

**FOREST GROVE CITY COUNCIL REGULAR MEETING
MARCH 26, 2012 – 7:00 P.M.
COMMUNITY AUDITORIUM
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***Minutes are unofficial until approved by Council.
Council approved minutes as presented April 9, 2012.***

1. ROLL CALL:

Mayor Peter Truax called the regular City Council meeting to order at 7:01 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Council President, Victoria Lowe, Camille Miller, Ronald Thompson, and Mayor Peter Truax. **COUNCIL ABSENT:** Thomas BeLusko, Jr., excused, and Elena Uhing, excused. **STAFF PRESENT:** Paul Downey, Administrative Services Director; Rob Foster, Public Works Director; George Cress, Light and Power Director (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 (Council Retreat) Meeting Minutes of February 18, 2012.
- B. Approve City Council Work Session (B&C Interview) Meeting Minutes of February 27, 2012.
- C. Approve City Council Work Session (Council Goal-Setting) Meeting Minutes of February 27, 2012.
- D. Approve City Council Regular Meeting Minutes of February 27, 2012.
- E. Accept Historic Landmarks Board Meeting Minutes of January 31, 2012.
- F. Accept Library Commission Meeting Minutes of January 24, 2012.
- G. Accept Planning Commission Meeting Minutes of February 6, 2012.
- H. Community Development Department Monthly Building Activity Informational Report for February 2012.
- I. Library Department Monthly Circulation Statistics Report for

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March 2012.

- J. **RESOLUTION NO. 2012-23 MAKING APPOINTMENT TO COMMUNITY FORESTRY COMMISSION (APPOINT JEN WARREN, TERM EXPIRING DECEMBER 31, 2013).**
- K. Endorse Change of Ownership Liquor License Application (Off-Premises Sales) for Forest Grove Main Street Market (Mama Jiah's Market), 2248 Main Street (Applicant: Joann Byun)
(Added to Consent Agenda)
- L. Endorse Liquor License Renewal Application Requests for Year 2012: ***(Added to Consent Agenda)***
 - 1. McMenamins Grand Lodge (Full On-Premise Sales)
 - 2. The Friendly Vine Wine Shop (Limited On-Premises and Off-Premises Sales)

MOTION: Councilor Lowe moved, seconded by Council President Johnston, to approve the Consent Agenda as amended. ABSENT: Councilors BeLusko, Jr., and Uhing. MOTION CARRIED 5-0 by voice vote.

4. ADDITIONS/DELETIONS:

Ruggles requested to add Consent Agenda Item 3. K. and 3. L. as noted above.

5. PRESENTATIONS:

5. A. Metro Quarterly Exchange Update:

Kathryn Harrington, Metro Councilor District 4, presented a PowerPoint presentation outlining District 4 Quarterly Exchange Report and a Video presentation titled "It's Our Nature". Harrington reported on Metro's nature areas; community advancement; Climate Smart Communities; visitor venue updates; and distributed various handouts. In conclusion, Harrington addressed Council inquiries pertaining to industrial lands inventory and regional funding, noting \$23 million was approved for transportation projects in 2014-15, which includes Highway 8/Highway 47 intersection improvements in Forest Grove.

5. B. Annual Town Meeting Report:

Kristy Kottkey, Committee for Citizen Involvement Chair, reported on the results of the Annual Town Meeting (ATM), noting the ATM was held Saturday, January 28, 2012, and over 100 people attended. Kottkey

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reported the topic for this year's ATM was "Show Me My Money!" and focused on where citizens' property tax money was spent and what City services the citizens receive for their tax dollars. Kottkey reported discussion also focused on the need for a local option levy, noting the audience participated with "clickers" voicing their preferences for city services and how much support they were willing to provide for a full-service city. In addition, Kottkey distributed copies of the ATM evaluation surveys, noting 57 surveys were returned and 37 people indicated the information was not new to them; 39 liked the program; and 39 read about the ATM in the utility bill insert. In conclusion, Council collectively thanked and commended CCI for the excellent work they did on hosting and coordinating for this year's ATM.

