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**City Council Boards & Commissions
Subcommittee Work Session #7**

**Tuesday, June 6, 2023
Zoom Community Auditorium**

Minutes approved by Council Subcommittee 08.21.2023.

A. Call to Order

The Council Boards and Commission (B/C) Subcommittee Work Session was called to order at 2:30 p.m. via Zoom Webinar Video Conference.

1. **ROLL CALL: COUNCIL PRESENT:** Donna Gustafson, Council President; Karen Martinez; and Timothy Rippe.
2. **STAFF PRESENT:** Bryan Pohl, Community Development Director, and Dan Riordan, Senior Planner.

B. Agenda Topics

1. ***Sister Cities Committee (SCC)*** was founded in 1988 to bring about understanding and a sense of mutual interest and purpose among the peoples of Forest Grove and similar cities of foreign nations through the exchange of people, ideas, and things.

Rippe reported the SCC has a Council liaison and staff Liaison assigned pursuant to the adopted bylaws. The SCC has rewritten its bylaws and administrative duties to relieve some of the staff responsibilities. The City Council has an approved Memorandum of Understanding between the City of Forest Grove, City of Cornelius and Chamber, with the scope of work to the SCC, with the exception that City staff is responsible to coordinating all of the logistics related to travel and delegations.

Ruggles concurred the Student Delegation could be coordinated with SCC under the Chamber; however, the Adult Delegation is coordinated by City Staff in accordance with the MOU and pursuant to the signed covenant between the City and Town of Nyuzen.

Ruggles confirmed pursuant to the MOU (Resolution No. 2018-84), the City is required to provide a staff liaison to attend SCC meetings and provide administrative support for official functions. Ruggles explained the MOU states the City reserves the right to include a non-voting Council Liaison; however, it is not required. The group concurred that it was unnecessary to appoint a Council Liaison to the SCC.

2. Council and Staff Liaison to Area Nonprofits

Rippe reported in January of this year, the Council did not appoint a Council liaison to the Forest Grove/Cornelius Chamber of Commerce and Forest Grove Senior & Community Center Board of Directors, noting to his knowledge that has always been a Council Liaison assigned to both of these boards.

The group concurred that it was important to appoint a non-voting Council Liaison to the Chamber and Senior Center. Ruggles confirm that pursuant to the signed agreement with the Senior Center, it requires appointing of a Council Liaison to attend Board meetings and report back to City Council (Resolution No. 2018-72). The City does not have an existing agreement with the Chamber. Ruggles suggested entering into a MOU or agreement specifying the purpose and obligations.

Forest Grove Foundation – Does not have an appointed Council Liaison, but the group concurred that it would be important having a non-voting Council Liaison to attend Board meetings and report back to City Council. Ruggles suggested entering into a MOU or agreement specifying the purpose and obligations.

Main Street Program – If the City Club takes ownership of the Main Street Program, the group concurred that entering into a MOU or an agreement was necessary specifying the purpose and obligations of a non-voting Council Liaison.

3. Council Rules of Procedures, Section 14 – Advisory Boards, Commissions, and Committees

The following sections are proposed to be amended follows:

14.1 Advisory Boards, Commissions, and Committees –The Council may by ordinance or resolution establish any City advisory board, commission, or committee (herein referred to as “B/C”) deemed necessary and in the best interests of the City. Pursuant to City Charter, Section 8(C), the Mayor, with the consent of the Council, appoints members of B/C’s established by ordinance or resolution. The B/Cs may not form a task force or subcommittee, consisting of more than two members, unless authorized by City Council, and only if it supports a specific Council Goal or Objective, deemed necessary and in the best interests of the City. The Council Liaison assigned to the B/C is responsible to bring to the Council during comments at a regular Council meeting the proposal to form a new B/C task force or subcommittee, including the purpose, scope, expected need for staff resources, and estimated timeline. An affirmative vote of the City Council is required.

14.2 Purpose – The purpose of the Advisory Boards, Commissions, and Committees is to encourage broad-based community representation and to ~~advise~~ engage City Council on public policy issues affecting Forest Grove and Council-adopted Goals and Objectives. All such Council-appointed groups are directly responsible to the Council.

14.3 Membership Qualifications – To be eligible for appointment, a person must be 18 years of age or older and a Forest Grove resident for the duration of the appointed term, ~~exception unless expressly provided for by the adopted bylaws~~ with the exception of the Economic Development Commission as expressly provided by its adopted bylaws. No more than two members may reside outside of the city limits within a 97116 zip code, unless authorized by City Council. ~~Student appointees must be high school grade level and residing or attending school, including home schooled, in Forest Grove.~~ All appointed B/C members are required to attend training courses as assigned and approved by Council. An individual B/C member may not act in an official capacity. The Council may in its discretion at any time remove a member for any reason, including inefficiency, neglect of duty, or malfeasance in office. Voting members may not be employees of the City. B/C members serve without compensation.

