FOREST GROVE OREGON

A place where families and businesses thrive.

Economic Development Commission MEETING
March 10, 2022
ZOOM WEBINAR
COMMUNITY AUDITORIUM
1915 MAIN STREET

Zoom Video Conferencing
Click Link:
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During the pandemic, all public meetings are held in a "hybrid" format allowing the public to attend meetings both virtual and in-person. The Community Auditorium is open and has limited availability and social distancing measures. The public can observe the meetings **LIVE** on **Zoom Webinar** or on television on Tualatin Valley Community Television (TVCTV) Government Access Programming **Channel 23** on their website: http://tvctv.org/?page_id=550. Written comments may be submitted by 9:00 a.m. the day of the meeting by e-mail to: bfulks@forestgrove-or.gov.

Tim Budelman, Chair	**Kevin Emerick**
Steve Krautscheid, Vice-Chair	**Mark Nakajima**
Brad Bafaro	**Jennifer Prickett**
Tom Raabe	**Jim Langstraat**
Jonathan Yawson	**Guy Storms**
Jill Craig	**Juanita Lint**
Rob Langford	**Timothy Rippe, Council Liaison**
Rick Lafave	**Brenna Fulks, Staff Liaison**
	Michelle Davis, Meeting Recorder

All regular meetings may be televised live and open to the public and persons are permitted to attend any meeting except as otherwise provided by ORS 192. **Accommodations:** In accordance with the Americans with Disabilities Act, the City of Forest Grove will make reasonable accommodations for participation in the meeting. Request for assistance can be made by contacting City Recorder's Office, aruggles@forestgrove-or.gov, 503-992-3235, at least 48-hours advance notice of the meeting.

AGENDA

10:00 1. **CALL TO ORDER:**
   a) Welcome to Mara Rico of Adelante Mujeres & Mathea Zietz of McMenamin's Grand Lodge

2. **CITIZEN COMMUNICATIONS**: Anyone wishing to speak on an item not on the agenda or on the agenda may be heard at this time. In the interest of time, please limit comments to two minutes.

10:05 3. **CONSENT AGENDA:**
   a) Approve Meeting Minutes of February 10, 2022

4. **ADDITIONS/DELETIONS:**

10:10 5. **DISCUSSION/DECISION ITEMS:**
   a) Regional Economic Development Trends – Greater Portland Inc.

10:50 6. **B/C COMMUNICATIONS:**

11:10 7. **STAFF COMMUNICATIONS:**
   a) Business Incentive Program
   b) Resilience Grant Program
   c) Small Business Webinars

11:20 8. **COUNCIL LIAISON REPORT:**
   a) Council Liaison – Councilor Tim Rippe

11:30 9. **ANNOUNCEMENT OF NEXT MEETING:**
   a) April 14, 2022

10. **ADJOURNMENT**

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ECONOMIC DEVELOPMENT COMMISSION
Thursday, February 10, 2022
CITY OF FOREST GROVE - ONLINE

1. **CALL TO ORDER:**

The meeting was called to order at 10:02 a.m. by EDC Chairman Tim Budelman.

ROLL CALL: EDC MEMBERS PRESENT: Tim Budelman; Jill Craig; Kevin Emerick; Steve Krautscheid; Jim Langstraat; Mark Nakajima; Tom Raabe; Guy Storms

EDC MEMBERS ABSENT (EXCUSED): Brad Bafaro; Rick Lafave; Rob Langford; Juanita Lint; Jennifer Prickett; Jonathan Yawson

EDC MEMBERS ABSENT (UNEXCUSED): None

OTHERS PRESENT: Mara Rico; Abigail Schilling; Mathea Zietz

COUNCIL LIAISON: Councilor Timothy Rippe

STAFF PRESENT: Brenna Fulk, Economic Development Manager; Bryan Pohl, Community Development Director; Michelle Davis, Administrative Assistant

a) Welcome Mara Rico of Adelante Mujeres and Mathea Zietz of McMenamin's Grand Lodge

2. **CITIZEN COMMUNICATIONS:**

None

3. **CONSENT AGENDA:**

a) A quorum was met. Jim Langstraat moved a motion to approve the EDC Minutes for January 13, 2022. Tom Raabe seconded and the motion passed unanimously.

