

CITY COUNCIL MONTHLY MEETING CALENDAR

August-11

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Planning Comm 7pm	National Night Out 5pm - 8pm Pacific University Fire Bd 7pm	2	3 EDC Noon	4 <i>Oregon Mayors Summer Conference - Madras</i>	5 6
<i>Johnston out - June 28th - August 5th</i>						
7	CITY COUNCIL 5:45 PM - WORK SESSION (B&C Interview) 6:00 PM - EXECUTIVE SESSION (Litigation) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	8 Library 6:30pm	9	10 PAC 5pm	11	12 13
14	Senior Ctr Bd 6:30pm Planning Comm 7pm	15 CCI 5:30pm	16 P&R 7am CFC 5:15pm	17 Fernhill Wetlands 5pm	18	19 20 Constituent Coffee Rep. Brewer 9am - BJ's Coffee
21	CITY COUNCIL 5:30 PM - EXECUTIVE SESSION (Litigation) COMMUNITY AUDITORIUM - CONF RM NO REGULAR MEETING SCHEDULED	22 HLB 6pm	23 PSAC 7:30am	24 COUNCIL WATERSHED TOUR 9am Free Notary Seminar Training 1pm - 4pm - Comm Aud	25	26 27 Sprucing Up FG 10am-1pm
28	29	30	31			

September-11

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 EDC Noon	2	3
4	CITY OFFICES CLOSED HOLIDAY	5 Planning Comm 7pm Fire Bd 7pm	6 JWC-EC 5:30pm	7 PAC 5pm	8	9 10
11	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	12 Library 6:30pm	13	14 Fernhill Wetlands 5pm	15	16 17 Constituent Coffee Rep. Brewer 9am - BJ's Coffee
18	CITY COUNCIL & PLANNING COMM JT WORK SESSION (Transit-Oriented Dev) 7:00 PM - COMMUNITY AUDITORIUM Senior Ctr Bd 6:30pm	19 CCI 5:30pm	20 P&R 7am CFC 5:15pm	21	22	23 24
25	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	26 HLB 6pm	27 PSAC 7:30am	28	29	30 <i>LOC Conference (Riverhouse Bend) September 29 - October 1</i>

October-11

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 <i>LOC Conference</i>
2 Planning Comm 7pm	3	4 Fire Bd 7pm	5	6 EDC Noon	7	8
9	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	10 Library 6:30pm	11	12 PAC 5pm	13	14 15 Constituent Coffee Rep. Brewer 9am - BJ's Coffee
16 Senior Ctr Bd 6:30pm Planning Comm 7pm	17	18 CCI 5:30pm	19 P&R 7am CFC 5:15pm	20 Fernhill Wetlands 5pm	21	22
23	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	24 HLB 6pm	25 PSAC 7:30am	26	27	28 29
30	31					



FOREST GROVE CITY COUNCIL

Monday, August 8, 2011

5:30 PM – Work Session (B&C Interview)
5:45 PM – Executive Session (Labor)
6:00 PM – Executive Session (Litigation)
7:00 PM – Regular Meeting

Community Auditorium
1915 Main Street
Forest Grove, OR 97116

Forest Grove City Council Meetings are broadcast by Tualatin Valley Community Television (TVCTV) Government Access Programming. To obtain the monthly programming schedule, please contact TVCTV at 503.629.8534 or call the City Recorder at 503.992.3235.

PETER B. TRUAX, MAYOR

Thomas BeLusko, Jr.
Thomas L. Johnston, Council President
Victoria J. Lowe

Camille Miller
Ronald C. Thompson
Elena Uhing

All meetings of the City Council are open to the public and all persons are permitted to attend any meeting except as otherwise provided by ORS 192. The public may address the Council as follows:

→ Public Hearings – Public hearings are held on each matter required by state law or City policy. Anyone wishing to testify should sign in for any Public Hearing prior to the meeting. The presiding officer will review the complete hearing instructions prior to testimony. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Council, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Public Hearing testimony is limited to three minutes unless the presiding officer grants an extension. Written or oral testimony is heard prior to any Council action.

→ Citizen Communications – Anyone wishing to address the Council on an issue not on the agenda should sign in for Citizen Communications prior to the meeting. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Council, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Citizen Communications is limited to two minutes unless the presiding officer grants an extension.

The public may not address items on the agenda unless the item is a public hearing. Routinely, members of the public speak during Citizen Communications and Public Hearings. If you have questions about the agenda or have an issue that you would like to address to the Council, please contact the City Recorder at 503-992-3235.

City Council meetings are handicap accessible. Assistive Listening Devices (ALD) or qualified sign language interpreters are available for persons with impaired hearing or speech. For any special accommodations, please contact the City Recorder at 503-992-3235, at least 48 hours prior to the meeting.

AGENDA

Anna Ruggles
City Recorder

5:30

WORK SESSION: B&C INTERVIEW

The City Council will convene in the Community Auditorium – Conference Room to conduct the above work session(s). The public is invited to attend and observe the work session(s); however, no public comment will be taken. The Council will take no formal action during the work session(s).



FOREST GROVE CITY COUNCIL AGENDA
AUGUST 8, 2011
PAGE 2

Michael Sykes
City Manager

EXECUTIVE SESSIONS ARE CLOSED TO THE PUBLIC. Representatives of the news media and designated staff may attend Executive Sessions. Representatives of the news media are specifically directed not to report on any of the deliberations during the Executive Session, except to state the general subject of the session as previously announced. No Executive Session may be held for the purpose of taking final action or making any final decision.

The City Council will convene in the Community Auditorium – Conference Room to hold the following executive sessions:

5:45

In accordance with ORS 192.660(2)(d) to conduct deliberations with person designated by the governing body to carry on labor negotiations.

6:00

In accordance with ORS 192.660(2)(h) to discuss Council’s legal rights and duties with regard to current litigation or litigation likely to be filed. **ORS 192.660(2)(f)** to consider records that are exempt by law from public inspection.

7:00

1. **REGULAR MEETING:** Roll Call and Pledge of Allegiance

1. A. **PROCLAMATION:**

- *Forest Grove Local Arts Appreciation Month*

1. B. **EMPLOYEE RETIREMENT RECOGNITION:**

- *John Peterson, Public Works Mechanic*
- *Mandy Hayes, Police Records Supervisor*

2. **CITIZEN COMMUNICATIONS:** Anyone wishing to speak to Council on an item not on the agenda may be heard at this time. *Please sign-in before the meeting on the Citizen Communications form posted in the foyer.* In the interest of time, please limit comments to two minutes. Thank you.

3. **CONSENT AGENDA:** See Page 4

4. **ADDITIONS/DELETIONS:**

5. **PRESENTATIONS:**

7:10

5. A. • *Northwest Energy Management Services (NEMS) Non-Federal Resources Options for Above High Water Mark Load*

Rob Foster
Public Work Director
Rick Vanderkin
Public Works Superintendent
Kerry Aleshire, Police Chief

Richard Matzke
Interim Light and Power
Director
Michael Sykes
City Manager

FOREST GROVE CITY COUNCIL AGENDA
AUGUST 8, 2011
PAGE 3

- | | | | |
|--|------|-------|--|
| | 7:30 | 5.B. | <ul style="list-style-type: none"> • <i>Metro Quarterly Exchange Update, Kathryn Harrington, Metro Councilor District 4</i> • |
| Jon Holan
Community Development
Director | 7:50 | 5. C. | <ul style="list-style-type: none"> • <i>Sustainability Update</i> |
| Rob Foster
Public Work Director
Jon Holan
Community Development Director
James Reitz, Senior Planner | 8:10 | 6. | <p><u>PUBLIC HEARING AND RESOLUTION NO. 2011-71 SETTING AN ANNUAL FEE FOR TOURIST-ORIENTED SIGN AND ESTABLISH TOURIST-ORIENTED SIGN PROGRAM CRITERIA</u></p> |
| Paul Downey
Administrative Services Director | 8:20 | 7. | <p><u>RESOLUTION NO. 2011-72 AUTHORIZING THE CITY MANAGER TO ENDORSE AN INTERGOVERNMENTAL AGREEMENT BETWEEN CITY OF FOREST GROVE AND WASHINGTON COUNTY RELATING TO THE COOPERATIVE WASTE REDUCTION PROGRAM TITLED "WASHINGTON COUNTY WASTESHED TECHNICAL COMMITTEE"</u></p> |
| Michael Sykes
City Manager | 8:30 | 8. | <p><u>CITY MANAGER'S REPORT:</u></p> |
| | 8:45 | 9. | <p><u>COUNCIL COMMUNICATIONS:</u></p> |
| | 9:00 | 10. | <p><u>ADJOURNMENT</u></p> |

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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 Student Advisor Interview) Meeting Minutes of July 11, 2011.
 - B. Approve City Council Executive Session (Labor) Meeting Minutes of July 11, 2011.
 - C. Approve City Council Work Session (BPA Tier II Options) Meeting Minutes of July 11, 2011.
 - D. Approve City Council Regular Meeting Minutes of July 11, 2011.
 - E. Accept Community Forestry Commission Meeting Minutes of April 20 and May 18, 2011.
 - F. Accept Historic Landmarks Board Meeting Minutes of May 24 and July 13, 2011.
 - G. Accept Public Arts Commission Meeting Minutes of June 9, 2011.
 - H. Accept Public Safety Advisory Commission Meeting Minutes of June 29, 2011.
 - I. Community Development Department Monthly Building Activity Informational Report for June 2011.
 - J. Library Circulation Statistics Monthly Report for July 2011.
 - K. **RESOLUTION NO. 2011-70 MAKING APPOINTMENT TO THE ECONOMIC DEVELOPMENT COMMISSION (APPOINT GILBERT JIMENEZ, CITIZEN AT-LARGE, TERM EXPIRING DECEMBER 31, 2014).**
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PROCLAMATION

Forest Grove Local Arts Appreciation Month

November ~ 2011

WHEREAS, Valley Arts Association was formed in 1966 by a dedicated group of visionary citizens to encourage artists and to nurture the creative health of the City of Forest Grove through exposure to fine art and art education; and

WHEREAS, Valley Art Association has provided these benefits to all citizens of Forest Grove and surrounding communities, including all ethnicities, ages, means, and abilities for the past 45 years; and

WHEREAS, the City Council of the City of Forest Grove, through its Public Arts Commission, recognizes the cultural and social importance of supporting and promoting local artists and encouraging fine art in and around Forest Grove; and

WHEREAS, the City Council and Public Arts Commission highly commend and personally recognize and express its great appreciation to the Valley Art Association as they celebrate their 44th Annual Arts Event and Celebration in the community.

NOW, THEREFORE, the City Council of the City of Forest Grove, Oregon, does hereby proclaim the month of November, 2011, as Local Arts Appreciation Month in Forest Grove, and we urge everyone to participate wholeheartedly in the 44th Annual Arts Event and Celebration at Valley Art Gallery, located in the heart of historic downtown Main Street, Forest Grove.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 8th day of August, 2011.

Peter B. Truax, Mayor
Forest Grove City Council

CERTIFICATE OF APPRECIATION

Awarded to

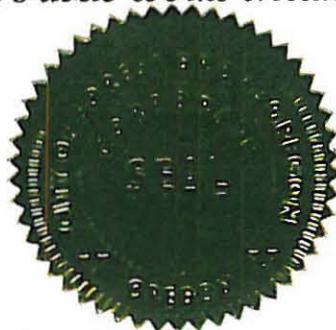
John Peterson

Public Works Mechanic

In Recognition of Dedicated Service to the
City of Forest Grove and Citizens of Forest Grove

The Forest Grove City Council sincerely thanks you for your exceptional employment and is so very proud to have had you as the Public Works Mechanic of the City of Forest Grove since 1997.

city of
forest
grove



A handwritten signature in blue ink, appearing to read "P. Truax".

Peter B. Truax, Mayor
Forest Grove City Council
August 8, 2011

1B

CERTIFICATE OF APPRECIATION

Awarded to

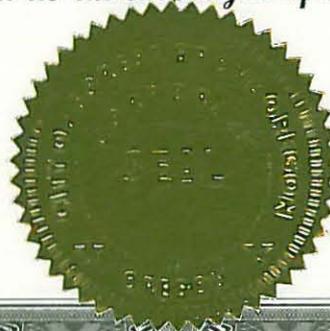
Mandy Hayes

*Police Records Supervisor
Forest Grove Police Department*

**In Recognition of Dedicated Service to the
City of Forest Grove and Citizens of Forest Grove**

The Forest Grove City Council sincerely thanks you for your exceptional employment and is so very proud to have had you as an employee of the City of Forest Grove since 2000.

**city of
forest
grove**



*Peter B. Truax, Mayor
Forest Grove City Council
August 8, 2011*

Memorandum

TO: Mayor Peter Truax and City Councilors

FROM: Michael Sykes, City Manager
Anna D. Ruggles, CMC, City Recorder

DATE: August 8, 2011

SUBJECT: Interview B&C Applicant and Make Appointment to
Economic Development Commission

BACKGROUND:

Attached you will find the following items for the Citizen Advisory Boards, Committees, and Commissions interview that is scheduled for August 8, 2011.

- Boards, Committees, Commissions Number of Vacancies;
- Possible Interview Questions; and
- Application (Gilbert Jimenez)

STAFF RECOMMENDATION:

Conduct an interview of the applicant who expressed interest in serving on the Economic Development Commission. There currently is a Citizen At-Large vacancy on the Economic Development Commission and since Council has one meeting this month, staff is recommending the City Council consider approving at the Council meeting of August 8, 2011, a resolution appointing Gilbert Jimenez to the Economic Development Commission, Citizen At-Large, term expiring December 31, 2014. (Consent Agenda Item 3. K.). If Council desires not to make this appointment, Council may pull this item from the Consent Agenda for separate discussion and consideration.

2011 – BOARDS, COMMITTEES & COMMISSIONS VACANCY

COMMISSION	REQUIREMENTS	# VACANCIES	TERM EXPIRES
BUDGET Meets in April/May	7-Members 3-Year Term All members must live in City per ORS		
COMMITTEE FOR CITIZEN INVOLVEMENT Meets 3 rd Tuesday 5:00 pm	7-Members 4-Year Term	1 – Student Vacancy	12/31/2012
COMMUNITY FORESTRY COMMISSION Meets 3 rd Wednesday 5:15 pm	7-Members 3-Year Term Three members may live outside City – Currently four (one exception)		
ECONOMIC DEVELOPMENT COMMISSION Meets 1 st Thursday Noon	19-Members 3-Year Term 6 Public & Non-Profit 12 Business 1 At-Large	1 – Citizen/Business At-Large 1 – Residential Developer 1 – Wood/AG Products 1 – Student Vacancy	12/31/2014 12/31/2013 12/31/2012 12/31/2012
HISTORIC LANDMARKS BOARD Meets 4 th Tuesday 6:00 pm	7-Members 4-Year Term Two members may live outside City – Currently none	1 – Vacancy 1 – Student Vacancy	12/31/2013 12/31/2012
LIBRARY Meets 2 nd Tuesday 6:30 pm	7-Members 2-Year Term	1 – Vacancy 1 – Student Vacancy	12/31/2011 12/31/2012
PARKS & RECREATION COMMISSION Meets 3 rd Wednesday 7:00 am	9-Members 4-Year Term Two members may live outside City – Currently one		
PLANNING COMMISSION Meets 1 st and 3 rd Monday 7:00 pm	7-Members 4-Year Term Two members may live outside City – Currently one One member in real estate for profit – Currently one Two members same trade/occupation – Currently none		
PUBLIC ARTS COMMISSION Meets 2 nd Thursday 5:00 pm	9-Members 3-Year Term Three At-Large Voting reps Chamber; School Dist; Pacific University; Senior Center; Theater In The Grove; and Valley Art		
PUBLIC SAFETY ADVISORY COMMISSION Meets 4 th Wednesday 7:30 am	7-Members 4-Year Term Two members within Rural Fire Dist – Currently two Non-voting reps Rural Fire Dist; Chamber; School Dist; and Pacific University	1 – Student Vacancy	12/31/2012

Possible Questions for B&C Applicant Interviews:

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

What do you hope to gain from your volunteer experience?

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 that is currently 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? Such as making an unpopular decision that may go against property owners' desire or that is not supported by your friends and neighbors.

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 immediately thereafter.

**FOREST GROVE CITY COUNCIL WORK SESSION
(BOARDS, COMMITTEES, AND COMMISSIONS INTERVIEW)
JULY 11, 2011– 5:30 P.M.
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 1**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 5:35 p.m. **ROLL CALL: COUNCIL PRESENT:** Thomas BeLusko, Jr., Victoria Lowe, Camille Miller, Ronald Thompson, Elena Uhing, and Mayor Peter Truax. **COUNCIL ABSENT:** Thomas Johnston, Council President, excused. **STAFF PRESENT:** Michael Sykes, City Manager, and Anna Ruggles, City Recorder.

2. WORK SESSION: STUDENT ADVISORY BOARDS, COMMITTEES, AND COMMISSIONS INTERVIEW

The following student applicant was interview for the following position as follows:

- Jonathan Faris Parks and Recreation Commission

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the above-noted student interview. After Council deliberation, Council collectively made recommendation to appoint Jonathan Faris to the Parks and Recreation, non-voting student advisor, term expiring December 31, 2012. A resolution making formal appointment will be considered during the regular Council meeting of July 11, 2011.

3. ADJOURNMENT

Mayor Truax adjourned the work session at 5:50 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

**FOREST GROVE CITY COUNCIL EXECUTIVE SESSION
ORS 192.660(2)(D) LABOR
JULY 11, 2011 – 5:45 P.M.
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 1**

Minutes are unofficial until approved by Council.

1. **ROLL CALL:**
Mayor Peter Truax called the Executive Session to order at 5:56 p.m. **ROLL CALL: COUNCIL PRESENT:** Thomas BeLusko, Jr., Victoria Lowe, Camille Miller, Ronald Thompson, Elena Uhing, and Mayor Peter Truax. **COUNCIL ABSENT:** Thomas Johnston, Council President, excused. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Brenda Camilli, Human Resources Manager; and Anna Ruggles, City Recorder.

2. **EXECUTIVE SESSION:**
The City Council met in Executive Session in accordance with:

ORS 192.660(2)(D) to conduct deliberations with person designated by the governing body to carry on labor negotiations.

