

## March-08

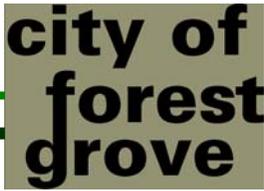
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 COUNCIL WS 8am-10am Coffee Hour
2	Planning Comm 7pm					8
	WORK SESSION - COUNCIL RETREAT 4:00 PM - 6:00 PM COMMUNITY AUDITORIUM	JT WORK SESS - COUNCIL W/Rural Fire Dist 7:00 PM - Fire Station	Water Providers CB 7:00	EDC Noon	<i>Mayor Kidd out</i>	
9					14	15
Daylight Savings Begins	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	CCI 4pm		PAC 5pm	Sunset Dr Ribbon Ceremony 3pm Police Chief Retirement Reception 3:30 pm-Comm Aud	
<i>Mayor Kidd out</i>						
16	Planning Comm 7pm - No Meeting					22
	CITY COUNCIL - WORK SESSION - TBA	Library 7pm	P&R 7am CFC 5:15pm			
23	CITY COUNCIL MEETING RESCHEDULED TO MARCH 31	HLB 7pm	PSAC 7:30am	Fernhill Wetlands 6pm		29
30	CEP Apps Due					
	CITY COUNCIL 5:00 PM - WORK SESSION (Transit Officials) 6:00 PM - PUBLIC TRANSIT OPEN HOUSE 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM					

## April-08

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				2	3	5
				EDC Noon Fire Chief Retirement Reception 3:30 PM - Comm Aud		COUNCIL WS 8am-10am Coffee Hour
		Fire Bd 8pm		BUDGET MEETING INFORMATIONAL 7:00 PM - COMM AUD		
<i>Mayor Kidd and Thompson out</i>						
6	Planning Comm 7pm	CCI 4pm		PAC 5pm		12
	CITY COUNCIL - WORK SESSION - TBA	<i>Mayor Kidd and Thompson out</i>				
13	CITY COUNCIL 6:00 PM - FG High Sch Reception 7:00 PM - REGULAR MEETING 8:30 PM - WORK SESSION (Graffiti) COMMUNITY AUDITORIUM	Library 7pm	P&R 7am CFC 5:15pm	Washington County Student Town Hall Demystifying Alcohol 7:00 PM - Comm Aud		19
20	Planning Comm 7pm- Tentatively No Mtg				25	26
	CITY COUNCIL - SPECIAL MEETING CEP PRESENTATIONS 6:00 PM - COMM AUD	HLB 7pm	PSAC 7:30am	Fernhill Wetlands 6pm		
27	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM					

## May-08

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				EDC Noon		COUNCIL WS 8am-10am Coffee Hour
4	Planning Comm 7pm				8	10
	CITY COUNCIL WORK SESSION - TBA	Fire Bd 8pm		FIRST BUDGET MEETING 7:00 PM - COMM AUD		
11	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	CCI 4pm	Water Providers EC 5:30	PAC 5pm	Metro Council Meeting 2:00 PM - Comm Aud	17
<i>Nyuzen Adult Visit</i>						
18	Planning Comm 7pm				23	24
	CITY COUNCIL WORK SESSION - TBA	Library 7pm	P&R 7am CFC 5:15pm	SECOND BUDGET MEETING 7:00 PM - COMM AUD		
25	CITY OFFICES CLOSED HOLIDAY	HLB 7pm		Fernhill Wetlands 6pm		31
		CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	PSAC 7:30am			



# FOREST GROVE CITY COUNCIL

## Monday, March 31, 2008

5:00 PM – Work Session (Transit Officials)

Library Rogers Room  
2114 Pacific Avenue

6:00 PM – Open House (FG Public Transit)

Community Auditorium  
1915 Main Street

7:00 PM – Regular Meeting

Forest Grove, OR 97116

Thomas L. Johnston  
Victoria J. Lowe  
Camille Miller

Richard G. Kidd, Mayor

Ronald C. Thompson  
Peter B. Truax  
Elena Uhing

All meetings of the City Council are open to the public and all persons are permitted to attend any meeting except as otherwise provided by ORS 192. The public may address the Council as follows:

→ **Public Hearings** – Public hearings are held on each matter required by state law or City policy. Anyone wishing to testify should sign in for any Public Hearing prior to the meeting. The presiding officer will review the complete hearing instructions prior to testimony. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Council, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Public Hearing testimony is limited to three minutes unless the presiding officer grants an extension. Written or oral testimony is heard prior to any Council action.

→ **Citizen Communications** – Anyone wishing to address the Council on an issue not on the agenda should sign in for Citizen Communications prior to the meeting. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Council, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Citizen Communications is limited to two minutes unless the presiding officer grants an extension.

The public may not address items on the agenda unless the item is a public hearing. Routinely, members of the public speak during Citizen Communications and Public Hearings. If you have questions about the agenda or have an issue that you would like to address to the Council, please contact the City Recorder at 503-992-3235.

City Council meetings are handicap accessible. Assistive Listening Devices (ALD) or qualified sign language interpreters are available for persons with impaired hearing or speech. For any special accommodations, please contact the City Recorder at 503-992-3235, at least 48 hours prior to the meeting.

## AGENDA

5:00 pm **WORK SESSION WITH TRANSIT OFFICIALS:**

The City Council will convene in the Library Rogers Conference Room at 5:00 p.m. to dine with transit officials. The Council will take no formal action during the work session.

6:00 pm **PUBLIC OPEN HOUSE: FOREST GROVE PUBLIC TRANSIT:**

The citizens of Forest Grove and the general public are invited to attend an Open House, at 6:00 p.m. in the Community Auditorium, for the purpose of seeking citizen input, ideas, and share concerns with Metro, Ride Connection, TriMet, and City officials pertaining to public transit within Forest Grove. After the Open House, the City Council will convene in open session and formally take public comments.

7:00 pm

1. **REGULAR MEETING:** Roll Call and Pledge of Allegiance

- 
- 7:05 1. A. RETIREMENT AWARD PRESENTATION: Fire Chief Mills
- 7:15 1. B. PRESENTATIONS:
- METRO
  - RIDE CONNECTION
  - TRI-MET
- 7:45 1. C. PUBLIC HEARING TO SOLICIT CITIZEN INPUT REGARDING PUBLIC TRANSIT WITHIN FOREST GROVE
- Rob Foster  
Public Works Director
- Jon Holan  
Community Development  
Director
- 8:15 2. CITIZEN COMMUNICATIONS: Anyone wishing to speak to Council on an item not on the agenda may be heard at this time. Please sign-in before the meeting on the Citizen Communications form posted in the foyer. In the interest of time, please limit comments to two minutes. Thank you.
3. CONSENT AGENDA: See Page 4
4. ADDITIONS/DELETIONS:
- 8:20 5. PUBLIC HEARING TO SOLICIT CITIZEN INPUT REGARDING THE FIRE CHIEF CANDIDATE PROFILE RECRUITMENT PROCESS
- Rob DuValle  
Human Resources Manager
- 8:30 6. PUBLIC HEARING CLOSED FEBRUARY 25, 2008):  
SECOND READING OF ORDINANCE NO. 2008-01 REPEALING AND REENACTING CHAPTER 7 OF THE FOREST GROVE CODE, ENTITLED "BUSINESS" TO ESTABLISH AN ANNUAL BUSINESS LICENSE PROGRAM
- Paul Downey  
Administrative Services  
Director
- Susan Cole  
Assistance Finance  
Director
- Jeff King  
Economic Development  
Coordinator
- 8:40 7. PUBLIC HEARING AND RESOLUTION NO. 2008-10 SETTING BUSINESS LICENSE FEES, AND REPEALING SECTIONS OF RESOLUTION NO. 2007-31
- Paul Downey  
Administrative Services  
Director
- Susan Cole  
Assistance Finance  
Director

- 
- |  |       |   |
|--|-------|---|
| Tom Gamble<br>Parks and Recreation<br>Director     | 8:50  | 8. <u>RESOLUTION NO. 2008-24 AUTHORIZING THE CITY TO APPLY FOR A LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT FOR DEVELOPMENT OF A MULTI-PURPOSE RESTROOM/SHELTER/ CONCESSION FACILITY AT THATCHER PARK</u>   |
| Jeff King<br>Economic Development<br>Coordinator   |       |   |
| Rob Foster<br>Public Works Director                | 9:00  | 9. <u>RESOLUTION NO. 2008-25 AUTHORIZING REQUEST OF THE BOARD OF WASHINGTON COUNTY COMMISSIONERS OF WASHINGTON COUNTY TO TRANSFER JURISDICTION OF SUNSET DRIVE AND NW BEAL ROAD WESTERLY OF THE RELOCATED STATE HIGHWAY 47 SITUATED WITHIN THE CORPORATE LIMITS OF THE CITY OF FOREST GROVE</u> |
| Paul Downey<br>Administrative Services<br>Director | 9:10  | 10. <u>RESOLUTION NO. 2008-26 ADOPTING SUPPLEMENTAL BUDGET AND AUTHORIZING THE EXPENDITURE OF 911 RESERVE FUNDS</u>   |
| Paul Downey<br>Administrative Services<br>Director | 9:20  | 11. <u>FIRST READING OF RESOLUTION NO. 2008-27 AUTHORIZING TO APPROVE NON-REPRESENTED EMPLOYEES FOR CITY USE OF PERSONAL CELLULAR PHONES</u>  |
| Mayor Kidd   | 9:30  | 12. <u>RESOLUTION NO. 2008-28 ENDORSING THE U. S. MAYORS CLIMATE PROTECTION AGREEMENT</u>   |
| Michael Sykes<br>City Manager                      | 9:40  | 13. CITY MANAGER'S REPORTS:   |
|  | 9:50  | 14. <u>COUNCIL COMMUNICATIONS:</u>  |
|  | 10:00 | 15. <u>ADJOURNMENT</u>  |

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3. **CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the Consent Agenda item(s).
- A. Approve City Council Work Session (Council Retreat) Meeting Minutes of March 3, 2008.
  - B. Approve City Council Regular Meeting Minutes of March 10, 2008.
  - C. Accept Committee for Citizen Involvement Meeting Minutes of February 12, 2008.
  - D. Accept Community Forestry Commission Meeting Minutes of February 20, 2008.
  - E. Accept Public Arts Commission Meeting Minutes of September 13, October 18, November 8 and December 13, 2007, and January 10 and February 21, 2008.
  - F. Community Development Department Monthly Building Activity Informational Report for February 2008.
  - G. Endorse Liquor License Annual Renewals for 2008:
    - Montgomery's, 2004 Main Street (Full-On Premises).

March 31, 2008

**STAFF REPORT  
CITY OF FOREST GROVE TRANSIT**

**Project Team:**      **Rob Foster, Public Works Director**  
                                 **Jon Holan, Community Development Director**  
                                 **Derek Robbins, Civil Engineer**  
                                 **Michael Sykes, City Manager**

**ISSUE STATEMENT:**      No specific issue has been identified.

**BACKGROUND:**      The City of Forest Grove City Council has direct staff to organize a program for citizens to come ask questions and discuss needs related to transit. Following is an agenda for the program:

**6:00 PM to 7:00 PM – Transit Open House**

Prior to the City Council meeting, representatives from TriMet, Metro, Ride Connection, and City of Forest Grove will be available with information for an informal discussion with citizens on transit.

**7:15 PM to 7:45 PM – City Council Session Transit Presentations**

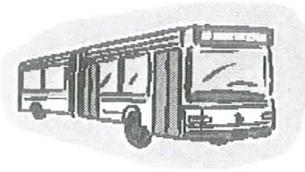
Opening remarks from City of Forest Grove staff and each of the transit groups on transit.

**7:45 PM to 8:15 PM – Citizen Communications on Transit**

City Council will open microphone for citizens wishing to speak on City of Forest Grove transit related needs.

**RECOMMENDATION:**      No action is requested.

# FYI Forest Grove . . .



## WANTED: MORE PUBLIC TRANSPORTATION WITHIN THE CITY

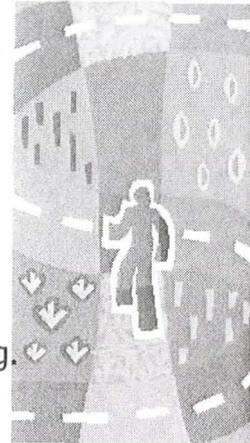


- WHO SHOULD PROVIDE THE SERVICE?
- WHERE SHOULD THE ROUTES BE?

The City Council will be hosting an Open House  
**Monday, March 31, 2008**  
**6 PM to 7 PM**

to discuss public transportation within the City and  
to accept public comment during the Council Meeting.

For more information, contact Engineering Department  
(503) 992-3228 or [info@forestgrove-or.gov](mailto:info@forestgrove-or.gov).





**FOREST GROVE CITY COUNCIL WORK SESSION  
(COUNCIL RETREAT)  
MARCH 3, 2008 – 4:00 P.M.  
COMMUNITY AUDITORIUM  
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*Minutes are unofficial until approved by the Council.*

**1. ROLL CALL**

Mayor Richard Kidd called the Council Retreat to order at 4:10 p.m. **ROLL CALL:**  
**COUNCIL PRESENT:** Thomas Johnston, Victoria Lowe, Camille Miller, Ronald Thompson, Peter Truax, Elena Uhing, and Mayor Kidd. **STAFF PRESENT:** Michael Sykes, City Manager, and Anna Ruggles, City Recorder.

**2. STATUS OF CITY COUNCIL OBJECTIVES FOR 2007:**

Sykes facilitated this portion of the work session, noting the purpose of this discussion was to provide Council an update on the major department accomplishments for 2007. Sykes provided an update on various streets and transportation projects, noting the City is hosting an intra-city transportation open house on March 31, 2008. Sykes provided a brief update on David Hill Road, Traffic Impact Fees, various grants accrued, various economic development projects, various energy programs, Gales Creek water certification status, City's website redesign, and provided a status report on the City Code review. In addition, Sykes reported staff is planning to bring the Development Code to Council for adoption consideration no later than July, 2008.

**3. VISION STATEMENT AND ACTION PLAN:**

Sykes facilitated this portion of the work session, noting the purpose of this discussion was to allow Council an opportunity to review the City's adopted Vision Statement and Action Plan before setting Council goals for Fiscal Year 2008-09.

**4. IDENTIFY KEY GOALS AND COUNCIL OBJECTIVES FOR FISCAL YEAR 2008-09:**

Sykes facilitated the following exercise, noting the purpose of this exercise was to review the goals set by Council and to identify new Council goals and objectives for Fiscal Year 2008-09. Mayor Kidd opened the floor and roundtable discussion ensued as Council participated in the exercise of identifying Council goals for Fiscal Year 2008-09. At the conclusion of the above exercise, Council collectively agreed to amend their goals as noted below:

**Goal 1:           Promote Safe, ~~and~~ Livable, and Sustainable Neighborhoods  
and a Prosperous Dynamic Green City**

**Goal 2:           Promote a Prudent Financial Plan to  
Maintain Effective Services Levels**

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**Goal 3: Promote the Interests and Needs of Forest Grove  
in Regional Affairs**

Roundtable discussion ensued as Council participated in the second part of the exercise of individually identifying Council objectives for each goal for Fiscal Year 2008-09. At the conclusion of the above exercise, Council collectively agreed to individually rank the Council goal objectives using a rating schedule from 1 through 4 (4 being highest); refer to Exhibit A for the results.

**5. COUNCIL OPEN DISCUSSION:**

Hearing no further discussion from the Council, Mayor Kidd adjourned the Council Retreat.

Council took no formal action nor made any formal decisions during the Council Retreat.

**6. ADJOURNMENT**

Mayor Kidd adjourned the Council Retreat at 6:25 p.m.

Respectfully submitted,

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Anna D. Ruggles, CMC, City Recorder









**FOREST GROVE CITY COUNCIL REGULAR MEETING  
MARCH 10, 2008 – 7:00 P.M.  
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*Minutes are unofficial until approved by Council.*

**1. ROLL CALL:**

Council President Peter Truax called the regular City Council meeting to order at 7:02 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Victoria Lowe, Camille Miller, Ronald Thompson, Elena Uhing, and Peter Truax. **COUNCIL ABSENT:** Mayor Richard Kidd, excused. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Elsner, City Attorney; Robert Mills, Fire Chief; Rob Foster, Public Works Director; Tom Gamble, Parks and Recreation Director; Derek Robbins, Civil Engineer; and Anna Ruggles, City Recorder.

Council President Truax recognized and welcomed John Trull, Washington County Field Representative for Congressman David Wu, who was present in the audience.

**2. CITIZEN COMMUNICATIONS: None.**

**3. CONSENT AGENDA: Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the Consent Agenda item(s).**

- A. Approve City Council Executive Session (Labor Negotiations) Meeting Minutes of February 25, 2008.
- B. Approve City Council Regular Meeting Minutes of February 25, 2008.
- C. Accept Community Forestry Commission Meeting Minutes of January 16, 2008.
- D. Accept Historic Landmarks Board Meeting Minutes of January 22, 2008.
- E. Accept Parks and Recreation Commission Meeting Minutes of January 16, 2008.
- F. Accept Planning Commission Meeting Minutes of January 22 and February 18, 2008.
- G. Library Department Monthly Circulation Statistics Report for March 2008.
- H. Endorse Liquor License Annual Renewals for 2008:

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1. Cornerstone Pub and Grill, 2307 Pacific Avenue (Limited-On and Off-Premises).
2. Jade Green Palace, 3018 Pacific Avenue (Full-On Premises).
3. LaSierra Restaurant, 2331 Pacific Avenue (Full-On Premises).
4. Maggie's Buns, 2007 21<sup>st</sup> Avenue (Limited-On Premises).
5. McMenamins, 3505 Pacific Avenue (Full-On Premises).
6. Seven Eleven Store, 2001 Yew Street (Off-Premises).
7. Super Mercado La Montana, 1905 Mountain View Lane #100 (Off-Premises).
8. The Masonic Grand Lodge, 2300 Masonic Way (Full-On Premises).
9. Tienda La Rosa, Inc., 3012 Pacific Avenue, Suite F (Off-Premises).

**MOTION:** Councilor Lowe moved, seconded by Councilor Johnston, to approve the Consent Agenda as presented. **ABSENT:** Mayor Richard Kidd. **MOTION CARRIED 6-0 by voice vote.**

4. **ADDITIONS/DELETIONS:**

Sykes added Agenda Item 4. A. at Uhing's request.

4. A. **PLANNED CLOSURE OF FOREST GROVE EMPLOYMENT AND TRAINING CENTER**

Uhing introduced the above agenda item and asked that City Council authorize the City Manager to submit a letter to Worksystems, Inc., the leading workforce placement and training agency serving Washington and Multnomah counties, voicing the Council's concern of the planned closure of the Forest Grove Employment and Training Center. Uhing indicated the future of the center is in jeopardy, noting Worksystems is proposing eliminating the Forest Grove site and its local services. Worksystems has put out a Request for Proposal (RFP) seeking service providers to manage and operate the centers; however, the RFP does not include the Forest Grove site. Uhing noted the Forest Grove site serves 350-400 people per month and losing the Forest Grove center would take away a service that is extremely vital to Forest Grove. In addition, Uhing reported the Economic Development Commission unanimously approved to submit a letter in support of retaining the Forest Grove Employment and Training Center.

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Before proceeding with Council discussion, Council President Truax asked for a motion to consider Uhing's request.

**MOTION:** Councilor Johnston moved, seconded by Councilor Thompson, to authorize the City Manager to submit a letter, on behalf of the City Council, to Worksystems, Inc., voicing the Council's concern of the planned closure of the Forest Grove Employment and Training Center.

**Council Discussion:**

Hearing no discussion from the Council, Council President Truax asked for a roll call vote on the above motion.

**ROLL CALL VOTE:** AYES: Councilors Johnston, Lowe, Miller, Thompson, Uhing, and Truax. ABSENT: Mayor Richard Kidd. NOES: None. MOTION CARRIED 6-0.

**5. PRESENTATIONS:**

**5. A. Annual Town Meeting Report:**

Jolynne Pena, Committee for Citizen Involvement (CCI) Chair, presented the Annual Town Meeting (ATM) report, noting overall comments received were positive. Pena reported approximately 75 people attended the ATM. The ATM opened with comments from the City Council and Mayor Kidd presented the State of the City Address. The topic was "Looking Both Ways: Forest Grove 20 years ago and Forest Grove in 20 years". Guest speakers reflected on the last 20 years and discussion points focused on ideas of how the City could change over the next 20 years. Suggestions for improvement included allowing tabletop discussions and more audience participation.

