

CITY COUNCIL MONTHLY MEETING CALENDAR

March-14						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						Council/Directors 1 Retreat 9am-2pm 1910 Main St Bistro
2	3	4	5	6	7	8
	Planning Comm 7pm		Municipal Court Rural Fire 7pm	EDC Noon	FGS&CC 1st Friday 5pm	NLC Conference
9	10	11	12	13	14	15
Daylight Saving	CITY COUNCIL REGULAR MEETING MOVED TO MARCH 17th	Red Cross Blood Drive 1pm - 6pm - Comm Aud Library 6:30pm	MPAC 5pm - Canceled	WEA Bkft Forum 7:30 am State of Wash Cty Address PAC 5pm		
NLC Conference, Washington, D. C.					Ford Institute Leadership - Comm Aud	
16	17	18	19	20	21	22
	CITY COUNCIL 5:30 PM - WORK SESSION (B&C) 6:15 PM - WORK SESSION (CC Goals) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM		Municipal Court P&R 7am (Moved 20th) CFC 5:15pm CWAC 5:30pm WC Comm Forum 7pm HB			
	Chamber Luncheon - Noon FGS&CC Bd Mtg 6:30pm Planning Comm 7pm - No Mtg	Fernhill Wetlands 5pm		CCI 5:30pm P&R 7pm Dairy Creek Food Web 7:30pm		
23	24	25	26	27	28	29
	NO CITY COUNCIL MEETING SCHEDULED	HLB 7:15pm	MPAC 5pm PSAC 7:30am	Sustainability Comm 6pm WEA Bkft Forum (Moved 13th)	WC Mayors' Luncheon	
30	31					
April-14						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
			RWPC-EC 5:30pm	Fernhill Mtg 2pm Comm Aud EDC Noon	FGS&CC 1st Friday 5pm	5
6	7	8	9	10	11	12
		JTWS Council & Rural Fire 7pm - Fire Conf Rm	Municipal Court			
	Planning Comm 7pm	Red Cross Blood Drive 1pm - 6pm - Comm Aud Library 6:30pm	MPAC 5pm	PAC 5pm	MPAC-JPACT 8am JTWC Noon OMA Mtg (Conf Call)	
13	14	15	16	17	18	19
	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	Fernhill Wetlands 5pm	P&R 7am CFC 5:15pm CWAC 5:30pm	CCI 5:30pm Dairy Creek Food Web 7:30pm Ford Ambassadors 6pm Comm Aud		
	Chamber Luncheon - Noon FGS&CC Bd Mtg 6:30pm Planning Comm 7pm	ODF 8am	Municipal Court			
20	21	22	23	24	25	26
		Council Work Session CEP Interviews 6 pm - Community Auditorium	PSAC 7:30am MPAC 5pm	Budget Committee (Info Mtg) 7:00 PM - COMM AUD	Council/Directors Negotiations Training L&P Training Room	
		HLB 7:15pm			WC Mayors' Luncheon OAM Mtg-Salem	
27	28	29	30			
	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM					
May-14						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				EDC Noon	FGS&CC 1st Friday 5pm	
4	5	6	7	8	9	10
	Planning Comm 7pm		Municipal Court Rural Fire 8pm	PAC 5pm		
11	12	13	14	15	16	17
	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	Red Cross Blood Drive 1pm - 6pm - Comm Aud Library 6:30pm	MPAC 5pm	CCI 5:30pm Dairy Creek Food Web 7:30pm		Library Program Grow It 10:30 am - Comm Aud
17	19	20	21	22	23	24
	Chamber Luncheon - Noon FGS&CC Bd Mtg 6:30pm Planning Comm 7pm	Fernhill Wetlands 5pm	Municipal Court P&R 7am CFC 5:15pm CWAC 5:30pm	Budget Committee (1st Mtg) 7:00 PM - COMM AUD	WC Mayors' Luncheon	
25	26	27	28	29	30	31
	CITY OFFICES CLOSED	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	PSAC 7:30am Ford Institute 4pm MPAC 5pm	Budget Committee (2nd Mtg) 7:00 PM - COMM AUD		
		HLB 7:15pm				

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FOREST GROVE CITY COUNCIL

Monday, March 17, 2014

Meeting Agenda

5:30 PM – Work Session (B&C Interviews)
6:15 PM – Work Session (Council Goal-Setting)
7:00 PM – Regular Meeting

Community Auditorium
1915 Main Street
Forest Grove, OR 97116

Forest Grove City Council Meetings are televised live by Tualatin Valley Community Television (TVCTV) Government Access Programming, Ch 30. To obtain the programming schedule, please contact TVCTV at 503.629.8534 or visit <http://www.tvctv.org/government-programming/government-meetings/forest-grove>.

PETER B. TRUAX, MAYOR

Thomas L. Johnston, Council President
Richard G. Kidd III
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.

Anna Ruggles, City Recorder
Michael Sykes, City Manager

5:30

WORK SESSION: BOARDS, COMMITTEES, AND COMMISSIONS INTERVIEWS

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).

Michael Sykes, City Manager

6:15

WORK SESSION: COUNCIL GOAL-SETTING

The City Council will convene in the Community Auditorium – Conference Room to conduct the above work session(s) and take an offsite tour at the Fire Department. 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).

7:00

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

1. A. **PROCLAMATION:**

- *National Community Development Week, April 21 – 26, 2014*

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. • *Clean Water Services/Fernhill Natural Treatment System Update, Diane Taniguchi-Dennis, Deputy General Manager*

7:30

5. B. • *Metro Quarterly Exchange Update, Kathryn Harrington, Metro Councilor District 4*

Jon Holan, Community Development Director

7:45

5. C. • *Reserves and Grand Bargain Update*

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- | | | |
|---|------|---|
| Tom Gamble, Parks and Recreation Director
Jeff King, Economic Development Coordinator
Michael Sykes, City Manager | 8:00 | 6. <u>RESOLUTION NO. 2014-32 AUTHORIZING THE CITY OF FOREST GROVE TO APPLY FOR A LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT FOR DEVELOPMENT OF A MULTI-USE TRAIL IN THE OLD TOWN/B STREET OPEN SPACE AREA</u> |
| Peter Truax, Mayor
Michael Sykes, City Manager | 8:15 | 7. <u>RESOLUTION NO. 2014-33 ADOPTING CITY COUNCIL KEY GOALS FOR FISCAL YEAR 2014-15</u> |
| | 8:20 | 8. <u>RESOLUTION NO. 2014-34 ADOPTING CITY COUNCIL GOAL OBJECTIVES FOR FISCAL YEAR 2014-15</u> |
| Peter Truax, Mayor
Michael Sykes, City Manager | 8:25 | 9. <u>ADOPTING CITY COUNCIL TEAM AGREEMENT FOR 2014</u> |
| Michael Sykes
City Manager | 8:30 | 10. <u>CITY MANAGER'S REPORT:</u> |
| | 8:45 | 11. <u>COUNCIL COMMUNICATIONS:</u> |
| | 9:00 | 12. <u>ADJOURNMENT</u> |

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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 (Urban Renewal) Meeting Minutes of February 24, 2014.
 - B. Approve City Council Work Session (Watershed Management) Meeting Minutes of February 24, 2014.
 - C. Approve City Council Regular Meeting Minutes of February 24, 2014.
 - D. Approve City Council Work Session (Council Retreat) Meeting Minutes of March 1, 2014.
 - E. Accept Community Forestry Commission Meeting Minutes of January 15, 2014.
 - F. Accept Historic Landmarks Board Meeting Minutes of January 28, 2014.
 - G. Accept Library Commission Meeting Minutes of February 11, 2014.
 - H. Accept Parks and Recreation Commission Meeting Minutes of January 15, 2014.
 - I. Accept Planning Commission Meeting Minutes of February 3, 2014.
 - J. Accept Public Safety Advisory Commission Meeting Minutes of January 22, 2014.
 - K. Community Development Department Monthly Building Activity Informational Report for February 2014.
 - L. Endorse New Liquor License Application (Winery) for Bull Run Cider, LLC, 2225 Cedar Street (Applicant: Peter Mulligan).
 - M. Endorse New Liquor License Application (Brewery) for Waltz Brewing, LLC, 1900 A Street (Applicant: Adam Zumwalt).
 - N. **Endorse Liquor License Renewal Applications for Year 2014:**
 - 1. Grampy's Deli and Pub (Full On-Premises Sales)
 - 2. Little Monkey Deli (Full On-Premises Sales)
 - 3. McMenamins Grand Lodge (Full On-Premises Sales)
 - 4. Prime Time Restaurant and Sports Bar (Full On-Premises Sales)
 - 5. The Friendly Vine Wine Shop (Limited On-Premises Sales)
 - 6. Super Mercado La Montana (Off-Premises Sales)
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2014 – BOARDS, COMMITTEES & COMMISSIONS VACANCIES

COMMISSION	REQUIREMENTS	# VACANCIES	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, 5:30 pm	7 – Members 4 – Year Term	1 – Student Vacancy	12/31/14
COMMUNITY FORESTRY COMMISSION Meets 3 rd Wednesday, 5:15 pm	7 – Members 3 – Year Term 3 members may live outside City – Currently 2	1 – Vacancy 1 – Student Vacancy	12/31/15 12/31/14
ECONOMIC DEVELOPMENT COMMISSION Meets 1 st Thursday, Noon	19 – Members 3 – Year Term 6 Public & Non-Profit; 12 Business 1 At-Large	1 – Student Vacancy	12/31/14
HISTORIC LANDMARKS BOARD Meets 4 th Tuesday, 7:15 pm	7 – Members 4 – Year Term 2 members may live outside City – Currently 1	1 - Vacancy 1 – Vacancy 1 – Student Vacancy	12/31/14 12/31/16 12/31/14
LIBRARY Meets 2 nd Tuesday, 6:30 pm	7 – Members 2 – Year Term	1 – Student Vacancy	12/31/14
PARKS & RECREATION COMMISSION Meets 3 rd Wednesday 7:00 am	9 – Members 4 – Year Term 2 members may live outside City – Currently 1 NNW = Forest Glen, Knox Ridge, Thatcher/Loomis; NW = Lincoln, Hazel Sills, Aquatic Center, Talisman; SW = Rogers; SE = Joseph Gale; and NE = Bard and Stites Parks	1 – Vacancy SW	12/31/17
PLANNING COMMISSION Meets 1 st and 3 rd Monday 7:00 pm	7 – Members 4 – Year Term 2 members may live outside City – Currently 1 1 member in real estate for profit – Currently 1 2 members same trade/occupation – Currently none	1 – Vacancy	12/31/17
PUBLIC ARTS COMMISSION Meets 2 nd Thursday, 5:00 pm	9 – Members 3 – Year Term 3 At-Large; Voting Reps Chamber; FG School District; Pacific University; Senior Center; Theater In The Grove; and Valley Art	1 – Student Vacancy	12/31/14
PUBLIC SAFETY ADVISORY COMMISSION Meets 4 th Wednesday 7:30 am	7 – Members 4 – Year Term 2 members within Rural Fire District – Currently 1 Non-Voting Reps Rural Fire Dist; Chamber; FG School District; and Pacific University	1 – At-Large Vacancy 1 – Rural Fire District 1 – Student Vacancy	12/31/17 12/31/16 12/31/14
SUSTAINABILITY COMMISSION Meeting TBA	13 – Members 4 – Year Term 3 At-Large; Voting Reps Clean Water Services; Economic At-Large; Educator; Ethnic/Cultural Affiliation; FG School District; Non-Profit Service; Pacific University; Sustainable Business; 1 Pacific University Student; and 1 – FG High School Student	Pacific University Student FG High School Student	12/31/14 12/31/14

Possible Questions for B&C Applicant Interviews:

Please feel free to use any questions and/or information that you wish in order to conduct a successful interview. Please note: 5-7minutes are allotted for question and answer time.

If there were one area you've always wanted to improve upon, what would that be?

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

What are some of your proudest achievements?

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

What ideas do you have that would help Forest Grove become a more sustainable community?

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? _____

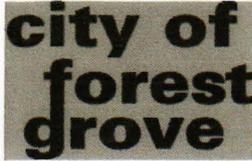
If we cannot appoint you to your first choice, are there any other advisory boards that interest you?

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 applicant immediately thereafter.

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Interview
March 17th
5:30pm

APPLICATION FOR CITIZENS ADVISORY BOARDS, COMMITTEES & COMMISSIONS

Please check the Advisory Board(s) on which you would like to serve. (If interested in more than one, please note order of preference):

- | | |
|--|---|
| <input type="checkbox"/> Budget Committee | <input type="checkbox"/> Library Commission |
| <input type="checkbox"/> Committee for Citizen Involvement | <input checked="" type="checkbox"/> Parks & Recreation Commission |
| <input type="checkbox"/> Community for Forestry Commission | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Economic Development Commission | <input type="checkbox"/> Public Arts Commission |
| <input type="checkbox"/> Historic Landmarks Board | <input type="checkbox"/> Public Safety Advisory Commission |

SEEKING REAPPOINTMENT: Reappointments interviewed at Council's discretion.

0 # of term(s) previously served. _____ % of previous attendance.

Name: Jody McCaughey Home Phone: [REDACTED]
 Residence Address: [REDACTED] Forest Grove, OR 97116 Business Phone: [REDACTED]
 Mailing Address: _____ E-mail Address: [REDACTED]
 Employer: N/A Occupation: [REDACTED]
 Profession: Process Engineer

Years lived in Forest Grove? 3.5 Do you reside within City limits? Yes How did you hear of this opportunity? Tom Gamble

How would you currently rate the City's performance? Excellent Good Fair Poor

What ideas do you have for improving "Fair" or "Poor" performance? _____

Why are you interested in serving on the Advisory Board/Commission(s)? Looking to bring YMCA or community recreation center to Forest Grove.

What contributions do you feel you can/will make to the Board/Commission(s)? I can provide time, energy, and commitment to the board activity. I have analytical, problem solving expertise.

What qualifications, skills, or experiences would you bring to the Board/Commission(s)? M.B.A. from Arizona State Univ. 20+ years of industry experience, FG UMC Trustee Chairman, Youth hockey coach, youth T-Ball coach,

Previous appointed or elected offices: None

Previous/current community affiliations and activities: Forest Grove United Methodist Church Trustee Chairman, Investment Committee Chairman

May we keep your name on file if not appointed at this time? YES NO (10/08)



Interview
March 17th
5:40pm

APPLICATION FOR CITIZENS ADVISORY BOARDS, COMMITTEES & COMMISSIONS

Please check the Advisory Board(s) on which you would like to serve. (If interested in more than one, please note order of preference):

- | | |
|--|---|
| <input type="checkbox"/> Budget Committee | <input type="checkbox"/> Library Commission |
| <input type="checkbox"/> Committee for Citizen Involvement | <input checked="" type="checkbox"/> Parks & Recreation Commission |
| <input type="checkbox"/> Community for Forestry Commission | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Economic Development Commission | <input type="checkbox"/> Public Arts Commission |
| <input type="checkbox"/> Historic Landmarks Board | <input type="checkbox"/> Public Safety Advisory Commission |

SEEKING REAPPOINTMENT: Reappointments interviewed at Council's discretion.

_____ # of term(s) previously served.

_____ % of previous attendance.

Name: Todd WINTER
 Residence Address: _____
 Mailing Address: FOREST GROVE, OR. 97116
 Employer: WASHINGTON COUNTY

Home Phone: _____
 Business Phone: _____
 E-mail Address: _____
 Occupation: _____
 Profession: PARKS SUPERINTENDENT

Years lived in Forest Grove? 2 Do you reside within City limits? YES How did you hear of this opportunity? WEB SITE

How would you currently rate the City's performance? Excellent Good Fair Poor

What ideas do you have for improving "Fair" or "Poor" performance? EVALUATE CURRENT NEEDS, COMPARE TO FUNDING AND VOLUNTEER RESOURCES. TRACK AND MEASURE RESULTS, VISITOR SURVEY, EVALUATE MISSION, VISION AND DESIRED SERVICE LEVELS.

Why are you interested in serving on the Advisory Board/Commission(s)? MY EDUCATIONAL AND WORK EXPERIENCE WOULD PROVIDE A VALUABLE RESOURCE TO THE CITY. I WANT TO HELP MY CITY !!!

What contributions do you feel you can/will make to the Board/Commission(s)? FRESH PERSPECTIVE TOWARD PARKS AND RECREATION IN THE CITY, GOOD LISTENER, WILLING TO LEARN AND I UNDERSTAND THE STAFF PERSPECTIVE !!

What qualifications, skills, or experiences would you bring to the Board/Commission(s)? CURRENT PARKS PROFESSIONAL, 25 YEARS PARKS AND REC EXPERIENCE. COLLEGE DEGREE IN RELATED FIELD, I HAVE MY OWN ADVISORY COMM.

Previous appointed or elected offices: COTTAGE GROVE BUDGET COMM. COTTAGE GROVE CITY COUNCILOR

Previous/current community affiliations and activities: NEW TO AREA

May we keep your name on file if not appointed at this time? YES NO (10/08)



Interview
March 17th
5:50pm

CITIZEN ADVISORY BOARDS, COMMITTEES, & COMMISSIONS

RECEIVED
FEB 9 5 REC'D
BY:

(Please complete, sign and date application form and return to:
City of Forest Grove
Attn: Anna Ruggles, City Recorder
1924 Council Street • P. O. Box 326
Forest Grove, OR 97116-0326
Fax • 503.992.3207 Office • 503.992.3235
aruggles@forestgrove-or.gov

Please check the Advisory Board on which you would like to be considered for appointment. If interested in serving on multiple Boards, please list the order of preference (1-10). Terms vary. (Please note: The meeting dates/times are subject to change with advance notice).

- | | | | |
|--|-----------------------------------|--|---|
| <input type="checkbox"/> Budget Committee | 3-4 times in May | <input type="checkbox"/> Parks & Recreation Commission | 3 rd Wednesday, 7am |
| <input type="checkbox"/> Committee for Citizen Involvement | 3 rd Thursday, 5:30pm | <input type="checkbox"/> Planning Commission | 1 st & 3 rd Monday, 7pm |
| <input type="checkbox"/> Community Forestry Commission | 3 rd Wednesday, 5:15pm | <input type="checkbox"/> Public Arts Commission | 2 nd Thursday, 5pm |
| <input type="checkbox"/> Economic Development Commission | 1 st Thursday, Noon | <input type="checkbox"/> Public Safety Advisory Commission | 4 th Wednesday, 7:30am |
| <input checked="" type="checkbox"/> Historic Landmarks Board | 4 th Tuesday, 7:15pm | <input type="checkbox"/> Sustainability Commission | |
| <input type="checkbox"/> Library Commission | 2 nd Tuesday, 6:30pm | | |

NAME: Kavlene Toews HOME PHONE: [REDACTED]
 RESIDENCE ADDRESS: [REDACTED] Forest Grove, OR 97116 BUSINESS PHONE: [REDACTED]
 MAILING ADDRESS: Same E-MAIL: [REDACTED]
 EMPLOYER: Edelman OCCUPATION/PROFESSION: Public Relations

Years living in Forest Grove? 1 Live in City limits? Yes How did you hear of this opportunity? Town meeting

How would you currently rate City's performance? Excellent Good Fair Poor

What ideas do you have for improving "Fair" or "Poor" performance? _____

Why are you interested in serving on the Advisory Board/Committee/Commission? My husband and I bought a historic Forest Grove home, not knowing much about the community. We've come to realize that the town is a gem. I'd like to help preserve and enhance the historic nature that contributes to the town's vibrant character.

What contributions do you feel you can/will make to the Board/Committee/Commission? My work in public relations has largely focused on developers and infrastructure, so I'm aware of how challenging the intersection of growth, sustainability and history can be. As a professional communicator, I can help navigate those decisions efficiently and raise awareness of what the city offers.

What qualifications, skills, or experiences would you bring to the Board/Committee/Commission? Public relations (messaging, media), meeting facilitation, writing, project management, public involvement, familiarity with publicly contentious design issues.

Previous/current appointed or elected offices: None

Previous/current community affiliations or activities: None

If not appointed at this time, may we keep your name on file? Yes No

Signature: <u>Kavlene Toews</u>	Date: <u>2/3/14</u>
I have sufficient time to devote to this responsibility and will attend the required meetings if appointed.	

(App 11/13)



CITIZEN ADVISORY BOARDS, COMMITTEES, & COMMISSIONS

Interview
March 17th
6pm

RECEIVED
FEB 05 REC'D
BY:

(Please complete, sign and date application form and return to:
City of Forest Grove
Attn: Anna Ruggles, City Recorder
1924 Council Street • P. O. Box 326
Forest Grove, OR 97116-0326
Fax • 503.992.3207 Office • 503.992.3235
aruggles@forestgrove-or.gov

Please check the Advisory Board on which you would like to be considered for appointment. If interested in serving on multiple Boards, please list the order of preference (1-10). Terms vary. (Please note: The meeting dates/times are subject to change with advance notice).

- 3 Budget Committee 3-4 times in May
Committee for Citizen Involvement 3rd Thursday, 5:30pm
Community Forestry Commission 3rd Wednesday, 5:15pm
Economic Development Commission 1st Thursday, Noon
1 Historic Landmarks Board 4th Tuesday, 7:15pm
Library Commission 2nd Tuesday, 6:30pm
2 Parks & Recreation Commission 3rd Wednesday, 7am
Planning Commission 1st & 3rd Monday, 7pm
Public Arts Commission 2nd Thursday, 5pm
Public Safety Advisory Commission 4th Wednesday, 7:30am
Sustainability Commission

NAME: Jeremiah Toews
RESIDENCE ADDRESS: [Redacted], Forest Grove
MAILING ADDRESS: Same as Residence
EMPLOYER: PREM Group, Inc. (Portland, OR)

HOME PHONE: [Redacted]
BUSINESS PHONE: [Redacted]
E-MAIL: [Redacted]
OCCUPATION/PROFESSION: Property Accountant

Years living in Forest Grove? 1 Live in City limits? Yes How did you hear of this opportunity? ATM

How would you currently rate City's performance? [] Excellent [X] Good [] Fair [] Poor

What ideas do you have for improving "Fair" or "Poor" performance?

Why are you interested in serving on the Advisory Board/Committee/Commission? Being new to Forest Grove, I'd like to invest my time/energy on the front end to provide my skills where needed. I moved here with my wife in order for us to be part of a loving community.

What contributions do you feel you can/will make to the Board/Committee/Commission? I graduated from the UO w/ a degree in economics and have been a financial accountant/analyst for 10 years. I have strong skills in understanding a problem at a high level and being able to implement the details to bring it all together.

What qualifications, skills, or experiences would you bring to the Board/Committee/Commission? Strong accounting background coupled with an economics perspective to aid in building on a goal and putting benchmarks in place to see a project through.

Previous/current appointed or elected offices: None
Previous/current community affiliations or activities: Volunteer at multiple events (comm gardens, etc).

If not appointed at this time, may we keep your name on file? [X] Yes [] No

Signature: [Handwritten Signature] Date: 2/3/14
I have sufficient time to devote to this responsibility and will attend the required meetings if appointed.

(App 11/13)

March 17, 2014

**CITY COUNCIL GOAL SETTING FOR FISCAL YEAR
JULY 1, 2014, THROUGH JUNE 30, 2015**

**Project Team: Michael J. Sykes, City Manager
Anna D. Ruggles, CMC, City Recorder**

BACKGROUND:

Pursuant to City Council Rules of Procedure, Section 16, the City Council must set its goals annually. The goals shall include *Short-Term Goals and Objectives* that the Council plans on completing within the next 12 months and *Long-Term Goals and Objectives* that the Council plans to work on during their term of office and/or future goals and objectives that may take longer to complete. The *Goals and Objectives* that Council sets annually help guide City administration and departments as they plan for the upcoming budget year.

