

January-15						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 CITY OFFICES CLOSED - HOLIDAY EDC Jan 8	2 S&CC 1st Friday	3
4 Planning Comm 7pm	5	6 CCI 5:30pm Metro's Inauguration 4pm - Conv Ctr	7 Municipal Court Water Providers EC 5:30pm Rural Fire 7pm	8 EDC Noon PAC 5pm CDBG 7pm	9 WC Mayors	10
11	12 CITY COUNCIL 6:00 PM - WORK SESSION (CM Selection Process) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	13 Ford Cohort 5pm Library 6:30pm	14 Mayors Consortium-Noon MPAC 5pm Cancelled)	15	16 OMA Bd Retreat	17
18	19 CITY OFFICES CLOSED - HOLIDAY	20	21 Municipal Court P&R 7am CFC 5:15pm CAO 5pm CWAC 5:30pm B&C Dinner & Reception 5:30pm - Senior Center	22 WEA Breakfast Sustainability 6pm	23	24
25 Chamber Luncheon	26 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	27 HLB 7:15pm	28 PSAC MPAC 5pm	29 Hillsboro State of City Tualatin State of City	30	31 Annual Town Mtg 9am - Comm Aud
Kidd out through Feb 15th						
February-15						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Planning Comm 7pm	2	3 CCI 5:30pm	4 Municipal Court Water Providers CB 7pm Rural Fire 7pm	5 EDC Noon	6 S&CC 1st Friday	7 WestTuality Auction 6pm S&CC
Kidd out through Feb 15th						
8	9 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	10 Red Cross Blood Drive 1pm - 6pm - Comm Aud CCI 5:30pm Library 6:30pm	11 Mayors Consortium-Noon Sister Cities Mtg 4:45pm MPAC 5pm	12 CDBG 7pm PAC 5pm	13 WC Mayors	14
Kidd out through Feb 15th						
15 FGS&CC Bd Mtg 6:30pm Kidd Returns	16 Planning Comm 7pm	17 Fernhill Wetlands 5pm	18 Municipal Court P&R 7am CFC 5:15pm CAO 5pm - Moved 20th CWAC 5:30pm	19	20 COA Retreat 8:30a Mayors Luncheon	21 COUNCIL GOAL-SETTING RETREAT - TBA
22	23 CHAMBER LUNCHEON Mayor's State of City Address CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	24 HLB 7:15pm	25 PSAC MPAC 5pm	26 City Day at Capitol WEA Breakfast Sustainability 6pm	27 LOC Bd Mtg	28 Sister Cities Cooking Class 11am - Comm Aud
March-15						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Planning Comm 7pm	2	3 CCI 5:30pm	4 Municipal Court Rural Fire 7pm	5 EDC Noon	6 S&CC 1st Friday	7
8	9 CITY COUNCIL MEETING MOVED TO: Monday, March 16, 2015	10 Red Cross Blood Drive 1pm - 6pm - Comm Aud Library 6:30pm	11 Mayors Consortium-Noon MPAC 5pm	12 CDBG 7pm PAC 5pm	13 WC Mayors	14
NLC Congressional City Conference - Washington, D. C.						
15 Chamber Luncheon FGS&CC Bd Mtg 6:30pm	16 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	17 Fernhill Wetlands 5pm	18 Municipal Court P&R 7am CFC 5:15pm CAO 5pm CWAC 5:30pm	19	20 Mayors Luncheon	21
22	23 NO CITY COUNCIL MEETING CANCELLED	24 HLB 7:15pm	25 PSAC MPAC 5pm	26 WEA Breakfast Sustainability 6pm	27	28
29	30	31				

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FOREST GROVE CITY COUNCIL

Monday, January 12, 2015

Meeting Agenda

6:00 PM – Work Session (City Manager Selection Process)
7:00 PM – Regular Meeting

Community Auditorium
1915 Main Street
Forest Grove, OR 97116

Forest Grove City Council Meetings are televised live by Tualatin Valley Community Television (TVCTV) Government Access Programming, Ch 30. To obtain the programming schedule, please contact TVCTV at 503.629.8534 or visit <http://www.tvctv.org/government-programming/government-meetings/forest-grove>.

PETER B. TRUAX, MAYOR

Thomas L. Johnston, Council President
Richard G. Kidd III
Victoria J. Lowe

Ronald C. Thompson
Elena Uhing
Malynda H. Wenzl

All meetings of the City Council are open to the public and all persons are permitted to attend any meeting except as otherwise provided by ORS 192. The public may address the Council as follows:

➔ Public Hearings – Public hearings are held on each matter required by state law or City policy. Anyone wishing to testify should sign in for any Public Hearing prior to the meeting. The presiding officer will review the complete hearing instructions prior to testimony. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Council, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Public Hearing testimony is limited to three minutes unless the presiding officer grants an extension. Written or oral testimony is heard prior to any Council action.

➔ Citizen Communications – Anyone wishing to address the Council on an issue not on the agenda should sign in for Citizen Communications prior to the meeting. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Council, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Citizen Communications is limited to two minutes unless the presiding officer grants an extension.

The public may not address items on the agenda unless the item is a public hearing. Routinely, members of the public speak during Citizen Communications and Public Hearings. If you have questions about the agenda or have an issue that you would like to address to the Council, please contact the City Recorder at 503-992-3235.

City Council meetings are handicap accessible. Assistive Listening Devices (ALD) or qualified sign language interpreters are available for persons with impaired hearing or speech. For any special accommodations, please contact the City Recorder at 503-992-3235, at least 48 hours prior to the meeting.

Brenda Camilli, Human Resources Manager Paul Downey, Administrative Services Director	6:00	<u>WORK SESSION: CITY MANAGER SELECTION PROCESS</u> The City Council will convene in the Community Auditorium – Conference Room to conduct the above work session(s). The public is invited to attend and observe the work session(s); however, no public comment will be taken. The Council will take no formal action during the work session(s).
Mayor Peter Truax	7:00	1. <u>REGULAR MEETING:</u> Roll Call and Pledge of Allegiance 1. A. <u>CITY COUNCIL PRESIDENT NOMINATION AND APPOINTMENT:</u> 2. <u>CITIZEN COMMUNICATIONS:</u> Anyone wishing to speak to Council on an item <u>not on the agenda</u> may be heard at this time. <i>Please sign-in before the meeting on the Citizen Communications form posted in the foyer.</i> In the interest of time, please limit comments to two minutes. Thank you. 3. <u>CONSENT AGENDA:</u> See Page 4 4. <u>ADDITIONS/DELETIONS:</u> 5. <u>PRESENTATIONS:</u> None.
Jon Holan, Community Development Director James Reitz, Senior Planner Tom Gamble, City Manager Pro Tem	7:05	6. <u>CONTINUE PUBLIC HEARING FROM DECEMBER 8, 2014: SECOND READING OF ORDINANCE NO. 2014-11 ADOPTION OF AMENDMENTS TO PACIFIC UNIVERSITY MASTER PLAN TO ENLARGE OPPORTUNITY SITE “L”, ADOPT DESIGN GOALS, ADDITIONAL USES AND MISCELLANEOUS AMENDMENTS, 2402, 2410, 2526, 2610, 2616, 2624 AND 2632 SUNSET DRIVE (APPLICANT: INICI GROUP, PATTI MILES). FILE NO. ZNC-14-01185</u>
Michael Kinkade, Fire Chief David Nemeyer, Fire Marshal/Division Chief Tom Gamble, City Manager Pro Tem	7:10	7. <u>CONTINUE PUBLIC HEARING FROM DECEMBER 8, 2014: SECOND READING OF ORDINANCE NO. 2014-12 ADOPTING THE OREGON FIRE CODE, 2014 EDITION; AMENDING CITY CODE, SECTIONS 5.605, 5.610, 5.620, 5.625 AND 5.635</u>
Brenda Camilli, Human Resources Manager Paul Downey, Administrative Services Director	7:15	8. <u>PUBLIC HEARING AND RESOLUTION NO. 2015-12 ADOPTING THE CITY MANAGER SELECTION PROCESS</u>



FOREST GROVE CITY COUNCIL AGENDA
JANUARY 12, 2015
PAGE 3

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- | | | |
|-------------------------------------|------|---|
| Mayor Peter Truax | 7:20 | 9. <u>RESOLUTION NO. 2015-13 MAKING CITY COUNCIL LIAISON APPOINTMENTS TO VARIOUS BOARDS, COMMITTEES, AND COMMISSIONS, AND OTHER REGIONAL APPOINTMENTS</u> |
| Tom Gamble, City Manager
Pro Tem | 7:25 | 10. <u>CITY MANAGER'S REPORT:</u> |
| | 7:35 | 11. <u>COUNCIL COMMUNICATIONS:</u> |
| | 7:45 | 12. <u>ADJOURNMENT</u> |

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3. **CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the Consent Agenda item(s).
- A. Approve City Council Work Session (Sustainability Action Plan) Meeting Minutes of October 27, 2014.
 - B. Approve City Council Meeting Minutes of November 24, 2014.
 - C. Approve City Council Work Session (Light and Power Rate Study) Meeting Minutes of December 8, 2014.
 - D. Approve City Council Regular Meeting Minutes of December 8, 2014.
 - E. Accept Community Forestry Commission Meeting Minutes of November 19, 2014.
 - F. Accept Historic Landmarks Board Meeting Minutes of November 25, 2014.
 - G. Accept Public Safety Advisory Commission Work Session Meeting Minutes of October 7, 2014, and Public Safety Advisory Commission Meeting Minutes of October 22, 2014.
 - H. **RESOLUTION NO. 2015-01 DESIGNATING CITY COUNCIL MEETING DATES FOR 2015.**
 - I. **RESOLUTION NO. 2015-02 MAKING REAPPOINTMENTS TO BUDGET COMMITTEE (Reappointing Meredith Bliss and Dale Smith, Three-Year Terms Expiring December 31, 2017).**
 - J. **RESOLUTION NO. 2015-03 MAKING REAPPOINTMENTS TO COMMUNITY FORESTRY COMMISSION (Reappointing Bruce Countryman and David Hunter, Three-Year Terms Expiring December 31, 2017).**
 - K. **RESOLUTION NO. 2015-04 MAKING REAPPOINTMENTS TO ECONOMIC DEVELOPMENT COMMISSION (Reappointing Tim Budelman, Norris-Stevens, Broker Industrial/Commercial; Steve Krautscheid, Tuality Hospital, Health/Medical Care; Kelly Marks, Portland Community College, Workforce Development, Primary; Cheryl Scott, Alternate; Guy Storms, Henningsen Cold Storage, Commercial/Industrial, Primary; and Mike Henningsen, Alternate; Three-Year Terms Expiring December 31, 2017).**
 - L. **RESOLUTION NO. 2015-05 MAKING REAPPOINTMENTS TO HISTORIC LANDMARKS BOARD (Reappointing Kaylene Toews, Four-Year Term Expiring December 31, 2018).**
 - M. **RESOLUTION NO. 2015-06 MAKING REAPPOINTMENTS TO LIBRARY COMMISSION (Reappointing Nickie Augustine, Douglas Martin, and Kathleen Poulsen, Two-Year Terms Expiring December 31, 2016).**
 - N. **RESOLUTION NO. 2015-07 MAKING REAPPOINTMENTS TO PARKS AND RECREATION COMMISSION (Reappointing Howard Sullivan, At-Large, Four-Year Term Expiring December 31, 2018).**
 - O. **RESOLUTION NO. 2015-08 MAKING REAPPOINTMENTS TO PLANNING COMMISSION (Reappointing Lisa Nakajima and Phil Ruder, Four-Year Terms Expiring December 31, 2018).**
 - P. **RESOLUTION NO. 2015-09 MAKING REAPPOINTMENTS TO PUBLIC ARTS COMMISSION (Reappointing Laura Frye, Dana Lommen and Helvi Smith, Three-Year Terms Expiring December 31, 2017).**
 - Q. **RESOLUTION NO. 2015-10 MAKING REAPPOINTMENTS TO SUSTAINABILITY COMMISSION (Reappointing Dale Feik, At-Large, Brian Schimmel, At-Large, Four-Year Terms Expiring December 31, 2018; Hailey Jongeward, Pacific University Student Advisor; and Edgar Sanchez-Fausto, Forest Grove High School Student Advisor; One-Year Terms Expiring December 31, 2015).**
 - R. **RESOLUTION NO. 2015-11 MAKING REAPPOINTMENTS TO BUILDING CODE BOARD OF APPEALS (Reappointing Rod Buxton, Beaverton Plans Examiner; Scott Goff, Contractor; Timothy Marble, Attorney; Bob Pike, Washington County Disabilities Commission; and Kerry Vanderzanden, Architect, Terms Expiring December 31, 2017).**
 - S. Community Development Department Monthly Building Activity Informational Report for December 2014.
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January 12, 2015

**REPORT ON RESOLUTION ADOPTING THE SELECTION
PROCESS FOR HIRING CITY MANAGER**

PROJECT TEAM: Brenda Camilli, Human Resources Manager
Paul Downey, Administrative Services Director

ISSUE STATEMENT: The City Manager position was vacated effective December 31, 2014, and the City Council has resolved to fill the City Manager office as soon as practicable. City Charter Section 33(b) requires that “the appointment must be made without regard to political considerations and be solely on the basis of education and experience in competencies and practices of local government management.” To accomplish this, a selection process needs to be adopted and approved by the Council.

DISCUSSION: The City’s Human Resources Manager has worked with the Mayor to create a selection process pending approval of the City Council. It is attached as Exhibit A.

FISCAL IMPACT: If the proposed process is approved by the City Council, the costs to recruit the new City Manager will come from the portion of the unused City Manager’s budgeted salary since the City Council appointed an internal City Manager Pro-Tem. No budget adjustment should be necessary to pay for the costs of recruiting a new City Manager.

STAFF RECOMMENDATION: Staff recommends that Council adopt the resolution authorizing the Human Resources Manager to proceed with the City Manager selection process outlined in Exhibit A to fill the current vacancy.

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RESOLUTION NO. 2015-12

RESOLUTION ADOPTING THE CITY MANAGER SELECTION PROCESS

WHEREAS, The City Council accepted the resignation of Michael Sykes, City Manager, effective December 31, 2014; and

WHEREAS, Pursuant to City Charter Section 33(d), the City Council must fill the office of the City Manager by appointment as soon as practical after a vacancy occurs; and

WHEREAS, Pursuant to City Charter Section 33(b), the appointment must be made without regard to political considerations and be solely on the basis of education and experience in competencies and practices of local government management; and

WHEREAS, The City Council, with guidance from the Human Resources Manager, created the City Manager Selection Process as outlined in Exhibit A; and

WHEREAS, a duly-noticed Public Hearing was held on January 12, 2015.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. The City Council hereby adopts the City Manager Selection Process as outlined in Exhibit A.

Section 2. The City Council authorizes the Human Resources Manager to proceed with the City Manager Selection Process as outlined in Exhibit A, and authorizes the Human Resources Manager to make minor amendments if necessary to accomplish the selection process.

Section 3. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 12th day January, 2015.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 12th day of January, 2015.

Peter B. Truax, Mayor

CITY MANAGER SELECTION PROCESS

January 2015

*Dates	Step in Selection Process	Who is Involved	Purpose
12/22 - 1/07	Review CM job description	City Council and Mayor	Ensure job description is accurate and updated
1/12/2015	Council Review of Selection Process	City Council and Mayor	City Council adopts selection process in open meeting
1/20 - 1/30	Create Candidate Profile	Panel: Citizens, Partners, City Staff; Review by Council	Create profile of ideal candidate for CoFG to be used in selection process
2/9/2015	City Council adopts hiring standards criteria	City Council and Mayor	Per ORS City Council must adopt hiring criteria and standards to be used
2/16 - 3/20	Advertise position	HR Staff	Target mediums to reach broadest pool of qualified candidates
3/23 - 4/01	Initial applicant screening	Panel: HR Manager + 2 Department Directors	Narrow pool to 10-15 candidates
4/02 - 4/08	Telephone Pre-screen Interviews	HR Manager	Verify cont'd interest, current emp status, salary requirements, individualized and/or unanswered questions re: qualifications
4/09 - 4/10	Finalize Interview Pool	Panel: HR Manager + 2 Department Directors	Narrow pool to 3-5 candidates
week of 4/27	Panel Interviews - 4 groups	Technical, Citizen/Partners, Dept. Dir.'s, City Staff	Narrow pool to 2-3 candidates for City Council consideration
week of 4/27	Final Interviews	City Council and Mayor	Evaluate candidates' skills and qualifications related to position
week of 4/27	Candidate Reception	Open to Public/all interview panels	Visit with candidates in informal setting
week of 5/04	Council Deliberates	City Council and Mayor	Select candidate for job offer
week of 5/04	Conditional job offer	Mayor/HR Manager	Offer position pending results of background investigation/pre-emp
5/11 - 5/22	Background Investigation/pre-emp. Screenings	Investigator/HR	
week of 5/25	Confirm Job Offer/negotiate terms	City Staff/HR	Agree upon terms of employment and negotiate contract
Negotiated	New City Manager Begins		

*NOTE: Dates and timelines are tentative and are subject to revisions based on circumstances.

Memorandum

TO: Mayor Peter Truax and City Councilors

FROM: Thomas Gamble, City Manager Pro Tem
Anna D. Ruggles, CMC, City Recorder

DATE: January 12, 2015

SUBJECT: City Council President Nomination and Appointment

BACKGROUND:

Three Council seats were on the ballot at the General Election, held on Tuesday, November 4, 2014. Two incumbents, Councilor Ronald Thompson and Councilor Thomas Johnston were reelected and Malynda Wenzl was elected to replace Councilor Camille Miller who did not seek reelection. Mayor seat was also on the ballot and Mayor Peter Truax was reelected. Oaths of Offices were administered on November 24, 2014.

The Mayor, at his discretion, is requesting to the Council to consider the appointment of a Council President. The Council President shall preside in the absence of the Mayor and act as Mayor when the Mayor is unable to perform mayoral duties.

STAFF RECOMMENDATION:

A motion of nomination and vote is needed to reappoint or appoint a new Council President.

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**FOREST GROVE CITY COUNCIL WORK SESSION
(SUSTAINABILITY ACTION PLAN)
OCTOBER 27, 2014 – 6:00 P.M.
COMMUNITY AUDITORIUM
PAGE 1**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 6:20 p.m. **ROLL CALL:**
COUNCIL PRESENT: Thomas Johnston, Council President; Richard Kidd; Victoria Lowe; Camille Miller; Ronald Thompson; Elena Uhing; and Mayor Peter Truax. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; George Cress, Light and Power Director; John Holan, Community Development Director; and Anna Ruggles, City Recorder.

2. WORK SESSION: SUSTAINABILITY ACTION PLAN

Holan, Cress and Sykes facilitated the work session, noting the purpose of the work session was to familiarize the Council with the proposed 2014 Sustainability Action Plan, noting in October of 2013, Council accepted the Plan proposed by the Sustainability Ad-hoc Committee. Holan introduced Nyssa Rivera, Hatfield Fellow, and appointed Sustainability Commission members who were present, noting the appointed Sustainability Commission has reviewed the Plan and is recommending Council adopt the proposed amended Plan. Holan reported the original Plan was amended by the Commission and proposes seven topical areas, including Materials Management; Social Equity; Food; Conservation and Green Buildings; Natural Resources; Transportation; and the Commission added a new topical area, Sustainable Schools and Education. Holan explained each of the seven topical areas has a vision, an initial action, target areas and possible actions as outlined in the proposed Plan. Holan and Rivera presented a PowerPoint presentation highlighting the Plan revisions; staff time; layout; white papers; topical areas; materials management; food; social equity; green buildings and energy conservation; transportation; natural resources; education; and possible actions. Holan gave an overview of staff time analysis and findings, noting it will require a considerable amount of staff time to implement the proposed initiatives outlined in the Plan. Holan added all topical areas call for their own white paper to fully comprehend costs and implementation methods for each target area, noting the purpose of the white papers is to ensure that any policies or actions implemented are fully vetted and impacts, including costs, be understood by the Council and the City. In conclusion of the above-noted presentation, Holan advised staff is recommending Council consider adopting the proposed Plan at its meeting on November 10, 2014, noting the City and Sustainability Commission would not pursue new policies or costly initiatives outlined in the Sustainability Action Plan until the white papers are completed for each of the respective topical areas and accepted by Council.

