

# CITY COUNCIL MONTHLY MEETING CALENDAR

March-15							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1		2	3	4	5	6	
	Planning Comm 7pm	CCI 5:30pm Library Cultural Series 7pm	Municipal Court	Rural Fire 8pm	EDC Noon	S&CC 1st Friday	
8	9	10	11	12	13	14	
Day Light Savings	<b>CITY COUNCIL MEETING MOVED TO MARCH 16, 2015</b>	Red Cross Blood Drive 1pm-6pm - Comm Aud Library 6:30pm	Mayors Consortium-Noon MPAC 4:30pm (Cancelled)	PAC 5pm		Kiwanis Breakfast <i>NLC Conference</i>	
Uhing's BD	Johnston's BD	<i>NLC Congressional City Conference - Washington, D. C.</i>			CDBG 7pm-Cancelled	WC Mayors	Chamber Auction
15	16	17	18	19	20	21	
Chamber Luncheon FGS&CC Bd Mtg 6:30pm Planning Comm 7pm Moved to 03/23	<b>CITY COUNCIL</b> 5:30 PM - WORK SESSION (CIS TRAINING VIDEO) 6:00 PM - URA EXECUTIVE SESSION (Property) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	Fernhill Wetlands 5pm	Municipal Court  P&R 7am PSAC CFC 5:15pm CAO 5pm CWAC 5:30pm LOC Training-Island City		LOC Training-Ontario	Fernhill Wetlands Tree Planting 8:30am	
22	23	24	25	26	27	28	
	<b>NO CITY COUNCIL MEETING CANCELLED</b>	HLB 7:15pm	PSAC moved to 03/18 MPAC 5pm	WEA Breakfast Sustainability 6pm		Community Dance FGSCC 6pm	
29	30	31					
	Planning Comm 7pm						
April-15							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
			1	2	3	4	
			Rural Fire 8pm Water Providers EC 5:30pm	Notary Seminar 1pm-4pm - Comm Aud Registration Required EDC Noon	WC State Address S&CC 1st Friday		
5	6	7	8	9	10	11	
Planning Comm 7pm		CCI 5:30pm Library Cultural Series 7pm	Municipal Court  Mayors Consortium-Noon MPAC 4:30pm	PAC 5pm CDBG 7pm	JWC Noon WC Mayors	CFC Tree Planting 9am-Lincoln Pk	
12	13	14	15	16	17	18	
	<b>CITY COUNCIL</b> 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	Red Cross Blood Drive 1pm - 6pm - Comm Aud Library 6:30pm	P&R 7am CFC 5:15pm CAO 5pm CWAC 5:30pm		F I Were Mayor Deadline		
19	20	21	22	23	24	25	
Mollie's Garden Dedication 1pm - Library	Chamber Luncheon FGS&CC Bd Mtg 6:30pm Planning Comm 7pm	Fernhill Wetlands Oregon Wild, McMenamins	Municipal Court  PSAC MPAC 5pm	WEA Breakfast Sustainability 6pm	LOC Bd Mtg ODF Mtg		
26	27	28	29	30			
	<b>CITY COUNCIL</b> 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	HLB 7:15pm		CAO Gala 5:30pm-HB			
		<i>2015 JPACT Trip to DC</i>					
May-15							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
					1	2	
					S&CC 1st Friday	ORRC Hagg Lake Run	
3	4	5	6	7	8	9	
Planning Comm 7pm		CCI 5:30pm	Municipal Court Farmers Market 1st Wed Rural Fire 8pm	WC Gales Ck Rd Bridge 4pm - Comm Aud EDC Noon			
10	11	12	13	14	15	16	
	<b>CITY COUNCIL</b> 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	Red Cross Blood Drive 1pm - 6pm - Comm Aud Library 6:30pm	Farmers Market Mayors Consortium-Noon MPAC 5pm	PAC 5pm			
17	18	19	20	21	22	23	
Chamber Luncheon FGS&CC Bd Mtg 6:30pm  Planning Comm 7pm		WC Recycling (25yrs) Luncheon Noon - Walters Arts Hillsboro  Fernhill Wetlands 5pm Library Cultural Series 7pm	Municipal Court P&R 7am CFC 5:15pm CAO 5pm CWAC 5:30pm Farmers Market		Sustainability 6pm		
24	25	26	27	28	29	30	
	<b>CITY OFFICES CLOSED</b>	<b>CITY COUNCIL</b> 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	PSAC MPAC 5pm Farmers Market	WEA Breakfast			
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# FOREST GROVE CITY COUNCIL

## Monday, March 16, 2015

### Meeting Agenda

5:30 PM – Work Session (CIS Public Officials Training Video)  
6:00 PM – Urban Renewal Agency (Refer to separate agenda)  
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

Ronald C. Thompson  
Elena Uhing  
Malynda H. Wenzl

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.

Paul Downey, Administrative Services Director Tom Gamble, City Manager Pro Tem	<b>5:30</b>	<p><b><u>WORK SESSION: CITYCOUNTY INSURANCE SERVICES ELECTED OFFICIALS BONUS PROGRAM TRAINING VIDEO</u></b></p> <p>The City Council will convene in the Community Auditorium – Conference Room to view the training video presented by WSC Insurance. The public is invited to attend and observe the session; however, no public comment will be taken. The Council will take no formal action during the session.</p>
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Jon Holan, Community Development Director Paul Downey, Administrative Services Director Tom Gamble, City Manager Pro Tem	<b>6:00</b>	<p><b><u>URBAN RENEWAL AGENCY</u></b> <i>(Refer to Separate Agenda):</i></p> <p>The Urban Renewal Agency Board will convene in the Community Auditorium – Conference Room to hold the following executive session(s):</p> <p>In accordance with <u>ORS 192.660(2)(e)</u> to deliberate with persons designated by the governing body to negotiate real property transactions.</p> <p><b><u>EXECUTIVE SESSIONS ARE CLOSED TO THE PUBLIC.</u></b> Representatives of the news media and designated staff may attend Executive Sessions. Representatives of the news media are specifically directed not to report (tape/video record) any of the deliberations during the Executive Session, except to state the general subject of the session as previously announced. No Executive Session may be held for the purpose of taking final action or making any final decision.</p>
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| <b>7:00</b> | <ol style="list-style-type: none"> <li>1. <b><u>REGULAR MEETING:</u></b> Roll Call and Pledge of Allegiance</li> <li>1. A. <b><u>PROCLAMATION:</u></b> <ul style="list-style-type: none"> <li>• <i>National Community Development Week</i></li> </ul> </li> <li>1. B. <b><u>PROCLAMATION:</u></b> <ul style="list-style-type: none"> <li>• <i>Arbor Day, Tree City USA</i></li> </ul> </li> <li>2. <b><u>CITIZEN COMMUNICATIONS:</u></b> Anyone wishing to speak to Council on an item <u>not on the agenda</u> may be heard at this time. <i>Please sign-in before the meeting on the Citizen Communications form posted in the foyer.</i> In the interest of time, please limit comments to two minutes. Thank you.</li> <li>3. <b><u>CONSENT AGENDA:</u></b> See Page 4</li> <li>4. <b><u>ADDITIONS/DELETIONS:</u></b></li> <li>5. <b><u>PRESENTATIONS:</u></b> None.</li> </ol> |
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| James Reitz, Senior Planner<br>Jon Holan, Community<br>Development Director<br>Rob Foster, Public Works<br>Director<br>Tom Gamble, City Manager<br>Pro Tem | 7:05 | 6. <u>RESOLUTION NO. 2015-21 AUTHORIZING THE<br/>RELEASE OF A PUBLIC EASEMENT OVER KNOX<br/>RIDGE NO. 4 TRACT F AND AUTHORIZING THE<br/>CITY MANAGER PRO TEM TO EXECUTE THE<br/>RELEASE ON BEHALF OF THE CITY OF FOREST<br/>GROVE</u> |
| Peter Truax, Mayor<br>Tom Gamble, City Manager<br>Pro Tem  | 7:15 | 7. <u>RESOLUTION NO. 2015-22 ADOPTING CITY<br/>COUNCIL GOALS FOR FISCAL YEAR 2015-16</u>  |
| Peter Truax, Mayor<br>Tom Gamble, City Manager<br>Pro Tem  | 7:20 | 8. <u>RESOLUTION NO. 2015-23 ADOPTING CITY<br/>COUNCIL GOAL OBJECTIVES FOR FISCAL YEAR<br/>2015-16</u>  |
| Peter Truax, Mayor   | 7:25 | 9. <u>ADOPTING CITY COUNCIL TEAM AGREEMENT<br/>FOR 2015 AS AMENDED</u>  |
| Tom Gamble, City Manager<br>Pro Tem  | 7:30 | 10. <u>CITY MANAGER PRO TEM'S REPORT:</u>   |
|  | 7:45 | 11. <u>COUNCIL COMMUNICATIONS:</u>  |
|  | 8:00 | 12. <u>ADJOURNMENT:</u>   |

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**3. CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the Consent Agenda item(s).

- A. Approve City Council Retreat Meeting Minutes of February 21, 2015.
  - B. Approve City Council Executive Session (Real Property) Meeting Minutes of February 23, 2015.
  - C. Approve City Council Work Session (CEP) Meeting Minutes of February 23, 2015.
  - D. Approve City Council Regular Meeting Minutes of February 23, 2015.
  - E. Accept Community Forestry Commission Meeting Minute sof January 14, 2015.
  - F. Accept Economic Development Commission Meeting Minutes of October 2, November 6, December 4, 2014, January 8 and February 5, 2015.
  - G. **RESOLUTION NO. 2015-20 MAKING APPOINTMENT TO ECONOMIC DEVELOPMENT COMMISSION (Appoint Javier Urenda, Adelante Mujeres, Primary, representing Hispanic Community, and Arturo Villaseñor, Alternate , Term Expiring December 31, 2016).**
  - H. Accept Historic Landmarks Board Meeting Minutes of January 27, 2015.
  - I. Accept Resignation Historic Landmarks Board (Neil Poulsen, Term Expiring December 31, 2016).
  - J. Accept Parks and Recreation Commission Meeting Minutes of January 21, 2015.
  - K. Accept Public Arts Commission Meeting Minutes of January 8, 2015.
  - L. Accept Public Safety Advisory Commission Meeting Minutes of January 28 and February 25, 2015.
  - M. Community Development Department Monthly Building Activity Informational Report for February 2015.
  - N. **Endorse New Liquor License Application (Limited On-Premises Sales) for Forest Grove Senior and Community Center, 2037 Douglas Street (Applicant: Raean Johnston).**
  - O. **Endorse Liquor License Renewal Applications for Year 2015:**
    - 1. 1910 Main Street ((Full On-Premises and Off-Premises Sales)
    - 2. Forest Grove Tobacco (Off-Premises Sales)
    - 3. Tyson's Pub N Grub (Limited On-Premises Sales)
    - 4. Urban Decanter (Full On-Premises and Off-Premises Sales)
    - 5. Waltz Brewing (Brewery Public House)
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# PROCLAMATION

## National Community Development Week April 6 – April 11, 2015

WHEREAS, the week of April 6 – 11, 2015, has been designated as National Community Development Week by the National Community Development Association to celebrate the Community Development Block Grant (CDBG) Program and the HOME Investment Partnerships (HOME) Program; and

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

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

WHEREAS, over the programs' history, our community has received a total of \$4,110,312 in CDBG funds.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM THE WEEK OF APRIL 6 – APRIL 11, 2015, AS**

### NATIONAL COMMUNITY DEVELOPMENT WEEK

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

**BE IT FURTHER PROCLAIMED,** that this community urges Congress and the Administration to recognize the outstanding work being done locally and nationally by the Community Development Block Grant Program and the HOME Investment Partnerships Program by supporting increased funding for both programs in FY 2016.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 16<sup>th</sup> day of March, 2015.

Peter B. Truax, Mayor, City of Forest Grove

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## Project list by sponsor

23-Feb-15

SPONSOR: City of Forest Grove

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**PROJECT NAME: Forest Grove Senior Center Facility Upgrade**

**YEAR: 2012**

**PROJECT DESCRIPTION:** The project will replace flooring, install accessible doors to access the backyard area, and install a ventilation system for the freezer compressor at the Forest Grove Senior Center. Repair of these three building elements will improve the safety and effective use of the facility for seniors who access services at the senior center.

**PROJECT NAME: Forest Grove, Cedar Street Improvements**

**YEAR: 1988**

**PROJECT DESCRIPTION:** Provide improvements to the service area. Improvements include: construction or installation of storm drains, curbs, sidewalks, street paving, and landscaping.

**PROJECT NAME: Forest Grove, Architectural Barrier Removal**

**YEAR: 1979**

**PROJECT DESCRIPTION:** Construct 44 curb cuts throughout the city.

**PROJECT NAME: Forest Grove Senior Center**

**YEAR: 1981**

**PROJECT DESCRIPTION:** Construction of a 1,200 sq.ft. addition to the Senior Center.

**PROJECT NAME: Forest Grove, Elm Street Improvements**

**YEAR: 1982, 1983**

**PROJECT DESCRIPTION:** Construction of sidewalks, storm drains, and landscaping.

**PROJECT NAME: Forest Grove, Economic Development Plan**

**YEAR: 1982**

**PROJECT DESCRIPTION:** Develop a capacity building plan whereby the city could enhance economic development; and establish industrial and business recruitment strategies.

**PROJECT NAME: Forest Grove, "E" Street**

**YEAR: 1987**

**PROJECT DESCRIPTION:** To provide improved pedestrian and traffic safety improvements by widening the street and constructing sidewalks and a bikeway.

**PROJECT NAME: Forest Grove, Bard Park**

**YEAR: 1991**

**PROJECT DESCRIPTION:** Construction of a hard surface multipurpose activity pad and installation of new play equipment.

**PROJECT NAME: Forest Grove, City Library Access Doors**

**YEAR: 1991**

**PROJECT DESCRIPTION:** Removal of architectural barriers to a public facility through the installation of 2 sets of handicapped doors.

**PROJECT NAME: Forest Grove, 22nd and Douglas**

**YEAR: 1992**

**PROJECT DESCRIPTION:** Construct streets to City standards including paving, curbs, sidewalk, storm drainage and landscaping.

**PROJECT NAME: Forest Grove, 21st & "C" Street Improvements**

**YEAR: 1992**

**PROJECT DESCRIPTION:** Construct street to City standards, including: paving roadway, and constructing curbs, sidewalks and landscaping.

**PROJECT NAME: Forest Grove, Popular Street Improvements**

**YEAR: 1993**

**PROJECT DESCRIPTION:** Construct approximately 2,070 l.f. of storm sewers.

**PROJECT NAME: Forest Grove, 17th Avenue Improvements**

**YEAR: 1993**

**PROJECT DESCRIPTION:** Reconstruct roadway including asphalt paving of roadway, new storm drainage facilities, curbs, sidewalks and landscaping.

**PROJECT NAME: Forest Grove, Cedar Street Improvements**

**YEAR:**

**PROJECT DESCRIPTION:** Street improvements including: widening of roadway, construction of sidewalks, landscaping, construction of curbs, gutters, and storm water lines.

**PROJECT NAME: Forest Grove, Cedar Street Improvements**

**YEAR:**

**PROJECT DESCRIPTION:** Widen and pave roadway, construct sidewalks, and landscaping.

**PROJECT NAME: Forest Grove, 23rd Avenue Improvements**

**YEAR:**

**PROJECT DESCRIPTION:** Widen and pave roadway, construct sidewalks, improve drainage, construct curbs, and landscape.

**PROJECT NAME: Forest Grove, Renovation of Rogers Park**

**YEAR:** 1995

**PROJECT DESCRIPTION:** Construct restroom and picnic shelter for persons with disabilities; develop new play areas; and install new pathway systems.

**PROJECT NAME: Forest Grove, 23rd Place & 24th Avenue Improvements**

**YEAR:** 1995

**PROJECT DESCRIPTION:** Widen and resurface the road; construct curbs, gutters, sidewalks, storm drainage, and landscaping.

**PROJECT NAME: Forest Grove, Cedar Street Improvements**

**YEAR:** 1996

**PROJECT DESCRIPTION:** Widened, paved, and made other infrastructure improvements on Cedar Street between 13th and 15th Avenues.

**PROJECT NAME: Forest Grove, "A" Street Improvements**

**YEAR:** 1996

**PROJECT DESCRIPTION:** Widened, resurfaced, and made other infrastructure improvements on "A" Street between 16th Avenue and 18th Avenue

**PROJECT NAME: Forest Grove, 21st Place**

**YEAR: 1997**

**PROJECT DESCRIPTION:** Street improvements including widening roadway; paving the road; constructing curbs, gutters, sidewalks, and storm drainage; and landscaping both sides of the street.

**PROJECT NAME: Forest Grove, 22nd Place**

**YEAR: 1998**

**PROJECT DESCRIPTION:** Widen and improve roadway on 22nd Place between Laurel and Kingwood Streets. Improvements included paving, constructing curbs, gutters, sidewalks, storm drainage; and landscaping on both sides of street.

**PROJECT NAME: Forest Grove, 19th Place**

**YEAR: 1999**

**PROJECT DESCRIPTION:** Widened the roadway to standard width, construct curbs, gutters, sidewalks, storm drainage, and landscaping along 19th Place from Maple to the dead end.

**PROJECT NAME: Forest Grove, 21st Avenue Project**

**YEAR: 1999**

**PROJECT DESCRIPTION:** Widen the roadway to standard width, replace and repair curbs, gutters, sidewalks, storm drainage, and landscaping along 21st Avenue between B & C Streets.

**PROJECT NAME: Forest Grove, "B" Street Improvements**

**YEAR: 2000**

**PROJECT DESCRIPTION:** Widen B Street to 40'. Construct approximately 1,500 linear feet of street improvements including repaving and constructing curbs, gutters, sidewalks, storm drainage; and landscaping on both sides of the street.

**PROJECT NAME: Forest Grove, 22nd Place Improvements**

**YEAR: 2002**

**PROJECT DESCRIPTION:** Widen and pave 22nd Place, between "D" and "E" Streets, with a 28' Asphalt/Concrete (A/C) roadway surface; construct 250 linear feet of street improvements including paving the road gravel; construct curbs, gutters, sidewalks, storm drainage; and landscaping on both sides of the street.

**PROJECT NAME: Forest Grove, "D" Street Improvements**

**YEAR: 2002**

**PROJECT DESCRIPTION:** Widen and repave "D" Street, between 21st Ave. and 23rd Ave. with a 32' Asphalt/Concrete roadway surface; construct 900 linear feet of street improvements including curbs, gutters, sidewalks, storm drainage; and landscaping on both sides of the street.

**PROJECT NAME: Forest Grove Senior Center Addition**

**YEAR: 2002**

**PROJECT DESCRIPTION:** Constructed a 1,290 sq. ft. addition to the facility to be used as a multi-purpose room for social activities and meetings; and a 150 sq. ft. addition to the storage area in order to reallocate space for a health room. Other improvements included: building renovations to better accommodate computer classes and greater privacy for health related matters; kitchen remodeling to allow for replacement of old equipment and bringing area into compliance with current health codes; and improvements to the dining room and restrooms to provide more efficient fixtures.

**PROJECT NAME: Forest Grove, Bard Park**

**YEAR: 2004**

**PROJECT DESCRIPTION:** Design and reconstruct or upgrade pathways; construct picnic shelter; purchase and install benches; and resurface the basketball court.

**PROJECT NAME: Forest Grove Senior Center Kitchen – Flooring Replacement and Equipment Upgrade**

**YEAR: 2005**

**PROJECT DESCRIPTION:** Purchase and install a new commercial stove, three ovens, steamer and steam table, as well as new vinyl flooring for the kitchen.

**PROJECT NAME: City of Forest Grove, 14th Avenue Public Improvements**

**YEAR: 2004**

**PROJECT DESCRIPTION:** Upgrade both the storm drainage system and 400 linear feet of pavement; as well as install 900 linear feet of new curbing, sidewalks and wheel chair ramps.

**PROJECT NAME: Forest Grove, Filbert Street Improvement Project**

**YEAR: 2006**

**PROJECT DESCRIPTION:** Installed curb, sidewalk and street trees on both sides of Filbert Street. Improvements included: construction of 5-ft. concrete sidewalks and curbs on each side of the street for a total of 900 LF; 450 LF of street improvements including 3-inch asphalt overlay. Additional work included the construction of a new stormwater system and tie-in to the existing system. The new stormwater system consisted of a 12-inch storm drainpipe, 3-inch PVC rain drainpipe, manholes, catch basins, and the replacement of 2 water hydrants. New street signs were also installed.

**PROJECT NAME: Forest Grove, 18th Ave. - Gale School Sidewalks**

**YEAR: 2007**

**PROJECT DESCRIPTION:** In order to improve vehicular and pedestrian traffic along the 18th Avenue, the city constructed 6-ft.-wide concrete sidewalks and curbs on each side of the street for a total of 3,200 LF.

**PROJECT NAME: Forest Grove, "A" Street Sidewalk and Street Improvements**

**YEAR: 2008**

**PROJECT DESCRIPTION:** The City of Forest Grove Constructed 5'-wide sidewalks, curbs and accessibility ramps and the planting of trees on both sides of "A" Street in order to improve vehicular and pedestrian traffic along the street. In addition to the improvements to the sidewalks the project provided for the construction curbs on both sides of the street to current city standards; the construction of planter strips and the installation of 1,090 lineal feet of stormwater drains and pipes.

