

August-14

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
					S&CC 1st Friday 5pm	
3	4	5	6	7	8	9
	Planning Comm 7pm	National Night Out 5pm	Municipal Court Rural Fire 8pm	EDC Noon		
			<i>OMA (Mayors' Summer Conference - Pendleton)</i>			
10	11	12	13	14	15	16
	CITY COUNCIL 5:30 PM - WORK SESSION (B&C) 6:00 PM - WORK SESSION (WCCCA IGA) 6:30 PM - URBAN RENEWAL AGENCY MTG 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	Red Cross Blood Drive 1pm - 6pm - Comm Aud CCI 5:30pm Library 6:30pm Special Planning Comm Mtg 7pm - L&P	FG&Corn Night At Hops Game 7pm Hillsboro MPAC 5pm			Uncorked 4pm
17	18	19	20	21	22	23
	Planning Comm 7pm Chamber Luncheon - Noon FGS&CC Bd Mtg 6:30pm	Ford Leadership 4pm Fernhill Wetlands 5pm	Municipal Court P&R 7am CFC 5:15pm CWAC 5:30pm		CCI 5:30pm Dairy Creek Food 7:30pm	WC Mayors' Luncheon
24	25	26	27	28	29	30
	NO COUNCIL MEETING	Last Day to File (70 Days) Candidate Petition (SEL101)	PSAC MPAC 5pm Council Creek Master Plan 6pm - Cornelius Chambers			Last Day to Withdraw Candidacy
31						

September-14

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	CITY OFFICES CLOSED HOLIDAY					
			Municipal Court Water Providers EC-5:30pm Rural Fire 8pm		5	6
7	8	9	10	11	12	13
	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	Red Cross Blood Drive 1pm - 6pm - Comm Aud CCI 5:30pm Library 6:30pm	MPAC 5pm	City Hall Day 6pm - Comm Aud		PAC Meet Artist Dinner 6:30 PM
14	15	16	17	18	19	20
	Chamber Luncheon - Noon FGS&CC Bd Mtg 6:30pm Planning Comm 7pm		Municipal Court P&R 7am CFC 5:15pm CWAC 5:30pm	Dairy Creek Food 7:30pm		Corn Roast Sidewalk Chalk Art Lions Run & Walk
21	22	23	24	25	26	27
	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	HLB 7:15pm	PSAC MPAC 5pm LOC Board Mtg		WC Mayors' Luncheon	
				<i>LOC Conference - Eugene</i>		
28	29	30				
Historic Home Tours 1pm						

October-14

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			Municipal Court Water Providers CB-7pm Rural Fire 8pm		3	4
5	6	7	8	9	10	11
	Notary Public Seminar 1pm-4pm - Comm Aud Planning Comm 7pm		MPAC 5pm	PAC 5pm	JWC - 12:30 pm	
12	13	14	15	16	17	18
	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	Red Cross Blood Drive 1pm - 6pm - Comm Aud CCI 5:30pm Library 6:30pm	Municipal Court P&R 7am CFC 5:15pm CWAC 5:30pm	Dairy Creek Food 7:30pm		
19	20	21	22	23	24	25
	Chamber Luncheon - Noon FGS&CC Bd Mtg 6:30pm Planning Comm 7pm		PSAC MPAC 5pm		WC Mayors' Luncheon ODF 8am - Comm Aud	
26	27	28	29	30	31	
	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	HLB 7:15pm				
				<i>Nyuzen Student Delegation Visit - TBA</i>		

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FOREST GROVE CITY COUNCIL

Monday, August 11, 2014

Meeting Agenda

5:30 PM – Work Session (B&C Interviews)
6:00 PM – Work Session (WCCCA IGA)
6:30 PM – Urban Renewal Agency Meeting
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.

Jon Holan, Community
Development Director
Michael Sykes, City Manager

7:45

7. **RESOLUTION NO. 2014-65 AMENDING THE FOREST GROVE COMMITTEE FOR CITIZEN INVOLVEMENT (CCI) BYLAWS AND TERMS OF OFFICE; AMENDING RESOLUTION NO. 1993-07 AND RESOLUTION NO. 2002-56**

Jon Holan, Community
Development Director
Dan Riordan, Senior Planner
Michael Sykes, City Manager

7:50

8. **RESOLUTION NO. 2014-66 AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN THE CITY OF FOREST GROVE AND URBAN RENEWAL AGENCY FOR THE PROVISION OF ADMINISTRATIVE AND DEVELOPMENT SERVICES**

George Cress, Light and Power
Director
Paul Downey, Administrative
Services Director
Michael Sykes, City Manager

8:00

9. **RESOLUTION NO. 2014-67 OF THE CITY OF FOREST GROVE, OREGON, DECLARING ITS INTENTION TO REIMBURSE EXPENDITURES FROM PROCEEDS OF TAX EXEMPT OBLIGATIONS**

Michael Sykes, City Manager
Janie Schutz, Police Chief

8:15

10. **CITY MANAGER'S REPORT:**
- *National Night Out Update*

8:30

11. **COUNCIL COMMUNICATIONS:**

8:45

12. **ADJOURNMENT:**

-
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 (Backyard Burning) Meeting Minutes of June 23, 2014.
 - B. Approve City Council Work Session (Fire Services Partnership Study) Meeting Minutes of June 23, 2014.
 - C. Approve City Council Regular Meeting Minutes of June 23, 2014.
 - D. Accept Community Forestry Commission Meeting Minutes of May 21, 2014.
 - E. Accept Economic Development Commission Meeting Minutes of March 6, April 3, and May 1, 2014.
 - F. Accept Historic Landmarks Board Meeting Minutes of May 27 and June 24, 2014.
 - G. Accept Library Commission Meeting Minutes of July 14, 2014.
 - H. Accept Parks and Recreation Commission Meeting Minutes of June 18, 2014.
 - I. Accept Public Arts Commission Meeting Minutes of April 10, May 8 and June 12, 2014.
 - J. Accept Planning Commission Meeting Minutes of June 2, 2014.
 - K. Public Safety Advisory Commission Updates: Fire Chief's Report for May 24 – June 20, 2014, and Police Chief's Report for June 2014.
 - L. Community Development Department Monthly Building Activity Informational Report for Report for June 2014.
 - M. Library Department Monthly Circulation Statistics Report for June and July 2014.
 - N. **RESOLUTION NO. 2014-64 MAKING APPOINTMENT TO SUSTAINABILITY ADVISORY COMMISSION (Appointing Diane Taniguchi-Dennis, Primary, and Mark Poling, Alternate, Voting Member, Representing Clean Water Services, Term Expiring December 31, 2015).**
 - O. Endorse New Liquor License Application (Limited On-Premises Sales) for Dickeys BBQ, 2036 Main Street, Suite B (Applicant: George Womack).
-

Memorandum

TO: Mayor Peter Truax and City Councilors

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

DATE: August 11, 2014

SUBJECT: Interview B&C Applicant(s)

BACKGROUND:

Attached you will find the following items for the Citizen/Student Advisory Boards, Committees, and Commissions interviews scheduled for August 11, 2014.

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

STAFF RECOMMENDATION:

Conduct an interview of the applicant(s) who expressed interest in serving on Citizen/Student Advisory Boards, Committees and Commissions. Determine new appointment(s). Based on Council's recommendation, resolution(s) making formal appointment will be presented for Council consideration at the next regular Council meeting.

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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 – Student Vacancy	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		
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		
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 – Chamber Rep 1 – Student Vacancy	12/31/16 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 2 Non-Voting Reps Rural Fire Dist; Chamber; FG School District; and Pacific University	1 – At-Large 1 – Student Vacancy	12/31/16 12/31/14
SUSTAINABILITY COMMISSION Meets 4 th Thursday 6:00 pm	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



Inter view
August 11, 2014
5:30pm

STUDENT ADVISORY BOARDS, COMMITTEES, & COMMISSIONS

RECEIVED
JUN 9 0 RECD
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 Student 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 (1-8). Terms are one year, expiring December 31st. (Please note: The meeting dates/times are subject to change with advance notice).

- | | | | |
|--|-----------------------------------|---|-----------------------------------|
| <input type="checkbox"/> Committee for Citizen Involvement | 3 rd Thursday, 5:30pm | <input type="checkbox"/> Parks & Recreation Commission | 3 rd Wednesday, 7am |
| <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 type="checkbox"/> Historic Landmarks Board | 4 th Tuesday, 7:15pm | <input checked="" type="checkbox"/> Sustainability Commission | |
| <input type="checkbox"/> Library Commission | 2 nd Tuesday, 6:30pm | | |

NAME: Edgar Sanchez Fausto HOME PHONE: N/A
 RESIDENCE ADDRESS: [REDACTED] OTHER PHONE: [REDACTED]
 MAILING ADDRESS: [REDACTED] E-MAIL: [REDACTED]@.com
 SCHOOL: Forest Grove High School GRADE ENROLLED: 11th

Years living in Forest Grove? 16 Live in City limits? yes How did you hear of this opportunity? Through my club advisor
 How would you currently rate City's performance? Excellent Good Fair Poor

What ideas do you have for improving "Fair" or "Poor" performance? Create opportunities for citizens to be involved in projects, festivals, and fundraisers.

Why are you interested in serving on the Advisory Board/Committee/Commission? I am interested in this committee because I want to help better our community, as well as to be involved within the community.

What contributions do you feel you can/will make to the Board/Committee/Commission? I will bring insight into what FGHS is doing as a school to help the earth, as well as knowledge from my hispanic background.

What qualifications, skills, or experiences would you bring to the Board/Committee/Commission? I am a great student, worker, and learner. I am loyal, zealous, and perseverant. I can bring great ideas and support to this committee.

Previous/current appointed offices: _____
 Previous/current community affiliations or extracurricular activities: Volunteer shelver at the Forest Grove Public Library.

If not appointed at this time, may we keep your name on file? Yes No
 Signature: Edgar Sanchez Date: 6/18/14
 I have sufficient time to devote to this responsibility and will attend the required meetings if appointed.

(Student App 11/13)

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Interview
August 11, 2014
5:40pm

CITIZEN ADVISORY BOARDS, COMMITTEES, & COMMISSIONS



(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 checked="" 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 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: Emily Lux HOME PHONE: [REDACTED]
 RESIDENCE ADDRESS: [REDACTED] BUSINESS PHONE: N/A
 MAILING ADDRESS: As above E-MAIL: [REDACTED]
 EMPLOYER: Hillsboro School District/Emily Lux Painting OCCUPATION/PROFESSION: Artist/Teacher

Years living in Forest Grove? 7 Live in City limits? Yes How did you hear of this opportunity? Dana Zurcher
 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? I am highly interested in Public Art and see Forest Grove as a city that has untapped resources, enthusiasm and opportunity in this area. Great strides have already been made increase public art by the committee, and I would love to add my ideas and experience to follow this momentum.

What contributions do you feel you can/will make to the Board/Committee/Commission? I have initiated, managed and executed public arts projects as both the lead artist and employee and am knowledgeable of the realities of what it takes to manifest successful outcomes. I would be an asset to a comprehensive support system to help maximize project success.

What qualifications, skills, or experiences would you bring to the Board/Committee/Commission? I am an experienced and enthusiastic public artist with a strong background in projects designed to include community members of all ability levels. I am very organized, am a Special Education teacher and former manager, and enjoy working with people of diverse backgrounds.

Previous/current appointed or elected offices: N/A

Previous/current community affiliations or activities: TITG restoration project, upcoming Valley Art mural, MAT from Pacific University

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

Signature: <u>Emily Lux</u>	Date: <u>6/17/2014</u>
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I have sufficient time to devote to this responsibility and will attend the required meetings if appointed.

(App 11/13)

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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 soon thereafter.

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August 11, 2014

**REPORT ON WASHINGTON COUNTY CONSOLIDATED COMMUNICATIONS
AGENCY (WCCCA) INTERGOVERNMENTAL AGREEMENT CHANGES**

PROJECT TEAM: Michael Kinkade, Fire Chief
Michael Sykes, City Manager

ISSUE STATEMENT:

The Washington County Consolidated Communications Agency (WCCCA) is updating their intergovernmental agreement with all 19 participating agencies. The representative for Forest Grove on the WCCCA Board of Commissioners is Council President Tom Johnston, who has participated and approved these changes as a Commissioner. Fire Chief Michael Kinkade is the Commissioner for the City of Cornelius, who has also participated in the process that resulted in these changes and approved them. In the June meeting of the WCCCA Board of Commissioners, all 19 agencies approved these changes to be forwarded to the governing bodies.

DISCUSSION:

Below is a summary of the changes that have been made to the agreement:

1. In several Sections addressing authority for decisions, language added to allow for inclusion of TAC when appropriate in the customary chain of authority for WCCCA – look for this language “...as approved through the normal chain of authority for the Agency.”
2. Section 5 – Technical Advisory Committee – Language updated to ensure that TAC is the reflected title throughout the section (and other sections), to address alternates, eliminate each individual jurisdiction in this section so if something changes in the future the IGA doesn't have to be reopened specifically for that, define the appropriate participants, ensure that the duties of TAC are appropriately represented and define quorum and the vote process for TAC.
3. Section 7 – Added the current 3% cap language (it had been in the former Appendix A and is written here as it is written in the WCCCA by-laws).

4. Section 10 and appendix A – update language to reflect the currently used “member fee”, eliminating the term “user”.
5. Appendix A – renovation of this language serves a couple of purposes:
 - a. Eliminate the former “black box” process and language in favor of the member fee sub-committee’s recommendations for new elements of a fee formula, outlined generally with the understanding there may be change in the future
 - b. Encourages monitoring of the efficacy of the costing ratios
 - c. Member involvement in review of the formula through the convening of member fee sub-committees in the future
 - d. Fee formula can be modified without reopening the IGA
6. In general, the changes made primarily address the changes to the member fee formula and address the current function of TAC. A member fee formula work group was established and met from May to October 2014 to discuss the current user fee allocation model, possible new inputs to the model and methodologies that could be employed to move toward a more equitable distribution of the fee among user agencies. Forest Grove Council President Tom Johnston and Fire Chief Michael Kinkade were part of this work group. It was determined that the current law enforcement model’s use of “cost by console” caused some agencies to experience higher or lower costs depending on who they were grouped with on a console for the same service. The group decided the best option was to move away from dividing the costs up by console and move toward an input driven model allocating costs based on inputs. For law enforcement, historically the only allocation input used was solely population. While this is a very stable input that does not vary significantly from year to year, it does not capture how agencies use the system or how their usage of the system impacts WCCCA. The group determined that the fee for law enforcement would be best allocated based on three inputs for each agency, these are 1) 34% population, 2) 33% “Public” calls for service (self-initiated calls are not included)(24 month look back), and 3) 33% radio air-time over the past 12 months. The 24 month look back is used to smooth out spikes in calls year over year. For fire agencies costs have been historically divided up based on annual calls for service. There was much discussion about what constitutes a call and what does not. The group decided to exclude “move-ups” from the call count as this was not actually a call for service but moving equipment. There was also much discussion about the inputs to use, from only calls to some mix of calls, population, and assessed value. Assessed value was determined to not be a good fit as there was not a direct correlation between value and the service that fire provides but it was looked at as a stabilizer to help the fire users realize a more stable year over year fee allocation. In order to remove some of the volatility that fire users had experienced in the past, the group decided to include inputs based on 25% population and 75% calls for service (excluding move-ups, with a 24 month look back).

FISCAL IMPACT:

Based on spreadsheet models using last year's call data, it appears that there would be an increase in law enforcement fees but a corresponding decrease in fire department fees. As the plan is for this to go into effect for FY15/16 we do not have information available to determine exact costs per agency yet, but believe that the proposed plans will help reduce some of the past volatility and are a fair cost allocation measure. Once we have a finalized FY15/16 fee out of the WCCCA Board retreat they can begin to pull together call counts, airtime and population inputs in order to determine the fee allocation for each agency.

STAFF RECOMMENDATION:

Staff recommends Council consider approval of the WCCCA IGA changes.

ATTACHMENT:

WCCCA IGA

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AMENDMENT No. 2
TO
INTERGOVERNMENTAL AGREEMENT
WASHINGTON COUNTY CONSOLIDATED COMMUNICATIONS AGENCY

THIS AMENDMENT to the Washington County Consolidated Communications Agency Intergovernmental Agreement (herein "Intergovernmental Agreement") is made and entered into, pursuant to ORS 190.010 and by and among the Cities of Banks, Beaverton, Cornelius, Durham, Forest Grove (including Forest Grove Rural Fire Protection District), Gaston, Hillsboro, King City, North Plains, Sherwood, Tigard, and Tualatin; the Fire Districts of Tualatin Valley Fire & Rescue, Washington County Fire District #2, Cornelius Rural Fire, Gaston Rural Fire, Banks Fire Protection District #13; Forest Grove Rural Fire and Washington County (herein "participating jurisdictions").

WITNESSETH

WHEREAS the participating jurisdictions have previously entered into the Intergovernmental Agreement creating the Washington County Consolidated Communications Agency (herein "Agency" or "WCCCA") for purposes of establishing and operating a public safety emergency communications system inclusive of a 9-1-1 jurisdiction as contemplated by ORS 403.105 to 403.250 that provides a cooperative and coordinated 9-1-1 primary public safety answering point for police, fire and emergency medical services for the benefit of all participating jurisdictions; and

WHEREAS, from time to time, by amendment, the Intergovernmental Agreement has been modified to provide, among other things, expanded membership in the Agency; and

WHEREAS the participating jurisdictions now desire to further amend the Intergovernmental Agreement to provide, among other things, for a new fee formula for participating jurisdictions and updating the language of the Intergovernmental Agreement to appropriately reflect the current ORS references and participating jurisdictions;

NOW THEREFORE, the Intergovernmental Agreement is hereby amended, with said amendments incorporated into the text of the Intergovernmental Agreement and the entirety of the Intergovernmental Agreement, as amended, set forth below.

TERMS AND CONDITIONS

1. WASHINGTON COUNTY CONSOLIDATED COMMUNICATIONS AGENCY

The participating jurisdictions hereby create a 9-1-1 jurisdiction responsible for the provision of 9-1-1 service and public safety communications and agree that the Agency

will be under ORS 190.003; and known as the WASHINGTON COUNTY CONSOLIDATED COMMUNICATIONS AGENCY.

2. POWERS AND AUTHORITY

The Agency is vested with all powers, rights and duties necessary for performing the functions of a 9-1-1 public safety answering point and initiating appropriate response pursuant to ORS 403.105 to 403.250, including, but not limited to contracting for such services, as approved through the normal chain of authority for the Agency.

3. GOVERNING BODY AND VOTING BOARD

a. The Agency shall be governed by a Board of Commissioners (herein "Board"), whose membership shall consist of voting and non-voting members. One representative from each participating jurisdiction shall constitute the Board. Each participating jurisdiction shall appoint, at its pleasure, one primary representative and one alternative representative, who may attend and participate, as provided herein, in all Board meetings in the absence of the participating jurisdiction's primary representative. Representatives and alternates shall be an elected official or employee of their respective participating jurisdictions.

b. Only the herein identified participating jurisdictions' Board members shall have the authority to move, second or vote on any Agency Board action. These participating jurisdiction representatives shall be known as the Agency Voting Board. The Agency Voting Board will consist of those representatives of participating jurisdictions, singly or in combination, that contribute one percent or more of the total user fees paid by all participating jurisdictions. Initially the Voting Board shall consist of representatives of the cities, of Beaverton, Hillsboro, Tigard, Tualatin, Forest Grove, Sherwood, and Cornelius; Washington County; and the Tualatin Valley Fire and Rescue. In addition the Voting Board shall include one representative selected by the City participating jurisdictions of King City, Durham, North Plains, Gaston, and Banks, and one representative selected by the participating Fire District participating jurisdictions of Cornelius Rural Fire Protection District, Banks Fire Protection District #13, Gaston Rural Fire Protection District, and Washington County Fire District #2.

c. The Voting Board shall be responsible for

- Approval and adoption of the Agency Strategic Plan
- Adoption of the Agency's annual budget and objectives
- Approval of the "User Formula" for calculating fees to participating jurisdictions

- Approval of all contracts in amounts as authorized by Agency administrative directive.
- d. All meetings of the Voting Board and CEO Board shall be held in accordance with Oregon Public Meeting Laws, ORS 192.610 to 192.690. A majority of the members of the Voting Board shall constitute a quorum for purpose of deliberation and decision of the Agency. All decisions of the Voting Board, unless otherwise provided herein, shall require a majority vote of those representatives in attendance and voting.
- e. The Voting Board, at the first meeting of every other calendar year, shall elect a Chair and Vice-Chair. The Chair shall be an elected official unless there is no elected official on the Voting Board willing to accept the position of Chair. If an elected official is unavailable or unwilling to serve, any member of the Voting Board may be elected Voting Board Chair. The term of the Chair and Vice-Chair shall be two years. The Chair, and in his/her absence the Vice-Chair, shall preside over all Voting Board meetings. The Communications Director, or designee, shall act as Clerk of the Board and be responsible for providing notices of meetings and keeping of minutes, as required by Oregon Public Meetings Laws.
4. CEO BOARD
- a. There is hereby established a Chief Executive Officer's Board (herein "CEO Board") consisting of five (5) Voting Board participating jurisdiction representatives. The CEO Board shall consist of the Chair of the Voting Board (who shall be the Chair of the CEO Board); the Chief Administrative Officers or their designees from the two largest participating jurisdictions (as determined by the participating jurisdiction's user fee contribution), and two Chief Administrative Officer members who shall be appointed at-large by the Voting Board from the remaining participating jurisdictions. In the event the CEO Chair also represents one of the two largest participating jurisdictions, then three at-large members of the CEO Board shall be appointed, by the Voting Board, from the remaining participating jurisdictions. The CEO Board shall elect a Vice-Chair at the first meeting of every other calendar year. The term of the Vice-Chair shall be two years. In no case shall any jurisdiction have more than 1 member on the CEO Board.
- b. The CEO Board shall, among other things:
- Nominate and recommend contract employment terms and conditions for the Agency Director subject to Board ratification
 - Based upon the direction of the WCCCA Board of Commissioners, provide oversight and direction to the WCCCA Director regarding all Agency operations

- Approve policies and strategies for Agency service levels and administrative directives
 - Approve salary levels for all Agency employees subject to Board ratification
 - Recommend the Agency's annual budget to the Voting Board
 - Review and make recommendations to the Voting Board regarding user fees as detailed in Appendix A
 - Provide for an annual audit of the Agency's finances
 - Approve all contracts in amounts as authorized by Agency administrative directive.
 - Review all contracts over \$50,000 and make recommendations to the Voting Board
 - Serve as final step of grievance procedure for unclassified employees
 - Provide direction and advice to Director regarding labor negotiations and make recommendations to Board of Commissioners.
 - Perform other duties and responsibilities that may be assigned by the Voting Board.
- c. A majority of the members of the CEO Board attending a duly held meeting shall constitute a quorum for the purpose of deliberation and decision. Each CEO Board member shall have one vote. Approval of at least three (3) CEO Board members is required for any action.

5. TECHNICAL ADVISORY COMMITTEE

There is hereby established a Technical Advisory Committee (herein "TAC"), consisting of one representative appointed from each member law and fire agency. Each agency may also appoint an alternate, who will have voting authority in the absence of their agency's primary representative. (Refer to section 3b for list of member jurisdictions that will provide user agency participation.) . . TAC representatives shall be employees of their respective agencies and possess the appropriate decision-making authority needed to participate in the TAC function.

- a. TAC shall 1) provide advice and counsel to the Board, CEO Board and Communications Director in matters of Agency operational priorities, policies and procedures; 2) review and recommend to the Communications Director for adoption by the Agency, Standard Operating Guidelines (herein "SOG"); 3) provide advice and counsel to the Communications Director in the development of the Agency's annual operating budget; and 4) review and make recommendations to the CEO Board and Voting Board regarding user fees as detailed in appendix A.

A majority of TAC members in attendance at a duly held meeting shall constitute a quorum for the purpose of deliberation and decision. Each agency representative

on TAC shall have one vote. Any TAC Representative who provides the contracted response for a single or multiple jurisdictions shall have one vote. Any TAC Representative who has oversight responsibility of multiple user agencies shall have a vote for each of those agencies.

- b. All decisions of TAC shall require a majority vote of those representatives in attendance.
- c. TAC, at its first meeting of each calendar year, shall elect a Chair and Vice-Chair for one-year terms. TAC shall meet at least quarterly, and at a time and place designated by its members. Special meetings of TAC may be called by the Chair or any two (2) members upon at least seven (7) days prior written notice to all TAC members.

6. COMMUNICATIONS DIRECTOR

- a. The Board shall select and appoint a Communications Director, based upon administrative and technical competence.
- b. The Communications Director shall be the chief administrative officer of the Agency and be responsible for 1) Agency administration, personnel, purchasing and budget functions, in conformance with the policies and rules adopted by the Board; 2) dispatching, phone answering, recordkeeping, security and other Agency functions in conformance with the policies adopted by the Board; 3) hiring, training, discipline and/or discharge of all subordinate Agency personnel, subject to applicable Agency rules and policies; 4) attending and providing executive staffing of Board, CEO Board and TAC meetings; and 5) preparing and presenting to the Agency Budget Committee a proposed budget for the next fiscal year.

7. FUNDING

- a. The services of the Agency shall be funded from contributions from participating jurisdictions, including the relinquishment or assignment of each participating jurisdiction's 9-1-1 excise taxes. Distributions of the 9-1-1 excise tax will be made in accordance with ORS 403.240.
- b. Participating jurisdiction contributions shall be calculated in a manner known as the "Member Fee Formula" as described in Appendix A. Member Fee contributions shall be paid in four (4) equal installments and due no later than July 10, October 10, January 10, and April 10 of each year.
- c. Those consolidated Voting Board members from small city and small fire district Agency members, shall have their annual member fee contribution increases capped at no more than three percent (3%) each fiscal year. The affected Agency members are specifically identified in article 3b (Governing body and Voting Board) of this agreement. The portion of member fees not

paid by consolidated Voting Board members as a result of section 3b is paid by non-consolidated Voting Board members on a proportionate-share basis of total user fees for Voting Board members whose votes are not consolidated.

8. INCREASING MEMBERSHIP

The Voting Board shall develop a method for allowing Agency membership for other units of local government. New participating jurisdictions shall be accepted as members of the Agency *only upon unanimous approval* of all Board members, via the normal chain of authority for the Agency. All participating jurisdictions shall be responsible for directly or indirectly providing an emergency service. Emergency services are police, fire or emergency medical services.

9. DURATION. WITHDRAWAL AND TERMINATION

This Agreement is perpetual and the Agency shall continue from year-to-year provided, however, 1) any participating jurisdiction may withdraw from the Agency upon providing written notice to the Chairman not later than June 30 of any year for withdrawal effective July 1 of the following calendar year; and 2) the Agency may be dissolved upon mutual agreement of all participating jurisdictions. A participating jurisdiction may withdraw from the Agency without written notice required herein, only if agreed to by all remaining participating jurisdictions

10. REMEDIES

If a participating jurisdiction withdraws from this Agency, but fails to provide necessary notice or to obtain mutual consent of all participating jurisdictions, the parties agree that the liquidated damages for such action shall be not less than the withdrawing party's share of the Agency's annual operation costs for the next fiscal year, as determined by the Agency's Member Fee Formula. In the event any party files litigation to enforce this Agreement, or any portion thereof, the prevailing party shall be entitled to reasonable attorney fees and costs, including any fees and costs incurred in an appeal, and as determined by the appropriate court.

11. AMENDMENTS

This Agreement may only be changed, modified, or amended upon three-fourths (3/4) vote of all participating jurisdictions.

12. EFFECTIVE DATE

This Agreement shall become effective when it has been authorized by resolution of a majority of the governing bodies of the participating jurisdictions identified herein. Notwithstanding paragraph 8, Increasing Membership, those participating jurisdictions that do not enter into this Agreement prior to its effective date, may become members of the Agency upon authorization by resolution of their governing bodies, provided such authorization is enacted prior to December 1, 1990. Any jurisdiction desiring to join the

Agency after December 1, 1990, may do so subject to paragraph 8, Increasing Membership.

13. PRIOR AGREEMENTS

This Agreement, upon its effective date, supersedes the previous WCCCA Intergovernmental Agreement, however, any and all prior agreements of WCCCA and/or between the participating jurisdictions regarding cooperative and coordinated efforts to provide a 9-1-1 primary public safety answering point for police, fire and emergency medical services shall remain in full force and effect until modified, terminated and/or replaced by the participating jurisdictions. The WCCCA established pursuant to this Agreement shall maintain any and all rights and responsibilities of the previous WCCCA in regard to other persons or parties.

14. SEVERABILITY

The terms of this Agreement are severable and a determination by an appropriate body having jurisdiction over the subject matter of this Agreement that results on the invalidity of any part, shall not affect the remainder of the Agreement.

15. INTERPRETATION

The terms and conditions of this Agreement shall be liberally construed in accordance with the general purposes of this Agreement.

16. EXECUTION AND COUNTERPARTS

This Agreement may be executed in any number of counterparts, each of which will be deemed an original, and such counterparts together will constitute only one instrument. Any one counterpart will be sufficient for the purpose of proving the existence and terms of this Agreement, and no party will be required to produce an original or all of the counterparts in making such proof.

SUBSCRIBED TO AND ENTERED INTO by the appropriate officer (s) who is duly authorized by resolution to execute this Agreement on behalf of the governing body of the below-named unit of local government.