**FOREST GROVE CITY COUNCIL WORK SESSION
(SUSTAINABILITY ACTION PLAN)
OCTOBER 27, 2014 – 6:00 P.M.
COMMUNITY AUDITORIUM
PAGE 2**

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the proposed Sustainability Action Plan, topical areas, purposes of completing the white papers, costs to the City to implement sustainability initiatives, necessary staff time and resources and possible actions. Holan, Rivera and Sykes responded to various concerns, inquiries and scenarios Council presented pertaining to the various topical areas and purposes of the white papers, noting the white papers will provide the necessary information to determine baselines, metrics, implementation methods, identify stakeholders, priority of each possible action and include costs and policy implications, noting the Commission will fill in the columns once the white papers are completed and after completing that process, the Commission plans to come back to Council and present individual initiatives for formal consideration and adoption.

In conclusion of the above-noted work session discussion, Council collectively voiced support of the proposed Sustainability Action Plan and directed staff to bring back a formal resolution for Council's consideration at the next meeting on November 10, 2014, noting Council looks forward to receiving the white papers and hearing back from the Sustainability Commission at a later date.

Council took no formal action nor made any formal decisions during the work session.

3. ADJOURNMENT

Mayor Truax adjourned the work session at 6:55 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

**FOREST GROVE CITY COUNCIL REGULAR MEETING
NOVEMBER 24, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 1**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the regular City Council meeting to order at 7:02 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL**

PRESENT: Thomas Johnston, Council President; Richard Kidd; Victoria Lowe; Ronald Thompson; Elena Uhing; Malynda Wenzl; and Mayor Peter Truax. **STAFF PRESENT:** Michael Sykes, City Manager; Chris Crean, City Attorney; Paul Downey, Administrative Services Director; Rob Foster, Public Works Director; Jon Holan, Community Development Director; Dan Riordan, Senior Planner; Tom Gamble, Parks and Recreation Director (in the audience); George Cress (in the audience); and Anna Ruggles, City Recorder.

Mayor Truax introduced and welcomed newly-elected Councilor Malynda Wenzl, who filled Councilor Camille Miller's seat on Council, and congratulated Council President Johnston and Councilor Thompson who were re-elected, noting they were sworn-in at the Swearing-In Ceremony held prior to the Council meeting. Mayor Truax was re-elected and sworn-in as well.

2. CITIZEN COMMUNICATIONS: None.

3. CONSENT AGENDA: Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the Consent Agenda item(s).

- A. Approve City Council Work Session (B&C Interviews) Meeting Minutes of November 10, 2014.
- B. Accept Library Commission Meeting Minutes of October 13, 2014.
- C. Accept Planning Commission Meeting Minutes of October 20, 2014.
- D. Accept Public Arts Commission Meeting Minutes of October 9, 2014.
- E. Fire Chief Report from October 25 – November 7, 2014.

**FOREST GROVE CITY COUNCIL REGULAR MEETING
NOVEMBER 24, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 2**

- F. RESOLUTION NO. 2014-85 MAKING APPOINTMENT TO COMMITTEE FOR CITIZEN INVOLVEMENT (APPOINTING MARTHA OCHOA, TERM EXPIRING JANUARY 31, 2016).
- G. RESOLUTION NO. 2014-86 MAKING APPOINTMENT TO PUBLIC ARTS COMMISSION (APPOINTING YASMINE WEIL-POURFARD, STUDENT ADVISORY, TERM EXPIRING DECEMBER 31, 2015).
- H. *Accept Abstract of Votes for November 4, 2014, General Election (Added to Consent Agenda).*

MOTION: Councilor Lowe moved, seconded by Councilor Kidd, to approve the Consent Agenda as amended (Item 3. H. added to Consent Agenda). **MOTION CARRIED 7-0 by voice vote.**

4. ADDITIONS/DELETIONS:

3. H. ACCEPT ABSTRACT OF VOTES FOR NOVEMBER 4, 2014, GENERAL ELECTION:

Ruggles added Consent Agenda Item 3. H., in accordance with ORS 255.295, Abstract of Votes for November 4, 2014, General Election, noting Forest Grove's summary report shows the official Election results as follows:

MAYOR (Vote for 1):

Name:	Votes:	Percent:
Timothy Marble	3,301	48.75
Peter B. Truax (Incumbent)	3,408	50.33
Write-In	62	.92

City Councilor (Vote for 3):

Name:	Votes:	Percent:
Ron Thompson (Incumbent)	2,737	15.89
Aldie Howard	2,039	11.84
Tom (TJ) Johnston (Incumbent)	2,893	16.80
Tom Beck	2,699	15.67
Nathan Thomas Paul Seable	1,930	11.21
Alexander E LaFollett	1,758	10.21
Malynda Wenzl	3,017	17.52
Write-In	148	.86

**FOREST GROVE CITY COUNCIL REGULAR MEETING
NOVEMBER 24, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 3**

The above-noted Abstract of Votes for November 4, 2014, General Election, was accepted by Council as Consent Agenda Item 3. H., as noted above.

5. PRESENTATIONS:

5. A. Washington County Land Use and Transportation Update:

Foster reported Washington County Land Use and Transportation is requesting input from the City about its potential closure of Porter Road to motor vehicle traffic, both northbound and southbound, at Bridge 1296 over Council Creek on Porter Road. Foster introduced Dave Schamp, Washington County Operations and Maintenance Division Manager, who presented a PowerPoint presentation highlighting the deteriorating condition of the Porter Road bridge, noting Washington County officials are looking at options, including the potential closure of the nearly 65-year old bridge because the structure is at the end of its useful life; ongoing repairs are not cost effective; and funding for its replacement is not readily available. Schamp referenced a County Road Maintenance Priority Matrix showing the efficiency rating and priority classifications, noting Porter Road scores an efficiency rating of 19.5 out of 100 and is classified as a local road, which is the lowest use classification in the County and lowest priority for reconstruction funding. In response to Council inquiries pertaining to reclassifying Porter Road as a collector, Schamp noted road reclassification is unlikely anytime soon as the County just updated its transportation plan this fall. In response to Council inquiries pertaining to bridge replacement costs, Schamp estimated bridge replacement costs at \$860,000, which is \$100,000 more than the County's total bridge maintenance budget, noting the bottom line is the County does not have funding to pay for bridge replacement costs. Schamp reported if the bridge is closed to motor vehicles, emergency vehicles, local residents and businesses would have access up to the bridge but not across the bridge and bicyclists and pedestrians would continue having access across the bridge. In conclusion of the above-noted presentation, Council collectively voiced concerns of closing Porter Road bridge to motor vehicles and instead supported bridge replacement as the only acceptable option for Forest Grove. Council voiced concerns that closing Porter Road bridge to motorized vehicles would further limit transportation access into Forest Grove. In response to Council comments and concerns voiced, Schamp encouraged Councilmembers to contact County Commissioners directly to share their concerns, noting if County officials move forward with a recommendation of potentially closing Porter Road

**FOREST GROVE CITY COUNCIL REGULAR MEETING
NOVEMBER 24, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 4**

bridge to motor vehicle traffic, County officials will hold a community open house and gather public input before make a recommendation to County Commissioners.

5. B. Metro Quarterly Exchange Update:
Kathryn Harrington, Metro Councilor District 4, presented a PowerPoint presentation highlighting District 4 Quarterly Exchange Report. Harrington reported on Metro's Urban Growth Boundary; Powell-Division Corridor; Southwest Corridor; Vibrant Community Investments; Climate Smart Communities; Scouters Mountain; Nature in Neighborhoods Restoration and Community Stewardship Grants – District 4; Council Creek Regional Trail; Solid Waste Roadmap; Portland's Centers for Art; Expo Center; and distributed various Metro-related handouts.
6. CONTINUE (DE NOVO) PUBLIC HEARING FROM NOVEMBER 10, 2014: ORDER NO. 2014-06 APPROVING GALES CREEK TERRACE PLANNED RESIDENTIAL DEVELOPMENT (FILE NO. PRD-14-00181). APPLICANT: GALES CREEK DEVELOPMENT, LLC (MORGAN WILL AND TRIPTI KENZER)

Staff Report:

Holan and Riordan reported the staff report dated November 24, 2014, addresses several aspects, which were heard during public testimony on November 10, 2014, and edits to the proposed Conditions of Approval as outlined in the staff report, pertaining to the proposed Gales Creek Terrace Planned Residential Development, including overall site and design plans; amount of off-street and on-street parking demonstrating the applicant exceeds the minimum off-street parking requirements as required by Article 8 of the Forest Grove Development Code; aspects of neighborhood impact considered during the development review process (e.g., traffic, screening, building height, density); fire protection and access is consistent with Fire Code requirements; though, Fire Department has expressed concern about the Dee Court hammerhead, the City Engineer has determined that a cul-de-sac at the end of Dee Court would result in a 12' high retaining wall at the property line and would result in the elimination of two lots; zoning designation has remained unchanged since at least 1980; location of attached units in Phase 4 are based on the topography of the site, street system, adjacent land uses, impact to adjacent developed areas, marketability and other factors; City Engineer reviewed proposed street designs and accepted the street layout as reasonable given the topographic constraints of the site,

**FOREST GROVE CITY COUNCIL REGULAR MEETING
NOVEMBER 24, 2014 – 7:00 P.M.
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potential grade of street, and desire to minimize necessary cut-and-fill; although, street rights-of-way are narrow compared to standard design, pavement/roadway widths are consistent with the typical local street cross-section; planned development criteria has been met unless Council can make a defensible finding the purpose statement is not met; traffic study submitted by the applicant includes a traffic impact analysis showing that traffic will not result in impacts exceeding the City's minimum level of service (Level of Service D); Forest Grove School District was notified of the planned development and did not respond; however, based on the School Element of the Comprehensive Plan, the School District has the capacity or can make capacity available to serve the development; the 14 points considered by the Planning Commission related to specific development standards and requested deviations as outlined on Page 8 of the staff report; and Council's decision-making appeal process based on criteria outlined in the Development Code. In conclusion of the above-noted staff report Holan and Riordan referenced additional written testimony submitted as noted below and the following attachments to the staff report: Attachment A, Clean Water Services Provider Letter; Attachment B, Transportation System Plan Intersections Level of Service; Attachment C, Gales Creek Terrace Project Comparison Chart (August 2014/October 2014); and Attachment D, Memo from Gales Creek Terrace, LLC, dated November 10, 2014 (suggested edits to proposed Conditions of Approval), noting staff is recommending Council complete the hearing process this evening and consider adopting Order No. 2014-06, approving Gales Creek Terrace Planned Residential Development, along with Findings and Conditions of Approval as outlined in Exhibit A, supporting Council's decision on the Gales Creek Terrace Planned Residential Development (File No. PRD-14-00181).

Declaration of Ex-parte Contacts, Conflicts of Interest, or

Abstentions:

Prior to presenting the staff report, Mayor Truax asked for any disclosures as noted below.

Wenzl recused herself, noting as a recently-elected Councilor, she has had no prior involvement pertaining to this specific agenda item. Mayor Truax excused Wenzl from the dais.

Uhing disclosed she resides within a couple of blocks from the proposed development and she walked part of the property to get a better feel of the area. Uhing declared no financial benefit or conflict of interest.

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Lowe disclosed she drove some associated streets in the area to get a better understanding of the area. Lowe declared no financial benefit or conflict of interest.

Council President Johnston disclosed he owns property on C Street. Johnston declared no financial benefit or conflict of interest.

Sykes disclosed he owns property on B Street. Sykes declared no financial benefit or conflict of interest.

Challenges from Parties:

None declared.

Public Hearing Continued:

Mayor Truax continued the de novo Public Hearing from the meeting of November 10, 2014, and explained hearing procedures.

Written Testimony Received:

Kathy Corey, Forest Grove, submitted written testimony, dated November 18, 2014, urging Council to deny the revised Gales Creek Terrace Planned Development as stated in her written testimony, noting the plan has indeed changed and the developer needs to start over with the decision-making process with the Planning Commission.

Jim Lee, President, Western Oregon Development, Inc., submitted written testimony, dated November 20, 2014, urging Council to vote yes to approve the Gales Creek Terrace Planned Development as stated in his written testimony, noting Western Oregon Development has invested in property immediately west of the proposed Gales Creek Terrace Planned Development and B Street sanitary sewer line extension will make it possible for future investments and growth for Forest Grove.

Brian Wilbur, Pacific Insurance Partners, Forest Grove, submitted written testimony, dated November 23, 2014, urging Council to deny the Gales Creek Terrace Planned Development for various reasons as stated in his written testimony, noting the project design is seriously flawed and many Development Code provisions waived or modified for the project to go forward and Forest Grove deserves a better plan for this important piece of property; one which is safe, has adequate parking and is in keeping with the special character of the City.

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John Hayes, Forest Grove, submitted written testimony, dated November 20, 2014, urging Council to reject the application for the Gales Creek Terrace Planned Development for various reasons as stated in his written testimony, noting he has yet to find anyone in favor of the development plan and the City should rezone the property if the project is turned down.

Tom Beck, Forest Grove, submitted written testimony, dated November 24, 2014, addressing concerns as to the specific reasons the Planning Commission denied the Gales Creek Terrace Planned Development and citing reasons the developer has failed to meet the criteria of the Planned Residential Development Code (referenced as Code Section 10.4.200) as stated in his written testimony.

Gales Creek Development, LLC., submitted written testimony, dated November 17, 2014, addressing concerns raised at the hearing of November 10, 2014, urging Council to accept staff's recommendation with Conditions of Approval as stated in their written testimony.

No other written testimony was received prior to the deadline of November 24, 2014, 7:00 p.m.

Applicants' Testimony:

Lee Leighton, Westlake Consultants, Morgan Will, Gales Creek Development, LLC, and Gordon Root, Applicant, referenced their written testimony (Applicant's Rebuttal Statement, dated November 17, 2014), addressing concerns raised at the hearing of November 10, 2014, and referenced the staff report, dated November 24, 2014, which summarized testimony heard at the meeting of November 10, 2014, noting staff recommends approval based on staff's analysis of the issues that have been raised and evidence the applicant has presented and approval criteria in the Forest Grove Development Code for Planned Development. The consultants gave a highlighted overview of how the application for Gales Creek Terrace Planned Residential Development (File No. PRD-14-00181) (revised application dated October 16, 2014, includes 20 duplexes, 20 attached single-family dwellings and 157 detached single-family homes on a variety of lot sizes) meets the applicable code and decision-making criteria, referencing documentation in the record supporting the hammerhead turnaround, parking index and street design maps, site suitability; storm water management; vegetated corridors; and density requirements for Multifamily High-density (RMH) zoning, noting

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the housing types they are considering fit in with existing residences and provide a mix of housing options. The consultants recapped the Planning Commission's decision of denial and instructions on the basis of denial that led to the appeal, stating it is appropriate for Council as the decision-making body to act on the appeal.

Proponents:

Claud Davis, Forest Grove, testified in support and stated his support as a builder, noting the project will bring income and is beneficial to Forest Grove. Davis added that people want detached homes, not townhomes.

Tawnya Poe, Banks, testified in support and stated her support as a local real estate broker, noting this project provides a variety of housing products and affordable housing for young adults. Poe spoke about market demands and challenges homebuyers face, pointing out homebuyers are looking for detached homes, not apartment-style living.

Chad Davis, Forest Grove, testified in support and stated his support as to the development having a very nice mixture of products and options for buyers, noting he has done projects in Hawthorne Meadows, Casey Meadows, and currently, Casey West and urged Council to visit these sites.

Mark Kenzer, Forest Grove, testified in support and pointed out Metro's earlier presentation (vibrant community investments) regarding density and similar housing types, noting this project is a great opportunity for Forest Grove.

No one else testified and no other written comments were received.

Opponents:

Tom Beck, Forest Grove, submitted written testimony, dated November 24, 2014, testified in opposition and stated he has new testimony to add to his earlier testimony heard at the hearing of November 10, 2014. Beck stated his concerns as to the variations between Casey Meadows and Gales Creek Terrace, noting Gales Creek Terrace is irregular in the extreme, has different topography and is in a unique area. Beck referenced three criteria (no innovation; road layout and topography; and vegetative corridor ignores existence of mature trees and has excessive cut and fill) that the developer fails to meet in the Planned Residential Development Code and addressed specific reasons the

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Planning Commission denied the project as noted in his written testimony. Beck stated the applicant was wrong and downright insulting when the applicant stated the Planning Commission was influenced by using the word "concessions" (Staff report dated August 4, 2014, Page 3) in describing the Planning Commission's 14 specific problems for denying the project. Beck stressed he does believe it is possible to design a project that could meet the criteria for a Planned Residential Development.

Alexander LaFollett, Forest Grove, testified in opposition of the Gales Creek Terrace Planned Residential Development and stated he raised concerns during his City Councilor election campaign as to jumping the gun and putting in high-density development with no proper transportation infrastructure, similar to Casey Meadows/26th Avenue. LaFollett stated his concerns as to the traffic flow, proposed 19th Avenue extension, flood areas and revised plan still having 80 percent detached housing, stressing the Planning Commission was correct in denying the proposal.

Dick Lane, Forest Grove, testified in opposition and referred to public records obtained between the developer's team and City employees following the Planning Commission's vote regarding types of development procedures. Lane stated his concerns as to the development proposes no playgrounds or parks, yet is targeted to first-time homebuyers, and is a cramped, crowded development with inadequate parking and is not at all conducive to family life, and urged Council to follow the lead of the Planning Commission and reject the proposal.

Kathy Corey, Forest Grove, submitted written testimony, dated November 18, 2014, testified in opposition and stated her concerns as to the 4' of infill that will be required; requirements noted in Clean Water Services' Provider Letter (Attachment A) regarding plans differing significantly and sensitive areas and vegetated corridors; neighborhood impact statement; abrupt changes in housing types; reduced side yards and setbacks; traffic increasing; and requested the new plan development go through proper channels at the Planning Commission to be reviewed by the public and Planning Commission, stressing the plan has changed substantially.

Jim Morris, Forest Grove, testified in opposition and stated his concerns as to the street parking; high-density; and protection and valuation of the historical value of Naylor's Grove, noting Native Americans used the land for centuries.

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Carolyn Hymes, Forest Grove, indicated she is on the Planning Commission and stated for the applicant to believe that she was influenced by the word “concessions” in describing the Planning Commission’s 14 reasons for denying the project was insulting. Hymes highlighted some of the reasons the Planning Commission denied the project as outlined in the staff report, noting the project still fails 9 out of 10 and the only issue that has been resolved is the lengthening of driveways to the required 20 feet. Hymes indicated she is not opposed to development or development of this specific property, stressing she believes a project could be designed that meets the criteria and goals of a Planned Residential Development.

Dave Thompson, Forest Grove, testified in opposition and stated his concerns as to the Planning Commission bringing forth a dozen concerns but now staff is supporting the plan, adding perhaps because of a threat of lawsuit. Thompson stated staff’s secretive process with the developer should be under review and stated his concerns as to the zoning; density; tiny lots and cheap homes; limited street trees; no active recreational open space; no street improvements to 19th Avenue; variances benefiting the developer; and urged Council to send the project back to developers and begin the process of rezoning the property.

David Morelli, Forest Grove, testified in opposition and questioned if it was appropriate having less than 3,500’ lot sizes in a residential development. Morelli stated his concerns as to specific code requirements and zone standards, including density, housing type, lot dimensions, and slope and elevation loss and gain, stressing the project is a high-density, single-family housing, detached “subdivision” and it is not a planned residential development by definition of the code, and urged Council to vote no.

John Schrag, Forest Grove, testified in opposition on behalf of his parents and six residents; referenced a letter his parents received 364 days ago from Gales Creek Terrace, LLC; and cited the code definition of a neighborhood meeting. Schrag highlighted discussions heard during neighborhood meetings; lack of developer soliciting concerns from residents and occurrences up-to-date, stressing the first opportunity for the community to hear about multifamily housing and significant changes was at the last Council meeting of November 10, 2014. Schrag suggested other areas of the parcel of where residents could support having multifamily housing serving as buffer, blending better with the

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neighborhood, and located closer to transit. Schrag stressed if Council honestly believes the revised application meets code and is in the best interest of the City, then vote to approve; otherwise, the Planning Commission has given many reasons to safely reject the proposal, and by doing so, Council sends a message to the community that Council is willing to listen and willing to look for a development that fits the law and makes for a better community.

Steve Boone, Forest Grove, testified in opposition and stated his concerns as to safety; hammerhead; need for multifamily but closer to transit area; demolition of homes along Pacific Avenue; integrity of neighborhood; planning residential development criteria not met; and urged Council to vote against the proposal and send it back to Planning Commission.

No one else testified and no other written comments were received.

Others:

Tripti Kenzer, Forest Grove, stated her frustration with the City's process, stressing the developer is complying with high-density zoning, pointing out the area has been zoned high-density for 35 years, and urged Council to approve the plan as recommended by City staff.

No one else testified and no written comments were received.

