

CITY COUNCIL MONTHLY MEETING CALENDAR

Nov-19						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 FGS&CC 1st Friday	2 Mayor's Ball 6pm, FGS&CC
3	4 Planning Comm 7pm	5 CCI 5:30pm	6 Municipal Court Sister Cities Mtg 4:45pm Rural Fire Board Mtg 6pm	7 EDC Noon	8	9
10	CITY OFFICES CLOSED	11 CITY COUNCIL MEETINGS 5:30 PM - WORK SESSION (Police Station) 6:15 PM - WORK SESSION (Federal Grants) 6:45 PM - Council Holiday Greeting TVCTV 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	12 Red Cross Blood Drive 1pm-6pm, Comm Aud	13	14	15 <i>Valfre out</i>
	<i>Valfre out</i>					16 <i>Rippe out</i>
17	18 Chamber Luncheon Planning Comm 7pm	19 Library Comm 6:30pm (moved from 11/12) Western WC Fire Task TBD	20 Municipal Court P&R 7am CFC 5:15pm	21 PAC 5pm Sustainability 6pm Police Open House 6pm	22	23 <i>NLC Summit - San Antonio</i>
<i>Rippe out Nov 16 - 24</i>						
24	25 CITY COUNCIL MEETINGS 5:00 PM - WORK SESSION (B/C Reappts) 6:15 PM - SWCEP MEETING 7:00 PM - REGULAR COUNCIL MEETING 9:00 PM - URA WORK SESSION (Site B) COMMUNITY AUDITORIUM	26 HLB 6:30pm	27	28 CITY OFFICES CLOSED	29 CITY OFFICES CLOSED	30
<i>Rippe</i>			PSAC moved to 12/4		Tree Lighting	
Dec-19						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Planning Comm 7pm	3 CCI 5:30pm	4 Municipal Court PSAC 7:30am Rural Fire Board Mtg 6pm	5 LOC Training Municipal Fundamentals 1pm- 5pm, Comm Aud Wanna CU Opening 4pm EDC Noon	6	7 Holiday Parade 5pm
8	9 CITY COUNCIL MEETINGS 5:00 PM - WORK SESSION (Candidates) 6:00 PM - WORK SESSION (B/C Appts) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	10 Red Cross Blood Drive 1pm-6pm, Comm Aud Library Comm 6:30pm	11 Municipal Court	12 State Public Notary Seminar (Free) 1pm-4pm, Comm Aud Sustainability 6pm	13	14
15	16 CITY COUNCIL MEETING 5:30 PM - JOINT LEGISLATIVE SESSION CORNELIUS LIBRARY Chamber Luncheon Planning Comm 7pm	17 Employee Luncheon, Comm Aud Western WC Fire Task TBD HLB 6:30pm	18 P&R 7am CFC 5:15pm	19 PAC 5pm	20	21
22	NO CITY COUNCIL MEETING	23 Red Cross Blood Drive 1pm-6pm, Comm Aud HLB moved to 12/17	24 CITY OFFICES CLOSED	25	26 Sustainability moved 12/12	27
28	29 JWC WTP Expansion Dedication 10:30am-2pm, Fernhill Rd	30 Library Closes at 5pm	31			
Jan-20						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 CITY OFFICES CLOSED	2 EDC Noon	3 FGS&CC 1st Friday	4
				<i>Rippe out Jan 1 - Jan 7</i>		
5	6 Planning Comm 7pm	7 CCI 5:30pm	8 Rural Fire Board Mtg 6pm	9	10	11
12	13 CITY COUNCIL 5:00 PM - Council Appointee Swearing-In 5:30 PM - WORK SESSION (B/C Appts) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	14 Library Comm 6:30pm	15 Municipal Court P&R 7am CFC 5:15pm	16 Red Cross Blood Drive 1pm-6pm, Comm Aud PAC 5pm B/C Annual Reception 5:30 pm TBD	17	18
19	CITY OFFICES CLOSED	20 Western WC Fire Task TBD Planning Comm 7pm	21 PSAC 7:30am	22 Sustainability 6pm	23	24
25	26 Chamber Luncheon	27 CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	28 Tigard City Address 6pm HLB 6:30pm	29 Hillsboro City Address 5pm	30	31
				<i>Valfre out Jan 23 - Feb 4</i>		

Meeting dates/times may change or cancel without advanced notice; please confirm with meeting agendas.
TBD=To Be Determined

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CITY COUNCIL MEETING AGENDA

**MONDAY, NOVEMBER 25, 2019
COMMUNITY AUDITORIUM
1915 MAIN STREET**

- 5:00 PM COUNCIL SUBCOMMITTEE WORK SESSIONS (B/C Reappt Interviews)**
- 6:15 PM CEPC ADVISORY COMMITTEE MEETING (CEP Program)**
- 7:00 PM CITY COUNCIL REGULAR MEETING**
- 9:00 PM URBAN RENEWAL AGENCY WORK SESSION (Draft RFP Site B)**

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

VACANCY

Timothy A. Rippe
Ronald C. Thompson

Elena Uhing
Adolph “Val” Valfre, Jr.
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, aruggles@forestgrove-or.gov, 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, aruggles@forestgrove-or.gov, 503-992-3235, at least 48 hours prior to the meeting.

CITY COUNCIL SUBCOMMITTEE WORK SESSION:

The City Council Subcommittee 1 (Rippe, Thompson and Wenzl) will convene in the Community Auditorium and City Council Subcommittee 2 (Uhing, Valfre and Mayor) will convene in the Conference Room to conduct the following work session. The public is invited to attend and observe the work session; however, no public comment will be taken. The Council will take no formal action during the work session.

Anna Ruggles, City Recorder
 Jesse VanderZanden, City Manager

5:00

- *Boards & Commissions Reappointment Applicant Interviews (10 minutes each)*

(PowerPoint Presentation)
 Paul Downey, Administrative
 Services Director
 Bev Maughan, Executive Assistant
 Jesse VanderZanden, City Manager

6:15

SOLID WASTE COMMUNITY ENHANCEMENT PROGRAM ADVISORY COMMITTEE (CEPC) MEETING

The Solid Waste Community Enhancement Program Advisory Committee (CEPC) will convene in the Community Auditorium. ***(Refer to separate meeting agenda and packet)***

7:00

1. **REGULAR MEETING:** Roll Call and Pledge of Allegiance
2. **CITIZEN COMMUNICATIONS:** Anyone wishing to speak to Council on an item not on the agenda may be heard at this time. Please sign-in before the meeting on the Citizen Communications form posted in the foyer. In the interest of time, please limit comments to two minutes. Thank you.
3. **CONSENT AGENDA:** See Page 4
4. **ADDITIONS/DELETIONS:**
5. **PRESENTATIONS:**

(PowerPoint Presentation)

7:10

5. A.
 - *Affordable Housing and Homeownership, Virginia Ohler, Executive Director, West Tuality Habitat for Humanity*

(PowerPoint Presentation)

7:30

5. B.
 - *Affordable Housing Bond Update, Komi Kalevor, Executive Director, Washington County Department of Housing Services*

7:50

5. C.
 - *Permanently Affordable Home Ownership, Diane Linn, Executive Director, Proud Ground*

(PowerPoint Presentation)
 Rich Blackmun, Engineering Project
 Manager
 Gregory Robertson, Public Works
 Director

8:10

5. D.
 - *Civil Engineering Cooperative Program Internship Accomplishments Summer/Fall 2019, Erin McConville, Intern*

City Councilors	8:25	6. <u>CITY COUNCIL COMMUNICATIONS:</u>
Jesse VanderZanden, City Manager	8:45	7. <u>CITY MANAGER'S REPORT:</u>
Peter Truax, Mayor	8:50	8. <u>MAYOR'S REPORT:</u>
	<u>8:55</u>	9. <u>ADJOURNMENT:</u>

	<u>9:00</u>	<u>URBAN RENEWAL AGENCY WORK SESSION:</u> The Urban Renewal Agency Board will convene in the Community Auditorium to conduct the following work session. The public is invited to attend and observe the work session; however, no public comment will be taken. The Board will take no formal action during the work session. <i>(Refer to separate agenda)</i> <ul style="list-style-type: none">• <i>Draft Request for Proposal (RFP) Site B Land Development</i>
	<u>9:30</u>	<u>ADJOURNMENT:</u>

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 remaining Consent Agenda item(s).
- A. Approve City Council Work Session (Police Station Update) Meeting Minutes of November 12, 2019.
 - B. Approve City Council Work Session (Federal Grant Consulting Services Request for Interest Review) Meeting Minutes of
 - C. Approve City Council Regular Meeting Minutes of November 12, 2019.
 - D. Accept Library Commission Meeting Minutes of
 - E. Accept Planning Commission Meeting Minutes of October 7, 2019.
 - F. Accept Public Safety Advisory Commission Meeting Minutes of August 28, 2019.



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**Forest Grove Solid Waste
Community Enhancement Program Committee**

CEPC Meeting

6:15 PM

Community Auditorium Conference Room

MONDAY, NOVEMBER 25, 2019

1915 Main Street

Forest Grove, OR 97116

Vacancy	Juan Carlos Gonzalez, Co-Chair	Elena Uhing
Timothy Rippe	Peter Truax, Co-Chair	Adolph "Val" Valfre, Jr.
Ron Thompson		Malynda Wenzl

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A G E N D A

- 6:15** 1. **CALL TO ORDER:**
- 2. **CITIZEN COMMUNICATIONS:** Anyone wishing to speak on an item not on the agenda may be heard at this time.
- 3. **APPROVAL OF MEETING MINUTES of MAY 13, 2019**
- 4. **ADDITIONS/DELETIONS**
- 5. **DISCUSSION OF 2020-21 CEP PROGRAM CRITERIA**
- 7:00** 6. **ADJOURNMENT**

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URBAN RENEWAL AGENCY WORK SESSION AGENDA MONDAY, NOVEMBER 25, 2019
COMMUNITY AUDITORIUM
1915 MAIN STREET

9:00 PM URBAN RENEWAL AGENCY WORK SESSION (Draft RFP Site B)

PETER B. TRUAX, DIRECTOR BOARD CHAIR

VACANCY
Timothy A. Rippe
Ronald C. Thompson

Elena Uhing
Adolph “Val” Valfre, Jr.
Malynda H. Wenzl

All meetings of the Urban Renewal Agency Board 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 Urban Renewal Agency Board as follows:

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(PowerPoint Presentation)
Paul Downey, Administrative Service
Director
Bryan Pohl, Community
Development Director
Dan Riordan, Senior Planner
Jeffery King, Economic Development
Manager
Jesse VanderZanden, City Manager

9:00

1. **URBAN RENEWAL AGENCY (URA) WORK SESSION:**
(Draft Request for Proposal (RFP) Site B Land
Development)

The Urban Renewal Agency will convene in the Community Auditorium to conduct the above work session. The public is invited to attend and observe the work session; however, no public comment will be taken. The Urban Renewal Agency Board of Directors will take no formal action during the work session.

9:30

2. **ADJOURNMENT:**

7-10 minutes is allotted for each applicant interview

Note: Once Council renders a decision on the status of an appointee, the City Recorder notifies appointee and schedules a formal Resolution for consideration on the next Council meeting agenda.

POSSIBLE QUESTIONS FOR B&C REAPPOINTMENT APPLICANT INTERVIEWS

Please feel free to use questions and/or other information in order to conduct a successful interview.

1) *What would you like the board/commission to accomplish in the next several years?*

2) *How do you engage other board members?*

3) *Is there an area in which you think the City can improve; if so, what would that be?*

OPTIONAL:

1) *What ideas do you have for increasing citizen involvement in Forest Grove?*

2) *Do you favor growth or do you feel the City is currently big enough?*

3) *What ideas do you have that would help the City become a more sustainable community?*

Questions asked of each applicant:

1) *If we do not reappoint, may we keep your application on file?*

2) *Do you have any questions of us?*

**Boards, Committees, and Commissions
Appointment Interviews**

					Budget	CCI	CFC	EDC	HLB	Library	P&R	Planning	Public Arts	Public Safety	Sustainability	
					Apr/May	1st Tues 5:30pm	3rd Wed 5:15pm	1st Thurs Noon	4th Tues 6:30pm	2nd Tues 6:30pm	3rd Wed 7am	1st&3rd Mon 7pm	2nd Thurs 5pm	4th Wed 7:30am	4th Thurs 6 pm	
					Wenzl	Thompson	Rippe		Valfre	Wenzl			Rippe	Uhing		
					4 Vacancies (Food; Development; Utility; At-Lg)				1 Vacancy	1 Vacancy	1 Vacancy	1 Vacancy	3 Vacancies: 1 Rural	5 Vacancies (Econ; Ethnic; FG Sch; PU; At- Lg)		
# of Board Vacancies:																
# of Student Vacancies:								1 - Student	1 - Student	1 - Student	1 - Student		1 - Student	1 - Student	1 - PU Student	
Council Subcommittee #1 in the Auditorium: Rippe: Thompson and Wenzl					BC	CCI	CFC	EDC	HLB	LC	P&R	PC	PAC	PSAC	SC	
Interview Time:		Applicants:														
1	5:00 PM	Ashley	Terry	A11/18 (HS Student)		CCI Student										
2	5:10 PM	Declan	Lynch	A12/18 (HS Student)			CFC Student									
3	5:20 PM	Jen	Warren	A03/12			CFC									
4	5:30 PM	Tom	Cook	A03/18; A12/16	BC	CCI					P&R					
5	5:40 PM	Tammi	McLaughlin	A11/18							P&R					
6	5:50 PM	Mark	Nakajima	A07/09			CFC									
7	6:00 PM	Howard	Sullivan	A05/13				EDC Rep								

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Submission information

Form: [Boards and Commissions Reappointment Application](#) [1]

Submitted by Visitor (not verified)

Wed, 09/25/2019 - 7:35pm

50.53.160.136

First & Last Name

Ashley Terry

Street Address

Doubletree St

Mailing Address, if different

City, State and Zip Code

Forest Grove

E-Mail Address

[Redacted]

Telephone/Cell Phone Number

[Redacted]

Work Telephone Number

Employer

None

Occupation/Profession

Student

Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.

Yes

If so, which grade level and school do you attend?

12th grade at Forest Grove High School

Please rate the City's performance.

Good

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

Please select which board(s) you would like to be considered for appointment:

Committee for Community Involvement (1st Tuesday, 5:30pm)

Within the last 12 months, please indicate the number of meetings you were unable to attend.

I have missed two CCI meetings in the past 12 months.

Please indicate why you would like to be reappointed.

I would like to be reappointed because I enjoy being a part of a committee that allows for open discussions about community issues. I have learned a lot about how the City of Forest Grove functions, and the part that Boards and Commissions play in that role. I feel that the other members of CCI have valuable experience that I can also learn from. I look forward to continuing to work with them inside, or outside of CCI.

What specific topics interest you that relate to the board?

I am most interested in how to increase student involvement in the Forest Grove Community. I fear that my high school peers spend too much time worrying about celebrity gossip, and not enough time paying attention to the current situation in their community. I am excited to help CCI increase student attendance at this year's ATM regarding the FG Police Department.

Please type your name below as a signature.

Ashley Terry

Date

Wed, 09/25/2019

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/10791>

Links

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-reappointment-application>

INTERVIEW 11/25/19

5:10 PM

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Submission information

Form: [Boards and Commissions Reappointment Application](#) (1)

Submitted by Visitor (not verified)

Thu, 11/14/2019 - 11:19pm

50.38.47.173

First & Last Name

Declan Lynch

Street Address

██████████ Strasburg Dr.

Mailing Address, if different

City, State and Zip Code

Forest Grove

E-Mail Address

██

Telephone/Cell Phone Number

████████████████

Work Telephone Number

Employer

Student

Occupation/Profession

Student

Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.

Yes

If so, which grade level and school do you attend?

Junior at FGHS

Please rate the City's performance.

Good

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

Please select which board(s) you would like to be considered for appointment:

Community Forestry Commission (3rd Wednesday, 5:15pm)

Within the last 12 months, please indicate the number of meetings you were unable to attend.

In the last 12 months I was unable to attend 1 meeting.

Please indicate why you would like to be reappointed.

I would like to be reappointed so I could continue to serve my town and fellow citizens. I enjoy the board and I think I am a capable and valuable member of the board in my role as student adviser.

What specific topics interest you that relate to the board?

I have for a while been interested in both forestry and civil service so this board acts as a very interesting crossroads for me. I have taken the forestry class at the High school and have enjoyed that greatly.

Please type your name below as a signature.

Declan Lynch

Date

Thu, 11/14/2019

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/11461>

Links

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-reappointment-application>

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Submission information

Form: [Boards and Commissions Reappointment Application](#) [1]

Submitted by Visitor (not verified)

Thu, 11/14/2019 - 6:29pm

98.246.244.223

First & Last Name

Jen Warren

Street Address

█ Farm Way

Mailing Address, if different

City, State and Zip Code

Forest Grove, OR 97116

E-Mail Address

█

Telephone/Cell Phone Number

█ █

Work Telephone Number

Employer

Oregon Department of Forestry

Occupation/Profession

Visitor Services Coordinator

Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.

No

If so, which grade level and school do you attend?

Please rate the City's performance.

Good

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

Please select which board(s) you would like to be considered for appointment:

Community Forestry Commission (3rd Wednesday, 5:15pm)

Within the last 12 months, please indicate the number of meetings you were unable to attend.

June, July and August due to work schedule conflict. September due to new baby arriving a week prior.

Please indicate why you would like to be reappointed.

I would like to continue to use my communication skills to add value to the Forestry Commission.

What specific topics interest you that relate to the board?

Urban forestry, parks, and the appearance and quality of the city. One key concern I have is about ensuring that the city is able to achieve its tourism goals and meet its economic potential. I believe the appearance of the city is a key component to that issue.

Please type your name below as a signature.

Jen Warren

Date

Thu, 11/14/2019

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/11451>

Links

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-reappointment-application>

INTERVIEW 11/25/19

5:30 PM

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Submission information

Form: [Boards and Commissions Reappointment Application](#) [1]

Submitted by Visitor (not verified)

Thu, 11/14/2019 - 5:21pm

67.170.168.129

First & Last Name

Tom Cook

Street Address

██████ Limpus Lane

Mailing Address, if different

City, State and Zip Code

Forest Grove, Oregon 97116

E-Mail Address

██

Telephone/Cell Phone Number

████████████████

Work Telephone Number

Employer

Retired

Occupation/Profession

Retired Navy Chaplain

Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.

