



MINUTES

Coburg City Council Meeting

September 8, 2026 at 6:00 PM

Coburg City Hall

91136 N Willamette Street

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

MEMBERS ABSENT: none

STAFF PRESENT: Adam Hanks, City Administrator; Sammy Egbert, City Recorder; Megan Winner, Planning Director; Brian Harmon, Public Works Director

TRANSCRIBED BY: Madison Balcom, Administrative Assistant

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

Councilor Engebretson led the Pledge of Allegiance.

ROLL CALL

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

MAYOR'S COMMENTS

1. Domestic Violence Awareness Proclamation

Mayor Bell quoted some Oregon statistics on domestic violence and read through the proclamation for Domestic Violence Awareness Month. Mayor Bell proclaimed the month of October 2026, as Domestic Violence Awareness month in the City of Coburg.

Ms. Bell welcomed everyone back from the August recess and thanked them for being there.

Councilor Lehmann joined the meeting via ZOOM at 6:09pm.

AGENDA REVIEW

There were no changes made to the agenda.

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.

2. Minutes from July 14, 2026 City Council meeting

MOTION: Councilor Engebretson, seconded by Councilor Smith, 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.

ORDINANCES AND RESOLUTIONS

3. RESOLUTION 2026-17 A RESOLUTION ADOPTING THE CITY OF COBURG 2026 WATER MANAGEMENT AND CONSERVATION PLAN

Mr. Hanks presented the 2026 Water Management and Conservation Plan, a document required by the State of Oregon. The plan was discussed at the July work session and subsequently revised with technical data updates before receiving formal state approval.

Hanks noted that the plan ensures efficient use of the city's water rights and outlines conservation and operational strategies. Current water leakage stands at approximately 18%, above the state's 10% threshold. The state has imposed a two-year reporting requirement to demonstrate progress toward single-digit water loss. Hanks also reviewed the four-tiered action plan to reduce leakage.

Council briefly discussed the length of printed packets and staff noted this can be addressed further at a work session.

Ms. Smith also raised a question about differing residential water rates vs. PVE (Pioneer Valley Estates) rates. Mr. Hanks explained PVE has its own unique rate structure, and recent rate increases have not been applied to PVE as the city works to flatten the rate differential.

MOTION: Councilor Bouwman, seconded by Councilor Wells, moved to approve Resolution 2026-17, a resolution adopting the 2026-2036 City of Coburg Water Management and Conservation Plan as approved by the Oregon Water Resources Department.

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

4. RESOLUTION 2026-18 A RESOLUTION AUTHORIZING THE CITY TO ACCEPT STATE TRANSPORTATION FUNDS THROUGH THE OREGON DEPARTMENT OF TRANSPORTATION SMALL CITIES ALLOTMENT GRANT PROGRAM

Mr. Hanks noted that any city with a population of 5,000 or less is eligible for this grant, for up to \$250,000 per award in state transportation funds through the ODOT Small City Allotment Grant Program. The city applied for the same street segment last cycle but was not awarded, then reapplied this spring and was successful. The original project limits for improvements to South Skinner Street were extended from Delaney to Dixon based on favorable pricing from the Coleman Street project.

Hanks mentioned that project design and engineering costs are included in the \$250,000, which they are estimating will be approximately \$30,000–\$40,000 with the full target construction cost to be \$200,000–\$220,000. The project is planned to bid in January/February with construction in the same timeframe as the Coleman Street project was done. This resolution will formally accept the grant and authorize the city administrator to execute the contract.

Councilors had some questions about cost estimations and local match, which Mr. Hanks answered. Hanks also noted that Council will have the flexibility to decide at bid award whether to add local dollars to extend the paving limits. The project is already appropriated in the current fiscal year budget.

MOTION: Councilor Wells, seconded by Councilor Bouwman, moved to approve Resolution 2026-18, a resolution accepting up to \$250,000 of state transportation funds through the 2026 Small City Allotment Grant Program for S. Skinner Street (Pearl St to Dixon St) and authorizing the City Administrator to execute the associated contract agreement.

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

COUNCIL ACTION ITEMS

5. Limited Income Assistance Application Review

Mr. Hanks brought forward a discussion item regarding the city's Limited Income Assistance Program, prompted by a utility customer who did not meet the current eligibility criteria. Hanks explained the program details and its eligibility criteria. At this time, no appeal, waiver, or hardship process currently exists.

Mayor Bell referenced the provided handout showing the 2026 Federal Poverty Guidelines and noted that the income levels are very low at the starting 100% FPL. Ms. Bell mentioned expanding eligibility by increasing the FPL percentage thresholds (e.g., shifting from 100/125/150% to higher percentages), which Council members expressed support for. Mr. Hanks also noted that if more households become eligible, discounts could decrease over time. Council, however, was not in favor of creating an appeal or hardship process, preferring to keep the program objective and administratively efficient.

