

CITY COUNCIL MONTHLY MEETING CALENDAR

Dec-19

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
	Planning Comm 7pm	CCI 5:30pm	Municipal Court PSAC 7:30am Rural Fire Board Mtg 6pm	LOC Training Municipal Fundamentals 1pm- 5pm, Comm Aud Wanna CU Opening 4pm EDC Noon	FGS&CC 1st Friday	Holiday Parade 5pm
8	9	10	11	12	13	14
	CITY COUNCIL MEETINGS 3:45 PM - WORK SESSION (Pre-Briefing) 4:00 PM - WORK SESSION (Council Interviews) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	Red Cross Blood Drive 1pm-6pm, Comm Aud  Library Comm 6:30pm	Municipal Court	State Public Notary Seminar (Free) 1pm-4pm, Comm Aud Sustainability 6pm		
15	16	17	18	19	20	21
	CITY COUNCIL MEETINGS 4:00 PM - WORK SESSION (B/C Reappts) 5:00 PM - JOINT LEGISLATIVE SESSION CORNELIUS LIBRARY  Chamber Luncheon Planning Comm 7pm	Employee Luncheon, Comm Aud  Western WC Fire Task TBD HLB 6:30pm	P&R 7am CFC 5:15pm	PAC 5pm		
22	23	24	25	26	27	28
	NO CITY COUNCIL MEETING	Red Cross Blood Drive 1pm-6pm, Comm Aud  HLB moved to 12/17	CITY OFFICES CLOSED	Sustainability moved 12/12		
29	30	31				
	JWC WTP Expansion Dedication 10:30am-2pm, Fernhill Rd	Library Closes at 5pm				

Jan-20

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
			CITY OFFICES CLOSED	EDC Noon	FGS&CC 1st Friday	
			<i>Rippe out Jan 1 - Jan 7</i>			
5	6	7	8	9	10	11
	Planning Comm 7pm	CCI 5:30pm	Rural Fire Board Mtg 6pm			
	<i>Rippe out Jan 1 - Jan 7</i>					
12	13	14	15	16	17	18
	CITY COUNCIL 5:00 PM - COUNCIL SWEARING-IN CEREMONY 5:30 PM - WORK SESSION(S) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	Library Comm 6:30pm	Municipal Court  P&R 7am CFC 5:15pm	Red Cross Blood Drive 1pm-6pm, Comm Aud PAC 5pm B/C Annual Reception 5:30 pm TBD		
19	20	21	22	23	24	25
	CITY OFFICES CLOSED	Western WC Fire Task TBD Planning Comm 7pm	PSAC 7:30am	Sustainability 6pm		Annual Town Meeting Comm Aud
	<i>Valfre out Jan 23 - Feb 4</i>					
26	27	28	29	30	31	
	Chamber Luncheon  CITY COUNCIL 5:30 PM - WORK SESSION(S) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	Tigard City Address 6pm HLB 6:30pm	Hillsboro City Address 5pm			

Feb-20

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
						COUNCIL RETREAT TBD
2	3	4	5	6	7	8
	Planning Comm 7pm	CCI 5:30pm	Municipal Court Rural Fire Board Mtg 6pm	EDC Noon WA County Address 6pm	FGS&CC 1st Friday	
9	10	11	12	13	14	18
	CITY COUNCIL 5:30 PM - WORK SESSION(S) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	Library Comm 6:30pm				
16	17	18	19	20	21	22
	Planning Comm 7pm	Western WC Fire Task TBD	P&R 7am CFC 5:15pm	Red Cross Blood Drive 1pm-6pm, Comm Aud PAC 5pm		
23	24	25	26	27	28	29
	CITY COUNCIL 5:30 PM - WORK SESSION(S) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM  Chamber Luncheon, Cornelius Library (RSVP) Forest Grove & Cornelius State of Cities' Addresses	HLB 6:30pm	PSAC 7:30am	Sustainability 6pm		

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## CITY COUNCIL MEETING AGENDA

**MONDAY, DECEMBER 9, 2019  
COMMUNITY AUDITORIUM  
1915 MAIN STREET**

- 3:45 PM WORK SESSION (Council Pre-Briefing Interview Process)**
- 4:00 PM WORK SESSION (Council Candidate Interviews)**
- 7:00 PM CITY COUNCIL REGULAR MEETING**

**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

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- ➔ **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.
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Anna Ruggles, City Recorder  
 Jesse VanderZanden, City Manager

**3:45**

**WORK SESSION: COUNCIL PRE-BRIEFING CANDIDATE INTERVIEW PROCESS**

**4:00**

**WORK SESSION: COUNCIL CANDIDATE INTERVIEWS**

The City Council will convene in the Community Auditorium to conduct City Council Candidate Interviews in 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. The Council will reconvene in regular Council Meeting to conduct deliberations. (*Refer to separate agenda*).

**7:00**

1. **REGULAR MEETING:** Roll Call and Pledge of Allegiance

Peter Truax, Mayor

7:05

1. A. **SPECIAL RECOGNITION:**

Colleen Winters, Library Director

- *Ginsburg Memorial Garden, Appreciation to Rod Fuiten, President of Forest Grove Library Foundation, and Mike Smith, President of Friends of the Forest Grove Library.*

Michael Kinkade, Fire Chief

7:15

1. B. **SWEARING-IN CEREMONY:**

- *Warik Rodriguez, Firefighter*

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)  
 Tony Roos, Kittleson & Associates  
 Gregory Robertson, Public Works Director

7:25

5. A.

- *Project 1: 21<sup>st</sup> Avenue and Main Street Intersection*
- *Project 2: Safeway / Goodwill Driveway*

James Reitz, Senior Planner

7:45

6. **PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2019-14 AMENDING FOREST GROVE CODE OF ORDINANCES CHAPTER 50, WATER SYSTEM DEVELOPMENT CHARGE, AND CHAPTER 151, PARKS SYSTEM DEVELOPMENT CHARGE, TO ALLOW DEFERRAL OF PAYMENT OF WATER AND PARKS SYSTEM DEVELOPMENT CHARGES TO BUILDING OCCUPANCY; FILE NO. 311-19-000032-PLNG**

Bryan Pohl, Community Development Director

Paul Downey, Administrative Services Director

Jesse VanderZanden, City Manager

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Nick Kelsay, Project Engineer Gregory Robertson, Public Works Director Jesse VanderZanden, City Manager	8:00	7. <b><u>RESOLUTION NO. 2019-58 APPROVING THE SUBMISSION OF AN APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING FOR 2020-2021 PROGRAM PERIOD (D STREET FROM PACIFIC AVENUE TO 19<sup>TH</sup> AVENUE)</u></b>
Anna Ruggles, City Recorder Jesse VanderZanden, City Manager	8:10	8. <b><u>CITY COUNCIL DELIBERATIONS ON SLATE OF CANDIDATES INTERVIEWED FOR CITY COUNCIL POSITION VACANCY, TERM EXPIRING NOVEMBER, 2022, AND APPOINTMENT CONSIDERATION:</u></b> <i>1. City Recorder shall distribute ballots to each Councilor.</i> <i>2. Councilors shall submit to City Recorder individual ballots, assigning a 3 to the highest candidate, a 2 to the second candidate, and a 1 to the third candidate.</i> <i>3. Upon tallying scores, City Recorder shall announce names of top three candidates. Under ORS 192.650(1)(c), secret ballots are prohibited and ballots must identify the vote of each Councilmember.</i>
City Councilors	8:45	9. <b><u>CITY COUNCIL COMMUNICATIONS:</u></b>
Jesse VanderZanden, City Manager	9:05	10. <b><u>CITY MANAGER'S REPORT:</u></b>
Peter Truax, Mayor	9:10	11. <b><u>MAYOR'S REPORT:</u></b>
	<b><u>9:15</u></b>	12. <b><u>ADJOURNMENT:</u></b>

**PUBLIC HEARING NOTICE:** Amendments to FG Code Chapter 73, Parking Regulations, has been re-scheduled to Monday, January 13, 2020, 7pm. <https://www.forestgrove-or.gov/>

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 Subcommittee Work Sessions (B/C Reappointment Interviews) Meeting Minutes of November 25, 2019.
  - B. Approve City Council Regular Meeting Minutes of November 25, 2019.
  - C. Accept Committee for Community Involvement Meeting Minutes of June 4, 2019.
  - D. Accept Community Forestry Commission Meeting Minutes of October 16, 2019.
  - E. Accept Economic Development Commission Meeting Minutes of May 2, June 6, July 11, September 12 and October 3, 2019.
  - F. Accept Historic Landmarks Board Meeting Minutes of October 22, 2019.
  - G. Accept Parks and Recreation Commission Meeting Minutes of October 16, 2019.
  - H. Accept Public Arts Commission Meeting Minutes of October 17, 2019.
  - I. **RESOLUTION NO. 2019-59 ADOPTING CITY OF FOREST GROVE PARKS AND RECREATION COMMISSION BYLAWS AND REPEALING RESOLUTION NO. 1974-733.**



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**CITY COUNCIL WORK SESSION AGENDA  
(COUNCIL CANDIDATE INTERVIEWS)**

**MONDAY, DECEMBER 9, 2019**

**3:45 PM – Work Session (Council Pre-Briefing Interview Process)      Community Auditorium**  
**4:00 PM – Work Session (Council Candidate Interviews)                      1915 Main Street**  
**Forest Grove, OR 97116**

The City Council will convene in the Community Auditorium to conduct the above work session(s). The public is invited to attend and observe the work session(s); however, no public comment will be taken. The Council will take no formal action during the work session(s). The Council will reconvene in regular meeting to conduct deliberations.

**PETER B. TRUAX, MAYOR**

**VACANCY**  
**Timothy A. Rippe**  
**Ronald C. Thompson**

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

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Anna Ruggles, City Recorder  
Brenda Camilli, Human Resources  
Manager  
Jesse VanderZanden, City Manager

**3:45**

**WORK SESSION: COUNCIL PRE-BRIEFING CANDIDATE INTERVIEW PROCESS**

**4:00**

**WORK SESSION: COUNCIL CANDIDATE INTERVIEWS**

The City Council will convene in the Community Auditorium to conduct City Council Candidate Interviews in 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. The Council will reconvene in regular Council Meeting to conduct deliberations.

**CITY COUNCIL CANDIDATE INTERVIEWS (20 MINUTES EACH CANDIDATE)**

*In interest of fairness, Candidates wait in the foyer until called in for interview.*

- |    |             |                                      |
|----|-------------|--------------------------------------|
| 1. | 4:05        | Kristy Lynne Kottkey                 |
| 2. | 4:25        | Howard Sullivan                      |
| 3. | 4:45        | Susie Johnson                        |
| 4. | 5:05        | John A. Hengeveld                    |
|    | 5:25        | <b><u>5-MINUTE COUNCIL BREAK</u></b> |
| 5. | 5:30        | Karen Reynolds                       |
| 6. | 5:50        | Mariana E. Valenzuela                |
| 7. | 6:10        | Joshua D. Fromm                      |
| 8. | 6:30        | Wolanda Konelila Groombridge         |
|    | <b>6:50</b> | <b><u>ADJOURNMENT:</u></b>           |

**The Mayor will welcome each Candidate and read the following script at the start of each interview:**

1. You have 20 minutes to provide an opening statement and answer one question from each Councilmember for a total of six questions.
2. Time management during the interview is up to you. A clock is provided to assist you. You will be evaluated based on your application materials and interview responses.
3. If there is a pause between questions, it is because Councilmembers are taking notes. If you need a question repeated, please ask.
4. After your interview, you may remain in the Auditorium for the duration of the remaining interviews.
5. Council will deliberate on the slate of candidates during the regular Council meeting, which begins at 7pm. You are invited to stay. Council will decide on the appointment either this evening or at the January 13<sup>th</sup> Council meeting.



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**City Council Subcommittee Work Session Minutes  
B&C Reappointment Interviews**

**Monday, November 25, 2019  
5:00 p.m., Conference Room**

**Minutes are unofficial until approved by Council.**

**1. ROLL CALL:**

The Council Subcommittee Work Sessions were called to order at 5:00 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, and Anna Ruggles, City Recorder.

**2. COUNCIL SUBCOMMITTEES: BOARDS, COMMITTEES, AND COMMISSIONS (B/C) REAPPOINTMENT INTERVIEWS**

Ruggles and VanderZanden reported Council Rules of Procedures §14.10 requires members to apply and be interviewed after every term to continue service. Interviews may be conducted by the Council or Council Subcommittee. In order to complete the interview process for reappointments, Council Subcommittees were selected based on the number of reappointment applicants and the accompanying Council Liaison assignments to each B/C.

Council Subcommittee 1: Rippe (EDC); Thompson (CFC); and Wenzl (CCI & P&R)  
Interviews were held in the Auditorium. The following applicants were seeking reappointment and were interviewed for the following B/C positions:

<b>Applicant Name</b>	<b>Appointed</b>	<b>B/C Position</b>	<b>New B/C Position</b>
Ashley Terry	A11/18	CCI HS Student	
Declan Lynch	A12/18	CFC HS Student	
Jen Warren	A03/12	CFC	
Tom Cook	A03/18 A12/16	BC; CCI	
Tammi McLaughlin	A11/18	P&R	
Mark Nakajima	A07/09	CFC	
Howard Sullivan	A05/13	EDC Chamber	

Council Subcommittee 2: Uhing (SC); Valfre (LC); and Mayor (PAC)  
 Interviews were held in the Conference Room. The following applicants were seeking reappointment and were interviewed for the following B/C positions:

<b>Applicant Name</b>	<b>Appointed</b>	<b>B/C Position</b>	<b>New B/C Position</b>
Valyrie Ingram	A05/17	LC	New P&R
Pamela Bailey	A08/09	LC	
Johanna Peeters Weem	A10/18	SC HS Student	
David Andersen	A06/15; A02/15	BC; CCI	
Dana Eytzen	A08/0	PAC	
Emily Lux	A09/14	PAC	
Linda Stites Taylor	A01/08	PAC	

Ruggles reported the Planning Commission and remaining B/C reappointments as well as new B/C applicants will be interviewed in a work session tentatively scheduled on December 9 and January 13, if needed. The Historic Landmarks Board and Public Safety Advisory Commission do not have any members with terms expiring this year. In addition, three resignations were received: Library Commission (Jon Youngberg); Public Safety Advisory Commission (Jayne Cravens); and Sustainability Commission (Jacob Rose, At-Large).

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

**3. ADJOURNMENT:**

The Council Subcommittee work sessions were adjourned at 6:15 p.m.

Respectfully submitted,

---

Anna D. Ruggles, CMC, City Recorder

3B



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**City Council Regular Meeting Minutes** **Tuesday, November 25, 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; Rich Blackmun, Engineering Project Manager; and Anna Ruggles, City Recorder.

**2. CITIZEN COMMUNICATIONS:**

Joshua Fromm, Forest Grove, introduced himself, noting he is a candidate for the City Council vacancy appointment.

**3. CONSENT AGENDA:**

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- 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 November 12, 2019.
- C. Approve City Council Regular Meeting Minutes of November 12, 2019.
- D. Accept Library Commission Meeting Minutes of October 8, 2019.
- E. Accept Planning Commission Meeting Minutes of October 7, 2019.
- F. Accept Public Safety Advisory Commission Meeting Minutes of August 28, 2019.

**MOTION: Councilor Valfre moved, seconded by Councilor Rippe, 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. **Affordable Housing and Homeownership**

Virginia Ohler, Executive Director, West Tuality Habitat for Humanity, presented a PowerPoint presentation overview pertaining to West Tuality Habitat for Humanity's program, noting their mission is to provide housing for those in need. Mayor Truax disclosed his wife once served on the Board and is currently a volunteer.

5. B. **Affordable Housing Bond Update**

Komi Kalevor, Executive Director, Washington County Department of Housing Services, presented a PowerPoint presentation overview pertaining to Metro's Regional Housing Bond (\$652.8 million in bond proceeds to be used in Washington County, Multnomah, Clackamas (area within the urban growth boundary)); implementation timeline; and development opportunities in Forest Grove (showing potential family housing on 26<sup>th</sup> Avenue and Main Street), noting the Metro Bond will add 1,316 units of regulated affordable housing in Washington County over the next five to seven years, 2019-2026. Kalevor distributed a report titled "Homeownership Development Review 2019", Washington County Office of Community Development. In addition, Kalevor addressed various Council inquiries pertaining to the projected timelines; number of affordable housing units projected and housing unit options; median family income; and Racial Equity and Community Engagement.

5. C. **Permanently Affordable Home Ownership**

Diane Linn, Executive Director, Proud Ground, presented a PowerPoint presentation overview and distributed a pamphlet of the Proud Ground Program, noting the program creates permanently affordable homeownership opportunities for families with low and moderate incomes using the Community Land Trust model. In addition, Linn addressed various Council inquiries pertaining to the program, funding mechanisms and land trust model.

5. D. **Civil Engineering Cooperative Program Internship Accomplishments Summer/Fall 2019**

Blackmun introduced Erin McConville, Intern, who presented a PowerPoint presentation overview, noting projects included ADA Transition Plan Inventory – 70 percent (inventoried over 120 miles of sidewalk and developed inventory forms); Flowmeter Replacement Evaluation – five percent (met with multiple vendors to discuss best alternative for flowmeter tests); Inspections – 10 percent (accompanied engineering staff and visited project visits); and miscellaneous sidewalk and street improvement projects – 15 percent (researched traffic calming designs and collected data) and had interactions with residents, staff and other jurisdictions.

**6. CITY COUNCIL COMMUNICATIONS:**

Rippe reported on his attendance at the National League of Cities' City Summit Conference. Rippe reported Public Safety Advisory Commission scheduled its next meeting on December 5, 2019. In addition, Rippe reported on other regional-related meetings and upcoming meetings he was planning to attend.

Thompson reported attending Forest Grove Senior and Community Center Board Meeting, noting the Board discussed transportation issues. In addition, Thompson reported on upcoming meetings he was planning to attend.

Uhing reported Committee for Community Involvement and Sustainability Commission met in joint session to discuss planning the next Latinx Summit. In addition, Uhing reported on upcoming meetings she was planning to attend.

Valfre reported on his attendance at the National League of Cities' City Summit Conference. In addition, Valfre reported on other regional-related meetings and upcoming meetings he was planning to attend.

Wenzl reported on her attendance at the National League of Cities' City Summit Conference. Wenzl noted she would like Council to consider holding two quarterly meetings as an opportunity to brief each other and so Council stays on track with its goals. Wenzl announced she is accepting items for the Council raffle basket for the Employee Luncheon, which is scheduled December 17<sup>th</sup>. In addition, Wenzl reported on upcoming meetings she was planning to attend.

**7. City Manager's Report:**

VanderZanden reported on upcoming meetings and events as noted in the Council calendar. VanderZanden reported the City Recorder has certified eight candidates who applied for the City Council vacancy position, noting Council Candidate Interviews will be held Monday, December 9, 2019, in Work Session. VanderZanden reported the Western Washington County Cities' Joint Legislative Session is scheduled on Monday, December 16, 2019, 5:00 p.m., in the Walters Community Room, Cornelius Public Library, 1370 N Adair Street. VanderZanden advised in order to complete the interview process for Boards/Commissions (B/C) reappointments, staff is proposing to schedule a work session prior to the joint legislative session on December 16, noting there is eight reappointment applicants pending interviews, to which Council concurred. VanderZanden noted new B/C applicant interviews will likely be scheduled in January. In addition, VanderZanden reported on various upcoming meetings and updates on department-related activities and projects.

**8. MAYOR'S REPORT:**

Mayor Truax announced dates of various upcoming activities, events and meetings as noted in the Council Calendar. Mayor Truax reported on his attendance at the

National League of Cities' City Summit Conference. 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.

9. **ADJOURNMENT:**

Mayor Truax adjourned the regular Council meeting at 9:26 p.m.

Respectfully submitted,

---

Anna D. Ruggles, CMC, City Recorder



Approved

CITY OF FOREST GROVE  
COMMITTEE FOR COMMUNITY INVOLVEMENT  
COMMUNITY AUDITORIUM CONFERENCE ROOM, 1915 MAIN STREET  
June 4, Tuesday, 2019

Chairperson Devon Downeysmith

Kristen Tangen (Vice- Chair)  
David Andersen  
Charlene Murdock  
Student Advisor: Ashley Terry

Tom Cook (Secretary)  
Pamela Sprague  
Matthew Stone

Council Liaison: Malynda Wenzl

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**Present:**, Tom Cook, Devon Downeysmith, Kristen Tangen, Pamela Sprague, Council Liaison Malynda Wenzl, City Staff Bryan Pohl, Ashley Terry (student advisor). Charlene Murdock

**Absent:** Matt Stone, David Andersen

1. **Call to Order:** 5:30 and approved minutes of May 7, 2019

2. **Community Action Inbox.**

- Discussion from Bryan and Councilor Wenzl about the Latino Summit from the city council position. Issue within the committee is of leadership and who would take the lead on the summit. Suggestion that CCI and Sustainability work together. Devon discussed the current direction of the Summit focusing on equity and inclusion. That perhaps the focus needs to be toward a “complete picture” and not just on racial lines. Discussion that one person (Devon) cannot carry all responsibilities and that we need to re-evaluate method/purpose/mission.

Consensus: CCI needs to meet with council to evaluate what the city wants in direction of equity and inclusion. “Celebrate Diversity” was one idea.

- Pamela reported out of meeting with Women’s Voter’s League and how CCI can partner with them in promotion.

- Discussion that city would like the focus on the next ATM to be on new Police Facility. Suggested that we invite police chief to a meeting soon.

3. **CCI Discussion**

**A. Review of By Laws:** Discussion of how by-laws were amended. Suggestion of changing the term “citizen” in the body of the by laws to “community member.”

**4. Council Liaison Report:** Counselor Wenzl reported city reviewing bylaws of boards. Also presented the idea of the city using the concept of "parklets."

**5. Adjourn:** 6:34 Next Meeting July 2, 2019



**Members Present:** Mark Nakajima, Chair – Michael Howell - David Hunter – Jen Warren

**Members Absent:** Bruce Countryman - Lance Schamberger

**Staff Liaison:** Dan Riordan – present

**Council Liaison:** Ron Thompson - present

**Student Advisor:** Declan Lynch - present

**Call to Order and Role:** The October 16, 2019, meeting was called to order by Chair Nakajima at 5:33 pm.

**Citizen Communication:** Dan and Taylor Bedell in the audience.

**Minutes Approval:** David moved and Michael seconded a motion to approve the September 18, 2019, minutes as submitted. The motion passed unanimously.

**Action Items/Discussion:**

1. Town Center Street Trees Request for Replacement at 2036 Main Street – The Commission discussed a request from Daniela Powell, owner of Daniela's Gifts on Main Street, that the street tree removed in front of her business be replaced. The consensus of the Commission was to allow the business owner to purchase a container for planting flowers or a small tree in front of the business temporarily, until the Town Center Street Tree Management Plan is completed. The Commission agreed to defer a final decision on a tree variety until Lance is in attendance given his expertise in the nursery industry.
2. 2020 Tree City USA Celebration Ideas - The Commission discussed ideas for celebrating the City's 30<sup>th</sup> anniversary of a Tree City US and to commemorate Arbor Day 2020. The Commission discussed the acorn planting project, tree planting at Thatcher Park, near the tree that was planted in 2019, or planting a tree at Rogers Park. By consensus, the Commission agreed to not pursue planting a tree at Rogers Park since the Parks and Recreation Department has plans to improve the park. Michael suggested purchasing a plaque to commemorate 30 years as a Tree City USA. Chair Nakajima suggested the Commission continue discussions next month.
3. Acorn Planting Project – Declan mentioned he contacted Mitch Taylor about coordinating the acorn planting project with the forestry class at Forest Grove High School.