SIGNATURE LINES HERE

Dated this _____ day of _____, 2014

City of Banks

Legal Counsel
APPROVED AS TO FORM

Dated this _____ day of _____, 2014

Banks Fire Protection District #13

Legal Counsel
APPROVED AS TO FORM

Dated this _____ day of _____, 2014

City of Forest Grove

Legal Counsel
APPROVED AS TO FORM

Dated this _____ day of _____, 2014

Forest Grove Rural Fire Protection District

Legal Counsel
APPROVED AS TO FORM

Dated this _____ day of _____, 2014

City of Beaverton

Legal Counsel
APPROVED AS TO FORM

Dated this _____ day of _____, 2014

City of Cornelius

Legal Counsel
APPROVED AS TO FORM

Dated this _____ day of _____, 2014

Cornelius Rural Fire District

Legal Counsel
APPROVED AS TO FORM

Dated this _____ day of _____, 2014

City of Durham

Legal Counsel
APPROVED AS TO FORM

Dated this _____ day of _____, 2014

City of Gaston

Legal Counsel
APPROVED AS TO FORM

Dated this _____ day of _____, 2014

Gaston Rural Fire District

Legal Counsel
APPROVED AS TO FORM

Dated this _____ day of _____, 2014

City of Hillsboro

Legal Counsel
APPROVED AS TO FORM

Dated this _____ day of _____, 2014

City of King City

Legal Counsel
APPROVED AS TO FORM

Dated this _____ day of _____, 2014

City of North Plains

Legal Counsel
APPROVED AS TO FORM

Dated this _____ day of _____, 2014

City of Sherwood

Legal Counsel
APPROVED AS TO FORM

Dated this _____ day of _____, 2014

City of Tigard

Legal Counsel
APPROVED AS TO FORM

Dated this _____ day of _____, 2014

City of Tualatin

Legal Counsel
APPROVED AS TO FORM

Dated this _____ day of _____, 2014

Tualatin Valley Fire & Rescue

Legal Counsel
APPROVED AS TO FORM

Dated this _____ day of _____, 2014

Washington County Fire District #2

Legal Counsel
APPROVED AS TO FORM

Dated this _____ day of _____, 2014

Washington County

Legal Counsel
APPROVED AS TO FORM

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PROCLAMATION

FILL-THE-BOOT FOR MDA August 22, 2014

WHEREAS, Forest Grove Fire and Rescue has been working with the Muscular Dystrophy Association (MDA) in their fight against neuromuscular disease; and

WHEREAS, "Fill-The-Boot" is an opportunity for Oregon firefighters to ask community members to drop donations into their fire boots to help local families served by MDA in the state. This year marks the 60th anniversary of the partnership between firefighters and MDA in the fight against muscle wasting diseases; and

WHEREAS, through their daily service to the community, and their dedication to the Muscular Dystrophy Association, Forest Grove firefighters contribute greatly to the wellbeing of all its residents; and

WHEREAS, firefighters locally and nationally are the largest contributors to MDA. Forest Grove firefighters collected nearly \$4,000 in 2013 to help the fight against 43 different types of neuromuscular diseases.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM AUGUST 22, 2014, as

FILL-THE-BOOT FOR MDA

In Forest Grove, Oregon, and encourages all residents of Forest Grove to support the efforts of our local firefighters and the Muscular Dystrophy Association.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 11th day of August, 2014.



Peter B. Truax, Mayor of Forest Grove



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3A

**FOREST GROVE CITY COUNCIL WORK SESSION
(BACKYARD BURNING)
JUNE 23, 2014 – 5:30 P.M.
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 1**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 5:30 p.m. **ROLL CALL:**
COUNCIL PRESENT: Thomas Johnston, Council President; Victoria Lowe; Camille Miller; Ronald Thompson; Elena Uhing; and Mayor Peter Truax.
COUNCIL ABSENT: Richard Kidd, excused. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Michael Kinkade, Fire Chief; and Anna Ruggles, City Recorder.

2. WORK SESSION: BACKYARD BURNING

Kinkade and Sykes facilitated the work session, noting the purpose of the work session was to review a proposed draft ordinance amending City Code that would allow outdoor/backyard burn season to occur once a year in the spring, between March 1 and June 15, and adjust locally for air quality preservation and fire safety purposes in compliance with DEQ, and discontinue backyard burn season in the fall, between October 1 and December 15. Kinkade reported staff held multiple work sessions with Council to consider three options (outright ban, status quo and/or modified ban), noting at the conclusion of the work session held on May 9, 2011, Council consensus was to direct staff to prepare a proposed ordinance imposing a modified backyard burn ban; taking a moderate approach by maintaining the spring burn season, before dry conditions begin, and discontinuing the fall burn season as noted above.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the proposed recommendation to allow an outdoor/backyard burn season to occur once a year in the spring and discontinue backyard burn season in the fall as noted above. Kinkade addressed various inquiries, concerns and scenarios Council presented pertaining to provisions related to burning yard waste and garbage; restriction pertaining to property lot size; statistics regarding complaints as outlined in the staff report; importance of educating the public on alternative methods versus burning yard waste; and other aspects that DEQ regulates that limit “burn days” during the spring.

In conclusion of the above-noted work session discussion, Council collectively voiced support of allowing one burn season to occur in the spring, stating it is a compromise until other alternative methods can be provided, to which Mayor Truax voiced his reasons for being in favor of an outright burn ban, noting there are other alternatives already in place. Mayor Truax stressed if Council is going

**FOREST GROVE CITY COUNCIL WORK SESSION
(BACKYARD BURNING)
JUNE 23, 2014 – 5:30 P.M.
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 2**

to look at the environmental aspects, Council seriously needs to look at an outright burn ban. Mayor Truax added he hopes Forest Grove can be the “model city”, noting it is a matter of time before the State issues an outright burn ban. In conclusion of the above-noted Council discussion, Sykes added the proposal is a first step to be taken, noting staff will bring back the proposed Code ordinance at the next meeting for Council consideration.

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

3. ADJOURNMENT

Mayor Truax adjourned the work session at 6:55 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

**FOREST GROVE CITY COUNCIL WORK SESSION
(FIRE SERVICES PARTNERSHIP STUDY)
JUNE 23, 2014 – 6:00 P.M.
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 1**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 6:05 p.m. **ROLL CALL:**
COUNCIL PRESENT: Thomas Johnston, Council President; Victoria Lowe; Camille Miller; Ronald Thompson; Elena Uhing; and Mayor Peter Truax.
COUNCIL ABSENT: Richard Kidd, excused. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Michael Kinkade, Fire Chief; and Anna Ruggles, City Recorder.

2. WORK SESSION: FIRE SERVICES PARTNERSHIP STUDY

Kinkade and Sykes facilitated the work session, noting the purpose of the work session was to provide an update to Council on a Request for Proposal (RFP) to conduct a joint fire services cooperative study for western Washington County, noting the City of Forest Grove, Forest Grove Rural Fire Protection District, Cornelius, Banks and Gaston Rural Fire Protection District are considering to participate in a joint fire services cooperative study to identify the feasibilities of sharing services and programs as well as financial and operational review and determine recommended options for each agency to consider. Kinkade reported the Gaston fire chief asked him in mid-May if Forest Grove would discuss providing shared fire chief services to Gaston Rural Fire Protection District upon Gaston's fire chief's retirement as Kinkade currently does for Cornelius Fire Department, where both cities share fire chief and joint purchasing powers but maintain separate agencies. Kinkade presented a PowerPoint presentation providing an update on the Cornelius shared fire chief services agreement; the feasibilities of Forest Grove providing shared fire chief services to Gaston; and the purposes of conducting the cooperative fire services study. In conclusion of the above-noted presentation, Kinkade advised he has had no formal negotiations with Gaston's Fire Board, nor has Gaston made a decision on what direction they will take when their fire chief retires, noting if Forest Grove pursues such an agreement with Gaston, he recommends a 12-month trial period with a 30-day clause, similar to the first year of the agreement with Cornelius.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the pros and cons if Forest Grove provides fire chief administrative services to Gaston; if Forest Grove's citizenry service levels would be impacted; and Forest Grove's participation in the joint fire services cooperative study. Kinkade and Sykes responded to various concerns, inquiries and scenarios Council presented pertaining to the advantages of sharing operational and administrative services and fiscal and service level impacts, to which Kinkade

**FOREST GROVE CITY COUNCIL WORK SESSION
(FIRE SERVICES PARTNERSHIP STUDY)
JUNE 23, 2014 – 6:00 P.M.
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 2**

advised if Forest Grove provides fire chief administrative services to Gaston, the agreement would be modeled after Forest Grove's agreement with Cornelius and would provide operational and administrative coordination between the agencies, potentially reducing costs for Gaston and increasing revenue for Forest Grove, noting it would add an additional meeting to his monthly schedule and would not impact citizenry service levels because Forest Grove already has mutual aid agreements with the surrounding fire districts. Sykes added the significant advantage is training, noting Forest Grove's fire chief would lead the training for the agency. In response to various Council concerns pertaining to the RFP, Kinkade advised the RFP has yet to be published and is still under review, noting Forest Grove is taking the lead and would administer the RFP. Mayor Truax voiced concern whether the agreement would eventually extend to Banks, whose fire chief is retiring soon as well, noting this could lead Forest Grove's fire chief overseeing a fire district in western Washington County similar to Tualatin Valley Fire and Rescue, to which Kinkade advised the study would evaluate current services and programs in Forest Grove, Cornelius, Gaston and Banks, noting the study is expected be completed by year-end and the study could recommend no change; expansion of existing mutual aid agreements; intergovernmental agreements; consolidation; contracts for emergency protection; joint power authority; and/or legal merger of independent agencies; however, no action can be taken without the policy maker's approval. In conclusion of the above-noted Council discussion, Sykes added he wants Council to be fully informed of the discussions occurring between staff and Forest Grove's participation in the joint fire services cooperative study, noting staff will wait until the study is completed before proposing and/or considering formal actions.

In conclusion of the above-noted work session discussion, Council collectively voiced support to proceed with the RFP conducting the fire services cooperative study jointly with the cities of Cornelius, Banks and Gaston.

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

3. ADJOURNMENT

Mayor Truax adjourned the work session at 6:55 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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**FOREST GROVE CITY COUNCIL REGULAR MEETING
JUNE 23, 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 7:01 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Council President; Richard Kidd (arrived at 7:20 p.m.); Victoria Lowe; Camille Miller; Ronald Thompson; Elena Uhing; and Mayor Peter Truax. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Jon Holan, Community Development Director; Brenda Camilli, Human Resources Manager; Dan Riordan, Senior Planner; George Cress, Light and Power Director (in the audience); Janie Schutz, Police Chief (in the audience); and Anna Ruggles, City Recorder.

- 2. **CITIZEN COMMUNICATIONS:** None.

- 3. **CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the Consent Agenda item(s).
 - A. Approve City Council Meeting Minutes of May 27, 2014.
 - B. Approve City Council Executive Session (Labor Negotiations) Meeting Minutes of June 9, 2014.
 - C. Approve City Council Executive Session (City Manager Performance Evaluation) Meeting Minutes of June 9, 2014.
 - D. Approve City Council Regular Meeting Minutes of June 9, 2014.
 - E. Accept Parks and Recreation Commission Meeting Minutes of May 21, 2014.

MOTION: Councilor Miller moved, seconded by Councilor Thompson, to approve the Consent Agenda as presented. **ABSENT:** Councilor Kidd. **MOTION CARRIED 6-0 by voice vote.**

- 4. **ADDITIONS/DELETIONS:**
City Manager Sykes added Agenda Item 14. A. to the meeting agenda (refer below).

**FOREST GROVE CITY COUNCIL REGULAR MEETING
JUNE 23, 2014 – 7:00 P.M.
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5. **PRESENTATIONS:** None.
6. **CONTINUE PUBLIC HEARING FROM JUNE 9, 2014: SECOND READING OF ORDINANCE NO. 2014-07 MAKING CERTAIN DETERMINATIONS AND ADOPTING THE CITY OF FOREST GROVE URBAN RENEWAL PLAN**
First Reading of Ordinance No. 2014-07 and motion to adopt occurred at the Council meeting of June 9, 2014.

Staff Report:

Holan and Riordan had no additional report.

Sykes read Ordinance No. 2014-07 by title for second reading.

Public Hearing Continued:

Mayor Truax continued the Public Hearing from the Council meeting of June 9, 2014, and explained hearing procedures.

Written Testimony:

No additional written testimony was received prior to the continuance of the public hearing date of June 9, 2014, 7:00 p.m.

Proponents:

No one testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

Others:

No one testified and no written comments were received.

Public Hearing Closed:

Mayor Truax closed the Public Hearing.

Council Discussion:

Hearing no further discussion from the Council, Mayor Truax asked for a roll call vote on the above motion. further discussion from the Council, Mayor Truax asked for a roll call vote on the motion made at the Council meeting of June 9, 2014.

**FOREST GROVE CITY COUNCIL REGULAR MEETING
JUNE 23, 2014 – 7:00 P.M.
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ROLL CALL VOTE: AYES: Councilors Johnston, Lowe, Miller, Thompson, Uhing, and Mayor Truax. ABSENT: Councilor Kidd. NOES: None. MOTION CARRIED 6-0.

7. A. PUBLIC HEARING AND RESOLUTION NO. 2014-49 ADOPTING BUDGET FOR FISCAL YEAR COMMENCING JULY 1, 2014, AND ENDING JUNE 30, 2015

Staff Report:

Downey presented the above-proposed resolution for Council consideration, noting the Budget Committee approved at its May 29, 2014, meeting a proposed budget of \$88,450,917 for Fiscal Year commencing July 1, 2014, and ending June 30, 2015. Downey reported staff is proposing an increase of \$106,540 to the proposed budget as outlined in the staff report. In conclusion of the above-noted staff report, Downey advised staff is recommending approval of the proposed budget in the amount of \$88,557,457 for Fiscal Year 2014-15.

Before proceeding with Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2014-49.

Sykes read Resolution No. 2014-49 by title.

MOTION: Councilor Lowe moved, seconded by Council President Johnston, to approve Resolution No. 2014-49 Adopting Budget for Fiscal Year Commencing July 1, 2014, and Ending June 30, 2015, in the amount of \$88,557,457.

Public Hearing Opened:

Mayor Truax opened the Public Hearing and explained hearing procedures.

Written Testimony Received:

No written testimony was received prior to the published deadline of June 23, 2014, 7:00 p.m.

Proponents:

No one testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

**FOREST GROVE CITY COUNCIL REGULAR MEETING
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Others:

No one testified and no written comments were received.

Public Hearing Closed:

Mayor Truax closed the Public Hearing.

Council Discussion:

In response to Council President Johnston's concern pertaining to prior building permit personnel in the Community Development Department, Downey explained the Administrative Specialist position at Light and Power would be restructured in order to provide 0.25 FTE or 0.50 FTE support in the Building Permits Fund, noting the building permit full-time employee position was cut during the recession and the increase in building permits necessitates the need at this time to add part-time clerical staff so the Building Inspectors can maintain timely review of plan checks and inspections instead of performing clerical tasks.

Uhing submitted into the record a copy of her Minority Report titled "Minority Report (Additional Nonprofit Funding Requests)", noting her concerns are outlined in her report and encourages Council to consider a systemic procedure or guidelines to ensure equitable, equal and fair treatment of all budgetary funding requests submitted during the budget process.

Councilor Kidd arrived at 7:20 p.m.

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. MOTION CARRIED 7-0.

7. B. RESOLUTION NO. 2014-50 MAKING APPROPRIATIONS FOR THE CITY OF FOREST GROVE, WASHINGTON COUNTY, OREGON, FOR THE FISCAL YEAR COMMENCING JULY 1, 2014, AND ENDING JUNE 30, 2015

Staff Report:

Downey presented the above-proposed resolution making the necessary

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appropriations for Fiscal Year commencing July 1, 2014, and ending June 30, 2015, 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. 2014-50.

Sykes read Resolution No. 2014-50 by title.

MOTION: Councilor Lowe moved, seconded by Councilor Thompson, to adopt Resolution No. 2014-50 Making Appropriations for the City of Forest Grove, Washington County, Oregon, for the Fiscal Year Commencing July 1, 2014, and Ending June 30, 2015.

Council Discussion:

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

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

7. C. RESOLUTION NO. 2014-51 LEVYING AND CATEGORIZING TAXES FOR FISCAL YEAR COMMENCING JULY 1, 2014, AND ENDING JUNE 30, 2015

Staff Report:

Downey presented the above-proposed resolution levying and categorizing taxes imposed at the rate of \$5.554 per \$1,000 of assessed value for Fiscal Year commencing July 1, 2014, and ending June 30, 2015, as outlined in the staff report and as proposed in the resolution. In conclusion of the above-noted staff report, Downey advised the proposed resolution includes three taxes the City levies as follows: 1) The General Fund – Permanent Rate of \$3.9554; 2) The City's Five-Year Local Option Levy of \$1.6000; and 3) The City's property tax levy of \$523,280 to pay the debt service on its General Obligation Debt.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2014-51.

Sykes read Resolution No. 2014-51 by title.

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MOTION: Councilor Lowe moved, seconded by Council President Johnston, to adopt Resolution No. 2014-51 Levying and Categorizing Taxes for Fiscal Year Commencing July 1, 2014, and Ending June 30, 2015.

Council Discussion:

Mayor Truax advised it may seem that Council will be rushing through the budget adoption process, but noted prior to this evening's Council meeting, there were a series of joint meetings with the Budget Committee, which held its Public Hearing as required by law.

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. MOTION CARRIED 7-0.

8. RESOLUTION NO. 2014-52 ADOPTING THE FISCAL YEARS 2014-19 CAPITAL IMPROVEMENTS PROGRAM

Staff Report:

Downey presented the above-proposed resolution adopting the Fiscal Years 2014-19 Capital Improvements Program (CIP), noting the CIP forms the basis for planning capital projects over a five-year period and aids in setting system development charges (SDC) for the City. In conclusion of the above-noted staff report, Downey advised the projects to be accomplished for Fiscal Year 2014-15 are identified in the appropriate funds in the adopted budget, noting projects funded by SDC must be listed in the CIP in order for SDC funds to be expended on those projects.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2014-52.

Sykes read Resolution No. 2014-52 by title.

MOTION: Councilor Miller moved, seconded by Councilor Kidd, to approve Resolution No. 2014-52 Adopting Fiscal Years 2014-19 Capital Improvements Program.

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Council Discussion:

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

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

9. A. PUBLIC HEARING AND RESOLUTION NO. 2014-53 DECLARING CITY'S ELECTION TO RECEIVE STATE REVENUES

Staff Report:

Downey presented the above-proposed resolution declaring the City's intent to receive State Revenue Sharing for Fiscal Year 2014-15 as outlined in the staff report and as proposed in the resolution. In conclusion of the above-noted staff report, Downey advised the City is projected to receive \$318,345 in Alcohol Tax Revenue; \$27,925 in Cigarette Tax Revenue; and \$222,842 in State Revenue Sharing, noting for budgetary purposes, Alcohol Tax is allocated to the Police Department; Cigarette Tax is allocated to the Fire Department; and State Shared Revenue goes into the General Fund Discretionary Revenue.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2014-53.

Sykes read Resolution No. 2014-53 by title.

MOTION: Council President Johnston moved, seconded by Councilor Uhing, to adopt Resolution No. 2014-53 Declaring City's Election to Receive State Revenues.

Public Hearing Opened:

Mayor Truax opened the Public Hearing and explained hearing procedures.

Written Testimony Received:

No written testimony was received prior to the published deadline of June 23, 2014, 7:00 p.m.

Proponents:

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No one testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

Others:

No one testified and no written comments were received.

Public Hearing Closed:

Mayor Truax closed the Public Hearing

Council Discussion:

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

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

9. B. PUBLIC HEARING AND RESOLUTION NO. 2014-54 CERTIFYING SERVICES PROVIDED BY THE CITY OF FOREST GROVE

Staff Report:

Downey presented the above-proposed resolution certifying services provided by the City for Fiscal Year 2014-15 as outlined in the staff report and as proposed in the resolution. In conclusion of the above-staff report, Downey advised the City is required to certify the services provided by the City in order to receive State Shared Revenue.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2014-54.

Sykes read Resolution No. 2014-54 by title.

MOTION: Council President Johnston moved, seconded by Councilor Uhing, to adopt Resolution No. 2014-54 Certifying Services Provided by the City of Forest Grove.

Public Hearing Opened:

Mayor Truax opened the Public Hearing and explained hearing procedures.

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Written Testimony Received:

No written testimony was received prior to the published deadline of June 23, 2014, 7:00 p.m.

Proponents:

No one testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

Others:

No one testified and no written comments were received.

Public Hearing Closed:

Mayor Truax closed the Public Hearing

Council Discussion:

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

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

10. PUBLIC HEARING AND RESOLUTION NO. 2014-55 ADOPTING CAPITAL IMPROVEMENTS PROGRAM EXCISE TAX AND REPEALING RESOLUTION NO. 2013-49

Staff Report:

Downey presented the above-proposed resolution imposing the Capital Improvements Program (CIP) Excise Tax for the purpose of funding public safety and general government programs within the CIP for Fiscal Year 2014-15. Downey reported the City expects to collect approximately \$294,000 in revenue from the CIP Excise Tax in Fiscal Year 2013-14 based on current fee levels. Downey advised staff is proposing increasing the monthly CIP fees on each electric meter in Fiscal Year 2014-15 as follows: 1) Residential from \$2.80 to \$3.00; 2) Commercial – Single Phase from \$7.00 to \$7.50; and 3) All others from \$14.00 to \$15.00, noting the increased fees will generate approximately \$20,000 in additional revenue each fiscal year. Downey explained a

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majority of the fee increase will allow the City to continue accumulating sufficient funds for the purchase of fire apparatus, police vehicles, and other public safety equipment in accordance with the replacement schedules. In conclusion of the above-noted staff report, Downey advised the CIP Excise Tax is accounted for in a separate fund to ensure the tax proceeds are spent as required by the resolution.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2014-55.

Sykes read Resolution No. 2014-55 by title.

MOTION: Councilor Kidd moved, seconded by Council President Johnston, to approve Resolution No. 2014-55 Adopting Capital Improvements Program Excise Tax and Repealing Resolution No. 2013-49.

Public Hearing Opened:

Mayor Truax opened the Public Hearing and explained hearing procedures.

Written Testimony Received:

No written testimony was received prior to the published deadline of June 23, 2014, 7:00 p.m.

Proponents:

No one testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

Others:

No one testified and no written comments were received.

Public Hearing Closed:

Mayor Truax closed the Public Hearing.

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.

11. RESOLUTION NO. 2014-56 AUTHORIZING THE EXPENDITURE OF ADDITIONAL FIRE SAFER GRANT FUNDS IN FISCAL YEAR 2013-14

Staff Report:

Downey presented the above-proposed resolution requesting authorization of expenditure of additional Homeland Security Grant Funds, noting the costs of the two Captain positions in the Fire Department funded by the grant were higher than budgeted. Downey reported the City will receive reimbursement of the actual costs incurred in Fiscal Year 2013-14, noting the Fire SAFER Grant Fund appropriations will be increased by \$15,000. In conclusion, Downey advised a supplemental budget hearing is required pursuant to budget law for expenditure of grant funds.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2014-56.

Sykes read Resolution No. 2014-56 by title.

MOTION: Councilor Miller moved, seconded by Councilor Kidd, to approve Resolution No. 2014-56 Authorizing the Expenditure of Additional Fire SAFER Grant Funds in Fiscal Year 2013-14.

Council Discussion:

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

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

12. RESOLUTION NO. 2014-57 TRANSFERRING APPROPRIATIONS WITHIN VARIOUS FUNDS FOR FISCAL YEAR 2013-14

Staff Report:

Downey presented the above-proposed resolution transferring various appropriated amounts for Fiscal Year 2013-14 as outlined in the staff

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report and as proposed in the resolution.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2014-57.

Sykes read Resolution No. 2014-57 by title.

MOTION: Councilor Uhing moved, seconded by Councilor Thompson, to adopt Resolution No. 2014-57 Transferring Appropriations within Various Funds for Fiscal Year 2013-14.

Council Discussion:

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

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

13. A. PUBLIC HEARING AND RESOLUTION NO. 2014-58 INCREASING SANITARY SEWER RATES FOR THE CITY OF FOREST GROVE, EFFECTIVE JULY 1, 2014, AND REPEALING RESOLUTION NO. 2013-36

Staff Report:

Downey presented the above-proposed resolution increasing the City's sanitary sewer rates by three percent (3%), effective July 1, 2014, noting the sewer rate increase is necessary in order to cover increasing costs of regulations, labor, chemicals, and utilities. The City's monthly surcharge will increase from \$3.70 to \$3.81 per Equivalent Dwelling Unit (EDU) above the sewer rates established by Clean Water Services (CWS). CWS is increasing its sanitary sewer rates by three percent (3%) from \$38.46 to \$39.61 for a typical residential consumption of 8ccf (refer to Agenda Item 13.C.).

Before proceeding with Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2014-58.

Sykes read Resolution No. 2014-58 by title.

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MOTION: Councilor Miller moved, seconded by Councilor Kidd, to adopt Resolution No. 2014-58 Increasing Sanitary Sewer Rates for the City of Forest Grove, Effective July 1, 2014, and Repealing Resolution No. 2013-36.

Public Hearing Opened:

Mayor Truax opened the Public Hearing and explained hearing procedures.

Written Testimony Received:

No written testimony was received prior to the published deadline of June 23, 2014, 7:00 p.m.

Proponents:

No one testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

Others:

No one testified and no written comments were received.

Public Hearing Closed:

Mayor Truax closed the Public Hearing.

Council Discussion:

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

ROLL CALL VOTE: AYES: Councilors Johnston, Kidd, Lowe, Miller, Thompson, Uhing, and Mayor Truax. MOTION CARRIED 7-0.

13. B. PUBLIC HEARING AND RESOLUTION NO. 2014-59 INCREASING SURFACE WATER MANAGEMENT (SWM) RATES FOR THE CITY OF FOREST GROVE, EFFECTIVE JULY 1, 2014, AND REPEALING RESOLUTION NO. 2009-34

Staff Report:

Downey presented the above-proposed resolution increasing the City's Surface Water Management (SWM) utility rates by \$0.25 per Dwelling

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Unit Equivalent (DUE), effective July 1, 2014, noting the SWM rate increase is necessary in order to cover costs of leaf pick-up, catch basin cleaning, flood control, street sweeping, and other programs which lessen the pollution in local streams and rivers. The City's monthly surcharge will increase from \$0.75 to \$1.00 per EDU above the SWM rates established by Clean Water Services (CWS) (refer to Agenda Item 13.C.), resulting in a combined monthly SWM rate of \$7.75 per EDU.

Before proceeding with Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2014-59.

Sykes read Resolution No. 2014-59 by title.

MOTION: Councilor Uhing moved, seconded by Councilor Kidd, to adopt Resolution No. 2014-59 Increasing Surface Water Management (SWM) Rates for the City of Forest Grove, Effective July 1, 2014, and Repealing Resolution No. 2009-34.

Public Hearing Opened:

Mayor Truax opened the Public Hearing and explained hearing procedures.

Written Testimony Received:

No written testimony was received prior to the published deadline of June 23, 2014, 7:00 p.m.

Proponents:

No one testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

Others:

No one testified and no written comments were received.

Public Hearing Closed:

Mayor Truax closed the Public Hearing.

Council Discussion:

Hearing no discussion from the Council, Mayor Truax asked for a roll call

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vote on the above motion.

ROLL CALL VOTE: AYES: Councilors Johnston, Kidd, Lowe, Miller, Thompson, Uhing, and Mayor Truax. MOTION CARRIED 7-0.

13. C. RESOLUTION NO. 2014-60 ESTABLISHING CERTAIN CLEAN WATER SERVICES UTILITY RATES AND CHARGES FOR THE CITY OF FOREST GROVE, EFFECTIVE JULY 1, 2014, AND REPEALING RESOLUTION NO. 2013-37

Staff Report:

Downey presented the above-proposed resolution authorizing the City to collect sanitary sewer rates, Sewer System Development Charges (SDC), and Surface Water Management (SWM) rates pursuant to the Intergovernmental Agreement with Clean Water Services (CWS). Downey reported CWS' Board of Directors approved increasing its sanitary sewer rates by three percent (3%) from \$38.46 to \$39.61 for a typical residential consumption of 8ccf. The City's monthly sewer rates surcharge increased from \$3.70 to \$3.81 per EDU above the sewer rates established by CWS (Agenda Item 13. A.). CWS approved increasing its SWM rates by \$0.50 per EDU from \$6.25 to \$6.75. The City's monthly SWM surcharge increased from \$0.75 to \$1.00 per EDU above the SWM rates established by CWS (refer to Agenda Item 13. B.), resulting in a combined monthly SWM rate of \$7.75 per EDU. CWS approved increasing its Sewer System Development Charges (SDC) by \$100 from \$4,800 to \$4,900 per EDU. Downey noted the City retains 20 percent (20%) of the SDC revenue. In conclusion of the above-noted staff report, Downey advised that CWS has held public hearings notifying customers of the above-noted rate increases.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2014-60.

Sykes read Resolution No. 2014-60 by title.

MOTION: Council President Johnston moved, seconded by Councilor Lowe, to adopt Resolution No. 2014-60 Establishing Certain Clean Water Services Utility Rates and Charges (Sanitary Sewer, Surface Water Management, and Sewer System Development Charges) for the City of Forest Grove, Effective July 1, 2014, and Repealing Resolution No. 2013-37.

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Council Discussion:

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

ROLL CALL VOTE: AYES: Councilors Johnston, Kidd, Lowe, Miller, Thompson, Uhing, and Mayor Truax. MOTION CARRIED 7-0.

