

Timothy Rippe, Council Liaison	James Draznin, Chair	Lois Hornberger
Jeff King, Staff Liaison	Hope Kramer, Vice Chair	Mark Nakajima
Tim Budelman		Jennifer Prickett
Brad Bafaro		Kevin Emerick
Steve Krautscheid		Guy Storms
Bruce McVean		Howard Sullivan
Tom Raabe		Javier Urenda
Kevin Yamada		

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.

All public meetings are handicap accessible. Assistive Listening Devices (ALD) or qualified sign language interpreters are available for persons with impaired hearing or speech. For any special accommodations, please contact the City Recorder, at (503) 992-3235, at least 48 hours prior to the meeting.

**ATTENDEES:**

James Draznin	Howard Sullivan	Mark Nakajima
Hope Kramer	Tom Raabe	Brad Bafaro
Kevin Emerick		

**COUNCIL PRESENT:**

Tim Rippe, Council Liaison

**CITY STAFF:**

Jesse VanderZanden, City Manager  
Jeffrey King, ED Program Manager  
Shannon Reynolds, Admin Specialist

**ALSO ATTENDING:**

Rob Langford, MCPA  
Jill Verboort  
Dick Stinson

**1. CALL TO ORDER:**

The meeting was called to order at 12:14 p.m. by EDC Chair, James Draznin.

**2. CITIZEN COMMUNICATION:**

None

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

A move to accept the meeting minutes as presented. The motion passed unanimously. However, because there was not a quorum of existing members the July minutes will be taken up at the October meeting

**4. ADDITIONS/DELETIONS:**

None

**5. BUSINESS:**

**A. McMenamins – Host Update:**

None

**B. Forest Grove Chamber Update:**

This Saturday on September 15<sup>th</sup> will be the 54<sup>th</sup> Annual Corn Roast from 11-5. They will be celebrating Hometown Heroes. Chamber luncheon will be next Monday in the city auditorium. There will be a guest speaker on the topic of Oregon’s Equal Pay Act. This act will be implemented January 1, 2019. Howard discussed the upcoming Junior Achievement at Forest Grove High School. This event will take place on September 25<sup>th</sup> at 6:30. They will be promoting “Rachel’s Challenge” Rachel Scott was one of the first victims shot at the Columbine High School shooting.

**C. Council Update:**

Mr. Rippe updated on tourism. City staff is working to draft an RFP to see if there is anyone willing to take on a tourism program for the city. Mr. VanderZanden commented that once the RFP has been accepted it will be broadcast far and wide. Mr. Rippe discussed the update to the economic opportunity analysis. Staff is reviewing possible industrial lands that may be available. Council has not yet accepted it. Once the review is complete there will be a presentation to the EDC.

Affordable housing update: Housing needs analysis application has been submitted. The City Council passed a resolution that would increase the density in community commercial zones. This would allow a change in the amount of units going from twenty to thirty units per acre if 20% of the units were set aside for affordable housing. A Non-profit tax exemption resolution was passed for developers who want to build affordable housing. Requirements for affordable housing are set to at least 20% of units must meet the 60% average median

income for the first year and up to 80% for the second year. If income levels increase above 80% the non-profit tax exemption would be lost.

Mr. Rippe discussed public safety and that the new police facility will require a bond measure. Steps are being taken to finish the design work for a cost estimate to submit as well as an education package for the public. Public works update: A parking analysis was done. The city has developed a new plan for parking around the University to make parking more consistent. A new code enforcement officer is now on duty.

Transportation Development Tax Project list. The five projects this tax is used for:  
OR-47/Martin Rd.  
OR-47/Maple  
19th St between C and D  
Willamina between Main and Sunset Ave.  
26th Ave. between Sunset Ave. and Hawthorne

Mr. Rippe talked about the Town Center Streetscapes presentation. Streetscapes are designed to attract people into a certain area. Towne Center has a project focused on this area specifically. Mr. Rippe discussed the upcoming elections. The current Mayor is running again, three Council members are up for election as well as three other candidates. Mr. Rippe, Mr. VanderZanden, Mr. King and several others have been meeting to discuss economic roles and responsibilities between the City, Chamber and EDC.