**Liaison Update:**

Councilor Thompson updated the Commission on business before the City Council and attendance at the League of Oregon Cities conference in Bend.

**Member Update:** No updates

**Next Meeting:** November 20, 2019, 5:30 pm at the City Auditorium.

**Meeting Adjournment:** David made a motion seconded by Jen to adjourn the meeting at 6:12 pm.

Respectfully submitted,

Dan Riordan  
CFC Staff Liaison

**1. CALL TO ORDER:**

The meeting was called to order at 12:06 p.m. by EDC Chair, James Draznin.

**ROLL CALL: EDC MEMBERS PRESENT:** James Draznin, Chair; Brad Bafaro; Kevin Emerick; Steve Krautscheid; Tom Raabe; Guy Storms; Howard Sullivan; Javier Urenda; Jill Verboort, Jim Langsraat, Barbara Wineman.

**EDC MEMBERS ABSENT (EXCUSED):** Tim Budelman; Mark Nakajima; Jennifer Prickett; Kevin Yamada; and Christopher Wilmeth

**OTHERS PRESENT:** Court Carrier; Kelsey Lewis; Bruce McVean; John Southgate.

**COUNCIL LIAISON:** Councilor Rippe

**STAFF PRESENT:** Jeff King, Economic Development Coordinator; and Shannon Reynolds, Administrative Specialist

**2. CITIZEN COMMUNICATION: None**

**3. APPROVAL OF ECONOMIC DEVELOPMENT COMMISSION MINUTES:**

Howard Sullivan moved a motion to approve the meeting minutes from April 4, 2019. Tom Raabe seconded. The motion passed unanimously.

**4. ADDITIONS/DELETIONS: None**

**5. BUSINESS:**

**A. Boards and Commissions Resolution/next steps, Councilor Rippe:**

City Council has passed a resolution to adopt the recommended changes to the Boards and Commissions. Council has decided that each Board or Commission can determine in their own bylaws board member size. The proposal will then go before the City Council for approval or disapproval.

Another significant change that will go into effect is standardizing the bylaws, agendas, and minutes. They will now all follow the same format. Members will also be able to take minutes that will then be staff approved. Staff will not be required to take the minutes. Each Board or Commission will need to review their bylaws and submit necessary changes to City Council for approval.

Each year Boards and Commissions will vote for officer positions. The Chair position will be a 4-year term limit. If that member would like to serve again they will need to go through the interview process with Council before being re-elected with a one-year break in between.

**B. Council Communications, Councilor Rippe:**

- Council received an audit report for both the City and the Urban Renewal Agency. All was approved.
- Council received a presentation from Councilor Juan Carlos Gonzalez with updates on Metro.
- Council has adopted a new fee structure for the Aquatic Center as well as Light and Power to keep up with the cost of operations.
- Council has accepted a Labor Agreement with the City and Police Department.
- The Transportation Growth Management (TTM) grant was denied. However ODOT has recognized this need and set aside funds to study this corridor (Cornelius to Oak Street). ODOT has hired a contractor to complete this study.

**C. Chamber Communications, Howard Sullivan:**

- The State Chamber of Commerce has accepted an endorsed health plan.
- Two new businesses opened in Forest Grove; Good Intentions Café and Gann Bros. Printing.
- There will be a “Business Networking” at the Marquis in Forest Grove from 8-9 am on May 3<sup>rd</sup>.

**D. Strategic Plan Priority Setting, John Southgate, facilitator:**

The Commission held its second work session towards completing The Strategic Plan for the EDC. John Southgate facilitated the session in prioritizing each goal. Each Strategic Plan Goal was discussed and members highlighted the high priority/low priority objectives as well as long term/short term objectives for each goal. Jeff King will continue his work on the Strategic Plan consolidating the two work sessions and present it to the EDC next month.

**6. STAFF AND BOARD MEMBER COMMUNICATIONS:**

Court Carrier has been contracted to serve as the director of Forest Grove’s Tourism Program. He comes to Forest Grove with a wide variety of experience in marketing and tourism. A new Tourism Advisory Committee is being developed and they will be creating a marketing/strategic plan to focus the many assets and markets of the City of Forest Grove.

Jeff King announced that Kelsey Lewis (Pacific University Intern) has accepted a new position and will be leaving us soon. Congratulations were offered to Kelsey on this new opportunity.

**7. ANNOUNCEMENT OF NEXT MEETING:**

James Draznin announced that the next meeting of the EDC will be on Thursday, June 6, at 12:00 p.m. in the Alice Inkley Room at McMenamins Grand Lodge.

**8. ADJOURNMENT:**

James Draznin adjourned the meeting at 1:28 p.m. by consensus.

Respectfully submitted by:  
Shannon Reynolds  
Administrative Specialist  
City of Forest Grove

Approved by the Forest Grove EDC:

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

**1. CALL TO ORDER:**

The meeting was called to order at 12:06 p.m. by EDC Chair, James Draznin.

**ROLL CALL: EDC MEMBERS PRESENT:** James Draznin, Chair; Tim Budelman; Kevin Emerick; Steve Krautscheid; Mark Nakajima; Tom Raabe; Howard Sullivan; Javier Urenda;

**EDC MEMBERS ABSENT (EXCUSED):** Brad Bafaro; Jim Langstraat; Jennifer Prickett; Guy Storms; Jill Verboort; Jonathan Yawson

**EDC MEMBERS ABSENT (UNEXCUSED):** Kevin Yamada; Christopher Wilmeth

**OTHERS PRESENT:** Bruce McVean; Kristin Tangen

**COUNCIL LIAISON:** Councilor Rippe

**STAFF PRESENT:** Jeff King, Economic Development Coordinator

**2. CITIZEN COMMUNICATION:**

None

**3. APPROVAL OF ECONOMIC DEVELOPMENT COMMISSION MINUTES:**

Howard Sullivan moved a motion to approve the meeting minutes from May 2, 2019. Steve Krautscheid seconded. The motion passed unanimously.

**4. ADDITIONS/DELETIONS:**

None

**5. BUSINESS:**

**A. Chamber of Commerce Update, Howard Sullivan**

The Junior Achievement project, funded in part by a CEP application to the Forest Grove EDC, was successful. Over 400 students received training in Career Success and Personal Finance. A college scholarship from the JA organization was awarded to a Forest Grove High School student. A grant (\$435,000) was awarded to the school for the Mechatronics program. EDC was a good supporter of this grant and helped to encourage the process. Intel came to FGHS to discuss future job openings with their company.

**B. City Council Update, Councilor Rippe**

Council approved a site plan adding 16 dwelling units to Rose Grove. These will be manufactured homes. Council received presentations from Metro regarding their future bond initiatives. Council approved the changing of two plots of land from General Industrial to be rezoned to Multi-Family High Density Residential. Jeff did a great job of presenting economic development trends to City Council. He will share more on this in

July. Public Arts presented their Strategic Plan to the Council. Boards and Commissions will continue to present their revised Strategic Plans to the Council. Metro is asking each municipality to recycle their own food waste. Details have not been finalized. A study on solar energy for FG was completed.

**C. Committee for Citizen Involvement, Kristen Tangen**

Kristen Tangen from CCI (Committee for Citizen Involvement) was introduced and spoke on their role of becoming more active in the community as well as various city commissions. CCI has been working with the League of Women voters to promote youth outreach for political involvement. They are currently looking for input on available keynote speakers for their next event. They will be organizing a conference with the high school and local college to help educate students on how to get involved and become more politically active. They will be organizing a Latino Summit and will be looking for collaboration from other committees. They are also working to educate the community on the police facility and areas that the community can help our local police. She encouraged the commissioners to reach out anytime for various areas of needed support from CCI.

**D. Strategic Plan: Vision Statement, Mission Statement**

Jeff opened with questions on the proposed EDC Vision and Mission Statements and asked for input from members. The Commissioners agreed the current Vision statement should remain as is.

The Mission statement was discussed and a consensus was achieved with a few minor changes. It now reads as follows:

We foster a vibrant economic climate that encourages and attracts sustainable and equitable business development through strategically focused policies, programs, collaborations and partnerships.

**E. Organization Roles & Responsibilities, Councilor Rippe**

Councilor Rippe spoke on the roles and responsibilities of the City when it comes to recruitment of various businesses interested in moving or starting their business in Forest Grove. We need to make sure we are engaging with the City to meet the needs of the City. It is important that we have the right people and resources available to direct interested parties, businesses or individuals.

**F. Final Strategic Plan Review & Recommendation**

Jeff summarized the completed Strategic Plan. A small change will be made in reducing the number of performance measures currently listed.

Chair Draznin recommended the EDC adopt the current and recommended Vision and Mission statements as well as the Strategic Plan with edits and to continue to reduce the

number of performance measures. Howard Sullivan moved a motion to accept and approve them. Tom Raabe seconded, the motion passed unanimously.

The Strategic Plan will be submitted to City Council for approval with a possible upcoming work session.

**6. STAFF AND BOARD MEMBER COMMUNICATIONS:**

Jeff mentioned EDC will need to submit the new bylaw template to City Council. Board member size will need to be approved by Council. Absences, excused and unexcused, will need to be better accounted for each month.

A few new developments are in the formative stage. There is potential for a Carl's Jr. and/or Starbucks in the works.

Steve Krautscheid updated the Commission. The Forest Grove Primary Care facility is now up and running with the EPIC computer charting system. The new geriatric facility that closed in Forest Grove is now set to re-open in two weeks in Hillsboro.

**7. ANNOUNCEMENT OF NEXT MEETING:**

James Draznin announced that the next meeting of the EDC will be on Thursday, July 11th at 12:00 p.m. in the Alice Inkley Room at Mcmenamins Grand Lodge.

**8. ADJOURNMENT:**

James Draznin adjourned the meeting at 1:28 p.m. by consensus.

Respectfully submitted by:  
Shannon Reynolds  
Administrative Specialist  
City of Forest Grove

Approved by the Forest Grove EDC:

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

**1. CALL TO ORDER:**

The meeting was called to order at 12:03 p.m. by EDC Chair, James Draznin.

**ROLL CALL: EDC MEMBERS PRESENT:** James Draznin, Chair; Brad Bafaro; Tim Budelman; Kevin Emerick; Jim Lansgtraat; Mark Nakajima; Tom Raabe; Guy Storms; Howard Sullivan; Javier Urenda;

**EDC MEMBERS ABSENT (EXCUSED):** Steve Krautscheid; Jennifer Prickett; Jill Verboort; Jonathan Yawson

**EDC MEMBERS ABSENT (UNEXCUSED):** Kevin Yamada; Christopher Wilmeth;

**OTHERS PRESENT:** Wanda Frasier; Kate Schofer (PSU Student); Bruce McVean

**COUNCIL LIAISON:** Councilor Rippe

**STAFF PRESENT:** Jeff King, Economic Development Coordinator; Shannon Reynolds

**2. CITIZEN COMMUNICATION:**

None

**3. APPROVAL OF ECONOMIC DEVELOPMENT COMMISSION MINUTES:**

Tom Raabe moved to approve the meeting minutes from June 6, 2019. Howard Sullivan seconded. The motion passed unanimously.

**4. ADDITIONS/DELETIONS:**

None

**5. BUSINESS:**

**A. Chamber of Commerce Update, Howard Sullivan**

The July "Rise and Shine" will be held on the 7<sup>th</sup> at 8:00 a.m. at Heritage Bank. This is an opportunity to network with other businesses in town.

Friday, July 19, at 4 p.m. there will be a rebranding for the business formerly known as Custom Care Physical Therapy to Fyzical Therapy and Balance Centers.

**B. City Council Update, Councilor Rippe**

Council has passed the City's budget for 2019-2020. Several resolutions were addressed. Several work sessions were completed. Council met to discuss the new police facility and address some design issues. A new proposed design has been issued. Costs have been reduced substantially and this will likely be on the ballot for next May as a bond measure.

Forest Grove has been designated as a city with severe rent burden. Studies will need to be done and a report given to the State addressing this issue.

Cornelius and Forest Grove have been chosen by Westside Economic Alliance to host a bike event sometime this coming fall.

The City is establishing an Equity Advisory Team to assist the City in reviewing policies and procedures involving equity. This will help to insure that all City services are available to everyone equally.

Several projects are happening this summer. The T.V. Highway improvement project is underway. This is the connection from Cornelius to Oak Street. ODOT is looking into other areas that may need to be addressed as well.

A study is being done by Public Works to address the safety of the crosswalk from the Goodwill store to the Safeway store on Pacific Ave.

Metro's commercial food waste recycling program with Forest Grove is underway.

The County has decided upon a preferred design of a roundabout for Martin Rd and Hwy 47. A smaller project at Thatcher and Gales Creek is set to have a lighted crosswalk for added safety of students and pedestrians crossing there.

Council Creek Regional Trail has a right of way easement owned by Portland and Western Railroad. This is a 60 ft. wide corridor easement. If they would agree to abandon their easement we could obtain this property for potential use of a bicycle path, pedestrian path and a possible a transit corridor for busses or street cars. Forest Grove has applied for a grant with Metro as well as some matching funds received from Washington County in hopes of moving forward on this design.

Clean Water Services purchased a portion the TTM building for the purpose of setting up a possible education and research facility.

**C. Forest Grove Economic Activity last 5 years, Jeffrey King**

Jeff presented and read through his latest presentation of Forests Grove's economic activity over the last 5 years.

**D. Marketing Review FY18-19 & 19-20, Jeffrey King**

Jeff presented a handout showing the various ways we are marketing and advertising the City of Forest Grove. Bringing awareness to Forest Grove is a major part of our economic development and tourism efforts.

**E. Board Membership**

An election for Chair and Vice Chair of the EDC is needed. The Vice Chair position is typically a fill in position to the Chair. The Chair is the main liaison to the commission.

Jeff will continue to handle most of the work load of preparing the agendas each month. Presenting to the commission or council is prepared by Jeff and presented by the Chair. These positions are highly supported by Jeff King.

James Draznin will be stepping down from his current position as EDC Chair. It was determined Tim would step in as Vice Chair through the summer to allow time for recruitment of a new Chair. Councilor Rippe mentioned it would be very helpful to have elections complete by September.

Tom Raabe moved to have Tim Budelman step in as Vice Chair for the summer and possible September meeting with the intention of voting in a new Chair and Vice Chair in September, Howard Sullivan seconded and the motion passed unanimously.

Jeff asked for emailed responses from those who may be interested in either position.

Councilor Rippe discussed the advisory committee that has been created for the Urban Renewal Agency Committee (URAC). Three candidates have applied for this position. This committee would be in charge of providing ideas on how funds would best be spent. The URA has currently funded the store front improvement projects. There is a position designated for an EDC member on the advisory committee. The EDC will need to determine who will fill this position.

**6. STAFF AND BOARD MEMBER COMMUNICATIONS:**

Tom Raabe mentioned September 21<sup>st</sup> will be the annual Corn Roast, celebrating Forest Grove. Volunteers are needed.

Jeff King mentioned the Economic Development Strategic Plan was recommended to City Council for adoption. There are a few minor changes that need to be made before it will be re-submitted to Council for approval in September.

Jeff King updated on the patisserie that may pop up in the downtown area as well as a possible health/juice bar concept coming up.

Javier Urenda gave an update on the remodel happening to the Adelante Mujeres building that is set for completion in August including the commercial kitchen. They also just completed their first Empresas Small Business Class that had three applicants. They have another session scheduled with several applicants eight of whom are from Forest Grove.

**7. ANNOUNCEMENT OF NEXT MEETING:**

James Draznin announced that the next meeting of the EDC will be on Thursday, September 12th at 12:00 p.m. in the Alice Inkley Room at Mcmenamins Grand Lodge.

**8. ADJOURNMENT:**

James Draznin adjourned the meeting at 1:35 p.m. by consensus.

Respectfully submitted by:  
Shannon Reynolds  
Administrative Specialist  
City of Forest Grove

Approved by the Forest Grove EDC:

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

**1. CALL TO ORDER:**

The meeting was called to order at 12:05 p.m. by EDC Member, Tim Budelman.

**ROLL CALL: EDC MEMBERS PRESENT:** Brad Bafaro; Tim Budelman; Kevin Emerick; Mark Nakajima; Tom Raabe; Howard Sullivan; Javier Urenda; Barbara Wineman, Christopher Wilmeth

**EDC MEMBERS ABSENT (EXCUSED):** Steve Krautscheid , Jennifer Prickett Jim Langstraat, Guy Storms, Jill Verboort, Jonathan Yawson, James Draznin

**EDC MEMBERS ABSENT (UNEXCUSED):** Kevin Yamada;

**OTHERS PRESENT:** Court Carrier; Jim McCreight; Bruce McVean; Dick Stinson; Yvan Saastamonien

**COUNCIL LIAISON:** Councilor Rippe

**STAFF PRESENT:** Jeff King, Economic Development Manager; Shannon Reynolds, Admin Specialist

**2. CITIZEN COMMUNICATION:**

None

**3. APPROVAL OF ECONOMIC DEVELOPMENT COMMISSION MINUTES:**

Tom Raabe moved a motion to approve the meeting minutes from July 11, 2019. Howard Sullivan seconded. The motion passed unanimously.

**4. ADDITIONS/DELETIONS:**

None

**5. BUSINESS:**

**A. Chamber of Commerce Update, Howard Sullivan**

The Great Grains Event will be held at Lyle Spiesschaert Farms Saturday, the 14<sup>th</sup>. The Sidewalk Chalk Art Festival will be held Saturday, September 21, from 8 am to 4 pm. The 55<sup>th</sup> Annual Corn Roast and Art Bizarre will be the same day from 11 am to 5 pm. Junior Achievement will be held at both Forest Grove High School and Neil Armstrong Middle School this year. Howard mentioned several donors that have helped to make this event a success. Howard inquired of any EDC members that may be interested in providing additional funding for this event. Several members generously donated personally.

**B. Board Elections and bylaw update:**

Jeff reminded the EDC that an election for Chair and Vice Chair positions were due. Tom Raabe moved a motion to elect Kevin Emerick for the position of EDC Chair and

Javier Urenda for the position of EDC Vice Chair. Howard Sullivan seconded and the motion passed unanimously.

Jeff King mentioned that once a bylaw template has been approved, the Economic Development Commission will need to decide on their adjusted member size and recommend to the Forest Grove City Council for final approval. He also reminded members of the importance to give feedback on your availability to attend the monthly EDC meetings.

**C. Entrepreneurship & Innovation Programs, Jim McCreight, Oregon Technology Business Center, Beaverton**

Jeff provided a handout on potential partnerships that might have interest in partnering in our economic strategic plan of Entrepreneurship and Innovation. He introduced and welcomed Jim McCreight from the Oregon Technology Business Center (OTBC) as guest speaker.

Jim McCreight spoke to the EDC on the Virtual Incubation Program that is available to Forest Grove Entrepreneurs. Mr. McCreight gave a brief overview of the (OTBC) Investor Group that selects five start-up companies to receive a \$25,000 investment funding for their startup company. In addition the startup companies will reside at the OTBC location for one year to receive mentoring, training and introductions as well as provide quarterly updates to the investor group. This has been a successful program for Beaverton. Mr. McCreight wanted to remind everyone that the “2020 Startup Challenge” was open to companies/applicants that currently reside outside of Beaverton as well.

**D. Council Update, Councilor Rippe:**

Councilor Rippe provided an update from City Council. The Park and Recreation district will continue with the approved Master Plan updates. The new police facility is still being considered for a possible bond measure in May. The Dollar General permit to build was approved by the Planning Commission; however, it was denied by City Council. The new food management resolution was passed by City Council and will be implemented over the next several years in phases. Public hearings were held on Severe Weather Shelters and Seasonal Shelters. The code is being adjusted so that only designated 501c3's will be allowed to have this type of shelter. The new Economic Strategic Plan was accepted by City Council. Interviews were held for the Urban Renewal Agency Committee positions; five people were selected thus far for the seven available positions. Thatcher and David Hill intersection will soon become a four-way stop. A study is still underway for possible changes to the crossing area between Goodwill and Safeway. The intersection of Gales Street, E Street and Thatcher will have some safety modifications made as well.

**E. Tourism Update, Court Carrier:**

Mr. Carrier gave an update on the Tourism Advisory Committee (TAC) as well as upcoming events for the City of Forest Grove. They successfully implemented a multi-day event for the Great Grains Harvest that previously had been a single day event. The grape harvest is ramping up and they are marketing the City in various ways. The committee has completed their Tourism Strategic Plan and have begun drafting a marketing budget. Concours d'Elegence had its most successful turn out thus far. They will now be able to provide funding for scholarships, student exchange programs, shelter boxes, Peace Village funding, etc. Once the TAC has finalized a marketing plan it will be recommended to City Council on October 7 for final review and approval. A social media company has been hired to handle the new social media account for The City of Forest Grove. Some re-branding for the City will be done to encourage and attract more tourism. Information for a possible tourism grant from Travel Oregon should be in soon. Another grant will be applied for through Washington County. The City of Forest Grove Tourism will also be joining efforts with Travel Portland to enhance our tourism efforts. Lastly, they have reached out to Pacific University for resources to help with graphic services and film efforts.

**6. STAFF AND BOARD MEMBER COMMUNICATIONS:**

Javier Urenda updated that the Adelante Mujeres projects are coming close to completion. They will be moving into their new building next month as well as opening the new kitchen. Their current business class currently has eight participants enrolled.

Jeff mentioned a few more events that are happening over the upcoming weekend.

**7. ANNOUNCEMENT OF NEXT MEETING:**

Tim Budelman announced that the next meeting of the EDC will be on Thursday, October 3, 2019, at 12:00 p.m. in the Alice Inkley Room at McMenamins Grand Lodge.

**8. ADJOURNMENT:**

Tim Budelman adjourned the meeting at 1:30 p.m. by consensus.

Respectfully submitted by:  
Shannon Reynolds  
Administrative Specialist  
City of Forest Grove

Approved by the Forest Grove EDC:

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

**1. CALL TO ORDER:**

The meeting was called to order at 12:07 p.m. by EDC Chairman Kevin Emerick.

**ROLL CALL: EDC MEMBERS PRESENT:** Brad Bafaro; James Draznin; Steve Krautscheid; Mark Nakajima; Tom Raabe, Guy Storms; Howard Sullivan; Javier Urenda

**EDC MEMBERS ABSENT (EXCUSED):** Tim Budelman; Jim Langstraat; Jennifer Prickett; ; Jill Verboort; Jonathan Yawson

**EDC MEMBERS ABSENT (UNEXCUSED):** Kevin Yamada; Christopher Wilmeth

**OTHERS PRESENT:** Rich Blackmun; Bruce McVean; Dan Riordan; Greg Robertson; Barbara Wineman

**COUNCIL LIAISON:** Councilor Rippe

**STAFF PRESENT:** Jeff King, Economic Development Manager; Shannon Reynolds, Admin. Specialist

**2. CITIZEN COMMUNICATION: None**

**3. APPROVAL OF ECONOMIC DEVELOPMENT COMMISSION MINUTES:**

Howard Sullivan made a motion to approve the meeting minutes from September 12, 2019. Mark Nakajima seconded. The motion passed unanimously.

