

1. **CALL TO ORDER:**

The meeting was called to order at 12:01 p.m. by EDC Chairman Kevin Emerick.

ROLL CALL: EDC MEMBERS PRESENT: Brad Bafaro; Tim Budelman; Kevin Emerick; Steve Krautscheid; Jim Langstraat; Mark Nakajima; Guy Storms; Howard Sullivan; Javier Urenda; Johnathan Yawson

EDC MEMBERS ABSENT (EXCUSED): Tom Raabe, Jennifer Prickett

EDC MEMBERS ABSENT (UNEXCUSED):

OTHERS PRESENT: Court Carrier, Forest Grove Tourism

COUNCIL LIAISON: Councilor Timothy Rippe

STAFF PRESENT: Cassi Bergstrom, Permit Coordinator; Jeff King, Economic Development Manager; Yvan Saastamoinen, City Intern; Jesse VanderZanden, Forest Grove City Manager

2. **CITIZEN COMMUNICATION:**

None

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

A quorum was met. Howard Sullivan moved to approve the January 9, 2020, EDC meeting minutes. Steve Krautscheid seconded. The motion passed unanimously.

4. **ADDITIONS/DELETIONS:**

Boards and Commissions dinner will be held at the Forest Grove Senior Center Thursday, February 13, at 5:30 p.m.

5. **BUSINESS:**

A. Chamber of Commerce Update, Howard Sullivan:

Howard Sullivan provided an update from the Chamber of Commerce. February 7 at 8 am will be the next Rise and Shine located at Virginia Garcia. The history and story of Virginia Garcia will be presented.

February 24 the Chamber will be hosting, along with both Forest Grove and Cornelius City Mayors, the “States of the Cities” address at Cornelius Library.

The affordable showers that were designated for the homeless have logged almost 500 showers.

March 21 will be the Annual Auction at the Armory.

B. Council Update, Councilor Rippe:

Councilor Rippe provided a City Council update. The Urban Renewal Agency had a work session regarding “Site B” east of the Jesse Quinn building. They will put out an RFP (request for proposal) soon for land development. A solution for the Martin Rd. intersection has been determined. A round-a-bout will be designed as well as improvements made to the shoulders of the road.

EDC bylaws were approved by City Council however a councilor asked that the membership number of the EDC be pulled out to allow for a specific discussion. The general consensus of the Council is membership total remain at 9 for all Boards and Commissions including the EDC. Council feels this is possible and over the next year is asking EDC to have a discussion with that goal in mind. Jeff asked if there was any wiggle room in the membership number. Councilor Rippe explained the record for the recent attendance shows there have typically been only nine members present and reaching a quorum can be difficult at times. He advised the EDC to make a strong case to the Council as to why they feel membership should remain at 15. Jesse VanderZanden mentioned the EDC’s development of the Strategic Plan be highlighted as an accomplishment.

C. Proposed New Board Members:

Howard reached out to MGC Pure and RDF&P for possible interest in membership on the EDC. Both were interested. He will follow-up with each to see if they would like to sit in on a meeting before they commit. Tim Budelman will follow up with Jill from Urban Decanter for the open downtown business position.

Tim Budelman moved to remove Chris Wilmeth from the EDC membership. Mark Nakajima seconded. The motion passed unanimously. This position of “Workforce” will remain open as a liaison position.

D. Strategic Plan Metrics for Goal 7 & Goal 2, Jeff King

Jeff King reviewed Goal 7 of the Strategic Plan with the EDC. This included short-term and long-term objectives as well as the measurements of the goal. Some challenges of measuring this goal were discussed. EDC looks forward to the presentation and report forthcoming from Adelante Mujeres in April.

E. Discussion of Chamber Awards Program, Survey

Howard mentioned more discussion was needed regarding the Chamber Awards Program. He has several questions regarding when, how, and cost for this award. Tim Budelman mentioned the possibility of reaching out to other communities that are similar in size to see how their Chambers handle this. Jeff mentioned working with Yvan Saastamoinen to aid in research as well as meeting with Howard at the Chamber office.

F. Tourism & Branding Update-Court Carrier

Court Carrier updated the EDC on the development of tourism in Forest Grove. Vision and Mission statements have been drafted and approved. A Strategic Plan has been drafted as well and will be submitted to the advisory committee this month with hopes for implementation soon. A tourism committee has been working together and meeting monthly. Re-branding of Forest Grove is in development and Lookout & Company has been chosen for this project. Feedback from the community will be key. They will be issuing surveys to gain community insight. Forest Grove’s new website company will work closely with Lookout & Company as well.

G. Main Street Program Update:

An application was submitted and accepted for the Main Street Program. Participants from downtown will be useful in forming an advisory committee. This will help to fund and improve the “downtown” conditions of Forest Grove.

Jeff provided a handout on Forest Grove 2020 Potential Partnerships. OTBC will be meeting with Jeff King next week regarding entrepreneurship and innovation possibilities for Forest Grove.

6. STAFF AND BOARD MEMBER COMMUNICATIONS:

John Southgate will be presenting next month to the EDC on his role with Washington County. Adelante Mujeres will present to the EDC in April.

7. ANNOUNCEMENT OF NEXT MEETING:

Chairman Kevin Emerick announced that the next meeting of the EDC will be on Thursday, March 5, 2020, at 12:00 p.m. in the Alice Inkley Room at McMenamins Grand Lodge.

8. ADJOURNMENT:

Kevin Emerick adjourned the meeting at 1:27 p.m. by consensus.

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

Approved by the Forest Grove EDC:

Date: _____