



## **MINUTES**

### **Coburg City Council Meeting**

March 11, 2025 at 6:00 PM

Coburg City Hall

91136 N Willamette Street

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

**MEMBERS ABSENT:** none

**STAFF PRESENT:** Adam Hanks, City Administrator; Sammy Egbert, City Recorder; Larry Larson, Coburg Police Chief; Greg Peck, Finance Director

**GUESTS PRESENT:** Andy Vobora, Travel Lane County;

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

#### **CALL TO ORDER**

Mayor Bell called the City Council meeting to order at 6:03pm.

#### **PLEDGE OF ALLEGIANCE**

Mayor Bell led the Pledge of Allegiance.

#### **ROLL CALL**

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

#### **MAYOR COMMENTS**

- 1. Child Abuse Awareness Proclamation**
- 2. Arbor Day Proclamation**

Mayor Bell read both proclamations, and proclaimed April as Child Abuse Awareness Month, and April 25<sup>th</sup>, 2025 as Arbor Day in the City of Coburg.

#### **AGENDA REVIEW**

Ms. Egbert noted that item 7, Resolution 2025-03 is no longer being presented at this meeting. Items 11 and 13, the Police Department Quarterly Report and Administrative Monthly Report could be found

in their red folders and added to the packet at pages 59 and 60. Lastly, item 12, the Finance Quarterly Report will no longer be presented at this meeting.

## **PUBLIC COMMENT**

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

## **CONSENT AGENDA**

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

- 3. Minutes from February 11, 2025 City Council Meeting**
- 4. Minutes from February 22, 2025 City Council Annual Retreat**

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

*The motion passed unanimously — 6:0.*

## **SPECIAL GUESTS**

- 5. Travel Lane County – Andy Vobora**

Andy Vobora and Samara Phelps, from Travel Lane County, gave a presentation about Travel Lane County and on their accomplishments in fiscal year 2024.

## **ORDINANCES, RESOLUTIONS AND CONTRACTS**

- 6. Public Hearing | First Reading**

**ORDINANCE A-234-A** AN ORDINANCE GRANTING TO HUNTER COMMUNICATION INC., A NON EXCLUSIVE FRANCHISE AND RIGHT TO CONSTRUCT, OPERATE, AND MAINTAIN A FIBER-BASED SERVICE FACILITY; TO OCCUPY CITY RIGHT-OF-WAY; AND TO PROVIDE FIBER-BASED SERVICES IN THE CITY OF COBURG, OREGON AND REPEALING A-234

Mayor Bell opened the public hearing at 6:30pm, and held the first reading of Ordinance A-234-A.

Mr. Hanks gave an overview of the Ordinance and Franchise Agreement. This agreement was due to be renewed and updated for a new 5-year term. The provided staff report shows the edited and amended items from the original agreement.

Mayor Bell closed the public hearing and first reading at 6:34pm.

**MOTION:** Councilor Myers, seconded by Councilor Bouwman, moved to approve the first reading of Ordinance A-234-A An Ordinance granting to hunter communication inc., a non exclusive franchise and right to construct, operate, and maintain a fiber-based service facility; to occupy city right-of-way; and to provide fiber-based services in the City of Coburg, Oregon and move the Ordinance to a second reading for final approval.

*The motion passed unanimously — 6:0.*

## **7. RESOLUTION 2025-05 A RESOLUTION ADOPTING THE FISCAL YEAR 2025-26 CITY COUNCIL FRAMEWORK**

Mr. Hanks went over the document, which functions as the Council goals and objectives workplan. There were no further questions or discussion.

**MOTION:** Councilor Bouwman, seconded by Councilor Engebretson, moved to approve RESOLUTION 2025-05 A resolution adopting the fiscal year 2025-26 City Council Framework.

*The motion passed unanimously — 6:0.*

## **COUNCIL ACTION ITEMS**

### **8. Budget Officer Appointment**

Ms. Egbert explained the law to appoint a budget officer annually. Egbert noted the roles of the budget officer, the resolution process, and the current roles of the City Administrator as stated in the charter.

**MOTION:** Councilor Smith, seconded by Councilor Bouwman, moved to appoint City Administrator, Adam Hanks, as the 2025-26 Budget Officer.

*The motion passed unanimously — 6:0.*

## **ADMINISTRATIVE INFORMATION REPORTS**

### **9. University of Oregon Community Survey Project**

Ms. Bell introduced the University of Oregon students. They presented the project and survey findings. They answered some of council's questions, and Mr. Hanks mentioned the results that stood out the most to him.

### **10. Police Department Quarterly Report**

Larry Larson, Coburg Police Chief, went through the provided report, and the department's statistics from the 3rd quarter of 2024. They are working with dispatch to get statistics back for 4<sup>th</sup> quarter and forward.

Mr. Lehmann asked about having a statistic showing the presence of officers, in hours per month, and days without any coverage. Mr. Larson gave a short summary on the coverage and hours, which vary depending on city needs at any given time.

### **11. Administrative Monthly Report**

Mr. Hanks went through the items on the administrative report, including the time spent by council at the retreat, a federal funding update, the S&P Global rating, the work session schedule, the Psilocybin Prohibition Ordinance expiration, current projects, and department activity.

Hanks led Council through a quick look at the summary and recommendations from the recent Revenue Subcommittee meetings, regarding revenue needs and options for the general fund.

## **COUNCIL COMMENTS AND LIAISON UPDATES**

### **12. Councilor Liaison Appointments**

Mayor Bell announced the liaison assignment changes, including Councilor Myers to the Finance Audit Committee and Councilor Wells to the Heritage Committee. All other assignments remain the same.

Mayor Bell also mentioned the upcoming meetings.

## **ADJOURNMENT**

Mayor Bell adjourned the meeting at 8:16 pm.

**APPROVED** by the City Council of the City of Coburg on this 11 day of March, 2025.

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Nancy Bell, Mayor of Coburg

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