Applicant's Rebuttal:

Lee Leighton, Westlake Consultants, Morgan Will, Gales Creek Development, LLC, and Gordon Root, Applicant, refuted testimony and issues raised, pointing out that all issues raised are incorrect and not based on applicable approval criteria and argued Council is the final decision-making authority (Applicant's Rebuttal Statement, dated November 17, 2014). The applicant's consultants referenced approval criteria based on the Development Code for a Planned Development, street standards based on the Transportation System Plan, and provided clarification of the application-related materials submitted by the applicant to City staff and recapped the Planning Commission's meeting, decision-making and appeal process, noting they have made every effort to provide complete application materials, pointing out the applicant's May application packet and supplemental material was not included as part of the record in the Planning Commission's agenda packet on August 4, 2014, nor was it included in the record in the Council's agenda packet on

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September 8, 2014, which causes them concern that the decision-making body was not provided with full material in order to make a fair, just decision, as well as the public. In conclusion of the above-noted rebuttal, the applicant's consultants gave closing statements, stating Gales Creek Terrace is a beautiful piece of property and the project will have common open spaces and recreational needs, opening the Gales Creek watershed to the public and connections to the trail corridor "Emerald Necklace", noting Forest Grove needs this type of housing, market-niche product. The consultants pointed out their credentials, stressing they are highly experienced and very knowledgeable team, adding they have been very responsive throughout the entire process. The consultants also voiced their frustration of the City's development application process, stressing they have never spent as significant amounts of monies as they have on this particular development application.

Questions from Council:

In response to Council President Johnston's points of clarifications pertaining to discussions with City staff about the revised site plan, the consultants pointed out slope constraints and explained reasons as why they choose the specific location for duplexes and townhouses and concurred with Johnston that the original application contained all single-family dwellings. In addition, the consultants addressed Council President Johnston's inquiries pertaining to parking allowance and hammerhead radius.

In response to Lowe's inquiry pertaining to submittal of drawings, Holan referenced PDF Page 271 of staff report, dated November 10, 2014, noting examples of the home elevations are documented in the record as Attachment J. In response to Lowe's inquiry pertaining to CWS Provider Letter, Holan referenced PDF Page 73 of staff report, dated November 24, 2014, noting the applicant has provided a copy of Permit No. 13-003043, attached as Attachment A. In response to Lowe's comments pertaining to elevations; reduction of setbacks; drainage and cumulative effect of rainwater runoff; cut-and-fill; and 80 percent of the lots being single-family detached; and project being a "subdivision", the consultants stressed the protection of Gales Creek corridor and wetlands lays with CWS and the City will not accept any development application as complete without a Service Provider Letter from CWS, stressing they must comply with approval criteria for storm water management and storm drainage facilities throughout the project site, referencing documentation in the record; street cross-sections address topography and strives to

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reduce cut-and-fill; planned development allows flexibility to meet density requirements of the zone; and noted that most planned developments are defined as "subdivisions". In response to Lowe's comments pertaining to zoning discrepancies of the property, Holan clarified the 1979 zoning map identified the property as high-density residential; however, the property was zoned by the County as Exclusive Farm Use (EFU) up until the property was annexed into the City in 2004 and was rezoned to Multifamily High-density (RMH). Holan added the southeastern most part of the property annexed in 2005 was considered for medium-density residential zoning during the annexation process but was not approved.

In response to Uhing's inquiry pertaining to reasons the project qualifies for a planned development pursuant to the Development Code, the consultants replied the proposed Gales Creek Terrace development concept requires flexibility in order to accommodate a variety of housing types, including duplexes, attached townhouses and single-family detached dwellings on lot sizes ranging from 26' to 40' in width (24' lots originally proposed have been removed from the site plan), stressing the development concept is not possible without the flexibility provided by the planned development section of the Development Code, including reducing lot sizes, reducing side-yard and front-yard setbacks, and deviating from typical street cross-sections to address slope constraints, pointing out Gales Creek Terrace Planned Development is designed to address a market niche that is not anticipated or accommodated by the City's base zone standards for the RMH zone, noting otherwise, the development concept would be a five/six story apartment tower, which would have required massive cuts-and-fills. In response to Uhing's inquiry pertaining to traffic impact study, the consultants replied they submitted a Traffic Analysis Summary conducted by licensed Traffic Engineer Frank Charbonneau, whose reports include projections of traffic impacts and functioning at key intersections, noting the City Engineer has concurred with the traffic study findings, referencing documentation in the record.

In response to Kidd's inquiry pertaining to parking discrepancies, the consultants replied that until the road alignments are resolved, they could not provide a precise number of parking spaces; however, the consultants gave a highlighted summary of the anticipated parking spaces per dwelling, stressing the parking ratio proposed is more than three times the minimum requirement in the Development Code. In response to Kidd's inquiry pertaining to 19th Street improvements, the consultants replied 19th Street would have a 66' width and eventually would be constructed to 40'

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width, curb-to-curb with standard sidewalks and street trees on both sides of the road, referencing documentation in the record.

Public Hearing Closed:

Mayor Truax closed the de novo Public Hearing.

Before proceeding with the Council discussion, Mayor Truax asked for a motion to adopt Order No. 2014-06.

Crean read Order No. 2014-06 by title.

MOTION: Councilor Lowe moved, seconded by Councilor Kidd, to adopt Order No. 2014-06 Approving Gales Creek Terrace Planned Residential Development (File No. PRD-14-00181). Applicant: Gales Creek Development, LLC (Morgan Will and Tripti Kenzer), and Authorizing the Mayor to sign at a later date the Order and Findings and Conditions of Approval (Exhibit A) upon final legal review by the City Attorney.

Council Discussion:

Lowe indicated her support of the Planning Commission's decision, noting this is a unique and beautiful piece of property and we only get to do this once. Lowe indicated the Planning Commission's concerns remain unaddressed, pointing out Dee Court still has a hammerhead instead of a cul-de-sac; setback reductions are too severe; uncertainty if D Street will be extended in the future; 80 percent of the lots smaller than 3,500' is a no go for her; lot frontages less than 50' do not provide adequate play area; street trees are required by code on both sides of the road; and the revised application reinstates 20' setback to garages but sacrifices streets as a result.

Thompson indicated his support and upheld the appeal, comparing three previously proposed development submissions for Gales Creek Terrace, and stating the area has been zoned since 1980 as high-density housing, which this proposed project provides; future road systems are designated in the Transportation System Plan; floodplain was previously addressed; style of proposed housing products are marketable and are needed in Forest Grove based on census data and younger population; and trail system is designated in the Parks and Trail Master Plan.

Kidd indicated support and upheld the appeal, stating his concerns about

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the floodplain have been addressed; open space requirements are addressed; greenway connects to the City's "emerald necklace"; density and approval criteria are met; though he has a hard time accepting 3' setbacks, it is not a deal breaker; water retention facilities are addressed; parking concerns have been addressed; traffic system plan will be completed in the future; roadways will have street trees as required by code; and concurred State law defines planned development as a "subdivision".

Uhing indicated support and upheld the appeal, stating she attended a housing summit and there is a need for this type of housing market, stressing the City's need for affordable housing. Uhing added though concerns raised caused her to struggle with her decision, she was unable to find a legal reason justifying denial of the project.

Council President Johnston indicated his support of the Planning Commission's decision, stressing the City needs affordable housing but not on top of each other or forced upon. Johnston added he does not always agree with Metro in regards to density and he does not think the best possible procedure was used in this process, noting he still has many concerns.

Mayor Truax echoed Uhing's comments, citing "the law is the law". Mayor Truax also echoed Council President Johnston's comments about affordable housing, noting Forest Grove has a responsibility to provide affordable housing and housing mix.

Hearing no further discussion from the Council, Mayor Truax asked for a roll call vote on the above motion.

ROLL CALL VOTE: AYES: Councilors Kidd, Thompson, Uhing, and Mayor Truax. NOES: Councilors Johnston and Lowe. ABSTAINED: Councilor Wenzl. MOTION CARRIED: 4-2.

Councilor Wenzl returned to the dais at 11:40 p.m.

7. CITY MANAGER'S REPORT:

Due to the late hour, Sykes deferred his updates and instead distributed a copy of his written report, which outlined various meetings he attended and provided updates on various City department-related activities,

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projects, and upcoming city-wide events.

8. COUNCIL COMMUNICATIONS:

Due to the late hour, Mayor Truax deferred Council Communications until the next regular Council Meeting.

9. ADJOURNMENT:

Mayor Truax adjourned the meeting at 11:45 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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**FOREST GROVE CITY COUNCIL WORK SESSION
(LIGHT AND POWER RATE STUDY)
DECEMBER 8, 2014 – 6:00 P.M.
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Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 6:00 p.m. **ROLL CALL:**
COUNCIL PRESENT: Thomas Johnston, Council President; Richard Kidd; Victoria Lowe; Ronald Thompson; Elena Uhing; Malynda Wenzl; and Mayor Peter Truax. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; George Cress, Light and Power Director; and Anna Ruggles, City Recorder.

2. WORK SESSION: LIGHT AND POWER RATE STUDY

Downey, Cress and Sykes facilitated the work session, noting the purpose of the work session was to provide an overview to Council on the Light and Power (L&P) Department's cost-of-service analysis and rate study. Downey and Cress reported staff met with Council in work session held on October 13, 2014, to discuss and review revenue requirements, noting the estimated costs of replacing three transformers and rebuilding two substations is approximately \$3.8 million. Downey reported the results of the study found that the City will require rate increases at an average of six percent (6%) per year through 2018 in order to meet increased power and operating costs, costs of replacing three substation transformers and rebuilding two substations while maintaining sufficient reserves and covering anticipated debt reserve requirements. Downey indicated the results of the study also showed that Residential Service class currently needs a larger rate increase than 6% to pay its allocated costs-of-services, noting staff is recommending the City start to phase-in the rate increase by service class and begin moving toward each service class paying its costs-of-services. Cress introduced Financial Consulting Solution Group (FCS Group) consultants who presented PowerPoint presentation slides titled "Overview of the rate setting process; key factors considered; Capital Plan; Revenue Requirements Summary; Proposed Rate Strategy; Cost-of-Service Analysis; Cost-of-Service Results; Cost-of-Service Alternatives; Rate Design; Existing Rates; Across-the-Board Rate Alternative; Higher Customer Charge Rate Alternative; Survey Comparison – Residential; Survey Comparison – General Service; Survey Comparison – Large General Service; and recommendations". Downey and Cress referenced four rate scenarios as follows: 1) 6% across-the-board increase for all class of service; 2) 6% across-the-board rate increase with a larger increase in the monthly customer service charge; 3) increase each class of service by the percentage listed as phase-in; or 4) increase each customer class of service by the percentages listed as phase-in with a larger increase in the monthly customer service charge. In conclusion of the above-noted staff report, Downey and Cress advised staff is asking Council to consider Option 4, phase-in percentage increases to Residential and Irrigation customers by seven percent (7.0%) and Industrial and Commercial customers by five percent (5%),

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noting this recommendation ensures each customer class is paying its allocated costs-of-services and ensures the City is raising sufficient revenue to cover costs if power sales are lower than expected.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to various components based on the cost-of-service analysis and rate study and recommendations for electric rates. Downey, Cress and Sykes responded to various concerns, inquiries and scenarios Council presented pertaining to revenue requirements, future capital needs and the need to increase electric rates, noting the factors used to determine the revenue requirements and electric rate increases proposed in the scenarios are to recover adequate revenue in an equitable manner to meet overall financial requirements of the utility as well as capital outlay cost factors over the next four years. Downey advised the City will use \$1.3 million of reserves between FY 2015 and FY 2018 to minimize rate impacts, noting if the City does not use some reserves, the rate increase would be around 15 percent. Downey indicated the City would rather increase rates to meet debt service requirements instead of issuing new debt by borrowing, noting the rate increases projected should be on target by 2018. In conclusion of the above-noted Council discussion, Council collectively concurred with staff's recommendation to consider phase-in percentage increases to Residential and Irrigation customers by seven percent (7.0%) and Industrial and Commercial customers by five percent (5%), noting this recommendation ensures each customer class is paying its allocated costs of services and ensures the City is maintaining reserves and has sufficient revenue to cover costs if power sales are lower than expected. Sykes noted staff has prepared a proposed resolution for consideration during the regular meeting on December 8, 2014.

Council took no formal action nor made any formal decisions during the work session.

3. ADJOURNMENT

Mayor Truax adjourned the work session at 6:50 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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1. ROLL CALL:

Mayor Peter Truax called the regular City Council meeting to order at 7:02 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL**

PRESENT: Thomas Johnston, Council President; Richard Kidd; Victoria Lowe; Ronald Thompson; Elena Uhing; Malynda Wenzl; and Mayor Peter Truax. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Brenda Camilli, Human Resources Manager; Jon Holan, Community Development Director; Michael Kinkade, Fire Chief; David Nemeyer, Fire Marshal; Janie Schutz, Police Chief; Mike Herb, Police Captain; Kevin Ellingsburg, Police Captain; James Reitz, Senior Planner; Rob Foster, Public Works Director (in the audience); Tom Gamble, Parks and Recreation Director (in the audience); and Anna Ruggles, City Recorder.

1. A. AWARD OF COMMENDATION:

Police Chief Schutz presented a "*Life Saving Award of Commendation*" to Police Officer Matt Jacobson for two separate incidences where he performed CPR on infants. Chief Schutz reported the award can be given to any employee who, while serving in any capacity performs extraordinary life saving measures, whether or not the victim survived.

1. B. CERTIFICATES OF APPRECIATION:

Mayor Truax presented a Certificate of Appreciation honoring James Reitz, Senior Planner, for 25 years of dedicated service to the City.

Mayor Truax presented a Certificate of Appreciation honoring Michael Sykes, City Manager, for 10 years of dedicated service to the City, noting Sykes is resigning December 31, 2014, and is taking a new position as City Manager of the City of Scappoose.

1. C. PROCLAMATION:

Human Rights Week

Mayor Truax publicly proclaimed December 7 – December 13, 2014, as "*Human Rights Week*" and December 10, 2014, as "*Human Rights Day*" in Forest Grove". Mayor Truax presented the proclamation to Lauri Stewart, who accepted the proclamation on behalf of Human Rights Council of

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Washington County.

2. **CITIZEN COMMUNICATIONS:** None.
3. **CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the Consent Agenda item(s).
 - A. Approve City Council Work Session (Law Enforcement Body Worn Cameras) Meeting Minutes of October 27, 2014.
 - B. Approve City Council Regular Meeting Minutes of November 10, 2014.
 - C. Accept Community Forestry Commission Meeting Minutes of October 15, 2014.
 - D. Accept Historic Landmarks Board Meeting Minutes of October 28, 2014.
 - E. Accept Parks and Recreation Commission Meeting Minutes of October 15, 2014.
 - F. Community Development Department Monthly Building Activity Report for November 2014.

MOTION: Councilor Lowe moved, seconded by Councilor Uhing, to approve the Consent Agenda as presented. **MOTION CARRIED 7-0 by voice vote.**

4. **ADDITIONS/DELETIONS:**
Mayor Truax added Agenda Items 9. B. Resolution Appointing the City Manager, Pro Tem; Item 9. C. Resolution Establishing Compensation for the City Manager Pro Tem; and Item 9. D. Resolution Declaring Intent to Appoint a City Manager, noting Agenda Item 9. A. is Accepting City Manager Sykes's resignation (refer below).
5. **PRESENTATIONS:** None.
6. **PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2014-11 ADOPTION OF AMENDMENTS TO PACIFIC UNIVERSITY MASTER PLAN TO ENLARGE OPPORTUNITY SITE "L", ADOPT DESIGN**

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**GOALS, ADDITIONAL USES AND MISCELLANEOUS AMENDMENTS,
2402, 2410, 2526, 2610, 2616, 2624 AND 2632 SUNSET DRIVE
(APPLICANT: INICI GROUP, PATTI MILES). FILE NO. ZNC-14-01185**

Staff Report:

Holan and Reitz presented the above-proposed ordinance for first reading (Attachment A) and Pacific University Master Plan, Amendment No. 4 (Exhibit 1), noting the purpose of the amendment is to enlarge Opportunity Site L, along the west side of Sunset Drive, to include properties 2402, 2410, 2526, 2610, 2616, 2624 and 2632 Sunset Drive. Reitz reported the property site located at 2526 Sunset Drive would be developed with a 2,700' building to house locker rooms, a 2,600' warehouse building, and four ADA parking stalls, noting no interim uses for the other properties are proposed at this time and long-term uses for all properties may include future residence halls or student apartments. Reitz recapped the Planning Commission's review and hearing held on November 17, 2014, noting discussion centered on how development along Sunset Drive should be designed to better blend in with the residential character of the adjacent neighborhood. Reitz added the Planning Commission discussed parking demand if Opportunity Site L in the vicinity of 26th Avenue is ever developed with residence halls, noting due to the distance of the area from the campus, the Planning Commission concluded that if residence construction occurs on sites identified as 2526 to 2632 Sunset Drive, on-site parking would be necessary and the Commission has recommended this amendment be stipulated in the Master Plan. In addition, Reitz reported the Planning Commission observed that campus support facilities are described in the current Master Plan as "short-term" or "interim" uses in Opportunity Site L, when in fact, the facilities may be permanent. As a result, the Planning Commission recommended a revision to remove the descriptions from the Master Plan. Lastly, Reitz reported the Planning Commission discussed the current status of the Master Plan's implementation and testimony received indicated that current student and staff FTE (full-time employees) may already be above the number projected for 2020, noting the Commission voiced concern the projected numbers could have implications on such things as parking. As a result, the Planning Commission requested the University provide an annual update on its FTE. In conclusion of the above-noted staff report, Holan and Reitz advised staff is recommending adopting the proposed ordinance (Attachment A) and approving the Pacific University Master Plan, Amendment No. 4 (Exhibit 1).

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Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Ordinance No. 2014-11.

Sykes read Ordinance No. 2014-11 by title for first reading.

MOTION: Councilor Kidd moved, seconded by Council President Johnston, to approve Ordinance No. 2014-11 Adoption of Amendments to Pacific University Master Plan to Enlarge Opportunity Site “L”, Adopt Design Goals, Additional Uses and Miscellaneous Amendments, 2402, 2410, 2526, 2610, 2616, 2624 and 2632 Sunset Drive (Applicant: Inici Group, Patti Miles). File No. Znc-14-01185.

Public Hearing Opened:

Mayor Truax opened the Public Hearing and explained hearing procedures.

Declaration of Ex-parte Contacts, Conflicts of Interest, or Abstentions:

Council President Johnston disclosed he owns property in the area of Sunset Drive. Johnston declared no financial benefit or conflict of interest.

Written Testimony Received:

No written testimony was received prior to the deadline of December 8, 2014, 7:00 p.m.

Proponents:

No one testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

Others:

No one testified and no written comments were received.

Council Discussion:

In response to Uhing's concern pertaining to Pacific University's temporary modular (maintenance office, located on Sunset Drive)

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becoming a permanent fixture, Reitz explained the landscaping in front and along the structure indicates long-term use, noting the Planning Commission is recommending a revision to remove "short-term" and "interim" uses from the Master Plan.

In response to Thompson's concern pertaining to parking and anticipated enrollment referenced in Table 1, PDF Page 94-95, Holan confirmed a parking study was conducted when the Master Plan was first adopted, noting the Planning Commission has requested the University provide an annual update on FTE.

In response to Lowe's concern pertaining to re-evaluating the Master Plan, Holan concurred the City should not proceed with any more amendments until Pacific University updates its current Master Plan.

Hearing no further discussion from the Council, Mayor Truax recessed the Public Hearing until the next meeting on Monday, January 12, 2015.

Public Hearing Recessed:

Mayor Truax recessed the Public Hearing until the next Council meeting on Monday, January 12, 2015.

7. PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2014-12 ADOPTING THE OREGON FIRE CODE 2014 EDITION; AMENDING CITY CODE SECTIONS 5.605, 5.610, 5.620, 5.625 AND 5.635

Staff Report:

Fire Chief Kinkade and Fire Marshal Nemeyer presented the above-proposed ordinance for first reading (Attachment A) amending City Code Sections 5.605, 5.620, 5.625 and 5.635 (Exhibit 1), noting the purpose of the ordinance is to update City Code Sections 5.605, 5.620, 5.625 and 5.635 by adopting the Oregon Fire Code 2014 Edition. Nemeyer reported as an exempt jurisdiction, the City must also adopt specific Code amendments enforceable within the City. In conclusion of the above-noted staff report, Kinkade and Nemeyer advised staff is recommending adopting the proposed ordinance (Attachment A) amending City Code Sections 5.605, 5.620, 5.625 and 5.635 (Exhibit 1).

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Ordinance No. 2014-12 for first reading.

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Sykes read Ordinance No. 2014-12 by title for first reading.

