

Union County Economic Development Corporation

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Minutes January 17, 2008

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

Meeting Facilitator: Howard Perry – Acting President
Board Reporter: Violet Trapp, Administrative Assistant
Executive Director: Craig Thompson
Members Present: Howard Perry, Dennis Spray, John Howard, Janet Hume-Schwarz, Mike
Poe and Jeff Puckett
Absentees: Lee Lindsey, Bill Whittemore and Gary Lillard

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

Howard welcomed the new UCEDC Board Member, Jeff Puckett, appointed by the UCEDC Membership.

Howard called for a motion to approve the November minutes.

Janet Hume-Schwarz moved that the board approve the November minutes. Dennis Spray seconded the motion. The motion carried.

OLD BUSINESS:

UCEDC – City MOU - Craig Thompson

Craig handed out a copy of the revised Joint Memorandum of Understanding Work Plan. The main change was that UCEDC give a biannual financial report to the city council. There are a number of things that are specified to be done by March or April. The Mock Site Visit is to be done within three months of the signing of the agreement. Since UCEDC has no current president or vice-president or past-president the city council has Craig's name on the signature line. Craig asked the board to authorize him as soignée of the work plan agreement.

Craig thought it would be appropriate to go through the list and assign the items to be done in March and April to the appropriate committees.

A-1 on the work plan is the Mock Site Visit. The Veterans Administration Building was chosen for the mock visit. Craig mentioned that he would contact Brian Cole to get a cost estimate for the mock project. Craig called Jill Miles asking if she knows of a consultant. Since this is not an industrial project she does not have a name. Craig said that it may be better to have a consultant outside of this area to do the analysis and asked if a board member knows of a person that does this type of consulting. Howard Perry expressed that it would be best to have a consultant from outside the area because it would eliminate the potential of any bias in the analysis. Dennis Spray said there is a person on the west side of Oregon but he cannot remember his name and that he will get back to Craig with the name of the consultant. Janet said she knows who Dennis is referring to and would check her records to try to find the name. The board agreed that Craig should get three cost estimates.

The board went through the work plan and assigned persons and committees to work on and complete the work plan as follows.

Section A - UCEDC is responsible for:

- A-2 – SWOT analysis to be completed within 12 months of signing the agreement.
- A-3 – a detailed marketing plan for the LGB&T Park by March - assigned to the Marketing Committee.
- A-4 – report to the city council annually - assigned to Craig Thompson.
- A-5 – provide financial reports - assigned to the Finance Committee.
- A-6 – goals as outlined by the UCEDC Board - assigned to the UCEDC Board and staff.

Section B - the city council's responsibility

Section C – the two parties to mutually work on the following items:

- A-1 jointly review marketing plan – assigned to the Marketing Committee
- B-1 review and assess potential applicants and businesses to LGB&T Park – assigned to the Joint Review Committee

The change to the MOU is: The City of La Grande Council shall meet before the June 30 deadline to review the MOU.

Dennis Spray moved that UCEDC accepts the MOU and attached work plan as presented by the City of La Grande Council and to approve Craig Thompson to sign the MOU agreement. Mike Poe seconded the motion. The motion passed.

Craig reported that the city council also unanimously approved the funding request of \$35,000 to UCEDC.

Howard Perry suggested that a letter of thanks be sent to the City of La Grande Council. Craig will write the letter.

The City of La Grande Council has appointed two UCEDC Board Members, Howard Perry for 1 year, ending on December 31, 2008, to fill the vacancy of Sheri McDonald and Gary Lillard to a 4 year term, ending December 31, 2011.

By-Laws – Craig Thompson

This item was tabled until the February board meeting.

Membership Board Appointment – Craig Thompson

Nominations were sent to the UCEDC Membership. Two names were nominated, Don Kellogg and Jeff Puckett. A ballot with the two names was sent to the membership. Jeff Puckett was elected as the board appointee.

Nominating Committee – Janet Hume-Schwarz

The committee met but nominations needed to wait until all new board member appointments are finished. Janet expressed that she would like the board to change the way the nominations are done. The way it has been done is to form a nomination committee that selects nominees and presents the names to the board. The floor is opened to the board members to nominate additional names and then vote in the officers. Janet says this is not always done fairly and is asking to have another method established. Craig suggested a method, that he e-mail a request for officer nominations with a deadline to each board member. Each board member will send the nominations to the nominating Committee (Janet, Bill Whittemore and Dennis Spray), they will then form a ballot for the board to elect the officers, which for this year, will be in the February board meeting. The board agreed to do the method Craig suggested.

