



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 13, 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: Jasmine Johnson – FG High School Student, CFC, P&R and PSAC
 2. 5:40 pm: Delaney Sharp – PU Student, CCI, P&R and SC
 3. 5:50 pm: Wolanda Groombridge – BC, CCI, P&R, PC, PAC, PSAC and HLB
 4. 6:00 pm: Jeremy Sapp – CFC and HLB

Jacob Rose, Sustainability Commission, Pacific University Student Advisory, Term Expiring December 31, 2018, would like to fill the at-Large vacancy on SC instead, because he completed school at the university, but he is still involved in local activities. Staff recommends Council consider (re)appointing Rose to fill the at-large vacancy on SC and vacate the PU student advisor position as we have applicants on file pending a vacancy.

STAFF RECOMMENDATION:

Conduct interview of the applicants 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 scheduled Council meeting.

Boards, Committees, and Commissions
Applicant Interviews

					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
						Wenzl	Thompson	Rippe	Johnston	Valfre	Wenzl		Johnston	Rippe	Uhing
					# of Board Vacancies: 3 - Vacancies Commercial Workforce Utility 1 - Vacancy 2 - Vacancies At-Large Pacific Rep										
# of Student Vacancies:								1 - Student	1 - Student	1 - Student	1 - Student		1 - Student	1 - Student	1 - Student HS
Interview Time:		Applicants:			Budget	CCI	CFC	EDC	HLB	LC	P&R	PC	PAC	PSAC	SC
1	5:30 PM	Jasmine	Johnson	Out of City; FG HS Student			CFC (Student)				P&R (Student)			PSAC (Student)	
2	5:40 PM	Delaney	Sharp	PU Student		CCI (Student)					P&R (Student)				SC (PU Student)
3	5:50 PM	Wolanda	Groombridge	Brookdale Director	BC	CCI			HLB		P&R	PC	PAC	PSAC	
4	6:00 PM	Jeremy	Sapp	Timber Harvest Manager			CFC		HLB						

2018 BOARDS, COMMITTEES & COMMISSIONS VACANCIES

Reso 2006-10 Adopts B&C Appointment Policy

COMMISSION	REQUIREMENTS	# VACANCIES	EXPIRES
BUDGET Meets in April/May	PER ORS 294 7 Members Must Be Residents & 7 Elected Officials – 3 Year Term		
COMMITTEE FOR COMMUNITY INVOLVEMENT Meets 1 st Tuesday, 5:30 pm	ORD 1987-07; RESO 1975-873; 1991-13; 1991-57; 1993-07; 2014-65; 2017-62 7 Members – 4 Year Term 2 Nonresidents – Currently 0 1 Non-Voting Student Advisor 1-Year Term Term Expires Jan 31 st		
COMMUNITY FORESTRY COMMISSION CODE 35.090-35.095 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 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 At-Large – Currently 1 1 Non-Voting Student Advisor 1-Year Term	1 – Vacancy (Small Commercial/Retail) 1 – Vacancy (Workforce) 1 – Vacancy (Utility) 1 – Student Vacancy	12/31/19 12/31/20 12/31/20 12/31/18
HISTORIC LANDMARKS BOARD CODE 35.065-35.071 Meets 4 th Tuesday, 7:15 pm	Per ORS 197; ORD 1980-15; 1986-11; 2009-04 7 Members – 4 Year Term 2 Nonresidents – Currently 0 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 357; ORD 1974-1038; 1974-1040 7 Members – 2 Year Term At Large – Currently 0 1 Non-Voting Student Advisor 1-Year Term	1 – Student 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-Year Term	1 – Student Vacancy	12/31/18
PLANNING COMMISSION CODE 35.045-35.054 Meets 1 st and 3 rd Monday 7:00 pm	Per ORS 227; ORD 1969-911; 1974-1012; 1995-13; 1998-16; 1998-56; 1995-13; 2006-06; 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 Must Be Residents – 3 Year Term Nonresident – Currently 1 1 Non-Voting Student Advisor 1-Year Term	1 – Student Vacancy	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 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 Nonresidents– Currently 4 Related to but not limited to: Agricultural Interests; Community/Neighborhood Groups; Economic Backgrounds; Educators; Ethnic/Cultural Affiliations; FG School Dist; Nonprofits;	1 – Vacancy (At-Large) 1 – Vacancy (Pacific University Rep) 1 – Student Vacancy (High School)	12/31/18 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? _____*

