

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

All public meetings are open to the public and all persons are permitted to attend any meetings except as otherwise provided by ORS 192:

➔ 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.

All public meetings are handicap accessible. Assistive Listening Devices (ALD) or qualified sign language interpreters are available for persons with impaired hearing or speech. For any special accommodations, please contact the City Recorder, at (503) 992-3235, at least 48 hours prior to the meeting.

ATTENDEES:

James Draznin	Howard Sullivan	Bruce McVean
Lois Hornberger	Guy Storms	Tim Budelman
Mark Nakajima	Howard Sullivan	
Kevin Emerick		

COUNCIL PRESENT:

Timothy Rippe

CITY STAFF:

Jesse VanderZanden
Jeffrey King, ED Program Manager
Shannon Reynolds, Admin. Specialist

ALSO ATTENDING:

Wanda Frazier (Pacific University Staff), Kelsey Lewis (Pacific University student intern), Dan Riordan (City of Forest Grove Planning), Brendan Buckley (Johnson Economics)

1. CALL TO ORDER:

The meeting was called to order at 12:06 p.m. by Mr. Draznin, EDC Chair.

2. CITIZEN COMMUNICATION:

Pam Sprague entered the meeting from the public. She has applied to the EDC and asked if she could listen in on the EDC meeting today. She was allowed entry to the meeting.

3. APPROVAL OF ECONOMIC DEVELOPMENT COMMISSION MINUTES:

Mr. Draznin asked for a correction to the minutes that his term ends June 2019 not December as noted. Tim Budelman moved to accept the October meeting minutes as amended. Howard Sullivan seconded. The motion passed unanimously.

4. ADDITIONS/DELETIONS:

NONE

5. BUSINESS:

A. McMenamins – Host Update:

NONE

B. Forest Grove Chamber Update:

Howard Sullivan updated with information on the Rise and Shine on Nov. 2nd from 8-9 a.m. at the Wellness Group (3307 19th Ave).

Mention of the ribbon cutting on Friday, Nov. 9, at the Forest Grove Coffee Company. The company is owned by two former Forest Grove High School students that have moved back to the area.

Mr. Sullivan has been in contact with Vicki VanLoo from Forest Grove High School. They are interested in anyone who would be willing to come in and give mock interview practice to the students. The high school will also be conducting their annual Veteran's Day assembly on Friday, Nov. 9, at 9:30 a.m. He encouraged everyone who is able to attend. They do an excellent job recognizing our local veterans.

Sunday, Nov. 11, at 3:30 at the Senior Center there will be a "Peace Pole" dedication given by the Day Break Rotary. They will be honoring our veterans as well.

Community Night at Valley Art on Nov. 16th.

Nov. 23rd at 6 pm the Senior Center will hold the annual tree lighting. Howard thanked the City of Forest Grove for providing the tree. December 1st at 5 pm, will be the annual light parade. The parade is themed "Deck The Halls". It will begin at the north end of Main Street and conclude at Main and 19th.

C. Council Update:

Councilor Rippe provided an update: The council is looking at proposed preliminary drawings of the new police facility. Facility location is on the corner of 19th and Birch Street. Many objectives were taken into consideration for this site, such as keeping with the historic downtown appearance, security, transparency and access, as well as environmental awareness issues.

City of Forest Grove Watershed: The watershed is 4,225 acres of land near Gales Creek. The watershed provides just over 50% of Forest Grove's city water. Two-thirds of the watershed can be harvested for timber. This past year 65 acres were thinned and 19 acres were cleared in patches of timber. Between the two harvests 1.9 million board feet of timber was sold. Due to high timber prices and the quality of wood harvested the City of Forest Grove was able to net approximately 1.2 million dollars this year. \$320,000.00 was set aside for the management and maintenance of the watershed. The remaining amount was placed into a fund to acquire new land. The City of Forest Grove owns most of the land near the watershed but not all (some inside and some outside). Stimson Lumber and Oregon State are the other two landowners inside the watershed. The City of Forest Grove would like to buy or trade for some of that land. In hopes, this would give us the ability to maintain more control over the quality of the watershed and its habitat.

The council approved Mr. VanderZanden to sign a "memorandum of understanding" with the City of Cornelius to extend North Holladay Street in Cornelius to connect with Forest Grove. It will involve a bit of a jog between the two cities. This may incur developing a neighboring property to connect these two points. Guy Storms inquired about the connecting street or location of this project. Mr. VanderZanden clarified that there is only one connection point; however, no stipulations on how to get to that point. It will be up to each city to decide how they will access that given point of connection. James Draznin asked if there would be any disturbances to already existing city improvements to make this connection. Traffic on 24th would be the main concern.

The committee reviewing the bylaws for boards and commissions met to discuss and propose their ideas in regards to purposes, memberships, terms, office, etc., for all twelve boards and commissions. Since then the full council has had two work sessions based on the recommendations given from the sub-committee. Councilor Rippe will continue to update more in the future as decisions are made.

