



MINUTES

Coburg Budget Committee Meeting

April 15, 2025 at 6:00 P.M.

Coburg City Hall

91136 N Willamette Street

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

MEMBERS ABSENT: Alan Wells, Claire Smith

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

TRANSCRIBED BY: Madison Balcom, Administrative Assistant

CALL TO ORDER

Mayor, Nancy Bell 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 introduced themselves and how long they've been on the Budget Committee and City Council. Mr. Hanks then introduced himself.

ELECTIONS OF CHAIR AND VICE CHAIR

Ms. Bell led the election of the committee's chair and vice chair positions. Mr. Dawson nominated Linda Kroeger as the committee chair.

MOTION

Mr. Dawson moved, seconded by Mr. Waters to elect Linda Kroeger as chair.

The motion passed unanimously as 10:0, with Bouwman, Dawson, Engebretson, Kroeger, Landry, Lehmann, Milam, Myers, Tryon, and Waters voting affirmatively, none opposed.

They then moved on to the nominations for vice chair. Ms. Kroeger nominated Terry Dawson as the committee vice chair.

MOTION

Ms. Kroeger moved, seconded by Mr. Lehmann to elect Terry Dawson as vice chair.

Mr. Dawson declined due to his absence from the next Budget meeting. The motion died.

Mr. Lehmann then nominated Jaymason Bouwman as the committee vice chair.

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

The motion passed unanimously as 10:0, with Bouwman, Dawson, Engebretson, Kroeger, Landry, Lehmann, Milam, Myers, Tryon and Waters voting affirmatively, none opposed.

Linda Kroeger took over the meeting as Chair.

PUBLIC COMMENT

There were no request(s) for public comment.

MINUTES FOR APPROVAL

1. May 28, 2024 Budget Committee Meeting

MOTION

Mr. Bouwman moved, seconded by Mr. Dawson to approve the May 28, 2024 Coburg Budget Committee minutes as presented.

The motion passed unanimously as 10:0, with Bouwman, Dawson, Engebretson, Kroeger, Landry, Lehmann, Milam, Myers, Tryon and Waters voting affirmatively, none opposed.

BUDGET MESSAGE

Mr. Hanks reviewed the contents within the provided budget book. Hanks then presented the budget message and powerpoint, including the significant budget changes, revenue enhancements, expenditure adjustments, constraints, and budget overview.

PROPOSED BUDGET FY2025-26 REVIEW

1. General Fund

Mr. Hanks moved to page 27 of the packet, and began going over the revenues of each fund, beginning with the general fund, which he explained is in far worse shape than the others.

There are big changes that need to happen either with revenues or services. Hanks said that he does not foresee any additional grants to be in the general fund for the upcoming fiscal year.

Mr. Lehmann had some questions regarding the Pioneer Valley Estates water project, which Mr. Hanks answered and explained some of the circumstances.

2. Street Fund

Mr. Hanks moved on to the street fund on page 28. The \$250,000 under Grants and Donations in the budget is for the ODOT Small Cities Allotment Grant, which is a grant that they currently do not have but have a history of receiving and are fairly certain they will again. Hanks explained the other components of the street fund revenues.

Mr. Lehmann asked what the Charges for Services include. Mr. Hanks said that that includes the TUF and Tree fee on the utility bills, which includes both the 4.9% TUF fee increase, and proposed \$2 increase to the Tree fee.

3. Water Fund

Mr. Hanks went to page 29, the water fund. He explained that revenues are growing because of rate increases and new customers. The water fund is 90% charges for services, which is Utility Rates, and the reason why utility rates need to be raised every year to keep up with the expenses of running a highly regulated water system, with continual capital and debt service.

4. Wastewater Fund

Mr. Hanks moved to the wastewater fund on page 30 and said that this fund is almost identical to the water fund other than the intergovernmental revenue, which is the transfer from the Urban Renewal Agency to the wastewater fund once a year. The URA was formed specifically to help fund the wastewater treatment plant and collection system in 2013-14. In the next few years, the URA will be reaching its maximum spending, and the city will need some assistance to look into the options.

Mr. Bouwman asked what the City's debt is in its entirety. Mr. Hanks gave a brief explanation but will provide a more detailed breakdown at the next meeting.

Hanks then went through the Financial Stability Timeline chart, as shown in the powerpoint, which lays out the General Fund and Revenue work that the Council and Revenue Subcommittee has and will be continuing.

Mr. Hanks reviewed what will be discussed at the next budget meeting in two weeks.

Ms. Bell shared some statistics from the League of Oregon Cities on those Oregon Cities in a financial deficit, showing that Coburg is not alone in this financial challenge.

Any follow-up questions can be emailed to Adam and Sammy before the 25th so they can be prepared for the next meeting. There are no scheduled budget meetings in May.

ADJOURNMENT

Ms. Kroeger adjourned the meeting at 7:25 pm.

APPROVED by the City of Coburg Budget Committee on this 29th day of April, 2025.

Linda Kroeger, Chair

ATTEST:

Sammy L. Egbert, City Recorder

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