

MEETING MINUTES

ATTENDEES: Brian Wilbur, Tom Rabe, Kelly Marks, Mark Nakajima, Tim Budelman, Stephen Lach, Bruce McVeen, Elena Uhing, Lois Hornberger, Hope Kramer, Don Jones, Lisa Duncan

ALSO ATTENDING: Jon Michael Kowertz, Kari Bray (w/ The Forest Grove Leader Newspaper)

1. CALL TO ORDER:

The meeting was called to order by Brian Wilbur @ 12:12 p.m.

2. CITIZEN COMMUNICATION:

None.

3. APPROVAL OF EDC MEETING MINUTES FROM FEBRUARY 7TH, 2013:

Brian Wilbur asked for a motion to approve the minutes from the last EDC meeting. Hope Kramer moved to accept the minutes as presented. Tim Budelman seconded the motion. The minutes passed unanimously.

4. ADDITIONS / DELETIONS & STAFF SUMMARY:

Jeff King could not attend the majority of today's meeting due to the fact that he was hosting a tour of available facilities for a potential food processing customer who is looking to relocate part of their business. Because of this, there were no Additions / Deletions or Staff Summary reported at this meeting.

5. BUSINESS:

A. McMenemy's Host Update:

Clyde Fulkerson stopped by briefly with a quick update of what has been happening at McMenemy's. He said that they are still looking for a restaurant manager, and thinks they should hire one within the next month. He said that they are also looking to hire servers, licensed massage therapists (LMT), nail technicians, caterers, busers, and bartenders at this time as well. Lastly, Clyde noted that McMenemy's recently celebrated the Grand Lodge's birthday, and that they are looking forward to their annual St. Patrick's Day celebration later this month.

B. EDC BOARD OPENINGS:

There is currently still one opening for a EDC Board Member in the area of small manufacturing, which in the past has been represented by a winery.

C. SPOTLIGHT ON SMALL BUSINESS:

Forest Grove is partnering with the Portland Community College Small Business Development Center (SBDC) to assist and promote small and new businesses. The City will again be offering three \$800 - \$1000 training grants that will enable a small business owner or manager to participate in either the Small Business Development Management I program, or the Retail Small Business Development Management program. Both programs will be held at PCC's Willow Creek Center.

D. SPOTLIGHT ON TOURISM:

Brian Wilbur reported that there was a Tourism meeting yesterday and that there was a great turnout. Carolyn McCormick who is the President / CEO of Washington County Visitors Association was able to attend and lend support as well as valuable information and input. Brian felt like there is a lot of interest from various participants to initiate things happening and moving forward, which is encouraging.

E. TIMES LITHO BUILDING:

Elena Uhing explained that the City has been meeting with several developers in order to get several different opinions and ideas as to the best way to develop and utilize the space at Times Litho. She noted that the first step is to analyze the risks and to become educated about what exactly the project entails. Obviously money, or the cost of the project, is the biggest obstacle or deal breaker as plans are being developed. Mark Nakajima asked if it was possible that the plans for the Times Litho space could include moving the Post Office to a better location. Elena said that it is definitely being considered, but nothing has been decided as of yet.

F. COMMITTEE UPDATES:

INDUSTRIAL / INFRASTRUCTURE:

Bruce McVeen said that the most recent developer letter is getting the final touches, and should be ready to be sent out soon. He noted that the Industrial / Infrastructure video is done now, but is not up on YouTube yet.

WORKFORCE:

Kelly Marks reported that there Portland Community College (PCC) will soon be offering a new program called Sustainable Agriculture. She remarked that enrollment @ PCC is down about a 1/2 % from last year. She said it was anticipated that the enrollment would be down 3-4 %, so it is a positive sign that people are still going to school. Kelly also said that PCC will be offering classes @ Pacific University again this spring.

SMALL BUSINESS:

Jon Michael Kowitz was happy to announce that Forest Grove is the first city to move forward with offering small business development grants / scholarships. He also mentioned that the Fiesta of Hope Auction, Dinner, & Dance that is hosted by Adelante Mujeres will be on Saturday, April 20th, 2013 @ the Tuality Education Center.

TOURISM:

Lois Hornberger urged everyone to consider attending the Performing Arts Series @ Pacific University if possible. She said it is a great program that is also very inexpensive. Also she mentioned that Pacific University is looking for sponsors for next year's Performing Arts Series, and information about this program can be found on the school's website. Lastly, she quickly stated that the annual Luau tickets are now on sale.

6. COUNCIL COMMUNICATIONS:

Elena Uhing reported that Catherine Harrington with Metro spoke at the last City Council meeting. One thing that was discussed was that the Portland Zoo fees will be going up by \$1.00 this spring. Also, Metro has set aside \$33 million for transportation projects, and Forest Grove plans to pursue funding for improvements to Quince Street. Elena also mentioned that Fern Hill Wetlands new facilities are now finished and open to the public. She said that birding is becoming very popular, and is a great tourism draw. Elena mentioned that the Aquatics Center now accepts credit cards for payment. She also said that Aquatics brought in more revenue this past year than ever before. Lastly she mentioned that the Forest Grove Conservation Town Hall Meeting will be on April 2nd, 2013.

7. STAFF AND BOARD MEMBER COMMUNICATIONS:

None.

8. ANNOUNCEMENT OF NEXT MEETING:

The next EDC meeting will be held on Thursday, April 4th, 2013.

9. ADJOURNMENT:

The meeting was adjourned by Brian Wilbur @ 12:58 p.m.

Approved by the Forest Grove Economic Development Commission:

Date: _____

Signed: _____

EDC Chair