

Coos County Urban Renewal Agency
Board Meeting

Monday, June 3, 2024, 7:30am

125 Central Ave, Suite 230, Coos Bay, OR 97420
Port of Coos Bay Commission Chambers

**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: May 24, 2024

SUBJECT: CCURA Board Meeting Notice

NOTICE OF REGULAR CCURA BOARD MEETING

The Board of Directors of the Coos County Urban Renewal Agency – North Bay District, Coos County, State of Oregon, will hold a regular Board Meeting and Budget Hearing on **Monday, June 3, 2024 at 7:30 a.m.** in the Port of Coos Bay’s Commission Chambers located at 125 West Central Avenue, Suite 230, Coos Bay, OR 97420.

The purpose of the hearing is to discuss with interested persons the FY 2024/25 budget as approved by the Coos County Urban Renewal Agency’s Budget Committee. Copies of the budget document may be inspected or obtained at www.portofcoosbay.com/coos-county-urban-renewal-agency or by calling the Port’s Administrative office at 541-267-7678.

Members of the public are invited to attend the meeting in person or view the meeting live on the Port of Coos Bay’s YouTube Channel at the following link: www.youtube.com/portcoos.

Members of the public may provide public comment in person, via Zoom, or in writing. If members of the public would like to provide public comment during the meeting via Zoom, please call the Port’s Administrative office at 541-267-7678 by 3:00 p.m. on Friday, May 31, 2024. Written comment will be accepted until 3:00 p.m. on Friday, May 31, 2024, by sending an email to portcoos@portofcoosbay.com with the subject line ‘Public Comment.’

JB/kk

**COOS COUNTY URBAN RENEWAL AGENCY
REGULAR BOARD MEETING
Monday, June 3, 2024, 7:30 a.m.**

Port of Coos Bay Commission Chambers, 125 West Central Avenue, Suite 230, Coos Bay, Oregon 97420
Watch Live on YouTube: www.youtube.com/portcoos

TENTATIVE AGENDA

1. **CALL MEETING TO ORDER**

2. **INTRODUCTION OF GUESTS**

3. **CONSENT ITEMS**
 - A. Approval of June 29, 2023 Board Meeting Minutes 5
 - B. Approval of May 7, 2024 Budget Committee Meeting Minutes 7

4. **OPEN BUDGET HEARING – FY 2024/25 BUDGET**

5. **BUDGET HEARING – FY 2024/25 BUDGET**
 - A. Public Hearing
 - B. Review of Budget Document

6. **CLOSE BUDGET HEARING – FY 2024/25 BUDGET**

7. **OPEN BOARD MEETING**

8. **ACTION ITEMS**
 - A. 2024Res01: Adopting a Budget, Making Appropriations, Imposing and Categorizing Taxes –
Combined for Fiscal Year 2024/25..... Megan Richardson, 11

9. **PUBLIC COMMENT**

10. **SCHEDULE NEXT MEETING DATE** – To Be Determined

11. **OTHER/ADJOURN**

Consent Items

**COOS COUNTY URBAN RENEWAL AGENCY
REGULAR BOARD MEETING**

Thursday, June 29, 2023, 7:30 a.m.

Port of Coos Bay Commission Chambers, 125 W. Central Ave, Suite 230, Coos Bay, OR 97420

DRAFT MINUTES

ATTENDANCE

Agency Board Members:

Chairman Todd Goergen, At Large; Eric Farm, Port of Coos Bay; Pat Goll, City of North Bend; John Sweet, Coos County; Lucinda DiNovo, City of Coos Bay; and Joe Benetti, City of Coos Bay were present. Kyle Stevens, Port of Coos Bay; and Jessica Engelke, City of North Bend joined via Zoom. Bob Main, Coos County, was absent.

Guests:

John Burns, Port Staff; Lanelle Comstock, Port Staff; Megan Richardson, Port Staff; and Laura Fortin, Port Staff.

1. CALL MEETING TO ORDER

Chair Todd Goergen called the meeting to order at 7:30 a.m.

2. INTRODUCTION OF GUESTS

3. CONSENT ITEMS

A. Approval of June 16, 2022 Board Meeting Minutes

Upon a motion by John Sweet (Second by Eric Farm), the Agency Board Members voted to approve the June 16, 2022 Board Meeting Minutes. **Motion Passed Unanimously.**

B. Approval of May 23, 2023 Budget Committee Meeting Minutes

Upon a motion by John Sweet (Second by Eric Farm), the Agency Board Members voted to approve the May 23, 2023 Budget Committee Meeting Minutes. **Motion Passed Unanimously.**

4. BUDGET HEARING – FY 2023/24 BUDGET

A. Public Hearing

Chair Goergen opened the public hearing for the fiscal year 2023/24 budget at 7:35 a.m.

The Coos County Urban Renewal Agency’s Budget Committee approved the proposed 2023/24 Fiscal Year Budget after its first budget committee meeting May 23, 2023. Each year, following the Budget Committee’s approval of the budget, the Board of Directors is required to hold a public hearing. The

objective of the public hearing is to receive testimony from any person present. The public hearing is scheduled for 7:30 a.m., June 29,2023 prior to the regular Board meeting.

