

Rainier Economic Development Council Agenda

October 19, 2011

6:00 PM Rainier City Hall

106 West "B" Street

Rainier, OR 97048

Meeting called to order by David Langford, Vice Chair at 6:02 PM.

Board present: Phil Butcher, Russ Moon, Sloan Nelson, William Vilardi, David Langford, and Sloan Nelson (Tardy arrival 6:05 PM).

Board Absent: Mike Avent, Scott Cooper (Excused for work.)

1. Approval of Minutes- 9/6/2011

No discussion.

Motion made by Russ Moon, 2 by Vilardi to approve 9/6/11 meeting minutes.

Motion passed with 5 ayes and David Langford abstaining.

2. Visitors Comments

No visitors. Media not present.

3. Treasurer's Report-

A.)Monthly Staff Report for September: See Handout

David Langford reads through the handout quickly. Russ Moon suggests everyone to look at the payables to be approves. Bill Vilardi asks about bill regarding Lane Powell. Russ Moon explained that Atty. John Kaempf recommends REDCO to pay; the charge that was in question last meeting has been removed from the bill.

Agenda item 8 was moved up per Russ Moon requests.

Motion by David Langford, 2nd by Russ Moon to approve October REDCO check payables.

Passed Unanimously.

4. Unfinished Business-

A.) Discuss REDCO website to add public documents.

Amanda Younger read the e-mail sent from the website administrator, Christina Ishi, will charge \$20.00 per hour and bills monthly. Christina Ishi wrote, "For minor changes and maintenance (under \$100 per month), I will assume that any requests you make are authorized, and billable hours will accrue on a REDCO account. [...] At the end of the month I will send an invoice for the month's total fees (if any), due within 15 days of receipt." Sloan Nelson asks what the cost will be. Amanda Younger answers with \$20.00 per hour. Russ Moon asks if we knew what the past cost was and Amanda Younger said she can research. Russ Moon says we will find out and cancel it if we are not happy with it. Sloan Nelson asks if there is a way to see how many hits the website gets. Amanda Younger says she will contact Blue Host, website domain administrator for this answer. Amanda Younger suggests combining REDCO with City website. Sloan Nelson clarifies we want City and REDCO separate. Sloan Nelson asks if there is much to update. Amanda Younger answers it is a way to advertise Rainier due to the "hot words", tabulate industrial property for sale and to have public documents available to the public according to the public meeting laws.

Motion made by Sloan Nelson, 2nd by Russ Moon, to approve updating REDCO website with public documents for cost of \$20.00 per hour.

Passed Unanimously.

B.) Discuss whether to renew Association of Oregon Redevelopment Agencies.

Amanda Younger read the renewal letter explaining what is provided by Association of Oregon Redevelopment Agencies which include promotes urban renewal 'best practices'; provides forums for discussion with professional colleagues throughout the state; provides education and information for legislature and state agencies on issues relating to redevelopment and tax increment financing; evaluates and coordinates urban renewal responses to litigation regarding urban renewal and development; assists the League of Oregon Cities; and dues cover two general membership meetings a year. Russ Moon comments that Al Benkendorf may provide the same service or may be a member in which case we would not have to renew. Sloan Nelson asks how much it would be to join. Amanda Younger read the letter which says that the one half of one percent of the tax increment levy revenue.

Moved to unfinished business until Amanda Younger consults with Al Benkendorf.

C.) Discuss whether to hire Al Benkendorf as REDCO's Consultant-Technical/Advisory Role.

No discussion.

Motion made by Russ Moon, 2nd by Phil Butcher to approve hiring Al Benkendorf as REDCO Consultant-Technical/Advisory Role.

Passed Unanimously.

5. New Business-

A.) Discuss a monthly stipend for Council Members of REDCO.

Russ Moon suggests Council to move to unfinished business. Bill Vilardi asks if we should consult Al Benkendorf regarding this issue.

Moved to unfinished business.

B.) Discuss Amanda Younger salary and contract.

