



22500 Salamo Road  
West Linn, Oregon 97068  
<http://westlinnoregon.gov>

## ECONOMIC DEVELOPMENT COMMITTEE

### Draft Meeting Notes

Thursday, January 28, 2021

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**Members Present:** Chair Shannen Knight, Vice Chair Drew Hanson, Julia Williams, Shannon Ilas, and Robert Lauron

**Members Absent:** Riad Alharithi and Russell Williams,

**Staff Liaison:** Chris Myers, Associate Planner

#### 1. Call to Order

Chair Knight called the meeting called to order at 6:36 pm. The Committee moved the election of chair and vice chair to the next meeting.

#### 2. Public Comment For Non-Agenda items

None.

#### 3. Discussion: CARES Act Funds

Associate Planner Chris Myers reviewed the status of the federal CARES Act relief funds for local businesses. The deadline to disperse the funds is June 30, 2021. He asked for guidance from the Committee the most effective way to provide relief to local businesses. The feedback he has received from businesses is a direct grant infusion would be the fastest and most effective relief for businesses. Alternatives to consider include paying utility bills, building websites, technical assistant, delivery truck, and scratch tickets. Recommendations from the EDC will be forwarded to the City Council for a decision.

Member Hanson preferred continuing the model of the previous West Linn grant cycles to provide funds to businesses to use as they need.

Members discussed giving funds to the West Linn Food Pantry.

Myers will provide a list of active businesses in the City to members who will conduct outreach to advertise the grant availability.

Members discussed award criteria. Member Hansen preferred that the criteria does not include the number of employees. The Committee recommended that number of employees should not be a criteria for grant consideration. The Committee also recommended that businesses that have not received any COVID relief should rank higher.

Chair Knight asked that the EDC be a part of grant review process. Myers will asked the Community Development Director how the EDC can participate in the grant reviews.

The Committee directed Myers to draft a summary of the discussion and proposed criteria. Members will review the draft and the final recommendation will be sent to the City Manager and City Council.

**4. Adjourn**

Chair Knight adjourned the meeting at 8:00 pm.

**1. Public Comment For Non-Agenda items**

None.

**2. EDC Annual Report**

The Committee reviewed the draft annual report prepared by staff. Members wanted to improve goal tracking in 2021. Member Alharithi suggested that the City develop a 5-year Economic Development Plan. Member Lauron suggested a planning session to develop initiatives and a committee vision. Chair Knight noted that the City Council directs the EDC activities.

Members directed Myers to incorporate edits and forward the final report to the City Council.

Members requested a joint work session with the City Council in 2021.

At the next meeting, members wanted to draft a storyboard for a West Linn business promotion video to present to the City Council at the joint work session.

Myers will find out more about the Clackamas County Business Alliance and report back to the EDC.

**3. Discussion: Item Of Interest From EDC Members**

Member Lauron asked about State COVID business relief.

Chair Knight reminded members that the next meeting would be in the first week of December.

**4. Items Of Interest From Staff**

Myers updated the EDC on the Environmental Services Pond Property. Clackamas County sold the property to a private party.

**5. Adjourn**

Chair Knight adjourned the meeting at 8:12 pm.