3. **ADJOURNMENT**
Mayor Truax adjourned the Executive Session at 6:06 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

30

**FOREST GROVE CITY COUNCIL WORK SESSION
(BONNEVILLE POWER ADMINISTRATION TIER II OPTIONS)
JULY 11, 2011 – 6:00 P.M.
COMMUNITY AUDITORIUM
PAGE 1**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 6:00 p.m. **ROLL CALL:**
COUNCIL PRESENT: Thomas BeLusko, Jr., Victoria Lowe, Camille Miller, Ronald Thompson, Elena Uhing, and Mayor Peter Truax. **COUNCIL ABSENT:** Thomas Johnston, Council President, excused. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Richard Matzke, Interim Light and Power Director; and Anna Ruggles, City Recorder.

2. WORK SESSION: BONNEVILLE POWER ADMINISTRATION TIER II OPTIONS

Matzke and Sykes facilitated the work session, noting the purpose of the work session was to review and discuss the Bonneville Power Administration (BPA) Tier II rate options and alternatives. Matzke introduced Kevin Farleigh, BPA Account Executive, who gave an overview of the key elements of the BPA Tier II options and alternatives, noting by September 30, 2011, each customer must elect how their Above-Rate Period High Water Mark (RHWM) load greater than 1 aMW will be served for at least the second Purchase Period (October 2014 through September 2019). Farleigh explained customers must elect whether they intend to have their Above-RHWM load served with Non-Federal Resources; power purchased from BPA at a Tier II rate; or a combination of the two. Farleigh noted the elections to purchase Resource Support Services (RSS) are also made under the same schedule period. Farleigh reported the Above-RHWM load amounts will not be known until just prior to future rate cases, noting estimates will be provided to customers prior to the notice deadline for election purposes. In addition, Farleigh gave a PowerPoint presentation summarizing the Tier II rate alternatives BPA will offer (a Load Growth Rate and a Short-Term Rate are the primary options and a Vintage Rate) and reviewed each alternative in detail, noting Tier II rate alternatives will be based on cost of providing a flat annual block of power and the pricing of power provided at a Tier II rate will be based on forecast and actual costs of BPA purchases and resource acquisitions to serve this load as well as other cost components that may be included in Tier II rates.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the elements of the BPA Tier II rate alternatives and possible implications for the City to consider. Farleigh explained depending on the alternative or

**FOREST GROVE CITY COUNCIL WORK SESSION
(BONNEVILLE POWER ADMINISTRATION TIER II OPTIONS)
JULY 11, 2011 – 6:00 P.M.
COMMUNITY AUDITORIUM
PAGE 2**

alternatives the City chooses, the commitment is for a minimum of five years (FY 2015-2019) or for the entire remaining contract period (FY 2015-2028), noting the election deadline will be the final opportunity for Load Following customers to choose the Tier II Load Growth rate, and if interested, the Shared Rate Plan assuming availability under the 700MW cap for Fiscal Year 2015-2028. In conclusion, of the above-noted discussion, Farleigh addressed various Council concerns, inquiries, and various scenarios posed by Councilmembers pertaining to excess storage, high water mark, and Tier II loads and rates, noting Forest Grove elected the Short-Term Tier II rate for FY 2012-2014.

In conclusion, Sykes and Matzke advised that staff has a second work session scheduled for August 8, 2011, to review and discuss Non-Federal Resources options with representatives from Northwest Energy Management Services (NEMS).

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

3. ADJOURNMENT

Mayor Truax adjourned the work session at 6:59 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder



**FOREST GROVE CITY COUNCIL REGULAR MEETING
JULY 11, 2011 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 1**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the regular City Council meeting to order at 7:15 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL PRESENT:** Thomas BeLusko, Jr., Victoria Lowe, Camille Miller, Ronald Thompson, Elena Uhing, and Mayor Peter Truax. **COUNCIL ABSENT:** Thomas Johnston, Council President, excused. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Brenda Camilli, Human Resources Manager; Rob Foster, Public Works Director; James Reitz, Senior Planner; Kerry Aleshire, Police Chief (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 Executive Session (City Manager Evaluation) Meeting Minutes of June 27, 2011.
- B. Approve City Council Executive Session (Labor Negotiations) Meeting Minutes of June 27, 2011.
- C. Approve City Council Work Session (B&C Interview) Meeting Minutes of June 27, 2011.
- D. Approve City Council Regular Meeting June 27, 2011.
- E. **RESOLUTION NO. 2011-65 MAKING APPOINTMENT TO HISTORIC LANDMARKS BOARD (APPOINT ERNEST WALSTON, TERM EXPIRING DECEMBER 31, 2012).**
- F. **RESOLUTION NO. 2011-66 MAKING STUDENT APPOINTMENT TO PARKS AND RECREATION COMMISSION (APPOINT JONATHAN FARIS, NON-VOTING STUDENT ADVISORY, TERM EXPIRING DECEMBER 31, 2012).**
- G. Endorse Temporary Liquor License Application (Applicant:

**FOREST GROVE CITY COUNCIL REGULAR MEETING
JULY 11, 2011 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 2**

Tabb's Sports Bar & Grill, 124 North 20th Avenue, Cornelius;
Forest Grove Rotary Concours d'Elegance, Pacific University
Campus; Full-On Premises Sales). (**ADDED TO CONSENT
AGENDA**)

MOTION: Councilor BeLusko, Jr., moved, seconded by Councilor Uhing, to approve the Consent Agenda as amended. ABSENT: Councilor Johnston. MOTION CARRIED 6-0 by voice vote.

4. **ADDITIONS/DELETIONS:**
Ruggles added Consent Agenda Item 3. G. (as noted above).
5. **PRESENTATIONS:** None.
6. **CONTINUE PUBLIC HEARING FROM JUNE 27, 2011: SECOND READING OF ORDINANCE NO. 2011-08 AMENDING FOREST GROVE CODE SECTION 3.900, 3.905, 3.910 AND 3.940 TO ALLOW OFF-SITE TEMPORARY AND PORTABLE SIGNS, OR CITY ERECTED SIGNS FOR TOURIST-ORIENTED BUSINESSES AND IMPLEMENTING SIGN FEE AND REPEALING CODE SECTIONS FROM ORDINANCE NO. 2009-13**
First Reading of Ordinance No. 2011-08 by title and motion to adopt occurred at the meeting of June 27, 2011.

Staff Report:

Foster and Reitz presented the above-proposed amended ordinance (Exhibit A) for Council consideration, noting the motions to amend made by Council at the meeting of June 27, 2011, were as follows:

Amend Code Section 3.900, 3.905 and 3.912(2) to:

- Allow each tourist-oriented business to have either one "blue tourist-oriented blade sign" or one off-site "sandwich board sign" with permission of the adjoining property owner.
- Allow each business to have one off-site "sandwich board sign" with permission of the adjoining property owner.
- Allow up to two off-site signs anywhere in the public rights-of-way during a garage sale event and limiting the signs from Friday to Saturday.
- Allow up to two off-site signs in the public rights-of-way during the

**FOREST GROVE CITY COUNCIL REGULAR MEETING
JULY 11, 2011 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 3**

time of sale, lease, or rental of a property from Friday to Sunday.

Amend Code Section 3.940 to allow the City to set by resolution a fee for City erected signs (blue tourist-oriented blade sign).

Public Hearing Continued:

Mayor Truax continued the Public Hearing from the meeting of June 27, 2011.

Written Testimony Received:

Portland Metropolitan Association of Realtors (PMAR), 825 NE Multnomah, Suite 1145, Portland, OR 97232, submitted a letter dated July 11, 2011, voicing PMAR's support of the proposed amendments that would allow temporary/portable signage within the public rights-of-way during the time of sale, lease, or rental of a property from Friday to Sunday.

Proponents:

No one testified and no other written comments were received.

Opponents:

No one testified and no other written comments were received.

Others:

No one testified and no other written comments were received.

Public Hearing Closed:

Mayor Truax closed the Public Hearing.

Council Discussion:

In response to Thompson's inquiry pertaining to obtaining written permission, Reitz reiterated there is no written permission required from an abutting property owner to post a garage sale or real estate sign within the public rights-of-way pursuant to the proposed ordinance, noting the written permission applies only to off-site signage (sandwich boards). In response to Thompson's inquiry pertaining to affixing garage sale signs on utility poles or street trees, Reitz referenced Code Section 3.910.2.B., noting the Code prohibits attaching any sign to fire hydrants, traffic signal controllers, traffic signs, utility poles or street trees.

**FOREST GROVE CITY COUNCIL REGULAR MEETING
JULY 11, 2011 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 4**

In response to Lowe's inquiry pertaining to undeveloped areas without parkways, Reitz concurred, noting there is no provision that prohibits an abutting property owner from removing a sign posted in front of their home.

Hearing no further discussion from the Council, Mayor Truax asked for a roll call vote on the motion made at the meeting of June 27, 2011.

Sykes read Ordinance No. 2011-08 by title for second reading.

ROLL CALL VOTE: AYES: Councilors BeLusko, Jr., Thompson, Uhing, and Mayor Truax. NOES: Councilors Lowe and Miller. ABSENT: Councilor Johnston. MOTION PASSED 4-2.

7. **RESOLUTION NO. 2011-67 AUTHORIZING EXECUTION OF A LABOR AGREEMENT BETWEEN THE CITY OF FOREST GROVE AND THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, (AFSCME), LOCAL 3786, COUNCIL 75, EFFECTIVE JULY 1, 2011, THROUGH JUNE 30, 2014**

Staff Report:

Camilli and Downey presented the above-proposed resolution requesting authorization to execute the labor agreement between the City and the American Federation of State, County and Municipal Employees, (AFSCME), effective July 1, 2011, through June 30, 2014. Camilli reported staff met with AFSCME and negotiated a new labor agreement, noting language modifications to the agreement include setting a flat contribution amount per month per employee for VEBA; a clothing allowance increase; implementing a defined retirement contribution plan for new employees hired on or after July 1, 2011; allowing inclement weather compensatory time; and a cost-of-living adjustment (COLA) of 1.3 percent (1.3%), effective July 1, 2011. Camilli reported the COLA adjustment for July 1, 2012, will be based upon the Portland Consumer Price Index (CPI) with a minimum of zero percent (0%) and a maximum of two percent (2%) and the option to open contract to negotiate wages for 2013. Additionally, spot adjustments were made to positions that were found to be more than five percent (5%) below market; the adjustments will be spread over the first two years of the contract. Camilli advised the costs to implement the agreement are within the parameters set by

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Council and funds have been identified in the 2011-12 budget and are within the five-year fiscal plan.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2011-67.

Sykes read Resolution No. 2011-67 by title.

MOTION: Councilor Lowe moved, seconded by Councilor Miller, to adopt Resolution No. 2011-67 Authorizing Execution of a Labor Agreement between the City of Forest Grove and the American Federation of State, County and Municipal Employees, (AFSCME), Local 3786, Council 75, Effective July 1, 2011, through June 30, 2014.

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 BeLusko, Jr., Lowe, Miller, Thompson, Uhing, and Mayor Truax. NOES: None. ABSENT: Councilor Johnston. MOTION CARRIED 6-0.

8. RESOLUTION NO. 2011-68 ADOPTING COST-OF-LIVING ADJUSTMENT FOR NON-REPRESENTED POSITIONS FOR FISCAL YEAR 2011-12

Staff Report:

Camilli and Downey presented the above-proposed resolution requesting authorization to amend the cost-of-living adjustment (COLA) for Fiscal Year 2011-12 from 1.25 percent (1.25%) to 1.3 percent (1.3%) increase for non-represented positions. Camilli and Downey reported the budget for 2011-12 was adopted using a COLA adjustment of 1.25 (1.25%) percent for non-represented positions; however, union negotiations have resulted in a COLA increase of 1.3 percent (1.3%). In conclusion, Camilli and Downey referenced Exhibit A, outlining the salary and wage amounts for non-represented positions using the proposed COLA adjustment of 1.3 percent (1.3%).

Before proceeding with Council discussion, Mayor Truax asked for a

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motion to adopt Resolution No. 2011-68.

Sykes read Resolution No. 2011-68 by title.

MOTION: Councilor Miller moved, seconded by Councilor Thompson, to approve Resolution No. 2011-68 Adopting Cost-of-Living Adjustment for Non-Represented Positions for Fiscal Year 2011-12.

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 BeLusko, Jr., Lowe, Miller, Thompson, Uhing, and Mayor Truax. NOES: None. ABSENT: Councilor Johnston. MOTION CARRIED 6-0.

9. RESOLUTION NO. 2011-69 RATIFYING ADOPTION OF THE 2011 RESTATEMENT OF THE CITY OF FOREST GROVE RETIREMENT PLAN

Staff Report:

Downey presented the above-proposed resolution for Council consideration, requesting approval to ratify the City Manager's adoption of the 2011 Restatement Retirement Plan. Downey reported staff met with Council in Work Session earlier this year to discuss options on how to control future retirement costs, noting staff received direction from Council at that time to include a defined contribution retirement plan in the labor negotiations. Downey reported the City was able to negotiate a new defined contribution retirement plan with AFSCME for future employees; the Police Association agreed to explore the concept during the next fiscal year; and the Firefighters Association is still negotiating with the City. Downey referenced the 2011 Restatement Retirement Plan (Exhibit A) and outlined the significant changes to the Plan, noting AFSCME employees and non-represented employees, with exception of certified police officers and firefighters, who are hired on or after July 1, 2011, will be placed into the new defined contribution retirement plan and will not be eligible for participation in the City's current defined benefit plan. Downey noted the new police officers and firefighters, both

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represented and non-represented, will still participate in the City's current defined benefit plan and new IBEW employees will also still participate in the City's current defined benefit plan. Downey explained the Restatement Plan was written to ensure that any changes to the Plan would not result in the City having to go through an equal-to-or-better than test by PERS, noting the changes in the amended Plan are not intended to have any affect on public safety employees. Downey advised the defined contribution plan negotiated with AFSCME calls for the City to contribute 10 percent of an employee's base salary and the City will match another two percent if the employee puts two percent of their salary into the employee's deferred compensation plan. The City's total percentage for the defined contribution plan would be 12 percent. Downey noted the City currently pays about 19.2 percent of base salary into the defined benefit plan. In conclusion, Downey advised the City Manager approved the Plan on June 30, 2011, in order to meet a July 1st deadline and in order for the changes to be effective and not cause issues with IRS regulations, noting the City Manager is required to inform Council of any amendments made to the Plan.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2011-69.

Sykes read Resolution No. 2011-69 by title.

MOTION: Councilor BeLusko, Jr., moved, seconded by Councilor Lowe, to adopt Resolution No. 2011-69 Ratifying Adoption of the 2011 Restatement of the City of Forest Grove Retirement Plan.

Council Discussion:

In response to Uhing's inquiry pertaining to employees who retire and return, Downey outlined various scenarios, noting upon termination date existing benefits are suspended.

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

ROLL CALL VOTE: AYES: Councilors BeLusko, Jr., Lowe, Miller, Thompson, Uhing, and Mayor Truax. NOES: None. ABSENT: Councilor Johnston. MOTION CARRIED 6-0.

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10. 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. Sykes reported he is attending the Oregon City County Managers Annual Summer Conference July 12-15, 2011, noting this will be his first meeting as a Board Member of the organization. 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/community-wide events.

11. COUNCIL COMMUNICATIONS:

BeLusko reported the Economic Development Commission meeting was rescheduled and reported on Public Arts Commission-related activities. In addition, BeLusko reported on community-related events held and reported on various upcoming community-related events of interest and meetings he was planning to attend.

Johnston was absent.

Lowe reported on Joint Water Commission (JWC)-related activities and referenced a copy of a report pertaining to new water strategies, noting she would like to get the report linked to the City's website, to which Sykes advised Lowe to submit the web link to staff. In addition, Lowe reported on upcoming meetings she was planning to attend.

Miller reported on community-related events held and reported on various upcoming community-related events of interest and meetings she was planning to attend.

Thompson reported on Ride Connection-related activities and reported on various upcoming community-related events and meetings he was planning to attend.

Uhing reported on Historic Landmarks Board (HLB)-related activities, noting HLB rescheduled its last meeting due to lack of a quorum. In addition, Uhing advised she is working with the City Manager on scheduling ethics/legal training for appointed boards, committees, and commissions.

Mayor Truax reported on various local, regional, Metro, and Washington

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County meetings he attended and reported on various upcoming meetings and community-related events he was planning to attend. Mayor Truax reported the Library Commission moved its last meeting date to the second Monday of the month. In addition, Mayor Truax reported he is attending the upcoming Oregon Mayors Annual Summer Conference on August 4-6, 2011, and noted the League of Oregon Cities Annual Conference will be held September 26-October 1, 2011.

12. ADJOURNMENT:

Mayor Truax adjourned the meeting at 7:56 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

CITY OF FOREST GROVE COMMUNITY FORESTRY COMMISSION MEETING MINUTES – April 20, 2011

Members in Attendance:

Mindy Laird- Garcia, David Hunter, Lance Schamberger, Mark Nakajima, Sebastian Lawler

Members Absent:

Stephanie Beall, Dale Wiley

Staff and Councilors Present:

Dan Riordan, Councilor Ron Thompson, Steve Huffman

Guests Present:

Jim Flory, Zachary Gustafson, Nicole Smith

Agenda Items

1. Call to Order and Approval of Minutes

- The meeting was called to order at 1736 hours.
- Mindy Laird-Garcia, Chair, presided.
- The meeting minutes for March 18, 2011 were reviewed by the Commission members.
- David Hunter moved and Lance Schamberger seconded that the March 18, 2011 minutes be accepted as submitted. Motion passed unanimously.

2. Citizen Communication

1. There was no citizen communication.

3. New Business

a. Street Tree Inventory Findings

Interns Zachary Gustafson and Nicole Smith presented a PowerPoint presentation summarizing findings from the street tree inventory analysis. The interns randomly sampled 7% of streets in the city. Streets were selected using the city's geographic information system (GIS). Tree data was entered into a database for analysis using the iTree software tool.

Steve Huffman recommended that the final report include photographs of trees. Ron Thompson suggested that the project be submitted to the Oregon League of Cities for a small city award.

b. Street Tree Grates

Steve Huffman mentioned that the street tree holes in the sidewalk near the Library are too small for the type of tree planted. The primary issue is responsibility for tree and sidewalk maintenance. Steve suggested that the Commission send a letter to the Engineering Department reiterating the need to maintain the City's infrastructure investment. Steve also mentioned that the Commission consider a future community enhancement grant application to expand the size of the cut-outs around the trees in front of the library.

