FOREST GROVE OREGON

CITY COUNCIL MEETING

Monday, July 8, 2024
Community Auditorium, 1915 Main Street

Malynda Wenzl, Mayor

Timothy A. Rippe, Council President
Donna Gustafson, Councilor
Michael Marshall, Councilor
Karen Martinez, Councilor
Elena Uhing, Councilor
Mariana Valenzuela, Councilor

TVCTV Livestream
Zoom Webinar Meeting ID: 850 7572 2488 Passcode: 97116

Americans with Disabilities Act (ADA) Notice: The City is committed to providing equal access to public meetings. Requests for accommodation can be sent to the City Recorder's Office at least 48 hours before the meeting at: mwoods@forestgrove-or.gov or 503-992-3235.

CITY COUNCIL WORK SESSIONS

No public comment will be taken. The Council will take no formal action.

5:30 Climate Friendly and Equitable Communities

Staff: Bryan Pohl, Community Development Director

6:30 Council Compensation

Staff: Paul Downey, Assistant City Manager/Finance Director

CITY COUNCIL MEETING

A. Call to Order

1. Roll Call
2. Land Acknowledgement
3. Pledge of Allegiance
4. Proclamation: Fill-the-Boot for MDA

B. Public Comment: Time provided for anyone wishing to speak to City Council on an item not on the agenda or on the agenda but not scheduled for a public hearing. Comments are limited to 2 minutes unless additional time is granted by the Presiding Officer. The public comment period shall not exceed 30 minutes unless a majority of Councilors present vote to extend the time. Zoom attendees may use the "Raise Hand" option to be called on.

1. Written Public Comment

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

1. Approve Public Arts Commission Meeting Minutes of 11.14.2023
2. Approve Public Arts Commission Meeting Minutes of 12.14.2023
3. Approve Public Arts Commission Meeting Minutes of 01.24.2024
4. Approve Public Arts Commission Meeting Minutes of 02.15.2024
5. Approve Public Arts Commission Retreat Minutes of 03.02.2024
6. Approve Public Arts Commission Meeting Minutes of 03.21.2024
7. Approve Public Arts Commission Meeting Minutes of 04.18.2024
8. Approve Public Arts Commission Meeting Minutes of 05.16.2024
9. Approve Historic Landmarks Board Meeting Minutes of 05.21.2024
10. Monthly Building Report - June
11. Approve New Liquor License - B'Lynn's Candies

D. Additions/Deletions

1. City Manager
2. Proposed by Councilors

E. Presentations: The Council will hold questions until the end of each presentation. A two-minute reminder will be given to the presenter to conclude remarks.

1. 7:15 Ride Connection: Service Enhancements
   Staff: Reza Farhoodi, Senior Planner - Washington County

F. Public Hearings, Ordinances, and Resolutions

1. **7:30 <u>RESOLUTION NO. 2024-35</u> CALLING AN ELECTION IN THE CITY OF FOREST GROVE ON NOVEMBER 5, 2024 TO AMEND THE CITY'S HOME RULE CHARTER**
   Staff: Ashley Driscoll, City Attorney

G. 7:45 Council Communications:

1. Councilor Reports
   a. Timothy A. Rippe (EDC, RWPC, TVHSC, Chamber of Commerce)

b. Donna Gustafson (PAC, JWC)
c. Michael Marshall (CFC, P&R, CCESC)
d. Karen Martinez (FGRFPD, SCC, WCCCA)
e. Elena Uhing (CCE, FGSCC)
f. Mariana Valenzuela (LC, CDBGPAD)

2. City Manager's Report

3. Mayor's Report (HLB, WCCC, R1ACT, MMC, WCC&MG, WCMG, MYAC)

H. 8:10 Adjournment

URBAN RENEWAL AGENCY WORK SESSION

No public comment will be taken. The Board will take no formal action.

8:15 Urban Renewal Plan

Staff: Bryan Pohl, Community Development Director

I. 9:00 Adjournment

Climate Friendly and Equitable(CFEC) Communities Rules

Bryan Pohl, Community Development Director
Dan Riordan, Senior Planner

7/8/24

PURPOSE

- To inform the City Council and Planning Commission on the requirements of the Oregon Climate Friendly and Equitable Communities (CFEC) rules and what the City must do to be compliant.

- Seek consensus on which path to compliance is desired.

- Based on the feedback, staff will bring back some code amendments for adoption in late summer or early fall to comply with the CFEC rules.

BACKGROUND

- Governor's Executive Order 20-04:
  - In May, 2020, the Governor issued an executive order directing state agencies to find ways to reduce greenhouse gas emissions.
  - The Oregon Department of Land Conservation and Development (DLCD), who regulates land use and development, was directed to amend the Statewide Transportation Planning Rule to direct changes to the transportation plans of metropolitan planning areas to meet greenhouse gas reduction goals.
- DLCD entered rulemaking in 2020. Oregon Administrative Rules (OAR) 660-012-0430 and 660-012-0440 were adopted in July, 2022, then amended in 2023 with some corrections and adjustments.

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BACKGROUND

- House Bill 2659, introduced in 2023, would have required DLCD to amend or replace CFEC rules with rules that allowed for more options for cities, but the bill never made it out of committee. This indicated the Legislature was allowing the CFEC rules to stand.

- A coalition of Oregon cities joined a lawsuit against DLCD alleging DLCD did not comply with the rulemaking process and lacked the statutory authority to pass such comprehensive rules. The Oregon Court of Appeals largely found in favor of DLCD. It is not clear if the Oregon Supreme Court will hear the case.

- Noting this, cities are moving forward with code amendments that address the CFEC rules.

CFEC RULES

The CFEC Rules stipulated two successive rounds of parking mandates for cities in the Metro area:

- Parking A – Effective 12/31/22
- Parking B- Effective 6/30/23, extended to 12/31/24
- Each will be gone over in detail

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CFEC RULES

- This chart is intended to capture Parking A and B in one referral document. Each option will be gone over in detail.

Parking A – Reform Near Transit; Certain Uses **by December 31, 2022**
Apply to development applications submitted after December 31, 2022 (amend code or directly apply these rules)

0430 Cannot mandate more than 1 space/unit for residential developments with more than 1 unit
No mandates for small units, affordable units, child care, facilities for people with disabilities, shelters

0440 No parking mandates allowed within ¾ mile of rail stations or ½ mile of frequent transit corridors

0410 Electric Vehicle Charging **due March 31, 2023*

- New private multi-family residential or mixed-use developments install conduit to serve 40% of units

Parking A: Already in effect

Parking B – More Reform, Choose an Approach **by June 30, 2023 or alternative date**

0405 Parking Regulation Improvement

- Preferential placement of carpool/vanpool parking
- Allow redevelopment of any portion of a parking lot for bike or transit uses
- Allow and encourage redevelopment of underused parking
- Allow and facilitate shared parking
- New parking of more than ½ acre must install 40% tree canopy OR solar panels OR fee-in-lieu
- New parking of more than ½ acre must have trees along driveways (or 30% tree coverage)
- Pedestrian connections through large parking lots
- Parking maximums in appropriate locations (in existing TPR)

0415 Provisions Specific to More Populous Cities

- Cities >25,000 in metro or >100,000 outside set certain parking maximums in specified areas
(additional provisions for 200,000+ population cities, i.e. Portland, are not listed here)

0420-0450 Three options for parking reform

<table>
<tr><th>Option 1
660-012-0420</th><th colspan="2">Options 2 and 3
660-012-0425 through 0450</th></tr>
<tr><td rowspan="6">Repeal parking mandates

No additional action needed</td><td colspan="2">Reduce parking burdens – reduced mandates based on shared parking, solar panels, EV charging, car sharing, parking space accessibility, on-street parking, garage parking. May not require garages/carports.</td></tr>
<tr><td colspan="2">Climate-friendly area parking – remove mandates in and near climate-friendly areas or adopt parking management policies; unbundle parking for multifamily units</td></tr>
<tr><td colspan="2">Cities pop. 100,000+ adopt on-street parking prices for 5% of on-street parking spaces by September 30, 2023 and 10% of spaces by September 30, 2025</td></tr>
<tr><td>Option 2
enact at least two of five policies</td><td>Option 3
all of the below</td></tr>
<tr><td>1. Unbundle parking for residential units
2. Unbundle leased commercial parking
3. Flexible commute benefit for businesses with more than 50 employees
4. Tax on parking lot revenue
5. No more than ½ parking space/unit mandated for multifamily development</td><td>No mandates for a variety of specific uses, small sites, vacant buildings, studios/one bedrooms, historic buildings, LEED or Oregon Reach Code developments, etc.

No additional parking for changes in use, redevelopments, expansions of over 30%.

No mandates within ½ mile of climate-friendly areas, Metro 2040 centers.

Designate district to manage on-street residential parking, or unbundle parking multi-family.</td></tr>
</table>

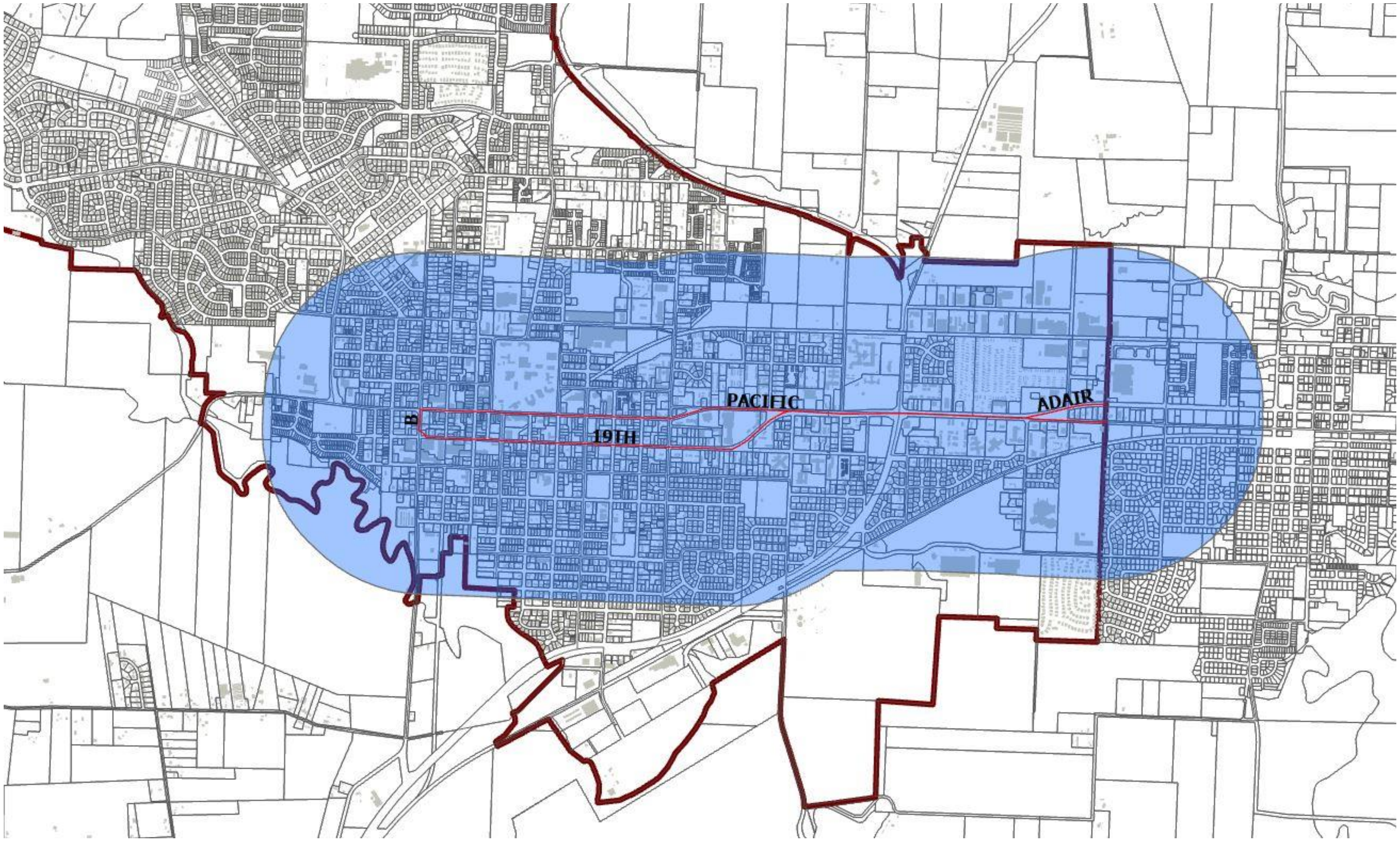
Parking B: Due by 12/31/24

PARKING A RULES

- Already in effect. Started December 31, 2022.
- Change not codified yet in Forest Grove Development Code due to pending lawsuit. Codification of Parking A requirements will accompany Parking B requirements.
- Staff has been directly applying this from the CFEC Rules.
- Rule prohibits the City from requiring more than one space per unit for residential development.
- Rule prohibits the City from requiring any parking for small units, affordable units, childcare, and disability facilities.
- Rule prohibits the City from requiring any parking for any development within a ½ mile of a high frequency transit corridor. This includes Line 57.

PARKING A

- As currently applied, the following is a map of the areas the City can no longer require parking:



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PARKING B

- Effective 6/30/23.
- Staff applied for and was granted an extension to 12/31/24 to come into compliance with the CFEC Rules.
- There are three options for compliance, however, some compliance items pertain to all options.
- Staff will review all three in detail.
- All changes under Parking B would apply City-wide, not just within ½ mile of the transit corridor.

- This chart is intended to capture Parking B options in one referral document. Each option will be gone over in detail.

Parking B – More Reform, Choose an Approach by June 30, 2023 or alternative date

0405 Parking Regulation Improvement

- Preferential placement of carpool/vanpool parking
- Allow redevelopment of any portion of a parking lot for bike or transit uses
- Allow and encourage redevelopment of underused parking
- Allow and facilitate shared parking
- New parking of more than ½ acre must install 40% tree canopy OR solar panels OR fee-in-lieu
- New parking of more than ½ acre must have trees along driveways (or 30% tree coverage)
- Pedestrian connections through large parking lots
- Parking maximums in appropriate locations (in existing TPR)

0415 Provisions Specific to More Populous Cities

- Cities >25,000 in metro or >100,000 outside set certain parking maximums in specified areas (additional provisions for 200,000+ population cities, i.e. Portland, are not listed here)

All three options must do this.

0420-0450 Three options for parking reform

Option 1 660-012-0420	Options 2 and 3 660-012-0425 through 0450	
Repeal parking mandates	Reduce parking burdens – reduced mandates based on shared parking, solar panels, EV charging, car sharing, parking space accessibility, on-street parking, garage parking. May not require garages/carports.	
	Climate-friendly area parking – remove mandates in and near climate-friendly areas or adopt parking management policies; unbundle parking for multifamily units	
	Cities pop. 100,000+ adopt on-street parking prices for 5% of on-street parking spaces by September 30, 2023 and 10% of spaces by September 30, 2025	
	Option 2 enact at least two of five policies	**Option 3** all of the below
No additional action needed	1. Unbundle parking for residential units 2. Unbundle leased commercial parking 3. Flexible commute benefit for businesses with more than 50 employees 4. Tax on parking lot revenue 5. No more than ½ parking space/unit mandated for multifamily development	No mandates for a variety of specific uses, small sites, vacant buildings, studios/one bedrooms, historic buildings, LEED or Oregon Reach Code developments, etc. No additional parking for changes in use, redevelopments, expansions of over 30%. No mandates within ½ mile of climate-friendly areas, Metro 2040 centers. Designate district to manage on-street residential parking, or unbundle parking multi-family.

Then: Cities can decide which of these three options to pursue.

PARKING B – REQUIRED FOR ALL OPTIONS

- Preferential placement of carpool/vanpool parking.
- Redevelopment of any portion of a parking lot for bike or transit use is an allowable use.
- Redevelopment of underused parking is an allowable use.
- Shared parking is an allowable use (already allow this).
- Parking lots more than ½ acre in size must install 40% tree canopy OR solar panels, solar/wind fee-in-lieu, or green energy.
- Requires street trees along driveways or 30% canopy cover.
- Requires pedestrian facilities through parking lots and utility coordination and tree planting standards for parking lot trees.

PARKING B – REQUIRED FOR ALL OPTIONS

- Requires parking maximums in locations such as downtowns, regional or community center, and transit-oriented developments
- Requires parking maximums city-wide for certain uses:
  - Parking maximums shall be no higher than 1.2 off-street parking spaces per studio unit and two off-street parking spaces per non-studio residential unit in a multi-unit housing development in climate-friendly areas and within one-half mile walking distance of priority transit corridors. This includes visitor parking.
  - Parking maximums shall be no higher than five spaces per 1,000 square feet of floor space for all commercial and retail uses other than automobile sales and repair, eating and drinking establishments, and entertainment and commercial recreation uses.

PARKING B – REQUIRED FOR ALL OPTIONS

…parking maximums continued…

- For land uses with more than 65,000 square feet of floor area, surface parking may not consist of more area than the floor area of the building.
- Non-surface parking, such as tuck-under parking, underground and subsurface parking, and parking structures may be exempted from the calculations in this section.

PARKING B – OPTION 1

- Repeal all parking mandates in the Development Code.
- Option 1 is the "default" option if a city does not adopt Option 2 or 3 prior to the December 31, 2024 deadline.
- No further action required for this option, however, all of the preceding requirements pertaining to all options under Parking B must still be codified.

PARKING B – OPTIONS 2 AND 3

- If Option 2 or 3 is preferable, then the following 8 requirements must be adopted for either Option 2 or Option 3:

1. Garages and carports cannot be required for residential developments.
2. Garage parking spaces shall count towards off-street parking mandates.
3. Provision of shared parking shall be allowed to meet parking mandates.
4. Required parking spaces may be provided off-site, within 2,000 feet pedestrian travel of a site. If any non-loading parking is provided on site, all required parking for people with disabilities shall be on site. If all parking is off-site, parking for people with disabilities must be located within the shortest possible distance of an accessible entrance via an accessible path and no greater than 200 feet from that entrance; (currently, city allows this up to 500 feet).

PARKING B – OPTIONS 2 AND 3

5. Parking mandates shall be reduced by one off-street parking space for each three kilowatts of capacity in solar panels or wind power that will be provided in a development.
6. Parking mandates shall be reduced by one off-street parking space for each dedicated car-sharing parking space in a development. Dedicated car-sharing parking spaces shall count as spaces for parking mandates.
7. Parking mandates shall be reduced by two off-street parking spaces for every electric vehicle charging station provided in a development. Parking spaces that include electric vehicle charging while an automobile is parked shall count towards parking mandates.
8. Parking mandates shall be reduced by one off-street parking space for every two units in a development above minimum requirements that are fully accessible to people with mobility disabilities.

PARKING B – OPTION 2

In addition to the 8 previous land use regulations, the City must adopt at least 2 of the 5 policies below, including at least one from options 1-3, if Option 2 is preferred:

1. Unbundle* parking for residential units.
2. Unbundle leased commercial parking.
3. Flexible commute benefit for businesses with more than 50 employees.
4. Tax on parking lot revenue.
5. No more than ½ space/unit mandated for multifamily development.

- * "Unbundle" parking refers to requiring property owners to charge tenants separately for parking. This is current practice at the Jesse Quinn and Forest Place Apartments.

PARKING B – OPTION 3

In addition to the 8 previous land use regulations, the City must adopt regulations minimizing or exempting required parking for 15 development types, summarized below:

- No parking requirements for a variety of specific uses, small sites, vacant buildings, studio/one bedrooms, historic properties, LEED or Oregon Reach Code developments, etc.
- No additional parking requirements for redevelopments/additions.
- No parking mandates within ½ mile walking distance of climate-friendly areas (does not apply in Metro area).
- Designate district to manage on-street residential parking OR require unbundling of parking from rent for multi-family residential units.

