



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

MEETING DATE: _____

FINAL ACTION: _____

CITY COUNCIL MEMORANDUM

WORK SESSION:

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Anna D. Ruggles, CMC, City Recorder*

DATE: *August 14, 2017*

SUBJECT: *B&C Applicant Interviews*

BACKGROUND:

Attached you will find the following items for the Boards, Committees, and Commissions interview(s):

- Interview Times Scheduled;
- Boards, Committees, Commissions Number of Vacancies;
- Possible Interview Questions; and
- Application(s)

STAFF RECOMMENDATION:

Conduct interview of the applicant(s) who expressed interest in serving on the Advisory Boards, Committees, and Commissions (B&C). Staff requests Council make determinations to fill the current B&C vacancies.

**Boards, Committees, and Commissions
2017 Applicant List and Vacancies**

WORK SESSION:

				Budget	CCI	CFC	EDC	HLB	Library	P&R	Planning	Public Arts	Public Safety	Sustainability
				Apr/May	1st Tues 5:30pm	3rd Wed 5:15pm	1st Thurs Noon	4th Tues 7:15pm	2nd Tues 6:30pm	3rd Wed 7am	1st&3rd Mon 7pm	2nd Thurs 5pm	4th Wed 7:30am	4th Thurs 6 pm
														1 - Vacancy (Agricultural) 1 - Vacancy (Educator) 1 - Vacancy (Ethnic/Cultural) 1 - Vacancy (Transportation Business)
# of Board Vacancies:					2 - Vacancies			1 - Vacancy	1 - Vacancy				1 - Rural Dist	
# of Student Vacancies:							1 - Student	1 - Student		1 - Student		1 - Student	1 - Student	
Interview:	Last Name:	First Name:	Occupation:	Desired Position(s)										
5:30 PM	Merten	Tabitha	PU Recycling											X
5:40 PM	Ozeruga	Roman	Real Estate					X						
5:50 PM	Lowe	Victoria	Purchasing											X

