



CITY COUNCIL MEETING
Monday, January 13, 2025
Community Auditorium, 1915 Main Street

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

CITY COUNCIL WORK SESSIONS

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

5:30 Council Training Part II: Public Meetings Law

Staff: Ashley Driscoll, City Attorney

6:15 Police Facility

Staff: Henry Reimann, Police Chief, Paul Downey, Assistant City Manager/Finance Director

CITY COUNCIL MEETING

A. 7:00 Call to Order

1. Roll Call
2. Land Acknowledgement
3. Pledge of Allegiance

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 2025-01 CONSENTING TO MAYORAL APPOINTMENT OF COUNCIL LIAISONS TO VARIOUS BOARDS, COMMISSIONS, AND COMMITTEES AND REPEALING RESOLUTION NO. 2024-07**
2. **RESOLUTION 2025-02 CONSENTING TO BOARD AND COMMISSION APPOINTMENTS TO CITY OF FOREST GROVE ADVISORY BOARDS, COMMITTEES AND COMMISSIONS**
3. Monthly Building Report - December
4. Approve Community Forestry Commission Minutes 09.18.2024
5. Accept Resignation on Community Forestry Commission

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. 7:10 **Community Development Annual Report**
Staff: Bryan Pohl, Community Development Director
2. 7:25 **Public Works Annual Report**
Staff: Gregory Robertson, Public Works Director
3. 7:40 **Light & Power Annual Report**
Staff: Keith Hormann, Light & Power Director
4. 7:55 **Library Annual Report**
Staff: Colleen Winters, Library Director

F. Public Hearings, Ordinances, and Resolutions

1. 8:10 **RESOLUTION 2025-03 ELECTING CITY COUNCIL PRESIDENT**
Staff: Mariah Woods, City Recorder
2. 8:20 **RESOLUTION 2025-04 AMENDING THE CITY COUNCIL RULES OF PROCEDURE BY DELETING SECTION 13**
Staff: Mariah Woods, City Recorder
3. 8:25 **RESOLUTION 2025-05 AUTHORIZING THE RELEASE OF A PUBLIC UTILITY EASEMENT AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE RELEASE ON BEHALF OF THE CITY OF FOREST GROVE**
Staff: Gregory Robertson, Public Works Director

G. 8:30 Council Communications:

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

H. 8:50 Adjournment

CITY COUNCIL WORK SESSION

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

8:50 State of the City Planning

Staff: Jesse VanderZanden, City Manager

URBAN RENEWAL AGENCY MEETING

9:20 See separate agenda.

City of Forest Grove Public Meetings Law (PML) Primer

Ashley O. Driscoll
Beery Elsner & Hammond, LLP
1804 NE 45th Avenue
Portland, OR 97213
t (503) 226 7191 | f (503) 226 2348
www.behlaw.com

Policy

The Oregon form of government requires an informed public aware of the deliberations and decisions of governing bodies and the information upon which such decisions were made. It is the intent of the PML that decisions of governing bodies be arrived at openly.

Introduction and Overview

- Annual Training Requirement
- Potential Penalties
- Governing Bodies Subject to the PML
- Meetings Subject to the PML
- Serial Communications
- Meeting Logistics and Requirements
- Executive Sessions
- Grievance Process

Annual Training Requirement

- New!
- Every member of a governing body of a public body with total expenditures for a fiscal year of \$1 million or more shall attend or view an OGECE-approved public meetings training at least once during the member's term of office.

Governing Bodies

- Key Definitions
 - **Public body:** the state, any regional council, county, city or district, or any municipal or public corporation, or any board, department, commission, council, bureau, committee or subcommittee or advisory group, or any other agency thereof.
 - **Governing body:** the members of any public body which consists of two or more members, with the authority to make decisions for or recommendations to a public body on policy or administration.

Penalties

- “A civil penalty imposed under this section for a violation of [public meeting laws] is a personal liability of each member of the governing body on whom the penalty is imposed and may not be paid for or indemnified by the governing body or public body that the member is associated with.”
- Not to exceed \$1,000.
- No penalty if acting upon the advice of the public body’s counsel.
- Public money cannot be used to pay a penalty.

Governing Bodies

Who does the PML apply to?

- Decision-Making Bodies
 - Authority to make decisions
- Advisory Bodies
 - Authority to make recommendations to the public body

Governing Bodies

Exceptions:

- Fact Gathering Bodies
- Bodies Advising Individual Public Officials
- Certain Multi-Jurisdiction Bodies

Meeting Subject to the Law

Key Definitions:

- **Meeting:** the convening of a governing body of a public body for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter.
- **Quorum:** the minimum number of members of a governing body required to legally transact business. Typically, the majority of the voting members of the governing body.

Meetings Subject to the Law

Types of Meetings:

- Regular meetings;
- Special meetings;
- Emergency meetings;
- Executive sessions; and
- Work sessions and workshops.

Meetings Subject to the Law

The PML does not apply to:

- On-site inspections of projects or programs.
- The attendance of members of a governing body at any national, regional or state association to which the public body or the members belong.
- PROVIDED: the members of the governing body do not engage in deliberations or decisions on matters that could reasonably be foreseen to come before the governing body.

Meetings Subject to the Law

The PML does not apply to:

- Communications between or among members of a governing body, including communications of a quorum of members, that are:
 - Purely factual or educational in nature and that convey no deliberation or decision on any matter that might reasonably come before the governing body;
 - Not related to any matter that, at any time, could reasonably be foreseen to come before the governing body for deliberation and decision; or
 - Non-substantive in nature, such as communication relating to scheduling, leaves of absence and other similar matters.
- Any matters listed in ORS 192.690.

Meetings Subject to the Law

Prohibition on Private Meetings

- A quorum of a governing body may not meet in private for the purpose of deciding on or deliberating toward a decision on any matter except as otherwise provided by [executive session provisions].
- Key components:
 1. Involves a quorum
 2. Deciding on or deliberating
 3. Toward a decision

Meetings Subject to the Law

Key Definitions:

- **Meeting**: the **convening** of a governing body of a public body for which a quorum is required in order to make a decision or to deliberate toward a **decision** on any matter.
- **Convening**: (a) Gathering in a physical location; (b) Using electronic, video or telephonic technology to be able to communicate contemporaneously among participants; (c) Using serial electronic written communication among participants; or (d) Using an intermediary to communicate among participants.

Meetings Subject to the Law

Key Definitions:

- **Decision**: any determination, action, vote or final disposition upon a motion, proposal, resolution, order, ordinance or measure *on which a vote of a governing body is required*, at any meeting at which a quorum is present.

Serial Communications

- A quorum of the members of a governing body shall not, outside of a meeting conducted in compliance with the PML, use a series of communications of any kind, directly or through intermediaries, for the purpose of deliberating or deciding on any matter that is within the jurisdiction of the governing body.

Serial Communications

Key Definitions:

- **Intermediary**: means a person who is used to facilitate communications among members of a governing body about a matter subject to deliberation or decision by the governing body, by sharing information received from a member or members of the governing body with other members of the governing body. The term “intermediary” can include a member of the governing body.
- **Serial Written Communication**: a series of successive or sequential communications among members of a governing body using written electronic means, including emails, texts, social media, and other electronic applications that communicate the written word.

Serial Communications

Serial Communications can include:

- In-person;
- Telephone calls;
- Videos, videoconferencing, or electronic video applications;
- Written communications, including electronic written communications, such as email, texts, and other electronic applications;
- Use of one or more intermediaries to convey information among members; and
- Any other means of conveying information.

Private Meetings Takeaways

- Be cognizant of the number of members involved in any conversation about any matter the body may later vote on.
- Avoid replying-all to emails that contain a quorum of the body.
- Avoid texting chains that include a quorum of the body.
- Do not use an individual as a conduit to discuss a matter with other members of the body.
- Logistical conversations involving a quorum are permitted, but keep the discussion logistical!

Meeting Logistics

- Open to the public;
- Cannot be held at location that discriminates based on race, color, creed, sex, sexual orientation, gender identity, national origin, age or disability;
- Within the boundaries of the jurisdiction;
- Training sessions may be held outside the jurisdiction as long as no deliberations toward a decision are involved;
- Must be accessible to person with disabilities;
- Exception for actual emergencies.

Meeting Logistics

- Public access to meetings
 - The public must be able to access and attend the meeting by telephone, video or other electronic or virtual means;
 - If in-person oral testimony is allowed, submit during the meeting oral testimony by telephone, video or other electronic or virtual means; and
 - If in-person written testimony is allowed, submit written testimony, including by electronic mail or other electronic means, so that the governing body is able to consider the submitted testimony in a timely manner (can be required to be submitted in advance).

Meeting Logistics

Notice Requirements:

- Notice for public, members of the body, and interested persons. Efforts must be reasonably calculated to give actual notice. They may include:
 - Website
 - Mailing lists
 - Social media platforms
- Notice must include:
 - Time, place and list of principal subjects
 - Access information
 - Communications aids
 - Governing body can add additional subjects

Meeting Logistics

Notice Requirements: Executive Sessions

- “Executive session” means any meeting or part of a meeting of a governing body which is closed to certain persons for deliberation on certain matters.
- Same notice requirements as other public meetings.
- Identify the specific statutory citation authorizing the executive description along with a general description of the statutory authorization.
- Sample notices in AG’s manual.

Meeting Logistics

Regular	48 hours
Special	24 hours
Emergency	As much as is reasonable

- For emergency meetings, the emergency must be “actual” and the minutes must describe the emergency.
- Body must attempt to notify interested persons and the media.
- If reasonable, must give public notice.

Meeting Logistics

Recording or Minutes

- All meetings (including executive sessions) need minutes or recording.
- Except for executive sessions, within a reasonable time after the meetings either minutes/records must be made available.

Public Vote

- All official actions of a governing bodies shall be taken by public vote.
- Results of all votes shall be recorded, including the vote of each individual governing body member by name (except for bodies with more than 25 members).
- Secret ballots are prohibited.
- If written ballots are used, the written ballot shall identify the individual governing body member by name and each governing body member's vote shall be announced during the meeting at which the vote occurred.

Executive Sessions

Basics:

- Public bodies may meet in executive sessions only in specified situations.
- The public body may hold an open session even when the law permits it to hold an executive session.
- No executive session may be held for the purpose of taking any final action or making any final decision.

Executive Sessions

No Final Decisions!

- The purpose of the “final decision” requirement is to allow the public to know the results of the discussions.
- Taking a formal vote in open session satisfies that requirement, even if the public vote merely confirms consensus reached in executive session.
- The body may reach an informal consensus in executive session.

Control of Public Meetings

- Generally speaking, under state law, the public has a right to attend and observe but not participate in public meetings.
- City council rules permit limited public participation, i.e., a public comment period.
- Generally can establish time limits for public comment, but such standards need to be applied equally to all.
- May not remove a member of the public from a meeting unless you can clearly demonstrate the individual is disrupting the meeting in a manner that precludes your board or commission from conducting business.

Grievance Process

- Grievances submitted in writing 30 days after the date of the meeting where the alleged violation occurred.
- Grievances must include:
 - Governing body;
 - Date of the meeting;
 - Specific facts and circumstances;
 - Date of the grievance;
 - Name and contact information for the grievant.
- Public body must post on its website where and how to submit grievances.

Grievance Process

- Public body must respond in 21 days to the grievant and send a copy to OGE.
- Responses include:
 - Deny Facts & Violation
 - Admit Facts & Deny Violation; or
 - Admit Facts & Violation

Grievance Process

- Curing the violation includes:
 - Rescinding the decision taken by the governing body in violation of ORS 192.610 to 192.705; or
 - Acknowledging in a properly noticed and conducted public meeting held within 45 days of the governing body’s original decision that:
 - The original decision was made in violation of the PML;
 - Good cause exists for the governing body to not rescind the decision; and
 - The governing body’s practices will be modified to ensure future violations do not occur.

Grievance Process

Additional Enforcement from OGEC

- OGEC can process its own complaints.
- A member of the public must first follow the grievance procedure.
- A member of the public can file a complaint with OGEC if:
 - They receive a denial from the public body;
 - The public body admits a violation but fails to cure it;
 - The public body does not provide a timely response.
- A member of the public must submit the public's response to OGEC.

Grievance Process

Additional Enforcement from OGEC

- Submit information to OGEC and it can investigate.
- If OGEC does not pursue a complaint before it goes to a contested case hearing, a public official can request reimbursement from the public body.
- Complaints will be against all members of the governing body during the preliminary review/investigation phase.
- At the conclusion of this phase, OGEC will make individual determinations.
- OGEC can take up matters that were dismissed on procedural grounds.

Questions

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

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POLICE FACILITY Work Session

Paul Downey, Assistant
City Manager/Finance
Director

Henry Reimann, Chief of
Police

01/13/2025

Purpose

- Review Police Facility Project and discuss a general obligation bond for the May, 2025, general election.

Outline

- Existing Facility
- History of progress including:
 - Needs Assessment
 - Alternatives Analysis
 - Site Analysis
 - Polling Results
 - Facility Design
- Communications Plan
- General Obligation Bond

Existing Facility

- Built in 1977 - 48 years old
- Staff has increased from 17 to 39
- 12,120 square feet:
 - 70% for daily functions
 - 22% for indoor firing range
 - 8% for mechanical systems



Existing Facility

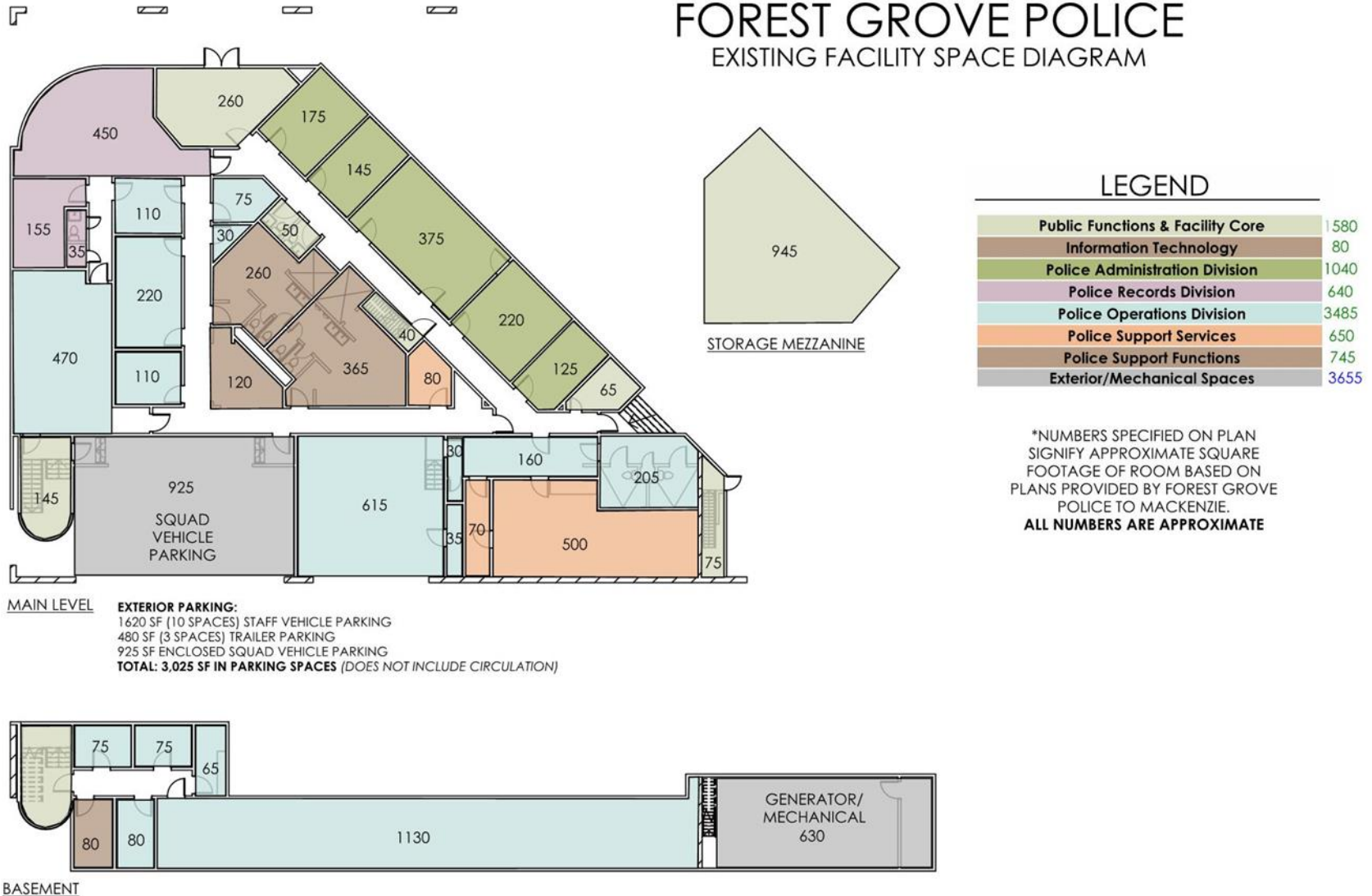
Has the following functions:

- Workspace
- Briefing, Report, and Interview Rooms
- Locker Rooms
- Kitchenette/Lunch Area
- Evidence Processing and Storage
- Holding Cells
- Sallyport
- Records and Files



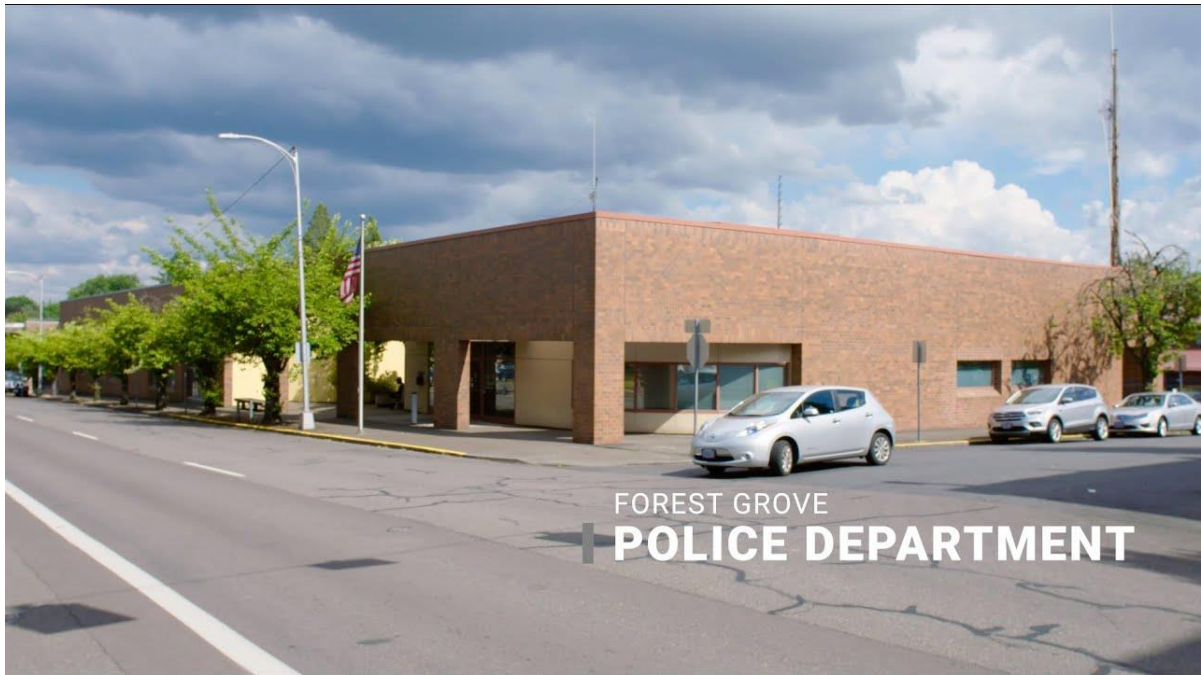
Existing Facility

FOREST GROVE POLICE EXISTING FACILITY SPACE DIAGRAM



History – Needs Assessment

- Mackenzie hired to conduct a Needs Assessment of the existing police facility in August 2015.



