



AGENDA

CITY COUNCIL

91136 N Willamette Street

541-682-7852 | coburgoregon.org

Tuesday, September 09, 2025 at 6:00 PM

The public may attend this meeting at City Hall or via Zoom. To participate via Zoom, you must pre-register with the city by 3 PM the day of the meeting. Council meetings are recorded and live-streamed at www.coburgoregon.org (NO registration required). For questions, contact the City Recorder, Sammy Egbert, at sammy.egbert@ci.coburg.or.us or 541-682-7852.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

MAYOR COMMENTS

- [1.](#) Domestic Violence Awareness Month Proclamation

AGENDA REVIEW

PUBLIC COMMENT (Sign up prior to meeting. Limit 3 minutes.)

CONSENT AGENDA (Councilors may remove an item from the "Consent" agenda for discussion by requesting such action prior to consideration.)

- [2.](#) Minutes July 8, 2025, City Council
- [3.](#) Minutes July 22, 2025, City Council Work Session
- [4.](#) New Liquor License, Pearl Coburg Market at 91059 W Willamette

ORDINANCES AND RESOLUTIONS

- [5.](#) **Public Hearing**
RESOLUTION 2025-17 A RESOLUTION APPROVING FINANCING CONTRACT AMENDMENT FOR PROJECT S19007 WITH THE STATE OF OREGON, OREGON BUSINESS DEVELOPMENT DEPARTMENT, EXTENDING THE MATURITY DATE AND INCREASING THE LOAN AMOUNT

COUNCIL ACTION ITEMS

- [6.](#) East-West Connector Feasibility Study Funding Award Acceptance

ADMINISTRATIVE REPORTS

- [7.](#) Finance Quarterly Report and 2024-25 Financial Statements
- [8.](#) Administration Monthly Report

LIAISON UPDATES AND COUNCIL COMMENTS

ADJOURNMENT

The City of Coburg will make reasonable accommodations for people with disabilities. Please notify City Recorder 72 hours in advance at 541-682-7852 or sammy.egbert@ci.coburg.or.us.



PROCLAMATION

WHEREAS, Millions of Americans face physical and emotional abuse at the hands of their significant other each year; and

WHEREAS, In Oregon, 39.8% of women and 36.2% of men experience intimate partner domestic violence in their lifetimes; and

WHEREAS, Domestic violence knows no boundaries, impacting women, men and children of every age, race ethnicity, economic background, and beliefs; and

WHEREAS, The impact of domestic violence directly affects individuals and communities when society ignores or tolerates violence in relationships; and

WHEREAS, Domestic Violence Awareness Month provides an excellent opportunity for citizens to learn more about preventing domestic violence and for increasing the public’s awareness of domestic violence;

NOW THEREFORE, I, Nancy Bell, Mayor of the City of Coburg, Oregon, do hereby proclaim the month of October 2025 as

“Domestic Violence Awareness Month”

in the City of Coburg, and we encourage all community members to dedicate themselves to domestic violence prevention and join in this observance.

Proclaimed this 9th day of September, 2025

Nancy Bell, Mayor

Attest: _____
Sammy L. Egbert, City Recorder



MINUTES
Coburg City Council Meeting
July 8, 2025 at 6:00 PM
Coburg City Hall
91136 N Willamette Street

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

MEMBERS ABSENT: none

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

TRANSCRIBED BY: Madison Balcom, Administrative Assistant

CALL TO ORDER

Mayor Bell called the City Council meeting to order at 6:36pm.

PLEDGE OF ALLEGIANCE

Mayor Bell led the Pledge of Allegiance.

ROLL CALL

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

MAYOR’S COMMENTS

Mayor Bell thanked everyone for being present and prepared for the meeting. Bell noted that mayors from all over the United States were interviewed for a New York Times article and spoke about the financial difficulties their cities are facing, therefore Coburg is not alone in that. She sent her thoughts and condolences to all those affected by the recent Texas floods and thanked the council members for their work done in the Coburg community.

AGENDA REVIEW

Ms. Egbert noted that the presentation for agenda item 3 was in their folders, as well as the City Administration Report and Police Department Quarterly Report. Agenda item 10 will be pulled from this meeting and presented in September.

PUBLIC COMMENT

There were no request(s) for public comment.

CONSENT AGENDA

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

1. **Minutes from June 10, 2025 City Council Meeting**
2. **Minutes from June 24, 2024 City Council Special Meeting**

MOTION: Councilor Engebretson, seconded by Councilor Bouwman, 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 GUEST

3. Lane Transit District

Lane Transit District representative, Dave Roth, gave a presentation on LTD's initiatives, services, and projects. Mayor and Council had some questions regarding half-fare, ride source locations, ride occupancy, profit level, bus size possibilities, and route advocacy, which Roth answered.

ORDINANCES AND RESOLUTIONS

4. RESOLUTION 2025-16 A RESOLUTION AUTHORIZING 2025-27 DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT HOUSING PLANNING ASSISTANCE GRANT APPLICATION

Mr. Hanks said that this is an opportunity that came about from the city's partnership with LCOG. They approached Coburg with the opportunity of a multi-city grant application. This program would cover the residential portion, and Megan Winner will be working on a program that covers the non-residential portion. The grant application requires a resolution from each city's council authorizing the grant application.

MOTION: Councilor Wells, seconded by Councilor Bouwman, moved to adopt Resolution 2025-16, a resolution authorizing 2025-2027 Department of Land Conservation and Development Housing Planning Assistance Grant Application.

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

Mr. Lehmann asked if this was presented at the last Planning Commission meeting. Ms. Winner said that this is a new opportunity that will be presented at the next Planning Commission meeting.

Mr. Wells asked if they are underway with a Buildable Lands Inventory or Capacity Analysis for the water system. Hanks said they finished the capacity analysis for water and just got a draft back for the wastewater capacity analysis. They did try to get a grant last year for a full complete BLI but were unsuccessful in that.

5. Public Hearing

RESOLUTION 2025-11 A RESOLUTION ADOPTING FEES AND ADMINISTRATIVE SURCHARGES FOR PLANNING AND DEVELOPMENT APPLICATIONS AND SERVICES

Mayor Bell opened the public hearing at 7:24pm.

Mr. Hanks gave a presentation, stating that the packet includes a background on Ordinances and Resolutions that relate to all fees. Hanks explained some of the methodology and processes on setting those Land Use Fees. The Ordinance does allow it to be updated by Resolution, but procedurally they have not been following the billable hours concept. Hanks explained that they could move forward with this resolution today or review the underlying ordinances first. To figure out exactly what those fees should be, they would need to assess how much time those processes take and what they are looking for in cost recovery.

Hanks requested direction from council on whether to move this item to Winter/Spring time and what their billing theory preference would be. He explained more about the billing theory options, and how the different options would affect the general fund and the process of land use planning.

Mayor Bell closed the public hearing at 7:41pm.

Councilors preferred to bring this item back later and wait to receive more information about it before they make any decisions.

CONTRACTS

6. Intergovernmental Agreement with Harrisburg for Traffic and Code Enforcement

Mr. Hanks noted that this is a new intergovernmental agreement but is a replica of the previous agreement with very minor changes and very similar operational hours and structure as before. The total hours and hourly rate are adjusted annually to fit the salary schedule.

MOTION: Councilor Smith, seconded by Councilor Myers moved to approve the Intergovernmental Agreement for Traffic and Code Enforcement Services to the City of Harrisburg as presented and authorize the City Administrator to execute the contract upon approval.

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

ADMINISTRATIVE INFORMATION REPORTS

7. Total Maximum Daily Load Report

Mr. Hanks said the TMDL implementation plan is included in the packet, as well as the most recent water quality report for 2024. DEQ provided a unique RARE funding opportunity to help cities accomplish their TMDL goals, which was why the city had Debeat helping in that area.

Mr. Harmon went through his staff report, which includes everything Public Works was able to accomplish in 2024. They were able to accomplish a lot in 2024, especially the help from Dabeat and the RARE program.

Harmon said that mercury has been a big topic the last few years, trying to figure out how to get it out of the streams and rivers. A big part of that is pollution prevention and housekeeping. Harmon broke down the hours spent on that housekeeping, including 70 hours of bioswale maintenance, 129 hours of street sweeping, and 77 hours of leaf collection.

Mr. Lehmann asked how many bioswales Coburg has. Harmon said that they have small and large swales. Most of the new subdivisions and newly constructed streets have infiltration ditches which are miniature versions of the larger swales on Austin and Abby, the end of Vintage and in Coburg Creek. Harmon went over many other points on the report, like temperature, bacteria, and pollutants.

8. Police Department Quarterly Report

Mr. Hanks stated that the goal of this report is to hit the highlights from the quarter and give some trending data from that period. Mr. Larson went over those highlights and trends.

Mr. Lehmann asked about the homeless presence in Coburg. Mr. Larson said they deal with those instances very promptly, consistently checking in the most common spots at least once a day, and trying to help those people with whatever they might need.

Mr. Bouwman asked if the informational posters on e-bikes have made a difference in the activity. Larson said between that and speaking with the parents, the e-bike activity has decreased a lot, especially for those under 16.

9. Administrative Monthly Report

Mr. Hanks went through the items in the report including staff and finance position changes, communications, bi-annual budget, and the recent uses of the CHETT program.

LIAISON UPDATES

Ms. Smith said the Park & Tree Committee did discuss the Pavilion Park renaming at the last meeting and made the recommendation to rename it Laura Park at the Pavilion. The committee donated 40 volunteer hours to the parks between March and June.

Ms. Engebretson said the Lane ACT Committee has decided to have fewer meetings, and the ODOT transportation funding will be discussed at the next meeting.