4. Project Reports

a. Calendar Publication

- Jim Flory provided photographs for review by Commission members. The photographs include a variety of trees. Commission members agreed that the tree should be the focus of the photograph and that the whole tree should be shown in the picture. The Commission also agreed that captions are needed for the location of the tree and the name of the person taking the photograph should be indicated. The Commission also discussed the need for photos of trees with leaves. Consensus was reached that the calendar should be an 18 month calendar that starts in November.

b. Tree Inventory Update – Mindy / Dan

- The GPS has been received.

c. Oak Wood Project – Dale

- No update.

d. Commemorative Tree Project – Mark

- The commemorative tree project is underway. There will be more to report in June.

e. Tree Workshop – David

- The tree planting workshop will be held on Saturday, April 30th at Lincoln Park.
- The event has been advertised in the News-Times, on the City's website and in the utility bills.
- A guest opinion article will be submitted to the News-Times for publication before the event.
- The workshop will be at Lincoln Park.

f. Tree Tour Brochure – Sebastian

- A mock-up of the revised tree brochure was distributed to Commission members. David Hunter recommended that the brochure include the CFC acorn and leaf logo. The Commission concurred with the recommendation.

5. Other Business

- a. **Community Enhancement Grant Presentation – Mindy**
 - Mindy gave the presentation to the City Council on April 19th. The CFC grant request is for funding professional design and first run publication of a Tour of Trees brochure.
 - The grant request is \$2,000
- b. **Tree City USA Award – Mindy**
 - Mindy received the Arbor Day proclamation from City Council on April 11th.
 - A representative from Oregon Community Trees presented the Mayor and City Council with the Tree City USA Award and Tree Growth Award on April 11th.
- c. **Tree Care Workshop (April 30th) – David**
 - Covered under project reports.
- d. **Oregon Community Trees Conference**
 - David noted that the Oregon Community Trees Conference will be held in Portland in June.
 - Two CFC members will be registered and attend the Conference.

6. Adjourn

- It was moved by David Hunter and seconded by Lance Schamberger that the meeting be adjourned at 1853 hours. The motion passed unanimously and the meeting adjourned.

CITY OF FOREST GROVE COMMUNITY FORESTRY COMMISSION MEETING MINUTES – May 18, 2011

Members in Attendance:

Mindy Laird- Garcia, David Hunter, Stephanie Beall, Nicole Smith

Members Absent:

Sebastian Bannister Lawler, Lance Schamberger, Dale Wiley, Mark Nakajima

Staff and Councilors Present:

Dan Riordan, Councilor Ron Thompson

NOTE: There was not a quorum present, so this was a non-voting discussion meeting only.

Agenda Items

1. Call to Order and Approval of Minutes

- The meeting was called to order at 1739 hours.
- Mindy Laird-Garcia, Chair, presided.
- The meeting minutes for April 20, 2011 were reviewed by the Commission members.
- Approval of minutes for April 20, 2011 was postponed to the June meeting due to lack of quorum.

2. Citizen Communication

1. There was no citizen communication.

3. New Business

a. Commission Sweatshirts (David Hunter)

- David discussed possible arrangements for the new members to have CFC sweatshirts and mentioned that adding a ball cap option to the uniform items would be nice – stressed keeping CFC oak tree logo instead of switching to new Forest Grove branding.
- Dan noted that there is enough in the CFC account to cover sweatshirts for new members.
- Stephanie said that the documentation for sweatshirts was something kept with Kirstin (Dan's predecessor) and mentioned the idea of a polo for summer wear. The colors of gold and maroon were chosen for community connection and the logo was from clip art provided by the shirt shop.

b. Community Enhancement Grant (Ron Thompson)

- Ron updated the CFC members on the CEP grant process. Not all grants were funded, CFC received a portion of their request. Award letters and contracts should be out before the end of May / June.

4. Project Reports

a. Calendar Publication – Steph

- Stephanie reviewed the Pacific Student photos.
- Commission deferred deciding on which photos to choose until June meeting.

b. Tree Inventory Update – Mindy / Dan

- Is in its final phase, a complete report with pictures should be available for presentation at a city council meeting soon.
- Ron noted that this project should be eligible for submission to the League of Oregon Cities, it may qualify for an award.

c. Oak Wood Project – Dale

- No update.

d. Commemorative Tree Project – Mark

- No update.

e. Tree Workshop – David

- The fall tree planting date is November 19, 2011.
- Project TBA.
- Brief discussion of April 30th tree workshop (2 attendees) and how to better promote the winter opportunity.

f. Tree Tour Brochure – Sebastian

- No update.

5. Other Business

a. Oregon Tree List – B Street Sequoia

- The deadline for submitting this tree for inclusion on the Oregon Tree List is in July.
- Mindy will work with Dan / Steve to figure out all parties involved in ownership of the tree (homeowner, city, etc) and create letter to approach parties regarding tree list application.

b. Oregon Community Trees Conference

- Dan provided vouchers for David and Lance.
- Mindy will be the alternate if either cannot attend.

6. Adjourn

- Meeting adjourned at 18:20 hours.

3F
APPROVED

Members Present: George Cushing, Kevin Kamberg, Neil Poulsen, Holly Tsur, Larry Wade (two vacancies)
Staff Present: James Reitz
Council Liaison: Elena Uhing was excused
Citizens Present: -0-

1. **Call to Order:** Tsur opened the meeting at 6:07 p.m. **The meeting minutes of the April 22, 2011 meeting were approved as submitted.**

2. **Citizen Communication:** A thank you card from the Holznagels was received thanking the Board for recognizing them with this year's Stewart Award.

3. **Action Items/Discussion:**

- **Design Guidelines / White Paper:** Poulsen advised that he had met with Tom Beck and they had laid out the basic outline of the white paper: 1) What are the goals? 2) Reasons for the historic zone. 3) Reasons against the historic zone. 4) Community impacts. 5) Conclusion. Poulsen noted that once completed another work session with the HLB and Planning Commission would be scheduled, and possibly with the City Council as well. He thinks the white paper will be no more than five pages. He said they hoped to have it prepared by the end of September.
- **Newsletter:** Wade offered to outline the next four issues and act as editor for the next two issues. He expressed hope that in recruiting for the vacancies perhaps one appointee would also accept the position of editor. He distributed handouts of other newsletters and possible ideas to improve the design of ours.
- **Brochures:** Wade stated that he and Tsur would have a report by September.
- **Display Board:** Poulsen said he had some ideas for the display board and planned to bring a completed one to the next meeting. He is working with the FHFG on a joint historic preservation display at the Farmer's Market.

4. **Old Business/New Business:**

- **Council Liaison Report:** No report as Uhing was excused.
- **Wood Window Restoration Workshop:** The workshop had fourteen attendees and the reviews were good; ideas were also offered for additional workshop topics. The \$25 donation was used for refreshments from Maggie's Buns and she donated another \$50 in refreshments as well. Cushing will prepare a thank-you card.
- **Renovation Grant Disbursement Criteria:** Prior to starting the discussion both Tsur and Poulsen announced they were contemplating grant projects.

An idea floated at a previous meeting was whether to target the funds to specific projects e.g., window repair. During this discussion it was noted that it would be very hard to do so, as there may not be that many such projects in any given year. The Board did agree that to focus grant funds on restoration versus maintenance projects was desirable. It was noted that both painting and roofs are generally just maintenance even considering historic versus current standards, and spreading the grants out to more people would be desirable as opposed to two or three big projects taking all the grant money. Tsur noted that the additional cost for her historically-correct roof versus a composition roof was

considerable, but she also noted that the possibility of grant money was not an overriding factor in her decision.

After extensive discussion **Cushing / Tsur to revise the grant disbursement criteria as follows:**

- i. **Painting and roofing projects are eligible to receive a grant of up to \$500 or 10% of the project cost, whichever is the lesser amount.**
- ii. **All other projects are eligible to receive up to a \$1,000 grant or 50% of the project cost, whichever is the lesser amount.**

Motion carried unanimously.

Wade wondered if grants were truly awarded first-come first-served and whether that could cause any questions of who was first especially considering the possibility of incomplete applications or others where a decision might need to be delayed to obtain more information. He will work with Reitz to prepare revised language for review by the Board.

- **Fundraising:** Poulsen said he had met with Colleen Winters from the library. She had been very involved with their efforts to establish a foundation, fundraising, and grants. She told Poulsen efforts must be for specific projects and should involve passionate movers and shakers. Ideas that might be adaptable to this included the brochures and the downtown historic district. It was thought that there was not much we could do in this direction at this time due to the other ongoing projects, but the idea might be revisited in the future.
- **Farmer's Market:** The Board requested August 10 and 31, September 21 and October 5.
- **Other:** As Romig had stepped down after a long tenure, the Board decided to try to get together with him for a thank-you lunch; time and date to be determined by email.

5. Adjournment: The May 24, 2011 meeting ended at 8:37 p.m.

These minutes respectfully submitted by George Cushing, Secretary

APPROVED

Members Present: George Cushing, Kevin Kamberg, Neil Poulsen, Holly Tsur, Larry Wade, Ernest Walston (one vacancy)
Staff Present: James Reitz
Council Liaison: Elena Uhing
Citizens Present: 03 (Eric and Jeane Canon, Janis Potter)

1. **Call to Order:** Poulsen opened the meeting at 7:05 p.m. This special meeting was held in lieu of the regular June 28, 2011 meeting which was canceled due to lack of a quorum. **The meeting minutes of the May 24, 2011 meeting were approved as submitted.**

2. **Citizen Communication:** None. Ernest Walston was introduced as the newest member of the Board.

3. **Renovation Grant Requests:**
 - o **Langley House @ 1738 "A" Street (Washington County tax lot 1S3 6BC-2700). Applicant: Patricia Taylor. File Number: HLR-11-00364.** Reitz advised that the applicant could not be present for the meeting. It was noted that the application was complete and the proposed color palette appeared acceptable.

 - o **Tucker House @ 1923 Elm Street (Washington County tax lot 1S3 6AB-6000). Applicants: Eric and Jeane Canon. File Number: HLR-11-00488.** Eric and Jeanne Canon presented their application. She said they had obtained only one bid for the painting project as it was someone they had used before and were very pleased with the results. Cushing noted that the Board had occasionally not required a second bid. Tsur reminded everyone that the Board's policy required two bids and that the exceptions had generally been for contractors doing very specialized work. Uhing advised that due diligence required a second bid. It was decided that a second bid would be required, but the choice of which contractor to use would be entirely up to the applicants. As soon as staff received a copy of the second bid the Board would approve commencement of the project.

 - o **Thomas Hines House @ 1604 Birch Street (Washington County tax lot 1S3 6BD-10300). Applicant: Janis Potter. File Number: HLR-11-00505.** The applicant was present to answer questions. She said she intended to re-paint the house white, but may trim out the windows with a contrasting color.

 - o **Alpha-Zeta Fraternity House @ 1806 Elm Street (Washington County tax lot 1S3 6AB-12300). Applicants: Neil and Kathy Poulsen. File Number: HLR-11-00506.** Poulsen stepped down as Board Chair during the review of his application; Tsur conducted the discussion. Poulsen explained that he had discovered a 1925 photo that showed the building with more gutters and downspouts than are on the house at present. The new gutters would be larger and better able to handle the runoff that currently floods the house. He noted that the grade had been changed and window wells had been added since 1925. He noted that some windows had been removed from the basement and that others had been enlarged for emergency egress purposes, but that efforts were underway to fill in the removed windows with appropriately-styled concrete block. He also noted that vinyl windows were installed during a major remodel in 2002-2003, before he purchased the property.

Wade / Kamberg to approve a grant of up to \$881. Motion carried unanimously.

Poulsen resumed the chairmanship.

Discussion of the Langley house, Tucker house, and Hines house applications: Wade suggested that the Board consider requiring investigation for lead paint for all future painting projects. It was noted that all the current applications had already checked for lead paint, and that all licensed painting contractors were required to check for lead paint and properly deal with any found. Wade suggested we require similar care when non-professional homeowners paint. He also suggested that pressure washing - although that is often the standard cleaning procedure prior to painting - could potentially damage siding material, especially wood. Walton suggested that verbiage concerning washing be appropriate for the material. Reitz advised that those requirements could be added to the application. He also said that he will verify future applications for completeness and two bids.

Tsur / Cushing to approve a grant of up to \$413 for the Langley house. Motion carried unanimously.

Cushing / Kamberg to approve a grant of up to \$500 for the Tucker house contingent on the submittal of a second bid. Motion carried unanimously.

Wade / Kamberg to approve a grant of up to \$475 for the Hines house. Motion carried unanimously.

Uhing suggested that the Board develop written procedures for grant requests to avoid discussions of technical issues in front of applicants. Tsur observed that as the Board generally reviews grants early in the fiscal year, what happened in the past was often forgotten. It was suggested that the Board conduct a mock grant review process annually prior to any official grant reviews.

4. Adjournment: The July 13, 2011 meeting ended at 8:38 p.m.

These minutes respectfully submitted by George Cushing, Secretary



Minutes approved as corrected by the PAC on July 14, 2011.

- 1. CALL TO ORDER:** Kathleen Leatham called the meeting to order at 5:10 p.m.
PRESENT: Pat Truax, Linda Taylor, Philip Thias, Dana Zurcher, Jim Flory, Kathy Broom, Vicki Pich, and Kathleen Leatham. ABSENT: Ruth Anne McCullough, Liam Cooper and Council Liaison Tom Belusko, Jr. Staff Present: Tom Gamble and Bev Maughan.
- 2. CITIZEN COMMUNICATIONS:** None
- 3. APPROVAL OF PAC MEETING MINUTES OF MAY 12, 2011:** Linda noted the correct spelling of Fran Richards under 5B. and deleted the word "collection" in Item 6. **Pat Truax moved, seconded by Linda Taylor, to approve minutes as corrected. There was a unanimous vote in favor.**
- 4. ADDITIONS/DELETIONS:** Mini-Grant Application Revision was added for discussion by Linda Taylor.
- 5. BUSINESS:**
 - A. Mini-Grant Request:** Brenda Somes presented a request to fund publicity for Valley Art Association's Annual Artist Event to be held in November 2011. **Linda Taylor moved, seconded by Vicki Pich, to approve VAA application. There was a unanimous vote in favor of the motion.**
 - B. Discussion Items:**

Art Summit: This idea was brought up at the Commission Retreat as a way to introduce art groups to the Commission and to other art groups in the community to further expand arts in the community and educate artists on the purpose and opportunities available through the Arts Commission. After discussion, it was decided to begin planning for an event in October with compiling a list of groups to invite such as Artisans in the Grove, FG Dance Arts, Writers in the Grove, TITG, and asking Donna House to participate in the planning if she is able.

Commitment to Schools: This originated at the Commission Retreat as a need to increase and improve access to the arts for the children of Forest Grove through advocacy, visibility and accessibility. This was established as a 2011 goal. Linda described the work she is doing with the Education Foundation to establish a transparent contribution system to support a variety of programs at the schools. Philip proposed that the Commission issue a statement of advocacy for arts in the school. **Pat moved, seconded by Kathy, to create a proclamation-type document to present to City Council that could then be presented to the Forest Grove School District. There was a unanimous vote in favor of the motion.**

Discussion: Suggestions for wording revolved around the Art Commission's goal and the School District's Strategic Plan with draft language such as:

PUBLIC ARTS COMMISSION

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Community Auditorium Conference Room

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WHEREAS, the Public Arts Commission has established as one of its goals to increase and improve access to the arts for the children of Forest Grove through Advocacy, Visibility, and Accessibility; and

WHEREAS, the Forest Grove School District's Strategic Plan 2007-2012 states as guiding principles that it is the responsibility of the entire community to participate and celebrate in the positive, social, emotional and academic growth of all children; and

WHEREAS, the Forest Grove School District's Strategic Plan 2007-2012 states as guiding principles they believe in nurturing a joyful, engaging and creative learning environment for all; and

WHEREAS, the Forest Grove School District's Strategic Plan 2007-2012 states as Strategic Directions to provide a comprehensive and fully aligned curriculum with a broad range of electives and choices for students.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM THE PUBLIC ARTS COMMISSION'S:

Commitment to Students

In Forest Grove, Oregon, and supports the Forest Grove School District's Strategic Plan 2007-2012 and its leaders in their endeavors to inspire excellence while preparing all students for college, career, and citizenship.

Other discussion included other opportunities to enhance or encourage art in the schools such as coordinating art literacy programs, arranging field trips to Portland so students can attend plays or art museums, and participating in Arts in the Park during the summer which Linda Taylor will be doing.

Amendment to Art Collection Management Policy: The draft language amending the policy was distributed for review and will be brought back to the next meeting for finalization.

Main Course Event: Kathleen reported that she had attended the committee meeting for this event and discussed the expectations the committee has of the Arts Commission as follows: An exhibit showing what Public Arts Commission is about; 2 individuals for set up from 3 to 5 pm; 2 individuals for clean-up from 9:30 to 11 pm; 1 dish monitor from 7:30 to 9:30; and 1 drink table monitor. Kathleen asked commission members to let her know by Tuesday, June 14, what job they would commit to doing. Linda will not be in town but will have the exhibit prepared and delivered to Kathleen prior to leaving town.

Revision to Mini-Grant Application: Prior to discussion of this item, Kathleen reviewed the discussion and status with the City Club and asked for a formal decision on its outstanding grant for the record. **Pat moved, seconded by Vicki, that the City Club mini-grant approved on 6/10/10 be rescinded and allotted funds reallocated to the Arts Commission's budget and available for future mini-grants. There was a unanimous vote in favor of the motion.** Discussion ensued regarding amending the application form to include language for a procedure if an event does not occur as scheduled. **Linda moved, seconded by Philip, to amend the application form with the following sentence included in the noted paragraph at the bottom of page one: "If funded event does not occur as scheduled, event must be rescheduled and completed within 30 days of the originally scheduled event or the grant will be rescinded."** There

was a unanimous vote in favor of the motion.

C. STANDING UPDATES/REPORTS:

Art – Chalk Art Panels: Dana will get estimates from Frame Central; Wood Block Art: Kathleen will bring the art pieces to the next meeting.

Meet The Artist Dinner: Linda updated the status of the scheduled dinner at the Frye's.

Art Rotation Committee: Kathleen and Pat gave an update on the status of the Sister City collection and noted rotation of the framed art on the wall of the auditorium will be implemented after the chalk art panels are framed and ready for display.

Postcards: Nothing new to report.

Economic Development Tourism Committee: Pat gave an update noting the Wayfinding signs have been installed.

Finance Report: Reviewed by commission. Philip suggested a city ad be scheduled to announce the art summit and the availability of mini-grants.

