



MINUTES
Coburg City Council Meeting
May 12, 2026 at 6:00 PM
Coburg City Hall
91136 N Willamette Street

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

MEMBERS ABSENT: Mayor; Nancy Bell, Jaymason Bouwman

GUESTS/STAFF PRESENT: Adam Hanks, City Administrator; Sammy Egbert, City Recorder; Larry Larson, Coburg Police Chief, Megan Dompe; Coburg Main Street Director

TRANSCRIBED BY: Madison Balcom, Administrative Assistant

CALL TO ORDER

Council President, Cathy Engebretson called the City Council meeting to order at 6:02pm.

PLEDGE OF ALLEGIANCE

Cathy Engebretson led the Pledge of Allegiance.

ROLL CALL

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

MAYOR'S COMMENTS

Mayor Bell was unable to attend this meeting but provided a Council Memo for review.

AGENDA REVIEW

Ms. Egbert noted that their red folders include the City Administration Report and some reference handouts for the resolution.

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 April 14, 2026 City Council meeting

3. Budget Committee Appointments

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

The motion passed unanimously as 5:0, with Councilors Engebretson, Lehmann, Myers, Smith and Wells voting affirmatively, none opposed.

SPECIAL GUEST

4. Coburg Main Street Annual Report, Megan Dompe

Ms. Dompe presented the annual report for Coburg Main Street which reviews the services provided to the City of Coburg and general tourism marketing and promotion for 2025/2026. Ms. Dompe answered any questions from council. Mr. Hanks also noted some information on the Transient Lodging Tax for Coburg, and how Coburg Main Street's tourism and marketing work within that.

Council had a few questions regarding the IOOF Hall lease and other service agreements, which Hanks said they will get to later in the meeting, on an upcoming agenda item.

ORDINANCES AND RESOLUTIONS

5. RESOLUTION 2026-13 A RESOLUTION DEVELOPING A STRATEGY AND TIMELINE FOR COUNCIL CONSIDERING OF A LOCAL OPTIONS LEVY

Mr. Hanks presented a staff report on Resolution 2026-13, reviewing the proposed timeline and considerations associated with pursuing a local option levy. Mr. Hanks explained that pursuing a timeline for a local option levy was a collective decision of the City Council and emphasized that it would remain a high priority over the coming months, likely pushing other projects back. Mr. Hanks stated that the topic would continue as a recurring agenda item at future City Council meetings to allow for ongoing discussion and updates.

Mr. Hanks responded to Council questions regarding the revenue collection process, proposed fee amounts, billing procedures, and anticipated timelines for receiving funds. Mr. Hanks also explained that the resolution will guide staff on what information and options should be brought back to Council for further consideration.

Councilors discussed concerns and expectations regarding the possible local option levy and the broader public engagement process. Mr. Hanks noted that final decisions related to the levy structure and implementation would ultimately be determined by Council and acknowledged that a range of differing opinions among Council members is expected throughout the process.

Mr. Hanks advised that there would not be sufficient time to place a local option levy on the November 2026 ballot but indicated that a May 2027 ballot measure could be feasible. Discussion also included how a potential levy could affect the current public safety fee, with Mr. Hanks noting that multiple approaches and possibilities remained under consideration by Council.

Mr. Hanks emphasized that preparing and executing a successful ballot measure requires significant time, planning, coordination, public outreach, advertising, and administrative work. Mr. Hanks explained that these efforts are necessary to ensure adequate public engagement, legal compliance, and community understanding throughout the ballot measure process.

MOTION: Councilor Myers moved, seconded by Councilor Smith, to approve Resolution 2026-13, A Resolution to develop a strategy and timeline for Council consideration of a Local Options Levy.

The motion passed unanimously as 5:0, with Councilors Engebretson, Lehmann, Myers, Smith and Wells voting affirmatively, none opposed.

CONTRACTS

6. Coburg Main Street Annual Agreement for Services

Mr. Hanks provided a staff report, going over the agreement for services between the City and Coburg Main Street. The contract itself has not had any significant changes, other than the term extension and some language updates.

The agreement included:

- \$20,000 allocated for tourism services
- \$10,000 allocated for community engagement and communications
- Funding through transient lodging tax (TLT) revenues

MOTION: Councilor Smith moved, seconded by Councilor Myers, to approve the Agreement for Services between the City of Coburg and Coburg Main Street as presented.

The motion passed unanimously as 5:0, with Councilors Engebretson, Lehmann, Myers, Smith and Wells voting affirmatively, none opposed.

7. Lane County Sheriff's office Intergovernmental Agreement to provide Dispatch Services

Mr. Hanks explained that this agreement is an extension for a fourth year of dispatch services provided through the Lane County Sheriff's Office. Mr. Hanks noted that the agreement included a 3% cost increase for the current year, which was less than anticipated.

Mr. Hanks and Mr. Larson noted that the Coburg Police Department does not currently utilize in-vehicle internal CAD systems like some larger agencies. As a result, officers rely primarily on radio communications for dispatch services and coordination with the Lane County Sheriff's Office dispatch center. CPD is in process of launching that system, which makes it more professional and provides a better response.

Chief, Larry Larson went through the provided services within the contract, the many benefits of this service, the other agencies that Lane County Dispatch covers, and some statistics of calls for service.

MOTION: Councilor Lehmann moved, seconded by Councilor Myers, to approve the Lane County Intergovernmental Agreement for Fiscal Year 2026-27 in the amount of \$79,995 and authorize the City Administrator to execute the agreement.

The motion passed unanimously as 5:0, with Councilors Engebretson, Lehmann, Myers, Smith and Wells voting affirmatively, none opposed.

ADMINISTRATIVE INFORMATION REPORTS

8. Monthly Administration Report

Mr. Hanks briefly went through the items in the report including Coleman Collector Street, traffic control changes at Coburg Road and Bottom Loop, Business Retention and Expansion Survey, Housing Capacity Analysis & Buildable Lands Inventory, current projects and contracts, and department activity and statistics.

9. Financial Report

The March Financial Report was provided. Mr. Hanks noted that March marks three quarters of the fiscal year, which is a great indicator of where they are in the financials and how it compares to budget targets. Hanks provided some further details on revenues, expenses, debt service and specific funds.

LIAISON UPDATES AND COUNCIL COMMENTS

Ms. Engebretson thanked the public safety staff in Coburg for their service and hard work.

ADJOURNMENT

Ms. Engebretson adjourned the meeting at 8:10 pm.

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

DRAFT

Nancy Bell, Mayor of Coburg

ATTEST: _____
Sammy L. Egbert, City Recorder