Councilors had some questions and comments, to which Hanks responded. Hanks also noted the city recently submitted "utility assistance programs" as one of its top five legislative priorities to the League of Oregon Cities. Council directed staff to bring back a range of revised FPL percentage scenarios with corresponding eligibility impacts for Council to evaluate at a future meeting.

6. Oregon Health Department and Business Oregon Grant Application – Water System Treatment Feasibility (PFPS/PFOS)

Mr. Hanks informed Council that staff submitted a \$116,500 forgivable loan application, with a \$10,000 match, to the Oregon Health Authority and Business Oregon for a water system treatment feasibility study. Hanks said they applied for this grant because Coburg's water system had a preliminary detection of PFAS/PFOS ("forever chemicals"). These chemicals are not yet regulated but will be by April 2029. The state has set up initial testing protocols for all water systems and have provided funding in advance for those that are proactive, to solve it before the regulatory deadline.

The application was put together and submitted under a tight timeline, with the test results only received mid-July, and the application due on August 18th. The feasibility study will determine what infrastructure or treatment processes are needed to comply by April 2029. Quarterly testing begins tomorrow, September 9, and trend data will be collected over the coming year.

Staff anticipates receiving grant funds in FY28, with a potential construction/CIP project in FY29. The formal grant acceptance will come back to Council for approval. Mayor Bell talked about some details of the PFOS chemical, its uses and the common products it lives in.

MOTION: Councilor Engebretson moved, seconded by Councilor Bouwman, to recognize and support the recent grant application submitted by staff in the amount of \$116,500 to the Oregon Health Department and Business Oregon for a Water System Treatment Feasibility Study to address the recent identification of PFAS/PFOS detected in the City of Coburg water supply.

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

7. Pearl Street Speed Reduction Application

Mr. Hanks reported that the city is now positioned to submit a speed zone investigation request to ODOT to reduce the speed limit on Pearl Street from 35 mph to 25 mph, west of Finley Street. Hanks noted this was a top-tier recommendation from the Transportation Safety Ad Hoc Committee, from July 2024, but was previously discouraged by Lane County. Hanks also mentioned that former councilor, John Fox's, advocacy with county leadership helped reopen the conversation.

Lane County Transportation has committed to a formal letter of concurrence supporting the request. Staff estimates a 50/50 chance of approval without additional engineering studies. If denied, an appeal process exists that would require some engineering analysis at additional cost. A speed reduction would complement the Coleman crosswalk and potentially influence the placement of a future crosswalk signs or flashing beacons.

MOTION: Councilor Bouwman moved, seconded by Councilor Wells, to direct staff to complete and submit a Speed Zone Investigation Request to the Oregon Department of Transportation with an intention of reducing the maximum speed limit of 25 MPH on Pearl Street west of Finley Street.

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

ADMINISTRATIVE INFORMATION REPORTS

8. Sign Ordinance Amendments

Mr. Hanks noted the importance of a strong sign code and enforcement for reasons like economic development, tourism, etc. He also touched on the work Planning Director, Megan Winner, has done so far.

Ms. Winner provided an update on the ongoing work to modernize and clean up the city's sign ordinance, which has been under review by the Planning Commission, and discussed at their meetings. The key issues that prompted this update were the temporary/A-frame signs in the right-of-way and the illuminated sign approval process which needs to be simplified. Other areas of work will include clean-up and modernization of terminology and removal/rewording of provisions that conflict with First Amendment case law. The sign code applies to signs on private property and in business windows.

Ms. Winner anticipated that Planning Commission will review proposed language this fall, and Council can expect to see proposed changes around winter 2026–2027. Councilors had some clarifying questions, which Ms. Winner and Mr. Hanks answered.

9. Local Option Levy Strategy

Mr. Hanks reminded Council that the upcoming work session on September 22nd will focus on the local option levy discussion using a 10-year General Fund revenue and expense forecasting tool. The tool allows scenario planning and is intended to inform budget priorities and potential new revenue streams.

10. Financials Monthly Report

Mr. Hanks noted that July's report is the first of the fiscal year and really doesn't show much yet. August's report will be presented in October, and as more months go by they will become more relevant.

11. Monthly Administration Report

The report was provided. Councilors and Mayor Bell raised ongoing safety concerns at the intersection of Diamond Street and the loop path exiting Norman Pfeiffer Park, citing multiple near-miss incidents involving pedestrians and children on bikes and scooters emerging into traffic. They discussed using the speed trailer to track speed and trip data and options like speed cushions, stop signs, pedestrian awareness and education, or caution signs exiting the path.

ADJOURNMENT

Ms. Bell adjourned the meeting at 8:08 pm.

APPROVED by the City of Coburg City Council on this 13th day of October, 2026.

Nancy Bell, Mayor of Coburg

ATTEST: _____
Sammy L. Egbert, City Recorder