



MINUTES

Coburg City Council Meeting

September 9, 2025 at 6:00 PM

Coburg City Hall

91136 N Willamette Street

MEMBERS PRESENT: Nancy Bell, Cathy Engebretson, Alan Wells, John Lehmann, Jaymason Bouwman, Donnie Myers, Claire Smith

MEMBERS ABSENT: none

GUESTS/STAFF PRESENT: Adam Hanks, City Administrator; Sammy Egbert, City Recorder; Larry Larson, Coburg Police Chief; Megan Winner, Planning Director

TRANSCRIBED BY: Madison Balcom, Administrative Assistant

CALL TO ORDER

Mayor Bell called the City Council meeting to order at 6:00pm.

PLEDGE OF ALLEGIANCE

Mayor Bell led the Pledge of Allegiance.

ROLL CALL

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

MAYOR'S COMMENTS

Mayor Bell mentioned that there is a League of Oregon Cities Municipal Training that Council is welcome to sign up for and attend. It will be a virtual meeting and be broadcast at City Hall for participants to join or can be done at home. Ms. Bell let council know that if they are interested in signing up for the training, to please contact City Recorder, Sammy Egbert, to sign up.

Mayor Bell also noted that in August she attended the Mayor's Association Meeting in Baker City and it was a very worthwhile and great meeting, including mayors from all over the state. Ms. Bell went over the main topics of conversation at the meeting, and how majority of cities, big and small, are facing the same issues that Coburg does with funding, vandalism, and more.

1. Domestic Violence Awareness Month Proclamation

Mayor Bell handed out some statistics on domestic violence and read through the proclamation for Domestic Violence Awareness Month. Mayor Bell proclaimed the month of October 2025, as Domestic Violence Awareness month in the City of Coburg.

Mayor Bell also encouraged council to explore the newly updated and refreshed city website.

AGENDA REVIEW

Mr. Hanks noted that there was a miscommunication for item 5, Resolution 2025-17, which did not yet require a public hearing at this point, therefore the scheduled public hearing will be postponed. The resolution and staff reports were in council's red folders.

Ms. Egbert also noted that agenda item 4 should read as S Willamette, not W Willamette.

PUBLIC COMMENT

There were no request(s) for public comment.

CONSENT AGENDA

There were no requests to remove an item from the consent agenda.

- 2. Minutes from July 8, 2025 City Council Meeting**
- 3. Minutes from July 22, 2025 City Council Work Session**
- 4. New Liquor License, Pearl Coburg Market at 91059 S Willamette**

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

The motion passed unanimously as 6:0, with Councilors Bouwman, Engebretson, Lehmann, Myers, Smith and Wells voting affirmatively, none opposed.

ORDINANCES AND RESOLUTIONS

- 5. RESOLUTION 2025-17** A RESOLUTION APPROVING FINANCING CONTRACT AMENDMENT FOR PROJECT S19007 WITH THE STATE OF OREGON, OREGON BUSINESS DEVELOPMENT DEPARTMENT, EXTENDING THE MATURITY DATE AND INCREASING THE LOAN AMOUNT

Mr. Hanks provided a staff report on Resolution 2025-17. Hanks explained the contract and loan details for the Well #3 water project, to connect the water supply to the city's distribution system. The request for council is to approve the request to extend the loan date to December 2026, and increase the loan amount by \$1 million, to help finish up the project and fund the remaining project costs to connect the water supply.

Mr. Lehmann and Mr. Wells asked what the total loan amount and loan balance would be, which Mr. Hanks explained. The loan would increase from \$4.75 million to \$5.75 million.

Ms. Smith asked if this allowed residents on Stallings Lane to connect to city water. Hanks said no, this is only a transmission line, not a distribution line. However, without the completion of the transmission line, the city has the well but no way to utilize it.

MOTION: Councilor Engebretson, seconded by Councilor Smith, moved to adopt Resolution 2025-17, a Resolution authorizing a request for financing contract amendments for project S19007 with the State of Oregon, Oregon Business Development Department, extending the project completion date and increasing the loan amount.

The motion passed as 5:1, with Councilors Engebretson, Lehmann, Myers, Smith and Wells voting affirmatively, and Councilor Bouwman apposed.

Mr. Bouwman expressed his concern about taking on more debt with no guarantee that the project costs will go as estimated and planned. Mr. Wells and Ms. Bell said that every year, they will have to have the conversation of raising rates to help cover the loan servicing on the debt.

Hanks also reminded everyone of the water capacity analysis that was done less than a year ago, which told them that the city would need additional water supply within the next 5-7 years. This well addition would help to address the water supply situation.

COUNCIL ACTION ITEMS

6. East-West Connector Feasibility Study Funding Award Acceptance

Mr. Hanks said that this was recently discussed in the July work session. Hanks explained that this project is probably better suited and more useful to the city and the region to put on hold, possibly until an Urban Growth Boundary expansion is done. The information that they would receive from this study would not be the most useful at this point in time, and could be more useful in the future.

Ms. Winner explained the project idea as a whole, what it is intended to supply and improve for the city, and why this road would need to be connected to a UGB expansion, as the road is currently proposed to be built on Lane County rural land.

Hanks explained the process that would take place if council decided to postpone this project, how the allocation would be redistributed, and what the city could do with that redistributed funding.

MOTION: Councilor Smith, seconded by Councilor Bouwman, moved to direct staff to inform the Central Lane MPO of the City of Coburg's decision to decline the funding allocation for the East West Connector Feasibility Study project for the FY26 project funding cycle.

The motion passed unanimously as 6:0, with Councilors Bouwman, Engebretson, Lehmann, Myers, Smith and Wells voting affirmatively, none apposed.

ADMINISTRATIVE INFORMATION REPORTS

7. Finance Quarterly Report and 2024-25 Financial Statements

Mr. Hanks presented the Finance Quarterly and End of Fiscal Year report. Hanks explained that some areas are more concerning the others, but the city ended the fiscal year better than anticipated. He reviewed the status of each fund.

8. Administrative Monthly Report

Mr. Hanks went through the items in the report including a staffing update and open Accountant position, recent wastewater and water regulatory reviews, a council look-ahead document provided to council, current projects and contracts, and department activity and statistics.

LIAISON UPDATES & COUNCIL COMMENTS

Ms. Smith thanked the Police Department for their community involvement and presence at the Concerts in the Parks and also mentioned that she has noticed more frequent traffic stops around town, and is appreciative of their work.

Mr. Bouwman said he was able to engage with the neighborhood youth around town and listening to the goals and concerns of the community.

Ms. Smith also gave an update on the last Park and Tree Committee meeting, and their conversations on the fountain project and funding.

Ms. Engebretson stated that the Lane Act Committee has decided to meet every other month now.

UPCOMING MEETINGS

Sept 23, 2025 City Council Special Meeting
Oct 14, 2025 City Council Meeting

ADJOURNMENT

Mayor Bell adjourned the meeting at 7:30 pm.

APPROVED by the City of Coburg City Council on this _____ day of _____, 2025.

Nancy Bell, Mayor of Coburg

ATTEST: _____
Sammy L. Egbert, City Recorder