

CITY COUNCIL MONTHLY MEETING CALENDAR

Oct-20						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				EDC 10am (Webex)	FGS&CC 1st Friday	
4	5	6	Municipal Court	7	8	9
	Planning Comm 7pm (Webex)	CCI 5:30pm (Webex)	Rural Fire Board Mtg 6pm		B&C Applicant Recruitment Deadline	10
11	12	13	14	15	16	17
	CITY COUNCIL 5:00 PM - WORK SESSION (Council Rules) 5:30 PM - WORK SESSION (B/C Interviews) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM		Library Comm 6:30pm (Webex)	Red Cross Blood Drive 1pm-6pm, Comm Aud PAC 5pm (Webex)		
			League of Oregon Cities VIRTUAL Conference			
18	19	20	Municipal Court	21	22	23
	Planning Comm 7pm (Webex)	Western WC Fire Task (TBD)	P&R 7am (Webex) CFC 5:15pm (TBD)	URAC 10am (TBD) Sustainability 6pm (TBD)		24
25	26	27		29	30	31
	CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	HLB 6:30pm (Webex)				Trick or Treat Merchants Noon-4PM
Nov-20						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	Municipal Court	4	5	6
	Planning Comm 7pm (TBD)	GENERAL ELECTION DAY CCI 5:30pm	Rural Fire Board Mtg 6pm	EDC Noon (Webex)	FGS&CC 1st Friday	7
8	9	10	11	12	13	14
	CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM		CITY OFFICES CLOSED	Red Cross Blood Drive 1pm-6pm, Comm Aud		
15	16	17	18	19	20	21
	Planning Comm 7pm (TBD)	Western WC Fire Task (TBD)	Municipal Court P&R 7am (TBD) CFC 5:15pm (TBD) Library Comm 6:30pm (TBD)	URAC 10am (TBD) PAC 5pm (TBD) Sustainability 6pm (TBD)		
			National League of Cities Summit VIRTUAL (Tampa, FL)			
22	23	24	25	26	27	28
	CITY COUNCIL SWEARING-IN CEREMONY CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	HLB 6:30pm	Red Cross Blood Drive 1pm-6pm, Comm Aud	CITY OFFICES CLOSED	CITY OFFICES CLOSED	
29	30					
Dec-20						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	Municipal Court	2	3	4
		CCI 5:30pm	Rural Fire Board Mtg 6pm	EDC Noon (Webex)	FGS&CC 1st Friday	5
6	7	8	9	10	11	12
	Planning Comm 7pm (TBD)					
13	14	15	16	17	18	19
	CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	Western WC Fire Task (TBD)	Municipal Court P&R 7am (TBD) CFC 5:15pm (TBD) Library Comm 6:30pm (TBD)	Red Cross Blood Drive 1pm-6pm, Comm Aud		
20	21	22	23	24	25	26
	Planning Comm 7pm (TBD)	HLB 6:30pm		URAC 10am (TBD) PAC 5pm (TBD) Sustainability 6pm (TBD)	CITY OFFICES CLOSED	
27	28	29	30	31		
	NO CITY COUNCIL MEETING SCHEDULED					

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CITY COUNCIL MEETING AGENDA

**MONDAY, OCTOBER 12, 2020
COMMUNITY AUDITORIUM
1915 MAIN STREET**

- 5:00 PM WORK SESSION (COUNCIL RULES)**
- 5:30 PM WORK SESSION (B/C APPLICANT RECRUITMENT INTERVIEWS)**
- 7:00 PM CITY COUNCIL REGULAR MEETING**

NOTICE: VIDEO CONFERENCE MEETINGS & CHANNEL 30 LIVE

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the City Council is limiting in-person contact and social distancing. The Council work sessions and meetings will be conducted remotely by video conferencing. The public may attend and observe in the Community Auditorium. Social distancing protocols. However, the Council encourages the public to observe the meetings through technology rather than in person. The meetings will be televised live at the start time, or shortly thereafter, by Tualatin Valley Community Television (TVCTV) Government Access Programming LIVE [Channel 30](http://tvctv.org/?page_id=550) on their website. To view the recorded meeting, please visit: http://tvctv.org/?page_id=550. Written comments on an item not on the Council Agenda may be submitted by October 12, 2020, 3:00 p.m. via e-mail to: aruggles@forestgrove-or.gov.

PETER B. TRUAX, MAYOR

Malynda H. Wenzl, Council President
Kristy L. Kottkey, Councilor
Timothy A. Rippe, Councilor

Elena Uhing, Councilor
Mariana Valenzuela, Councilor
Adolph "Val" Valfre, Jr., Councilor

All regular meetings of the City Council are televised live and open to the public and persons are permitted to attend any meeting except as otherwise provided by ORS 192. The public may address the Council as follows:

Public Hearings are held on each matter required by state law or City policy. Anyone wishing to testify should sign in prior to the meeting. The presiding officer will review the complete hearing instructions prior to testimony. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Council, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Public Hearing testimony is limited to three minutes unless the presiding officer grants an extension. Written or oral testimony is heard prior to any Council action.

Citizen Communications: Anyone wishing to address the Council on an issue not on the agenda should sign in for Citizen Communications prior to the meeting. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Council, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Citizen Communications is limited to two minutes unless the presiding officer grants an extension.

The public may not address items on the agenda unless the item is a public hearing. Routinely, members of the public speak during Citizen Communications and Public Hearings. If you have questions about the agenda or have an issue that you would like to address to the Council, please contact the City Recorder, aruggles@forestgrove-or.gov, 503-992-3235.

Meetings are handicap accessible. Assistive Listening Devices (ALD) or qualified sign language interpreters are available for persons with impaired hearing or speech. For any special accommodations, please contact the City Recorder, aruggles@forestgrove-or.gov, 503-992-3235, at least 48 hours prior to the meeting.

Jesse VanderZanden, City
Manager

5:00

WORK SESSION: COUNCIL RULES

The City Council will convene and be video conferencing remotely during the above-noted work session. The Council will take no formal action during the work sessions.

Anna Ruggles, City Recorder
Jesse VanderZanden, City
Manager

5:30

WORK SESSION: BOARDS/COMMISSIONS (B/C)
APPLICANT RECRUITMENT INTERVIEWS

The City Council will convene and be video conferencing remotely during the above-noted work session. The Council will take no formal action during the work sessions.

6:50

RECESS BREAK

7:00

1. **REGULAR MEETING:**

Call to Order and Roll Call. The City Council will convene and be video conferencing remotely during the regular Council meeting.

1. A. **AWARD RECOGNITIONS:**

- *2019 Parks and Recreation Volunteers of the Year, Paul Waterstreet, Parks and Recreation Commission Chair*

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. Written comments may be submitted by October 12, 2020, 3:00 p.m. via e-mail to: aruggles@forestgrove-or.gov. Thank you.

3. **CONSENT AGENDA:** See Page 4

4. **ADDITIONS/DELETIONS:**

5. **PRESENTATIONS:** Please stay within your allotted time. 10 minutes for presentation, followed by 5 minutes for Questions and Answers. A two-minute reminder will given at the end of 10 minutes. The Council has reviewed each presentation, so please highlight only the key takeaway points. The Council will hold questions until the end of the presentation. Thank you.

Tom Gamble, Parks and
Recreation Director

PowerPoint Presentation) Bryan Pohl, Community Development Director	7:15 15mins	5. A.	• <i>Festival Street Project Introduction, Alex Dupey, MIG Consulting</i>
(PowerPoint Presentation) Bryan Pohl, Community Development Director	7:30 15mins	5. B.	• <i>Oak Street Area Plan Project Update</i>
(PowerPoint Presentation) Michael Kinkade, Fire Chief	7:45 5mins	5. C.	• <i>COVID-19 Update</i>
Jeff King, Economic Development Manager Jesse VanderZanden, City Manager	7:50	6.	<u>RESOLUTION NO. 2020-98 ACCEPTING THE EMPLOYMENT LANDS SITE READINESS TOOLKIT - FOREST GROVE ROADMAP ("TOOLKIT")</u>
Paul Downey, Administrative Services Director Jesse VanderZanden, City Manager	7:55	7.	<u>RESOLUTION NO. 2020-99 ADOPTING CITY OF FOREST GROVE SUSTAINABILITY COMMISSION BYLAWS</u>
Tom Gamble, Parks and Recreation Director Colleen Winters, Library Director Jesse VanderZanden, City Manager	8:05	8.	<u>RESOLUTION NO. 2020-100 PERTAINING TO A SOCIAL JUSTICE MURAL</u>
City Councilors	8:35	9.	<u>CITY COUNCIL COMMUNICATIONS:</u>
Jesse VanderZanden, City Manager	8:55	10.	<u>CITY MANAGER'S REPORT:</u>
Peter Truax, Mayor	9:00	11.	<u>MAYOR'S REPORT:</u>
	<u>9:05</u>	12.	<u>ADJOURNMENT:</u>

3. **CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the remaining Consent Agenda item(s).
- A. Accept Committee for Community Involvement Meeting Minutes of August 4, 2020.
 - B. Accept Parks and Recreation Commission Meeting Minutes of February 19, 2020.
 - C. Accept Planning Commission Meeting Minutes of July 20, 2020.
 - D. Community Development Department Monthly Building Activity Informational Report for September 2020.
 - E. **RESOLUTION NO. 2020-97 AMENDING THE CITY OF FOREST GROVE'S DECLARATION OF STATE OF EMERGENCY, EFFECTIVE MARCH 14, 2020, AT 1:00 P.M., TO BE EXTENDED AND REMAIN IN EFFECT UNTIL 8:00 P.M. ON OCTOBER 26, 2020, UNLESS SUPERSEDED SOONER; AMENDING RESOLUTION NO. 2020-96.**



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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	_____
MEETING DATE:	10/12/2020
FINAL ACTION:	WORK SESSION

CITY COUNCIL STAFF MEMORANDUM

WORK SESSION:

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Anna Ruggles, City Recorder
Jesse VanderZanden, City Manager*

MEETING DATE: *October 12, 2020*

SUBJECT TITLE: *Work Session on Council Rules*

ACTION REQUESTED:

	Ordinance	Order	Resolution	Motion	X	Informational
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X all that apply

BACKGROUND:

On September 11, 2020, the City Council held a three hour “mini-retreat”. The retreat focused on the roles and responsibilities of the Mayor, Council President, and Councilors; how these are embodied in the City Charter, Council Rules, Team Agreement, Goals and Objectives, and City Council Orientation; and how these documents are interrelated, amended, and approved.

Further, there was extensive discussion on how each document addresses council communications, statements to the media, use of title and letterhead, ethics, decorum and censure, interactions with city staff and city attorney, serial communications, and public meetings law.

The City Charter and Council Rules were modeled after templates from the League of Oregon Cities (LOC) and were updated in whole in 2009. The LOC “Model Rules of Procedure for Council Meetings” (Model), updated in 2017, was compared to the existing Council Rules. It was noted the Model includes rules not in the existing Council Rules that addressed many of the above issues.

CONSENSUS ITEMS:

The Council reached consensus on the following items:

- The Team Agreement is redundant and sections in the Team Agreement not in the Council Rules should be reviewed for possible inclusion into the Council Rules. Once complete, the Team Agreement would cease.
- The City Council Orientation should contain no items that are not expressly contained in the City Charter or Council Rules. Items in the Orientation that are past practice should be reviewed for possible inclusion in the Council Rules.
- The 2017 LOC Model Council Rules (Model) serve as a good starting point for Council Rule revisions.
- The revision process should include the entire City Council at the onset. A possible subcommittee could be considered in the future.
- The focus is on the Council Rules unless a proposed rule is inconsistent with the Charter.
- The review process should start with issues where there was a general consensus.

COUNCIL GOALS AND OBJECTIVES:

Please note this review was not anticipated and is not included in the existing Council Goals and Objectives. Staff has estimated the time to complete this effort between 2-6 hours of work session time, depending upon Council deliberation, followed by 1-2 hours of regular Council meeting time.

The review is most closely associated with Goal 4, *Improve Internal and External Communications and Engagement*. As a result, items within that goal may be delayed should the Council choose to move forward with this effort. Should the Council move forward, staff requests Council consider one of two options:

- Add a new objective, Objective 4.5, to Goal 4: “*Update Council Rules to clarify roles, responsibilities, and communications*” and to adjust the time frame for 4.3 and 4.4 from 1 year to 2 years.
- Remove and/or clarify Objectives 4.3 and 4.4. Notwithstanding clarification, staff believes these objectives have already been achieved.

Staff would like to address this during the first work session. The Goals and Objectives can be revised by a voice vote during Council Communications or added to the agenda as a resolution.

PROPOSED COUNCIL RULE REVISION PROCESS:

Staff proposes the Council initially hold four successive work sessions of 30 minutes each in October and November. Please recall October and November work sessions are reserved for Board and Commission interviews per the Council’s rule revisions in 2019.

Each work session will focus on a section of Council Rules (see below), starting with those rules where there was broad consensus. If the effort is not complete at the end of the final work session, the Council can determine whether to continue the process or consider a subcommittee.

Below are proposed rule revisions for the first two work sessions. Additional rule revisions not listed here will be addressed after Council has progressed through the ones below. All rule revisions are based on the Model. The following template is provided:

- Regular text indicates existing Council Rule language.
- **Bold** text indicates proposed new Council Rule language.
- ~~Strikethrough~~ indicates proposed deleted existing Council Rule language.
- **Red** text indicates provisions from the Team Agreement.
- **Blue** text indicates past practice guidelines from the City Council Orientation.

OCTOBER 12 and 26 WORK SESSIONS: COMMUNICATION

1. The Council Rules do not have an introduction that contextualizes them for the Council and the public. Staff proposes to include an introductory statement, modeled after the Model.

INTRODUCTION

In Oregon, many city charters, including Forest Grove, require a city council to establish rules of procedure for how council meetings will be governed, how appointments will be made and how council members are to interact with other councilors and city staff. The City Charter is the foundation for city governance; the Council Rules put it into practice.

Establishing rules of procedure for council meetings has several benefits. First, it allows for meetings to be run in an efficient and consistent manner. Second, it allows for the council and residents to debate matters of public concern in a courteous and respectful manner that lessens the likelihood of discontent and friction. Third, rules provide guidance to council members on how they are to interact and engage with councilors, city employees and members of the public. Fourth, rules of procedure ensure continuity and stability during transition years when new members of the council are elected to office.

Council rules are not exhaustive and council members should work together in good faith to identify areas in which rules are needed. City councils have a lot of discretion in determining how to conduct their business and can exercise their inherent discretion in crafting a set of rules that match their community's culture, needs and values.

2. The Council meeting end time is included in the Team Agreement but not in the Council Rules. The change below would incorporate the end time into the Council Rules.

SECTION 3 – COUNCIL MEETINGS

- 3.1 Regular Meeting (Charter, Section 11) - The City Council will meet in regular session on the second and fourth Mondays of each month at **from 7:00-9:30** p.m. in the Community Auditorium, 1915 Main Street, or at another place in the City which the Council designates.
3. Councilmembers have asked if the public could comment on items on the agenda but not scheduled for a public hearing. The Model addresses this issue by allowing public comment on items on the agenda but not scheduled for a public hearing.

SECTION 6 – AGENDA AND ORDER OF BUSINESS

- 6.4.2 ~~CITIZEN COMMUNICATIONS~~ **PUBLIC COMMENT** - Anyone wishing to speak to the Council on an item not on the agenda **or on the agenda but not scheduled for a public hearing** may be heard at this time.”

Council may consider further amending this section to read:

- “In the interest of time, comments will be limited to two (2) minutes, unless additional time is granted by the Presiding Officer. **Public Comment shall not exceed thirty (30) minutes, unless a majority of councilors present vote to extend the time.** The City Recorder shall post in the foyer before the start of a meeting a ~~Citizen Communications~~ **Public Comment** form (sign-in sheet). **Persons wishing to speak during public comment must sign the sign-in sheet with the person’s name and address and the topic upon which the person wishes to speak. If a member of the public wishes to speak on an item that is scheduled for a public hearing at the same meeting, the speaker shall wait until that public hearing.**

Generally, speakers will be called upon in the order in which they signed the sign-in sheet. Councilors may, after obtaining the floor, ask questions of speakers during public comment. Councilors shall attempt to limit their questioning to no more than two (2) minutes. Speakers may play electronic audio or visual material during the time permitted for their comment and if using city provided audio or visual, must provide the materials in a readable format to city staff prior to the meeting to avoid delay or disruption of the meeting.