MOTION: Council President Johnston moved, seconded by Councilor Kidd, to approve Ordinance No. 2014-12 Adopting the Oregon Fire Code 2014 Edition; Amending City Code, Sections 5.605, 5.610, 5.620, 5.625 and 5.635.

Public Hearing Opened:

Mayor Truax opened the Public Hearing and explained hearing procedures.

Written Testimony Received:

No written testimony was received prior to the deadline of December 8, 2014, 7:00 p.m.

Proponents:

No one testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

Others:

No one testified and no written comments were received.

Council Discussion:

In response to Council President Johnston's and Kidd's concerns pertaining to fire hydrant spacing, Nemeyer explained the amendment reinstates the City's fire hydrant spacing requirement of 400' apart, instead of 500' apart as required by State law, noting for decades the City has required less spacing between fire hydrants, mostly due to the length of streets in Old Town.

Hearing no further discussion from the Council, Mayor Truax recessed the Public Hearing until the next meeting on Monday, January 12, 2015.

Public Hearing Recessed:

Mayor Truax recessed the Public Hearing until the next Council meeting on Monday, January 12, 2015.

8. PUBLIC HEARING AND RESOLUTION NO. 2014-87 ADOPTING NEW

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**LIGHT AND POWER DEPARTMENT ELECTRIC RATE SCHEDULES
AND DEFINITIONS AND DESCRIPTIONS, EFFECTIVE JANUARY 15,
2015; AND REPEALING RESOLUTION NO. 2013-65**

Staff Report:

Downey and Cress presented the above-proposed resolution for Council consideration, noting the above-proposed resolution is requesting to increase Light and Power (L&P) electric rates to achieve an overall 6.0 percent (6%) rate increase, effective for services provided on or after January 15, 2015. Downey and Cress reported staff met with Council in work session held on October 13, 2014, to discuss and review revenue requirements, noting the estimated costs of replacing three transformers and rebuilding two substations is approximately \$3.8 million. In addition, Downey and Cress reported staff met with Council in work session earlier this evening to discuss and review the cost-of-service and rate study, noting the results of the study, which were conducted by Financial Consulting Solution Group (FCS Group), found that the City would require rate increases at an average of six percent (6%) per year through 2018 in order to meet increased power and operating costs, costs of replacing three substation transformers and rebuilding two substations while maintaining sufficient reserves and covering anticipated debt reserve requirements. Downey added the results of the study also showed that Residential Service class currently needs a larger rate increase than 6% to pay its allocated costs-of-services, noting staff is recommending the City start to phase-in the rate increase by service class and begin moving toward each service class paying its costs-of-services. Cress introduced the FCS Group consultants who presented PowerPoint presentation slides titled "Overview of the rate setting process; key factors considered; Capital Plan; Revenue Requirements Summary; Proposed Rate Strategy; Cost-of-Service Analysis; Cost-of-Service Results; Cost-of-Service Alternatives; Rate Design; Existing Rates; Across-the-Board Rate Alternative; Higher Customer Charge Rate Alternative; Survey Comparison – Residential; Survey Comparison – General Service; and Survey Comparison – Large General Service". Downey and Cress reported staff is recommending phase-in percentage increases to Residential and Irrigation customers by seven percent (7.0%) and Industrial and Commercial customers by five percent (5%), noting this recommendation ensures each customer class is paying its allocated costs-of-services and ensures the City is raising sufficient revenue to cover costs if power sales are lower than expected. In conclusion of the above-noted staff report, Downey and Cress referenced the proposed

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L&P rate schedules (Exhibit A), noting an average residential energy bill would increase from \$13.26 per month to \$16.00 per month, approximately \$2.74 per month increase.

Before proceeding with Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2014-87.

Sykes read Resolution No. 2014-87 by title.

MOTION: Councilor Kidd moved, seconded by Councilor Wenzl, to approve Resolution No. 2014-87 Adopting New Light And Power Department Electric Rate Schedules and Definitions and Descriptions, Effective January 15, 2015; and Repealing Resolution No. 2013-65.

Public Hearing Opened:

Mayor Truax opened the Public Hearing and explained hearing procedures.

Written Testimony Received Prior to Public Hearing:

No written testimony was received prior to the published deadline of December 8, 2014, 7:00 p.m.

Proponents:

No one testified and no other written comments were received.

Opponents:

Chester Epperson, Forest Grove, testified in opposition of increasing L&P rates.

Jennifer Webber, Forest Grove, testified in opposition of increasing L&P rates.

No one else testified and no other written comments were received.

Others:

No one else testified and no other written comments were received.

Public Hearing Closed:

Mayor Truax closed the Public Hearing.

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Council Discussion:

Council President Johnston reported the City also provides an energy assistance program, noting the program is to help residents who are struggling with their utility payments, to which, Downey added that \$75,000 was budgeted in this fiscal year budget. In addition, Johnston referenced the graph shown on PDF Page 131 (Survey Comparison – General Service), pointing out the City has the lowest electric rates in comparison to other entities.

Lowe noted difficulty in her decision-making process when considering rate proposals and provided background information on previous rate proposals and fiscal management of reserves, noting the importance of the continuance of a reliable power electric system for Forest Grove citizens.

Uhing noted difficulty in her decision-making process when considering rate proposals and provided background information on previous rate proposals and the need to upgrade aging equipment, noting the importance of future planning.

Wenzl noted the City's willingness to meet in the middle and share cost burdens with citizens.

Thompson reported Bonneville Power Administration (BPA) set rates every two years and the City has absorbed portions of the BPA pass-through energy costs in previous rate proposals, noting the responsibility is to provide for future generations.

Hearing no further discussion from the Council, Mayor Truax asked for a roll call vote on the above motion.

ROLL CALL VOTE: AYES: Councilors Johnston, Kidd, Lowe, Thompson, Uhing, Wenzl, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

9. CITY MANAGER'S REPORT:

Sykes reported on upcoming events as noted in the Council calendar and reported on other various upcoming local meetings and community-wide events as noted in the City Manager's Report. Sykes reported the Aquatic Center's boiler replacement project is 50 percent complete, noting staff is manually controlling the pools' temperatures 24-hours a day. Sykes

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reported the auditors have completed the audit report and had nothing major to report. Sykes commended Mike Nolop, IT Manager, noting Nolop received a grant from Metropolitan Area Communications Commission for \$42,000 for a disaster recovery system for the City. Sykes indicated the City has hired a part-time Administrative Specialist who will be assisting on the 2nd floor of City Hall and begins employment on December 10, 2014. In addition, Sykes distributed a copy of his written report, which outlined various meetings he attended and provided updates on various City department-related activities, projects, and upcoming city-wide events.

9. A. ACCEPT CITY MANAGER'S RESIGNATION:

Mayor Truax formally announced that Michael Sykes, City Manager, has submitted his resignation, effective December 31, 2014, noting Sykes will take over as the City Manager in Scappoose. Mayor Truax commended Sykes for his 10-year tenure with the City, noting he has valued Sykes's professionalism, productive and team-oriented leadership.

Council Discussion:

Hearing no discussion from the Council, Mayor Truax asked for Council consensus to accept the resignation of Michael Sykes, City Manager, effective December 31, 2014.

VOICE VOTE: AYES: Councilors Johnston, Kidd, Lowe, Thompson, Uhing, Wenzl, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

9. B. RESOLUTION NO. 2014-88 APPOINTING THE CITY MANAGER PRO TEM

Staff Report:

Camilli presented the above-noted resolution in accordance with City Charter and on behalf of Council, noting the proposed resolution is appointing Tom Gamble, Parks and Recreation Director, as the City Manager Pro Tem, effective January 1, 2015.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2014-88.

MOTION: Councilor Kidd moved, seconded by Councilor Lowe, to adopt Resolution No. 2014-88 Appointing Thomas Gamble as the City

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Manager Pro Tem, effective January 1, 2015.

Council Discussion:

Mayor Truax reported Gamble has accepted the position as City Manager Pro Tem.

Hearing no further discussion from the Council, Mayor Truax asked for a voice vote on the above motion.

VOICE VOTE: AYES: Councilors Johnston, Kidd, Lowe, Thompson, Uhing, Wenzl, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

9. C. RESOLUTION NO. 2014-89 ESTABLISHING COMPENSATION FOR THE CITY MANAGER PRO TEM

Staff Report:

Camilli presented the above-noted resolution in accordance with City Charter and on behalf of Council, noting the proposed resolution is establishing compensation and approving the employment agreement for Tom Gamble, City Manager Pro Tem, effective January 1, 2015. Camilli reported the City Manager Pro Tem employment agreement would be effective until commencement of a new City Manager or removal by Council. In conclusion of the above-noted staff report, Camilli advised the costs to implement the employment agreement are within the parameters set by Council and funds have been identified in the 2014-15 budget.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2014-89.

MOTION: Councilor Lowe moved, seconded by Councilor Wenzl, to adopt Resolution No. 2014-89 Establishing Compensation (base salary of \$10,958 per month) for Thomas E. Gamble, City Manager Pro Tem, effective January 1, 2015.

Council Discussion:

Hearing no discussion from the Council, Mayor Truax asked for a voice vote on the above motion.

VOICE VOTE: AYES: Councilors Johnston, Kidd, Lowe, Thompson,

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Uhing, Wenzl, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

9. D. RESOLUTION NO. 2014-90 DECLARING INTENT TO APPOINT A CITY MANAGER

Staff Report:

Camilli presented the above-noted resolution in accordance with City Charter and on behalf of Council, noting the proposed resolution is declaring Council's intent to hire a new City Manager.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2014-90.

MOTION: Councilor Lowe moved, seconded by Councilor Thompson, to adopt Resolution No. 2014-90 Declaring Intent to Appoint a City Manager.

Council Discussion:

Mayor Truax reported the Council would be involved in the City Manager selection process as well as Department Directors, other professionals and the public.

Hearing no further discussion from the Council, Mayor Truax asked for a voice vote on the above motion.

VOICE VOTE: AYES: Councilors Johnston, Kidd, Lowe, Thompson, Uhing, Wenzl, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

10. COUNCIL COMMUNICATIONS:

Council President Johnston reported attending Forest Grove Rural Fire Protection District Board meeting, noting the Board discussed bills, revenue and recruiting volunteers in Gales Creek. Johnston reported attending Public Safety Advisory Commission (PSAC) meeting, noting PSAC will appoint new officers in January. Johnston commended Police Captain Mike Herb for an article he wrote on mental health, noting the article was published in the League of Oregon Cities Local Focus Magazine. Johnston commended the Economic Development Commission, Jeff King, Economic Development Manager, Daybreak

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Rotary Club, Forest Grove/Cornelius Chamber of Commerce and Forest Grove Firefighters Association who spearheaded the planning for the Holiday Light Parade in the Grove, noting they all did an outstanding job and the event was a great community turnout. Johnston reported facilitating the ribbon-cutting ceremony, on behalf of Mayor Truax, for the new Forest Grove Self Storage, located on Elm Street. In addition, Johnston reported on other matters of interest and upcoming meetings he was planning to attend.

Kidd reported attending Historic Landmarks Board (HLB) meeting, noting HLB approved two historic home grants. Kidd reported attending the ribbon-cutting ceremony for the new Forest Grove Self Storage, located on Elm Street, noting Council President Johnston did an outstanding job facilitating the ceremony. In addition, Kidd reported on other matters of interest and upcoming meetings he was planning to attend.

Lowe reported attending Sustainability Commission (SC) meeting, noting SC is reviewing options on banning plastic bags. Lowe reported attending Parks and Recreation Commission (P&R) meeting, noting P&R is working on the Parks Master Plan. In addition, Lowe reported on other matters of interest and upcoming meetings she was planning to attend.

Thompson reported attending Community Forestry Commission (CFC) meeting, noting CFC's Pruning Work Shop, held in November, was well attended. Thompson reported on Ride Connection and GroveLink-related activities. In addition, Thompson reported on other matters of interest and upcoming meetings he was planning to attend.

Uhing reported attending Westside Economic Alliance – Housing Summit and Legislative Reception, noting she sent an e-mail to Council recapping discussion points for both events. Uhing reported she plans to attend the upcoming Westside Economic Alliance – Affordable Housing Summit in January. Uhing reported on Economic Development Commission (EDC)-related activities, noting Forest Grove/Cornelius Chamber of Commerce has added 66 new members since Howard Sullivan's hire date as Chamber Executive Director. In addition, Uhing reported on other matters of interest and upcoming meetings she was planning to attend.

Wenzl commended City Manager Sykes, Department Directors, and City Recorder Ruggles for taking time to familiarize her with responsibilities and work of the City and providing tours of each facility during her New

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Councilor Orientation. Wenzl reported on other matters of community interest, noting she has nothing further to report until she is assigned as a Council Liaison, to which Mayor Truax advised appointments would occur at the first Council meeting in January.

Mayor Truax announced dates of various upcoming activities and meetings as noted in the Council Calendar. Mayor Truax announced City Day at the Capitol in Salem is Thursday, February 26, 2015. Mayor Truax reported attending League of Oregon Cities Board of Directors' Meeting, noting he was appointed as 2015 LOC Board President. Mayor Truax recapped five legislative priorities (tax reform, rights-of-way protection, marijuana legislation, transportation funding and mental health services) the LOC will focus on during 2015 legislative session. Mayor Truax publicly read City Manager Sykes's resignation letter, noting Sykes's resignation is effective December 31, 2014. Mayor Truax commended Sykes for his 10-year tenure with the City, noting Sykes will be greatly missed. Mayor Truax introduced Tom Gamble, Parks and Recreation Director, who was appointed earlier as City Manager Pro Tem. In addition, Mayor Truax reported on other various local, regional, Metro, and Washington County meetings he attended and community-related events he was planning to attend.

11. ADJOURNMENT:

Mayor Truax adjourned the meeting at 9:35 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

APPROVED



COMMUNITY FORESTRY COMMISSION
CITY AUDITORIUM
MAIN STREET, FOREST GROVE, OR
November 19, 2014

Meeting called to order at 5:37 pm.

Members Present – Jen Warren in Chair, Bruce Countryman, David Hunter, Mark Nakajima, Lance Schamberger

Members Absent – Dale Wiley

Staff Present: Dan Riordan – Steve Huffman

Council Liaison: Ron Thompson

Meeting Minutes Approval: Minutes were presented and reviewed as presented. David moved and Mark seconded for approval of the minutes with corrections. Unanimous vote for approval.

Citizen Communication: None

OLD BUSINESS

TREE PRUNING WORKSHOP- David provided a summary of the tree pruning workshop held on November 8th. Approximately 23 people attended. David reported that there was a diverse discussion and good questions.

URBAN FOREST MANAGEMENT PLAN – Bruce reported that he edited and updated the draft plan document. Bruce also updated the Commission on his attendance at the Parks and Recreation Board meeting with David. Bruce apprised the Commission on the Parks Master Plan update. Bruce reported that the Committee for Citizen Involvement will likely have a role in promoting public participation in the Parks Master Plan update including issues related to public trees. Public meetings will likely be held throughout the City. Bruce suggested that the CFC be involved with the community meetings. Bruce also mentioned that Parks and Recreation Director Tom Gamble asked that the CFC prepare questions for consideration during the Parks Master Plan update. Bruce will prepare draft questions for CFC review. Bruce also mentioned that he will attend the Sustainability Commission and CCI meetings to update them on the Urban Forest Management Plan update project.

ARBOR WEEK 2015 CELEBRATION – Jen provided the Commission with a list of ideas for celebrating the 25th anniversary of Forest Grove being designated as a Tree City USA. Ideas discussed included:

- Milestone publication (no)
- Student tree planting (yes)
- Student essay contest (maybe)
- Mayoral proclamation (yes)
- Recognition of charter board members (maybe)
- County commission proclamation (yes)
- Tree care workshop during spring (yes)
- Banner over city street (yes)
- Tree planting recognizing sister city (maybe)
- Placement of TCUSA flags at flag stands (no)
- Talk about trees (no)
- Display at library (yes)
- Host a tree/shrub sale (no)

COMMEMORATIVE TREE PROJECT – The Commission discussed the possibility of having a commemorative tree planted in Dave Easton's memory at the Aquatic Center. Mark concurred that this idea is worth pursuing. Further discussion will occur.

NEW BUSINESS

URBAN FORESTRY SUMMIT – Bruce attended the urban forestry summit in Tualatin hosted by the Tualatin Riverkeepers. Bruce provided a summary of the meeting noting it was worthwhile to attend.

TREE CITY USA APPLICATION – Dan provided a draft of the City's application for Tree City USA designation for 2014. Dan noted the City met the requirements including budgeting more than \$2 per capita for urban forestry related expenses. Actual expenditures for 2014 were approximately \$7.00 per capita. The final application is due on December 16th.

MEMBER AND LIAISON UPDATES

Bruce noted that he will be attending the Sustainability Commission meeting in November to discuss items of mutual interest including urban forest canopy. Bruce also mentioned that improvements to the Library entrance have been completed incorporating the oak wood made available to the Commission.

David noted he will be attending the American Society of Consulting Arborists conference in Palm Springs.

NEXT MEETING

Next meeting will be November 19, 2014 at the Community Auditorium at 5:30 pm.

MEETING ADJOURNMENT

David moved and Lance seconded to adjourn the meeting. Unanimous affirmative vote adjourned the meeting. Meeting was adjourned at 6:57 pm.

Respectfully submitted,

Daniel Riordan
CFC staff liaison

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APPROVED

Forest Grove Historic Landmarks Board
Community Auditorium, 1915 Main Street
November 25, 2014 – 7:15 P.M. Page 1 of 2

3F

Members Present: Jennifer Brent, George Cushing, Neil Poulsen, Kaylene Toews, Holly Tsur, Larry Wade (one vacancy)
Staff Present: James Reitz
Council Liaison: Richard Kidd was present
Citizens Present: -0-

1. **Call to Order:** Poulsen opened the meeting at 7:13 p.m. **The meeting minutes of October 28, 2014, were approved as submitted.**

2. **Citizen Communication:** None.

3. **Action Items / Discussion:**

A. Design Guidelines and Standards - Survey Results and Responses. It was noted that the subcommittee had met and their suggested responses were acceptable to the Board with a few clarifications.

1. The response to the question about new windows and siding was revised to note that "any non-historic materials would be exceptions and would require HLB approval." It was further noted that these do not require building permits.
2. The response to the question about replacing a historic landmark notes that there is no specific prevention of demolition, but that demolition can be delayed up to 180 days to provide an applicant time to either move the building or pursue other options. It was agreed that any replacement structure would be subject to design guidelines and standards.
3. The Board will continue to pursue outreach to the business community beyond what has been achieved so far. Poulsen agreed to head that effort.
4. Extensive discussion followed about the question of updating the introduction to the guidelines. All agreed that the question as stated was not entirely clear and needed to be revised to better define its intent. Poulsen will check with the person who raised the question to verify that it had been appropriately addressed.
5. It was noted that some editing of the guidelines had been completed already, such as deleting the section about painting.
6. Thank You Note. Poulsen had previously sent out for comment a suggested wording for the postcard thank-you note. Brent said she would work on information to be included on the website that would be referenced in the post card. The thank you note will include a link to the website and information about the Planning Commission's hearing tentatively scheduled for Tuesday, January 20, 2015. Reitz will confirm that date as soon as possible. Brent will have the website information to Toews by December 15th for editing; it will then be reviewed by the Board and hopefully ready for upload to the website by December 22nd; the postcard would be mailed on December 21st. Kidd commented that the City Council agendas for the next few months are already full-up so it may be March before they can take action.

B. Fall Newsletter. Wade distributed a mockup of the fall newsletter for approval. Tsur requested that everyone submit their edits - if any - not later than November 30 so that it could be mailed the first week of December.

C. 2015 Newsletters. Brent agreed to do an interview-style newsletter of recent grant recipients which she will supplement with information on the design guideline adoption process.

Possible future topics will include other threats to historic buildings including water, pets, humans, and earthquakes. Discussion ensued about whether to continue the newsletter - serious concern was voiced that the newsletter was possibly not the best means to communicate. Toews suggested that a survey to determine the wants and needs of the city and property owners in the historic districts might inform the decision. It was noted other ways to communicate could be newspapers, websites, a mailed utility bill stuffer,

and social media. Toews offered to start working on a questionnaire. In the meantime, although the grant obligation to SHPO for the newsletters has been satisfied, the Board decided to continue with the newsletter through the balance of the fiscal year.

- D. SHPO Grant.** The Board generally agreed that to do further surveys would be the best use of grant funds. Toews noted that survey information could be shared with a new business: ViewHistorical Forest Grove. That would be a very effective way of sharing our information.

