

Timothy Rippe, Council Liaison  
Jeff King, Staff Liaison  
Tim Budelman  
Brad Bafaro  
Steve Krautscheid  
Bruce McVean  
Tom Raabe  
Kevin Yamada

James Draznin, Chair  
Hope Kramer, Vice Chair

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

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	Bruce McVean
Lois Hornberger	Guy Storms	Tim Budelman
Steve Krautscheid	Mark Nakajima	Jill Verboort
Sara Saucy	Brad Bafaro	Javier Urenda
Wanda Frazier	Chris Willmeth	

**COUNCIL PRESENT:**

None

**CITY STAFF:**

Jeffrey King, ED Program Manager  
Shannon Reynolds, Admin. Specialist

**ALSO ATTENDING:**

**1. CALL TO ORDER:**

The meeting was called to order at 12:05 p.m. by EDC Chair, James Draznin.

**2. CITIZEN COMMUNICATION:**

NONE

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

**Chair Draznin entertained a motion to have the November meeting minutes accepted. Howard motioned and Tim Budelman seconded. The motion passed unanimously.**

**4. ADDITIONS/DELETIONS:**

NONE

**5. BUSINESS:**

**A. McMenamins – Host Update:**

Jeff gave an update on upcoming events happening at McMenamins. Holiday activities are in full swing. McMenamins New Year's eve package is almost sold out. Things are going very well with a full schedule of events for the month.

**B. Forest Grove Chamber Update:**

Shop Local was a huge success this year. Many businesses around the city were extremely busy. The annual light parade went very well. The Forest Grove Fire Department did a great job in hosting the parade with 53 entrants. It was a positive event that drew many people to our town.

The Parade winners:

Theme Award "Best Use of Lights" – Tricia Meeuwsen of More Realty

Fire Fighters Award - Aaron Meeuwsen Trucking

City of Forest Grove Chamber Award – Ridgewalker Brewing Co.

The Mayor's Award – Forest Grove High School Cheerleaders

There will be a City of Forest Grove Chamber Wine Raffle on the December 17<sup>th</sup> at Godfather's Pizza. Tickets are \$10 each or six tickets for \$50.

December 8th the Rise and Shine will be at Telvet Coffee at 8 a.m.

**C. Council Update:**

NONE

**D. Board Member Size Discussion:**

Jeff King gave an update on the Portland Relocation Guide. He spoke on the Travel Oregon Ad and the amount of attention it received from fellow viewers. Mention was given for the new blog of the downtown area. It will give information on events as well as new stores and newly renovated stores opening to the community.

City Council is still in process of updating the bylaws and member size issues for all boards and commissions. Council is asking the Economic Development Commission (EDC) for recommendations for continuing board member seats. They have asked for a maximum of nine members with an additional youth member position. The number of liaisons or non-voting members will be left up to the EDC to determine. Jeff asked for specific feedback on how the EDC would like to continue as far as member seat titles. He inquired about changing some of the existing title seats. An example was given that “large manufacturer” or “small manufacturer” could be changed to “uptown business” and “downtown business”. He also commented that input is needed on whether non-profit members should be changed from voting to non-voting members status. Discussion was made of the EDC’s responsibility for the Urban Renewal Agency funds management and how that will be handled.

Lois Hornberger reiterated that she has mixed feeling on the voting status of Pacific University. She asked for input from the EDC. She added that if they become a liaison only there would not be as much impetus for Pacific University to be at the EDC “table”.

Tim Budelman inquired if council is determined to keep the member body at nine. Jeff responded that it appears this is their decision across all boards and commissions. Jeff also stated this would be a process of attrition and not necessarily have an immediate impact.

Chris Willmeth commented on whether the goal of this new policy will be an effective change for the EDC.

Mark Nakajima inquired how the council landed on the number of nine. He questioned if this is just an average size of most boards and commission. By limiting the non-profit position to one non-voting member you lose the diversity of many non-profits that will not be represented. He stated that this is an important category for economic development. He would like a greater explanation from council on why they settled on a total of nine members. Jeff responded that we can have more than one non-profit on the board however there would only be room for one voting position. The others could then be non-voting members that still contribute to the EDC. Mark continued that when it comes to making recommendations to the city council a non-voting member will not have the same impact as would a voting member.

Tim Budelman mentioned the huge difference between various businesses such as manufacturing and retail and the importance of diversifying our membership.

Howard inquired if this decision was etched in stone. He further mentioned the ability to bring others into the meeting to discuss various topics or the option of setting up an ad hoc committee if needed. Attendance at various boards and commissions may be affected by the members voting status. Non-voting members may not feel the same obligation to attend.

Jeff King questioned if the size of a business should be taken into consideration when choosing membership on the EDC.

Chris Willmeth expressed that there seems to be a lot of downsides to limiting membership to nine and inquired to what the upside of this new policy would be.

Chair Draznin mentioned he believes council was seeking to clarify and simplify things across all boards and commissions. He continued with his feeling that chamber always be present at the meetings and feels strongly that Adelante Mujeres always be represented. They are an important part of our community and a non-profit that represents multiple other non-profits. They play a very productive role in our community. He feels the same when it comes to Pacific University and the Forest Grove School District. They both represent a huge portion of our community and have a large economic impact. He further mentioned that he hopes each liaison would feel the importance, just as Howard Sullivan does, of giving a report at each and every meeting should they become a liaison to the EDC.

