

**Meeting Minutes**

**ATTENDEES:** Tim Budelman, Chair; Hope Kramer, Vice Chair; James Draznin; Kelly Marks; Guy Storms; Howard Sullivan; Javier Urenda

**CITY STAFF:** Jeffrey King, ED Program Manager; Jesse Vanderzanden, City Manager; Cassi Bergstrom, Admin Specialist; George Cress, L&P Director; Brandi Walstead, Program Specialist

**ALSO ATTENDING:** Connie Potter, Forest Grove School District; Katie Ragan, Forest Grove High School; Marc Meinecke, Chaucer General Manager; Colin Kunz, Chaucer Foods Finance Director; Chris Carlson, Chaucer Foods HR Manager

**1. CALL TO ORDER:**

The meeting was called to order at 12:13 p.m. by EDC Chair Tim Budelman.

**2. CITIZEN COMMUNICATION:**

None.

**3. APPROVAL OF FEBRUARY 4, 2016 SUMMARY MINUTES:**

Mr. Sullivan moved to accept the meeting minutes as presented. Mr. Storms seconded. The minutes passed unanimously.

Mr. Draznin brought to attention after the meeting the spelling of Mary Jo Morelli's name to be corrected. Minutes were corrected.

**4. ADDITIONS/DELETIONS & STAFF SUMMARY:**

**A. STAFF BUSINESS UPDATES:**

**5. BUSINESS:**

**A. McMENAMIN'S -HOST UPDATE:**

None.

**B. FOREST GROVE CHAMBER OF COMMERCE UPDATE:**

Howard Sullivan updated the board on the following:

Stars in the Grove went really well, and raised about \$1,700, maybe more after all the numbers come in. There was a great collection of talent.

**ECONOMIC DEVELOPMENT COMMISSION**  
**THURSDAY March 3, 2016**  
**McMENAMIN'S GRAND LODGE – ALICE INKELY ROOM**  
**PAGE 2**

Visitor Guide update will include every chamber member with name, address, phone number. Additional \$25 will add your website/email. More Visitor Guides will be printed this year.

The Chamber auction will be held March 12 at St Anthony's Church at 5:30pm. There are a lot of great items and vacations to be auctioned off.

Katie Ragan from Forest Grove High School was introduced. She helps kids at the high school learn the soft skills to get a job. Ms. Ragan helps find opportunities for students and is always sending them to Hillsboro. Ms. Ragan would like to keep them within Forest Grove, and April 19<sup>th</sup> is planning a school wide career day and is looking for businesses within the community to volunteer.

Mr. Sullivan stated that the City of Hillsboro holds a "Visit the City-Youth Invasion" day for the schools, and City Manager Jesse Vanderzanden showed interest in collaborating on that sort of event as well as the career day. It was discussed how the kids can get involved with Council within the city as well.

**C. CHAUCER FREEZE DRIED, GUEST SPEAKER – MARC MEINECKE, GENERAL MANAGER:**

Chairman Budelman introduced Marc Meinecke, general manager from Chaucer.

Mr. Meinecke gave a presentation about the history and startup of Chaucer. Chaucer is an international company started in 1970 by freeze drying mainly fruit for cereal companies. In 2014 a factory was brought and built in Forest Grove. This facility has the latest technology in freeze drying and has received their full certification in less than 12 months. Mr. Meinecke continued to give an overview of the building, technology, and departments. Their products include strawberries, limes, blueberries, mango, apples, and raspberries.

The future for Chaucer looks promising, with over almost a million dollars invested in growing the capacity. This will, in turn, create more jobs for the future. Three percent of the budget is solely for training the work force.

Some challenges include finding skilled labor, keeping 24/7 operation going, the commute to Forest Grove for employers, and recruiting upper level management. Opportunities include the business friendly community of Forest Grove, and the local food processors in the area being willing to help each other out.

Chaucer has hired students from Forest Grove High School and interns from Pacific University. In order to continue to hire and intern students, Chaucer is in need of more resources to off-set costs for training and involving students.

Ms. Kramer inquired about the difference between freeze drying and dehydrating. Mr. Meinecke gave a description of how freeze drying works, and the difference.

Mr. Cress asked where the tunnels come from. Mr. Meinecke answered that China and Denmark mainly fabricate the tunnels.

Mr. Draznin asked if Chaucer is selling to any Oregon companies, and Mr. Meinecke answered that yes, they are selling to some well-known Oregon brands.

