

# Union County Economic Development Corporation

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## Minutes May 20, 2010

Monthly Meeting: 6:00 p.m. at UCEDC Office, 102 Depot Street, La Grande Oregon  
Meeting Facilitator: Dale Case, Vice-President  
Board Reporter: Janis Bozarth, Administrative Assistant  
Executive Director: Mike Sanford  
Members Present: Howard Perry, Robert Strobe, Dale Case, Jeff Puckett, Steve Anderson,  
Mark Davidson, Bill Rosholt, Jim Mollerstrom, Bill Whittemore  
Absentees: Mike Poe, Gary Lillard, Tim Seydel and John Howard  
Visitors:

### APPROVAL OF MINUTES

Dale Case called for a motion to approve the April minutes. *Bill Rosholt moved that the April minutes be approved. Seconded by Robert Strobe. Motion carried.*

### OLD BUSINESS

#### **Forensics Lab and Water Lab Updates** – Mike Sanford

Mike reported that he had spoken with Lt. Wampler about 10 days ago. They are still in the process of trying to find funding within their department. He indicated that there were rumors floating around the department that the entire project may be shelved, but he couldn't verify this. They are still pursuing funding and will keep Mike informed. Mike told him that if they were interested in going to Plan B, UCEDC would do everything to help them find an existing building in Union County. Lt. Wampler indicated that their first priority is a new lab. He will keep Mike informed if anything different happens.

#### **Video Marketing Committee** – John Howard

Mike Sanford reported that an application was submitted to the County for discretionary funds. John has been contacting businesses in the community who may be interested in participating. He contacted the Veterans Clinic, and the manager indicated he couldn't contribute to the project, but he could join UCEDC. He was sent an application for a business membership. Mark Davidson indicated that the Discretionary Fund Committee will meet on Tuesday to review the applications and the applications will then be forwarded on to the June 2<sup>nd</sup> Commission meeting. Dale asked if Nancy Van Sickle had been contacted about the possibility of getting a grant from the Tribes. He indicated that could be a possible source of funds. Nancy Van Sickle has gotten several grants on other projects and would be a good person to contact. Mike indicated he would follow up on this. Howard also recommended contacting some of UCEDC's members.

### REPORTS

#### **Finance Committee** – Mike Poe

No report. Mark Davidson commented that the transient room tax collections are down and the County's proposed budget will show \$120,000 of transient room tax to be distributed, down from \$134,000 last year. His feeling is that the County will not approve UCEDC receiving \$36,000 out of the County's budget. His estimate is that it may be \$30,000. He indicated that Robert Strobe's request presented at the last Board meeting hasn't been included in the budget but is on the list of things for the budget committee to discuss because it's a policy change. The County's budget meetings will be held June 2, and possibly June 3 at 5:30 p.m.

### **Property Committee** – Dale Case

The Property Committee has not met. Mike Sanford reported that he and Robert had performed a drive-through at the Business Park. Joe Sandoz has been contracted with for maintenance on the park this year, and he is doing a much better job. Mike indicated as soon as the weather is a little better, he will get out and spray weeds.

Jeff Puckett reported that he was approached by two individuals in the medical community who are looking for a lot or an existing building to build a 6,000 or 7,000 sq. ft. medical clinic. Discussion followed on what buildings might be available. They indicated they weren't interested in being at the Business Park. They would prefer being downtown.

Robert indicated that the City received a site plan from T & T Heating, and they will need to schedule a joint committee meeting to review it. Mike will get another copy of the covenants to them.

### **Communications/Marketing** – Steve Anderson

Steve indicated their committee met about three weeks ago. Charlie Mitchell attended. He said they spent quite a bit of time discussing taking the work they're doing and getting it into the two plans – the Business Recruitment and Business Retention plan and also discussed what to do with Business Cultivation. Charlie will review what the committee has put together and come back with a list of tasks for the Business Retention and Business Recruitment Plan with some of the Business Cultivation included. They will schedule another Marketing meeting the second week in June and Charlie will present what he has to the committee so the committee can make a presentation at the next Board meeting. They also reviewed the business retention expansion meetings list to make sure the committee members are getting their interviews done. They also discussed getting more brochures distributed in the area. Their next committee meeting will be in three weeks and they should have a full report at the next Board meeting.