No

If so, which grade level and school do you attend?

Please rate the City's performance.

Good

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

Please select which board(s) you would like to be considered for appointment:

- Budget Committee (3-4 times in May)

- Committee for Community Involvement (1st Tuesday, 5:30pm)

Within the last 12 months, please indicate the number of meetings you were unable to attend.

I attended all of the budget meetings.

However, due to several surgeries, I was unable to attend 2 CCI meetings.

Please indicate why you would like to be reappointed.

Budget Committee: After serving one term...I am becoming better aware of the budget process and the needs of the committee.

CCI: This would also be my second term on CCI. I believe that the committee needs continuity and experience. I currently serve as the secretary.

What specific topics interest you that relate to the board?

Budget: I have interest in the financial aspect of the city.

CCI: To discover ways to engage the community of Forest Grove in all its various groups.

Please type your name below as a signature.

Tom Cook

Date

Thu, 11/14/2019

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/11431>

Links

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-reappointment-application>

INTERVIEW 11/25/19

5:40 PM

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Submission information

Form: [Boards and Commissions Reappointment Application](#) [1]

Submitted by Visitor (not verified)

Thu, 10/24/2019 - 11:29am

73.37.28.236

First & Last Name

Tammi McLaughlin

Street Address

SW Pacific Ave

Mailing Address, if different

City, State and Zip Code

Forest Grove, OR 97116

E-Mail Address

Telephone/Cell Phone Number

Work Telephone Number

Employer

Retired

Occupation/Profession

Volunteer: President FG Lacrosse, Vikings Booster, Teacher

Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.

No

If so, which grade level and school do you attend?

Please rate the City's performance.

Good

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

Please select which board(s) you would like to be considered for appointment:

Parks and Recreation Commission (3rd Wednesday, 7am)

Within the last 12 months, please indicate the number of meetings you were unable to attend.

One.

Please indicate why you would like to be reappointed.

I've served for just one year now. It took me about nine months of that year to feel like I had an understanding of the dynamic of this group and to feel like I could effectively offer personal insights and skills that are helpful and possibly impactful. I also have observed that I may be the only current member on the P/R commission that has not lived my entire life, or at least my entire adult life, in Forest Grove and surrounding areas. I believe that some of my "outsider" perspectives are helpfully representative of our current Forest Grove community.

What specific topics interest you that relate to the board?

Our city offers wonderful parks and facilities and I have enjoyed learning more about those. I am supportive of and excited about the work towards implementing the city parks master plan. I am particularly passionate about recreational opportunities for our community. I am anxious to see more city involvement in partnering with existing non profit groups to begin to have city presence in the offering of recreation opportunities. I understand the budget concerns of offering "more". It is my desire to have an impact on beginning to draw the non profit recreation groups into some sort of very low to no budget city partnership.

Please type your name below as a signature.

Tammi McLaughlin

Date

Thu, 10/24/2019

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/11131>

Links

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-reappointment-application>

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

[Home](#) > [Boards & Commissions Reappointment Application](#) > [Webform results](#) > [Boards & Commissions Reappointment Application](#)

Submission information

Form: [Boards and Commissions Reappointment Application](#) [1]

Submitted by Visitor (not verified)

Fri, 11/15/2019 - 11:48am

184.12.135.78

First & Last Name

Mark Nakajima

Street Address

████ SW Reeher Place *Outside city limits*

Mailing Address, if different

██████████

City, State and Zip Code

Forest Grove, OR 97116

E-Mail Address

████████████████████

Telephone/Cell Phone Number

██████████

Work Telephone Number

██████████

Employer

Ace Hardware Forest Grove

Occupation/Profession

Manager

Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.

No

If so, which grade level and school do you attend?

Please rate the City's performance.

Good

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

Please select which board(s) you would like to be considered for appointment:

Community Forestry Commission (3rd Wednesday, 5:15pm)

Within the last 12 months, please indicate the number of meetings you were unable to attend.

If I recall correctly 2.

Please indicate why you would like to be reappointed.

I have experience on the commission. I feel I contribute to the commission. I enjoy being on the commission.

What specific topics interest you that relate to the board?

Continuing and improving an urban forestry program in Forest Grove.

Please type your name below as a signature.

Mark Nakajima

Date

Fri, 11/15/2019

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/11471>

Links

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-reappointment-application>

Within the last 12 months, please indicate the number of meetings you were unable to attend.

11 months

Please indicate why you would like to be reappointed.

As the CEO/President of the Forest Grove/Cornelius, I believe that being a member of the Forest Grove Economic Development goes hand in hand with my job with the Chamber. Existing businesses of a community want to know where the next economic development area of a community will be located. My job is to be a conduit between the city and the existing businesses.

What specific topics interest you that relate to the board?

industrial land acquisition

Infrastructure

Balance between urban vs rural land

Please type your name below as a signature.

Howard Sullivan

Date

Mon, 09/30/2019

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/10871>

Links

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-reappointment-application>

**Boards, Committees, and Commissions
Appointment Interviews**

					Apr/May	1st Tues 5:30pm	3rd Wed 5:15pm	1st Thurs Noon	4th Tues 6:30pm	2nd Tues 6:30pm	3rd Wed 7am	1st&3rd Mon 7pm	2nd Thurs 5pm	4th Wed 7:30am	4th Thurs 6 pm	
					Wenzl	Thompson	Rippe		Valfre	Wenzl				Rippe	Uhing	
					4 Vacancies (Food; Development; Utility; At-Lg)										5 Vacancies (Econ; Ethnic; FG Sch; PU; At-Lg)	
# of Board Vacancies:						1 Vacancy			1 Vacancy		1 Vacancy		1 Vacancy		1 Rural	
# of Student Vacancies:							1 - Student	1 - Student	1 - Student	1 - Student			1 - Student	1 - Student	1 - PU Student	
Council Subcommittee #2 in the Conference Room: Uhing; Valfre and Mayor					BC	CCI	CFC	EDC	HLB	LC	P&R	PC	PAC	PSAC	SC	
Interview Time:		Applicants:														
1	5:00 PM	Valyrie	Ingram	A05/17						LC	Seeking P&R Appt					
2	5:10 PM	Pamela	Bailey	A08/09						LC						
3	5:20 PM	Johanna	Peeters Weem	A10/18 (HS Student)											SC Student	
4	5:30 PM	David	Andersen	A06/15; A02/15	BC	CCI				LC						
5	5:40 PM	Dana	Eytzen	A08/10									PAC			
6	5:50 PM	Emily	Lux	A09/14									PAC			
7	6:00 PM	Linda	Stiles Taylor	A01/08									PAC			

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INTERVIEW 11/25/19

5:00 PM

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

[Home](#) > [Boards & Commissions Reappointment Application](#) > [Webform results](#) > Boards & Commissions Reappointment Application

Submission information

Form: Boards and Commissions Reappointment Application [1]

Submitted by Visitor (not verified)

Thu, 11/14/2019 - 4:06pm

68.186.22.110

First & Last Name

Valyrie Ingram

Street Address

████ SW Bracken Dr *Outside city limits*

Mailing Address, if different

City, State and Zip Code

97113

E-Mail Address

████████████████████

Telephone/Cell Phone Number

██████████

Work Telephone Number

Employer

NA

Occupation/Profession

NA

Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.

No

If so, which grade level and school do you attend?

Please rate the City's performance.

Fair

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

Please select which board(s) you would like to be considered for appointment:

- Library Commission (2nd Tuesday, 6:30pm)

- Parks and Recreation Commission (3rd Wednesday, 7am)

Within the last 12 months, please indicate the number of meetings you were unable to attend.

2-3

Please indicate why you would like to be reappointed.

I care about the library.

What specific topics interest you that relate to the board?

Community involvement

Please type your name below as a signature.

Valyrie Ingram

Date

Thu, 11/14/2019

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/11411>

Links

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-reappointment-application>

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

[Home](#) > [Boards & Commissions Reappointment Application](#) > [Webform results](#) > [Boards & Commissions Reappointment Application](#)

Submission information

Form: [Boards and Commissions Reappointment Application](#) ⁽¹⁾

Submitted by Visitor (not verified)

Sat, 10/19/2019 - 7:31pm

50.53.161.124

First & Last Name

Pamela Bailey

Street Address

█ Ash St.

Mailing Address, if different

City, State and Zip Code

Forest Grove, Oregon 97116

E-Mail Address

█

Telephone/Cell Phone Number

█

Work Telephone Number

Employer

Banks School District

Occupation/Profession

Teacher

Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.

No

If so, which grade level and school do you attend?

Please rate the City's performance.

Good

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

Please select which board(s) you would like to be considered for appointment:

Library Commission (2nd Tuesday, 6:30pm)

Within the last 12 months, please indicate the number of meetings you were unable to attend.

0

Please indicate why you would like to be reappointed.

I believe that my years of experience on the library commission lead towards greater productivity and smoother operations. I've participated in some long term planning projects, and that has increased my appreciation for, and understanding of our library and our town. I'd like the opportunity to continue the work the library commission has been doing.

What specific topics interest you that relate to the board?

For the past few years we have been focused on making sure the library stays relevant in the 21st century, and doing outreach into the community in various ways, to learn what matters most to our patrons and the citizens of Forest Grove. Continuing this work is important to the library to the library commission.

Please type your name below as a signature.

Pamela Bailey

Date

Fri, 10/18/2019

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/11021>

Links

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-reappointment-application>

Improved accessibility to city involved subjects, and events.
Quicker responses to important things that happen in the community, and important issues that must be acted on.
Encouraging youth to be involved in the city through having student members of boards and commissions also serve on a youth commission (similar to that of Cornelius).
Focus on improving sustainability with programs that make sense to the city (ex. advertising Solar Panels as a possible improvement to citizens homes and power bills)

Please select which board(s) you would like to be considered for appointment:

Sustainability Commission (4th Thursday, 6pm)

Within the last 12 months, please indicate the number of meetings you were unable to attend.

All.

Please indicate why you would like to be reappointed.

I enjoy being a part of the work sustainability does, it is interesting to learn from people on the commission. I like knowing what is going on in my town and enjoy making a positive impact on my community. I like using my time and ideas to help the town, and environment.

What specific topics interest you that relate to the board?

Climate Change and The Environment. Inclusion, Diversity and Feminism. Science, Problem Solving, Government and Making a Positive Difference.

Please type your name below as a signature.

Johanna

Date

Fri, 11/08/2019

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/11341>

Links

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-reappointment-application>

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

[Home](#) > [Boards & Commissions Reappointment Application](#) > [Webform results](#) > [Boards & Commissions Reappointment Application](#)

Submission information

Form: [Boards and Commissions Reappointment Application](#) (1)

Submitted by Visitor (not verified)

Mon, 10/28/2019 - 1:18pm

50.38.45.194

First & Last Name

David Andersen

Street Address

█ 36th Ave

Mailing Address, if different

City, State and Zip Code

Forest Grove, OR 97116

E-Mail Address

██

Telephone/Cell Phone Number

████████████████

Work Telephone Number

Employer

self employed

Occupation/Profession

entrepreneur

Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.

No

If so, which grade level and school do you attend?

Please rate the City's performance.

Good

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

Please select which board(s) you would like to be considered for appointment:

- Budget Committee (3-4 times in May)

- Committee for Community Involvement (1st Tuesday, 5:30pm)

Within the last 12 months, please indicate the number of meetings you were unable to attend.

3

Please indicate why you would like to be reappointed.

Budget committee - After serving for a few years now, I think I have a good handle on the city's budgeting process and believe I can add value in the review process.

CCI - This committee is a good match for my interests and abilities. I enjoy the opportunity to work with a wide variety of city staff, public servants, and the public.

What specific topics interest you that relate to the board?

Budget - ensuring that taxes are being spent in a wise, prudent and appropriate manner.

CCI - encouraging wider involvement of community members in city plans and programs

Please type your name below as a signature.

David B Andersen

Date

Mon, 10/28/2019

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/11191>

Links

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-reappointment-application>

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

[Home](#) > [Boards & Commissions Reappointment Application](#) > [Webform results](#) > [Boards & Commissions Reappointment Application](#)

Submission information

Form: [Boards and Commissions Reappointment Application](#) [1]

Submitted by Visitor (not verified)

Thu, 11/14/2019 - 5:34pm

50.38.42.38

First & Last Name

Dana Eytzen

Street Address

██████ NW PORTER RD

Outside of City Limits

outside city limits

Mailing Address, if different

City, State and Zip Code

FOREST GROVE, OR

E-Mail Address

████████████████████

Telephone/Cell Phone Number

██████████

Work Telephone Number

Employer

Self

Occupation/Profession

Stay at home mom

Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.

No

If so, which grade level and school do you attend?

Please rate the City's performance.

Good

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

Please select which board(s) you would like to be considered for appointment:

Public Arts Commission (2nd Thursday, 5pm)

Within the last 12 months, please indicate the number of meetings you were unable to attend.

1- I had just had a baby!

Please indicate why you would like to be reappointed.

I love this community and I think art is such an important aspect of any community. I have really enjoyed seeing and being part of the progress we as a community have made. It makes me proud.

What specific topics interest you that relate to the board?

All things art.

Please type your name below as a signature.

Dana Eytzen

Date

Thu, 11/14/2019

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/11441>

Links

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-reappointment-application>

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

[Home](#) > [Boards & Commissions Reappointment Application](#) > [Webform results](#) > [Boards & Commissions Reappointment Application](#)

Submission information

Form: [Boards and Commissions Reappointment Application](#) (1)

Submitted by Visitor (not verified)

Fri, 11/08/2019 - 12:52pm

66.154.176.35

First & Last Name

Emily Lux

Street Address

██████████ 16TH AVENUE

Mailing Address, if different

City, State and Zip Code

FOREST GROVE

E-Mail Address

██

Telephone/Cell Phone Number

████████████████

Work Telephone Number

Employer

Emily Lux Painting, Beaverton School District

Occupation/Profession

Artist, Educator

Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.

No

If so, which grade level and school do you attend?

Please rate the City's performance.

Excellent

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

Please select which board(s) you would like to be considered for appointment:

Public Arts Commission (2nd Thursday, 5pm)

Within the last 12 months, please indicate the number of meetings you were unable to attend.

I believe I missed one. Possibly two.

Please indicate why you would like to be reappointed.

I feel fundamentally aligned with the mission(s) of the Public Arts Commission. My priority as a person, a professional, and as a community member is to provide the public maximum access to the arts and opportunities related to creative endeavors and exploration. The democratization of the arts is increasingly crucial as arts education in public schools has seen a marked decline in funding. My purpose for desiring to remain on this particular commission is to continue the work of recognizing and helping to eliminate the road blocks that prevent people from readily experiencing creative opportunities. "Art belongs everywhere, and to everyone": If this is the mission statement of the Public Arts Commission, how can we ensure that "all people" have equal access, and multiple, equitable opportunities? That question is why I am here, and why I am hoping to be accepted into an additional term.

What specific topics interest you that relate to the board?

- *Increased public access to the arts, in multiple forms and diverse opportunities
- *Continuation of fundraising for, and fulfilling calls for public art including ethically jurying, open and inclusive calls for art, conscientious placement, and safety/longevity considerations.
- *Increasing the diversity of arts access, including maximizing the range of age, race, and ethnicity of the populations who feel invited to participate
- *Supporting local artists and arts programming
- *Clarifying the arts identity of Forest Grove through public dialogue and exploration
- *Building awareness of arts opportunities-extending invitations and increasing publicity

Please type your name below as a signature.

Emily Lux

Date

Fri, 11/08/2019

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/11331>

Links

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-reappointment-application>

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

[Home](#) > [Boards & Commissions Reappointment Application](#) > [Webform results](#) > [Boards & Commissions Reappointment Application](#)

Submission information
Form: [Boards and Commissions Reappointment Application](#) (1)
Submitted by Visitor (not verified)
Thu, 09/26/2019 - 10:34am
24.21.122.219

First & Last Name

Linda Stiles Taylor

Street Address

██████████ Coho Circle (new address)

Mailing Address, if different

City, State and Zip Code

Forest Grove, OR 97116

E-Mail Address

██ (new email)

Telephone/Cell Phone Number

██████████ (new phone number)

Work Telephone Number

Employer

All Together Now (self)

Occupation/Profession

Arts & Literacy Professional

Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.

No

If so, which grade level and school do you attend?

Please rate the City's performance.

Good

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

Please select which board(s) you would like to be considered for appointment:

Public Arts Commission (2nd Thursday, 5pm)

Within the last 12 months, please indicate the number of meetings you were unable to attend.

0

Please indicate why you would like to be reappointed.

As a Commissioner focused on the inclusion of underserved members of Forest Grove (Latinos, children, elders, low-income individuals), and as a Spanish-speaker, I believe I bring an important perspective to our work. Examples of my recent involvement include facilitating outreach to schools, and Latinos of all ages, in our current "Art belongs everywhere and to everyone" contest campaign, and the two "Meet the Artist" events I hosted this summer- one with a Latinx artist & a feast from Michoacan, and the other geared to children ages 6-10, (with their adults). I want to insure that the "equity lens" that includes children and people of color in our Strategic Plan continues to grow and expand.

What specific topics interest you that relate to the board?

Expanding access to mini-grants, outreach in the schools, Farmer's Market and community, as well as "Meet the Artist" events have been, and would likely continue to be my primary focus.

Please type your name below as a signature.

Linda Taylor

Date

Thu, 09/26/2019

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/10801>

Links

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-reappointment-application>

**Boards, Committees, and Commissions
Appointment Interviews**

B/C Current Member Resignations:					BC	CCI	CFC	EDC	HLB	LC	P&R	PC	PAC	PSAC	SC
1		Jon	Youngberg	A01/12						X					
2		Jayne	Cravens	A11/16										X	
3		Jacob	Rose	A12/18											X

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Anna Ruggles

From: Jon Youngberg <[REDACTED]>
Sent: Wednesday, October 9, 2019 12:57 PM
To: Anna Ruggles
Cc: Colleen Winters
Subject: RE: B/C Recruitment Reapply by Friday, November 15, 2019, 5pm:

Hi Anna:

I've decided to not reapply for membership on the Forest Grove Library Commission and wanted you to know as early as possible.

