

**Forest Grove Economic Development Commission
Thursday, July 14, 2011**

MEETING MINUTES

Attendees: Brian Wilbur, Tom BeLusko, Jeff King, Terri Koerner, Tom Raabe, Guy Storms, Ali Brown, Lisa Duncan, Richard Matzke, Steve Lach, Don Jones

Also Attending: Bruce McVeen, Gil Jimenez, John Snodgrass (Intern for Jeff King)

1. Call to Order

Meeting was called to order by Brian Wilbur @ 12:12 p.m. At this time Brian asked everyone to please introduce themselves.

2. Citizen Communications

None.

3. Approval of EDC Meeting Minutes from June 2, 2011

Steve Lach motioned to approve the meeting minutes as presented. Guy Storms seconded the motion. The minutes passed unanimously.

4. Additions / Deletions & Staff Summary

Jeff King introduced the new intern, John Snodgrass, who is working with him through the summer. There are two businesses that are looking into renting the 84 Lumber building. Both companies employ over 50 employees, so it would be very beneficial to The City if either company chose to rent the building. Aura Cabinetry is renting their vacant, 15,000 sq. ft. building to a company named Crane Point that makes nail gun products. Crane Point also has business locations in Nampa, ID, and Hillsboro. The Main Course event was last Saturday. There were over 100 seated for dinner, and even more attended the wine tasting. This is an important signature event for the City of Forest Grove as part of our branding efforts to link the local wineries and food as draws to the area of western Washington County. The 3rd annual Uncorked event will be on August 20th, 2011.

5. Business

A. McMenamins Host Update

None.

B. Board Members Recruitment Discussion

Brian Wilbur introduced Bruce McVeen from New Season Foods, and asked him to seriously consider accepting a position w/ the EDC. Gil Jimenez was asked to attend today's meeting by Jeff King, and to possibly consider filling the "At Large" vacancy within the EDC. Gil gave a brief synopsis of his background. He has extensive background in banking, including international banking. He lived in the Portland area in

the early '90's. He then moved to Arizona where he was very involved in his community there, and returned to Oregon in October of 2010. He now resides in Forest Grove. Gil has a date set to meet the City Council representatives. A vote would have to go before the Council in order to elect him to the EDC.

C. EDC Budget

Jeff King referred to the meeting packet which includes the new budget for the EDC, which has passed. He feels it is important to re-introduce Forest Grove to the Portland metro area through advertising to dispel any myths that Forest Grove is just a tiny community in western Washington County. Money has been set aside for both business marketing and business retention. Jeff also feels it is important to have a presence in social media as well, and that the internet and web is very important for advertising.

D. Subcommittee Reports & Feedback

Industrial / Infrastructure

Did not meet this past month.

Workforce Partnership

The City of Forest Grove Library has been conducting classes to help fill the void that the closure of the Workforce Center has created. The City has been trying to maintain some level of service since the closure, and has also been trying to strengthen the relationship between Forest Grove and Willow Creek. The closure not only affects adequate means for job search, but also workforce training.

Branding & Marketing

Brian Wilbur reported that the committee did not meet this past month, but that the kiosks that were on order are now here. One kiosk will be placed near the barber pole @ Lincoln Park, one on the corner of Pacific Avenue & Main Street, one on the corner of Main Street & 19th Avenue, and then one @ the Fern Hill Wetlands. The committee is just waiting for some of the necessary hardware to arrive in order to install the kiosks, and anticipate that they will be in place within the upcoming month.

Small Business

Ali Brown said that the Small Business Committee was not able to meet this past month, but that Kati Mayfield has continued to work diligently along with Jeff King on the "Buy Local" campaign. Jeff King explained that there are two pieces to this project. One is to get feedback from businesses, and the other from consumers themselves. He reported that the next step would most likely be focus groups, and then they would move on to educating the public.

E. New Business Guide

Jeff King provided within the meeting packet a copy of the New Business Guide as it stands so far. There is still a lot of discussion between EDC members as to what should and should not be included within the guide. The plan is to eventually provide a CD to new businesses as a guideline, or good starting point, as a resource for starting a new

business in Forest Grove. This would be used in conjunction with our City website. The discussion will be continued at the next EDC meeting.

F. Transportation Development Tax (TDT)

There were several minutes of discussion on this topic by the EDC members. Teri Koerner noted that there is a lot of discussion among interested parties to make the TDT fair, based on city size/population and/or traffic counts so that a TDT will not impede a small business from opening in a less populated area. A blanket, or across-the-board fee does not seem fair to smaller communities that will not attract large corporate businesses that can afford a large fee. There was also discussion about how the City of Hillsboro allows for financing of the TDT, rather than asking an investor to pay a lump sum all at once, or up front. It was proposed that this same type of idea would be beneficial in Forest Grove.

6. Council Communication

Tom BeLusko reminded everyone that the Concours de Elegance is this upcoming Sunday, July 17th @ the Pacific University Campus. He also reported that on July 21st there would be the 5th and final meeting regarding the Transit Oriented Development Grant prior to it going before the City Council. Tom also talked about the work session that the City Council had last Monday regarding the new BPA rate hikes to electricity, and how that will affect the City. Higher electricity rates will have a huge affect to economic growth in Forest Grove. He said that next month the City Council will hear a presentation / proposal from a non BPA electric provider.

7. Staff & Board Member Communications

None.

8. Announcement of Next Meeting

Brian Wilbur announced that the EDC will skip the August 2011 meeting, but asked that all of the subcommittees please make an effort to meet sometime during the month. The next meeting is scheduled for Thursday, September 8, 2011.

9. Adjournment

The meeting was adjourned @ 1:25 p.m. by Brian Wilbur.

Approved by the Forest Grove Economic Development Commission:

Date: _____