REPORTS:

Finance Committee – Mike Poe

The Finance Committee met and did a conference call with Chuck Rood of US Bank to change the set up of the CD with US Bank. The funds were divided into a 2 year CD and a 3 year CD to gain better interest rates. One CD has a biannual interest payment and the other is a monthly interest payment. Both CD interest payments will be directly deposited into the Sterling Savings Bank Money Market Account as scheduled.

The sale of the Baum Industrial Park property to Landmark Industries needs to be entered into the books under Accounts Receivable.

Property Committee – Craig Thompson

Craig said an interested party came to the office to inquire about the water rights that UCEDC owns. The prospective purchaser is to write a proposal and Craig will present this to the Property Committee prior to the February board meeting.

Communications/Marketing Committee – John Howard

John received a contact thru the MLS. John responded, giving the inquirer more information but has not heard anything further. The Listing Agent Contract expired as of December. John said he has the LGB&T Park listed on the MLS on a temporary basis to keep the park marketed until UCEDC has a listing agent.

Membership Committee – Bill Whittemore

No report

Executive Report – Craig Thompson

- Craig received a nomination form for Entrepreneur of the Year from Lisa Dawson of NEODD and gave copies to the board members. The deadline for nominations is February 1, 2008.
- Additional information was requested for the ConnectOregon II Grant Application. Most of the information is ready to send, Craig is waiting for one more item. ODOT will begin the review process soon. In March, UCEDC will give a presentation to

NEACT on UCEDC's application. Craig and John will work on the presentation to be given to NEACT.

Administrative Assistant Report – Violet Trapp

- October Minutes were sent to the membership and partnerships. November minutes to be approved in the January 17th board meeting.
- Financial Reports (Balance Sheet, Profit & Loss Statement and the Budget vs Actual), through December were given to Mike Poe for the Financial Report.
- The membership list is updated through the month of December.
- All the board member binders are updated for the January Board Meeting.
- Invoices and letters for December membership renewals were sent.
- Thank you letters and membership certificates were prepared and waiting for the new President to sign.
- The renewed members of UCEDC for November and December are:
Remax Real Estate Team, ERA Driggers & Associates, David Baum, Oregon Trail Electric Co. and Ranch-n-Home Realty.
- It is time for the newsletter publication. It will be completed and sent out by the end of January.

Janet Hume-Schwarz requested that Violet give a list of any outstanding renewals of two months be given to the board members.

NEW BUSINESS:

Cluster Mailboxes – Craig Thompson

The postal service requires cluster mailboxes at the LGB&T Park. The contractor gave the City of La Grande a change of order price of \$4850 to install the mailboxes. The City of La Grande requested that UCEDC pay for this cost. The Executive Board agreed that UCEDC would be willing to pay the cost after UCEDC makes the first lot sale in the park. This went back to the city and the city agreed to pay for the cost of the installation with the understanding that UCEDC will reimburse the city for the installation from the first land sale. This needs to have board approval.

Dennis moved that UCEDC reimburse the City of La Grande for the cost of the mailbox installation out of the proceeds from the first UCEDC land sale in the La Grande Business & Technology Park. Janet Hume-Schwarz seconded the motion. Motion was approved.

Listing Agent – Craig Thompson

The listing agreement with ERA Driggers & Associates expired in December of 2007. Craig sent a letter via email to realtors asking for anyone interested in being the listing agent for UCEDC to send a proposal. Craig received one proposal, Phil Burling of Ranch-n-Home Realty. Craig gave a copy to each board member and asked for the board's approval.

Dennis Spray moved that UCEDC appoint Phil Burling as listing agent contingent upon an acceptable marketing plan to the Marketing Committee or the Property Committee or both committees. If this is acceptable to the Marketing Committee or the Property Committee or both committees, then the motion will be that Phil Burling be the listing agent. Janet Hume-Schwarz seconded the motion. Motion was approved.

FOR THE GOOD OF THE ORDER:

None

Meeting Adjourned 7:00 p.m.

Respectfully Submitted by:
Violet Trapp
Administrative Assistant

Note:

Next Board Meeting: Thursday February 21, 2008 at 6:00 p.m.
UCEDC Office at 1119 Washington Avenue

Executive Meeting: Tuesday, February 12, 2008 at 7:30 a.m.
UCEDC Office at 1119 Washington Avenue