6. COMMISSIONERS' COMMUNICATIONS: None.

7. STAFF COMMUNICATIONS: None.

8. ADJOURNMENT: The meeting was adjourned at 6:55 pm. **Next Meeting: July 14, 2011.**

Submitted by Bev Maughan for Ruth Anne McCullough

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APPROVED

1. **ROLL CALL:**

Chair Chere Sandusky called the meeting to order at 7:30 am

MEMBERS PRESENT: Chere Sandusky, Bryan Luciani, Russell Redmond, and John Rinier
Tim Dierickx,

LIAISONS PRESENT: Byron Schmildkofer, and Drue Garrison

STAFF PRESENT: Fire: Chief Kinkade, Police: Chief Aleshire, Captain Ashbaugh, and Carol Lorenz

MEMBERS NOT PRESENT: Randall Roedl, Bob Mills, Susan Aguilar,

LIAISONS NOT PRESENT: Matt Pool, City Councilor Tom Johnston, Brandon Hundley, Naomi Montelongo, Rob Dahl, and Harold Roark

2. **CITIZEN COMMUNICATIONS:** None

3. **APPROVAL OF MINUTES:** June 29, 2011 minutes approved and seconded

4. **ADDITIONS/DELETIONS:**

Deletion: Wildland Firefighting Presentation

5. **ACTION ITEMS/DISCUSSION:** None

6. **SUBCOMMITTEE:**

Report from Subcommittee: See attached report

Polling: July 7, 2011 at 2:00 there will be a meeting held in regards to a polling study by the city. Chief Aleshire will find out if members of PSAC are welcome to attend and send out an email. Chief Aleshire will report the information from the meeting to PSAC. PSAC feels that a poll should not be conducted until after the citizens have been educated on the departments needs.

Levy funds: PSAC would like to talk to council regarding the policy for the levy and how the funds are distributed.

7. **STAFF REPORT:**

Police:

Monthly Department Report: See attached

Open Dept. Positions: Captain Position: An applicant is currently in background. CSO Position: The CSO position is closed at this time. Reserves: Interviews for the reserve program are finished in which four are moving forward into background. The department currently has one reserve officer since the other reserve officer was hired at another agency.

National Night Out: National Night Out is set for Aug. 2nd from 5:00 – 8:00 pm on College Way. Pacific University is donating 1,000 dollars worth of food for the event.

Forth of July: Extra Patrol is scheduled for the Forth of July weekend.

Homicide: A release hearing was held last week for the 2009 homicide but the department was successful in keeping the suspect in jail until the trial date.

Sexual Assault at Library: A 16 year old girl was forced into the men's restroom at the library. The department does have a suspect in this case.

Fire:

Monthly Department Report: See attached

8. **OLD BUSINESS:**
9. **ANNOUNCEMENT OF NEXT MEETING:** July 27, 2011
10. **ADJOURNMENT:**
Chere Sandusky adjourned the meeting at 0818 a.m.
Respectfully submitted by:
Carol Lorenz

Fire Chief's Report

Reporting Period: May 1-May 31, 2011

Notable Calls and Events

1. Joint: Responded to wildland fire on Iowa Hill road in Cornelius Fire District. Contained to ½ acre, started by "gopher bombs."
2. Forest Grove: Chimney fire at retired police chief's house on May 6.
3. Joint: Residential structure fire on May 13 in the 1800 block of 22nd. Structure fully involved on arrival, started by cooking oil fire.
4. Joint: Responded to explosion at Stimpson Lumber. Compressed cylinder exploded injuring three workers. Forest Grove and Gaston performed rescue, FG Fire Chief provided command, Cornelius coordinated Life Flight landing zone. One worker died of his injuries.
5. Joints: 1st Alarm wildland fire on Iowa Hill road on May 20. Contained to ½ acre by units from Cornelius, Gaston and Forest Grove. Fire started by burn pile.

Training

1. Joint: Completed successful house burn with both Cornelius and Forest Grove firefighters on Dilly Road.
2. Joint: Fire Chief, Chief O'Connor, Chief Nemeyer, Captain Black and Captain Reckmann attended 16 hour Washington County Emergency Operations Center Operation Section Chief training.
3. Joint: Successfully completed May 10 Disaster Drill exercise with first time joint EOC exercise.
4. Joint: Completed NFPA Pumper Operator class.
5. Joint: Dr. Daya provided medical training to both departments.
6. Joint: Fire Marshal conducted tours of High Tech Crating's new facility on 24th Street.
7. Joint: Captain Dwight Lanter provided water supply case for FG and CFD at Station 8.
8. Forest Grove: Hosted Advanced Cardiac Life Support class for area paramedics and nurses at Station 4.

Fire Prevention/Community Risk Reduction

1. Joint: Attended Oregon Fire Service Meritorious Service Awards where Firefighter Geoff McFarland received the Public Service Award for his child safety seat inspection program and Retired Chief Chris Asanovic was awarded the Award of Excellence.
2. Forest Grove: Received EMS Week proclamation from Forest Grove City Council.
3. Forest Grove: Fire Marshal conducted public education at the Safe Kids event at the Oregon Zoo.
4. Fire Marshal reviewed plans for Virginia Garcia Portable Medical Offices, new home on Plumlee Road, Harvey Clark Elementary
5. Fire Marshal inspected Forest Grove Theatre, Pacific University Brown Hall, and Gales Creek Children's Camp.

Projects and Administration

1. Forest Grove: Union negotiations with Local 1660 continuing.
2. Cornelius: Union negotiations with Local 1660 continuing.
3. Forest Grove: Fire Chief provided work session presentation to City Council on banning open burning. Decision to work with modified ban after annexation of the islands.
4. Forest Grove: Fire Chief provided work session presentation to City Council on fire department transportation route fee for non-residents. Approved by Council, next action is to create draft ordinance and fee resolution.
5. Joint: Completed budget commission meetings with both Forest Grove and Cornelius Rural Fire Protection Districts and City of Forest Grove and Cornelius.
6. Forest Grove: Received plan from architects on dorm remodel.
7. Joint: Fire Chief attended Washington County Law Enforcement Council meeting to discuss responses to "confirmed deaths;" recommendation was accepted to stop having fire departments respond to these calls. Next step is to take it to WCCCA TAC and FUG.
8. Forest Grove: Fire Chief assisting Forest Grove Firefighter Association with update of their constitution and bylaws.
9. Cornelius: Engine 814 and Engine 815 were both successfully repaired.
10. Forest Grove: Fire Department conducted Memorial Day ceremony for community.
11. Joint: Began first meetings with grant-funded consultants for Natural Hazard Mitigation Plan. Completion of this plan is necessary to meet FEMA requirements will make us eligible for grant and disaster reimbursement funding.
12. Forest Grove: On-going firefighter medical evaluations coordinated by FF Ivan Bratchuk.
13. Joint: Fire Chief attended Fire Defense Board meeting – reports from Washington County EMS, OCEM and ODF. Discussions on State mobilization plan, open burning regulations, rescue unit coordination, brush unit designation.
14. Forest Grove: Fire Chief met with PSAC subcommittee representatives regarding upcoming levy.
15. Cornelius: Fire Chief provided alternatives to City Manager for intern medical insurance coverage.
16. Forest Grove: Fire Chief authorized seismic review of Fire Station 4.
17. Forest Grove: Continue working on placing Heavy Brush units in service; about ready to begin training.
18. Joint: Division Chief Nemeyer is working on evaluating locations for hydrants for water fill sites within the TVID water system for the rural areas.

Forest Grove Fire & Rescue

Incident Type Report (Summary)

Alarm Date Between {05/01/2011} And {05/31/2011}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
111 Building fire	1	0.43%	\$210,000	100.00%
114 Chimney or flue fire, confined to chimney	2	0.86%	\$0	0.00%
138 Off-road vehicle or heavy equipment fire	1	0.43%	\$0	0.00%
141 Forest, woods or wildland fire	1	0.43%	\$0	0.00%
151 Outside rubbish, trash or waste fire	1	0.43%	\$0	0.00%
160 Special outside fire, Other	1	0.43%	\$0	0.00%
	7	3.03%	\$210,000	100.00%
2 Overpressure Rupture, Explosion, Overheat(no fire)				
240 Explosion (no fire), Other	1	0.43%	\$0	0.00%
	1	0.43%	\$0	0.00%
3 Rescue & Emergency Medical Service Incident				
300 Rescue, EMS incident, other	2	0.86%	\$0	0.00%
311 Medical assist, assist EMS crew	43	18.61%	\$0	0.00%
321 EMS call, excluding vehicle accident with	106	45.88%	\$0	0.00%
322 Motor vehicle accident with injuries	2	0.86%	\$0	0.00%
23 Motor vehicle/pedestrian accident (MV Ped)	2	0.86%	\$0	0.00%
24 Motor Vehicle Accident with no injuries	4	1.73%	\$0	0.00%
	159	68.83%	\$0	0.00%
Hazardous Condition (No Fire)				
30 Hazardous condition, Other	1	0.43%	\$0	0.00%
12 Gas leak (natural gas or LPG)	1	0.43%	\$0	0.00%
40 Electrical wiring/equipment problem, Other	1	0.43%	\$0	0.00%
14 Power line down	1	0.43%	\$0	0.00%
30 Accident, potential accident, Other	1	0.43%	\$0	0.00%
33 Vehicle accident, general cleanup	1	0.43%	\$0	0.00%
	6	2.59%	\$0	0.00%
Service Call				
0 Person in distress, Other	1	0.43%	\$0	0.00%
1 Lock-out	1	0.43%	\$0	0.00%
1 Smoke or odor removal	2	0.86%	\$0	0.00%
0 Public service assistance, Other	2	0.86%	\$0	0.00%
4 Assist invalid	8	3.46%	\$0	0.00%
1 Unauthorized burning	5	2.16%	\$0	0.00%

Forest Grove Fire & Rescue

Incident Type Report (Summary)

Alarm Date Between {05/01/2011} And {05/31/2011}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
	19	8.22%	\$0	0.00%
6 Good Intent Call				
600 Good intent call, Other	1	0.43%	\$0	0.00%
611A Cancelled en route - Automatic Fire Alarm	3	1.29%	\$0	0.00%
611B Cancelled en route - Medical Calls	12	5.19%	\$0	0.00%
611C Cancelled en route - Motor Vehicle	3	1.29%	\$0	0.00%
611E Cancelled en route - Medical Alarm	1	0.43%	\$0	0.00%
611F Cancelled en route - Mutual Aid Fire	1	0.43%	\$0	0.00%
622 No Incident found on arrival at dispatch	9	3.89%	\$0	0.00%
631 Authorized controlled burning	5	2.16%	\$0	0.00%
	<u>35</u>	<u>15.15%</u>	<u>\$0</u>	<u>0.00%</u>
7 False Alarm & False Call				
735 Alarm system sounded due to malfunction	1	0.43%	\$0	0.00%
745 Alarm system activation, no fire -	2	0.86%	\$0	0.00%
746 Carbon monoxide detector activation, no CO	1	0.43%	\$0	0.00%
	<u>4</u>	<u>1.73%</u>	<u>\$0</u>	<u>0.00%</u>

Total Incident Count: 231

Total Est Loss:

\$210,000

Forest Grove Fire & Rescue

Incident Type Report (Summary)

Alarm Date Between {05/01/2011} And {05/31/2011}
and District = "00121"

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
138 Off-road vehicle or heavy equipment fire	1	3.70%	\$0	0.00%
	<u>1</u>	<u>3.70%</u>	<u>\$0</u>	<u>0.00%</u>
3 Rescue & Emergency Medical Service Incident				
300 Rescue, EMS incident, other	1	3.70%	\$0	0.00%
311 Medical assist, assist EMS crew	2	7.40%	\$0	0.00%
321 EMS call, excluding vehicle accident with	9	33.33%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	1	3.70%	\$0	0.00%
	<u>13</u>	<u>48.14%</u>	<u>\$0</u>	<u>0.00%</u>
4 Hazardous Condition (No Fire)				
444 Power line down	1	3.70%	\$0	0.00%
460 Accident, potential accident, Other	1	3.70%	\$0	0.00%
	<u>2</u>	<u>7.40%</u>	<u>\$0</u>	<u>0.00%</u>
5 Service Call				
554 Assist invalid	1	3.70%	\$0	0.00%
561 Unauthorized burning	2	7.40%	\$0	0.00%
	<u>3</u>	<u>11.11%</u>	<u>\$0</u>	<u>0.00%</u>
6 Good Intent Call				
600 Good intent call, Other	1	3.70%	\$0	0.00%
611B Cancelled en route - Medical Calls	3	11.11%	\$0	0.00%
611C Cancelled en route - Motor Vehicle	1	3.70%	\$0	0.00%
611E Cancelled en route - Medical Alarm	1	3.70%	\$0	0.00%
631 Authorized controlled burning	2	7.40%	\$0	0.00%
	<u>8</u>	<u>29.62%</u>	<u>\$0</u>	<u>0.00%</u>

Total Incident Count: 27

Total Est Loss: \$0



Forest Grove Police Department Monthly Report - May 2011



Patrol Division Activities

Homicide	Robbery	Rape	Sexual Assaults	Burglary	Theft	Agg. Assault	Domestic Assault	Simple Assault	DUII	Graffiti	Detox	Motor Vehicle Crash	Traffic Citations	Arrests (for listed charges)
0	0	0	0	15	54	2	3	13	5	1	1	10	150	76

Highlights:

*3 arrested in a residential burglary that occurred in 2500 blk. 21st Av
2 stolen vehicles recovered tied to a Washington County vehicle theft ring
Assisted Portland Police detectives with a burglary investigation
DUII Saturation Patrol conducted*

Investigations Division Activities

Assigned Cases	Cases Closed	Arrests	Charges	Reports	Follow-Up Reports	Hours on Patrol	Search Warrants	Patrol Search Warrant	Major Crimes Team Calls
14	11	7	17	12	51	0	0	0	1

Highlights:

- Elder Abuse presentation made to the FG Senior Center by Det. Smith
- Det Smith completed IPSLEI Course.
- Significant progress in the Fitzgerald Homicide case with follow-up completed in Roseburg.
- More victims located in rape and sex abuse by same suspect.

Community Service Officer Activities

Community Meetings	NW Contacts	Events	Contacts	Fingerprint	Graffiti Checked	Graffiti Removed	Observed Abandoned Vehicles	Removed Abandoned Vehicles	Towed Abandoned Vehicles	Parking Citations	Parking Warnings
3	3	1	26	2	2	1	12	9	0	13	2

Highlights:

- Completed web trainings (2) for Ticket Trak
- Facilitated speaking engagement for Community Center with Detective Matt Smith.
- Mediated neighborhood parking disputes (2)
- Harvey Clark presentation on safety and stranger danger
- Worked with (2) at risk teens and parents
- Stickered 4 vehicles - contacted ROs resulting in removal of all prior to calling for tow.
- Meditated property dispute -junk on private property
- Visits to numerous businesses as gesture of Community Service.
- Visits to Elms, Sr. centers (2)
- Extensive planning for NNO and volunteer recruitment

Forest Grove Public Safety Commission - Sub-Committee

Members assigned to Sub-Committee by PSAC:

John Ranier, Robert Mills, and Bryan Luciani

Objective: Determine Present Needs of Police and Fire Department

Meeting Dates:

27 April 2011, 8 May 2011, 13 May 2011, May 20, 2011

Meeting Notes from 27 April, 2011

- Understand our objective and set goals.
- Goal: Meet with both Chiefs to identify only what they wish they had, based on the budget allotted by the City Manager and what the previous levy entitled or assigned to both departments.
- Set individual meetings with each Chief on the next available Friday morning.

Meeting Notes from 8 May 2011 (meeting with Chief Aleshire)

- The Sub-Committee quickly established that the proper manning of the Police Department is Chief Aleshire's top priority, in light of recent difficulties filling the vacant Police Captain position. Questions by the Sub-Committee identified the root cause of not being able to attract an acceptable candidate was likely the salary being offered for the position. One qualified candidate declined a job offer during the negotiation process when offered considerably less than he was seeking. Our independent research indicates that may be possible.
- One of our concerns is that we are unable to attract a candidate from "our own ranks" as a Sergeant would make less money, work more hours, and lose union protection to take that "promotion".
- Other concerns by the sub-committee were the possible retirement of Captain Ashbaugh in the near future, and one sworn position that has yet to be filled based on the 2007 levy's "entitlements".
- Growth in Police Department programs such as Reserve Officer Program, National Night Out and Citizen's Academy require in-depth management involvement, yet we are unable to fill a management position, and we have not even met the staffing needs. The police department has added programs which require more work to be spread out while maintaining call load/service demands.
- We discussed the possibility of requesting a work session with City Council to figure out how to properly fund Public Safety staffing.
- As a minimum Chief Aleshire stated that while trying to be realistic as it relates to levy funding increases, he would like to fill the vacant Sworn Officer position. It is critical to have the second captain position filled allowing the management team to more effectively manage the entire force and all the programs presently coordinated by the upper management. This sub-committee agrees.

QUESTIONS:

- How much should a qualified Captain make and are we offering the correct amount?
- When Captain Ashbaugh retires, will this put us in a dire crisis?
- Can a vote from the Council redirect additional funds to Public Safety from the "Light Meter" funding?

- Why is Chief Aleshire not involved in the hiring “negotiation” process?

Meeting Notes – 13 May 2011

- Our concerns regarding how the funding is distributed by the City Manager has raised numerous questions, though mostly our focus is finding funding to fill critical positions in both departments. Specifically, a Police Captain and a Fire Prevention Captain.

QUESTIONS:

- How is the General Fund (levy) distributed?
- How does the “meter fee” apply to Public Safety? How big is it?

Meeting Notes from 20 May, 2011 (meeting with Chief Kinkaid)

- Chief Kinkaid’s primary concern is the filling of the Fire Prevention Captain position which remains unfilled since the promotion of the previous FPC to Fire Marshal.
- Secondary concerns are the weakened economy and how it will affect a needed increase in the levy and also the future of the capital improvement funding for maintenance and upkeep of Fire Department assets in about five years. He feels he’s OK now, but at the rate we’re going it (the funding) will be gone by 2016/2017.
- Another secondary concern was the present manning of the Fire Department and his ability to man only one Engine Company.

The Fire Department presently keeps five personnel on duty at all times (four if one is on vacation, sick, etc...). This allows for the manning of only one Engine Company. Coverage becomes a concern here and it is Chief Kinkaid’s professional opinion that he optimally should have 2 Engine companies available at all times. To get there, would require the addition of 9 fire fighters to his staff (three per shift). He fully understands the cost this would entail and stated that he would never be able to man 2 Engine companies unless the levy is significantly increased to \$2.20 and would allot him an additional \$990,000 per year.

