

Timothy Rippe, Council Liaison
 Jeff King, Staff Liaison
 Tim Budelman
 Brad Bafaro
 Steve Krautscheid
 Bruce McVean
 Tom Raabe
 Sandra Fowler-Hill
 Michael Weech

James Draznin, Chair
 Hope Kramer, Vice Chair

Lois Hornberger
 Mark Nakajima
 Jennifer Prickett
 Kevin Emerick
 Guy Storms
 Howard Sullivan
 Javier Urenda
 Brian Wilbur
 Kevin Yamada

APPROVED

All public meetings are open to the public and all persons are permitted to attend any meetings except as otherwise provided by ORS 192:

→ Citizen Communications – Anyone wishing to speak on an issue not on the agenda should sign in for Citizen Communications prior to the meeting. The presiding officer will call the individual or group by the name given on the sign in form. Each person must state his or her name and give an address for the record.

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ATTENDEES:

James Draznin	Howard Sullivan	Tim Budelman
Sarah Saucy	Tom Raabe	Brad Bafaro
Sandra Fowler-Hill	Kevin Emerick	Brian Wilbur
Tim Rippe	Mark Nakajima	Kevin Yamada

COUNCIL PRESENT:

Tim Rippe, Council Liaison; Val Valfre, Guest

CITY STAFF:

Jeffrey King, ED Program Manager
 Kari Kent, Administrative Specialist
 Calvin LeSueur, City EDC Intern

ALSO ATTENDING:

Dick Stenson, David Warner, Mary McArthur, Mark Ellsworth, Nina Carlson

1. CALL TO ORDER:

The meeting was called to order at 12:09 p.m. by EDC Chair, James Draznin.

2. CITIZEN COMMUNICATION:

NONE

3. **APPROVAL OF ECONOMIC DEVELOPMENT COMMISSION MINUTES:**

Tim Budelman moved to accept the meeting minutes as presented. Tom Raabe seconded. The motion passed unanimously.

4. **ADDITIONS/DELETIONS:**

NONE

5. **BUSINESS:**

A. McMenamins – Host Update:

NONE

B. Forest Grove Chamber Update:

- Chamber hosted successful auction.
- FGHS is looking for speakers for personal finance class.
- Junior Achievements Program is moving forward. Jeff and Howard met with the school district. It looks like if grant funds are awarded, an after school program at Tom McCall and Neil Armstrong as well as with the 12th grade advisory group would be the best fits.
- IWORK We Succeed Flyer – Promotes jobs for people with intellectual and developmental disabilities.
- Grocery store talks continue. Commission working on a process that can be used to bring in a grocery store or any business.
- Rise and Shine in FG from Friday, April 6th from 8 – 9 AM at BJ's Coffee, focusing on bringing local businesses together.
- Tuesday, April 9th from 12 – 1PM, Annual Sack Lunch Tuesday. Topic of Autonomous Vehicles. (Guest Speaker Susan McLain)

C. Council Update:

Update by Councilor Rippe –

2018 Objectives relating to the EDC:

- Objective 1.3 Industrial area planning – the council is looking to get an updated inventory of the available land. How developed is the land with available infrastructure. Does the city need to make more land available?
- Objective 3.19 Tourism – over the next year the council would like to continue to define the process and the programs on how the revenue from the lodging tax will be used.
- Objective 3.20 define the roles and responsibilities of involved parties in the EDC. The intent is to put together a basic plan to identify needs, i.e. a grocery store or anything that the community describes as a need.

Council approved plans for a new town center crosswalk. Long term outcome of crosswalks will be beneficial to the city.

The council is working on a reserve funds policy. The city's financial reserves are robustly healthy. The council is looking into where some of those funds might be needed elsewhere, i.e. working on plans for a new police facility.