**6. PUBLIC HEARING AND RESOLUTION NO. 2008-19 APPROVING THATCHER PARK MASTER PLAN AND PHASE ONE DEVELOPMENT OF THATCHER PARK**

**Staff Report:**

Gamble introduced Jenny Richmond and Dan Jenkins, ASLA Group Mackenzie, who presented a PowerPoint presentation outlining the Thatcher Park Master Plan and Phase One development plan for Thatcher Park. Gamble reported the Parks and Recreation Commission (P&R) appointed a Thatcher Park Advisory Committee to advise P&R on the Thatcher Park Master Plan and Phase One development. The P&R took public testimony and unanimously approved the Thatcher Park Master Plan and Phase One

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development. Thatcher Park is located on a 25.5-acre site at the corner of David Hill Road and Thatcher Road. The City entered into a contractual agreement with Pacific University for \$1.2 million to be used for the construction of the athletic fields and facilities to be built at Thatcher Park. Gamble reported that Parks System Development Charges of approximately \$1 million would fund the balance of the costs for Phase One, noting no General Funds have been allocated for Thatcher Park. In addition, Gamble commended Rick Vanderkin, City Engineer, for his assistance in obtaining the required easement access. Fire Chief Mills noted the Forest Grove Rural Fire Protection District granted the easement access.

**Questions of Staff:**

In response to Uhing's concern pertaining to traffic, Gamble provided a brief report on the traffic plans, noting traffic turn lanes are being projected as future development occurs.

In response to Johnston's concern pertaining to parking, Gamble provided a brief report on the parking plans, noting the design includes 80 parking spaces. In response to Johnston's concern pertaining to pedestrian and bicycle trails, Gamble indicated there are existing challenges for pedestrian and bicycle trail access, noting current access is by walking to the park site. In response to Johnston's concern pertaining to emergency vehicle access, Richmond provided a brief report and indicated the design includes a fire hydrant and a 100' across roundabout, noting the Fire Department has approved the roundabout design.

In response to Lowe's concern pertaining to providing doggy bags to pick up and dispose of waste, Gamble noted the City has plans to incorporate this service at all park facilities.

Thompson commended staff and the design representatives for doing an excellent job of connecting Thatcher Park to the City's trail system.

Council President Truax commended Tim Dierickx, President of the Forest Grove Rural Fire Protection District, who was present in the audience, for their cooperation in granting the easement access.

Before proceeding with the Public Hearing, Council President Truax asked for a motion to adopt Resolution No. 2008-19.

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Elsner read Resolution No. 2008-19 by title.

**MOTION:** Councilor Lowe moved, seconded by Councilor Miller, to adopt Resolution No. 2008-19 Approving Thatcher Park Master Plan and Phase One Development of Thatcher Park.

**Public Hearing Opened:**

Council President Truax opened the Public Hearing.

**Declaration of Ex-parte Contacts, Conflicts of Interest, or Abstentions:**

None declared.

**Challenges from Parties:**

None declared.

**Proponents:**

No one wished to testify and no written comments were received.

**Opponents:**

No one wished to testify and no written comments were received.

**Others:**

No one wished to testify and no written comments were received.

**Public Hearing Closed:**

Council President Truax closed the Public Hearing.

**Council Discussion:**

Hearing no further discussion from the Council, Council President Truax asked for a roll call vote on the above motion.

**ROLL CALL VOTE:** AYES: Councilors Johnston, Lowe, Miller, Thompson, Uhing, and Truax. ABSENT: Mayor Richard Kidd. NOES: None. MOTION CARRIED 6-0.

7. **PUBLIC HEARING AND RESOLUTION NO. 2008-20 OF THE FOREST GROVE CITY COUNCIL EXPRESSING CONCERNS PERTAINING TO THE PROPOSED BRADWOOD LANDING AND ASTORIA LIQUEFIED NATURAL GAS (LNG) TERMINALS AND CONNECTING PIPELINE TO CENTRAL OREGON**

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**Council Report:**

Truax introduced the above-proposed resolution for City Council consideration, noting he drafted the above-proposed resolution expressing concern pertaining to the proposed liquefied natural gas (LNG) terminals on the Columbia River and near Astoria, Oregon, and the pipeline(s) connecting those terminals with the North-South LNG pipeline in central Oregon. Truax voiced concern that building the Bradwood Landing terminal and dredging the Columbia River for tanker access could endanger the ecological balances of the river and LNG tankers would have a negative impact on the Columbia River and marine traffic. The construction and continued maintenance of the pipeline(s) would require easements across privately owned property using eminent domain. In addition, Truax voiced concern the proposed pipeline(s) would traverse an area containing the City's Watershed, noting the proposed LNG pipeline poses a risk and access to the City's water for its citizens and other surrounding water users.

Before proceeding with the Public Hearing, Council President Truax asked for a motion to adopt Resolution No. 2008-20.

Elsner read Resolution No. 2008-20 by title.

**MOTION:** Councilor Lowe moved, seconded by Councilor Miller, to adopt Resolution No. 2008-20 of the Forest Grove City Council Expressing Concerns Pertaining to the Proposed Bradwood Landing and Astoria Liquefied Natural Gas (LNG) Terminals and Connecting Pipeline to Central Oregon.

**Public Hearing Opened:**

Council President Truax opened the Public Hearing.

**Declaration of Ex-parte Contacts, Conflicts of Interest, or Abstentions:**

Johnston disclosed receiving communications from local citizens expressing their concerns about the proposed pipeline(s) and receiving numerous mailings from various sources. He declared no conflict of interest or bias.

Lowe disclosed receiving communications from local citizens expressing their concerns about the proposed pipeline(s) and receiving numerous mailings from various sources. She disclosed no conflict of interest or bias.

Miller disclosed receiving communications from local citizens expressing

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their concerns about the proposed pipeline(s). She declared no conflict of interest or bias.

Thompson disclosed attending the Ulum Group/Palomar open house in Forest Grove. He declared no conflict of interest or bias.

Uhing disclosed receiving communications from local citizens expressing their concerns about the proposed pipeline(s) and receiving numerous mailings from various sources. She declared no conflict of interest or bias.

Council President Truax disclosed attending meetings of the Oregon Citizens Against Pipeline and attending a recent tour of the area in Gales Creek valley. He declared no conflict of interest or bias.

**Challenges from Parties:**

None declared.

**Proponents:**

Brent Foster, Executive Director of Columbia Riverkeeper, Hood River, OR, testified in support and urged City Council to adopt the proposed resolution. Foster presented a PowerPoint presentation outlining the proposed gas pipeline(s) route, the intent of sending gas to California, natural gas pipeline impacts, and a photograph showing a gas pipeline explosion. Foster encouraged City Council to search the web for gas pipeline explosions to see the damage an explosion can do. In addition, Foster voiced concern of the Forest Grove Fire Department's ability to respond to a gas pipeline explosion.

In response to Uhing's concern pertaining to Forest Grove Fire Department requiring specialized training to respond to a gas pipeline explosion, Mills addressed her concern, noting the Fire Department would respond to a fire/gas pipeline explosion incident.

Gene Malizia, Forest Grove, OR, testified in support and urged City Council to adopt the proposed resolution. Malizia read his testimony and stated the pipeline(s) are a threat to the City's watershed and a threat to private citizens.

Al Hirschman, Forest Grove, OR, testified in support and urged City Council to adopt the proposed resolution. Hirschman stated he is pleased that the

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proposed resolution focuses on issues close to home and addresses concerns pertaining to the dangers to the City's watershed and private citizens.

Martha Neuringer, Forest Grove, OR, Forest Grove Citizens Against the Pipeline, testified in support and urged City Council to adopt the proposed resolution. Neuringer read her testimony and stated the proposed resolution clearly addresses Forest Grove's concerns. Neuringer thanked City Council for listening and representing Forest Grove. In addition, Neuringer addressed issues why Forest Grove needs to take a stance, noting there are a large number of citizens who oppose the pipeline(s) project.

Ann Berlinger, Forest Grove, OR, testified in support and urged City Council to adopt the proposed resolution. Berlinger read her testimony and stated the proposed resolution clearly addresses Forest Grove's concerns.

Brandon Mazur, Forest Grove, OR, testified in support and urged City Council to adopt the proposed resolution. Mazur read his testimony and stated the pipeline(s) would adversely affect the communities of Oregon, including Forest Grove, and negatively affect the environment at large.

David Morelli, Forest Grove, OR, testified in support and urged City Council to adopt the proposed resolution. Morelli addressed issues why Forest Grove needs to take a stance and voiced concerns pertaining to burning fuel, landslides, and construction time of the project.

**Opponents:**

No one wished to testify and no written comments were received.

**Others:**

No one wished to testify and no written comments were received.

**Public Hearing Closed:**

Council President Officer Truax closed the Public Hearing.

**Council Discussion:**

Johnston indicated he would support the proposed resolution, noting he grew up in Gales Creek and witnessed earthquakes and landslides that have occurred in the Gales Creek area. Johnston voiced concern the pipeline(s) would run through areas that have been identified as susceptible to landslides and earthquakes.

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Lowe indicated she would support the proposed resolution and would work hard to block the project, noting she has worked over 20 years to help ensure that Forest Grove has clean air and water quality. In addition, Lowe voiced concern the pipeline(s) would affect Forest Grove's water supply, as well as the surrounding areas water supply.

Miller indicated she would support the proposed resolution, noting she concurs with Council members.

Thompson indicated he would support the proposed resolution and voiced concern the pipeline(s) would run through areas that have been identified as susceptible to landslides and earthquakes. Thompson voiced concern the pipeline(s) would also affect Forest Grove's water supply, as well as the surrounding areas water supply.

Uhing indicated she would support the resolution, noting she concurs with Council members. In addition, Uhing thanked citizens for informing the City Council of their concerns.

Council President Truax read a letter issued by several Oregon congressional officials addressed to the Federal Energy Regulatory Commission (FERC) voicing support of Governor Kulongoski's letter regarding the licensing process of LNG facilities in Oregon. The letter urged the FERC to engage the State of Oregon in resolving the Governor's concerns. In addition, Council President Truax voiced offense that the pipeline proponents were not present, noting the matter is important to the community and to the State of Oregon.

Hearing no further discussion from the Council, Council President Truax asked for a roll call vote on the above motion.

**ROLL CALL VOTE: AYES: Councilors Johnston, Lowe, Miller, Thompson, Uhing, and Truax. ABSENT: Mayor Richard Kidd. NOES: None. MOTION CARRIED 6-0.**

Council President Truax called a recess at 8:18 p.m. for a break and reconvened at 8:22 p.m.

**8. RESOLUTION NO. 2008-21 SUPPORTING IMPLEMENTING THE COUNCIL**

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**CREEK REGIONAL TRAIL FROM THE CITY OF HILLSBORO, THROUGH WASHINGTON COUNTY, THE CITY OF CORNELIUS, THE CITY OF FOREST GROVE, THE CITY OF BANKS, CONNECTING TO THE BANKS-VERNONIA STATE TRAIL**

**Staff Report:**

Foster and Robbins presented the above-proposed resolution and asked that City Council memorialize its support by adopting the above-proposed resolution for the implementation of the Council Creek Regional Trail. Robbins reported the trail is planned from the end of the Westside MAX light-rail line in the City of Hillsboro, through Washington County, the City of Cornelius, the City of Forest Grove, the City of Banks, connecting to the Banks-Vernonia State Trail with an additional short trail extension south connecting to the Tualatin River. In addition, Robbins presented a diagram showing the trail connective and addressed inquiries pertaining to the proposed trail routes; light-rail connection; funding sources; connective to the emerald necklace, Fernhill Wetlands, and Wapato Refugee; and having City representation on the Blue Ribbon Committee.

Before proceeding with Council discussion, Council President Truax asked for a motion to adopt Resolution No. 2008-21.

Elsner read Resolution No. 2008-21 by title.

**MOTION:** Councilor Uhing moved, seconded by Councilor Thompson, to adopt Resolution No. 2008-21 Supporting Implementing the Council Creek Regional Trail from the City of Hillsboro, through Washington County, the City of Cornelius, the City of Forest Grove, the City of Banks, connecting to the Banks-Vernonia State Trail.

**Council Discussion:**

Hearing no further discussion from the Council, Council President Truax asked for a roll call vote on the above motion.

**ROLL CALL VOTE:** AYES: Councilors Johnston, Lowe, Miller, Thompson, Uhing, and Truax. ABSENT: Mayor Richard Kidd. NOES: None. MOTION CARRIED 6-0.

9. **RESOLUTION NO. 2008-22 APPROVING TO RESCHEDULE THE MONDAY, MARCH 24, 2008, CITY COUNCIL MEETING TO MONDAY, MARCH 31, 2008**

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**Staff Report:**

Sykes presented the above-proposed resolution and asked City Council to consider rescheduling the March 24, 2008, regular City Council meeting to Monday, March 31, 2008, due to spring break.

Before proceeding with the Council discussion, Council President Truax asked for a motion to adopt Resolution No. 2008-22.

Elsner read Resolution No. 2008-22 by title.

**MOTION:** Councilor Lowe moved, seconded by Councilor Miller, to adopt Resolution No. 2008-22 Approving to Reschedule the Monday, March 24, 2008, City Council Meeting to Monday, March 31, 2008.

**Council Discussion:**

Hearing no discussion from the Council, Council President Truax asked for a voice vote on the above motion.

**VOICE VOTE:** AYES: Councilors Johnston, Lowe, Miller, Thompson, Uhing, and Truax. ABSENT: Mayor Richard Kidd. NOES: None. MOTION CARRIED 6-0 by voice vote.

**10. RESOLUTION NO. 2008-23 ADOPTING THE CITY COUNCIL GOALS FOR FISCAL 2008-09**

**Staff Report:**

Sykes reported the City Council met in Council Retreat on February 2 and March 3, 2008, noting at the March 3, 2008, Council Retreat, Council participated in an exercise of reviewing the goals set by Council and identifying new Council goals for 2008-09. Council collectively made the following changes to their goals for Fiscal Year 2008-09: ~~Strikethrough~~ indicates language to be deleted and Underline indicates new language.

**GOAL 1      PROMOTE SAFE, ~~AND~~ LIVABLE, AND SUSTAINABLE  
NEIGHBORHOODS AND A PROSPEROUS DYNAMIC GREEN CITY**

**GOAL 2      PROMOTE A PRUDENT FINANCIAL PLAN TO MAINTAIN  
SERVICE LEVELS**

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**GOAL 3        PROMOTE THE INTERESTS AND NEEDS OF FOREST GROVE  
IN REGIONAL AFFAIRS**

Sykes advised the above-proposed resolution adopts the additions and revisions to the three City Council Goals for Fiscal Year 2008-09. Upon adoption of the new City Council Goals, staff will incorporate the new goals into the budget statement for Fiscal Year 2008-09. In addition, Sykes reported Council was asked to identify, rank, and prioritize objectives for each goal (Refer to Exhibit A of the resolution), noting the intent of asking for Council priority goals/objectives for the coming fiscal year is to know if there are specific goals/objectives that require budget resources in order to be accomplished. Sykes noted staff recognizes that not all of the objectives can be financially accomplished; however, the objectives provide a framework for each department to focus their activities and prioritize resources during their budget preparations for Fiscal Year 2008-09.

Before proceeding with the Council discussion, Council President Truax asked for a motion to adopt Resolution No. 2008-23.

Elsner read Resolution No. 2008-23 by title.

**MOTION: Councilor Miller moved, seconded by Councilor Lowe, to adopt Resolution No. 2008-23 Adopting the City Council Goals for Fiscal 2008-09.**

**Council Discussion:**

Uhing thanked citizens for sharing their comments at the Annual Town Meeting and Vision Statement adoption process, noting the new City Council Goals take into consideration the environmental issues heard.

Council President Truax pointed out that the League of Oregon Cities (LOC) may not have received a high score on the City Council objectives; however, the LOC is a vital organization for Council and Forest Grove.

Hearing no further discussion from the Council, Council President Truax asked for a roll call vote on the above motion.

**ROLL CALL VOTE: AYES: Councilors Johnston, Lowe, Miller, Thompson, Uhing, and Truax. ABSENT: Mayor Richard Kidd. NOES: None. MOTION**

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CARRIED 6-0.

**11. CITY MANAGER'S REPORT:**

Sykes reported on upcoming events as noted in the Council calendar and reported on other various upcoming local meetings and events. Sykes reminded Council of the upcoming Sunset Drive dedication and indicated that Council will be asked to consider taking jurisdiction of Sunset Drive at the Council meeting scheduled for March 31, 2008. Sykes noted that staff has scheduled a reception for April 14, 2008, honoring the Forest Grove High School for Outstanding Community Achievement. Sykes reported he has invited the City of Cornelius officials to attend an upcoming City Council meeting to discuss its plans for an Enterprise Zone. In addition, Sykes provided a recap of the Department Directors' retreat, noting the Council goal objectives were assigned and are being incorporated into department work plans. Sykes also provided a list of the common themes that emerged from the various departments' SWOT Analysis (a strategic planning exercise to help identify Strengths and Weaknesses and examine Opportunities and Threats).

**12. COUNCIL COMMUNICATIONS:**

Johnston reported the Public Safety Advisory Commission is planning at their next meeting to participate in a SWOT Analysis (a strategic planning exercise to help identify Strengths and Weaknesses and examine Opportunities and Threats). In addition, Johnston announced that Washington County Consolidated Communications Agency is planning to hold a budget hearing on March 13, 2008.

Low provided a brief report on the Regional Water Providers Consortium and Fernhill Wetlands.

Miller warmly remembered Karl Marlow, who recently passed away, for his dedication and contribution to the Forest Grove community. In addition, Miller reported on various community-wide events and welcomed Interim Police Chief Jeff Williams who was present in the audience.

Thompson encouraged citizens to attend the upcoming Forest Grove Transit Open House scheduled for March 31, 2008, noting TriMet, Ride Connection, and Metro will be present at the Open House to answer questions or comments.

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Council President Truax reported on the Way Finders Adhoc Committee, noting the Committee discussed defining signage, identifying important points of interest and key routes, and reviewed the consultant's report. In addition, Truax reported he plans to attend the Lincoln Park dedication and reported on various Washington County meetings he attended.

Uhing reported on the Economic Development Commission meeting, noting the Commission reviewed the results of its SWOT Analysis (a strategic planning exercise to help identify Strengths and Weaknesses and examine Opportunities and Threats). In addition, Uhing reported on the Historic Landmarks Board meeting, noting the Board discussed the Southside District funding.

**13. ADJOURNMENT:**

Council President Truax adjourned the meeting at 9:10 p.m.

Respectfully submitted,

---

Anna D. Ruggles, CMC, City Recorder

**APPROVED**

**COMMITTEE for CITIZEN INVOLVEMENT**

**Tuesday, February 12, 2008**

**Community Auditorium Meeting Room**



**Attendees:**

Members: Deborah Delfs, Jolynne Pena, Ed Nigbor, Aaron Savage  
Absent: Michelle Ashton, Dennis Stoddard, Mo Nkiwane  
City Staff: Jon Holan, Community Development Director  
City Council: Camille Miller

**Call To Order:** The meeting was called to order at 4:10 p.m. There were enough members present for a quorum.

**Minutes of Last Meeting:** Minutes from the January 8, 2007, meeting were approved.

**Community Inbox:** None.

**Land Use Activities:** None.

**Old Business:**

- Comp Plan Update - topical meetings will be held every Tuesday and Thursday in February, except that there will be no meeting on February 14, 2008. Mr. Holan is getting a variety of speakers for these meetings. Mr. Holan talked about the numerous ways people can submit comments; via mail, website, and at the meetings.
- Annual Town Meeting – People seem to want more time for input. Perhaps next year it would be a good idea to go back to table discussions.
- Farmers Market Info Booth – Jolynne will officially write a request for \$375.00 to rent a booth at the Farmer’s Market. Michael Sykes has informally approved this expenditure. CCI needs to contact other Boards and Commissions to have others sign-up for dates at the Farmer’s Market.

**New Business:**

- 2008 Projects and Goals
  - How is CCI going to implement the Vision Statement Action Plan? Mr. Holan will mail out the Vision Statement and Action Plan prior to the next CCI meeting, at which time implementation will be discussed.
  - CCI needs to decide what the Farmer’s Market booth time will involve:
    - Should CCI ask for input about the City such as, “How are we doing?”
    - Looking for City projects?
    - Solicit input on planning projects to garner City input.
    - Input on urban/rural reserves.
    - Make people aware of the citizen inbox. Perhaps make cards with the email address to distribute.

**Other Business:** None.

**Next Meeting:** Next meeting will be held on March 11, 2008.

**Adjourn:** Meeting was adjourned at 4:57 p.m.

Respectfully Submitted  
Marcia Phillips  
City of Forest Grove Permit Coordinator

3D

APPROVED

COMMUNITY FORESTRY COMMISSION  
COMMUNITY AUDITORIUM CONFERENCE ROOM  
1915 MAIN STREET  
FEBRUARY 20, 2008

1. **ROLL CALL:**  
Chair Stephanie Beall called the meeting to order at 5:26 p.m.

**Members present:** Stephanie Beall, David Hunter, Harold Roark, Dale Wiley, Brandy Dodd, Ron Thompson, Mark Nakajima, Scott Hanselman, Jon Holan  
**Staff:** Steve Huffman  
**Not Present:**

2. **CITIZEN COMMUNICATIONS:** None.

