



# AGENDA

## BUDGET COMMITTEE

91136 N Willamette Street

541-682-7852 | [coburgoregon.org](http://coburgoregon.org)

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Tuesday, May 05, 2026 at 6:15 PM

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### CALL TO ORDER

### ROLL CALL

### PUBLIC COMMENT

### MINUTES APPROVAL

- [1.](#) April 29, 2025, Budget Committee Minutes
- [2.](#) April 21, 2026, Budget Committee Minutes

### BUDGET PRESENTATION

3. FY2026-27 Proposed Budget Presentation Continued from April 21st Meeting

### COMMITTEE BUSINESS

- [4.](#) **Public Hearing**  
**RESOLUTION 2026-12** A RESOLUTION CERTIFYING THE CITY OF COBURG'S ELEGIBILITY AND ELECTION TO RECEIVE STATE SHARED REVENUES FOR FY2026-27
5. City of Coburg FY2026-27 Budget Approval
- [6.](#) Budget Committee Appointment Recommendation

### ADJOURNMENT

*Coburg City Hall is wheelchair-accessible. For the hearing impaired, an interpreter can be provided with 48 hours' notice prior to the meeting. Spanish-language interpretation will also be provided with 48 hours' notice. To arrange for these services, contact City Hall at 541-682-7850.*



**MINUTES**

**Coburg Budget Committee Meeting**

April 29, 2025 at 6:00 P.M.

Coburg City Hall

91136 N Willamette Street

**MEMBERS PRESENT:** Chair; Linda Kroeger, Vice Chair; Jaymason Bouwman, John Lehmann, Donnie Myers, Elise Landry (via ZOOM), Laura Tryon, Todd Waters, Jeffrey Milam, Alan Wells, Cathy Engebretson, Claire Smith

**MEMBERS ABSENT:** Terry Dawson

**SPECIAL GUEST:** Mayor; Nancy Bell

**STAFF PRESENT:** Adam Hanks, City Administrator; Sammy Egbert, City Recorder; Larry Larson, Coburg Police Chief; Greg Peck, Finance Director; Brian Harmon, Public Works Director; Mandy Balcom, Court Administrator; Megan Winner, Planning Director

**TRANSCRIBED BY:** Madison Balcom, Administrative Assistant

**CALL TO ORDER**

Chair, Linda Kroeger called the Coburg Budget Committee meeting to order at 6:12 pm.

**ROLL CALL**

Ms. Egbert called roll.

**PUBLIC COMMENT**

There were no request(s) for public comment.

**FOLLOW-UP INFORMATION FROM APRIL 15, 2025 MEETING**

**1. Memo response to questions and requests from April 15, 2025 meeting**

Mr. Hanks went through some of the questions that came up since the last meeting, and provided a memo with more information regarding those questions. He also mentioned some of the updates and edits in the budget book.

## COMMITTEE BUSINESS

### 2. Public Hearing

#### **RESOLUTION 2025-08 A RESOLUTION CERTIFYING THE CITY OF COBURG'S ELIGIBILITY AND ELECTION TO RECEIVE STATE SHARED REVENUES FOR FY 2025-26**

Ms. Kroeger opened the public hearing at 6:20pm.

Mr. Hanks provided a staff report regarding State Revenue Sharing, and its uses in Coburg. There was no one signed up for public testimony. Ms. Tryon had a clarifying question regarding the date the resolution will be brought to council, which Hanks answered.

Ms. Kroeger closed the public hearing at 6:23pm.

### 3. Fund, Department, and Program Review

Mr. Hanks presented the budget PowerPoint, reviewing the focus areas that staff keeps in mind as they review the budget, staff allocation by fund, and the funds, departments, and programs breakdown within the budget. There were some questions regarding the department expenses and revenues, which Hanks helped answer.

Hanks said that the city is holding off on hiring 2 FTE positions, one in Police and one in Public Works. He also talked about additional fee opportunities, possible levy, and more. Hanks feels that the city is doing as good of a job as it can to control the costs that they can given the service levels that are expected and agreed upon. For provided services, the general fund is where most discretion lies, because other funds cannot be as easily modified.

