

COLLABORATIVE ECONOMIC DEVELOPMENT COMMITTEE
Meeting Minutes – August 20, 2020 at 3:00 pm
City Council Chambers

Committee Members:

Gene Merrill (Chair)
Bryan Hawkins (Vice Chair)
Tripp Androy
Shauna Bland
Sam Engel
Ron Goss- By Phone
Kenny Houck – By phone
Josie Molloy
Colene Martin
Cameron Camp- Absent
County Person at Large- Vacant
Paul Lonquist
Kim Dickson
Casey Alderson - Absent
Daniel Mancuso - Absent

Government Liaisons:

Susan Seereiter – City Business Advocate
Darin Fowler – County Commissioner
Jean Ann Miles – City of Cave Junction
Dennis Roler – City Councilor - Absent
Lora Glover

Guests:

Marta Tarantsey (by phone)

1. **Roll Call**
 - a. Chair Merrill officially opened meeting at 3:00 and took roll call.
2. **Welcome New Member**
3. **Public Comment:**
 - a. None
4. **Approval of Minutes:**
 - a. Approval of minutes from July 16, 2020.

Motion

Member Androy moved and Member Bland seconded the motion to approve the minutes from July 16, 2020 as presented. The vote resulted as follows: “AYES”:
Committee Members: Molloy, Androy, Hawkins, Engel, Bland, Martin, Houck, Goss, Dickson, Lonquist and Chair Merrill. “NAYS”: None. **Abstain:** None.
Absent: Members Mancuso, Camp and Alderson.
The motion passed.

5. **Work Session Items:**
 - a. **Recommendation to change monthly meetings to 4th Thursday of the month**
 - This was the third agenda item; however, it was moved up to ensure a quorum to vote on this matter since there is a conflict with some of the members on the third Thursday of the month.

Motion

Member Androy moved and Member Dickson seconded the motion to approve changing the monthly meetings to the fourth Thursday of the month. The vote resulted as follows: “AYES”: Committee Members: Molloy, Androy, Hawkins, Engel, Bland, Martin, Houck, Goss, Dickson, Lonquist and Chair Merrill. **“NAYS”:** None. **Abstain:** None.
Absent: Members Mancuso, Camp and Alderson.
The motion passed.

b. Recommendation for future Board Members for an Independent Non-Profit DMO

- Chair Merrill gave an overview of the last meeting and shared the recommendations from DMOProz, the company that audited the City Tourism operations.
- Discussion followed regarding the process that the City was embarking.
- Lora Glover shared with the committee that this was just the beginning steps and background work of process and that there would still be a public forum before any final approval was made by Council.
- The idea is for the Council to create the board utilizing committee input, and then it would be the board who would establish the bylaws and hire a Director.
- Councilor Miles expressed concern that this would eliminate the CEDC committee and Lora Glover said the independent board would be for tourism and it is possible some of the CEDC members might serve on that board as well.
- Discussion followed regarding expansion of the whole County for the proposed non-profit board and it was pointed out that DMOProz recommended a regional board that represents the entire county.
- Commissioner Fowler shared that currently it is city centric, however, the County would like to be considered.
- Discussion followed on funding of the 501c(6).
- Conversation continued and the committee brainstormed in identifying names and tourism sectors to add.
- The committee continued to recommend names and they are compiled on a list that will be given to the City Council for consideration.

c. CEDC Bylaws, sub-committees and clarity of appointments.

- Chair Merrill read the *Committee Roles and Responsibilities* from the bylaws and mentioned that the committee hasn't really been following the actions as addressed in the bylaws.
- Councilor Miles wanted to add the Illinois Valley Airport to the bylaws.
- Member Martin suggested that bylaws should be broad and not specific.
- Member Molloy wanted section 2 to include Chambers of Commerce to resources.
- Commissioner Fowler mentioned that he received inquiry as to why there was no representation from Williams.
- Members encouraged County Commissioners to choose the position of member at large from the Williams Council.
- Housing was brought up and it was decided that the roles of committee recommendation was broad enough as the bylaws are written.
- The CEDC will continue to work and engage with the Housing Advisory Committee.
- Member Dickson questioned how often the communication between the two governing bodies and the committee were taking place.
- Lora Glover shared the procedures of the Council and that the motions did go directly to the City Council with an action item from staff.