14. **RESOLUTION NO. 2014-61 AUTHORIZING EXECUTION OF A WAGE AGREEMENT BETWEEN THE CITY OF FOREST GROVE AND THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, (AFSCME), LOCAL 3786, COUNCIL 75, EFFECTIVE JULY 1, 2014, THROUGH JUNE 30, 2017**

Staff Report:

Camilli and Downey presented the above-proposed resolution requesting authorization to execute the labor agreement between the City and the American Federation of State, County and Municipal Employees, (AFSCME), effective July 1, 2014, through June 30, 2017. Camilli reported staff met with AFSCME and negotiated a new labor agreement, noting language modifications to the agreement include offering a defined retirement contribution plan to AFSCME regular part-time employees as of July 1, 2014; union participation in a city-wide health insurance committee for evaluating potential changes in structure and/or types of health plans offered by the City; and a cost-of-living adjustment (COLA) of 2.3 percent, effective the first year July 1, 2014, and a range of 1.0 percent to 2.0 percent based on the Portland Consumer Price Index (CPI) for each of the two successive years of the agreement. In conclusion of the above-noted staff report, Camilli advised the costs to implement the agreement are within the parameters set by Council and funds have been identified in the 2014-15 budget and are within the five-year fiscal plan.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2014-61.

Sykes read Resolution No. 2014-61 by title.

MOTION: Councilor Kidd moved, seconded by Councilor Miller, to adopt Resolution No. 2014-61 Authorizing Execution of a Labor Agreement between the City of Forest Grove and the American

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**Federation of State, County and Municipal Employees, (AFSCME),
Local 3786, Council 75, Effective July 1, 2014, through June 30,
2017.**

Council Discussion:

Council President Johnston disclosed he has a relative who is a union member; however, Johnston declared no direct benefit to himself.

Uhing indicated she appreciates the union's support and commended staff for successful negotiations, noting she is very excited the City is offering retirement benefits to part-time employees.

Mayor Truax commended staff for successful negotiations of a three-year contract.

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. MOTION CARRIED 7-0.

**14. A. RESOLUTION NO. 2014-63 PROVIDING PARTICIPATION FOR
REGULAR PART-TIME NON-REPRESENTED EMPLOYEES IN THE
CITY'S DEFINED CONTRIBUTION RETIREMENT PLAN AS OF JULY
1, 2014**

Staff Report:

Downey added the above-noted resolution to the agenda requesting to provide participation in the City's Defined Contribution Retirement Plan for regular part-time non-represented employees as of July 1, 2014, noting the purpose is to offer the same level of retirement benefits to regular part-time non-represented employees as the AFSCME employees. Downey reported the retirement benefits will apply to regular part-time employees who work at least 20 hours but less than 40 hours per week, noting currently, the City has one part-time non-represented employee. In conclusion of the above-noted staff report, Downey advised the costs to implement the retirement benefits are identified in the Fiscal Year 2014-15 budget.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2014-63.

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Sykes read Resolution No. 2014-63 by title.

MOTION: Councilor Uhing moved, seconded by Councilor Kidd, to adopt Resolution No. 2014-63 Providing Participation for Regular Part-Time Non-Represented Employees in the City's Defined Contribution Retirement Plan as of July 1, 2014.

Council Discussion:

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

ROLL CALL VOTE: AYES: Councilors Johnston, Kidd, Lowe, Miller, Thompson, Uhing, and Mayor Truax. MOTION CARRIED 7-0.

15. RESOLUTION NO. 2014-62 APPROVING TO CANCEL JULY 14, 2014, REGULAR CITY COUNCIL MEETING

Staff Report:

Sykes presented the above-proposed resolution requesting that Council consider cancelling the July 14, 2014, regular City Council meeting due to a lack of agenda items and Councilmembers who are unable to attend, noting the Council will not holding a regular meeting on Monday, July 28, 2014, so the next regular Council meeting will occur Monday, August 11, 2014.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2014-62.

Sykes read Resolution No. 2014-62 by title.

MOTION: Councilor Miller moved, seconded by Councilor Uhing, to adopt Resolution No. 2014-62 Approving to Cancel July 14, 2014, City Council Meeting.

Council Discussion:

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. MOTION CARRIED 7-0.

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16. 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 reported the State's Speed Review Panel denied the City's request to reduce the posted speed zone at Highway 47 and Fernhill Road, noting staff will pursue conversations with state and county officials regarding the findings of denial. Sykes noted the Annual Employee Breakfast, hosted at the Fire Department on June 12, 2014, was well attended. Sykes announced the City will be hosting the League of Oregon Cities City Hall Day on Thursday, September 11, 2014, 6pm, in the Community Auditorium, noting he encourages everyone to attend. 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.

17. COUNCIL COMMUNICATIONS:

Council President Johnston reported on the upcoming Public Safety Advisory Commission (PSAC) meeting agenda, noting PSAC will be reviewing its bylaws and discussing changing its quorum requirements. In addition, Johnston reported on other matters of interest, noting he will be on vacation through the month of July and returning in August.

Kidd reported on matters of interest and upcoming meetings he was planning to attend.

Lowe reported attending the State's Speed Review Panel hearing, noting Foster gave an outstanding presentation and presented a tremendous amount of letters in support of the City's request to reduce the posted speed zone at Highway 47 and Fernhill Road. In addition, Lowe reported on other matters of interest and upcoming meetings she was planning to attend.

Miller reported on Public Arts Commission (PAC)-related activities, noting the PAC exceeded their fundraising goal for the Ed Carpenter project at the Library. In addition, Miller reported on matters of community interest and upcoming meetings she was planning to attend.

Thompson reported on Community Forestry Commission (CFC)-related activities, noting CFC met Wednesday at the Farmers' Market. In addition,

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Thompson reported on other matters of interest and upcoming meetings he was planning to attend.

Uhing commented that she would like Council to discuss allowing boards, committees and commissions (B&C) to have summertime off and other emergency leave, to which Mayor Truax advised he encourages B&C to review and submit changes to their bylaws as they deem appropriate for their schedules. In addition, Uhing reported on other matters of interest and 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 advised he would be sending thank you letters to each person who submitted a letter of support relating to the City's request to reduce the posted speed zone at Highway 47 and Fernhill Road. In addition, Mayor Truax reported on various local, regional, Metro, and Washington County meetings he attended and matters of interest and reported on upcoming meetings and community-related events he was planning to attend.

18. ADJOURNMENT:

Mayor Truax adjourned the meeting at 8:45 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

APPROVED

**COMMUNITY FORESTRY COMMISSION
CITY AUDITORIUM
MAIN STREET, FOREST GROVE, OR
May 21, 2014**

Meeting called to order at 5:31:40. President Jen Warren in Chair.

Members Present – President Jen Warren in Chair, David Hunter, Dale Wiley,
Bruce Countryman, Lance Schamberger

Members Absent - Mark Nakajima

Staff Present: Dan Riordan

Council Liaison: Ron Thompson

Meeting Minutes Approval: Minutes were presented and reviewed as presented by Dan. Dale moved and David seconded for approval of the minutes. Unanimous vote for approval.

Citizen Communication: None

OLD BUSINESS

ARBOR DAY GRANT –Dan presented the banner that was purchased with the Arbor Day grant funds. A canopy top was also purchased with the funds for use at the Farmers Market and other community events.

NEW BUSINESS

URBAN FOREST MANAGEMENT PLAN – Bruce discussed the Urban Forest Management Plan and options for moving forward with that project. Discussion on the plan followed with CFC members contributing input to the Plan.

EVENT DISPLAY BOARD – Jen presented paper drafts of the display board and asked for CFC input or changes. All agreed it was a great draft, contributed some minor technical changes and agreed Jen should move forward with the display board.

PROJECT REPORTS

None at this time.

NEXT MEETING

Next meeting will be June 19, 2014 at the Community Auditorium at 5:30 pm.

MEETING ADJOURNMENT

Dave moved and Lance seconded to adjourn the meeting. Unanimous affirmative vote adjourned the meeting. Meeting was adjourned at 6:39:17 pm.

Respectfully submitted,

Dale Wiley
CFC Secretary

APPROVED

ATTENDEES: Hope Kramer, Jeff King, Guy Storms, Howard Sullivan, Kelly Marks, Bruce McVean, Tim Budelman, Mark Nakajima, Eduardo Corona, James Draznin, John Hayes, Brian Wilbur, Elena Uhing, Justin Norman, John-Michael Kowertz, Zach Barrer.

CITY STAFF: Michael Sykes.

ALSO ATTENDING: Eddie Rios (Reporter for the Oregonian), Rob Drake (City Manager for the City of Cornelius).

1. **CALL TO ORDER:**
The meeting was called to order @ 12:09 p.m. by EDC Chair Tim Budelman.
2. **CITIZEN COMMUNICATION:**
None.
3. **APPROVAL OF EDC MINUTES FROM FEBRUARY 6TH, 2014:**
Brian Wilbur moved to accept the minutes as presented. Kelly Marks seconded the motion. The minutes passed unanimously.
4. **ADDITIONS / DELETIONS & STAFF SUMMARY:**
Jeff King stated that the RFQ for the Times Litho project will go out next week. He said that at first the City will ask for a letter of interest, and a list of qualifications from interested contractors. After that the next step will be to release an RFP. Jeff then reported that the urban renewal project was brought before the City Council and they have approved for the project to move forward with the next steps which will be to create an agency. This agency will set up parameters and an overall plan for the program. If the plan is approved by the City Council in June, then the program will be up and running as soon as possible. Elena Uhing mentioned that there will be no new staff added to facilitate this program. The program will be managed by staff that are currently employed by the City.
5. **BUSINESS:**
 - A. **McMENAMIN'S HOST UPDATE:**
McMenamin's has a new property manager named Zach Barrer. He attended today's meeting and introduced himself to the group. Zach began working @

The Grand Lodge on January 15th, 2014. He reported that the Wedding Expo that was held on March 1st was a great success with approximately 200 people in attendance, and that the Expo resulted in \$11,500.00 worth of guaranteed bookings for upcoming weddings to be held @ The Grand Lodge. Zach also mentioned that they will be celebrating The Grand Lodge's 92nd birthday on March 8th, and that of course they are looking forward to St. Patrick's Day this month on the 17th, as there is always a big celebration and great turn out for that holiday.

B. CHAMBER UPDATE:

Howard "Butch" Sullivan gave a brief update. He said that the annual Chamber auction was held last Saturday and was a great success. They were able to raise approximately \$36,000.00 from the auction. He thanked several people for their help in making the auction a success. The Chamber is looking into hiring an additional staff member at this time, which would allow Butch to have the freedom to be out and about in the community more often.

C. COMMUNITY ENHANCEMENT PROGRAM (CEP) GRANT:

Jeff asked the Commission what their thoughts would be in regards to pursuing this grant. Jeff said the grant would be written through the Tourism Committee, and that if the money is granted, that a possible use of the funds might be to create a weekly flier to circulate throughout the City, or a website highlighting food services in Forest Grove. Jeff also mentioned that if the EDC could secure this grant, that Travel Oregon has a program where they match grants, which could be applied for as well, and essentially would double the grant money. Jeff said that the CEP applications are due on March 21st, 2014. After some discussions and questions from the group, EDC Chair Tim Budelman asked for a motion to move forward with writing and pursuing the CEP grant. John Hayes made the first motion to pursue the grant, and Mark Nakajima seconded the motion. The motion passed unanimously.

D. GUEST SPEAKER MIKE MILLER, CFO OF LIEB FOODS:

The speaker scheduled for today, Mike Miller, was unable to attend today's meeting due to medical reasons. Instead, Rob Drake, who is the City Manager for the City of Cornelius, offered to give a brief, impromptu update on the City of Cornelius. First Rob reported that he has been very busy working with the Cornelius Police Department on revamping and rebuilding the department. He said it feels like Cornelius has become less politically driven, and more

community driven in recent years. He mentioned that Cornelius used to have an economic development commission of their own, but that it had disbanded in 2010 or 2011, the same time that the Cornelius Chamber of Commerce disbanded. He said that Cornelius is very interested in working with the City of Forest Grove to strengthen the economy on the west side of Washington County and the Portland Metro area. Rob explained that the construction project that is currently taking place on Baseline Road should be finished by Summer of 2014. He said when all of the construction is finished, it will look like the improved areas on Adair Street. He continued by stating that Cornelius has also been awarded a grant to improve 10th Avenue. This grant will be used to help industrial traffic move more easily through the city. Rob added that the decision made by Cornelius and Forest Grove to merge the two municipal courts and use the same judge has proven to be very successful, and noted that he feels the merger of the two Chamber of Commerce offices was a very good move as well.

E. STRATEGIC PLAN UPDATE:

Jeff King referred to the tourism hand out that was included in this meeting's packet. He briefly went over the main points on the hand out, and said that communications and marketing are the main focus within tourism, with an emphasis on promoting amenities as well. The next area of focus will be small business.

F. BOARD VACANCIES & NEW MEMBERS:

Jeff reported that at this time there is only one vacancy left, and the commission will need to discuss and decide which direction they would like to go when filling this last spot.

6. COUNCIL COMMUNICATIONS:

Elena Uhing said that the City Council had their retreat last weekend to discuss 2014 goals and objectives. She mentioned that the Westside Economic Alliance will be having their State of the County address on March 13th, 2014 @ the Nike Campus in Beaverton from 7:30 a.m. – 9:00 a.m. Elena also reminded everyone that the City's budget process for the next fiscal year begins in April, and that the exact dates are posted on the City's website. Next, Elena shared a bit of City news mentioning that the Light & Power Department recently hired an electrical

engineer named Chris Knotts, the police department is in the process of changing to a new information system which will allow them to link to all other Oregon & Washington state cities, and that the fire department is in the process of interviewing for a new volunteer fire fighter.

7. **STAFF & BOARD MEMBER COMMUNICATIONS:**

None.

8. **ANNOUNCEMENT OF NEXT MEETING:**

EDC Chair Tim Budelman announced that the next meeting of the Economic Development Commission will be on Thursday April 3rd, 2014 @ 12:00 noon in the Alice Inkley Room @ McMenemy's Grand Lodge.

9. **ADJOURNMENT:**

EDC Chair Tim Budelman adjourned the meeting @ 1:25 p.m.

Approved by the Forest Grove Economic Development Commission:

Signed: 
EDC Chair

Date: 4/3/14

APPROVED

MEETING MINUTES

ATTENDEES: George Cress, Jeff King, Mark Nakajima, Guy Storms, Kelly Marks, Bruce McVean, Brian Wilbur, Don Jones, Hope Kramer, John Hayes, James Draznin, Tim Budelman, Lois Hornberger, Mark Frandsen, Elena Uhing, Dick Stenson.

CITY STAFF: Mayor Pete Truax, Michael Sykes.

ALSO ATTENDING: Eddie Rios (reporter w/ the Forest Grove Leader), Pam Treece (guest speaker from Westside Economic Alliance).

1. CALL TO ORDER:

The meeting was called to order @ 12:14 p.m. by EDC Chair Tim Budelman.

2. CITIZEN COMMUNICATION:

None.

3. APPROVAL OF MARCH 6TH, 2014 SUMMARY MINUTES:

Don Jones moved to accept the meeting minutes as presented. Kelly Marks seconded the motion. The minutes passed unanimously.

4. ADDITIONS/DELETIONS & STAFF SUMMARY:

None.

5. BUSINESS:

A. McMENAMIN'S HOST UPDATE:

None.

B. FOREST GROVE CHAMBER OF COMMERCE UPDATE:

None.

C. GUEST SPEAKER, PAM TREECE, WESTSIDE ECONOMIC ALLIANCE:

Guest speaker, Pam Treece, from Westside Economic Alliance (WEA) started out by introducing herself to the group. Pam has been the Executive Director @ WEA for the past 15 months. She briefly shared her background, stating that she was a physical education teacher for many years prior to joining the private business world, where she then worked for Pacific Power for 21 years. Next, Pam was very pleased to welcome Pacific University as a new WEA member. She then handed out WEA's Annual Report, and briefly explained that WEA is an advocacy organization that brings together the private & public sectors. WEA represents all of Washington County, and the west side of Clackamas County. Their mission is to support the economic vitality of those they represent. Pam is a registered lobbyist. She stated that the WEA always tries to find the middle of the road or a common ground as they approach each issue presented to them. She said that the WEA is not focused on education reform, but rather on educational economic strength, pointing out that a region cannot attract new businesses without a strong education system. Pam shared an interest in possibly having a member event in Forest Grove similar to those that have been held in Beaverton & Tualatin in the past. She mentioned that the WEA has been extremely busy in the past year, and that both attendance and membership are up at this time. Lastly, Pam welcomed any questions or comments from the Commission. She answered many questions posed to her, and gave insight as to how the WEA is approaching various issues that have been brought before them.

D. THE "GRAND BARGAIN" LAND USE BILL:

Since Community Development Director, Jon Holan, was unable to attend today's meeting, Michael Sykes gave a brief overview of the Grand Bargain Land Use Bill. Michael said that this bill identifies property both north and south of Forest Grove and will bring it in to the Urban Growth Boundary (UGB). Michael mentioned that Mayor Truax has helped greatly in this situation as he has developed strong ties and relationships with other mayors of nearby cities, and this has helped to expedite this process. Michael said the City would like to see the area to the north expand all the way to Purdin Road, but that farmers in the area felt that Council Creek should be the northerly border. To the south of the City, a parcel just under 40 acres is now in the UGB. Michael pointed out that without the cooperation of various city mayors and

other representatives working together, that this type of a deal could've taken up to 10 to 15 years to accomplish. Mayor Truax agreed, and added that without the Grand Bargain there would have been no more agreements on the UGB for at least 5 years. This deal allows for buildable expansion both north and south of the City.

E. BOARD VACANCIES:

Jeff King said that there is still just one slot to fill as far as board vacancies. He said the Commission still has a decision to make whether to fill the spot with a representative from the wood products industry, or from the food & drink/wine industry. Mark Frandsen mentioned that maybe the best criteria to consider is which candidate seems likely to be the most engaged and excited about serving on the EDC.

6. COUNCIL COMMUNICATIONS:

Elena Uhing said that the CEP applications have been submitted by Jeff King, and that they come before the City Council on April 22nd, 2014. Elena then mentioned that the budget process for the City's new fiscal year beginning in July 2014 will begin on April 23rd, 2014, and asked that those who can to please attend the budget sessions as it really helps to have both City employees and the public attending these sessions. Next Elena said that she was able to attend the State of the County address given this year by Andy Duyck @ the Nike Campus, and that approximately 240 people were in attendance. At the address it was pointed out that 23% of the population in Washington County speak a language other than English as their first language. Also, WA County currently has only a 5.8% unemployment rate which is good, and approximately 20 new jobs a day are being created within the County. These numbers are currently better than even Portland, and all other counties in Oregon. Elena reported that among the topics discussed were affordable housing, living wage jobs, homelessness, transportation, infrastructure, quality of life issues, water importance in Oregon, sustainable housing, farming, and Hagg Lake.

Next, Mayor Truax covered a few topics briefly. He stated that the City of Forest Grove is considering banning smoking and tobacco use in City parks and at public events sanctioned by the City. The City is also considering changing the policy of back yard burning, not to ban it all together, but to narrow it down quite a bit to only five days a year. He then mentioned that the first ever "Coffee with a Cop" event was held at B.J.'s Coffee Shop recently and was well attended by both police department employees, and the public. Mayor Truax reported that Oregon Poet Laureate, Paulann Petersen will be at the Forest Grove Library on Saturday, April 12th, 2014 from 10:30 a.m. – 3:00 p.m.

7. STAFF & BOARD MEMBER COMMUNICATIONS:

Lois Hornberger quickly mentioned that the Pacific University's 54th Annual Luau will be held on Saturday, April 12th, 2014 beginning @ 4:30 p.m.

8. ANNOUNCEMENT OF NEXT MEETING:

EDC Chair Tim Budelman announced that the next meeting of the EDC will be on Thursday, May 1st, 2014 @ 12:00 noon in the Alice Inkley Room @ McMenemy's Grand Lodge.

9. ADJOURNMENT:

The meeting was adjourned @ 1:37 p.m. by EDC Chair Tim Budelman.

Approved by the Forest Grove Economic Development Commission:

Date:  5/1/14

EDC Chair

APPROVED

MEETING MINUTES

ATTENDEES: Guy Storms, George Cress, Kelly Marks, Mark Nakajima, Hope Kramer, Jon-Michael Kowertz, Jeff King, Tim Budelman, James Draznin, Howard Sullivan, Elena Uhing, Dick Stenson, Mark Frandsen, Mike Mallery, Brian Wilbur, Steve Krautscheid, Don Jones.

CITY STAFF: Michael Sykes.

ALSO ATTENDING: Mark Smith (Guest speaker from Summit Foods), Rob Drake (City Manager of the City of Cornelius).

1. **CALL TO ORDER:**

The meeting was called to order @ 12:15 p.m. by EDC Chair Tim Budelman.

2. **CITIZEN COMMUNICATION:**

None.

3. **APPROVAL OF APRIL 3RD, 2014 SUMMARY MINUTES:**

Brian Wilbur moved to accept the meeting minutes as presented. Mark Frandsen seconded the motion. The minutes passed unanimously.

4. **ADDITIONS/DELETIONS & STAFF SUMMARY:**

Jeff King began by reporting that the Times Litho RFQ will be due on Friday, May 2nd, by 4:00 p.m. Next, Jeff mentioned that five new small businesses will be opening in Forest Grove this month. Jeff stated that the City is proceeding to go to the City Council with the Urban Renewal Plan. Public hearings for the Urban Renewal plan will be held on June 9th & June 23rd of this year. He then briefly touched on a few new businesses opportunities that may be coming to Forest Grove. A business is interested in the 84 Lumber building, a small company wanting to move from Clackamas is looking at the Ruralite Building, and a new restaurant/pub has opened called The King's Head in the space where Grendel's used to be. Jeff also said that a new microbrew in town, Waltz Brewing, will hold its soft opening this week, and Bull Run Cider will be opening soon as well. Finally, Jeff reported that two small businesses are attending the small business training @ Portland Community College through grants furnished by the City. The businesses participating are HippocraTEAS, and Mark Nakajima's son who is an assistant manager @ Ace Hardware.

5. **BUSINESS:**

A. **McMENAMIN'S HOST UPDATE:**

None.

B. **FOREST GROVE CHAMBER OF COMMERCE UPDATE:**

Howard Sullivan said that the Chamber has acquired 38 new members this year, and that 20 of those are from outside of Forest Grove. Howard then reported that the Chamber is now using a web based calendaring system, and that it is seeing quite a bit of traffic. Howard mentioned that today is his one year anniversary as the Chamber Director, and thanked everyone in the EDC for all of their help and support during the past 12 months.

C. **GUEST SPEAKER ---- MARK SMITH FROM SUMMIT FOODS:**

Mark Smith from Summit Foods introduced himself to the commission and gave a brief history of how Summit Foods was created. He said that in 1996 he had gotten laid off of his job, and that he and his wife decided to start their own business. Since then, the company has grown to four plants which include those in North Plains, Cornelius, and the newest edition in Forest Grove on B Street, in the old Cedar Canyon Water building. Mark said that his company primarily produces dried fruit products of which the best-selling items are dried strawberries and blueberries. He mentioned that some of their biggest customers are Mariana, Otis Spumkmeier, Krusteaz, Trader Joes, and Panera Bread Co.

One very interesting fact that Mark shared about his company is that nearly all of the waste that comes from production of their products is converted in to ethanol. He said that they produce up to 20 thousand gallons of ethanol a month, and that it has proven to be a nice side business for them since they sell the ethanol to race car drivers and enthusiasts. He had several positive things to share about ethanol, and said that he hopes the negative feeling about the product can be reversed, and that the U.S. will begin to consider it as an alternative fuel to oil and fossil fuels. Mark said that his entire family is involved in the business, and that his two daughters have helped in developing a new apple chip product that is selling very well. The brand on the apple chip bag is Sisters Fruit Co., after his two girls. He said the only problem with the new apple chips is that they can't seem to make enough of them to keep up

with the demand. Currently their apple chips are sold at Thriftway, New Seasons, and Pumpkin Ridge. He mentioned that he is grooming his children to take over Summit Foods when he and his wife retire, but he said he is not sure if they will want to. Mark also said that most all of his employees are long term employees who are like family themselves.

Next the EDC members had several questions for Mark about starting and running a small business in Washington County. He said that he is very thankful for other businesses in the Washington County like Henningsen Cold Storage, Ace Hardware, and the community in general, as they have been very supportive. Mark said he has no plans to build any additional plants outside of Washington County.

D. SUBCOMMITTEES:

Industrial:

Mark Frandsen reported that last month that himself, Tom Steel from Via Systems who is going to be joining the EDC, Jeff King, Tim Budelman, George Cress all met at Via Systems for an Industrial Subcommittee meeting. He said that they reviewed which sites were currently available in Forest Grove, talked about marketing activity, and focused mainly on the strategic plan. He mentioned that Via Systems is going to be having an event in June that will reach out to, and involve the community.

Next, Jeff King briefly outlined the New Business Incentive Program that has been available previously in Forest Grove, but that has expired, and he is presenting it today before the EDC for a vote as to whether or not the Commission feels the program is important and viable and worth extending. Jeff noted that the program has been used by new businesses approximately 15 times since 2011. There were a few questions and some discussion among the Commission members. EDC Chair Tim Budelman then asked if the Commission would like to bring about a motion to bring the incentive program before the Council in hopes of renewing it. Brian Wilbur motioned to bring the incentive before the Council again. Don Jones seconded the motion. The motion passed unanimously.

Tourism:

Hope Kramer briefly discussed the plan that the subcommittee is developing as a plan to utilize the CEP Grant if it is awarded to the EDC. Hope explained that they are working on coordinating a one-day festival to be hosted by McMenamini's, and then a

passport type booklet to be purchased that is linked to an interactive website and calendar. These two ideas they are developing are both geared toward bringing people out to Forest Grove to support our local businesses. Hope said the subcommittee is scheduled to meet again in May to finalize their plans and ideas.

6. COUNCIL COMMUNICATION:

Elena Uhing briefly updated the EDC on recent topics and events. She mentioned that the Council just passed a moratorium on marijuana. She stressed that the moratorium is not a ban, but rather a grace period to give the City and the police department more time to decide how to handle this topic. She reiterated that the Urban Renewal Plan will be coming before the Council in June and asked everyone who can attend, to please do so in support of this issue. Next, she mentioned that the Westside Economic Alliance will be having a forum at the Nike Center regarding sports and the economy next month.

7. STAFF & BOARD MEMBER COMMUNICATIONS:

Howard Sullivan reported that Forest Grove will be hosting a festival in August called, "Get Stoked! Tri-Sports Adventure". He said it will be held out at Hagg Lake, and that it is events such as this one that boost Forest Grove and encourage people to stay in our local hotels, and patronize our local restaurants and businesses.

Jeff King said that May 19th is small business week. The City will be actively trying to promote and publicize small businesses around the City that week.

8. ANNOUNCEMENT OF NEXT MEETING:

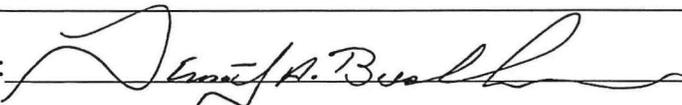
EDC Chair Tim Budelman announced that the next meeting of the EDC will be on Thursday, June 5th, 2014 @ 12:00 noon in the Alice Inkley Room @ McMenamain's Grand Lodge.

9. ADJOURNMENT:

The meeting was adjourned @ 1:35 by EDC Chair Tim Budelman.

Approved by the Forest Grove Economic Development Commission:

Date: _____

Signed:  _____

EDC Chair

APPROVED

3F

Members Present: Jennifer Brent, George Cushing, Neil Poulsen, Holly Tsur, Kaylene Toews, Larry Wade (one vacancy)
Staff Present: James Reitz
Council Liaison: Richard Kidd was present
Citizens Present: 02 (Kim and Jim Fitzgerald)

1. **Call to Order:** Poulsen opened the meeting at 7:18 p.m. **The meeting minutes of April 22, 2014, were approved as submitted.**

2. **Citizen Communication:** None.

3. **Action Items / Discussion:**

A. Website Update – Kim and Jim Fitzgerald (the contractors hired to update the website) were present to report on their progress. They noted that there were two parts to the task: updating the PDF content and verifying that the links were current and operating properly. They requested the Board's input for a more formal name for the currently titled "others", i.e., those properties not in any of the districts but still historically designated. Several suggestions were discussed, and "Out of District" was selected. The other tabs will be the Clark District, Painters Woods District, Walker-Naylor District, Historic Downtown, and Pacific University.

Wade noted that he'd had difficulty accessing the City's website from his home and suggested that the consultants test that as well.

Reitz noted that the website was originally set up in 2005 and had not had any major updates since. It was suggested that the Board perform an annual review and determine what updates, if necessary, should be done at that time.

B. Spring-Summer Newsletter – Tsur reported that she had the interview with Katya Duncan completed and the article was ready for publication. She had some space left and suggested that Brent and Toews provide photos to fill the remaining space.

Tsur reminded Cushing of his commitment to provide an article on the house envelope for the next issue and advised that she would need a first draft by August 1st.

A discussion followed of a possible painting article for a future issue. Everyone concurred with the idea, and noted that there were some very good painters in the area that had been painting historic homes for many years.

C. Design Guidelines – Toews, Cushing and Poulsen had meet earlier to discuss the public outreach program. Toews prepared a timeline for the rollout of the design standards prior to the Planning Commission public hearing. She noted that there were two primary parts: 1) to make people of aware of the standards, request feedback, and gain advocacy; and 2) including in the website and newspaper articles information about the upcoming public meetings. She said that all Board members should be aware of the feedback and should prepare responses for all the comments, so that those who do comment can see that the Board reviewed and considered all opinions. She noted that the proposed timeline was as aggressive as possible, and that it would likely need to be adjusted. Reitz commented that the primary deadline was for the document to be submitted to SHPO as soon as possible – but not later than August 1st. Wade recommended that we slow way down to properly consider input and gain acceptance by the community. Kidd noted the upcoming general election in November and that both the City Council and Planning Commission could see some significant changes; he therefore

recommended getting the document to the PC by October at the latest. The Board agreed that we should try to get the document to the PC in September.

Toews said she would revise the timeline based on this discussion. She felt we could prepare our position at the June meeting and would forward suggestions via email prior to that time. Poulsen said he would meet with PC chairperson Tom Beck to discuss the Board's plans.