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# PROCLAMATION

*Oregon Arbor Week ~ April 6 ~ April 10, 2015  
National Arbor Day ~ April 24, 2015*



WHEREAS, Arbor Day was first observed in 1872 with the planting of more than a million trees in Nebraska; and

WHEREAS, the citizens and businesses of Forest Grove continue this tradition of environmental stewardship by conserving, preserving, and restoring our urban forest; and

WHEREAS, the National Arbor Day Foundation has recognized our community's commitment to a strong and vibrant urban forest over the past twelve months by designating the City of Forest Grove as a national "Tree City USA®" for the 25<sup>th</sup> consecutive year; and

WHEREAS, Oregon Arbor Week will be observed throughout the State from April 6 through April 10, 2015, and National Arbor Day will be observed throughout the United States on April 24, 2015.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM AS FOLLOWS:

- Section 1.** The citizens and businesses of Forest Grove are urged to continue their support of the City's Community Forestry Program and efforts to protect our urban forest by commemorating Arbor Week and Forest Grove's 25<sup>th</sup> anniversary as a National Tree City USA.
- Section 2.** Local Arbor Week activities include the Annual Tree Planting to be held at the Forest Grove School District Office, 1728 Main Street, 12:30 p.m., Tuesday, April 7, 2015, and a free "Ask an Arborist" Workshop at Lincoln Park, 9am, Saturday, April 11, 2015.
- Section 3.** The Forest Grove City Council thanks all former and current members of the Community Forestry Commission for their dedicated service and commitment to preserving our urban forest over the past 25 years and improving quality of life in Forest Grove.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 16<sup>th</sup> day of March, 2015.

Peter B. Truax, Mayor, City of Forest Grove



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**FOREST GROVE CITY COUNCIL WORK SESSION  
(COUNCIL RETREAT)  
FEBRUARY 21, 2015 – 9:00 A.M.  
LIGHT AND POWER TRAINING ROOM  
PAGE 1**

*Minutes are unofficial until approved by the Council.*

**1. ROLL CALL**

Mayor Peter Truax called the Council Retreat to order at 9:00 a.m. **ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Council President; Richard Kidd; Victoria Lowe; Ronald Thompson; Elena Uhing; Malynda Wenzl; and Mayor Peter Truax. **STAFF PRESENT:** Thomas Gamble, City Manager Pro Tem; Paul Downey, Administrative Services Director; and Anna Ruggles, City Recorder.

**2. COUNCIL GOALS AND OBJECTIVES; DEPARTMENT ACTION PLANS AND ACCOMPLISHMENTS FOR FY 2014-15:**

Gamble facilitated this portion of the Council Retreat, noting for FY 2014-15, Council identified 12 new objectives as having priority and carried over 20 objectives identified as ongoing and/or long-term. Gamble presented a PowerPoint presentation highlighting action plans and significant department accomplishments for FY 2014 as follows:

- Legislative and Executive coordinated management team training with national-known trainer, David Landis, on Negotiations and Collaboration.
- Administrative Services Department hired an IT Manager who has been instrumental in helping the City move forward on information technology issues; worked with Light and Power to complete a cost-of-service and rate study for the City's electric utility, first one in at least 20 years; and worked with Pacific University bond issuance and financing.
- Human Resources conducted 22 recruitments, screened and processed 1,235 applications; and volunteers hired included 31 firefighters, 28 library, 3 parks and 1 police reserve officer.
- Economic Development added three new industrial companies to Forest Grove; assisted three existing companies with Enterprise Zones; dropped industrial vacancy space from 16 buildings/681,530sf to 11 buildings/275,600sf in 2014; received a \$163,500 grant for Old Town B Street Loop Trail; assisted in opening six new small businesses; and promoted various tourism and visitor attractions and events.
- Parks and Recreation/Aquatics worked with Community Forestry Commission on a new Urban Forest Management Plan; appointed a 17-member Citizens Advisory Committee to advise Parks and Recreation Commission on Parks Master Plan Update; replaced two aging boilers at

**FOREST GROVE CITY COUNCIL WORK SESSION  
(COUNCIL RETREAT)  
FEBRUARY 21, 2015 – 9:00 A.M.  
LIGHT AND POWER TRAINING ROOM  
PAGE 2**

Aquatic Center, softening budget hit by using capital fund savings; finalized A. T. Smith property purchase; Aquatic Center served over 130,000 patrons in 2014, including 75 new patrons in Silver and Fits or Silver Sneakers programs; and saw nearly 100 percent usage of the City's soccer fields.

- Library Department completed Ed Carpenter Public Art Project, Mollie's Garden; Library Commission is finalizing first ever Library Strategic Plan; added various new library services and programs; summer reading saw an all-time high in program participation; and library use statistics showed 383,207 items checked out, 16,340 electronic material checked out; 14,730 reference questions answered; 27,014 number of public internet use sessions, 46,081 number of wireless use sessions; 165,175 persons came into the library; 133,063 items borrowed for Forest Grove patrons; 114,522 items Forest Grove shipped to other WCCLS libraries; 13,526 registered borrowers; 74 volunteers worked 3,611 hours; and 3.5 percent of the total circulation at the library for August – December 2013 was done through Library2Go.
- Light and Power Department implemented Light and Power Electric System Master Plan, purchasing three new substation transformers for Thatcher Junction and Forest Grove substations; performed cost-of-service and rate study for determining future light and power utility rates; adopted Electric Rate Schedules for all customers effective January 1, 2015; installed power at various commercial and residential projects; provided mutual aid assistance to other neighboring consumer-owned utilities; commenced LED street lighting replacement pilot project; and replaced 2000 existing residential meters with radio transmitted meters.
- Police Department updated tactical response and equipment; deployed mobile support vehicle during National Night Out; continued partnership with SPFSIG (high-risk drinking) and hosted two multi-agency OLCC compliance checks; initiated advance patrol tactical training and worked within the schools for active shooter response; implemented training on mobile report entry and records management system (RegJin); assisted in several indictments; investigated/convictions on several major felony incidents; and expanded community outreach through social media.
- Fire Department responded to four conflagrations in 2014; became the first emergency medical services agency in Washington County to place video laryngoscopes in service; expanded community outreach through various community events; maintained long-term strategic planning with updates to Emergency Operations Plan; attended county-wide

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emergency training; implemented new mobile data system using iPads and installed video conference system at station; developed and maintained strategic partnerships with various agencies; Fire Chief achieved "Chief Fire Officer" designation from Center of Public Safety Excellence (only nine chiefs in Oregon have achieved this designation); HVAC system was replaced at fire station 4; received 136 applications for combat firefighters; 25 graduated from recruit firefighter academies; received 54 applications for non-combat volunteer/CERT program with 10 selected; had 88 percent retention rate of volunteers and interns for the year; fire statistics showed receiving 3,322 simultaneous calls; 1048 mutual aid/auto aid received; 143 mutual aid/auto aid given; and from 1993-2013, there was a 105 percent increase in total calls, 27 percent increase in calls in the rural fire district and 141 percent increase in calls in the City.

- Community Development Department adopted new Urban Renewal Plan and Comprehensive Plan; new Sustainability Commission was appointed and began holding meetings; four new residential planned developments were approved, creating a total of 475 future units and 465 lots; Historic Landmarks Board updated its website; and filed 982 new building permits and 114 new single-family building permits in 2014.
- Public Works/Engineering Departments designed and contracted B Street Sidewalks/Safe Routes to School Project; transmission line at watershed and Water Treatment Plant filter repair, both projects were unanticipated expenditures; and currently awaiting funding decisions on CDBG grant application for Firwood Lane sewer and water drainage issues that surfaced during the annexation process.

**3. DEPARTMENT PRIORITIES FOR FY 2015-16:**

Gamble facilitated this portion of the Council Retreat, noting he asked Department Directors to identify at least three top department-related priorities to present to Council as part of Council's goal-setting exercise for FY 2015-16. Gamble presented a PowerPoint presentation highlighting department priorities for FY 2015-16 as follows:

- Fire Department: Continue implementing fire department strategic plan strategies and objectives and continue projects in the vehicle replacement plan.
- Economic Development: Redevelop Times Litho site; renew Enterprise Zone Program; recruit new businesses; and market/promote Forest

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- Grove.
- Light and Power Department: Implement Electric System Master Plan; update Electrical System serving Pacific University; and LED Street Light Replacement Program.
  - Community Development Department: Town Center update; TPR study area – Hwy 47; Sustainability white paper completion; urban renewal; Urban Forest Management Plan; and implementation of a new building permit software.
  - Parks and Recreation/Aquatics: Parks Master Plan Update and Community Center Study; trail development “Old Town Loop”; and Aquatic Center energy upgrades.
  - Police Department: Staffing; facility upgrade/replacement; and interagency participation and cooperation.
  - Public Works/Engineering Departments: David Hill Road construction; Firwood Lane sanitary sewer, CDBG; B Street sidewalk, Safe Routes to School; Water Treatment Plant filter repair, west bay; and ODOT/Forest Grove Quince Street project.
  - Administrative Services Department: Continue review of replacing EDEN financial software; five-year financial projection for major funds; implement citywide GIS system with shared data across all departments; and revamp IT infrastructure and procedures with more automation for increased productivity.
  - Human Resources: Complete Police and Fire Associations negotiations by summer 2015 and IBEW by June 2016.
  - Library Department: Complete library strategic planning process and actively participate in development of WCCLS levy.

**Council recessed at 10:15 a.m. for a break and reconvened at 10:35 a.m.**

**4. SETTING COUNCIL KEY GOALS & OBJECTIVES FOR FISCAL YEAR 2015-16:**

Mayor Truax and Gamble facilitated this portion of the Council Retreat, noting the purpose of this exercise was to review the existing Council Key Goals and to identify any new Goals & Objectives for FY 2015-16. Mayor Truax noted each year the Council is asked to set broad goals to help guide City administration and departments as they plan for the upcoming budget year.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued as

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Councilmembers reviewed their three existing Council Key Goals. At the conclusion of the above-noted discussion and review, Council collectively concurred to keep their three existing Council Key Goals as follows:

Goal 1:

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

Goal 2:

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

Goal 3:

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

Next, Mayor Truax opened the floor and roundtable ensued as Councilmembers reviewed the 2014 goals and objectives that were identified as being ongoing and/or long-term. At the conclusion of the above-noted discussion and review, Council collectively identified 10 new goals and objectives and carried over 18 pending objectives from the previous year that were identified as ongoing and/or long-term for a total of 28 objectives for FY 2015-16 as outlined in Attachment A. Council collectively concurred not to rank or prioritize the 10 new Council Goals and Objectives, because the objectives provide framework for departments to identify resources as part of the budget preparations for the upcoming fiscal year.

Resolution adopting the above-noted Council Key Goals and Objectives will be presented for Council consideration at the Council Meeting scheduled for Monday, March 16, 2015.

**Council recessed at 11:35 a.m. for lunch break and reconvened at 12:15 p.m.**

**5. A. COUNCIL TEAM AGREEMENT:**

Mayor Truax opened the floor and roundtable discussion ensued as Councilmembers had an opportunity to discuss, review, and/or amend their team agreement. At the conclusion of the above-noted Council discussion and review, Council collectively concurred to make minor language amendments to

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their Team Agreement as outlined in Attachment B.

A resolution adopting the amended Council Team Agreement will be presented for Council consideration at the Council Meeting scheduled for Monday, March 16, 2015.

**5. B. COUNCIL LIAISON ROLES:**

Mayor Truax opened the floor and roundtable discussion ensued as Councilmembers had an opportunity to discuss and review Council Rules, Section 14.4., Council liaison role to advisory boards, commissions and committees (B&C). Mayor Truax noted the Council liaison is a non-voting member and its role is to reflect the interests and goals of the Council as a whole. In conclusion of the above-noted review and discussion, Council collectively concurred asking staff liaison to add an item titled "*Council Liaison Report*", as a time set aside on the B&C meeting agenda for an opportunity for Council liaison to report to their respective B&C.

**6. OTHER ISSUES/OPEN DISCUSSION:**

Mayor Truax opened the floor and roundtable discussion ensued pertaining to Pacific University's expansion and street parking impacts to the community and perhaps instigating parking enforcement around campus and/or consider increasing parking fine amount, to which Mayor Truax noted he would work with Gamble to resolve some of the parking issues.

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

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

**7. ADJOURNMENT**

Mayor Truax adjourned the Council Retreat at 2:15 p.m.

Respectfully submitted,

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Anna D. Ruggles, CMC, City Recorder

**CITY COUNCIL GOALS AND OBJECTIVES  
FISCAL YEAR 2015-16**

*Each year, the Forest Grove City Council determines its goals and objectives for the upcoming year. These goals and objectives are adopted by City Council and becomes the City's Work Plan and guide for City Council and City Staff as they move forward throughout the year. For Fiscal Year 2015-16, the City Council identified 10 new objectives as having priority and carried over 18 identified as ongoing and/or long-term. The City Manager will assign each of the new priority objectives for FY 2015-16:*

**GOAL 1**

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

Goal No. Title:

1. Succession Planning (Council, CCI)
2. Youth Representation on B&C
3. Council Visibility (Council Task)
4. Planned Residential Development (PRD) Process

**GOALS AND OBJECTIVES FISCAL YEAR 2014-15**

**(ONGOING/LONG-TERM)**

These Goals and Objectives were carried over from FY 2014-15 identified as ongoing and/or long-term.

- |         |  |
|---------|--|
| Goal 1  | Implement Sustainability Plan                    |
| Goal 3  | Implement Neighborhood Watch                     |
| Goal 7  | Complete Parks Master Plan Update                |
| Goal 8  | Grovelink Transit Bus Stops (grants for benches) |
| Obj. 1  | Affordable Housing                               |
| Obj. 2  | Business Retention                               |
| Obj. 3  | Code Enforcement                                 |
| Obj. 4  | Town Center Revitalization                       |
| Obj. 5  | Energy Reduction City-Wide                       |
| Obj. 9  | Local Improvement Districts (LID)                |
| Obj. 13 | Workforce Center, Local                          |

**CITY COUNCIL GOALS AND OBJECTIVES  
FISCAL YEAR 2015-16**

**GOAL 2**

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

Goal No. Title:

**5. Increase Travel/Training Budget**

**6. Increase Community Support (CEP)**

**7. Full- Service City Definition**

***GOALS AND OBJECTIVES FISCAL YEAR 2014-15***

***(ONGOING/LONG-TERM)***

These Goals and Objectives were carried over from FY 2014-15 identified as ongoing and/or long-term.

Goal 9 Police Department Facility Implementation

Goal 10 Update Fire Department Strategic Plan

Goal 11 Conduct 5-YR Water Treatment Plant Upgrade Plan

Goal 12 Develop Budget Policy for Larger Projects

Obj. 16 Levy

**CITY COUNCIL GOALS AND OBJECTIVES  
FISCAL YEAR 2015-16**

<b>GOAL 3</b>	
<b>PROMOTE THE INTERESTS AND NEEDS OF FOREST GROVE IN LOCAL, STATE, AND NATIONAL AFFAIRS</b>	
Goal No.	Title:
<b>8.</b>	<b>Fire Protection Governance (Regional vs Local)</b>
<b>9.</b>	<b>Poverty / Homelessness / Mental Health</b>
<b>10.</b>	<b>Quality of Life</b>
<b>GOALS AND OBJECTIVES FISCAL YEAR 2014-15</b>	
<b>(ONGOING/LONG-TERM)</b>	
These Goals and Objectives were carried over from FY 2014-15 identified as ongoing and/or long-term.	
Obj. 12	Transportation
Obj. 19	Support and be involved in Local, State, Regional & National Legislative Agenda & Priorities

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# CITY COUNCIL TEAM AGREEMENT

## Agreements for Conducting Council Meetings and Business

1. Attendance at Council meetings is first priority; if unable to attend, please contact the City Recorder.
2. Be on time to meetings and read the packet prior to the meeting - be prepared to work.
3. Mayor will take the lead in keeping the meeting and discussion focused.
4. Distribute information in advance of Council discussion.
5. Mayor will recognize councilors when indicating they wish to speak.
6. Put a time limit on audience testimony and ask them not to repeat previous speakers.
7. Use formal procedure (point of order, call for question, etc.) to focus the meeting. Formal procedure may be used when necessary for effective discussion in lieu of Council's usual, more informal, process. Individuals should use procedure appropriately and courteously.
8. Council meetings are televised live; this requires Council to act professionally by:
  - Treating the public and each other with courtesy. (moved to the top)
  - Speaking in turn and on the issue;
  - Not interrupting; and
  - No engaging in side conversations or use of personal electronic devices.
9. Refrain from personal attacks, including to presenters, staff, and Council.
10. Agree to be diplomatic about disagreement; leave disagreement at the dais and do not try to polarize other councilors.
11. Call the City Manager or designee with questions and requests prior to the meeting.
12. Information available to one council member will be available to all, in a timely manner.
13. Every effort will be made to adjourn meetings by 9:~~30~~ 00 p.m.

## Individual Council Member Conduct Agreements

Council Members agree to:

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

## Commitments as a Council

Council strives to:

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

Signature Page Added

- Concur
- Non-concur

\_\_\_\_\_  
Peter B. Truax, Mayor Date:

- Concur
- Non-concur

\_\_\_\_\_  
Thomas L. Johnston, Council President Date:

- Concur
- Non-concur

\_\_\_\_\_  
Richard G. Kidd III, Councilor Date:

- Concur
- Non-concur

\_\_\_\_\_  
Victoria J. Lowe, Councilor Date:

- Concur
- Non-concur

\_\_\_\_\_  
Ronald C. Thompson, Councilor Date:

- Concur
- Non-concur

\_\_\_\_\_  
Elena Uhing, Councilor Date:

- Concur
- Non-concur

\_\_\_\_\_  
Malynda H. Wenzl, Councilor Date:

**FOREST GROVE CITY COUNCIL EXECUTIVE SESSION  
ORS 192.660(2)(E) REAL PROPERTY TRANSACTION  
FEBRUARY 23, 2015 – 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 Executive Session to order at 5:30 p.m. **ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Council President; Richard Kidd; Victoria Lowe; Ronald Thompson; Elena Uhing; Malynda Wenzl; and Mayor Peter Truax. **STAFF PRESENT:** Tom Gamble, City Manager Pro Tem; Paul Downey, Administrative Services Director, Jon Holan, Community Development Director; Dan Riordan, Senior Planner; Jeff King, Economic Development Manager; and Anna Ruggles, City Recorder.

**2. EXECUTIVE SESSION:**

The City Council met in Executive Session in accordance with:

**ORS 192.660(2)(E)** to deliberate with persons designated by the governing body to negotiate in real property transactions.

**3. ADJOURNMENT**

Mayor Truax adjourned the Executive Session at 6:10 p.m.

Respectfully submitted,

\_\_\_\_\_  
Anna D. Ruggles, CMC, City Recorder

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**FOREST GROVE CITY COUNCIL WORK SESSION  
(COMMUNITY ENHANCEMENT PROGRAM)  
FEBRUARY 23, 2015 – 6:00 PM  
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 6:15 p.m. **ROLL CALL:**  
**COUNCIL PRESENT:** Thomas Johnston, Council President; Richard Kidd; Victoria Lowe; Ronald Thompson; Elena Uhing; Malynda Wenzl; and Mayor Peter Truax. **STAFF PRESENT:** Thomas Gamble, City Manager Pro Tem; Paul Downey, Administrative Services Director; Bev Maughan, Executive Assistant to City Manager; and Anna Ruggles, City Recorder.

**2. WORK SESSION: METRO'S COMMUNITY ENHANCEMENT PROGRAM**

Downey and Gamble facilitated the work session and introduced Kathryn Harrington, Metro Councilor District 4, who was present, noting the purpose of the work session was to review and discuss the draft Intergovernmental Agreement (IGA) between Metro and the City of Forest Grove to administer Metro's Solid Waste Community Enhancement Program (CEP) for the Forest Grove Transfer Station, located at 1525 B Street. Downey reported Metro, through an IGA with Forest Grove, has collected community enhancement fees at the Forest Grove Transfer Station since 1989. Downey referenced Exhibit A, updated Metro Code Chapter 5.06-Solid Waste Community Enhancement Program; Exhibit B, Administrative Procedures that contain more detailed implementation provisions for the program and work in conjunction with Metro Code Chapter 5.06; and Exhibit C, Forest Grove's 2014 CEP application packet. In addition, Downey gave a summary of the major provision changes as outlined in the draft IGA, noting the community fee will increase from \$0.50 to \$1.00 per ton starting on July 1, 2015. In conclusion of the above-noted staff report, Downey advised staff is proposing the following recommendations and/or next steps:

- Establish the Forest Grove Solid Waste CEP Advisory Committee by designating the City Council and Metro Councilor. (Metro Councilor (Harrington has indicated her preference to serve as co-chair with voting rights to the committee).
- Request increasing spending limit for local governments or local government advisory committees from 15 percent to 50 percent.
- Make recommendation to retaining the Urban Growth Boundary as the enhancement area boundary (a portion of the transfer station is not in the City limits).
- Upon appointment of CEP Advisory Committee, create Committee Bylaws.

**FOREST GROVE CITY COUNCIL WORK SESSION  
(COMMUNITY ENHANCEMENT PROGRAM)  
FEBRUARY 23, 2015 – 6:00 PM  
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- Develop the process for soliciting and selecting CEP projects, i.e., does the committee want to use the process currently used.
- Does the committee want to create additional goals and criteria above those established by Metro, i.e., to use the current process, the committee would need to add additional criteria. Based on brief discussion, Metro staff has concurred current projects being funded would fall within Metro program goals.
- The City shall provide all necessary support to administer the program. The City may charge the fund no more than 20 percent of the annual program budget, not to exceed \$50,000, for the direct costs of administering the program. Direct costs include staff time and materials. (The City has never charged administrative costs to the program).

