



MINUTES

Coburg City Council Meeting

June 10, 2025 at 6:00 PM

Coburg City Hall

91136 N Willamette Street

MEMBERS PRESENT: Nancy Bell, Cathy Engebretson, Alan Wells, John Lehmann, Jaymason Bouwman, Donnie Myers

MEMBERS ABSENT: Claire Smith

GUESTS/STAFF PRESENT: Adam Hanks, City Administrator; Sammy Egbert, City Recorder; Larry Larson, Coburg Police Chief; Greg Peck, Finance Director; Brian Harmon, Public Works Director

TRANSCRIBED BY: Madison Balcom, Administrative Assistant

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

Councilor Lehmann led the Pledge of Allegiance.

ROLL CALL

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

MAYOR'S COMMENTS

Mayor Bell thanked everyone for coming prepared to the meeting. She also explained that as a council, they have a lot of work to do, which makes it important that everyone reads their packets and comes prepared and requires some reevaluation of how many meetings per month are needed.

Ms. Bell also thanked Public Works and all staff for the work that's been done in the parks and mentioned how great they are looking. There will be a ribbon cutting ceremony for Pavilion Park on June 30th at 6pm, which Bell encouraged councilors and community members to attend.

AGENDA REVIEW

Ms. Egbert noted that agenda item 8, the Harrisburg Police Agreement, will be moved to the July agenda, and copies of the City Administration Report were provided.

PUBLIC COMMENT

There were no request(s) for public comment.

CONSENT AGENDA

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

1. Minutes from May 13, 2025 City Council Meeting

MOTION: Councilor Bouwman, seconded by Councilor Wells moved to approve the Consent Agenda as presented.

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

Mr. Lehmann noted that he didn't think the minutes adequately reflected the lengthy discussion that was held regarding the Stallings Lane Wellhouse. Ms. Bell explained that the meetings are all recorded in full and available for viewing at all times, however it can be difficult to capture the complexity of those kinds of discussions in the minutes.

SPECIAL GUEST

2. Coburg Main Streets

Megan Dompe, Coburg Main Streets Director, provided a report on the Main Street services provided to the City of Coburg through their contract. She went through the items in the report including the tourism marketing campaign, seasonal community events, community newsletter, and managing and operating the information kiosk. There were no further questions.

ORDINANCES AND RESOLUTIONS

3. Second Reading

ORDINANCE A-257 AN ORDINANCE ESTABLISHING A PARKS AND PUBLIC OPEN SPACE MAINTENANCE SUPPORT FEE

Mr. Hanks noted that there are no changes to the ordinance from first reading to second reading. Hanks also went over the process that was taken to create this fee, including the outreach and communication efforts that were put out to the community during the process.

MOTION: Councilor Myers moved, seconded by Councilor Lehmann, to approve the second reading and adopt Ordinance A-257 An Ordinance establishing a Parks and Open Space Maintenance Support fee.

The motion passed as 4:1, with Councilors Engebretson, Lehmann, Myers and Wells voting affirmatively, and Councilor Bouwman opposed.

4. Public Hearing

RESOLUTION 2025-14 A RESOLUTION SETTING PARK AND OPEN SPACE MAINTENANCE FEE

Mayor Bell opened the public hearing at 6:42pm.

Mr. Hanks gave a presentation on the resolution. Hanks said that fees like this for parks and public safety are happening all over the state. The City goal is to move from survivability to sustainability and

eventually to resiliency. The next step of that process is to work on and evaluate long range revenue options.

Mr. Lehmann and Mr. Wells had some questions about the general fund and the allocation of the proposed parks and open space fee. Hanks also went over why this fee is needed, what it will help cover and the maintenance levels it will go towards.

Mayor Bell closed the public hearing at 7:14pm.

MOTION: Councilor Lehmann, seconded by Councilor Myers, moved to approve Resolution 2025-14 titled “A resolution setting the Park and Open Space Maintenance Support Fee” with a fee imposed on \$5 per month per unit, including the CPI index for annual adjustment, and an effective date of July 1, 2025.