Discussion and Items to Consider

OTHER CITIES

- Despite lawsuit, cities moving forward with code amendments.
- 16 communities have eliminated parking mandates citywide:
  - Portland, Salem, Eugene, Bend, Beaverton, Springfield, Corvallis, Albany, Tigard, Grants Pass, Tualatin, Ashland, Milwaukie, Central Point, Millersburg and Gold Hill
- 3 communities are considering Options 2 or 3:
  - Clackamas County, Eagle Point, and Talent
- 1 community adopted parking tax and commercial parking unbundling:
  - Sherwood

THINGS TO CONSIDER

- With most commercial zoning within ½ mile of Line 57, a portion of the city already does not have parking requirements.
- Since the elimination of parking requirements along Line 57, all developments have still provided parking that would have complied with previous requirements.
- All options require significant development code revisions.
- Both Option 2 and Option 3 also require adoption of the 8 land use regulations for reduced parking plus additional regulations for each Option.

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NEXT STEPS

- Development Code amendments proposed to the Planning Commission in September and October.

- Pending Planning Commission recommendations, schedule first and second readings for Council in October and November, with effective date of January 1, 2025.

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DISCUSSION

- Questions and discussion about requirements for Parking A
- Questions and discussion about requirements for Parking B that pertain to all Options 1, 2, and 3
- Questions and discussion about Option 1
- Questions and discussion about requirements that pertain to both Options 2 and 3
- Questions and discussion about Option 2
- Questions and discussion about Option 3

CITY COUNCIL COMPENSATION

FOLLOW-UP WORK SESSION

Paul Downey, Assistant City Manager/Finance Director

07.08.2024

Purpose

- A work session was held on June 24, 2024, to present the results of the non-elected members of the Budget Committee's recommendations for changing Council compensation.

- The purpose of tonight's work session is to further discuss the recommendations and receive direction from the City Council on what changes, if any, that Council are willing to consider.

Current Compensation

- Mayor receives stipend of $3,744 per year
- Councilors receive stipend of $2,496 per year
- Mayor and Councilors can elect individual up to family health insurance coverage and pay 5% of the premiums.
- The cost of each policy varies between Councilors depending upon the coverage they elect.
- There is no "opt-out" provision to obtain a cash equivalent of the cost of the policy.
- Total current expenditures for Councilor compensation are approximately $146,000 as follows:
    - $125,000 for health insurance
    - $21,000 for stipends

Committee Discussion

- Two Committee meetings were held at which a consensus emerged about the current compensation:
  - Not enough transparency with the current compensation as residents do not know how compensation is structured.
  - Current system weighted too heavily on insurance which focuses primarily on retired or self-employed persons.
  - Total value of compensation for each councilor is not necessarily proportional to the duties and responsibilities of the position as there could be approximately a $24,000 difference in individual councilor compensation based on the chosen levels of health insurance coverage.

Committee Recommendation

- After extensive discussion, the Committee recommended:
  - Keep the existing % stipend differential between the Mayor and Councilors.
  - Create a new stipend category for the Council President.
  - Change health insurance to employee-only, retain the premium at 95/5, allow the option to purchase additional insurance at the members own expense.
  - Increase Mayor's stipend to $12,000/year
  - Increase Council President's stipend to $9,500/year
  - Increase Councilor's stipend to $8,000/year
  - Total expense decreases from $146,000 to $130,000/year
  - Changes be effective for everybody as of January 1, 2025.

Committee Recommendations

- Other compensation items continue unchanged:
  - Every three years, the City will reimburse a Councilor up to $850 for a laptop or tablet so they can get the Council packet electronically.
  - Councilors receive $20 per month for wireless access.
  - If a Councilor does not purchase their own device, the City will provide an iPad which must be returned when the Councilor leaves office.
  - These benefits cost approximately $3,500 total per year.

Committee Discussion

- Discussion about reasons for proposed changes to compensation structure:
  - Realized that this is a significant shift in how elected officials are compensated but the proposed compensation structure would be more transparent to residents.
  - The committee felt this compensation structure would be more equitable as all councilors would be compensated at the same level except for the Council President.
  - Would provide health insurance for the elected official with the option of paying for other qualified family members. This would address the main inequity in the compensation structure identified by the committee.

Committee Discussion (cont.)

- Discussion about reasons for proposed changes to compensation structure:
  - The monthly stipend could encourage persons who might not otherwise be able to afford to be on Council to run for office thereby potentially broadening the pool of candidates who might run. This was a key point for the committee members as it could help to increase the diversity of the candidate pool and help address the City's DEI goals.
  - The proposed compensation structure does not increase costs.

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Next Steps

- Discussion about proposed compensation structure and if council wants to provide direction to staff on any proposed changes to compensation and the timing of any changes.

Compensation for Elected Officials

Re-stating budget subcommittee recommendations and rationale

David Andersen - Chair, City of Forest Grove Budget Subcommittee

Budget Subcommittee Recommendations

- Offer subsidized health insurance only to elected official, with option to purchase family coverage
- Use **<u>some</u>** of the savings from reduced health insurance benefit to significantly increase stipends, and establish 3 tiers for stipends:
  - Mayor: $12K per year
  - Council President: $9.5K per year
  - Council member: $8K per year
- Other benefits (device allowance, etc.) remain without change

Budget Subcommittee Rationale

- **Transparency -** citizens can clearly see how each council member is compensated
- **Equity** - compensation amounts track level of responsibility and job demands
- **Inclusion** - enables a broader diversity of candidates to consider serving
- **Stewardship** - results in overall *reduction* of tax payer expense

Subcommittee members are seeking greater clarity on objections being raised

FOREST GROVE OREGON

A place where families and businesses thrive.

P R O C L A M A T I O N

FILL-THE-BOOT FOR MDA
August 23, 2024

WHEREAS, Forest Grove Fire and Rescue has been working with the Muscular Dystrophy Association (MDA) in their fight against neuromuscular disease, and

WHEREAS, ***"Fill-The-Boot"*** is an opportunity for Oregon firefighters to ask community members to drop donations into their fire boots to help local families served by MDA in the state. This year marks the 70th Anniversary of the partnership between firefighters and MDA in the fight against muscle wasting diseases, and

WHEREAS, through their daily service to the community and their dedication to the Muscular Dystrophy Association, Forest Grove Fire Fighters contribute greatly to the wellbeing of all its residents, and

WHEREAS, firefighters locally and nationally are the largest contributors to MDA. Forest Grove Firefighters have raised funds to help the fight against 43 different types of neuromuscular diseases.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM AUGUST 23, 2024, AS

"FILL-THE-BOOT FOR MDA"

In Forest Grove, Oregon, Washington County, and encourages all residents of Forest Grove to support the efforts of our local firefighters and the Muscular Dystrophy Association.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 8th day of July, 2024.

____

Malynda Wenzl, Mayor, City of Forest Grove

Mariah Woods

From: David Haworth [redacted]
Sent: Tuesday, June 25, 2024 6:52 PM
To: City Councilors
Subject: Hidden Costs of the Cloud: Data Centers in Virginia

https://youtu.be/fAPusgiz4B8?si=Na-8ULEa8dmk714B

please watch this video and consider the hidden costs of data centers, particularly in residential neighborhoods thank you very much

Dave Haworth
[redacted]

Mariah Woods

From: David Haworth [redacted]
Sent: Wednesday, June 26, 2024 12:58 PM
To: City Councilors
Subject: Data Center Tour & Technical Deep Dive into the Power, Data and Cooling ...

Caution: This message came from outside our organization. Please take care when clicking links or opening attachments. When in doubt, contact your IT Department.

https://youtu.be/gsN_CJJDy_o?si=pCb5HqjMYrwXKCzy

[redacted]

Mariah Woods

From: David Haworth [redacted]
Sent: Wednesday, June 26, 2024 2:45 PM
To: City Councilors
Subject: Data Center Cooling - how are data centre cooled cold aisle containment ...

https://youtu.be/vZkA0z9JRgw?si=f9UIyJRtNq4LlCpA

Data centers Heat the local climate by 2° Disrupting Bird migration
Lets not create City Warming
and double our utility rates while destroying our quality of life

Please do not approve any data center projects keep Oregon green

David Haworth
Oregonians Against High Tech
Environmental Destriction

Mariah Woods

From: David Haworth [redacted]
Sent: Wednesday, June 26, 2024 3:21 PM
To: City Councilors
Subject: Generative AI and the outlook for the Data Center Industry

Caution: This message came from outside our organization. Please take care when clicking links or opening attachments. When in doubt, contact your IT Department.

https://youtu.be/KRH6Arcyt4I?si=GJmxcyRmZVcZ_swE

Sent from my iPhone

Mariah Woods

From: noreply@civicplus.com
Sent: Friday, June 28, 2024 12:52 AM
To: City Councilors
Subject: Online Form Submittal: Contact City Council

Caution: This message came from outside our organization. Please take care when clicking links or opening attachments. When in doubt, contact your IT Department.

Contact City Council

First Name	Ashton
Last Name	DeFilippis
Address	[redacted]
City	Forest Grove
State	OR
Zip	97116
Email	[redacted]
Whom would you like to contact?	Entire Forest Grove City Council (Includes Mayor Wenzl)
Would you like a response?	Yes
Question / Comment	Hello my name is Ashton DeFilippis, and I have been apart of this amazing community for over 2 years. My question is why is the city spraying harmful/ toxic weed killers at 12:20 am Friday 6/28/2024 all along E street (hwy 8) ? My property, house, pets,and family's health and well-being are being jeopardized from the toxic spray and run off. Late June summer night, my windows and children's windows are open. Why is that my family and outside pets are being forced to inhaling the toxic spray without any warning at all? Not to mention the sound of the massive sprayer trucks keeping us all up all night. I just want clarification as to why the city is poisoning my family. Thankyou, Ashton DeFilippis

P.S. It is now just shy of 1am and the trucks are going back and forth still spraying, right in front of my windows. I have a massive headache now and Im not too sure if it's the fact that the trucks are keeping everyone awake after quiet hours, or if it's the fact that we have been forced to breath chemicals the city is using for over an hour now.

Mariah Woods

From: Chris B. Billman [redacted]
Sent: Saturday, June 29, 2024 4:33 PM
To: Brenda Camilli; Bryan Pohl; City Councilors
Subject: Accessible parking
Attachments: ADA_Standards-Accessible-Parking.pdf

Hello Brenda and Paul in my last email I had brought up the issue about accessible parking I noticed at the Plade Pantry where the bike tool hub was installed and removed because of limited access by people with disabilities. For some reason the installation was done without any thoughts or concerns about people with disabilities and their ability to access the tax payers tools.
According to your response ,ADA parking lot violation can only be addressed and required to make improvements only when they apply for a permit of some sort.
I noticed that there are two food carts located on the property did they require a permit?

When the sewing machine business shut down and the restaurant removed a wall for additional seating did they require a permit of some type for the remodel and would that require the update on parking?
Also the only space is at the far end and nowhere close to the restaurant.
Then when the property manager had the parking lot repainted did that require a permit? Why were they not required to bring the property up into compliance at that time?

It's seems to be an issue that you're having a problem understanding the challenges that wheelchair users face when parking at this location. I can help you with that if you'd like to meet up and use my wheelchair and maybe that would be helpful.
It's a problem for the everyone in the community when they have to deal with access violations that are covered by the ADA and overlooked by the city.
Parking violations against the people who have disabilities seems to the lowest priority for code enforcement, law enforcement officers and any type of building permit inspectors employed by the city.
The problem is city wide when it comes to the ADA, accessible parking. The accessible on Pacific and Main Street is not van accessible and a Blackdog restaurant is another problem space not van accessible. Many of these places have placed the accessible space far off to the side too.
So here are the rules, maybe it would help bringing the city into compliance with the ADA.
What permits are required to have a business update their property to stop violating the ADA and show the proper respect to their customers with disabilities?

Oregon Department of Transportation

Standards for Accessible Parking Places

Oregon Transportation Commission

2023

ADA_Standards-Accessible-Parking
PDF Document · 832 KB

Chris Billman
[redacted]
Forest Grove, Oregon
97116-9128
[redacted]

Mariah Woods

From: noreply@civicplus.com
Sent: Wednesday, July 3, 2024 12:53 PM
To: City Councilors
Subject: Online Form Submittal: Contact City Council

Contact City Council

First Name	Sherry
Last Name	Logan
Address	[redacted]
City	Forest Grove
State	Oregon
Zip	97116
Email	[redacted]
Whom would you like to contact?	Entire Forest Grove City Council (Includes Mayor Wenzl)
Would you like a response?	Yes
Question / Comment	Thatcher Parks Wooded Trails, I love the trails provided to the community in the wooded section of Thatcher Park. The number of older second growth trees, smaller deciduous trees, shrubs, numerous birds and small mammals, insects and temperature decrease in the hot summer months make the park unique in our town as well as the larger metro area. I was saddened to come across survey teams taking measurements for potential extension of the "Park View Development" to come much further into the 'common wooded' area. This area has two dozen or more larger trees and multiple walking loops. When I asked who they were surveying for, the response was "the PROPERTY DEVELOPER HAS NEVER BEEN TO THE SITE and does not know that his land extends much further down into the park than he realizes" I

asked if there was anyway the developer could not take this upper large section of our wooded area. The reply was not possible unless the community and city steps in to block the encroachment of the development up to the current park boundary.

I am making a PLEA TO STEP IN. First at the upper levels of city management - Parks & Recreation Anne Lane, Urban Forest Management Senior Planner Dan Riordan, Dan Marshall council members representative , full council members and Mayor Malynda Wenzle to legally communicate with the developer to halt the proposed development of Park View until further review of the wooded section can be conducted. Then to organize community members to rally in support of an extension of the Thatcher Park wooded area to include the upper wooded area within the Thatcher Park boundary, thus preserving it for further generations to come.

Extending the wooded area into Thatcher Park meets many of the needs of climate change. First provides temperature relief for people, sanctuary for wildlife and carbon exchange /oxygen and the saving of large timber inside an urban setting.

Help please, as the survey was being done to day 7/3/2024 the time in critical for making contact with the developer, perhaps it could be a win-win. Developers gets a write off for land donated and the city gets to keep a treasure wooded area.

Fingers Cross
Sherry Logan

Mariah Woods

From: David Haworth [redacted]
Sent: Thursday, July 04, 2024 3:49 PM
To: City Councilors
Subject: Inside a Google data center

Caution: This message came from outside our organization. Please take care when clicking links or opening attachments. When in doubt, contact your IT Department.

why all the security if a data center is a safe thing to put in my neighborhood ?

https://youtu.be/XZmGGAbHqa0?si=hd26zP9cBkCN8jsE

Mariah Woods

From: David Andersen [redacted]
Sent: Monday, July 08, 2024 9:37 AM
To: City Councilors
Subject: Input for Worksession on Compensation

To the members of the Forest Grove City Council -
I wanted to make you aware of the process that the City of Bend went through last year (2023) in evaluating and significantly increasing compensation levels for their mayor and city council members. A 9-member citizen commission carefully evaluated current compensation, the job requirements, and compensation amounts offered in many other cities in both Oregon (including Forest Grove) and Washington. They recommended that the mayor's salary increase by 250% from $20K to $50K, and that councilor's salaries increase by 300% from $10K to $30K.

I realize that with a population of approximately 100K Bend is significantly larger than Forest Grove. But the rationale provided by the citizen commission for these very large increases are instructional and, I think, applicable to Forest Grove as well.

This news article reports on the process, reactions from council members, and, very helpfully, includes the presentation slides used to make the recommendation to the Bend city council.

I will be asking for a few minutes to address you in tonight's worksession, and will reference more of the information found in the article and accompanying presentation.

Respectfully yours,
David Andersen
Chairman Forest Grove Budget Committee

Approved as Amended December 14, 2023

PAC Minutes – November 14, 2023

Present: Pat Truax, Linda Taylor,
Emily Lux, Dana Eytzen, Brenna Cooper (Zoom), Kathleen Leatham, Colleen Winter

Absent: Malynda Wenzl, Brian Harris

5:06 – Call t Order

Minutes of the Public Arts Commission Festival Subcommittee Work Session of October 17, 2023 were approved as presented.

Minutes of the PAC Meeting on October 19, 2023 were approved as corrected (#7)

Pat reported that the Kosuge "Stone5" will cost $495 to move and position. Five Star Construction will complete the move. Pat will check with Jessie and Paul to confirm that the placement is okay as suggested by PAC. Colleen with follow-up. A motion was made and seconded to approve the funds expenditure to move the sculpture. Motioned carried.

Pat reported that we cannot move on the completion of the framing project for the City Hall Art. We have not heard from either Kristen Ling nor the curator regarding the two pieces.

Fall Into Art currently has 9 artists signed up for booths and 1 person for a 4 hour and 1 person for an all-day make and take projects area for kids. There is a variety of mediums represented. Artists may go in on Friday from 4-8 to set up and the event will run from 10 – 4 on Saturday. Artists may get into the building at 8am to complete set-up. Snacks, coffee, tea and water will be provided for artists. Directional signs will be set up in appropriate places in the area to encourage attendance.

Emily reported that 97116 will feature 107 artists, many of whom are repeat presenters. The opening and reception will be held on Friday from 6-10 pm with the show running on Saturday and Sunday from 12-4.

Linda Taylor reported on the progress of Art Festival 2024. The first meeting, which included those groups who wish to present on May 1st, was held on October 17th. A number of individuals were in attendance with enthusiasm and creative ideas (see minutes of meeting). The next meetings for Stakeholders will be held on Navember 28, January 23rd, and February

27th. These subcommittee meetings need to be approved by Council (with the exception of November 28th) after January 1, 2024. The members discussed what the possible/probable parameters will be for subcommittees going forward. Colleen will reach out to Jessie to see if these parameters have been set and report back.

Colleen reported on the status of the Seven Generations sculpture base. The artist has strongly suggested that the base be natural, such as rock, that is at least 3 feet high. Pictures went out to a rock supplier for suggestions and prices. Request will be made that the supplier set up the rock to hold the sculpture, deliver and set up. There is still concern from Greg regarding the weight of the overall project. Discussion was held by the members regarding an alternative to rock, such as metal. Dana stated that the artist is not completely opposed to that idea, but does not want the metal to clash with her bronze. Dana asked that the money for the base come from the PAC discretionary funds, not to exceed $1,000. A motion was made and seconded. Motion passed.

Pat provided an update on hanging artwork in City Hall. AJ's pictures have been hung, and reports that he has more should they be desired/needed. Commission discussed again hanging some of the Sister City gifts in the City Auditorium. The auditorium is now rented for public events which leaves the artwork hung too exposed. Should it be decided to hang the three plates, it was suggested by Pat that they be encased in plexi-glass. A case 15x10x3 would cost $180. The kimono that is currently rolled up on a shelf in the auditorium needs to be either stored appropriately or hung with protection. Currently Jamie is not interested in the kimono. She is looking for additional art at Valley Art.

Discussion was held regarding the Joint work session that was held between PAC members and the Council subcommittee on Boards and Commissions. What was the outcome? Is there any decision on the definition of "fund raising"? Colleen said that Jessie told her nothing had been defined as of yet. What does PAC need to further provide to Council to assist in the decision making. It was discussed again by members that, historically, staff time utilized was negligible.

Staff Communication: Colleen announced that the Library would be participating in the Dec. 2nd Holiday in the Grove with Cocoa with a Cop and music by Lauren Sheehan. Centro Cultural and Parks and Rec would also participate. Also on this date the Wassail Party would be coming back and be held from 1-4 pm.

Colleen further reported that the Library van is nearly complete and looks wonderful with the mural wrap. The van will be in the Holiday in the Grove parade. There have been 32 applicants for the position which will be vacated by Robin Crown (after 37 years!). There are five strong candidates who have been called back for in-person interviews.

Further reports: Pat reported that she attended the Stites Park opening and took pictures. Two sculptures are placed in the park. There has already been a report of graffiti in the park.

The next meeting will be held on Thursday, December 14^{th} (second Thursday this month) at 5 pm in the Rogers Room.

Meeting adjourned at 6:25 pm.

APPROVED AS PRESENTED 01.24.2024

December 14, 2023

Call to Order: 5:09 pm by the President

Present: Pat Truax, Brian Harris, Emily Lux, Kathleen Leatham, Dana Eytzen, Linda Stiles-Taylor, Colleen Winter, Brenne Cooper (Zoom)

Public Comment: Howard Sullivan spoke regarding the possible opportunity to reprise "Stars in the Grove", which has not been held since Covid. Howard provided a guide of tasks that had been effective in producing the previous shows. He further suggested venues that had been used before and gave pros and cons of each. Suggested venues were Pacific's Taylor-Meade Center, Forest Grove High School and the Senior Center. Public Arts could volunteer assistance and would be a probable recipient of a portion of the proceeds, which go to arts organizations in the city. PAC will re-visit this in the new year.

