



## MINUTES

### Coburg City Council Meeting

February 10, 2026 at 6:00 PM

Coburg City Hall

91136 N Willamette Street

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

**MEMBERS ABSENT:** none

**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 meeting to order at 6:14pm.

#### PLEDGE OF ALLEGIANCE

Mayor Bell led the Pledge of Allegiance.

#### ROLL CALL

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

#### MAYOR'S COMMENTS

Mayor Bell reminded councilors of the Presidents Regional LOC Meeting on Friday, February 13<sup>th</sup> in Albany. Bell and Hanks will be attending, and others are welcome to join.

Mayor Bell also shared a Coburg Strategic Planning document from 1997, reading through some of the topics in the document, and the similarities to today's topics of concern.

#### AGENDA REVIEW

Ms. Egbert noted that item 3, the Council Retreat minutes, will be pulled from the agenda, as well as the financial report which will both be moved to March's 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.

1. **Minutes from January 13, 2026 City Council Meeting**
2. **Minutes from January 27, 2026 City Council Work Session**

**MOTION:** Councilor Bouwman, seconded by Councilor Wells, 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. **Second Reading**

**ORDINANCE A-163-W** AN ORDINANCE ADOPTING THE OREGON CRIMINAL CODE, OREGON UNIFORM CONTROLLED SUBSTANCE ACT, OREGON LIQUOR CONTROL ACT, AND THE OREGON MOTOR VEHICLE CODE REPEALING ORDINANCE A-163-V

*The first reading of Ordinance A-163-W was held at the January 13, 2026 City Council meeting.*

There were no further questions or comments.

**MOTION:** Councilor Myers moved, seconded by Councilor Bouwman, to adopt Ordinance A-163-W, AN ORDINANCE ADOPTING THE OREGON CRIMINAL CODE, OREGON UNIFORM CONTROLLED SUBSTANCE ACT, OREGON LIQUOR CONTROL ACT, AND THE OREGON MOTOR VEHICLE CODE, REPEALING ORDINANCE A-163-V.

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

### 4. **RESOLUTION 2026-06** A RESOLUTION ADOPTING THE FISCAL YEAR 2026-27 CAPITAL IMPROVEMENT PLAN

Mr. Hanks noted that this is the annual update of the five-year CIP. This was presented and discussed at the January work session. Hanks briefly went through some of the highlights noted in the staff report, including project prioritization, funding strategies, and its role in linking master plans to financial planning. Hanks answered questions from council as they arose. Hanks also noted that this document is not binding, it simply guides the city and council on what is of higher priority.

**MOTION:** Councilor Bouwman moved, seconded by Councilor Wells, to adopt Resolution 2026-06, A RESOLUTION ADOPTING THE FISCAL YEAR 2026-27 CAPITAL IMPROVEMENT PLAN as presented.

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

**5. RESOLUTION 2026-07** A RESOLUTION ADOPTING THE FISCAL YEAR 2026-27 COUNCIL FRAMEWORK

Mr. Hanks provided a staff report, noting that this is another annual process reviewed during the council retreat. Each action in the framework was updated, some marked as complete or in progress, some stayed the same just updated for the new fiscal year. Hanks also mentioned that he raised the priority level of the codification process and wanted to make sure council was also on board with that. The codification project would require funding and would be primarily out of the general fund.

**MOTION:** Councilor Engebretson moved, seconded by Councilor Bouwman, to adopt Resolution 2026-07, A RESOLUTION ADOPTING THE FISCAL YEAR 2026-27 COUNCIL FRAMEWORK.

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

**COUNCIL ACTION ITEMS**

**6. Acceptance of the Audit for Fiscal Year 2024-25**

Mr. Hanks presented the 2024-25 Audit report. Hanks noted delays due to auditor communication issues, but no compliance problems were found. This audit was also presented to the Finance Audit Committee, where they gave a formal recommendation for council to accept the audit. Hanks also mentioned that the single audit is separate and is still in progress.

The council discussed critical audit areas, the audit process, and the city's liabilities. Hanks answered any questions from council.

**MOTION:** Councilor Engebretson moved, seconded by Councilor Bouwman, to accept the Audit for Fiscal Year 2024-25 as presented.

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

**ADMINISTRATIVE INFORMATION REPORTS**

**7. Monthly Administration Report**

Mr. Hanks went through the items in the report including the proposed general fund fee dedicated to public safety and the related FAQ document. Council gave feedback on the FAQ document about some key points to add or reiterate, and some additional questions or information to add to the document. Mayor Bell also said that she will have more community meetings to discuss this.

Other items in the Administration Report included an LCOG Regional Resiliency Evaluation report, updated population statistics, and the regular current projects and contracts, and department activity and statistics.

## 8. Police Department Annual Report

Chief Larson presented the Annual Police Department Report, covering community outreach and partnerships with local schools, traffic enforcement and crime prevention programs, a recent sex offender sweep, and CHETT program assistance for stranded travelers and domestic violence survivors.

Mr. Larson also presented use-of-force data, showing that 76% of arrests involved no force and 7% required physical force. He also presented traffic safety enforcement statistics and comparisons to other jurisdictions.

### COUNCIL COMMENTS & LIAISON UPDATES

Ms. Bell recommended leaving the liaison assignments as they stand currently.

Mr. Myers said the Finance Audit Committee had a preview of the audits and discussion on the financial report.

Ms. Engebretson said they have a Lane ACT meeting tomorrow night, but there are some Oregon Transportation-related bills that are being discussed currently at the state level.

Mr. Bouwman has not been able to get ahold of LTE but will continue to try to get in touch. He also mentioned a state legislation bill related to match requirements for small cities on state/federal grants.

Ms. Smith was absent from the last Park and Tree meeting, but Mr. Hanks noted that they will be diving more into the design and concept plan for the new neighborhood park at the next meeting.

Ms. Bell said the MPO is looking at a list of funding from the Transportation Improvement Plan (TIP) of \$25 million which is already approved, so Coburg would need to get their request in early to even be considered for any of that funding. ODOT is facing a \$242 million shortfall currently. They will be making \$70 million worth of cuts, and two sets of \$70 million worth of layoffs. They are working on preserving core services, a CIP and statewide TIP, reviewing capital projects, balancing to include all communities and groups, and more. They will be looking to the ACT committee for more input and reporting on safety, mobility and access, and setting priorities.

### ADJOURNMENT

Mayor Bell adjourned the meeting at 8:19 pm.

**APPROVED** by the City of Coburg City Council on this 10th day of March, 2026.

---

Nancy Bell, Mayor of Coburg

**ATTEST:** \_\_\_\_\_  
Sammy L. Egbert, City Recorder