2017 BOARDS, COMMITTEES & COMMISSIONS VACANCIES

Reso 2006-10 Adopts B&C Appointment Policy

COMMISSION	REQUIREMENTS	# VACANCIES	EXPIRES
BUDGET Meets in April/May	7 Members – 3 Year Term All Residents Per ORS		
COMMITTEE FOR CITIZEN INVOLVEMENT Meets 1 st Tuesday, 5:30 pm	Reso 1991-57; 1993-07; 2014-65 7 Members – 4 Year Term 1 Non-voting Student Advisor	1 – Vacancy 1 – Vacancy	01/31/18 01/31/20
COMMUNITY FORESTRY COMMISSION Meets 3 rd Wednesday, 5:15 pm	Reso 1992-23; 1998-16; 1998-56; 2002-56; Ord 2004-04 7 Members – 3 Year Term 3 Nonresidents – Currently 3 1 Non-voting Student Advisor		
ECONOMIC DEVELOPMENT COMMISSION Meets 1 st Thursday, Noon	Reso 2007-45; 2008-30 19 Members – 3 Year Term 6 Public/Non-Profit: Chamber; Pacific University; FG School Dist; PCC; L&P; Hispanic Community; 12 Businesses: Large Mfg; Small Mfg; Food/Bev; Wood/Ag; Health/Medical; Residential Developer; Industrial/Commercial Broker; Large Commercial/Retail; Small Commercial/Retail; Financial; Downtown Retail; 1 At-Large 1 Non-voting Student Advisor	1 – Student Vacancy	12/31/17
HISTORIC LANDMARKS BOARD Meets 4 th Tuesday, 7:15 pm	Ord 1980-15; 1986-11; 2009-04 7 Members – 4 Year Term 2 Nonresidents – Currently 0 1 Non-voting Student Advisor	1 – Vacancy 1 – Student Vacancy	12/31/18 12/31/17
LIBRARY Meets 2 nd Tuesday, 6:30 pm	Per ORS; ORD 1974-1040 7 Members – 2 Year Term 1 Non-voting Student Advisor	1 – Vacancy	12/31/18
PARKS & RECREATION COMMISSION Meets 3 rd Wednesday 7:00 am	Reso 1974-733 9 Members – 4 Year Term 2 Nonresidents – Currently 0 3 At-Large; 1 FG School Dist; 5 Park Districts: <u>NNW</u> = Forest Glen, Knox Ridge, Thatcher/Loomis; <u>NW</u> = Lincoln, Hazel Sills, Aquatic Center, Talisman; <u>SW</u> = Rogers; <u>SE</u> = Joseph Gale; <u>NE</u> = Bard and Stites Parks; 1 Non-voting Student Advisor	1 – Student Vacancy	12/31/17
PLANNING COMMISSION Meets 1 st and 3 rd Monday 7:00 pm	Per ORS; Ord 1995-13; 2000-06; 2009-04 7 Members – 4 Year Term 2 Nonresidents – Currently 1 1 Real estate – Currently 1 2 Same trade/occupation – Currently None		
PUBLIC ARTS COMMISSION Meets 2 nd Thursday, 5:00 pm	Reso 2006-06; 2014-70 9 Members – 3 Year Term 1 Non-voting Student Advisor	1 – Student Vacancy	12/31/17
PUBLIC SAFETY ADVISORY COMMISSION Meets 4 th Wednesday 7:30 am	Reso 2015-28 9 Members – 4 Year Term 2 Rural Fire Dist Residents – Currently 1 Non-Voting Reps: Chamber, FG School Dist; Pacific University; Rural Fire Dist 1 Non-voting Student Advisor	1 – Fire Dist Resident 1 – Student Vacancy	12/31/20 12/31/17
SUSTAINABILITY COMMISSION Meets 4 th Thursday 6:00 pm	Reso 2013-69 13 Members – 4 Year Term Related to but not limited to: Agricultural Interests; Community/Neighborhood Groups; Economic Backgrounds; Educators; Ethnic/Cultural Affiliations; FG School Dist; Non-Profits; Transportation/Business Practices; Pacific University; Pacific University Student; and FG High School Student	1 – Vacancy (Agricultural) 1 – Vacancy (Educator) 1 – Vacancy (Ethnic/Cultural) 1 – Vacancy (Transportation/Business)	12/31/19 12/31/20 12/31/20 12/31/20 12/31/17

(Transportation/Business)

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Updated: 8/4/17

Possible Questions for B&C Applicant Interviews:

Please feel free to use any questions and/or information that you wish in order to conduct a successful interview. Please note: 5-7minutes are allotted for question and answer time.

☐ *If there were one area you've always wanted to improve upon, what would that be?*

☐ *What can you offer the advisory board on which you would like to serve?*

☐ *What are some of your proudest achievements?*

☐ *What ideas do you have for increasing citizen involvement in Forest Grove?*

☐ *Is there an area in which you think the City may be letting its citizens down? If so, what would that be?*

☐ *What do you see as a critical need or a major concern facing the City?*

☐ *Do you favor growth or do you feel the City is currently big enough?*

☐ *How would you respond to an unpopular decision that is strongly criticized by the public? Such as making an unpopular decision that may go against property owners' desire or that is not supported by your friends and neighbors.*

☐ *What ideas do you have that would help Forest Grove become a more sustainable community?*

☐ *Do you have any grant-writing experience? _____*

In addition, Mayor, please ask:

☐ *Do you have any conflict with the meeting date(s) and time(s) of the advisory board to which you have applied? _____*

☐ *If we cannot appoint you to your first choice, are there any other advisory boards that interest you?*

☐ *May we keep your application on file? _____*

☐ *Do you have any questions for us? _____*

Note: Once Council renders a decision on the status of the selected appointment(s), the City Recorder will notify applicant soon thereafter.



