



Malynda Wenzl, Mayor

Angel Falconer, Councilor
Donna Gustafson, Councilor
Michael Marshall, Councilor

Karen Martinez, Councilor
Brian Schimmel, 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 submitted to the City Recorder at least 48 hours before the meeting at: mwoods@forestgrove-or.gov or 503-992-3235

SWEARING-IN CEREMONY

5:00 Reception and Swearing-In Ceremony

CITY COUNCIL WORK SESSION

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

5:30 Council Training Part I: Public Meetings, Records, Ethics, and Council Rules

Staff: Ashley Driscoll, City Attorney

CITY COUNCIL MEETING

A. 7:00 Call to Order

1. Roll Call
2. Land Acknowledgement
3. Pledge of Allegiance
4. Proclamation: Home Rule Charter Election Results

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. **RESOLUTION 2024-45 MAKING APPOINTMENTS TO CITY OF FOREST GROVE ADVISORY BOARDS, COMMITTEES AND COMMISSIONS**
2. Monthly Building Report - November
3. Abstract of Votes for November 5, 2024, General Election
4. Approve Public Arts Commission Minutes of 10.17.2024
5. Approve Committee for Community Engagement Minutes of 09.03.2024
6. Approve Committee for Community Engagement Minutes of 10.01.2024
7. Accept Planning Commission Resignation

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 **Parks & Recreation Annual Update**
Staff: Anne Lane, Parks & Recreation Director
2. 7:30 **Administration & Federal Projects Annual Update**
Staff: Paul Downey, Assistant City Manager/Finance Director
3. 7:45 **Police Department Annual Update**
Staff: Henry Reimann, Police Chief
4. 8:00 **Fire and Rescue Annual Update**
Staff: Jim Geering, Fire Chief

F. Public Hearings, Ordinances, and Resolutions

1. 8:15 **RESOLUTION 2024-46 AUTHORIZING THE CITY MANAGER TO EXECUTE AN OPERATION AGREEMENT BETWEEN THE CITY OF FOREST GROVE AND CENTRO CULTURAL DE WASHINGTON COUNTY FOR THE FOREST GROVE SENIOR AND COMMUNITY CENTER**
Staff: Paul Downey, Assistant City Manager/Finance Director

2. 8:25 **RESOLUTION 2024-47 DESIGNATING CITY OF FOREST GROVE CITY COUNCIL MEETINGS FOR 2025**

Staff: Mariah Woods, City Recorder

G. 8:30 Council Communications:

1. Councilor Reports
2. City Manager's Report
3. Mayor's Report

H. 8:55 Adjournment

CITY COUNCIL WORK SESSION

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

9:00 Council Liaison Appointments

Staff: Jesse VanderZanden, City Manager



Forest Grove City Council Swearing-In Ceremony

OATHS WILL BE ADMINISTERED
BY: MARIAH WOODS, CITY RECORDER

TO INCUMBENT:

City Councilor Donna Gustafson

TO NEWLY-ELECTED:

City Councilor Angel Falconer

&

City Councilor Brian Schimmel



MONDAY

7th

5:00 PM

DECEMBER

1915 MAIN STREET

RSVP: MWOODS@FORESTGROVE-OR.GOV





A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

MEETING DATE: _____

FINAL ACTION: _____

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager
Ashley Driscoll, City Attorney*

MEETING DATE: *December 9, 2024*

SUBJECT TITLE: *Part I: Work Session regarding Council Rules, Public Meetings, Public Records, and Government Ethics*

ACTION REQUESTED:

☐ Ordinance

☐ Order

☐ Resolution

☐ Motion

☒ X

☐ Informational

BACKGROUND

In 2023, the Oregon Legislature passed House Bill 2805, extending the Oregon Government Ethics Commission's (OGEC) authority, requiring public meeting law training, creating a new compliant process for public meeting violations, and allowing for imposition of civil penalties. This topic was recently presented at the League of Oregon Cities Annual Conference in October by the City's law firm, Beery, Elsner, and Hammond, LLC, (BEH) who will also present during the Work Session. Additionally, OGEC recently released the training standards to ensure the requirement is met.

The purpose of the work session is twofold: 1) to update the Council on the topics above, meet lawful training requirements, and allow for question and answer with the City Attorney, and 2) provide an opportunity for each Councilor to raise questions or concerns about existing Council rules with the intent of cataloging potential rule changes for future discussion. Each Councilor is encouraged to read through the existing Council Rules in preparation for the work session.

The work session is broken into two parts to allow time to review the material, ask questions, and reach consensus on identifying Council rules for additional follow up.

ATTACHMENT

- PowerPoint, Ashley Driscoll, City Attorney, BEH.

City of Forest Grove Council Training Part 1 December 9, 2024

Ashley Driscoll
Beery Elsner & Hammond, LLP
t (503) 226 7191 | f (503) 226 2348
www.gov-law.com

Introduction and Overview

- Goals for tonight...
 - You don't need to be an expert
 - Try to gain tools to recognize issues
 - And then, ask for assistance!
- Discussion Topics – Part 1
 - Authority/Charter and Council Rules
 - Types of Decisions
 - Public Records
 - Government Ethics Laws
- Discussion Topics – Part 2
 - Public Meetings

Introduction and Overview

- This training is common for city councils and fulfills legal requirements
 - Oregon HB 2805 (2023) mandated training for all public officials on Oregon's Public Meeting Laws
 - OGEK recently released the training standards for the public meetings training

Authority

- Remember you can act only as a body...
 - Generally speaking, neither the Charter nor the Municipal Code grant power to individual members of the Council to act on behalf of their body or the City.
 - Councilors are expected to abide by the decisions of the body, whether or not the member voted on the prevailing side.
 - If an individual member is authorized to represent the City before the public or another government agency, the member must represent the official city position on the issue.
 - Personal opinions and comments should be expressed only if the member makes clear that they are acting in an individual capacity and not representing the City's position.

Authority

- City Charter
 - Governing document for the City
 - Voter approval required to amend
 - All other City documents must be consistent with the Charter
 - Establishes roles of the mayor, council president and councilors
 - Establishes the Council/Manager form of government
 - Defines the quorum
 - Establishes vote required for certain actions
 - Etc.

Authority

- Council Rules
 - Required by the Charter
 - Adopted and amended by the Council via resolutions
 - Covers topics such as:
 - General rules
 - Council meetings
 - Presiding officer
 - Decorum
 - Statements to the media or other organizations
 - Agendas and order of business
 - Public hearing
 - Etc.

Authority

- Council Rules
 - Are there any rules members of the council would like to address this year?

Types of Decisions

Quasi-Judicial

Legislative

Administrative

Types of Decisions

- A quasi-judicial decision typically applies pre-existing criteria to an individual person or piece of land.
- Determining whether a proceeding is “quasi-judicial” turns on whether the decision displays certain characteristics:
 1. “bound to result in a decision.”
 2. “bound to apply pre-existing criteria to concrete facts.”
 3. “directed at a closely circumscribed factual situation or a relatively small number of persons.”

Types of Decisions

- A quasi-judicial decision must comply with general standards of due process.
- Due process standards typically include an opportunity to be heard, an opportunity to present and rebut evidence, an impartial decision-maker and a record and written findings adequate to permit judicial review

Types of Decisions

- Legislative decisions typically involve the adoption of more generally applicable policies, standards, etc., that apply to a variety of factual situations and a broad class of people.
- Because a legislative decision is the expression of local government policy, the local government is not required to reach a decision on a legislative proposal and may table the issue or decline to review it altogether.

Types of Decisions

- Ex Parte Contacts, Conflicts of Interest and Biases are all relevant issues that must be considered in quasi-judicial proceedings.
- Only conflict of interest issues must be considered in legislative decisions.

Ex Parte Contacts

- An ex parte contact is commonly understood as a meeting, written communication (including email), or telephone conversation between a member of the hearing body and an interested party, outside of the public hearing process.
- But the scope of ex parte contacts is actually much broader and encompasses any evidence, relating to a pending application relied on by a hearing body member in making a final decision that is not fully disclosed.
- Ex parte contacts may even include things such as newspaper articles, blog posts and radio reports.

Ex Parte Contacts

- Ex parte contact does not render a decision unlawful so long as there is full disclosure.
- Disclosure must occur at the earliest possible time in the decision-making process.
- There are two components to full disclosure: (1) placing the substance of the written or oral ex parte contact on the record and (2) a public announcement of the ex parte contact.
- The public must be given an opportunity to rebut the substance of the ex parte contact.
- Under ORS 227.180(4) and ORS 215.422(4) communications with staff are not considered an ex parte contact.

Bias

- A biased decision maker substantially impairs a party's ability to receive a full and fair hearing.
- Bias can be in favor of or against the party or the application.
- Generalized expressions of opinions are not bias.

Bias

- Actual bias means prejudice or prejudgment of the parties or the case to such a degree that the decision maker is incapable of being persuaded by the facts to vote another way.
- This can include:
 - Personal bias;
 - Personal prejudice; or
 - An interest in the outcome.

Public Records

- Oregon law requires both inspection and preservation.
- Public records include any “writing” containing information relating to the conduct of the public’s business.
- The term “writing” is defined expansively by ORS 192.410(6) to mean: handwriting, typewriting, printing, photographing and every means of recording, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, files, facsimiles or electronic recordings.
- May charge reasonable fees for inspection.
- Exemptions exist that permit City to keep certain documents confidential.

Public Records

- City must follow record retention policy approved by Secretary of State archives division.
- Must keep one official copy of each record for applicable retention period.
- Destruction of public records in a manner inconsistent with the approved record retention policy is a criminal offense.

Public Records

- Duty extends to elected and appointed officials, not just employees (which means social media posts and emails to home computers must be retained).
- Even after individual e-mail messages are “deleted” from an individual’s computer work area, the messages may continue to exist on computer back-up tapes for at least a short period of time. E-mails on back-up tapes remain public records. As with any public record, a public body must make all nonexempt e-mail available for inspection and copying regardless of its storage location.

Public Records

- Common Issues for Public Officials:
 - Text messages
 - Social media posts
 - Personal notes
 - Emails on personal email accounts

Public Records Take Away

- Make sure that at least one copy of any “record” you use related to your official capacity is being kept in accordance with the City’s record retention policy.

Government Ethics

- Oregon's Government Ethics laws
 - The policy is “that service as a public official is a public trust, and that, as one safeguard for that trust, the people require all public officials to comply with the [the law]”
 - The law has various parts:
 - Abuse of Office
 - Reporting Requirements
 - Conflicts of Interest
 - Nepotism
 - Gifts
 - Use of Confidential Information
 - The Ethics Commission
 - Penalties

Government Ethics

- Abuse of Office
 - Public officials may not use or attempt to use their position to obtain financial gain or avoid financial detriment that would not otherwise be available but for holding of the official position.
 - Applies to the public official and “relatives” and “members of the household” of the public official.
 - Applies to businesses with which the public official or their relatives is associated.

Government Ethics

- Abuse of Office
- There are a variety of actions that a public official may take or participate in that could constitute the prohibited use or attempted use of the public official position:
 - Voting in a public meeting
 - Placing a signature on a government agency's document
 - Making a recommendation
 - Making a purchase with government agency funds
 - Using a government agency's resources [i.e. computers, vehicles, heavy equipment or office machines] not available to the public

Government Ethics

- Abuse of Office
- Relatives include:
 - ✓ the spouse, parent, stepparent, child, sibling, stepsibling, son-in-law or daughter-in-law of the public official;
 - ✓ the parent, stepparent, child, sibling, stepsibling, son-in-law or daughter-in-law of the spouse of the public official;
 - ✓ any individual for whom the public official has a legal support obligation; and
 - ✓ any individual from whom the candidate receives benefits arising from that individual's employment.
- Members of the household include any person who resides with the public official.

Government Ethics

- Businesses with which a person is associated include:
 - A “business” is a self-employed individual and any legal entity that has been formed for the purpose of producing economic gain.
 - A private business if: the person is a director, officer, owner, or employee or agent of the business; or if a person owns or has owned more than \$1000 worth of stock, equity interest, stock options, or debt interest of a private business in the preceding calendar year.
 - A publicly held corporation if: the person is an officer or director of the publically traded company, or if the person owns or has owned more than \$100,000 worth of stock in the preceding calendar year.
 - A business that is a “source of income” that produces 10 percent or more of the person’s total annual household income and the person is required to file an annual statement of economic interest.

Government Ethics

- Excluded non-profits
 - Income-producing corporations that are not-for profit and tax exempt under section 501(c) of the Internal Revenue Code, if a public official or a relative is associated only as a member, as a member of the board of directors, or in another unpaid position.

Government Ethics

- Example: An elected County Commissioner is a member of a credit union that operates without profit and is tax exempt under section 501(c) of the Internal Revenue Code. Because the public official is associated with the credit union only as a member, the credit union is not considered a “business.”
- Example: The son of an elected city councilor is a teller employed by a credit union that operates without profit and is tax exempt under section 501(c) of the Internal Revenue Code. Because the public official’s relative is a paid employee of the credit union, the city councilor’s association with the credit union does not meet the exclusion above, and the credit union would be considered a “business.”

Government Ethics

- What is a conflict of interest?
 - A conflict of interest arises when a decision or recommendation you are making **would or could** result in a “private pecuniary benefit or detriment” to you, your relatives, or a businesses with which either you or your relatives are associated. Conflicts of interest come in two forms – actual conflicts and potential conflicts.
- What is the difference between an actual and potential conflict of interest?
 - An actual conflict of interest arises when any decision or act by you **would** result in a “private pecuniary benefit or detriment” to you, your relatives or an associated business; while a potential conflict arises when a decision or act by you **could** result in such an outcome.

Government Ethics

- What do I do if I have a conflict?
 - For actual conflicts you must:
 1. publicly announce the conflict; and
 2. refrain from participation in any official action on the issue including any discussion of the matter.
 - For potential conflicts you must:
 1. publicly announce the potential conflict every time the issue arises; and
 2. after disclosure you may participate in any official action on the issue, including discussions and votes.

Government Ethics

- Potential conflict
- A school district has decided to construct a new elementary school and the school board is at the stage of developing criteria for the construction bid process. A recently elected school board member's son owns a construction company in town. The school board member would be met with a potential conflict of interest when participating in official actions to develop the bid criteria, because the official actions she takes could financially impact her son's construction company, a business with which her relative is associated.

Government Ethics

- Actual Conflict
- A school district is soliciting bids for the construction of a new elementary school. The bid deadline was last week and the district Superintendent has notified the school board that there are four qualified bids and the school board will be awarding the bid to one of the four bidders at their upcoming meeting. One of the qualified bids was submitted by the construction company owned by a school board member's son. The school board member would be met with an actual conflict of interest when awarding this bid because the effect of her decision would have a financial impact (either positive or negative) on her son's construction company, a business with which her relative is associated.

Government Ethics

- No conflict
- A school district is soliciting bids for the construction of a new elementary school. One of the qualified bids was submitted by a construction company owned by a board member's best friend but neither the board member nor any relative are associated with the construction company. The school board member would not be met with a conflict of interest when awarding this bid because the effect of her official decision would not or could not have a financial impact on herself, a relative, or a business with which she or her relative is associated.

Government Ethics

- Are there exceptions?
 - Class exception. Seek legal advice prior to relying on this exceptions.

Government Ethics

- Gifts
 - The law prohibits public officials, relatives of public officials and members of a public official's household from soliciting or receiving any gifts over \$50 in a calendar year from any source that has, or could reasonably be expected to have, a legislative or administrative interest in the public official's decisions or votes.
 - Always look to source of the gift!

Government Ethics

- Gifts
 - A gift is anything of economic value, but the definition excludes things such as:
 - gifts from relatives or members of the household of the public official;
 - gifts in the form of tokens, plaques, trophies or mementos with a resale value less than \$25; and
 - gifts received as part of one's private business, employment or volunteerism.
 - Several other exemptions from definition of gifts.

