



## MINUTES

### City Council Meeting

September 10, 2024 at 6:00 P.M.  
Coburg City Hall  
91136 N Willamette Street

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

**MEMBERS ABSENT:** John Fox

**GUESTS/STAFF PRESENT:** Adam Hanks, City Administrator; Sammy Egbert, City Recorder; Brian Harmon, Public Works Director

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

#### CALL TO ORDER

Mayor Bell called the City Council meeting to order at 6:05pm.

#### PLEDGE OF ALLEGIANCE

Councilor Smith led the Pledge of Allegiance.

#### ROLL CALL

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

#### MAYOR COMMENTS

Mayor Bell mentioned the Antique Fair this past weekend, and thanked everyone involved for all their hard work to put on the event.

##### 1. Domestic Violence Awareness Month Proclamation

Mayor Bell read the Domestic Violence Awareness Month proclamation, and proclaimed October 2024 as Domestic Violence Awareness Month for the City of Coburg.

##### 2. Revenue Sub Committee Appointment

Mayor Bell said that revenue sub-committee will work with the Mayor, City Administrator and Finance Director to review different possible revenue methodologies in terms of total revenue potential, resident and customer impact, cumulative effects, and gathering of recommendations and input to bring to council, regarding things like utility rates, other fees on utility bills, business licenses, diesel

tax, and more. They are looking at about 7-8 meetings, and Mayor Bell has already chosen 2 people to serve on that committee, Councilor Smith and Councilor Engebretson.

## **AGENDA REVIEW**

They added the City Administration Report as agenda item 11, and removed item 10, the quarterly police report from the agenda.

## **PUBLIC COMMENT**

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

## **CONSENT AGENDA**

3. July 9, 2024 City Council Minutes
4. July 23, 2024 City Council Work Session Minutes

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

*The motion passed — 5:0.*

## **ORDINANCES, RESOLUTIONS AND CONTRACTS**

### **5. Employment Agreement, Adam Hanks**

The proposed contract for approval and the previous contract was included in the packet.

Ms. Smith mentioned a minor typo on page 4 of the contract, third paragraph down.

Mr. Bouwman clarified with Mr. Hanks that the budgetary impact was because of the salary change.

**MOTION:** Councilor Engebretson moved, seconded by Councilor Wells to approve the attached employment agreement between the City of Coburg and Adam Hanks for the position of City Administrator.

*The motion passed — 5:0.*

## **COUNCIL ACTION ITEMS**

### **6. Legislative Priorities for 2025-26, League of Oregon Cities (LOC) Survey**

Mr. Hanks briefly explained that the League of Oregon Cities has historically asked its members to weigh in on their city's top priorities for LOC to spend time on. That will begin in February and the city's priorities are due by the end of this month. Included in the packet is a list of 23 legislative priorities, between 7 different categories, in which Coburg will narrow down to 5, to submit back to LOC.

Mr. Hanks listed the 5 that staff chose which fit Coburg the best, including infrastructure funding, 2025 transportation package, restoration of recreational immunity, community safety and neighborhood livability, and employment lands readiness and availability.

**MOTION:** Councilor Smith moved, seconded by Councilor Bouwman, to accept the staff recommendation for the City of Coburg’s top legislative priorities to submit to the League of Oregon Cities to support the LOC efforts on behalf of its member jurisdictions in the upcoming two-year Oregon Legislative cycle.

***The motion passed — 5:0.***

## **7. Pavilion Park Bid Award Options**

Mr. Hanks said that they were originally scheduled to have a bid award and contract authorization for Council on phase II of Pavilion Park. However, when the bids closed, staff went through them and the bid amounts that came in were much higher than what remains of the original allocation of funds based on the Spring 2022 project estimations, which is not uncommon.

Instead of a request to accept the bid and authorize signature of the contract, they are asking for an understanding of where they’re at in the project, and to get input from council on their strategy for addressing this.

They cannot renegotiate the bid, but they can remove certain line items from it. They worked with Branch, and compared it to the grant deliverables and what the city has the capability to do, and found that they can pull \$75,000 worth of items from the bid. Some of that removal comes from items they will omit and remove from the plan, and the other portion is items that they will do internally instead. Everything that is left and still in the plan are required by the grant.

The other piece comes down to revenue. The project adds land area, which makes it eligible to use systems development charges (parks SDC’s). The city is legally eligible to take 20% or \$140,000 of the total project cost to fund some elements of the project that may fall short. This would change the timeline and how they would phase the development. Mr. Hanks and Mr. Harmon explained some further details on this potential route, and answered some questions from council. They will do a special meeting on September 24, 2024 to further review, formalize and authorize the new bid award.

## **8. City of Coburg Logo**

The new logo options were included in the packet. One option is more of an update to the current circle logo, and the other is more of a complete rebrand logo. Mr. Hanks mentioned that it will be a long process to get everything moved over and rebranded to the new logo. Hanks thought it was important to include the “City of” in the logo, and there was also a long debate on which date was going to be used as the established date.

**MOTION:** Councilor Lehmann moved to adopt City logo option #2. There was no second, therefore the motion died.

**MOTION:** Councilor Bouwman moved, seconded by Councilor Lehmann, to adopt City logo option #1 to replace the existing City logo and direct staff to move forward with the development of a style and use guide to cost efficiently implement the new logo throughout the organization and community as appropriate.

*The motion passed — 5:0.*

## **ADMINISTRATIVE INFORMATION REPORTS**

### **9. Financial End of Year Report**

Mr. Hanks explained that this is a preliminary report. More analysis will be provided when the audit is complete. The first quarterly report for FY 2024-25 will give more information on the year so far. Hanks said that the city did accomplish budgetary compliance for FY 2023-24. He briefly went over some other components of the report.

### **10. Administration Monthly Report**

Mr. Hanks gave a quick overview of the Public Works Operation Building project, the N Willamette/N Macy/N Harrison street reconstruction, Pavilion Park improvements, and well #3 connection project.

Hanks then went over the US Postal Service work, Community Profile report, Camping Ordinance review, and annual performance reviews/department work plans, as well as the current projects and contracts, and department activity and statistics, and citizen inquiry updates.

### **11. General Elections, November 5, 2024 Update**

Ms. Egbert shared that the general election process is completed. She turned in 4 certified statements of candidacy for the ballot, including 1 for the Mayor position, and 3 for City Councilor positions, which they will start seeing in October. Included in the handout are the next steps in the election.

## **COUNCIL COMMENTS | LIAISON UPDATES**

Mr. Bouwman mentioned that he will be attending the September Heritage Committee and Park & Tree Committee meetings.

## **ADJOURNMENT**

Mayor Bell adjourned the meeting at 8:00 pm.

**APPROVED** by the City Council of the City of Coburg on this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Nancy Bell, Mayor of Coburg

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

DRAFT