D. Guest Speakers Mary McArthur, Executive Director/Mark Ellsworth, Governors Regional Solutions Team share about Columbia-Pacific EDD:

Ms. McArthur first explained that COPAC connects Forest Grove regionally. This gives the economic priorities of its members, like Forest Grove, more weight when applying for federal grants and support. There are strong indicators in Forest Grove's economic grades that show need for collaboration. McArthur has been working with Cornelius and feels that the two communities can be an important link between the greater Portland area and the coast. This would be a good area for fish distribution, be it storage or processing.

COPAC also can help with financing for businesses, not competing with banks but as secondary financing loan funds when they have a gap in financing or do not receive complete funding for start-up expenses.

Mr. Ellsworth added that Forest Grove has the benefit of straddling two regions. COPAC helps keep the interests of the smaller communities and maintain priority within the major metropolitan areas.

Ms. McArthur shared that COPAC meets every other month, rotationally through the counties on the second Thursday in the morning with solutions teams meeting monthly. COPAC would benefit greatly from a Forest Grove representative on the board. To apply for the board position please contact Ms. McArthur personally or go to their website.

E. Grocery Study Focus Group Exercise:

What is the process to getting a grocery store in the city? How does the city tell its story, to express the need and then benefit to future investors, realtors, or grocers? There are discussions of a focus group from various others with EDC and CCI possibly taking part. The end state would be to build a prospectus that will invite interest in our city's needs and the benefit of addressing them. Ideally it would include the report done by the consultant but would also include the unique aspects of Forest Grove not included in the report.

Topics to consider:

- Velocity of the city's growth.
- Community needs and wants.
- Commute times to and from.
- Income

- Livability
- Affordability (residential and commercial)
- Outside influence (amazon/whole foods)
- The dynamic of new opportunities in a fast growing community.
- What strengths do we have that fit into investors' business model?

How do you poll the demographics that retailers are looking for? Put out a survey with 3-4 questions to the community to see what shopping patterns are and what they want to have here. If a store was here, would they shop here versus where they normally shop?

EDC will reach out to CCI for collaborative community outreach.

F. Junior Achievements CEP Grant:

The decision was previously made to apply for a CEP grant to fund The Junior Achievement Partnership Youth Training Program. The draft application is for the amount of \$8,000 to implement the Junior Achievements Program in the Forest Grove School District as a seed program. Concept allocations are for all of grade 12 with financial literacy in the fall and an elective in the spring for career readiness, a 5th grade capstone and an 8th grade elective in the spring. The focus is on work readiness, financial literacy and entrepreneurship to provide students with tools for economic success. CEP grant applications are due tomorrow, April 6th.

Tim Budelman moved to proceed with submitting a CEP grant application for the amount of \$8,000 to begin a seed program with the Junior Achievement Partnership Youth Training Program. Howard Sullivan seconded. The motion passed unanimously.

G. Board Vacancy

Nina Carlson – Representative from NW Natural was invited to the meeting by Chair Draznin to weigh interest in filling the utility position. Ms. Carlson would be pleased to be a part of the Forest Grove EDC to ensure that there is a utility presence and to work with local businesses on utility needs.

Howard Sullivan moved to recommend Nina Carlson to City Council as a member of EDC for the Utility position. Tim Budelman seconded. The motion passed unanimously.

6. STAFF AND BOARD MEMBER COMMUNICATIONS:

Training takeaways –

- Quorum is 10 of the 18 members

- No deliberation or conversation on commission decisions should be made via email (discussion chain emails)

April 11th, 7PM, BANNF Film Festival at the Forest Theatre - Non-Profit to support people with disabilities.

7. ANNOUNCEMENT OF NEXT MEETING:

James Draznin announced that the next meeting of the EDC will be on Thursday, May 3rd, at **12:00** noon in the Alice Inkley Room at McMenemy's Grand Lodge

8. ADJOURNMENT:

James Draznin adjourned the meeting at 1:36 p.m. by consensus.

Respectfully submitted by:
Kari Kent
Administrative Specialist
City of Forest Grove

Approved by the Forest Grove Economic Development Commission:

Date: May 3, 2018