3. **APPROVAL OF MINUTES:**  
January minutes approved by Harold and second by Dale.

4. **ADDITIONS/DELETIONS:**  
none

5. **ACTION ITEMS/DISCUSSION:**

***Sunset Drive Update-Steve***  
The batches of itemized trees are complete.  
Paul at Department of Forestry received complaints regarding specifications.

***Registered Tree***  
Jon states the letter is unclear, Steve advised it is merely notification and the letter gives a telephone number to call which makes it open for discussion.  
Jon asked if we offer an arborist and Harold asked how many we have on file.  
Records from 2006 indicate Forest Grove has 14 trees.  
Money for an arborist comes from fundraising such as the FUN RUN.  
David indicated that \$150 is very inexpensive for an arborist.  
The offer will be on a first come, first serve basis.  
Two previous arborists will not be asked back.  
The CFC asked to reword the letter to state "up to 2 trees".  
The March meeting will indicate a cap on the amount per arborist.  
Stephanie will write a letter for trees on annexed property.  
Jon indicates the application for a REGISTERED TREE letter will be sent via the utility bill.  
Finally the letter will be reworded to indicate an arborist consultation.

***Arbor Day Fun Run***  
Consensus was NOT to include B street.  
Brandy suggested to leave Hwy 47 off course as well.

Mark Barrett will need to be notified regarding route from Brandy and will invite him to the March meeting.

Steve currently has the t-shirts from Kerstin.

Lisa will be handling the donations and raffle items.

Mark indicated there is no essay plans or column space at the News Times. John at the paper is reluctant to provide space for the RUN.

Mark suggested having 5<sup>th</sup> graders do an essay and have the CFC judge it.

### *Award*

Ron gave Mark an award for his 15 years of service on the CFC.

### *Tree Inventory*

David will review the tree inventory and have comments for the March meeting.

### *Farmers Market*

Stephanie asked for ideas on the dates. The first Wednesday of every month was agreed upon, The request for a booth has already been submitted.

### *White Oak*

Steve brought a sample of the white oak that was sent out and have not gotten back.

Brandy will draft a letter to the mayor requesting information on the wood.

Scott had brought his laptop and suggested a helicopter view of FG for registered trees. This would indicate that the city is *more progressive*. Jon indicated that the city cannot use Goggle Earth per Gretchen in IT. This lead into Stephanie giving Scott the project of the CFC website. Scott will write a proposal for using Google Earth for Gretchen and this will be an item for the March meeting.

**Meeting adjourned 7:00**

APPROVED



*Minutes approved on November 8, 2007.*

**1. CALL TO ORDER:**

Present were PAC members: Donna House, Julie Alderson, Vicki Pich, Philip Thias and Patty Schmitz. Staff present: Colleen Winters, Bev Maughan, Tom Gamble, Linda Stiles Taylor and Mayor Kidd.

**2. CITIZEN COMMUNICATIONS:** None.

**3. APPROVAL PUBLIC ARTS COMMISSION REGULAR MEETING MINUTES FROM JULY 12, 2007: House moved to accept the minutes. Pich seconded. Motion passed unanimously.**

**4. ADDITIONS/DELETIONS:**

Maughan asked to delete item 5C from the agenda (City Website and PAC webpage/website) – the page isn't fully ready yet. This item will be included on the October meeting's agenda instead.

Mayor Kidd asked to add a discussion about tourism and Forest Grove. He presented information on the "Washington County Oregon" publication of a draft form of a brochure re: activities in Washington County. Much for Forest Grove is missing. A letter is being drafted to outline suggestions for additions for the final version of the brochure.

**5. BUSINESS:**

**A. Draft Policy on Public Art Commissioning/Decommissioning**

Alderson presented a draft form of the policy. General discussion of the draft. Alderson will rework the text and send the commission an updated version in advance of the next meeting.

**B. CEP Grant update**

General discussion of the status of the line items from the 2006 CEP grant. Some items are still waiting to be paid out – of the original allocations, only the Arts and Crafts events at Farmers Market, Arts in the Park, and VAA scholarships have been paid out. The committee needs to follow up on all the 2006 items and reallocate if necessary. Thias suggested that some of the funds which will not be spent for their allocated purposes be redirected to the Chalk Art Festival. Stiles Taylor indicated that we need to be diligent about our application process and accountability for the funds we use. It was suggested that the commission reallocate funds for First Wednesday Participatory Art activities (\$300) and funds originally slated for the Children's Fair (\$100) to Valley Art to help cover the cost of entertainment at the Chalk Art Festival. Pich moved to make this reallocation. House seconded. Passed unanimously. It was determined that the committee will discuss CEP funds further at the October meeting.

6. **COMMISSIONERS' COMMUNICATIONS:**

- House discussed upcoming activities at Valley Art (Chalk Art, upcoming shows in the gallery).
- Schmitz gave an update on the brass plaques the city is purchasing and installing in new sidewalks in support of the Chalk Art Festival, and also reminded the commissioners about the upcoming Corn Roast event.
- Thias mentioned an upcoming partnership between the high school and the Tillamook Forestry Center.

7. **STAFF COMMUNICATIONS:**

- Winters presented the upcoming "Friends & Family Night" at McMenamin's, in support of the Library, and also the opening celebration for the new library spaces, which will be held on Thursday, October 11<sup>th</sup>.
- Stiles Taylor presented information on the Art in the Park events, which were very successful.
- Gamble noted the upcoming dedication of the Lincoln Park Athletic Park (next Friday at 5:00).

8. **ANNOUNCEMENT OF NEXT MEETING: Thursday, October 11<sup>th</sup>. Meeting notices will be posted at the front doors of the Community Auditorium directing the public to the Conference Room if they wish to attend the meeting**

9. **ADJOURNMENT:** Meeting adjourned at 7:00 p.m.

Respectfully submitted,

Julie Alderson

*Minutes approved with corrections on November 8, 2007.*

1. **CALL TO ORDER:**

Present were PAC members: Donna House, Kathleen Leatham, Julie Alderson, and Patty Schmitz. Staff present: Colleen Winters, Linda Stiles Taylor and Mayor Kidd.

2. **CITIZEN COMMUNICATIONS:** Jeane Levy presented a grant request for \$460 from Valley Art to help support their Annual Artist's Event (November 7<sup>th</sup>, First Wednesday). General discussion about the budget. As there was no quorum, no final determination could be made immediately. Leatham voted to approve the Valley Art proposal. Alderson seconded. Leatham, Alderson, House and Schmitz voted approval. Votes from the rest of the commission will be solicited via email.

3. **APPROVAL PUBLIC ARTS COMMISSION REGULAR MEETING MINUTES FROM SEPTEMBER 13, 2007:** Without a quorum present, the minutes could not be approved.

4. **ADDITIONS/DELETIONS:**

Winters indicated that Maughan had asked that item 5C be deleted from the agenda (City Website and PAC webpage/website) – the page isn't fully ready yet. This item will be included on the November meeting's agenda instead.

There was discussion about the standard meeting time for the commission meetings, which many find difficult to make. Schmitz announced that she will need to step down as chair, as she is often unable to stay for the entire meeting, and so feels unable to fulfill the chair's responsibilities. General discussion about this in conjunction with the current vacancy on the commission (re: Anderberg's resignation). Winters noted that recruitment for city commissions typically occurs in November. It was determined that the commission will wait to fill the seat for the general recruitment period, and that Schmitz will remain chair until the first of the year. The commission will reorganize (and talk about possible new meeting times) at that time.

5. **BUSINESS:**

**A. Draft Policy on Public Art Commissioning/Decommissioning**

Alderson presented a revised draft of the policy, which she has forwarded to the commission for comments/suggestions. General discussion of the draft. The commission will read the draft version and make comments via email. Alderson will revise the document accordingly, and the commission will vote on the policy at the November meeting. Once it is approved, it will be passed on to the City Attorney.

**B. CEP Grant update**

General discussion of the status of the line items from the 2006 CEP grant. Some items are still waiting to be paid out – \$1600 is still available, minus the possible \$460 that the commission has suggested be given to Valley Art. These funds need to be spent by

December 31<sup>st</sup>. The 2007/08 grant is for \$3600. General discussion about the uses of the budget and how the remaining and new funds should be allocated. Various ideas were suggested, including a possible evening for elders at Theatre in the Grove, funding for organizations' participation in the Holiday Light Parade. These suggestions will be explored and brought forward to the commission (Schmitz will contact McIntyre re: TITG tickets, Stiles Taylor will contact Ballet Folklorico).

**6. COMMISSIONERS' COMMUNICATIONS:**

- House discussed upcoming activities at Valley Art (Artists' Event November 6<sup>th</sup> and 7<sup>th</sup>, PEO group with tea and fashion show)
- Schmitz noted the Chamber's upcoming Holiday Light Parade, December 6<sup>th</sup>
- Alderson mentioned the Japanese print show up at the Cawein Gallery at Pacific

**7. STAFF COMMUNICATIONS:**

- Winters presented an update on the "Friends & Family Night" at McMenemy's – the Library made \$2,383. She also mentioned the Library Open House celebration (150 people attended), and reminded the commission about the upcoming Friends of the Library book sale (November 8-10).
- Stiles Taylor presented information on the Library's "Kids and Tweens Day" (340 participants), and handed out copies of the newspaper insert "Rethinking Portland" for ideas about how the commission might move forward.

**8. ANNOUNCEMENT OF NEXT MEETING: Thursday, November 8<sup>th</sup>. Meeting notices will be posted at the front doors of the Community Auditorium directing the public to the Conference Room if they wish to attend the meeting**

**9. ADJOURNMENT: Meeting adjourned at 6:40 p.m.**

Respectfully submitted,

Julie Alderson

*Minutes approved at the PAC Meeting on January 10, 2008.*

1. **CALL TO ORDER:**

Present were PAC members: Pat Traux, Stephanie Oppenlander, Philip Thias, Vicki Pich, and Julie Alderson. Staff present: Colleen Winters, Linda Stiles Taylor, Tom Gamble, Bev Maughan and Mayor Kidd.

2. **CITIZEN COMMUNICATIONS:** None.

3. **APPROVAL PUBLIC ARTS COMMISSION REGULAR MEETING MINUTES FROM SEPTEMBER 13 AND OCTOBER 18, 2007:**

Stiles Taylor asked for a correction to the October minutes, that the "Staff Communications" entry referring to the Library's Tween Night accurately list the event as "Kids and Tweens Day". Traux moved to accept the minutes as amended. Oppenlander seconded. Unanimous approval.

4. **ADDITIONS/DELETIONS:** None.

5. **BUSINESS:**

**A. Approval of the Public Art Accession / Deaccession Policy**

General discussion of the draft. Alderson and Winters updated the Commission on the project to document the Library's art collection. General discussion of the process moving forward to institute the accession/deaccession policy. From the Commission, the policy moves to the City Attorney and then to the City Council for approval. Traux moved to approve the policy. Pich seconded. Approved unanimously.

**B. CEP Grant: Review of Mini-Grant Applications**

2 mini grants applications were received, from Ballet Folklorico (\$500 for participation in the Holiday Light Parade) and Adelante Mujeres (\$500 to support the *Sabrosa* art project). General discussion about the proposals and how the monies would be spent. General discussion to update commission members about the status of the CEP funds (there is \$1500 left in the original grant). More discussion about the Adelante proposal and the need for a letter announcing the Commission's decisions to applicants. General discussion of need for groups to acknowledge FGPAC's support, as well as photo documentation of the events the commission helps fund. Alderson moved to fund both applications. Pich seconded. Unanimously approved.

**C. City Website and PAC webpage**

Maughan demonstrated the new city website for the Commission, highlighting the Historic Landmarks Board's site as a potential model for the FGPAC site. The site will be part of the city's website, so the Commission will not have to pay for it. The Commission can add photographs, pages, any info necessary to illustrate the Commission and its work. Thias noted that meeting minutes should be posted here. General agreement that the mini-grant info, info on donating art to the city, the accession/deaccession policy, etc. should be posted as well. Maughan will continue to

work on the site and post the information and documents the Commission has already created.

**6. COMMISSIONERS' COMMUNICATIONS:**

- Thias discussed the grant the high school has received related to the Tillamook Forestry Center. There will be an exhibit of the artwork created by the students at the Center from February to March, which will then move to Forest Grove.
- Traux discussed the County Arts Commission's activities related to a recent grant they have received from RACC. The Commission could apply for money from the County organization for a specific project. We should consider this and apply when the funds become available.

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**7. STAFF COMMUNICATIONS:**

- Maughan discussed the city-wide photo contest which is described on the city's website. Participants are to photograph the best and worst of Forest Grove as part of the City's Comp Plan Update process.
- Stiles Taylor presented information on the newspaper insert "Rethinking Portland" for ideas about how the commission might move forward.
- Winters announced that the Library now owns the piano, and they are in the process of determining a usage policy for it.

**8. ANNOUNCEMENT OF NEXT MEETING: Thursday, December 13, 2007.**

**9. ADJOURNMENT: Meeting adjourned at 6:25 p.m.**

Respectfully submitted,

Julie Alderson

*Minutes approved at the PAC Meeting on January 10, 2008.*

1. **CALL TO ORDER:** Called to order at 5:07 p.m. by Thias, Acting Chair. Present were PAC members: Philip Thias, Vicki Pich, and Donna House. Staff present: Colleen Winters, Linda Stiles Taylor, Bev Maughan and Mayor Kidd.
2. **CITIZEN COMMUNICATIONS:** None.
3. **APPROVAL PUBLIC ARTS COMMISSION REGULAR MEETING MINUTES FROM NOVEMBER 8, 2007:** No quorum present so approval tabled to January's meeting.
4. **ADDITIONS/DELETIONS:** None.
5. **BUSINESS:**
  - A. **First Wednesday Update by John DeCamp:** DeCamp distributed a summary of the efforts of First Wednesday thus far (attached) and requested assistance from the Commission in finding a solution to keeping and using artists as part of the First Wednesday bill of fare. The proposed long-term solutions were discussed noting the need for more studios/galleries to attract artists to Forest Grove. The possibility of the Commission booking a traveling show/artist in the Community Auditorium every month for 1<sup>st</sup> Wednesday was offered. The Commission also suggested the First Wednesday committee submit a mini-grant application for an ad in the News Times during the last week of December to announce that there will not be a January First Wednesday but it will resume in February with the authors event.
  - B. **CEP Grant:**
    - **Status of 06-07 Grant:** Thias submitted the invoice for the sandwich boards and screening costs to be processed. Those present supported approving a mini-grant to the First Wednesday Committee for advertising in News Times. The motion and application will be sent to the commission via email for approval due to the timeliness of the ad. **Motion: Thias moved, seconded by House, to approve a mini-grant request from First Wednesday for an ad in newspapers to announce that there will not be a January First Wednesday but it will resume in February with the authors event. Votes received by email: YES – 6, NO – 0. Motion carried.**
    - **Allocation of 07-08 Grant:** Members discussed options for allocating the funds since all funds requested were not received. The original request of \$10,000 allocated 4,000 (40%) to marketing/promotion of local events, \$4,000 (40%) for mini-grants to provide seed money for local organizations' programs, and \$2,000 (20%) for participation scholarships to art-related camps, programs, workshops. The funded grant is for \$3,600 which would be \$1,440 for marketing, \$1,440 for mini-grants, and \$720 for scholarships based on the original grant allocation basis. This option and any others brought forward will be discussed at January's meeting.
6. **COMMISSIONERS' COMMUNICATIONS:** Members requested feedback from the Mayor regarding enhancing their CEP grant preparation for better success in receiving funds.
7. **STAFF COMMUNICATIONS:** None.
8. **ANNOUNCEMENT OF NEXT MEETING:** Thursday, January 10, 2008.
9. **ADJOURNMENT:** Meeting adjourned at 6:30 p.m.

Respectfully submitted,  
Bev Maughan

**Minutes approved by the PAC on February 21, 2008.**

1. **CALL TO ORDER:** Called to order at 5:07 p.m. by Patty Schmitz, Chair. Present were PAC members: Patty Schmitz, Linda Taylor, Kathleen Leatham, Stephanie Oppenlander, Philip Thias, Vicki Pich, and Pat Truax. Staff present: Tom Gamble and Bev Maughan.
2. **CITIZEN COMMUNICATIONS:** None.
3. **APPROVAL PUBLIC ARTS COMMISSION REGULAR MEETING MINUTES FROM NOVEMBER 8 AND DECEMBER 13, 2007:** It was noted that Kathleen Leatham was present at the November 8 meeting. Also, Thias stated the minutes under Commissioners' Communications should read that the high school had "applied for" rather than ~~has received~~ the grant. He clarified that the grant has since then been received. Minutes approved as corrected.
4. **ADDITIONS/DELETIONS:** Thias requested the Forest Art mini-grant application be added to the agenda. It was added as Item 5D.
5. **BUSINESS:**
  - A. **Election of Chair:** Julie Alderson was nominated for chair in absentia. Tabled until next meeting (she declined at a later date).
  - B. **CEP Grant:**
    - **Status of 06-07 Grant:** The balance remaining of the 06-07 grant was \$269.76. This money will be applied to the Forest Art mini-grant (see Item 5D).
    - **Allocation of 07-08 Grant:** After discussion, there was consensus to allocate the CEP grant funds to mini-grants, scholarships, and publicity and promotion, as needs dictated, rather than specifying a specific percentage of the grant allocation for each type of expenditure, as the PAC was only awarded about 1/3 of its original request. Patty will do a press release for the News Times announcing the \$500 maximum mini-grants are available on a first-come first-served basis.
  - C. **Grant Writing and Fund Raising:** Linda Taylor presented "Meet the Artist" Dinner fund raising idea similar to what the Arts Alliance of Yamhill County has done. There was consensus to proceed with this fund raiser. Kathleen Leatham and Vicki Pich volunteered to assist Linda in developing the idea and will report back next month.
  - D. **Mini-Grant Request: Motion: Truax moved, seconded by Leatham, to approve the \$500 mini-grant application from Forest Grove High School for the Forest Art Project at the Tillamook Forest Center to include an exhibit/reception in Forest Grove on March 1<sup>st</sup>. With all those present voting in favor of the motion, the mini-grant was approved.**
6. **COMMISSIONERS' COMMUNICATIONS:** Patty asked for a volunteer to give a brief annual report on the Commission's activities at the Boards & Commissions reception. Linda Taylor indicated she was attending the reception and would give the report.
7. **STAFF COMMUNICATIONS:** Maughan reported that Mayor Kidd agreed to meet with a subcommittee for feedback on enhancing the CEP grant preparation for better success in receiving funds.
8. **ANNOUNCEMENT OF NEXT MEETING:** Thursday, February 21, 2008, since the regular meeting date fell on Valentine's Day.
9. **ADJOURNMENT:** Meeting adjourned at 6:30 p.m.

Respectfully submitted,  
Bev Maughan

**Minutes approved by the PAC on March 13, 2008.**

1. CALL TO ORDER: Called to order at 6:20 p.m. by Patty Schmitz, Chair. Present were PAC members: Patty Schmitz, Linda Taylor, Kathleen Leatham, Philip Thias and Donna House. Staff present: Colleen Winters. Alternate Member: Deena Barrett
2. CITIZEN COMMUNICATION: Mary Jo Morelli stopped in to request input on a Forest Grove venue for a speaker from the Oregon Cultural Trust. Patty suggested that the Forest Grove Chamber Luncheon would be a good option.
3. APPROVAL PUBLIC ARTS COMMISSION REGULAR MEETING MINUTES FROM JANUARY 10, 2008: It was noted that Julie Alderson was nominated for chair *in absentia*. *Tabled until next meeting (she declined at a later date)*. *Under Status of the 07-08 Grant: After discussion there was consensus to allocate CEP grant funds to mini-grants, scholarships, and publicity & promotion, as needs dictated, rather than specifying a specific percentage of the grant allocation for each type of expenditure, as the PAC was only awarded about 1/3 of its original request. Delete the following: (Under C. First Wednesday Follow-up Discussion. Consensus of the group was to leverage participation of local artists through the mini-grant process (see Item 5B).* Minutes approved as corrected.
4. ADDITIONS/DELETIONS: None.
5. BUSINESS:
  - A. **Election of Chair**: Tabled until next meeting.
  - B. **CEP Grant Application for FY 2008-09**: Some ways to strengthen the grant application were discussed. Philip Thias volunteered to assist with grant-writing once again and recruit Pat Truax to help. Linda Taylor volunteered to assist again, and to meet with the Mayor before March 8<sup>th</sup> to get feedback on how to make this year's grant stronger. A draft of the CEP Grant will be prepared for the next PAC Meeting on March 13<sup>th</sup>.
  - C. **100% Commitment/Financial Contributions by Commission**: Philip made a motion, seconded by Kathleen, to request that all PAC Commissioners make leadership contributions to the PAC prior to March 15<sup>th</sup>. With all those present voting in favor of the motion, the motion carried. Patty volunteered to follow-up and make sure this happened in a timely fashion, so that 100% participation could be noted in our next CEP Grant application.
  - D. **"Meet the Artist" dinner Fundraising Update**: Linda Taylor and Kathleen Leatham reported that artists Loyce Ericson and Mary Beth Round Bliss were willing to be the featured artists, respectively, at a dinner on Saturday, March 29<sup>th</sup>, at the Taylor's, and Saturday, April 19<sup>th</sup>, at the home of Kari and Tony Bouneff. It was moved and seconded that Linda move quickly to finalize details and begin accepting reservations and that the PAC purchase one display ad in the News-Times for both events.
6. COMMISSIONERS' COMMUNICATIONS: Philip's Forest Art show will open at the Tillamook Forest Center on March 1<sup>st</sup>, with a reception from 1pm-3pm. He will explore with Colleen exhibiting the show at the Library later in the spring. Philip also reported that Valley Art has received a \$2000 grant to raise money for scholarships for Valley Art classes with their Arts & Flowers fundraiser scheduled to coincide with First Wednesday in May. They are looking for volunteers to assist in the planning and execution of this event. Patty reported that the Forest Grove Chamber of Commerce will be holding their annual auction at Pumpkin Ridge Golf Course on March 8<sup>th</sup>.
7. STAFF COMMUNICATIONS: Colleen reported that on Thursday, March 20, from 5pm-7pm, the Library Foundation would hold an as yet unnamed "we've got a grand piano" event with wine and appetizers, donor acknowledgement and student recitals. Nick Reynolds will perform at the Library in May.
8. ANNOUNCEMENT OF NEXT MEETING: Thursday, March 13, 2008.
9. ADJOURNMENT: Meeting adjourned at approximately 7:10p.m.

