne.heath@ci.coburg.or.us)

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#### Council Action Requested:

Approve the payment of 1973 Water Bond #43 in the amount of \$5,000.

Suggested Motion: ***I move that the City Council approve the payment of 1973 Water Bond #43 in the amount of \$5,000.***

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#### HISTORY

In 1973, the City sold bonds for a water project. All of the bonds were sold in \$1000 - \$5000 increments, and became due no later than January 1, 1999. The City paid all interest due on the bonds. Up until around 2016, the City had a \$5000 bond due on the balance sheet. However, staff were unable to provide auditors with any information regarding the bond, and given the small amount, it was recommended that it be removed from the books. In the late spring, the City received a phone call from a man who had found a bond in his mother's estate documents. The copy of the bond he provided gave the staff vital information regarding the bond sales, and the City decisions for the sales. The bond he provided was #43, which after staff was able to determine, was the bond that was unpaid. However, the interest on the bond was paid by the City. We provided the information to the bondholder and let them know the process for asking for payment on the bond.

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#### PROCESS

An individual, bank, estate or attorney must request payment of a bond to the City Recorder. They must present the original bond and request such payment in writing.

The City received the attached letter from the attorney representing Thomas Huffman who is the Trustee of the Shirley B. Huffman Living Trust. She has provided a request for payment as well as supporting documents as to the ownership of the bond and the beneficiary of the bond.

This letter, and all of the materials included, were forwarded to the City Attorney for review.

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**BUDGET**

This has not been budgeted in the 2023 budget. However, it is a relatively small amount for the water department and can be absorbed in the current budget.

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**NEXT STEPS**

If the Council approves the payment of the bond, then staff will notify the representing attorney that they must submit the original bond for payment. Upon receipt of the original bond, the City will issue payment.

This will conclude the payment of all of the 1973 bonds issued by the City.

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**REVIEWED THROUGH**

City Attorney  
City Recorder

*Law Office of Eileen M. McGuire, PLLC*

Eileen M. McGuire

*eileen@eileenmcguirelaw.com*

830 North Tegner Street  
Wickenburg, AZ 85390-1466

(928) 684-5416  
Fax (928) 684-5418

October 21, 2022

City Council  
City of Coburg  
91136 North Willamette Street  
PO Box 8316  
Coburg, OR 97408

RE: 1973 WATER BOND #43

Dear Honorable Council Members:

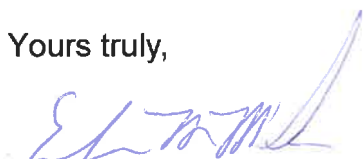
I represent Thomas Huffman, the Trustee of the Shirley B. Huffman Living Trust. I have enclosed a Small Estate Affidavit on behalf of the Trust requesting payment of the bond in the face amount of Five Thousand Dollars (\$5,000.00).

I will forward the bond directly to you upon confirmation the bond will be honored.

Please contact me if you have any questions.

Thank you.

Yours truly,



EILEEN M. MCGUIRE

EMM/ems

Enclosure



State of Oregon  
County of Lane

# City of Coburg

## WATER SYSTEM IMPROVEMENT BOND SERIES 1973

CITY OF COBURG, OREGON, for value received, hereby acknowledges itself indebted, and hereby undertakes and promises to pay the bearer the sum of

**FIVE THOUSAND DOLLARS**

on the first day of January, 1999, with interest thereon at the rate of

**FIVE AND FOUR-TENTHS PERCENT (5.4%) PER ANNUM**

payable semiannually on the first day of January and the first day of July each year to the bearer of the respective coupons therefor and hereto attached upon the presentation and surrender thereof as they severally and respectively mature, both principal and interest payable in lawful money of the United States of America at the office of the City Recorder of the City of Coburg, Oregon.

This bond is one of a series of like tenor, except as to issue and maturity dates, issued as a part of a total issue of \$225,000.00, for the purpose of providing funds with which to acquire, construct, reconstruct, repair, extend and improve the water system within or without the corporate limits of the City of Coburg, authorized and issued by virtue of a majority vote of the legal voters of the City of Coburg, Oregon voting at a special election called and held on August 30, 1973 and by virtue of Ordinance No. A80 of the City of Coburg, Oregon duly passed by the City Council and approved by the Mayor of said City on the twenty-third day of October, 1973, and pursuant to the Constitution and laws amendatory thereof and supplemental thereto.

Bonds of this issue, if they mature thereafter, are subject to call and redemption in inverse numerical order on January 1, 1988 and on any interest payment date thereafter upon the payment of the face value thereof with accrued interest thereon to the date of redemption at the office of City Recorder of City of Coburg, Oregon, but only after giving notice of such redemption at least thirty days prior to the redemption date specified therein, by publication in one issue of a newspaper of general circulation and published in the County of Lane, State of Oregon.

This bond and the series of which it is one, with interest thereon, is a general obligation of the City of Coburg, Oregon.

It is hereby certified that every requirement of the Constitution and laws of the State of Oregon have been duly complied with in the issuance hereof, and that this bond is within every debt and other limitation prescribed by the Constitution and laws of the State of Oregon and Charter of the City of Coburg, Oregon.

For the punctual payment of the principal of this bond with interest hereon as aforesaid, the full faith and credit of the City of Coburg, Oregon, are hereby irrevocably pledged.

**IN WITNESS WHEREOF**, the City of Coburg, Oregon, has caused this bond to be signed by its Mayor and countersigned by its City Recorder under the corporate seal of said City and interest coupons attached thereto to bear the facsimile signatures of such Mayor and City Recorder all as of the first day of November, 1973.

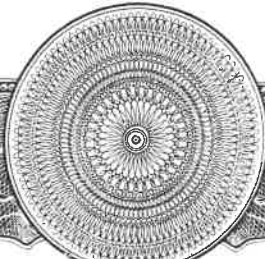
Countersigned:

CITY OF COBURG, OREGON

By:

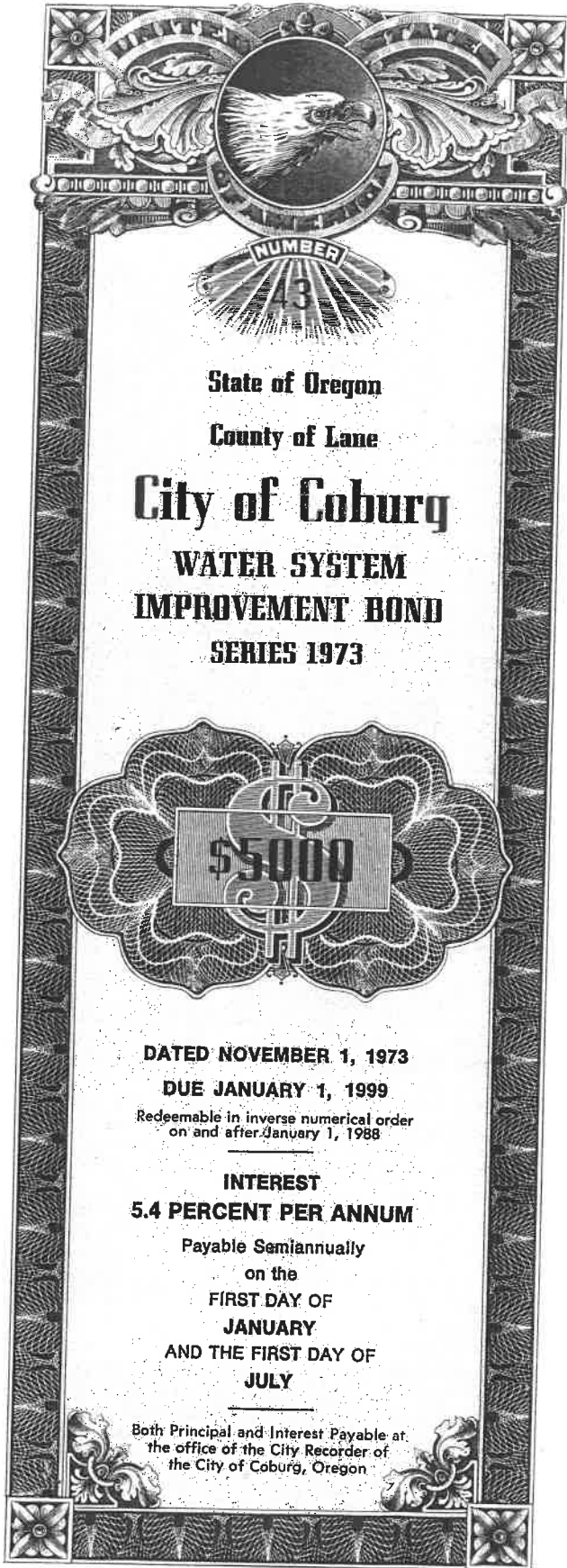
*Dorothy A. Vogel*  
City Recorder

*Ralph E. Mansfield*  
Mayor





191051-9A-1

Item 7.



**State of Oregon**  
**County of Lane**  
**City of Coburg**  
**WATER SYSTEM**  
**IMPROVEMENT BOND**  
**SERIES 1973**

  
**NUMBER**  
**3**

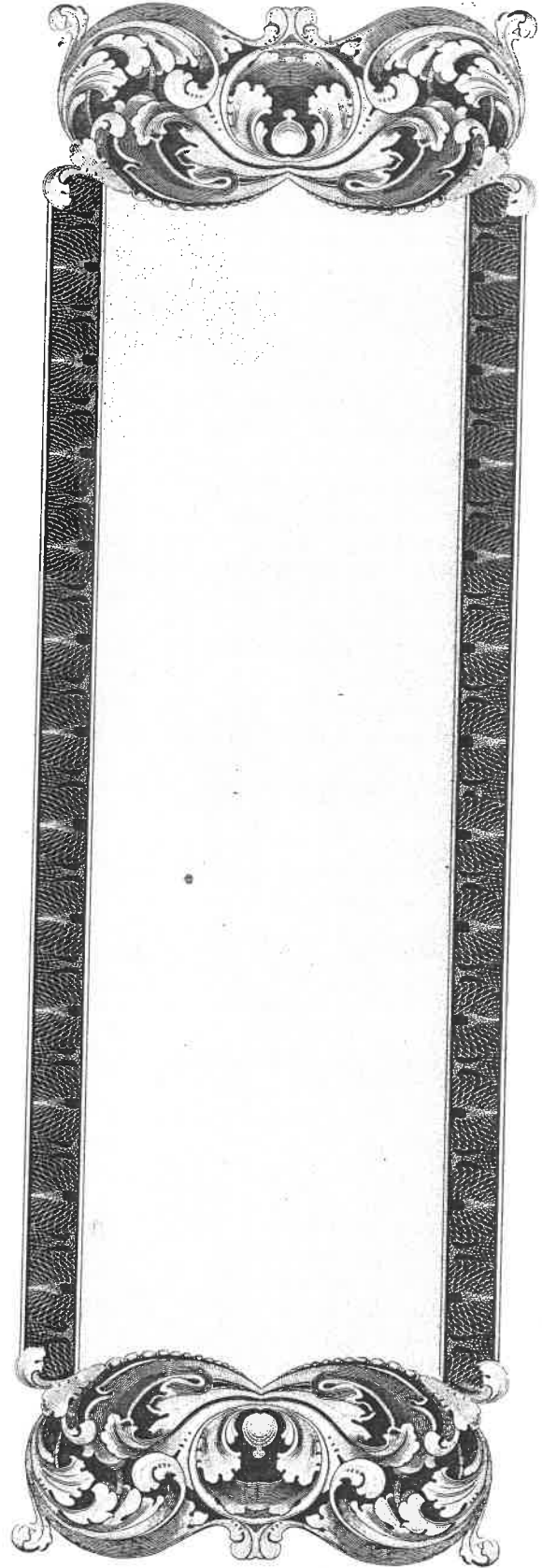
  
**\$5000**

**DATED NOVEMBER 1, 1973**  
**DUE JANUARY 1, 1999**  
 Redeemable in inverse numerical order  
 on and after January 1, 1988

**INTEREST**  
**5.4 PERCENT PER ANNUM**  
 Payable Semiannually  
 on the  
**FIRST DAY OF**  
**JANUARY**  
**AND THE FIRST DAY OF**  
**JULY**

Both Principal and Interest Payable at  
 the office of the City Recorder of  
 the City of Coburg, Oregon

THE IRWIN-HOODSON COMPANY PORTLAND OREGON



## LEGAL OPINION

I, **DOROTHY VOGEL**, Recorder of the City of Coburg, Oregon, hereby certify that the following is a true copy of the signed legal opinion of Messrs. Rankin, Walsh, Ragen & Roberts, Attorneys, Portland, Oregon, the original of which was dated and issued as of the date of delivery of and payment for the bonds referred to, and was filed with The Oregon Bank, Portland, Oregon.

*Dorothy H. Vogel*

### CITY OF COBURG WATER SYSTEM IMPROVEMENT BONDS, SERIES 1973 \$225,000

**WE HEREBY CERTIFY** that we have examined a duly certified transcript of proceedings had by the City of Coburg, Oregon, providing for the issuance of Water System Improvement Bonds, Series 1973 of the City in the sum of Two Hundred Twenty-five Thousand Dollars (\$225,000), the bonds being numbered 1 to 45, inclusive, in denominations of Five Thousand Dollars (\$5,000) each, being dated November 1, 1973, maturing serially in numerical order as follows:

- \$ 5,000 on January 1 in each of the years 1975 to 1984, inclusive;
- 10,000 on January 1 in each of the years 1985 to 1994, inclusive;
- 15,000 on January 1 in each of the years 1995 to 1999, inclusive;

provided, however, that all bonds maturing after January 1, 1988 are subject to call and redemption in inverse numerical order on January 1, 1988 and on any interest payment date thereafter; bonds numbered 1 to 18, inclusive, bearing interest at the rate of Five and twenty-five hundredths percent (5.25%) per annum, and bonds numbered 19 to 45, inclusive, bearing interest at the rate of Five and forty-hundredths percent (5.40%) per annum, all interest being payable semiannually on the first day of January and the first day of July in each year, principal and interest payable at the office of the Recorder of the City of Coburg, Oregon, and we have also examined original executed bonds numbered 1 and 19.

In our opinion the aforesaid bonds have been legally authorized, sold and issued under and pursuant to the Constitution and Statutes of the State of Oregon and the Charter of the City, and constitute valid and legally binding obligations of the City of Coburg, Oregon.

The bonds are payable from taxes which may be levied without limitation as to rate or amount upon all of the taxable property in the City.

In our opinion the interest on the bonds is exempt from taxation by the United States under present income tax laws and is also exempt from Oregon personal income tax under present State laws.