### 4. Approval of the City of Coburg FY2025-26 Budget

**MOTION:** Ms. Smith moved, seconded by Mr. Bouwman to approve the budget for Fiscal Year 2025-26 as presented in the amount of \$12,112,045 and approve the property taxes for the 2025-26 Fiscal Year at the rate of \$3.7506 per \$1,000 of assessed value categorized as subject to general government limitation.

***The motion passed unanimously as 11:0, with Bouwman, Engebretson, Kroeger, Landry, Lehmann, Milam, Myers, Smith, Tryon, Waters and Wells voting affirmatively, none opposed.***

### 5. April 15, 2025 Budget Committee Minutes

**MOTION:** Mr. Bouwman moved, seconded by Mr. Myers to approve the April 15, 2025 Coburg Budget Committee meeting minutes as presented.

***The motion passed unanimously as 11:0, with Bouwman, Engebretson, Kroeger, Landry, Lehmann, Milam, Myers, Smith, Tryon, Waters and Wells voting affirmatively, none opposed.***

**6. Budget Committee Appointment Recommendations**

Ms. Egbert explained the budget committee recruitment and appointment process. There are two positions open on the committee, which the current members of those positions will not be continuing. They received two applications during the open recruitment, which were present at this meeting. Ed McGehee and Angela Witty introduced themselves to the committee and explained why they want to be on the budget committee.

**MOTION:** Ms. Engebretson moved, seconded by Mr. Bouwman to recommend Mayor Bell with the consent of the City Council appoint Ed McGehee and Angela Witty to a three-year term beginning July 1, 2025 through June 30, 2028.

***The motion passed unanimously as 11:0, with Bouwman, Engebretson, Kroeger, Landry, Lehmann, Milam, Myers, Smith, Tryon, Waters and Wells voting affirmatively, none opposed.***

**ADJOURNMENT**

Ms. Kroeger adjourned the meeting at 8:26 pm.

**APPROVED** by the City of Coburg Budget Committee on this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Linda Kroeger, Chair

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



**MINUTES**

**Coburg Budget Committee Meeting**

April 21, 2026 at 6:00 P.M.

Coburg City Hall

91136 N Willamette Street

**MEMBERS PRESENT:** Chair; Linda Kroeger, Vice Chair; Jaymason Bouwman, Cathy Engebretson, John Lehmann, Donnie Myers, Elise Landry, Angela Witty, Ed McGehee, Jeffrey Milam, Claire Smith

**MEMBERS ABSENT:** Terry Dawson, Alan Wells

**SPECIAL GUEST:** Mayor; Nancy Bell

**STAFF PRESENT:** Adam Hanks, City Administrator and Budget Officer; Sammy Egbert, City Recorder; Larry Larson, Coburg Police Chief; Mandy Balcom, Court Administrator; Karyssa Dubach, Accountant; Brian Harmon, Public Works Director.

**TRANSCRIBED BY:** Madison Balcom, Administrative Assistant

**CALL TO ORDER**

Chair, Linda Kroeger called the Coburg Budget Committee meeting to order at 6:00 pm.

**ROLL CALL**

Ms. Egbert called roll.

**WELCOME INTRODUCTIONS AND PROCESS OVERVIEW**

The committee members and staff introduced themselves.

**ELECTIONS OF CHAIR AND VICE CHAIR**

Ms. Kroeger led the election of the committee’s chair and vice chair positions. The committee nominated Linda Kroeger as chair, and Jaymason Bouwman as vice chair.

**MOTION**

Mr. Bouwman moved, seconded by Mr. Lehmann, to elect Linda Kroeger as chair.

***The motion passed unanimously as 10:0, with Bouwman, Engebretson, Kroeger, Landry, Lehmann, McGehee, Milam, Myers, Smith, and Witty voting affirmatively, none opposed.***

## MOTION

Mr. Lehmann moved, seconded by Ms. Engelbretson to elect Jaymason Bouwman as vice chair.

***The motion passed unanimously as 10:0, with Bouwman, Engebretson, Kroeger, Landry, Lehmann, McGehee, Milam, Myers, Smith, and Witty voting affirmatively, none opposed.***

## PUBLIC COMMENT

There was no public comment.

