



MINUTES

Coburg State of the City & City Council Meeting

January 13, 2026 at 6:00 PM

Coburg City Hall

91136 N Willamette Street

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

MEMBERS ABSENT: none

GUESTS/STAFF PRESENT: Adam Hanks, City Administrator; Sammy Egbert, City Recorder; Larry Larson, Coburg Police Chief; Brian Harmon, Public Works Director; Mandy Balcom, Court Administrator

TRANSCRIBED BY: Madison Balcom, Administrative Assistant

CALL TO ORDER

Mayor Bell called the City Council meeting to order at 6:02pm.

PLEDGE OF ALLEGIANCE

Councilor Smith led the Pledge of Allegiance.

ROLL CALL

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

2026 STATE OF THE CITY BY MAYOR BELL

Mayor Bell presented the 2026 State of the City. She thanked everyone for joining, then reflected on Coburg's accomplishments in 2025. She also addressed the challenges Coburg has and continues to face, as well as the steps moving forward, hitting the main topics of water, streets, parks, staff and finances. They took a short break and reconvened at 6:39pm.

MAYOR'S COMMENTS

Mayor Bell invited council and staff to consider attending the LOC President's Regional Meeting on Friday, February 13th, from 11am-1pm in Albany. Ms. Bell and Mr. Hanks plan to attend. Ms. Bell also reminded council that the retreat is coming up on Saturday, January 31st at 9am.

AGENDA REVIEW

There were no changes. Ms. Egbert mentioned the copy of the CA Report and updated Look-Ahead that will go into agenda item 11, as well as a Public Support Fee memo for item 9.

PUBLIC COMMENT

There were no requests to publicly speak. There were no written statements received.

CONSENT AGENDA

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

- 1. Minutes from December 9, 2025 City Council Meeting**
- 2. Park Tree Committee Members Annual Appointments**

MOTION: Councilor Bouwman, seconded by Councilor Engebretson, 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.

Mayor Bell appointed Tom Beatty, Karen Coury, Coleen Marshall, Joe Morneau, Mary Mosier and Michelle Shattuck to the Park and Tree Committee, terms ending on December 31, 2026.

ORDINANCES AND RESOLUTIONS

- 3. Public Hearing | First Reading**

ORDINANCE A-163-W 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-V

Mayor Bell opened the public hearing and held the first reading of Ordinance A-163-W at 6:46pm.

Mr. Hanks said this is an annual item in case there are any substantial changes, and it was advised by the City's legal staff to bring the Ordinance back every year, so it is freshly adopted.

Mr. Larson stated that this allows the Coburg Police Department to cite and arrest people into the Coburg Municipal Court.

Mr. Lehmann asked if there has been a steady or increased frequency of use of the court. Mr. Larson said it is growing. He stated that they made over 1,000 traffic stops in 2025 causing an uptick in the Municipal Courts citations and court appearances. He doesn't have the exact number at the moment but can get those for next month if desired.

There were no further questions or comments.

Mayor Bell closed the public hearing and the first reading of Ordinance A-163-W at 6:50pm. The second reading will be held at the February 10th City Council meeting.

- 4. Public Hearing**

RESOLUTION 2026-01 A RESOLUTION ADJUSTING THE RATES OF WATER, WASTEWATER, TRANSPORTATION, AND PARK SYSTEM DEVELOPMENT CHARGES

Mayor Bell opened the public hearing for Resolution 2026-01 at 6:50pm.

Mr. Hanks said this is another annual item. The systems development charge ordinances allow for annual adjustments to maintain the methodology as capital construction prices increase. The attempt

is to have the SDC methodology and rates match. Coburg utilizes the ENR (Engineering News Record), a standard construction index, to evaluate construction related rates and fees. Hanks said that from here forward, they will use the November ENR to determine the rates. The November 2025 ENR was 3.4% so the resolution updates the existing systems development charges by 3.4% for each of the 4 SDC's.

Mr. Bouwman asked how often the ENR is published, to which Hanks replied monthly. Hanks also stated that for reference, the November 2024 ENR was 0.9%.

Mr. Lehmann asked if they had any idea of how much total dollar revenue that increase would generate. Mr. Hanks explained that SDC's are dependent upon development activity and there really isn't a way to predict that.

Mayor Bell closed the public hearing for Resolution 2026-01 at 6:55pm.

MOTION: Councilor Bouwman moved, seconded by Councilor Smith, to adopt Resolution 2026-01, a resolution adjusting the rates of water, wastewater, transportation and park system development charges.

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

5. RESOLUTION 2026-05 A RESOLUTION ADOPTING THE 2026 STORMWATER MASTER PLAN

Mr. Hanks noted that this item has been in the works since 2018/19, with some hiatuses throughout. This is not currently a regulatory mandate, but relates to other regulatory mandates. It updates the 1999 Storm Drain Master Plan. Staff has been working with Branch Engineering to develop and update this master plan. The executive summary was shared with council a few meetings prior to show what was coming up. Much of the document is inventory, survey work and system identification details.

