MINUTES
Coburg City Council Meeting
June 9, 2026, at 6:00 PM
Coburg City Hall
91136 N Willamette Street

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

MEMBERS ABSENT: none

STAFF PRESENT: Adam Hanks, City Administrator; Sammy Egbert, City Recorder; Larry Larson, Coburg Police Chief; Megan Winner, Planning Director

TRANSCRIBED BY: Madison Balcom, Administrative Assistant

CALL TO ORDER
Mayor, Nancy Bell called the City Council meeting to order at 6:14 pm.

PLEDGE OF ALLEGIANCE
Mayor Bell led the Pledge of Allegiance.

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

AGENDA REVIEW
Ms. Egbert noted that their red folders included the Coburg Loop Path Presentation, the Local Option Levy report, and the City Administration Report. Ms. Egbert also noted a mistake in the agenda, noting that Resolution 2026-15 should say for fiscal year 2026-27, not 2025-26.

MAYOR'S COMMENTS
Mayor Bell recognized Terry Dawson who has served on the budget committee for 15 years and will no longer be on the budget committee next year. She thanked him and was very appreciative of his time spent on the committee, and his generosity in the community.

Ms. Bell also thanked Teri Kohley for her work on the Coburg Main Street Arts Committee and contributions to the community.

PUBLIC COMMENT
- <u>Genie Morneau McKibben and Joe Morneau</u>
  Genie and Joe spoke about how they sold their mother's property to the city in 2020. They requested that the city use that property to develop a park in their mother's name, Julia

Morneau. They stated that they worked with previous administrators on this project and were on the understanding that it would be done within two years. It has now been six years and has now been put off until 2030. They provided a handout of the Jan/Feb 2021 Our Town Newsletter which included an article about the new wellhouse purchase. They spoke on the planning of the project, and the property agreement. They requested to be able to go back to the agreement and have the park put in.

CONSENT AGENDA

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

2. **Minutes from May 12, 2026 City Council meeting**
3. **Minutes from May 26, 2026 City Council Work Session**

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.

SPECIAL GUEST

4. **Coburg Loop Path Survey Presentation from U of O**

Megan Winner, Coburg Planning Director, introduced the student consultant team from the University of Oregon. She reviewed their scope of work and what projects prior teams have completed for the Loop Path.

The University of Oregon student team presented their report and findings of the Coburg Loop Path survey. Their portion of the project worked on community engagement. They developed a survey for Coburg Residents about the usability and amenities of the Coburg Loop Path. They received 82 responses for the survey over the span of three weeks, with 40% of the respondents using the path five or more times per week, and Booth Kelly being the most frequently used. They reviewed their findings and recommendations from the community. The student group created an informative brochure on the loop path, which provided more information on the concept, the development, and the design.

Council added some suggestions as well for signage and educational tools. Council had a few other questions about the findings, which the student team answered.

Mr. Hanks noted that the full report will go to the Park Tree Committee. That committee has had a lot of discussions on park projects, park maintenance, smaller sized projects and prioritization within the parks system.

ORDINANCES AND RESOLUTIONS

5. **Public Hearing**
   RESOLUTION 2026-12 A RESOLUTION CERTIFYING THE CITY OF COBURG'S ELIGIBILITY AND ELECTION TO RECEIVE STATE SHARED REVENUES FOR FY 2026-27

Ms. Bell opened the public hearing at 6:56pm and held the budget hearing for Resolution 2026-12.

Mr. Hanks presented a staff report on Resolution 2026-12, noting that this is a state-required process. Hanks reviewed the design of the state shared revenues and how that is calculated. There were no questions.

Ms. Bell closed the public hearing at 7:00pm.

> **MOTION:** Councilor Bouwman moved, seconded by Councilor Wells, to adopt resolution 2026-12, a resolution certifying the City of Coburg's eligibility and election to receive state shared revenues for FY 2026-27.
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> ***The motion passed unanimously as 6:0, with Councilors Bouwman, Engebretson, Lehmann, Myers, Smith and Wells voting affirmatively, none opposed.***

6. **RESOLUTION 2026-14** A RESOLUTION ADOPTING SUPPLEMENTAL BUDGET APPROPRIATIONS AND TRANSFER OF APPROPRIATIONS IN FISCAL YEAR 2025-26

Mr. Hanks explained that the $18,000 supplemental budget is needed because the cybersecurity grant, applied jointly with LCOG, was originally expected to flow financially through LCOG, but ended up going through the City instead. Since Coburg received the grant revenue and paid the related invoices itself, and this activity was not included in the adopted budget, the supplemental budget is required to formally record the unanticipated revenue and expenses.

The transfers were for two reasons, one being cost allocation and the other being unanticipated water system repairs. The cost allocation process for staffing was recently changed to directly allocate instead of doing transfers from the general fund to the other funds. That has worked well in the last few years without that movement of funds. The current goal is to address the cost allocation for operations and maintenance. Mr. Hanks explained that process and the shortfall that they have seen.

In the water fund specifically, there were two emergency repairs that were not anticipated and was not budgeted for. These transfers all come from contingency, not from fund balances. Mr. Hanks explained the changes made to the capital funds and operations and maintenance funds, and how that affects the transfer and supplemental processes. Hanks answered any questions from council.