D. EOA – Economic Opportunity Assessment Presentation: Dan Riordan and Brendan Buckley

Dan Riordan handed out a presentation that was given to the City Council on the recent updated Economic Opportunity Analysis that was completed by Johnson Economics. The EOA has 6 primary sections: Economic trends, target industries, employment land needs, inventory of vacant and re-developable employment land (industrial and commercial), reconciliation of 5 and 20 year land demand to the existing inventory, and last is the summary of findings and their policy implications.

Mr. Riordan mentioned the EOA draft findings are available on the City's website. Both the 2009 EOA and the current EOA are available. EOA's are done to concur with state law related to land availability needs. Preliminary data from the EOA update was presented to the Planning Commission on June 4th. The EOA will be presented to the EDC before City Council is asked to formally adopt the EOA this fall. Mr. Riordan further mentioned that when the EOA was done in 2009 data did not reflect the "great recession" and economic recovery very well. It is important to keep that in mind when looking at the current data. The current EOA represents a twenty year period from 2018-2038. It is not intended to be an economic strategy but is helpful when trying to prepare an economic strategy.

Currently there are 9,200 employees working in Forest Grove. The employment growth trend has been relatively flat since 2009, with total growth of 1.5% due to job loss during the recession. Employment is projected to increase at approximately 3,000 jobs from 2018-2038. The largest employment increase would come from education and healthcare. Based on these projections about 40-50 acres that are designated "industrial use" could be absorbed over the next twenty years. The current growth supply is 240 acres. "Mixed use" land needs are projected to be approximately 150-170 acres, with our current supply of only 55 acres. The analysis appears to show an over- supply of Industrial land. One of the recommendations would be to look at that available land for possible re-positioning. A few options are to retain the existing land designations for a period longer than twenty years, re-designating land for more "mixed use" needs or lastly, re-designating the property for be used for residential needs. It could also be a combination of these options. Dan reiterated the EOA is just a base line to go by and there will be much more analysis that will guide further decisions. Staff would appreciate any ideas or comments from the EDC.

Mr. Riordan introduced Brendan Buckley from Johnson Economics to answer any questions.

Mr. VanderZanden, Forest Grove City Manager, inquired about the timeline of data collected on job employment during the recession period. Brendan replied the data was also including a year or two prior to 2009 and may not be an

accurate representation of employment during the recession and years following. The rate of employment from 2010 and forward increased at a much faster rate. Brendan also clarified that Forest Grove's employment growth was a bit slower than the surrounding metro areas. Projections going forward come from the State Employment Department and Metro's most recent forecast with the current jurisdictions in the area.

Bruce McVean mentioned that before it was said we didn't have the land needed for growth, however the EOA shows a surplus of acres available. Jeff clarified that there are different tiers of property available and if we can transition some of our land into different zoning it would allow for adequate land usage.

Jesse VanderZanden and Tim Budelman commented on the importance of maintaining awareness to the surrounding jurisdictions of Forest Grove. The implications of what the metro area does with their land could greatly impact land use needs for Forest Grove. Mr. Budelman also mentioned his concern with Metro and their willingness to release some of their "reserved" land for use when land availability is an issue.

Kevin Emerick brought up the question of infrastructure cost when developing land. Which type of land inquires the most expense? Mr. Riordan responded that residential generally is the most expensive to develop due to road infrastructure. Brendan Buckley stated the value of industrial land is generally much lower than commercial or residential. Mr. VanderZanden also reiterated that this analysis only shows and over supply of available land for the next twenty years. This information is only helpful in that it raises awareness to the council about any policy changes that may need to be made.

Howard Sullivan asked Mr. Buckley if he projects the same population growth rate over the next 20 years. He responded that Metro gives data to support a growth rate of 1.5-2.0% annually which is a little more than the current rate.

Mr. Rippe asked about the data used in forecasting job creation, and how that information is obtained. Brendan explained that it is based on current strengths and distribution of employment. It does not take in to account the impact that a large business that moves into this area may have on the economy. This type of data is very difficult to capture in the analysis.

Mr. Draznin concluded the presentation with the summary that we seem to have an oversupply of industrial land that may require some re-zoning for future use. Mr. VanderZanden added that council is only asking the EDC for any concerns or corrections that they feel are needed to the EOA and that Council will ultimately decide on acceptance of the report. Once accepted it will be added to the City of

Forest Grove's comprehensive plan. Mr. Draznin moved to accept the EOA report. The EDC accepted the report unanimously.