In an effort to clarify expectations for councilmembers, staff, and presenters, and in tandem with the above change to allow public comment on items on the agenda but not scheduled for a public hearing, Council may want to consider amending Section 6.4.5 to read:

- 6.4.5 PRESENTATIONS – This is a time set aside for ~~citizen and~~ community group **and staff** presentations to the Council. Each ~~speaker~~ **community group** and staff presentation will be limited to ~~five (5)~~ **ten (10) minutes**, unless additional time is granted by the Presiding Officer. **Community groups must request a presentation at least**

two weeks prior to the regularly scheduled meeting and must present their materials to the City Recorder at least one week prior to the regularly scheduled meeting. Materials not submitted on time may result in the presentation being cancelled or rescheduled to a subsequent meeting.

- 6.4.9 COUNCIL COMMUNICATIONS – Time provided for Councilmembers to report matters of interest to the Mayor and other Councilmembers. **This includes, but is not limited to, Council liaison reports from Boards and Commissions. Councilors may ask questions of one another upon conclusion of the report.**
4. If the above changes are made, some housekeeping corrections will need to be made to Section 7 to assure both sections are consistent and not repetitive. In addition, Council may want to consider changing Section 7.4 to clarify the referral process for complaints and suggestions that are not part of a public hearing. Section 7.4 is unique to Forest Grove and not in the Model.

SECTION 7 – PUBLIC TESTIMONY

- 7.4: Complaints and Suggestions to the Council - When any citizen brings a complaint before or makes a suggestion to the Council, other than for items on the current meeting agenda, the Presiding Officer shall first determine whether the issue is legislative or administrative in nature and then:
 - (1) If legislative, **bring the issue before the Council** and ~~a complaint about the letter or intent of legislative acts or suggestions for changes to such acts,~~ and if the Council finds such complaint suggests a change to an ordinance or resolution of the City, the Council may refer the matter to the City Attorney, City Manager, or an advisory body for study and recommendation.
 - (2) If administrative, and a complaint regarding administrative staff performance, administrative execution or interpretation of legislative policy, or administrative policy within the authority of the City Manager, ~~the Presiding Officer shall refer the complaint directly to the City Manager for review if the complaint has not already been reviewed.~~ **After referral, bring the issue before the Council who may then** direct the City Manager to report to the Council when the review has been completed.
5. The current Council Rules are largely silent on communications outside of Council meetings; however, there are two sections in the Model that address this area. Because these sections also contain rules that govern communications inside meetings, they are included together.

In addition, there was broad consensus to include a censure provision in the Council Rules. The provisions below in bold are verbatim from the Model, less formatting and Scribner corrections. These sections are included to foster discussion and provide a baseline for Council to work from. Lastly, the section in blue was included in the City Council Orientation and is the only provision in the City Charter pertaining to removal. In an effort to collocate similar sections, it has been included here.

SECTION 5 – DECORUM, ORDER, ETHICS AND OUTSIDE STATEMENTS

- 5.1 Presiding Officer – The Presiding Officer shall enforce the Council Rules. In addition, the Presiding Officer has the authority to preserve decorum and shall determine all points of order, subject to the right of any Councilmember to appeal to the Council. The Presiding Officer shall enforce order, prevent attacks on personalities or impugning members’ motives, and keep those in debate to the question under discussion. **The Presiding Officer shall use formal procedure when necessary for effective discussion.**

- 5.2 Councilors – Councilmembers shall preserve order and decorum during Council meetings, and shall not by conversation or other action, delay or interrupt the proceedings or refuse to obey the orders of the Presiding Officer, **and Council Rules, and Council Team Agreement.** Councilmembers shall when addressing staff, **councilors**, or members of the public, confine themselves to questions or issues that are under discussion; shall not engage in personal attacks; shall not impugn the motives of any speaker; and shall at all times, while in session or otherwise, conduct themselves in a manner appropriate to the dignity of office. Councilmembers shall not attack the knowledge, skills, abilities, and personalities or impugn **councilors, City staff members’, or members’ of the public** motives in Council or any City meetings. In Council meetings, Councilmembers may discuss or suggest anything with the City Manager related to City business ~~(pursuant to City Charter, Section 33.1.)~~. **Councilors may request on their own accord one-on-one meetings with the Mayor.**

- **5.5 Ethics - All members of the council shall review and observe the requirements of state ethics law. In addition to complying with state ethics law, all members of the council shall refrain from:**
 - **A. Disclosing confidential information.**
 - **B. Taking action which benefits special interest groups or persons at the expense of the city as a whole.**
 - **C. Expressing an opinion contrary to the official position of the council without so saying.**
 - **D. Conducting themselves in a manner so as to bring discredit upon the government of the city.**

- **5.6 Statements to the Media and Other Organizations**
 - **A. Representing City.** If a member of the council, to include the mayor, appears as a representative of the city before another governmental agency, the media, or an organization to give a statement on an issue, the member may only state the official position of the city, as approved by a majority of the council.
 - **B. Personal Opinions.** If a member of the council, to include the mayor, appears in their personal capacity before another governmental agency, the media or an organization to give a statement on an issue, the member

must state they are expressing their own opinion and not that of the city before giving their statement.

- C. Councilmembers may use City letterhead for individual letters of thank you, congratulations, and condolences without the express permission of the Council. Councilmembers wishing to send a letter on City letterhead for these purposes will deliver the document by e-mail to City staff who will prepare a final document on letterhead, verbatim of what was sent, and return the document to the Councilmember for signature and transmittal. No Councilmember may use “on behalf of City Council” unless first obtaining the express consent of Council.

- **5.7 Censure and Removal**

- **A. The council may enforce these rules and ensure compliance with city ordinances, charter and state laws applicable to governing bodies. If a member of council violates these rules, city ordinances, the city charter or state laws applicable to governing bodies, the council may take action to protect the integrity of the council and discipline the member with a public reprimand.**
- **B. The council may investigate the actions of any member of council and meet in executive session under ORS 192.660(2)(b) to discuss any finding that reasonable grounds exist that a violation of these rules, local ordinance, the city charter or state laws applicable to governing bodies has occurred. Sufficient notice must be given to the affected member to afford them the opportunity to request an open hearing under ORS 192.660(2)(b).**

- 6. The Council Rules are largely silent on interactions with the city staff and the city attorney. The section below is verbatim from the Model.

SECTION 18 – INTERACTIONS WITH STAFF AND CITY ATTORNEY

- **18.1 Staff - All members of the council shall respect the separation between the council’s role and the city’s manager’s responsibility by:**
 - **A. Not interfering with the day-to-day administration of city business, which is the responsibility of the city manager.**
 - **B. Refraining from actions that would undermine the authority of the city manager or a department head.**
 - **C. Limiting individual inquiries and requests for information from staff to those questions that may be answered readily as part of staff’s day-to-day responsibilities. Questions of a more complex nature shall be directed to the city manager.**
 - **1. Questions from individual members of the council requiring significant time or resources (two hours or more) shall normally require approval of the council.**
 - **2. Members of the council shall normally share any information obtained from staff with the entire council. This section is not intended to apply to questions by members of the council acting in**

their individual capacities rather than as members of the council, nor to questions regarding conflict of interest or similar issues particular to a member of the council.

- **18.2 City Attorney – Council members may make requests to the city attorney for advice no more than once a month, so long as the request does not require more than two hours of the attorney’s time. A councilor may make additional requests within a month or make a request that exceeds two hours with the concurrence of the majority of the council.**

STAFF RECOMMENDATION:

Staff has tried to capture the consensus of the mini-retreat and provide a framework for the Council to discuss rule changes that will assist in the conduct of business. Staff recommends the Council study the possible changes and come prepared with possible revisions.

In an effort to allow more discussion, the work session will not include a staff report, rather, follow the numerical outline above and start with discussion, question, and answers. Please know council rules are not intended to cover every scenario, rather, to provide a framework for the Council to exercise good faith and make rule improvements over time.

If councilors have any questions, they are encouraged to talk with the City Manager prior to the work session. Items of agreement during the work session will subsequently be embodied in a resolution and brought before Council for consideration at a future meeting.

ATTACHMENT(s):

- City Council Rules of Procedure
- LOC Model Rules of Procedure for Council Meetings
- Team Agreement
- City Council Orientation

CITY COUNCIL RULES OF PROCEDURE 2019

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SECTION 1 – AUTHORITY

1.1 Authority - The City of Forest Grove City Charter, Section 10, provides that the Council shall adopt Council Rules by resolution to govern its meetings and proceedings. The following Council Rules shall be in effect upon their adoption by the Council until they are amended or new Council Rules are adopted. These Council Rules shall be presented to all Councilmembers and within 30 days of taking office, each appointed or elected Councilor shall sign that they have reviewed and received a copy of these Council Rules. The City recorder shall retain the signature copy.

SECTION 2 – GENERAL RULES

2.1 Open Meetings – All City Council meetings will be held in accordance with the Oregon Public Meetings Law (pursuant to ORS 192). No final action by the Council shall have legal effect, unless the motion and the vote by which it is disposed of take place, at a proceeding that is open to the public.

2.2 Quorum – Pursuant to City Charter, Section 12, a majority of the Councilmembers shall constitute a quorum to conduct business, no less than three Councilors may meet and compel attendance of absent members. If a quorum is not present, those in attendance will be recorded, and the Presiding Officer or City Recorder will adjourn the meeting.

2.3 Vote Required – The express approval of a majority of a quorum of the Council is necessary for any Council decision, except when the Charter or Council Rules requires approval by a majority of the Council.

2.4 Rules of Order – *Robert's Rules of Order Newly Revised* shall govern all Council proceedings, unless they conflict with these rules. The City Attorney or City Recorder, in the absence of the City Attorney, shall act as parliamentarian for the Council.

2.5 Suspension of Rules – The vote to suspend the Council Rules (including *Robert's Rules of Order Newly Revised*) requires a majority vote of those members of the Council who are present. If the motion is carried, the rules shall be suspended for that item only.

2.6 Address by Council Members – Any Councilmember desiring to speak to an issue shall address the Presiding Officer and upon recognition, shall confine remarks to the issue under debate. Councilmembers questioning, seeking clarification, or soliciting a recommendation from staff shall direct the concern to the City Manager. The City Manager may respond as requested or redirect the inquiry to a member of the staff.

SECTION 3 – COUNCIL MEETINGS

3.1 Regular Meeting (Charter, Section 11) - The City Council will meet in regular session on the second and fourth Mondays of each month at 7:00 p.m. in the Community Auditorium, 1915 Main Street, or at another place in the City which the Council designates. If such date falls on a City-recognized legal holiday, the meeting shall be held at the usual hour and place on the following day. The Council shall adopt a resolution at the first meeting of each year setting its meeting dates.

3.2 Work Session – The City Council may hold a work session on the first Monday or third Monday of each month at the request of the Presiding Officer at a place in the City which the Presiding Officer designates. Such sessions shall allow the Council an opportunity to review forthcoming projects of the City, determine goals for the ensuing year, receive progress reports on current programs or projects, or to hold open discussions on any City-related subject, provided that all discussions thereon shall be informal with no vote or formal action taken. In case of a joint work session, the Presiding Officer shall call the session to order and turn the session over to the appropriate facilitator. If the group has no facilitator, the Presiding Officer may act as facilitator. All work sessions shall be open to the public, however an opportunity for public testimony will only be allowed at the discretion of the Presiding Officer or by a majority vote of the Councilmembers. Other work sessions may be called at the discretion of the Mayor or at the request of four members of the Council.

3.3 Coffee-Hour Work Session – The City Council may hold a coffee-hour work session on the first Saturday of each month at the request of the Mayor at a place in the City which the Mayor designates, provided that all discussions thereon shall be informal with no vote or formal action taken. Such sessions shall allow the public an opportunity to meet informally with the Mayor and Councilmembers to discuss issues or concerns they may have, and for the purpose of allowing Councilmembers an opportunity to meet informally with the Mayor to discuss issues or concerns they may have.

3.4 Special Meeting – The Mayor, upon own motion may, or at the request of four members of the Council shall, by giving notice thereof to all members of the Council, call a special meeting of the Council. At least 24 hours' notice pursuant to ORS 192.640(3) shall be given for the meeting. The notice shall list the subjects anticipated to be considered at the meeting; however, this requirement shall not limit the ability to consider additional subjects pursuant to ORS 192.640(1).

3.5 Emergency Meeting – The Mayor, upon own motion may, and by giving notice thereof to all members of the Council, call an emergency meeting. An emergency meeting of the Council may be called on less than 24 hours' notice provided that an actual emergency exists. The minutes of the meeting must describe the emergency justifying less than 24 hours' notice pursuant to ORS 192.640(3).

Attempts shall be made to contact the media by telephone, fax, or e-mail to provide notice of the emergency meeting.

3.6 Executive Session – Executive sessions shall be held in accordance with ORS 192.660. Matters discussed in executive session shall be exempt from public disclosure pursuant to ORS 192.660. Executive sessions shall be closed to all persons except the City Council; persons reporting to Council on the subject of the executive session; the City Manager, unless directed otherwise by the Council; City staff persons as allowed by the City Council to attend; news media representatives, unless excluded by the Oregon Public Meetings Law (media representatives may be excluded for discussions regarding labor negotiations or if the media or representative is a party to the litigation being discussed); and other persons authorized by the City Council to attend. The term "news media representative" is interpreted by the Oregon Attorney General to include "news gathering representatives", meaning reporters of news gathering media which ordinarily report activities of the public body (39 Op. Att'y Gen. 600 (1979)). An executive session may be held during any regular meeting or any open meeting for which proper notice has been given. Pursuant to ORS 192.660(6), no final action or final decision may be taken during an executive session; however, an opinion or consensus of the Council may be gathered. All final actions or final decisions must be made in a public session.

Prior to opening an executive session, the Presiding Officer shall:

- Announce the ORS Statute authorizing the executive session; and State that *“Representatives of the news media and designated staff may attend Executive Sessions. Representatives of the news media are specifically directed not to report on any of the deliberations during the Executive Session, except to state the general subject of the session as previously announced. No Executive Session may be held for the purpose of taking final action or making any final decision.”*

3.7 Adjourned and Recessed Meeting – The City Council may adjourn or recess any meeting to a later date and time by a majority vote of the Councilmembers present. An adjourned or recessed meeting shall be scheduled no later than the next regular meeting. At least 24 hours' notice shall be given announcing the date and time of the adjourned or recessed meeting.

3.8 Meetings Open to the Public – All meetings of the City Council shall be open to the public and all persons shall be permitted to attend any meeting except as otherwise provided by ORS 192.

3.9 Cancellation of Meeting – Upon a majority vote of the Councilmembers present, a meeting may be canceled when deemed appropriate. Pursuant to City Charter, Section 11, the Council must meet at least once a month. Notice of cancellation shall be posted on the bulletin boards at City Hall, Community Auditorium and Library and shall be posted on the City's website and distributed to

Councilmembers, media representatives, and other interested parties upon written request.

3.10 Notice of Meeting – The City Recorder shall provide:

- Notice of the meeting time;
- Location of the meeting; and
- List the subjects anticipated to be considered at the meeting; however, this requirement shall not limit the ability to consider additional subjects pursuant to ORS 192.640(1).

Notice of a meeting shall be posted at least five (5) days prior to the meeting on the bulletin boards at City Hall, Community Auditorium and Library and shall be posted on the City's website and distributed to Councilmembers, media representatives, and other interested parties upon written request. At least 24 hours' notice shall be given for a special meeting and an adjourned meeting. Attempts shall be made to contact the media by telephone, fax, or e-mail to provide notice of emergency meetings.

3.11 Attendance Duty – It is the duty of each Councilmember to attend all meetings of the Council. The City Charter, Section 31(B)(2), provides that the Councilmember's office will be deemed vacant upon absence from the City for 30 days or from all Council meetings within a 45-day period, without Council consent. Consent will be given for good cause as follows:

- 11) Illness;
- 12) Family obligations;
- 13) Employment requirements;
- 14) Scheduled vacations; or
- 15) Other City-related business

3.12 Excused/Unexcused Absence – When a Councilmember cannot attend a meeting, the member shall notify the City Recorder, who will notify the Mayor or Presiding Officer, prior to the meeting. The Mayor or Presiding Officer will determine if the absence is considered "excused" or "unexcused". If the absence is for good cause and there are no objections from other Councilmembers who are present, the City Recorder shall record the absence in the minutes as excused. If the Councilmembers, upon an affirmative vote of the majority of the Councilmembers present, determine the absence is not for good cause, the City Recorder shall record the absence in the minutes as unexcused. Lack of notification will constitute as an unexcused absence.

3.13 Telephonic Attendance – When a Councilmember is unable to physically attend any meeting, pursuant to Section 3.11, the member may attend by conference telephone with at least 24 hours' advance notice. The City Recorder shall record in the minutes the time the member's call was connected and the time the member's call was disconnected.

