Agenda
Economic Development Committee Meeting
Monday, January 13, 2025
Richland City Hall ~ Council Chambers
625 Swift Boulevard

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| **Committee Members:** | Chair Bricker, Vice-Chair Morasch, and Members French, Griffin, Hall, Potts, and Spencer |
| **Council Liaison:** | Councilmember Jones |
| **Staff Liaison**: | Economic Development Manager Wallner |

**Regular Meeting - 4:00 p.m.**

**Call to Order/Attendance:**

**Approval of Agenda:** (Approved by Motion)

**Public Comments:** Public comments will be limited to 3 minutes per speaker.

**Approval of Minutes:** (Approved by Motion)

1. December 2, 2024 Meeting Minutes

**Business:** (30 Minutes)

2. Proposed Purchase and Sale Agreement - Horn Rapids Business Center at 2605 Robertson Drive
   - Darin Arrasmith, Planner

3. 2025 Economic Development Chair and Vice Chair Election
   - Amanda Wallner, Economic Development Manager

**Presentations:** (10 Minutes)

**Economic Development Update**

**Real Estate Update**

**Announcements:** (3 Minutes)

**Adjournment**

Richland City Hall is ADA accessible. Any individual who has difficulty attending the meeting in-person may request to provide comments remotely. (Ch. 42.30 RCW) Requests for sign interpreters, audio equipment, and/or other special services must be received 48 hours prior to the meeting by calling the City Clerk's Office at 509-942-7389.

# ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 1/13/2025 Agenda Category: Approval of Minutes

Prepared By: Carly Kirkpatrick, Administrative Assistant II

Subject:
December 2, 2024 Meeting Minutes

Department:
Development Services

Recommended Motion:
Move to approve the December 2, 2024 meeting minutes as presented.

Summary:
December 2, 2024 Economic Development meeting minutes are attached for review and consideration.

Fiscal Impact: None.

Attachments:
1. 2023.12.02 Economic Development Committee Special Meeting Minutes draft

# MINUTES
## ECONOMIC DEVELOPMENT COMMITTEE
## CITY COUNCIL CHAMBERS – 625 SWIFT BLVD.
## Monday, December 2, 2024 – 4:00 P.M.

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**CALL TO ORDER**

Chair Bricker called the meeting to order at 4:00 pm.

**ATTENDANCE**

Chair Bricker, Vice-Chair Morasch, Committee Members Hall, Spencer, Griffin and French

Economic Development Manager Wallner, and Administrative Assistant II Kirkpatrick.

**APPROVAL OF AGENDA**

Chair Bricker presented the agenda for approval. There were no changes or additions.

**COMMITTEE MEMBER GRIFFIN MOVED AND COMMITTEE MEMBER FRENCH SECONDED THE MOTION TO APPROVE THE AGENDA AS PRESENTED. MOTION PASSED 6-0.**

**PUBLIC COMMENTS**

Chair Bricker opened the public comment period at 4:01 p.m. Having no one request time to address the committee, Chair Bricker closed the public comment period at 4:02 p.m.

**APPROVAL OF MINUTES**

**1. October 21, 2024 Minutes**

Chair Bricker introduced the meeting minutes from October 21, 2024. There were no changes or discussion.

**COMMITTEE MEMBER SPENCER MOVED AND COMMITTEE MEMBER MORASCH SECONDED THE MOTION TO APPROVE THE MEETING MINUTES OF OCTOBER 21, 2024. MOTION PASSED 6-0.**

**ITEMS OF BUSINESS**

**2. 2024 Business License Reserve Fund (BLRF) Application**

Chair Bricker recognized Economic Development Manager Wallner to start the BLRF presentations.

Committee member Potts joined the meeting at 4:04 p.m., following a delayed arrival.

Michelle Nassif with Washington State University gave a presentation and overview of their developed workforce certificate training programs (Cougar Tracks). They are asking to continue their scholarships to Richland residents and Richland businesses.

Gus Sako with Uptown Business Improvement District (UBID) got up and talked about their application for banner arms for light poles. The requested amount is a third of the overall project cost. The second application from the UBID is for marketing. He spoke regarding events that are currently being advertised and hosted within the UBID, and the hope to grow each event.