- D. **Officer Succession** – Reitz described a couple different ways to provide for officer succession. He will prepare some alternatives for discussion at the next meeting. Tsur suggested the chairmanship be rotated monthly. Wade noted that sharing of the workload was actually of more importance than leadership succession. He further noted that all members needed to contribute, not just three or four.
- E. **Renovation Grants Alternative Funding** – It was noted that CEP grants might be used as seed money for other grants. Further discussion of this topic was postponed to a future meeting.

4. **Old Business / New Business**

- Council Liaison Update: Kidd reported that the City Council had approved \$4,584 of CEP funds for the HLB's renovation grant program.
- Staff Update: Reitz said that the Kistlers had started their chimney restoration project. Poulsen said he would be by shortly to take photos.
- Poulsen asked what would be the allowable number for a subcommittee when the Board is at less than full-strength. Reitz replied that if membership dropped to 5 members, 3 would constitute a quorum and therefore subcommittees would be limited to two members.

- 5. **Adjournment:** The May 27, 2014 meeting adjourned at 9:16 p.m.

These minutes respectfully submitted by George Cushing, Secretary

Members Present: George Cushing, Neil Poulsen, Holly Tsur, Larry Wade (one vacancy)
Members Excused: Jennifer Brent, Kaylene Toews
Staff Present: James Reitz
Council Liaison: Richard Kidd was present
Citizens Present: -0-

1. **Call to Order:** Poulsen opened the meeting at 7:27 p.m. **The meeting minutes of May 27, 2014, were approved with a minor amendment.**

2. **Citizen Communication:** None.

3. **Action Items / Discussion:**

A. Design Guidelines – The time line and assignments were the primary topic of the meeting. There was extensive discussion of the time line with the goal in mind to attempt to get the standards to the Planning Commission by October 6, 2014. The standards would need to be given to the Commission by about September 2nd so they could get on the City Council agenda of October 27, 2014.

With those dates as goals, and utilizing the draft time line that Toews had prepared, the following tasks and dates for completion were developed:

- The comment letter, key messages, and op-ed piece must be completed and given to Tsur by July 18th so she can prepare samples for review and approval by the Board at the July 22nd Board meeting. Reitz can then have the mailer out by July 25th.
- The comment period would extend through August 15th. Cushing will correlate the comments and forward them to the Board for discussion at the August 26 Board meeting. Reitz can prepare the final documents and comments for the Planning Commission's review.
- Public notices of the Planning Commission hearing would be mailed on September 15th for the Commission hearing on October 6th.
- If the Commission completes its review and recommendation on October 6, then the document can be scheduled for the October 27 City Council agenda.

It was noted that this is a very tight schedule, and that if there were any delays at either the Commission or Council hearings, then additional presentations might be necessary due to the different makeup of Council after the November 4 election. It was mentioned that the current Commission generally and a majority of Council appeared in favor of our efforts, so we could probably anticipate approval, especially if the public comments were primarily favorable.

Very little comment is expected, and a majority of the feedback is expected to be positive, based on the outreach done so far. The expectation of positive feedback is based on the fact that both the guidelines and standards were prepared professionally under the Board's guidance. Most comments may in fact ask why the standards are not more restrictive. However, if substantial opposition developed this could present difficulties. The Board will need to conscientiously document the comments and how we propose to address them. The comments and our responses would then be included in the information provided to the Commission and Council. With the comments and our responses to them both the Commission and Council can adjust as they determine.

Poulsen requested to be the "owner" of the key messages, op-ed, mailer and web copy tasks, as well as coordinator with the local media. Toews would provide major assistance. Tsur would be editor as that is where her expertise lies and the whole Board would be reviewers. Contacting the media should be done as soon as possible to advise them of the upcoming op-ed piece and the desired date for inclusion in the papers.

Letters will be sent out to all the owners in the districts asking whether they approve or disapprove, and why, as well as ask for suggestions on how the documents could be improved. It was thought that these more open-ended questions might solicit more useful comments.

Wade noted that in our efforts to solicit comments, our target audience should be the historic districts, while still informing the community at-large.

Reitz will check to see if information could be included as a utility bill insert, but that may not be workable as the bills are mailed on a rotating schedule which may not match our time line. He further noted that the document was ready to be uploaded to the web site and that could be done as soon as the web comment copy was prepared.

Cushing offered to prepare the feedback summary and he'll include Brent in that effort if he needs help. Based on the feedback he, Brent and Poulsen will prepare suggested revisions for the Board's consideration at the August 26th Board meeting.

Toews, with Poulsen's assistance, will prepare thank you notes to be sent to those who provided feedback. Wade will do any web site updates.

Reitz commented that the standards and guidelines documents had been sent to SHPO and their comments have been forwarded to our consultant who is presently working on what are really minor revisions dealing with internal consistency, organization, and additional graphics.

Tsur asked Cushing to forward his meeting notes to Toews as soon as they were available. Cushing responded that he could forward them to Reitz for editing as usual; Reitz advised that he would not be able to edit them until the following week. Cushing then said he would forward the notes as soon as they were prepared. Tsur will update the communications schedule and ownership document to incorporate tonight's discussion and will forwarding that to Toews as well.

- B. Summer Newsletter** – The publication date will be August. The issue will be devoted to the guidelines and standards including the process of how they were prepared, as well as photos of good results.
- C. Renovation Grants Alternative Funding** – Tsur said she had contacted Craig Jones Painting and asked for further information on lead paint removal grants.

4. Old Business / New Business

- Council Liaison Update: Kidd reported that the Council was considering allowing boards and commissions to not have meetings if they had nothing pressing on their agendas, which sometimes happens over the summer months. It was noted the Historic Landmarks Board does not have this issue.
- Staff Update: Reitz said that he was expecting two grant requests at the July meeting and with that in mind, along with the standards process, the meeting would be very busy.

5. Adjournment: The June 24, 2014 meeting adjourned at 9:39 p.m.

These minutes respectfully submitted by George Cushing, Secretary

APPROVED

Library Commission approved minutes as presented on Jul 29, 2014.

1. CALLED TO ORDER AND ROLL CALL:

Pamela Bailey, Chair, called the meeting of the Library Commission to order at 6:30PM on Jul 14, 2014.

Members Present: Pamela Bailey, Chair; Nickie Augustine; 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 (May 27, 2014): Postponed.

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 for installation, materials, extra lighting up in the skylight, and manufacturing costs for the artwork of all three artists. Less than \$10,000 remains to be raised.

d) Timeline for the expected installation of the artwork has been set: The Labor Day 3-day weekend 2014.

e) The Dedication Day has not been set.

f) The Forest Grove Public Arts Commission has raised over \$11,000 (more than asked or expected) for this project, in a variety of ways and events.

g) 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 does not meet during the summer.

b) The Friends web site is at: fglibraryfriends.org.

5c. COUNCIL LIAISON REPORT :

a) City Council approved 2014-2015 City Budget in June. The amount of library funding from the City (which is about 28% of total library budget) was increased by 5.7%. (About 70% of our library's budget is from the WCCLS.)

b) ODOT decision unchanged after appeal, to lower speed limits on Hwy 47 south of Hwy 8, from B-Street to Poplar from current 55 mph to 45 and 50 mph. It seems dangerous, for example, crossing Hwy 47 at Fern Hill Road / Maple Street. These areas are getting busier, while the ODOT committee thought they were out in the countryside when they drove the route. Continued meetings and plans for Hwy 47 transportation issues.

c) GroveLink local bus service demonstrated to Metro policy committee members and others, July 10. GroveLink is now quite popular, with as many riders currently as were planned no earlier than Aug 2015.

d) A delegation from Nyuzen, Japan (a sister city of Forest Grove) will arrive Wed July 16, and depart after a 5-day visit.

e) The annual Concours d'Elegance event will be held Sunday July 20 on the Pacific University campus, which is undergoing significant remodeling, enhancement, etc., including a new residence hall.

f) A page from the Forest Grove City Budget document was handed out showing: Library Department Mission statement, Department Overview, Department Goals, Performance Measures (from 2012-2013), and Library Budget Highlights.

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

- a) In June, hired Ariel Yang, replacement for Linda Minor.
- b) Recently passed City budget included money (\$15,420) for on-call part-time library staff, to be a big help with staffing flexibility & during absences. City Council, Mayor, and City Manager were thanked.
- c) Materials budget for year increased by \$5000 to \$84,850. Decisions being made now how to divide up the budget, leading to purchases. Collection development – may buy a few Blu-Ray DVD videos, “Urban Fiction” books, and “Lucky Day” local program items (hot, new, best-seller type of books that are often scarce in a library, with long wait-lists) Librarians are the selectors of new collection items. Library customers can make recommendations in various ways.
- d) City and Library Worker Union agreement. Part-time workers will have retirement benefits. Professional part-time librarians are now “non-exempt”, thus paid hourly.
- e) Summer Reading Program has begun. Normal signup numbers for all ages. Record-setting attendance at programs. “Reptile Man” was a very big hit, with two performances on the same day, perhaps 300 attendees total. An “Ugly Doll” program was held for teens.

6. DISCUSSION OF ITEMS:

Library Visioning and Planning Process discussion ideas:

- a) Two handouts with ideas for this process, including for a small initial “Planning Process Committee” that would decide possible strategies, directions, timeline for work, and desired outcome of the full visioning & planning process. Desired completion date of the full Visioning and Planning process is Sept 2015. WCCLS library levy is in Nov 2015. Possible candidate Planning Process Committee member names were requested.
- b) Basic idea of the Library Visioning and Planning item: Our Forest Grove City Library is currently well-supported by our residents. Washington County voters have also been supportive of our libraries and the WCCLS system.
 - 1. How do we keep our libraries popular, supported, and relevant?
 - 2. What must be done over the next 5 years to maintain and increase the importance, popularity, support, and relevance of our libraries in Forest Grove and Washington County?

c) Questions asked:

1. What do we need to know?
2. What questions do we ask?
3. Who do we ask?
4. Who are the stake-holders?
5. How do we use the answers we get?
6. What do we want the “Library Collection” to look like in 5 years?
7. What do we use the library building for, if books are de-emphasized, and fewer books are stored in the building?
8. What effects will there be from changes in technology?
9. What changes will there be in what library patrons expect and need?
10. What are other public (and school) libraries doing? What are their plans for the next 5 years? Have they had their own Visioning and Planning processes? What have they decided to do?

d) Other comments made:

1. Libraries are where we can learn. Libraries aren't just about books.
2. Libraries are where we can learn how to learn.
3. Libraries are places that help us “separate the wheat from the chaff.”
4. Libraries help “bring people together.” Examples: Community and Town Hall activities.

e) Desired Outcome? What do we want to know when we are done?

1. Plan to use for future (5-yr). Goals, changes, expectations.
2. Items that make sense for the Forest Grove City Library specifically.
3. A working document. No blue-sky or fuzzy items. Not 10-20 yr items.
4. Not a document to be put on the shelf and forgotten.
5. Some discussion of the future, mission, vision, reason for being, role, value, purpose, and need of the Forest Grove City Library.

7. ANNOUNCEMENT OF NEXT MEETING:

The next Library Commission meeting will be held on Tues July 29, 2014 at 6:30PM in the Rogers Conference Room at the Forest Grove Library.

8. ADJOURNMENT:

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

Minutes respectfully submitted by:

Jon Youngberg, Library Commission Secretary

APPROVED

1)
PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, JUNE 18, 2014
COMMUNITY AUDITORIUM-CONFERENCE ROOM
PAGE 1 OF 3

- 1) **ROLL CALL:**
 - a) **Commissioners** – Ralph Brown, Susan Taylor, Jeremiah Toews, Paul Waterstreet and Todd Winter.
Absent – Quinn Johnson, Mike Olson, Howard Sullivan, Glenn VanBlarcom
 - b) **Staff** – Tom Gamble, Steve Huffman and Cindy Donovan
 - c) **Council Liaison** – Victoria Lowe

- 2) **CITIZEN COMMUNICATIONS:**

- 3) **APPROVAL OF MINUTES:** The minutes of the May 21, 2014 meeting were approved.

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

- 5) **OLD BUSINESS:**
 - a) **Playgrounds**
 - i) Bard Park Playground Install
 - i) Construction is in progress. It's about 1 week from concrete and then the fall material goes in.
 - ii) Talisman Park Playground
 - i) Security fencing is in place and the removal of the old equipment and fall material has begun.
 - ii) Jeremiah and Paul will work with Steve ahead of time to get things going.
 - iii) Volunteers will meet on Saturday, June 28 at 9:00 a.m.
 - b) **Volunteer Recognition Timelines**
 - i) Who is eligible and worthy of nomination, for recreational programming, park maintenance, projects, etc.
 - ii) Ideas to get the word out:
 - i) Utility insert.
 - ii) Newspaper – perhaps list last year's winners to give people an idea.
 - iii) Put nomination form on the Parks website.
 - iii) Ralph and Glenn will oversee the process.

**PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, JUNE 18, 2014
COMMUNITY AUDITORIUM-CONFERENCE ROOM
PAGE 2 OF 3**

- c) Tobacco Policy Update**
 - i) The policy has been approved by the City Council. It covers all City facilities and properties.
 - ii) Implementation will be July 9.
 - iii) Tom is working with Washington County on signage.
 - iv) The idea is to educate not infuriate people. The police will start enforcing the policy in the parks and at the skate park.
 - d) Ford Foundation**
 - i) The human sundial is in the fundraising stage and should be installed by the end of the year.
 - ii) Royleen Reed is working on the design.
 - iii) The foundation will be having a display at the Farmers market with information and activities for kids.
 - iv) They have also presented the project at a Chamber luncheon.
 - v) The foundation is fostering connections with a local service club to help with fundraising and getting the information out.
- 6) NEW BUSINESS:**
- a) Council Creek Trail Update**
 - i) No route has been selected yet and there are several different options.
 - ii) Information is being gathered from stake holders (neighbors) and special interest groups.
 - iii) Seventy percent of people in the region want bicycle and pedestrian trails.
 - iv) Glenn is serving on one of the input groups during the public process.
 - b) Grant Updates** were given.
 - c) Summer Schedule**
 - i) Registration for summer lessons is looking good.
 - ii) Staff training was held on June 14 and included a presentation on “Active Shooters” and “Child Molestation Recognition”.
- 7) COMMISSIONER’S REPORTS:**
- a) Todd:**
 - i) The lights above the crosswalk on Thatcher Road adjacent to Thatcher Park are a good improvement.
 - b) Victoria:**
 - i) The City Council will be challenging ODOT’s ruling on the speed limit on Highway 47. They feel the area should be classified as urban, not rural with the speed limit being 45 mph and increasing to 50 mph at Elm and then to 55 mph at B Street.

**PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, JUNE 18, 2014
COMMUNITY AUDITORIUM-CONFERENCE ROOM
PAGE 3 OF 3**

- 8) **ANNOUNCEMENT OF NEXT MEETING:** The next meeting will be Wednesday, July 16, 2014 at 7:00 a.m.
- 9) **ADJOURNMENT:** The meeting was adjourned at 8:20 a.m.

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APPROVED

Minutes approved by the PAC on May 8, 2014.

1) CALL TO ORDER: Kathleen Leatham called the meeting to order at 5:10 PM.
PRESENT: Kathleen Leatham, Kathy Broom, Pat Truax, Dana Lommen, Dana Zurcher and Linda Taylor. **Excused:** Helvi Smith. **Absent:** Laura Frye. **Staff Liaison** Colleen Winters and **Council Liaison** Camille Miller. **Guests:** Emily Lux and Jayanthi Raman

2) CITIZEN COMMUNICATION: None at this time.

3) APPROVAL OF PAC MEETING MINUTES Linda Taylor moved and Dana Zurcher seconded a motion to approve the corrected minutes for the March 13, 2014, the vote was favorable. Dana Zurcher moved and Dana Lommen seconded a motion to approve the Public Arts Commission Board retreat minutes for March 22. The vote was favorable.

4) ADDITIONS/DELETIONS: Add:

- Cultural Spanish programs
- Review of Mini Grant form
- Fire Department Art
- Take 2

5) BUSINESS:

a) Mini-Grant Request: - Sign Mudras presented by Jayanthi Raman. After much discussion Pat moved to approve the mini grant with Dana Zurcher seconding the motion. The vote was favorable. The funds for this grant will be a combination of \$82.74 from the 2013 CEP grant and the remaining from dedicated mini grant funds. The concern was regarding an appropriate audience size for this performance. A date is yet to be decided for this event.

Linda Taylor presented the Oregon Symphony Storytimes mini grant. Dana Lommen moved to approve this grant with Dana Zurcher seconding the motion. The vote was favorable. The money for this grant will come from dedicated mini grant funds.

b) Arts & Culture Networking, April 24, McMenamins Grand Lodge: All board members are encouraged to attend this event from 5-7 pm. Kathleen will offer a few words about FG Public Arts Commission.

c) CEP Grant Report: The grant was completed and submitted. Kathleen Leatham will present our grant to the Council on April 22.

d) Review of Retreat: Minutes from the retreat were approved. However, an updated set of PAC Goals will be revised. Kathleen and Colleen will send Pat their notes for this item.

- e) **Report of By-Laws Committee:** Several changes were suggested. Dana Zurcher volunteered to incorporate all suggestions into a finished document and present it at the next regular meeting.
- f) **Cultural Spanish Program:** Linda Taylor presented this request. Dana Lommen moved to approve funds from dedicated funds not to exceed \$500 for the 2015-2016 academic year with Kathy Broom seconding the motion. The vote was favorable.
- g) **Mini Grant Form –** Dana Zurcher presented a revised form. The hope is that this form will be easier to fill out. Dana will talk with Bev Maughan regarding the possibility of having this grant form available with online fill-in capabilities.
- h) **Fire Department art:** The commission will continue to research appropriate art media for this project.
- i) **Take 2-** This project will involve two free mini classes per venue. Money will be made available for supplies. The purpose is to promote local art classes. TITG has not as yet met on this topic. The Valley Art board was positive about the project, but needed specific dates for planning.
- j) **Updates –**
 - Ed Carpenter Project fund Raising Subcommittee Report – Two exciting events were presented. 1. Movie Night at the Forest Theater, April 26 at 7:00 pm. Ticket price has not as yet been decided. 2. Benefit Dinner, June 1, at 5:00 with a possible ticket price of \$60 (\$30 for food and \$30 to the project). The menu is set, however the artist has not as yet been confirmed.
 - FG Library Foundation Update-None at this time
 - Finance Report (attached)

6. COMMISSIONERS COMMENTS: Dana Lommen shared that ‘Guys and Dolls’ will open soon. Linda Taylor reported that on May 2 the annual Children’s Book Day celebration will take place. She also shared that she attended the FGHS Senior Project program where Kate O’Day presented the project for which she obtained a PAC mini grant. Kathleen reminds us that leadership donations are encouraged from the PAC board to indicate support.

7. STAFF COMMUNICATIONS: Colleen invites everyone to the library on Saturday, April 12, to attend a presentation of Oregon’s Poet Laureate Paulann Peterson.

8. ADJOURNMENT: The meeting adjourned at 7:15. The next meeting will be May 8, 2014, in the Rogers Room at the Library.

Respectfully Submitted by Pat Truax

APPROVED

Public Arts Commission
May 8, 2014
Children's area, Library
Page 1

Minutes approved by the PAC on June 12, 2014.

1) CALL TO ORDER: Kathleen Leatham called the meeting to order at 5:14pm.
PRESENT: Kathleen Leatham, Dana Zurcher, Helvi Smith, Laura Frye, Dana Lommen, Linda Taylor. **EXCUSED:** Pat Truax. **ABSENT:** Kathy Broom. Staff Liaison Tom Gamble and Council Liaison Camille Miller. **GUESTS:** Roylene Read and Sebastian Lawler- Ford Institute Leadership Program and Edwin Rios- The Forest Grove Leader.

2) CITIZEN COMMUNICATION: None at this time.

3) APPROVAL OF PAC MEETING MINUTES: Dana Zurcher moved and Laura Frye seconded a motion to approve the minutes as written for the April 10, 2014 meeting. The vote was favorable.

4) ADDITIONS/DELETIONS: Add:

-updates:

-Summer Market

-Take 2

-Trees

-Meet the Artist

5) BUSINESS:

a) Ford Institute Leadership Program: Roylene informed the group that the first project she presented has been altered quite a bit. The project is now a sundial, tentatively located at Thatcher Park. The sundial will be a concrete base with mosaic ceramic tiles. The tiles will be made by members of the community.

There will be a pillar so the sundial is visible from the road. The sundial will be approximately 15' X 18' (including the pillar.) There will be an informative sign about sundials. The project is estimated to cost about \$13,500 at the high end. Grove Link goes to Thatcher Park, making is accessible to all.

They would like our feedback on the project.

Kathleen asked Tom's thoughts from the Parks and Rec. side- He said he thinks it's a perfect location- has space and picnic tables.

Commissioners like the idea.

Dana Zurcher moved, Linda Taylor seconded a motion to be in full support of the project. The vote was favorable.

b) Mini Grant Request: Theatre in the Grove- Cast Playhouse Series: presented by Dana Lommen. Laura moved and Helvi seconded a motion to approve the mini grant after adjusting a number of participants and the dates of the project.

The funds in the amount of \$500 will come from the Meet the Artist funds dedicated to mini grants.

c) By-Laws revision: Tabled until next month.

d) Arts and Culture Networking feedback: Cindy Dauer sent a thank you card. Helvi, Dana Z, Kathleen, Pat, Linda, Kathy, Laura, Dana L and Colleen attended the event. Helvi shared that she thought it was a great event, like-minded people. The group agreed that it was very much worth the time. We also had some interest in the upcoming Benefit Dinner.

e) CEP Grant Report Feedback: Have not heard back yet- Camille shared that it will be after Memorial Day until we hear. Will discuss at our next meeting.

f) Review of Goals: Tabled until next month.

g) Updates-

- **Ed Carpenter Fundraising-** The dinner at Stecchino's is June 1st. The tickets are \$60 and the poster is ready for distribution. Ed Carpenter, Greg Kriebel and Eric Canon will be featured. **Linda and Dana L** have arranged for Linda's van to be sold for \$850. **The Movie Night is still pending.** Will have more information next month.
- **FG Library Foundation update:** tabled until next month.
- **Vacancy Update:** tabled until next month.
- **Summer Market-** June, July, August and possible September. We need help loading at Linda's house, setting up at the market and unloading after at Linda's house. Dana will send out a schedule for sign up.
- **Take 2-** Need a dollar amount from Valley Art and TITG and commitment from them by the next meeting so this program can get started.
- **As a side note-** Any collaboration with other organizations need to be documented in writing and contracts when necessary.
- **Finance Report:** Update the "balance as of..." dates. Otherwise looks good.

h) Meet the Artist Dinner: Linda and Brad Taylor will be hosting a dinner at their home on August 10th at 5pm. Helvi Smith will be the featured artist. Guided DIY funky bird painting and hors d'oeuvres, wine and mocktails served. \$40 per ticket (limited to 16 guests).

g) Trees: Tom reported that the Truax's cut down some large cedar trees in their yard and would like to sell the wood and donate the funds to PAC and the Ed Carpenter project. Pete was planning to do the cutting and splitting himself, but

now will not be able to. Dana will call Williams Fuel and see if they'd be interested in buying the wood as is.

6) COMMISSIONERS COMMENTS: Dana L shared that "Guys and Dolls" went well. Garden Tour brochure was passed around.

Helvi shared that her group "Green Cab" will be featured at Tualatin Estate over Memorial Day Weekend. She also reported that the city club is going to start the 1st Wednesdays with a theme of Wine and Art for each month.

7) STAFF COMMUNICATIONS: Tom shared that the Council is coming into "Budget Season".

8) ADJOURNMENT: The meeting adjourned at 6:35pm. The next meeting will be June 12, 2014, in the Rogers Room at the Library.

Submitted by Dana Zurcher

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APPROVED

Minutes approved by the PAC on July 10, 2014.

1) CALL TO ORDER: Kathleen Leatham called the meeting to order at 5:00 PM.

PRESENT: Kathleen Leatham, Helvi Smith, Pat Truax, Dana Zurcher, Laura Frye and Linda Taylor

Excused: Kathy Broom and Dana Lommen. Also present, Staff Liaison Tom Gamble and Camille Miller. Guests: Kate O'Day and Linda Saari.

2) CITIZEN COMMUNICATION: Kate O'Day reported that she had additional expenses for the final installation of the art pieces at the high school and inquired if she could get reimbursed for these costs since she had not used the total \$500 mini-grant funds. She was assured that she was entitled to the full amount of the grant and was directed to submit all receipts that fit the criteria of the mini grant.

3) APPROVAL OF PAC MEETING MINUTES Linda Taylor moved and Laura Frye seconded a motion to approve presented minutes from May 8, 2014, the vote was favorable.

4) ADDITIONS/DELETIONS: Add:

- First Wednesday scheduling
- Take 2

5) BUSINESS:

a) Mini-Grant Request: - A Mural for the Community. Dana Zurcher presented a mini grant from Valley Art for painting a mural on the back outside wall of the Gallery building. Linda Taylor moved and Laura Frye seconded a motion to approve this grant request with monies being taken from dedicated funds. The vote was favorable.

Mini-Grant request: TITG CAST Production – tabled to the July meeting

b) Art Quilt Donation- Linda Taylor presented a quilt she purchased at the Adelante auction made by students. Linda suggested that this quilt be hung in the children's section of the FG Library. Pat Truax moved and Helvi Smith seconded a motion to approve the quilt as an acquisition to the Forest Grove Permanent Art Collection. The vote was favorable.

c) Final Discussion and Adoption of Revised By Laws: Dana Zurcher moved and Linda Taylor seconded a motion to approve the By Laws as amended June 12, 2014. The vote was favorable.

d) CEP Grant Report Feedback: The Public Arts Commission CEP request for \$5,000 was approved at the Council meeting on May 27. The CEP grant will be allocated as follows: \$3,000 to add to the Ed Carpenter project pledge and \$2,000 for First Wednesday Hands-On Art and Art Walk Brochure expenses.

e) Review of 2014 Public Arts Commission Goals: The goals were approved as amended on June 12, 2014.

f) Updates-

Ed Carpenter Project Fund Raising Subcommittee Report- The June 1, 2014 dinner at Stecchino's, meeting the artists Ed Carpenter, Eric Canon and Greg Kriebel brought 54 guests. Kudos to Randy Reeder and to Stecchino's for dinner, donations of wine and donation of some wait staff time. With the proceeds from this dinner, many generous donations, the sale of the Taylor's car and the CEP grant the grand total of our fund raising efforts was about \$7,600. Our donation exceeds our pledge to fund this project.

FG Library Foundation Update- Linda Saari shared that the foundation continues to be in the fund raising mode. Two more upcoming events are the Murder Mystery Dinner and a special donor event. The art installation has been set back to Veteran's Day in November as a three-day weekend is required for this project.

Vacancy Update – With the adoption of the amended Bylaws, names will be presented at the July board meeting.

g) First Wednesday – The first Wednesday event in June was a success. It was decided that PAC will participate in the First Wednesday event for the months of July and August only. Laura Frye moved and Helvi Smith seconded a motion to reimburse Linda Taylor \$75 for our market space. \$60 will come from the 2014 CEP grant and \$15 will come from discretionary funds. The vote was favorable.

h) Take 2-This project is tabled for next year so that more planning can take place with advertizing in May 2015 and the event in July 2015.

i) PAC Banner-A Public Arts Commission banner was approved at the May meeting not to exceed \$150. Dana Zurcher presented the banner made at Miracle Sign for \$96.

j) Finances-The finances will be updated to show what was brought in with our fund raising efforts and the 2014 CEP grant.

6) COMMISSIONERS COMMENTS: Laura mentioned that we should look into GEO CASH when we put our walking tour brochure together.

Dana Z. suggests that PAC participate in a fund raiser for the Ford Foundation Sun Dial project. She will speak with Roylene Read with the possibility of a Meet the Artist dinner to create tiles for this project. Camille Miller graciously volunteered her home for this event with possible dates of August 23/24 or September 13.

7) STAFF COMMUNICATIONS:

8) ADJOURNMENT: The meeting adjourned at 6:45. The next meeting will be July 10, 2014, in the Rogers Room at the Library.

Respectfully Submitted by Pat Truax

APPROVED

35

1. **CALL TO ORDER:**

Chairman Beck called the meeting to order at 7:00 p.m.

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

Staff Present: Jon Holan, Community Development Director; James Reitz, Senior Planner; Marcia Phillips, Assistant Recorder.

2. **PUBLIC MEETING:**

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

2.2 **PUBLIC HEARING:**

CUP-14-00312 – Conditional use permit to occupy an existing building at 2040 “A: Street (1S3 6BB-3301).

Chairman Beck opened the public hearing, read the hearing procedures, asked for disclosure of any conflicts of interest, ex-parte contacts, bias, or abstentions. Commissioner Lawler said he visited the site, and the remaining Commissioners stated that they have been past the site many times. There were no objections from the audience. Chairman Beck called for the staff report.

Mr. Holan said we view the town center as an important part of the city. He stated that the character of the area is important to maintain, so staff is hesitant to allow industrial uses in that area. Holan said it can be viewed as allowed, but with appropriate conditions or as a use that needs to be evaluated as to its appropriateness. He said conditional permits are allowed, but what are the conditions. Holan said with this project staff does not have the concern as this will have a small impact but it will be a concern if any project grows larger, the Commission may want to think about setting a size limit after which an applicant may be told to look for an industrial area.

Chairman Beck stated that parking is not relevant in the town center, so it will not be discussed at this meeting.

Mr. Reitz explained that there is really no Commission precedent to fall back on as there have been almost no industrial uses in downtown. He showed several pictures of the site, and answered questions from the Commission.

In response to a question from Commissioner Ruder, Mr. Reitz explained that there is no actual easement agreement for access to the loading dock, which is located on the Times Litho property. He said Ruralite and Times Litho have for years had a handshake agreement. Reitz said now the City has purchased the Times Litho building to develop it, and whether the new owner would allow access is uncertain.