**4. ADDITIONS/DELETIONS: None**

**5. BUSINESS:**

**A. Chamber of Commerce Update, Howard Sullivan:**

Howard Sullivan updated EDC members on a few events in Forest Grove over the past month. The 55<sup>th</sup> Annual Corn Roast was another success.

**B. Council Update, Councilor Rippe:**

Councilor Rippe gave an update from the City Council. A work session was held to follow up on the Dollar General decision with a further look into Neighborhood Mixed Use Zones. The City has introduced a new software system called Camino. It is primarily being used in City Planning but will eventually expand to the permitting process. It will simplify the permitting process for both the user and applicant. Council also accepted the Housing Needs Analysis which will be added to the City's Comprehensive Plan. A resolution was passed for both Seasonal and Severe Weather Shelters. A revision of the Light and Power Policy was done to extend power lines. Several traffic lights in various intersections will be updated. Five members for the Urban Renewal Advisory Committee have been approved. They will report to the Urban Renewal Agency Board. There are still two vacancies that need filled: Banking/Finance Industry and Business/Property Owner.

**C. Bylaw Update and Board Member Title Vote, Jeff King:**

Jeff reviewed items concerning EDC Bylaws that need updated. The main objective was to amend the EDC membership from 19 to 15 as well as identifying membership titles that will be removed or changed. A few more items will need some revision before the new Bylaws will be recommended to City Council for approval.

Brad Bafaro made a motion to formally amend our existing bylaws of board size from 19 members to 15 members while eliminating three positions: Utility, Developer, and Business/Citizen at Large. This amendment will also move Workforce membership to liaison member status. Steve Krautscheid seconded and the motion passed unanimously.

**D. Metro Employment Land Site Readiness Toolkit Program Update:**

Jeff King discussed the various ways the lack of industrial land throughout Forest Grove is being addressed. Through a grant from Metro, Woodfold Manufacturing has been selected by the County as a project location to be incentivized. A roadmap is being developed to strategize the site for market ready status.

**E. Transportation Projects & Planning; Greg Robertson, Director Engineering and Public Works; Dan Riordan, Senior Planner; Rich Blackmun, Engineering:**

Greg Robertson spoke on projects that the City is currently working on in conjunction with Washington County and ODOT. The first project presented was the Highway 47/Maple Street/Fern Hill Road intersection. A study was completed to address the safety concerns of this intersection. Based on the results it was determined a round-a-bout will be the best option. ODOT is currently reviewing the results from the study and the Engineering Department will give an update to City Council on November 12.

The second project is a decorative improvement to the intersection of Main Street and 21<sup>st</sup> Avenue. Surface treatments to improve traffic circulations for both the pedestrian and driving community will be installed. The final project presented was the crossing between Goodwill and Safeway on Pacific Avenue. They will implement several new safety features to bring more awareness to both driver and pedestrian.

Rich Blackmun addressed the Martin Rd/Hwy 47 intersection project. An initial drawing of the proposed roundabout for this project was handed out. Washington County is currently working on several aspects of this as well.

Dan Riordan presented the Tualatin Valley Highway/East Forest Grove safety improvement plan project. ODOT is fully funding this due to the high level of safety issues. Improvement of this corridor started in June with some community outreach. Project completion will be next year possibly late spring. The second project Dan

mentioned is the downtown parking study for B Street to Cedar Street and 23<sup>rd</sup> Avenue to 18<sup>th</sup> Avenue. Lancaster Engineering is being utilized to assess and study parking

trends and needs. Once the study is complete it will be reviewed and presented to City Council for consideration.

**6. STAFF AND BOARD MEMBER COMMUNICATIONS: None.**

**7. ANNOUNCEMENT OF NEXT MEETING:**

Kevin Emerick announced that the next meeting of the EDC will be on Thursday, November 7, 2019, at 12:00 p.m. in the Alice Inkley Room at McMenamins Grand Lodge.

**8. ADJOURNMENT:**

Kevin Emerick adjourned the meeting at 1:30 p.m. by consensus.

Respectfully submitted by:  
Shannon Reynolds  
Administrative Specialist  
City of Forest Grove

Approved by the Forest Grove EDC:

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

APPROVED

Forest Grove Historic Landmarks Board  
Community Auditorium, 1915 Main Street  
October 22, 2019 -- 6:30 P.M. Page 1 of 3

3F

**Members Present:** Jennifer Brent, George Cushing, Larissa Whalen Garfias, Kelsey Trostle, Holly Tsur, Bill Youngs  
**Member Excused:** Mark Fischer  
**Staff Present:** James Reitz  
**Citizens Present:** 04 (Kaylene Selk, Diana Painter, Gary Eddings and Melody Haveluck)

1. **Call to Order:** Tsur opened the meeting at 6:36 p.m. She requested a moment of silence in honor of City Councilor Tom Johnston, recently deceased. She noted that the Board will greatly miss his contribution to the Board and to the community at large.

2. **Citizen Communication:** Ms. Haveluck said the Old Train Station haunted house would be open on Saturday, October 27<sup>th</sup> with extended hours. The FHFG staff planned to pass out candy on Halloween and they were accepting donations to help pay for it; several Board members contributed.

3. **Action Items / Discussion:**

**A. Preservation Grant Request: W. R. Taylor House @ 2212 "A" Street (Washington County Tax Lot 1N331CC05201). Applicant: Kaylene Selk. File Number: 311-19-000027-PLNG.** Kaylene Selk was present to discuss her proposed project. It was first noted that she is a former Board member and many current Board members know her very well, but all advised that they could make an unbiased decision on this application. There were no challenges to anyone's participation.

Ms. Selk said that the sun porch was probably not original to the house but was definitely in keeping with its architecture. She had no knowledge of when the balusters and railing were added; it may have been later than the construction of the sun porch itself.

Ms. Selk said that the project would replace the roof, balusters and railing on the sun porch. She said when the roof was replaced a few years ago, it was thought to be in good shape. However, in the past year, she has observed water stains on the inside of the room. Upon closer inspection, it was determined that the roof was severely deteriorated, and the railing balusters around the perimeter of the roof were also badly rotted away thus requiring their replacement as well. Ms. Selk noted that the roof was essentially flat with only a slight angle to drain away water. The area is not a deck, as there is no access to it except via a window.

She noted that the room is not currently insulated so she intends to have 2 inches of solid foam insulation added, along with a flexible membrane, new balusters, and new railings and corner caps. It will be primed at the time of construction but the top coat would not be done until next summer when the weather improves.

She further noted that the balusters and other decorative elements of the railing would be slightly different than what is extant, which is constructed with full dimensional lumber. The replacement material would be of dimensions currently available. And, because the railing is purely decorative, height would not be an issue.

Ms. Selk stated that she received two bids and selected a contractor she has used before that will work closely with her on any issues that come up.

The Board discussed the railing and balusters and concluded that so long as the railing height and baluster spacing remained proportionate, the use of standard dimensional lumber versus custom-milled would be acceptable.

Youngs strongly encouraged her to use cedar rather than some other type of wood for the balusters, as cedar is more durable. He noted that the new corner posts might have a

slightly different ornamentation but they would closely mimic the originals. Ms. Selk replied that she was hoping to install metal caps on the corner posts but they may not be available, so she might just paint them. Youngs recommended using an epoxy paint on the corner caps as it would provide more protection over a longer period.

**Trostle/Cushing to approve a 1,000 grant with these conditions:**

- **Balusters may be of standard dimensions (1 ½ x 1 ½ - inch) but shall be spaced closer together than the originals in order to maintain the correct scale; and**
- **Railing height may be reduced by no more than a 1/3.**

**Motion carried unanimously.**

- B. Downtown District Nomination:** Diana Painter of Painter Preservation was introduced to the Board; she has been chosen to prepare the nomination. She has just begun familiarizing herself with the area and the town generally to better understand the scope of the project. She noted that she has been to Forest Grove before, but has not spent a lot of time here. She wants to get a "feel of the district" as well as the feel of Forest Grove and the surrounding area. The Board gave many suggestions of areas and buildings that could help her with that.

She said she will be reviewing both the State and National Park Service rules for nominations, and will also study the Original Town survey and context statement to better understand the proposed boundaries, the potential area recommended for inclusion by the City Council, and determining what remains to be researched. She will also review the existing architectural descriptions and expand on those if necessary, noting in particular those storefronts that have been remodeled in the past 50 years.

Scheduling was discussed: the nomination needs to be substantially complete by May 2020 with the initial draft completed by March. Ms. Painter will follow-up with staff to prepare a more detailed schedule. The name of the district was also discussed: "commercial historic district" or "downtown historic district" or something else – no decision was reached.

- C. Alternative Funding Sources:** Youngs reported that although he and Fischer have talked more, they have not done much due to Youngs' recent family loss. He said that most of the grants they've investigated so far are for arts and technology projects; he and Fischer are discussing how our needs might merge with those. He noted that most rehabilitation grants were for repurposing buildings such as converting a warehouse to other uses such as housing or commercial.

Tsur suggested investigating grants targeting low income and the elderly; Trostle said she had a possible lead for aging in place grants through Portland Community College and would pursue that. It was noted that although we may not have any alternative funding grants in early 2020, we could advise the City Council at the CEP grant application presentation that we are diligently working to find other financial sources.

Mr. Eddings commented that the FHFG had discussed the Board's idea of a gala fundraising event and although there was some concern, they admitted that since the Friends only do the house tour every other year, a similar event in the alternate year might be acceptable. They also acknowledged that a gala-type event would be totally different from their historic home tours. The possibility also was raised of both groups working together on the gala. He did raise a valid concern that as the Friends are a nonprofit organization and the Board is City-sponsored, so there might be some legal issues to be worked out.

- D. Editorial Calendar:** No new articles or outreach efforts were proposed.

- E. **Photo Contest:** Whalen Garfias said that her work schedule was so busy now that she could not commit as much time on this as she has before. The Board discussed whether to skip a year or try to find another organization to take over. Instead, the Board decided to proceed but on a more limited scale, by limiting the avenues of promotion to those that were successful last time and not expending any effort on those that were not. A submittal deadline of April 6, 2020 was selected. Youngs offered to prepare the posters to be put up in early March. Whalen Garfias offered to prepare the copy for the January utility bill stuffer. The Public Arts Commission would again be asked to judge the contest.

**4. Old Business/New Business:**

- A. Approval of Historic Landmarks Board Meeting Minutes. **The meeting minutes of September 24 were approved with minor corrections.**
- B. FHFG Report. Mr. Eddings reported that their Holiday Social would be held at Central Cultural in Cornelius on December 8 from 4-7 pm.
- C. Staff Update. Reitz reminded the Board of the Certified Local Government (CLG) training on November 14 in Albany and asked if anyone planned on attending; both Trostle and Tsur expressed interest. He reported that he had attended a meeting about the Main Street program, as the City is considering whether to join. The meeting, although lightly attended, was very informative.
- D. Public Safety Open House. Youngs said that he and Whalen Garfias attended and engaged with many people, advising them about the historic districts, grant opportunities for seismic retro-fitting, and Whalen Garfias' earthquake preparedness game.
- E. November 26 Agenda: Downtown district, alternative funding, editorial calendar, photo contest.

**5. Adjournment:** The October 22, 2019 meeting adjourned at 9:09 p.m.

These minutes respectively submitted by George Cushing, Secretary



Approved

**PARKS AND RECREATION COMMISSION REGULAR MEETING  
WEDNESDAY, OCTOBER 16, 2019  
COMMUNITY AUDITORIUM CONFERENCE ROOM  
PAGE 1 OF 4**

- 1) **ROLL CALL:**
  - a) Commissioners – Ralph Brown, Kenneth Cobleigh, Mackenzie Johnston Carey, Tammi McLaughlin , Howard Sullivan, Susan Taylor, Glenn VanBlarcom and Paul Waterstreet.
    - i) Absent: Brad Bafaro
  - b) Council Liaison – Malynda Wenzl
  - c) Staff – Matt Baum and Tom Gamble
  
- 2) **CITIZEN COMMUNICATIONS:** None
  
- 3) **APPROVAL OF MINUTES:** The minutes of the September 18, 2019 meeting were approved.
  
- 4) **ADDITION/DELETIONS:** None
  
- 5) **OLD BUSINESS:**
  - a) **By-Laws Sub Committee Report**
    - i) The 1974 Resolution #733 created the by-laws for City commissions.
    - ii) Parks & Recreation is one of the original commissions because they are responsible for recommending expenditure of the SDC funds to the City Council.
    - iii) Glenn and Tammi received the template and are working on updating the information for our commission.
  - b) **Park Design & Aquatic Center Design Report**
    - i) PLACE is running the numbers for the estimate of cost for the project.
    - ii) The group will meet in the next couple of weeks to go over the final documents and put together a recommendation for the City Council.
    - iii) A public notice evening meeting for review of the full projects will also be held and input will be included in the recommendation.
  - c) **Facility Closure Up-Date**
    - i) **Aquatic Center**
      - (1) The locker room floors are safer with a better texture on the finish and patrons seem to like it. The small pool has the same surface on the bottom.
      - (2) The pool was a couple of days late in re-opening due to some issues with the flooring material.
      - (3) The locker rooms and hallway were painted.
    - ii) **Rogers Park**
      - (1) The bathroom door lock was vandalized and the new custom made part is taking a long time to get here, but it should solve the problem.
    - iii) **Dog Park**
      - (1) The dog park was closed again for splice seeding and mole eradication.
      - (2) There will be seasonal weather closures going forward, but the winter dog area will not close.
      - (3) A resident entered a photo of her dog in a contest and won a doggie photo booth for the dog park.

**PARKS AND RECREATION COMMISSION REGULAR MEETING  
WEDNESDAY, OCTOBER 16, 2019  
COMMUNITY AUDITORIUM CONFERENCE ROOM  
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**iv) Forest Glen**

- (1) This project is close to being finished. The lower section is done and the upper section is being hydro-seeded. A fence will be in place until the grass starts growing.
- (2) Sidewalk repair continues.
- (3) There was a lot of rock work done to shore up the area that was starting to slide. A cyclone fence will be placed along the upper edge to keep people off the rocks.

**v) "B" Street Trail**

- (1) This large project is almost complete.
- (2) Originally the area encompassed the railroad right of way and City property, but after large sections washed away we needed to include Metro property. Erosion continues so Metro and Clean Water Services completed stream enhancement since this is a tributary to the Tualatin River.
- (3) The railroad trestle and debris were removed and the area was opened up visually.

**6) NEW BUSINESS:**

**a) NRPA National Conference Report**

- i) Tom attended this conference with about 9,000 professionals from around the world, with Cal Ripken, Jr. as the keynote speaker. The number one topic was homelessness, a nationwide struggle. There were different responses to the problem presented. Some communities feel the park providers need to provide more services. Olympia tried this and ended up closing the facility because of all the problems associated with it.
- ii) There was also focus on creating partnerships in your community, something we are already doing in Forest Grove.
- iii) Trends are shifting as a reaction to Baby Boomers, such as the call for bocce ball courts.

**b) Eastside Park Study Scope**

- i) PLACE is finalizing the scope of services.
- ii) Since this will be a public/private partnership PLACE will facilitate a conversation with all the partners: The city of Forest Grove, the city of Cornelius, the school district and the Rose Grove mobile home park.

**c) Pacific University Softball Structure**

- i) This facility would add space for women's softball to help the university comply with Title 9.
- ii) They now have funding in place and are reaching out to the City to talk about design, size, lot lines and hours of use for both Pacific and the public.

**7) COMMISSIONER'S REPORTS:**

**a) Ralph:**

- i) There was a representative from Hagg Lake at the Farmer's Market asking what people want to see happen there.

**b) Susan:**

- i) The pool looks good and the floor is no longer slippery.

**PARKS AND RECREATION COMMISSION REGULAR MEETING  
WEDNESDAY, OCTOBER 16, 2019  
COMMUNITY AUDITORIUM CONFERENCE ROOM  
PAGE 3 OF 4**

- c) **Paul:**
    - i) The annual Board & Commissions dinner will be in January. Please let me know if you want anything mentioned.
    - ii) You can only be chair for two years, so be thinking about who can replace me in January.
  - d) **Glenn:**
    - i) Should our park signs be updated? Perhaps larger signs just stating the hours the parks are open.
- 8) **COUNCIL LIAISON REPORT:**
- a) **Malynda:**
    - i) Councilor Tom Johnston passed away Monday morning. His service will be held at Visitation Church on October 28 at 11:00 a.m.
    - ii) The student delegation from our sister city, Nyuzen, will be here October 26 thru October 30.
    - iii) The Council's work session focused on the "Vision Statement" from 2007. They are going through the steps and process to create new core values.
    - iv) Joint work session October 20 at the school district offices with the City, school district and the city of Cornelius to talk about facilities and shared use. The public can attend and listen, but not participate.
    - v) Grove Link is looking at expanding services hours or routes.
    - vi) I will be attending the National League of Cities conference November 19 thru November 23.
- 9) **STAFF REPORTS:**
- a) **Tom:**
    - i) **Rogers Park**
      - (1) The Rogers Park project is multiple layers and things are coming together.
      - (2) We have applied early for a drainage permit from Clean Water Services so that it will be in place before the project begins.
      - (3) Harpers Playground original donation goal has been met and continues to grow towards the new goal of \$500,000. I attended an impressive fundraiser event.
      - (4) The Robinson's/Love Rock Foundation have donated \$175,000 and are donating another \$20,000.
      - (5) The team met last week at Susan's to go over the plans.
      - (6) The elements being made from the wood from the sequoia tree are taking shape. The large trunk will be a hollowed out entry tree and there will be a lemonade stand, "A's" and even snakes. All the pieces should be completed by January 1.
      - (7) We are working with some quarries to try and find a large Love rock. It will be placed in the middle of the park with a picture of the girls and a statement from the family mounted on it. Around the base will be the names of all the big donors.
    - ii) **TTM** wants to donate something to the parks every year. They want to support their community.

**PARKS AND RECREATION COMMISSION REGULAR MEETING  
WEDNESDAY, OCTOBER 16, 2019  
COMMUNITY AUDITORIUM CONFERENCE ROOM  
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**b) Matt:**

- i) Attended an ORPA conference. Visited Oxbow Park so I got a chance to look at how some big pieces of the sequoia were used to make huts. Nature play was a big focus of the conference.
- ii) We're taking out the sand pit at Lincoln Park and installing an "Expression Swing" in its' place. There will also be benches installed and a piece of interactive musical equipment. There will be a wood chip base and we are working on a ramp entrance.
- iii) We've been doing a lot of planting this fall. Relocated the Rotary tree and the Huffman memorial tree to a higher spot about and south of the playground at Thatcher. We will be adding a few more ornamental trees, which will make a nice grove.

**10) ANNOUNCEMENT OF NEXT MEETING:** The next meeting will be Wednesday, November 20, 2019 at 7:00 a.m.

**11) ADJOURNMENT:** The meeting was adjourned at 8:45 a.m.

3H

Approved

PUBLIC ARTS COMMISSION  
Thursday, October 17, 2019  
Fire Station Conference Room  
1919 Ash St, Forest Grove, OR 97116

Page 1

MINUTES APPROVED BY THE PAC on NOVEMBER 21, 2019

**Commission Members Present:** Linda Taylor, Emily Lux, Dana Eytzen, Michael Goetzke, Laura Frye, Pat Truax, Amy Tracewell, Kathleen Leatham. **Excused:** Kathy Broom. **Staff Present:** Colleen Winters, Tom Gamble. **Council Liaison Present:** N/A. **Guest(s):** April Hoff, Linda Allen.

**1. CALL TO ORDER:** By Dana Eytzen at 5:00 pm.

**2. CITIZEN COMMUNICATION:** N/A

**3. APPROVAL OF PAC MEETING MINUTES:** Amy motioned to approve the September meeting minutes as corrected, Pat seconded. Motion carried unanimously.

**4. ADDITIONS/DELETIONS:** Deletions: 5E. Art Contest; Additions: 5E. Art Walking Tour, 5F. Sculpture Pop-Up Show

**5. DISCUSSION/DECISION ITEMS:**

**A. Mini-Grant Application:** Annual Artist Event (AAE) @ Valley Art-Presented by Linda Allen. This mini-grant was amended for accuracy prior to the meeting, including date and budgetary changes and updated contact information. The updated copy will be emailed to Dana. Next year, VA intends to apply for a sponsorship instead of a mini-grant for AAE. Linda Taylor moved to approve the mini-grant from CEP funds, Emily seconded. Motion carried unanimously. Linda Allen mentioned that Bites is hosting a fundraiser for Valley Art on Tuesday, 10/22, and encouraged PAC members to attend.

**B. Mini-Grant Application:** 97116 Art Show-Presented by April Hoff and Emily Lux. Description of the expansion of last year's 97116 Show into "Paint the Town", which features 14 local businesses and art venues in a game board format. Participants receive stamps when visiting featured "players" in addition to the 97116 Art Show, to be entered to win one of multiple gift cards to local businesses. Amy moved to approve the mini-grant using CEP funds; Linda seconded. Motion carried unanimously. Emily excused herself from voting.

**C. Sponsorship Application:** Sing Your Own Messiah-Presented by Laura Frye. Laura described the growth of this event over the past two years. Dana read the application aloud for clarity, because this was the PAC's first sponsorship application. Discussion included adding the estimated number of attendees to the application. Pat moved to approve out of CEP sponsorship funds. Kathleen seconded. Motion carried unanimously. Kathleen moved to purchase a PAC sponsorship display board to put up during PAC sponsored events, not to exceed \$50 from discretionary funds. Pat seconded. Motion carried unanimously. Laura excused herself from voting.

**D. Winter Arts Guide:** Discussion of the various ad sizes available and their prices versus the free calendar listing, and the low number of inquiries received from our last ad. The PAC decided to use the free calendar listings for the upcoming quarter.

**E. Art Walking Tour:** The 97116 Art Show was going to feature the PAC Public Art Walking Tour as a “bonus round” on their game board, but wanted to gauge interest/logistics first. It was decided that the walking tour would not be added due to potential inclement weather in November, as well as the quick turnaround time of the event (one week only) posing scheduling problems.

**F. Sculpture Pop-Up Show:** Follow-up on last month’s discussion of the PAC hosting a 3D/sculpture pop-up show in conjunction with the 97116 Show. The show will be open to glass, sculpture, and 3D artists in a booth-style event similar to an indoor Art Bizarre on Friday, 11/15, only. It will be open to the public from 5-8 pm, total hours with set-up and take down being 3:30-9:00 pm. Artists will handle all of their own sales, and PAC members will be present to assist with breaks. Emily will confirm with Bev that the tentative reservation of the City Auditorium is still valid, and to see if the call and application can be posted on the city website. Dana offered to help with artist applications and fee collection. Discussion of email correspondence and public meeting laws. In this case, no public meeting laws were violated due to the discussion primarily centering on individual scheduling and event times. When in doubt, err on the side of caution and post a public meeting notice just in case.

#### **6. INFORMATION ITEMS:**

**A. Finance Report:** Reviewed. Art Bizarre artists who did not participate will be removed from the report.

**B. URA Public Art Project Update:** Colleen, on behalf of Bryan Pohl-The updated budget amount for the banner pole project is now \$30,000. Discussion entailed including the installation costs in the overall budget versus omitting that amount in the call. The decision is to leave the amount at \$30,000 because the construction of the artwork will directly impact the cost and logistics of installation.