> **MOTION:** Councilor Myers moved, seconded by Councilor Bouwman, to adopt Resolution 2026-14, A Resolution Authorizing a Supplemental Budget and Transfers of appropriations in the City of Coburg's 2025-2026 Fiscal Year Budget.
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> ***The motion passed unanimously as 6:0, with Councilors Bouwman, Engebretson, Lehmann, Myers, Smith and Wells voting affirmatively, none opposed.***

7. **RESOLUTION 2026-15** A RESOLUTION ADOPTING THE SALARY AND CLASSIFICATION SCHEDULE FOR FISCAL YEAR 2026-27

Mr. Hanks presented a staff report reviewing the salary and classification schedule for the upcoming fiscal year. This was also included in the budget packets and done at the same time as the budget process. The CPIW is used as the index for the cola, which is 2.57%. Hanks talked about the challenges with retaining and recruiting staff and trying to stay competitive.

Mr. Lehmann asked about the reserve officer pay listed on the schedule. Mr. Hanks explained that the amount is there to provide the opportunity to have them as a temporary employee for specific events or grant-related things, if needed or desired. This is not used very often but has been used in the past. Hanks also explained that not every position on the classification schedule is filled but are there as a placeholder. Only the filled positions are included in the budget and appropriations.

MOTION: Councilor Wells moved, seconded by Councilor Bouwman, to adopt Resolution 2026-15, A Resolution adopting the Salary and Classification Schedule for Fiscal Year 2026-27.

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

8. **Budget Hearing**
RESOLUTION 2026-16 A RESOLUTION ADOPTING THE CITY OF COBURG BUDGET FOR FISCAL YEAR 2026-27, CREATING APPROPRIATIONS, SETTING THE TAX, IMPOSING THE TAX, AND CATEGORIZING THE TAX

Ms. Bell opened the public hearing at 7:24pm.

Mr. Hanks reviewed the budget presentation, as presented in previous meetings, noting that the budget is balanced and slowly improving, staffing is stable with no FTE reductions or increases, the general fund and wastewater fund are improving with revenues being greater than expenses, and the city is headed towards financial sustainability.

He noted that they budgeted two vehicles for police services in the FY27 budget but were required to purchase them right away before they were gone. Therefore, they swapped the purchase of the vehicles (budgeted for FY27 but purchased in FY26) for the CAD costs (budgeted for FY26 but deferred until FY27). Hanks went over other details and larger items included in the budget.

Mr. Hanks reviewed the elements of each fund, including ending fund balance, capital needs, service levels, personnel service costs and staffing levels, materials and service costs, existing debt service, and revenues and expenses. Council had a few clarifying questions, which Hanks answered.

Ms. Bell closed the public hearing at 8:10pm.

MOTION: Councilor Bouwman moved, seconded by Councilor Bouwman, to adopt Resolution 2026-16 adopting the FY27 Annual Budget, setting, imposing and categorizing the property tax rate and creating appropriations.

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

CONTRACTS

9. Intergovernmental Agreement with Cottage Grove Building Permit Program Services Addendum

Mr. Hanks provided a staff report and stated that this is an updated agreement amendment with the City of Cottage Grove for their building and permit program. The city has a great working relationship with Cottage Grove, who also provides this service to Creswell and Veneta. Mr. Hanks explained the changes in the agreement associated with service costs that now align more consistently with development activity.

> **MOTION:** Councilor Engebretson moved, seconded by Councilor Bouwman, to approve Addendum 5 to the existing Intergovernmental Agreement (IGA) with the City of Cottage Grove to provide Building Permit Program Services.
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> ***The motion passed unanimously as 6:0, with Councilors Bouwman, Engebretson, Lehmann, Myers, Smith and Wells voting affirmatively, none opposed.***

10. Building Program Operating Plan Update

This agenda item was removed and will be on the next meeting agenda.

ADMINISTRATIVE INFORMATION REPORTS

11. Monthly Administration Report

Mr. Hanks briefly went through the items in the report including Coleman Collector Street update, Public Works staffing update, Utility Billing online services overview, current projects and contracts, and department activity and statistics.

12. Financial Monthly Report

The April Financial Report was provided. There was no further discussion.

13. Local Options Levy Timeline and Strategy

A memo was provided. Mr. Hanks recapped the discussion and direction of the previous work session meeting and briefly talked about the related revenue streams and available revenue options, and how they may want to move forward with this process to best utilize this tool as effectively as possible.

Council discussed holding a retreat to explore the topic in greater depth and begin narrowing its focus. Ms. Bell proposed planning for a Saturday in October. Council had a discussion on the scheduling but tentatively settled on September. Mr. Hanks also noted the legal and required city business processes that must be followed. They will discuss this more at the next meeting as well.

LIAISON UPDATES AND COUNCIL COMMENTS

Mr. Bouwman mentioned that he has noticed an uptick in unsafe behavior on electric scooters and bikes, which make it hard and more unsafe to share the roads and sidewalks. Mr. Hanks said that staff is working on putting some community engagement materials together to address this and help educate the community.

Ms. Smith also mentioned possibly having a safety day at the park to help educate the community.

ADJOURNMENT

Ms. Bell adjourned the meeting at 9:02 pm.

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

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Nancy Bell, Mayor of Coburg

ATTEST: ______________________________
Sammy L. Egbert, City Recorder