History – Needs Assessment

City Council Work Session: April 25, 2016

- Staff presented Needs Assessment which noted:
 - Shortage of space to operate within the existing facility
 - Inadequate facilities to interview victims, detainees, and informants
 - Inadequate facilities to process and hold juvenile offenders
 - Several areas do not meet ADA and current building code requirements
 - Does not meet current seismic requirements of essential facilities
 - Lot size is inadequate for on-site and secure parking
 - Lot size is inadequate to expand the footprint of the existing facility

History

City Council Work Session: April 25, 2016

- Council reached consensus:
 - Existing facility is deficient
 - Conduct alternatives analysis and design
 - Include in FY 16-17 budget
- Funding approved in FY 16-17 budget
- RFP issued and Mackenzie selected to conduct alternatives analysis and design

History – Alternatives Analysis

City Council Work Sessions February 12 & 26, 2018

- Presented Alternatives Analysis which noted:
 - Lot size is inadequate to expand existing facility
 - Second story could not be added to the existing foundation or constructed separately and integrated into the existing building
 - Building a new facility was the same or less expensive than adding to the existing facility and remodeling
- Concept design could not proceed until an alternative was selected

History

City Council Work Sessions February 12 & 26, 2018

Council reached consensus to:

- Proceed with concept design of a new facility
- Establish site location criteria for new facility
- Look at potential re-use options for existing facility
- Conduct a public poll to gauge voter sentiment for bond measure

History

City Council Regular Session February 26, 2018

- Council passed resolutions to purchase the former Stuntzner property and adjacent house to allow city ownership of the entire block for future city needs



History - Polling

City Council Work Sessions April 9 & May 14, 2018

- Campbell Delong Resources, Inc. hired to conduct poll
- Discussed poll assumptions, questions, methods, audiences and processes
- Poll included 300 interviews of voters who vote in every election
- Consensus to poll:
 - Positives and negatives about Forest Grove and police
 - Reactions to a police bond prior to messaging and after messaging to see which messages resonate with voting public
 - Reaction to idea of combining police facility bond with Aquatics Center improvements
- Needed preliminary cost estimate before poll could be conducted

History-Site Location

City Council Work Sessions June 11 & July 17, 2018

- Council reached consensus on site location criteria
- The site location criteria included factors such as cost, size, and shape of the site; potential for multi-use; public access; visibility; neighborhood impacts and context; security; traffic impacts; potential for expansion; co-location/proximity with other city facilities; impact on response times; and overall impact on operations
- Council discussed six (6) different sites and reached consensus on selecting the corner of Birch and 19th Avenue (the former Stuntzner property) as the location for a new policy facility

History-Facility Design

City Council Work Session October 22, 2018

- Reviewed interior and exterior concept design of new facility at Birch and 19th Avenue
- Assumed planning horizon of approximately 40 years
- Utilized Metro population growth numbers
- Consensus on building attributes, values, and goals
- Consensus to proceed with poll based on \$17.5 million general obligation bond

History

City Council Work Sessions January 14 and 28, 2019

- Reviewed polling results, design refinements, and bond process
- Polling results indicated:
 - A police facility bond would likely not pass at this time
 - Additional education needed prior to potential ballot
 - Discussion about which messages resonated with the public
 - Police facilities are difficult to pass on first attempt
- Consensus to value engineer to reduce costs
- Consensus to not ballot in May 2019, due to polling results, allowance for further design, and due to competing ballot measures

History-Facility Design

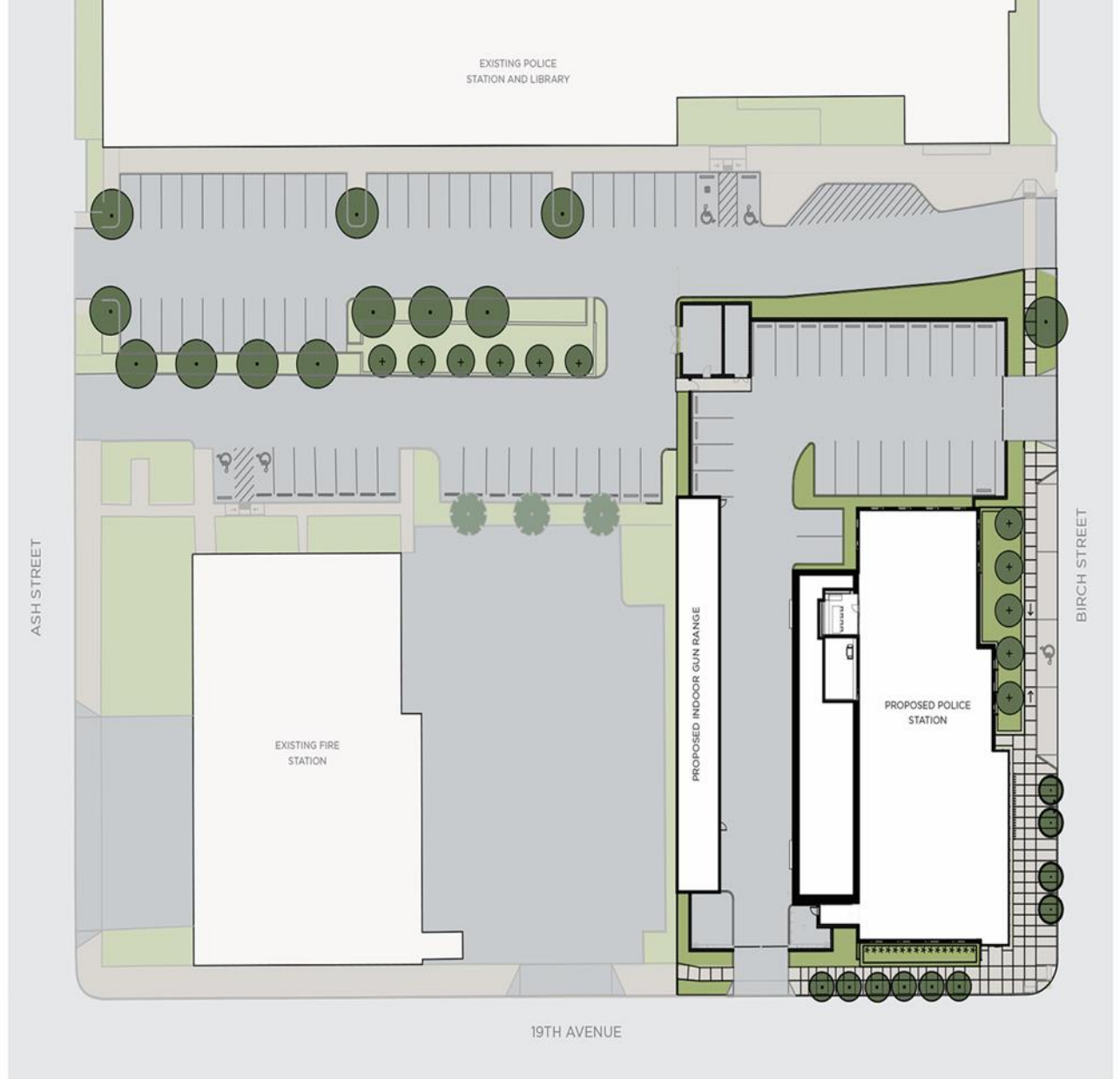
City Council Work Session July 8, 2019

- Reviewed design changes
- Facility footprint decreased from 25,443 to 22,385 square feet
- Firing range included in facility square footage
- Further consensus on building attributes, values, and goals
- Consensus to complete schematic design

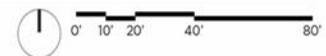
History-Facility Design

City Council Work Sessions November 12 , 2019 and January 13, 2020

- Detailed review of schematic design. Notable changes included:
 - Firing range separated from main facility
 - Result was footprint decreased from 22,385 to 20,516 square feet
 - No new functions added
 - Secure parking area was increased
 - Minor increases to evidence, victim's area, holding facilities, interview areas, and offices
- Estimated cost of \$20.5 million or \$1,000 per square foot
- Consensus on schematic design
- Consensus to prepare draft ballot materials using \$20.5 million



Site Plan





Forest Grove | Police Station

11.21.2019

Preliminary Design - Subject to Change

SE Perspective | 19th Avenue & Birch Street

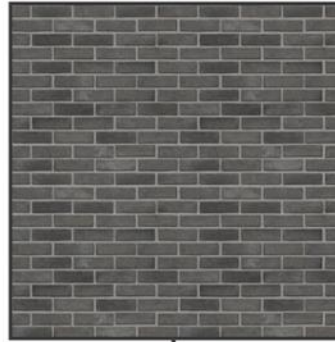
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M.

Natural Wood Structure



Brick Cladding



Terracotta Cladding



Birch Street Elevation (East)



Forest Grove | Police Station

11.21.2019

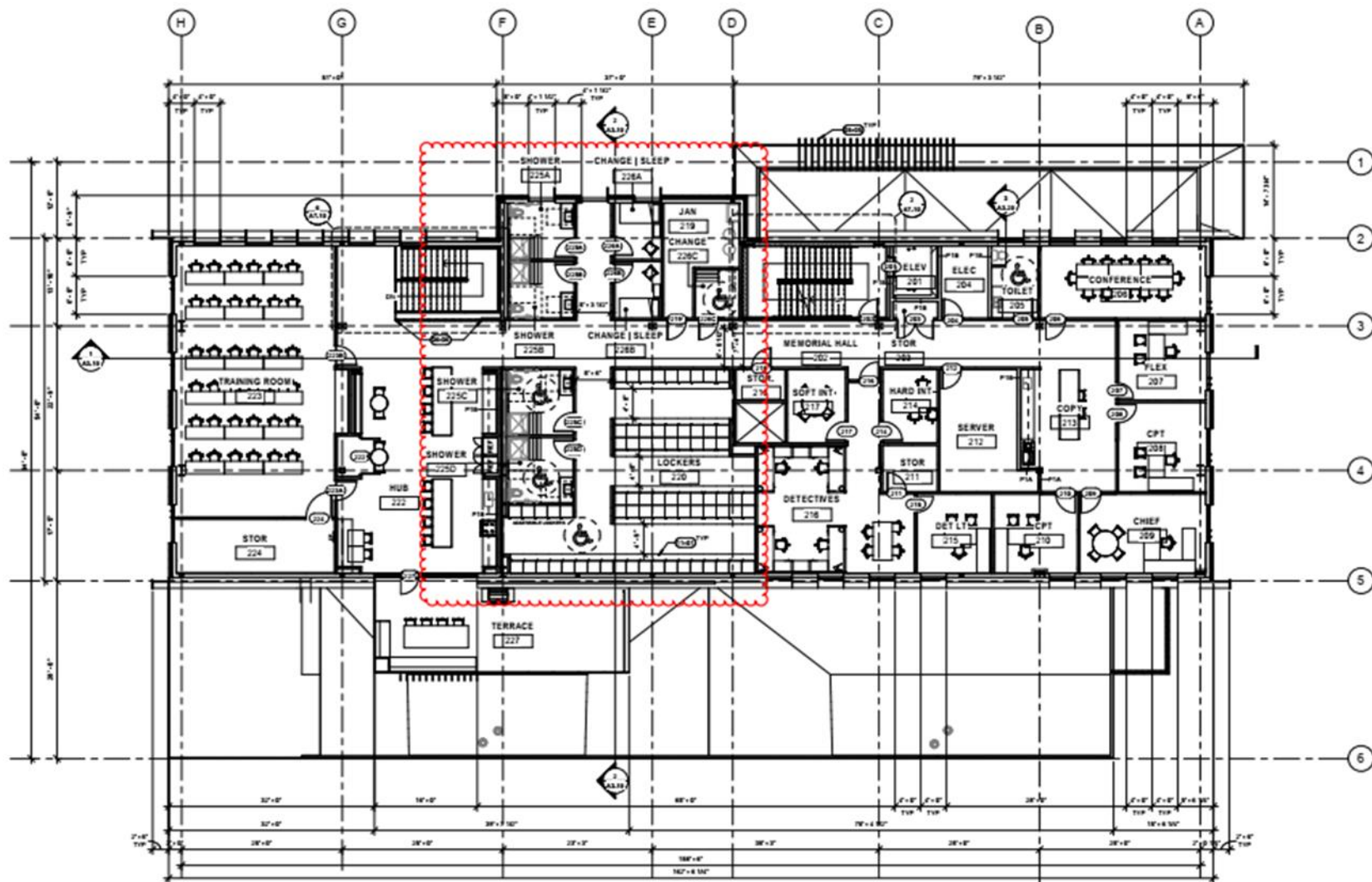
Preliminary Design - Subject to Change

Interior Perspective | Lobby

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1 SECOND FLOOR PLAN
1/8" = 1'-0"

History

State of Emergency due to COVID March 14, 2020

City Council Work Session May 11, 2020

- Consensus to not ballot due to economic uncertainty
- Consensus to revisit Alternatives Analysis to see if the existing building could be remodeled within existing facility constraints to provide a less expensive and shorter-term solution, i.e., a \$10 million bond and 10-year planning horizon.
- Staff asked Mackenzie to prepare potential concepts

History

City Council Work Session June 28, 2021

- Reviewed potential concepts to remodel existing facility:
 - Option 1: Single elevated story over secure parking addition behind the current station and remodel existing facility
 - Option 2: Two-story addition to back side and remodel existing facility
- Neither option was preferred as there was little to no cost savings, significant impacts to parking, and shorter planning horizons
- Due to ongoing impacts of COVID, levy replacement, projects resulting from federal funds, other ballot measures, and the City Hall remodel, the project didn't move forward

Current Status

City Council Work Session September 9, 2024

- Reviewed history, design, and updated costs
- Design remained unchanged from 2020
- Estimated cost increased from \$20.5 million to \$29.3 million
 - Assumed April 2024 construction costs
 - Assumed construction start in April 2025
 - Assumed 7% cost escalation between dates
- Consensus to ballot in May 2025, pending further review of cost per household

Cost of New Facility

- The averaged assessed value (not market value) of a house in Forest Grove is approximately \$254,900.
- Assuming level debt service payments on a 20-year \$29.5 million general obligation bond, the average cost per household would be approximately \$263 per year.

