

1. **CALL TO ORDER:**

The meeting was called to order at 12:05 p.m. by EDC Chair, James Draznin.

**ROLL CALL: EDC MEMBERS PRESENT:** James Draznin, Chair; Brad Bafaro; Tim Budelman; Kevin Emerick; Mark Nakajima; Guy Storms; Howard Sullivan; and Jonathan Yawson

**EDC MEMBERS ABSENT (EXCUSED):** Steve Krautscheid; Jennifer Prickett; Tom Raabe; Javier Urenda; Jill Verboort; Christopher Wilmeth; and Kevin Yamada

**OTHERS PRESENT:** Kelsey Lewis; Bruce McVean; and Barbara Wineman

**COUNCIL LIAISON:** Councilor Rippe

**STAFF PRESENT:** Jeff King, Economic Development Coordinator; Shannon Reynolds, Administrative Specialist; Jesse VanderZanden, City Manager

2. **CITIZEN COMMUNICATION:**

None

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

Howard Sullivan moved a motion to approve the meeting minutes from March 7, 2019. Tim Budelman seconded. The motion passed unanimously.

4. **ADDITIONS/DELETIONS:**

None

5. **BUSINESS:**

**A. Strategic Plan: Review SWOT- Chair Draznin**

Chair Draznin reviewed the successful SWOT (Strengths, Weaknesses, Opportunities, and Threats) work session that was held last month. He spoke positively in regard to all the great input that was given by each Commissioner.

**B. Strategic Plan: Proposed Staff Plan – Jeff King, Economic Development Mngr.**

Jeff presented the first draft of the Economic Development Proposal as well as any new objectives to the existing goals. He explained that there were several inputs that help inform this draft: the SWOT, the previous 3-year EDC Strategic Plan, review of other plans in Oregon and staff analysis, He also stated that main change is that this plan may serve as the City's Economic Development Strategic Plan as well. Jeff also explained that in the current economic environment there are three challenges that have come to the forefront. They are:

- Moving industrial sites to shovel-ready status.
- Finding qualified workforce/talent for expanding and business.
- Adequate organization capacity to undertake activities, events, promotion and other tasks needed for a prosperous downtown.

Jeff then discussed objectives for each goal:

- Business Retention & Expansion
  - Business Attraction & Recruitment
  - New Business Formation & Innovation
  - Small Business Development
  - Downtown Development
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- Tourism Development
  - Target Key Industry Clusters
  - Marketing
  - Utilities & Infrastructure
  - Workforce Development

Members discussed the various goals and gave input. Transportation was an important ongoing issue to the Commission. Mr. VanderZanden discussed Halliday Street in Cornelius. He explained the continued plans to connect that street into Forest Grove from Cornelius. The City of Cornelius has approved the connection point.

Forest Grove's workforce supply and finding enough employees was another issue discussed. Input was given on possible ways to coordinate with both Forest Grove High School as well as Pacific University to give exposure to companies within Forest Grove that could utilize local workers. Various points of employment advertisement were discussed as well.

Jeff encouraged the members to read through each of the goals objectives and to continue to submit feedback. Councilor Rippe also commented on the importance of feedback from all board members as Council moves forward to adopt the new Strategic Plan for the City.

Jeff will continue to make any changes or edits as needed. A possible work session with Council may be added in May to continue drafting the City's Strategic Plan. The next EDC meeting will be a facilitated session to develop priorities.

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

Howard Sullivan made mention of the "Rise and Shine" on Friday April 5<sup>th</sup> at 8 a.m. held by the Cornelius/Forest Grove Chamber of Commerce at Pacific University's Berglund Hall.

The Growler Garage will have a ribbon cutting Friday April 5<sup>th</sup> at 4:30 p.m.

**7. ANNOUNCEMENT OF NEXT MEETING:**

James Draznin announced that the next meeting of the EDC will be on Thursday, May 2nd at 12:00 p.m. in the Alice Inkley Room at Mcmenamins Grand Lodge.

**8. ADJOURNMENT:**

James Draznin 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: \_\_\_\_\_