



MINUTES
ECONOMIC DEVELOPMENT ADVISORY
COMMITTEE MEETING
1300 NE Village Street
Fairview, OR 97024
May 10, 2012

PRESENT: Dean Hurford, Chair
Renaye Delano
Steve Prom
Dan Kreamier

ABSENT: Ed Bejarana, Vice-Chair
Rick Hall
Jeff Townsend
Brenda Ziegler

STAFF: Allan Berry, Public Works Director
Erika Fitzgerald, Economic Development Program Manager

1. CALL TO ORDER.

Chair Hurford called the meeting to order at 5:15pm.

2. REVIEW AND ADOPT MINUTES – April 12, 2012

A quorum was not present; minutes were not adopted.

3. DISCUSSION – Mayor’s Business Round Table

Chair Hurford introduced the topic of the Mayor’s Business Round Table stating that the committee will be taking on the planning of the event. He suggested that there be one main speaker and then one or two small businesses could speak to introduce their business to the group. He also stated the importance of giving the opportunity for an open dialogue among participants. Committee Member Delano suggested that if Committee members are at the round table, they can start the conversation and make others more comfortable to participate. Committee Member Prom suggested only having one business introduction for the sake of time. The Committee agreed.

The Committee discussed the role of the Mayor in the round table agenda and determined that he should open the meeting and close the meeting with his thoughts. Public Works Director Berry expressed the importance of having a networking element at the event. The Committee agreed. Committee Member Prom suggested doing introductions around the table near the beginning of the event. The Committee agreed but indicated that this part of the event should be kept very short in the interest of keeping on task. Chair Hurford said that it is important to pay attention during the introductions. Committee Member Delano agreed and stated that this is a good opportunity to make note of possible relationships and people to coordinate with during the networking portion of the meeting. Public Works Director Berry stated that the networking element of the event will attract more people to the event in the future. Chair Hurford agreed stating that networking is critical.

Public Works Director Berry stated that a problem with these events in the past has been a lack of follow up by the City of Fairview to respond to comments given at previous round tables. The Committee determined that staff will give a brief follow-up on questions/comments from the February Round Table. Committee Member Prom stated the importance that the Round Table be

kept on task and that the chair of EDAC could play that role during the event. Chair Hurford suggested that Vice-Chair Bejarana play that role. Committee Member Prom stated that agenda items should have a specific amount of time assigned to them. The Committee agreed that a specific portion of the round table should be set aside for questions/concerns and determined that it would be best for all comments to be reserved to that portion of the Round Table in order to avoid repetitive comments. The Committee discussed more details regarding how issues brought up at the event will be addressed. Chair Hurford suggested that staff do a recap of the issues brought up at the last Round Table at the next EDAC meeting. An update on these items will be given at the Round Table event. Chair Hurford suggested that Vice Chair Bejarana also give an update on behalf of EDAC including welcoming packets/committee. Committee Member Prom asked if there will be time for all of these agenda items and stressed the importance having someone manage the time. The Committee agreed and Public Works Berry expressed the importance of making sure people have the opportunity to speak. Committee Member Delano stated that it is important to inform people about EDAC and that businesses will be more open to the event if they know what EDAC is working on. The Committee discussed the good dynamic at the last Mayor's Round Table and that the diversity of the attendees promoted good discussion. Councilor Kreamier stated that if people aren't given the opportunity to engage in the discussion, they won't come back for future events.

Chair Hurford ran through a proposed agenda for the round table: introduction by the Mayor, speaker, new business presentation, response to questions from previous round table, EDAC presentation, open discussion, closing statement by Mayor, and networking session at the end of the meeting. Chair Hurford asked for discussion on how the networking element of the event will work. Committee Member Delano suggested that the Mayor introduce the networking after his closing statement. Councilor Kreamier suggested that attendees also be given a place to write down items for discussion if they are not able to participate in the networking. Staff stated that comment cards will be provided to all attendees. Staff will put together a draft agenda for review by the Committee at the next EDAC meeting. Councilor Kreamier gave a brief summary of the finance/IT internships at Reynolds High School and stated that they are looking for business partnerships for the program. Committee Member Delano suggested inviting the program contact to speak at an upcoming round table event.

4. DISCUSSION – Welcome Packets

Chair Hurford introduced the topic of welcome packets for new businesses. He stated that work needs to be done to clarify contents and that this should be an important mission of EDAC. Councilor Kreamier stated that it would be good to see the contents of the packet put together in 2005. Staff will bring copies of the 2005 packet to the June EDAC meeting. Committee Member Delano suggested having face to face meetings with new businesses. Chair Hurford agreed and stated that new businesses could have the opportunity to meet face to face with a welcoming committee but also be provided with written materials. Materials could include a list of existing business contacts willing to speak with new businesses. Councilor Kreamier recommended that the packet be available on the website. Staff informed the Committee about the recent updates to the economic development pages on the website and offered to present these updates at the next EDAC meeting. The Committee discussed that the packets could also be useful to inform new businesses about the business round table events. The welcome packets will be discussed in more detail at the June EDAC meeting when a quorum is present.

5. DISCUSSION ITEMS NOT ON THE AGENDA

Public Works Director Berry gave a brief update on the city's budget process. He explained that the city uses a zero-based budgeting method and recapped the proposed cuts. The City Council will vote to adopt the budget at its first meeting in June. Chair Hurford stated that EDAC should think about economic prosperity of the community and asked about project budgets for next year. Public Works Director Berry said that there would be no further cuts in the Public Works department and

that the proposed budgets would result in a reduction in services. Chair Hurford said that the success of EDAC is critical for revitalization in the City and that it must maintain strong momentum.

Chair Hurford gave a brief update on his involvement with the USS Ranger project and proposed related development on the Columbia River waterfront properties. He stated that strong support from EDAC for this project is important. He suggested that EDAC make a request to City Council through Councilor Kreamier to have a City Council liaison on a USS Ranger committee. Councilor Kreamier presented the option to have a work session to discuss the project. He stated that it is important that people work towards a common goal. Committee Member Delano stated that EDAC needs be kept informed on the process of the project.

6. TENTATIVE AGENDA – June 14, 2012

The following tentative agenda items for the June meeting were discussed:

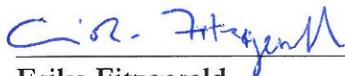
- Review agenda for Mayor's Business Round Table
- Discuss comment cards from last Business Round Table
- Review 2005 welcome packet contents
- Online tour of City's Economic Development web pages

7. ADJOURNMENT

Chair Hurford adjourned the meeting at 6:35pm.



Dean Hurford, Chair



Erika Fitzgerald
Economic Development Program Manager
Public Works Department



Date