DISCUSSION:

At the City Council Goal-Setting Retreat held March 1, 2014, Council identified the following three key goals for Fiscal Year 2014-15 (no proposed changes were made to the three existing key goals):

COUNCIL GOALS PROPOSED FOR FISCAL YEAR 2014-15:

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

In addition, at the City Council Goal-Setting Retreat held March 1, 2014, Council carried over seven (7) goal objectives from FY 2013-14 into FY 14-15 (attached as Attachment A) and identified 20 Goal Objectives from FY 2013-14 as long-term and/or ongoing and moved these objectives into its own list (attached as Attachment B).

COUNCIL GOALS AND OBJECTIVES WORK SESSION:

The City Council will be meeting to conduct a Goal Objectives Work Session on March 17, 2014. At the Council Work Session, Council will finish ranking and prioritizing their new Goals and Objectives to go along with the three (3) key Council Goals adopted for Fiscal Year 2014-15. Management staff recommends that objectives receiving less than 14 points be considered as "very low priority". The intent of asking Council to prioritize its objectives for the coming fiscal year is to know if there are specific objectives that require budget resources in order to be accomplished. Staff has prepared a resolution in advance so Council can adopt their new Goal Objectives for Fiscal Year 2014-15, which will be presented after the work session for Council consideration at the March 17, 2014, regular City Council meeting. After Council adopts its three (3) key Council Goals and new Goal Objectives, Department Directors will provide funding source information if required and incorporate any significant goals and objectives into their work plans and will be presented to Council at a later date.

STAFF RECOMMENDATION:

Staff recommends the City Council approve the attached Resolution No. 2014-33 adopting the Council's three (3) key goals for Fiscal Year 2014-15 as noted in the attached Exhibit A, and approve the attached Resolution No. 2014-34 adopting the Council's Goal Objectives for Fiscal Year 2014-15. In addition, staff recommends that Council adopt their Council Team Agreement for 2014 (attached as Agenda Item 9).

CITY COUNCIL FISCAL YEAR 2013-14 GOALS AND OBJECTIVES
CARRIED OVER INTO FISCAL YEAR 2014-15

	Objectives:	Status:	Dept. Assigned:
FY 13-14	Develop Strategic Sustainability Plan	FY 14-15	Holan
FY 13-14	A. T. Smith House tie into City-related programs	FY 14-15	Gamble
FY 13-14	Police Department Facility Needs Assessment	FY 14-15	Downey; Schutz
FY 13-14	Fire Department Strategic Plan	FY 14-15	Downey; Kinkade
FY 13-14	Emergency Water Bladders, Budget \$ FY 2014-15	FY 14-15	Downey; Kinkade
FY 13-14	Complete Urban Renewal Program – Phase II	FY 14-15	Holan; King; Downey
FY 13-14	Develop Budget Projected Policy for large projects	FY 14-15	Downey

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CITY COUNCIL LONG-TERM OR ONGOING GOALS AND OBJECTIVES

GOAL 1

**PROMOTE SAFE, LIVABLE, AND SUSTAINABLE NEIGHBORHOODS
AND A PROSPEROUS DYNAMIC, GREEN CITY**

Goal #	Objectives:	Status:	Dept. Assigned:
1.	Affordable Housing	Ongoing	Holan
2.	Business Retention, Recruitment and Marketing Efforts: <ul style="list-style-type: none"> • Promote Tourism Opportunities and Events • Forest Grove/Cornelius Chamber of Commerce Partnership 	Ongoing	Cress; King
3.	Code Enforcement Emphasis: <ul style="list-style-type: none"> • Graffiti • Crime prevention 	Ongoing	Schutz
4.	Downtown Revitalization Efforts: <ul style="list-style-type: none"> • Town Center Plaza • Downtown Corridor Traffic Flow 	Ongoing	Foster; Holan; King
5.	Energy Efficiency Upgrades, Reduce Energy Consumption: <ul style="list-style-type: none"> • Aquatic Center 	Ongoing	Gamble
6.	Public Arts, Promote	Ongoing	Gamble; Winters;
7.	Public Relations, Enhance Communications: <ul style="list-style-type: none"> • City Services • City Accomplishments • Council/Citizen Outreach (i.e., table at Farmers Market) 	Ongoing	Sykes; Maughan Council
8.	Post Office, New or Retail Store	Long-Term	Sykes
9.	Sidewalk Improvements: <ul style="list-style-type: none"> • LID • Safe Routes to Schools • East of Mountain View Lane • B Street 	Ongoing	Foster
10.	Transit: <ul style="list-style-type: none"> • Grovelink • High-Capacity 	Ongoing	Foster; Holan
11.	Trail Projects, local: <ul style="list-style-type: none"> • Regional Trail Intertwine 	Ongoing	Gamble
12.	Transportation Infrastructure Improvements: <ul style="list-style-type: none"> • Complete David Hill Road 	Ongoing	Foster/Holan
13.	Workforce Center, local	Ongoing	Cress; King

GOAL 2

**PROMOTE A PRUDENT FINANCIAL PLAN TO MAINTAIN
EFFECTIVE SERVICE LEVELS OF A FULL-CITY SERVICE CITY**

Goal #	Objectives:	Status:	Dept. Assigned:
14.	Budget, balanced as required by law	Yearly	All Departments
15.	City, Maintain a Full-Service City	Ongoing	Sykes
16.	Levy 5-Year Forecast: <ul style="list-style-type: none">• Levy replacement• Stable revenue source• Long-Term Funding• Essential City Services and Operations	Ongoing	Sykes; Downey; Kinkade, Schutz

GOAL 3

**PROMOTE THE INTERESTS AND NEEDS OF
FOREST GROVE IN LOCAL, STATE AND NATIONAL AFFAIRS**

Goal #	Objectives:	Status:	Dept. Assigned:
17.	Federal Lobbying Efforts	Ongoing	Council
18.	Unfunded Mandates, stay alert	Ongoing	Sykes
19.	Support Legislative Agenda, Regional, Local, and State: <ul style="list-style-type: none">• Metro• Clean Water Services• Fernhill Wetlands• WC Forums		
20.	Support Local Entities: <ul style="list-style-type: none">• Forest Grove Senior and Community Center• Forest Grove/Cornelius Chamber of Commerce	Ongoing	Sykes; Council



RESOLUTION NO. 2014-33

**RESOLUTION OF THE CITY OF FOREST GROVE CITY COUNCIL
ADOPTING CITY COUNCIL GOALS FOR FISCAL YEAR 2014-15**

WHEREAS, pursuant to City Council Rules of Procedure, Section 16, the City Council must set its Council Goals annually; and

WHEREAS, the Forest Grove City Council held an Annual Town Meeting on February 1, 2014; and

WHEREAS, the Forest Grove City Council and Management Team met in Goal-Setting Work Session on March 1, 2014, to discuss goals for the next fiscal year; and

WHEREAS, the City Council has determined three goals for Fiscal Year 2014-15.

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

Section 1. That the City of Forest Grove City Council hereby adopts the City Council Goals for Fiscal Year 2014-15 as follows:

- GOAL 1 Promote Safe, Livable, and Sustainable Neighborhoods and a Prosperous Dynamic, Green City**
- GOAL 2 Promote a Prudent Financial Plan to Maintain Effective Service Levels of a Full-Service City**
- GOAL 3 Promote the Interests and Needs of Forest Grove in Local, State, and National Affairs**

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

PRESENTED AND PASSED this 17th day of March, 2014.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 17th day of March, 2014.

Peter B. Truax, Mayor

**city of
forest
grove**

CITY COUNCIL GOALS FOR 2014-15

**Promote Safe, Livable and
Sustainable Neighborhoods and
a Prosperous Dynamic, Green City**



**Promote a Prudent Financial Plan to
Maintain Effective Service Levels
of a Full-Service City**

**Promote the Interests and Needs of
Forest Grove in Local, State, and
National Affairs**



RESOLUTION NO. 2014-34

**RESOLUTION OF THE CITY OF FOREST GROVE CITY COUNCIL
ADOPTING CITY COUNCIL GOAL OBJECTIVES FOR FISCAL YEAR 2014-15**

WHEREAS, the City Council adopted three key Council Goals for Fiscal Year 2014-15 pursuant to Resolution No. 2014-33; and

WHEREAS, the City Council and Management Team met in Council Goal Setting Work Sessions on March 1 and March 17, 2014, to discuss goal objectives for Fiscal Year 2014-15; and

WHEREAS, the City Council has identified, ranked, and prioritized the City Council Goal Objectives for Fiscal Year 2014-15 as attached in Exhibit A.

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

Section 1. That the City of Forest Grove City Council hereby adopts the City Council Goal Objectives for Fiscal Year 2014-15 as attached in Exhibit A.

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

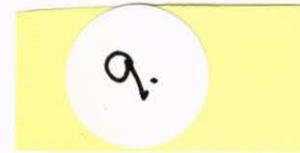
PRESENTED AND PASSED this 17th day of March, 2014.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 17th day of March, 2014.

Peter B. Truax, Mayor

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Agreements for Conducting Council Meetings and Business

1. Attendance at Council meetings is first priority; if unable to attend, please contact the City Recorder.
2. Be on time to meetings and read the packet prior to the meeting - be prepared to work.
3. Mayor will take the lead in keeping the meeting and discussion focused.
4. Distribute information in advance of Council discussion.
5. Mayor will recognize councilors when indicating they wish to speak.
6. Put a time limit on audience testimony and ask them not to repeat previous speakers.
7. Use formal procedure (point of order, call for question, etc.) to focus the meeting. Formal procedure may be used when necessary for effective discussion in lieu of Council's usual, more informal, process. Individuals should use procedure appropriately and courteously.
8. Council meetings are televised live; this requires Council to act professionally by:
 - Speaking in turn and on the issue;
 - Not interrupting;
 - No engaging in side conversations; and
 - Treating the public and each other with courtesy.
9. Refrain from personal attacks, including to presenters, staff, and Council.
10. Agree to be diplomatic about disagreement; leave disagreement at the dais and do not try to polarize other councilors.
11. Call the City Manager or designee with questions and requests prior to the meeting.
12. Information available to one council member will be available to all, in a timely manner.
13. Every effort will be made to adjourn meetings by 9:00 p.m.

Individual Council Member Conduct Agreements

Council Members agree to:

- Be straightforward about goals and issues.
- Cultivate exchange of views with other councilors.
- Avoid saying or doing anything that would discredit or harm the City.

Commitments as a Council

Council strives to:

- Continue to improve citizen involvement, awareness and participation.
- Improve follow-up and resolution of citizen concerns or complaints.
- Act as an advocate for the City.

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PROCLAMATION

National Community Development Week

April 21 – April 26, 2014

WHEREAS, the week of April 21 – 26, 2014, has been designated as National Community Development Week by the National Community Development Association to celebrate the Community Development Block Grant (CDBG) Program and the HOME Investment Partnerships (HOME) Program; and

WHEREAS, the CDBG program provides annual funding and flexibility to local communities to provide decent, safe and sanitary housing, a suitable living environment and economic opportunities to low-and-moderate-income people;

WHEREAS, the HOME Investment Partnerships (HOME) Program provides funding to local communities to create decent, safe and affordable housing opportunities for low-income persons. Nationally, over one million units of affordable housing have been completed using HOME funds; and

WHEREAS, over the programs' history, our community has received a total of \$4,110,312 in CDBG funds and \$2,548,566 in HOME fund.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM THE WEEK OF APRIL 21 – APRIL 26, 2014, AS

NATIONAL COMMUNITY DEVELOPMENT WEEK

in Forest Grove, Oregon, Washington County, in support of these two valuable programs that have made tremendous contributions to the viability of the housing stock, infrastructure, public services, and economic vitality of our community.

BE IT FURTHER PROCLAIMED, that this community urges Congress and the Administration to recognize the outstanding work being done locally and nationally by the Community Development Block Grant Program and the HOME Investment Partnerships Program by supporting increased funding for both programs in FY 2015.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 17th day of March, 2014.



Peter B. Truax, Mayor, City of Forest Grove



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**FOREST GROVE CITY COUNCIL WORK SESSION
(URBAN RENEWAL)
FEBRUARY 12, 2014 – 5:30 P.M.
FIRE DEPARTMENT– CONFERENCE ROOM
PAGE 1**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 5:37 p.m. **ROLL CALL:**
COUNCIL PRESENT: Thomas Johnston, Council President; Richard Kidd; Victoria Lowe; Camille Miller; Ronald Thompson; Elena Uhing; and Mayor Peter Truax. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Rob Foster, Public Works Director; Jon Holan, Community Development Director; Dan Riordan, Senior Planner; George Cress, Light and Power Director (in the audience); Jeff King, Economic Development Coordinator (in the audience); and Anna Ruggles, City Recorder.

2. WORK SESSION: URBAN RENEWAL

Holan, Riordan and Sykes facilitated the work session, noting the purpose of the work session was to address topics raised by Council in previous work sessions regarding the City's proposed urban renewal program. Riordan presented a PowerPoint presentation outlining additional information about the City's proposal for an urban renewal program and community benefits as well as reasons urban renewals have been successful and limited risks. Riordan referenced a map in the PowerPoint showing the City's proposed urban renewal district area, noting the map shows the district is approximately 6.6 percent of the City's total land area and focuses on the downtown area and Pacific Avenue corridor. Riordan referenced case studies to show how an urban renewal district can generate tax increments to fund projects and programs, noting approximately 75 cities and counties in Oregon have successful urban renewal programs. In addition, Riordan referenced several slides showing specific projects in Forest Grove to show how property tax is assessed with urban renewal and without urban renewal, noting property taxes are paid the same with or without urban renewal. Riordan explained once the urban renewal area is designated, the increased tax revenues in the area go into urban renewal, noting as a result, an urban renewal program usually takes several years to generate enough revenue to fund projects and programs within the district. In conclusion of the above-noted staff report, Holan and Riordan recommended proceeding with Phase II, drafting a finalized Urban Renewal Plan and technical reports, for Council consideration.

Council Discussion:

Mayor Truax opened the floor and roundtable discussions ensued pertaining to staff's recommendation to proceed with Phase II, drafting a finalized Urban

**FOREST GROVE CITY COUNCIL WORK SESSION
(URBAN RENEWAL)
FEBRUARY 12, 2014 – 5:30 P.M.
FIRE DEPARTMENT– CONFERENCE ROOM
PAGE 2**

Renewal Plan. Holan and Riordan responded to various inquiries, concerns and scenarios Council presented pertaining to case studies and how urban renewal can be used as a tool to finance projects and bring private investments into the community, noting the risks are limited and can be mitigated and/or the program can be terminated by Council at any time.

In conclusion of the above-noted Council discussion, Sykes thanked Council for their input and support, noting staff will bring back a finalized Urban Renewal Plan for Council's review and decision-making, to which the Council collectively concurred, with the exception of Lowe who indicated she is not convinced she is prepared to proceed with an urban renewal program. Lowe cited information provided by the League of Oregon Cities in 2012 regarding urban renewal and the major failure of two cities, noting she would be willing to consider a smaller area of land. In conclusion of the above-noted discussion, Mayor Truax stressed staff has addressed all there is to address about urban renewal, noting it is now time to proceed with the next step, which is to bring back a formal proposal for Council's consideration.

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

3. ADJOURNMENT

Mayor Truax adjourned the work session at 6:40 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

**FOREST GROVE CITY COUNCIL WORK SESSION
(WATERSHED MANAGEMENT)
FEBRUARY 12, 2014 – 6:30 P.M.
FIRE DEPARTMENT– CONFERENCE ROOM
PAGE 1**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 6:45 p.m. **ROLL CALL:**
COUNCIL PRESENT: Thomas Johnston, Council President; Richard Kidd; Victoria Lowe; Camille Miller; Ronald Thompson; Elena Uhing; and Mayor Peter Truax. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Rob Foster, Public Works Director; George Cress, Light and Power Director (in the audience); Tom Gamble, Parks and Recreation Director (in the audience); and Anna Ruggles, City Recorder.

2. WORK SESSION: WATERSHED MANAGEMENT

Foster and Sykes facilitated the work session, noting the purpose of the work session was to discuss and review the City's watershed management services and timber harvest activities for the next three years (2014-2016), noting the City advertised for proposals from qualified firms for watershed management services and received one proposal, which was submitted by Trout Mountain Forestry, City's current forester. Foster indicated other firms did not submit a proposal because the City's watershed is small in comparison to the size of watersheds the other firms prefer to manage. Foster reported the City's proposal was two-fold, one part of the proposal was for the timber harvest management activities and the second part of the proposal was for the overall management of the watershed. Foster advised management staff has been exploring the possibility of using a city employee, who currently works in the Parks Department and who holds a degree in Natural Resources with a Forest Ecosystem Management option, to assist with the management tasks of the watershed, noting this employee is qualified to perform many of the tasks identified in the second part of the proposal. In conclusion of the above-noted staff report, Foster advised staff is recommending to award the three-year contract to Trout Mountain Forestry for the timber harvest management activities in order to keep this portion of the proposal moving forward and to take advantage of the timber harvest season, noting management staff will continue assessing the possibility of using qualified city personnel to perform the overall watershed management tasks identified in part two of the proposal.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to staff's recommendation to award the timber harvest management activities to Trout Mountain Forestry and using city resources for the watershed management

**FOREST GROVE CITY COUNCIL WORK SESSION
(WATERSHED MANAGEMENT)
FEBRUARY 12, 2014 – 6:30 P.M.
FIRE DEPARTMENT– CONFERENCE ROOM
PAGE 2**

tasks as identified in part two of the proposal. Foster addressed Council inquiries and concerns pertaining to the three-year contract and timber harvest revenues, noting the timber harvest management activities will be billed at the rate of seven percent of the gross timber sale proceeds. Foster explained the overall watershed management tasks are billed as itemized fees as outlined in the cost proposal; however, it is unknown at this time what the cost savings will be to the city if the city uses its own resources. In response to Council inquiries pertaining to maintaining park-related services with limited staff, Gamble indicated though he does not want to lose an employee in the Parks Department, if the City has an employee who is qualified to assist with managing the tasks of the watershed, he is willing to explore the possibility and is willing to make adjustments.

In conclusion of the above-noted Council discussion, Sykes thanked Council for their input and support, noting he will award the timber harvest management activities to Trout Mountain Forestry and will update Council once he makes a decision on the overall watershed management portion of the proposal.

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

3. ADJOURNMENT

Mayor Truax adjourned the work session at 6:52 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

**FOREST GROVE CITY COUNCIL REGULAR MEETING
FEBRUARY 24, 2014 – 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 7:02 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Council President; Richard Kidd; Victoria Lowe; Camille Miller; Ronald Thompson; Elena Uhing; and Mayor Peter Truax. **STAFF PRESENT:** Michael Sykes, City Manager; Michael Greene, City Attorney; Paul Downey, Administrative Services Director; Colleen Winters, Library Director; Janie Schutz, Police Chief; Mike Herb, Police Captain; George Cress, Light and Power Director (in the audience); Michael Kinkade, Fire Chief (in the audience); Rob Foster, Public Works Director (in the audience); and Anna Ruggles, City Recorder.

1. A. EMPLOYEE RECOGNITION:

Mayor Truax and Winters read the commendation and presented a Certificate of Appreciation to Linda Minor, Library Reference Services Supervisor, who is retiring after 23 years of service with the City.

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 Regular Meeting Minutes of January 27, 2014.
- B. Approve City Council Work Session (CEP Process for FY 2014-15) Meeting Minutes of February 10, 2014.
- C. Approve City Council Regular Meeting Minutes of February 10, 2014.
- D. Accept Library Commission Meeting Minutes of January 21, 2014.
- E. Accept Public Arts Commission Meeting Minutes of December 12, 2013, and January 9, 2014.

**FOREST GROVE CITY COUNCIL REGULAR MEETING
FEBRUARY 24, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 2**

- F. Library Department Circulation Statistics Report for February 2014.
- G. Endorse Liquor License Renewal Applications for Year 2014:
 - 1. 7-Eleven #2362-20715C, (Off-Premises Sales)
 - 2. 76 Forest Grove (Off-Premises Sales)
 - 3. ARAMARK Educational Services (Limited On-Premises Sales)
 - 4. Ballad Town Billiards (Full On-Premises Sales)
 - 5. Bi-Mart (Off-Premises Sales)
 - 6. Circle Inn Tavern (Full On and Limited-On Premises Sales)
 - 7. Cornerstone Pub & Grill (Limited On-Premises Sales and Off-Premises Sales)
 - 8. Diamond Palace Restaurant (Full On-Premises Sales)
 - 9. Forest Grove Elks Lodge #2440 (Full On-Premises Sales)
 - 10. Forest Grove Sushi (Limited On-Premises Sales)
 - 11. Forest Tobacco (Off-Premises Sales)
 - 12. Forest Grove Theater (Limited On-Premises)
 - 13. Godfather's Pizza/Players Pub (Full On-Premises and Off-Premises Sales)
 - 14. Half Moon Sports Bar & New Chinese Cuisine (Full On-Premises Sales)
 - 15. Hello Market (Off-Premises Sales)
 - 16. Izgara Bar and Grill (Full On-Premises Sales)
 - 17. Jade Green Palace Restaurant (Full On-Premises Sales)
 - 18. La Hacienda (Limited On-Premises Sales)
 - 19. La Sierra Mexican Restaurant (Full On-Premises Sales)
 - 20. Maggie's Buns (Limited On-Premises Sales)
 - 21. Mama Jiah's Market (Off-Premises Sales)
 - 22. Mandarin China Restaurant (Limited On-Premises Sales)
 - 23. Mini Mart (Off-Premises Sales)
 - 24. Pac Thai (Limited On-Premises Sales)
 - 25. Phil's 1500 Subs (Limited On-Premises Sales)
 - 26. Pizza Schmizza (Limited On-Premises Sales)
 - 27. Plaid Pantry #20 (Off-Premises Sales)
 - 28. Plaid Pantry #99 (Off-Premises Sales)
 - 29. **Rainbow Lanes (Limited On-Premises Sales) –**

**FOREST GROVE CITY COUNCIL REGULAR MEETING
FEBRUARY 24, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 3**

Item removed for discussion.

- 30. Safeway Store #0406 (Off-Premises Sales)
- 31. The Flag Deli (Limited On-Premises Sales)
- 32. The Masonic Grand Lodge (Full On-Premises Sales)
- 33. Urban Decanter (Full On-Premises and Off-Premises Sales)
- 34. Winner's Connection (Limited On-Premises Sales and Off-Premises Sales)

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

- 3. G. Endorse Liquor License Renewal Applications for Year 2014:**
Thompson removed from the Consent Agenda for Council discussion Item 3. G. 29. Rainbow Lanes (Limited On-Premises Sales), to which Mayor Truax indicated the OLCC issued a citation to the above-noted business for selling alcohol to a minor during a recent decoy sting operation. Mayor Truax asked City Recorder Ruggles to issue a warning to the above-noted business that Council takes this type of violation very seriously, noting the business needs to comply with the law, to which Ruggles noted.

Hearing no further discussion from the Council, Mayor Truax asked for a motion to approve the above-noted Consent Agenda Item.

MOTION: Councilor Thompson moved, seconded by Councilor Kidd, to approve the above-noted Consent Agenda Item as presented. MOTION CARRIED 7-0 by voice vote.