Jeff King continued with a handout given on possible membership positions. He added this is a guide and open for discussion. Guy Storms mentioned he would like to see the “citizen at large” applied to another non-profit organization. He also would like to see either the City of Forest Grove Chamber or Adelante Mujeres fill this position. He believes that Pacific University as a liaison can still have a “voice” with the EDC. The Hispanic community and the Forest Grove Chamber both need a voting position. Lois Hornberger agreed with this suggestion.

Jeff read the EDC mission statement. “Advise and make recommendations to city council on economic development policy on issues toward advancing local economies and prosperities. Create and economic development strategic plan.”

Chris Willmeth questioned that if our goal is to give input on things that will affect the business community, why are we trying to achieve this by lowering the number of members on the board.

Guy Storms mentioned the opportunity he feels we have to go back to city council and make a recommendation of what we think can be done while

maintaining our goal of representing the business community. Is there some way we can prove that we need a specified number of members in order to run effectively?

Jeff King reiterated he feels they are pretty set on a membership of nine. However, should the EDC negotiate a number higher than nine, we should still have our selected nine members prepared. Discussion continued on membership seats.

Mark Nakajima responded he would like to see who the council would recommend as the appropriate representation for this commission. If they feel this is the exact number needed, they need to help us determine who to cut out of the membership. Jeff responded that council had determined earlier that the EDC would be best suited to decide who would remain on the commission. Mark mentioned we have never had issues with filling current positions as well as a good track record for working well together as a body. To cut our membership in half would be extremely difficult.

Jill Verboort continued that our commission has no duplicate memberships. We are truly a diverse group of businesses that represent different areas of the city. She agreed that cutting our membership in half would have a negative effect on the ability to reach a broad spectrum of business and community. She reiterated the thought to reach out to council and prove to them that the EDC membership needs to remain larger than nine.

Tim Budelman continued the same thought. The diversity of the EDC is what helps drive the economic development of the city.

Lois Hornberger added why not go back to city council and ask them to de-commission us so that we have more leeway in how we want to operate. She also said she would very much like to have several members of the council here to discuss with them and receive feedback on their position.

Mark Nakajima said the original structure of the EDC was proposed to the council and approved in its infancy. It is part of the bylaws of the commission. They are asking for a huge change.

Jeff King responded that both he and Chair Draznin have tried vigorously to make the case that the EDC has run effectively without major issues. He understands that other boards have had challenges to run well with larger memberships. However the EDC has not had these same issues. They have made the point that EDC could become less effective as a commission just for the sake of limiting membership numbers.

Each business represents a vastly different viewpoint on the EDC.

Howard Sullivan added that council had three main objectives in reviewing the boards and commissions bylaws. They were to allow for more uniformity, simplicity and the ability to fill an opening in a quick manner. The odd number ensures more effective voting. Howard further gave his perspective on being part of the various city boards or commissions. It is important to be the “ears” for the business community. Business owners rely on our input and advice to city council.

Jeff King advised the EDC to consider asking for a meeting with the Council subcommittee to discuss EDC concerns. He also noted that the EDC appears able to fulfill all other requirements and recommendations discussed by the Council subcommittee with the exception of the membership limitation.

Chair Draznin recommended that the EDC give their feedback to city council on what the commission would like to do as a whole. He encouraged each member to seek them out or send an email with input on what each member feels the EDC can accommodate.

Tim Budelman mentioned we concede to possibly 17 members by alleviating the “citizen at large” spot as well as “utility”. He advised each person to send an email and lobby to those who are on the sub-committee.

Brad Bafaro motioned to recommend to council that the EDC could function with 17 voting members. We agree to all other changes and would like a meeting with the city council sub-committee to discuss membership. Current individual members will reach out specifically to the sub-committee and Jeff King will send a formal letter as well. Howard Sullivan seconded the motion. The motion passed unanimously.

**E. Strategic Plan – Review of 2015-2018 plan, current conditions, SWOT:**

Jeff King updated on the strategic plan of 2015-2018. We may not need to update the entire plan; however, there are definite areas that need revisions and updates. Some of the goals are fairly general and need reviewed with more specific intention. Industrial land availability will be an important aspect to be reviewed. The work plan that is given to council will need looked at as well. The EOA is a good source of information to use when revising the strategic plan. Jeff would like to start this review process in January.

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

Mr. King presented coffee mugs as a gift from the City of Forest Grove.

Lois Hornberger mentioned the set up and filming of Pretty Little Liars that will begin on Dec. 14th-19th next to Pacific University may incur some possible street closures and parking issues.

Holiday in the Grove events are still continuing.

Jeff King mentioned the MGC Pure project is going well.

Travel Oregon will be doing a “ribbon cutting” on Monday, Dec. 10, to promote the mural in Forest Grove. This promotion will continue for at least one year.

**7. ANNOUNCEMENT OF NEXT MEETING:**

Chair Draznin announced that the next meeting of the EDC will be on Thursday, January 10th, at **12:00** noon in the Alice Inkley Room at McMenamin’s Grand Lodge

**8. ADJOURNMENT:**

James Draznin adjourned the meeting at 1:34 p.m. by consensus.

Respectfully submitted by:  
Shannon Reynolds  
Admin Specialist  
City of Forest Grove

Approved by the Forest Grove Economic Development Commission:

Date: JANUARY 10, 2019