**Council Discussion:**

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the major provision changes as outlined in the draft IGA for the City to administer Metro's Solid Waste Community Enhancement Program (CEP) and establish the Forest Grove CEP Advisory Committee. Downey responded to various concerns, inquiries and scenarios Council presented pertaining to provision changes in the draft IGA and anticipated CEP funding for FY 2015-16, noting projected funding available for FY 2015-16 is \$107,520 compared to \$56,604 in FY 2014-15. In conclusion of the above-noted discussion, Council collectively concurred with establishing the Forest Grove CEP Advisory Committee by designating the City Council and Metro Councilor as co-chair; retaining the Urban Growth Boundary as the enhancement area boundary; requesting to increase the local government advisory committees requested funding to 50 percent; and establishing the current CEP application process for soliciting and selecting projects (changing the majority from four councilors to five CEP advisory committee members for the project to receive funding and each CEP advisory committee member being given one-eighth of the funds available in each pot to allocate to proposed projects (50 percent to community projects and 50 percent to city advisory committee projects).

In conclusion of the above-noted work session, Gamble and Downey advised staff anticipates the timing of the CEP application process will be delayed until the new provisions are implemented, noting staff would bring back a proposed resolution, along with the proposed IGA, and resolution establishing the CEP Advisory Committee at the March 16, 2015, Council meeting, noting after the CEP Advisory Committee is formed by Council, the CEP Advisory Committee will be tasked with creating Committee Bylaws and establishing the CEP

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COMMUNITY AUDITORIUM – CONFERENCE ROOM  
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process for soliciting and selecting projects for FY 2015-16.

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

**3. ADJOURNMENT**

Mayor Truax adjourned the work session at 6:45 p.m.

Respectfully submitted,

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Anna D. Ruggles, CMC, City Recorder

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**FOREST GROVE CITY COUNCIL REGULAR MEETING  
 FEBRUARY 23, 2015 – 7:00 P.M.  
 COMMUNITY AUDITORIUM  
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*Minutes are unofficial until approved by Council.*

**1. ROLL CALL:**

Mayor Peter Truax called the regular City Council meeting to order at 7:02 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Council President; Richard Kidd; Victoria Lowe; Ronald Thompson; Elena Uhing; Malynda Wenzl; and Mayor Peter Truax. **STAFF PRESENT:** Thomas Gamble, City Manager Pro Tem; Paul Downey, Administrative Services Director; Brenda Camilli, Human Resources Manager; Michael Kinkade, Fire Chief; George Cress, Light and Power Director (in the audience); Rob Foster, Public Works 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 Work Session (Gaston Fire Services IGA) Meeting Minutes of February 9, 2015.
- B. Approve City Council Regular Meeting Minutes of February 9, 2015.
- C. Accept Library Commission Meeting Minutes of January 13, 2015.
- D. Accept Planning Commission Meeting Minutes of February 2, 2015.
- E. Accept Public Safety Advisory Commission Meeting Minutes of December 3, 2014.
- F. Community Development Department Monthly Building Activity Informational Report for January 2015.
- G. Endorse Liquor License Renewal Applications for Year 2015:
  - 1. 7-Eleven #2362-20715C, (Off-Premises Sales)
  - 2. ARAMARK Educational Services (Limited On-Premises Sales)
  - 3. Ballard Town Billiards (Full On-Premises Sales)
  - 4. Bi-Mart (Off-Premises Sales)
  - 5. Circle Inn Tavern (Full On-Premises Sales)
  - 6. Cornerstone Pub & Grill (Limited On-Premises Sales and Off-Premises Sales)

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7. Diamond Palace Restaurant (Full On-Premises Sales)
8. Forest Grove Elks Lodge #2440 (Full On-Premises Sales)
9. Forest Grove Sushi (Limited On-Premises Sales)
10. Forest Grove Theater (Limited On-Premises)
11. Godfather's Pizza/Players Pub (Full On-Premises and Off-Premises Sales)
12. Grampy's Deli and Pub (Limited On-Premises Sales and Off-Premises Sales)
13. Half Moon Sports Bar & New Chinese Cuisine (Full On-Premises Sales)
14. Hello Market (Off-Premises Sales)
15. Jade Green Palace Restaurant (Full On-Premises Sales)
16. La Hacienda (Limited On-Premises Sales)
17. La Sierra Mexican Restaurant (Full On-Premises Sales)
18. Maggie's Buns (Limited On-Premises Sales)
19. Mama Jiah's Market (Off-Premises Sales)
20. Mandarin China Restaurant (Limited On-Premises Sales)
21. Mini Mart (Off-Premises Sales)
22. My Place Tavern (Limited On-Premises Sales)
23. Pac Thai (Limited On-Premises Sales)
24. Phil's 1500 Subs (Limited On-Premises Sales)
25. Pizza Schmizza (Limited On-Premises Sales)
26. Plaid Pantry #20 (Off-Premises Sales)
27. Plaid Pantry #99 (Off-Premises Sales)
28. Prime Time Restaurant and Sports Bar (Full On-Premises Sales)
29. Rainbow Lanes (Limited On-Premises Sales)
30. Safeway Store #0406 (Off-Premises Sales)
31. Shriji Food Mart / FG Arco (Off-Premises Sales)
32. Super Mercado La Montana (Off-Premises Sales)
33. The Kings Head (Limited On-Premises Sales and Off-Premises Sales)
34. The Masonic Grand Lodge (Full On-Premises Sales)

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

**4. ADDITIONS/DELETIONS:**

Gamble added Agenda Item 6. A. to the agenda, Resolution No. 2015-19 Authorizing the Release of Property Easement on the Ruralite Property and Authorizing the City Manager Pro Tem to Execute the Release of the Easement on behalf of the City of Forest Grove. (Refer below).

**5. PRESENTATIONS:**

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
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5. A. Metro Quarterly Exchange Update:  
Kathryn Harrington, Metro Councilor District 4, presented a PowerPoint presentation highlighting District 4 Quarterly Exchange Report. Harrington reported on Metro's new Auditor, Brian Evans; Willamette Falls; Killin Wetlands; Parks and Natural Areas Levy; Metro Financial Stability – Better Bond Projects; Nature In Neighborhoods Capital Grants; Transportation Funding, Crisis and Support; Southwest Corridor; Brownfields; Draft Urban Growth Report; Solid Waste Roadmap; upcoming items in 2015; and distributed various Metro-related handouts.
5. B. Quarterly Financial Report for Period Ending December 31, 2014:  
Downey presented a PowerPoint presentation outlining the quarterly financial report ending December 31, 2014, noting this is the second quarter of the City's fiscal year ending June 30, 2015. Downey reported the quarterly report compares the budget to the year-to-date revenues and expenditures, noting the first section contains a graphical presentation of the revenues and expenditures in the General Fund with expenditures by departments and other major operating funds; second section of the report contains the line item detail for all of the City's funds; and third section is actual revenues received or expenditures disbursed through the end of the quarter and are compared to the year-to-date quarterly budget allotments and expressed in the detail report as both a dollar variance and percent variance. In conclusion of the presentation, Downey highlighted graphs pertaining to the General Fund, Building Services Fund, Information Systems Fund, Light Fund, Street Fund, Sewer Fund, Water Fund, Surface Water Management Fund, Equipment Fund and other funds, noting the Beginning Fund Balance for FY 2014-15 is just over \$6 million, which is what the five-year financial forecast estimated the balance would be during the budget preparation for FY 2014-15. In response to Council concerns pertaining to retirement costs and Fire Safer Fund, Downey explained the City's retirement costs would increase in FY 2015-16, noting the City received additional property taxes during the current year due to higher than expected assessed value growth. As a result, Downey indicated staff is recommending moving the Fire Inspector position into the General Fund through June 30, 2015, and evaluating if the position will continue if grant funds are not extended.
6. **PUBLIC HEARING AND FIRST AND SECOND READING OF  
ORDINANCE NO. 2015-01 OF THE CITY OF FOREST GROVE,  
WASHINGTON COUNTY, OREGON, AUTHORIZING THE ISSUANCE  
OF CAMPUS IMPROVEMENT AND REFUNDING REVENUE BONDS**

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
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**OF CAMPUS IMPROVEMENT AND REFUNDING REVENUE BONDS  
TO FINANCE AND REFINANCE PROJECTS FOR PACIFIC  
UNIVERSITY; AND DECLARING AN EMERGENCY**

**Staff Report:**

Downey presented the above-proposed ordinance for first and second reading and declaring an emergency, noting Pacific University is requesting issuance of revenue bonds not to exceed \$40,000,000 to refund outstanding campus improvement revenue bonds and to finance one or more of the following capital projects (Project Bonds not to exceed \$3,200,000) located on the University's campus in Forest Grove: 1) capital improvements to Price Hall; 2) capital improvements to Scott Hall; 3) capital improvements to Strain Hall; 4) the purchase, construction and equipping of up to two portable buildings; and 5) other capital improvements related to these projects, including landscaping, sidewalks and capital infrastructure. Downey outlined the process of issuing new campus improvement revenue bonds and refunding prior revenue bonds; public hearing process; and 30-day period for an elector to file petition challenging the issuance of the bonds, noting the ordinance was published pursuant to City Charter and requires five councilors to pass the ordinance for first and second reading and contains an emergency clause. In conclusion of the above-noted staff report, Downey advised the City's administrative fee is \$6,000 for the issuance of the new capital Projects Bonds and the City will charge no fee for refunding prior bonds.

Before proceeding with Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Ordinance No. 2015-01 for first and second reading, declaring an emergency.

Gamble read Ordinance No. 2015-01 by title for first and second reading, declaring an emergency.

**MOTION: Council President Johnston moved, seconded by Councilor Kidd, to adopt First and Second Reading of Ordinance No. 2015-01 of the City of Forest Grove, Washington County, Oregon, Authorizing the Issuance of Campus Improvement and Refunding Revenue Bonds to Finance and Refinance Projects for Pacific University; and Declaring an Emergency.**

**Public Hearing Opened:**

Mayor Truax opened the Public Hearing and explained hearing

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**Written Testimony Received:**

No written testimony was received prior to the deadline of February 23, 2015, 7:00 p.m.

**Proponents:**

Downey introduced Bill Ray, Pacific University's representative, who was in the audience.

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, Thompson, Uhing, Wenzl, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.**

6. A. **RESOLUTION NO. 2015-19 AUTHORIZING THE RELEASE OF PROPERTY EASEMENT ON THE RURALITE PROPERTY AND AUTHORIZING THE CITY MANAGER PRO TEM TO EXECUTE THE RELEASE OF THE EASEMENT ON BEHALF OF THE CITY OF FOREST GROVE**

**Staff Report:**

Downey presented the above-noted resolution authorizing to release a City-owned easement, which was granted in 1975 to the City for access purposes by the News-Times Publishing Company (currently Ruralite), noting the City has not used the easement and has no future use for the easement. Downey reported Ruralite is in the process of selling its

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property and wants the City to release the easement to clear up an issue of an office building that Ruralite extended onto a portion of the easement. Downey indicated in exchange, Ruralite has agreed to give the City an easement situated on Ruralite's property, so the City or any owner of Times Litho property has access to the gas utilities on Ruralite's property. In conclusion of the above-noted staff report, Downey advised staff is recommending Council adopt the proposed resolution releasing the easement to Ruralite, noting there are no monies being offered to release the easement to Ruralite and Ruralite has paid survey costs and will pay legal costs for recordation of the easement agreement. Downey added the City has agreed to split costs of approximately \$700 to pay for half the survey costs and recordation of the new gas utilities easement agreement, noting the new easement agreement is in final review.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2015-19.

Gamble read Resolution No. 2015-19 by title.

**MOTION: Councilor Kidd moved, seconded by Councilor Thompson, to adopt Resolution No. 2015-19 Authorizing the Release of Property Easement on the Ruralite Property and Authorizing the City Manager Pro Tem to Execute the Release of the Easement on behalf of the City of Forest Grove.**

**Council Discussion:**

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

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

**7. PUBLIC HEARING AND RESOLUTION NO. 2015-17 ADOPTING THE CITY MANAGER CANDIDATE PROFILE AND SALARY SCHEDULE**

**Staff Report:**

Camilli and Downey presented the above-proposed resolution authorizing to adopt the City Manager Candidate Profile and setting the City Manager salary within the range of \$135,300-\$141,540 annually as outlined in

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Exhibit A. Camilli reported at the direction of Council, an Ad-hoc Committee was formed to create the City Manager Candidate Profile to be used in conjunction with the current job description and City policies relating to recruitment and selection of new employees. Camilli advised in accordance with ORS 192.660(7)(d), the Council must adopt the standards, criteria and policy directives to be used in hiring the City Manager in a meeting open to the public, noting the minimum qualifications and experience include a Bachelor's Degree with major coursework in Public Administration, Business Administration or a related field; Advance degree in related field is desirable; and eight years of increasingly responsible experience in municipal government, including five years of management responsibility. Camilli reported applications for the City Manager position would be accepted through March 31, 2015, 5pm, noting application materials will be screened based on experience, education and training; selected candidates will be invited to participate in the interview process; and a complete background investigation, including criminal and driving record, will be conducted on selected candidate prior to a confirmation of job offer. In conclusion of the above-noted staff report, Camilli advised the costs to recruit the City Manager will be funded from a portion of unused City Manager budgeted salary and benefits since an internal City Manager Pro Tem was appointed.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2015-17.

Gamble read Resolution No. 2015-17 by title.

**MOTION: Councilor Lowe moved, seconded by Councilor Uhing, to adopt Resolution No. 2015-17 Adopting the City Manager Candidate Profile and Salary Schedule.**

**Public Hearing Opened:**

Mayor Truax opened the Public Hearing and explained hearing procedures.

**Written Testimony Received:**

No written testimony was received prior to the deadline of February 23, 2015, 7:00 p.m.

**Proponents:**

No one testified and no written comments were received.

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**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, Thompson, Uhing, Wenzl, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.**

8. **RESOLUTION NO. 2015-18 AUTHORIZING CITY MANAGER PRO TEM TO ENDORSE AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF FOREST GROVE AND GASTON RURAL FIRE PROTECTION DISTRICT FOR FIRE ADMINISTRATIVE SERVICES**

**Staff Report:**

Fire Chief Kinkade presented the above-noted resolution authorizing the City Manager Pro Tem to endorse the Intergovernmental Agreement (IGA) between the City of Forest Grove and Gaston Rural Fire Protection District (GRFD) for fire administrative services as outlined in Exhibit A. Kinkade reported staff met with Council in Work Session on February 9, 2015, to discuss the terms and conditions of the IGA, noting the IGA is modeled after the successful program with Cornelius Fire Department; however, GRFD is not affiliated with the City of Gaston and has its own governing Board of Directors. Kinkade reported the GRFD approached the City asking the City to provide a Pilot Evaluation Program for leadership and fire chief administrative services due to the upcoming retirement of its Fire Chief. In addition, Kinkade outlined the benefits of providing fire administrative services to GRFD, noting the IGA can be terminated with 30-day notice by either agency and will automatically cancel in 12 months after approval unless the IGA is extended by mutual agreement. In conclusion of the above-noted staff report, Kinkade advised the fees/revenues paid by GRFD for the City to provide

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administrative services will be approximately \$33,000 and will be added to the Forest Grove Fire Department budget.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2015-18.

Gamble read Resolution No. 2015-18 by title.

**MOTION: Councilor Uhing moved, seconded by Councilor Kidd, to adopt Resolution No. 2015-18 Authorizing City Manager Pro Tem to Endorse an Intergovernmental Agreement between the City of Forest Grove and Gaston Rural Fire Protection District for Fire Administrative Services.**

**Council Discussion:**

Lowe indicated her concerns have been addressed, noting Fire Chief Kinkade provided a map showing the boundaries of the Gaston fire district.

Kidd indicated his support of the IGA.

Council President Johnston indicated his support of the IGA.

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

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

**9. CITY MANAGER PRO TEM'S REPORT:**

Gamble reported on various upcoming activities and meetings as noted in the Council calendar. Gamble reported staff is preparing the FY 2015-16 budget process this month and is also updating the five-year financial projection for the General Fund. Gamble gave brief updates on the police facility needs assessment; water rates and water system development charges review; CEP application process will be delayed by at least a month in order to adopt, implement and administer Metro's new provisions, noting the community fee will increase from \$0.50 to \$1.00 per ton starting on July 1, 2015; and staff plans scheduling a future Council work session and/or an Informational Budget Committee meeting in April

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to discuss the City's Defined Benefit Retirement Plan and options the City has with respect to future contribution rates. In addition, Gamble 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.

**10. COUNCIL COMMUNICATIONS:**

Council President Johnston commended Mayor Truax for his excellent report and presentation on the State of the City Address, noting the Mayor's presentation was held jointly with Mayor of Cornelius at the Forest Grove/Cornelius Chamber Luncheon this afternoon. Johnston reported attending Washington County Consolidated Communications Agency meeting. In addition, Johnston reported on matters of interest and upcoming meetings and events he was planning to attend.

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

Lowe reported on matters of interest and upcoming meetings and events she was planning to attend.

Thompson reported attending Community Forestry Commission (CFC) meeting, noting CFC is working on its Urban Forestry Management Plan and Arbor Day Tree Planting event. In addition, Thompson reported on other matters of interest and upcoming meetings he was planning to attend.

Uhing reported attending Westside Economic Alliance luncheon in Forest Grove, noting 11 business leaders attended. In addition, Uhing report on other matters of interest and upcoming meetings she was planning to attend.

Wenzl reported attending Library Commission (LC) meeting, noting LC is working on the Library Strategic Plan. Wenzl reported attending Fernhill Wetlands meeting. In addition, Wenzl reported on various upcoming Fernhill Wetlands-related community events 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 distributed copies of his State of the City Address, noting he spoke with

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Congresswoman Suzanne Bonamechi who attended the State of the City Addresses. In addition, Mayor Truax's written report highlighted other local, regional, Metro, and Washington County meetings and community-related events he attend, noting he will be attending the National League of Congressional Cities Conference in Washington, DC, from March 7 – 11, 2015.

**11. ADJOURNMENT:**

Mayor Truax adjourned the meeting at 8:40 p.m.

Respectfully submitted,

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Anna D. Ruggles, CMC, City Recorder

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APPROVED

COMMUNITY FORESTRY COMMISSION  
CITY AUDITORIUM  
MAIN STREET, FOREST GROVE, OR  
January 14, 2015

3E

Meeting called to order at 5:25:40. Jen Warren in Chair.

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

Members Absent – Lance Schamberger, Mark Nakajima

Staff Present: Dan Riordan – Steve Huffman

Council Liaison: Ron Thompson

Meeting Minutes Approval: Minutes were presented and reviewed corrected. Dave moved and Bruce seconded for approval of the minutes. Unanimous vote for approval.

Citizen Communication: None

## OLD BUSINESS

**BOARDS AND COMMISSIONS DINNER** – Jen reviewed the material that she will present at the Boards and Commissions Dinner on January 19.

**DISCUSSION OF URBAN FOREST MANAGEMENT PLAN**- Bruce presented some potential survey questions and received input from the CFC regarding the questions. Bruce will forward to the CCI for review. CFC members recommended several methods for review.

### ARBOR DAY / WEEK 2015

Discussed a tree planting event at the School District office on the west side. Dale will contact Connie Potter regarding this process. Jen will contact the Community School to assess interest in this event again, as well as a possible essay contest. **Date is set for April 7<sup>th</sup>.**

Dan will arrange for the mayors proclamation. Dan will contact Washington County Commissioners for a possible county proclamation. Power and Light will place the banner on Pacific Avenue.

**SPRING TREE CARE WORKSHOP** - Date is set for April 11<sup>th</sup> at the north end of Lincoln Park.

## **COMMERATIVE TREE PROGRAM**

No update at this time.

## **NEW BUSINESS**

**ELECTION OF OFFICERS**– In what can now be considered a normal railroading process in the “election” process, Bruce moved and Dale seconded that the current slate of officers be retained for another year. Since additional discussion would have been futile, the question was called for and a unanimous vote was cast for the current slate of awesome officers for another year.

## **PROJECT REPORTS**

None at this time.

**REAPPOINTMENTS** – Ron Thompson was reappointed as our City Council Liaison and David Hunter and Bruce Countryman were reappointed to the CFC. We still have two open positions. Tom Epler Jr was mentioned as a possible appointee.

**COMMISSION BUDGET NEEDS** – Members should be ready to present any anticipated Budget needs by the March meeting.

## **NEXT MEETING**

Next meeting will be February 18, 2014 at the Community Auditorium at 5:30 pm.

## **MEETING ADJOURNMENT**

Dale moved and David seconded to adjourn the meeting. Unanimous affirmative vote adjourned the meeting. Meeting was adjourned at 6:20:26 pm.

Respectfully submitted,

Dale Wiley  
CFC Secretary

APPROVED

**MEETING MINUTES**

**ATTENDEES:** Elena Uhing, Eduardo Corona, Kelly Marks, Tom Steele, John Hayes, Howard Sullivan, Tim Budelman, Don Jones, Hope Kramer, Mark Nakajima, James Draznin, John Hayes, Bruce McVean, Zach Barrer, Jon-Michael Kowertz, Lois Hornberger

**ALSO ATTENDING:** Sandra Fowler, Campus President, Portland Community College-Rock Creek

**Staff ATTENDING:** Jeff King, Nyssa River, Intern

**1. CALL TO ORDER:**

The meeting was called to order @ 12:08 p.m. by EDC Chair Tim Budelman.

**2. CITIZEN COMMUNICATION:**

None.

