



## MINUTES

### Coburg City Council Meeting

April 14, 2026 at 6:00 PM

Coburg City Hall

91136 N Willamette Street

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

**MEMBERS ABSENT:** none

**GUESTS/STAFF PRESENT:** Adam Hanks, City Administrator; Sammy Egbert, City Recorder; Larry Larson, Coburg Police Chief, Mandy Balcom; Municipal Court Administrator

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

#### CALL TO ORDER

Mayor Bell called the City Council meeting to order at 6:02pm.

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

Ms. Bell noted that because of hard economic times, there will be hard discussions and difficult decisions had in the coming years. Mayor noted that councilors work hard and are familiar with the materials and budget implications. Nothing discussed at this meeting was discussed for the first time, but have been discussed many times, in council and with the community, over the last one to two years.

Mayor Bell mentioned some statistics and information about the Lane County Sheriff's Department. Bell also mentioned that Coburg Commons is having an upcoming open house, to help their organizations and the community space.

#### AGENDA REVIEW

Ms. Egbert noted that their red folders include the City Administration Report, agenda item 5, the Police Department Quarterly Report, agenda item 7, and some Public Safety Handouts for reference.

## **PUBLIC COMMENT**

There were no requests to publicly speak. There were no written statements received.

However, Ms. Egbert noted that two people are signed up to speak during the public hearing for Ordinance A-258.

## **CONSENT AGENDA**

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

### **1. Minutes from March 10, 2026 City Council meeting**

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

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

## **SPECIAL GUEST**

Two University of Oregon students attended who were working on a story for their journalism class.

## **ORDINANCES AND RESOLUTIONS**

### **2. Second Reading**

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

*Mayor Bell noted that the first reading and public hearing was on March 10, 2026. Mayor Bell held the second reading of Ordinance A-258.*

Mr. Hanks presented a staff report and orientation on the proposed Public Safety Support Fee. The draft ordinance is identical to the draft ordinance proposed at the first reading. Hanks clarified that the ordinance creates the legal authority to charge a fee, while the upcoming resolution would determine and set the specific amount.

Hanks went through the presentation, hitting on financial stewardship, general fund challenges, FY26 budget message and adopted budget, financial stability timeline and revenue work phases, and the Council Revenue Sub-committee review and recommendations.

Mr. Lehmann asked about other cities in Oregon with a similar fee, which Mr. Hanks answered, noting that about 60 of 241 cities in Oregon have a public safety support fee. The reason it is a common revenue tool is because cities don't have a role in the property tax revenue stream, which is the number one revenue stream in a general fund. Hanks mentioned that about half of Coburg's general fund comes from property taxes, which are very hamstrung by measure 5 and measure 50. The revenue side of the general fund goes up about 3-5% a year, and the expense side goes up about 10-12% a year. The gap between those is what the revenue sub-committee and city council are trying to tackle.

Mr. Wells asked what the fee amounts are for those cities that have already put the fee in place. Mr. Hanks said it is a wide range, with the highest around \$43 for both police and fire per month, and the lowest at \$5-6. The common amount seems to be around \$12-20, and some of the lower ones also have a Local Option Levy in addition to the fee.

League of Oregon Cities is trying to compile a more accurate and reliable set of information to compare. Ms. Bell noted that all cities are struggling in the same areas, with very limited tools, in order to keep the current level of services intact.

Ms. Engebretson asked what some other options would be if Coburg didn't have their public safety services done in house. Mr. Hanks said that he doesn't have specifics, because council has not directed staff to research those options, however he mentioned that there are very mixed reviews from other cities who have altered their services, depending on what they are transitioning from. If council wanted a more detailed report on those options, staff would need direction from council to focus on and bring back a full detailed review and comparison of services, costs, and feasibility.

Hanks noted that county sheriff and municipal police services are very different, with county being mostly reactive responses, not proactive, and likely more expensive than how the police department is currently funded.

Ms. Bell noted that this fee, if passed, would be reevaluated on an annual basis, and does not preclude the local option levy, but allows the establishment of and the opportunity to charge the fee.

Mr. Hanks noted that the primary tools are a fee and a local option levy. The local option levy is a state law, and the city does not get to create it how they want. An amount is established for a five-year operating levy which is put on the residents' property taxes and comes in as a segmented amount with those property tax revenues. A fee is enacted by council and can be done quickly, while a levy requires a public vote on the ballot and can take a large amount of time.

Public Testimony was given as follows:

- Susan Pearson; Coburg Resident

Ms. Pearson expressed her concern for the process of the proposed public safety fee, rather than pursuing a local option levy that would require voter approval. She felt there was not sufficient notice for residents, and community members had not been given enough opportunity to understand or provide input. Pearson urged the council to instead implement a levy because it would allow citizens to directly decide on funding public safety services through an election process.

Council further discussed more details of the levy, including the timing, the process, the public safety service levels, and the discussion timeline of the fee and revenue sub committee recommendations.

- Lauren Gauthier; Coburg Resident

Ms. Gauthier asked at what point the city realized this revenue source was needed. Ms. Bell said they have been watching the general fund slowly decline for several years and created the revenue sub-committee about a year and a half ago to help come up with solutions. The city has known for several years that there was going to come a time when the city would be in a budget deficit. Bell explained that 50% of Oregon cities are experiencing a budget deficit or budget constraints, which is where Coburg sits currently. Ms. Gauthier suggested that, because of the amount, it be voted on by the community in a local option levy.

Councilors spoke about the time constraints they faced and the limited options they had to keep the current public safety services.

**MOTION:** Councilor Myers moved, seconded by Councilor Lehmann, to adopt Ordinance A-258 AN ORDINANCE ESTABLISHING A PUBLIC SAFETY SUPPORT FEE.

