



A place where families and businesses thrive.

<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>11.</u>
MEETING DATE:	_____
FINAL ACTION:	_____

CITY COUNCIL MEMORANDUM

WORK SESSION:

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

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

DATE: *November 28, 2016*

SUBJECT: *B&C Applicant Interviews*

BACKGROUND:

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

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

STAFF RECOMMENDATION:

Conduct interview of the applicant(s) who expressed interest in serving on the Advisory Boards, Committees, and Commissions (B&C). Staff requests Council make determinations to fill the current B&C vacancies. The City is currently accepting B&C annual recruitment applications and reappointment considerations as well. Annual recruitment interview(s) are tentatively scheduled for Council work session on Monday, December 12, 2016.

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2016 BOARDS, COMMITTEES & COMMISSIONS VACANCIES

Reso 2006-10 Adopts B&C Appointment Policy

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

Possible Questions for B&C Applicant Interviews:

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

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

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

What are some of your proudest achievements?

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

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

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

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

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

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

Do you have any grant-writing experience? _____

In addition, Mayor, please ask:

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

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

May we keep your application on file? _____

Do you have any questions for us? _____

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



STUDENT ADVISORY BOARDS

B&C Interview
Monday, November 28, 2016
8:35 pm



(Please complete, print and sign and/or use electronic signature, date application form and return to:

City of Forest Grove
Attn: Anna Ruggles, City Recorder
1924 Council Street • P. O. Box 326
Forest Grove, OR 97116-0326
Fax • 503.992.3207 Office • 503.992.3235
aruggles@forestgrove-or.gov

Please check the Student Advisory Board on which you would like to be considered for appointment. If interested in serving on multiple Boards, please list the order of preference (1-8). Term expires December 31st with the option to apply for reappointment for additional term(s). (Please note: The meeting dates/times are subject to change with advance notice).

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

NAME: Solomon Clapshaw
RESIDENCE ADDRESS: [redacted] 17th ave
MAILING ADDRESS: [redacted] 17th ave
SCHOOL: Forest Grove High School
HOME PHONE: [redacted]
OTHER PHONE: [redacted]
E-MAIL: [redacted]
GRADE ENROLLED: 10

Years living in Forest Grove? 5 Live in City limits? Yes How did you hear of this opportunity? Family

How would you currently rate City's performance? [] Excellent [x] Good [] Fair [] Poor

What ideas do you have for improving "Fair" or "Poor" performance? I believe the city needs something to attract people to the city.

Why are you interested in serving on the Advisory Board/Committee/Commission? Forest Grove is a good city but I believe I can help it improve.

What contributions do you feel you can/will make to the Board/Committee/Commission? I will give information and opinions involving the youth populace of Forest Grove.

What qualifications, skills, or experiences would you bring to the Board/Committee/Commission? In the past I have helped a charter program get a grant from the city to improve the community.

Previous/current appointed offices: None
Previous/current community affiliations or extracurricular activities: I helped design a garden.

If not appointed at this time, may we keep your name on file? Yes No
Signature: [redacted] Date: Oct 22, 2016
I have sufficient time to devote to this responsibility and will attend the required meetings if appointed.

(Student App 01/14)



CITIZEN ADVISORY BOARDS, (

B&C Interview
Monday, November 28, 2016
8:45 pm

(Please complete, sign and date application form and return to:
City of Forest Grove
Attn: Anna Ruggles, City Recorder
1924 Council Street • P. O. Box 326
Forest Grove, OR 97116-0326
Fax • 503.992.3207 Office • 503.992.3235
aruggles@forestgrove-or.gov

Please check the Advisory Board on which you would like to be considered for appointment. If interested in serving on multiple Boards, please list the order of preference (1-10). Terms vary. (Please note: The meeting dates/times are subject to change with advance notice).

Table with 2 columns: Board Name and Meeting Schedule. Includes Budget Committee, Committee for Citizen Involvement, Community Forestry Commission, Economic Development Commission, Historic Landmarks Board (marked 1), Library Commission, Parks & Recreation Commission, Planning Commission, Public Arts Commission, Public Safety Advisory Commission, and Sustainability Commission.

NAME: Kelsey M Trostle
RESIDENCE ADDRESS: Princeton Place, Forest Grove, OR
MAILING ADDRESS:
EMPLOYER: Pacific Office Automation

HOME PHONE:
BUSINESS PHONE:
E-MAIL:
OCCUPATION/ PROFESSION: Student/Admin

Years living in Forest Grove? 1.5 Live in City limits? Yes How did you hear of this opportunity? City website

How would you currently rate City's performance? Excellent Good Fair Poor

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

We need a plan to foster the community identity while bridging the gap between the generations and bringing ideas for community involvement and support. Placing updates in the newsletter with the utility bill, updating the website, creating a walking tour, and even a booth at the farmers market would get the word out of changes and what the committee is striving to accomplish.