Government Ethics Take Away

- Be on the look out for any actions you may take related to the City, whether in a personal or official capacity, that may affect the financial interests of you, your relatives, businesses with which either you or your relatives are associated, or members of your household.

Questions

- Please feel free to call or email with any questions or comments.
- Thank you!

Ashley Driscoll
Ashley.Driscoll@behlaw.com
Beery Elsner & Hammond, LLP
t (503) 226 7191 | f (503) 226 2348
www.gov-law.com

PROCLAMATION

City of Forest Grove Home Rule Charter

WHEREAS, the Forest Grove City Council called for an election to consider proposed changes to the City Charter, which was submitted to voters as Ballot Measure 34-339 at the November 5th, 2024 election; and

WHEREAS, City Code requires that the Mayor issue a proclamation on the results of ballot measure elections; and

WHEREAS, on Tuesday, December 2, 2024, Washington County Elections certified the results of the election on Ballot Measure 34-339.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM THE RESULTS OF BALLOT MEASURE 34-339, TO BE AS FOLLOWS:

Ballot Measure 34-339: City of Forest Grove Home Rule Charter

Yes 6231 60.75%

No 4026 39.25

11771 ballots (1513 undervotes), 16773 registered voters, overall turnout 70.18%

The amended City of Forest Grove Home Rule Charter, having been passed by a majority the voters of Forest Grove, will take effect January 1st, 2025.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 9th day of December, 2024.

Malynda H Wenzl

Malynda H. Wenzl, Mayor, City of Forest Grove

Mariah Woods

From: noreply@civicplus.com
Sent: Monday, November 25, 2024 4:59 PM
To: City Councilors
Subject: Online Form Submittal: Contact City Council

Contact City Council

First Name	Don
Last Name	Hennig
City	Gales Creek
State	Oregon
Zip	97117
Email	
Whom would you like to contact?	Entire Forest Grove City Council (Includes Mayor Wenzl)
Would you like a response?	Yes
Question / Comment	Re FG Senior Center Management Agreement: If an RFP receives multiple proposals and multiple protocol reviews agreed that Cultural Central has best proposal, CC should be awarded. Simple as that. FG City Council should be grateful that previous public dialog objecting to (management by) "brown people" has not garnered wider media attention...yet! Don Hennig

Email not displaying correctly? [View it in your browser.](#)

Mariah Woods

From: kim phcwc.org <kim@phcwc.org>
Sent: Monday, November 25, 2024 8:01 PM
To: Mariah Woods
Subject: Metro cuts are real dollars
Attachments: WHC SHS changes meeting presentation_111924.pdf

Hi there,

I know you are the city recorder, I am in hopes that you can forward my email to the council. I have an attachment and emailing on the website would not let me send the attachment.

Subject: Urgent Concerns About the Impact of Proposed Funding Reductions

Dear Forest Grove City Council,

I wanted to follow up on the presentation made this evening by Juan Carlos from Metro. As a nonprofit provider at risk of losing vital funding due to the proposed reforms, I feel it is important to ensure that you have a complete understanding of the potential consequences these changes could have on our work and, ultimately, on the homeless community.

Even small percentage reductions can lead to substantial financial losses:

- A 10% reduction would result in a \$17.5 million decrease in annual collections, totaling \$87 million over five years.
- A 25% reduction would mean a \$44 million drop in annual collections, amounting to \$836 million over 19 years.

Such reductions could force us to close shelters, reduce the number of housing case managers, and halt the development of access centers in neighboring cities. We could have to completely remove our outreach teams. I urge you to continue your research and ensure that you're not solely relying on my perspective or Juan Carlos's. Please make sure you're gathering the full facts and understanding the far-reaching impacts these changes could have.

In community,

Kim Marshall
Executive Director
Project Homeless Connect
www.phcwc.org

Well Being Notice: *Receiving this email outside of normal work hours? Managing work and life responsibilities is unique for everyone. I have sent this email at a time that works for me. Please respond at a time that works for you.*

Mariah Woods

From: noreply@civicplus.com
Sent: Tuesday, November 26, 2024 9:56 AM
To: City Councilors
Subject: Online Form Submittal: Contact City Council

Contact City Council

First Name	Sandra
Last Name	Elkins
City	Cornelius
State	OR
Zip	97113
Email	[REDACTED]
Whom would you like to contact?	Entire Forest Grove City Council (Includes Mayor Wenzl)
Would you like a response?	Yes
Question / Comment	The Centro Cultural location in Cornelius is supposed to be Cornelius's Community Center, is it not? The words "Community Center" are on the building today above the front door. This information is found on Centro Cultural's website: • From the Celebrating Centro's 50th Anniversary presentation: In 1972 a group of migrant farmworker families wished to make Washington County their permanent home. They believed in creating a vibrant, cohesive society that welcomed people of all backgrounds and ethnicities. They founded Centro Cultural to be a place where the Hispanic and Latino community could gather for service, connection, and prosperity. • Also from the 50th Anniversary presentation: 1980 - Funding secured to build a new community center in Cornelius at 1110 N. Adair Street 1982 - Grand opening of new Cornelius community center

From the City of Cornelius's website for a meeting on 2/21/24:

- We invite you to join us to share your thoughts on what a Cornelius community center could be. Later this year, work will begin to replace the Cornelius Elementary School with a new, 2-story building. The current school is nearly 80 years old and has served out a very useful life. One part of the existing building will remain; the part that includes the gym, cafeteria, kitchen, and associated offices. The City is exploring the possibility of acquiring this part of the building to develop our first community center.

Cornelius's first community center? Did you catch that?

I'd also like to point you to the City of Cornelius's 2045 Vision and Action Plan.

- Placemaking: Implement placemaking initiatives that repurpose underutilized areas to establish vibrant community gathering spaces, such as parks, plazas, or civic centers.

- P-2

Action: Acquire and renovate the Cornelius Elementary School to create a community center. Timeline: 1-3 years.

Cost: \$\$\$

Potential Community Partners: City of Cornelius, Metro, Federal and State Legislative Delegation

There are a total of 14 action items under the Cultural Heritage portion of the plan where the Placemaking subgroup is located. Centro Cultural is listed as a potential partner for 9 out of 14 of those items.

The City of Cornelius and Centro Cultural are partners in several events per year. It is clear from the Cornelius 2045 Vision and Action Plan that Centro Cultural will be very involved in almost every aspect of this plan. Why are they not involved in the building of the FIRST Cornelius Community Center?

If Centro Cultural in Cornelius was the INCLUSIVE organization they are claiming to be or would be for the community of Forest Grove, again, why is the City of Cornelius building the FIRST Cornelius Community Center without involvement from Centro Cultural?

Are you positive Centro Cultural is the right organization to operate your Senior & Community Center? Apparently, the City of Cornelius doesn't seem to think so.

Concerned,
Sandra

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Mariah Woods

From: [REDACTED]
Sent: Tuesday, December 03, 2024 12:28 PM
To: City Councilors
Subject: FGSCC

Dear mayor and city councilors,

I am concerned about what Centro Culturals plans are for the Forest Grove Senior and Community Center. I understand that transfer will occur January 1, 2025.

I've participated in the past two council meetings and still have no idea what the plans are for the current activities available to our community at the center.

I teach group exercise at FGSCC for those in our community from ages 8 to 100+. My classes are 5 per week at the Center and average 15 to 20 participants per class.

My concern is will I be able to continue these classes at the Center? If so, will Centro Cultural require me to pay rent?

This is an essential service to our community. Many who are isolated and thirsting for human connection and good health find both in the fitness classes I teach.

I believe that Forest Grove city Council and our mayor has an obligation to at least give me the courtesy of an answer to my questions.

I need time to petition other venues to move my classes to, if necessary. I'd much rather not as we enjoy using the center. It is more conducive to our needs.

Please advise at your earliest convenience.

Best regards, Deanne Michaud

Sent from my iPhone

Mariah Woods

From: noreply@civicplus.com
Sent: Tuesday, December 03, 2024 1:43 PM
To: City Councilors
Subject: Online Form Submittal: Contact City Council

Contact City Council

First Name	Carla
Last Name	Brown
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	Has a decision been made on the Forest Grove Senior Center? Our Residents at The Elms Retirement Center are wondering what the status is. Lots of rumors that I would love to remedy.

Email not displaying correctly? [View it in your browser.](#)

Mariah Woods

From: noreply@civicplus.com
Sent: Wednesday, December 04, 2024 10:56 AM
To: City Councilors
Subject: Online Form Submittal: Contact City Council

Contact City Council

First Name	Cindy
Last Name	Ertell
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	I am a lifelong member of Forest Grove. I was born here in 1956 and joined my parents in supporting community activities in Forest Grove. I feel ownership here. After listening to the work sessions and city council meetings regarding the Senior Center, I feel the need to comment on the issue. I am sending this to all, as I believe transparency is an area that our city could improve on. Here are my thoughts: 1. The senior center should be primarily used to serve the seniors in our community. Other activities should be considered only when they don't conflict with senior activities. 2. If the current board at the senior center is willing to stay on board until March 2025, please let them. This gives you time to properly solve the management problem, even if it means shutting down the center for a couple of months to get everything in place. 3. I appreciate counselors Rippe, Uhing and Gustafson supporting the vital need to have seniors involved in the process. They all seem to have a good understanding of the community needs and challenges. 4. I am appalled at the mayor chastising the council members.

That only serves to tear apart a team, especially when they are accused of being racist. I believe the mayor owes the council an apology. I've been to at least one meeting where the community members were chastised as well.

5. I was alarmed to hear the representatives at Centro Cultural emphasize that they have been looking for a space for their staff and programs. They said they would continue the existing programs at the senior center but the whole interview felt very skewed to be an extension of Centro. No mention was made of what the existing programs are, making me question how much they know about what goes on there.

6. The mayor made it very clear, along with counselor Valenzuela, that they want Centro to run the senior center. The mayor mentioned that 30% of our senior population is latinx, implying that Forest Grove's senior center needs to support them. What that says to me is that 70% of our senior population is from other descendants. I have no problem with anyone wanting to attend the senior center and would happily socialize with everyone but please don't trash the culture of the other 70%. Let's not forget that the equity in DEI includes the majority of the population that has been here for 40, 50, 60 years and beyond.

As a special mention, thank you to Donna Gustafson especially for her hard work in providing activities for the citizens of Forest Grove and beyond.

Thank you for considering my comments and for serving Forest Grove.

Respectfully, Cindy Ertell

Email not displaying correctly? [View it in your browser.](#)

Mariah Woods

From: Nansi Lopez <nlopez@centrocultural.org>
Sent: Friday, December 06, 2024 11:29 AM
Subject: A Convening for Electeds, Preparing for the Trump Administration

Dear Elected Leader & Partner,

Centro Cultural, ACLU, and the Oregon Department of Justice invite you to a critical convening to equip our local elected leaders with the insights and tools necessary to address the urgent and pressing challenges facing immigrants, people of color, LGBTQIA+ community, and vulnerable families.

As we navigate the developing landscape under the Trump administration, it is crucial for elected leaders in Washington County to take an active approach in maintaining justice and fairness, while safeguarding our most vulnerable community members.

This convening will focus on the following:

- Equip Washington County elected officials with insights into anticipated civil rights challenges under a Trump administration.
- Discuss local government's role in protecting immigrant and refugee communities.
- Provide information on Sanctuary Law, Sanctuary Promise Hotline and its impact in addressing civil rights violations.
- Explore actionable steps to implement a civil rights firewall in Washington County.

Your leadership and insight are critical to this conversation, and we invite you to inform a collective response to the real threats we will face together in the coming years. Please confirm your attendance by email before 12/11. If you need a virtual option, please let me know, however we highly encourage you to join us in-person.

Details:

12.16.2024

6 p.m. to 7:30 p.m.

Centro Cultural

1110 N. Adair. Street Cornelius, Oregon 97113

Thank you for your dedication and services to the community of Washington County.

In solidarity,

Nansi López | *Policy Director*

Pronouns: She/her/ella



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

MEETING DATE: 12.9.2024

FINAL ACTION: RESO 2024-45

CITY COUNCIL STAFF REPORT

TO: City Council

FROM: Jesse VanderZanden, City Manager

PROJECT TEAM: Joyce Phillips, Communications and Programs Assistant

MEETING DATE: December 9, 2024

SUBJECT TITLE: Resolution 2024-45 Consenting to Board and Commission Appointments

ACTION REQUESTED:

	Ordinance	Order	X	Resolution		Motion		Informational
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BACKGROUND

At a work session held on September 9, 2024, the City Council reached consensus to update its Board and Commission (B/C) recruitment and appointment process. The updated process established that applicants are interviewed by the Staff and Council Liaisons who then make recommendations to the Mayor for appointment.

Per City Charter, Section 8, and Council Rules, Sections 4.1 and 14.1, the Mayor, with the consent of Council, appoints members of boards, commissions, and committees established by ordinance or resolution. The following candidates have been appointed by the Mayor and are subject to the consent of Council:

Glenn VanBlarcom	Parks & Recreation Commission	NNW - Reappointment
Tom Robinson	Parks & Recreation Commission	SE
Mallory Hiefield	Parks & Recreation Commission	NE
Julian Garfias	Parks & Recreation Commission	Student Position
Tim Budelman	Economic Development Commission	Real Estate
Steve Krautscheid	Economic Development Commission	Healthcare - Reappointment
Jesse Bristow	Economic Development Commission	Commercial
David Hunter	Community Forestry Commission	Reappointment
Bruce Countryman	Community Forestry Commission	Reappointment
Aiden Rydman	Community Forestry Commission	Student position
Tim Orr	Historic Landmarks Board	
Kevin Ezell	Historic Landmarks Board	
Benjamin Colteaux	Historic Landmarks Board	

Each applicant has confirmed their willingness to serve. Once appointed, the Staff Liaison will reach out to the appointee prior to their next B/C meeting to ensure they are oriented to the bylaws and rules and regulations for B/C members.

STAFF RECOMMENDATION

Consider approving the attached resolution consenting to Boards and Commission appointments.

ATTACHMENTS

- Resolution No. 2024-45 Consenting to Board and Commission Appointments

RESOLUTION NO. 2024-45

RESOLUTION CONSENTING TO BOARD AND COMMISSION APPOINTMENTS TO CITY OF FOREST GROVE ADVISORY BOARDS, COMMITTEES AND COMMISSIONS

WHEREAS, City Charter, Section 8, and Council Rules, Sections 4.1 and 14.1, state the Mayor, with the consent of Council, appoints members of boards, commissions, and committees established by ordinance or resolution; and

WHEREAS, the Mayor has appointed the individuals in the table below at the recommendation of the Council and Staff Liaisons for each respective B/C.

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

Section 1. The City Council consents to the following appointments to the associated Boards and Commissions as outlined in the table below:

Glenn VanBlarcom	Parks & Recreation Commission	NNW - Reappointment
Tom Robinson	Parks & Recreation Commission	SE
Mallory Hiefield	Parks & Recreation Commission	NE
Julian Garfias	Parks & Recreation Commission	Student Position
Tim Budelman	Economic Development Commission	Real Estate
Steve Krautscheid	Economic Development Commission	Healthcare - Reappointment
Jesse Bristow	Economic Development Commission	Commercial
David Hunter	Community Forestry Commission	Reappointment
Bruce Countryman	Community Forestry Commission	Reappointment
Aiden Rydman	Community Forestry Commission	Student position
Tim Orr	Historic Landmarks Board	
Kevin Ezell	Historic Landmarks Board	
Benjamin Colteaux	Historic Landmarks Board	

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

PRESENTED AND PASSED this 9th day of December, 2024.