Disposition of Existing Facility

- Disposition of existing facility is not tied to potential bond measure
- There is no immediate city use if police vacate to new facility
- Market assessment recently done by Colliers:
 - Sale value is approximately \$1.6 million
 - There is lease value, however, it varies significantly depending upon how many improvements would be required which could be significant due to ADA, seismic, and code issues
- Staff recommends an alternatives analysis prior to any disposition decision

Potential Timeline

January 27, 2025: Work Session on ballot title and question

February 10, 2025: Resolution approving ballot title and question

February 28, 2025: Last day to file with City Recorder and 10-day challenge period begins

March 20, 2025: Last day to file ballot title, question, and explanatory statement with County. 10-day challenge must be completed

March 24, 2025: Last day to file arguments for Voters Pamphlet

May 20, 2025: Election

Remaining 2025: Issue Bond and finalize Construction Documents

Summer 2026: Start Construction

Communication Plan

- **In Process:**
 - Website, public tours, public outreach
- **Pending passage of ballot title:**
 - Digital Engagement - website, e-blasts, social media, video created by TVCTV
 - Community Events - Station Tours, Police Community Academy, public speaking tour to all civic groups
 - Print - Press releases, flyers, posters at city facilities, brochures, and news articles
 - Educational - cannot advocate

Communication Plan

Key Poll Themes – In Order of Confidence

- Evidence area undersized, can jeopardize cases
- Lack of safe, private place for interviewing victims, including children and victims of sexual assault, and domestic violence
- Taxes were a concern
- Ensure separation of adults and juvenile offenders
- Limited access for those with disabilities, must be accessible to all
- Age of facility

Timing Considerations

- **May 2025**
 - Potential Metro housing/homelessness measure (decrease)
- **November 2025**
 - Potential County Library levy replacement (increase)
 - Potential County Public Safety levy replacement (increase)

Questions & Discussion

- Questions?
- Discuss Bond Amount
- Discuss Timing of Ballot Measure

Mariah Woods

From: [REDACTED]
Sent: Tuesday, December 10, 2024 11:44 AM
To: 'Kathryn Harrington'; Jerry Willey; 'Pam Treece'; 'Roy Rogers'; 'Nafisa Fai'; Malynda Wenzl; 'Steve Callaway'
Cc: 'Tanya Ange'; Diane Taniguchi-Dennis Taniguchi-Dennis; Washington County Administrative Office; Amber Ames; City Councilors; Therese Bottomly; Lauren Bishop; 'WC CAN Board'
Subject: Re: Pete Hegseth - why a bad choice for Secretary of Defense, by Timothy Snyder
Attachments: Pete Hegseth Timothy Snyder why a bad Trump choice doc 2vNov 24 2024.docx

To: Kathryn Harrington, Chair of Washington County Commission and Commissioners Roy Rogers, Jerry Willey, Pam Treece, Nafisa Fai

To: Malynda Wenzl, Mayor of Forest Grove, and City Councilors

To: Steve Callaway, Mayor of Hillsboro, City Councilors

Re: Pete Hegseth - why a bad choice for Secretary of Defense, by Timothy Snyder, Yale University History Professor, author of On Freedom.

Pete Hegseth: The Short Course

13 Steps to National Destruction

TIMOTHY SNYDER

Nov. 24, 2024

1. Pete Hegseth, Trump's nominee for secretary of defense, has no qualifications for the job. He has never run a large organization and has no national security expertise.
2. Hegseth has zero notion of which other countries might threaten America or how. In his books this is simply not a subject, beyond a few clichés.
3. Hegseth does not believe in alliances. For him, "NATO is a great example of dumb globalism."
4. Hegseth wants a political army that bans women from combat roles, is purged of "cowardly generals," and is anti-woke.
5. Hegseth never notes that the politicized Russian army meets all of his standards perfectly, but is ineffective and commits war crimes.
6. Hegseth never notes that the Ukrainian army, which does have women in combat, and is not politicized in the way he would like, has overperformed.

7. Hegseth has almost nothing to say about the most significant armed conflict of our time and has not visited Ukraine or learned anything about it.
8. Hegseth's misogynist gender politics are consistent with his polygamy and the accusations of rape.
9. Hegseth's enemies are all internal: the Left, Muslims, and immigrants. He repeatedly claims that the Left wishes to annihilate everyone else, which is a call to violence.
10. Hegseth, a Christian Reconstructionist, believes that Americans should be governed not by law or by the Constitution but by God -- as interpreted of course by Hegseth and his friends.
11. Hegseth calls for a "holy war" and a "crusade" against Americans who think differently than he does because "God wills it." Trump is the pretext: Hegseth wants "to make crusade great again."
12. Hegseth, according to his books, could be counted upon to ignore threats to America from abroad, and to use a purged and politicized military against "enemies within." This is consistent with Trump's avowed intention to build a kind of dictatorship on the ruins of a dysfunctional government.
13. Hegseth thus represents a policy of regime change. Trump's nomination of Hegseth is best understood as part of a decapitation strike against the republic. A Christian Reconstructionist war on Americans led from the Department of Defense is likely to break the United States.

Respectfully,

Dale Feik

"Justice and freedom; discussion and criticism; intelligence and character--these are the indispensable ingredients of the democratic state. We can be rich and powerful without them but not for long." -Robert M. Hutchins

Cc: Tanya Ange, WCounty Administrator
Diane Taniguchi-Dennis, Clean Water Services Chief Executive Officer
Kevin Moss, WC Clerk
Amber Ames, Hillsboro City Council clerk
Mariah Woods, Recorder/clerk, Forest Grove City Council
Therese Bottomly, The Oregonian reporter
Lauren Bishop, The Forest Grove and Hillsboro NewsTimes
Washington County Citizen Action Network (WC CAN) Board of Directors

Mariah Woods

From: David Haworth [REDACTED]
Sent: Tuesday, December 10, 2024 12:44 PM
To: City Councilors
Subject: Residential PGE customers subsidizing industrial customer growth, CEO letter to Wyden indicates

<https://oregoncapitalchronicle.com/2024/12/05/residential-pge-customers-subsidizing-industrial-customer-growth-ceo-letter-to-wyden-indicates/>

I realize we are not on PG&E
Realistically, though, if their rates go up, so will ours

I sure wish the decision to build this enormous data center 100 feet from my house had been delayed

This will destroy the quality of life for my neighbors and probably increase our electric costs

I have heard not one positive benefit that would come out of this build

My house already dropped 40% in value as soon as this was announced
This data center prevents me from using my property for its intended purpose

Mariah Woods

From: Chris B. Billman [REDACTED]
Sent: Wednesday, December 11, 2024 5:27 PM
To: City Councilors
Subject: Clarification please about the ADA and DEI without Accessibility

Welcome new members and thank you for your service to the community. For all of the newbies I have an ongoing concern about the city's position and behavior when it comes to how the city approaches its beliefs on Home Town Rules.

Somehow the city's interpretation has to be cleared up before the new members education is allowed to run afoul. I asked back in July what does trigger a business to be required to do ADA updates? This was an issue because when the city was involved in installing a bicycle tool hub and it wasn't accessible and the city refused to request that a small ramp to be installed it was finally removed and given back to the county. The same property is a small mall type that only has one wheelchair accessible parking spaces and doesn't meet the guidelines. The simple solution is to move the space over a few spots that would allow people to access the restaurant and the convenience store.

The concept that it's an unreasonable request is ridiculous when repainting the parking lot! The mall has a restaurant that has removed a wall and the convenience store has had many buildings improvements so what triggers ADA updates?

But the city has decided they don't have any responsibility or authority for such a requirement.

The other issue is that the city has refused to include accessible projects that would be considered a response to Diversity Equity and Inclusion but without the need for Accessible.

Without accessible DEI is just unacceptable and is highly discriminatory to those who are mobility impaired.

The city had determined that active transportation tools are not a transportation option for people who have disabilities not eligible to drive. This is why bicycling is not included in the transportation plan but rather in the parks and recreational activities.

This would explain why the city policy department doesn't enforce bike lane regulations that are required by the state. In fact I don't think the city has any bike lanes that they installed, the county and state governments are responsible for what few we have.

The city policy doesn't enforce any laws protecting people with disabilities when it comes to parking violations. It's something that is very enforceable because of parking placards and parking lots signage, but would you believe that multiple call to the police had to be made just to get the police officer to write a citation along with an argument to do his job.

So what are the laws when the city yells that they have rights to self regulate when they are dealing with the ADA, and DEI and Accessibility and rules of the road dealing with people's rights to use the roadway?

Tim Rippy was right about what do committees understand about the aging population needs but he forgot to include the disabled population and the elderly living in the affordable housing program. The fact that transportation costs are high and the cost of an electric bicycle or tricycle is very affordable why does the city believe that bike are for recreation purposes only. But the infrastructure like the trails around the city are hampered by bollards installed in a very dangerous fashion. Affordable housing should have and affordable transportation options that doesn't depend upon public transit.

Can the city council members request clarification from the city attorney during your work session?

You can always call me if you have questions.

Chris Billman
[REDACTED]
Forest Grove, Oregon

97116-9128



Mariah Woods

From: noreply@civicplus.com
Sent: Thursday, December 12, 2024 8:50 AM
To: City Councilors
Subject: Online Form Submittal: Contact City Council

Contact City Council

First Name	Margie
Last Name	Tucker
City	Forest Grove
State	OR
Zip	97116
Email	
Whom would you like to contact?	Entire Forest Grove City Council (Includes Mayor Wenzl)
Would you like a response?	Yes
Question / Comment	As a senior in the Forest Grove community, I would like to give my opinion on the take-over of the FG Senior Center. I would not consider attending the senior center if it becomes a joint Hispanic center. As we age, we find a need to connect with other people who have the same memories and experiences. It's not a time to learn MORE new stuff. Typically, the food (although called the correct name) is not cooked the same. We need comfort food. Please don't allow this to happen, as seniors we are tired of having things crammed down our throats.

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

Mariah Woods

From: [REDACTED]
Sent: Saturday, December 21, 2024 7:31 AM
To: City Councilors
Subject: Fwd: letter to Brian Schimmel

Brian, congratulations on being elected to FG council!

I received this email from Mercedes and thought you and the other council members should see it as well.

I have met one woman from Centro, Ann, who came in to FGSCC while I was finishing up my class. She said that nothing would change but, she had no answer to my questions regarding the future of my exercise classes there.

Also, yesterday I learned that the Center may be closed for two weeks in January. I've not been notified by Centro Cultural regarding any of this. My classes (which average anywhere from 15 to 20 attendees) will be negatively affected by this. There's only a few more days left in December and I need to inform my participants of what may happen.

There are so many unknowns Brian. I have been inquiring about this issue for months now without any definitive answers.

If I need to switch venues I'll need time to get it approved through them as well as each Insurance Plans Medicare administrators of several different required certifications that I have.

As you can imagine this is more complicated and time consuming than simply switching over to a new venue.

Brian, I've been teaching Exercise Classes to the community at FGSCC for 10 years now and this is home to me.

Is there anyone willing or able to advise me on long term plans, if not, at least will I need to shut down my classes during the January closure-or move out altogether?

Kind regards, Deanne Michaud
Sent from my iPhone

Begin forwarded message:

From: dedadee1@gmail.com
Date: December 21, 2024 at 6:53:43 AM PST
To: Mercedes Garcia [REDACTED]
Subject: Re: letter to Brian Schimmel

Mercedes thank you for your email to Brian. I know him. He is a thoughtful man.
No, I did not get copied on your email to him. Perhaps you can send it to him at FG City Council and CC me as well?
Best regards, Deanne

On Dec 20, 2024, at 5:24 PM, Mercedes Garcia [REDACTED] wrote:

Hi,

I don't know if you got a copy of an email I sent to Brian Schimmel, the newly elected Forest Grove city council member. I was looking up the name of the director at Centro Cultural and saw that he is on their board. I had the opportunity to meet him in person at a community event in Cornelius back in November. When I saw his name, I sent him an email through the centro's website. The email does not show up in my records, so I am not sure if it went through. If you got a copy of it, please let me know so that I can confirm that my email to him went through. If he got it, I am sure he will respond to me because I recently sent him an email congratulating him on winning the election and he responded to me right away.

In the email, I explained that neither you nor the participants in your classes have been notified about the future of the program at the Forest Grove Senior Center. My request to him was that he help facilitate communication to you so that you and your participants, which includes me, will be able to plan for the future.

I certainly hope that all of this gets resolved favorably asap.

Mercedes Garcia

Mariah Woods

From: noreply@civicplus.com
Sent: Friday, December 27, 2024 2:25 PM
To: City Councilors
Subject: Online Form Submittal: Contact City Council

Contact City Council

First Name	Donald
Last Name	Clay
City	CORNELIUS
State	OR
Zip	97113-7458
Email	[REDACTED]
Whom would you like to contact?	Entire Forest Grove City Council (Includes Mayor Wenzl)
Would you like a response?	Yes
Question / Comment	Dear Forest Grove City Council, I am writing this to strongly encourage you to take the necessary steps to preserve the Forest Grove Senior Center and its activities. It is serving the senior citizens of your city and the surrounding community with services that are critical to their well being. As an eighty year old widower I can attest to the value of these services. We have all heard how much damage COVID isolation did throughout our nation. Failure to take the necessary steps to keep the Center operational, with its many dedicated volunteers and personnel, will have dire results on the physical and mental health many of our senior citizens. Deanne Michaud does an absolute wonderful job with her exercise and stretch classes in the center. Failure to keep her class, and the various other activities intact, will be a loss beyond words to your city and the community as a whole. Respectfully Don Clay

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

Mariah Woods

From: Monty J Heying [REDACTED]
Sent: Wednesday, January 01, 2025 7:13 AM
To: jilliamm@friendsoftrees.org; BETHEA Kat * ODF; MILLS Matt P. * ODF; BENEMANN Chris * ODA; REED Amber * ODA; plant-entomologists@oda.oregon.gov; MILLS Matthew * ODA; Jenny Bedell-Stiles
Cc: April Heying; info; Mariah Woods; Bret Barnum; City Councilors; Hillsboro Times-Mark Miller; Dirk Knudsen
Subject: Forest Grove 13th Place EAB Reforestation Plan
Attachments: 13th Place Replanting-sky view.jpg

The attached image shows the effect of the current plan to replant our neighborhood after our emerald ash trees were destroyed by ODA last fall.

This is what a 30% reduction in the neighborhood canopy looks like. Ponder the effect on our quality of life--beauty, shade, privacy, recreation, health, noise buffering--and the ecosystem (mosquitos, gnats, air quality).

Planting is scheduled for January 18. There's still time to modify the plan.

Monty J. Heying
Forest Grove, Oregon 97116
[REDACTED]

Mariah Woods

From: April Heying [REDACTED]
Sent: Wednesday, January 01, 2025 7:24 AM
To: Monty J Heying
Cc: jilliamm@friendsoftrees.org; BETHEA Kat * ODF; MILLS Matt P. * ODF; BENEMANN Chris * ODA; REED Amber * ODA; plant-entomologists@oda.oregon.gov; MILLS Matthew * ODA; Jenny Bedell-Stiles; info; Mariah Woods; Bret Barnum; City Councilors; Hillsboro Times-Mark Miller; Dirk Knudsen
Subject: Re: Forest Grove 13th Place EAB Reforestation Plan

Also, the species we request is the EASTERN REDBUD, which the City of Forest Grove planted at Thatcher Park.

On Wed, Jan 1, 2025, 7:12 AM Monty J Heying [REDACTED] wrote:

The attached image shows the effect of the current plan to replant our neighborhood after our emerald ash trees were destroyed by ODA last fall.

This is what a 30% reduction in the neighborhood canopy looks like. Ponder the effect on our quality of life--beauty, shade, privacy, recreation, health, noise buffering--and the ecosystem (mosquitos, gnats, air quality).

Planting is scheduled for January 18. There's still time to modify the plan.

Monty J. Heying
Forest Grove, Oregon 97116
[REDACTED]

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

MEETING DATE: _____

FINAL ACTION: _____

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager
Mariah Woods, City Recorder*

MEETING DATE: *Monday, January 13, 2025*

SUBJECT TITLE: *Resolution 2025-01: Consenting to Mayoral Appointment of Council Liaisons to Various Boards, Commissions, and Committees and Repealing Resolution No. 2024-07*

ACTION REQUESTED:

☐	Ordinance	☐	Order	☒	Resolution	☐	Motion	☐	Informational
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X all that apply

BACKGROUND

Per Council Rules 14.8, the Mayor shall appoint Council liaisons to boards, committees and commissions (B/C) every two years at the first regular meeting following the time at which newly-elected Councilmembers officially take office or at the discretion of the Mayor. Council Liaisons shall be non-voting participants in their respective groups. The Council liaison's role is to collaborate between the Council and the B/C to ensure each group's collective interest is accurately and effectively represented to the other, and to ensure that B/Cs are working within Council goals and objectives.

Exhibits A and B enumerate the liaison appointments in list and tabular format, respectively.

FISCAL IMPACT

None.

ATTACHMENTS

- Resolution approving Council Liaison appointments
- Exhibit A: 2025 City Council Liaison in list format
- Exhibit B: 2025 City Council Liaison in table format

RESOLUTION NO. 2025-01

**RESOLUTION CONSENTING TO MAYORAL APPOINTMENT OF
COUNCIL LIAISONS TO VARIOUS BOARDS, COMMISSIONS, AND
COMMITTEES AND REPEALING RESOLUTION NO. 2024-07**

WHEREAS, the Council Rules, Section 14.8, provide the Mayor shall appoint a Council liaison every two years at the first regular meeting following the time at which newly-elected Councilmembers officially take office, or at the discretion of the Mayor; and

WHEREAS, the City Council has provided for nine City Council Boards and Commissions, eight of which require the appointment of a City Council liaison; and

WHEREAS, Council liaison appointments are required for a number of outside agencies; and

WHEREAS, the City Council held a work session on December 9, 2024, to discuss Council Liaison appointments to boards and commissions for the upcoming year.

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

Section 1. The City Council consents to the Council liaison appointments enumerated in Exhibits A and B will serve in those positions until December, 2026, or until appointed otherwise.

Section 2. Resolution No. 2024-07 is hereby repealed.

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

PRESENTED AND PASSED this 13th day of January, 2025.

Mariah S. Woods, City Recorder

APPROVED by the Mayor this 13th day of January, 2025.

