

CITY OF EDMONDS
ECONOMIC DEVELOPMENT COMMISSION
March 30, 2016

The Economic Development Commission meeting was called to order at 6 p.m.

COMMISSIONERS PRESENT:

George Bennett
Mary Monroe
Stephen Clifton
Aseem Prakash
Nicole Hughes
Jamie Reece
Matthew Waldron
Darrol Haug
Michael Schindler
Port Commissioner Bruce Faires, ex officio
Nathan Monroe, Planning Board, ex officio
Greg Urban, Edmonds Chamber, ex officio

ELECTED OFFICIALS PRESENT:

Mayor Dave Earling
Councilmember Neil Tibbott

STAFF PRESENT

Patrick Doherty, ED/CS Director
Cindi Cruz, ED/CS Program Coordinator

ALSO PRESENT:

Bruce Witenberg
Alex Witenberg

COMMISSIONERS ABSENT: none

1. Welcome by Mayor Dave Earling, thanking and encouraging the new members of the 2016 Economic Development Commission (EDC). The Mayor cited a few examples of recent development in Edmonds including new restaurant at Perrinville and the redevelopment of the post office site as indicators of some local economic growth. The Mayor thanked the commission for volunteering their time to the City of Edmonds.
2. Introductions: Each commissioner and liaison introduced him or herself and gave a brief background to the rest of the commission.
3. Overview of mission, purpose and history of the EDC: Patrick gave an overview of the history and purpose of the EDC including the recent EDC that was allowed to sunset in 2015. A new commission was created in 2016 with nine members and four liaisons. Liaisons/ex-officio members are full participating members of the commission who may engage in discussion and bring forward ideas but cannot vote on issues. Commissioners are officials and ambassadors of the City. Staff will be responsible for working on ideas that are brought forward. Study's and website materials posted on existing website will remain.
4. Orientation on:
 - a. OPMA – Boards and commissions are governing bodies and must follow the Open Public Meetings Act. Public notice will be given for public meetings as long as there is a quorum of members (five or more) attending. E-mails to a quorum of the commission can constitute a meeting. Do not talk “shop” if you find yourself in a social situation with a quorum of commissioners. Staff covers meeting requirements, and will be sending out e-mails. Please do not use “reply all”; if you do, you can create a quorum or “rolling” quorum by responding to

- e-mails. If you have something to share to the commission as a whole please send to Patrick & Cindi. They will distribute to the commission. Texting is also problematic and can subject your phone to the Public Records Act requirements. Use city e-mail for all commission business. City e-mail addresses are in this format: firstname.lastname@edmondswa.gov. A link to a PowerPoint and/or video training on the OPMA will be sent to City e-mails, and it is required within 90 days to review the training and acknowledge that you have reviewed the training by e-mail back to Patrick and/or Cindi.
- b. Public Records Act – All e-mails are discoverable under the Public Records Act. Use only official City e-mails. Try not to write anything that does not pertain to City and Commission business. If you use your personal e-mail and receive a request for public records, you will be required to provide an affidavit stating that you thoroughly searched your personal e-mail. You are not required to produce a record that does not exist. The City is working on a texting policy because texts are also subject to the Public Records Act.
 - c. Conflict of Interest – The commission is not regulatory, but some policy matters could go forward and the commission must be cognizant of any potential conflicts of interest. These must be disclosed in a public manner. An example would be: a Commissioner owns property on Highway 99 and the Commission is engaged in discussions about promoting greater economic development growth in that area. In that case the Commissioner should announce that he/she owns property in the area and either abstains from further discussion or action on the matter OR declare that he/she will remain impartial and has no conflict, allowing other commissioners opportunity to say if they would prefer that the Commissioner not participate or vote on proposals/recommendations related to that issue.
 - d. Code of Ethics – Staff gave commissioners a few moments to read. Be sure to distinguish between personal views and commission representation when expressing opinions on EDC business. If you are contacted by the press, please do not state any opinions on behalf of commission unless it has been voted and approved by commission. It is ok to speak about issues and gather information.
 - e. Membership requirements: If you are absent for three consecutive commission meetings you can be removed from commission; elected government officials are not eligible for commission appointments; Commissioners must remain residents of Edmonds; and initial terms are staggered at two and three years long, with future terms set at two years.
5. Meeting Logistics
- a. Date and time – The previous EDC met on the 3rd Wednesday of every month. The new Commission needs to establish meeting time and date. Skyping or phoning in is allowed when members are out of town. **Mike Schindler moved, seconded by Mary Monroe to establish the third Wednesday of every month at 6 p.m. for the regularly scheduled meeting time and day, location in the Brackett Meeting Room, 3rd Floor City Hall. Motion passed unanimously.** It is the goal to keep meetings at a 2 hour limit. Staff cannot make 3rd Wednesday in April. **Jamie Reece moved, seconded by Aseem Prakash to have April meeting on Thursday, April 14 at 6 p.m. Motion passed unanimously.**
 - b. Location – Brackett Room, 3rd Floor City Hall, 121 5th Avenue North, Edmonds.