Why are you interested in serving on the Advisory Board/Committee/Commission?

I want to work with a team that is dedicated and passionate about the preservation of built history and the importance of place in a community. My passion is historic preservation and securing the local identity. I would love the opportunity to make a difference in the city.

What contributions do you feel you can/will make to the Board/Committee/Commission?

My schooling has been tailored to Historic Preservation and Communication. I would be able to help with blending the importance of built history and the community involvement. Having sustainable community involvement is a must in order to have the projects succeed.

What qualifications, skills, or experiences would you bring to the Board/Committee/Commission?

Growing up my father owned a construction company specializing in historic preservation. I have been on these job sites since I was able to swing a hammer. While in college and with that love of old homes I purchased my first 100 year old home at 22 and started my first steps in preservation.

Previous/current appointed or elected offices:

Previous/current community affiliations or activities:

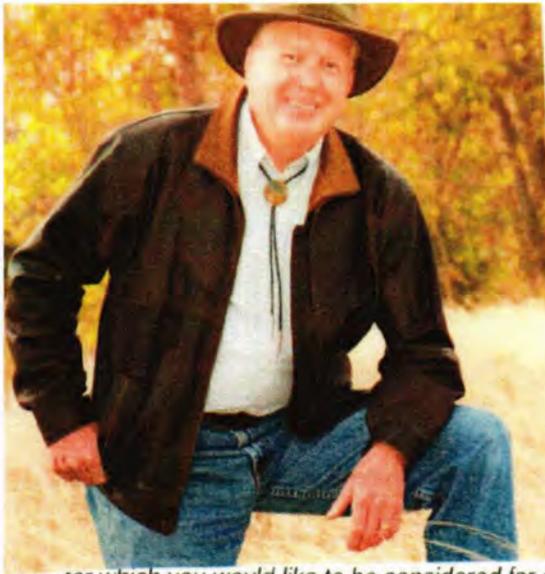
If not appointed at this time, may we keep your name on file?

Yes

No

Signature: [Redacted] Date: 06/21/16
I have sufficient time to devote to this responsibility and will attend the required meetings if appointed.

(App 01/14)



B&C Interview Monday, November 28, 2016 8:55 pm

Office • 503.992.3235
E-mail: aruggles@forestgrove-or.gov

COMMITTEES AND COMMISSIONS APPLICATION

serve on an advisory committee/commission appointed by the City Council. Applications are selection is based on application questions, interview, and a willingness to serve. Students terms and vacancies may vary. Each committee/commission has membership criteria and bsite <http://www.forestgrove-or.gov>. Please checkmark the specific committee/commission for which you would like to be considered for appointment. If interested in multiple boards, please list in the order of preference (1-11).

- Budget Committee 3-4 times in May
- Committee for Citizen Involvement 1st Tuesday, 5:30pm
- Community Forestry Commission 3rd Wednesday, 5:15pm
- Economic Development Commission 1st Thursday, Noon
- Historic Landmarks Board 4th Tuesday, 7:15pm
- Library Commission 2nd Tuesday, 6:30pm

- Parks & Recreation Commission 3rd Wednesday, 7am
- Planning Commission 1st & 3rd Monday, 7pm
- Public Arts Commission 2nd Thursday, 5pm
- Public Safety Advisory Commission 4th Wednesday, 7:30am
- Sustainability Commission 4th Thursday, 6pm

Student Grade Level: Post-grad

Reappointment Term(s) Served: _____

FULL NAME: Tom Cook

HOME PHONE: [REDACTED]

ADDRESS: [REDACTED] Limpus Ln

WORK PHONE: _____

CITY / ZIP: Forest Grove

E-MAIL: [REDACTED]

EMPLOYER: _____

OCCUPATION/
PROFESSION: Retired United States Navy Chaplain

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

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

What ideas do you have for improving "Fair" or "Poor" performance? I am a new resident (moved to Forest Grove end of Sept) My son-in-law transferred with Intell back to Hillsboro thus we moved here. I have no pre-conconcieved ideas

What specific topics interest you that related to the board? Overall health of city,

What contributions do you hope to bring to the board? expereince, insight

List experiences, qualifications and/or skills: Served on two planning commissions in the past: Nyssa, OR and Rainier, WA. Served on budget committee for the City of Nyssa, OR for 5 years. Chamber of Commerce president 4 years.

Previous/currently appointed/elected offices: planning commisions, budget committee

Previous/current community affiliations or activities: Lions, American Legion, Chamber of Commerce

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

SIGNATURE: Tom Cook

DATE: 4 November 2016