Malynda H. Wenzl, Mayor

CITY COUNCIL LIAISONS: LIST FORMAT
Calendar Year 2025

Boards and Commissions

Council Liaison

Staff Liaison

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

Brian Schimmel

Communication Manager

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

Mike Marshall

Senior Planner

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

Brian Schimmel

Economic Development
Manager

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

Angel Falconer

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: Brian Schimmel

Public Works/Engineering
Director

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

Karen Martinez
Alternate: Mike Marshall

Fire Chief

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

Rod Fuiton
Pete Truax
Angel Falconer

City Manager

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

Donna Gustafson

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

Donna Gustafson

City Manager

CITY COUNCIL LIAISONS: LIST FORMAT
Calendar Year 2025

Wash. Co. Coordinating Committee (WCCC) 2 nd Monday, Noon, Monthly	Malynda Wenzl Alternate: Angel Falconer	City Manager
T.V. Highway Steering Committee 2 nd Thursday, 4 pm, Monthly	Brian Schimmel Alternate: Donna Gustafson	Senior Planner
Council Creek Elected Steering Committee 3 rd Monday, 5 pm, Monthly	Angel Falconer Alternate: Mike Marshall	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	Karen Martinez	Assistant City Manager/Finance Director
Forest Grove Chamber of Commerce 3 rd Monday, Noon, Monthly	Brian Schimmel	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	

CITY COUNCIL LIAISONS 2024: TABLE FORMAT

	Falconer	Gustafson	Marshall	Martinez	Schimmel	Valenzuela	Wenzl
Budget Committee - 3x Annually	X	X	X	X	X	X	X
Committee 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			Alt	X			
Joint Water Commission - Quarterly - NA	X						
Regional Water Providers Cons. Board - Quarterly		X					
Sister City Committee - Monthly				X			
Wa. Cty. Consolidated Communications Agency - Quarterly		X					
Wa. Cty. Coordinating Committee - Monthly	Alt						X
Wa. Cty. Public Safety Coordinating Council - Bimonthly - N/A							
T.V. Highway Steering Committee - Monthly		Alt			X		
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 STAFF REPORT

TO: City Council

FROM: Jesse VanderZanden, City Manager

PROJECT TEAM: Joyce Phillips, Communications and Programs Assistant
Mariah Woods, City Recorder

MEETING DATE: January 13, 2025

SUBJECT TITLE: Resolution 2025-02 Consenting to Board and Commission Appointments

ACTION REQUESTED:

☐	☐	☒	☐	☐	☐	☐
Ordinance	Order	X	Resolution		Motion	Informational

BACKGROUND

At a work session on September 9, 2024, the City Council updated its Board and Commission (B/C) recruitment and appointment process. Staff and Council Liaisons interview applicants and make recommendations to the Mayor. Per City Charter, Section 8, and Council Rules, Sections 4.1 and 14.1, the Mayor appoints members of boards, commissions, and committees with consent of Council. The following candidates have been appointed by the Mayor, subject to Council consent:

Brenna Cooper	Public Arts Commission	Reappointment
Susan Dieter-Robinson	Public Arts Commission	
Colene Lord	Library Commission	
Lauren Miller	Library Commission	
Ed Uecker	Library Commission	
Kirsten Beier	Library Commission	Reappointment
Kathleen Poulsen	Library Commission	Reappointment
William Clark	Committee for Community Engagement	

Each applicant has confirmed their willingness to serve. Once appointed, the Staff Liaison will reach out to the appointee to ensure they are oriented to the relevant bylaws, rules and regulations.

STAFF RECOMMENDATION

Consider approving Resolution 2025-02.

ATTACHMENTS

- Resolution No. 2025-02

RESOLUTION NO. 2025-02

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:

Brenna Cooper	Public Arts Commission	Reappointment
Susan Dieter-Robinson	Public Arts Commission	
Colene Lord	Library Commission	
Lauren Miller	Library Commission	
Ed Uecker	Library Commission	
Kirsten Beier	Library Commission	Reappointment
Kathleen Poulsen	Library Commission	Reappointment
William Clark	Committee for Community Engagement	

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

PRESENTED AND PASSED this 13th day of January, 2025.

Mariah S. Woods, City Recorder

APPROVED by the Mayor this 13th day of January, 2025.

Malynda H. Wenzl, Mayor

Monthly Building Activity Report

December-24

2023-2024

	Period: December-23		Period: December-24	
Category	# of Permits	Value	# of Permits	Value
Man. Home Setup				
Res 1 & 2 Family New	2	\$1,024,534	13	\$4,480,569
SFR Addition & Alt/Repair	3	\$37,498	1	\$20,000
MultiFamily New				
Multi Family Alterations/Repair/Additions				
Group Care Facility				
Commercial New				
Commerical Addition				
Commercial Alt/Repair			2	\$45,105
Industrial New				
Industrial Addition				
Industrial Alt/Repair	1	\$30,000		
Gov/Pub/Inst (new/add)				
Mechanical Permits	20			
Plumbing Permits	14			
Signs	1	\$5,000		
Grading				
Demolitions				
Total	41	\$1,097,032	16	\$4,545,674

Fiscal Year-to-Date

2023-2024		2024-2025	
Permits	Value	Permits	Value
145	\$26,389,249	163	\$53,080,033



MINUTES

Wednesday, September 18, 2024
Community Auditorium Conference Room,
1915 Main Street

*Minutes are unofficial until approved by the Community Forestry Commission
Approved on December 18, 2024*

A. Call to Order

The Community Forestry Commission meeting was called to order by Vice-Chair Nakajima at 5:31 P and roll call was taken.

1. Roll Call

MEMBERS PRESENT: Sachi Arakawa, Bruce Countryman, Michael Howell, David Hunter

MEMBERS ABSENT: Justin Marble, Chair, Councilor Marshall

STAFF PRESENT: Dan Riordan, Senior Planner

B. Public Comment:

1. Written Public Comment: None
2. In-Person or Remote Public Comment: None

No public comments were provided for Commission consideration.

C. Action Items

1. Approve Meeting Minutes for June 19, 2024

The members present read the minutes. David made a motion, seconded by Bruce, to approve the minutes as presented. The motion passed unanimously.

D. Discussion Items

1. Downtown Tree Removal and Replacement: Dan provided the Commission with a draft PowerPoint presentation for the planned downtown street tree removal replacement project. The final presentation will be provided to City Council on September 23rd. The presentation identified the location of problem street trees and staff recommendations for addressing street tree problems identified by the Commission. Dan noted that the project will focus on the area bounded by A Street on the West, College Way on the east 21st Avenue on the north and 19th

Avenue in the south. This is also the area with the enhanced streetscape that includes tree grates, decorative brick pavers, benches and trash receptacles. The Commission discussed potential funding sources that could be used to pay project costs. Dan also provided an overview on next steps including getting consensus from City Council and a preferred path forward and outreach to business owners in the project areas.

2. Register Tree Removal (2 Douglas Fir) at 1615 22nd Avenue: Dan briefed the Commission on a request for removal of two Douglas fir trees listed on the City's Register of Significant Trees located at 1615 22nd Avenue. The property owner provided a report for a certified arborist. David also inspected the trees at Dan's request to confirm the findings included in the arborist report provided by the property owner. The inspection confirmed problems with the trees' root flairs and presence of armillaria. In addition, the trees are abutting the home and are a potential danger to persons and property. The Commission considered the information provided in support of the removal and reached consensus to approve removal of the trees. Michael made a motion, seconded by Bruce, to approve removal of the trees.
3. Board and Commission Member Recruitment: Dan noted that David's and Bruce's terms end on December 31, 2024. Dan informed the Commission that members whose terms expire must apply for re-appointment. Dan mentioned that there's an online application form that should be used. The City Council is expected to make appointments to fill Board and Commission vacancies in November or December.

E. Council Liaison Report

F. Commissioner Reports

David noted that in June he received the urban and community forester credential from the Society of American Foresters. David also attended the Emerald Ash Borer (EAB) meeting at Clean Water Services. David noted that the EAB has now spread to five counties in Oregon. In December David will attend the American Society of Consulting Arborists conference.

Micheal noted that his tree farm will be certified for 50 years through the American Tree Farm System.

H. Announce Next Meeting and Adjourn:

The meeting adjourned at 6:32 pm. The next meeting will be on December 18th.

Respectfully submitted by Dan Riordan, CFC staff liaison



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: *January 13, 2025*

SUBJECT TITLE: *Accept Community Forestry Commission Resignation*

ACTION REQUESTED:	☐ Ordinance	☐ Order	☐ Resolution	☐ Motion	☒ X	☐ Informational
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X all that apply

ISSUE STATEMENT

Accept Resignation on the Community Forestry Commission (Kathy Walden, Appointed 1/24, Term Expiring 12/31/27)

STAFF RECOMMENDATION

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



OBJECTIVES, ACCOMPLISHMENTS, AND PRIORITIES UPDATE

Bryan Pohl, Community Development Director

Work Session 1/13/2025

AGENDA

Purpose

CD Structure

Council Objectives

Top Accomplishments

Priorities

Questions

PURPOSE

- 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

- **This report will include items for all Community Development functions including Building, Planning and Economic Development.**

DEPARTMENT STRUCTURE

- Building
 - Building permits
 - Inspections
- Planning
 - Long range planning
 - Current planning
 - Historic Landmarks Board (HLB)
 - Planning Commission
 - Forestry Commission
- Economic Development
 - Economic development
 - Tourism
 - Economic Development Commission (EDC)
 - Urban renewal
 - Urban Renewal Agency (URA)

COUNCIL OBJECTIVES

- **Evaluate funding options to clarify and implement the Urban Renewal Plan**
 - **Status:**
 - **Held work sessions on URA Plan and funding options**
 - **Building improvements program created**
 - **Narrowed and added to list of potential properties to be acquired**
 - **Resolution 2024-05 to borrow \$4.25 mil and acquire Woodfold and Theater properties**
 - **Both properties under contract right now**

COUNCIL OBJECTIVES

- **Develop a 2040 Vision and Action Plan.**
 - **Status – While CD has not been the lead on this project, the Director and Economic Development Coordinator have served on the staff committee, staffed community events, and attended steering committee meetings.**



COUNCIL OBJECTIVES

- **Update the Comprehensive Plan**
 - **Status – This has been seen as the natural outcome of the FG Forward work.**
 - **Initial data collected from public engagement supports that the FG Comp Plan will likely need to be updated in accordance with goals established in FG Forward.**
 - **Subsequent to the completion of FG Forward, staff will hold a work session with Planning staff to determine the scope of the Comp Plan update.**
 - **Based on Council feedback, a scope and budget for the project will need to be established so that an RFP can be issued following FG Forward wrap-up.**
 - **Depending on scope, this could be a multi-year process.**

COUNCIL OBJECTIVES

- **Develop an Urban Reserve Concept Plan to evaluate a growth strategy**
 - Area designated as Urban Reserve as part of the “Grand Bargain” in 2014 along with many other metro-area cities
 - Most other cities have completed concept planning.
 - Significant challenges with respect to financing infrastructure and housing types that can be constructed
 - Status – RFP anticipated to be issued in summer, 2025, with the Plan coming before Council in Spring, 2026
 - Potentially could become a conversation about alternate growth scenarios



COUNCIL OBJECTIVES

- **Update Economic Opportunities Analysis (EOA)**
 - The intent of the EOA is to study key economic advantages in Forest Grove and make sure that an adequate land supply exists to serve industries that may want to locate in Forest Grove.
 - **Status –**
 - Retained Johnson Economics to complete EOA
 - EDC work session on October 10, 2024
 - Work session with Council on October 28, 2024
 - Draft complete
 - Will be taken to Planning Commission in spring and Council in late spring

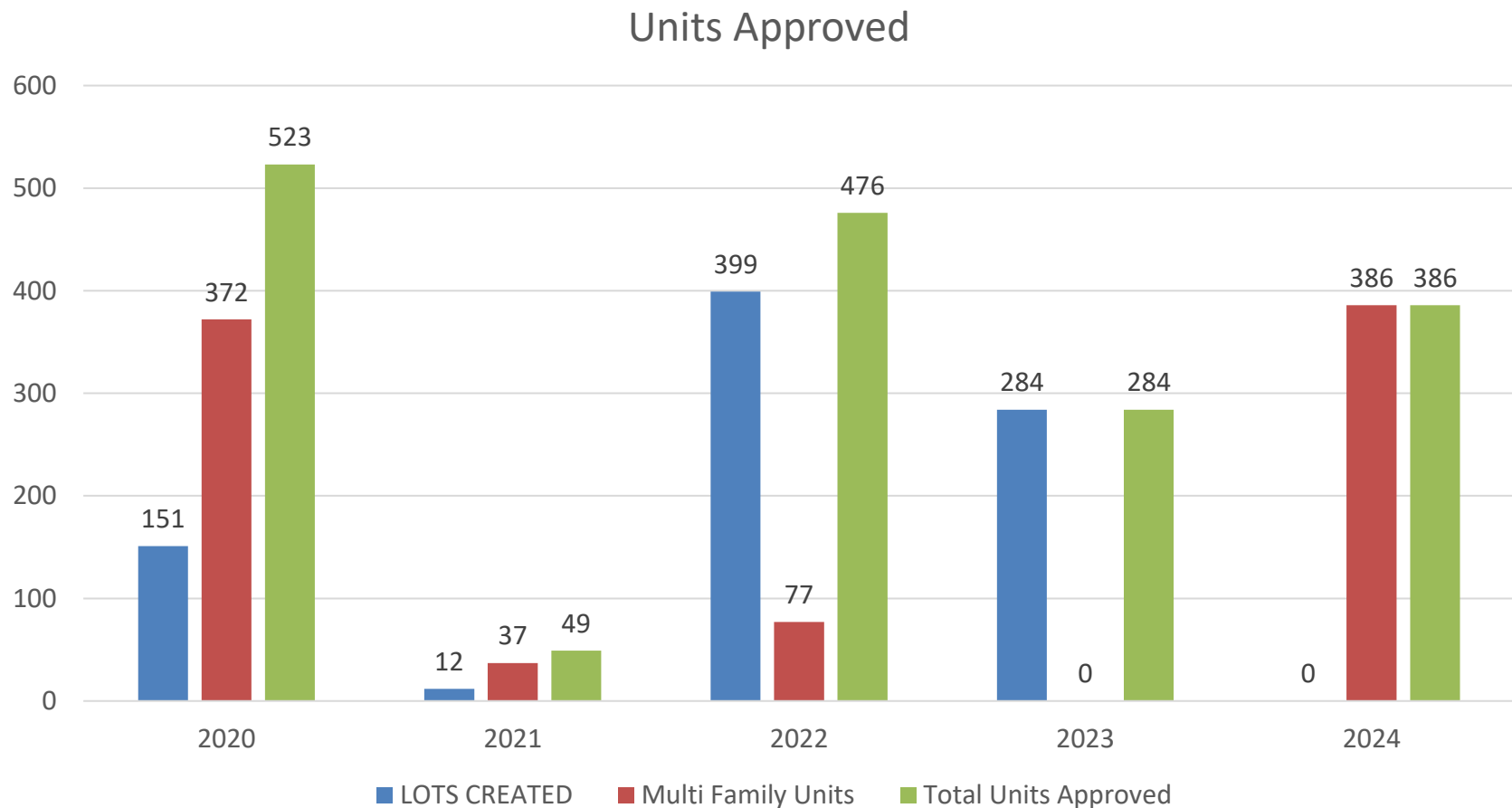
COUNCIL OBJECTIVES

- **Update the Economic Development Strategic Plan**
 - An Economic Development Strategic Plan is a structured framework that outlines goals, strategies, and actions to foster economic growth, improve the quality of life, and enhance the community's overall economic health. It provides a roadmap for how a city can attract investment, create jobs, support businesses, and build long-term prosperity.
 - Last update in 2020
 - Status – to come after adoption of EOA

TOP ACCOMPLISHMENTS- PLANNING

- Codification and implementation of Climate Friendly and Equitable Communities (CFEC) rules.
- Decision and appeal hearings for data center.
- Continued participation in TV Highway Bus Rapid Transit plan
- Award of ODOT funding for TV Highway Access Management Plan
- 386 dwelling units approved (single-family lots + multi-family units)