Mr. Urenda inquired about the employee numbers. Mr. Meinecke answered that there are currently 89 employees, and if they double capacity they will add between 20-40 jobs. Ms. Ragan inquired about employee requirements, and Mr. Carlson stated that they must be minimum age 17, prefer a high school education, can drive to work, follow instruction, and show up to work every day.

Mr. Vanderzanden asked if the work force changes seasonally. Mr. Meinecke answered no, they are a fixed-cost operation. More questions were asked about part time work, weekly output, and the other logistics of the business.

Mr. King asked what is perception is about Forest Grove. Mr. Meinecke stated that Forest Grove has a lot to offer, but the problem is there is lots of traffic to get to Forest Grove from downtown Portland, it is far from Hwy 26, public transportation is lacking, and the town is not a "hip" location to hang out for young people. The school district reputation is poorly represented online. Discussion continued about the public transportation and possibilities for it moving out this direction, as well as grants possible to help Chaucer train employees.

Mr. Storms, manager at Henningsen Cold Storage, ended the conversation stating how they appreciate Chaucer and the amazing things they have done in a short amount of time.

**D. DOWNTOWN: CEP GRANT APPLICATION, SWOT ANALYSIS:**

Mr. King discussed the Community Enhancement Program (CEP) grant and how it has increased its max application to \$10,000. Mr. King passed out a concept outline to the board. The Metro Transformation Grant is for a similar amount to be used to enhance the community with beautification techniques. This is done by activating business front sidewalk area with color, signage, lighting, merchandising in windows,

etc. Deadline is March 31<sup>st</sup> for CEP, sometime in April for the Metro grant. Everyone was in consensus that this is a good idea.

An existing EDC project is the website, and should go live this coming spring. A tear sheet based towards tourism is also in the works that includes maps to farms, food, wineries, etc. That should be completed in the spring as well.

**E. HAWORTH ZONING:**

Mr. King spoke about the zoning of two industrial sites looking to be zoned into the city. Included in the packet is the BIP wording that explains the proposed zoning designation that will be going through the Planning Commission. More discussion will be held next meeting.

**6. COUNCIL LIAISON COMMUNICATIONS:**

Mr. Vanderzanden gave an update on the Times Litho location. An Urban Renewal Board of Directors has decided to move forward with the project. The newspaper had the inaccurate financials listed. Site prep is proposed to begin in July time frame, with structural to begin in August/September time frame. A project name needs to be determined in the near future, preferably not the Times Litho. Mr. Sullivan inquired about the Urban Renewal attendance. Mr. Vanderzanden stated there were not very many people. Urban Renewal was briefly explained to the board.

Council Retreat was last week, and a strong work program for staff was put together. The goals and objectives will go to work session with council on March 28.

New city limit signs are now at all 10 entrances into town.

Mr. King explained the downtown kiosks, and how the glue is not lasting. The front face of the kiosks is falling off. They are looking to resolve the issue with the company who installed them (who is now out of business and is under direction of a new company).

Mr. Vanderzanden stated that Farmer's Market is going to have some minor improvements for the upcoming year.

Mr. Draznin suggested a public renaming contest for the Times Litho Site. It was agreed it would be a fun contest for the community to be involved in.

**7. STAFF & BOARD MEMBER COMMUNICATIONS:**

Mr. King gave an upcoming board update: Mark Frandsen and Don Jones will be moving on and resigning off the board. There is also a CEO change for the new TTM business (formerly ViaSystems). Ms. Kramer went on to say the EDC board needs to inquire about a Pacific University business member would be willing to join the board.

**ECONOMIC DEVELOPMENT COMMISSION**  
**THURSDAY March 3, 2016**  
**McMENAMIN'S GRAND LODGE – ALICE INKELY ROOM**  
**PAGE 5**

**8. ANNOUNCEMENT OF NEXT MEETING:**

Chair Budelman announced that the next meeting of the EDC will be on Thursday, April 7, 2016 at 12:00 noon in the Alice Inkley Room at McMenamin's Grand Lodge.

**9. ADJOURNMENT:**

Chairman Budelman adjourned the meeting at 1:37 p.m. by consensus.

Respectfully submitted by: Cassi Bergstrom

Approved by the Forest Grove Economic Development Commission:

Date: \_\_\_\_\_,

Signed: \_\_\_\_\_  
EDC Chair