Minutes: November 14, 2023 minutes approved as corrected

Consent Agenda Items: None

Additions, deletions: None

Discussion Items:

1. A plaque for the Kosuge sculpture installed in the Auditorium was discussed. Wording was agreed upon. Colleen will speak to Jamie about getting the plaque. Colleen will also speak to Ann at Parks and Rec to decide who will provide plaques for the sculptures installed at Stites Park. Pat reported that Pacific and Clean Water Services will provide similar plaques for their Kosuge pieces on campus and at Fern Hill Wetlands.
2. The process that will be followed regarding sub-committees has not yet been established. Colleen continues to speak with Jessie as this process is put in place. At this time, there is no report.
3. Colleen reported that Laurie Kerns, Kristen Cast and Orson Marcel will fill the commission vacancies beginning with the January meeting. Moving forward, commission members whose terms are finished will not be contacted prior to the end of their terms. Kathleen raised the subject of

provided informational notebook to new members to be given to them at their orientation. Pat and Colleen had previously discussed the notebooks and agreed it was a good idea. Pat asked Dana to assist her in putting the information together prior to the orientation. It was suggested that a notebook also be provided for the new Council representative, who will be Council President Gustufson.

4. A memo from Jessie to Colleen regarding the Tourism Arts Program monies was discussed. PAC will receive approximately $10,000 from the Tourism and Lodging C (fill in here). This amount may increase as the tax revenue increases. It is specifically earmarked for acquisition of permanent and/or rotating art and murals. This does not cover the other activities of PAC, including mini-grants and special projects. A discussion was held regarding the definition of fundraising. Since that has not been defined by Council, PAC will need to move on other activities at a later date. As there is much concern regarding the new Boards and Commissions rulings, PAC members will individually email Colleen their questions for her to compile and discuss with City Manager/Council.
5. Information Update:
   a. Fall Into Art report – 8 artists participated and 2 additional artists provided hands-on activities throughout the day. All artists sold their work, and there was good interest in the event. In a survey, artists who responded said they would like to do it again. The costs incurred were discussed and recommendations were made on how this could be more cost effective as well as profitable.
   b. Linda reported on the progress of Festival of the Arts. The community is highly responsive to this event and plans are moving forward with enthusiasm and good participation by numerous arts organizations and artists/performers. Stakeholders meetings will continue through February. Notes on each Stakeholder's meeting are available from, and provided by, Linda for further information as we move forward with the Festival planning and implementation. Thanks were given to Linda for her remarkable effort and organization.
   c. Colleen reported that there is no decision as yet regarding the platform needed for the 7 Generations sculpture. Ideas were discussed. Colleen will remain involved with any decision.

d. The sculpture for the Rotary Garden is currently scheduled to be completed in January with a possible installation in February.
e. Colleen has reached out to Bob Schlegel's wife regarding what her wishes are for the painting that has been donated. As of this time, there has been no response from Mrs. Schlegel and no decision has been made.
f. Pat reported that the 1894 map and the Weller painting are at Framer's Touch and both are ready for framing with materials either ordered or received. Framer's Touch will stay within the budget of $5,000 provided by the City.
g. Dana presented the budget in a revised format. It was well received and gave very clear information about the AR and AP funds. It was decided to a) accept the budget format presented, and b) have Dana add a column that will reflect the TAP monies.

Staff Communication:

Colleen reported on the success of Holiday in the Grove activities at the Library. The day was very well attended and all activities went well.

Commission Communication:

Dana shared that her husband, Ian, and two partners had purchased Waltz Brewing. It will be closed from Christmas until January 2, 2024 for remodeling and will be larger when re-opened. Congratulations and good wishes all around!

The next regular meeting of PAC will be on Thursday, January 18, 2024 at 5 pm in the Rogers Room.

The meeting was adjourned at 6:40 pm by the President.

Respectfully submitted,

Kathleen Leatham, Secretary

Review of Rotary Garden:

Baeza Donation:

Information updates:

Commissioners:

Staff Liaison:

Council:

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PUBLIC ARTS COMMISSION	**January 24, 2024**
MEETING MINUTES	**Library Rogers Room, ZOOM**

Minutes Approved as Presented by PAC 02.15.2024

1.	**CALLED TO ORDER:**
	Pat Truax, Chair, called the meeting to order at 5:22 p.m.
	ROLL CALL: Dana Eytzen, Pat Truax, Linda Taylor, Kathleen Leatham, Emily Lux , Brian Harris, Orson Marcel, Kristin Cast
	ABSENT: Donna Gustafson, Laurie Kerns, EXCUSED:, Brian Harris, Brenna Cooper
	STAFF PRESENT: Colleen Winters
2.	**PUBLIC COMMENT:** None.
3.	**CONSENT AGENDA:**
	a) *Approve B/C Meeting Minutes of December 2023. Moved by Pat with edits as corrected, 2nd by Linda. Approved unanimously.*
4.	**ADDITIONS/DELETIONS:** Item F.4. a discussion regarding the Bob Schlegel art donation was removed from the agenda.
5.	**Discussion/Decision Items:** 1. Elections were held for the year 2024-25. By unanimous vote – Dana nominated, Emily seconded. Co-chairs: Emily Lux and Dana Eytzen Treasurer: Dana Eytzen Secretary: Kathleen Leatham

	2. After discussion the retreat date was set for March 2nd from 9am to Noon at the home of Kathleen Leatham 3. Colleen discussed the Tourism Arts Program implementation re: the process to access the $10,000 allocated from TAP monies to PAC. No plan is in place from Council and it was suggested by Colleen that PAC put the allocation into the Strategic Plan with a tone of positivity, assuming that additional fundraising will be needed to acquire any piece of significance. PAC should add into the plan that the money rolls over from year to year and is not a finite amount. Members expressed concerns about the allocation not have definite parameters but agreed that we should be proactive in placing it into the strategic plan. 4. The Strategic Plan was discussed given that the new Council protocols may have a significant impact. Strategic Plan will be reviewed and revised at the retreat on March 2, 2024. 5. Colleen discussed the 7 Generations sculpture. The foundation is completed. It was designed by Decorative Rock (Nate) who will drill holes to secure the foundation to the plinth and will fit the sculpture to the rock himself. It was suggested PAC make a plan for a celebration at installation.
6.	**<u>INFORMATION / UPDATE ITEMS</u>:**
	1. Colleen gave an explanation of the process of sub-committees. Since Council has not decided definitively on protocols regarding sub-committees, Colleen suggested that "sub-committee" work within the time frame of a PAC meeting until a final decision is made. 2. The Council has charge of the bylaws, so no discussion regarding review and change is necessary for PAC. 3. There was no update on the Rotary Garden Sculpture. 4. Linda Taylor gave an update on the Festival of the Arts 2024. To date there has been one stakeholder's meeting for May participants, and the meeting for June participants is scheduled for January 24th. There is very good interest in participation by a wide range of arts groups. Adelante Mujeras offered their graphics ability to assist in the design and production of advertising. AM also volunteered to provide a translation for the poster. Linda explained the Passport plan, indicating there would be one for each of the four Wednesdays and they would be made available at different locations two weeks prior to each Wednesday. Advertising will be displayed in venue windows, on social media, and with flyers. Linda requested assistance with the technical aspects of the passport development. Emily Lux volunteered to assist.

	5. Pat reported that the 1894 Map and the Weller painting are ready to be picked up from Framer's Touch. They will both be placed in City Hall. 6. The budget was presented by Dana Eytzen. After a discussion of monies available, there was a donation designated to the Arts Festival in the amount of $500.
7.	**B/C COMMUNICATIONS:** Pat presented a fundraising project from Habitat for Humanity. Habitat members have made a number of birdhouses that are ready to be painted to be auctioned off at the fundraiser in April. If anyone would like to volunteer to paint one or more of them, they can be picked up on one of three dates in February. Pat has information.
8.	**STAFF COMMUNICATIONS:** Colleen reported that in celebration of Be Enthusiastic About Reading, the teddy bear events were being held tonight!
9.	**COUNCIL LIAISON REPORT:** 1. None
10.	**ANNOUNCEMENT OF NEXT MEETING:**
	The next meeting will be held February 15th in the Rogers Room of the Library.
11.	**ADJOURNMENT:** The meeting was adjourned by the Chair, Dana at 6:35pm.

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PUBLIC ARTS COMMISSION	February 15, 2024
MEETING MINUTES	Library Rogers Room, ZOOM

Minutes Approved as Amended

1.	CALLED TO ORDER:
	Dana Eytzen, Co-Chair, called the meeting to order at 5:21 p.m.
	ROLL CALL: Dana Eytzen, Pat Truax, Linda Taylor, Brian Harris, Kathleen Leatham, Orson Marcel, Brenna Cooper, Emily Lux, Laurie Kerns
	ABSENT: EXCUSED: Kristin Cast
	STAFF PRESENT: Colleen Winters
	COUNCIL PRESENT: Donna Gustafson
2.	PUBLIC COMMENT: None.
3.	CONSENT AGENDA:
	a) *Approve B/C Meeting Minutes of January 18 2024 Moved by Pat as corrected, 2nd by Orson. Approved with a unanimous vote.* b) Moved by Linda and seconded by Kathleen that the Public Arts Commission Bylaws Revised and Approved by City Council 2024 be approved. Vote was unanimously approved.
4.	ADDITIONS/DELETIONS: None.
5.	Discussion/Decision Items: 1. The annual retreat for PAC will be held on Saturday, March 2, 2024 at Kathleen's home. The agenda will include: Goals, Strategic Plan Review, Budget Review, update and discussion regarding Festival of the Arts, Brenna will not be able to attend. 2. Linda gave an update regarding the Festival of the Arts 2024. The next Stakeholder's meeting will be held on February 27th. Emily and Brian will attend from PAC. Linda presented a survey she had designed to be filled out by the stakeholders for our review and approval. By general consent the survey was approved for distribution.

6.	INFORMATION / UPDATE ITEMS:
	1. Seven Generations Base Update was reported by Colleen. The decorative rock company where we are purchasing the rock for the base needs a template so that there will be a good fit on the plinth, Emily will make a template after measuring the plinth. Colleen and Emily will meet at Decorative Rock in Beaverton to pick out the rock to be purchased. 2. Rotary Garden Sculpture Update – No update at this time. 3. Bob Schlegel Donation Update was given by Colleen. We will try to obtain a description of the house depicted in the painting from Pacific to accompany the piece. Suggested that it may be hung in City Hall. 4. Finance Report – Dana reviewed the budget and indicated that the only amount not reflected is the $500 allotted by PAC for the Festival of the Arts. Dana will include that in the budget for review at the retreat.
7.	B/C COMMUNICATIONS: 1. Pat reported that there are two more days to stop by Habitat Re-store to pick up bird houses to paint for the auction.
8.	STAFF COMMUNICATIONS: 1. Colleen stated that the library van is now complete with the mural by Marcie Kriebel as the wrap. The fox depicted is now the library mascot. Now referred to as Fern the Fox.
9.	COUNCIL LIAISON REPORT: Regarding sub-committees, Donna advised that we document the need for the sub-committee, estimate staff impact, and create a guideline for time when we request permission for form a sub-committee from Council.
10.	ANNOUNCEMENT OF NEXT MEETING:
	The next meeting will be held March 21st at 5PM in the Rogers Room of the Library.
11.	ADJOURNMENT: The meeting was adjourned by the Co-Chair, Emily at 6:11pm. Respectfully Submitted by Kathleen Leatham

Public Arts Commission

Annual Retreat

Saturday, March 2, 2024

Approved as Amended by B/C

A. Call to Order 10:36
    1. Roll Call: Kristin Cast, Dana Eytzen, Brian Harris, Laurie Kerns, Kathleen Leatham, Emily Lux, Orson Marcel, Linda Taylor, Pat Truax, Colleen Winters, Donna Gustafson. Excused: Brenna Cooper
B. Public Comment - None
C. Consent Agenda – None
D. Additions/Deletions – None
E. Discussion/Decision Items
    1. Goals – To be combined with Strategic Plan Review/Revision
    2. Festival Update – Linda Taylor handed out a Proposed Timeline for Forest Grove Festival of the Arts 2024. Included in the timeline are all pertinent dates for all upcoming meetings, deadlines and activities from February 27the, which is the next Stakeholder's Meeting, to August 27th which will be the All-Stakeholder's Wrap-up.
        a. Members discussed marketing for the festival. Linda outlined the process for passports, signage, flyers, and social media marketing. Dana will talk to Miracle Signs regarding changing the existing banners.
        b. Additional funding for the festival was considered. Donna Gustafson reminded us that there is a difference between sponsorships and fund-raising, and a sponsorship is not considered fund-raising by the council.
        c. It was moved by Kathleen Leatham and seconded by Brian Harris that PAC allocate $1,000 to the festival from the Discretionary Funds. Vote was unanimously approved.

d. Linda discussed the Market Booth and what the PAC responsibilities would be regarding theme, activities and volunteers needed. Booth will support and promote the festival message of community building. The booth activities for May and June will be making paper Mexican flowers. This will be an agenda topic for the March PAC meeting.
e. Linda raised the on-going question regarding the council position on fund raising and sub-committees, stating that commissions need clarification to move forward. Donna stated that sub-committee parameters and protocols are still being decided but council may allow those sub-commissions that were in process when the council issues were raised may move forward. Sub-committees will require all notices, zoom availability and staff presence as regular commission meetings. Colleen Winters stated that it is her understanding that sub-committees would be on the March agenda for Council. Questions to ask would be how often we ask for permission for a sub-committee to continue; when do commissions/committees need to get an OK; is a time-line required for permission; is the Festival inside the public domain. Donna requested that Linda present a "model" agenda for 5 one hour long festival planning meetings.
f. Commission members thanked Linda for all her organizational work on the festival, unanimously supporting the event.

3. Strategic Plan – Dana and Emily guided the members through a discussion regarding the strategic plan. Each current section, including timelines and commission members assigned to section was considered. Some had been completed or were no longer relevant. Others required a new timeline and the addition/replacement of members. It was agreed by all that marketing, outreach and education regarding PAC would be one priority. Clear protocols regarding fundraising, maintaining programs like mini-grants and sponsorships, the scope of the TLC monies need to be given to PAC by the Council. Donna asked that a list of questions be given to her for presentation to council plus a prepared vision of fundraising that will be needed. All agreed that a format for

requests to council for both fundraising and sub-committees is needed.
a. Dana stated that the strategic plan would be updated accordingly and presented at the next regular PAC meeting in March for implementation.
b. PAC will turn 20 next year. A discussion regarding a celebration t mark that anniversary will be on the next agenda.

4. Budget – The budget was reviewed. Adjustment to the designation of "donations" rather than "leadership gifts" will be made. The next budget will reflect the "$1,000 to the festival.
5. Updates – The Rotary Garden Guardians sculpture will be installed in April. Colleen and Emily met to select a rock for the 7 Generations. Further plinth decisions are being made to accommodate the rock.

Adjourn – 12:50

Respectfully submitted by Kathleen Leatham

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PUBLIC ARTS COMMISSION	**March 21, 2024**
MEETING MINUTES	**Library Rogers Room, ZOOM**

Minutes approved as amended by the B/C.

1.	**CALLED TO ORDER:**
	Emily Lux, Chair, called the meeting to order at 5:01 p.m.
	ROLL CALL: Dana Eytzen, Pat Truax, Linda Taylor, Emily Lux , Brian Harris, Orson Marcel, Kristin Cast, Brenna Cooper
	ABSENT: Donna Gustafson, Laurie Kerns, EXCUSED:, Kathleen Leatham
	STAFF PRESENT: Colleen Winters
2.	**PUBLIC COMMENT:** None.
3.	**CONSENT AGENDA:**
	a) *Approve B/C Meeting Minutes of Feb. 15, 2024 and the Retreat, March 2, 2024* *Moved by Pat with edits as corrected, 2nd by Brenna. Approved unanimously.*
4.	**ADDITIONS/DELETIONS:** Add Discussion 1. Linda Minor Donation
5.	**Discussion/Decision Items:** 1)Linda Minor Donation Proposal (late husband Paul) Wide photograph 8.5 feet wide x 1.5 feet tall Pastoral landscape Linda told PAC about her late husband and his interest in art. Only picture he ever had framed. He had asked Eric Cannon to frame this one. Frame is beautiful and heavy (metal) - hard to lift by herself. Picture title: Harvest Rest No signature and no identifier on picture or frame Linda thought it would be a good fit for library due to the colors and because she used to work there.

	Colleen said that PAC still needs to accept donation, but has not identified a space. Pat moves that PAC accept donation Kristin seconds Motion carries unanimously Emily asks Linda Miner if it ends up somewhere besides library is still ok - she stated that yes, she would. 2. Moving on to Seven Generations and Guardian Sculptures Emily gives Seven Generations update: Emily and Colleen looked at rocks. Rock was found that fit parameters - rock that was chosen was appx $950. Still within $1,000 budget. Questions on whether that includes delivery - unsure. Unveiling? Last year not much was done - maybe 15-20 people, fruit snacks and a small speech. Informal Pat proposes we do something special. Emily asks - How do we give them both a special event? Colleen says Friends of Library would be happy to help PAC celebrate. Pat proposes library commission could help plan to avoid subcommittee Colleen says it should be possible to have a party planning meeting that isn't public Perhaps we will have more solid dates and info to work from at April PAC meeting 3. Guardian Sculpture installation Dana updated PAC: Installation date: April 11 and possibly into the 12th depending on how the "root" portion of installation goes They will start early in the morning on 11th Dana suggests we could possibly do the dedication later on the 12th (while installers/artists are in town) 4. TLT funds Dana suggests we start to think about what we want to do with those funds Discussion about when we receive funds every year, whether to do yearly project or perhaps double up and do every other year. Dana says she will bring her notes on possible locations/projects from past meetings Colleen urges PAC have a timeline for this proposal for the council 5. Fundraising Dana updates us on last council meeting: Gustafson relayed PAC questions about fundraising. Council said they would create form for PAC to fill out when we want to create subcommittee. Other answers from council regarding sponsors and mini-grants were unclear. Council also stated that PAC can't seek out donations but can accept donations.

Linda has a questions: did Gustafson provide an example of this form? Or a date when PAC can get an answer regarding PAC's questions re: fundraising?
Emily states that it is still unclear, but suggests gently pushing for a deadline
Dana is hesitant with any pushing as council seemed unlikely to respond to that

Kristin raises concerns about inaction of PAC due to council restrictions and possible motive of wanting to disband PAC. Colleen takes exception to description of council wanting to disband PAC. Emily explains some intricacies of how PAC has operated in the past and what they are up against now. Speaks about how we are being diplomatic in order to ensure PAC can move forward into the future.

Emily suggests that instead of repeatedly asking council questions, instead submit full proposals that they can either approve or deny.
Pat suggests 3 mini grants and 3 sponsorships.

Colleen suggests waiting on seeing form(s) from Jaime before making a proposal

6. Festival of the Arts
Linda updated PAC on FotA per previous stakeholder meeting notes.
Linda asks for May 1 volunteers
Setup at 2:30 – finish
May group has now moved into second phase which is marketing and logistics - new flyer
Linda recommends not using banner - not worthwhile investment due to great exposure from all participants

Linda asks for feedback on booth banner. Dana recommends using that instead of street banner
Linda asks for feedback on puppets in July and instrument petting zoo in August. PAC agrees that those are great activities for those months.

Marketing plan for festival of arts: PAC agrees that marketing plan is very thought out and has no further feedback

7. Strategic Plan Review
Dana strikes goal number 2 due to having met it
Emily suggests future discussion of outreach

Pat moves we approve strategic plan and goals we have set forward for 2024
Kristen seconds
Motion carries unanimously

Emily states no change to finance report but will be next time.
.