While I will stay and serve through the rest of my term this year, I think that the Library Commission deserves someone with more energy, enthusiasm, and skills than I have. It's been fun, enjoyable, and educational, but I need to get out of the way for someone who can do a better job in the future.

Jon Youngberg – Library Commission

Sent from [Mail](#) for Windows 10

From: [Anna Ruggles](#)
Sent: Wednesday, September 25, 2019 5:53 PM
To: [Anna Ruggles](#)
Subject: B/C Recruitment Reapply by Friday, November 15, 2019, 5pm:

The City Council invites current boards and commissions (B/C) members with terms expiring at year-end to reapply during open recruitment.

B/C Recruitment - Reapply by Friday, November 15, 2019, 5pm:

To reapply, please submit [B&C Online Application](#) or PDF Application (attached).

<https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-reappointment-application>

Members must apply and be interviewed after every term to continue service. Members who fail to apply and attend a scheduled interview may forfeit the opportunity for reappointment. Once the assigned term of office is completed, the member is excused from the appointment, unless City Council reappoints the member for another term of service.

B/C applications are also available at City Hall, 2nd Floor, 1924 Council Street, 9am-5pm, or you may request one be mailed to you by calling/emailing City Recorder, 503.992.3235, aruggles@forestgrove-or.gov.

The City Council sincerely thanks you for your dedicated service and outstanding commitment! We hope you will consider reapplying!

Anna D. Ruggles, CMC, City Recorder

L/C Term 12/31/19
Appt 01/12

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Anna Ruggles

From: Timothy Rippe
Sent: Wednesday, October 23, 2019 5:19 PM
To: [REDACTED]
Cc: Jesse VanderZanden; Anna Ruggles; Janie Schutz; Michael W. Kinkade
Subject: RE: Ending role on PSAC as of Dec. 31, 2019.

Jayne,

I'd like to express my sincere appreciation for your willingness to take on the rather challenging role of chair of PSAC this past year. I know your heart and soul were in moving things forward in a positive and meaningful way. I honestly think you made some progress and given the opportunity could have done more. I myself have struggled with the commission since I was appointed to it in 2014. I am not sure of its future; at least in its present form. I am certain that the City and Council need public input on public safety issues. I am just not certain that the commission in its current form is the best option for achieving that.

Your service to the community is much appreciated! We will have a certificate acknowledging your service. If you would like it presented to you in person at a Council meeting, please let Anna and I know so we can arrange for that to happen.

Best wishes in your new employment!

Timothy A. Rippe
Councilor

City of Forest Grove
1924 Council Street
Forest Grove, Oregon 97116

Phone: 503-992-3200

trippe@forestgrove-or.gov

From: Jayne Cravens [REDACTED]
Sent: Wednesday, October 23, 2019 7:17 AM
To: Timothy Rippe; Anna Ruggles
Subject: Ending role on PSAC as of Dec. 31, 2019.

PSAC
A 11/14
Team 12/31/21

Professional priorities will not let me continue in my role with the Public Safety Advisory Commission (PSAC) after the December 2019 PSAC meeting. I regret that I am unable to fulfill my entire term, which expires December 31, 2021.

I will be able to continue on PSAC for the rest of 2019.

Thank you for the opportunity to serve on this important resident advisory commission for these three years.

Jayne Cravens
1734 Forest Grove, Oregon

ASPTD 11/16
TSAC
Term EXP
12/31/21

Anna Ruggles

From: Elizabeth Stover
Sent: Thursday, October 24, 2019 3:44 PM
To: Paul Downey; Bev Maughan; Anna Ruggles
Subject: FW: Resignation from the FGSC

FYI

From: Jacob Rose [REDACTED]
Sent: Thursday, October 24, 2019 9:32 AM
To: Elizabeth Stover <estover@forestgrove-or.gov>; [REDACTED]
Subject: Resignation from the FGSC

Hi Y'all,

It is with some regret that I must submit my resignation to the Forest Grove Sustainability Commission. However, I will continue to support my community beyond leaving the Commission. I have just begun to shift my efforts elsewhere.

After moving away for Forest Grove, I naturally have taken on other projects related to environmental justice and sustainability. I also understand the City Council's desire to make consistent the number of members to each Board & Commission. Additionally, I see the Commission moving towards projects that I am excited about--but can see redundancies in terms of skill-sets around the table.

To me the FGSC has been a place to collaborate with similarly-driven folks on meaningful project. I'm positive it will continue to be that for future Commissioners.

As a side note, I'm going on vacation for a while. But I will be sure to stop in every once and awhile once I get back in December.

Thank you both,

Jacob Rose

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A place where families and businesses thrive

**Forest Grove Solid Waste
Community Enhancement Program Committee**

**CEPC Meeting
6:15 PM**

**MONDAY, NOVEMBER 25, 2019
1915 Main Street
Forest Grove, OR 97116**

Community Auditorium Conference Room

Vacancy	Juan Carlos Gonzalez, Co-Chair	Elena Uhing
Timothy Rippe	Peter Truax, Co-Chair	Adolph "Val" Valfre, Jr.
Ron Thompson		Malynda Wenzl

All public meetings are open to the public and all persons are permitted to attend any meeting except as otherwise provided by ORS 192. All 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, 503-992-3235, at least 48 hours prior to the meeting.

A G E N D A

- 6:15** 1. **CALL TO ORDER:**
- 2. **CITIZEN COMMUNICATIONS:** Anyone wishing to speak on an item not on the agenda may be heard at this time.
- 3. **APPROVAL OF MEETING MINUTES of MAY 13, 2019**
- 4. **ADDITIONS/DELETIONS**
- 5. **DISCUSSION OF 2020-21 CEP PROGRAM CRITERIA**
- 7:00** 6. **ADJOURNMENT**

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Minutes not official until approved by CEPC.

1. ROLL CALL

Co-Chair Peter Truax called the meeting of the Community Enhancement Program (CEP) Committee to order at 5:35 pm. **ROLL CALL:** Co-Chair Juan Carlos Gonzalez, Thomas Johnston, Timothy Rippe, Ronald Thompson, Elena Uhing, Adolph Valfre, Malynda Wenzl and Co-Chair Peter Truax. **STAFF PRESENT:** Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; and Beverly Maughan, Executive Assistant to City Manager.

2. CITIZEN COMMUNICATIONS: None.

3. APPROVE MINUTES FROM MEETING ON APRIL 18, 2019

Wenzl moved, seconded by Valfre, to approve the minutes as presented. With all those present voting in favor, motion passed unanimously.

4. DISCUSSION OF ALLOCATIONS AND DESIGNATION OF 2019-20 PROJECTS:

Truax reviewed the allocation worksheet noting the Parks & Rec Commission project for Signs IV was withdrawn since signage was approved as a City expense in the 2019-20 Budget on May 9 and, therefore, not eligible to receive CEP funds. Committee members reallocated individual funding from this project resulting in all remaining 19 projects receiving support from a majority of at least five (5) committee members. Staff amended the funding allocation worksheet accordingly. Wenzl moved, seconded by Rippe, to approve the allocations as amended. **DISCUSSION:** It was clarified that the disbursement of funds for the operation of the TES shelter at United Church of Christ would be made conditional upon the shelter being allowed at UCC under the City's Development Code. With all those present voting in favor, motion passed unanimously. The following projects were granted funds as noted and designated as 2019-20 CEP Projects:

DESIGNATED 2019-20 CEP PROJECTS

2019-20 CEP PROJECTS	SPONSOR	AMT REQUESTED	FUNDING APPROVED
Critical Repair Program	Rebuilding Together Wash Co	\$4,000	\$3,800
Annual Sidewalk Chalk Art Festival	Valley Art Association	\$4,500	\$4,352
Weekend Backpack Program	FG Elks 2440	\$10,000	\$5,900
Preservation Grant Program	Historic Landmarks Board	\$10,000	\$4,769
Mobile Shower Trailer	Community Connection	\$10,000	\$6,600

Food Classes @ CALC	Foodways at Nana Cardoon	\$7,750	\$3,200
Tualatin Plains Great Grains	Foodways at Nana Cardoon	\$10,000	\$3,050
Learning Garden Classrooms for All	Forest Grove School District	\$10,000	\$4,360
Temporary Emergency Shelter	Old Town Forest Grove	\$10,000	\$7,650
Community Arts	Public Arts Commission	\$10,000	\$4,200
Refurbish FG School-Based Health Center	Virginia Garcia Memorial Health Ctr	\$10,000	\$7,500
Covered Donation Intake Area	Forest Grove ReStore	\$10,000	\$2,200
Home Preservation Program for Low-Income, Elderly, Disabled, Vets	West Tuality Habitat for Humanity	\$10,000	\$5,000
Temporary Emergency Shelter	Forest Grove UCC	\$10,000	\$7,650
Cultural Service Center: Early Head Start Classrooms	Adelante Mujeres	\$10,000	\$7,050
Forest Grove Farmers Market	Adelante Mujeres	\$10,000	\$6,350
Downtown Winter Light Expansion	Chamber Holiday Display Team	\$10,000	\$3,250
Veteran's Independence Project	FG Elks 2440	\$7,500	\$4,283
Collaborative Sustainable Community	Sustainability Commission	\$10,000	\$4,250
	Total Requests	\$183,750	\$95,414

5. **ADJOURNMENT**: Meeting was adjourned at 6:00 pm.

Respectfully Submitted by

Beverly Maughan, Executive Assistant



COMMUNITY
ENHANCEMENT
PROGRAM (CEP)
FY 2020-21 PROCESS
CEP COMMITTEE MEETING

Purpose of Meeting

- Discuss items brought up by the CEP Committee (CEPC) during last year's process and if there are other changes the CEPC may want to make to the CEP Program Criteria for FY 2020-21.
- Provide direction to staff so appropriate approval can be requested from Metro, if necessary.

Estimated FY 2020-21 Funding Available

- Based on preliminary estimates, there will be approximately \$117,860 in funding available for FY 2020-21 grants. \$95,000 is the estimated FY 2020-21 revenue for CEP from Metro, \$16,000 was withheld from FY 2019-20 to roll over to FY 2020-21, and \$6,860 is grant funding available from accumulated Fund Balance per current funding rules.

Items to Discuss for FY 2020-21

Concerns / Issues Raised During Last Cycle:

- Non-Profit Criteria: Metro criteria allows only 501(c)(3) and The Elks have received CEP funding and it is a 501(c)(8) organization
 - Options: Inform Elks they are not eligible or ask Metro to change the criteria for eligible organizations
- Clarification of Eligibility: Projects specifically located within Forest Grove UGB or projects with organizations located outside Forest Grove that benefit Forest Grove residents, i.e. Family Justice Center

Items to Discuss for FY 2020-21

Concerns / Issues Raised During Last Cycle:

- Purposes of expenditures: Program versus Event; Challenge grants versus ongoing programs
- Give a discretionary amount per committee member to spend
 - If implemented, expenditures would have to meet the requirements of the CEP
- Temporary Shelter Code: Issue resolved

Other Items or Questions?

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 5:30 p.m.

ROLL CALL: COUNCIL PRESENT: Timothy Rippe; Ronald Thompson; Elena Uhing; Adolph “Val” Valfre; Malynda Wenzl; and Mayor Peter Truax. **COUNCIL VACANCY:** 1.

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

2. WORK SESSION: POLICE STATION UPDATE

Downey, Police Chief Schutz, and VanderZanden facilitated the above-noted work session, noting the purpose of the work session was to update Council on the progress of the design work and present the current design as a result of the schematic design process. Downey introduced two consultants from MacKenzie who presented a PowerPoint presentation overview of the new proposed schematic design, which consisted of slides C1.10 and C1.11; Programmatic Themes; Exterior Massing and Materiality; proposed schematic design A1.11 and A1.12; Selected Finish Palette; Lobby Perspective; and Training Room Perspective. Downey advised the schematic design has been given to the cost estimator and revised cost estimate is pending. Downey reported staff has initiated a zone change request so the whole block will be zoned Town Center Transition zoning, noting the design will be discussed with the Plan Review Board to determine what issues may need to be addressed as the process continues. In conclusion of the above-noted staff report, Downey and VanderZanden outlined the following next steps:

- Cost estimate will be converted into a tax rate for a general obligation bond.
- Open House will be held on November 21, 2019, at the Community Auditorium, 6pm-8pm. The open house will be a drop-in format with different stations to present the design and costs.
- Speaking engagements and other public information efforts will continue. Annual Town Meeting will focus on the proposed Police Station and will be held on January 25, 2020, in the Community Auditorium.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued as Downey, Chief Schutz, consultants and VanderZanden responded to various Council inquiries and

scenarios pertaining to the proposed schematic design and discussion topics pertaining to ADA accessible and ADA parking; indoor gun range; interior and exterior materials and color schemes; training room and conference room designs, to which Council collectively concurred to proceed with the next steps based on the proposed schematic design. In conclusion of the above-noted discussion, VanderZanden advised staff will schedule a follow-up work session, at which time, Council will be asked if they want to proceed with staff preparing the ballot information within the timelines for the May, 2020 election.

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

3. ADJOURNMENT

Mayor Truax adjourned the work session at 6:16 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder



A place where families and businesses thrive.

**City Council Work Session Meeting Minutes
Federal Grant Consulting Services RFI**

**Tuesday, November 12, 2019
6:15 p.m., Community Auditorium**

Minutes are unofficial until approved by Council.

1. CALLED TO ORDER AND ROLL CALL:

Mayor Peter Truax called the Work Session to order at 6:21 p.m.

ROLL CALL: COUNCIL PRESENT: Timothy Rippe; Ronald Thompson; Elena Uhing; Adolph “Val” Valfre; Malynda Wenzl; and Mayor Peter Truax. **COUNCIL VACANCY:** 1.

STAFF PRESENT: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Colleen Winters, Library Director (in the audience); and Anna Ruggles, City Recorder.

2. WORK SESSION: FEDERAL GRANT CONSULTING SERVICES REQUEST FOR INTEREST REVIEW

Downey and VanderZanden facilitated the above-noted work session, noting the purpose of the work session was to address Council’s Objective 3.19, Investigate Federal Grant Opportunities, identified in FY2019-20. Downey reported at the Council work session held on June 10, 2019, there was Council consensus to advertise for a non-binding Request for Interest (RFI) to gather more information to help determine the feasibility of contracting for federal grant consulting services. Downey affirmed only two firms submitted for consideration (Summit Strategies and CFM Strategic Communications), noting both firms are Oregon-based and well known experts in their field, and have staff in Washington, D.C., and work closely with the Oregon Delegation and their staff. In conclusion of the above-noted staff report, Downey advised the cost to hire a firm for consulting services is \$58,000 to upwards of \$90,000 per year and the selected firm will require additional funding for trip(s) to Washington, D.C., noting staff is recommending a three-year contract as it often takes that long to recognize, apply and secure a federal grant.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued as Downey and VanderZanden responded to various Council inquiries and scenarios pertaining to the intent, noting the intent is to seek a firm that will leverage federal grant resources for the City’s programs and priorities. Downey reported the firm, if selected, will keep the City engaged in funding opportunities for projects through special appropriations, grants and other means, noting the complete scope of the work for the services is

described in each RFI. In response to grant writing, identifying key staff to assist the firm as well as staff's workload, and pros and cons of hiring an outside source versus hiring a grant writer, Downey advised both firms will review grants and assist with grant writing, but neither firm provides a contract for actual grant writing services, noting departmental staff would still need to write the grants. Downey reported the City's current federal grant process is based on applicable departmental staff filling out applications and submitting to federal agencies, noting the departments have been successful in writing federal grants and receiving the grants. Downey noted staff is questioning how many of the grant programs each of the firms have successfully received would apply directly to the City, i.e., federal transportation grants are a regional process administered by Metro. In response to concerns, Mayor Truax provided insight of the federal legislative agenda and advocacy efforts, noting a firm would provide a stronger presence at leveraging resources and securing federal funds for city-related projects, such as updating the City's aging water infrastructure. Mayor Truax noted the Council will never know unless it funds the costs (hiring a firm and execute a three-year contract). In conclusion of the above-noted Council discussion, VanderZanden advised staff would hold a follow-up work session to determine next steps, noting staff is recommending Council review each of the firm's RFI and determine if the program aligns with the Council's goals, to which Council collectively concurred.

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

3. **ADJOURNMENT:**

Mayor Truax adjourned the work session at 6:50 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder



A place where families and businesses thrive.

City Council Regular Meeting Minutes

**Tuesday, November 12, 2019
7:00 p.m., Community Auditorium**

Minutes are unofficial until approved by Council.

1. CALLED TO ORDER AND ROLL CALL:

Mayor Peter Truax called the regular City Council meeting to order at 7:06 p.m. and led the Pledge of Allegiance.

ROLL CALL: COUNCIL PRESENT: Timothy Rippe; Ronald Thompson; Elena Uhing; Adolph “Val” Valfre; Malynda Wenzl; and Mayor Peter Truax. **COUNCIL VACANCY:** 1.

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

1. A. PROCLAMATION:

National Hunger and Homelessness Awareness Week

Mayor Truax proclaimed November 16-24, 2019, as “*National Hunger and Homelessness Awareness Week*” in Forest Grove. Celeste Goulding, United Church of Christ Program Coordinator, accepted the proclamation.

2. CITIZEN COMMUNICATIONS: None.

3. CONSENT AGENDA:

Items under the Consent Agenda are considered routine and are 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 remaining Consent Agenda item(s).

- A. Approve City Council Work Session (Vision and Values, Sara Wilson, SSW Consulting, Facilitator) Meeting Minutes of October 14, 2019.
- B. Approve City Council Joint Work Session (Cornelius City Council and Forest Grove School District Board of Directors) Meeting Minutes of October 28, 2019.
- C. Approve City Council Regular Meeting Minutes of October 28, 2019.
- D. Accept Historic Landmarks Board Meeting Minutes of September 24, 2019.

E. Community Development Department Monthly Building Activity Informational Report for October 2019.

MOTION: Councilor Uhing moved, seconded by Councilor Valfre, to approve the Consent Agenda as presented. COUNCIL VACANCY: 1. MOTION CARRIED 6-0 by voice vote.

