

Union County Economic Development Corporation

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Minutes April 19, 2007

Monthly Meeting: 6:00 p.m. at UCEDC Office 1119 Washington Avenue,
La Grande

Meeting Facilitator: Tim Seydel-President
Board Reporter: Violet Trapp, Administrative Assistant
Executive Director: Craig Thompson
Members Present: Tim Seydel, Bill Whittemore, Dennis Spray, Russell Lester, Lori Hines,
Dale Case and Mike Poe
Absentees: Janet Hume-Schwarz, Sheri McDonald, John Howard, Howard Perry and
Lee Lindsey,
Visitors: None

The meeting was called to order at 6:00 p.m. by Tim Seydel, President.

Tim asked for a motion to approve the February 15th Board Meeting Minutes.

Dale Case moved that the February Minutes be approved as written. Bill Whittemore seconded the motion. Motion carried.

Tim asked for a motion to approve the March 15th Board Meeting Minutes.

Russell Lester moved that the board approve the March Minutes as written. Dale Case seconded the motion. Motion accepted.

OLD BUSINESS:

Committee Assignments – Tim Seydel

For those board members that did not specify a preference of committee on which to serve, the

Executive Committee assigned those board members to a committee. The UCEDC Members that indicated on the membership return slip a willingness to serve on a committee were assigned to the committee of their choice. The Committee list was updated and given to each of the board members.

Web Site Update - Craig Thompson

The home page is finalized. Pictures of UCEDC President, Tim Seydel, Commissioners Colleen McLeod, Steve McClure and Nellie Hibbert and La Grande City Mayor, Colleen Johnson along with their welcoming statements were sent to Site Tutor. There are a few changes needed in the Economic Profile and the officers list needs updating. Craig will email these changes Friday, April 20th, to Site Tutor. The redesigned website should then be ready to replace the current website.

Water Rights: Business Park – Craig Thompson

Affidavits are needed on the water rights by at least two people that can attest to the use of the water in the last 5 years. After talking with the Water Master, Craig printed the affidavit form that is on the Oregon Department of Water Resources website. On April 19, Don Miller and Craig went to Eastern Oregon Title to sign the affidavit before a notary. Paul Dalglish is scheduled to go to EOT on April 20 for a notarized signature on the second affidavit. These two affidavits show that the water rights are still valid. Craig talked with David Baum and David will review the legalities of the water right so that UCEDC's advertisement of the water rights is correctly worded.

UCEDC Office Lease - Craig Thompson

The lease agreement for this office terminates July 31. Craig contacted Ray Hyde, landowner, about the lease agreement that UCEDC currently has with Ray. UCEDC is paying \$1,140 per month. \$935 is the rent and \$205 is the portion of the remodeling cost. Ray quoted to Craig a figure of \$1,000 per month for rent on a new contract. The problem with this office location is that there is no handicap accessibility to the restrooms. There are agencies that cannot sub-lease space in this office because they are required to have handicap accessibility to restrooms. It will be quite an expense to make this addition and may not be at all feasible for UCEDC or Ray Hyde.

This was sent to the Finance Committee to determine what UCEDC should do.

UCEDC – City of La Grande MOU – Tim Seydel

Tim Seydel and Dale Case met with three members of the City of La Grande Council. The draft joint Memorandum of Understanding was reviewed and numerous edits were made. The three city councilors will revise the MOU and bring it back to the next work study meeting. The committee is aiming to have the MOU finalized and signed by July.

The key issues the study group looked at were;

- The study group will continue to work together.
- A joint annual session to set goals, projects and priorities, continue the development of and implement marketing plans for the business and technology park and a regular reporting structure.

The committee is aiming to have the MOU finalized and signed by July.

REPORTS:

Finance Committee: - Mike Poe

Mike and Craig placed \$100,000 from the \$300,000 CD with U S Bank to form a 24 month CD Account with Banner Bank. \$200,000 was left with U S Bank to be placed into an investment account. US Bank will set up 2 accounts of \$100,000 in 9 month CD's seeking the best current interest rates.

The interest from the \$300,000 CD's was used for UCEDC operations. The interest from the Banner Bank CD will accumulate and allow the principle to grow. The US Bank CD interest will continue to be paid monthly to UCEDC for operations. The Finance Committee will have to determine what should be done with the CD interest at Banner Bank in setting up the 2007-08 budget and come back to the board with a recommendation.

Mike said the finances are still looking good. UCEDC is over budget in income and below budget in expenses.

Property Committee: - Dale Case

No activity except the water rights which was on the agenda earlier under old business.