6.	**INFORMATION / UPDATE ITEMS:**
	1. Emily states no change to finance report but will be next time.
7.	**B/C COMMUNICATIONS:** Dana - band the June Bugs - they are having benefit concert for FGHS Performing Arts @ High School in auditorium Friday April 26th Link on Facebook Pat Let's everyone know that the birdhouses at VanDyke's are terrific and everyone should check out
8.	**STAFF COMMUNICATIONS:** Colleen - Library is in the middle of budgeting. Washington County Art and Valley Art got some recognition at Washington County meeting
9.	**COUNCIL LIAISON REPORT:** 1. None
10.	**ANNOUNCEMENT OF NEXT MEETING:**
	The next meeting will be held April 18th at 5PM in the Rogers Room of the Library.
11.	**ADJOURNMENT:** The meeting was adjourned by the Co-Chair, Emily at 6:21pm. Respectfully Submitted by Brian Harris

Forest Grove Public Arts Commission Meeting

Thursday, April 18, 2024

Minutes Approved as Amdended by B/C

A. **Call to Order 5:06 pm**

  1. **Roll Call – Dana Eytzen, Emily Lux, Kathleen Leatham, Orson Marcel, Linda Taylor, Laurie Kerns, Colleen Winters – Staff Liaison,**
     Kristen Cast – Zoom; Donna Gustafson, Council Liaison – Zoom
     Brian Harris – Excused; Brenna Cooper – Excused; Pat Truax - Excused

B. **No public Comment**
C. **Consent Agenda**
  1. **Moved by Kathleen and seconded by Orson that the minutes of the March 21, 2024, minutes be approved as corrected. Approved unanimously.**
  2. **Moved by Dana and seconded by Linda that the Public Arts Commission Bylaws Revised and Approved by City Council 2024 be adopted. Approved unanimously.**
D. **Additions/Deletions – None**
E. **Discussion/Decision Items**
  1. **A discussion was held regarding the Fundraising Request Form adopted by Council. It is ready to be used.**
  2. **A discussion was held regarding the Subcommittee Creation Request Form. Linda reported that the form cannot be populated for more than one line which means it cannot be submitted in the requested format. Donna recommended that a written submission be attached and submitted for approval. Linda asked how long approval would take once submitted. Donna responded that the submission must be in by noon on the Friday before a Monday Council meeting. It is preferable to submit prior to the Council Agenda being sent out on the Thursday prior to the meeting. Dana asked if forms are online. No knowledge of online availability at this time. Linda presented her request for a Festival of the Arts sub-committee. The formation and timeline fell well within the perimeter of the Council guidelines. Dana moved to accept the proposal. Emily seconded and the vote was unanimous. Linda, Emily, Kathleen, Pat and Kristen will be on the**

sub-committee. A sub-committee meeting falls under public meeting if we go over quorum. The staff liaison is present at all meetings of sub-committees. Colleen will inquire if a city Zoom link is required for these meetings.

3. **Linda reported on the progress of Festival of the Arts. The first one is scheduled for May 1st and has 18 participants at different indoor and outdoor venues. She shared the passports designed by Emily and they were outstanding and highly praised by everyone. Linda reported where the passports will be available and stated that all promotional materials have been picked up and are either distributed or slated for distribution. A 9-foot banner has also been picked up to be displayed. Linda went over the work schedule and any blanks were filled in for May 1st. Linda reminded members that the market is to be set-up beginning at 2:30 and is not to begin break down until 8:15 pm. The Stakeholder's meeting for June First Monday Market (June 3rd) will be held on May 23rd in the Auditorium at 5:30 pm. Kristen volunteered to be the Zoom monitor.**
4. **Dana presented a draft proposal for the TLT funds. The funds are specific to the acquisition of murals and/or sculptures. Emily stated that the more straight forward and simplistic the first acquisition, the more positive an impact on continued funding. A mural would probably be the more cost efficient both from a financial and a time standpoint. Emily suggested that we reach out to mural artists who have submitted previously to capitalize on time. Dana stated that between 2024 and 2025 TLT funding, plus some discretionary funds, we could potentially commission two murals. Colleen cautioned that we do not count on the 2025 funding until Council has voted to make that available again. Emily suggested we use 2024 monies for mural and work toward success. The call is ready, the contract is the same and there is every opportunity for immediate success. Mural sites were discussed with Lincoln Park, the skate park and – possibly – City Hall, being the prime three at this time. It is agreed that PAC should capitalize on the Arts Festival success and marketing strategies. Emily suggested that marketing appear on the agenda on the other side of the festival. Brainstorming can happen at the Fall meeting.**

F. Information Updates

1. **Colleen reported that the Seven Generations is now complete and ready for install, but the city has requested a review by a structural engineer prior to install for either Seven Generations or the Guardians of the Grove. The city will pay for the engineer services.**
2. **Rotary Garden Sculpture Update – Ready for install in May pending the structural engineer report.**

3. **Finance Report – Dana presented the Finance Report. Linda said we were not charged for the printing costs of promotional materials, only for the paper. Dana will make the adjustment. No other corrections/changes.**

G. **Commission Communications**

1. **Commission -Linda reported that Green Grove Housing would be hosting an Open House on May 4th. This will include Bluegrass music and activities for children. It will run from 2 – 4 pm.**
2. **Staff – Colleen said that the State Heritage Conference was being hosted by the library for the first time this week and was very successful.**
3. **Council Liaison – No report**

H. **Adjournment – The meeting was adjourned at 6:20 pm by Emily.**

I. **The next meeting will be held on Thursday, May 16th, 2024 at 5:00 pm in the Rogers Room of the Library.**

FOREST GROVE OREGON

A place where families and businesses thrive.

ART BELONGS EVERYWHERE AND TO EVERYONE.

PUBLIC ARTS COMMISSION	**May 16, 2024**
MEETING MINUTES	**Library Rogers Room, ZOOM**

Minutes Approved as Amended.

1.	**CALLED TO ORDER:**
	Dana Eytzen, Co-Chair, called the meeting to order at 5:21 p.m.
	ROLL CALL: Dana Eytzen, Pat Truax, Linda Taylor, Brian Harris, Kathleen Leatham, Orson Marcel, Brenna Cooper, Emily Lux
	ABSENT: Kristin Cast EXCUSED: Laurie Kerns
	STAFF PRESENT: Colleen Winters
	COUNCIL PRESENT: Donna Gustafson
2.	**PUBLIC COMMENT:** None.
3.	**CONSENT AGENDA:**
	a) *Approve B/C Meeting Minutes of April 14, 2024, Moved by Pat as corrected, 2nd by Orson. Approved with a unanimous vote.*
4.	**ADDITIONS/DELETIONS:** None.
5.	**Discussion/Decision Items:** 1. Festival of the Arts Subcommittee – Colleen presented the resolution/application to approve the Festival of the Arts Subcommittee to Council as printed in the Council Packet. There were no questions, and the subcommittee was approved by a 6-0 vote. Councilor Ewing thanked the PAC for forwarding the sub-committee request to Council. PAC question for Council – how will we guarantee the availability of Zoom (as required)? Colleen will speak with Jaime to determine how that will work successfully. Jaime had stated the staff time required for each sub-committee meeting would be two hours. Members questioned that amount of time. 2. Call for Art – TLT Mural – Dana presented the Call for Art and suggested a July 1, 2024 call go out. Convening of the selection jury will not require a sub-committee. Donna stated she would create spot on the agenda to

	present Call for Art Proposal to Council. Colleen asked if the call was ready to be scheduled already. Dana responded that she needs to talk to Anne re: Lincoln Park and Jesse re: City Hall as possible sites. If the call is for July 1, it would need to be approved by Council in June. Dana discussed the need to speak with Jesse and Anne, as well as the need to measure the spaces to determine size/stipend for artist may require that the call date be set forward until August 1, 2024. Linda expressed a concern regarding the PAC discretionary funds being accessed for the murals in addition to the TLT monies. Since the TLT monies are earmarked for murals and sculptures, it is the PAC consensus that discretionary funds be kept for mini-grants and other ancillary activities of PAC's mission to provide art experiences to the community. Colleen indicated that Jesse would give direction and there is a general sense that Council is not interested in spending discretionary funds on acquisitions covered by TLT parameters. Regarding the call, Pat asked if the TLT funds of 10K per year gives us enough for an artist stipend. Dana indicated there is less for a stipend than we have spent on other murals, but the spaces being considered are much smaller in scope than earlier murals. Sites under consideration are Lincoln Park rest rooms and a wall in City Hall. Linda reiterated that she does not support use of discretionary funds and asked that it be considered we take it out of budget. Final comment on murals and call for art – Emily stated that the going rate for mural artists ranges from 10-50 per square foot, with the average being 15-30 per square foot.
6.	**<u>INFORMATION / UPDATE ITEMS</u>:**
	1. Seven Generations Installation Update – Structural Engineer is still working on his review and may have a report by next Wednesday. Ron does not know if reconfiguration would be necessary to approve. 2. Guardians Installation Update – Ibid 3. Festival of the Arts Update – Linda passed out the schedule of the June 5th First Wednesday and stated that they are distributed in town. The format is easier to read, and the schedules are printed in both English and Spanish. Passports are NOT being used moving forward, with the schedule as presented being the guide to events that will be used. Regarding the participant feedback from May 1st, there was an overwhelming positive response with very good feedback. Of the three participants who were somewhat disappointed in the turnout, Linda helped them understand that PAC coordinates and the participants handle their own, individual event publicity, signing, etc. and gave the groups examples of what can work. Marketing is key and the groups are

	responsible for that portion of their events. Linda spoke about the PAC booth on June 5th, stating that there would be a free book giveaway for kids, juniors and adults that would be accompanied by some take-away activities. The books will be available in Spanish and English.
7.	**<u>B/C COMMUNICATIONS</u>:** - Emily reported that the Indigenous Peoples: Past, Present and Future program sponsored by the FG Historical Society was excellent. The student group participation was outstanding. As future reference for PAC, this group has many activities we could possibly support. Emily further reported that she now has a studio on Main and she has received a commission from Amazon for a mural.
8.	**<u>STAFF COMMUNICATIONS</u>:** - Colleen reported that Lauren Sheehan would be performing at the Library during First Wednesday on June 5th from 4:30 to 5:30. Colleen further reported that the Book Sale is going on now at the library.
9.	**<u>COUNCIL LIAISON REPORT</u>:** No Report
10.	**<u>ANNOUNCEMENT OF NEXT MEETING</u>:**
	The next meeting will be held June 20th at 5PM in the Rogers Room of the Library.
11.	**<u>ADJOURNMENT</u>:** The meeting was adjourned by the Co-Chair, Emily at 6:43pm. Respectfully Submitted by Kathleen Leatham

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Historic Landmarks Board Meeting

Community Auditorium Conference Room
1915 Main Street, Forest Grove, OR
Tuesday, May 21, 2024, 6:30 p.m.

1. <u>CALL TO ORDER:</u>

Chair Jenifer Brent called meeting to order at 6:31 PM

Historic Landmark Board Members Present: Jenifer Brent, George Cushing, Neil Poulsen

Board Members Absent: Heidi Ruby

Staff Present: Dan Riordan

Council Liaison Absent: Malynda Wenzl

Guests Present: Ben Colter, Friends of Historic Forest Grove, Heather Finnigan, Committee for Community Engagement

2. <u>CITIZEN COMMUNICATION</u>:

Heather Finnigan advised that she was on the Committee for community engagement. She advised that they helped to promote and make possible the various community events such as chalk art festival and farmers market as well as other events. She said that in order to better help survey the community they were having members work as liaison to various boards and commissions .and she was engaging with the landmarks board and parks and recreation.

3. <u>ACTION ITEMS/DISCUSSION</u>:

A. Post WWII reconnaissance survey consultant engagement update:

Riordan advised that 7 RFP had been sent out with no bids. He advised the reasons varied from not doing that type of work anymore to time constraints, but no one specific issue. It was noted the period of significance is 1946 to 1965 for this category. And include approximately 500 properties

B. Event guest speaker/topic research outcomes – Board Members to share and report findings/engagement outcomes:

Brent explained the event would be for historic property owners in august in a seminar type of event. With funds left over from SHIPPO because of the inaction on the post WWII survey Brent explained that she had considered advocacy as a topic. but after studying the issue she determined that the board was the advocacy to history and so the event was fulfilling that issue. But felt some kind of walking tour would be good. Riordan advised that Ruby had contacted Clatsop college (a nationally known college with historical preservation) they offered a full day seminar for $2,500.00. Poulsen, advise he had reached out to Oregon State University to their

Oral History department, and they are available Aug 6 the first weekend their cost is one night hotel millage and meals and stipend.

Cushing advised that after talking to SHIPPO about grants they were primarily for commercial buildings and very little for residential so that was not a good option. But he suggested "the Forest Grove Indian School as a great topic. he suggested three breakout sessions. Clatsop college, Oral history and Indian school in the three morning sessions.
after discussion the schedule was set for start time at 9:00am

- 9:00 am to 9:15am introduction
- 9:15am to 10:00 am first session
- 10:00am to 10:15am break
- 10:15am to 11:00 am 2nd session
- 11:00 am to 11:15 am break
- 11:15 to 12noon 3rd session
- 12noon to 1pm lunch
- 1pm to 2:30pm city walking tour

Discussion about the name of the event had many great options but the final name was agreed to call it "Forest Grove Preservation T.L.C".

C. August community education event planning and delegation of Board Member roles in event planning:

Riordan advised there was $17,00.000 From SHIPPO in total but even the part for education was sufficient as there was about $11,000 for public education. It was noted government amounts are 118.00 for hotel and 55.00 for meals and a $200.00 stipend might be normally correct. He also would be able to look for refreshment funds for the event, as well as verify space for the event.

Brent will work with the city on advertising.

4. NEW BUSINESS:

A. Approval of Minutes: Review and approval of April 23, 2024, Motion to approve by Brent, 2nd by Poulsen. Approved.

B. Council Liaison Report: Wenzel advised city business including the Recognition social. June 18

C. Board Communications: Poulsen said he would like to work on a photographic project to document historic homes. Ferguson advised that Bites restaurant had previously expressed interest in having that type of display. Poulsen said he hoped to have a plan available for the August meeting.

D. FHFG Report: Coulter advised their annual meeting had 50 in attendance and they had Guggemos as speaker. Heal also noted that Pacific University was building a Longhouse on campus. The Friends invited the board to join them for first Wednesday in June.

E. Staff Update: Riordan advised the star theater was considering some work on the front of the building as well as the Brown hose was potentially coming up as well. He advised one issue is that the Smith house does not have titled access as parts of Elm Street are privately owned.

So that has to be worked out as well. Also, a home at 2620 18th is considering enlarging dormers visible from the street.

F. <u>Discussion regarding potential need to schedule interim special meeting session to occur in June for continued event planning</u>

G. <u>Discussion / decision on items to be placed on next meeting agenda</u>

5. <u>ADJOURN</u>

The meeting adjourned at 8:49 p.m.

Respectfully submitted by: George Cushing, Secretary

FOREST GROVE OREGON

Monthly Building Activity Report

June-24

2023-2024

	Period:	June-23	Period:	June-24
Category	# of Permits	Value	# of Permits	Value
Man. Home Setup			1	
Res 1 & 2 Family New	4	$1,925,326	12	$5,225,200
SFR Addition & Alt/Repair	7	$109,940	2	$119,699
MultiFamily New				
MultiFamily Alteration/Repair				
Group Care Facility				
Commercial New				
Commerical Addition	2	$80,000		
Commercial Alt/Repair	10	$1,370,721	1	$6,500
Industrial New				
Industrial Addition				
Industrial Alt/Repair				
Gov/Pub/Inst (new/add)				
Signs			1	
Grading	4			
Demolitions	1			
Total	**28**	**$3,485,987**	**17**	**$5,351,399**

Fiscal Year-to-Date

2022-2023		2023-2024	
Permits	**Value**	**Permits**	**Value**
280	$42,658,443	259	$50,717,738

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CITY RECORDER USE ONLY:	
AGENDA ITEM #:	
RECEIVED:	
MEETING DATE:	
FINAL ACTION:	

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: B'Lynns Candies LLC

BUSINESS LOCATION ADDRESS: 1925 21st Ave, FOREST GROVE, OR 97116

LIQUOR LICENSE TYPE: Off-Premises

CITY BUSINESS LICENSE:

1.	TYPE OF LICENSE:			2.	LICENSE FEE:
	F-COM – Full On-Premises Sales		**L** – Limited On-Premises Sales	x	**$100.00** New Application
	F- CAT – Full ON-Premises Sales, Caterer	x	**O** – Off-Premises Sales		**$ 75.00** Change of License
	F-FPC/F-CLU – Full On-Premises, Private		**SEW** – Special Event Winery		**$ 35.00** Temporary Sales
	F-PL – Full On-Premises Public Location		**SEG** – Special Event Grower		**$ 35.00** Annual Renewal
	TSL – Temporary Sales License		**SED** – Special Event Distillery		**$ 20.00** Event License
	BP – Brewery Public House		**Distillery**		**$** No Charge: Temp Annual Use
	FULL ON-PREMISES SALES		**LIMITED ON-PREMISES SALES**	X	**OFF-PREMISES SALES**
	Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.
			BREWERY – PUBLIC		
			Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.		

APPLICABLE CRIMINAL RECORDS CHECK:

☐ NONE ☑ SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

☑ FORWARD WITH APPROVAL ☐ REJECT APPLICATION (Memorandum Required)

Chief of Police/Designee — *Date* 6·27·24

Ride Connection Community Connector Service Updates and Shuttle Stop Enhancement Project

Forest Grove City Council

July 8, 2024

Land Use & Transportation

www.washingtoncountyor.gov/lut

Introductions

Washington County

- Reza Farhoodi, Senior Planner

Ride Connection, Inc.