TOP ACCOMPLISHMENTS- PLANNING

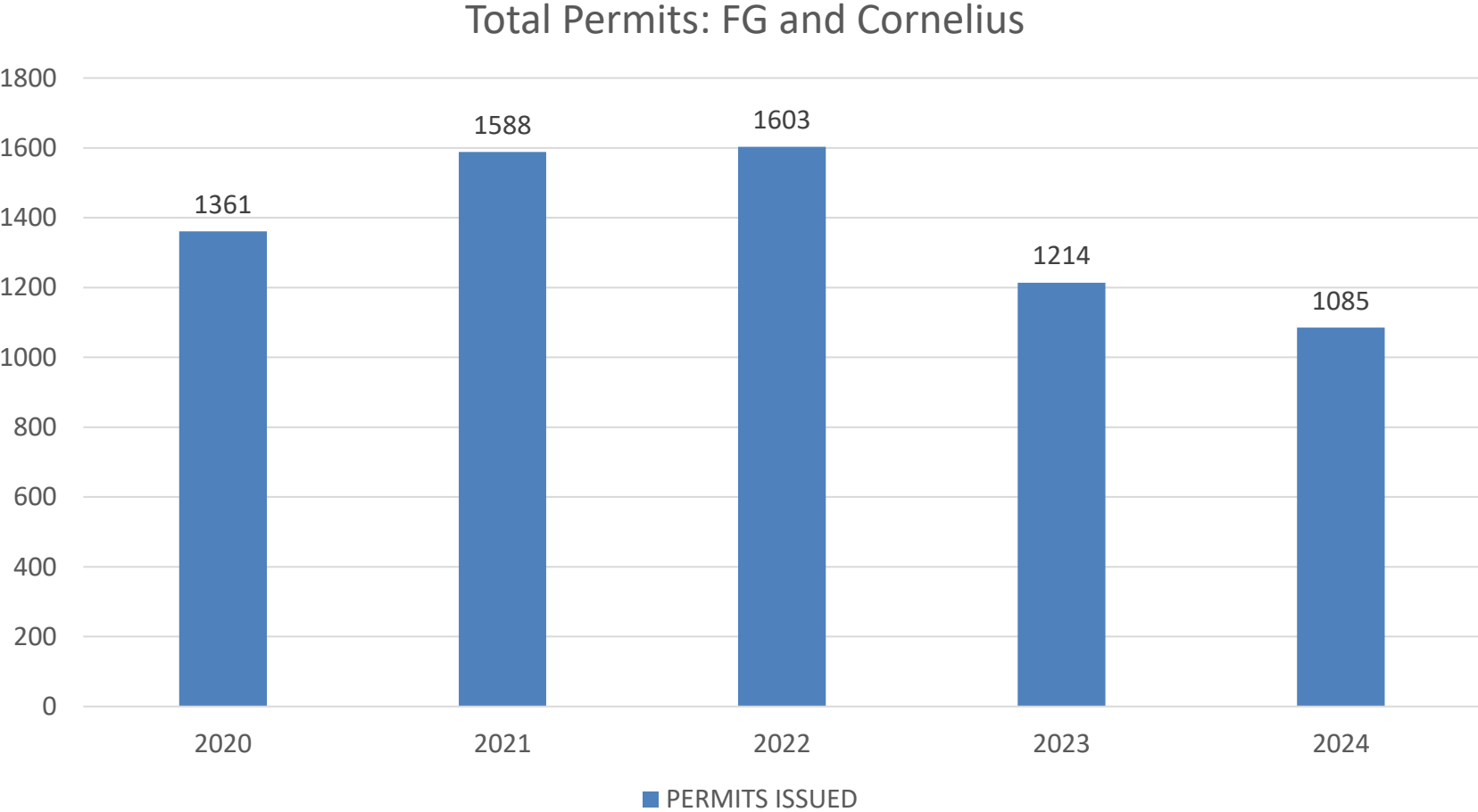


TOP ACCOMPLISHMENTS - BUILDING

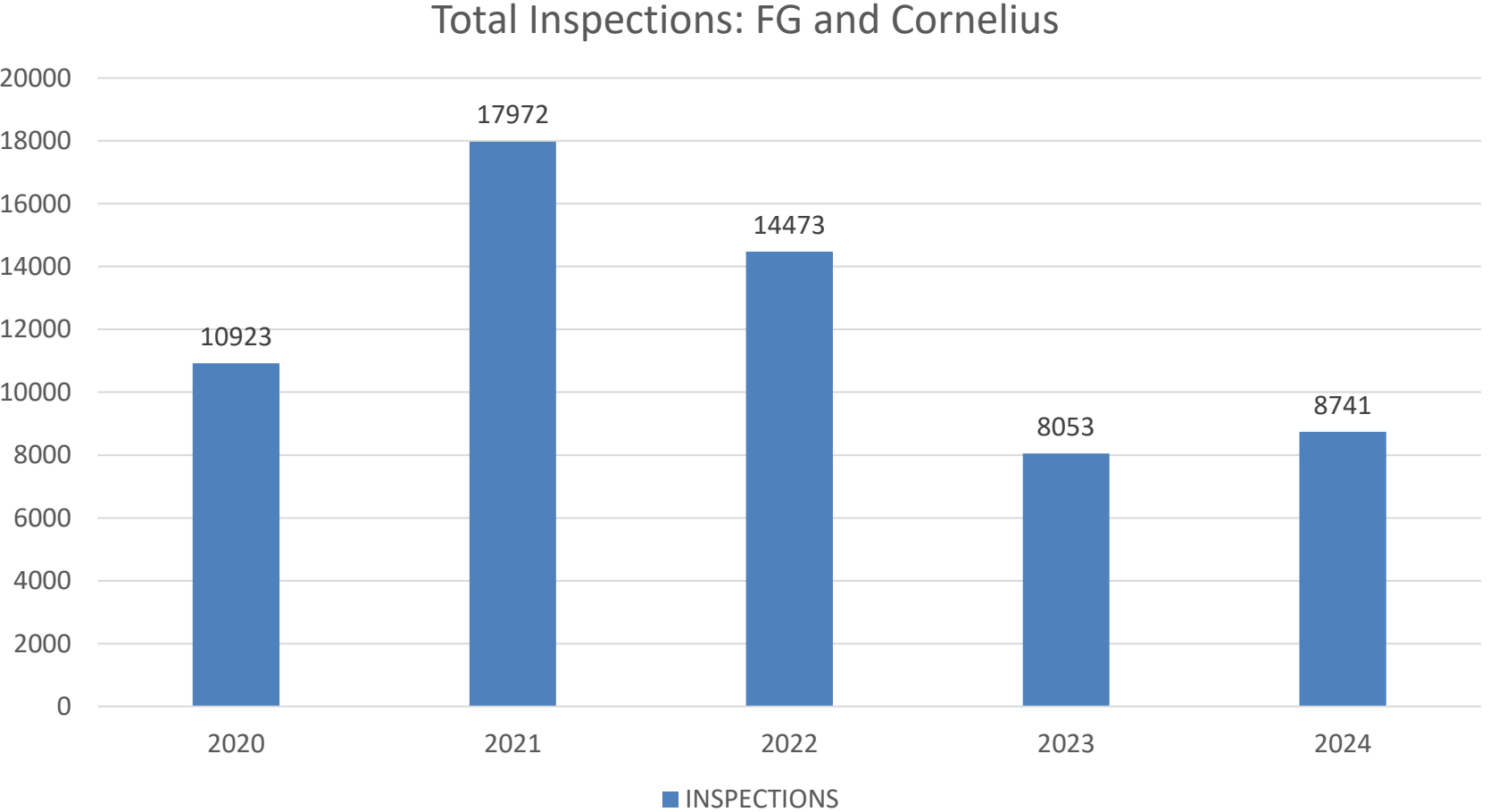
- Forest Grove and Cornelius
- 1,085 Total building permits (FG- 747)
- 8,741 inspections (FG- 5335)
- Large project reviews:
 - Crane Data Center
 - CWS facility



TOP ACCOMPLISHMENTS - BUILDING



TOP ACCOMPLISHMENTS - BUILDING



TOP ACCOMPLISHMENTS – ECONOMIC DEVELOPMENT

- **Building Revitalization Program**
 - Two work sessions with URA Board on January 22 and April 22, 2024, with direction to staff to create the Building Revitalization Program
 - Up to \$100,000 matching grant for building improvements within the URA
 - Eight applications received
 - EDC review on January 9
 - URA Board to review applications on February 10

TOP ACCOMPLISHMENTS – ECONOMIC DEVELOPMENT

- **Storefront Improvement Grant Program**
 - Up to \$10,000 matching grant for façade improvement projects within URA
 - Five applications received in 2024
 - Façade renovation funds approved for work at:
 - Waltz Brewing
 - Slow Rise
 - Creative Enterprises
 - 1835 19th Avenue
 - 1936 A Street

TOP ACCOMPLISHMENTS – ECONOMIC DEVELOPMENT

- **Tourism Sponsorship Program**
 - The Tourism Sponsorship program was created in November, 2023 and amended in May, 2024.
 - Program offers up to \$5,000 per event as a sponsorship for local events
 - Tourism Sponsorship Program funded 11 different events in 2024



TOP ACCOMPLISHMENTS – ECONOMIC DEVELOPMENT

- **Tourism Marketing**
 - RFP for marketing services:
 - Contracted with Jay Ray Consultants for digital marketing campaign
 - Contracted with FG Chamber manages tourism website
 - 14,481 website views
 - 1,254 Instagram followers (5.2% increase)
 - 85% increase in profile visits
 - Tourism Capital Grant Program

TOP ACCOMPLISHMENTS – ECONOMIC DEVELOPMENT

- **Site B**
 - Work session held with Council on August 26
 - Fresh Foods selected to move forward by Resolution 2024-02
 - Exclusive Negotiating Agreement (ENA) signed August, 2024
 - ENA expiration: February, 2025
 - Contracted with Johnson Economics to create a plan for financing the project

PRIORITIES

- **Initiate an Urban Reserve Concept Plan**
- **Determine scope of and initiate Comprehensive Plan update**
- **Continue implementation of Urban Renewal Plan by working on disposition of URA-owned properties**
- **Continue partnering with Admin to develop the FG Forward Plan**
- **Complete the Economic Opportunities Analysis**
- **Complete Economic Development Strategic Plan**
- **Development Code amendments that would address industrially-zoned properties and maintenance work related to CFEC**
- **TV Highway Access Management Plan**
- **Development standards for Downtown Historic District**

PRIORITIES

- **Management of large projects as they move to construction**
- **ADU ready-made plans**
- **Evaluate the first round of Building Improvement Grant applications and provide funding recommendations to the URA Board.**

???



Public Works and Engineering

2024 Project Update

Gregory Robertson, P.E., AICP

DATE 1/13/2025

Top Accomplishments 2024



Gales Creek Road/Thatcher Road Intersection Project

- ❖ Managed by Washington County
- ❖ Budget \$1.5 Million
- ❖ Completed May, 2024





Martin Road/Highway 47 Roundabout

- ❖ **Managed by Washington County**
- ❖ **Budget estimated at \$12 Million**
- ❖ **Completed May, 2024**



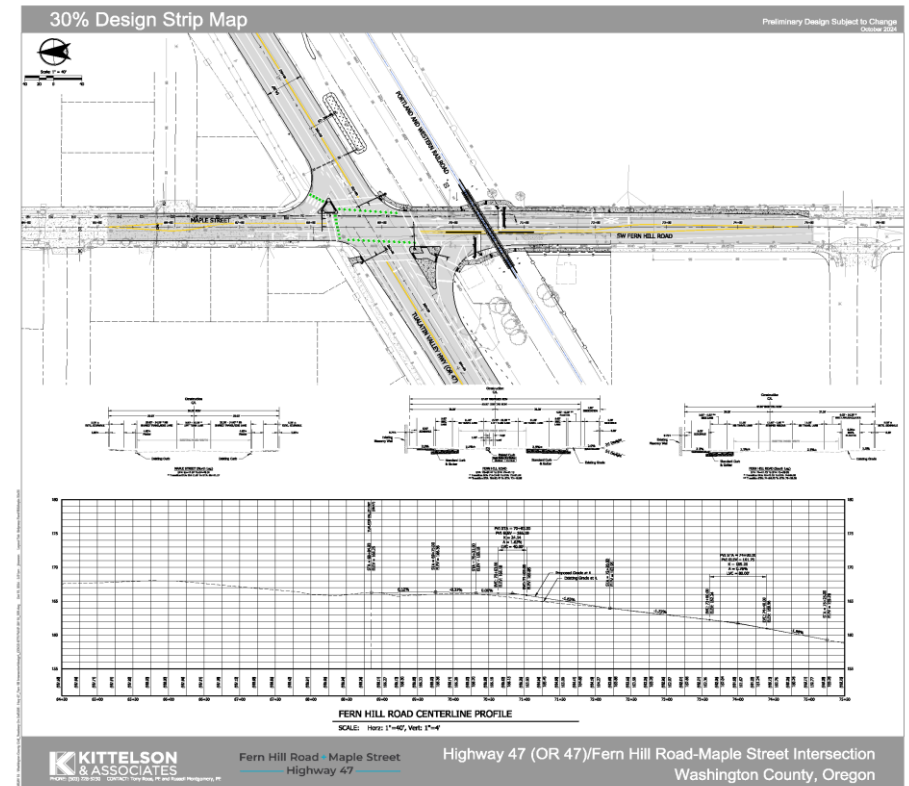
26th Avenue Reconstruction Project

- ❖ Ribbon Cutting October 22, 2024
- ❖ Budget \$4.5 Million



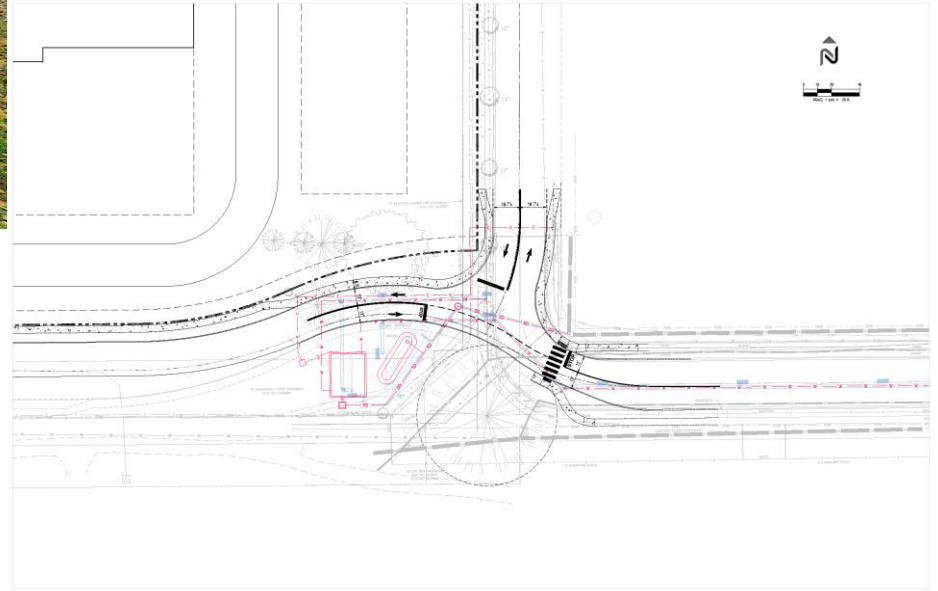
Hwy 47/Fern Hill/Maple Intersection

- ❖ Design complete.
- ❖ Project fully funded
- ❖ Estimated start date Summer, 2025
- ❖ Budget \$9.0 Million



Emergency JWC Intertie

- ❖ Notice to Proceed issued October 1, 2024
- ❖ Estimated completion to November, 2025
- ❖ Budget \$2.0 Million



Annual Overlay and Curb Ramp Project

- ❖ Completed October 2024
- ❖ Est. 1.3 miles of pavement overlay
- ❖ Est. 94 deficient curb ramps replaced
- ❖ Budget \$1.6 Million



Public Works/Engineering was not assigned any Council Objectives in 2024

Top Priorities for 2025

- ❖ **Public Works Administration Building remodel and expansion**
- ❖ **Finished Water Reservoir Replacement at Water Treatment Plant**
- ❖ **Mountain View Lane/OR8 Safe Routes to School Project**
- ❖ **TV Highway Safety Improvement Project**
- ❖ **Town Center Improvement Project**

Questions?



L&P Annual Update

Keith Hormann, Light & Power Director
City Council Presentation / January 13, 2024

AGENDA

Purpose

L&P Top Accomplishments

2025 Large Project Priorities

2025 Ongoing Projects

Questions

The L&P workload is separated into three distinct categories

- **“New Business”**: all customer-driven projects ranging from a single residential home service request to a major industrial development
- **“Maintenance”**: all projects related to the upkeep of L&P infrastructure
- **“Customer programs”**: programs that L&P offers, such as energy efficiency, solar net-metering, electric vehicle incentives, etc.

