

1. **CALL TO ORDER:**

The meeting was called to order at 12:06 p.m. by EDC Chair, James Draznin.

**ROLL CALL: EDC MEMBERS PRESENT:** James Draznin, Chair; Brad Bafaro; Kevin Emerick; Steve Krautscheid; Tom Raabe; Guy Storms; Howard Sullivan; Javier Urenda; Jill Verboort, Jim Langsraat, Barbara Wineman.

**EDC MEMBERS ABSENT (EXCUSED):** Tim Budelman; Mark Nakajima; Jennifer Prickett; Kevin Yamada; and Christopher Wilmeth

**OTHERS PRESENT:** Court Carrier; Kelsey Lewis; Bruce McVean; John Southgate.

**COUNCIL LIAISON:** Councilor Rippe

**STAFF PRESENT:** Jeff King, Economic Development Coordinator; 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 April 4, 2019. Tom Raabe seconded. The motion passed unanimously.

4. **ADDITIONS/DELETIONS:** None

5. **BUSINESS:**

**A. Boards and Commissions Resolution/next steps, Councilor Rippe:**

City Council has passed a resolution to adopt the recommended changes to the Boards and Commissions. Council has decided that each Board or Commission can determine in their own bylaws board member size. The proposal will then go before the City Council for approval or disapproval.

Another significant change that will go into effect is standardizing the bylaws, agendas, and minutes. They will now all follow the same format. Members will also be able to take minutes that will then be staff approved. Staff will not be required to take the minutes. Each Board or Commission will need to review their bylaws and submit necessary changes to City Council for approval.

Each year Boards and Commissions will vote for officer positions. The Chair position will be a 4-year term limit. If that member would like to serve again they will need to go through the interview process with Council before being re-elected with a one-year break in between.

**B. Council Communications, Councilor Rippe:**

- Council received an audit report for both the City and the Urban Renewal Agency. All was approved.
- Council received a presentation from Councilor Juan Carlos Gonzalez with updates on Metro.
- Council has adopted a new fee structure for the Aquatic Center as well as Light and Power to keep up with the cost of operations.
- Council has accepted a Labor Agreement with the City and Police Department.
- The Transportation Growth Management (TTM) grant was denied. However ODOT has recognized this need and set aside funds to study this corridor (Cornelius to Oak Street). ODOT has hired a contractor to complete this study.

**C. Chamber Communications, Howard Sullivan:**

- The State Chamber of Commerce has accepted an endorsed health plan.
- Two new businesses opened in Forest Grove; Good Intentions Café and Gann Bros. Printing.
- There will be a “Business Networking” at the Marquis in Forest Grove from 8-9 am on May 3<sup>rd</sup>.

**D. Strategic Plan Priority Setting, John Southgate, facilitator:**

The Commission held its second work session towards completing The Strategic Plan for the EDC. John Southgate facilitated the session in prioritizing each goal. Each Strategic Plan Goal was discussed and members highlighted the high priority/low priority objectives as well as long term/short term objectives for each goal. Jeff King will continue his work on the Strategic Plan consolidating the two work sessions and present it to the EDC next month.

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

Court Carrier has been contracted to serve as the director of Forest Grove’s Tourism Program. He comes to Forest Grove with a wide variety of experience in marketing and tourism. A new Tourism Advisory Committee is being developed and they will be creating a marketing/strategic plan to focus the many assets and markets of the City of Forest Grove.

Jeff King announced that Kelsey Lewis (Pacific University Intern) has accepted a new position and will be leaving us soon. Congratulations were offered to Kelsey on this new opportunity.

**7. ANNOUNCEMENT OF NEXT MEETING:**

James Draznin announced that the next meeting of the EDC will be on Thursday, June 6, at 12:00 p.m. in the Alice Inkley Room at McMenamins Grand Lodge.

**8. ADJOURNMENT:**

James Draznin adjourned the meeting at 1:28 p.m. by consensus.

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

Approved by the Forest Grove EDC:

Date: \_\_\_\_\_