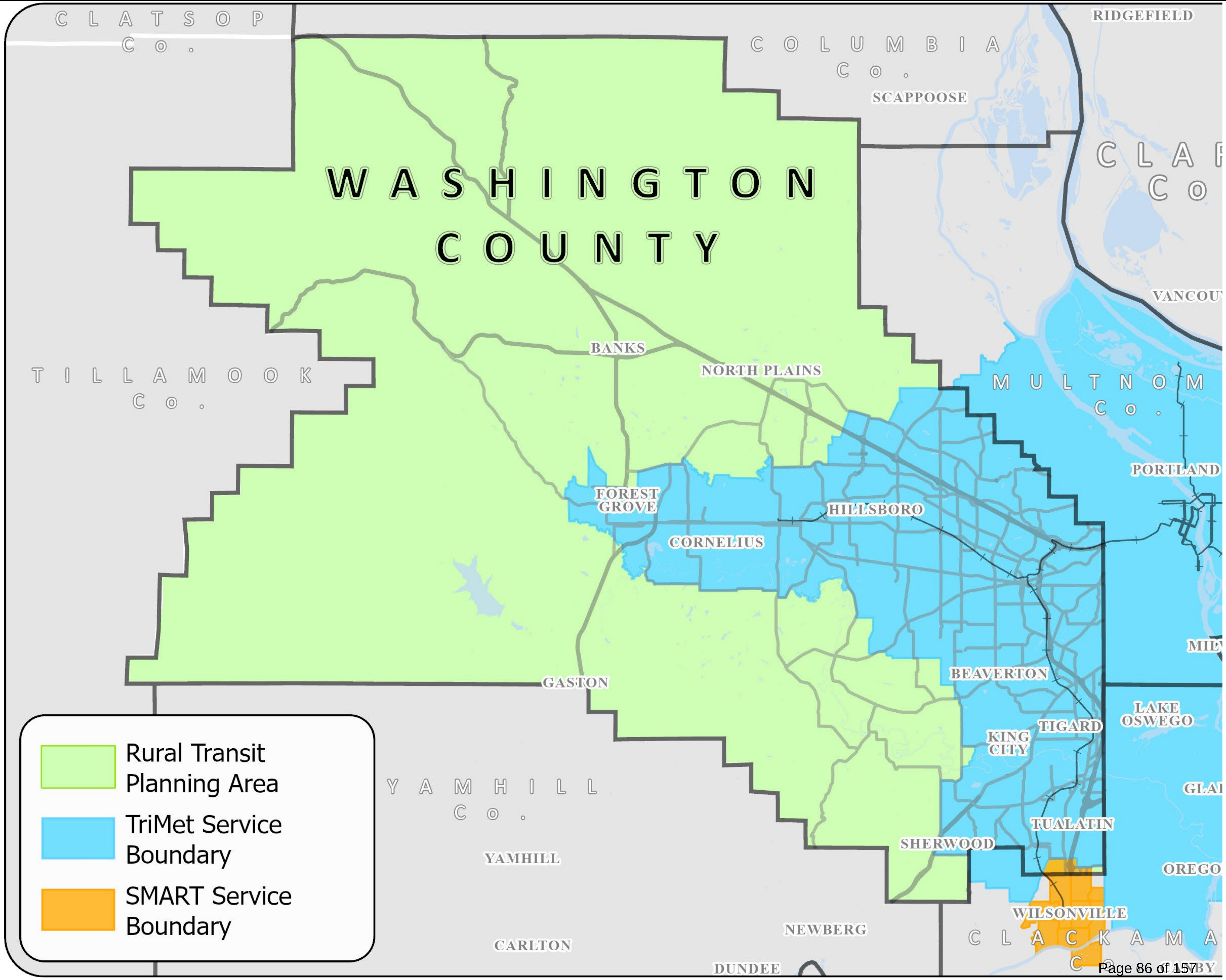
- John Whitman, Planning Supervisor

Overview

- County Transit Development Plan (TDP) and Ride Connection Overview
- Community Connector Service Updates
- Shuttle Stop Enhancements Project
- Q&A

County Transit Development Plan

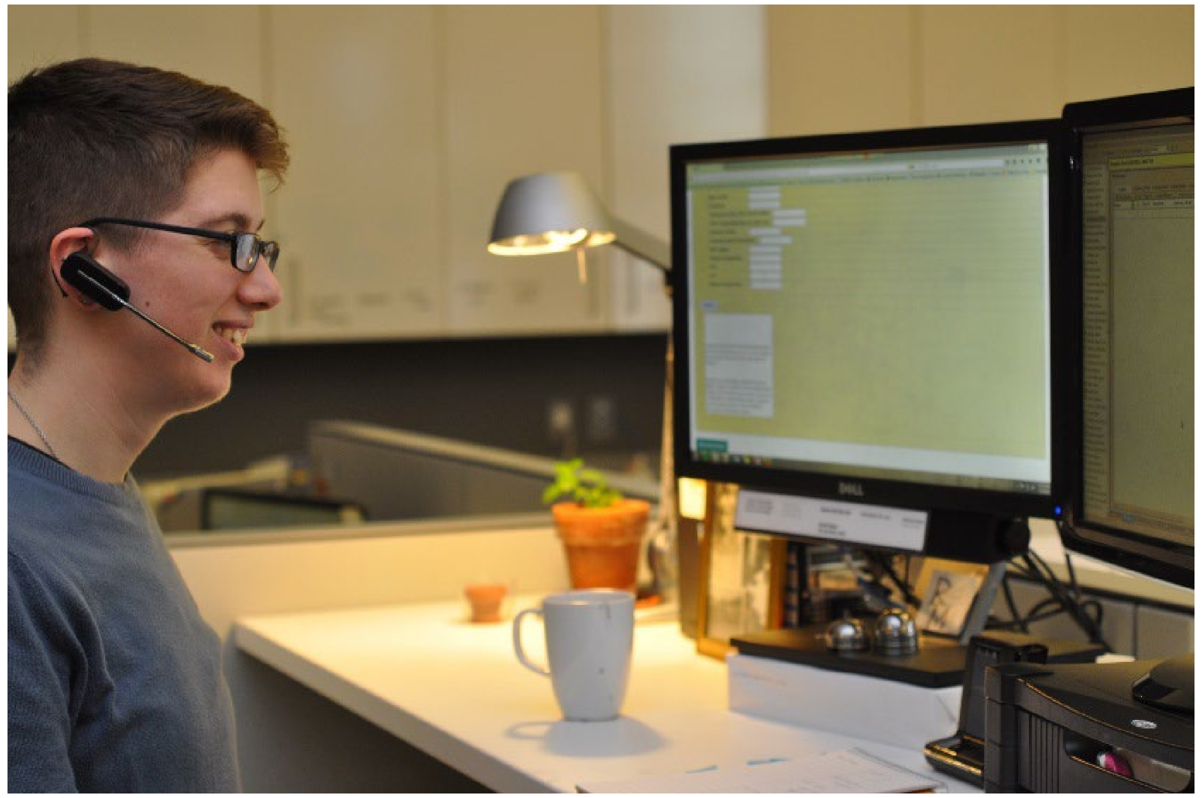
- Service for areas outside TriMet, SMART districts
- Connect areas to TriMet District
- Community connectors in areas not well served by fixed-route transit in TriMet District



Ride Connection, Inc.

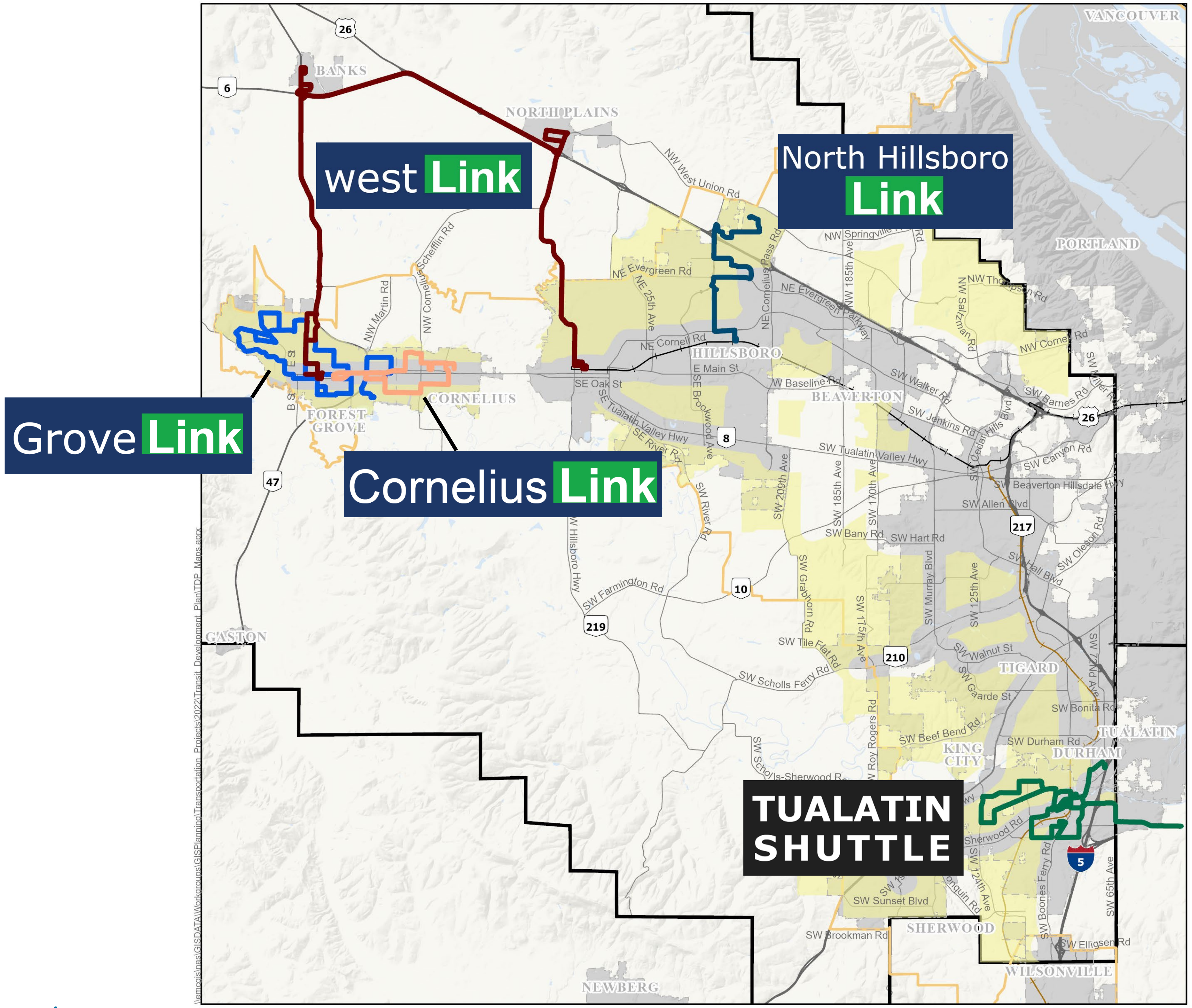
- Contracts with County as Public Transportation Service Provider
- Leverages other private, local, federal and state resources
- Community partnerships and engagement

Ride Connection overview



Ride Connection in Washington County

- Community Connectors
- Volunteer Driver Program
- Shared Vehicle Partnerships
- Door-to-Door Service
- Ride Together

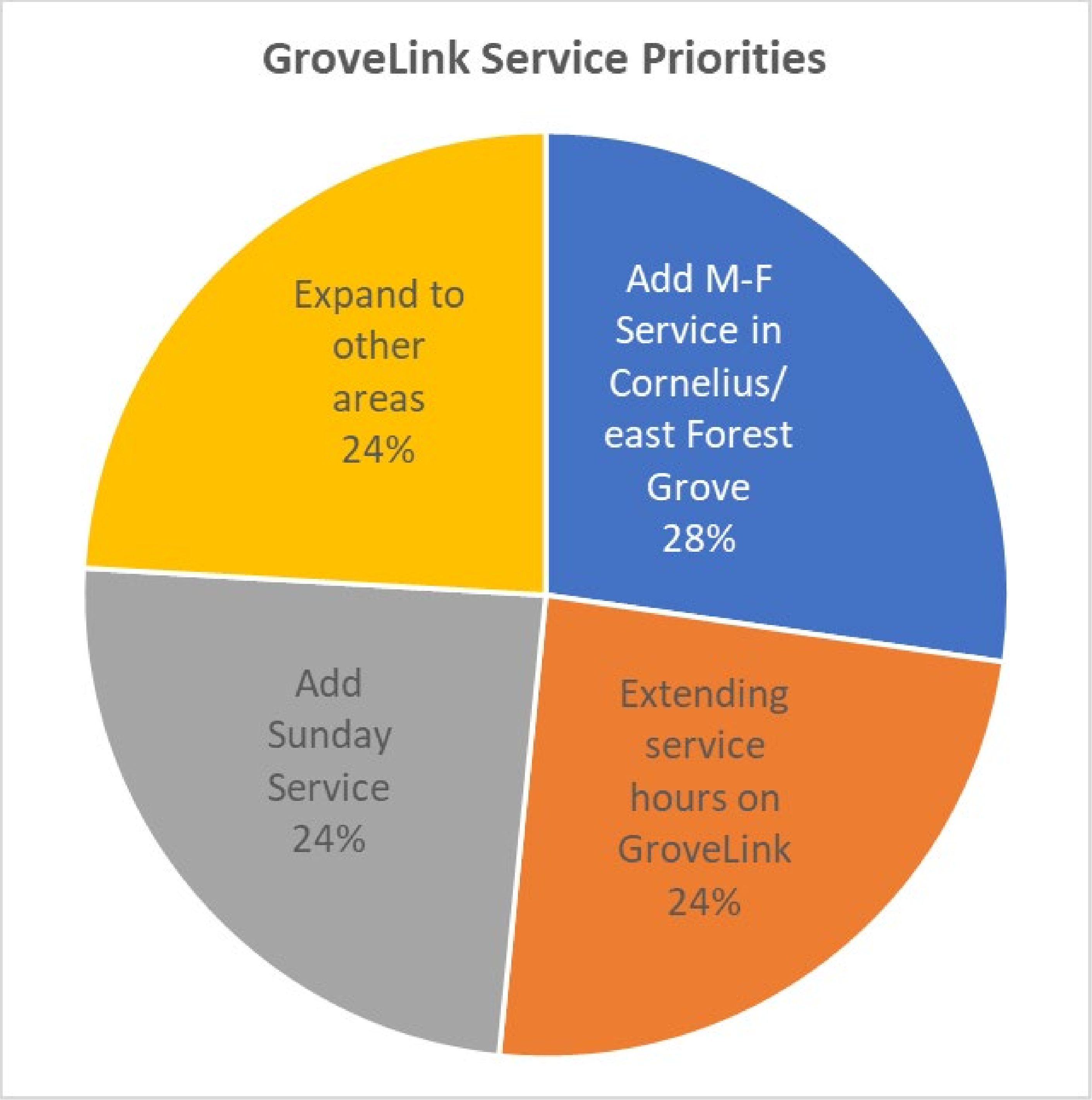


Impacts, value and benefits

- Community connections and quality of life enhancements
- Access to jobs, healthcare, shopping and other services
- Mobility for residents and commuters who do not have access to a vehicle
- Transportation for older adults, people living with disabilities and students/youth
- Safe transportation option during inclement weather
- Provides connections to other regional transit services (TriMet, Tillamook WAVE, Yamhill Transit, POINT)

What we've heard

- Ride Connection 2023 Community Survey
- 170 respondents:
  - 35% are GroveLink riders
  - 53% are Forest Grove residents
  - 78% list Forest Grove as a typical destination
  - Service priorities are roughly split equally
  - More service information at bus stops is priority

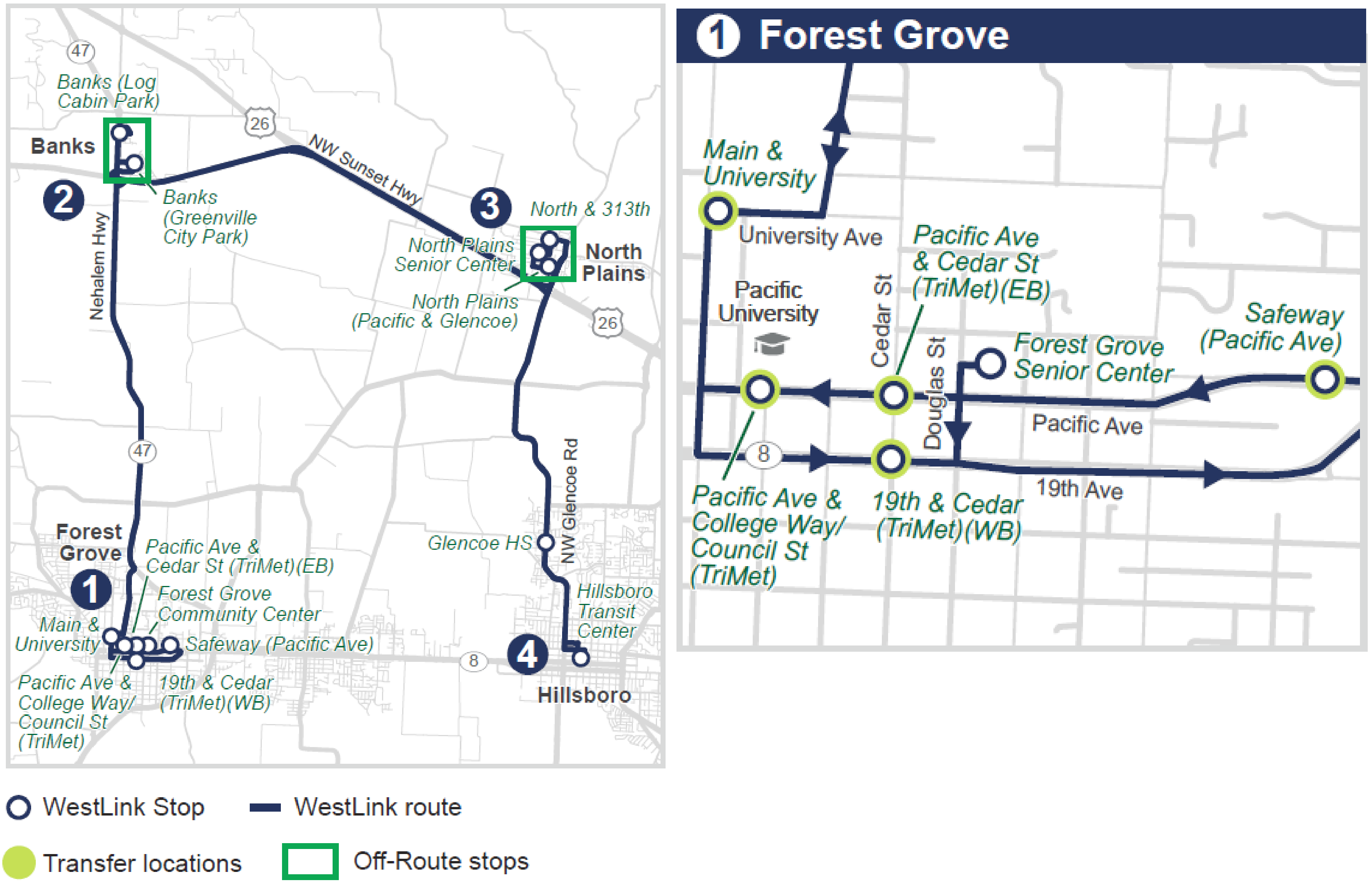


westLink service changes

- New early morning and midday trips beginning on July 22, 2024
  - 6 weekday round trips
- Route modifications and new stops:
  - Extension to Safeway improves connections to other shuttle services
  - Reroute increases access and visibility in downtown Forest Grove

westLink

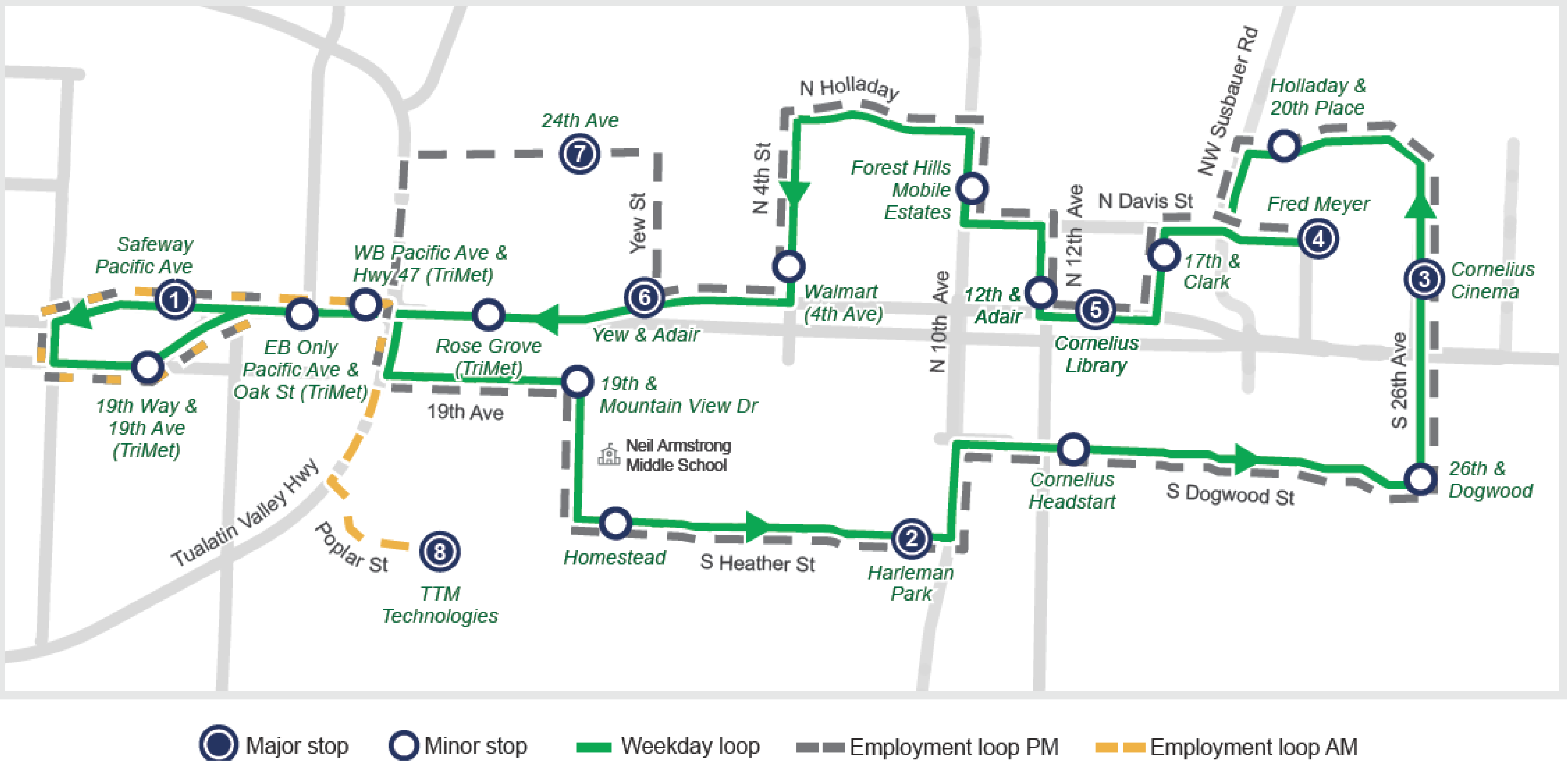
Overview



Cornelius Loop service changes

Cornelius Link

- Rebranding as Cornelius Link
- New weekday service launching on July 22, 2024
- Route modifications and new stops:
  - Forest Hills Mobile Estates
  - Centro Cultural
  - Cornelius Cinemas
  - SE Cornelius
  - New AM/PM Employment trips