Dale mentioned that he noticed a “Welcome to the Area” sign in the Wal-Mart parking lot where the RVs park. He asked about putting a pamphlet holder out there with some of UCEDC's brochures. Discussion followed about who might own the sign and who would be contacted. This will be looked into. Steve reported that at the Membership Committee meeting held earlier in the day, they came up with another idea for the distribution of brochures – committee members will attempt to solicit members by putting on presentations at some of the civic organization meetings, and taking brochures to the meetings to hand out.

### **Membership** – Bill Rosholt

Bill reported the Membership Committee met earlier in the day and discussed procedures on how to handle delinquent dues. They identified some areas/businesses they wanted to contact for membership. The three groups targeted were: attorneys, contractors, and realtors. They also discussed a couple of other businesses they want to contact for membership. They discussed a new membership category: offering a city membership of \$100, especially to cities with a population under 10,000, to get the cities more involved in what UCEDC does. Dale Case felt we shouldn't start out too low. Mike Sanford added they had a productive meeting and came up with some key ideas. Bill and Mike will put a plan together for the Membership Committee to present to the Board.

### **EOU** – Tim Seydel

No report.

### **Steering Committee** –

Mike Sanford reported that the Steering Committee met last week. Attendance was down, and they have shifted the meeting to the second Monday of the month. Mark Davidson and Bill Rosholt have gone through and corrected target dates. Charlie indicated he had an agenda item for an upcoming Council meeting for presentation on the Strategic Plan for the council to buy in. Mark Davidson suggested that Mike draft a letter to the chairman of NEODD, since he's having a difficult time trying to connect with

him, requesting support.

**Administrative Report** – Violet Trapp

Violet reported that billings were current. She also reported that she had been trying to correct a \$873 discrepancy in the financial reports. She thinks she has this corrected and will have Mike Poe review it to make sure it is correct.

**Executive Report** – Mike Sanford

Mike reported he attended the Membership Committee Meeting earlier in the day. He participated in a meeting this week at EOU with representatives from the Oregon University System. He attended a Work Source Board meeting. He met with the Governor's Economic Revitalization Team and agency department heads for breakfast and then met with them and Jon Sperl out at Alicel. He attended a regional meeting with economic professionals at EOU, talking about how we can combine our efforts on marketing the region. As mentioned earlier, he attended the steering committee meeting last week.

## **NEW BUSINESS**

Jeff Puckett reported that he had heard that John Howard indicated he wished to resign from the Board. Jeff talked to John about options. John's feeling is that he doesn't have the time commitment to serve as President and asked Jeff to represent him at tonight's meeting. Options would be to either step down off the board, stay on the board as the Vice President, or step down off the Executive Board and remain a general board member. Staying on as President is not an option. Discussion followed on the different options. Dale Case indicated another option might be to change the bylaws so there are only four members on the Executive Board: President, Vice President, Secretary-Treasurer, and Past President. To change the bylaws, a notice needs to be sent out 10 days prior to the next Board. Discussion followed on which option would be best. Robert suggested that the bylaws should reflect the organizational structure that we want, if we have a vacancy we fill the vacancy – that we don't adjust the bylaws. The general feeling of the Board is to have John remain a Board member and not resign. The Executive Board will discuss this matter after receiving an official resignation from John and bring a proposal to the next Board meeting. Mark said that we are still out of sequence with board member terms and this needs to be taken care of. Discussion then followed on how the UCEDC board is made up.

Steve Anderson indicated he feels that a Power Point presentation would be very helpful in making presentations to the service clubs. He has the software and could put something together. Board members felt this would be a very positive thing and gave Steve the go-ahead to put something together.

There was discussion here on the meeting time for the Board, if 5:30 would be a better time than 6:00 p.m. *Steve Anderson moved that the meeting time for the monthly Board meeting be changed to 5:30 p.m. Seconded by Robert. Motion carried.*

An e-mail will be sent out to Board members advising them of the time change.

The meeting was adjourned at approximately 6:45 p.m.

## **EXECUTIVE SESSION**

No Executive Session.

Respectfully submitted by:  
Janis Bozarth, Administrative Assistant

**Note:**

**Next Board Meeting:** Thursday June 17, 2010 at 5:30 p.m.  
UCEDC Office at 102 Depot St.

**Executive Meeting:** Tuesday, June 8, 2010 at 7:30 a.m.