Respectfully submitted,

**RANKIN, WALSH, RAGEN & ROBERTS**  
Attorneys

# COBURG CITY COUNCIL

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## TOPIC: COBURG POLICE DEPARTMENT – QUARTERLY REPORT

Quarter ending: **September 30, 2022**

Meeting Date: **November 8, 2022**

Staff Contact: **Larry Larson**

Contact: **541-682-7855, [Larry.Larson@ci.coburg.or.us](mailto:Larry.Larson@ci.coburg.or.us)**

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### [POLICE STATS FOR QUARTER ENDED SEPTEMBER 30, 2022](#)

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

**1. Traffic/person stops**

Traffic stops, person stops, truck inspections,

**2. Patrol/business checks**

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

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

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

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

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

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

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

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

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

## Comparison between First Three Quarters, 2022

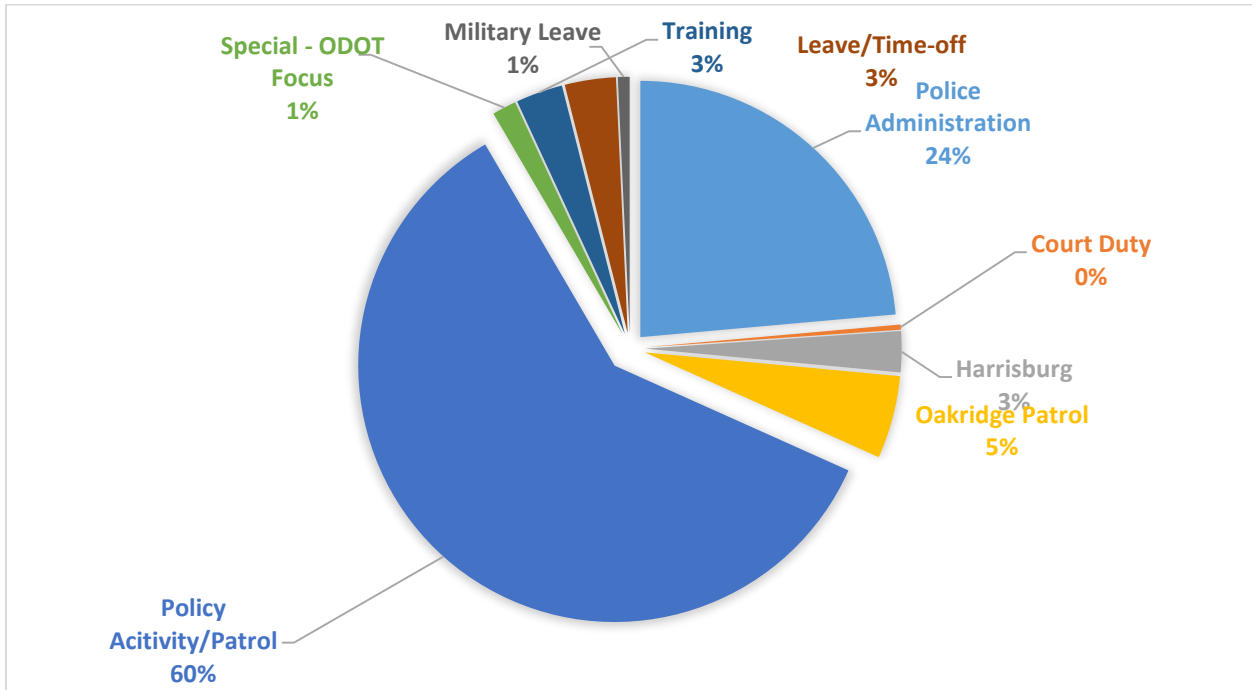
Type	March 31	June 30	Sept 30
Traffic/Person Stops	375	369	449
Patrol/Business Checks	202	159	156
Person Crimes/Calls for Service	44	25	57
Property Crimes/Calls for Service	39	45	66
Society Crimes/Calls for Service	92	117	120
Warrant Arrests/Fugitive From Justice	8	8	7
All other Crimes/Calls for Service	100	126	151

### Below is a list of and type of calls for service for Coburg Police Department July 1, 2022 – September 30, 2022

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Traffic stop	Death Investigation	Criminal Trespass
Unlawful Entry into vehicle	Lost Property	Follow up investigation
Patrol check	Citizen Contact	Loud Noise
Sex Abuse	Assist Public	Civil Standby
Police Officer Hold (Mental Hold)	Illegal Parking	Animal Complaint
Welfare check	Assist OSP	Theft
DUII	Business Check	Court
Prisoner Transport	Vehicle Tow	Disabled Vehicle
Alarm	Training	Stop Sign Down
Locate Subject	Open Door	Locate Subject
Disorderly Subject	Suspicious Conditions	Truck Inspection
Vin inspection	Welfare check	Assist OSP
Business Check	Assist Fire Department	Dispute
Attempt to locate drunk driver	Criminal Mischief	Vehicle Impound
Illegal Camping	Warrant Arrest	Prisoner Transport
Vehicle Tow	Incomplete 911 Call	Motor Vehicle Accident
Suspicious Conditions	VIN Inspection	Harassment
Subject down	Dog at Large	

## POLICE DEPARTMENT HOURS Quarter Ended September 30, 2022



Activity	June 30, 2022	September 30, 2022
Police Administration	1314.75	961
Court Duty	25.0	13
Police Activity/Patrol	2412.45	2439
Harrisburg Patrol	77.75	105.0
Oakridge Patrol	212.75	212.75
Special - ODOT Grant Focus	25	62
US Marshall Task Force	43	0
Military Leave	0	30
Training	104	120.25
Leave/Time Off	40	131
<b>Total</b>	<b>4041.95</b>	<b>4074</b>



## COBURG CITY COUNCIL ACTION/ISSUE ITEM

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### TOPIC: FINANCE DEPARTMENT QUARTERLY REPORT

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Meeting Date: November 9, 2022

Staff Contact: Anne Heath

Contact: 541-682-7871, Anne.Heath@ci.coburg.or.us

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### REQUESTED COUNCIL ACTION

- Information only
- 

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

2021-22 City Council Goals:

- Fiscal Stewardship
- 

### ANALYSIS

*Important notes regarding the quarter ended September 30, 22*

- September is the 3rd month of the fiscal year. If revenues and expenses were spread evenly throughout the year, the City should be at 25% of budget with each.
  - **Whole City Revenue** received \$1,470,011, which equals 12% of budget. Compared to \$1,078,046 last year at month end, which was 11%. The following are important points to consider regarding revenues:
    - Property Tax Dollars are normally received in November and December. The City has budgeted to receive \$926,212 in property taxes in fiscal year 2023, which includes a budget for delinquent tax collection.
    - Reimbursement requests for the budgeted Water Master Project as well as the Street Project have been submitted, but have not yet been received.
    - State fuel taxes has generated \$24,782 in revenue, which is 21% of budget. City Fuel taxes has generated \$29,287 in revenue which is at 17% of budget
    - Water and Sewer Fees are at budget level.
  - **Whole City Expenses** are \$1,987,989, which is 13% of budget. Compared to \$1,301,125 last year at month end, which was also 13%.
    - Capital projects of the City are in process but do not always fall in the months expected.
    - Capital expenditures have been paid, but not reimbursed as of September 30, 2022

- City Debt payments have not been made, and are not scheduled until later months in the fiscal year.
- All Funds, General, Streets, Water, Sewer are operating within their budgets.
- There is a 2% difference between Revenues received and Expenditures. We normally want to keep the gap between the two to 3%.

## **GENERAL FUND CASH**

General Fund Cash is usually at its lowest in the fall months until property tax revenues are received. This year, it is lower than normal. This is because annual contract payments such as liability insurance, Software licensing, IOOF Lease Agreement, and IT expenses were all paid in full rather than in quarterly payments, which the City had the option to do and has done in the past. Additionally, the month of August had three pay periods, which increased the amount of payroll paid out in this month. When coupled with extra over-time Police were paid in order to serve Oakridge (billed by not received). This was an expensive quarter for payroll. This does not change the bottom line as far as the full fiscal year; it does leave the General Fund low on cash until tax dollars are received in November. This does not mean that the City as a whole is low on Cash. City Administrator has issued a no-spend unless necessary policy for all departments until tax dollars have been received. This situation is not abnormal for small cities at this time of the year. However, this year is a bit lower than normal due to the payment of some very large bills.

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## **PUBLIC INVOLVEMENT**

N/A

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## **NEXT STEPS**

- Interview process for Accountant
- Continue providing Audit Information

## **ATTACHMENTS**

- A. Budget Performance Analysis – General Fund**
  - B. Full City Revenue and Expense Charts**
  - C. Fund Total sheets – From Springbrook**
  - D. Cash on Hand Spreadsheet**
  - E. Checks written list for June 2022**
  - F. Bank Statements – June 2022**
  - G. LGIP Statements – June 2022**
- 

## **REVIEWED BY:**

Anne Heath, City Administrator





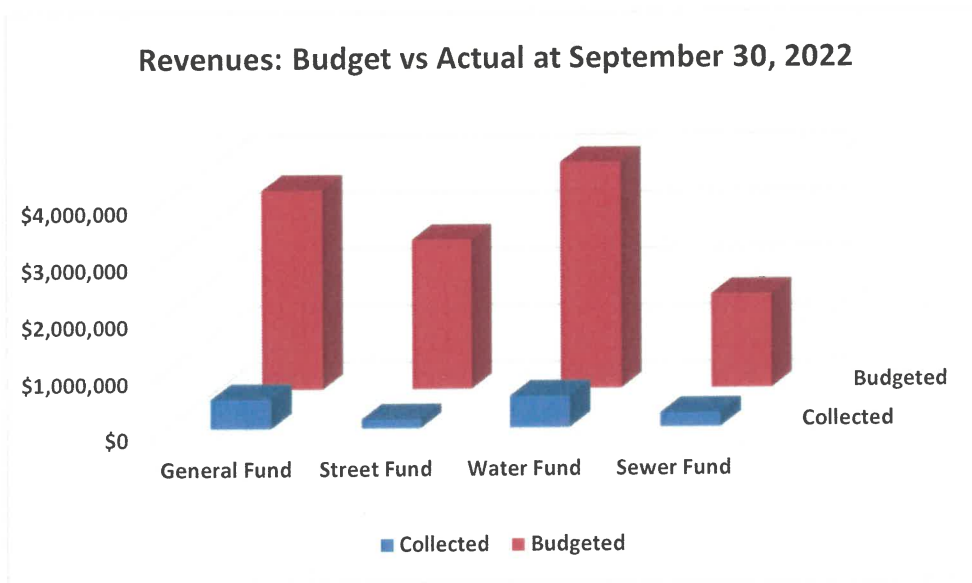
Admin		Planning	
-105054		-38000	
-86204		0	
-71069		-700	
-38493		-80	
-44580		-2257	
0		-9231	
-5000		0	
-1500		-7888	
-23795.2		-781	
-26116			
-88577			
0			
-73317			
-7099			
-744			
-571548	571548	-58937	58937

Police		Court		Econ Dev		PW	
-102178		-67511		-25320		-93329	
-89251		-1000		-200		-67554	
-65798		-145		-50		-188514	
-67749		-5056		-1748		0	
-1500		-27298		0		0	
-5000		0		0		-26166	
-57166		-15558		-2424		-86760	
-2500		-1388		-480		-74677	
-28734						-7183	
-92595						-752	
0							
-85186							
-7888							
-826							
-606371	606371	-117956	117956	-30222	30222	-544935	544935

250  
138

**CITY OF COBURG**  
**REVENUES COLLECTED COMPARED TO BUDGET**  
**Fiscal Year To Date As of September 30, 2022**

Fund	Collected	Budgeted	Difference	Percentage
General Fund	\$514,884	\$3,509,933	\$2,995,049	15%
Street Fund	\$155,604	\$2,627,752	\$2,472,148	6%
Water Fund	\$554,405	\$3,982,226	\$3,427,821	14%
Sewer Fund	\$245,118	\$1,651,926	\$1,406,808	15%
<b>TOTAL ALL FUNDS</b>	<b>\$1,470,011</b>	<b>\$11,771,837</b>	<b>\$10,301,826</b>	<b>12%</b>



**Important Notes:**

**Budgeted revenues are net of Beginning Fund balance,**

Overall revenues should be 25% if spread evenly throughout the year.

Property tax receipts will not be received until November, 2022

which means the budgeted amounts do not include Beginning Fund Balance

Reimbursement requests for both Water and Street Projects are in process

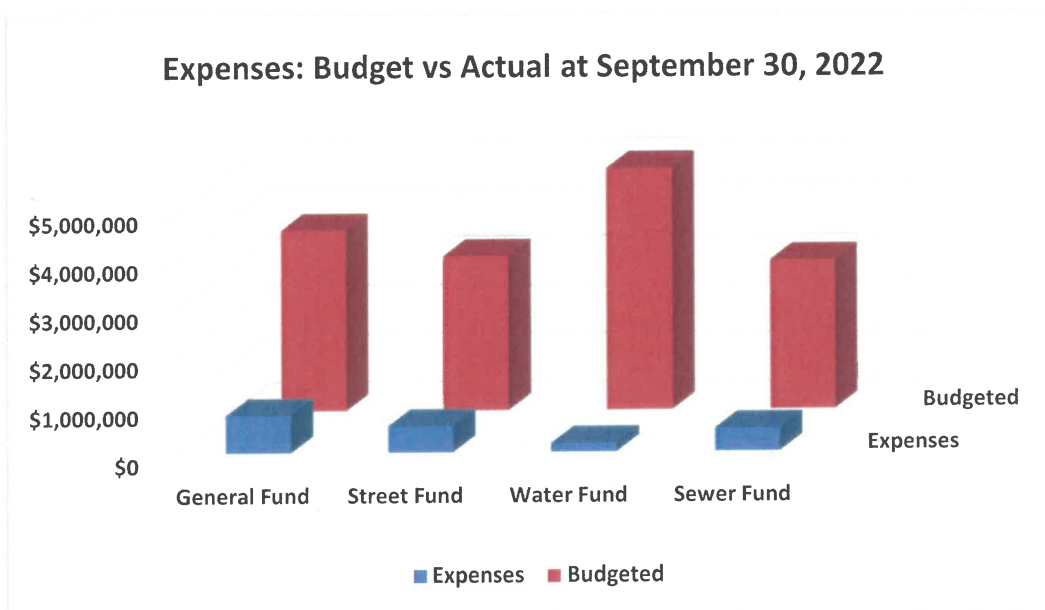
City Fuel Taxes received through the month of September were \$29,287 or 17% of budget.