#### **7. COMMISSIONER COMMUNICATIONS: N/A**

#### **8. STAFF COMMUNICATIONS:**

- **Colleen:** Last Friday was the Ginsburg Memorial Garden dedication at the library. Eric Canon’s artwork was created in the likeness of an arbor from Dick Ginsburg’s home. 10/26 is the library’s 110th birthday celebration from 1-4pm. Slow Rise Bakery will bring cookies that were popular 110 years ago, and there will also be games to play from the late 1800s, as well as songs of the era by a barbershop quartet. Gann Bros. Printing will be on site printing commemorative bookmarks. The celebration is being hosted by the Friends of the Library, which is also holding the used library books sale from 10/21-10/26.

Charles McAvoy’s memorial service is scheduled for Sunday, 10/20, from 2-4pm at the UCC.

- **Tom:** Anna and Abby’s Yard installation will begin in March. Nearly \$700k has been raised (approximately \$500k from Harper’s Playground and \$170k by the Forest Grove community and Love Rocks Foundation.) The park will be a showcase of creativity and will include fairy houses, elements fully accessible to people with disabilities, and many natural elements including park features created from a felled tree that originated in Rogers Park, which is currently being

processed by a woodworker in Carlton. Parts of the tree have also been used at Oxbow and other locations.

Council Liaison Tom "TJ" Johnston's memorial service will be held on Monday, 10/28, at Visitation Church in Verboort at 11am.

The design process is winding down for the parks art walk and there is currently a budget recommendation of \$30k per piece. These sculptures will be permanent, and will have an overarching theme.

Tom recently visited the Library of Congress and remarked on the caliber of their art collection.

**9. COUNCIL LIAISON COMMUNICATIONS: N/A**

**10. ADJOURNMENT:** Meeting adjourned by Dana Eytzen at 6:27 pm.

Respectfully Submitted by Emily Lux.



*A place where families and businesses thrive.*

<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>3. I.</u>
MEETING DATE:	<u>12/09/2019</u>
FINAL ACTION:	<u>RESO 2019-59</u>

**CITY COUNCIL STAFF REPORT**

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**TO:** *City Council*

**FROM:** *Jesse VanderZanden, City Manager*

**PROJECT TEAM:** *Tom Gamble, Director, Parks and Recreation  
Recreation Commission, Paul Waterstreet, Chairperson*

**MEETING DATE:** *December 9, 2019*

**SUBJECT TITLE:** *Resolution Approving P&R Commission's Bylaws*

**ACTION REQUESTED:**

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

*X all that apply*

---

**ISSUE STATEMENT:** The City Council has implemented a plan that standardizes the bylaws of City of Forest Grove Boards and Commissions. The Parks and Recreation Commission is submitting the attached set of Bylaws for approval.

**BACKGROUND:** The Recreation Commission has been assigned by the City Council to advise the Council on issues related to Recreation, Aquatics and Parks Facilities for decades. The Commission has not operated with Bylaws since its formation. The commission has functioned as described and authorized by City Code.

The Commission in their November 20, 2019, approved unanimously, the attached Bylaws that defines the mission and methods of the Recreation Commission.

**STAFF RECOMMENDATION:** Staff recommends the City Council approve the attached Resolution.

**ATTACHMENT(s):**

Resolution & Exhibit A Bylaws

**RESOLUTION NO. 2019-59****RESOLUTION ADOPTING CITY OF FOREST GROVE  
PARKS AND RECREATION COMMISSION BYLAWS  
AND REPEALING RESOLUTION NO. 1974-733**

**WHEREAS**, the Parks and Recreation Commission was established by Resolution No. 1974-733, which was adopted by the City Council on February 11, 1974; and

**WHEREAS**, pursuant to Resolution No. 2019-20, the Council amended its Council Rules of Procedure, §14, relating to the Advisory Boards, Commissions and Committees (B/C); and

**WHEREAS**, as set forth in §14.15, each B/C is required to adopt by Council Resolution new Bylaws or rules of procedures following a standard template provided by the City; and

**WHEREAS**, the Commission reviewed and combined its existing Bylaws to form to the new Bylaw template; and

**WHEREAS**, the Commission reviewed and unanimously approved the newly-revised Bylaws (Exhibit A) at its meeting held on November 20, 2019; and

**WHEREAS**, the Bylaws (Exhibit A) prescribe the Commission's duties and responsibilities and provide for all matters directly concerning park and recreation as well as re-establishing its existing membership.

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

**Section 1.** The City Council hereby accepts and adopts the City of Forest Grove Parks and Recreation Commission Bylaws (Exhibit A).

**Section 2.** Resolution No. 1974-733 is hereby repealed in its entirety.

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

**PRESENTED AND PASSED** this 9<sup>th</sup> day of December, 2019.

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

**APPROVED** by the Mayor this 9<sup>th</sup> day of December, 2019.

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



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## **PARKS AND RECREATION COMMISSION BYLAWS**

**Section 1:** **Parks and Recreation Commission** (herein referred to as P&R)

**Section 2:** **Established by Council Resolution No. 1974-733, February 11, 1974.**

**Section 3: Purpose**

1. The purpose of the advisory B/C is to encourage broad-based community representation and to advise City Council on public policy issues affecting Forest Grove and Council-adopted Goals and Objectives. The B/C is directly responsible to the Council.
2. **To advise and make recommendations to the City Council on parks and recreation programs, planning and facility development.**

**Section 4: Powers and Responsibilities/Objectives**

1. **To advise the City Council on matters pertaining to all parks and recreation programs, planning and facility development.**
2. **To represent community interests and input in promoting a system of parks, recreation facilities, trails and programs that serves the entire community, reflects the character of Forest Grove and protects our natural resources.**

**Section 5: Organization and Structure**

1. Membership:
  - a. Members of the B/C shall be composed of **nine** members and **one student member** who shall be appointed by City Council.
  - b. **Two** members may reside outside of corporate limits of the city.
  - c. **One member from each of the five areas of the City (NNW = Forest Glen, Knox Ridge, and Thatcher Parks; NW = Lincoln, Hazel Sills, Aquatic Center, and Talisman Parks; SW = Rogers Park; SE = Joseph Gale Park; and NE = Bard and Stites Parks); one member from the School District; three members at-large, and one student member.**
  - d. Members are required to attend training courses as assigned and approved by City Council.
  - e. An individual member may not act in official capacity.

- f. The City Council may in its discretion at any time remove a member for any reason, including inefficiency, neglect in duty, or malfeasances in office.
- g. B/C members serve without compensation.

2. Terms of Office:

- a. B/C members shall be voting members and shall serve four (4) year terms.
- b. Student member shall be a voting member and shall serve a two (2) year term. Student appointee must be high school grade level and residing or attending school, including home-schooled, in Forest Grove.
- c. Terms shall be staggered evenly amongst the membership, beginning January 1 and ending December 31.
- d. 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.
- e. B/C members must apply during open recruitment and be interviewed by City Council after each term to continue service. B/C members who fail to attend a scheduled interview may forfeit the opportunity for appointment or reappointment.
- f. Members may not serve on more than two (2) B/C at the same time.
- g. Appointments to vacant positions shall be filled by City Council for the unexpired term.

3. Officers:

The Chair and Vice Chair shall be elected by the voting members at the first regularly scheduled B/C meeting of each year.

The Chair may not serve more than 48-consecutive months.

4. Powers and Duties of Officers:

In the absence of the Chair and Vice Chair, at a meeting where a quorum is present, the member with the longest continuous service shall serve as Presiding Officer pro tem until such time the meeting is adjourned.

(1) Chair shall:

- a. Preside over and facilitate all meetings, preserve order, enforce rules and determine the order of business.
- b. Compose the meeting agenda in consultation with the staff liaison, specifying the time, place and purpose of the meeting and listing the subjects anticipated to be considered.
- c. A B/C member may propose placing an item on the agenda at a regularly scheduled meeting. If approved by a majority of voting members present, the agenda item will be placed on the next regularly scheduled meeting agenda or an agreed upon future meeting agenda.
- d. The agenda shall follow a standard template provided by the City.

- e. Ensure that all actions are properly taken and recorded and, if required, sign findings and decisions.
- f. Present recommendations to the City Council and other bodies as designated by the Mayor, Council, or Council Liaison.
- g. The Chair shall submit and present an Annual Report to the City Council listing the B/C's major activities for the past year and objectives for the coming year.

(2) Vice Chair shall:

Preside in the absence of the Chair and acts as Chair when the Chair is unable to perform duties.

## Section 6: Meeting Procedures and Quorum

### 1. Meetings:

- a. Unless otherwise required by state law or city code, the B/C shall hold meetings no less than four (4) times a year unless more frequently as established by the B/C.
- b. In January of each year, the B/C shall adopt a schedule of its meetings and schedule its Annual Report presentation to City Council for the upcoming year, including meeting dates for holidays and canceled meetings.
- c. The B/C meeting agenda and packet shall be distributed to the B/C at least five (5) days prior to the meeting.
- d. All meetings are open to the public. Anyone wishing to speak to the B/C may do so under *Citizen Communications*. In the interest of time, comments may be limited to three (3) minutes unless additional time is granted by the presiding officer.
- e. The student member may provide a report at every meeting.
- f. A public meeting is defined as two (2) or more members meeting who have been delegated authority by the B/C to advise or make recommendations to the B/C.
- g. Special meetings may be called by a vote of the B/C at any regularly scheduled meeting, by the request of the Chair, Council Liaison, or written petition by three (3) or more B/C members.
- h. All meetings and hearings shall be held at a designated date, place and time in compliance with Public Meetings Law (ORS Chapter 192) and subject to Public Records Law (ORS Chapter 192).

### 2. Minutes:

- a. The B/C may appoint a secretary at the first regularly scheduled B/C meeting of each year to take the B/C meeting minutes.
- b. Written minutes are required for all meetings.
- c. The minutes shall follow a standard template provided by the City.

- d. The meeting minutes shall briefly summarizing what took place and must include: 1) any action items, 2) attendance, and 3) vote of each member. Verbatim minutes are not required.
- e. Staff may take minutes if the B/C requests the City to do so.
- f. Staff shall review the minutes to assure compliance with state law.
- g. Staff shall post the B/C approved minutes to the website as soon as possible.

3. Attendance:

- a. Members are expected to attend every meeting.
- b. Members shall notify the staff liaison prior to the regular meeting to report an absence.
- c. The Chair, with the consent of the B/C, may submit a recommendation to City Council to deem a member's position vacant for three (3) or more absences in a 12-month period.
- d. The City Recorder's Office shall notify any member who has three (3) or more absences in a 12-month period that their position may be subject to vacancy.

4. Quorum:

Unless otherwise required by state law, a majority of the total number of voting B/C members constitutes a quorum.

5. Voting and Decision Making:

- a. *Roberts Rules of Order Newly Revised* shall govern all proceedings unless they conflict with these rules.
- b. The Chair has the right to vote whenever a vote is cast. In the case of a tie vote with the Chair voting, the motion fails.
- c. The B/C shall operate in the general public interest serving the community as a whole. The B/C shall serve no special interest(s) or endorse any commercial product or enterprise.

6. Conflicts of Interest and Ethics Law:

- a. B/C members are considered public officials subject to the Oregon Government Ethics Law (ORS 244), which seeks to prevent a public official from receiving financial gain or avoiding a financial detriment because of their status as a public official.
- b. B/C members are subject to the Restrictions on Political Campaigning when acting in official capacity (ORS 260.432).
- c. A civil penalty may be imposed by the State for each violation of any provision of the ORS.

7. Role of Council Liaison:

- a. The Council liaison shall be appointed by the Mayor, with the consent of the City Council, and shall be a non-voting member.
- b. Council Liaison's role is to collaborate between the City Council and the B/C to assure each group's collective interest is accurately and

effectively represented to the other, including actively attending and reporting to each entity at their regular scheduled meetings.

- c. The Council Liaison shall have the freedom of the floor at all times to present Council's views and to comment or suggest actions to the B/C.

8. Role of Staff Liaison:

(1) The staff liaison shall be appointed by the City Manager and shall be non-voting. The staff liaison shall assist the B/C by utilizing their expertise regarding city policy and process.

(2) The staff liaison shall:

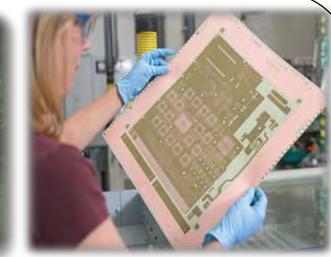
- a. Orient newly-appointed members prior to the first meeting on the duties and responsibilities of being a B/C.
- b. Review the agenda in consultation with the B/C Chair. The agenda shall follow a standard template provided by the City.
- c. Prepare, post and distribute the B/C packet at least five (5) days prior to the meeting. Post the final agenda on the bulletin board at the meeting location.
- d. Prepare B/C meeting minutes, briefly summarizing what took place and must include any action items, attendance and vote of each member.
- e. Report any member who has three (3) or more absences in a 12-month period to the City Recorder's Office.
- f. Additional staff liaison duties and responsibilities may be found in the Council Rules, Section 14.

9. Registry:

The City Recorder's Office shall maintain a current roster of all members, including appointment date, length of unexpired term, and contact information. The roster may be subject to Public Records Law (ORS Chapter 192). A copy of the roster shall be provided to Council and staff liaison at least once per year or upon any substantial change in membership.

10. Amending Bylaws:

- a. A majority of all members must vote affirmatively to modify the B/C bylaws on at least two separate readings at two separate meetings.
- b. A final decision on a bylaw change shall not be made until at least the next regular meeting following the introduction and second of the motion.
- c. All bylaws or rules, including changes, must be approved by the City Council.
- d. Bylaws shall follow a standard template provided by the City.



# Project 1: 21<sup>st</sup> & Main Intersection

## Project 2: Safeway/Goodwill Driveway

December 9, 2019

Greg Robertson & Tony Roos  
City of Forest Grove and Kittelson

# Purpose

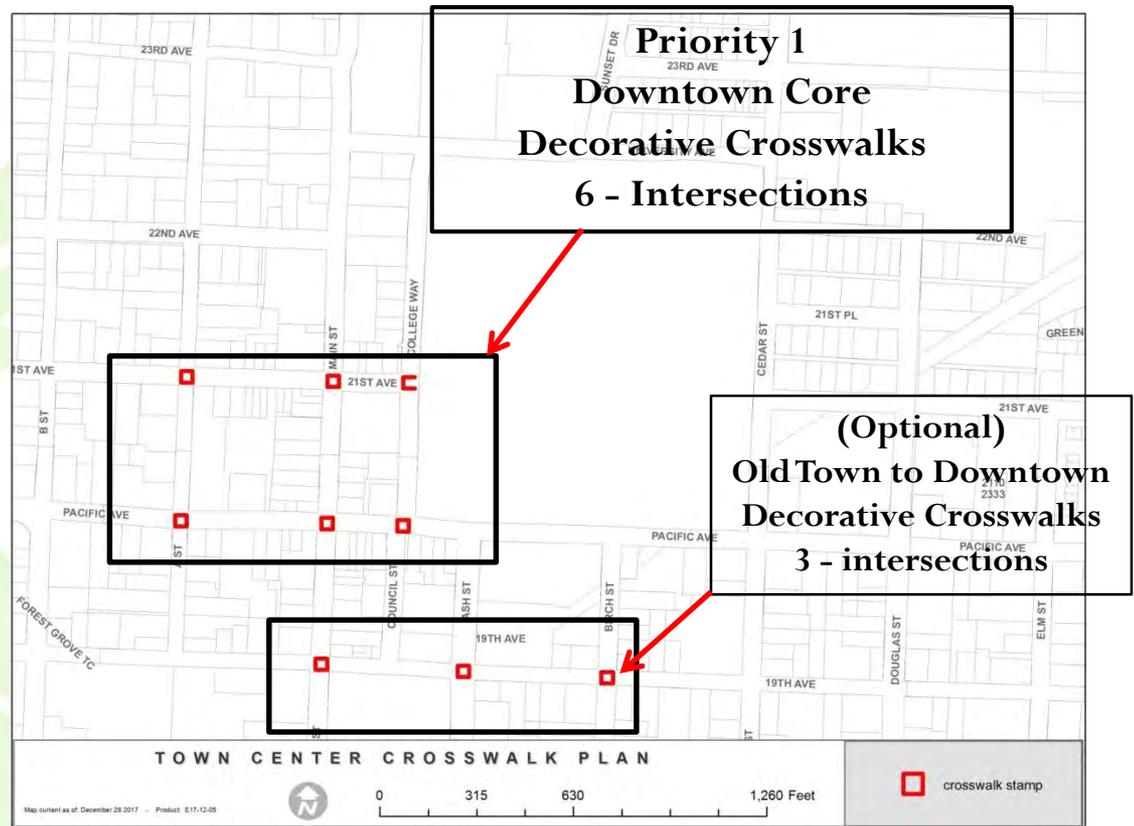
- Present preferred alternatives for two projects:
  - 21<sup>st</sup> and Main Intersection Improvements
  - Safeway and Goodwill Driveway Improvements

## 21<sup>st</sup> & Main

- Addresses Council Objective 1.4 “Implement Town Center Program: Develop concept design for downtown crosswalks.”
- 21<sup>st</sup> and Main is the first of six Priority 1 crosswalks included in the Town Center Crosswalk Plan

# Background: Town Center Crosswalk Plan

- Crosswalk Plan passed by Council in 2018.
- Crosswalk Plan established replacement locations, method and design.
- Criteria included:
  - Replace as they wear out.
  - Use concrete and/or brick paver design.
  - Use high contrast materials to assure visibility.



# Background: 21<sup>st</sup> and Main



## Environment:

- High Pedestrian Traffic
- Truck Route

## Infrastructure Needs:

- Non-Compliant ADA Ramps
- Faded & Worn-out pedestrian crossing markings

## Desired Outcome:

- Increased pedestrian safety
- Maintain freight / delivery access

# Background: 21<sup>st</sup> and Main



## Looked at Five different options:

- Curb Extension
- Raised Intersection
- Raised Intersection with Curb Extension
- Raised Crosswalk with Truck Aprons
- Crosswalk Replacement (Preferred)

# Option 1: Curb Extension



- Cost: \$290k
- Delivery trucks restricted from turns

# Option 2: Raised Intersection



- Cost: \$305k

# Option 3: Raised Intersection w/ Curb extension



- Cost: \$316k
- Delivery/Freight turning restrictions

# Option 4: Raised Crosswalk w/ Truck Aprons



- Cost: \$335k

# Preferred: Crosswalk Replacement



- Cost: \$182k
- Replaces existing markings with concrete slab and brick pavers.
- Brings all crosswalk ramps into ADA compliance.
- Funding included in budget and plan to construct in Summer, 2020



QUESTIONS?



# Background



## Environment:

- High Pedestrian Traffic
- Truck Route
- Bus Stops

## Issues:

- Not stopping for Pedestrians
- Illegal/unsafe crossing between driveways

## Desired Outcome:

- Increased pedestrian safety

# Looked at Two Options

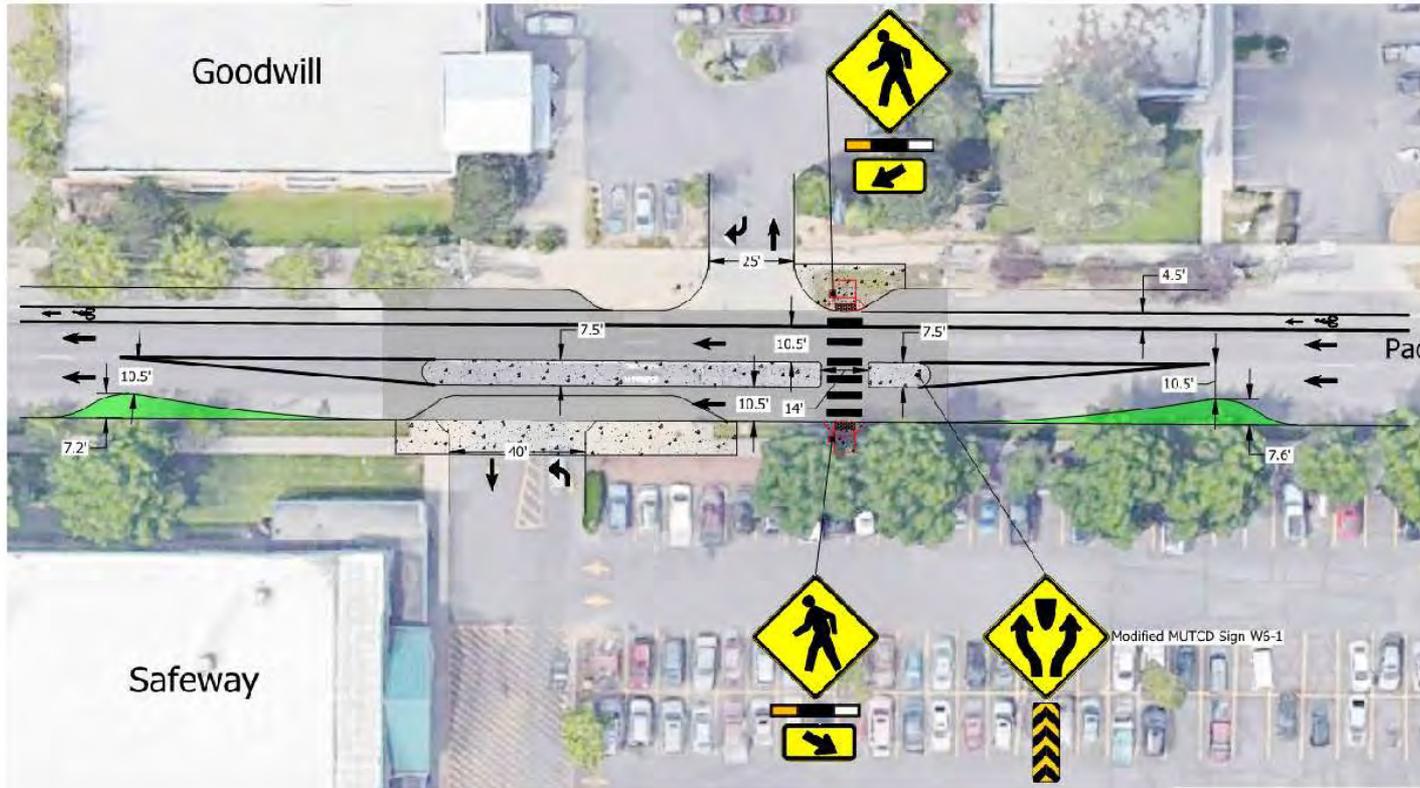
- Option 1: Align Driveway
  - Shift Goodwill West
  - Shift Safeway East
- Option 2 (Preferred): Raised Median Island
- Both Options include replacing old pedestrian flashing signal with Rapid Rectangular Flashing Beacon (RRFB)

# Option 1: Driveway Realignment



- Cost: \$641k

# Option 2 (Preferred): Raised Median



- Cost: \$352k

# Next Steps: Goodwill / Safeway

- Contingent upon available funding
- Bid in Winter 2020 and construct in Summer 2020, pending available funds.

# QUESTIONS?





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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>6.</u>
MEETING DATE:	<u>12/09/2019</u>
FINAL ACTION:	<u>First Reading ORD 2019-14</u>

**CITY COUNCIL STAFF REPORT**

**TO:** *City Council*

**FROM:** *Jesse VanderZanden, City Manager*

**MEETING DATE:** *September 9, 2019*

**PROJECT TEAM:** *James Reitz, AICP, Senior Planner  
Bryan Pohl, Community Development Director  
Paul Downey, Administrative Services Director*

**SUBJECT TITLE:** *Public Hearing and First Reading of an Ordinance to Amend the Forest Grove Code to Defer the Collection of Certain System Development Charges until Building Occupancy*

**ACTION REQUESTED:**

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

**ISSUE STATEMENT:** System Development Charges (SDCs) are collected by various government agencies in order to offset the costs of development to local systems, such as street, water, and sewer networks. SDCs add to the construction expense of all new buildings, including affordable housing. Deferral of payment of these SDCs to building occupancy could aid in the financing of affordable housing projects.

