

MINUTES OF THE INCENTIVE REVIEW COMMITTEE
REGULAR MEETING
City Hall, 101 W. Broadway, Silver City, NM 88061
August 21, 2013, 8:30 am

Present:

Sherri Lyle, Chair
Sherry Ann Clements
Annie Lessem

Also Present:

Alex C. Brown, Town Manager-Finance Director
Ann L. Mackie, Town Clerk

Not Present:

Lynda Aiman-Smith, Vice-Chair (excused)
Robert Donnelly (unexcused)

1. **Call to Order** - Chair Lyle called the meeting to order at 8:37 am.
2. **Roll Call** - A roll call of the Committee was taken and a quorum was present.
3. **Changes to the Agenda** - None.
4. **Approval of the Minutes - August 5, 2013 Regular Meeting.** Chair Lyle asked for a motion. Ms. Lessem moved to approve the Minutes of the August 5, 2013 Regular Meeting. Ms. Clements seconded. All 3 members that were present voted in favor of the motion. Motion carried.

5. Unfinished Business -

A. Discussion about the development of the application form that will guide the Project Participation Agreement and the process. Chair Lyle said that she drafted an outline of an application from the information that was provided by Ms. Aiman-Smith, and asked that they discuss the outline to make any additions or changes. The members and Manager Brown discussed each segment of the outline in detail and compared the outline with the requirements of the application requirements in Town Code, Section 16-67. Manager Brown said that an application would first be reviewed by the Incentive Review Committee; then he would negotiate the agreement; and then it would go to the Town Council for final approval. There was further discussion on the draft of the application and how it needed to cite the Town's Code; how the application would include a business information section and an event section; how they wanted to nurture business expansions and start up businesses within the community in order to build from within; how they should consider triple bottom line issues versus jobs created and gross receipts tax revenues because there was a whole different criteria for evaluating incentives; how the application needed to be consistent with the Town Code and answer all 7 questions in Section 16-67; how there were other avenues of revenue for an applicant, such as meeting criteria in the Downtown Metropolitan Redevelopment Area; how they needed to focus on increasing gross receipts tax revenues since those revenues provided the most benefit to the Town; how they should work with the county's Incentive Review Committee on projects; how the section on Financial Impact Eligibility needed to be consistent with the purpose in Section 16-21; how the Financial Impact Eligibility section could be confusing to the applicant; how an applicant's financial solvency needed to be proved; how a really good idea was just as important as money in the pocket; how the section on Development Impact Eligibility would include the purpose language in Section 16-21; how the sections on Restrictions and Proprietary Information would be forwarded to the Town Attorney; and how there would be required attachments to the application.

6. New Business -

A. Schedule the next meeting and discuss agenda items for the next meeting. The next meeting was scheduled for Wednesday, September 18, 2013 from 8:30 am to 10:00 am. The agenda would include Unfinished Business to discuss the application form that would guide the Project Participation Agreement and the process, and discussion about the review criteria for proposed projects per Town Code, Section 16-68. There was further discussion about tasks to complete before the next meeting and that Chair Lyle would create a draft application per the discussions and forward it to Clerk Mackie to make formatting changes, etc.; then Clerk Mackie would forward the draft application to Ms. Lessem to further organize the document per the process provided for in the Town Code, Section 16-67.

7. Adjournment - Chair Lyle asked for a motion to adjourn. Ms. Clements moved to adjourn at 10:10 am. Ms. Lessem seconded. The 3 members that were presented voted in favor. Motion carried.

/s/

Sherri Lyle, Chair

Attest:

/s/

Ann L. Mackie, Town Clerk