Some figures we discussed that are important to know are:

- Present levy amount is \$1.35 per every \$1000 value of our homes. Total tax rate is \$5.72

Levy amount	Tax Amount to homeowner
\$1.35	\$270
\$1.45	\$290
\$1.55	\$310
\$1.65	\$330
\$2.00	\$400

In order to hire 3 additional fire fighters would cost approx. \$330,000 per year.

In order to hire both a Police Captain and a Fire Prevention Captain would cost approx. \$210,000 per year.

It would take a 21% increase to \$1.63 (\$337,365.00) to fund three more firefighters.

It would take a 7% increase to \$1.44 (\$112,455.00) to fund a Fire Prevention Captain.

SUMMARY

It is the opinion of this sub-committee that PSAC needs to set our goal of filling the following positions as our #1 priority to allow the Fire Department and Police Department to function adequately enough to support their present daily obligations and responsibilities.

Police Captain – Funding already exists

Fire Prevention Captain – Funding needed

Police Officer – Funding needed

In order to accomplish this minimum desired goal we would need to request an increase in the present levy rate of approximately 12% in order to fund approximately \$200,000. We need to increase the \$1.35 to \$1.52.

Keeping the levy at the existing level only guarantees these positions will never be filled, as operational costs continue to increase.



Monthly Building Activity Report

June-11

2010-2011

Category	Period:	June-10	Period:	June-11
	# of Permits	Value	# of Permits	Value
Man. Home Setup			1	
Sing-Family New	12	\$2,659,689	4	\$732,078
SFR Addition & Alt/Repair	10	\$296,169	6	\$261,969
Mult. Fam. New/At				
Group Care Facility				
Commercial New	1	\$5,500,000		
Commerical Addition				
Commercial Alt/Repair	2	\$150,000	4	\$76,248
Industrial New				
Industrial Addition				
Industrial Alt/Repair				
Gov/Pub/Inst (new/add)			2	\$676,652
Signs	2	\$13,000		
Grading			1	
Demolitions	2		1	
Total	29	\$8,618,858	19	\$1,746,947

Year-to-Date

2009-2010		2010-2011	
Permits	Value	Permits	Value
209	\$33,466,835	213	\$24,966,239

**FOREST GROVE CITY LIBRARY
CIRCULATION STATISTICS REPORT: JULY 2011**



	JUNE 2011	MAY 2011	JUNE 2010
MONTHLY TRAFFIC			
Eye Count (Daily count of patrons for month)	20,778	19,190	17,496
Number of Days Open to the Public:	25	25	27
New Registrations (New Patron card issued)	165	138	227
CIRCULATION:			
Total Check-outs:	35,828	33,455	34,176
Total Check-ins:	25,560	25,027	26,486
ILLs (Inter-library loans/out of county):	112	123	139
COURIER:			
Intra-library Holds to Forest Grove:	12,908	13,274	11,900
Intra-library Holds from Forest Grove:	9,602	9,803	8,269
PROGRAMS:			
Adult Programs	4	9	1
Adult Attendance at Adult Programs	27	59	22
Teen programs	1	0	NA
Teen attendance at Teen Programs	16	0	NA
Children's Programs	8	18	15
Children's Attendance at Children's Programs	490	215	523
Adult Attendance at Children's Programs:	234	127	204
# of families at Early Childhood Discovery Time	0	19	NA
REFERENCE:			
Reference Questions	NA	NA	NA
SELF CHECK-OUT:			
Self-Check Out Patrons Accepted	1199	952	1,367
Self-Check-Out Patrons Denied	556	418	190
Self-Check-Out Total Items	4,961	3,849	5,819
Self-Check-Out Items Denied	62	55	58
Self Check-Out Items Renewed	75	23	41
VOLUNTEERS:			
Number of volunteers	45	40	33
Volunteer hours	522	612	485
COMPUTER USE:			
# of sessions	3,011	3,984	3,058
Total user hours	1,725	1,670	1,882
Average session time in minutes	34	34	37



RESOLUTION NO. 2011-70

RESOLUTION MAKING APPOINTMENT TO
ECONOMIC DEVELOPMENT COMMISSION
VOTING REPRESENTATIVE

WHEREAS, Resolution No. 2007-45 has provided for an Economic Development Commission; and

WHEREAS, Resolution Number 2006-10 provides that vacancies on City Advisory Boards, Committees, and Commissions brought about by resignation or removal shall be filled by appointment to fill the term of that seat by the City Council; and

WHEREAS, there currently exist vacancies on the Economic Development Commission; and

WHEREAS, the City Council has received application from a citizen desiring to serve on the Economic Development Commission, and subsequently interviewed citizen making application for service on this Commission.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. That the following person is hereby appointed to the City of Forest Grove Economic Development Commission for the following term (new appointment noted in **CAPS** and **BOLD**):

<u>Last Name:</u>	<u>First Name:</u>	<u>Representative:</u>	<u>Term Expires:</u>
Brown	Alison	Adelante Mujeres Hispanic Community Representation	Primary December 31, 2012
Tecum	Alejandro	Adelante Mujeres Hispanic Community Representative	Alternate December 31, 2012
Duncan	Lisa	Tuality Hospital Health/Medical Care	December 31, 2011
Frandsen	Mark	New Seasons Foods, Inc. Food/Beverage Processor	December 31, 2013
Hornberger	Lois	Pacific University Higher Education	December 31, 2013
Howell	Terry	Forest Grove School District Public School Forest Grove School District Public School	Primary December 31, 2012 Alternate December 31, 2012
JIMENEZ	GILBERT	Citizen/Business At-Large	December 31, 2014
Jones	Don	Bank Of The West Financial Institution	December 31, 2013
Koerner	Teri	Forest Grove Chamber of Commerce Chamber Representative	Primary December 31, 2013
Raabe	Tom	Forest Grove Chamber of Commerce Chamber Representative	Alternate December 31, 2013

<u>Last Name:</u>	<u>First Name:</u>	<u>Representative:</u>	<u>Term Expires:</u>
Kramer	Hope	Urban Decanter Downtown/Retail Business	Primary December 31, 2012
French	Danielle	Urban Decanter Downtown/Retail Business	Alternate December 31, 2012
Lach	Steve	Viasystems Large Manufacturer	December 31, 2013
Marchesi	Rudy	Montinore Estate Small Mfg	December 31, 2012
Matzke	Richard	Forest Grove Light and Power Utility	
Sandquist	Jackie	Portland Community College Workforce Development	December 31, 2011
Simcoe	DJ	McMenamins Grand Lodge Large Commercial	December 31, 2012
Storms	Guy	Henningsen Cold Storage Company Commercial/Industrial Property Owner	Primary December 31, 2011
Sturm	Cynthia	Sturm Real Estate Industrial/Commercial Broker	December 31, 2011
Wilbur	Brian	Pacific Insurance Partners Small Commercial	December 31, 2013
Ho	Anh	Non-Voting Student Representative	December 31, 2012
VACANCY		Residential Developer	December 31, 2013
VACANCY		Wood/Agricultural Products	December 31, 2012

Section 2. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 8th day of August, 2011.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 8th day of August, 2011.

Peter B. Truax, Mayor

August 8, 2011

**Non-Federal Option to Serve
City of Forest Grove Above High Water Mark Load**

PROJECT TEAM: Richard Matzke, Interim Light and Power Director
Paul Downey, Administrative Services Director
Michael Sykes, City Manager

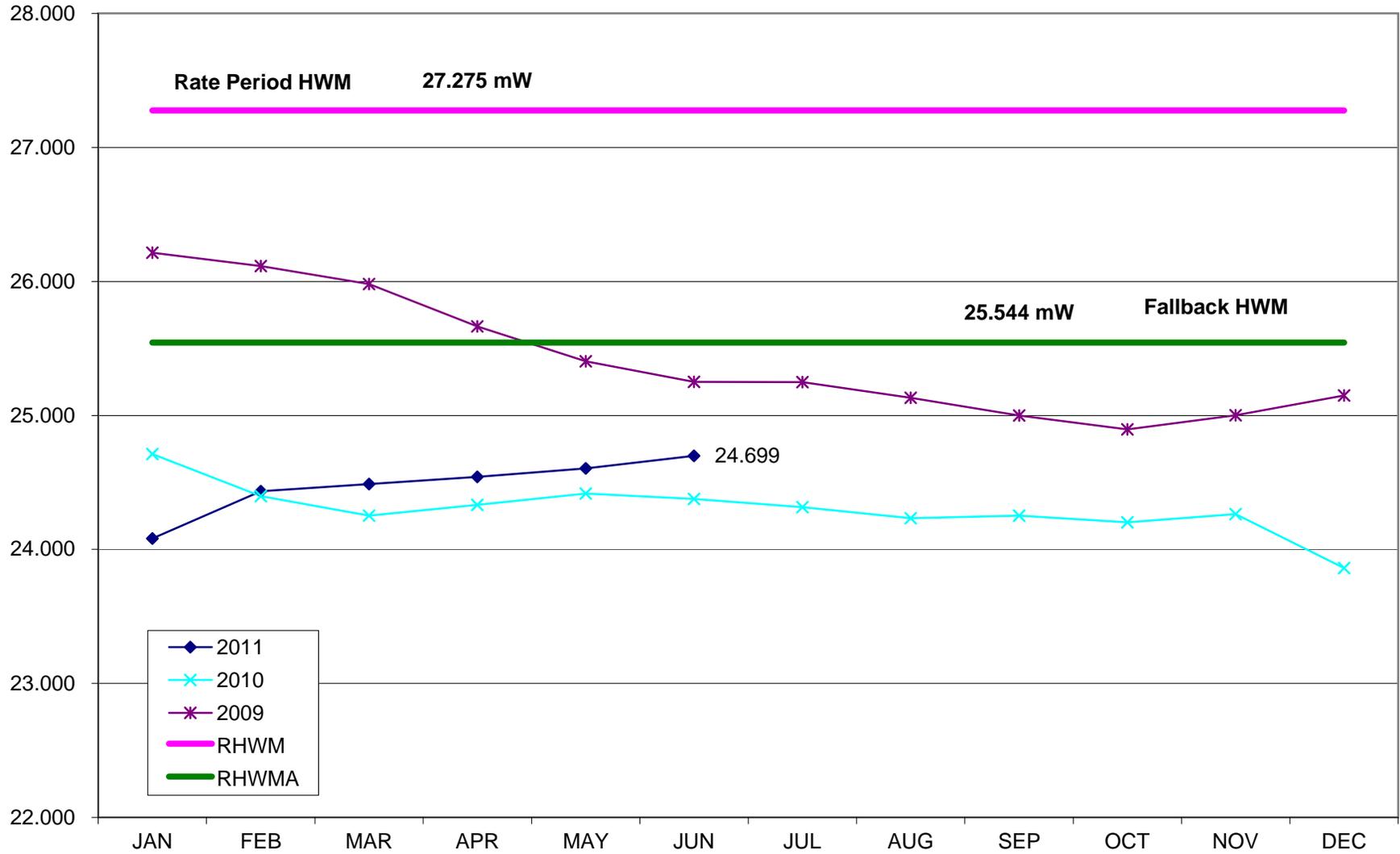
ISSUE STATEMENT: The City of Forest Grove must notify BPA by September 30, 2011 how it wishes to serve its above High Water Mark Load (AHWML) during the period 2015 through 2019.

BACKGROUND: The City of Forest Grove has been a member of Northwest Requirements Utilities (NRU) for many years. NRU is a trade association of 50 consumer-owned member utilities who have load-following contracts with BPA. In 2007 NRU utility members decided to form NRU Consulting Services, L.L.C. to investigate non-federal resource supply options. The City of Forest Grove signed the Phase I Participant Agreement in December 2007. Later, in 2009 NRU Consulting Services, L.L.C. was reorganized as Northwest Energy Management Services (NEMS) with two member organizations, Northwest Energy Supply Cooperative (NESC) and Northwest Intergovernmental Energy Supply (NIES). NESC consists of 10 Electric Cooperatives who have signed Load Commitment Agreements with NESC. NIES consists of 10 PUDs and Municipal-owned electric utilities who have signed Load Commitment Agreements with NIES. Forest Grove signed a participant agreement with NEMS in June 2009 but did not sign a Load Commitment Agreement with NIES, instead electing to contract with BPA to serve any AHWML with Short Term Tier 2 power for the 2012 through 2014 period.

FISCAL IMPACT: The City of Forest Grove has no AHWML in the current forecast for the 2015 through 2019 purchase period. If the City elects to purchase any AHWML from non-federal resources through NEMS and is able to join NIES, the membership cost would increase to approximately \$8,000 annually compared to the \$3,000 annual participation amount to NEMS.

RECOMMENDATION: Representatives from NEMS will provide information on non-federal resource options through NEMS at the City Council Meeting on August 8th. No action by Council is anticipated at this meeting. Staff plans to bring a recommendation for a supplier for the City's AHWML during the 2015 through 2019 period for consideration by City Council at the September 12th meeting.

**Forest Grove 12 Month aMW
Net Purchased Power (BPA less Grant Co. Firm Purchases)**



NON-FEDERAL POWER SUPPLY VIA NEMS, NIES AND NESC

Background

NEMS, NESC and NIES were formed in 2009 for the purpose of serving Members' above high water mark (HWM) loads under the new BPA Regional Dialogue contracts. Members choose different types of non-federal resources to serve the above HWM load they choose to place on the organization.

The long term goal of the Members is to acquire long-term interests in generating resources. The Members want to avoid the "cliff" issue that would arise in 2028 when the BPA Regional Dialogue contracts end. By acquiring long-term rights to resources, Members will be able to lock in prices and supply for years into the future and thus bridge the gap when 2028 arrives.

NEMS, NESC and NIES work to provide flexibility to Members and modify the organization (based on Members' input) as times and circumstances change.

Benefits of being a NIES Member

- Economies of scale for resource procurement; work jointly with like-minded Load Following, NT transmission customers of BPA
- Gather and share expertise on resources, transmission and BPA contracts
- Low annual membership dues
- Flexibility in load placement on NIES and what resources are used to serve that load
- Long term goal of acquiring long-term rights to resources
- Unlike BPA Tier 2 rates, Members maintain control of resources beyond FY 2028, avoiding the "cliff" issue
- NIES has the ability to rapidly procure the type of resource Member wants to serve new load

The Three Entities

Northwest Intergovernmental Energy Supply (NIES)
aggregates the above HWM loads of 10 municipalities, PUDs and special districts (all governmental entities)

Northwest Energy Supply Cooperative (NESC)
aggregates the above HWM loads of 10 cooperatives

Northwest Energy Management Services (NEMS)
provides administrative support to NIES and NESC Members in procuring and managing power supply and transmission to serve above HWM loads

The Member's Relationship with NIES

- Each Member signs a Load Commitment Agreement (LCA) where it commits to place at least 50% of its above HWM load on NIES through FY 2028 and, in turn, NIES commits to arrange for and manage power supply on Member's behalf.
- Each Member chooses which resources are used to serve its load placed on NIES. Member can also ask NIES to procure renewable energy credits or otherwise support Member in its power supply obligations.
- Each Member pays administrative and general costs to cover staff expenses of NEMS. A&G costs are allocated to Members 50% based on load placed on NIES and 50% based on number of NIES Members. Annual A&G dues are relatively low and are in the \$8,500 range for Members with no load placed on NIES.
- Each Member then pays for Specific Resource Investigation for resources it is interested in and pays for its share of resources that are acquired. Each Member has the right to vote for resource acquisition if it is placing load in that pool.
- Members have much flexibility in how they serve their above HWM loads. Members can choose what resources they are interested in investigating and procuring and how much above HWM load they place on NIES.

SECURING NON-FEDERAL POWER SUPPLY FOR THE NEW DECADE

NRU Consulting Services, L.L.C.

A Message from our Board Presidents

“A diverse group of Load Following customers forged a new organizational structure that allows them to achieve economies of scale and efficiencies in operation in securing non-federal power supply and transmission services, while accommodating each member’s unique characteristics. Through the Pooling Agreement with NESC and NIES, NEMS provides critical analytical and support services at an attractive price that allows utilities to have a viable alternative to relying on BPA for load growth.”



Clay Fitch,
General Manager of
Wells Rural Electric
and Board President
of Northwest Energy
Management
Services



Ralph Williams,
General Manager of
United Electric and
Board President of
Northwest Energy
Supply Cooperative

“In creating NESC and relying on the Load Commitment Agreement with its Members, Coops in 7 states, whether they are large or small, have options in how their future load growth will be served, and an equitable representation in resource decision making. I like having the flexibility, but not the obligation, to place all load growth on NESC as our load forecasts change over time. While some of this is new for us, everyone is excited about the future.”

“By forming NIES, public utilities in Oregon, Washington and Idaho have the long term architecture in place for municipals, PUDs and Special Districts to consolidate the planning, procurement and operation of non-federal power supply to meet their load growth needs. We can achieve economies of scale by pooling with NESC, while not compromising local control in selecting the types of resources that meet our local needs.”



Dwight Langer,
General Manager of
Northern Wasco PUD
and Board President
of Northwest Inter-
governmental Energy
Supply

**Northwest Energy
Management Services
(NEMS)**

Providing services to:

**Northwest Energy Supply
Cooperative (NESC)**

**Big Bend Electric Coop
Columbia Rural Electric
Idaho County Light & Power
Inland Power & Light
Lower Valley Energy
Peninsula Light Co.
Surprise Valley Electric
Tanner Electric Coop
United Electric Coop
Wells Rural Electric**

**Northwest
Intergovernmental
Energy Supply (NIES)**

**City of Burley
Central Lincoln PUD
Centralia City Light
City of Cheney
Columbia River PUD
City of Heyburn
Northern Wasco County PUD
City of Richland
City of Rupert**

**John D. Saven,
Executive Director**

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(503) 233-5823
www.nru-nw.com/consulting

2009: A Year of Accomplishments

2009 has been a year of numerous achievements as we work to diversify our power supply with non-federal resources. Some of the highlights:

Incorporated three new legal entities In May, we incorporated three new legal entities: Northwest Energy Supply Cooperative (NESC); Northwest Intergovernmental Energy Supply (NIES); and Northwest Energy Management Services (NEMS). 10 cooperatives joined NESC; 10 municipals and PUDs joined NIES; and 11 participants signed agreements with NEMS to participate in ongoing meetings and discussions of NESC, NIES and NEMS as observers.

Signed for our first generating resource In December, we signed a 20 year power purchase agreement for a renewable resource called Barr Tech, an anaerobic digester located in the Spokane area. This 1.8 aMW resource has a high load factor, qualifies for double renewable energy credits (RECs) under Washington State's renewable portfolio standard, and will be included in the Renewable Resource Pool.

