

Timothy Rippe, Council Liaison
Jeff King, Staff Liaison
Tim Budelman
Brad Bafaro
Steve Krautscheid
Bruce McVean
Tom Raabe
Kevin Yamada

James Draznin, Chair
Hope Kramer, Vice Chair

Lois Hornberger
Mark Nakajima
Jennifer Prickett
Kevin Emerick
Guy Storms
Howard Sullivan
Javier Urenda

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➔ Citizen Communications – Anyone wishing to speak on an issue not on the agenda should sign in for Citizen Communications prior to the meeting. The presiding officer will call the individual or group by the name given on the sign in form. Each person must state his or her name and give an address for the record.

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ATTENDEES:

James Draznin
Mark Nakajima
Kevin Emerick
Lois Hornberger

Howard Sullivan
Hope Kramer
Wanda Frazier
Tim Budelman

Guy Storms
Tom Raabe
Bruce McVean
Steve Krautscheid

COUNCIL PRESENT:

CITY STAFF:

Jesse Vanderzanden, City Manager
Jeffrey King, ED Program Manager
Shannon Reynolds, Admin Specialist

ALSO ATTENDING:

Jill Verboort

Gerard Lamorte, TTM Technologies

Keith Horman, Forest Grove Light and Power

1. CALL TO ORDER:

The meeting was called to order at 12:04 p.m. by EDC Chair, James Draznin.

2. CITIZEN COMMUNICATION:

None

3. APPROVAL OF ECONOMIC DEVELOPMENT COMMISSION MINUTES:

A move to pass both September and October minutes was presented by James Draznin. The motion passed unanimously.

4. ADDITIONS/DELETIONS:

None

5. BUSINESS:

A. McMenamins – Host Update:

Adam Lucero gave an update on McMenamins. Business is doing well and they are starting to see growth from Portland. They provide music five nights per week which has been very well received. The holiday season is approaching with many upcoming events, the first being Trick or Treating from 4-7 p.m. on the 31st. The Hotel has been busier than ever. Jeff made mention of the great breakfast that McMenamins provides daily. They are striving to become more self-sustaining by growing and raising much of their own food. Excellent gardening staff as well.

B. Forest Grove Chamber Update:

Howard gave an update on the Junior Achievement Program that will be happening at Forest Grove High School. They are still looking for volunteers to help teach each of the classes. Nineteen volunteers are needed and Jeff mentioned they have close to sixteen at this time.

Jessie Quinn has been opened. It looks great and all is going well.

Farmers Insurance is holding a rise and shine for businesses to do some networking on Oct. 5th.

Oct. 19th at 3 p.m. there will be a ribbon cutting at Diversity Café. The November Chamber luncheon will also be held here.

Pacific University College of Business will be holding an "After Hours" from 5:00-6:30 on Oct. 23rd. Wanda mentioned this would be a great time to come meet the new Dean of Pacific University as well as the many new faculty members.

C. Council Update:

Mr. VanderZanden provided an update for Mr. Rippe who is currently on vacation. The business incentive program was passed by the council that was recommended by the EDC. The next council meeting will be on Oct. 8th they will have a work session on the Urban Renewal Agency. With the recent financial forecasts due to increase in commercial growth they will be looking to see "what's next" and how they should proceed with the new funds that have been generated.

The new Transient Lodging Tax was implemented last January. The county collects these funds and remits payment back to the city. Council has been waiting for enough funds to be collected and will be working on drafting a request proposal for service. When the decision is made where the funds will be given it will be published in the Daily Journal of Commerce.

There will be a forum on growth in the Tualatin Valley held at the city auditorium at 4 pm today.

A City Council Candidates forum will be coming up. Dates will follow.

D. Gerard Lamorte, General Manager, TTM Technologies

TTM is a global company with 29 plants, 17 being in North America. TTM's main business is printed circuit boards specializing in security for our military, airplanes, missiles, bombs etc. They are currently forecasting for \$100 million in revenue.

Staffing is their most current concern. The base pay for entry level jobs at TTM was set at \$11.50/hr. with the plan to increase it to \$13/hr. this year. However, the general understanding is that will not be high enough. A proposal has been made to increase the minimum wage for entry level employees to \$15/hr. Entry level employees need be 18 years of age. No degree required. Last year they hired 100 people, but also turned over 100. A need to retain and attract talent is needed. Gerard has worked on several employee appeal initiatives such as; Adopt a Road, Love Rocks and the Forest Grove Corn Roast. TTM is trying to be more community involved and aware. They have also donated several 3-D printers to the community. Mark mentioned the exposure of TTM to the younger generation, specifically for high school as it might be a good way for them to

reach kids who have interest in technology and automation. Gerard commented that they are trying to incorporate some programs to affect the high school level.

Jeff mentioned doing a “success story” to publish either on the website or for an article. This may help TTM gain some attention and exposure in the community. Gerard explained that a lot of people in the community don’t yet know TTM exists, so any exposure to the community would be greatly appreciated.

James complimented Gerard and TTM on their continued efforts of getting involved in the community. Gerard commented that they’ve have had no issues with neighboring facilities.