Wade offered another suggestion. He thought that although knowledge of historic properties in Forest Grove was needed, the possibility of an earthquake and destruction of historic properties was a very real possibility. He suggested using SHPO grant funds to consideration of this issue. A consultant could be hired to prepare earthquake preparedness material and work up a long- range plan of education and motivation. If CEP grants were then earmarked for earthquake upgrades then more historic structures could survive. Kidd noted that with effective use of the information obtained and a few years of positive effort by the Board, the possibility of additional City funds or CEP funds might be possible also. Further discussion of the SHPO grant was tabled until the December 16 meeting to consider the two possibilities.

- E. Recruitment.** With two Board members leaving the first of the year, recruitment is a big priority. It was noted that candidates must be qualified and interested. Kidd encouraged everyone to get a copy of the application and reach out to prospective applicants.

4. Old Business / New Business:

- The regular meeting scheduled for December 23rd was moved up to December 16th to minimize holiday conflicts.
- The December agenda will include the SHPO grant, outreach, and prepping for the boards and commission presentation. Tsur was requested to contact her insurance agent and schedule a presentation on earthquake insurance. Toews was requested to invite the *ViewHistorical Forest Grove* group to the January meeting.

5. Adjournment: The November 25, 2014 meeting adjourned at 9:27 p.m.

These minutes respectfully submitted by George Cushing, Secretary

PSAC Planning Exercise October 7, 2014

Attending: Michael Sykes, Robert Mills, Nathan Seable, Laura Hale, Tom Johnston, Chas Hurdley, Drue Garrison, Tim Rippe, Glenn VanBlarcom, Michael Kinkade, Janie Shutz

Meeting was called to order by Chair Bob Mills at 1735. After a brief introduction the meeting was turned over to City Manager Michael Sykes.



CM Sykes reviewed the mission statement for the Forest Grove Historic Preservation as an example of something PSAC should achieve. He then provided a handout on Stakeholder Analysis and began the exercise (pictures of flip charts were taken and are incorporated into these minutes).

CM Sykes reviewed the PSAC Responsibilities and Functions from City Council Resolution 2011-25 and began to ask each of those attending why they wanted to serve on this commission, what did they want to accomplish.

Ideas that were presented include provide advise to the City Council, help support efforts to keep FG safe, make recommendations regarding public policy issues/programs that affect public safety, educated public about public safety issues, and act as an ambassador for public safety.



A mission statement exercise was conducted and this is what the group consensus reached as a proposal:

"The mission of the Public Safety Advisory Committee is to serve as ambassadors focused on promoting and supporting efforts to keep Forest Grove a safe and healthy community." The group will think about this until the next meeting and determine if they want to make changes or adopt it then."

After completion of this the City Manager led a SWOT exercise.

Strengths

1. Dedicated board and wealth of experience = ranked #2
2. Department head support and capability = ranked #1
3. Clear bylaws = ranked #4
4. Communications with council = ranked #3
5. Support from community, e.g. level

6. We have a livable community
7. Good capital funding

Weaknesses

1. Inability to get a quorum at meetings = ranked #4
2. Limited funding for public safety
3. Turnover of members = ranked #2
4. Lack of direction of where we are going/what we are doing = ranked #3
5. Lack of stakeholder awareness of the committee = ranked #1
6. Low internal communications
7. Media support
8. Lack of training/orientation for new members
9. Meeting frequency/timing, morning meeting

Opportunities

1. Develop a strategy with action items = ranked #1
2. Outreach with stakeholders = ranked #5
3. Open house for PSAC and stakeholders
4. Involved with community events, National Night Out, Citizens Academy = ranked #3
5. Re-visit bylaws/membership/quorum = ranked #3
6. Orientation Process = ranked #2
7. Boards and Commission Banquet
8. Education of PSAC members
9. More public outreach

Threats

1. Complacency
2. Budget cuts
3. Levy failures/compression
4. Member dropout = ranked #1
5. Increase in needs for service = ranked #2
6. Public disengagement/apathy = ranked #3 (tie)
7. Staff support is limited = ranked #3 (tie)

Opportunities

- Develop a strategy w/ Action items (1)
- Outreach w/ Stakeholders (5)
Academy / ride alongs
- Open House
- Involved w/ comm. events (3)
Nat. Night Out, citizens academy
- CERT
- Revisit bylaws / membership Quorum (3)
- Calendar of events -
- Orientation process / Education for members
- Bd. + Comm. banquet
- More Public outreach

Strengths

- dedicated Bd + wealth of experim (2)
 - D.H. Support + ability (1)
 - Clear bylaws (4) (11)
 - Communication / Council (3) (17)
 - Support comm. / levy (5) (10) (4=1)
 - Liveable Community (5) (10) (3=9) (4=1)
 - Capital Funding
- Weaknesses
- lack of Quorum (4)
 - tight budget / St. Funding
 - Member turnover (2)
 - lack of direction (3)
 - lack of stakeholder awareness + participation (1)
 - low internal communication (1)
 - monthly meeting
 - Media support
 - lack of orientation
 - morning meeting

Threats

- budget cuts
- levy failure / compression issues
- Member drop out (1)
- time
- Increase in need for service (2)
- public apathy (3)
- Staff support (3)
- Full Service City: maintaining

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APPROVED

Minutes approved by the Public Safety Advisory Commission on December 3, 2014

1. **ROLL CALL:**

Meeting Called to Order by Chairman Mills at 7:35 am.

Members Present:

Chairman Robert Mills, Glenn VanBlarcom, Drue Garrison, Nathan Seable, Tim Rippe, and Chas Hundley.

Members Absent: Tim Dierickx

Liaisons Non-Voting Representatives Present:

Guy Storms

Liaisons Non-Voting Representatives Absent:

Byron Schmidtkofer, Martin Goldman, and Tom Johnston

Others Present:

Fire Chief Michael Kinkade, Police Chief Janie Schutz, and Carol Lorenz

2. **INTRODUCTIONS:** None

3. **CITIZEN COMMUNICATIONS:** None

4. **APPROVAL OF MINUTES**

There was a motion by Glenn VanBlarcom and a second by Nathan Seable to approve the minutes of the April 23, 2014 meeting as emailed. There was a motion by Glenn VanBlarcom and a second by Tim Rippe to approve the minutes of the May 2014 meeting as emailed. There was a motion by Glenn VanBlarcom and a second by Chas Hundley to approve the minutes of the June 25, 2014 meeting as emailed.

MOTIONS CARRIED 6-0 Tim Dierickx absent

5. **ADDITIONS/DELETIONS**

None

6. **ACTION ITEMS/DISCUSSION**

None

7. **STAFF REPORTS**

Police Department –

Chief Schutz monthly report was emailed.

Summer Events: National Night Out, Neighborhood Watch, and the department Conducted our first "Virtual Ride-A-Long" with followers on Facebook and Twitter.

New Officer/Reserve: We are finally fully staffed again with two new officers and a reserve officer. Officer Sanchez, Officer Black, and Reserve Officer Schuetz. However, we are looking at one Sgt retiring in the next year and another officer looking at a position with Portland Police.

Strategic Plan: The city is looking into conducting a study regarding either a new building for a police department or upgrading the building we currently have. Paul Downey has someone in mind to conduct the work study and the Chief hopes to have an update by next PSAC meeting.

Fire Department –

Chief Kinkade monthly report was emailed.

Partnership Study: The city has set aside \$56,000 for a partnership study. The study includes: City of Forest Grove, Forest Grove Rural Fire Protection District, City of Cornelius, Cornelius Rural Fire District, Banks Fire District and Gaston Fire District.

8. **OLD BUSINESS:** None

NEW BUSINESS

Mission Statement: PSAC reviewed their Mission Statement and voted to keep the mission statement as stated except for one change. It was voted to change the word committee to commission. There was a motion by Tim Rippe and a second by Drue Garrison to change the word committee to commission.

MOTION CARRIED 6-0 Tim Dierickx absent

By-laws: PSAC decided to set up a committee to discuss any changes to the by-laws. The committee will report back to PSAC to be voted on in January. The by-law committee group will be made up of Tim Rippe, Glenn VanBlarcom, and Chas Hundley.

PSAC Recruitment: It was felt that PSAC should be active in recruiting PSAC members. It was suggested that the members pick up an application to talk to friends about being on this committee. PSAC would also like to have an orientation packet. Nathan Seable and Drue Garrison will develop a table of content for the orientation binder.

National Night Out: NNO will be on August 4th, 2015 which is always the first Tuesday of the month. It was proposed that PSAC take over NNO and have it as one event for the community. PSAC will look into what this would entail and discuss it at the next meeting. PSAC would like to meet with Police on Nov 12 at 9:00 to find out what is involved with NNO.

Strategy Plan: The Fire Chief will develop a strategy plan for PSAC. A questionnaire will be sent out to be filled out before the next meeting.

Next meeting: It was decided to combine November and December meeting due to the holidays.

Election: It was announced that at the next meeting they will have to nominate a new chair and vice chair.

ANNOUNCEMENT OF NEXT MEETING – December 3, 2014 @ 7:30 am at the Fire Department.

ADJOURN

The meeting was adjourned at 9:07 am.

PUBLIC SAFETY ADVISORY COMMISSION
Forest Grove Police Department
2102 Pacific Ave
October 22, 2014
Page 4 of 3

Recorded & submitted by:
Carol Lorenz, Police Records Spec.

RESOLUTION NO. 2015-01**RESOLUTION DESIGNATING CITY OF FOREST GROVE
CITY COUNCIL MEETINGS FOR YEAR 2015**

WHEREAS, Pursuant to Council Rules, Section III(1), the City Council must adopt a resolution at the first meeting of each year designating its meeting dates for the year.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. That the Regular Meetings of the City Council of Forest Grove shall be held on the second and fourth Monday of each month (unless Monday is a City holiday, the meeting will be held Tuesday) during the Year 2015, with the following exceptions (***Meeting date moved*)

January	Monday, 12 th	&	Monday, 26 th
February	Monday, 9 th	&	Monday, 23 rd
March	Monday, 16 th **		
April	Monday, 13 th	&	Monday, 27 th
May	Monday, 11 th	&	Tuesday, 26 th **
June	Monday, 8 th	&	Monday, 22 nd
July	Monday, 13 th		
August	Monday, 10 th		
September	Monday, 14 th	&	Monday, 28 th
October	Monday, 12 th	&	Monday, 26 th
November	Monday, 9 th	&	Monday, 23 rd
December	Monday, 14 th	&	

Section 2. That Work Sessions, Special Meetings, Emergency Meetings, Executive Sessions, and Adjourned Meetings may be scheduled during the Year 2015 at the discretion of the Mayor.

Section 3. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 12th day January, 2015.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 12th day of January, 2015.

Peter B. Truax, Mayor

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RESOLUTION NO. 2015-02**RESOLUTION MAKING REAPPOINTMENTS
TO THE CITY OF FOREST GROVE
BUDGET COMMITTEE**

WHEREAS, the City of Forest Grove has provided for a City Budget Committee pursuant to State Law; and

WHEREAS, Resolution Number 2006-10 provides that incumbents of a standing Citizen Advisory Boards, Committees, and Commissions may reapply for appointment; and

WHEREAS, the City Council has received notification from incumbents who desire to be reappointed to the Budget Committee, three-year term.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. That the following persons are hereby reappointed to the City of Forest Grove Budget Committee for the following terms:

<u>Last Name:</u>	<u>First Name:</u>	<u>Term Expires:</u>
Bliss	Meredith	December 31, 2017
Smith	Dale	December 31, 2017

Section 2. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 12th day of January, 2015.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 12th day of January, 2015.

Peter B. Truax, Mayor



CITIZEN ADVISORY BOARDS, COMMITTEES, & COMMISSIONS REAPPOINTMENT APPLICATION

Please complete, sign and date application form and return to:

City of Forest Grove
Attn: Anna Ruggles, City Recorder
1924 Council Street • P. O. Box 326
Forest Grove, OR 97116-0326
Fax • 503.992.3207 Office • 503.992.3235
aruggles@forestgrove-or.gov

Please check the Advisory Board on which you would like to be considered for reappointment. If interested in serving on multiple Boards, please list the order of preference (1-10). Terms vary. (Please Note: Meeting dates/times are subject to change with advance notice).

☒ Budget Committee	3-4 times in May	☐ Parks & Recreation Commission	3rd Wednesday, 7am
☐ Committee for Citizen Involvement	2nd Tuesday, 5:30pm	☐ Planning Commission	1st & 3rd Monday, 7pm
☐ Community Forestry Commission	3rd Wednesday, 5:15pm	☐ Public Arts Commission	2nd Thursday, 5pm
☐ Economic Development Commission	1st Thursday, Noon	☐ Public Safety Advisory Commission	4th Wednesday, 7:30am
☐ Historic Landmarks Board	4th Tuesday, 7:15pm	☐ Sustainability Commission	4th Thursday, 6pm
☐ Library Commission	2nd Tuesday, 6:30pm		

NAME: DALE B. SMITH
RESIDENCE ADDRESS: [REDACTED] BARNET STREET
MAILING ADDRESS: FOREST GROVE, OR 97116
EMPLOYER: SELF

HOME PHONE: [REDACTED]
BUSINESS PHONE: SAME
E-MAIL: [REDACTED]
OCCUPATION/PROFESSION: WOOD WORKING

How would you currently rate City's performance? ☒ Excellent ☐ Good ☐ Fair ☐ Poor

What ideas do you have for improving "Fair" or "Poor" performance? SEE

Please indicate your accomplishments during your term on the Board/Committee/Commission: REVIEWED AND APPROVED BUDGET FOR 2011-2012, 2012-2013, 2013-2014 & 2014-2015

Please indicate what you would like to accomplish during your new term: CONTINUE TO WORK WITH THE BUDGET FOR FOREST GROVE TO PROVIDE NECESSARY FUNDS TO SUPPORT CONTINUED GROWTH.

What qualifications, skills, or experiences do you bring to the Board/Committee/Commission? AS CORPORATE CONTROLLER FOR LARGE CORP, PREPARED ANNUAL BUDGETS FOR 12 SEPARATE COMPANIES

Previous/current appointed or elected offices: BUDGET COMMITTEE, PLANNING COMMISSION

Previous/current community affiliations or activities: _____

Within the last 12 months, please indicate the number of meetings you were unable to attend: PLANNING 2 / BUDGET 0

Signature: Dale B Smith Date: 12/3/2014
I have sufficient time to devote to this responsibility and will attend. We request reappointment if reappointed.

(ReApp 11/13)

RESOLUTION NO. 2015-03

**RESOLUTION MAKING REAPPOINTMENTS
TO THE CITY OF FOREST GROVE
COMMUNITY FORESTRY COMMISSION**

WHEREAS, Resolution No. 1992.23 has provided for a Community Forestry Commission; and

WHEREAS, Resolution Number 2006-10 provides that incumbents of a standing Citizen Advisory Boards, Committees, and Commissions may reapply for appointment; and

WHEREAS, the City Council has received notification from incumbents who desire to be reappointed to the Community Forestry Commission, three-year term.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. That the following persons are hereby reappointed to the City of Forest Grove Community Forestry Commission for the following terms:

Last:
**Countryman
Hunter**

First:
**Bruce
David**

Term Expires:
**December 31, 2017
December 31, 2017**

Section 2. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 12th day of January, 2015.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 12th day of January, 2015.

Peter B. Truax, Mayor

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CITIZEN ADVISORY BOARDS, COMMITTEES, & COMMISSIONS REAPPOINTMENT APPLICATION

Please complete, sign and date application form and return to:

City of Forest Grove
Attn: Anna Ruggles, City Recorder
1924 Council Street • P. O. Box 326
Forest Grove, OR 97116-0326
Fax • 503.992.3207 Office • 503.992.3235
aruggles@forestgrove-or.gov

Please check the Advisory Board on which you would like to be considered for reappointment. If interested in serving on multiple Boards, please list the order of preference (1-10). Terms vary. (Please Note: Meeting dates/times are subject to change with advance notice).

☐ Budget Committee	3-4 times in May	☐ Parks & Recreation Commission	3rd Wednesday, 7am
☐ Committee for Citizen Involvement	2nd Tuesday, 5:30pm	☐ Planning Commission	1st & 3rd Monday, 7pm
☒ Community Forestry Commission	3rd Wednesday, 5:15pm	☐ Public Arts Commission	2nd Thursday, 5pm
☐ Economic Development Commission	1st Thursday, Noon	☐ Public Safety Advisory Commission	4th Wednesday, 7:30am
☐ Historic Landmarks Board	4th Tuesday, 7:15pm	☐ Sustainability Commission	4th Thursday, 6pm
☐ Library Commission	2nd Tuesday, 6:30pm		

NAME: Bruce Countryman

HOME PHONE: [REDACTED]

RESIDENCE ADDRESS: [REDACTED] Watercrest Road, Forest Grove, OR

BUSINESS PHONE: _____

MAILING ADDRESS: _____

E-MAIL: [REDACTED]

EMPLOYER: retired

OCCUPATION/
PROFESSION: volunteer

How would you currently rate City's performance? ☒ Excellent ☐ Good ☐ Fair ☐ Poor

What ideas do you have for improving "Fair" or "Poor" performance? _____

Please indicate your accomplishments during your term on the Board/Committee/Commission: Participated in tree planting and pruning PRUNING WORKSHOPS. DRAFTING URBAN FOREST MANAGEMENT PLAN

Please indicate what you would like to accomplish during your new term: Finish the urban forest management plan.

What qualifications, skills, or experiences do you bring to the Board/Committee/Commission? Forester, planner, analyst, environmental ENVIRONMENTAL ANALYSIS.

Previous/current appointed or elected offices: Currently on CFC

Previous/current community affiliations or activities: West Tuality Habitat for Humanity board, Valley Art, St Bedes church.

Within the last 12 months, please indicate the number of meetings you were unable to attend: 11

Signature <u>Bruce Countryman</u> <u>BC</u>	Date <u>12-12-2014</u>
I have sufficient time to devote to this responsibility and will attend the required meetings if reappointed.	

(ReApp 11/13)



CITIZEN ADVISORY BOARDS, COMMITTEES, & COMMISSIONS REAPPOINTMENT APPLICATION

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Forest Grove, OR 97116-0326
Fax • 503.992.3207 Office • 503.992.3235
aruggles@forestgrove-or.gov

Please check the Advisory Board on which you would like to be considered for reappointment. If interested in serving on multiple Boards, please list the order of preference (1-10). Terms vary. (Please Note: Meeting dates/times are subject to change with advance notice).

☐ Budget Committee	3-4 times in May	☐ Parks & Recreation Commission	3 rd Wednesday, 7am
☐ Committee for Citizen Involvement	2 nd Tuesday, 5:30pm	☐ Planning Commission	1 st & 3 rd Monday, 7pm
☒ Community Forestry Commission	3 rd Wednesday, 5:15pm	☐ Public Arts Commission	2 nd Thursday, 5pm
☐ Economic Development Commission	1 st Thursday, Noon	☐ Public Safety Advisory Commission	4 th Wednesday, 7:30am
☐ Historic Landmarks Board	4 th Tuesday, 7:15pm	☐ Sustainability Commission	4 th Thursday, 6pm
☐ Library Commission	2 nd Tuesday, 6:30pm		

NAME: David D. Hunter
RESIDENCE ADDRESS: ██████ NW Thatcher Road
MAILING ADDRESS: PO Box 324
EMPLOYER: SELF

HOME PHONE: ██████████
BUSINESS PHONE: ██████████
E-MAIL: ██████████
OCCUPATION/
PROFESSION: Consulting Arborist

How would you currently rate City's performance? ☐ Excellent ☒ Good ☐ Fair ☐ Poor

What ideas do you have for improving "Fair" or "Poor" performance? _____

Please indicate your accomplishments during your term on the Board/Committee/Commission: Served as vice chair on the CFC. Helped lead Arbor Day event of tree planting at Rogers Park. Helped work on a Forest Management Plan. Lead an "Ask the Arborist" tree pruning workshop at Talisman Park.

Please indicate what you would like to accomplish during your new term: More of what is stated above.

What qualifications, skills, or experiences do you bring to the Board/Committee/Commission? Prior service on the CFC and skills and experiences of forestry, urban forestry and arboriculture.

