

Union County Economic Development Corporation

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Minutes September 18, 2008

Monthly Meeting: 6:00 p.m. at UCEDC Office, 102 Depot Street, La Grande, OR
Meeting Facilitator: Howard Perry, President
Board Reporter: Violet Trapp, Administrative Assistant and Holly Short,
new Administrative Assistant.

Interim
Executive Director: Mike Sanford

Members Present: Howard Perry, Janet Hume-Schwarz, , John Howard, Dale Case, Robert Strope,
Steve Anderson

Absentees: Bill Whittemore, Dennis Spray, Don Kellogg, Gary Lillard, and Mike Poe.
Visitors: Union County Commissioner candidates, Jim Mollerstrom and Mark
Davidson. Also, Union County Commissioner Colleen McLeod.

The meeting was called to order at 6:00 p.m. by Howard Perry - President.

President Howard Perry introduced Holly Short as the new Administrative Assistant.
President Howard Perry introduced Mike Sanford as the Interim Executive Director.
Howard stated that Mike would continue as the Interim Director for the next 2-3 months until a
permanent Executive Director is in place. Howard also voiced his appreciation and thanks to Mike for
stepping in at this time.

Howard welcomed the UCEDC visitors, Jim Mollerstrom, and Mark Davidson, candidates for the
position of Union County Commissioner. Mark Davidson has also served on the UCEDC board in the
past. Also, Union County Commissioner Colleen McLeod was present for the first half of the meeting.
Howard called for a motion to approve the August minutes.

*Steve Anderson moved that the board approve the August minutes. John Howard seconded the motion.
The motion carried.*

OLD BUSINESS:

Water Rights - Dale Case

Dale has contacted Schroeder Law offices in Portland, OR who specialize in water rights issues. Those
offices have sent a packet of documents including a water rights authorization file. Because Dale is a
Water for Life Member, the fee for Schroeder services has been reduced to \$300.00.

Dale has not yet at this time spoken to one of the Attorney's in the Schroeder Law offices only to the
office staff. After the \$300.00 payment has been received he will be able to discuss these issues with an
attorney. Dale Case suggests we spend the \$300.00 to receive the assistance from the Law offices.

*Jeff Pucket moved that the board pay the fee to Schroeder Law Offices. John Howard seconded the
motion. The motion carried.*

PGG Project - Dale Case

Dale has been meeting consistently with Brian Cole and John Sperl and has determined "hard numbers". The final quote is \$2,996,235.00. PGG is trying to work a deal with Peacock Lumber to purchase two acres of land for \$50,000. Total project price comes to \$3,634,000.00. Original estimate was \$3,439,000. This places the bid over \$195,000. At this time we need to determine where to get the over budget dollars. Brian Cole is investigating a no interest loan through OTEC up to \$700,000. This places us in range for the project but still around \$40,000 short.

The PGG contract has not been signed yet due to addendum addition. The addendum change includes PGG on the contract. Once the signatures have been obtained the project will begin. Currently there is a survey being completed on the property for Union Pacific and Peacock Lumber.

Jeff Pucket questions how the loan would be repaid. The no interest loan would possibly solve that issue. There is not a question of collaborative match as PGG has a large interest in the project as does UCEDC.

The working agreement between PGG and UCEDC is in PGG's hands and they are looking it over. Dale states there is a meeting scheduled for next week and will include the CEO. Also a meeting is scheduled for September 22, 2008 with the county planning department, PGG and Janet Suder regarding funding that may be available through Rural Development.

Questions arose regarding the need to approve a motion at this meeting to reduce barriers of the project start up. The grain elevator foundation and other concrete pouring needs completed this fall before winter. The members decide not to approve a motion at this time. A Board motion will be made by e-mail if necessary. This contract will include three documents: Interim document with PGG, ODOT agreement, and possibly a loan agreement.

Bids have been received from a contractor Haskins and a contractor Swaggert . PGG will hire the chosen contractor.

Work Plan – City of La Grande Strength and Weakness assessment – Howard Perry

Suggestions were made to contact Dr Richard Gardener in Boise and Brian Cole to request price quotes in completing the assessment. The Board will possibly vote by email when the price quotes are received.

The memorandum of understanding is dated June 18, 2008, the six month extension makes the assessment due January 2009. Robert Strobe suggests he work with Mike Sanford in completing the proposal.

Janet requests a project timeline after the SWOT analysis is complete. Howard states most obligations have been met except for an annual report. Mike Sanford is requested to begin completing the memorandum of understanding and the work plan. Steve Anderson expresses his appreciation of Dr Richard Gardner. He not only completes the task request but also offers suggestions of improvement. Howard suggests this project becomes a priority for Mike Sanford.

Director Job Description – Howard Perry

Emails were sent out to members with a brief description of the job duties of the director. The second is a draft that was compiled by Robert Strobe. Howard suggests the importance of reviewing UCEDC 's future role in the community and how the job description should be in conjunction with those coming changes. What role do we want to play and what role can we play with the resources we have available to us? We will be working in partnership with the economic developer from the City of La Grande? The board needs to recognize that we really have very limited money in terms of marketing our area. We basically have enough money to pay for staff and minor investments. So there is a question regarding the need to hire a director with a Marketing direction if UCEDC can't support a travel budget and a wage required for an employee with these credentials.

