

Brownfield Revolving Loan Fund Committee Meeting

July 21, 2021

Called to order at 10:00 a.m.

Present: Lori Schoene (chair), Gregg Jones, Commissioner Buck Holmes, Dominic Valdez, Anthony Ortiz, Councilman Jeff White, Rita Meyer

Not Present:

Non-Committee members present: Sam Crowley, Charles Bloom, Michael O'Donnell

Minutes from last meeting approved: The minutes from the July 7, 2021 meeting were approved.

Audience Business: none

Liaison Reports: none

Old Business:

- a) **By-Laws Update:** Ms. Crowley let the Committee know that the By-Laws have been reviewed by the City Attorney's office and invited Mr. O'Donnell to make any further comments. Mr. Bloom added that the City Attorney's office found them to be acceptable. Mr. O'Donnell reminded the Committee of Mr. Holmes' concern at the last meeting, which was control properly remaining with the Committee. He stated that he reviewed for that specifically and found that the Committee remains in control with the City as a partner. Ms. Schoene asked for further comments. Mr. Jones suggested changing the language throughout the by-laws from "financial institution" to "outside party" when applicable and asked if there would ever be a case where an institution other than a financial institution might be enlisted. Mr. O'Donnell agreed that the phrasing should be changed to allow the Committee to hire outside counsel if needed. Mr. Bloom added that section 5a. should be changed to "outside agency" as well. Mr. O'Donnell informed the committee that they could make a conceptual amendment to change phrases from "financial institution" to "outside party" throughout the document. Mr. Jones motioned to accept the by-laws with those changes. Mr. White seconded. All in favor, none opposed.

- b) **Procurement Process:** Mr. Bloom told the committee that staff met with the Purchasing manager, TJ Barttelbort, and found that there would not be a necessity for an RFP; the request can go out to different agencies that can provide the service. The Committee can choose one provider for loan servicing elements. Ms. Schoene asked if any action is needed on this item. Mr. Bloom confirmed that no action is necessary. Ms. Schoene asked for questions from the Committee. None.

New Business: None

Other Business:

Mr. Bloom informed the Committee of the Urban Renewal Authority webpage which can be accessed through the Planning Department webpage. Ms. Schoene asked when the Committee should meet again. Mr. Bloom answered that staff is looking at a timeframe of the next 3 to 4

months, if not earlier. Ms. Schoene asked to stay updated on the procurement process. She asked for further questions. None.

Ms. Schoene made a motion to adjourn. Meeting adjourned at 10:10 a.m.

Minutes respectfully submitted:

Sam Crowley, Planner I, Planning & Development Department