

# Union County Economic Development Corporation

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## Minutes March 20, 2008

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

Meeting Facilitator:      Howard Perry – President  
Board Reporter:      Violet Trapp, Administrative Assistant  
Executive Director:      Craig Thompson  
Members Present:      Howard Perry, Mike Poe, Jeff Puckett, Steve Anderson, Bill Whittemore,  
Gary Lillard, Don Kellogg and Dale Case

Absentees:      John Howard, Janet Hume-Schwarz, and Dennis Spray

Visitors:      Robert Strope, City of La Grande Manager

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

Howard welcomed the new UCEDC Board Member Gary Lillard, appointed by the City of La Grande and the City of La Grande Manager, Robert Strope.

Howard called for a motion to approve the February minutes.

*Dale Case moved that the board approve the February minutes. Mike Poe seconded the motion. The motion carried.*

## **OLD BUSINESS:**

### **Mock Site Visit** – Craig Thompson

The Mock Site Visit that is required in the MOU/Work Plan Agreement with the City of La Grande is underway. Rather than do a mock visit the city and UCEDC decided to use the VA

Clinic as the Mock Site Project. City Manager, Robert Strobe and Craig reviewed three sets of questionnaires, one for the stakeholders, one for the VA Clinic and one for the developer. Interviews by consultant, Dick Gardner of Bootstrap in Boise, ID, were held at the UCEDC Office Conference Room on March 18, 19 and 20. There are 2 or 3 more interviews that will be done by telephone, completing Dick's part in the project. A report will be drafted from the information from the interviews. About the middle of April Dick will return to La Grande to present the draft report and facilitate any ideas and recommendations from the community. Craig is hoping to have the project completed no later than the end of April.

Mike Poe asked if it is possible for the board members to have a draft copy of the report before meeting with Dick Gardner so that the board can meet with prepared questions. Craig said he would get copies to the board and the City of La Grande Council prior to meeting with Dick.

Craig said that it is yet to be decided who will be included in the meeting with Dick, probably the Union County Contact Committee, City of La Grande Council and the UCEDC Board for certain.

**Alicel Project Presentation** – Craig Thompson / Dale Case

Craig and Dale attended the NEACT/SEACT Meeting, which is the transportation committee for Northeast Oregon, to present the Alicel Project. This committee will determine whether the application is rejected or sent to the next step of the process. Craig presented the project and Dale explained how this will benefit the agricultural community. Craig said Robert Strobe attended the meeting also.

**Land Purchase Offer** - Craig Thompson

UCEDC has received an offer from a local company to purchase Lot #6, 1.04 acres. The offer is based on the one-time offer that UCEDC agreed to in the February Board Meeting to sell the first acre of land in the LGB&T Park for \$17,500 with no job creation requirements. The offer is for \$19,700. This price is based on the \$17,500 for the first acre and then prorated for the .04 portion that is over 1 acre at the regular price of \$55,000 per acre and is subject to board approval on March 20, 2008.

Howard Perry added that a discussion was held at the E-Board or Full Board requesting a site plan be submitted to know whether the appearance of the building falls within the covenants of the business park. The company did not want to incur the cost of having a plan drawn until it knows whether or not the offer is accepted. Howard offered two options to the board before any action was taken.

Option 1: Approve the sale and then review the site plan as part of the site plan review committee.

Option 2: Approve the sale with the condition that the site plan be submitted for final approval before consummation of the sale.

***Jeff Puckett moved that UCEDC approves the sale of Lot #6 with the condition that the site plan be submitted for final approval before consummation of the sale. Dale Case seconded the motion.***

Steve Anderson suggested amending the motion by adding '***prior to closing that an outline be submitted stating the type of exterior peripherals such as paved parking lot and type of privacy fencing***'.

Jeff amended his motion to include the amendment.

Dale Case said the Joint Review Committee is assigned to review any exceptions to the covenants. Craig added that typically the Joint Review Committee would kick in after an offer is approved unless there is something unusual that requires the committee to meet prior to an offer.

Jeff amended his motion *‘to include that a more detailed outline of the site plan be submitted before finalizing the sale’*.

Howard Perry repeated the motion and called for the question.

***Jeff Puckett moved that UCEDC approves the sale of Lot #6 with the condition that a site plan be submitted for final approval prior to the closing of the sale. Dale Case seconded the motion. Motion was approved.***

Craig said that it is not clear how to proceed on the site plan submission and the covenants and expressed that it is a good idea to require a site plan prior to any approval by the board. Craig suggested that the board make it a policy that a site plan be submitted before any final approval of land sale.

***Gary Lillard moved that a site plan in accordance with the covenants be submitted along with the offer on any land sale for approval by the full board. Bill Whittemore seconded the motion. The motion was approved.***

Howard said this needs to go before the City of La Grande to make sure that the city is on board with this policy.

