

MINUTES OF THE INCENTIVE REVIEW COMMITTEE
REGULAR MEETING
City Hall, 101 W. Broadway, Silver City, NM 88061
February 12, 2014, 8:30 a.m.

Present:

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

Also Present:

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

1. Call to Order - Chair Lyle called the meeting to order at 8:30 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 - January 8, 2014 Regular Meeting. Chair Lyle asked for a motion. Ms. Clements moved to approve the Minutes of the January 8, 2014 Regular Meeting. Mr. Donnelly seconded. All were in favor, motion carried.

5. Reports -

A. Town Manager - None.

B. Chair - Chair Lyle commented on the lack of response by the Police Department to 3 phone calls concerning a dangerous person downtown that was threatening and frightening people; that a Town-owned vehicle had parked in front of a downtown business during the Chocolate Fantasia event; and how the Chocolate Fantasia event was a huge success this year.

6. Unfinished 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 Committee reviewed the procedural check list and made no changes. They discussed the time frame of evaluating the application after the public meeting and making a recommendation to the Town Manager. It was suggested that they may want to add the following statement to the top of the application, "The goal is to be as expedient, balanced, and thoughtful as possible." There was further discussion about what normal business practices were for starting a business and when the Incentive Review Committee would be involved; why the Committee was formed; that they wanted to know what incentives were available; whether the public would be notified that the Committee was up and running; how the Southwest New Mexico Council of Governments office would act as an ombudsmen for the applicant; how the procedural check list would be given with the application; the recruitment of businesses by other agencies, etc. and when the Town and/or the Committee got involved; how there would always be communications with the Town Manager if businesses

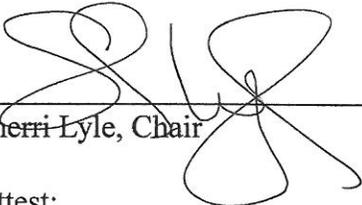
were being recruited by the Chamber, etc.; and how the Incentive Review Committee's process for incentives would not create extra barriers for business, but would bring extra help to businesses. Chair Lyle asked for a motion. Ms. Lessem moved to approve the procedural check list. Mr. Donnelly seconded. All were in favor, motion carried.

B. Discuss the NM Open Meetings Act with regard to Committee meetings held for reviewing applications. Clerk Mackie said the Town Manager called the State's Economic Development Department and verified that the meetings of the Town's Incentive Review Committee would be public meetings when reviewing applications and the submitted applications would be public records with certain protected personal information redacted as per the Town Attorney's advice.

7. New Business -

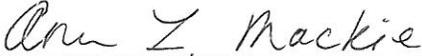
A. Schedule the next meeting and discuss agenda items for the next meeting. The next meeting was scheduled for the second Wednesday of March or March 12, 2014 at 8:30 am, and the Committee requested that the Town Manager, Town Attorney, and Community Development Director attend the meeting. They discussed the following agenda items: provide examples of possible incentives and how the public would know; what constituted normal business versus incentives; and how does "doing business" change when there is an Incentive Review Committee. Other future agenda items that may be discussed at a later date included: an objective approach to reviewing applications and an annual review procedural list. Chair Lyle asked Clerk Mackie to contact the Southwest New Mexico Council of Governments to obtain a list of the things that were available to them when people asked for incentives and a contact list of agencies that they used; also to obtain information from the Small Business Development Center at Western New Mexico University.

8. Adjournment - Chair Lyle asked for a motion to adjourn. Ms. Clements moved to adjourn at 9:38 am. Mr. Donnelly seconded. All were in favor, motion carried.



Sherri Lyle, Chair

Attest:



Ann L. Mackie, Town Clerk