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

June 2, 2014–7:00 P.M.

PAGE 2 of 5

Mr. Reitz explained that the applicant has been in business for many years at a different location, with one shift and two employees. At the proposed site, there is no residential immediately adjacent to the property, and there is an historic district to the north. Reitz said traffic circulation is staff's main concern – having a semi-truck parked on 21st Avenue for any length of time would create issues. He said the semi would block the eastbound lane while loading or unloading, and if the driver does not park close to the curb, the truck could partially block the westbound lane. Reitz said the Post Office right next door is a busy place with cars coming and going all day long. He explained that staff's suggestions include moving the proposed loading dock closer to the building by widening 21st Avenue, and/or limiting delivery hours (before and after the Post Office closes). Reitz said the parking lot across the street is owned by the applicant, and the semi-truck could potentially pull in there to load/unload, and forklifts would then move the product across the street to the warehouse.

Chairman Beck made the statement that moving the street light and fire hydrant to widen 21st Avenue would put them on private property.

Mr. Reitz explained that staff does not have a plan yet for the hydrant and street light. He said the Light and Power Department would need to look at whether the street light could be put elsewhere.

Mr. Holan stated that if the street light needs to be where it is, it could be handled with an easement.

Mr. Reitz said staff is in favor of widening 21st Avenue, which gives more on street parking as an enhancement. Reitz went through each of the Conditions of Approval.

Commissioner Lawler suggested that in Condition # 2 the delivery hours could be increased to 8 am to 6pm. He said the additional hour would not greatly impact the neighborhood.

Mr. Reitz said staff would have no objection to that.

Chairman Beck stated that widening the street does not necessarily solve the problem of the truck if someone is parked there. He said the truck driver would double park and still block the eastbound lane, and the driver of the blocked car would be very unhappy.

APPLICANT:

Allyn Clark, PO Box 24, Forest Grove, OR 97116. Mr. Clark said he is the owner of the property and wrote the application. He had one or two points of

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

June 2, 2014–7:00 P.M.

PAGE 3 of 5

clarification. Clark explained that they want their property to be self-sufficient, so using an easement of some duration with the Post Office or with the City would not promote that. He said they want their warehouse to be designed to use the proposed loading door long term. In addition, Clark said the Post Office grade is 3-feet higher than his property, so a forklift could not make that grade. He agreed that using the existing loading dock is most desirable for now, but no one knows how long that will be possible. Clark explained that deliveries show up at approximately the same time each day, but it does vary sometimes. He said they have semi-trucks delivering and picking up an average of three times per week, and the truck sits there for approximately twenty minutes while it is loaded/unloaded. Clark said he did not know how the widened area could be designated a loading zone only – people will park there, then the truck would have to double park to unload. Clark said he would prefer to have the truck park on the street to unload.

In response to a question from Commissioner Lawler, Mr. Clark said there would not be a time when the business would be in operation and the driveway not completed. He said the driveway would be completed before they move in.

In response to a question from Commissioner Nakajima, Mr. Clark said they have been in business at another location for many years with a maximum of six employees.

PROPONENTS: None.

OPPONENTS: None.

Because no one spoke for or against the proposal, there was no rebuttal. Chairman Beck closed the public hearing at 7:47 pm.

COMMISSION DISCUSSION:

Commissioner Lawler said he was for supporting business in the City of Forest Grove, but he was hesitant to approve the application because there is no good answer for handling the semi-truck.

Commissioner Hymes said loading/unloading the semi-truck across the street was not safe for the forklift drivers who would have to go across 21st Avenue.

Commissioner Ruder said the amount of growth in shipping is where the cap needs to be – for instance if there are more than seven deliveries per week, they would need to relocate the business to an industrial area.

Chairman Beck stated that the application does not make him happy – it does not work. He said he cannot live with industrial in the town center. Beck

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

June 2, 2014–7:00 P.M.

PAGE 4 of 5

said he does not want 18-wheelers parked on the street in downtown. He said there is no solution that really works, and he was opposed to approving the application.

Commissioner Nakajima asked if there was a possibility of an easement for 99 years, so the existing loading dock could be used. She said she has a real problem putting more congestion on 21st Avenue.

Commissioner Lawler agreed that the semi-truck blocking the street was a problem.

Chairman Beck suggested that if the applicant wanted to come back after getting an easement to access the loading dock, the Commission could consider it.

Commissioner Rojas said he was in favor of bringing business to Forest Grove.

Chairman Beck asked for a motion, and stated that the consensus of the Commissioners is the Planning Commission would grant a continuance if the applicant requests it.

Mr. Holan reminded the Commission that they were up against the 120-day rule, and were already 60 days into it. He said it would be better to deny the application, then have the applicant return at a later date.

Commissioner Ruder made a motion to approve CUP-14-00312 with one revision to Condition # 2 to increase the hours from 8 am to 6 pm. Commissioner Nakajima seconded. Motion did not pass 0-7, so the application was denied.

2.3 ACTION ITEMS: None.

2.4 WORK SESSION ITEMS: None.

3.0 BUSINESS MEETING:

3.1 APPROVAL OF MINUTES: Commissioner Lawler made a motion to approve the minutes of the May 19, 2014 meeting. Commissioner Smith seconded. Motion passed 7-0.

3.2 REPORTS FROM COMMISSIONERS/SUBCOMMITTEES:

Chairman Beck announced that there will be a meeting of the Council Creek Regional Trail on June 16th from 6-8 pm, and they are looking for public input on the bike/pedestrian trail. He encouraged anyone interested to attend.

3.3 DIRECTOR'S REPORT:

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

June 2, 2014–7:00 P.M.

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Mr. Holan said staff has received the revised application for the Gales Creek Terrace PRD, but there are still some issues that need to be clarified before staff can move forward. He stated that staff has received a response to the incompleteness review for the Silverstone PRD application, and it is moving forward. He said both applications could potentially come before the Commission in late July or August. Mr. Holan said there is nothing on the docket, so no meeting is scheduled for June 16th at this time.

3.4 ANNOUNCEMENT OF NEXT MEETING: Next meeting date TBD.

3.5 ADJOURNMENT: The meeting adjourned at 8:05 pm.

Respectfully submitted by:
Marcia Phillips
Assistant Recorder

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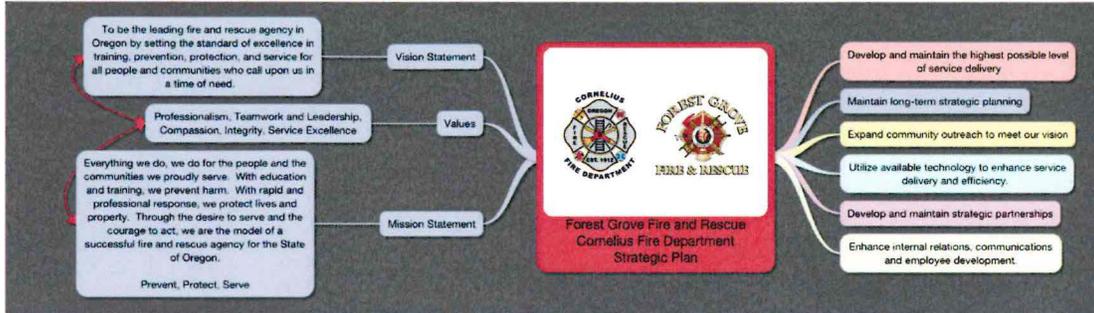


Fire Chief's Report

Reporting Period: May 24-June 20, 2014



3K



Notable Calls and Events

- Forest Grove: Responded to a brush fire in a field at Highway 47 and Vandehey on June 19. The fire burned about 1/2 acre, and was started accidentally by a farmer doing a test burn.
- Joint: Forest Grove and Cornelius sent two heavy brush trucks to assist with the Two Bulls Conflagration near Bend. The strike team of five heavy brush trucks and a strike team leader were assigned the defense of homes threatened by the fire. They were at the fire June 7-June 10.
- Cornelius: On June 8 crews responded to a kitchen fire in Cornelius near 4th and Cherry.
- Cornelius: On June 7 crews responded to a heavily involved wind-driven fire on South Ivy Street. The fire started on the back deck and is believed to have started by improperly disposed smoking products. The contents of the house were a total loss.
- Forest Grove: Crews rescued a duckling





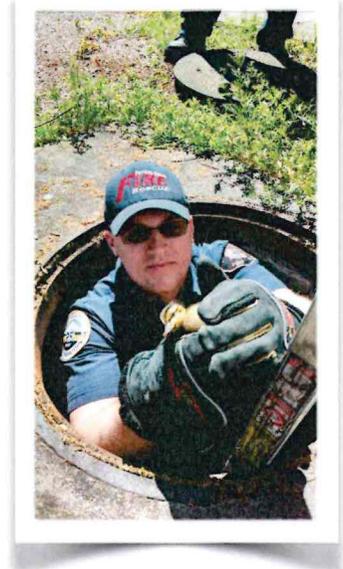
Fire Chief's Report

Reporting Period: May 24-June 20, 2014



from a storm grate on June 7.

- Forest Grove: Crews responded to a Waste Management garbage truck that lost control and crashed into a house on Gales Way on June 2. One patient was transported to the hospital.
- Forest Grove: On May 31 we responded to our first brush fire of the season on Verboort Road, where a burn pile got out of control and burned about a dozen arborvitae bushes.



Projects and Administration

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

- Joint: Fire Chief attended the monthly Fire Defense Board meeting, hosted this month by Forest Grove on June 19. Discussions included a review of our recent conflagration response, a decision to support the formation of the Washington County EMS Council, discussions on the new CAD system (implementation fall of 2015), and a proposal from the supervising physicians for two paramedics on all STEMI activations.
- Joint: Fire Chief facilitated a discussion with Washington County EMS leaders on a new governance model. A decision was made to create the Washington County EMS Council (replaces the Ops) as the lead committee for all prehospital EMS issues. Membership will include the ambulance provider, East, Central and



Fire Chief's Report

Reporting Period: May 24-June 20, 2014



Western fire representatives, a supervising physician representative, and a PSAP representative. This will be an advisory group to Washington County, and all EMS committees will report to this group. Next steps are creation of a charter, defining the mission and goals, and evaluating and minimizing the Washington County EMS committees. (SG5)

- Joint: Dr. Daya provided monthly EMS training to Forest Grove and Cornelius crews on June 16. Review of airway decision making and critical thinking specific to rapid sequence induction. Demo of portable ventilator. (SG 1, 4)
- Joint: Crews completed the first round of training on video conferencing system on June 16. (SG5, 4)
- Forest Grove: Lieutenant Victor Haney, myself, and Firefighters Michael Morton, Luke Ortiz, and Stephen Dickey attended the Gales Creek Strawberry Festival to provide a static display of fire engines, recruit potential new volunteers (several prospects were reached), and provide fire safety education. (SG5)
- Forest Grove: On June 12 Forest Grove Fire hosted the annual City of Forest Grove Employee Appreciation breakfast.
- Forest Grove: The Forest Grove Rural Fire Protection District met on June 4 in Gales Creek and approved their 2014/15 budget.
- Joint: Captain Tad Buckingham is working with a Pacific University work study videographer student for video projects to assist with recruitment and training. (SG5, 4)
- Joint: Lieutenant Will Murphy is completing training for all crews on new medication Geodon.
- Forest Grove: The reader board at the Gales Creek station was replaced with a much higher quality and more easily readable sign. (SG3, 5)
- Forest Grove: Fire Marshal David Nemeyer and Captain Chris Woodford completed fire and safety inspections of the Gales Creek Children's Camp.
- Joint: Recruit Fire Academy, coordinated by Division Chief Ian O'Connor, Captain Steve Black and Captain Tad Buckingham, graduated 22 new recruits on June 9. We have 37 pending application for combat firefighters right now. (SG5, 6)
- Joint: Completed Wildland Fire Academy in partnership with Oregon Department of Forestry. Total students were 56, 33 from Forest Grove and Cornelius (SG 1, 6)
- Joint: Completed NFPA Pumper Operator class, which increases our number of apparatus operators. (SG 1, 6)



Fire Chief's Report

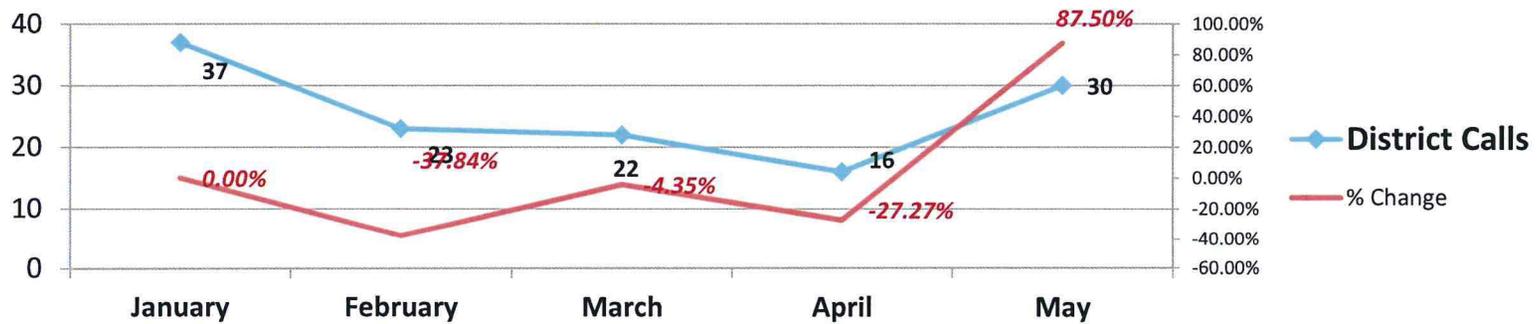
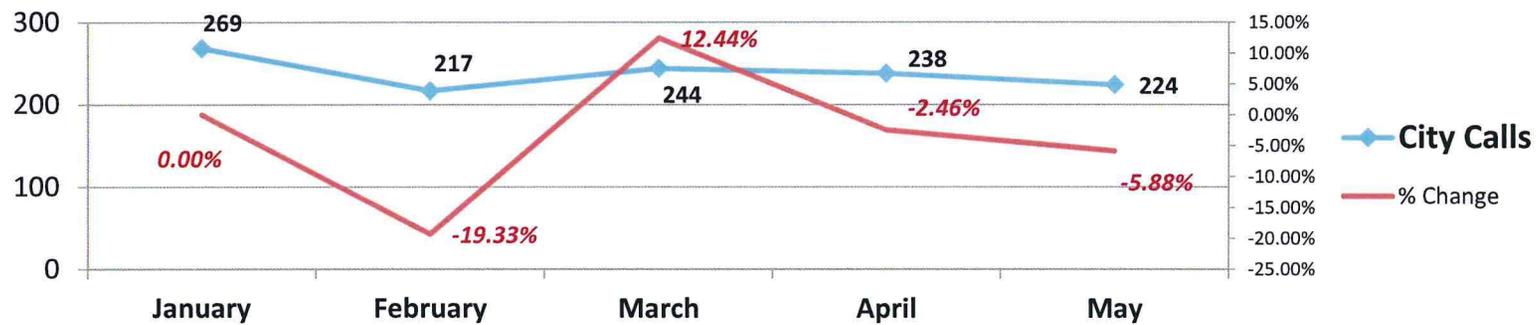
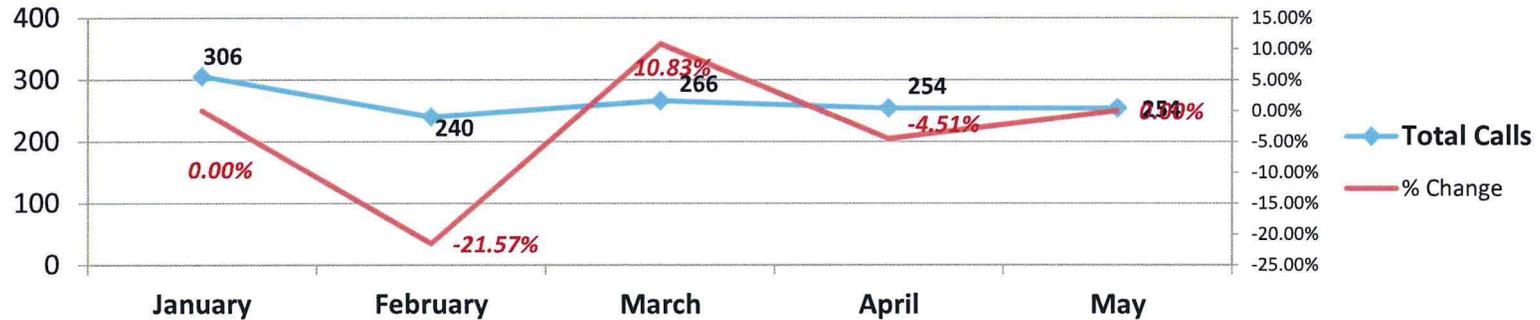
Reporting Period: May 24-June 20, 2014



- Joint: Received final draft of Emergency Operations Plan and began review of 350 page document. (SG2)
- Forest Grove: New tender is expected to be here at the end of August.
- Forest Grove: Began discussions with vendor for new Type III. Build time is 240 days.
- Forest Grove: Captain Mike Lanter is coordinating roof repair and new HVAC installation, scheduled for early July. (SG1)



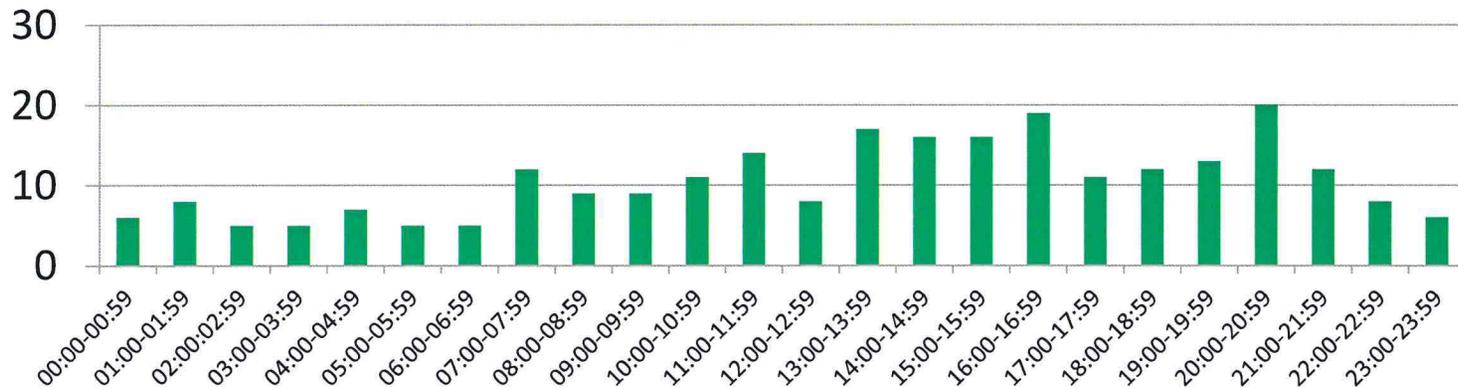
How many calls did we run?



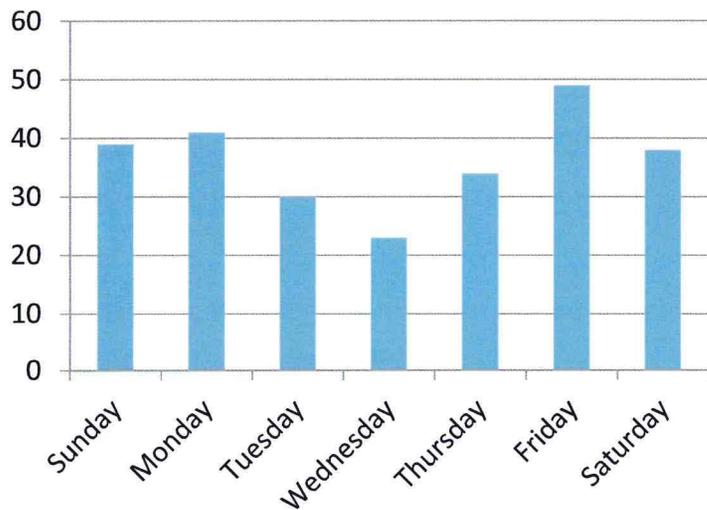


When do our calls occur?

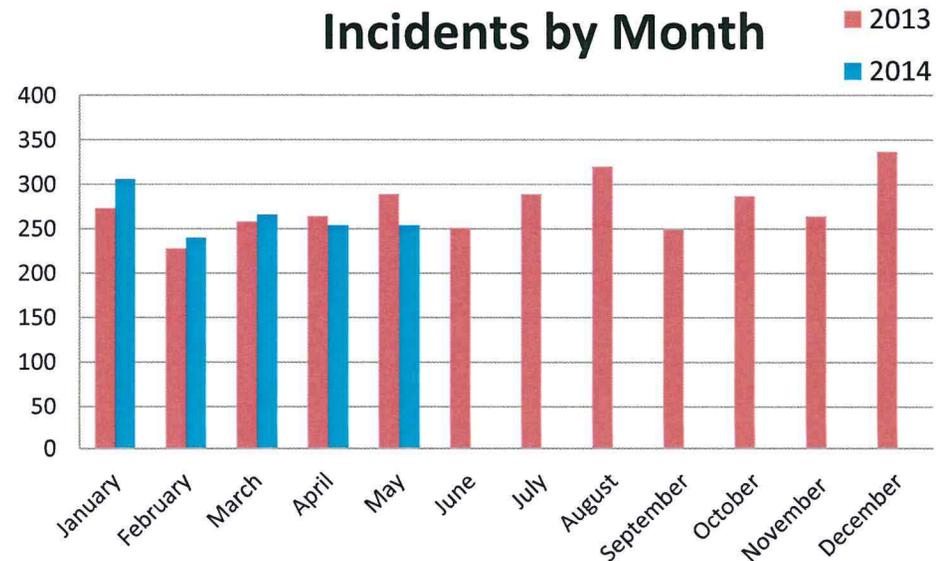
Incidents by Hour



Incidents by Day of Week

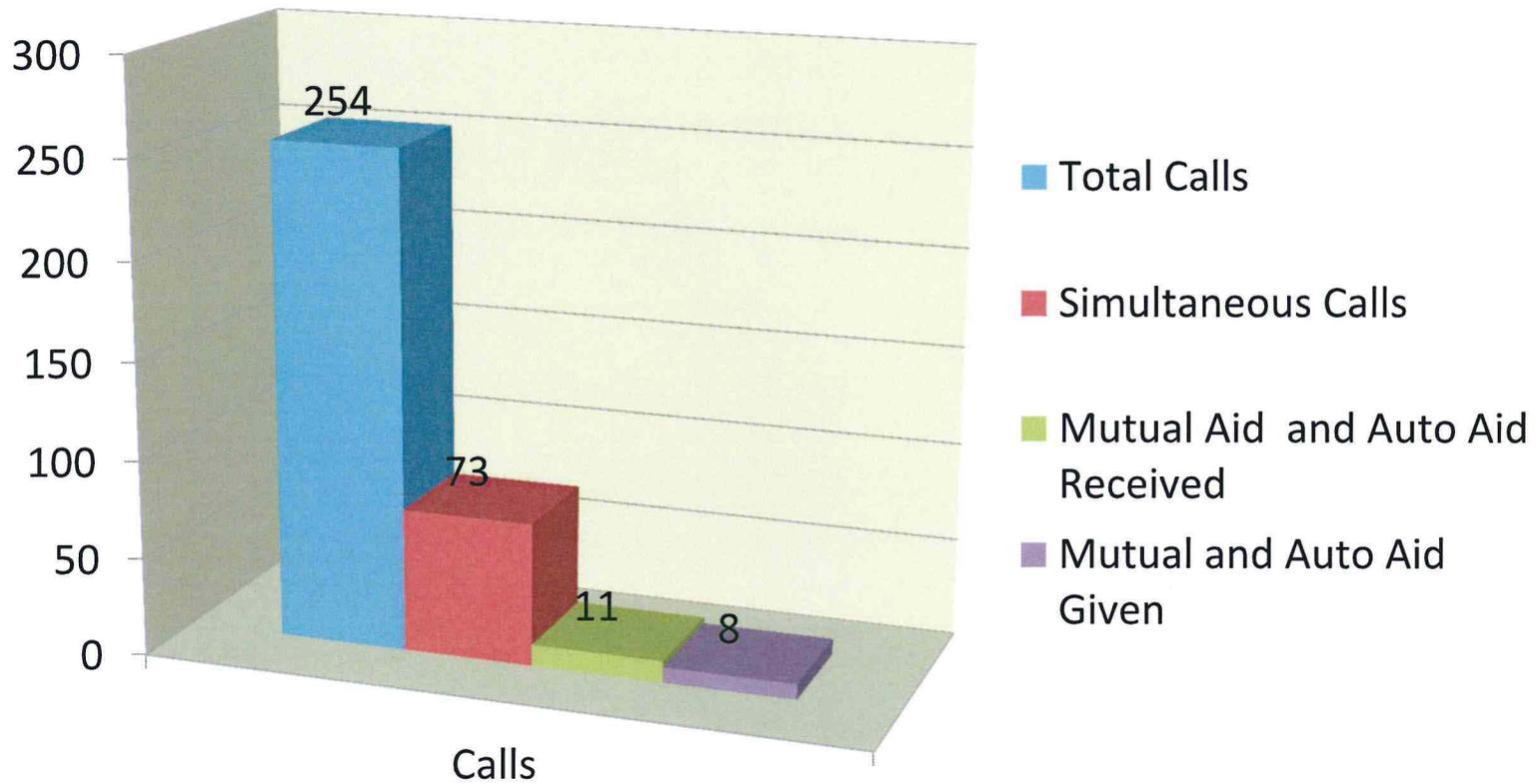


Incidents by Month





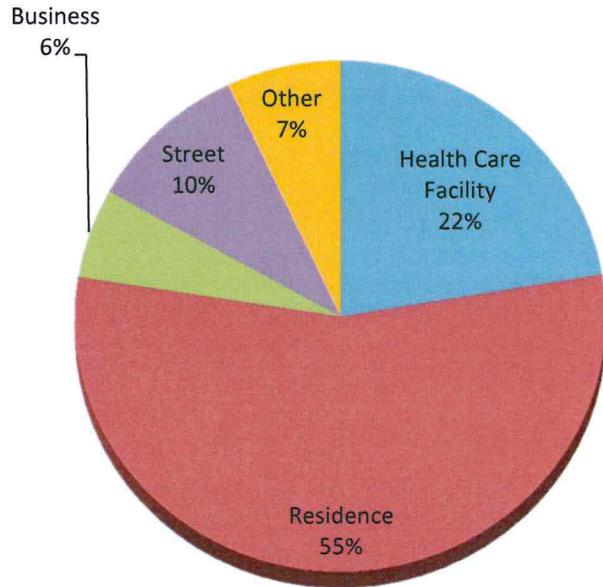
Simultaneous Calls and Mutual Aid



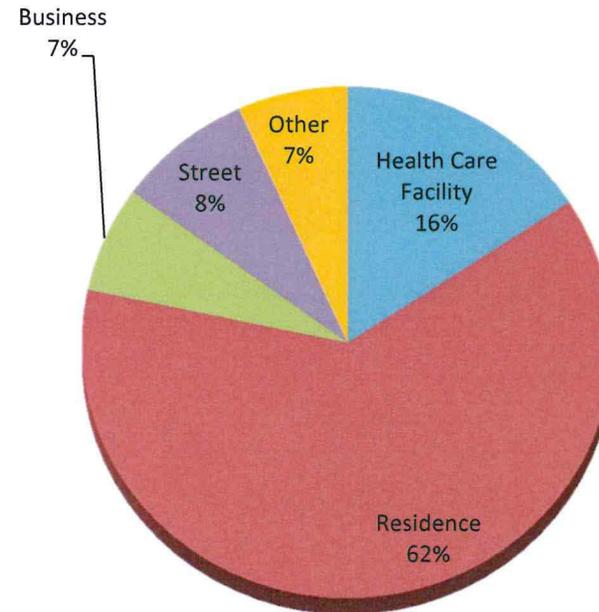


Where are we going?