- 4. ADDITIONS/DELETIONS: None.**

5. PRESENTATIONS:

- 5. A. FG Police Department Record Management System (RegJin)**
Police Chief Schutz and Captain Herb presented a PowerPoint presentation highlighting the history of the Forest Grove Police Department's Records Management System (RMS), dating back to 1980, noting in 2009, the department joined other Washington County agencies in becoming members of the Portland Police Data System (PPDS). Chief Schutz and Herb reported the City of Portland Police Department is

**FOREST GROVE CITY COUNCIL REGULAR MEETING
FEBRUARY 24, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 4**

implementing a new RMS, which will replace PPDS, noting Forest Grove Police Department will be grandfathered into the new Regional Justice Information Network (RegJin) RMS when it is implemented. Herb reported the new RegJin RMS has the capability of sharing crime-related data information with potentially over 40 law enforcement agencies that operate within the Portland metropolitan area and between various regional law enforcement agencies, expanding the repository of critical crime data throughout Oregon. Chief Schutz advised management staff is seeking authorization to enter into an Intergovernmental Agreement (IGA) between the City and City of Portland for early implementation of the new RegJin RMS, noting entering into the IGA will allow the City to provide input during the implementation phase of the new RMS. Herb noted entering into the IGA has no costs associated; however, once RegJin is implemented, the costs sharing formula of the new RMS are estimated to be \$55 per sworn officer per month, potentially increasing annual costs to \$19,140. Herb advised the department currently pays \$10,000 annually for PPDS, noting RegJin will allow electronic report writing, electronic ticketing, property and evidence control, crime analysis, and state reporting data; thus, allowing the department to be virtually paperless and will improve staff efficiency and reduce resources. In conclusion of the above-noted staff presentation, Chief Schutz and Herb addressed various Council inquiries and concerns pertaining to the capabilities of the new RMS, transferring existing PPDS data and budgetary resources.

Hearing no further discussion from the Council, Mayor Truax asked for a motion as noted below.

MOTION: Council President Johnston moved, seconded by Councilor Uhing, to authorize the City Manager to enter into the Intergovernmental Agreement between the City and City of Portland for the purpose of implementing a new police records management system, known as Regional Justice Information System. MOTION CARRIED 7-0 by voice vote.

- 5. B.** Annual Financial Audit Report for Year Ending June 30, 2013
Downey introduced Brad Bingenheimer, City Auditor, who presented a PowerPoint presentation outlining the audit process and Financial Audit Report for period ending June 30, 2013, noting he is pleased to report no significant management advisory suggestions were made and no

**FOREST GROVE CITY COUNCIL REGULAR MEETING
FEBRUARY 24, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 5**

difficulties were encountered while performing and completing the City's audit. Bingenheimer highlighted the City's financial activities and financial position, noting the General Fund reported a fund balance of \$4,238,416, a decrease of \$525,860 from the prior fiscal year. Bingenheimer explained the primary reason for the decrease in fund balance is the purchase of property (Times Litho) for \$800,000, noting funds will be transferred in Fiscal Year 2013-14 to reimburse the General Fund for the property purchase. Bingenheimer highlighted the City's capital assets and long-term debts, noting the City issued no additional debt in Fiscal Year 2013. Bingenheimer highlighted the City's economic factors, noting the City has been able to maintain its General Fund balance due to departments spending less and due to unanticipated vacancies in public safety. Bingenheimer noted new single-family home construction set a record in Fiscal Year 2012-13 with 166 building permits issued; however housing costs are still lower than five years ago, which will impact the growth of property taxes. In conclusion of the above-noted presentation, Bingenheimer commended staff for their assistance and support during the City's audit process.

5. C. Quarterly Financial Report for Period Ending December 31, 2013

Downey presented a PowerPoint presentation outlining the quarterly financial report ending December 31, 2013, noting this is the second quarter of the City's fiscal year ending June 30, 2014. Downey explained the first part of the report is a graphical representation of the quarterly status of the City's major operating departments and funds; the second part of the report contains comments on other funds where material events have or are projected to occur; and the third part of the report is the line item detail, noting the actual revenues received or expenditures disbursed through the end of the quarter are compared to the quarterly budget allotment and expressed in the detail report as both a dollar variance and percent variance. In conclusion of the presentation, Downey highlighted graphs pertaining to the General Fund, Building Services Fund, Information Systems Fund, Light Fund, Street Fund, Sewer Fund, Water Fund, Surface Water Management Fund, Equipment Fund and other funds, noting the General Fund is off to a good start for the second quarter of the fiscal year and overall, revenues are slightly above the allocation for the first two quarters. In response to Mayor Truax's inquiry pertaining to the City having leeway in the Construction Excise Tax collected on behalf of the Forest Grove School District, Downey advised pursuant to the Intergovernmental Agreement, the City has no leeway on how the tax is collected and cannot reduce or exempt

the amount of the excise tax that is required to be collected.

**6. RESOLUTION NO. 2014-30 ADOPTING COMMUNITY
ENHANCEMENT PROGRAM (CEP) PROCESS FOR FISCAL YEAR
2014-15 AND REPEALING RESOLUTION NO. 2013-21**

Staff Report:

Downey presented the above-proposed resolution requesting to adopt the Community Enhancement Program (CEP) process for Fiscal Year 2014-15, noting the proposed changes for Fiscal Year 2014-15 as discussed in Council Work Session on February 10, 2014, and as noted in the staff report, are as follows:

- A. CEP funds will be dedicated to projects that promote sustainability.
- B. CEP funds available will be equal between two groups; projects submitted by City advisory boards and commissions and projects submitted by other organizations.
- C. CEP funds can be reallocated if either group does not use all the funding available.
- D. CEP funding is limited to \$5,000 maximum per project.

In addition, Downey reported the CEP funds available for Fiscal Year 2014-15 are approximately \$57,000, noting each group will be allocated \$28,500 and Council will have \$4,072 to allocate to each group. In conclusion of the above-noted staff report, Downey advised the proposed resolution has no fiscal impact to the City as outlined in the staff report and as proposed in the resolution.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2014-30.

Sykes read Resolution No. 2014-30 by title.

MOTION: Councilor Lowe moved, seconded by Councilor Kidd, to adopt Resolution No. 2014-30 Adopting Community Enhancement Program (CEP) Process for Fiscal Year 2014-15 and Repealing Resolution No. 2013-21.

Council Discussion:

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In response to Lowe's inquiry, Downey referenced Page 1 of the staff report, noting changing the CEP funding allocation does not affect the criteria set by Metro as outlined in the report.

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

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

7. RESOLUTION NO. 2014-31 APPOINTING THE CITY AUDITOR (BOLDT, CARLISLE & SMITH, LLC) FOR FISCAL YEAR 2013-14 THROUGH 2015-16

Staff Report:

Downey presented the above-proposed resolution requesting to consider reappointing the City Auditor (Boldt, Carlisle and Smith (BCS) for fiscal years ending June 30, 2014, through July 1, 2016. Downey reported the City Charter requires Council to appoint the City Auditor, noting staff will recommend conducting a new Request for Proposal at the end of the three-year term ending 2016. In conclusion of the staff report, Downey advised BCS is requesting a four percent increase in its audit fee for the next three years of the new contract as outlined in the staff report and as proposed in the resolution.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2014-31.

Sykes read Resolution No. 2014-31 by title.

MOTION: Council President Johnston moved, seconded by Councilor Kidd, to adopt Resolution No. 2014-31 Appointing the City Auditor (Boldt, Carlisle & Smith, LLC) for Fiscal Year 2013-14 through 2015-16.

Council Discussion:

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

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

8. CITY MANAGER'S REPORT:

Sykes reported on upcoming events as noted in the Council calendar and reported on other various upcoming local meetings and community-wide events as noted in the City Manager's Report. Sykes noted the Council Retreat will be a joint retreat with Department Directors and is scheduled for Saturday, March 1, 2014. Sykes commended Mayor Truax for his State of the City Address, noting it was an outstanding presentation with over 100 attendees. Sykes gave an update on the Court of Appeals decision to remand four issues pertaining to the Urban/Rural Reserves program, noting staff will be making a presentation to Council at the next Council meeting. Sykes highlighted the budget process, noting Budget Committee meetings have been set for April 24, May 22, May 29 and June 4, 2014. In addition, Sykes distributed a copy of his written report, which outlined various meetings he attended and provided updates on various City department-related activities, projects, and upcoming city-wide events.

9. COUNCIL COMMUNICATIONS:

Council President Johnston reported attending the Forest Grove Rural Fire Protection District meeting, noting the Board paid the last bond payment. Johnston highlighted the first article published by Public Safety Advisory Commission (PSAC), noting the article addressed pedestrians and crosswalk safety. Johnston noted PSAC is going to begin publishing articles in the newspaper on a regular basis pertaining to public safety-related concerns. Johnston commended Mayor Truax on his State of the City Address, noting a number of legislative representatives attended. In addition, Johnston reported on matters of interest and upcoming meetings he was planning to attend.

Kidd reported on Historic Landmarks Board (HLB)-related activities, noting HLB meets tomorrow. In addition, Kidd reported on other matters of interest and upcoming meetings he was planning to attend.

Lowe reported attending the Parks and Recreation Commission (P&R) meeting, noting P&R discussed its proposed goals for 2014 and discussed a proposed ordinance prohibiting smoking in city-related

**FOREST GROVE CITY COUNCIL REGULAR MEETING
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property, including city parks. Lowe noted P&R plans to hold a public meeting on March 20, 2014, 7pm, in the Community Auditorium, to take public testimony on the proposal. In addition, Lowe reported on other matters of interest and upcoming meetings she was planning to attend.

Miller reported attending the Public Arts Commission (PAC) meeting, noting PAC discussed fundraising and has a retreat schedule on March 22, 2014. Miller commended Mayor Truax for his State of the City Address. In addition, Miller reported on other matters of interest and upcoming community-related events and meetings she was planning to attend.

Thompson reported attending the Community Forestry Commission (CFC) meeting, noting CFC identified projects for Tree City USA recognition and conducted its annual goal setting. Thompson reported on Ride Connection and Forest Grove Senior and Community Center-related activities. In addition, Thompson reported on other matters of interest and upcoming meetings he was planning to attend.

Uhing reported attending the Economic Development Commission (EDC) meeting, noting Bob Terry, Washington County Commissioner, was guest speaker. In addition, Uhing reported on upcoming meetings she was planning to attend.

Mayor Truax announced dates of various upcoming activities and meetings as noted in the Council Calendar. Mayor Truax highlighted the State of the City Address, noting he and Cornelius Mayor Jef Dalin each gave their State of the City Addresses at the Chamber Luncheon. Mayor Truax highlighted the Annual Town Meeting survey results, noting he was a little disappointment with the attendance. Mayor Truax reported on his plans to attend the National League of Cities Conference in Washington, D. C., noting he will be out March 4 through March 13, 2014. Mayor Truax noted the next Council meeting is scheduled for Monday, March 17, 2014. In addition, Mayor Truax reported on other various local, regional, Metro, and Washington County meetings he attended and distributed a copy of the upcoming meetings and community-related events he was planning to attend.

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10. ADJOURNMENT:

Mayor Truax adjourned the meeting at 9:02 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

**FOREST GROVE CITY COUNCIL WORK SESSION
(COUNCIL RETREAT)
MARCH 1, 2014 – 8:30 A.M.
1910 MAIN STREET BISTRO - CONFERENCE ROOM
PAGE 1**

Minutes are unofficial until approved by the Council.

1. ROLL CALL

Mayor Peter Truax called the Council Retreat to order at 8:50 a.m. **ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Council President; Richard Kidd; Victoria Lowe; Camille Miller; Ronald Thompson; Elena Uhing, and Mayor Peter Truax. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Rob Foster, Public Works Director; Tom Gamble, Parks and Recreation Director; Jon Holan, Community Development Director; Michael Kinkade, Fire Chief; Janie Schutz, Police Chief; Colleen Winters, Library Director; Jeff King, Economic Development Coordinator; and Anna Ruggles, City Recorder.

Mayor Truax highlighted legislative action “grand bargain” urban and rural reserves and various legislative discussions.

2. 2013 COUNCIL GOALS/OBJECTIVES STATUS UPDATE/ACTION PLANS

Mayor Truax opened the floor and roundtable discussion ensued as Sykes reviewed and highlighted percentage completion status of each goal/objective identified in 2013 (total of 47 objectives). At the conclusion of the above-noted Council discussion and review, Council collectively concurred to carryover seven (7) active goal objectives and identified 20 goal objectives as long-term and/or ongoing and moved these goal objectives to a separate list, which will be carried over into Fiscal Year 2014-15.

3. ANNUAL TOWN MEETING RESULTS

Mayor Truax opened the floor and roundtable discussion ensued as Sykes reviewed and highlighted each of the survey questions and results conducted at the Annual Town Meeting, which was held February 1, 2014.

Council recessed at 10:35 a.m. for a break and reconvened at 10:45 a.m.

4. PRESENTATION OF 2014-15 DEPARTMENT KEY GOALS

Sykes reported this year, he asked Department Directors to meet with their key staff and respective boards, committees and commissions and identify at least five top department-related goals to present to Council as part of Council’s goal-setting exercise for Fiscal Year 2014-15. Mayor Truax opened the floor and roundtable discussion ensued as each Department Director reviewed and

**FOREST GROVE CITY COUNCIL WORK SESSION
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highlighted each of their department key goals, which were included in the packet.

Council recessed at 11:30 a.m. for a break and reconvened at 11:55 a.m.

Department Directors were excused after lunch.

5. SET COUNCIL KEY GOALS FOR FISCAL YEAR 2014-15

Mayor Truax opened the floor and roundtable discussion ensued as Councilmembers reviewed each of the existing Council Key Goals. At the conclusion of the above-noted Council discussion and review, Council concurred to keep the three existing Council Key Goals as follows:

Goal 1:

- Promote Safe, Livable and Sustainable Neighborhoods and a Prosperous Dynamic, Green City;

Goal 2:

- Promote a Prudent Financial Plan to Maintain Effective Service Levels of a Full-Service City; and

Goal 3:

- Promote the Interests and Needs of Forest Grove in Local, State, and National Affairs.

A resolution adopting the above-noted Council Key Goals will be presented for Council consideration at the Council Meeting scheduled for Monday, March 17, 2014.

6. IDENTIFY NEW COUNCIL GOALS/OBJECTIVES FOR FISCAL YEAR 2014-15

Due to the time, Sykes asked Council to think about their most important or significant Council goals/objectives to be added to Fiscal Year 2014-15 and to submit their list to Ruggles no later than Friday, March 7, 2014, for the Council Goal-Setting Work Session scheduled for Monday, March 17, 2014. Sykes explained Council will be asked at the work session to assess and rank their new goals/objectives, noting any goal/objective receiving less than 14 of the possible 28 points will be considered as “very low priority”. Sykes noted the intent of asking Council to prioritize its objectives for the coming fiscal year is to know if there are specific objectives that require budget resources in order to be

**FOREST GROVE CITY COUNCIL WORK SESSION
(COUNCIL RETREAT)
MARCH 1, 2014 – 8:30 A.M.
1910 MAIN STREET BISTRO - CONFERENCE ROOM
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accomplished.

Council recessed at 1:06 p.m. for a break and reconvened at 1:17 p.m.

7. COUNCIL TEAM AGREEMENT

Mayor Truax opened the floor and roundtable discussion ensued as Councilmembers had an opportunity to discuss, review, and/or amend their team agreement. At the conclusion of the above-noted Council discussion and review, Council collectively concurred to make minor language amendments to the Team Agreement, which will be presented for Council consideration at the Council Meeting scheduled for Monday, March 17, 2014.

8. OPEN DISCUSSION

Mayor Truax opened the floor and roundtable discussion ensued pertaining to Boards, Committees and Commissions (B&C) interview process, to which Council concurred to conduct B&C interviews in the fall during annual recruitment and interviews in the spring to fill vacancies. Council also discussed encouraging applicants to attend at least two or three meetings of the B&C of interest before they apply so applicants have a better understanding of the role of the B&C.

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the status of the conversion of going to a paperless Council packet/iPads. Ruggles reported all Councilmembers have received their iPads and she is currently printing a total of five Council packets; three packets for Councilmembers, one for City Manager, and one for City record. At the conclusion of above-noted Council discussion, two Councilmembers advised they no longer needed a printed packet, to which Mayor Truax noted he would like all Councilmembers to eventually, within a reasonable time, go to a paperless Council packet.

Hearing no further discussion from the Council, Mayor Truax adjourned the Council Retreat.

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

**FOREST GROVE CITY COUNCIL WORK SESSION
(COUNCIL RETREAT)
MARCH 1, 2014 – 8:30 A.M.
1910 MAIN STREET BISTRO - CONFERENCE ROOM
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9. ADJOURNMENT

Mayor Truax adjourned the Council Retreat at 2:10 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder



3E

APPROVED

**COMMUNITY FORESTRY COMMISSION
CITY AUDITORIUM
1915 MAIN STREET, FOREST GROVE, OR
JANUARY 15, 2014**

Meeting called to order at 5:30:00. President Jen Warren in Chair.

Members Present – President Jen Warren in Chair, Mark Nakajima, David Hunter, Dale Wiley, Bruce Countryman,

Members Absent- Lance Schamberger

Staff Present: Dan Riordan – Steve Huffman

Council Liaison: Ron Thompson

Minutes were reviewed with corrections. David moved and Mark

Citizen Communication: None

OLD BUSINESS

Oregon Community Trees Arbor Day Grant. Dan has submitted the application and should hear the results on February 7th.

PROJECT REPORTS

Oak Wood / Dale

Dale will contact Chris Higginbotham at the high school to find out if they are interested in any of the oak wood for the Viking House.

Even Display Board / Jen: Nothing at this time.

Commerative Tree Project / Mark : Nothing at this time.

Urban Forest Management / Bruce: Started template. Will be working on after Christmas and

will monitor construction at Forest Glen Park,

Bare Root Recommendations / Dale: Will assemble from ANSI II standards, city specifications document.

Tree Standards / David: Will be merging this project with Bare Root Standards moving forward from here.

NEW BUSINESS

Boards and Commissions Dinner presentation on Jens outline. Add Tree City Award and add 15 tree inspections.

Bruce gave another overview on the Urban Forest Management.

David gave a Tree Standards update.

Steve said that the Parks Commission wants to include the Urban Forest Management Plan in the Parks Management plan.

Jen will have an update of the Event Display Board

Mark will have an update on the Commemorative Tree project.

ELECTION OF OFFICERS

In a shrewdly planned move, Mark moved and Bruce seconded that the CFC retain its current slate of officers. Bruce quickly called for the question and with little discussion a unanimous Affirmative ballot was cast of members present. The CFC will retain the same slate of officers for the next year.

NEXT MEETING

Next meeting will be planning retreat at the City Shops at 5:30 pm.

MEETING ADJOURNMENT

David moved and Mark seconded to adjourn the meeting. Unanimous affirmative vote adjourned the meeting. Meeting was adjourned at 6:23:01 pm.

Respectfully submitted,

Dale Wiley
CFC Secretary

APPROVED

3F

Members Present: George Cushing, Neil Poulsen, Holly Tsur, Larry Wade (three vacancies)
Staff Present: James Reitz
Council Liaison: Richard Kidd was present
Citizens Present: 02

1. **Call to Order:** Poulsen opened the meeting at 7:17 p.m. **The minutes of October 29 and November 26, 2013 were approved as submitted.**

2. **Citizen Communication:** Kathy Juvet and Melody Haveluck of the Friends of Historic Forest Grove came in to discuss a possible partnership for a totally different Preservation Fair format. Cushing noted that we were not planning to do a fair this year due to the lack of manpower. He thought perhaps the Board could partner with the FHFG and do something to promote or help restore the Smith House.

Juvet and Haveluck asked questions about previous fairs and if the Board had any ideas to make a future fair more successful. Board members replied that considerable promotional efforts had been done (direct mailings, newsletter and newspaper articles, and posters) but attendance was down last year. Juvet and Haveluck commented that due to safety concerns at the Smith House, general public access might have to be restricted, and that the only electricity available was at the power pole so any power needs would be via extension cords or generators. If an event were planned for outside, weather could be an issue.

Wade commented that if nothing were to happen this year then possibly next year could be better. Juvet and Haveluck said they would brainstorm with the Friends and work with Cushing on development of a possible program.

3. **Action Items / Discussion:**

A. **Officer Elections:** By unanimous consent, the present slate of officers was retained (Poulsen – chair; Tsur – vice chair; Cushing – secretary). Poulsen noted that as we get new Board members they should be groomed for office as rapidly as possible but they would have to understand the overall goals and aspirations of the Board to avoid any dilution of efforts.

B. **Review Annual Goals and Tasks:** The Board reviewed the status of 2013 tasks and updated the list for 2014 as follows -

1. Complete the design guidelines and standards and incorporate them into the Development Code. The Board will participate in the educational effort.
2. Preservation Fair: plan for a potential 2015 or 2016 event.
3. National Historic Preservation Month (May). Board activities may include: Hanging the banner over Pacific Avenue; library display; Council proclamation; Stewart Award.
4. CEP Grant Application; consider requesting funds for other projects in addition to the renovation grant program.
5. Produce quarterly newsletter (February, May, August, and November).
6. Website Update.
7. Targeted communications: Refine the mailing list, and prepare a survey to determine what owners of historic buildings wanted or needed from our program.
8. Seek new sources of funding.
9. Continue exchange program with other cities.
10. Develop in advance a priority list of proposed projects for the Board's 2015-2016 SHPO grant request.
11. Organization Development: future goals, sustainability of membership (to address chronic vacancies), and Board leadership (training of officers and devising a logical officer transition methodology).

- C. **Winter Newsletter:** Tsur said she was preparing questions to ask Katya Duncan about buying and marketing a historic home. For the following issue, it was discussed that as Bryan Corke is no longer on the Board, and he had previously volunteered to prepare an article, we need to develop an alternative. Tsur said she would contact him to see if he still wanted to do an article but she expressed concern that it might require a lot of editing. It was noted that the owner of Earthquake Tech had indicated that he might be willing to do an article about general earthquake preparedness. Cushing said he could move his articles planned for later issues up on the schedule if need be.
- D. **Renovation Grant Review Process:** Tsur had a few edits and the Board agreed with them. She will update the procedure accordingly and submit it for adoption at the next meeting.
- E. **Renovation Grants – Alternate Funding Sources:** The Board briefly discussed the new Restore Oregon report and noted that about 35 states gave tax credits to promote historic restoration projects, but Oregon is not one of them. Due to the lateness of the hour, further discussion of this topic was continued to the next meeting.

4. Old Business / New Business

- Council Liaison Report: Kidd reported that although the Council did not have specific applicants for the Board, there was one person that they are considering for appointment.
- Staff Update: Reitz reported that the firm working on the website update was very qualified with one person an expert on historic properties and the second person a website expert. He also noted that the Design Standards process was proceeding nicely; he is now working with the consultant on the second draft. Kidd commented that when the document is ready, the Council would try to work quickly to put it into effect. Before then the Board could help the process along by publicizing it and working with the public to address any of their concerns.
- New Business: Wade commented on the chronic vacancies and particularly on how that could compromise the Board's ability to do its work, especially as the Board's Rules of Procedure require a four-person quorum. **Wade/Cushing to amend the Rules to allow a quorum to be a majority of the members.** Poulsen expressed concern about moving so quickly; he did not think the Board should make any rash decisions. Wade replied that the Rules require a three-meeting process to amend the Rules; tonight's action would only initiate the process. Poulsen still expressed concern but he agreed that as long as further discussion was considered he would be agreeable. **Motion carried 4-0.**

5. **Adjournment:** The January 28, 2014 meeting adjourned at 9:25 p.m.

These minutes respectfully submitted by George Cushing, Secretary

APPROVED

Library Commission approved minutes as presented on Mar 11, 2014.

1. **CALLED TO ORDER AND ROLL CALL:**

Pamela Bailey, Chair, called the meeting of the Library Commission to order at 6:30PM on Feb 11, 2013.

Members Present: Pamela Bailey, Chair; Annie Hicks; Kathleen Poulsen, Vice-Chair; Dayla Smoland; Jon Youngberg, Secretary.

Members Absent: Doug Martin

Staff: Colleen Winters, Library Director

Council Liaison: Peter Truax, Mayor

Others: None

2. **ADDITIONS/DELETIONS:** None.

3. **APPROVE LIBRARY COMMISSION MEETING MINUTES OF (Jan 21, 2014):**

MOTION: Kathleen moved, seconded by Dayla, to approve the Jan 21, 2014 minutes as presented. **MOTION CARRIED** by all.

4. **CITIZEN COMMUNICATIONS:** None.