Port staff is seeking Board adoption of the fiscal year 2023/24 budget in the amount of \$2,233,387.

B. Review of Budget Document

Ms. Richardson said this year the proposed total resources to be received is \$2,232,387. She said \$1.89 million of this is from cash on hand; \$8,000 from previous levy taxes, interest at \$12,000; and tax increment revenues of \$323,387. Expenditures are Insurance at \$4,000, Publication and Advertising at \$1,000, Legal Counsel at \$6,000, Management Fee to the Port at \$15,000, Audit Services at \$7,500, and Professional Services at \$100, for total Materials and Services of \$33,600. Ms. Richardson said there is also debt service at \$5,848 for total fund expenditures of \$39,448 with an unappropriated ending fund balance of \$2,193,939. Ms. Richardson explained that the Debt Service amount has four years remaining, including the proposed budget year.

Mr. Sweet asked how much the current debt is. Ms. Richardson said starting the Fiscal Year it will be \$5,847.00.

Chair Goergen asked for any additional comments on the proposed resolution. There being none, Chair Goergen closed the public hearing at 7:36 a.m. and opened the Regular Board Meeting.

5. ACTION ITEMS

A. 2023Res01: Adoption of Budget, Making Appropriations, Imposing and Categorizing Taxes – Combined for 2023/24 Fiscal Year

Upon a motion by Lucinda DiNovo (Second by Pat Goll), the Agency Board Members voted to approve Resolution 2023Res01, a resolution adopting a budget approved by the budget committee for the Fiscal Year 2023/24 in the sum of \$2,233,387 now on file at the Agency Office. **Motion Passed Unanimously.**

Upon a motion by Eric Farm (Second by Joe Benetti), the Agency Board Members voted to approve the certification to the County Assessor for the North Bay District a request for the maximum amount of revenue that may be raised by dividing the taxes under Section 1c, Article IX of the Oregon Constitution. **Motion Passed Unanimously.**

6. PUBLIC COMMENT

7. SCHEDULE NEXT MEETING DATE – To Be Determined

8. OTHER/ADJOURN

Chair Goergen adjourned the meeting at 7:37 a.m.

**COOS COUNTY URBAN RENEWAL AGENCY
BUDGET COMMITTEE MEETING
Tuesday, May 7, 2024, 7:30 a.m.**

Port of Coos Bay Commission Chambers, 125 W. Central Ave, Suite 230, Coos Bay, OR 97420

DRAFT MINUTES

ATTENDANCE

Agency Board Members:

Chair Todd Goergen, At Large; Eric Farm, Port of Coos Bay; Kyle Stevens, Port of Coos Bay; Jessica Engelke, City of North Bend; Pat Goll, City of North Bend; Joe Benetti, City of Coos Bay; John Sweet, Coos County; and Bob Main, Coos County. Lucinda DiNovo, City of Coos Bay was absent.

Budget Committee Members:

Ed Ellingsen; Elise Hamner; Jayson Wartnik; Jeff Bunnell; Maeora Mosieur; Rod Taylor; and Rosey Thomas. George Wales and Timm Slater were absent.

Guests:

John Burns, Port Staff; Lanelle Comstock, Port Staff; Megan Richardson, Port Staff; and Krystal Karcher, Port Staff.

1. CALL MEETING TO ORDER

Chair Todd Goergen called the meeting to order at 7:31 a.m.

2. INTRODUCTION OF GUESTS

3. SELECTION OF BUDGET COMMITTEE CHAIR

Upon a motion by John Sweet (Second by Pat Goll), the Budget Committee Members voted to appoint Todd Goergen as the Budget Committee Chair. **Motion Passed.**

4. REVIEW FY 2024/25 BUDGET DOCUMENT

Megan Richardson reviewed the proposed budget document for fiscal year 2024/25. Available cash on hand is \$2,340,000. Estimated previously levied taxes to be received total \$8,000. Interest earnings are budgeted at \$50,000 and tax increment revenues total \$426,877. Total resources with taxes total \$2,824,877.

The budget for expenses include supplies, insurance, publications and advertising, legal counsel, management, audit, and professional services. Total expenses for materials and services is \$27,600 and debt service is budgeted at \$5,637. The unappropriated ending fund balance is \$2,791,640 for a total budget of \$2,824,877.

5. PUBLIC/COMMITTEE COMMENT

There were no members of the public present to provide comment.

Elise Hamner asked about goals and future projects for the Agency. John Burns stated the last project planned was the drainage repair on Transpacific Parkway. Bids for that project came in at twice the engineer's estimate and it was not moved forward. There are some areas of Transpacific Parkway that could be looked at in regard to usability when the planned container terminal is in operation, to ensure continued access for businesses. Ms. Hamner asked what the debt service is for, and when it would be paid off. Mr. Goergen stated the Agency must maintain debt service. Ms. Richardson stated there are three years left, including FY 2024/25.

