

MINUTES
ECONOMIC DEVELOPMENT ADVISORY
COMMITTEE MEETING
1300 NE Village Street
Fairview, OR 97024
May 9, 2013

PRESENT:

Dean Hurford, Chair
Renaye Delano
Brenda Ziegler
George Lingelbach
Jeff Townsend

ABSENT:

Henry Pelfrey
Cllr. Dan Kreamier, Council Liaison
Jeff Anderson

STAFF:

Allan Berry, Public Works Director
Erika Fitzgerald, Development Analyst

1. CALL TO ORDER:

Chair Hurford called the meeting to order at 5:29 p.m.

2. REVIEW AND ADOPT MINUTES – April 11, 2013

Chair Hurford asked the committee if they had any comments on the April 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. REVIEW EDAC'S ROLE AND RESPONSIBILITY

Chair Hurford opened the discussion of EDAC's role and responsibility by going through the committee bylaws. Committee member Delano asked if it is required that a staff person be present at all meetings and if it is okay to have a meeting that is not recorded. Staff Fitzgerald stated that she will look into those questions for the Committee and report back at the June meeting. Chair Hurford continued reading through the bylaws. Committee member Ziegler asked about the section of the bylaws regarding encouraging citizen participation and how this is done. Committee member Delano responded that the meeting information is provided on the City's website. Staff Fitzgerald also commented that the portion of the meeting set aside for the public to speak on non-agenda items provides the public with the opportunity to participate. Committee member Delano stated that distribution of the comment cards at the Mayor's Business Round Table events also provides an opportunity for the public to participate. Committee member Ziegler suggested that

upcoming EDAC meeting dates be announced at the Mayor's Round Table events. The committee agreed. Committee Member Delano suggested that the time for the public to speak at EDAC meetings be limited. Chair Hurford suggested that a time limit of 10 minutes be added to the "Public Wishing to Speak on Non-Agenda Items" item of the agenda. The Committee agreed. Staff Fitzgerald stated that the change would be included on future EDAC agendas.

Chair Hurford presented the question to the committee regarding if the committee should be stricter about allowing the public to speak during other agenda items at EDAC meetings. Committee member Townsend agreed that it would be a good idea to restrict public comment during other agenda items to stay on time and on task during the meetings. Staff member Fitzgerald explained that the Parks and Recreation Advisory Committee has recently started using place cards at the table for Committee members and that non-committee members are asked to sit in the chairs on the perimeter of the room. Committee chair Hurford stated that he likes the idea of using place cards at the table and that limiting public comment will help to keep the meeting on topic. Committee member Ziegler commented that she thinks the place cards are a good precaution. The Committee agreed that they would like staff to make place cards for future EDAC meetings.

Committee Chair Hurford then went through Fairview Municipal Code Chapter 2.21 regarding the Economic Development Advisory Committee. Committee member Delano suggested that it be a future agenda item to discuss revisions to EDAC duties in the code. The Committee agreed. Committee member Delano noted that voting by proxy is not allowed and asked if a committee member can be present at the meeting via phone to vote and if the bylaws can be changed to reflect this. She also requested that staff ask the City Attorney about the language "Robert Rules of Order, Newly Revised" and if this can be changed. Staff Fitzgerald stated that she will research that and provide more information at the next meeting.

Committee member Delano made a motion to change Section 3E of the EDAC bylaws to read: "It is acceptable for voting to be done by audible voice." Committee member Ziegler seconded the motion. The motion passed unanimously.

5. COUNCIL GOALS DISCUSSION

Chair Hurford introduced the Council Goals Discussion agenda item. The Committee read through the City Council goals for Economic Development. Committee member Lingelbach asked Chair Hurford about the request to City Council regarding Councilor Kreamier's expanded role as a business liaison. Chair Hurford responded that Councilor Kreamier came to a consensus with Mayor Weatherby that he already had the authority to be a business liaison but that he couldn't be elevated over other City Councilors in a definition of this role. He also stated that due to this process the city's website will now have more detailed information regarding Councilor liaison positions with city committees. He expressed that he is happy that a good outcome was accomplished due to this recommendation from EDAC.