5. **INFORMATIONAL ITEMS:**

5a. **FOUNDATION REPORT:** Colleen Winters reported about the Library Foundation of Forest Grove:

a) The Ed Carpenter art project for the library, now called "Mollie's Garden", is to be installed in the ceiling/skylight area near the library's circulation desk. See Ed Carpenter's website for more info (and pictures) related to this project: (<http://www.edcarpenter.net/home/home.html>)

b) This project will also include participation and collaboration by metal artist Eric Canon and wood artist Greg Kriebel. Their contributions to the project will focus on the enhancement of the four wooden columns, and new light sconces, all under the skylight.

- c) The artwork, once installed, will be owned by the City of Forest Grove, which will also be responsible for maintenance, insurance, etc. The Foundation will pay approx \$70,000 total for installation, materials, extra lighting up in the skylight, and manufacturing costs for the artwork of all three artists. Just over half (\$38,000) of the needed funds have been raised now.
- d) Timelines for installation of the artwork (Labor Day 3-day weekend 2014), and for the remaining fundraising events in 2014 are being set. The fundraising needs to be completed by Labor Day. The Dedication Day has not been set.
- e) A preliminary grant application to the Oregon Community Foundation has been submitted. OCF will let the Foundation know if a full grant application can be made. The OCF web page is: <http://www.oregoncf.org/>
- f) The project needs a city building permit and inspection. This was expected, and not considered a big deal.
- g) The Foundation will meet later this week, and will approve a contract for enhanced electric lighting for the project. Additional lighting up inside the skylight and at the top of the four posts.
- h) The Forest Grove Public Arts Commission is a partner & advocate for the Ed Carpenter art project. Has voted \$3000 of their funds from CEP grants from Metro Community Enhancement Program (from Waste Management), and may help with further fundraising.
- i) See the Library Foundation of Forest Grove's web site (www.fglf.org).

5b. FRIENDS REPORT: Colleen Winters reported about the Friends of the Forest Grove Library:

- a) The Friends board will meet later this week.
- b) The Friends Cultural Series continued on Feb 4, 2014, with a program titled "How to be a Better Beer Drinker". This talk was more informative and enjoyable than the title might have suggested.
- c) A program in early March has the title "Slavery on the Oregon Trail", on slavery in the early history of Oregon.
- d) The "Forest Grove Conversations" program is planned for the evening of Thursday March 13 at 7PM. The topic will be "Blinded by Science: The Politics of Facts in an Election Year".
- e) The Friends web site is at: fglibraryfriends.org.

5c. COUNCIL LIAISON REPORT :

- a) The annual Boards and Commissions Dinner & Recognition event went very well. The Senior Center (new location for this event) also worked out.

- b) The Annual Town Meeting was held in the last month, with the CCI commission leading the meeting, and was considered a success.
- c) Economic Development Commission meeting. Presentation on the Fernhill Wetlands as a community resource, as a boost to the local economy.
- d) During our recent “snow days”, the City took care of public transportation routes, including for GroveLink, and major streets.
- e) A joint “State of the Cities” luncheon (with Cornelius) will be held Feb 24.
- f) Mayor’s lengthy trip to Washington D.C. will occur at the time of our next Library Commission meeting in March.

5d. LIBRARY DIRECTOR’S REPORT: Colleen Winters reported these items:

- a) A new member of Forest Grove Library Commission, Nickie Augustine, has been approved by the City Council, and will attend our next meeting. Those of us who attended the B&C Dinner, were able to meet her.
- b) January was B.E.A.R. month (“Be Enthusiastic About Reading”) at the library, with a Teddy Bear parade, and other activities. Was considered a successful event.
- c) New HVAC equipment for the Rogers Room – to happen soon.
- d) Our recent 10-inch deep snow and ice event (the previous 5 days) Thurs thru Mon was handled well. There is a City snow policy, with planned communication and decision-making. City Manager decides, can send non-essential City employees home, and curtail non-essential activities. Library was closed Saturday, closed early on other days, and operated with reduced staff on some days. Still a question of who was in charge of clearing access to the library, sidewalks, parking areas.
- e) Linda Minor’s upcoming retirement at the end of Feb 2014, after 23 years. Recognition at Feb 24 7PM City Council meeting. Her title is “Reference Services Supervisor”. Colleen told the Commission about steps to be taken to fill the upcoming vacancy.
- f) A library staff in-service day will be held Mon Feb 17 (President’s Day), so the library will be closed that day. Staff from other nearby libraries might attend. Training for handling troublesome library patrons, presentations by the Police, staff discussions afterwards.

6. DISCUSSION OF ITEMS:

- a) Further work on the Rogers Room Use Policy was postponed.
- b) Colleen mentioned that the Library Commission’s Annual Retreat (our March 11 meeting) could help us start our new “Goal Setting” project. Part of an effort to have better communication and coordination between the City

Council, the various City government departments, and the Boards & Commissions. In particular, the Library Commission needs to create a list of its goals (higher level) and objectives (more detailed) for 2014, as input to the City Council's goals & (measurable) objectives for 2014, which will be set very soon. The library staff might meet Feb 20 to start work on their own list.

c) Some ideas mentioned were: Future of the Forest Grove Library, complete unfinished business and decisions, completion of the Ed Carpenter project, and better use of the library's back door and entrance area to make the library nicer and friendlier.

d) In coming up with these (perhaps five to ten achievable and measurable) goals and objectives, the Library Commission could ask itself these questions:

- (1) What do we want to accomplish in the next year?
- (2) What is our long-term plan for the next five years?
- (3) What is the future of the Forest Grove Library?
- (4) What will the Forest Grove Library be like, in five years?

e) Do we need a strategy, and formal process, to accomplish this work?

7. ANNOUNCEMENT OF NEXT MEETING:

The next Library Commission meeting will be held on Tues Mar 11, 2014 at 5:30PM (note early starting time) in the Rogers Conference Room at the Forest Grove Library. This will be our Annual Retreat.

8. ADJOURNMENT:

Hearing no further business, Chair Bailey adjourned the meeting at 8PM.

Minutes respectfully submitted by:

Jon Youngberg, Library Commission Secretary

APPROVED

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PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, JANUARY 15, 2014
COMMUNITY AUDITORIUM-CONFERENCE ROOM
PAGE 1 OF 3

- 1) **ROLL CALL:**
 - a) **Commissioners** – Ralph Brown, Quinn Johnson, Mike Olson, Howard Sullivan, Susan Taylor and Glenn VanBlarcom.
Absent – Nathan Seable and Paul Waterstreet.
 - b) **Staff** – Tom Gamble, Steve Huffman and Cindy Donoven
 - c) **Student Advisor** – Jonathan Faris

- 2) **CITIZEN COMMUNICATIONS:**

- 3) **APPROVAL OF MINUTES:** The minutes of the November 20, 2013 meeting were approved.

- 4) **ADDITION/DELETIONS:** None

- 5) **ELECTION OF OFFICERS:**
 - a) Chairman – Paul Waterstreet
 - b) Vice Chairman – Mike Olson

- 6) **OLD BUSINESS:**
 - a) **Field Use Policy**
 - i) The policy was passed by the City Council with a few small changes in wording.
 - b) **Department Goals 2014**
 - i) Tom presented a chart and narratives outlining the Parks, Recreation and Aquatics goals broken down into areas of interest for the City Council, the Recreation Commission and the Staff. Some of the goals cross over between these groups. Goals include:
 - (1) City Council
 - (a) Community Gardens
 - (b) Aquatic Energy Reductions
 - (c) A.T. Smith Property
 - (d) Trail Development
 - (2) Recreation Commission
 - (a) Trail Development
 - (b) Recreation District
 - (c) Fernhill Wetlands Partnership
 - (d) Park Sustainability Practices
 - (e) Partnerships
 - (f) Playground Upgrades

**PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, JANUARY 15, 2014
COMMUNITY AUDITORIUM-CONFERENCE ROOM
PAGE 2 OF 3**

- (g) Urban Forest Master Plan
- (h) Policy Development
- (3) Staff Projects
 - (a) Staffing
 - (b) Master Plan Update
 - (c) Grants
 - (d) A.T. Smith Property
 - (e) Lincoln Park Stadium Improvements
 - (f) Policy Development and Implementation
 - (g) Playground Installations
 - (h) Partnerships
 - (i) Sustainability

- ii) The Recreation Commission would like to add the Master Plan to their goals, with “Attention to new properties”, which includes Lincoln Park North Entrance and the Saucy property, to fall under that category.

7) NEW BUSINESS:

a) Presentation – Emerging Tobacco Prevention Issues

- i) Carla Bennett from Washington County Department of Health and Human Services spoke to the Commission about Tobacco Free/Smoke Free policies. She provided hand-outs covering Washington County tobacco facts, other city’s policies and survey results about how those policies are being enforced and how they are working.
- ii) The Commission voted to begin work on developing a policy with Carla’s help.
- iii) Mayor Truax would like it to include City sanctioned events held on public property, such as the Farmers Market. Other cities have included these, but the City Attorney will be contacted.

8) COMMISSIONER’S REPORTS: None

9) STAFF REPORTS:

a) Steve:

- i) Tree trimming has begun.

b) Tom:

- i) The Times Litho building was broken into and some pieces of the playground equipment being stored there were scattered and some were taken. So they have been reordered.

c) Mayor Truax:

- i) The City budget process is being completed and will be adopted in June.

**PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, JANUARY 15, 2014
COMMUNITY AUDITORIUM-CONFERENCE ROOM
PAGE 3 OF 3**

- ii) The intersection of Hwy 47 and Fernhill Road is part of the regional bike trail. There will not be a path put in this area until the speed limit in that area is reduced.
- iii) The Boards and Commissions dinner is January 30th.

10) ANNOUNCEMENT OF NEXT MEETING: The next meeting will be Wednesday, February 19, 2014 at 7:00 p.m.

11) ADJOURNMENT: The meeting was adjourned at 8:25 a.m.

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APPROVED

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1. **CALL TO ORDER:**

Chairman Beck called the meeting to order at 7:02 p.m.

Planning Commission Present: Tom Beck, Carolyn Hymes, Lisa Nakajima, Dale Smith, Phil Ruder and Sebastian B. Lawler.

Absent: Al Miller

Staff Present: Jon Holan, Community Development Director; James Reitz, Senior Planner; Rob Foster, Director of Engineering & Public Works; Marcia Phillips, Assistant Recorder.

2. **PUBLIC MEETING:**

2.1 **PUBLIC COMMENT PERIOD FOR NON-AGENDA ITEMS:** None.

2.2 **PUBLIC HEARING:** None.

2.3 **ACTION ITEMS:** None.

2.4 **WORK SESSION ITEMS:**

A. Work Session Items: Gales Creek Terrace PRD.

Chairman Beck called the meeting to order, and asked staff to give their presentation.

Mr. Holan: We do not usually have work sessions on projects such as this, but staff felt a need to familiarize the Planning Commission with the project. Handout # 1 is the project map included in the Commission packet, and my comments will be based on this map. Handout # 3 is a map revised by the applicant. No formal application has been submitted.

Mr. Holan: Handout # 2 is a map showing the zoning for this area, which is being reviewed by the City Council. The map shows R-7 (Single Family Residential Low Density) to the far west and RML (Residential Multi-family Low Density) adjacent to the Gales Creek Terrace property. The Gales Creek Terrace Property is zoned HD (Multi-family High Density).

Mr. Holan: Items to discuss tonight include: private streets, parcels fronting Pacific Ave., cul-de-sac length/fire access/connection to Ritchie Rd., access to site from the east, trail along Gales Creek and location and usability of open space.

Chairman Beck: A topographical map with riparian areas noted would be helpful.

Mr. Holan: It might be prudent to have this applicant get current approval from Clean Water Services.

**PLANNING COMMISSION MEETING MINUTES
FOREST GROVE COMMUNITY AUDITORIUM**

February 3, 2014–7:00 P.M.

PAGE 2 of 6

Chairman Beck: I would like staff to tell us the difference between public and private streets.

Mr. Holan: The Development Codes does not address private streets.

Mr. Reitz: That is correct. With a Planned Residential Development (PRD) the streets are under the Planning Commission's approval.

Mr. Holan: This concludes my presentation.

Morgan Will, Representative for Gales Creek Development LLC, 485 S. State St., Lake Oswego, OR 97034. Mr. Will gave the Commissioners a new revised map (Handout # 4).

Mr. Will: There are only four properties under contract with us, some of the other property owners have decided not to develop. The sewer line needs to be extended from "B" St. through an easement to the property. It will be an oversized trunkline that avoids the wetlands, and hugs the lots to the south. Clean Water Services (CWS) will review the application. We are currently working on the sewer alignment, which is complicated by topography. The storm water facilities will also be reviewed by CWS. The path and the sewer line are outside the city limits in the Urban Growth Boundary (UGB), so there should not be a problem.

Chairman Beck: Is having the path outside the city limits a potential problem?

Mr. Holan: We already have pathways outside the city limits, so it should not be an issue. It is my understanding that in the outer 20% of a riparian area, pathways are allowed, and CWS wants natural materials on the pathway.

Mr. Foster: We have not figured out how the City will access the manholes for the sewer line. The access must be in an easement.

Chairman Beck: The Planning Commission and the City Council will be very concerned about how the sewer may impact this area.

Mr. Will: The property owners to the west have the right to sewer service. Taking the sewer further north is problematic due to topography – it would have to be too deep to allow flow.

Mr. Will: The expectation is the homes along the creek will have a short wall on the creek side to allow flat backyards. The homes will have daylight basements, with the street level and front of the house being 10-15-feet higher than the back. This plan shows single-family detached homes, which is an option with a PRD. We have worked hard to put as many single-family detached units on the property

**PLANNING COMMISSION MEETING MINUTES
FOREST GROVE COMMUNITY AUDITORIUM**

February 3, 2014–7:00 P.M.

PAGE 3 of 6

as possible. We show 173 lots, and believe we are 20-30 lots short of the required density. We may need to build some attached homes to reach the minimum density. Just a note that increasing the roads decreases the number of lots. The area south of the creek in the UGB could potentially be used as a soccer field or community garden.

Mr. Holan: 16 dwelling units (du) per net acre is the minimum density, and 20 du per acre is the target density.

Commissioner Nakajima: We realize development occurs on flat land, and we realize this property has its challenges. So if we can, we may need to cut down on density.

Mr. Holan: The Planning Commission needs to think about where townhouses should be located in this development if it is needed to achieve density.

Commissioner Nakajima: Working from north to south seems more appropriate.

Commissioner Ruder: Putting high density across the street from nice creekside homes does not seem right.

Chairman Beck: Our conundrum is we have the property zoned high density, the applicant wants to build single-family detached homes, but that does not work well here. In my opinion you want to start the multi-family units near the city center and build out from there.

Chairman Beck: The private streets are a big concern. We need some serious discussion about where we want roads in this area, before it develops. Private streets in my opinion are a “no-no”. The property owners must maintain these private streets. What type of homes are you proposing to build?

Mr. Will: These homes would be 2-stories with 2-car garages.

Chairman Beck: Another issue is that we envision a traffic circle on “E” St., then “E” St. will bend into 19th Avenue. Do we have the authority to regulate that alignment?

Mr. Holan: To this point the City has avoided eminent domain to acquire property.

Chairman Beck: Single-family does not work well here. We are trying too hard to make it work. This area is zoned high density.

Commissioner Hymes: The open spaces appear to be just undevelopable lots that do not really service the development.

**PLANNING COMMISSION MEETING MINUTES
FOREST GROVE COMMUNITY AUDITORIUM**

February 3, 2014–7:00 P.M.

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Chairman Beck: Why not make the little triangle lots part of the adjoining lots so they can take care of them. Otherwise in ten or twenty years they become weed patches. Is it possible to have more than one HOA in a development this size so people to the west are not responsible for things to the east?

Mr. Holan: There is nothing to prevent be more than one HOA although this may impact the ability of the HOA's maintaining common areas and private streets. The intent of the high density area is multi-family. This developer wants to do single-family detached, which makes meeting density very difficult. If the developer had one or two apartment buildings with more open space around them, this would help to meet density.

Kathy Khoury, 1815 "D" St., Forest Grove, OR: I have a ¼ acre lot on "D" St., which is a dead end street. I know I cannot stop the high density, but is there any way we can get a buffer between the high density and the properties on "D" St? I am concerned about traffic in the area.

Chairman Beck: Would a street behind the homes on "D" St. be a good idea?

Ms. Khoury: Yes, it would provide a barrier.

John White, 1715 17th Avenue, Forest Grove, OR: Sustainability is my concern and it is challenging. The thing I see as potentially challenging is the creek. Creeks change their course due to erosion, which could impact the trail and the development. This much run-off is another challenge, and I am glad to hear the developer is working with CWS. I like the idea of a community garden space – growing food close to the community. I am concerned about parking. Garages fill up and people start seeking street parking. Low impact lighting should be a priority.

John Schrag: I am here tonight representing my parents who are currently out of town. My parents live at 1810 "B" St. At the first neighborhood meeting with the developer, it was brought out that some people (such as my parents) did buy the view when they purchased their lots. They were told by the broker there would be no development below the flood plain line, but this line was in error and since then the flood plain line has been studied and corrected. This is our third developer with this area. The second developer had a decent plan, but I see things here that look like a big step backwards. Since this developer has not been able to acquire some adjacent property – it has affected the whole development. Their density numbers do not work now. When something is this hard, it just makes sense to build what it is zoned. Are we not ready for market forces to enable apartment buildings to be viable? I agree a street buffer behind the homes on "D" St. would be nice. Those crazy little pockets of open space are created by the developer. They can be redesigned.

**PLANNING COMMISSION MEETING MINUTES
FOREST GROVE COMMUNITY AUDITORIUM**

February 3, 2014-7:00 P.M.

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Ron Thompson: As a potential property buyer, if they told me it was my responsibility to maintain the private street, I would be long gone. Access to the area is still a major problem.

John White: Perhaps we are thinking in old ways. The Orenco Station area is something more than apartment buildings. If we can get the developer to think what kind of development could fit in this space that would invite people to walk downtown this would take advantage of the high density.

Mr. Will: Thanks to the citizens who came tonight to give their input. I am taking notes and will share them with the design team. I would like to address some of the issues mentioned.

Mr. Will: The cost to put a street behind the "D" St. homes falls on the property owners along that new street. Building homes along such a street would be like stair steps due to topography.

Chairman Beck: It just seems to me there are more creative ways to deal with that area.

Mr. Will: Another issue that was mentioned was erosion along the creek. We are also concerned and will study it. Remember that we are making it possible for a portion of the Emerald Necklace trail to be built.

Mr. Will: A community garden would be owned by the HOA, and therefore not be open to the public.

Mr. Will: We are going to try to show on-street parking visually to help everyone better visualize it. We have done various traffic studies regarding street alignment, safe turning radiuses, etc.

Mr. Will: Dealing with these densities may move us towards multi-family, so it is good to hear some citizens here tonight would be agreeable to this. The open spaces/parks/improvements are paid for by the home buyers. It is included in the cost of the home. We are trying to sell houses in the \$250,000 range.

Commissioner Smith: I would like to see high density homes along the homes on "D" St. This is a good place for high density - near the town center.

The work session ended at 10:07pm.

3.0 BUSINESS MEETING:

- 3.1 APPROVAL OF MINUTES:** Commissioner Smith made a motion to approve the minutes from the December 16, 2013 meeting. Commissioner Ruder

**PLANNING COMMISSION MEETING MINUTES
FOREST GROVE COMMUNITY AUDITORIUM**

February 3, 2014–7:00 P.M.

PAGE 6 of 6

seconded. Motion passed 5-0.

- 3.2 **REPORTS FROM COMMISSIONERS/SUBCOMMITTEES:** None.

- 3.3 **DIRECTOR’S REPORT:** Mr. Holan said he has an Excel spreadsheet showing the outcome of the Annual Town Meeting, and will email it to each of the Commissioners. He said there will be no meeting on February 17th, and will probably be a meeting on March 3rd.

- 3.4 **ANNOUNCEMENT OF NEXT MEETING:** The next meeting date TBD.

- 3.5 **ADJOURNMENT:** The meeting was adjourned at 10:28pm.

Respectfully submitted by:
Marcia Phillips
Assistant Recorder

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APPROVED

Minutes approved by the Public Safety Advisory Commission on February 26, 2014

1. **ROLL CALL:**

Meeting Called to Order by Chairman Mills at 8:32 am.

Members Present:

Chairman Robert Mills, Tim Dierickx, Mike Bernhardt and Laura Hale.

Members Absent:

John Rinier, Nathan Seable and Drue Garrison

Liaisons Non-Voting Representatives Present:

Tom Johnston, Guy Storms and Marty Goldman

Others Present:

Police Chief Janie Schutz, Sharon Cox and Edwin Rios,

2. **INTRODUCTIONS**

Self- introductions were made

3. **CITIZEN COMMUNICATIONS**

None

4. **APPROVAL OF MINUTES**

There was a motion by Mike Bernhardt and a second by Tim Dierickx to approve the minutes of the December 17, 2013 meeting as emailed.

MOTIONS CARRIED 4-0

John Rinier, Nathan Seable and Drue Garrison absent

5. **ADDITIONS/DELETIONS**

Chairman Mills asked to have the upcoming Boards & Commissions meeting added to the agenda.

6. **ACTION ITEMS/DISCUSSION**

None

7. **STAFF REPORTS**

Police Department – Chief Schutz reported they are working together with

OLCC and juvenile authorities on their MIP operations. They are a zero tolerance department regarding minors.

The Police Department has received 2 small grants – DUII and Seat Belt. These help pay the OT for officers while they are doing these operations.

They participated in “Shop with a Cop” in December with Walmart. They purchased items and gave wrapped children during the course of the weeks prior to Christmas.

They received a verdict of guilty for the Hit & Run incident last October. She said she is very proud of her personnel that worked hard on this case.

The new Code Enforcement Officer is on board - very organized and will be an asset to the department. They recently hired a new officer. At this time their staffing is full, though 2 are still in field training or need to attend the academy.

The department has been testing a video/audio system.

Chief Schutz said she would like to have a couple of people from the PSAC meet with her to help with the department budget. She said her priorities are patrol staffing, new or upgraded facility and equipment needs. Laura Hale and Mike Bernhardt volunteered to be on this sub- committee.

She would also like the PSAC to be involved with the Police Department as they develop their strategic plan.

Fire Department – Chief Kinkade is attending the National Fire Academy

8. **OLD BUSINESS**

Graffiti update – Still need to schedule to finish painting the fence.

NEW BUSINESS

Election of Vice Chairperson – Drue Garrison was nominated by Mike Bernhardt to the position of Vice Chairperson. There was a second by Laura Hale.

MOTION CARRIED 4-0

John Rinier, Nathan Seable and Drue Garrison absent.

PUBLIC SAFETY ADVISORY COMMISSION
Forest Grove Fire Station
1919 Ash Street
January 22, 2014
Page 3 of 3

Meeting time & frequency discussion – It was decided to continue with monthly meetings for the time being. The meeting time will be 8:30 am and Chief Schutz invited the PSAC to meet in their building. It was decided to alternate meetings at the Police & Fire departments.

Boards & Commissions Meeting – Chairman Mills said he will not be able to attend the meeting next Thursday. He indicated this is when the Commission reports to the City Council on the items they have worked on for the year. Mike Bernhardt said he has a conflict but would try to reschedule. If he cannot then Tom Johnston said he could give a brief recap of their activities for them.

ANNOUNCEMENT OF NEXT MEETING – February 26, 2014 @ 8:30 am at the Police Department.

ADJOURN

The meeting was adjourned at 9:55 am.

