

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
MAY 12, 2014 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
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***Minutes are unofficial until approved by Council.  
Council approved minutes as presented May 27, 2014.***

**1. ROLL CALL:**

Council President Thomas Johnston, presiding, called the regular City Council meeting to order at 7:06 p.m. and led the Pledge of Allegiance.

**ROLL CALL: COUNCIL PRESENT:** Richard Kidd; Camille Miller; Ronald Thompson; Elena Uhing; and Thomas Johnston, Council President, presiding. **COUNCIL ABSENT:** Victoria Lowe and Mayor Peter Truax, excused. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Rob Foster, Public Works Director; Jon Holan, Community Development Director; Michael Kinkade, Fire Chief; Kevin Ellingsburg, Police Captain; James Reitz, Senior Planner; George Cress, Light and Power Director (in the audience); Tom Gamble, Parks and Recreation Director (in the audience); Jeff King, Economic Development Coordinator (in the audience); and Anna Ruggles, City Recorder.

Council President Johnston reported Mayor Peter Truax remains in the hospital at Portland's Legacy Emanuel Medical Center, where he is being treated for serious injuries sustained in a motor scooter accident, which occurred the evening of Wednesday, May 7, 2014, on his way home from the Farmers' Market, noting Mayor Truax is expected to make a full recovery.

**1. A. SWEARING-IN CEREMONY:**

Fire Chief Kinkade administered the Oath of Offices and Council President Johnston presented the official badges to Victor Haney and Bobby Edwards, who were sworn-in as Volunteer Firefighter Lieutenants.

**1. B. PROCLAMATIONS:**

**National EMS Week, May 18 – 24, 2014**

Uhing publicly proclaimed May 18 – May 24, 2014, as "Emergency Medical Services Week". Chris Pfungsten received the proclamation on behalf of Metro West Ambulance.

**National Police Week, May 11 – 17, 2014**

Council President Johnston publicly proclaimed May 11 – May 17, 2014, as "National Police Week". Captain Ellingsburg received the proclamation on behalf of the Police Department.

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National Public Works Week, May 18 – 24, 2014

Thompson publicly proclaimed May 18 – May 24, 2014, as “National Public Week”. Foster received the proclamation on behalf of the Public Works Department.

Small Business Week, May 19 – 24, 2014

Miller publicly proclaimed May 19 – May 24, 2014, as “Small Business Week in Forest Grove”. Hope Kramer, Economic Development Commission (EDC) Vice-Chair, received the proclamation on behalf of EDC.

National Historic Preservation Month, May 2014

Kidd publicly proclaimed the month of May, as “National Historic Preservation Month”. Neil Poulsen, Historic Landmarks Board (HLB) Chair, and Holly Tsur, HLB Vice-Chair, received the proclamation on behalf of the HLB.

1. C. **2014 ERIC. G. STEWART AWARD:**

Neil Poulsen, Historic Landmarks Board (HLB) Chair, and Holly Tsur, HLB Vice-Chair, and HLB members in the audience, presented by surprise celebration the “2014 Eric G. Stewart Award” to James Reitz, Senior Planner, in recognition of outstanding service and commitment to the historical preservation he has overseen on behalf of the City. Poulsen and Tsur commended Reitz for his outstanding service and commitment, noting Reitz has guided HLB as City staff liaison for over 18 years and though Reitz has guided HLB through many projects, most notable, Reitz guided HLB through the process of establishing three historic districts in Forest Grove – the largest number of districts of any city in Washington County.

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 (CEP Presentations)  
Meeting Minutes of April 22, 2014.

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- B. Approve City Council Regular Meeting Minutes of April 28, 2014.
- C. Accept Planning Commission Meeting Minutes of April 7, 2014.
- D. Accept Public Safety Advisory Commission Meeting Minutes of February 26, 2014.
- E. Community Development Department Monthly Building Activity Informational Report for April 2014.
- F. **RESOLUTION NO. 2014-40 MAKING APPOINTMENT TO PLANNING COMMISSION (APPOINTING HUGO ROJAS, TERM EXPIRING DECEMBER 31, 2017).**

**MOTION:** Councilor Uhing moved, seconded by Councilor Kidd, to approve the Consent Agenda as presented. **ABSENT:** Councilor Lowe and Mayor Truax. **MOTION CARRIED 5-0 by voice vote.**

