

BEND ECONOMIC DEVELOPMENT ADVISORY BOARD

Subject: MINUTES

Date: March 03, 2015

The Bend Economic Development Advisory Board held its regular meeting on Tuesday, March 3, 2015, at 8:03 A.M. in the Council Chambers at 710 NW Wall Bend, OR. The meeting was called to order by Chair Corwin.

Those present included:

Committee: Dan McCarthy
Tim Casey
Van Lewing
Wally Corwin
Erich Schultz
Preston Callicot
Stephanie Senner
Katie Tank
Dale VanValkenburg
Robyn Sharp
Doug LaPlaca
Steve Curley

Councilor:

Guests: Scott Aycock and Andrew Spreadborough from COIC

Staff: Carolyn Eagan, Bend Business Advocate; Russ Grayson, City Engineer, Craig Chenoweth, Development Services Manager, Sherry Logan, Administrative Specialist

Public Comment

There was no public comment.

Introductions

There were no introductions

Approval of Minutes from February 3, 2015

Member “ moved to approve the February 3, 2015 minutes.

Member “ seconded the motion which passed unanimously.

Approve Business License Code Changes

Ms. Eagan discussed final, approved changes from the previous meeting.

- Name Change: Business Registration instead of Business License.
- Registry: Published monthly or quarterly report, now gives just the Business name, the industry that the business is in and the location of the business. No owner information is provided.
- Vacation rentals: Exempt under the passive holding section of this code. Long term and short term rentals do not need a business license unless there is

a business entity that manages the short term rental. Then, that entity needs to get a business license. Otherwise, they are exempt under the passive holding section of this code.

Proposed Changes

- Business License Registration - Refer to 7.05.020 section B page 1 - If there were two businesses operating at the same address, only one business license was needed. If there were two "at home" businesses operating out of one home, two licenses were needed.

Proposed Change - All businesses need to have a business license.

- Change of Ownership - Refer to 7.05.030 section B - Currently if a business is purchased, all of the assets could also be purchased with the exception of the existing business license. The Board agreed unanimously that this does not make sense.

Proposed Change - If a business is purchased, in addition to purchasing all of the assets, the business license may be purchased, as well. If the owners of both businesses transfer during the year, then both owners could sell their business license.

- Additional Fee - Refer to 7.05.045 - If a business has been operating for more than 3 months before registering they will be charged the additional fee. This fee is not in the fee schedule. The Board had not decided whether or not to charge a late fee and the council has not directed them to charge this fee.

Proposed Change – Change fee incurrence from 3 months to 6 months

Decisions

Member " " moved to approve the 3 items with the edits as discussed.

Member " " seconded the motion which passed unanimously.

Action Items

Member Senner asked if there is a place on the City Website where the Business owners can see where the registration dollars are spent. Ms. Eagan commented that she can add to an lchart. It was suggested that it be added to the newsletter, also.

EDCO Budget Request for 2015-2017

Member Lee distributed copies of the proposed budget and discussed the budget outlook for 2015-2017.

Decisions

A brief discussion in regards to the Title Sponsorship for the Bend Venture Conference. Ms. Eagan commented that every time it becomes available, they would like to be offered, then a decision will be made at that time.

Action Items

The Board will need to make a decision at the next meeting if they want to add a non-voting position to the BEDAB and if so, they will need to vote on it.

Bend Business Advocate (BBA) Update

Ms. Eagan distributed two budget forms and talked about additional meeting requests. The handouts included the Business Advocacy Program and the BBA Revenue through February 28, 2015.

Decisions made

Ms. Eagan stated that she would like to add an additional 2 hour meeting per month. Some will be business meetings where decisions and recommendations will be made. Others will be more like

work sessions where presentations will be reviewed. They will not be needed every month, but are scheduled through June. This will not be permanent.

Assigned action items

No assigned action items.

Private Development Engineering Department (PDED) Fee changes

Ms. Eagan introduced the PDED of the City of Bend. Russ Grayson introduced himself as the City Engineer and talked about his role. Mr. Grayson also distributed a hand out that talked about what the Engineering Department does. He will return at the next meeting on March 23rd, with a more in-depth presentation and discussion in regards to funding, fees and etc.

The Board then discussed the needs for BEDAB support of the general funds in the near future as well as support for additional staffing.

Sub-Committee Updates

CEDR

Discussed the Business License review which was just approved. It will be going to City Council on March 18th, 2015.

The RFP went out for Cluster Funding and will be reviewed March 11th – 13th, 2015.

Marketing

Talked about their website www.Bendforbusiness.com. It's a terrific website with many great business resources.

The first Newsletter went out recently. The newsletters go out the first week of every month and they go to every registered business owner that they have an email address for.

Need one other person from the BEDAB board to come to meetings.

Advocacy

Did not meet this month.

Transit Presentation

Scott Aycock and Andrew Spreadborough of Central Oregon Intergovernmental Council (COIC) shared their Cascades East Transit Presentation and their strategic plan going forward. They informed the group of a the piece of legislation that is moving forward and requested input from BEDAB

Decisions made

No decisions were made.

Assigned action items

No assigned action items.

Adjournment

Chair Corwin adjourned the meeting at 10:05 AM.

Submitted by Sherry Logan, Administrative Assistant for the City of Bend on March 27, 2015.