

Coos County Urban Renewal Agency  
Board Meeting

Wednesday, April 11, 2018, 7:30am

125 Central Ave, Coos Bay, OR 97420  
2<sup>nd</sup> Floor Conference Room

**COOS COUNTY URBAN RENEWAL AGENCY  
NORTH BAY DISTRICT**

P.O. Box 1215 • Coos Bay, Oregon 97420 • 541-267-7678

**M E M O R A N D U M**

**TO:** Coos County Urban Renewal Agency Board  
and all Interested Parties

**FROM:** John Burns, Agency Administrator

**DATE:** April 4, 2018

**SUBJECT:** CCURA Meeting Notice

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**NOTICE OF REGULAR CCURA MEETING**

A public meeting of the Coos County Urban Renewal Agency Board – North Bay District, Coos County, State of Oregon, will be held in the Port of Coos Bay Second Floor Conference Room, located at 125 Central Avenue, Suite 230, Coos Bay, Oregon, 97420. The meeting will take place on **Wednesday, April 11, at 7:30 a.m.**

JB:aw

**COOS COUNTY URBAN RENEWAL AGENCY  
REGULAR BOARD MEETING  
7:30 A.M. Wednesday, April 11, 2018**

Port of Coos Bay Conference Room, 125 Central Avenue, Suite 230, Coos Bay, Oregon 97420

**TENTATIVE AGENDA**

**1. CALL MEETING TO ORDER**

**2. INTRODUCTION OF GUESTS**

**3. CONSENT ITEMS**

A. Approval of February 13, 2018, Board Meeting Minutes

**4. ACTION ITEMS**

A. 2018Res1 Amend 2017/2018 Budget – Presented by Megan Richardson

**5. PUBLIC COMMENT**

**6. SCHEDULE NEXT MEETING DATE**

Budget Meeting: Wednesday, April 25 at 7:30 am

Budget Hearing: Wednesday, May 30 at 7:30 am

**7. OTHER/ADJOURN**

A. Plan Amendment Update – Presented by Fred Jacquot

# Consent Items

**COOS COUNTY URBAN RENEWAL AGENCY  
REGULAR BOARD MEETING  
7:30 A.M. Tuesday, February 13, 2018**

Port of Coos Bay Conference Room, 125 Central Avenue, Suite 230, Coos Bay, Oregon 97420

**DRAFT MINUTES**

**ATTENDANCE**

**Agency Board Members:** Chairman Todd Goergen, At Large; Eric Farm, Port Commissioner; Howard Graham, City of North Bend; John Sweet, Coos County; Melissa Cribbins, Coos County; Nathan McClintock, Legal Counsel

**Guests:** John Burns, Port Staff; Fred Jacquot, Port Staff; Amrha Wimer, Port Staff; Maeora Mosieur, Budget Committee Candidate

**1. CALL MEETING TO ORDER**

Chair Todd Goergen called the meeting to order at 7:34 a.m.

**2. INTRODUCTION OF GUEST**

**3. CONSENT ITEMS**

**A. Approval of December 12, 2017, Board Meeting Minutes**

Upon a motion by Eric Farm (Second by Melissa Cribbins), the Agency Board Members voted to approve the December 12, 2017, Board Meeting Minutes. **Motion Passed.**

**4. ACTION ITEMS**

**A. Budget Committee Candidates – Presented by Todd Goergen**

Mr. Goergen stated there are four individuals who are interested in the one empty spot for the Budget Committee term to expire in 2020. Mr. Goergen asked legal counsel if there are any restrictions to remove a Budget Committee member who has not shown up to past meetings. Mr. McClintock stated the Board can make a motion to remove a member and replace with a new candidate. It was determined to not remove any current members and only fill the one vacant spot.

The Board reviewed the candidates who submitted a letter of interest to join the Budget Committee.

Mr. Goergen stated the candidates who showed interest but were not selected should be contacted and asked to join the meetings as a member of the public.

Upon a motion by Melissa Cribbins (Second by Eric Farm), the Agency Board Members voted to add Maera Mosieur to the Coos County Urban Renewal Agency Budget Committee for a two-year term set to expire in June 2020. **Motion Passed.**

**5. PUBLIC COMMENT**

There was no public comment.

