



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: *February 26, 2018*

SUBJECT: *B&C Applicant Interviews & Appointment Consideration*

BACKGROUND:

Attached are the following items for the Boards, Committees, and Commissions interviews:

- Interview Time Scheduled;
- Boards, Committees, Commissions Number of Vacancies;
- Possible Interview Questions; and
- Applications:
 1. 5:30 pm: Tom Cook – Budget Committee
 2. 5:40 pm: Amy Callahan Tracewell – Public Arts Commission
 3. 5:50 pm: Fallon Harris – Sustainability Commission

~~5:40 pm: Jennifer Cooper – Budget Committee~~ **WITHDREW 02/23/2018**

STAFF RECOMMENDATION:

Conduct interview of the applicant who expressed interest in serving on the Advisory Boards, Committees, and Commissions (B&C). Staff requests Council make determination to fill the current B&C vacancies. Resolutions making formal appointments will be considered at the next Council meeting on March 19, 2018.

[illegible]

COMMISSION	REQUIREMENTS	# VACANCIES	EXPIRES
BUDGET Meets in April/May	PER ORS 7 Members Residents – 3 Year Term 7 – City Councilors	1 – Vacancy	12/31/19
COMMITTEE FOR COMMUNITY INVOLVEMENT Meets 1 st Tuesday, 5:30 pm	RESO 1991-13; 1991-57; 1993-07; 2014-65; 2017-62 7 Members – 4 Year Term 1 Non-Voting Student Advisor 1-Year Term Term Expires Jan 31 st		
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 2 1 Non-Voting Student Advisor 1-Year Term		
ECONOMIC DEVELOPMENT COMMISSION Meets 1 st Thursday, Noon	RESO 2007-45; 2008-30; 2015-69 19 Members – 3 Year Term 6 Public/Non-Profit: Chamber; Pacific University; FG School Dist; PCC; Utility; Hispanic Community; 12 Businesses: Large Mfg Tech; Small Mfg; Food/Bev; Wood/Ag; Health/Medical; Residential Developer; Industrial/Commercial Broker; Large Commercial/Retail; Small Commercial/Retail; Financial; Downtown Retail; 1 Resident At- Large; 1 Non-Voting Student Advisor 1-Year Term	1 – Vacancy (Utility) 1 – Student Vacancy	12/31/20 12/31/18
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 1 1 Non-Voting Student Advisor 1-Year Term	1 – Vacancy 1 – Student Vacancy	12/31/18 12/31/18
LIBRARY Meets 2 nd Tuesday, 6:30 pm	Per ORS; ORD 1974-1038; 1974-1040 7 Members – 2 Year Term 1 Non-Voting Student Advisor 1-Year Term	1 – Vacancy 1 – Student Vacancy	12/31/18 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-Year Term	1 – Student Vacancy	12/31/18
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 0 2 Same trade/occupation – Currently 0		
PUBLIC ARTS COMMISSION Meets 2 nd Thursday, 5:00 pm	RESO 2006-06; 2008-62; 2009-27; 2011-75; 2014-70 9 Members Residents – 3 Year Term 1 Non-Voting Student Advisor 1-Year Term	1 – Vacancy 1 – Student Vacancy	12/31/20 12/31/18
PUBLIC SAFETY ADVISORY COMMISSION Meets 4 th Wednesday 7:30 am	RESO 2005-56; 2010-27; 2011-25; 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 – Student Vacancy	12/31/18
SUSTAINABILITY COMMISSION Meets 4 th Thursday 6:00 pm	RESO 2013-68; 2013-69; 2016-58 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 Ethnic/Cultural) 1 – Vacancy (Non-Profit) 1 – Vacancy (Sch Dist Rep) 1 – Student Vacancy (High School)	12/31/20 12/31/21 12/31/21 12/31/18

5-7 minutes is allotted for each applicant interview

Note: Once Council renders a decision on the status of an appointee, the City Recorder notifies appointee and schedules a formal Resolution for consideration on the next Council meeting agenda.

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.

☐ *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? _____*

**Budget Committee
Interview
Feb 26, 2018 @ 5:30pm**

Published on *Forest Grove Oregon* (<http://www.forestgrove-or.gov>)

[Home](#) > [Boards & Commissions Reappointment Application](#) > [Boards & Commissions Application](#)

Submission information

Form: [Boards and Commissions Application](#)

Submitted by Visitor (not verified)

Friday, February 16, 2018 - 7:56am

67.170.168.129

First Name

Tom

Last Name

Cook

Home Address

██████ Limpus Lane

Mailing Address, if different

██████ Limpus Lane

City

Forest Grove

State

OR

Zip Code

97116

E-Mail Address

████████████████████

Telephone/Cell Phone Number

██████████

Work Telephone Number

Employer

Retired

Occupation/Profession

Retired Navy Chaplain

Are you a student applicant?

No

If so, which school do you attend?

Do you reside within the City limits?

Yes

Years residing in Forest Grove:

1.5

How did you hear of this opportunity?

E-mail from city

Please rate the City's performance.

Good

What ideas do you have for improving "Fair" or "Poor" performance?**Select which Boards, Committees or Commissions you would like to apply for:**

Budget Committee (3-4 times in May)

What specific topics interest you that relate to the board?

Fiscal responsibility

Revenue development

Transparency

What contributions do you hope to bring to the board?

I served on a budget committee in Nyssa, Oregon (pop. 3,000) for 5 years. Although a small town, I was very interested in contributing and understanding the fiscal issues of city government.