- c. Participation & decision making vs consensus – There was discussion regarding how to reach decisions. **Jamie Reece moved and Mike Schindler seconded to accept voting method for decision-making. After more discussion, motion passed unanimously.**
- d. Interaction with Council and other boards – Liaisons are to provide information back to the respective groups they represent. Each commissioner should also provide feedback and communicate with councilmember who appointed them. Councilmember Tibbott would like to have a joint meeting with the Council sometime within the first year. Input from Council regarding goals and accomplishments for commission. Suggested to review list from retreat and bring list to next meeting. Strategic Action Plan is a resource for ideas of commission work.
- e. Minutes & agenda format – summary minutes will be taken, with motions and votes detailed.

6. Commission Logistics

- a. Chair and Vice-Chair – Patrick explained the role of chair and vice-chair. It was decided to wait for few meetings before electing chair and vice-chair. Staff will create agendas until a chair is chosen. There was discussion on whether there are benchmark studies of other, similar cities and how they could pertain to Edmonds. Some info on benchmarking is included in the economic development chapter of the Comprehensive Plan which will be forwarded onto Commissioners by staff.
- b. Committees – Regarding sub-committees, there is no expectation for this group to form standing sub-groups. Short-lived ad-hoc groups may arise to focus on certain subjects. .

7. Open Discussion

- a. Each member shared reason(s) for participating on the EDC and a goal, objective, dream related to economic development in Edmonds:
- b.

Aseem Prakash: would like to see the Commission establish a vision of what would constitute success on its part at the end of the first set of terms (2 or 3 years); also how comparison or bench-marking against other, similar cities could help inform the Commission’s work and/or objectives.

Jamie Reece: more limited scope and goals than previous Commission

Mike Schindler: recruit appropriate industry for live-work opportunities. Tech industry.

Nicole Hughes: brainstorming to work on different areas/personalities/districts such as Firdale, 5-Corners, Hwy 99 in similar ways to Westgate.

Mary Monroe: with her background in tourism at City of Lynnwood would like to see stronger tourism push and agrees with Mike Schindler on industry with higher wages.

Greg Urban: as a liaison from the Edmonds Chamber he wants to see other areas than the Bowl worked on for economic development

George Bennett: wants to work to make Edmonds better without getting bogged down in “politics”.

Neil Tibbott: Highway 99 improvements

Nathan Monroe: happy to be included as a member of the Planning Board.

Bruce Faires: focus on goals while remembering that this community does not like change and long-range goals are important 10+ years.

Stephen Clifton: programs and series of initiatives to obtain community support for economic growth that will help the City retain the quality of life

Darrol Haug: encouraged staff to try to show Roger Brooks webinar on 4/13. Remember to obtain input from community members including the applicants to the commission that were not selected.

Matthew Waldron: encourage work on utilizing space on Highway 99, 5-10 year plan to recruit large employer(s).

8. Set next meeting – April 14, 2016, Brackett Room, 6 p.m.

9. Adjourn at 8:01 p.m.