E. Board Member Size Discussion:

Councilor Rippe updated with the boards and commissions review of bylaws. The EDC is a non-statutory commission, meaning there is no requirement that Forest Grove have an Economic Development Commission. In terms of membership for all boards and commission the recommendation to council will be, unless otherwise specified, to allow no more than 9 members on any board or commission. Those members are there to represent the entire city instead of one particular group. The mixture of these members is also being reviewed. Current membership allows for one student as a non-voting member. The new recommendation would be to retain that student member for each board or commission but change them to a voting member status. This would allow for more participation at the student level.

Another change is adding to the EDC's purpose. They would be responsible for recommending how the money that is received from the Urban Renewal Agency would be allocated. Council feels that the EDC is the appropriate group to take on this task. Councilor Rippe also mentioned that with this responsibility it may stipulate that some of the members are from within the Urban Renewal Agency boundary.

City Council is relying on the EDC's recommendation on how the changes will be made and implemented to the EDC. Mr. VanderZanden mentioned there will be an open house informational meeting addressing all the recommended changes to the boards and commissions. It will be held on November 19th from 5:30-7 p.m. at the City Auditorium. December and January will then be used to allow all the boards and commissions, council liaisons, and staff liaisons the chance to review and give feedback to City Council. City Council will then have another work session in February or March on finalizing changes.

Jeff King inquired on guidance as to how many voting members versus non-voting members for the EDC, as well as what might be done with the current voting members such as Pacific University. Councilor Rippe added that council will look to the direction of EDC on who is determined to be a voting member or not. No decisions have been made as to whether non-profits can be voting members. Councilor Rippe added that if the voting membership is limited to nine, those members would have a greater responsibility in representing the community to the EDC.

Kevin Emerick added that he feels strongly that Pacific University remain a voting member. Mark Nakajima mentioned the category descriptions for each member may need to be addressed as well. He sees a distinction between “uptown” retail and “downtown” retail or commercial.

Mr. VanderZanden reiterated that options are endless as to how the EDC chooses to structure their commission. Changing the “titles” will be up to EDC on how that will look.

Councilor Rippe updated on the new proposed recruiting process. In the past, filling vacancies within each board and commission was an all year long process. Looking forward council is hoping to start recruitment in September with interviews held in October and November and appointments made by the end of December. All of the boards and commissions term dates will begin in January and all terms will be held for four years. If a vacancy comes up there will be a pool of applicants to choose from and the vacancy will be filled from that pool. That person would then finish out the remainder of that term only. If there is no applicant available that vacancy will remain open until filled by the next terms recruitment. He also mentioned that once the four year term is up, they will require that member to re-interview with the council to ensure each member is still a good fit for that position. The chair position will be slightly different. It cannot be held for more than 24 consecutive months. However, there is no limit on the amount of times a member serves in that position. The key idea is to maintain rotational leadership.

Mr. VanderZanden added they will also be implementing more council time for each board and commission. This will allow for better communication between each board or commission and city council.

Howard Sullivan questioned the new attendance policy. Councilor Rippe added that each board or commission must meet at a minimum of 4 times per year. For members of the board or commission, attendance is mandatory and you are expected to attend each meeting. If you miss more than 3 consecutive meetings in a 12 month period you will receive an email from the city recorder notifying you that you may be subject for removal. The Chair then has the option to make a recommendation for that member to be removed.

Mr. Draznin commented on the economic impact that Pacific University has on our community and reiterated their importance to the EDC. Lois Hornberger commented on Pacific Universities behalf that they would not be offended if they were not a voting member, however she feels it would be important that Pacific University would not lose their “voice” in the community and with the EDC. Their impact on this community is great. She also added the importance of listening to

the various liaisons and relying on the impact they have to the commissions. Mr. Sullivan mentioned the EDC currently has (5) liaisons and they have the option of giving a report each month.

F. Strategic Plan – Introduction:

Jeff King handed out an outline of the City of Forest Grove's Strategic Plan for 2015-2018. He encouraged everyone to start thinking about what changes may need to be made and future discussion will be held in the next meetings.

6. STAFF AND BOARD MEMBER COMMUNICATIONS:

Mr. King mentioned the Oregon Business Summit that is put together by some of Oregon's top business leaders. It will be held on December 3rd. The EDC has funds set aside in the budget to send a couple members. If you are interested, please let Jeff know.

Pacific University has a performing arts series on Sunday called "Gypsy Jazz".

On December 1st, Holiday in the Grove begins at 8:30 in the morning and concludes at 8:30 p.m. It will start with Breakfast with Santa and continue throughout the day with more than 35 activities.

7. ANNOUNCEMENT OF NEXT MEETING:

Mr. Draznin announced that the next meeting of the EDC will be on Thursday, December 6, at **12:00** noon in the Alice Inkley Room at McMenamin's Grand Lodge

8. ADJOURNMENT:

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

Respectfully submitted by:
Shannon Reynolds
Admin. Specialist
City of Forest Grove

Approved by the Forest Grove Economic Development Commission:

Date: DECEMBER 6, 2018