## BUDGET MESSAGE

Mr. Hanks reviewed the contents within the provided budget book. Hanks then presented the budget message and powerpoint, including financial stability, the balanced and slowly improving budget, the significant budget changes, budget assumptions, operating budget, fund elements, and budget overview. Mr. Hanks also briefly went over the recently approved Public Safety Support fee.

## PROPOSED BUDGET FY2026-27 REVIEW

- **General Fund**

Mr. Hanks went over the general fund revenues which include property taxes, franchise fees, municipal court fines, development fees, charges for services, transfer funds, Harrisburg PG IGA, and miscellaneous revenues. Hanks directed the committee to page 13, which shows the four-year trend for the general fund revenues. Hanks mentioned that the general fund is showing an upwards trend, in large part due to the Public Safety Support fee, and full year of the Parks and Open Space fee. Hanks then reviewed the general fund expenses and capital costs.

Hanks noted that they will discuss the state revenue sharing election, general fund follow-up, and fund overviews for the street, water and wastewater funds in the next meeting.

Ms. Witty asked if it was possible to receive this information in the excel format. Mr. Hanks said that it can be challenging, and his preference and typical process would be to get feedback and questions from the committee to come back and provide information and comparisons. Hanks stated that there would not be any formulas or extra data that comes with it and would only include the values. Mr. Hanks explained that it is possible but would need to be a formal request and motion of the budget committee.

Ms. Kroeger also asked if there will be a five-year projection. Mr. Hanks said that a three-year projection was provided, and anything past the three-year mark gets hard to predict.

**MOTION**

Mr. Milam moved, seconded by Ms. Witty, requesting a copy in Excel format of the financial tables for the FY27 proposed budget, in the proposed budget book pages 21-30.

***The motion passed as 9:1, with Bouwman, Engebretson, Kroeger, Landry, McGehee, Milam, Myers, Smith and Witty voting affirmatively, Lehmann apposed.***

Ms. Landry asked Hanks to clarify the relationship between the unappropriated fund balances and the fund balance targets, which Hanks briefly explained. Hanks stated that each fund has different cash flow periods and needs. Each fund balance target should match up with its business operations. Some funds have met the targets for a while, while the others were not always meeting them. The fund balance targets ensure a minimum unappropriated amount.

**FUTURE MEETINGS**

May 5, 2026 Coburg URA / Budget Committee Meeting

**ADJOURNMENT**

Ms. Kroeger adjourned the meeting at 7:50 pm.

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

\_\_\_\_\_  
Linda Kroeger, Chair

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

## RESOLUTION 2026-12

### **A RESOLUTION CERTIFYING THE CITY OF COBURG'S ELIGIBILITY AND ELECTION TO RECEIVE STATE SHARED REVENUES FOR FY 2026-27**

**WHEREAS**, a share of certain revenues of the State of Oregon is apportioned among and distributed to the cities in the state for general purposes.

**WHEREAS**, City officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive shared revenues, such as from cigarette, gas, and liquor taxes, in accordance with Oregon Revised Statutes (ORS) 221.760, as well as from marijuana tax revenues in accordance with ORS 475B.759.

**WHEREAS**, ORS 221.760 specifies that the officer responsible for disbursing the funds to cities under ORS 323.455, 366.785 to 366.820, and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants, according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

- 1) Police protection
- 2) Fire protection
- 3) Street construction, maintenance, and lighting
- 4) Sanitary sewer
- 5) Storm sewers
- 6) Planning, zoning, and subdivision control
- 7) One or more utility services

**WHEREAS**, ORS 475B.759(4)(a) specifies that a city which has an ordinance prohibiting a properly state-licensed marijuana retail, wholesale, processor, or production establishment is not eligible to receive a distribution of state marijuana tax revenue.

**WHEREAS**, a city must hold a public hearing before the Budget Committee, allowing for public comment on the possible uses of State Revenue Sharing, and hold a second public hearing before the City Council, allowing for public comment on the proposed uses of State Revenue Sharing.

**WHEREAS**, a city must elect to receive distributions under ORS 221.770 for the fiscal year by enactment of a resolution expressing that election.