SECTION 4 – THE PRESIDING OFFICER

4.1 Mayor – Pursuant to City Charter, Section 8, the Mayor shall preside over and facilitate all Council meetings, preserve order, enforce Council Rules, and determine the order of business pursuant to Council Rules, Section 6. The Mayor is a voting member of the Council and has no veto authority. The Mayor, with the consent of the Council, shall appoint members of boards, commissions, and committees established by ordinance or resolution. The Mayor shall sign all records of Council decisions. The Mayor serves as the political head of the City. In the absence of the Mayor, the Council President shall act as Mayor and serve as the Presiding Officer.

4.2 Council President – Pursuant to City Charter, Section 9, at the first meeting each year, the Council shall elect a Council President from its membership. The Council President presides in the absence of the Mayor and acts as Mayor when the Mayor is unable to perform duties. In the absence of the Mayor and Council President at a meeting where a quorum is present, the Councilmember with the longest continuous service shall serve as Presiding Officer pro tem until such time the meeting is adjourned.

SECTION 5 – DECORUM AND ORDER

5.1 Presiding Officer – The Presiding Officer shall enforce the Council Rules. In addition, the Presiding Officer has the authority to preserve decorum and shall determine all points of order, subject to the right of any Councilmember to appeal to the Council. The Presiding Officer shall enforce order, prevent attacks on personalities or impugning members' motives, and keep those in debate to the question under discussion.

5.2 Councilors – Councilmembers shall preserve order and decorum during Council meetings, and shall not by conversation or other action, delay or interrupt the proceedings or refuse to obey the orders of the Presiding Officer, Council Rules, and Council Team Agreement. Councilmembers shall when addressing staff or members of the public, confine themselves to questions or issues that are under discussion; shall not engage in personal attacks; shall not impugn the motives of any speaker; and shall at all times, while in session or otherwise, conduct themselves in a manner appropriate to the dignity of office. Councilmembers shall not attack the knowledge, skills, abilities, and personalities or impugn City staff members' motives in Council or any City meetings. In Council meetings, Councilmembers may discuss or suggest anything with the City Manager related to City business (pursuant to City Charter, Section 33.I.).

5.3 Staff and Public – Members of the administrative staff, employees of the City and other persons attending Council meetings shall observe the same rules of

procedure, decorum and good conduct applicable to the members of the Council.

5.4 Removal of Any Person – Any persons making disruptive or threatening remarks or actions during a meeting shall forthwith be barred from further audience at that meeting, unless permission to continue is granted by a majority vote of the Councilmembers present. The Presiding Officer may summon the assistance of the police or other administrative staff to prevent further interruption by such person by any action necessary, including the removal of that individual. In case the Presiding Officer should fail to act, any Councilmember may obtain the floor and move to require enforcement of this rule; upon an affirmative vote of the majority of the Councilmembers present, the police or administrative staff shall be authorized to remove the person(s) if the Presiding Officer so directed.

SECTION 6 – AGENDA AND ORDER OF BUSINESS

6.1 Agenda Preparation – The City Manager, or designee, shall prepare the final Council Meeting Agenda for each meeting, specifying the time, place, and purpose of the meeting and listing the subjects anticipated to be considered at the meeting. The final agenda and packet shall be delivered to the Council at least (5) days prior to the meeting. The final agenda shall be posted at least five (5) days prior to the meeting on the bulletin boards at City Hall, Community Auditorium and Library and shall be posted on the City’s website and shall be distributed to media representatives, and other interested parties upon written request. At least 24 hours’ notice shall be given for a special meeting and an adjourned meeting. Attempts shall be made to contact the media by telephone, fax, or e-mail to provide notice of emergency meetings.

6.2 Review of Preliminary Agenda – The City Manager shall meet with the Mayor or Presiding Officer to review all preliminary Council agendas.

6.3 Councilmembers Scheduling Agenda Items:

1. At any meeting of the Council, a Councilmember may request the Council add or delete an item from the final agenda for that night’s meeting. A majority of the Councilmembers present at the meeting must approve the request and the request must not require a staff report.
2. If a Councilmember wishes to propose an item for a future agenda, the Councilmember must propose the agenda item at a Council meeting and it must be approved by a majority of the Councilmembers present at the meeting before being placed on the final agenda for the next Council meeting or an agreed upon future Council meeting.

6.4 Order of Business – The order of business at regular meetings of the City Council shall be as follows:

1. **CALL TO ORDER** – The Presiding Officer shall call the meeting to order.
 - **Roll Call.** The City Recorder shall call the name of each Councilor and note each Councilor’s attendance or absence in the record, under the guidelines as set forth in Section 2.2 and Section 3.12, to establish if a quorum is present to conduct business.
 - **Pledge of Allegiance.** The Presiding Officer shall lead the Council and audience in the Pledge of Allegiance.
 - **Proclamations and Awards.** Proclamations and awards will be read and presented by the Presiding Officer, or designee, following the Pledge of Allegiance.

2. **CITIZEN COMMUNICATIONS** – Anyone wishing to speak to the Council on an item not on the agenda may be heard at this time. In the interest of time, comments will be limited to two (2) minutes, unless additional time is granted by the Presiding Officer. The City Recorder shall post in the foyer before the start of a meeting, a Citizen Communications form (sign-in sheet).

3. **CONSENT AGENDA** – Items on the Consent Agenda are considered routine and will be adopted with a single motion, without separate consideration. Any Councilmember or member of the public may request to remove an item(s) from the Consent Agenda 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 Consent Agenda.

The Consent Agenda is subject to the following guidelines:

 - Items of routine nature, not requiring Council discussion or direction, may be included on the Consent Agenda at the discretion of the City Manager.
 - Ordinances, resolutions, orders, and other items requiring a Public Hearing shall not be included on the Consent Agenda.

4. **ADDITIONS OR DELETIONS** – Changes may be made to the final agenda at the request of the City Manager. Item(s) added to the final agenda may be placed on the agenda as Item 4. A. or prior to the City Manager’s Report.

5. **PRESENTATIONS** – This is a time set aside for citizen and community group presentations to the Council. Each speaker will be limited to five minutes (5), unless additional time is granted by the Presiding Officer.

6. **PUBLIC HEARINGS** – All ordinances, orders, or resolutions requiring a Public Hearing by State law or City policy will be heard. Written and oral testimony shall be heard prior to Council action pursuant to the procedures addressed in Section 8. Public Hearings will be listed on the agenda as follows:

1. Ordinances first;

2. Orders second; and
3. Resolutions third.

7. **STAFF PRESENTATIONS** – Time provided for staff members to present items requiring no formal action, Council direction, or Council consensus.

8. **CITY MANAGER’S REPORT** – Time provided for the City Manager to report matters of interest to the Council.

9. **COUNCIL COMMUNICATIONS** – Time provided for Councilmembers to report matters of interest to the Mayor and other Councilmembers.

10. **ADJOURNMENT** – Following the completion of all matters listed on the agenda, the Presiding Officer shall declare the meeting adjourned.

6. 5 Changing Order of Business – At any meeting of the Council, the order of the business may be changed or any part thereof suspended for such meeting upon consensus of the majority of the Councilmembers present.

6. 6 Recess – The Presiding Officer may recess any meeting of the Council upon consensus of the majority of the Councilmembers present. The Presiding Officer shall announce the time in which the meeting will reconvene.

6. 7 Motion for Reconsideration – Unless specifically governed by other provisions of the codes, ordinances, or other regulations of the City, a Councilmember who voted with the majority may move for reconsideration of an action at the same or the next following regular meeting of the Council prior to the approval of the minutes of the first meeting. A vote of reconsideration requires a majority vote of the Councilmembers present. Once a matter is reconsidered, no motion for further reconsideration shall be made without unanimous consent of the Councilmembers present.

SECTION 7 – PUBLIC TESTIMONY

7. 1 Public Comment Generally – Any member of the general public wishing to address the Council on an issue not on the agenda may do so at the time set aside for Citizen Communications during each regular session of the Council. Any member so addressing the Council shall be limited to a period of two (2) minutes, unless additional time is granted by the Presiding Officer.

7. 2 Persons Sharing Common Concerns – If any group of three or more persons sharing a common viewpoint on any subject wishes to address the Council during the time set aside for Citizen Communications, the group may select a

spokesperson, which may present the views of the group to the Council to a maximum of five (5) minutes, unless additional time is granted by the Presiding Officer. The Council, in its sole discretion, may request to hear the views of additional speakers from the group. Additional support for the views of the group, in the form of petitions, letters, videotapes, etc., shall be presented to the City Recorder at the conclusion of the spokesperson's remarks.

7.3 Roster – All persons or groups wishing to address the Council during the time set aside for Citizen Communications shall, prior to the convening of the meeting, sign-in on the Citizen Communications Form posted in the foyer, indicating the name of the person, address of the person, and subject matter on which the person or groups wishes to address the Council. Those who have not signed in may address the Council at the discretion of the Presiding Officer.

7.4 Complaints and Suggestions to the Council – When any citizen brings a complaint before or makes a suggestion to the Council, other than for items on the current meeting agenda, the Presiding Officer shall first determine whether the issue is legislative or administrative in nature and then:

(1) If legislative, and a complaint about the letter or intent of legislative acts or suggestions for changes to such acts, and if the Council finds such complaint suggests a change to an ordinance or resolution of the City, the Council may refer the matter to the City Attorney, City Manager, or an advisory body for study and recommendation.

(2) If administrative, and a complaint regarding administrative staff performance, administrative execution or interpretation of legislative policy, or administrative policy within the authority of the City Manager, the Presiding Officer shall refer the complaint directly to the City Manager for review if the complaint has not already been reviewed. The Council may direct the City Manager to report to the Council when the review has been completed.

SECTION 8 – PUBLIC HEARINGS, CONFLICT OF INTEREST OR OTHER DISQUALIFICATIONS

8.1 Public Hearings – Public Hearings shall be held on each matter required by State law or City policy. Quasi-judicial hearing procedures shall be conducted in accordance with ORS 197.763, *Conduct of Local Quasi-judicial Land Use Hearings, Notice Requirements, Hearing Requirements*, unless otherwise provided in the Development Code. The Presiding Officer shall preside over the hearing, announce the purpose and type of hearing and summarize the guidelines for the conduct of the hearing.

8.2 Open Public Hearing – The Presiding Officer shall declare the hearing open and announce the type of hearing and the guidelines for the hearing.

8.3 Call for Abstentions – The Presiding Officer shall call for abstentions from the Council. No Councilmember shall participate in discussion or vote on a matter in which the Councilmember has a direct personal or pecuniary interest. If a Councilmember announces an abstention, the Councilmember shall identify the reason(s) for abstaining and shall not participate in discussion or vote on the matter. Exception: If the recusal results in a lack of a quorum, Councilmember may be counted for the purpose of establishing a quorum; however, the Councilmember must abstain from voting.

8.4 Ex-Parte Contact/Conflict of Interest/Prehearing Bias – Such contacts and conflicts apply to quasi-judicial hearings. The Presiding Officer shall call for such contacts or conflicts from the Council. If a Councilmember discloses an ex-parte contact, the Councilmember shall disclose the nature of the contact and information obtained. If a Councilmember discloses a conflict of interest, the Council shall disclose the conflict of interest. If a Councilmember discloses a prehearing bias, the Councilmember shall recuse themselves and shall not participate in discussion or vote on the matter. No Councilmember shall participate in discussion or vote on a matter in which the Councilmember is unable to render an unbiased decision. Exception: If the recusal results in a lack of a quorum, Councilmember may be counted for the purpose of establishing a quorum; however, the Councilmember must abstain from voting.

8.5 Challenge/Disqualification – Any Councilmember whose participation has been challenged has the right to participate and may make statement in response to the challenge. Such challenge must be made prior to the commencement of the Public Hearing and shall be incorporated into the record of the hearing.

8.6 Objections to Jurisdiction – The Presiding Officer shall inquire if there are objections to the jurisdiction of the Council to hear the matter, and if such objections are received, conduct further inquiry if necessary to determine the question. The Presiding Officer shall terminate the hearing if the inquiry results in substantial evidence the Council lacks jurisdiction or the procedural requirements are not met.

8.7 Staff Report and Recommendation – The Presiding Officer shall call forth the City Manager or City staff to present the staff report. All staff reports to the City Council shall contain the following information:

INTRODUCTORY HEADINGS:

- Meeting Date:
- Project Team:
- Subject and/or Report Title:
- Issue Statement:
- Discussion and/or Background:
- Fiscal Impact (negative or positive):
- Staff Recommendation:

8.8 Testimony – Members of the audience may present oral testimony on the matters scheduled for Public Hearing. The Presiding Officer will call forth members of the audience who have signed-in prior to the meeting to present testimony. Testimony will be limited to three (3) minutes, unless the Presiding Officer grants additional time. The Presiding Officer may further limit testimony if a speaker persists in being threatening and disorderly, or abusive, following a warning to that effect from the Presiding Officer. Upon being recognized by the Presiding Officer, any member of the Council or the City staff may ask questions of any speaker. Upon closure of the hearing, no further testimony will be allowed.

8.9 Attorney Representation – Any person attending a hearing has the right to be represented by an attorney.

8.10 Testimony – Land Use Public Hearings – In addition to the procedures outlined above and below, during a quasi-judicial hearing, the testimony must be directed toward the criteria described or other criteria in the plan or land use regulation which the person believes to apply to the decision. The hearing will be as follows:

- 1) Staff Report
- 2) Written Communications – Staff shall facilitate distribution of any written communications to the Council prior to commencement of the hearing. The City Recorder shall record in the minutes any written communications received.
- 3) Applicant’s testimony
- 4) Proponent’s case
- 5) Opponent’s case
- 6) Neutral testimony
- 7) Rebuttal Evidence – After being recognized by the Presiding Officer, the applicant will be offered an opportunity for rebuttal.
- 8) Close Public Testimony – After the record is closed for testimony, no other testimony comments will be heard from anyone unless the City Council has a specific question.
- 9) Staff response to testimony
- 10) Questions for Staff, if any, from the City Council
- 11) Deliberation by the City Council
- 12) Motion, amendments, if any, and Decision (based on criteria)
- 13) Call for the vote

8.11 Land Use Appeal Hearings/Procedures – In addition to the procedures outlined above, land use appeal hearings and procedures shall be conducted pursuant to the provisions set forth in the Development Code.

8.12 Closing of Hearing/Council Deliberation – The Presiding Officer shall close the hearing or continue it to a date and time certain for presentation of further evidence or argument. Upon closing the hearing, the Council may deliberate on the

matter immediately, or may deliberate on the matter at a later time. During deliberations, the Council may request advice from the City Manager or City staff as to the consequences and implications of the proposal or alternatives thereto based upon the facts presented during the hearing.

8.13 Reopening of Hearing – If it appears that substantial new factual material is necessary to reach a decision on the matter, the Council may, by majority vote, order the hearing reopened or refer the matter to the Planning Commission for further development of the record. Reopening of a hearing is subject to public notice requirements.

SECTION 9 – ORDINANCES (LEGISLATIVE AUTHORITY)

9.1 Ordinances – Pursuant to City Charter, Section 15, Council will exercise its legislative authority by adopting ordinances. The enacting clause for all ordinances must state “The City of Forest Grove ordains as follows:”

9.2 Ordinance Enactment – Pursuant to City Charter, Section 16, ordinances will be enacted as follows:

- (a) Except as authorized by subsection (b), enactment of an ordinance requires approval by a majority of the Council at two meetings.
- (b) The Council may enact an ordinance at a single meeting by unanimous approval by at least five (5) members, provided the proposed ordinance is available to the public at least seven (7) days before the meeting as prescribed by Council rules.
- (c) Any substantive amendment to a proposed ordinance must be read aloud before the Council enacts the ordinance.
- (d) After the enactment of an ordinance, the vote of each member must be entered into the Council minutes.
- (e) After enactment of an ordinance and signature by the Mayor, the City Recorder must attest to the ordinance by name, title, and date of enactment.

9.3 Ordinance Effective Date – Pursuant to City Charter, Section 17, ordinances take effect on the 30th day after enactment, or on a later day provided in the ordinance. An ordinance may take effect as soon as enacted or other date less than 30 days after enactment if the ordinance contains an emergency clause.

SECTION 10 – RESOLUTIONS (ADMINISTRATIVE AUTHORITY)

10.1 Resolutions – Pursuant to City Charter, Section 18, Council will exercise its administrative authority by adopting resolutions. The adopting clause for all resolutions must state “The City of Forest Grove resolves as follows:”

10.2 Resolution Adoption – Pursuant to City Charter, Section 19, resolutions will be enacted as follows:

- (a) Adoption of a resolution or any other Council administrative decision requires approval by the Council at one (1) meeting.
- (b) Any substantive amendment to a resolution must be read aloud before the Council adopts the resolution.
- (c) After adoption of a resolution or other administrative decision, the vote of each member must be entered into the Council minutes.
- (d) After adoption of a resolution and signature by the Mayor, the City Recorder must attest to the resolution by name, title, and date of adoption.