**Water Right Offer** – Craig Thompson

Craig is working with Kurt Bowman to submit a transfer application to the State of Oregon. Last week Kurt and Craig met with Mike Posada of Anderson/Perry and Associates. Mike is preparing the application and the map that is required to be attached to the application. At the February board meeting it was agreed to split the cost of the transfer fee which was not to exceed \$4,000. At this time the application fee is \$1,000 and \$2,000 for the consultant fee, making the cost for UCEDC \$1,500 which puts the expenses well within the \$4,000 limit. Craig will keep the board updated on the progress of the water right.

**Marketing Plan – Business Park – Council Presentation** - Craig Thompson / John Howard

The City Council Work Session met March 17<sup>th</sup>. The marketing plan is part of the MOU/Work Plan. Craig presented the marketing plan at the work session and some minor changes were made. A draft of the marketing plan was emailed to all the board members along with the UCEDC annual report. The idea of a billboard was readily received and will be pursued to seek a location and the cost of the project. This was assigned to the Marketing Committee to follow through. City Manager, Robert Strope, said that there is the possibility of locating the billboard on city property between I-84 and Highway 30. Craig said that Matt Barber will be contacted for a quote of the cost to build and paint the billboard.

Howard reported that the UCEDC Annual Report was presented at the session. There was a good discussion and some suggestions on some things that should be included in the report. The report was accepted subject to some minor changes.

**Officer Nominations** – Howard Perry

Elections were held in the February board meeting. Dale Case was elected for Past President and Secretary. In reviewing the By-Laws it was discovered that one person cannot hold two positions

on the E-Board. At this meeting the recommendation is that Dale continues as Past President and the board elects a new Secretary. The nomination for Secretary is Jeff Puckett. Howard Perry opened the floor for nominations for Past President.

***Bill Whittemore moved that nominations cease. Don Kellogg seconded the motion. The board approved Dale Case as Past President.***

Howard opened the floor for nominations for Secretary. No further nominations were made.

***Bill Whittemore moved that nominations cease. Mike Poe seconded the motion. The board approved Jeff Puckett for the position of Secretary.***

The officers for the year of 2008 are as follows:

President	Howard Perry
Vice-President	John Howard
Secretary	Jeff Puckett
Treasurer	Mike Poe
Past President	Dale Case

**Joint Review Committee Meeting** – Howard Perry / Dale Case

The committee met and discussed the land sale offer UCEDC received on Lot #6 in the LGB&T Park. The City of La Grande Councilors on the Joint Review Committee thought it would be good for the city to also offer the first acre of the city's land at a reduced price.

The committee talked about placing a monument sign at the main entrance of the business park. The city said possibly it will place one at the entrance off Gekeler Lane. Also, the placement of directional signs at the entrances was discussed.

The land donation by UCEDC to Eastern Oregon University was put on the table for discussion and was met with opposition by one committee member but that the rest of the committee thought the donation was a good thing to do.

**Boise Cascade Meeting** – Don Kellogg

A group made up of representatives from Union County, Union County Chamber of Commerce, UCEDC and the City of La Grande, visited with Tom Insko of Boise Cascade on March 7<sup>th</sup> concerning the slow down of milling lumber. The purpose of the meeting was to let the company know that the county is in support of the lumber industry and to learn if there is any way of helping Boise Cascade.

The following is a summary of what was talked about:

- 300 people would be laid off today if it were not for the help Boise received on the hog fuel plant here in La Grande.
- If the large lumber plant closes so will the particle plant.
- Boise sold 51% of paper products and plans to sell off 100%.
- They expect the building down trend to continue through 2009. Boise is prepared to weather this storm.
- Help that Boise needs is to inform the general public of correct forest management. They feel that when they do campaigns it comes across as "Big Business" trying to make more profits. There is 800 million board feet grown each year in the Iron

Triangle. The harvest is at 100 million board feet of saw logs and pulp, (five year average) 300 million board feet dies each year.

- Steve McClure suggested that there is a "Forestry Tour" similar to the Crop Tour. Tom thought this would be a great idea.
- Chips have gone from \$25 a ton to over \$100 a ton.

Dale Case suggested contacting Paul Oester, Union County Extension Forestry Service, about the possibility of doing a forestry tour. Dale will contact Paul.

Don handed out to the board copies of two articles that Tom Insko gave to the visitors titled, Sawdust Shock: A Shortage Looms as Economy Slows and Trees Are the Answer.

## **REPORTS:**

### **Finance Committee** – Mike Poe

Mike said that each board member has a copy of the year comparison of the Balance Sheet and Profit and Loss Statement. Mike asked Violet to include the Actual vs Budget Report also.