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Submission information

Form: [Boards and Commissions Application](#)
Submitted by Visitor (not verified)
Thursday, February 15, 2018 - 10:28am
66.154.186.142

First & Last Name

Jasmine Johnson

Home Address

██████ SW Old Hyw 47

Mailing Address, if different Nonresident

██████ SW Old Hyw 47

City, State and Zip Code

Gaston

E-Mail Address

████████████████████

Telephone/Cell Phone Number

██████████

Employer

none

Work Telephone Number

██████████

Occupation/Profession

none

✧ Are you a student applicant? (Students must be attending high school grade level or college in Forest Grove)

Yes

✧ If so, which grade level and which school do you attend?

Forest Grove High School

Do you reside within the City limits?

No

Years residing in Forest Grove:

2 years

How did you hear of this opportunity?

Mrs. Jones is my outdoor science teacher and she recommended I apply.

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:**

- Community Forestry Commission (3rd Wednesday, 5:15pm)
- Parks and Recreation Commission (3rd Wednesday, 7am)
- Public Safety Advisory Commission (4th Wednesday, 7:30am)

What specific topics interest you that relate to the board?

Parks and recreation, educating the public, promoting and advocating for the protection of parks, land and the environment.

What contributions do you hope to bring to the board?

Because I am a student, I think I would bring a unique perspective to the board. I am enthusiastic and have lots of leadership experience. I am considering studying recreational leadership, forestry, or parks and recreation and it is definitely something I am passionate about. I live on 22 acres of forest and I live 5 minutes from Hagg Lake so I spend a majority of time outdoors and am constantly looking for new opportunities which would come in handy if I was on the board because I am passionate about what the board is doing.

List your educational experience:

I am currently in high school but have also been involved in 4-H and have been able to learn a lot about animals and agriculture.

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

Renaissance Leadership Committee chairman - three years (awareness, student relations, and student recognition)

unified sports - six years

Prestige care activities volunteer

Fuse club president (focuses on unity and building relationships)

Bouldering club Vice President

youth group student leader

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

Yes

Please type your name below as a signature.

Jasmine Johnson

Date

02/15/2018

Source URL: <https://www.forestgrove-or.gov/node/17751/submission/3291>

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Submission information

Form: Boards and Commissions Application

Submitted by Visitor (not verified)

Wednesday, November 1, 2017 - 6:01pm

67.189.96.158

First & Last Name

Delaney Sharp

Home Address

████ Main Street

Mailing Address, if different

City, State and Zip Code

Forest Grove

E-Mail Address

████████████████████

Telephone/Cell Phone Number

██████████

Employer

Pacific Admissions and Shute Park Aquatic Center

Work Telephone Number

Occupation/Profession

Swim Instructor, Admissions assistant and Student

✦ **Are you a student applicant? (Students must be attending high school grade level or college in Forest Grove)**

Yes

✦ **If so, which grade level and which school do you attend?**

Pacific University

Do you reside within the City limits?

Yes

Years residing in Forest Grove:

Two and a half

How did you hear of this opportunity?

From a member of the Sustainability Commission

Please rate the City's performance.

Good

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

I want the community to give their ideas for what they want to make their city better. I would love to be able to make the community as involved as possible in every planning event. I know that it is impossible to get every citizen involved, but I would love to get as close to that as possible.

Select which Boards, Committees or Commissions you would like to apply for:

- Committee for Community Involvement (1st Tuesday, 5:30pm)
- Parks and Recreation Commission (3rd Wednesday, 7am)
- Sustainability Commission (4th Thursday, 6pm)

What specific topics interest you that relate to the board?

1. Parks and Recreation: I think that parks are very important for communities. They are places for friends to meet and people to gather. It is important to me that the parks in this city are beautiful and enjoyable. I love the planning of parks, the making of parks, and keeping the parks pristine and delightful.

2. Community Involvement: I think that it is important to be involved in your community since it directly affects the citizen. If the community was not involved in any planning or important events pertaining to the city, then the city would not be an ideal place to reside.

3. Sustainability Commission: The environment is a passion of mine. I think that sustainability practices are extremely important and need to be implemented in all cities around the world in order for steps to be made to aide in reversing (as much as we can) climate change.

What contributions do you hope to bring to the board?