**6. SCHEDULE NEXT MEETING DATE**

To be determined

**7. OTHER/ADJOURN**

**A. Position A and Position B Terms – Presented by Todd Goergen**

- Port of Coos Bay: Eric Farm as seat A and Brianna Hanson as seat B.
- Public at Large: Todd Goergen as seat A and Adam Foxworthy as seat B.
- City of North Bend: Mike Erbele as seat A and Howard Graham as seat B.
- City of Coos Bay: Joe Benetti as seat A and Jennifer Groth as seat B.
- Coos County: Melissa Cribbins as seat A and John Sweet as seat B.

**B. Status Update on CCURA Plan Amendment – Fred Jacquot**

The draft plan amendment and report for the Coos County Urban Renewal Agency received tentative approval from the Coos County Board of Commissioners at the December 13, 2017 public hearing. The changes required by the County now require approval by the City Councils of North Bend and Coos Bay before the County passes the final ordinance adopting the amendment. Coos Bay voted on the final amendment at their February 6 Council meeting and the North Bend City Council is scheduled to vote to approve at their February 13 meeting. The final County ordinance adoption has not yet been scheduled.

**C. Financial Statement – John Burns**

Mr. Burns provided the financial statement to the Board.

Todd Goergen adjourned the meeting at 7:54 a.m.

# Action Items

**COOS COUNTY URBAN RENEWAL  
AGENCY BOARD MEMBERS  
ACTION/DECISION REQUEST**

**DATE:** April 11, 2018

**PROJECT TITLE:** 2018Res01 Amend 2017/2018 Budget

**ACTION REQUESTED:** Approval of 2018Res01 amending 2017/18 budget to accurately reflect cash carry forward from 2016/17.

**BACKGROUND:**

At the close of fiscal year 2016/17 the Coos County Urban Renewal Agency elected to collapse the Special Revenue Fund, Capital Projects Fund, and Debt Service Fund to the General Fund due to the low activity level of the agency.

The cash from the closed funds should have been budgeted as the cash carry forward. Instead, the cash from the closed funds were budgeted as transfers in from other funds. It is recommended that the cash carry forward be increased by \$973,000 for a total cash carry forward of \$998,000 and that the transfers from other funds be decreased by \$973,000.

**RECOMMENDED MOTION:**

Approval of 2018Res01 correcting 2017/18 budget to accurately reflect cash carry forward from 2016/17.

**RESOLUTION 2018Res01**

**A RESOLUTION OF THE COOS COUNTY URBAN RENEWAL AGENCY  
NORTH BAY DISTRICT  
AMENDING 2017-18 BUDGET**

**WHEREAS**, the 2017-18 budget for the Coos County Urban Renewal District included transfers of money from excess funds that were being closed; and

**WHEREAS**, the excess funds were closed in the 2016-17 fiscal year resulting in a larger amount of cash carried over into the 2017-18 fiscal year than was reflected in the budget; and

**WHEREAS**, Oregon Budget Law permits transfers of resources within a fund.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. That for the 2017-18 fiscal year budget, the following transfers of resources be made within the General Fund:

<b>Available Cash on Hand</b>	<b>Increase</b>	<b>\$ 973,000</b>
<b>Transfers from Special Revenue Fund</b>	<b>Decrease</b>	<b>\$ 33,000</b>
<b>Transfers from Capital Projects Fund</b>	<b>Decrease</b>	<b>\$ 920,000</b>
<b>Transfers from Debt Service Reserve Fund</b>	<b>Decrease</b>	<b>\$ 20,000</b>

**APPROVED and ADOPTED** by the Agency Board of the Coos County Urban Renewal Agency this 11<sup>th</sup> day of April 2018.