List your educational experience:

Undergrad: Philosophy and Religion - Northwest Nazarene University 1979 Nampa, ID

Masters: Masters of Divinity - Nazarene Theological Seminary 1982 Kansas City, KS

Masters of Psychology - United States International University 1991 San Diego, CA

Doctorate: Doctor of Ministry - Nazarene Theological Seminary 2000 Kansas City, KS

List any community involvement, appointed offices, elected offices and/or affiliations.

Committee for Citizens Involvement

Volunteer Chaplain for Forest Grove Fire and Police

If not appointed at this time, may we keep your application on file?

Yes

Please type your name below as a signature.

Tom Cook

Date

02/16/2018

Source URL: <http://www.forestgrove-or.gov/node/17751/submission/3311>



A place where families and businesses thrive.

Public Arts Commission Interview Feb 26, 2018 @ 5:40 pm

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 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	3rd Wednesday, 7am
☐ Committee for Community Involvement	1st Tuesday, 5:30pm	☐ Planning Commission	1st & 3rd Monday, 7pm
☐ Community Forestry Commission	3rd Wednesday, 5:15pm	☒ Public Arts Commission	2nd Thursday, 5pm
☐ Economic Development Commission	1st Thursday, Noon	☐ Public Safety Advisory Commission	4th Wednesday, 7:30am
☐ Historic Landmarks Board	4th Tuesday, 7:15pm	☐ Sustainability Commission	4th Thursday, 6pm
☐ Library Commission	2nd Tuesday, 6:30pm		
☐ Student Grade Level: _____		☐ Reappointment Term(s) Served: _____	

NAME: Amy Callahan Tracewell	HOME PHONE: [REDACTED]
ADDRESS: [REDACTED] Willamina Ave	WORK PHONE: [REDACTED]
CITY / ZIP: Forest Grove 97116	E-MAIL: [REDACTED]
EMPLOYER/ SCHOOL: Pacific University	OCCUPATION/ PROFESSION: Corporate and Foundation Relations

Reside in City Limits: ☒ 1.5 yrs Years residing in City: ☒ 1.5 yrs How did you hear of this opportunity: ☒ Dana Zurcher

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

What ideas do you have for improving "Fair" or "Poor" performance? _____

What specific topics interest you that related to the board? I recently put on a little pop up art show and I am interested in doing more of these. Also, I want to be a part of the conversation around art and Forest Grove.

What contributions do you hope to bring to the board? I can write grants. I can raise money. I can run events. I am willing and able to talk to anyone.

List educational experience: BS in anthropology from OSU

List community involvement, appointed/elected offices and/or affiliations: In Cottage Grove, where I most recently lived, I ran for mayor, board chair for local food bank, was on the chamber board, chair of mural committee, president of Rotary

If not appointed, may we keep your application on file: ☒ Yes ☐ No

If appointed, I have sufficient time to devote to this responsibility and attending required meetings.

SIGNATURE: Amy Callahan Tracewell DATE: 12/13/2017

**Sustainability Commission
Interview
Feb 26, 2018 @ 5:50pm**

Published on *Forest Grove Oregon* (<http://www.forestgrove-or.gov>)

[Home](#) > [Boards & Commissions Reappointment Application](#) > [Boards & Commissions Application](#)

Submission information

Form: [Boards and Commissions Application](#)
Submitted by Visitor (not verified)
Monday, January 15, 2018 - 4:31pm
184.252.179.144

First Name

Fallon

Last Name

Harris

Home Address

Willamina Ave

Mailing Address, if different

PO box

City

Forest Grove

State

OR

Zip Code

97116

E-Mail Address

Telephone/Cell Phone Number

Work Telephone Number

Employer

EdenAcres Environmental Education

Occupation/Profession

Educator/Director

Are you a student applicant?

Yes

If so, which school do you attend?

Portland State University

Do you reside within the City limits?

Yes

Years residing in Forest Grove:

6

How did you hear of this opportunity?

Brandi Walstead

Please rate the City's performance.

Good

What ideas do you have for improving "Fair" or "Poor" performance?**Select which Boards, Committees or Commissions you would like to apply for:**

Sustainability Commission (4th Thursday, 6pm)

What specific topics interest you that relate to the board?

Education and food security are two topics I am particularly interested in. More specifically, I am interested in promoting stewardship and ecological literacy through increasing access to outdoor, environmental, and experiential education.

What contributions do you hope to bring to the board?

I hope to bring insights from my work in environmental education as well as from my experience co-founding and directing a nonprofit organization. I believe that my skills in project management, and program design, implementation and evaluation will also be valuable assets to the board.

List your educational experience:

BA Environmental Studies, emphasis in Sustainable Design - Pacific University, 2014
MA Nonprofit Management and Public Administration - Portland State University, in progress

List any community involvement, appointed offices, elected offices and/or affiliations.

Executive Director and Co-founder of EdenAcres Environmental Education

Through my work at EdenAcres I am involved with: Forest Grove School District; B-street Farm; Clean Water Services; Swallowtail School and Farm; Pacific University; Dairy Creek Community Food Web; Oregon Department of Forestry; Oregon Agriculture in the Classroom; WA County Kids; Portland Metro STEM Partnership

If not appointed at this time, may we keep your application on file?

Yes

Please type your name below as a signature.

Fallon Harris

Date

01/15/2018

Source URL: <http://www.forestgrove-or.gov/node/17751/submission/2941>