- Discussion about the County and City Municipalities was brought up and it was noted that there haven't been any joint meetings this year.
- Committee members expressed the frustration with the communication process.
- Chair Merrill would like the committee to be more proactive vs reactive.
- Chair Merrill shared that there is a City process at the beginning of every year where he shares goals and progress.
- Councilor Miles shares reports from CEDC meeting with the other Cave Junction.
- Chair Merrill talked of providing a "hot sheet" of ideas and recommendations for Liaisons to share with other Councilors and Commissioners.
- Finding ways to disseminate pertinent information.
- Member Goss asked for some type of referral to CEDC from Municipalities that the CEDC could develop a two-way communication and establish priorities for CEDC to recommend solutions.
- Discussion followed about situations where the CEDC has not been consulted and utilized when this is what the committee roles and purposes were created for.
- Chair Merrill suggested that Commissioner and Council agendas should be sent to both the staff liaison and the committee Chair for review of topics and build CEDC agenda.
- Bullet point topics was a solution for both the committee and the municipal bodies to stay abreast of current agenda topic and discussions.

Motion

Member Bland moved and Member Martin seconded the motion to recommend to City Council and County Commissioner adding Illinois Valley Chamber and Grants Pass and Josephine County Chamber to Article II Section 2. of bylaws and eliminating Experience Grants Pass. In Article II Section B. 2. They recommend adding Illinois Valley Airport along with Grants Pass Airport. The vote resulted as follows: "AYES": Committee Members: Molloy, Androy, Hawkins, Engel, Bland, Martin, Houck, Goss, Dickson, Lonquist and Chair Merrill. "NAYS": None. Abstain: None. Absent: Members Mancuso, Camp and Alderson. The motion passed.

6. Information Sharing:

a. Councilor Miles

- Cave Junction passed a leash law.
- Lil Pantry coming to CJ.
- City of CJ had a fire at the golf course, City wants to buy the golf course to use partially to pump wastewater; however, it is still intended to be a golf course.
- There is going to be a Labor Day festival promoted by a community member. Councilor is concerned about this proposal.

b. Commissioner Fowler

- The County is struggling with COVID.
- Would like to use CARES Act funding for Broadband. Money needs to be spent before end of year.
- DeFazio visited the Grants Pass airport and is hopeful that the extension of runway will be realized.

- Fowler encouraged committee to advocate for the increase in tourism funding to 70% TLT.
- County would also like to be at the table and participate in the formulation of independent tourism contract and board.

c. Items from Committee Members

- Member Engel mentioned the RFP for Ramsey/Nebraska housing proposal that Council would be reviewing. Jackson County Housing Authority is one of the applicants for the project. Three out of four would potentially benefit workforce housing.
- Member Martin asked about the County tourism tax and Commissioner Fowler said it would be tabled until the May ballot. The future proposal that is being considered would be a 10% tax in County and would raise City tax to 11%.
- Member Molloy shared that the Chamber is working closely with District 7 schools and the YMCA. There is a list of items that are needed for the virtual learning that is being planned.
- Chair Merrill shared that he no longer represents Three Rivers and does not have email contact.
- Childcare is a big concern with workforce.
- Internet is also a barrier to virtual learning. Fiber is important for the future of education.
- Cave Junction needs internet and Councilor Miles is hoping for help from the State.
- Member Hawkins brought up about Dig-Once and how that may be one of the solutions to get the last mile of internet connectivity. He mentioned how often Merlin gets trenched and that we are missing opportunities to expand fiber in the County.
- Member Hawkins would also like to make sure that cellular service is still part of the conversation.
- Member Bland agreed that this is a topic that needs to be reviewed for recommendations.
- Member Androy encouraged the committee to make sure that the agendas incorporate any motions that the committee would want to address to put it on the work session items.
- It was also suggested that the audio communication needs to be addressed.
- Chair Merrill decided it would be best to conduct the next meeting virtual only instead of a hybrid of in-person and call in.

7. Future Agenda Building for Next Meeting:

- Dig Once
- Motion for more funding for Tourism
- Motion for improved audio for meetings
- Innovation Hub

8. Adjournment:

- Meeting adjourned at 4:51 pm

Next scheduled meeting: September 24, 2020 Virtual Only

Minutes prepared by Susan Seereiter, City Staff Liaison.