GroveLink service changes

- Beginning this August
- Route modifications and timing changes to improve connections to other services
- Sharing stops with TriMet Line 57 where available
- New stops:
  - Rogers Park
  - Lincoln Park
  - Cedar and Pacific
  - Brooke and David Hill

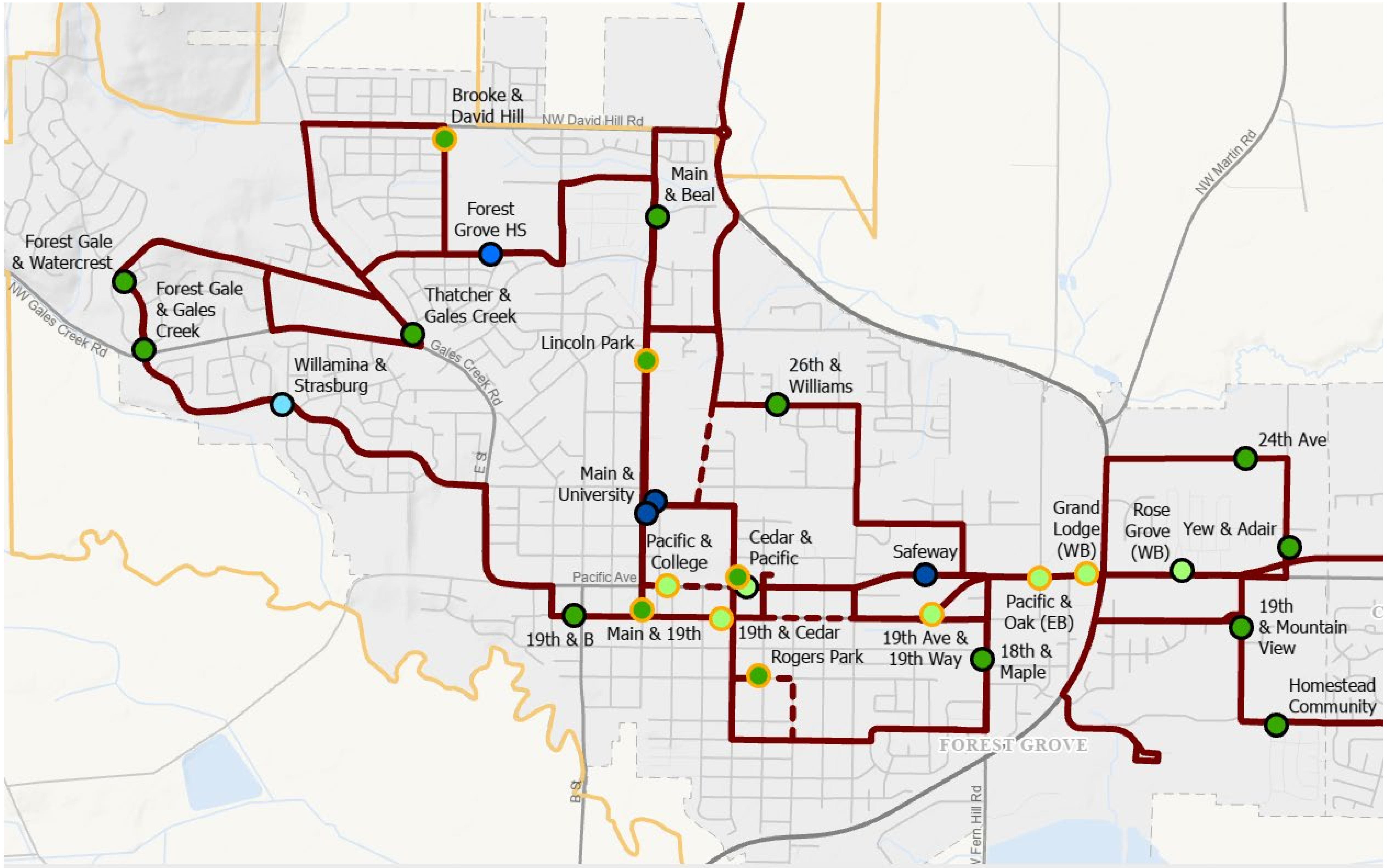
Shuttle stop enhancements project

- Enhance customer experience and community awareness
- Funded through Statewide Transportation Improvement Fund (STIF) Discretionary Grant
- County will install signs, landing pad, shelters, benches, trash cans, etc., as needed
- Local jurisdictions responsible for routine maintenance during lifespan of improvements, except for signs – Intergovernmental Agreement

Shuttle stop enhancements project

- Existing GroveLink shelters are beyond their useful life and require replacement
- New or expanded landing pads to improve accessibility
- Signage and schedule information to increase legibility and visibility
- Grant expires end of FY 2024-25

Shuttle stops enhancement project



Signage, Shelter Replacement, and Landing Pad Improvements

Signage and Shelter Replacement

Signage and Landing Pad Improvements

Signage Improvements

Signage Improvements (New Stop)

Signage Improvements (Existing Shared TriMet and Ride Connection Stop)

Signage Improvements (New Shared TriMet and Ride Connection Stop)

Questions?

Contacts

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John Whitman, Planning Supervisor
Ride Connection, Inc.
jwhitman@rideconnection.org

Department of Land Use & Transportation
www.washingtoncountyor.gov/lut

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CITY COUNCIL STAFF MEMORANDUM

TO: *City Council*

FROM: *Ashley Driscoll, City Attorney*

PROJECT TEAM: *Joyce Phillips, Communications and Programs Assistant*

MEETING DATE: *July 8, 2024*

SUBJECT TITLE: *Resolution Calling an Election in the City of Forest Grove on November 5, 2024 to Amend the City's Home Rule Charter*

ACTION REQUESTED:		Ordinance		Order	x	Resolution		Motion		Informational

X all that apply

BACKGROUND:

In February 2023 the City of Forest Grove began the process of recruiting and convening a Charter Review Committee (committee). The primary function of the committee was to review the existing Charter to determine if it will adequately serve the community well into the future. The committee consisted of ten voting members appointed by the Council after an open recruitment. The Council appointed at least two (2) members of the committee who reside in each of the four quadrants of the City of Forest Grove (northeast, northwest, southeast, and southwest). The remaining three (3) members were at large.

The mayor appointed Elysha Johnson to serve as the chair and the committee appointed Adolph "Val" Valfre as vice chair. The committee was authorized to review the entire Charter, using the most recent League of Oregon Cities' Model Charter as a template, and make recommendations to the Council on any aspect of the Charter. In addition, the Council asked for specific recommendations on the following issues/subjects:

- Geographic representation for council members.
- Term limits for the mayor and council members.
- The necessity of a city manager residency requirement.
- Roles of the mayor and council president.

The committee held 14 publicly noticed meetings at the Community Auditorium and via zoom, including two publicly advertised public listening sessions in which the committee took and considered written and oral testimony before finalizing a recommendation to Council.

The committee presented its final report and recommended Charter amendments to the City Council at a work session on April 22, 2024. The City Council held additional work sessions May 13, 2024, May 28, 2024, and June 24, 2024 to consider and discuss the committee's recommendations. The City Council adopted some of the committee's recommendations, while amending and declining others.

The most significant proposed amendments to the Charter include the following:

Geographical representation for council members	No change
Term limits for mayor and council members	No change
Role of the mayor	From "The Mayor serves as the political head of the City government" to "The Mayor serves as the primary representative of the Council for the City"
Role of the council president	No change
City manager residency requirement	Remove requirement
Ordinances, resolutions and orders	Amendments can be made available in writing prior to the meeting rather than being read aloud
Filling vacancies	• Allows remaining councilors to fill vacant council positions even if the number of remaining councilors falls below the Charter's quorum and voting requirements. • Limit an appointed councilor's term length only to the next general election, rather than the remaining term of the vacating councilor.

VOTERS APPROVAL

All amendments to the City's Charter must be submitted to voters for approval prior to taking effect. The City Council considered a proposed ballot tile and explanatory statement at its work session on May 28, 2024, and June 24, 2024.

The resolution under consideration this evening calls an election to consider amendments to the City's Charter; certifies and files the ballot title and explanatory statement with the City's Election Official; and directs the City Manager and City Recorder to take all steps necessary to ensure the proposed amendments are on the November 2024 ballot.

ATTACHMENT(s):

- Resolution 2024-35
- Amended Charter
- Charter Review Committee Final Committee Report and Recommendations, 2024

RESOLUTION NO. 2024-35

RESOLUTION CALLING AN ELECTION IN THE CITY OF FOREST GROVE ON NOVEMBER 5, 2024 TO AMEND THE CITY'S HOME RULE CHARTER

WHEREAS, in February 2023 the City Council convened a Charter Review Committee ("Committee") to review the City of Forest Grove's current charter (last updated in 2009); and

WHEREAS, the primary function of the Committee was to review the existing charter to determine if it would adequately serve the community well into the future; and

WHEREAS, the Committee originally consisted of eleven voting members appointed by the Council after an open recruitment. The City Council appointed at least two members of the Committee who reside in each of the four quadrants of the City of Forest Grove (northeast, northwest, southeast, and southwest). The remaining members were at large; and

WHEREAS, the Committee met regularly in open public meetings between August 2023 and March 2024 to develop recommendations and receive public input; and

WHEREAS, the Committee finalized its recommendations and final report on March 20, 2024; and

WHEREAS, the City Council considered the recommendations at work sessions held on April 22, 2024, May 13, 2024, May 28, 2024, and June 24, 2024; and

WHEREAS, the proposed amendments include updating the duties of the mayor (section 8); updating the reasons that may create a Council vacancy and clarifying and updating the process for appointments to vacant positions (sections 31 and 32); creating procedural efficiency (sections 16, 19, 22 and 29); and removing the city manager residency requirement (section 33); and

WHEREAS, as a result of the above process, the City Council has determined to submit to Forest Grove voters proposed changes to the city charter.

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

Section 1. An election is hereby called for the City of Forest Grove, Washington County, Oregon, to submit to City voters the charter amendments attached as Exhibit A to this resolution.

Section 2. Tuesday, November 5, 2024, is designated as the date for holding the election for voting on this measure.

Section 3. The Washington County Elections Office will conduct the election. The precincts for said election shall be and constitute all of the territory included within the corporate limits of the City of Forest Grove.

Section 4. The ballot title certified and filed by the City Council shall be as follows:

CAPTION: City of Forest Grove Home Rule Charter

QUESTION: Shall the City of Forest Grove amend the existing charter?

SUMMARY: This measure would update the city's existing home rule charter. The Oregon Constitution gives city voters the right to adopt and amend charters. Charters grant legal authority to cities and assign duties to city officials. Forest Grove voters last amended the current charter in 2009.

The proposed charter amendments include updating the description of the mayor's duties (section 8); updating the reasons that may create a Council vacancy and clarifying and updating the process for appointments to vacant positions (sections 31 and 32); amending the start date of each officer's term and procedures for Council action (sections 16, 19, 22 and 29); and removing the city manager residency requirement (section 33).

This measure was referred to the voters by the City Council based on recommendations of the Charter Review Committee.

Section 5: The explanatory statement certified and filed by the City Council for submission in the Washington County Voters' Pamphlet on behalf of the City shall be as follows:

EXPLANATORY STATEMENT:

If approved, this measure would amend the City's current charter.

The new charter would update the current charter that Forest Grove voters adopted in 2009. The proposed charter amendments are based on the work of the City's 2023-2024 Charter Review Committee. The Committee included the following individuals:

Elysha Johnson, Chair
Adolph Valfre, Vice Chair
Bryan Dennis
Isaac Echeverria
Wolanda Groombridge
LaAna Littlefield
Katherine MacDonald
Tammi McLaughlin
Tacy Steele
Dale Thaler

The City Council approved submitting the amended charter to voters for approval.

The Oregon Constitution gives city voters the right to adopt home rule charters. A charter grants legal authority to a city government and defines the roles and responsibilities of city officials.

Specific amendments from the existing charter to new charter include:

- Updating the description of the mayor's duties (section 8) to replace the description of the mayor as serving as the City's "political head" with the mayor serving as the "primary representative of the Council for the City." This amendment is not intended to substantively impact the mayor's duties, but rather to better reflect the mayor's role as an apolitical Council and city representative.

- Updating the reasons that may create a Council vacancy to include any conviction for a misdemeanor or felony offense (section 31).

- Clarifying and updating the process for appointments to vacant positions (section 32). These proposed amendments include allowing any remaining Councilors to fill vacant Council positions even if the number of remaining Councilors falls below the charter's quorum and voting requirements.

Because the current charter does not address this issue, if the number of remaining Councilors falls below the quorum (or four seated Councilors), state law requires the City either conduct a special election to seat enough Councilors to reach the quorum or, if there are no remaining Councilors, state law requires the Washington County Board of Commissioners to appoint four Councilors. These solutions under state law create delay and expense for the City, and may impact local control. The proposed charter amendments allow the remaining Councilors to immediately appoint a sufficient number of Councilors to conduct other city business.

The proposed amendments also limit an appointed Councilor's term length only to the next general election, rather than the remaining term of the vacating Councilor.

- Replacing the word "disability" with "a physical or mental impairment" to clarify when the Council may appoint a Councilor pro tem for a member who is unable to attend Council meetings (section 32).

- Removing the city manager residency requirement to allow for more flexibility in the recruitment and selection of city managers (section 33).

- Amending the start date of each officer's term and procedures for Council action (sections 16,19, 22 and 29).

Full text of the proposed amendments and committee report are available at: www.ForestGrove-OR.gov

Section 6. The City Manager and City Recorder shall take all steps on behalf of the City as necessary to carry out the intent and purposes of this resolution in compliance with state and local law, including but not limited to publishing the ballot title as provided by state law, and filing this measure with Washington County Elections Division.

Section 7. This resolution is effective immediately upon adoption by the City Council.

PRESENTED AND PASSED this 8th day of July, 2024.

Mariah S. Woods, City Recorder

APPROVED by the Mayor this 8th day of July, 2024.

Malynda H. Wenzel, Mayor

EXHIBIT A

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CHAPTER I

NAME AND BOUNDARIES

SECTION 1. TITLE This Charter may be referred to as the ~~2009~~ **2025** City of Forest Grove Charter.

SECTION 2. NAME The City of Forest Grove, Washington County, Oregon continues as a municipal corporation with the name City of Forest Grove.

SECTION 3. BOUNDARIES The City includes all territory within its boundaries as they now exist or are legally modified. The City will maintain as a public record an accurate and current description of its boundaries.

CHAPTER II

POWERS

SECTION 4. POWERS The City has all powers that the constitutions, statutes and common law of the United States and State of Oregon expressly or impliedly grant or allow the City, as fully as though this Charter specifically enumerated each of those powers.

SECTION 5. CONSTRUCTION This Charter will be liberally construed so that the City may exercise fully all powers possible under this Charter and under United States and Oregon law.

SECTION 6. DISTRIBUTION The Oregon Constitution reserves initiative and referendum powers as to all municipal legislation to City voters. This Charter vests all other City powers in the Council, except as the Charter otherwise provides. The Council has legislative, administrative, and quasi- judicial authority. The Council exercises legislative authority by ordinance, administrative authority by resolution, and quasi-judicial authority by order. The Council may not delegate its authority to adopt ordinances.

CHAPTER III

COUNCIL

SECTION 7. COUNCIL The Council consists of a Mayor and six Councilors nominated and elected from the City at large.

SECTION 8. MAYOR

(a) The Mayor presides over and facilitates Council meetings, preserves order, enforces Council rules, and determines the order of business under Council rules.
(b) The Mayor is a voting member of the Council and has no veto authority.
(c) The Mayor, with the consent of Council, appoints members of boards, commissions and committees established by ordinance or resolution.
(d) The Mayor must sign all records of Council decisions.
(e) The Mayor serves as the **primary representative of the Council for the City** ~~political head of the City government.~~

SECTION 9. COUNCIL PRESIDENT At its first meeting each year, the Council must elect a President from its membership. The President presides in the absence of the Mayor and acts as Mayor when the Mayor is unable to perform duties.

SECTION 10. _ COUNCIL RULES The Council must adopt by resolution rules to govern its meetings and proceedings.

SECTION 11. MEETINGS The Council must meet at least once a month at a time and place designated by Council rules, and may meet at other times in accordance with the Council rules.

SECTION 12. QUORUM A majority of the Council members is a quorum to conduct business, but a smaller number may meet and compel attendance of absent members as prescribed by Council rules.

SECTION 13. VOTE REQUIRED The express approval of a majority of a quorum of the Council is necessary for any Council decision, except when this Charter requires approval by a majority of the Council.

SECTION 14. RECORD A record of Council meetings must be kept in a manner prescribed by the Council rules.

CHAPTER IV

LEGISLATIVE AUTHORITY

SECTION 15. ORDINANCES The Council will exercise its legislative authority by adopting ordinances. The enacting clause for all ordinances must state "The City of Forest Grove ordains as follows:"

SECTION 16. ORDINANCE ENACTMENT

(a) Except as authorized by subsection (b), enactment of an ordinance requires approval by a majority of the Council at two meetings.

(b) The Council may enact an ordinance at a single meeting by unanimous approval by at least five members, provided the proposed ordinance is available to the public at least seven days before the meeting as prescribed by Council rules.

(c) Any substantive amendment to a proposed ordinance must be read aloud ~~before the Council enacts the ordinance.~~ **or made available in writing to the public before the Council adopts the ordinance at that meeting.**

(d) After the enactment of an ordinance, the vote of each member must be entered into the Council minutes.

(e) After enactment of an ordinance and signature by the Mayor, the City Recorder must attest to the ordinance by name, title, and date of enactment.

SECTION 17. EFFECTIVE DATE Ordinances take effect on the 30th day after enactment, or on a later day provided in the ordinance. An ordinance may take effect as soon as enacted or other date less than 30 days after enactment if the ordinance contains an emergency clause.

CHAPTER V

ADMINISTRATIVE AUTHORITY

SECTION 18. RESOLUTIONS The Council will normally exercise its administrative authority by adopting resolutions. The adopting clause for all resolutions must state "The City of Forest Grove resolves as follows:"

SECTION 19. RESOLUTION ADOPTION

(a) Adoption of a resolution or any other Council administrative decision requires approval by the Council at one meeting.

(b) Any substantive amendment to a resolution must be read aloud **or made available in writing to the public before the Council adopts the resolution at that meeting** ~~before the Council adopts the resolution.~~

(c) After adoption of a resolution or other administrative decision, the vote of each member must be entered into the Council minutes.

(d) After adoption of a resolution and signature by the Mayor, the City Recorder must attest to the resolution by name, title, and date of adoption.

SECTION 20. EFFECTIVE DATE Resolutions and other administrative decisions take effect on the date of adoption, or on a later day provided in the resolution.