Darin Warnick with Downtown Business Improvement District (DBID) spoke about their application for an outdoor speaker system. He went over how they have used the program in the past and have been able to revamp the DBID exterior and have currently been engaging in conversations with suppliers for speakers and researching options.

Paul Carlisle with Fuse presented for his application for New Venture Adventure. The funding would be used for scholarships to the program, memberships and marketing.

At the conclusion of the presentations, committee members discussed how they would like to proceed to award the total amount of $127,321. Committee member Potts inquired about how Economic Development Manager Wallner decided her staff recommendations, and Commercial Façade Improvement Program (CFIP) amount. Economic Development Manager Wallner went over that she did apply for CFIP and missed giving a presentation. She gave a brief explanation on how she got to her amounts and consideration for the CFIP.

Chair Bricker would like to address general questions, deliberate which are considered eligible and then go through allocations per project.

Chair Bricker raised a point of order, stating that committee member French has a conflict of interest due to his employment at WSU. The committee agreed to proceed with two separate motions, with WSU being considered independently from the overall recommendations.

Chair Bricker went over eligibility of the new applicants and committee members discussed the new Ordinance approved by Council. The committee held an in-depth discussion regarding Business License Reserve Fund allocations. Economic Development Manager Wallner answered questions and provided information about current applications and status of payment. The Committee discussed why Committee members were opposed to certain application and discussed each project individually.

**SPENCER MOTIONED, AND POTTS SECONDED, THE MOTION TO ALLOCATE $12,000 TO THE WSU COUGAR TRACKS PROGRAM. COMMITTEE MEMBER GRIFFIN OPPOSED, AND COMMITTEE MEMBER FRENCH ABSTAINED.**

Committee member Griffin motioned, and Committee member French seconded the motion to fund DBID application. Committee member Griffin rescinded her motion so they can move forward with one motion for the rest of the funding.

Further discussion on applications and merits continued, with staff answering questions.

**COMMITTEE MEMBER FRENCH MOTIONED THAT THE ECONOMIC DEVELOPMENT COMMITTEE RECOMMEND THAT THE CITY COUNCIL APPROVE FUNDING RECOMMENDATIONS AS OUTLINED IN DISCUSSION WITH STAFF AND MORASCH SECONDED THE MOTION. MOTION PASSED 7-0.**

Chair Bricker would like staff to let the Parkway know they would welcome them to come back next year with more input from neighbors, farmers market, more definitive budget and numbers for the outdoor speakers.

**COMMITTEE MEMBER FRENCH MOTIONED THAT REMAINING FUNDS GO TO CFIP AND COMMITTEE MEMBER MORASCH SECONDED THE MOTION. MOTION PASSED 7-0.**

**2. Proposed Option Agreement for 425 Acres Within the Northwest Advanced Clean Energy Park**

Chair Bricker recognized Economic Development Manager Wallner to present the proposed purchase and sale agreement. Project Spin, a nuclear fuels company, is proposing an option agreement to purchase 425 acres of City-owned property in the Northwest Advanced Clean Energy Park (NACEP) for a $4.5 billion nuclear supply chain project. This development includes a one-million square-foot nuclear fuel cycle facility, creating over 1,000 direct jobs and 3,000 induced jobs. The project requires approval from the U.S. Nuclear Regulatory Commission, necessitating a one-year due diligence period.

Karl Dye from TRIDEC spoke on behalf of the applicant, highlighting the significance of the project for Richland. He emphasized that the location is well-suited and aligning with the area's purpose. Dye also explained why this site is being considered for the project. In addition, TRIDEC is already working on acquiring additional land from Department of Energy.

Committee members discussed the option agreement, and staff answered questions.

**COMMITTEE MEMBER FRENCH MOVED TO RECOMMEND THAT THE CITY COUNCIL AUTHORIZE THE CITY MANAGER TO ENTER INTO AN OPTION AGREEMENT WITH PROJECT SPIN FOR THE PURCHASE OF 425 ACRES OF CITY PROPERTY LOCATED IN THE NORTHWEST ADVANCED CLEAN ENERGY PARK AND COMMITTEE MEMBER SPENCER SECONDED THE MOTION. MOTION PASSED 7-0.**

**ANNOUNCEMENTS**

None.

