

1. CALL TO ORDER:

The meeting was called to order at 12:06 p.m. by EDC Chairman Kevin Emerick.

ROLL CALL: EDC MEMBERS PRESENT: Steve Krautscheid; Mark Nakajima; Guy Storms; Howard Sullivan; Javier Urenda; Barbara Wineman;

EDC MEMBERS ABSENT (EXCUSED): Tom Raabe, Jill Verboort, Tim Budelman, Jennifer Prickett, Brad Bafaro

EDC MEMBERS ABSENT (UNEXCUSED): Christopher Wilmeth, Jim Langstraat, Kevin Yamada

OTHERS PRESENT: Joe Hamilton, Pacific University; Barbara Wineman, Chaucer Foods

COUNCIL LIAISON: Councilor Rippe

STAFF PRESENT: Jeff King, Economic Development Manager; Shannon Reynolds, Administrative Assistant

2. CITIZEN COMMUNICATION:

Armando from McMenamins staff provided an update on various upcoming activities and events throughout the month of December as well as New Year's planned events. McMenamins is now providing coffee delivery services.

3. APPROVAL OF ECONOMIC DEVELOPMENT COMMISSION MINUTES:

No Quorum; November EDC meeting minutes will be postponed for approval at the January EDC meeting.

4. ADDITIONS/DELETIONS: None

5. BUSINESS:

A. Chamber of Commerce Update, Howard Sullivan:

Howard Sullivan mentioned the upcoming "Holiday in the Grove" on December 7th. A live parade as well. Jeff handed out a flyer with City-wide Christmas events. Howard mentioned the property across from the Wauna Credit Union has sold and is slated for possible apartments at this point. TTM has purchased property for use as a business innovation center. Hill Hub will be a center that enables and supports start-up businesses with-in the community.

B. Council Update, Councilor Rippe:

There is a current vacancy on City Council. There was an enrollment/application process open with a deadline of November 22, 2019. Thus far they have received 8 applicants that have met the requirements for this position. City Council will now begin the interview process. The applicant chosen will fill the term of almost 3 years that was vacated. The Council's goal will be to have this position filled by the end of January of 2020.

The new police facility architectural project is ongoing. The goal is to have a firm estimate for the new proposed facility for the Annual Town Meeting in January.

Council continues to look at various ways they can aid in the need for affordable housing. One possible resolution will be to defer the payment of SDC fees for the developer until the housing units are occupied. This will be proposed to Council and voted on in the near future.

We are at a critical low or shortage with our police force (approx. 14 officers). During the current interim of the hiring process, Forest Grove is contracting with Washington County to aid in coverage between the hours of 3 am and 7 am. Forest Grove Police Department intends to be fully staffed again by the end of July.

The Council will receive a presentation from Staff on Monday, December 9, in regards to the entry/access corridor between Safeway and Goodwill. Staff will propose to Council on how to remedy the safety issues in this area. Another transportation area of 21st and Main will be given a decorative upgrade.

Western Washington Fire Service Task Force representing Gaston, Forest Grove, Forest Grove Rural Fire, Cornelius and Cornelius Rural Fire will be looking at the current status and sustainability of each district.

C. New Bylaw Vote and Vacancies, Jeff King

A formal vote was needed to pass the additions made to the New Bylaw template, however without a quorum EDC will wait until January to vote on the New Bylaw's. Kevin reviewed each of the changes in the new template. Some areas of explanation were needed; Section 5:1.b.was determined could be deleted. Some clarification was discussed surrounding excused and unexcused absences.

Jeff discussed the various vacancies and changes to the EDC Members List; Food/Beverage Processor, Large Manufacturer and Downtown Retail Business. Jeff's proposed idea is to move Chaucer Foods to Food/Beverage Processor. This would allow for a new Large Manufacturer Position to be filled as well as the Downtown Retail position. Barbara Wineman agreed to speak with Jonathan Yawson on this change for Chaucer Foods. Steve Krautscheid and Howard Sullivan agreed to help form an ad-hoc committee to locate or fill these member positions.

D. Strategic Plan: Priorities for 2020, review metrics:

Jeff reviewed the current Strategic Plan with the EDC to see where a work plan could be developed. It was also suggested the EDC come up with ideas for future guest speakers. Howard suggested we invite guests to come and present about their Land Use Process during their business start-up.

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, January 9, 2020, at 12:00 p.m. in the Alice Inkley Room at McMenamins Grand Lodge.

8. ADJOURNMENT: Kevin Emerick adjourned the meeting at 1:36 p.m. by consensus.

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

Approved by the Forest Grove EDC:

Date: _____