

**FOREST GROVE CITY COUNCIL WORK SESSION  
COUNCIL RETREAT  
FEBRUARY 2, 2008 – 9:00 A.M.  
PACIFIC UNIVERSITY – ABBOTT CENTER  
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*Minutes are unofficial until approved by Council.  
Council approved minutes as presented February 11, 2008.*

**1. ROLL CALL:**

Mayor Richard Kidd called the Council Retreat to order at 9:06 a.m. **ROLL CALL:** **COUNCIL PRESENT:** Thomas Johnston, Victoria Lowe (dismissed at 3:00 p.m.), Ronald Thompson, Peter Truax, and Mayor Kidd. **COUNCIL ABSENT:** Camille Miller and Elena Uhing, excused. **STAFF PRESENT:** Michael Sykes, City Manager; Pam Beery, City Attorney (arrived at 9:00 a.m. and dismissed at 12:00 p.m.); Jon Holan, Community Development Director (arrived at 10:30 a.m. and dismissed at 12:00 p.m.); and Anna Ruggles, City Recorder.

**2. CITY ATTORNEY PRESENTATION:**

Mayor Kidd introduced Beery who facilitated this portion of the work session. Beery provided a handbook outlining and addressing the following:

- I. AUTHORITY OF CITY OF FOREST GROVE
  - Administrative
- II. CITY ENACTMENTS
  - Ordinances - purposes and drafting
  - Resolutions - purposes and drafting
  - Recordkeeping - Public Meeting Laws ORS 192.610-192.690
- III. COUNCIL RULES OF PROCEDURES
  - Council rules
  - Councilor roles and responsibilities
  - Conduct of meetings: agenda, decorum, protocol
- IV. PUBLIC MEETINGS LAW (ORS 162.610-192.690): OPEN AND EXECUTIVE SESSION
  - Scope and purpose of executive sessions
  - Council communication and confidentiality
- V. PUBLIC RECORDS LAW
  - Scope and purpose of the law
  - Records covered
  - Inspecting and obtaining public records
  - Special considerations: e-mail, calendars, etc.
  - Senate Bill 554 - Timely response for public records

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request

In response to Ruggles's concern pertaining to whether the City should formally adopt its administrative Public Records Request Policy to comply with Senate Bill 554, Beery advised the City should adopt a formal policy, noting an adopted policy protects the City and assists in identifying the records requested and also establishes the reason the public body released the record, if releasing the record results in a legal challenge.

VI. OREGON GOVERNMENT STANDARDS AND PRACTICES LAW

- Overview
- Financial interest
- Conflict of interest
- Personal liability
- Senate Bill 10 - Ethics reform
- House Bill 2595 - Renames the GSPC to the Oregon Government Ethics Commission

In response to Council concerns pertaining to gift limitation and quarterly filing, Beery referenced the informational packet Ruggles prepared for Council members, dated January 28, 2008, which contained articles pertaining to Senate Bill 10 and information pertaining to "Frequently Asked Questions".

VII. LOCAL BUDGET LAW

- Oregon budget law
- Budget Committee

APPENDIX A

- City Legal Authority

APPENDIX B

- Robert's Rules of Oregon newly revised parliamentary procedure outline

APPENDIX C

- Summary of 2007 Land Use Legislation

APPENDIX D

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- Summary of 2007 Legislation

**Council Discussion:**

Mayor Kidd opened the floor and roundtable discussion ensued pertaining to Metro's authority, Charter amendments, and Urban Renewal, to which Beery advised that an enacted Charter governs Metro's authority. Beery referenced the City Charter and advised that Charter amendments and activating an Urban Renewal may be proposed and submitted to the voters for their approval through an election process. Beery suggested appointing a committee to review the Charter.

Holan arrived at 10:30 p.m.

Council recessed at 10:44 a.m. for a break and reconvened at 10:55 a.m.

