



MINUTES

Coburg City Council Work Session

January 27, 2026 at 6:00 PM

Coburg City Hall

91136 N Willamette Street

MEMBERS PRESENT: Mayor Bell, Cathy Engebretson, John Lehmann, Jaymason Bouwman, Donnie Myers

MEMBERS ABSENT: Alan Wells, Claire Smith

STAFF/GUESTS PRESENT: Adam Hanks, City Administrator; Sammy Egbert, City Recorder; Brian Harmon, Public Works Director; Tom Beatty, Park Tree Committee Chair

TRANSCRIBED BY: Madison Balcom, Administrative Assistant

CALL TO ORDER

Mayor Bell called the City Council Work Session to order at 6:01pm.

ROLL CALL

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

WORK SESSION ITEMS

1. Vegetation Management and Maintenance Plan

Mr. Hanks said they have referenced this plan before and noted that they have been working on it in the background for a while. He also noted that the RARE intern, Dabeat, helped get this plan started and create this document when he was working with the city. Hanks explained that this plan helps establish expected levels of service, helps determine whether the city can do the work or to contract certain elements out, and can also serve as a stepping stone to other policies.

Mr. Hanks mentioned that the Park Tree Committee is aware that staff has been working on this plan but has not yet seen the draft. There will be a formal session for the Park Tree Committee to go through the plan as well. Ms. Bell also introduced the Chair of the Park Tree Committee, Tom Beatty. Hanks said the goal is to bring the plan back to council before the summer.

Hanks briefly went through some of the contents of the plan, answering questions from council about weed abatement solutions, pesticide use, aesthetics, and other topics.

2. Park Maintenance Options Review and Discussion

Mr. Hanks reminded council that for the upcoming spring and summer season, Public Works is down to 5 FTE. Last year they had a TEMP employee helping out in the summer, specifically for mowing, weeds, and maintenance. Hanks mentioned this year they were considering going out to bid for a “mow and blow” which covers mowing, trimming, and weed eating, for only the irrigated grass parks. There would still be regular parks tasks that staff would have to complete, however it would help cut down some park maintenance to keep up with, and likely be more cost effective.

Hanks said that the goal would be to have a bid document developed in the next 30-45 days, put the bid out and see what they get back. Those results would then come back to council for a decision.

3. Capital Improvements Plan – FY27 Update

Mr. Hanks said the CIP FY27 update will be back on the March meeting agenda for formal adoption. Hanks briefly refreshed council on exactly what the CIP is and the purpose it serves the city. In the packet was the adopted CIP from FY26. Mr. Hanks and Mr. Harmon worked through the project list to get updated cost estimates, what was done and could be removed, and what may have changed. If a project splits fiscal years, the goal is to split up the engineering/design work in the first year, and the actual construction costs in the next year.

Mr. Hanks went through the project categories in the CIP, including administration/general, parks, transportation, water, and wastewater projects, and some of the costs and priorities for the projects, answering questions from council as they arose.

Hanks said there is not currently a category for equipment and stormwater because there isn't a dedicated funding source for those yet. They will need to figure out how to create funding sources to support those future needs, with an option being a separate equipment and fleet fund. There will likely be a category next year for stormwater.

Hanks noted that there is always a lot going on, with no shortage of projects. Comparatively, Coburg is in good shape as far as not deferring projects and keeping the momentum going.

ADJOURNMENT

Mayor Bell adjourned the meeting at 7:20 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