



**DOUGLAS COUNTY
INDUSTRIAL DEVELOPMENT BOARD**

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Roseburg, Oregon 97470
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**Minutes
June 20, 2017
10:30-11:30
Room 310**

**Douglas County Courthouse
1036 SE Douglas
Roseburg, OR 97470**

I. Welcome & Introductions

Melony Marsh called the meeting to order and announced a quorum was present. Attendees introduced themselves, see attachment A.

The following DCIDB members attended the meeting:

Lauren Young, Alex Palm, Melony Marsh, Bob Ragon, Dave Sabala, and Steve Mountainspring.

The following DCIDB Ex-officio members attended the meeting:

Sean Negherbon and Kristi Gilbert.

County Representatives:

Commissioner Chris Boice; Paul Meyer, County Counsel; Jessica Hansen, Management and Finance.

Staff:

Wayne Patterson, The Partnership for Economic Development; Eileen Ophus, CCD Staff; Brandi Whelchel, CCD Staff; and Cale Morgan, CCD Staff.

Ad Hoc Committee Members:

Melony Marsh, Lauren Young, and Alex Palm.

Guests:

Heather Coffel, Douglas County Assessor's Office; Loran Waldron, Land and Water; Stewart Cowie, City of Roseburg.

II. Approval of Minutes – May 16, 2017, Meeting

Stephen Mountainspring motioned to approve the minutes of the May 16, 2017, meeting as presented. Alex Palm seconded. The motion carried.

III. New Business:

A. CCD Contract - *Brandi Whelchel*

Brandi Whelchel stated the CCD contract with the County for the IDB administration has been re-drafted. She said once the draft contract is approved, the county can now do extensions of the CCD contract for 10 years. After the 10 years is up, a new contract must be written. Brandi went over a few changes that have been made in the new contract, such as:

CCD's address change, housekeeping items, section 15 (liability insurance), and ordering lunches for the IDB meetings. Brandi stated section 5.2 was not changed, but needs to be updated before the County can approve the contract. Brandi explained the basic clerical services and the fees associated with the new contract will remain the same. She stated the only fee that has changed is an Additional Service Fee of \$125/hour, but she has never had to charge it in her tenure.

Discussion ensued.

Paul Meyer stated that Carolyn sent a revised draft over to CCD's office to reflect changes that were not updated originally in the first draft of the new contract.

Dave Sabala motioned to recommend to the Commissioners to approve the new CCD contract with the removal of the Executive Committee from the contract language. Bob Ragon seconded. The motion carried.

B. Mel Arts Mowing Contract – *Melony Marsh*

Brandi Whelchel explained that the Mel Arts Mowing contract needs to be extended for one year. She stated Mel is waiting for the grass to dry out at the Sutherlin Industrial Park and it will be mowed before July 3rd. Brandi said his contract reflects \$45 / hour with a cap to exceed \$5,000 a year. There is no change in the contract and this is the second extension of it.

Stephen Mountainspring motioned to recommend to the Commissioners to approve Mel Arts Mowing contract extension. Dave Sabala seconded. The motion carried.

C. Industrial Way Property Taxes \$38K – *Paul Meyer*

Paul Meyer Stated the old Alpha Leisure property, in the South County Industrial Park, was foreclosed on in 2016 and the taxes on the property had not been paid in the years 2013, 2014, and 2015. The property is now off of the tax rolls and there are no new taxes for the years 2016 and 2017. The county is now in possession of the property and to avoid the tax foreclosure process, the taxes must be paid before July 1st. Paul said the amount owed in taxes is around \$37K. Paul explained the reason for paying the taxes is to keep the title marketable and if the County did not pay the taxes, the title company would not insure the title and the property would not have a marketable title.

Alex Palm asked what line item in the budget does this come out of.

Brandi Whelchel said she would have to check with Jessica Hansen to find out which line item it would come out of.

Commissioner Boice said he would go get Jessica Hansen because she was just across the hall.

Alex asked Paul Meyer if the county has ever had to do this before.

Paul said he cannot recall if the County has ever taken industrial property back or had to do this.

Jessica Hansen stated it would come out of the Materials and Services line item. She said once the IDB makes the recommendation and it goes through the Board of Commissioners, she will then take it out of the budget. Jessica stated she recommends paying it as soon as

possible to stop further interest and the County would need to manage the budget accordingly.

Stephen Mountainspring said it should be paid before the end of the current fiscal year.

Stephen Mountainspring motioned to recommend to the Commissioners to approve the payment of the \$38K in delinquent property taxes for the Industrial Way property in the current fiscal year. Dave Sabala seconded. The motion carried.

D. Allied Health College \$50K – Wayne Patterson

Wayne explained that the UEDP has a contract with Pac-West for lobbying the Allied Health College and the DCIDB has already put in \$50K for the current contract. Wayne stated Commissioner Tim Freeman is in support of this. He said they have a new contract with Pac-West for \$100K and that Kelly Morgan with Mercy will be paying half of the funds for a match of \$50K.

Alex Palm stated he is abstaining from the vote on this action item due to a conflict of interest.

Stephen Mountainspring motioned to recommend to the Commissioners to approve the \$50K in match funding to the UEDP for the new Pac-West contract. Bob Ragon seconded. The motion carried.

IV. Reports/Old Business:

Commissioner Boice explained that Jerry Gilliam, from the City of Sutherlin, has contacted him and there is an investor looking to develop the Sutherlin Industrial Park. Commissioner Boice said the County has already scheduled an executive session with the Board of Commissioners to hear the proposal. He said he will keep the IDB updated and in the loop. Commissioner Boice stated the investor is very interested in this land and appears to be wanting to start as soon as possible. He said the county has invested just over 2 million dollars in this piece of property and will see what the proposal is at the executive session.

Discussion ensued.

Loran Waldron said he wasn't sure of the dates of the last wetlands delineation on the Sutherlin Industrial Park, but it has to be getting close to 5 years.

Commissioner Boice gave an update on the Back 9 Industrial Property and said that they are trying to figure out the best options for the sewer project and road project. The County is looking at different options for funding at this time. Commissioner Boice said they will more than likely not go after the Oregon Department of Transportations IOF grant because of the process involved. He said the County is looking at having the owners of the property apply for a grant from the IDB for the sewer project. Commissioner Boice said he thinks it is the quickest and most economical funding source. He said he believes the grant application will be around \$750K specifically for the Back 9 sewer project.

Discussion ensued.

Commissioner Boice gave an update about the Oak Creek Property sale to Tank Parrish. He said the sale has been finalized.

V. Open Discussion:

VI. Adjourn DCIDB Business Meeting

Respectfully submitted,

Douglas County Industrial
Development Board

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Cale Morgan, Staff

President/Vice President

Attachment A

A recording of the meeting is available at the CCD office, 522 SE Washington, Suite 111A, Roseburg, Oregon 97470.