



MINUTES

Coburg City Council and State of the City Meeting

January 14, 2025 at 6:00 PM

Coburg City Hall

91136 N Willamette Street

MEMBERS PRESENT: Mayor Bell, Claire Smith, Alan Wells (via ZOOM), Jaymason Bouwman, Donnie Myers

MEMBERS ABSENT: Cathy Engebretson, John Lehmann

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; Mandy Balcom, Court Administrator; Megan Winner, Planning Director

RECORDED BY: Madison Balcom, Administrative Assistant

OATH OF OFFICE

City Recorder, Sammy Egbert, administered the Oath of Office's for Mayor, Nancy Bell, and Councilors, Jaymason Bouwman, Claire Smith, and Donnie Myers.

2025 STATE OF THE CITY BY MAYOR BELL

Mayor Bell presented the 2025 State of the City. She thanked everyone for joining and re-electing her as Mayor, then reflected on Coburg's accomplishments in 2024. She also addressed the challenges Coburg faced, as well as the plans to address those in the future, hitting the four main points of traffic, public safety, water and finances. They convened after a short break.

CALL TO ORDER

Mayor Bell called the City Council meeting to order at 6:43pm.

PLEDGE OF ALLEGIANCE

Councilor Myers led the Pledge of Allegiance.

ROLL CALL

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

MAYOR COMMENTS

1. 2025-2026 Council President Election

Mayor Bell and Councilors nominated Cathy Engebretson as Council President.

MOTION: Councilor Smith, seconded by Councilor Wells moved to nominate Cathy Engebretson as Council President.

The motion passed unanimously — 4:0.

AGENDA REVIEW

There were no changes to the agenda, but Mr. Hanks noted that two documents were passed out.

CITIZEN TESTIMONY

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.

2. Minutes from December 10, 2024 City Council Meeting

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

The motion passed unanimously — 4:0.

ORDINANCES, RESOLUTIONS AND CONTRACTS

3. Public Hearing | First Reading

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

Mayor Bell opened the public hearing at 6:48 p.m. and held the first reading of Ordinance A-163-V.

Mr. Hanks said that this ordinance happens annually to be sure that the Oregon Revised Statutes are adopted locally and become enforceable through the municipal court, it is required every year.

Coburg Police Chief, Larry Larson explained that the adoption of this ordinance allows the police department to be able to cite and arrest into the Coburg Municipal Court. If it were not adopted, all crimes and citations would have to go to the Circuit Court.

There were no request(s) made to publicly speak, and no written testimony had been received.

Mayor Bell closed the public hearing at 6:51 p.m.

MOTION: Councilor Smith, seconded by Councilor Bouwman moved to approve the first reading of Ordinance A-163-V, and move the Ordinance to a second reading at the next council meeting, scheduled February 11th, 2025.

The motion passed unanimously — 4:0.

4. RESOLUTION 2025-01 A RESOLUTION ADJUSTING THE RATES OF THE WATER, WASTEWATER, TRANSPORTATION AND PARK SYSTEM DEVELOPMENT CHARGES

Mr. Hanks said that the system development charges are fees collected for parks, water, wastewater, transportation, and permits for new development. The Ordinance calls for an annual review of the SDC's and an option that requires a resolution and formal action of the council. The methodology is designed to collect revenue that is then used for capital infrastructure, and the goal with the cost indexing is to ensure that over time the revenues collected generally keep pace with the cost of the construction projects.

MOTION: Councilor Myers, seconded by Councilor Bouwman moved to approve RESOLUTION 2025-01 A resolution accepting the existing system development charges by the construction cost index as specified in the SDC Ordinance.

The motion passed unanimously — 4:0.

5. RESOLUTION 2025-03 A RESOLUTION ADOPTING THE COBURG COUNCIL RULES OF GOVERNANCE

Mr. Hanks explained that this is currently just a draft. The charter lays out the upper layer of the powers and duties of the city but also references that the operating rules shall be adopted via resolution. Staff has worked on and added to this document and Hanks requested that Council go through the document, and bring any edits, changes, comments, or feedback to the next meeting.

6. RESOLUTION 2025-04 A RESOLUTION ADOPTING CITY OF COBURG 2025 EMPLOYEE POLICY MANUAL

Mr. Hanks said that this is not a complete over-hall of the Employee Policy Manual but does include some key changes and edits. Hanks reviewed some of the changes and additions to the manual, including deferred compensation, holidays, merit pay language, CIS best practice language, sick and bereavement leave definitions, and on call response time changes.

Ms. Smith did note a possible error about pay periods. Staff with look into it and provide clarification.

MOTION: Councilor Myers, seconded by Councilor Smith moved to approve RESOLUTION 2025-04 A resolution adopting the City of Coburg 2025 Employee Policy Manual.

The motion passed unanimously — 4:0.

COUNCIL ACTION ITEMS

7. FEMA Flood Plain Pre-Implementation Compliance Measure (PICM)

Mr. Hanks noted that he and Ms. Winner have spent a lot of time on this. The packet includes some background material on the topic. He explained the cities plan and recommendation to council, which is to use the permit by permit basis. The submission was required by December 1st, 2024. Ms. Winner presented it to the Planning Commission as well, who also chose to stay on a permit-by-permit basis.

Mayor Bell asked which Coburg properties would be impacted. Ms. Winner said there are some on Industrial Way and Roberts Road that butt up to the Muddy Creek Irrigation channel, along with a few near Dixon Street, which are all within the floodplain map that FEMA issues.

MOTION: Councilor Smith, seconded by Councilor Bouwman, moved to select the permit-by-permit review basis as the City of Coburg's pre-implementation compliance measure as required by FEMA.

The motion passed unanimously — 4:0.

ADMINISTRATIVE INFORMATION REPORTS

8. Administrative Monthly Report

Mr. Hanks gave a brief overview of the administration report. He went over the 2025 Council Retreat, the park restroom damage, city website redesign, revised Oregon Wildfire maps, current projects and contracts, and department overviews.

9. Finance Report

December Financial Reports will be available next week and presented to the Finance Audit Committee at their meeting, and then to Council the next meeting.

COUNCIL COMMENTS | Liaison Reports

Councilor Bouwman said that he had a great meeting with the executive director of LTD, along with the route planner and government relations. They spoke about future routes and accessibility for Coburg. They encouraged Coburg to speak up and express their needs with LTD services. Mr. Hanks said they did reach out to him, and they will probably touch on this in a future work session.

Ms. Smith mentioned that she went to the Main Streets retreat where they discussed lots of information and exciting possibilities and changes for the future.

Ms. Bell also mentioned some of the topics they have discussed at the MPC meetings she attends.

Mr. Hanks noted that he and Ms. Bell are participating in the League of Oregon Cities City Day at the Capital on January 28th, where they will meet with some of the representatives.

Ms. Bell reminded everyone that they will be talking about the liaison assignments at the retreat, so she would like the councilors to be thinking about what committee they would like to liaison.

ADJOURNMENT

Mayor Bell adjourned the meeting at 7:55 pm.

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

Nancy Bell, Mayor of Coburg

ATTEST: _____
Sammy L. Egbert, City Recorder