Preparing to make flat block market purchase We are finalizing our due diligence on potential power suppliers and plan to take advantage of the relatively low market prices by making a two to three year market purchase to serve load placed in the Temporary Pool. With Members' loads covered for the first few years of the Regional Dialogue contracts, we can turn our attention to developing and acquiring generating resources.

Actively engaged with BPA to make Regional Dialogue policies workable We worked extensively with BPA at the staff and the executive level to adapt BPA policies and procedures to work in the real world to bring resources to serve load growth. We addressed transmission issues, such as limited availability and managing the possibility of curtailments. We worked to ensure BPA would provide transfer service to Members not directly connected to BPA's transmission system. We figured out ways to schedule resources to Members' loads which are located across seven states. We delved into the detailed requirements of the Regional Dialogue contracts and Tiered Rate Methodology to be able to efficiently and effectively use non-federal resources to serve Members' loads.

Organizational Highlights

Resource Pools

Members have the option to purchase from the Renewable Resource Pool and/or the Temporary Resource Pool. In the future, the Temporary Pool will end and instead Members can purchase from the All-Source Resource Pool. Each resource pool is operated as a tight pool, meaning resource costs and benefits are shared by all resource pool purchasers at an average resource pool cost.

Equitable allocation of costs

Administrative costs, resource investigation costs and resource costs are allocated to Members based on load placement. *For example*, Members not currently placing load pay only for a share of the administrative costs yet preserve the right to place future load at the then-average cost of the resource pool.

Legal separation

NESC and NIES separately sign contracts for resources that are added to the resource pools. NEMS only provides support services. Costs of resource pools are separately tracked and charged to resource pool purchasers. The credit support of NESC and NIES remains separate to conform to underlying legal requirements.



Meeting Members' Power Supply Needs

MEMBERS' NEEDS	SOLUTION
Equitable allocation of administrative, resource investigation and power supply costs	With guidance from Members, we developed cost allocation formulas that are based on Members' load placement. Members with no load placement pay only a share of the total administrative costs.
Some Members need renewable resources or RECs to meet state renewable portfolio standards	We purchased the renewable resource Barr Tech to include in the Renewable Resource Pool. We signed a 20 year power purchase agreement for this 1.8 aMW high load factor renewable resource. We have right of first refusal if the facilities expand (at an established formulaic price), and the right to renew the contract if the facility operates for more than 20 years.
Given current economic conditions, and favorable short term market prices, flat block market purchases for the first few years appeared to be the least expensive strategy to meet Members' committed loads for the first few years of the Regional Dialogue contracts, beginning October 1, 2011	We created a Temporary Short Term Market Purchase Pool to serve Members' load (beyond that being served with the Renewables Pool). Load placement in the Temporary Pool is approximately 7 aMW in FY 2012, 18 aMW in FY 2013, and 25 aMW for FY 2014 (if prices are attractive for the third year). We plan to execute the market purchase in early February 2010.
Variable output resources, such as Barr Tech, need to be shaped into a flat block. To the extent resources come online ahead of need, they will need to be remarketed.	We will secure BPA remarketing services for power produced in advance of Member need, and will use BPA Resource Support Services for the Barr Tech project.

Meeting Members' Transmission Needs

MEMBERS' NEEDS	SOLUTION
Many Members are served by transfer service over non-BPA owned transmission lines. BPA obligated itself to provide transfer service for non-federal resources, if those resources meet certain criteria. For example, the resource must have firm transmission even though there is little to none currently available.	We negotiated with BPA to provide transfer service for certain resources in the <i>process</i> of acquiring firm transmission.
Members may be on transmission lines that are subject to periodic curtailments in transmission service due to congestion, outages, etc. Replacement power has to be provided and be affordable.	Members will be eligible for BPA's Transmission Curtailment Management Services on the same basis as if they had selected a BPA Tier 2 rate. Details will be addressed in the first Tiered Rate Methodology rate case.
While we are purchasing power supply in aggregate, we need to individually schedule and deliver the power to each Member. Developing and monitoring in real time the hourly schedule of transmission needs for each Member could be expensive.	At our request, BPA has developed a model we can use to disaggregate the market purchase into individual hourly schedules for each Member that we can submit ahead of time, precluding the need for a real-time scheduling desk.
An exchange agreement is required to move non-federal power over the South Idaho Exchange to serve Lower Valley Energy.	BPA will offer a non-federal power exchange agreement to Lower Valley Energy in approximately January 2010.



**Power Supply
for the First Few Years**

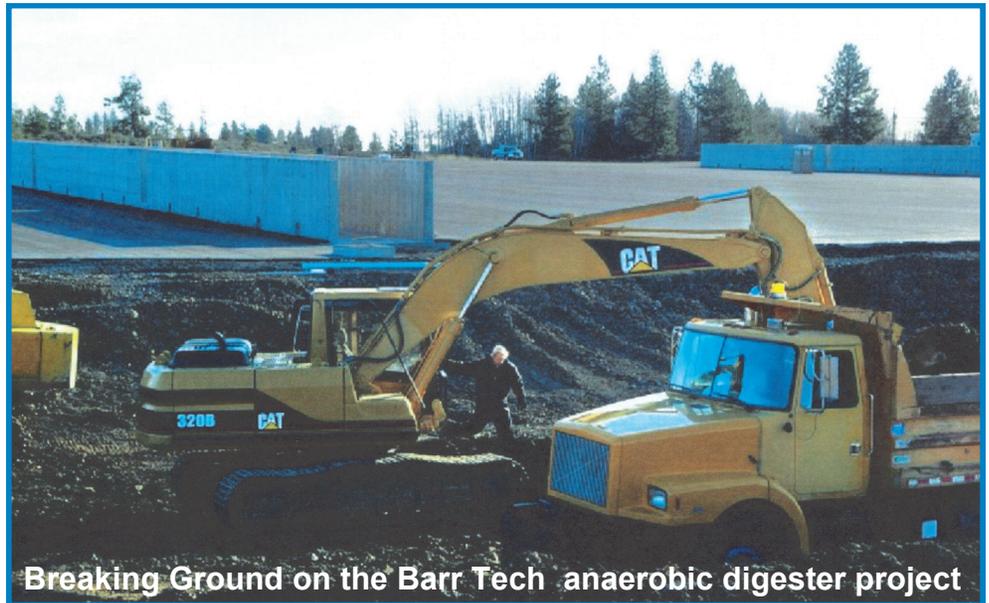
Renewable Resource Pool

Served by the Barr Tech anaerobic digester resource.

Temporary Pool

Served by a flat block market purchase.

**Member Involvement
and Flexibility**



NESC, NIES and NEMS are structured to provide Members with flexibility and direct participation in decision-making. At the same time, we are able to maximize economies of scale by pooling Members' loads.

Flexibility Members can place anywhere between 50% to 100% of their above high water mark loads on NESC and NIES and choose the resource pool from which to purchase.

Member Involvement The governance structures of NESC, NIES and NEMS allow Members to participate in resource development, procurement and management to the extent they prefer. NESC, NIES and NEMS Board meetings are typically held on a quarterly basis immediately prior to NRU board meetings to minimize Member travel time and expense. Committee meetings are typically held more frequently, both in person and via conference call.

The Risk Management Committee, composed of 7 representatives elected by NESC and NIES, develops and maintains policies regarding resources, financing, risk, etc. These policies are then brought to the Boards of NESC and NIES for their review and approval.

Voting Rights All Members placing load in a resource pool have the right to vote (based on their load placement) on which resources are acquired for that pool.



“Working with the members of NESC and NIES, Inland Power and Light has been able to craft a resource strategy that is both economical and meets our State mandated requirements for renewable resources. Placing load in the Renewables Pool for the Barr Tech project, and the balance of Inland’s needs in the Market Purchase Pool gave us the flexibility we were seeking. The choice between different power pools helps to ensure that each utility’s needs will be met without shifting costs to others. The L.L.C., and its consultants and attorneys, provided the additional horsepower needed to move Barr Tech from a potentially attractive high load factor renewable resource to a signed 20 year purchase power agreement.”

Kris Mikkelsen, CEO
Inland Power and Light



Future Power Supply

Planning for and acquiring generating resources

With guidance from Members, we will develop long term resource procurement plans for each resource pool. Members have expressed strong preference for developing long-term rights to generating resources, whether in the form of direct ownership or via long-term power purchase agreements with rollover rights, similar to the contract we signed for Barr Tech. Our focus will be on pursuing long term resource opportunities.



As of year-end 2009, we have nearly five years before the next portfolios of resources are required to serve Members' loads beginning on October 1, 2014. Utilities must notify BPA by September 30, 2011 as to whether they will use non-federal resources and/or BPA Tier 2 rates to serve above high water mark load for FY 2015-2019. No commitments have been made to new resources by type or specific project. Members have the flexibility to collectively chart their power supply future based on emerging conditions and into which resource pool(s) they place their loads.

Expanding Membership

20 members of NESC and NIES have achieved critical mass for moving forward with securing and managing non-federal power supply, there are still opportunities to achieve even greater efficiencies and cost reductions by expanding membership. However, expansion would be limited to other NRU members. The 11 NRU members that signed the Participant Agreement in 2009 have an opportunity to be involved in NESC/NIES activities, and to decide in advance of September 30, 2012 if they want to apply for NESC/NIES membership. We will encourage the Participants to make such a decision early in 2011 so that 1) they can meet the BPA September 30, 2011 deadline, and 2) they can be fully involved in resource planning, and 3) NESC/NIES can plan for their future power supply needs in conjunction with the other members.

Future Resource Pools

We will continue to use a resource pool structure where voting rights for resource selection and payment of pool costs are based on load placement. The initial Renewables Pool and the All Resources Pool will be retained. However, based on emerging circumstances additional pools may be created as necessary to meet members' needs. For example, evolving regulatory requirements at the federal or state level may warrant the creation of more than one renewables pool to help ensure that the type and cost of resources selected best match members' needs.

Energy Efficiency

We will investigate the benefits of offering energy efficiency programs to Members. Energy efficiency, considered the least cost, least risk resource, is an excellent way to mitigate Members' exposure to marginal market prices and to address end-use consumers' desire for increased efficiency at home and at work.

A Message from NRU L.L.C. Staff

2009 has been a year of tremendous effort and accomplishments for NESC, NIES and NEMS. We are extremely grateful for the opportunity afforded to us by the Members and Participants to develop and incorporate these new organizations and execute power purchase agreements.

The NRU LLC staff encouraged Members to proceed with non-federal power supply for the FY 2012 – 2014 period, and to examine long term purchase power contracts in addition to flat blocks of market purchases. We were able to demonstrate our ability to plan, negotiate, and execute contracts, and deliver quality services to Members that met their expectations. It also allowed us to work immediately with BPA to address a vast array of implementation issues. By pursuing Barr Tech and flat block market purchases, we have been both “first in line” and often the only customer group working with BPA on these issues.

We are pleased to report excellent progress and, in many cases, positive outcomes with BPA technical staff where ground rules or precedent have now been established that will facilitate individual or groups of utilities securing non-federal power supply and related transmission. Detailed “rules of the road” are being established that are generally efficient, work for us and BPA, and don’t result in cost shifts to other customers.

Our conclusion is that the Regional Dialogue new long term power supply contracts and associated Tiered Rates Methodology are a sustainable foundation that allows those utilities that are interested to pursue non-federal power supply.

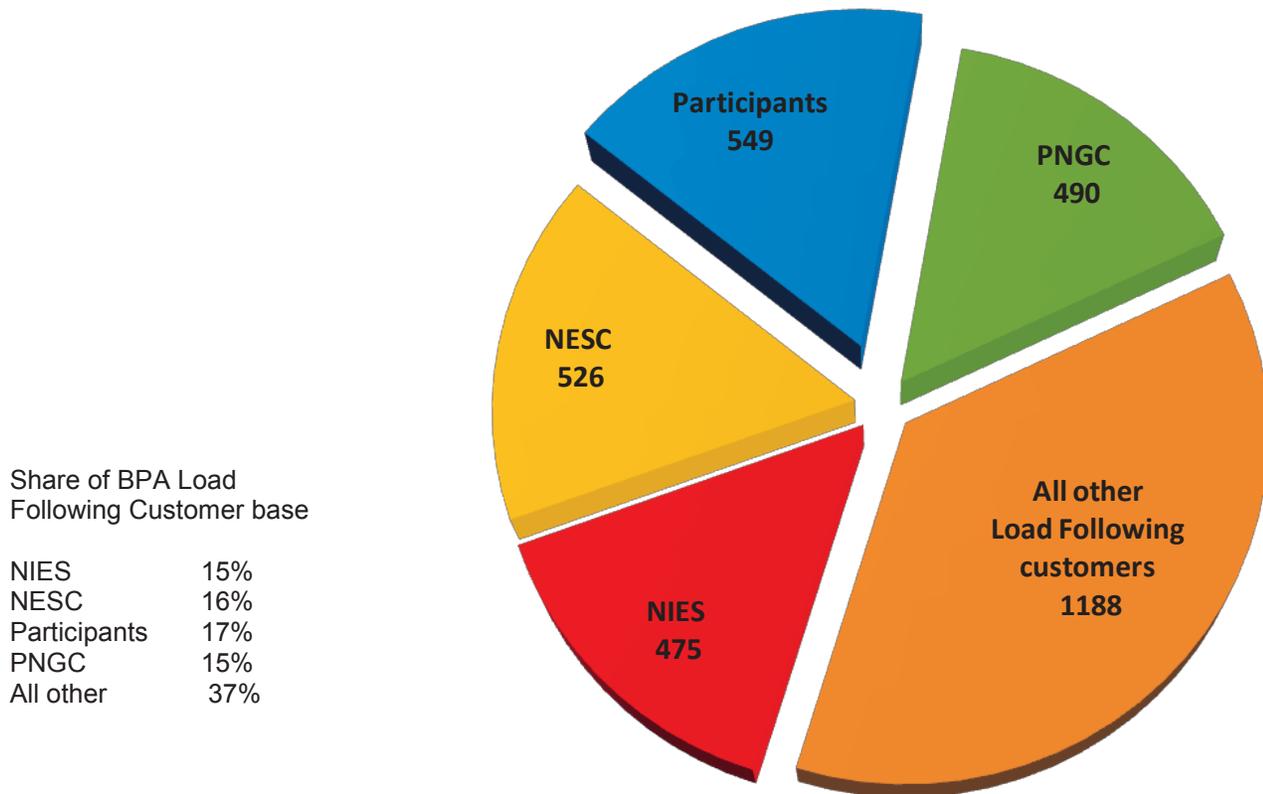
At the beginning of 2009 we did not know if the weakened regional economy and lack of significant load growth would dissuade the members of NESC and NIES from moving forward with the agreement to place load growth on these new organizations for a 20 year period and pay the related costs. We appreciate the resolve the members have shown as illustrated by the fact that all 20 utilities waived any withdrawal rights based on less than initially expected loads.

We are setting the stage for NESC and NIES members to be successful, whether over time they choose all non-federal power supply or some amount of BPA Tier 2 rates and/or their own resources throughout the course of the new contracts.



**THE LANDSCAPE OF REGIONAL POWER SUPPLY AGGREGATORS
AND THE ROLE OF THE NRU L.L.C.**

Relative Size And Organizational Grouping Of Load Following Customers
For FY 2012 - Total Retail Load Based On 2008 Data

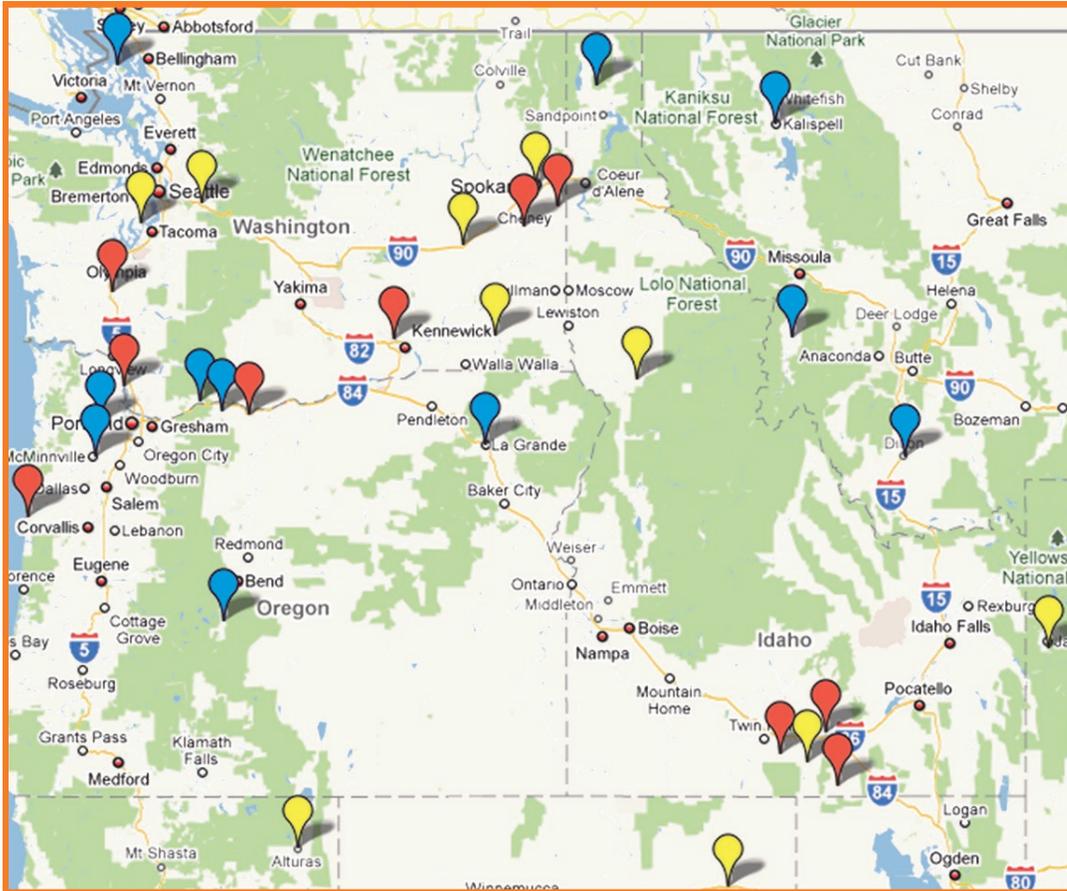


With the signing of the new power sales contracts, the Load Following Customers of BPA can generally be categorized into one of five groups. These groupings show the underlying total retail load of the utilities and the aggregate percent of total for each group.