**BACKGROUND:** While SDCs stem from a desire to see development “pay its fair share”, they can also be a major cost burden for developers to bear up-front while developing a site. This burden is particularly problematic for those developing affordable housing, as these costs are due at the time of building permit issuance and often must be rolled into high-interest construction loans that are only paid back when the property transfers to a new owner, or the site begins leasing out to tenants.

Recognizing that the lack of affordable housing was affecting the city’s residents, the City established the Ad Hoc Affordable Housing Committee in late 2016, and has continued to work diligently on the issue. As part of this work, staff recently completed, and the Council adopted, the *Housing Needs Analysis* update. One of the recommendations of this document was to “Provide policies that allow SDC deferrals for affordable housing developments until a certificate of occupancy is granted” (HNA p. 27).

While staff has allowed SDCs to be deferred for affordable housing projects in the past, the passage of these amendments would codify the practice and provide clear parameters for SDC deferral. The proposed ordinance is limited to those SDCs that are exclusive to the City i.e. parks and water. All other SDCs and fees collected by the City (storm sewer, sanitary sewer, transportation development

tax, and schools) are collected on behalf of other agencies including Clean Water Services, Washington County, and Forest Grove School District.

**FISCAL IMPACT:** Adoption of the ordinance will have no fiscal impact on the City.

**STAFF RECOMMENDATION:** Staff recommends City Council adopt the attached ordinance amending the Forest Grove Code as described above.

**ATTACHMENTS:**

- Ordinance to Amend Forest Grove Code Chapter 50 (Exhibit A) and Chapter 151 (Exhibit B)



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## **NOTICE OF PUBLIC HEARING FOREST GROVE CITY COUNCIL**

**NOTICE IS HEREBY GIVEN** that the Forest Grove City Council will hold a Public Hearing **Monday, December 9, 2019**, at **7:00 p.m.** or thereafter, in the Community Auditorium, 1915 Main Street, Forest Grove, to review the following:

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**PROPOSAL:** Amendments to Forest Grove Code Chapter 50 *Water System Development Charge* and Chapter 151 *Parks Systems Development Charge*. At present, these fees are payable prior to the issuance of a building permit. The proposed amendments would allow affordable housing projects to defer payment until building occupancy.

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The hearing is open to the public and interested parties are encouraged to attend. A copy of the staff report and proposed ordinance is available before the hearing at the City Recorder's Office or by visiting the City's website at [www.forestgrove-or.gov](http://www.forestgrove-or.gov). Written comments or testimony may be submitted at the hearing, emailed to [aruggles@forestgrove-or.gov](mailto:aruggles@forestgrove-or.gov), or sent to the attention of the City Recorder's Office, P. O. Box 326, 1924 Council Street, Forest Grove, OR 97116. For further information, please contact the City Recorder's Office, 503.992.3235.

###

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

***FG News-Times***  
***12/04/2019***

**ORDINANCE NO. 2019-14**

**ORDINANCE AMENDING FOREST GROVE CODE OF ORDINANCES  
CHAPTER 50, WATER SYSTEM DEVELOPMENT CHARGE, AND CHAPTER 151,  
PARKS SYSTEMS DEVELOPMENT CHARGE, TO ALLOW THE DEFERRAL  
OF PAYMENT OF WATER AND PARKS SYSTEMS DEVELOPMENT CHARGES  
TO BUILDING OCCUPANCY; FILE NO. 311-19-000032-PLNG**

**WHEREAS**, the City and other agencies impose systems development charges on new buildings to help pay for the construction of sanitary sewers, water lines, parks, storm drainage facilities, and streets; and

**WHEREAS**, the City recognizes that these system development charges add to the construction expense of affordable housing; and

**WHEREAS**, the City collects both water and parks systems development charges, which are payable upon issuance of a building permit; and

**WHEREAS**, deferral of payment of these system development charges to building occupancy could aid in the financing of affordable housing projects; and

**WHEREAS**, notice of this proposal was published in the *Forest Grove News-Times* on December 4, 2019; and

**WHEREAS**, the City Council held a duly-noticed Public Hearing on the proposed ordinance on December 9, 2019, and continue the hearing on January 13, 2020.

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

**Section 1:** The City Council hereby amends Forest Grove Code of Ordinances adopting the following text amendments to Forest Grove Code Chapter 50, Water System Development Charge, and Chapter 151, Parks System Development Charge, as set forth in Exhibits A and B.

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

**PRESENTED AND PASSED** this 9<sup>th</sup> day of December, 2019.

**PASSED** the second reading this 13<sup>th</sup> day of January, 2020.

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

**APPROVED** by the Mayor this 13<sup>th</sup> day of January, 2020.

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

**Ordinance No. 2019-14**  
**EXHIBIT A**

New text is **bold underlined**

CHAPTER 50: WATER SYSTEM DEVELOPMENT CHARGE

§ 50.47 DEFINITIONS.

For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**AFFORDABLE HOUSING. Housing constructed for renters or purchasers earning no more than 60% of median income and paying no more than 30% of total household income in rent or mortgage. Affordable housing is regulated as rent and income restricted through regulatory agreements with the U. S. Department of Housing and Urban Development (HUD) or the Housing Authority of Washington County.**

§ 50.52 COLLECTION OF CHARGE.

(A) The system development charge is payable upon issuance of a permit to connect to the water system. **A building permit applicant constructing affordable housing as defined in § 50.47 may defer payment until occupancy. In cases where the deferral is granted, the system development charge shall be paid in full prior to the issuance of an occupancy permit.**

(B) **Unless deferral is granted under § 50.52(A),** if connection is made to the water system without an appropriate permit, the system development charge is immediately payable upon the earliest date that a permit was required.

(C) The City Manager or designee shall collect the applicable system development charge from the applicant prior to issuance of a permit that allows connection to the water system, **or prior to issuance of a permit for occupancy if a deferral is granted under § 50.52(A).**

(D) **Unless a deferral is granted under § 50.52(A),** the City Manager or designee shall not allow a connection to the water system until the charge has been paid in full, or until provisions for financing installment payments for certain eligible projects has been made pursuant to division (E) below. **If a deferral is granted, the City Manager or designee shall not allow issuance of an occupancy permit until the charge has been paid in full.**

§ 50.55 PROHIBITED CONNECTION.

No person, firm, or corporation shall connect to the water system of the city unless the SDC has been paid. **If a person, firm or corporation has been granted a deferral under § 50.52(A), they may connect to the water system, but may not allow occupancy until the SDC has been paid.**

**Ordinance No. 2019-14**  
**EXHIBIT B**

New text is **bold underlined**

CHAPTER 151: PARKS SYSTEM DEVELOPMENT CHARGE

§ 151.026 DEFINITIONS.

For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**AFFORDABLE HOUSING. Housing constructed for renters or purchasers earning no more than 60% of median income and paying no more than 30% of total household income in rent or mortgage. Affordable housing is regulated as rent and income restricted through regulatory agreements with the U. S. Department of Housing and Urban Development (HUD) or the Housing Authority of Washington County.**

§ 151.028 COLLECTION.

(A) A system development charge for park acquisition and development shall be paid prior to receiving a building permit or manufactured home setup fee. **A building permit applicant constructing affordable housing as defined in § 151.026 may defer payment until occupancy. In cases where the deferral is granted, the system development charge shall be paid in full prior to the issuance of an occupancy permit.**

(B) **Unless deferral is granted under § 151.028(A),** if the project is a residential or multi-family dwelling, an application may be made to the city to pay the parks system development charge in installment payments for a period not to exceed ten years. Fifteen percent of the system development charge due shall be paid upon application submission. The terms of financing arrangement shall be set by Council resolution.



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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>7.</u>
MEETING DATE:	<u>12/09/2019</u>
FINAL ACTION:	<u>RESO 2019-58</u>

**CITY COUNCIL STAFF REPORT**

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**TO:** *City Council*

**FROM:** *Jesse VanderZanden, City Manager*

**PROJECT TEAM:** *Gregory Robertson, Public Works Director  
Nick Kelsey, Project Engineer*

**MEETING DATE:** *December 9, 2019*

**SUBJECT TITLE:** *CDBG Resolution Supporting Application for "D" Street Project*

**ACTION REQUESTED:**

	Ordinance	Order	X	Resolution	Motion	Informational
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*X all that apply*

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**ISSUE STATEMENT:**

Consider the attached resolution authorizing the City Manager to submit a Community Development Block Grant (CDBG) application on the City’s behalf for the “D” Street Road Project.

**BACKGROUND:**

Washington County has issued a call for projects for the next round of CDBG funding. Approximately \$450,000 is being made available for the period of 2020 thru 2024 for public infrastructure projects. City staff has identified “D” Street as a potential project that is eligible for this program. In order to submit an application, which is due in January, 2020, it is necessary the City Council authorize its submission by resolution, which is attached for consideration.

**FISCAL IMPACT:**

None at this time.

**STAFF RECOMMENDATION:**

Staff recommends the City Council consider approving the attached resolution.

**ATTACHMENT(s):**

Resolution

**RESOLUTION NO. 2019-58**

**RESOLUTION APPROVING THE SUBMISSION OF AN APPLICATION  
FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING  
FOR 2020-2021 PROGRAM PERIOD**

**WHEREAS**, it is the City's intent to improve public health, safety, and the quality of wastewater sewer and storm sewer public infrastructure; and

**WHEREAS**, the Federal Community Development Block Grant Program (CDBG) provides funding for such public improvements through the Washington County Office of Community Development (OCD); and

**WHEREAS**, the OCD has prepared a CDBG Plan for the 2020-2021 program containing program requirements for seeking block grant funding and is now accepting applications; and

**WHEREAS**, the City Council recognizes that identified project beneficiaries cannot be directly or indirectly charged by special assessment for any matching financial contribution to funding provided by CDBG sources; and

**WHEREAS**, the Forest Grove Engineering Department and the Legislative and Executive Department has prepared a formal application to receive CDBG funding for the proposed project, in accordance with OCD application requirements (a map illustrating the project is included in the application and attached to this resolution as Exhibit A).

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

**Section 1.** That the City of Forest Grove City Council hereby approves and authorizes the City Manager to submit application for qualified projects to OCD, as indicated on Exhibit A, and cooperate with OCD in the review and evaluation process.

**Section 2.** That the City of Forest Grove has made the "D" Street – Pacific Avenue to 18<sup>th</sup> Avenue as it priority project for 2020-2021.

**Section 3.** That the City of Forest Grove is prepared to contribute match funding as specified in the grant application for any awarded grants and manage the grant project.

**Section 4.** This resolution is effective immediately upon its enactment by the City Council.

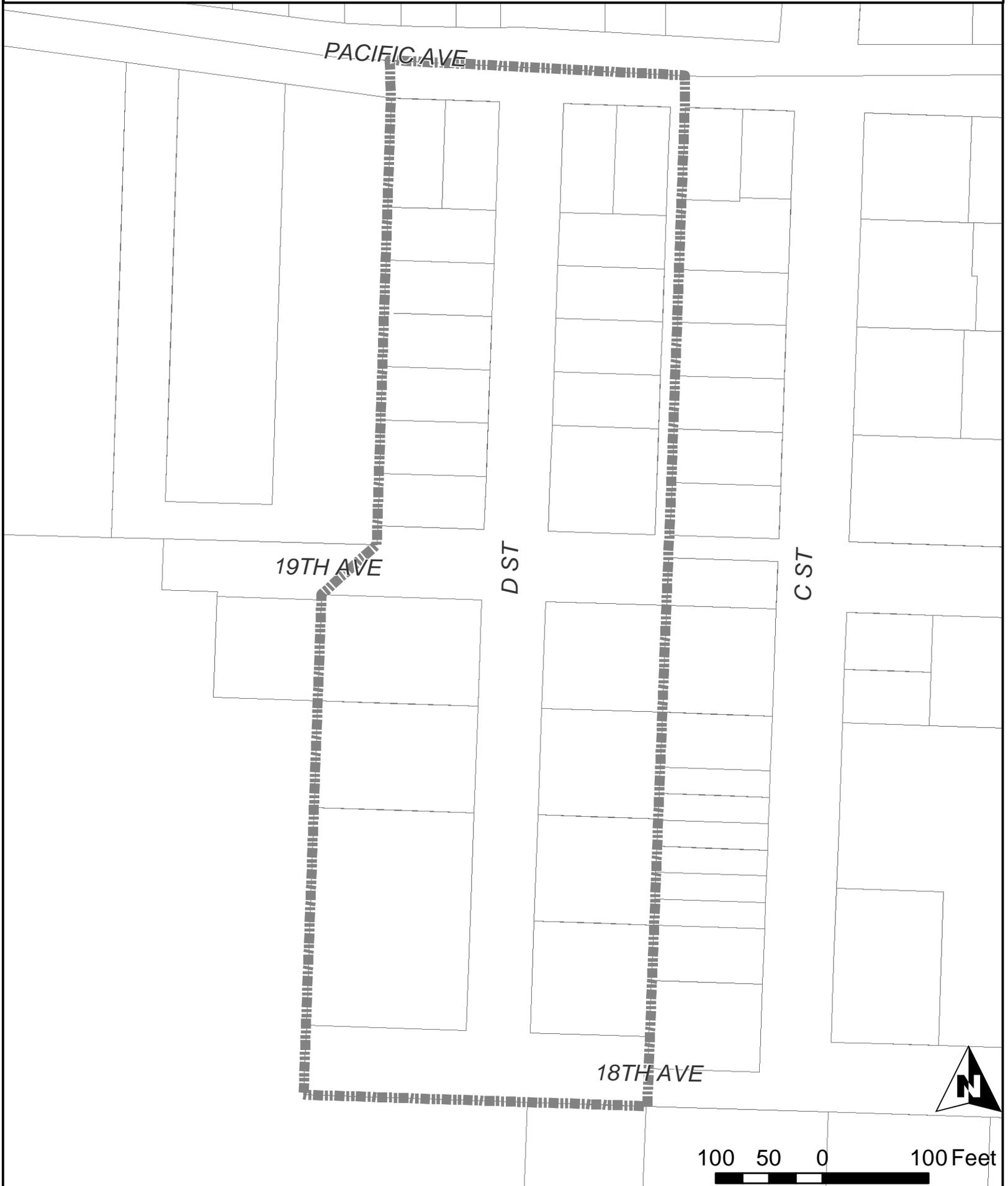
**PRESENTED AND PASSED** this 9<sup>th</sup> day of December, 2019.

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

**APPROVED** by the Mayor this 9<sup>th</sup> day of December, 2019.

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

# EXHIBIT A: 2020-2021 CDBG 'D' ST. – PACIFIC TO 18TH



■■■■■■■■■■ Project Area



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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>8.</u>
MEETING DATE:	<u>12/09/2019</u>
FINAL ACTION:	_____

**CITY COUNCIL STAFF REPORT**

**WORK SESSION:**

**TO:** *City Council*

**FROM:** *Jesse VanderZanden, City Manager*

**PROJECT TEAM:** *Anna Ruggles, City Recorder*

**MEETING DATE:** *December 9, 2019*

**SUBJECT TITLE:** *City Council Candidate Interviews & Deliberations*

**ACTION REQUESTED:**

	Ordinance	Order	Resolution	X	Motion	X	Informational
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*X all that apply*

**BACKGROUND:**

City Charter, Section 32 and City Code, Section 2.075, provide that Council must fill a vacancy by appointment by a majority of the remaining Councilmembers. The appointee holds office until the term of the office has expired. A Council vacancy was created by the death of Thomas Johnston on October 14, 2019. The term of office for this position ends November, 2022.

**PART I: COUNCIL CANDIDATE INTERVIEWS:**

At the close of business, 5 p.m., on November 22, 2019, eight candidate packets were certified by the City Recorder as meeting eligibility and residency requirements pursuant to City Charter and City Code. Two candidate's packets were rejected. The City Recorder randomly drew the Candidate interview times noted above. The Council is scheduled to conduct oral Candidate interviews on Monday, December 9, 2019, as follows:

- 3:45 pm Council Pre-Briefing Interview Process in Work Session
- 4:00 pm Council Candidate Interviews in Work Session

Interviews	Candidate Names:
1. 4:05 pm	Kristy Lynne Kottkey
2. 4:25 pm	Howard Sullivan
3. 4:45 pm	Susie Johnson
4. 5:05 pm	John A. Hengeveld
5:25pm	5-minute Council Break
5. 5:30 pm	Karen Reynolds
6. 5:50 pm	Mariana E. Valenzuela
7. 6:10 pm	Joshua D. Fromm
8. 6:30 pm	Wolanda Konelila Groombridge
6:50 pm	Adjournment

A copy of the “City Council Candidate Interview Questions” was provided to each Candidate. In the interest of fairness, all Candidates have been asked to wait in the foyer of the Auditorium until they are called in for their interview. Once the interview is conducted, Candidates may remain in the Auditorium for the duration of the session. The interview will take place around configured tables in front of the Dias, similar to a work session.

Candidate interviews shall be conducted accordingly:

The City Recorder will provide Council with a hardcopy of the “*City Council Candidate Interview Questions/Rating Form*” for each Candidate. While these forms may be considered exempt from disclosure, under ORS 192.355 (1), the City could be challenged to release the forms. As a result, Council is advised to be discreet in their written comments.

To assure all candidates are treated fairly and consistently, Councilors are encouraged to read the questions as written and refrain from expanding the question or asking follow up questions unless time permits after all questions have been answered by the Candidate. Please be mindful that a question asked of one Candidate should in fairness be asked of the others. To assist with time management, Councilors are encouraged to let the Candidate know the number of the question being asked.

The Mayor will welcome each Candidate and read the following script at the start of each interview:

1. You have 20 minutes to provide an opening statement and answer one question from each Councilmember for a total of six questions.
2. Time management during the interview is up to you. A clock is provided to assist you. You will be evaluated based on your application materials and interview responses.
3. If there is a pause between questions, it is because Councilmembers are taking notes. If you need a question repeated, please ask.
4. After your interview, you may remain in the Auditorium for the duration of the remaining interviews.
5. Council will deliberate on the slate of Candidates during the regular Council meeting, which begins at 7pm. You are invited to stay. Council will decide on the appointment either this evening or at the January 13<sup>th</sup> Council meeting.

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## **PART II: CANDIDATE SELECTION PROCESS:**

The Council may conduct deliberations prior to scoring the slate of Candidates and after the results. The deliberations must be conducted in open meeting during the Council Meeting on December 9, 2019, 7pm, in the Community Auditorium, 1915 Main Street, as outlined below:

1. The City Recorder will distribute ballots to each Councilor. Councilors are asked to rank their top three Candidates, assigning a 3 to the highest candidate, a 2 to the second candidate, and a 1 to the third candidate. The City Recorder will tally the scores. Upon tallying the ballots, the City Recorder will announce the names of the top three Candidates. Under ORS 192.650(1)(c), secret ballots are prohibited and ballots must identify the vote of each Councilmember.
2. The Council has several options:
  - a. Option 1: Reject all applications and may initiate a new process.
  - b. Option 2: Deliberate, make a formal motion, and vote on a candidate at the December

9<sup>th</sup> Council meeting. If the Council passes the motion, a resolution making a formal appointment will be brought to the next Council Meeting.

- c. Option 3: If the Council does not reach a decision at the December 9<sup>th</sup> meeting, it may move to conduct an additional interview of the top 2 or 3 candidates during a work session at the next Council meeting on January 13<sup>th</sup> or, a date certain, or Council may instruct staff on further follow-up.
3. A Swearing-In Ceremony for the new Councilor will be planned for the Council meeting following the meeting in which the candidate was voted by a majority of Council. The public and family members will be invited and light refreshments will be provided. The City Recorder will administer the Oath of Office and the newly appointed Councilmember will be seated at the dais at the start of the regular Council meeting at 7 p.m.

**ATTACHMENT(s):**

Candidate Applications

Council Candidate Interview Questions/Rating Forms

**CITY COUNCIL CANDIDATE  
INTERVIEW QUESTIONS/RATING FORM**

1. What do you perceive to be the **most positive issue and the most negative issue** for Forest Grove?

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2. How do you describe your **leadership** style and how would it benefit the Council in resolving a **contentious** issue?

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3. If you are appointed to Council, list three **goals** you would like to see the City achieve during your term.

1.

2.

3.

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4. Please elaborate on **one** of the **goals** you just mentioned and what you would do to help **achieve it**.

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5. How would you encourage more **community involvement**?

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6. Do you have any **questions** of us?

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**SAMPLE BALLOT**  
**CITY COUNCIL VACANCY APPOINTMENT**  
***Vacancy: One Councilor Position***

<b>CANDIDATES</b>	<u><b>Rank 3 Candidates</b></u>
<i>Last Name, First Name (Alpha Order)</i>	<b>(3 highest - 1 lowest)</b>
	<input type="checkbox"/>

# SAMPLE BALLOT

## CITY COUNCIL VACANCY APPOINTMENT

***Vacancy: One Councilor Position***

<b>Vote for 3</b> (3 highest, 1 lowest)	<b>Rippe</b>	<b>Thompson</b>	<b>Uhing</b>	<b>Valfre</b>	<b>Wenzl</b>	<b>Mayor Truax</b>	<b>TOTAL PTS:</b>
<i>Candidate(s): Last Name, First Name (Alpha Order)</i>							
							0
							0
							0
							0
							0
							0
							0
							0

# CITY COUNCIL CANDIDATE VERIFICATION CHECK LIST

*Submittal Deadline, Friday, November 22, 2019, 5pm*

*Councilor Vacancy by Appointment, Term Expiring 11/2022*

Candidate's Full Name: Kristy Lynne Kottkey

Candidate's Residence Address: ██████ Harvest Court, FG

Date Stamped Received: 11.08.2019

Date Certified by City Recorder: 11.13.2019

## ✓ REQUIREMENTS MET PURSUANT TO CITY CHARTER/CODE:

- Letter of Intent, including Full Name and Residence Address (limited to 1 page)
- Current Resume (limited to 2 pages)
- Written Statement (limited to 2 pages); Does not include letters of endorsements, letters of recommendations or references.
- Qualified Elector in Forest Grove (Washington County Elections)  
Date Registered in Forest Grove: 12.18.2000
- Reside in City at least one year (Voter Registry/Account Billing)
- Not employed by the City (HR Manager)

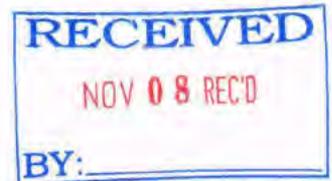
### **Contact Information:**

City Recorder, City Elections Officer  
Anna D. Ruggles, CMC  
Office: 503.992.3235  
Fax: 503.992.3207  
E-mail: [aruggles@forestgrove-or.gov](mailto:aruggles@forestgrove-or.gov)

City of Forest Grove  
1924 Council Street, 2<sup>nd</sup> Floor  
PO Box 326  
Forest Grove, OR 97116-0326  
Web: [www.forestgrove-or.gov](http://www.forestgrove-or.gov)

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Kristy Lynne Kottkey  
[REDACTED] Harvest Ct.  
Forest Grove, OR 97116



To the City of Forest Grove and Forest Grove City Council:

I have always been a person who likes to be of service and be involved in my community. In the past, my time and energy has been directed towards students and schools - part of that was as my job as a middle school teacher, and part of that was as a community volunteer. As a long-term resident of Forest Grove, I have been involved with my local community as time has allowed - whether that be serving on a local commission, helping at a neighborhood event, or participating in all that this city has to offer. With a son with extreme special needs, my availability to be involved has depended on my current employment status and the needs of my family.

