



CITY RECORDER USE ONLY:

AGENDA ITEM #: \_\_\_\_\_

MEETING DATE: \_\_\_\_\_

FINAL ACTION: \_\_\_\_\_

**CITY COUNCIL MEMORANDUM**

**WORK SESSION:**

**TO:** *City Council*

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

**PROJECT TEAM:** *Anna D. Ruggles, CMC, City Recorder*

**DATE:** *December 10, 2018*

**SUBJECT:** *B/C Reappointment Applicant Interviews*

**BACKGROUND:**

Pursuant to Resolution No. 2006-10, adopted Policy Relating to Appointments of Citizen Advisory Boards, Committees and Commissions (B/C), members of a standing B/C may reapply upon term expiring and may be re-interviewed at the discretion of Council (commonly after two terms). In addition, members may serve on multiple B/C at the discretion of Council.

Attached is the following for the B/C reappointment applicant interviews:

- Interview Schedule;
- Possible Interview Questions; and
- B/C Reappointment Applications:
  1. 5:30 pm: Kathleen Leatham, PAC  
Leatham reapplied but she currently does not reside within the city limits (Carlton, Yamhill County). As a result, Leatham no longer meets the criteria as the PAC's Bylaws no longer allow an At-Large member. Council collectively concurred to ask Leatham to come in for an interview. At which time, Council shall consider making its recommendation.
  2. 5:45 pm: Lance Schamberger, CFC

Please note: We have allotted 7-10 minutes for each interview. Refer to Attachment A.

**STAFF RECOMMENDATION:**

Staff recommends City Council consider making the B/C reappointment recommendations. Resolution(s) making formal reappointments will be placed on the Consent Agenda for the meeting of January 14, 2019.

**Attachments:**

- Attachment A: List of B&C Interviews
- Attachment B: B/C Applications

**7-10 minutes is allotted for each applicant interview**

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

**POSSIBLE QUESTIONS FOR B&C REAPPOINTMENT APPLICANT INTERVIEWS**

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

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

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2) *What interests you the most about the board/commission?*

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

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4) *What ideas do you have for increasing citizen involvement?*

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5) *Is there an area in which you think the City may be letting its citizens down? If so, what would that be?*

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6) *What do you see as a critical need or a major concern facing the City?*

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

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8) *How would you respond to an unpopular decision that is strongly criticized by the public? Such as making an unpopular decision that may go against property owners' desire or that is not supported by your friends and neighbors.*

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

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**Questions asked of each applicant:**

*If we cannot appoint you at this time, may we keep your application on file?*

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*Do you have any questions for us?*

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**Boards, Committees, and Commissions  
Reappointment Interviews**

					Budget	CCI	CFC	EDC	HLB	Library	P&R	Planning	Public Arts	Public Safety	Sustainability
					Apr/May	1st Tues 5:30pm	3rd Wed 5:15pm	1st Thurs Noon	4th Tues 7:15pm	2nd Tues 6:30pm	3rd Wed 7am	1st&3rd Mon 7pm	2nd Thurs 5pm	4th Wed 7:30am	4th Thurs 6 pm
						Wenzl	Thompson	Rippe	Johnston	Valfre	Wenzl		Johnston	Rippe	Uhing
					# of Board Vacancies:				1 - Vacancy	3 - Vacancies (Food/Beverage; Res Dev; Utility)					1 - Vacancy (Rural/At-Lg)
					# of Student Vacancies:				1 - Student	1 - Student		1 - Student	1 - Student	1 - PU Student	
<b>Interview Time:</b>		<b>Applicants:</b>			<b>BC</b>	<b>CCI</b>	<b>CFC</b>	<b>EDC</b>	<b>HLB</b>	<b>LC</b>	<b>P&amp;R</b>	<b>PC</b>	<b>PAC</b>	<b>PSAC</b>	<b>SC</b>
1	5:30 PM	Kathleen	Leatham	A02/06 (12yrs)	No longer meets criteria resides outside of city (Carlton). PAC Bylaws no At-Large Members							PAC			
2	5:45 PM	Lance	Schamberger	A 03/09 (9yrs) (Canceled x1)			CFC								

