

1. CALL TO ORDER:

The meeting was called to order at 10:05 p.m. by EDC Chairman Kevin Emerick.

ROLL CALL: EDC MEMBERS PRESENT: Brad Bafaro; Tim Budelman; Jill Craig; Steve Krautscheid; Jim Langstraat; Juanita Lint; Guy Storms; Javier Urenda; Sarah Teters-Johnson

EDC MEMBERS ABSENT (EXCUSED):): Jennifer Prickett; Jonathan Yawson; Tom Raabe; Mark Nakajima

EDC MEMBERS ABSENT (UNEXCUSED): None

OTHERS PRESENT: Alfredo Moreno, Portland Community College; Rob Langford, Dick Stinson

COUNCIL LIAISON: Councilor Timothy Rippe

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

2. CITIZEN COMMUNICATION:

None

3. APPROVAL OF ECONOMIC DEVELOPMENT COMMISSION MINUTES:

A quorum was met. Brad Bafaro moved a motion to approve the March 5, 2020 EDC meeting minutes. Steve Krautscheid seconded. The motion passed unanimously.

4. ADDITIONS/DELETIONS:

Jeff King requested adding discussion about the Industrial Lands Tool Kit Program.

5. BUSINESS:

A. Chamber of Commerce Update, Juanita Lint:

Juanita Lint introduced herself as the newly hired Chamber of Commerce representative and provided an update to the EDC. Mention was made of the newly implemented Downtown Expansion permit process that allows one parking space to be used by downtown business owners, Thursday – Sunday evenings from 5-10 p.m. They may eventually expand further into blocking off and opening the downtown street areas as well. This will last throughout the summer until the end of September. Juanita is currently working to grow the Chamber of Commerce membership by continued efforts to reach out to small businesses within the communities. She continues to give support and efforts in re-opening the community and businesses as soon as possible. Juanita currently works 20 hours with the Chamber and is looking to fill the vacant “assistant” position which will partner with the City as a full time position allowing the Visitor Center to remain open. Juanita has also taken on the current Junior Achievement project. Total funds needed for the program was \$4,500. They are still looking for a few sponsors to

contribute the remaining \$500-\$600 needed for the program. Jill Craig kindly donated an additional \$100. Jeff King offered to help send a letter out to garner possible interest and help.

B. City Council Update, Councilor Rippe:

Councilor Rippe updated on the reopening of City offices to the public as of June 1st with the exception of the library and public pool. Social distance efforts are all in place. The County received some federal money from the Cares Act that was used to create a few Small Business Recovery Centers, one of which is located in Forest Grove at Adelante Muheres. The Center will guide small businesses in following proper protocol to reopen their businesses. On July 6th the Planning Commission will hear a proposal to build an apartment complex behind the new Wauna Credit Union. Lastly, the Council will be voting on the budget for 2020/2021 at the next council meeting. The Urban Renewal Agency gave funding to small businesses within the URA boundary for one month's rent help in May. The City Council then authorized an additional \$25,000 for businesses outside the URA in June. In total \$125,000 to \$150,000 was given for rent help of small business in Forest Grove. Councilor Rippe said the City is open to suggestions from the EDC for any other ways they can assist during this time. Javier Urenda mentioned the possibility of waiving the fee to obtain a business license.

C. Annual Report Recap:

Kevin Emerick gave a summary of the Annual Report that was presented to City Council.

D. Business Recovery Strategies-Presentation, Feedback & Discussion:

Jeff reviewed the Washington County Economic Indicators. Mention was also made of the two programs that were previously mentioned to help aid small businesses. Some feedback he has had regarding reopening is it can be difficult to get employees back to work.

Some of the federal money received from the Cares Act will go towards Economic Development. He asked for feedback from the EDC on ways we can enable small businesses to re-open by using the federal grants available.

Juanita Lint mentioned capacity as a big issue; it is difficult for businesses to re-open at half capacity. PPE (personal protective equipment), has had difficulty finding any sanitizing wipes, sprays etc.

Rob Langford from MGC Pure Chemicals contributed that in house meetings can be challenging to be compliant with the proper social distance requirements. Business continuity with employees as Covid-19 scares rise. Availability of testing and confirmation of health clearing is an issue for them. They have also experienced an unusual amount of interview cancellations as people continue to be nervous about going to work. They have some concern this could slow company growth.

Steve Krautscheid mentioned the Walgreens drive thru offers a quick Covid-19 screening. Sanitizer is on back order for them, other PPE stock is in good shape.

Kevin Emerick spoke for Woodfold Manufacturing regarding difficulty also with business continuity as Covid-19 scares go through the company. It can be hard to get employees to return to work once symptoms have subsided. Has noticed price increases on PPE products. Feels information and education of how to properly use PPE and sanitization processes correctly has not been given or distributed as necessary.

Jill Craig sees challenges with the small space that she currently has. Sanitizing has been difficult to monitor and ensure proper cleaning. Staffing can be difficult and costly at half capacity.

Javier Urenda noticed difficulty in the Latino community accessing the various national and local grants available. The requirements seemed a bit stringent and cumbersome. For example, accessing last year's tax information or business licenses etc. was difficult for some. He does see businesses still surviving. He's been able to connect business with online sales, catering, or delivery services. Training on how to use PPE properly has been lacking. Jeff will research some PPE training videos as well as "new ways to sell" videos for small businesses. Kevin mentioned Oregon OSHA has videos as well.

Jim Langstraat mentioned Pacific University is still troubleshooting students returning to campus. PPE is a bit difficult, but they are managing. All classes will have the option of being online or on-site. They will be leasing space near campus to allow for further social distancing.

6. STAFF AND BOARD MEMBER COMMUNICATIONS:

None

7. ANNOUNCEMENT OF NEXT MEETING:

Chairman Kevin Emerick, announced that the next meeting of the EDC will be on Thursday, July 9, 2020 at 10:00 a.m. via WebEx.

8. ADJOURNMENT:

Kevin Emerick adjourned the meeting at 11:28 a.m. by consensus.

Respectfully submitted by:

Shannon Reynolds
Administrative Specialist
City of Forest Grove

Approved by the Forest Grove EDC:

Date: 7/9/20