

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: James Draznin, Chair; Brad Bafaro; Tim Budelman; Kevin Emerick; Jim Lansgtraat; Mark Nakajima; Tom Raabe; Guy Storms; Howard Sullivan; Javier Urenda;

EDC MEMBERS ABSENT (EXCUSED): Steve Krautscheid; Jennifer Prickett; Jill Verboort; Jonathan Yawson

EDC MEMBERS ABSENT (UNEXCUSED): Kevin Yamada; Christopher Wilmeth;

OTHERS PRESENT: Wanda Frasier; Kate Schofer (PSU Student); Bruce McVean

COUNCIL LIAISON: Councilor Rippe

STAFF PRESENT: Jeff King, Economic Development Coordinator; Shannon Reynolds

2. **CITIZEN COMMUNICATION:**

None

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

Tom Raabe moved to approve the meeting minutes from June 6, 2019. Howard Sullivan seconded. The motion passed unanimously.

4. **ADDITIONS/DELETIONS:**

None

5. **BUSINESS:**

A. Chamber of Commerce Update, Howard Sullivan

The July “Rise and Shine” will be held on the 7th at 8:00 a.m. at Heritage Bank. This is an opportunity to network with other businesses in town.

Friday, July 19, at 4 p.m. there will be a rebranding for the business formerly known as Custom Care Physical Therapy to Fyzical Therapy and Balance Centers.

B. City Council Update, Councilor Rippe

Council has passed the City’s budget for 2019-2020. Several resolutions were addressed. Several work sessions were completed. Council met to discuss the new police facility and address some design issues. A new proposed design has been issued. Costs have been reduced substantially and this will likely be on the ballot for next May as a bond measure.

Forest Grove has been designated as a city with severe rent burden. Studies will need to be done and a report given to the State addressing this issue.

Cornelius and Forest Grove have been chosen by Westside Economic Alliance to host a bike event sometime this coming fall.

The City is establishing an Equity Advisory Team to assist the City in reviewing policies and procedures involving equity. This will help to insure that all City services are available to everyone equally.

Several projects are happening this summer. The T.V. Highway improvement project is underway. This is the connection from Cornelius to Oak Street. ODOT is looking into other areas that may need to be addressed as well.

A study is being done by Public Works to address the safety of the crosswalk from the Goodwill store to the Safeway store on Pacific Ave.

Metro's commercial food waste recycling program with Forest Grove is underway.

The County has decided upon a preferred design of a roundabout for Martin Rd and Hwy 47. A smaller project at Thatcher and Gales Creek is set to have a lighted crosswalk for added safety of students and pedestrians crossing there.

Council Creek Regional Trail has a right of way easement owned by Portland and Western Railroad. This is a 60 ft. wide corridor easement. If they would agree to abandon their easement we could obtain this property for potential use of a bicycle path, pedestrian path and a possible a transit corridor for busses or street cars. Forest Grove has applied for a grant with Metro as well as some matching funds received from Washington County in hopes of moving forward on this design.

Clean Water Services purchased a portion the TTM building for the purpose of setting up a possible education and research facility.

C. Forest Grove Economic Activity last 5 years, Jeffrey King

Jeff presented and read through his latest presentation of Forest Grove's economic activity over the last 5 years.

D. Marketing Review FY18-19 & 19-20, Jeffrey King

Jeff presented a handout showing the various ways we are marketing and advertising the City of Forest Grove. Bringing awareness to Forest Grove is a major part of our economic development and tourism efforts.

E. Board Membership

An election for Chair and Vice Chair of the EDC is needed. The Vice Chair position is typically a fill in position to the Chair. The Chair is the main liaison to the commission.

Jeff will continue to handle most of the work load of preparing the agendas each month. Presenting to the commission or council is prepared by Jeff and presented by the Chair. These positions are highly supported by Jeff King.

James Draznin will be stepping down from his current position as EDC Chair. It was determined Tim would step in as Vice Chair through the summer to allow time for recruitment of a new Chair. Councilor Rippe mentioned it would be very helpful to have elections complete by September.

Tom Raabe moved to have Tim Budelman step in as Vice Chair for the summer and possible September meeting with the intention of voting in a new Chair and Vice Chair in September, Howard Sullivan seconded and the motion passed unanimously.

Jeff asked for emailed responses from those who may be interested in either position.

Councilor Rippe discussed the advisory committee that has been created for the Urban Renewal Agency Committee (URAC). Three candidates have applied for this position. This committee would be in charge of providing ideas on how funds would best be spent. The URA has currently funded the store front improvement projects. There is a position designated for an EDC member on the advisory committee. The EDC will need to determine who will fill this position.

6. STAFF AND BOARD MEMBER COMMUNICATIONS:

Tom Raabe mentioned September 21st will be the annual Corn Roast, celebrating Forest Grove. Volunteers are needed.

Jeff King mentioned the Economic Development Strategic Plan was recommended to City Council for adoption. There are a few minor changes that need to be made before it will be re-submitted to Council for approval in September.

Jeff King updated on the patisserie that may pop up in the downtown area as well as a possible health/juice bar concept coming up.

Javier Urenda gave an update on the remodel happening to the Adelante Mujeres building that is set for completion in August including the commercial kitchen. They also just completed their first Empresas Small Business Class that had three applicants. They have another session scheduled with several applicants eight of whom are from Forest Grove.

7. ANNOUNCEMENT OF NEXT MEETING:

James Draznin announced that the next meeting of the EDC will be on Thursday, September 12th at 12:00 p.m. 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: _____