Recorded & submitted by:

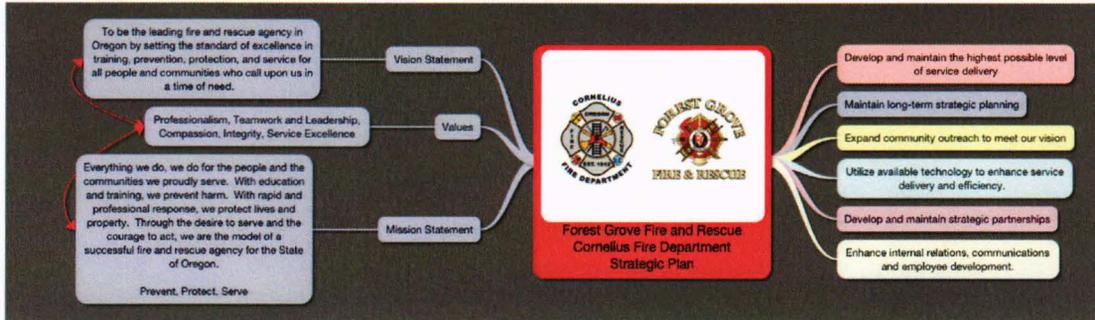
Sharon Cox, Administrative Assistant

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Fire Chief's Report

Reporting Period: February 10-February 21, 2014



Notable Calls and Events

- Forest Grove: Head-on collision at Highway 47 and B Street with three people injured - one person was transported to Legacy Emanuel with serious injuries.



- Forest Grove: On February 13 a celebration of Forest Grove Fire and Rescue's 120th birthday was held at Station 4. Maggie's Buns provided over 120 of her delicious cinnamon rolls, and the Forest Grove News-Times conducted a fund-raiser for the Forest Grove Firefighters Association, providing \$250 for their community program.



- Forest Grove: A language-immersion group from Adelante Mujeres visited the station on February 21, and were provided training in basic first aid, emergency procedures and CPR by Firefighter Jordan Ruiz.





Fire Chief's Report

Reporting Period: February 10-February 21, 2014



- Forest Grove: The investigation of the 2nd alarm house fire on 17th Avenue was completed. The cause was determined to be combustible items stored too close to a baseboard heater. The investigation was done by Captain Chris Woodford, Ray Downey of OSP, and Gene Whitiker of State Farm, Insurance.

Projects and Administration

Links to strategic goals are indicated by the SG# at the end of each update. See chart on page 1.

- Cornelius: Received formal notification that the Cornelius Fire Department has received a \$680,000 four year grant from SAFER. This grant will continue funding of the Volunteer Retention and Recruitment coordinator, and provides for \$40,000 worth of PPE each year for new volunteers (S5, S1, S2, S6).
- Joint: Met with consultant to review scope and project of a review and update of our joint Emergency Operations Plan. This project is funded by State Emergency Management, and will help update our EOP, add functional annexes, and bring it more in line with a statewide EOP template for easier integration. This project is scheduled to be completed by August (S1, S5).
- Joint: Lt. Will Murphy completed an order for our stockpile of countermeasure antibiotics for a potential anthrax exposure from the Strategic National Stockpile (S2).
- Cornelius: Cornelius suffered a large water line break that could limit water availability for fire suppression. We added Cornelius Public Works to the WCCCA dispatch protocols for all residential and commercial fires and developed a contingency plan while the system is being repaired. The repairs may take a couple of weeks.
- Cornelius: Matt Johnston completed a plan review for St. Alexander Church. This plan will vacate North Barlow Street between 10th and 11th Avenue and demolish all houses in that area to accommodate a 16,000 square foot church.
- Joint: Worked with the Fire Chiefs of Banks and Gaston to re-schedule the recently cancelled Washington County Joint Fire Board Director's meeting. It has been scheduled for May 13, 2014. A presentation by ESCI will be given at this meeting on how they do partnership studies.
- Joint: Completed a review of over 500 Emergency Reporting Software reports to determine which ones are best suited for data mining and reporting for several upcoming critical projects.



Fire Chief's Report

Reporting Period: February 10-February 21, 2014



- Forest Grove: Attended the Forest Grove Department Head retreat where each department presented their goals for the upcoming fiscal year. These will be presented at the upcoming City Council retreat on March 1.
- Joint: Met with TVFR EMS Battalion Chief to review and discuss the home health services pilot project they are doing with Providence/St. Vincent's Medical Center (S5).
- Cornelius: Followed up with Sea Western on delivery of the grant funded air trailer – it is scheduled to be delivered in late March (S1).
- Joint: Facilitated the first meeting of Washington County EMS stakeholders to discuss our current governance model and possible improvements. This is part of the strategic planning process recently approved. This portion of the plan will be completed by June (S5).
- Joint: Attended the special WCCCA Board meeting (voting member representing Cornelius) to approve the contract for a computer aided dispatch system. This contract was recommended for approval by TAC and the Executive Board. This eight year contract will provide the new Tiburon CommandCAD product, which will go in-service in November 2015 to replace our current CAD system. The total cost of this contract is \$1,069,572 at signing, \$995,426 at year one anniversary, and six annual payments of \$332,941 (total is \$4,062,644). Costs are shared in a partnership between CCOM (Clackamas), LOCOM (Lake Oswego) and WCCCA. WCCCA pays 52.38%, CCCOM 33.33%, and LOCOM 14.29%. After this meeting the WCCCA Budget Meeting was held – WCCCA fees for 2014/15 were presented: Cornelius Fire Department \$45,937 (3% increase), Forest Grove Fire \$170,504 (2.5% increase), Cornelius Police \$109,755 (1.3%) and \$200,214 (4.3%) (S1, S5, S2).
- Joint: Attended monthly Washington County EMS Ops meeting. BC Mark Charleston (TVFR) provided a report on the on-line medical control pilot project. The project is exceeding expectations. Discussion on long-term funding for this project was held. The pilot project ends on June 30. There was also a presentation from the EMS Office on their budget and expenditures. There are some concerns about ambulance response during the recent snow event – there will be a review of this at a meeting in late February (S5).
- Joint: WCCCA Technical Advisory Group meeting was held on February 12. FGFR will no longer be responding to unknown injury accidents in the unprotected areas on Highway 6 effective March 1, 2014. TAC also approved the new Tiburon CAD system proposal (S5).



Fire Chief's Report

Reporting Period: February 10-February 21, 2014



- Forest Grove: Sharon Cox attended a one-day advanced training course in the utilization of our records management system (S3, S1).
- Joint: Captain Steve Black and Lieutenant Will Murphy completed the NFA Class "EMS Quality Management" held at DPSST in Salem, Oregon (S6, S1).
- Joint: Captain Joe Smith and Captain George Robards completed training on the use of the apparatus module for Emergency Reporting Software (S1, S4).
- Joint: Lt. Will Murphy conducted an online EMT protocol/medication test for both departments. The results of this testing are being used to help guide training and quality improvement (S6, S1).
- Cornelius: The apparatus design committee completed their review and recommended the KME pumper. I am now working on getting the contract with the vendor approved by the Cornelius Rural Fire Board, which requires a supplemental budget approval. ORS requires public advertising period for this type of process - a special meeting is scheduled for March 11 to get this contract approved (S1).
- Joint: Fire Chief attended Washington County Fire Defense Board meeting where we discussed response to ODF protected lands, a new mutual aid contract with Columbia County, and current EMS system issues. The current practice of automatic dispatch to ODF protected land is probably going to be discontinued (still in discussion), and instead become a mutual aid request from ODF once they have evaluated and determined their need.
- Joint: Interviews were conducted for new volunteers and interns – 22 were selected to continue on (S5, S6).



Fire Chief's Report

Reporting Period: February 10-February 21, 2014



Cornelius January Data Report

ALARM RESPONSE	THIS MONTH			THIS YTD			LAST YEAR	
TOTAL CALLS	101			101			105	
TYPES OF ALARMS	THIS MONTH			THIS Y-T-D			THIS MONTH	LAST
	City	Dist	Total	Total	City	Dist	LAST YEAR	Y-T-D
Rescue & First Aid	57	5	62	57	5	62	62	62
Cancelled EMS	9	0	9	9	0	9	8	8
Structure Fire	0	0	0	0	0	0	0	0
Vehicle Fire (mobile property)	0	0	0	0	0	0	1	1
Brush, Grass, Leaves, Trees	0	3	3	0	3	3	0	0
Trash, Rubbish	0	0	0	0	0	0	2	2
Smoke & Odor Investigation	3	0	3	3	0	3	1	1
Illegal Burn	2	1	3	2	1	3	0	0
Hazardous Mat/Situation	2	1	3	2	1	3	3	3
Public Service/Good Intent	4	0	4	4	0	4	7	7
Mutual Aid	6	3	9	6	3	9	20	20
False Alarm/Alarm Malfunctions	5	0	5	5	0	5	1	1
Cancelled Alarms	0	0	0	0	0	0	0	0
TOTAL CALLS	88	13	101	88	13	101	105	105
Chaplain reports								

Forest Grove January Data Report

ALARM RESPONSE	THIS MONTH			THIS YTD			LAST YEAR	
TOTAL CALLS	306			306			273	
TYPES OF ALARMS	THIS MONTH			THIS Y-T-D			THIS MONTH	LAST
	City	Dist	Total	Total	City	Dist	LAST YEAR	Y-T-D
Rescue & First Aid	192	23	215	192	23	215	211	211
Cancelled EMS	30	2	32	30	2	32	16	16
Structure Fire	3	0	3	3	0	3	4	4
Vehicle Fire (mobile property)	0	0	0	0	0	0	0	0
Brush, Grass, Leaves, Trees	0	0	0	0	0	0	0	0
Trash, Rubbish	0	1	1	0	1	1	0	0
Smoke & Odor Investigation	2	2	4	2	2	4	2	2
Illegal Burn	2	2	4	2	2	4	1	1
Hazardous Mat/Situation	6	2	8	6	2	8	2	2
Public Service/Good Intent	17	2	19	17	2	19	20	20
Mutual Aid	0	0	8	0	0	8	8	8
False Alarm/Alarm Malfunctions	7	0	7	7	0	7	9	9
Cancelled Alarms	2	3	5	2	3	5	0	0
TOTAL CALLS	261	37	306	261	37	306	273	273



Fire Chief's Report

Reporting Period: February 10-February 21, 2014



Strategic Goals

Strategic plan update here:

<https://www.dropbox.com/s/gfnog1rt4ry2tlu/Strategic%20Plan%20-%20Strategies.pdf>

Once the page opens click to zoom in, use the arrow keys on your keyboard to move around. Our progress is updated frequently. This update can also be accessed on our web site.



Forest Grove Police Department / February 2014

- Department members attended the swearing in ceremony for the new Hillsboro Police Chief.
- Citizen's Academy began February 12th. This year we have our largest class to date with 32 participants.
- The Reserve process closed and we will begin processing the 60 applications we received. The department is hoping to build the Reserve program from its current 2 positions up to 8.
- Sgt. Foster completed another two week patrol tactic/active shooter training for members of our agency, along with one officer from Cornelius.
- The agency is working on a Homeland Security Grant application to replace the security camera system at the police department and add LPR cameras. The process is highly competitive; we will know in 30-60 days if we are successful.
- The department is also applying for Pedestrian Safety Enforcement grant to run enforcement stings later this year. We will know by March if we are successful.
- The department police log has attracted the attention of a Los Angeles producer affiliated with The Learning Channel. The producer hopes to use some examples from our log in a new show that highlights the odd calls people phone in to emergency dispatch centers. The show will not identify people or in any way reflect negatively upon the dispatch center or police department.
- Our newly assigned transit officer, Officer Matt Jacobsen, worked a Bus 57 mission with other area transit officers. As the bus arrived in Forest Grove, Officer Jacobsen identified a wanted subject at a bus stop who ran from officers. Transit officers gave chase and caught the subject who had a loaded firearm in his possession. This was some excellent work by our transit folks.
- The department will be meeting with officials at Forest Grove High School to go over threat assessment procedures and policy following verbal or written threats made by students to other students and/or staff.

- **The Department provided training to library staff. Sgt. Foster provided Active Shooter training while Sgt. Hall provided training on recognizing possible child pedophiles and information on Oregon sex offender registration requirements.**

- **The Department, in a collaborative effort with the Oregon Liquor Control Commission, conducted a minor decoy compliance check at 14 Forest Grove stores and restaurants last Saturday evening February 15th.**

- **The Department is teaming with the Washington County Sheriff's Office in providing a community presentation titled "Recognizing Child Molesters." This will be held next Thursday February 27th at 7:00pm.**

- **The Department is getting closer to implementing "Early Mobile Report Entry" as part of the new RegJIN Records data and management system. Department Administration presented to City Council on February 24th and recommended signing of an Intergovernmental Agreement.**

3K

Monthly Building Activity Report

February-14

2013-2014

Category	Period: February-13		Period: February-14	
	# of Permits	Value	# of Permits	Value
Man. Home Setup				
Sing-Family New	23	\$5,063,510	5	\$1,483,431
SFR Addition & Alt/Repair	2	\$11,600	3	\$25,300
Mult. Fam. New/At	1	\$50,000		
Group Care Facility				
Commercial New				
Commerical Addition				
Commercial Alt/Repair	5	\$98,667	6	\$215,040
Industrial New				
Industrial Addition				
Industrial Alt/Repair				
Gov/Pub/Inst (new/add)				
Signs			1	\$7,000
Grading	1			
Demolitions				
Total	32	\$5,223,777	15	\$1,730,771

Fiscal Year-to-Date

2012-2013		2013-2014	
Permits	Value	Permits	Value
157	\$23,339,521	182	\$37,612,645

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Cornelius

PermSumByType
3/3/2014 8:12:01AM

Permits Summary by Type
CITY OF FOREST GROVE
For 02/01/2014 to 02/28/2014

Page: 1

Permit Type	Description	Permits	Square Feet	Valuation	Fees Paid	Custom Field Valuation
xbotc	Cornelius Building Over the Counter	1	0.00	0.00	30.58	500.00
xcmalt	Cornelius Commercial Alteration	1	0.00	0.00	167.75	3,000.00
xinal	Cornelius Industrial Alteration	1	0.00	0.00	1,448.04	85,000.00
xmrotc	Cornelius Mechanical Residential Over the Counte	3	0.00	0.00	91.74	0.00
xplmca	Cornelius Plumbing Commercial Add/Alt/Repair	1	0.00	0.00	155.68	0.00
xpotc	Cornelius Plumbing Over the Counter	1	0.00	0.00	30.58	0.00
Grand Total		8	0.00	0.00	1,924.37	88,500.00

Page: 1

<u>Report Group</u>	<u>Fee Code</u>	<u>Fee Description</u>	<u>Amount</u>
bldg	bldpmt	Building Permit Fee	922.70
bldg	blplrv	Building Plan Review Fee	582.02
bldg	flplrv	F&L Safety Plan Review	30.92
bldg	mcstsf	Mechanical State Surcharge Equ	9.84
bldg	mech	Mechanical Permit Fee/equip.	81.90
bldg	plmb	Plumbing Permit Fee	166.30
bldg	plplrv	Plumbing Plan Review	
bldg	plstsr	Plumbing State Surcharge	19.96
bldg	stsur	State Surcharge	110.73
		Total for Group bldg	<u>1,924.37</u>
		Grand Total:	<u><u>1,924.37</u></u>



FOR CITY USE ONLY
(Please return to City Recorder)

The City of Forest Grove
Recommends that license be

Granted Denied

\$100.00 Original App Fee: Paid: _____
\$ 75.00 Change App Fee:
\$ 35.00 Renewal or Temp App Fee
\$ 20.25 Special Event
Acct No. 100-21-10-450050 Receipt#: _____

32

3/17/14

FOREST GROVE POLICE DEPARTMENT
LIQUOR LICENSE RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Bull Run Cider, LLC *Applicant: Peter Mulligan*
APPLICANT/BUSINESS ADDRESS: 2225 Cedar Street – Forest Grove
NEW LIQUOR LICENSE: Winery Application
CITY BUSINESS LICENSE: BL- 001666

TYPE OF LICENSE REQUESTED:

Application is being made for

<p>ACTION:</p> <p><input type="checkbox"/> Change in Application</p> <p><input checked="" type="checkbox"/> New Application</p> <p><input type="checkbox"/> Renewal</p> <p><input type="checkbox"/> Special Event</p> <p><input type="checkbox"/> Temporary</p> <p><input checked="" type="checkbox"/> Other: <u>Winery</u></p>	<p><input type="checkbox"/> FULL ON-PREMISES SALES: F-COM licenses are required to have dining seating. Allows the sale and service of distilled spirits, malt beverages, and wine for consumption on the licensed premises. Also allows licensees who are pre-approved to cater events off the licensed premises.</p> <p><input type="checkbox"/> BREWERY – PUBLIC HOUSE This license allows the holder to manufacture malt beverages and sell to patrons and wholesalers and allows the holder to sell malt beverages, wine and cider for consumption at the business and "to go".</p>	<p><input type="checkbox"/> LIMITED ON-PREMISES SALES: Allows the sale of malt beverages, wine and cider for consumption on the licensed premises and the sale of kegs of malt beverages for off premises consumption. Also allows licensees who are pre-approved to cater events off the licensed premises.</p> <p><input type="checkbox"/> OFF-PREMISES SALES: Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off the licensed premises and allows approved licensees to offer sample tasting of malt beverages, wine and cider.</p>
<p><input type="checkbox"/> Business</p> <p><input type="checkbox"/> Change in Ownership</p> <p><input type="checkbox"/> Greater Privilege</p> <p><input type="checkbox"/> Additional Privilege</p> <p><input type="checkbox"/> Other _____</p>	<p><input type="checkbox"/> F – CAT Caterer</p> <p><input type="checkbox"/> F – COM Commercial Establishment</p> <p><input type="checkbox"/> F – PC Passenger Carrier</p> <p><input type="checkbox"/> F – CLU Private Club</p> <p><input type="checkbox"/> F – SEW or SEG Special Event</p> <p><input type="checkbox"/> F – PL Other Public Location</p>	<p><input type="checkbox"/> Brewery Public House</p> <p><input type="checkbox"/> Fuel Pumps</p> <p><input type="checkbox"/> Grower</p> <p><input type="checkbox"/> Warehouse</p> <p><input checked="" type="checkbox"/> Winery/Grower</p> <p><input type="checkbox"/> Other: _____</p>

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
- or Designee

2/20/2014
Date

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OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION

Reset Form

Print Form

Application is being made for:

LICENSE TYPES

- Full On-Premises Sales (\$402.60/yr)
 - Commercial Establishment
 - Caterer
 - Passenger Carrier
 - Other Public Location
 - Private Club
- Limited On-Premises Sales (\$202.60/yr)
- Off-Premises Sales (\$100/yr)
 - with Fuel Pumps
- Brewery Public House (\$252.60)
- Winery (\$250/yr)
- Other: Winery 2nd location

ACTIONS

- Change Ownership
- New Outlet
- Greater Privilege
- Additional Privilege
- Other _____

CITY AND COUNTY USE ONLY

Date application received: _____

The City Council or County Commission:

(name of city or county)

recommends that this license be:

- Granted
- Denied

By: _____
(signature) (date)

Name: _____

Title: _____

90-DAY AUTHORITY

Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority

APPLYING AS:

- Limited Partnership
- Corporation
- Limited Liability Company
- Individuals

OLCC USE ONLY

Application Rec'd by: [Signature]

Date: 2/14/14

90-day authority: Yes No

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]

① Bull Run Cider LLC. ③ _____

② _____ ④ _____

2. Trade Name (dba): Bull Run Cider

3. Business Location: 2225 Cedar street Forest Grove Washington OR
(number, street, rural route) (city) (county) (state) (ZIP code) 97116

4. Business Mailing Address: 7940 NW Kansas city Rd Forest Grove OR 97116
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 503 535 9796
(phone) (fax)

6. Is the business at this location currently licensed by OLCC? Yes No

7. If yes to whom: _____ Type of License: _____

8. Former Business Name: _____

9. Will you have a manager? Yes No Name: _____
(manager must fill out an Individual History form)

10. What is the local governing body where your business is located? Forest Grove city Hall
(name of city or county)

11. Contact person for this application: PETER Mulligan
(name) _____
(address) _____ (phone) _____ (e-mail address) _____

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant(s) Signature(s) and Date:

① [Signature] Date 1/14/14 ③ _____ Date _____

② [Signature] Date 1/14/14 ④ _____ Date _____



OREGON LIQUOR CONTROL COMMISSION
BUSINESS INFORMATION

Please Print or Type

Applicant Name: Bull Run Cider LLC. Phone: 503-535-9796.

Trade Name (dba): Bull Run Cider

Business Location Address: 2225 Cedar Street

City: Forest Grove Oregon ZIP Code: 97116

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday _____ to _____
Monday _____ to _____
Tuesday _____ to _____
Wednesday _____ to _____
Thursday 5 pm to 9 pm
Friday 5 pm to 9 pm
Saturday 5 pm to 10 pm

Outdoor Area Hours:

Sunday _____ to _____
Monday N to _____
Tuesday _____ to _____
Wednesday _____ to _____
Thursday _____ to _____
Friday _____ to _____
Saturday _____ to _____

The outdoor area is used for: N/A

- Food service Hours: _____ to _____
- Alcohol service Hours: _____ to _____
- Enclosed, how _____

The exterior area is adequately viewed and/or supervised by Service Permittees.

