



MINUTES

Coburg Urban Renewal Agency

Regular Session

January 8, 2008 - 7:00 P.M.

Coburg City Hall

91069 North Willamette – Coburg

DIRECTORS PRESENT: Judy Volta, Chairperson; Jerry Behney, John Fox, Brian Pech, John Thiel, Mike Watson

DIRECTORS ABSENT: Bill Judd

STAFF PRESENT: Don Schuessler, John Bosley, Jack Detweiler, Sammy Egbert, Craig Gibbons, Jack Harris, Milo Mecham, Petra Schuetz

RECORDED BY: Dan Lindstrom

I. CALL TO ORDER

Chairperson Judy Volta called the meeting of the Coburg Urban Renewal Agency (URA) to order at 7:00 p.m.

Minutes Recorder Dan Lindstrom called the roll and stated that a quorum was present.

II. SMITH DAWSON AND ANDREWS 2008 CONTRACT EXTENSION

City Administrator Don Schuessler referred to Agenda support material regarding the renewal of a contract with Smith Dawson and Andrews, a federal lobbying firm. He noted that the firm had assisted the City in securing \$8.3 million in grants and loans for the wastewater system and was currently working on additional awards of \$2.3 million. He explained that the contract was established with the City, but paid for by the URA. He said he recommended renewing the contract.

In response to a question from Director Jerry Behney, Mr. Schuessler explained that "extraordinary expenses" for which the City would be responsible identified in the proposed contract included expenses such as the travel and lodging expenses of the City representative on United Front trips to Washington D.C. and the cost of preparation of lobbying materials. He noted that no single expense in excess of \$500 would be incurred during any month without the prior approval of the City.

Director Mike Watson requested that a summary report of the activities of Smith Dawson and Andrews on behalf of Coburg be presented quarterly. Chairperson Volta said she would incorporate such reports with others made regularly.

Director John Fox moved, seconded by Director Watson, to recommend that the City Council approve the proposed 2008 contract renewal with Smith Dawson and Andrews. The motion was adopted unanimously, 6:0.

III. MID-YEAR FINANCIAL REVIEW

Finance Director Craig Gibbons referred Agenda support material entitled "Month-End Financial Report." He reviewed the URA revenue and expenditure reports, bank statements, and check register accounts it contained. He noted that the projected full year ending fund balance was \$1,136,000. He said the report contained no surprises and that it closely followed what had been anticipated in the adopted budget.

IV. ACCOUNTS PAYABLE AND MINUTES

Director Watson moved, seconded by Director Behney, to approve the payment of URA bills submitted for approval dated January 4, 2008; and to accept the minutes of the November 13, 2007, meeting of the URA. The motion was adopted unanimously, 6:0.

The meeting adjourned at 7:10 p.m.

(Recorded by Dan Lindstrom)

ACCEPTANCE

Yes: 4

No: 0

Abstained: 0

Passed: Yes Rejected: _____

Signed this 12th day of February 2008



Michael Watson, Council President

Attest:



Sammy L. Egbert, City Recorder