



MINUTES

Coburg City Council Work Session

June 23, 2026 at 6:00 PM

Coburg City Hall

91136 N Willamette Street

MEMBERS PRESENT: Mayor; Nancy Bell, Cathy Engebretson, John Lehmann, Donnie Myers, Claire Smith

MEMBERS ABSENT: Alan Wells (excused), Jaymason Bouwman (excused)

GUESTS/STAFF PRESENT: Adam Hanks, City Administrator; Sammy Egbert, City Recorder; Larry Larson, Coburg Police Chief

TRANSCRIBED BY: Madison Balcom, Administrative Assistant

CALL TO ORDER

Mayor Bell called the City Council Work Session to order at 6:00 pm.

ROLL CALL

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

WORK SESSION DISCUSSION ITEMS

Mr. Hanks briefly introduced the few items on the agenda. Ms. Bell also wanted to add a quick discussion on parking in the rights-of-way for the upcoming summer events.

Mr. Hanks gave a brief update on the well and electrical issues experienced over the weekend and into the week. Staff was fairly certain the problems were caused by fluctuations in power. He explained that although the wells have equipment designed to handle some power fluctuations, they do not have the heavy-duty harmonics equipment used in other systems at the wastewater plant.

The well outage occurred on Saturday, and it was determined that the well pump was the source of the failure. A replacement pump was being built, and once received, staff would need to disassemble the old unit and rebuild the new well motor. They did not yet have an exact timeline but were hoping for completion by Thursday.

Mr. Hanks noted that staff made direct contact with the large water users and asked them to try to conserve their water usage if possible, to help avoid overloading the system. As well as asking the community to voluntarily conserve water as well. Well #1 was operating just like it was supposed to, keeping up with the water usage well. Hanks answered a few clarifying questions from the council.

1. Local Option Levy Timeline and Strategy

Mr. Hanks reviewed the council look-ahead document, and the first few pages on finances and fund balances, highlighting that the city is hitting the marks well and will be at 100-105% on most revenue projections, and 90-94% range on expenses. License permits and fees and SDC charges were the lowest hitting projections, due to low development activity. Hanks went over other projections and the Well #3 bid award and projected timeline as well.

Ms. Bell also asked councilors if they had any dates in mind for the mini-retreat meeting to discuss the local option levy. Mr. Hanks noted that the included memo listed what he was expecting they would pull together and discuss for that meeting. Hanks went over some of those topics and details, and the strategies they will look into and consider more thoroughly, depending on wants and needs of the community. Councilors voiced their opinions on the timeline and strategic planning of a potential levy, as well as noting some conversations they have had with community members and the concerns the community has expressed.

Council also discussed the testimony at the last meeting regarding the park on Stallings Lane, and Hanks noted that they will be sending a letter to the concerned party regarding the legal process and the agreement.

Mr. Hanks talked about the ending fund balances, and the handout that was provided. They discussed the fund structures and how those funds can be used.

They are going to put some dates together to get input from councilors on what dates could work for the retreat.

2. Financial Policies | Cost Allocation Plan Update

a. Financial Policies

Mr. Hanks reviewed the financial policies document and ending fund balance target minimums that the Finance Audit Committee discussed at their last meeting. He noted the changes and updates they have made to the document since they started working on it, and the changes that were recently discussed.

Hanks explained that the ending fund balance target minimums are calculated using the number of months of expenditures that is desired to have on hand. That is different for each fund, with a proposed 2.5 months of expenditure for the general and street fund, and 3.5 months for the water and sewer funds. The city has more control over the expenditures in the general and street funds because they are not as regulatory. However, the water and sewer funds are more regulatory and operate differently, so they were a little more considerate for those minimum balance targets.

Mr. Hanks noted that between the previous cuts in police services, and the revenue from the public safety fee for the upcoming year, that is the reason the city actually has a budget that will meet those targets. Hanks answered questions from council regarding the specifics of the chart and understanding of the funds.

b. Cost Allocation Plan

Mr. Hanks then went over the Indirect Cost Allocation Plan from 2019. He mentioned that there are several expenses that reside in the general fund but are legally attributable to the other three funds. He briefly went over two theories for a methodology to allocate those costs as a monthly, quarterly or annual transfer or direct charge them on a per invoice basis. Hanks went over some specific details of direct allocation and expense transfers and how those processes work. The goal is to minimize exposure to the general fund for costs that don't have to be there but also not going beyond that line and being inaccurate in what and where things can be charged and allocated. This will go back to the finance audit committee as well for them to work on and give input.

3. Right-of-Way Parking

Ms. Bell clarified the parking situation in public right-of-way's during the summer and community events. Mr. Hanks stated that right-of-way's are public property that cannot be blocked off by residents and can be used for public parking. They discussed the many components and enforcement issues within this, including other public parking situations. Staff will look into ordinances and resolutions specific to this and work on some community education posts on the issue.

ADJOURNMENT

Ms. Bell adjourned the meeting at 8:16 pm.

APPROVED by the City of Coburg City Council on this **14th** day of July, 2026.

Nancy Bell, Mayor of Coburg

ATTEST: _____
Sammy L. Egbert, City Recorder