2013

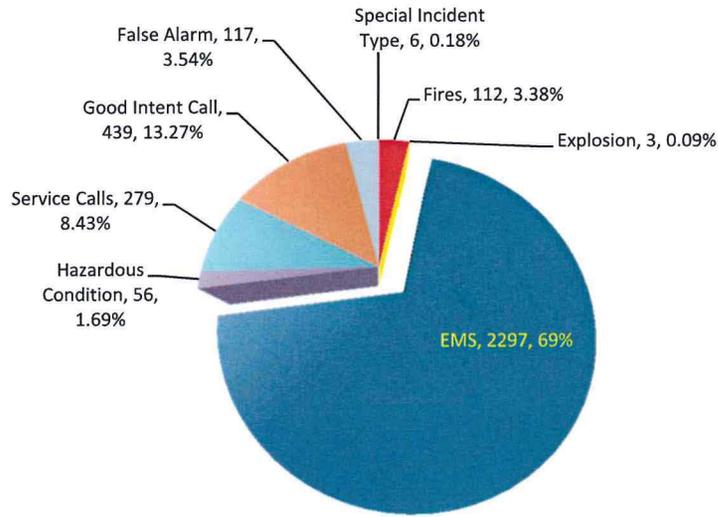


May 2014

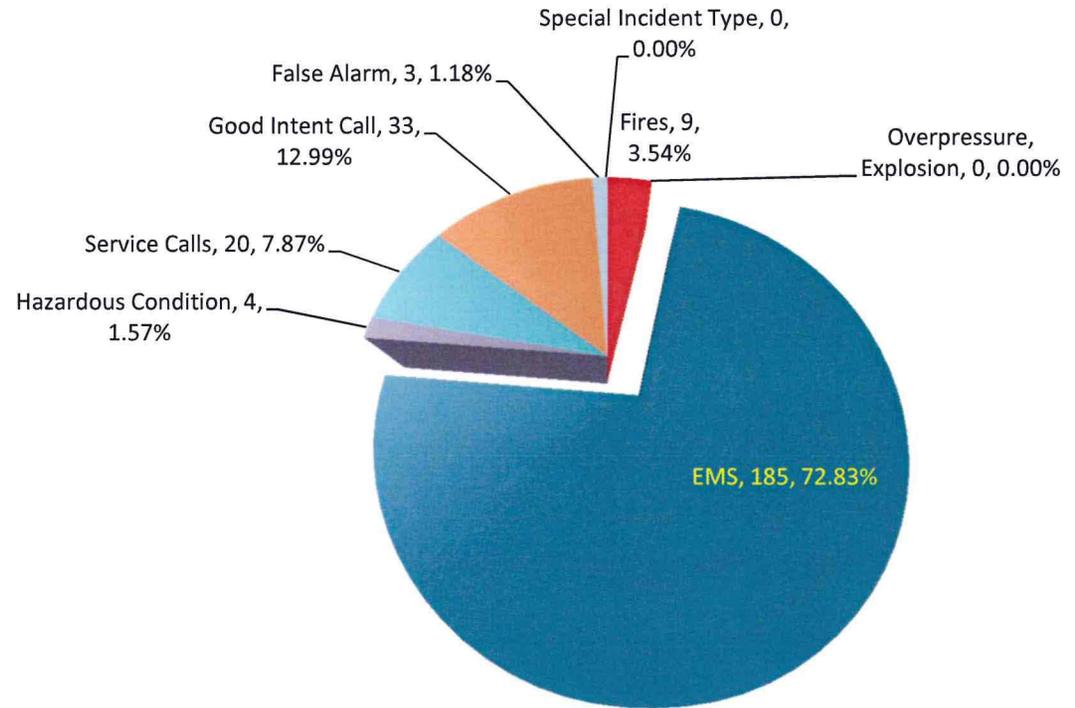




What type of calls did we get called for?



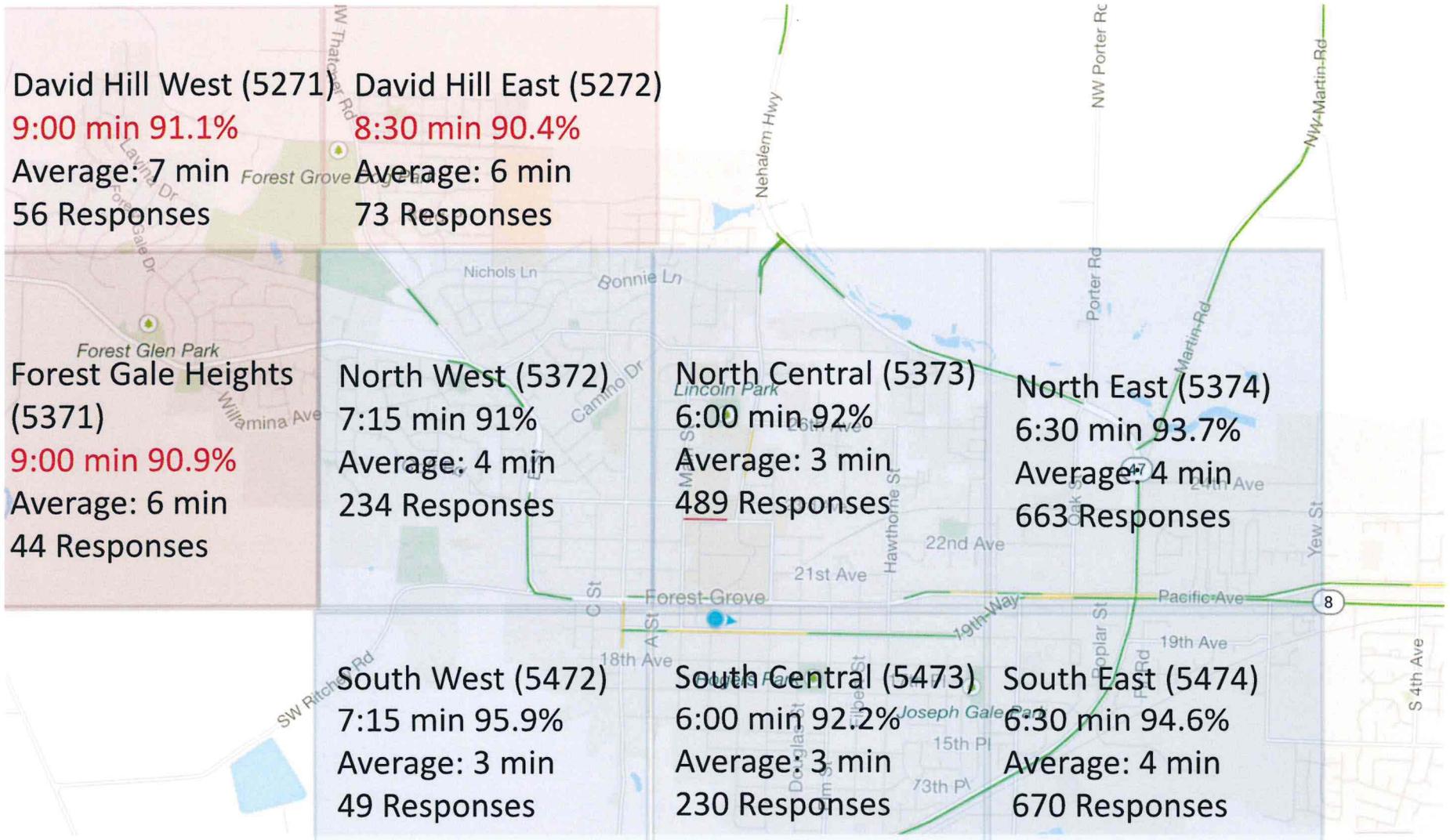
2013 Incident Types



May 2014 Incident Types



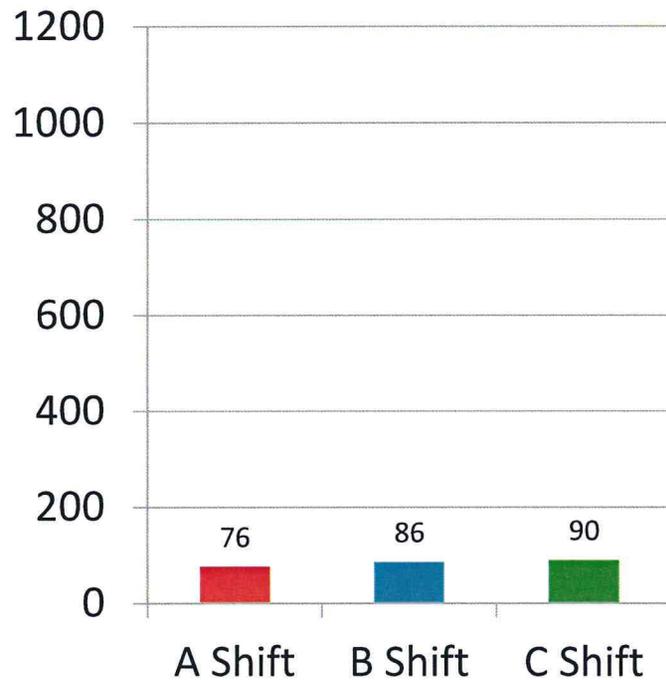
How long does it take us to get there?



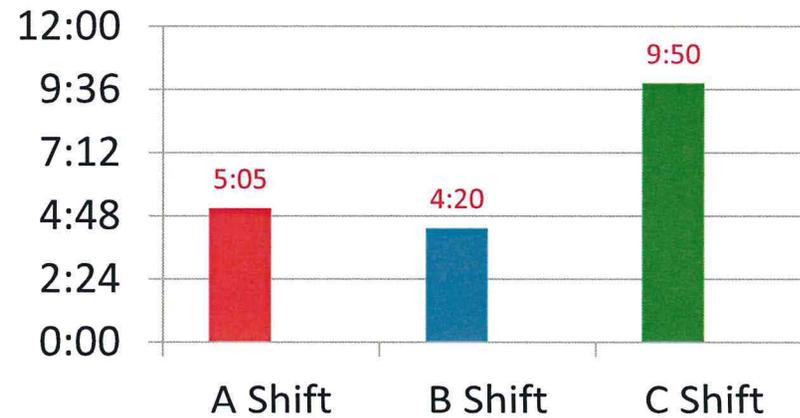
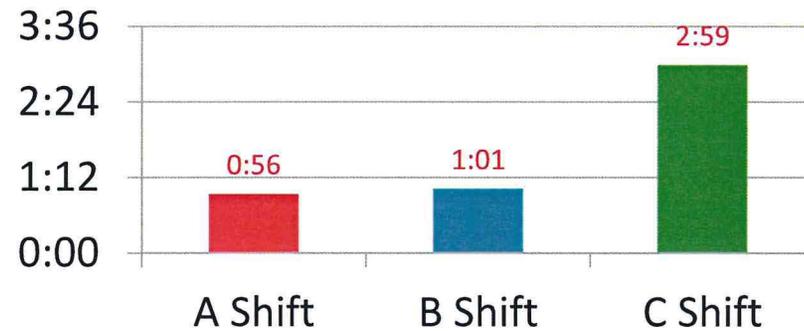


Shift Performance Data

Incidents by Shift



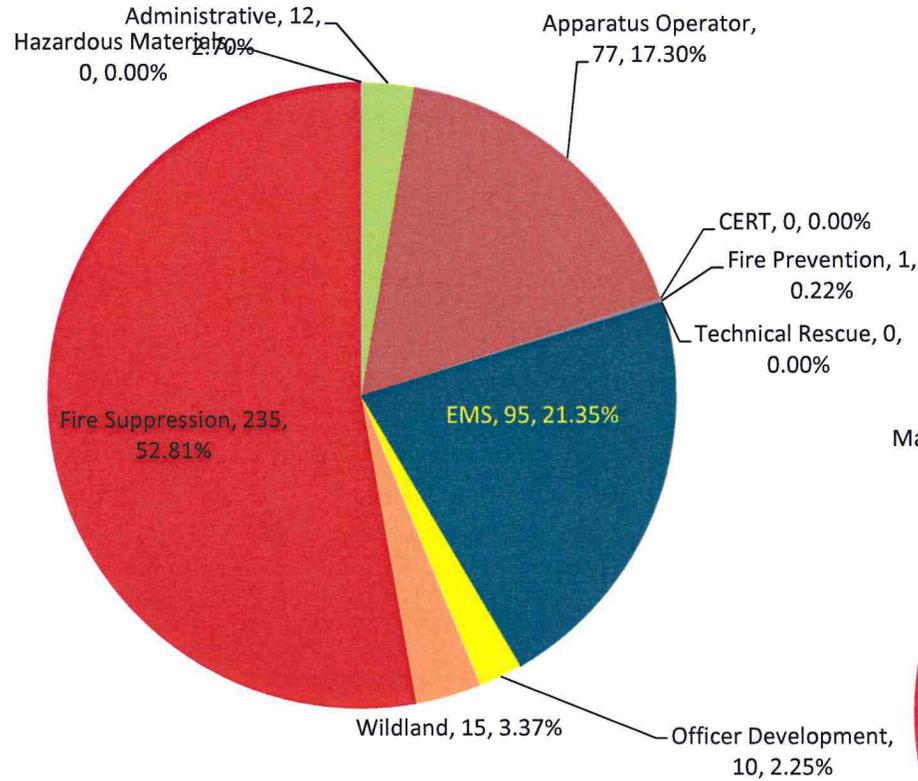
Average Turnout Time



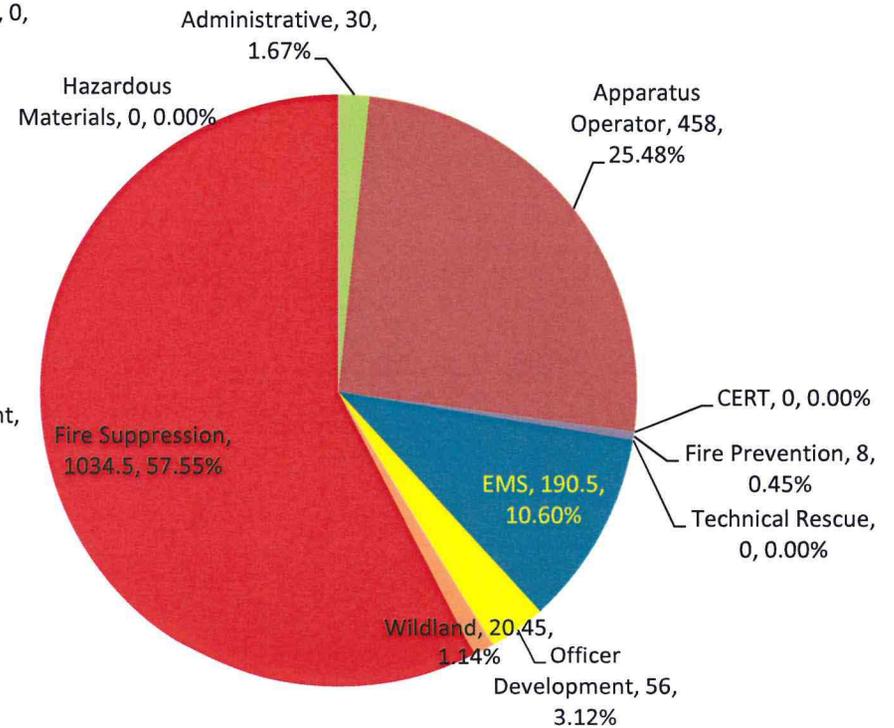


Joint Training Activities

Total Classes Provided 445



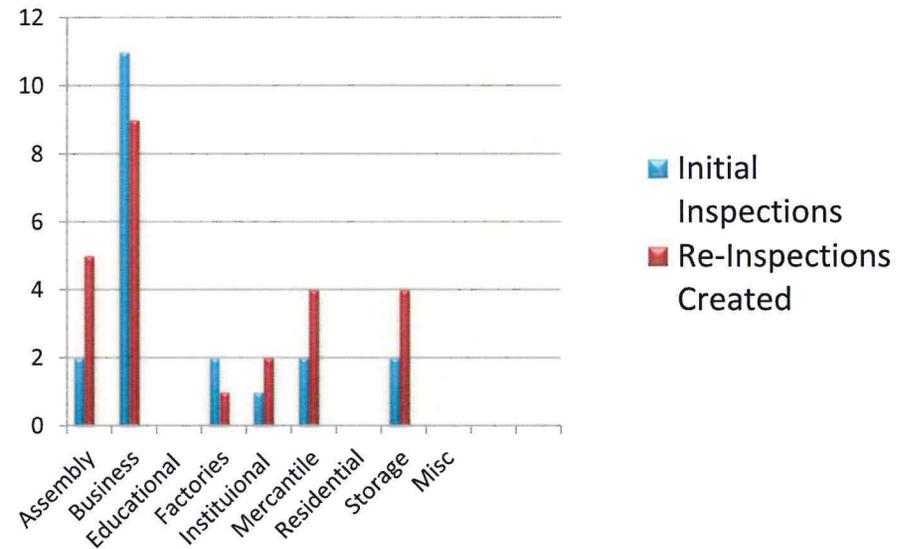
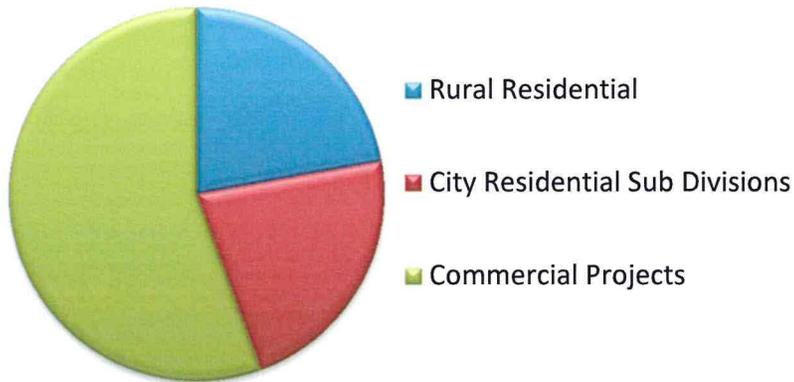
Total Hours Provided 1797:45





Fire Prevention Activities

Fire Department Access and Water Supply Plan Reviews April 2014



Occupancy	Initial Inspections	Re-Inspections	Hazards Noted/Abated
Assembly	2	5	3/29
Business	11	9	29/22
Educational	0	0	0/0
Factories	2	1	17/11
Institutional	1	2	2/4
Mercantile	2	4	4/7
Residential	0	0	0/0
Storage	2	4	7/6

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Forest Grove Police Department / June 2014

- The department conducted its 3rd Pedestrian Safety Enforcement sting on Tuesday, June 3rd at the intersection of 19th Avenue and Birch Street. 19 citations were issued.

- Officers worked a traffic and DUII saturation patrol on May 24. 45 traffic stops were made and several citations issued.

- Captain Ellingsburg, along with Reserve Officer Sanchez, worked the First Wednesday event with a booth and made several contacts and answered questions.

- The department conducted the last Pedestrian Safety Enforcement (PSE) sting before going into summer. Officers wrote 19 citations and 12 warnings. The next PSE operation is scheduled for September.

- The department conducted its first "Virtual Ride-A-Long" (VRA) or "Tweet Along" for our followers on Facebook and Twitter. This was the first event of this kind in the metro area. Conservatively, 160 people were actively following the VRA on Facebook. There many comments from the community and questions asked/answered during the event. Over 700 people received "tweets" on the calls we were handling. By the end of the event, over 200 people were added to followers of our Facebook and Twitter accounts. We now have over 4100 followers. The community response to this was overwhelming [positive and made the front page of the local papers. We will plan future events.

- The Chief has interviewed 5 individuals for the 2 available/open officer positions. More to come.

- The media contacted the department after learning about the PD's interest in exploring body worn cameras. Information was given, along with an on-camera interview with KOIN, clearly stating we were just evaluating the

Forest Grove Police Department
2102 Pacific Avenue
Forest Grove, OR 97116

cameras at this time and how it would work if the department proceeded in buying two of them with procured grant funds.

- Chief Schutz and Captain Herb appeared on the KUIK live radio show "Washington County Today" with Don McCoun Friday morning June 6. This was in part an introduction of Chief Schutz and both discussed the department and their community outreach efforts.

-The department is opening an ongoing recruitment for reserve officer positions.

-Officers were again photographed during their response to deal with an activist exercising his 2nd Amendment rights. In this case, the man walked around downtown with a gun strapped to his hip, carrying an American flag and wearing a "V for Vendetta" mask. This attracted a lot of attention downtown and resulted in several calls for service.

-The Daybreak Rotary Club, through its member Dexter Danielson, awarded the Forest Grove Police Department, Chief Schutz and Captain Mike Herb the very distinguished Paul Harris Award. This award was given with Dexter as the sponsor, in our names for extraordinary services rendered. It is one of the most prestigious awards in Rotary and thereby named after the founder of Rotary, Paul Harris.

-Officer Scott Griffith was selected as "Readers Choice Police Officer of the Year" in a poll at the Forest Grove News Times.

POLICE MONTHLY STATS FOR SELECTED REPORTED CRIMES / INCIDENTS

MAY 2014

REPORTED CASES

	This Year This Month	Same Month Year Ago	Current Year	YTD Previous Year		This Year This Month	Same Month Year Ago	YTD Current Year	YTD Previous Year		This Year This Month	Same Month Year Ago	YTD Current Year	YTD Previous Year
BURGLARIES 05	11	8	58	45	ASSAULTS 04, 08, 24	12	15	73	99	FRAUD 10, 11	11	15	50	66
THEFTS 06	35	59	197	251	SEX CRIMES 02, 17	6	5	20	15	UUV 07	3	3	20	20
					ADULT	1	1	6	3					
					JUVENILE	5	4	12	12					
ROBBERY 03	0	4	6	7	CRIMES AGAINST CHILDREN 30, 9904	7	24	98	119	FUGITIVES 52, 55	18	18	73	75
					DOMESTIC VIOLENCE 673	4	3	25	14					
VANDALISM 14	32	28	116	152	MIP/TOB/LIQUOR 22, 471, 430, 167.400	25	5	52	42	MVA 40, 41, 42	6	6	47	28
										DUII 21	2	3	20	28
										TRAFFIC CITES	179	117	818	573
TRESPASS 261	6	2	19	20	DRUGS 18	11	13	53	62	Calls for Service	2559	2145	11627	10726

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Monthly Building Activity Report

June-14

2013-2014

Category	Period:	June-13	Period:	June-14
	# of Permits	Value	# of Permits	Value
Man. Home Setup				
Sing-Family New	23	\$5,914,159	16	\$3,570,928
SFR Addition & Alt/Repair	5	\$86,733	5	\$238,130
Mult. Fam. New/At			2	\$652,530
Group Care Facility				
Commercial New	1	\$505,083	1	\$149,034
Commerical Addition			1	\$1,408,359
Commercial Alt/Repair	5	\$82,332	4	\$3,351,540
Industrial New				
Industrial Addition				
Industrial Alt/Repair				
Gov/Pub/Inst (new/add)				
Signs	1	\$9,000	3	\$6,369
Grading	2		1	
Demolitions	1		2	
Total	38	\$6,597,307	35	\$9,376,891

Fiscal Year-to-Date

2012-2013		2013-2014	
Permits	Value	Permits	Value
294	\$49,819,297	284	\$56,635,089

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Permit Type	Description	Permits	Square Feet	Valuation	Fees Paid	Custom Field Valuation
xcmn	Cornelius Commercial New	1	144.00	6,117.12	228.16	6,117.12
xcmr	Cornelius Commercial Repair	1	0.00	0.00	884.73	40,000.00
xinal	Cornelius Industrial Alteration	1	0.00	0.00	296.65	10,000.00
xmecca	Cornelius Mechanical Permit CommercialAlt/Add/Rc	1	0.00	0.00	139.19	0.00
xpotc	Cornelius Plumbing Over the Counter	2	0.00	0.00	166.09	0.00
xsfadd	Cornelius Single Family Addition	1	1,114.00	100,546.46	1,030.40	100,546.46
xsfal	Cornelius Single Family Alteration	1	0.00	0.00	296.65	9,945.00
xsign	Cornelius Sign Permit	1	0.00	0.00	88.77	1,500.00
Grand Total		9	1,258.00	106,663.58	3,130.64	168,108.58

<u>Report Group</u>	<u>Fee Code</u>	<u>Fee Description</u>	<u>Amount</u>
bldg	bldpmt	Building Permit Fee	1,934.10
bldg	blplrv	Building Plan Review Fee	1,241.25
bldg	flplrv	F&L Safety Plan Review	
bldg	mcplrv	Mechanical Plan Review	25.40
bldg	mcstsr	Mechanical State Surcharge	12.19
bldg	mecval	Mech.Commercial Permit Fee	101.60
bldg	plmb	Plumbing Permit Fee	148.30
bldg	plstsr	Plumbing State Surcharge	17.79
bldg	stsur	State Surcharge	232.09
		Total for Group bldg	<u>3,712.72</u>
		Grand Total:	<u><u>3,712.72</u></u>

**FOREST GROVE CITY LIBRARY CIRCULATION STATISTICS REPORT: JUNE 2014
(CHANGED TO 3M COMMAND CENTER REPORTS July 1, 2013)**



	MAY 2014	APR 2013	MAY 2013
MONTHLY TRAFFIC			
Eye Count (Daily count of patrons for month)	14,811	13,449	18,299
Number of Days Open to the Public:	26	26	26
New Registrations (New Patron card issued)	111	111	100
CIRCULATION:			
Total Check-outs:	29,544	29,969	30,685
Total Check-ins:	21,193	22,174	22,548
ILLs (Inter-library loans/out of county):	59	103	66
COURIER:			
Intra-library Holds to Forest Grove:	10,441	11,072	11,592
Intra-library Holds from Forest Grove:	9,613	9,493	9,915
PROGRAMS:			
# of Adult Programs	4	4	4
Adult attendance at Adult Programs	114	114	48
Teen attendance at Adult Programs	0	0	0
Children attendance at Adult Program	2	2	2
# of Children's Programs	25	25	16
Children's attendance at Children's Programs	438	438	386
Adult attendance at Children's Programs:	158	158	189
Teen attendance at Children's Programs	0	0	0
# of Community Programs	1	1	1
Adult attendance at Community Programs	42	42	24
Children's attendance at Community Programs	0	0	0
Teen attendance at Community Programs	0	0	0
# of Teen Programs	0	0	0
Teen attendance at Teen Programs	0	0	0
Adult attendance at Teen Programs	0	0	0
Children's attendance at Teen Programs	0	0	0
# of Early Childhood Discovery Time Programs	6	6	4
# of Families at ECDDT	20	20	NA
REFERENCE:			
# of Reference Questions	1,137	1,270	1,232
SELF CHECK-OUT:			
Self-Check Out Patrons Accepted	2,376	2,373	2,382
Self-Check-Out Patrons Denied	113	163	195
Self-Check-Out Total Items	9,384	9,341	9,892
Self-Check-Out Items Denied	172	268	171
Self Check-Out Items Renewed	38	35	54
VOLUNTEERS:			
Number of volunteers	42	74	67
Volunteer hours	298	390	548
COMPUTER USE:			
# of sessions	2,154	2,329	2,441
Total user hours	1,669	1,749	1,520
Average session time in minutes	47	45	37

**FOREST GROVE CITY LIBRARY CIRCULATION STATISTICS REPORT: JULY 2014
(CHANGED TO 3M COMMAND CENTER REPORTS July 1, 2013)**

	JUNE 2014	MAY 2013	JUNE 2013
MONTHLY TRAFFIC			
Eye Count (Daily count of patrons for month)	14,217	14,811	18,777
Number of Days Open to the Public:	25	26	26
New Registrations (New Patron card issued)	149	111	155
CIRCULATION:			
Total Check-outs:	31,190	29,544	31,349
Total Check-ins:	21,859	21,193	21,935
ILLs (Inter-library loans/out of county):	72	59	69
COURIER:			
Intra-library Holds to Forest Grove:	10,215	10,441	10,685
Intra-library Holds from Forest Grove:	8,927	9,613	9,234
PROGRAMS:			
# of Adult Programs	1	4	4
Adult attendance at Adult Programs	6	114	52
Teen attendance at Adult Programs	0	0	0
Children attendance at Adult Program	0	2	1
# of Children's Programs	9	25	10
Children's attendance at Children's Programs	690	438	710
Adult attendance at Children's Programs:	247	158	291
Teen attendance at Children's Programs	5	0	0
# of Community Programs	1	1	1
Adult attendance at Community Programs	57	42	80
Children's attendance at Community Programs	82	0	130
Teen attendance at Community Programs	12	0	0
# of Teen Programs	0	0	0
Teen attendance at Teen Programs	0	0	0
Adult attendance at Teen Programs	0	0	0
Children's attendance at Teen Programs	0	0	0
# of Early Childhood Discovery Time Programs	0	6	0
# of Families at ECDT	0	20	0
REFERENCE:			
# of Reference Questions	1,342	1,137	1,329
SELF CHECK-OUT:			
Self-Check Out Patrons Accepted	2,564	2,376	2,505
Self-Check-Out Patrons Denied	153	113	220
Self-Check-Out Total Items	10,798	9,384	10,245
Self-Check-Out Items Denied	221	172	95
Self Check-Out Items Renewed	108	38	66
VOLUNTEERS:			
Number of volunteers	44	42	59
Volunteer hours	289	298	341
COMPUTER USE:			
# of sessions	2,144	2,154	2,558
Total user hours	1,757	1,669	1,637
Average session time in minutes	49	47	38

Memorandum

To: Mayor Truax and City Councilors

From: Anna D. Ruggles, CMC, City Recorder

Subject: Make Appointment to Sustainability Advisory Commission

Date: August 11, 2014

Staff received application from Clean Water Services expressing its desire to appoint Diane Taniguchi-Dennis, Primary, and Mark Poling, Alternate, as their voting representative to the Sustainability Advisory Commission.

No applicant interview is necessary since Clean Water Services is making this recommendation to Council.

STAFF RECOMMENDATION:

Staff recommends the City Council consider approving at the Council meeting of August 11, 2014, the attached Resolution making the above-noted appointment to the Sustainability Advisory Commission. If Council desires not to make this appointment, Council may reject placing this item on the Consent Agenda and/or discuss separately.

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**RESOLUTION NO. 2014-64
RESOLUTION MAKING APPOINTMENT
TO THE CITY OF FOREST GROVE
SUSTAINABILITY COMMISSION**

WHEREAS, Resolution No. 2013-69 has provided for a Sustainability Commission; and

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

WHEREAS, it is the desire of Clean Water Services to select Diane Taniguchi-Dennis, Primary, and Mark Poling, Alternate, to serve as their representative on this Commission.

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

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

<u>Last Name:</u>	<u>First Name:</u>	<u>Position:</u>	<u>Term Expires:</u>
Applegate Lanzar	Leslie	Sustainable Business	December 31, 2017
Cole	Elaine	Educator	December 31, 2016
Feik	Dale	At-Large	December 31, 2014
Gundersen	Deke	Pacific University	December 31, 2017
Hayes	John	FG School District	December 31, 2016
Kramer	Hope	Economic	December 31, 2015
Lindsley	Robin	At-Large	December 31, 2015
Pfeiffer-Hoyt	Karin	Ethnic/Cultural	December 31, 2016
Schimmel	Brian	At-Large	December 31, 2014
Taylor	Mitch	Non-Profit/Public	December 31, 2017
TANIGUCHI-DENNIS	DIANE	Clean Water Services (Primary)	December 31 2015
POLING	MARK	Clean Water Services (Alternate)	
Vacancy		Pacific University Student	December 31, 2014
Vacancy		FG High School Student	December 31, 2014

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

PRESENTED AND PASSED this 11th day of August, 2014.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 11th day of August, 2014.

