

MINUTES
ECONOMIC DEVELOPMENT ADVISORY
COMMITTEE MEETING
1300 NE Village Street
Fairview, OR 97024
April 11, 2013

PRESENT:

Dean Hurford, Chair
Renaye Delano
Brenda Ziegler
Cllr. Dan Kreamier, Council Liaison
Jeff Anderson
George Lingelbach

ABSENT:

Jeff Townsend
Henry Pelfrey

STAFF:

Allan Berry, Public Works Director
Erika Fitzgerald, Development Analyst

1. CALL TO ORDER:

Chair Hurford called the meeting to order at 5:17 p.m.

2. REVIEW AND ADOPT MINUTES – March 14, 2013

Chair Hurford asked the committee if they had any comments on the March meeting minutes. Committee member Delano made a motion to adopt the minutes. Committee member Ziegler seconded the motion. The minutes were passed unanimously.

3. PUBLIC WISHING TO SPEAK ON NON-AGENDA ITEMS

There were no comments from the public.

4. MAYORS BUSINESS ROUNDTABLE

Chair Hurford opened the discussion on the Mayor's Round Table. Committee member Anderson asked staff how people get invited to the Mayor's Round Table. Staff member Fitzgerald responded that all licensed businesses receive an invitation through the mail and that there is an established email list with representatives from various agencies to which invites are sent. Chair Hurford commented that it is partially the role of EDAC to talk to businesses and encourage them to attend the event.

The committee reviewed the draft agenda for the upcoming Mayor's Round Table scheduled for April 18th. Staff member Fitzgerald asked the committee if there were any suggested changes to the agenda. Chair Hurford asked that staff confirm with the Mayor that the designated citizen comment time on the agenda will be an opportunity for attendees to ask questions and express any concerns. Committee member Delano suggested that an item be

added to the agenda to address comment cards that were received at the previous event. The committee members agreed. Staff member Fitzgerald will add this item to the agenda.

5. MICROLOAN PROGRAM DEVELOPMENT UPDATE

Chair Hurford introduced the microloan program development update agenda item. Councilor Kreamier stated that the City Attorney is researching if general fund money can be used to fund a microloan program and that this program will be deferred until more information is received based on this research. Committee member Delano asked if this program will be discussed at the budget committee meetings. Councilor Kreamier said that the program could be discussed at the budget meeting and is subject to a Council motion in order to make an amendment to the budget regarding the program. Chair Hurford suggested that this discussion be deferred to a future meeting until more information is collected.

6. VACANT PROPERTY DISCUSSION

Chair Hurford introduced this item confirming that it involves the corner of Halsey and Village Street as well as other vacant properties including the properties on the west side of Fairview Parkway along Halsey Street. Chair Hurford asked the committee if this is an item that they would like to pursue. The Committee responded yes. Chair Hurford stated that he will work on contacting the owners of the properties.

7. STAFF UPDATES

Chair Hurford asked staff if there were any updates. Staff member Fitzgerald responded that there are no staff updates at this time.

8. OPEN DISCUSSION

Chair Hurford stated that he wanted to add an item to the meeting's agenda in order to have an open discussion regarding a process to allow residents and business owners to contact Councilor Kreamier directly regarding issues they may be encountering with the City. The committee then carried out a discussion to establish a motion/recommendation to City Council to expand Councilor Kreamier's role as committee liaison to be a direct pathway/conduit between future and existing business owners and City staff. The committee discussed multiple issues including whether this role needed to be specifically defined through a recommendation to the City Council or if this role as conduit is implied through their position as a City Councilor. Chair Hurford and other committee members expressed that there should be one Councilor established as a business liaison/conduit to represent the whole City Council.

Committee member Anderson commented that as the liaison to the business community, Councilor Kreamier may not be able to provide solutions to problems that arise but would be a contact that a person that is having problems could go to for an initial contact. He went on to state that problems often arise when people are intimidated by City Hall and that it is important for the city to be proactive and avoid hindrances and pitfalls by providing a direct contact to a City Councilor.

Committee member Delano commented that having an initial contact for prospective or existing businesses is important to avoid conflicts from getting worse. Committee Ziegler presented the question of whether there should be just one person that acts as the contact for everyone. The Committee agreed that it should be a City Councilor. Chair Hurford

suggested that the Committee make a recommendation to ask City Council to let Councilor Kreamier, as EDAC liaison, to take on an expanded and proactive role as the first point of contact for prospective or existing businesses with problems or questions. Public Works Director Berry commented that issues and questions should be directed through staff and ultimately through the City Administrator, but that the committee are free to make the proposed recommendation to City Council. The Committee agreed and then worked on language for their recommendation to the City Council.

The Committee agreed on the following recommendation to City Council: In an effort to streamline communication and to promote business advocacy, the Economic Development Advisory Committee is recommending that our liaison be recognized as a Council focal point. The Committee determined that Chair Hurford and Vice Chair Delano would present this recommendation to the City Council and answer any questions. Committee member Delano made a motion to forward this recommendation to City Council. Committee member Anderson seconded the motion. The motion passed unanimously.

Chair Hurford introduced discussion regarding recent developments that have been completed in the City of Fairview, but wanted to defer the discussion until there was more time to discuss the developments with staff. Public Works Director Berry asked if this type of discussion fits the role of EDAC. Committee member Anderson asked Public Works Director Berry to reiterate the charge of EDAC. Director Berry responded that it is to look at what is going on and what is available to go on in the City of Fairview in terms of economic development and to make recommendations to City Council. Director Berry stated that EDAC should not be involved in the day to day activities of staff and clarified the process for requesting information from staff. He stated that if EDAC has a request, that it should be requested by the chair of the committee to the Public Works Director.

The Committee indicated that they would like to review the role of EDAC. Committee member Lingelbach suggested that members of EDAC contact companies to find out how satisfied they were with going through the permitting process with the City. The Committee agreed that this is a good idea. Public Works Director Berry commented that EDAC needs to develop a work plan. The Committee members expressed interest in developing a work plan for EDAC. Public Works Director Berry suggested that EDAC ask clarity from City Council for development of a work plan. Public Works Director Berry stated that staff member Fitzgerald is working on developing a business survey approach and that EDAC can provide input over the course of this process and that this item could be included on a future work plan.

Chair Hurford stated that in the interest of time, that further discussion of a work plan be deferred to a future meeting.

9. TENTATIVE AGENDA ITEMS

Business survey approach

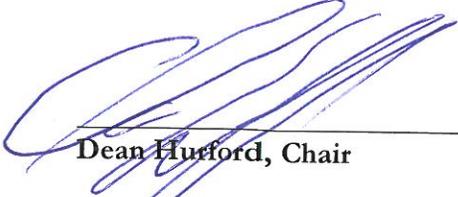
Review focus/responsibility/bylaws of EDAC

Review City Council Economic Development Goals

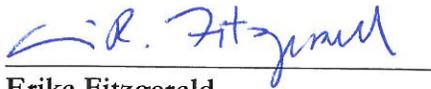
Chair Hurford indicated that he would like to meet with staff prior to the next meeting to discuss additional items for the next meeting agenda.

10. ADJOURNMENT

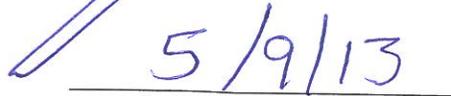
Chair Hurford asked for a motion to adjourn the meeting. Committee member Delano made a motion to adjourn. Committee member Lingelbach seconded the motion. The meeting was adjourned at 6:39 p.m.



Dean Hurford, Chair



Erika Fitzgerald
Development Analyst, Public Works Department



Date