NEW RESIDENTIAL SUBDIVISIONS **PARKVIEW TERRACE & DAVIS ESTATES**



NEW COMMERCIAL / INDUSTRIAL DEVELOPMENT **OLD TRAPPER SMOKED MEAT PLANT EXPANSION**



CRANE DATA CENTER DEVELOPMENT



DIRECT BURY HIGH-VOLTAGE CABLE REPLACEMENTS



PRE-1970 POLE REPLACEMENTS



LINE CLEARANCE TREE TRIMMING

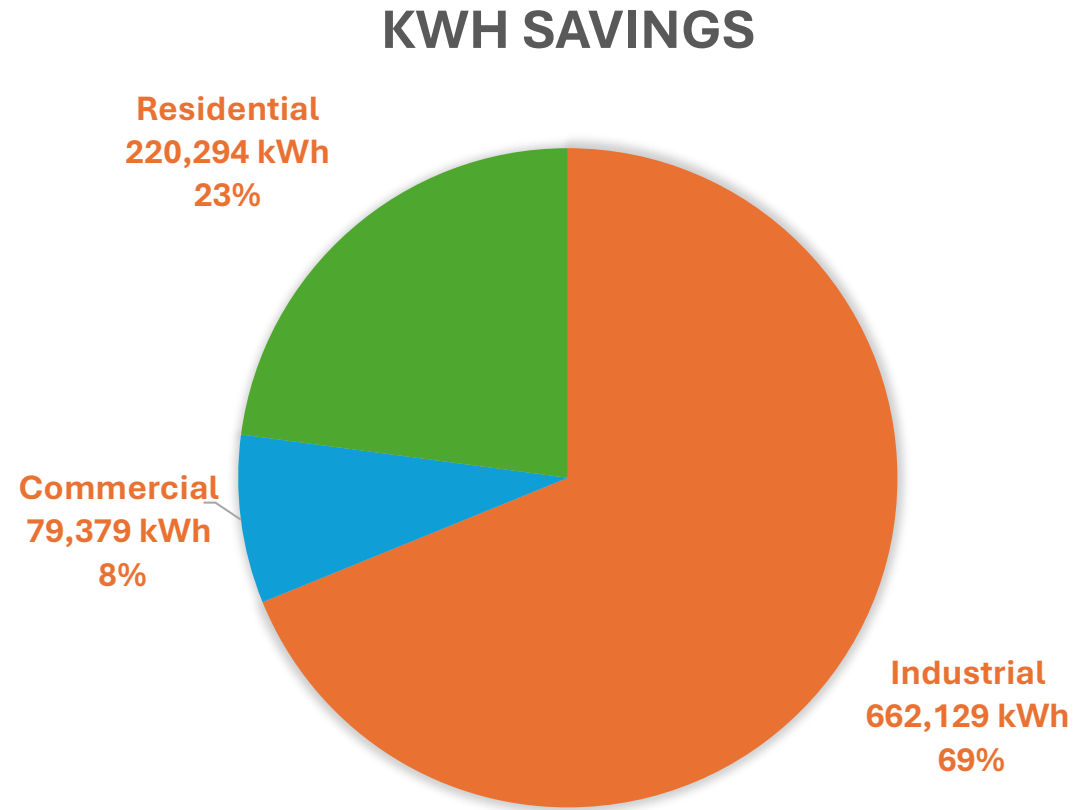


WILDFIRE MITIGATION PROJECT

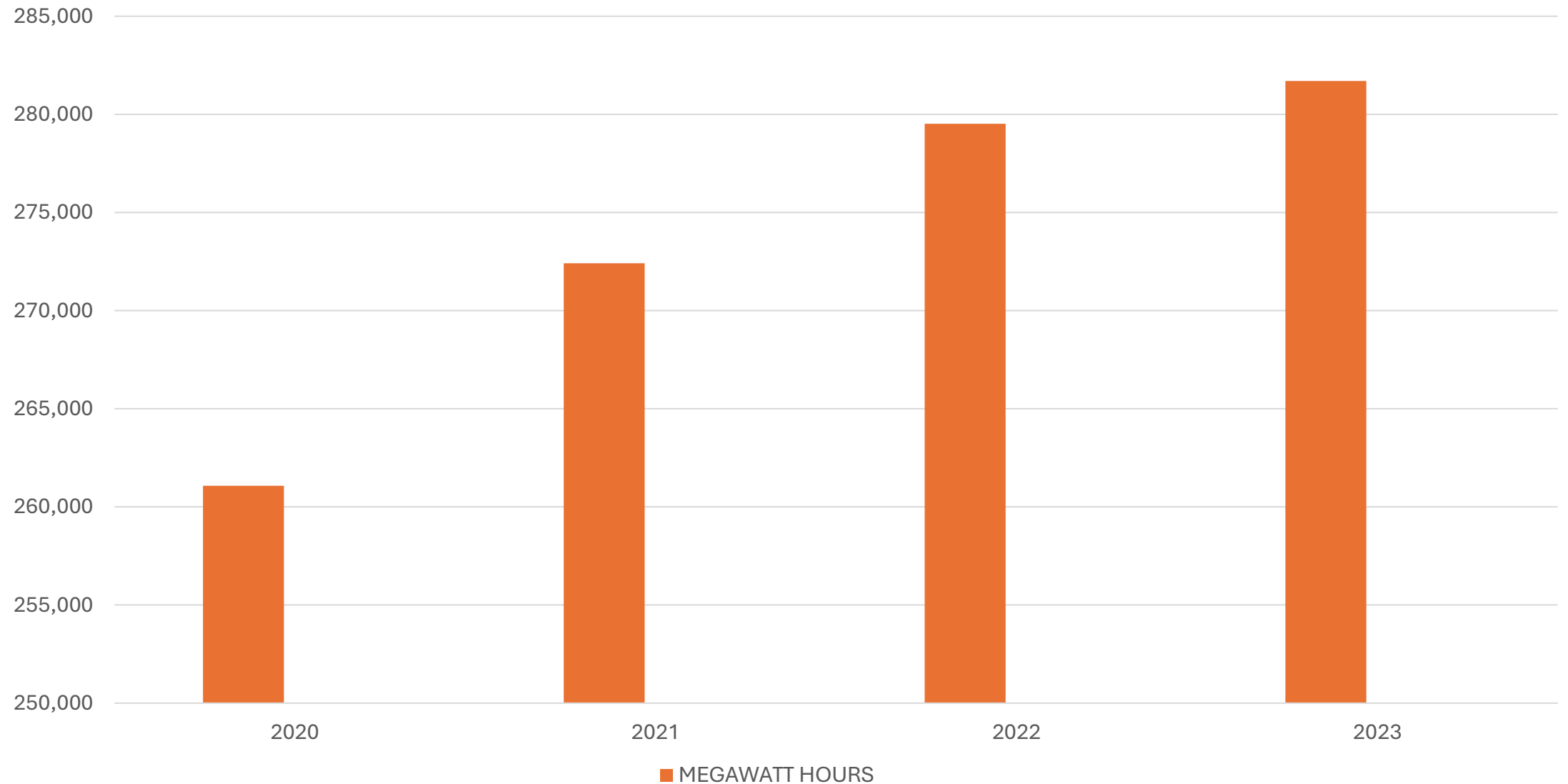


ENERGY CONSERVATION

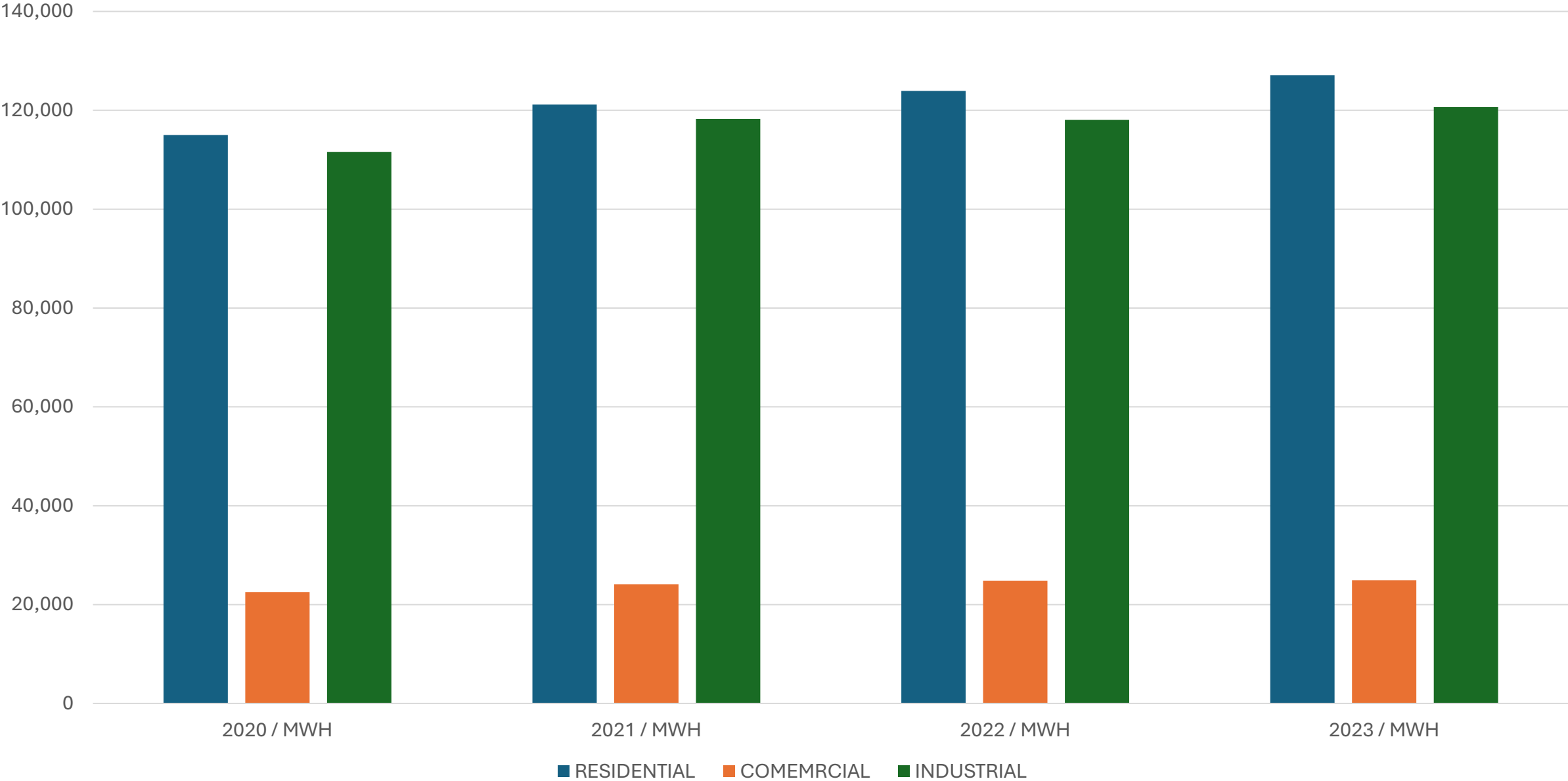
- Industrial: 662,129 kWh
- Commercial: 79,379 kWh
- Residential: 220,294 kWh
- **TOTAL: 961,802 kWh**



CITY POWER USAGE 2020-2023



TOTAL POWER USED PER RATE CLASS 2020-2023



COMMUNITY SOLAR & / EV CHARGING GRANTS



OTHER ONGOING PROJECTS

- AMI metering
- GIS upgrades
- COOP & EMP plans
- Updated joint-use contracts
- RFPs for substation upgrades and transmission loop line
- Updating of construction, service, & lighting standards
- Downtown tree lighting
- Forest Grove Substation 115 kV buss-tie switch installation
- Finalize substation security measures

OTHER ONGOING PROJECTS-CONTINUED

- 2026-2028 BPA rate increases
- 2029-2044 BPA contracts
- “PARS” Portland Area Reinforcement Study

Questions





Library Objectives, Accomplishmen s, and Priorities

Colleen Winters, Library Director
January 13, 2025

Purpose

- To prepare for the City Council Retreat and to inform the City Council on:
 - Progress regarding City Council Objectives (The library was not assigned any objectives)
 - Top accomplishments this past year
 - Top priorities for the coming year

Top Accomplishments

- Summer Reading
- Partnerships
- MailChimp newsletter
- Statistics: Circulation; Program attendance
- Teen Library Council
- Friends, Foundation, Commission
- Near Completion of ARPA projects – East and West Restrooms, and Teen Zone enclosure

Summer Reading 2024

- 1. Adult Summer Reading
 - Hours Read: 6,643 (double hours from 2023)
 - Adult SRP Participants: 213
- 2. Youth Summer Reading
 - Youth SRP Participants: 1,318 kids & teens
 - Books distributed: 1,684 Books
 - Total hours read: 8,702
 - TriMet passes distributed to teens: 45



Partnerships

Library staff has developed an impressive list of contacts, programs, and partnerships with a wide variety of organizations. Here is a sampling:

Pacific University
City of Cornelius
Forest Grove School District
Adelante Mujeres
Centro Cultural
Forest Grove Foundation
Forest Grove Parks
Department
Forest Grove Police
Department
Forest Grove Fire Department

Clean Water Services
Goodwill Industries
TriMet
Oregon Historical Society
Family Justice Center of Wash.
Co
National Alliance on Mental
Health
Bloodworks Northwest
Meals on Wheels People
Oregon Humanities
WA County Dept. Economic
Dev.

Partnership Examples

- **Clean Water Services:**

- Their outreach coordinator came and did several programs for us on aquatic insects and beaver dams. They also worked with Teen Librarian to map and label all the storm drains in our library's vicinity with labels indicating that they drain to rivers.



- **Bloodworks NW:**

- Total 2024 Units of Life-Saving Blood Collected: **38**

- **NAMI - National Alliance on Mental Illness of Washington County:**

- Offered parenting workshop on issues related to mental health issues, and what tools parents can use to support youth mental health.

- **Goodwill:**

- Through our partnership with Goodwill, we've been offering about 8 workshops per month to help speakers of other languages develop their English-speaking skills.

- **Meals on Wheels People:**

- Hosted a community reading program that led to the donations (from Friends of the Forest Grove Library) that covered the cost of 60 meals.

MailChimp Newsletter

Forest Grove City Library now has 7,500 subscribers on MailChimp. We recently (January of 2025) completed a project to upload and subscribe all patrons who opted in to receiving electronic communication.

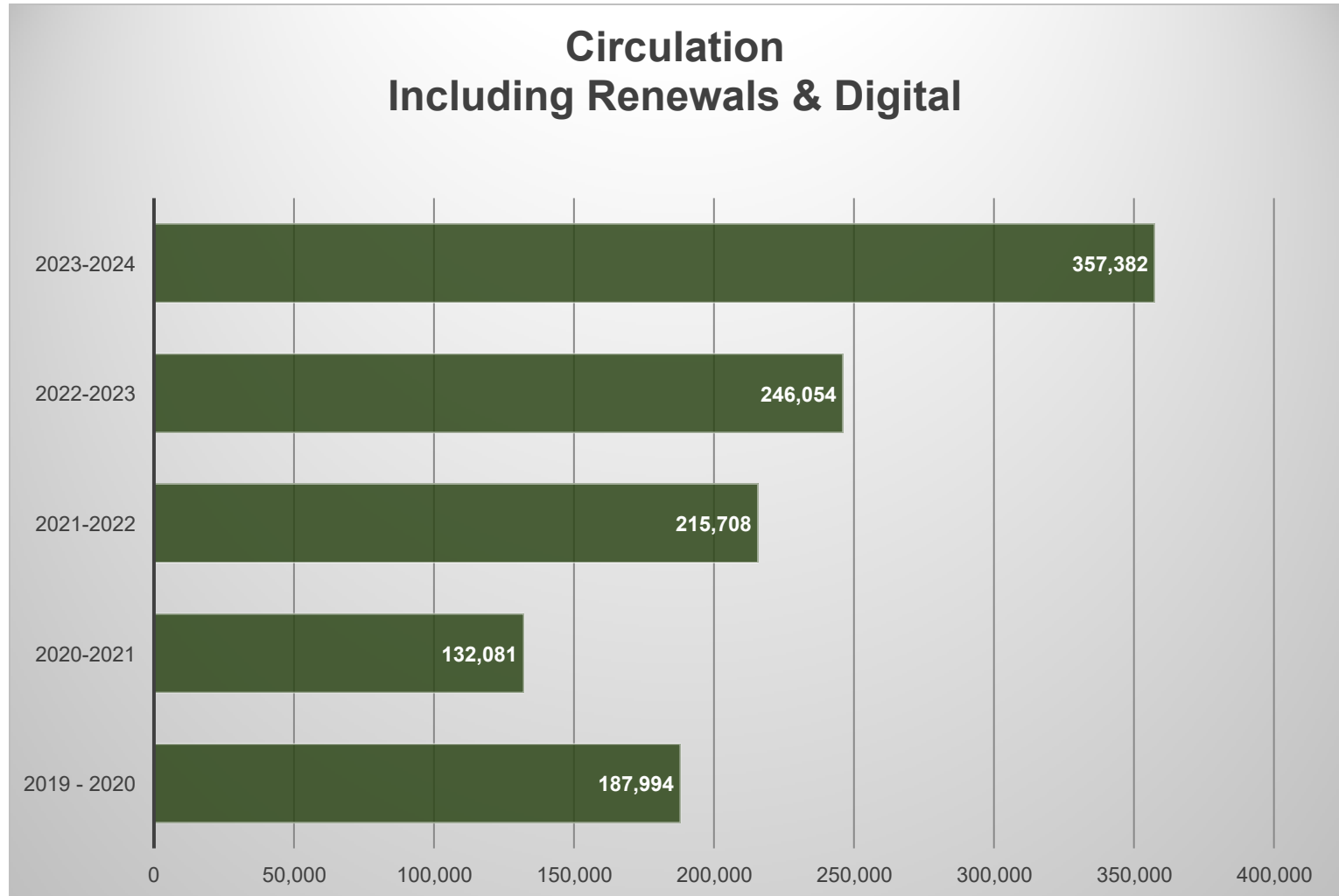
December 2024 Newsletter:

<https://mailchi.mp/forestgrove-or.gov/theres-snow-time-like-library-time-18243488>

Sign-up: <https://forestgrove-or.us20.list-manage.com/subscribe?u=6fa8a3ca6baf6cbd9756700f4&id=0ff2769c1c>

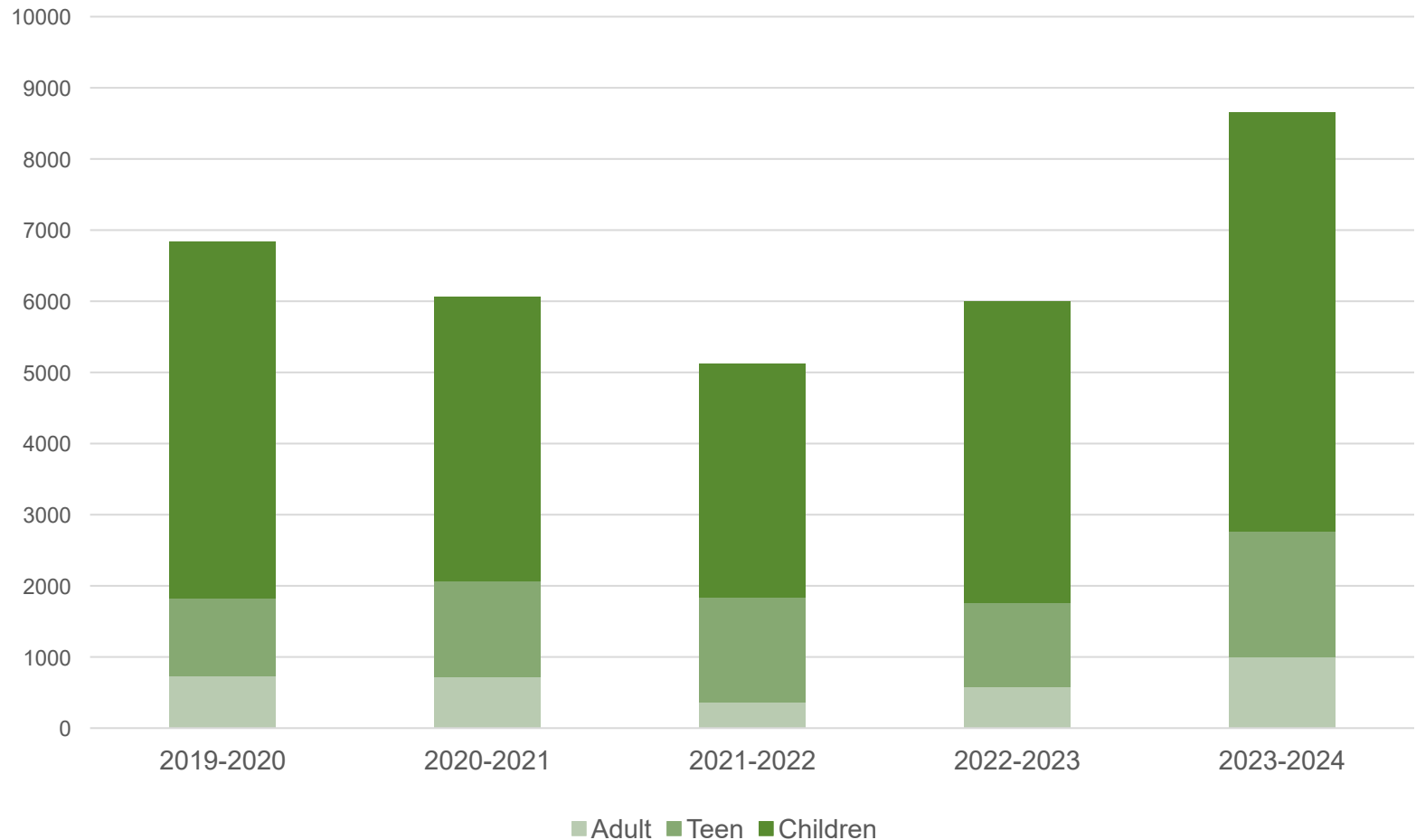


Statistics



Statistics

Program Attendance
(includes passive programs)



Teen Library Council

- As of December 2024 the Teen Library Council has 27 active members.
- In 2023-2024, the Teen Library Council assisted with the planning of 74 programs. They created library displays, prepared crafts, assisted with a massive weed of the Adult Fiction collection, contributed feedback to the city's 2040 Vision Survey, and assisted with library outreach at the Adelante Mujeres Farmers



Teen Library Council

- **In 2024**, TLC helped plan, promote, and implement the Library's most successful **Summer Reading Program** since 2017. This included 12 events.
- **Looking forward to 2025:** The TLC will participate in the Oregon Young Adult Network's (OYAN) annual **Mock Printz event** at Salem Public Library.



