

**FOREST GROVE CITY COUNCIL REGULAR MEETING
FEBRUARY 22, 2010 – 7:00 P.M.
COMMUNITY AUDITORIUM
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*Minutes are unofficial until approved by Council.
Council approved minutes as presented March 8, 2010.*

1. ROLL CALL:

Mayor Peter Truax called the regular City Council meeting to order at 7:08 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL PRESENT:** Thomas BeLusko, Jr., Thomas Johnston, Victoria Lowe, Camille Miller, Ronald Thompson, Elena Uhing, and Mayor Peter Truax. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Susan Cole, Assistant Finance Director; Rob Foster, Public Works Director; Jon Holan, Community Development Director; Janet Lonneker, Light and Power Director; Kerry Aleshire, Police Chief (present in the audience); Colleen Winters, Library Director (present in the audience); and Anna Ruggles, City Recorder.

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 Work Session (B&C Interviews) Meeting Minutes of February 8, 2010.
- B. Approve City Council Executive Session (Property and Exempt Records) Meeting Minutes of February 8, 2010.
- C. Approve City Council Regular Meeting Minutes of February 8, 2010.
- D. Approve City Council Retreat Meeting Minutes of February 13, 2010.
- E. Accept Committee for Citizen Involvement Meeting Minutes of November 10 and December 9, 2009.
- F. Accept Economic Development Commission Meeting Minutes of September 3, October 1, November 5, and December 3, 2009.
- G. Accept resubmitted Planning Commission Meeting Minutes of December 7, 2009, and Planning Commission Meeting Minutes of

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January 19, 2010.

- H. Accept Public Arts Commission Meeting Minutes of January 14, 2010.
- I. Community Development Department Monthly Building Activity Informational Report for January 2010.
- J. RESOLUTION NO. 2010-23 MAKING APPOINTMENT TO COMMUNITY FORESTRY COMMISSION (APPOINT MINDY LAIRD-GARCIA, TERM EXPIRING DECEMBER 31, 2012).
- K. Endorse Liquor License Renewal Applications for Year 2010:
 - 1. Forest Grove Sushi, 1905 Birch Street (Limited On-Premises Sales and Off-Premises Sales)
 - 2. Forest Grove Tobacco, 3034 Pacific Avenue (Off-Premises Sales)
 - 3. Lucky Market and Deli, 2830 Sunset Drive (Off-Premises Sales)
 - 4. LaSierra Restaurant, 2331 Pacific Avenue (Full On-Premises Sales) *ADDED TO CONSENT AGENDA*

MOTION: Councilor BeLusko, Jr. moved, seconded by Councilor Lowe, to approve the Consent Agenda as amended. MOTION CARRIED 7-0 by voice vote.

4. **ADDITIONS/DELETIONS:**

Ruggles added Item 3. K. 4. to the Consent Agenda as noted above. Sykes rescheduled Agenda Item 5. B. and added a new Agenda Item 5. B. as noted below.

5. **PRESENTATIONS:**

5. A. **Forest Grove Biomass Feasibility Study:**

Lonneker introduced John Sessions and Kevin Boston who presented a PowerPoint presentation titled "Potential Biomass Fuel for a 25 Megawatt Plant in Forest Grove", noting the City has been evaluating alternative data sources for forest biomass. Sessions and Boston outlined the preliminary data of the biomass resource assessment and transportation analysis, noting the assessment identified all forest and selected agricultural residues on state and private lands between the Cascades and the Oregon Coast and assessed

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how much wood would be required; potential forest biomass distribution; transportation costs; and evaluated costs of providing biomass to alternate locations for potential partners. In addition, Lonneker presented handouts titled "Map of Forest Ownership; Map of Forest Biomass Distribution; Transportation Network; Procedure for Estimating Transportation Costs; and ISO-Cost Biomass Map for one and possibly more destinations" and outlined the significant key points of the analysis. In addition, Lonneker, Sessions, and Boston addressed Council inquiries and concerns pertaining to harvest operations at the watershed; power supply of a 25 Megawatt plant; and potential grants and incentive programs. Lonneker advised that a 25 Megawatt plant could almost supply sufficient power for Forest Grove; however, Lonneker noted the costs for generating the power would exceed the costs the City currently pays for its power. In conclusion of the above-noted presentation, Sessions and Boston reported the next steps will be to verify the results with the forest industry; estimate mill residue availability and costs; estimate orchard residues and costs; and complete the transportation analysis and deliver report.

5. B. Annual Town Meeting Report

The above-noted item was rescheduled to the March 8, 2010, Council meeting.

