



*A place where families and businesses thrive.*

**Charter Review Committee  
Meeting Minutes**

**February 7, 2024  
Zoom & Community Auditorium**

***Minutes approved by CRC on 3.13.2024***

**1. Called to Order**

The meeting was called to order at 6:00 PM.

Present: Ashley Driscoll, City Attorney, Joyce Phillips (staff liaison), Stephanie Fleisher (FG Communications & Program Manager), Tacy Steele, Wolanda Groombridge, Dale Thaler, LaAna Littlefield, Adolph “Val” Valfre, Tammi McLaughlin, Kate MacDonald, Bryan Dennis, Isaac Echeverria

Absent: Elysha Johnson

**2. Public Comment:** N/A

**3. Consent Agenda:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Committee 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 remaining Consent Agenda item(s).

1. Approve/review meeting minutes from the January 24, 2024, meeting – approved

**4. Additions/Deletions:** None.

**5. Discussion Items –** The CRC updated timeline was discussed. The next meeting dates of February 14 (canceled), and March 13 & 20 were discussed as the CRC Public Listening Sessions dates.

a) **Consider amendments to Section 16(c) regarding substantive amendments to ordinances**

- Ashley reviewed this section with the committee and asked for input.

b) **Consider and vote on the draft Charter**

- The Charter draft was included in the agenda packet and sent to the committee for review.
- Section 16: Ordinance Enactment; “or made available in writing to the public before the council adopts the ordinance.” Vote – 10 yes, 0 no
- Section 29: Terms; “begins at the first Council meeting of the year, immediately after the election.” Vote – 10 yes, 0 no
- Section 32: Filling Vacancies; “notwithstanding any quorum or voting requirements of this Charter. The appointee’s term of office shall begin immediately upon appointment and qualification and shall continue until the next general election is certified by county election officials; and if the term of office does not then expire, the remainder of the term shall be filled by election at such general election. The Council must adopt by ordinance a process for appointing members to vacant council positions.” Vote – 10 yes, 0 no
  - o Val asked what creates/constitutes an absence from the city? What is the definition of absence? Reminded that this is addressed in Council Rules.
- Section 8: Mayor; “shall vote only in case of a tie and have no veto authority.”
  - o Dale asked specifically if should we add language “to meet quorum.” LaAna thought we discussed this concept in a prior meeting and had come to a consensus on the final language.

**c) Discussion and vote on the draft final report**

- Kate asked if a recommendation could be included regarding a Charter Review every 10 years. The council can create an ordinance to address this issue. Dale suggested that due to the cost investment, a 15 to 20-year reconvene to review.  
Recommendation to Council: Not place this in the charter and allow the City Council to consider needed/necessary review timelines.
- Question as posed; when it goes to the public vote, is it presented as a whole package or by like subjects? Still have time to decide how to package proposed changes.
- A vote for approval of draft recommendations. 10 yes, 0 no

**d) Discussion regarding publicizing the draft Charter and final report**

- Forest Grove Communications & Program Manager, Stephanie Fleischer, lead the discussion on initial ideas:
  - o Community Engagement Page on FG website
  - o Social media posts
  - o What’s Growing On
  - o Add to the FG Utility Billing Statement
  - o Senior Center, Rotary, Valley Art, Committee for Community Engagement
  - o Forest Grove City Club, Peach Jar

- Posters in Library
  - Faith-based postings in bulletins
- Snacks for the listening sessions. Wolanda offered to bring refreshments.
- The discussion included the role of the Charter Review Committee in the listening sessions. It can be as formal or informal as the committee determines. An explanation of the Charter process will begin the listening sessions, delivered by either Ashley or Elysha.
  - Dale suggested the committee needs to acknowledge the comments.
  - Tammi suggested a time limit on comments.
  - Val suggested no more than 3 minutes.
- Consensus that the listening sessions should be at 6:00 PM in the Community Auditorium.

**e) Next Meetings**

- Public Listening Sessions

**f) Meeting Schedule**

- Every 2<sup>nd</sup> and 4<sup>th</sup> Wednesday at 6:00 PM
- Next meeting on March 13, 2024
- Upcoming Public Hearing dates: March 13 and 20

**6. Adjournment and Announcement of Next Meeting:** The meeting adjourned at 7:15 p.m. The next CRC meeting will be held on March 13, 2024, at 6:00 p.m.

Respectfully submitted,

Joyce Phillips, Staff Liaison