

## **Morrow County Citizens Economic Development Task Force**

Meeting Notes for January 2, 2018

Town Hall

Lexington, Oregon

Attendees: Edie Ball, Janette Eldrige, Kym Erevia, Carla McLane, Aaron Palmquist, Karen Pettigrew.

The meeting started at 9:05 a.m. Meeting minutes for October 03, 2017, were reviewed and approved as written.

Housing as Economic Development:

A draft Request for Proposals (RFP)'s was handed out for review; Carla asked if we want a Technical Advisory Committee (TAC) and a Project Management Team (PMT) or just one combined group to facilitate this process and who will be at the table; Carla's preference is that there are both

PMT will be made up of the County Planning Director, Carla McLane, City Manager's, Edie Ball, Karen Pettigrew and Aaron Palmquist, and will also include the Lexington Town Recorder, Janette Eldrige. A representative from the City of Ione will also need to be identified. The TAC could include a representative from the Greater Eastern Oregon Development Corporation (GEODC), Boardman City Planner Barry Beyler, a representative from the Willow Creek Valley Economic Development Group (WCVEDG), Port of Morrow (POM) (will invite Lisa Mittelsdorf), the Boardman Community Development Association (BCDA), as well as the individuals identified for the PMT. Carla will delineate these names in the RFP.

Discussed releasing the RFP out for competitive bid by the end of January or early February, with an anticipated spring timeframe for contract award. The goal is to begin updating the city and county codes at the last half of 2018. Some initial recommended changes were made, and Carla made notes accordingly; a second draft will be made and shared with the group as soon as possible.

Discussed the need to assure Goal 10 from the Comprehensive Plan is in line with the present intent to upgrade the Plan, including importing any policy changes made for a 2019 adoptable update by the Morrow County Planning Commission. Residential Use Zones and development standards will be considered, particularly the current Lexington and Ione process standards, including updating the housing design standards for all homes built in the future.

Group agreed to determine how much a consultant will be involved in the change process; suggestions were made to have a statement included in the RFP requesting an overview by each bidding consultant to respond to that asks for costs involved in aligning the plan and code to find inconsistencies, as well as identifying how long the housing inventory will last.

The draft Statement of Work (SOW) currently includes tasks for the Buildable Lands Inventory (BLI) and the Housing Analysis (HA), but needs to incorporate separate tasks for each city and the county properties individually. Discussed a previous study done addressing slope that would be beneficial to update for Heppner. If the SOW is written in a manner that identifies individual tasks with associated costs it would be possible to use the information as a Request for Information (RFI), and then Carla could ask Lori Timmons to do some or all of the tasks. Discussed changing or deleting the Project

Partners section and modifying the evaluation selection process, including changing the max pages allowable.

Funding contributions were discussed, noting that the county has up to \$30k to contribute, and each city discussed their potential contributions. There may need to be a rewrite of the proposed contract payment schedule, and there needs to be a statement that identifies a PMT benchmark amount rather than naming entities specific dollar contributions. Before Close of Business (COB) Thursday, January 4, 2018, Carla will get a draft Intergovernmental Agreement (IGA) and the second draft RFP back to the group, and she will present this at the Lexington and Heppner Council meetings next week.

#### Statewide Housing Plan:

Nothing to report by Carla. Oregon has a webpage for the group, but there isn't a plan at the state level yet. Carla suggested that the group continue to monitor.

#### Tourism:

Carla will reach out to Kirsti to get an update; the committee has accepted the Parks Plan with a few changes, it will go before the PC and then the BOC for final adoption. This will be an input to the anticipated Goal 4 exception.

#### Roundtable:

Edie – TSP continues, will meet end of January or early February for their 3<sup>rd</sup> meeting. The contract with the state for the money that Smith obtained for Heppner should be signed around the same time. City is looking for a finance director due to the resignation of the incumbent.

Janette – Lexington is doing water line repairs, recently had a break and some major leaks. Wrote a 5-year Benchmark Plan as part of the water rights reporting requirement. The reservoir lining task is coming up. Janette is attending the City County Insurance Service (CCIS) conference this year.

Aaron – In the next 3 years there will be \$8-10 mil in projects happening. Modified a franchise this month on the sanitary waste program, making it mandatory that all residents have garbage services after February 1, 2018. There will be some variance for the seniors to maintain the 35 gal, but otherwise mandatory 90 gal. Irrigon will be getting a liquor store at Devin Oil Shell station as a result of the breaking off of some stores to create more across the state. This will drive a reconfiguration of the parking lot and entrances into the shell, including different street access.

Karen – Opened bids for the Water Master Plan project; the low bid came in at \$2.26 mil, which will allow more work for the same cost as 2014 when the project plan was started. Urban renewal is generating tax dollars for the city now; Karen is planning to continue this project in the future. School district is going to a 3-hour delayed start during bad weather to improve attendance. The Field House construction project has been started behind the Boardman City Hall; this will allow the police force to train indoors using video scenarios, and host training as well. The hotel developer is in process of buying permits, they have also submitted an enterprise zone application. Murray Pharmacy will be opening in Boardman with a drive-up window. It will be housed in the building across from the grocery store.

Carla – Pointed out that the rest of the packet for the meeting is FYI from a previous meeting regarding countywide vision. She discussed the handout regarding the Bend Collaborative Workgroup Housing

Recommendations as being informative. Carla also recommended that the City of McMinnville, Oregon, also has a great website that is of interest that the group can look at.

Next Meeting: The next meeting will be held at the Boardman City Hall.

Agenda Build: Buildable Lands, Intergovernmental Agreement, Request for Proposals, countywide vision, and roundtable. The Joint Management Agreement (JMA) discussion will be held after the meeting adjourns.

Adjourned at 11:52 a.m.