Mariah S. Woods, City Recorder

APPROVED by the Mayor this 9th day of December, 2024.

Malynda H. Wenzl, Mayor

Monthly Building Activity Report

November-24

2023-2024

Category	Period: November-23		Period: November-24	
	# of Permits	Value	# of Permits	Value
Man. Home Setup				
Res 1 & 2 Family New	3	1,602,139.72	11	5,086,272.57
SFR Addition & Alt/Repair	2	36,168.64	4	82,038.00
MultiFamily New				
Multi Family Alterations/Repair/Additions				
Group Care Facility				
Commercial New				
Commerical Addition				
Commercial Alt/Repair	1	123,452.00	1	499,570.25
Industrial New				
Industrial Addition				
Industrial Alt/Repair				
Gov/Pub/Inst (new/add)			2	6,353,811.00
Signs	1	12,000.00		
Grading				
Demolitions				
Total	7	\$1,773,760	18	\$ 12,021,691.82

Fiscal Year-to-Date

2023-2024		2024-2025	
Permits	Value	Permits	Value
104	\$25,292,217	147	\$48,534,359



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

MEETING DATE: 12/09/2024

FINAL ACTION: Certified Abstract of
Votes City Council
General Election
November 5, 2024

CITY COUNCIL STAFF MEMORANDUM

TO: City Council

FROM: Jesse VanderZanden, City Manager

PROJECT TEAM: Mariah Woods, City Recorder/Elections Officer

MEETING DATE: December 9, 2024

SUBJECT TITLE: Abstract of Votes for November 5, 2024, General Election

ACTION REQUESTED:

☐ Ordinance

☐ Order

☐ Resolution

☐ Motion

☒ X

☐ Informational

X all that apply

BACKGROUND

In accordance with ORS 255.295, attached are the “Official Final Result” Abstract of Votes for City of Forest Grove relating to the General Election held on November 5, 2024. Pursuant to State law, the Washington County Clerk certified the results of the election on December 2, 2024.

Forest Grove has three precincts: 339, 340 and 445; Total:

- 11,771 (2020, 12,363) Total Ballots Cast
- 16,773 (2020, 15,473) Registered Voters
- 70.18% (2020, 79.90%) Turnout

CITY COUNCILOR CANDIDATES (Vote for 3)		
Name:	Votes:	Percent:
Donna Gustafson	5,009	18.99%
Wolanda Koko Groombridge	3,384	12.83%
Jordan W. Miller	3,470	13.16%
Peter Truax	4,654	17.65%
Angel Falconer	4,817	18.26%
Brian Schimmel	4,764	18.06%
Write-In	185	0.70%
Write-In	61	0.23%
Write-In	30	0.11%
Total	26,374	100.00%

All Precincts (¹10 overvoted ballots, ²30 overvotes, ³8,909 undervotes)

34-339: City of Forest Grove Home Rule Charter		
YES	6,231	60.75%
NO	4,026	39.25%

All Precincts (1 overvoted ballot, 1,513 undervotes)

In accordance with ORS 254.548(2), the City Recorder/Elections Officer shall prepare and issue a Certificate of Election to each qualified candidate having the most votes for the election. The Swearing-In Ceremony will be held on Monday, December 9, 2024, at which time the Oaths of Office will be administered by the City Recorder and Certificates of Election provided to the elected candidates.

In accordance with Forest Grove City Code § 31.37 the Mayor will issue a proclamation at the December 9th, 2024 City Council meeting stating the vote on Measure 34-339 and declaring the majority vote and effective date.

STAFF RECOMMENDATION

Staff recommends the City Council accept the certified Official Final Results. The above-named elected candidates filed for nomination by completed petition, along with the required certified signatures (25), according to City Charter and Ordinance for the offices of city government as indicated above. The City Recorder/Elections Officer certified that the above-named elected candidates met the qualifications prior to their name appearing on the Official Ballot. Pursuant to City Charter §27, the City Council is the final judge of the election and qualification of its members.

ATTACHMENTS

- Certified Official Final Results – City Councilor
- Certified Official Final Results – Ballot Measure 34-339

Footnotes

¹ 'Overvoted ballots' are the quantity of ballots that clearly had more ovals marked than were permitted. Overvote definition is 'marking more than the allowable count for a contest, i.e. marking 4+ ovals versus the 3 allowable.

¹ 'Overvotes' is the number of ballots times the allowable votes permitted for that contest. On this contest there were 10 over voted ballots and the contest allowed a vote of 3 so it reports 30 overvotes (10x3=30).

¹ 'Undervotes' is the actual count of blank ovals that could have been voted but weren't up to the quantity allowable (allowed 3 votes on the City Councilor contest). Voters have the right to undervote if they choose to do so. Unlike an overvote, a ballot will not be canceled or disqualified as the result of an undervote.

Ballots Cast per Contest with Precincts
Washington County November 5 2024 General Election
All Precincts, All Districts, All Counter Groups, All ScanStations, All Contests, All Boxes
Official Results

Page: 71 of 147
2024-12-02
09:11:39

Total Ballots Cast: 301105, Registered Voters: 400012, Overall Turnout: 75.27%

City of Forest Grove, Council Members (Vote for 3)

Precinct	Ballots Cast	Reg. Voters	Total Votes	Donna Gustafson		Wolanda Koko Groombridge		Jordan W Miller		Peter Truax	
Precinct 339	4822	7722	10357	2065	19.94%	1416	13.67%	1381	13.33%	1716	16.57%
Precinct 340	6948	9050	16014	2943	18.38%	1967	12.28%	2088	13.04%	2938	18.35%
Precinct 445	1	1	3	1	33.33%	1	33.33%	1	33.33%	0	0.00%
Total	11771	16773	26374	5009	18.99%	3384	12.83%	3470	13.16%	4654	17.65%

Ballots Cast per Contest with Precincts
Washington County November 5 2024 General Election
All Precincts, All Districts, All Counter Groups, All ScanStations, All Contests, All Boxes
Official Results

Page: 72 of 147
2024-12-02
09:11:39

Total Ballots Cast: 301105, Registered Voters: 400012, Overall Turnout: 75.27%

City of Forest Grove, Council Members (Vote for 3)

Precinct	Ballots Cast	Reg. Voters	Total Votes	Angel Falconer		Brian Schimmel		Write-in		Write-in	
Precinct 339	4822	7722	10357	1880	18.15%	1799	17.37%	65	0.63%	23	0.22%
Precinct 340	6948	9050	16014	2937	18.34%	2965	18.52%	120	0.75%	38	0.24%
Precinct 445	1	1	3	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Total	11771	16773	26374	4817	18.26%	4764	18.06%	185	0.70%	61	0.23%

Ballots Cast per Contest with Precincts
Washington County November 5 2024 General Election
All Precincts, All Districts, All Counter Groups, All ScanStations, All Contests, All Boxes
Official Results

Page: 73 of 147
2024-12-02
09:11:39

Total Ballots Cast: 301105, Registered Voters: 400012, Overall Turnout: 75.27%

City of Forest Grove, Council Members (Vote for 3)

Precinct	Ballots Cast	Reg. Voters	Total Votes	Write-in	Over Votes	Under Votes
Precinct 339	4822	7722	10357	12 0.12%	12	4097
Precinct 340	6948	9050	16014	18 0.11%	18	4812
Precinct 445	1	1	3	0 0.00%	0	0
Total	11771	16773	26374	30 0.11%	30	8909



I, Dan Forester, Washington County
Elections Division Manager and designee
of the Ex-Officio County Clerk, do hereby
certify this to be a true and correct
copy of the original.

Date: Dec. 2, 2024
By: [Signature]

Ballots Cast per Contest with Precincts
Washington County November 5 2024 General Election
All Precincts, All Districts, All Counter Groups, All ScanStations, All Contests, All Boxes
Official Results

Page: 145 of 147
2024-12-02
09:11:39

Total Ballots Cast: 301105, Registered Voters: 400012, Overall Turnout: 75.27%

Question 34-339 (Vote for 1)

Precinct	Ballots Cast	Reg. Voters	Total Votes	Yes		No		Over Votes	Under Votes
Precinct 339	4822	7722	4067	2496	61.37%	1571	38.63%	1	754
Precinct 340	6948	9050	6189	3734	60.33%	2455	39.67%	0	759
Precinct 445	1	1	1	1	100.00%	0	0.00%	0	0
Total	11771	16773	10257	6231	60.75%	4026	39.25%	1	1513



, Dan Forester, Washington County
Elections Division Manager and designee
of the Ex-Officio County Clerk, do hereby
certify this to be a true and correct
copy of the original.

Date: Dec. 2, 2024
By: [Signature]

PUBLIC ARTS COMMISSION	October 17, 2024
MEETING MINUTES	Library Rogers Room, ZOOM

Minutes are unofficial until approved by the B/C.

1. CALLED TO ORDER:	
	Dana Eytzen, Co-Chair, called the meeting to order at 5:00 p.m.
	ROLL CALL: Dana Eytzen, Emily Lux, Brian Harris, Brenna Cooper, Orson Marcel, Linda Taylor
	Public Attendees: Leah Henriksen
	ABSENT: Kristin Cast
	EXCUSED: Kathleen Leatham, Laurie Kerns, Pat Truax
	STAFF PRESENT: Colleen Winters
	COUNCIL PRESENT: Donna Gustafson
2. PUBLIC COMMENT:	
3. CONSENT AGENDA:	
	a) <i>Approve B/C Meeting Minutes of August 27, 2024 and September 19, 2024- Moved by Brian Harris as corrected, seconded by Emily. The motion moved unanimously.</i>
4. ADDITIONS/DELETIONS:	
	F. 7. Festival of the Arts
5. Discussion/Decision Items:	
	1. Leah from Cornelius Elementary School – Mini Grant Application Cornelius School - moving from old building to new building. Leah was thinking about how can students can stay connected even after moving buildings and came up with the idea to create a mosaic out of stained glass. The image would be a view of Mt. Hood from Fernhill Wetlands. Proposes that students can sign the pieces of glass that will be used. Plans are underway for deciding on a location and structural design. Requesting the grant for glass and materials. Has already been granted \$200 and is beginning process to apply for another as well. Total size would be 5 feet x 6 feet

	Emily makes a motion to approve mini-grant in the amount of \$500 from discretionary which is approved unanimously 2. Advertising and Increased Visibility Goal is to narrow down our goals to items that might have the most impact. Linda brought up that this new concept for advertising has not been reconciled with the strategic plan and Dana suggests tabling discussion to another day when more board members are present 3. Kidd Court Project- no report. 4. Parks and Recreation Collaboration Dana relayed that Anne with Parks and Rec reached out (via email) They would like to proceed with mural at Rogers Park and asks if PAC would like to be involved in the process in any way. Dana suggests we put out a call for artists, but would need to be done soon due to tight timeline. Signed contract would need to be done by December 31. Emily brings up the concern about the material – since it’s metal it might require special consideration as well as more costly materials. Jesse is unsure of the budget but says he will contact Anne to get more information. Linda proposes we don’t contribute PAC money and the rest of PAC voiced agreement. Dana will update artist call and contract if needed. She also proposed that if the total project was under \$10,000, an artist can be chosen without a call, which would greatly speed up the process. Jesse is going to talk with Anne about this as well.
6.	<u>INFORMATION / UPDATE ITEMS:</u>
	1. Guest introduction and CM Report Jesse expressed gratitude to the PAC for what they have done for the community. Wanted to talk about Lincoln and thank PAC for taking it on and for their communication, especially Dana, Emily and Colleen. Jesse addresses TLT funds -The pot has grown and as it has grown, council has become more programmatic and long-term. Funds can only be projected bi-annually, but as TLT grows, TLT funds can grow with it. Some limitations: Only for installations or for murals – not operations or festivals. A solid “art” component. Things that draw tourism.

Linda asks Jesse about TLT: Why wouldn't TLT funds work for sponsorships?

Jesse says there is a sponsorship program but needs to look into whether or not PAC is included in that. Might be limited to nonprofits.

Council also reached consensus to do a Downtown Improvement Project. In areas where the city added to the sidewalk using federal grant, the city can step in and improve the area. This area are places where the bricks exist. The city would like to replace some downtown trees, fix grates, utilities, cracks, etc. Jesse would like to ask PAC if they could consult with the city on where some new art could be placed and how it could fit in the downtown area. They would like to be mindful and are asking for PAC's help. The city is also looking at new waste bins that fit a theme. Jesse will provide a map/plan to PAC so they can begin thinking of some ideas.

PAC would need a funding source for any proposed art – perhaps TLT

Jesse addresses fundraising: As Jesse understands, PAC can fundraise but they would need to go to council with a plan to fundraise for something specific. Would then go on consent agenda for approval. Also mentions that Meet the Artist dinners would not necessarily break public meeting rules – subject to approval by council. Would recommend PAC reduce amount of staff time required in plans.

2. Plaques

Dana says they are in progress. Plaques will also be made for the Kosuge pieces. From discussion thought we should also add some more info and will work with Emily to get them finalized

3. 7 Generations Update

Talked with Cat about solutions for tripping and climbing. One of her suggestions was to place plants in a planter. Concerns though about who would do upkeep? Kat's other suggestion was to place white tape around base. Would be the cheapest solution. Stanchions on all 4 corners and chains on only 3 sides may also work, which would still allow people to touch the sculpture.

Consensus is to paint first and consider stanchions in the future. May also contribute to the "legitimate" feel of the sculpture. Added that library foundation may want to contribute or include this in their beautification of that space.

Jesse will speak to Greg about getting the painting done.

4. TLT Project Update

Lincoln Park mural call is out. November 1st is deadline. 2 people have already applied.

	5. Finance Report Dana will add sponsorship for chalk art festival. 6. Fall Into Art 2024 Dana says we have 5 artists who have applied and have been accepted. Deadline has been extended with goal of at least 8 artists.
7.	<u>B/C COMMUNICATIONS:</u> Linda – Festival of Arts Linda has prepared the subcommittee request proposal for festival of the arts to be submitted to council.
8.	<u>STAFF COMMUNICATIONS:</u> Colleen – would like to invite everyone to see the new bathrooms at the library. Would also like to announce that Laurie Kerns has resigned from PAC. Colleen proposes that PAC art inventory become available to public or otherwise available. Will need to be reformatted and ironed out.
9.	<u>COUNCIL LIAISON REPORT:</u> Nothing to add
10.	<u>ANNOUNCEMENT OF NEXT MEETING:</u> 11/21/2024 5pm Library
11.	<u>ADJOURNMENT:</u> The meeting was adjourned by Dana Eytzen at 6:36pm. Respectfully Submitted by Brian Harris

NOTES

COMMITTEE FOR COMMUNITY ENGAGEMENT MEETING

Tuesday, September 3, 2024

Community Auditorium, 1915 Main Street, Conference Room, 5:30 PM

Call to Order

Roll Call

- Present
Heather Finnigan, Chair
David Andersen/Jennifer Thomas, Vice Chair
Zach Fransen
Eva Conway-McGuire (Zoom)
Madigan Shepard (Zoom)
Stephanie Fleischer, Staff Liaison
- Not Present
Katy Canon
Elena Uhing, Staff Liaison

Approved previous meeting minutes. Additions/Deletions: none

Discussion Items:

- CCE Housekeeping:
 - CCE- Open Secretary position. Will wait for next meeting so Katy can be present for a nomination/vote.
 - Heather will be keeping us to the agenda and schedule. She might need to table items for later. She hopes this helps meeting attendees and is not meant to make anyone feel unheard.
 - This is the last meeting to discuss ATM. Adding a workday was thrown out as a suggestion, but decision made that it doesn't seem necessary.
 - Poster is ready to go and approved.
 - Stephanie will make 100 copies and send email when ready for pickup.
 - We divided areas to distribute the poster:
 - Eva - schools, district office, and will ask about posting to Peach Jar.
 - Jennifer - Eastside
 - Zach - Pacific University

- Heather - Main Street/Downtown/19th
 - Eva/(Maybe Katy) - Safeway and nearby shops
 - Everyone remember to bring tap/pushpins
- ATM:
 - Representatives from the following will be there:
 - FG Police
 - FG Community Development, Dan Riordan
 - Mayor Melynda Wenzl
 - Trimet
 - GroveLink
 - Heather will contact the school district to see if they would like to be present.
 - Stephanie will ask if anyone is available from Parks & Rec to answer questions about trails. (Kyle Park updates will come out soon.)
 - Heather or Mayor Melynda will introduce the representatives. Heather will carry a mic to the presenters so they can state the types of questions they'll be able to answer.
 - To limit an attendee with concerns monopolizing time at the conference, Heather will announce a reminder at the beginning. Also, CCE members can offer to take contact info, point out that others also need time to ask questions, and let them know someone will contact them to address their concerns.
 - Job at ATM:
 - Greeters: Jennifer and Eva
 - Food and coffee is being delivered.
 - 5-6 tables will be there and will need to be set up.
 - CCE members arrive at 9:00 a.m. to help with set up.