10.3 Resolution Effective Date – Pursuant to City Charter, Section 20, resolutions and other administrative decisions take effect on the date of adoption, or on a later day provided in the resolution.

SECTION 11 – ORDERS (QUASI-JUDICIAL AUTHORITY)

11.1 Orders – Pursuant to City Charter, Section 21, Council will exercise its quasi-judicial authority by adopting orders. The adopting clause for all orders must state “The City of Forest Grove orders as follows:”

11.2 Order Adoption – Pursuant to City Charter, Section 22, orders will be enacted as follows:

- (a) Adoption of an order or any other Council quasi-judicial decision requires approval by the Council at one (1) meeting.
- (b) Any substantive amendment to an order must be read aloud before the Council adopts the order.
- (c) After adoption of an order or other Council quasi-judicial decision, the vote of each member must be entered in the Council minutes.
- (d) After adoption of an order and signature by the Mayor, the City Recorder must attest to the order by name, title, and date of adoption

11.3 Order Effective Date – Pursuant to City Charter, Section 23, orders and other quasi-judicial decisions take effect on the date of final adoption, or on a later day provided in the order.

SECTION 12 – RECORD OF MEETINGS

12.1 Council Record of Meetings – Pursuant to City Charter, Section 14, City Council must keep a record of its proceedings and official meetings.

12.2 Responsibility – The City Recorder shall be responsible for preparing, amending, retaining, and furnishing copies of all City Council minutes in accordance with State Laws.

12.3 Content of Minutes – Minutes of meetings of the City Council shall comply with the provisions of ORS 192.650 and contain the following:

- a) Names of all Councilmembers present or absent and City staff present;
- b) Name and address, if provided, of all persons testifying;
- c) All motions, proposals, ordinances, resolutions, orders and their disposition;
- d) Results of all votes and the vote of each Councilmember by name;
- e) Substance of any discussion on any matter;
- f) Reflect the matters discussed and views of the participants;
- g) Reference any document or exhibits discussed at the meeting;
- h) Minutes shall be available to the public within seven (7) business days after the meeting.

12.4 Preparation of Minutes and Retention of Audio – In addition to the requirements in Section 12.3, official minutes of the City Council shall record the substance of the meeting and be concise. Minutes will generally follow the chronological order of the agenda items to be considered during the meeting. Verbatim minutes are not required. Official proceedings of the City Council shall be audio recorded and be maintained in accordance with the Oregon Archives Law (pursuant to OAR 166).

12.5 Executive Session Minutes – Minutes of executive sessions shall be kept in accordance with ORS 192 in the form of audio recorded. No transcription of executive session minutes will be made unless otherwise required by State law.

12.6 Distribution of Minutes – Draft minutes are distributed to the City Council with the agenda on which the minutes appear as an item for approval. Minutes released to the public prior to City Council approval shall be stamped “DRAFT”. Copies of audio recording may be released and made available to the public in accordance with the Oregon Public Records Law (pursuant to ORS 192).

12.7 Correction and Approval of Minutes – Approval of the minutes usually takes place at the next regular meeting following the date of the minutes under approval. Generally, minutes appear under the Consent Agenda. If minor amendments are made to the minutes, a Councilmember may offer such amendment prior to the Consent Agenda being adopted. For an extensive amendment, the Council shall remove the minutes from the Consent Agenda for separate consideration. Upon an

affirmative vote of the majority of the Councilmembers present, the Council may postpone approval of the minutes until the City Recorder prepares a transcript of the portion of the meeting in question. The Council is final authority as to the amendment to the minutes upon an affirmative vote of the majority of the Councilmembers present.

SECTION 13 – PROCLAMATIONS

13.1 Request for Proclamations – Organizations, citizens, or Councilmembers may request proclamations that proclaim a specified date or dates to recognize the efforts of various community groups and individuals. Upon receipt, the City Recorder will notify the Mayor of the request. Upon the approval of the Mayor, the City Recorder shall prepare the proclamation for the Mayor’s signature.

13.2 Reading of Proclamations – At the discretion of the Mayor, a proclamation shall be read at the Council meeting and presented or mailed to the requesting organization or group.

SECTION 14 – ADVISORY BOARDS, COMMISSIONS, AND COMMITTEES

14.1 Advisory Boards, Commissions, and Committees –The Council may by ordinance or resolution establish any City advisory board, commission, or committee (herein referred to as “B/C”) deemed necessary and in the best interests of the City. Pursuant to City Charter, Section 8(C), the Mayor, with the consent of the Council, appoints members of B/C’s established by ordinance or resolution.

14.2 Purpose – The purpose of the Advisory Boards, Commissions, and Committees 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. All such Council-appointed groups are directly responsible to the Council.

14.3 Membership Qualifications – To be eligible for appointment, a person must be 18 years of age or older and a Forest Grove resident for the duration of the appointed term unless expressly provided for by the adopted bylaws. Student appointees must be high school grade level and residing or attending school, including home-schooled, in Forest Grove. All appointed members are required to attend training courses as assigned and approved by Council. An individual member may not act in an official capacity. The Council may in its discretion at any time remove a member for any reason, including inefficiency, neglect of duty, or malfeasance in office. Voting members may not be employees of the City. B/C members serve without compensation.

14.4 Composition – Unless authorized by Council or required by state law, all B/C's shall consist of no more than nine (9) voting members.

14.5 Quorum and Meetings – Unless required by state law, a majority of the total number of voting B/C members constitutes a quorum. The B/C shall hold meetings no less than four (4) times a year, unless more frequently as established by the B/C. In January of each year, the B/C shall adopt a schedule of its meetings for the upcoming year, including meeting times and dates for holidays and canceled meetings. The staff liaison shall file the B/C meeting schedule with the City Recorder's Office and publish meeting dates/times on the City's website. In case of a meeting cancellation, the staff liaison shall post a notice at the meeting location and on the City's website prior to the meeting date/time.

14.6 Terms of Office and Officers – Unless required by state law, all B/C members shall be voting members and shall serve four (4) year terms. Student members shall be voting members and shall serve two (2) year terms. Terms shall be staggered evenly amongst the membership, beginning January 1 and ending December 31. 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. Members may not serve on more than two (2) B/C's at the same time. Appointments to vacant positions shall fill out the remainder of the unexpired term.

14.7 Registry – The City Recorder's Office shall maintain a current roster of all members, including appointment date, length of unexpired term, and contact information. A copy of the roster shall be provided to Council at least once per year or upon any substantial change in membership.

14.8 Councilmember Liaisons – The Mayor shall appoint a Council liaison to any B/C. Council Liaisons shall be a non-voting member. The Council Liaisons role is to collaborate between the Council and the B/C to assure each group's collective interest is accurately and effectively represented to the other. This includes actively attending and reporting to each entity at their regular scheduled meetings. Council Liaison appointments shall be reconsidered every two (2) years at the first regular Council meeting following the time at which newly-elected Councilmembers officially take office or at the discretion of the Mayor.

14.9 Staff Liaisons – The City Manager shall appoint a staff member as liaison to any B/C. Staff liaisons shall be non-voting and shall assist the B/C by utilizing their expertise regarding city policy and process. The staff liaison shall orient the newly-appointed B/C members prior to the first meeting on the duties of being a member. The staff liaison shall review the agenda in consultation with the B/C chair, prepare minutes upon request of the B/C, oversee and review minutes, post minutes to the website as soon as possible after Council acceptance, prepare and distribute the B/C packet at least five (5) days prior to the meeting, post the final agenda on the bulletin

board and/or at the meeting location, submit legal notices for review and copies of approved minutes to the City Recorder's Office, report to the City Recorder's Office any member who has three or more unexcused absences, report any meeting date changes including cancellations, maintain official records in accordance with the city retention schedule (OAR166-200), and publicly post B/C documents on various media.

14.10 Appointments and Reappointments – Member recruitment shall begin in September and conclude by December 31st of each year. Once the assigned term of office is completed, the member is excused from the appointment, unless Council reappoints the member for another term of service. Members must apply and be interviewed after every term to continue service. Interviews will be conducted by the Council or Council Subcommittee. Applicants who fail to attend a scheduled interview may forfeit the opportunity for appointment or reappointment. Once Council conducts interviews and makes appointment recommendations, the City Recorder Office's shall notify applicants in writing of the Council's recommendation. Formal resolutions making appointments will be scheduled under the Consent Agenda at the next regular Council meeting.

14.11 Attendance – Members are expected to attend every meeting. Members shall notify the staff liaison prior to the regular meeting to report an absence. The minutes shall record the absence. 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. The Chair, with the consent of the B/C, may submit a recommendation to Council to deem the member's position vacant for three (3) or more absences in a twelve month period.

14.12 Resignations and Vacancies – A member shall submit a written resignation to the staff liaison and make every effort to allow for a thirty-day notice. To fill vacancies that occur mid-term, Council shall refer to the current year interviewed applications kept on file in the City Recorder's Office.

14.13 Agenda – The Chair shall 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. 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. The agenda shall follow a standard template provided by the City.

14.14 Open Meetings, Written Minutes and Public Records – All meetings and hearings shall be held in compliance with Public Meetings Law (ORS Chapter 192) and subject to Public Records Law (ORS Chapter 192). A public meeting is defined as two or more members meeting who have been delegated authority by the B/C to advise or make recommendations to the B/C. Written minutes are required for all

meetings. Written minutes may include a briefly summarized record of what took place and must include any action items, showing the attendance and vote of each member. Verbatim minutes are not required. The minutes shall follow a standard template provided by the City.

14.15 Bylaws – Changes to a B/C’s bylaws or rules of procedures must be approved by City Council. The bylaws shall follow a standard template provided by the City.

14.16 Annual Reporting – The Chair shall submit an Annual Report to the City Council listing the B/C’s major activities for the past year and objectives for the coming year. The Annual Reports shall be scheduled on the Council Calendar and approved in January.

14.17 Conflicts of Interest and Ethics Law – 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. Members are also subject to the Restrictions on Political Campaigning when acting in official capacity (ORS 260.432). Planning Commissioners are personally responsible to file an Annual Verified Statement of Economic Interest (SEI) form with the Oregon Government Ethics Commission by April 15 of each calendar year. A civil penalty may be imposed by the State for each violation of any provision of the ORS.

SECTION 15 – ELECTRONIC MAIL

15.1 Electronic Mail – All Councilmembers shall observe the following guidelines when using an electronic method for correspondence in their elected roles:

- 1) All Council e-mail correspondence is subject to the Oregon Public Records and Meetings Laws and is subject to disclosure (pursuant to ORS 192).
- 2) E-mail may be used for correspondence, to schedule meetings, send informative messages, or request information from other members of the Council, the City Manager, or City Department Directors.
- 3) E-Mail may not be used to discuss policy issues with a quorum of the Council at one time or a quorum of a standing advisory body in any manner which would be in violation of the Oregon Public Meetings Law (pursuant to ORS 192).

SECTION 16 – CITY COUNCIL GOAL SETTING

16.1 Council Goal Setting

- 1) **Goal Setting Parameters** – The City Council shall set its goals annually. The goals shall include *Short-Term Goals and Objectives* that the Council plans on completing within the next 12 months and *Long-Term Goals and Objectives* that the Council plans to work on during their term of office and/or future goals and objectives that may take longer to complete.
- 2) **Adoption** – Council Goals and Objectives shall be adopted at a regular meeting of the City Council no later than the second regular session in March of the year.

SECTION 17 – CITY COUNCIL TRAINING AND STIPENDS

17.1 Council Training – All Councilmembers are expected to attend at least one City-affiliated training seminar/conference per calendar year. The annual events that qualify are listed below:

- League of Oregon Cities Annual Conference
- League of Oregon Cities Elected Officials Training Sessions

17.2 Mayor Training – In addition to the above expectation, the Mayor is expected to represent the City at the annual conferences of the Oregon Mayor's Association.

17.3 Council Training Budget – The Budget Committee, consisting of the Council, shall set the Council Training Budget annually at the recommendation of the City Manager.

17.4 Reimbursement Allowance – Reimbursement allowances for travel, meals not included with the training session, and overnight accommodations expenses may be requested for training and conferences. Training and conference registrations and accommodations requests shall be submitted to the City Manager, or designee, who will make all necessary arrangements on behalf of the requester.

17.5 Council Stipends – Council stipends shall be set by resolution.

SECTION 18 – MISCELLANEOUS

18.1 Amendments to Council Rules – Amendments to these Council Rules shall be by made by Council resolution.



MODEL

LEAGUE OF OREGON CITIES

Model Rules of Procedure for Council Meetings

MARCH 2017





Model Rules of Procedure for Council Meetings

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Introduction

In Oregon, many city charters require a city council to establish rules of procedure for how council meetings will be governed, how appointments will be made and how council members are to interact with city employees. Although those charters direct the council to create rules, the charters don't provide substance or guidance on how to do so. The purpose of this guide is to provide cities with a starting point in creating their rules of procedure, where required by the city charter, or where a council so desires.

Establishing rules of procedure for council meetings has several benefits. First, it allows for meetings to be run in an efficient and consistent manner. Second, it allows for the council and residents to debate matters of public concern in a courteous and respectful manner that lessens the likelihood of discontent and friction. Third, rules provide guidance to council members on how they are to interact and engage with city employees and members of the public. Fourth, rules of procedure ensure continuity and stability during transition years when new members of the council are elected to office.

These model rules are intended to provide a starting point for a city council needing to adopt or update its council rules. Although comprehensive, they are not exhaustive, and council members should work together to identify areas in which rules are needed. Similarly, these model rules are not intended to be the definitive statement on what a council should adopt. City councils have a lot of discretion in determining how to conduct their business—and they should not feel constrained to adopt the rules as presented in this model, but rather to exercise their inherent discretion in crafting a set of rules that match their community's culture, needs and values.

Disclaimer

The League's Model Rules of Procedure for Council Meetings are not a substitute for legal advice. To ensure compliance with federal, state, and any applicable local charters or ordinances, city officials drafting rules of procedure for council meetings are advised to seek the advice of their city attorney.

CHAPTER 1 – General Governance

I. Rules of Procedure.

- A. Unless otherwise provided by charter, ordinance or these rules, the procedure for council meetings, and any subcommittee of a city council, shall be guided by Robert’s Rules of Order, 11th Edition.
- B. Members of the council are encouraged to avoid invoking the finer points of parliamentary procedure found within Robert’s Rules of Order when such points will obscure the issues before the council and confuse members of the public.
- C. Whenever these rules and Robert’s Rules of Order conflict, these rules shall govern.

II. Quorum. A quorum is required to conduct official city business.

- A. The members of the council are the city councilors and mayor. Fifty-percent plus one of the members of the council shall constitute a quorum. Vacancies in office do not count towards determining a quorum.¹
- D. In the event a quorum is not present, the members of council present shall adjourn the meeting.

III. Presiding Officer.

- A. The mayor shall preside over all meetings. The mayor shall retain all rights and privileges of the office of the mayor as set out in the city charter when acting in this capacity.
- B. In the mayor’s absence the president of the council [*Mayor Pro-Tem*] shall preside over the meeting. The president of the council shall retain all rights and privileges of the office of the mayor as set out in the city charter when acting in this capacity
- C. If both the mayor and the president of the council [*Mayor Pro-Tem*] are absent from the meeting, the following procedure shall be utilized to determine who is the presiding officer:
 - 1. The city recorder [*council secretary*] shall call the council to order and call the roll of the members.
 - 2. Those members of council present shall elect, by majority vote, a temporary presiding officer for the meeting.

¹ When drafting a quorum requirement, ensure it complies with the city charter, which should indicate what constitutes a quorum and whether the mayor counts towards the quorum requirement.

3. Should either the mayor or the president of the council arrive, the temporary presiding officer shall relinquish control of the meeting immediately upon the conclusion of the item presently being discussed.
4. The presiding officer shall retain all rights and privileges of a member of council when acting in this capacity.

IV. Other Elected and Appointed Officers.²

- A. City Recorder. The city recorder shall be the parliamentarian and shall advise the presiding officer on any questions of order. Additionally, the city recorder shall keep the official minutes of the council.
- B. City Manager [City Administrator]. The city manager [*city administrator*] is required to attend all meetings of the council and is permitted to participate in any discussion; however, the city manager [*city administrator*] has no authority to cast a vote in any decision rendered by the council.
- C. City Attorney. The city attorney may attend any meeting of the council, and will, upon request, give an opinion, either written or oral, on legal questions.

V. Agendas. The city manager [*city administrator*] shall prepare an agenda for every regular meeting, and, if requested by the presiding officer, for every special meeting.