Library Construction Projects

During the COVID-19 pandemic, the City received ARPA (American Rescue Plan Act) funds. A number of special projects were identified and the library was allocated funding to remodel aging restrooms, and to create a unique space for teens in our community.



Before



After

Library Construction Projects

Note updated signage on mobile shelving units in the foreground, which was part of another completed project to update signage throughout the building. All shelving and furniture in the Teen Zone was purchased by the Forest Grove Library Foundation.



Before



After

Library Construction Projects

For many years parents on the West end had no diaper changing table (ADA issues prevented installation), and the number of bathrooms for a 26,000 facility was not adequate to growing community use. The renovation provided individual restrooms that were more appropriate for all gender identities, family sizes, and age ranges. A lactation / parent room, as well as devoted ADA restroom were also provided on each end of the building.



Before



After

Library Support Groups

- **Friends of the Library**
 - 2024 Friends purchases:
 - Snacks like pizza, drinks, and popcorn for TLC events, volunteer work parties, and other programs.
 - Poinsettias to decorate Library during December.
 - Incentive books & donations for Summer Reading Program
 - Materials for adult art programs
 - Giveaway toys and prizes for Library Card Sign-up month and other contests.
 - 200+ stickers and other fun items each month to give away to people who finish library scavenger hunts.
- **Library Foundation**
 - Donor recognition art piece; Ginsburg Garden project; Foundation newsletter
- **Library Commission**
 - Review of library policies: Behavior; Circulation; Display; Materials Selection; Gathering of the Groups

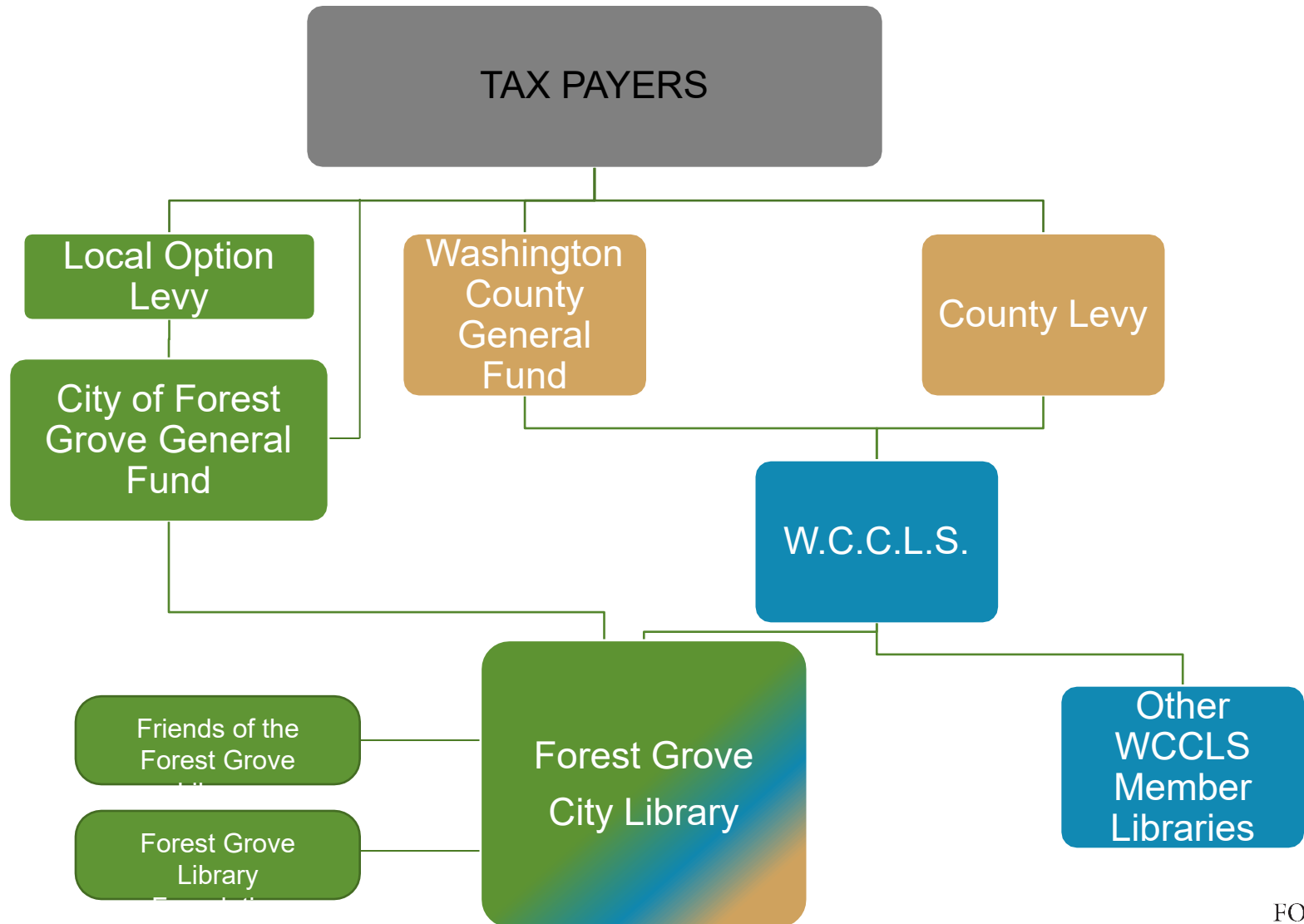
Washington County Cooperative Library Services (W.C.C.L.S.)

- January, 2024: Merina Consulting hired by WCCLS to conduct structure, governance and funding study.
- January, 2024 – Present: Multiple meetings, surveys, conversations and tours held with member libraries and WCCLS.
- January 28, 2025: Board of County Commissioners work session to discuss potential library levy increase.
- Winter / Spring 2025: WCCLS members to discuss potential levy increase.

Top Priorities

1. Complete remodel of public bathrooms and Teen Zone partition.
2. Participate in the WCCLS structure/governing/and funding project.
3. Respond to decisions made regarding the Washington County budget deficit and the potential impacts to Forest Grove City Library users and employees.
4. Plan for potential building improvements: examples: community room tech improvements, carpet, paint, furniture in the children's area

Forest Grove City Library Funding



Questions?



Teen Library Council 2025

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *January 13, 2025*

PROJECT TEAM: *Mariah Woods, City Recorder*

SUBJECT TITLE: *Annual Election of City Council President*

ACTION REQUESTED:

☐	☐	☒	☐	☒	☐	☐	☐
	Ordinance	Order	X	Resolution	X	Motion	Informational

X all that apply

BACKGROUND

Pursuant to City Charter, § 9, and the Council Rules of Procedure, § 4.2, the Council must elect a President from its membership at the first meeting of each year. In the absence of the Mayor, the President presides over meetings. The President acts as Mayor pro-tem in instances where the Mayor is unable to perform the duties of the office. In the absence of both the Mayor and the Council President at a meeting where a quorum is present, the Councilmember with the longest continuous service shall serve as Presiding Officer pro-tem; Councilor Mariana Valenzuela currently holds the longest continuous service.

Following a work session on Council Rules held November 12, 2024, the Council passed Resolution 2024-44, which established that no Councilor may serve more than two consecutive years as Council President. All currently elected Councilors are eligible to serve as Council President at this time.

NOMINATION AND ELECTION PROCESS

Per Council Rules Section 2.4, the election process must follow Robert's Rules of Order. Under Robert's Rules of Order, the following nomination and election process applies:

1. The Presiding Officer announces the opening of nominations at the appointed time.
2. Recognition by the Presiding Officer is not required to make a nomination.
3. Each Councilor may nominate themselves or a fellow Councilor.
4. The nominated Councilor may accept or decline the nomination.
5. If accepted, the nomination goes on the attached ballot. If declined, the nomination does not go on the ballot.
6. A nomination does not require a second. All nominees are placed on the ballot unless declined by the nominee.
7. When no further nominations are offered, the Presiding Officer closes nominations.

Once the nominations are closed, staff will list all nominees on the ballot and present the ballot on the virtual screen for everyone to see. Each Councilmember will write their vote on a ballot provided for the purpose, which the City Recorder will then collect. Councilmembers may vote for only one Councilor listed on the ballot.

If there is only one nominee, a ballot is not necessary and the Presiding Officer may request a motion to approve the attached resolution by voice vote. Nominations may be re-opened at any time after their closure with a majority vote to do so following standard voting procedures.

The results of the vote will be tabulated by the City Recorder on the sample ballot and then displayed on the screen. This is not a secret ballot, and each member's vote will be displayed as part of the result. Balloting must continue until a candidate receives a majority of a quorum of the Council present. A quorum of the Council must be present to conduct the election. If there are only two candidates and the vote is a tie, the process is repeated until one candidate receives a majority. All nominees remain on the ballot unless a nominee withdraws voluntarily. The Councilor with a majority vote will be placed into the attached resolution for Council approval.

SUGGESTED MOTION

"I move to approve Resolution No. 2025-03, electing _____ as City Council President."

The motion must be seconded and then voted on.

ATTACHMENTS

- Resolution Electing City Council President
- Ballot City Council President

RESOLUTION NO. 2025-03

RESOLUTION ELECTING CITY COUNCIL PRESIDENT

WHEREAS, pursuant to City Charter, Section 9, and the Council Rules of Procedure, Section 4.2, the Council must elect a President from its membership; and

WHEREAS, the Council President presides in the absence of the Mayor and acts as Mayor when the Mayor is unable to perform mayoral duties.

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

Section 1. That _____ is hereby elected as Council President.

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

PRESENTED AND PASSED this 13th day of January, 2025.

Mariah S. Woods, City Recorder

APPROVED by the Mayor this 13th day of January, 2025.

Malynda H. Wenzl, Mayor

BALLOT								
CITY COUNCIL PRESIDENT								
January 13, 2025								
	Falconer	Gustafson	Marshall	Martinez	Schimmel	Valenzuela	Wenzl	
<i>Nominees (staff to insert after nominations):</i>								<i>TOTAL VOTES</i>
1)								
2)								
3)								
4)								
5)								
6)								



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

MEETING DATE: _____

FINAL ACTION: _____

CITY COUNCIL STAFF MEMORANDUM

TO: City Council

FROM: Jesse VanderZanden, City Manager

PROJECT TEAM: Mariah Woods, City Recorder

MEETING DATE: January 13, 2025

SUBJECT TITLE: Resolution 2025-04 Amending the City Council Rules of Procedure by Deleting Section 13

ACTION REQUESTED:

Ordinance

Order

X

Resolution

Motion

Informational

X all that apply

BACKGROUND

The City Council held work sessions on November 12 and 25, 2024 to discuss updating the process for issuing proclamations. The Council reached consensus to remove proclamation language from the City Council Rules of Procedure and establish a separate policy. A full policy is currently being drafted and will be brought before the Council once completed. The change deletes Section 13 in its entirety, leaving the section reserved for future additions or until a full revision of the rules is made. The strikethrough below indicates text to be removed, and the red text denotes added language.

SECTION 13 – PROCLAMATIONS RESERVED

13. 1 Request for Proclamations

~~Organizations, citizens, or Councilmembers may request proclamations that proclaim a specified date or dates to recognize the efforts of various community groups and individuals. Upon receipt, the City Recorder will notify the Mayor of the request. Upon the approval of the Mayor, the City of Forest Grove Recorder shall prepare the proclamation for the Mayor's signature.~~

13. 2 Reading of Proclamations

~~At the discretion of the Mayor, a proclamation shall be read at the Council meeting and presented or mailed to the requesting organization or group.~~

STAFF RECOMMENDATION

Staff recommend that the Council pass the attached resolution.

ATTACHMENT

Resolution 2025-04

RESOLUTION NO. 2025-04

RESOLUTION AMENDING THE CITY COUNCIL RULES OF PROCEDURE BY DELETING SECTION 13

WHEREAS, the City Council held work sessions on November 12 and 25, 2024 to discuss updating the proclamation process; and

WHEREAS, the Council reached consensus to remove the proclamation language from the City Council Rules of Procedure.

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

Section 1. The City Council amends the City Council Rules of Procedure as follows:

Section 13 - Proclamations

13. 1 Request for Proclamations

~~Organizations, citizens, or Councilmembers may request proclamations that proclaim a specified date or dates to recognize the efforts of various community groups and individuals. Upon receipt, the City Recorder will notify the Mayor of the request. Upon the approval of the Mayor, the City of Forest Grove Recorder shall prepare the proclamation for the Mayor's signature.~~

13. 2 Reading of Proclamations

~~At the discretion of the Mayor, a proclamation shall be read at the Council meeting and presented or mailed to the requesting organization or group.~~

Section 2. Section 13 will remain as an unassigned section in the Council Rules.

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

PRESENTED AND PASSED this 13th day of January, 2025.

Mariah S. Woods, City Recorder

APPROVED by the Mayor this 13th day of January, 2025.

Malynda H. Wenzl, Mayor

CITY COUNCIL STAFF MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Gregory H Robertson, P.E., AICP, PMP
Director of Public Works*

MEETING DATE: *January 13, 2025*

SUBJECT TITLE: *Resolution 2025-05 Authorizing the Release of a Public Utility Easement
and Authorizing the City Manager to Execute the Release on Behalf of the
City of Forest Grove*

ACTION REQUESTED:

☐	☐	☐	☒	☐	☐	☐	☐
	Ordinance	Order	X	Resolution		Motion	Informational

X all that apply

BACKGROUND

A utility easement was granted to the City of Forest Grove in April, 1979 (see attached easement and map) for an unknown specific purpose. To our knowledge, this easement has not been used or occupied by the City for utility purposes. However, a building was constructed over and across a portion of the easement. The property is being sold to a new owner. The new property owner wishes to clear up the title and has petitioned the City to abandon and vacate the easement (see attached letter). We have contacted all City agencies who may have an interest in the easement. All have reported back that it is not being used and had no objection to its vacation.

STAFF RECOMMENDATION

Staff recommend passing Resolution 2025-05.

ATTACHMENTS

- Resolution 2025-05
- Exhibit A: Easement Survey prepared by Alta
- Original Grant of Easement
- Letter requesting easement vacation

RESOLUTION NO. 2025-05

**RESOLUTION AUTHORIZING THE RELEASE OF A PUBLIC UTILITY EASEMENT AND
AUTHORIZING THE CITY MANAGER TO EXECUTE THE RELEASE ON BEHALF OF
THE CITY OF FOREST GROVE**

WHEREAS, the City of Forest Grove was granted an easement for municipal services (water, storm, sanitary and power) in 1959, said easement being recorded in Deed Document, Book 416, Page 382-383, Washington County Deed Records; and

WHEREAS, the easement lies within the parcel described in Deed Document 2014-014150 Washington County Deed Records; and

WHEREAS, a portion of the easement lies under a building constructed in 1979; and

WHEREAS, the Gerrity Group LLC, in escrow to purchase the Safeway Shopping Center, has petitioned the City of Forest Grove to approve abandonment of said easement so they may take title without the easement listed as an exception to their policy; and

WHEREAS, the City of Forest Grove currently has no utilities located within said easement and sees no need in the future to utilize said easement.

