

Rainier Economic Development Council

Regular Meeting Minutes

August 1, 2011

Rainier City Hall

106 West "B" Street

Meeting called to order 6:00 p.m. by Chairperson Mike Avent.

Board Present: Mike Avent, Russ Moon, Sloan Nelson, William Vilardi and Scott Cooper.

Board Absent: David Langford

Visitors: Dave, Debbie Dudley, Darrel Lockard

Visitors Comments: None

1. New Business:

a) Approve & sign engineering agreement with Gibbs & Olson, Inc. (same as the City's).

Avent asked Moon to describe engineering contract with Gibbs & Olson. Moon said it is the same contract as the city's no different. Avent clarified that the engineer contract has no dollar amount included, will still have the opportunity to discuss charges at the time of projects such as Riverfront Trail, etc. Vilardi clarified that it was "just an agreement" to use them for all future projects. Nelson commented that he believes it is best to use Gibb's & Olson, Inc. due to their history and knowledge with the City of Rainier.

Motion by Nelson, 2nd by Cooper to approve & sign the engineering agreement with Gibb's & Olson, Inc. Passed Unanimously.

b) Approve REDCO's Chair, Co-Chair, Secretary or Treasurer to sign a check up to \$500.00 with one signature, all other checks above \$500.00 must have two (2) signatures.

Cooper raised question how to address writing two separate checks to the same vendor that may end up at a total of \$500.00-believes it as a limitation. Avent suggests we should have any check over \$500.00 be approved by the Council. Sloan and Vilardi agree that 2 signatures should be required for any check under \$500.00 for accountability reasons and concurs with Avent that any check over \$500.00 should be approved by the Council. Avent suggests that in the case of an emergency call an emergency meeting for any check over \$500.00 to be approved by Council.

Motion by Nelson, 2nd by Moon to approve REDCO Chair, Co-Chair, Secretary and Treasurer, to sign a check under \$500.00, requiring 2 signatures without board approval. Passed Unanimously.

c) Review, discuss and approve all checks written from the date City Councilman became REDCO Councilors.

Moon submitted Expenditure and Checks to be sure there was open communication between all Councilman. Nelson found error on Expenditure document- Lane Powell showed retainage of \$750.00 when budgeted amount and expenditure were both \$250.00. Moon made Council aware of a meeting that recently took place with Lane Powell, that was to be at no charge, however Lane Powell billed REDCO for \$3,100.00 and Moon submitted that bill to the Atty.

Motion by Buthcer, 2nd by Moon to approve all checks written from the date City Councilman became REDCO Councilors. Passed Unanimously.

d) Project Advisors' Reports:

1. **Scott Cooper:** Boat Launch Facility-Soldier Pile Breakwater- Reviewing old files and compiling information. Nothing to report at this time.
2. **Sloan Nelson:** Riverfront Park Little League Facility Enhancement- Little League Board wants to partner with REDCO to enhance field. They are waiting for the new board members of Little League Board to move forward. Using Scappoose ball field as model.
3. **Phil Butcher:** A-Street Reconstruction- Three car loads of corn will be passing through, kick off will be October/November puts urgency to get this project done soon. Found A Street Railway Safety Report and compiled list of property owners (has a few that are missing) and will be working with Gibb's & Olson soon.
4. **Mike Avent:** Riverfront Trail (New Marina to Fox Creek)-Nothing to report at this time.
5. **Bill Vilardi:** Riverfront Park Restrooms-Debbie Dudley assisted him with contact for company that did some work in Scappoose. If they can match the blue print to the existing building it will save them money per Debbie. They are also working on applying for a grant. Next step is getting a quote for project.
6. **Russ Moon:** Riverfront Trail/Marina Square (Old Marina to the Eagles)
 - a) Hard Copy report provided- recommend that all Project Advisors provide hard copy reports for meetings.

Present Phase I Scope for approval. Avent raised question of whether we should have Council approval before we call engineer out for meetings, in case there are any charges. Moon suggests moving forward separately so that the projects are not stalled, if at no cost, Cooper & Vilardi concur with Moon while understanding Avent's goal of consolidation.

7. David Langford: City Hall Outside Enhancement-Absent

Further project discussion: Butcher informed Council that there will be some upcoming expense for his A Street project for mapping and scoping, Darrel Lockard with Public Works will be assisting Butcher. Cooper wanted clarification of whether the railroad was responsible for the A Street track foundation. Avent informed Council that the railroad is responsible but at their discretion. Butcher provided 2003-2004 Railway Corridor Safety Study. Vilardi wanted explanation of the "big scope" of A the A Street Project. Avent provided some history of the project- parking layout change discrepancy, trees etc. Moon said later will provide Vilardi with history from his 12 months experience working on it in the past.

e) Approval Phase I -Scope of services for Riverfront Trail (3rd St. E. to 1st St. Plaza).

Motion by Moon, 2nd by Cooper to approve Phase I- Scope of services for Riverfront Trail (3rd St. E. to 1st St. Plaza). Passed Unanimously.

Avent opens it for discussion. Phil asked dollar amount. Moon provides capped figure of \$7,930.00.

f) Request for office phone line for Staff Personnel.

Amanda Younger, Staff Admin. Informed the Council of Paul Rice providing a line at no cost, only cost will be to purchase a phone. Avent suggests cap for \$150.00 for line and phone.

Motion by Nelson, 2nd by Moon to approve installation and connection for phone line for REDCO not to exceed \$150.00. Passed Unanimously.

Motion by Vilardi, 2nd by Cooper to add agenda item to purchase Conference Phone. Passed Unanimously.

g) Request by Vilardi and Cooper to purchase a Conference Phone not to exceed \$400.00.

Vilardi and Cooper want to purchase this to help decrease Atty. Fees due to cost for visits to REDCO meetings.

Motion by Vilardi, 2nd by Cooper to purchase a Confrence Phone. Passed Unanimously.

2. Announcement

a) Next REDCO meeting

REDCO Council agrees to meet twice monthly. The 1st Monday of the month will begin at 5:30 p.m.-6 p.m. to allow for City Council workshops and the 3rd Monday of the month will begin at 6 p.m.-6:50 p.m. All Council members were in agreement.

Next meeting will be August 15, 2011 at 5:30 p.m.

- b) Amanda (Staff Personnel) Immediate Supervisor is Treasurer, Russ Moon, if Treasurer is absent the Supervisor will be the Chair, Mike Avent.

Open Discussion: Moon made comment in regards to Atty. John Kaempf's e-mail sent to Council summarizing meeting with Atty's in Portland. Avent followed up with request for Council to be thinking of a figure that REDCO Council would be willing to throw on table in the next 2 to 3 months, as suggested by Steve Peterson, City of Rainier Atty., to find a solution for all parties involved and to save the City money and to untie our budget to complete the projects in the near future.

Meeting Adjourned at 6:48 p.m.

_____ Date: _____
Mike Avent, Chairperson

_____ Date: _____
Sloan Nelson, Secretary