Mr. Lehmann reported that the Planning Commission did not meet in June, and Mr. Wells said the same for the Heritage Committee.

10. August City Council Recess

There will be no meeting in August, and they will pick back up again in September. Council must be in agreement and vote on this according to the charter.

MOTION: Councilor Engebretson, seconded by Councilor Smith, moved to approve the August meeting recess.

The motion passed as 5:1, with Councilors Bouwman, Engebretson, Myers, Smith and Wells voting affirmatively, and Councilor Lehmann opposed.

Mr. Lehmann asked why a recess is needed and stated that he felt it was unnecessary. Ms. Smith said that a break is nice and provides an opportunity to regroup. Mr. Bouwman did not think a recess was needed because there is work to be done. Mayor Bell acknowledged that there is a lot of time and work put into these meetings by staff, and their time should be considered in this decision as well.

UPCOMING MEETINGS

July 22, 2025 City Council Work Session
August RECESS
Sept 9, 2025 City Council Meeting

ADJOURNMENT

Mayor Bell adjourned the meeting at 8:39 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



MINUTES

Coburg City Council Work Session

July 22, 2025 at 6:00 PM
Coburg City Hall
91136 N Willamette Street

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

MEMBERS ABSENT: Mayor Bell

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

GUESTS PRESENT: Commissioner John Marshall, Commissioner Jerry Behney, Commissioner Marrison Doyle

TRANSCRIBED BY: Madison Balcom, Administrative Assistant

CALL TO ORDER

Councilor Engebretson called the City Council Work Session to order at 6:03pm.

ROLL CALL

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

Ms. Engebretson noted that some members of the Planning Commission are present for tonight's meeting and thanked them for being there.

WORK SESSION INFORMATION

Mr. Hanks provided a presentation to council for all the following items.

1. Coleman Street Collector Project

Mr. Hanks reminded council that this project was funded with the MPO Award with Lane County Fund Exchange. \$748,000 was disbursed to Coburg in FY24 and is being held in the street fund for this project. Hanks went over the original project scope which exceeded the awarded funds amount, and the current and reduced project scope to not exceed the available funds. Fall 2025 will include utility locates, tree removals, and community outreach. Early 2026 will include the bid announcement and award, and Spring/Summer will be construction time. Hanks mentioned the different pieces of the project, including sidewalks, swales and storm drainage. Councilors and commissioners had questions about crosswalks, flashing beacons, ADA standards, and potential for high bids, which Hanks answered.

2. Coburg Loop Path #4

Mr. Hanks noted that loop path #4 is an extension of the existing path off of Sarah Lane and will turn the corner heading north all the way to Trails End Park. This is another MPO funded project of about \$1.3 million. The city has a 10.9% match price of about \$130k. This project will also include some paving on North Industrial. It is designed and managed by the City of Eugene, and the bid award went to Wildish Construction. The start date is scheduled for July 28, 2025 with an expected completion date of October 2025. Mr. Wells had questions about contacting the surrounding property owners and asking them about dedicating some area for a part of a bike path, which Hanks answered to the best of his ability and noted some concerns and challenges with that.

3. East | West Connector Feasibility Study

Mr. Hanks went over the background and history of this study, why it was needed, what the concerns were, and what the process has been up to this point. The theoretical roadway put forward to study is not within the city limits and would be a Lane County facility. This is another MPO funded project with a total project cost of \$400k, and a 10.3% city price match of about \$41k. The objective is to evaluate a potential north end collector street to divert freight and commuter traffic from downtown to the I-5 interchange. The funding is allocated for a 2026 project start date and requires a certified agency to manage the project, which they currently do not have. Hanks provided a map that shows the area of the feasibility study and lays out some requirements.

Ms. Winner talked about the project solicitation and stated that the partners do not prioritize the projects, but an agreement is made on how to disburse the amount of money that is available. If council decides this is a valuable feasibility study, staff will work to find a partner to manage the project, LCOG being the most likely, then staff would need to dive into the project scope, development, public participation and engagement in the winter/spring time. If they do not feel it is valuable, staff will work with MPO to unallocate the funds and get them redistributed, and look at how the city can use traffic calming devices and address pedestrian safety differently. Councilors had some questions and concerns regarding the study and construction costs if it is deemed necessary, which Hanks gave some context too.

4. Transportation System Plan

Mr. Hanks said the TSP needs reviewed, updated, and adopted. A Transportation System Plan is a future vision for transportation infrastructure that is cohesive with land use planning objectives, ensures efficient build out of transportation system matching the needs of future growth, and addresses all modes of transportation and the needs of all land use classifications. They are required plans that must be adopted locally and also acknowledged by the State of Oregon with specific legal requirements.

Ms. Winner went over the TSP timeline for the City of Coburg. The last TSP update was done in 2013. In 2025, a TSP assessment was completed, and it was identified that a major TSP update was needed. CFEC compliance is to be completed by 2029, but funding is unknown at this time. Likely, the Interchange Area Management Plan (IAMP) will also need updated, possibly concurrent with the TSP.

ADJOURNMENT

Councilor Engebretson adjourned the meeting at 7:44 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

DRAFT



Liquor License Application

Pearl Coburg Market at 91059 W. Willamette

| Meeting Date | Staff Contact | Email |
|-------------------|-----------------------------|--|
| September 9, 2025 | Sammy Egbert, City Recorder | Sammy.egbert@coburgoregon.gov |

SUMMARY AND REQUESTED COUNCIL ACTION

The Oregon Liquor & Cannabis Commission (OLCC) requires a new liquor license to go to the local governments to provide a recommendation.

Suggested Motion

*Approval of the consent agenda means that the City Council reviewed the liquor license application for 91059 W. Willamette Street and page 2, section 3 will be marked that **no recommendation/neutral** on OLCC’s decision to grant or deny Pearl Coburg Market license.*

BACKGROUND

A new liquor license application was received on July 24, 2025, from Coburg Retail Sales LLC, dba Pearl Coburg Market at 91059 W Willamette Street, Coburg, Oregon, 97408.

OAR 845-005-0304(3) requires applicants applying for a new license under **ORS 471**, to provide the City of Coburg as the local government written notice of the application.

The applicant paid the City fee of \$100 to process this application. The application was sent to City Administrator, Adam Hanks, and the Police Department for review. Staff had no questions or concerns at his time.

RECOMMENDATION

Council may recommend that a license be granted, denied, or NO recommendation/neutral.

For an unfavorable recommendation of the City to be valid, the reasons must qualify under ORS 471.313(4)(5).

Staff recommendation is to provide no recommendation/neutral at this time.

NEXT STEPS

Upon Council approval, Mayor Bell will sign the application as the reviewing official, and the applicant will be notified that they can pick it up.

ATTACHMENTS

1. Coburg Retail Sales LLC, dba Pearl Coburg Market application (with redactions)
2. OLCC License Denial Criteria



OREGON LIQUOR & CANNABIS COMMISSION
BUSINESS INFORMATION – LIQUOR LICENSE

| | | | |
|-------------------------|--|------------------|---------------------------|
| Applicant Name | Coburg Retail Sales LLC | Business Contact | Komal Singh |
| Trade Name | Pearl Coburg Market | Mailing Address | |
| Premises Street Address | 91059 W. Willamette St, Coburg, OR 97408 | Phone Number | |
| License Type | Off- Premises Sales | Email Address | coburgmarket101@gmail.com |

Operating Hours

| Day of Week | Open Time | Closed Time | Seasonal Variation | Explanation |
|-------------|-----------|-------------|------------------------------|---|
| Mon | 6:00 am | 10:00 pm | Yes <input type="checkbox"/> | |
| Tue | 6:00 am | 10:00 pm | | |
| Wed | 6:00 am | 10:00 pm | | |
| Thurs | 6:00 am | 10:00 pm | <input type="checkbox"/> | Not open to the public or by appointment only |
| Fri | 6:00 am | 10:00 pm | | |
| Sat | 6:00 am | 10:00 pm | | |
| Sun | 6:00 am | 10:00 pm | | |

Seating

Restaurant Seating: N/A Outdoor Seating: N/A Other Seating: N/A

No On-Premises Consumption

ENTERTAINMENT

Check all that apply:

- Live Music
- Recorded Music
- DJ Music
- Dancing
- Karaoke
- Coin-operated Games
- Social Gaming
- Pool Tables
- Video Lottery Machines
- Nude Dancing
- Live Entertainment
- Minor Entertainers
- Minor Entertainers in an Area Prohibited to Minors
**Need prior OLCC approval
- Other:



Local Government Recommendation – Liquor License

Per OAR 845-005-0304(3): The Commission requires an applicant for issuance of a new license issued under ORS chapter 471, to provide written notice of the application to the local government in the form of a complete, accurate, and legible Commission form.

The local government is as follows:

- (a) If the address of the premises proposed to be licensed is within a city’s limits, the local government is the city.
- (b) If the address of the premises proposed to be licensed is not within a city’s limits, the local government is the county.

INSTRUCTIONS:

Step 1: Applicant completes all of Section 1 (including top of Page 2).

Step 2: Applicant submits both pages of the form to the appropriate local government. NOTE: The local government may require additional forms and/or fees.

Step 3: Local government completes at least Section 2 and returns all pages of the form, or a copy thereof, to the applicant. The local government is allowed up to 45 days to complete Section 3.

Step 4: Applicant takes the form with at least Sections 1 and 2 completed and includes it with their CAMP application to meet the Local Government Recommendation document requirement. Submissions that do not have at least Sections 1 and 2 completed will not be accepted.