I would love to get the community involved and make Forest Grove an amazing city to live in. When I first moved here, I had a slight grudge because I was moving away from my friends and family who live in Hillsboro, but now, living here for a few years, I've come to love the city and the people. I love it so much that I just had to stay and go to school here. I want to bring passion and involvement to the board.

List your educational experience:

Graduated high school with a Chancellors Diploma and Honors (Took many APs and advanced courses).

Currently a Freshman at Pacific University studying Biology, Politics/Policy, and French.

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

I worked for the City of Hillsboro and I volunteered for them as well while I loved there before moving to Forest Grove. I am now a college student and would love to become more involved in the beautiful city that I love in.

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

Yes

Please type your name below as a signature.

Delaney Sharp

Date

11/01/2017

Source URL: <https://www.forestgrove-or.gov/node/17751/submission/2301>

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Submission information

Form: [Boards and Commissions Application](#)

Submitted by Visitor (not verified)

Tuesday, July 24, 2018 - 11:22pm

172.16.64.19

First & Last Name

Wolanda Groombridge

Home Address

█ Falls St

Mailing Address, if different

City, State and Zip Code

Forest Grove, OR 97116

E-Mail Address

█

Telephone/Cell Phone Number

█

Employer

Brookdale Senior Living

Work Telephone Number

█

Occupation/Profession

Executive Director

Are you a student applicant? (Students must be attending high school grade level or college in Forest Grove)

No

If so, which grade level and which school do you attend?

Do you reside within the City limits?

Years residing in Forest Grove:

4

How did you hear of this opportunity?

Website

Please rate the City's performance.

Excellent

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

Team collaboration to find out why the performance was fair or poor. Planning, interview, gathering information, or feedback from the community in regards to the fair or poor performance. Providing solutions, planning and executing detailed and well developed programs so the outcome is not fair or poor.

Select which Boards, Committees or Commissions you would like to apply for:

- Budget Committee (3-4 times in May)
- Committee for Community Involvement (1st Tuesday, 5:30pm)
- Parks and Recreation Commission (3rd Wednesday, 7am)
- Planning Commission (1st and 3rd Monday, 7pm)
- Public Arts Commission (2nd Thursday, 5pm)
- Public Safety Advisory Commission (4th Wednesday, 7:30am)
- *Historic Landmarks*

What specific topics interest you that relate to the board?

I want my community of Forest Grove to provide different programs, crime free, family oriented and helping the future of Forest Grove by bringing new life to senior living and community at large.

What contributions do you hope to bring to the board?

Dedication to the community.

List your educational experience:

Associates Degree in Liberal Arts/Minor in Child Development

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

None

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

Yes

Please type your name below as a signature.

Wolanda Groombridge

Date

07/24/2018

Source URL: <https://www.forestgrove-or.gov/node/17751/submission/5161>

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Submission information

Form: Boards and Commissions Application

Submitted by Visitor (not verified)

Saturday, November 25, 2017 - 11:04am

107.77.66.90

First & Last Name

Jeremy Sapp

Home Address

Bluejay Ave.

Mailing Address, if different

City, State and Zip Code

Forest Grove

E-Mail Address

Telephone/Cell Phone Number

Employer

Weyerhaeuser Company

Work Telephone Number

Occupation/Profession

Harvest Manager

Are you a student applicant? (Students must be attending high school grade level or college in Forest Grove)

No

If so, which grade level and which school do you attend?

Do you reside within the City limits?

Yes

Years residing in Forest Grove:

3.5

How did you hear of this opportunity?

Website

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:

- Community Forestry Commission (3rd Wednesday, 5:15pm)
- Historic Landmarks Board (4th Tuesday, 7:15pm)

What specific topics interest you that relate to the board?

Trees of Forest Grove
English Ivy eradication
Historic Homes

What contributions do you hope to bring to the board?

List your educational experience:

B.A. History, University of Montana
B.S. Forest Management, Oregon State University
AgForestry Leadership - Class 36, 2013-2015 Spokane, Washington

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

Secretary, 2015-2016, Upper Nehalem Watershed Council
Treasurer, 2017- present, Upper Nehalem Watershed Council
Newsletter Co-Editor, 2017-present, Oregon Society Of American Foresters (OSAF)

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

Yes

Please type your name below as a signature.

Jeremy Sapp

Date

11/25/2017

Source URL: <https://www.forestgrove-or.gov/node/17751/submission/2581>