This year, I have arrived at a place in my career where both the experience I have gained and developed, coupled with the change in my job (now a substitute with Forest Grove School District), will allow me to serve in new and different ways.

Although I have loved working in Hillsboro for my teaching career, my loyalty and love for my own community has always kept me searching for ways I can contribute here. I believe I have something to offer the city council that may also serve its needs. I think I can bring energy and ideas to the table around getting more people like me (a long-time resident who has sometimes struggled to find ways to be connected to my city) involved in all the city has to offer. I also think the skills I have around connecting businesses to schools and city could be of good use!

I have been interested in serving on city council for years, and I appreciate the opportunity to be considered for this position.

Sincerely,

  
[REDACTED]  
Kristy Kottkey

Kristy Lynne Kottkey  
[REDACTED] Harvest Ct.  
Forest Grove, OR 97116  
[REDACTED]

***Professional Summary***

In the past twenty years, I have worked as a licensed teacher in the Hillsboro School District. Teaching Language Arts, Science, Physical Education, Math, and Health at the middle and high schools, I have had a range of duties and leadership roles. I have served as a Site Council member, Team Leader, Curricular Lead, Activity Director, Coach, and Special Projects Manager working for the Superintendent's Office for School Performance.

After having my son, Henry, I worked part-time at the Cornelius Starbucks as a barista and shift supervisor. In addition to that, I am currently a part-time substitute for the Hillsboro School District and Forest Grove School District.

***Education***

B.A. English Literature: University of Washington 1992 (GO DAWGS!)  
MAT: Pacific University 1994

***Work Experience***

1993-2004	Teacher, Hillsboro School District - Evergreen Middle School
2004-2012	Barista and Shift Supervisor - Cornelius Starbucks
2016 - 2019	Special Projects, Hillsboro School District - Office for School Performance
2016 - 2019	Substitute Teacher, Hillsboro School District
2004 - 2060	Mom of Henry and wife to Kevin

***Volunteer Experience***

Forest Grove Library Commission, Commission for Citizen Involvement, Reuter Farm Homeowner's Association Board Member

***Hobbies***

Running (more like a slow shuffle)  
Reading  
Gardening  
Cheering for the Washington Huskies and Green Bay Packers

November 8, 2019

To Members of the City Council and the City of Forest Grove,

Twenty years ago, my husband Kevin and I moved to Forest Grove and purchased a little home in the Reuter Farm Neighborhood. In those past twenty years, we have built a family around a community that we love and are planning to be a part of for the rest of our lives. I have arrived at a point in my life and career where I believe I have the energy, experience, and vision to be able to serve the city as a city council member.

I realize this is a particularly special and significant appointment because of the recent passing of councilor T.J. Johnston, whose dedication, time, and love of this city set a standard that is important to uphold. It is with this in mind, and with a great deal of thought and consideration, that I submit my application for this position.

As a resident and homeowner, Kevin and I were thrown into a situation we could never have planned for when we had our only son, Henry. Henry is severely affected with autism, and this required me to quit my job as a teacher in Hillsboro and remain home for 15 years to care for him and our family. In that time, Henry and I have experienced all that this city has to offer. We spend our days (even now) in the city parks and on the roads...learning about new places and new routes to travel while appreciating the beauty and the growth as it happens around us. We have been able to access the city services and use them daily: the aquatic center, the library, the schools, the parks and open spaces, the transportation loop that started near our house, and in a sense, this city and its services have been our second family.

By nature, I am a person who likes to be involved and make a difference. When time allowed, I was able to serve on my Reuter Farm Homeowner's Board, The Library Commission, the Committee for Citizen Involvement, and I planned and helped to administer a "user-friendly" presentation at the Annual Town Meeting about the city's budget. During those years, I was able to learn about the city and the different ways we are connected.

I also worked for eight years at the Cornelius Starbucks - interacting with many different people from all parts of our city and the surrounding areas. This allowed me to learn about ways a local business can impact and partner with the city it serves.

And finally, I spent the last years working on special projects for the Office of School Performance for the Hillsboro School District. I was brought in to help the district make connections within the existing system so that we may better serve our disenfranchised students and students of color. I designed and implemented several programs which paired local businesses with schools and families in order to help maximize the student success outcomes. Our most impactful program was called "Team Up" and it was a partnership with the Hillsboro Hops, Hillsboro Optimist Club, and Columbia Industries. In my career as an educator, this project really showed what can happen when the different elements of a city (business, community, and schools) can be

connected in more efficient ways. Our theme was We>Me. It was by far the most important and successful project in my educational career.

Last week, I organized a community meeting with the owners of two Forest Grove businesses. We met with the Latino Liaison for the Hillsboro Hops, the President of the Hillsboro Optimist Club, our Superintendent joined in, and young people from our surrounding community were there as well. The meeting took place in Forest Grove at Faded Up Barbering on Main Street. Both of the Forest Grove business owners who were at the meeting were Latino men. That is important because this is a significant part of our community in the Grove that is not yet connected in the way they could and want to be. Their families and friends said "We are ready and willing to be involved in this community...how can we get connected?" We left with an idea to sponsor a "Barbershop Workshop" where we can bring information about the city and community to a group of business owners, residents, and families who might not normally be attending city events or meetings. And the best part about this is that it is the residents themselves who want to provide that service! It is my ability to look for and connect with the people in our communities who are not always represented - but who are there and willing to help! - that is something that would be of value to the council and the city. Finding creative and cost-effective ways to foster partnerships and connection is something else I do well.

My work with schools, local businesses and clubs, and on city committees have helped me grow these strengths. Because I have the experience in all three areas, I believe I have a unique skill set to be able to see where the overlaps lie, and also where (and who) we are missing when we reach out to connect our communities. Most importantly, I have a love and deep connection to this city which now feels like an extended part of my family. If my service and experience can help fill a need on the council, I am honored to submit my application and be considered for this position.

Sincerely, ,)

[REDACTED]

Kristy Kottkey

# CITY COUNCIL CANDIDATE VERIFICATION CHECK LIST

*Submittal Deadline, Friday, November 22, 2019, 5pm*

*Councilor Vacancy by Appointment, Term Expiring 11/2022*

Candidate's Full Name: Howard Sullivan

Candidate's Residence Address: 2735 Buxton Street, FG

Date Stamped Received: 11.19.2019

Date Certified by City Recorder: 11.19.2019

## ✓ REQUIREMENTS MET PURSUANT TO CITY CHARTER/CODE:

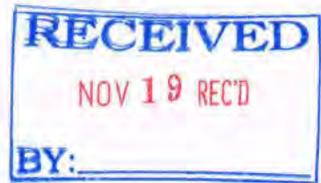
- Letter of Intent, including Full Name and Residence Address (limited to 1 page)
- Current Resume (limited to 2 pages)
- Written Statement (limited to 2 pages); Does not include letters of endorsements, letters of recommendations or references.
- Qualified Elector in Forest Grove (Washington County Elections)  
Date Registered in Forest Grove: 1985
- Reside in City at least one year (Voter Registry/Account Billing)
- Not employed by the City (HR Manager)

---

### **Contact Information:**

City Recorder, City Elections Officer  
Anna D. Ruggles, CMC  
Office: 503.992.3235  
Fax: 503.992.3207  
E-mail: [aruggles@forestgrove-or.gov](mailto:aruggles@forestgrove-or.gov)

City of Forest Grove  
1924 Council Street, 2<sup>nd</sup> Floor  
PO Box 326  
Forest Grove, OR 97116-0326  
Web: [www.forestgrove-or.gov](http://www.forestgrove-or.gov)



November 19, 2019

To Whom It May Concern,

My name is Howard Sullivan, I live at [REDACTED] Buxton Street Forest Grove and I am applying for the open seat to the Forest Grove City Council. Please find attached my resume and my city council profile statement for this position.

My wife and I have resided in Forest Grove for the past 40 years. I have always taken a keen interest in civic matters. As a social studies teacher in the Forest Grove School District, especially in the last 15 years of my career- I was the American Government teacher. A point was made to attend City Council as well as Forest Grove School District meetings. From these meetings, lessons were created that extended the classroom to include what was going on in our community. Students were challenged to expand their focus beyond the classroom and become visionaries.

Three past students come to mind when I think of visionary people: Emily McLain, ASB President Forest Grove High School 2001-02. Emily is currently the Executive Director for Planned Parenthood of Oregon. Kari Herinckx, ASB President 2003-04. Kari is currently one of Senator Merkley's aides. Juan Carlos Gonzales, Senior Class President 2010-11. In 2018, Juan Carlos was elected as the Metro Councilor representing District 4. Juan was the youngest person ever elected to serve on Metro and was the first Latino to serve on this Board. So proud of these students' accomplishments and to be connected to them as their teacher. Their success, passion and involvement in our state and communities has grown my own devotion to be involved with Forest Grove in ways I never imagined while teaching.

In 2012, I became a member of the Forest Grove Recreation Commission and after being hired as the Executive Director to the Forest Grove/Cornelius Chamber of Commerce, I became a member of the Forest Grove Economic Development Commission; one year later I was recruited to be a member of the Cornelius Economic Development Commission.

My passion has always been Forest Grove. In whatever role I find myself in, my job is always to promote Forest Grove. Again, please accept my application for the open seat to the Forest Grove City Council.

Respectfully,

[REDACTED]  
Howard Sullivan

CEO/President, Forest Grove/Cornelius Chamber of Commerce

## HOWARD A. SULLIVAN

e-mail: [REDACTED]

[REDACTED] Buxton St  
Forest Grove, OR 97116

Residence: [REDACTED]  
Work: 503-357-3006

### CURRENT POSITION

CEO/President, Forest Grove/Cornelius Chamber of Commerce *2013-Present*

- ◇ Supervise implementation of the major Forest Grove/Cornelius Chamber of Commerce Events (Auction, Corn Roast, Light Parade and Stars in the Grove).
- ◇ Uncompromising commitment to positive, dynamic working relationships and community participation.
- ◇ Proven ability to lead with vision, creativity, sensitivity and integrity.
- ◇ Proven ability to bring divergent groups together working toward a common goal.

### ACCOMPLISHMENTS

- ◇ Co-Directed the two Rotary Clubs of Forest Grove "Peace Village" Summer Camp *Summer 2018*
- ◇ Co-Authored with the City of Forest Grove "The Economic Development Roles and Responsibilities" Plan and Process. *2018-Present*
- ◇ Reinstated the introduction of new School District Employees to the community at the Annual Corn Roast. *2013-Present*
- ◇ Represented the Forest Grove School District on the Forest Grove City Library Expansion Committee; \$1,000,000 goal reached. *2002*
- ◇ Envisioned and created a Homecoming Celebration (Annual Homecoming Parade) which involved the entire Forest Grove Community. *1998*
- ◇ Chaired the successful passage of the Forest Grove City Bond Measure *1996*
- ◇ Chaired the successful passage of the Forest Grove School District Bond Measure. *1990*

### EXPERIENCE

Pacific University, College of Learning & Teaching, Adjunct Professor *2013-Present*  
OASC (Oregon Association of Student Councils) State President *2003-2006*  
FGEA (Forest Grove Education Association) President *2002-2005*  
Forest Grove School District, Teacher, Coach, Athletic Director, Activity Director *1979-2012*

### EDUCATION

Pacific University, Forest Grove, OR, MS in Teaching *1984*  
Pacific University, Forest Grove, OR, BA in Education *1979*  
Mira Costa Community College, Oceanside, CA, A.A. in Liberal Arts *1976*

## **AWARDS**

Oregon Council for the Social Studies "Secondary Social Studies Teacher of the Year"	2011-2012
OASC- "Oregon High School Advisor of the Year"	2007-2008
Forest Grove High School Excellence in Education "Teacher of the Year"	2005-2006

## **COMMUNITY PARTNERSHIPS**

Forest Grove/Cornelius Complete Count Committee	2019-Present
Forest Grove Tourism Advisory Committee	2019-Present
Community Connection Workgroup	2017-Present
Downtown Advisory Committee, Cornelius	2017-Present
Forest Grove School District Facilities Task Force	2016-2017
Valley Art Board of Directors	2015-2018
City of Cornelius Economic Development Commission Member	2014-Present
City of Forest Grove Economic Development Commission Member	2013-Present
Tuality Hospital Education Foundation Board Member	2013-Present
Forest Grove Foundation Board Member	2013-Present
WCCCP (Washington County Chamber of Commerce Partnership) Member	2013-Present
City of Forest Grove Recreation Commission Member	2012-Present

## City Council Profile Statement

As the city of Forest Grove moves into a new year, it is on the precipice of excellence. Three key factors lead me to this statement. The first two are the recent hires of two individuals into important positions within the Forest Grove School District, and the Forest Grove community at large. Two years ago, Robert Krikman was hired as the Leadership teacher for Forest Grove High School. Then, last year saw the hiring of David Parker as the new Superintendent for the Forest Grove School District. These gentlemen are bringing a new energy and direction to each of their jobs. This in turn has opened a door for further connection with the City of Forest Grove, the students and their families who reside in our community. Lastly, the Forest Grove City Councilor's work to improve the by-laws of the city's boards and commissions. This work was done to create a uniform model of operation for these boards and commissions. Thereby creating easier access through this door that is exciting. The benefactor of these three factors is Forest Grove and I am in a unique position to connect the dots.

Robert Kirkman has turned the leadership class on its head. As the leadership teacher from 1997-2012 the class consisted of 19 students either elected or appointed. In Mr. Kirkman's class, he currently has over 100 students, 114 students to be exact. His goal is to push that number even higher. His class does include the traditional positions of ASB President and ASB Vice President, etc., but also includes members of all of the clubs that exist at Forest Grove High School as well as commissions. These commissions include a representative from each grade and established commission rules created by the leadership class that must be followed by said commission. One of the new commissions that was created this year is the Sportsmanship Commission. They are responsible for creating an inviting entrance to any group (athletic teams, activity groups or outside guests) that visits the high school. Greeters, welcome signs, fruit baskets and water are some of the things you might see when visiting the high school for your event. The students of Forest Grove have never ceased to amaze me. Through the growth in Mr. Kirkman's leadership class I believe they are ready to amaze our community.

In his first year, Mr. Parker conducted 32 meetings and a digital survey meeting with all the different stakeholders of the school district. In total there were nearly 3,000 individual pieces of feedback. Based on the information gathered, the Forest Grove School District designed a strategic plan. In reviewing these comments, three main themes emerged. These themes centered on building community, creating resilient students and rigorously preparing our students for college or careers. Build community, be resilient and be prepared. These sound like goals any city would be proud to showcase. Last month, the Forest Grove School District along with the City Councils of Forest Grove and Cornelius conducted a joint meeting. 30 ideas were developed in this meeting, the work has just begun. From these ideas, great results that improve the quality of life will emerge for everybody in our community.

The opportunity to be a part of the Forest Grove City Council for me is driven by the work of these three instances. The Forest Grove School District is one of the largest employers in our community and with the 6,000 students that attend Forest Grove Schools growing and becoming more diverse, 53% of all students are Latinx; it is imperative that the City of Forest Grove move quickly to foster a better relationship with the students of the Forest Grove School District. We have an obligation to support all of these students. They are our students. By obligation, I do not mean financial. The set of knowledge and skills that resides in city of Forest Grove offices is immense. It has been acknowledged that students may be appointed to either a City Board or City Commission. And further, according to Section 5: Organization and Structure, number 2b of the By-law template student members shall be voting members and shall serve two (2) year terms. Student appointees must be high school grade level residing or attending school, including home-schooled in Forest Grove. The students of the leadership class have shown that through their willingness to be a part of something bigger than themselves, a leadership class of 100 students, an unbridled energy. This energy would benefit the City of Forest Grove greatly. It always bothered me, while teaching at Forest Grove High School, that our students were sent off to Hillsboro and beyond for job shadows. The students of Forest Grove could be great partners with the city. With great partners comes great ideas and great ideas provide great results.

To accomplish great things, one must be more than a dreamer; one must be a visionary. When Howard Shea moved his family from Milwaukee, Wisconsin to the Los Angeles suburb of Inglewood, he set in motion the importance of service to one's community that his family continues to follow today. Be a giver not a taker and your life and the lives around you will be better. Howard Shea was my grandfather. Here is a quote that reminds me of him and something that I try to live by each day. Gerry Adams talking about the Peace Process of Northern Ireland remarked:

Sometimes, and I believe this truly, one person can make a difference. It's the difference between having a good idea, and doing it. You may have a very good idea, and you may be very genuine-as genuine as Niall O'Dowd is about Ireland-but you're busy and have responsibilities, and so on. And you might think, "Who am I? How can I do this?" It's the difference between being a dreamer and being a visionary. The visionaries deliver. O'Dowd, he said delivered for Ireland.

Howard Shea delivered for his family and his community and I, Howard Sullivan want to deliver the same for the City of Forest Grove.

# CITY COUNCIL CANDIDATE VERIFICATION CHECK LIST

*Submittal Deadline, Friday, November 22, 2019, 5pm*

*Councilor Vacancy by Appointment, Term Expiring 11/2022*

Candidate's Full Name: Susie Johnson

Candidate's Residence Address: 3335 Lavina Drive, FG

Date Stamped Received: 11.22.2019

Date Certified by City Recorder: 11.25.2019

## ✓ REQUIREMENTS MET PURSUANT TO CITY CHARTER/CODE:

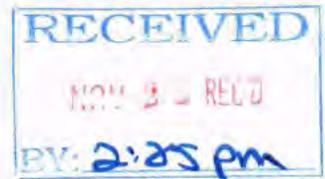
- Letter of Intent, including Full Name and Residence Address (limited to 1 page)
- Current Resume (limited to 2 pages)
- Written Statement (limited to 2 pages); Does not include letters of endorsements, letters of recommendations or references.
- Qualified Elector in Forest Grove (Washington County Elections)  
Date Registered in Forest Grove: 08/09
- Reside in City at least one year (Voter Registry/Account Billing)
- Not employed by the City (HR Manager)

### Contact Information:

City Recorder, City Elections Officer  
Anna D. Ruggles, CMC  
Office: 503.992.3235  
Fax: 503.992.3207  
E-mail: [aruggles@forestgrove-or.gov](mailto:aruggles@forestgrove-or.gov)

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1924 Council Street, 2<sup>nd</sup> Floor  
PO Box 326  
Forest Grove, OR 97116-0326  
Web: [www.forestgrove-or.gov](http://www.forestgrove-or.gov)

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# Susie Johnson

██████████ Lavina Drive, Forest Grove, OR 97116 ██████████ | ██████████

**November 21, 2019**

Mayor and City Council Members  
1924 Council Street  
Forest Grove, OR 97116

**Dear Mayor and City Council Members:**

My name is Susie Johnson and I am writing this letter to express my interest, and your consideration in appointing me for the remaining three-year term of office of a City Council Seat.

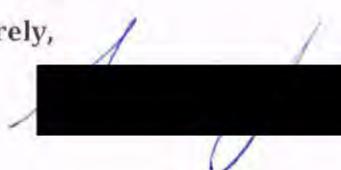
My roots in Forest Grove and Washington County run deep. My family has lived in Forest Grove since 1972. I have raised my family here, and my three children continue to raise their families here as well. Over the years I have established many great relationships in the community. I am devoted to the community that I call home, and extremely proud of our City.

I started serving my community in 1983 when I worked on a multidisciplinary team in Home Health and Hospice for Tuality Home Health. In 1999 I moved from Home Health and Hospice to work various positions in the Hospital. In 2010 I made a career shift and I started serving the Washington and Yamhill Counties as a Real Estate Agent. I attained my Principal Broker License in 2018 and have been a member of The Masters Circle every year since 2014. I take pride in my work and am passionate about helping families establish their own roots in our beautiful Forest Grove. My experience will serve me well as a City Council Member. Not only do I have experience with local health care, I am highly professional and have extensive knowledge of recent home sales, local schools, local businesses and market trends.

My values, beliefs and actions are directly aligned with the City Council's Vision Statement. I am dedicated to preserving and honoring our rich heritage and have served as a longtime member of The Friends of Historic Forest Grove. I care deeply about the citizens in our city. When our local business, Prime Time Sports Bar and Restaurant burned to the ground the day before Thanksgiving in 2011, I was able to help raise enough money to help get their employees through the Holidays. I am also a member of the Small Business Group of Forest Grove. I have had the opportunity to help businesses grow by helping them connect with people in the community.

In conclusion, I would be honored and privileged to work alongside you in serving our community. I am open minded and know that it takes multiple viewpoints, experiences and opinions to move forward in deciding on what is best for our city. Thank you for your time and consideration.

Sincerely,

  
██



# SUSIE JOHNSON

R e a l t o r

## CONTACT

PHONE:  
[REDACTED]

WEBSITE:  
[REDACTED]

EMAIL:  
[REDACTED]

## HOBBIES

Participating in community activities  
Camping with my grandchildren and children  
Hiking  
Visiting the Wetlands

## VOLUNTEER WORK

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- Adoption of the Forest Gale Heights entrance landscaping responsibilities.
- Past Board member of friends of Historic Forest Grove, still active member.
- Volunteer for garden tour and historic home tour
- Long time Elk's Lodge member.
- Volunteer for uncorked many years.
- Organized prime time fundraising when it burned down (est. \$40k raised)
- Fundraising for a local daycare to get an AED. 2017
- Farmers market volunteer.
- Support for local businesses with my small business group.
- Chamber member through John L Scott.

## WORK EXPERIENCE

---

### Real Estate

2010 - current

Realtor and principal broker for John L Scott specializing residential properties in the Portland-Metro area. Reaching sales of (\$5M) in 2019

- AWARD Masters Circle 2014 - 2019
  - Emerald Award 2017
  - President's award 2018
  - Next door local Favorite Realtor 2017 - 2019
-

# Susie Johnson

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██████ Lavina Drive, Forest Grove, OR 97116 | ██████████ 4 | ██████████

**November 21, 2019**

Mayor and City Council Members

1924 Council Street

Forest Grove, OR 97116

**Dear Mayor and City Council Members:**

My name is Susie Johnson and I am writing this letter to serve as my written statement to explain why I am the ideal candidate to be appointed to The Office of City Council.

I am currently a local Real Estate Professional who has lived in Forest Grove since 1972. Working as a Real Estate Broker, I have gained an extensive amount of knowledge about my community particularly in the areas of recent home sales, local schools, local businesses and market trends. City Council has set some exciting goals and objectives for our city in the next few years and I know that with my knowledge and experience, I will be a great asset to the council as they plan through and implement them. This experience and knowledge of my community will also be an asset in planning future goals for our city as well.

For example, Council addresses an objective to promote affordable housing strategies and to partner on addressing homelessness. Over the last two years I have witnessed a huge spike in our local housing market. I know with my expertise; I would be a great asset in working together for a solution on affordable housing. One of the upcoming goals is to develop a tourism plan. As a Real Estate Broker and current member of The Friends of Historic Forest Grove, I am passionate about preserving our city's heritage, and an expert on the key points that make our community so desirable and unique.