Jeff Pucket reiterates his suggestion of an incubator business at the La Grande industrial park and moving the UCEDC operations to that site. Due to the city “taking over downtown” (new economic development employee Charlie Mitchell), UCEDC possibly needs to change their direction.

Howard opens for discussion ideas and thoughts on how to proceed with the job description. The job description needs to reflect on the possible change in direction of UCEDC. Janet suggests and Board members agree that it requires a community effort to succeed in economic development. John Howard states the need to clarify the directors staff time as .5 or 1.0 FTE.

Discussion moved to the extensive job description created by Robert Strobe and how to condense it. Robert explains where he gained the information he utilized to create the job description and his suggestion to go through each bullet and keep or delete it and how much time would the employee spend on each function. Howard agrees to walk through the bullets and determine what to keep, change, or dispose of. Robert agreed to recreate the job description for further review.

Members agreed that as soon as Robert has a new draft it should be distributed for review through e-mail so advertising can begin.

REPORTS:

Finance Committee – Mike Poe

No report

Property Committee – Dale Case-Mike Sanford

Dale gives the floor to Mike Sanford. Mike Sanford states he has contacted Phil Burling regarding All Phase Electric and a request for a list of specific list of lots sold at La Grande Industrial park. Mike also spoke with T & T heating they intend to begin construction after the first of the year, and Scott’s Heating did not return the phone call. Mike made a note that the listing agreement overlooks lot 4.

Dale Case verbalizes his concern regarding lot owners’ lack of maintenance on the purchased lots. Robert Strobe stated the city closed last week on the 2nd lot and how the city crews performed the lot maintenance this week.

Communications/Marketing Committee – Steve Anderson

Steve requests a formal approval of the emailed version of the plan so as to move forward with the marketing plan. Mike Sanford can begin meeting with community members.

John Howard moves to approve the Marketing plan. Robert Strobe seconds. Motion carries.

Steve requests more sizzle for the brochure. The maps are usable but need to be smaller so the brochure can include other pertinent information. Steve also suggests a large distribution of the new brochure. Mike Sanford reports that Colleen McLeod is currently updating statistical numbers on the reverse side, and adding sold signs to the map where appropriate. Steve Anderson has access to marketing brochures from other cities and proposes these be used to add sizzle to the current brochure. Howard requests a draft for review for the next board meeting.

Membership Committee – Don Kellogg

No update.

Executive Director Report – Mike Sanford

The office has been put in order. A meeting is scheduled next week with Marion Smith regarding the OTEC lease. A determination was made to keep the UCEDC credit card as several business related payments are made with the credit card. Phones are up and operational with answering machines, the cell phone has been updated, computer email and internet are up and operational. The D & O insurance is up to date.

Ongoing efforts for the storage area include: Colleen McLeod has contacted the university in claiming their property, possibility of contacting community service providers for donations, and then possibly a street or yard sale. Goal is to clean the storage area in the next month or so.

Renewed members for the month of **August** are: **Anderson-Perry & Associates, Mike Becker Construction, Don & Larry's Inc., Eagle Carriage & Machine, Sterling Savings Bank, and Valley Realty**

NEW BUSINESS:

Holly Short was hired as the new Administrative Assistant.

Mike Sanford has been hired as the Interim Executive Director.

Off the Agenda:

Howard attended a meeting with Tim Seydel who suggested a member of the Board include an EOU employee or administrator. The Board agrees an EOU member would be an asset

Howard suggests an amendment to the by-laws to include an EOU member.

Howard also suggests that UCEDC utilize a marketing tool which states a drug free work environment in Union County. This is a program offered by National Chamber of Commerce. Discussion indicates an agreement. Robert Strobe suggests including the city substance abuse advisory committee involved. John Howard expresses the concern of Terry trailers and Nash manufacturing in a lack of ability to hire drug free employees. And feels these businesses would be supportive. Howard suggests John Howard and Mike Sanford meet with the Chamber Board in implementing this tool. The UCEDC Board recognizes the challenges.

Dale Case presents a brochure from Rural Development Initiative. An invitation to a free conference Oct 4 in Baker City where the FORD Institute will be hearing community concerns and to possibly offer funding in development.

City of La Grande's new Economic development employee Charlie Mitchell is to begin employment on Oct 1, 2008. Board requests Charlie Mitchell attend the next UCEDC board meeting Oct 16, 2008.

FOR THE GOOD OF THE ORDER:

Meeting Adjourned 7:22 p.m.

Respectfully Submitted by:
Holly Short
Administrative Assistant

Note:

Next Board Meeting: Thursday October 16, 2008 at 6:00 p.m.

UCEDC Office at 102 Depot St.

Executive Meeting: Tuesday, September 7, 2008 at 7:30 a.m.

UCEDC Office at 102 Depot St.