(Investigator's Initials)

Seasonal Variations: Yes No If yes, explain: _____

ENTERTAINMENT

Check all that apply:

- Live Music
- Recorded Music
- DJ Music
- Dancing
- Nude Entertainers
- Karaoke
- Coin-operated Games
- Video Lottery Machines
- Social Gaming
- Pool Tables
- Other: _____

DAYS & HOURS OF LIVE OR DJ MUSIC

NO
Sunday _____ to _____
Monday _____ to _____
Tuesday _____ to _____
Wednesday _____ to _____
Thursday _____ to _____
Friday _____ to _____
Saturday _____ to _____

SEATING COUNT

Restaurant: _____ Outdoor: _____
Lounge: _____ Other (explain): _____
Banquet: _____ Total Seating: 8

OLCC USE ONLY
Investigator Verified Seating: ____ (Y) ____ (N)
Investigator Initials: _____
Date: _____

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: [Signature] Date: 1/14/14



3m

FOR CITY USE ONLY
(Please return to City Recorder)

The City of Forest Grove
Recommends that license be

Granted *3/17/14* Denied

\$100.00 Original App Fee: Paid: _____
 \$ 75.00 Change App Fee:
 \$ 35.00 Renewal or Temp App Fee
 \$ 20.25 Special Event

Acct No. 100-21-10-450050 Receipt#: _____

FOREST GROVE POLICE DEPARTMENT

LIQUOR LICENSE RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Waltz Brewing, LLC (Applicant: Adam Zumwalt)

APPLICANT/BUSINESS ADDRESS: 1900 A Street – Forest Grove

LIQUOR LICENSE TYPE: New Application (Limited On-Premises Sales)

CITY BUSINESS LICENSE: ✓BL-001658

TYPE OF LICENSE REQUESTED:
Application is being made for

<p>ACTION:</p> <input type="checkbox"/> Change in Application <input checked="" type="checkbox"/> New Application <input type="checkbox"/> Renewal <input type="checkbox"/> Special Event <input type="checkbox"/> Temporary <input type="checkbox"/> Other: _____	<input type="checkbox"/> FULL ON-PREMISES SALES: <small>F-COM licenses are required to have dining seating. Allows the sale and service of distilled spirits, malt beverages, and wine for consumption on the licensed premises. Also allows licensees who are pre-approved to cater events off the licensed premises.</small> <input checked="" type="checkbox"/> BREWERY – PUBLIC HOUSE <small>This license allows the holder to manufacture malt beverages and sell to patrons and wholesalers and allows the holder to sell malt beverages, wine and cider for consumption at the business and "to go".</small>	<p style="text-align: center;"><i>3m</i></p> <input checked="" type="checkbox"/> LIMITED ON-PREMISES SALES: <small>Allows the sale of malt beverages, wine and cider for consumption on the licensed premises and the sale of kegs of malt beverages for off premises consumption. Also allows licensees who are pre-approved to cater events off the licensed premises.</small> <input type="checkbox"/> OFF-PREMISES SALES: <small>Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off the licensed premises and allows approved licensees to offer sample tasting of malt beverages, wine and cider.</small>
<input type="checkbox"/> Business <input type="checkbox"/> Change in Ownership <input type="checkbox"/> Greater Privilege <input type="checkbox"/> Additional Privilege <input type="checkbox"/> Other _____	<input type="checkbox"/> F – CAT Caterer <input type="checkbox"/> F – COM Commercial Establishment <input type="checkbox"/> F – PC Passenger Carrier <input checked="" type="checkbox"/> F – CLU Private Club (Parties & Events) <input type="checkbox"/> F – SEW or SEG Special Event <input type="checkbox"/> F – PL Other Public Location	<input checked="" type="checkbox"/> Brewery Public House <input type="checkbox"/> Fuel Pumps <input type="checkbox"/> Grower <input type="checkbox"/> Warehouse <input type="checkbox"/> Winery/Grower <input type="checkbox"/> Other: _____

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz

Janie Schutz, Chief of Police
 - or Designee

3/17/14

Date

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OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION

Application is being made for:

LICENSE TYPES

- Full On-Premises Sales (\$402.60/yr)
 - Commercial Establishment
 - Caterer
 - Passenger Carrier
 - Other Public Location
 - Private Club
- Limited On-Premises Sales (\$202.60/yr)
 - Off-Premises Sales (\$100/yr)
 - with Fuel Pumps
 - Brewery Public House (\$252.60)
 - Winery (\$250/yr)
 - Other: _____

ACTIONS

- Change Ownership
- New Outlet
- Greater Privilege
- Additional Privilege
- Other _____

90-DAY AUTHORITY

Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority

APPLYING AS:

- Limited Partnership
- Corporation
- Limited Liability Company
- Individuals

CITY AND COUNTY USE ONLY

Date application received: _____

The City Council or County Commission:

(name of city or county)

recommends that this license be:

- Granted
- Denied

By: _____
(signature) (date)

Name: _____

Title: _____

OLCC USE ONLY

Application Rec'd by: JA

Date: 2-28-14

90-day authority: Yes No

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]

- ① Waltz Brewing LLC ③ _____
- ② _____ ④ _____

2. Trade Name (dba): Waltz Brewing

3. Business Location: 1900 A Street Forest Grove Washington Oregon 97116
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: 1900 A Street Forest Grove Oregon 97116
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 503-896-6057 (phone) (fax)

6. Is the business at this location currently licensed by OLCC? Yes No

7. If yes to whom: _____ Type of License: _____

8. Former Business Name: _____

9. Will you have a manager? Yes No Name: _____
(manager must fill out an Individual History form)

10. What is the local governing body where your business is located? City of Forest Grove
(name of city or county)

11. Contact person for this application: Adam Zumwalt _____
(name) (phone number(s))

(e-mail address)

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant(s) Signature(s) and Date:

① [Signature] Date Feb 27, 2014 ③ _____ Date _____

② _____ Date _____ ④ _____ Date _____



OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: Waltz Brewing LLC Phone: 503-896-6057

Trade Name (dba): Waltz Brewing

Business Location Address: 1900 A Street

City: Forest Grove ZIP Code: 97116

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday	<u>10</u>	to	<u>10</u>
Monday	<u>10</u>	to	<u>10</u>
Tuesday	<u>10</u>	to	<u>10</u>
Wednesday	<u>10</u>	to	<u>10</u>
Thursday	<u>10</u>	to	<u>10</u>
Friday	<u>10</u>	to	<u>10</u>
Saturday	<u>10</u>	to	<u>10</u>

Outdoor Area Hours:

Sunday	<u>10</u>	to	<u>10</u>
Monday	<u>10</u>	to	<u>10</u>
Tuesday	<u>10</u>	to	<u>10</u>
Wednesday	<u>10</u>	to	<u>10</u>
Thursday	<u>10</u>	to	<u>10</u>
Friday	<u>10</u>	to	<u>10</u>
Saturday	<u>10</u>	to	<u>10</u>

The outdoor area is used for:

Food service Hours: _____ to _____

Alcohol service Hours: _____ to _____

Enclosed, how Bollard and chain

The exterior area is adequately viewed and/or supervised by Service Permittees.

_____ (Investigator's Initials)

Seasonal Variations: Yes No If yes, explain: weather permitting

ENTERTAINMENT

Check all that apply:

- | | |
|--|---|
| <input type="checkbox"/> Live Music | <input type="checkbox"/> Karaoke |
| <input checked="" type="checkbox"/> Recorded Music | <input type="checkbox"/> Coin-operated Games |
| <input type="checkbox"/> DJ Music | <input type="checkbox"/> Video Lottery Machines |
| <input type="checkbox"/> Dancing | <input type="checkbox"/> Social Gaming |
| <input type="checkbox"/> Nude Entertainers | <input type="checkbox"/> Pool Tables |
| | <input type="checkbox"/> Other: _____ |

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday	_____	to	_____
Monday	_____	to	_____
Tuesday	_____	to	_____
Wednesday	_____	to	_____
Thursday	_____	to	_____
Friday	_____	to	_____
Saturday	_____	to	_____

SEATING COUNT

Restaurant: _____ Outdoor: 10

Lounge: 24 Other (explain): _____

Banquet: _____ Total Seating: 34

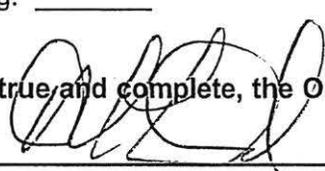
OLCC USE ONLY

Investigator Verified Seating: ___(Y)___(N)

Investigator Initials: _____

Date: _____

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature:  Date: 2/27/14

1-800-452-OLCC (6522)

www.oregon.gov/olcc

(rev. 12/07)

Memorandum

To: Mayor Truax and City Councilors

From: Anna D. Ruggles, CMC, City Recorder
Janie Schutz, Police Chief

Subject: Endorse Liquor License Renewal Applications for Year 2014:

Date: March 17, 2014

BACKGROUND:

The Oregon Liquor Control Commission (OLCC) has notified the City of the eligible liquor licenses seeking renewal for 2014. ORS 471.166 establishes the process for local governments to make recommendations to the OLCC.

Pursuant to City Code 7.805, any person or business requesting City Council endorsement for a liquor license must submit to a criminal background check and must obtain a valid City business license in accordance with City Code. The Police Chief has conducted a thorough investigation of the licensee and responsible parties and has made a favorable recommendation to approve the attached liquor license application renewals for 2014, along with one of the following recommendations:

- **Forward with Approval** ~ no legal basis for denial.
- **Forward with Approval**, supporting documentation attached, pursuant to this Memorandum. A criminal record exists; however, the record does not contain valid basis for denial as provided by Oregon liquor laws (i.e., felony drug or alcohol-related convictions). (Dissemination of criminal record checks is prohibited by State law and is exempted from public disclosure).
- **Reject Application**, supporting Memorandum required ~ the Police Chief has substantial evidence and opposition that warrants a Public Hearing before the City Council to hear testimony and to be used in the City's decision-making process.

STAFF RECOMMENDATION:

Staff recommends the City Council endorse the attached liquor license application renewal(s) for 2014. The City's endorsement will be submitted to OLCC for final determination.

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FOR CITY USE ONLY
 (Please return to City Recorder)

The City of Forest Grove
 Recommends that license be

Granted Denied

3/17/14 37

\$100.00 Original App Fee: Paid:
 \$ 75.00 Change App Fee:
 \$ 35.00 Renewal or Temp App Fee
 \$ 20.25 Special Event

Acct No. 100-21-10-450050 Receipt#: _____

FOREST GROVE POLICE DEPARTMENT
LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Grampy's Deli and Pub

APPLICANT/BUSINESS ADDRESS: 1918 Main Street – Forest Grove

LIQUOR LICENSE NO: 183630/183631

CITY BUSINESS LICENSE: BL-000216

TYPE OF LICENSE REQUESTED:
Application is being made for

<p>ACTION:</p> <p><input type="checkbox"/> Change in Application</p> <p><input checked="" type="checkbox"/> Renewal</p> <p><input type="checkbox"/> Renewal</p> <p><input type="checkbox"/> Special Event</p> <p><input type="checkbox"/> Temporary</p> <p><input type="checkbox"/> Other: _____</p>	<p><input checked="" type="checkbox"/> FULL ON-PREMISES SALES: F-COM licenses are required to have dining seating. Allows the sale and service of distilled spirits, malt beverages, and wine for consumption on the licensed premises. Also allows licensees who are pre-approved to cater events off the licensed premises.</p> <p><input type="checkbox"/> BREWERY – PUBLIC HOUSE This license allows the holder to manufacture malt beverages and sell to patrons and wholesalers and allows the holder to sell malt beverages, wine and cider for consumption at the business and "to go".</p>	<p><input type="checkbox"/> LIMITED ON-PREMISES SALES: Allows the sale of malt beverages, wine and cider for consumption on the licensed premises and the sale of kegs of malt beverages for off premises consumption. Also allows licensees who are pre-approved to cater events off the licensed premises.</p> <p><input checked="" type="checkbox"/> OFF-PREMISES SALES: Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off the licensed premises and allows approved licensees to offer sample tasting of malt beverages, wine and cider.</p>
<p><input type="checkbox"/> Business</p> <p><input type="checkbox"/> Change in Ownership</p> <p><input type="checkbox"/> Greater Privilege</p> <p><input type="checkbox"/> Additional Privilege</p> <p><input type="checkbox"/> Other _____</p>	<p><input type="checkbox"/> F – CAT Caterer</p> <p><input checked="" type="checkbox"/> F – COM Commercial Establishment</p> <p><input type="checkbox"/> F – PC Passenger Carrier</p> <p><input type="checkbox"/> F – CLU Private Club</p> <p><input type="checkbox"/> F – SEW or SEG Special Event</p> <p><input type="checkbox"/> F – PL Other Public Location</p>	<p><input type="checkbox"/> Brewery Public House</p> <p><input type="checkbox"/> Fuel Pumps</p> <p><input type="checkbox"/> Grower</p> <p><input type="checkbox"/> Warehouse</p> <p><input type="checkbox"/> Winery/Grower</p> <p><input type="checkbox"/> Other: _____</p>

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
 - or Designee

2/21/2014
Date



FOR CITY USE ONLY
 (Please return to City Recorder)
 The City of Forest Grove
 Recommends that license be

Granted 3/17/14 Denied

\$100.00 Original App Fee: Paid:
 \$ 75.00 Change App Fee:
 \$ 35.00 Renewal or Temp App Fee
 \$ 20.25 Special Event

Acct No. 100-21-10-450050 Receipt#:

FOREST GROVE POLICE DEPARTMENT
LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Little Monkey Deli

APPLICANT/BUSINESS ADDRESS: 1919 Pacific Avenue – Forest Grove

LIQUOR LICENSE NO: 182174

CITY BUSINESS LICENSE: BL- 040378

TYPE OF LICENSE REQUESTED:
Application is being made for

<p>ACTION:</p> <input type="checkbox"/> Change in Application <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Renewal <input type="checkbox"/> Special Event <input type="checkbox"/> Temporary <input type="checkbox"/> Other: _____	<p><input checked="" type="checkbox"/> FULL ON-PREMISES SALES: F-COM licenses are required to have dining seating. Allows the sale and service of distilled spirits, malt beverages, and wine for consumption on the licensed premises. Also allows licensees who are pre-approved to cater events off the licensed premises.</p> <p><input type="checkbox"/> BREWERY – PUBLIC HOUSE This license allows the holder to manufacture malt beverages and sell to patrons and wholesalers and allows the holder to sell malt beverages, wine and cider for consumption at the business and "to go".</p>	<p><input type="checkbox"/> LIMITED ON-PREMISES SALES: Allows the sale of malt beverages, wine and cider for consumption on the licensed premises and the sale of kegs of malt beverages for off premises consumption. Also allows licensees who are pre-approved to cater events off the licensed premises.</p> <p><input type="checkbox"/> OFF-PREMISES SALES: Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off the licensed premises and allows approved licensees to offer sample tasting of malt beverages, wine and cider.</p>
<input type="checkbox"/> Business <input type="checkbox"/> Change in Ownership <input type="checkbox"/> Greater Privilege <input type="checkbox"/> Additional Privilege <input type="checkbox"/> Other _____	<input type="checkbox"/> F – CAT Caterer <input checked="" type="checkbox"/> F – COM Commercial Establishment <input type="checkbox"/> F – PC Passenger Carrier <input type="checkbox"/> F – CLU Private Club <input type="checkbox"/> F – SEW or SEG Special Event <input type="checkbox"/> F – PL Other Public Location	<input type="checkbox"/> Brewery Public House <input type="checkbox"/> Fuel Pumps <input type="checkbox"/> Grower <input type="checkbox"/> Warehouse <input type="checkbox"/> Winery/Grower <input type="checkbox"/> Other: _____

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
 - or Designee

2/21/2014
Date



FOR CITY USE ONLY
(Please return to City Recorder)

The City of Forest Grove
Recommends that license be

Granted 3/17 Denied

\$100.00 Original App Fee: Paid:
\$ 75.00 Change App Fee:
\$ 35.00 Renewal or Temp App Fee
\$ 20.25 Special Event

Acct No. 100-21-10-450050 Receipt#: _____

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: McMenamins Grand Lodge

APPLICANT/BUSINESS ADDRESS: 3505 Pacific Avenue – Forest Grove

LIQUOR LICENSE NO: 183784

CITY BUSINESS LICENSE: BL-000298

TYPE OF LICENSE REQUESTED:
Application is being made for

<p>ACTION:</p> <p><input type="checkbox"/> Change in Application</p> <p><input checked="" type="checkbox"/> Renewal</p> <p><input type="checkbox"/> Renewal</p> <p><input type="checkbox"/> Special Event</p> <p><input type="checkbox"/> Temporary</p> <p><input type="checkbox"/> Other: _____</p>	<p><input checked="" type="checkbox"/> FULL ON-PREMISES SALES: F-COM licenses are required to have dining seating. Allows the sale and service of distilled spirits, malt beverages, and wine for consumption on the licensed premises. Also allows licensees who are pre-approved to cater events off the licensed premises.</p> <p><input type="checkbox"/> BREWERY – PUBLIC HOUSE This license allows the holder to manufacture malt beverages and sell to patrons and wholesalers and allows the holder to sell malt beverages, wine and cider for consumption at the business and "to go".</p>	<p><input type="checkbox"/> LIMITED ON-PREMISES SALES: Allows the sale of malt beverages, wine and cider for consumption on the licensed premises and the sale of kegs of malt beverages for off premises consumption. Also allows licensees who are pre-approved to cater events off the licensed premises.</p> <p><input type="checkbox"/> OFF-PREMISES SALES: Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off the licensed premises and allows approved licensees to offer sample tasting of malt beverages, wine and cider.</p>
<p><input type="checkbox"/> Business</p> <p><input type="checkbox"/> Change in Ownership</p> <p><input type="checkbox"/> Greater Privilege</p> <p><input type="checkbox"/> Additional Privilege</p> <p><input type="checkbox"/> Other _____</p>	<p><input type="checkbox"/> F – CAT Caterer</p> <p><input checked="" type="checkbox"/> F – COM Commercial Establishment</p> <p><input type="checkbox"/> F – PC Passenger Carrier</p> <p><input type="checkbox"/> F – CLU Private Club</p> <p><input type="checkbox"/> F – SEW or SEG Special Event</p> <p><input type="checkbox"/> F – PL Other Public Location</p>	<p><input type="checkbox"/> Brewery Public House</p> <p><input type="checkbox"/> Fuel Pumps</p> <p><input type="checkbox"/> Grower</p> <p><input type="checkbox"/> Warehouse</p> <p><input type="checkbox"/> Winery/Grower</p> <p><input type="checkbox"/> Other: _____</p>

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
- or Designee

3/17/2014
Date



FOR CITY USE ONLY
 (Please return to City Recorder)

The City of Forest Grove
 Recommends that license be

Granted 3/17/14 Denied

\$100.00 Original App Fee: Paid:
 \$ 75.00 Change App Fee:
 \$ 35.00 Renewal or Temp App Fee
 \$ 20.25 Special Event

Acct No. 100-21-10-450050 Receipt#: _____

FOREST GROVE POLICE DEPARTMENT

LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Prime Time Restaurant and Sports Bar

APPLICANT/BUSINESS ADDRESS: 4450 Pacific Avenue – Forest Grove

LIQUOR LICENSE NO: 190621

CITY BUSINESS LICENSE: BL- 04025

TYPE OF LICENSE REQUESTED:
Application is being made for

<p>ACTION:</p> <input type="checkbox"/> Change in Application <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Renewal <input type="checkbox"/> Special Event <input type="checkbox"/> Temporary <input type="checkbox"/> Other: _____	<p><input checked="" type="checkbox"/> FULL ON-PREMISES SALES: F-COM licenses are required to have dining seating. Allows the sale and service of distilled spirits, malt beverages, and wine for consumption on the licensed premises. Also allows licensees who are pre-approved to cater events off the licensed premises.</p> <p><input type="checkbox"/> BREWERY – PUBLIC HOUSE This license allows the holder to manufacture malt beverages and sell to patrons and wholesalers and allows the holder to sell malt beverages, wine and cider for consumption at the business and "to go".</p>	<p><input type="checkbox"/> LIMITED ON-PREMISES SALES: Allows the sale of malt beverages, wine and cider for consumption on the licensed premises and the sale of kegs of malt beverages for off premises consumption. Also allows licensees who are pre-approved to cater events off the licensed premises.</p> <p><input type="checkbox"/> OFF-PREMISES SALES: Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off the licensed premises and allows approved licensees to offer sample tasting of malt beverages, wine and cider.</p>
<input type="checkbox"/> Business <input type="checkbox"/> Change in Ownership <input type="checkbox"/> Greater Privilege <input type="checkbox"/> Additional Privilege <input type="checkbox"/> Other _____	<input type="checkbox"/> F – CAT Caterer <input checked="" type="checkbox"/> F – COM Commercial Establishment <input type="checkbox"/> F – PC Passenger Carrier <input type="checkbox"/> F – CLU Private Club <input type="checkbox"/> F – SEW or SEG Special Event <input type="checkbox"/> F – PL Other Public Location	<input type="checkbox"/> Brewery Public House <input type="checkbox"/> Fuel Pumps <input type="checkbox"/> Grower <input type="checkbox"/> Warehouse <input type="checkbox"/> Winery/Grower <input type="checkbox"/> Other: _____

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
 - or Designee

2/20/2014
Date



FOR CITY USE ONLY
(Please return to City Recorder)

The City of Forest Grove
Recommends that license be

Granted Denied

\$100.00 Original App Fee: 3/17 Paid:
\$ 75.00 Change App Fee:
\$ 35.00 Renewal or Temp App Fee
\$ 20.25 Special Event

Acct No. 100-21-10-450050 Receipt#: _____

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: The Friendly Vine Wine Shop

APPLICANT/BUSINESS ADDRESS: 2004 Main Street, Suite 100 – Forest Grove

LIQUOR LICENSE NO: 184422/184424

CITY BUSINESS LICENSE: BL-000458

TYPE OF LICENSE REQUESTED:
Application is being made for

ACTION: <input type="checkbox"/> Change in Application <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Renewal <input type="checkbox"/> Special Event <input type="checkbox"/> Temporary <input type="checkbox"/> Other: _____	<input type="checkbox"/> FULL ON-PREMISES SALES: F-COM licenses are required to have dining seating. Allows the sale and service of distilled spirits, malt beverages, and wine for consumption on the licensed premises. Also allows licensees who are pre-approved to cater events off the licensed premises. <input type="checkbox"/> BREWERY – PUBLIC HOUSE This license allows the holder to manufacture malt beverages and sell to patrons and wholesalers and allows the holder to sell malt beverages, wine and cider for consumption at the business and "to go".	<input checked="" type="checkbox"/> LIMITED ON-PREMISES SALES: Allows the sale of malt beverages, wine and cider for consumption on the licensed premises and the sale of kegs of malt beverages for off premises consumption. Also allows licensees who are pre-approved to cater events off the licensed premises. <input checked="" type="checkbox"/> OFF-PREMISES SALES: Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off the licensed premises and allows approved licensees to offer sample tasting of malt beverages, wine and cider.
<input type="checkbox"/> Business <input type="checkbox"/> Change in Ownership <input type="checkbox"/> Greater Privilege <input type="checkbox"/> Additional Privilege <input type="checkbox"/> Other _____	<input type="checkbox"/> F – CAT Caterer <input type="checkbox"/> F – COM Commercial Establishment <input type="checkbox"/> F – PC Passenger Carrier <input type="checkbox"/> F – CLU Private Club <input type="checkbox"/> F – SEW or SEG Special Event <input type="checkbox"/> F – PL Other Public Location	<input type="checkbox"/> Brewery Public House <input type="checkbox"/> Fuel Pumps <input type="checkbox"/> Grower <input type="checkbox"/> Warehouse <input type="checkbox"/> Winery/Grower <input type="checkbox"/> Other: _____

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
- or Designee

3/2/19
Date



FOR CITY USE ONLY
 (Please return to City Recorder)

The City of Forest Grove
 Recommends that license be

Granted **Denied**

\$100.00 Original App Fee: Paid: 3117
 \$ 75.00 Change App Fee:
 \$ 35.00 Renewal or Temp App Fee
 \$ 20.25 Special Event

Acct No. 100-21-10-450050 Receipt#: _____

FOREST GROVE POLICE DEPARTMENT

LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Super Mercado La Montana

APPLICANT/BUSINESS ADDRESS: 1905 Mountain View Lane, Suite 100 – Forest Grove

LIQUOR LICENSE NO: 184410

CITY BUSINESS LICENSE: BL-000319

TYPE OF LICENSE REQUESTED:

Application is being made for

<p>ACTION:</p> <p><input type="checkbox"/> Change in Application</p> <p><input checked="" type="checkbox"/> Renewal</p> <p><input type="checkbox"/> Renewal</p> <p><input type="checkbox"/> Special Event</p> <p><input type="checkbox"/> Temporary</p> <p><input type="checkbox"/> Other: _____</p>	<p><input type="checkbox"/> FULL ON-PREMISES SALES: F-COM licenses are required to have dining seating. Allows the sale and service of distilled spirits, malt beverages, and wine for consumption on the licensed premises. Also allows licensees who are pre-approved to cater events off the licensed premises.</p> <p><input type="checkbox"/> BREWERY – PUBLIC HOUSE This license allows the holder to manufacture malt beverages and sell to patrons and wholesalers and allows the holder to sell malt beverages, wine and cider for consumption at the business and "to go".</p>	<p><input type="checkbox"/> LIMITED ON-PREMISES SALES: Allows the sale of malt beverages, wine and cider for consumption on the licensed premises and the sale of kegs of malt beverages for off premises consumption. Also allows licensees who are pre-approved to cater events off the licensed premises.</p> <p><input checked="" type="checkbox"/> OFF-PREMISES SALES: Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off the licensed premises and allows approved licensees to offer sample tasting of malt beverages, wine and cider.</p>
<p><input type="checkbox"/> Business</p> <p><input type="checkbox"/> Change in Ownership</p> <p><input type="checkbox"/> Greater Privilege</p> <p><input type="checkbox"/> Additional Privilege</p> <p><input type="checkbox"/> Other _____</p>	<p><input type="checkbox"/> F – CAT Caterer</p> <p><input type="checkbox"/> F – COM Commercial Establishment</p> <p><input type="checkbox"/> F – PC Passenger Carrier</p> <p><input type="checkbox"/> F – CLU Private Club</p> <p><input type="checkbox"/> F – SEW or SEG Special Event</p> <p><input type="checkbox"/> F – PL Other Public Location</p>	<p><input type="checkbox"/> Brewery Public House</p> <p><input type="checkbox"/> Fuel Pumps</p> <p><input type="checkbox"/> Grower</p> <p><input type="checkbox"/> Warehouse</p> <p><input type="checkbox"/> Winery/Grower</p> <p><input type="checkbox"/> Other: _____</p>

