



MINUTES

Coburg City Council Meeting

February 11, 2025 at 6:00 PM

Coburg City Hall

91136 N Willamette Street

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

MEMBERS ABSENT: none

STAFF PRESENT: Adam Hanks, City Administrator; Sammy Egbert, City Recorder; Larry Larson, Coburg Police Chief; Greg Peck, Finance Director

GUESTS PRESENT: Umpqua Valley Financial (via ZOOM), Hannah Gust, Senator Hayden

RECORDED BY: Madison Balcom, Administrative Assistant

CALL TO ORDER

Mayor Bell called the City Council meeting to order at 6:29pm.

PLEDGE OF ALLEGIANCE

Special guest, Hannah Gust, led the Pledge of Allegiance.

ROLL CALL

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

MAYOR COMMENTS

Mayor Bell reminded the council that she will be doing liaison assignments in the coming weeks.

AGENDA REVIEW

Mr. Hanks noted a few modifications. The administration report was emailed out and handed out in the red folder. The police department quarterly report will be postponed to the March meeting, where they will present the last two quarters, allowing staff time to work some things out and catch up. Lastly, Mr. Hanks also mentioned that Senator Hayden is also here as a special guest. Senator Hayden introduced himself and council welcomed him.

PUBLIC COMMENT

There were no request(s) made to publicly speak. There were no written statement(s) received.

CONSENT AGENDA

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

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

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

The motion passed unanimously — 6:0.

SPECIAL GUESTS

- 3. Annual Comprehensive Financial Report (ACFR) for Fiscal Year ending June 30, 2024, by Umpqua Valley Financial**

Mr. Hanks mentioned that Finance Director, Greg Peck, does the majority of the work with the auditors, and does a great job. They are happy with the audit and the report they received.

Steve Tuchscherer, with Umpqua Valley Financial, presented the fiscal year 2023-24 audit report.

Senator Hayden briefly discussed what is going on in Salem, and some of them mandates in place.

Hannah Gust, from Troop 452 of Scouting America, explained that she is working to achieve her Eagle rank. In order to earn that rank she must complete a service project for her school, church or community, in which she chose a project to benefit her community, which is designing and installing new welcome signs for Coburg. She has begun the design process and hopes to have them ready in the next few months. There is a flyer and survey for community input and ideas.

ORDINANCES, RESOLUTIONS AND CONTRACTS

- 4. Second Reading**

ORDINANCE A-163-V AN ORDINANCE ADOPTING THE OREGON CRIMINAL CODE, OREGON UNIFORM CONTROLLED SUBSTANCE ACT, OREGON LIQUOR CONTROL ACT, AND THE OREGON MOTOR VEHICLE CODE; REPEALING ORDINANCE A-163-U

Coburg Police Chief, Larry Larson, briefly explained the Ordinance, which is an annual requirement that allows Coburg Police to write citations into the Coburg Municipal Court.

MOTION: Councilor Bouwman, seconded by Councilor Smith moved to adopt Ordinance A-163-V An Ordinance adopting the Criminal Code, Oregon Uniform Controlled Substance Act, Oregon Liquor Control Act, and the Oregon Motor Vehicle Code; repealing Ordinance A-163-U.

The motion passed unanimously — 6:0.

5. RESOLUTION 2025-02 A RESOLUTION ADOPTING THE 2025 to 2030 CAPITAL IMPROVEMENT PLAN

Mr. Hanks gave a staff report for Resolution 2025-02 and went over the 2025 to 2030 CIP document. They discussed the solar project capabilities at the wastewater plant and decided to add that project to the CIP as well.

Mr. Lehmann asked about the process of a project being added to this list. Ms. Engebretson also asked about the timing and process of the capital projects and funding needs, and when he envisions having more council conversations about those. Mr. Hanks explained their process of picking projects and putting together the list, and also the funding mechanisms available for use on these projects.

Ms. Smith also expressed the need for prioritizing the projects in these areas. However, Mr. Hanks noted that this document is the prioritization, and it matches the master plans. He talked about the funding sources and need for funding as well. Administration and Parks have the most revenue issues coming from the general fund.

MOTION: Councilor Lehmann, seconded by Councilor Bouwman, moved to approve RESOLUTION 2025-02 A resolution adopting 2025 to 2030 Capital Improvement Plan as amended, adding the solar project at the wastewater plant.

The motion passed unanimously — 6:0.

COUNCIL ACTION ITEMS

6. Annual Comprehensive Financial Report (ACFR) for Fiscal Year ending June 30, 2024

This presentation was done earlier. There were no further questions regarding the report.

MOTION: Councilor Bouwman, seconded by Councilor Myers, moved to approve the Annual Comprehensive Financial Report for Fiscal Year ending June 30, 2024.

The motion passed unanimously — 6:0.

ADMINISTRATIVE INFORMATION REPORTS

7. Council Rules of Governance DRAFT

Mr. Hanks said he did get some feedback on this draft, which he updated the language on. Hanks noted that if councilors have any further input after this meeting, they can let him know.

8. Administrative Monthly Report

Mr. Hanks mentioned that item 2, the community survey, will launch Wednesday, February 12th.

9. Finance Report

Mr. Hanks briefly noted that finances are tracking generally well. The general fund facilities department is showing a higher percentage. They will be changing exactly how they do those reports.

There were no further questions regarding any of the reports.

COUNCIL COMMENTS AND LIAISON UPDATES

10. Councilor Liaison Discussion

Mayor Bell would like Council to let her know what they would like their liaison assignments to be, and she will assign those in March.

Ms. Smith said that the Park and Tree Committee will be having a work party at Norma Pfeiffer Park on February 17th at 9am. Smith also suggested that the committee come up with their park’s priorities for the next few years, as budget season gets closer. They are also working on the medallions for the veteran’s park.

ADJOURNMENT

Mayor Bell adjourned the meeting at 8:05 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