- A. Agendas and informational material for meetings shall be distributed to the council at least three (3) days preceding the meeting.
- B. No council approval shall be required for an agenda of any meeting.
- C. The city manager [*city administrator*] may place routine items and items referred by staff on the agenda without council approval or action.
- D. The city manager [*city administrator*] may remove any items on the consent agenda, any item of old business, any resolution, or any ordinance placed for first reading from the agenda at any time prior to the time the meeting is convened. The presiding officer shall announce such removal under announcements/proclamations.
- E. A member of the council who wishes to have an item placed on the agenda shall advise the city manager [*city administrator*] at least one week prior to the meeting.³

² Only those offices provided for by charter or ordinance should appear in this section.

³ As an alternative, the council may wish to vote on whether a councilor's item will be placed on the agenda for a decision or further action.

VI. Order of Business. The order of business for all regular meetings shall be as follows, however when it appears to be in the best interest of the public, the order of business may be changed for any single meeting by a majority vote:

1. Call to order.
2. Roll call.
3. Announcements/proclamations.
4. Reports of boards, commissions, committees, elected officials and city employees.
5. Public comment on items on the agenda (other than public hearings).
6. Consent agenda.
7. Items removed from the consent agenda.
8. Ordinances and resolutions.
9. Public hearings.
10. Appointments.
11. Public comment on items not on the agenda.
12. Adjournment.

A. Call to Order. The presiding chair shall call all meetings of the council to order. The call to order shall note the date, time and location of the meeting so that it may accurately be reflected in the minutes.

B. Roll Call. The city recorder [*council secretary*] shall conduct a roll call to determine which members of the council are present and which are absent.

1. The attendance shall be properly reflected in the minutes.
2. If roll call determines that a quorum is not present, the meeting shall be adjourned.

C. Announcements/Proclamations. Announcements are intended to be procedural in nature, such as an item being removed from the agenda. Proclamations are awards or recognition of individuals by the council.

D. Reports of Boards, Commissions, Committees, Elected Officials and City Employees. When necessary, reports can be given to the council by boards, commissions committees, elected officials and/or city employees.

1. When appropriate, reports to the council should include written materials which are provided to the council at least three days in advance of the meeting.
2. Oral reports to the council should generally not exceed 10 minutes in length.
3. The council may ask questions of the presenter upon conclusion of the report being given.

E. Public Comment

1. Two periods for public comment will be reserved for every regular meeting of the council. Each period shall not exceed a maximum of 30 minutes, unless a majority of councilors present vote to extend the time. Subject to the limitations contained in subsection H-5(e) of this section, the first period for public comment shall be limited to items placed on the agenda other than public hearings, and the second period of public comment shall be used to comment on any issue of city business, other than agenda items. The presiding officer may, unless a member of council objects, allow a person who desires to make comment on an item not on the agenda to speak during the first comment period.
2. Persons wishing to speak during public comment must sign the “speaker’s roster” with the person’s name and address and the topic upon which the person wishes to speak, not later than the call to order.
3. Members of the public may speak about any topic during the last period for public comment, except as provided in H-5(d) of this rule.
4. If a member of the public wishes to speak on an item that is scheduled for a public hearing at that same meeting, the speaker shall wait until that public hearing. Public comment shall not be used to testify about a quasi-judicial land use matter, to testify on an item that is not a public matter, to testify on a matter which has been or is scheduled to be heard by a hearings official, or to provide or gather additional testimony or information on any matter after the official record has been closed on any matter which has been the subject of a public hearing.
5. Speakers are limited to three minutes. Generally, the speakers will be called upon in the order in which they have signed in on the speaker’s roster. Speakers shall identify themselves by their names and by their place of residence. Speakers may state their mailing address [or the ward in which they reside]. The presiding officer may allow additional persons to speak if they have not signed the speaker’s roster and sufficient time is left in the 30- minute period.

6. Should there be more speakers than can be heard for three minutes each during either of the 30-minute periods provided for public comment, the presiding officer may sort the requests to speak in order to afford the greatest opportunity for each topic to be heard.
 7. Councilors may, after obtaining the floor, ask questions of speakers during public comment. Councilors shall use restraint when exercising this option, and shall attempt to limit questioning to no more than three minutes. The presiding officer may intervene if a councilor is violating the spirit of this guideline.
 8. Speakers may play electronic audio or visual material during the time permitted for their comment. Speakers may utilize city-provided audio or visual equipment located in the council chambers as a part of their comment, but must provide the materials in a readable format to city staff prior to the meeting so that it may be installed on the city's equipment to avoid a delay or disruption of the meeting.
- F. Consent Agenda. In order to expedite the council's business, the approval of minutes and other routine agenda items shall be placed on the consent agenda.
1. All items on the consent agenda shall be approved by a single motion, unless an item is pulled for further consideration.
 2. Any item on the consent agenda may be removed for separate consideration by any member of the council.
 3. For the purposes of this rule, separate consideration means any proposal to adopt a different course of action than that recommended in the staff report, a determination that debate on a proposed course of action is deemed desirable, any questions to staff on an item, and any item where a member of council must declare a conflict of interest.
- G. Ordinances and Resolutions – See [Chapter 3](#)
- H. Public Hearings Generally
1. A public hearing may be held on any matter upon majority vote of the council. Public hearings may be held to consider legislative, quasi-judicial or administrative matters.
 2. Persons wishing to speak shall sign the "hearing roster" with the person's name and address prior to the commencement of the public hearing at which the person wishes to speak.

3. The city recorder [*council secretary*] shall announce at the commencement of any public hearing the subject of the hearing as it is set forth on the agenda. The presiding officer shall then declare the hearing open.
4. Each person shall, prior to giving testimony, give his or her name, shall indicate whether they are a resident of the city, and may give their address [or identify the ward in which they reside.] All remarks shall be addressed to the council as a body and not to any member thereof.
5. Speakers at hearings on legislative or administrative matters, other than legislative land use matters, will be limited to three minutes. Speakers at a hearing on a quasi-judicial matter, other than a quasi-judicial land use matter, shall be subject to the following time limits:
 - a. Staff presentation (15 minutes total).
 - b. Applicant or affected party (15 minutes). Quasi-judicial hearing only.
 - c. Appellant, if other than applicant (10 minutes). Quasi-judicial hearing only.
 - d. Other interested persons (3 minutes per person).
 - e. Questions of staff (No time limit).
 - f. Rebuttal by applicant or party. The scope of rebuttal is limited to matters which were introduced during the hearing (7 minutes total).
6. Councilors may, after recognition by the presiding officer, ask clarifying or follow up questions of individuals providing testimony after that individual has completed his or her testimony. Questions posed by councilors should be to provide clarification or additional information on testimony provided. Questions should not be used as an attempt to lengthen or expand the testimony of the individual. Councilors shall be expected to use restraint and be considerate of the meeting time of the council when exercising this option. The presiding officer may intervene if a councilor is violating the spirit of this guideline.
7. Councilors may, after the presentation of testimony of all interested persons, ask clarifying or follow-up questions of staff. Questions posed by city councilors should be to provide clarification or additional information on testimony provided.
8. The presiding officer may exclude or limit cumulative, repetitious, or immaterial matter. The presiding officer may order the testimony, alternating those speaking in favor and those in opposition, or have all speaking in favor testify, followed by all those in opposition. The presiding officer, with the

approval of the council, may further limit the time and/or number of speakers at any public hearing; provided that the presiding officer shall announce any such restrictions prior to the commencement of the testimony. In the event of large numbers of interested persons appearing to testify, the presiding officer, to expedite the hearing, may in lieu of testimony call for those in favor of the pending proposal or those in opposition to rise and direct the city recorder [*council secretary*] to note the numbers in the minutes.

9. At the end of public testimony and questions of staff, the council shall initiate deliberations by introducing a motion on the matter; continue the hearing; or keep the record open for additional written testimony. During deliberations, each member of the council shall have the opportunity to comment on or discuss testimony given during the public hearing.
 10. A copy of any written testimony or physical evidence, which a party desires to have introduced into the record of the hearing, shall be submitted to the city recorder [*council secretary*] at the time of the hearing. Communications concerning quasi-judicial matters received prior to the hearing are ex parte contacts, and a councilor receiving any such communication must disclose the fact that such a communication has been received, and the content of the communication.
 11. Documents submitted to the city as evidence or written testimony during a public hearing are public records. If such a document contains the name, address, including email address, and telephone number of the person, then it will be included in the record of the proceeding. Because the name, address, including email address, and telephone number are part of a public record, this information will be generally disseminated to the public, and must be disclosed if a public records request is submitted for the documents. A person who believes such disclosure would present a danger to his or her personal safety, and who wishes to exempt his or her address, including email address, and telephone number from disclosure must submit a written request for non-disclosure to the city recorder pursuant to ORS 192.368(1).
- I. Conduct of Hearings on Land Use Matters – See [Chapter 4](#)
 - J. Written Communications to Council
 1. Unsolicited communications to the mayor and/or council concerning matters on the agenda shall be forwarded to the council in the agenda packet, but shall not be individually itemized on the agenda.

2. Unsolicited communications to the mayor and/or council concerning matters that are not on an agenda shall be forwarded to the mayor and/or council but shall not be included in the agenda packet.
3. The city manager [*city administrator*] may, in his or her discretion, bring any matter raised by an unsolicited communication to the attention of the council as an agenda item, provided that such communication is accompanied by a staff report setting forth the reason the matter should be considered by the council, and making a recommendation for council action.

CHAPTER 2 – Meeting Time, Location and Frequency

- I. **Regular meetings.** The council shall meet every _____ evening, with the exception of designated holidays and/or council recesses.
 - A. Meetings shall begin at _____ p.m.
 - B. Meetings shall adjourn at _____ p.m., allowing one-hour increment extensions upon a majority vote of the council.

- II. **Special meetings.** Special meetings may be called by the presiding officer, by request of three members of the council, or by the city manager [*city administrator*].
 - A. Notice of the special meeting shall be given to each member of the council, the city manager [*city administrator*], and each local newspaper, and radio and television station which has on file a written request for notice of special meetings.
 - B. Notice of the special meeting shall be given to all members of the council and the city manager [*city administrator*] via telephone and email.
 - C. Special meetings shall be noticed in accordance with Oregon’s public meetings law, and, at a minimum, shall be noticed at least 24 hours prior to the meeting taking place.

- III. **Emergency meetings.** Emergency meetings may be called by the presiding officer, by the request of three members of council, or by the city manager [*city administrator*].
 - A. Notice of the emergency meeting shall be given to each member of the council, the city manager [*city administrator*], and each local newspaper, and radio and television station which has on file a written request for notice of special meetings.
 - B. Notice of the emergency meeting shall be given to all members of council and the city manager [*city administrator*] via telephone and email.
 - C. Emergency meetings are those meetings called with less than 24 hours’ notice and the council shall identify why the meeting could not be delayed 24 hours immediately after calling the meeting to order.
 - D. The minutes for any emergency meeting shall specifically identify why the meeting constituted an emergency and was necessary.

- IV. Executive Sessions.** Executive sessions may be called by the presiding officer, by the request of three members of council, by the city manager [*city administrator*] or by the city attorney.
- A. Only members of the council, the city manager [*city administrator*] and persons specifically invited by the city manager [*city administrator*] or the council shall be allowed to attend executive sessions.
 - B. Representatives of recognized news media⁴ may attend executive sessions, other than those sessions during which the council conducts deliberations with persons designated to carry on labor negotiations, or where the matter involves litigation and the news media is a party to the litigation.
- V. Work Sessions.** Work sessions are permitted to present information to the council so that the council is prepared for regular or special meetings.
- A. All work sessions are subject to Oregon’s public meetings law and must be noticed accordingly.
 - B. Work sessions are intended to allow for preliminary discussions, and the council is not permitted to take formal or final action on any matter at a work session.
 - C. Work sessions are to be scheduled by the city manager [*city administrator*].
 - D. The city manager [*city administrator*] is to invite any relevant staff to work sessions so that the sessions are as productive as possible.
- VI. Holidays.** In the event a regular meeting falls on a holiday recognized by the city, the regular meeting for that week shall be cancelled.
- VII. Council Recess.** The council shall be in recess, at a minimum, during the following dates each calendar year:⁵
- A. August 1 – August 31;
 - B. The Monday before Thanksgiving and the Friday after Thanksgiving; and
 - C. December 15 to January 1.
- VIII. Location.** Council meetings shall be held at city hall.
- A. In the event city hall is not available for a meeting, the council shall meet at a venue open to the public which is located within the jurisdictional limits of the city.

⁴ State law requires governing bodies to allow representatives of recognized news media to attend executive sessions except for labor negotiations and litigation where the news media is a party to the litigation. State law does not define the term news media and a decision whether such an individual should be permitted to attend an executive session must be made on a case by case basis.

⁵ Ensure that any recess is in compliance with the city charter. It is not uncommon for a charter to require that the council meet at least once a month.

- B. Training sessions may be held outside of the city’s jurisdictional limits, provided no deliberations toward a decision are made.
 - C. Interjurisdictional meetings may be held outside of the city’s jurisdictional limits, but should be held as close as practical to the city, and such meetings shall be located within the jurisdictional boundaries of the other government entity.
 - D. No council meeting shall be held at any place where discrimination on the basis of an individuals’ race, religion, color, sex, national origin, ethnicity, marital status, familial status, age, sexual orientation, source of income or disability is practiced.
- IX. Notice.** The city recorder [*council secretary*] shall provide notice of all meetings in accordance with Oregon’s public meeting law.
- X. Attendance.** Members of the council shall advise the city manager [*city administrator*] if they will be unable to attend any meetings. Under the charter, a council position becomes vacant if the member of council is absent from the city for more than 30 days without council permission or absent from all meetings of the council within a 60-day period.

CHAPTER 3 – Ordinances and Resolutions⁶

- I. Ordinances.** All ordinances considered by and voted upon by the council shall adhere to the rules outlined herein.
- A. Numbering. The city recorder shall number all ordinances with a consecutive identification number during each calendar year, in the order of their introduction. Each number shall be followed by the last two digits of the year in which the ordinance was introduced.
- B. Sponsorship. Each ordinance shall note the name of the member(s) of the council introducing or sponsoring the ordinance.
- C. Preparation and Introduction.
1. All ordinances shall, before presentation to the council, have been approved by the city attorney, or the city attorney's designee.
 2. Ordinances shall be introduced by a member of the council. Except that, upon the request of the council, an ordinance may be introduced by the city manager [*city administrator*] or the city attorney, with a member of the council moving further action on such ordinance upon completion of the introduction.
 3. No ordinance shall relate to more than one subject, which shall be clearly expressed in its title, and no ordinance, or section thereof, shall be amended or repealed unless the new ordinance contains the title of the ordinance or section amended or repealed.
- D. Calendar of Ordinance.
1. An ordinance is introduced for consideration by the council for presentation for first reading. After introduction, the council may direct that:
 - a. A public hearing on the ordinance be held;
 - b. Refer the ordinance to committee for review and recommendation;
 - c. Refer the ordinance to the city manager [*city administrator*] for further revision;
 - d. Pass the ordinance to a second reading; or
 - e. Reject the ordinance in whole or in part.

⁶ Many city charters prescribe the form and manner in which ordinances are adopted. Although council rules should address the process by which it will adopt resolutions and ordinances, it is important to ensure that the rules comply with the charter. Where the rules and the charter conflict, the charter provision prevails.

2. All ordinances when introduced for first reading shall be identified by title and number on a calendar of first reading and may be passed to a second reading as a group without further reference.
3. Except as otherwise provided by this section, on second reading all ordinances shall be placed by title and number on a calendar of second reading, and may be passed as a group, provided that the vote for the passage of the calendar is unanimous.
4. Should any member of the council object to any ordinance at time of second reading, that ordinance shall be removed from the calendar of second reading, and considered separately. Ordinances to be considered separately shall be ready by title only.
5. When the calendar of second reading or an ordinance which is to be considered separately is placed before the council for final passage, the city recorder [*council secretary*] shall call the roll and enter the ayes, nays and abstentions in the record.
6. All proposed amendments to an ordinance shall be in writing, and may be made by interlineation upon the ordinance.
7. No second reading of any ordinance shall occur at the meeting where it is introduced, except by suspension of this section of the rules, and no ordinance shall be passed at a single meeting, except by a unanimous vote for passage by all members of council present.
8. An affirmative vote of at least three members of the council shall be necessary to pass an ordinance.
9. When an ordinance is rejected by the council, and is not reconsidered as provided by these rules, neither the ordinance, nor any other ordinance which contains substantially the same provisions, shall be considered by the council for a period of not less than six months, unless at least three members of the council petition for early consideration.

II. Resolutions. All resolutions considered by and voted upon by the council shall adhere to the rules outlined herein.

- A. Numbering. The city recorder shall number all resolutions with a consecutive identification number during each calendar year, in the order of their introduction. Each number shall be followed by the last two digits of the year in which the resolution was introduced.
- B. Sponsorship. Each resolution shall note the name of the member(s) of the council introducing or sponsoring the resolution.

