MINUTES

Coburg Urban Renewal Agency
Regular Session
June 9, 2015 – 6:30 p.m.
Coburg City Hall
91136 North Willamette -- Coburg

DIRECTORS PRESENT: Sharyl Abbaspour, Jerry Behney, Patrick Kocurek, Don Nelson, Jae Pudewell, Ray Smith, Steve Stearns

DIRECTORS ABSENT:

STAFF PRESENT: Petra Schuetz, Bob Butler, Sammy Egbert, Anne Heath, Larry Larson

RECORDED BY: Mary Feldman

I. CALL TO ORDER

Director Pudewell called the meeting of the Coburg Urban Renewal Agency to order at 6:50 p.m.

II. ROLL CALL FOR QUORUM

Petra Schuetz called the roll and stated that a quorum was present.

III. CITIZEN TESTIMONY

No public comments were offered.

IV. RESPONSE BY DIRECTORS

None

V. CONSENT AGENDA

- Minutes of February 10, 2015

Director Smith moved, seconded by Director Behney, to approve the February 10 minutes as presented. The motion carried unanimously, 7:0.

VI. FINANCE

- **Financial Update**

Finance Director Anne Heath directed attention to the report in the packet that had been reconciled as of April 30, with a total cash value of $199,803. Information in the report responded to councilor questions about the loan payoff on waste water improvements and removal of the loan in the Audit report.

Director Pudewell clarified that reconciling the audit report as of the beginning of the year meant the beginning fund balance had been audited.

- **Public Hearing on Resolution 2015-02-U**

Director Pudewell opened the public hearing at 6:54 p.m. No ex parte contacts or conflicts of interested were declared.

Ms. Heath reported the budget was as approved by the Budget Committee with the exception of a change in the ending balance due to the updated beginning balance. She described it as a simple budget consisting mostly of expenses for materials and services and transfers of receipts for Debt Service. After discussion, the Budget Committee had opted to leave funds in the URA instead of transferring everything, resulting in a Debt Service transfer of $230,000 and leaving an ending fund balance of $269,252.

Director Smith asked how much staff time City staff spent on the URA. Ms. Heath said administrative expenses for staff time could be billed to the URA but had not been in the past. She estimated she likely spent about an hour or two per quarter to reconcile and prepare the report. Director Smith asked to see the cost for her time to be pulled from the correct fund so it should be billed to the URA in the future.

Director Nelson questioned why there still was a line item for United Front which had not been used for at least three years. Ms. Heath responded that line items had to remain on the budget for three years regardless of whether there continued to be a budget for them. Director Pudewell said removing unused line items when three years had elapsed should be added to the work plan.

There was no public testimony and Director Pudewell closed the public hearing at 7 p.m.

Director Smith moved, seconded by Director Abbaspour, to adopt Resolution 2015-02-U authorizing the Coburg Urban Renewal Agency Budget for Fiscal Year 2015-16, creating expenditure appropriations, and certifying to the County Assessor a request for the Coburg Urban Renewal Agency Plan an area for a maximum amount of revenue that may be raised by dividing the taxes under Section 1C, Article IX, of the Oregon Constitution and ORS Chapter 457. The motion carried 5:1 with Director Nelson opposed.

- Audit Report for Urban Renewal Agency Through June 30, 2014

Pauly Rogers called attention to two letters in the packet: "Communication to the Governing Body" and the "Management Letter." The first described the purpose, standards, scope, timing, and results of an audit. Mr. Rogers commended staff's significant improvement in its work to ensure that things were reconciled and balanced. The management letter contained four findings of significant deficiencies and recommendations for addressing them.

Director Pudewell noted this was a review of an audit for the fiscal year prior to the current one and a lot had been learned since that time. He asked whether in Mr. Rogers' opinion progress was being made as demonstrated by work being done this year. Mr. Rogers said yes and there continued to be items within the City that staff was still working to improve. The deficiencies listed were receiving attention and the board and staff were working hard to attend to detail

more than in the past. Regarding the timing of the report, Mr. Rogers said the state required its completion by December 31 and that deadline had not been met but should be next year.

Director Pudewell responded that the process had not begun as early as it should have last fall. Mr. Rogers again commended staff for its work and attention and said getting the balances correct and completing the reconciliation was what had delayed the process.

Director Pudewell committed himself to working diligently to ensure the deadline was met in 2015.

VII. ADJOURNMENT

The meeting adjourned at 7:10 p.m.

APPROVED by the Director and the Board of the Coburg Urban Renewal Agency this 14th day of June, 2016.

Ray Smith, Director

ATTEST:

Sammy L. Egbert, City Recorder