



MINUTES

Coburg City Council Meeting

July 8, 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; Brian Harmon, Public Works Director; Megan Winner, Planning Director

TRANSCRIBED BY: Madison Balcom, Administrative Assistant

CALL TO ORDER

Mayor Bell called the City Council meeting to order at 6:36pm.

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 thanked everyone for being present and prepared for the meeting. Bell noted that mayors from all over the United States were interviewed for a New York Times article and spoke about the financial difficulties their cities are facing, therefore Coburg is not alone in that. She sent her thoughts and condolences to all those affected by the recent Texas floods and thanked the council members for their work done in the Coburg community.

AGENDA REVIEW

Ms. Egbert noted that the presentation for agenda item 3 was in their folders, as well as the City Administration Report and Police Department Quarterly Report. Agenda item 10 will be pulled from this meeting and presented in September.

PUBLIC COMMENT

There were no request(s) for public comment.

CONSENT AGENDA

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

1. **Minutes from June 10, 2025 City Council Meeting**
2. **Minutes from June 24, 2024 City Council Special Meeting**

MOTION: Councilor Engebretson, seconded by Councilor Bouwman, 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.

SPECIAL GUEST

3. Lane Transit District

Lane Transit District representative, Dave Roth, gave a presentation on LTD's initiatives, services, and projects. Mayor and Council had some questions regarding half-fare, ride source locations, ride occupancy, profit level, bus size possibilities, and route advocacy, which Roth answered.

ORDINANCES AND RESOLUTIONS

4. RESOLUTION 2025-16 A RESOLUTION AUTHORIZING 2025-27 DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT HOUSING PLANNING ASSISTANCE GRANT APPLICATION

Mr. Hanks said that this is an opportunity that came about from the city's partnership with LCOG. They approached Coburg with the opportunity of a multi-city grant application. This program would cover the residential portion, and Megan Winner will be working on a program that covers the non-residential portion. The grant application requires a resolution from each city's council authorizing the grant application.

MOTION: Councilor Wells, seconded by Councilor Bouwman, moved to adopt Resolution 2025-16, a resolution authorizing 2025-2027 Department of Land Conservation and Development Housing Planning Assistance Grant Application.

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

Mr. Lehmann asked if this was presented at the last Planning Commission meeting. Ms. Winner said that this is a new opportunity that will be presented at the next Planning Commission meeting.

Mr. Wells asked if they are underway with a Buildable Lands Inventory or Capacity Analysis for the water system. Hanks said they finished the capacity analysis for water and just got a draft back for the wastewater capacity analysis. They did try to get a grant last year for a full complete BLI but were unsuccessful in that.

5. Public Hearing

RESOLUTION 2025-11 A RESOLUTION ADOPTING FEES AND ADMINISTRATIVE SURCHARGES FOR PLANNING AND DEVELOPMENT APPLICATIONS AND SERVICES

Mayor Bell opened the public hearing at 7:24pm.

Mr. Hanks gave a presentation, stating that the packet includes a background on Ordinances and Resolutions that relate to all fees. Hanks explained some of the methodology and processes on setting those Land Use Fees. The Ordinance does allow it to be updated by Resolution, but procedurally they have not been following the billable hours concept. Hanks explained that they could move forward with this resolution today or review the underlying ordinances first. To figure out exactly what those fees should be, they would need to assess how much time those processes take and what they are looking for in cost recovery.

Hanks requested direction from council on whether to move this item to Winter/Spring time and what their billing theory preference would be. He explained more about the billing theory options, and how the different options would affect the general fund and the process of land use planning.

Mayor Bell closed the public hearing at 7:41pm.

Councilors preferred to bring this item back later and wait to receive more information about it before they make any decisions.

CONTRACTS

6. Intergovernmental Agreement with Harrisburg for Traffic and Code Enforcement

Mr. Hanks noted that this is a new intergovernmental agreement but is a replica of the previous agreement with very minor changes and very similar operational hours and structure as before. The total hours and hourly rate are adjusted annually to fit the salary schedule.

MOTION: Councilor Smith, seconded by Councilor Myers moved to approve the Intergovernmental Agreement for Traffic and Code Enforcement Services to the City of Harrisburg as presented and authorize the City Administrator to execute the contract upon approval.

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

ADMINISTRATIVE INFORMATION REPORTS

7. Total Maximum Daily Load Report

Mr. Hanks said the TMDL implementation plan is included in the packet, as well as the most recent water quality report for 2024. DEQ provided a unique RARE funding opportunity to help cities accomplish their TMDL goals, which was why the city had Debeat helping in that area.

Mr. Harmon went through his staff report, which includes everything Public Works was able to accomplish in 2024. They were able to accomplish a lot in 2024, especially the help from Dabeat and the RARE program.

Harmon said that mercury has been a big topic the last few years, trying to figure out how to get it out of the streams and rivers. A big part of that is pollution prevention and housekeeping. Harmon broke down the hours spent on that housekeeping, including 70 hours of bioswale maintenance, 129 hours of street sweeping, and 77 hours of leaf collection.

Mr. Lehmann asked how many bioswales Coburg has. Harmon said that they have small and large swales. Most of the new subdivisions and newly constructed streets have infiltration ditches which are miniature versions of the larger swales on Austin and Abby, the end of Vintage and in Coburg Creek. Harmon went over many other points on the report, like temperature, bacteria, and pollutants.

8. Police Department Quarterly Report

Mr. Hanks stated that the goal of this report is to hit the highlights from the quarter and give some trending data from that period. Mr. Larson went over those highlights and trends.

Mr. Lehmann asked about the homeless presence in Coburg. Mr. Larson said they deal with those instances very promptly, consistently checking in the most common spots at least once a day, and trying to help those people with whatever they might need.

Mr. Bouwman asked if the informational posters on e-bikes have made a difference in the activity. Larson said between that and speaking with the parents, the e-bike activity has decreased a lot, especially for those under 16.

9. Administrative Monthly Report

Mr. Hanks went through the items in the report including staff and finance position changes, communications, bi-annual budget, and the recent uses of the CHETT program.

LIAISON UPDATES

Ms. Smith said the Park & Tree Committee did discuss the Pavilion Park renaming at the last meeting and made the recommendation to rename it Laura Park at the Pavilion. The committee donated 40 volunteer hours to the parks between March and June.

Ms. Engebretson said the Lane ACT Committee has decided to have fewer meetings, and the ODOT transportation funding will be discussed at the next meeting.

Mr. Lehmann reported that the Planning Commission did not meet in June, and Mr. Wells said the same for the Heritage Committee.

10. August City Council Recess

There will be no meeting in August, and they will pick back up again in September. Council must be in agreement and vote on this according to the charter.

MOTION: Councilor Engebretson, seconded by Councilor Smith, moved to approve the August meeting recess.

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

Mr. Lehmann asked why a recess is needed and stated that he felt it was unnecessary. Ms. Smith said that a break is nice and provides an opportunity to regroup. Mr. Bouwman did not think a recess was needed because there is work to be done. Mayor Bell acknowledged that there is a lot of time and work put into these meetings by staff, and their time should be considered in this decision as well.

UPCOMING MEETINGS

July 22, 2025	City Council Work Session
August	RECESS
Sept 9, 2025	City Council Meeting

ADJOURNMENT

Mayor Bell adjourned the meeting at 8:39 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