## ECONOMIC DEVELOPMENT UPDATE AND REAL ESTATE UPDATE

Economic Development Manager Wallner combined the Economic Development Update and Real Estate Update. She stated that Development Services Director Jensen is no longer with the city, and the city will be doing a national recruitment. Mrs. Follett's vacancy from the Economic Development Specialist position will also hopefully be posted soon. The committee has also been consistently added to ribbon cuttings and grand openings and will continue to be moving forward. Mrs. Wallner also thanked the committee for all the time spent for prep for this meeting and appreciated all the thoughts, questions and conversations that were had.

## ADJOURNMENT

Chairman Bricker adjourned the meeting at 6:35 p.m.

**Prepared by:** ______________________________
**Carly Kirkpatrick, Administrative Assistant II**

**Reviewed by:** ______________________________
**Mandy Wallner, Economic Development Manager**

**Approved by:** ______________________________
**Brad Bricker, Chairman**

DRAFT

# ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 1/13/2025 | Agenda Category: Business

Prepared By: Darin Arrasmith, Planner

Subject:
Proposed Purchase and Sale Agreement - Horn Rapids Business Center at 2605 Robertson Drive

Department:
Development Services

Recommended Motion:
Motion to recommend to the City Council authorizing the City Manager to enter into a Purchase and Sale Agreement with Cody Hall for the purchase of 43,577 square feet of City property located at 2605 Robertson Drive in the Horn Rapids Business Center.

Summary:
Cody Hall is proposing to purchase a 43,577 square-foot property in the Horn Rapids Business Center, located at 2605 Robertson Drive, for the development of a minimum 8,000 square foot building to lease to an electrical contracting company (OEG, Inc. of Portland, Oregon) looking to expand into the Tri-Cities market. OEG, Inc., founded in 1947, has locations in Oregon, Washington, California and Arizona, and will initially employ 4 full-time employees plus additional field electricians as needed at their Horn Rapids Business Center location.

If OEG, Inc. decides not to lease the entire 8,000 SF facility, Cody Hall plans to add a garage door installation company – Nolan Door Company of Hermiston, Oregon – who is also interested in establishing a footprint in the Tri-Cities market. Nolan Door Company would employ approximately 3 full-time employees at this location.

The purchase price is $5.50 per square foot for the 43,577 square foot property, amounting to an overall purchase price of $239,673.

The City will retain a repurchase right if Cody Hall has not submitted an application for approval of building plans to the City within eight (8) months of Closing, and if construction of the building has not commenced within eighteen (18) months of Closing. Staff recommends approval of this purchase and sale agreement with Cody Hall.

Fiscal Impact: None.

Attachments:
1. Cody Hall PSA -Site Map
2. 2605 Robertson LOI - Signed


CODY HALL
2605 ROBERTSON DRIVE
~1 ACRE PURCHASE
(8,000 SF FACILITY)
HORN RAPIDS
RV PARK
HORN RAPIDS
COMMERCIAL PLAZA
HORN RAPIDS
GOLF COURSE COMMUNITY
HORN RAPIDS BUSINESS CENTER
SR 240
Logan St
Private Rd
Polar Way
Kingsgate Way
Clubhouse Ln
River Valley Dr
Henderson Loop
Robertson Dr
Manufacturing Ln
Logston Blvd
Hagen Rd
Bramasole Dr
Delle Celle Dr
Veneto St
Tuscanna Dr
Sienna Ln
N

**12/9/2025**

**Attention: Darin Arrasmith & City of Richland Planning Dept.**

**RE: 2605 Robertson Dr, Richland WA (Parcel 5); Horn Rapids Business Center**

## Letter of Intent

This letter of intent establishes the price and intent for the purchase and sale contract. Once the terms are agreed upon, both parties will create and sign contract documents.