Council members reviewed Terri Deaton's 2008 contract and Amanda Younger's new employee contract. Russ Moon points out to the Council that Terri Deaton was making \$23.00 per hour in 2008. David Langford asks if Russ Moon has any input. Russ Moon suggests that \$23.00 is very reasonable given this is 2011 and the addition of taxes and workman's comp. Sloan Nelson asks what the hourly cost will be with Cardinal Services if we raise Amanda Younger's pay to \$23.00 per hour. Amanda Younger was not sure exactly what the billable rate would be for Cardinal Services; she thinks it was \$26.00 or \$27.00 for Terri Deaton's. Russ Moon asks if \$23.00 nets Amanda Younger \$600.00; Amanda Younger could not be for certain. David Langford said figuring 20 hours at \$23.00 equals \$460.00 per week, \$920 per month. David Langford asks if we are going through Cardinal Services and paying Amanda Younger \$1,500.00 per month. Sloan Nelson and David Langford would like more information of what REDCO would be paying Amanda Younger and Cardinal Services. Amanda Younger confirms that \$23.00 will be what she will be paid then there will be an additional fee from Cardinal Services. Sloan Nelson asked Amanda Younger to re-cap from beginning to current situation. Amanda Younger explains started at 1099 at \$600 per month fee for 9 hours a week; then it was discovered that she was not a true contracted employee so it was decided to make her a W-2 employee, which did not turn out due to us not being a business with a business identification number. Once this was discovered Debbie Dudley with the City of Rainier suggested to Mike Avent to return to the contract with Cardinal Services to be sure all the legalities are being covered with taxes and workman's comp. Bill Vilardi confirmed that Amanda Younger will be paid what Terri Deaton was being paid and she is filling Terri's shoes. Amanda Younger explained that she was maybe taking home \$250.00 per month when being paid \$600.00 per month after taxes and daycare.

David Langford asks if the Council wants table the discussion until next meeting. Sloan Nelson agrees because he would like all the information laid out. Amanda Younger informs Council she will need an answer soon due to her moving and medical reasons. Russ Moon, Bill Vilardi and Phil Butcher want to be sure REDCO is being fair. Russ Moon suggests that we move forward with the increase in pay with the understanding that it may change upon the actual numbers given. Bill Vilardi asks to contact Cardinal Services and follow up with the bill rate; Russ Moon suggests for Sloan Nelson to follow up with Cardinal Services. Sloan Nelson suggests Amanda Younger follow up with Cardinal Services.

Motion made by Russ Moon, 2nd by Phil Butcher to approve and accept Amanda Younger's employee contract.

Discussion: David Langford requests follow up of pay rate and bill rate from Cardinal Services. Amanda Younger said that she will follow up with requested information by Monday. Bill Vilardi asks if motion is passed and the Council does not approve of the number Cardinal Services comes back with...David Langford said that the issue will be brought back to the table. If motion passes it is contingent upon the information from Cardinal Services.

Passes with 4 ayes and 1 nay from Sloan Nelson.

C.) Adopt Resolution meeting date change.

Motion made by Russ Moon, 2nd by Sloan Nelson.

Discussion: Phil Butcher comments on dislike of the change. No further discussion.

Motion passes with 4 ayes and 1 nay by Phil Butcher.

D.) Adopt Resolution establishing authorized persons to sign checks.

Motion made by Sloan Nelson, 2nd by Russ Moon.

No Discussion.

Passed Unanimously.

E.) Discuss Annual Audit-modification letter suggestion.

Amanda Younger explains that since the representative letter for 2009 was not signed and we need to complete the 2010 audit soon. David Langford read the e-mail from Pauley Rogers stating that the modification letter will merely be the Council will take no opinion, not requiring any signatures and it will be as the audit did not happen.

Motion made by Russ Moon, 2nd by Sloan Nelson to approve accepting the modification letter from Pauley Rogers to complete 2009 audit.

Discussion: Sloan Nelson wanted clarification on end process in which case Amanda Younger explained once we agree to the modification letter Pauley Rogers mails the final product to us with an envelope addressed to the State Treasurer in which case we mail with a \$150.00 check. Sloan Nelson asks where we are at for the 2010 audit and Amanda Younger explains we could not proceed without the finalization of the 2009 audit according to a representative from Pauley Rogers.

Passed Unanimously.

Executive session convened at 6:43 PM.

6. Executive Session pursuant **ORS 192.660(2)(f)** to consider information or records that are exempt from disclosure by law AND Executive Session pursuant **ORS 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.**

Executive session adjourned at 7:09 PM.

Re-convened regular meeting at 7:09 PM.

Motion made by Sloan Nelson, 2nd by Russ Moon to accept the proposal the REDCO Attorney with the cooperation with the City of Rainier's Attorney.

No Discussion.

Passed Unanimously.

7. Approval of Payables-

A.) See last page of Monthly Staff Report for October payables approved and in need of approval.


Moved to agenda item 3(A).

8. Chairman Comments- None.

9. Board Comments

Sloan Nelson wants to know if REDCO Council agrees to an amount, how much the REDCO Council wants the City of Rainier to help with so that when everyone meets again they will be on the same page. Russ Moon suggests that everyone think about it and talk amongst themselves until the next meeting. No further Board comments.

Meeting adjourned at 7:13 PM.



Mike Avent, Chairperson

Date: 11/08/11



Sec

Sloan Nelson, Secretary

Date: 11-8-11