Forest Grove Economic Development Commission
Thursday, July 8, 2010

Meeting Minutes

Attendees: Janet Lonneker, Mark Frandsen, Jackie Sandquist, Guy Storms, Dave Rasmussen, John Schwan, Lisa Duncan, Elena Uhing, Cindy Sturm, Clyde Fulkerson, Ali Brown, Lois Hornberger, Brian Wilbur, J.J. Johnston, T.J. Buehler.

City Staff: Jon Holan, Michael Sykes, Jeff King, Rob Foster.

Also Attending: Pete Truax

1) **Call to Order**
Meeting was called to order by EDC Chair Don Jones at 12:20 PM. At that time he asked that everyone please introduce themselves.

2) **Citizens Communications**
None.

3) **Approval of May 6, 2010 EDC Summary Minutes**
There was a typographical error noticed in the minutes from May 6, 2010. In the "Business" section when referring to the Industrial/Infrastructure committee the first line of the report should read "how" not "hot. Mark Frandsen motioned to approve the minutes as amended. Brian Wilbur seconded the motion. The minutes passed unanimously.

4) **Additions/Deletions to Agenda & Staff Summary**
None

5) **Business**

A) **McMenamins – Host Update**
Clyde Fulkerson was thanked by the committee for hosting the luncheon. Clyde announced that McMenamins will also be hosting a "Movies after the Music" concert series on Wednesday & Thursday evenings throughout the summer.

B) By-laws, Elections, & Boardmembers

The by-laws state that every 12 months or annually (typically in July) that commission elections take place. J.J. Johnston motioned to postpone the elections until September 2010 to give people more time to consider possible nominees. Lois Hornberger seconded the motion. The motion passed unanimously.

C) Transportation System Plan Update

Rob Foster & Jon Holan gave an update of the City's Transportation Plan. There are currently several areas of concern in the area of traffic flow. The biggest challenge proves to be the flow of traffic on HWY 47. The City has devised an Access Management Plan for HWY 47 which will be implemented when the funds become available. They are considering a round-about at the intersection of Purdin & HWY 47 due to high traffic flow and safety concerns. Two other round-about improvements that the City implemented in years previous have proven to be very successful in controlling the flow of traffic and increasing safety. Other areas of concern are Hawthorne St., Quince & HWY 47, and Yew & Mt. View. The Transportation System Plan will go for review before the City Council in September 2010. Mark Frandsen thanked Rob & Jon for being conscientious and thoughtful throughout their planning process. Jon also stated that the City has received a grant from ODOT to do a feasibility study of the light rail coming to Forest Grove.

D) Subcommittee Reports & Feedback

None due to time constraints.

6) Council Communications

Elena Uhing stated that the Historic Landmarks Committee is excited to be working with the branding project. The Walker Naylor Committee is submitting an application to the City Council on July 12, 2010 to be approved as an Historic District. If approved by the Council, a letter supporting the nomination will be prepared for the Mayor's signature and the district nomination document forwarded to the State Historic Preservation Office (SHPO) for review. It has been tentatively scheduled for presentation to the State Advisory Committee on Historic Preservation (SACHP) in October 2010. The SHPO will send notices to the property owners within the proposed district. If more than 50% vote no, then the district application fails. If less than 50% vote no, then the

district may be formed, provided the SACHP also approves the nomination. If the SACHP does approve, then the nomination is then forwarded to the National Park Service in Washington, D.C. It too must approve the nomination before a district is officially formed.
Pete Truax mentioned the City's sidewalk program which will be starting this fall. The City will hire and schedule contractors to replace sidewalks that are in need of repair. Due to the number of people who could potentially participate, it would make the sidewalk repair much more affordable to homeowners. In addition, homeowners will have the option to finance the cost of the repairs over time if necessary. Mayor Truax also explained that a 1st Dist. Congressman contacted the USPS on behalf of Forest Grove seeking information about a new post office for the City. The USPS in turn contacted the City to state that they had no money at this time to build a new post office for Forest Grove. The Mayor also noted that Janet Lonneker will be leaving her position as the Director of the Forest Grove Light & Power Dept. on July 9th, 2010. Janet is moving to San Diego to be closer to her family and has accepted a job with San Diego Gas & Electric. A "Going-Away" party will be held for Janet today in the Community Auditorium from 4:00 PM to 6:30 PM.

7) **Staff & Board Member Communications**

Don Jones brought to the attention of the Commission that there are board member vacancies to be filled. There is a need for a "Retail" back-up since Kyle at Frye's Action Athletics is not always available at lunch time to attend meetings. Jeff King suggested considering a few of the smaller retailers in town as options. Cindy Sturm suggested Debbie Thomas who is the wife of Christian Geffrard, the owner of the new restaurant opening in Forest Grove called Stecchino.
J.J. Johnston brought up the idea of a nominating committee to help select or renew candidates for the EDC board whose terms expire at the end of the year. A motion was made by Lois Hornberger in support of a nominating committee, and Michael Sykes seconded the motion. The motion was passed unanimously. The 4 participants of the new nominating committee were chosen and they will be as follows: J.J. Johnston, Don Jones, Mark Frandsen, and Brian Wilbur.
Jackie Sandquist gave an update of the Workforce Development/Capital Career Center in Forest Grove. 37% of funding has been cut, and at this time there will be no funding past December 2010. The center assists 60 – 80 people per day, and hopefully the funding will come through so that this vital service can continue within our community.

8) **Announcement of Next Meeting**
The next EDC meeting will be August 12th, 2010. Subcommittees should meet prior to this to work on their specific priorities.

9) **Adjournment**
The meeting was adjourned at 1:44 PM.

Approved by the Forest Grove Economic Development Commission:

Date: 8-12-10

Signed: _____ Chair