I am very proud of the great reputation I have developed, and the amazing relationships that I have established with other members of my community over the years. Prior to becoming a Real Estate Broker in 2010, I have served our community working with Tuality Home Health- working in Home Health and Hospice Care and held various positions at the Hospital. In addition to my professional experience, I also bring a deep love of my community to the table. I have been involved in multiple fundraising, charity events and volunteer work such as with "Uncorked"- A Community event supporting our local Emergency and Fire Department.

I have lived in Forest Grove all my life. I raised my three children in Forest Grove. They have established roots here and my grandchildren attend our public schools. I am personally invested in the success of our schools, local economy and the future of Forest Grove and its residents.

I am fair, levelheaded and open minded. I know that with the different backgrounds, opinions and expertise brought forth by of all the Council members that the goals for the city can come to fruition.

Thank you for your time and consideration.

Sincerely,



A blue ink signature is partially visible above a large black rectangular redaction box. The signature appears to be a cursive name, possibly starting with 'J' or 'K', but is mostly obscured by the redaction.

# CITY COUNCIL CANDIDATE VERIFICATION CHECK LIST

*Submittal Deadline, Friday, November 22, 2019, 5pm*

*Councilor Vacancy by Appointment, Term Expiring 11/2022*

Candidate's Full Name: John A. Hengeveld

Candidate's Residence Address: 3434 Ivy Crest Court, FG

Date Stamped Received: 11.22.2019

Date Certified by City Recorder: 11.25.2019

## ✓ REQUIREMENTS MET PURSUANT TO CITY CHARTER/CODE:

- Letter of Intent, including Full Name and Residence Address (limited to 1 page)
- Current Resume (limited to 2 pages)
- Written Statement (limited to 2 pages); Does not include letters of endorsements, letters of recommendations or references.
- Qualified Elector in Forest Grove (Washington County Elections)  
Date Registered in Forest Grove: 11/89
- Reside in City at least one year (Voter Registry/Account Billing)
- Not employed by the City (HR Manager)

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### **Contact Information:**

City Recorder, City Elections Officer  
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Fax: 503.992.3207  
E-mail: [aruggles@forestgrove-or.gov](mailto:aruggles@forestgrove-or.gov)

City of Forest Grove  
1924 Council Street, 2<sup>nd</sup> Floor  
PO Box 326  
Forest Grove, OR 97116-0326  
Web: [www.forestgrove-or.gov](http://www.forestgrove-or.gov)

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November 21, 2019

Letter of Intent

To: Forest Grove City Council

From: John A. Hengeveld  
Ivy Crest Court  
Forest Grove, Oregon 97116

Dear Members of the Forest Grove City Council and Staff,

Please find attached my application to fill the vacant seat on the Forest Grove City Council. I have lived in Forest Grove since building my home here in November 2013, and I have the greatest respect for not only its great history, but for the future that lies ahead.

I have a family with wife and two young children in the Forest Grove School District, and I work largely out of my home office for a major high-tech company. I am a registered voter in Forest Grove, and I believe I meet all the eligibility and residency requirements you have stipulated.

I am a strategist by training and profession. I have my MBA from the University of Oregon and my BSCS degree from the Massachusetts Institute of Technology. I have worked at several major Oregon high-tech companies over the past 30 years. I also taught Strategy, Marketing and Applied Statistics in Portland State Universities MBA program from 2001-2010.

I currently work for Arm, arguably the most successful Intellectual Property company in the world. Arm is based in Cambridge UK and I serve as the Chief Strategist for its largest operating division. In that role, I lead and facilitate complex debates about the future of the company. I help shape the nature of its investments to achieve its shareholders goals. And I propose establish policy and initiatives to maximize Arm's ability to fulfill its potential.

I work to build collaborative relationships with our partners, to make effective choices as a partnership and make sure those decisions get acted upon effectively.

It would be my intention to bring my unique skill set in strategy, facilitation and leadership to bear in representing the residents of Forest Grove on the City Council.

Attached you will find my Employment and Volunteer history, and a brief statement of my reasons for pursuing this appointment.

Thank you for your consideration.

[Redacted signature]

John A. Hengeveld



Other older jobs 😊

**Mentor Graphics, Wilsonville OR**  
**Director of Product Marketing,**

**April 2004-August 2005**

**Tektronix, Beaverton, OR**

**1989 – 2002**

**General Manager, Worldwide Product Development and Engineering CVBU (2000 – 2002)**

**General Manager, Tektronix Accessories and Signal Sources Business (1998 – 1999)**

**Various Engineering Leadership Role, Principal Engineer (1989-1998)**

**Charles Stark Draper Laboratories, Cambridge, MA**

**1980 – 1989**

**Project Leader, SW/HW Engineering**

### **OTHER VOLUNTEER Roles**

Summit Pointe Architectural Review Committee Chair, 2018-present

Board Member of 5<sup>th</sup> Chair Foundation, Washington based 501c3 – 1997 – 2014

President, CEO, Autism Society of Oregon – 1995 – 1997

Tektronix Innovation Partnership Team Leader – 1993

AEA National Conference of Innovation: Founding Conference Chair – 1996

## **John Hengeveld – Why Do I want to be on the Forest Grove City Council**

As I dropped my two children off at Harvey Clarke this morning and drove home, I was struck with how beautiful this community is. On a crisp near winter morning, the sky was clear, the air was clean and cold. The tree lined streets I drove through were filled with its diverse people walking dogs, chatting with friends, and going about the start to the day.

Forest Grove is beautiful. From its people, to many of its historical buildings, to the degree of balance between a university town to a place of business and industry.

Forest Grove has been growing and changing, and I think, at its core, its working. The challenge then is shaping its growth to keep it an attractive place to live, work and thrive.

My specialty in life is crafting unique solutions to complicated strategy problems. I started in a small town in upstate New York, very similar in character to Forest Grove, albeit much smaller. We were proud of where we lived and proud of our fellow citizens. I went from there to college at the Massachusetts Institute of Technology. There, I learned how to take on unprecedented problems and find unique solutions through creativity, collaboration and persistence. In the mid 90s, I shifted my career to marketing, strategy and leadership. I began to take interest in the field of Strategy under Uncertainty. I studied that field in my MBA program at the Oregon Executive MBA program (University of Oregon). That field has been my primary focus professionally for the past 20 years. I have taught and practiced in that area since.

In my successful career of nearly 40 years in technology businesses, I have learned that growth requires vision, strategy, discipline, and teamwork.

Vision needs to be shared and built collaboratively.

Strategy needs to be chosen and patiently invested in.

Discipline must be balanced with Joy, Pride and Innovation.

Teamwork must be nurtured to include the most diverse set of minds and backgrounds to find great solutions.

What I want to bring to the City Council is the skill set to lead managed growth strategically in this community. I want to do this because I want to live here and raise my family in a city that grows, has the infrastructure and resources it needs to grow sustainably. Where its businesses are profitable, and where the towns character is not only maintained but evolves in a way that we can all be proud of.

I have two young sons, including my 7 year old African American son. I want him to feel safe and thrive here. I want him to grow to be as proud of his hometown as I am of mine.

I want my kids to be able to learn the skills of life here. Doing their first jobs, learning their first skills, playing in safe parks, learning at the schools, libraries and other civic buildings.

My hopes dreams and aspirations for Forest Grove are probably representative of many of the other folks that I drove by this morning. I can help the city work through the challenging complex problem of charting a future that its citizens buy into and can grow with.

I very much hope you will give me the opportunity to do that on the Forest Grove City Council.

# CITY COUNCIL CANDIDATE VERIFICATION CHECK LIST

*Submittal Deadline, Friday, November 22, 2019, 5pm*

*Councilor Vacancy by Appointment, Term Expiring 11/2022*

Candidate's Full Name: Karen Reynolds

Candidate's Residence Address: 2115 NW Thatcher Road, FG

Date Stamped Received: 11.22.2019

Date Certified by City Recorder: 11.25.2019

## ✓ REQUIREMENTS MET PURSUANT TO CITY CHARTER/CODE:

- Letter of Intent, including Full Name and Residence Address (limited to 1 page)
- Current Resume (limited to 2 pages)
- Written Statement (limited to 2 pages); Does not include letters of endorsements, letters of recommendations or references.
- Qualified Elector in Forest Grove (Washington County Elections)  
Date Registered in Forest Grove: 09/00
- Reside in City at least one year (Voter Registry/Account Billing)
- Not employed by the City (HR Manager)

---

### **Contact Information:**

City Recorder, City Elections Officer  
Anna D. Ruggles, CMC  
Office: 503.992.3235  
Fax: 503.992.3207  
E-mail: [aruggles@forestgrove-or.gov](mailto:aruggles@forestgrove-or.gov)

City of Forest Grove  
1924 Council Street, 2<sup>nd</sup> Floor  
PO Box 326  
Forest Grove, OR 97116-0326  
Web: [www.forestgrove-or.gov](http://www.forestgrove-or.gov)

Karen Reynolds  
[REDACTED] NW Thatcher Road  
Forest Grove, Oregon 97116

To: [aruggles@forestgrove-or.go](mailto:aruggles@forestgrove-or.go)

Dear Mayor and Councilors,

It is no secret that I have a love for this city. That's why I ran for city council last year, before having to pull out due to my son's illness, and it is why I am applying today to be appointed to the open city council seat. With my son's health on track, I can now confidently step forward in this nomination process to serve our city and all who live here.

I would also like to share that while I had to step away from a formal campaign last year, I did not stop advocating for this community and our neighbors. I have continued to grow my relationships here in Forest Grove and in Washington County. I have found a wealth of knowledge participating on boards on a local, state and national level.

I believe that being a working mother of three sons, a wife to a retired military member, a caregiver for my mother and a healthcare advocate for kids that drives to neighboring communities, I can offer insight to our working, commuter population that isn't currently being represented at the city council.

My work in healthcare allows me to interact and advocate directly with families and provides great insights into what is affecting our communities that I can bring to council. My years working with patients have taught me the importance of listening, a skill which has served me well and would be an asset to the city council.

I would be incredibly honored to serve the residents of Forest Grove alongside the city council with its wealth of knowledge and community service.

With a grateful heart,

Karen Reynolds

**Karen Reynolds**  
[REDACTED] NW Thatcher Rd  
Forest Grove, Oregon 97116  
[REDACTED]

**Occupation:** Registered Respiratory Therapist with 26 years experience. Currently working at Kaiser Westside Medical Center. I lead a team in caring for seniors and children.

**Educational Background:** Associates in Arts, Associates in Respiratory Therapy. Grossmont College, El Cajon CA

**Prior Government Experience:**

Current Committee Work:

Forest Grove Community Involvement Committee  
Washington County Public Health Advisory Forum  
Oregon Lead for the National Brain Tumor Association  
Continuous Improvement Committee, Gaston Schools

Ongoing Advocacy Work:

Head to the Hill National Brain Tumor Association, Washington, D.C., Participant (past 3 years)  
National Childhood Star Act, Advocate (Passed in 2017)  
Palliative Care Act, Advocate  
Neighborhood Leader Program, Civic Engagement Advocacy

Karen Reynolds  
[REDACTED] NW Thatcher Road  
Forest Grove, Oregon 97116

Mayor Truax and City Council,

As a community volunteer, public health advocate, mother of three, and wife of a veteran, I care deeply about Forest Grove – and the following are the values and priorities I would bring to the council:

- To honor this seat and take the time to learn from the current city council members.
- To elevate community involvement. This involves inclusion and ease of communication through meeting advertisements, live streaming meetings, the use of social media, and making meeting directions more readily available.
- Introducing younger members of the community into the workings of the city.
- Expanding and improving city infrastructure, namely in the fields of transportation, housing and public safety.
- Improving community access to institutions through the updating of the public library and the construction of a community center.
- Make the process of running the city more transparent and accessible to residents.
- Support urban boundaries in order to protect the holdings of local farmers.
- Empowering small businesses in our locality.
- Strengthening relations with Pacific University and students.

I am happy to answer any questions you may have. I believe that the best solutions come from deep discussion with other community leaders and community members – and I'm ready to do that work.

Thank you for your consideration.

Karen Reynolds

# **CITY COUNCIL CANDIDATE VERIFICATION CHECK LIST**

*Submittal Deadline, Friday, November 22, 2019, 5pm*

*Councilor Vacancy by Appointment, Term Expiring 11/2022*

Candidate's Full Name: Mariana E. Valenzuela

Candidate's Residence Address: 1818 Elm Street, FG

Date Stamped Received: 11.22.2019

Date Certified by City Recorder: 11.25.2019

## **✓ REQUIREMENTS MET PURSUANT TO CITY CHARTER/CODE:**

- Letter of Intent, including Full Name and Residence Address (limited to 1 page)
- Current Resume (limited to 2 pages)
- Written Statement (limited to 2 pages); Does not include letters of endorsements, letters of recommendations or references.
- Qualified Elector in Forest Grove (Washington County Elections)  
Date Registered in Forest Grove: 05/02
- Reside in City at least one year (Voter Registry/Account Billing)
- Not employed by the City (HR Manager)

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### **Contact Information:**

City Recorder, City Elections Officer  
Anna D. Ruggles, CMC  
Office: 503.992.3235  
Fax: 503.992.3207  
E-mail: [aruggles@forestgrove-or.gov](mailto:aruggles@forestgrove-or.gov)

City of Forest Grove  
1924 Council Street, 2<sup>nd</sup> Floor  
PO Box 326  
Forest Grove, OR 97116-0326  
Web: [www.forestgrove-or.gov](http://www.forestgrove-or.gov)

**Mariana E. Valenzuela**

████ Elm Street  
Forest Grove, OR 97116

████████████████████  
████████████████████

**11/20/2019**

**Members of the Forest Grove City Council**

City Recorder's Office  
1924 Council Street  
Forest Grove, OR 97116

Dear Members of the Forest Grove City Council:

I am writing to express my interest in applying for the City Council vacancy listed on the City of Forest Grove website. I believe my educational background in Business and Humanities, my professional experience and commitment to my community make me a strong candidate for this position.

As you will find on my resume, I have twenty-seven years of teaching experience at institutions of higher education, including Portland Community College and Pacific University. Currently, I hold the position of Community Partnerships Manager at Centro Cultural de Washington County. This job has given me the opportunity to build partnerships and create leadership opportunities for the betterment of our community.

If you have questions, please contact me at ██████████ or via email at ██████████. I look forward to hearing from you to further discuss my credentials and my ability to be a positive presence in the Forest Grove City Council.

Sincerely,

Mariana E. Valenzuela  
Community Partnerships Manager  
Centro Cultural de Washington County  
1110 N. Adair Street,  
Cornelius, OR 97113

## Mariana E. Valenzuela Figueroa

Elm St • Forest Grove, OR 97116 • 8 • t

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### EDUCATION

#### PACIFIC UNIVERSITY, FOREST GROVE, OR

Master of Business Administration, completed on December 2017

Related coursework:

- Organizational Behavior, Diversity & Leadership
- Economics for Managers
- Statistical Analysis and Thinking in Business
- Financial and Managerial Accounting
- Financial Management
- Operations and Supply Chain Management
- Marketing Management
- Global Enterprise and Intercultural Management
- Applied Investment Management
- Entrepreneurial Finance
- Managing Today's Organizations
- Marketing Research and Communications
- Strategic Management

#### NEW MEXICO STATE UNIVERSITY, LAS CRUCES, NM

Master of Arts in Spanish, completed on August 1995

Related coursework:

- Classroom Management
- Translation
- Second Language Acquisition
- Latino & Caribbean Studies

### COMPUTER SKILLS

- Knowledgeable of Classroom Technology
- Desire to Learn
- Moodle
- Excel for Finance

### ADDITIONAL SKILLS

- Cultural competency
- Strong written and oral communication skills
- Excellent interpersonal skills
- Fluent in English and Spanish

## **TEACHING EXPERIENCE**

**Assistant Professor of Spanish**  
**Pacific University of Oregon, Forest Grove, OR**  
August 2011-Present

Duties include:

- Teaching specialized courses: Spanish for Business & Spanish for Heritage Speakers
- Supervision of independent study courses
- Course and curriculum development
- Attend regular faculty meetings
- Committee membership: Chair of Study Abroad Committee & Member of Faculty Governance Committee
- Advising

**Adjunct Instructor of Spanish**  
**Portland Community College**  
September 2003-June 2016

Duties include:

- Teaching one or two courses per academic term
- Conduct office hours
- Attend faculty development workshops
- Attend meetings of Spanish faculty
- Administering grades
- Providing prompt feedback to students

## **ADDITIONAL WORK EXPERIENCE**

**Community Partnerships Manager**  
**Centro Cultural de Washington County**  
**Cornelius, OR**  
August 6<sup>th</sup>, 2018-Present

Duties and responsibilities include:

- Work with partner organizations to create and provide services to underserved communities
- Plan, organize and supervise community events
- Participate in outreach activities
- Meet with community partners to create opportunities for civic engagement and leadership roles
- Manage budget allocated to specific projects and events
- Provide translation services to partner organizations

## Personal Statement

*By Mariana E. Valenzuela-Figueroa*

I became an educator in 1993. As a young Teaching Assistant, I looked forward every day to the opportunity to make a difference in the lives of my students. With time, I learned that to teach is to serve by going beyond the content of textbooks, and I was passionate about the opportunity to do so. I still am today. However, after twenty-seven years of teaching Spanish, Literature, and Latino Studies, I found myself in search of more opportunities of service to the community. On July 2018, I came to Centro Cultural in Cornelius and decided to make a career change. I applied and was offered the position of Community Partnerships Manager. Centro Cultural gives me the opportunity to create programs for our youth and build partnerships that empower community members. I am now applying for the City Council vacancy for the City of Forest Grove in search of more opportunities to serve and be a voice for my community.

As a faculty member of Pacific University, I spent most of my days on campus. Although I was a resident of Hillsboro for many years, my goal was to make Forest Grove my home. Our city has so much to offer, but the generosity and warmth of the community is what makes it an outstanding place to call home. I was able to reach my goal on October 2017 when I found my dream house on Elm Street. While working at Pacific University, I volunteered to teach poetry and other forms of literature to the women of Adelante Mujeres Bridge Program. This experience was immensely rewarding. Poetry became an essential part of the healing process for many women who had been deprived of education and other socioeconomic opportunities. This was my first experience of engaging with the communities of Forest Grove and Cornelius.

At Centro Cultural, I have worked in several projects. My first tasks were to work on the Cornelius Downtown Renewal Project and the Bond Measure Proposal for Metro Parks and Nature. Other projects include the Master Recyclers Certification Program for Washington County and currently, I am a member of the Technical Advisory Committee for the East Forest Grove Safety Improvement Plan. My duties for these projects include community outreach activities, focus group facilitation, translation of material, revision of documents, attend training sessions and submitting reports. These tasks have been essential to my professional development.

My most important contribution to Centro Cultural is the development and implementation of the Climate Justice Leadership Program. This is the first youth leadership program offered by our organization. It is designed for high school students who have completed their Sophomore year. I was able to apply my teaching skills to make this program a meaningful experience for students. The objective of the program is to provide participants from Forest Grove High School with the opportunity to learn about environmental stewardship while developing leadership skills. Students completed the summer program successfully and are now training for green jobs internships.

█ Elm Street  
Forest Grove, OR 97116

Forest Grove is an outstanding city that has become vibrant and welcoming. More and more businesses have come to Main Street and nearby areas. We have traditions, such as our Wednesday Farmers Market and the Corn Fest. I am applying to the City Council position to contribute to my community. I bring with me valuable skills acquired through formal education, work and life experience. I am confident that I can contribute and be an asset to the City of Forest Grove.

# CITY COUNCIL CANDIDATE VERIFICATION CHECK LIST

*Submittal Deadline, Friday, November 22, 2019, 5pm*

*Councilor Vacancy by Appointment, Term Expiring 11/2022*

Candidate's Full Name: Joshua D. Fromm

Candidate's Residence Address: 1738 18th Avenue, FG

Date Stamped Received: 11.12.2019

Date Certified by City Recorder: 11.13.2019

## ✓ REQUIREMENTS MET PURSUANT TO CITY CHARTER/CODE:

- Letter of Intent, including Full Name and Residence Address (limited to 1 page)
- Current Resume (limited to 2 pages)
- Written Statement (limited to 2 pages); Does not include letters of endorsements, letters of recommendations or references.
- Qualified Elector in Forest Grove (Washington County Elections)  
Date Registered in Forest Grove: 07.01.2004
- Reside in City at least one year (Voter Registry/Account Billing)
- Not employed by the City (HR Manager)

### **Contact Information:**

City Recorder, City Elections Officer  
Anna D. Ruggles, CMC  
Office: 503.992.3235  
Fax: 503.992.3207  
E-mail: [aruggles@forestgrove-or.gov](mailto:aruggles@forestgrove-or.gov)

City of Forest Grove  
1924 Council Street, 2<sup>nd</sup> Floor  
PO Box 326  
Forest Grove, OR 97116-0326  
Web: [www.forestgrove-or.gov](http://www.forestgrove-or.gov)

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█ 18<sup>th</sup> Ave  
Forest Grove, OR  
97116

November 11, 2019

The City Council

The City of Forest Grove

Dear,

**Re: Vacant Councilor Position**

Please accept my application for the position of City Councilor with The City of Forest Grove.

I am an experienced City Councilor having served ten years with the City of Columbia City on both the planning commission and two elected terms to the council. During my tenure as an elected official I helped pass two law enforcement operating levies and acquired new vehicles for our force. One of my charges was code enforcement lead where I helped encourage all citizens of the community to take pride in the care and upkeep of their homes. I have a flare for planning and development, being a construction manager by trade.

I am a Construction Project Manager with a State Journeyman License in architectural construction. In my current position with Portland General Electric, I work in my capacity to ensure suitable project outcomes pertaining to budget and schedule for a multitude of large to small construction endeavors. My largest project to date was a 30M campus remodel. I was recently awarded "Project of the Year" at PGE for a new mechanics garage that garners a zero-electric bill.

Currently my family and I are restoring a historic home in Forest Grove and have resided here for nearly three years as homeowners. We are proud of our neighbors and the sense of community here

In my early life I attained my Eagle Scout award after countless hours of community service and later serviced as a Firefighter EMT for almost ten years at Columbia River Fire & Rescue.

I was raised to feel there was no greater calling than giving back to your community. Please humbly accept my application for Council appointment.

Yours sincerely



Joshua D. Fromm

**Josh Fromm** [REDACTED] 8 18<sup>th</sup> Ave Forest Grove, OR [REDACTED] 3 [REDACTED]

**Objective** To put my public service skills to work for the City of Forest Grove

## **Experience**

### **Senior Project Manager**

Sept 14' – Current – Portland General Electric (PGE) Portland, OR

- **PGE Construction Management**

- Perform and procure estimates as needed to build budgets

- Review drawing sets for the project team for constructability

- Attend project and jurisdictional planning meetings

- Champion master planning and visioning collaborations

- Maintain multi-agency relationships and collaboration

- PGE Project of the Year Award, OSHA 30, ICS Certifications**

### **Project Engineer, Project Estimator**

May 12' – Sept 14' Advanced Technology Group, Hillsboro, OR

- **Intel Aloha**

- Schedule work, walk sub-contractors, and meet deadlines

- Build tables and charts in Excel format for project tracking.

- Meet and exceed budget requirements, attend job site meetings.

- Review change orders and write RFIs.

- Positively Influence projects with *hands* on construction knowledge

## City Servant – Councilor & Commissioner

November 06' to December 16' The City of Columbia City

### ▪ City Councilor 2008-2016.

Police Operating Levy / Preventing county take over

Code enforcement and city beautification

Emergency Management lead and equipment procurement

Streets department head

### ▪ Planning Commissioner 2006-2008

City zoning, planning, and permitting

## Volunteer Firefighter/EMT

September 01'- March 09' Columbia River Fire & Rescue, St. Helens, OR

- Worked with people in a diverse community during very stressful situations.
- Answered questions from the public and responded to their concerns during accidents, fires and emergency medical responses.
- Operate all forms of large commercial vehicles in close quarters.