E. 2018-2019 Marketing Plan:

Jeff presented a Travel Oregon ad. Travel Oregon is looking for six or seven locations to present a professionally painted mural. Forest Grove has been selected as one of the locations. The location for the mural is being decided on and Jeff is looking for any input or possible ideas of property owners who may be interested. At this point he presented some possible building locations along Main and Pacific where the ice cream shop is located or The News Times building as another option. The Pet store on 19th could also work or the small building on 19th and Birch. Tim inquired on the expense of the mural. Jeff stated Travel Oregon will take care of all expenses related to the mural. Jeff will follow-up with Travel Oregon on what specific parameters might be needed.

Jeff presented the commission with the Economic Development Marketing Plan for 2018/2019 and 2017/2018. It is a mix of digital, collateral and radio advertisement with our Website being one of the most vital and effective. He mentioned adding the Portland Relocation Guide as another method of marketing. This may be a good opportunity for a write up on Forest Grove’s success story and what we have going on here. He reiterated that this is a general guide in terms of the marketing approach for Forest Grove. Any feedback is appreciated. The question was asked if the OPB Radio Advertising that was added last year was a success. James mentioned there seems to be a general acceptance of what was done last year with room to add or change anything with available funds from this year. Jeff will follow up with numbers on website clicks and audience tracking for various marketing avenues.

F. Board Refresher: bylaws, board vacancies:

Jeff updated on bylaws and vacancies. The subcommittee is continuing to work on mainstreaming the bylaws for all boards and commissions. He inquired if it would be better to hold off on elections and nominations until the committee decides on necessary changes. Jesse added he felt it would be fine to continue on with the nomination process so that when the changes go into effect the EDC would be prepared to present their nominations to the council. The committee reviewing the bylaws will most likely present some options to the various boards and commissions for review. They will be asking for input from members of each group and looking for feedback. Jesse reiterated the effectiveness that the EDC has had on decisions made by the City Council. Tim Budelman mentioned the importance of how large the EDC member body is and the broad reach it has in representing several different sectors across the community.

Jesse also mentioned the need for a commission for The Urban Renewal Agency. By mainstreaming the bylaws for each board or commission we can see where we are in need and where we need to make changes. Jesse added the EDC has some of the best bylaws of all boards. Currently we have five commissions that do not have any bylaws, with four commissions being within our ordinance and eight outside our ordinance. The EDC is currently not in our ordinance. By mainstreaming the bylaws for boards and commissions it will give some much needed organization.

Jeff updated the commission with the last date of elections for Chair and Vice Chair being, July 2016. James suggested that for those who would like to continue with a large voting membership, the EDC should move forward with nominations for Jill Verboort as a new voting member. Tim Budelman motioned to nominate Jill Verboort for the “Small Commercial” board vacancy. Howard seconded the motion. The nomination passed unanimously. Jeff continued with the question of what to do with the election of Chair and Vice Chair. James Draznin said his term will end December 2019. He also mentioned he believes Hope Kramer will continue as Vice Chair. Elections need to happen in July. Howard moved that James continue as Chair until December of 2019, Tim Budelman seconded the motion. The motion passed unanimously. Nominations for Hope to continue as Vice Chair will be handled at the next EDC Meeting.

G. Industrial Lands Update:

Jeff updated on industrial lands and the Economic Opportunities Analysis. The analysis gives information on what industrial land is currently on the market and available

as well as what we can do to enhance any available land. If building space is not available we need to come up with ways to shift and make more industrial space ready. Several areas have been certified to become available and “shovel ready”. A grant program has been initiated with Metro, Port of Portland and others to aid in preparing more area lands to become marketable industrial land. We are still looking to get a few more sites certified in the near future.

H. Strategic Plan:

The current plan we have runs from 2015-2018. A new strategic plan will need to be looked at soon. Mr. Rippe informed Jeff that it would be best to delay plans until the bylaw review has completed. Jeff recommended delaying the strategic plan review until December.

6. STAFF AND BOARD MEMBER COMMUNICATIONS:

Board member update; None.

Staff update; Jeff updated on The Jessie Quinn opening with 78 units. Several commercial spaces opened in the building; massage therapist, spa, gift boutique, ramen noodle restaurant, and a few others. James Draznin mentioned it is nice to see the City of Forest Grove joining efforts with the community to open Jessie Quinn. It was something to be proud of.

The new chinese quisine business is now back open.

Jeff mentioned the MGC Pure project is moving along. Grading is done and permits for structural have been issued. They are still hoping for February operation.

Stonewood Center; A third business is opening (Black Rock Coffee).

Lois mentioned that Pacific University will be opening its Performing Arts series with their bluegrass band. Tickets are still available for Saturday, October 13th.

I. ANNOUNCEMENT OF NEXT MEETING:

James Draznin announced that the next meeting of the EDC will be on Thursday, November 1st, at **12:00** noon in the Alice Inkley Room at McMenamin’s Grand Lodge

J. ADJOURNMENT:

James Draznin adjourned the meeting at 1:33 p.m. by consensus.

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

Approved by the Forest Grove Economic Development Commission:

Date: _____