- Utilities that signed up for a BPA Tier 2 rate to serve their initial load growth, or BPA and a non-federal resource they have individually secured, represent 37% of BPA’s Load Following Customer Base.
- NRU members that signed a Participant Agreement with NEMS, and will rely on BPA Tier 2 and/or a non-federal resource for any initial load growth needs represent 17%. These utilities have not made a long term commitment at this time to any organization for future power supply.
- NRU Coop members that joined Northwest Energy Supply Cooperative represent 16%.
- Municipals, PUDs, or Special Districts that have joined Northwest Intergovernmental Energy Supply represent 15%.
- Coops that have joined PNGC Power represent 15%.

NESC and NIES combined represent about 1/3 of the total retail load of the BPA Load Following Customers. These organizations are large enough to achieve economies of scale and efficiencies of operation for non-federal power supply. Utilities that have signed Participant Agreements, as well as other NRU members, will need to decide whether to rely on organizations such as NESC or NIES for future power supply, to provide it individually, or rely on BPA or another entity. While there is no “right” answer for all utilities, the NRU L.L.C. model provides both certainty for power supply, local flexibility in resource selection, and decision making models that are being successfully applied by utilities with a shared history of common interests. We look forward to the new decade!

Membership Map



- **NESC Members**
- **NIES Members**
- **Utilities signing Participant Agreements**

Flathead Electric Cooperative
 City of Forest Grove
 Hood River Electric Cooperative
 Kootenai Electric Cooperative
 McMinnville Water & Light
 Midstate Electric Cooperative

Orcas Power & Light
 Oregon Trail Electric Cooperative
 Ravalli Electric Cooperative
 Skamania Electric Cooperative
 Vigilante Electric Cooperative

OFFICERS

NEMS

Clay Fitch, President
 Dwight Langer,
 Vice President
 Kris Mikkelsen, Secretary
 Paul Davies, Treasurer

NESC

Ralph Williams, President
 Jim Johnson,
 Vice President
 Les Teel, Secretary
 Jake Eimers, Treasurer

NIES

Dwight Langer, President
 Paul Davies, Secretary
 Ray Sieler, Treasurer

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District 4 Metro Update



Forest Grove City Council



Councilor Kathryn Harrington
August 8, 2011

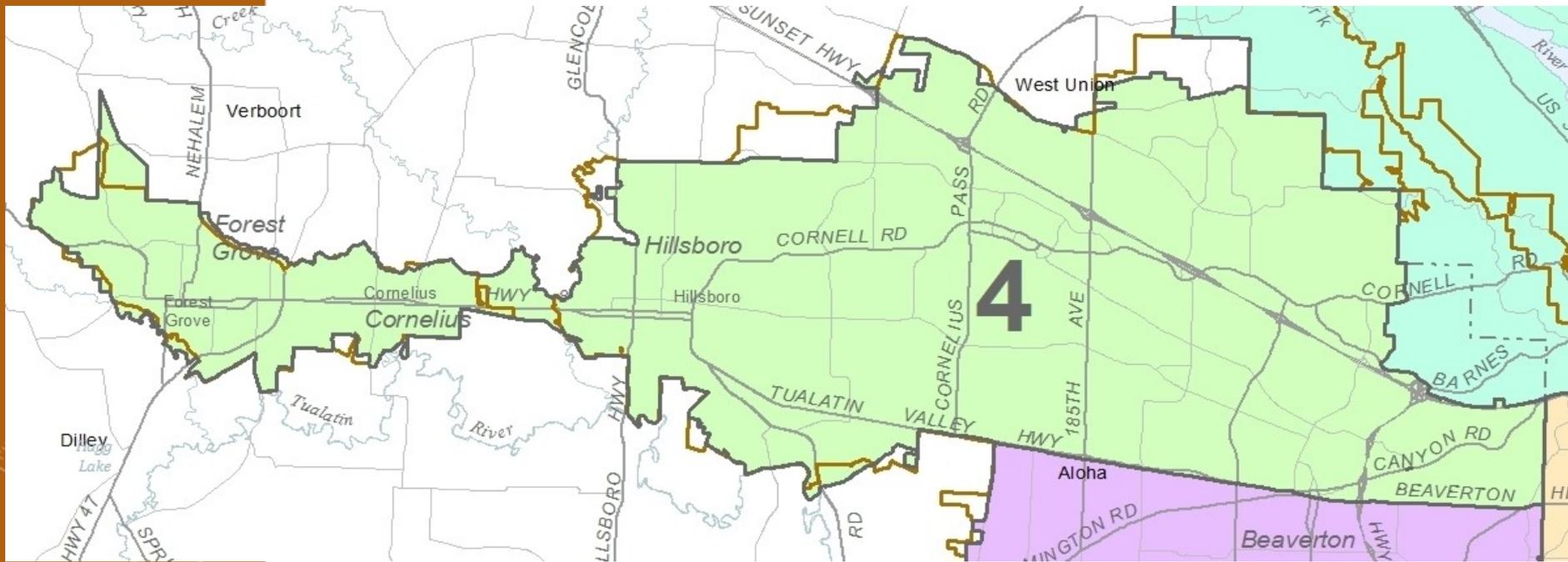


Metro | *Making a great place*

Overview

- Metro Council redistricting
- 2011-12 budget adopted
- It's Our Nature campaign
- Recent natural area purchases
- Nature in Neighborhood grants
- Growth management decision
- Industrial and employment lands
- Visitor venues update

Metro Council redistricting



- New Council district boundaries approved in May and take effect in January 2013
- Each district now averages nearly 250,000 people
- Metro Council candidates in districts 3, 5, and 6 will run in 2012
- District 4 will no longer include the easterly portion of Cedar Mill, southern Aloha or southern Raleigh Hills
- More information: www.oregonmetro.gov/redistricting

2011-12 budget adopted

- \$385 million, 10 percent decrease from FY 2010-11
- Focused on initiatives to:
 - Stimulate economic development
 - Enhance communities while reducing greenhouse gas emissions
 - Promote public/private partnerships to support community development
 - Protect natural areas
 - Develop roadmap for reducing solid waste
- Maintains and enhances visitor venues, parks
- More info: www.oregonmetro.gov/budget

It's Our Nature!



- Highlights achievements of the region's natural areas program and your investments in nature
- Encourages residents to get out and enjoy the natural areas you own
- More info: www.oregonmetro.gov/naturalareas

Recent natural area purchases



- Riverview Cemetery land
 - 146 acres of forested area
 - Includes 7 streams with 2.2 miles of streambanks, enhances Willamette River Greenway connections
- Rock Creek natural area
 - 37 acres purchased along Abbey Creek, creates 120-acre natural area
 - Wildlife corridor in Lower Tualatin Mtns.
 - Headwater streams support fish habitat



Nature in Neighborhood capital grants



- Council awarded \$1.6 million to 17 recipients in May
- Local recipients:
 - Green Alley at Virginia Garcia Wellness Ctr.
 - Wapato Marsh Wetlands Restoration
- Many partners involved: public agencies, non-profit organizations, neighborhood groups and private businesses
- More info: www.oregonmetro.gov/nature

Growth management decision

- Metro Council to decide this fall whether a urban growth boundary is appropriate
- Staff recommendation released July 5:
 - Provides options to consider
 - Minimal expansions with continued focus on investments in existing communities that allow for jobs and ensure protection of valuable farm and forestland
- Open house and forum, July 28, 5 to 8 p.m., Hillsboro Civic Center Auditorium
- Info: www.oregonmetro.gov/greatplaces



Industrial and employment lands

- Joint project with Port, PBA, NAIOP, BusinessOregon
- Identify barriers to development
- Creating regional inventory of large sites (>25 acres) and describe development readiness, then look at 5-10 strategic sites more closely
- Work to be completed in October, presented to MPAC
- Will not affect this year's growth management decision



Climate smart communities

Summer: Scenarios Analysis

Oct/Nov: Joint MPAC/JPACT meeting to discuss scenario findings and recommendations

Next year: refine scenarios into alternatives and consider adopting into policy documents

We get to the future together



Healthy Homes. Healthy Families. Hispanic Outreach Campaign

Somos Oregonenses y nosotros reciclamos.



**We're Oregonians and we recycle
(we're recyclers).**

Visitor venues

- Three caracal kittens born at Oregon Zoo
- Zoo concert series underway
- Schnitzer Concert Hall getting facelift
- Zoo master plan update

Open houses in August- check website for schedule: www.Oregonzoo.org



Your questions...

Kathryn Harrington

Metro Councilor, District 4

503-797-1553

kathryn.harrington@oregonmetro.gov



www.oregonmetro.gov/connect

Memorandum

To: City Council
From: Jon Holan, Community Development Director
Date: August 8, 2011
Re: Presentation on Sustainability

One City Council task to be completed this fiscal year is to develop a program on sustainability. Staff will make a presentation on the subject with a proposed process to be completed in October. The presentation is based on one made to the Planning Commission in March as part of the Comprehensive Plan update process.

One overriding question staff posed to the Commission for your consideration is how do we view sustainability? Is it a separate entity to itself, or is it part of our core values and intrinsic to every decision the City makes? To illustrate, should the Comprehensive Plan have a separate element on sustainability or should it be part of and woven into every element of the plan? The Commission was split on this question, supporting the notion that it should be both. While ultimately the Commission supported the core values approach, they were also concerned that it will require some shift in perspective until it becomes "second nature." Thus, they also supported the separate element approach, at least in the short term.

Community Sustainability

City Council

August 8, 2011



Definitions for Sustainability

- More than just being “green”
- Meeting the needs of the present without compromising the ability of future generations to meet their own needs (UN Bruntland Commission)
- Living well within the limits of nature (Sharing Natures Interest)
- Using natural, financial and human resources in a responsible manner that meets existing needs without compromising the ability of future generations to meet their own needs (City of Corvallis)
- Sustainability is about aligning our built environment and socio-economic activities with the natural systems that support life. In the long-run, sustainability means adapting human activities to nature’s constraints and opportunities. Central to this definition is meeting the needs of both the present and the future. (Marin County Plan)

Definitions for Sustainability

- Definition Cont'd

- Forest Grove Vision Statement

- A community recognized for its commitment to conserve, preserve, protect and restore our natural assets.
 - Objective 1: Maintain and improve the quality of air, water, soil, etc. to ensure livability by using leading technology and land use methods
 - Objective 2: Promote Forest Grove as "The Greenest City in Oregon" through landscaping and ecologically-sound industry, businesses, utilities, transportation and development.
 - Objective 3: To be recognized by an organization such as the Green Guide as a "Green City"

Possible Local Definition for Sustainability

- *Using all resources (societal, economic and natural) in an efficient and equitable manner. Sustainability in Forest Grove means considering long-term environmental, economic and social impacts of our actions. Sustainability prioritizes long-term needs over short-term gains to ensure that resources necessary to sustain life are available now and in the future.*
- The term **efficient** means using resources in a cost-effective way taking into account life cycle and replacement cost. Efficient use of resources means using natural resources no faster than they can be replenished through natural systems.
- The term **equity** means the benefits and cost associated with society are distributed proportionately within the community.

Green vs. Sustainability

- **Green**
 - Detailed focus
 - Tactical rather than strategic approach
 - Focuses on ecological considerations
 - Focuses on being less bad
 - Lacks common definition of success
- **Sustainability**
 - Whole system focus
 - Strategic approach
 - Considers social, economic and environmental needs
 - Aligns with natural processes
 - Values long-range considerations over short-term incremental actions

Why is Sustainability Important?

- Limited Natural Resources
- Climate Change
 - Increases in average annual temperatures
 - More weather extremes
 - Earlier snow-pack melt
 - State goal of reducing GHG emissions 75% below 1990 by 2050
- Concentrations of harmful man-made/synthetic materials in ecosystem

Sustainability Considerations

- What is the basis of sustainability?
- Develop a Strategic framework for applying sustainability in day-to-day planning and decision making
- Identify what we have influence over in terms of sustainability

Sustainability Considerations

- Flourishing Environment
 - Built environments supporting healthy ecosystems
 - Prosperous Economy
 - Health and Well Being

What are we doing now?

- What are we doing now to promote sustainability
 - Energy conservation incentives
 - Water conservation incentives
 - Pure Power Renewable Energy
 - Tree City USA/Tree Growth Award
 - Parks Debris Recycling Program
 - Watershed Timber Harvesting
 - FCS Certification
 - Sidewalk Improvements
 - Community Garden

What else can we do?

- What can we do promote sustainability?
 - The Natural Step
 - LEED for Neighborhoods
 - Eco-Districts
 - Living Building Challenge
 - Green Roads Initiative
 - Solar Local Improvement District
 - Greenhouse Gas Reduction (State Mandate)

The Natural Step

- Step A – Awareness
 - Develop a common understanding around sustainability
- Step B – Baseline Analysis
 - Analyze the social and environmental impacts of our organization and city
- Step C – Compelling Vision – What does a sustainable Forest Grove look like?
 - Our operations are energy efficient and rely on renewal energy
 - We reduce solid waste as an organization and community
 - Every purchasing decision we make has a positive sustainability impact
 - We create conditions that provides an opportunity for residents, visitors and workers to meet their daily needs locally
 - We as an organization contribute to a vibrant local community
 - Current and future residents have the opportunity to reside in housing that is affordable and meets their living needs based on age, size of family, etc.
 - Jobs are available in the community that match local skills.
 - Residents have the opportunity to take care of shopping, recreational and services needs close to their place of residence.
- Step D – Down to Action

The Natural Step

- Sustainability Principle 1: What We Take is Replenished
 - Substitute minerals that are scarce in nature with others that are more abundant, use all mined materials efficiently, and reduce dependence on fossil fuels.
 - Reduce the accumulation of materials from the earth's crust.
 - Create less waste output
 - Increase efficient use of materials (energy, water, materials)
 - Reduce or eliminate use of fossil fuels in buildings or from transportation

The Natural Step

- Sustainability Principle 2: What we make does not build up in and harm nature
 - Reduce and eliminate our contribution to the systematic accumulation of substances produced by society.
 - Reduce frequency of chemical applications
 - Promote native vegetation
 - Encourage the use of chemical-free and toxic-free building materials
 - LEED for New Construction
 - Reduce risk to human and environmental health from exposure to toxins

The Natural Step

- Sustainability Principle 3: We protect natural systems from degradation
 - Reduce and eliminate our contribution to the ongoing physical degradation of nature
 - Used recycled wood for construction
 - Used FCS timber resources
 - Incorporate designs that respect natural systems such as watersheds and wildlife corridors
 - Low impact design techniques

The Natural Step

- Sustainability Principle 4: We support people in their desire to meet their own needs
 - Reduce and eliminate our contribution to conditions that systematically eliminate people's ability to meet their basic human needs.
 - Actions to improve energy efficiency saves resources for other needs
 - Recycling saves resources for other needs
 - Affordable housing
 - Housing Choice
 - Citizen participation in decision making

LEED for Neighborhood Development (ND)

- Rating system for design and development of new neighborhoods.
- Created by the US Green Building Council in partnership with the Congress for New Urbanism and the Natural Resources Defense Council.
- Integrates the principles of smart growth, new urbanism, and green building.

Eco-Districts

- An eco-district is a neighborhood or district with a broad commitment to accelerate neighborhood-scale sustainability. (Portland Sustainability Initiative).
- Eco-districts promote sustainable neighborhood development through integrated infrastructure projects including district level utilities and infrastructure.
- Eco-districts are places
 - That value diversity and encourages participation
 - Have the lowest possible environmental footprint
 - Provides access to nature and open space
- Performance areas include: community vitality, air quality and carbon, energy, access and mobility, water, habitat and ecosystem function, and materials management

Living Building Challenge

- Developed by International Living Building Institute and Cascadia Region Green Building Council
- Certification program for buildings
 - Projects must provide opportunity for food production
 - Water use must come from closed loop system or captured precipitation
 - Project's energy needs must be supplied by on-site renewable energy
 - All occupied spaces must have operable windows

Greenroads

- Greenroads is a trademark of the University of Washington
- Based on best practices for roadway design and construction
- Scoring system addresses
 - Life cycle cost analysis
 - Waste management plan
 - Stormwater cost analysis
 - Access and Equity
 - Construction Activities
 - Materials and Resources
 - Pavement Technologies

Solar LID

- Financing tool for solar energy improvements
- Authorized under HB 2626 (2009)
- Eligible technologies locally determined
- Property assessed clean energy program allows property owners to borrow money to pay for energy improvements. Amount borrowed is typically repaid by a special assessment on the property.
- Local governments may issue revenue bonds to finance the loan program or can borrow money from the Oregon Department of Energy under the Energy Efficiency and Sustainable Technologies Loan Program

General Questions

- Should we view community sustainability as a separate element of what we do (i.e. a separate set of actions that promote sustainability)?
- Or, should we use sustainability as the framework and overarching theme that is woven throughout our thinking process (i.e. part of our core values)?

Proposed Process

- Solicit Participants citywide (September)
- Conduct Sustainability Institute (September)
- Perform SWAT Analysis (October)
- Develop Action Plan from SWOT Exercise (October)
- Implement



AUGUST 8, 2011

**STAFF REPORT AND RESOLUTION SETTING ANNUAL FEE AND
ADOPTING PROGRAM CRITERIA FOR CITY ERECTED SIGNS
FOR TOURIST-ORIENTED BUSINESSES**

PROJECT TEAM: Rob Foster, Director of Public Works
Michael Sykes, City Manager

ISSUE STATEMENT: City Code Section 3.940 allows the City to set an annual fee for a tourist-oriented street sign and Code Section 3.910(2)(j) allows tourist-oriented businesses the option of having an off-site portable sign or a tourist-oriented sign (TOS) for the purpose of advertising their business on City street signs. Code Section 3.910(J) allows the Public Works Director to establish the program criteria to approve, locate, and erect tourist-oriented signs.

City Code Section 3.905(11) defines a tourist-oriented business:

TOURIST-ORIENTED BUSINESS - A facility that offer a cultural, historical, recreational, educational, entertaining or food service activity, or a unique and unusual commercial activity whose major income or visitors is derived from motorists not residing in the immediate area of the business. Bed and breakfast establishments conforming to the requirements of Development Code Section 10.7.025 to 10.7.035 shall be included as tourist-oriented.

BACKGROUND: The purpose of Code Sections 3.900 through 3.940 is to reduce congestion and unsightly clutter, to keep public rights-of-way clear for safe and convenient travel by pedestrians, and to protect the City from claims of liability based upon the placement of obstructions within the public way.