4. **ADDITIONS/DELETIONS:** None.

5. **PRESENTATIONS:**

5. A. **2019 Homeless Assessment Report**

Annette Evans, Homeless Program Manager, Washington County Department of Housing Services Chair, Housing and Supportive Services Network, presented a PowerPoint presentation titled: "A Road Home: 2019 Homeless Assessment Report", noting the report guides efforts to prevent and end homelessness in Washington County. In addition, Evans reported on the work of their community partners and the complexity as it relates to gaps and challenges in meeting the needs of an extremely vulnerable and diverse population and recapped year-to-date data and key initiatives going forward.

5. B. **Community Connection Workgroup**

Brian Schimmel, Community Connection, presented a PowerPoint presentation overview pertaining to the strategies, priorities and next steps of the Western Washington County Community Connection Workgroup, noting the workgroup was able to build a mobile shower trailer, which was paid for by private donations and grants.

5. C. **Winters Shelter Forest Grove and Cornelius**

Celeste Goulding, Shelter and Services Director, presented a PowerPoint presentation overview pertaining to the Forest Grove and Cornelius Winter Shelter Program, noting the Forest Grove shelter at United Church of Christ will be open Monday/Tuesday and the Cornelius shelter at Emanuel Lutheran Church will be open Wednesday/Thursday, November 18 to March 26, 2020.

6. **CONTINUE PUBLIC HEARING AND SECOND READING OF ORDINANCE NO. 2019-13 AUTHORIZING TO RENAME A ROADWAY SEGMENT FROM 15TH AVENUE TO 15TH PLACE; APPLICANT: CITY OF FOREST GROVE; FILE NO. 311-19-000024-PLNG**

The first reading of Ordinance No. 2019-13 by title occurred at the Council meeting of October 28, 2019. Mayor Truax referenced the following two motions on the floor that were made at the Council meeting of October 28, 2019.

MOTION 1: Councilor Wenzl moved, seconded by Councilor Thompson, to

adopt Ordinance No. 2019-13 Authorizing to Rename a Roadway Segment from 15th Avenue to 15th Place; Applicant: City of Forest Grove; File No. 311-19-000024-PLNG.

MOTION 2: Councilor Wenzl moved, seconded by Councilor Valfre, to direct staff to proceed with the reassignment of 1510 Crescent Drive to a 15th Place address.

Staff Report:

Pohl presented the above-proposed ordinance for second reading, noting staff received additional testimony, which is noted below, and had nothing further to report.

Public Hearing Continue:

Mayor Truax continued the Public Hearing from the meeting of the October 28, 2019, and explained hearing procedures.

Written Testimony Received:

Robert and Kristina McMahon, 1510 Crescent Drive, Forest Grove, submitted additional written testimony, dated November 5, 2019, asking to accept their earlier letter opposing reassignment of their property to a 15th Place address.

No other written testimony was received.

Proponents:

No one testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

Others:

No one testified and no written comments were received.

Public Hearing Closed:

Mayor Truax closed the Public Hearing.

Council Discussion Motion 1:

Hearing no concerns from the Council, Mayor Truax asked for a roll call vote on motion made at the meeting of October 28, 2019.

VanderZanden read Ordinance No. 2019-13 by title for second reading.

ROLL CALL VOTE: AYES: Councilors Rippe, Thompson, Uhing, Valfre, Wenzl, and Mayor Truax. NOES: None. COUNCIL VACANCY: 1. MOTION CARRIED 6-0.

Questions of Staff Motion 2:

In response to concerns pertaining to the proposed address change for 1510 Crescent Drive, Pohl advised it is in the City's best interest that this property be included and that it be given a new address number, noting the new address will be reassigned at a later date as a Type I review. Pohl outlined the City's procedures for naming street addresses and the renaming of streets, noting the ORS authorizes adopting an ordinance for the renaming of a street, noting the only criterion to rename a street is that it be in the "best interest of the city". In addition, Pohl advised the Council has an option of extending the effective date from 30 days to another date certain if they so desire.

Council Discussion Motion 2:

Wenzl empathized with the homeowner; however, she affirmed the inconvenience should not be the reason for an exception. Wenzl asked for clarification of the associated costs, because she moved recently and she was unaware of any costs associated with an address change.

Rippe stated that it was unfair to minimize the homeowner's hardship as merely an inconvenience, noting costs could be significant because the homeowner is not moving to a different location, instead the homeowner will likely have to change the address on all legally recorded documents, such as titles, deeds, insurance, legal papers, trusts, etc., and that process could be a very costly hardship.

In response to Uhing's concern if there was a city policy in place to prevent similar changes, Pohl noted the discrepancy occurred before the City's process existed and it is unknown why it occurred when the properties were originally platted.

Mayor Truax referenced the staff report, noting the decision was initiated by Washington County Consolidated Communications and Washington County Cartography who notified the City that the discrepancy between the official record and perceived address could delay emergency responders as well as mapping providers needing to have a shared understanding of the official address for every property in order to prevent delays for emergency responders as well as U. S. Postal Service, etc.

Hearing no further concerns from the Council, Mayor Truax asked for a roll call vote on Motion 2 made at the meeting of October 28, 2019.

ROLL CALL VOTE: AYES: Councilors Rippe, Thompson, Valfre, Wenzl, and Mayor Truax. NOES: Councilor Uhing. COUNCIL VACANCY: 1. MOTION CARRIED 5-1.

7. RESOLUTION NO. 2019-57 AUTHORIZING CITY MANAGER TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT BETWEEN WASHINGTON COUNTY AND

CITY OF FOREST GROVE RELATING TO CONTRACT LAW ENFORCEMENT SERVICES

Staff Report:

Hall, Smith, Police Chief Schutz and Downey presented the above-proposed resolution for Council consideration, noting the proposed resolution is authorizing the City Manager to execute a finalized Intergovernmental Agreement (IGA) with Washington County to provide law enforcement services in Forest Grove, between the hours of 3:00 a.m. to 7:00 a.m., seven days a week, for the duration of November 17, 2019, to June 30, 2020. Police Chief Schutz reported the Forest Grove Police Department is currently experiencing a staff shortage of deployable officers due to officers who are injured, on leave, and in training or at the police academy. In addition, the current number of deployable officers necessitates the operational need to transition to a two shift, ten-hour schedule (day shift 0700 to 1700 and swing shift 1700 to 0300). This new schedule will allow the department to accommodate time off, illness, or potential new injuries while allowing basic operations to continue and function with a minimum of 12 officers. If the department falls below 12 operational officers, other options will have to be explored. Downey outlined the provisions of the IGA, noting the estimated cost for one certified deputy is billed at \$91.25 per hour for a four-hour overtime shift daily during the duration of IGA. The deputy will be responsible for providing a police presence and answering primarily Priority 1 and Priority 2 calls between the hours of 0300-0700. In conclusion of the above-noted staff report, Chief Schutz and Downey advised staff is recommending Council authorize the City Manager to execute the finalized IGA, notwithstanding substantial changes to the IGA, as outlined in the draft Exhibit A, noting a contingency transfer of up to \$85,000 in the General Fund is anticipated if expenses are exceeded for the duration of the proposed IGA.

Questions of Staff:

In response to concerns pertaining to the 10-hour shift change, Chief Schutz advised the department will stay on 10-hour shifts through June 30, 2020. In response to the deputy's vehicle, Chief Schutz confirmed the deputy would be riding in a county issued vehicle. Staff added it is not uncommon for the county to provide coverage under the existing mutual aid agreement and the deputies will be familiar to the community, noting the four-hour shift in the early morning is the least active time of day.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2019-57.

VanderZanden read Resolution No. 2019-57 by title.

MOTION: Councilor Wenzl moved, seconded by Councilor Valfre, to adopt Resolution No. 2019-57 Authorizing City Manager to Execute an

Intergovernmental Agreement between Washington County and City of Forest Grove relating to Contract Law Enforcement Services.

Council Discussion:

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

ROLL CALL VOTE: AYES: Councilors Rippe, Thompson, Uhing, Valfre, Wenzl, and Mayor Truax. NOES: None. COUNCIL VACANCY: 1. MOTION CARRIED 6-0.

8. REVIEW APPLICATIONS AND MOTION TO APPROVE STUDENT MEMBERS TO ATTEND NATIONAL LEAGUE OF CITIES CONGRESSIONAL CITY CONFERENCE IN MARCH, 2020

Downey presented the above-noted staff report, noting the City has budgeted for two Boards/Commissions (B/C) appointed student members to attend the National League of Cities Annual Conference held in March of each year in Washington, D. C. The following B/C appointed student members have applied and have obtained recommendation from their respective B/C:

- *Declan Lynch, Community Forestry Commission*
- *Johanna Peeters Weem, Sustainability Commission*
- *Ashley Terry, Committee for Community Involvement*

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the Youth Involvement Program guidelines and essays submitted, which resulted in the following motion:

MOTION: Councilor Wenzl moved to approve Johanna Peeters Weem and Ashley Terry as the two B/C appointed student members to attend the NLC. MOTION FAILED due to it was not seconded.

After further discussion, the following motion was made:

MOTION 1: Councilor Rippe moved, seconded by Councilor Wenzl, to approve two B/C appointed student members to attend the NLC.

Council Discussion:

Hearing no concerns from the Council, Mayor Truax asked for a voice vote on the above motion.

VOICE VOTE 1: AYES: Councilors Rippe, Thompson, Uhing, Valfre, Wenzl, and Mayor Truax. NOES: None. COUNCIL VACANCY: 1. MOTION CARRIED 6-0 by voice vote.

MOTION 2: Councilor Rippe moved, seconded by Councilor Valfre, to approve Declan Lynch and Ashley Terry as the two B/C appointed student members to attend the NLC.

Council Discussion:

Mayor Truax provided insight of the purpose of the student involvement program and nexus that occurs when three students attend the NLC. At the conclusion of the discussion, Ruggles advised that Council could reconsider the motion on the floor that has already passed and make a new motion to amend it and re-vote, to which Council collectively concurred to reconsider the motion on the floor that already passed and annul the second motion on the floor.

MOTION 3: Councilor Rippe moved, seconded by Councilor Thompson, to approve sending three B/C appointed student members to attend the NLC.

Council Discussion:

Wenzl noted she would like Council to consider having a discussion regarding a Youth Advisory Committee.

Valfre noted he would like Council to establish a policy for the selection process.

Hearing no further concerns from the Council, Mayor Truax asked for a voice vote on the above motion, which is reconsidering Motion 1 and annulling Motion 2.

VOICE VOTE MOTION 3: AYES: Councilors Rippe, Thompson, Uhing, Valfre, Wenzl, and Mayor Truax. NOES: None. COUNCIL VACANCY: 1. MOTION CARRIED 6-0 by voice vote.

9. CITY COUNCIL COMMUNICATIONS:

Rippe reported on Economic Development Commission (EDC) meeting, noting three businesses spoke about the benefits of the Oregon Main Street Program. In addition, Rippe reported on community-related events he attended and upcoming meetings he was planning to attend.

Thompson reported on community-related events he attended and upcoming meetings he was planning to attend. In addition, Thompson provided insight of the Ride Connection/GroveLink east side loop.

Uhing reported on community-related events she attended and upcoming meetings she was planning to attend.

Valfre reported on community-related events he attended, other regional meetings he attended and upcoming meetings he was planning to attend. In addition, Valfre

reported he is attending National League of Cities' City Summit Conference in San Antonio, Texas (November 20-23, 2019).

Wenzl outlining the proposed format for the Annual Town Meeting (ATM), noting the ATM will focus on the proposed Police Station and will be held on January 25, 2020, in the Community Auditorium. Wenzl reported on a student focus group, who she is facilitating through her work, regarding public transportation for the east side loop and identifying funding opportunities. In addition, Wenzl reported on other community-related activities and upcoming meetings she was planning to attend.

10. City Manager's Report:

VanderZanden reported on upcoming meetings and events as noted in the Council calendar. VanderZanden referenced a draft summary of the Vision/Values, which was attached with the Council Work Session Meeting Minutes of October 14, 2019. In addition, VanderZanden referenced the City Manager's Report to Council, which outlined various upcoming meetings and updates on department-related activities and projects, including Administrative Services; Community Development; Economic Development; Engineering/Public Works; Fire; Library; Light and Power; Parks and Recreation and Police.

11. MAYOR'S REPORT:

Mayor Truax announced dates of various upcoming activities, events and meetings as noted in the Council Calendar. In addition, Mayor Truax reported on various local, regional, Metro, and Washington County-related matters of interest and meetings he attended, upcoming community-related events, and upcoming meetings and events he was planning to attend.

12. ADJOURNMENT:

Mayor Truax adjourned the regular Council meeting at 9:52 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

Library Commission approved minutes as presented on date Nov 19, 2019.

1. CALLED TO ORDER AND ROLL CALL:

Pamela Bailey, Chair, called the meeting of the Library Commission to order at 6:30PM on Tuesday October 8, 2019.

Members Present: Pamela Bailey, Chair; Kathleen Poulsen, Vice-Chair; Jon Youngberg; Kirsten Beier; Valyrie Ingram;

Members Absent: Nickie Augustine (excused); Elizabeth Beechwood (excused);

Staff: Colleen Winters, Library Director

Council Liaison: Adolph "Val" Valfre

Others: Morgan Knapp

2. ADDITIONS/DELETIONS to Agenda: More library programming information since last month, from Bob A. of library staff.

3. APPROVE LIBRARY COMMISSION MEETING MINUTES OF Sep 10, 2019:

MOTION: Valyrie moved, seconded by Kirsten, to approve the Sep 10, 2019 minutes as presented. **MOTION CARRIED** by all.

4. CITIZEN COMMUNICATIONS: None.

5. INFORMATIONAL ITEMS:

5a. FOUNDATION REPORT: Colleen Winters shared comments about the activities of the Library Foundation of Forest Grove:

a) The Ginsburg Memorial is in very good shape and all work on it has been completed. This includes the metal arbor and benches by Eric Canon, and all the landscaping by Forest Landscaping.

b) The Ginsburg Memorial Garden is ready for the dedication ceremony to be held Fri Oct 11, 2019 at 5:30pm. A nice event will be held inside the library after the dedication with catered food and grand piano, etc. The Friends and the Foundation have split paying the costs of the garden and the dedication event.

c) Should there be a "thank you" for the City and the Friends and Foundation?

d) There should be some info available inside the library (?) on the plants used in the memorial garden, and how it is funded and cared for.

- e) See the Library Foundation of Forest Grove's web site at: www.fglf.org.
- 5b. **FRIENDS REPORT:** Colleen Winters shared comments about the activities of the Friends of the Forest Grove Library:
- a) The Friends Board will meet again tomorrow, starting at 5:30PM.
 - b) Gearing up for the Fall Used Book Sale week in October. Lots of books! Looking for volunteers, as usual.
 - c) Angela Mooney has joined the Friends Board. Has agreed to create a Facebook page for the Friends.
 - d) The Friends Board hosted a Chamber meeting in the Rogers Room last Friday morning, with about 20 people attending.
 - e) The Friends web site is at: fglibraryfriends.org.
- 5c. **COUNCIL LIAISON REPORT:** Adolph "Val" Valfre shared comments about the recent activities of the Forest Grove City Council:
- a) Dollar General question settled.
 - b) On TV Highway from Highway 47 intersection to 1st Street in Cornelius – safety project beginning soon. ODOT and County will work on safety improvements.
 - c) Severe weather shelter ordinance approved.
 - d) The annual Sidewalk Chalk Art contest and the Corn Roast went well. Hoping for some way to turn these two events in downtown Forest Grove into a larger multi-day event.
 - e) Anti-poverty workgroup meeting to be held soon.
 - f) Japanese Fall Festival held recently.
- 5d. **LIBRARY DIRECTOR'S REPORT:** Colleen Winters reported these items:
- a) City Council meeting Mon Oct 14. Will honor Vicky of library staff around 7:15pm for her 30 years of service to the library. Also, Nathan will discuss Summer Reading Program results. Colleen may ask Nathan to attend a future Library Commission meeting. Why have a summer reading program? Why is it important?
 - b) The recent day-long **Foundation fundraiser at the Bites Restaurant** in downtown Forest Grove raised \$900, considered a success.
 - c) The Fire Department's fun event to be held this next Saturday – there will be a Forest Grove City Library presence at the event.
 - d) On Fri Nov 22, Colleen and some library staff will be attending a Multnomah County Library workshop on the topic of "**Rethinking Library Space Layout**" – Maker spaces, Young adult areas, etc.
6. **DISCUSSION OF ITEMS:**

a) Library Programming – Part 2. Bob A. of the library staff talked with the Library Commission, again this month. The Library needs to continue connecting with the community. Service, programs, and needs of the community lead to decisions made about new adult programming.

45 people attended the Willy Vlautin reception and event (including book signing) last week. He talked to all, and then answered questions. The Friends paid for the expenses for the event including the catering.

Hoping to work with Pacific University on some future events and hope to schedule some musical performance programs, as usual.

Near horizon (thru end of 2019) programming and activities include:

- (1) Tue Oct 29 – Hiking Oregon’s History with Bill Sullivan
- (2) Sat Nov 9 – Death Café – talk about death and dying 2-4pm.
- (3) Sat Nov 16 – Land of the Midnight Murder: Scandinavian Crime Fiction
- (4) Tues Dec 3 – Outbound Traveler

b) 110th Anniversary Party to be held Sat Oct 26, 2019 – 1 to 4pm (This also last day of used book sale at the other end of the library, so this will be a busy day at the library!). Community can participate during the party: contests, events, activities. Our last-minute details discussions touched on:

- (1) Souvenir bookmarks and printing demonstrations. 1500 pre-made very-fancy anniversary bookmarks. Kathleen and Colleen have chosen a shiny-green design.
 - (1b) Printing of custom bookmarks.
- (2) Special price (during the 110th Anniversary Party) for a \$5 bag of used books?
- (3) Pamela has asked the Friends Board to confirm that they will pay for the party.

c) Gathering of the Groups - 2020. The Library Commission needs to start thinking about this upcoming event to be held in 2020. A possible discussion topic during the event: How to honor members of library-supporting committees? How is it decided who to honor, and how to honor them? The Library Commission needs to discuss this further at its future meetings as part of planning and preparation for the event in 2020.

d) WCCLS Update. Lots of internal changes are being made.