Board Buddies: Nothing to report. Jennifer reminded members who want to attend their buddy board meeting to email them before attending.

- Forest Grove Forward 2040:
 - QR Code for survey is at the library.
 - Survey will be available at ATM.
 - Stephanie encouraged members to post to social media, remind friends to fill out survey.
 - Stephanie, Joyce, Mayor Melynda will be at the Farmer's Market and Oktoberfest with Rice Crispy Treats for people who fill out the survey.

- Stephanie reported as of 8/23/24, 832 people had responded. The goal is 2,000 - 3,000 responses.
- Once the survey is complete, the city will run engagement sessions (focus groups).
- The survey ends 9/30/24.
- There will be a council work session in November.
- There is a possibility of community dinners to gather additional feedback.
- 2040 Project will be complete by June 2025. There will be action items for multiple entities.

Staff Communications: Stephanie Fleischer - see ATM notes

Future Agenda Items

- Chair polls the commission on future agenda topics.
 - Elect new secretary
 - ATM Wrap-up: pros/cons, turnout, comment box responses

Adjournment

Americans with Disabilities Act (ADA) Notice: The City of Forest Grove will make reasonable accommodations for participation in the meeting. Requests for assistance can be made by contacting the City Recorder's Office, 503-992-3235, mwoods@forestgrove-or.gov, at least 48-hours in advance of the meeting.

1. Called to Order

The Meeting was called to order at 5:28 PM.

Present: Heather Finnigan (Chair), Eva Conway McGuire, Madigan Shepard, Katy Cannon, Stephanie Fleischer (Staff Liaison), Councilor Elena Uhing

Absent: David Andersen/Jennifer Thomas, Zach Fransen

2. Public Comment:

None

3. Consent Agenda:

Minutes were not available for approval & will be approved at next meeting.

4. Additions/Deletions:

None.

5. Discussion Items:

a. Election of New Secretary:

- i. Heather Finnigan nominated Katy Cannon. Katy Cannon accepted the nomination. Eva Conway McGuire seconded. Katy Cannon is the current secretary and will finish Tom's term.

b. ATM Wrap-Up:

- i. Heather read comment cards collected at ATM.
- ii. Feedback & Ideas:
 - 1. Change the date to a Wednesday/Thursday evening
 - 2. Highlight the fact that it's an open house
 - 3. Partner closer with the school district
 - 4. Have a raffle
 - a. Donations?
 - 5. Some kind of kid activity

c. Board Buddies:

- i. Give the staff liaison (of your board buddy) a heads up on if you will be attending or not.

d. Forest Grove Forward:

- i. Extended to October 20th, 2024

6. Reports:

a. Staff Liaison:

- i. Board and Committee recruitment change
 - 1. Come up with an interview question by next meeting
- ii. City leaf collection coming up
- iii. Chamber of Commerce is sponsoring a candidate forum on October 15th, 2024, 6:30 PM – 8:00 PM
- iv. October 26th, 2024, Trick or Treat at the Merchants

- v. City wide clean-up November 4-8, 2024 & November 9th, 2024 is bulky waste drop-off
 - b. Council Liaison:
 - i. Thanks for ATM
 - ii. Senior Center is not extending their contract
 - iii. Fire department is having an open house, October 12, 2024 10:00 AM – 2:00 PM
 - iv. Data center going through processes
 - v. Safe Grant Schools submitted to ODOT
- 7. Future Agenda Items:
 - a. Interview Questions
 - b. ATM ideas on dates & topics
- 8. Adjournment:
 - a. The meeting adjourned at 6:43 PM by Chair Heather Finnigan. The next CCE meeting will be held on Tuesday November 5th, 2024 at 5:30 PM in the Community Auditorium & via Zoom.

Respectfully submitted,
Katy Cannon



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

MEETING DATE: _____

FINAL ACTION: _____

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Mariah Woods, City Recorder*

MEETING DATE: *December 9, 2024*

SUBJECT TITLE: *Accept Planning Commission Resignation*

ACTION REQUESTED:

☐ Ordinance

☐ Order

☐ Resolution

☐ Motion

☒ X

☐ Informational

X all that apply

ISSUE STATEMENT

Accept Resignation on the Planning Commission (Angel Falconer, Appointed 6/24, Term Expiring 12/31/27)

STAFF RECOMMENDATION

Staff recommend City Council accept the above-noted resignation and deem the seat vacant.

ATTACHMENT

- Email resignation from Angel Falconer

Mariah Woods

From: Angelene Carpenter Falconer [REDACTED]
Sent: Friday, December 06, 2024 2:22 PM
To: Joyce Phillips; Mariah Woods; Bryan Pohl; [REDACTED]
[REDACTED] Jesse VanderZanden
Subject: Re: Congratulations on being selected for the Planning Commission

Dear Planning Commissioners and Staff,

Please accept this email as my letter of resignation from the Planning Commission, effective December 9, 2024, when I will be sworn in to serve on the City Council. My brief time on the Planning Commission was rewarding and inspiring. I am pleased to know we have so many passionate and caring people serving our community, and I look forward to continuing the work in my new role.

Thank you for all you do.

Angel Falconer



PARKS & RECREATION

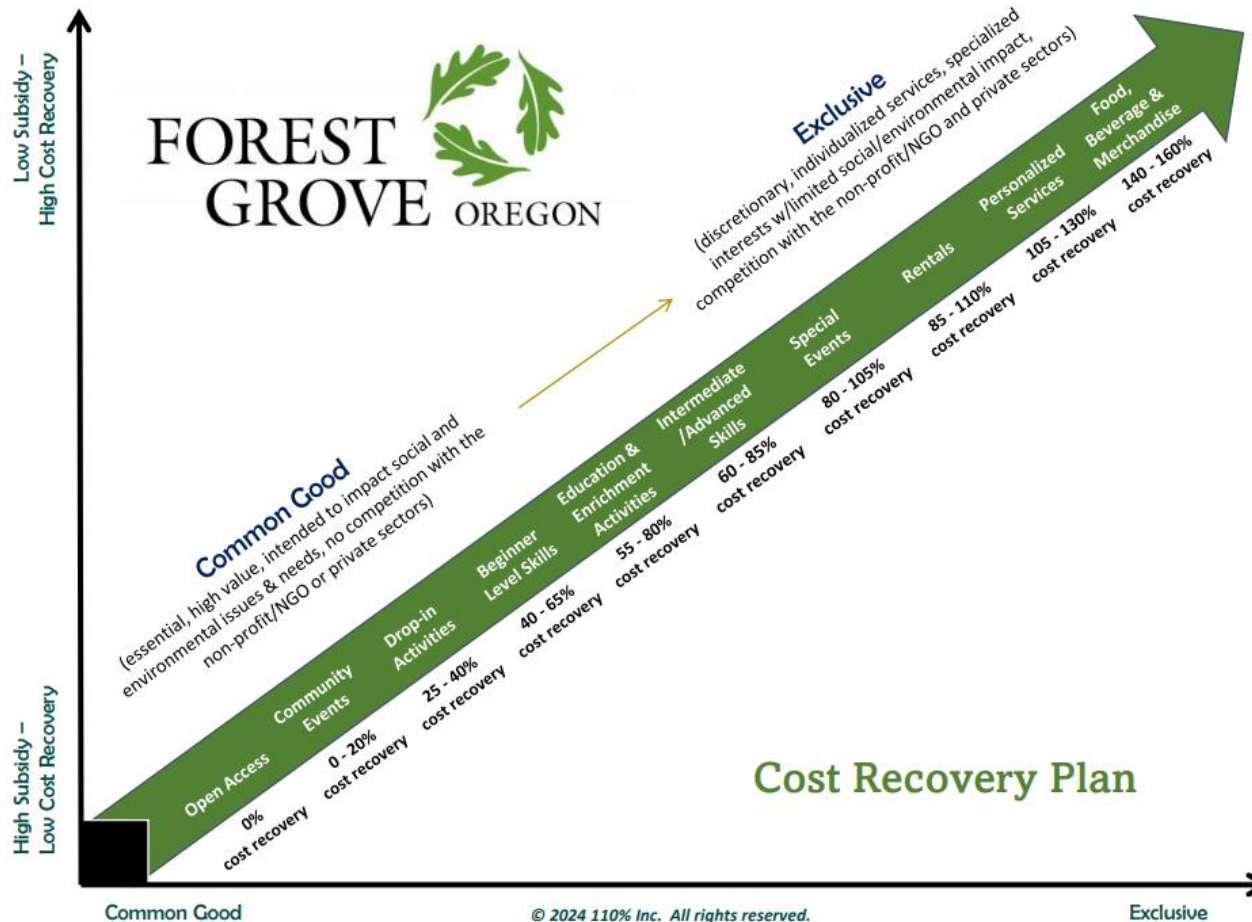
Objectives, Accomplishments & Priorities

ANNE LANE, PARKS &
RECREATION DIRECTOR

City Council Meeting 12/9/2024

Council Objectives

Complete the Parks & Recreation Fee Study and ensure a long-term funding structure for the “Fun For All Fund”



Council Objectives

Complete the concept plan for an Eastside Park



Council Objectives

Update the Parks, Recreation and Open Space Master Plan



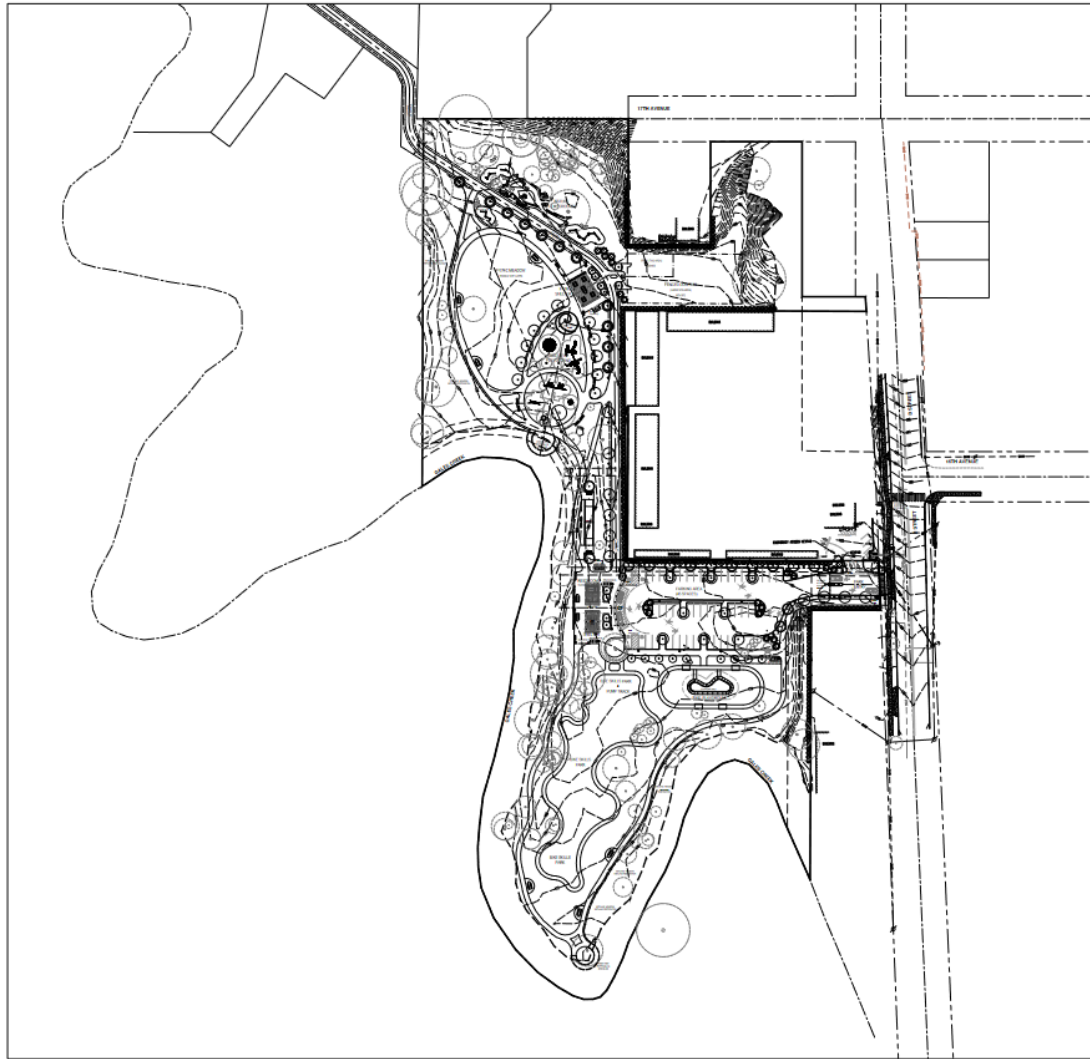
Parks, Recreation and Open Space Master Plan

Adopted November 2016



Council Objectives

Complete the concept plan for Kyle Park



DRAFT - IN PROGRESS

City of Forest Grove
1924 Council Street
Forest Grove, OR 97116

Kyle Park
TAX LOT 203
B Street
Forest Grove, OR 97116

PLACE
735 NW 16th Avenue
Portland, OR 97209
503.334.2080
www.place.is

DATE
11/04/2024

PROJECT NUMBER
23037.00

SHEET TITLE
LANDSCAPE SITE PLAN-
CONTEXT (1:50)