Peter B. Truax, Mayor



SUSTAINABILITY ADVISORY COMMISSION
VOTING REPRESENTATIVE

(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

SUSTAINABILITY ADVISORY COMMISSION (SAC):
4-Year Term, Meets 4th Thursday, 6pm

AGENCY NAME: Clean Water Services

	<u>Primary:</u>	<u>Alternate:</u>
Member:	<u>Diane Taniguchi - Dennis</u>	<u>Mark Poling / Rich Hunter</u>
Mailing Address:	<u>CWS, 2550 SW Hillsboro Hwy Hillsboro OR 97123</u>	<u>CWS, 2550 SW Hillsboro Hwy Hillsboro OR 97123</u>
Phone (work):	<u>503-681-3602</u>	<u>503-681-3609</u>
Phone (home):	<u>503-871-5648</u>	<u>503-781-1530</u>
Fax:	<u>503-681-3603</u>	<u>503-681-3603</u>
E-Mail:	<u>Dennisd@cleanwaterservices.org</u>	<u>PolingM@ cleanwaterservices.org Hunter R@cleanwaterservices.org</u>

It is the desire of the above-noted agency to appoint/elect the above member(s) to represent the above-noted agency as a voting representative to the Forest Grove Sustainability Advisory Commission.

Date: 24 June 2014 **Submitted by:** [Signature]
Title: Deputy General Manager

term
12/3/15



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#: _____

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FOREST GROVE POLICE DEPARTMENT

LIQUOR LICENSE RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Dickeys BBQ (Applicant: George Womack)

APPLICANT/BUSINESS ADDRESS: 2036 Main Street, Suite B – Forest Grove

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

CITY BUSINESS LICENSE: BL-

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: 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 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 checked="" type="checkbox"/> F – COM Commercial Establishment <input type="checkbox"/> F – PC Passenger Carrier <input 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 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, Chief of Police
 - or Designee

8/1/2014

 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 New Franchise

*#200969
#P: 45366*

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: *CM*

Date: *7/28/14*

90-day authority: Yes No

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

① Sauce Enterprises LLC ③ _____

② _____ ④ _____

2. Trade Name (dba): Dickeys BBQ

3. Business Location: 2036 Main St Suite B Forest Grove Washington OR 97116
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: 3820 NE Medow LN Hillsboro OR 97124
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 503-475-7302
(phone) (fax)

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

7. If yes to whom: Izgara Restaurant Type of License: Full On-Premise

8. Former Business Name: Izgara Restaurant

9. Will you have a manager? Yes No Name: None Hired as of yet
(manager must fill out an Individual History form)

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

11. Contact person for this application: George Womack _____
(name) (phone number(s))

(address) (fax number) (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 *George A. Womack* Date 7-25-2014 ③ _____ Date _____

② _____ Date _____ ④ _____ Date _____



OREGON LIQUOR CONTROL COMMISSION
LIMITED LIABILITY COMPANY QUESTIONNAIRE

Please Print or Type

LLC Name: SAUCE ENTERPRISES ~~DBA DICKKEYS BBQ~~ Year Filed: 2014

Trade Name (dba): DICKKEYS BBQ

Business Location Address: 2036 MAIN ST suite B

City: FOREST GROVE ZIP Code: 97116

List Members of LLC:

Percentage of Membership Interest:

- | | |
|--|-----------|
| 1. <u>GEORGE WOMACK</u>
(managing member) | <u>50</u> |
| 2. <u>LIZETH KARINA RODRIGUEZ</u>
(members) | <u>50</u> |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| 6. _____ | _____ |

(Note: If any LLC member is another legal entity, that entity must also complete an LLC, Limited Partnership or Corporation Questionnaire. If the LLC has officers, please list them on a separate sheet of paper with their titles.)

Server Education Designee: LIZETH KARINA RODRIGUEZ DOB: 3-5-73

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

Signature: George Womack (name) owner/operator (title) Date: 2-25-14



OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: SAUCE ENTERPRISES Phone: 503-475-7302

Trade Name (dba): DICKEYS BBQ

Business Location Address: 2036 MAIN ST Suite B

City: FOREST GROVE ZIP Code: 97116

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday	<u>11 A</u> to <u>9 P</u>
Monday	<u>11 A</u> to <u>9 P</u>
Tuesday	<u>11 A</u> to <u>9 P</u>
Wednesday	<u>11 A</u> to <u>9 P</u>
Thursday	<u>11 A</u> to <u>9 P</u>
Friday	<u>11 A</u> to <u>9 P</u>
Saturday	<u>11 A</u> to <u>9 P</u>

Outdoor Area Hours:

Sunday	<u>11 A</u> to <u>9 P</u>
Monday	<u>11 A</u> to <u>9 P</u>
Tuesday	<u>11 A</u> to <u>9 P</u>
Wednesday	<u>11 A</u> to <u>9 P</u>
Thursday	<u>11 A</u> to <u>9 P</u>
Friday	<u>11 A</u> to <u>9 P</u>
Saturday	<u>11 A</u> to <u>9 P</u>

The outdoor area is used for:

Food service Hours: 11 A to 9 P
 Alcohol service Hours: 11 A to 9 P
 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:

- | | |
|--|---|
| <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: 64 Outdoor: 8
 Lounge: — Other (explain): —
 Banquet: — Total Seating: 72

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: 7-25-19

1-800-452-OLCC (6522)

www.oregon.gov/olcc

(rev. 12/07)

5A



District 4 Metro update



Forest Grove City Council

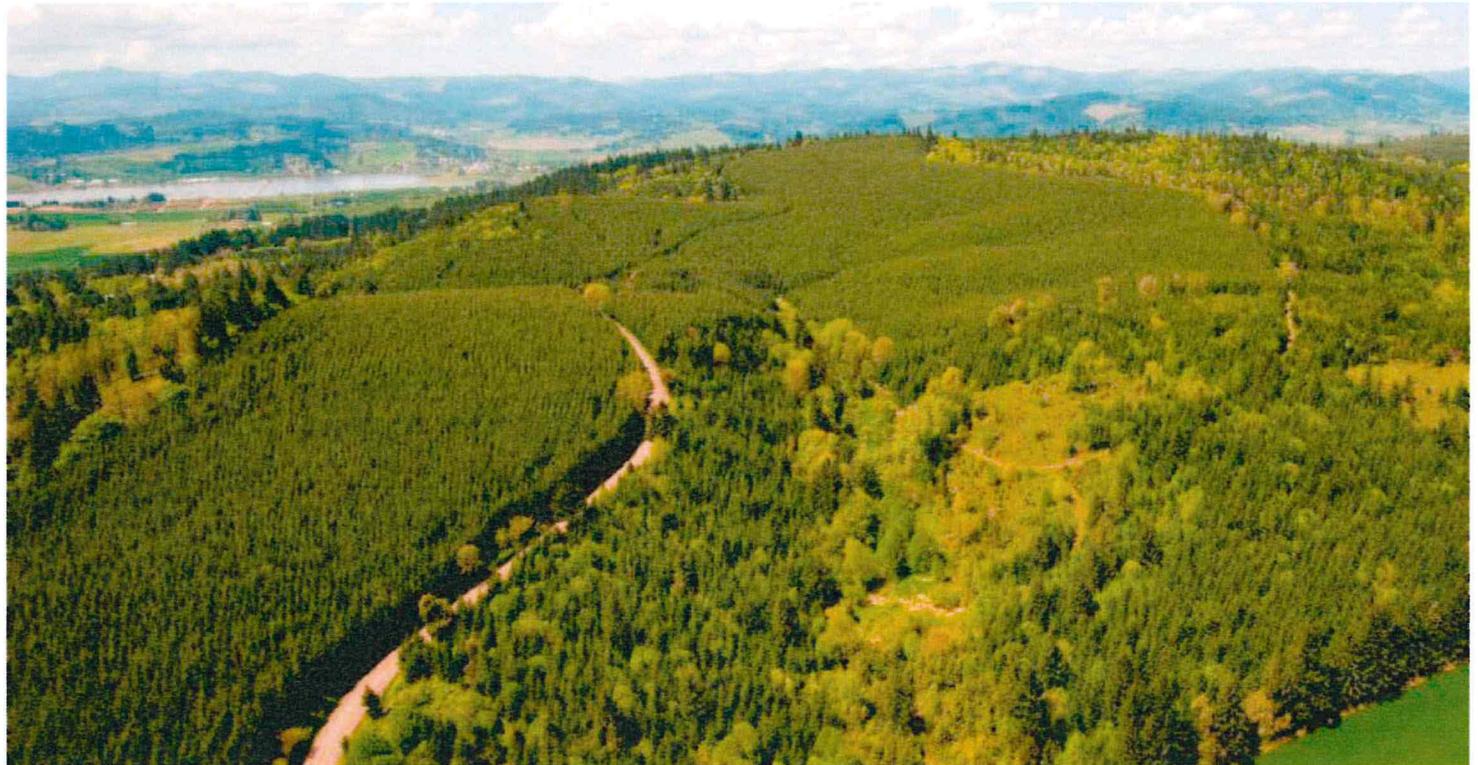


Councilor Kathryn Harrington
August 11, 2014



Metro | *Making a great place*

Natural areas



- Natural areas system plan under development
- Grants
- Scouters Mountain Nature Park opens Aug. 28

Natural areas restoration



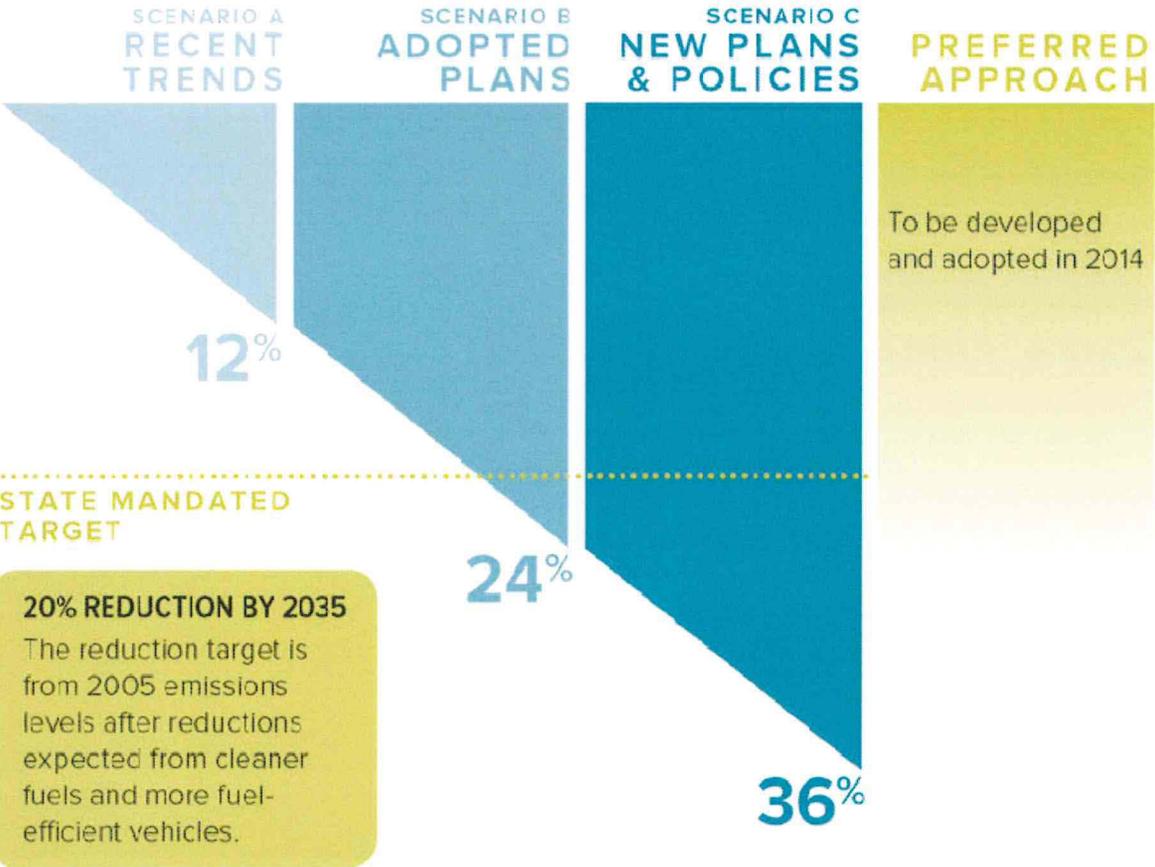
Land use and transportation



- Construction excise tax, grants program extended
- RTP updates in July
- Draft Urban Growth Report released July 23

Climate Smart Communities

REDUCED GREENHOUSE GAS EMISSIONS PERCENT BELOW 2005 LEVELS



MPAC, JPACT, Metro Council approved draft approach
Public comment period in Sept.-Oct.
Final recommendations in Nov., Dec.

Solid waste and recycling

Let's Talk Trash: events to talk about future of garbage

- GLEAN and painted art show: Aug. 8-31
- Film Festival: November

Ask Metro: tools for recycling, reuse, healthy living (503-234-3000)

oregonmetro.gov/letstalktrash



Convention Center hotel



Oregon Convention Center Hotel
Preliminary Rendering - May 2013

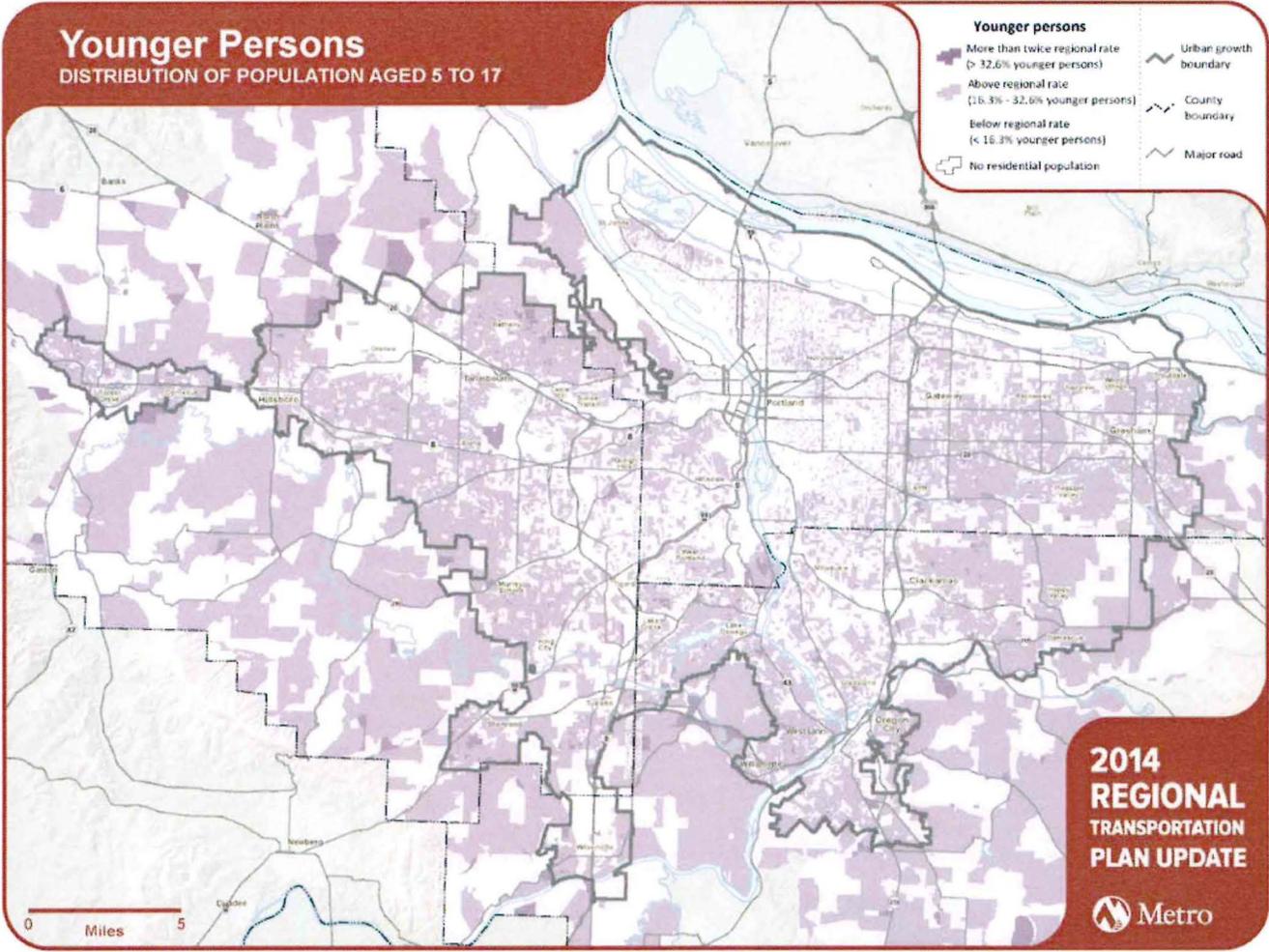
- Development agreement approved
- Construction est. to begin Spring 2015
- 600 rooms
- Creates jobs, brings new conventions, economic opportunity to region

Visitor venues



- Zoo concerts
 - Zooconcerts.com
- Broadway plays
 - Portland5.com
- Zoo train reopens this fall
 - Oregonzoo.org
- Fall Home and Garden Show
 - Expocenter.org

Equity



Age, ethnicity, income levels

Looking ahead together

- Urban Growth Report

- Draft UGR July 22-23 
- 1st ever Residential Preference Survey Results - Sept 10 
- Adopt UGR by Dec 18 



Information



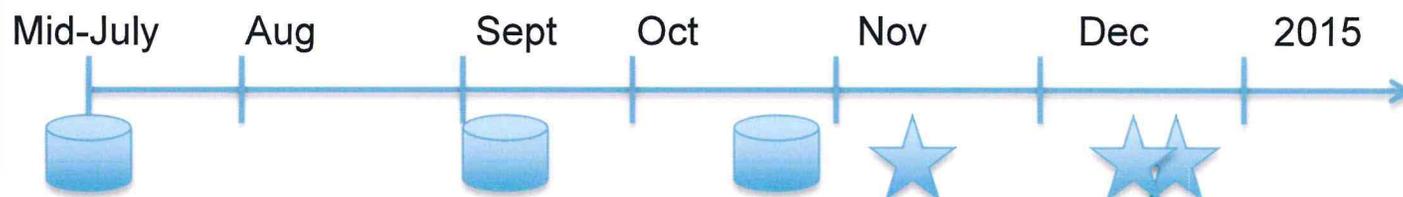
Decision Milestone

- Climate Smart Scenarios

- Findings, Draft Preferred Scenario, 1st week September 
- Adopt Preferred Scenario by Dec 18 

- Equity Baseline, mid-October 

- Solid Waste Community Enhancement Program Changes – Sept 10



Your questions...

Kathryn Harrington

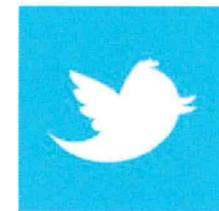
Metro Councilor, District 4

503-797-1553

kathryn.harrington@oregonmetro.gov

optin

PORTLAND-VANCOUVER AREA ONLINE PANEL



www.oregonmetro.gov/connect

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**INFORMATIONAL REPORT
FOREST GROVE WATER TREATMENT PLANT
FILTER REPAIR**

Project Team: Derek Robbins, Project Engineer
Randy Smith, Water Treatment Plant Superintendent
Rob Foster, Director of Public Works
Michael Sykes, City Manager

ISSUE STATEMENT: The filter repair work at the City's water treatment plant is underway as planned. This report is an update on that work.

BACKGROUND/UPDATE:

As reported to Council in May, the east filter at the water treatment plant is leaking and has steadily become worse the last few years. It is not known exactly where in the filter bay the leak is located. Plant operators estimate the leak rate at 30 to 50 gallons per minute. We do know that some of the leaking water is showing up on Watercrest Road.

A project was budgeted this year to investigate the source of the leak and make the repair. This work is scheduled in the summer months when the soil around the filter is dry and water production at the plant is at its low point. The engineering firm CH2M Hill was selected to assist City Staff in the project. CH developed schematic drawings to help determine the possible location of the leak and the excavation work that will be necessary to gain access to that location. (attached is one of the schematic drawings)

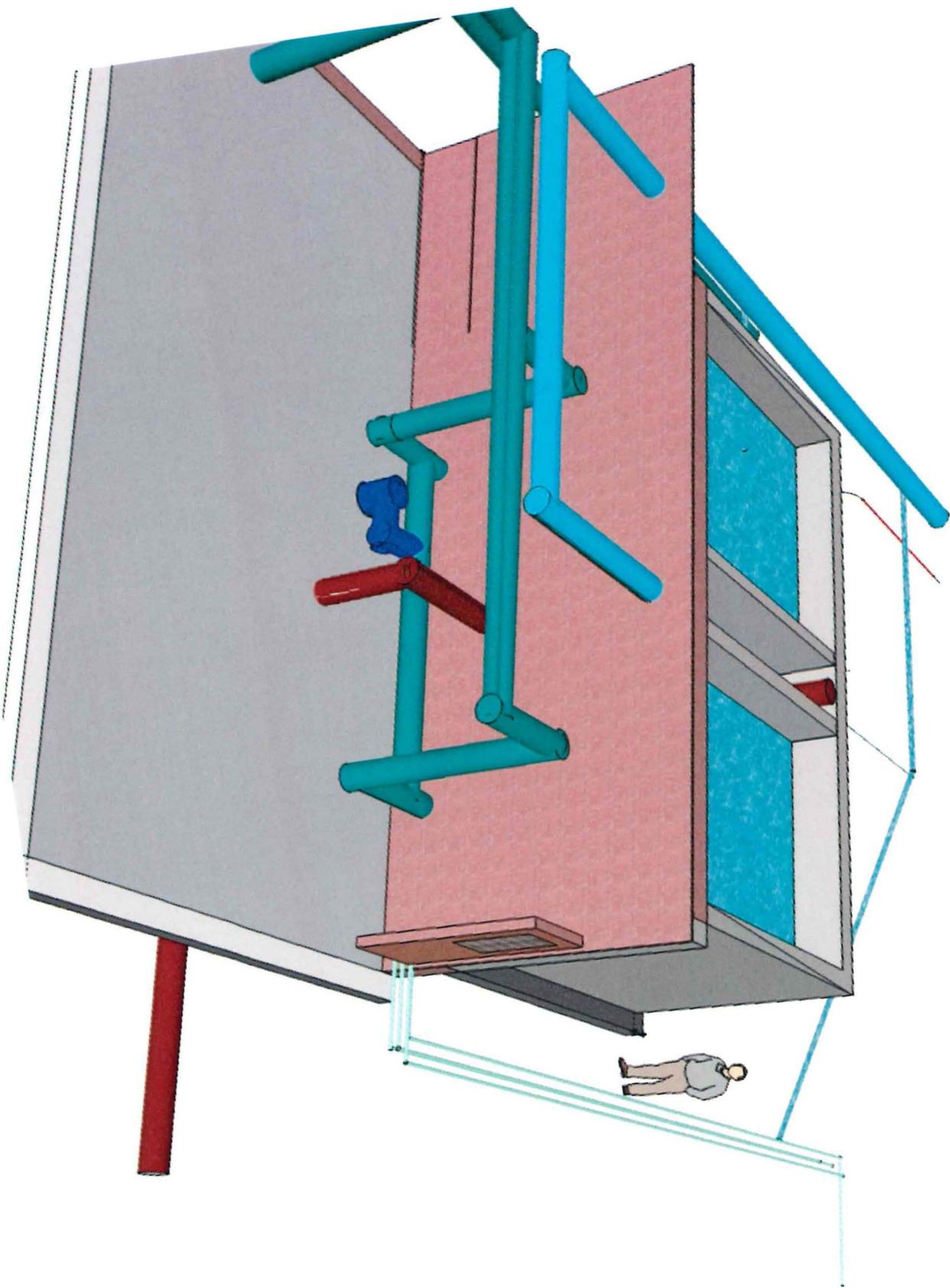
The treatment plant and filters were constructed in 1947, and is constructed with concrete floors and walls. The leak is most likely coming from either a crack or joint in the concrete. The first step is to examine the outside of the filter walls. Excavation around the outside walls was completed last week but after testing it appears the leak is coming from underneath the filter floor slab.

Work is being done now to remove special material inside of the filter to investigate the filter floor slab. This special material including sand and a filter underdrain system will need to be replaced after the leak has been determined and repaired.

We are currently estimating work will continue into October 2014. Staff will be presenting pictures of the work during the meeting. The Forest Grove Water Treatment Plant is currently off-line and City is relying on treated water from its Joint Water Commission partnership.

FISCAL IMPACT: Estimates for repair ranged from \$60,000 to \$300,000 depending on the location of leak and the amount of excavation and work necessary to gain access. \$100,000 was budgeted in FY 14-15 for this project and it may be necessary to utilize the fund contingency to complete the project. Staff will keep the Council informed as the project proceeds and as we learn more about what it is going to take to make the repair.

RECOMMENDATION: This is an informational presentation. Staff is prepared to answer any question Council may have. I have attached some pictures of the work that has been completed.



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August 11, 2014

REPORT AND ORDINANCE AMENDING FOREST GROVE CODE CHAPTER 5, PUBLIC PROTECTION OFFENSES, BY ADDING NEW CODE SECTION 5.655, TITLED "OPEN BURNING", AND ADDING NEW CODE SECTION 5.660, TITLED "VIOLATIONS AND PENALTIES"; BACKYARD BURNING IN THE CITY

PROJECT TEAM: Michael Kinkade, Fire Chief
Michael Sykes, City Manager

ISSUE STATEMENT:

This report was first discussed at a City Council Work Session in May 2010. At that time it was decided to delay the discussion on backyard burning until after the decision on island annexation. The island annexation is now completed, and this report was resubmitted to the City Council for discussion in December and June of 2013. From that meeting there appeared to be a consensus for a modified backyard burn ban. Staff has drafted a proposed ordinance that would discontinue the fall burn schedule, but allow a yearly spring open burning that will still be in compliance with DEQ rules.

DISCUSSION:

This report is being drafted to assist in determining if changes to backyard burning regulations are warranted within the City of Forest Grove. We complete this report based on a five year statistical analysis and our predictions for future response from the public based on the actions taken.

Statistics for the time period we are discussing:

2008

Responses: 2472

Unauthorized Burning Calls (City and RFPD): 33 (.013% of all calls)

2009

Responses: 2255

Unauthorized Burning Calls (City and RFPD): 52 (.02% of all calls)

2010

Responses: 2640

Unauthorized Burning Calls (City and RFPD): 35 (.01% of all calls)

2011

Responses: 2640

Unauthorized Burning Calls (City and RFPD): 41 (.01% of all calls)

2012

Responses: 3088

Unauthorized Burning Calls (City and RFPD): 50 (.01% of all calls)

Technically speaking the Oregon Fire Code (OFC) (which the City of Forest Grove has adopted) does not regulate all aspects of backyard burning. The OFC has standards that must be followed for all open burning, be it backyard, agricultural, or recreation. These standards are found in section 307 and basically pertain to the fire safety considerations (such as size of fire, attendance of the fire, location on the property, etc.). The reference regarding air quality is deleted from the 2010 code update, and it references that the ultimate responsibility for air quality is the DEQ. This makes enforcement of open burning violations difficult for FGF&R. See our attached Standard Operating Guideline for clarification about the rules and regulations and what our response to these types of calls entails. DEQ also has a metro area burn ban (see attached map) that covers from the east side of Hillsboro to the Gresham area. This burn ban area has not been adjusted in over 20 years (according to Clackamas County Fire District Officials).

Our current standard response to a reported "illegal burn" is to determine the following:

- ✓ Is it an unauthorized burn day and time?
- ✓ Are the materials being burned allowed by the Oregon DEQ?
- ✓ Is there any fire safety concerns related to the burn in question?

If we determined the answer to any of those questions to be yes, we ask the responsible party to extinguish the fire. In the event that they can't (or won't) we extinguish the fire for them. We refer all burn complaints found to be truly "illegal" to the DEQ office for further enforcement or follow up.

The 2010 edition of the Oregon Fire Code has changed how we respond to an illegal burn. Gone is the provision from the code that allows the fire official to regulate burning based on smoke complaints and concerns over air quality. We have no authority under the new code to require that the burning is extinguished unless a fire safety violation is present. Other metro area fire departments already have stopped responding to noxious smoke complaints, and this code change will likely require us to do the same.

Other means of yard debris removal is readily available to residents of Forest Grove. Currently the City provides free leaf pick up throughout the City. As part of their waste

disposal service, Waste Management, Inc. provides a 64 gallon can to every customer. Additional cans can be rented for \$3.70 per month. In some areas, neighbors will rent several additional cans together to further reduce this cost. Commercial yard debris recycling is also available at S&H Landscape, located at 1045 N. 4th Avenue in Cornelius (behind Walmart). They charge \$12 for a standard pickup load, and \$6 a yard after the initial load. We also examined the option of the City providing limited mulching of residential backyard waste/debris. In a discussion with Parks Director Tom Gamble in January 2011, it would be possible to provide this opportunity to Forest Grove residents, but we do not recommend it. The current workload requirements on the Park's Department and the available commercial disposal service make this option unnecessary.

In 2012 we received a letter from Oregon DEQ (attached) stating "We are taking steps to reduce our workload and will not be investigating or responding to "Low Priority" complaints or referrals from residents, fire departments or other agencies."

We believe the City of Forest Grove has three options regarding backyard burning within the city limits. These are straightforward solutions, each with their own considerations.

Option 1:

Outright ban on all burning within the city limits

Option 2:

Maintain the status quo of spring and fall burning as regulated by the Oregon DEQ

Option 3:

A modified ban on backyard burning limiting further the dates/times burning can occur

The positive and negative aspects of each are outlined in the following:

Option 1: An all out ban on all backyard burning within the city limits of Forest Grove.

