



MINUTES

City Council Special Meeting

June 24, 2025 at 6:00 PM

Coburg City Hall

91136 N Willamette Street

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

MEMBERS ABSENT: Alan Wells

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

TRANSCRIBED BY: Madison Balcom, Administrative Assistant

CALL TO ORDER

Mayor Bell called the City Council meeting to order at 6:01pm.

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 their preparation, thoughtful decision making, and presence at the Council meetings. Mayor Bell talked about some current and past budget processes. She also went over the costs of the Pavilion Park project and how those were funded. Ms. Bell proposed the idea of changing the council work sessions to special meetings so that they can make decisions and have further discussions to continue working through the many items on their plate.

PUBLIC COMMENT

There were no request(s) for public comment.

ORDINANCES, RESOLUTIONS AND CONTRACTS

- 1. RESOLUTION 2025-07** A RESOLUTION APPROVING THE TRANSFER OF APPROPRIATIONS IN THE FISCAL YEAR 2024-25 BUDGET

Mr. Hanks gave a report on supplemental budgets and budget transfers, as well as the financial planning annual cycle.

Hanks explained the appropriation levels and went over the staff report and resolution for the transfer of appropriations. The staff report included personnel-related transfers and capital and operations-related transfers, which Hanks reviewed. Hanks explained that SDC's can only be used for things that include a growth component, like expanding the park system or the storm drain system and also have to be on your masterplan with a determined growth component.

The capital and operations related transfers include several unanticipated major maintenance and repair projects in the water fund. Mr. Bouwman asked if these were due to emergency repairs or regular updates due to age. Hanks said that two of three repairs were due to emergencies, and one was to prevent an emergency due to faster than expected deterioration of parts.

Mr. Lehmann asked if a two-year budget process would help eliminate some of these unexpected components. Mr. Hanks said it helps on the capital side and does have a benefit on appropriations but has little effect on many other little things in the budget. Hanks will provide more details on that process in the next City Administration report. Lehmann also had a few clarifications on where in the fund these transfers are coming from, which Hanks answered.

MOTION: Councilor Myers, seconded by Councilor Bouwman moved to adopt Resolution 2025-07, A resolution authorizing the transfers of appropriations in the City of Coburg's 2024-2025 fiscal year budget.

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

2. RESOLUTION 2025-15 A RESOLUTION AMENDING RESOLUTION 2025-10 AND ADOPTING EXHIBIT AS THE SALARY AND CLASSIFICATION SCHEDULE FOR FISCAL YEAR 2025-26

Mr. Hanks explained that Resolution 2025-10, passed on June 10th, was the incorrect spreadsheet. This resolution and amendment now has the correct spreadsheet, but nothing else in the resolution has changed. Hanks explained the error and what the difference is between the two versions.

MOTION: Councilor Smith, seconded by Councilor Bouwman moved to approve Resolution 2025-15, A resolution amending Resolution 2025-10 and adopting Exhibit A as the Salary and Classification Schedule for fiscal year 2025-26.

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

LIAISON UPDATES AND COUNCIL COMMENTS

Mr. Bouwman gave a personal update and thanked the Coburg Fire District and Council for their support.

Ms. Engebretson noted a few things regarding the budget and revenue challenges. She explained the reason behind the parks and open space fee, and the services the community would be losing if the fee was not implemented.

Mr. Lehmann mentioned some comments he had received from community members regarding several different topics. Ms. Smith also spoke on the best way to communicate and answer those questions from community members. Ms. Engebretson brought up the idea of an open house to go over some of those topics with the community. Ms. Smith also mentioned the idea of breaking down each departmental budget separately in the Mayor's Comments. Mr. Hanks let council know that staff is working on a Budget in Brief document, which goes over and answers a lot of those questions in a way the community can better relate and understand.

Mayor Bell reminded council of the upcoming League of Oregon Cities Municipal Fundamentals Training, and the LOC Small Cities Meeting held in Coburg.

ADJOURNMENT

Mayor Bell adjourned the meeting at 7:20 pm.

APPROVED by the City Council of the City of Coburg on this ____ day of _____, 2025.

Nancy Bell, Mayor of Coburg

ATTEST: _____
Sammy L. Egbert, City Recorder