DESIGNED BY
XXXXXXXXXX

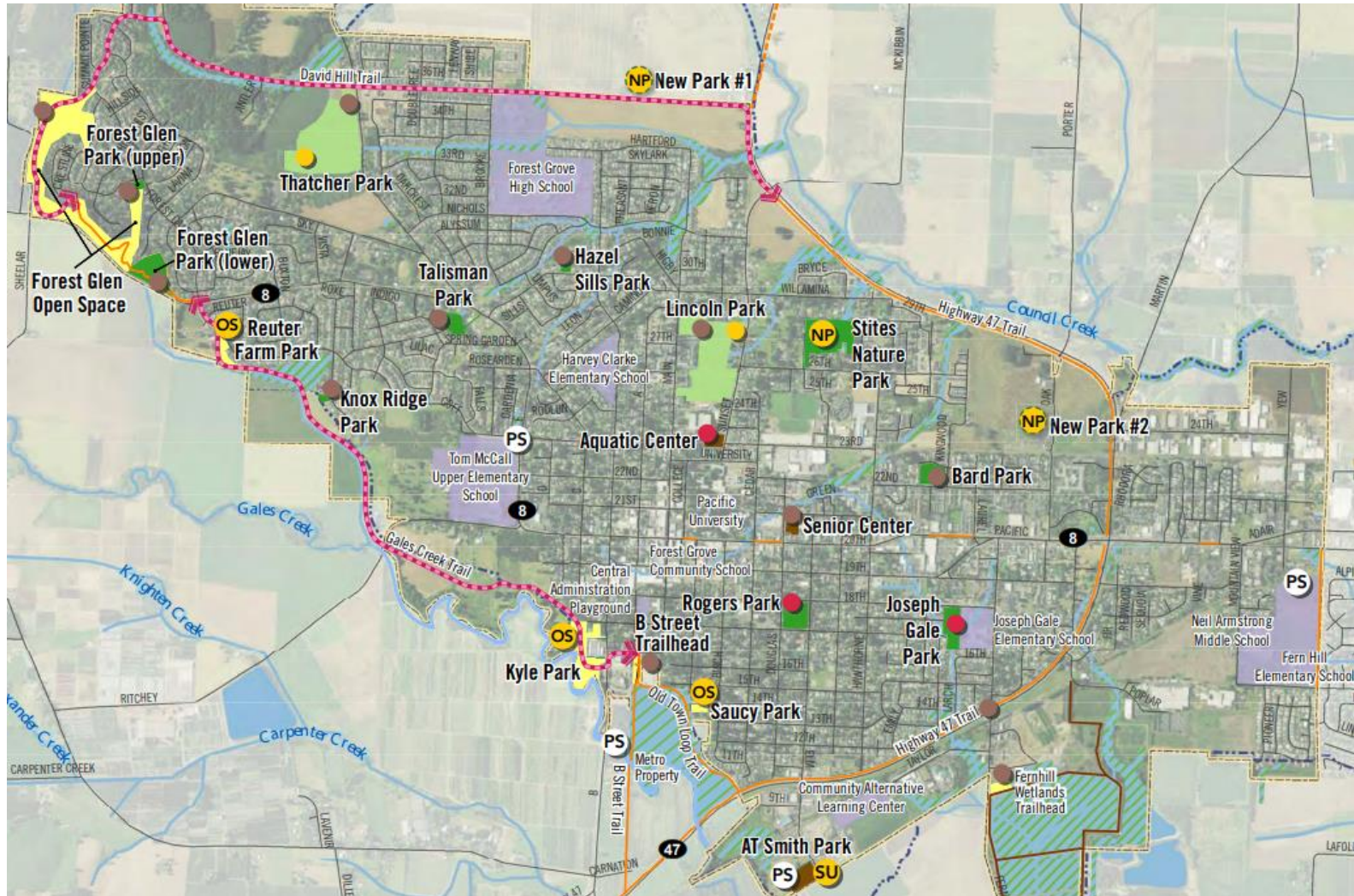
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SCHEMATIC DESIGN

FOREST GROVE
Page 80 of 168

Council Objectives

Develop the Forest Grove Loop Trail Master Plan



Top Priorities



Keep Going

Top Accomplishments: Aquatics



Top Accomplishments: Aquatics



Top Accomplishments: Aquatics





Top Accomplishments: Parks



Top Accomplishments: Parks



Top Accomplishments: Parks



Top Accomplishments: Recreation



Top Accomplishments: Recreation



Top Accomplishments: Recreation



Top Accomplishments: Operations



Fun For All Fund

Recreation programs are for everyone! The Fun For All Fund is here to help. Apply now or donate to the fund to keep Forest Grove playing.

Top Accomplishments: Operations



Top Accomplishments: Park Development



SL
landscape
structures®

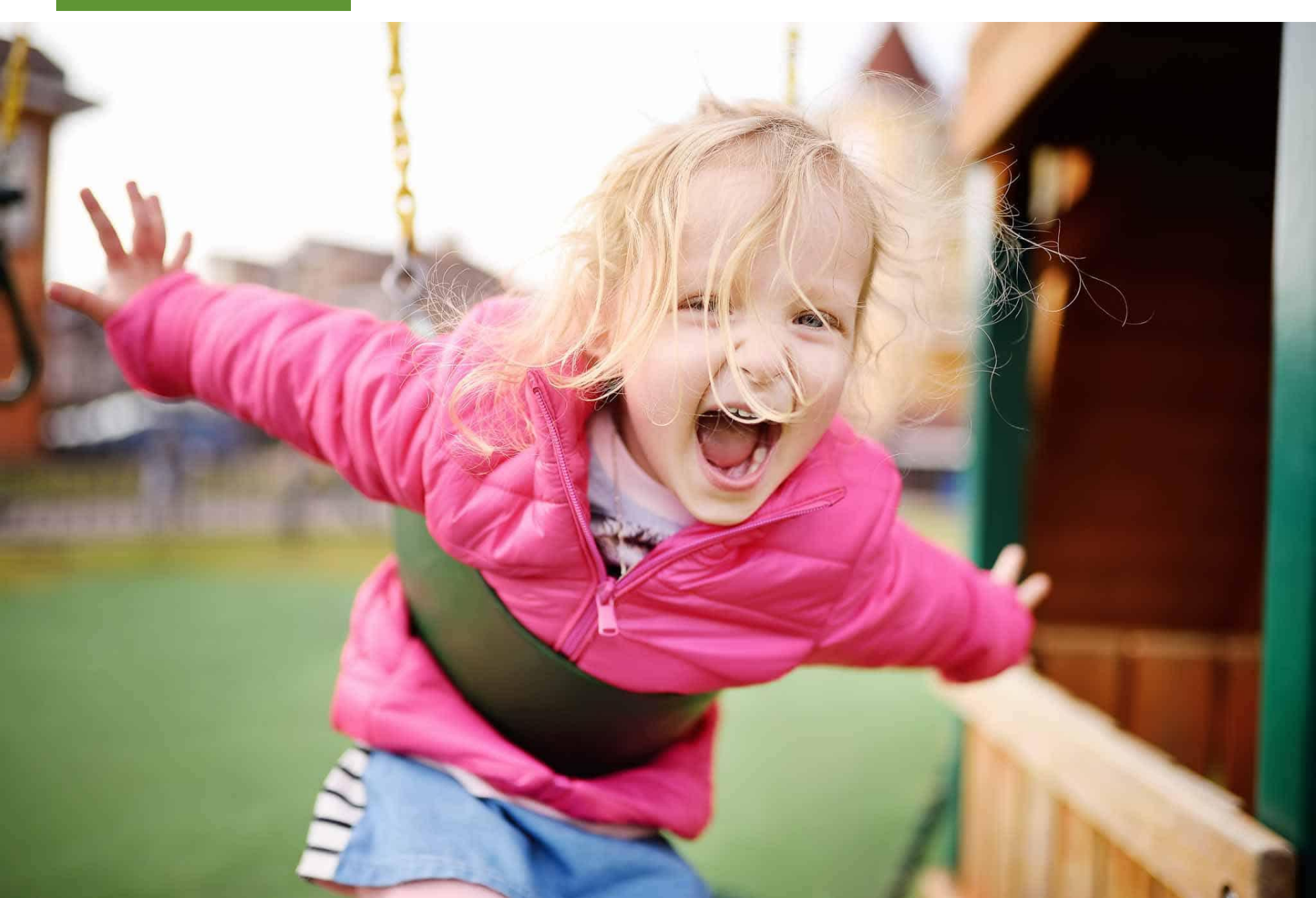
Hazel Sills Park

1183492-01-01-04 • 02.23.2024

R•SS
Recreation Equipment

Top Accomplishments: Park Development







OBJECTIVES, ACCOMPLISHMENTS, AND PRIORITIES UPDATE

Paul Downey| Assistant City Manager/Finance Director

Jesse VanderZanden, City Manager

Work Session 12/09/2024

AGENDA

Purpose

Council Objectives

Top Accomplishments

Priorities

Questions

PURPOSE

3

- **To help prepare for the City Council Retreat on January 18, 2025, and to inform the City Council on:**
 - **Progress regarding City Council Objectives**
 - **Top accomplishments this past year**
 - **Top priorities for the coming year.**

PURPOSE

4

- **This report will include items for all central administration functions including Administrative Services and the City Manager's Office. Most other department's priorities eventually require central administration's participation.**

COUNCIL OBJECTIVES

5

- **Complete the City Charter Review Process.**
 - Status – Completed City Charter review process with revised charter being passed by the voters at the November 2024 election. Revised City Charter effective January 1, 2025, and will be posted on website.
- **Explore a biennial budget and Council retreat process.**
 - Status – In progress and the City will be adopting a biennial budget for the two years beginning July 1, 2025.

COUNCIL OBJECTIVES

6

- **Develop a 2040 Vision and Action Plan.**
 - Status – Have done significant community engagement with current engagement efforts focused on Latino outreach. Will then move into focus groups and start development of the Plan. Council will have a work session on draft vision at the Retreat and then again in Spring.
- **Evaluate funding options to clarify and implement the Urban Renewal Agency (URA) Plan.**
 - Status – Presented funding options to URA Board (City Council) who authorized staff to borrow funds to purchase properties. Staff has worked with its bond financial advisor and are scheduled to close a \$4.25 million loan for the URA on December 18, 2024.

COUNCIL OBJECTIVES

7

- **Lobby the State, County, and Metro to develop a small city policy that ensures the equitable distribution of funds and resources.**
 - Status – This is an ongoing objective that is intended to include Council participation lobbying elected officials to ensure that smaller cities such as Forest Grove get an equitable distribution of housing funds.
- **Develop a diversity, equity, and inclusion toolkit/lens to evaluate policies and programs.**
 - Status – Staff met with Pacific University on their DEI lens and is reviewing how to incorporate this into the 2040 Vision Plan.
 - Nearly all publications are bilingual and staff continues to make progress on those that are not.

COUNCIL OBJECTIVES

8

- **Develop a climate action plan.**
 - Status - Staff would like to schedule a Council work session to discuss overall objectives and process to be used. May require a budget appropriation for consultant assistance in developing a plan. Staff would also like to discuss timing of this project based on projected staff work-load on other large projects.

TOP ACCOMPLISHMENTS

9

- **Finishing spending of ARPA funds by the deadline of December 31, 2024. The final report will be filed with the federal government by the April 15, 2025, deadline.**
- **Completed update of Boards and Commission recruitment process which was adopted by Council.**
- **Issued RFP for Site B development and URA Board selected Fresh Foods. Negotiated an exclusive negotiating agreement and staff is working with Fresh Foods and an outside consultant on a development package.**
- **Conducted citywide Culture/Harassment Training**

TOP ACCOMPLISHMENTS

1
0

- **With our Federal consultants CFM, obtained 3 federal appropriations: 1) \$900,000 for a community solar project at L&P substations; 2) \$250,000 for a three-year COPS grant; and 3) \$850,000 for TV Highway safety improvements. City will partner with HUD on solar and ODOT on the TV Highway project.**
- **Worked with CD staff and commercial real estate broker on property analysis for potential URA property acquisitions. Made offers on two properties (Woodfold gravel lot and Theater Building) and staff is working with the broker to complete the purchases of those properties.**

TOP ACCOMPLISHMENTS

1
1

- **Completed the process to implement Office 365 for all City desktops and laptops.**
- **Finalized Paid Leave Oregon policy and procedures.**
- **Completely revamped City website and fully implemented monthly e-newsletter and quarterly print newsletter.**
- **Awarded 3-year Community Impact Grant to Chamber of Commerce for small business development center.**
- **With the help of several departments, facilitated downtown “Glow Up” project.**
- **Issued RFP for senior and community center services.**

PRIORITIES

1
2

- **Prepare the City's first biennial budget for the two-year period beginning July 1, 2025. This will take an extensive amount of preparation as it is the City's first biennial budget.**
- **Complete and begin implementing the Forest Grove 2040 Vision and Action Plan.**
- **Develop general obligation (GO) bond ballot material for Council approval to place the GO Bond on the May 2025 ballot. If the bonds are approved, hire a City project manager and a Construction Manager/General Contractor to review design and build the project.**

PRIORITIES

1
3

- **Develop educational material and conduct community education on new Police facility and the upcoming GO bond.**
- **Prepare financial projection for the remainder of the levy period to determine if the City can hire the three firefighters projected in the levy. This projection will be done after the firefighters bargaining is completed so the cost effects of the new agreement are known.**

PRIORITIES

1
4

- **Negotiate Police Association contract which expires June 30, 2025.**
- **Recruitment of a new Police Chief.**
- **Update utility billing (UB) software system to new version.**
- **Finalize water rates/System Development Charges (SDC) study.**
- **Complete the proposed URA property purchases.**

PRIORITIES

1
5

- **Continue working with Light & Power on implementing the two-way meter reading system.**
- **Continue to work with Community Development and Engineering on refining the Westside Financial Plan.**
- **Complete conversion of City desktops and laptops to Windows 11.**
- **Complete conversion of Light & Power GIS data to new version of GIS software and begin process to convert Public Works GIS data to the same new version of GIS software.**

PRIORITIES

1
6

- **Working with Washington County, communicate new recycling requirements under the Recycling Modernization Act to the public.**
- **Working with CFM, our federal government consultants, continue to work with our Congressional representatives and federal staff to try to obtain federal funding for projects such as the Festival Street, Loop Trail, TV Highway, and Finished Water Reservoir.**

???



Forest Grove Police Department Objectives, Accomplishments, and Priorities

Chief Henry Reimann

December 9, 2024
Page 115 of 168

Purpose

- Progress update regarding City Council Objectives.
- Top Accomplishments this past year.
- Top priorities for the coming year.

FGPD is a full-service Police Department

No call is too small



Department Overview

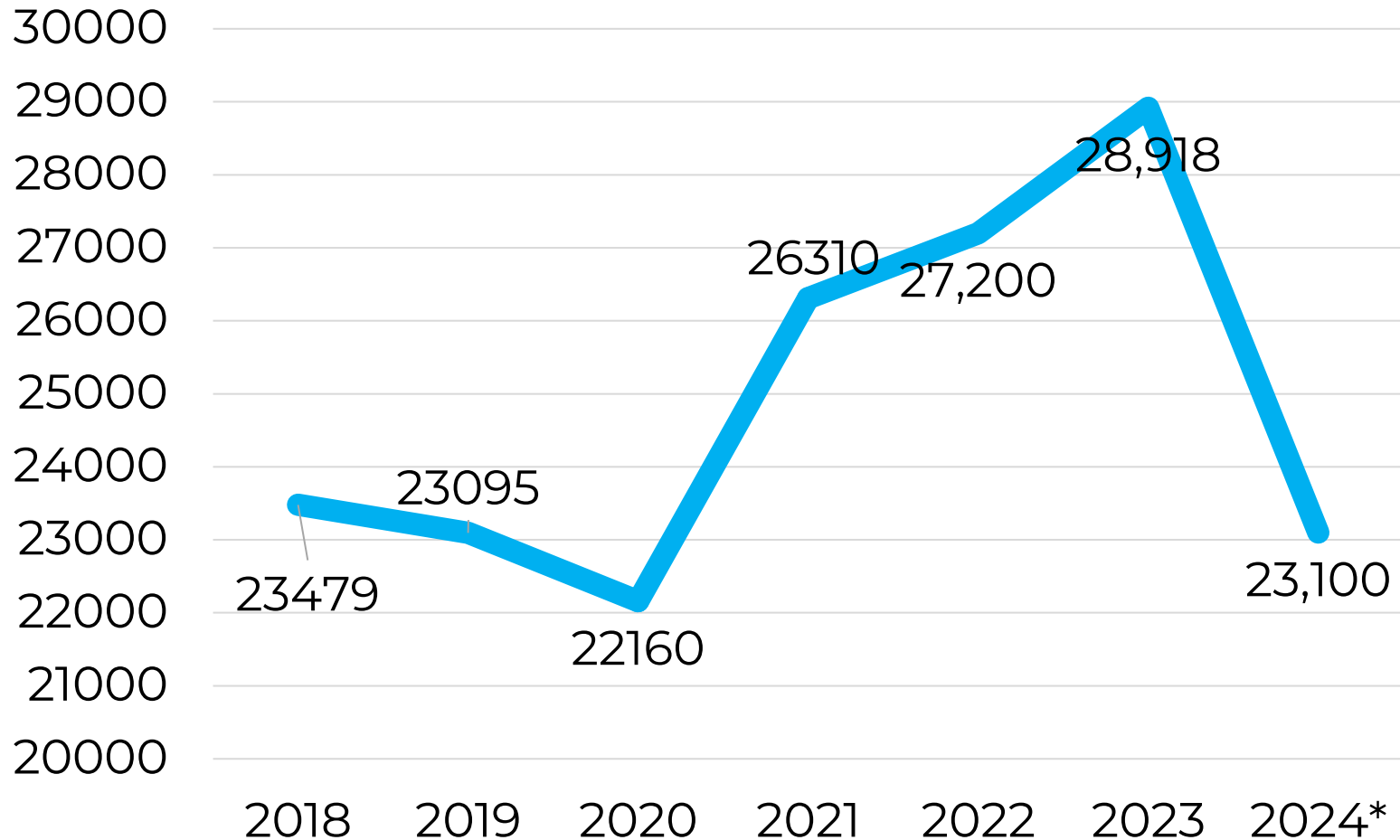
The Police Department serves Forest Grove through law enforcement patrol, investigative services, crime prevention, and community outreach.