Previous/current appointed or elected offices: CFC

Previous/current community affiliations or activities: Forest Management Committee Cascade Pacific Boy Scouts

Within the last 12 months, please indicate the number of meetings you were unable to attend: 1

Signature: <u>David D. Hunter (electronic)</u>	Date: <u>12-1-2014</u>
<i>I have sufficient time to devote to this responsibility and will attend the required meetings if reappointed.</i>	

(ReApp 11/13)

RESOLUTION NO. 2015-04

**RESOLUTION MAKING REAPPOINTMENTS TO
ECONOMIC DEVELOPMENT COMMISSION
VOTING REPRESENTATIVE**

WHEREAS, Resolution No. 2007-45 has provided for an Economic Development Commission; and

WHEREAS, Resolution Number 2006-10 provides that incumbents of a standing Citizen Advisory Boards, Committees, and Commissions may reapply for appointment; and

WHEREAS, the City Council has received notification from incumbents who desire to be reappointed to the Economic Development Commission, three-year term.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. That the following persons are hereby reappointed to the City of Forest Grove Economic Development Commission for the following terms:

<u>Last Name:</u> Budelman	<u>First Name:</u> Tim	<u>Representative:</u> Norris-Stevens (Broker Industrial/Commercial)	<u>Term Expires:</u> December 31, 2017
Krautscheid	Steve	Tuality Hospital (Health/Medical Care)	December 31, 2017
Marks Scott	Kelly Cheryl	Portland Community College – Primary Portland Community College – Alternate (Workforce Development)	December 31, 2017
Storms Henningsen	Guy Mike	Henningsen Cold Storage – Primary Henningsen Cold Storage - Alternate (Commercial/Industrial)	December 31, 2017

Section 2. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 12th day of January, 2015.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 12th day of January, 2015.

Peter B. Truax, Mayor

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RESOLUTION NO. 2015-05

**RESOLUTION MAKING REAPPOINTMENTS
TO THE CITY OF FOREST GROVE
HISTORIC LANDMARKS BOARD**

WHEREAS, the City of Forest Grove has provided for a Historic Landmarks Board pursuant to City Code; and

WHEREAS, Resolution Number 2006-10 provides that incumbents of a standing Citizen Advisory Boards, Committees, and Commissions may reapply for appointment; and

WHEREAS, the City Council has received notification from incumbents who desire to be reappointed to the Historic Landmarks Board, four-year term.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. That the following person is hereby reappointed to the City of Forest Grove Historic Landmarks Board for the following term:

Last Name
Toews

First Name
Kaylene

Term Expires
December 31, 2018

Section 2. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 12th day of January, 2015.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 12th day of January, 2015.

Peter B. Truax, Mayor

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RESOLUTION NO. 2015-06

**RESOLUTION MAKING REAPPOINTMENTS
TO THE CITY OF FOREST GROVE
LIBRARY COMMISSION**

WHEREAS, the City of Forest Grove has provided for a Library Commission; and

WHEREAS, Resolution Number 2006-10 provides that incumbents of a standing Citizen Advisory Boards, Committees, and Commissions may reapply for appointment; and

WHEREAS, the City Council has received notification from incumbents who desire to be reappointed to the Library Commission, two-year term.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. That the following persons are hereby reappointed to the City of Forest Grove Library Commission for the following terms:

<u>Last Name</u>	<u>First Name</u>	<u>Term Expires</u>
Augustine	Nickie	December 31, 2016
Martin	Douglas	December 31, 2016
Poulsen	Kathleen	December 31, 2016

Section 2. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 12th day of January, 2015.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 12th day of January, 2015.

Peter B. Truax, Mayor

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Submit

CITIZEN ADVISORY BOARDS, COMMITTEES, & COMMISSIONS REAPPOINTMENT APPLICATION

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1924 Council Street • P. O. Box 326
Forest Grove, OR 97116-0326
Fax • 503.992.3207 Office • 503.992.3235
aruggles@forestgrove-or.gov

Please check the Advisory Board on which you would like to be considered for reappointment. If interested in serving on multiple Boards, please list the order of preference (1-10). Terms vary. (Please Note: Meeting dates/times are subject to change with advance notice).

☐ Budget Committee	3-4 times in May	☐ Parks & Recreation Commission	3 rd Wednesday, 7am
☐ Committee for Citizen Involvement	1 st Tuesday, 5:30pm	☐ Planning Commission	1 st & 3 rd Monday, 7pm
☐ Community Forestry Commission	3 rd Wednesday, 5:15pm	☐ Public Arts Commission	2 nd Thursday, 5pm
☐ Economic Development Commission	1 st Thursday, Noon	☐ Public Safety Advisory Commission	4 th Wednesday, 7:30am
☐ Historic Landmarks Board	4 th Tuesday, 7:15pm	☐ Sustainability Commission	4 th Thursday, 6pm
☒ Library Commission	2 nd Tuesday, 6:30pm		

NAME: Kathleen Poulsen

HOME PHONE: [REDACTED]

RESIDENCE

BUSINESS

ADDRESS: [REDACTED] Valley Crest Way Forest Grove, OR 97116

PHONE: [REDACTED]

MAILING

E-MAIL: [REDACTED]

ADDRESS: same

OCCUPATION/

EMPLOYER: Forest Grove School District

PROFESSION: substitute teacher

How would you currently rate City's performance?



Excellent



Good



Fair



Poor

What ideas do you have for improving "Fair" or "Poor" performance? _____

Please indicate your accomplishments during your term on the Board/Committee/Commission: Reviewed/Approved Policies on Behavior, Circulation Room Use, Revised Mission Statement & Goals, Planned/Organized "Gathering of the Groups", Supported events for Foundation and Friends, Researched and Discussed materials for Library Visions and Planning Process

Please indicate what you would like to accomplish during your new term: participate in and complete Library Visions and Planning Process

What qualifications, skills, or experiences do you bring to the Board/Committee/Commission? As a reading specialist working in the Forest Grove, Gaston, & Banks school districts. I actively promote student/family/school participation with the F.G. Library

Previous/current appointed or elected offices: Secretary & Vice Chair for Library Commission

Previous/current community affiliations or activities: _____

Within the last 12 months, please indicate the number of meetings you were unable to attend: 2

Signature: Kathleen E. Poulsen

Date: Jan. 1, 2015

I have sufficient time to devote to this responsibility and will attend the required meetings if reappointed.

(ReApp 11/13)



CITIZEN ADVISORY BOARDS, COMMITTEES, & COMMISSIONS REAPPOINTMENT APPLICATION

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City of Forest Grove
Attn: Anna Ruggles, City Recorder
1924 Council Street • P. O. Box 326
Forest Grove, OR 97116-0326
Fax • 503.992.3207 Office • 503.992.3235
aruggles@forestgrove-or.gov

Please check the Advisory Board on which you would like to be considered for reappointment. If interested in serving on multiple Boards, please list the order of preference (1-10). Terms vary. (Please Note: Meeting dates/times are subject to change with advance notice).

☐ Budget Committee	3-4 times in May	☐ Parks & Recreation Commission	3 rd Wednesday, 7am
☐ Committee for Citizen Involvement	2 nd Tuesday, 5:30pm	☐ Planning Commission	1 st & 3 rd Monday, 7pm
☐ Community Forestry Commission	3 rd Wednesday, 5:15pm	☐ Public Arts Commission	2 nd Thursday, 5pm
☐ Economic Development Commission	1 st Thursday, Noon	☐ Public Safety Advisory Commission	4 th Wednesday, 7:30am
☐ Historic Landmarks Board	4 th Tuesday, 7:15pm	☐ Sustainability Commission	4 th Thursday, 6pm
☒ Library Commission	2 nd Tuesday, 6:30pm		

NAME: Doug Martin HOME PHONE: [REDACTED]
RESIDENCE ADDRESS: [REDACTED] Hillcrest Way BUSINESS PHONE: [REDACTED]
MAILING ADDRESS: Forest Grove, OR 97116 E-MAIL: [REDACTED]
EMPLOYER: Pacific University OCCUPATION/PROFESSION: Mgr of Cust. & Recycling

How would you currently rate City's performance? ☐ Excellent ☒ Good ☐ Fair ☐ Poor

What ideas do you have for improving "Fair" or "Poor" performance? _____

Please indicate your accomplishments during your term on the Board/Committee/Commission: Our commission is a collaborative body so I take no individual credit. Since 2007 we have done two surveys to determine how the Library meets community needs, updated old and developed new policies & done a mission statement.

Please indicate what you would like to accomplish during your new term: For at least the next six months our priority is to complete a visioning process to assess the future of the Forest Grove Library to meet evolving community needs.

What qualifications, skills, or experiences do you bring to the Board/Committee/Commission? I have served on the Library Commission since 2007. I served as President two terms, 2010 & 2011 and Vice President 2012 & 2013. My experience in OCDC Head Start and Migrant Head Start have been of value.

Previous/current appointed or elected offices: None

Previous/current community affiliations or activities: Previously I worked 9 years for OCDC Head Start.

Within the last 12 months, please indicate the number of meetings you were unable to attend: One

Signature: <u>Doug Martin</u>	Date: <u>Dec. 11, 2014</u>
<i>I have sufficient time to devote to this responsibility and will attend the required meetings if reappointed.</i>	

(ReApp 11/13)

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RESOLUTION NO. 2015-07

**RESOLUTION MAKING REAPPOINTMENTS
TO THE CITY OF FOREST GROVE
PARKS AND RECREATION COMMISSION**

WHEREAS, Resolution No. 1974-733 has provided for a Parks and Recreation Commission; and

WHEREAS, Resolution Number 2006-10 provides that incumbents of a standing Citizen Advisory Boards, Committees, and Commissions may reapply for appointment; and

WHEREAS, the City Council has received notification from incumbents who desire to be reappointed to the Parks and Recreation Commission, four-year term, and student advisory, one-year term.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. That the following persons are hereby reappointed to the City of Forest Grove Parks and Recreation Commission for the following terms:

<u>Last Name</u>	<u>First Name</u>	<u>District</u>	<u>Term Expires</u>
Sullivan	Howard	At-Large	December 31, 2018

Section 2. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 12th day of January, 2015.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 12th day of January, 2015.

Peter B. Truax, Mayor

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RESOLUTION NO. 2015-08**RESOLUTION MAKING REAPPOINTMENTS
TO THE CITY OF FOREST GROVE
PLANNING COMMISSION**

WHEREAS, the City of Forest Grove has provided for a Planning Commission; and

WHEREAS, Resolution Number 2006-10 provides that incumbents of a standing Citizen Advisory Boards, Committees, and Commissions may reapply for appointment; and

WHEREAS, the City Council has received notification from incumbents who desire to be reappointed to the Planning Commission, four-year term.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. That the following persons are hereby reappointed to the City of Forest Grove Planning Commission for the following terms:

<u>Last Name</u>	<u>First Name</u>	<u>Term Expires</u>
Nakajima	Lisa	December 31, 2018
Ruder	Phil	December 31, 2018

Section 2. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 12th day of January, 2015.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 12th day of January, 2015.

Peter B. Truax, Mayor

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CITIZEN ADVISORY BOARDS, COMMITTEES, & COMMISSIONS REAPPOINTMENT APPLICATION

Please complete, sign and date application form and return to:

City of Forest Grove
Attn: Anne Ruggles, City Recorder
1204 Council Street • P. O. Box 328
Forest Grove, OR 97116-0328
Phone 503.962.3207 Office • 503.962.3235
aruggles@forestgrove-or.gov

Please check the Advisory Board on which you would like to be considered for reappointment. If interested in serving on multiple Boards, please list the order of preference (1-10). Terms vary. (Please Note: Meeting dates/times are subject to change with advance notice).

☐ Budget Committee	3-4 times in May	☐ Parks & Recreation Commission	3rd Wednesday, 7am
☐ Committee for Citizen Involvement	2nd Tuesday, 5:30pm	☒ Planning Commission	1st & 3rd Monday, 7pm
☐ Community Forestry Commission	3rd Wednesday, 5:15pm	☐ Public Arts Commission	2nd Thursday, 5pm
☐ Economic Development Commission	1st Thursday, Noon	☐ Public Safety Advisory Commission	4th Wednesday, 7:30am
☐ Historic Landmarks Board	4th Tuesday, 7:15pm	☐ Sustainability Commission	4th Thursday, 6pm
☐ Library Commission	2nd Tuesday, 8:30pm		

NAME: Phil Ruder HOME PHONE: [REDACTED]
RESIDENCE ADDRESS: 1 [REDACTED] 22nd Avenue, Forest Grove, OR BUSINESS PHONE: [REDACTED]
MAILING ADDRESS: 1 [REDACTED] Ave, Forest Grove, OR E-MAIL: [REDACTED]
EMPLOYER: Pacific University OCCUPATION/PROFESSION: Professor of Economics

How would you currently rate City's performance? ☐ Excellent ☒ Good ☐ Fair ☐ Poor

What ideas do you have for improving "Fair" or "Poor" performance? _____

Please indicate your accomplishments during your term on the Board/Committee/Commission: Learned about planning process.
Contributed ideas to improve proposed PRDs. Approved plans that merited approval.
Did not approve plans that did not merit approval.

Please indicate what you would like to accomplish during your new term: Now that I have become a "seasoned" member of the Commission, I look forward to participating even more actively in discussions to improve specific proposals and the general approach to planning in the City of Forest Grove.

What qualifications, skills, or experiences do you bring to the Board/Committee/Commission? I am a professor of economics, where much of the work of the discipline is directly relevant to the work of the Planning Commission. Moreover, my own research touches on UGB expansion and transit-oriented dev. - directly relevant.

Previous/current appointed or elected offices: _____

Previous/current community affiliations or activities: Secretary, Board of Directors, Forest Grove Library Foundation

Within the last 12 months, please indicate the number of meetings you were unable to attend: 0 or 1, I do not recall exactly.

Signature: <u>Phillip J. Ruder</u>	Date: <u>December 1, 2014</u>
I have sufficient time to devote to this responsibility and will attend the required meetings if reappointed.	

(Page 1Y13)



RESOLUTION NO. 2015-09

**RESOLUTION MAKING REAPPOINTMENTS
TO THE CITY OF FOREST GROVE
PUBLIC ARTS COMMISSION**

WHEREAS, Resolution No. 2006-06 has provided for a Public Arts Commission; and

WHEREAS, Resolution Number 2006-10 provides that incumbents of a standing Citizen Advisory Boards, Committees, and Commissions may reapply for appointment; and

WHEREAS, the City Council has received notification from incumbents who desire to be reappointed to the Public Arts Commission, three-year term.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. That the following person are hereby reappointed to the City of Forest Grove Public Arts Commission for the following terms:

<u>Last Name:</u>	<u>First Name:</u>	<u>Term Expires:</u>
Frye	Laura	December 31, 2017
Lommen	Dana	December 31, 2017
Smith	Helvi	December 31, 2017

Section 2. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 12th day of January, 2015.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 12th day of January, 2015.

Peter B. Truax, Mayor



CITIZEN ADVISORY BOARDS, COMMITTEES, & COMMISSIONS REAPPOINTMENT APPLICATION

Please complete, sign and date application form and return to:

City of Forest Grove
Attn: Anna Ruggles, City Recorder
1924 Council Street • P. O. Box 326
Forest Grove, OR 97116-0326
Fax • 503.992.3207 Office • 503.992.3235
aruggles@forestgrove-or.gov

Please check the Advisory Board on which you would like to be considered for reappointment. If interested in serving on multiple Boards, please list the order of preference (1-10). Terms vary. (Please Note: Meeting dates/times are subject to change with advance notice).

☐ Budget Committee	3-4 times in May	☐ Parks & Recreation Commission	3rd Wednesday, 7am
☐ Committee for Citizen Involvement	2nd Tuesday, 5:30pm	☐ Planning Commission	1st & 3rd Monday, 7pm
☐ Community Forestry Commission	3rd Wednesday, 5:15pm	☒ Public Arts Commission	2nd Thursday, 5pm
☐ Economic Development Commission	1st Thursday, Noon	☐ Public Safety Advisory Commission	4th Wednesday, 7:30am
☐ Historic Landmarks Board	4th Tuesday, 7:15pm	☐ Sustainability Commission	4th Thursday, 6pm
☐ Library Commission	2nd Tuesday, 6:30pm		

NAME: Laura Frye
RESIDENCE ADDRESS: 1 Forest Gale Dr Forest Grove
MAILING ADDRESS: same
EMPLOYER: _____

HOME PHONE: 503-992-3207
BUSINESS PHONE: 503-992-3207
E-MAIL: laura.frye@forestgrove-or.gov
OCCUPATION/
PROFESSION: retired educator

How would you currently rate City's performance? ☐ Excellent ☒ Good ☐ Fair ☐ Poor

What ideas do you have for improving "Fair" or "Poor" performance? _____

Please indicate your accomplishments during your term on the Board/Committee/Commission: volunteer at Farmer's Market Arts Commission Booth; supported and worked on fundraisers to fund mini grants; attended and participated in meetings

Please indicate what you would like to accomplish during your new term: continue to advocate for opportunities to make the arts accessible to the public; serve on a committee to acquire new public art; sponsor a Meet the Artist event

What qualifications, skills, or experiences do you bring to the Board/Committee/Commission? experience in the performing arts with children and adults

Previous/current appointed or elected offices: offices at FGUCC, PEO sisterhood; Gaston Ed Assoc

Previous/current community affiliations or activities: PU Friends of Music; Advisory Bd Arts and Sc PU; UCC

Within the last 12 months, please indicate the number of meetings you were unable to attend: 3

Signature: Laura Frye

Date: 12-13-14

I have sufficient time to devote to this responsibility and will attend the required meetings if reappointed.

(ReApp 11/13)



CITIZEN ADVISORY BOARDS, COMMITTEES, & COMMISSIONS REAPPOINTMENT APPLICATION

Please complete, sign and date application form and return to:

City of Forest Grove
Attn: Anna Ruggles, City Recorder
1924 Council Street • P. O. Box 326
Forest Grove, OR 97116-0326
Fax • 503.992.3207 Office • 503.992.3235
aruggles@forestgrove-or.gov

Please check the Advisory Board on which you would like to be considered for reappointment. If interested in serving on multiple Boards, please list the order of preference (1-10). Terms vary. (Please Note: Meeting dates/times are subject to change with advance notice).

☐ Budget Committee	3-4 times in May	☐ Parks & Recreation Commission	3 rd Wednesday, 7am
☐ Committee for Citizen Involvement	2 nd Tuesday, 5:30pm	☐ Planning Commission	1 st & 3 rd Monday, 7pm
☐ Community Forestry Commission	3 rd Wednesday, 5:15pm	☒ Public Arts Commission	2 nd Thursday, 5pm
☐ Economic Development Commission	1 st Thursday, Noon	☐ Public Safety Advisory Commission	4 th Wednesday, 7:30am
☐ Historic Landmarks Board	4 th Tuesday, 7:15pm	☐ Sustainability Commission	4 th Thursday, 6pm
☐ Library Commission	2 nd Tuesday, 6:30pm		

NAME: Dana C. Lommen HOME PHONE: [REDACTED]
RESIDENCE ADDRESS: [REDACTED] Hillcrest Ct., Forest Grove BUSINESS PHONE: [REDACTED]
MAILING ADDRESS: [REDACTED] E-MAIL: [REDACTED]
EMPLOYER: Stephanie M. Lommen, Attorney OCCUPATION/PROFESSION: office manager

How would you currently rate City's performance? ☐ Excellent ☒ Good ☐ Fair ☐ Poor

What ideas do you have for improving "Fair" or "Poor" performance? _____

Please indicate your accomplishments during your term on the Board/Committee/Commission: I attended nearly all meetings, contributed to dialogue and decision making, volunteered at fund raising event, and otherwise promoted public art in Forest Grove.

Please indicate what you would like to accomplish during your new term: I would like to help increase public art in Forest Grove.

What qualifications, skills, or experiences do you bring to the Board/Committee/Commission? I have experience as past president of the Forest Grove Kinaxis and as board member and Treasurer for Theatre in the Grove.

Previous/current appointed or elected offices: none

Previous/current community affiliations or activities: Board Member of Theatre in the Grove

Within the last 12 months, please indicate the number of meetings you were unable to attend: 1

Signature: [Signature] Date: 12/15/2014
I have sufficient time to devote to this responsibility and will attend the required meetings if reappointed.

(ReApp 11/13)



CITIZEN ADVISORY BOARDS, COMMITTEES, & COMMISSIONS REAPPOINTMENT APPLICATION

Please complete, sign and date application form and return to:

City of Forest Grove
Attn: Anna Ruggles, City Recorder
1924 Council Street • P. O. Box 326
Forest Grove, OR 97116-0326
Fax • 503.992.3207 Office • 503.992.3235
aruggles@forestgrove-or.gov

Please check the Advisory Board on which you would like to be considered for reappointment. If interested in serving on multiple Boards, please list the order of preference (1-10). Terms vary. (Please Note: Meeting dates/times are subject to change with advance notice).