Mr. Hanks and Mr. Harmon went over some of the highlights of the master plan bulleted in the attached staff memo, talked about infiltration and precipitation levels, discussed the possibility of a storm drain maintenance fee to support storm drain maintenance and projects, the difference of using curb and gutter, and answered various questions from Council.

MOTION: Councilor Myers moved, seconded by Councilor Bouwman, to adopt Resolution 2026-05, a resolution adopting the 2026 Stormwater Master Plan as presented.

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

6. Public Hearing

RESOLUTION 2026-02 A RESOLUTION ADOPTING REVISED WATER RATES

Mayor Bell opened the public hearing for Resolution 2026-02 at 7:50pm.

Mr. Hanks noted the provided staff report covers all three of the next resolutions (2026-02, 03, 04). Hanks hit on the highlights for all three in his presentation, covering the water, wastewater, and transportation utility fee (TUF) rates, how the four funds (general, street, water, wastewater) stand and how they're affected by those rates. The revised water and TUF rates (+3.4%) came from the ENR,

and the revised wastewater rate (+6.4%) comes from the ENR plus the need to build that fund up to prepare for upcoming capital needs. Hanks also mentioned that they will be bringing forward some needed updates to the rates methodology in the future.

Mayor Bell closed the public hearing for Resolution 2026-02 at 8:10pm.

MOTION: Councilor Lehmann moved, seconded by Councilor Bouwman, to adopt Resolution 2026-02, a resolution adopting revised water rates.

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

7. Public Hearing

RESOLUTION 2026-03 A RESOLUTION ADOPTING REVISED WASTEWATER SERVICE RATES

Mayor Bell opened the public hearing for Resolution 2026-03 at 8:12pm.

As stated above, Mr. Hanks reiterated that this increase is an ENR of 3.4% plus an additional 3% to address ending fund balance and future capital needs.

Mayor Bell closed the public hearing for Resolution 2026-03 at 8:13pm.

MOTION: Councilor Lehmann moved, seconded by Councilor Bouwman, to adopt Resolution 2026-03, a resolution adopting revised wastewater service rates.

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

8. Public Hearing

RESOLUTION 2026-04 A RESOLUTION REVISING TRANSPORTATION UTILITY FEE SCHEDULE

Mayor Bell opened the public hearing for Resolution 2026-04 at 8:14pm.

Mr. Hanks again stated that this is an ENR increase of 3.4% to the TUF, which goes into the street fund.

Mayor Bell closed the public hearing for Resolution 2026-04 at 8:15pm.

MOTION: Councilor Lehmann moved, seconded by Councilor Smith, to adopt Resolution 2026-04, a resolution revising the transportation utility fee rate schedule.

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

ADMINISTRATIVE INFORMATION REPORTS

9. Public Safety Support Fee

Mr. Hanks said the provided memo covers the bases of this fee, including the subcommittee recommendation, the proposed schedule, and further details of the fee.

Hanks recapped the structure of the fee, which will be modeled almost identical to the Parks and Open Space fee, which was modeled heavily on the existing Tree fee. It is a flat fee charged to all customers

inside city limits, for both residential and commercial. It is a per-unit based fee, which means in cases where there are several units on a lot, and on the same meter and utility bill, it would be the fee times the number of units. As for the RV parks, every 10 spaces are equivalent to one unit. The fee's revenue will go into the general fund but will be limited and restricted to public safety use only by ordinance and resolution. Public safety will be defined in the ordinance as expenditures relating to the police department, municipal court, and code enforcement.

The two recommended options by the revenue subcommittee were a \$15 or \$20 public safety support fee. It is also to be decided whether this fee would qualify for the low income assistance. Ms. Bell also wanted to point out the police department quarterly report that shows the Police Department's services and important work within the community.

The direction of council towards staff was to consider the \$20 fee amount when proceeding with community outreach, information and feedback. Mr. Hanks noted that there will be many more discussions regarding this fee in the coming meetings, with the ordinance to create the fee likely in March and the resolution of setting the amount in April.

10. Police Department Quarterly Report

The report was provided. There were no further questions from council.

11. Monthly Administration Report

Mr. Hanks briefly went through the items in the report including the Council Retreat, traffic control changes at Coburg Rd/N Coburg/Bottom Loop, downtown holiday lighting and Christmas in Coburg, and the regular current projects and contracts, and department activity and statistics.

12. Financial Report

Mr. Hanks mentioned that they are just about to finish up and close out December's financials. Hanks said they are starting to move over the URA payment as soon as property taxes are sufficient enough to allow. They will see that revenue showing next month which will make the sewer fund look more complete. Hanks mentioned a few other key points. There were no further questions from council.

ADJOURNMENT

Mayor Bell adjourned the meeting at 8:41 pm.

APPROVED by the City of Coburg City Council on this _____ day of _____, 2026.

Nancy Bell, Mayor of Coburg

ATTEST: _____
Sammy L. Egbert, City Recorder