FGPD is allocated:

- One chief
- Two captains
- Six patrol sergeants, one detective sergeant
- Two detectives
- One school resource officer
- 24 patrol officers

The department also employs one full-time code enforcement officer, one community outreach specialist, a support unit supervisor, an evidence specialist, and two records specialists.

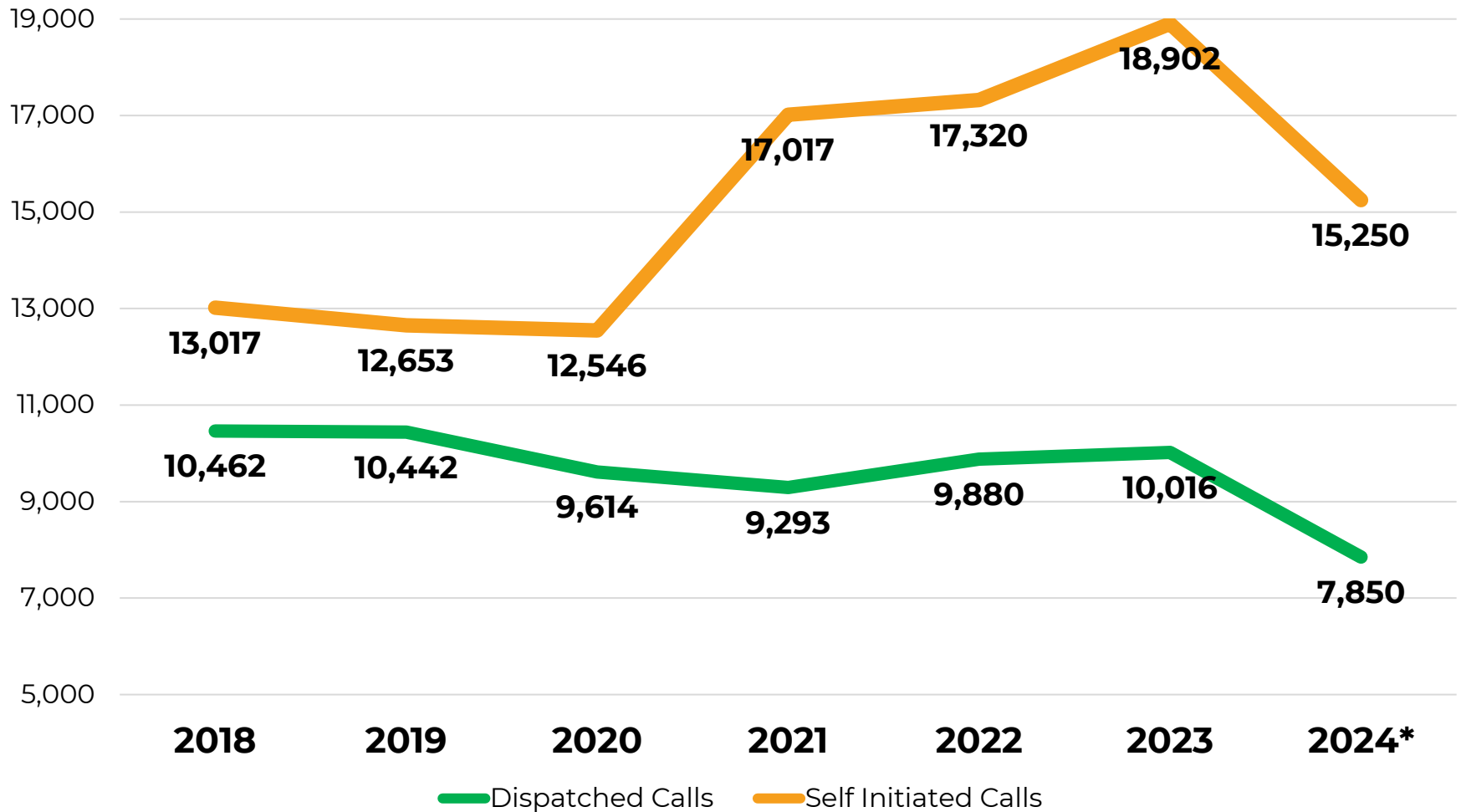
TOTAL CALLS FOR SERVICE BY YEAR



**Projected 2024 Based on Average Calls Per DAY*

Total Calls for Service January 1 – November 30, 2024: 20,970

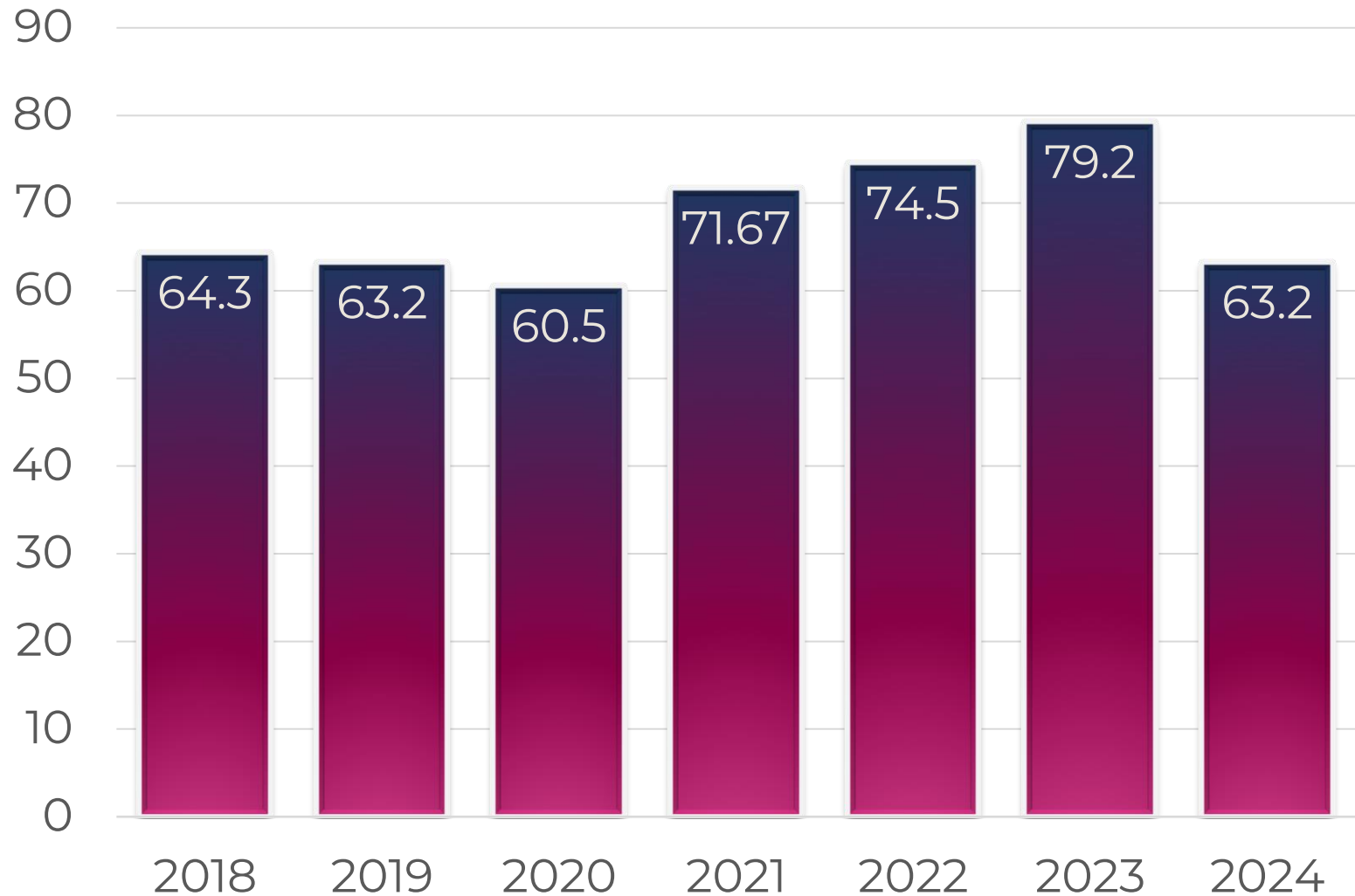
COMMUNITY GENERATED vs. SELF INITATED CALLS



**Projected 2024*

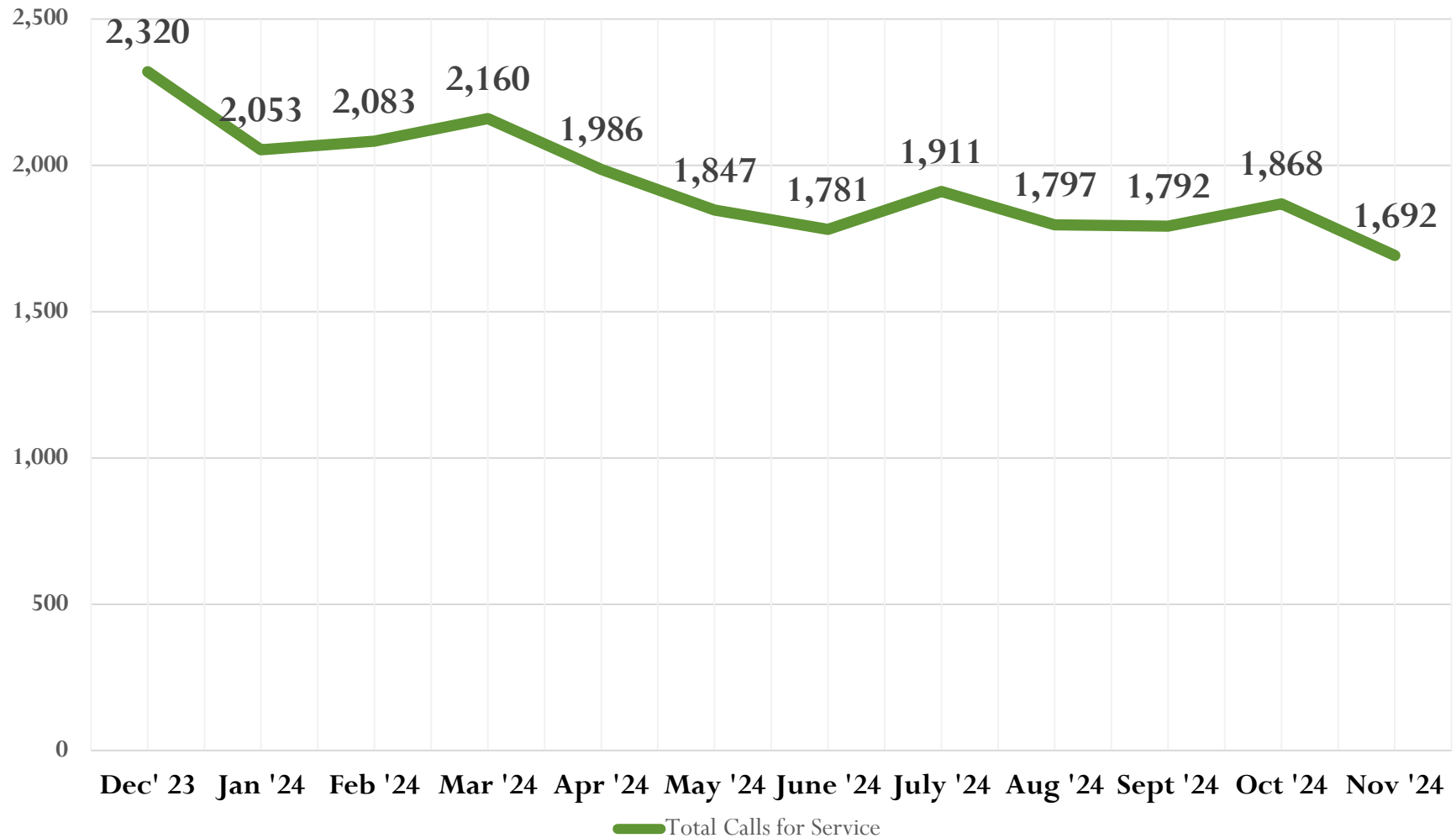
Total Calls for Service January November 30, 2024: 20,970

AVERAGE NUMBER OF CALLS DAILY*



**Includes Dispatched and Self-Initiated Calls for Service*

Total Monthly Calls for Service



*November 2024 estimate based on average daily calls

Monthly Calls By Type

Call Type	May	June	July	Aug.	Sept.	Oct.	Nov.
Arrests (Including Cite/Release)	76	58	57	64	68	86	55
Traffic Stops	282	442	386	319	249	333	368
Thefts, Burgs, Stolen Vehicle	40	26	34	39	42	39	33
Suspicious Circ./Person/Veh	106	133	97	97	148	87	97
Assaults	6	5	5	3	8	6	3
Domestic/Disturbances	25	37	38	37	49	32	29
Criminal Mischief	29	20	13	21	17	17	15
DUII	7	7	11	13	8	10	11
CPR/AED/Assist Fire Dept	12	15	19	9	7	11	9
Welfare Checks	74	70	96	87	95	76	75

Hate Crimes

Oregon Criminal Justice Commission (CJC) released statistics regarding hate/bias crime from 2020-2023:

- 229% increase in overall reporting to the Hotline from 2020-2023.
- 222% increase in reports of both bias crimes and non-criminal bias incidents, from 910 in 2020 to 2,932 in 2023.
- Nationally, in 2023, 11,862 hates crimes and 13,829 related offenses as being motivated by bias were reported by law enforcement agencies.

Immigration

There is concern that sanctuary states such as Oregon could be a focal point of immigration enforcement.

A possible repercussion for Oregon and other Sanctuary States would be the loss of federal funding.

The Forest Grove Police Department will follow state law.

Immigration

ORS 181.850: Enforcement of federal immigration laws

No law enforcement agency of the State of Oregon or of any political subdivision of the state shall use agency moneys, equipment or personnel for the purpose of detecting or apprehending persons whose only violation of law is that they are persons of foreign citizenship present in the United States in violation of federal immigration laws.

Council Objectives

The Police Department has been assigned the following responsibilities.

GO: 12; Examine drug use trends locally and nationally and develop outreach and education.

GO: 17; Research regulations for drone use within city limits.

