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**Council Work Session Minutes
B&C Program of Work Part I & II**

**Monday, October 22, 2018
5:30/9:00 p.m., Community Auditorium**

***Minutes are unofficial until approved by Council.
Council approved minutes as presented November 13, 2018.***

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 5:35 p.m.

ROLL CALL: COUNCIL PRESENT: Thomas Johnston, Council President; Timothy Rippe; Ronald Thompson; Elena Uhing; Adolph “Val” Valfre; Malynda Wenzl; and Mayor Peter Truax.

STAFF PRESENT: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director (in the audience); J. F. Schutz, Police Chief (in the audience); Colleen Winters, Library Director (in the audience); Michael Hall, Police Captain (in the audience); and Anna Ruggles, City Recorder.

2. WORK SESSION: BOARDS AND COMMISSIONS (B/C) PROGRAM OF WORK

Ruggles and VanderZanden facilitated the above-noted Council work session, noting the purpose of the work session was to give Council an overview of the Council Subcommittee’s work. The Council Subcommittee consists of Council President Johnston, Councilor Rippe and Councilor Wenzl. VanderZanden reported the Subcommittee met in work sessions with Council on September 24 and October 8, 2018, and there was consensus on the proposed amended Council Rules; bylaw template and Youth Involvement Program. In addition, VanderZanden presented a PowerPoint presentation outlining the options for non-statutory B/C; options for B/C outreach prior to Council action; and B/C appointments and reappointments process.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued as the Council had an opportunity to review the options for non-statutory B/C as follows:

- Economic Development Commission (EDC)

Potential Name: Economic Development and Urban Renewal Commission

Existing/Potential Purpose: *“Advise and make recommendations to City Council on economic development and urban renewal policy ~~and issues~~ and to support advancing the economy and prosperity of Forest Grove.”*

Current/Potential Structure: Reduce EDC from 19 to 9 members (currently four vacancies).

Option 1. Allow EDC to recommend a new commission structure of 9 and the basis for it.

Option 2. Discussed previously if the 9 members should be composed of the top

business sectors identified in the Economic Opportunity Analysis. Discuss non-voting liaison. Discuss minimum number of voting members from within Urban Renewal Agency (URA). In conclusion of the above-noted discussion, Council concurred to reduce EDC's membership and engage with URA discussion and composition questions.

Due to the time, Mayor Truax adjourned the Council Work Session Part I at 6:00 p.m. and reconvened Council Work Session Part II at 8:43 p.m. (Councilor Wenzl was dismissed at 6:45 p.m. and returned at 8:50 p.m.)

Mayor Truax reopened the work session and roundtable discussion ensued as the Council had an opportunity to review the options for non-statutory B/C as follows:

- Public Arts Commission (PAC)

Retain PAC but augment its purpose by considering a public arts program, such as dedicated Community Enhancement Program Grant Funds and/or create an Urban Renewal Agency (URA) public arts program in collaboration with PAC for installation art in the town center (URA monies are restricted to installation art). Mayor Truax opened the floor and disclosed his wife is appointed to the PAC. Wenzl advised the Subcommittee would like Council to decide how it will provide funding, i.e., URA public arts program. Council discussed the pro and cons of creating a public arts program and providing URA funding; however, Council reached no consensus. However, Council concurred that no B/C should be actively fundraising. Council discussed the pros and cons of forming a non-profit, similar to Library Foundation; however, Council reached no consensus.

- Public Safety Advisory Commission (PSAC)

Option 1. Clarify the Traffic Control Review Board's (TCRB) purpose, intent, and scope and add citizens to it. Option 2. Change PSAC's name, purpose and structure to add traffic safety.

Potential Name: Traffic and Public Safety Advisory Commission

Potential Purpose: *"To advise City Council on traffic and public safety issues, to educate the community about traffic and public safety, and to increase citizen awareness of both."*

Potential Structure: Retain existing structure. Discuss non-voting liaisons.

Staff Liaison would be one person from Public Works or Police or Fire.

Mayor Truax opened the floor and roundtable discussion ensued. In conclusion of the discussion, Council concurred that perhaps adding traffic safety to PSAC would give PSAC a new role and purpose. Council also concurred that assigning a staff liaison from Public Works and reducing meetings to four times a year as well as Council providing more policy direction would also enhance PSAC's purpose. Mayor Truax noted TCRB could also seek feedback from PSAC on traffic-related issues.

- Sustainability Commission (SC)

Current/Potential Structure: Reduce SC from 13 to 9 members (currently two vacancies and one inactive member). Option 1. Allow SC to recommend a new commission structure of 9 and the basis for it. Option 2. Have SC choose 9 from within existing

categories. Discuss non-voting liaison. Discuss inside/outside city members. Mayor Truax opened the floor and roundtable discussion ensued. In conclusion of the discussion, Council concurred allowing SC to recommend a new commission structure of 9 and the basis for it; appointing one high school student voting member and setting a limit on the number of members who can reside outside of the city limits.

In response to various concerns posed by Council pertaining to seeking B/C input on the proposed B/C Program and ensuring all B/C members are receiving the same message, VanderZanden advised staff would revise the outreach process and instead of holding an informational meeting with only the B/C Chairs, an invitation will be sent to all B/C members who want to attend. In addition, VanderZanden advised staff would prepare a “white paper” outlining the significant B/C Program reform options that Council is considering for the Informational Meeting so all B/C are receiving the same message. (B/C Informational Meeting will be held on November 19, 2018, 5:30pm-7pm, in the Community Auditorium, for the purpose of allowing all B/C members an opportunity to learn and ask questions about the potential B/C reforms). In addition, Council and staff liaisons were encouraged to work closely with each B/C to assure comments are gathered and presented to Council prior to any final action. In conclusion of the above-noted discussion, VanderZanden recapped the following appointment/reappointment schedule, to which Council concurred:

- October 31, 2018, B/C recruitment closes.
- November 9, 2018, incumbent B/C recruitment closes.
- November 13, 2018, 4pm-5:30pm (depends on number of applicants), Council Work Session to interview new B/C applicants.
- November 19, 2018, 4pm-5:30pm (depends on number of applicants), Council Work Session to interview incumbents reapplying.
- December 10, 2018, Council resolutions making B/C appointments/reappointments.

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

3. **ADJOURNMENT**

Mayor Truax adjourned the Council work session at 10:00 p.m.

Respectfully submitted,



Anna D. Ruggles, CMC, City Recorder