- 4. **ADDITIONS/DELETIONS:** Refer to Agenda Item 1. C. noted above.
- 5. **PRESENTATIONS:**
  - 5. A. **Climate Smart Communities Update:**

Holan presented a PowerPoint presentation titled “Climate Smart Communities Scenarios Project – Shaping the Preferred Approach”, noting the State mandate requires Metro region to reduce per capita greenhouse gas emissions (GHG) by 2035. Holan reported the public, local governments, and regional policy advisory committees are being asked to shape a Draft Preferred Approach and make recommendations to Metro for final refinement and adoption by the end of 2014. Holan referenced slides outlining the GHG Program and highlighted scenarios to achieve the six desired outcomes (vibrant communities, equity, economic prosperity, transportation choices, clean air and water, and climate leadership); and discussed with Council what the future might mean for the City and various land use and transportation strategies as noted in his presentation.
- 6. **PUBLIC HEARING ADOPTING CITY MANAGER ANNUAL PERFORMANCE EVALUATION STANDARDS AND CRITERIA**

**Staff Report:**

Council President Johnston reported pursuant to the City Manager’s

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Employment Agreement, Section 6, Council must evaluate the City Manager's annual performance and establish the performance evaluation criteria, standards, policy directives, and compensation in an open meeting. Johnston outlined the City Manager performance evaluation process as follows, noting the process is the same as in previous years:

1. City Manager is directed to prepare a self-evaluation.
2. Department Directors are asked to submit input with an option to remain confidential. Council has named the City Attorney, as third-party person, who will prohibit disclosure of information submitted in confidence as provided by ORS 192.502(4).
3. City Attorney compiles submitted comments into a single document and distributes results in a sealed envelope directly to Council.
4. Council reviews compiled responses with City Manager in Executive Session.
5. Each Councilmember submits an evaluation form to Mayor.
6. Mayor and Council President tabulate and summarize results of Council evaluations and present performance appraisal to City Manager in Executive Session.

In addition, Council President Johnston reported Council will hear the City Manager's self-evaluation and review the compiled responses and comments with the City Manager in Executive Sessions tentatively scheduled for May 27 and June 9, 2014, and after concluding the performance appraisal in the Executive Session scheduled for June 23, 2014, Council will return into open meeting to give a summary of the City Manager's performance appraisal.

Before proceeding with the Public Hearing and Council discussion, Council President Johnston asked for a motion to adopt the City Manager performance evaluation standards.

**MOTION: Councilor Uhing moved, seconded by Councilor Miller, to adopt the City Manager Annual Performance Evaluation Standards and Criteria as presented.**

**Public Hearing Opened:**

Council President Johnston opened the Public Hearing.

**Proponents:**

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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 Johnston closed the Public Hearing.

**Council Discussion:**

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

**ROLL CALL VOTE: AYES: Councilors Kidd, Miller, Thompson, Uhing, and Council President Johnston. NOES: None. ABSENT: Councilor Lowe and Mayor Truax. MOTION CARRIED 5-0.**

**7. DISCUSS AND DETERMINE DISTRIBUTION OF FUNDING FOR COMMUNITY ENHANCEMENT PROGRAM (CEP) PROJECTS FOR FISCAL YEAR 2014-15**

**Staff Report:**

Downey reported the purpose of the above-noted agenda item was to discuss designating the 2014-15 Community Enhancement Program (CEP) projects and funding allocations. Downey reported the City received 21 applications totaling \$87,936 and the CEP funds available to disburse are \$56,604. Downey reported the Council heard the CEP project presentations on April 22, 2014, and Councilors submitted their individual recommended funding allocations for the various CEP projects.

