

**FOREST GROVE CITY COUNCIL REGULAR MEETING
APRIL 9, 2012 – 7:00 P.M.
COMMUNITY AUDITORIUM
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***Minutes are unofficial until approved by Council.
Council approved minutes as presented April 23, 2012.***

1. ROLL CALL:

Mayor Peter Truax called the regular City Council meeting to order at 7:00 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL**

PRESENT: Thomas BeLusko, Jr., Thomas Johnston, Council President, Victoria Lowe, Camille Miller, Ronald Thompson, Elena Uhing, and Mayor Peter Truax. **STAFF PRESENT:** Michael Sykes, City Manager; Kerry Aleshire, Police Chief; George Cress, Light and Power Director; Paul Downey, Administrative Services Director; Rob Foster, Public Works Director; Tom Gamble, Parks and Recreation Director; Colleen Winters, Library Director; Jeff King, Economic Development Coordinator; Aaron Ashbaugh, Police Captain; Richard Matzke, Light and Power Engineer Manager; Keith Hormann, Light and Power Superintendent; and Anna Ruggles, City Recorder.

1. A. EMPLOYEE RECOGNITIONS:

Mayor Truax presented a Certificate of Appreciation and plaque honoring Joan Vandehey, Library Assistant, for 25 years of dedicated service to the City.

Mayor Truax presented a Certificate of Appreciation and plaque honoring Colleen Winters, Library Director, for 30 years of dedicated service to the City.

1. B. PROCLAMATIONS:

National Library Week

Mayor Truax publicly proclaimed April 8 – April 14, 2012, as “National Library Week in Forest Grove”. Mayor Truax presented the proclamation to Nancy Combs, Library Commission Chair, who accepted the proclamation on behalf of the Library.

Arbor Day

Mayor Truax publicly proclaimed April 7, 2012, as “Arbor Day” in Forest Grove. Mayor Truax presented the proclamation to Mindy Laird-Garcia, Community Forestry Commission (CFC) Chair, who received the

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proclamation on behalf of CFC. Mayor Truax noted this is the 22nd consecutive year the City has received the national “*Tree City USA*” award recognition. In addition, Laird-Garcia reported CFC and Oregon Department of Forestry jointly held an Arbor Day Tree Planting Event on Saturday, April 7, 2012, at Tillamook Forestry Center.

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 Interview) Meeting Minutes of March 26, 2012.
 - B. Approve City Council Regular Meeting Minutes of March 26, 2012.
 - C. Accept Community Forestry Commission Meeting Minutes of February 15, 2012.
 - D. Accept Economic Development Commission Meeting Minutes of October 6, November 3, December 1, 2011, and January 12 and February 2, 2012.
 - E. Accept Historic Landmarks Board Meeting Minutes of February 28, 2012.
 - F. Accept Parks and Recreation Commission Meeting Minutes February 15, 2012.
 - G. Accept Public Arts Commission Meeting Minutes of January 21 and February 9, 2012.
 - H. Community Development Department Monthly Building Activity Informational Report for March 2012.
 - I. **RESOLUTION NO. 2012-26 MAKING APPOINTMENT TO PUBLIC ARTS COMMISSION (APPOINTING LAURA FRYE, AT-LARGE, TERM EXPIRING DECEMBER 31, 2013).**
 - J. Accept Resignation on Public Safety Advisory Commission (Randall Roedl, At-Large, Term Expiring December 31, 2012). ***(Removed from Consent Agenda)***
 - K. Endorse Change of Ownership Liquor License Application (On-Premises Sales and Off-Premises Sales) for Urban

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Decanter, 2030 Main Street (Applicant: Rebecca Kramer).
(Added to Consent Agenda)

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

3. J. ACCEPT RESIGNATION ON PUBLIC SAFETY ADVISORY COMMISSION (RANDALL ROEDL, AT-LARGE, TERM EXPIRING DECEMBER 31, 2012)

Council President Johnston removed the above item from the Consent Agenda and expressed his appreciation to Roedl for his dedicated service on the Public Safety Advisory Commission (PSAC), noting Roedl has served on PSAC since the commission was formed in 2006.

MOTION: Council President Johnston moved, seconded by Councilor Lowe, to approve Consent Agenda Item 3. J. MOTION CARRIED 7-0 by voice vote.

4. ADDITIONS/DELETIONS:

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

5. PRESENTATIONS:

5. A. Audit Report for Fiscal Year Ending June 30, 2011

Downey introduced Gary Iskra, ISLER, CPA, who presented the Financial Audit Report for period ending June 30, 2011. Iskra outlined the audit process, noting the General Fund reported a balance of \$4,434,290, which is an increase of \$60,480 from the prior year. Iskra reported nothing came to their attention that caused them to believe the City was not in substantial compliance with certain provisions and laws. In conclusion of the above-noted presentation and in response to Council inquiries, Iskra commended staff for their assistance and support during the audit process, noting no difficulties were encountered in dealing with City staff during the preparation and completion of their audit.