Chair Hurford presented the following questions to the Committee: is the committee doing what they should be doing, are they on the right track, should they be doing anything differently? Committee member Ziegler responded that she doesn't feel like the committee is

getting a lot of direction regarding what they should be doing in regards to, for example, marketing. She stated that she believes the goal of the committee is to help existing businesses to grow and to help bring in new business to the community. She mentioned a small business open house in Gresham as an example to do something proactive to bring businesses together. She didn't know what group sponsored the event, if it was the city or some other business group.

Chair Hurford stated that he does not want the committee to play the role of a chamber of commerce but instead to address frustrations from city businesses and address how to solve specific types of problems in order to make the city more development friendly and to work to expose what types of problems exist within the city's processes. Committee member Townsend stated that it is important that there is continuity of communication between staff members and businesses. The Committee and staff then had a discussion about the city's processes and interactions between businesses and City staff. Public Works Director Berry stated that the city attorney will be attending a future meeting to discuss the roles and responsibility of the committee in more detail. Chair Hurford said that the committee will have a follow up discussion about Council Goals at a future meeting.

6. WORK PLAN DISCUSSION

In the interest of time, Chair Hurford deferred this item to a future meeting.

7. STAFF UPDATES

Staff gave a brief update on a future economic development project regarding the potential revisions to mapped natural resources on two commercial properties owned by Townsend Farms Inc. on the south side of Sandy Boulevard east of 223rd Avenue.

There are two creeks with a 55 foot resource protection area measured from the centerline of the creeks identified on these properties on the City's Natural Resource map. At the request of the property owner, the City is going to hire a consultant to assess the natural resource value of the creeks in order to determine if there are options to re-route and restore the creek in order to maintain the integrity of the city's natural resources while also making the commercial properties more attractive for future development. Chair Hurford stated that this project would provide a good opportunity for EDAC to provide a recommendation to City Council to provide a consultant to evaluate the resource. Committee member Delano asked what the process is to make a recommendation to City Council. Public Works Director Berry stated that staff will present the project and process to EDAC after a letter from the property owner has been received. Chair Hurford requested that a special meeting be scheduled when the letter is received. Public Works Director Berry stated that the recommendation from EDAC will be communicated to the City Council by Councilor Kreamier.

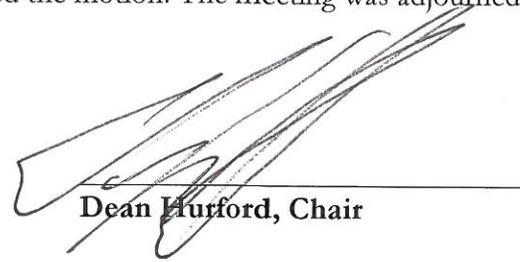
8. TENTATIVE AGENDA ITEMS

- Potential keynote speakers for Mayor's Round Table (General Pacific, NUCA, Metro staff, Ranger Update)
- Follow-up discussion on FMC 2.21 EDAC

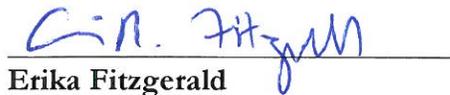
Chair Hurford gave an update on a meeting he had regarding a potential project to bring a Maritime Museum and East County Marine Waterfront Development to Fairview.

9. ADJOURNMENT

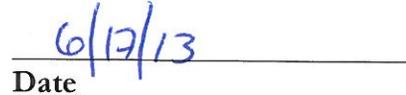
Chair Hurford asked for a motion to adjourn the meeting. Committee member Delano made a motion to adjourn. Chair Hurford seconded the motion. The meeting was adjourned at 6:34 p.m.



Dean Hurford, Chair



**Erika Fitzgerald
Development Analyst, Public Works Department**



Date