Respectfully submitted,  
Linda Taylor

# MONTHLY BUILDING ACTIVITY REPORT

3F

## FEBRUARY

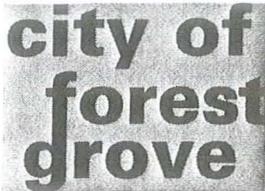
### 2007 - 2008

	February Zero-Seven		February Zero-Eight	
	# Of Permits	Value	# Of Permits	Value
Man. Home Setup	1	Sales Trailer		N/A
Single-Family-New	10	2,201,777.76	10	2,040,111.74
SFR Addition & Alt/Repair	2	30,000.00	2	152,510.22
Multiple-Family-New/Alt	1 (3 units)	210,057.06		
Group Care Facility				
Commercial New				
Commercial Addition				
Commercial Alt/Repair	2	117,740.00	1	159,952.00
Industrial New				
Industrial Addition				
Industrial Alt/Repair				
Gov/Pub./Inst. (new/add)				
Signs & Grading	1*	1,500.00	1	21,600.00
Demolitions	1	SFR		
<b>Total</b>	<b>18</b>	<b>\$2,561,074.82</b>	<b>14</b>	<b>\$2,374,173.96</b>

\*sign

#### FISCAL YEAR, TOTAL TO DATE

2006-2007		2007-2008	
Permits:	134	Value:	\$27,531,834.70
	\$23,982,377.17		150



FOR CITY USE ONLY  
(Please return to City Recorder)

3G

The Forest Grove City Council  
Recommends that license be

Granted  Denied

\$25.00 Liquor License Fee: Paid: \_\_\_\_\_  
Acct No. 100-21-10-415035 Receipt#: \_\_\_\_\_

## FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE RECOMMENDATION

**NAME OF APPLICANT** Sally Montgomery  
**NAME OF BUSINESS:** Montgomery's  
**BUSINESS ADDRESS:** 2004 Main Street, Forest Grove

**TYPE OF LICENSE REQUESTED:**  
*Application is being made for*

<b>ACTION:</b> <input type="checkbox"/> Change in Application <input type="checkbox"/> New Application <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Temporary <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> <b>FULL ON-PREMISES SALES:</b> F-COM licenses are required to have dining seating. Allows the sale and service of distilled spirits, malt beverages, and wine for consumption on the licensed premises. Also allows licensees who are pre-approved to cater events off the licensed premises.	<input type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b> Allows the sale of malt beverages, wine and cider for consumption on the licensed premises and the sale of kegs of malt beverages for off premises consumption. Also allows licensees who are pre-approved to cater events off the licensed premises.  <input type="checkbox"/> <b>OFF-PREMISES SALES:</b> Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off the licensed premises and allows approved licensees to offer sample tasting of malt beverages, wine and cider.
<input type="checkbox"/> New Business <input type="checkbox"/> Change of Ownership <input type="checkbox"/> Greater Privilege <input type="checkbox"/> Additional Privilege <input type="checkbox"/> Other _____	<input type="checkbox"/> F - CAT Caterer <input checked="" type="checkbox"/> F - COM Commercial Establishment <input type="checkbox"/> F - PC Passenger Carrier <input type="checkbox"/> F - CLU Private Club <input type="checkbox"/> F - SE Special Event <input type="checkbox"/> F - PL Other Public Location	<input type="checkbox"/> Brewery Public House <input type="checkbox"/> Fuel Pumps <input type="checkbox"/> Grower <input type="checkbox"/> Winery <input type="checkbox"/> Other: _____

**APPLICABLE CRIMINAL/DRIVING RECORD:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

Jeffery A. Williams  
**Jeffery A. Williams, Interim Chief of Police**  
**- or Designee**

3/12/08  
**Date**

Police Department Recommendation Revised 12/07

March 31, 2008

**PUBLIC HEARING TO SOLICIT INPUT REGARDING THE FIRE  
CHIEF CANDIDATE PROFILE RECRUITMENT PROCESS**

**Project Team:** Michael Sykes, City Manager  
Rob DuValle, Human Resources Manager

**Issue Statement:**

The City initiated an executive search process to fill the upcoming vacancy of Fire Chief. The initial stage of the process was to solicit information from persons with a vested interest in the Fire Department's success. The resulting draft document has been submitted for final input from the City Council and the public.

**History:**

The Fire Chief notified the City of his upcoming retirement. In order to provide a smooth leadership transition for the Department, the City began the initial steps of an executive search process.

The first step of the search process involved soliciting input on the position requirements and management style characteristics that enable successful job match. Information was solicited from the following sources:

- **City Council**
- **Rural Fire Board**
- **Community Stakeholders**
- **Fire Department Paid Staff**
- **Fire Department Volunteer Staff**
- **Fire Chief Classification Specification**

The information solicited from these sources has been compiled into the attached draft document entitled Fire Chief Candidate Profile. The finalized document will become the baseline that applicants are evaluated against within the selection process. The information will be incorporated in the job announcement brochure, selection procedures and interviews, and background investigations.

The public hearing is an opportunity to make suggestions and/or modifications to the document prior to its finalization.

**Recommendation:**

Staff recommends soliciting final input from the City Council and the public regarding the proposed draft Fire Chief Candidate Profile. Staff will incorporate suggestions solicited into the final document.

## Fire Chief Candidate Profile

### **POSITION PROFILE**

The Fire Chief is a member of the City's senior management team and a recognized leader in our community. The vacancy for the position was created by the retirement of the previous Chief who served the City for over 35 years in a variety of positions, beginning as a volunteer. The Chief must have a strong commitment to customer service, a dedication to the community, and the ability to establish and foster a positive working relationship with both the Rural Fire Protection District and the City of Forest Grove.

The successful candidate should have broad experience in all areas of fire administration including budgeting, personnel, labor relations, training, with operational knowledge in prevention, suppression, emergency medical services, code enforcement, and community education. They should have a successful track record of effectively managing the activities and functions of a fire organization comparable to the Forest Grove Fire and Rescue. Additional characteristics, knowledge and experience include:

- A commitment to regular and clear lines of communication and interaction with paid and volunteer staff, the Rural Fire Board, the City Manager's Office, other City departments, elected officials, and the public. The Chief should be comfortable and experienced in media relations and interactions with print and electronic media.
- Able to define clear goals, vision and strategic direction for Departmental personnel and the ability to maintain distinct levels of accountability.
- Demonstrated leadership which emphasized proactive and prevention activities, a customer service and community-based philosophy, and stringent performance standards.
- Experience with regional cooperation and developing and maintaining positive mutual aid agreements with other local, state, and federal fire agencies.
- Demonstrated cultural competence in working with an increasingly diverse and growing community.
- Knowledge and applications of the principles of personnel management and collective bargaining within a fire agency.
- Passion and commitment to the development and enhancement of a community-oriented philosophy and with the development of effective relationships between the fire department, neighborhood organizations, schools (cadet program), and civic/business groups.
- Principles and practices of municipal budget preparation, presentation, implementation, and administration.
- Prioritization skills to maximize utilization of existing resources and development of future resources including grants and other external resources.

## MANAGEMENT STYLE

The Fire Chief is an extremely important component of the City's commitment to maintaining an excellent quality of life for the community. As a result, it is important to have an established track record of being visible and accessible to people throughout the community. Additionally, this same level of visibility will be important in the relationships with the Departmental personnel.

In evaluating applicants for this position, the City Manager will be looking for candidates who have the following characteristics and competencies:

- A commitment to involving Departmental personnel, City and Rural Fire Board policy makers, and community leaders in making Forest Grove a safe place.
- A dynamic leader able to build consensus from differing points of view and arrive at effective decisions with a demonstrated record of cooperation and functioning as a team player.
- A manager that can establish and maintain a strong relationship with collective bargaining associations and volunteer associations.
- A fiscally responsible manager who is able to balance the needs of the Department with limited financial resources from the community against other City departments' needs.
- An articulate spokesperson who can effectively convey his/her ideas orally, written, or in presentation environments.
- A proven record of absolute integrity, consistency and fairness in the application of policies and discipline and in the treatment of Department personnel. A person who sets high personal standards for him/herself and others in the Department.
- A person who is seen as caring, personable, open, responsive, visible and accessible to subordinates, other City departments, citizens, other agencies, schools, and the business community.
- An effective delegator with the ability to assign responsibilities to subordinate personnel and hold them accountable for results.
- An innovative, proactive, flexible and creative person who is not afraid to consider new technology, equipment, training, and fire practices.
- The ability to effectively communicate the Department's vision and goals to Departmental personnel and the community.
- The Chief will be committed to high levels of staff training and development, and be capable of identifying external resources to supplement general fund support of training.
- An individual with a strong sense of self who demonstrates the highest levels of personal and professional ethics and behavior and leads by commitment, example and ethical standards, both on and off the job.

## **QUALIFICATIONS AND EXPERIENCE:**

While the City of Forest Grove has established minimum qualifications and credentials as described, each candidate's background and employment history will be reviewed for an outstanding level of professional accomplishment, community interaction and ethical conduct. The position must be able to respond to emergency calls for service within a reasonable response time; therefore, residence within the City of Forest Grove and/or Rural Fire District is preferred. Other requirements include:

- Equivalent to a Bachelor's degree in Fire Administration, Public Administration, Business Administration, or a related field. Master's degree preferred.
- Eight years of increasingly responsible experience in fire and EMS services. Four of these years must be at the Division Chief or higher level.
- Possession of an appropriate, valid driver's license.
- Possession of an appropriate valid DPSST Certifications (or out-of-state equivalent) in the following topics: NFPA FF II, NFPA Emergency Driver/Pump Operator, NFPA Fire Officer II, Fire Instructor I, Hazmat OSIC, Task Force Leader, NIMS I-300/400, Oregon EMT – Basic.
- Preference given to applicants who possess the National Fire Academy- Executive Fire Officer (EFO) certification or Oregon Paramedic certification (or out-of-state equivalent).

March 20, 2008

**NOTICE OF PUBLIC HEARING**  
**CITY OF FOREST GROVE**  
**SOLICITING CITIZEN INPUT REGARDING THE**  
**PROPOSED FIRE CHIEF CANDIDATE**  
**PROFILE RECRUITMENT PROCESS**

**NOTICE IS HEREBY GIVEN** that the Forest Grove City Council will hold a public hearing on **Monday, March 31, 2008, at 7:00 p.m. or thereafter**, in the Community Auditorium, 1915 Main Street, Forest Grove, to solicit citizen input regarding the proposed fire chief candidate profile recruitment process.

This hearing is open to the public and interested parties are encouraged to attend. A copy of the proposed Fire Chief Candidate Profile Recruitment Process is available for inspection before the hearing at the City Recorder's Office by visiting the City's website at [www.forestgrove-or.gov](http://www.forestgrove-or.gov). Written comments or testimony may be submitted at the hearing or sent to the attention of the City Recorder's Office, P. O. Box 326, 1924 Council Street, Forest Grove, OR 97116, prior to the hearing. For further information, please call the City Recorder's Office at 503.992.3235.

Anna D. Ruggles, CMC, City Recorder  
City of Forest Grove

**Published March 26, 2008**

March 31, 2008

**STAFF REPORT ON SECOND READING OF ORDINANCE NO. 2008-01 ON PROPOSED  
TEXT REPLACEMENT TO CITY OF FOREST GROVE CODE CHAPTER 7 – BUSINESS**

**PROJECT TEAM:** Susan Cole, Assistant Finance Director  
Jeffrey King, Economic Development Coordinator  
Paul Downey, Administrative Services Director  
Michael Sykes, City Manager

**ISSUE STATEMENT:** Staff presented a modified business license ordinance at a public hearing during the February 25, 2008, City Council meeting. The second reading is scheduled for March 31, 2008. Staff has made no changes to the ordinance that was presented at the first reading on February 25, 2008.

**DISCUSSION:** As a reminder, the following changes were presented at the February 25, 2008, first reading of the proposed ordinance:

**1. Section 7.005 - Purpose and Scope**

Section 7.005(A) has been expanded to describe in detail the purpose and benefits of the information that will be collected as part of the business license program.

**2. Section 7.6 - Site Usage Permit**

The proposed Site Usage Permit language has been deleted as this concept is being removed from the proposed business license program. The Section is now titled "General Occupancy Permit" and the purpose of the section is to sunset the General Occupancy Permit which will be eliminated. If the business license program is approved, only a business license will be issued. The General Occupancy permits will be phased out over the first year of the business license program.

**RECOMMENDATION:**

Staff recommends that the Council approve the proposed ordinance and after the second reading of the ordinance, staff recommends that Council consider the proposed business license fee resolution.

ORDINANCE NO. 2008-01

**ORDINANCE REPEALING AND REENACTING CHAPTER 7  
OF THE FOREST GROVE CODE, ENTITLED "BUSINESS", TO  
ESTABLISH AN ANNUAL BUSINESS LICENSE PROGRAM**

**WHEREAS**, the City of Forest Grove desires to repeal and reenact the City's current general regulatory licenses, codified in Chapter 7 of the Forest Grove Code, with procedures and criteria for establishing an annual business license program; and

**WHEREAS**, the City of Forest Grove desires business contact information to be updated on an annual basis to enhance public safety; and

**WHEREAS**, the collection of certain business information will enhance economic development strategies; and

**WHEREAS**, on February 26, 2007, and August 15, 2007, the City Council directed staff to initiate an annual business license program; and

**WHEREAS**, on February 11, 2008, the City Council held a work session to allow further discussion about initiating an annual business license program; and

**WHEREAS**, revenue from these programs will support this and other general fund services that serve the City of Forest Grove; and

**WHEREAS**, the City Council held a duly notice Public Hearing on January 14, 2008, and continued the Public Hearing to February 11 and February 25, 2008.

**NOW, THEREFORE, THE CITY OF FOREST GROVE ORDAINS AS  
FOLLOWS:**

Section 1. The Forest Grove City Council does hereby approve establishing an annual business license program as defined in the attached Exhibit A, General Business License.

Section 2. Chapter 7 of the Forest Grove Code, entitled Business, is hereby repealed in its entirety and reenacted as shown in the attached Exhibit A, General Business License.

Section 3. All other ordinances or portions thereof inconsistent or conflicting with this ordinance or any portion hereof are hereby repealed to the extent of such inconsistency or conflict.

Section 4. This ordinance is effective 30 days following its enactment by the City Council.

**PRESENTED AND PASSED** the first reading the 25<sup>th</sup> day of February, 2008.

**PASSED** the second reading the 31<sup>st</sup> day of March, 2008.

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Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 31<sup>st</sup> day of March, 2008.

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Richard G. Kidd, Mayor

March 31, 2008

**STAFF REPORT ON RESOLUTION SETTING BUSINESS LICENSE FEES,  
AND REPEALING SECTIONS OF RESOLUTION NO. 2007-31**

**PROJECT TEAM:** Susan Cole, Assistant Finance Director  
Jeffrey King, Economic Development Coordinator  
Paul Downey, Administrative Services Director  
Michael Sykes, City Manager

**ISSUE STATEMENT:** Staff presented a modified business license at a February 25, 2008, public hearing including modification of the proposed business license fee structure. The City Council will consider the business license ordinance at the second reading of that ordinance on March 31, 2008. If that ordinance is adopted, the Council can consider this business license fee resolution. Staff has not made any changes to proposed business license fee structure that was presented at the public hearing held on February 25, 2008.

**DISCUSSION:** The changes to the fee structure that were presented at the February 25, 2008, public hearing were:

- The fee for businesses with 0 to 2 full-time equivalent employees has been reduced from \$50 to \$35.
- The first time application fee has been increased from \$10 to \$25. Businesses with a valid General Occupancy Permit are exempt from paying the first time application fee.
- Businesses with a valid General Occupancy Permit who apply and obtain a business license by December 31, 2008, will receive a prorated credit over the first two years of business license fees owned. The prorated credit will be the remaining balance of the ten-year General Occupancy Permit and will be calculated by multiplying the fee actually paid by the percentage of years remaining on the permit. The credit will be applied to the business license fee in the first year and if there is any credit remaining after that, the credit will be applied against the second year business license fee.

The intent of the credit is to have businesses transition to the business license as quickly as possible. The ordinance will require all businesses to transition to the business license program within the first year of the program. The credit will help that transition to occur faster.

Prior testimony questioned if the proposed business license fee is actually a tax and is therefore subject to the limitation of the property tax limitations of Measure 50 and Measure 5. The City Attorney's Office concluded that proposed fee is a privilege tax and is not subject to the limitations of either property tax limitation ballot measure.

**RECOMMENDATION:**

Staff recommends that Council approve the proposed fee resolution.

March 20, 2008

## NOTICE OF PUBLIC HEARING

### CITY OF FOREST GROVE BUSINESS LICENSE FEES

**NOTICE IS HEREBY GIVEN** that the Forest Grove City Council will hold a public hearing on **Monday, March 31, 2008, at 7:00 p.m. or thereafter**, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider adopting a resolution setting business license fees. The proposed business license fees would be effective upon approval by the City Council and shall become effective for business licenses issued by the City of Forest Grove beginning October 1, 2008.

This hearing is open to the public and interested parties are encouraged to attend. A copy of the report and resolution listing the proposed fees are available for inspection before the hearing at the City Recorder's Office or by visiting the City's website at [www.forestgrove-or.gov](http://www.forestgrove-or.gov). Written comments or testimony may be submitted at the hearing or sent to the attention of the City Recorder's Office, P. O. Box 326, 1924 Council Street, Forest Grove, OR 97116, prior to the hearing. For further information, please call the City Recorder's Office at 503.992.3235.

Anna D. Ruggles, CMC, City Recorder  
City of Forest Grove

**Published March 26, 2008**



**RESOLUTION NO. 2008-10**

**RESOLUTION SETTING BUSINESS LICENSE FEES,  
AND REPEALING SECTIONS OF RESOLUTION NO. 2007-31**

**WHEREAS**, the City of Forest Grove has established an annual business license program as defined in Ordinance No. 2008-01; and

**WHEREAS**, fees for maintaining the annual business license program and providing revenue to the City shall be set by resolution by the City Council; and

**WHEREAS**, the City Council held a duly notice Public Hearing on March 31, 2008.

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

- Section 1. Business licenses shall be issued by the City of Forest Grove beginning October 1, 2008. The fee are established in Exhibit 1 of this resolution.
- Section 2. The number of employees listed in the attached Exhibit 1 of this resolution shall be calculated by the method described in Code Section 7.030 Fees – Calculation.
- Section 3. Those businesses with a valid General Occupancy Permit are exempt from paying the First Time Application Fee.
- Section 4. Those businesses with a valid General Occupancy Permit who apply and obtain a business license by December 31, 2008, will receive a prorated credit over the first two years of business license fees owed. The prorated credit will be the remaining balance of the ten-year General Occupancy Permit and will calculated by multiplying the fee actually paid by the percentage of years remaining on the permit. The credit will be applied to the business license fee in the first year and if there is any credit remaining after that, the credit will be applied against the second year business license fee.

- Section 5. The following sections of Resolution No. 2007-31 are hereby repealed upon the effective implementation date of the foregoing fees:
- A. Planning Fees: Business Occupancy Permit.
  - B. Administrative Services: Merchant Permit—one day, one week, one month.
- Section 6. This resolution is effective immediately upon its enactment by the City Council.

**PRESENTED AND PASSED** this 31<sup>st</sup> day of March, 2008.

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Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 31<sup>st</sup> day of March, 2008.