6. DEPARTMENT WORK PLANS FOR FISCAL YEAR 2012-13:

Library Department:

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Winters presented a PowerPoint presentation outlining the Library Department's Work Plan for 2012-13 as noted in her staff report. Winters's report focused on the Library Department's implementation of a county-wide RFID self-check conversion program, installation of security gates for the system, and work flow assessment once the new system is installed; Library Foundation's accomplishments and campaign efforts; assisting Library Commission with its mission statement completion; and provided an update on the status of the Stewart History Room, noting the Library will be planning a ribbon-cutting ceremony in the near future. In addition, Winters reported on other various department-related projects and goals and responded to Council inquiries pertaining to services and programs for Latino patrons and networking with Washington County.

Light and Power Department:

Cress, Matzke, and Hormann presented a PowerPoint presentation outlining the Light and Power Department's Work Plan for 2012-13 as noted in the staff report. Cress's report focused on substation equipment replacement projects; aging pole replacement program; energy conservation programs; administrative forms standardization update; cable replacements projects; Light and Power Facility Master Plan modifications and improvements; Supervisory Control And Data Acquisition System (SCADA) installation program; installation of electric vehicle charging stations; and potential sites for a future solar generation facility. In addition, Cress reported on other various department-related projects and goals and responded to Council inquiries pertaining to transmission lines; distribution of power; and City offering a financing program, similar to the sidewalk improvements program, for residential solar installation.

Parks and Recreation Department:

Gamble presented a PowerPoint presentation outlining the Parks and Recreation Department's Work Plan for 2012-13 as noted in his staff report. Gamble's report focused on various ongoing Aquatic Center-related programs; park-related projects; Parks Master Plan update; Parks and Recreation Commission-related projects and implementation of a Volunteer Recognition Program; exploring and pursuing property acquisitions; exploring and pursuing various trails development; pursuing various grant opportunities; and exploring youth-related programs. In addition, Gamble reported on other various department-related projects and goals and provided an update on Fernhill Wetlands.

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Police Department:

Aleshire and Ashbaugh presented a PowerPoint presentation outlining the Police Department's Work Plan for 2012-13 as noted in the staff report. Aleshire's report focused on police-related activities and programs; community outreach programs; police-related training; and collaboration with various county-wide agencies. In addition, Aleshire reported on other various department-related projects and goals and responded to Council inquiries pertaining to Forest Grove High School incident command response-related access.

Mayor Truax called for Council consensus to suspend Council's 9:00 p.m. curfew rule, to which, Council collectively agreed to continue the meeting.

Economic Development:

King presented a PowerPoint presentation outlining the Economic Development's Work Plan for 2012-13 as noted in his staff report. King's report focused on the Economic Development Commission's priority goals; business recruitment efforts; business retention efforts; expanding tourism and marketing opportunities; small/new business collaboration efforts; downtown revitalization; and commercial corridor marketing strategies. In addition, King reported on various grant-related opportunities and other various department-related projects and goals.

7. CITY MANAGER'S REPORT:

City Manager Sykes reported on upcoming events as noted in the Council calendar and reported on other various upcoming local meetings and events. In addition, Sykes distributed a copy of his written report, which outlined various meetings he attended and provided updates on various City department-related activities, projects, and other upcoming city/community-wide events. In conclusion, Sykes commended the department directors for presentation of Work Plans, noting he is pleased to be able to share the various work plans with Council.

8. COUNCIL COMMUNICATIONS:

BeLusko reported on Public Arts Commission-related activities, noting PAC is inviting everyone to attend its Arts In The Grove event on Saturday, April 14, 2012, noting the event is open to the public and there is no admission fee to attend. In addition, BeLusko reported on other matters of interest and upcoming meetings he was planning to attend.

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Council President Johnston reported on the Joint Work Session with the Forest Grove Rural Fire Protection District Board, which was held April 4, 2012, noting Chief Kinkade provided a presentation on the Fire Department's volunteer program. Johnston provided an update on kickoff plans for the City's Public Safety and Community Services Levy Ballot Measure 34-196, noting the levy is on the ballot May 15, 2012, Primary Election. In addition, Johnston reported on other matters of interest and upcoming meetings he was planning to attend.

Lowe reported on upcoming meetings she was planning to attend

Miller reported on upcoming meetings she was planning to attend.

Thompson reported on Forest Grove Senior and Community Center-related activities, noting Mayor Truax conducted a levy presentation at First Friday dinner. Thompson reported on Community Forestry Commission (CFC)-related activities, noting the 2012 Arbor Day Celebration, which was held at Tillamook Forestry Center, was well attended. In addition, Thompson reported on other matters of interest and upcoming meetings he was planning to attend.

Uhing reported on Historic Landmarks Board (HLB)-related activities, noting HLB hopes to disburse its remaining grant funds this spring. Uhing invited everyone to attend the upcoming Historic Landmarks Board Preservation Fair on Saturday, May 5, 2012, 9:00 a.m. at Central School, noting the event is open to the public and there is no admission fee to attend. In addition, Uhing reported on other matters of interest and 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 community-related events he was planning to attend. Mayor Truax reported he conducted a levy presentation to Forest Grove Senior and Community Center, noting he has scheduled levy presentations with Adelante Mujeres, Rotary, and Public Arts Commission. 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. In conclusion, Mayor Truax fondly remembered Ted Schlapfer, who recently

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passed away, noting Mr. Schlapfer was a long-time forester.

9. ADJOURNMENT:

Mayor Truax adjourned the meeting at 9:40 p.m.

Respectfully submitted,



Anna D. Ruggles, CMC, City Recorder