Step 5: The local government issues its final recommendation in Section 3 and returns the completed form to the applicant. If the applicant has already submitted their initial application via CAMP, they hold on to the final recommendation and provide it to their investigator, when requested. If they have not already submitted their application, they upload the fully completed Local Government Recommendation form with their initial application submission.

Applicants within the city of Portland ONLY: After completing the attached form, please follow these steps to complete the Local Government Recommendation process:

- Apply via the [City of Portland website](#).
- Once you have completed the application with the City of Portland, you will receive an email notifying you that your application has been accepted, usually within two business days. The email will contain an attachment titled “ABC Public Notice.”
- Upload the ABC Public Notice document with your CAMP application to meet the Local Government Recommendation document requirement.

NOTE: This document only provides proof of submission. Once you receive your final recommendation from the City of Portland, you will need to provide that to your assigned OLCC investigator.



OREGON LIQUOR & CANNABIS COMMISSION

Local Government Recommendation – Liquor License

| Annual Liquor License Types | |
|--|--------------------------------|
| Off-Premises Sales | Brewery-Public House |
| Limited On-Premises Sales | Brewery |
| Full On-Premises, Caterer | Distillery |
| Full On-Premises, Commercial | Grower Sales Privilege |
| Full On-Premises, For Profit Private Club | Winery |
| Full On-Premises, Non Profit Private Club | Wholesale Malt Beverage & Wine |
| Full On-Premises, Other Public Location | Warehouse |
| Full On-Premises, Public Passenger Carrier | |

Section 1 – Submission – To be completed by Applicant:

License Information

Legal Entity/Individual Applicant Name(s): Coburg Retail Sales LLC

Proposed Trade Name: Pearl Coburg Market

Premises Address: 91059 W. Willamette St Unit:

City: Coburg County: Lane Zip: 97408

Application Type: New License Application Change of Ownership Change of Location

License Type: Off-Premises Sales Additional Location for an Existing License

Applicant's Information

Contact Name: Komal Singh Phone: 541

Mailing Address:

City: Eugene State: OR Zip: 97408

Email Address:

Subsidiary Activities

Please check all that apply to your proposed business operations at this location:

Manufacturing/Production

Retail Off-Premises Sales

Retail On-Premises Sales & Consumption

If there will be On-Premises Consumption at this location:

Indoor Consumption Outdoor Consumption

Proposing to Allow Minors

Section 1 continued on next page



OREGON LIQUOR & CANNABIS COMMISSION

Local Government Recommendation – Liquor License

Section 1 Continued – Submission - To be completed by Applicant:

Legal Entity/Individual Applicant Name(s): Coburg Retail SalesLLC

Proposed Trade Name: Pearl Coburg Market

IMPORTANT: You MUST submit this form to the local government PRIOR to submitting to OLCC. Section 2 must be completed by the local government for this form to be accepted with your CAMP application.

Section 2 – Acceptance - To be completed by Local Government:

Local Government Recommendation Proof of Acceptance *Ridge*

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name: *City of Coburg* Optional Date Received Stamp

Date Application Received: *7.24.2025*

Received by: *[Signature]*

JUL 24 2025

Received by City of Coburg

Section 3 – Recommendation - To be completed by Local Government:

- Recommend this license be granted
- Recommend this license be denied (Please include documentation that meets OAR 845-005-0308)
- No Recommendation/Neutral

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.

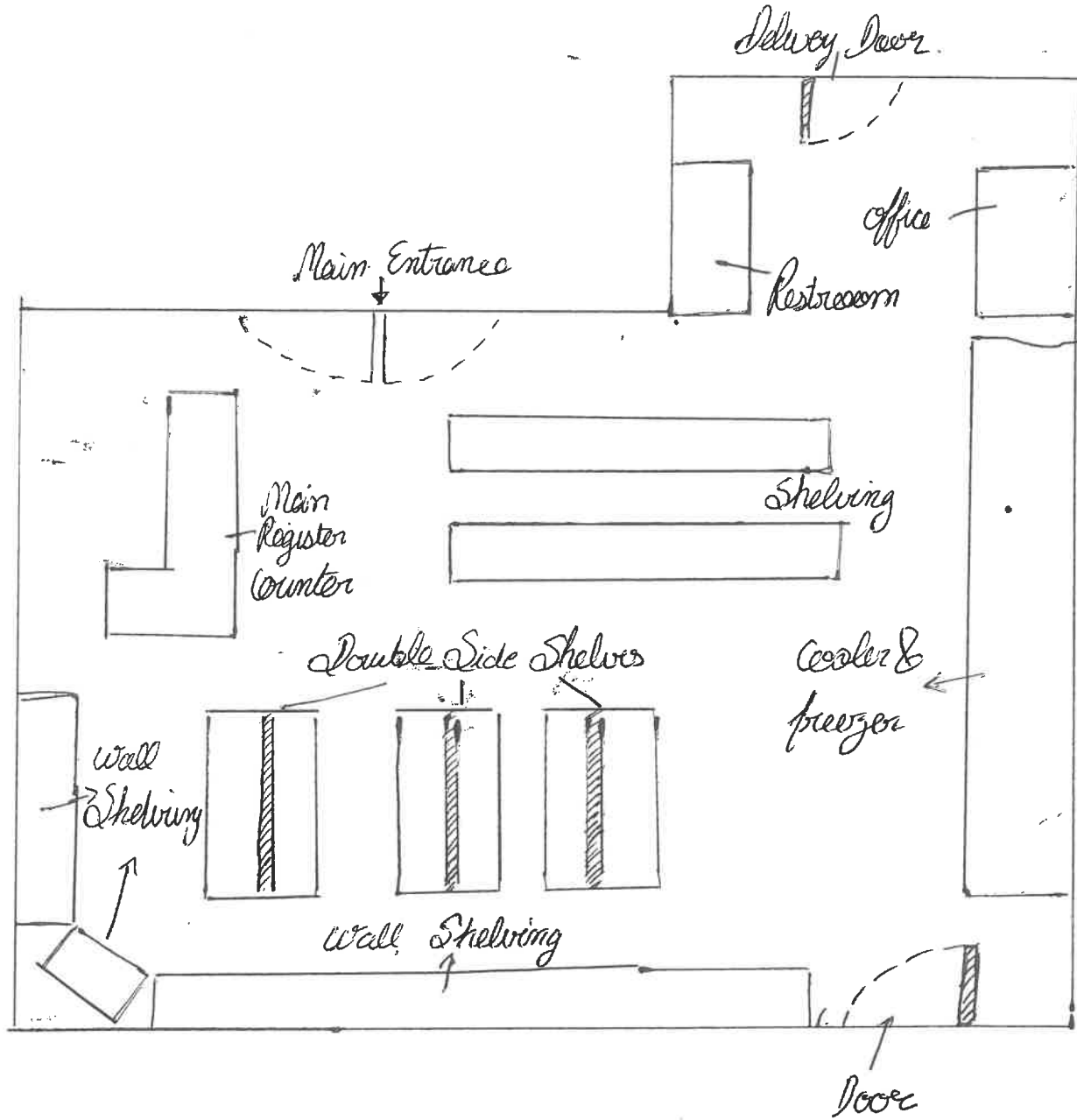


FLOOR PLAN FORM

Your floor plan must be submitted on this form

Coburg Retail Sales LLC.
Applicant Name

Pearl Coburg Market.
Trade Name (dba)



.....OLCC USE ONLY.....
MINOR POSTING ASSIGNMENT(S)

Date: _____ Initials: _____

REASONS WE MAY DENY OR RESTRICT A LICENSE
ORS 471.313(4)(5), OAR 845-005-0320, 845-005-0321, 845-005-0322
845-005-0325, 845-005-0326(4)(5) or 845-005-0355

The following is a list of problems relating to the **APPLICANT** or **BUSINESS** that OLCC **can** consider to refuse or restrict a license:

1. Applicant has a habit of using alcohol or drugs to excess
2. Applicant makes a false statement to OLCC (must be related to a refusal basis)
3. Applicant has been convicted of local, state or federal laws that are substantially related to the fitness of holding a liquor license
4. Applicant has demonstrated poor moral character
5. Applicant has a poor record of compliance when previously licensed by OLCC
6. Applicant is not the legitimate owner of the business
7. The business has a history of serious and persistent problems at this location.

The problems can include:

- Obtrusive or excessive noise, music or sound vibrations
- Public drunkenness
- Fights or altercations
- Harassment
- Unlawful drug sales
- Alcohol or related litter

OLCC is **not** able to consider the following issues when deciding to renew a liquor license:

- Lack of parking
- Increase in traffic
- Too many licenses in a specific area (saturation)
- Entertainment type - nude dancing, gambling, live bands, etc.
- Increased noise
- Zoning issues

Visit www.oregon.gov/olcc/ to see the full text of ORS and OAR referenced above. In order for an unfavorable recommendation from a local government to be valid, the grounds must be found in the license refusal bases of ORS 471.313(4), 471.313(5), OAR 845-005-0320, 845-005-0321, 845-005-0322, 845-005-0325 or 845-005-0326(4)(5) or the license restriction bases of OAR 845-005-0355, and must be supported by reliable factual information.



East West Connector Feasibility Study

Funding Acceptance

| Meeting Date | Staff Contact | Email |
|-------------------|---|--|
| September 9, 2025 | Adam Hanks, City Administrator Megan Winner, Planning Director | adam.hanks@coburgoregon.gov megan.winner@coburgoregon.gov |

SUMMARY AND REQUESTED COUNCIL ACTION

Federal funding through the Central Lane Metropolitan Planning Organization (MPO) was allocated to the City of Coburg to conduct a feasibility study for a conceptual east/west connector road from Powerline Road at the west end to Coburg N Industrial Way at the east end to address anticipated increased traffic relating to future development anticipated to the north and west of the existing city limits of Coburg.