6. PUBLIC HEARING AND FIRST AND SECOND READING OF ORDINANCE NO. 2012-02 SPECIFYING THE ASSESSMENTS TO BE MADE ON PROPERTIES SPECIALLY BENEFITED BY THE CONSTRUCTION OF CERTAIN SIDEWALK IMPROVEMENTS; SETTING SIXTY (60) MONTH AND ONE HUNDRED TWENTY (120) MONTH PERIODS FOR INSTALLMENT PAYMENTS; SETTING THE INSTALLMENT FINANCING RATE AT FOUR AND ONE-QUARTER PERCENT (4.25%) AND SIX AND ONE-HALF PERCENT (6.50%) RESPECTIVELY; DECLARING AN EMERGENCY

Staff Report:

Foster and Downey presented the above-proposed ordinance for Council consideration, noting the proposed ordinance is assessing the final costs to property owners (listed in Exhibit A) who voluntarily consented to sidewalk repairs pursuant to the City-Wide Voluntary Sidewalk Local Improvements District Program. Foster reported the second phase of program resumed January, 2012, and is nearly completed, noting staff is submitting for Council consideration the completed projects on a monthly basis so reimbursement costs to the City can be assessed immediately thereafter. Downey outlined the repayment terms, noting property owners who submit installment agreements for payment option 1B, pursuant to Resolution No. 2010-67, the installment period will be 60 months at an interest rate of 4.25% with no pre-payment penalty. For property owners who submit installment agreements for payment option 1C, the installment period will be 120 months at an interest rate of 6.50% with no pre-payment penalty. Property owners whose payment becomes delinquent will be assessed a penalty of \$10 per every 30-day period payments are or

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remain delinquent. Downey advised the assessments would be listed in the City's lien docket and if unpaid (along with accrued and unpaid interest and penalties), the City could lien pursuant to ORS. In conclusion, Foster and Downey advised staff is recommending Council declare the proposed ordinance as an emergency in order for the City Recorder to file the assessment liens in a timely manner.

Before proceeding with Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Ordinance No. 2012-02 for first and second reading, declaring an emergency pursuant to City Charter.

Mayor Truax read Ordinance No. 2012-02 by title for first and second reading, declaring an emergency pursuant to City Charter.

MOTION: Council President Johnston moved, seconded by Councilor Miller, to approve First and Second Reading and adopt Ordinance No. 2012-02 Specifying the Assessments to be made on properties specially benefited by the construction of certain sidewalk improvements; Setting Sixty (60) Month and One Hundred Twenty (120) Month Periods for Installment Payments; Setting the Installment Financing Rate at Four and One-Quarter Percent (4.25%) and Six and One-Half Percent (6.50%), respectively; and Declaring an Emergency.

Public Hearing Opened:

Mayor Truax opened the Public Hearing.

Written Objections Received:

No written objections to the assessments were received prior to the published deadline of March 26, 2012, 7:00 p.m.

Proponents:

No one testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

Others:

No one testified and no written comments were received.

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Public Hearing Closed:

Mayor Truax closed the Public Hearing.

Council Discussion:

Mayor Truax gave credit to the City of Pendleton for sharing its sidewalk improvement program with Forest Grove, noting Phase One of the City's program was very successful, to which Foster concurred, noting the City has 114 year-to-date participants in the program.

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

ROLL CALL VOTE: AYES: Councilors Johnston, Lowe, Miller, Thompson, and Mayor Truax. NOES: None. ABSENT: Councilors BeLusko, Jr., and Uhing. MOTION CARRIED 5-0.

**7. RESOLUTION NO. 2012-24 ADOPTING CITY OF FOREST GROVE
SANITARY SEWER MAINTENANCE POLICY**

Staff Report:

Downey and Foster presented the above-proposed resolution for Council consideration, noting staff is seeking Council approval to adopt the City's Sanitary Sewer Maintenance Policy to document its practices in order to receive insurance premium discounts. Downey reported City/County Insurance Services (CIS), as part of its Best Practice Bonus Program for Fiscal Year 2012-13 Renewal, is offering discounts of \$1,000 to insurance premiums if the City has adopted policies in place. Downey noted the City has a sewer maintenance program it has been conducting as part of its management program with Clean Water Services but the City has not formalized all its sewer maintenance practices into one document.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2012-24.