4. **ADDITIONS/DELETIONS:**

None

5. **DISCUSSION/DECISION ITEMS:**

a) Forest Grove Theater Development – Abigail Schilling

Abigail Schilling from Co-Work Forest grove presented. She owns co-working spaces in small Southern Oregon communities. Co-working spaces promote working together but separately. Providing office spaces that have a different approach to your traditional home office set up. It is based on a membership model. Memberships vary depending on client needs. Offering single desks, private office spaces and larger conference rooms. All amenities such as; full kitchen/lunchroom, copy stations and conference rooms are included in the membership prices. She feels this offers a great collaborative energy that promotes shopping, eating and walking to local downtown businesses.

b) City of Forest Grove Small Business Incentive Program

Our current Small Business Incentive Program expired in 2021. Mark Nakajima moved a motion to renew the Small Business Incentive Program. Steve Krautscheid seconded and the motion passes unanimously. Brenna will draft a letter to the City Council.

c) 2022 Economic Development Week: May 9-13

Brenna would like to use social media and possible hashtags to promote local businesses, The Chamber and current EDC plans/goals. The plan is to encourage the community to get involved. Mara Rico has agreed to meet with Brenna to brainstorm ideas for this event.

6. B/C COMMUNICATIONS:

a) Chamber of Commerce Update – Juanita Lint

Juanita not present. Brenna provided The Chamber Updates. February membership drive continues. February 17th at 5pm the Chamber will host an Open House. The next Chamber luncheon will be at noon on Monday, February 28th at Primetime Restaurant, where both mayor's will speak at the State of the Cities.

b) Commercial/Industrial Properties – Tim Budelman

The City is still lagging in meeting the needs of Commercial and Industrial land options. Vacancies continue to be low. An Urgent care facility is in the works next to the Restore location. There is 1200 sq. ft. space available next to the new Starbucks. The former Doggie Daycare building (next to Papa Murphy's) is available and the owner is willing to provide updates for the right client.

c) Downtown Historic District Update – Jill Craig

Retail numbers are in line with last year's figures. Restaurants are experiencing very low numbers and struggling with the 30-40% increase in supply costs. Most downtown business owners are in agreement that the downtown area needs a good scrubbing, and is looking a little shabby. The sidewalks and facades need pressure washing. There has also been numerous 911 calls made because of break-ins. On a brighter note: There are plans to have a Pasta making class, Valentine's specials and very excited about the live music venue being offered at the Grand Lodge this summer.

7. STAFF COMMUNICATIONS:

a) Economic Development Coordinator – Brenna Fulks

City ARPA grant application opens on February 21st. Applications offered to Small Businesses with up to 25 FTE. The City has joined the City of Tigard, Sherwood and Wilsonville to provide Small Business Webinars. The next one will be on March 9th and will offer a class on Digital Media and marketing. The West Side Pitch program will be hosted by trainer Laura on March 10th @ 4-7pm. Future planning for the EDC includes needing to

re-visit the Strategic Plan. This was last updated prior to the pandemic and requires some upgrades and revisions. A representative from Bird Scooter has reached out to see if we are still interested in looking at scooter options for our downtown corridor. Councilman Rippe suggests that the EDC make recommendations to the City because there are City Ordinances that will need to be addressed in order to procced with the scooter option.

8. COUNCIL LISISON REPORT:

a) Council Liaison – Tim Rippe

The City annexed 25 acres on the north side of Davidhill Rd and west of Highway 47. There is a nationwide search for the hiring of the new Chief of Police. This is set to happen before the end of the year and will require extensive community input. The City Council retreat was last month. They discussed goals and objectives for FY 2022-23. Annual Town meeting will be Saturday, February 12th at 9am. Next Monday's council meeting will provide a critical discussion on the Local Levy. The Local Levy provides roughly 18% of the General fund. The General fund supports the operational expenses for the Fire and Police Department along with Library and Parks & Rec. The Council will be deciding if they take the vote to the residents on the May ballot or wait until November. They will also be deciding if they keep it at the current rate of $1.60 (per thousand assed value) or raise it to $1.95. There has been no increase in 10 years. The City continues to grow and there is a demand to increase Fire and Police forces to keep up with this growth. The Community Enhancement Program will be taking applications from March 1st- April1st. The CEP is funded by revenue received from Metro. The funds are calculated by the tonnage that Metro dumps into the transfer station. This year there will be an estimated $100k. The CEP is open to non-profits, Commissions and Boards to apply for up to $10k.

9. ANNOUNCEMENT OF NEXT MEETING:

a) Chairman Tim Budelman, announced that the next meeting of the EDC will be on Thursday, March 10, 2022 at 10:00 a.m. (virtual).

10. ADJOURNMENT:

Chairman Tim Budelman adjourned the meeting at 11:36 a.m. by consensus.

Respectfully submitted by:
Michelle Davis
Administrative Specialist
City of Forest Grove

Approved by the Forest Grove EDC:

Date: _____