

**1. CALL TO ORDER:**

The meeting was called to order at 12:03 p.m. by EDC Chair, James Draznin.

**ROLL CALL: EDC MEMBERS PRESENT:** Brad Bafaro; Tim Budelman; Kevin Emerick; Lois Hornberger; Mark Nakajima; Thomas Raabe; Guy Storms; Howard Sullivan; Javier Camacho Urenda; Jonathan Yawson and James Draznin, Chair.

**EDC MEMBERS ABSENT (EXCUSED):** Steve Krautscheid; Jennifer Prickett; Jill Verboort; Christopher Wilmeth; and Kevin Yamada.

**OTHERS PRESENT:** Wanda Frazier; Sarah Saucy; Dave Warner, Bruce McVean, Dick Stinson, Kelsey Lewis, Pacific University student intern.

**COUNCIL LIAISON:** Councilor Rippe, excused.

**STAFF PRESENT:** Jesse VanderZanden, City Manager; Jeffery King, Economic Development Manager; and Shannon Reynolds, Administrative Specialist

**2. CITIZEN COMMUNICATION:**

None

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

James Draznin asked for a correction to the minutes, the correction was noted. Guy Storms moved to accept the December meeting minutes as amended. Brad Bafaro seconded. The motion passed unanimously.

**4. ADDITIONS/DELETIONS:**

None

**5. BUSINESS:**

**A. McMenamins – Host Update:** None

Jeff King provided a handout with the new banquet menu changes at McMenamins.

**B. Forest Grove Chamber Update:**

Howard Sullivan provided a Forest Grove Chamber of Commerce update.

The second session of Junior Achievement at the Forest Grove High School will be starting soon. A mentorship program called “Aspire” will be starting soon as well.

February 23, “Stars in the Grove” at Taylor Meade.

March 30, The Forest Grove Chamber Auction will take place at the Armory.

Two new businesses opened: Guidetti’s Kitchen and U.S. Market.

**C. Council Update:** Jesse VanderZanden gave an update in Councilor Rippe’s absence.

There are still ongoing discussions for the proposed new police facility.

An inventory of city land for affordable housing is being reviewed.

Council is still in the process of reviewing the current Boards and Commissions bylaws as well as reviewing feedback that has been received from each Board or Commission. An upcoming city council work session will be held sometime in March.

Jeff King gave an update on the Jesse Quinn building. There are approximately 10 units left to fill. A copy of the Portland Relocation Guide blog was passed out. The guide is able to capture the current downtown information as well as new businesses.

Travel Oregon continues to give good advertisement with the mural as well as their website.

**D. Board Member Size Update:** None

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

Jeff King read and reviewed the current goals and target areas of the 2015-2018 Strategic Plan.

Members of the EDC would like to see some result indicators for each of these goals in order to implement and determine the new 2019-2021 Strategic Plan. Jeff King pointed out that not all of the goals are necessarily able to be measured; however, he will compile data that may help determine any key performance indicators for some of the prior strategic goals and targets. It was also noted that not all goals or targets will need updated as some are ongoing.

The next EDC meeting will be a “working meeting” to establish the new Strategic Plan for 2019-2021. Prior to the meeting, Jeff King will provide a staff report of some of the measurable performance indicators of the last goals. Members will review the report and come to the meeting with ideas for the next Strategic Plan. The normal agenda will be put aside to allow ample time to develop this plan and work on the S.W.O.T. Analysis. The Strategic plan will develop the goal, list some kind of indicator and leave an area for the results of that goal.

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

January 17 will be the Boards and Commission dinner at 5:30 p.m. at the Forest Grove Senior & Community Center.

**7. ANNOUNCEMENT OF NEXT MEETING:**

James Draznin announced that the next meeting of the EDC will be on Thursday, February 7, at **12:00** noon in the Alice Inkley Room at McMenemy’s Grand Lodge

**8. ADJOURNMENT:** James Draznin adjourned the meeting at 1:25 p.m. by consensus.

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

Approved by the Forest Grove EDC:

Date: February 7, 2019