**Parties:**

**Buyer:** Cody Hall

**Seller:** City of Richland

**Property:** 2605 Robertson Drive (Parcel 5)

**Purchase Price:** The total purchase price for the land shall be $239,673.00 cash.

**Proposed Development of Property:**

1. **Intended use/business:** Contractor mixed use multi-tenancy building:
    a. This will include a 500SF office area for an electrical contractor that is currently located in Portland, OR that is looking to expand to the Tri-Cities and surrounding markets. This office will support an administrator, estimator(s) and project management team full-time. 3500SF storage with racking for non-palletized overstock (such as wire, conduit racks, breakers, everyday material backstock etc.). A "kitting" area inside the building which will minimize required actual on-site labor for local jobsites. Essentially keeping two to four electricians employed here full-time by putting "kits" of materials together to increase labor efficiencies on the jobsites. Material kits will then be transported from here to the jobsites. An exterior laydown area in the rear (South) of the building will be utilized for bulk electrical materials. The goal from the EC is to expand and create a standalone satellite office that is better geared towards the local economy.
    b. This will include a 500SF office area for an overhead (garage) door company currently located in Hermiston, OR that is looking to develop their business footprint into the Tri-Cities market. This will include 3500SF of storage area with racking for non-palletized overstock (door panels, track systems, rollers/accessories, door motors, and typical overstock in line with the business). The office will support an administrator, estimator, and project management team. An exterior laydown area for bulk door panels and tracking. The electrical company will take the lions share of the graveled laydown.
2. **Building size:** 8000SF (80'x100') steel clear span structure; assuming the layout and proposed setbacks meet the fire marshal's requirements for emergency access as well as any city setback limitations. As the lot is approximately 147' wide East-West, the idea would be to center a 100' wide building East-West on the lot leaving ~23.5' on either side of the building for access.

Attached is a mark-up to represent the approximate site plan. This mark-up is purely for a visual only and does not consider any specific planning department requirements.

   a. If 100’ width is not feasible the aim would be to stay 80’ deep and utilize the maximum building width that satisfies current city/fire marshal requirements at time of permitting. For example, 80’x95’ or 80’x90’ if necessary.
   b. This single structure will include two (separate) conditioned 500SF office areas (including ADA compliant restrooms and kitchens) within the structure itself, on opposite ends.
   c. The remaining 7000SF will be insulated and heated to meet current energy codes. Warehouse space will be divided in half (North-South) with full-height demising wall to support the businesses as broke out in the “intended use/business” line item.

3. **Value of construction investment:** The 8000SF building turnkey will cost approximately 1.3M less the cost of land. This includes interior fit out, front landscaping, 2” asphalt on roadside of building for parking and fenced/gated graveled laydown behind the building. Total expected final appraisal (including land) would be 1.75M.
4. **Number of employees:**
   a. The electrical contractor plans on having four full-time office employees (project management). “Kitting” and logistics employees will fluctuate but two to four full-time electricians at any given time is to be expected. There will be additional field electricians in and out for orientations, monthly meetings or to pick up equipment/materials but this will be minimal. Ideally the full-time electricians that take care of the kitting will deliver as well, but there will be some eventual overlap.
   b. The overhead door company will have a small project management team which will consist of one administrator, one estimator and one project manager for the time being until they can continue to scale their business in Tri-Cities. Workers will use this as home base but will not utilize this as their starting/ending point for day to day installs.
5. **Laydown yard:** Approximately 20,000SF of graveled, fenced/gated laydown area behind (South) of the building. Assuming an 80’x100’ building with proposed setbacks in the attached mark-up are approved.

**Special Provisions:**

The buyer reserves the right to assign this transaction to an LLC of his election before closing.

**Contract Paperwork:**

All parties agree to complete any paperwork necessary to complete this transaction.

This letter is not to be construed as a binding Letter of Intent. Such binding obligation shall only arise upon the execution and delivery by both parties of a contract in a form acceptable to both parties, which form may contain additional significant terms and conditions not described herein. That contract shall supersede all prior discussions and constitute the entire agreement of the parties. No contractual obligation shall exist unless and until a formal purchase and sale contract with additional material terms (the “Contract”) is fully executed by both parties.

**Cody A. Hall** Cody Hall

Digitally signed by Cody Hall
DN: C=US, E=cody.hall@oeg.us.com, OU=OEG, CN=Cody Hall
Date: 2024.12.09 13:51:29-08'00'

# ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 1/13/2025

Agenda Category: Business

Prepared By: Amanda Wallner, Economic Development Manager

Subject:
2025 Economic Development Chair and Vice Chair Election

Department:
Development Services

Recommended Motion:
Recommended Motion:
I nominate INSERT NAME for the role of EDC Chair.
I nominate INSERT NAME for the role of EDC Vice Chair.

Summary:
Per RMC 2.040,110(C)(1) each board and commission elects a chair and vice chair. The EDC does so at the beginning of each year.

Fiscal Impact: There is no fiscal impact to elect EDC officers.

Attachments: