

MEETING MINUTES

ATTENDEES:

George Cress, Jon-Michael Cowertz, Bruce McVean, Kelly Marks, Tim Budelman, Howard Sullivan, Hope Kramer, Jeff King, Elena Uhing, Mark Nakajima, Mark Frandsen, Brian Wilbur, Javier Urenda, Don Jones

CITY STAFF: Michael Sykes, Mayor Pete Truax

ALSO ATTENDING: Aubrey Lindstrom (Intern to Jeff King)

1. CALL TO ORDER:

The meeting was called to order @ 12:17 p.m. by EDC Chair Tim Budelman.

2. CITIZEN COMMUNICATIONS:

None.

3. APPROVAL OF OCTOBER 3RD, 2013 SUMMARY MINUTES:

Don Jones moved to accept the minutes as presented. Kelly Marks seconded the motion. The minutes passed unanimously.

4. ADDITIONS / DELETIONS & STAFF SUMMARY:

Jeff King explained that he has completed a memo for the City Council which outlines recent economic activity in town, including business retention and recruitment, as well as outlining support and assistance given to various businesses by the Economic Development Department. Jeff also mentioned that there is a new distillery start-up here in town. The owner is a transplant from Chicago who works for Intel, and lives in Portland, but heard that Forest Grove was an advantageous spot in which to start a new business. Lastly, Jeff said that the City is now advertising with Google Ad Words, and are currently getting approximately 30 clicks a day. He has a meeting to meet with a Google consultant tomorrow to discuss other advertising options.

5. BUSINESS

A. McMENAMIN'S HOST UPDATE:

Clyde Fulkerson was not in attendance, so there was no host update today.

B. FOREST GROVE CHAMBER OF COMMERCE:

Howard Sullivan reported that it has been six months since he took over as director of the Chamber of Commerce. He noted that in that time period that visitor walk-ins, phone calls, and website visits have all increased. He also stated that the Forest Grove Chamber now services the City of Cornelius as

well. He mentioned that he was able to attend a presentation to the City of Cornelius by Michelle Reeves, who is the same consultant who has worked with Forest Grove in the past. He said he was very impressed by her ideas, suggestions, and advice.

C. COMMITTEE REPORTS:

Small Business: Jeff King reported that when the committee last met that they outlined the resources and needs that small businesses are currently facing. The outline is included in the EDC packet handed out in today's meeting. Elena Uhing added that businesses are having trouble finding skilled workers, and that soft skills are not always taught.

Tourism: Jeff noted that the Tourism Committee has been trying to be proactive and plan in advance for upcoming events throughout the City, especially during the holiday season. A list of all of the "Holiday in the Grove" events that are planned for this year is included in today's EDC packet. Elena mentioned that it is important to try to collaborate with other entities to plan events that coincide during the same time period so that people have more than one reason to drive out to Forest Grove and don't simply just drive through the City on their way to something or somewhere else.

Industrial: Jeff said that the committee intends to continue to have more broker lunches, and more broker letters in the future. He also said that the City still has a grant with Metro to help improve infrastructure, and to help identify industrial land that is available.

D. EDC OPERATING GOALS:

There was a lot of discussion during this period of the meeting devoted to whether or not the EDC should invite guest speakers to their monthly meetings that could provide pertinent advice and information to the members. It was agreed upon that if guest speakers are invited, that it should be someone in a field that directly relates to economic development in Forest Grove, and that an outline should be given to the speaker ahead of time to keep them on task, and also that a limited amount of time should be set aside and adhered to in order for the meetings to be as effective as possible. There was a consensus that a half hour time allotment should be sufficient. Hope Kramer volunteered to send out an e-mail in the next week or so to the EDC members in order to get everyone's perspective and ideas as to who to invite, and what the guest speaker's outline should look like.

E. STRATEGIC PLAN & GOALS UPDATE:

None, due to time constraints.

6. COUNCIL COMMUNICATIONS:

Elena Uhing had a few announcements including that Washington County has adopted a ten year plan to end homelessness. Also, she mentioned that Tri-Met will be changing its routes this coming March so that Forest Grove is now serviced every 15 minutes, rather than every 20 minutes. She said that Councilor Ron Thompson worked very hard to get this change implemented. She also said that the new Grove Link bus service, which is a free service, is up to approximately 100 customers per day now. Lastly, Elena mentioned that the Council approved a new commission, which is the Sustainability Commission.

7. STAFF & BOARD MEMBER COMMUNICATIONS:

Javier Urenda announced that Adelante Mujeres has recently moved from 19th Avenue to a vacant space on Main Street.

8. ANNOUNCEMENT OF NEXT MEETING:

EDC Chair, Tim Budelman, announced that the next EDC meeting will be held on Thursday, December 5th, 2013 @ 12:00 noon, @ McMEnamin’s Grand Lodge in the Alice Inkley Room.

9. ADJOURNMENT:

The meeting was adjourned by Tim Budelman @ 1:46 p.m.

Approved by the Forest Grove Economic Development Commission:

Date: _____
EDC CHAIR