C. Preparation and Introduction.

1. All resolutions shall, before presentation to the council, have been approved by the city attorney, or the city attorney's designee.
2. Resolutions shall be introduced by a member of the council. Except that, upon the request of the council, a resolution may be introduced by the city manager [*city administrator*] or the city attorney, with a member of the council moving further action on such resolution upon completion of the introduction.

D. Calendar of Resolution.

1. A resolution is introduced for consideration by the council for presentation for first reading. After introduction, the council may direct that:
 - a. A public hearing on the resolution be held;
 - b. Pass the resolution to a second reading; or
 - c. Reject the resolution in whole or in part.
2. All resolutions when introduced for first reading shall be identified by title and number on a calendar of first reading and may be passed to a second reading as a group without further reference.
3. Except as otherwise provided by this section, on second reading all resolutions shall be placed by title and number on a calendar of second reading, and may be passed as a group, provided that the vote for the passage of the calendar is unanimous.
4. Should any member of the council object to any resolution at time of second reading, that resolution shall be removed from the calendar of second reading, and considered separately. Resolutions to be considered separately shall be ready by title only.
5. When the calendar of second reading or a resolution which is to be considered separately is placed before the council for final passage, the city recorder [*council secretary*] shall call the roll and enter the ayes, nays and abstentions in the record.
6. All proposed amendments to a resolution shall be in writing, and may be made by interlineation upon the resolution.
7. A second reading of a resolution is permitted to occur at the meeting where it is introduced, and a resolution may be passed at a single meeting by a unanimous vote for passage by all members of the council present.

8. An affirmative vote of a majority of the council present shall be necessary to pass a resolution.
9. When a resolution is rejected by the council, and is not reconsidered as provided by these rules, neither the resolution, nor any other resolution which contains substantially the same provisions, shall be considered by the council for a period of not less than three months, unless at least three members of the council petition for early consideration.

CHAPTER 4 – Land Use Hearings

I. General Conduct of Hearings.

- A. Any party may speak in person, through an attorney, or elect to have a representative from an officially recognized neighborhood association present the party's case.
- B. A copy of any written testimony or physical evidence which a party desires to have introduced into the record at the time of hearing shall be submitted to the city recorder at the time the party makes his or her presentation. If the testimony or evidence is not submitted to the city recorder, it shall not be included in the record for the proceeding.
- C. No person may speak more than once without obtaining permission from the presiding officer.
- D. Upon being recognized by the presiding officer, any member of the council, the city manager [*city administrator*], planning director or the city attorney may question any person who testifies.
- E. Testimony shall be directed towards the applicable standards and criteria which apply to the proposal before the council.
- F. The presiding officer may exclude or limit cumulative, repetitious, or immaterial testimony. To expedite hearings, the presiding officer may call for those in favor and those in opposition to rise, and the city recorder shall note the numbers of such persons for the record in the minutes.

II. Quasi-Judicial Land Use Matters.

- A. Scope of Review. All appeals and council-initiated review in quasi-judicial land use proceedings shall be new (de novo) and shall be held on the record.
- B. Conflicts of Interest.
 - 1. A member of the council shall not participate in a discussion or vote in a quasi-judicial land use proceeding if:
 - a. The member has an actual conflict of interest as defined by the Oregon Revised Statutes or the city charter.
 - b. The member was not present during the public hearing; provided, however, the member may participate if they have reviewed the evidence, including recordings of the hearing, and declared such fact for the record.
 - 2. Members of the council shall reveal any ex parte contacts with regard to the proceeding at the commencement of any quasi-judicial land use proceeding.

If such contact impairs the member's impartiality, the member shall state this fact and abstain from participation in the matter.

- C. Burden of Proof. The proponent has the burden of proof on all elements of the proposal, and the proposal must be supported by proof that it conforms to all applicable standards and criteria.
1. The decision of the council shall be based on the applicable standards and criteria as set forth in the city's municipal code, the city's comprehensive plan, and, if applicable, any other land use standards imposed by state law or administrative rule.
 2. The proponent, any opponents, and/or city staff may submit to the council a set of written findings or statements of factual information which are intended to demonstrate the proposal complies or fails to comply with any or all applicable standards and criteria.
- D. Hearing Procedures. The order of hearings in quasi-judicial land use matters shall be:
1. Land Use Hearing Disclosure Statement. The city recorder [*council secretary*] shall read the land use hearing disclose statement, which shall include:
 - a. A list of the applicable criteria;
 - b. A statement that testimony, arguments and evidence must be directed toward the applicable criteria or other criteria in the plan or land use regulation which the person believes to apply to the decision;
 - c. A statement that failure to raise an issue accompanied by statements or evidence sufficient to afford the council and the parties an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue; and
 - d. If applicable, a statement that a failure to raise constitutional issues relating to proposed conditions of approval precludes an action for damages in circuit court.
 2. Call for ex parte contacts. The presiding officer shall inquire whether any member of the council has had ex parte contacts. Any member of the council announcing an ex parte contact shall state for the record the nature and content of the contact.
 3. Call for abstentions. The presiding officer shall inquire whether any member of the council must abstain from participating in the hearing due to a conflict of interest. Any member of the council announcing a conflict of interest shall state the nature of the conflict, and shall not participate in the proceeding,

unless the person's vote is necessary to meet a requirement of a minimum number of votes necessary to take official action; provided, however, that the member shall not participate in any discussion or debate on the issue of which the conflict arises.

4. Staff summary. Planning staff shall present a summary and recommendation concerning the proposal.
5. Presentation of the Case.
 - a. Proponent's case. Twenty minutes total.
 - b. Persons in favor. Five minutes per person.
 - c. Persons opposed. Five minutes per person.
 - d. Other interested persons. Five minutes per person.
 - e. Rebuttal. Ten minutes total. Rebuttal may be presented by the proponent. The scope of rebuttal is limited to matters which were introduced during the hearing.
6. Close of hearing. No further information shall be received after the close of the hearing, except for specific questions directed to staff. If the response to any such questions requires the introduction of additional factual evidence, all parties shall be afforded an opportunity for simultaneous written rebuttal.
7. Deliberations. Deliberations shall immediately follow the hearing. The council may delay deliberations to a subsequent time certain.
8. Findings and Order. The council may approve or reject the proposal.
 - a. The council shall adopt findings to support its decision.
 - b. The council may incorporate findings proposed by the proponent, the opponent or staff in its decision.
- E. Continuances. Only one continuance is available by right. However, nothing in this section shall restrict the council, in its discretion, from granting additional continuances. Any continuance shall result in a corresponding extension of the 120-day time limitations imposed by the Oregon Revised Statutes.

III. Legislative Land Use Matters.

- A. Hearings Procedures. The order of procedures for hearings on legislative land use matters shall be:
 1. Call for abstentions. Inquire whether any member of the council wishes to abstain from participation in the hearing. Any member announcing an abstention shall identify the reason therefor and shall not participate in the proceedings.

2. Staff summary. Staff shall present a statement of the applicable criteria, and a summary and recommendation concerning the proposal.
3. Presentation of the Case.
 - a. Proponent's case. Twenty minutes total.
 - b. Persons in favor. Five minutes per person.
 - c. Persons opposed. Five minutes per person.
 - d. Other interested persons. Five minutes per person.
4. Close of hearing. No further information shall be received after the close of the hearing, except for responses to specific questions directed to staff.
5. Deliberations. Deliberations shall immediately follow the hearing. The Council may delay deliberations to a subsequent time certain.
6. Reopening hearing. Prior to second reading of an ordinance relating to a legislative land use matter, and upon majority vote of the council, a hearing may be reopened to receive additional testimony, evidence or argument. The same notice requirements shall be met for the reopened hearing as were required for the original hearing.

CHAPTER 5 – Motions, Debate, Public Comment and Voting⁷

- I. Motions.** All motions shall be distinctly worded.
- A. The following rules shall apply to motions:
1. If a motion does not receive a second, it dies.
 2. The council will discuss a motion only after the motion has been moved and seconded. Nothing in this section prevents general discussion or expression of opinions before a motion is made.
 3. Any motion shall be reduced to writing if requested by a member of the council.
 4. A motion to amend can be made to a motion that is on the floor and has been seconded.
 5. No motion shall be received when a question is under debate except for the following:
 - a. To lay the matter on the table;
 - b. To call for the previous question;
 - c. To postpone;
 - d. To refer; or
 - e. To amend.
 6. A motion may be withdrawn by the mover at any time without the consent of the council.
 7. Amendments are voted on first, then the main motion if voted on as amended.
 8. A member of the council may have a motion which contains several elements divided, but the mover shall have the right to designate which element will be voted on first.
 9. A call for the question is intended to close the debate on the main motion; does not require a second and is not debatable.
 - a. A call for the question fails without a majority vote.
 - b. Debate on the main subject resumes if the motion fails.
 10. A motion that receives a tie vote fails.

⁷ Many councils adopt Robert's Rules of Order to govern motions and related matters. This model adopts Roberts Rules as a *guide* for procedural matters and sets out a simplified procedure for motions and voting. Under this model, where Robert's Rules conflict with the model rules, the model rules should prevail.

11. The presiding officer shall repeat the motion prior to a vote.

12. A motion to adjourn cannot be amended.

B. Motion to Reconsider. A motion to reconsider may only be made by a member of the prevailing side. Any member may second the motion.

1. No motion shall be made more than once.

2. The motion shall be made before the final adjournment of the meeting when the item goes out of possession of the council.

II. Debate. The following rules shall govern the debate of any item being discussed by the council:

A. Every member desiring to speak shall address the presiding officer, and, upon recognition by the presiding officer, shall confine him/herself to the question under debate, at all times acting and speaking in a respectful manner.

B. A member, once recognized, shall not be interrupted when speaking unless it is to be called to order, or as herein otherwise provided.

C. The member of the council moving the adoption of any ordinance or resolution shall have the privilege of closing the debate.

III. Public Comment. The public shall be entitled to comment on all matters before the council that require a vote.

A. Public comment shall occur after the matter up for vote has been presented by city staff and before the council takes any formal action on the matter.

B. Each member of the public is entitled to comment on the matter before the council for five minutes.

C. Public comment is a time for comment, it is not a time for debate, nor is it a time for members of the public to ask questions of and receives answers from the council or city staff.

D. Each person desiring to give public comments shall provide the council with his or her name and address prior to giving comment. This information shall be used to insure the minutes of the meeting properly reflect those persons who provided public comment.

IV. Voting. The following rules shall apply to voting on matters before the council, unless amended in the manner outlined in [Chapter 4](#) of these Rules.⁸

⁸ City charters sometimes contain voting requirements. Any voting requirement must comply with the city charter.

- A. Reports. A majority of a quorum shall be required to approve or accept a report. However, no vote is required if the report is only for informational purposes.
- B. Consent Agenda. The unanimous vote of all members of the council present is required to approve the matters on a consent agenda.
- C. Resolutions. A majority of quorum shall be required to pass a resolution.
- D. An Ordinance Involving a Fee or Fine. An ordinance involving a fee or fine shall require a majority of the council to pass.
- E. An Ordinance Not Involving a Fee. An ordinance which does not involve a fee or a fine shall require a majority of a quorum to pass.
- F. Emergency Ordinance. An emergency ordinance shall require the unanimous vote of all members present.
- G. Budget. The budget shall require a majority of a quorum to pass.
- H. Franchise. A majority of a quorum shall be required to pass an ordinance granting a franchise.
- I. Suspension of Rules. A unanimous vote of all members of the council present shall be required to suspend or rescind a rule contained in these rules of procedure, however, rules in this chapter which also appear in the city's charter shall not be suspended or rescinded.
- J. All votes shall be recorded in the minutes.
- K. Ties. Tie votes shall indicate a denial of the proposal. If the tie is a matter that has been appealed from a lower city body or commission, a tie shall render the lower body's decision approved.
- L. Effective date.
 - 1. A resolution shall become effective upon adoption unless otherwise stated in the resolution.
 - 2. The following shall take effect immediately upon its passage:
 - a. Ordinances making appropriations and the annual tax levy;
 - b. Ordinances relative to local improvements and assessments; and
 - c. Emergency ordinances.

3. All other ordinances shall take effect _____ days⁹ after passage unless a later date is fixed on the ordinance, in which event it shall take effect at the later date.
4. The filing of a referendum petition shall suspend the effective date of an ordinance.

⁹ Ordinarily ordinances go into effect 30 days after passage. Check the city charter for effective date of ordinances.

CHAPTER 6 – Minutes

I. Generally.

- A. All minutes shall be in written form, with an electronic copy of the meeting maintained by the city recorder [*council secretary*] in accordance with the appropriate record retention schedule.
- B. The minutes shall contain the following information:
 - 1. The date, time and place of the meeting;
 - 2. The members present;
 - 3. The motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition;
 - 4. The results of all votes and the vote of each member by name;
 - 5. The substance of any discussion on any matter; and
 - 6. A reference to any document discussed at the meeting

II. Approval. The council shall approve all minutes of any meeting.

- A. All minutes shall be approved within ninety days of the meeting having occurred.
- B. The draft minutes shall be submitted to the council as part of the council's packet prior to the meeting where they will be discussed.
- C. Any member of the council may request an amendment or correction of the minutes prior to a final vote being taken on the minutes.

CHAPTER 7 – Appointments

- I. **Appointments of City Staff.** The council appoints and can remove those positions identified in the city’s charter. All appointments require a majority vote of the entire council.
 - A. Reviews. Any person appointed by the council shall be subject to an annual review by the council.
 - B. Removals. All appointed persons may be removed by a majority vote of the entire council.
 - C. Interference. If the council appoints a municipal judge, the council may meet with the judge, but in no instance shall the council be permitted to interfere with the judge’s exercise of judicial authority or discretion.
- II. **Appointments of Members to Boards, Commissions and/or Committees.**
 - A. Unless otherwise mandated by state law, the mayor shall appoint the members of any board, commission or committee authorized by the council.
 - B. Unless otherwise prohibited by the council, the mayor shall have the authority to create and appoint subcommittees of committees authorized by the council.
 - C. Removals. All appointed persons may be removed by the mayor.

CHAPTER 8 – Ethics, Decorum, Outside Statements

- I. **Ethics.** All members of the council shall review and observe the requirements of state ethics law. In addition to complying with state ethics law, all members of the council shall refrain from:
 - A. Disclosing confidential information.
 - B. Taking action which benefits special interest groups or persons at the expense of the city as a whole.
 - C. Expressing an opinion contrary to the official position of the council without so saying.
 - D. Conducting themselves in a manner so as to bring discredit upon the government of the city.
- II. **Decorum.**
 - A. The presiding officer shall preserve decorum during meetings and shall decide all points of order, subject to appeal of the council.
 - B. Members of the council shall preserve decorum during meetings, and shall not, by conversation or action, delay or interrupt the proceedings or refuse to obey the orders of the presiding officer or these rules.
 - C. Members of the city staff and all other persons attending meetings shall observe the council’s rules of proceedings and adhere to the same standards of decorum as members of council.
- III. **Statements to the Media and Other Organizations**
 - A. Representing City. If a member of the council, to include the mayor, appears as a representative of the city before another governmental agency, the media or an organization to give a statement on an issue, the member may only state the official position of the city, as approved by a majority of the council.
 - B. Personal Opinions. If a member of the council, to include the mayor, appears in their personal capacity before another governmental agency, the media or an organization to give a statement on an issue, the member must state they are expressing their own opinion and not that of the city before giving their statement.

CHAPTER 9 – Interactions with Staff & City Attorney

- I. Staff.** All members of the council shall respect the separation between the council’s role and the city’s manager’s *[city administrator’s]* responsibility by:
- A. Not interfering with the day-to-day administration of city business, which is the responsibility of the city manager *[city administrator]*.
 - B. Refraining from actions that would undermine the authority of the city manager *[city administrator]* or a department head.
 - C. Limiting individual inquiries and requests for information from staff to those questions that may be answered readily as part of staff’s day-to-day responsibilities. Questions of a more complex nature shall be directed to the city manager *[city administrator]*.
 - 1. Questions from individual members of the council requiring significant time or resources (two hours or more) shall normally require approval of the council.
 - 2. Members of the council shall normally share any information obtained from staff with the entire council. This section is not intended to apply to questions by members of the council acting in their individual capacities rather than as members of the council, nor to questions regarding conflict of interest or similar issues particular to a member of the council.
- II. City Attorney.** Council members may make requests to the city attorney for advice no more than once a month, so long as the request does not require more than two hours of the attorney’s time. A councilor may make additional requests within a month or make a request that exceeds two hours with the concurrence of the majority of the council.