CHAPTER VI

QUASI-JUDICIAL AUTHORITY

SECTION 21. ORDERS The Council will normally exercise its quasi- judicial authority by adopting orders. The adopting clause for all orders must state "The City of Forest Grove orders as follows:"

SECTION 22. ORDER ADOPTION

(a) Adoption of an order or any other Council quasi-judicial decision requires approval by the Council at one meeting.

(b) Any substantive amendment to an order must be read aloud **or made available in writing to the public before the Council adopts the order at that meeting** ~~before the Council adopts the order.~~

(c) After adoption of an order or other Council quasi-judicial decision, the vote of each member must be entered in the Council minutes.

(d) After adoption of an order and signature by the Mayor, the City Recorder must attest to the order by name, title, and date of adoption

SECTION 23. EFFECTIVE DATE Orders and other quasi-judicial decisions take effect on the date of final adoption, or on a later day provided in the order.

CHAPTER VII

ELECTIONS

SECTION 24. COUNCILORS At each general election after adoption of this Charter, three Councilors will be elected for four-year terms. The term of a Councilor in office when this Charter is adopted is the term for which the Councilor was elected.

SECTION 25. MAYOR At the 2010 general election and every other general election thereafter, a Mayor will be elected for a four-year term. The term of the Mayor in office when this Charter is adopted is the term for which the Mayor was elected.

SECTION 26. STATE LAW City elections must conform to State law, except as this Charter or ordinances provide otherwise. All elections for City offices must be nonpartisan.

SECTION 27. QUALIFICATIONS

(a) The Mayor and each Councilor must be a qualified elector under State law, and reside within the City for at least one year immediately before election or appointment to office.

(b) No person may be a candidate at a single election for more than one City office.

(c) Neither the Mayor nor a Councilor may be employed by the City.

(d) The Council is the final judge of the election and qualifications of its members.

SECTION 28. NOMINATIONS The Council must adopt an ordinance prescribing the manner for a person to be nominated to run for Mayor or a Councilor position.

SECTION 29. TERMS The term of an officer elected at a general election begins **at the first Council meeting of the year immediately after the election** ~~at the first Council meeting immediately after the election is certified by county elections officials~~, and continues until the successor qualifies and assumes the office.

SECTION 30. OATH The Mayor and each Councilor must swear or affirm to faithfully perform the duties of the office and support the constitutions and laws of the United States and State of Oregon, and the Charter, ordinances and resolutions of the City.

SECTION 31. VACANCIES The Mayor or a Councilor office becomes vacant:

(a) Upon the incumbent's:
  (1) Death,
  (2) Adjudicated incompetence, or
  (3) Recall from the office.
(b) Upon declaration by the Council after the incumbent's:
  (1) Failure to qualify for the office within 10 days prior to the time the term of office is to begin,
  (2) Absence from the City for 30 days or from all Council meetings within a 45-day period, without Council consent,
  (3) Ceasing to reside in the City,
  (4) Ceasing to be a qualified elector under State law,
  ~~(5) Conviction of a public offense punishable by loss of liberty,~~
  Conviction of a misdemeanor or felony crime,
  (6) Resignation from the office, or
  (7) Violation of Section 33(i).

SECTION 32. FILLING VACANCIES

(a) A Mayor or Councilor vacancy will be filled by appointment by a majority of the remaining Council members **notwithstanding any quorum or voting requirements of this Charter.**

(b) **The appointee's term of office shall begin immediately upon appointment and qualification and shall continue until the first Council meeting of the year immediately after the next general election; 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 term of office for the appointee runs from appointment until expiration of the term of office of the last person elected to that office.~~

(c) **The Council must adopt by ordinance a process for appointing members to vacant Council positions.**

(d) If a **physical or mental impairment** ~~disability~~ prevents a Council member from attending Council meetings or a member is absent from the City, a majority of the Council may appoint a Councilor pro tem.

City of Forest Grove

Charter Review Committee

Final Committee Report and Recommendations

2024

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Introduction

In February 2023 the City of Forest Grove began the process of recruiting and convening a Charter Review Committee. The primary function of the Charter Review Committee ("committee") was to review the existing Charter to determine if it will adequately serve the community well into the future.

The Committee consisted of ten[1] voting members appointed by the Council after an open recruitment. The Council appointed at least two (2) members of the Committee who reside in each of the four quadrants of the City of Forest Grove (northeast, northwest, southeast, and southwest). The remaining three (3) members were at large. The City held an open recruitment for the members.

The mayor appointed Elysha Johnson to serve as the chair and the committee appointed Adolph "Val" Valfre as vice chair.

This report describes the process undertaken by the committee, and recounts the committee's analysis of each issue and subject.

Scope of Review

The committee was authorized to review the entire Charter, using the most recent League of Oregon Cities' Model Charter as a template, and make recommendations to the Council on any aspect of the Charter. In addition, the council asked for specific recommendations on the following issues/subjects:

- Geographic representation for council members.
- Term limits for the mayor and council members.
- The necessity of a city manager residency requirement.
- Roles of the mayor and council president.

Meetings

The committee held 14 publicly noticed meetings at the Community Auditorium and via zoom, including two publicly advertised public hearings in which the committee took and considered written and oral testimony offered during the review process. Three members of the public participated in the public hearing.

[1] The Council originally appointed 11; one member resigned.

Process

The process the committee employed to reach the recommendations below included first identifying the differences between the League of Oregon Cities Model Charter and the existing City of Forest Grove Charter, and noting those areas for review and discussion, along with the specific recommendations from council. The committee also considered additional areas of review by majority vote or by city attorney recommendation. These areas included addressing how the city handles appointing city councilors when the council has a number of vacancies; ranked choice voting; and the process for appointing city councilors.

After identifying areas for review, the committee reviewed each section in numerical order. The committee considered information and data applicable to each section under review. This information often included how some of the city's comparable jurisdictions in Washington County (such as Hillsboro, Tualatin, Tigard, Newberg, Sherwood and Cornelius) handled certain issues. If many of the nearby comparable cities had not addressed a certain issue (such as ranked choice voting or wards) the committee looked at examples from across the state. Once the committee believed it had enough information to deliberate on potential amendments, each member of the committee was invited to participate in discussion and then vote on any recommended amendments.

At this stage, the committee's general approach was to first consider what problem, concern, or inequality the committee would be addressing with any amendments. The committee understood that the Charter functions as the municipal equivalent of a state or federal constitution, setting forth guiding principles for governance. The Charter establishes the framework for how a local government operates in terms of its structure, responsibilities, functions, and processes. However, the Charter can be inflexible and difficult to amend in the face of unintended consequences or evolving environments. An overly proscriptive Charter can produce inefficiencies, restrict a city from adjusting to, or evolving with, a changing environment or unintentionally advantage or disadvantage certain groups. To that end, the committee approached each matter by first asking if the issue was a "charter issue" or if it could be addressed through a different avenue, such as an ordinance, policy, or change in council or administrative personnel. The committee endeavored to look at historical patterns and longstanding concerns and issues facing the city (the "big picture"), rather than draft amendments targeted at specific current subjects or individuals.

Recommended Changes and Topics Considered

1. Geographical Representation

The committee recommends the council not implement wards or districts at this time. In reaching their decision, the committee reviewed the following information:

- State wide data regarding which cities had implemented wards and details about their system, including their population, number of wards, electoral system and total number of councilors;
- Legal opinion on the drawing of voting districts;
- Map showing the current council representation by quadrant;
- Data on registered voters by precinct in Forest Grove;
- Data on current geographic representation for city boards and commissions;
- Forest Grove data on voter turnout by precinct since 2019; and
- A research paper on Ward Electoral Systems in Oregon Cities

The committee considered four structural options for wards, including (1) candidates nominated by ward, but voted on at-large; (2) candidates nominated by ward, voted on only by ward (electoral ward); (3) some candidates nominated by ward, some at large, all voting at large; (4) some candidates nominated by ward, voted on by ward, others at large and voted on at large.

In reviewing a map of the residency of the current city council the committee noted there was at least one council representative from each city quadrant.

The committee identified the advantages of wards as ensuring representation from each quadrant of the city and potentially reducing the cost of elections. The committee also discussed potential disadvantages, including the risk that each ward may not have a viable candidate, particularly considering that in Forest Grove each ward would be comprised of about 4,000 voters (or fewer if the city implemented more than four wards). The committee also discussed the concern that if council members were elected only by their ward, the council member would be incentivized to make decisions that advantaged their ward rather than the best decision for the city as a whole.

The committee also reviewed the legal requirements of the city implementing voting wards. For voting wards (i.e., where voters in a ward elect a representative), the City would need to ensure the ward complies with state and federal equal voting laws. This would require a review of ward jurisdictional boundaries every ten years after the biennial census.

Of the City's comparable jurisdictions within Washington County, only the largest (Hillsboro) is divided into wards. All the other jurisdictions (Sherwood, Tigard, Cornelius, Tualatin and Newberg) are not.

The vote not to recommend wards was unanimous. Most committee members expressed concern that wards are not as beneficial in cities the size of Forest Grove, and that implementing a ward system may impact the number of strong and viable candidates, while not increasing equitable representation. The committee also noted that implementing a ward system would not address the larger issue of voter participation and would potentially add additional burdens to the City's budget.

No Proposed Amendments.

2. <u>Role of the Mayor and Council President</u>

The committee considered modifications to the role of the mayor and the council president.

a. Role of the Mayor.

The committee recommends, not recommend the city modify the role of the mayor. The committee discussed at length, and originally proposed, amendments which would have provided that the mayor would vote only in the case of a tie. However, after listening to and considering public comment, which include the comments from two former mayors, the committee reconsidered its original amendments.

In reaching its original recommendation to amend the mayoral role, the committee discussed the possibility that if the mayor was not responsible for voting on every matter, the mayor could reserve more focus for other mayoral duties, such as presiding over the meetings, preserving order, enforcing the council rules, determining the order of council business, reviewing council agendas, and serving as the City's political leader. The majority of the committee also suggested that if the mayor is not required to vote on every matter, the mayor could be more neutral during difficult conversations and potentially be more effective in building consensus.

Alternatively, the committee discussed that requiring the mayor to vote on all matters before the council fostered more transparency regarding the mayor's position on key matters facing the city. The committee noted that because the mayor would be required to vote on the most controversial decisions in the case of a tie, there is no guarantee that the mayor would be more successful at fostering consensus or remaining neutral.

The public comment focused mostly on the impact of the public not being able to hold the mayor accountable for their positions on critical issues and to express disagreement with the committee's conclusion that not allowing the mayor to vote would help build consensus among the council and make the mayor a more effective leader.

Ultimately the committee decided that the benefits of having the mayor vote only in case of a tie did not outweigh the detriments, particularly the lack of transparency to the public in the mayor's position on issues critical to the city.

The committee also considered changing the role of the mayor from being the "political" head of the city to being the "civic" head. The committee believes the word "political" imparts a partisan quality not present in municipal offices and can be divisive in the current climate. However, after hearing public comment on this matter, the committee decided because there was no intent to change the role of the mayor with the language change, the amendment would have no practical effect and was not necessary at this time.

No **Proposed Amendments**

b. Council president must rotate at least every two years.

The committee recommends requiring the appointed council president appointment to rotate at least every two years. Although the council elects the council president every year, the committee believed requiring the position to rotate every two years will ensure that an incumbent council president does not retain the role at the exclusion of other members who may be interested. The committee believes allowing willing council members to gain experience presiding over meetings, and otherwise acting as the mayor, helps develop future leaders.

Proposed Amendment

SECTION 9. COUNCIL PRESIDENT

At its first meeting each year, the Council must elect a President from its membership. **The President shall not serve for more than two consecutive years.** The President presides in the absence of the Mayor and acts as Mayor when the Mayor is unable to perform duties. **The President retains the right to vote while acting as the Mayor but does not have an additional vote to break a tie.**

3. Enacting Ordinances and Approving Resolutions and Orders

The committee recommends the city modify the process for enacting ordinances and approving resolutions and orders by allowing substantive amendments to ordinances, resolutions and orders be either read aloud at a meeting, or be made available in writing prior to the meeting. These modifications align with the Model Charter from the League of Oregon Cities.

The committee discussed that the city's practice is to post an agenda one week prior to each council meeting. Occasionally, after the agenda is posted, an issue will arise that needs to be addressed prior to council approving a particular item (i.e. an exhibit missing from a contract, a tweak to a personnel rule, a typographical or edit to an ordinance etc.). In order to foster efficiency, other cities simply repost the agenda with the more recent version of the resolution, order or ordinance, instead of requiring the change be read aloud at the meeting. Depending on the change, reading it aloud may be time-consuming and slow down the process. However, if the Council believes it is in the public's interest to do so, under the proposed amendment, the Council retains the option to read the amendments aloud.

Proposed Amendments

SECTION 16. ORDINANCE ENACTMENT

(a) Except as authorized by subsection (b), enactment of an ordinance requires approval by a majority of the Council at two meetings.

(b) The Council may enact an ordinance at a single meeting by unanimous approval by at least five members, provided the proposed ordinance is available to the public at least seven days before the meeting as prescribed by Council rules.

(c) Any substantive amendment to a proposed ordinance must be read aloud ~~before the Council enacts the ordinance.~~ **or made available in writing to the public before the council adopts the ordinance at that meeting.**

(d) After the enactment of an ordinance, the vote of each member must be entered into the Council minutes.

(e) After enactment of an ordinance and signature by the Mayor, the City Recorder must attest to the ordinance by name, title, and date of enactment.

SECTION 19. RESOLUTION ADOPTION
(a) Adoption of a resolution or any other Council administrative decision requires approval by the Council at one meeting. (b) Any substantive amendment to a resolution must be read aloud **or made available in writing to the public before the council adopts the resolution at that meeting**. ~~before the Council adopts the resolution.~~ (c) After adoption of a resolution or other administrative decision, the vote of each member must be entered into the Council minutes. (d) After adoption of a resolution and signature by the Mayor, the City Recorder must attest to the resolution by name, title, and date of adoption.

SECTION 22. ORDER ADOPTION
(a) Adoption of an order or any other Council quasi-judicial decision requires approval by the Council at one meeting. (b) Any substantive amendment to an order must be read aloud **or made available in writing to the public before the council adopts the order at that meeting.** ~~before the Council adopts the order~~. (c) After adoption of an order or other Council quasi-judicial decision, the vote of each member must be entered in the Council minutes. (d) After adoption of an order and signature by the Mayor, the City Recorder must attest to the order by name, title, and date of adoption.

4. Term Limits

The committee does not recommend the city impose term limits on the mayor or councilors. In making this recommendation, the committee considered the length of tenure of both city councilors and mayors in the city over the last twenty years, whether comparative jurisdictions had term limits, the text of the League of Oregon Cities model charter and the results of a citywide survey.

Regarding local officials, the average tenure for a Forest Grove councilor was 7.3 years and the average tenure for a mayor was 13 years (not including the current mayor, in her first year). To that end, it appears council seats turn over regularly, whereas the mayor's position has been held for a longer period of time.

In reviewing comparative jurisdictions, the committee noted that Cornelius and Newberg have no term limits, while Hillsboro, Sherwood and Tigard do. The League of Oregon Cities model charter does not include term limits.

Finally, the committee reviewed the result of a citywide livability survey which found that 77% of respondents would be in favor of term limits while 26% would not. The committee noted that survey participation was low and therefore may not be representative of the community as a whole.

The committee discussed the benefits of term limits, which include potentially reducing possible abuses of power by incumbents who stay too long in office, and also potentially encouraging political participation by newcomers.

Conversely, the committee discussed that the election process itself already serves as the antidote for long-serving elected officials who are no longer responsive to the community's concerns. Some also view term limits as an infringement on the democratic process, as citizens are restricted from selecting a candidate they may see as the most qualified for the position. The committee also discussed the disadvantage of term limits as disqualifying particularly qualified candidate for the position based solely on the length of their term in office and not the will of the voters.

After hearing public comment on this issue the committee reviewed its prior discussion and reaffirmed its position to not recommend term limits.

No proposed amendments.

5. Term

Currently the Charter provides that a new council term begins at the first Council meeting "immediately after the election is certified by the county elections officials." This has caused some confusion regarding when exactly new councilors take office. For example, if election results are certified on a Monday morning and there is a council meeting scheduled for that evening, would the former councilors' terms end at that meeting? Would the councilor-elect have enough time to prepare for and attend the meeting? Most city charters, including the League of Oregon Cities Model Charter, provide that new council terms begin after the new year. This allows for both the incoming and outgoing councilors (as well as the city) to prepare for the transition.

Proposed Amendments

SECTION 29. TERM
The term of an officer elected at a general election begins **at the first council meeting of the year immediately after the election** ~~at the first Council meeting immediately after the election is certified by county elections officials~~, and continues until the successor qualifies and assumes the office.

6. Filling Vacancies

The Committee recommends several changes to how the city fills vacant councilor positions.

a. Quorum and voting requirements

First, the committee examined recent situations across the state where the number of sitting councilors fell below the charter's quorum requirements. This most recently occurred in Baker City, Oregon when four of the city's seven councilors resigned. The remaining three councilors then also had to resign to allow the Baker County Board of Commissioners to appoint a sufficient number of councilors. The Baker County BOC appointed four new councilors, and did not reappoint any of the previous three councilors.

In Forest Grove, the city's Charter sets the quorum at four members ("a majority of the council"). Because of this requirement, the council must have at least four sitting members to conduct *any* council business. That means if the number of seated councilors falls below four, under the city's Charter, the remaining councilors cannot meet to take any action, including voting to fill the vacant positions.

The committee examined a number of different ways to address these circumstances, including how the city would currently address this issue, which is relying on provisions in state law, ORS 221.160(1), that allow cities in these circumstances to either conduct a special election when there are seated councilors, but not enough to meet the quorum requirements, or another provision, ORS 221.160(2), which allows the County Board of Commissioners to appoint enough councilors to satisfy the quorum requirement when there are no remaining councilors. The committee found that the disadvantages to relying on state law include potentially requiring either an expensive and time-consuming special election, or removing local control of seated councilors by allowing the County's BOC to select the councilors (like in Baker City).

The committee also considered adjusting the quorum requirement in the Charter to automatically reduce when a council seat is vacant. The drawback to this adjustment is it consolidates power into the hands of a minority of city councilors for a variety of city decisions, not just to appoint new councilors. For example, if there were only three remaining councilors, two councilors could pass most resolutions or orders, which gives a super-minority of two councilors a significant amount of control over important city decisions.

Instead, the committee recommends that the city amend the Charter to carve out exceptions to the Charter's quorum and voting requirements solely for filling council vacancies. For example, if the city only had three seated councilors, the three councilors could meet and vote on appointing new councilors, notwithstanding that the Charter otherwise requires four sitting councilors to conduct business. However, those three councilors could only appoint new councilors and could not conduct any other city business.

The committee believes this compromise achieves the right balance between allowing city business to continue when council membership is low, while not consolidating decision making authority in the hands of a super minority of councilors for an extended period of time.

b. Appointment term

The Committee recommends that the city amend the Charter to provide that if a council position is filled by appointment, that appointment only extends to the next general election. As a result, an appointed councilor will serve up to a maximum of a two-year term without having been elected. If the original term does not expire at the next general election, the election for that position will be for the remainder of the expired term. For example, if a councilor vacates their position in the first year of the four-year term, the appointed replacement will serve until the next general election. At that time voters will select a candidate to serve two years, completing the original term.

c. Process

The Committee recommends the city add a Charter requirement for the council to adopt by ordinance a process for appointing members to vacant council positions. The council has already done this by implementing section 30.42 of the Forest Grove Municipal Code. The impact of this Charter amendment is that any council in the future could not repeal this code section and replace it with another process.

The committee also recommends that the council adopt a requirement that the council vote on each council appointment individually rather than a slate of appointments.