Positive aspects to this option (in no particular order)

- Fits with the "green" image that is popular with some city residents.
- Decreases smoke odor and visibility during the burn season, with subsequent decrease in complaints.
- Decreased opportunities for fire spread from backyard burns.
- As the population increases smaller residential lots make it easier for smoke to affect more neighbors than in the past. Even though these small lot residents typically do not have the accumulation of yard waste to burn, many of these higher density areas are mixed in with the large lots and undeveloped areas of the city where burning is necessary to clear the amount of debris from your property.

- Eventual reduction on illegal burn calls once the word is out and becomes known (this may take a number of years).

Negative aspects to this option (in no particular order)

- Perception of government intervention.
- Initial confusion may last for years because burning has always been allowed, and will continue to be allowed in by our direct neighbors like the Forest Grove Rural Fire District, Gaston, Cornelius, and Banks.
- Our proximity to the rural areas where homes are built also means that we may likely continue to have smoke/odor issues because rural residents will still be allowed to burn.
- Residents may not want to use the current options of curb side yard debris disposal, or may feel they are inadequate for their property.
- Possible initial increase in illegal burn calls as neighbors who can't/won't burn call in those that are.

Option 2: Maintain the Status Quo:

Positive Aspects:

- Positive image for city government in the eyes of those that do currently burn
- Positive image for those that want less government intervention in their lives
- Leaves long standing system in place, helps eliminate confusion of changing laws
- Allows for easy disposal of yard debris by city residents

Negative Aspects:

- Negative image for city government in the eyes of those that support a ban on burning
- Continued minimal fire safety risk.
- Continuing smoke complaints from our citizens.
- Inability to enforce.

Option 3: A modified ban on burning:

An example would be allowing burning for shorter periods of time during the year. Staff is proposing eliminating the fall open burning period and maintaining the spring open burning period. Fall was chosen to eliminate as there are more no burn days in the fall, more air quality issues, and most of the backyard debris is generated in the winter. A

spring burn would allow greater dispersion of smoke and allow for the burning yard debris that has accumulated during the past winter storms.

Positive Aspects:

- Taking the moderate approach to try and allow residents to burn
- Tries to make all parties partially happy
- Limits smoke/odor in the city to shorter time frames over the course of the year.
- Limits the potentially unsafe situations to shorter periods of time that can be more controlled, for example, allowing burning later in the fall season after dry conditions are gone, and earlier in the spring season before dry conditions begin.

Negative Aspects:

- Still allows burning and creates smoke/odor issues
- Logistical and enforcement challenge for the fire department and the community. We already get a number of calls to the station directly asking if it is a burn day. This is a huge problem – how to communicate this to the residents. This is already confusing to them. This is perhaps the largest problem with this option.
- Potential for fire spread
- Because of DEQ air quality it may provide less opportunities for residents to burn. For example if we say burning is open from November 1 to November 15 and because of atmospheric conditions DEQ only allows burning a total of 3 days during that time period people may be frustrated.
- Still presents the negative impression that government is attempting to control peoples lives

FISCAL IMPACT:

There is no fiscal impact to this proposal.

STAFF RECOMMENDATION:

Staff recommends the City Council adopt the attached ordinance amending City Code as outlined in Exhibit A of the ordinance; a ban of backyard burning in the fall, and recommends continuing to allow the spring open burning.

ATTACHMENT:

Ordinance

July 30, 2014

NewsTimes

Legal Ads/Public Notice:

To be published: Wednesday, August 6, 2014

**NOTICE OF PUBLIC HEARING
PROPOSED ORDINANCE OF THE CITY OF FOREST GROVE
AMENDING FOREST GROVE CITY CODE TO DESIGNATE
OUTDOOR BURN SEASONS WITHIN THE CITY OF FOREST GROVE**

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a Public Hearing on **Monday, August 11, 2014, at 7:00 p.m.** or thereafter, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider adopting an ordinance amending Forest Grove City Code that would designate outdoor burn season to occur once a year in the spring, between March 1 and June 15, (no outdoor burn season in the fall, between October 1 and December 15), and adjusted locally for air quality and fire safety considerations within the City of Forest Grove. Backyard burning includes yard debris, trimmings and clippings only; lumber, trash or other non-yard debris cannot be burned at any time. The proposed ordinance, if enacted by the Forest Grove City Council, would take effect on the thirtieth day (30th) after enactment unless the City Council declares an emergency.

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

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

Published August 6, 2014



ORDINANCE NO. 2014-08

ORDINANCE AMENDING FOREST GROVE CODE CHAPTER 5, PUBLIC PROTECTION OFFENSES, BY ADDING NEW CODE SECTION 5.655, TITLED “OPEN BURNING” AND ADDING NEW CODE SECTION 5.660, TITLED “VIOLATIONS AND PENALTIES”

WHEREAS, the City Council finds unregulated open burning increases the risk of property damage by fire and threatens the safety and well-being of Forest Grove residents, and other persons; and

WHEREAS, the City Council finds that regulation of open burning is both appropriate and necessary due to the City’s urban density and because smoke from Open Burning (particularly burning leaves) exacerbates breathing difficulties for many individuals; and

WHEREAS, the City Council held a duly-noticed Public Hearing on the proposed ordinance on August 11 and September 8, 2014.

NOW, THEREFORE, THE CITY OF FOREST GROVE ORDAINS AS FOLLOWS:

Section 1. The Forest Grove City Council hereby amends Forest Grove Code Chapter 5 by adding new Code Section 5.655, titled “Open Burning” as set forth in the attached Exhibit A.

Section 2. This ordinance is effective 30 days following its enactment by the City Council.

PRESENTED AND PASSED the first reading the 11th day of August, 2014.

PASSED the second reading the 11th day of August, 2014..

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 8th day of September, 2014.

Peter B. Truax, Mayor

ORDINANCE NO. 2014-08
“EXHIBIT A”

CHAPTER 5 – PUBLIC PROTECTION OFFENSES

CITY OF FOREST GROVE CODE AMENDMENTS

NEW CODE SECTION 5.655

OPEN BURNING

NEW CODE SECTION 5.660

VIOLATIONS AND PENALTIES

5.655

Open Burning; Definitions.

- (1) Definitions. For the purpose of Code Section 5.655, the following terms are defined as follows:
- Agricultural Burning. Outdoor Burning done to remove debris from a farm, nursery, orchard, livestock/poultry operation that is for profit.
- Backyard Burning. Open Burning for the removal of yard debris from the property where the fire is occurring.
- Land Clearing. The clearing of land for development or change in use, and includes the removal of large portions of stumps, brush, and tree debris.
- Open Burning. The same as defined by OAR 340-264-0030(29) (2014).
- Recreational/ceremonial/cooking fires. Fires used primarily for recreational events, campfires used for warming or cooking, or ceremonial purposes by a school, club, religious group or other approved events.
- (2) It is unlawful for any person to cause, permit, suffer or allow Open Burning within the city limits except as specifically allowed herein:
- i. During any Open Burning season as established by the Oregon Department of Environmental Quality (DEQ) and as may be adjusted locally. Burn seasons occur once a year between March 1 and June 15, but may be adjusted daily.
 - ii. Recreational, ceremonial or cooking fires as defined in Section (1) of this Code.
 - iii. Permitted burns for fire department training, agricultural, or land clearing operations, as approved by the Fire Department or other governmental agency.
- (3) Burn bans
Notwithstanding the exceptions set out in subsection (2) above, Open Burning in the City may be further restricted by Washington

- County or the State Fire Marshall during periods of high fire danger or by the Fire Chief, or designee for fire or health safety.
- (4) Location
 - a. Open Burning shall be conducted at least 25 feet from property lines, structures and combustible vegetation.
 - b. An adequate fire break area shall be maintained around the Open Burning area the width of which shall be at a minimum equal to the height of the Open Burning pile.
 - c. All Open Burning is to be attended at all times by a competent and responsible person who shall be equipped with adequate fire protection tools and equipment at the ready, including at least a garden hose and shovel.
 - d. At the conclusion of the allowed Open Burning time, the burned area shall thoroughly soaked with water to ensure the fire is out.
 - (5) Reimbursement for firefighting costs
 - a. The Forest Grove Fire Department may seek recovery of any and all costs incurred by it for responding to any improper Open Burning.

5.660

Violations and Penalties.

- (1) Any person violating Sections 5.655 is subject to a civil penalty in the amount of not less than \$100 and not more than \$250.
- (2) The Enforcement Officer may cite into Municipal Court for any violations.

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MEMORANDUM

To: City Council
From: Jon Holan, Community Development Director
Michael Sykes, City Manager
Date: August 11, 2014
Re: Amendment of Bylaws and Appointment Terms

Request: The Committee for Citizen Involvement (CCI) is requesting the City Council to make two changes. The first is to amend CCI's Bylaws to change the election of officers from July to January. The other revision is to change the ending date of the terms from the end of December to the end of January.

Background: At the June 19th and July 15th meetings, a majority of CCI voted to change two items pertaining to the Bylaws and ending terms for each member. Based on Section VI of the Bylaws, any amendment to the Bylaws requires a majority vote at two meetings. The proposed amendments are as follows:

Request a Change in the Ending Date for Appointments

Currently, all of members terms end on December 31st of a particular year. CCI is requesting that the City Council approve an extension of the appointments by one month to January 31st of the following year. For example, several members' terms currently expire on December 31, 2015. This request, if approved, would change those dates to January 31, 2016.

The reason for the request is that it is possible that the Committee's membership could substantial change the same month of the Annual Town Hall meeting (ATM). This change would come at the most critical time in the Committee's planning and preparation for the ATM. Since the ATM is typically scheduled for the last Saturday in January, postponing the end of terms to January 31st would allow all members of CCI who have participated on Committee throughout the year to be involved in the ATM.

Amendment to the Bylaws

The proposal is to amend Section IV B of the Bylaws as follows:

B. Chairperson:

The chairperson shall be elected annually, along with all other officers, in July January by the committee following new or continuing appointments to the CCI by the Council. The officer appointments shall be effective the following month (February).

The Committee is intending to conduct more Town Hall meetings throughout the year. The current objective is for three programs in the spring, summer or fall, and the ATM at the end of January. Having a change in officers during the programming for these events would have an adverse impact on their development and production. Further, continuity between the events would change if a new chair is elected in July.

The Committee members in discussing this situation believe that the new officers should begin their positions right after the ATM. This would allow the new officers the opportunity to plan and carry out the three programs for the year to maintain consistency. The Committee members believed that the election of officers should occur in January to assure that these persons have had prior involvement with the Committee.

Staff Recommendation: Staff and CCI are requesting the City Council approve the attached resolution changing the ending date of the terms for CCI members from the end of December to the end of January, and to modify CCI Bylaws to change the date for the election of officers from July to January and to take effect in February.

RESOLUTION NO. 2014-65



**RESOLUTION AMENDING THE CITY OF FOREST GROVE
COMMITTEE FOR CITIZEN INVOLVEMENT BYLAWS AND TERMS OF OFFICE;
AMENDING RESOLUTION NO. 1993-07 AND RESOLUTION NO. 2002-56**

WHEREAS, Resolution No. 1991-57 has provided for a Committee for Citizen Involvement (CCI) and Resolution No. 1993-07 establishes the CCI Bylaws; and

WHEREAS, Resolution No. 2002-56 establishes the policy relating to the appointments of the Advisory Boards, Committees and Commissions; and

WHEREAS, a proposal has been initiated by CCI to amend their Bylaws to extend the terms of office for CCI to end on January 31st instead of December 31st and to change the month for the election of officers from July to January and take office on February 1st; and

WHEREAS, these proposed changes will allow the CCI to appoint its officers and terms of office to end after the annual Town Hall meeting, which is currently held in January; and

WHEREAS, the CCI have reviewed and approved the proposed amendments.

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

Section 1. The Forest Grove City Council hereby approves amending Resolution No. 1993-07, CCI Bylaws, Section IV. B., Chairperson: The chairperson shall be elected annually, along with all other officers, in ~~July~~ January by the committee following new or continuing appointments to the CCI by the Council. The appointments of officers shall be effective the following month (February).

Section 2. The Forest Grove City Council hereby approves amending Resolution No. 2002-56, Term; The terms of office for the Committee for Citizen Involvement ends January 31st.

Section 3. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 11th day of August, 2014.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 11th day of August, 2014.

Peter B. Truax, Mayor

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Date: August 11, 2014

**RESOLUTION AUTHORIZING MAYOR AND CITY MANAGER TO EXECUTE AN
INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY AND URBAN
RENEWAL AGENCY FOR THE PROVISION OF ADMINISTRATIVE AND
DEVELOPMENT SERVICES**

PROJECT TEAM:

Daniel Riordan, Senior Planner
Jon Holan, Community Development Director
Paul Downey, Administrative Services Director
Michael J. Sykes, City Manager

ISSUE STATEMENT: Under state law, the City and Urban Renewal Agency are separate legal entities. A common best practice among cities and urban renewal agencies in Oregon is to clarify the roles and responsibilities related to implementing the urban renewal plan through an Intergovernmental Agreement (IGA). The IGA (Exhibit A) fulfills this purpose by clarifying the provision of administrative services by the City to the Agency, reimbursement of City costs by the Agency related to the undertaking the urban renewal plan and procedures for the advancement of funds by the Agency and City if desired.

BACKGROUND: On April 28, 2014, City Council adopted Ordinance 2014-05 establishing the Urban Renewal Agency of the City of Forest Grove. Subsequently on June 23, 2014, the City Council adopted Ordinance 2014-07 adopting the Forest Grove Urban Renewal Plan. A commonly accepted best practice among urban renewal agencies in Oregon is to clarify the formal relationship between an urban renewal agency and the municipality related to implementation of the urban renewal plan and redevelopment activities through an intergovernmental agreement. The attached IGA clarifies the relationship, role and responsibilities incumbent upon the Urban Renewal Agency and City with respect to carrying-out the urban renewal plan and undertaking redevelopment activities.

Policy issues related to the IGA include: term of the agreement (10 years is recommended for administrative efficiency and continuity), costs to be reimbursed by the Agency, procedure for reimbursement of costs by the Agency and the role of the City's auditor with respect to Agency audits. It also provides for the City to loan funds to the Agency, if so directed by the City Council. This may be particularly important if a significant project is proposed before sufficient tax increment has been built up. The IGA addresses these issues and reflects the staff recommendation.

FISCAL IMPACT: The Intergovernmental Agreement obligates the Urban Renewal Agency to reimburse the City for costs incurred related to provision of staff services, furnishings and equipment required for Urban Renewal Agency activities. As such, the IGA has a potential fiscal impact on both the Agency and City. The IGA is considered to be a debt instrument and as such tax increment revenue may be used by the Agency for the reimbursement of costs incurred by the City related to implementation of the urban renewal plan.

STAFF RECOMMENDATION: Staff recommends the City Council adopt the attached resolution authorizing the City to endorse the Intergovernmental Agreement attached is as Exhibit A.

ATTACHMENTS:

Resolution

Exhibit A: Intergovernmental Agreement



RESOLUTION NO. 2014-66

RESOLUTION AUTHORIZING MAYOR AND CITY MANAGER TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF FOREST GROVE (CITY) AND URBAN RENEWAL AGENCY OF THE CITY OF FOREST GROVE (AGENCY) FOR THE PROVISION OF ADMINISTRATIVE AND DEVELOPMENT SERVICES

WHEREAS, on June 23, 2014, the Forest Grove City Council adopted Ordinance 2014-07 adopting the Forest Grove Urban Renewal Plan; and

WHEREAS, the City and Agency desire to clarify roles and responsibilities related to redevelopment activities and implementation of the Forest Grove Urban Renewal Plan through an Intergovernmental Agreement (IGA).

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

Section 1: The City Council hereby approves the IGA (Exhibit A) necessary to clarify City and Agency roles and responsibilities related to redevelopment activities and implementation of the Forest Grove Urban Renewal Plan including the provision of administrative and development services by the City and reimbursement of costs.

Section 2: The Mayor and City Manager are hereby authorized to sign the IGA.

Section 3: This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 11th day of August, 2014.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 11th day of August, 2014

Peter B. Truax, Mayor

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**INTERGOVERNMENTAL AGREEMENT
FOR THE PROVISION OF ADMINISTRATIVE AND DEVELOPMENT SERVICES**

THIS INTERGOVERNMENTAL AGREEMENT (“Agreement”) entered into between the City of Forest Grove, an Oregon municipal corporation established under ORS Chapter 221 (“City”), and the Urban Renewal Agency of the City of Forest Grove, an Oregon quasi-municipal corporation (“Agency”), established under ORS Chapter 457 and duly activated by the City.

RECITALS

1. The Agency is a public body, corporate and politic, duly activated by the City, exercising its powers to engage in urban renewal activities as authorized under ORS 457 (Urban Renewal), the City of Forest Grove Municipal Code and the Forest Grove Urban Renewal Plan (“Plan”).
2. The Agency prepared an Urban Renewal Plan as defined by ORS 457.010(16) (the “Plan”).
3. The Plan was approved by the Forest Grove City Council on June 23, 2014, pursuant to ORS 457.095.
4. The Agency will undertake redevelopment activities to carry out the Plan.
5. The City has experience in the provision of administrative services for local governmental activities including the areas of budgeting, financial reporting, planning, project management, engineering, and constructing public improvements, and desires, pursuant to ORS 457.320, to assist the Agency in the planning and carrying out the Plan by providing all administrative and development services necessary and proper for carrying out the Agency’s duties and responsibilities related to administering and implementing the Plan.
6. ORS 190.010 and ORS 457.320 authorize the City and the Agency, and the City and Agency desire, to enter into an Agreement whereby the City provides administrative and development services to the Agency.
7. The City and the Agency desire to clarify the relationship between them with respect to administrative services provided by the City to the Agency, the Agency’s obligation to pay for those services, and various other issues related to their relationship as separate legal entities working towards common goals.

NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

Article 1: Term and Termination.

Section 1.1: Term and Termination. This Agreement becomes effective upon the date of the last signature hereon, and continues in full force and effect until 11:59:59 PM on June 30, 2024, unless sooner terminated as provided herein. This Agreement automatically renews for additional terms of 10 years each unless one party gives written notice of its intent not to renew this Agreement and it does so not less than 30 days prior to the termination date of this Agreement. This Agreement may be terminated at any time by either party by giving the other party not less than 30 days' written notice of that party's intent to terminate this Agreement.

Article 2: Duties of the City

Section 2.1: Employees Provided by the City. The City shall provide administrative and development services on an as-needed basis to the Agency to undertake urban renewal activities as set forth in adopted urban renewal plans, including but not limited to: staff support for public meetings including the preparation of meeting notices, agendas, minutes and mailings; maintaining a presence for the Agency on the City's Internet site and other electronic media platforms used by the City; record keeping including filing Agency resolutions; budget preparation, accounting, and financial reporting; contract procurement and administration; real estate procurement and property management; project engineering and project management services; planning related to plan administration and implementation, project development; and economic development services and other duties and functions as may from time to time be required by the Agency. In so doing, the City shall provide such services in compliance with the laws of the State of Oregon, and in accordance with the Plan and this Agreement. Nothing herein shall be construed as prohibiting the Agency from contracting with third parties to provide all or a portion of staff services.

Section 2.2: Consideration. The Agency shall reimburse the City for all reasonable costs incurred by the City in providing administrative and development services pursuant to this Agreement. The City shall provide to the Agency on at least a semi-annual basis, a statement of expenditures made by the City in providing administrative and development services pursuant to this Agreement. Personnel costs shall be determined according to the City's cost allocation plan, annual budget or such other documentation deemed acceptable to the City and Agency. Payments shall be made by the Agency semi-annually with final payment no later than June 30th or otherwise agreed upon in writing.

Section 2.3: City Staff Time. City staff time spent on providing services to the Agency shall be separately recorded and specifically documented for purposes of determining the appropriate reimbursement to the City in accordance with Section 2.2. It is the intent of the parties that the services performed by City employees on behalf of the Agency shall not interfere with the ability of such employees to carry out their duties and responsibilities for the City.

Section 2.4: City Facilities and Equipment. City staff working on behalf of the Agency are authorized to utilize City office space, furnishings and equipment, including but not limited to telephones, fax machines, printers, photocopiers, computers, office supplies and similar equipment (collectively "Furnishings and Equipment"), to carry out Agency business. A prorated share of the expenses associated with use of Furnishings and Equipment shall be charged to the Agency in accordance with Section 2.2.

Section 2.5 Audit. The City auditor will perform the Agency's annual audits or any special financial audits using the same procedures as are used for all other funds of the City and in accordance with State of Oregon audit laws. The City will pay all costs of any such audit or financial services, subject to reimbursement by the Agency as provided in Section 2.2.

Section 2.6: Invoices. The City shall submit to the Agency, at least semi-annually, one or more invoices detailing the specific services rendered by the City and other expenses incurred by the City on behalf of the Agency. The invoices shall identify a specific time period covered by the invoice and shall include salaries, benefits, insurance and other costs incurred by the City on a prorated basis, and shall sufficiently state the service performed by the City so that the Agency may properly determine the accuracy of the invoices.

Section 2.7: Employee Status of City Staff. The parties agree that City Staff assigned to perform services and duties for the Agency as part of this Agreement are employees of the City only and that the City has final and exclusive authority over decisions to hire, terminate and discipline City Staff employed by the City and assigned to support and implement the Agency Plan. The parties agree that the Agency retains the right to hire its own employees. If the Agency chooses to hire its own employees, it will provide the City with at least 30 days' written notice of its intent to do so in order to avoid any duplication of services or duties.

Article 3: Duties of the Agency

Section 3.1: Agency Reimbursement of City Costs. The Agency shall reimburse the City for all reasonable costs incurred by the City in providing services and Furnishings and Equipment pursuant to this Agreement. At such time the City's Administrative Services Director determines that the Agency has sufficient revenue source(s), the Agency shall compensate the City for costs reasonably incurred by the City in providing services, Furnishings and Equipment, as described herein. Unless the Agency objects to an invoice submitted by the City within 30 days of the date of the invoice, the Agency shall be deemed to approve the invoice for payment to the City and the Agency must make payment to the City as required in Section 2.2.

Article 4: City Advance of Funds

Section 4.1: Agreement Required. If requested by the Agency, the City may, from time to time, advance funds to the Agency in support of Agency activities. Any such advance

of funds shall be evidenced in writing in the form of a loan or other appropriate legal instrument, which agreement shall not be valid until first having been approved by both the City Council and Agency Board.

Article 5: Agency Advance of Funds

Section 5.1: Agreement Required. If requested by the City, the Agency may, from time to time, advance funds to the City in support of Agency activities. Any such advance of funds shall be evidenced in writing in the form of a loan or other appropriate legal instrument, which agreement shall not be valid until first having been approved by both the Agency Board and City Council.

Article 6: Indemnification

Section 6.1: Indemnification. The City agrees to save and hold harmless the Agency against all claims, suits, or actions whatsoever which arise out of the or result from the negligent or intentional acts of the City's officials, employees and agents as providing the services pursuant to this Agreement.

Article 7: Insurance

Section 7.1: Insurance. Each party shall maintain in force, at its own expense, worker compensation insurance for all covered workers of that party in compliance with Oregon law, and general liability insurance in amounts not less than the limits of the Oregon Tort Claims Act as it may be amended from time to time.

Article 8: Modification

Section 8.1: Modification. This Agreement may not be altered, modified, supplemented, or amended in any manner whatsoever except by mutual Agreement of the parties in writing. Any such alteration, modification, supplementation, or amendment, if made, shall be effective only in the specific instance and for the specific purpose given, and shall be valid and binding only if signed by the parties.

Article 9: Waiver

Section 9.1: Waiver. No provision of this Agreement may be waived except in writing by the party granting a waiver of compliance with this Agreement. A waiver of a provision of this Agreement shall not constitute a waiver of any other provision, whether similar or not, nor shall any one waiver constitute a continuing waiver. Failure to enforce any provision of this Agreement shall not operate as a waiver of such provision of any other provision.

Article 10: Severability

Section 10.1: Severability. The parties agree that if any term or provision of the Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

Article 11: Entire Agreement

Section 11.1: Entire Agreement. This Agreement sets forth the entire understanding between the parties with respect to the subject matter of this Agreement, and supersedes any and all prior understandings and agreements, whether written or oral, between the parties with respect to such subject matter.

Article 12: Non-Agency Relationship

Section 12.1: Non-Agency Relationship. Nothing in this Agreement is to be interpreted as creating or constituting an agency relationship between the parties. Each party remains separate and neither assumes the debts or obligations of the other by entering into this Agreement. Each party is solely responsible for carrying out its duties and functions in accordance with all applicable laws and regulations.

IN WITNESS WHEREOF, the execution of which having been first duly authorized according to law.

CITY OF FOREST GROVE

Peter B. Truax, Mayor

Date

Michael J. Sykes, City Manager

Date

THE URBAN RENEWAL AGENCY OF THE CITY OF FOREST GROVE

Peter B. Truax, Chair

Date

Michael J. Sykes, Executive Director

Date

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August 11, 2014

REPORT ON A RESOLUTION OF THE CITY OF FOREST GROVE, OREGON, DECLARING ITS INTENTION TO REIMBURSE EXPENDITURES FROM PROCEEDS OF TAX EXEMPT OBLIGATIONS

Project Team: Paul Downey, Director of Administrative Services
George Cress, Light & Power Director
Michael Sykes, City Manager

ISSUE STATEMENT: The City is preparing to replace three aging substation transformers and do related improvements and upgrades at the Forest Grove and Thatcher substations. The City is anticipating having to issue debt to complete the projects but has not yet determined the size or date of any financing to pay for the projects. The bids for the transformers are being reviewed and the City expects to award the contract to the winning bidder in August 2014. Progress payments on the transformers will be made using accumulated reserves before any debt is issued. To maintain flexibility for the size and timing of any debt issuance, the City's bond counsel has prepared a reimbursement resolution which would allow the City to pay for project expenses incurred before debt is issued and include those expenses in a future debt issue. Staff requests that the Council adopt the resolution to allow the City to include prior authorized expenses in a future debt issuance.

BACKGROUND: The City is replacing two substation transformers at Forest Grove substation and one substation transformer at Thatcher substation. The substations have a projected useful life of 40 years. The two transformers at Forest Grove substation were manufactured in 1968 and 1975, so they are 46 and 39 years old. The transformer at Thatcher substation was manufactured in 1959, so it is 55 years old. The transformers will be replaced with larger capacity transformers to allow for growth in the City's electric system. At the same time, the City will be doing other upgrades and improvements at these substations.

DISCUSSION: The total cost of the project had been originally estimated at \$4.1 million without the costs of issuing debt. The estimate for the transformers was \$2.4 million with the substation upgrades and improvements representing the remaining \$1.7 million. The City bid the transformers and received seven bids from qualified vendors. The low bid for all three was approximately \$600,000 less than the original estimate. So, the total estimated project cost has been revised to approximately \$3.5 million not including costs of issuing debt.

Staff has been working with consultants on a cost of service and a rate study for the Light and Power Department. This study is designed to review the costs of operating

the electric system, allocate those costs by customer class, and review the rates charged to customers. Part of the that study is reviewing the department's ability to cash flow this project to determine how much, if any, of this project should be paid out of reserves, and how much, if any, should be financed. While this study is being conducted, the City will be starting to make progress on the transformers and incurring some design costs for the substation transformers and upgrades. Staff wants to have the flexibility to be able to borrow all the costs of the transformer purchase and substation upgrades and improvements if the study shows that is the most financially prudent option with respect to future rates. The initial results of the cost of service study will be presented to the City Council at a work session on September 22, 2014.

FISCAL IMPACT: The fiscal impact to electric rates is still being determined. Staff is anticipating that rates will increase as a result of this project.

STAFF RECOMMENDATION: Staff recommends the City Council adopt the attached resolution.



RESOLUTION NO. 2014-67

**RESOLUTION OF THE CITY OF FOREST GROVE, OREGON,
DECLARING ITS INTENTION TO REIMBURSE EXPENDITURES FROM
PROCEEDS OF TAX EXEMPT OBLIGATIONS**

WHEREAS, the City of Forest Grove, Oregon (the "City") desires to finance the costs of the purchase and installation of three transformers and improvements and upgrades to substations (the "Project"); and

WHEREAS, the City intends to finance costs of the Project or portions thereof with the proceeds of the sale of obligations the interest upon which is excluded from gross income for federal income tax purposes (the "Obligations"); and

WHEREAS, prior to the issuance of the Obligations the City desires to incur certain capital expenditures (the "Expenditures") with respect to the Project from available moneys of the City; and

WHEREAS, the City has determined that those moneys advanced to pay the Expenditures prior to the issuance of the Obligations are available only for a temporary period and it is necessary to reimburse the City for the Expenditures from the proceeds of the Obligations.

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

Section 1. The City hereby states its intention and reasonably expects to reimburse Expenditures of the Project paid prior to the issuance of the Obligations with proceeds of the Obligations.

Section 2. The reasonably expected maximum principal amount of the Obligations is \$3,500,000.

Section 3. This resolution is being adopted no later than 60 days after the date on which the City paid its first Expenditure on the Project to be reimbursed from proceeds of the Obligations (excluding certain preliminary expenditures which may have been paid before that date).

Section 4. The City will make a reimbursement allocation, which is a written allocation that evidences the City's use of proceeds of the Obligations to reimburse an Expenditure, no later than 18 months after the later of the date on which the Expenditure is paid or the Project is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid.

Section 5. This resolution is adopted as official action of the City in order to comply with Treasury Regulation Section 1.150-2 and any other regulations of the Internal Revenue Service relating to the qualification for reimbursement of Expenditures of the City incurred prior to the date of issue of the Obligations.

Section 6. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 11th day of August, 2014.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 11th day of August, 2014.

Peter B. Truax, Mayor