State Fuel Taxes received through the month of September were \$24,782.91 or 21% of budget.

Transportation Utility Fee (TUF) has collected \$37,148.75 through September.

**CITY OF COBURG**  
**EXPENSES INCURRED COMPARED TO BUDGET**  
**Fiscal Year To Date As of September 30, 2022**

Fund	Expenses	Budgeted	Difference	Percentage
General Fund	\$781,196	\$3,730,687	\$2,949,491	21%
Street Fund	\$548,491	\$3,188,521	\$2,640,030	17%
Water Fund	\$181,093	\$4,982,559	\$4,801,466	4%
Sewer Fund	\$477,208	\$3,076,219	\$2,599,011	16%
<b>TOTAL ALL FUNDS</b>	<b>\$1,987,989</b>	<b>\$14,977,986</b>	<b>\$12,989,997</b>	<b>13%</b>



**Important Notes**

**Budgeted expenses are net of Beginning Fund balance**

Overall expenses should be 25% if spread evenly throughout the year.

September 30 is the end of the first quarter of the year and early in analysis for the fiscal year

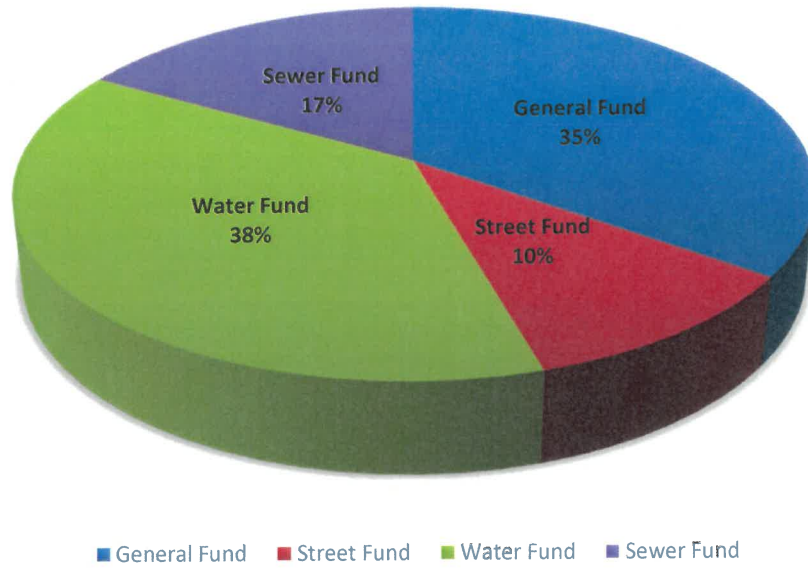
Expenses for annual contracts are normally billed at the beginning of the fiscal year

Debt payments for the fiscal year have not been paid

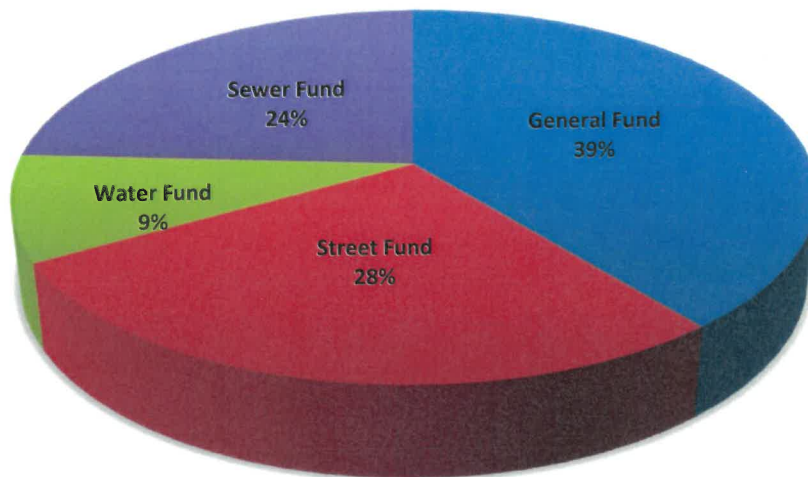
Water Projects have been slow in this fiscal year as the City waits for the Well development to begin

Overall City expenses are under budget.

### CITY REVENUES AT SEPTEMBER 30, 2022



### CITY EXPENSES AT SEPTEMBER 30, 2022



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	4,214,933.11	116,872.81	514,884.41	3,700,048.70	0.00	3,700,048.70	87.78
	Fund Expense Sub Totals:	4,214,933.53	246,779.55	781,196.28	3,433,737.25	0.00	3,433,737.25	81.47
	Fund 001 Sub Totals:	0.42	129,906.74	266,311.87	-266,311.45	0.00		

Item 10.

001 - GENERAL FUND



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	3,523,752.00	65,171.54	155,603.54	3,368,148.46	0.00	3,368,148.46	95.58
	Fund Expense Sub Totals:	3,523,752.38	30,306.63	548,491.26	2,975,261.12	0.00	2,975,261.12	84.43
	Fund 003 Sub Totals:	0.38	-34,864.91	392,887.72	-392,887.34	0.00		

Item 10.

003 - STREET FUND

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	5,549,226.10	103,340.24	554,405.33	4,994,820.77	0.00	4,994,820.77	90.01
	Fund Expense Sub Totals:	5,549,226.14	50,794.22	181,092.93	5,368,133.21	0.00	5,368,133.21	96.74
	Fund 004 Sub Totals:	0.04	-52,546.02	-373,312.40	373,312.44	0.00		

Item 10.

004 - WATER FUND

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	3,815,925.56	75,975.32	245,117.54	3,570,808.02	0.00	3,570,808.02	93.58
	Fund Expense Sub Totals:	3,815,926.02	40,967.99	477,208.31	3,338,717.71	0.00	3,338,717.71	87.49
	Fund 005 Sub Totals:	0.46	-35,007.33	232,090.77	-232,090.31	0.00		

Item 10.

005 - SEWER FUND

**CITY OF COBURG**  
**September 30, 2022**      **Fiscal Year 2023**  
**CASH ON HAND PER FUND**

<b>Bank Accounts</b>									
<b>Funds</b>	<b>KEY BANK - GEN</b>	<b>SP GEN.</b>	<b>SP SDC</b>	<b>For</b>	<b>SP SAVINGS</b>	<b>For</b>	<b>POLICE EVID.</b>	<b>TOTAL</b>	<b>TOTAL</b>
GEN 001	(75,039)	42,288			122,714			89,964	
PD Drug Educ.									
Park Cap	72,940		55,655	Park SDC				128,594	
STREET 003	222,615	53,615	252,546	Street SDC				528,777	
WATER 004	348,807	1,305,431	26,546	Water SDC				1,680,783	
SEWER 005	297,617		938,067	Sewer SDC	27,526	Membrane Replace		1,263,210	
SEWER DEBT	494,913				122,640	Sewer Debt Reserve		617,553	
EVIDENCE		-					100	100	
<b>TOTAL</b>	<b>1,361,853</b>	<b>1,401,334</b>	<b>1,272,814</b>		<b>272,881</b>		<b>100</b>	<b>4,308,981</b>	

<b>CIP SDCs</b>	
Cash Balance 9/30/2022	\$4,308,981
Cash Balance 6/30/2021	\$5,240,935
<i>Difference</i>	
	<i>(931,954)</i>

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

# Accounts Payable

## Checks for Approval

User: anne heath  
 Printed: 10/28/2022 - 8:53 AM



Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
87728	07/06/2022	005 SEWER FUND	Waste Analysis	Analytical Laboratory Group		306.00
87729	07/06/2022	001 GENERAL FUND	Cellular Phone	Verizon Wireless		515.94
87729	07/06/2022	003 STREET FUND	Cellular Phone	Verizon Wireless		108.22
87729	07/06/2022	005 SEWER FUND	Cellular Phone	Verizon Wireless		108.23
87729	07/06/2022	004 WATER FUND	Cellular Phone	Verizon Wireless		108.23
87730	07/06/2022	005 SEWER FUND	Service Contracts	Wells Fargo Financial Leasing, Inc.		22.50
87730	07/06/2022	001 GENERAL FUND	Copier Lease/Maint.	Wells Fargo Financial Leasing, Inc.		45.00
87730	07/06/2022	004 WATER FUND	Service Contracts	Wells Fargo Financial Leasing, Inc.		22.50
87730	07/06/2022	001 GENERAL FUND	Copier Lease/Maint.	Wells Fargo Financial Leasing, Inc.		328.40
87730	07/06/2022	001 GENERAL FUND	Equipment Non-Capital	Wells Fargo Financial Leasing, Inc.		90.00
87731	07/06/2022	004 WATER FUND	Capital Outlay - Product. Well	Wells Fargo Financial Leasing, Inc.		2,087.50
87731	07/06/2022	004 WATER FUND	Capital Outlay - Product. Well	Branch Engineering		156.25
87731	07/06/2022	001 GENERAL FUND	Professional Serv	Branch Engineering		656.25
87731	07/06/2022	003 STREET FUND	Street Overlay/Reconstruction	Branch Engineering		4,150.00
87731	07/06/2022	004 WATER FUND	Cap Outlay Water Infrastructure	Branch Engineering		7,511.25
87731	07/06/2022	004 WATER FUND	Cap Outlay - Eastside Waterlin	Branch Engineering		1,781.25
87731	07/06/2022	003 STREET FUND	Street Overlay/Reconstruction	Branch Engineering		19,195.00
87731	07/06/2022	001 GENERAL FUND	Professional Services	Branch Engineering		3,986.25
87731	07/06/2022	001 GENERAL FUND	Professional Serv	Branch Engineering		352.18
87731	07/06/2022	004 WATER FUND	Cap Outlay Water Infrastructure	Branch Engineering		2,713.75
87731	07/06/2022	004 WATER FUND	Cap Outlay Water Infrastructure	Branch Engineering		3,698.75
87731	07/06/2022	001 GENERAL FUND	Professional Serv	Branch Engineering		687.50
87731	07/06/2022	003 STREET FUND	Street Maintenance	Branch Engineering		156.25
87731	07/06/2022	004 WATER FUND	Professional Services	Branch Engineering		875.00
87731	07/06/2022	004 WATER FUND	Cap Outlay Water Infrastructure	Branch Engineering		12,000.00
87731	07/06/2022	003 STREET FUND	Street Repairs - Roberts Road	Branch Engineering		10,343.75
87732	07/06/2022	005 SEWER FUND	Building Maintenance Supplies	Branch Engineering		23.89
87732	07/06/2022	001 GENERAL FUND	Building Maint, Supplies	Cintas Corporation		41.83
87732	07/06/2022	001 GENERAL FUND	Restroom Supplies	Cintas Corporation		21.57
87733	07/06/2022	001 GENERAL FUND	Building Permit Surcharge	DCBS Fiscal Services		752.76
87734	07/06/2022	003 STREET FUND	Street Maintenance	Wildish Construction		414.94
87735	07/06/2022	001 GENERAL FUND	Postage	EDMS		144.41
87735	07/06/2022	001 GENERAL FUND	Prom. of City/Tourism/Market	EDMS		1,100.78

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
87736	07/06/2022	003 STREET FUND	Street Lighting	Emerald People's Utility		24.18
87737	07/06/2022	001 GENERAL FUND	Records Storage	Iron Mountain		366.43
87738	07/06/2022	001 GENERAL FUND	Professional Services	Lane Council-of Governments		275.25
87739	07/06/2022	003 STREET FUND	Materials, Supplies	N & S Tractor		161.64
87740	07/06/2022	001 GENERAL FUND	Copier Lease/Maint.	National Business Solutions		283.99
87740	07/06/2022	001 GENERAL FUND	Copier Lease/Maint.	National Business Solutions		121.10
87741	07/06/2022	004 WATER FUND	Office Expense	Office Depot Credit Plan		21.58
87741	07/06/2022	005 SEWER FUND	Office Expense	Office Depot Credit Plan		21.58
87741	07/06/2022	001 GENERAL FUND	Office Expense	Office Depot Credit Plan		46.38
87741	07/06/2022	001 GENERAL FUND	Office Expense	Office Depot Credit Plan		249.99
87741	07/06/2022	001 GENERAL FUND	Office Expense	Office Depot Credit Plan		503.07
87742	07/06/2022	005 SEWER FUND	Materials, Supplies	Orencia Systems, Inc.		4,014.93
87743	07/06/2022	001 GENERAL FUND	Liability Insurance	CIS Trust		1,083.00
87743	07/06/2022	001 GENERAL FUND	Liability Insurance	CIS Trust		28,457.72
87743	07/06/2022	001 GENERAL FUND	Auto Insurance	CIS Trust		7,492.10
87743	07/06/2022	001 GENERAL FUND	Auto Insurance	CIS Trust		9,338.81
87743	07/06/2022	001 GENERAL FUND	Property Insurance	CIS Trust		17,564.93
87743	07/06/2022	001 GENERAL FUND	IOOF Building Lease	CIS Trust		12,000.00
87744	07/06/2022	001 GENERAL FUND	Mbrships, Dues & Subscriptions	IOOF		1,020.00
87745	07/06/2022	001 GENERAL FUND	Mbrships, Dues & Subscriptions	Lane Council of Governments		1,242.68
87746	07/06/2022	001 GENERAL FUND	Mbrships, Dues & Subscriptions	League of Oregon Cities		132.80
87747	07/06/2022	004 WATER FUND	Mbrships, Dues & Subscriptions	OAWU - JS Memorial Scholarship Fund		132.80
87747	07/06/2022	005 SEWER FUND	Membership, Dues & Subscript	OAWU - JS Memorial Scholarship Fund		1,125.00
87748	07/06/2022	004 WATER FUND	Professional Services	OHA CASHIER		3,098.00
87749	07/06/2022	005 SEWER FUND	Professional Services	Oregon DEQ Business Office		100.00
87749	07/06/2022	005 SEWER FUND	Service Contracts	Oregon DEQ Business Office		9,467.73
87750	07/06/2022	001 GENERAL FUND	Workers' Compensation	SAIF CORPORATION		8,539.77
87751	07/06/2022	001 GENERAL FUND	Cyber Security Insurance	WHA Insurance Agency		780.00
87752	07/07/2022	005 SEWER FUND	Emergency Repairs	Oregon DEQ Business Office		306.00
87753	07/14/2022	005 SEWER FUND	Waste Analysis	Analytical Laboratory Group		408.00
87753	07/14/2022	004 WATER FUND	Water Analysis	Analytical Laboratory Group		1,110.00
87754	07/14/2022	001 GENERAL FUND	Capital Const. Coburg Loop 4	Arnold Gallagher		2,603.75
87755	07/14/2022	004 WATER FUND	Professional Services	FCS Group		10.80
87756	07/14/2022	004 WATER FUND	Mbrships, Dues & Subscriptions	One Call Concepts, Inc.		10.80
87756	07/14/2022	005 SEWER FUND	Membership, Dues & Subscript	One Call Concepts, Inc.		1,625.00
87757	07/14/2022	001 GENERAL FUND	Contract Services	Reese Landscapes, Inc.		102.00
87758	07/14/2022	001 GENERAL FUND	Materials and Supplies	Rexius		7.00
87758	07/14/2022	001 GENERAL FUND	Materials and Supplies	Rexius		78.23
87759	07/14/2022	005 SEWER FUND	Lab Supplies	USA Blue Book		1,090.44
87760	07/14/2022	001 GENERAL FUND	Gasoline, Diesel Fuel	Welt & Welt, Inc		260.40
87760	07/14/2022	003 STREET FUND	Gasoline, Diesel Fuel	Welt & Welt, Inc		260.40
87760	07/14/2022	005 SEWER FUND	Gas, Oil, Fuel	Welt & Welt, Inc		260.40
87760	07/14/2022	001 GENERAL FUND	Gasoline, Diesel Fuel	Welt & Welt, Inc		260.40
87760	07/14/2022	004 WATER FUND	Gasoline, Diesel Fuel	Welt & Welt, Inc		260.40