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Richard G. Kidd, Mayor

ADMINISTRATIVE SERVICES

BUSINESS LICENSE FEES

*Effective October 1, 2008*

- First Time Application Fee.....\$25.00

**Annual/Renewal**

- Businesses with 0 to 2 employees.....\$35.00
- Businesses with 3 to 4 employees.....\$50.00
- Businesses with 5 to 10 employees.....\$75.00
- Businesses with 11 to 50 employees.....\$100.00
- Businesses with 51 or more employees.....\$100.00, plus \$1.00 per employee over 50  
*Capped at \$250.00 annually*
- Temporary/Transient businesses
  - a. First Time Application Fee.....\$25.00
  - b. Up to 30 days of operation.....\$15.00
  - c. Between 31 days and 60 days of operation.....\$30.00
  - d. Over 61 days of operation, treated as a regular business.

March 31, 2008

**REPORT AND RESOLUTION AUTHORIZING THE CITY TO APPLY FOR 2008  
LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION  
DEPARTMENT FOR DEVELOPMENT OF A MULTI-PURPOSE  
RESTROOM/SHELTER/CONCESSION FACILITY AT THATCHER PARK**

**PROJECT TEAM:**

Michael Sykes, City Manger  
Tom Gamble, Parks & Recreation Director  
Jeffrey King, Economic Development Coordinator

**ISSUE STATEMENT:**

Forest Grove is growing at a rapid pace. To address additional park and recreational needs, City staff is proposing the development of Thatcher Park in two phases. A key element of Phase 1 development is the installation and construction of a \$444,075 multi-use restroom/shelter/concession building. Staff is requesting City Council consider approving the resolution supporting a \$157,000 grant application, including a \$287,075 local match, to the Oregon Parks and Recreation Department (OPRD) Local Government Grant Program.

**BACKGROUND:**

The 2002 City of Forest Grove Parks, Recreation and Open Space Master Plan identified the need for additional parks, trails and recreational space to keep up with the growing population and “ensure that the livability of Forest Grove is preserved...”. One element of the Plan was the creation of the next Community Park at the rapidly growing northern edge of the City. In response to this need, staff has proposed the development of the 25.5-acre City-owned site known as Thatcher Park. The development of the park will be completed in two phases. Phase 1 will include a baseball and softball field, an overlapping soccer field, loop path, parking, community plaza and a multi-purpose restroom/picnic shelter/concession building. The Phase 1 total cost of \$2.2 million will be funded by Pacific University funds, Forest Grove Park System Development Charges and the proposed State OPRD grant.

The project proposed for the State OPRD grant is to build and install a multi-purpose restroom/picnic shelter/concession building. This element is \$444,075 with \$157,000 Funds will be used to purchase the multi-use building, picnic tables and drinking fountains, build a foundation, water and sewer lines and complete connections. The total cost of this project is \$444,075. The grant request to the Local Government Grant Program is \$157,000 with a local match of \$287,075.

The OPRD administers the Local Government Grant Program (LGGP). The LGGP was created in 1998 by initiative petition of the voters. Funds come from State lottery proceeds. OPRD gives more than \$4 million annually to Oregon local governments for outdoor recreation projects. Only cities, counties, parks and recreation districts, metropolitan services districts and port districts are eligible to apply. Cities over 3,000 must provide a 50% match. Only public outdoor parks and recreation areas, and facilities are eligible. Funds must be used for acquisition, development or rehabilitation.

The application is due to the State OPRD on April 4, 2008.

**RECOMMENDATION:**

Staff recommends that Council adopt the attached resolution authorizing the City to apply for the 2008 Local Government Grant from the Oregon Parks and Recreation Department for Thatcher Park as specified above.

# BUILDING: restroom, concession & shelter



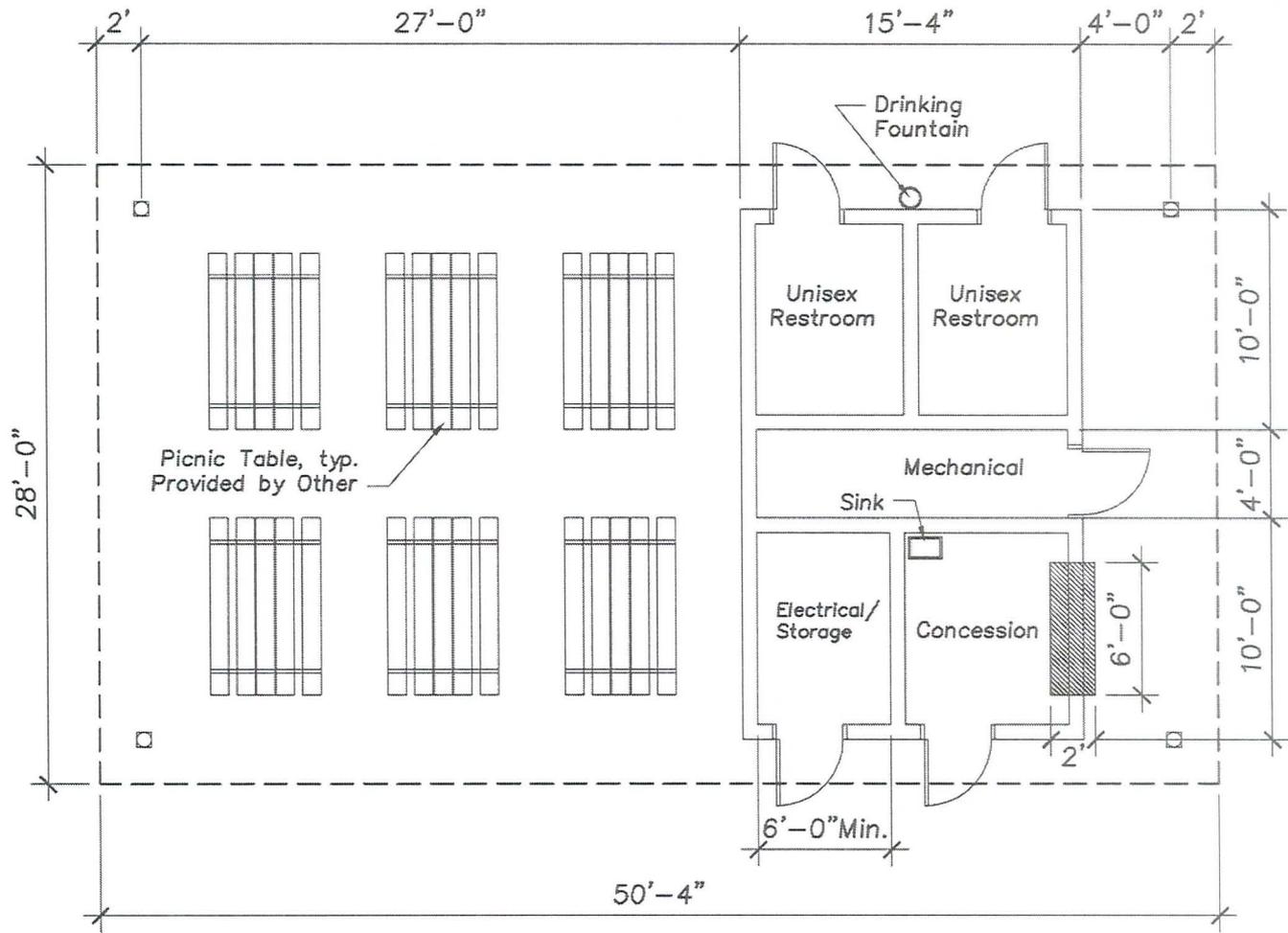
CITY OF FOREST GROVE / THATCHER PARK

City Council Meeting: March 10, 2008

GROUP  
MACKENZIE

# BUILDING: restroom, concession & shelter

## Draft Floor Plan





**RESOLUTION NO. 2008-24**

**RESOLUTION AUTHORIZING THE CITY OF FOREST GROVE  
TO APPLY FOR A LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND  
RECREATION DEPARTMENT FOR DEVELOPMENT OF A MULTI-PURPOSE  
RESTROOM/SHELTER/CONCESSION FACILITY AT THATCHER PARK**

**WHEREAS**, The Oregon Parks and Recreation Department is accepting applications for the Local Government Grant Program; and

**WHEREAS**, It is the City's intent to improve the quality of open space, parks, trails and recreation in Forest Grove; and

**WHEREAS**, The development of Thatcher Park including the installation of a multi-purpose facility building proposed for the Local Government Grant Program Project been identified as a high priority in Forest Grove by City Council and City staff as it provides recreational opportunities for urban citizens within the region; and

**WHEREAS**, A rapidly growing urban population including those with disabilities has limited access to public parks, green space, trails and recreational opportunities; and

**WHEREAS**, The development of a multi-purpose Restroom/Shelter/ Concession building is a vital and necessary element to the successful functioning of Thatcher Park and will increase and encourage local use; and

**WHEREAS**, The City of Forest Grove hereby certifies that the matching share for this application is readily available at this time.

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

Section 1. That the City of Forest Grove be authorized to apply for a Local Government Grant to the Oregon Parks and Recreation Department for Thatcher Park development as specified above.

Section 2. That the City Manager is hereby authorized to submit the grant application, on behalf of the City of Forest Grove, and to make any technical changes to the grant application materials, as necessary, after adoption of this resolution.

Section 3. That the City of Forest Grove be prepared to contribute funding as specified in the grant application for any awarded grants.

Section 4. This resolution is effective immediately upon its enactment by the City Council.

**PRESENTED AND PASSED** this 31<sup>st</sup> day of March, 2008.

\_\_\_\_\_  
Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 31<sup>st</sup> day of March, 2008.

\_\_\_\_\_  
Richard G. Kidd, Mayor

March 31, 2008

**STAFF REPORT AND RESOLUTION AUTHORIZING THE REQUEST  
OF THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY,  
OREGON, TO TRANSFER JURISDICTION OF SUNSET DRIVE AND A PORTION OF  
NW BEAL ROAD SITUATED WITHIN THE CORPORATE LIMITS OF THE CITY OF  
FOREST GROVE**

**PROJECT TEAM:** Robert Foster, Public Works Director  
Nick Kelsay, Project Engineer  
Michael Sykes, City Manager

**ISSUE:** The Sunset Drive reconstruction is now complete. Washington County is ready to transfer jurisdiction of Sunset Drive and that portion of NW Beal Road west of the relocated State Highway No. 47 to the City of Forest Grove.

**BACKGROUND:** Sunset Drive was originally State Highway 47 under the jurisdiction of the Oregon Department of Transportation. In 1999, the North bypass of State Highway No. 47 was constructed and Washington County took jurisdiction of Sunset Drive south of the new bypass and north of Forest Grove City limits. In 1994, Washington County, through the voter approved Major Streets Transportation Improvement Program (MSTIP3), funded the urbanization reconstruction of Sunset Drive. An Intergovernmental Agreement between Washington County and the City of Forest Grove included the transfer of jurisdiction from County to City upon the completion of the Sunset Drive reconstruction project. The construction has been completed to City standards and includes a sewer extension, bicycle lanes, and street lighting. Sunset Drive is now a beautiful boulevard that represents our dynamic City well.

**RECOMMENDATION:** City staff recommends that the City Council adopt the attached resolution accepting Jurisdictional Transfer and ownership of Sunset Drive and that portion of NW Beal Road west of the relocated State Highway No. 47 to the City of Forest Grove.

**RESOLUTION NO. 2008-25****RESOLUTION OF THE CITY OF FOREST GROVE AUTHORIZING THE REQUEST OF THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, OREGON, TO TRANSFER JURISDICTION OF SUNSET DRIVE AND NW BEAL ROAD WESTERLY OF THE RELOCATED STATE HIGHWAY 47 SITUATED WITHIN THE CORPORATE LIMITS OF THE CITY OF FOREST GROVE**

**WHEREAS**, during the past several years, the City of Forest Grove has annexed territory adjacent to its corporate boundaries, and

**WHEREAS**, the Council of the City of Forest Grove has determined that it is in the best interest of the City of Forest Grove and its citizens that County Road No. 401 and County road described in Book 4 Page 95 of the Washington County Deed Records (NW Beal Road), to the extent that it is within the corporate boundaries of the City of Forest Grove under the jurisdiction of the County, should be transferred to the jurisdiction of the City of Forest Grove.

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

Section 1. That the Board of County Commissioners of Washington County, Oregon, be petitioned and requested to relinquish and transfer to the City of Forest Grove, jurisdiction over that portion of County Road No. 401 lying southerly of the relocated State Highway No. 47 described in Deed Document No. 2003-024830 of the Washington County Book of Records. Said road being situated in the southwest one-quarter of Section 30 and in the west one-half of Section 31, T1N, R3W, W.M. and that portion of that County road described in Book 4 Page 95 of the Washington County Deed Records (NW Beal Road) lying westerly of relocated State Highway No. 47 described in Deed Document No. 2003-024830 of the Washington County Book of Records. Said road being situated in the southwest one-quarter of Section 30, T1N, R3W, W.M., as shown on attached Exhibit "A".

Section 2. That the City Recorder deliver a certified copy of the foregoing resolution to the Board of County Commissioners of Washington County, Oregon.

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

**PRESENTED AND PASSED** this 31<sup>st</sup> day of March, 2008.

\_\_\_\_\_  
Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 31<sup>st</sup> day of March, 2008.

\_\_\_\_\_  
Richard G. Kidd, Mayor

**EXHIBIT "A"**

**1. SUNSET DRIVE**  
ALL OF SUNSET DRIVE

SEE EXHIBIT "B"

All of Sunset Drive lying between University Avenue and County Road 401 and all of County Road 401 and the relocated Sunset Drive lying southerly of the relocated State Highway No. 47 described in Deed Document No. 2003-024830 of the Washington County Book of Records. Said roads being situated in the southwest one-quarter of Section 30 and in the west one-half of Section 31, T1N, R3W, W.M.

**2. NW BEAL ROAD**  
NW BEAL ROAD WESTERLY OF THE RELOCATED STATE HIGHWAY NO. 47

SEE EXHIBIT "B"

That portion of that county road described in Book 4 Page 95 of the Washington County Deed Records (NW Beal Road) lying westerly of relocated State Highway No. 47 described in Deed Document No. 2003-024830 of the Washington County Book of Records. Said road being situated in the southwest one-quarter of Section 30, T1N, R3W, W.M.

TRANSFER OF JURISDICTION

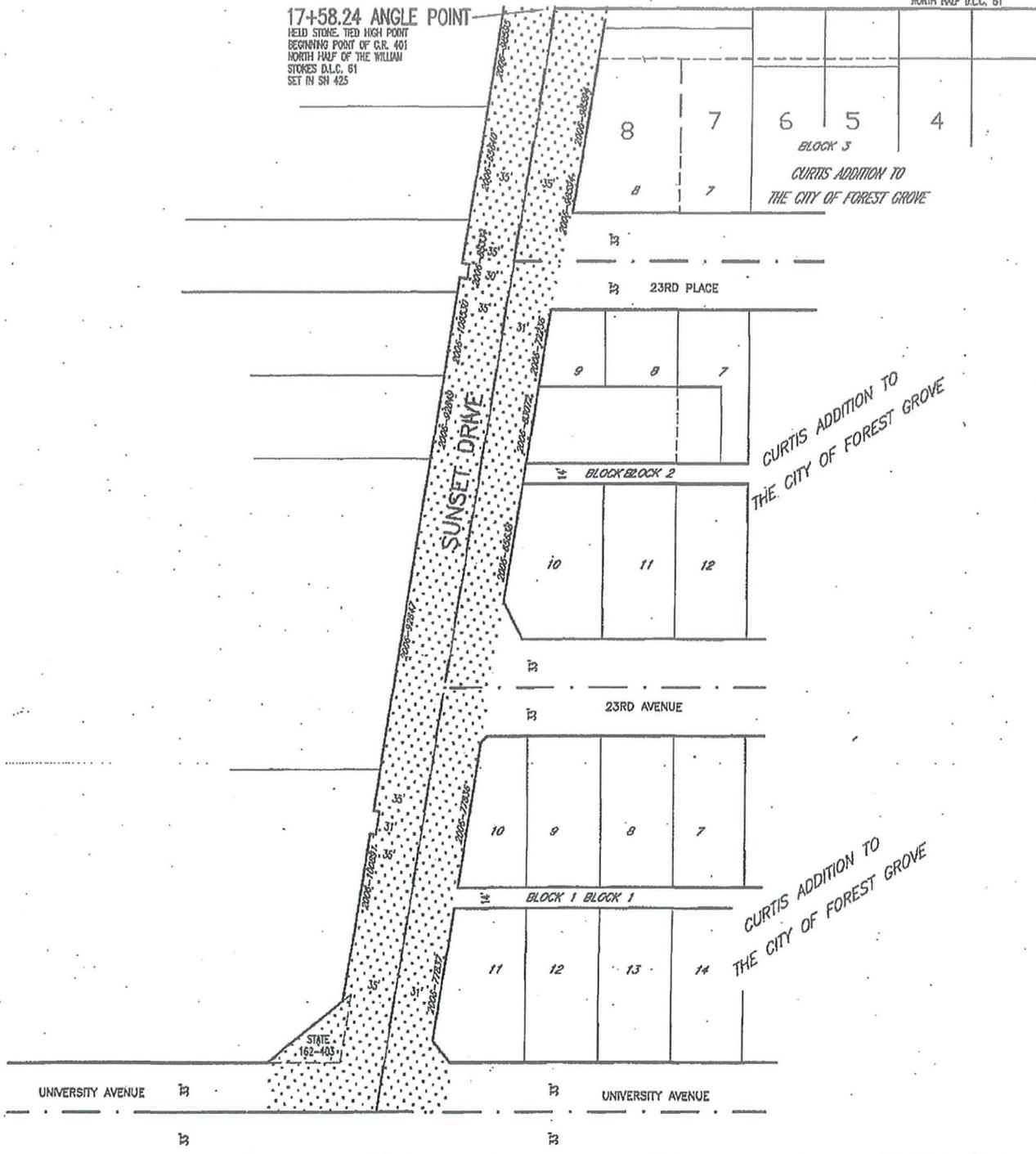
SCALE 1" = 100'

SUNSET DRIVE  
NW BEAL ROAD

NORTH HALF D.L.C. 61

17+58.24 ANGLE POINT

FIELD STONE TIED HIGH POINT  
BEGINNING POINT OF G.R. 401  
NORTH HALF OF THE WILLIAM  
STOKES D.L.C. 61  
SET IN SH 425



CURTIS ADDITION TO  
THE CITY OF FOREST GROVE

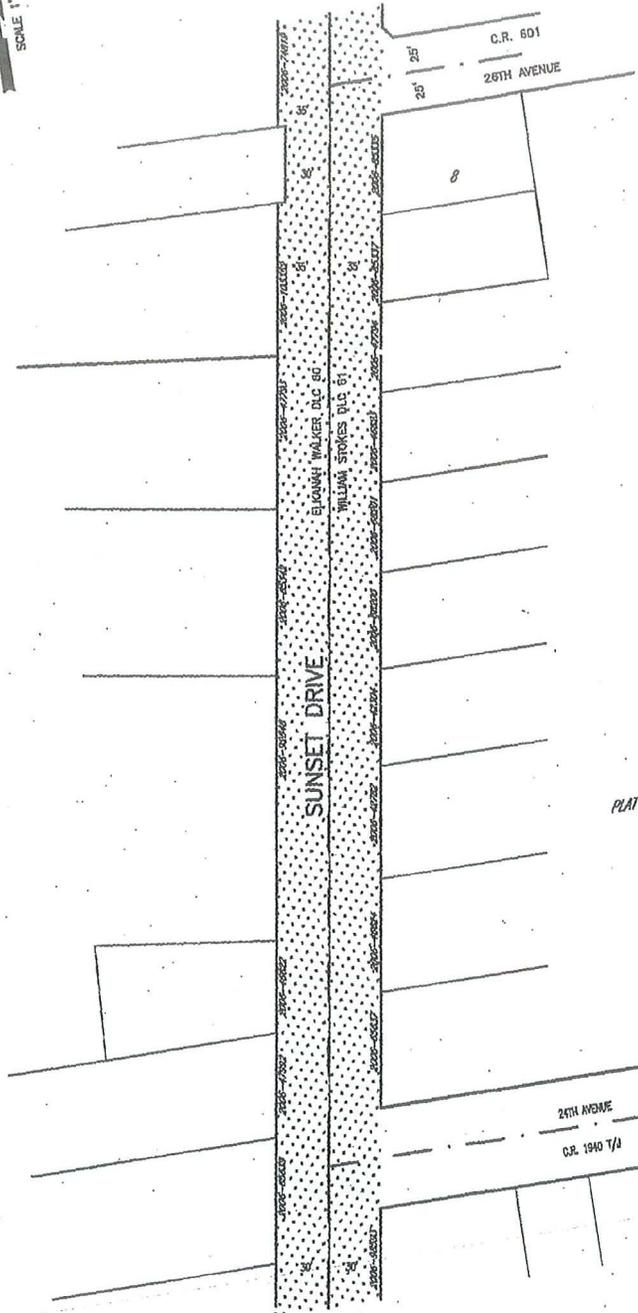
CURTIS ADDITION TO  
THE CITY OF FOREST GROVE

TRANSFER OF JURISDICTION

SCALE 1" = 100'

SUNSET DRIVE  
NW BEAL ROAD

PLAT OF CURTIS SUBDIVISIONS



PLAT OF CURTIS SUBDIVISIONS

EXHIBIT "B"  
PAGE 2 OF 6

NORTH HALF D.L.C. 61



TRANSFER OF JURISDICTION

SUNSET DRIVE  
NW BEAL ROAD

BENJAMIN H. CATCHING DLC 59

ELKANAH WALKER DLC 60

42+22.01 P.T.