**3. APPROVAL OF SEPTEMBER 11 2014 SUMMARY MINUTES:**

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

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

One addition to the agenda was an update from Tom Steele of Viasystems. Tom said that it was announced on September 22<sup>nd</sup> that Viasystems is merging with TTM in an all-stock deal. He said it probably be by summer 2015 before the merger is fully approved by the federal government. He said that TTM is the largest producer of printed circuit boards. They have \$2.5 billion in sales and 30,000 employees while Viasystems is \$1.3 billion in sales. Tom added that TTM has one large manufacturing facility comparable to the Forest Grove facility. However the Forest Grove facility produces more specialty products so there is not much overlap. There is not expected to be much impact to the Forest Grove facility.

Jeff King gave an update of the Industrial Site Assessment Project. Forest Grove, along with several other Washington County cities is a part of a Washington County consortium that received Metro CET funding to improve the readiness of industrial sites in the county. These sites are designated as Tier 2 and 3 sites meaning it could take 2 years or more before they could accommodate a use. Forest Grove has four sites that are being assessed are: the Henningsen site on Yew Street, 2 sites on Oak Street owned by Woodfold Mfg. Co, and sites off of Elm Street/Hwy 47 –Woodburn Industrial and the new Halle site will be brought into the City as part of the Grand Bargain state

legislation. All four sites are over 25 acres. A consultant, Group McKenzie, will do the assessment which will include market opportunities, infrastructure needs and costs, footprint design concepts and economic viability. The goal of the project is to move these sites to the next step of readiness. Jeff also stated that Times Litho project is moving ahead with a hotel developer. A consultant, who do a hotel market feasibility analysis, has been chosen and an option to purchase is in the final stages of negotiation.

Jeff added two items related to tourism. First that Forest Grove events continue to break attendance records –all of the September events experienced such growth including Tour of Historic Homes, Chalk Art, First Wednesday, Lions Run/Walk and the Corn Roast. Jeff also said that the Farms, Food and Beverage held a kick-off meeting to begin implementing a CEP grant to promote and increase tourism in this sector.

**BUSINESS:**

**A. MCMENAMINS – HOST UPDATE:**

General manager Zach Barrer reported that the Grand Lodge is doing with year over year revenue up 8.5%. He added that the Passport program is doing well and that the Grand Lodge is now dog friendly with several rooms now accommodating dogs. Zach said that McMenamins is considering several changes including the Compass Room becoming a movie theatre and offering first run movies. If approved, it would be ready for January 2015. Also being considered is renovations that will add more in-room bathrooms and air conditioning. He also added that they held a successful scotch dinner with 38 attending and will be hosting the Birds and Brew Fernhill Wetlands event later in October.

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

Howard Sullivan gave a brief update on Chamber news. He said that the Corn Roast was a success. He said that better weather and holding the event on a Saturday in conjunction with the Chalk Art Festival helped. He announced also that the chamber added 3 new members and that there will be a ribbon cutting for Spin a Good Yarn on Main Street this Saturday. He also added that this weekend Pacific University will have its Homecoming. Lois Hornberger added that On October 11, Pacific University will host the Vonn Trapp singers as part of the Performing Art Series.

**C. GUEST SPEAKER ---- SANDRA FOWLER HILL PRESIDENT PORTLAND COMMUNITY COLLEGE, ROCK CREEK CAMPUS:**

Tim Budelman introduced Sandra Fowler-Hill. Sandra said that she began this position in April of 2014. She was last at Everett Community College in Washington. She said that she has been on an active listening tour including several organizations in Forest Grove. She said that the 2008 PCC Bond has had a positive economic impact in the region. For the Rock Creek campus, it has led to a major remodeling of the Science and Technology building, a new comprehensive Student

Union Center and a new future building in south Columbia County. She added that the campus also offers English as a Second Language and adult basic skills programs to help students with finding employment. She said the PCC has a strong workforce training connection with Forest Grove mentioning the Climb Center problem solving training over the years with Viasystems. She also thanked Jeff King for a program that provides scholarships for small business management training with the PCC Small Business Development Center (SBDC). She said she is committed to supporting and growing these partnerships in place with local businesses, PCC and City of Forest Grove.

Sandra said that in the past year, 959 students from the area were enrolled and PCC credit and non-credit courses, 15 from Forest Grove that graduated with a degree or certificate and 236 Forest Grove High School students in a dual credits program. This college credit program can save parents money. She also said that the PCC – SBDC, Jon Michael Kowitz is working with 72 exporting businesses in Washington County. She then spoke of four areas of cooperation: 1) educate members of Forest Grove in broad fields in order to create an educated workforce. This includes creating new programs as skills and employers needs change. 2) SBDC, to grow and enhance local businesses that already exist 3) CLIMB Center programs that provide custom contracting training to employers from welding to professional development; and also help to start new businesses; 4) Community Education. These are non-credit courses offered every quarter that are defined by a committee of the willing. If there is a market for a course then it will be added to the schedule.

Elena Uhing thanked PCC, She said that this is a continuing conversation that is needed as our manufacturers and other companies need a skilled workforce. She added that we are supportive of PCC's efforts in the community. Tim Budelman asked about the new Cancer Research Center going in near the Portland waterfront and what impact and opportunities are their for PCC. Sandra replied that they are looking how they leverage existing programs such as Nursing Program at Sylvania and health related programs at Cascades to create a more comprehensive training facility. She said Rock Creek does not have much in health care but does offer a biotech program.

Jeff King asked about explaining to businesses the resources and programs in workforce and education system available to them but also if there is an approach that we on the City/EDC can help PCC and other workforce/ education organizations with adapting to changing skills or careers needed by employers. For example the whole emerging field of cleantech and alternative energy which didn't exist all that long ago? Sandra stated that they do a lot of environmental scanning. For example Kelly Marks is embedded into communities attending chamber meetings, every

business forum, meeting with cities and EDC's to get feedback. She gave an example of a micro-electronics program that was needed in response to Intel's growth. A program was created in a partnership where Intel provided the equipment. She added that Rock Creek has a history of responding to changing needs and that that we are also dependent on business partnerships like the FGEDC to let PCC know what gaps might be emerging. Kelly Marks added that the PCC career tech programs and some of our academic programs have advisory panels that include those in industries to keep us current. They also help with creating internship opportunities. Elena Uhing expressed a concern that she is hearing often –that many lack basic skills such as simple math, following guidelines, able to write and communicate. As a result many jobs are going wanting including those jobs that pay a decent wage. Where will our future workforce come from? Sandra replied that it is the responsibility of all of us in the workforce/education field –PCC, Worksystems Inc., high schools and others. She added that PCC requires all graduates have basic skills. Kelly Marks said that she is looking at this from a generational viewpoint such as on-line courses and what that means and that it is a two way street when it comes to expectations –not just let's train up our kids. Sandra stated that the Climb Center can work with a business to create an intensive soft skills program that includes basic skills expectations.

John Hayes, who is a member of the Forest Grove School District Board, stated that they were happy with relationship with PCC; the problem is that the education system is grossly underfunded. For example in the FGSD they estimate that they are \$10 million underfunded out of a total budget of \$60 million. John added that they hold an annual meeting with all Washington County legislators, which is well attended, to explain the impacts of lack of funding and to lobby for more funding. Sandra replied that one problem is that there is no single governance of the overall state higher education system including universities and community colleges. Now each group has their own subcommittees with new ideas for mandates like early education. One problem is that Oregon is 47<sup>th</sup> in state support. She said that the 40-40-20 has kept a focus on how we get students graduated but funding is in question. For example this past year, the community college put in a budget request for \$640 million but only \$519 was put in the budget. Elena Uhing brought up the cost of college debt as well as the problem that many trade jobs are going unfilled. She said that college is not the right path for everyone, so more trade programs are needed. She said that many young people are not going to college because of debt concerns. Sandra explained that a new Swan Island Trades Center will be opening shortly. It will provide more capacity and a centralized location of all PCC trades programs. In regards to debt, she stated that if over a 3-year period 30% of students have defaulted on loans the feds place you on a warning list. At 40% default, the government can shut off financing which can close a college. PCC has one of the

lowest default rates in Oregon. PCC stopped enrolling students without a financial plan and would drop students from a class who did not pay up front. PCC also works with students to help them manage debt. They also help students find employment while they are in school such as internships or work-study programs. They found that those with some type of job are more likely to graduate and also learn soft skills required in the workplace. One of the advantages of the dual credit courses is that it can reduce future debt. High schools embed college curriculum into their programs.

**D. STRATEGIC PLAN/Subcommittee Realignment**

Jeff King stated that the November meeting will focus on an update of the strategic plan and potential subcommittee realignment. He asked how the board would like the updates presented. Should the changes be handed out as separate attachment of changes/updates only or should they be highlighted text within the existing strategic plan? Also in several cases, where a goal has been accomplished for example, creating an urban renewal district –do we remove that goal or change to the next step such as “maintain” the goal? Hope Kramer said that it would be easier to follow if the changes were highlighted and placed within the existing goal. She also said it would be good to send out in advance so that those board members that cannot attend could still provide comments and feedback. She said that any comments should be sent to Jeff King.

Jeff also discussed potential subcommittee realignment and threw out some questions for November discussion. Should a workforce development subcommittee be re-established? Should the Branding/Marketing subcommittee be disbanded with part of the marketing function going to the industrial subcommittee and the other part going to the Tourism Subcommittee? Lastly, should there be a separate commercial subcommittee created to focus on commercial/retail needs?

**E. NEW BOARDMEMBER**

Tim Budelman said that he talked briefly with Justin Norman of Woodfold Mfg Co. about becoming a board member. Generally Justin expressed interest but Tim Budelman would seek a formal commitment later in the week. Jeff King explained the formal process. The FGEDC would vote to make a recommendation to City Council. The City Council would then make the final decision. Tim Budelman asked for a vote to recommend that Justin Norman become a board member that of the Forest Grove Economic Development Commission. Hope Kramer moved and Don Jones seconded. The motion passed unanimously.

**5. COUNCIL COMMUNICATIONS:**

Elena Uhing announced several events coming up in the City. On October 4<sup>th</sup> there will be a Public Safety Open House and a Japanese Cooking Class also on the 4<sup>th</sup>. On

October 11<sup>th</sup> will be Birds and Brew at Fernhill Wetlands and the Grand Lodge from 8-2pm. On October 22 will be the kickoff for Juniper Gardens Phase II. Also upcoming the Mayor's Dinner. Contact the Mayor for tickets. Elena also reported that the Council approved the purchase of a site next to the AT Smith House that could be used for historical or recreation activities. She stated that the Parks and Recreation Department completed building equipment for Talisman Park while the Library Friends and Family was a successful fundraiser. Elena also pointed out the article in the July/August of Oregon Business Magazine that touted the food, drink and food processing growth in Forest Grove and visitor opportunities around it. Lastly, she said that the Planning Commission is working on code revisions to be in compliance with Metro while the Historic Landmarks Commission is doing a code updates for the historic districts. She said you can go to their website to make comments. They will be bringing proposed changes to the Planning Commission in mid-October.

6. **ANNOUNCEMENT OF NEXT MEETING:**

EDC Chair Tim Budelman announced that the next meeting of the EDC will be on November 6<sup>th</sup>

7. **ADJOURNMENT:**

The meeting was adjourned @ 1:40 p.m. by EDC Chair Tim Budelman.

Approved by the Forest Grove Economic Development Commission:

Date: 11/6/14  
Signed:   
EDC Chair

APPROVED

**MEETING MINUTES**

**ATTENDEES:** Tim Budelman - Chair , Kelly Marks, John Hayes, Hope Kramer, Mark Nakajima, James Draznin, John Hayes, Bruce McVean, Jon-Michael Kowertz, Brian Wilbur, Guy Storms,

**ALSO ATTENDING:** Elena Uhing – City Council Liaison, Thomas Johnston – City Council President, Michael Sykes – City Manager

**STAFF ATTENDING:** Jeff King, George Cress, Nyssa Rivera - Intern,

**GUEST:** Mike Williams – Business Oregon

1. **CALL TO ORDER:**

The meeting was called to order @ 12:08 p.m. by EDC Chair Tim Budelman.

2. **CITIZEN COMMUNICATION:** Chair Budelman introduced Mike Williams of Business Oregon

3. **APPROVAL OF THE SUMMARY MINUTES OF OCTOBER 2, 2014**  
**SUMMARY MINUTES:**

Commissioner Draznin moved to accept the meeting minutes as presented. Seconded by Commissioner Marks. The minutes passed unanimously.

4. **ADDITIONS/DELETIONS & STAFF SUMMARY:** Chair Budelman mentioned that we have added a new member to the Commission, Justin Norman of Woodfold Manufacturing Company, he will be a welcome addition. Mr. Norman could not be present at this meeting. Mr. King gave an update on recent activities starting with developments with the Chaucer project. Chaucer is planning on a December or January first quarter opening event. Approximately 50 employees will start work by January. Mr. King also mentioned that the Times Litho project is moving ahead with a hotel developer. A hospitality real estate consulting firm has been chosen to do a hotel market feasibility analysis for the prospective developer. The analysis is scheduled to be completed in early December. A purchase and sale agreement for the site is nearing completion with the City. The consulting firm will meet with staff and other local community stakeholders and businesses to determine demand for rooms. In other development news, potential buyers are negotiating a real estate sale with the owners of the "Haggen" property. The prospective buyers have a conceptual

plan for developing a 200 unit apartment complex including ground floor retail commercial floor space. The local market for apartments including nearby Hillsboro has a very low vacancy rate, the demand is very high for high end apartments. Demand for class C & D commercial and light industrial floor space is also high, folks are looking at the armory. There is a need for new spec buildings 20,000 to 50,000 sq.ft. in size.

Mr. King gave an update of the Industrial Site Assessment Project. Forest Grove, along with several other Washington County cities is a part of a Washington County consortium that received Metro CET funding to improve the readiness of industrial sites in the county. These sites are designated as Tier 2 and 3 sites meaning it could take 2 years or more before they could accommodate a use. Forest Grove has four sites that are being assessed are: the Henningsen site on Yew Street, 2 sites on Oak Street owned by Woodfold Mfg. Co, and sites off of Elm Street/Hwy 47 –Woodburn Industrial and the new Halle site will be brought into the City as part of the Grand Bargain state legislation. All four sites are over 25 acres. A consultant, Group McKenzie, will conduct an assessment which will include market opportunities, infrastructure needs and costs, footprint design concepts and economic viability. The goal of the project is to move these sites to the next step of readiness.

Mr. King handed out recently produced City brochures depicting upcoming November and December holiday events. Mr. King handed out the newest Labor Market Information for Washington County/Metro Area's Economic Indicators for October 21, 2014. He noted the latest Unemployment rate for Forest Grove is down to 5.7%. Indicators look favorable, available commercial space floor space is limited.

**5. BUSINESS:**

**A. MCMENAMINS – HOST UPDATE:**

No host update was given.

**B. Forest Grove Chamber of Commerce Update:**

Executive Director Howard Sullivan was not present.

**C. Mission Statement Update:**

Chair Budelman stated that we need to discuss and update the Mission Statement and would like Commission members to review for potential updating or changes. Mr. King, gave an introduction of the updates needed. Along with the Mission Statement, specifically the review should focus on several items, they are;

- FGEDC Strategic Plan
- Subcommittee structure, do we need new committees, do we want to look at branding and marketing
- Prioritize goals and determine a framework moving forward

Various Commission members offered opinions as to the Mission Statement's relevancy and discussed potential word changes. Councilor Uhing, the current Statement is too "wordy" it needs to be three sentences in length. The scope of the Statement should also be amended to include tourism and visual arts which helps retail business and contributes to development. A statement was made as to a statement's length, they should not be longer than the amount of members in a commission. City Manager Sykes, is the Mission Statement still viable. Chair- Budelman, the Statement is still good but needs to be narrowed down to reflect today's business environment. Mr. King, the Statement still reflects the scope of the Strategic Plan. City Manager Sykes suggested that Commissioner Wilbur should lead a subcommittee to rework or provide alternatives to the Statement. City Manager Sykes, Commissioner Wilbur was a member of the Commission when the Statement was first drafted. City Manager Sykes asked for volunteers to work with Commissioner Wilbur. Commissioner Wilbur offered that he will have a draft ready for the next Commission meeting in December. Kelly Marks and James Draznin offered to assist Brian Wilbur.

**D. EDC Strategic Plan 2014 Update:**

Mr. King handed out to the group a copy of the Strategic Plan highlighted for editing and updating. Chair – Budelman, there are seven sectors of the Plan to be reviewed. Subcommittees have recently reviewed portions of the Plan and made recommendations for changes. Does the original Plan need more changes?

Mr. King stated that the proposed updates were based on a combination

- Comments from the subcommittees
- Information from new or emerging market trends and reports
- Review strategic plans comparable to our area and size

Mr. King: as the Chair pointed out there are seven sectors with goals and objectives to implement each sector. Starting out with Business Retention, retention of existing business is critical for job growth. It was indicated at a previous review, that this Goal might be broken into two sections, one for small business and another section for industrial. Councilor Uhing stated, that home based business should have more prominence or be added to the Goal language and not just mentioned in the objectives.

Commissioner Kramer pointed out that many of the Objective/Actions have been completed. Mr. King stated that some of the Objectives/Actions could be amended or reworded to reflect a maintenance mode. Create Objectives that help maintain and sustain the business sector, to help them become successful. The City still provides; an Enterprise Zone, updates in business trends, resources for small business, technical assistance, inform businesses on local issues and market opportunities. City Manager Sykes mentioned that the City provides a range of services. As an example, the City recently assisted in mediating a permitting issue between the state regulatory agencies and Chaucer Foods. Mr. King, J. Lieb Foods, Inc., is another example of the City helping to find solutions in working with Clean Water Services.

Mr. King, in support of small business, the City offers programs that leverage resources and provides coordination critical for them in many cases. Due to the lack of financial resources, City staff helps with coordinating with state programs and small business. The leverage the City can provide for the private sector in obtaining state resources is critical to carrying out our mission for providing programs for small business. We send out materials to property managers keeping them informed on changes in the market or on issues that can impact them. We try to grow home occupancy by creating a network or connections for small business to turn to for services like web design and business management.

A question was asked by a Commission member as to a bullet under Retention; does the City design "mixer-like" functions. Mr. King responded that not all objectives are performed by City staff, the Chamber or other various community organizations help build relationships to assist business.

Mr. King stated, that another area I would like to mention is the lack of recognition or awareness of the businesses that are here, buy local in support of the markets and services that are here. Create group efforts to do marketing, not just the City, have a group of influencers to assist.

Councilor Johnston, do we need to list each partner or can we state them as community partners as a whole, that way we don't exclude anyone.

Chair Budelman moved the Plan discussion on to business recruitment and attraction. Mr. King, we need a new bullet to reflect the new site assessments and inventory for keeping the data base current. Councilor Uhing suggested not mentioning each site specifically in case there are other sites that are made available. Councilor Uhing, I suggest we move the data base objective to the third bullet. I feel keeping an updated data base is necessary for our marketing efforts.

Group discussion moved on to Goal 3; develop and implement recruitment marketing strategies. Commissioner Hayes, we need to implement marketing tools to induce commercial business to help reduce the City's building vacancies. We need to market Forest Grove competitive advantages.

Mr. Williams mentioned that in his world the strategic plan should differentiate between the commercial trade sector and industrial lands. You have two set of needs one internally and another for stakeholders.

Councilor Uhing, the Goals should be one paragraph and list the objectives that support the goal. The goal should be one paragraph and leave out the action statements for the document that is presented to City Council. The Goals need to be clear and the objectives are there to meet your goals. Action statements are a living document, the Council does not want to get into the weeds with the detail. Goals and objectives will make for a more effective document moving forward. Action statements are for Commission subcommittees and staff, they should be used by the Commission. Mr. King, we can have a separate document for the Commission that has action statements and another for Council. The question is what document do we want to get out first.

It was decided that the Strategic Plan proper should consist of only the goals and goal statements. The more detailed bullets are the Action plan/work plan section could be considered at a later date by the Commission. It was agreed that staff would come back with just the goals and goal statements for the December meeting. That will serve as the Strategic Plan and what should be delivered to City Council.

Further discussion and a consensus arrived at to combine Goals 4 and 5 to read – Ensure Adequate Supply of Future and Existing Employment Lands.

Chair Budelman offered his assistance to Commission Wilbur to rewrite the Mission Statement.

6. **COUNCIL COMMUNICATIONS:**

No Council Communications presented due to the extended length of discussion regarding other agenda items.

7. **ANNOUNCEMENT OF NEXT MEETING:**

EDC Chair Tim Budelman announced that the next meeting of the EDC will be on December 4<sup>th</sup>.

8. **ADJOURNMENT:**

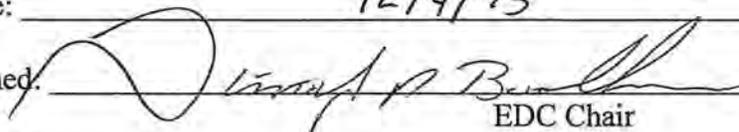
The meeting was adjourned @ 1:35 p.m. by EDC Chair Tim Budelman.

Approved by the Forest Grove Economic Development Commission:

Date: \_\_\_\_\_

12/4/15

Signed: \_\_\_\_\_



EDC Chair

APPROVED

**MEETING MINUTES**

**ATTENDEES:** Tim Budelman - Chair , Kelly Marks, John Hayes, Hope Kramer, Mark Nakajima, James Draznin, John Hayes, Jon-Michael Kowitz, Brian Wilbur, Guy Storms, Justin Norman, Lois Hornberger, Don Jones, Howard Sullivan.

