



**MINUTES**  
**Coburg City Council Meeting**  
March 10, 2026 at 6:00 PM  
Coburg City Hall  
91136 N Willamette Street

**MEMBERS PRESENT:** Mayor; Nancy Bell, Cathy Engebretson, John Lehmann, Jaymason Bouwman, Donnie Myers, Claire Smith, Alan Wells

**MEMBERS ABSENT:** none

**GUESTS/STAFF PRESENT:** Adam Hanks, City Administrator; Sammy Egbert, City Recorder; Larry Larson, Coburg Police Chief, Mandy Balcom; Municipal Court Administrator, 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 Myers led the Pledge of Allegiance.

**ROLL CALL**

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

**MAYOR'S COMMENTS**

Mayor Bell welcomed all community members that joined the meeting and thanked them for attending.

*Ms. Engebretson joined the meeting at 6:04pm.*

- 1. Arbor Day Proclamation**
- 2. Child Abuse Awareness Proclamation**

Mayor Bell read both proclamations, and proclaimed April as Child Abuse Awareness Month, and April 24<sup>th</sup>, 2026 as Arbor Day in the City of Coburg.

**AGENDA REVIEW**

Ms. Egbert noted that there are no proposed changes, but the City Administration Report was provided in their red folders.

## **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.

- 3. Minutes from January 31, 2026 City Council Retreat**
- 4. Minutes from February 10, 2026 City Council Meeting**
- 5. Minutes from February 24, 2026 City Council Work Session**
- 6. Park | Tree Committee Appointment**
- 7. Budget Officer Appointment**

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

*The motion passed unanimously as 6:0, with Councilors Bouwman, Engebretson, Lehmann, Myers, Smith and Wells voting affirmatively, none opposed.*

Mayor Bell appointed Cheryl Quinlan to the Park Tree Advisory Committee for a three-year term from July 1, 2025 to June 30, 2028, and appointed Adam Hanks as the budget officer.

## **ORDINANCES AND RESOLUTIONS**

### **8. Public Hearing | First Reading**

#### **ORDINANCE A-258 AN ORDINANCE ESTABLISHING A PUBLIC SAFETY SUPPORT FEE**

*Mayor Bell opened the public hearing at 6:16pm and held the first reading of Ordinance A-258.*

Mr. Hanks presented a staff report and presentation on the proposed Public Safety Support Fee. Hanks reminded attendees that this only establishes the ability to charge the fee. The second reading will occur at the April meeting, as well as the Resolution to set the fee amount.

Hanks hit on fund elements and fund balance, the Council Revenue Sub-committee review and recommendations, general fund revenue and expenditures, budget messages, the financial stability timeline, and the final recommendation and details of the proposed fee.

Public Testimony was given as follows:

- Jeff Gratreak; Coburg Resident  
Mr. Gratreak expressed his gratitude for having a police department in a small city like Coburg. He feels it helps make Coburg safer and provides many benefits to the community. He expressed his support for a Public Safety Support Fee in order to keep the Police Department and Municipal Court services.
- Blain Lee; Coburg Resident  
Mr. Lee thanked council for their service and hard work. He expressed his concern for Coburg's higher utility rates, but also his gratitude for the services that are provided in the community. He asked council to consider if this decision would be worth the cost, and whether it would be a better option to make this a decision of the public.

Mr. Hanks said staff has closely reviewed expenses in recent years, noting that public safety accounts for about half of the general fund. He believes the general fund is on the right track, but emphasized that very few contract or service costs are discretionary. Only about 5% of the \$750,000 police budget can be reduced, as most costs are tied to salaries, equipment, and dispatch services. He added that the recent staffing reduction was one of the significant cuts made to expenses.

*Mayor Bell closed the public hearing at 6:54pm.*

Mr. Lehmann said council considered a levy but chose the fee because it could be implemented quickly to support the 2026 budget and maintain current service levels. He noted a levy could still be explored later, but council lacked the time and resources to pursue it now. Lehmann added that losing this revenue—or failing to secure it—would reduce the viability of the police department, and once that viability is lost, it becomes very difficult to restore those services and staffing levels.

Ms. Smith said she appreciated hearing public testimony, noting it is rare and taken seriously. She acknowledged the financial hardship for residents but viewed the issue as one of community livability. With the police department already down 1.5 officers, she did not want to make a decision that could further reduce services. She added that they had thoroughly reviewed a contract with the sheriff's department, which would cost roughly \$1 million with no guaranteed officer.