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Todd Goergen, Chair

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Eric Farm, Vice Chair

RESOURCES  
GENERAL FUND  
COOS COUNTY URBAN RENEWAL AGENCY - NORTH BAY DISTRICT

	HISTORICAL DATA			RESOURCE DESCRIPTION	BUDGET FOR NEXT YEAR 2017-2018			
	ACTUAL		ADOPTED BUDGET THIS YEAR 16-17		PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY	
	SEC. PRECEDING YEAR 14-15	FIRST PRECEDING YEAR 15-16						
1				1 BEGINNING FUND BALANCE:				1
2	1,319	40,875	0	2 * AVAILABLE CASH ON HAND (CASH BASIS),OR	25,000	25,000	998,000	2
3				3 * NET WORKING CAPITAL (ACCRUAL BASIS)				3
4				4 PREVIOUSLY LEVIED TAXES EST. TO BE RECEIVED	10,000	10,000	10,000	4
5	5,168	6,916	5,000	5 INTEREST	7,500	7,500	7,500	5
				TAX INCREMENT REVENUES	200,000	200,000	200,000	
6				6 MISCELLANEOUS	0	0	0	6
7				7 OTHER RESOURCES				7
8				8 GRANTS	0	0	0	8
9				9 LOAN PROCEEDS	0	0	0	9
10	8,828	10,046	32,500	10 TRANSFER FROM SPECIAL REVENUE FUND	33,000	33,000	0	10
11				11 TRANSFER FROM CAPITAL PROJECTS FUND	920,000	920,000	0	11
12				12 TRANSFER FROM DEBT SERVICE RESERVE FUND	20,000	20,000	0	12
13				13				13
14				14				14
15				15				15
16				16				16
17				17				17
18				18				18
19				19				19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27				27				27
28				28				28
29				29				29
30	15,315	57,837	36,935	30 TOTAL RESOURCES, EXCEPT TAXES TO BE LEVIED	1,215,500	1,215,500	1,215,500	30
31				31 TAXES NECESSARY TO BALANCE BUDGET				31
32				32 TAXES COLLECTED IN YEAR LEVIED				32
	15,315	57,837	36,935	TOTAL RESOURCES	1,215,500	1,215,500	1,215,500	

**DETAILED EXPENDITURES**  
**GENERAL FUND**  
**COOS COUNTY URBAN RENEWAL AGENCY-NORTH BAY DISTRICT**

	HISTORICAL DATA			EXPENDITURE DESCRIPTION	BUDGET FOR NEXT YEAR 2017-2018			
	ACTUAL		ADOPTED BUDGET THIS YEAR 16-17		PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY	
	SEC. PRECEDING YEAR 14-15	FIRST PRECEDING YEAR 15-16						
1				1 MATERIALS AND SERVICES				1
2	78	500	0	2 SUPPLIES	0	0	0	2
3	1,234	1,245	1,300	3 INSURANCE	1,200	1,200	1,200	3
4		827	1,200	4 PUBLICATIONS AND ADVERTISING	600	600	600	4
5	1,015	0	15,000	5 LEGAL COUNSEL	10,000	10,000	10,000	5
6	9,500	12,000	12,000	6 MANAGEMENT	12,000	12,000	12,000	6
7	40	0	1,500	7 AUDIT	2,500	2,500	2,500	7
8	2,129	563	2,500	8 PROFESSIONAL SERVICES - Agency Operations	2,500	2,500	2,500	8
9	0	0	0	9 PROFESSIONAL SERVICES - Project Support	164,550	164,550	164,550	9
10	13,996	15,135	33,500	10 TOTAL MATERIALS AND SERVICES	193,350	193,350	193,350	10
11				11				11
12				12				12
13				13				13
14				14				14
15				15				15
16				16				16
17	0	0	0	17 TOTAL TRANSFERS TO OTHER FUNDS	0	0	0	17
18				18				18
19				19				19
20	0	0	4,500	20 OPERATING CONTINGENCY	4,650	4,650	4,650	20
21				21				21
22	0	0	0	22 DEBT SERVICE	6,000	6,000	6,000	22
23				23				23
24				24				24
25	13,996	15,135	38,000	25 TOTAL EXPENDITURES	204,000	204,000	204,000	25
26	1,319	42,701		26 UNAPPROPRIATED ENDING FUND BALANCE	1,011,500	1,011,500	1,011,500	26
	15,315	57,837	38,000	TOTAL	1,215,500	1,215,500	1,215,500	

# Other Items