Mayor Truax read Resolution No. 2012-24 by title.

MOTION: Councilor Lowe moved, seconded by Councilor Thompson, to adopt Resolution No. 2012-24 Adopting City of Forest Grove Sanitary Sewer Maintenance Policy.

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Council Discussion:

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

ROLL CALL VOTE: AYES: Councilors Johnston, Lowe, Miller, Thompson, and Mayor Truax. NOES: None. ABSENT: Councilors BeLusko, Jr., and Uhing. MOTION CARRIED 5-0.

8. RESOLUTION NO. 2012-25 ADOPTING CITY COUNCIL GOALS AND OBJECTIVES FOR FISCAL YEAR 2012-13

Staff Report:

Mayor Truax presented the above-proposed resolution for Council consideration, noting Council met in work session on February 18, 2012, to discuss setting its Council Goals and Objectives for Fiscal Year 2012-13. Mayor Truax reported the Council identified, ranked, and prioritized the goal objectives, as outlined in Exhibit A of the resolution, at the work session held on February 27, 2012, noting Council collectively agreed to modify and/or identify 16 objectives, of which four (4) were identified as long-term objectives, and carried over 14 pending objectives from the previous year that were identified as active or ongoing for a total of 30 objectives.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2012-25.

Mayor Truax read Resolution No. 2012-25 by title.

MOTION: Councilor Lowe moved, seconded by Council President Johnston, to approve Resolution No. 2012-25 Adopting City Council Goals and Objectives for Fiscal Year 2012-13.

Council Discussion:

Lowe commended staff for their hard work and accomplishments over the years.

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

ROLL CALL VOTE: AYES: Councilors Johnston, Lowe, Miller,

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Thompson, and Mayor Truax. NOES: None. ABSENT: Councilors BeLusko, Jr., and Uhing. MOTION CARRIED 5-0.

9. CITY MANAGER'S REPORT:

City Manager Sykes was absent.

10. COUNCIL COMMUNICATIONS:

BeLusko was absent.

Council President Johnston reported on League of Oregon Cities; State of Oregon Forestry; and Washington County-related meetings and activities. Johnston reported on Public Safety Advisory Commission meeting, noting Chère Sandusky was reappointed as Chair. Johnston reminded Council of the upcoming Joint Work Session with the Forest Grove Rural Fire Protection District Board, which is scheduled for Wednesday, April 4, 2012. In addition, Johnston reported his attendance at the National League of Cities Conference, held in Washington, D. C., and reported on other matters of interest and upcoming meetings he was planning to attend.

Lowe reported on League of Oregon Cities and Fernhill Wetlands -related meetings and activities. Lowe apologized, noting she was unable to attend the Parks and Recreation Commission meeting due to another meeting conflict. In addition, Lowe reported on legislative matters of interest and upcoming meetings she was planning to attend

Miller reported the Committee for Citizen Involvement cancelled its last meeting. In addition, Miller reported on various community-related events of interest and upcoming meetings she was planning to attend.

Thompson reported on Tri-Met, Ride Connection and Forest Grove Senior and Community Center-related activities. Thompson reported on Community Forestry Commission (CFC)-related activities, noting CFC and Oregon Department of Forestry will be jointly hosting the 2012 Arbor Day Celebration with a tree-planting event on Saturday, April 7, 2012, at Tillamook Forestry Center. In addition, Thompson reported on other matters of interest and upcoming meetings he was planning to attend.

Uhing was absent.

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Mayor Truax reported on various local, regional, Metro, and Washington County meetings he attended and reported on various upcoming meetings and community-related events he was planning to attend. Mayor Truax reported on his attendance at the National League of Cities Conference, held in Washington, D. C., and reported on various legislative-related matters. In addition, Mayor Truax highlighted various upcoming Council Calendar events and other community-related matters of interest, noting the League of Oregon Cities Regional Meeting will be held in Forest Grove on Wednesday, April 11, 2012, at Noon, in the Library Rogers Conference Room.

11. ADJOURNMENT:

Mayor Truax adjourned the meeting at 8:40 p.m.

Respectfully submitted,



Anna D. Ruggles, CMC, City Recorder