☐ Budget Committee	3-4 times in May	☐ Parks & Recreation Commission	3 rd Wednesday, 7am
☐ Committee for Citizen Involvement	2 nd Tuesday, 5:30pm	☐ Planning Commission	1 st & 3 rd Monday, 7pm
☐ Community Forestry Commission	3 rd Wednesday, 5:15pm	☒ Public Arts Commission	2 nd Thursday, 5pm
☐ Economic Development Commission	1 st Thursday, Noon	☐ Public Safety Advisory Commission	4 th Wednesday, 7:30am
☐ Historic Landmarks Board	4 th Tuesday, 7:15pm	☐ Sustainability Commission	4 th Thursday, 6pm
☐ Library Commission	2 nd Tuesday, 6:30pm		

NAME: helvi smith HOME PHONE: 5 [REDACTED]
RESIDENCE BUSINESS
ADDRESS: [REDACTED] elm street forest grove or 97116 PHONE: _____
MAILING E-MAIL: [REDACTED]
ADDRESS: _____
EMPLOYER: self OCCUPATION/
PROFESSION: artist

How would you currently rate City's performance? ☐ Excellent ☐ Good ☐ Fair ☐ Poor

What ideas do you have for improving "Fair" or "Poor" performance? _____

Please indicate your accomplishments during your term on the Board/Committee/Commission: helped with everything

Please indicate what you would like to accomplish during your new term: obtain more public art

What qualifications, skills, or experiences do you bring to the Board/Committee/Commission? I show up. I help with projects.

Previous/current appointed or elected offices: _____

Previous/current community affiliations or activities: _____

Within the last 12 months, please indicate the number of meetings you were unable to attend: 2

Signature <u>smith</u>	Date <u>11dec14</u>
I have sufficient time to devote to this responsibility and will attend the required meetings if reappointed.	

(ReApp 11/13)



RESOLUTION NO. 2015-10

**RESOLUTION MAKING REAPPOINTMENT
TO THE CITY OF FOREST GROVE
SUSTAINABILITY COMMISSION**

WHEREAS, Resolution No. 2013-69 has provided for a Sustainability Commission; and

WHEREAS, Resolution Number 2006-10 provides that incumbents of a standing Citizen Advisory Boards, Committees, and Commissions may reapply for appointment; and

WHEREAS, the City Council has received notification from incumbents who desire to be reappointed to the Sustainability Commission, four-year term, and student advisory, one-year term.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. That the following persons are hereby reappointed to the City of Forest Grove Sustainability Commission for the following terms:

<u>Last Name:</u>	<u>First Name:</u>	<u>Position:</u>	<u>Term Expires:</u>
Feik	Dale	At-Large	December 31, 2018
Jongeward	Hailey	Pacific University Student	December 31, 2015
Sanchez-Fausto	Edgar	FG High School Student	December 31, 2015
Schimmel	Brian	At-Large	December 31, 2018

Section 2. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 12th day of January, 2015.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 12th day of January, 2015.

Peter B. Truax, Mayor

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CITIZEN ADVISORY BOARDS, COMMITTEES, & COMMISSIONS REAPPOINTMENT APPLICATION

Please complete, sign and date application form and return to:

City of Forest Grove
Attn: Anna Ruggles, City Recorder
1924 Council Street • P. O. Box 326
Forest Grove, OR 97116-0326
Fax • 503.992.3207 Office • 503.992.3235
aruggles@forestgrove-or.gov

Please check the Advisory Board on which you would like to be considered for reappointment. If interested in serving on multiple Boards, please list the order of preference (1-10). Terms vary. (Please Note: Meeting dates/times are subject to change with advance notice).

☐ Budget Committee	3-4 times in May	☐ Parks & Recreation Commission	3rd Wednesday, 7am
☐ Committee for Citizen Involvement	2nd Tuesday, 5:30pm	☐ Planning Commission	1st & 3rd Monday, 7pm
☐ Community Forestry Commission	3rd Wednesday, 5:15pm	☐ Public Arts Commission	2nd Thursday, 5pm
☐ Economic Development Commission	1st Thursday, Noon	☐ Public Safety Advisory Commission	4th Wednesday, 7:30am
☐ Historic Landmarks Board	4th Tuesday, 7:15pm	☒ Sustainability Commission	4th Thursday, 6pm
☐ Library Commission	2nd Tuesday, 6:30pm		

NAME: Dale Feik
RESIDENCE ADDRESS: Lavina Drive
MAILING ADDRESS: Forest Grove, OR 97116
EMPLOYER: Retired

HOME PHONE:
BUSINESS PHONE:
E-MAIL:
OCCUPATION/
PROFESSION:

How would you currently rate City's performance? ☐ Excellent ☒ Good ☐ Fair ☐ Poor

What ideas do you have for improving "Fair" or "Poor" performance?

Please indicate your accomplishments during your term on the Board/Committee/Commission: Helped accomplish getting tasks done, addressed important issues openly, brought information before the Commission,

Please indicate what you would like to accomplish during your new term: Continue to work on improving and implementing Sustainability Action Plan

What qualifications, skills, or experiences do you bring to the Board/Committee/Commission? Participant in the DEQ Blue Ribbon Water Committee, DEQ/EQC experiences that have implications for Forest Grove Sustainability plan

Previous/current appointed or elected offices:

Previous/current community affiliations or activities: WC CAN, UCC Be Earth Stewards Today Team,

Within the last 12 months, please indicate the number of meetings you were unable to attend: one

Signature: <u>Dale Feik</u>	Date: <u>Dec 2, 2014</u>
<i>I have sufficient time to devote to this responsibility and will attend the required meetings if reappointed.</i>	

(ReApp 11/13)



CITIZEN ADVISORY BOARDS, COMMITTEES, & COMMISSIONS REAPPOINTMENT APPLICATION

Please complete, sign and date application form and return to:

City of Forest Grove
Attn: Anna Ruggles, City Recorder
1924 Council Street • P. O. Box 326
Forest Grove, OR 97116-0326
Fax • 503.992.3207 Office • 503.992.3235
aruggles@forestgrove-or.gov

Please check the Advisory Board on which you would like to be considered for reappointment. If interested in serving on multiple Boards, please list the order of preference (1-10). Terms vary. (Please Note: Meeting dates/times are subject to change with advance notice).

☐ Budget Committee	3-4 times in May	☐ Parks & Recreation Commission	3 rd Wednesday, 7am
☐ Committee for Citizen Involvement	2 nd Tuesday, 5:30pm	☐ Planning Commission	1 st & 3 rd Monday, 7pm
☐ Community Forestry Commission	3 rd Wednesday, 5:15pm	☐ Public Arts Commission	2 nd Thursday, 5pm
☐ Economic Development Commission	1 st Thursday, Noon	☐ Public Safety Advisory Commission	4 th Wednesday, 7:30am
☐ Historic Landmarks Board	4 th Tuesday, 7:15pm	☒ Sustainability Commission	4 th Thursday, 6pm
☐ Library Commission	2 nd Tuesday, 6:30pm		

NAME: Brian Schimmel

HOME PHONE: [REDACTED]

RESIDENCE ADDRESS: [REDACTED] 33rd Ave Forest Grove OR 97116

BUSINESS PHONE: [REDACTED]

MAILING ADDRESS: [REDACTED] Forest Grove OR 97116

E-MAIL: [REDACTED]

EMPLOYER: Intel Corporation

OCCUPATION/
PROFESSION: Supply Chain Manager

How would you currently rate City's performance? ☐ Excellent ☐ Good ☒ Fair ☐ Poor

What ideas do you have for improving "Fair" or "Poor" performance? Build cooperation between city, social service agencies and the faith community toward underserved residents, Develop ways to demystify civic engagement for underrepresented populations (Latinos, youth, seniors)

Please indicate your accomplishments during your term on the Board/Committee/Commission: Originated the Education action plan that the commission adopted, and co-led the final edition of the Social Equity plan; secured research support from Pacific University's Dept. of Social Work (senior project)

Please indicate what you would like to accomplish during your new term: Advance the Education action plan in cooperation with the FG School District, and the Social Equity plan in cooperation with Pacific University and social service agencies (Adelante Mujeres, FG Senior & Community Center, and county agencies)

What qualifications, skills, or experiences do you bring to the Board/Committee/Commission? Professional skills: program management, cross-organizational and cultural (global) collaboration; problem solving approach: narrow debate, crystalize opinions, explore disagreements.

Previous/current appointed or elected offices: Sustainability Commission

Previous/current community affiliations or activities: Habitat for Humanity, FGSCC, Meals on Wheels, Sunrise FG

Within the last 12 months, please indicate the number of meetings you were unable to attend: 0

Signature: Brian Schimmel

Date: 12/12/14

I have sufficient time to devote to this responsibility and will attend the required meetings if reappointed.

(ReApp 11/13)

January 12, 2015

**STAFF REPORT AND RESOLUTION MAKING
REAPPOINTMENTS BUILDING CODE BOARD OF APPEALS**

PROJECT TEAM: Rich Mead, Building Official
Jon Holan, Community Development Director
Tom Gamble, City Manager Pro Tem

ISSUE STATEMENT: The terms of the current appointed members of the City's Building Code Board of Appeals have expired December 31, 2014. Staff has received notification from the current board members, who desire to be reappointed to the Building Code Board of Appeals for a new three-year term.

BACKGROUND: City Code Section 8.600 creates a Building Code Board of Appeals in order to hear and decide appeals of orders, decisions or determinations made by the Building Official relative to the application and interpretation of Building Codes. Both the Building and Municipal Codes require the members of the Building Code of Appeals Board to be qualified by experience and training to pass on matters pertaining to building construction and who are not employees of the City.

The City Council established a Building Code Board of Appeals in 1994 (Ordinance No. 1994-05). Staff has contacted each member of the Board and each member expressed a desire to continue serving on the Board. It should be noted that since its inception, the Board has only been called upon one time to rule on a Building Official determination.

FISCAL IMPACT: There is no fiscal impact.

STAFF RECOMMENDATION: Staff recommends City Council adopt the attached resolution reappointing members to the City's Building Code Board of Appeals for renewed three-year terms ending December 31, 2017.



RESOLUTION NO. 2015-11

**RESOLUTION MAKING REAPPOINTMENTS TO
CITY OF FOREST GROVE BUILDING CODE BOARD OF APPEALS**

WHEREAS, the City of Forest Grove provides for a Building Code Board of Appeals as set forth in Section 8.600 of the Municipal Code; and

WHEREAS, members of the Building Code Board of Appeals are to be filled through appointment by the City Council; and

WHEREAS, the Building Code Board of Appeals shall consists of members who are qualified by experience and training to pass on matters pertaining to the building construction and who are not employees of the jurisdiction and serve a three-year term; and

WHEREAS, members of the Building Code Board of Appeals are not required to reside within the City of Forest Grove; and

WHEREAS, the City has received notification from incumbents who desire to be reappointed to the Building Code Board of Appeals, three-year term.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. That the following persons are hereby reappointed to the City of Forest Grove Building Code Board of Appeals for the following terms:

<u>Name and Expertise</u>	<u>Term Expires</u>
Timothy Marble, Attorney	December 31, 2017
Kerry Vanderzandin, Architect	December 31, 2017
Scott Goff, Contractor	December 31, 2017
Rod Buxton, Plans Examiner (Beaverton)	December 31, 2017
Bob Pike (Oregon Disabilities Commission Designee for Washington County)	December 31, 2017

Section 2. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 12th day of January, 2015.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 12th day of January, 2015.

Peter B. Truax, Mayor

Monthly Building Activity Report

December-14

2014-2015

Category	Period: December-13		Period: December-14	
	# of Permits	Value	# of Permits	Value
Man. Home Setup				
Sing-Family New	10	\$2,884,331	1	\$272,663
SFR Addition & Alt/Repair	5	\$151,668	4	\$18,934
Mult. Fam. New/At				
Group Care Facility				
Commercial New			2	\$154,471
Commerical Addition				
Commercial Alt/Repair	4	\$30,250	5	\$136,860
Industrial New				
Industrial Addition				
Industrial Alt/Repair				
Gov/Pub/Inst (new/add)				
Signs			1	\$9,536
Grading				
Demolitions			1	
Total	19	\$3,066,249	14	\$592,463

Fiscal Year-to-Date

2013-2014		2014-2015	
Permits	Value	Permits	Value
140	\$26,479,355	143	\$20,622,968

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Permit Type	Description	Permits	Square Feet	Valuation	Fees Paid	Custom Field Valuation
xbotc	Cornelius Building Over the Counter	1	0.00	0.00	86.58	2,115.00
xc malt	Cornelius Commercial Alteration	1	0.00	0.00	1,285.40	50,000.00
xmrotc	Cornelius Mechanical Residential Over the Counte	11	0.00	0.00	336.38	0.00
xpotc	Cornelius Plumbing Over the Counter	1	0.00	0.00	51.91	0.00
xs fal	Cornelius Single Family Alteration	1	0.00	0.00	182.49	5,000.00
Grand Total		15	0.00	0.00	1,942.76	57,115.00

<u>Report Group</u>	<u>Fee Code</u>	<u>Fee Description</u>	<u>Amount</u>
bldg	bldpmt	Building Permit Fee	772.75
bldg	blplrv	Building Plan Review Fee	452.05
bldg	flplrv	F&L Safety Plan Review	236.94
bldg	mcstsf	Mechanical State Surcharge Equ	36.08
bldg	mech	Mechanical Permit Fee/equip.	300.30
bldg	plmb	Plumbing Permit Fee	46.35
bldg	plstsr	Plumbing State Surcharge	5.56
bldg	stsur	State Surcharge	92.73
		Total for Group bldg	<u>1,942.76</u>
		Grand Total:	<u><u>1,942.76</u></u>

SECOND READING:

ORDINANCE NO. 2014-11

**ORDINANCE ADOPTION OF AMENDMENTS TO PACIFIC UNIVERSITY
MASTER PLAN TO ENLARGE OPPORTUNITY SITE L, ADOPT DESIGN
GOALS, ADDITIONAL USES AND MISCELLANEOUS AMENDMENTS
(AMENDMENT NO. 4)**

WHEREAS, the City Council of the City of Forest Grove adopted the Pacific University Master Plan with Ordinance Number 2006-25 on December 11, 2006: and

WHEREAS, on September 24, 2014, Inici Group, Inc., representing Pacific University, submitted an amendment to the Master Plan to include seven additional properties in Opportunity Site L; and

WHEREAS, the notice of this request was mailed to property owners and residents within 300 feet of the properties proposed to be included in Opportunity Site L on October 28, 2014 and published in the *News Times* on November 12, 2014, as required by Development Code Section 10.1.710; and

WHEREAS, the Planning Commission held a duly-noticed public hearing on the proposed Master Plan amendments on November 17, 2014; and

WHEREAS, the City Council held a duly-noticed Public Hearing on the proposed Master Plan amendments on December 8, 2014, and continued the hearing on January 12, 2015.

**NOW, THEREFORE, THE CITY OF FOREST GROVE ORDAINS AS
FOLLOWS:**

Section 1: The City of Forest Grove City Council does hereby adopt of the proposed amendment to the Pacific University Master Plan to expand Opportunity Site L to include seven additional properties; add locker rooms as a new use, adopt design goals, and other miscellaneous changes as shown in Exhibit 1, making the following specific findings in support of this decision:

Development Code Section 10.4.120 *Review Criteria* establishes the review criteria to consider. Based on Section 10.4.130 *Amendments to Approved Master Plans*, the review of the amendment is limited to the proposed change and not the entire Master Plan. The Master Plan amendment shall be approved if findings are made that each of the following criteria are satisfied:

A. The Master Plan Zone complies with the review criteria for a zone change set forth in Section 10.2.770;

The zone change criteria of Section 10.2.770 are as follows:

- A. The zone change is consistent with the Comprehensive Plan Map. When the Comprehensive Plan has more than one implementing zone as shown on the Correspondence Table in Article 3, it must be shown that the proposed zone is the most appropriate, taking into consideration the purposes of each zone and the zoning pattern of surrounding land.

Finding: University lands are generally designated "Semi-Public." This proposal is an extension of the university uses and is consistent.

- B. The zone change is consistent with relevant goals and policies of the Comprehensive Plan, as identified by the Director.

Finding: There are no policies related to the university in the Comprehensive Plan.

- C. The site is suitable for the proposed zone and there is a lack of appropriately designated alternative sites within the vicinity. The size of the vicinity will be determined on a case-by-case basis since the impacts of a proposed zone and its potential uses vary. The factors to be considered in determining suitability are parcel size and location.

Finding: The proposed amendment to the master plan is intended to place the proposed uses (locker rooms and campus support facilities) in an appropriate location. Any potential impacts at a particular location can be addressed through the permit process which is required before the uses can be established.

- D. The zone change is consistent with the adopted Transportation System Plan. Development allowed by the zone change will not substantially impact the functional classification or operation of transportation facilities, or reduce the level of service of transportation facilities below the minimum acceptable level identified in the Transportation System Plan. To ensure proper review and mitigation, a traffic impact study may be required for the proposed zone change if it may impact transportation facilities.

Finding: The accommodation of a locker room facility and additional warehousing would not be expected to significantly change transportation demand.

Finding: The amendment would allow additional locations for student housing. However, Table I-1 *Anticipated enrollment changes at Forest Grove campus under this Master Plan* would not be changed. Thus, the amendment would not increase the capacity of students, faculty and staff on the campus, and would therefore not create significant transportation impacts. Any specific on-site impacts can be addressed through the permit review process.

- E. Public facilities and services for water supply, sanitary waste disposal, storm water disposal, and police and fire protection are capable of supporting the uses allowed by the zone. Adequacy of services is based on the projected service demands of the site and the ability of the public services to accommodate those demands.

Finding: The proposed amendments and the proposed uses are not anticipated to affect service capabilities. The overall campus population would not change as a result of the amendment.

- F. The establishment of a zone district is not subject to the meeting of conditions.

Finding: No zoning district conditions are proposed. Amendments are being made to the master plan to adopt goals addressing building form, building design, and parking.

B. The master plan provides adequate open space, landscaping, circulation and parking to accommodate the planned uses;

Finding: The proposed uses would be subject to the requirements of the master plan and the Development Code. In addition, the master plan has established landscape guidelines. Thus, adequate open space, landscaping, circulation and parking would be provided. Amendments are being made to the master plan to adopt goals addressing parking in Opportunity Site L.

C. The development and design standards ensure that adverse impacts of the proposed development on the surrounding neighborhood and community are addressed and mitigated;

Finding: One intent and standard of the master plan is to address potential visual impacts on the surrounding community. For Opportunity Site L, this includes transitional standards and landscape requirements to blend in with nearby residential housing.

Finding: The master plan transitional standards describe the desired building heights, landscaping, building lengths and setbacks when master plan developments are adjacent to parks, commercial areas, multi-family housing and single-family housing. In addition, design goals have been developed for opportunity sites A through J. No design goals have been developed for opportunity sites K (Lincoln Park Athletic Complex), L (Sunset Drive Properties) or M (Cannery Fields/Cedar Street).

Finding: To help ensure that potential adverse impacts of development in Opportunity Site L on the surrounding single-family neighborhood are addressed, design goals should be developed. An amendment is being made to the master plan to adopt a goal addressing building form, building design, and parking in Opportunity Site L.

D. The master plan ensures that no land will be used for any purpose which creates or causes to be created any public nuisance, including but not limited to air, land, or water degradation, noise, glare, heat, vibration or other conditions which may be injurious to public health, safety and welfare; and

Finding: The expanded opportunity site with the design and development standards applicable to specific development are not anticipated to create any public nuisances.

E. The master plan complies with the purpose and requirements of the Master Plan Zone.

Finding: The purpose of a master plan “is to promote and facilitate development of larger-scaled institutional facilities. . . .” The proposed amendment to the Pacific University Master Plan would support the development of the university by increasing the area within the master plan boundaries.

Section 2: This ordinance is effective 30 days following its enactment by the City Council.

PRESENTED AND PASSED the first reading this 8th day of December, 2014.

PASSED the second reading this 12th day of January, 2015.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 12th day of January, 2015.

Peter B. Truax, Mayor

Exhibit 1

Amendments to the Pacific University Master Plan

(Text to be deleted is ~~struck through~~; text to be added is underlined)

On page III-1, amend the text as follows:

III. Allowable Development, Analysis and Policies

Campus-Wide Development Principles and Policies

4. **Building Form:** Generally, All new buildings will have a generally sloped roof. Flat areas will be allowed, but the general massing and major spaces of a building will be of a sloped roof type. The recently completed campus library is an example of the intent of this policy. For buildings located along city streets, the buildings shall be compatible with the massing, shape and materials of the predominate nearby buildings both on- and off-campus. The exception would be buildings whose function requires massing that may exceed those of nearby structures. An example would be residence halls located across the street from single-family residences.

On page III-3, amend Table 1 **Overall Development Allowed Under Master Plan** to include Opportunity Site L in the Building Type - Athletics category.

On page IV-4, amend Table 2 **Allowed Development and Applicable Standards by Opportunity Site** to add locker rooms to the Allowed Building Types in Opportunity Site L.

