



MINUTES

Coburg City Council Meeting

July 14, 2026 at 6:00 PM

Coburg City Hall

91136 N Willamette Street

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

MEMBERS ABSENT: Jaymason Bouwman (excused)

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

TRANSCRIBED BY: Madison Balcom, Administrative Assistant

CALL TO ORDER

Mayor, Nancy Bell called the City Council meeting to order at 6:02pm.

PLEDGE OF ALLEGIANCE

Councilor Myers led the Pledge of Allegiance.

ROLL CALL

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

MAYOR'S COMMENTS

Mayor Bell acknowledged the recent loss of the City of Mount Saint Helens' city administrator and sent her thoughts and condolences to the city as they navigate the loss.

Ms. Bell thanked the councilors for their service with the council and for completing the recently requested documents. She reminded everyone that there are many events going on in Coburg currently, including concerts in the park. Ms. Bell also mentioned that she had personally experienced local policing in recent weeks and thanked Chief Larson for his recent efforts in the community regarding one of those instances. In addition, Ms. Bell announced that she will be running for Mayor again in the upcoming election. Lastly, Mayor Bell noted an instance of security and safety issues that occurred downtown at the Lane Council of Governments office. She noted her concern and said that she and Mr. Hanks will be looking into it further and working on how staff should respond in those instances.

In the red folders was also some information about an educational event that League of Oregon Cities was hosting, if councilors were able to attend.

AGENDA REVIEW

Ms. Egbert noted that their red folders included the City Administration Report and Local Option Levy Discussion memo. She also said that Resolution 2026-17 would no longer be presented at this meeting but postponed until the September meeting.

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 June 9, 2026 City Council meeting**
- 2. Minutes from June 23, 2026 City Council Work Session**

Ms. Bell noted an error on page 4 of the June 9th minutes, where the motion should state that Councilor Bouwman moved, and Councilor Wells seconded.

MOTION: Councilor Engebretson, seconded by Councilor Wells, moved to approve the Consent Agenda as amended.

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

CONTRACTS

3. Stallings Lane Waterline Project Bid Award and Contract Approval

Mr. Hanks provided a staff report and stated that this is a bid acceptance and contract award for the Stallings Transmission Line. This contract was put out on May 18th, closed on June 18th, and was really competitively bid, with the lowest being Wildish Construction. If directed, the project already has a pre-construction meeting tentatively scheduled in about a week. Hanks stated that the goal is substantial completion by end of October, and formal completion in November.

This will be the final project with the overall water loan that the city has been drawing from for the last several years. Once this is complete, all disbursements with Business Oregon will be finished, which will provide the final number for the one-time accrued interest payment for the drawdowns done over those years, and in turn will provide the exact amount of debt service for the next fiscal year. Hanks expects to present the final recap of the Stallings Lane project and the entire loan, right before budget next year. Council had a few clarifying questions, which Hanks answered.

MOTION: Councilor Smith moved, seconded by Councilor Myers, to accept the bid and award the City of Coburg Stallings Lane ~~Wellhouse Project~~ **Transmission Line project** to Wildish Construction Co in the amount of \$517,348.50 as the responsible and responsive low bidder as reviewed and determined by the City of Coburg contract City Engineer and authorize the City Administrator to execute the project contract as presented.

MOTION TO AMEND: Councilor Smith moved, seconded by Councilor Engebretson, to amend the motion by striking “Wellhouse Project” and inserting “Transmission Line Project”

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

COUNCIL ACTION ITEMS

4. Building Program Operating Plan Update

Mr. Hanks noted that this is a tag-along piece to the IGA with Cottage Grove that was approved at the July meeting. The City of Coburg contracts with the City of Cottage Grove for their building department services, and a building program operating plan is required to be updated and submitted every four years to the State of Oregon Building Codes Division for compliance with Oregon Administrative Rules. Councilors had some questions regarding the contract with Cottage Grove, which Hanks answered.

MOTION: Councilor Myers moved, seconded by Councilor Wells, to acknowledge and accept the updated Building Department Program Operating Plan to be submitted to the State of Oregon Building Codes Division as presented.

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

5. League of Oregon Cities 2027-28 Legislative Priorities

Mr. Hanks presented a staff report and stated that this is something done every other year. The League of Oregon Cities puts out a vote to all member cities asking them to select their preferred top five topics or issues to focus on in the upcoming legislative session. The full list of available priorities as well as the five staff recommended priorities are listed in the staff report. Hanks reviewed some further details of this process and the recommended list for Coburg, noting that the deadline to submit is September 25, 2026. Council felt that the recommended list was appropriate to submit.

MOTION: Councilor Wells moved, seconded by Councilor Smith, to accept the staff recommendation for the City of Coburg’s top legislative priorities to submit to the League of Oregon Cities to support the LOC efforts on behalf of its member jurisdictions in the upcoming two-year Oregon Legislative cycle.

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

ADMINISTRATIVE INFORMATION REPORTS

6. Total Maximum Daily Load Report (TMDL)

Mr. Hanks noted that this is an annual item submitted to the state. Every five years, a full plan update is required, which was done last year. Mr. Harmon reviewed the highlights in the report and answered any questions from council.

7. Monthly Administration Report

Mr. Hanks briefly went through the items in the report including the Public Works staffing update, contracts for rights-of-ways and parks maintenance, technology updates, current projects and contracts, and department activity and statistics. Hanks answered any questions from council.

Mr. Hanks also presented the Veterans Memorial Medallions, one for each branch that will go along the perimeter of the rose garden at Norma Pfeiffer Park. The pedestals were donated by the same fabrication company that did the last set, and the Grange funded the medallions. Public Works will install them soon.

8. Police Department Quarterly Report

Chief Larson briefly went through the quarterly report and gave an update on the police department activity, training, equipment and technology. He also mentioned an incident similar to the security incident that occurred at LCOG, that recently happened after hours at city hall, which Officer Miller handled very well, and it did not escalate into anything more serious. Mr. Larson answered questions from council.

9. Local Options Levy Timeline and Strategy

Mr. Hanks went over the new information added to the provided memo, including the general forecast of revenues and expenses, expected fund balances, scenario planning with different revenue and expense amounts, and the URA assessment. The staff recommendation is to schedule the Council retreat as soon as possible after the URA final report is complete, likely in October of 2026.

Council felt that it would be helpful and important to have all that information before digging too deep into it and being able to utilize the consultant's work in the forecast model tool.

They also discussed using the September work session to go over the build out of the ten-year forecast and then come back for the full retreat session once the URA assessment is completed.

10. Financial Monthly Report

The May Financial Report was provided. May's report represents 11/12th's of the year. Staff is currently working on June's reconciliation and closing out the year. The final report for FY26 will be presented at the next meeting. Mr. Hanks reviewed the details of the report. There were a few questions from council, which Hanks answered.

LIAISON UPDATES AND COUNCIL COMMENTS

11. August City Council Recess

There was a report on the August recess included in the packet.

MOTION: Councilor Engebretson moved, seconded by Councilor Smith, to recess the regularly scheduled August meeting, with the next regular meeting to be September 8, 2026.

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

Ms. Engebretson mentioned that she attended the first meeting of the new technical advisory committee for the Housing Capacity Analysis project. There were many attendees and lots of good participation.

ADJOURNMENT

Ms. Bell adjourned the meeting at 7:57 pm.

APPROVED by the City of Coburg City Council on this 8th day of September, 2026.

Nancy Bell, Mayor of Coburg

ATTEST: _____
Sammy L. Egbert, City Recorder