

1. CALL TO ORDER:

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

ROLL CALL: EDC MEMBERS PRESENT: Brad Bafaro; Tim Budelman; Jill Craig; Kevin Emerick; Steve Krautscheid; Rob Langford; Jim Langstraat; Juanita Lint; Alfredo Moreno; Tom Raabe; Guy Storms; Javier Urenda

EDC MEMBERS ABSENT (EXCUSED): Jennifer Prickett;

EDC MEMBERS ABSENT (UNEXCUSED): None

OTHERS PRESENT: Paul Downey; Laura Kubisiak; Dick Stinson

COUNCIL LIAISON: Councilor Timothy Rippe

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

2. CITIZEN COMMUNICATION:

None

3. APPROVAL OF ECONOMIC DEVELOPMENT COMMISSION MINUTES:

A quorum was met. Tim Budelman moved a motion to approve the November 5, 2020 EDC meeting minutes. Brad Bafaro seconded and the motion passed unanimously.

4. ADDITIONS/DELETIONS:

Kevin Emerick mentioned the calendar dates for 2021 EDC Meetings needs approval. All dates were approved and the meeting time remains at 10 a.m.

5. BUSINESS:

A. Chamber of Commerce Update, Juanita Lint:

Juanita provided an update from the Chamber of Commerce. Holiday in the Grove is nearing and they continue preparations. The parade has been cancelled however the tree lighting was a success.

B. City Council Update, Councilor Rippe:

Councilor Rippe provided a City Council update to the EDC. New council members were all sworn in on November 23rd.

C. Tourism Services Contract – Paul Downey, Jeff King:

Paul Downey provided an update regarding the City of Forest Grove's tourism service contract. Tourism is funded by the Transient Lodging Tax (TLT) which is down due to the current Covid-19 situation and decline in travel. Currently the city allocates 70% of

the tax for operations and 30% is for capital outlay related to tourism. Approximate funds for this year are \$285,000 of which \$85,503 has been set aside for Tourism. This amount is lower than normal and may be required to help fund operations expenses. The existing contract is due to expire March 2021. An RFP for the next contract will need implemented. A strategic plan will be established, re-visit the current Forest Grove brand as well as establish a new city website, tools and materials. Forest Grove's tourism consultant Court Carrier is willing to entertain a short extension of his contract to help the City transition into the next contract.

D. Latino Equity Study – Action Steps & Measures, Kevin Emerick, Chair

Kevin Emerick presented the EDC with the action steps and measures to work towards furthering diversity, equity and inclusion within the City of Forest Grove and its surrounding communities. Much discussion was had on each goal and actionable step. Some items were determined to be in place already while others needed more refined strategies. The EDC will continue to work closely with Adelante Mujeres to further development.

E. Washington County Venture Catalyst – Laura Kubsiaik, TIE Oregon

Laura Kubsiaik from TIE Oregon gave a brief power point presentation regarding Venture Catalyst Services in Washington County. Her main agenda items were entrepreneurship as an economic driver, the venture catalyst network as well as other venture catalyst services in Washington County.

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 7, 2020 at 10:00 a.m. online.

8. ADJOURNMENT:

Kevin Emerick adjourned the meeting at 11:10 a.m. by consensus.

Respectfully submitted by:

Shannon Reynolds
Administrative Specialist
City of Forest Grove

Approved by the Forest Grove EDC:

Date: 2/4/21