



MINUTES

Coburg City Council Meeting

November 12, 2025 at 6:00 PM

Coburg City Hall

91136 N Willamette Street

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

MEMBERS ABSENT: Cathy Engebretson

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

TRANSCRIBED BY: Madison Balcom, Administrative Assistant

CALL TO ORDER

Mayor Bell called the City Council meeting to order at 6:00pm.

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 mentioned her upcoming Sip & Chat meeting on November 15th at the Coburg Commons. Ms. Bell also mentioned that applications are still open for the Planning Commission and Park and Tree Committee. She also reminded everyone to watch for pedestrians when driving as it gets dark earlier.

AGENDA REVIEW

There were no changes. Ms. Egbert noted that in their red folders are the November City Administration Report and the Monthly Financial Report.

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 October 14, 2025 City Council Meeting**
- 2. Minutes from October 28, 2025 City Council Work Session**

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

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

ORDINANCES AND RESOLUTIONS

3. Second Reading

ORDINANCE A-200-N AN ORDINANCE AMENDING ARTICLES VII, VIII, X, XXI, AND XXV OF THE COBURG ZONING CODE TO ADDRESS STATE OF OREGON CLIMATE FRIENDLY AND EQUITABLE COMMUNITIES' RULEMAKING AND OTHER GENERAL HOUSEKEEPING AMENDMENTS

Ms. Bell noted that this is the second reading of Ordinance A-200-N. The first reading and public hearing was done at the October 14th meeting.

There were no further questions from Council.

MOTION: Councilor Wells, seconded by Councilor Bouwman, moved to adopt Ordinance A-200-N, an ordinance amending Articles VII, VIII, X, XXI, & XXV of the Coburg Zoning code to address State of Oregon Climate Friendly and Equitable Communities Rulemaking and other general housekeeping amendments.

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

COUNCIL ACTION ITEMS

4. Park Tree Committee Recommendations

Mr. Hanks noted this is to formalize the recommendations that were discussed at the October Work Session. Hanks also said the art installation will follow the donation policy and will go back to council when it's time for formal donation.

MOTION: Councilor Bouwman, seconded by Councilor Lehmann, moved to approve the following recommendations of the Parks/Tree Committee relating to the proposed fountain in the Pavilion Park project.

- 1) Indefinite delay in the installation of the fountain due to financial constraints and request for the installation of a paver surface in the area of the fountain to improve the aesthetics and functionality of the fountain area.
- 2) Support for the use of the fountain/paver area for a "painted pillars" temporary public art installation offered by the Coburg Main Street Arts Committee.

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

ADMINISTRATIVE INFORMATION REPORTS

5. Capital Improvements Plan Review, Fiscal Years 2025 and 2026

Mr. Hanks mentioned that this is the first of three CIP related agenda items. The proposed FY27 CIP will be presented to Council at the January work session and will formally be presented for approval at the regular February meeting.

Hanks noted that the staff report included in the packet is a recap of what has been completed in the CIP. In the report there is a breakdown of the projects that have been completed, those that are in progress, ones with completed design/engineering, and the completed/in-progress studies/analysis, which Hanks listed off and explained each. Councilors had some questions regarding some of these projects, which Mr. Hanks and Mr. Harmon answered.

6. Wastewater System Capacity Analysis

Mr. Hanks said this masterplan update has been earmarked for several years in the CIP for \$60,000. Mr. Harmon and Kennedy Jenks had worked on and discussed whether or not a masterplan update was the right thing for Coburg. They ended up limiting their work to a capacity analysis, which saved the city a lot of time and money, with the total only being \$15,000.

Mr. Harmon went over some of the report details and what they found in the analysis. The current Treatment Plant will get the city close to the 20-year mark, which is 2033. The plant went online in July of 2013 and currently does not have much more flow than it did after the first year of operation in 2014/15. The plant is working exceptionally well, but one of the things that is not in the report, but that they have discussed many times at the council level, is the life expectancy of the current membranes at the treatment plant. They are going into the 13th year of operations with membranes that had a 7–10-year life expectancy.

Harmon said the membranes are doing very well in the environment they are in, however, they will age out and likely around the time that the projected growth says they will need to add a second cassette to each train. Which means at some point it will be that two cassettes get added as well as two getting replaced, which doubles the cost of replacement. Harmon estimated about \$750,000 for the four membranes by the time they get to replacement. Hanks also mentioned that when they get closer, they may decide to stagger them, and do two one year, and two the next, but also may be advised that they are better off to do it all at once. Hanks and Harmon explained the funding and budgeting process for the membrane replacements, and how that effects the rate process.

7. Administrative Monthly Report

Mr. Hanks went through the items in the report including the Wastewater Treatment Plant training, 2025 Leaf Collection program, Auto Door Lock System Installation on the Park Restroom, LED Street Lights and EV Charging, and the regular current projects and contracts, and department activity and statistics.

8. Monthly Financial Update

This report was provided. Hanks answered any questions of council.

LIAISON UPDATES & COUNCIL COMMENTS

Mr. Bouwman noted that he did send a brief follow up email to LTD and is waiting to hear back.

Ms. Bell said she attended the Metropolitan Transportation Improvement Program meeting on November 6th. They are currently working on long-term planning goals, and in January will have a draft for the STIP (Statewide Transportation Improvement Program) plan.

Ms. Smith said the majority of Park and Tree’s discussion was about the fountain recommendation. The committee had about 8 hours of volunteer time working in the parks in October and will be taking a break from work parties for November and December.

UPCOMING MEETINGS

Dec 9, 2025 City Council Meeting

ADJOURNMENT

Mayor Bell adjourned the meeting at 7:30 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