

MINUTES OF THE INCENTIVE REVIEW COMMITTEE
REGULAR MEETING
City Hall, 101 W. Broadway, Silver City, NM 88061
September 18, 2013, 8:30 am

Present:

Sherrí Lyle, Chair
Sherry Ann Clements
Annie Lessem
Robert Donnelly

Also Present:

Peter Russell, Community Development Director
Ann L. Mackie, Town Clerk

Not Present:

Lynda Aiman-Smith, Vice-Chair (resigned on September 14, 2013) and Alex C. Brown, Town Manager-Finance Director.

1. Call to Order - Chair Lyle called the meeting to order at 8:30 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 21, 2013 Regular Meeting. Chair Lyle asked for a motion. Ms. Clements moved to approve the Minutes of the August 21, 2013 Regular Meeting. Ms. Lessem seconded. All 4 members that were present voted in favor of the motion. Motion carried.

5. Reports -

A. Town Manager - Mr. Brown was absent from the meeting, therefore, the following 2 reports would be placed on the next meeting agenda.

1. Update on whether Freeport McMoRan's administration would consider providing a credit card that could be used locally for their employee's relocation expenses.
2. Information on the county's committee that reviews economic development projects and incentives.

B. Chair - Chair Lyle acknowledged that Lynda Aiman-Smith, member representing District 2, had resigned on September 14, 2013 for personal reasons. She said they were thankful for Ms. Aiman-Smith's willingness to participate on the Committee, and they were sorry that she had to resign. Ms. Mackie, Town Clerk, said she began advertising to fill the open position for District 2.

6. Unfinished Business -

A. Discussion about the development of the application form that will guide the Project Participation Agreement and the process per the Town's Code. The Committee discussed the

draft application form that was drafted by Chair Lyle from the last meeting's discussions and then re-organized by Ms. Lessem so it would follow the steps that were outlined in the Town's Code, Section 16-67 Process and Section 16-68 Review Criteria. In their discussions they agreed that the application form should be accessible and understandable to the general public; how the form should be written and organized to follow the Code, but should also allow the applicant to include information that they determined was relevant; how an applicant could include attachments to provide further information or evidence about their proposed project; how there should be a designated person from Town staff or from the Council of Governments that would be available to assist the applicants throughout the process; how the application process should be objective and not subjective; how the Town should have a type of campaign to notify the public that incentives for economic development were available; and how the Town's Code, Chapter 16 Economic Development, should be attached to the application.

7. New Business -

A. Discussion about the review criteria for proposed projects per the Town's Code. Ms. Lessem provided a document that showed the correlation of the review criteria from Section 16-68 with the application criteria from Section 16-67 and how each step was addressed in the draft application. The Committee discussed how the review criteria was incorporated into the draft application and how the applicant could also add attachments to the application in order to provide additional information or required evidence about their project, etc.

B. Schedule the next meeting and discuss agenda items for the next meeting. The next meeting was scheduled for Wednesday, September 25, 2013 from 8:30 am to 10:00 am. The agenda would include Unfinished Business to continue discussions on the application form that would guide the Project Participation Agreement and the process. Ms. Mackie said she would update the draft application form per their discussions and provide it to them by the end of the week.

8. Adjournment - Chair Lyle asked for a motion to adjourn. Mr. Donnelly moved to adjourn at 10:30 am. Ms. Clements seconded. The 4 members that were presented voted in favor. Motion carried.

/s/

Sherri Lyle, Chair

Attest:

/s/

Ann L. Mackie, Town Clerk