



## MINUTES

### Coburg City Council Meeting

December 9, 2025 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 (via ZOOM)

**MEMBERS ABSENT:** none

**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 6:02pm.

#### 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 all who were involved in Christmas in Coburg, and she thought the parade turned out great. The Mayor's December update is in the packet, and the City Administration report is in the red folders. Ms. Bell said she met with community members in October and November and will have more meetings to come. Ms. Bell also reminded everyone that there are still vacancies on the Planning Commission and Park and Tree Committee.

##### 1. Mayor Bell's December Update

This was included in the packet.

#### AGENDA REVIEW

There were no changes.

#### 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.

### 2. Minutes from November 12, 2025 City Council Meeting

**MOTION:** Councilor Bouwman, seconded by Councilor Lehmann, 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.***

*Councilor Engebretson entered the meeting at 6:11pm.*

## SPECIAL GUEST

### 3. U of O Real World Class – Coburg Loop Path

Planning Director, Megan Winner, introduced the U of O Real World Class as well as thanked them for all their hard work on this project. The team presented the 2009 Coburg Loop Path implementation plan, their studies and data collection, their key takeaways and recommendations for the project.

Mr. Bouwman asked who they interviewed and if they talked to any community members. The team said they interviewed Tracey Pugh, Megan Winner, and Adam Hanks. The next team will be focusing on the community engagement aspect and possibly speaking with residents.

Mr. Lehmann asked if they had printouts of the presented maps. The team stated they will send the full report with all three maps to the city, and Mr. Hanks noted that it will be in a future council packet.

Ms. Smith noted the value of having a fresh set of eyes on the project and thinks this will be really helpful going forward for further planning and prioritizing of the different project aspects.

Ms. Bell and Mr. Hanks noted the work that has been done on the path recently, and how nice it is currently looking. Hanks thanked the City of Eugene engineering department who designed and managed the project, which helped Coburg utilize those state and federal funds, that otherwise Coburg would not have been able to utilize without the involvement of a certified agency partner.

## ORDINANCES AND RESOLUTIONS

### 4. Second Reading

#### **RESOLUTION 2025-18** A RESOLUTION ADOPTING THE 2026 EMPLOYEE HANDBOOK

Ms. Bell said she noticed very minimal changes and had few to no questions regarding this. The changes made reflect the suggestions by the insurance agency and were based on Oregon's employment law, as well as some administrative clean-up. Mr. Hanks said this is the employment guide between the city and its employees. The goal is to bring the handbook to council every winter for updates and clean-up, and Hanks went over some of the changes made throughout the document.

Council had some questions regarding certain updates made to the handbook, which Hanks answered.

**MOTION:** Councilor Bouwman, seconded by Councilor Lehmann, moved to approve Resolution 2025-18 adopting the 2026 City of Coburg Employee Handbook with the

alterations of removing the strikeout and retaining the language on page 47 of the packet or page 30 of the handbook.

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

## **COUNCIL ACTION ITEMS**

### **5. Revenue Sub-Committee Report and Recommendations**

Ms. Bell noted that this committee was guided well from Mr. Hanks regarding short and long-term financial implications for the city. Some recommendations from this committee have been brought to council previously, and this will be the last one, which is the recommendation of a Public Safety Support fee.

Mr. Hanks gave some background on the committee and the previous work they've done leading up to this, then went through the attached recommendations and memo in the packet, and explained the need for revenue and commonality of revenue and funding issues throughout many cities in the state. Hanks reviewed the upcoming necessary expenditures over the next five fiscal years for the city, as noted in the memo, and explained the necessity of increased revenue in order to maintain the current service levels.

Ms. Bell reminded everyone that out of 241 cities in Oregon, 50% of them, by a League of Oregon Cities survey, are experiencing either budget deficits or budget constraints. This is not only a Coburg issue. The state legislature has committed to forming a sub-committee to study the problem, but it will take years before they get to any sort of solution.

Ms. Engebretson and Ms. Smith, both members of the committee, spoke on the need for and importance of this fee. They both think it is important and very beneficial to have our own public safety services, and noted that it would likely be more costly to contract those services out, with lower service levels. They explained that this was not and is never an easy decision, but a necessary one. Mr. Bouwman and Myers agreed. Hanks mentioned that they will get into more of the fine details at the January meeting, and the Ordinance will be brought in March. Councilors mentioned some specific details and methodology explanations that they would like to see in the January meeting.

## **ADMINISTRATIVE INFORMATION REPORTS**

### **6. Utility Rates and Fees Review**

Mr. Hanks included the PowerPoint from March 2023 from a consultant on water and sewer rate studies. Hanks stated that there are some things that the city has stayed on track with regarding this analysis, and there are some that are different, which have some impact in following the modeled rate increases over time. He went over some of those rate details. There may be a need in the future for some consultant work on the rate methodology and some possible rate studies. Hanks stated that there is a need for rates to increase every year.

**7. Monthly Administration Report**

Mr. Hanks went through the items in the report including the Loop Path #4 completion, Coleman/Pearl Street Pedestrian Crossing approval, Transportation Safety Ad-Hoc Committee recommendations update, the Oregon Energy Strategy, and the regular current projects and contracts, and department activity and statistics.

**8. Financial Report**

This report was provided. Hanks said that they are starting to receive property taxes, so this will be the last report that will look wonky from the revenue side.

**LIAISON UPDATES & COUNCIL COMMENTS**

Ms. Smith said the Parks committee has started discussing the Coburg Creek park ideas and process. The committee took a break from work parties in November and December.

Ms. Smith also talked about the LED street light changes, mentioning that the cost savings is important, but the height and brightness of the lights is not appropriate for residential areas. Mr. Hanks said that there are a few that may be adjusted, but it is unlikely for them all to be adjusted, without significant costs.

**ADJOURNMENT**

Mayor Bell adjourned the meeting at 7:54 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