- Lisa Tattersall, WCCLS Director, may come visit at a future Library Commission meeting.
- Internal committee structure changing dramatically.
- Current committees paused, no meetings.
- May 2020 election - 5-year operating levy – very big effort to get approved.
- The Forest Grove City Library gets 70% of our funding from the levy.

7. ANNOUNCEMENT OF NEXT MEETING:

The next Library Commission meeting will be held on Tuesday November 19, 2019 at 6:30PM, in the Library's Rogers Room.

8. ADJOURNMENT:

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

Minutes respectfully submitted by:

Colleen Winters, Library Director
Jon Youngberg, minute-taker

3E

Approved



A place where families and businesses thrive.

Planning Commission
Community Auditorium
1915 Main Street, Forest Grove, OR
Monday, October 7th, 2019, 7:00 pm

1. **CALL TO ORDER:**

Chair Tom Beck called the meeting to order at 7:00 p.m. Roll Call:

Planning Commission Present: Tom Beck, Chair; Commissioners Lisa Nakajima, Ginny Sanderson, Sebastian Bannister-Lawler and Dale Smith.

Planning Commission Excused: Phil Ruder, Vice Chair; Commissioner Hugo Rojas.

Staff Present: James Reitz, Senior Planner; Cassi Bergstrom, Planning Commission Coordinator

2. **PUBLIC MEETING:**

A. **PUBLIC COMMENT PERIOD FOR NON-AGENDA ITEMS:**

None.

B. **PUBLIC HEARING:**

(1.) File No. 311-19-000024-PLNG – Re-naming a street segment from 15th Avenue to 15th Place

Chair Beck opened the legislative public hearing at 7:00 p.m, calling for the staff report.

Senior Planner James Reitz gave the staff report, showing the vicinity map and the addresses affected by the street name change. Utility billing and the Washington County GIS records differ, creating a conflict between the official address of 15th Avenue and the address being used by the homeowners as 15th Place. Street signs also reflect the 15th Place address, but emergency responders go off the official record of 15th Avenue. This addressing needs to be corrected in order to have a commonly understood address in order to prevent delays in emergency response, mail confusion, etc.

Mr. Reitz gave the history of the plats dating back to 1953, but it is not known why 15th Avenue was not continued as the area continued to be platted. In addition, there is an “island” address of 1510 Crescent Drive surrounded by 15th Avenue addresses that should be assigned as a 15th Place address.

Commissioner Bannister-Lawler asked if staff needed to take action in changing the Crescent Drive address now as emergency response could be delayed, and Mr. Reitz stated the address change can be re-assigned at a later date as a Type I review with no meeting needed.

Staff recommends the Planning Commission make a recommendation to City Council that the roadway be officially names 15th Place between Crescent Drive to Larch Street, and concurrently assign the parcel at 1510 Crescent Drive to a 15th Place address.

CORRESPONDENCE:

The property owner at 1510 Crescent Drive wrote a letter in response to the public notice, urging the Planning Commission not to change their address as it will create a hardship.

PROPONENTS:

Kay Carlisle, 2737 15th Avenue, Forest Grove, OR 97116:

Ms. Kay Carlisle came to the front, and stated she has had nothing but problems with the addressing. It was advertised when purchased as being a house off of 15th Place, but then all the paperwork on the property came back as 15th Avenue which in turn affected everything as far as voter's info, driver's license, and the postal servicing address. It would be a positive change to correct the street name to 15th Place because everyone on the street goes by the 15th Place addressing scheme.

Commissioner Sanderson inquired about the neighbor at the 1510 Crescent Street address and how she feels, and Ms. Carlisle said she is concerned about it and the addressing along the street is very confusing.

Chair Beck wondered if it was feasible to move the Crescent Street sign up near the corner where 1510 Crescent Street is located, and Mr. Reitz responded that street signs need to be located at intersections.

Commissioner Sanderson stated that she is hesitant to allow the Crescent Street address to stay as it will cost city resources to accommodate a preference.

OPPONENTS:

None.

OTHER:

None.

Chair Beck closed the public hearing at 7:30 p.m.

COMMISSIONER DISCUSSION:

Chair Beck made a suggestion that Commissioners recommend to City Council the change from 15th Avenue to 15th Place, but take no action regarding the address of 1510 Crescent Drive. All the Commissioners agreed.

Commissioner Bannister-Lawler inquired if there were other addresses with an addressing problem, and Mr. Reitz responded that there are other address anomalies out there.

Commissioner Bannister-Lawler moved a motion to recommend to City Council file number 311-19-000024-PLNG – Re-naming a street segment from 15th Avenue to 15th Place between Crescent Drive and Larch Street, but taking no action to changing the address located at 1510 Crescent Drive. Commissioner Smith seconded the motion.

Roll Call Vote on Motion: AYES: Chair Beck; Commissioners Nakajima, Sanderson, Bannister-Lawler, and Smith. NOES: None. ABSENT: Vice Chair Ruder; Commissioner Rojas. MOTION CARRIED 5-0.

C. ACTION ITEMS:

None.

D. WORK SESSION ITEMS:

None.

3. BUSINESS MEETING:

A. APPROVAL OF MINUTES:

Commissioner Sanderson moved to approve the minutes of the August 19th, 2019 meeting. Commissioner Bannister-Lawler seconded. Motion passed 5-0.

B. REPORTS FROM COMMISSIONERS/SUBCOMMITTEES:

None.

C. DIRECTOR'S REPORT:

James Reitz gave an update as to the progress on the Neighborhood Mixed Use zoning definition discussion being held with City Council.

A pre-application meeting is scheduled for Wednesday regarding a proposed 200-unit apartment complex located next to the credit union at Pacific Ave/19th Ave.

Chair Beck inquired about the TV Highway traffic impact study, and Mr. Reitz explained that the intention is to look at it from a safety perspective for pedestrians along the Tualatin Valley Corridor. The City received a grant to conduct the study.

Mr. Reitz gave an update on the Rose Grove expansion, informing the Commissioners that the site is now in the grading phase.

A future Commission meeting will be a re-zoning of the city's property purchased for the purpose of the new police department.

D. ANNOUNCEMENT OF NEXT MEETING:

The next meeting is to be determined.

E. ADJOURNMENT:

The meeting was adjourned at 7:43 p.m.

Respectfully submitted by:

Cassi Bergstrom

Digitally signed by Cassi Bergstrom
DN: c=City of Forest Grove, cn=Cassi Bergstrom,
e=Cbergstrom@forestgrove.gov
Reason: I am the author of this document.
Location: your signing location here
Date: 2019.11.18 08:10:04
PDF GENERATED BY: Version: 9.5.0

Cassi Bergstrom
Planning Commission Coordinator

Approved

PUBLIC SAFETY COMMISSION
Forest Grove Fire Department
1919 Ash St.
August 28th, 2019

Minutes approved by Public Safety Advisory Commission on October 23rd, 2019

1. ROLL CALL

Meeting called to order by Jayne Cravens.

Members Present: Anne Niven, Glenn VanBlarcom, Jayne Cravens, Drue Garrison, and Jeffrey Boivin

Members Absent: Tom Epler and Drue Garrison

Liaisons Non-Voting Representatives Present: Tim Rippe and Guy Storms

Others Present: Michael Kinkade, Janie Schutz and Michael Hall.

2. INTRODUCTIONS

Self-Introductions were made.

3. CITIZEN COMMUNICATIONS:

4. APPROVAL OF MINUTES-

MOTION TO APPROVE JULY MEETING MINUTES. Moved by Jeffrey Boivin, seconded by Anne Niven. **Unanimous.**

5. ADDITIONS/DELETIONS:

6. STAFF REPORTS

Police Department- Mike Hall spoke on the recent shooting near Hagg Lake. Discussion regarding encryption and how it will help in the future for social media posts regarding active calls/incidents.

All positions at the police department are filled. Code enforcement is doing a great job. General discussion regarding local problem areas and zombie houses.

Fire Department – Chief Kinkade briefed the group on the recent fire chief report.

City Council- Councilor Rippe discussed and explained how the City Council made the decision regarding Dollar General.

Discussion on the David Hill and Thatcher intersection. With the number of accidents in the past five years, it warrants a change in traffic control.

There will be a roundabout at Martin Rd.

TV Highway improvement project- there will be a study to find a list of things to improve.

Public Works is looking at the Safeway and Goodwill crossing area and how

to improve the problem area.

7. **NEW BUSINESS**

Census Bureau Reminder- Anne Niven spoke to the group regarding preliminary census knocking.

Social Media Policies- Jayne Cravens spoke on recent publicity on social media posts by law enforcement. Chief Kinkade spoke on the fire department's policy and projected to the group. Chief Schutz stated that when the City Attorney came out there was discussion regarding social media. The City of Forest Grove social media policy was discussed.

Board and Commissions Applications- There are some openings for PSAC. The application process starts in September. Selections are typically made by October or November. Discussion regarding outreach to Pacific University and high school representatives.

8. **ANNOUNCEMENT OF NEXT MEETING** –September 25th, 2019 at Forest Grove Fire Department.

9. **ADJOURN**

Recorded & submitted by Kara Finn, Administrative Assistant



We build strength, stability and self-reliance through shelter.

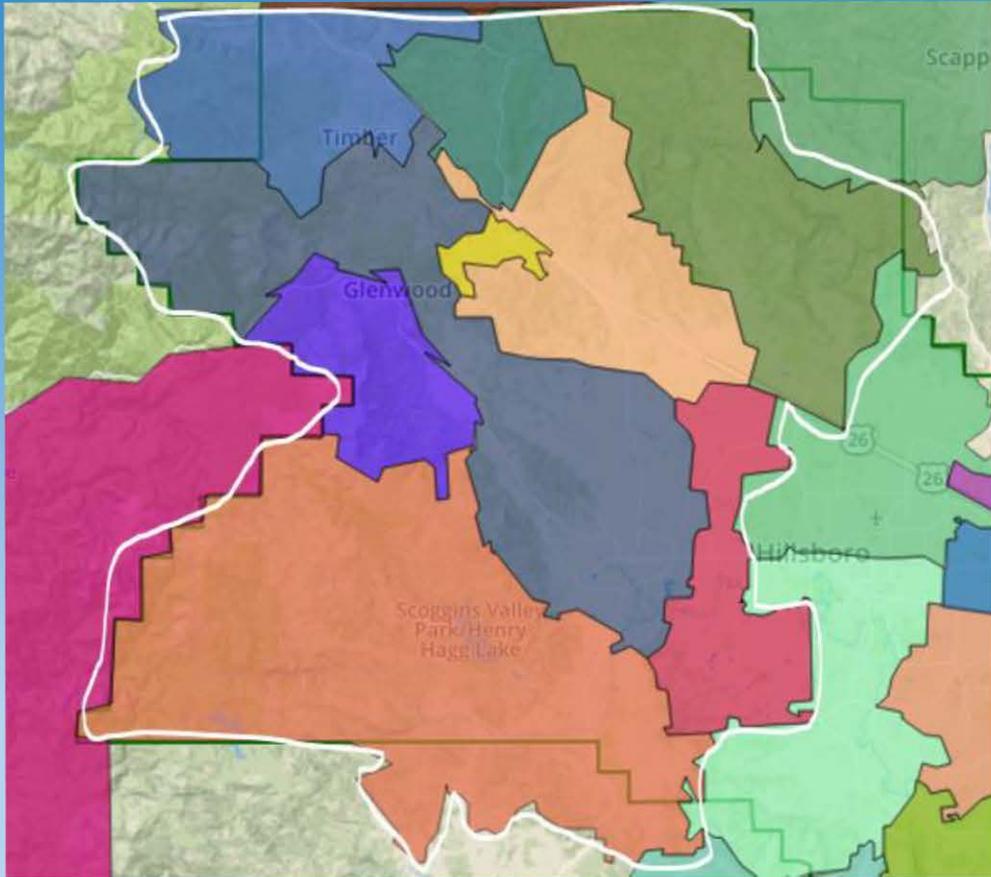
habitat.org



West Tuality
Habitat
for **Humanity**®

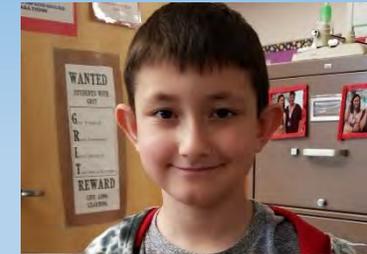


Opening Doors of Opportunity



Who We Serve

- Construction: 30 – 80% AMI
- Repair: 0 – 80% AMI
- Soft Services
- Financing



I read
* 44 *
words in ONE
minute!! 😊



Forest Grove ReStore: Not just a footnote

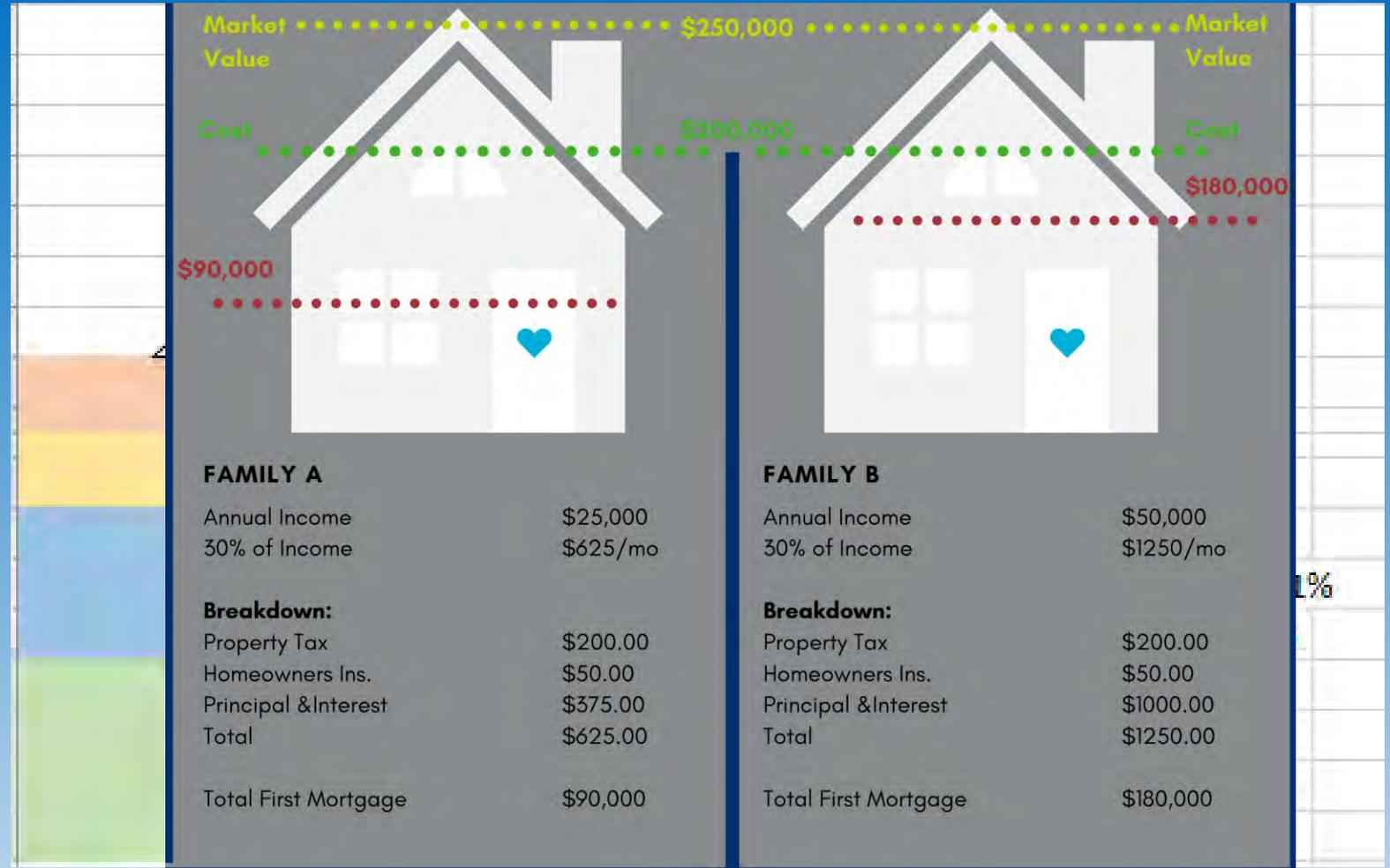
- 29,000 shoppers / year
- Most of our funding
- Jobs:
 - \$375,000 annual payroll
 - 2,000 hours of job training
 - 1,500 disabled-worker hours
 - 2,500 corrections-system hours
- Community “green” cycle:
 - 90,000 lbs scrap metal
 - 6,000 gal of paint
 - 5,000 light bulbs
 - 7 tons of cardboard
 - Over 1 million pounds of goods: 90% are upcycled



The Habitat Model

Income and Debt Based
Paired with Soft Services
Permanent Affordability
Financial Model

Cost to Build
Cost Recovery



Still To Come
Growth!



Households Served



Building Homes

Building Communities

Building Hope

Because
there's no place like home.





Metro Affordable Housing Bond – an Update

Forest Grove City Council
November 25, 2019

Komi P. Kalevor, Director
Housing Authority of Washington County

An Introduction – Housing Authority and Department of Housing Services

Housing Authority/Department of Housing Services provides a continuum of affordable housing options that promote community strength.