The Code has been amended to allow one additional off-site sign for local businesses and a tourist-oriented business may have an off-site sign or a city-erected sign. City Code Section 3.940 allows the City to set an annual fee for a tourist-oriented street sign. Code Section 3.910(J) allows the Public Works Director to establish the program criteria to approve, locate, and erect tourist-oriented signs.

Staff has established the following TOS Program criteria:

- 1) Locations only in areas identified and approved by the Public Works Director (mid-block preferred; Pacific Avenue and 19th Avenue only). Exact Tourist-Oriented Sign (TOS) locations will be determined by the Public Works Director (signs will not be allowed on Pacific Avenue between Cedar Street and A Street).
- 2) Sign size shall be 30" maximum width with two rows for 4" lettering allowed.
- 3) Cost for a TOS is \$100 annually paid by the business.
- 4) Contract with City will be based on first come, first served.
- 5) City will maintain the TOS during the contract period.
- 6) Applications for TOS will be processed through the Engineering Office.
- 7) Notification period is August 11- September 11; Applications will be accepted starting September 12 at 10am (first come, first served).

FISCAL IMPACT: The tourist-oriented signs will cost approximately \$100.00 each to produce and will require the Public Works Department crews to install and maintain the signs. Currently, it is anticipated that the program will be limited to 30 such signs, at a cost of about \$3,000.00, paid for by those tourist-oriented businesses who desire such a sign. This program will be administered out of the Street Fund. Even though there are no specific appropriations for this program in the Street Fund, this revenue-backed amount can be absorbed within the Street Fund's budget.

STAFF RECOMMENDATION: The Public Works Director recommends setting a fee of \$100.00 per each blue tourist-oriented sign and adopting the TOS Program Criteria (Exhibit A). The fee will be designated as a Tourist-Oriented Sign Permit Fee, and will cover the cost of sign production, installation and maintenance.



Council Meeting
August 8, 2011
Agenda Item: 6
Resolution No. 2011-71

NOTICE OF PUBLIC HEARING
PROPOSED RESOLUTION SETTING AN ANNUAL FEE
FOR TOURIST-ORIENTED SIGN AND ESTABLISHING
TOURIST-ORIENTED SIGN PROGRAM CRITERIA
FOR THE CITY OF FOREST GROVE

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a Public Hearing **Monday, August 8, 2011, at 7:00 p.m. or thereafter**, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider adopting a resolution that would set an annual fee of \$100 per each Tourist-Oriented Sign and establish the tourist-oriented program criteria for selecting qualifying businesses. The proposed resolution would be effective upon approval by the City Council.

This hearing is open to the public and interested parties are encouraged to attend. A copy of the report and proposed resolution are available for inspection before the hearing at the City Recorder's Office or by visiting the City's website at www.forestgrove-or.gov. Written comments or testimony may be submitted at the hearing or sent to the attention of the City Recorder's Office, P. O. Box 326, 1924 Council Street, Forest Grove, OR 97116, prior to the hearing. For further information, please call Anna Ruggles, City Recorder, at 503.992.3235.

Anna D. Ruggles, CMC, City Recorder
City of Forest Grove

RESOLUTION NO. 2011-71**RESOLUTION SETTING AN ANNUAL FEE FOR TOURIST-ORIENTED SIGN
AND ESTABLISHING TOURIST-ORIENTED SIGN PROGRAM CRITERIA**

WHEREAS, Code Section 3.910(2)(j) allows tourist-oriented businesses the option of having an off-site portable sign or a tourist-oriented sign (TOS) for the purpose of advertising their business on City street signs; and

WHEREAS, City Code Section 3.940 allows the City to set an annual fee for a tourist-oriented street sign; and

WHEREAS, Code Section 3.910(J) allows the Public Works Director to establish the program criteria to approve, locate, and erect tourist-oriented signs; and

WHEREAS, staff has prepared a resolution establishing the Tourist-Oriented Sign Program Criteria and Permit Fee, attached as Exhibit A; and

WHEREAS, a Public Hearing was held on August 8, 2011.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. The Tourist-Oriented Sign Program Criteria and Permit Fee listed in Exhibit A of this resolution are hereby adopted upon the effective implementation date of this resolution.

Section 2. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 8th day of August, 2011.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 8th day of August, 2011.

Peter B. Truax, Mayor

EXHIBIT A

CITY OF FOREST GROVE TOURIST-ORIENTED SIGN PROGRAM

The purpose of the Tourist-Oriented Sign (TOS) Program is to guide “out-of-town” travelers to Forest Grove tourist-oriented businesses.

City Code Section 3.905(11) defines a tourist-oriented business as follows:

TOURIST-ORIENTED BUSINESS - A facility that offer a cultural, historical, recreational, educational, entertaining or food service activity, or a unique and unusual commercial activity whose major income or visitors is derived from motorists not residing in the immediate area of the business. Bed and breakfast establishments conforming to the requirements of Development Code Section 10.7.025 to 10.7.035 shall be included as tourist-oriented.

The criteria for applying for a Tourist-Oriented Sign Permit are as follows:

1. Location: TOS will be erected in areas identified and approved by the Public Works Director (mid-block preferred; Pacific Avenue and 19th Avenue only and sign will not be allowed on Pacific Avenue between Cedar Street and A Street).
2. Sign Size: TOS will be available in one standard size: 30” maximum width and two rows with 4” lettering.
3. Permit Fee: TOS that are placed within the public rights-of-way require a permit pursuant to City Code Section 3.940(1). The permit fee per sign is \$100 per year.
4. Selection: Applications for the TOS program is based on first come, first served. The selection of those businesses to be included in the TOS program will be based on first come, first served basis and qualifying businesses must meet the criteria established by City Code Section 3.905(11). No more than one TOS is allowed per business pursuant to City Code Section 3.910(J)(i).
5. Maintenance: The City shall be response for the erection and maintenance of the TOS during the contract period.
6. Notification Period: The notification period is August 11 through September 11 of each year. TOS applications will be accepted starting September 12 of each year at 10:00 a.m. at the City Engineering Office (first come, first served basis).



August 8, 2011

REPORT ON A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE THE INTERGOVERNMENTAL AGREEMENT WITH WASHINGTON COUNTY RELATING TO THE COOPERATIVE WASTE REDUCTION PROGRAM

Project Team: Paul Downey, Director of Administrative Services
Michael Sykes, City Manager

ISSUE STATEMENT: The intergovernmental agreement (IGA) for the Washington County Wasteshed Technical Committee is expiring. Local governments that want to continue to participate must sign an IGA with Washington County to remain in the Program. Forest Grove staff is recommending that the City sign the IGA to continue being a Participating Local Government. Staff has prepared a resolution authorizing the City Manager to sign the IGA which will be effective through June 30, 2015.

DISCUSSION: Washington County, Forest Grove and the cities of Cornelius, Durham, Hillsboro, King City, Sherwood, Tigard, and Tualatin have formed this Cooperative to implement the Regional Solid Waste Management Plan (RSWMP) established by Metro which includes a waste reduction chapter. North Plains and Banks also are part of this Cooperative even though they are not part of Metro and are not considered a Participating Local Government. Metro requires the cities and counties to adopt a work program at least annually for two primary programs – Residential Waste Reduction and Recycle at Work. Metro provides funding through the adoption of an annual agreement that incorporates specific work tasks associated with these two programs.

Forest Grove receives a funding allocation that it assigns to Washington County to implement the program. All cities in Washington County participate in this Cooperative with the exception of Beaverton which has its own program. Forest Grove does not have the staff time or training in this area to properly implement the Metro requirements and finds being a part of the Cooperative an efficient and effective use of the funds allocated by Metro. Washington County staff has been excellent partners in this effort and staff recommends that the City remain part of the Cooperative. The City Attorney has reviewed the IGA on behalf of the cities it represents.

STAFF RECOMMENDATION: Staff recommends that the City Council approve the resolution authorizing the City Manager to sign the attached IGA (Exhibit A).



RESOLUTION NO. 2011-72

**RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE
AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE
CITY OF FOREST GROVE AND WASHINGTON COUNTY
RELATING TO THE COOPERATIVE WASTE REDUCTION PROGRAM**

WHEREAS, the current Intergovernmental Agreement (IGA) between the City of Forest Grove and Washington County relating to the Cooperative Waste Reduction Program (Program) is expiring; and

WHEREAS, a new IGA to continue the Program until June 30, 2015, has been proposed; and

WHEREAS, the Program has been an effective method to pool resources to effectively manage the waste reduction programs required by Metro; and

WHEREAS, the City desires to remain a partner in the Program and needs to approve the proposed IGA.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

- Section 1.** The City Council of the City of Forest Grove hereby approves the Intergovernmental Agreement (IGA) between the City of Forest Grove and Washington County relating to relating to the Cooperative Waste Reduction Program (Attached as Exhibit A).
- Section 2.** The City Manager is hereby authorized to endorse the IGA on behalf of the City of Forest Grove.
- Section 3.** This resolution is effectively immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 8th day of August, 2011.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 8th day of August, 2011.

Peter B. Truax, Mayor

**INTERGOVERNMENTAL AGREEMENT
WASHINGTON COUNTY WASTESHED TECHNICAL COMMITTEE**

THIS AGREEMENT, entered into under the provisions of ORS Chapter 190 and ORS 459.065(1)(b), is between Washington County, hereinafter referred to as "County", whose address is 155 N First, Hillsboro, OR 97124, and the individual signatory city of _____ hereinafter referred to as "City". An identical agreement will also be entered into between Washington County and other Washington County cities. Any reference hereinafter to "Participating Local Governments" shall include both County and all individual signatory cities to an agreement identical to this Agreement including City. The Participating Local Governments are Washington County and the Cities of Cornelius, Durham, Forest Grove, Hillsboro, King City, Sherwood, Tigard and Tualatin.

WHEREAS, Participating Local Governments have responsibilities related to the management of solid waste under the provisions of ORS Chapter 268, ORS Chapter 459, and related administrative rules; and

WHEREAS, the Participating Local Governments agree that performing these responsibilities in a collaborative and cooperative manner promotes the cost-effective and efficient use of public resources; and

WHEREAS, the Participating Local Governments including County and City desire to enter into an agreement to establish procedures for mutually performing these responsibilities and related services and defining legal relationships and responsibilities; now, therefore,

In consideration of the mutual covenants herein, and in exchange for the promises and other valuable consideration set forth below, County and City agree as follows:

I. Purpose

Pursuant to ORS Chapter 268, ORS Chapter 459, and related administrative rules, Metro has established a Regional Solid Waste Management Plan (hereinafter referred to as "the RSWMP"), including a waste reduction chapter. The RSWMP provides that Metro shall establish a multi-year work plan for solid waste reduction and identifies specific programs to implement the Metro plan. Metro has established guidelines for local governments' participation in these programs in the form of a recurring Annual Waste Reduction Program. The Metro plan requires cities and counties to adopt a work program annually for two primary programs – Residential Waste Reduction and Recycle at Work. This program is funded by Metro through the adoption of an annual intergovernmental agreement that incorporates specific work tasks associated with these two programs (hereinafter referred to as the "Annual Waste Reduction Work Plan").

The RSWMP establishes minimum requirements for city and county work programs and provides that cities and counties may work cooperatively with neighboring cities and counties if intergovernmental agreements documenting cooperative arrangements are submitted with the program. The purpose of this Agreement is to document the cooperative arrangements among the Participating Local Governments, to establish the duties of the County as administrator of the Annual Waste Reduction Work Plan on behalf of the Participating Local Governments for each fiscal year covered under this Agreement, and to provide a structure for continuing working relationships among the Participating Local Governments as they relate to ongoing requirements that may become a part of the RSMWP in the future. This structure will be referred to as the Washington County Wasteshed Technical Committee (Committee).

II. Term of Agreement

Participation shall be accomplished by adoption of the Annual Waste Reduction Work Plan and by entering into this Agreement. The term of this Agreement shall commence upon execution and shall continue in effect through June 30, 2015, unless terminated by any party as provided for in Section III Termination and Opt-Out herein. Thereafter, this agreement shall automatically renew for successive five-year terms (July 1 – June 30) for as long as funding from Metro continues to be available.

III. Termination and Opt-Out

County or City may opt out of this Agreement without cause upon giving 90 days written notice of intent to opt out. County or City may be terminated from further participation in this Agreement if either County or City is in default of the terms of this Agreement. In the case of a default, the party alleging the default shall give the defaulting party and all Participating Local Governments written notice of the alleged default. The defaulting party shall have 30 days to cure the default.

When County or City successfully opts out of this agreement or is terminated for cause as provided for herein, the effective date of said action shall be July 1 of the next ensuing fiscal year. Further, that party's assigned funding associated with the current year's work program as provided for within Section VIII Funding herein shall remain under the authority of the Agreement for the remainder of the current fiscal year.

IV. Review of Agreement

The terms and conditions of this Agreement may be reviewed by the Participating Local Governments at any time upon written request by any Participating Local Government. Any Participating Local Government that wishes to review the Agreement shall submit its request in writing to all Participating Local Governments at least sixty (60) days prior to this review. Any such requested review shall be conducted as part of a general meeting of the Committee. Any action to approve any requested amendment resulting from said review will

require an affirmative approval of all Participating Local Governments in order to be adopted. Any such amendment approved by the Participating Local Governments shall be incorporated into the Agreement to become effective upon execution of a new agreement by all Participating Local Governments.

V. Administrative Structure of the Committee

- A. The Committee shall consist of a staff member from each Participating Local Government, appointed by each of the Participating Local Government administrators or governing bodies. The City of North Plains and the City of Banks may also have a staff member on the Committee although the two cities are not Participating Local Governments. County staff shall act as administrative coordinator of the Technical Committee.

- B. The County shall develop and propose an annual work plan and present said plan to the Committee each year, including projected annual expenses and revenues for future years as necessary. The Annual Waste Reduction Work Plan will be developed in a timely manner so as to meet all deadlines set by the Oregon Department of Environmental Quality (DEQ), Metro and Participating Local Governments. Annual Waste Reduction Work Plans will be presented for approval by the Committee on one-year intervals only. The Annual Waste Reduction Work Plans shall provide Participating Local Governments with minimum waste reduction standards consistent with the RSWMP; individual Participating Local Governments may impose higher standards for waste reduction.

VI. Duties of Parties

A. Duties of County

- 1. The County shall perform work requiring technical expertise, including plan development, data collection and compilation, report writing, program coordination, technical advice to Participating Local Governments, and general information to the public.
- 2. The County shall recommend policies and develop model ordinances as necessary, and generally promote the Participating Local Government's waste reduction programs.
- 3. The County shall perform fieldwork including performing waste evaluations, commercial recycling, single-family recycling, multi-family recycling, school and community education, and special event promotion for which Metro funding has been allocated as provided for in Section VIII herein. Where funding for specific cities is curtailed by Metro, then adjustments shall be made by the County in the types of fieldwork conducted.
- 4. The County shall perform work requiring coordination with Metro, DEQ, and other agencies, and represent the Participating Local Governments before such agencies.
- 5. The County shall act as agent for all Participating Local Governments in applying for waste reduction and recycling grant funds as determined appropriate by the Committee. Disbursement of said funds

will be to Participating Local Governments or franchised haulers based on a formula to be determined by the Committee or set by grant requirements. This does not preclude any Participating Local Government from applying individually for any waste reduction and recycling grant.

6. The County shall perform the specific duties assigned as outlined in the Annual Waste Reduction Work Plan as established for any given year.

B. Duties of Participating Local Governments including City

1. City shall undertake annual program tasks that are internal in nature, such as waste reduction and recycling activities and procurement of recycled products.
2. Unless otherwise assigned by a separate intergovernmental agreement, City shall be responsible for enforcement of solid waste reduction plan standards with respect to the solid waste collection ordinances and franchises within the City. Such enforcement may include complaint investigation, service standard review, reporting and revisions to city codes based upon the model code developed by the County.
3. City shall perform the specific duties assigned as outlined in the Annual Waste Reduction Work Plan as established for any given year.

VII. Indemnification

- A. Subject to the limitations of liability for public bodies set forth in the Oregon Tort Claims Act, ORS 30.260 to 30.300, and the Oregon Constitution, the County shall hold harmless, defend, and indemnify City, its directors, officers, agents, and employees, against all claims, demands, actions and suits (including all attorney fees and costs) arising from the County's performance of this Agreement where the loss or claim is attributable to the negligent acts or omissions of the County.
- B. Subject to the limitations of liability for public bodies set forth in the Oregon Tort Claims Act, ORS 30.260 to 30.300, and the Oregon Constitution, City shall hold harmless, defend and indemnify the County, its Commissioners, employees and agents against all claims, demands, actions, and suits (including all attorney fees and costs) arising from City's performance of this Agreement where the loss or claim is attributable to the negligent acts or omissions of City.

VIII. Funding

A. Annual Waste Reduction and Recycle at Work Programs

1. For any given year subject to this Agreement, each Participating Local Government's share of the revenue provided by Metro in support of the

“Annual Waste Reduction Program” and the “Recycle at Work Program”, as calculated by Metro for the current program year, shall be provided to the County for purposes of funding those activities outlined in Section VI(A) herein.

- 2. Washington County shall act as administrator for said revenues on behalf of the Participating Local Governments.
- 3. Each Participating Local Government shall have the right to audit for up to three years County records relating to Metro grant funds received through this Agreement. County may immediately terminate this Agreement by written notice to City in the event County does not receive adequate funding from Metro.

B. Other Programs Funded through Metro

- 1. For all other sources of funding provided by Metro related to compliance activities under the RSWMP, each Participating Local Government including City shall make a determination whether to receive those funds directly or whether to allocate those funds to the County as provided for within this Agreement.
- 2. Any Participating Local Government including City choosing to retain said funding shall notify in writing all other Participating Local Governments of its intent to retain said funds by no later than January 31 of each year.
- 3. Any Participating Local Government choosing to object to such action shall submit a written response to all other Participating Local Governments within thirty (30) days of receipt of the original notice.
- 4. If no objection is raised, then the Participating Local Government choosing to retain its funding shall be free to do so at its discretion. However, if an objection is raised then the Participating Local Governments shall use their best efforts to resolve the issues.

IX. Exclusivity

This writing is intended both as the final expression of the Agreement between County and City with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement. All previous agreements between County and City regarding the Washington County Wasteshed Technical Committee are hereby revoked and repealed.

WASHINGTON COUNTY (County)

CITY of Forest Grove (City)

By: _____

By: _____

Print name and title

Michael J. Sykes, City Manager
Print name and title

Date

August 8, 2011
Date