CHAPTER 10 – Censure [*and Removal*]¹⁰

- I. The council may enforce these rules and ensure compliance with city ordinances, charter and state laws applicable to governing bodies. If a member of council violates these rules, city ordinances, the city charter or state laws applicable to governing bodies, the council may take action to protect the integrity of the council and discipline the member with a public reprimand [*or removal as provided for in the city charter*].
- II. The council may investigate the actions of any member of council and meet in executive session under ORS 192.660(2)(b) to discuss any finding that reasonable grounds exist that a violation of these rules, local ordinance, the city charter or state laws applicable to governing bodies has occurred. Sufficient notice must be given to the affected member to afford them the opportunity to request an open hearing under ORS 192.660(2)(b).

¹⁰ Some charters allow the council to remove the mayor or councilor from office for certain enumerated reasons following notice and a public hearing. Absent such a charter provision, it's likely that an elected official cannot be removed from office absent a recall vote by the electorate in accordance with the Oregon Constitution Article II, section 18, and ORS 249.865.

CHAPTER 11 – Amendment and Repeal

- I. **Amendment.** These rules of procedure are subject to amendment by the council in accordance with the rules noted herein.
 - A. Any proposed amendment to these rules shall be noted on an agenda for a regular meeting, wherein the same shall be discussed, and open for comment by the public.
 - B. All amendments to these rules requires a majority vote.
 - C. Amended rules shall not go into effect until the meeting after the rule was approved.
- II. **Repeal.** These rules of procedure are subject to repeal and replacement by the council in accordance with the rules noted herein.
 - A. Any proposed repeal of these rules shall be accompanied by a proposed replacement.
 - B. Any proposed repeal and replacement of these rules shall be noted on an agenda for a regular meeting, wherein the same shall be discussed, and open for comment by the public.
 - C. Any repeal and replacement of these rules requires a majority vote.
 - D. Any repeal and replacement of these rules shall not go into effect until 30 days after the replacement rule was approved.

Pursuant to Resolution No. 2019-14, the Agreement for City Council Conduct

1. Attendance at Council meetings is first priority; if unable to attend, please contact the City Recorder.
2. Be on time to meetings and read the packet prior to the meeting - be prepared to work.
3. Mayor will take the lead in keeping the meeting and discussion focused.
4. Distribute information in advance of Council discussion.
5. Mayor will recognize Councilors when indicating they wish to speak.
6. Use formal procedure (point of order, call for question, etc.) to focus the meeting. Formal procedure may be used when necessary for effective discussion in lieu of Council's usual, more informal, process. Individuals should use procedure appropriately and courteously.
7. Council meetings are televised live; this requires Council to act professionally by:
 - Treating the public and each other with courtesy;
 - Speaking in turn and on the issue;
 - No interrupting;
 - No engaging in side conversations; and
 - No personal communication on electronic devices while conducting business at the dais.
9. Refrain from personal attacks, including to presenters, staff, and Council.
10. Agree to be diplomatic about disagreement; leave disagreement at the dais and do not try to polarize other Councilors.
11. Call the City Manager or designee with questions and requests prior to the meeting.
12. Information available to one council member will be available to all, in a timely manner.
13. Every effort shall be made to adjourn meetings by 9:30 p.m. Council recess shall be called if meeting extends past 9:30 p.m.
14. Councilors may request on their own accord one-on-one meetings with the Mayor.

Individual Council Member Conduct Agreements

Council Members agree to:

- Be straightforward about goals and issues.
- Cultivate exchange of views with other councilors.
- Avoid saying or doing anything that would discredit or harm the City.
- Cordial, courteous behavior in and outside of meetings.

Commitments as a Council

Council strives to:

- Continue to improve citizen involvement, awareness and participation.
- Improve follow-up and resolution of citizen concerns or complaints.
- Act as an advocate for the City.

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CITY COUNCIL ORIENTATION

CITY'S ORGANIZATIONAL CHART: The City's Organizational Chart is to show the hierarchical structure, or chain of command, within the City. Each box depicts a City department or position, with those on the same level being of equal rank. The chart also illustrates relationships between departments and people in the City.

CITY CHARTER: The [Forest Grove City Charter](#) exercises the City's power to the fullest extent under the Oregon Constitution and laws of the State and is enacted by Forest Grove voters as a Home Rule Charter.

■ **COUNCIL POWERS:** Pursuant to **City Charter**, Chapter II, the Council has a "general grant of powers" provision that permits the Council to take actions allowed under federal and state constitutions and laws. The general grant of powers allows maximum discretion for Council to decide matters relating to their organization, powers, functions, and finances without recourse to the state legislature.

■ **QUORUM:** Pursuant to **City Charter**, Chapter III, quorum majority is four (4). A quorum of the Council is required in order to make a decision or to deliberate toward a decision on any matter. If four or more members gather, it is a meeting and public notice must be given, except for:

- Onsite inspections on any project or program
- Gathering of any national, regional or state associations to which the Council belongs; and
- Purely social gatherings.

A gathering of less than a quorum of a governing body is not a "meeting." However, members of a governing body should not gather as a group or groups composed of less than a quorum for the purpose of conducting business outside the [Public Meetings Law](#). Such a gathering creates the appearance of impropriety, and runs contrary to the policy of the Public Meetings Law, which supports keeping the public informed of the deliberations of governing bodies. In addition, such a gathering creates a risk of violating ORS 192.630(2) through serial communications.

■ **MOTIONS:** Motions are made orally and need only to be seconded to be brought to discussion and a vote. Pursuant to **City Charter**, Section 13, a motion must be adopted by a majority of a quorum of the Council, except when the Charter requires approval by a majority vote (i.e., Ordinance enactment). A motion is documented in the Council minutes. Consensus refers to an informal acknowledgement that a majority of the Council agrees on a particular position. No formal vote is taken. The City has adopted *Robert's Rules of Order*: <http://www.robertsrules.com/>.

■ **CITY COUNCIL ELECTED:** Pursuant to **City Charter**, Section VII, the Council consists of a Mayor and six Councilors elected from the City at-large, each for four (4) year terms. Three (3) Councilor positions are elected in the General Election every two years.

■ **COUNCIL APPOINTED OFFICERS:** Pursuant to **City Charter**, Chapter VIII, the Council appoints the City Manager, City Attorney, Municipal Judge and City Auditor. All serve at the pleasure of the Council and may be removed at any time by a majority of the Council.

■ **COUNCIL-CITY MANAGER:** Pursuant to **City Charter**, Chapter VIII, the City has a council-manager form of government. The City Manager is appointed by Council and may be removed at any time by a majority of the Council. The Council sets policy and the City Manager implements it.

■ **CITY MANAGER EVALUATION:** Pursuant to employment contract, the Council must evaluate the City Manager's performance at least once each year. Pursuant to ORS 192.660(7)(D), the Council must adopt hiring standards and criteria and policy directives in meetings open to the public. Pursuant to **City Charter**, Chapter VII, the City Manager is appointed and may be removed at any time by a majority of the Council.

■ **PERSONNEL POLICIES:** Pursuant to **City Charter**, Section IX, Council adopts by resolution personnel policies governing recruitment, selection, promotion, transfer, demotion, suspension, layoff and dismissal of City employees based on merit and fitness.

BUDGET COMMITTEE: Pursuant to Oregon Budget Law, [ORS Chapter 294](#), the City is required to establish a Budget Committee to assist with the budget process. The City's Budget Committee consists of the City Council and seven citizens appointed by the Mayor with the consent of the Council. Click here for the current [Adopted Budget](#).

COUNCIL RULES OF PROCEDURE / POLICES: [Council Rules of Procedure](#): The Council adopts by resolution rules governing its meetings and proceedings. These rules are designed to promote efficiency and consistency in conducting Council business in a timely manner.

■ **COUNCIL AGENDA:** Pursuant to **Council Rules**, Section 6, the *Preliminary* agenda is prepared by the City Manager in consultation with the Mayor. Councilmembers may request at any Council meeting to add or delete an item from the *Final* agenda for that night's meeting. A majority of the Councilmembers present at the meeting must approve the request and the request must not require a staff report. If Councilmember wishes to propose an item for a future agenda, the Councilmember must propose the agenda item at a Council meeting and it must be approved by a majority of the Councilmembers present at the meeting before being placed on the *Final* agenda for the next Council meeting or an agreed upon

future Council meeting.

- **COUNCIL ATTENDANCE:** Pursuant to **Council Rules**, Section 3, it is the duty of each Councilmember to attend all meetings as a priority of the Council. Consent is given for good cause as follows:
- Excused – with consent of Council (advising the Mayor, City Manager, or City Recorder if unable to attend will excuse you).
 - Unexcused – No advance notice given.
- Pursuant to City Chapter, Section 31, a Council seat can be deemed vacant upon absence from the City for 30 days or from all Council meetings within a 45-day period, without Council consent.

- **COUNCIL LIAISON TO BOARDS, COMMITTEES AND COMMISSIONS:** Pursuant to **Council Rules**, Section 14.8, the Mayor shall appoint Councilmembers as liaisons to any board or commission (B/C), as well as to represent local, state and sometimes federal boards. The Council Liaison appointments shall be reconsidered every two years at the first regular Council meeting following the time at which newly-elected Councilmembers officially take office or at the discretion of the Mayor. The Council Liaison is non-voting. The Council Liaison’s role is to *“collaborate between the Council and B/C to assure each group collective interest is accurately and effectively represented to the other.”* The Councilor does not have the authority to commit the City to any course of action, but can make recommendations to the Council regarding proposed actions.

- **COUNCIL GOALS AND GOAL OBJECTIVES:** Pursuant to **Council Rules**, Section 16, the Council must set its goals annually no later than the second regular meeting in March. The Council holds a Council Goal-Setting Retreat normally in January/February. The Council goals include *Short-Term Goals and Objectives* that the Council plans on completing within the next 12 months and *Long-Term Goals and Objectives* that the Council plans to work on during their term of office and/or future goals and objectives that may take longer to complete. The [Goals](#) (currently fiscal year) that Council sets/adopts annually help guide the City administration and departments as they plan for the upcoming budget year. The Department Directors are directed by the City Manager to incorporate any significant [Council Goals and Objectives](#) (current fiscal year) into their work plans and provide funding source information if required.

COUNCIL TEAM AGREEMENT: The Council has an adopted [Team Agreement](#) for conducting Council meetings and business and Council conduct. The Council Team Agreement is reviewed annually.

FOREST GROVE CODE: The [Forest Grove Code](#) is the legal municipal code of the City and contains Council-adopted ordinances and regulations and is enforceable only within the City’s jurisdiction. The [Code of Ordinances](#) is available online and is translated and searchable in

a variety of languages. The [Development Code](#) contains Council-adopted ordinances and development standards and regulations and is enforceable only within the City's jurisdiction.

COUNCIL VISION STATEMENT: The Council adopted the original City's [Vision Statement](#) in 1993. The Vision Statement serves as the overarching document that brings together social, physical, economic and other considerations into a complete statement on the future of Forest Grove. The accompanying action plan, based on the Vision Statement, aims to utilize various resources within the entire community to achieve the goals and objectives of the Vision Statement. In 2019, the City Council included an objective to update the community vision and identify community values. The Council identified their desired outcomes for the [community visioning process](#).

PUBLIC RECORDS AND MEETINGS: [Public Records and Meetings Manual](#): The guide includes informational links to statutes and rules governing public records and meetings.

COUNCIL MEETINGS: [Oregon's Public Meetings Law](#) requires that decisions of the Council be arrived at openly and giving members of the public the right to attend all meetings of the Council at which decisions about the City's business are made or discussed, with few exceptions (refer to Executive Sessions below). Council meetings must be held in the City and at a place accessible to the disabled, and a good faith effort to provide an interpreter for the hearing impaired when requested to do so. Oregon law prohibits smoking at public meetings.

- City Council Meetings are televised live by Tualatin Valley Community Television ([TVCTV](#)) Government Access Programming, Channel 30. Forest Grove Meetings [Video on Demand](#).
- Parking in the Community Auditorium area, 1915 Main Street, is available for all meetings. During normal business hours, parking may be subject to parking enforcement regulations.

EXECUTIVE SESSIONS: Executive Sessions are authorized under [ORS 192.660](#). Executive sessions may be held to discuss certain matters specified by law, ORS 192.660, including:

- Dismissal or disciplining of an officer or employee or performance evaluation of an officer or employee, unless the officer or employee requests an open meeting;
- Deliberations with persons designated to negotiate real property transactions;
- Deliberations with persons designated to conduct labor negotiations;
- Discussion of records that are exempt from public

- inspection (for these executive sessions, media may be excluded);
- Legal rights and duties of a public body with regard to current litigation or litigation likely to be filed;
 - Review and evaluation of an executive officer, public officer, employee or staff member, unless an open hearing is requested by the person being reviewed

Council can take no final action in Executive Session; however, an opinion or consensus of the Council may be gathered. Matters discussed in Executive Sessions are confidential and exempt from public disclosure. Council, City Manager and staff, as well as representatives of the News media, are specifically directed not to report on any of the deliberations during the Executive Session, except to state the general subject of the session as announced at the start of the Executive Session. Disclosure negates the public policy protections provided by the Public Meetings Law and may result in a waiver of any confidentiality privilege attached, such as with respect to discussions with legal counsel. In addition, disclosure may violate an individual's privacy rights, exposing the Councilor and City to liability. Willful disclosure for the purpose of harming another or for pecuniary gain could constitute an ethics violation or official misconduct pursuant to ORS 162.415, 162.425 and 244.040(4).

COUNCIL PACKET: The Council Packet is posted on the City's website: <http://www.forestgrove-or.gov/meetings>.

- A link to the agenda and packet is provided via email to Council.
- The packet is processed normally Tuesday and no later than Wednesday before a Council meeting. It is imperative to read the packet before the meeting.
- Pursuant to the Council Team Agreement, please direct questions and/or concerns pertaining to staff reports and/or packet information to the City Manager prior to the meeting.

MEETING MINUTES: Pursuant to ORS 192.650, written minutes of all meetings are required, except Executive Sessions, which may be tape-recorded. The written minutes serve as a source of information for the Council and the public. Minutes of a Council meeting validate or prove that ordinances and other actions have been approved. Minutes are always available to the public under the Public Records Law. The minutes must be approved at a subsequent meeting of the public body, subject to any corrections. *Minutes include a record of what took place, but not every word that was said.* Speeches, statements or discussions are not transcribed verbatim, except when the information is necessary to understand what took place during the meeting. The

written minutes and contain the following minimum information: (a) members present; (b) motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition; (c) results of all votes; (d) the substance of any discussion on any matter; and (e) a reference to any document discussed at the meeting. For a meeting called with less than 24-hour notice, the minutes must also describe the emergency justifying the short notice.

CITIZEN PARTICIPATION: The [Public Meetings Law](#) does not guarantee the public a right to interact with Council during meetings. Public hearings, advisory committees, neighborhood associations, volunteer participation, public opinion polls, and interest groups are several avenues in the "two-way street" of citizen participation. With the exception of elections, public hearings are the most traditional and most prevalent way of getting citizens involved in local government decisions. The Council meeting agenda allows for Citizen Communications on items that are not on the printed agenda. In the interest of time, Citizen Communications is limited to two (2) minutes unless the presiding officer/Mayor grants an extension of time.

COUNCIL CALENDAR: The Council Meeting Calendar is prepared in coordination with the Mayor and the City Manager. The Council Calendar contains meetings Councilmembers normally attend. A copy of the calendar is provided with each meeting packet and a hardcopy is provided at the meeting. Please notify the City Recorder if scheduling vacation or time leave, so it can be documented in the Council calendar.

COUNCIL E-MAIL: All Councilmembers are provided a City e-mail address: FirstInitialLastName@forestgrove-or.gov. City e-mail is forwarded to Councilor's home computer e-mail address. Pursuant to Council **Rules** of Procedure, Councilmembers must observe guidelines when using e-mail for correspondence in their elected role. Pursuant to ORS 192, all Council e-mail is subject to Oregon Public Records and Meetings Laws and is subject to public disclosure. **E-mail may not discuss policy issues with a quorum of the Council at any time (see above Serial Communications).**

NEWS MEDIA: The City Manager has assigned responsibility to designated staff for City-related media relations. This includes speeches and presentations by Council at civic affairs and service club meetings, personal contact through correspondence and conversations, appearances on radio or television discussion programs, publication of letters and articles in newspapers, and posting information on social media. Generally, attentive listening to the citizen and a simple explanation of what the City must consider in rendering a decision is a first step. If people understand the relevant facts, are treated courteously, and are

given every consideration that the circumstances will allow, the integrity of the process and the City will be enhanced.