#### **D. Rob Langford, Plant Manager, MPCA**

Rob discussed the current stage of the MPCA project and gave some background information as well as a handout on the parent company in Korea. MPCA (Mitsubishi Pure Chemical America) is a subsidiary of Mitsubishi Gas Chemical Company, Inc. There are two in Korea one is Taiwan and a few in the US. The Oregon plant will have Hydrogen Peroxide only. A layout of the Forest Grove site was given. Plant construction is about three months behind schedule.

Rob stated they are hoping for occupancy by end of January 2019. MPCA will bring employees from the Mesa plant to Forest Grove for training purposes. Training should take at least 3 months and then become fully operational within 6-12 months. Rob mentioned some concern in regards to finding appropriate staffing. Jeff brought up the possibility of developing a support program to find potential new hires. Possible qualifications would be a bachelor degree in chemistry as well as employees who have some skill with self-sustaining mechanics and operations. Rob mentioned this would be shift work and his

estimate on reaching a level 100 employees is 5 years. Wage compensation was brought up as it may need to be raised to meet the income level of this area.

Mark inquired about the differences between the Texas start-up versus the Oregon location. The Texas plant was started after Oregon and is three months ahead. Rob stated the main differences were in jurisdiction requirements which have caused plant timeline delays. Third party plan reviewers have been a little more difficult to deal with as well.

**E. City Council Boards & Commission Review Introduction-Councilor Rippe:**

There is a goal to review the 12 boards and commissions of the city. Eight of them are statutory and four of them are not. The EDC is a non-statutory commission. There is no consistency in the bylaws within each board or commission. The goal is to review the purpose, commission and bylaws of all the boards to see where efficiency can be made. The subcommittee reviewing this will meet a few more times and then make any recommendations for change.

**F. Board Refresher: bylaws, board vacancies:**

Jeff King discussed elections for Chair and Vice Chair. It was decided to follow the current bylaws that are in place now until the sub-committee makes a new recommendation. Jeff will look into when the next election needs to take place. Mr. VanderZanden mentioned the sub-committee that is meeting to review all boards and commissions work to design all elections to happen at the same time, possibly year end. A recommendation was made that terms not be an automatic renewal. The current Chair (James Draznin) has served more than one year. The question was asked on whether we need to have elections now or wait until the next voting in July.

Jeff discussed the vacancy with New Seasons retiring from "food processor". If there is interest, Chaucer could be moved to the "food processor" opening and TTM could fill the "large processor" opening. There is also a utility opening; Frontier and Northwest Natural have both been contacted. Mr. VanderZanden mentioned Clean Water does not want to be a voting member as it creates a conflict of interest. He also mentioned that the City Council is starting their annual recruitment process and this may help to fill any vacancies. Jeff mentioned some other possible ideas for community recruitment.

Mr. Rippe mentioned the sub-committee is also considering a maximum of nine voting members for the EDC versus the current requirement of 19. They would propose to have as many non-voting members as they would like. Staff support for each commission with similar duties was brought up.

**G. Junior Achievement Program & Volunteer Requests**

Jeff spoke on the upcoming Junior Achievement program at Forest Grove High School. Junior Achievement programs will be taught at both the high school and junior high school level. Volunteers are needed to help teach the five days of classes, each lasting about fifty minutes. Information is provided as well as training on how the program works. Dates start in October. No specifics are available on training dates yet.

**H. 2018-2019 Marketing Plan:**

A brief mention that this will be taken up at the October meeting.

**6. STAFF AND BOARD MEMBER COMMUNICATIONS:**

It was discussed adding student representation to the commission. Rippe mentioned the current student status is as a non-voting member. This is being reviewed to become possibly a voting member.

Mr. VanderZanden mentioned the Jesse Quinn ribbon cutting on October 3<sup>rd</sup> at 10:30. The Mayor will be speaking.

**7. ANNOUNCEMENT OF NEXT MEETING:**

James Draznin announced that the next meeting of the EDC will be on Thursday, October 4th, at 12:00 noon in the Alice Inkley Room at McMenemy's Grand Lodge

**I. ADJOURNMENT:**

James Draznin adjourned the meeting at 1:37 p.m. by consensus.

Respectfully submitted by:

Shannon Reynolds  
Admin. Specialist

City of Forest Grove

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Date: 10/4/18