## 2018 BOARDS, COMMITTEES & COMMISSIONS VACANCIES

### Reso 2006-10 Adopts B&C Appointment Policy

COMMISSION	REQUIREMENTS	# VACANCIES	EXPIRES
BUDGET Meets in April/May	PER ORS 294 7 Members Must Be Residents & 7 Elected Officials – 3 Year Term	1 – Vacancy	12/31/21
COMMITTEE FOR COMMUNITY INVOLVEMENT Meets 1 <sup>st</sup> Tuesday, 5:30 pm	ORD 1987-07; RESO 1975-873; 1991-13; 1991-57; 1993-07; 2014-65; 2017-62 7 Members – 4 Year Term 2 Nonresidents – Currently 0 1 Non-Voting Student Advisor 1-Year Term Term Expires Jan 31 <sup>st</sup>		
COMMUNITY FORESTRY COMMISSION CODE 35.090-35.095 Meets 3 <sup>rd</sup> Wednesday, 5:15 pm	RESO 1992-23; 1998-16; 1998-56; 2002-56; Ord 2004-04 7 Members – 3 Year Term 3 Nonresidents – Currently 3 1 Non-Voting Student Advisor 1-Year Term		
ECONOMIC DEVELOPMENT COMMISSION Meets 1 <sup>st</sup> Thursday, Noon	RESO 2007-45; 2008-30; 2015-69 19 Members – 3 Year Term 6 Public/Non-Profit: 12 Businesses; 1 At-Large – Currently 1 (3 currently reside outside City) 1 Non-Voting Student Advisor 1-Year Term	1 – Vacancy (Food) 1 – Vacancy (Res Dev) 1 – Vacancy (Utility) 1 – Student Vacancy	12/31/19 12/31/21 12/31/20 12/31/19
HISTORIC LANDMARKS BOARD CODE 35.065-35.071 Meets 4 <sup>th</sup> Tuesday, 7:15 pm	Per ORS 197; ORD 1980-15; 1986-11; 2009-04 7 Members – 4 Year Term 2 Nonresidents – Currently 0 1 Non-Voting Student Advisor 1-Year Term	1 – Student Vacancy	12/31/19
LIBRARY Meets 2 <sup>nd</sup> Tuesday, 6:30 pm	Per ORS 357; ORD 1974-1038; 1974-1040 7 Members – 2 Year Term (2 currently reside outside City) 1 Non-Voting Student Advisor 1-Year Term		
PARKS & RECREATION COMMISSION Meets 3 <sup>rd</sup> Wednesday 7:00 am	RESO 1974-733 9 Members – 4 Year Term 2 Nonresidents – Currently 1 3 At-Large; 1 FG School Dist; 5 Park Districts: <u>NNW</u> = Forest Glen, Knox Ridge, Thatcher/Loomis; <u>NW</u> = Lincoln, Hazel Sills, Aquatic Center, Talisman; <u>SW</u> = Rogers; <u>SE</u> = Joseph Gale; <u>NE</u> = Bard and Stites Parks; 1 Non-Voting Student Advisor 1-Year Term		
PLANNING COMMISSION CODE 35.045-35.054 Meets 1 <sup>st</sup> and 3 <sup>rd</sup> Monday 7:00 pm	Per ORS 227; ORD 1969-911; 1974-1012; 1995-13; 1998-16; 1998-56; 1995-13; 2006-06; 2009-04 7 Members – 4 Year Term 2 Nonresidents – Currently 1 1 Real Estate – Currently 0 2 Same trade/occupation – Currently 2 (Tech-related)		
PUBLIC ARTS COMMISSION Meets 2 <sup>nd</sup> Thursday, 5:00 pm	RESO 2006-06; 2008-62; 2009-27; 2011-75; 2014-70 9 Members Must Be Residents – 3 Year Term 0 Nonresident – Currently 2 1 Non-Voting Student Advisor 1-Year Term	1 – Student Vacancy	12/31/19
PUBLIC SAFETY ADVISORY COMMISSION Meets 4 <sup>th</sup> Wednesday 7:30 am	RESO 2005-56; 2010-27; 2011-25; 2015-28 9 Members – 4 Year Term 2 Rural Fire Dist – Currently 1 Non-Voting Reps: Chamber, FG School Dist; Pacific University; Rural Fire Dist 1 Non-voting Student Advisor	1 Vacancy (Rural) 1 – Student Vacancy	12/31/20 12/31/19
SUSTAINABILITY COMMISSION Meets 4 <sup>th</sup> Thursday 6:00 pm	RESO 2013-68; 2013-69; 2016-58 13 Members – 4 Year Term Nonresidents– Currently 4 8 Related to Specific Interests; 3 At-Large; and 2 Voting Student Advisors (Pacific University & FG High School Students)	1 – Vacancy (Economic) 1 – Vacancy (PU Rep) 1 – PU Student Vacancy	12/31/19 12/31/21 12/31/19