In consultation with both Lane County Transportation Planning staff and Lane Council of Governments Transportation staff, City staff recommend that Council decline the funding allocation for the FY26 cycle due to the project’s unlikely ability to successfully navigate a myriad of regulatory impediments as well as the area in question remaining outside of the City’s urban growth boundary (UGB), therefore limiting traffic impacts the project was envisioned to address.

Suggested Motion

I move to direct staff to inform the Central Lane MPO of the City of Coburg’s decision to decline the funding allocation for the East/West Connector feasibility study project for the FY26 project funding cycle.

BACKGROUND

In 2022, the City applied to the MPO and was allocated federal funding to conduct a feasibility study for an east/west connector road north of the current UGB in the FY26 award cycle. While the origins of the east west connector are somewhat vague and difficult to clearly identify, a large impetus for the project was the perceived congestion on W. Van Duyn and Coburg Roads and the notion that traffic would be intensified if the Stallings Lane area was to redevelop at a higher density, as partially proposed by the remanded 2014 UGB amendment.

The east west connector goes by several names including east west bypass and east west future collector but will be referred to as the east west connector in this report.

RECOMMENDATION

Staff recommend declining the funding for the FY26 cycle at this time due to the barriers identified and associated with the project, some of which include:

- According to the Land Use Board of Appeals (LUBA) Final Order and Opinion Nos. 2016-003/004, the proposed east west connector was planned to coincide with the UGB expansion and the reason both the UGB and TSP amendments were remanded (instead of only the UGB amendment) was due to the interdependency of the UGB expansion and the east west connector, stating in the determination of whether both would be remanded, *“But it is undisputed that, the east-west bypass could not be constructed across rural agricultural land, and therefore depends on the UGB amendment to include the lower part of Area 6. And as noted earlier, the claimed need for the east-west bypass was one of the reasons respondents gave for including the lower part of Area 6 in the UGB. Given that interdependence of the two ordinances, remand of both ordinances is required.”* See map below showing study areas and areas proposed for expansion.
 - LUBA also agrees with petitioners that the financing of the connector was an issue, as the City included extra land in lower Area 6 to allow private future development to finance the transportation infrastructure.
- Proposed road connects through existing developed industrial land, disrupting current private business operations and potentially rendering the area less usable.
- Significant right of way dedication beyond specific UGB related development would be required between N Industrial Road at the east end and Powerline Road at the west end of the conceptual connector road.
- Environmental constraints such as crossing Muddy Creek or wetlands may be present.

BUDGET / FINANCIAL IMPACT

The feasibility study is estimated to cost \$400,000, of which the total federal funding award is \$358,920 with a 10.27% required match from the City of \$41,080. While the local match percentage was known, the project cost was unknown at the time the FY26 budget was prepared and approved so no specific allocation within the Street Fund was budgeted for the project. The Street Fund has sufficient monies to allocate to this project should Council desire, however, such an appropriation would likely require a supplemental budget or a reduction in street repair/maintenance appropriations which defers/delays a number of “major maintenance” projects planned in FY26

Declining the funding allocated to this project does not eliminate the potential to request similar funding allocation if and when the timing becomes more prudent, likely in conjunction with or soon after a UGB expansion process.

RELEVANT COUNCIL GOAL, CITY POLICY OR COMPREHENSIVE PLAN

This project connects with the Council Framework objectives:

- II. 2 Long Range Planning – Land Use and Transportation
- IV. 1 Capital Improvement Plan
- III. 4 Strategic Planning

PUBLIC INVOLVEMENT

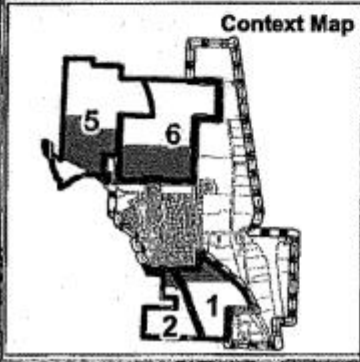
On July 22, 2025, this topic was introduced to Council at a Work Session. The Planning Commission was also invited and two commissioners provided input on the subject. When the UGB and TSP amendments were proposed, robust required public outreach was conducted, which included opposition to the east west connector from affected property owners.

NEXT STEPS

If Council chooses to cancel the funding award, staff will coordinate with MPO staff to cancel the project funding. If Council chooses to accept the funding, staff will need to pivot the workplan to begin scoping and managing the project. This would be a significant use of resources.

ATTACHMENTS

- 1) MPO Funding Request Application Materials



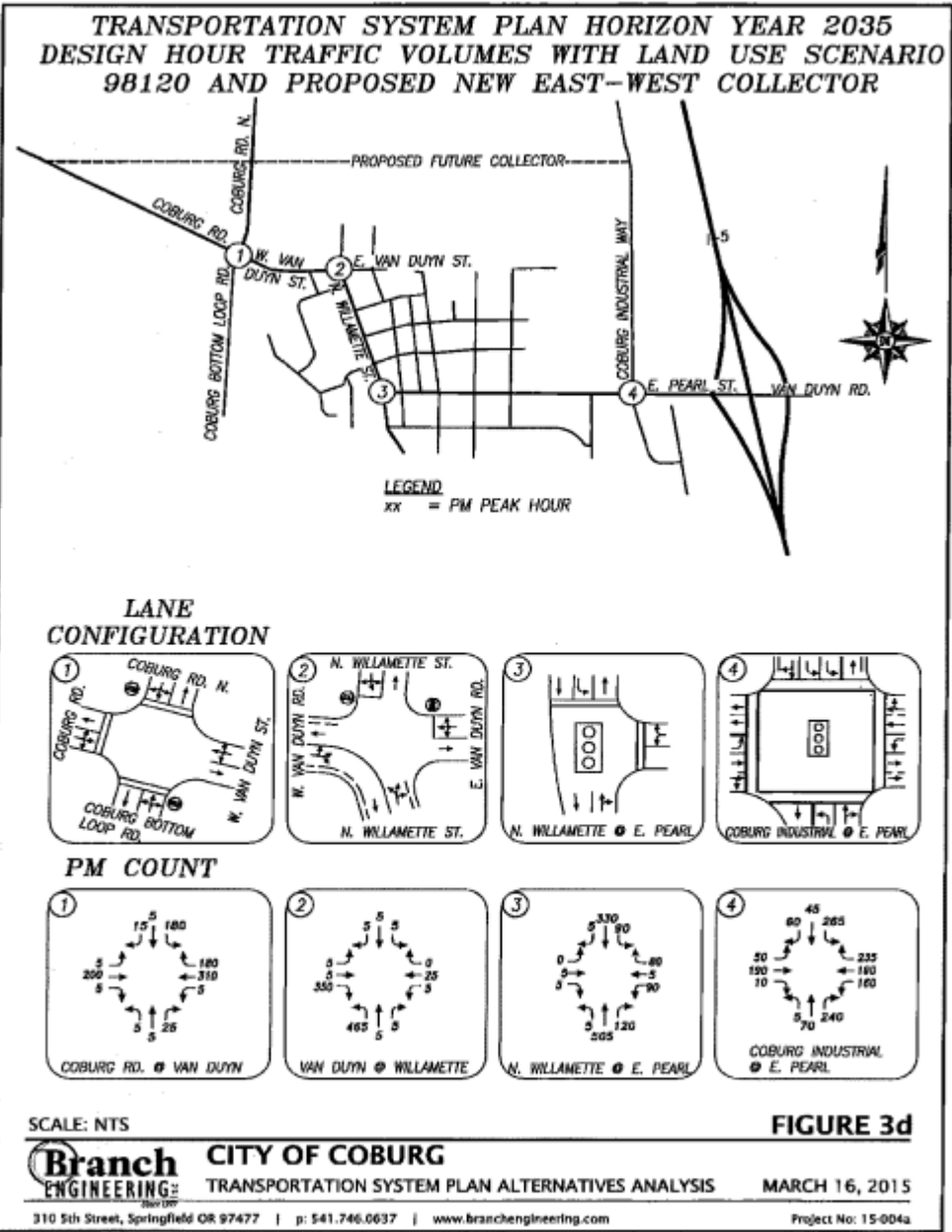
Expansion Alternative 2: Revised
151 Acres **2014 Recommendation**

Residential Need: 148 Acres

| Study Area | Acres | Developable Acres | Exception Land | Resource Land |
|--------------|--------------|-------------------|----------------|---------------|
| 1 & 2 | 27.3 | 9.1 | 13.8 | 13.6 |
| 3 | 75.1 | 64 | 75.1 | 0 |
| 4 | 48.9 | 48.9 | 0 | 48.9 |
| Total | 151.3 | 122 | 88.9 | 62.5 |

Expansion Alternative 2 Revised UGB
 Exceptions Land

June 30, 2014



Z:\2015\15-004a Coburg TSP Traffic Study\15-004a TRAFFIC FIGURES.dwg FIG 3d 3/17/2015 11:50 AM DMNH 18.2w (LMS Tech)

1517

Coburg Freight/Commuter Connector Study

Project Visual:



Proposed Study Area



This project is a study to determine the feasibility of a new east-west freight and commuter connection between North Coburg Road and I-5, north of the City of Coburg.

[This project is listed in the 2045 Regional Transportation Plan (RTP) as a constrained study project (Page 151).]

