

MINUTES OF THE INCENTIVE REVIEW COMMITTEE
REGULAR MEETING
City Hall, 101 W. Broadway, Silver City, NM 88061
September 25, 2013, 8:30 am

Present:

Sherrí Lyle, Chair
Sherry Ann Clements
Annie Lessem
Robert Donnelly

Also Present:

Alex C. Brown, Town Manager-Finance Director
Peter Russell, Community Development Director
Ann L. Mackie, Town Clerk

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. There is a vacancy for the member representing District 2.

3. Changes to the Agenda - None.

4. Approval of the Minutes - September 18, 2013 Regular Meeting. Chair Lyle asked for a motion. Ms. Lessem moved to approve the Minutes of the September 18, 2013 Regular Meeting. Mr. Donnelly seconded. The 4 members voted in favor of the motion. Motion carried.

5. Reports -

A. Town Manager -

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.

Mr. Brown said he would meet with Bill Breck from Freeport McMoRan on September 26th to discuss the credit card issue. He will report back to the Committee at the next meeting.

2. Information on the County's committee that reviews economic development projects and incentives. Mr. Brown said he talked with Jon Saari, County Manager, and that Mr. Saari said he would try to organize a joint meeting with the County and the Town's Incentive Review Committees.

B. Chair - None.

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 revised from the last meeting's discussions. They made further changes to the instructions paragraph at the beginning of the application; to Section 1. Summary narration of the project and its principals; and to Section 6. Outline of the economic impact of the project. They discussed whether or not to create a separate Cost Benefit Analysis document for the applicant to complete in order to shorten the initial application or to leave the questions

that pertained to it within the current draft application. Mr. Brown said it would be helpful to have it as a separate document. He said that they could check into creating a digital application that would be password protected and available on the Town's website so people could complete it electronically. He also said it would be helpful if the digital application could have the questions that applied to the Cost Benefit Analysis automatically copied over to a separate Cost Benefit Analysis document. There was further discussion about that possibility and how the separate document would be useful to Mr. Brown during his negotiations of the proposed project participation agreement with the applicant. After much discussion, the Committee agreed not to have the applicant complete 2 separate documents.

Discussions continued on the following: the role of the Committee after an application was received and the steps involved in the entire process per the Town Code; how they should create a procedural check list; whether or not the State's Department of Finance and Administration had to sign off on the ordinance that adopted the project participation agreement; how a narrative summary of the project participation agreement would be made available to the public 2 weeks prior to the Committee's second meeting; the steps in the process for the applicant; and how the Committee wanted to invite Priscilla Lucero, Executive Director of the Southwest New Mexico Council of Governments to the next meeting.

7. New Business -

A. Election of Vice-Chair. The Committee discussed the reasons for Ms. Aiman-Smith's recent resignation. Chair Lyle asked if there were any nominations for Vice-Chair. Ms. Lessem nominated Ms. Clements, but Ms. Clements declined because she was already the Chair of the Planning and Zoning Commission. There was further discussion. Chair Lyle asked if there was a motion to postpone the election of Vice-Chair. Ms. Lessem moved to postpone until the next meeting. Ms. Clements seconded. All were in favor, motion carried.

B. Schedule the next meeting and discuss agenda items for the next meeting. The next meeting was tentatively scheduled for the week of October 14th. Clerk Mackie was asked to check the Town Manager's schedule and to ask Priscilla Lucero, Executive Director of the Southwest New Mexico Council of Governments, if she could attend the next meeting. The next agenda would include the following items: 1) review the application form with Mr. Brown and Ms. Lucero, 2) discuss the possibility of weighing answers or a point system for the evaluation of applications, and 3) discuss creating a procedural check list.

8. Adjournment - Chair Lyle asked for a motion to adjourn. Mr. Donnelly moved to adjourn at 10:15 am. Ms. Lessem seconded. The 4 members voted in favor. Motion carried.

/s/

Sherri Lyle, Chair

Attest:

/s/_____
Ann L. Mackie, Town Clerk