**ALSO ATTENDING:** Elena Uhing – City Council Liaison, Michael Sykes – City Manager

**STAFF ATTENDING:** Jeff King, George Cress, Nyssa Rivera - Intern,

**GUEST:**

1. **CALL TO ORDER:**

The meeting was called to order @ 12:16 p.m. by EDC Chair Tim Budelman.

2. **CITIZEN COMMUNICATION:**

3. **APPROVAL OF THE SUMMARY MINUTES OF OCTOBER 2, 2014**

**SUMMARY MINUTES:**

Commissioner Sullivan moved to accept the meeting minutes as presented. Seconded by Commissioner Marks. The minutes passed unanimously.

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

5. **Business Update:**

**A. McMenamins – Host Update:** Mr. Barrer, General Manager, November was a good month, overall 2014 was a good year but not as good as our base year of 2007. Hotel guests were up 10%, gift shop 15%, we sold 500 meals for our buffet. This New Year's Eve party event is sold out. We are reopening our theater, January 17, hopefully with first run movies. We have a new sound system and seating for 110 guests. Commissioner Wilbur asked what was the overall occupancy rate for the year? Mr. Barrer responded, we are at 50% for the 2014, our company goal is 55%. Industry standards are 40% occupancy. We are also full on the weekends. Commission members thanked Mr. Barrer for McMenamins hospitality.

**Staff Update:** Mr. King gave an update on recent activities starting with developments with the former Times Litho site project. The market feasibility study is still in progress with a preliminary report due in December. Staff met with the consultant and provided an additional list of organizations and businesses that may contribute to hotel demand. The developer, Sycan B had executed a purchase option with the City. Mr King also said that a mixed use project at the former Haggan site next to Ace Hardware will be coming in for a preliminary review board meeting next week. It is expected to up to have 200 market rate apartments and commercial/retail uses in the front parcels. Mr. King gave an update on recent activities starting with developments with the Chaucer project. Chaucer is currently open with limited operations. They expect to be in full production in January opening event. They are projected to have 50 employees by the end of the first quarter in 2015. Once they receive a food industry certification required by their suppliers they plan to have a formal official grand opening event in April. The new bakery, Sugar Mommas Bake shop had a soft opening on December 2<sup>nd</sup> and has been busy. Staff is working with the company to access management training, marketing assistance and regulatory issues.

Mr. King also stated that several marketing initiatives are underway including 2 new and 2 updated “success” profiles of local businesses, radio and web ads with OPB, advertising with Oregon Business Magazine and a sites assessment /profile and analysis of four industrial sites to improve their market readiness.

Mr. King, we received a recent industrial inquiry from a manufacturer of lithium batteries. The company is looking for 20,000 – 50,000 sq.ft. floor area including “dry room” space for their manufacturing process. There is interest in the former Matsushita electronics facility which has a “clean room” space that might satisfy the company’s siting requirements.

Mr. King announced the scheduling of the Annual Boards and Commission Dinner and Reception set for 5:30 PM, January 21, at the Senior Center.

**B. Forest Grove Chamber of Commerce Update:** Mr. Sullivan, a few announcements, the Chamber’s wine raffle lunch is scheduled for December 15, we have 50 bottles of wine for the first place drawing. I also want to announce the Chamber’s hiring of Jessica Parker as our new assistant, she is a graduate of Oregon State University. I would also like to announce that during my 19 months as Director we’ve added 66 new members to the Chamber membership. Also today is a ribbon cutting ceremony for Forest Grove Storage, the company recently purchased the former 84 Lumber Company facility. Forest Grove storage will invest around \$3 million into the business, they will offer storage space for \$40 per month, somewhat cheaper than the going rate for similar type facilities. The company will also offer recycling of materials. The owner of the new company is Wade Elloitt from St. Helens.

Mr. King, a few announcements, Holiday in the Grove is this coming weekend, the Parade is this Saturday evening. There are 50 floats that are entered in this year's parade. Bleacher seats along the parade route are \$25 dollars with catered food available from 1910 Main Street Bistro.

Chair Budelman, I want to welcome Justin Norman as our newest member.

**C. 2015 Meeting Schedule:** Mr. King presented the proposed Commission meeting schedule for 2015. Due to the holiday the first meeting in January is scheduled for the 8<sup>th</sup>. A motion was made and seconded adopting Mr. King's proposed meeting dates for 2015. A complete 2015 meeting date schedule is in the packet.

**D. Mission Statement Review:** Chair Budelman handed out three versions or drafts of the Mission Statement. To lay the ground work for discussion, Mr. King provided members with the 2007 EDC founding resolution which describes the purpose and goals for the Commission. A roundtable discussion followed examining the relevance of each version. Commissioner Uhing, the EDC is more than a advisory group, we are a working group that provides input on other issues. Commissioner Draznin, in regards to the founding statement, how do we know when we succeed? Mr. King, the strategic plan is on-going process and will change with the economic times. Mr. Sykes, I would like to add to the statement, our vision is for a healthier, vibrant community. Councilor Uhing, the strategic plan should consist of a vision and mission statement, goals and objectives. Further discussion followed with a final version to be voted on.

Chair Budleman, the Mission Statement shall read as follows; the EDC advises the City Council and helps new and existing local businesses/enterprises thrive by advocating issues regarding all aspects of local and regional economic development.

Commissioner Sullivan moved to accept the Mission Statement. Seconded by Commissioner McVean. The motion passed unanimously.

**E. EDC Strategic Plan 2014 Review:** Mr. King, the Strategic Plan has 9 Target Areas with one or more Goals listed for each Area. I want to start the discussion regarding Goal 16, Local Community Communication. Commissioner Uhing and other members didn't have a problem with the wording for Goal 16. Back to Goals 1 and 2, Mr. King, revised wording are incorporated from the last meeting, they are included in the handout in front of you. Commissioner Kramer asked Councilor Uhing a question as to the new draft wording and format, are we closer to what the Council is looking for. Councilor Uhing thought the revised Plan's Target Areas and Goals are what the Council wants to review. Commissioner Kramer, suggested that members take a look at the edits and

submit comments back to Mr. King instead of working through all the wording at today's meeting. Mr. King I would like to review the titles themselves time permitting.

A subcommittee of Commissioners; Marks, Draznin, Kramer, Wilbur, and Councilor Uhing was formed to review and edit the Goal statements. Mr. King will provide the subcommittee with original Plan as well as revisions by the Commission to date.

Mr. King asked the Commission to review the wording for the twenty Goals listed in nine Target Areas. Members agreed to the following wordage:

Goal 1 - Support Business Retention & Expansion,

Goal 2 – Develop Recruitment Information and Data,

Goal 3 – Implement Recruitment Marketing Strategies,

Goal 4 – Identify Future Supply of Employment Lands,

Goal 5 – Facilitate Development of Vacant or Underutilized Commercial and Industrial Sites

Goal 6 – Enhance Competitiveness of Key Forest Grove Traded Sector Clusters

Goals 7 through 20 will be reviewed and edited by subcommittee as time for further discussion has elapsed.

**6.COUNCIL COMMUNICATIONS:** Councilor Uhing mentioned her upcoming meeting with the Westside Economic Alliance, she's looking forward to opportunities for a future board meeting to be held in Forest Grove. The City finalized an agreement concerning the AT Smith House, allowing public access for the facility. The Parks and Recreation Department is about to commence work on their Master Plan. The library raised \$5,000 through the Fall book sale. City police instituted Nexdoor a neighborhood watch planning program. The Council was recently informed by Washington County as to their proposed closing of the Council Creek Bridge located on Porter Road. Council would like to keep the bridge open, it provides critical access into the City. We have housing developments currently under construction or recently approved. Poplar Commons is under construction, 197 lot Gales Creek Terrace was recently approved by the Council. The Planning Commission and staff had various issues with the planned development. Due to time restrictions and to avoid potential LUBA litigation, Council was requested to hold a public hearing for the approval of the development.

Lastly, I want to thank Mr. Sykes for his work for the City, I grew up with him over the last 10 years of his service here. Mr. Sykes, I want to thank the Commission for their work and service for the community.

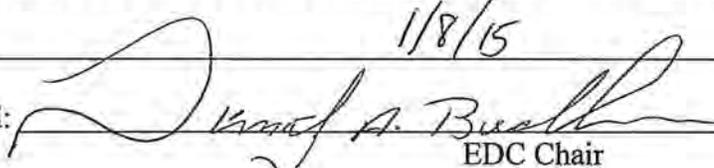
**7.ANNOUNCEMENT OF NEXT MEETING:**

EDC Chair Tim Budelman announced that the next meeting of the EDC will be on January 8, 2015 .

**8.ADJOURNMENT:**

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

Approved by the Forest Grove Economic Development Commission:

Date: 1/8/15  
Signed:   
EDC Chair

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APPROVED

MEETING MINUTES

**ATTENDEES:** Hope Kramer – Vice-Chair , Kelly Marks, John Hayes, Mark Nakajima, James Draznin, Bruce McVean, John Hayes, Jon-Michael Kowertz, Brian Wilbur, Guy Storms, Don Jones, Howard Sullivan.

**ALSO ATTENDING:** Elena Uhing – City Council Liaison,

**STAFF ATTENDING:** Jeff King, Economic Development Manager, George Cress, Director Light & Power, Nyssa Rivera - Intern,

**GUEST:**

1. **CALL TO ORDER:**

The meeting was called to order @ 12:09 p.m. by EDC Vice-Chair Kramer.

2. **CITIZEN COMMUNICATION:**

3. **APPROVAL OF THE SUMMARY MINUTES OF December 4, 2014 SUMMARY MINUTES:**

Commissioner Jones moved to accept the meeting minutes as presented, seconded by Commissioner McVean. The minutes passed unanimously.

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

**Staff Update:** Mr. King gave an update on recent activities starting with developments with the former Times Litho site project. The market feasibility study is still in progress with a preliminary report due shortly. The developer Sycan B, is also preparing some of his own financial estimates. It should be determined if the project will proceed with additional negotiations or be rejected outright by the developer over the next month. Mr. King also said that a mixed use project at the former Haggan site, next to Ace Hardware, is planning an aggressive schedule with construction beginning this summer. This project is expected to have 200 market rate apartments and commercial/retail uses in the front parcels. One early stage lead is for a taproom. Chaucer Foods is currently open with limited operations. They expect to be operating at 75% production in January. They are projected to have 50 employees by the end of the first quarter in 2015. Once they receive a food industry certification required by their suppliers, they plan to have a formal official grand opening event in April. The new bakery, Sugar Mommas Bake shop, had a soft opening on December 2<sup>nd</sup> with an overwhelming response. They have closed down briefly and will have a re-opening on January 10. Staff is also working with a lead for a new Thai restaurant to be located at the former Izgara location and a family owned hydro-seeding company that has purchased the former MIC recycling site on Fernhill Road. They will tear down the existing building and rebuild.

Mr. King also stated that several marketing initiatives are underway for running two radio web ads with OPB advertising, Oregon Business Magazine, and an ad in the Annual Travel Oregon Travel Oregon Guide. Mr. King also distributed a copy of four local business success profiles. Profiles for Usher Industries and Summit were new while profiles for Viasystems and Sake One were updates. They will be placed on the website and used to supplement marketing efforts.

## **5. Business:**

### **A. McMenamins – Host Update:**

There was no report this month

**B. Forest Grove Chamber of Commerce Update:** Mr. Sullivan announced a ribbon cutting for the grand opening of Sugar Momma's Bake Shop on Saturday, January 10, at 11:00am. They are located on Pacific Ave next to Scotties Drive-In. Sugar Momma's specialize in wedding cakes. He added that the Chamber will be holding an auction on Saturday, March 14<sup>th</sup> at Pacific University. This is the Chamber's largest fundraiser. Mr. Sullivan said that last year's fundraiser revenues were 40% higher than in the past, lots of interesting items to bid on. He added that the Chamber has added new members and is healthy financially.

**C. 2015 Boards & Commission Dinner:** Vice Chair Kramer announced the Annual B&C Appreciation Dinner and Reception for Wednesday, January 21, 2015. The event will be held at the FG Senior & Community Center, 2037 Douglas Street. Good time to recognize our members and find out what the other Commissions are doing.

**D. EDC Strategic Plan Review:** Mr. King handed out a copy of an edited version of the Plan along with an original version for member review. In addition, he handed out copies of the 2015 Oregon Business Plan, and the Oregon Business Alliance fifth annual Economic Check-Up.

Vice Chair Kramer began the Plan discussion regarding revising the Mission Statement. Council Liaison Uhing and Commissioner Hayes, worked as a subcommittee for the review. Proposed changes to the original version read as follows:

The Forest Grove Economic Development Commission advocates for a thriving local economy and advises the Council on relevant economic development issues.

Consensus approval from members was given for the revised Mission Statement.

Vice Chair Kramer continued Plan review discussion commencing with Target Area 6, group discussion centered on removing Goal 13. Goal 13 was removed by member consensus due to lack of funds and necessity. Mr. King, Target Area 7 is a new target area and centers around local area support. Commission members recommended changing Goal 16, Expand Local Community Communication to read: Develop local

communication strategies increasing both public and business understanding and support of economic development vision and strategies. The second bullet under Goal 16 to remain unchanged. Moving on to Goal 17, changes were recommended to change the first bullet to read: Coordinate and collaborate with appropriate regulatory agencies to reduce barriers to development. Mr. King suggested adding a second bullet to read: Coordinate a streamline approach to the regulatory process. Mr. King felt this was necessary due to recent issues in dealing with regulatory agency review for approving permits for local projects. Discussion progressed to Goal 20, the concern was that the City was indicated as providing funding. A new bullet was added to read: Provide information and assistance with available resources such as tax credits, incentives and financial management. Commissioner Hayes suggested amending the first bullet under Goals 18 to read: Take the necessary steps to identify an adequate and future supply of water, power and telecommunication utilities. Membership agreed to the changes for the first bullet for Goal 18. Commissioner Hayes added another change for Goal 6 second bullet. The bullet will now read: Provide coordination and support leading to expanded market opportunities.

Vice Chair Kramer applauded the Commission for a job well done and thanked them for their help in making the changes and updating the Plan. Vice Chair Kramer, the modifications we made to the Target Areas, this gives us a direction for the upcoming new year. These goals and target areas are relevant and provide a course or direction for the EDC.

**E. 2015 EDC Meetings-Topic Planning:** Vice Chair Kramer asked the Commission for their input on suggestions for topics for future meetings in 2015. Mr. King, made a couple of suggestions, do the members want to review the subcommittee alignment, or the work plan, or look at external steps for meeting with companies. Mr. King will develop a list for assigning the industrial, tourism, and workforce subcommittees to work on the Plan's Goals for the next meeting.

Vice Chair Kramer, we need to address the Work Force subcommittee moving forward, we currently don't have any manning for it. Councilor Uhing, the Commission needs to give direction, we will probably be looking at Commissioner Marks for ways for engagement. Commissioner Marks, in the areas of education, training and communicating with businesses are the areas we need to focus on. In addition, help with business needs in recruitment of labor force, and skill development. Discussion followed on the merits of forming an had-hoc work force group to align with other subcommittee's as needed. Maybe we should have the subcommittee form as tasks warrant. Councilor Uhing, there is a function through EDC for a work force initiative.

**F. Sub Committee Realignment:** Vice Chair Kramer, let's have further discussion on Sub-committee alignment at the next meeting. Mr. King will provide us with the current rosters of each subcommittee.

**6. COUNCIL COMMUNICATIONS:** Councilor Uhing mentioned the Gales Creek Terrace subdivision project proposed for the south side of Pacific Ave near D and E Streets. The Council recently approved the project. She reported that there will be no appeal to LUBA as the deadline has passed. She said that the City Council and Mayor Truax are working on a new city manager selection process. It will take several months. Councilor Uhing also referred to the Oregon Leadership Business Plan Summit was held earlier in the week in Portland. She was disappointed that it did not have stronger initiatives to reduce poverty.

**7. BOARD MEMBER COMMUNICATIONS:** John Hayes expressed concern that the k-12 school budget of \$6.9B proposed by the Governor will cause cuts. He urged full funding which should be \$7.5B. He stated that state revenues have projected to increase by 11% but the K-12 budget is proposed to increase by only 9%, so school funds are losing ground as a percentage of the budget. The proposed Governors budget is not sufficient the money is being channeled elsewhere. Commissioner Hayes explained that during the last recession most technical and vocational programs were cut. He urged fellow board members to lobby their legislators for more funding.

**8. ANNOUNCEMENT OF NEXT MEETING:** Vice Chair Kramer announced that the next meeting of the EDC will be on February 5, 2015.

**8. ADJOURNMENT:**

The meeting was adjourned @ 1:40 p.m. by Vice-Chair Kramer.

Approved by the Forest Grove Economic Development Commission:

Date: 2/5/15

Signed:   
EDC Chair

APPROVED

MEETING MINUTES

ATTENDEES: Tim Budelman, Hope Kramer, Kelly Marks, Bruce McVean, John Hayes, Steve Krautscheid, James Draznin, Justin Norman, Mark Nakajima, Howard Sullivan, Guy Storms

CITY STAFF: Jeffrey King, Cassi Bergstrom, Nyssa Rivera, George Cress

1. CALL TO ORDER:

The meeting was called to order at 12:19 p.m. by Tim Budelman.

2. CITIZEN COMMUNICATION:

None.

3. APPROVAL OF JANUARY 8, 2015 SUMMARY MINUTES:

Mr. Norman moved to accept the meeting minutes as presented. Mr. Storms seconded the motion. The minutes passed unanimously.

4. ADDITIONS/DELETIONS & STAFF SUMMARY:

Mr. King spoke about the fact that he was meeting with developers this afternoon in regards to the Hagen site to look at issues going on. Will know more on how the parties intend to work together to resolve the issues.

Mr. King talked about some future potential uses for the Times Litho site.

Mr. Budelman gave an update on the Ruralite that it is currently in escrow. No further information is available in regards to the sale. It is thought to be bought as a doctor's office.

Mr. King brought up the Henningson site to make it a certified site that was submitted last spring. State came back with 14 items in terms of conditional details. Most are handled internally, but the biggest being how the city will get sewer to that site. The three major issues applicant needs to address were to initiate wetland delineation, determine how a sewer utility can best be built to the site and geotech information.

Mr. King discussed Chaucer Foods. Clean Water Services gave a cease and desist order because they still needed to do a final inspection. CWS was slated to visit the site last Friday It appears to have been resolved but Mr. King had not heard if Clean Water had done the final inspection.

Mr. King made mention that an outfitter shop moved in near NAPA on Pacific Ave. In addition, a woman's clothing boutique will take over the Friendly Vine space. It should open sometime in March.

Mr. Budelman spoke on the fact that 1910 Main is on the market. Has the possibility to create great opportunity since two spaces next to the building are also available for creating an outdoor seating area. He hopes to get that area refilled to continue a business as a nice restaurant.

Mr. Budelman also reported that the annual Boards and commission meeting went well. It was shorter than the previous year.

**5. BUSINESS:**

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

No representative was in attendance. Mr. King made comment that the movie theatre is open again.

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

Mr. Sullivan informed everyone that there is a Chamber of Commerce luncheon on February 23<sup>rd</sup> in the Auditorium. Both mayors from Forest Grove and Cornelius will be in attendance. If anyone plans on attending, they need to RSVP as soon as possible.

Mr. Sullivan also mentioned the new map at the front of the Chamber of Commerce building having a QR code for smart phones.

Finally, Theater in the Grove has been in Forest Grove for close to 50 years! To celebrate all that the theater has done for the city, they have brought back "Stars in the Grove". It will be held February 28<sup>th</sup> at the Taylor Mead Auditorium at Pacific University and all proceeds will go towards funding the Theater in the Grove. Sponsors are needed, so please contact Mr. Sullivan if interested.

**C. FINAL EDC STRATEGIC PLAN REVIEW & PROCESS:**

Mr. King included the cleaned up version of the mission statement and the goal titles/statements. An Appendix that includes the work plan will be added to the final strategic plan version. The plan is to make a presentation to city council once the whole package is approved by the EDC.

**D. SUB COMMITTEE REALIGNMENT:**

Mr. King then went on to discuss the subcommittee realignment. The points of discussion will be to a.) Identify goal statement and which subcommittee they fit under, b.) What the active subcommittees are, who was initially assigned to those and what changes there might be to the focus, and number of subcommittees.

Mr. Budelman asked Mr. Sullivan what he thought about marketing to the Industrial subcommittee. Mr. Sullivan responded that marketing would be beneficial. Mr. King brought up the different infrastructure issues and needs.

Ms. Kramer brought up subcommittee proposal item number 6 for discussion involving the commercial lands/recruiting for discussion. Asked if that is something industrial is already kind of doing? Mr. King said that commercial recruitment

components for larger developments could be added. Ms. Kramer then was wondering what urban renewal will affect. Jeff King stated it will most likely affect larger and smaller commercial. Doesn't include the industrial sites. Ms. Kramer brought up the fact that there is no commercial piece. Mr. King stated there are not a lot of commercial lands and that is why there is a smaller need. Mr. Budelman asked is they should they be hybridized together with industrial?

Kelly weighed in about the work force. Standing committee hasn't been terribly affective. Wants to know the objectives and goals for work force. Mr. King brought up the two goals: goal 12 of access to local workforce needs of employers and goal 13 to enhance local business use of employment and training resources. Kelly asked if we want continual facilitation or deliverables. Mentioned the last meeting she tossed the idea of a trade show or model fair, not so much for the public but for the businesses to allow for access to resources available. Mr. King agreed a trade show, or the like, would be effective on meeting the business needs. Kelly suggested some referral point so workforce issues doesn't get pushed aside, possibly in small business.

