



## MINUTES

### Coburg City Council Meeting

April 8, 2025 at 6:00 PM

Coburg City Hall

91136 N Willamette Street

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

**MEMBERS ABSENT:** none

**GUESTS/STAFF PRESENT:** Adam Hanks, City Administrator; Sammy Egbert, City Recorder; Larry Larson, Coburg Police Chief; Dan Miller, Coburg Police Sergeant; Greg Peck, Finance 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 Engebretson led the Pledge of Allegiance.

#### ROLL CALL

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

#### AGENDA REVIEW

Ms. Egbert noted that there are no changes to the agenda, just some added handouts provided in their red folders for agenda items 8, 9 and 11.

#### PUBLIC COMMENT

There is one request for public comment.

**Scott Newman, 91173 N Miller St.** Mr. Miller asked council about the ability to bank a customers' unused water from the monthly allowance in the winter, to help cover the overage amounts in the summer.

Mayor Bell assured Mr. Newman that council is looking at various options and different ways to view water charges. Mr. Hanks also further explained the systems and charges for the city provided services, and what it takes to keep those systems running and efficient.

Mr. Lehmann asked if there was a way to see how many customers use much less than the allotted amount. Mr. Hanks said yes and explained that they are looking into options.

## CONSENT AGENDA

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

1. **Minutes from March 11, 2025 City Council Meeting**
2. **Minutes from March 25, 2025 City Council Work Session**
3. **Park Tree Committee Annual Appointments**

Mayor Bell re-appointed the Park Tree Committee members for the 2025 year.

**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.***

## SPECIAL GUESTS

### 4. Sergeant Dan Miller

Chief Larson introduced Dan Miller as the newly promoted Sergeant of the Coburg Police Department, giving a quick presentation of his qualifications and past experiences. Mayor Bell thanked the Police Department for their work in the community.

Mr. Lehmann asked how Mr. Miller's duties will change with the promotion. Mr. Miller said that he will be doing all the same things he was doing before as an officer, with the addition of being a supervisor and keeping track of officer trainings, and more.

Mr. Hanks also explained why a small organization like Coburg's needs someone in the sergeant's position.

## ORDINANCES, RESOLUTIONS AND CONTRACTS

### 5. Second Reading

**ORDINANCE A-234-A** AN ORDINANCE GRANTING TO HUNTER COMMUNICATION INC., A NON-EXCLUSIVE FRANCHISE AND RIGHT TO CONSTRUCT, OPERATE, AND MAINTAIN A FIBER-BASED SERVICE FACILITY; TO OCCUPY CITY RIGHT-OF-WAY; AND TO PROVIDE FIBER-BASED SERVICES IN THE CITY OF COBURG, OREGON AND REPEALING A-234

The first reading was held on March 11, 2025. There were no further questions or comments.

**MOTION:** Councilor Bouwman, seconded by Councilor Lehmann, moved to approve Ordinance A-234-A An Ordinance granting to hunter communication inc., a non-exclusive franchise and right to construct, operate, and maintain a fiber-based service facility; to occupy city right-of-way; and to provide fiber-based services in the City of Coburg, Oregon and move the Ordinance to a second reading for final approval.

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

## **6. RESOLUTION 2025-03 A RESOLUTION ADOPTING THE COUNCIL RULES OF GOVERNANCE**

Mr. Hanks went over the document, which sets the table for how the council operates. Hanks also reviewed some of the challenges of the creation of this document.

Mr. Lehmann and Mr. Bouwman had a few questions regarding the document and best practices, which Mr. Hanks and Ms. Egbert addressed and answered.

**MOTION:** Councilor Lehmann, seconded by Councilor Bouwman, moved to approve RESOLUTION 2025-03 A resolution adopting the Council Rules of Governance, as amended.

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

## **7. RESOLUTION 2025-06 A RESOLUTION AUTHORIZING THE CITY TO SEEK STATE TRANSPORTATION FUNDS THROUGH THE 2025 SMALL CITY ALLOTMENT GRANT PROGRAM**

Mr. Hanks gave a staff report going over the grant details and the cities' past use of it. The maximum is \$250,000 and it is competitively awarded, which means there are no guarantees the city will receive it. Staff are still looking at what streets they will apply for. The three options are North Harrison Street, Skinner Street from Pearl to McKenzie, or Skinner Street from Pearl to Delaney.

Council had some questions about other possible streets, and also about the grant itself. Mr. Harmon and Mr. Hanks answered their questions.

**MOTION:** Councilor Bouwman, seconded by Councilor Smith, moved to approve Resolution 2025-06, a resolution authorizing the City to seek state transportation funds through the 2025 Small City Allotment Grant Program.

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

## **ADMINISTRATIVE INFORMATION REPORTS**

### **8. General Fund Revenue Enhancement Community Outreach**

Mr. Hanks reviewed the community outreach document about the added Utility fees they discussed last meeting and will be brought back to Council in May. Council had some small edits for better understanding and communication.

### **9. Police Department Quarterly Report**

There was no discussion. The report was provided.

### **10. Long-Range Planning Update**

Mr. Hanks explained that Megan Winner, Planning Director, went over this document thoroughly with Planning Commission at their last meeting, and provided Council with a summarized version of the long-range planning update. Hanks explained some of the components, and other related handouts.

## 11. Administrative Monthly Report

Mr. Hanks went through the items on the administrative report, including budget meeting reminders, the Coleman Collector Street project, and City Hall related improvements and changes.

Council expressed their concerns with the Collector Street project, and the timeline of it. Mr. Hanks and Mr. Harmon explained more details of the project, and the priority of the project compared to others. They collectively decided to defer the project.

Mayor Bell also asked about the status on the open citizen inquiries. Hanks said they are looking into those.

## 12. Finance Report

There was no discussion. The report was provided.

## COUNCIL COMMENTS AND LIAISON UPDATES

Ms. Smith gave a report on the Park and Tree meeting, including the presentation by RARE Member, David Nietow. They also discussed the new tree and park fee, expressed their concerns, and concerns and questions about new parks and park maintenance with the addition of the new fees.

Ms. Engebretson gave a report on the Lane Act committee, where she mentioned that the funding was cut from their budget for the project to improve Highway 126.

## ADJOURNMENT

Mayor Bell adjourned the meeting at 8:23 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