14.6 Terms of Office and Officers – Unless required by state law, all B/C members shall be voting members and shall serve four (4) year terms. ~~Student members shall be voting members and shall serve two (2) year terms.~~ Terms shall be staggered evenly amongst the membership, beginning January 1 and ending December 31. The Chair and Vice Chair shall be elected by the voting members at the first regularly scheduled B/C meeting ~~of each year.~~ The Chair may not serve more than 48 consecutive months. The Chair and Vice Chair shall be elected for two-year terms. The Vice Chair shall succeed the Chair upon completion of the term and shall serve in that position for a two-year term. Members may not serve on more than two (2) B/C's at the same time. Appointments to vacant positions shall fill out the remainder of the unexpired term.

14.8 Councilmember Liaisons – The Mayor shall ~~appoint~~ recommend assigning a Council liaison to any B/C. Council Liaisons shall be a non-voting member. The Council Liaisons role is to collaborate between the Council and the B/C to assure each group's collective interest is accurately and effectively represented to the other. This includes actively attending and reporting to each entity at their regular scheduled meetings. The Council liaison shall work to ensure that the B/C is only taking actions or doing work that is within the scope of the B/C's work as determined or approved by City Council. Council Liaison appointments shall be reconsidered every two (2) years at the first regular Council meeting following the time at which newly-elected Councilmembers officially take office or at the discretion of the Mayor.

14.9 Staff Liaisons – The City Manager shall appoint a staff member as liaison to any B/C. Staff liaisons shall be non-voting and shall assist the B/C by utilizing their expertise regarding City policy and process. The staff liaison shall orient the newly-appointed B/C members prior to the first meeting on the duties of being a member. The B/C may not assign additional work to the staff liaison outside of the scope of the B/C's work as determined or approved by City Council. The staff liaison shall review the agenda in consultation with the B/C chair, prepare minutes upon request of the B/C, oversee and review minutes, post minutes to the website as soon as possible after Council acceptance, prepare and distribute the B/C packet at least five (5) days prior to the meeting, post the final agenda on the bulletin board and/or at the meeting

location, submit legal notices for review and copies of approved minutes to the City Recorder's Office, report to the City Recorder's Office any member who has three (3) or more unexcused absences, report any meeting date changes including cancellations, maintain official records in accordance with the City Retention Records Schedule (OAR166-200), and publicly post B/C documents on various media.

14.10 Appointments and Reappointments – B/C member recruitment shall begin in ~~September~~ October and conclude by December 31st of each year. Once the assigned term of office is completed, the member is excused from the appointment, unless Council reappoints the member for another term of service. Members must apply and be interviewed after every term to continue service. Interviews will be conducted by ~~the Council or two~~ two Council Subcommittees with recommendations being made by the full Council. The Council may appoint a Council Subcommittee to conduct mid-year interviews to fill B/C vacancies or as deemed necessary. Applicants who fail to attend a scheduled interview may forfeit the opportunity for appointment or reappointment. Once Council conducts interviews and makes appointment recommendations, the City Recorder Office's shall notify applicants in writing of the Council's recommendation. Formal resolutions making appointments will be scheduled under the Consent Agenda at the next regular Council meeting.

14.13 Agenda – The Chair shall compose the meeting agenda in consultation with the Council Liaison and staff liaison, specifying the time, place, and purpose of the meeting and listing the subjects anticipated to be considered. A B/C member may propose placing an item on the agenda at a regularly scheduled meeting. If approved by a majority of voting members present, the agenda item will be placed on the next regularly scheduled meeting agenda or an agreed upon future meeting agenda. The agenda shall follow a standard template provided by the City.

14.16 Annual Reporting – The Chair shall prepare and submit an Annual Report to the City Council. The Annual Report shall follow a standard template provided by the City listing the B/C's major activities for the past year and objectives for the coming year. The Annual Reports shall be scheduled on the Council Calendar and approved in January.

Add new section: 14.17 Amendments to General Rules – The rules under Section 14 must be reviewed every five (5) years. The rules may be amended by a decision of the Council and an affirmative vote of the full City Council is required.

Discussion/Recommendation:

- **Student Appointments:**

All student appointees will be asked to serve on the Mayor's Youth Advisory Council (MYAC). Refer to Resolution No. 2022-06 establishing the MYAC.

- **B/C Bylaws:**

The B/C Bylaws template shall be updated to reflect the same guidelines as approved.

C. Adjournment

The meeting adjourned at 3:43 p.m.