**Council Discussion:**

Council President Johnston opened the floor and roundtable discussion ensued pertaining to designating the 2014-15 CEP projects and allocation of the CEP funds based on the funding allocation methodology adopted by Council. Downey presented an overhead copy of the worksheet outlining each of the Councilmember's recommended funding allocations for each of the CEP projects. Downey advised one project did not receive funding from at least four Councilors as required by the

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funding allocation methodology adopted by Council, noting projects are subject to drop off the list unless funds are reallocated from at least four Councilmembers. Discussion ensued as Council assessed the projects and reallocated individual funds available for reallocation. At the conclusion of the above-noted assessment, Council collectively allocated the following funding amounts to each of the CEP projects as noted below:

**2014-15 COMMUNITY ENHANCEMENT GRANT FUNDING**

<b>PROJECT:</b>	<b>AMOUNT FUNDED:</b>
Sidewalk Chalk Art Festival	\$4,064
Shredding Day	\$830
WESTCO	\$3,750
AT Smith House Safety Update Project	\$2,733
Housing Rehab, Repair & Access Modifications	\$3,542
Equipment for Enhanced Ecological Education	\$2,200
Dining Room Chair Replacement	\$3,055
Sustaining/Maintaining Community Garden and Natural Resources	\$2,592
Holiday Tree Sustainability Enhancement	\$2,890
Football Equipment Update	\$1,250
Building Permit Fees for Cooper's Corner House #4	\$2,214
Pitching Machine and Protective Screen	\$0
Celebrating Food & Market Sustainability	\$2,379
Early Childhood Education for Latino Immigrants	\$2,629
First Wednesday Events/Historic Downtown Brochure	\$1,750
Research/Planning for Year-round Indoor Local Market	\$2,114
FGS&CC Gardens and AT Smith House Water	\$1,004
<b>CITY BOARDS &amp; COMMISSIONS</b>	
Downtown Solar Powered Trash Compactor	\$2,198
Food & Drink Local Small Business Enhancement	\$4,420
HLB Renovation Grant Program	\$4,584
Collaborative Cultural Enhancement	\$4,998
<b>TOTAL FUNDS AWARDED FOR FY 2014-15</b>	<b>\$55,196</b>

At the conclusion of the above-noted discussion, Downey advised staff would bring back a proposed resolution making the above CEP allocations for Council consideration at the next meeting, at which time the Public Hearing would also be held.

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

Sykes reported on upcoming events as noted in the Council calendar and reported on other various upcoming local meetings and community-wide events as noted in the City Manager's Report. Sykes announced the Budget Committee meetings are scheduled for Thursday, May 22, and Thursday, May 29, 2014. Sykes recapped the stakeholders' meeting, held May 1, 2014, to discuss speed zone reduction and safety crossings at Highway 47/Maple Street/Fern Hill Road Interchange. Sykes disseminated a copy of a Request for Qualifications (RFQ) received in redeveloping the Times Litho site, submitted by Sycan B Corp, Springfield, Oregon, dated May 5, 2014, noting Sycan B Corp has expressed interest in redeveloping the Times Litho site as either a mixed-use development of retail and housing or a standalone hospitality project, i.e., hotel. 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 upcoming city-wide events.

**9. COUNCIL COMMUNICATIONS:**

Council President Johnston reported attending the League of Oregon Cities medical marijuana training forum on May 1, 2014, along with Councilor Thompson. Johnston reported attending the Forest Grove Rural Fire Protection District meeting, noting Fire Chief Kinkade is working on scheduling a work session with Council to discuss 911 funding. In addition, Johnston reported on other matters of interest and upcoming meetings he was planning to attend.

Kidd reported on upcoming community-related events and upcoming meetings he was planning to attend.

Lowe was absent.

Miller highlighted on Public Arts Commission-related activities and gave kudos to Bev Maughan, Executive Assistant to City Manager, for creating a PDF fillable PAC mini-grant form. Miller reported on Chamber-related matters, noting the Chamber Luncheon for May will be held at Prime Time Restaurant. In addition, Miller reported on other matters of interest and upcoming meetings she was planning to attend.

Thompson reported attending the League of Oregon Cities medical marijuana training forum on May 1, 2014, noting the LOC will be posting

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the speaker's session material on its website. In addition, Thompson reported on upcoming community-related events and upcoming meetings he was planning to attend.

Uhing reported on Economic Development Commission (EDC)-related activities and meeting, noting EDC awarded two mini-grants and is hosting a Small Business Forum. Uhing reported Howard Sullivan, Chamber Director, has recruited 38 new members during his first year as Chamber Director. In addition, Uhing reported on other matters of interest and upcoming meetings she was planning to attend.

Mayor Truax was absent.

**10. ADJOURNMENT:**

Council President Johnston, presiding, adjourned the meeting at 8:33 p.m.

Respectfully submitted,



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Anna D. Ruggles, CMC, City Recorder