Mr. King clarified list of goals for each business category and identifying a project: industrial Committee, small business committee and project basis ad-hoc. Clarified where certain goals should be within the subcommittees to find our working goal. Kelly made the suggestion that consistent flow of info doesn't need a subcommittee and pursuing formal partnerships to get to the goal. Basically having one point of contact to refer to in order to make obligations for the organization. Mr. King had mentioned a press release to update the public on information.

Mr. Sullivan asked about adding downtown subcommittees and the redundancy of doing so. Feels that all open spaces need to have attention, not just downtown.

Mr. Draznin was wondering if it was a good idea to split the committees between commercial and industrial. Mr. King explained there is no perfect way to split, and will clarify with more bullets regarding the focus and roles of each committee in an updated committee proposal. Mr. Krautscheid wanted added to small business subcommittee. Mr. Draznin wanted to be added to new operations/communications subcommittee.

The final proposal had workforce issues included in the focus area both the Industrial and Small Business Subcommittees, downtown issues added to the focus of the Small Business Committee, Large commercial development projects to the Industrial Subcommittee, change Workforce Subcommittee to a project-based ad-hoc committee and creation of a new subcommittee EDC Operations

**E. 2015 EDC MEETINGS-TOPIC PLANNING:**

Mr. King was able to get the President and Vice President of Greater Portland Inc to come speak at the next March meeting. Mr. Budelman asked the question if having private sector representatives come speak effective in obtaining information? Mr.

McVean mentioned it was interesting but, maybe needed to be more spread out. Ms. Marks agreed, stating if a more intentional take-away would be effective.

6. **COUNCIL COMMUNICATIONS:**

None.

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

Mr. King handed out an email to remind the board regarding the Westside Alliance having a luncheon at 1910 Main on February 10th.

8. **ANNOUNCEMENT OF NEXT MEETING:**

Jeff King announced that the next meeting of the EDC will be on Thursday, March 5<sup>th</sup> at 12:00 noon in the Alice Inkley Room at McMenemy's Grand Lodge.

9. **ADJOURNMENT:**

A motion was made to adjourn the meeting by EDC Chair Tim Budelman, Steve Krautscheid seconded. The meeting was adjourned at 1:24 p.m.

Approved by the Forest Grove Economic Development Commission:

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

March 5, 2015  
Tim Budelman  
EDC Chair

## Memorandum

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**To:** Mayor Truax and City Councilors

**From:** Anna D. Ruggles, CMC, City Recorder

**Subject:** Make Appointment to Economic Development Commission

**Date:** March 16, 2015

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**BACKGROUND:**

Staff received application from Adelante Mujeres expressing its desire to appoint Javier Urenda, Primary, and Arturo Villaseñor (Alternate) (replacing Eduardo Corona who resigned) as their voting representative on the Economic Development Commission.

No applicant interview is required since the Adelante Mujeres is making this recommendation to Council.

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**STAFF RECOMMENDATION:**

Staff is recommending the City Council consider approving at the Council meeting of March 16, 2015, a resolution making appointment to Economic Development Commission as noted above. 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. 2015-20**

**RESOLUTION MAKING APPOINTMENT TO  
ECONOMIC DEVELOPMENT COMMISSION  
VOTING REPRESENTATIVE**

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

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

**WHEREAS**, there currently exist a vacancy on the Economic Development Commission; and

**WHEREAS**, the City Council has received notification from a business/entity making recommendation to appoint a voting representative to serve on their behalf on the Economic Development Commission.

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

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

<u>Last Name:</u>	<u>First Name:</u>	<u>Position/Representative:</u> <b>(Hispanic Community)</b>	<u>Term Expires:</u>
Urenda	Javier	<b>Adelante Mujeres (Primary)</b>	December 31, 2016
Villaseñor	Arturo	<b>Adelante Mujeres (Alternate)</b>	

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

**PRESENTED AND PASSED** this 16<sup>th</sup> day of March, 2015.

\_\_\_\_\_  
Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 16<sup>th</sup> day of March, 2015.

\_\_\_\_\_  
Peter B. Truax, Mayor



**Members Present:** Jennifer Brent, George Cushing, Neil Poulsen, Kaylene Toews, Holly Tsur (two vacancies)  
**Staff Present:** James Reitz  
**Council Liaison:** Richard Kidd was excused  
**Citizens Present:** 01 (Bunny Girt)

1. **Call to Order:** Poulsen opened the meeting at 7:14 p.m. **The meeting minutes of December 16, 2014, were approved as submitted.**

2. **Citizen Communication:** None.

3. **Seismic Upgrades – State Farm Insurance Presentation:** State Farm Insurance Agent Bunny Girt was introduced. She presented some great suggestions and tips on earthquake insurance. She said that all State Farm representatives have access to the same rates and requirements for insurance. She noted that earthquake insurance in the Willamette Valley was one of the least expensive in Oregon at 53 cents per thousand dollars of value, with a 15% deductible. She said that there are three seismic zones in Oregon with the coast and eastern Oregon having higher rates. She further noted that any properties built prior to 1976 would require seismic retrofitting and appropriate documentation by a licensed contractor that it was completed before a building would be eligible for earthquake insurance. She said the average costs for refitting a single-level home ran three-to-five thousand dollars. She advised that there were websites with additional information about seismic retrofitting.

Tsur suggested partnering with the police and fire departments during their safety fairs or open houses to provide earthquake preparedness information. She thought that having insurance information as well as a list of retrofit contractors might be a big benefit. Cushing offered to work on that.

4. **Action Items / Discussion:**

A. **Review and Adopt Annual Goals and Tasks.** The goals, tasks and potential SHPO grant application were discussed at the same time as the SHPO grant was dependent on the goals and tasks determined by the Board. The Board was all in agreement to use the SHPO grant to work on developing a strategic plan. Among items to be determined would be methods of new member recruitment, and a top priority would be determining what the citizens of Forest Grove wanted from the HLB. A large part would be a questionnaire of the homeowners, and who to request information from - just within the historic districts and historic homes or others. Having a strategic plan would have helped the Board with some of the unfulfilled 2014 tasks, including #5 – newsletter format; #7 - targeted communications and refining of the mailing list; #8 – how to seek new sources of funding; #10 developing a priority list of future SHPO grants; and #11 - organizational development including future goals and membership and officer transition methodology. Toews noted that the goals of a strategic plan are: A - research needs; B - plan methods to reach those goals; and C - revise and put into action.

The 2014 Task List was discussed and suggestions made to revise it for 2015. Toews will forward some suggestions for wording to everyone for refinement, and adoption at the next meeting.

B. **2015-16 SHPO Grant Application.** Reitz said that the SHPO grant would not exceed \$13,000, and hiring a consultant to assist the Board in developing a strategic plan would cost about \$10,000; the balance could be used to continue the newsletter through the grant cycle, which would end in August 2016. **Brent/Toews to apply for the SHPO grant for the tasks noted above. Motion carried unanimously.**

- C. **Annual Elections.** Poulsen said that this would be his last official meeting. After some discussion, the Board elected Tsur as chair, Toews as vice-chair, and Cushing as secretary. Tsur suggested that members rotate duties to become more familiar with the three positions. She specifically noted that items like the CEP grants and the program for boards and commissions reception needed to have more than one person qualified. She also suggested that we should have a refresher on Roberts Rules of Order. It was noted that with only four members, only two could form a subcommittee and a quorum was three persons.
- D. **Winter Newsletter.** Brent said she had prepared questions for some previous grant recipients. With a few minor suggestions the Board agreed they would be great. Reitz will send her the contact information; Brent will also ask them for photos that could be used. It was suggested that a future issue in conjunction with the Community Forestry Commission might be desirable.

**5. Old Business / New Business:**

- Council Liaison Report: No report as Kidd was excused.
- A joint city council/planning commission/historic landmarks board meeting has been scheduled for February 9<sup>th</sup> to discuss the guidelines and standards. Reitz said the work session would probably start about 7:30 pm. He is preparing a staff memo on the history and need of the document. Rob Dortignacq will be attending; Poulsen said he would as well. Tsur recommended we all spend time reviewing the documents to be certain we know and understand their contents.
- Poulsen said he was working with the chamber director to schedule a presentation about the guidelines; he had also tried to reach out to the Rotary Clubs but was unsuccessful. It was noted that Realtors should be advised after adoption so they can inform prospective purchasers of historic homes of the rules.
- February 24 agenda: Toews said the *View Historic Forest Grove* team would be attending to describe their photo sharing website. Reitz said we should start thinking about a Stewart Award recipient, the CEP grant application, and final review of the SHPO grant application.

**6. Adjournment:** The January 27, 2015 meeting adjourned at 9:08 p.m.

These minutes respectfully submitted by George Cushing, Secretary

## Memorandum

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**To:** Mayor Truax and City Councilors  
**From:** Anna D. Ruggles, CMC, City Recorder  
**Subject:** Accept Resignation on Historic Landmarks Board  
**Date:** March 16, 2015

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Neil Poulsen, Historic Landmarks Board (HLB), Term Expiring December 31, 2016, has informed staff of his desire to resign from the HLB as per his attached letter notification.

**STAFF RECOMMENDATION:**

Staff recommends Council accept the above-noted resignation and deem the seat vacant.



[REDACTED]  
Forest Grove, OR. 97116  
March 4, 2015

City Council  
City of Forest Grove  
1924 Council Street  
Forest Grove, OR. 97116

Dear City Council,

After several years as both a member and as Chair of the Forest Grove Landmarks Board, I've decided to submit my resignation and withdraw from the Board.

It's been fun, busy, and productive. But, I have other projects on which I look forward to focusing my time, some of which involve preservation in Forest Grove.

Thank you so much for originally selecting me. My participation on the Landmarks Board has opened an important area of past and future interest for me, which is preservation.

Best regards,

A handwritten signature in blue ink that reads "Neil Poulsen". The signature is fluid and cursive.

Neil Poulsen

# CERTIFICATE OF APPRECIATION

*Awarded to*

*Neil Paulsen*

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

**HISTORIC LANDMARKS BOARD**  
**2007 - 2015**

*The Forest Grove City Council sincerely thanks you for your outstanding service  
and time and effort you dedicated to the Forest Grove Historic Landmarks Board.*



city of  
forest  
grove

Peter B. Truax, Mayor  
Forest Grove City Council  
March 16, 2015

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**APPROVED**

**PARKS AND RECREATION COMMISSION REGULAR MEETING  
WEDNESDAY, JANUARY 21, 2015  
COMMUNITY AUDITORIUM-CONFERENCE ROOM  
PAGE 1 OF 3**

- 1) **ROLL CALL:**
  - a) Commissioners – Ralph Brown, Quinn Johnson, Howard Sullivan, Susan Taylor, Jeremiah Toews, Glenn VanBlarcom and Paul Waterstreet. Absent – Mike Olson and Todd Winter.
  - b) Council Liaison – Tom Johnson
  - c) Staff – Tom Gamble, Steve Huffman and Cindy Donoven
  
- 2) **CITIZEN COMMUNICATIONS:** Susan Taylor presented Tom Gamble with the Paul Harris Fellow Community Service Award from Daybreak Rotary. This award is named for the founder of Rotary in 1935.
  
- 3) **APPROVAL OF MINUTES:** The minutes of the November 19, 2014 meeting were approved.
  
- 4) **ADDITION/DELETIONS:** None
  
- 5) **ELECTION OF OFFICERS:**
  - a) Chair – Paul Waterstreet
  - b) Vice Chair – Susan Taylor
  
- 6) **OLD BUSINESS:**
  - a) **Master Plan**
    - i) Consultant – There were two proposals submitted and MIG was selected. MIG was \$30,000 less, one of the leading firms in the NW, good community outreach and a good SDC consultant.
    - ii) Timeline – There are five phases which should be completed by the end of November or the first of December 2015.
      - (1) Phase 1 – Existing Conditions and Regional Context Evaluation
      - (2) Phase 2 – Needs Assessment Activities
      - (3) Phase 3 – Recommendations and Priorities Activities
      - (4) Phase 4 – Documentation and Implementation Activities
      - (5) Phase 5 – Community Center Feasibility Study
    - iii) Each phase has a list of 8 to 10 steps within the phase to accomplish and complete the phase.
    - iv) There will be a kick off meeting with the consultants and the Recreation Commission.
    - v) Everyone contacted about serving on the Parks Master Plan Advisory Committee responded and would like to participate.

**PARKS AND RECREATION COMMISSION REGULAR MEETING  
WEDNESDAY, JANUARY 21, 2015  
COMMUNITY AUDITORIUM-CONFERENCE ROOM  
PAGE 2 OF 3**

- b) Aquatic Center Repairs**
    - i) The old boilers have been replaced.
      - (1) The recent power outage shut down the boilers because Oregon regulations require a safety switch to automatically shut off the gas.
      - (2) A new control system has been installed that is programmed to send a text message to Tom, Andrew and Sherri that power has been shut off.
  - c) Trails R.F.P.**
    - i) The R.F.P. for the Old Town Loop Trail will go out next week.
      - (1) There are two grants that will be utilized for this project which will extend two miles and cost \$450,000.
      - (2) It is a 120 day process to get a permit from Washington County.
- 7) NEW BUSINESS:**
- a) Aquatic Center Revenue/Attendance**
    - i) Revenue has caught up to last year.
    - ii) Our winter lesson program is full.
    - iii) We will start offering Saturday morning lessons this spring.
  - b) Commission Goal Setting**
    - i) Last year's goals will be sent out to be reviewed before the Commission sets new goals for this year.
- 8) COMMISSIONER'S REPORTS:**
- a) Paul:**
    - i) Welcome to our new Council liaison Tom Johnson (TJ).
    - ii) The Rotary is still deciding how to honor Dave Easton. The idea of a history showcase located at the Aquatic Center came up, which could include a plaque and a list of his accomplishments. A flag pole is another possibility.
  - b) Howard:**
    - i) The grand opening for the Sundial project will be in June. There are still four months available for \$150 each.
  - c) TJ:**
    - i) He's been on the City Council for thirteen years and noted that the wheels of government move slowly.
- 9) STAFF REPORTS:**
- a) Tom:**
    - i) The Annual Town Hall meeting will take place on January 31 from 9:00 a.m. to noon. It will focus on utility rates and the system.

**PARKS AND RECREATION COMMISSION REGULAR MEETING  
WEDNESDAY, JANUARY 21, 2015  
COMMUNITY AUDITORIUM-CONFERENCE ROOM  
PAGE 3 OF 3**

ii) The federal government will help plan a new section of trail, the Yamhilla Trail. Other trails in the works are the Council Creek Trail and the Salmonberry Trail.

**b) Steve:**

i) Winter tree trimming is taking place.

ii) There were four recent water line breaks in Forest Glen Park. So we are converting parts of the gravel trail to concrete to deal with the erosion.

10) **ANNOUNCEMENT OF NEXT MEETING:** The next meeting will be Wednesday, February 18 at 7:00 a.m.

11) **ADJOURNMENT:** The meeting was adjourned at 5:28 p.m.

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3K

APPROVED

PUBLIC ARTS COMMISSION

January 8, 2015

Forest Grove Library

Page 1

**Minutes approved by the PAC on February 12, 2015.**

**1) CALL TO ORDER:** Kathleen Leatham called the meeting to order at 5:05 PM.

**PRESENT:** Kathleen Leatham, Pat Truax, Dana Zurcher, Linda Taylor, Dana Lommen, Emily Lux, Kathy Broom, Helvi Smith. **Staff Liaison:** Colleen Winters. **Guest** Susan Munger. **Absent:** Laura Frye and Yasmine Weil-Pourfard.

**2) CITIZEN COMMUNICATION:** Susan Munger joined our meeting to donate a numbered Wysocki print "Twas the Night before Christmas" to the library. The print will be stored at the library until the department, city and advisory board follow the protocol to accept or decline the piece. If the piece is not accepted, it will be sent to another city department for acceptance or be returned to the owner.

**3) APPROVAL OF PAC MEETING MINUTES:** Dana Z. moved and Dana L. seconded a motion to approve the minutes from December 11, 2014, the vote was favorable.

**4) ADDITIONS/DELETIONS:** Addition of the clock discussion.

**5) BUSINESS:**

**a) Election of Officers:** Dana L. nominated Kathleen Leatham as chair and Emily Lux as secretary for 2015. Linda T. seconded the nomination, the vote was favorable.

**b) Goal Setting Retreat Date:** PAC 2015 planning retreat will be Saturday, February 28, at 9:00 am, as the home of Kathleen Leatham. A breakfast potluck is planned. Agenda items for the retreat will include: Old CEP grant, new CEP grant, launch for the brochure and discussion of repair and possibility of moving the Robert Foster bench.

**c) Updates:**

- Walking Brochure Project-A price of 55 cents per copy was given for a run of 1000 brochures. A completed project will be shared at the regular February meeting.
- Street Clock -Pricing for a street clock began at \$17,000. Although this is a worthy project after discussion is was decided that original works of public art would better fit into the parameters of the PAC. Pat will ask Rob Foster to help with a map of the city for possible public art sites.
- Finances-The finances have been updated to reflect current balance.

**6) COMMISSIONERS COMMENTS:**

- Linda T. announced the 4th Spanish program has been planned for the library series.

- Pat T. announced the West Tuality Habitat for Humanity Gala will take place on Saturday, February 7, 2015, at the F.G. Senior and Community Center.

**7) STAFF COMMUNICATIONS:**

Colleen announced the Books and Buns Library Foundation fund raiser will be Thursday, February 5, from 5-8pm at the UCC. Tickets are \$12.00 for adults and \$6.00 for children. A Barber Shop Quartet will perform at the first Tuesday program at the library. Tom Gamble has been appointed temporary city manager until a permanent manager can be hired. Finally, Richard Kidd will be the new Public Arts City Council liaison.

**8) ADJOURNMENT:** The meeting adjourned at 6:10 p.m.

- The next meeting will be February 12, 2015 in the Rogers Room at the Library with our new Forest Grove Council member.
- Coming event: January 21, 2015, will be the dinner for Boards and Commissions held at the FG Senior and Community Center. Call or email Anna Ruggles to reserve a place at

Respectfully Submitted by Pat Truax

3

APPROVED

*Minutes approved by the Public Safety Advisory Commission on February 25, 2015*

1. **ROLL CALL**

Meeting called to order by Chairman Seable at 7:30 am

**Members Present:**

Chairman Nathan Seable, Robert Mills, Glenn VanBlarcom, Drue Garrison, Tim Rippe, Anne Newkirk-Niven and Chas Hundley (arrived @ 7:35 am).

**Members Absent:** Tim Dierickx

**Liaisons Non-Voting Representatives Present:**

Councilor Ron Thompson and Marty Goldman

**Liaisons Non-Voting Representatives Absent:**

Byron Schmidkofer and Guy Storms

**Others Present:**

Fire Chief Michael Kinkade, Police Chief Janie Schutz (arrived @ 7:39 am), Jill Smith and Sharon Cox

2. **INTRODUCTIONS**

Self- introductions were made

3. **CITIZEN COMMUNICATIONS**

None

4. **APPROVAL OF MINUTES**

There was a motion by Glenn VanBlarcom and a second by Robert Mills to approve the minutes of the December 3, 2014 minutes as emailed.

**MOTION CARRIED 6-0** Chas Hundley(arrived @ 7:35) & Tim Dierickx absent

5. **ADDITIONS/DELETIONS**

None

6. **ACTION ITEMS/DISCUSSION**

7. STAFF REPORTS

**Fire Department** – Chief Kinkade noted that he had emailed his monthly report to the group prior to the meeting. He noted that the cooperative services study is ongoing with the due date being mid-February. The spring recruit firefighter academy has received 55 applications. The academy will begin in March.

The new Water Tender should be here any day and the Type III Engine has been ordered and will arrive in late spring.

We are in the process of completing a Continuity of Operations Plan (COOP) and had our first training last week. This is a joint emergency operations plan between the Cities of Cornelius and Forest Grove. We received a \$40,300 grant for this project.

**Police Department** – Chief Schutz said they just hired and swore in a new officer. She said she is losing an Officer to Portland and a Sergeant is retiring in May. They have an open reserve recruitment as well as officer recruitment in process.

They have had 3 architects in to review the building and help decide the future of the police station. They will look at all options and expect to have their input by February 3, 2015.

**City Council** - Councilor Ron Thompson has been appointed as the new PSAC liaison.

8. OLD BUSINESS

**Bylaws 2<sup>nd</sup> Reading & vote**

Chairman Seable noted that this will be the 2nd reading of the Bylaws.

Tim Rippe said that in Section V, 1 (d) was a question regarding the staggering of member terms. It was clarified that they would leave the word “staggered” in the document as it referred to the terms of members.

The next areas of change are Section V, 2 (b)(i) which referred to the routine functions of the Chairperson. “The agenda should identify items requiring a vote by members so members can vote per paragraph 5.b below “with prior approval of the chairperson”.”

He said he spoke with City Recorder Anna Ruggles and she said that with prior approval of the chairperson, voting via teleconference or email is permissible if such votes are cast either before or at the time of the meeting and are reliably documented. Section V, 5 (b).

There was a motion by Robert Mills and a second by Glen VanBlarcom to accept the PSAC Bylaws as amended.

**MOTION CARRIED 7-0** Tim Dierickx absent

Tim will send to Sharon to forward to Anna Ruggles to include in an upcoming Council agenda for approval.

### **National Night Out**

Chairman Seable reported that during the December meeting they had voted to partner with Police to sponsor the annual City event. The Sub-committee appointed in December was Tim Rippe, Nathan Seable and Drue Garrison. Nathan said it will be held at Pacific University on August 4<sup>th</sup> and the vision of NNO will be a "fair" atmosphere with various city departments, civic groups and hopefully vendors participating.