John Sweet stated he sent a comment to the group ahead of the meeting, expressing concern that the increased tax revenue is not being utilized for the benefit of the district. This revenue would otherwise go back to the taxing districts that could potentially utilize it better. Mr. Sweet stated he would like to discuss a list of projects that money could be used for, so the existence of the Agency could be properly defended. Mr. Goergen stated urban renewal is a great tool for economic development and creating family wage jobs, and this is a good discussion to have with the Agency Board at the next meeting, following this budget committee meeting.

Pat Goll asked if there is a sunset for the district. Mr. Goergen stated that it was recently renewed. Macora Mosieur asked if there was a need to include promotional funding in this budget to help the community understand the need for the Agency. Joe Benetti stated he believed the funds would need to be used for infrastructure projects and wasn't sure they could be used for marketing. Mr. Sweet stated if there are good projects then the Agency should continue, but if not it should be considered to let the district run out. Mr. Benetti asked if the funds would need to be focused on the North Spit or if they could be used throughout the County. Mr. Goergen stated the funds can only be used for projects within the district. Mr. Benetti asked if the district could be enlarged and stated if the container terminal goes through, then the money raised in the district would likely be more than could be spent in the district, so it should be looked at how to spend those funds in other areas of the County.

Mr. Goergen stated the district does not have to take in the full amount of tax revenue it is due. The Agency does not want to set a precedent, but the budget committee could recommend not taking the full allotment of tax revenue. Mr. Benetti asked if that were to happen, how much of the revenue would go back into the school fund and how much would go to the State.

Rod Taylor stated there could be value in expanding the district, and that the funding could be used for the repair of the Englewood dike. The failure of this dike could result in the loss of a substantial amount of property for people, and this issue is something the Port and the Urban Renewal district should be involved in. Mr. Goergen stated the funds could be expended on a study to explore ways to expand the district.

Jayson Wartnik stated the interest income budgeted appears to be low and asked what the rate is currently. Ms. Richardson stated the rate is about 4%. Mr. Wartnik stated at that rate, the interest income could be higher than budgeted and may need to be adjusted in the budget. Ms. Richardson stated the budgeted amount would not stop the Agency from accruing the interest.

Mr. Goergen moved the meeting forward by stating the Agency can work on a list of projects that would be meaningful to the district and the idea of expanding the district is worth further discussion but may be complicated.

6. **PRESENT THE MOTION TO RECOMMEND THE BUDGET, OR SCHEDULE A FOLLOW UP MEETING**

Upon a motion by Maeora Mosieur (Second by John Sweet), the Budget Committee Members voted to approve the certification to the County Assessor of a request for the maximum amount of revenue that may be raised by dividing the taxes under Section 1c, Article IX of the Oregon Constitution. **Motion Passed Unanimously.**

Upon a motion by Eric Farm (Second by Pat Goll), the Budget Committee Members voted to approve the proposed budget for the Fiscal Year 2024/25 and forward to the Coos County Urban Renewal Agency Board of Directors for adoption. **Motion Passed Unanimously.**

7. **OTHER**

Upon a motion by John Sweet (Second by Rosey Thomas), the Budget Committee Members voted to recommend to the Agency Board that a list of meaningful projects be developed to better utilize the tax revenue. **Motion Passed Unanimously.**

Mr. Wartnik asked what would happen to the funds currently in the account if the district were to be dissolved. Mr. Sweet stated the funds would be distributed back to the taxing districts that would have otherwise received them.

8. **ADJOURN**

Chair Goergen adjourned the meeting at 7:59 a.m.

Action Items

**COOS COUNTY URBAN RENEWAL AGENCY
NORTH BAY DISTRICT
RESOLUTION 2024Res01**

BE IT RESOLVED that the Board of Commissioners of the Coos County Urban Renewal Agency (North Bay District) hereby adopts the budget approved by the budget committee for fiscal year 2024/2025 in the sum of \$ 2,824,877.00 now on file at the Agency Office.

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2024 and for the purposes shown below are appropriated as follows:

<u>GENERAL FUND</u>		
Materials & Services	\$	27,600.00
Debt Service	\$	5,637.00
Total Transfers to Other Funds	\$	-
Operating Contingency	\$	-
Total General Fund		<u>\$ 33,237.00</u>
 <u>UNAPPROPRIATED ENDING FUND BALANCE</u>		
General Fund	\$	2,791,640.00
Special Revenue Fund	\$	-
Special Reserve Fund	\$	-
Capital Fund	\$	-
Total Unappropriated Ending Fund Balance		<u>\$ 2,791,640.00</u>
 <u>TOTAL BUDGET</u>		 <u>\$ 2,824,877.00</u>

BE IT FURTHER RESOLVED that the Agency Board of the Coos County Urban Renewal Agency hereby resolves to certifies to the County Assessor for the North Bay District a request for the maximum amount of revenue that may be raised by dividing the taxes under Section 1c, Article IX of the Oregon Constitution.

The foregoing resolution was approved and duly adopted this 3rd day of June 2024 by the Agency Board of the Coos County Urban Renewal Agency, North Bay District.

Todd Goergen, Chairman
Coos County Urban Renewal Agency

Eric Farm, Vice Chair
Coos County Urban Renewal Agency