**WHEREAS**, it is in the City's best interest and so desires to receive state shared revenues and acknowledges that the required minimum number of services are offered by the City.

**THE CITY OF COBURG RESOLVES AS FOLLOWS:**

**Section 1.** That the City of Coburg is in Lane County, a county with a population in excess of 100,000, and hereby certifies that the City currently specifically provides the following four or more municipal services enumerated in Section 1 of ORS 221.760:

- Police protection
- Street construction, maintenance, and lighting
- Sanitary sewer
- Planning, zoning, and subdivision control
- Water utility services

**Section 2.** The City of Coburg hereby certifies that a properly noticed public hearing before the Budget Committee was held on May 5, 2026, allowing citizens to comment on the possible uses of State Revenue Sharing.

**Section 3.** The City of Coburg hereby certifies that a properly noticed public hearing before the City Council was held on June 9, 2026, allowing citizens to comment on the proposed uses of State Revenue Sharing.

**Section 4.** That pursuant to ORS 221.760 and 221.770, by this resolution hereby both certifies the City’s eligibility to receive FY 2026-27 state shared revenues, and elects to receive state shared revenues for FY 2026-27.

**Section 6.** The Budget Officer is authorized and directed to take all steps necessary to carry out the intent of this resolution, including transmitting a certified copy of this resolution to the State of Oregon, Department of Administrative Services, to establish the City’s eligibility and election to receive distributions of state shared revenues for FY 2026-27.

**Section 8.** This resolution is effective upon adoption.

**Adopted** by the **City Council** of the **City of Coburg**, Oregon, by a vote of \_\_\_ for and \_\_\_ against, this 9th day of June, 2026.

\_\_\_\_\_  
Nancy Bell, Mayor

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



# BUDGET COMMITTEE MEMO

**MEETING DATE** April 29, 2025  
**STAFF CONTACT** Sammy Egbert, City Recorder  
**TOPIC** Budget Committee Recruitment and Appointment

## BACKGROUND

The Budget Committee requested that the recruitment process be adjusted when the committee switched from working under City bylaws to following ORS 294.414. It was agreed that the annual recruitment for two positions would be in April. The members whose terms expire are to be notified and encouraged to reapply. All applicants will be required to attend the last Budget Committee meeting to be considered for the positions.

Jeff Milam and Terry Dawson will expire on June 30, 2026. They were both notified and encouraged to apply if they chose to serve another three-year term on the Budget Committee.

The attached recruitment was noticed from April 1, 2026, through May 4, 2026. Applicants were asked to attend the May 5, 2026 meeting to be interviewed and considered for the positions.

Applications will be sent to Budget Committee at the end of the day May 4, 2026, when the recruitment closes.

The Budget Committee will, by motion, send its recommendation to the Mayor and City Council to appoint two candidates to fill the vacancies. City Council will consider the appointment at its May 12, 2026.

## Suggested Motion

I move to recommend Mayor Bell with the consent of the City Council appoint \_\_\_\_\_ and \_\_\_\_\_ to a three-year term beginning July 1, 2026 through June 30, 2029.



## Budget Committee Vacancies

**Posted:** April 1, 2026

**Closes:** May 4, 2026

The City of Coburg is seeking applications from citizens interested in serving on the Coburg Budget Committee for three-year terms.

**Coburg Budget Committee:** The purpose of the budget committee is to receive the budget message and the proposed budget document. They will review, ask questions, provide comments, and approve the budget before it is sent to City Council for adoption.

**Meetings:** 2-3 times per year

**Membership:** The Budget Committee has six (6) City Councilors and six (6) appointed electors. All members of the Committee have equal voting power.

**Vacancies:** Two (2)

**Term:** Terms begin on July 1, 2026, and expire on June 30, 2029.

**Membership Requirements:**

- Applicants must be electors in the City of Coburg.
- Applicants must attend the May 5, 2026, Budget Committee meeting to be interviewed and considered for the position.

**Contact:** Sammy Egbert, [sammy.egbert@coburgoregon.gov](mailto:sammy.egbert@coburgoregon.gov) or 541-682-7852