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

### 3. Public Hearing

#### **RESOLUTION 2026-10** A RESOLUTION SETTING THE PUBLIC SAFETY SUPPORT FEE

*Ms. Bell opened the public hearing at 7:17pm.*

Mr. Hanks briefly went over the staff report and resolution. Hanks stated that all cities in Oregon are facing general fund challenges. Hanks spoke on other general fund revenues that the city receives, as well as the general fund expenses.

Mr. Lehmann asked for clarification on the timeline to put the levy on the ballot, and if approved the timeline to collect those funds so there is not a gap or loss of funds for the services. Mr. Hanks said it could be possible to get it on the November ballot, but he would need to talk with the Lane County Tax Assessor to understand the timing of the proceeds, and many other details.

Lehmann also asked if it was possible to set a specific timeline and termination date of the fee in the resolution. Hanks answered that yes, the stipulation could be embedded in the motion or be made as an amendment to the resolution, adding in a new section stating a termination date.

*Ms. Bell closed the public hearing at 7:36pm.*

**MOTION:** Councilor Lehmann moved, seconded by Councilor Engebretson, to adopt Resolution 2026-10, A RESOLUTION SETTING THE PUBLIC SAFETY SUPPORT FEE IN THE AMOUNT OF \$20 PER MONTH FOR TWO FISCAL YEARS, WITH THE STIPULATION THAT THE PUBLIC SAFETY SUPPORT FEE BE PLACED ON THE BALLOT FOR PUBLIC VOTE AS A LOCAL OPTION LEVY.

Mr. Hanks mentioned that it is often better to avoid compounding several variables into one motion and instead separating them to be more straight forward.

Mr. Lehmann withdrew his previous motion.

**MOTION:** Councilor Lehmann moved to adopt Resolution 2026-10, A RESOLUTION SETTING THE PUBLIC SAFETY SUPPORT FEE IN THE AMOUNT OF \$20 PER UNIT PER MONTH FOR ONE YEAR FROM THE EFFECTIVE DATE OF APRIL 14, 2026.

There was no second for the motion, therefore the motion died.

**MOTION:** Councilor Smith moved, seconded by Councilor Myers, to adopt Resolution 2026-10, A RESOLUTION SETTING THE PUBLIC SAFETY SUPPORT FEE IN THE AMOUNT OF \$20 PER UNIT PER MONTH.

Ms. Engebretson acknowledged the frustration of the community, and noted that as councilors, this fee has been discussed and worked on for a while. She mentioned that this fee will be reviewed every year, however wanted to give the community more assurance that other options would be explored. Mr. Lehmann and Mr. Wells also expressed their concerns about the fee amount and levy option.

Mr. Hanks noted that council could make a motion directing staff to bring back a timeline and process for placing a public safety local option levy on a future ballot by a specific date, then council will have the information and can make a motion to direct the development of a ballot title.

Councilors also discussed the proposed fee amount. Ms. Smith explained that the Revenue Subcommittee and the Council reviewed several different fee options before deciding on a \$20 fee. She stated that they wanted to be transparent with the public and set a fee that would fully accomplish its purpose, rather than choosing a lower amount that would fall short and still negatively impact public safety services.

***The motion passed as 4:3, with Councilors Engebretson, Myers, and Smith voting affirmatively, and Councilors Bouwman, Lehmann and Wells opposed. Mayor Bell made the tie breaking vote.***

**MOTION:** Councilor Engebretson moved, seconded by Councilor Lehmann, to direct staff to bring the information for the public option levy to the next City Council meeting with the intent to have the levy on the November ballot.

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

**4. RESOLUTION 2026-09 A RESOLUTION AUTHORIZING A LOAN FROM THE SAFE DRINKING WATER REVOLVING LOAN FUND BY ENTERING INTO A FINANCING CONTRACT WITH THE OREGON INFRASTRUCTURE FINANCE AUTHORITY**

Mr. Hanks presented the resolution, authorizing a \$1 million loan from the Safe Drinking Water Revolving Loan Fund through Business Oregon. Hanks went over the previous loan for the water infrastructure system and water master plan. Hanks stated that they were able to execute and complete a number of projects with this loan, but in May of 2025, the bid award for the Stallings Lane Water Supply project showed that it was short of covering the last piece of the project to connect the water supply to the distribution system. That transmission project was paused until funding was established.

This loan will fund completion of a transmission line connecting Well 3 to the city's water distribution system. Hanks explained that the loan would increase annual debt service from approximately \$180,000 to \$220,000, but would enable the city to fully utilize the water supply and improve system reliability. The council discussed the importance of maintaining water infrastructure and ensuring long-term sustainability.

Hanks also explained that the investment already made in Well #3—including the well house, treatment system, chlorination, and pumping—was built to support two wells at that site. Therefore,

when the city needs additional water in the future, the transmission line and infrastructure for a fourth well are already in place and designed to handle the extra supply.

**MOTION:** Councilor Engebretson moved, seconded by Councilor Bouwman, to adopt Resolution 2026-09, authorizing a loan from the safe drinking water revolving loan fund by entering into a financing contract with the Oregon Infrastructure Finance Authority.

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

**ADMINISTRATIVE INFORMATION REPORTS**

**5. Monthly Administration Report**

Mr. Hanks briefly mentioned the items included in the report for Council’s review.

**6. Financial Report**

The report was provided. Hanks reminded council that the first budget meeting is on April 21, 2026.

**7. Police Department Quarterly Report**

The report was provided. There was no further discussion.

**ADJOURNMENT**

Mayor Bell adjourned the meeting at 8:21 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