The mix of heavy truck and commuter traffic originating from outside the City of Coburg (i.e. from Harrisburg, Monroe, Junction City, and beyond) is bound for I-5 but required to pass through the historical downtown of the City of Coburg, particularly through an intersection with a school zone and fire station. This mix of commuter traffic creates safety and mobility issues and conflicts with the City’s objectives of creating a pedestrian and bicycle friendly community. Further, the inefficient routing of freight and commuter traffic negatively impacts the environment with idling motors creating GHG emissions and noise pollution. Additionally, closures of I-5 (e.g. associated with crashes) result in the City downtown streets being used as detour routes. Not only does this create gridlock downtown, the only thru-route blocks access to the Fire Station, preventing emergency vehicle access.

This study would determine the feasibility (and potentially the alignment) of creating a more efficient commuter and freight connection north of the City of Coburg to create a safer and healthier, bicycle and pedestrian friendly, downtown corridor.

| Project Quick Facts | | | |
|---|--|-------------------------|------------------|
| Location | North of the City of Coburg, Lane County Jurisdiction, Within Central MPO Boundary | | |
| Project Limits (to/from) | | | |
| Length in feet | To be determined | Estimated Project Cost | |
| Functional Class | To be Determined | Est. Total Project Cost | \$400,000 |
| Completion/Purchase Year | FY 24/25 | Federal Funds Requested | \$358,920 |
| Contact Information | | | |
| Sponsoring Agency | City of Coburg | | |
| Contact Name & Title | Megan Winner | | |
| Contact e-mail | Megan.Winner@ci.coburg.or.us | Phone | 541.682.7862 |
| <i>For questions regarding the programming of CLMPO's discretionary federal funds contact Daniel Callister at (541) 666-9571 or dcallister@lcog.org</i> | | | |



FUNDING APPLICATION for Discretionary Federal Funds through CLMPO

The *Application Instructions* is a companion document to this application and provides section-by-section instructions, additional details, and helpful hyperlinks to assist applicants as they complete the application.

| Section 1: Applicant Information | | | |
|----------------------------------|------------------------------|--------|--------------|
| Date: | June 24, 2022 | | |
| Sponsoring Organization: | City of Coburg | | |
| Contact Person & Title: | Megan Winner | | |
| Contact e-mail: | Megan.Winner@ci.coburg.or.us | Phone: | 541.682.7862 |

| Section 2: Project Information <i>(see instructions)</i> | | | |
|--|---|---|--|
| Project Title: | Coburg Freight/Commuter Connector Feasibility Study | | |
| Project Benefit: | Bicycle-Pedestrian Friendly Downtown Core for City of Coburg and Efficient Routing of I-5 Traffic | | |
| Location: | North of City of Coburg, Lane County Jurisdiction, MPO Boundary | | |
| Project Limits: | N/A | | |
| Length in Feet: | N/A | | |
| Functional Class: | N/A | | |
| Traffic Volume (yr): | N/A | | |
| Bike/Ped Volumes (yr): | N/A | STIP Key Number: | Unknown |
| On the NHS? (yes/no): | | Project includes bike/ped facility? (yes/no): | |
| State Senate District(s): | <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 6 <input type="checkbox"/> 7 | State Rep. District(s): | <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input checked="" type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 |
| Project Description: | | | |

This Project is listed in the 2045 RTP as a constrained study project (page 151).

The City of Coburg TSP as well as Lane County TSP addresses the need for an alternative route that carries freight and commuter traffic coming from Powerline Road and North Coburg Road in order to reduce the trips passing through the school zone, Fire District, and downtown Coburg. Coburg is the hub for transport and residents from the cities to the North and traffic has increased tremendously over the last five years as both commercial and residential growth has increased the transport and commuter trips that have created unsafe and unrealistic conditions on Willamette Street in downtown Coburg. This route is the only route that is utilized for the school zone, and the only route for emergency agencies responding to health and safety related incidents in a timely manner. This includes the Fire Department, Coburg Police and Coburg Public Works. Willamette Street becomes backed up with long lines of traffic which include trucks idling, parking on both sides of the street, and often blocking the site of cars, pedestrians, and cyclists attempting to cross from side street, parking lots, and in the crosswalks. It is often necessary to travel out into the lane of traffic in order to see if it is safe to cross.

Coburg is located on the Willamette Valley Scenic Bikeway and Willamette Street provides the opportunity for alternative modes of traffic for cyclists. Current conditions make this bikeway unsafe and does not encourage alternative transportation for commuters, or those seeking recreation. Additionally, it provides an unsafe environment for pedestrians of all demographics and abilities, and especially the elderly, young, and those with special abilities.

When traffic accidents happen on I-5, traffic from the North is often detoured through Coburg. Often, this creates a back-up for miles which makes emergency travel through the City by an agency impossible. A recent incident resulted in paramedics unable to respond to a life threatening emergency. Without an alternative route through the City, these kinds of incidents will continue to happen.

The City of Coburg is interested in a study to address whether an alternative route that avoids the downtown core is feasible while also addressing the legality and challenges that would impact natural resources, wetlands, and farmland.

The feasibility study will be conducted by a professional agency and include a scope which studies legal, geographic, modal, and environmental impacts. Additionally, the study would include a wide outreach to stakeholders, regional and state agencies, environmental agencies, property owners, and the general public. Additionally, the study will include the impacts of projected residential and commercial growth in the cities to the north that directly impacts the traffic that passes through Coburg.

| Section 3: Eligibility | | Yes | No | N/A |
|---|---|-----|----|-----|
| Is the project within the Central Lane MPO boundaries? See Instructions if uncertain. | | X | | |
| General Federal Aid Eligibility: Does the project meet the general requirements for federal aid projects as outlined in Title 23, U.S.C.? | | X | | |
| RTP: Is the project listed in, consistent with, or able to be added to the financially constrained Regional Transportation Plan (RTP) during project time frame? | | X | | |
| RTP project number: | 2045 RTP, Page 151, constrained study projects | | | |
| State/Local Plans: Is the project identified in an adopted state or local plan? | | X | | |
| Describe: City of Coburg TSP Lane County TSP 2045 Central Lane MPO RTP | | | | |
| Sufficient Funding: Is the total of requested funds plus local match and other committed funds sufficient to complete the project? | | X | | |
| Provide information if the answer is "No" or "N/A" for any of the above eligibility questions: | | | | |
| This application does not require applicants to identify a specific funding program for their proposed project. Due to the numerous funding programs, each with its own set of eligibility criteria, each application that meets the general eligibility criteria will be prioritized according to its merits. A staff committee will work in consultation with project sponsors to identify a suitable funding program or combination of programs for successful projects. | | | | |

| Section 4: Project Budget and Funding Request Summary: | | | | | |
|---|---------------------------|-------------------------|-------------------------|---|----------------------|
| -All amounts must reflect year of expenditure dollars (correcting for inflation) | | | | | |
| -Federal funds require 10.27% match from non-federal sources. | | | | | |
| Estimated Total Project Cost | | \$400,000 | | | |
| Project Phase | Estimated FFY to Obligate | Federal Funds Requested | Required Match (10.27%) | Additional Committed Funding (incl. Fed.) | Estimated Total Cost |
| Planning* | | \$358,920 | \$41,080 | \$ | \$400,000 |
| Design/Prelim. Engineering | | \$ | \$ | \$ | \$ |
| Right of Way | | \$ | \$ | \$ | \$ |
| Utility Relocation | | \$ | \$ | \$ | \$ |
| Construction | | \$ | \$ | \$ | \$ |
| Other | | \$ | \$ | \$ | \$ |
| Total request of federal funds: | | 358,920 | \$41,080 | \$ | \$400,000 |
| Enter amounts and sources of "Additional Committed" funding: | \$ | Source: | | | |
| | \$ | Source: | | | |
| | \$ | Source: | | | |
| | \$ | Source: | | | |
| *State and Federal agencies will not typically approve a project with both a Planning and a Design/Engineering phase under a single Key Number. If your project includes funding for both phases, please explain why. | | | | | |
| Provide other funding information, as relevant: | | | | | |

Section 5: Regional Primary Funding Considerations

The 2045 RTP identifies 7 general goals and 28 specific objectives to achieve those goals. The following subset of objectives was identified by the MPO as the primary funding considerations for this call for projects:

- Eliminate fatal and serious injury crashes for all modes of travel.
- Preserve and maintain transportation system assets to maximize their useful life and minimize project construction and maintenance costs.
- Eliminate barriers that people of color, low-income people, youth, older adults, people with disabilities and other historically excluded communities face meeting their travel needs.
- Reduce the transportation system's vulnerability to natural disasters and climate change.
- Improve public health by providing safe, comfortable, and convenient transportation options that support active living and physical activity for all ages and abilities to meet daily needs and access services.
- Increase the percentage of trips made using active and low carbon transportation modes while reducing vehicle miles traveled within our region.
- Strive to reduce vehicle-related greenhouse gas emissions and congestion through more sustainable street, bike, pedestrian, transit, and rail network design, location, and management.
- Complete gaps in the regional bicycle and pedestrian networks, including paths.

Describe how the proposed project supports the primary funding considerations listed above (up to three):

This project is to provide the feasibility of a project that seeks to provide the following:

1. Strive to reduce vehicle-related greenhouse gas emissions and congestion by providing a safe and equitable environment for all ages and demographics in the downtown Coburg for street, bike, pedestrian and transit accessibility
2. Eliminates barriers of people of all demographics and abilities to take advantage of a safe, walkable community that allows for transportation options while reducing miles they must travel by vehicle.
3. Eliminates the gap of a safe regional bicycle and pedestrian network, by provide for safe mobility on Willamette valley scenic bikeway, opportunity for safe commute with alternative transportation, and safe pedestrian networks to local businesses, schools, parks and walking trails.