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
87761	07/14/2022	003 STREET FUND	Reconstruction - Roberts Road	Bureau of Labor & Industries		541.23
87762	07/14/2022	004 WATER FUND	Service Contracts	CenturyLink		54.55
87763	07/14/2022	001 GENERAL FUND	Restroom Supplies	Cintas Corporation		21.57
87763	07/14/2022	005 SEWER FUND	Building Maintenance Supplies	Cintas Corporation		21.50
87763	07/14/2022	001 GENERAL FUND	Building Maint, Supplies	Cintas Corporation		74.57
87764	07/14/2022	001 GENERAL FUND	Inspection Fees	City of Cottage Grove		17,648.00
87765	07/14/2022	003 STREET FUND	Reconstruction - Roberts Road	Daily Journal of Commerce		319.44
87766	07/14/2022	001 GENERAL FUND	Network/Email/Backup	Hunter Communications		199.99
87766	07/14/2022	001 GENERAL FUND	Utilities	Hunter Communications		115.56
87767	07/14/2022	004 WATER FUND	Office Expense	McKinley Printing Co.		265.00
87767	07/14/2022	005 SEWER FUND	Office Expense	McKinley Printing Co.		265.00
87767	07/14/2022	001 GENERAL FUND	Office Expense	McKinley Printing Co.		265.00
87768	07/14/2022	001 GENERAL FUND	Oregon Rain	Oregon RAIN		5,000.00
87769	07/14/2022	004 WATER FUND	Capital Outlay - Product. Well	Oregon Water Resources Department	780.00	0.00
87770	07/14/2022	004 WATER FUND	Capital Outlay - Product. Well	Oregon Water Resources Department		780.00
87771	07/14/2022	005 SEWER FUND	Tank Maintenance	Orencia Systems, Inc.		282.39
87772	07/14/2022	001 GENERAL FUND	Materials and Supplies	Pacific Power		44.32
87772	07/14/2022	003 STREET FUND	Street Lighting	Pacific Power		751.13
87772	07/14/2022	001 GENERAL FUND	Utilities	Pacific Power		617.87
87773	07/14/2022	001 GENERAL FUND	Court Software	Tyler Technologies		1,521.13
87774	07/20/2022	001 GENERAL FUND	Travel, Education, Training	Mandy Balcom		4.99
87775	07/20/2022	001 GENERAL FUND	Professional Serv	EDMS		1,059.50
87776	07/20/2022	004 WATER FUND	Pump Station Power	Emerald People's Utility		1,386.73
87776	07/20/2022	004 WATER FUND	Pump Station Power	Emerald People's Utility		1,236.19
87776	07/20/2022	005 SEWER FUND	Electricity	Emerald People's Utility		2,880.32
87777	07/20/2022	001 GENERAL FUND	Equipment Non-Capital	Junction City Point S LLC		889.90
87777	07/20/2022	001 GENERAL FUND	Equipment Non-Capital	Junction City Point S LLC		214.95
87778	07/20/2022	001 GENERAL FUND	Public Meeting Expense	Lane Council of Governments		3,296.23
87779	07/20/2022	001 GENERAL FUND	City Prosecutor	London & Paris, LLP		627.00
87780	07/20/2022	001 GENERAL FUND	Office Expense	McKinley Printing Co.		105.00
87781	07/20/2022	001 GENERAL FUND	Court Software	Tyler Technologies		594.00
87782	07/20/2022	005 SEWER FUND	Safety Equipment, Supplies	Uline		605.35
87782	07/20/2022	004 WATER FUND	Safety Equipment & Supplies	Uline		605.35
87782	07/20/2022	003 STREET FUND	Safety Equipment & Supplies	Uline		605.35
87783	07/20/2022	001 GENERAL FUND	Equipment Repair, Maintenance	Valvoline Instant Oil Change		90.93
87784	07/20/2022	005 SEWER FUND	Waste Analysis	Analytical Laboratory Group		306.00
87785	07/20/2022	004 WATER FUND	Engineering	Branch Engineering		375.00
87785	07/20/2022	004 WATER FUND	Capital Outlay - Product. Well	Branch Engineering		377.50
87785	07/20/2022	003 STREET FUND	Street Maintenance	Branch Engineering		468.75
87785	07/20/2022	004 WATER FUND	Cap Outlay Water Infrastructure	Branch Engineering		187.50
87785	07/20/2022	004 WATER FUND	Cap Outlay Water Infrastructure	Branch Engineering		1,762.50
87785	07/20/2022	003 STREET FUND	Street Overlay/Reconstruction	Branch Engineering		1,031.25
87786	07/20/2022	001 GENERAL FUND	Office Expense	CenturyLink		116.66

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
87786	07/20/2022	004 WATER FUND	Service Contracts	CenturyLink		69.18
87787	07/20/2022	001 GENERAL FUND	Restroom Supplies	Cintas Corporation		21.57
87787	07/20/2022	005 SEWER FUND	Building Maintenance Supplies	Cintas Corporation		41.83
87788	07/20/2022	005 SEWER FUND	Materials, Supplies	HD Fowler Company		3,608.13
87789	07/20/2022	001 GENERAL FUND	Main Street Project	Sarah Mason		3,900.00
87790	07/20/2022	001 GENERAL FUND	Vehicle Equipment Maintenance	Mid-Valley Tractor Co.	840.10	0.00
87790	07/20/2022	001 GENERAL FUND	Vehicle Equipment Maintenance	Mid-Valley Tractor Co.	278.90	0.00
87791	07/20/2022	001 GENERAL FUND	Main Street Project	Tracey Pugh		297.58
87792	07/20/2022	001 GENERAL FUND	Audit	Umpqua Valley Financial		5,250.00
87793	07/20/2022	001 GENERAL FUND	Equipment Repair, Maintenance	Valvoline Instant Oil Change		90.93
87794	07/20/2022	001 GENERAL FUND	401K Payable	Voya-Oregon Savings Growth Plan		200.00
87795	07/20/2022	001 GENERAL FUND	Municipal Judge	Phillip Williams		412.50
87796	07/27/2022	005 SEWER FUND	Professional Services	Branch Engineering		93.75
87796	07/27/2022	003 STREET FUND	Professional Services	Branch Engineering		449.20
87797	07/27/2022	001 GENERAL FUND	Telephone	Lane Council of Governments		627.00
87798	07/27/2022	001 GENERAL FUND	Fines and Bails	Lane County Finance Department		370.89
87799	07/27/2022	001 GENERAL FUND	Fines and Bails	Oregon Dept. of Revenue		1,275.06
87800	07/27/2022	001 GENERAL FUND	Fines and Bails	Kevin A. Stapleton		33.00
87801	07/27/2022	001 GENERAL FUND	Uniforms Expense	911 Supply Inc		390.00
87802	07/27/2022	001 GENERAL FUND	Supplemental Insurance Payable	AFLAC		612.74
87803	07/27/2022	003 STREET FUND	Materials, Supplies	All Seasons Equipment		345.00
87803	07/27/2022	001 GENERAL FUND	Materials and Supplies	All Seasons Equipment		344.99
87804	07/27/2022	005 SEWER FUND	Waste Analysis	Analytical Laboratory Group		306.00
87805	07/27/2022	001 GENERAL FUND	Equipment Repair, Maintenance	Batteries Plus		7.99
87806	07/27/2022	003 STREET FUND	Reconstruction - McKenzie St	Branch Engineering		6,718.75
87806	07/27/2022	001 GENERAL FUND	Professional Services	Branch Engineering		125.00
87806	07/27/2022	003 STREET FUND	Reconstruction - Roberts Road	Branch Engineering		4,022.35
87807	07/27/2022	001 GENERAL FUND	Community Outreach Program	Bubz Grub Hub		450.00
87808	07/27/2022	003 STREET FUND	Vehicle, Equipment Maintenance	Carquest Auto Parts		45.04
87808	07/27/2022	005 SEWER FUND	Vehicle Maintenance	Carquest Auto Parts		45.05
87808	07/27/2022	004 WATER FUND	Vehicle, Equipment Maintenance	Carquest Auto Parts		45.05
87809	07/27/2022	004 WATER FUND	Service Contracts	CenturyLink		276.23
87810	07/27/2022	001 GENERAL FUND	Building Maint, Supplies	Cintas Corporation		74.57
87810	07/27/2022	001 GENERAL FUND	Restroom Supplies	Cintas Corporation		21.57
87810	07/27/2022	005 SEWER FUND	Building Maintenance Supplies	Cintas Corporation		21.50
87810	07/27/2022	001 GENERAL FUND	Restroom Supplies	Cintas Corporation		21.57
87810	07/27/2022	005 SEWER FUND	Building Maintenance Supplies	Cintas Corporation		41.83
87811	07/27/2022	001 GENERAL FUND	Power Consumption	Emerald People's Utility		34.98
87812	07/27/2022	005 SEWER FUND	Lab Supplies	Idexx Laboratories, Inc.		188.70
87813	07/27/2022	001 GENERAL FUND	Contract Services	Lexipol, LLC		4,142.15
87814	07/27/2022	003 STREET FUND	Street Maintenance	Mid-State Industrial Service inc		1,091.40
87815	07/27/2022	001 GENERAL FUND	Building Maint, Supplies	NW AG Equipment		2,086.83
87816	07/27/2022	005 SEWER FUND	Lab Supplies	Sierra Springs		21.96



Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
87816	07/27/2022	001 GENERAL FUND	Bathroom and Kitchen Supplies	Sierra Springs		32.35
87817	07/27/2022	001 GENERAL FUND	Network/Email/Backup	Tangent		461.67
87818	07/27/2022	001 GENERAL FUND	Gasoline, Diesel Fuel	Welt & Welt, Inc		2,248.43
87818	07/27/2022	003 STREET FUND	Gasoline, Diesel Fuel	Welt & Welt, Inc		497.81
87818	07/27/2022	005 SEWER FUND	Gas, Oil, Fuel	Welt & Welt, Inc		497.81
87818	07/27/2022	001 GENERAL FUND	Gasoline, Diesel Fuel	Welt & Welt, Inc		497.80
87818	07/27/2022	004 WATER FUND	Gasoline, Diesel Fuel	Welt & Welt, Inc		497.81
87819	07/27/2022	001 GENERAL FUND	Main Street Project	Matt Wiggins		500.00
87820	07/28/2022	001 GENERAL FUND	Vehicle Maintenance	Junction City Point S LLC		815.69
87821	07/28/2022	001 GENERAL FUND	Contract Services	Lexipol, LLC		825.00
87822	07/28/2022	005 SEWER FUND	Building Maintenance Supplies	Home Depot Credit Services		84.31
87822	07/28/2022	001 GENERAL FUND	Building Maintenance	Home Depot Credit Services		84.31
87822	07/28/2022	004 WATER FUND	Materials, Supplies	Home Depot Credit Services		116.74
87822	07/28/2022	001 GENERAL FUND	Building Maintenance	Home Depot Credit Services		354.24
87822	07/28/2022	003 STREET FUND	Materials, Supplies	Home Depot Credit Services		119.94
87822	07/28/2022	005 SEWER FUND	Materials, Supplies	Home Depot Credit Services		293.67
87823	07/28/2022	004 WATER FUND	Capital Outlay - Product. Well	Oregon Water Resources Department	162.00	0.00
87824	07/28/2022	004 WATER FUND	Capital Outlay - Product. Well	Oregon Water Resources Department	162.00	0.00
87825	08/01/2022	005 SEWER FUND	Loan R23045 Fee	Oregon DEQ Business Office		39,890.00
87826	08/01/2022	005 SEWER FUND	Loan R23045 Interest	Oregon DEQ Business Office		34,306.00
87826	08/01/2022	005 SEWER FUND	Loan R23045 Principle	Oregon DEQ Business Office		269,691.00
87827	08/03/2022	004 WATER FUND	Professional Services	Lane Council of Governments		1,987.44
87827	08/03/2022	001 GENERAL FUND	Planner - LCOG	Lane Council of Governments		3,502.91
87827	08/03/2022	001 GENERAL FUND	Build Out Scenario	Lane Council of Governments		15,165.62
87827	08/03/2022	001 GENERAL FUND	LCOG IT Support/Computer	Lane Council of Governments		3,881.25
87828	08/03/2022	005 SEWER FUND	Waste Analysis	Analytical Laboratory Group		306.00
87828	08/03/2022	004 WATER FUND	Water Analysis	Analytical Laboratory Group		102.00
87828	08/03/2022	005 SEWER FUND	Waste Analysis	Analytical Laboratory Group		306.00
87829	08/03/2022	001 GENERAL FUND	Network/Email/Backup	ArchiveSocial		2,988.00
87830	08/03/2022	001 GENERAL FUND	Office Expense	Sara Athey		49.13
87831	08/03/2022	005 SEWER FUND	Materials, Supplies	Carquest Auto Parts		87.54
87831	08/03/2022	005 SEWER FUND	Materials, Supplies	Carquest Auto Parts		29.18
87832	08/03/2022	005 SEWER FUND	Building Maintenance Supplies	Cintas Corporation		25.19
87832	08/03/2022	001 GENERAL FUND	Building Maint, Supplies	Cintas Corporation		118.84
87832	08/03/2022	001 GENERAL FUND	Restroom Supplies	Cintas Corporation		25.26
87833	08/03/2022	004 WATER FUND	Materials, Supplies	Consolidated Supply Co.		615.87
87834	08/03/2022	001 GENERAL FUND	Copier Lease/Maint.	Copytronix		49.64
87834	08/03/2022	001 GENERAL FUND	Copier Lease/Maint.	Copytronix		49.64
87834	08/03/2022	001 GENERAL FUND	Copier Lease/Maint.	Copytronix		49.64
87834	08/03/2022	001 GENERAL FUND	Copier Lease/Maint.	Copytronix		49.64
87834	08/03/2022	001 GENERAL FUND	Copier Lease/Maint.	Copytronix		49.64
87835	08/03/2022	001 GENERAL FUND	Materials and Supplies	Crown Products, LLC		49.64
87836	08/03/2022	001 GENERAL FUND	Building Permit Surcharge	DCBS Fiscal Services		333.70
						279.48

