MINUTES
ECONOMIC DEVELOPMENT ADVISORY
COMMITTEE MEETING
1300 NE Village Street
Fairview, OR 97024
October 11, 2012

PRESENT: Dean Hurford, Chair
Ed Bejarana, Vice-Chair
Dan Kreamier
Steve Prom
Brenda Ziegler
Renaye Delano

Brian Cooper, Fairview City Councilor

ABSENT: Jeff Townsend
Henry Pelfrey
Ed Bejarana

STAFF: Lindsey Nesbitt, Development Analyst
Allan Berry, Public Works Director

1. **CALL TO ORDER:** 5:22 p.m.
Members discussed establishing a waiting time before canceling a meeting due to the lack of a quorum. EDAC members agreed to wait 10 minutes before deciding to cancel a meeting when there is no quorum.

2. **REVIEW AND ADOPT MINUTES** – September 13, 2012
Moved: Steve Prom
Second: Renaye Delano

3. **MAYORS BUSINESS ROUND TABLE**
EDAC discussed the success of the round table and felt over all the meeting was successful though there was a slight change to the order of the agenda.
EDAC determined that city staff should facilitate the meeting along with the Mayor. EDAC will continue to set the Mayor's Business Roundtable agenda. Specific topics that should be addressed by EDAC will be provided on the agenda, but the Mayor or city staff will call upon the designated EDAC member to provide the information we necessary. EDAC agreed that staff will work with the Mayor to facilitate the meeting and EDAC will continue to do the agenda setting.
Small business spotlight format used by Steve Prom was discussed. EDAC agreed that the informational format used by Mr. Prom good. EDAC would like to use it as a template for future businesses presenting at the Round Table. Steve Prom will send draft outline to staff. Staff will create template to pass out to future presenters.
Roy Moore will be the next larger business presenter at the Mayor's Roundtable. The next roundtable event will held be in January. EDAC would like to invite Roy Moore to the December meeting to introduce themselves and discuss his presentation.

EDAC discussed having two or three small businesses talk at the roundtable meeting. Or creating a panel for discussion. Example: a panel of small businesses or industrial type businesses. Allan Berry, Public Works Director suggested creating a panel of cities to present their CIP's or other plans that may affect the business community. EDAC supported the panel option hoping it will create a question and answer session for the group in attendace to the Roundtable. EDAC again expressed concern that they would like for business to learn more at the Roundtable meetings.

Chair Hurford suggested the Committee think about panel ideas and bring them to the next EDAC meeting in November.

EDAC also discussed the possibility of creating a brown bag lunch series of utilizing the roundtable as a means to provide additional information and resource opportunities for the business community. This would be an EDAC sponsorded workshop. It was agreed that EDAC will discuss this idea at the next EDAC meeting. EDAC members agreed to brainstorm and send ideas to Lindsey Nesbitt via email.

Comments from the previous Mayor's Business Roundtable were discussed. One comment recived indicated that the large business spotlight discussion time was too long EDAC agreed and decided to limit the speaking time to ten minutes for large business. EDAC would like to use the same format discussed for small business, requesting people talk about: What kind of business do they provide, who are they, and why did they start.

EDAC should start asking questions to get discussion going. EDAC agreed to play the role to help keep the roundtable moving and to help start discussions.

4. LOCAL BUSINESS SPOTLIGHT

EDAC agreed to work on creating a local business spotlight section in the newsletter. EDAC agreed to begin with General Pacific, as they were the company to first propose the idea. The article will invite businesses to contact staff member Lindsey Nesbitt if they would like to be featured in the news letter and website. EDAC felt this is a great way to engage the business community. Staff hopes to generate list and go over the list to prioritize businesses to spotlight.

5. SMALL BUSINESS ADMINISTRATION PROGRAM DISCUSSION

Scott Bossum, will be invited to attend a future meeting to discuss the SBA program. Staff will attempt to coordinate his discussion for the November meeting.

Brian Cooper introduced the option of creating a micro loan program. Councilor cooper discussed the idea of Fairview creating a micro loan program for small business start ups. EDAC agreed to add this to the November agenda for further discussion. It was discussed tha t the micro loan program would be easy for the city to do utilizing general fund money and that the program is a self sustaining program. Businesses would be able to use the money as bridge money to fill in the gap of doing business. EDAC is interested in the concept and would like to look further into it by adding it to the November agenda.

Lane County lists every state financial opportunity for the state. EDAC recommends checking this out and creating a link to this resource on our website.

6. VILLAGE/HALSEY STREET VACANT PROPERTY DISCUSSION

Dean will continue his research and out reach and will provide an update at a future EDAC meeting.

7. FOLLOW UP DISCUSSION FROM SEPTEMBER EDAC MEETING

EDAC discussed the tree lighting event. EDAC will take over the coordinating and the planning for the tree lighting event. School involvement was discussed and EDAC members will reach out to the school district as well as seek donations from area businesses. EDAC to form sub committee and work on planning the event outside of the regular EDAC meeting.

EDAC members also discussed the Village Street development and previous problems that property owners faced when attempting to convert their units from residential occupancies to commercial occupancies. The zoning code allows for varying uses including residential uses and commercial uses. However, the actual structures were developed as residential units, and the occupancy and construction standards need to be upgraded in order to convert to a full commercial use. EDAC is interesting in pursuing ways to look as making it easier for people to convert the units to full

Staff briefly explained the enterprise zone information packet that was prepared for the EDAC meeting. EDAC is interested in learning more about the enterprise zone and would like additional information at a future meeting.

8. **STAFF UPDATES**

Salish Ponds update, construction has begun.

Allan Berry and Chair Hurford gave an update on the USS Ranger. The Ranger was removed from the donation list to the scrap list at the end of September. EDAC discussed how developing the waterfront was still a viable option and support efforts to move the water front rezone and development forward.

9. **TENTATIVE AGENDA ITEMS –** October 11, 2012

Panel discussion-topics for Mayor's Business Roundtable, SBA loans, and micro loans discussion.

10. **ADJOURNMENT** Meeting adjourned at 6:22 pm.

Moved by: Renaye Delano
Second by: Brenda Ziegler

L. Nesbitt 11/15/12

Lindsey Nesbitt
Development Analyst, Public Works Department

Dean Hurford, Chair

11/15/12

Date