Tim Rippe suggested they begin to break down the operations of it into smaller sub-committees such as:

Planning Committee – Nathan Seable, Tim Rippe, Drue Garrison

Budget & Fund Raising Committee – Glenn VanBlarcom

Advertising & Publicity Committee – Anne Newkirk-Niven

Booths, Vendors & Volunteers Committee -

Demonstrations & Activities Committee – Drue Garrison

(Those members whose names appear after the committee name have volunteered to work on that committee).

They will be working with Teresa Kohl, CSO from the Police Department to break down further those activities that each committee will be responsible for.

The theme of the event was briefly discussed. Chief Schutz said it could center on relationships between officers and citizens.

**SWOT – Top 3-5 Strategies and SMART objectives**

Chief Kinkade began by recapping what the commission has developed so far. He said in October the process to develop a strategic plan for the PSAC began. He has helped facilitate other non-profits, government agencies & public safety agencies with developing their strategic plans. This meeting will focus on choosing strategic goals and beginning to develop objectives to meet those goals over the next two (2) years.

Listed below are the decisions from today's meeting:

1. Enhance the PSAC Bylaws
  - Complete subcommittee redesign and adoption by PSAC (DONE).
  - Present to City Council for approval by April 30, 2015.
  
2. Participate in National Night Out Event
  - Establish planning subcommittee (DONE).
  - Develop NNO Incident Action Plan (IAP) by April 22, 2015.  
IAP will include assignments for logistics, operations, finance, etc.
  - Participate in NNO on August 4, 2015.
  - Conduct after action review of event and examine future community events by October 20, 2015.
  
3. Identify department needs and work to enhance public safety funding (Combination of Goal 5 and 8)
  - Review each department's mission, vision and strategic plan by May 27, 2015.
  - Commission members should conduct ride-alongs with each department.
  - At least one (1) commission member should attend the law enforcement citizen academy each year.
  - Identify funding needs by \_\_\_\_\_. (before end of existing levy-June 30, 2018)
  - Communicate to Council and community groups funding needs by \_\_\_\_\_. (before end of existing levy-June 30, 2018)
  
4. New member orientation
  - Develop orientation and training binders for new members by March 2015.
  - Assign commission sponsor for new members by April 2015.
  - Complete orientation and initial training for new members within six (6) months

Tim Rippe left @ 8:40 am.

9. **NEW BUSINESS**

**PSAC Facebook** – There was discussion among members regarding the PSAC and/or other commissions having their own Facebook site. Chief Kinkade said the City would rather the commissions use the Police and Fire Facebook sites or there could potentially be 19 commission Facebook sites.

Also, only PIO's are allowed to post items on these sites so many people would have to be trained to do this.

He said that Forest Grove Fire & Police Departments may have the largest group of followers of their sites in the state.

Nathan would like to keep this on the agenda for next meeting to discuss what types of things PSAC could post on either of the sites.

For the good of the order – Chairman Seable represented the PSAC at the annual Boards & Commissions dinner. He will forward his power point presentation to the members.

Chas Hundley said that he will be moving out of Gales Creek so will have to resign from the PSAC at this time.

10. **ANNOUNCEMENT OF NEXT MEETING** – February 25, 2015 @ 7:30 am at the Fire Department.

11. **ADJOURN**

The meeting was adjourned at 8:50 am.

Recorded & submitted by:  
Sharon Cox, Administrative Assistant

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APPROVED

*Minutes approved by the Public Safety Advisory Commission on March 4, 2015*

1. **ROLL CALL**

Meeting called to order by Chairman Seable at 7:30 am

**Members Present:**

Chairman Nathan Seable, Robert Mills, Glenn VanBlarcom, Tim Rippe, Anne Niven and Martin Goldman.

**Members Absent:** Tim Dierickx and Drue Garrison

**Liaisons Non-Voting Representatives Present:**

Councilor Ron Thompson and Guy Storms

**Liaisons Non-Voting Representatives Absent:**

Byron Schmidlkofer

**Others Present:**

Fire Chief Michael Kinkade, Police Chief Janie Schutz, Jill Smith and Sharon Cox

2. **INTRODUCTIONS**

3. **CITIZEN COMMUNICATIONS**

None

4. **APPROVAL OF MINUTES**

There was a motion by Tim Rippe and a second by Anne Niven to approve the minutes of the January 28, 2015 minutes as emailed.

**MOTION CARRIED 6-0** Tim Dierickx and Drue Garrison absent

5. **ADDITIONS/DELETIONS**

None

6. **ACTION ITEMS/DISCUSSION**

7. **STAFF REPORTS**

**Council Report** – Councilor Thompson reported that the Council met on Saturday, February 21 for their annual retreat. They discussed goals accomplished during the year and updated their goals for the upcoming year. Work on the budget will begin soon.

**Fire Department** – Chief Kinkade noted that he had emailed his monthly report to the group prior to the meeting. He asked if there were any questions. Tim Rippe asked about observing an upcoming planned joint EOC exercise. Chief Kinkade said yes and that it may be postponed but should be held later in the Spring.

Ann Niven asked about the high water incident where a woman followed her GPS and drove past barricades into high water on Fernhill Road. She asked about a permanent gate and Chief Kinkade said that every year he talks to Washington County LUT about the situation. Dave Schamp is the road manager for the County and they are discussing options regarding permanent closure when flooding occurs.

Chief Kinkade noted the Cooperative Study is nearly finished. There is a slight delay due to Banks Fire District hiring a new Fire Chief and giving him the opportunity to review it.

Tim Rippe asked about updating of the Fire Department Strategic Plan. Chief Kinkade said he will be updating it in the next couple of months based on the annual report that was just distributed in February.

Chief Kinkade said the City Council approved a pilot project to provide Fire Chief services to Gaston Fire District. This should begin sometime in May upon negotiating of a contract between the City and Gaston Fire.

**Police Department** – Chief Schutz had a power point presentation for the group. She said that a Strategic Plan for the Police Department will be a request for the next FY. She has a long term Sergeant that is retiring May 1<sup>st</sup> and is in the process of hiring a replacement to take effect May 1<sup>st</sup>. They are working toward a servant mentality and transitioning from tactical to strategic.

Neighborhood Watch (community policing) has been implemented.

Chief Schutz noted many things that she will be implementing in regards to total quality management such as empowering officers, embrace the need for fundamental change of thinking, create constant purpose for improvement, adopt a new philosophy that “Everybody’s Somebody”, end practice of giving service based on complaints, improve law enforcement services, support quality training, institute effective leadership, drive out the negative, breakdown the internal/external barriers (in regards to Hispanic population),

employ a non-quota philosophy, remove barriers that keep an officer from having pride and purpose, transformation and new partnership between PD and FG community, inspire a shared vision of Direction, Encouragement, Support, Praise and Respect.

Chief Schutz shared statistics from 2010 to 2014. Total calls for service has increased by 25% during this time.

The Police Department top 3 Goals that were presented at the Council retreat are Police Department Staffing, Police Department Facility upgrade/replacement and Interagency Participation and Cooperation.

At a minimum she will be asking for an Administrative Sergeant/Training Coordinating and one Officer. She would also like to put an Officer back on Trimet.

They have remodeled their front office to make extra work space for their CSO's. Building replacement or remodel will be at least 5 years out.

Interagency participation and cooperation is imperative for officer opportunity and development.

Chairman Seable asked about Council response to her requests. She said it was presented to Council at their retreat on Saturday by City Manager Pro-Tem Tom Gamble and Finance Manager Paul Downey and she has not received any feedback.

Anne Niven asked what is the normal staffing per 1,000 population. She said with current staffing it is approximately 1 officer/1000. Chief Schutz said the norm would be between 1.5 to 1.8 per 1000.

Tim Rippe said that Nextdoor.com has raised the expectation of the police department to the community. Complaints or discussions begin there and they want to know immediately why the PD isn't responding. They want immediate gratification.

Tim Rippe asked if the CSO's were officers. Janie said they are not.

Martin Goldman asked if they had looked into having volunteers help with record keeping, etc. Chief Schutz said there is a national group called VIP – Volunteers in Policing that could be used as a resource. One of the problems

with volunteers is with LEDS. They cannot allow any non-sworn people near their LEDS printer due to confidential information.

Glenn VanBlarcom asked that if putting an Officer back on Trimet will that augment the current personnel budget or be an additional person. Chief Schutz said it would be an additional person.

Glenn VanBlarcom asked if there was any grant money for IGET. Chief Schutz said IGET will most likely become a federal program soon. There are grants available for 4 years – 75% paid by grant for 3 years then you have to come up with the 25% plus the 4<sup>th</sup> year.

Anne Niven asked about the School Resource Officer position. Chief Schutz said the SRO is paid 50% by the School District.

Anne Niven asked how Washington County Sheriff's taking over Cornelius Police has affected Forest Grove. Chief Schutz said it has decreased their calls by 75 to 100 calls per month. They will still provide mutual aid to Cornelius when needed but the service the citizens of Cornelius are receiving has improved.

Chairman Seable asked where the City departments are in their budget process. Chief Kinkade said they will be getting further budget instructions soon.

Chairman Seable asked about writing a letter to Council in support of the highest priority budget requests. It was decided that PSAC should ask Finance Director, Paul Downey to meet with them at their next meeting to get the financial picture of the City.

Due to time constraints there was discussion regarding the NNO planning and finishing the Strategic Plan. There was a motion by Glenn VanBlarcom and a second by Tim Rippe to set a dedicated meeting (March 4) to finish the work on the Strategic Plan and continue planning for NNO.

**MOTION CARRIED 6-0** Tim Dierickx and Drue Garrison absent

8. **OLD BUSINESS**

**National Night Out** – Tim Rippe said he has created a folder on Dropbox that has 3 documents in it. They are for planning, budget and a map of the event area. He will share a link to the Dropbox via email.  
Special meeting will be held on March 4, 2014.

**Strategic Plan – review goals & objectives, amend & adopt.** – Special meeting will be held March 4, 2014.

**New member orientation binder** – to be discussed at a later meeting

**PSAC Facebook outreach discussion** – to be discussed at a later meeting

9. **NEW BUSINESS**

None at this time

10. **ANNOUNCEMENT OF NEXT MEETINGS** – March 4, 2015 @ 7:30 am at the Fire Department to finish Strategic Plan and discuss NNO.

March 18, 2015 – Regular monthly meeting moved up one week due to Spring Break.

11. **ADJOURN**

The meeting was adjourned at 9:00 am.

Recorded & submitted by:  
Sharon Cox, Administrative Assistant

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3m

# Monthly Building Activity Report

February-15

2014-2015

Category	Period: February-14		Period: February-15	
	# of Permits	Value	# of Permits	Value
Man. Home Setup				
Sing-Family New	5	\$1,483,431	3	\$822,159
SFR Addition & Alt/Repair	3	\$25,300	7	\$70,682
Mult. Fam. New/At				
Group Care Facility				
Commercial New			1	\$2,974
Commerical Addition				
Commercial Alt/Repair	6	\$215,040	3	\$47,365
Industrial New				
Industrial Addition				
Industrial Alt/Repair				
Gov/Pub/Inst (new/add)				
Signs	1	\$7,000		
Grading				
Demolitions			2	\$0
<b>Total</b>	<b>15</b>	<b>\$1,730,771</b>	<b>16</b>	<b>\$943,180</b>

### Fiscal Year-to-Date

2013-2014		2014-2015	
Permits	Value	Permits	Value
182	\$37,612,645	174	\$22,920,287

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Permit Type	Description	Permits	Square Feet	Valuation	Fees Paid	Custom Field Valuation
xbotc	Cornelius Building Over the Counter	2	0.00	0.00	1,829.27	115,000.00
xmcofc	Cornelius Mechanical Commercial Over the Counter	1	0.00	0.00	55.55	0.00
xmrofc	Cornelius Mechanical Residential Over the Counter	6	0.00	0.00	277.39	0.00
xpotc	Cornelius Plumbing Over the Counter	2	0.00	0.00	197.23	0.00
xsfadd	Cornelius Single Family Addition	1	800.00	88,232.00	1,493.71	88,232.00
xsign	Cornelius Sign Permit	4	0.00	0.00	1,032.09	34,125.00
xsolar	Cornelius Residential Solar Structural Installatio	1	0.00	0.00	164.08	0.00
<b>Grand Total</b>		<b>17</b>	<b>800.00</b>	<b>88,232.00</b>	<b>5,049.32</b>	<b>237,357.00</b>

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<u>Report Group</u>	<u>Fee Code</u>	<u>Fee Description</u>	<u>Amount</u>
bldg	bldpmt	Building Permit Fee	2,419.10
bldg	blinvs	Bldg Hrly Investigation Fee	146.50
bldg	blplrv	Building Plan Review Fee	1,572.43
bldg	bsolar	Res. Solar Installation	146.50
bldg	mcstsf	Mechanical State Surcharge Equ	21.89
bldg	mcstsr	Mechanical State Surcharge	5.95
bldg	mech	Mechanical Permit Fee/equip.	182.25
bldg	mecval	Mech.Commercial Permit Fee	49.60
bldg	plmb	Plumbing Permit Fee	176.10
bldg	plstsr	Plumbing State Surcharge	21.13
bldg	stsur	State Surcharge	307.87
		Total for Group bldg	<u>5,049.32</u>
		<b>Grand Total:</b>	<u><u>5,049.32</u></u>

## Memorandum

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**To:** Mayor Truax and City Councilors

**From:** Anna D. Ruggles, CMC, City Recorder  
Janie Schutz, Police Chief  
Tom Gamble, City Manager Pro Tem

**Subject:** Endorse New Liquor License Application

**Date:** March 16, 2015

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### **BACKGROUND:**

ORS 471.166 establishes the process for local government to make recommendation to the Oregon Liquor Control Commission (OLCC) concerning the suitability of a new liquor license application.

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

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

### **STAFF RECOMMENDATION:**

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



**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#: \_\_\_\_\_

3N

## FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE RECOMMENDATION

**NAME OF APPLICANT/BUSINESS:** FOREST GROVE SENIOR AND COMMUNITY CENTER  
 (Applicant: Raean Johnston)

**APPLICANT/BUSINESS ADDRESS:** 2037 Douglas Street – Forest Grove

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

**CITY BUSINESS LICENSE:** BL-000359

**TYPE OF LICENSE REQUESTED:**

*Application is being made for*

<p><b>ACTION:</b></p> <input type="checkbox"/> Change in Application <input checked="" type="checkbox"/> <b>New Application</b> <input type="checkbox"/> Renewal <input type="checkbox"/> Special Event <input type="checkbox"/> Temporary <input type="checkbox"/> Other: _____	<input type="checkbox"/> <b>FULL ON-PREMISES SALES:</b> <small>F-COM licenses are required to have dining seating. Allows the sale and service of distilled spirits, malt beverages, and wine for consumption on the licensed premises. Also allows licensees who are pre-approved to cater events off the licensed premises.</small>  <input type="checkbox"/> <b>BREWERY – PUBLIC HOUSE</b> <small>This license allows the holder to manufacture malt beverages and sell to patrons and wholesalers and allows the holder to sell malt beverages, wine and cider for consumption at the business and "to go".</small>	<input checked="" type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b> <small>Allows the sale of malt beverages, wine and cider for consumption on the licensed premises and the sale of kegs of malt beverages for off premises consumption. Also allows licensees who are pre-approved to cater events off the licensed premises.</small>  <input type="checkbox"/> <b>OFF-PREMISES SALES:</b> <small>Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off the licensed premises and allows approved licensees to offer sample tasting of malt beverages, wine and cider.</small>
<input type="checkbox"/> Business <input type="checkbox"/> Change in Ownership <input type="checkbox"/> Greater Privilege <input type="checkbox"/> Additional Privilege <input type="checkbox"/> Other _____	<input type="checkbox"/> F – CAT Caterer <input 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

\_\_\_\_\_  
 Date 2/20/2015



OREGON LIQUOR CONTROL COMMISSION  
LIQUOR LICENSE APPLICATION

Application is being made for:

**LICENSE TYPES**

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

**ACTIONS**

- Change Ownership
- New Outlet
- Greater Privilege
- Additional Privilege
- Other \_\_\_\_\_

**90-DAY AUTHORITY**

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

**APPLYING AS:**

- Limited Partnership
- Corporation
- Limited Liability Company
- Individuals

**CITY AND COUNTY USE ONLY**

Date application received: \_\_\_\_\_

The City Council or County Commission:

\_\_\_\_\_  
(name of city or county)

recommends that this license be:

- Granted
- Denied

By: \_\_\_\_\_  
(signature) (date)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**OLCC USE ONLY**

Application Rec'd by:   R  

Date:   2-13-15  

90-day authority:  Yes  No

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

- ① Raeen Johnston, Executive Director      ③ Forest Grove Senior + Comm. Center
- ② Jeff Duyck      ④ \_\_\_\_\_

2. Trade Name (dba): Forest Grove Senior and Community Center

3. Business Location: 2037 Douglas Street, Forest Grove Wash. Co. Oregon 97116  
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: 2037 Douglas Street Forest Grove Oregon 97116  
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 503-357-2021      503-357-5544  
(phone) (fax)

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

7. If yes to whom: N/A      Type of License: N/A

8. Former Business Name: N/A

9. Will you have a manager?  Yes  No      Name: Raeen Johnston, Executive Director  
(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: Raeen Johnston      w-503-357-2021      Director@fgscc.org  
(name) (phone number(s)) (e-mail address)  
2037 Douglas Street Forest Grove, Oregon 97116      503-357-5544  
(address) (fax number)

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

Applicant(s) Signature(s) and Date:

- ① [Signature]      Date 1/27/15      ③ \_\_\_\_\_      Date \_\_\_\_\_
- ② [Signature]      Date 1/27/15      ④ \_\_\_\_\_      Date \_\_\_\_\_

RECEIVED

Oregon Liquor Control Commission



# OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: Forest Grove Senior Community Center Phone: 503-357-3021

Trade Name (dba): Same

Business Location Address: 2037 Douglas St.

City: Forest Grove - OR

ZIP Code: 97116

### DAYS AND HOURS OF OPERATION

#### Business Hours:

Sunday	_____	to	_____
Monday	<u>8</u>	to	<u>3</u>
Tuesday	<u>8</u>	to	<u>3</u>
Wednesday	<u>8</u>	to	<u>3</u>
Thursday	<u>8</u>	to	<u>3</u>
Friday	<u>8</u>	to	<u>3</u>
Saturday	_____	to	_____

#### Outdoor Area Hours: None

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

The outdoor area is used for:

- Food service Hours: \_\_\_\_\_ to \_\_\_\_\_
- Alcohol service Hours: \_\_\_\_\_ to \_\_\_\_\_
- Enclosed, how \_\_\_\_\_

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

\_\_\_\_\_  
(Investigator's Initials)

Seasonal Variations:  Yes  No If yes, explain: Weekends as needed for events

### ENTERTAINMENT

Check all that apply:

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

### DAYS & HOURS OF LIVE OR DJ MUSIC

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

As needed - for events  
maybe 3 x's annual

### SEATING COUNT

Restaurant: \_\_\_\_\_ Outdoor: \_\_\_\_\_  
 Lounge: \_\_\_\_\_ Other (explain): Dining room  
 Banquet: \_\_\_\_\_ Total Seating: 130

#### 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: 2/10/15

1-800-452-OLCC (6522)

www.oregon.gov/olcc

(rev. 12/07)



OREGON LIQUOR CONTROL COMMISSION
CORPORATION QUESTIONNAIRE



Please Print or Type

Corporation Name: Forest Grove Senior & Community Center Year Incorporated: 1992

Trade Name (dba):

Business Location Address: 2037 Douglas St

City: Forest Grove OR ZIP Code: 97116

List Corporate Officers:

Raean Johnston (name)

Executive Director (title)

List Board of Directors:

Jeff Duyck, Mike Burghardt, Janet Anderson, Adam Kolb, Aldie Howard, Linda Hickman-Herdickson, James Drazhin, Adam Rafalevich, Rayann Warnke, Brian Schimmel, Avonne Dressler

List Stockholders: (Note: If any stockholder is another legal entity, that entity may also need to complete another Corporation Questionnaire. See Liquor License Application Guide for more information.)

Table with 2 columns: Stockholders, Number of Shares Held. Row 1: N/A NON-PROFIT

Number of Stock Shares: Issued: Unissued: Total Shares Authorized to Issue:

Server Education Designee: CRISTY Santangelo-Vera DOB: 1-10-79

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

Officer's Signature: Raean Johnston Executive Director Date: 2-6-15

1-800-452-OLCC (6522)

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## Memorandum

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**To:** Mayor Truax and City Councilors

**From:** Anna D. Ruggles, CMC, City Recorder  
Janie Schutz, Police Chief  
Tom Gamble, City Manager Pro Tem

**Subject:** Endorse Liquor License Renewal Applications for Year 2015

**Date:** March 16, 2015

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### **BACKGROUND:**

The Oregon Liquor Control Commission (OLCC) has notified the City of the eligible liquor licenses seeking renewal for 2015. ORS 471.166 establishes the process for local government to make recommendation to the OLCC concerning the suitability of the liquor license renewals.

Pursuant to City Code 7.805, any person or business requesting City Council endorsement for a liquor license must submit to a criminal background check and must obtain or have a valid City business license in accordance with City Code. The Police Chief has conducted a thorough investigation of the licensee and responsible parties and has made a favorable recommendation to approve the attached liquor license application renewals for 2015, along with one of the following recommendations:

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

### **STAFF RECOMMENDATION:**

Staff recommends the City Council endorse the attached liquor license application renewal(s) for 2015. The City's endorsement will be submitted to OLCC for final determination.