- 2828 Section 8 rental assistance vouchers
 - Includes project-based assistance and those for Veterans
- 1,818 affordable housing and public housing units with 384 additional units in the pipeline
- Facilitates Continuum of Care within Washington County (homeless programs)
- Provides workforce programs:
 - Health Careers NW
 - Family Self-Sufficiency

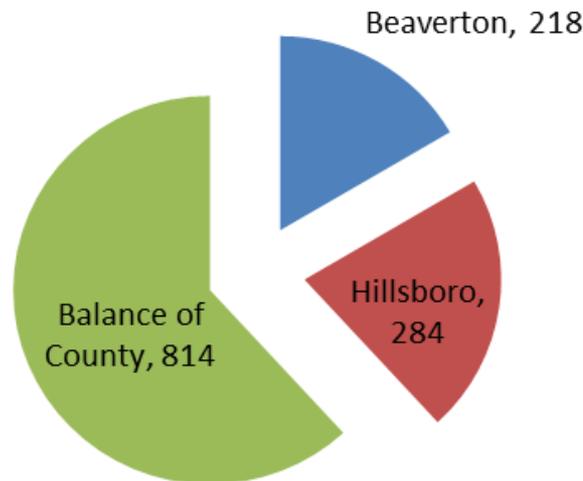


Metro Regional Housing Bond

(Measure 26-199 and Oregon Measure 102)

- \$652.8 million in bond proceeds to be used in Washington, Multnomah, Clackamas (area within the UGB)
- In Washington County – \$188 million for housing projects; target is to build or acquired 1,316 units of regulated affordable housing in the county between 2019-2026 (5-7 years)

Units to be Produced with Metro Bond



Metro Housing Bond Framework in Washington County Bond Area

- Leading with Racial Equity and Community Engagement
- 334 units (in Washington County) serving households at or below 30% Median Family Income
- 407 units for families (2+ bedroom units)
- Up to 81 units created serve 'workforce households' earning 61–80% Median Family Income

Household Size	30% Median Family Income	60% Median Family Income	80% Median Family Income
1 person	\$18,480	\$36,960	\$49,280
4 people	\$26,370	\$52,740	\$70,320

Source: HUD.gov accessed on 11/18/2019



Implementation Timeline

- **March–June 2019:** Public Comment period and Listening Sessions held regarding Local Implementation Strategy
- **June 25, 2019:** Board of Commissioners approved Local Implementation Strategy
- **July 24, 2019:** Metro Community Oversight Committee approved Local Implementation Strategy
- **August–November 2019:** Implementing partners negotiate Intergovernmental Agreement (IGA) with Metro
- **December 2019:** Metro Council and Washington County Board of Commissioners consider approval of IGA
- **January 2020:** Washington County releases Notice of Funding Availability (NOFA) for Metro Bond funds
- **March–April 2020:** Washington County Board of Commissioners and Metro selection of projects for funding



Thank you!

Komi P. Kalevor, Director

Housing Authority of Washington County/Department of Housing Services

Komi_kalevor@co.washington.or.us

503.846.4755





A place where families and businesses thrive.

<u>CITY RECORDER USE ONLY:</u>	
AGENDA ITEM #:	5. D.
MEETING DATE:	
FINAL ACTION:	PPT

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Greg Robertson, Public Works Director
Rich Blackmun, Engineering Division and Project Manager/CECOP Mentor
Erin McConville, 2019 CECOP Intern*

MEETING DATE: *November 25, 2019*

SUBJECT TITLE: *2019 CECOP Engineering Intern Accomplishments*

ACTION REQUESTED:

	Ordinance	Order	Resolution	Motion	X	Informational
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X all that apply

The Civil Engineering Cooperative Program (CECOP) is a program for college students to obtain 1 year of civil engineering workplace experience while they are completing their degree. This is a unique program to the State of Oregon. The universities that participate in this program include Portland State, Oregon State, Oregon Tech, and University of Portland.

Students apply to CECOP during their sophomore year and go through two separate screening processes. The objective of the two screenings is to ensure that the selected students are qualified and ready for future internship placement. Students that are accepted into the program will complete two 6 month internships, one for a private employer and one for a public employer.

This is the third year that the City of Forest Grove has participated in CECOP. The program has been very successful. Over the last three summers, these interns have conducted ADA Curb Ramp and Sidewalk Inventories, construction inspections, and engineering studies during their internships. Each internship has been approximately 6 months long with the intern working approximately 40 hours a week.

By participating in the CECOP program, the Engineering Division was able to utilize the CECOP Interns to support high priority projects, to work on low priority projects that might not have got started and completed, and to provide additional oversight at construction sites.

The interns have gained knowledge of ADA guidelines, ArcGIS, working in a public office, the construction process from pre-bid to project completion, and the interactions with neighboring jurisdictions, contractors, and consultants. They have also gained 6 months of experience towards their professional license.

ATTACHMENT(s): CECOP City Presentation 11252019.pptx

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CECOP Internship

Summer-Fall 2019

Erin McConville

Projects

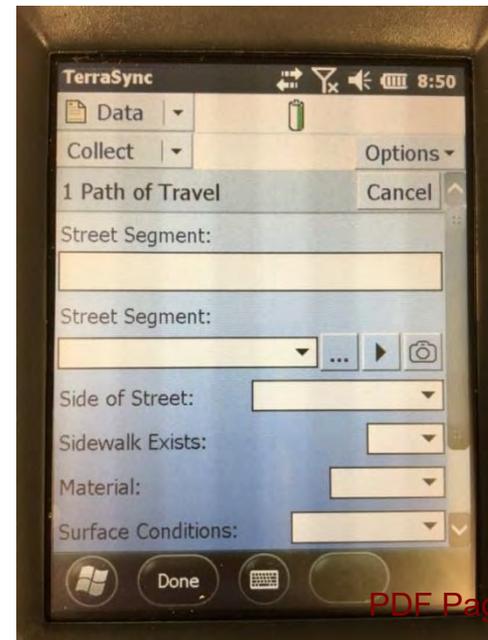
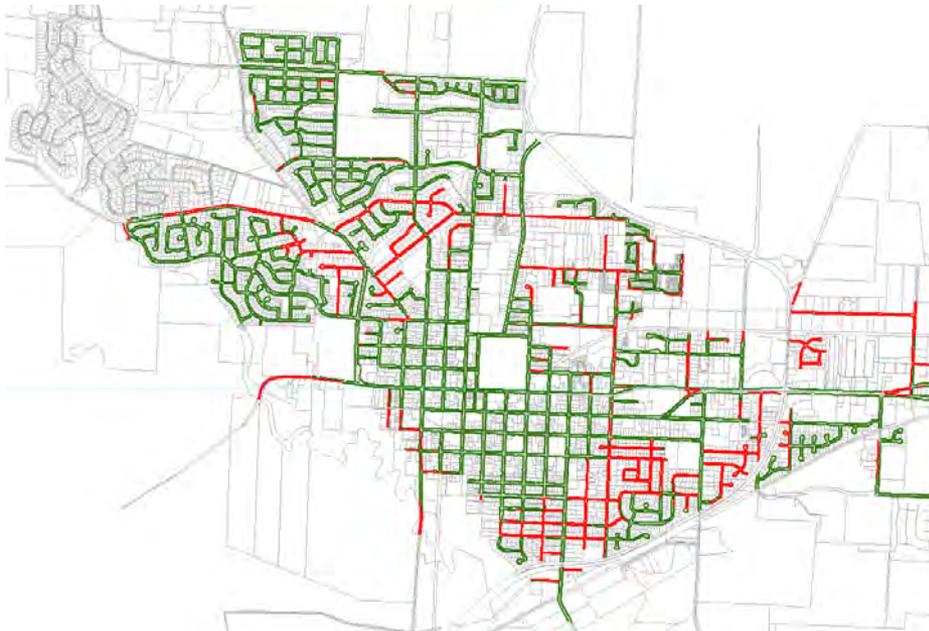
- ADA Transition Plan Inventory
- Flowmeter Replacement
- Overlay/ Street Improvement Project
- Inspections
- Miscellaneous



ADA Transition Plan- 70%



- Completed curb ramp inventory started by previous interns
- Inventoried over 120 miles of sidewalk
- Transitioned from DACTrak (3rd party software) to Trimble collection
 - Reached out to other jurisdictions to learn about their transition plans
 - Developed inventory forms for curb ramps and sidewalk on Trimble device using ODOT and DACTrak inspection forms
 - Trained Engineering staff in data collection techniques



Flowmeter Evaluation- 5%

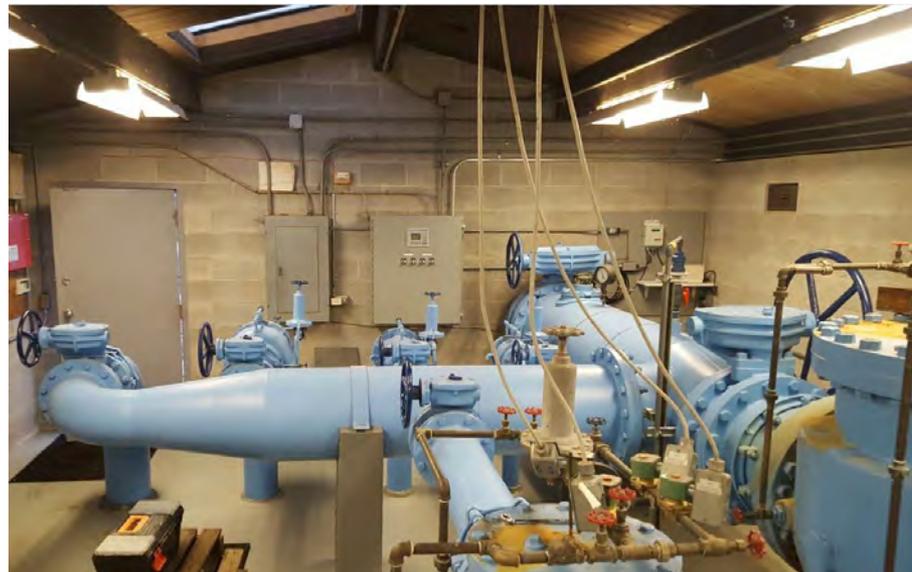
- Continued flowmeter evaluation started by previous intern
- 2019 flowmeter tests conducted by JWC and FG found that flowmeter measurements were incorrect at high flows
- Wanted a meter that would work, even without linear flow
 - Magnetic flowmeter vs. differential pressure meter
- Met with multiple vendors to discuss best alternative



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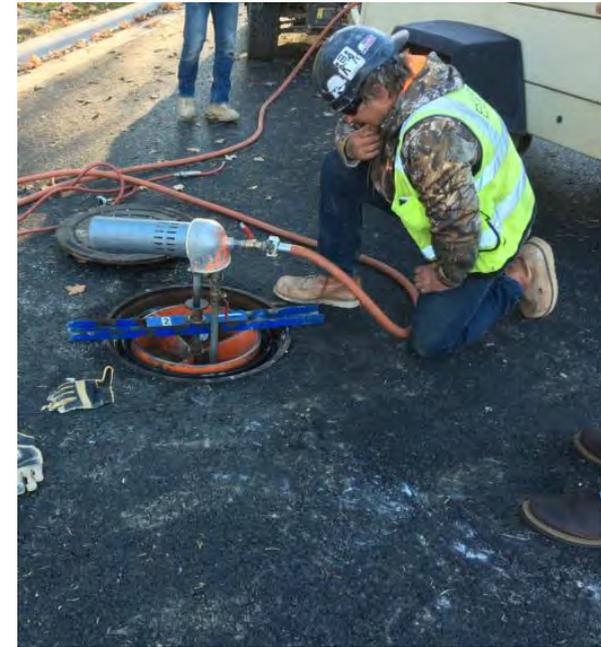


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Inspections- 10%

- Sidewalk
- Driveway Approach
- Curb Ramps
- Pressure Tests
- Mandrel Tests
- Hot Tap Installation
- Water Pipe Chlorination
- Project Visits to Hawthorne Drainage, Gales Creek Terrace, WAUNA Credit Union, and Forest Glen Park



Interactions

- COFG Residents
- COFG Public Works department
- COFG GIS & IT department
- Joint Water Commission
- Clean Water Services
- Several other jurisdictions
- Contractors



Overall Impressions

- Friendly co-workers
- Flexible environment
- Working inside and outside of the office
- Different types of projects
- Learning opportunities:
 - Working in a public office
 - ADA accessibility guidelines and ArcGIS
 - Construction (pre-bid to project completion)
 - Interactions with neighboring jurisdictions, contractors, and consultants

Questions?



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URBAN RENEWAL AGENCY WORK SESSION AGENDA MONDAY, NOVEMBER 25, 2019
COMMUNITY AUDITORIUM
1915 MAIN STREET

9:00 PM URBAN RENEWAL AGENCY WORK SESSION (Draft RFP Site B)

PETER B. TRUAX, DIRECTOR BOARD CHAIR

VACANCY
Timothy A. Rippe
Ronald C. Thompson

Elena Uhing
Adolph “Val” Valfre, Jr.
Malynda H. Wenzl

All meetings of the Urban Renewal Agency Board 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 Urban Renewal Agency Board 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 Board, 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 Board action.

➔ **Citizen Communications** – Anyone wishing to address the Board 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 Board, 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 Urban Renewal Agency Board, please contact the City Recorder, aruggles@forestgrove-or.gov, 503-992-3235.

All 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, aruggles@forestgrove-or.gov, 503-992-3235, at least 48 hours prior to the meeting.

(PowerPoint Presentation)
Paul Downey, Administrative Service
Director
Bryan Pohl, Community
Development Director
Dan Riordan, Senior Planner
Jeffery King, Economic Development
Manager
Jesse VanderZanden, City Manager

9:00

1. **URBAN RENEWAL AGENCY (URA) WORK SESSION:**
(Draft Request for Proposal (RFP) Site B Land
Development)

The Urban Renewal Agency will convene in the Community Auditorium to conduct the above work session. The public is invited to attend and observe the work session; however, no public comment will be taken. The Urban Renewal Agency Board of Directors will take no formal action during the work session.

9:30

2. **ADJOURNMENT:**



<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	URA
MEETING DATE:	11/25/2019
FINAL ACTION:	WORK SESSION

URBAN RENEWAL AGENCY STAFF REPORT

WORK SESSION:

TO: *Urban Renewal Agency Board of Directors*

FROM: *Jesse VanderZanden, Executive Director*

MEETING DATE: *November 25, 2019*

PROJECT TEAM: *Paul Downey, Administrative Services Director, Bryan Pohl, Community Development Director, Jeffrey King, Economic Development Manager, Daniel Riordan, Sr. Planner*

SUBJECT TITLE: *Draft Request for Proposal for Site B Land Development*

ACTION REQUESTED:

<input type="checkbox"/>	Ordinance	<input type="checkbox"/>	Order	<input type="checkbox"/>	Resolution	<input type="checkbox"/>	Motion	<input checked="" type="checkbox"/>	Informational
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X all that apply

PURPOSE: The purpose of the Work Session is to review the Vision, Objectives, and Timeline in the Draft Request for Proposal (RFP) soliciting development of Site B and to seek consensus to release the RFP.

BACKGROUND: In 2012 the City of Forest Grove purchased a 2.68 acre downtown site known as the Times-Litho site. The site was purchased by the Urban Renewal Agency (URA) of Forest Grove in 2014. Later that year an RFP was released for redevelopment of the site. After a period of negotiation, the URA entered into a sale agreement with Tokola Properties for a 1.56 acre portion of the site that resulted in the Jesse Quinn, a \$16 million mixed-use building completed in 2018.

Staff is proposing the URA consider releasing an RFP for developing the remaining .96 acres or Site B. The RFP is based on a number of factors that create a favorable window of opportunity at this time, including 1) the successful completion and lease-up of the Jesse Quinn; 2) strong demand for mixed-use projects in the suburbs; 3) financial and other non-bank organizations investing and making capital available for such projects; 4) the establishment of the Urban Renewal Advisory Committee (URAC) to assist in the public process, and; 5) the economy remains strong.

FISCAL IMPACT: There is no fiscal impact for the release of this RFP.

STAFF RECOMMENDATION: Staff recommends releasing the RFP.

ATTACHMENT(s):

- Draft RFP
- Work Session PowerPoint

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DRAFT

REQUEST FOR PROPOSALS

Redevelopment of Times-Litho
Site B



ISSUED DATE: December 3, 2019

DUE DATE: March 5, 2020

URBAN RENEWAL AGENCY
OF FOREST GROVE

PO Box 326
1924 Council Street
Forest Grove, Oregon 97116
(503) 992-3220

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ATTACHMENTS:

A: REDUCED SCALE MAP/PHOTOS.....xx

URBAN RENEWAL AGENCY OF FOREST GROVE
REQUEST FOR PROPOSALS
Redevelopment of Times-Litho Site B

Proposals Due by 4:00 p.m., March 5, 2020

Notice is hereby given that the Urban Renewal Agency of Forest Grove (“Agency”) is soliciting proposals from qualified development teams for the land purchase, design, financing, and construction of a redevelopment project of a 0.96-acre site, known as Times-Litho Site B which is owned by the Forest Grove Urban Renewal Agency.

Briefly, the project objectives for the requested site redevelopment include the following:

- Enhance the downtown and adjacent neighborhood
- Maximize taxable assessed value
- Encourage new investment and development that brings people downtown
- Attracts a mix of uses including retail
- May contain a mix of housing types. If housing is proposed, preference will be given to projects with 10% of the housing affordable to households with incomes not exceeding 60% of Washington County’s median household income.

RFP documents are available by contacting Paul Downey, Administrative Services Director, City of Forest Grove, at 503-992-3220, or e-mail: pdowney@forestgrove-or.gov Copies may also be obtained at City of Forest Grove website www.forestgrove-or.gov/rfps .

A **non-mandatory** pre-proposal conference will be held at 10 am on Monday, December 16, 2019, at the City of Forest Grove Community Auditorium, 1915 Main Street, Forest Grove, OR, 97116.

It is imperative that those who download the solicitation document check the website regularly for addenda and other notifications that may be pertinent. In addition, addenda will be emailed to all who are known by the Urban Renewal Agency of Forest Grove to have received a complete set of the Proposal Documents.

Sealed proposals must be received no later than 4:00 pm on March 5, 2020, at the City of Forest Grove, and addressed to the Urban Renewal Agency of Forest Grove, Attn: Anna Ruggles, City Recorder, 1924 Council St, PO BOX 326, Forest Grove, OR 97116. Facsimile proposals will not be accepted. Proposals received after the designated time and date will be returned unopened.

The Urban Renewal Agency of Forest Grove may reject any proposal not in compliance with all prescribed solicitation procedures and requirements and other applicable law, and may reject any or all proposals in whole or in part when the cancellation or rejection is in the best interest of the Agency.

DATED THIS the 4th DAY OF December, 2019.