2024 Top Priorities

- Continue our relationship with Pacific University
- Increase the community/police training opportunities
- Traffic enforcement



Top Accomplishments 2024

Traffic Enforcement

- ODOT Grants

Trainings:

- Hate and Bias crime investigators symposium

(in partnership with the DA's office and Pacific University)



Top Accomplishments 2024

Community Outreach:

- Events
 - Community BBQ & Popsicles in the Park
 - Coffee with a Cop
 - National Night Out
 - Wednesday market
 - Holiday in the Grove
- Community Support
 - Collecting Valentines, Diapers, Backpacks and Winter coats
 - Senior Center events
- Crime Prevention Programs
 - Scam Workshops
 - Neighborhood Watch



Top Accomplishments 2024

Community Academy

- First Academy since 2019
- Six weeks w/ 10 different topics
- 20 participants
- Overwhelmingly positive feedback
 - Already eight on wait list for '25
- Next: Feb-April 2025



Questions?





Fire and Rescue Objectives, Accomplishments, and Priorities

Jim Geering, Fire Chief

Purpose

- To prepare for the City Council Retreat in January, and to inform the City Council on:
 - Progress regarding City Council Objectives
 - Top Accomplishments this past year
 - Top priorities for the coming year

Council Objectives

- **Council Objective 12**
- Update and approve the Emergency Operations Plan
 - After an RFP selection process, the consulting firm of Stacy M. Burr was hired to update the City's Emergency Operations Plan (EOP)
 - As of November 25, the consultant has completed the EOP update language, and the hazard specific appendices. The focus is now on completing the functional annexes for a complete review by the City, followed by final approval

Council Objectives

- **Council Objective 13**
- Make a decision regarding fire district governance
 - Meetings of the Fire Task Force have been placed on hold pending the outcome of Cornelius organizational structure changes. Last meeting held May 2024
 - At the May 2024 meeting, Fire Task Force members discussed the need for an updated analysis to determine updated costs for improved staffing under a consolidated governance model
 - A meeting will be conducted in the new year once the Fire Chief recruitment effort is completed in Cornelius

Council Objectives

- **Council Objective 14**
- Complete alternatives analysis for a northern fire station and select a preferred alternative
 - Council approved funding in FY23 for a study/analysis to determine the appropriate location for a future fire station
 - Met with Community Development Director to coordinate discussions on growth plans for Forest Grove
 - The study will analyze fire department response data and project future call volume and location based on future demographics, residential development, and growth

Top Accomplishments

- In partnership with Cornelius, staffed a peak activity response unit during the wildfire season



Recruit Fire Academy

Graduation of Two Fire Academies

April 9

November 19



Firefighter Recruitment

Currently underway to
hire 2 firefighters

Public Outreach



- Career Fair at Neil Armstrong Middle School
- Forest Grove Fire & Rescue open house



Fire Facility Improvements



- Gales Creek Fire Station: Exterior paint, window replacement, new signage, siding replacement, and lighting improvements.

Fire Facility Improvements



- Forest Grove Fire Station: Exterior painting, roof repairs, conference room audio visual improvements

Equipment Improvements



- 40 new automatic external defibrillators (AED) purchased and distributed citywide.
- Purchase of new ultra high frequency and very high frequency radios to improve communications during significant events



Noteworthy:
Aggressive firefighting
minimizing fire spread

Arrival of Forest Grove Fire & Rescue Engine 421

- Within 30 seconds firefighters advance a hoseline
- Within 1 minute, a water stream is applied to the fire
- Within 1 minute 10 seconds, the fire is stopped from advancing





Cherry Grove – Mutual Aid



Cherry Grove – Mutual Aid



Top Priorities

- Utilize levy funding to improve emergency response capability that will meet the challenges of increasing call volume and increased response times.
- Complete Fire Task Force discussions and present governance options to City Council at a work session.
- Update Emergency Operations Plan.
- Complete fire station location alternatives analysis.

Questions?



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

MEETING DATE: _____

FINAL ACTION: _____

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Paul Downey, Assistant City Manager/Finance Director*

MEETING DATE: *December 9, 2024*

SUBJECT TITLE: *Resolution 2024-46 Authorizing the City Manager to Execute an Operation Agreement Between the City of Forest Grove and Centro Cultural de Washington County for the Forest Grove Senior and Community Center*

ACTION REQUESTED:

☐ Ordinance

☐ Order

☒ X

☐ Resolution

☐ Motion

☐ Informational

BACKGROUND

On August 8th, 2024, the Forest Grove Senior and Community Center (FGSCC), an Oregon 501(c)(3) non-profit, notified the City they will exit the Operation Agreement (Agreement) with the City to operate, manage, and maintain the City-owned Forest Grove Senior and Community Center (Center), on November 15, 2024, which was later amended to December 31, 2024.

In response to this notification, the City Council held work sessions on August 26, September 23, November 4, November 12, and November 25, 2024. During these work sessions, Council reached consensus to solicit a non-profit to operate, manage, and maintain the Center through a Request for Proposal (RFP) process; the general terms and conditions of the RFP; and to award an Agreement to Centro Cultural de Washington County (Centro) for two years with an option to extend one year if approved by City Council.

OPERATING AGREEMENT

City staff and Centro met on December 2, 2024, to discuss the terms of the Operations Agreement and again on December 3, 2024, with both FGSCC and Centro, to discuss a transition plan. The meetings were productive and collaborative. The terms and conditions of the Agreement remain largely unchanged from the existing Agreement with FGSCC. Generally, they grant exclusive use of the Center and require Centro to provide health, wellness, social, and personal growth programs. Centro is responsible for staffing, operating, maintaining, and managing the Center and the City is responsible for City utility expenses and structural maintenance. Additionally, the Agreement requires the appointment of a City Council liaison to attend Centro meetings pertaining to the Center

and Centro to present two times per year to the Council on Center operations. Lastly, the term of the Agreement is for two years commencing January 1, 2025, with an option to extend one year from January 1, 2027, to December 31, 2027, pending Council approval. Termination provisions have been clarified and include a provision for voluntary termination without cause with a 180-day written notice period.

STAFF RECOMMENDATION

Staff recommends City Council approve the attached resolution executing an Operation Agreement between the City and Centro for the Forest Grove Senior and Community Center.

ATTACHMENT

- Resolution No. 2024-46 Authorizing the City Manager to Execute an Operation Agreement Between the City of Forest Grove and Centro Cultural de Washington County for the Forest Grove Senior and Community Center.
- Exhibit A: Operation Agreement with Centro Cultural de Washington County to operate, manage, and maintain the Forest Grove Senior and Community Center.

RESOLUTION NO. 2024-46

RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN OPERATION AGREEMENT BETWEEN THE CITY OF FOREST GROVE AND CENTRO CULTURAL DE WASHINGTON COUNTY FOR THE FOREST GROVE SENIOR AND COMMUNITY CENTER

WHEREAS, the City of Forest Grove (City) and Forest Grove Senior and Community Center, Inc., an Oregon nonprofit corporation, have mutually agreed to terminate their Operation Agreement for occupancy of city-owned property, located at 2037 Douglas Street, Washington County Tax Lot No. 1S-3-06AB-02600, as of December 31, 2024; and

WHEREAS, the City issued a request for proposer for qualified nonprofit organizations to submit proposals to operate, manage, and maintain the Forest Grove Senior and Community Center (Center) for a period of two years beginning January 1, 2025, with a possible one-year extension; and

WHEREAS, after the two proposals received were scored by a selection review committee and interviewed by the City Council, Centro Cultural de Washington County (Centro) was selected to operate, manage, and maintain the Center; and

WHEREAS, City Council requested staff finalize an Operation Agreement between the City and Centro to operate the Center; and

WHEREAS, an Operation Agreement between the City and Centro for Centro to operate the Center for a two-year period commencing January 1, 2025, with a possible one-year extension, has been finalized.

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

Section 1. The City Council hereby approves the attached Operation Agreement (Exhibit A) with Centro to operate the Center beginning January 1, 2025, for a two-year period with a possible one-year extension.

Section 2. The City Manager is hereby authorized to execute the agreement on behalf of the City.

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

PRESENTED AND PASSED this 9th day of December, 2024.

Mariah S. Woods, City Recorder

APPROVED by the Mayor this 9th day of December, 2024.

Malynda H. Wenzl, Mayor

EXHIBIT A
AGREEMENT FOR THE OPERATION, MANAGEMENT AND MAINTENANCE OF THE FOREST GROVE
SENIOR AND COMMUNITY CENTER

DATE: January 1, 2025

PARTIES: CITY OF FOREST GROVE, Oregon, a municipal corporation, ("Owner")
and
Centro Cultural de Washington County, a federally certified nonprofit corporation,
("Operator")

THE PARTIES AGREE:

Section 1. Purpose and Exclusive License. The purpose of this Agreement is to outline the terms by which the Operator will operate, manage, and maintain the Forest Grove Senior and Community Center for the provision of health and wellness, socialization, and personal growth programs for seniors and community members.

- 1.1 Exclusive License. Owner grants to Operator an exclusive license to operate the Forest Grove Senior and Community Center located at 2037 Douglas Street, Washington County Tax Lot No. 1S-3-06AB-02600 ("Center"), for the term stated in this Agreement and subject to the conditions of this Agreement.
- 1.2 Preferential Use. Owner shall enjoy preferential use of Common Spaces within the Center, defined as the Main Room and North Annex, for recreational programming. Preferential use means the Owner shall enjoy use of the Common Spaces at no charge to the Owner so long as that use does not unduly interfere with Operator's use of the Common Space.

Section 2. Term of Occupancy. The term of this Agreement shall commence on the above date and shall continue for twenty-four (24) months ("Original Term"). For the purposes of this Agreement "Term" means the Original Term and/or a Renewal Term, if applicable. If the parties do not agree in writing to renew this Agreement under Section 3, this Agreement shall expire at the end of the Original Term.

Section 3. Renewal of Occupancy. The Agreement may be renewed in writing for one 12-month period ("Renewal Term"). The Renewal Term must be approved by the governing body of each party at least one hundred twenty (120) days prior to the Original Term's expiration date. If applicable, this Agreement shall expire at the end of the Renewal Term.

Section 4. Reports. Operator shall make a presentation to the City Council twice a year during the Original Term of the Agreement and once during the Renewal Term, unless requested otherwise by the City Manager. Operator shall provide quarterly financial reports to the City throughout the term of the Agreement.

Section 5. Obligations of Operator. Operator shall be obligated to pay or provide the following during the terms of this Agreement:

- A. All taxes upon Operator's personal property in the Center, including any assets and fixtures.

- B. All charges for natural gas and heat used by the Operator in the Center.
- C. All building interior cleaning and maintenance and all supplies necessary for day-to-day maintenance. This includes, but is not limited to:
 - Routine plumbing repairs.
 - Lighting fixture changes and maintenance.
 - Vacuuming, dusting, and all janitorial maintenance.
 - Kitchen equipment, repair, filters, and maintenance.
 - Window and door maintenance and replacement.
 - Repair of interior walls, ceilings, doors, windows, and floor coverings when such repairs are made necessary not because of faulty construction or failure of Owner to keep the structure in proper repair.
 - Heating, air, and ventilation system maintenance. Operator must obtain Owner approval on the contract to maintain this asset to assure the quality and frequency of maintenance and repair is sufficient to assure the expected life of the asset.
- D. All amounts which Operator is required to reimburse Owner for expenses incurred by Owner in discharging Operator's obligations, if any.
- E. All other amounts which Operator is required to pay by any other provisions of this Agreement.
- F. Any interior redecorating and painting.
- G. Any repairs necessitated by the negligence of Operator, Operator's agents, employees, renters, lessees, program participants, and invitees, except where the loss or damage could have been covered by a standard fire insurance policy with an extended coverage endorsement.
- H. Any repairs or alterations required under Operator's obligation to comply with laws and regulations as set forth in Section 7 of this Agreement entitled USE OF CENTER.
- I. All other repairs to the Center which Owner is not specifically obligated to make. Owner shall have the right to inspect the Center at any reasonable time to determine the necessity of repair.
- J. Compliance with all Federal, State, and local laws regarding operations of a non-profit organization.
- K. Health and wellness, socialization, and personal growth programs for seniors and community members.
- L. Be financially self-sustaining.
- M. Required to post open hours when the facility is available to the public and must have at least a staff person or volunteer present during those hours.
- N. Administration of contracts, rentals, and sub-licenses pertaining to the Center (the Operator must honor the existing sub-licenses through 2025).
- O. Create, manage, and update a website and social media for the Center.
- P. Exterior grounds and landscaping located on property and around the Center.
- Q. Snow removal is required for all entry areas into the facility. This does not include the parking lot which may be performed at the Operators discretion.

Section 6. Obligation of Owner. The following shall be the obligation of Owner:

- A. Structural repairs and maintenance necessitated by structural disrepair or defect.
- B. Repair and maintenance, including exterior painting, exterior walls and roof, exterior water, sewage, gas and electrical services up to the point of entry to the Center, and painting and

sealing of the parking lot. This shall not include maintenance of the operating condition of doors and windows or replacement of glass.

- C. All charges for Owner-provided utilities inclusive of power, water, sewage, and surface water management used by the Operator in the Center.
- D. Repair of interior walls, ceilings, doors, windows floors and floor coverings when such repairs are made necessary because of faulty construction or failure of Owner to keep the structure in proper repair.
- E. All repairs or restoration made necessary by fire or other peril which could be covered by a standard fire insurance policy and all other risks covered by Owner's property insurance in force at the time of loss.
- F. Appointment of a City Council liaison to attend Operator meetings regarding the Center and report back to City Council.
- G. Appointment of the City's Facilities Maintenance Supervisor to act as a staff liaison and single point of contact for maintenance and repair issues.
- H. Licensure to Operator of a website domain dedicated to the Center.

Section 7. Use of Center. The parties understand the primary purpose for the Center is to provide a physical facility for providing services to seniors and all members of the community. All residents of Forest Grove may use or sub-license the Center in furtherance of the primary purpose with approval of the Operator. In connection with the use of the Center, the Operator shall:

- A. Conform to all applicable laws and regulations of any public authority affecting the use of Center and correct, at Operator's expense, any failure of compliance created through Operator's fault or by reason of Operator's use. Operator shall not otherwise be required to make expenditures to comply with any laws or regulations, and in no event shall Operator be required to make any structural changes to affect such compliance.
- B. Refrain from any activity which would make it impossible to insure the Center against casualty, would increase the insurance rate, or would prevent Owner from taking advantage of any ruling of the Oregon Insurance Rating Bureau or its successor allowing Owner to obtain reduced premium rates for long-life fire insurance policies, unless the Operator pays the additional cost of insurance.
- C. Refrain from any use which would be reasonably offensive to Owner, other tenants or owners or users of adjoining Center or which would tend to create a nuisance or damage the reputation of the Center and contrary to the values, goals, and objectives approved by City Council.

Section 8. Alterations. Operator shall make no improvements or alterations on the Center of any kind without the prior consent in writing of the Owner, which consent shall not be unreasonably withheld. All improvements and alterations performed on the Center by either Owner or Operator shall be the property of the Owner when installed unless the applicable Owner's consent or worksheets specifically provide otherwise.

Section 9. Damage and Destruction. If the Center is partially damaged or destroyed, the property shall be repaired as follows:

- A. If the damage is caused by a risk which would be covered by a standard fire insurance policy with an endorsement for extended coverage, repair shall be at the expense of Owner whether the damage occurred as the result of fault on the part of Operator.
- B. If the damage occurred from a risk which would not be covered by insurance of the kind described in A above, repairs shall be at the expense of Owner unless the damage was the result of the fault of the Operator, in which case the Operator shall have the obligation to repair.
- C. In any event, repairs shall be accomplished with all reasonable dispatch subject to interruptions and delays beyond the control of the party responsible.