**3. FOREST GROVE'S GROWTH:**

Mayor Kidd introduced Holan who facilitated this portion of the work session. Holan reported Metro is leading a regional Reserves Steering Committee that will study and designate areas outside of the Urban Growth Boundary that are suitable for housing and job growth over the next 40 to 50 years (urban reserves) as well as areas that should be preserved and protected for agricultural and natural resource purposes (rural reserves). Holan indicated that planning directors are planning to meet to discuss and identify study areas, noting the purpose of this discussion is to seek Council input and guidance in identifying potential study areas.

**Council Discussion:**

Mayor Kidd opened the floor and roundtable discussion ensued pertaining to identifying potential study areas, protecting agricultural and natural resources, and the most logical growth boundaries for Forest Grove. Discussion ensued pertaining to the City's ability to provide public utilities within the potential growth boundaries, i.e., water, electric, sewer, emergency response, and future transportation needs. At the conclusion of the above discussion, Council collectively agreed Forest Grove's growth boundaries should be based on the existing service boundary areas, i.e., light and power and fire protection service boundaries.

Beery and Holan dismissed at 12:00 p.m.

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Council recessed at 12:09 p.m. for lunch and reconvened at 12:40 p.m.

**4. COUNCIL TEAM AGREEMENT:**

Mayor Kidd facilitated this portion of the work session and provided an opportunity for Council members to discuss, review, and amend their team agreement. Roundtable discussion ensued as Council members reviewed each section of their team agreement. At the conclusion of the above review, Council collectively agreed to amend the following:

- Attendance ~~is a given~~ at Council meetings is first priority; if unable to attend, please contact the City Recorder.
- Limit side conversations (beware of mics).
- Refrain from personal attacks, including to presenters, staff, and Council.
- Every effort will be made to adjourn meetings to end by 10:00 p.m.

Council will consider formally adopting their amended team agreement at an upcoming regular Council meeting.

**5. COUNCIL RULES OF PROCEDURE:**

Mayor Kidd facilitated this portion of the work session and provided an opportunity for Council members to discuss, review, and amend their Council Rules of Procedure. Roundtable discussion ensued as Council members reviewed each section of their Council Rules of Procedure. At the conclusion of the above review, Council collectively agreed to amend the following sections:

- Section III, Type of Meetings, "...with the consent of ~~five~~ four Council members". Mayor Kidd advised the Charter, Section IV(14), states five Council members, noting he will propose a Charter amendment when the Charter is reviewed.
- Section III, Type of Meetings, "...Executive Sessions (~~closed meeting~~)".
- Section IV, Presiding Officer and Duties, "...~~Chairman~~ Presiding Officer". Mayor Kidd advised the Charter, Section IV(19), states elect a Chairman, noting he will propose a Charter amendment when the Charter is reviewed.
- Section V, Agenda and Order of Business, "...1. ROLL CALL AND

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PLEDGE OF ALLEGIANCE” .

- Section VII(2), Conduct of Hearings, “A sign up sheet will be provided for persons wishing to testify ~~only when a relatively large number of persons is expected to attend the hearing~~” .
- Section IX, Council Member Liaison to Boards, Commissions, Committees, A. The Mayor, with consent from the City Council, will assign one of its members as a liaison to the Committee for Citizen Involvement, Community Forestry Commission, Economic Development Commission, Historic Landmarks Board, Library Commission, Parks and Recreation Commission, Public Arts Commission, and Public Advisory Commission. B. City Council liaison appointments will be reviewed every two years and/or as needed at the discretion of the Mayor. The City Manager will assign a department director, or designee, to serve on behalf of the City for any board, commission, or committee. Mayor Kidd advised the above section was amended by Resolution No. 2006-10.

In addition, Council asked Ruggles to review the general rules for Section II(D), Minutes of Meetings, to ensure this section is in compliance with Oregon Revised Statutes and Oregon Administrative Rules.

Council will consider formally adopting a resolution amending the Council Rules of Procedure at an upcoming regular Council meeting.