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
87837	08/03/2022	003 STREET FUND	Street Lighting	Emerald People's Utility		24.18
87838	08/03/2022	001 GENERAL FUND	Fines and Bails	Alexander M. Fenn		10.00
87839	08/03/2022	001 GENERAL FUND	Fines and Bails	Lane County Finance Department		454.29
87840	08/03/2022	003 STREET FUND	Project Engineering	Lane County Public Works		1,770.39
87841	08/03/2022	001 GENERAL FUND	Utilities	NW Natural		15.76
87841	08/03/2022	001 GENERAL FUND	Utilities	NW Natural		28.94
87842	08/03/2022	001 GENERAL FUND	Fines and Bails	Oregon Dept. of Revenue		1,496.06
87843	08/03/2022	001 GENERAL FUND	Materials and Supplies	Rexius		102.00
87844	08/03/2022	001 GENERAL FUND	Office Expense	Staples		128.70
87844	08/03/2022	001 GENERAL FUND	Office Expense	Staples		47.64
87845	08/03/2022	001 GENERAL FUND	Cellular Phone	Verizon Wireless		516.35
87845	08/03/2022	003 STREET FUND	Cellular Phone	Verizon Wireless		108.21
87845	08/03/2022	005 SEWER FUND	Cellular Phone	Verizon Wireless		108.21
87845	08/03/2022	004 WATER FUND	Cellular Phone	Verizon Wireless		108.21
87846	08/03/2022	003 STREET FUND	Materials, Supplies	Walter E. Nelson Co.		132.56
87846	08/03/2022	001 GENERAL FUND	Materials and Supplies	Walter E. Nelson Co.		132.56
87847	08/03/2022	001 GENERAL FUND	Service Contracts	Wells Fargo Financial Leasing, Inc.		22.50
87847	08/03/2022	005 SEWER FUND	Copier Lease/Maint.	Wells Fargo Financial Leasing, Inc.		45.00
87847	08/03/2022	001 GENERAL FUND	Service Contracts	Wells Fargo Financial Leasing, Inc.		22.50
87847	08/03/2022	004 WATER FUND	Copier Lease/Maint.	Wells Fargo Financial Leasing, Inc.		328.40
87847	08/03/2022	001 GENERAL FUND	Equipment Non-Capital	Wells Fargo Financial Leasing, Inc.		90.00
87848	08/10/2022	001 GENERAL FUND	Building Maint, Supplies	Ask the Bug Man Pest Management Services Inc		400.00
87848	08/10/2022	001 GENERAL FUND	Building Maint, Supplies	Ask the Bug Man Pest Management Services Inc		225.00
87849	08/10/2022	001 GENERAL FUND	Court Software	Tyler Technologies		371.25
87850	08/10/2022	001 GENERAL FUND	Building Maint, Supplies	Ask the Bug Man Pest Management Services Inc		47.00
87851	08/10/2022	005 SEWER FUND	Chemicals	Cascade Columbia Dist Co		864.57
87852	08/10/2022	004 WATER FUND	Service Contracts	CenturyLink		55.35
87853	08/10/2022	001 GENERAL FUND	Restroom Supplies	Cintas Corporation		21.57
87853	08/10/2022	005 SEWER FUND	Building Maintenance Supplies	Cintas Corporation		41.83
87853	08/10/2022	001 GENERAL FUND	Building Maint, Supplies	Cintas Corporation		41.83
87853	08/10/2022	001 GENERAL FUND	Restroom Supplies	Cintas Corporation		21.57
87854	08/10/2022	001 GENERAL FUND	Postage	EDMS		738.43
87854	08/10/2022	001 GENERAL FUND	Office Expense	EDMS		25.00
87854	08/10/2022	001 GENERAL FUND	Office Expense	EDMS		25.00
87854	08/10/2022	001 GENERAL FUND	Pump Station Power	Emerald People's Utility		2,053.08
87855	08/10/2022	004 WATER FUND	Pump Station Power	Emerald People's Utility		1,118.77
87855	08/10/2022	005 SEWER FUND	Electricity	Emerald People's Utility		3,063.34
87856	08/10/2022	005 SEWER FUND	Materials, Supplies	HD Fowler Company		27.70
87857	08/10/2022	001 GENERAL FUND	Network/Email/Backup	Hunter Communications		199.99
87857	08/10/2022	001 GENERAL FUND	Utilities	Hunter Communications		115.47
87858	08/10/2022	001 GENERAL FUND	Records Storage	Iron Mountain		366.43
87859	08/10/2022	001 GENERAL FUND	Vehicle Equipment Maintenance	Mid-Valley Tractor Co.		345.77
87860	08/10/2022	005 SEWER FUND	Materials, Supplies	Nutrien Ag Solutions		1,417.38

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
87861	08/10/2022	001 GENERAL FUND	Mbrships, Dues & Subscriptions	OGFOA		120.00
87862	08/10/2022	004 WATER FUND	Mbrships, Dues & Subscriptions	One Call Concepts, Inc.		12.60
87862	08/10/2022	005 SEWER FUND	Membership, Dues & Subscript	One Call Concepts, Inc.		12.60
87863	08/10/2022	001 GENERAL FUND	Materials and Supplies	Rexius		28.00
87864	08/10/2022	005 SEWER FUND	Tank Maintenance	Royal Flush Environmental		1,680.74
87865	08/10/2022	003 STREET FUND	Materials, Supplies	Traffic Safety Supply Co, Inc		3,674.83
87866	08/10/2022	005 SEWER FUND	Materials, Supplies	Uline		880.35
87866	08/10/2022	001 GENERAL FUND	Materials and Supplies	Uline		880.34
87866	08/10/2022	004 WATER FUND	Materials, Supplies	Uline		880.34
87867	08/10/2022	003 STREET FUND	Gasoline, Diesel Fuel	Welt & Welt, Inc		76.19
87867	08/10/2022	005 SEWER FUND	Gas, Oil, Fuel	Welt & Welt, Inc		76.19
87867	08/10/2022	001 GENERAL FUND	Gasoline, Diesel Fuel	Welt & Welt, Inc		76.19
87867	08/10/2022	004 WATER FUND	Gasoline, Diesel Fuel	Welt & Welt, Inc		76.19
87868	08/10/2022	001 GENERAL FUND	Municipal Judge	Phillip Williams		600.00
87869	08/17/2022	001 GENERAL FUND	Uniforms Expense	Sun Badge Company		110.75
87870	08/17/2022	005 SEWER FUND	Waste Analysis	Analytical Laboratory Group		306.00
87871	08/17/2022	001 GENERAL FUND	Office Expense	CenturyLink		119.16
87871	08/17/2022	004 WATER FUND	Service Contracts	CenturyLink		72.69
87872	08/17/2022	005 SEWER FUND	Building Maintenance Supplies	Cintas Corporation		74.57
87872	08/17/2022	001 GENERAL FUND	Restroom Supplies	Cintas Corporation		21.57
87872	08/17/2022	001 GENERAL FUND	Building Maint, Supplies	Cintas Corporation		21.50
87873	08/17/2022	001 GENERAL FUND	Historical Preservation Expens	Coburg Chamber of Commerce		100.00
87874	08/17/2022	005 SEWER FUND	Vehicle Maintenance	Interstate Battery System		219.67
87874	08/17/2022	004 WATER FUND	Vehicle, Equipment Maintenance	Interstate Battery System		219.67
87875	08/17/2022	001 GENERAL FUND	Vehicle Maintenance	Junction City Point S LLC		38.25
87876	08/17/2022	001 GENERAL FUND	Telephone	Lane Council of Governments		629.00
87877	08/17/2022	001 GENERAL FUND	City Prosecutor	London & Paris, LLP		264.00
87878	08/17/2022	004 WATER FUND	Office Expense	McKinley Printing Co.		273.33
87878	08/17/2022	005 SEWER FUND	Office Expense	McKinley Printing Co.		273.34
87878	08/17/2022	001 GENERAL FUND	Office Expense	McKinley Printing Co.		273.33
87879	08/17/2022	004 WATER FUND	Materials, Supplies	Mid-State Industrial Service inc		479.79
87880	08/17/2022	001 GENERAL FUND	Materials and Supplies	Pacific Power		53.30
87880	08/17/2022	003 STREET FUND	Street Lighting	Pacific Power		755.00
87880	08/17/2022	001 GENERAL FUND	Utilities	Pacific Power		855.71
87881	08/17/2022	005 SEWER FUND	Tank Maintenance	Royal Flush Environmental		10,317.00
87882	08/17/2022	005 SEWER FUND	Building Maintenance Supplies	Skip Tracer & Lads		435.00
87883	08/17/2022	001 GENERAL FUND	Office Expense	Staples		116.28
87884	08/17/2022	003 STREET FUND	Materials, Supplies	Stone Goat LLC		1,700.00
87884	08/17/2022	005 SEWER FUND	Materials, Supplies	Stone Goat LLC		1,500.00
87885	08/17/2022	001 GENERAL FUND	Audit	Umpqua Valley Financial		4,500.00
87886	08/17/2022	001 GENERAL FUND	Vehicle Maintenance	Valvoline Instant Oil Change		90.93
87887	08/25/2022	001 GENERAL FUND	Legal	Lane Council of Governments		2,018.98
87888	08/25/2022	001 GENERAL FUND	Supplemental Insurance Payable	AFLAC		612.74

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
87889	08/25/2022	005 SEWER FUND	Waste Analysis	Analytical Laboratory Group		306.00
87890	08/25/2022	001 GENERAL FUND	Building Maint, Supplies	Ask the Bug Man Pest Management Services Inc		47.00
87891	08/25/2022	004 WATER FUND	Capital Outlay - Product. Well	Branch Engineering		1,576.40
87891	08/25/2022	003 STREET FUND	Street Maintenance	Branch Engineering		218.75
87891	08/25/2022	003 STREET FUND	Collector Street Project	Branch Engineering		187.50
87891	08/25/2022	003 STREET FUND	Reconstruction - McKenzie St	Branch Engineering		7,087.50
87891	08/25/2022	004 WATER FUND	Cap Outlay Water Infrastructure	Branch Engineering		990.00
87891	08/25/2022	004 WATER FUND	Cap Outlay Water Infrastructure	Branch Engineering		3,364.50
87891	08/25/2022	003 STREET FUND	Reconstruction - Roberts Road	Branch Engineering		7,651.33
87891	08/25/2022	004 WATER FUND	Cap Outlay Water Infrastructure	Branch Engineering		531.25
87891	08/25/2022	004 WATER FUND	Cap Outlay Water Infrastructure	Branch Engineering		10,593.75
87891	08/25/2022	004 WATER FUND	Cap Outl Reservoir Development	Branch Engineering		44,450.47
87892	08/25/2022	004 WATER FUND	Service Contracts	CenturyLink		276.23
87893	08/25/2022	001 GENERAL FUND	Restroom Supplies	Cintas Corporation		21.57
87894	08/25/2022	004 WATER FUND	Materials, Supplies	Consolidated Supply Co.		389.16
87895	08/25/2022	001 GENERAL FUND	Office Expense	DocuTRAK Imaging, Inc.		32.00
87895	08/25/2022	001 GENERAL FUND	Office Expense	DocuTRAK Imaging, Inc.		32.00
87896	08/25/2022	001 GENERAL FUND	Power Consumption	Emerald People's Utility		34.70
87897	08/25/2022	004 WATER FUND	Cap Outlay Water Infrastructure	Tony Favreau		2,500.00
87898	08/25/2022	005 SEWER FUND	Building Maintenance Supplies	Home Depot Credit Services		41.36
87898	08/25/2022	004 WATER FUND	Building Maintenance, Supplies	Home Depot Credit Services		41.36
87898	08/25/2022	003 STREET FUND	Materials, Supplies	Home Depot Credit Services		95.88
87898	08/25/2022	005 SEWER FUND	Building Maintenance Supplies	Home Depot Credit Services		95.88
87898	08/25/2022	005 SEWER FUND	Materials, Supplies	Home Depot Credit Services		-87.54
87898	08/25/2022	005 SEWER FUND	Building Maintenance Supplies	Home Depot Credit Services		-29.99
87898	08/25/2022	001 GENERAL FUND	Building Maintenance	Home Depot Credit Services		-29.99
87898	08/25/2022	005 SEWER FUND	Building Maintenance Supplies	Home Depot Credit Services		72.31
87898	08/25/2022	005 SEWER FUND	Materials, Supplies	Home Depot Credit Services		13.98
87898	08/25/2022	001 GENERAL FUND	Materials and Supplies	Home Depot Credit Services		108.16
87898	08/25/2022	001 GENERAL FUND	Materials and Supplies	Home Depot Credit Services		358.77
87898	08/25/2022	003 STREET FUND	Materials, Supplies	Home Depot Credit Services		96.80
87898	08/25/2022	005 SEWER FUND	Materials, Supplies	Home Depot Credit Services		96.80
87898	08/25/2022	001 GENERAL FUND	Materials and Supplies	Home Depot Credit Services		96.79
87898	08/25/2022	004 WATER FUND	Materials, Supplies	Home Depot Credit Services		96.80
87899	08/25/2022	004 WATER FUND	Vehicle, Equipment Maintenance	Charles & Lisa Kimball	57.14	0.00
87900	08/25/2022	001 GENERAL FUND	Landscape Contract Services	Reese Landscapes, Inc.		525.00
87901	08/25/2022	005 SEWER FUND	Tank Maintenance	Royal Flush Environmental		1,197.00
87902	08/25/2022	005 SEWER FUND	Lab Supplies	Sierra Springs		46.93
87902	08/25/2022	001 GENERAL FUND	Bathroom and Kitchen Supplies	Sierra Springs		39.55
87903	08/25/2022	001 GENERAL FUND	Office Expense	Staples		81.94
87904	08/25/2022	005 SEWER FUND	Lab Supplies	USA Blue Book		575.16
87905	08/25/2022	001 GENERAL FUND	401K Payable	Voya-Oregon Savings Growth Plan		200.00
87906	08/25/2022	001 GENERAL FUND	Gasoline, Diesel Fuel	Welt & Welt, Inc		654.88

