MINUTES OF THE INCENTIVE REVIEW COMMITTEE
REGULAR MEETING
City Hall, 101 W. Broadway, Silver City, NM 88061
January 8, 2014, 8:30 a.m.

Present:
Sherri Lyle, Chair
Robert Donnelly, Vice-Chair
Sherry Ann Clements
Annie Lessem

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 8:35 a.m.

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 - December 4, 2013 Regular Meeting. Chair Lyle asked for a motion. Ms. Clements moved to approve the Minutes of the December 4, 2013 Regular Meeting. Ms. Lessem seconded. All were in favor, motion carried.

5. Reports -
A. Town Manager - None.

B. Chair - Chair Lyle reported that Nick Seibel was the new Manager of the Silver City Daily Press and that he was looking at increasing revenues for the newspaper by bringing advertisers back. She said they talked about ways to bring back advertisers and that she suggested the following: 1) that he attend one of the Incentive Review Committee meetings and report on it in the newspaper, 2) talk about the history of the town, and 3) talk about the rejuvenation of the town and mention the Incentive Review Committee.

6. Unfinished Business -
A. Discuss the amended application form that was approved by the Town Manager and possibly vote to make further amendments and/or approve it. The members reviewed the amended application and discussed how it was a living document and that it may need further amendments at a later time. Chair Lyle asked for a motion. Ms. Lessem moved to approve the application as a living document and as the Incentive Review Committee's application process. Mr. Donnelly seconded. All were in favor, motion carried.

7. New Business -
A. Discuss the procedural check list that was provided by the Community Development Director, and possibly vote to amend and/or approve it. The members discussed the steps of the application process that would be provided for in a procedural check list, and how the staff of

the Southwest New Mexico Council of Governments would advocate for the applicant by providing assistance in developing their application, etc. The procedural check list would include items such as the Community Development Department's initial review of the application for completeness; how if the application was found to be complete it would be forwarded to the Committee for review; how the Committee could ask for additional information from the applicant and/or by asking the Community Development Department to send a routing sheet to Town staff, public utilities, schools, etc. for necessary impact studies; how the Committee would recommend the approval or disapproval of an application to the Town Manager; how the Town Manager's approval would initiate meetings with the applicant to develop a Project Participation Agreement or his agreement to disapprove the application would stop the application process; and how the Town Manager and Committee would recommend approval of the Project Participation Agreement to the Town Council. There was further discussion about the process, when routing sheets would be utilized to obtain information on possible impacts of the project, and whether the meetings would be permitted to have closed meetings, etc. Mr. Brown said he would discuss the subject of the closed meetings with the Town Attorney and also check with the State's Economic Development Department to get their advice on the subject of closed meetings. Mr. Russell said he could provide a list of the possible incentives that may be available to an applicant. The members agreed that this agenda item required more discussion at the next meeting.

B. Discuss the Open Meetings Act with regard to Committee meetings held for reviewing applications. There was discussion about the Town Attorney's advice that Committee meetings held for reviewing applications would be open meetings to the public and that the applications were also a public record. Mr. Brown, Town Manager-Finance Director, said he would discuss it further with the State's Economic Development Department and the Town Attorney.

C. Schedule the next meeting and discuss agenda items for the next meeting. The next meeting was scheduled for the second Wednesday of February or February 12, 2014 at 8:30 am. They discussed the agenda items that included the following: to continue discussions on the Open Meetings Act and to continue discussions on the procedural check list.

8. Adjournment - Chair Lyle asked for a motion to adjourn. Mr. Donnelly moved to adjourn at 10:35 am. Ms. Clement seconded. All were in favor, motion carried.

Sherri Lyle, Chair

Attest:

Ann L. Mackie, Town Clerk