



MINUTES

City Council Work Session

January 28, 2025 at 6:00 PM

Coburg City Hall

91136 N Willamette Street

MEMBERS PRESENT: Nancy Bell; Mayor, Cathy Engebretson (via ZOOM), Claire Smith, John Lehmann, Jaymason Bouwman, Donnie Myers

MEMBERS ABSENT: Alan Wells

STAFF PRESENT: Adam Hanks; City Administrator

RECORDED BY: Madison Balcom; Administrative Assistant

CALL TO ORDER

Mayor, Nancy Bell called the meeting to order at 6:02pm.

ROLL CALL

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

COMMENTS

- Mayor Bell mentioned that she and Mr. Hanks spent the day at the Capital, which went well.
- Council cancelled the retreat on February 1st, and rescheduled it for February 22nd.

DISCUSSION – REVIEW OF THE ROLE, FUNCTIONS, AND RESPONSIBILITIES OF THE COUNCIL

Ms. Egbert began the discussion by noting all the items and documents provided to council, including a thumbdrive with several helpful trainings and resources, the 2022 City Charter, Comprehensive Land Use Plan, Zoning Code, Parks Masterplan, Water Masterplan, 2024 Framework document, and some maps and other documents.

Egbert provided some history and facts about Coburg. The 2022 Charter sets out the powers and functions of the City Council. Mr. Hanks explained that his position as City Administrator is often called a City Manager in other cities. Hanks further explained the difference between the two and what changes it makes in the charter, the mayors duties, and city processes.

They discussed the role of the Mayor (section 3.1), the City Administrator (section 8.2), and the Council (section 3.2) as stated in the charter. The charter also requires council to adopt a council rules document. The last one was done in 2014, under a different charter, so staff is working on updating and syncing it with the new charter, and bringing it back to council in February for consideration.

The charter requires a majority vote of the council or the quorum, which will be further clarified in the council rules of governance, as well as clarifying information on the presiding officers, how agendas and packets are laid out, the liaison policy, the process of abstaining from a vote, timeline of receiving the meeting agenda and packet, the appointment process, and attendance requirements.

Mr. Hanks reminded Council that they are also the board of the Urban Renewal Agency, the Local Contract Review Board, and committee liaisons.

Hanks also reviewed the Comprehensive Land Use Plan, which is a state mandated document. It includes broad policy statements, and how you accomplish those is often through the development of code language (ordinances and resolutions). The current version was updated in 2018.

Next in line are the master plans, including the Parks and Open Space Master Plan, the Transportation System Master Plan, and the Water master Plan, and an upcoming Storm Drain Master Plan. Master plans are adopted by ordinance, and they chart out a 20-year infrastructure planning period. SDC's and utility rates are based on that established 20-year plan. They are typically updated about every 10-15 years. Ms. Egbert also said that staff is working with CivicPlus on becoming codified by the end of 2026, which will keep everything much more organized and make it easier to find information when needed.

Mr. Hanks then walked council through the framework document, which lays out how the council goes about accomplishing their goals and tasks. There are five major categories that cover everything the group might do. Within those, there are four objectives which guide their workplan. This document is the starter kit towards a strategic workplan, which will be discussed more at the retreat.

Council talked briefly about their funding priorities and options, regional, state and federal, as well as their Emergency Management Plan. However, Mr. Hanks stated that Coburg has no immediate short-term financial risk at this point. Hanks also briefly mentioned the Urban Renewal Plan. These will all be topics of discussion at the retreat.

Ms. Smith clarified the retention rules for councilor notes. Ms. Egbert stated that all notes taken by the councilors must be retained and turned into her for public record and retention requirements.

ADJOURNMENT

Mayor Bell adjourned the meeting at 7:43 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