

1. CALL TO ORDER:

The meeting was called to order at 12:04 p.m. by EDC Chair, James Draznin.

ROLL CALL: EDC MEMBERS PRESENT: Brad Bafaro; Tim Budelman; Kevin Emerick; Lois Hornberger; Steve Krautscheid; Mark Nakajima; Guy Storms; Howard Sullivan; Javier Camacho Urenda; Jill Verboort; and James Draznin, Chair.

EDC MEMBERS ABSENT (EXCUSED): Jennifer Prickett; Christopher Wilmeth; and Kevin Yamada.

OTHERS PRESENT: Jim Langstraat; Kelsey Lewis; Bruce McVean; Sarah Saucy; and Dick Stinson.

COUNCIL LIAISON: Councilor Rippe

STAFF PRESENT: Jeffery King, Economic Development Manager; and Shannon Reynolds, Administrative Specialist

2. CITIZEN COMMUNICATION: None

3. APPROVAL OF ECONOMIC DEVELOPMENT COMMISSION MINUTES:

Howard Sullivan moved a motion to approve the meeting minutes from January 10, 2019. Tim Budelman seconded. The motion passed unanimously.

4. ADDITIONS/DELETIONS: None

5. BUSINESS:

A. Forest Chamber Update: Presented by Howard Sullivan:

- Ground breaking for the Higher Taste Restaurant will be at 11 a.m. at 10th and Holladay Street on Feb. 8th
- The Custom Care Physical Therapy grand opening and ribbon cutting will be at 4:30 p.m. on Feb. 8th.
- Howard Sullivan spoke with the aide to Congresswoman Suzanne Bonimici. There are a few upcoming programs she wanted to pass along:
 - The Partners Act is an apprenticeship work program that has been renewed and set to start sometime in March, the W.O.I.A. (Workforce Occupation Innovation Act), and the Bills Act (Infrastructure, Transportation and Energy). All three of these could be potential programs that the City of Forest Grove could utilize.
- Mr. Sullivan continued to encouraged the EDC members to volunteer their time with ASPIRE the Forest Grove High School mentorship program.
- The next City of Forest Grove Chamber luncheon will be February 25, 2019, at 11:30 at the City Auditorium. The mayors of Forest Grove and Cornelius will be giving their State of the City Addresses.

B. Council Update: Presented by Councilor Rippe:

- Council has approved a labor agreement between the City and the Forest Grove Firefighters.
- City staff is working to apply for a Historical Aid grant. Council is still in the process of approving. This grant will allow the downtown area to be included in the Historical District.
- Washington County's Major Streets Transportation Improvement Program, (MSTIP) requires funds obligation from the City. This program aids in funds for the advanced design phase of highway 47 and Martin Rd., as well as other road projects in Forest Grove. The city has an obligation to supply a certain amount of funds to these projects.
- The state has allocated money for a housing needs assessment. Forest Grove has been identified as a severely rent burdened community. This assessment will define all the different housing needs solutions. Results should come out sometime this year.
- The new police facility bond survey poll did not have a good public response. We need to educate the public better on what happens in a police facility and why we need it.
- A task force is meeting to discuss fire services in our area.
- A new Public Works director, Greg Robertson, has been hired.
- Forest Grove City Council had their annual retreat on Feb. 2nd. Another work session is planned for Monday the 11th to continue discussion on their final objective.
- October of 2022 will be Forest Grove's 150th Anniversary. The city is looking for an ad hoc committee to begin early planning of this event.

C. Board Member Skills and Size Discussion:

Continued discussion was had on possible downsizing of EDC's board member size. Chair Draznin reviewed the prior decision to remove two positions on the EDC, "City at Large" and "Utility", taking membership size down to seventeen.

Jeff King discussed with members to see if there were any duplications of trade businesses or organizations that could possibly be eliminated to allow for even more consolidation. Jeff suggested a look at the positions of "Residential Developer", "Industrial/Commercial Property Owner", and "Workforce Development".

Councilor Rippe added that Council would like to see student representation on each of the boards and commissions with the ability to vote. He also mentioned that though the Council was asking for a nine member limit on each board or commission, he feels there may be some leniency should it be determined a board needs more than nine members. He also mentioned the ability to have liaisons serve on the Commission should the EDC find that an effective way to allow for more members.

Tim Budelman moved a motion to remove the member position of “Residential Developer”. Steve Krautscheid seconded. The motion passed unanimously.

Howard Sullivan moved to have the member position of “Workforce Development” changed to a liaison position only. Kevin Emerick seconded. The motion passed unanimously.

Commissioners discussed and agreed that “Commercial/Industrial Property Owner” should remain as a member position on the EDC.

Councilor Rippe suggested the EDC stay at the agreed upon fifteen commissioners, and give this recommendation to Council as the proposed member reduction.

Councilor Rippe addressed Javier Urenda, wondering if the title of “Hispanic Community Representative” should remain or if another title would be better suited. Mr. Urenda noted “Latino Community Representative” would be a better fit.

Councilor Rippe mentioned going forward City Council will be more direct in giving particular Boards and Commissions the objective to look into various items to aid the Council when needed.

D. Strategic Plan – Review of Steps, Timeline, Measures:

Mr. King presented the Forest Grove Economic Dashboard; Top Line Measures findings and statistics for Forest Grove versus the Portland Metro area and Washington County. This information will be helpful when completing the S.W.O.T. Analysis.

Councilor Rippe mentioned the Economic Strategic Plan prepared by the EDC may help the City to possibly formalize their own economic development strategy.

6. STAFF AND BOARD MEMBER COMMUNICATIONS:

Lois Hornberger is retiring from Pacific University tomorrow. The EDC extended appreciation to her for all her service.

7. ANNOUNCEMENT OF NEXT MEETING:

James Draznin announced that the next meeting of the EDC will be on Thursday, March 7, at 12:00 noon in the Alice Inkley Room at McMenamins Grand Lodge.

8. ADJOURNMENT: James Draznin adjourned the meeting at 1:35 p.m. by consensus.

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

Approved by the Forest Grove EDC:

Date: _____