ALVIN C. BROWN DLC 58

POINT OF INTERSECTION  
41+50.11 2.30' LEFT  
2" BRASS DISC AT THE SE CORNER OF THE B.H. CATCHING D.L.C. NO. 59,  
THE SW CORNER OF THE A.C. BROWN D.L.C. NO. 58, AND ON THE  
NORTH LINE OF THE E. WALKER D.L.C. NO. 60  
SET IN U.S.B.T. BOOK B, PAGE 271

ELKANAH WALKER DLC 60

40+78.21 P.C.

SUNSET DRIVE C.R. 401



7 NORTH FOREST GROVE ACRES

WILLAMINA AVENUE

C.R. 646

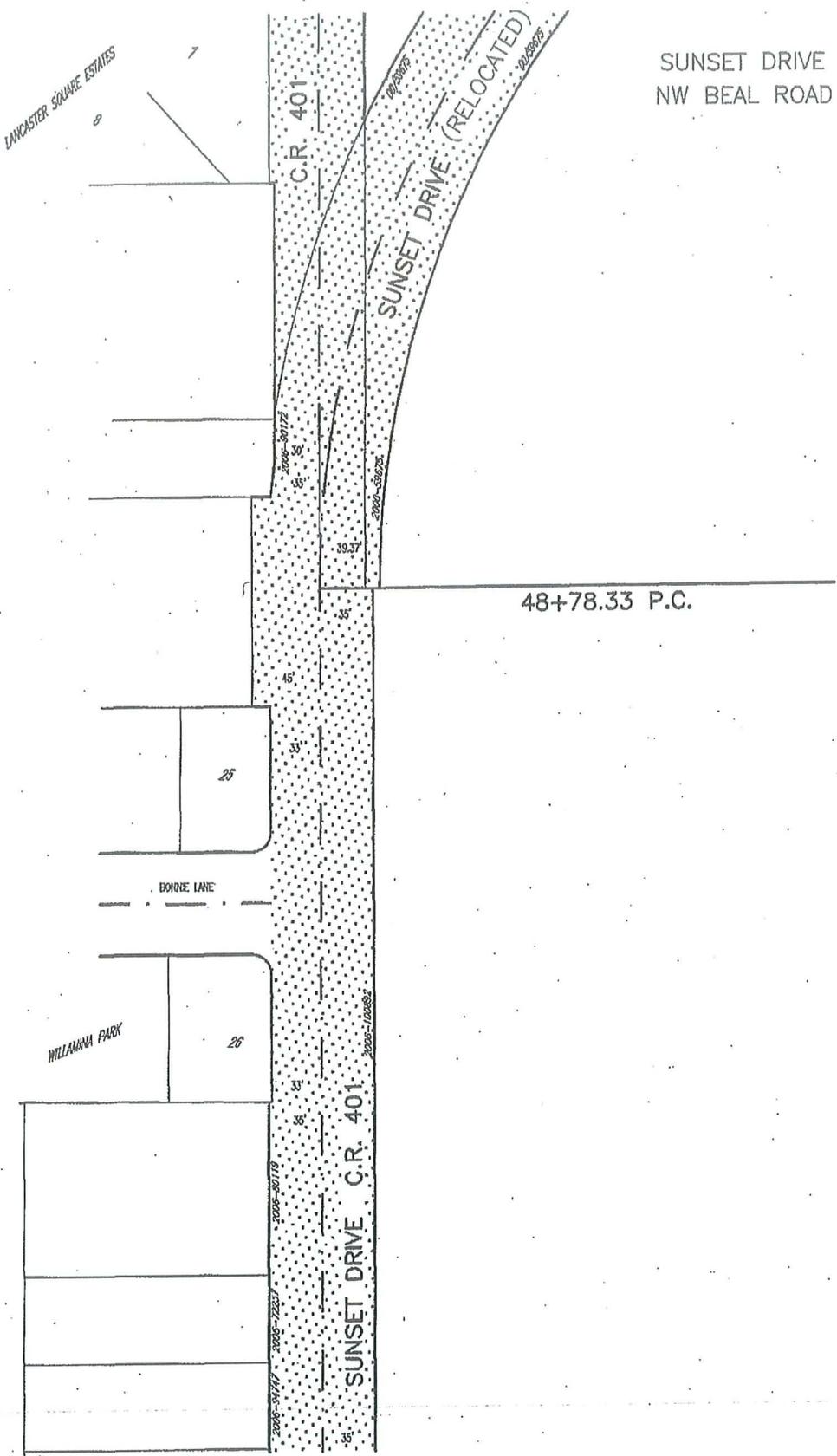
WILLAMINA AVENUE

C.R. 1271

35+62.30 P.T.

8  
9  
17  
NORTH FOREST GROVE ACRES

TRANSFER OF JURISDICTION



TRANSFER OF JURISDICTION

BONNEVILLE POWER ADMINISTRATION

BONNEVILLE POWER ADMINISTRATION

SUNSET DRIVE  
NW BEAL ROAD



SCALE 1" = 500'

BENJAMIN H. CATCHING DLC 59  
ALVIN C. BROWN DLC 58

BENJAMIN H. CATCHING DLC 59  
ALVIN C. BROWN DLC 58

C.R. 401

2003-024830

STATE HIGHWAY 47

COUNTY ROAD BOOK 4 PAGE 95

56+33.27

2003-024830

STATE HIGHWAY 47

SUNSET DRIVE  
(RELOCATED)  
200/28875

54+37.86 P.T.

LANCASTER SQUARE NO. 2

LANCASTER SQUARE ESTIMES

NW BEAL ROAD

1

2

3

4

5

6



00990913200600928470060069

I, Richard Hobemicht, Director of Assessment and Taxation and Ex-Officio County Clerk for Washington County, Oregon, do hereby certify that the within instrument of writing was received and recorded in the book of records of said county.

Richard W. Hobemicht, Director of Assessment and Taxation, Ex-Officio County Clerk



## DEDICATION DEED

**CITY OF FOREST GROVE**, an Oregon municipal corporation, Grantor, grants to **WASHINGTON COUNTY**, a political subdivision of the State of Oregon, Grantee, on behalf of the public, for the use of the public forever, the following easements in that certain real property situated in the County of Washington and State of Oregon, described on the attached Exhibit "A," and shown on the attached Exhibit "B."

The true consideration for this conveyance is **\$NONE**.

### PARCEL 1 - DEDICATION OF RIGHT-OF-WAY

Including the right to construct, operate, and maintain a public road, all customary associated uses, and appurtenant facilities;

### PARCEL 2 - SLOPE EASEMENT

Including the right to construct and maintain slopes necessitated by the construction, operation, and maintenance of the public road, all public facilities, and improvements in the adjacent right-of-way. Grantee shall never be required to remove the slope materials placed by it on said property, nor shall Grantee be subject to any damages to Grantor by reasons of any change of grade of the roadway abutting on said property.

### AND - PUBLIC UTILITIES EASEMENT

Including the right to install, maintain, and repair public utilities over, under, and across the property described;

### AND - DRAINAGE EASEMENT

Including the right to construct, operate, and maintain facilities for storm and surface drainage purposes over, under, and across said property, together with the right to enter upon said easement area for the purpose of planting, digging, cleaning, and to perform other activities that enhance and preserve the drainage function of the easement area.

### PARCEL 3 - TEMPORARY CONSTRUCTION EASEMENT

Including the right for Grantee, its employees, agents, and employees of independent contractors performing work under contract for Washington County, to enter and use the easement area for a construction work area in connection with the construction of the Sunset Drive / Beal to University project as designed.

The term and duration of this temporary construction easement shall be for a period of one and a half years (1 ½), from July 1, 2006 to December 31, 2007, or upon completion of the above-mentioned construction project, whichever is sooner.

This document is intended to grant easements on the property described, not to convey fee title or any interest in the underlying property except as expressly stated herein. The easements granted shall not prevent Grantors from the use of said property; provided, however, that such use shall not be permitted to interfere with the rights herein granted. Grantor shall not be permitted to endanger the lateral support of any facilities constructed within the easements granted herein.

Grantor hereby covenants to and with Grantee that it is the owner of said property, which is free from all encumbrances, except for easements, conditions and restrictions of record, and will warrant and defend the easement rights herein granted from all lawful claims whatsoever, except as stated herein.

IN WITNESS WHEREOF, the above named Grantor, by and through its CITY MANAGER AND DIRECTOR OF PUBLIC WORKS, has caused this instrument to be duly signed.

DATED this 27 day of July, 2006.

CITY OF FOREST GROVE  
an Oregon municipal corporation

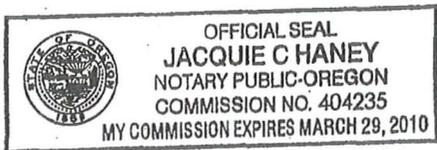
CITY OF FOREST GROVE  
an Oregon municipal corporation

By: Michael J. Sykes  
Title: City Manager

By: Robert A. Foster  
Title: Dir. Public Works

STATE OF OREGON )  
County of Washington ) ss.

The foregoing instrument was acknowledged before me this 27 day of July, 2006, by Robert A. Foster, Director of Public Works (name and title of position) of the City of Forest Grove, an Oregon municipal corporation on behalf of the City of Forest Grove, and Michael J. Sykes, City Manager of the City of Forest Grove.



Jacquie C. Haney  
Notary Public

Accepted on behalf of Washington County, Oregon.

By: [Signature]  
Title: ACTING COUNTY ENGINEER

Dated this 3<sup>RD</sup> day of AUGUST, 2006

Approved As To Form:

Loretta S. Skurdahl  
Sr. Assistant County Counsel  
Dated & Signed: October 29, 1998

## EXHIBIT "A"

SUNSET DRIVE  
March 29, 2006

WASH. CO. PROJECT NO. 002535  
FILE NO. 80  
TAX MAP & LOT NO. 1N3 31CC 00100

### PARCEL 1 - DEDICATION OF RIGHT-OF-WAY

A parcel of land lying in the Southwest One-quarter of Section 31, Township 1 North, Range 3 West, W.M., Washington County, Oregon and being a portion of that property to the City of Forest Grove, a municipal corporation of the State of Oregon, and described in book 273 page 177, book 296 page 78, book 646 page 559, and book 648 page 158, in the Washington County Book of Records; said parcel being a portion of said property included in a strip of land, lying easterly of a line being 35 feet westerly of, and parallel with, the following described centerline of relocated Sunset Drive.

A road centerline situated in the Southwest one-quarter of Section 30 and in the west one-half of Section 31, T1N, R3W, W.M., Washington County, Oregon, being more particularly described as follows:

Beginning at a stone at centerline station 10+00.00, said stone is at centerline station 0+00.00 on Survey Number 29,751 and bears N 08°34'43" E, 802.63 feet from a 3-1/4" aluminum disc at the southwest corner of the William Stokes D.L.C. 61, as shown on said survey;

thence N 08°33'03" E, 758.24 feet to a stone at the beginning point of County Road 401 and centerline station 17+58.24 A.P.;

thence N 08°36'55" E, 1488.36 feet to centerline station 36+46.60 P.C.;

thence following the arc of a 1125.00 foot radius curve to the left through a central angle of 16°04'42" (Chord bears N 00°34'34" E, 314.66 feet) 315.70 feet to centerline station 35+62.30 P.T.;

thence N 07°27'47" W, 515.91 feet to centerline station 40+78.21 P.C.;

thence following the arc of a 1125.00 foot radius curve to the right through a central angle of 07°19'25" (Chord bears N 03°48'04" W, 143.70 feet) 143.80 feet to centerline station 42+22.01 P.T.;

thence N 00°08'22" W, 656.32 feet to centerline station 48+78.33 P.C.;

thence following the arc of a 639.76 foot radius curve to the right through a central angle of 50°06'39" (Chord bears N 24°54'57" E, 541.87 feet) 559.54 feet to centerline station 54+37.86 P.T.;

thence N 49°58'17" E, 195.40' feet to and terminating at a 3/4" iron pipe with yellow plastic cap stamped "county surveyor" in a monument box at the intersection NW Sunset Drive and State Highway 47, and being at centerline station 56+33.26.

**BASIS OF BEARINGS:**

N 08°33'03" E between the stone at centerline station 10+00.00 (centerline station 0+00.00 on Survey Number 29,751) and the stone at centerline station 17+58.24 angle point (station 7+58.24 on Survey Number 29,751), per Survey Number 29,751.

Except therefrom that portion of said property lying within the existing rights-of-way of Sunset Drive, as shown on Survey Number 29,751.

The parcel of land to which this description applies contains 1072 square feet, more or less.

**PARCEL 2 - PERMANENT SLOPE, PUBLIC UTILITIES, and DRAINAGE EASEMENT**

A parcel of land lying in the Southwest One-quarter of Section 31, Township 1 North, Range 3 West, W.M., Washington County, Oregon and being a portion of that property to the City of Forest Grove, a municipal corporation of the State of Oregon, and described in book 273 page 177, book 296 page 78, book 646 page 559, and book 648 page 158, in the Washington County Book of Records; said parcel being a portion of said property included in a strip of land, lying easterly of a line being 37 feet westerly of, and parrallel with, the aforementioned centerline of relocated Sunset Drive.

Except therefrom that portion of said property lying within the existing rights-of-way of Sunset Drive, as shown on Survey Number 29,751, and that portion described in Parcel 1.

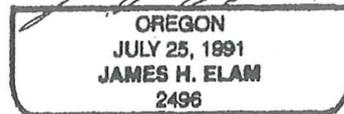
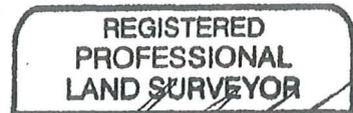
The parcel of land to which this description applies contains 429 square feet, more or less.

**PARCEL 3 - TEMPORARY CONSTRUCTION EASEMENT**

A parcel of land lying in the Southwest One-quarter of Section 31, Township 1 North, Range 3 West, W.M., Washington County, Oregon and being a portion of that property to the City of Forest Grove, a municipal corporation of the State of Oregon, and described in book 273 page 177, book 296 page 78, book 646 page 559, and book 648 page 158, in the Washington County Book of Records; said parcel being a portion of said property included in a strip of land, lying easterly of a line being 40 feet westerly of, and parallel with, the aforementioned centerline of relocated Sunset Drive.

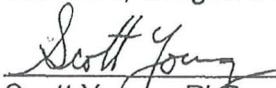
Except therefrom that portion of said property lying within the existing rights-of-way of Sunset Drive, as shown on Survey Number 29,751, and those portions described in Parcels 1 and 2.

The parcel of land to which this description applies contains 643 square feet, more or less.



RENEWAL DATE: 12-31-07

Prepared by  
Washington County Surveyor's Office  
1400 SW Walnut Street, MS 17  
Hillsboro, Oregon 97123

  
\_\_\_\_\_  
Scott Young, PLS  
Survey Supervisor

6/27/06  
\_\_\_\_\_  
Date

# EXHIBIT "B"

- 40' TEMPORARY CONSTRUCTION EASEMENT
- 37' PERMANENT SLOPE, UTILITIES, AND DRAINAGE EASEMENT
- 35' DEDICATION OF RIGHT OF WAY

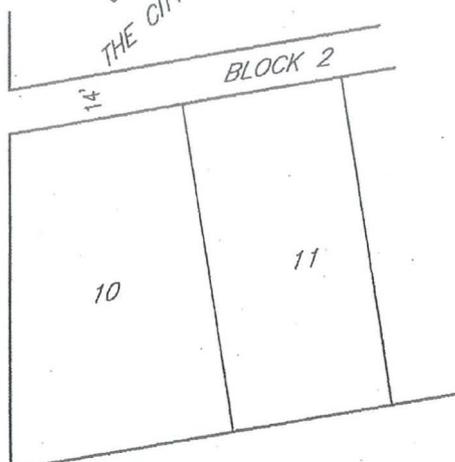
1N3 31CC 00100  
 FILE NO. 80  
 BOOK 273, PAGE 177  
 BOOK 296, PAGE 78  
 BOOK 646, PAGE 559  
 BOOK 648, PAGE 158

SUNSET DRIVE C.R. 401  
 CENTERLINE N 08°33'03" E

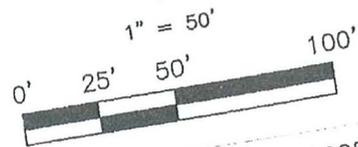
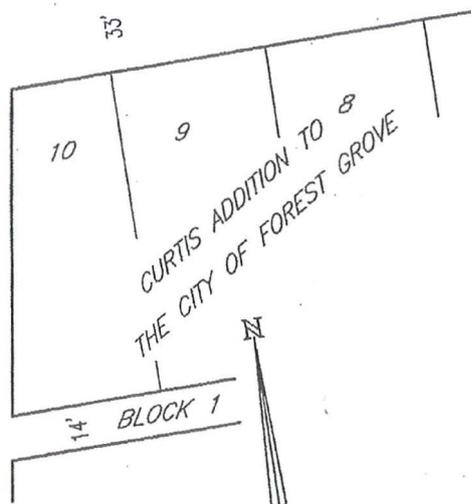
D.L.C. LINE N 08°35'27" E

CURTIS ADDITION TO  
 THE CITY OF FOREST GROVE

BLOCK 2



23RD AVENUE



- ① DEDICATION OF RIGHT OF WAY (1072 SQ. FT., MORE OR LESS)
- ② PERMANENT SLOPE, UTILITIES, AND DRAINAGE EASEMENT (429 SQ. FT., MORE OR LESS)
- ③ TEMPORARY CONSTRUCTION EASEMENT (643 SQ. FT., MORE OR LESS)

SUNSET DRIVE  
 MARCH 29, 2006



WASH. CO. PROJECT NO. 002535  
 FILE NO. 80  
 TAX MAP & LOT NO. 1N3 31CC 00100



00990915200600928480060065

I, Richard Hobemicht, Director of Assessment and Taxation and Ex-Officio County Clerk for Washington County, Oregon, do hereby certify that the within instrument of writing was received and recorded in the book of records of said county.

Richard W. Hobemicht, Director of Assessment and Taxation, Ex-Officio County Clerk



After recording, please return to:

Washington County  
LUT, Right-of-Way Section  
1400 SW Walnut St. Mail Stop #18  
Hillsboro, OR 97124-5625

## DEDICATION DEED

**CITY OF FOREST GROVE**, an Oregon municipal corporation, Grantor, grants to **WASHINGTON COUNTY**, a political subdivision of the State of Oregon, Grantee, on behalf of the public, for the use of the public forever, the following easements in that certain real property situated in the County of Washington and State of Oregon, described on the attached Exhibit "A," and shown on the attached Exhibit "B."

The true consideration for this conveyance is **\$NONE**.

### PARCEL 1 - DEDICATION OF RIGHT-OF-WAY

Including the right to construct, operate, and maintain a public road, all customary associated uses, and appurtenant facilities;

### PARCEL 2 - SLOPE EASEMENT

Including the right to construct and maintain slopes necessitated by the construction, operation, and maintenance of the public road, all public facilities, and improvements in the adjacent right-of-way. Grantee shall never be required to remove the slope materials placed by it on said property, nor shall Grantee be subject to any damages to Grantor by reasons of any change of grade of the roadway abutting on said property.

### AND - PUBLIC UTILITIES EASEMENT

Including the right to install, maintain, and repair public utilities over, under, and across the property described;

### AND - DRAINAGE EASEMENT

Including the right to construct, operate, and maintain facilities for storm and surface drainage purposes over, under, and across said property, together with the right to enter upon said easement area for the purpose of planting, digging, cleaning, and to perform other activities that enhance and preserve the drainage function of the easement area.

### PARCEL 3 - TEMPORARY CONSTRUCTION EASEMENT

Including the right for Grantee, its employees, agents, and employees of independent contractors performing work under contract for Washington County, to enter and use the easement area for a construction work area in connection with the construction of the Sunset Drive / Beal to University project as designed.

The term and duration of this temporary construction easement shall be for a period of one and a half years (1 ½), from July 1, 2006 to December 31, 2007, or upon completion of the above-mentioned construction project, whichever is sooner.