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#: \_\_\_\_\_

## FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: 1910 Main, Inc

APPLICANT/BUSINESS ADDRESS: 1910 Main Street – Forest Grove

LIQUOR LICENSE NO: 207033/207034

CITY BUSINESS LICENSE: BL-001172

**TYPE OF LICENSE REQUESTED:**

*Application is being made for*

<b>ACTION:</b> <input type="checkbox"/> Change in Application <input checked="" type="checkbox"/> <b>Renewal</b> <input type="checkbox"/> Renewal <input type="checkbox"/> Special Event <input type="checkbox"/> Temporary <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> <b>FULL ON-PREMISES SALES:</b> 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"/> <b>BREWERY – PUBLIC HOUSE</b> 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 type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b> Allows the sale of malt beverages, wine and cider for consumption on the licensed premises and the sale of kegs of malt beverages for off premises consumption. Also allows licensees who are pre-approved to cater events off the licensed premises.  <input checked="" type="checkbox"/> <b>OFF-PREMISES SALES:</b> 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 <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

3-1-2015  
Date



FOR CITY USE ONLY  
(Please return to City Recorder)

The City of Forest Grove  
Recommends that license be

Granted  Denied

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

## FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Forest Grove Tobacco

APPLICANT/BUSINESS ADDRESS: 3034 Pacific Avenue, Suite B – Forest Grove

LIQUOR LICENSE NO: 198577

CITY BUSINESS LICENSE: BL-000482

**TYPE OF LICENSE REQUESTED:**  
*Application is being made for*

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

**APPLICABLE CRIMINAL/DRIVING RECORD:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

Janie Schutz  
**Janie Schutz, Chief of Police**  
- or Designee

3/7/2015  
**Date**



**FOR CITY USE ONLY**  
(Please return to City Recorder)

3

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#: \_\_\_\_\_

**FOREST GROVE POLICE DEPARTMENT  
LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION**

**NAME OF APPLICANT/BUSINESS:** Tyson's Pub N Grub

**APPLICANT/BUSINESS ADDRESS:** 2104 Main Street – Forest Grove

**EVENT DATE/LOCATION:** \_\_\_\_\_

**CITY BUSINESS LICENSE:** BL-

**TYPE OF LICENSE REQUESTED:**

*Application is being made for*

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

**APPLICABLE CRIMINAL/DRIVING RECORD:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

*Janie Shutz*  
**Janie Shutz, Chief of Police**  
 - or Designee

2/27/2015  
**Date**



FOR CITY USE ONLY  
(Please return to City Recorder)

A.

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#: \_\_\_\_\_

## FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

**NAME OF APPLICANT/BUSINESS:** Urban Decanter  
**APPLICANT/BUSINESS ADDRESS:** 2030 Main Street, Suite B – Forest Grove  
**LIQUOR LICENSE NO:** 200076/200085  
**CITY BUSINESS LICENSE:** BL-000106

**TYPE OF LICENSE REQUESTED:**  
*Application is being made for*

<b>ACTION:</b> <input type="checkbox"/> Change in Application <input checked="" type="checkbox"/> <b>Renewal</b> <input type="checkbox"/> Renewal <input type="checkbox"/> Special Event <input type="checkbox"/> Temporary <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> <b>FULL ON-PREMISES SALES:</b> 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"/> <b>BREWERY – PUBLIC HOUSE</b> 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 type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b> Allows the sale of malt beverages, wine and cider for consumption on the licensed premises and the sale of kegs of malt beverages for off premises consumption. Also allows licensees who are pre-approved to cater events off the licensed premises.  <input checked="" type="checkbox"/> <b>OFF-PREMISES SALES:</b> 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 <input type="checkbox"/> F – SEW or SEG Special Event <input type="checkbox"/> F – PL Other Public Location	<input type="checkbox"/> Brewery Public House <input type="checkbox"/> Fuel Pumps <input type="checkbox"/> Grower <input type="checkbox"/> Warehouse <input type="checkbox"/> Winery/Grower <input type="checkbox"/> Other: _____

**APPLICABLE CRIMINAL/DRIVING RECORD:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

*Janie Schutz*  
**Janie Schutz, Chief of Police**  
- or Designee

*2/27/2015*  
**Date**



**FOR CITY USE ONLY**  
(Please return to City Recorder)

5.

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#: \_\_\_\_\_

**FOREST GROVE POLICE DEPARTMENT  
LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION**

**NAME OF APPLICANT/BUSINESS:** Waltz Brewing  
**APPLICANT/BUSINESS ADDRESS:** 1900 A Street – Forest Grove  
**EVENT DATE/LOCATION:** \_\_\_\_\_  
**CITY BUSINESS LICENSE:** BL-001658

**TYPE OF LICENSE REQUESTED:**  
*Application is being made for*

<b>ACTION:</b> <input type="checkbox"/> Change in Application <input checked="" type="checkbox"/> <b>Renewal</b> <input type="checkbox"/> Renewal <input type="checkbox"/> Special Event <input type="checkbox"/> Temporary <input type="checkbox"/> Other: _____	<input type="checkbox"/> <b>FULL ON-PREMISES SALES:</b> 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 checked="" type="checkbox"/> <b>BREWERY – PUBLIC HOUSE</b> 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"/> <b>LIMITED ON-PREMISES SALES:</b> 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"/> <b>OFF-PREMISES SALES:</b> Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off the licensed premises and allows approved licensees to offer sample tasting of malt beverages, wine and cider.
<input type="checkbox"/> Business <input type="checkbox"/> Change in Ownership <input type="checkbox"/> Greater Privilege <input type="checkbox"/> Additional Privilege <input type="checkbox"/> Other _____	<input type="checkbox"/> F – CAT Caterer <input type="checkbox"/> F – COM Commercial Establishment <input type="checkbox"/> F – PC Passenger Carrier <input type="checkbox"/> F – CLU Private Club <input type="checkbox"/> F – SEW or SEG Special Event <input type="checkbox"/> F – PL Other Public Location	<input checked="" type="checkbox"/> Brewery Public House <input type="checkbox"/> Fuel Pumps <input type="checkbox"/> Grower <input type="checkbox"/> Warehouse <input type="checkbox"/> Winery/Grower <input type="checkbox"/> Other: _____

**APPLICABLE CRIMINAL/DRIVING RECORD:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

Janie Schutz  
**Janie Schutz, Chief of Police**  
 - or Designee

2/27/2015  
 Date

## MEMORANDUM

**TO:** City Council  
**FR:** James Reitz, Senior Planner  
Jon Holan, Community Development Director  
Rob Foster, Public Works Director  
Tom Gamble, City Manager Pro Tem  
**DT:** March 16, 2015  
**RE:** Easement Release

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**REQUEST:** Tract "F" of Knox Ridge No. 4 is encumbered with a public easement. The owner has requested that the City release the easement. Attached are the following documents for review:

- The Release of Easement; and
- A portion of the Knox Ridge No. 4 plat showing Tract "F" and the easement in question.

**BACKGROUND:** Knox Ridge No. 4 was platted and recorded in 1999. Tract "F" is located at the southern terminus of Strasburg Drive. It was set aside as a tract because it cannot be developed until the street and utilities are extended, which cannot occur until the adjacent property develops. That property is part of Pacific Crossing, which was approved with an extension of Strasburg Drive through its southwest corner. That phase of Pacific Crossing could be platted and developed as soon as 2016.

To facilitate the extension of Strasburg Drive and allow for the future development of Tract "F", the public slope and grading easement needs to be released. The original purpose of the easement is unclear: the Knox Ridge No. 4 Plat Notes are silent on the matter; City files make no mention of it; and current and former staff (including the now-retired project engineer who reviewed this subdivision) has no recollection of its purpose.

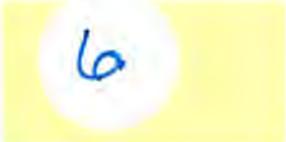
The City Attorney has reviewed the Release of Easement and concurs releasing the easement by Council resolution is appropriate.

**FISCAL IMPACT:** There is no fiscal impact to the City. The owner of Tract "F" shall bear all expenses associated with filing and recordation of the document.

**CONCLUSION:** The City Council, through its approval of the Pacific Crossing PRD in 2005, has already approved the extension of Strasburg Drive. Approval of this request to extinguish the easement would further the City's goals and policies of street connectivity by facilitating that extension, and would be consistent with that earlier decision.

**STAFF RECOMMENDATION:** Staff recommends the City Council approve the attached resolution agreeing to the release of the easement and authorizing the City Manager Pro Tem to execute the release (Exhibit A).

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**RESOLUTION NO. 2015-21**

**RESOLUTION AUTHORIZING THE RELEASE OF A PUBLIC EASEMENT  
OVER KNOX RIDGE NO. 4 TRACT "F" AND AUTHORIZING  
THE CITY MANAGER PRO TEM TO EXECUTE THE RELEASE ON  
BEHALF OF THE CITY OF FOREST GROVE**

**WHEREAS**, Knox Ridge No. 4 was recorded on October 26, 1999;

**WHEREAS**, Knox Ridge No. 4 Tract "F" is located at the southern terminus of Strasburg Drive; and

**WHEREAS**, Knox Ridge No. 4 Tract "F" includes a 100.00' Wide Public Slope and Grading Easement; and

**WHEREAS**, The Plat Notes of Knox Ridge No. 4 provide no further information describing the purpose or intent of the slope and grading easement; and

**WHEREAS**, The City files make no mention of the intended purpose of the easement and the City has determined that the easement is not needed for public slope or grading purposes and does not otherwise provide a public benefit; and,

**WHEREAS**, The owner of Knox Ridge No. 4 Tract "F" has requested that the City release the easement in order to facilitate the extension of Strasburg Drive through Tract "F" and into Pacific Crossing; and

**WHEREAS**, The City Council, through its approval of the Pacific Crossing PRD in 2005, has already approved this extension of Strasburg Drive; and

**WHEREAS**, Approval of this request to extinguish the easement would further the City's goals and policies of street connectivity by facilitating the extension of Strasburg Drive, and would be consistent with that earlier decision.

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

**Section 1.** The City Council hereby agrees to release the 100.00' Wide Public Slope and Grading Easement over Knox Ridge No. 4 Tract "F" as illustrated on Exhibit A and authorizes the City Manager Pro Tem to execute the release. The owner of Tract "F" shall bear all expenses associated with filing and recordation of the document.

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

**PRESENTED AND PASSED** this 16<sup>th</sup> day of March, 2015.

\_\_\_\_\_  
Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 16<sup>th</sup> day of March, 2015.

\_\_\_\_\_  
Peter B. Truax, Mayor

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**After recording return to:**

**City of Forest Grove  
ATTN: City Recorder  
P.O. Box 326  
Forest Grove, Oregon 97116-0326**

**No Change in Tax Statements**

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### **Release of Recorded Easement**

The City of Forest Grove, 1924 Council Street, P. O. Box 326, Forest Grove, Oregon, 97116, by this conveyance releases and relinquishes all of right, title and interest to, if any, in that certain easement created in the following document recorded in Washington County, Oregon, Deeds and Records:

#### **RECITALS**

- A. The subdivision known as Knox Ridge No. 4 is located in the City of Forest Grove, Washington County, Oregon.
- B. The final plat of Knox Ridge No. 4 is recorded as Document No. 99120405, Plat Book 126, Page 33.
- C. The final plat dedicates a portion of "Tract F" as a "100' wide Public Slope and Grading Easement" (the "Easement").
- D. The City of Forest Grove has determined that the Easement is not needed for public slope or grading purposes and does not otherwise provide a public benefit.
- E. Therefore, the City of Forest Grove wishes to release and quitclaim any interest it has or may have in the Easement to the owner(s) of the real property burdened by the Easement.

The Easement is illustrated on Exhibit A, attached hereto and incorporated.

This Release evidences and confirms that said easement is not needed by the City of Forest Grove and it does not affect in any manner the property formerly encumbered by it and the City of Forest Grove does not require the easement be recorded as a condition of any land use regulation or file, building permit or other city regulatory requirement.

APPROVED:

CITY OF FOREST GROVE

BY: \_\_\_\_\_  
Print Name: Thomas E. Gamble  
Title: City Manager Pro Tem

State of Oregon            )  
  ) ss.  
County of Washington    )

This instrument was acknowledged before me on \_\_\_\_\_, 2015, by Thomas E. Gamble as City Manager Pro Tem, of the City of Forest Grove, Oregon.

\_\_\_\_\_  
*Notary Public for Oregon*

My Commission expires: \_\_\_\_\_



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March 16, 2015

**RESOLUTION ADOPTING CITY COUNCIL KEY GOALS AND OBJECTIVES  
FISCAL YEAR JULY 1, 2015, THROUGH JUNE 30, 2016**

**Project Team: Thomas Gamble, City Manager Pro Tem  
Anna D. Ruggles, CMC, City Recorder**

**BACKGROUND:**

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

**DISCUSSION:**

At the City Council Goal-Setting Retreat held February 21, 2015, Council identified the following three key goals for Fiscal Year 2015-16 (no proposed changes were made to the three existing key goals):

**COUNCIL GOALS PROPOSED FOR FISCAL YEAR 2015-16:**

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

In addition, at the Council Retreat, Council collectively identified 10 new goal objectives and carried over 18 pending objectives from the previous year that were identified as ongoing and/or long-term for a total of 28 objectives for FY 2015-16 as outlined in the proposed resolution, Exhibit A. Council collectively concurred not to rank or prioritize the 10 new Council Goal Objectives, because the objectives provide framework for departments to identify resources as part of the budget preparations for the upcoming fiscal year.

After Council adopts its key goals and objectives, the City Manager Pro Tem will assign the goal objectives to departments and Department Directors will provide funding source information if required and incorporate any significant Council goal objectives into their work plans, which will be presented to Council at a later date.

**STAFF RECOMMENDATION:**

Staff recommends the City Council adopt attached Resolution No. 2015-22 (Exhibit A) adopting the City Council three key goals for Fiscal Year 2015-16; Resolution No. 2015-23 (Exhibit A) adopting the Council Goals and Objectives identified for Fiscal Year 2015-16; and adopt their amended Council Team Agreement for 2015 (Attachment A), which was reviewed and amended at the Council Retreat.



**RESOLUTION NO. 2015-22**

**RESOLUTION OF THE CITY OF FOREST GROVE CITY COUNCIL  
ADOPTING CITY COUNCIL GOALS FOR FISCAL YEAR 2015-16**

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

**WHEREAS**, the Forest Grove City Council held an Annual Town Meeting on January 31, 2015; and

**WHEREAS**, the Forest Grove City Council and Management Team met in Goal-Setting Work Session on February 21, 2015, to discuss goals for the next fiscal year; and

**WHEREAS**, the City Council has determined three goals for Fiscal Year 2015-16.

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

**Section 1.** That the City of Forest Grove City Council hereby adopts the City Council Goals for Fiscal Year 2015-16 as follows (Exhibit A):

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

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

**PRESENTED AND PASSED** this 16<sup>th</sup> day of March, 2015.

\_\_\_\_\_  
Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 16<sup>th</sup> day of March, 2015.

\_\_\_\_\_  
Peter B. Truax, Mayor



*A place where businesses and families thrive.*

# **CITY COUNCIL GOALS 2015-16**

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

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

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



**RESOLUTION NO. 2015-23**

**RESOLUTION OF THE CITY OF FOREST GROVE CITY COUNCIL  
ADOPTING CITY COUNCIL GOAL OBJECTIVES FOR FISCAL YEAR 2015-16**

**WHEREAS**, the City Council adopted three key Council Goals for Fiscal Year 2015-16 pursuant to Resolution No. 2015-22; and

**WHEREAS**, the City Council and Management Team met in Council Goal Setting Work Sessions on February 21, 2015, to discuss goal objectives for Fiscal Year 2015-16; and

**WHEREAS**, the City Council has identified the City Council Goal Objectives for Fiscal Year 2015-16 as attached in Exhibit A.

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

Section 1. That the City of Forest Grove City Council hereby adopts the City Council Goal Objectives for Fiscal Year 2015-16 as attached in Exhibit A.

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

**PRESENTED AND PASSED** this 16<sup>th</sup> day of March, 2015.

\_\_\_\_\_  
Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 16<sup>th</sup> day of March, 2015.

\_\_\_\_\_  
Peter B. Truax, Mayor

**CITY COUNCIL GOALS AND OBJECTIVES  
FISCAL YEAR 2015-16**

*Each year, the Forest Grove City Council determines its goals and objectives for the upcoming year. These goals and objectives are adopted by City Council and becomes the City's Work Plan and guide for City Council and City Staff as they move forward throughout the year. For Fiscal Year 2015-16, the City Council identified 10 new objectives as having priority and carried over 18 identified as ongoing and/or long-term. The City Manager will assign each of the new priority objectives for FY 2015-16:*

**GOAL 1**

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

Goal No. Title:

1. Succession Planning (Council, CCI)
2. Youth Representation on B&C
3. Council Visibility (Council Task)
4. Planned Residential Development (PRD) Process

**GOALS AND OBJECTIVES FISCAL YEAR 2014-15**

**(ONGOING/LONG-TERM)**

These Goals and Objectives were carried over from FY 2014-15 identified as ongoing and/or long-term.

- |         |  |
|---------|--|
| Goal 1  | Implement Sustainability Plan                    |
| Goal 3  | Implement Neighborhood Watch                     |
| Goal 7  | Complete Parks Master Plan Update                |
| Goal 8  | Grovelink Transit Bus Stops (grants for benches) |
| Obj. 1  | Affordable Housing                               |
| Obj. 2  | Business Retention                               |
| Obj. 3  | Code Enforcement                                 |
| Obj. 4  | Town Center Revitalization                       |
| Obj. 5  | Energy Reduction City-Wide                       |
| Obj. 9  | Local Improvement Districts (LID)                |
| Obj. 13 | Workforce Center, Local                          |

**CITY COUNCIL GOALS AND OBJECTIVES  
FISCAL YEAR 2015-16**

**GOAL 2**

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

Goal No.	Title:
----------	--------

<b>5.</b>	<b>Increase Travel/Training Budget</b>
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<b>6.</b>	<b>Increase Community Support (CEP)</b>
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<b>7.</b>	<b>Full- Service City Definition</b>
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***GOALS AND OBJECTIVES FISCAL YEAR 2014-15***

***(ONGOING/LONG-TERM)***

These Goals and Objectives were carried over from FY 2014-15 identified as ongoing and/or long-term.

Goal 9	Police Department Facility Implementation
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Goal 10	Update Fire Department Strategic Plan
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Goal 11	Conduct 5-YR Water Treatment Plant Upgrade Plan
---------	---

Goal 12	Develop Budget Policy for Larger Projects
---------	---

Obj. 16	Levy
---------	------

**CITY COUNCIL GOALS AND OBJECTIVES  
FISCAL YEAR 2015-16**

<b>GOAL 3</b>	
<b>PROMOTE THE INTERESTS AND NEEDS OF FOREST GROVE IN LOCAL, STATE, AND NATIONAL AFFAIRS</b>	
Goal No.	Title:
<b>8.</b>	<b>Fire Protection Governance (Regional vs Local)</b>
<b>9.</b>	<b>Poverty / Homelessness / Mental Health</b>
<b>10.</b>	<b>Quality of Life</b>
<b>GOALS AND OBJECTIVES FISCAL YEAR 2014-15</b>	
<b>(ONGOING/LONG-TERM)</b>	
These Goals and Objectives were carried over from FY 2014-15 identified as ongoing and/or long-term.	
Obj. 12	Transportation
Obj. 19	Support and be involved in Local, State, Regional & National Legislative Agenda & Priorities



# CITY COUNCIL TEAM AGREEMENT

## Agreements for Conducting Council Meetings and Business

1. Attendance at Council meetings is first priority; if unable to attend, please contact the City Recorder.
2. Be on time to meetings and read the packet prior to the meeting - be prepared to work.
3. Mayor will take the lead in keeping the meeting and discussion focused.
4. Distribute information in advance of Council discussion.
5. Mayor will recognize councilors when indicating they wish to speak.
6. Put a time limit on audience testimony and ask them not to repeat previous speakers.
7. Use formal procedure (point of order, call for question, etc.) to focus the meeting. Formal procedure may be used when necessary for effective discussion in lieu of Council's usual, more informal, process. Individuals should use procedure appropriately and courteously.
8. Council meetings are televised live; this requires Council to act professionally by:
  - Treating the public and each other with courtesy. (moved to the top)
  - Speaking in turn and on the issue;
  - Not interrupting; and
  - No engaging in side conversations or use of personal electronic devices.
9. Refrain from personal attacks, including to presenters, staff, and Council.
10. Agree to be diplomatic about disagreement; leave disagreement at the dais and do not try to polarize other councilors.
11. Call the City Manager or designee with questions and requests prior to the meeting.
12. Information available to one council member will be available to all, in a timely manner.
13. Every effort will be made to adjourn meetings by 9:~~30~~ 00 p.m.

## Individual Council Member Conduct Agreements

Council Members agree to:

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

## Commitments as a Council

Council strives to:

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

Signature Page Added

- Concur
- Non-concur

\_\_\_\_\_  
Peter B. Truax, Mayor Date:

- Concur
- Non-concur

\_\_\_\_\_  
Thomas L. Johnston, Council President Date:

- Concur
- Non-concur

\_\_\_\_\_  
Richard G. Kidd III, Councilor Date:

- Concur
- Non-concur

\_\_\_\_\_  
Victoria J. Lowe, Councilor Date:

- Concur
- Non-concur

\_\_\_\_\_  
Ronald C. Thompson, Councilor Date:

- Concur
- Non-concur

\_\_\_\_\_  
Elena Uhing, Councilor Date:

- Concur
- Non-concur

\_\_\_\_\_  
Malynda H. Wenzl, Councilor Date: