

Tim Rippe, Council Liaison
Jeff King, Staff Liaison
Mark Nakajima
Guy Storms
Javier Urenda
Jennifer Prickett
Brian Wilber
Kevin Yamada
Mike Weech

James Draznin, Chair
Hope Kramer, Vice Chair

Bruce McVean
Lois Hornberger
Brad Bafaro
Howard Sullivan
Tom Raabe
Tim Budelman
Steve Krautscheid
Sandra Fowler-Hill

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ATTENDEES:

James Draznin	Janice Nichols
Howard Sullivan	Tom Raabe
Steve Krautscheid	Michael Weech
Bruce McVean	Lois Hornberger
Tim Budelman	Mark Nakajima
Javier Urenda	Kevin Yamada
Kevin Emerick	

CITY STAFF:

Tim Rippe, Council Liaison
Jeffrey King, ED Program Manager
Brandi Keelan, Program Coordinator
Calvin LeSueur, ED Intern

ALSO ATTENDING: Sarah Saucy, Chaucer Foods; Barbara Smith, Junior Achievement

1. CALL TO ORDER:

The meeting was called to order at 12:10 p.m. by EDC Chair, James Draznin.

2. CITIZEN COMMUNICATION:

None presented.

3. APPROVAL OF ECONOMIC DEVELOPMENT COMMISSION MEETING SUMMARY MINUTES of February 2018:

Mr. Emerick moved to accept the meeting minutes from February. Motion was seconded by Mr. Raabe. No discussion. Motion passed unanimously.

4. ADDITIONS/DELETIONS:

None presented.

5. BUSINESS:

A. McMenemy's – Host Update, not in attendance

B. Forest Grove Chamber Update

Mr. Sullivan informed the Commission that the 5th Annual Stars in the Grove raised \$2100. The Face Book page has videos of the acts; there were about 275 people in attendance.

The Chamber 31st Spring Auction is March 17; still looking for auction items.

There are still many individuals in the community that are excited and want to press the issue of a grocery store. Mr. Sullivan spoke to the manager of the Jesse Quinn, she has been in contact with the Green Zebra, no word on where that conversation has gone.

C. Council Liaison Update: Councilor Rippe

Councilor Tim Rippe has been appointed as the new Council Liaison for the Economic Development Commission and provided the update.

- Council continues to fill empty B&C positions.
- B&C training will be available on two dates; March 19th or April 9th. One of those will be recorded. The theme of training is important and protects both commission members and the city.
- City Council retreat is this Saturday. Topics will include goals, affordable housing, and a financial reserve policy.
- The Enterprise Zone recommendation was passed.
- The purchase of two parcels of land at 19th/Birch was approved. There are minor discussions around the short term use. There are asbestos tiles in the existing building on the one parcel. The other parcel has a house that can be used in the short term for staff offices. There is no discussion at this point for long term usage.

D. Junior Achievement: Mike Weech, Chaucer and Barbara Smith

Mike Weech previously worked with a company in Arizona and volunteered for Junior Achievement in the areas of career planning and personal finance. Chaucer has chosen to become sponsors of Junior Achievement for two complete programs.

Ms. Smith provided a summary of the Junior Achievement program. The program now has programs for K-12th grades. There are In-Class programs that are available in 30-minute to one hour increments for five to twelve weeks. These focus around work readiness, entrepreneurship and financial literacy. JA BizTown is focused on 4th-6th grades with roles of workers and consumers at a replica town. JA Finance Park gives middle and high school students a view of financial literacy beginning with teacher-led classroom portions and then a simulation day at their mobile exhibit.

Ms. Smith gave a snap-shot of the ways that individuals and businesses are able to volunteer, invest and participate.

Mr. Urenda asked if there are programs that would be conducive to after school programs. Ms. Smith stated that there are, they are set in a way for a holistic approach so that if a student is in the after school program but not every day, they can pick back up without falling behind or missing important information.

E. CEP Grants: 2017 update, 2018 program

Mr. King provided an update of the two current CEP grants that were awarded to the EDC in 2017. The first is the Storefront Improvement Program which is on track for completion in the grant cycle year. Five businesses received funding through this program. The intent was to set up businesses to be ready for the Urban Renewal Storefront Façade Program; in that program two have been completed, one is underway and there are three more in design and should begin soon.

The grant for English in the workplace for food processing Latino workers had been on hold with changes in staff for the supporting project lead. There has now been a meeting with Centro Cultural to begin the program, there are still decisions to be made with the companies that will be participating. Classes are expected to begin in April/May but may need to request an extension on the grant since the cycle is complete at the end of June.

Mr. King addressed the upcoming CEP application process with a recommendation of funding Junior Achievement in Forest Grove Schools.

Mr. Budelman moved that the EDC would apply for a CEP grant to fund Junior Achievement programs in the Forest Grove School District. Mr. Weech seconded the motion. Discussion: Mr. Budelman stated that he is surprised at the overall lack of understanding of finances in the younger generations so feels that this would be beneficial and important to our community. Mr. Weech feels that this would be an opportunity to pull in other businesses as partners to Junior Achievement and to be involved with the community in an impactful way. The discussion was had of possibly inviting students who attend speak at a Chamber Luncheon of their experiences as a way to demonstrate the viability of the program and to encourage more businesses to support Junior Achievement in our communities. **Motion passed unanimously by vote.**

Mr. King will send out a draft of the application to the commission with final review and comments at the April 5th meeting for submittal on April 6th which is the deadline.

F. Enterprise Zone Extended Abatement Policy- Update

Mr. King informed the Commission that the staff recommendation to City Council was approved. The policy will include an application fee of .001 percent of the value of the investment, capped at \$25,000 as well as a community service fee of 25% of the abated value for each year four and five.

G. Board Vacancy:

Besides the student vacancy, the only other vacancy continues to be the Utility position. Mr. King requested that anyone who has contacts with a utility reach out for possible interested parties.

H. STAFF & BOARD MEMBER COMMUNICATIONS:

Mr. King stated that there will be another food processing plant coming to Forest Grove, which will provide approximately 23 jobs. There are four other smaller businesses that will be new in Forest Grove as well to include a bakery, a jeweler relocating from Hillsboro, a silk screening company that will be located where H&H Outfitters was previously located and Westside Ready Mix will be inhabiting four acres adjacent to the MGC Pure property.

I. ANNOUNCEMENT OF NEXT MEETING:

Chair Draznin announced that the next meeting of the EDC will be on Thursday, April 5th at 12:00 p.m. in the Alice Inkley Room at McMenemy's Grand Lodge.



A place where families and businesses thrive.

ECONOMIC DEVELOPMENT COMMISSION
THURSDAY MARCH 1, 2018
McMENAMIN'S GRAND LODGE – ALICE INKELY ROOM

J. ADJOURNMENT:

Chair Draznin adjourned the meeting at 1:32 p.m. by consensus.

Respectfully submitted by:
Brandi Walstead Keelan
Program Coordinator
City of Forest Grove

Approved by the Forest Grove Economic Development Commission: April 5, 2018