

1. CALL TO ORDER:

The meeting was called to order at 12:07 p.m. by EDC Chair, James Draznin.

ROLL CALL: EDC MEMBERS PRESENT: James Draznin, Chair; Tim Budelman; Kevin Emerick; Steve Krautscheid; Mark Nakajima; Guy Storms; Howard Sullivan; and Jill Verboort;

EDC MEMBERS ABSENT (EXCUSED): Brad Bafaro; Jennifer Prickett; Tom Raabe; Javier Urenda; Christopher Wilmeth; and Kevin Yamada.

OTHERS PRESENT: Kelsey Lewis; Bruce McVean; John Southgate; and Barbara Wineman

COUNCIL LIAISON: Councilor Rippe

STAFF PRESENT: Jesse VanderZanden, City 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 February 10, 2019. Steve Krautscheid seconded. The motion passed unanimously.

4. ADDITIONS/DELETIONS:

None

5. BUSINESS:

A. Strategic Plan Process:

Councilor Rippe mentioned that the City does not currently have a formalized strategic plan in place. It has been recommended that the Forest Grove City Council will look to the EDC (Economic Development Commission) to help aid and develop the City's Economic Development Strategic Plan. In turn, the EDC will broaden their perspective to include the City and not only the Commission itself. Council looks forward to all input from the Commission in helping to develop the Strategic Plan for the City.

Chair Draznin introduced Mr. Southgate to facilitate the S.W.O.T. Analysis that will begin the process of building a new Economic Strategic Plan for 2019-2021.

B. S.W.O.T. Analysis: (John Southgate, Facilitator)

Mr. Southgate facilitated a S.W.O.T. (Strengths, Weaknesses, Opportunities and Threats) Analysis with the EDC members.

Several sources will be used to develop and compile the new Economic Strategic Plan:

- Goals from the Forest Grove City Council
- S.W.O.T. Analysis from the EDC
- 2015-2018 Economic Strategic Plan
- Jeff King's Analysis

The existing Development Strategy currently has nine topics that were used for the S.W.O.T. Analysis:

- Business Retention
- Business Recruitment & Attraction
- New Business Formation (specifically small business)
- Tourism
- Downtown Area
- Support/Workforce Training
- Cooperation and Collaboration with other Cities
- Utilities & Infrastructure
- Finance

Members of the EDC gave input on each of the existing topics and a report for the S.W.O.T. Analysis will be provided in summary at a later date.

6. STAFF AND BOARD MEMBER COMMUNICATIONS:

Councilor Rippe updated that staff has had several work sessions on their annual goals and objectives and will be voting on the final draft on March 18th. They continue to look at the upcoming changes for the various Boards and Commissions. They will be holding another work session soon with the hope to approve the final changes in April.

A works session was also held to discuss the small cell wireless/fiber optics project. Council is in the process of establishing criteria for this project.

A grant from ODOT for the TV Highway Corridor Study was approved. This is a multi-step process and will be ongoing.

There were no member communications at this time.

7. ANNOUNCEMENT OF NEXT MEETING:

James Draznin announced that the next meeting of the EDC will be on Thursday, April 4, at 12:00 noon in the Alice Inkley Room at McMenamins Grand Lodge.

8. ADJOURNMENT: James Draznin adjourned the meeting at 1:30 p.m. by consensus.

Respectfully submitted by:

Shannon Reynolds
Administrative Specialist
City of Forest Grove

Approved by the Forest Grove EDC:

Date: April 4, 2019