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

Section 1. The City Council hereby agrees to release of the municipal utilities easement as illustrated on Exhibit A and authorizes the City Manager to execute the release. The Gerrity Group LLC shall bear all expenses associated with filing and recording of the document.

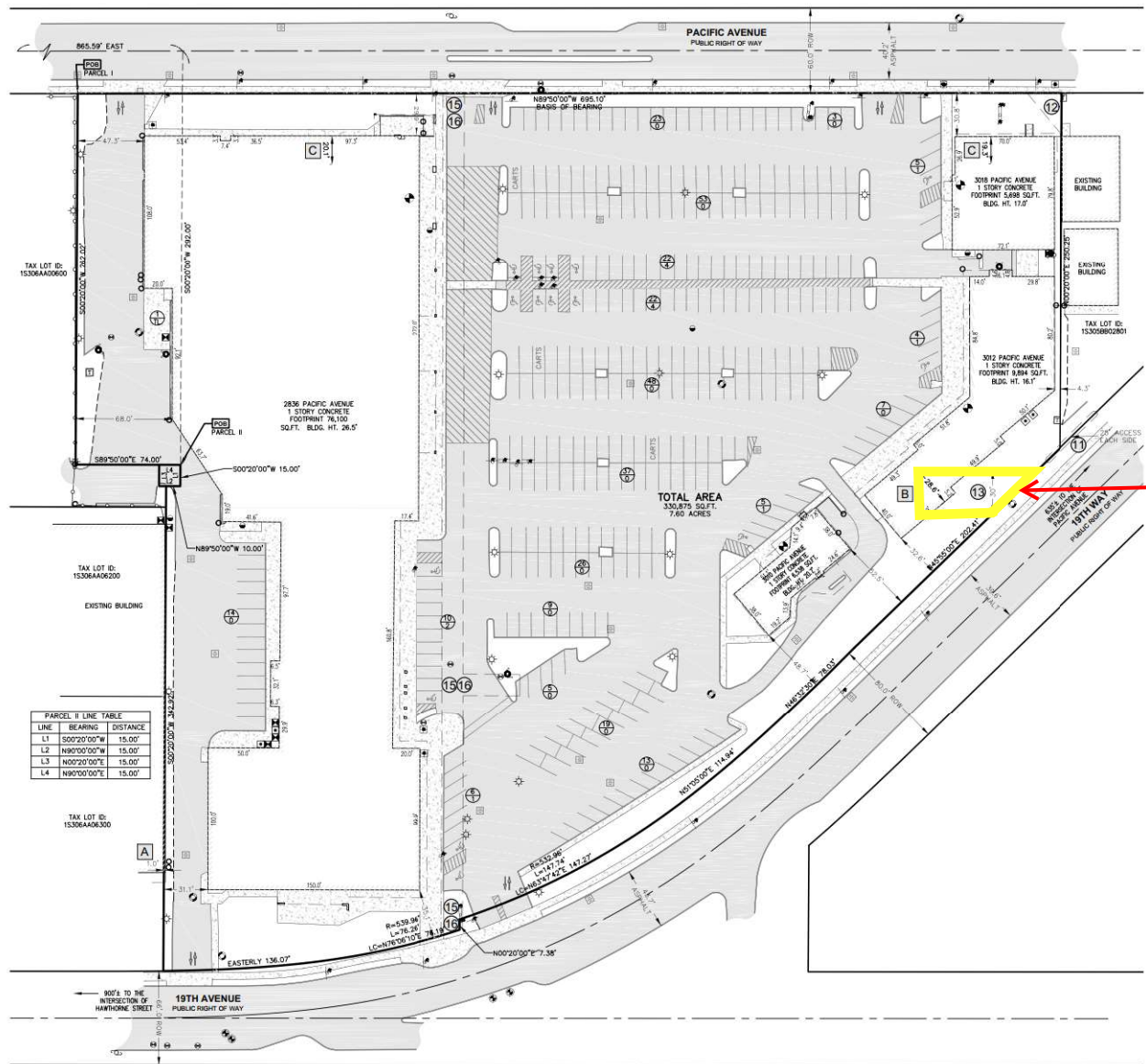
Section 2. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 13th day of January, 2025.

Mariah S. Woods, City Recorder

APPROVED by the Mayor this 13th day of January, 2025.

Malynda H. Wenzl, Mayor



N|V|5 ALTA/NSPS LAND TITLE SURVEY
PREPARED FOR
Ballad Towne Center
DATE OF FIELD SURVEY: August 27, 2024
NETWORK PROJECT NUMBER: 202402869-001 ICW
1-(800)-SURVEYS (787-8397)
TRANSACTION SERVICES
www.brockandark.com mapcenter@brockandark.com www.NV5.com

SURVEY • ZONING • ENVIRONMENTAL • ASSESSMENT

8245

UTILITIES EASEMENT

IDENTURE, MADE THIS 15th day of April, 1959, between LUCILLE DAVIDGE, a single woman, hereinafter referred to as the Grantor, and the City of Forest Grove, a municipal corporation of the State of Oregon, hereinafter referred to as the Grantee.

WHEREAS, the Grantor is the owner of the fee simple estate in the property described in the property described in that certain deed to her recorded in Book 372, page 409, Deed Records of Washington County, Oregon, and

WHEREAS, the Grantee performs certain municipal services, including the installation and maintenance of sewer system, storm drainage and electric power service and is desirous of obtaining a right of way and easement over and across certain of the Grantor's property hereinafter described for the purpose of installing, extending, constructing, maintaining and otherwise servicing such municipal facilities as may be thereon installed.

NOW, THIS INDENTURE WITNESSETH: That in consideration of ONE DOLLAR and other good and valuable considerations paid by the grantee to the grantor, the grantor Lucille Davidge, a single woman, hereby grants to the grantee, successors or assigns, the full and free right and authority to go upon so much of that property described in that deed recorded in Book 372, page 409, Deed Records of Washington County, Oregon, as is more particularly described as follows: An area 30 feet wide, lying on the South 30 feet of that certain tract of land described in the deed hereinabove described.

The said Grantor to have and to hold said easement and right to go upon, over and across said described premises, for the purpose of installing, maintaining, repairing, constructing and reconstructing such municipal facilities as the grantor may thereon install,

8542

8245-2

IN WITNESS WHEREOF The Grantor has hereunto set her hand
and seal this 13th day of April, 1959.

STATE OF OREGON
County of Washington
On this 13th day of April, 1959, before me, a Notary
Public in and for said County and State, personally appeared Lucille
Davidge, known to me to be the person whose name is subscribed to
the within instrument and acknowledged that she executed the same as
a free and voluntary act for the purpose therein contained.

IN WITNESS WHEREOF I have hereunto set my hand and
official seal.

Notary Public for Oregon
My Commission Expires:

Filed for record April 15, 1959 at 2:11 PM
ROGER THOMSEN, County Clerk

By Supriya S. Hansen Deputy My Commission Expires May 28, 1962

BOOK 416 PAGE 383



Dear Forest Grove City Council,

Gerrity Group, LLC is in escrow to acquire the Safeway Anchored shopping center, Ballad Town Center. We should be closing in the next couple of weeks and are incredibly excited to get started on transforming this community centerpiece.

During our due diligence review, it came to our attention that there is a utility easement from 1959 recorded against the property that lies underneath a current building structure (built in 1979). In working with the public works department, it was determined that this easement area does not contain any active utilities and can be abandoned. We please ask that the City Council approve this abandonment so that we may take title without this easement listed as an exception to our policy.

Please let me know if you have any questions. Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ryan Gillard".

Ryan Gillard

SVP Transactions

Attachments:

Original Easement

Draft Abandonment of Easement



8245

UTILITIES EASEMENT

IN WITNESS WHEREOF, this 16th day of April, 1959, I have signed this instrument, and the City of Forest Grove, a municipal corporation of the State of Oregon, hereinafter referred to as the Grantee.

WHEREAS, the Grantor is the owner of the fee simple estate in the property described in the property described in that certain deed to her recorded in Book 372, page 409, Deed Records of Washington County, Oregon, and

WHEREAS, the Grantee performs certain municipal services, including the installation and maintenance of sewer system, storm drainage and electric power service and is desirous of obtaining a right of way and easement over and across certain of the Grantor's property hereinafter described for the purpose of installing, extending, constructing, maintaining and otherwise servicing such municipal facilities as may be thereon installed.

NOW, THIS INSTRUMENT WITNESSETH: That in consideration of ONE DOLLAR and other good and valuable considerations paid by the grantee to the grantor, the grantor Lenille Davidge, a single woman, hereby grants to the grantee, successors or assigns, the full and free right and authority to go upon so much of that property described in that deed recorded in Book 372, page 409, Deed Records of Washington County, Oregon, as is more particularly described as follows: An area 30 feet wide, lying on the South 30 feet of that certain tract of land described in the deed hereinabove described.

The said Grantor to have and to hold said easement and right to go upon, over and across said described premises, for the purpose of installing, maintaining, repairing, constructing and reconstructing such municipal facilities as the grantor may thereon install,

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8842

8245-2

IN WITNESS WHEREOF The Grantor has hereunto set her hand and seal this 13 day of April, 1959.

Maer Lucille Davidge

STATE OF OREGON

County of Washington

On this 13th day of April, 1959, before me, a Notary Public in and for said County and State, personally appeared Lucille Davidge, known to me to be the person whose name is subscribed to the within instrument and acknowledged that she executed the same as a free and voluntary act for the purpose therein contained.

IN WITNESS WHEREOF I have hereunto set my hand and official seal.

James H. Hanner
Notary Public for Oregon
My Commission Expires: April 15, 1962

FILED for record April 15, 1959
ROGER THOMSEN, County Clerk
By *Supervisor Hansen* Deputy

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RECORDING REQUESTED BY AND
WHEN RECORDED MAIL TO:

Silver Law Offices Inc.
10573 W Pico Blvd. Suite 218
Los Angeles, CA 90064-2333
Attn: Scott Silver

TERMINATION AND ABANDONMENT OF UTILITIES EASEMENT

THIS TERMINATION AND ABANDONMENT OF UTILITIES EASEMENT (the "Agreement") is entered into as of the ____ day of October, 2024, between TANNER & ZONSHINE, a California general partnership ("Owner") and City of Forest Grove, a municipal corporation ("City").

RECITALS

1. Owner is the owner of certain real property located in the County of Washington, State of Oregon, which is more particularly described in **Exhibit A** attached hereto (the "Property").
2. City and Owner entered into a Utilities Easement recorded on April 15, 1959, at Book 416, Page 382, in the Deed Records of Washington County ("Utilities Easement Agreement") whereby the City obtained a utilities easement for the installation and maintenance of sewer system, storm drainage and electric power service, as described further in the Utilities Easement Agreement (the "Easement").
3. Through mutual agreement, Owner and City now desire to terminate the Easement and for the rights to the utilities and sewer system described in the Easement and the Utilities Easement Agreement to be conveyed back to the Owner as fee simple owner.

AGREEMENT

NOW, THEREFORE, for and in consideration good and valuable consideration, the parties hereto agree to the above recitals and that the Easement and the rights and obligations inuring to the parties under the Utilities Easement Agreement recorded on April 15, 1959, at Book 416, Page 382, in the Deed Records of Washington County, are hereby terminated and abandoned. The parties hereto shall have no further rights under said Easement or the Utilities Easement Agreement.

This Agreement shall be binding upon all parties claiming under the parties hereto and shall be binding upon and inure to the benefit of their respective heirs, legal representatives, successors and assigns.

(Signatures on Following Pages)

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and date first above written.

OWNER:

TANNER & ZONSHINE,
a California general partnership

By: _____
Name: Howard Tanner
Title: Partner

By: _____
Name: Shirley Tanner
Title: Partner

By: _____
Name: Janet Singer- Galletly
Title: Partner

By: _____
Name: Stephen H. Galletly
Title: Partner

[Notary Acknowledgments follow; City's signature page follows]

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and date first above written.

CITY:

City of Forest Grove,
a municipal corporation

By: _____
Name: _____
Title: _____

[Notary Acknowledgments follow]

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF _____)
) ss.
COUNTY OF _____)

On _____, 2024, before me, _____, Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of _____ that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____(Seal)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF _____)
) ss.
COUNTY OF _____)

On _____, 2024, before me, _____, Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of _____ that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____(Seal)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF _____)
) ss.
COUNTY OF _____)

On _____, 2024, before me, _____, Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of _____ that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____(Seal)

Exhibit A

Description of Property

Parcel I:

A tract of land in then Harvey Clarke Donation Land Claim No. 37, in the Northwest quarter of the Northwest quarter of Section 5, and in the Northeast quarter of Section 6, all in Township 1 South, Range 3 West, of the Willamette Meridian, in the City of Forest Grove, in the County of Washington and State of Oregon, described as follows:

Beginning at a point on the Southerly line of the Westbound lane of the Tualatin Valley Highway (Pacific Avenue), on the West line of that tract described in deed to Western States Development Company, Inc., recorded in Book 1179, Page 110, Washington County Records; thence South 00°20' West 262.02 feet to a point on the North line of 19th Place; thence South 89°50' East 74.00 feet along the North line of that 30.0 foot wide strip conveyed to the City of Forest Grove by deed recorded in Book 428, Page 254, Washington County Records, to an iron rod; thence South 00°20' West 15.00 feet to the center of above said 30 foot wide strip; thence following the center of said strip, North 89°50' West 10.00 feet to an iron rod on the Northerly extension of the West line of that tract of land described as Parcel I and conveyed to Fred Haney and Kathryn Gentemann, by deed recorded in Book 946, Page 71, Washington County Records; thence South 00°20' West 342.92 feet, along the West line of said Haney and Gentemann tract and the Southerly extension thereof, and along the West line of that tract of land described as Parcel I and conveyed to Charterhouse Development Company by deed recorded in Book 963, Page 271, Washington County Records, to an iron rod on Northerly line of the Eastbound lane of the Tualatin Valley Highway (19th Avenue); thence along said highway line, Easterly 136.07 feet; thence on the arc of a 539.96 foot radius curve to the left (the long chord of which bears North 76°06'10" East 76.19 feet) 76.26 feet to an iron rod 33 feet Northerly of the centerline of said highway; thence North 00°20' East 7.37 feet to an iron rod 40 feet Northerly of said centerline; thence on the arc of a 532.96 foot radius curve to the left (the long chord of which bears North 63°47'42" East 147.27 feet) 147.74 feet to an iron pipe; thence continuing on said Northerly highway line (now 19th Way) North 51°05' East 114.94 feet to the Southwest corner of that tract of land conveyed to George N. Martan, et ux, by deed recorded in Book 427, Page 300, Washington County Records; thence continuing along said Northerly highway line and along the Southerly line of said Martan tract, North 46°32'30" East 78.03 feet to an iron rod; thence North 45°55' East 202.41 feet to a 5/8-inch iron rod at the Southeasterly corner of that tract of land described as Parcel I and conveyed to Garrigus Lumber Company by deed recorded in Book 551, Page 131, Washington County Records; thence along the East line thereof, North 00°20' East 250.25 feet, more or less, to a point on the Southerly line of the Westbound land of said highway; thence along said Southerly line, North 89°50' West 695.10 feet, more or less, to the point of beginning.

Parcel II:

A tract of land in the Harvey Clarke Donation Land Claim No. 37 in the Northeast quarter of the Northeast quarter of Section 6, Township 1 South, Range 3 West, of the Willamette Meridian, in the City of Forest Grove, County of Washington and State of Oregon, more particularly described as follows:

Beginning at a point on the baseline between Section 6, Township 1 South, Range 3 West, of the Willamette Meridian and Section 31, Township 1 North, Range 3 West, of the Willamette Meridian, which point is 865.59 feet East of a point where the baseline crosses the East line of Seventh Street in Forest Grove, Oregon; thence South 0°20' West 292 feet to the true point of beginning; thence continuing South 0°20' West, a distance of 15 feet to a point; thence West 15 feet to a point; thence North 0°20' East 15 feet to a point; thence East 15 feet to the true point of beginning.



ANNUAL STATE OF THE CITY

Jesse VanderZanden | City Manager

Work Session 1/13/2025

AGENDA

Purpose

Background

Ideas

Discussion

PURPOSE

3

- **Talk about a new direction for the annual State Of The City (SOTC) address**

BACKGROUND

4

- **Annual State of the City addresses are common amongst all area cities and are generally intended to highlight vision, values, accomplishments, and aspirations of the City.**
- **They share some common characteristics:**
 - **Open/free to the public**
 - **About an hour in length – some shorter, none longer**
 - **Noticed as a public meeting to allow the Council and Mayor to participate**
 - **Filmed and posted on the City's website as a visual and convenient reference for persons not familiar with the city**
 - **Held at a time accessible to the public, normally in February or March**

BACKGROUND

5

- **Forest Grove and Cornelius have traditionally shared the SOTC.**
- **The SOTC has been held at noon and rotated between cities.**
- **The Forest Grove/Cornelius Chamber of Commerce has hosted the event and there is admission for lunch.**
- **This is unique as all other cities in Washington County consider it a “city” event and public notice and advertise accordingly.**

OTHER CITIES

6

- **Hillsboro, Tigard, Beaverton, Sherwood, and Tualatin hold their SOTC in the evening and some just prior to City Council. North Plains and Banks have varied between evening and noon.**
- **Considerations:**
 - **Childcare**
 - **Translation services**
 - **Posting of Colors**
 - **Musical performance, i.e., high school or community group**
 - **Youth (MYAC) involvement, i.e., introductions**
 - **Local Congress member or State Official/Elected**
 - **Mayor speaks and presides**
 - **Video – often including Councilors highlighting key projects/programs**
 - **Televised**

DISCUSSION