## EXHIBIT "A"

SUNSET DRIVE  
February 21, 2006

WASH. CO. PROJECT NO. 002535  
FILE NO. 68  
TAX MAP & LOT NO. 1N3 31CA 08001

### PARCEL 1 - DEDICATION OF RIGHT-OF-WAY

A parcel of land lying in the Southwest One-quarter of Section 31, Township 1 North, Range 3 West, W.M., Washington County, Oregon and being a portion of that property described in a Warranty Deed to the City of Forest Grove, Oregon, a municipal corporation, as recorded on November 18, 1974, in Book 1001, Page 236, in the Washington County Book of Records; said parcel being a portion of said property included in a strip of land, lying easterly of a line being 35 feet westerly of, and parallel with, the following described centerline of relocated Sunset Drive.

A road centerline situated in the Southwest one-quarter of Section 30 and in the west one-half of Section 31, T1N, R3W, W.M., Washington County, Oregon, being more particularly described as follows:

Beginning at a stone at centerline station 10+00.00, said stone is at centerline station 0+00.00 on Survey Number 29,751 and bears N 08°34'43" E, 802.63 feet from a 3-1/4" aluminum disc at the southwest corner of the William Stokes D.L.C. 61, as shown on said survey;

thence N 08°33'03" E, 758.24 feet to a stone at the beginning point of County Road 401 and centerline station 17+58.24 A.P.;

thence N 08°36'55" E, 1488.36 feet to centerline station 36+46.60 P.C.;

thence following the arc of a 1125.00 foot radius curve to the left through a central angle of 16°04'42" (Chord bears N 00°34'34" E, 314.66 feet) 315.70 feet to centerline station 35+62.30 P.T.;

thence N 07°27'47" W, 515.91 feet to centerline station 40+78.21 P.C.;

thence following the arc of a 1125.00 foot radius curve to the right through a central angle of 07°19'25" (Chord bears N 03°48'04" W, 143.70 feet) 143.80 feet to centerline station 42+22.01 P.T.;

thence N 00°08'22" W, 656.32 feet to centerline station 48+78.33 P.C.;

thence following the arc of a 639.76 foot radius curve to the right through a central angle of 50°06'39" (Chord bears N 24°54'57" E, 541.87 feet) 559.54 feet to centerline station 54+37.86 P.T.;

thence N 49°58'17" E, 195.40' feet to and terminating at a 3/4" iron pipe with yellow plastic cap stamped "county surveyor" in a monument box at the intersection NW Sunset Drive and State Highway 47, and being at centerline station 56+33.26.

**BASIS OF BEARINGS:**

N 08°33'03" E between the stone at centerline station 10+00.00 (centerline station 0+00.00 on Survey Number 29,751) and the stone at centerline station 17+58.24 angle point (station 7+58.24 on Survey Number 29,751), per Survey Number 29,751.

Except therefrom that portion of said property lying within the existing rights-of-way of Sunset Drive (County Road No. 401), as shown on Survey Number 29,751.

The parcel of land to which this description applies contains 890 square feet, more or less.

**PARCEL 2 - PERMANENT SLOPE, PUBLIC UTILITIES, and DRAINAGE EASEMENT**

A parcel of land lying in the Southwest One-quarter of Section 31, Township 1 North, Range 3 West, W.M., Washington County, Oregon and being a portion of that property described in a Warranty Deed to the City of Forest Grove, Oregon, a municipal corporation, as recorded on November 18, 1974, in Book 1001, Page 236, in the Washington County Book of Records; said parcel being a portion of said property included in a strip of land, lying easterly of a line being 37 feet westerly of, and parallel with, the aforementioned centerline of relocated Sunset Drive.

Except therefrom that portion of said property lying within the existing rights-of-way of Sunset Drive (County Road No. 401), as shown on Survey Number 29,751, and that portion described in Parcel 1.

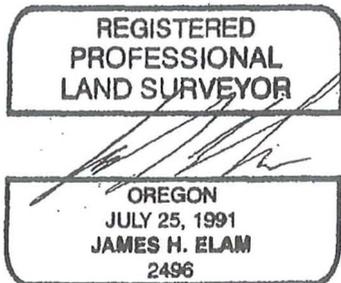
The parcel of land to which this description applies contains 356 square feet, more or less.

**PARCEL 3 - TEMPORARY CONSTRUCTION EASEMENT**

A parcel of land lying in the Southwest One-quarter of Section 31, Township 1 North, Range 3 West, W.M., Washington County, Oregon and being a portion of that property described in a Warranty Deed to the City of Forest Grove, Oregon, a municipal corporation, as recorded on November 18, 1974, in Book 1001, Page 236, in the Washington County Book of Records; said parcel being a portion of said property included in a strip of land, lying easterly of a line being 40 feet westerly of, and parrallel with, the aforementioned centerline of relocated Sunset Drive.

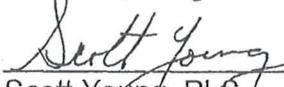
Except therefrom that portion of said property lying within the existing rights-of-way of Sunset Drive (County Road No. 401), as shown on Survey Number 29,751, and those portions described in Parcels 1 and 2.

The parcel of land to which this description applies contains 535 square feet, more or less.



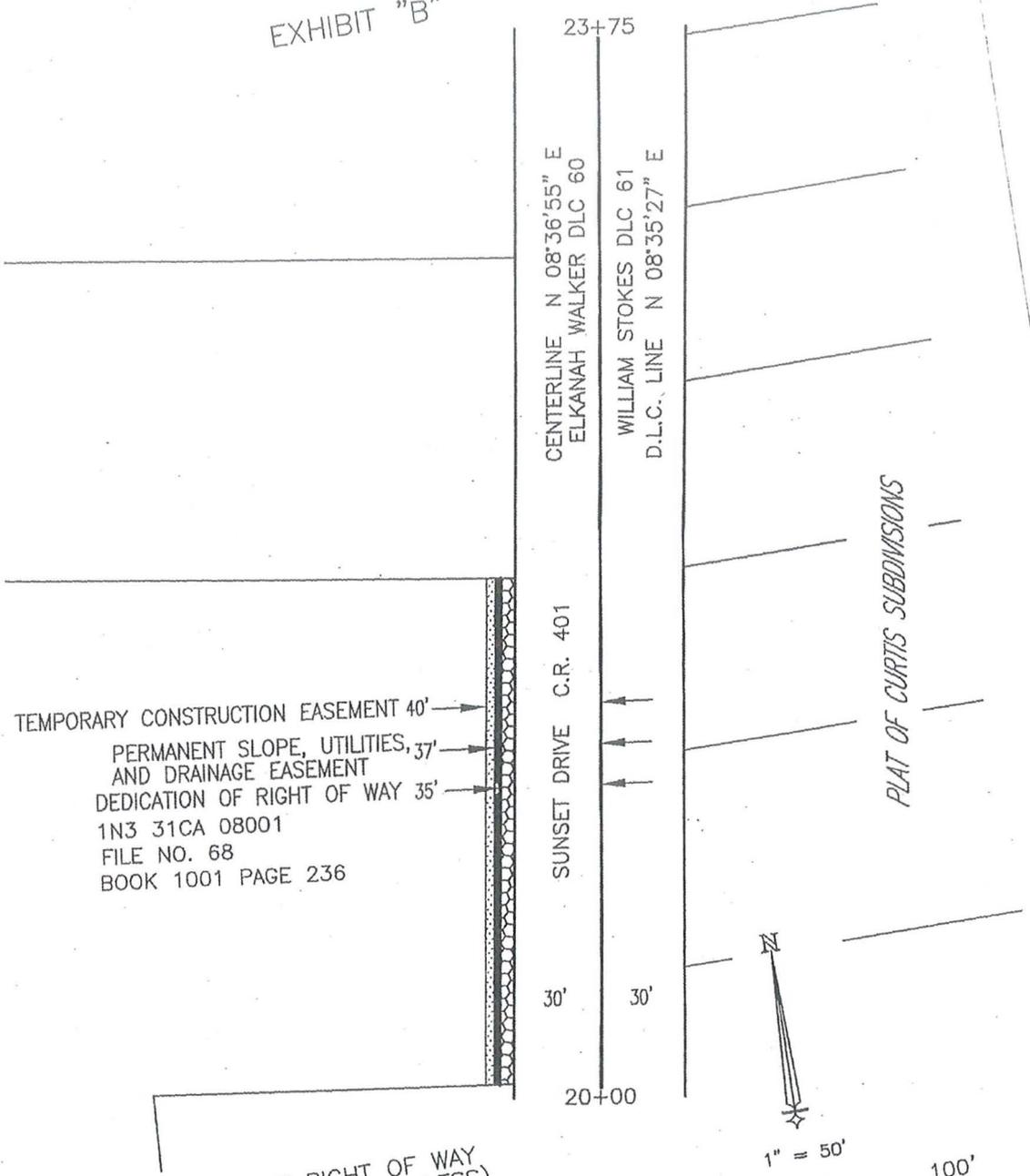
RENEWAL DATE: 12-31-07

Prepared by  
Washington County Surveyor's Office  
1400 SW Walnut Street, MS 17  
Hillsboro, Oregon 97123

  
\_\_\_\_\_  
Scott Young, PLS  
Survey Supervisor

6/27/06  
Date

EXHIBIT "B"



- ① DEDICATION OF RIGHT OF WAY (890 SQ. FT., MORE OR LESS)
- ② PERMANENT SLOPE, UTILITIES, AND DRAINAGE EASEMENT (356 FT., MORE OR LESS)
- ③ TEMPORARY CONSTRUCTION EASEMENT (535 SQ. FT., MORE OR LESS)

SUNSET DRIVE  
FEBRUARY 21, 2006



WASH. CO. PROJECT NO. 002535  
FILE NO. 68  
TAX MAP & LOT NO. 1N3 31CA 08001



00990916200600928490060062

I, Richard Hobemicht, Director of Assessment and Taxation and Ex-Officio County Clerk for Washington County, Oregon, do hereby certify that the within instrument of writing was received and recorded in the book of records of said county.

*Richard W. Hobemicht*  
Richard W. Hobemicht, Director of Assessment and Taxation, Ex-Officio County Clerk



After recording, please return to:

Washington County  
LUT, Right-of-Way Section  
1400 SW Walnut St. Mail Stop #18  
Hillsboro, OR 97124-5625

### DEDICATION DEED

**CITY OF FOREST GROVE**, an Oregon municipal corporation, Grantor, grants to **WASHINGTON COUNTY**, a political subdivision of the State of Oregon, Grantee, on behalf of the public, for the use of the public forever, the following easements in that certain real property situated in the County of Washington and State of Oregon, described on the attached Exhibit "A," and shown on the attached Exhibit "B."

The true consideration for this conveyance is \$NONE.

#### PARCEL 1 - DEDICATION OF RIGHT-OF-WAY

Including the right to construct, operate, and maintain a public road, all customary associated uses, and appurtenant facilities;

#### PARCEL 2 - SLOPE EASEMENT

Including the right to construct and maintain slopes necessitated by the construction, operation, and maintenance of the public road, all public facilities, and improvements in the adjacent right-of-way. Grantee shall never be required to remove the slope materials placed by it on said property, nor shall Grantee be subject to any damages to Grantor by reasons of any change of grade of the roadway abutting on said property.

#### AND - PUBLIC UTILITIES EASEMENT

Including the right to install, maintain, and repair public utilities over, under, and across the property described;

#### AND - DRAINAGE EASEMENT

Including the right to construct, operate, and maintain facilities for storm and surface drainage purposes over, under, and across said property, together with the right to enter upon said easement area for the purpose of planting, digging, cleaning, and to perform other activities that enhance and preserve the drainage function of the easement area.

#### PARCEL 3 - TEMPORARY CONSTRUCTION EASEMENT

Including the right for Grantee, its employees, agents, and employees of independent contractors performing work under contract for Washington County, to enter and use the easement area for a construction work area in connection with the construction of the Sunset Drive / Beal to University project as designed.

The term and duration of this temporary construction easement shall be for a period of one and a half years (1 ½), from July 1, 2006 to December 31, 2007, or upon completion of the above-mentioned construction project, whichever is sooner.

This document is intended to grant easements on the property described, not to convey fee title or any interest in the underlying property except as expressly stated herein. The easements granted shall not prevent Grantors from the use of said property; provided, however, that such use shall not be permitted to interfere with the rights herein granted. Grantor shall not be permitted to endanger the lateral support of any facilities constructed within the easements granted herein.

Grantor hereby covenants to and with Grantee that it is the owner of said property, which is free from all encumbrances, except for easements, conditions and restrictions of record, and will warrant and defend the easement rights herein granted from all lawful claims whatsoever, except as stated herein.

IN WITNESS WHEREOF, the above named Grantor, by and through its CITY MANAGER AND DIRECTOR OF PUBLIC WORKS has caused this instrument to be duly signed.

DATED this 27 day of July, 2006.

CITY OF FOREST GROVE  
an Oregon municipal corporation

CITY OF FOREST GROVE  
an Oregon municipal corporation

By: [Signature]

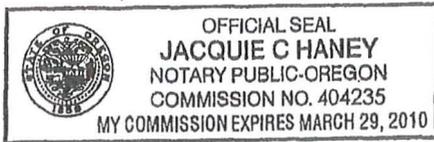
By: Robert A. Foster

Title: City Manager

Title: Dir. Public Works

STATE OF OREGON )  
County of Washington ) ss.

The foregoing instrument was acknowledged before me this 27 day of July, 2006, by Robert A. Foster, Director of Public Works (name and title of position) of the City of Forest Grove, an Oregon municipal corporation on behalf of the City of Forest Grove, and Michael J. Sykes, City Manager, of the City of Forest Grove.



Jacquie C Haney  
Notary Public

Accepted on behalf of Washington County, Oregon.

By: [Signature]

Title: ACTING COUNTY ENGINEER

Dated this 3<sup>RD</sup> day of AUGUST, 2006

Approved As To Form:

Loretta S. Skurdahl  
Sr. Assistant County Counsel  
Dated & Signed: October 29, 1998

## EXHIBIT "A"

SUNSET DRIVE  
March 10, 2006

WASH. CO. PROJECT NO. 002535  
FILE NO. 79  
TAX MAP & LOT NO. 1N3 31CA 07300

### PARCEL 1 - DEDICATION OF RIGHT-OF-WAY

A parcel of land lying in the Southwest One-quarter of Section 31, Township 1 North, Range 3 West, W.M., Washington County, Oregon and being a portion of that property described in a Warranty Deed to the City of Forest Grove, a municipal corporation of the State of Oregon, as recorded on June 7, 1967, in Book 645, Page 22, in the Washington County Book of Records; said parcel being a portion of said property included in a strip of land, lying easterly of a line being 35 feet westerly of, and parrallel with, the following described centerline of relocated Sunset Drive.

A road centerline situated in the Southwest one-quarter of Section 30 and in the west one-half of Section 31, T1N, R3W, W.M., Washington County, Oregon, being more particularly described as follows:

Beginning at a stone at centerline station 10+00.00, said stone is at centerline station 0+00.00 on Survey Number 29,751 and bears N 08°34'43" E, 802.63 feet from a 3-1/4" aluminum disc at the southwest corner of the William Stokes D.L.C. 61, as shown on said survey;

thence N 08°33'03" E, 758.24 feet to a stone at the beginning point of County Road 401 and centerline station 17+58.24 A.P.;

thence N 08°36'55" E, 1488.36 feet to centerline station 36+46.60 P.C.;

thence following the arc of a 1125.00 foot radius curve to the left through a central angle of 16°04'42" (Chord bears N 00°34'34" E, 314.66 feet) 315.70 feet to centerline station 35+62.30 P.T.;

thence N 07°27'47" W, 515.91 feet to centerline station 40+78.21 P.C.;

thence following the arc of a 1125.00 foot radius curve to the right through a central angle of 07°19'25" (Chord bears N 03°48'04" W, 143.70 feet) 143.80 feet to centerline station 42+22.01 P.T.;

thence N 00°08'22" W, 656.32 feet to centerline station 48+78.33 P.C.;

thence following the arc of a 639.76 foot radius curve to the right through a central angle of 50°06'39" (Chord bears N 24°54'57" E, 541.87 feet) 559.54 feet to centerline station 54+37.86 P.T.;

thence N 49°58'17" E, 195.40' feet to and terminating at a 3/4" iron pipe with yellow plastic cap stamped "county surveyor" in a monument box at the intersection NW Sunset Drive and State Highway 47, and being at centerline station 56+33.26.

**BASIS OF BEARINGS:**

N 08°33'03" E between the stone at centerline station 10+00.00 (centerline station 0+00.00 on Survey Number 29,751) and the stone at centerline station 17+58.24 angle point (station 7+58.24 on Survey Number 29,751), per Survey Number 29,751.

Except therefrom that portion of said property lying within the existing rights-of-way of Sunset Drive (County Road No. 401), as shown on Survey Number 29,751.

The parcel of land to which this description applies contains 287 square feet, more or less.

**PARCEL 2 - PERMANENT SLOPE, PUBLIC UTILITIES, and DRAINAGE EASEMENT**

A parcel of land lying in the Southwest One-quarter of Section 31, Township 1 North, Range 3 West, W.M., Washington County, Oregon and being a portion of that property described in a Warranty Deed to the City of Forest Grove, a municipal corporation of the State of Oregon, as recorded on June 7, 1967, in Book 645, Page 22, in the Washington County Book of Records; said parcel being a portion of said property included in a strip of land, lying easterly of a line being 37 feet westerly of, and parallel with, the aforementioned centerline of relocated Sunset Drive.

Except therefrom that portion of said property lying within the existing rights-of-way of Sunset Drive (County Road No. 401), as shown on Survey Number 29,751, and that portion described in Parcel 1.

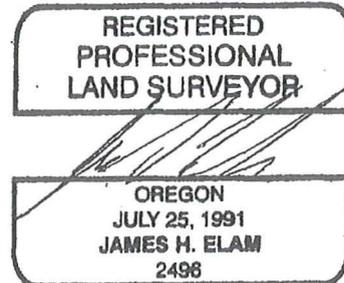
The parcel of land to which this description applies contains 115 square feet, more or less.

**PARCEL 3 - TEMPORARY CONSTRUCTION EASEMENT**

A parcel of land lying in the Southwest One-quarter of Section 31, Township 1 North, Range 3 West, W.M., Washington County, Oregon and being a portion of that property described in a Warranty Deed to the City of Forest Grove, a municipal corporation of the State of Oregon, as recorded on June 7, 1967, in Book 645, Page 22, in the Washington County Book of Records; said parcel being a portion of said property included in a strip of land, lying easterly of a line being 40 feet westerly of, and parrallel with, the aforementioned centerline of relocated Sunset Drive.

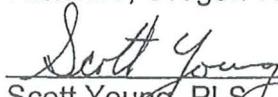
Except therefrom that portion of said property lying within the existing rights-of-way of Sunset Drive (County Road No. 401), as shown on Survey Number 29,751, and those portions described in Parcels 1 and 2.

The parcel of land to which this description applies contains 172 square feet, more or less.



