



## **MINUTES**

### **City Council Meeting**

November 12, 2024 at 6:00 P.M.

Coburg City Hall

91136 N Willamette Street

**MEMBERS PRESENT:** Mayor Bell, Claire Smith, John Fox, John Lehmann, Alan Wells (via Zoom), Jaymason Bouwman (via Zoom), Cathy Engebretson

**MEMBERS ABSENT:** none

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

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

#### **CALL TO ORDER**

Mayor Bell called the City Council meeting to order at 6:01pm.

#### **PLEDGE OF ALLEGIANCE**

Mayor Bell led the Pledge of Allegiance.

#### **ROLL CALL**

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

#### **AGENDA REVIEW**

They added the 2024 General Election Update as item 5, the Finance Department Quarterly Report as item 8, and the Monthly City Administration Report as item 9.

#### **PUBLIC COMMENT**

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

## CONSENT AGENDA

1. October 8, 2024 City Council Minutes
2. New Liquor License, Mimosas LLC at 91115 N Willamette

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

*The motion passed — 5:0.*

## ORDINANCES, RESOLUTIONS AND CONTRACTS

### 3. Second Reading

**ORDINANCE A-100-D** AN ORDINANCE GRANTING AN ELECTRIC UTILITY FRANCHISE AND GENERAL UTILITY EASEMENT TO PACIFICORP, REPEALING ORDINANCE NO A-100-C AND PROVIDING FOR AN EFFECTIVE DATE

Mayor Bell held the second reading of Ordinance A-100-D.

Ms. Bell reminded everyone of the staff report given by Mr. Hanks at the October meeting, regarding this ordinance. There were no further questions or discussion.

**MOTION:** Councilor Fox moved, seconded by Councilor Wells to adopt Ordinance A-100-D, an ordinance granting an electric utility franchise and general utility easement to PacifiCorp, repealing Ordinance A-100-C and providing for an effective date, as presented, and direct staff to execute the agreement.

*The motion passed — 5:0.*

*\*Councilor Cathy Engebretson joined the meeting at 6:07pm.*

### 4. Second Reading

**ORDINANCE A-230-A** AN ORDINANCE GRANTING A FRANCHISE TO USE RIGHTS OF WAY WITHIN THE CITY OF COBURG TO ASTOUND BROADBAND LLC REPEALING ORDINANCE A-230 AND SETTING AN EFFECTIVE DATE

Mayor Bell held the second reading of Ordinance A-230-A.

Ms. Bell reminded everyone of the staff report given by Mr. Hanks at the October meeting, regarding this ordinance. There were no further questions or discussion.

**MOTION:** Councilor Bouwman moved, seconded by Councilor Fox to adopt Ordinance A-230-A, an ordinance granting a franchise to use rights-of-way within the City of Coburg to Astound Broadband LLC repealing Ordinance A-230 and setting an effective date, as presented, and direct staff to execute the agreement.

*The motion passed — 6:0.*

## **ADMINISTRATIVE INFORMATION REPORTS**

### **5. 2024 General Election Update**

Ms. Egbert, Coburg City Recorder and City Elections Officer, gave a brief overview of the provided report and election results, along with the timeline and future look at the election process.

### **6. Water System Lead and Copper Service Line Inventory**

Mr. Hanks explained that this really is just a confirmation for council that this inventory requirement has been completed. Hanks provided some more context and information on the requirement and provided memo.

Mr. Fox asked about the Copper and if it is an issue. Mr. Harmon said that lead is the main focus, but copper is just included in the lead and copper rule. Lead is also more prevalent on the East Coast, than the West.

### **7. Federal Emergency Management Agency Compliance Measure Update**

Mr. Hanks said that this mandate came up short notice and there were state level efforts to buy more time, however it was driven by lawsuits and could not be pushed back. Hanks stated that there are few properties in Coburg that are in the floodplain, and provided some further details on this requirement, and the possible routes that the City can take. There is an annual reporting that is required by the City.

Ms. Smith asked if this will effect development on the East side of the freeway. Mr. Hanks said it should not, and should only effect those properties that are already identified on the floodplain map.

Mr. Bouwman mentioned that he believes an ordinance would be better for this particular issue.

Mr. Fox clarified where the floodplain was. Mr. Hanks said it includes the area by the creek and truck stop, and the area along Booth Kelly.

### **8. Finance Department Quarterly Report**

Mr. Hanks noted that the intention of the quarterly reports is to carve out the time to dig in and look further into the quarter as a whole, and have feedback and discussion from council.

Mr. Hanks and Mr. Peck provided an overview of the report, going through each section, including fund balances and revenues, and the fund challenges that the city is facing, and answered Council's questions that arose.

Mr. Lehmann asked about how a supplemental budget would work if needed, and Mr. Hanks explained a few different options and routes they could go with it, if the situation allows. Ms. Bell reminded everyone that this is effecting more than just Coburg, but many cities all over the state.

## 9. City Administration Monthly Report

Mr. Hanks went through the City Administration Report, hitting on all the topics, including the community survey project with the University of Oregon, the hosting of a League of Oregon Cities Small Cities Regional Meeting, recent Coburg Police Department recognition and appreciation, along with the regular current projects and contracts, and department activity and statistics data.

Ms. Bell spoke well on her presentation and interaction with the Coburg Charter School 8<sup>th</sup> graders.

### COUNCIL COMMENTS | LIAISON UPDATES

Mr. Bouwman mentioned the idea of leaving the service flags at the veterans memorial up all year round. Mr. Hanks explained that other than having to replace them more often, there would not be any extra or additional maintenance or issues with leaving them up. Ms. Bell suggested that they look at replacement costs and estimate how long they'll last between replacements to see how reasonable a year round display would be.

Ms. Smith also let everyone know that the Park and Tree Committee has looked at doing a permanent seal for each branch of the military, which will last much longer and might provide a better option between the two displays.

Mayor Bell mentioned the elected essentials workshop flyer, with different times and locations, and encouraged Councilors to go to one of them. Mayor also mentioned that she went to the Metropolitan Policy Committee (MPC) meeting, where there was interesting discussion regarding route evaluation with LTD routes and service levels. They also discussed the presence of electric busses with LTD, which does come with downsides for maintenance costs and times, and also downtime for charging times.

They will meet on November 26<sup>th</sup> for a council work session.

### ADJOURNMENT

Mayor Bell adjourned the meeting at 7:34 pm.

**APPROVED** by the City Council of the City of Coburg on this 10th day of December 2024.

  
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Nancy Bell, Mayor of Coburg

ATTEST:

  
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Sammy L. Egbert, City Recorder