Paul Downey, Administrative Services Director

SECTION 2 – INTRODUCTION AND BACKGROUND

2.1 INTRODUCTION

The City of Forest Grove (“City”) is an Oregon municipal corporation with a 2019 population of approximately 25,180. The City employs approximately 180 full and part-time staff, and is governed by a City Council comprised of six Councilors and the Mayor. The City also operates an Urban Renewal Agency of Forest Grove (“Agency”). The URA Board of Directors is the seven members of City Council.

2.2 Overview

The Urban Renewal Agency of Forest Grove owns a .96 acre redevelopment site in downtown at the corner of Pacific Ave and B Street, called “Site B”, and is soliciting redevelopment proposals from qualified development teams for the land purchase, design, financing, and construction for redevelopment of the site. Site A, adjacent to Site B, was purchased in 2016 by Tokola Properties and the project, named The Jesse Quinn, resulted in a 4-story \$16 million project on 1.56 acres and consisted of 73 market rate apartments, 5 work/live units and 2,500 square feet of ground floor retail. Completed in late 2018, the building is fully leased.

2.3 Background

Forest Grove is a fast growing full-service city of 25,180 and is 25 miles west from downtown Portland, accessible by Highways 8 and 47. The City is part of the Silicon Forest, home of Pacific University and the northern gateway to wine country. Since 2000, Forest Grove has grown by 36.2%, faster than Washington County (36.1%), the Portland PMSA (28.6%), and the state of Oregon (22.6%). Median household income of \$54,503 has grown by 15.2% from 2010-2017, also faster than State of Oregon (13.9%) but slightly slower than Washington County (18.3%). Much of the newer housing product has been single family homes along with a few attached townhouse infill projects. However in 2018, three projects accounting for 300 market rate residential apartments were developed. All were leased over a fairly short period.

In December 2012, the City purchased the 2.68 acre “Times-Litho” site as a distressed property from Bank of the West. The concern was the abandoned property would deteriorate further or be used as storage by other potential buyers. The City subsequently demolished the building in 2016.

In 2014, the City established an Urban Renewal Agency to support revitalization efforts in the downtown and the commercial corridor. The Agency purchased the Times Litho site from the City. In 2014, the City and Agency negotiated with Tokola Properties for a mixed-used project with the start of construction in 2016. The Tokola development, named Jesse Quinn, is a 4-story \$16 million project on 1.56 acres.



Times-Litho Site B Corner of Pacific Ave and B Street

2.4 The Site

The Times-Litho property Site B is located at the corner of Pacific Avenue and B Street. Pacific Avenue is the main east west artery through Forest Grove. The site, located on the western side of downtown, enjoys excellent visibility on Pacific Avenue. It is 1/4 mile from the Pacific University campus. The City has jurisdiction for both B Street and Pacific Avenue where Site B is located.

A. Street Address:

1803 Pacific Avenue & 2025-2033 B Street

B. Property Identification

		SF	Acres
Map & Tax Lot: 1S306BB03701	R423090	5,184	0.12
Map & Tax Lot: 1S306BB03702	R423107	5,184	0.12
Map & Tax Lot: 1S306BB03800	R423116	9,861	0.23
Map & Tax Lot: 1S306BB04100	R423143	13,292	0.31
Map & Tax Lot: 1S306BB04200		8,023	0.18

C. Property Size: 5 tax lots. 0.95 acres

D. Comprehensive Plan Designation:

The site is located within the Town Center Transition (TCT) land use designation. The TCT designation was established to increase employment and housing in close proximity to the Town Center core area. A mix of residential, retail and office uses are allowed in the TCT area.

E. Zoning Designation:

The site is zoned Town Center Transition (TCT) consistent with the Comprehensive Plan designation. The TCT zones allows retail, office and residential development at 40 units per acre by right and up to 100 units per acre with incentives. Within the TCT zone buildings may be up to four stories in height. New commercial uses must be built at a minimum floor area ratio (FAR) of 0.5:1 meaning a one story building must cover at least 50% of the site. The maximum FAR is 4:1 meaning a four story building could cover the entire site. Off-street parking is desired but not required for non-residential uses. See Forest Grove Development Code Article 3, Sections 17.3.400 – 17.3.440 (Town Center Zones) for more information.

F. Topography

The property is located approximately 220 feet above sea level. The site ranges from generally flat to a very mild grade from north to south.

G. Flood Plain Status:

The site is well outside both the 100 and 500 year flood plains and is within Zone C, Area of Minimal Flooding as shown by Flood Insurance Rate Map (Community-Panel Number 410241 0002 B dated March 15, 1982).

H. Utilities

The site has electric, natural gas, water service, wastewater service as well as connections to the City storm water lines.

I. Environmental Conditions

A Phase I Environmental Site Assessment was completed on September 14, 2009. A Phase II Limited Subsurface investigation Environmental Site Assessment was completed on December 4, 2009. The laboratory results indicated that none of the targeted regulated contaminants were detected in the analyzed soil samples above the most stringent clean-up levels established by the Oregon Department of Environmental Quality for an occupational setting. The laboratory analytical results indicated that lead was indicated in two groundwater samples. The Oregon DEQ does not recognize any additional exposure pathways for lead in groundwater. The conclusion of the Phase II study was that no significant release of potential contaminants of concern related to the past use of this property has occurred.

J. Urban Renewal Agency Financial Incentives/Participation

Preference will be given to proposals that minimize direct financial participation by the Agency. Requests for limited indirect financial participation by the Agency such as land write-down, off-site improvements, or limited property exemption under the City's Vertical Housing Development Zone Program will be considered by the Agency.



Times Litho Site B



Times Litho Site B by Tax Lot

SECTION 3 – GENERAL INFORMATION

3.1 ISSUING OFFICE AND SUBMITTAL LOCATION

The Director of the Administrative Services Department of the City will issue the Request for Proposal document of behalf of the Agency and be the point of contact for the City for all questions, concerns, and protests. Each Proposer must provide four bound copies of their proposal; one copy should be marked "ORIGINAL".

The outside of the sealed envelope should state "RFP Times Litho Site B Redevelopment" and shall be addressed and submitted to the following location by March 5, 2020, by 4:00 p.m.:

Urban Renewal Agency of Forest Grove
Attention: Anna Ruggles, City Recorder
1924 Council Street
PO Box 326
Forest Grove, OR 97116
Phone: (503) 992-3263

All proposals must arrive at the issuing office on or before the listed due date and time.

3.2 ANTICIPATED RFP SCHEDULE

The Agency anticipates the following general timeline for receiving and evaluating the proposals and selecting a development team to redevelop Site B. The schedule may be changed if it is in the Agency's best interest to do so.

- | | |
|--|-------------------------------|
| • RFP Released/Sent to Interested Proposer List | December 4, 2019 |
| • Non-Mandatory Pre-Proposal Conference | December 16, 2019, 10:00 a.m. |
| • Deadline to Submit Changes/Solicitation Protests | January 10, 2020, 2:00 p.m. |
| • Last Date for an Addenda | January 17, 2020 |
| • Proposals Received by URA | March 5, 2020, 4:00 p.m. |
| • Urban Renewal Advisory Committee Interviews | April 2, 2020 |
| • Urban Renewal Board Work Session | April 13, 2020 |
| • Board Pass Resolution Selecting Proposal | April 27, 2010 |
| • Notice of Intent to Negotiate MOU | April 28, 2020 |
| • Negotiation of MOU | May 6 –June 30, 2020 |
| • URA Board Approval of MOU | July or August, 2020 |

3.21 Non-Mandatory Pre-Proposal Conference

A **non-mandatory** pre-proposal conference will be held Monday, December 16, 2019, at 10:00 AM at the City of Forest Grove Community Auditorium, 1915 Main Street, Forest Grove, OR 97116.

3.3 CHANGES TO THE SOLICITATION BY CITY ADDENDA

The Agency reserves the right to make changes to the RFP by written addendum, which shall be issued to all prospective Proposers known to the City of Forest Grove or Agency to have received the Proposal document.

A prospective Proposer may request a change in the RFP by submitting a written request to the address set forth above. The request must specify the provision of the RFP in question, and contain an explanation for the requested change.

NOTE: All requests for changes or additional information must be submitted to the Agency no later than the date set in the RFP Schedule.

The Agency will evaluate any request submitted, but reserves the right to determine whether to accept the requested change. If in the Director's opinion, additional information or interpretation is necessary; such information will be supplied in the form of an Addendum as stated above.

Any addenda shall have the same binding effect as though contained in the main body of the RFP. Oral instructions or information concerning the objectives of the project given out by Agency managers, employees, or agents to the prospective Proposers shall not bind the Agency.

- a) Addenda will be e-mailed or delivered to all Interested Proposers known by the Agency to have received the Proposal Document.
- b) No addenda will be issued later than the date set in the RFP Schedule, except an addendum, if necessary, postponing the date for receipt of Proposals, withdrawing the invitation, modifying elements of the proposal resulting from a delayed process, or requesting additional information, clarification, or revisions of proposals leading to obtaining best offers or best and final offers.
- c) Each Proposer shall ascertain, prior to submitting a Proposal, that the Proposer has received all Addenda issued, and receipt of each Addendum shall be acknowledged in the appropriate location on each Addendum and included with the Proposal submittal.

3.4 CONFIDENTIALITY

All information submitted by Proposers shall be public record and subject to disclosure pursuant to the Oregon Public Records Act, except such portions of the Proposals for which Proposer requests exception from disclosure consistent with Oregon Law. All requests shall be in writing, noting specifically which portion of the Proposal the Proposer requests exception from disclosure. Proposer shall not copyright, or cause to be copyrighted, any portion of any said document submitted to the Agency as a result of this RFP. Proposer should not mark the entire proposal document "Confidential."

3.5 CANCELLATION

The Agency reserves the right to cancel award of this contract at any time before execution of the contract by both parties if cancellation is deemed to be in the URA's best interest. In no event shall the Agency have any liability for the cancellation of award.

3.6 LATE PROPOSALS

All Proposals that are not received by the deadline stated in the RFP schedule will be considered late. Delays due to mail and/or delivery handling, including, but not limited to delays within Agency's internal distribution systems, do not excuse the Proposer's responsibility for submitting the Proposal to the correct location by the stated deadline.

3.7 DISPUTES

In case of any doubt or differences of opinions as to the items or service to be furnished hereunder, or the interpretation of the provisions of the RFP, the decision of the Agency shall be final and binding upon all parties.

3.8 PROPOSER'S REPRESENTATION

Proposers, by the act of submitting their Proposals, represent that:

- a) They have read and understand the Proposal Documents and their Proposal is made in accordance therewith;
- b) They have familiarized themselves with the local conditions under which the work will meet their satisfaction;
- c) Their Proposal is based upon the requirements described in the Proposal Documents without exception (unless exceptions are clearly stated in the response).

3.9 CONDITIONS OF SUBMITTAL

By the act of submitting a response to this Invitation, the Proposer certifies that:

- a) The Proposer and each person signing on behalf of any Proposer certifies, and in the case of a sole proprietorship, partnership or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief, no elected official, officer, employee, or person, whose salary is payable in whole or in part by the Agency, has a direct or indirect financial interest in the Proposal, or in the services to which it relates, or in any of the profits thereof other than as fully described in the Proposer's response to this solicitation.
- b) The Proposer has examined all parts of the Request for Proposal, including all requirements and contract terms and conditions thereof, and, if its Proposal is accepted, the Proposer shall accept the contract documents thereto unless substantive changes are made in same without the approval of the Proposer.
- c) The Proposer, if an individual, is of lawful age; is the only one interested in this Proposal; and that no person, firm, or corporation, other than that named, has any interest in the Proposal, or in the proposed contract.
- d) The Proposer has quality experience providing development in a capacity similar to the duties outlined within the project objectives.

3.10 PROPOSER REQUESTS INTERPRETATION OF RFP DOCUMENTS

Proposers shall promptly notify the Agency of any ambiguity, inconsistency or error, which they may discover upon examination of the Proposal Documents. Proposers requiring clarification or interpretation of the Proposal Documents shall make a written request for same to the Director at the submittal address located in Section 3.1.

The Agency shall make interpretations, corrections, or changes of the Proposal Documents in writing by published Addenda. Interpretations, corrections, or changes of the Proposal Documents made in any other manner will not be binding, and Proposers shall not rely upon such interpretations, corrections, and changes.

Should any doubt or difference of opinion arise between the Agency and a Proposer as to the items to be furnished hereunder or the interpretation of the provisions of this solicitation, the decision of the Agency shall be final and binding upon all parties.

3.11 PROPOSER REQUESTS FOR ADDITIONAL INFORMATION

Requests for information regarding Agency services, programs, or personnel, or any other information shall be submitted in writing directly to the Director at the address in the Invitation. All requests for additional information shall be submitted in writing. Answers shall be provided to all Proposers of record on the date that answers are available.

3.12 COMPETITION

Respondents are encouraged to comment, either with their Proposals or at any other time, in writing, on any specification or requirement within this RFP, which the respondent believes, will inordinately limit

competition.

3.13 COMPLAINTS AND INEQUITIES

Any complaints or perceived inequities related to this RFP or award of work referenced herein shall be in writing and directed to the Director of Administrative Services at the address listed in the RFP and shall be received no later than the date listed in the RFP Schedule. Such submittals will be reviewed upon receipt and will be answered in writing.

3.14 COST OF RFP AND ASSOCIATED RESPONSES

The Agency is not liable for any costs incurred by a proposer in the preparation and/or presentation of a proposal. The Agency is not liable for any cost incurred by a proposer in protesting the Agency's selection decision.

3.15 AGENCY TO REQUEST CLARIFICATION, ADDITIONAL RESEARCH, & REVISIONS

The Agency reserves the right to obtain clarification of any point in a Proposal or to obtain additional information necessary to properly evaluate a particular Proposal. Failure of a Proposer to respond to such a request for additional information or clarification could result in a finding that the Proposer is non-responsive and consequent rejection of the Proposal.

The Agency may obtain information from any legal source for clarification of any Proposal or for information on any Proposer. The Agency need not inform the Proposer of any intent to perform additional research in this respect or of any information thereby received.

The Agency may perform, at its sole option, investigations of the responsible Proposer. Information may include, but shall not necessarily be limited to credit history, recent financial statements, current litigation, bonding capacity and related history, and contacting references. All such documents, if requested by the Agency, become part of the public records and may be disclosed accordingly.

The Agency reserves the right to request revisions of proposals after the submission of proposals and before award for the purpose of obtaining best offers or best and final offers.

3.16 REJECTION OF PROPOSALS

The Agency reserves the right to reject any or all Proposals received as a result of this request. Proposals may be rejected for one or more of the following reasons, including but not limited to:

- a) Failure of the Proposer to adhere to one or more of the provisions established in this RFP.
- b) Failure of the Proposer to submit a Proposal in the format specified herein.
- c) Failure of the Proposer to submit a Proposal within the time requirements established herein.
- d) Failure of the Proposer to adhere to ethical and professional standards before, during, or following the Proposal process.

The Agency may reject any Proposal not in compliance with all prescribed public procurement procedures and requirements, and may reject for good cause any or all Proposals upon a finding of the Agency that it is in the public interest to do so.

3.17 MODIFICATION OR WITHDRAWAL OF PROPOSAL BY PROPOSER

A Proposal may not be modified, withdrawn, or canceled by the Proposer for sixty (60) calendar days following the time and date designated for the receipt of Proposals.

Prior to the time and date designated for receipt of Proposals, Proposals submitted early may be modified

or withdrawn only by notice to the City of Forest Grove Administrative Services Director, at the Proposal submittal location, prior to the time designated for receipt of Proposals. Such notice shall be in writing over the signature of the Proposer. All such communications shall be so worded as not to reveal the amount of the original Proposal or any other material contents of the original Proposal.

Withdrawn Proposals may be resubmitted up to the time designated for the receipt of Proposals provided that they are then fully in conformance with these Instructions to Proposers.

3.18 PROPOSAL OWNERSHIP

All Proposals submitted become and remain the property of the Agency and, as such, are considered public information and subject to public disclosure within the context of the federal Freedom of Information Act and Oregon Revised Statutes (ORS) 192.501 and ORS 192.502, public records exempt from disclosure.

Unless certain pages or specific information are specifically marked "proprietary" and qualify as such within the context of the regulations stated in the preceding paragraph, the Agency shall make available to any person requesting information through the Agency's processes for disclosure of public records, any and all information submitted as a result of this solicitation without obtaining permission from any Proposer to do so after the Notice of Intent to award has been released.

3.19 DURATION OF PROPOSAL

Proposal prices, terms and conditions shall be firm for a period of at least ninety (90) days from the deadline for receipt of submittal. The successful proposal shall not be subject to future price escalation or changes of terms if accepted during the ninety (90) day period. Price decreases or changes in terms by others after the acceptance of a proposal will not be considered.

3.20 AFFIRMATIVE ACTION/NONDISCRIMINATION

By submitting a proposal, the Proposer agrees to comply with the Fair Labor Standard Act, Civil Rights Act of 1964, Executive Order 11246, Fair Employment Practices, Equal Employment Opportunity Act, Americans with Disabilities Act, and Oregon Revised Statutes. By submitting a proposal, the Proposer specifically certifies, under penalty of perjury, that the Proposer has not discriminated against minority, women or emerging small business enterprises in obtaining any required subcontracts.

3.21 PERFORMANCE AND PAYMENT BONDS

No performance and payment bonds are required.

SECTION 4 – PROJECT DEVELOPMENT OBJECTIVES

4.1 INTRODUCTION

The Urban Renewal Agency of Forest Grove is soliciting development proposals and has identified project objectives that meet its interests. The Agency expects to convey the property to the developer whose proposal best meets the development objectives outlined in this RFP. Conveyance and development of the property will be negotiated and documented through a “Memorandum of Understanding” (MOU) and a “Disposition and Development Agreement” (DDA) between the developer and the Agency.

4.2 OVERVIEW

The Urban Renewal Agency of Forest Grove owns a .96 acre redevelopment site in downtown at the corner of Pacific Avenue and B Street (Site B) and is soliciting redevelopment proposals of the site from qualified development teams for the land purchase, design, financing, and construction for redevelopment of the site. The City had a market-value appraisal of the site in January 2019 which valued the site at \$370,000.

4.3 PROJECT OBJECTIVES

The Agency has identified the following project objectives for the site. The project objectives for the site are consistent with Comprehensive Plan designation and policies for the Town Center.