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

J. Schutz
Janie Schutz, Chief of Police
 - or Designee

3/7/2014
Date



Fernhill Natural Treatment System

Forest Grove City Countil

March 17, 2014

Triple Bottom Line



Innovative



Environment



Economic



Social



Treatment

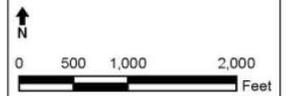


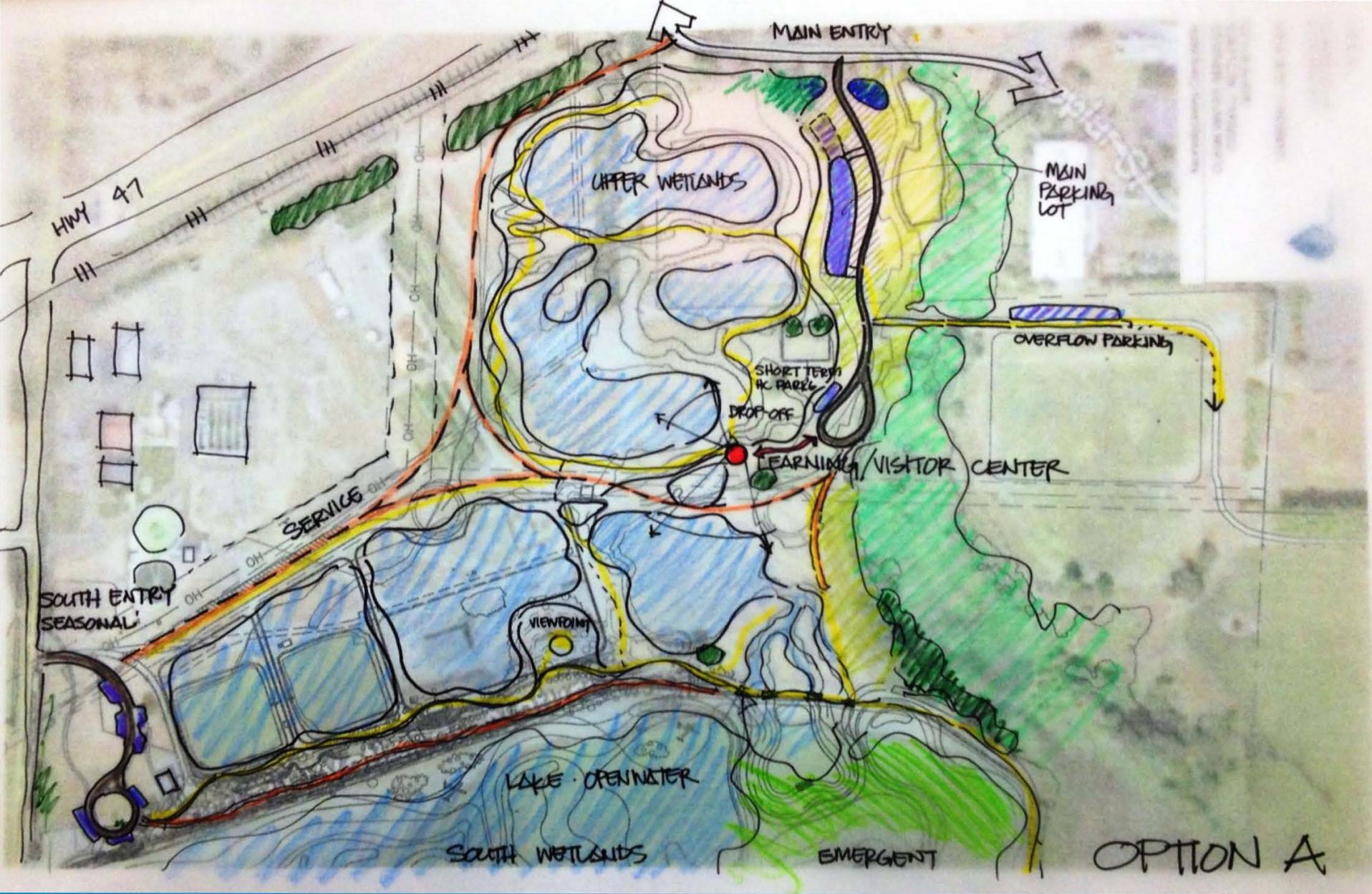
Figure 1-1
Basis of Design
Fernhill Site

South Wetlands
Forest Grove, OR

Legend

-  Major Roads
-  Streets
-  Streams
-  Fernhill Site
-  Fernhill NTS
-  Potential Fernhill NTS
-  South Wetlands
-  Phase 1A
(Existing Lower Treatment Wetland,
Restorative Water Garden)
-  Barney Mitigation Wetlands
-  Forest Grove WWTF





2014 Schedule

- **Current Activities**
 - **Entry Area/Access Improvements**
 - **15% Design – South Wetlands**
 - **Pilot Study for Upper and West Wetlands**
- **Next Steps**
 - **Pilot Study**
 - **May 1 celebration and groundbreaking**
 - **South Wetlands**
 - ❖ **30% Design, CM/GC contractor, Construction 2014**

Questions?



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MAKING A
GREAT
PLACE



District 4 Metro update

Forest Grove City Council

Councilor Kathryn Harrington
March 17, 2014

Solid waste and recycling

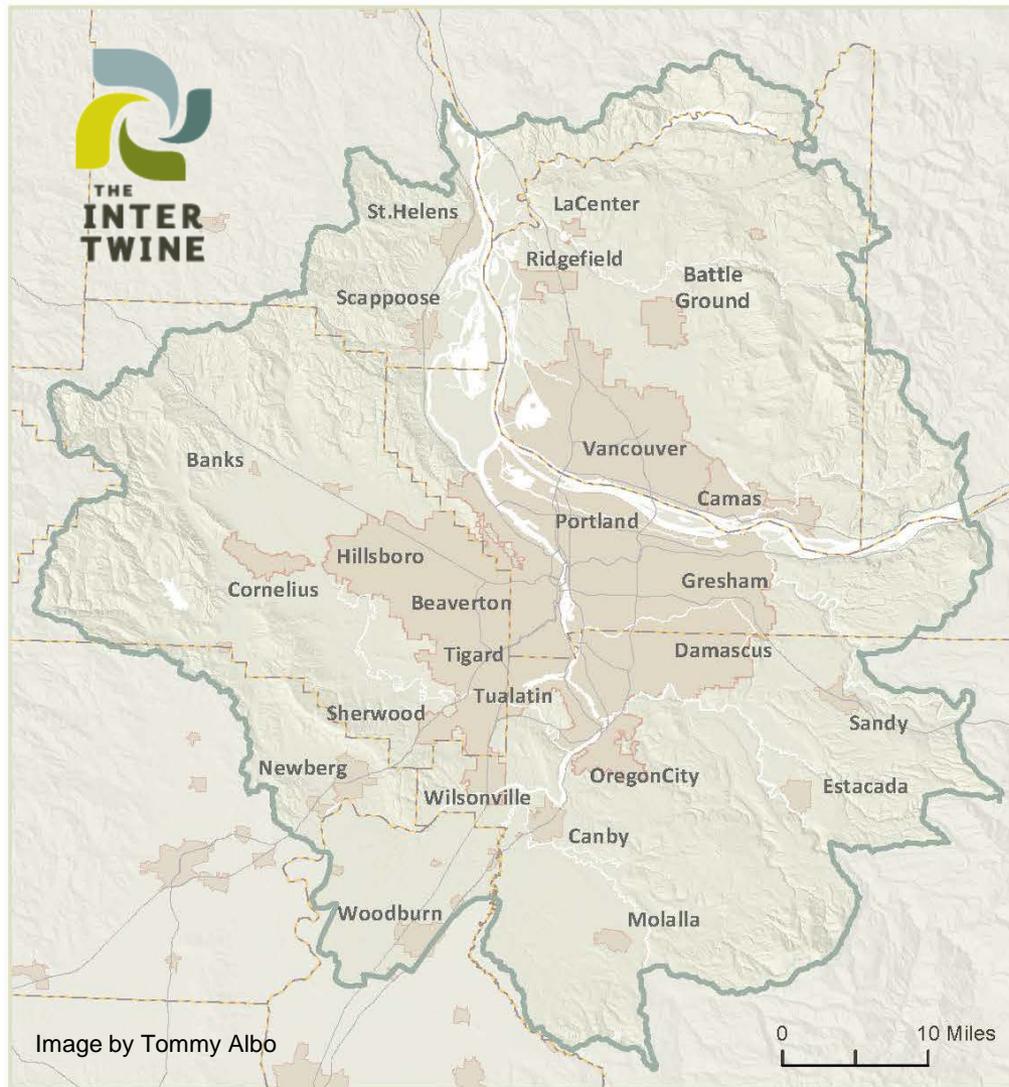


- Solid Waste Roadmap
- Let's Talk Trash

Visitor venues



- Convention Center hotel project
- Condors of the Columbia
- Elephant Lands
- Cirque du Soleil TOTEM at Expo Center



The Intertwine Region

www.theintertwine.org

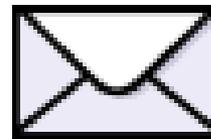
Your questions...

Kathryn Harrington

Metro Councilor, District 4

503-797-1553

kathryn.harrington@oregonmetro.gov



www.oregonmetro.gov/connect

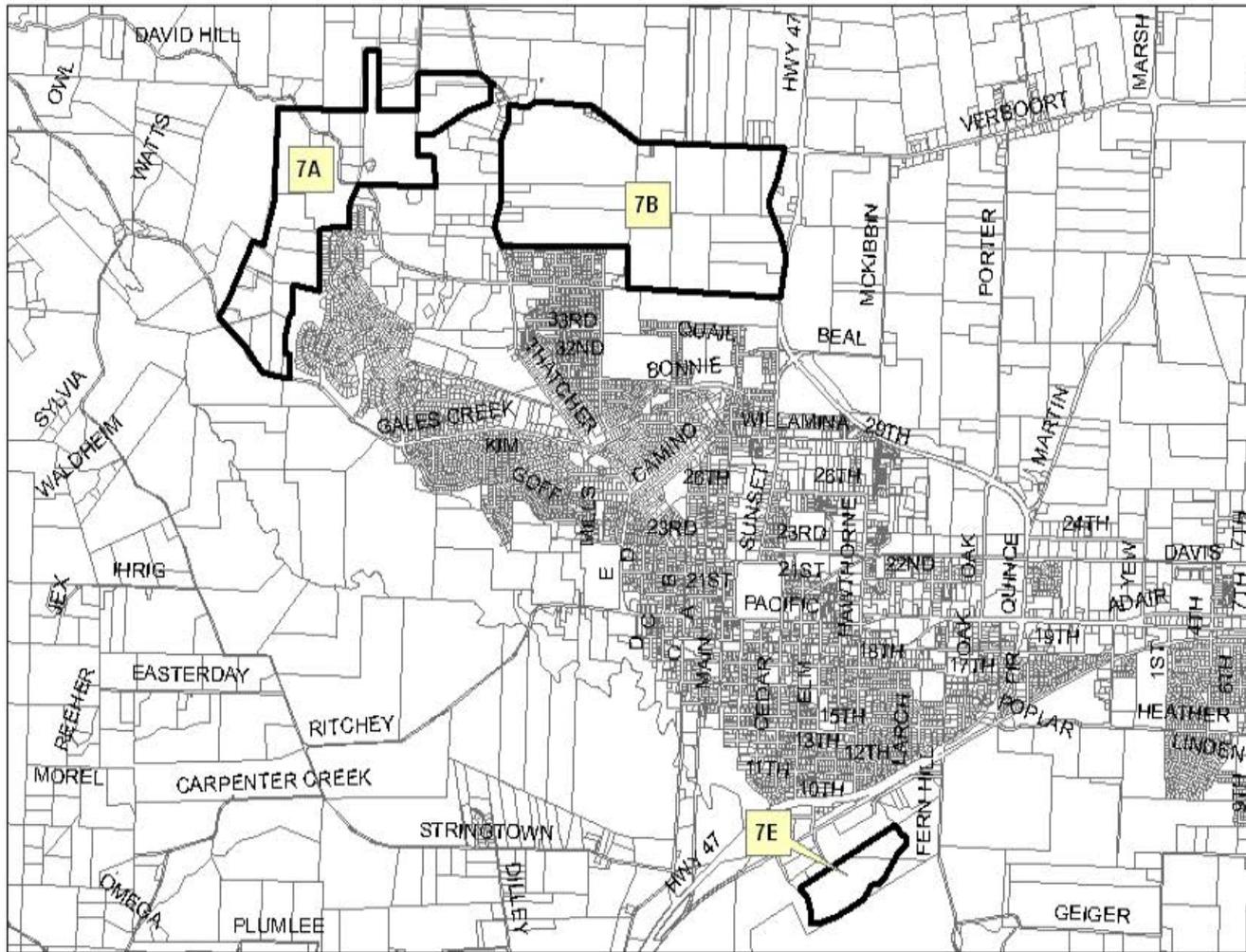
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Reserves and Grand Bargain

City Council

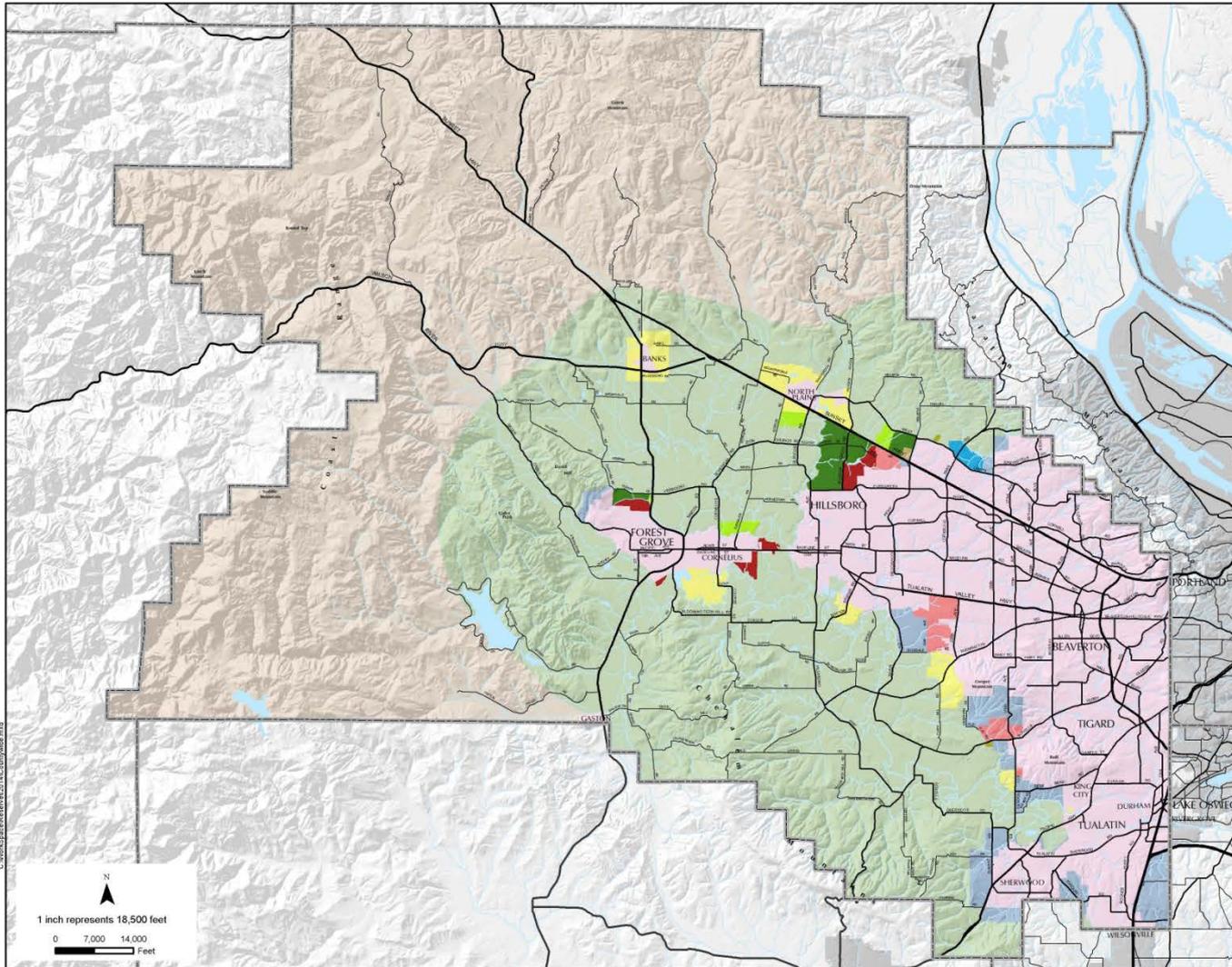
March 17, 2014

Forest Grove Urban Reserve Planning Areas



Appellate Court Decision

- Upheld many aspects of the LCDC, Metro and Counties actions
- Remanded on four issues. LCDC erred in:
 - (1) approving Washington County's misapplication of the rural reserve factors pertaining to agricultural land;
 - (2) concluding that Multnomah County had adequately "considered" the rural reserve factors pertaining to Area 9D (Area in the northwest portion of Multnomah County in vicinity of Cornelius Pass Road);
 - (3) concluding that it has authority to affirm a local government's decision where its findings are inadequate if the evidence "clearly supports" the decision; and
 - 4) failing to meaningfully explain why--even in light of weighty countervailing evidence--Metro and the counties' designation of Areas 4A to 4D (commonly referred to as Stafford) as urban reserves is supported by substantial evidence.



Potential HB 4078 Changes to 2011 Submittal

Boundaries based on Washington County interpretation of draft bill. Subject to change and correction based on final legislative action and materials.

To Rural Reserve

- Urban Reserve to Rural Reserve
- Undesignated to Rural Reserve

To Urban Reserve / UGB Addition

- Legislative UGB Addition
- Rural Reserve to Urban Reserve
- Undesignated to Urban Reserve

To Undesignated

- Rural, Reserve to Undesignated
- Urban Reserve to Undesignated

Unchanged

- Rural Reserve (unchanged)
- Urban Reserve (unchanged)
- 2011 UGB Decision
- Undesignated (unchanged)
- 2010 Urban Area
- Rural Outside of Reserves Study Area

This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information. Care was taken in the mapping but there are no warranties for this product. However, notification of any errors will be appreciated.

Department of Land Use and Transportation
Planning and Development Services Division

March 04, 2014

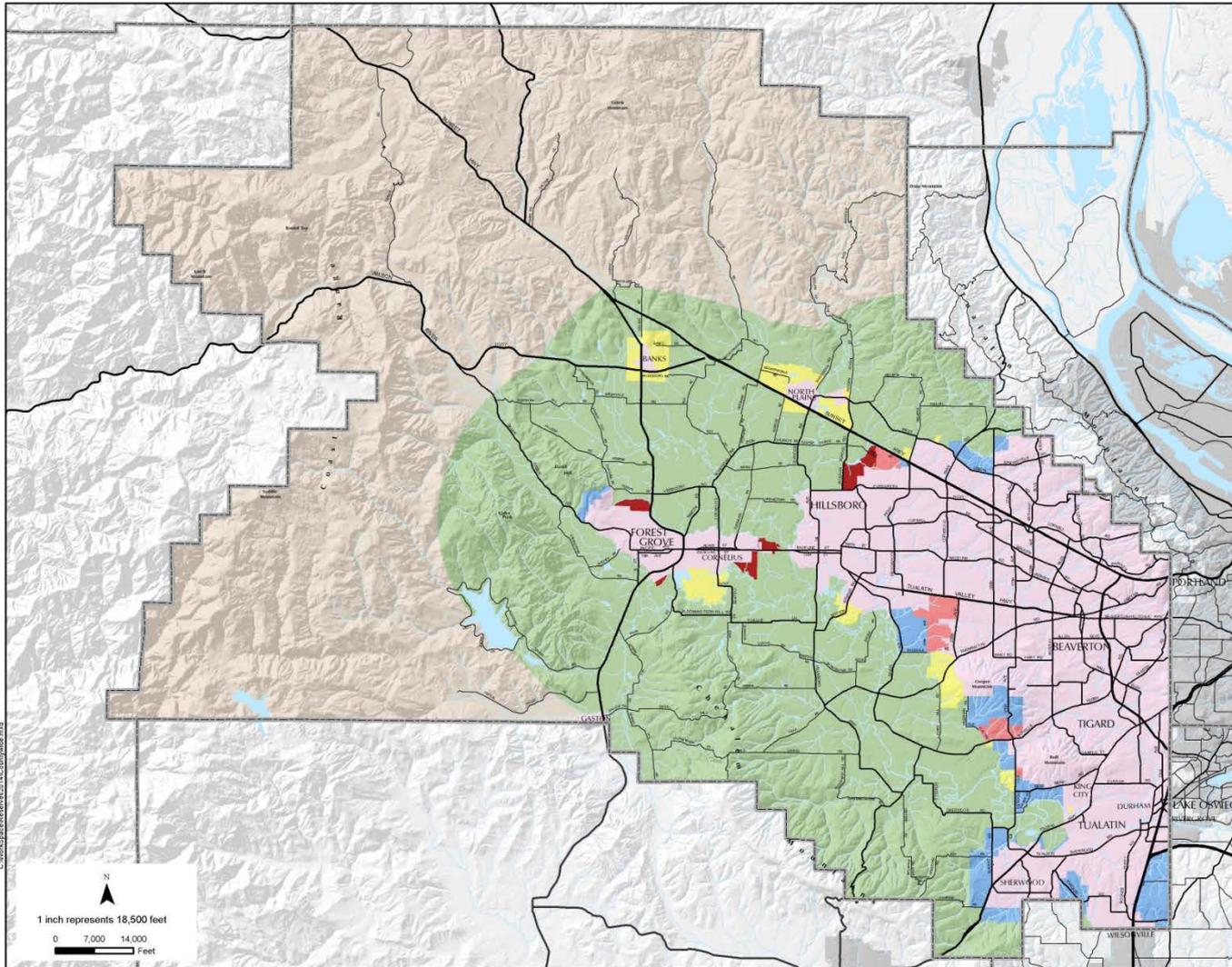
**Potential
House Bill 4078
Outcome**
*Boundaries based on Washington County
interpretation of draft bill.
Subject to change and correction based
on final legislative action and materials.*

- Rural Reserve
- Urban Reserve
- Undesignated
- 2011 UGB Decision
- Added to UGB
- 2010 Urban Area
- Rural Outside of Reserves Study Area

This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information. Care was taken in the mapping but there are no warranties for this product. However, notification of any errors will be appreciated.