The motion passed as 3:2, with Councilors Engebretson, Lehmann and Myers voting affirmatively, and Councilors Bouwman and Wells opposed.

Councilors Wells and Bouwman expressed their concerns with the community involvement and input on the proposed fee.

5. RESOLUTION 2025-10 A RESOLUTION ADOPTING THE SALARY AND CLASSIFICATION SCHEDULE FOR FISCAL YEAR 2025-26

Mr. Hanks gave a staff report reviewing the salary and classification schedule. Mr. Lehmann had a question about the process of step increases, which Hanks answered.

MOTION: Councilor Engebretson, seconded by Councilor Bouwman, moved to approve Resolution 2025-10 A resolution adopting the FY26 salary and classification schedule.

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

6. Budget Hearing

RESOLUTION 2025-13 A RESOLUTION ADOPTING THE CITY OF COBURG BUDGET FOR FISCAL YEAR 2025-26, CREATING APPROPRIATIONS, SETTING THE TAX, IMPOSING THE TAX, AND CATEGORIZING THE TAX.

Ms. Bell opened the public hearing at 7:37pm.

Mr. Hanks gave a staff report about the budget and budget process. This resolution is the essential document that locks it in and gets submitted to the state and Lane County. Hanks went through the presentation going over staff allocation, PERS rates, functions of the general fund and other funds, and explained the change for the Stallings Lane Wellhouse project.

Ms. Bell closed the public hearing at 8:00pm.

MOTION: Councilor Lehmann, seconded by Councilor Bouwman, moved to approve Resolution 2025-13 adopting the budget for Fiscal Year 2025-26 as presented in the amount of \$12,112,045 and approve the property taxes for the 2025-26 Fiscal Year at the

rate of \$3.7506 per \$1,000 of assessed value categorized as subject to general government limitation.

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

CONTRACTS

7. Dispatch Services with Lane County

Mr. Hanks noted that this is the final year of the multi-year agreement for dispatch services with the Lane County Sheriffs Office. It is likely that staff will be working with them on a contract renewal over the winter.

MOTION: Councilor Myers, seconded by Councilor Bouwman, moved to approve the Lane County Intergovernmental Agreement amendment 57995-2 in the amount of \$77,663.87 and authorize the City Administrator to execute the contract as presented.

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

8. Coburg Main Street Agreement for Services

Mr. Hanks gave a brief staff report on the agreement for services. This item is to extend the term of the contract, which was designed as a one year, to which an amendment was created to change the term only. The dollars and terms of the agreement all stay the same.

MOTION: Councilor Engebretson, seconded by Councilor Bouwman, moved to approve the amendment 1 between the City of Coburg and Coburg Main Street, extending the contract term to June 30, 2026 with all other contract terms unchanged.

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

ADMINISTRATIVE INFORMATION REPORTS

9. Administrative Monthly Report

Mr. Hanks went through the items in the report including changes of City Hall office hours to Monday through Thursday 8:00am to 4:30pm and closed on Friday's, with more specific availability for certain departments and sub-services. Hanks also went over some cyber security technology enhancements, vegetation management, upcoming meetings, current projects and contracts, and department activity and statistics.

10. Financial Monthly Report

The report was provided. Hanks went over some specifics. Ms. Engebretson had some questions regarding the estimated cash balance, which Hanks answered and briefly went over some of the influencing components.

Hanks also mentioned the use of electric bikes and scooters and mentioned that staff will be putting out some laminated flyers with information regarding the use of those in the community. The Police Department has also taken some action on this issue and have already seen a decrease in activity.

LIAISON UPDATES

Mr. Myers attended the Finance Audit Committee meeting and went over the topics that were discussed at the meeting.

Ms. Engebretson went over some of the discussions about revenue at the Lane ACT meetings.

Ms. Bell also mentioned some topics of discussion at the Metropolitan Policy Committee that she attends. Bell also went over the Executive and Budget Committee topics for LCOG, and the major cuts they are looking at taking.

Mr. Bouwman is waiting to hear back from LTD regarding their presentation to council.

ADJOURNMENT

Mayor Bell adjourned the meeting at 8:34 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