Additional Project Benefits

Describe any other project benefits worth consideration by those reviewing this application.

Coburg is a popular destination to those who travel to Coburg to visit the restaurants, antique stores, parks, and take in the ambience of a historical small town. Providing a plan for reducing the traffic on the main street through Coburg, and providing a safer route for all modes of travel, increases the likelihood of visitors from the Eugene Area to bike, rather than drive to Coburg. Increases the likelihood of those traveling through the region on the Willamette Valley Bikeway to ride through Coburg. All of this increases the health, wellness and prosperity of the Coburg Community by increasing the safety and mobility choices of residents and visitors.

Section 6: Performance Measures:

Indicate which performance measure(s) this project supports. See Instructions for more details.

| | |
|--|--|
| a. Roadway Safety | |
| <input type="checkbox"/> Serious Injuries and Fatalities per vehicle-mile traveled | <input type="checkbox"/> Number of Serious Injuries and Fatalities for non-motorized users |
| <input type="checkbox"/> Number of Serious Injuries and Fatalities | |
| b. Pavement and Bridge Condition on the NHS | |
| <input type="checkbox"/> Condition of Interstate Pavements | <input type="checkbox"/> Condition of NHS Bridges |
| <input type="checkbox"/> Condition of Non-Interstate NHS Pavements | |
| c. Performance of the NHS | |
| <input type="checkbox"/> Percent of reliable person-miles on Interstate | <input type="checkbox"/> Truck Travel Time Reliability on Interstate |
| <input type="checkbox"/> Percent of reliable person-miles on NHS | |
| d. Transit Asset Management | |
| <input type="checkbox"/> Percent of vehicles that exceed useful life benchmark | <input type="checkbox"/> Percent of facilities < 3 on the TERM scale |
| e. CMAQ Performance Measures | |
| <input checked="" type="checkbox"/> Total Emissions Reductions (PM10) | <input checked="" type="checkbox"/> Annual hours of peak hour excessive delay |
| <input checked="" type="checkbox"/> Percent of non-SOV travel | |

Section 7: Air Quality Status

| | Yes | No |
|---|-----|----|
| a. Is the project exempt from air quality conformity analysis? see 40 CFR Sec. 93.126 | X | |
| b. If exempt, under what category is the project exempt? (e.g. Safety – Railroad/Highway Crossing) | | |
| Other – Planning and Technical Studies | | |

| Section 8: Submittal Approval | |
|---|--------------------|
| Project Sponsor Authority Information | |
| The Authorizing Authority identified below approved the submittal of this application on behalf of the Project Sponsor. Project sponsors will be required to sign an Intergovernmental Agreement (IGA) with ODOT prior to receiving any project funds. The IGA with the state will detail the requirements for the use and management of requested funds. | |
| Authorizing Authority Name: | Anne Heath |
| Authorizing Authority Title: (e.g. Mayor, Executive Director, etc.) | City Administrator |
| <input checked="" type="checkbox"/> Submittal was approved by the identified authorizing individual. | |
| Co-Sponsor Authority Information (if applicable) | |
| Authorizing Authority Name: | |
| Authorizing Authority Title: | |
| <input type="checkbox"/> Submittal was approved by the identified authorizing individual. | |

| Section 9: Project Summary Sheet |
|--|
| Follow the <i>Application Instructions</i> to complete the project summary sheet form and submit it with this completed application. |

Email this completed application in Word format together with the completed Project Summary Sheet to dcallister@lcog.org or by mail to:

Daniel Callister
 Lane Council of Governments
 859 Willamette St. Ste. 500
 Eugene, OR 97401-2910



**City of Coburg
Balances
FY 2025
As of 6/30/2025**

Cash Balances

| | FY 2025 Actual | FY 2024 Actual | EOY FY 2024 |
|-------------------|---------------------------|---------------------------|------------------------|
| General Fund | 92,468 | 535,740 | 535,740 |
| Street Fund | 879,706 | 1,422,383 | 1,422,383 |
| Water Fund | 2,165,834 | 1,817,758 | 1,817,758 |
| Sewer Fund | 1,335,062 | 1,519,650 | 1,519,650 |
| Total Cash | 4,473,069 | 5,295,531 | 5,295,530 |

Fund Balances

| | FY 2025 Actual | FY 2025 Budget | FY 2024 Actual | EOY FY 2024 |
|---------------------------|---------------------------|---------------------------|---------------------------|------------------------|
| General Fund | 318,787 | 438,204 | 403,177 | 403,179 |
| Street Fund | 891,708 | 404,077 | 1,443,652 | 1,443,651 |
| Water Fund | 2,828,030 | 1,503,020 | 2,238,894 | 2,238,893 |
| Sewer Fund | 1,400,542 | 1,120,423 | 1,646,597 | 1,646,597 |
| Total Fund Balance | 5,439,068 | 3,465,724 | 5,732,320 | 5,732,320 |

Interest Earnings Summary

| Balance in Banks: | Cash | Percent in account | Interest Rate |
|----------------------------------|------------------|-----------------------|---------------|
| Local Government Investment Pool | 3,241,510 | 72% | 4.60% |
| Key Bank | 1,231,559 | 28% | 0.00% |
| Total Cash | 4,473,069 | 100% | |



**City of Coburg
Fund Statements
City Wide
FY 2025
As of 6/30/2025**

| | FY 2025 | | | FY 2024 | | |
|--------------------------------|------------------|------------------|------------|------------------|------------------|--|
| | Actual | Amended Budget | | Actual | EOY | |
| Revenues: | | | | | | |
| Taxes and Assessments | 1,206,285 | 1,160,000 | 104% | 1,134,813 | 1,134,813 | |
| Intergovernmental | 559,775 | 546,000 | 103% | 569,826 | 569,826 | |
| Franchise Fees | 274,994 | 279,300 | 98% | 255,240 | 255,240 | |
| Licenses, Permits & Fees | 90,998 | 141,000 | 65% | 144,496 | 144,496 | |
| Fines and Forfeitures | 104,467 | 100,500 | 104% | 81,836 | 81,836 | |
| Investment Revenue | 85,698 | 93,000 | 92% | 110,696 | 110,696 | |
| Grants and Donations | 551,686 | 355,000 | 155% | 261,067 | 261,067 | |
| Charges for Services | 2,179,041 | 2,019,100 | 108% | 2,098,309 | 2,098,309 | |
| Charges for Services -SDC | 422,044 | 369,500 | 114% | 620,239 | 620,239 | |
| Other Revenue | 22,606 | 31,500 | 72% | 37,430 | 37,430 | |
| Bond Proceeds | 507,987 | 1,200,000 | 42% | 2,757,969 | 2,757,969 | |
| Transfer In | 125,000 | 125,000 | 100% | 1,039,851 | 1,039,851 | |
| Total Revenue | 6,130,581 | 6,419,900 | 95% | 9,111,772 | 9,111,772 | |
| Operating Expenditures: | | | | | | |
| Personnel Services | 1,974,299 | 2,091,100 | 94% | 2,100,984 | 2,100,984 | |
| Materials and Services | 1,234,531 | 1,288,000 | 96% | 1,491,470 | 1,491,470 | |
| Debt Service | 1,133,256 | 1,133,330 | 100% | 1,136,532 | 1,136,532 | |
| Capital Outlay | 1,956,747 | 3,696,000 | 53% | 2,280,913 | 2,280,913 | |
| Transfers Out | 125,000 | 125,000 | 100% | 1,039,851 | 1,039,851 | |
| Contingencies | - | 355,000 | 0% | - | - | |
| Total Expenditure | 6,423,833 | 8,688,430 | 74% | 8,049,750 | 8,049,750 | |
| Net Change | (293,253) | (2,268,530) | 13% | 1,062,022 | 1,062,022 | |
| Fund Balance - June 30, | 5,732,320 | 5,734,254 | 100% | 4,670,298 | 4,670,298 | |
| Fund Balance | 5,439,068 | 3,465,724 | 157% | 5,732,320 | 5,732,320 | |



**City of Coburg
Fund Statements
General Fund
FY 2025
As of 6/30/2025**

| | FY 2025 | | | FY 2024 | |
|--------------------------------|-------------------|---------------------------|--------------------|-------------------|------------------|
| | Actual YTD | Amended Budget | % of B to A | Actual YTD | EOY |
| Revenues: | | | | | |
| Taxes and Assessments | 1,041,823 | 996,000 | 105% | 978,521 | 978,521 |
| Intergovernmental | 42,465 | 61,000 | 70% | 85,249 | 85,249 |
| Franchise Fees | 274,994 | 279,300 | 98% | 255,240 | 255,240 |
| Licenses, Permits & Fees | 90,998 | 141,000 | 65% | 144,496 | 144,496 |
| Fines and Forfeitures | 104,467 | 100,500 | 104% | 81,836 | 81,836 |
| Investment Revenue | 1,522 | 15,000 | 10% | 13,714 | 13,714 |
| Grants and Donations | 301,686 | 355,000 | 85% | 261,067 | 261,067 |
| Charges for Services | 90,906 | 108,600 | 84% | 89,083 | 89,083 |
| Charges for Services -SDC | 85,967 | 83,000 | 104% | 138,439 | 138,439 |
| Other Revenue | 9,547 | 15,500 | 62% | 12,872 | 12,872 |
| Transfer In - Admin Fee | 125,000 | 125,000 | 100% | 1,039,851 | 1,039,851 |
| Total Revenue | 2,169,375 | 2,279,900 | 95% | 3,100,368 | 3,100,370 |
| Expenditures | | | | | |
| Administration Department | 514,737 | 531,790 | 97% | 856,904 | 856,904 |
| Facility Management Department | 104,921 | 114,500 | 92% | 111,110 | 111,110 |
| Planning Department | 182,680 | 213,870 | 85% | 190,717 | 190,717 |
| Police Department | 764,684 | 766,650 | 100% | 849,857 | 849,857 |
| Municipal Court | 157,854 | 171,290 | 92% | 145,882 | 145,882 |
| Economic Development | 44,626 | 47,000 | 95% | 49,235 | 49,235 |
| Parks (Public Works) | 455,015 | 479,380 | 95% | 915,469 | 915,469 |
| Debt Service: | | | | | |
| Principal | 15,000 | 15,000 | 100% | 15,000 | 15,000 |
| Interest | 14,250 | 14,250 | 100% | 14,700 | 14,700 |
| Contingency | - | - | N/A | - | - |
| Total Expenditures | 2,253,767 | 2,353,730 | 96% | 3,148,874 | 3,148,874 |
| Net Change | (84,392) | (73,830) | 114% | (48,506) | (48,504) |
| Fund Balance - June 30, | 403,179 | 512,034 | 79% | 451,683 | 451,683 |
| Fund Balance | 318,787 | 438,204 | 73% | 403,177 | 403,179 |