**6. CITY ADVISORY BOARDS, COMMISSIONS, AND COMMITTEES POLICY:**

Mayor Kidd facilitated this portion of the work session and provided an opportunity for Council members to discuss, review, and amend the City Advisory Boards, Commissions, and Committees Policy. Roundtable discussion ensued as Council members reviewed each section of the above policy. At the conclusion of the above review, Council collectively agreed to permit City employees to serve on boards, commissions, and committees, excluding Budget Committee and Planning Commission or any board, commission, or committee that Council deems to be a potential conflict of interest.

Council will consider formally adopting a resolution amending the City Advisory Boards, Commissions, and Committees Policy at an upcoming regular Council meeting.

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**7. A. STATUS OF CITY COUNCIL GOALS FOR 2007:**

Sykes referred to the department reports included in the packet and outlined some of the significant accomplishments pertaining to Council Goals and Objectives for January 2007, through December 2007, noting staff successfully accomplished a majority of the 2007 Council objectives. After brief discussion, Sykes indicated he would like to postpone discussing the department significant accomplishments until a time when all Council members could be present.

**Council Discussion:**

Mayor Kidd opened the floor and roundtable discussion ensued pertaining to the status of the following objectives, to which Sykes addressed: Dog Park; Development Code; and various code ordinances (commercial use in the public right-of-way, graffiti, ban backyard burning, and signage).

**7. B. IDENTIFY KEY GOALS FOR FISCAL YEAR 2008-09:**

Mayor Kidd facilitated this portion of the work session. After brief discussion, Council collectively agreed to postpone discussing Council key goals until all Council members were present. In addition, Mayor Kidd asked Sykes to bring to the Council goal setting work session, tentatively scheduled for March 1, 2008, copies of the Vision Statement and Action Plans.

Mayor Kidd opened the floor and Council members who were present identified the following objectives for 2008 (listed in no specific order):

Miller (written list provided):

- Not enough staff kudo's
- Development Code (very high priority - needs to be adopted)
- Code Ordinances (Sidewalk, Abandoned Vehicles, and Noise)
- Untaxed property (stop allowing)
- Business License Program (simplify)
- Traffic light at Elm Street and Highway 47

Lowe

- Dog Park (very high priority - budgetary item)

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- Traffic light at Maple and Highway 47 (warranted by Oregon Department of Transportation)
- Fernhill Interpretive Center (allocate System Development Charges)

Johnston

- Biomass energy sources
- Alternative energy
- Traffic light at Elm Street and Highway 47
- Ban backyard burning ordinance
- Code Book update/review
- Hire Code Enforcement Officer (very high priority - budgetary item; parking not being enforced)
- Development Code (very high priority - needs to be adopted)
- Proclamation and reception honoring Forest Grove School District (very high priority)
- Promote Pacific University Internship Program

Thompson

- Alternative energy
- Ocean wave energy (high priority - budgetary item; resource Oregon State University to conduct inventory)
- Public Hearing to solicit citizen input on Intra-City Transportation needs (high priority; transportation grant; resource Tri Met and Ride Connection)

Truax

- Ban backyard burning ordinance
- Promote Forest Grove in regional affairs
- Hire Grant Writer (high priority - budgetary item)
- Hire Lobbyist (high priority - budgetary item, discuss jointly with Cornelius)

8. **COUNCIL OPEN DISCUSSION:**

Johnston voiced concern the stop signs at Sunset Drive are causing traffic to detour to avoid having to stop.

In response to Mayor Kidd's inquiry pertaining to allowing chickens within the

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City limits, Lowe supported implementing an ordinance.

Lowe dismissed at 3:00 p.m.

In response to Mayor Kidd's inquiry pertaining to Council taking an action on the Liquid Natural Gas (LNG) Terminal and pipelines, Truax offered to draft a resolution opposing the LNG pipeline and suggested holding a Public Hearing to allow testimony.

In addition, Mayor Kidd voiced concern pertaining to the City vacating property to non-taxable entities. In conclusion, Mayor Kidd reported on various Metro, Washington County, and legislative matters.

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

9. **ADJOURNMENT**

Mayor Kidd adjourned the Council Retreat at 4:10 p.m.

Respectfully submitted,



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Anna D. Ruggles, City Recorder