Mr. Bouwman welcomed and appreciated the public's participation and acknowledged the significant impact this could have on families, while also recognizing the challenges that the city is facing, along with many others throughout the state. Bouwman also encouraged community members to reach out to council or staff if they have any questions.

**9. RESOLUTION 2026-08 A RESOLUTION RENAMING PARK TO LAURA PARK AT THE PAVILION**

Mr. Hanks noted that this will formalize what has been in the works for a while, with the land swap and donation that was a significant factor in the Pavilion Park expansion. He noted that the signage, also funded by the Shepard family, has been installed, with their input on the wording and naming.

**MOTION:** Councilor Smith moved, seconded by Councilor Bouwman, to adopt Resolution 2026-08, A RESOLUTION RENAMING PAVILION PARK TO LAURA PARK AT THE PAVILION.

***The motion passed unanimously as 6:0, with Councilors Bouwman, Engebretson, Lehmann, Myers, Smith and Wells voting affirmatively, none opposed.***

**CONTRACTS**

**10. Bid Award and Contract Approval for Coleman Collector Street Phase I**

Mr. Hanks summarized the project's background, noting it is funded with state and federal MPO dollars that Lane County de-federalized and were able to pass to Coburg. He explained that Coleman's status as a collector street made it a strong candidate for regional funding. The project was initially scoped larger, but council scaled it back to avoid exceeding available funds. That adjustment led to 13 competitive bids that also position Coburg well for phase II.

Another component added to the project is the pedestrian crossing at Pearl and N. Coleman. The City already has the Lane County permit, though it does not include the flashing beacon. The project will also upgrade three of the four ADA ramps, and the two bus stops will be improved and slightly relocated. The draft contract and bid summaries are included in the packet.

**MOTION:** Councilor Wells moved, seconded by Councilor Bouwman, to award the Phase I Coleman Collector Street Project to AB Utility Contractors in the amount of \$287,501 as presented and authorize the City Administrator to execute the associated project contract.

***The motion passed unanimously as 6:0, with Councilors Bouwman, Engebretson, Lehmann, Myers, Smith and Wells voting affirmatively, none opposed.***

Mr. Lehmann noted the large cost differences between bids for the same project. Mr. Harmon said that can have a lot to do with the timing of the project bid. Certain contractors are going to have lower bids if they really need the work. If they already have projects lined up they tend to bid a little bit higher. Mr. Hanks said it could also depend on what exactly they include in that line item.

## **ADMINISTRATIVE INFORMATION REPORTS**

### **11. Monthly Administration Report**

Mr. Hanks went through the items in the report including the water system line loss analysis and improvements. Mr. Harmon said that the current monthly average loss of production versus consumption is about 18%, with the goal being between 10-15%.

Also in the report is the new neighborhood park conceptual plan which is underway with the Park Tree Committee, and the street maintenance update, as well as the regular current projects and contracts, and department activity and statistics.

### **12. Financial Report**

Provided was the financial report as of January 31, 2026. There were no further questions or discussion.

## **COUNCIL COMMENTS & LIAISON UPDATES**

### **13. Liaison Appointments**

Mr. Myers said the Finance Audit committee has not met yet this month.

Ms. Smith said she was not able to attend the last Park Tree meeting, but did mention that the newly appointed member is from the new neighborhood of the park, so it will be nice to have someone's perspective that lives close, and have another neighborhood represented on the committee.

Ms. Engebretson noted the Lane ACT Committee is getting underway with a list of regional transportation projects, including the MPO, other cities, and general county areas.

Ms. Bell said the MPC did not meet this month, but once Lane ACT puts forth their recommendation on projects, then it will come to MPC, where the federal monies are transferred to the state and then to the various counties for projects.

Mr. Lehmann said the Planning Commission did not meet this month.

Mr. Wells said the Heritage Committee’s last meeting was cancelled and is now meeting once a quarter, not scheduled again until April.

Mr. Bouwman said he is hoping to get in contact with LTD and get more responses from them.

Ms. Bell also mentioned that LCOG had a fundraiser dinner and dessert dash which some councilors attended. The money raised went to senior and disabled services and the meals on wheel program.

**ADJOURNMENT**

Mayor Bell adjourned the meeting at 7:40 pm.

**APPROVED** by the City of Coburg City Council on this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Nancy Bell, Mayor of Coburg

**ATTEST:** \_\_\_\_\_  
Sammy L. Egbert, City Recorder