**City of Coburg
Fund Statements
Street Fund
FY 2025
As of 6/30/2025**

| | FY 2025 | | | FY 2024 | |
|---------------------------|------------------|------------------|-------------|------------------|------------------|
| | Actual | Amended Budget | % of B to A | Actual | EOY |
| Revenues: | | | | | |
| Taxes and Assessments | 150,209 | 150,000 | 100% | 156,292 | 156,292 |
| Intergovernmental | 117,310 | 110,000 | 107% | 109,577 | 109,577 |
| Investment Revenue | 5,025 | 10,000 | 50% | 10,382 | 10,382 |
| Grants and Donations | 250,000 | - | N/A | - | - |
| Charges for Services | 167,103 | 163,500 | 102% | 162,996 | 162,996 |
| Charges for Services -SDC | 104,771 | 80,000 | 131% | 168,362 | 168,362 |
| Other Revenue | 1,062 | 15,000 | 7% | 4,456 | 4,456 |
| Bond Proceeds | - | - | N/A | 748,348 | 748,348 |
| Total Revenue | 795,479 | 528,500 | 0% | 1,360,413 | 1,360,412 |
| Expenditures | | | | | |
| Administration Department | 87,321 | 89,930 | 97% | 208,995 | 208,995 |
| Public Works Department | 219,585 | 251,430 | 87% | - | - |
| Capital | 901,117 | 1,050,000 | 86% | 352,034 | 352,034 |
| Transfer Out | 25,000 | 25,000 | 100% | 153,467 | 153,467 |
| Debt Service: | | | | | |
| Principal | 92,523 | 92,530 | 100% | 92,060 | 92,060 |
| Interest | 21,877 | 21,900 | 100% | 22,340 | 22,340 |
| Contingency | - | 35,000 | 0% | - | - |
| Total Expenditures | 1,347,423 | 1,565,790 | 86% | 828,896 | 828,896 |
| Net Change | (551,943) | (1,037,290) | 53% | 531,517 | 531,516 |
| Fund Balance - June 30, | 1,443,651 | 1,441,367 | 100% | 912,135 | 912,135 |
| Fund Balance | 891,708 | 404,077 | 221% | 1,443,652 | 1,443,651 |



**City of Coburg
Fund Statements
Water Fund
FY 2025
As of 6/30/2025**

| | FY 2025 | | | FY 2024 | |
|---------------------------|------------------|-----------------------|--------------------|------------------|------------------|
| | Actual | Amended Budget | % of B to A | Actual | EOY |
| Revenues: | | | | | |
| Investment Revenue | 71,063 | 65,000 | 109% | 85,177 | 85,177 |
| Grants and Donations | - | - | N/A | - | - |
| Charges for Services | 1,029,881 | 896,000 | 115% | 916,250 | 916,250 |
| Charges for Services -SDC | 88,319 | 76,500 | 115% | 135,623 | 135,623 |
| Other Revenue | 4,621 | - | N/A | 10,192 | 10,192 |
| Bond Proceeds | 507,987 | 1,200,000 | 42% | 2,009,621 | 2,009,621 |
| Total Revenue | 1,701,871 | 2,237,500 | 76% | 3,156,863 | 3,156,862 |
| Expenditures | | | | | |
| Administration Department | 111,983 | 112,930 | 99% | 251,473 | 251,473 |
| Public Works Department | 340,187 | 356,770 | 95% | 56,440 | 56,440 |
| Capital | 525,764 | 2,080,000 | 25% | 1,226,576 | 1,226,576 |
| Transfer Out | 50,000 | 50,000 | 100% | 454,833 | 454,833 |
| Debt Service: | | | | | |
| Principal | 80,000 | 80,000 | 100% | 75,000 | 75,000 |
| Interest | 4,800 | 4,800 | 100% | 7,050 | 7,050 |
| Contingency | - | 160,000 | 0% | - | - |
| Total Expenditures | 1,112,734 | 2,844,500 | 39% | 2,071,372 | 2,071,372 |
| Net Change | 589,137 | (607,000) | -97% | 1,085,491 | 1,085,490 |
| Fund Balance - June 30, | 2,238,893 | 2,110,020 | 106% | 1,153,403 | 1,153,403 |
| Fund Balance | 2,828,030 | 1,503,020 | 188% | 2,238,894 | 2,238,893 |



**City of Coburg
Fund Statements
Sewer Fund
FY 2025
As of 6/30/2025**

| | FY 2025 | | | FY 2024 | |
|---------------------------|------------------|------------------|-------------|------------------|------------------|
| | Actual | Amended Budget | % of B to A | Actual | EOY |
| Revenues: | | | | | |
| Taxes and Assessments | 14,253 | 14,000 | 102% | - | - |
| Intergovernmental | 400,000 | 375,000 | 107% | 375,000 | 375,000 |
| Investment Revenue | 8,088 | 3,000 | 270% | 1,423 | 1,423 |
| Grants and Donations | - | - | N/A | - | - |
| Charges for Services | 891,151 | 851,000 | 105% | 929,980 | 929,980 |
| Charges for Services -SDC | 142,986 | 130,000 | 110% | 177,815 | 177,815 |
| Other Revenue | 7,376 | 1,000 | 738% | 9,910 | 9,910 |
| Bond Proceeds | - | - | N/A | - | - |
| Total Revenue | 1,463,855 | 1,374,000 | 107% | 1,494,128 | 1,494,128 |
| Expenditures | | | | | |
| Administration Department | 86,023 | 89,140 | 97% | 258,532 | 258,532 |
| Public Works Department | 483,391 | 515,420 | 94% | 8,771 | 8,771 |
| Capital | 185,690 | 205,000 | 91% | 391,372 | 391,372 |
| Transfer Out | 50,000 | 50,000 | 100% | 431,551 | 431,551 |
| Debt Service: | | | | | |
| Principal | 644,900 | 644,900 | 100% | 721,522 | 721,522 |
| Interest | 259,906 | 259,950 | 100% | 188,860 | 188,860 |
| Contingency | - | 160,000 | 0% | - | - |
| Total Expenditures | 1,709,910 | 1,924,410 | 89% | 2,000,608 | 2,000,608 |
| Net Change | (246,055) | (550,410) | 45% | (506,480) | (506,480) |
| Fund Balance - June 30, | 1,646,597 | 1,670,833 | 99% | 2,153,077 | 2,153,077 |
| Fund Balance | 1,400,542 | 1,120,423 | 125% | 1,646,597 | 1,646,597 |



City of Coburg
Department Summary of Expenditures by Fund
FY 2025
As of 6/30/2025
Target 100%

| | FY 2025 | | | FY 2024 | |
|---------------------------------|------------|----------------|-------------|------------|---------|
| | Actual YTD | Amended Budget | % of B to A | Actual YTD | EOY |
| <u>General Fund</u> | | | | | |
| Administration Department | | | | | |
| Personnel Services | 304,529 | 279,590 | 108.92% | 609,098 | 609,098 |
| Material and Services | 210,208 | 252,200 | 83.35% | 247,806 | 247,806 |
| Total Administration Department | 514,737 | 531,790 | 96.79% | 856,904 | 856,904 |
| Facility Management Department | | | | | |
| Material and Services | 89,921 | 99,500 | 90.37% | 100,807 | 100,807 |
| Capital | 15,000 | 15,000 | 100.00% | 10,303 | 10,303 |
| Total Facility | 104,921 | 114,500 | 91.63% | 111,110 | 111,110 |
| Public Works Administration | | | | | |
| Personnel Services | 96,136 | 106,980 | 89.86% | 627,582 | 627,582 |
| Material and Services | 597 | - | N/A | - | - |
| Total Public Works | 96,733 | 106,980 | 90.42% | 627,582 | 627,582 |
| Planning Department | | | | | |
| Personnel Services | 60,408 | 84,370 | 71.60% | 77,524 | 77,524 |
| Material and Services | 122,272 | 129,500 | 94.42% | 113,193 | 113,193 |
| Total Planning Department | 182,680 | 213,870 | 85.42% | 190,717 | 190,717 |
| Police Department | | | | | |
| Personnel Services | 623,212 | 706,150 | 88.25% | 666,190 | 666,190 |
| Material and Services | 141,472 | 54,500 | 259.58% | 156,605 | 156,605 |
| Capital Outlay | - | 6,000 | 0.00% | 27,062 | 27,062 |
| Total Police Department | 764,684 | 766,650 | 99.74% | 849,857 | 849,857 |
| Municipal Court | | | | | |
| Personnel Services | 129,026 | 129,990 | 99.26% | 120,350 | 120,350 |
| Material and Services | 28,828 | 41,300 | 69.80% | 25,532 | 25,532 |
| Total Municipal Court | 157,854 | 171,290 | 92.16% | 145,882 | 145,882 |
| Economic Development | | | | | |
| Personnel Services | - | - | N/A | 240 | 240 |
| Material and Services | 44,626 | 47,000 | 94.95% | 48,995 | 48,995 |
| Total Economic Department | 44,626 | 47,000 | 94.95% | 49,235 | 49,235 |