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

The items that Dale had on his list to report were reported and discussed earlier in the meeting. Robert Strobe has experience with monument signs and Dale asked Robert to help him select a Monument Sign Committee and also serve on the committee. Robert agreed to help.

Craig and Robert Strobe will meet with Matt Barber on March 21 to talk about the entry way signs, the information kiosk and the billboard.

### **Communications/Marketing Committee** – John Howard

No report

### **Membership Committee** – Bill Whittemore

No report

### **Executive Report** – Craig Thompson

Howard Perry and Craig attended the March 19<sup>th</sup> meeting with the EOU Board of Higher Education. La Grande City Manager, Robert Strobe attended along with many of the community leaders. The discussion was about the importance of having EOU in Northeast Oregon.

### **Administrative Assistant Report** – Violet Trapp

- January Minutes were sent to the membership and partnerships.
- Financial Reports through January were given to Mike Poe for the Financial Report.
- The membership list is updated through the month of February.
- All the board member binders are updated for the March Board Meeting and new board member binders prepared.
- Invoices and letters for March membership renewals were sent.
- Thank you letters and membership certificates are prepared and ready for Craig to give to the members that renewed or are new members.
- The renewed members of UCEDC for February are:

#### **Boise Wood Products**

**City of La Grande, Partnership  
Eagle Cap Steel and Supply  
Eastern Oregon University  
Ed Staub & Sons Petroleum, Inc.  
Oregon Trail Seeds, Inc.**

- The newsletter was completed and sent out by the end of February.

## **NEW BUSINESS:**

**Business Park Sign** – Craig Thompson  
Covered earlier in meeting

**Committee Assignments** – Howard Perry

The recommendations for committee assignments from the E-Board were handed out to each board member. Every committee was assigned members and a chairperson and a vice-chairperson was identified for each committee along with the goals that were set for each committee.

### **Executive Committee**

Howard Perry – President  
John Howard – Vice-Pres  
Jeff Puckett – Secretary  
Mike Poe – Treasurer

### **Finance Committee**

Mike Poe – Chairman  
Jeff Puckett – Vice-Chair  
Bill Whittemore

### **Property/Joint Review Committee**

Dale Case – Chairman  
John Howard – Vice-Chair  
Howard Perry  
Jeff Puckett  
Don Waldrop

### **Communications/Marketing Committee**

Steve Anderson – Chairman  
Gary Lillard – Vice-chair  
Bill Whittemore  
Janet Hume-Schwarz

### **Membership Committee**

Don Kellogg – Chairman  
Janet Hume-Schwarz – Vice Chair  
Dennis Spray  
Steve Anderson

### **Union County Contact Committee**

Don Kellogg  
Dennis Spray  
Gary Lillard

The committees

- Need to be active and to set up a regularly scheduled monthly meeting.
- The chair is responsible for preparing an agenda and conducting meetings and to work with Violet for getting the agenda to the committee members.
- The Executive Director will be responsible with the approval of the chairperson to contact committee members reminding them about the meeting time, date and place.
- Each committee will refine the general goals and develop additional goals and an action plan for achieving these goals.
- The staff will keep the minutes for each committee to identify action items and key recommendations.
- Each committee chair will make a written monthly report on the committee's

- progress and actions for the monthly Board of Directors meeting.
- Where it is possible, to involve UCEDC members in the committee work and encourage participation from the general membership.

**Annual Report** – Craig Thompson

Report given earlier in this meeting

**Business Park Listing** – Craig Thompson

Earlier this year UCEDC contracted with Phil Burling of Ranch and Home Realty as the listing agent for the UCEDC owned property in La Grande Business and Technology Park. Last year UCEDC and the City of La Grande contracted with John Howard of ERA Driggers. Robert Strobe talked with Craig about the City of La Grande using Phil for its listing agent also. Robert took the idea to the council and the council agreed to have Phil list the city owned property. Craig received a letter from Robert giving UCEDC authority to list and market the city owned property with Phil Burling. Craig has taken care of this. The whole business park is now listed with Phil.

**FOR THE GOOD OF THE ORDER:**

Steve Anderson asked if the two streets in the business park have new names. The original names were in conflict with other road names located in Union County that could cause problems for 911 calls. Craig said the new names are Antelope and Prospect.

Meeting Adjourned 7:05

Respectfully Submitted by:  
Violet Trapp  
Administrative Assistant

**Note:**

**Next Board Meeting:** **Thursday April 17, 2008 at 6:00 p.m.**  
UCEDC Office at 1119 Washington Avenue

**Executive Meeting:** **Tuesday, April 8, 2008 at 7:30 a.m.**  
UCEDC Office at 1119 Washington Avenue