Communications/Marketing Committee: – Craig Thompson

The committee decided to try another avenue of marketing the LGB&T Park. A 14 day line ad was placed in the Bend Newspaper. Plans are to place ads in the Boise, ID newspaper, Portland, OR Newspaper and the Spokane, WA newspaper.

Membership Committee –

No report

Tim Seydel said the chair responsibility for the Membership Committee is going to Bill Whittemore.

Executive Director: – Craig Thompson

- In the March board meeting Janet mentioned that the new board members and anyone else that has not signed the Confidentiality Statement needs to do so. The board members needing to sign were given a copy of the statement at the beginning of the meeting. Craig asked for the members to sign and give statement to Violet.
- Attended the Downtown Renaissance Committee Meeting. The group is very active. It is likely the committee will be able to secure a grant fund from the Department of Land Conservation and Development to have consultants come to La Grande to take a look at the existing building structures, take photos, talk to business people and then compile a 30-40 page report with recommendations. The study and plans that were done 7 – 8 years ago are in need of updating. The committee is considering making a recommendation to the City of La Grande for a paid director to carry out the downtown renaissance project.
- Addendum/Memorandum to use as a template for the LGB&T park sale negotiations is completed.
- Craig and Dennis Spray attended a meeting with Commissioner Steve McClure, Jill Miles, the City Attorney, Mike Boquist and the City of La Grande staff to discuss heavy industrial land availability. There is not much available anywhere in Union County. The group wants to talk to the City of La Grande about revising the Goal 9 Plan to make more land available.

Administrative Assistant Report – Violet Trapp

- March Minutes were sent to the membership and partnerships.
- Financial Reports (Balance Sheet, Profit & Loss Statement and the Budget vs Actual), through March were given to Mike for the Financial Report.
- The membership list is updated through the month of March.
- All the board member binders are updated for the April Board Meeting.
- Invoices and letters for April membership renewals were sent.
- Thank you letters and membership certificates were prepared and ready for Craig to deliver to members.
- The renewed members of UCEDC for March are:
Bearco LLC
- Five membership renewal invoices were sent in March for April memberships. One was received. Sent reminders and received one. Three have not responded.
- Violet's Monitor quit. A 17" monitor for \$199 was ordered and received.
- The 2004 Quickbooks Version that UCEDC is presently using will be outdated for upgrading payroll information as of May 31, 2007. The 2007 version of Quickbooks Pro was ordered. It should arrive at the office within the next few days. The cost is \$169.95.
- Violet has been transferring money from the MM Account to the Checking Account as needed to pay the expenses for each month. Since First Bank is now Sterling Savings Bank, Violet can no longer make the transfers because she is not a signer.

NEW BUSINESS:

Insurance Premium Renewal – Craig Thompson

The liability coverage was increased at the time of the LGB&T Park infrastructure construction. The renewal of the insurance policy is coming up in May, 2007. The premium payment is due at that time. Due to the access the public has to use the roads and sidewalks the Executive Board decided it will be good to continue with the increased liability coverage and recommended that the board keep the extra coverage.

Bank CD's – Checking Account: - Craig Thompson

The CD Accounts were taken care of as mentioned earlier in this meeting. The checking account is the next item to be dealt with. Craig suggested the checking account be moved to Community Bank since they are members of UCEDC. Mike Poe said that it is just a matter of going to Community Bank and setting up an account. The Finance Committee was assigned to handle the proceedings.

Annual Budget – Craig Thompson

It is time to work on the budget for the fiscal year of 2007-08. This assignment was placed with the Finance Committee.

Mailboxes - Craig Thompson

Craig received a call from Mike Boquist that the U S Postal Service is requiring that the LGB&T Park have a centralized location (preferably two locations) for mail boxes in the park. The city and UCEDC will have to decide where the boxes will be placed. Money was set aside for the mailbox center(s) from the infrastructure funding. Craig said the centers need to be installed before development of the properties.

EXECUTIVE SESSION:

No Executive Session held

FOR THE GOOD OF THE ORDER

Dale Case sent an email to Craig concerning Connect Oregon 2. The committee is now in rule making. UCEDC submitted an application with the Connect Oregon 1 for the Alicel Project and was not approved to receive any funding. Dale said he has not heard what happened with the money designated for Connect Oregon 1. It appears there are funds available from the Connect Oregon 1. UCEDC may still be able to submit the PGG Project Application with Connect Oregon 1 or 2.

Meeting Adjourned 7:03 p.m.

Respectfully Submitted by:
Violet Trapp
Administrative Assistant

Note:

Next Board Meeting: **Thursday May 17, 2007 at 6:00 p.m.**
UCEDC Office at 1119 Washington Avenue

Executive Meeting: **Tuesday, May 08, 2007 at 7:30 a.m.**
UCEDC Office at 1119 Washington Avenue