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
87906	08/25/2022	003 STREET FUND	Gasoline, Diesel Fuel	Welt & Welt, Inc		319.31
87906	08/25/2022	005 SEWER FUND	Gas, Oil, Fuel	Welt & Welt, Inc		319.32
87906	08/25/2022	001 GENERAL FUND	Gasoline, Diesel Fuel	Welt & Welt, Inc		319.31
87906	08/25/2022	004 WATER FUND	Gasoline, Diesel Fuel	Welt & Welt, Inc		319.31
87907	08/25/2022	003 STREET FUND	Reconstruction - Roberts Road	Wildish Construction		441,096.66
87908	08/25/2022	001 GENERAL FUND	Historical Preservation Expens	Willamette Window Restoration LLC		650.00
87909	09/07/2022	001 GENERAL FUND	Dispatch Contract	Lane County Sheriff's Office		16,222.50
87910	09/07/2022	004 WATER FUND	Water Analysis	Analytical Laboratory Group		204.00
87910	09/07/2022	005 SEWER FUND	Waste Analysis	Analytical Laboratory Group		306.00
87910	09/07/2022	005 SEWER FUND	Waste Analysis	Analytical Laboratory Group		306.00
87910	09/07/2022	004 WATER FUND	Water Analysis	Analytical Laboratory Group		96.00
87910	09/07/2022	004 WATER FUND	Water Analysis	Analytical Laboratory Group		96.00
87911	09/07/2022	001 GENERAL FUND	Vehicle Maintenance	Batteries Plus		149.35
87911	09/07/2022	001 GENERAL FUND	Vehicle Maintenance	Batteries Plus		15.36
87912	09/07/2022	001 GENERAL FUND	Professional Services	Branch Engineering		458.75
87912	09/07/2022	003 STREET FUND	Professional Services	Branch Engineering		750.00
87912	09/07/2022	001 GENERAL FUND	Professional Serv	Branch Engineering		218.75
87913	09/07/2022	003 STREET FUND	Vehicle, Equipment Maintenance	Carquest Auto Parts		203.16
87914	09/07/2022	001 GENERAL FUND	Restroom Supplies	Cintas Corporation		21.57
87914	09/07/2022	001 GENERAL FUND	Materials and Supplies	Cintas Corporation		140.04
87914	09/07/2022	001 GENERAL FUND	Building Maint, Supplies	Cintas Corporation		21.50
87915	09/07/2022	001 GENERAL FUND	Building Permit Surcharge	DCBS Fiscal Services		764.04
87916	09/07/2022	004 WATER FUND	Pump Station Power	Emerald People's Utility		24.18
87917	09/07/2022	001 GENERAL FUND	Network/Email/Backup	Hunter Communications		199.99
87917	09/07/2022	001 GENERAL FUND	Utilities	Hunter Communications		115.47
87918	09/07/2022	001 GENERAL FUND	Records Storage	Iron Mountain		852.50
87919	09/07/2022	001 GENERAL FUND	Vehicle Maintenance	Junction City Point S LLC		639.53
87920	09/07/2022	004 WATER FUND	Vehicle, Equipment Maintenance	Kimball Midwest		57.14
87921	09/07/2022	001 GENERAL FUND	Legal	Lane Council of Governments		2,819.57
87922	09/07/2022	001 GENERAL FUND	Dispatch Contract	Lane County Sheriff's Office		16,709.18
87923	09/07/2022	001 GENERAL FUND	Building Maint, Supplies	Locksmith Eugene Oregon		415.00
87924	09/07/2022	001 GENERAL FUND	Utilities	NW Natural		15.76
87924	09/07/2022	001 GENERAL FUND	Utilities	NW Natural		28.94
87925	09/07/2022	005 SEWER FUND	Service Contracts	One Call Concepts, Inc.		27.00
87925	09/07/2022	004 WATER FUND	Service Contracts	One Call Concepts, Inc.		27.00
87926	09/07/2022	005 SEWER FUND	License and Certifications	Oregon DEQ Business Office		240.00
87927	09/07/2022	003 STREET FUND	Vehicle, Equipment Maintenance	Pacific Power Group LLC		410.51
87928	09/07/2022	001 GENERAL FUND	Springbrook Computer Expense	SpringBrook Software, Inc		20,949.19
87929	09/07/2022	001 GENERAL FUND	Office Expense	Staples		78.19
87929	09/07/2022	001 GENERAL FUND	Office Expense	Staples		155.68
87930	09/07/2022	001 GENERAL FUND	Network/Email/Backup	Tangent		645.36
87931	09/07/2022	005 SEWER FUND	Equipment Maintenance - Plant	The Automation Group, Inc.		300.00
87932	09/07/2022	001 GENERAL FUND	Public Meeting Expense	The Country Inn		1,200.00

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
87933	09/07/2022	001 GENERAL FUND	Vehicle Maintenance	The Wash on Coburg		75.00
87933	09/07/2022	001 GENERAL FUND	Vehicle Maintenance	The Wash on Coburg		97.50
87934	09/07/2022	001 GENERAL FUND	Cellular Phone	Verizon Wireless		516.35
87934	09/07/2022	003 STREET FUND	Cellular Phone	Verizon Wireless		108.83
87934	09/07/2022	005 SEWER FUND	Cellular Phone	Verizon Wireless		108.83
87934	09/07/2022	004 WATER FUND	Cellular Phone	Verizon Wireless		108.83
87935	09/07/2022	005 SEWER FUND	Service Contracts	Wells Fargo Financial Leasing, Inc.		22.50
87935	09/07/2022	001 GENERAL FUND	Copier Lease/Maint.	Wells Fargo Financial Leasing, Inc.		45.00
87935	09/07/2022	004 WATER FUND	Service Contracts	Wells Fargo Financial Leasing, Inc.		22.50
87935	09/07/2022	001 GENERAL FUND	Copier Lease/Maint.	Wells Fargo Financial Leasing, Inc.		328.40
87935	09/07/2022	001 GENERAL FUND	Equipment Non-Capital	Wells Fargo Financial Leasing, Inc.		90.00
87936	09/07/2022	001 GENERAL FUND	Gasoline, Diesel Fuel	Welt & Welt, Inc		966.55
87936	09/07/2022	003 STREET FUND	Gasoline, Diesel Fuel	Welt & Welt, Inc		334.74
87936	09/07/2022	005 SEWER FUND	Gas, Oil, Fuel	Welt & Welt, Inc		334.74
87936	09/07/2022	001 GENERAL FUND	Gasoline, Diesel Fuel	Welt & Welt, Inc		334.74
87936	09/07/2022	004 WATER FUND	Gasoline, Diesel Fuel	Welt & Welt, Inc		334.74
87938	09/20/2022	001 GENERAL FUND	Accrued Payroll	Tim Gaines		7,496.54
87939	09/20/2022	001 GENERAL FUND	Accrued Payroll	Tim Gaines		2,569.48
87940	09/22/2022	005 SEWER FUND	Waste Analysis	Tim Gaines		306.00
87940	09/22/2022	004 WATER FUND	Water Analysis	Analytical Laboratory Group		620.00
87941	09/22/2022	004 WATER FUND	Professional Services	Analytical Laboratory Group		657.50
87941	09/22/2022	001 GENERAL FUND	City Attorney	Branch Engineering		625.00
87941	09/22/2022	004 WATER FUND	Cap Outl Reservior Development	Branch Engineering		9,301.62
87941	09/22/2022	003 STREET FUND	Reconstruction - Roberts Road	Branch Engineering		1,135.64
87941	09/22/2022	001 GENERAL FUND	Professional Services	Branch Engineering		585.25
87941	09/22/2022	004 WATER FUND	Cap Outlay Water Infrastructur	Branch Engineering		8,481.91
87941	09/22/2022	004 WATER FUND	Cap Outlay Water Infrastructur	Branch Engineering		125.00
87941	09/22/2022	003 STREET FUND	Reconstruction - Mckenzie St	Branch Engineering		5,210.00
87941	09/22/2022	003 STREET FUND	Building Maintenance	Branch Engineering		531.25
87941	09/22/2022	003 STREET FUND	Street Maintenance	Branch Engineering		625.00
87941	09/22/2022	004 WATER FUND	Capital Outlay - Product. Well	Branch Engineering		187.50
87942	09/22/2022	003 STREET FUND	Reconstruction - Mckenzie St	Branch Engineering		360.60
87942	09/22/2022	004 WATER FUND	Cap Outlay Water Infrastructur	Bureau of Labor & Industries		250.00
87942	09/22/2022	003 STREET FUND	Reconstruction - Roberts Road	Bureau of Labor & Industries		379.04
87943	09/22/2022	001 GENERAL FUND	Office Expense	CenturyLink		119.10
87943	09/22/2022	004 WATER FUND	Service Contracts	CenturyLink		72.51
87943	09/22/2022	004 WATER FUND	Service Contracts	CenturyLink		55.35
87944	09/22/2022	005 SEWER FUND	Building Maintenance Supplies	Cintas Corporation		41.83
87944	09/22/2022	001 GENERAL FUND	Building Maint, Supplies	Cintas Corporation		41.83
87944	09/22/2022	001 GENERAL FUND	Restroom Supplies	Cintas Corporation		21.57
87944	09/22/2022	005 SEWER FUND	Building Maintenance Supplies	Cintas Corporation		74.57
87944	09/22/2022	001 GENERAL FUND	Restroom Supplies	Cintas Corporation		21.57
87944	09/22/2022	001 GENERAL FUND	Building Maint, Supplies	Cintas Corporation		21.50

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
87944	09/22/2022	001 GENERAL FUND	Building Maint, Supplies	Cintas Corporation		41.83
87944	09/22/2022	001 GENERAL FUND	Restroom Supplies	Cintas Corporation		21.57
87945	09/22/2022	001 GENERAL FUND	Copier Lease/Maint.	Copytronix		49.64
87945	09/22/2022	001 GENERAL FUND	Copier Lease/Maint.	Copytronix		49.64
87945	09/22/2022	001 GENERAL FUND	Copier Lease/Maint.	Copytronix		49.64
87946	09/22/2022	001 GENERAL FUND	Postage	EDMS		779.68
87946	09/22/2022	001 GENERAL FUND	Office Expense	EDMS		30.00
87946	09/22/2022	001 GENERAL FUND	Office Expense	EDMS		30.00
87946	09/22/2022	001 GENERAL FUND	Postage	EDMS		149.56
87946	09/22/2022	001 GENERAL FUND	Prom. of City/Tourism/Market	EDMS		1,077.64
87947	09/22/2022	004 WATER FUND	Pump Station Power	Emerald People's Utility		2,119.27
87947	09/22/2022	004 WATER FUND	Pump Station Power	Emerald People's Utility		988.88
87947	09/22/2022	005 SEWER FUND	Electricity	Emerald People's Utility		2,949.78
87948	09/22/2022	001 GENERAL FUND	Professional Services	Gatehouse Media- Eugene Advertising		100.90
87948	09/22/2022	001 GENERAL FUND	Advertising, Legal Notices	Gatehouse Media- Eugene Advertising		208.30
87949	09/22/2022	001 GENERAL FUND	Mbrships, Dues & Subscriptions	Government Ethics Commission		548.82
87950	09/22/2022	001 GENERAL FUND	Telephone	Lane Council of Governments		629.00
87950	09/22/2022	001 GENERAL FUND	Legal	Lane Council of Governments		1,049.92
87951	09/22/2022	001 GENERAL FUND	Fines and Bails	Lane County Finance Department		380.13
87952	09/22/2022	005 SEWER FUND	LID Assessment Revenue	Mark Swanson		613.68
87953	09/22/2022	004 WATER FUND	Office Expense	McKinley Printing Co.		627.50
87953	09/22/2022	005 SEWER FUND	Office Expense	McKinley Printing Co.		627.50
87954	09/22/2022	001 GENERAL FUND	Vehicle Equipment Maintenance	Mid-Valley Tractor Co.		143.80
87955	09/22/2022	001 GENERAL FUND	Fines and Bails	Oregon Dept. of Revenue		1,274.64
87956	09/22/2022	005 SEWER FUND	Equipment Maintenance - Plant	Overhead Door		299.58
87957	09/22/2022	001 GENERAL FUND	Materials and Supplies	Pacific Power		18.40
87957	09/22/2022	003 STREET FUND	Street Lighting	Pacific Power		780.76
87957	09/22/2022	001 GENERAL FUND	Utilities	Pacific Power		750.05
87958	09/22/2022	003 STREET FUND	Materials, Supplies	Rexius		17.50
87958	09/22/2022	001 GENERAL FUND	Materials and Supplies	Rexius		17.50
87959	09/22/2022	005 SEWER FUND	Tank Maintenance	Royal Flush Environmental		1,121.00
87960	09/22/2022	005 SEWER FUND	Cellular Phone	SPOK, INC.		58.14
87960	09/22/2022	005 SEWER FUND	Cellular Phone	SPOK, INC.		59.01
87960	09/22/2022	005 SEWER FUND	Cellular Phone	SPOK, INC.		61.59
87961	09/22/2022	001 GENERAL FUND	Office Expense	Staples		155.68
87962	09/22/2022	001 GENERAL FUND	Bail Refunds	Stevenson Hunter		45.00
87963	09/22/2022	001 GENERAL FUND	Court Software	Tyler Technologies		453.75
87964	09/22/2022	001 GENERAL FUND	Audit	Umpqua Valley Financial		4,000.00
87965	09/22/2022	001 GENERAL FUND	Municipal Judge	Phillip Williams		750.00
87966	09/27/2022	001 GENERAL FUND	Professional Services	Cascade Title		4,558.87
87967	09/27/2022	001 GENERAL FUND	Accrued Payroll	Tim Gaines		819.74
87968	09/28/2022	001 GENERAL FUND	Supplemental Insurance Payable	AFLAC		612.74
87969	09/28/2022	005 SEWER FUND	Waste Analysis	Analytical Laboratory Group		306.00