### PAC A02/06

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>) **Interview 12/10/2018 @ 5:30PM**

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

**Resides outside of city  
PAC has no At-Large Positions**

Submission information

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

Submitted by Visitor (not verified)

Tuesday, November 6, 2018 - 4:32pm

172.16.64.19

*Resides out of jurisdiction*

**First & Last Name**

KATHLEEN LEATHAM

**Street Address**

[REDACTED]

**Mailing Address, if different**

**City, State and Zip Code**

CARLTON, OR 97111

**E-Mail Address**

[REDACTED]

**Telephone/Cell Phone Number**

[REDACTED]

**Work Telephone Number**

**Employer**

self

**Occupation/Profession**

OWNER/ LONG TERM CARE COMMUNITIES

**Are you a student applicant? (Students must be high school or college grade level and residing or attending school in Forest Grove)**

No

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

**Please rate the City's performance.**

Good

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

ALTHOUGH I STATED "GOOD", I WOULD LIKE TO SEE A GREATER DIVERSITY ON COUNCIL, ON STAFF AND ON COMMISSIONS. THE TREND TO OVERBUILD AND, THEREFORE, NOT BUILD WISELY OR CREATIVELY, WILL EVENTUALLY TAKE SOME OF THE UNIQUE QUALITY AWAY FROM THE COMMUNITY. INDEED, IT

ALREADY HAS.

**Select which Boards, Committees or Commissions you would like to apply for:**  
Public Arts Commission (2nd Thursday, 5pm)

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

AFTER MISSING ONLY ABOUT TWO IN TWELVE YEARS, I MISSED FOUR DUE TO MY HUSBAND'S ILLNESS. I STILL FULFILLED MY ROLES.

**Please indicate why you would like to be reappointed.**

I WAS A CHARTER MEMBER OF THE PAC. I AM ABSOLUTELY DEDICATED TO THE CARE AND FEEDING OF ART - IN ALL ITS FORMS - FOR THIS COMMUNITY AND FOR THOSE WHO CALL FOREST GROVE HOME. WITH THE NEW STRATEGIC PLAN IN PLACE, I WISH TO PLAY A ROLE IN FURTHER SOLIDIFYING THE EXCITING FUTURE THAT IS PAC'S.

**What specific topics interest you that relate to the board?**

ESTABLISHING, WITH THE HELP OF THE CITY MANAGER, THE MAYOR AND THE COUNCIL, A LINE ITEM FOR PAC IN THE BUDGET. COMPLETING THE FORMATION OF THE FOUNDATION. ASSISTING IN THE PROCURMENT OF GRANTS SO THAT WE CAN BE AN EVEN GREATER ASSET - AND NOT A DRAIN - TO THE COMMUNITY. BECOMING MORE VISIBLE IN THE COMMUNITY. ESTABLISHING COLLABORATIVE EFFORTS WITH OTHER GROUPS SO EACH DOLLAR GOES FARTHER.

**Please type your name below as a signature.**

KATHLEEN LEATHAM

**Date**

11/06/2018

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**Source URL:** <https://www.forestgrove-or.gov/node/17741/submission/6601>

**Links**

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

**CFC A03/09**

Published on *Forest Grove Oregon* (<https://www.for>

**Interview 11/26/18 @ 6:20pm**  
*Cancelled - Reschedule*

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

**Interview 12/10/2018 @ 5:45PM**

**Submission information**

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

Submitted by Visitor (not verified)

Thursday, November 8, 2018 - 8:09am

172.16.64.19

**First & Last Name**

Lance A Schamberger

**Street Address**

█ Hillside Way

**Mailing Address, if different**

**City, State and Zip Code**

Forest Grove

**E-Mail Address**

█

**Telephone/Cell Phone Number**

█

**Work Telephone Number**

**Employer**

1975

**Occupation/Profession**

**Are you a student applicant? (Students must be high school or college grade level and residing or attending school in Forest Grove)**

No

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

**Please rate the City's performance.**

Excellent

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

**Select which Boards, Committees or Commissions you would like to apply for:**

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

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

4

**Please indicate why you would like to be reappointed.**

I want to continue beautifying the city with trees.

**What specific topics interest you that relate to the board?**

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**Please type your name below as a signature.**

Lance A Schamberger

**Date**

11/08/2018

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**Source URL:** <https://www.forestgrove-or.gov/node/17741/submission/6631>

**Links**

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