



**MINUTES**  
**Coburg City Council Work Session**  
October 28, 2025 at 6:00 PM  
Coburg City Hall  
91136 N Willamette Street

**MEMBERS PRESENT:** Mayor Bell, Cathy Engebretson, John Lehmann, Jaymason Bouwman, Donnie Myers, Claire Smith

**MEMBERS ABSENT:** Alan Wells

**STAFF PRESENT:** Adam Hanks, City Administrator; Sammy Egbert, City Recorder; Brian Harmon, Public Works Director; 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 6:03pm.

**ROLL CALL**

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

**WORK SESSION INFORMATION**

**1. Pavilion Park**

**a. Project Summary**

Mr. Hanks presented the project summary staff report. Hanks said that the ribbon cutting for Pavilion Park was in June, and since then the city has been finishing up some last-minute small items to get the park completely finished.

*Ms. Engebretson entered the meeting at 6:06pm.*

Hanks gave some background on the history of this project, the park land exchange, beginning conversations and planning, the park improvement project that began in 2022, and the phases and timeline of the project as it progressed.

Mr. Lehmann had some questions about the pathway surface, and if there had been any feedback from the community about it. Mr. Hanks and Ms. Smith mentioned some of the variables that were considered in the choice to do gravel instead of paving, like cost, installation and maintenance. The gravel is holding up well and will probably only need raked and evened out about once a season, and they have not received any comments or feedback recently.

## **b. Fountain Process Update**

Mr. Hanks spoke about the fountain process. He stated that staff and the Park and Tree Committee have been further discussing the project, and given that the park was already over budget, and the fountain would be another large cost that would require more maintenance and additional utilities, Hanks suggested to the committee to delay the project and let things settle before possibly considering a water feature, or some other public art later on. In the meantime, Hanks stated that they would look into a paver system as a secondary surface in that area to clean it up.

Ms. Smith explained that the Park and Tree Committee recommended a placeholder for that area, like public art, so the city can close out the grant, while they do more research and look into other options. Hanks also mentioned that they were running into issues getting any bids because there were no designs drawn up for the project. Therefore, they couldn't get any real estimations on the project without doing further work on the design and engineering side, which costs more time and money.

Ms. Smith and Mr. Hanks mentioned some other details about the grant process and what it would look like with the removal of the fountain at this time. Mr. Bouwman also asked if the Shepard family had any feedback on the fountain, which Ms. Smith and Ms. Bell said they had no invested interest in a fountain specifically.

## **c. Park Renaming Process**

Mr. Hanks said that the land exchange between the city and Shepard family had a differential which was done as a donation. With that donation also came an agreement that the park be renamed in remembrance of the Shepard's daughter, Laura. The conclusion that Mr. Hanks and Ms. Bell came up with, with the addition of the Park and Tree Committee's input, was to rename it "Laura's Park at the Pavilion", which the Shepard family also felt was appropriate. The park sign will be installed anytime in the next week or two and also has a pavilion like peak at the top, as another nod to the structure and original "Pavilion Park". The location of the sign was discussed with the Park and Tree Committee as well, which Hanks described. The sign project was reviewed and designed with staff and the Shepard family, as well as the Park and Tree Committee's input, but was all paid for as another donation by the Shepard family.

Hanks asked for direction from council on the installation of pavers in the fountain location, probably in late winter/early spring, donation of the pillar art that would come later, and the upcoming resolution for the park renaming that would come to council at the November or December meeting. Council agreed to all components.

## **2. New Neighborhood Park (Coburg Creek Subdivision) and Community Engagement Plan**

Mr. Hanks gave an update on the new neighborhood park community engagement plan. Hanks stated that the park is about 28,000-30,000 square feet, which is about 2/3 of an acre. That falls in between the size of a mini park and a neighborhood park. Hanks said that he and the Park and Tree Committee discussed this and would like to keep the Parks and Open Space Plan at the center of the project and use it as the base to guide the project. They also determined that neighborhood and community input is very important. Staff and Ms. Bell have already talked to some community members about what they may like to see. Hanks described the phasing and timing of the project that he has in mind as laid out in the staff report.

- Stage 1: 0-30% (Jan to April 2026)  
Research and create a list of amenities that might make sense for the location and scale of the property
- Stage 2: 30-60% (May to July 2026)  
Open it up to the community for ideas, staff will review and incorporate into 30% design concept
- Stage 3: 60-90% (Aug 2026 to Jan 2027)  
Remolding and refining from the Park and Tree Committee, before it is handed off to staff to look into the details of cost, codes, and other components, possibly bringing it to council for input and ideas
- Stage 4: 90-100% (Feb to Aug 2027)  
Primarily for staff to complete the design, code details, bid and phasing. 90% plan set would be presented to council and park and tree for review. Council would provide direction to staff for final phasing and budget/funding details, before bidding process begins.

Council members noted the importance of keeping the space useable throughout the phases of planning and construction. Hanks also mentioned that the Coburg Community Charter School comes to City Hall 3 Fridays in October. The first one was last Friday, and the students were split into groups and given a chance to have fun with designing their ideas for the new park. Those designs will be useful and included in some of the park discussions.

Ms. Engebretson thanked Ms. Bell for the Sip & Chat document that is provided, which breaks down the finance topics very well. Ms. Bell mentioned that she had two attendees at both of the meetings, and plans to have another meeting in November on a Saturday, to give more people the chance to attend.

**ADJOURNMENT**

Mayor Bell adjourned the meeting at 7:14 pm.

**APPROVED** by the City of Coburg City Council on this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Nancy Bell, Mayor of Coburg

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