Proposed Amendments

SECTION 32. FILLING VACANCIES	
(a)	A Mayor or Councilor vacancy will be filled by appointment by a majority of the remaining Council members**, notwithstanding any quorum or voting requirements of this Charter.** ~~The term of office for the appointee runs from appointment until expiration of the term of office of the last person elected to that office~~.
(b)	**The appointee's term of office shall begin immediately upon appointment and qualification and shall continue until the first council meeting of the year immediately after the next general election; and if the term of office does not then expire, the remainder of the term shall be filled by election at such general election.**
(c)	**The Council must adopt by ordinance a process for appointing members to vacant council positions.**
(d)	If a disability prevents a Council member from attending Council meetings or a member is absent from the City, a majority of the Council may appoint a Councilor pro tem.

d. Reasons for vacancies

Pursuant to a six to one vote, the committee recommends the city amend the reasons the council may vote to declare a seat vacant to clarify that any conviction of a misdemeanor or felony may form the basis of the vacancy. The proposed language is also recommended in the League of Oregon Cities Model Charter. The existing language is more ambiguous, providing that any "public offense punishable by loss of liberty" could lead the council to declare the seat vacant. The committee noted that the vacancy would not occur automatically; the council would first need to meet and vote to declare the seat vacant. This allows the council to review the matter and typically hear from the impacted council member before voting to declare the seat vacant.

The committee also discussed that the League of Oregon Cities Model Charter provides that a councilor can be absent from all city council meetings for 60 days rather than 45 days without council consent before the council can declare the seat vacant. The committee preferred the existing shorter period (45 days). The committee reached this conclusion based in part on the advent of remote meeting attendance.

Proposed Amendment

SECTION 31. VACANCIES
The Mayor or a Councilor office becomes vacant: (a) Upon the incumbent's: (1) Death, (2) Adjudicated incompetence, or (3) Recall from the office. (b) Upon declaration by the Council after the incumbent's: (1) Failure to qualify for the office within 10 days prior to the time the term of office is to begin, (2) Absence from the City for 30 days or from all Council meetings within a 45-day period, without Council consent, (3) Ceasing to reside in the City, (4) Ceasing to be a qualified elector under State law, (5) ~~Conviction of a public offense punishable by loss of liberty,~~ **Conviction of a misdemeanor or felony crime,** (6) Resignation from the office, or (7) Violation of Section 33(i).

7. City Manager Residency Requirement

The Committee unanimously recommended the city remove the city manager residency requirement and instead negotiate such a provision with an applicant during contract negotiations.

Section 33(C) of the Charter requires that the city manager reside in the City of Forest Grove within 6 months of hire. Section 33(C) allows the council to extend—but not waive—the residency requirement.

The League of Oregon Cities Model Charter does not have a city manager residency requirement. In the Model Charter's footnote 54, the guide states that "if a residency requirement is desired but is not practicable due to a housing shortage or other conditions," a city can consider alternative language, or impose a requirement "more flexibly by ordinance or contract." Stated differently, a city manager residency requirement in the Charter is inflexible and does allow for exceptions, such as lack of affordable housing, or a suitable applicant that resides just beyond the strict requirement. As a note, Tualatin is the only city in Washington County with a city manager residency requirement.

The committee discussed the importance of a highly functioning city manager and the fact that the position requires a unique set of skills, knowledge and experience. Although the committee expressed a strong preference for having a city manager reside in or near the city, the committee preferred to allow the City to have the flexibility to hire the right candidate for the position, rather than reduce the potential candidate pool. The committee also noted that under the proposed language, if a council desired residency, that council could negotiate residency with an incoming city manager.

Proposed Amendment

SECTION 33. CITY MANAGER	
(a)	The office of City Manager is established as the administrative head of the City government. The Manager is responsible to the Mayor and Council for the proper administration of all City business. The Manager will assist the Mayor and Council in the development of City policies and carry out policies established by ordinances and resolutions.
(b)	A majority of the Council may appoint and may remove the Manager. 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.
(c)	The Manager need not reside in the City.~~ at the time of employment, but must within six months become and remain a resident of the City while appointed as Manager. A majority of the Council may modify the contract to extend the time to comply.~~

8. Ranked Choice Voting

The committee discussed at length whether the city should amend the Charter to require ranked choice voting (RCV). RCV requires voters to rank candidates by preference instead of voting for just one candidate. A candidate wins by receiving a majority of the first preference votes cast. When there is no majority winner, this method allows for an instant runoff. In most forms of RCV, the candidate with the lowest number of first-preference votes is eliminated and the second-preference votes from those ballots are allocated to the remaining candidates and tabulated. This process continues until a candidate achieves a majority of the votes cast.

Some cities and counties in Oregon have already implemented RCV, including the cities of Portland and Corvallis, as well as Benton and Multnomah counties. The committee studied the different RCV options (including single-winner RCV and proportional RCV) and discussed that the City of Forest Grove could implement either type of RCV without amending the Charter, thus providing more flexibility regarding when the city could consider making the change.[2]

The committee is generally in favor of exploring RCV, but did not believe now was the appropriate time to amend the Charter to implement it. The committee found that RCV is still gaining traction in Oregon and across the United States and that much could be learned from others' experiences. The committee also expressed concern that the implementation and voter education costs could be significant.

Further, the committee discussed that a measure promoting RCV will be on the statewide ballot in November 2024. House Bill ("HB") 2004 referred to the voters at the November 2024 general election a measure to establish RCV, as of December 10, 2026, as the voting method used for the

[2] Section 24 - Councilors requires that the city elect three councilors every two years. However, the Charter is silent on how those elections must be conducted. The council could, by ordinance, establish individual seats for each councilor and hold individual single-winner contests for each seat so long as the city continues to elect three councilors for four-year terms at every general election.

nomination and election to the offices of President and Vice President of the United States, U.S. Senator, Representative in Congress, Governor, Secretary of State, State Treasurer, and Attorney General. HB 2004 also authorizes[3] local government to elect candidates for office and requires the Secretary of State to, among other things, establish a program to educate voters about RCV elections.

The committee believes it is prudent for the city to wait until after HB 2004 is considered on a statewide level prior to implementing RCV locally for a number of reasons. First, if RCV appears on the ballot in the November 2024 election at both the statewide level with HB 2004 and the local level with the Charter amendment , local voters may be confused regarding how the two measures interact and impact each other. Second, if HB 2004 goes into effect, some (if not all) of the education and implementation costs may be assumed by the state. And finally, waiting allows the city to learn from other jurisdictions' experiences with RCV in order to select the type that will work best for the city.

9. Future Charter Reviews

The recommends that the council consider adopting an ordinance requiring the city to undergo a charter review on a regular basis. The committee believes that many of the issues under consideration now (specifically including wards) should be reconsidered as the city continues to grow and evolve.

[3] Although the additional language in state law is helpful, the city already has the power to implement ranked choice voting under its home rule authority.

FOREST GROVE OREGON

Urban Renewal Plan

Bryan Pohl, Community Development Director
Miles Glowacki, Economic Development Coordinator

07/8/2024

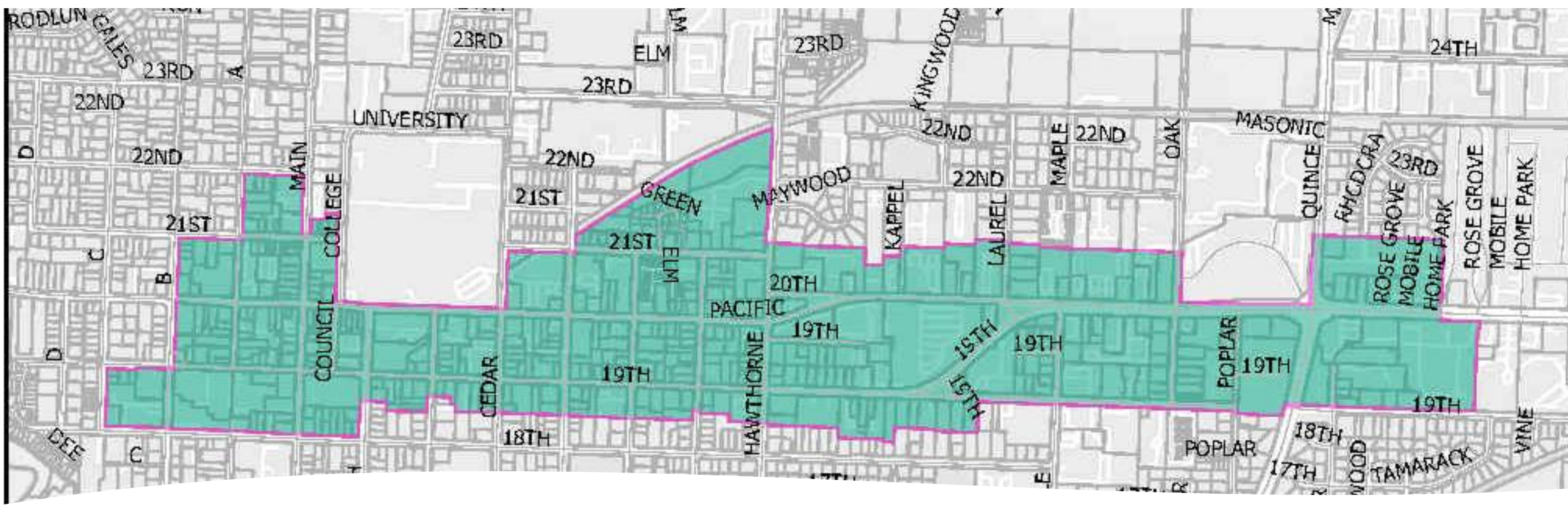
Purpose

- Briefly recap why urban renewal and how it works
- Briefly recap existing Urban Renewal Agency programs
- Familiarize the Board with additional specifics in the Urban Renewal Plan about the property acquisition program.
- Discuss the potential issuance of debt to fund the programs.

FOREST GROVE OREGON

Recap

- URA established in 2014
- Maximum indebtedness of $15 million; approximately $13 million remaining
- Expires in 2034 unless debt payments extend beyond then
- Comprised of 525 tax lots and about 200 acres (see area below)
- Current Tax Increment revenues of approximately $750k/year



Why Urban Renewal

- The Urban Renewal Agency seeks to:
  - Increase the taxable value of property in the Urban Renewal Area.
  - Further eliminate blight and blighting influences.
  - Improve the utilization of land within the Urban Renewal Area.
  - Catalyze private investment and job creation by offering financial incentives that meet community objectives, reduce risk, and encourage private investment.
  - Upon expiration of the Agency, return more revenue to the taxing districts than without the investment.

Why Urban Renewal

- Every Urban Renewal Agency has a plan that outlines a framework for how to spend tax increment revenues.
- Staff has been implementing programs in the Plan.
- Tonight will recap what programs are already in place and seek to clarify their implementation.

FOREST GROVE OREGON

Current URA Programs

Storefront Façade Improvement Program

1:1 Match Funded at $20,000/year

Building Improvements Program

1:1 Match Funded at $350,000/year

Property Acquisitions / Land Banking

No Match Funded at $350,000/year

URA Plan

Over the life of the URA, the Plan outlines the following amounts for these programs. These amounts are a framework and can be changed by the Board:

- Building Improvements: $2 million
- Property Acquisitions: $3 million

Building Improvements

- The Building Improvements program was approved June 24, 2024.

- The application is online at the city's website, where it can be translated into multiple languages.

- Applications being accepted for design grants (up to $5,000, no match) and building improvements grants (up to $100,000, 1:1 match)

Property Acquisitions

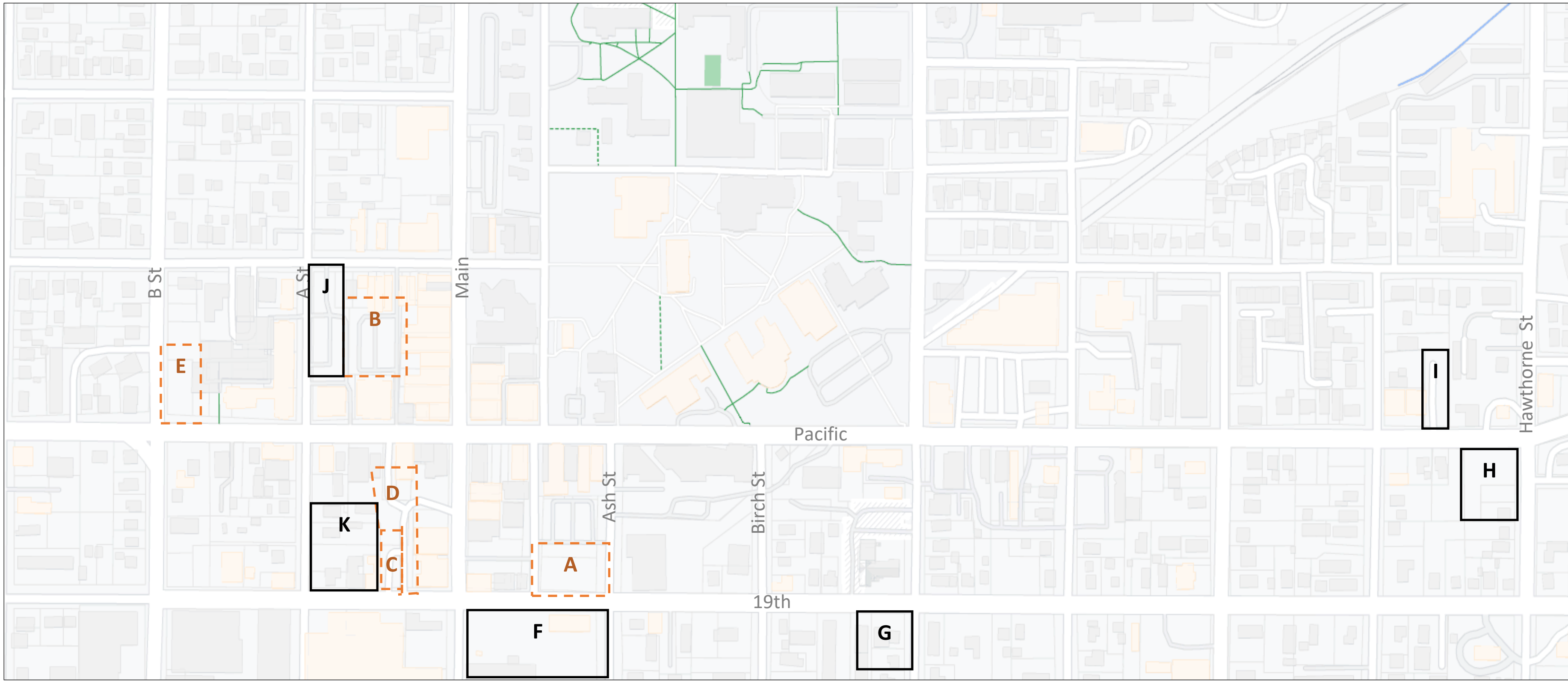
- The Board has emphasized the importance of property acquisition/land banking and redevelopment.
- Priorities have included downtown redevelopment (Jesse Quinn) and more recently, a downtown grocery store and boutique hotel.
- The URA plan recognizes the long-term benefits of property acquisition financed through issuance of debt.
- Acquisitions must be from willing sellers.
- Acquisitions must be within urban renewal area.

Property Acquisitions

- Staff will outline the properties in general and a potential process moving forward. If the Board would like to discuss purchasing property, an executive session will be scheduled.

- The Plan identifies 13 properties for potential acquisition. The Plan can be amended to include additional sites approved by the Board. Two properties have recently been fully developed. The remaining 11 sites identified in the Plan are:

Map of Remaining Sites



A: Gravel Parking Lot (City Owned)
B: Main/21st Parking Lot (City Owned)
C: Main/19th Ave Parking Lot (City Owned)
D: 1917 Main Ave (City Owned)

E: Site B (City Owned)
F: Woodfold
G: Former Service Station (Foodbank)
H: Cain Petro

I: Poppio’s
J: Wells Fargo Parking Lot
K: Schlegel Property (19th Ave)

Gravel Parking Lot

A

City Owned

Zoned Town Center Transition
Parking

.36 AC

FOREST GROVE OREGON

Main & 21st Parking Lot

B

City Owned

Institutional
Surface parking

.82 AC

Main & 19th Ave Parking Lot

C

City Owned

Institutional
Surface parking

.21 AC

1917 19th Ave Parking Lot

D

City Owned

Town Center Support
Surface parking

.11 AC

FOREST GROVE OREGON

Times-Litho Site (Jesse Q / Site B)

E

URA Owned

Town Center Support
Vacant

.11 AC

1821 Main St. (Woodfold)

F

Zoned Town Center Transition
Warehouse and underutilized land

2.04 AC

FOREST GROVE OREGON

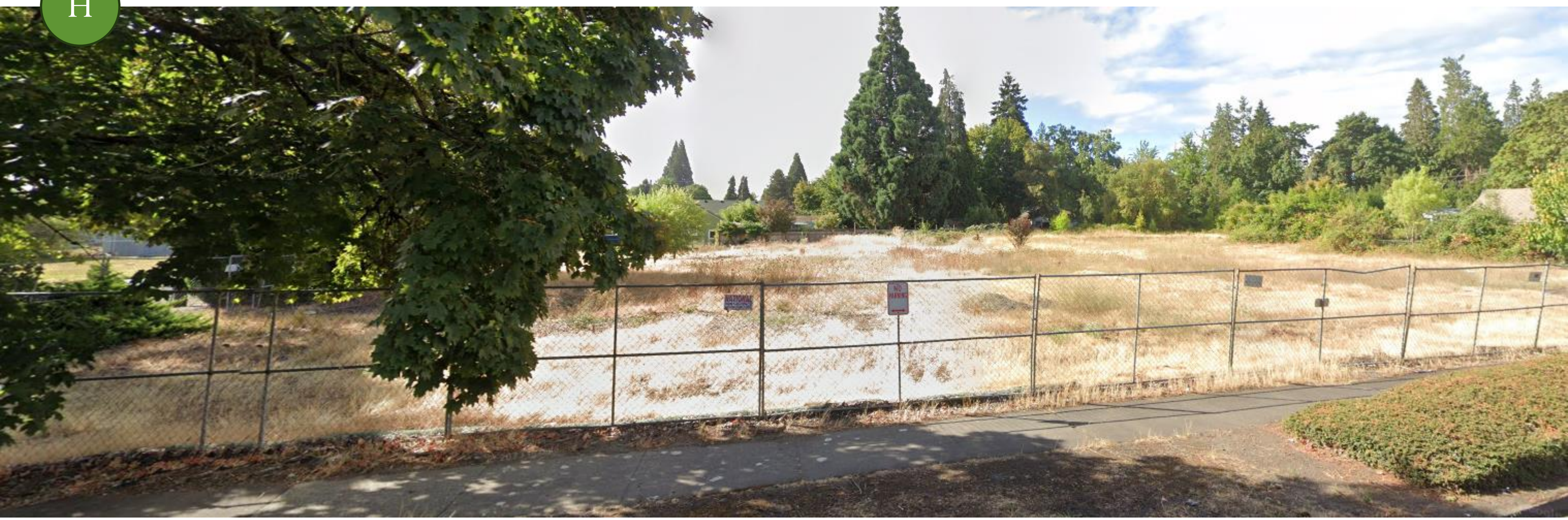
2134 19th Ave (Former Service Station)

G

Town Center Support .31 AC
Vacant former services station and underutilized land

2624 Pacific Ave (Cain Petro)

H



Community Commercial .48 AC
Vacant buildings and underutilized land

2617 Pacific Ave (Poppio's)

I

Community Commercial .38 AC
Vacant buildings and underutilized land

FOREST GROVE OREGON

Wells Fargo Parking Lot

J

Town Center Support
Surface parking

.99 AC

Schlegel Property

K

Town Center Support .98 AC

Vacant, convenience store, single family residences

DEBT ISSUANCE

- The question is whether the URA wants to consider issuing debt to fund these programs.
- The URA's remaining indebtedness is approximately $13 million.
- Things to consider are cash flow to pay off the debt, the period of debt payback, maximum indebtedness, timing of issuance and finance terms.
- The Plan allows for three rounds of debt issuance. The URA has used one round of debt to finance the Jesse Quinn development.
- Issuance of debt is a best practice of URA's to allow them the capacity to further their programs.

DISCUSSION

- Is there consensus to consider utilizing debt to finance building improvement and/or property acquisition programs? If so, how might that be structured?

- Is there a consensus to allow staff to investigate the opportunity sites identified in the Plan and provide a report to the Board on the current potential of these sites?

- Pending this analysis, staff can recommend a potential amount, timing, and type of debt issuance.