## Education

Scappoose High School

- High school Diploma

Pacific NW Carpenter's Institute

- State Journeyman Certificate
- Eagle Scout Award, Columbia City Planning Commissioner, City Councilman, Hazard Mitigation Chairman, Water Dept. Chairman, Volunteer Firefighter Vice-President, EMT, Scout Master, FC West Soccer Coach

## Interests

Historic homes, community service, classic cars, life safety, public speaking.

## References

References, certifications and project portfolio are available to view on [LinkedIn](#)

Written Statement

November 12, 2019

Josh Fromm

Forest Grove Council

Since purchasing a home in Forest Grove a few years ago I have pondered coming back to public service. My two sons are getting older now and do more things on their own, freeing up more of my time. As I drove by the Fire Station on my way to work the other day, I saw the vacancy on the reader board and started thinking now was the right time.

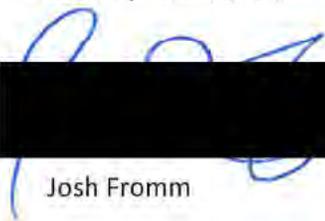
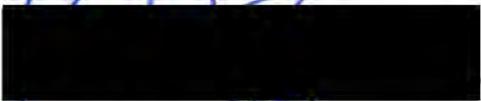
I am a problem solver at my core and a lover of small towns. I spent many years as a councilor at my former residence and miss the chance to help local agencies in need of my skill set.

I don't have any specific agenda or needs currently as I put together this information, just a thought to help as I have done for much of my life.

I represent a younger generation of voters in our community and at age forty, come to you with several years of experience and two children in local schools.

I look forward to the chance to interview in person and I'm excited for the future possibilities.

Thank you so much,

Josh Fromm

# CITY COUNCIL CANDIDATE VERIFICATION CHECK LIST

*Submittal Deadline, Friday, November 22, 2019, 5pm*

*Councilor Vacancy by Appointment, Term Expiring 11/2022*

Candidate's Full Name: Wolanda Konelila Groombridge

Candidate's Residence Address: 2437 Falls Street, FG

Date Stamped Received: 11.21.2019

Date Certified by City Recorder: 11.25.2019

## ✓ REQUIREMENTS MET PURSUANT TO CITY CHARTER/CODE:

- Letter of Intent, including Full Name and Residence Address (limited to 1 page)
- Current Resume (limited to 2 pages)
- Written Statement (limited to 2 pages); Does not include letters of endorsements, letters of recommendations or references.
- Qualified Elector in Forest Grove (Washington County Elections)  
Date Registered in Forest Grove: 04/18
- Reside in City at least one year (Voter Registry/Account Billing)
- Not employed by the City (HR Manager)

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### **Contact Information:**

City Recorder, City Elections Officer  
Anna D. Ruggles, CMC  
Office: 503.992.3235  
Fax: 503.992.3207  
E-mail: [aruggles@forestgrove-or.gov](mailto:aruggles@forestgrove-or.gov)

City of Forest Grove  
1924 Council Street, 2<sup>nd</sup> Floor  
PO Box 326  
Forest Grove, OR 97116-0326  
Web: [www.forestgrove-or.gov](http://www.forestgrove-or.gov)

Thursday, November 21, 2019

Wolanda Konelila Groombridge

██████ 7 Falls Street

Forest Grove, OR 97116

████████████████████

To whom it may concern,

I am very interested in the City Council position available at this time. I have live here in Forest Grove with my family for almost 6 years. The City of Forest Grove has given my family a lifestyle that fits for us.

In my own career development, communication is the key to success, because communicating to each other will get the job done. I would be an excellent candidate because of outstanding communication skills, both one-to-one and before groups, highly effective in motivating and supervising employees, highly effective in promoting a positive productive work environment, good eye for detail, well organized, skilled in setting priorities, strong in planning and implementing programs and I enjoy a dynamic and challenging work environment.

Thank you,

Wolanda Groombridge

November 21, 2019

To Whom in May concern,

I have always dreamed of being involved in a big picture of making a difference in the lives of those we serve daily and a difference in a community at large. My reasons for wishing to be appointed into office are as follows:

- a. To be able to be part of the community at large
- b. Bringing in new programs for the City
- c. Building relationships with different vendors that will benefit The City of Forest Grove
- d. Raising Funds to improve needed improvement for the City of Forest Grove
- e. Coming up with Solutions as a team to resolve concerns in the City itself
- f. Being proactive in the community and representing the City professionally.

I am proud to be a citizen of the City of Forest Grove. The City of Forest Grove reminds me of my own little Town of American Samoa. The people are friendly and always willing to lend a helping hand.

Thank you,

Wolanda Groombridge

**Objective: City Council**

**Highlights of Qualifications:**

Responsible for the overall operations of the community, acting as contact for all staff, residents, prospects, community organizations, government agencies and the public.  
 Supervises, directs, and motivates community staff  
 Maintains high degree of resident satisfaction and retention through consistent delivery of quality services.  
 Provide leadership for staff and residents to include pro-actively solving problems and resolving issues with support from district leaders.  
 Administer annual resident satisfaction survey.  
 Work side by side with regional operations team to executes annual operating and capital budgets. Aggressively anticipates and minimizes negative budget variances and deficits. Meets and exceeds budget occupancy goals for the property. Continually explores means of revenue enhancement and expense reduction.  
 Hires, trains, disciplines and terminates employees in accordance with company policies.  
 Assist the nursing department in service plan reviews with resident care team and resident families in maintaining the personal dignity and respect of each resident.  
 Maintains current departmental policies, procedures, and licenses in accordance with company, Federal, State, and local requirements

Oversee the sales operations of 14 Senior Living communities in the State of Oregon, Washington and Boise, ID.  
 Utilizes sales processes, systems, and forms for external and internal sales to perform job duties, track information, compile data and reports, and achieve desired community occupancy goals.  
 Contact local sources including legal and financial professionals, senior organizations, appropriate special interest groups, hospital discharge planners, skilled nursing facilities, retirement communities, clergy medical insurance providers, and other local community contacts that are not part of the business development coordinator/director referral contacts.  
 Develops and maintains relationships with and generates leads through residents, family, and professional referral sources on a daily basis.  
 Partner with Community Sales Managers and Executive Directors to develop and execute marketing plans and achieve community occupancy goals.  
 Oversee the resident admission process, healthcare management and maintenance of resident documentation to ensure compliance with company policy and state regulations.

Manage the healthcare of all residents within the community, communicating to family and staff in regards to changes with care.  
 Assist the Health and Wellness Director in medication management, including administration of medications to residents and ordering medication from pharmacy.  
 Provide direct supervision of care given within the community  
 Foster a homelike atmosphere throughout the community  
 Ensure all residents are treated with respect and dignity, recognizing individual needs and encouraging independence  
 Train and educate nursing staff on an ongoing basis.

**Accomplishments:**

Elected Employee of the Year 2011—Oregon Health Care Association  
 Oregon Administrator License—2017—Oregon Health Care Association  
 Sales & Marketing Certificate –2018—Florida State University

**Experiences:**

01/19-Pres.	Gilman Park Assisted Living	Executive Director
04/17-09/18	Brookdale Oswego Springs	Executive Director
05/16-04/17	Brookdale Senior Living	District Director of Sales & Marketing
04/15-05/16	Brookdale Forest Grove	Director of Sales & Marketing
06/10-07/12	Farmington Square	Resident Care Manager

**Education:**

8/91-5/93	West Hills College, Coalinga CA	Liberal Arts
8/93-6/96	CSU Stanislaus, Turlock CA	Child Development

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*A place where families and businesses thrive*

## **CITY MANAGER'S REPORT TO COUNCIL**

**December 5, 2019**

### **UPCOMING EVENTS:**

- December 7: Holiday in the Grove, All Day, Downtown Forest Grove
- December 7: Holiday Wassail Party, 1 to 4 pm, Library, featuring musicians from Camerata NW
- December 7: Holiday Light Parade, 5 pm, Main Street
- December 16: Six-City Legislative Meeting, 5 pm, Cornelius Library
- December 17: Employee Holiday Buffet/Charity Raffle, 11:30 am to 1:30 pm, Community Auditorium

### **CITY MANAGER:**

- Council Creek Corridor, including the regional trail, recently learned that Portland and Western Rail is pursuing abandonment of the rail corridor between Hillsboro and Forest Grove with the Surface Transportation Board. This may take place in early 2020. The Corridor task force will be meeting and discussing next steps in the near future.
- Sara Wilson, SSW Consulting, will be contacting each Councilor to solicit feedback on the Vision/Values process and priority issues for the upcoming Retreat. She will then put together a summary packet in preparation for facilitating the Retreat, tentatively scheduled for February 1, 2020.
- The Equity Advisory Team, composed of staff from each Department, will be holding a series of meetings in December, January and February to address equity awareness, conduct an inventory of existing equity efforts, and discuss ideas on areas of improvement. More to come.
- Abigail Elder, Assistant City Manager for Beaverton, will be replacing me as the Chair of the Washington County City Manager's group and WCCLS Executive Committee. Thanks Abigail!!!

### **ADMINISTRATIVE SERVICES:**

- Communications Plan: Pitchfork Communications, consultant, has interviewed the departments and is currently developing proposed plans and policies based on the discussions with departments.
- Budgeting Software: Administrative Services has been reviewing different labor and/or budgeting software. If software is selected, staff's intent is to have the software or major portions of it ready to go for the upcoming budget process.
- Requests for Proposals: City staff from different departments are working together on several requests for proposals to address City Council objectives or operational needs.
  - Being Developed:
    - Site B Development RFI (URA) – in final review
    - Oak Street Area Concept Plan – in final review
    - Watershed Management Services – in final review
    - L&P GIS Data Conversion – being redrafted
    - Festival Street Concept Plan (URA) – being drafted
    - Public Works Pole Building – being drafted
  - Out for Proposals or Quotes:
    - Outside Mailing Service for Utility Bills
    - Branding Update Request for Quotes
- Recruitments: PC Technician I/II, 3 Police Officer Positions, Firefighter.

### **COMMUNITY DEVELOPMENT/URBAN RENEWAL AGENCY:**

- The City Code amendments for SDC deferrals will be on the Council docket for December 9. This will codify a process by which staff can defer SDCs for affordable housing projects from the time of the building permit to the certificate of occupancy.

- CCI is hard at work, preparing the agenda and venue logistics for the Annual Town Meeting on January 25, 2020. This year's topic will be the proposed police facility.
- Community Development is redrafting the Site B RFP based on comments from the URA Board work session. Some questions still remain which will likely lead to another work session to assure clear direction prior to RFP release.

### **ECONOMIC DEVELOPMENT:**

- Worked with three businesses that are now open in downtown. Belladonna's Bistro and Patisserie in the former Maggie's Bun's location, Forest Grove Mercantile (next to former Paterson's Furniture location), and the La Panadera Mexican Bakery.
- Working with Forest Grove City Club and Chamber to support and promote Holiday in the Grove and Light Parade on Saturday, December 7. Family-friendly event will feature over 35 activities.
- A tourism branding RFP has been released. Submittals are due in later December. Held individual meeting with downtown businesses to discuss the possibility of exploring the Main Street Program.
- Met with Clean Water Services on December 4 to discuss concepts for future research and innovation center located at the former TTM office space that they purchased.
- Began a fall marketing campaign on OPB radio and website and Portland Relocation Guide to promote Forest Grove commercial, industrial and shopping opportunities.
- Updated "Starting a Business" Brochure and Guide and translated to Spanish.
- Presented Forest Grove 5-year economic progress power point to two Rotary organizations.
- Participating in Employment Lands Site Readiness Tool Kit grant project to help support industrial land development. Forest Grove industrial site owned by Woodfold was selected for a customized roadmap to determine how these tools might support development at that site.
- Successfully assisted 38 acre Haworth certified industrial site and 14 acre Evers site with finding a broker. Both sites are now on Oregon Prospector and actively being marketed by a professional broker.
- Working with two industrial projects. A flooring company is purchasing a former Oregon Roses building on 24<sup>th</sup> Avenue. Old Trapper is also planning additional expansion.
- Met with Forest Grove School District and Chamber of Commerce to continue Junior Achievement Program next school year. Chaucer Foods will contribute \$1,000 as match. Chamber to work to fundraise additional \$3,500 from local business community.
- Bike Amenities including bike repair stations, bike information kiosks, bike racks and bike signage were installed at two bike hubs at Fernhill Wetlands and Rogers Park/Plaid Pantry lot. These were gifted by Washington County Visitors Association as part of an effort to attract more bicycling visitors.

### **ENGINEERING AND PUBLIC WORKS:**

- Sunset Drive Trash Bin Placement: The City has received complaints about the placement of trash bins in dedicated and striped bike lanes along Gales Creek Road and most recently Sunset Drive. Recent checks for compliance have yielded a mix of results. Staff is continuing to work with Waste Management who is requesting drivers and customers to remove bins from the bike lane.
- David Hill Road/Thatcher Road Intersection: The intersection has now been signed as a four way stop control. All signage has been installed or relocated. Driver compliance has been positive.
- 23<sup>rd</sup>/Goff/E Street - Crosswalk upgrades: Rapid flashing beacons were expected to be installed the week of November 11; however, Washington County had received the wrong mounting hardware from the manufacturer. The County is now awaiting the replacement hardware and will reschedule installation.
- Martin Road/HWY 47 and Maple Street/Fern Hill/HWY 47 Improvements: Washington County representatives will update City Council on project status at the January 27, 2020, meeting.
- 21st Avenue/Main Street Intersection Improvements: After several iterations and various scenarios, the alternative that seems most appropriate, given existing conditions, is to leave the current geometrics

alone and to include an all-way stop control. Crosswalks will be highlighted with a decorative treatment (yet to be determined). The Council will be updated on this project at the December 9 meeting.

- Pacific Avenue Safeway/Goodwill Access Study: The recommended treatment is a raised center median with a mid-street refuge area for pedestrians wishing to cross Pacific Avenue. Work will include relocation of the bus stops further to the west, relocation of the crosswalk (location yet to be determined), replacement of the current beacons with more modern rapid flashing beacons, and some minor lane configuration to accommodate the proposed new raised median. Like the 21<sup>st</sup>/Main project, Council will be updated on the project at the December 9 meeting.
- Gales Creek Road/Thatcher Road Intersection: City Staff met with Washington County on December 3. Washington County has completed the right of way survey and topographic work. They have engaged the services of an internal project manager and said there should be 30% review drawings and cost estimates by the end of January, 2020.
- Watershed: Staff is preparing an RFP for Watershed Management Services, to be advertised this month. The existing contract with Trout Mountain has expired and must be re-bid.
- Public Works Equipment Storage Building: In addition to the Watershed RFP, staff has prepared a design/build proposal for construction of a new equipment storage building at the Public Works facility, also to be advertised this month. Previously, a facility analysis identified the need for additional storage. The planned building will be approximately 40 feet by 125 feet in size.

#### **POLICE:**

- Officers Shafer and Huson are currently in FTEP and are slated to be operational around December and February, 2020, respectively.
- Officers at DPSST Police Academy in Salem: McGann returning in January 2020; Officers Garvin, Plumeau and Scott returning in February 2020.
- Sergeant Maslen, Officers Siciliano, Teets, Pomeroy, Code Enforcement Officer McCullough and Evidence Specialist Lee attended all or parts of the Oregon Peace Officers Association (OPOA) Annual Conference at the Spirit Mountain Casino. The conference is a multi-day event and deals with a myriad of subjects from leadership to employee wellness. Chief Schutz was a speaker at the OPOA Conference and Captain Smith and Officer Daniels received a life-saving award at the OPOA Annual Conference Banquet.
- Officer Siciliano attended a Search Warrant class receiving training on recent legal updates and preparation of search warrants.
- Captain Smith attended a management/supervision class titled "Supervising the Toxic Employee". This topic is becoming more common training in Law Enforcement and draws Law Enforcement supervisors and managers from around the country.
- Community Outreach: COS Quinsland participated in the second Landlord forum of the season; assisted with coordination and hosting of the Metro area commanders luncheon; and continues community outreach work for the police facility project and planning for Citizen's Academy 2020.
- Code Enforcement: Issued 57 parking citations; 1 written warning; 1 in-process abatement; 1 report and 2 supplemental reports.

#### **PARKS & REC:**

- The Recreation Commission will have a special meeting on December 18, 2019, to consider the schematic designs for Stites Park, North Lincoln Park, AT Smith Park and the Aquatic Center. The meeting will begin at 6:30 pm at the Community Auditorium. Our consultant team will be presenting the final designs and cost estimates for each project.
- The Aquatic Center and the Forest Grove Swim Club hosts the 52<sup>nd</sup> Annual Winter Invitational Swim Meet on December 7, 8, and 9 with 500 swimmers from around the state participating in the 3-day event. The pool will re-open on Monday, December 9, for its regular hours.

- Special Holiday Hours, including public swims from 1 -3 pm, will take effect beginning December 23. Additional information can be seen on the Aquatic Center website or on Facebook.
- The Parks Department will be closing the large dog area at Thatcher Park for the winter. The small dog area and winter large dog area will remain open. This closure is due to wet conditions and the damage done thus far by larger dogs. The area will re-open when conditions improve next spring.

## **LIBRARY:**

- Memory Cafes: Washington County Disability, Aging, and Veterans Services (DAVS) reached out to us recently about hosting a series of Memory Cafes in the library in early 2020. Starting in January and running through May, we'll provide a safe and welcoming space one Tuesday a month for individuals who are in early- to mid-stages of dementia or Alzheimer's and their caregivers to come together and connect with other members of the community. In addition to live music, Memory cafes also include volunteers who circulate and interact with others in the room, as well as light refreshments such as coffee, tea, or cinnamon rolls.
- Local Author Fair: On March 14, 2020, the library will host its first local author fair, which will allow writers from Forest Grove, Banks, Gaston, Gales Creek, and Cornelius who live in or have connections to the region to meet with readers, sell books, and read short selections from their works. The free and informal event will provide an opportunity for authors and members of the community to come together to acknowledge the diverse assortment of writers who call this part of western Washington County home.
- Adriana Vasquez has been named the library's new Volunteer Coordinator/Library Associate. Adriana has been with the Library since 2016 as Library Assistant.
- The Forest Grove Teen Library Council is in the midst of their biggest project yet! The TLC is solely responsible for one large, family-friendly event a year and this year's program, Magic for Muggles, is a Harry Potter-themed extravaganza planned for Saturday, January 18, 2020. Individually, each teen is responsible for their own activity station and together we make decorations, recruit more teen volunteers, and make budget decisions. We use budget and design worksheets to learn about event planning, budgeting, and communication skills. They've put a lot of creativity and enthusiasm into this project and we look forward to January!
- Staff attended an excellent, all-day space planning workshop at the Multnomah County Library on November 22. The workshop was put on by the Public Library Association. Libraries from all over the Pacific Northwest and British Columbia participated. Attendees were invited to bring floor plans of their libraries and through a variety of exercise were able to identify issues, challenges and opportunities. Staff has begun developing all of those and will be preparing some options soon for further review.
- Last month was DINOvember at the library. Dinosaurs appeared throughout the month in various location and were filmed using stop motion, which was then posted on Facebook. They made coffee, went to story-time and even appeared briefly at the Friends and Library Commission meetings.
- Upcoming Events:
  - Saturday, December 7; 1-4 pm, Annual Wassail party, stop by for festive music, fresh baked cookies and warm mulled cider, and a big dose of holiday cheer! Everyone is welcome!
  - Tuesday, January 7, 6:30 pm, join Matt Reeder, author of PDX hiking365, as he shares some of his favorite places to hit the trail during the winter months. Book signing to follow the event.
  - Saturday, January 18, 1-4 pm at the Forest Grove City Library, join the Forest Grove Teen Library Council for a magical afternoon filled with Harry Potter-themed games, trivia, costume contests, and refreshments straight out of Hogsmeade! This is a family-friendly event.

## **LIGHT & POWER:**

- Power installation has been completed to the Gales Creek Terrace Subdivision Phase 1.

- Failing high voltage underground conductor in the 1700 & 1800 blocks of Redwood Ct and the 1700 block of Tamarack Way have been replaced. These conductors have seen two separate failures recently.
- Crews will began replacing the underground conductors at an apartment complex in the 2100 block of Quince Street where other recent failures have occurred.
- Multiple poles, conductor and hardware is being replaced in the 1600 & 1700 blocks of Birch Street. This area was identified for need of upgrades thru our facilities inspection program.
- Per a routine inspection by Light & Power personnel, a Bonneville Power owned switch structure that feeds Thatcher Substation was identified as having serious thermal issues due to failing switch connections. The 4000 customers fed from Thatcher Substation were immediately re-routed to other substations and Thatcher was removed from service. Bonneville Power is in the process of making repairs to their failing switch.

**COUNTY-WIDE:**

**WCCLS:** Abigail Elder, Assistant City Manager for Beaverton, will be replacing Jesse VanderZanden as the new Chair of the Executive Committee. WCCLS is scheduled to present at the March 16 City Council meeting regarding the May operational levy.

**JWC:** No update.

**WCCCA:** No update.

**CONSTRUCTION PROJECTS IN FOREST GROVE:**

<b>NAME</b>	<b>LOCATION</b>	<b>DESCRIPTION</b>	<b>LAND USE PERMIT STATUS</b>	<b>BLDG PERMIT STATUS</b>	<b>CONST. STATUS</b>
Kidd Court	22 <sup>nd</sup> Place	Subdivision 7 units	Approved	4 permits issued	Under Construction
Silverstone	David Hill Rd	Subdivision (200 lots)	Approved	186 lots issued	Under construction
Gales Creek Terrace	Pacific Ave/19 <sup>th</sup> Ave	Subdivision (197 lots)	Approved	Model home issued	Under construction
Green Grove	Thatcher Rd	Co-Housing (9 lots)	Approved	6 lots issued	Under construction
Smith Orchard	Gales Way and B Street	Subdivision (8 lots)	Approved	4 lots submitted	Under construction
Sunset Crossing	Sunset Ave	Subdivision (33 lots)	Approved	31 lots issued	Under Construction
MGC Pure Chemicals of America	Elm St	Industrial New (45,817 sf total)	Approved	Temporary Cert of Occupancy issued	Under construction
Bank of America at Stonewood Center	Pacific Ave	Commercial Tenant Improvement	Approved	Final	Final
Wauna Credit Union	Pacific/Hwy 47	Commercial New	Approved	Permit Issued	Opening Dec. 5
Nectar Marijuana Dispensary	Pacific Avenue /Oak Street	Commercial/Tenant Improvement	Approved	Permit Issued	Under construction
Rose Grove Park Expansion	Pacific Avenue	Manufactured Home Park	Approved	Grading permit issued	Under construction
Adelante Mujeres	Main Street	Commercial/Tenant Improvement	Approved	Cert of Occupancy issued	Final
Green Apartments	19 <sup>th</sup> Avenue	Apartments (9 units)	Approved	N/A	N/A
FG High School Batting Cages/Golf Driving Range	1549 Hartford Drive	Institution New	Approved	Permits issued	Under construction
Hawthorne Gardens Apartments	2560 Hawthorne St	Apartments (18 units)	In Review	N/A	N/A