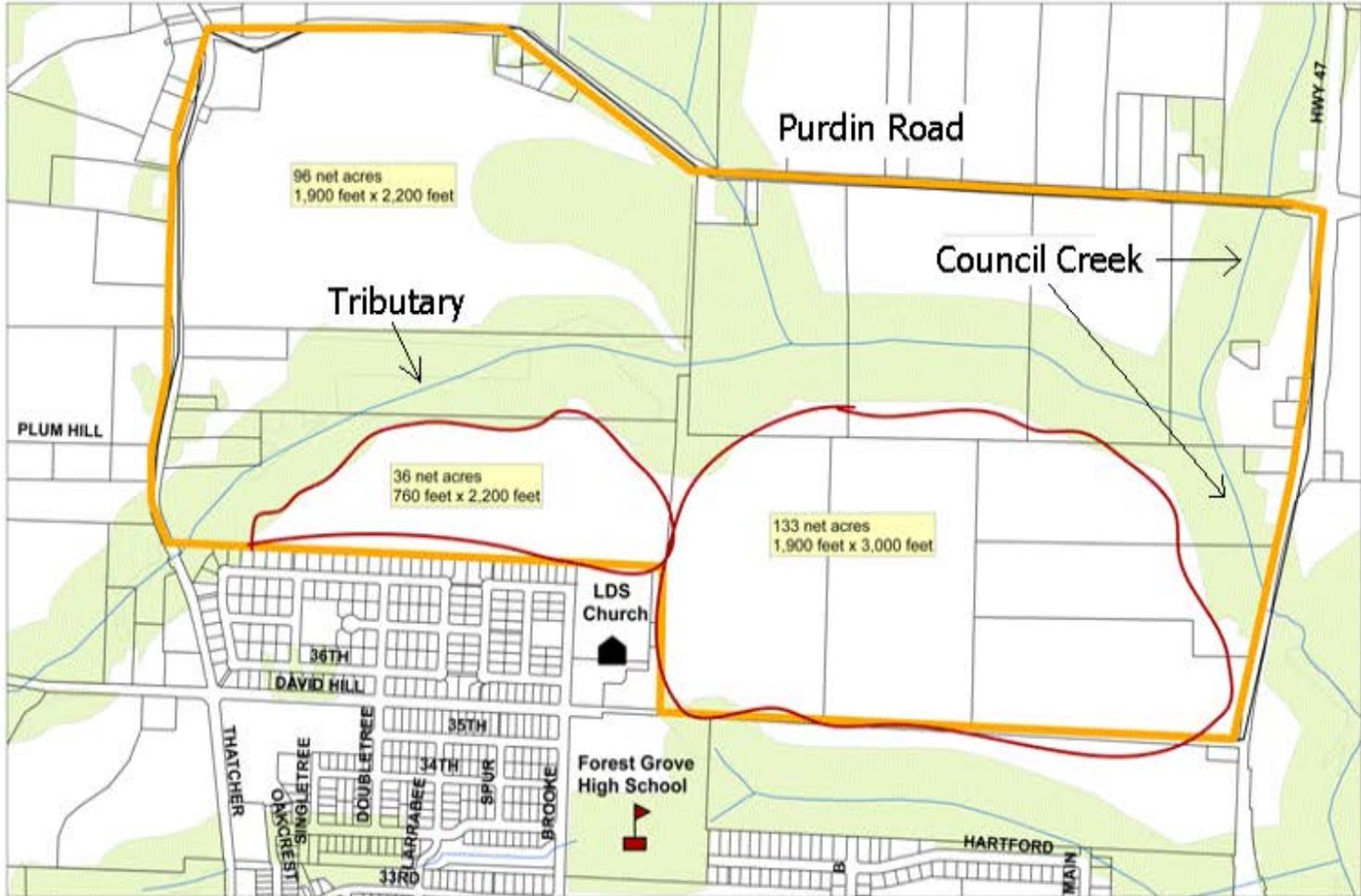
Department of Land Use and Transportation
Planning and Development Services Division

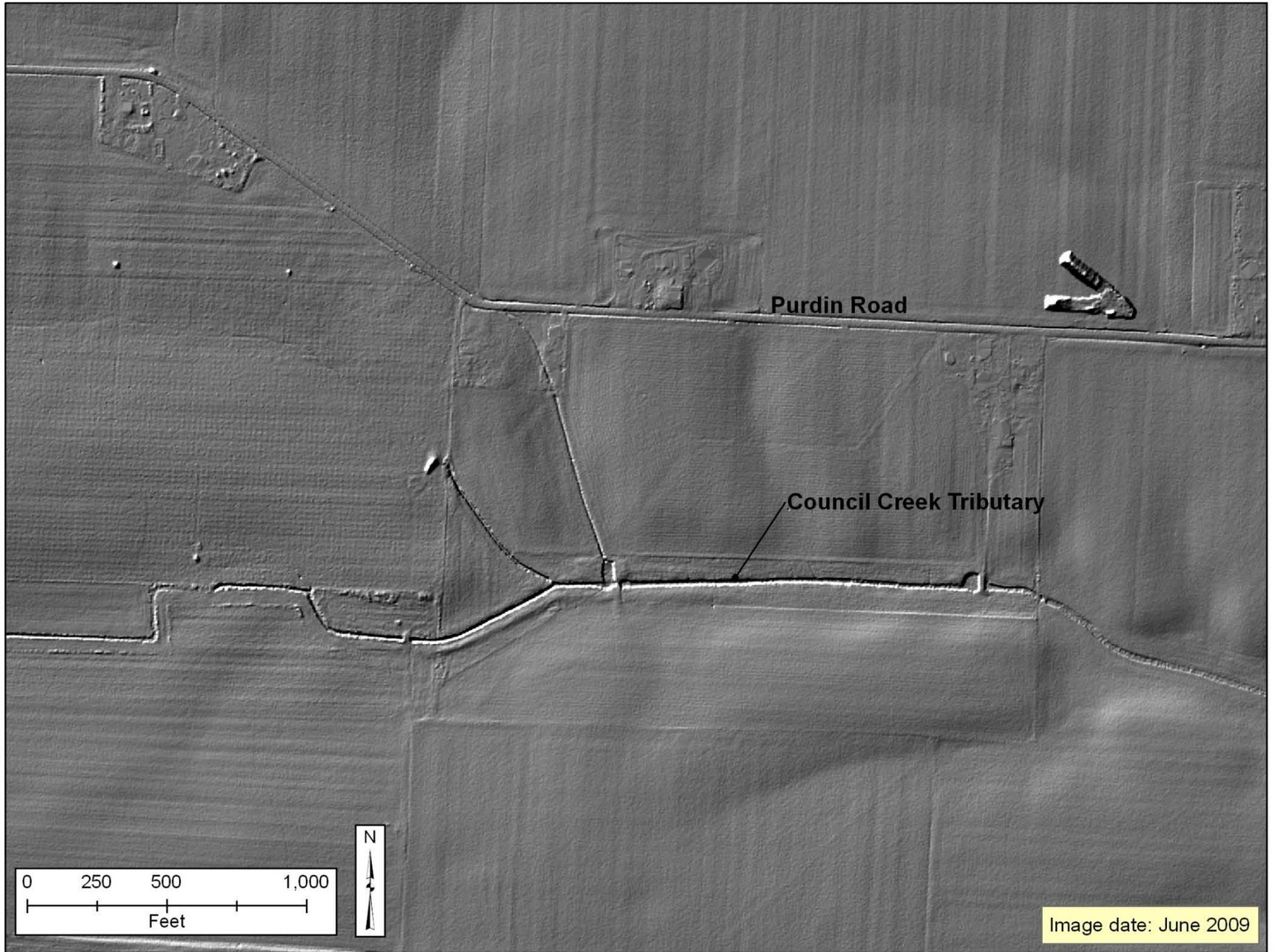
March 04, 2014



© Washington County 2014

Purdin Road Urban Reserve Area





Purdin Road

Council Creek Tributary

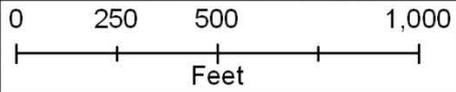


Image date: June 2009

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March 17, 2014

STAFF REPORT AND RESOLUTION FOR AN OLD TOWN LOOP TRAIL UNDER THE 2014 OREGON PARKS AND RECREATION DEPARTMENT LOCAL GOVERNMENT GRANT PROGRAM

PROJECT TEAM:

Michael Sykes, City Manger
Tom Gamble, Parks & Recreation Director
Jeffrey King, Economic Development Manager

ISSUE STATEMENT:

Forest Grove is growing at a rapid pace. To address additional park and recreational needs, City staff is proposing the development of a Bike/Ped multi-use trail at the south end of the Old Town area. The loop trail will be 3,335 linear feet long. The project will create a loop trail that will connect to the existing B Street trail to the north and west and with the existing Hwy 47 trail to the south. The resulting loop will be 1.65 miles –all of it off road. This will increase safety and encourage expanded use. The total project cost is estimated at \$327,000. Staff is requesting City Council pass a resolution supporting a \$163,500 grant application to the Oregon Parks and Recreation Department (OPRD) Local Government Grant Program. The local grant match will be 163,500, will come from City of Forest Grove Parks SDCs. City Parks & Recreation would maintain the facility.

BACKGROUND:

The 2002 City of Forest Grove Parks, Recreation and Open Space Master Plan identified the need for additional trails, greenways and linear parks to keep up with the growing population and “ensure that the livability of Forest Grove is preserved...” In response to this need, staff has proposed the development of a multi-use loop trail to help increase the use and enhance the experience of the City’s trail system and the B street trail. This Old Town trail project will complete a loop consisting of the B Street trail and a section of the Hwy 47 trail. The 2007 Forest Grove Trails Master Plan specifically identifies this Old Town trail segment to complete the loop. The resulting loop will encircle metro owned green space property that includes a small wetland and Gales Creek. The entire loop will be separated from vehicular traffic. With a safer, visually pleasing and natural environment, the trail will see increased usage and give Forest Grove residents a greater opportunity for exercise and recreation. It will also add to our offerings of sustainable tourism.

The project proposed for the state OPRD grant is to build and install 10' paved 3,300 sf multi-use trail on land owned by Metro. The trail would connect to the existing B Street Trail to the north and Hwy 47 trail to the south. It would also include a new access connection to 14th Street and signage and benches will be added. This project is estimated at a total cost of \$327,000 with a local a match of \$163,500 from the City of Forest Grove Parks SDC fund. The grant request to the Local Government Grant Program is \$163,500. The Forest Grove Parks & Recreation Department would be responsible for on-going maintenance and upkeep. The City applied for this same grant in April 2013. However it was not funded because we did not have written site control from Metro. That agreement is now in place and are confident that the application will be funded in 2014.

The OPRD administers the Local Government Grant Program (LGGP). The LGGP was created in 1998 by initiative petition of the voters. Funds come from state lottery proceeds. OPRD gives more than \$4 million annually to Oregon local governments for outdoor recreation projects. Only cities, counties, parks and recreation districts, metropolitan services districts and port districts are eligible to apply. Cities over 5,000 must provide a 40% match. Only public outdoor parks and recreation areas, and facilities are eligible. Funds must be used for acquisition, development or rehabilitation.

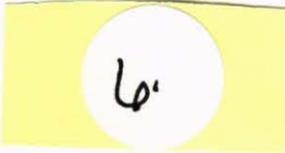
The application is due to the State OPRD on April 4, 2014.

FISCAL IMPACT:

The project would cost \$327,000. Fifty percent or \$163,500 of the cost would be paid by a Local Government Grant Program from Oregon Parks and Recreation Department. The grant would be matched by \$163,500 from the City of Forest Grove Parks System Development Charge (SDC) account. The funds are available.

STAFF RECOMMENDATION:

Staff recommends the City Council approved the attached resolution authorize the City to apply for the Local Government Grant Program.



RESOLUTION NO. 2014-32

RESOLUTION AUTHORIZING THE CITY OF FOREST GROVE TO APPLY FOR A LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT FOR DEVELOPMENT OF A MULTI-USE TRAIL IN THE OLD TOWN/B STREET OPEN SPACE AREA

WHEREAS, The Oregon Parks and Recreation Department is accepting applications for the Local Government Grant Program; and

WHEREAS, the City of Forest Grove desires to participate in this grant program to the greatest intent possible as a means of providing needed parks and recreation facilities, improvements and enhancements ; and

WHEREAS, The installation of a multi-use loop trail in the Old Town/B Street open space area has been identified as a high priority in Forest Grove by City Council and City staff as it provides recreational opportunities for urban citizens within Forest Grove and the region; and

WHEREAS, the project includes the installation of a 10-foot wide paved multi-use trail that will complete a loop connecting with the existing B Street and Hwy 47 trails for a distance of 1.65 miles and will increase and encourage local use; and

WHEREAS, The City of Forest Grove hereby certifies it has available local matching funds to fulfill its share of obligation related to this grant application should the grant funds be awarded; and

WHEREAS, The City of Forest Grove will provide adequate funding for on-going operations and maintenance of this park and recreation facility should the grant funds be awarded.

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

Section 1. That the City of Forest Grove City Council demonstrates its support and be authorized to apply for a Local Government Grant to the Oregon Parks and Recreation Department for an Old Town Loop Trail as specified above.

Section 2. That the City Manager is hereby authorized to submit the grant application, on behalf of the City of Forest Grove, and to make any technical changes to the grant application materials, as necessary, after adoption of this resolution.

Section 3. That the City of Forest Grove be prepared to contribute funding as specified in the grant application for any awarded grants.

Section 4. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 17th day of March, 2014.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 17th day of March, 2014.

Peter B. Truax, Mayor



Legend

- ▬ Proposed Old Town Loop Trail
- ▬ B Street Bike and Pedestrian Path
- ▬ Existing Hwy 47 Bike and Pedestrian Paved Path
- ▬ Gales Creek
- ▬ Streets



NOT TO SCALE

product: E-10-02

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March 17, 2014

**CITY COUNCIL GOAL SETTING FOR FISCAL YEAR
JULY 1, 2014, THROUGH JUNE 30, 2015**

**Project Team: Michael J. Sykes, City Manager
Anna D. Ruggles, CMC, City Recorder**

BACKGROUND:

Pursuant to City Council Rules of Procedure, Section 16, the City Council must set its goals annually. The goals shall include *Short-Term Goals and Objectives* that the Council plans on completing within the next 12 months and *Long-Term Goals and Objectives* that the Council plans to work on during their term of office and/or future goals and objectives that may take longer to complete. The *Goals and Objectives* that Council sets annually help guide City administration and departments as they plan for the upcoming budget year.

DISCUSSION:

At the City Council Goal-Setting Retreat held March 1, 2014, Council identified the following three key goals for Fiscal Year 2014-15 (no proposed changes were made to the three existing key goals):

COUNCIL GOALS PROPOSED FOR FISCAL YEAR 2014-15:

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

In addition, at the City Council Goal-Setting Retreat held March 1, 2014, Council carried over seven (7) goal objectives from FY 2013-14 into FY 14-15 (attached as Attachment A) and identified 20 Goal Objectives from FY 2013-14 as long-term and/or ongoing and moved these objectives into its own list (attached as Attachment B).

COUNCIL GOALS AND OBJECTIVES WORK SESSION:

The City Council will be meeting to conduct a Goal Objectives Work Session on March 17, 2014. At the Council Work Session, Council will finish ranking and prioritizing their new Goals and Objectives to go along with the three (3) key Council Goals adopted for Fiscal Year 2014-15. Management staff recommends that objectives receiving less than 14 points be considered as "very low priority". The intent of asking Council to prioritize its objectives for the coming fiscal year is to know if there are specific objectives that require budget resources in order to be accomplished. Staff has prepared a resolution in advance so Council can adopt their new Goal Objectives for Fiscal Year 2014-15, which will be presented after the work session for Council consideration at the March 17, 2014, regular City Council meeting. After Council adopts its three (3) key Council Goals and new Goal Objectives, Department Directors will provide funding source information if required and incorporate any significant goals and objectives into their work plans and will be presented to Council at a later date.

STAFF RECOMMENDATION:

Staff recommends the City Council approve the attached Resolution No. 2014-33 adopting the Council's three (3) key goals for Fiscal Year 2014-15 as noted in the attached Exhibit A, and approve the attached Resolution No. 2014-34 adopting the Council's Goal Objectives for Fiscal Year 2014-15. In addition, staff recommends that Council adopt their Council Team Agreement for 2014 (attached as Agenda Item 9).

CITY COUNCIL FISCAL YEAR 2013-14 GOALS AND OBJECTIVES
CARRIED OVER INTO FISCAL YEAR 2014-15

	Objectives:	Status:	Dept. Assigned:
FY 13-14	Develop Strategic Sustainability Plan	FY 14-15	Holan
FY 13-14	A. T. Smith House tie into City-related programs	FY 14-15	Gamble
FY 13-14	Police Department Facility Needs Assessment	FY 14-15	Downey; Schutz
FY 13-14	Fire Department Strategic Plan	FY 14-15	Downey; Kinkade
FY 13-14	Emergency Water Bladders, Budget \$ FY 2014-15	FY 14-15	Downey; Kinkade
FY 13-14	Complete Urban Renewal Program – Phase II	FY 14-15	Holan; King; Downey
FY 13-14	Develop Budget Projected Policy for large projects	FY 14-15	Downey

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CITY COUNCIL LONG-TERM OR ONGOING GOALS AND OBJECTIVES

GOAL 1

**PROMOTE SAFE, LIVABLE, AND SUSTAINABLE NEIGHBORHOODS
AND A PROSPEROUS DYNAMIC, GREEN CITY**

Goal #	Objectives:	Status:	Dept. Assigned:
1.	Affordable Housing	Ongoing	Holan
2.	Business Retention, Recruitment and Marketing Efforts: <ul style="list-style-type: none"> • Promote Tourism Opportunities and Events • Forest Grove/Cornelius Chamber of Commerce Partnership 	Ongoing	Cress; King
3.	Code Enforcement Emphasis: <ul style="list-style-type: none"> • Graffiti • Crime prevention 	Ongoing	Schutz
4.	Downtown Revitalization Efforts: <ul style="list-style-type: none"> • Town Center Plaza • Downtown Corridor Traffic Flow 	Ongoing	Foster; Holan; King
5.	Energy Efficiency Upgrades, Reduce Energy Consumption: <ul style="list-style-type: none"> • Aquatic Center 	Ongoing	Gamble
6.	Public Arts, Promote	Ongoing	Gamble; Winters;
7.	Public Relations, Enhance Communications: <ul style="list-style-type: none"> • City Services • City Accomplishments • Council/Citizen Outreach (i.e., table at Farmers Market) 	Ongoing	Sykes; Maughan Council
8.	Post Office, New or Retail Store	Long-Term	Sykes
9.	Sidewalk Improvements: <ul style="list-style-type: none"> • LID • Safe Routes to Schools • East of Mountain View Lane • B Street 	Ongoing	Foster
10.	Transit: <ul style="list-style-type: none"> • Grovelink • High-Capacity 	Ongoing	Foster; Holan
11.	Trail Projects, local: <ul style="list-style-type: none"> • Regional Trail Intertwine 	Ongoing	Gamble
12.	Transportation Infrastructure Improvements: <ul style="list-style-type: none"> • Complete David Hill Road 	Ongoing	Foster/Holan
13.	Workforce Center, local	Ongoing	Cress; King

GOAL 2

**PROMOTE A PRUDENT FINANCIAL PLAN TO MAINTAIN
EFFECTIVE SERVICE LEVELS OF A FULL-CITY SERVICE CITY**

Goal #	Objectives:	Status:	Dept. Assigned:
14.	Budget, balanced as required by law	Yearly	All Departments
15.	City, Maintain a Full-Service City	Ongoing	Sykes
16.	Levy 5-Year Forecast: <ul style="list-style-type: none">• Levy replacement• Stable revenue source• Long-Term Funding• Essential City Services and Operations	Ongoing	Sykes; Downey; Kinkade, Schutz

GOAL 3

**PROMOTE THE INTERESTS AND NEEDS OF
FOREST GROVE IN LOCAL, STATE AND NATIONAL AFFAIRS**

Goal #	Objectives:	Status:	Dept. Assigned:
17.	Federal Lobbying Efforts	Ongoing	Council
18.	Unfunded Mandates, stay alert	Ongoing	Sykes
19.	Support Legislative Agenda, Regional, Local, and State: <ul style="list-style-type: none">• Metro• Clean Water Services• Fernhill Wetlands• WC Forums		
20.	Support Local Entities: <ul style="list-style-type: none">• Forest Grove Senior and Community Center• Forest Grove/Cornelius Chamber of Commerce	Ongoing	Sykes; Council



RESOLUTION NO. 2014-33

**RESOLUTION OF THE CITY OF FOREST GROVE CITY COUNCIL
ADOPTING CITY COUNCIL GOALS FOR FISCAL YEAR 2014-15**

WHEREAS, pursuant to City Council Rules of Procedure, Section 16, the City Council must set its Council Goals annually; and

WHEREAS, the Forest Grove City Council held an Annual Town Meeting on February 1, 2014; and

WHEREAS, the Forest Grove City Council and Management Team met in Goal-Setting Work Session on March 1, 2014, to discuss goals for the next fiscal year; and

WHEREAS, the City Council has determined three goals for Fiscal Year 2014-15.

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

Section 1. That the City of Forest Grove City Council hereby adopts the City Council Goals for Fiscal Year 2014-15 as follows:

- GOAL 1 Promote Safe, Livable, and Sustainable Neighborhoods and a Prosperous Dynamic, Green City**
- GOAL 2 Promote a Prudent Financial Plan to Maintain Effective Service Levels of a Full-Service City**
- GOAL 3 Promote the Interests and Needs of Forest Grove in Local, State, and National Affairs**

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

PRESENTED AND PASSED this 17th day of March, 2014.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 17th day of March, 2014.

Peter B. Truax, Mayor

**city of
forest
grove**

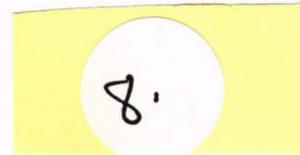
CITY COUNCIL GOALS FOR 2014-15

**Promote Safe, Livable and
Sustainable Neighborhoods and
a Prosperous Dynamic, Green City**



**Promote a Prudent Financial Plan to
Maintain Effective Service Levels
of a Full-Service City**

**Promote the Interests and Needs of
Forest Grove in Local, State, and
National Affairs**



RESOLUTION NO. 2014-34

**RESOLUTION OF THE CITY OF FOREST GROVE CITY COUNCIL
ADOPTING CITY COUNCIL GOAL OBJECTIVES FOR FISCAL YEAR 2014-15**

WHEREAS, the City Council adopted three key Council Goals for Fiscal Year 2014-15 pursuant to Resolution No. 2014-33; and

WHEREAS, the City Council and Management Team met in Council Goal Setting Work Sessions on March 1 and March 17, 2014, to discuss goal objectives for Fiscal Year 2014-15; and

WHEREAS, the City Council has identified, ranked, and prioritized the City Council Goal Objectives for Fiscal Year 2014-15 as attached in Exhibit A.

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

Section 1. That the City of Forest Grove City Council hereby adopts the City Council Goal Objectives for Fiscal Year 2014-15 as attached in Exhibit A.

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

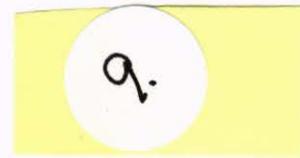
PRESENTED AND PASSED this 17th day of March, 2014.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 17th day of March, 2014.

Peter B. Truax, Mayor

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Agreements for Conducting Council Meetings and Business

1. Attendance at Council meetings is first priority; if unable to attend, please contact the City Recorder.
2. Be on time to meetings and read the packet prior to the meeting - be prepared to work.
3. Mayor will take the lead in keeping the meeting and discussion focused.
4. Distribute information in advance of Council discussion.
5. Mayor will recognize councilors when indicating they wish to speak.
6. Put a time limit on audience testimony and ask them not to repeat previous speakers.
7. Use formal procedure (point of order, call for question, etc.) to focus the meeting. Formal procedure may be used when necessary for effective discussion in lieu of Council's usual, more informal, process. Individuals should use procedure appropriately and courteously.
8. Council meetings are televised live; this requires Council to act professionally by:
 - Speaking in turn and on the issue;
 - Not interrupting;
 - No engaging in side conversations; and
 - Treating the public and each other with courtesy.
9. Refrain from personal attacks, including to presenters, staff, and Council.
10. Agree to be diplomatic about disagreement; leave disagreement at the dais and do not try to polarize other councilors.
11. Call the City Manager or designee with questions and requests prior to the meeting.
12. Information available to one council member will be available to all, in a timely manner.
13. Every effort will be made to adjourn meetings by 9:00 p.m.

Individual Council Member Conduct Agreements

Council Members agree to:

- Be straightforward about goals and issues.
- Cultivate exchange of views with other councilors.
- Avoid saying or doing anything that would discredit or harm the City.

Commitments as a Council

Council strives to:

- Continue to improve citizen involvement, awareness and participation.
- Improve follow-up and resolution of citizen concerns or complaints.
- Act as an advocate for the City.

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