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INTERVIEW
Aug 14, 2017
5:30 pm

Complete Application and Submit to:
City of Forest Grove
Attn: Anna Ruggles, City Recorder
1924 Council Street, 2nd Floor • P. O. Box 326
Forest Grove, OR 97116-0326
Fax • 503.992.3207 Office • 503.992.3235
E-mail: aruggles@forestgrove-or.gov

ADVISORY BOARDS, COMMITTEES AND COMMISSIONS APPLICATION

We appreciate your interest and aspiration to serve on an advisory committee/commission appointed by the City Council. Applications are accepted at any time throughout the year. Selection is based on application questions, interview, and a willingness to serve. Students must be high school grade level or college. Terms and vacancies may vary. Each committee/commission has membership criteria and purpose, which can be found on the City's website <http://www.forestgrove-or.gov>. Please checkmark the specific committee/commission for which you would like to be considered for appointment. If interested in multiple boards, please list in the order of preference (1-11).

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

☒ Student Grade Level: Senior at Pacific University

☐ Reappointment Term(s) Served: _____

FULL NAME: Tabitha Merten

HOME PHONE: [REDACTED]

ADDRESS: [REDACTED] Juniper Street

WORK PHONE: _____

CITY / ZIP: Forest Grove 97116

E-MAIL: [REDACTED]

EMPLOYER: Center for a Sustainable Society

OCCUPATION/
PROFESSION: Sustainable Recycling Coordinator

Years living in Forest Grove: Reside in City Limits: How did you hear of this opportunity:

Please rate the City's current performance: ☐ Excellent ☒ Good ☐ Fair ☐ Poor

What ideas do you have for improving "Fair" or "Poor" performance? I think we could do more to include the use of community gardens and spaces, as well as strengthen the links between board members and community members through outreach.

What specific topics interest you that related to the board? Currently, air quality is something of high interest to me. I am intrigued by waste reduction, community outreach and connections, and policy change as well.

What contributions do you hope to bring to the board? I would bring a fresh and set of eyes to the board to see what the other members may not be able to. I have connections with community members which would help with communicating our ideas.

List experiences, qualifications and/or skills: Intern at Oregon Environmental Council, employed at the Center for a Sustainable Society. Experience with web design, self-guidance on projects, proposals, and communication, as well as adaptability.

Previous/currently appointed/elected offices: _____

Previous/current community affiliations or activities: Volunteer at the Farmer's Market, Tom McCall, and Echo Shaw Food Bank

If not appointed at this time, may we keep your application on file? ☒ Yes ☐ No

SIGNATURE: Tabitha Merten

DATE: 7/6/2017

July 3, 2017

Forest Grove Sustainability Commission
1924 Council Street
P.O. Box 326
Forest Grove, OR 97116-0326

Dear Ladies and Gentlemen,

I recently attended your June Sustainability Commission meeting. I was excited about the topics that were discussed there and the breadth of involvement the commission has in the Forest Grove community. This commission is a new and inviting government opportunity that would expand my existing skills and would allow me to become more involved in the environmental area.

My experience includes current employment at the Center for a Sustainable Society where I have experience with creating and coordinating a campus wide recycling program, collaborating with faculty and staff to develop an ongoing and open dialogue, and finally, with website design. I am also a current intern with Oregon Environmental Council based in Portland where I am conducting an air quality project in the Forest Grove community. This project has required organization, competency in air quality data and readings, specifically referring to black carbon particles, interviewing skills, and the ability to compile data into a presentation ready for community members. A copy of my resume is enclosed that covers my experience and qualifications.

I would appreciate the opportunity to discuss the member at large position with you.

Sincerely,

Tabitha Merten

Enclosure

Tabitha Merten

I'm interested in obtaining a position in the Forest Grove area where I can work with both the community and politics. I'm a dedicated, hard-working, and conscientious employee who learns quickly. My work history has required self-guidance, organization, and adaptability to change. I am constantly aiming for creativity and to continue building upon relationships.

WORK EXPERIENCE:

Oregon Environmental Council Intern
Forest Grove Air Quality Specialist

Summer 2017

Center for a Sustainable Society, Forest Grove, OR
Sustainable Recycling, Campus Coordinator

Fall 2016 - Current

Riverside Restaurant, Hood River, OR
Food Runner and Server

Summer 2016- Current

Safeway, Hood River and Forest Grove, OR
Front end checker and self-checkout

Full and Part Time 2015

EDUCATION:

Pacific University, Forest Grove, OR

Current Environmental
Politics and Government Student

Hood River Valley High School, Hood River, OR
Class Valedictorian

Graduated 2014

VOLUNTEER EXPERIENCE:

Campus Organizer for Susan McLain

Fall, 2016

Freshman Orientation Leader

2015 and 2016

Beach, Trail, and Highway Cleanups

2015 – current

Tree Plantings

2015 – current

Tom McCall Mentor

Spring, 2015

Echo Shaw Food Bank

Spring, 2015

Alpha Kappa Delta President

April 24th, 2016 - current

Alpha Kappa Delta Treasurer

Fall 2015 - Spring 2016

Alpha Kappa Delta Community Service Coordinator

Spring 2015 - Spring 2016

CERTIFICATIONS:

Wilderness First Responder Certified

Valid through January 2020

Wilderness CPR Certified

Valid through January 2019

References available upon request.



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Interview
Aug 14, 2017
5:40pm

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☒ Historic Landmarks Board	4 th Tuesday, 7:15pm	☐ Sustainability Commission	4 th Thursday 6pm
☐ Library Commission	2 nd Tuesday, 6:30pm		

☐ Student Grade Level: _____ ☐ Reappointment Term(s) Served: _____

FULL NAME: Roman Ozeuwa HOME PHONE: [REDACTED]
ADDRESS: [REDACTED] SE Morrison St [REDACTED] WORK PHONE: [REDACTED]
CITY / ZIP: Portland OR 97214 E-MAIL: [REDACTED]
EMPLOYER: Urban Housing Development OCCUPATION/PROFESSION: Real Estate Developer

Years living in Forest Grove: ☐ Reside in City Limits: ☐ How did you hear of this opportunity: Through member of Historical Committee
Please rate the City's current performance: ☒ Excellent ☐ Good ☐ Fair ☐ Poor

What ideas do you have for improving "Fair" or "Poor" performance? I Think the team now is doing great!

What specific topics interest you that related to the board? Historical Buildings & Landmarks

What contributions do you hope to bring to the board? I want to contribute from my experience & perspective regarding historical buildings

List experiences, qualifications and/or skills: General Contractor 12 years, Renovated 2001 Main St Forest Grove, Worked in historical districts in Portland & Sacramento

Previous/currently appointed/elected offices: _____

Previous/current community affiliations or activities: _____

If not appointed at this time, may we keep your application on file? ☒ Yes ☐ No

SIGNATURE: [REDACTED] DATE: 6/22/17

Roman Ozeuwa



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Interview
Aug 14, 2017
5:50 pm

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City of Forest Grove
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☒ 2	Budget Committee	3-4 times in May	☐	Parks & Recreation Commission	3 rd Wednesday, 7am
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☐	Historic Landmarks Board	4 th Tuesday, 7:15pm	☒ 1	Sustainability Commission	4 th Thursday, 6pm
☐	Library Commission	2 nd Tuesday, 6:30pm			

☐ Student Grade Level: _____ ☐ Reappointment Term(s) Served: _____

FULL NAME: Victoria J. Lowe HOME PHONE: [REDACTED]

ADDRESS: [REDACTED] 17th Place WORK PHONE: _____

CITY / ZIP: Forest Grove 97116 E-MAIL: [REDACTED]

EMPLOYER: retired OCCUPATION/
PROFESSION: Purchasing Manager in 4 different industries

Years living in Forest Grove: ☒ 30+yr Reside in City Limits: ☒ yes How did you hear of this opportunity: _____

Please rate the City's current performance: ☐ Excellent ☐ Good ☐ Fair ☐ Poor

What ideas do you have for improving "Fair" or "Poor" performance? not willing to be passing judgement.

What specific topics interest you that related to the board? Equity, Education, Enviro Issues, Food and natural resource protection

What contributions do you hope to bring to the board? Broad base of experience. Non-profit experience. Fernhill Council Board.

List experiences, qualifications and/or skills: willing to submit work history in detail with letters of references.

Previous/currently appointed/elected offices: appointed to Budget and planning commission, elected, served regional water.

Previous/current community affiliations or activities: retired urban farmer

If not appointed at this time, may we keep your application on file? ☒ Yes ☐ No

SIGNATURE: Victoria Lowe [REDACTED] DATE: 1-9-2017

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