

1. **CALL TO ORDER:**

The meeting was called to order at 12:05 p.m. by EDC Member, Tim Budelman.

ROLL CALL: EDC MEMBERS PRESENT: Brad Bafaro; Tim Budelman; Kevin Emerick; Mark Nakajima; Tom Raabe; Howard Sullivan; Javier Urenda; Barbara Wineman, Christopher Wilmeth

EDC MEMBERS ABSENT (EXCUSED): Steve Krautscheid , Jennifer Prickett Jim Langstraat, Guy Storms, Jill Verboort, Jonathan Yawson, James Draznin

EDC MEMBERS ABSENT (UNEXCUSED): Kevin Yamada;

OTHERS PRESENT: Court Carrier; Jim McCreight; Bruce McVean; Dick Stinson; Yvan Saastamonien

COUNCIL LIAISON: Councilor Rippe

STAFF PRESENT: Jeff King, Economic Development Manager; Shannon Reynolds, Admin Specialist

2. **CITIZEN COMMUNICATION:**

None

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

Tom Raabe moved a motion to approve the meeting minutes from July 11, 2019. Howard Sullivan seconded. The motion passed unanimously.

4. **ADDITIONS/DELETIONS:**

None

5. **BUSINESS:**

A. Chamber of Commerce Update, Howard Sullivan

The Great Grains Event will be held at Lyle Spiesschaert Farms Saturday, the 14th. The Sidewalk Chalk Art Festival will be held Saturday, September 21, from 8 am to 4 pm. The 55th Annual Corn Roast and Art Bizarre will be the same day from 11 am to 5 pm. Junior Achievement will be held at both Forest Grove High School and Neil Armstrong Middle School this year. Howard mentioned several donors that have helped to make this event a success. Howard inquired of any EDC members that may be interested in providing additional funding for this event. Several members generously donated personally.

B. Board Elections and bylaw update:

Jeff reminded the EDC that an election for Chair and Vice Chair positions were due. Tom Raabe moved a motion to elect Kevin Emerick for the position of EDC Chair and

Javier Urenda for the position of EDC Vice Chair. Howard Sullivan seconded and the motion passed unanimously.

Jeff King mentioned that once a bylaw template has been approved, the Economic Development Commission will need to decide on their adjusted member size and recommend to the Forest Grove City Council for final approval. He also reminded members of the importance to give feedback on your availability to attend the monthly EDC meetings.

C. Entrepreneurship & Innovation Programs, Jim McCreight, Oregon Technology Business Center, Beaverton

Jeff provided a handout on potential partnerships that might have interest in partnering in our economic strategic plan of Entrepreneurship and Innovation. He introduced and welcomed Jim McCreight from the Oregon Technology Business Center (OTBC) as guest speaker.

Jim McCreight spoke to the EDC on the Virtual Incubation Program that is available to Forest Grove Entrepreneurs. Mr. McCreight gave a brief overview of the (OTBC) Investor Group that selects five start-up companies to receive a \$25,000 investment funding for their startup company. In addition the startup companies will reside at the OTBC location for one year to receive mentoring, training and introductions as well as provide quarterly updates to the investor group. This has been a successful program for Beaverton. Mr. McCreight wanted to remind everyone that the “2020 Startup Challenge” was open to companies/applicants that currently reside outside of Beaverton as well.

D. Council Update, Councilor Rippe:

Councilor Rippe provided an update from City Council. The Park and Recreation district will continue with the approved Master Plan updates. The new police facility is still being considered for a possible bond measure in May. The Dollar General permit to build was approved by the Planning Commission; however, it was denied by City Council. The new food management resolution was passed by City Council and will be implemented over the next several years in phases. Public hearings were held on Severe Weather Shelters and Seasonal Shelters. The code is being adjusted so that only designated 501c3's will be allowed to have this type of shelter. The new Economic Strategic Plan was accepted by City Council. Interviews were held for the Urban Renewal Agency Committee positions; five people were selected thus far for the seven available positions. Thatcher and David Hill intersection will soon become a four-way stop. A study is still underway for possible changes to the crossing area between Goodwill and Safeway. The intersection of Gales Street, E Street and Thatcher will have some safety modifications made as well.

E. Tourism Update, Court Carrier:

Mr. Carrier gave an update on the Tourism Advisory Committee (TAC) as well as upcoming events for the City of Forest Grove. They successfully implemented a multi-day event for the Great Grains Harvest that previously had been a single day event. The grape harvest is ramping up and they are marketing the City in various ways. The committee has completed their Tourism Strategic Plan and have begun drafting a marketing budget. Concours d'Elegance had its most successful turn out thus far. They will now be able to provide funding for scholarships, student exchange programs, shelter boxes, Peace Village funding, etc. Once the TAC has finalized a marketing plan it will be recommended to City Council on October 7 for final review and approval. A social media company has been hired to handle the new social media account for The City of Forest Grove. Some re-branding for the City will be done to encourage and attract more tourism. Information for a possible tourism grant from Travel Oregon should be in soon. Another grant will be applied for through Washington County. The City of Forest Grove Tourism will also be joining efforts with Travel Portland to enhance our tourism efforts. Lastly, they have reached out to Pacific University for resources to help with graphic services and film efforts.

6. STAFF AND BOARD MEMBER COMMUNICATIONS:

Javier Urenda updated that the Adelante Mujeres projects are coming close to completion. They will be moving into their new building next month as well as opening the new kitchen. Their current business class currently has eight participants enrolled.

Jeff mentioned a few more events that are happening over the upcoming weekend.

7. ANNOUNCEMENT OF NEXT MEETING:

Tim Budelman announced that the next meeting of the EDC will be on Thursday, October 3, 2019, at 12:00 p.m. in the Alice Inkley Room at McMenamins Grand Lodge.

8. ADJOURNMENT:

Tim Budelman 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: _____