Section 10. Liability to Third Persons. Except with respect to activities for which Owner is responsible, Operator shall pay as due all claims for work done on and for services rendered or materials furnished to the Center and shall keep the Center free from any liens.

Operator shall indemnify and defend Owner from any claim loss or liability arising out of or related to any activity of Operator on the Center. Operator's duty to indemnify shall not apply to or prevent any claim by Operator against Owner for injury or damage to Operator or Operator's property for which Owner may be liable.

During the Term of this Agreement, Operator shall carry the following insurance at Operator's cost with Owner named as an additional insured:

Public liability and property damage insurance in a responsible company with a combined single limit of not less than \$2,000,000.00. Certificates evidencing such insurance and bearing endorsements require ten (10) days' written notice to Owner prior to any change or cancellation shall be maintained. The City will also be listed as Additionally Insured and the policy endorsed, naming its officers, agents, and employees as an additional insured for the Liability Policy.

Operator will be required to comply with ORS 656.017 for Worker's Compensation coverage per the statutory limits and Employer's Liability at \$1,000,000; unless Operator would be exempt under ORS 656.126.

Section 11. Insurance. Owner shall keep the Center insured at its full insurable value at Owner's expense against fire and other risks covered by a standard fire insurance policy with an endorsement for extended coverage. Such insurance shall not insure Operator's separate property on the Center against such risks.

Certificate of Insurance / Additional Insured and Waiver of Subrogation Endorsement. The Operator shall cause the insurance company to provide the Owner with: (i) a certificate of insurance and, (ii) if an additional insured endorsement is required, an endorsement thereto naming the City, its officers, agents, and employees as an additional insured for those policies indicated. The policies will be endorsed to provide a waiver of subrogation in favor of the Owner and all additional insureds. The Operator shall provide the Owner written notice of cancellation or material modification (change in limits or coverages) of the insurance contract for not less than the following notice for the purposes stated: 30 days prior notice for reasons other than non-payment; 10 days prior notice for non-payment.

Section 12. Assignment and Sublease. No part of the Center may be assigned or subleased, nor may a right of use of any portion of the property be conferred on any third party by any other means by Operator without the prior written consent of Owner. Assigned or subleased is generally defined as conferring space full-time, e.g., all day for a month or longer, to a third party, thereby preventing usage from other parties. This is distinguished from short-term rentals that confer space for a limited time, e.g., for two hours a day, one time a week, thereby allowing the space to be used by other parties after the rental has ended.

Operator shall have the right to make the Center available to third parties or organizations and shall have the right to retain all fees and charges resulting from the use of the Center by third parties or organizations.

Section 13. Termination. This Agreement shall terminate earlier if at any time Operator breaches any of the terms of this Agreement. Owner shall provide Operator notice of the breach in writing and Operator shall have thirty (30) days within which to remedy such breach or such period of time as may be agreed upon by Owner in writing. If the breach has not been remedied within the time specified, the Owner may terminate this Agreement by providing written notice of termination to the Operator. The notice of termination shall specify a date by which Operator shall surrender the Center. The surrender date shall be no sooner thirty (30) days from the date of notice of termination. Operator shall have the same right to terminate this Agreement upon a breach of this Agreement by Owner in the same manner and subject to the same conditions as are set forth in the immediately preceding paragraph. Either party may voluntarily terminate the Agreement without cause provided a minimum of one hundred and eighty (180) days notice is provided in writing.

Section 14. Surrender at Expiration.

14.1 Condition of Center. Upon expiration of the Term of this Agreement, or termination of this Agreement, Operator shall deliver all keys to Owner and surrender the Center in the same or better condition as was documented and accepted at the start of the Agreement. Alterations constructed with permission from Owner shall not be removed or restored to the original condition unless the terms of permission for the alteration so require. Depreciation and wear from ordinary use for the purpose for which the Center were left need not be restored but all repairs for which Operator is responsible shall be completed to the latest practical date prior to such surrender. Operator's obligations under this Section shall be subordinate to Section 9 of this Agreement entitled Damage and Destruction.

14.2 Fixtures.

14.2.1 All fixtures placed upon the Center during the Term of this Agreement, other than Operator's trade fixtures shall, at Owner's option, become the property of Owner. Movable furniture, decorations, floor coverings other than hard surface bonded or adhesively fixed flooring, curtains, blinds, furnishings and trade fixtures shall remain the property of Operator if placed on the Center by Operator.

14.2.2 If Owner so elects, Operator shall remove any or all fixtures which would otherwise remain the property of Owner and shall repair any physical damage resulting from the removal. If Operator fails to remove such fixtures, Owner may do so and charge the cost to Operator with interest at nine percent (9%) per annum from the date of expenditure. Operator shall remove all furnishings,

furniture and trade fixtures which remain the property of Operator. If Operator fails to do so, this shall be an abandonment of the property, and Owner may retain the property and all rights of Operator with respect to it shall cease or, by notice *in* writing given to Operator within twenty (20) days after removal was required, Owner may elect to hold Operator to its obligation of removal. If Owner elects to require Operator to remove, Owner may affect a removal and place the property in public storage for Operator's account. Operator shall be liable to Owner for the cost of removal, transportation to storage, and storage, with interest at nine percent (9%) per annum on all such expenses from the date of expenditure by Owner.

14.2.3 The time for removal of any property or fixtures which Operator is required to remove from the Center upon termination or expiration shall be as follows:

- A. On or before the date the Agreement terminates because of expiration of Term or because of default.
- B. Within thirty (30) days after notice from Owner requiring such removal where the property to be removed is a fixture which Operator is not required to remove except after such notice by Owner, and such date would fall after the date on which Operator would be required to remove other property.

Section 15. Miscellaneous.

15.1 Nonwaiver. Waiver by either party of strict performance of any provision of this Agreement shall not be a waiver of or prejudice the party's right to require strict performance of the same provision in the future or of any other provision.

15.2 Succession. Subject to the above-stated limitations on transfer of Operator's interest, this Agreement shall be binding upon and inures to the benefit of the parties, their respective successor and assigns.

IN WITNESS WHEREOF, the parties have executed this instrument in duplicate on the day and year first above written.

OWNER:

CITY OF FOREST GROVE, Oregon,
a municipal corporation

By: _____
City Manager

OPERATOR:

CENTRO CULTURAL de WASHINGTON COUNTY
a nonprofit corporation

By: _____
CEO/Executive Director



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

MEETING DATE: _____

FINAL ACTION: _____

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Mariah Woods, City Recorder*

MEETING DATE: *December 9, 2024*

SUBJECT TITLE: *Resolution Designating City of Forest Grove City Council Meetings for 2025*

ACTION REQUESTED:	Ordinance	Order	X	Resolution	Motion	Informational
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BACKGROUND

City Charter, § 11, and Council Rules of Procedure § 3.1, provide the Council shall adopt a resolution setting its regular Council meeting dates for each year.

Regular Council meetings shall be held on the second and fourth Monday of each month unless otherwise stated in the attached resolution. The Council normally holds one meeting in the months of July, August, December, and March. March is limited to one meeting due to the National League of Cities Conference, which will be held March 10-12, 2025. Monday, May 26, falls on Memorial Day, therefore, Council rules state the meeting would be held on Tuesday, May 27. The Annual City Council Retreat has been scheduled for Saturday, January 18th. The schedule for 2025 is as follows:

January 13 and 27
January 18 (Retreat: Work Session)
February 10 and 24
March 17
April 14 and 28
May 12 and 27 (Tuesday)
June 9 and 23
July 14
August 25
September 8 and 22
October 13 and 27
November 10 and 24

December 8

STAFF RECOMMENDATION

Staff recommend City Council approve the attached resolution setting the Council's regular meeting calendar for the year.

ATTACHMENT

- 2025 City Council Meeting Calendar
- Resolution 2024-47

RESOLUTION NO. 2024-47

**RESOLUTION DESIGNATING CITY OF FOREST GROVE
CITY COUNCIL MEETINGS FOR 2025**

WHEREAS, Pursuant to Council Rules, Section 3.1, the City Council must adopt a resolution designating its meeting dates for each year; and

WHEREAS, Council Rules, Section 3.1 establishes that Regular Council meetings will be held from 7:00-9:30 p.m. on the second and fourth Monday of each month, or on the following day if the date falls on a City-recognized holiday.

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

Section 1. The Forest Grove City Council hereby adopts the following calendar of Regular Meetings for 2025:

January 13 and 27
January 18 (Retreat: Work Session)
February 10 and 24
March 17
April 14 and 28
May 12 and 27 (Tuesday)
June 9 and 23
July 14
August 25
September 8 and 22
October 13 and 27
November 10 and 24
December 8

Section 2. With proper notice during the year, meetings may be cancelled, rescheduled, or added as necessary.

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

PRESENTED AND PASSED this 9th day of December, 2024.

Mariah S. Woods, City Recorder

APPROVED by the Mayor this 9th day of December, 2024.

Malynda H. Wenzl, Mayor

JANUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

DECEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Holidays:

January 1st	New Year's Day	September 1st	Labor Day
January 20th	Martin Luther King Jr. Day	November 11th	Veteran's Day
February 17th	Presidents Day	November 27th	Thanksgiving Day
May 26th	Memorial Day	November 28th	Day After Thanksgiving
June 19th	Juneteenth	December 25th	Christmas Day
July 4th	Independence Day		

City Council Meeting Holidays Annual Retreat



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CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

MEETING DATE: _____

FINAL ACTION: _____

CITY COUNCIL STAFF REPORT

TO: City Council

FROM: Jesse VanderZanden, City Manager
Mariah Wood, City Recorder

MEETING DATE: December 9, 2024

SUBJECT TITLE: Work Session: Council Liaison Appointments

ACTION REQUESTED:

☐ Ordinance

☐ Order

☐ Resolution

☐ Motion

☒ X

☐ Informational

X all that apply

BACKGROUND

The purpose of the work session is to discuss Council Liaison appointments to boards, commissions, and committees. Chapter III, Section 8 (c) of the City Charter and Council Rule Section 4.1 state the Mayor, with the consent of Council, shall appoint members of boards, commissions, and committees established by ordinance or resolution. Council Liaison appointments are scheduled for approval by Council via resolution on January 13, 2025.

Further, Section 14.8 of the Council Rules states “The Mayor shall appoint a Council Liaison to any Board or Commission. Council Liaisons shall be a non-voting member. The Council Liaisons role is to collaborate between the Council and the Board or Commission to assure each group’s collective interest is accurately and effectively represented to the other. This includes actively attending and reporting to each entity at their regular scheduled meetings. Council Liaison appointments shall be reconsidered every two (2) years at the first regular Council meeting following the time at which the newly-elected Councilmembers officially take office or at the discretion of the Mayor.”

FISCAL IMPACT

None.

ATTACHMENTS

- 2024 City Council Liaison in list format
- 2024 City Council Liaison in table format

CITY COUNCIL LIAISONS 2024: TABLE FORMAT	<u>Gustafson</u>	<u>Marshall</u>	<u>Martinez</u>	<u>Rippe</u>	<u>Uhing</u>	<u>Valenzuela</u>	<u>Wenzl</u>	<u>Falconer</u>	<u>Schimmel</u>
Budget Comm.: 3x Annually	X	X	X	X	X	X	X	X	X
Comm. for Community Engagement - Monthly					X				
Community Forestry Commission - Quarterly		X							
Economic Development Commission - Monthly				X					
Historic Landmarks Board - Quarterly							X		
Library Commission - Monthly						X			
Parks and Recreation - Monthly		X							
Planning Commission - N/A									
Public Arts Commission - Monthly	X								
CDBG Policy Advisory Board - Monthly					ALT	X			
F.G. Rural Fire Protection District - Monthly			X						
Joint Water Commission - Quarterly - NA									
Reg. Water Providers Cons. Board - Quarterly				X					
Sister City Committee - Monthly			X						
Wa. Cty. Consolidated Comm Agency - Quarterly			X						
Wa. Cty. Coordinating Committee - Monthly	ALT						X		
Wa. Cty. Public Safety Coord Council - Bimonthly - NA									
T.V. Highway Steering Committee - Monthly				X		ALT			
Council Creek Elected Steering Committee - Monthly		X	ALT						
Region 1 Area Committee on Transportation - Monthly							X		
Forest Grove Senior and Community Center					X				
Forest Grove Chamber of Commerce - TBD	X								
Metropolitan Mayor's Consortium - Monthly							X		
Washington County Chair + Mayors Group - Monthly							X		
Washington County Mayors Group - Monthly							X		
Mayor's Youth Advisory Council							X		

CITY COUNCIL LIAISONS: LIST FORMAT
Calendar Year 2024

Boards and Commissions

Council Liaison

Staff Liaison

Comm for Community Engagement (CCE)
1st Tuesday, 5:30 pm, Monthly

Elena Uhing

Communication Manager

Community Forestry Commission (CFC)
3rd Wednesday, 5:30 pm, Quarterly

Mike Marshall

Senior Planner

Economic Development Commission (EDC)
2nd Thursday, Noon, Monthly

Tim Rippe

Economic Development
Manager

Historic Landmarks Board (HLB)
4th Tuesday, 6:30 pm, Quarterly

Malynda Wenzl

Senior Planner

Library Commission (LC)
3rd Wednesday, 6:30 pm, Monthly

Mariana Valenzuela

Library Director

Parks and Recreation Commission (P&R)
3rd Wednesday, 7 am, Monthly

Mike Marshall

Parks and Recreation
Director

Public Arts Commission (PAC)
3rd Thursday, 5 pm, Monthly

Donna Gustafson

Library Director

Agencies

Council Liaison

Staff Liaison

CDBG Policy Advisory Board (PAB)
2nd Thursday, 7 pm, Monthly

Mariana Valenzuela
Alternate: Elena Uhing

Public Works/Engineering
Director

Forest Grove Rural Fire Protection District
1st Wednesday, 6 pm, Monthly

Karen Martinez

Fire Chief

Joint Water Commission (JWC)
2nd Friday, Noon, Quarterly

Rod Fuiton
Pete Truax
Donna Gustafson

City Manager

Regional Water Providers Consortium Board
1st Wednesday, 6:30 pm, Quarterly

Tim Rippe

Public Works/Engineering
Director

Sister City Committee
1st Thursday, 4:30 pm, Monthly

Karen Martinez

Programs and
Communications Assistant

Wash. Co. Consolidated Communications
Agency (WCCCA)
3rd Thursday, 3 pm, Quarterly

Karen Martinez

City Manager

CITY COUNCIL LIAISONS: LIST FORMAT
Calendar Year 2024

Wash. Co. Coordinating Committee (WCCC) 2 nd Monday, Noon, Monthly	Malynda Wenzl Alternate: Donna Gustafson	City Manager
T.V. Highway Steering Committee 2 nd Thursday, 4 pm, Monthly	Tim Rippe Alternate: Mariana Valenzuela	Senior Planner
Council Creek Elected Steering Committee 3 rd Monday, 5 pm, Monthly	Mike Marshall Alternate: Karen Martinez	Public Works/Engineering Director
Region 1 Area Committee on Transportation 1 st Monday, 5:30 pm, Monthly	Malynda Wenzl	Public Works/Engineering Director
Forest Grove Senior and Community Center 3 rd Monday, 6 pm, Monthly	Elena Uhing	Assistant City Manager/Finance Director
Forest Grove Chamber of Commerce 3 rd Monday, Noon, Monthly	Tim Rippe	Economic Development Coordinator
Mayoral Groups	Council Liaison	Staff Liaison
Metropolitan Mayor's Consortium (MMC) Monthly	Malynda Wenzl	City Manager
Washington County Chair + Mayors Group Monthly	Malynda Wenzl	City Manager
Washington County Mayors Group Monthly	Malynda Wenzl	City Manager
Mayor Youth Advisory Council	Malynda Wenzl	