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
87969	09/28/2022	005 SEWER FUND	Waste Analysis	Analytical Laboratory Group		612.00
87970	09/28/2022	001 GENERAL FUND	Office Expense	Ask the Bug Man Pest Management Services Inc		47.00
87971	09/28/2022	003 STREET FUND	Vehicle, Equipment Maintenance	Carquest Auto Parts		64.32
87972	09/28/2022	005 SEWER FUND	Service Contracts	CenturyLink		276.23
87973	09/28/2022	001 GENERAL FUND	Restroom Supplies	Cintas Corporation		25.26
87973	09/28/2022	001 GENERAL FUND	Building Maint, Supplies	Cintas Corporation		118.84
87973	09/28/2022	005 SEWER FUND	Building Maintenance Supplies	Cintas Corporation		25.19
87974	09/28/2022	001 GENERAL FUND	Capital Const. Coburg Loop 4	City of Eugene	873.66	0.00
87974	09/28/2022	001 GENERAL FUND	Capital Const. Coburg Loop 4	City of Eugene	267.72	0.00
87974	09/28/2022	001 GENERAL FUND	Capital Const. Coburg Loop 4	City of Eugene	5,280.54	0.00
87975	09/28/2022	001 GENERAL FUND	Office Expense	DocuTRAK Imaging, Inc.		32.00
87976	09/28/2022	001 GENERAL FUND	Professional Serv	FCS Group		236.25
87977	09/28/2022	005 SEWER FUND	Materials, Supplies	HD Fowler Company		27.86
87978	09/28/2022	005 SEWER FUND	Tools & Equipment	Home Depot Credit Services		469.55
87978	09/28/2022	005 SEWER FUND	Materials, Supplies	Home Depot Credit Services		297.62
87978	09/28/2022	001 GENERAL FUND	Materials and Supplies	Home Depot Credit Services		19.97
87978	09/28/2022	003 STREET FUND	Tools & Equipment	Home Depot Credit Services		469.58
87978	09/28/2022	004 WATER FUND	Materials, Supplies	Home Depot Credit Services		22.05
87978	09/28/2022	004 WATER FUND	Tools & Equipment	Home Depot Credit Services		469.58
87978	09/28/2022	005 SEWER FUND	Building Maintenance Supplies	Home Depot Credit Services		272.35
87978	09/28/2022	001 GENERAL FUND	Tools & Equipment	Home Depot Credit Services		469.58
87978	09/28/2022	001 GENERAL FUND	Building Maintenance	Home Depot Credit Services		115.08
87979	09/28/2022	001 GENERAL FUND	City Prosecutor	London & Paris, LLP		4,390.79
87980	09/28/2022	001 GENERAL FUND	Equipment Non-Capital	Med-Tech Resource LLC		118.00
87981	09/28/2022	001 GENERAL FUND	Vehicle Equipment Maintenance	Mid-Valley Tractor Co.		10.50
87982	09/28/2022	001 GENERAL FUND	Travel, Education, Training	National Council for Mental Wellbeing		284.25
87983	09/28/2022	005 SEWER FUND	Materials, Supplies	Riverbend Materials		224.39
87983	09/28/2022	004 WATER FUND	Materials, Supplies	Riverbend Materials		224.39
87984	09/28/2022	005 SEWER FUND	Tank Maintenance	Royal Flush Environmental		1,941.00
87985	09/28/2022	001 GENERAL FUND	Office Expense	Staples		55.98
87985	09/28/2022	001 GENERAL FUND	Office Expense	Staples		58.38
87985	09/28/2022	001 GENERAL FUND	Office Expense	Staples		330.98
87986	09/28/2022	001 GENERAL FUND	Network/Email/Backup	Tangent		537.00
87987	09/28/2022	001 GENERAL FUND	Gasoline, Diesel Fuel	Walt & Walt, Inc		742.98
87987	09/28/2022	003 STREET FUND	Gasoline, Diesel Fuel	Walt & Walt, Inc		220.82
87987	09/28/2022	005 SEWER FUND	Gas, Oil, Fuel	Walt & Walt, Inc		220.82
87987	09/28/2022	001 GENERAL FUND	Gasoline, Diesel Fuel	Walt & Walt, Inc		220.81
87987	09/28/2022	004 WATER FUND	Gasoline, Diesel Fuel	Walt & Walt, Inc		220.82
87988	09/28/2022	005 SEWER FUND	Materials, Supplies	Willamette Graystone, Inc		104.00

Report Total:

1,391,807.70





**Account Statement**  
For the Month Ending **September 30, 2022**

**Consolidated Summary Statement**

**COBURG CITY OF**

**Portfolio Summary**

<b>Portfolio Holdings</b>	<b>Dividends</b>	<b>Closing Balance</b>	<b>Current Yield</b>
Oregon LGIP	5,409.68	3,582,173.45	1.90 %
<b>Total</b>	<b>\$5,409.68</b>	<b>\$3,582,173.45</b>	

**Investment Allocation**

<b>Investment Type</b>	<b>Closing Balance</b>	<b>Percent</b>
Local Government Investment Pool	3,582,173.45	100.00
<b>Total</b>	<b>\$3,582,173.45</b>	<b>100.00%</b>



**Account Statement**  
For the Month Ending September 30, 2022

**Consolidated Summary Statement**

**COBURG CITY OF**

Account Number	Account Name	Opening Balance	Purchases	Redemptions	Closing Balance	Dividends
	COBURG CITY OF / SDC	1,470,588.13	2,226.03	0.00	1,472,814.16	2,226.03
	COBURG CITY OF / GENERAL FUND SAVINGS	272,468.14	412.43	0.00	272,880.57	412.43
	COBURG CITY OF / URBAN RENEWAL DISTRICT	33,584.05	1,560.72	0.00	35,144.77	52.09
	COBURG CITY OF / GENERAL	1,793,703.64	7,630.46	(0.15)	1,801,333.95	2,719.13
<b>Total</b>		<b>\$3,570,343.96</b>	<b>\$11,829.64</b>	<b>(\$0.15)</b>	<b>\$3,582,173.45</b>	<b>\$5,409.68</b>



# Account Statement - Transaction Summary

For the Month Ending September 30, 2022

COBURG CITY OF - COBURG CITY OF / SDC -

## Oregon LGIP

Opening Balance	1,470,588.13
Purchases	2,226.03
Redemptions	0.00

<b>Closing Balance</b>	<b>\$1,472,814.16</b>
Dividends	2,226.03

## Asset Summary

	September 30, 2022	August 31, 2022
Oregon LGIP	1,472,814.16	1,470,588.13
<b>Total</b>	<b>\$1,472,814.16</b>	<b>\$1,470,588.13</b>



**Account Statement**

For the Month Ending **September 30, 2022**

**COBURG CITY OF - COBURG CITY OF / SDG -**

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
<b>Oregon LGIP</b>					
<b>Opening Balance</b>					<b>1,470,588.13</b>
09/30/22	10/03/22	Accrual Income Div Reinvestment - Distributions	1.00	2,226.03	1,472,814.16

**Closing Balance 1,472,814.16**

	Month of September	Fiscal YTD July-September	Closing Balance	Average Monthly Balance	Monthly Distribution Yield
<b>Opening Balance</b>	1,470,588.13	1,467,067.09	1,472,814.16	1,470,662.33	1.84%
<b>Purchases</b>	2,226.03	5,747.07			
<b>Redemptions</b>	0.00	0.00			

**Closing Balance 1,472,814.16**

**Dividends 2,226.03 5,747.07**



### Account Statement - Transaction Summary

For the Month Ending September 30, 2022

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

Oregon LGIP	
Opening Balance	272,468.14
Purchases	412.43
Redemptions	0.00
<b>Closing Balance</b>	<b>\$272,880.57</b>
Dividends	412.43

Asset Summary		
Oregon LGIP	September 30, 2022	August 31, 2022
	272,880.57	272,468.14
<b>Total</b>	<b>\$272,880.57</b>	<b>\$272,468.14</b>



**Account Statement**

For the Month Ending **September 30, 2022**

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

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
<b>Oregon LGIP</b>					
<b>Opening Balance</b>					<b>272,468.14</b>
09/30/22	10/03/22	Accrual Income Div Reinvestment - Distributions	1.00	412.43	272,880.57
<b>Closing Balance</b>					<b>272,880.57</b>

	Month of September	Fiscal YTD July-September
<b>Opening Balance</b>	272,468.14	271,815.77
<b>Purchases</b>	412.43	1,064.80
<b>Redemptions</b>	0.00	0.00
<b>Closing Balance</b>	<b>272,880.57</b>	<b>272,880.57</b>

<b>Dividends</b>	412.43	1,064.80
<b>Closing Balance</b>	<b>272,880.57</b>	<b>272,880.57</b>
<b>Average Monthly Balance</b>	272,481.89	
<b>Monthly Distribution Yield</b>	1.84%	



# Account Statement - Transaction Summary

For the Month Ending September 30, 2022

## COBURG CITY OF - COBURG CITY OF / GENERAL -

Oregon LGIP	
Opening Balance	1,793,703.64
Purchases	7,630.46
Redemptions	(0.15)

Asset Summary		
	September 30, 2022	August 31, 2022
Oregon LGIP	1,801,333.95	1,793,703.64
<b>Total</b>	<b>\$1,801,333.95</b>	<b>\$1,793,703.64</b>

<b>Closing Balance</b>	<b>\$1,801,333.95</b>
Dividends	2,719.13



**Account Statement**

For the Month Ending **September 30, 2022**

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

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
<b>Oregon LGIP</b>					
<b>Opening Balance</b>					<b>1,793,703.64</b>
09/01/22	09/01/22	LGIP Fees - ACH Redemption (1 @ \$0.05 - From 5969) - August 2022	1.00	(0.05)	1,793,703.59
09/01/22	09/01/22	LGIP Fees - Received ACH (1 @ \$0.10 - From 5969) - August 2022	1.00	(0.10)	1,793,703.49
09/15/22	09/15/22	Lane County - Tax Seg for August 01-31-2022	1.00	3,172.71	1,796,876.20
09/16/22	09/16/22	ODOT - ODOT PYMNT	1.00	1,738.62	1,798,614.82
09/30/22	10/03/22	Accrual Income Div Reinvestment - Distributions	1.00	2,719.13	1,801,333.95

**Closing Balance 1,801,333.95**

	Month of September	Fiscal YTD July-September	
<b>Opening Balance</b>	1,793,703.64	1,604,497.51	<b>Closing Balance</b>
<b>Purchases</b>	7,630.46	436,836.79	<b>Average Monthly Balance</b>
<b>Redemptions</b>	(0.15)	(240,000.35)	<b>Monthly Distribution Yield</b>
			1.84%

**Closing Balance 1,801,333.95**  
**Dividends 2,719.13 7,069.66**



# COBURG CITY COUNCIL MONTHLY REPORTS




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## TOPIC: City Administration Report

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Meeting Date: November 8, 2022  
 Staff Contact: Anne Heath, City Administrator  
 Contact: 541-682-7871, [anne.heath@ci.coburg.or.us](mailto:anne.heath@ci.coburg.or.us)

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

### GENERAL ADMINISTRATION

#### **Dedication of the Council Chambers to Mayor Ray Smith**

The dedication of the Council Chamber will take place on December 13, 2022 at 6:00 p.m. An open house/reception will held between 5:00 and 6:00 p.m. This will also be a time to honor our Councilors who will be stepping down from their seats on December 31, 2022.

#### **Water Project**

- The well field construction will go to informal bid soon. This is for the construction of the road and the perimeter of an approximate 220 x 220 feet around the well site. The drilling of the well will go out for RFP in the early new year.
- Water Rights have successfully transferred to new well property. Comment period has passed. We are in the final closing of the water rights portion of the project.
- Thomas Street Intertie is has been completed and waiting the final walk through with the Public Works team
- Coleman Street Waterline Intertie bid closed on November 1. The Contract for this project will be in the red folder on November 8. While the City anticipated aligning this work with the Collector Street Project, this will not be possible. Therefore the project will be finished with a 3 inch overlay trench patch which should last until the construction project in 2025.
- Reservoir Feasibility Study is projected to be completed in November and will be presented to the City Council in January, 2023.

#### **Street Projects**

- **McKenzie Street Rebuild** – Paving is scheduled for week ending November 4<sup>th</sup>. The project is expected to be fully completed by November 10<sup>th</sup>. The Historic Tree on the north east side of McKenzie has been saved. Pavers will continue the sidewalk past the tree.
- **Roberts Road** – Completed

- **Roberts Court** – Completed, waiting final walk through with the Public Works team.
- **Collector Streets** – Under Design. Timing for construction has been pushed out due to a lack of certified agencies that can manage the project on behalf of Coburg. The project will push to design in 2024, and construction in 2025 with the agreement that Lane County is tentatively agreeing to manage the project. An IGA with Lane County will be pursued in the spring of 2023 for this project.
- **Macy, Harrison & North Willamette Street Design** – City Engineers are completing a couple designs for the public and Council to consider. It is anticipated that these designs will be done in late December. An open house for the public will be held in January to view and comment on the designs. Public Comments will be provide to the City Council with the presentation of the final design in February.
- **I-5 Interchange** – City staff prepared and sent information to contractor who is preparing a prototype grant application to be used as funding for the interchange becomes available. Next step will be the review of this document upon completion. This portion of the project is being paid for with earmark funds left from the preliminary design funding for the bridge project.

#### Park Projects

- **Coburg Loop** – Industrial Way – This project has been delayed due to shortage of funding. More funding has been obtained. However, will not be available until 2024. City of Eugene is the Certified Agency for this project and is managing it. They have also agreed to manage the maintenance of Coburg Industrial Way at the same time.
- **Pavilion Park Planning** – A timeline for the park design completion has been presented to the Park & Tree Committee. It is anticipated that construction would begin in the fall of 2023 or spring of 2024.

**Finance Department Staffing** - The City is posting an Accountant position to join our finance department. The posting will close to November 4 with interviews taking place in mid-November. If unsatisfactory pool of applicants is received the position will be reposted.

**1973 Water Bond** – The Council received a correspondence from Attorney Eileen McGuire representing the owner of the 1973 Water Bond and asking for payment. The Council was appraised of this several months ago. This was \$5,000 bond that remained on the City books for many years. The auditor and Kathy Taylor made the recommendation that the City removed it several years ago because we had no idea who owned it and had no information on it. We did receive a question about it earlier in the year and were able to research it with information provided. Staff concluded that the bond was legitimate and should be honored. Staff has provided the attorney with the request letter and documents for review prior to bringing it to the Council for approval. It is anticipated that this will be in the Red Folder on November 8<sup>th</sup>.