5. B. Forest Grove Senior Center Update

Sykes added the above-noted update to the Council Meeting Agenda. Sykes distributed copies of the Lease Agreement between Forest Grove Senior and Community Center and Impact NW Senior GAP; Forest Grove Senior Community Center Board of Directors Meeting Minutes of May 19, 2009; and Senior GAP Proposed Occupancy Agreement with Forest Grove Senior and Community Center, dated May 15, 2009. Sykes introduced Jeff Duyck, Forest Grove Senior and Community Center Board of Director, who addressed Council inquiries and concerns pertaining to the above-noted lease agreement, noting he supports the above-noted lease agreement. In addition, Sykes advised Council that the current lease agreement, between the City and Forest Grove Senior and Community Center, has not being modified in over 18 years, noting staff is in the process of reexamining the current agreement and proposing to draft a new agreement to bring back to

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Council for consideration at a later date.

In conclusion of the above-noted discussion, Mayor Truax asked for a motion and vote to accept the Lease Agreement, between Forest Grove Senior and Community Center and Impact NW Senior GAP, through June 30, 2010.

MOTION: Councilor Lowe moved, seconded by Councilor Johnston, to accept the Lease Agreement, between Forest Grove Senior and Community Center and Impact NW Senior GAP, through June 30, 2010.
MOTION CARRIED 7-0 by voice vote.

5. C. Sidewalk Improvements Program

Foster presented a PowerPoint presentation outlining the City's proposed Sidewalk Improvements Program, noting staff surveyed the condition of the existing sidewalks in the entire City and is now seeking Council authorization to proceed with implementing a voluntary participation Sidewalk Improvements Program similar to the model used by the City of Pendleton. Foster explained Pendleton's model allows property owners to participate in a construction contract that is managed by the City, and property owners are given an option to pay in full for the sidewalk improvements or an option to finance with the City at a reasonable interest rate over a period of 10 years. Foster indicated that funding sources for the City have yet to be determined, noting the City's fiscal impact would be approximately \$100,000 to \$200,000, which would be reimbursed over time by the participants of the program. In conclusion, Foster referenced a list showing the general nature, location, and extent of the proposed improvements as well as the land to be assessed for payment, noting the City would place a lien on the property until full payment was received.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued as Council members reviewed the surveyed properties. In conclusion of the above discussion, Foster addressed Council inquiries and concerns pertaining to the payment plan options; impact on homeowners' insurance; liens affecting credit scores; property owners' liabilities and responsibilities; economic conditions; and identifying the areas where no sidewalks currently exist.

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Hearing no further discussion from the Council, Mayor Truax asked for a motion and vote authorizing staff to proceed as noted below.

MOTION: Councilor Miller moved, seconded by Councilor Thompson, to authorize staff to proceed with implementing a voluntary participation Sidewalk Improvements Program for the purpose of sidewalk repair.

ROLL CALL VOTE: AYES: Councilors BeLusko, Jr., Johnston, Lowe, Miller, Thompson, Uhing, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

6. ADOPT CITY COUNCIL TEAM AGREEMENT FOR 2010

Staff Report:

Sykes presented a copy of the Council Team Agreement as amended by Council at the Council Retreat, held on February 13, 2010, noting Council collectively agreed to add a note reminding Councilmembers about televised meetings.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued as Council members reviewed their amended Council Team Agreement.

Hearing no concerns from the Council, Mayor Truax asked for a motion and roll call vote to adopt the Council Team Agreement for 2010 as amended.

MOTION: Councilor Johnston moved, seconded by Councilor Miller, to adopt the Council Team Agreement for 2010 as amended.

ROLL CALL VOTE: AYES: Councilors BeLusko, Jr., Johnston, Lowe, Miller, Thompson, Uhing, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

7. RESOLUTION NO. 2010-24 ADOPTING CITY COUNCIL GOALS FOR FISCAL YEAR 2010-11

Staff Report:

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Sykes reported at the Council Retreat, held on February 13, 2010, Council collectively agreed to the adopt the following three key goals for Fiscal Year 2010-11 (Council made no amendments to the current goals):

- GOAL 1 PROMOTE SAFE, LIVABLE, AND SUSTAINABLE
 NEIGHBORHOODS AND A PROSPEROUS DYNAMIC, GREEN CITY
- GOAL 2 PROMOTE A PRUDENT FINANCIAL PLAN TO MAINTAIN
 EFFECTIVE SERVICE LEVELS OF A FULL-SERVICE CITY
- GOAL 3 PROMOTE THE INTERESTS AND NEEDS OF FOREST GROVE
 IN REGIONAL AFFAIRS

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2010-24.

Sykes read Resolution No. 2010-24 by title.

MOTION: Councilor Johnston moved, seconded by Councilor Uhing, to approve Resolution No. 2010-24 Adopting City Council Goals for Fiscal Year 2010-11.

Council Discussion:

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

ROLL CALL VOTE: AYES: Councilors BeLusko, Jr., Johnston, Lowe, Miller, Thompson, Uhing, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

Council recessed the regular meeting at 9:03 p.m. and reconvened in work session at 9:11 p.m.