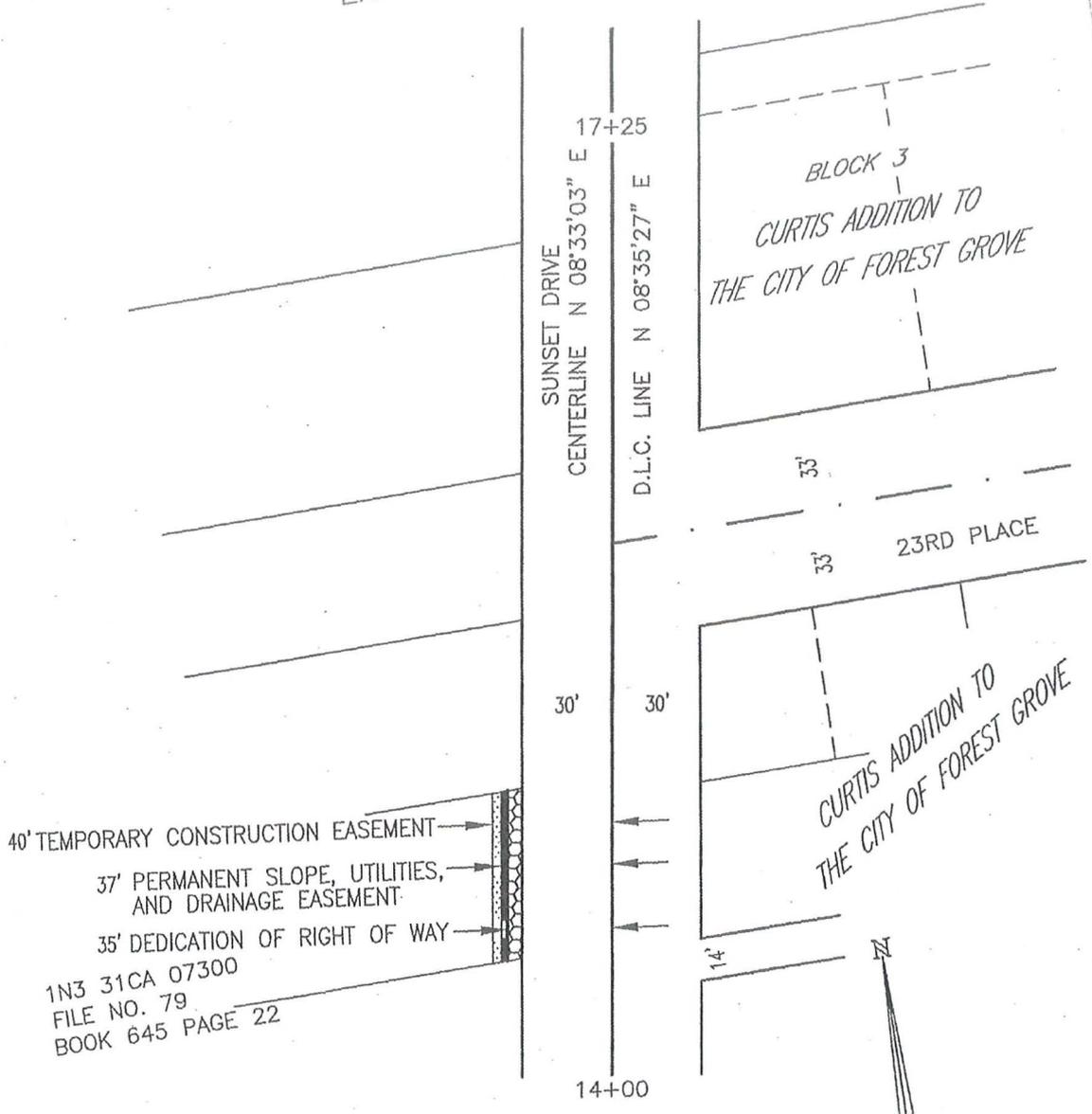
RENEWAL DATE: 12-31-07

Prepared by  
Washington County Surveyor's Office  
1400 SW Walnut Street, MS 17  
Hillsboro, Oregon 97123

  
\_\_\_\_\_  
Scott Young, PLS  
Survey Supervisor

6/27/06  
Date

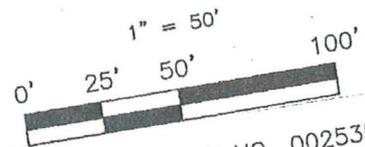
EXHIBIT "B"



1N3 31CA 07300  
 FILE NO. 79  
 BOOK 645 PAGE 22

- ①  DEDICATION OF RIGHT OF WAY (287 SQ. FT., MORE OR LESS)
- ②  PERMANENT SLOPE, UTILITIES, AND DRAINAGE EASEMENT (115 SQ. FT., MORE OR LESS)
- ③  TEMPORARY CONSTRUCTION EASEMENT (172 SQ. FT., MORE OR LESS)

SUNSET DRIVE  
 MARCH 10, 2006



WASH. CO. PROJECT NO. 002535  
 FILE NO. 79  
 TAX MAP & LOT NO. 1N3 31CA 07300

March 31, 2008

**REPORT ON RESOLUTION ADOPTING SUPPLEMENTAL BUDGET AND  
AUTHORIZING THE EXPENDITURE OF 911 RESERVE FUNDS**

**Project Team:** Paul Downey, Director of Administrative Services  
Michael Sykes, City Manager

**ISSUE STATEMENT** The City received an additional payment from the State of Oregon for 911 tax revenue during the current fiscal year. The additional payment will cause the 911 Reserve Fund to be overexpended if the budget is not modified to allow the payment of this additional 911 tax revenue to WCCCA. A resolution authorizing the expenditure of the additional funds has been prepared.

**DISCUSSION** The City was not expecting the additional payment of 911 tax revenue from the State which issued a separate payment of these funds instead of including them as part of the quarterly 911 tax payments. The City pays the 911 tax funds to WCCCA after WCCCA invoices the City. The City has paid the additional tax revenue to WCCCA so now the City does not have enough expenditure authority to pay the quarterly payment to WCCCA. The appropriation authority in the 911 Reserve Fund needs to be increased so the payment can be made. Staff has prepared a resolution authorizing the expenditure of the additional funds.

Local Budget Law requires a supplemental budget be prepared and approved by the City Council prior to the expenditure of the additional funds. The supplemental budget is allowed under ORS 294.480(c) which allows funds to be expended if the funds were made available by another government agency and the availability of such funds could not be ascertained at the time of preparation of the budget for the current year. A public hearing is not required for this supplemental budget since the change is less than 10 percent of the 911 Reserve Fund's budgeted expenditures.

**RECOMMENDATION** Staff is recommending that the City Council approve the resolution so the additional funds can be expended in accordance with Local Budget Law.

**RESOLUTION NO. 2008-26****RESOLUTION ADOPTING SUPPLEMENTAL BUDGET AND  
AUTHORIZING THE EXPENDITURE OF 911 RESERVE FUNDS**

**WHEREAS**, the Local Budget Law allows for the expenditure of funds made available by another government agency and the availability of such funds could not be ascertained at the time of the preparation of the budget for the current year (ORS294.480(c)); and

**WHEREAS**, the City of Forest Grove Street Fund will receive an additional 911 tax revenue from the State of Oregon; and

**WHEREAS**, the City is required to pay this additional tax revenue to WCCCA as this agency provides the City's emergency dispatch services; and

**WHEREAS**, the 911 Reserve Fund needs expenditure authority to the additional tax revenue to WCCCA.

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

Section 1. In the 911 Reserve Fund, the appropriations for Intergovernmental Services (Materials and Services line item 215-20-51-520557) will be increased by \$10,000.

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

**PRESENTED AND PASSED** this 31<sup>st</sup> day of March, 2008.

---

Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 31<sup>st</sup> day of March, 2008.

---

Richard G. Kidd, Mayor

March 31, 2008

REPORT ON RESOLUTION AUTHORIZING COMPENSATION TO  
APPROVE NON-REPRESENTED EMPLOYEES FOR  
CITY USE OF PERSONAL CELLULAR PHONES

Project Team: Paul Downey, Director of Administrative Services  
Michael Sykes, City Manager

**ISSUE STATEMENT** The City is continuing to review policies and procedures related to federal laws and IRS regulations regarding the taxability of certain items. The City has recently been reviewing how it handles City-provided cell phones to determine if the City is in compliance with IRS regulations concerning cell phones. City staff is proposing changes to how the City manages cell phones to reduce the tax liability risk to employees and the City. The City is proposing that certain non-represented employees receive a stipend for using their personal cell phones for City business purposes.

**DISCUSSION** Many cities are reviewing how many items such as City Council stipends, cell phones, clothing purchases, use of assigned City vehicles, and business meals are treated for tax purposes by the IRS. Three cities about the size of Forest Grove in the Portland metropolitan area have been audited by the IRS in the past few years for how these items are treated. Forest Grove has been reviewing these items and making changes where necessary. The City has been reviewing how it handles cell phones and recognizes the need to make some changes.

Currently the City issues cell phones to employees who have a legitimate business need for a phone. Current City policy does not prohibit personal use of City cell phones but states that any such personal use will be infrequent and brief. IRS regulations require that any personal use of City-owned cell phones has to be accounted for by each employee and the City has to be reimbursed for the value of any personal cell phone call. The accounting for personal calls will be time consuming for all the employees involved in that process. Accounting will need to send copies of the cell phone bill to each employee who will then have to review the cell phone bill and send back reimbursement for any personal calls. Each employee's supervisor will be required to review and approve each employee's review to approve that the employee's review is correct. The copy of the cell phone bill plus any reimbursement will be sent back to accounting for further processing and filing.

Instead of going through that process every month, more cities are paying employees a monthly stipend for the employee to use their personal cell phone for City business

purposes. This relieves the City and the employee of any risk from using a City-issued cell phone for personal use and not reimbursing the City. It also removes the recordkeeping requirement for the City and the employee. The stipend is taxable income to the employee and is included on the employee's W-2.

Staff has reviewed the amount that the City pays for the non-represented employees currently assigned cell phones. The average amount for February 2008 was \$36.04 per employee and that amount is consistent over time. Several department directors have also used City-issued Blackberries for receiving City e-mails, doing scheduling, having contact information, and other productivity uses. A Blackberry costs as much as having an additional cell phone line for each employee who had one. Even though no staff is currently using Blackberries, the department directors who used them found them to be valuable so staff is recommending resuming the use of Blackberries. The Blackberries would be purchased by City staff with a limited reimbursement from the City. It is cheaper to reimburse the employee for the Blackberry than it is for the City to purchase a Blackberry.

Employees will not automatically receive a stipend for the use of their personal cell phone. The employee will need to demonstrate a business need to receive the cell phone usage stipend and the Blackberry stipend. The City Manager or his designee will have to approve each stipend request. Since the City is already providing cell phones to most employees based on a business need for a cell phone, staff is not anticipating increasing the number of employees who would receive a stipend by more than a few employees. Blackberry usage will be even more limited.

Staff is proposing the following payments to non-represented employees for use of their personal cell phones:

\$35 per month for cell phone (includes cost of minutes and phone insurance);

\$25 per month for Blackberry service;

Up to \$99 - one-time payment to purchase a Blackberry.

Overall, staff projects that the change to paying stipends is anticipated to be cost neutral for the City.

There are many represented employees who use City-issued cell phones. The proposed resolution does not include those employees because the stipend method needs to be negotiated with each bargaining unit. If the non-represented employee stipend is approved, the HR Manager and I will be discussing this issue with the bargaining units. Any employee who does not receive a stipend will be required to account for and reimburse any personal use of a City-issued cell phone.

**RECOMMENDATION** Staff is recommending that the City Council approve the attached resolution. Since this resolution is compensation, this resolution will require two readings per City Charter IV, Section 20(3).

RESOLUTION NO. 2008-27

RESOLUTION AUTHORIZING COMPENSATION TO  
APPROVE NON-REPRESENTED EMPLOYEES FOR  
CITY USE OF PERSONAL CELLULAR PHONES

**WHEREAS**, the City of Forest Grove currently provides cellular phones to certain non-represented employees for City business use only; and

**WHEREAS**, the City employees are required by IRS regulations to account for any personal use of the City cell phones and reimburse the City for personal use; and

**WHEREAS**, the recordkeeping process is burdensome and will consume considerable staff time to ensure compliance with the IRS regulations; and

**WHEREAS**, paying an employee a stipend for business use of their personal cell phone will reduce the tax liability risk to the City and the employee; and

**WHEREAS**, certain employees have the need to receive City e-mails on their personal cell phones, view their calendars, have access to their contacts list, and use other productivity tools and need Blackberries to be able to do this.

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

Section 1. The City will pay a \$35.00 per month stipend to approved non-represented employees to compensate them for City business use of their personal cell phone for telephone calls. The stipend shall be taxable compensation to the employee.

Section 2. The City will pay a \$25.00 per month stipend to approved non-represented employees to compensate them for City business use of Blackberries purchased by employees. The stipend shall be taxable compensation to the employee.

Section 3. The City will pay a one-time maximum payment of up to \$99.00 for those employees who need to upgrade their personal cell phones to receive e-mails from the City's enterprise server. The payment will be based on the employee's net cost to purchase the phone. The payment shall be taxable compensation to the employee.

Section 4. The City Manager or his/her designee will approve all requests for non-represented employees to receive either or both stipends based on a documented business need for a stipend.

Section 5. If an employee stops receiving a stipend or terminates employment, the City is not responsible for continued payments of any service the employee may have added to their personal cell phone account as a result of receiving the City stipend.

Section 6. This resolution is effective immediately upon its enactment by the City Council.

**PRESENTED AND PASSED** the first reading this 31<sup>st</sup> day of March, 2008.

**PASSED** the second reading this 14<sup>th</sup> day of April, 2008.

---

Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 14<sup>th</sup> day of April, 2008.

---

Richard G. Kidd, Mayor

**RESOLUTION NO. 2008-28****RESOLUTION OF THE CITY OF FOREST GROVE, OREGON,  
ENDORING THE U. S. MAYORS CLIMATE PROTECTION AGREEMENT**

**WHEREAS**, the U.S. Conference of Mayors has previously adopted strong policy resolutions calling for cities, communities and the federal government to take actions to reduce global warming pollution; and

**WHEREAS**, the Inter-Governmental Panel on Climate Change (IPCC), the international community's most respected assemblage of scientists, has found that climate disruption is a reality and that human activities are largely responsible for increasing concentrations of global warming pollution; and

**WHEREAS**, recent, well-documented impacts of climate disruption include average global sea level increases of four to eight inches during the 20th century; a 40 percent decline in Arctic sea-ice thickness; and nine of the ten hottest years on record occurring in the past decade; and

**WHEREAS**, climate disruption of the magnitude now predicted by the scientific community will cause extremely costly disruption of human and natural systems throughout the world including: increased risk of floods or droughts; sealevel rises that interact with coastal storms to erode beaches, inundate land, and damage structures; more frequent and extreme heat waves; more frequent and greater concentrations of smog; and

**WHEREAS**, on February 16, 2005, the Kyoto Protocol, an international agreement to address climate disruption, went into effect in the 141 countries that have ratified it to date; 38 of those countries are now legally required to reduce greenhouse gas emissions on average 5.2 percent below 1990 levels by 2012; and

**WHEREAS**, the United States of America, with less than five percent of the world's population, is responsible for producing approximately 25 percent of the world's global warming pollutants; and

**WHEREAS**, the Kyoto Protocol emissions reduction target for the U.S. would have been 7 percent below 1990 levels by 2012; and

**WHEREAS**, many leading US companies that have adopted greenhouse gas reduction programs to demonstrate corporate social responsibility have also publicly expressed preference for the US to adopt precise and mandatory emissions targets and timetables as a means by which to remain competitive in the international marketplace, to mitigate financial risk and to promote sound investment decisions; and

**WHEREAS**, state and local governments throughout the United States are adopting emission reduction targets and programs and that this leadership is bipartisan, coming from Republican and Democratic governors and mayors alike; and

**WHEREAS**, many cities throughout the nation, both large and small, are reducing global warming pollutants through programs that provide economic and quality of life benefits such as reduced energy bills, green space preservation, air quality improvements, reduced traffic congestion, improved transportation choices, and economic development and job creation through energy conservation and new energy technologies; and

**WHEREAS**, mayors from around the nation have signed the U.S. Mayors Climate Protection Agreement which, as amended at the 73rd Annual U.S. Conference of Mayors meeting, reads: The U.S. Mayors Climate Protection Agreement

A. We urge the federal government and state governments to enact policies and programs to meet or beat the target of reducing global warming pollution levels to 7 percent below 1990 levels by 2012, including efforts to: reduce the United States' dependence on fossil fuels and accelerate the development of clean, economical energy resources and fuel-efficient technologies such as conservation, methane recovery for energy generation, waste to energy, wind and solar energy, fuel cells, efficient motor vehicles, and biofuels;

B. We urge the U.S. Congress to pass bipartisan greenhouse gas reduction legislation that includes 1) clear timetables and emissions limits and 2) a flexible, market-based system of tradable allowances among emitting industries; and

C. We will strive to meet or exceed Kyoto Protocol targets for reducing global warming pollution by taking actions in our own operations and communities such as:

1. Inventory global warming emissions in City operations and in the community, set reduction targets and create an action plan.
2. Adopt and enforce land-use policies that reduce sprawl, preserve open space, and create compact, walkable urban communities;
3. Promote transportation options such as bicycle trails, commute trip reduction programs, incentives for car pooling and public transit;
4. Increase the use of clean, alternative energy by, for example, investing in "green tags", advocating for the development of renewable energy resources, recovering landfill methane for energy production, and supporting the use of waste to energy technology;
5. Make energy efficiency a priority through building code improvements, retrofitting city facilities with energy efficient lighting and urging employees to conserve energy and save money;
6. Purchase only Energy Star equipment and appliances for City use;
7. Practice and promote sustainable building practices using the U.S. Green Building Council's LEED program or a similar system;

8. Increase the average fuel efficiency of municipal fleet vehicles; reduce the number of vehicles; launch an employee education program including anti-idling messages; convert diesel vehicles to bio-diesel;

9. Evaluate opportunities to increase pump efficiency in water and wastewater systems; recover wastewater treatment methane for energy production;

10. Increase recycling rates in City operations and in the community;

11. Maintain healthy urban forests; promote tree planting to increase shading and to absorb CO<sub>2</sub>; and

12. Help educate the public, schools, other jurisdictions, professional associations, business and industry about reducing global warming pollution.

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

Section 1. That the City Council of the City of Forest Grove, Oregon, hereby authorizes Mayor Richard G. Kidd to endorse the U.S. Mayors Climate Protection Agreement as amended by the 73rd annual U.S. Conference of Mayors meeting and urges mayors from around the nation to join this effort.

Section 2. That the City Council of the City of Forest Grove, Oregon, will work in conjunction with ICLEI Local Governments for Sustainability and other appropriate organizations to track progress and implementation of the U.S. Mayors Climate Protection Agreement as amended by the 73rd annual U.S. Conference of Mayors meeting.

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

**PRESENTED AND PASSED** this 31<sup>st</sup> day of March, 2008.

---

Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 31<sup>st</sup> day of March, 2008.

---

Richard G. Kidd, Mayor



## The U.S. Mayors Climate Protection Agreement

(As endorsed by the 73<sup>rd</sup> Annual U.S. Conference of Mayors meeting, Chicago, 2005)

- A. We urge the federal government and state governments to enact policies and programs to meet or beat the target of reducing global warming pollution levels to 7 percent below 1990 levels by 2012, including efforts to: reduce the United States' dependence on fossil fuels and accelerate the development of clean, economical energy resources and fuel-efficient technologies such as conservation, methane recovery for energy generation, waste to energy, wind and solar energy, fuel cells, efficient motor vehicles, and biofuels;
- B. We urge the U.S. Congress to pass bipartisan greenhouse gas reduction legislation that 1) includes clear timetables and emissions limits and 2) a flexible, market-based system of tradable allowances among emitting industries; and
- C. We will strive to meet or exceed Kyoto Protocol targets for reducing global warming pollution by taking actions in our own operations and communities such as:
  1. Inventory global warming emissions in City operations and in the community, set reduction targets and create an action plan.
  2. Adopt and enforce land-use policies that reduce sprawl, preserve open space, and create compact, walkable urban communities;
  3. Promote transportation options such as bicycle trails, commute trip reduction programs, incentives for car pooling and public transit;
  4. Increase the use of clean, alternative energy by, for example, investing in "green tags", advocating for the development of renewable energy resources, recovering landfill methane for energy production, and supporting the use of waste to energy technology;
  5. Make energy efficiency a priority through building code improvements, retrofitting city facilities with energy efficient lighting and urging employees to conserve energy and save money;
  6. Purchase only Energy Star equipment and appliances for City use;
  7. Practice and promote sustainable building practices using the U.S. Green Building Council's LEED program or a similar system;
  8. Increase the average fuel efficiency of municipal fleet vehicles; reduce the number of vehicles; launch an employee education program including anti-idling messages; convert diesel vehicles to bio-diesel;
  9. Evaluate opportunities to increase pump efficiency in water and wastewater systems; recover wastewater treatment methane for energy production;
  10. Increase recycling rates in City operations and in the community;
  11. Maintain healthy urban forests; promote tree planting to increase shading and to absorb CO<sub>2</sub>; and
  12. Help educate the public, schools, other jurisdictions, professional associations, business and industry about reducing global warming pollution.



## The U.S. Conference of Mayors Climate Protection Agreement – Signature Page

You have my support for the Mayors Climate Protection Agreement.

Date: \_\_\_\_\_

Mayor: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mayor's e-mail: \_\_\_\_\_

Staff Contact Name: \_\_\_\_\_

Staff Contact Title: \_\_\_\_\_

Staff Phone: \_\_\_\_\_

Staff e-mail: \_\_\_\_\_

Please add my comments in support of the Mayors Climate Protection Agreement. We will add these to the Website (*optional*):

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Please return completed form at your earliest convenience to:

**The U.S. Conference of Mayors  
Climate Protection Center**

By Mail:  
1620 I Street, NW  
Washington, DC 20006

For additional information, contact  
Kevin McCarty  
[kmccarty@usmayors.org](mailto:kmccarty@usmayors.org)

By Fax: (202) 293-2352

(202) 861-6728

# Cities That Have Signed On

*12 from Oregon*

<b>Mayor</b>	<b>City</b>	<b>Population</b>
John Morrison	Ashland	20,755
Rob Drake	Beaverton	76,129
Bruce Abernathy	Bend	52,029
Charles Tomlinson	Corvallis	49,322
Kitty Piercy	Eugene	137,893
Shane Bemis	Gresham	90,205
Tom Hughes	Hillsboro	70,186
Judie Hammerstad	Lake Oswego	35,278
Lori Hollingsworth	Lincoln City	7,849
Alice Norris	Oregon City	20,500
Brian LeClerca	Oswego	36,713
Tom Potter	Portland	529,121