The Agency desires to work in partnership with the Proposer to facilitate development of the subject site to meet the following objectives. The Agency is looking for a coordinated, cohesive concept plan for the entire site. The concept plan diagram does not need to be detailed at this point (e.g., a bubble diagram or schematics of the site). Even if the Proposer plans to develop a portion of the site, the Agency needs an overall concept plan for the entire site to evaluate how the site could be developed. Development on the site must complement and be sensitive to the context of the site interface between the existing downtown business district to the east and the less intensive commercial and residential neighborhood to the west.

The Agency’s vision for redevelopment of Site B is a project that will:

- Enhance the downtown and adjacent neighborhood.
- Maximize taxable assessed value.
- Encourage new investment and development that brings people downtown.
- Provides tangible benefit to the urban renewal area and City such as needed retail, services, housing and/or employment.
- Provides a transition between the downtown and residential and commercial districts.
- Attracts a mix of uses including retail.
- May contain a mix of housing types. If housing is proposed, preference will be given to projects with 10% of the housing affordable to households with incomes not exceeding 60% of Washington County’s median household income.

Objectives of the Project:

➤ **The project encourages a mix of uses that stimulates the downtown**

The Agency envisions the redevelopment of Site B as an opportunity to have a significant positive impact on the downtown. The project should be financially successful on its own as well as having a broader catalytic or stimulative effect that will lead to further redevelopment, higher property values and increasing spending in the downtown. As such, the project should go beyond something that is minimally feasible and offer more amenities, have an attractive design, and inviting appeal.

- **Maximize taxable assessed value of the site**
Development of the site should to the extent possible, consist of elements that generate taxable value leading to increased property taxes.
- **The project could be developed as a public-private partnership**
The Agency is open to a public-private partnership approach that would include not only the Agency but could also include Metro and the City. Public partnership participation could include regulatory and permitting assistance, public outreach and communication, marketing, off-site infrastructure, reduction in land purchase price (land write-down), or property tax exemption through the City's Vertical Housing Development Zone program.
- **Projects with housing proposed, required to contain an affordable housing element**
Forest Grove desires affordable housing near shopping, services and transit. Site B is located on Tri-met Line 57 providing service to Cornelius, Hillsboro and Beaverton, The approach for providing affordable housing will be determined by the developer. At least 10% of the units should be affordable for households earning no more that 60% of Washington County's median household income.
- **Retail could be part of the mix**
The Agency and the City recognize its vibrant and historic downtown to be a significant advantage in quality of life and desirability of the overall community. Vital to a mixed use walkable downtown, is the inclusion of first floor retail space that draws interest for pedestrians and creates a sense of place for the community. Therefore, the Agency desires to see retail space on the ground floor of any project proposed on this site. The amount and uses of the retail space will be determined by the developer. Adding retail to mix also address several other goals: it creates jobs, it makes the site more of a destination and it helps make the project more likely to stimulate the downtown and surrounding properties.
- **Provide off-street parking to support proposed uses**
Although the Town Center Transition Zone does not require off-street parking for non-residential uses, a limited amount of off-street parking should be provided for the proposed development concept.
- **Allow flexibility to determine most suitable project for the site**
The Proposer should have a fair amount of latitude in the following areas to present elements they believe will best lead to a successful project. These are:
 - Whether the project is to be phased or completed all at one time. The Agency desires that the project be developed as one phase.
 - The type of parking, if proposed, be it underground, tuck under or surface.
 - Whether the project features a vertical design with space stacked on top of each other or horizontal across the site.

SECTION 5 – PROPOSAL AND PROPOSER REQUIREMENTS

5.1 SUBMITTAL OF PROPOSALS

In order to be considered for this project, each Proposer must provide four total bound copies of their proposal; one copy marked “ORIGINAL” and a pdf copy of the proposal on a USB drive. All proposals must arrive at the issuing office on or before the listed due date and time. A corporate officer who has been authorized to make such a commitment must sign the proposals. Proposals shall be sealed in an envelope, with the words “Urban Renewal Agency of Forest Grove, RFP Times Litho Site B Redevelopment” clearly written on it. The document shall be addressed and delivered to the issuing office identified in Section 3.1.

5.2 PROPOSER REQUIREMENTS

The following minimum criteria will apply:

- A. Proposer shall include sufficient evidence as to the Proposer’s qualifications to perform the work. This information shall disclose and include all pertinent facts as may be appropriate and shall include a description of past performance on projects of similar type, scope and size.
- B. If necessary, proposer shall be currently licensed/certified/insured to provide the requested services in the state of Oregon. Shall obtain a City of Forest Grove business license if selected.
- C. Shall demonstrate, to the satisfaction of the Selection Review Committee, the ability to provide the services required within the Scope of Work, within the timeline indicated, to the City and shall demonstrate a proven history of providing such service for public agencies.
- D. Shall not have a record of substandard workmanship. The City will verify this requirement by communication with the licensing authority, the Proposer’s clients and references, and as many other references as may be deemed appropriate.

5.3 PROPOSER REPRESENTATIONS

The Proposer further agrees to the following:

- A. To examine all specifications and conditions thoroughly.
- B. To provide for appropriate insurance, deposits, and performance bonds if required.
- C. To comply fully with the scope of services as attached for the agreed contract.
- D. That any and all registration and certification requirements required for Contractors are met as set forth in the Oregon Revised Statutes.

5.4 PROPOSER REPRESENTATIVE

The selected Proposer shall assign a competent representative acceptable to the Agency who will represent the Proposer in negotiating an MOU and ultimately a Disposition and Development Agreement (DDA) with the Agency. If the representative is removed by the Proposer, the new representative must be acceptable to the Agency.

5.5 PROPOSAL FORMAT AND REQUIREMENTS – MANDATORY

Each Proposer shall provide the following in addition to describing individual team member qualifications:

5.5.1 Introductory Letter (Two Pages Maximum)

Include the name of the proposing development team or Individual and its principal business address and phone number. The letter should address the Proposer’s willingness and commitment, if selected, to provide the services as outlined in the Project Objectives and why the Proposer believes it should be selected. Please also indicate to the extent known, your preliminary thoughts about the development program for the site of interest. You do not have to indicate any preliminary ideas –but if you have a broad or specific ideas about programming (e.g. use mix, density of development, etc.), please so indicate. The letter should be addressed to Paul Downey, Administrative Services Director, and should be signed by an officer of the firm authorized to bind the firm to all comments made in the proposal.

Please provide all contact telephone, fax numbers, e-mail addresses, and addresses of your office(s).

5.5.2 Proposer Profile, Experience and References (Seven pages Maximum)

Please include the following:

- A. A corporate overview, structure and organization, the year it was established, the type of services available, and the size of staff. Provide the proposed organizational structure under which the Proposer will provide the requested services to the City, including the designation of the Principal in Charge and other key personnel.
- B. Identification of all development team members that will be assigned to this project including the developer and the legal contracting entity, the prospective owner of the project (if different from the developer), other investment partners, the architect(s) and their proposed responsibilities, the contractor (if known), anticipated sources of equity and anticipated lenders, all as applicable. Résumés for each team member should be included as a separate attachment (and not counted toward the page total). The introduction of each team member should indicate each member's ability to perform the requested services and time that will be devoted to this project. Describe individual roles, responsibilities, credentials, and related experience.
- C. A description of the developer, architect and contractor's experience and qualifications in the development and construction, particularly of mixed-use projects, including those with housing with active ground floor uses, commercial and office projects. Describe the team's experience in the development of high quality, successful urban infill projects. Include any partnerships with the public sector. Provide three and up to five references most comparable to a Town Center project of this size, highlighting for each project:
 - Design features, materials and construction methods
 - Hard construction cost per square foot and overall project hard cost
 - How quality was maximized within the project budget
 - Any public/private partnership agreements
 - Neighborhood or community involvement
 - List of developer, architect and contractor firms
 - Client name, contact person, address, telephone number, and e-mail address for each client described.
- D. A description of all projects which the Proposer is currently working on which may pose a potential conflict of interest with this project.
- E. A statement to confirm Proposer's ability to comply with our minimum qualifications. Also list any exceptions.

5.5.3 Proposer's Description of Proposed Project (Fifteen Pages Maximum)

Please provide detailed information on the specifications and features of the proposed project.

Please provide answers in this format and as straightforwardly as possible.

- A. Indication that the Proposer has a clear understanding of the requested services.
- B. Provide a brief narrative description of the proposed project addressing the following factors including how it will meeting the project objectives outline in Section
 - Vision, goals, major design elements and urban design approach
 - Include a general illustrated concept for the site (e.g. bubble drawing, schematics)
 - Building Program, including approximate building square footage by type of use (retail, residential , office or parking)
 - If contains housing: total number of units, average size and percent and number affordable.
 - Design character and quality standards
 - Construction approach and building envelope materials
 - Anticipated sustainable building and site practices and materials

- Open/green/public space if any
 - Relationship to adjacent uses and the Town Center
 - Identified constraints or challenges
 - Proposed arrangement for property transfer or acquisition
- C. The successful Proposer will be required to secure and maintain appropriate insurance coverage: Workers' Compensation, Professional Liability of \$2 million, and General Liability of \$2 million. Proof of such coverage, in the form of a broker issued certificate, must be received by the Agency prior to the beginning of the contract date and with the signed contract. Can your Firm provide proof of coverage in the form of certificates of insurance for these dollar amounts?
- D. Furnish a disclosure statement of involvement in any civil or criminal litigation or investigation regarding your business practices during the past five years.

5.5.4 Proposers Financial Capacity

- A. Explain the team's financial capacity, and share any preliminary thoughts about estimated project costs and financing approaches for the team's project ideas (depending on how refined the project ideas are at this stage). Please discuss likely or possible equity and debt sources. Provide as much information warranted such as financial statements, to make the case that the team possesses the financing capacity to develop the project site. (Any financial documents submitted to the Agency should be placed in a separate envelope and clearly marked as confidential. Please provide only one paper document for this information. Copies or electronic files are not required.)
- B. Describe any expectations for public financial participation at this stage. The response should include general statements relating to financial participation, assistance with permits, and other potential public funding sources.
- C. Provide a preliminary estimated time frame to carry out the project(s) and describe if you envision a phased approach.

5.5.5 Declaration of Independent Contractor Status

Select and submit one applicable form.

5.5.6 Addenda

All Addenda of this RFP shall be submitted as part of the Proposal. Receipt of each Addendum shall be acknowledged by the Proposer by signing in the appropriate designated location. Each Proposer shall ascertain, prior to submitting a Proposal, that the Proposer has received all Addenda issued by the Agency.

SECTION 6 – PROPOSAL SELECTION AND EVALUATION

6.1 GENERAL INFORMATION

Each proposal will be judged on its completeness and quality of its content. The Agency reserves the right to reject any or all proposals and is not liable for any costs the Proposer incurs while preparing or presenting the proposal. All proposals will become part of the public file, without obligation to the Agency. Upon the completion of the evaluations, the Agency intends to negotiate a contract with the Proposer whose proposal is deemed to be most advantageous to the Agency.

6.2 SELECTION REVIEW

Staff will review the proposals and may have follow-up questions to assist the Urban Renewal Advisory Committee will review all proposals, interview selected proposers, and make a recommendation to the Urban Renewal Agency Board of Directors. The Board of Directors will authorize staff to enter into a Memorandum of Understanding (MOU) and ultimately a Disposition and Development Agreement (DDA) with the successful proposer. The Agency may also seek expert advice to help review proposals. Such advisor(s) to the Agency may attend evaluation meetings and Proposer presentations, evaluate the proposals, and lend any such expertise to the process as requested by the Agency. However, any such person that is contacted by the Agency for their expert advice shall not, from first being contacted until the RFP process is completed, or otherwise brought to an end, have communications with any Proposers regarding their proposals or the process once the RFP is issued.

The project will be reviewed in terms of: 1) is the concept creative and realistic; 2) the experience, qualifications, and capabilities of the proposer; and 3) how well does the proposed project address the vision and objectives for the redevelopment of the site. If additional information is deemed necessary as part of the evaluations, such information will be solicited in order to allow the committee to complete the evaluation process.

At the Agency's option, interviews may be conducted with all or a select few of the Proposers after the Proposals are evaluated.

6.3 INTERVIEWS

Proposers selected for final evaluation (if necessary) may be required to make an oral presentation of their proposal to the Agency. Such presentation shall provide an opportunity for Proposers to clarify their proposal to ensure thorough mutual understanding. Staff and the Urban Renewal Advisory Committee may interview the Proposers and ask additional questions related to the proposal and the scope of work. The Agency will schedule the time and locations of the interviews, if required, on the dates indicated in the RFP Schedule. Interviews will take place at a location to be determined, in Forest Grove. Firms invited to the interview will be responsible for making and paying for their own travel arrangements.

6.4 EVALUATION CRITERIA

The criteria listed below will be used to evaluate the Proposers to determine the finalists and apparent successful development team. Since the URA is evaluating the creativity of the development vision and the URA does not have specific type of development it is envisioning, specific points will not be awarded to the proposals.

6.4.1 Comprehensiveness of Project Approach

Concept reflects a realistic and creative development vision for the site and is responsive to project objectives, site characteristics and context. The project approach includes a realistic schedule leading to disposition of the Agency's property.

6.4.2 Experience, Capability and Qualification of Development Team

The credentials, capacity and experience of the assigned staff selected to perform the requested development project as described in this RFP.

6.4.3 Reference Check

The Agency reserves the right to contact references as part of the decision making process and prior to making a final selection.

6.5 BEST AND FINAL OFFERS

If in the best interest of the Agency the department has chosen to employ a method of Proposer selection leading to best and final offers, the Agency may conduct private discussions with qualified Proposers as allowed by ORS 279B.060(6).

6.6 RANKING OF PROPOSALS

a) Proposals may be ranked by the Selection Review Committee based on evaluation of responses and interviews (if any), with the first-ranked Proposer being that Proposer which is deemed to be the most appropriate and fully able to perform the services, and the second ranked Proposer being the next most appropriate, all in the sole judgment of the Selection Review Committee.

SECTION 7 – CONTRACT

7.1 CONTRACT AWARD

The intent of this RFP is to enter into negotiations for a Memorandum of Understanding (MOU) with the selected proposer to begin discussions on developing the project. If the discussions resulting from the MOU are successful, it is the URA's intent to enter into a Disposition and Development Agreement (DDA) so the project can be constructed. If an MOU cannot be negotiated with the selected proposer, the URA reserves the right to negotiate with the next selected proposer or commence the RFP process again.

7.2 REQUIREMENTS

The firm must be covered by Workers' Compensation Insurance, which will extend to and include work in Oregon. In addition, the firm must also submit documents addressing general liability insurance, automobile and collision insurance, professional liability insurance, and indication that there is no conflict of interest on the part of the Contractor's submission of a proposal for the services being solicited under this RFP.

7.3 MOU AND DDA ADMINISTRATOR

Paul Downey, Director of Administrative Services, shall be the Administrator for the Development Project requested through this RFP process.

Conflict Of Interest

The undersigned Proposer and each person signing on behalf of the Proposer certifies, and in the case of a sole proprietorship, partnership, or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief, no member of the City Council, Urban Renewal Agency of Forest Grove Board of Directors, officer, employee, or person, whose salary is payable in whole or in part by the City or Agency, has a direct or indirect financial interest in the award of this Proposal, or in the services to which this Proposal relates, or in any of the profits, real or potential, thereof, except as noted otherwise herein. The undersigned hereby submits this Proposal to furnish all work, services systems, materials, and labor as indicated herein and agrees to be bound by the following documents: Request for Proposal, Memorandum of Understanding, and associated inclusions and references, specifications, Proposal Form, Proposer response, mutually agreed clarifications, appropriately priced change orders, exceptions which are acceptable to the Agency, and all other Proposer submittals.

Reciprocal Preference Law - Residency Resident Proposer () Non-Resident Proposer ()

Signature Block

The Proposer hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

Proposer Name Proposer

Telephone Number

Proposer Mailing Address, City, State, Zip

Proposer Facsimile Number

Proposer E-mail Address

Signature

Date

ATTACHMENT B – SAMPLE AGREEMENT

REDUCED SCALE MAP

DRAFT

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URA

Forest Grove
Urban Renewal Agency



Request for Proposal for Site B Land Development

Jesse Vanderzanden, City Manager
Paul Downey, Admin Services Director
Bryan Pohl, Community Development
Director
Jeffrey King, Economic Development
Manager
Dan Riordan, Senior Planner

Purpose

Review the Vision, Objectives and Process in the draft Request for Proposal for Site B Redevelopment.

Background

- In 2014, the city purchased a 2.68 acre downtown site known as Times-Litho. It was subsequently purchased by the Urban Renewal Agency later that year.
- 1.56 acres of the site went to Tokola Properties which resulted in the Jesse Quinn mixed-use project completed in 2018.
- A .96 acre parcel which has been cleared and ready for development, remains.

Vision/Objectives in RFP

- Enhance the downtown and adjacent neighborhoods.
- Maximize taxable assessed value.
- Encourage new investment and development that brings people downtown.
- Provided tangible development to the urban renewal area and City such as needed, retail, services, housing and/or development.

Vision/Objectives in RFP

- Provide a transition between the downtown and adjacent residential and commercial districts.
- Attract a mix of uses including retail.
- May be developed as a public-private partnership.
- If housing is proposed, preference will be given to projects with 10% of the housing affordable to households with incomes not exceeding 60% of Washington County's median household income.

Proposed RFP Timeline

- RFP Released/Sent to Interested Proposer List 12/4/2019
- Non-Mandatory Pre-Proposal Conference 12/16/2019
- Deadline to Submit Changes/Solicitation Protests 1/10/2020
- Last Date for an Addenda 1/17/2020
- Proposals Received by URA 3/5/2020
- Urban Renewal Advisory Committee Interviews 4/2/2020
- Urban Renewal Board Work Session 4/13/2020
- URA Board Pass Resolution Selecting Proposal 4/27/2020
- Notice of Intent to Negotiate MOU 4/28/2020
- Negotiation of MOU 5/6- 6/30,2020
- URA Board Approval of MOU 7/1 -8/30/2020

QUESTIONS?

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