City of Coburg
Department Summary of Expenditures by Fund
FY 2025
As of 6/30/2025
Target 100%

| | FY 2025 | | | FY 2024 | |
|--|------------------|------------------|----------------|------------------|------------------|
| | Actual YTD | Amended Budget | % of B to A | Actual YTD | EOY |
| Park | | | | | |
| Material and Services | 29,105 | 32,400 | 89.83% | 14,321 | 14,321 |
| Capital | 329,176 | 340,000 | 96.82% | 273,566 | 273,566 |
| Total Park | 358,282 | 372,400 | 96.21% | 287,887 | 287,887 |
| Debt Service: | | | | | |
| Principal | 15,000 | 15,000 | 100.00% | 15,000 | 15,000 |
| Interest | 14,250 | 14,250 | 100.00% | 14,700 | 14,700 |
| Total Debt | 29,250 | 29,250 | 100.00% | 29,700 | 29,700 |
| Total General Fund Expenditures | 2,253,767 | 2,353,730 | 95.75% | 3,148,874 | 3,148,874 |



City of Coburg
Department Summary of Expenditures by Fund
FY 2025
As of 6/30/2025
Target 100%

| | FY 2025 | | | FY 2024 | |
|--|------------------|------------------|---------------|----------------|----------------|
| | Actual YTD | Amended Budget | % of B to A | Actual YTD | EOY |
| <u>Street Fund</u> | | | | | |
| Administration Department | | | | | |
| Personnel Services | 87,172 | 84,930 | 102.64% | - | - |
| Material and Services | 149 | 9,500 | 1.57% | 208,995 | 208,995 |
| Total Administration Department | 87,321 | 94,430 | 92.47% | 208,995 | 208,995 |
| Public Works Administration | | | | | |
| Personnel Services | 134,166 | 133,930 | 100.18% | - | - |
| Material and Services | 85,418 | 113,000 | 75.59% | - | - |
| Total Public Works | 219,585 | 246,930 | 88.93% | - | - |
| Capital | 901,117 | 1,050,000 | 85.82% | 352,034 | 352,034 |
| Transfer Out | 25,000 | 25,000 | 100.00% | 153,467 | 153,467 |
| Debt Service: | | | | | |
| Principal | 92,523 | 92,530 | 99.99% | 92,060 | 92,060 |
| Interest | 21,877 | 21,900 | 99.90% | 22,340 | 22,340 |
| Total Debt | 114,400 | 114,430 | 99.97% | 114,400 | 114,400 |
| Total Street Fund Expenditures | 1,347,423 | 1,530,790 | 88.02% | 828,896 | 828,896 |



City of Coburg
Department Summary of Expenditures by Fund
FY 2025
As of 6/30/2025
Target 100%

| | FY 2025 | | | FY 2024 | |
|--------------------------------------|------------------|------------------|---------------|------------------|------------------|
| | Actual YTD | Amended Budget | % of B to A | Actual YTD | EOY |
| <u>Water Fund</u> | | | | | |
| Administration Department | | | | | |
| Personnel Services | 109,437 | 109,930 | 99.55% | | |
| Material and Services | 2,546 | 3,000 | 84.86% | 251,473 | 251,473 |
| Total Administration Department | 111,983 | 112,930 | 99.16% | 251,473 | 251,473 |
| Public Works Administration | | | | | |
| Personnel Services | 147,262 | 157,970 | 93.22% | | |
| Material and Services | 192,925 | 198,800 | 97.05% | 56,440 | 56,440 |
| Total Public Works | 340,187 | 356,770 | 95.35% | 56,440 | 56,440 |
| Capital | 525,764 | 2,080,000 | 25.28% | 1,226,576 | 1,226,576 |
| Transfer Out | 50,000 | 50,000 | 100.00% | 454,833 | 454,833 |
| Debt Service: | | | | | |
| Principal | 80,000 | 80,000 | 100.00% | 75,000 | 75,000 |
| Interest | 4,800 | 4,800 | N/A | 7,050 | 7,050 |
| Total Debt | 84,800 | 84,800 | 100.00% | 82,050 | 82,050 |
| Total Water Fund Expenditures | 1,112,734 | 2,684,500 | 41.45% | 2,071,372 | 2,071,372 |



City of Coburg
Department Summary of Expenditures by Fund
FY 2025
As of 6/30/2025
Target 100%

| | FY 2025 | | | FY 2024 | |
|--|------------------|------------------|----------------|------------------|------------------|
| | Actual YTD | Amended Budget | % of B to A | Actual YTD | EOY |
| <u>Sewer Fund</u> | | | | | |
| Administration Department | | | | | |
| Personnel Services | 84,501 | 86,640 | 97.53% | - | - |
| Material and Services | 1,522 | 2,500 | 60.87% | 258,532 | 258,532 |
| Total Administration Department | 86,023 | 89,140 | 96.50% | 258,532 | 258,532 |
| Public Works Administration | | | | | |
| Personnel Services | 198,449 | 210,620 | 94.22% | | |
| Material and Services | 284,942 | 304,800 | 93.48% | 8,771 | 8,771 |
| Total Public Works | 483,391 | 515,420 | 93.79% | 8,771 | 8,771 |
| Capital | 185,690 | 205,000 | 90.58% | 391,372 | 391,372 |
| Transfer Out | 50,000 | 50,000 | 100.00% | 431,551 | 431,551 |
| Debt Service: | | | | | |
| Principal | 644,900 | 644,900 | 100.00% | 721,522 | 721,522 |
| Interest | 259,906 | 259,950 | 99.98% | 188,860 | 188,860 |
| Total Debt | 904,806 | 904,850 | 100.00% | 910,382 | 910,382 |
| Total Sewer Fund Expenditures | 1,709,910 | 1,764,410 | 96.91% | 2,000,608 | 2,000,608 |
| Total City Expenditure | 6,423,833 | 8,333,430 | 77.09% | 8,049,750 | 8,049,750 |



City of Coburg
Budgetary Compliance
FY 2025
Resolution 2024-07 & 2025-07
As of 6/30/2025
Target 100%

| | ACTUAL | AMENDED BUDGET | % BUDGET to ACTUAL | BALANCE |
|--------------------------------|------------------|------------------|--------------------|---------------|
| General Fund | | | | |
| Administration Department | 514,737 | 531,790 | 97% | 17,053 |
| Facility Management Department | 104,921 | 114,500 | 92% | 9,579 |
| Planning Department | 182,680 | 213,870 | 85% | 31,190 |
| Police Department | 764,684 | 766,650 | 100% | 1,966 |
| Municipal Court | 157,854 | 171,290 | 92% | 13,436 |
| Economic Development | 44,626 | 47,000 | 95% | 2,374 |
| Parks (Public Works) | 455,015 | 479,380 | 95% | 24,365 |
| Debt Service | 29,250 | 29,250 | 100% | - |
| Contingency | - | - | | - |
| Total General Fund | 2,253,767 | 2,353,730 | | 99,963 |

| | | | | |
|---------------------------|------------------|------------------|------|----------------|
| Street Fund | | | | |
| Administration Department | 87,321 | 89,930 | 97% | 2,609 |
| Public Works Department | 219,585 | 251,430 | 87% | 31,845 |
| Capital | 901,117 | 1,050,000 | 86% | 148,883 |
| Transfer Out | 25,000 | 25,000 | 100% | - |
| Debt Service | 114,400 | 114,430 | 100% | 30 |
| Contingency | - | 35,000 | | 35,000 |
| Total Street Fund | 1,347,423 | 1,565,790 | | 218,367 |

| | | | | |
|---------------------------|------------------|------------------|------|------------------|
| Water Fund | | | | |
| Administration Department | 111,983 | 112,930 | 99% | 947 |
| Public Works Department | 340,187 | 356,770 | 95% | 16,583 |
| Capital | 525,764 | 2,080,000 | 25% | 1,554,236 |
| Transfer Out | 50,000 | 50,000 | 100% | - |
| Debt Service | 84,800 | 84,800 | 100% | - |
| Contingency | - | 160,000 | | 160,000 |
| Total Water Fund | 1,112,734 | 2,844,500 | | 1,731,766 |



**City of Coburg
Budgetary Compliance
FY 2025
Resolution 2024-07 & 2025-07
As of 6/30/2025
Target 100%**

| | ACTUAL | AMENDED BUDGET | % BUDGET to ACTUAL | BALANCE |
|------------------------------|------------------|-------------------|-----------------------|------------------|
| Wastewater Fund | | | | |
| Administration Department | 86,023 | 89,140 | 97% | 3,117 |
| Public Works Department | 483,391 | 515,420 | 94% | 32,029 |
| Capital | 185,690 | 205,000 | 91% | 19,310 |
| Transfer Out | 50,000 | 50,000 | 100% | - |
| Debt Service | 904,806 | 904,850 | 100% | 44 |
| Contingency | - | 160,000 | | 160,000 |
| Total Wastewater Fund | 1,709,910 | 1,924,410 | | 214,500 |
| Total Appropriations | 6,423,833 | 8,688,430 | 74% | 2,264,597 |