



ECONOMIC DEVELOPMENT COMMITTEE (EDC)

Meeting Notes of June 9, 2022

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| Members Present: | Chair Shannon Ilas, Vice Chair Shannen Knight, Heather Jones and Josh Cheney |
| Members Absent: | Michael Bernert, Jon Robinson, Russel Williams |
| Council Liaison present: | Todd Jones |
| Public: | Tanner Woody and Keisha Brewster |
| Staff Liaison: | Alena Schnarr, Business Support and Econ. Development Coordinator |

1. Call Meeting to Order

Chair Ilas called the meeting to order at 6:08 pm

2. New Committee Member Introduction: Heather Jones

Jones introduced herself and described her love of West Linn, the community, educational system and a desire to help improve the economic structure and do more to support businesses.

3. Public Comments:

- a. Tanner Woody expressed concerns regarding ease of access to information regarding how to do business, join farmers market and find existing businesses in West Linn. Councilor Jones and Schnarr both stated that Schnarr's new position will address some of these concerns over time as we design a new Business Resource Hub for the City's website.
- b. Keisha Brewster discussed new food truck pod (Willamette Garage), interested in how the City is working to keep them sustainable.

4. Approve Meeting Notes: May 14, 2022

Knight moved to approve the meeting notes for May 14, 2022. Jones Seconded. **Ayes:** Knight, Cheney, Jones and Ilas. **Nays:** None. **Abstentions:** None. This motion passed 4-0-0.

5. Update on House Bill 2001:

Knight and Councilor Jones gave brief summary of the working group recommendations to the Planning Commission. Working group is now done and City Council will review Planning Commission's suggestions at upcoming meeting.

6. Survey Update:

Schnarr gave update surveys. The City is interested in continuing to work with survey company, [POLCO](#), to develop a broader economic development survey with input from the Economic Development Committee and City staff. Schnarr is designing a Business Support survey through Survey Monkey to take a poll on our existing business' needs. Survey to go out mid-July.

7. Business Recovery Grant (American Rescue Plan Funding): Round 4

Schnarr provided update on Business Recovery Grant (BRG). \$100,000 worth of grants were awarded to 55 local businesses. \$2,500 to 30 brick and mortar; \$1,000 to 25 home-based businesses. Two more grant programs will launch later this year – one to support façade improvement and one to provide technical /marketing support to businesses. General Discussion on upcoming grants and criteria – Schnarr will bring criteria samples to a future meeting.

8. American Rescue Plan Budget: General discussion of other Economic Development projects for which these funds were allocated by [City Council in March of 2022](#). It has not been determined what a large portion of the \$5.9 million dollars given to the City of West Linn will be used for.

9. Diversity, Equity & Inclusion (DEI) Update:

Schnarr provided up an update on where the City's process was related to DEI. City of West Linn has hired a consultant, Tricia Brand, and created an internal committee to review our current position and improve it. Schnarr has requested that Community Development Director and the City Manager keep the business community in the conversation. The EDC would like to continue to work towards creating a diverse business community that is welcoming for West Linn residents and visitors.

10. Business Profiles in West Linn Tidings:

Councilor Jones offered idea of West Linn high school journalism students interviewing and writing business profiles on women and minority-owned businesses. Schnarr likes idea and will reach out to the Tidings to see what is possible.

11. Tourism Discussion:

Schnarr gave update on services available for creating a Tourism video, will bring samples of videos to next meeting. Schnarr polled EDC on favorite tourism attractions. The following features were suggested: Rivers, Parks, Historic Willamette Main Street, McLean House, Wineries, the Locks (future), Historic City Hall (when renovated), golf tournament, farms (Christmas Tree Farms), Community Events (Old Time Fair, movies/music in the park, Juneteenth, Farmers Market).

12. Tax Increment Finance (TIF) Committee Nomination:

Councilor Jones provided updated on potential urban renewal district and TIF working group that John Williams is organizing. EDC member, Michael Bernert, was nominated and accepted the nomination to represent the Economic Development Committee in this working group. Shannen Knight offered to be representative/alternate, if needed.

13. Items of Interest from EDC Members:

- Ilas gave update on Clackamas County Economic Development roundtable.
- Councilor Jones wants to plug local businesses at the Arch Bridge Celebration on October 1.

14. Adjourn: Adjourned meeting at 7:30 pm