On page IV-30, amend map Figure IV-L1 to include the following sites within Opportunity Site L:

- 2402, 2410, 2526, 2610, 2616, 2624, and 2632 Sunset Drive

On page IV-30, amend the **Types of Uses Allowed** as follows:

~~In the short term, c~~ Campus facilities uses are anticipated, to support athletics and general campus facilities. These uses would include: maintenance offices and storage/service building(s) and facilities yards.

On page IV-30, add the following text:

Important design goals for this area include:

Building design, massing, facades and materials that complement the adjacent neighborhood. Building facades facing public streets should be clad in masonry similar to that existing in Lincoln Park; wood lap siding similar to that in the nearby residential neighborhood; or a metal product with a wood-like appearance. Where a metal product is used, added landscaping to minimize the visual impact over time shall be installed. Parking shall be located to the side or rear of any buildings. Residential construction on sites identified as 2526 to 2632 Sunset Drive shall be required to have on-site parking.

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ORDINANCE NO. 2014-12

ORDINANCE ADOPTING THE OREGON FIRE CODE, 2014 EDITION;
AMENDING FOREST GROVE CODE SECTIONS 5.605, 5.610, 5.620, 5.625,
AND 5.635

THE CITY OF FOREST GROVE ORDAINS AS FOLLOWS:

Section 1. Forest Grove Code Section 5.605 is hereby amended to read as follows (deleted wording *[bracketed and italics]*; added wording **bold**):

5.605 Adoption of the Fire Code, **2014** *[2004]* Edition.

- (1) The International Fire Code, **2014** *[2004]* Edition, as published and copyrighted by the International Code Council as amended and adopted by the Oregon State Fire Marshal's Office and known as The Oregon Fire Code, **2014** *[2004]* Edition, is hereby adopted by the City of Forest Grove for the purpose of prescribing regulations consistent with national recognized good practices for the safeguarding of life and property from the hazards of fire and explosions arising from the storage, handling, or use of hazardous substances, materials or devices, and from conditions hazardous to life and property in the use or occupancy of buildings or premises, except such portions as specifically deleted, modified or amended.
- (2) The Oregon Fire Code may also be known as "the fire code" or "IFC", "OFC", or the "State of Oregon Fire Code"
- (3) One copy of the Oregon Fire Code, **2014** *[2004]* Edition shall be on file with the City Recorder from the date on which this code shall take effect within the Forest Grove city limits.

Section 2. Forest Grove Code Section 5.610 is hereby amended to read as follows (deleted wording *[bracketed and italics]*; added wording **bold**):

5.610 Establishment and Duties of the Bureau of Fire Prevention.

- (1.) The Oregon Fire Code, **2014** *[2004]* Edition shall be enforced by the Bureau of Fire Prevention of the Fire Department of the City of Forest Grove, which shall be operated under the supervision of the Chief of the Fire Department.
- (2.) The Fire Marshal shall be the Chief of the Bureau of Fire Prevention and shall be designated by the Fire Chief.

Section 3. Forest Grove Code Section 5.620 is hereby amended to read as follows (deleted wording *[bracketed and italics]*; added wording **bold**):

5.620 Establishment of limits of districts in which storage of flammable or combustible liquids in outside above-ground tanks is to be prohibited.

(1.) The limits referred to in Section **5704.2.9.6.1** [3404.2.9.5.1] of the Oregon Fire Code, **2014** [2004] Edition in which storage of flammable or combustible liquids in outside above-ground tanks is prohibited, are established as follows: in all zones or areas except those zoned for and used as industrial use.

Section 4. Forest Grove Code Section 5.625 is hereby amended to read as follows (deleted wording [*bracketed and italics*]; added wording **bold**):

5.625 Establishment of limits in which the bulk storage of liquefied petroleum gases is to be restricted. The limits referred to in Section **6104.2** [3804.2] of the Oregon Fire Code in which bulk storage of liquefied petroleum gas is restricted are established as follows: In all zones or areas except those zoned for and used as industrial use.

Section 5. Forest Grove Code Section 5.635 is hereby amended to read as follows (deleted wording [*bracketed and italics*]; added wording **bold**):

5.635 Amendments to the Oregon Fire Code **2014 Edition**

APPENDIX C FIRE HYDRANT LOCATIONS AND DISTRIBUTION

SECTION C101 GENERAL

C101.1 Scope. Fire hydrants shall be provided in accordance with this appendix for the protection of buildings, or portions of buildings, hereafter constructed.

SECTION C102 LOCATION

C102.1 Fire Hydrant locations. Fire hydrants shall be provided along required fire apparatus access roads and adjacent public streets. Fire hydrant spacing on streets or roadways shall be measured from intersections whenever possible.

C102.2 Water System. The location of fire hydrants on both public and private property shall be approved by the chief and the city engineer. A detailed plan of the water system shall be submitted for issuance of the building permit.

Water mains shall not be less than 8 inches in size unless approved by the chief and city engineer.

Water mains and hydrants shall be sized to provide a minimum of 2000 gallons per minute at a residual pressure of 20 p.s.i.

SECTION C103 NUMBER OF FIRE HYDRANTS

C103.1 Fire hydrants available. The minimum number of fire hydrants available to a building shall not be less than that listed in Table C105.1. The number of fire hydrants available to a complex or subdivision shall not be less than that determined by spacing requirements listed in Table C105.1 when applied to fire apparatus access roads and perimeter public streets from which fire operations could be conducted.

SECTION C104 CONSIDERATION OF EXISTING FIRE HYDRANTS

C104.1 Existing fire hydrants. Existing fire hydrants on public streets are allowed to be considered as available. Existing fire hydrants on adjacent properties shall not be considered available unless fire apparatus access roads extend between properties and easements are established to prevent obstruction of such roads.

SECTION C105 DISTRIBUTION OF FIRE HYDRANTS

C105.1 Hydrant spacing. The average spacing between fire hydrants shall not exceed that listed in Table C105.1

Exception: The fire chief is authorized to accept a deficiency of up to 10 percent where existing fire hydrants provide all or a portion of the required fire hydrant service.

Regardless of the average spacing, fire hydrants shall be located such that all points on streets and access roads adjacent to a building are within the distances listed in Table C105.1

C105.2 Hydrant requirements. All new fire hydrants shall be equipped with a 4 inch Storz connection, and hydrant locations shall be marked with blue reflective pavement markers at street centerline.

**TABLE C105.1
NUMBER AND DISTRIBUTION OF FIRE HYDRANTS**

FIRE-FLOW REQUIREMENT (gpm)	MINIMUM NUMBER OF HYDRANTS	AVERAGE SPACING BETWEEN HYDRANTS^{a,b,c} (feet)	MAXIMUM DISTANCE FROM ANY POINT ON STREET OR ROAD FRONTAGE TO A HYDRANT^d
1,750 OR LESS	1	400	250
2,000-2,250	2	400	225
2,500	3	400	225
3,000	3	400	225
3,500-4,000	4	350	210
4,500-5,000	5	300	180
5,500	6	300	180
6,000	6	250	150
6,500-7,000	7	250	150
7,500 or more	8 or more	200	120

For SI: 1 foot = 304.8 mm, 1 gallon per minute = 3.785 L/m.

- a. Reduce by 100 feet for dead-end streets or roads.
- b. Where streets are provided with median dividers which can be crossed by fire fighters pulling hose lines, or where arterial streets are provided with four or more traffic lanes and have a traffic count of more than 30,000 vehicles per day, hydrant spacing shall average 500 feet on each side of the street and be arranged on an alternating basis up to a fire-flow requirement of 7,000 gallons per minute and 400 feet for higher fire-flow requirements.
- c. Where new water mains are extended along streets where hydrants are not needed for protection of structures or similar fire problems, fire hydrants shall be provided at spacing not to exceed 1,000 feet to provide for transportation hazards.
- d. Reduce by 50 feet for dead-end streets or roads.
- e. One hydrant for each 1,000 gallons per minute or fraction thereof.

Section 6. If any portion of the ordinance is for any reason held to be unconstitutional or invalid by a court of competent jurisdiction, such shall not affect the validity of the remaining portions.

Section 7. This ordinance is effective 30 days following its enactment by the City Council.

PRESENTED AND PASSED the first reading this 8th day of December, 2014.

PASSED the second reading this 12th day of January, 2015.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 12th day of January, 2015.

Peter B. Truax, Mayor

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January 12, 2015

**REPORT ON RESOLUTION ADOPTING THE SELECTION
PROCESS FOR HIRING CITY MANAGER**

PROJECT TEAM: Brenda Camilli, Human Resources Manager
Paul Downey, Administrative Services Director

ISSUE STATEMENT: The City Manager position was vacated effective December 31, 2014, and the City Council has resolved to fill the City Manager office as soon as practicable. City Charter Section 33(b) requires that "the appointment must be made without regard to political considerations and be solely on the basis of education and experience in competencies and practices of local government management." To accomplish this, a selection process needs to be adopted and approved by the Council.

DISCUSSION: The City's Human Resources Manager has worked with the Mayor to create a selection process pending approval of the City Council. It is attached as Exhibit A.

FISCAL IMPACT: If the proposed process is approved by the City Council, the costs to recruit the new City Manager will come from the portion of the unused City Manager's budgeted salary since the City Council appointed an internal City Manager Pro-Tem. No budget adjustment should be necessary to pay for the costs of recruiting a new City Manager.

STAFF RECOMMENDATION: Staff recommends that Council adopt the resolution authorizing the Human Resources Manager to proceed with the City Manager selection process outlined in Exhibit A to fill the current vacancy.

NewsTimes

Legal Ads/Public Notice:

To be published: Wednesday, January 7, 2015

NOTICE OF PUBLIC HEARING

ADOPTION OF CITY OF FOREST GROVE CITY MANAGER HIRING STANDARDS, CRITERIA AND POLICY DIRECTIVES

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a Public Hearing on **Monday, January 12, 2015, at 7:00 p.m.** or thereafter, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider adopting the standards, criteria and policy directives to be used in hiring the City of Forest Grove City Manager.

This hearing is open to the public and interested parties are encouraged to attend. A copy of the proposed standards, criteria and policy directives to be used for the City Manager's hiring process is available for inspection before the hearing at the City Recorder's Office or by visiting the City's website at www.forestgrove-or.gov. Written comments or testimony may be submitted at the hearing or sent to the attention of the City Recorder's Office, P.O. Box 326, 1924 Council Street, Forest Grove, OR 97116, prior to the hearing. For further information, please contact Anna Ruggles, City Recorder, at 503.992.3235, or e-mail aruggles@forestgrove-or.gov.

Anna D. Ruggles, CMC, City Recorder
City of Forest Grove

To be published January 7, 2015

RESOLUTION NO. 2015-12**RESOLUTION ADOPTING THE CITY MANAGER SELECTION PROCESS**

WHEREAS, The City Council accepted the resignation of Michael Sykes, City Manager, effective December 31, 2014; and

WHEREAS, Pursuant to City Charter Section 33(d), the City Council must fill the office of the City Manager by appointment as soon as practical after a vacancy occurs; and

WHEREAS, Pursuant to City Charter Section 33(b), the appointment must be made without regard to political considerations and be solely on the basis of education and experience in competencies and practices of local government management; and

WHEREAS, The City Council, with guidance from the Human Resources Manager, created the City Manager Selection Process as outlined in Exhibit A; and

WHEREAS, a duly-noticed Public Hearing was held on January 12, 2015.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. The City Council hereby adopts the City Manager Selection Process as outlined in Exhibit A.

Section 2. The City Council authorizes the Human Resources Manager to proceed with the City Manager Selection Process as outlined in Exhibit A, and authorizes the Human Resources Manager to make minor amendments if necessary to accomplish the selection process.

Section 3. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 12th day January, 2015.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 12th day of January, 2015.

Peter B. Truax, Mayor

CITY MANAGER SELECTION PROCESS

January 2015

*Dates	Step in Selection Process	Who is Involved	Purpose
12/22 - 1/07	Review CM job description	City Council and Mayor	Ensure job description is accurate and updated
1/12/2015	Council Review of Selection Process	City Council and Mayor	City Council adopts selection process in open meeting
1/20 - 1/30	Create Candidate Profile	Panel: Citizens, Partners, City Staff; Review by Council	Create profile of ideal candidate for CoFG to be used in selection process
2/9/2015	City Council adopts hiring standards criteria	City Council and Mayor	Per ORS City Council must adopt hiring criteria and standards to be used
2/16 - 3/20	Advertise position	HR Staff	Target mediums to reach broadest pool of qualified candidates
3/23 - 4/01	Initial applicant screening	Panel: HR Manager + 2 Department Directors	Narrow pool to 10-15 candidates
4/02 - 4/08	Telephone Pre-screen Interviews	HR Manager	Verify cont'd interest, current emp status, salary requirements, individualized and/or unanswered questions re: qualifications
4/09 - 4/10	Finalize Interview Pool	Panel: HR Manager + 2 Department Directors	Narrow pool to 3-5 candidates
week of 4/27	Panel Interviews - 4 groups	Technical, Citizen/Partners, Dept. Dir.'s, City Staff	Narrow pool to 2-3 candidates for City Council consideration
week of 4/27	Final Interviews	City Council and Mayor	Evaluate candidates' skills and qualifications related to position
week of 4/27	Candidate Reception	Open to Public/all interview panels	Visit with candidates in informal setting
week of 5/04	Council Deliberates	City Council and Mayor	Select candidate for job offer
week of 5/04	Conditional job offer	Mayor/HR Manager	Offer position pending results of background investigation/pre-emp
5/11 - 5/22	Background Investigation/pre-emp. Screenings	Investigator/HR	
week of 5/25	Confirm Job Offer/negotiate terms	City Staff/HR	Agree upon terms of employment and negotiate contract
Negotiated	New City Manager Begins		

*NOTE: Dates and timelines are tentative and are subject to revisions based on circumstances

Memorandum

TO: Mayor Peter Truax and City Councilors

FROM: Thomas Gamble, City Manager Pro Tem
Anna D. Ruggles, CMC, City Recorder

DATE: January 12, 2015

SUBJECT: City Council Liaison Appointments

BACKGROUND:

The City of Forest Grove City Council has provided for a Committee for Citizen Involvement, Community Forestry Commission, Economic Development Commission, Historic Landmarks Board, Library Commission, Parks and Recreation Commission, Public Arts Commission, Public Safety Advisory Commission, and Sustainability Commission.

City Council Rules of Procedure, Section 14.4, provides that the Mayor shall appoint, every two years at the first regular meeting following the time at which newly-elected Councilmembers officially take office, or at the discretion of the Mayor, Councilmember liaisons to boards, committees, or commissions, and other representative appointments.

Councilmembers who have been appointed as Council Liaison to any board, committee, or commission shall be a non-voting member and shall reflect the collective interests and goals of the City Council

STAFF RECOMMENDATION:

Adopt the attached resolution making the Council Liaison appointments as noted in the attached Exhibit A.

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RESOLUTION NO. 2015-13

**RESOLUTION MAKING CITY COUNCIL LIAISON APPOINTMENTS
TO ADVISORY BOARDS, COMMITTEES, AND COMMISSIONS
AND OTHER REPRESENTATIVE APPOINTMENTS**

WHEREAS, The City of Forest Grove City Council has provided for a Committee for Citizen Involvement, Community Forestry Commission, Economic Development Commission, Historic Landmarks Board, Library Commission, Parks and Recreation Commission, Public Arts Commission, Public Safety Advisory Commission; and Sustainability Commission; and

WHEREAS, City Council Rules of Procedure, Section 14.4, provides that the Mayor shall appoint, every two years at the first regular meeting following the time at which newly-elected Councilmembers officially take office, or at the discretion of the Mayor, Councilmember liaisons to boards, committees, or commissions, and other representative appointments; and

WHEREAS, Councilmembers who have been appointed as Council Liaison to any board, committee, or commission shall be a non-voting member and shall reflect the collective interests and goals of the City Council; and

WHEREAS, Resolution Number 2006-10 provides that the City Manager will assign a department director or designee to serve on behalf of the City for any board, committee, and commission.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. That the following Councilors are hereby appointed as Council Liaison to the following advisory boards, committees, or commissions (Attached in Exhibit A).

Section 2. That the following Councilors (staff has been assigned) are hereby appointed as Council Liaison to the following representative boards (Attached as Exhibit A).

Section 3. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 12th day of January, 2015.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 12th day of January, 2015.

Peter B. Truax, Mayor

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ADVISORY BOARDS, COMMITTEES, AND COMMISSIONS:

Committee for Citizen Involvement	<u>Malynda Wenzl, City Councilor</u>
Staff Liaison:	<u>Jon Holan, Community Development Director</u>
Community Forestry Commission	<u>Ronald Thompson, City Councilor</u>
Staff Liaison:	<u>Dan Riordan, Senior Planner</u>
Economic Development Commission	<u>Elena Uhing, City Councilor</u>
Staff Liaison:	<u>Jeff King, Economic Development</u>
Historic Landmarks Board	<u>Richard Kidd, City Councilor</u>
Staff Liaison:	<u>James Reitz, Senior Planner</u>
Library Commission	<u>Malynda Wenzl, City Councilor</u>
Staff Liaison:	<u>Colleen Winters, Library Director</u>
Parks and Recreation Commission	<u>Thomas Johnston, City Councilor</u>
Staff Liaison:	<u>Tom Gamble, City Manager Pro Tem</u>
Public Arts Commission	<u>Richard Kidd, City Councilor</u>
Staff Liaison:	<u>Tom Gamble, City Manager Pro Tem</u>
Staff Liaison:	<u>Colleen Winters, Library Director</u>
Public Safety Advisory Commission	<u>Ronald Thompson, City Councilor</u>
Staff Liaison:	<u>Police Chief Janie Schutz</u>
Staff Liaison:	<u>Fire Chief Michael Kinkade</u>
Sustainability Commission	<u>Victoria Lowe, City Councilor</u>
Staff Liaison:	<u>Jon Holan, Community Development Director</u>
Staff Liaison:	<u>George Cress, L&P Director</u>
Staff Liaison:	<u>Rob Foster, Public Works Director</u>

OTHER REPRESENTATIVE APPOINTMENTS:

Chamber of Commerce	<u>Thomas Johnston, City Councilor</u>
Staff Liaison:	<u>Tom Gamble, City Manager Pro Tem</u>
Community Development Block Grant (CDBG)	<u>Peter Truax, Mayor</u>
Alternate:	<u></u>
Staff Liaison:	<u>Rob Foster, Public Works Director</u>
Economic Development Partnership	<u>Elena Uhing, City Councilor</u>
Staff Liaison:	<u>Tom Gamble, City Manager Pro Tem</u>
Fernhill Wetlands Council	<u>Malynda Wenzl, City Councilor</u>
Staff Liaison:	<u>Tom Gamble, City Manager Pro Tem</u>
FG Senior and Community Center	<u>Ronald Thompson, City Councilor</u>
Staff Liaison:	<u>Tom Gamble, City Manager Pro Tem</u>
FG Rural Fire Protection District Board	<u>Thomas Johnston, City Councilor</u>
Staff Liaison:	<u>Fire Chief Michael Kinkade</u>
Joint Water Commission (JWC)	<u>Victoria Lowe, City Councilor</u>
Citizen Representative:	<u>Rod Fuiten</u>
Citizen Representative:	<u>Carl Heisler</u>
Staff Liaison:	<u>Tom Gamble, City Manager Pro Tem</u>
Staff Liaison:	<u>Rob Foster, Public Works Director</u>
Metro Policy Advisory Committee (MPAC)	<u>Peter Truax, Mayor</u>
Staff Liaison:	<u>Jon Holan, Community Development Director</u>
Regional Water Providers Consortium	<u>Victoria Lowe, City Councilor</u>
Staff Liaison:	<u>Tom Gamble, City Manager Pro Tem</u>
Staff Liaison:	<u>Rob Foster, Public Works Director</u>

Ride Connection	<u>Ronald Thompson, City Councilor</u>
Staff Liaison:	<u>Jon Holan, Community Development Director</u>
Sister City Committee	<u>Richard Kidd, City Councilor</u>
Staff Liaison:	<u>Anna Ruggles, City Recorder</u>
Washington County Coordinating Committee (WCCC)	<u>Peter Truax, Mayor</u>
Staff Liaison:	<u>Jon Holan, Community Development Director</u>
Staff Liaison:	<u>Rob Foster, Public Works Director</u>
WC Consolidated Communications Agency (WCCCA)	<u>Thomas Johnston, City Councilor</u>
WC Public Safety Coordinating Committee (PSCC)	<u>Thomas Johnston, City Councilor</u>
Staff Liaison:	<u>Jon Holan, Community Development Director</u>
Staff Liaison:	<u>Rob Foster, Public Works Director</u>

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