**Upcoming Meetings**

- 11/9/2022 Heritage Committee
- 11/15/2022 Park Tree Committee
- 11/16/2022 Planning Commission
- 11/29/2022 Finance Audit Committee

**DEPARTMENTS AND OPERATIONS**

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

**City Recorder**

- September 14<sup>th</sup> to October 11<sup>th</sup> managed seven Public Meetings. All Public meeting are noticed, electronic and paper retention completed, minutes drafted, signed and recorded.
- Completed four lien searches.
- Recruitment notice posted for police reserve and accounting position.
- Continue to working with Coburg Creek Subdivision to complete 26 sewer easements executed and recorded for the new construction
- As Council President, Nancy Bell will perform the functions as Mayor in the interim. She will no longer have a vote as Councilor or count towards a quorum until a Mayor is elected or a Mayor pro-tem is appointed. (1992 Coburg Charter SECTION 19.)
- **VOTE!!!!** Ballots are out and official drop sites will are open! City of Coburg has Mayor, three council positions and two measures on the ballot.

1. **Measure 20-336** 2022 Coburg Charter
2. **Measure 20-337** A temporary Ban on Psilocybin Service Centers and Manufacturing Products
3. **City Candidates for the 2022**
  - Office of City Councilor | 4 Year Term | Vote for three
    - John G. Lehmann
    - Alan Wells
    - Cathy Engebretson
  - Office of Mayor | 2 Year Term | Vote for 1
    - **NO CADIDATES FILED**

**The Ballot says:**

City of Coburg – Mayor  
 Vote for One  
 No Candidate Filed

\_\_\_\_\_ Write in

The next steps

- Lane County will tally the write-in votes and submit to the City by 12/16.
- We will make sure that the candidate meets requirements to be serve as a qualified elector.
- If qualifications are met they will be notified on by 12/17 and have 2 days to complete and return the “Write-In Acceptance” Form.
- If they don’t qualify or accept by deadline. The Mayors position becomes vacant and the recruitment process would start.

### **Administration Front Desk**

- Assisting the City Administrator with daily finance tasks during until position is filled.
- Meeting minutes and agendas for City Council, Planning Commission and other committees have a permanent retention requirement with the State of Oregon. We are working on getting the historical documents scanned into the systems. Once the documents are electronic, the paper originals will be sent to Iron Mountain for permeant retention. We are currently working on 1960 and 1970.

### **Utility Billing**

- August Utility bills cover 9/14 to 10/10
  - Billed Water \$87,285 | Sewer \$70,000 | TUF \$12,400
  - Cash Receipts or Payments Received \$173,280
  - Past dues charged 84
  - 2 Active payment plans
  - 5 change in service
  - Created 1 new construction account

### **Finance**

- Finance report for the first quarter of fiscal year 2022 will be presented to the Council at their November 8, 2022 meeting. Written financial report contained under a different tab.

### **Planning – Prepared by Megan Winner**

- SR 01-22 & CUP 01-22: Application for site review and conditional use permit for restaurant and brewery at 91032 S Willamette (old Primrose Lane Antique) in review, additional information on wastewater pretreatment and other details received;
- SR 02-22: Building permit issued for utilities and grading for industrial park at 90950 Roberts Rd. Structural permit for buildings under review;
- SUB 02-20: Construction continues. Permit for one new single family dwelling issued in October;
- MA 01-22: Official Zoning Map and Comprehensive Plan Map are being amended to reflect new downtown overlay that was adopted by Council on September 27 and to

remove a strip of Park, Recreation and Open Space zoning designation that was mistakenly left on three lots near City Hall. Planning Commission will hold public hearing on November 16<sup>th</sup> and make a recommendation to City Council for their December 13 hearing;

- SUB 01-22: Application received for a 15 lot residential subdivision, phase two of the Coburg Creek Subdivision. Application is currently being reviewed for completeness and agency referral has been sent;
- SR 04-22: Application for food truck plaza submitted;
- 13 Structural/Plumbing/Mechanical/Electrical Permits issued in September;
- Attended regional transportation meetings including Transportation Planning Committee, Safe Lane Coalition, Transportation Options Advisory Committee and Technical Advisory Sub-Committee (of MPC).

### **Main Streets and Economic Development – Prepared by Tracey Pugh**

- Attended Oregon Main Street Conference in Klamath Falls
- Coordinated Scarecrow Festival/Mill Street Block Party
- Working on November/December Our Town newsletter
- Coordinated/attended monthly meeting with Main Street Executive Committee
- Coordinated/attended monthly Coburg Main Street Committee meeting
- Planning events for Christmas in Coburg on December 10
- Working with Sherry DeLeon with Sequoia Consulting about grants
- Met with SignWorks regarding ideas for Wayfinding Signage
- Participating in weekly Oregon Main Street zoom meetings

### **Public Works – Prepared by Brian Harmon**

#### **Streets and ROW.**

- **Street**
  - **Projects**
    - Roberts Ct Project
      - Roberts Ct has been completed
    - E McKenzie St Project.
      - Still in construction but much progress has been made.
    - TMDL Updates

#### **Water Utility**

- **New Service**
  - 1 new meter
- **Projects**
  -
- **Sewer Utility**
  - **Collections**
    - New Sites

- 3
  - **Inspections**
    - 10
  - **Callouts**
    - 10
  - **Tanks Pumped**
    - 4
- **Treatment Plant**
  - **Tour for Los Olivios and the City of Harrisburg**
  - **Repairs**
    - Had three mixers taken in for repairs and ordered one new one. This is due a failure of one of the mixers.
- **Parks Dept**
  - **Parks and Tree Committee**
    - Work Party worked on Pavilion Park
  - **Park Maintenance**
    - . fixed tree at Johnny Diamond Park
    - Block Party

#### Misc.

- **Locates** 33
- **Work Orders** 73
- 6<sup>th</sup> and 8<sup>th</sup> grades class Park Clean and Presentation on Public Works

#### Municipal Court - Prepared by Mandy Balcom

- **October 2022 Activity Measures:**
  - **Citations (Crimes and Violations)**
    - New Citations for October 18, 2022 Court Date: 45
  - **October 2022 Receipts Including Collections,**
    - **Total Fines:** \$10,005.30 (total monies taken in for the month, nothing deducted), *compared to \$17,566.96 in October of 2021*
    - **Net Fines:** \$6,618.00 (City share only, NOT including collections), *compared to \$13,320.00 in October of 2021*
  - **October 2022 Professional Credit Service Collections:**
    - **Total Collection Revenue:** \$3,387.30 *compared to \$4,246.96 in October of 2021*
    - **Turned over to collection:** \$920.00 *compared to \$5,017.00 in October of 2021*

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

**Other Information:**

- **Upcoming Regular Court Session: November 15, 2022  
December 6, 2022  
Jury Trial: December 15, 2022**
- **Court Administrator attended the OACA Court Conference, Oct 8-11 in Bend, OR**
- **Attorney, Francisco Segarra to be added to our Court Appointed Attorney list in 2023  
Over 19,000 documents have been scanned in the Court Tyler Content Manager Program**

**Police Department – Prepared by Chief Larry Larson**

- Officers assisted OSP with a truck inspection for a fatal crash.
- Officer placed a police officer hold on a suicidal female.
- Officer investigated a DHS referral involving child neglect.
- Officer investigated a traffic crash on Van Duyn Road.
- Officer arrested a male for a misdemeanor warrant.
- Officer used a Taser to disarm a male who had a knife and hammer; arrested him for disorderly conduct and interfering with a police officer.
- Officer investigated a traffic crash on Roberts Road involving property damage.
- Officer found a bicycle on Roberts Roads.
- Officer registered a sex offender.
- Officer placed a police officer hold on a suicidal juvenile female.
- Officer found a bicycle at the Truck N' Travel.
- Officer investigated criminal mischief on a vehicle.
- Officer arrested a female for a felony drug warrant and a misdemeanor warrant.
- Officer cited a female for a misdemeanor warrant.
- Officers arrested a male for violation of a restraining order.
- Officers assisted DHS with an investigation into threatening of harm towards a minor.
- Officer completed ODOT commercial truck inspections.
- Officer investigated a criminal mischief and theft of mailboxes.
- Officer conducted compliance checks with city ordinance violations.
- Officer completed ODOT traffic grant.
- Officers responded to a domestic dispute and determined a crime had not been committed.
- Officers enforced several parking violations.
- Officers completed compliance checks on sex offender.
- Officers responded to an intentional drug overdose.

- Officers worked bailiff duties at the Coburg Municipal Court.
- Officers worked bailiff duties at the Harrisburg Municipal Court.
- Officers responded to several alarm calls.
- Officers completed the Critical Incident Team 40 training.
- Officers work traffic enforcement around the Coburg Community Charter School.
- Officers presented “I luv u guys” to the Coburg Community Charter School staff.
- Officers gave several courtesy rides out of the area to individuals.
- Officers assisted in returning several found dogs and found a home for one dog.
- Officer recovered a stolen license plate.
- Officers towed several abandoned vehicles.

**Upcoming Events:**

- October 28<sup>th</sup> Trunk or Treat
- October 31<sup>st</sup> Halloween
- October 28<sup>th</sup> evidence room audit
- October take evidence to Covanta to be destroyed
- October 29<sup>th</sup> DEA Drug Take Back 10:00 to 2:00 pm Coburg Police Department

**Police Quarterly Report will be presented at the November 8, City Council meeting.**

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**ATTACHED**

At the 2021 City Council retreat the City Council, discussed ways to better connect with Planning Commission and City Committees. Council requested staff provide the minutes from all public meetings in the monthly City Council packets.

- A. 10/18/2022 Park Tree Committee Minutes





## MINUTES

### Coburg Parks | Tree Committee

City Hall, 91136 N. Willamette

October 18, 2022 – 6:00 p.m.

**COMMITTEE MEMBERS PRESENT:** Chair Mary Mosier, Vice Chair Tom Beatty, Lonna Meston, Joe Morneau, Coleen Marshall, Karen Coury

**COMMITTEE MEMBERS ABSENT:** Claire Smith

**GUESTS:** Chuck Shepard

**STAFF:** Public Works Director Brian Harmon, City Administrator Anne Heath

#### 1. Call to Order

Chair Mosier opened the Parks | Tree Committee meeting at 6:00 p.m.

#### 2. Roll Call

Public Works Director Brian Harmon called roll. A quorum was present.

#### 3. AGENDA REVIEW | Approve Minutes from August 16, 2022

Mr. Harmon requested that sandwich boards be added to the Agenda.

**MOTION:** Ms. Coury moved to approve the August 16, 2022 minutes as presented, seconded by Mr. Morneau. The motion passed unanimously - 6:0:0.

#### 4. City Updates/City Administrator Report

Ms. Heath presented. There were no questions.

#### 5. Committee Business

- Pavilion Park Plaza Update

Ms. Heath informed the Committee that there was a two-year window in which to complete the design approval process. She asked for ideas on how to garner public input. Suggestions included an open house, a senior luncheon, an online forum, and a presence at the 8th grade class's mock City Council. Ms. Heath said she had spoken with the engineer and the final meeting would be in March. She advised the Committee to give themselves plenty of time to

decide on a final design. Final drawings should be finished by late spring of 2024, with construction to begin in fall.

Special Guest Chuck Shepard spoke, providing a detailed history of his family's contributions to Coburg. He explained how Pavilion Park came to be -- that there had been no central park or town square when he'd moved to Coburg, so he'd purchased and donated the land.

Mr. Shepard shared details of his daughter Laura's life, calling her a "Coburg Kid." He asked that the Committee consider naming the park "Laura's Pavilion Park."

Chair Mosier wondered what Laura's interests were and noted that the Committee was not attached to the name "Pavilion Park."

Ms. Coury asked Mr. Shepard if he had a vision to share. Mr. Shepard said that he owned the land which used to be a lumberyard and wouldn't mind seeing that property become part of the park. He stressed the importance of maintaining Coburg's old-time charm.

Mr. Morneau thanked Mr. Shepard for his contributions to the community.

Chair Mosier suggested that Mr. Shepard view the plaque near the bike hub to see if it might be a suitable design for a dedication to Laura.

Ms. Coury asked Mr. Shepard what the park had been named when it was built. He responded that it was called "Gazebo Park" and that he'd intended to have a Sergeant Pepper's-themed dedication ceremony, but that it had never materialized.

The Committee thanked Mr. Shepard for his many contributions and for attending the meeting.

- Pickle Ball Court Update

Mr. Harmon reported that the pickle ball court was set to be installed November 1st. He explained that due to supply chain issues, the net was delayed but was expected to be delivered before Thanksgiving. He said the next steps were to pressure wash the surface, fill any cracks and install the court.

- Upcoming Work Party Dates & Locations

Ms. Marshall reported that she, Chair Mosier, Vice Chair Beatty, Ms. Meston and volunteer Lisa Vanwinkle had worked at Jacob Spores Park and Pavilion Park.

A work party was scheduled for November 14th at 9:00 a.m. at Johnny Diamond Park. It was decided to leave December open. Ms. Marshall requested that Tracey Pugh post the work party information on the City's social media.

- Sandwich Boards

Sandwich boards had been purchased and were available for use. It was decided to set them up at the site of the work parties and at City Hall a few days in advance of each work party. Ms. Marshall accepted responsibility for placing the boards.

- Coburg Creek Subdivision Park Sub Committee

Vice Chair Beatty reported that the project remained on hold. He suggested it be removed from the Agenda until such time as work resumed.

- Veterans' Memorial

Chair Mosier mentioned that the project was waiting on the engineer. She noted that there were five military branches. Mr. Morneau clarified that although there were five key branches, there were twenty-four in total.

- Committee Comments

Ms. Marshall noted that the Booth Kelly Trail needed fresh bark chips. She noted that the historical signs had been cleaned but that they were taking on moisture. She suggested that sealing the signs might be a winter project.

Chair Mosier asked if the swings had been replaced at Johnny Diamond Park. Mr. Harmon replied that the love seat swing was being recoated.

Ms. Coury inquired about the white flags at the wetlands. Vice Chair Beatty explained that they were identifying the locations of native tarweed.

Vice Chair Beatty informed Mr. Harmon that the linden tree needed to be raised.

Ms. Marshall requested that long-term improvements and goals be added to the Agenda.

Chair Mosier suggested that the End-of-Year Report to the City Council be added to the Agenda.

## 6. Adjournment

Chair Mosier adjourned the meeting at 6:55 p.m.

### FUTURE MEETINGS

November 8, 2022 City Council

November 14, 2022 Work Party at Johnny Diamond Park, 9:00 a.m.

November 15, 2022 Parks & Tree Meeting

*(Minutes recorded by Angela Kern)*

APPROVED by the Park & Tree Committee on this \_\_\_\_ day of \_\_\_\_\_ 2022.

ATTEST:

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

\_\_\_\_\_  
Mary Mosier, Chair

DRAFT