8. **WORK SESSION: IDENTIFY, RANK, AND PRIORITIZE CITY COUNCIL GOALS AND OBJECTIVES FOR FISCAL YEAR 2010-11**

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Staff Report:

Sykes facilitated the work session, noting the purpose of the work session was so Council could complete identifying, ranking, and prioritizing its objectives for each of the key goals identified for Fiscal Year 2010-11. Sykes presented a prioritized list of the objectives Council identified at the Council Retreat, held on February 13, 2010, noting in addition to the 10 new objectives Council identified, Council collectively agreed to carryover 30 of the 2009-10 objectives that were identified by staff as being on hold, in progress, or ongoing. Sykes reported the intent of asking Council to prioritize their objectives is to know if there are specific objectives that require budget resources in order to be accomplished, noting staff recognizes that not all the objectives can be financially accomplished; however, the objectives provide framework for each department to focus their activities and prioritize resources during budget preparations.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued as Councilmembers reviewed the list of objectives identified for Fiscal Year 2010-11. BeLusko suggested shortening the list of objectives, such as deleting the dog park from the list until a permanent location was found, noting some of the objectives are arbitrary and some do not provide clear direction to staff on what Council hopes to accomplish. After brief discussion, the majority of the Councilmembers supported keeping all the objectives on the list. In conclusion of the above-noted discussion, Sykes advised that staff would provide clarification on the status of the objectives that were carried over from the previous year, noting a resolution formally adopting the Council objectives for Fiscal Year 2010-11 would be presented for Council consideration at the next meeting scheduled for March 8, 2010.

Council recessed the work session 9:34 p.m. and reconvened in regular session at 9:35 p.m.

9. 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. In conclusion, Sykes provide updates on various City department-related projects.

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10. COUNCIL COMMUNICATIONS:

BeLusko reported on the Parks and Recreation Commission meeting and reported the Public Arts Commission is seeking bids for three new public benches, noting the Commission will be dedicating a public bench in Dale Mitcheltree's honor. In conclusion, BeLusko reported on upcoming meetings he was planning to attend.

Johnston reminded Council of the upcoming joint work session with the Forest Grove Rural Fire Protection District Board, which is scheduled for March 2, 2010. In conclusion, Johnston reported on upcoming meetings he was planning to attend.

Lowe reported on upcoming meetings she was planning to attend.

Miller reported the Committee for Citizen Involvement is excited to present its report to Council on the Annual Town Meeting, noting the presentation was rescheduled to the March 8, 2010, Council meeting. In conclusion, Miller reported on various upcoming community-related events.

Thompson reported the Community Forestry Commission held its retreat and set its goals for the year. In addition, Thompson reported on Ride Connection-related matters.

Uhing reported the Historic Landmarks Board changed its meeting time from 7:00 p.m. to 6:00 p.m. In addition, Uhing reported on upcoming meetings she was planning to attend.

Mayor Truax reported on various local, regional, Metro, and Washington County meetings he attended and reported on various upcoming meetings and events he was planning to attend.

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11. **ADJOURNMENT:**

Mayor Truax adjourned the meeting at 10:06 p.m.

Respectfully submitted,



Anna D. Ruggles, CMC, City Recorder

**FOREST GROVE CITY COUNCIL WORK SESSION
(LIBRARY COMMISSION AND LIBRARY FOUNDATION)
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1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 6:03 p.m. **COUNCIL PRESENT:** Thomas BeLusko, Jr., Victoria Lowe, Thomas Johnston, Camille Miller, Ronald Thompson, Elena Uhing, and Mayor Peter Truax. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Colleen Winters, Library Director; Kari Middleton, Library Volunteer Coordinator; and Anna Ruggles, City Recorder.

Mayor Truax called for introductions from everyone present.

2. WORK SESSION: LIBRARY COMMISSION-RELATED UPDATE

Winters facilitated the work session, noting the purpose of the work session was primarily for the purpose of providing information to Council on Library-related matters. Winters introduced Kari Middleton, Library Volunteer Coordinator, who gave an overview of the Library Volunteer Program, including the status of the program; the value to the Library; and the role of the volunteers, noting the program currently has 27 volunteers who serve as assistants and computer class instructors. Next, Winters introduced Nancy Combs, Kathleen Poulsen and Doug Martin, Library Commissioners, who gave a summary of information gathered from the patron satisfaction survey that the Library Commission conducted, noting overall the survey indicated that patrons would like to see a larger collection and expanded hours. In addition, Winters introduced representatives from the Friends of the Library and Forest Grove Library Foundation who were also in attendance and who reported briefly on respective related-matters.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the Library survey and other library-related matters. At the conclusion of the above-noted discussion, Council collectively thanked all the members for their dedication and support of the Forest Grove Library.

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

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3. **ADJOURNMENT**

Mayor Truax adjourned the work session at 7:00 p.m.

Respectfully submitted,



Anna D. Ruggles, CMC, City Recorder