



22500 Salamo Road, West Linn, Oregon 97068

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## **ECONOMIC DEVELOPMENT COMMITTEE AGENDA**

Thursday February 9, 2023

Willamette Conference Room, West Linn City Hall

6:00 p.m. – Regular Meeting\*

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<b>Members:</b>	Chair Shannon Ilas, Vice Chair Shannen Knight, Russel Williams, Heather Jones, Josh Cheney, and Josh Carter.
<b>Council Liaison:</b>	Pending
<b>Staff Liaison:</b>	Alena Schnarr, Business Support & Economic Development Coordinator

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- **Call Meeting to Order:** (6:00 pm)
  - **Introductions:** New Member Welcome | Josh Carter
- **Public Comment:** Non-Agenda items - 3 minutes per speaker (6:05 pm)
- **Approve Meeting Notes:** (6:15 pm)
  - December 8, 2022
- **Business Support** (6:20 pm)
  - Technical Grant | Discussion
- **Hwy 43 Economic Development** (6:35 pm)
  - Business Owners | Meet & Greet
- **Tourism | Discussion** (6:45 pm)
- **2022 Economic Development Committee Report | Discuss & Approve** (7:00 pm)
  - Work Plan for FY24-FY25
- **Election of Chair/Vice-Chair** (7:15 pm)
- **CAG Training Update** (7:20 pm)
- **Items of Interest from EDC Members** (7:25 pm)
- **Adjourn** (7:30 pm)

## Meeting Notes:

- *\*The EDC meeting will be conducted in a hybrid format with some Members, staff, presenters, and members of the public attending in-person at City Hall and others attending remotely via Webex.*
- *Submit written comments to [aschnarr@westlinnoregon.gov](mailto:aschnarr@westlinnoregon.gov) before 4:00 pm on the meeting day. To participate remotely during the meeting, please complete the speaker sign-up form at: <https://westlinnoregon.gov/citycouncil/meeting-request-speak-signup>*
- *Staff will email a Webex invitation before the meeting. If you do not have email access, please call 503-742-6062 for assistance 24 hours before the meeting. If you require special assistance under the Americans with Disabilities Act, please call City Hall 48 hours before the meeting date, 503-657-0331.*



## ECONOMIC DEVELOPMENT COMMITTEE (EDC) Meeting Notes of February 9, 2023

**Members Present:** Chair Shannon Ilas, Vice Chair Shannen Knight, Heather Jones and Josh Carter.  
**Members Absent:** Russel Williams and Josh Cheney  
**Council Liaison:** Pending appointment  
**Staff Liaison:** Alena Schnarr, Business Support and Econ. Development Coordinator

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- **Call Meeting to Order:**  
Chair Shannon Ilas called meeting to order at 6:03 p.m.
- **Approve Meeting Notes from 12.8.2022**  
Knight moved to approved meeting notes. Jones seconded this. **Ayes:** Jones, Knight, Ilas and Carter. **Nays:** None.  
**Abstentions:** None. This motion passed 4-0-0.
- **Business Support Update | Alena Schnarr**  
Schnarr provided Business Support update and details on the upcoming Technical and Marketing Grant for the West Linn business community. The grant will launch mid-late March and be open for approximately three weeks. Schnarr will bring some criteria for the EDC to review at the next meeting.
- **Hwy 43 Economic Development Discussion**  
Discussed Hwy 43 Business Coalition and a Spring meet and greet with Hwy 43 business owners. This event will be a collaboration with the Chamber of Commerce and the City of West Linn.
- **Tourism | Update on Video**  
Schnarr provided update on Tourism video. Shatrine Krake from the West Linn Chamber of Commerce and West Linn Business Recovery Center will come to the next meeting to discuss Tourism video project that will be produced in collaboration with Mt. Hood Territories. Shatrine will be leading the charge on this project.
- **2022 Economic Development Committee Report**  
Members reviewed and discussed the [2022 Economic Development Report](#). The Committee would like to use the goals in the report to create and adopt a 2023 work plan. Ilas suggested drafting some more specific and actionable sub-goals/tasks for said work plan. They will discuss again at next meeting.
- **Election of Chair and Vice Chair:**  
Shannon Ilas was nominated and elected as Chair of the EDC for 2023. Shannen Knight was nominated and elected as Vice Chair of the EDC for 2023.
- **Adjourn:** Adjourned meeting at 7:30 pm.