GOVERNMENT ETHICS LAW: [Oregon Government Ethics](#) Law is found in Oregon Revised Statutes [ORS Chapter 244](#): Oregon Government Ethics law:

- Applies to all elected and appointed officials, employees and volunteers at all levels of state and local government in all three branches.
- Prohibits use of public office for financial gain.
- Requires public disclosure of financial conflicts of interest.
- Requires designated elected and appointed officials to file an annual disclosure of sources of economic interest.
- Limits gifts that an official may receive per calendar year. The general rule is that a public official, relative, or household member of the public official may not solicit or receive any gift with a value in excess of \$50 in any calendar year from a source that could reasonably be known to have a legislative or administrative interest in that public official's actions, votes, or decisions.

CONFLICT OF INTERESTS: Access the "[Guide for Public Officials](#)" by selecting this link. Oregon Government Ethics Commission ([OGEC](#)) offers free e-learning training modules focusing on **government ethics law**, **lobbying regulations**, and **executive session provisions**: <http://www.oregon.gov/OGEC/Pages/training.aspx>

The difference between an actual conflict of interest and a potential conflict of interest is determined by the words "would" and "could." An actual conflict of interest occurs when the action taken by a public official *would* affect the financial interest of the official, the official's relative or a business with which the official or a relative of the official is associated. A potential conflict of interest exists when the action taken by the public official *could* have a financial impact on that official, a relative of that official or a business with which the official or the relative of that official is associated. For both actual and potential conflicts, a public official must announce or disclose the nature of a conflict of interest before participating in any official action on the issue giving rise to the conflict of interest. ORS 244.120(2)(a) and ORS 244.120(2)(b).

- **Potential Conflict of Interest:** Following the public announcement, the public official may participate in official action on the issue that gave rise to the conflict of interest.
- **Actual Conflict of Interest:** Following the public announcement, the public official must refrain from any further participation in discussion or voting on the issue that gave rise to the conflict of interest. ORS 244.120(2)(b)(A). It is also a good idea for the public official to step down or away from their seat during the

discussion to avoid any appearance of impropriety.

**STATEMENT OF
ECONOMIC INTEREST
FILING REQUIREMENTS:**

Oregon Government Ethics Commission website:

www.gspc.state.or.us.

Statements of Economic Interests (SEI) Forms:

ORS 244.195(1)(2) requires the City Recorder to provide information about SEI filings to newly-elected officials who are required to file.

- All filings are submitted electronically through the OGEC's [Electronic Filing System](#) (EFS).
- SEI filings are due on April 15 of each year. You will be notified by system-generated email when the filing window is open.
- Failure to file an SEI by April 15 of each year carries an automatic civil penalty of \$10.00 for each of the first 14 days the statement is late and \$50.00 for each day thereafter, up to a maximum of \$5,000. [ORS 244.350(4)(c).

**COMMUNICATIONS
COUNCIL AND STAFF**

Communication between the Council and a City employee is made with recognition of two facts:

- The City employee is responsible to their immediate supervisor and cannot take orders from a Councilmember;
- Each Councilmember has authority in administrative matters only to the extent it has been delegated by the Council or as delegated in City **Charter**; and,
- The **City Charter**, Section 33(i), states a Councilor cannot “directly or indirectly attempt to coerce the Manager...in the appointment or removal of any City employee, or in administrative decisions regarding City property or contracts.”

Councilors are able to get information about administrative matters by making a request during a regular Council meeting or speaking directly with the City Manager.

ELECTRONIC DEVICE:

Stipend for an Electronic Device is issued to a Councilor (4-Year Term) by the IT Department with City Manager authorization. The stipend is considered taxable income. The stipend cannot exceed \$850, plus \$20 per month Internet Data Service Stipend. The electronic device is considered personal property once purchased. The Councilor may elect to use an existing electronic device and receive a \$35 per month Internet Data Service Stipend.

STIPEND:

Pursuant to Council resolution, a \$150 monthly stipend is provided to the Mayor and \$100 monthly stipend is provided to each Councilor. The intent of the stipend is to reimburse Councilors for their expenses involved with being on the Council. Stipends are processed through payroll and are considered taxable income.

INSURANCE BENEFITS: Pursuant to Council resolution, the City provides Medical, Vision and Dental Insurance Benefits to Councilmembers who wish to participate. The City currently contributes the same percentage as City employees (95% of the Blue Cross Premium and participant pays 5%).

OFFICE MAYOR/COUNCIL: Key and access alarm code are assigned to each Councilmember. The Mayor and City Council office is located in the Community Auditorium, first conference room:

- Councilmembers may use the Council office at will; however, if scheduling becomes a problem, the City Recorder can place a calendar in the office for sign up at specific times.
- Equipment in the office includes a telephone for local calls (503-992-3331), a computer with internet service, and a copier.
- Usage of the Auditorium should be booked through the City Recorder; staff will oversee usage of AV equipment. The Auditorium may be rented by non-profits and other intergovernmental agencies for business-related meeting purposes. Rental fees are set by Council resolution.
- If using the Auditorium, please safely secure and set the alarm using your assigned alarm code before exiting.

OFFICE SUPPORT: Basic office support:

- Calendar
- Mail/Correspondence
- Messages
- Expense reports and reimbursements
- Training requests

MAIL/CORRESPONDENCE: The Council mailboxes are located on the second floor of City Hall. Councilmembers may check their mailbox during normal City business hours (9am-5pm) and/or mail is disseminated at the start of each meeting. Any mail left behind is recycled.

USE OF LETTERHEAD: Councilmembers wishing to send letters or memos using the City's letterhead should:

- Prepare the document in draft form and deliver it to the City Manager or Executive Assistant to the City Manager for review;
- Once reviewed, the Executive Assistant to the City Manager will prepare a final document on letterhead for signature, copy, and mail or deliver as appropriate;
- No document "*on behalf of the City Council*" may be written by any Councilmember without first obtaining permission of the Council as a whole;
- Individual letters of thank you, congratulations, etc., do not

require permission of the Council.

**TRAVEL/CONFERENCES/
SEMINARS:**

- Council members are encouraged to attend the League of Oregon Cities (LOC) Annual Conference in late September.
- The City Recorder handles LOC conference registration and hotel accommodations.
 - Other training opportunities are handled through the Executive Assistant to the City Manager.
 - The City pays for registration in advance.
 - The City pays for airline tickets/hotels in advance.
 - Per Diem for meals not provided by registration costs and private vehicle mileage reimbursement is provided.
 - Other related expenses, such as parking, are reimbursed pending submittal of receipts.
 - Spouse/guest may attend; however, attendee must pay for spouse/guest attendance for any charges billed to the City.

INFORMATIVE INFO: The League of Oregon Cities website: www.orcities.org. The League works in partnership with its member cities to help local government better serve the citizens of Oregon. Its primary functions are to advocate, inform and educate.

CITY RECORDER DUTIES:

- Serves as the Clerk for the Council; attends all meetings of the Council; records proceedings; drafts minutes that are submitted for Council approval and assures distribution of signed ordinances, resolutions, minutes, and other documents approved by the Council.
- Ensures that arrangements are made for all Council meetings; schedules and makes necessary legal notification of all meetings and public hearings.
- Prepares agenda and packet in coordination with City Manager and Department Directors.
- Serves as the Election Officer for the City.
- Oversees recruitments for Boards and Commissions.
- Oversees the issuance of liquor licenses and renewals.
- Oversees records management; assigns numbers for and maintains indexes on ordinances; resolutions, and other documents; updates City Code book.
- Oversees rental of the Community Auditorium.
- Serves as a Notary Public and administers oaths, as needed.
- Provides staff and public with general information regarding the City **Charter**, ordinances, resolutions, and Council activities.
- Responds to public inquiries and complaints; and provides public records in compliance with Oregon Public Records Law.

CITY WEBSITE www.forestgrove-or.gov: The City Recorder will assist in getting photograph professionally and posting Council's information on the website, which normally includes Councilor's name, term of

office and city e-mail address.

CITY ADDRESS AND PHONE NUMBERS: City of Forest Grove
1924 Council Street ● P. O. Box 326
Forest Grove, OR 97116-0326
503.992.3200 ● Fax 503.992.3207
City website: <http://www.forestgrove-or.gov/>
City Manager, jvanderzanden@forestgrove-or.gov, 503.992.3236
(cell 907-978-1168)
City Attorney – 503.226.7191 AshleyD@gov-law.com
Executive Assistant to City Manager, bmaughan@forestgrove-or.gov, 503.992.3234
City Recorder, aruggles@forestgrove-or.gov, 503.992.3235 (cell 503.351.8505)

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A place where families and businesses thrive.

<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	_____
MEETING DATE:	<u>10/12/20020</u>
FINAL ACTION:	<u>WORK SESSION</u>

CITY COUNCIL MEMORANDUM

WORK SESSION:

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

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

DATE: *October 12, 2020*

SUBJECT: *B/C Applicant Interviews*

BACKGROUND:

Per City Council Rules, §14, the City shall solicit boards and commissions applications. The recruitment period is currently open to new applicants as well as applicants seeking reappointment. All applicants must attend an interview in order to be eligible for appointment or reappointment.

Attached are the following for conducting the B/C applicant interviews:

- Interview Schedule;
- Possible Interview Questions; and
- B/C Applications:
 1. 5:30 pm: Evelyn Orr (Webex)
 2. 5:40 pm: Hope Kramer (Webex)
 3. 5:50 pm: Paloma Dale (Webex)
 4. 6:00 pm: Edward Uecker (in person)
 5. 6:10 pm: Stephanie Rose (Webex)
 6. 6:20 pm: Ixhcel Paloma Lechuga (Webex)
 7. 6:30 pm: Dan Blue (Webex)
 8. 6:40 pm: Shawn Cardwell (Webex)

Please note: We have allotted 7-10 minutes for each interview. Mayor Truax will assign three Councilors to ask each applicant interview questions. Please refer to the set of Interview Questions for B/C Applicants.

STAFF RECOMMENDATION:

Staff recommends City Council consider making the B/C appointment recommendations at a subsequent meeting.

Attachments:

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

**Boards, Committees, and Commissions
2020 Applicant List and Vacancies**

Pending Council Interviews

B/C: Meeting Date/Time: Council Liaison: # of Student Advisory Vacancies:					Budget	CCI	CFC	CPAC	EDC	HLB	Library	P&R	Planning	Public Arts	Sustainability	URAC
					1st Tues Apr/May	3rd Wed 5:30pm	5:15pm	?	1st Thurs Noon	4th Tues 6:30pm	3rd Wed 6:30pm	3rd Wed 7am (3pm)	1st&3rd Mon 7pm	2nd Thurs 5pm	4th Thurs 6 pm	4th Thurs 10 am
					Wenzl	Kottkey		Rippe	Truax	Valfre	Wenzl		Valenzuela	Uhing	Truax	
					1 - HS Student		1 - HS Student	1 - HS Student	1 - HS Student	1 - HS Student	1 - HS Student		1 - HS Student			
# of B/C Vacancies:					1 Vacancy	2 Vacancies	1 Vacancy	12 Represents		2 Vacancies	1 Vacancy			3 Vacancies	1 Owner 1 Finance	
Date	Applicants (Pending Interviews)															
1	5:30 PM	Evelyn	Orr	Chamber Beaverton Director		CCI		CPAC				P&R				
2	5:40 PM	Kramer	Hope	Property Owner (Outside City Limits)		CCI		CPAC				PC				
3	5:50 PM	Paloma	Dale	Centro Cultural Legal Aid				CPAC								
4	6:00 PM	Edward	Uecker	Retired HS Instructor										SC		
5	6:10 PM	Stephanie	Rose	N/A (Past Member CCI)		CCI										
6	6:20 PM	Ixchel	Paloma Lechuga	Self-Employed Designer									PAC			
7	6:30 PM	Dan	Blue	Metro Solid Waste Plan Mgr									PAC			
8	6:40 PM	Shawn	Cardwell	Non-profit Director (Outside City Limits)				CPAC								

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 APPLICANT INTERVIEWS

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

1) *What would you like the City to accomplish in the next several years?*

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

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

OPTIONAL:

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

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

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

Questions asked of each applicant:

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

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

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B/C Interview 10/12/2020

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

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

Submission information

Form: [Boards and Commissions Application](#) [1]
Submitted by Visitor (not verified)
Sun, 08/16/2020 - 2:34pm
96.89.102.29

Contact Information

Other

Type First & Last Name

Evelyn Orr

Home Address

██████████ Ballad Lane

City, State and Zip Code

Forest Grove

Mailing Address, if different

██████████ Ballad Lane

E-Mail Address

██

Telephone/Cell Phone Number

████████████████████

Employer

Beaverton Area Chamber of Commerce

Work Telephone Number

████████████████████

Occupation/Profession

Director of Programs and Events

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

No

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

Do you reside within the City limits?

Yes

Years residing in Forest Grove.

19

How did you hear of this opportunity?

City Council Meetings

Please rate the City's performance.

Good

What ideas do you have for improving "Fair" or "Poor" performance?**Please select your top three preferences that fit with your schedule the best:**

- Committee for Community Involvement (1st Tuesday, 5:30pm)
- Community Policing Advisory Commission (Meeting date/time TBD)
- Parks and Recreation Commission (3rd Wednesday, 7am)

What specific topics interest you that relate to the board(s)?

Communication , Citizen engagement in the growth of Forest Grove, FGPD and the community.

What contributions do you hope to bring to the board(s)?

My strengths are in planning, coordination and communication. In my 14 years at the Beaverton Area Chamber of Commerce, I've worked with our partners THPRD, the City of Beaverton, Washington County Visitor Association and the Beaverton School District on various programs and projects which require excellent communication and people skills.

List your educational experience:

W.A.C.E. Academy - Western Association of Chamber Executives Graduate
De Anza College - Logistics, Materials, and Supply Chain Management
Foothill College - APICS Certification

List any community involvement, appointed offices, elected offices and/or affiliations:

Forest Grove School District E3 Committee
Tom McCall - Helped coordinate and implement and staff the Boys and Girls Club after school program
Forest Grove School District - Volunteer Coordinator
Forest Grove Schools - Class room volunteer, many Fund Raiser Committees
Forest Grove Chamber of Commerce - Forest Grove Visitors Committee

If not appointed at this time, may we keep your application on file?

Yes

By signing below, you are confirming that if appointed, you have sufficient time to devote to this responsibility and attend meetings.

Evelyn Orr

Date

Thu, 07/16/2020

Source URL: <https://www.forestgrove-or.gov/node/17751/submission/14031>

Links

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

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B/C Interview 10/12/2020 5:40 PM

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

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

Submission information

Form: [Boards and Commissions Application](#) [1]
Submitted by Visitor (not verified)
Sun, 08/16/2020 - 3:01pm
50.38.111.229

Contact Information

Ms.

Type First & Last Name

Hope Kramer

Home Address

██████ SW cascara dr *outside of city limits*

City, State and Zip Code

gaston

Mailing Address, if different

██████████████████

E-Mail Address

██████████████████@██████.com

Telephone/Cell Phone Number

██████████████

Employer

Self

Work Telephone Number

Occupation/Profession

Commercial property owner

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

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

Do you reside within the City limits?
No

Years residing in Forest Grove.

21 in gaston

How did you hear of this opportunity?

News paper

Please rate the City's performance.

Excellent

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

Please select your top three preferences that fit with your schedule the best:

- Committee for Community Involvement (1st Tuesday, 5:30pm)
- Community Policing Advisory Commission (Meeting date/time TBD)
- Planning Commission (1st and 3rd Monday, 7pm)

What specific topics interest you that relate to the board(s)?

I am interested in equality in our government and community for women and people of color. I have ran 4 businesses 3 in FG. I have a good understanding of how business works but I would like to further my understanding of how local government can improve the community and work with businesses for a better diverse welcoming city.

What contributions do you hope to bring to the board(s)?

My experience as a business owner and manager of projects and people should provide me a good base to work from. I am a woman who ran a business in a male dominated field. That experience was very positive and I should be able to use the things I learned to help understand equality for women.

List your educational experience:

I have a bachelor's degree in chemical engineering from university of washington.

List any community involvement, appointed offices, elected offices and/or affiliations:

I was on the FG economic development commission for 8 years and on the sustainability commission for 4 years. About 10 years ago I was the treasurer for the PTO at Dilley elementary school.

If not appointed at this time, may we keep your application on file?

Yes

By signing below, you are confirming that if appointed, you have sufficient time to devote to this responsibility and attend meetings.

Hope Kramer

Date

Sun, 08/16/2020

Source URL: <https://www.forestgrove-or.gov/node/17751/submission/14041>

Links

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

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B/C Interview 10/12/2020 5:50 PM

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

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

Submission information

Form: [Boards and Commissions Application](#) [1]
Submitted by Visitor (not verified)
Mon, 08/24/2020 - 10:44am
24.20.37.10

Contact Information

Ms.

Type First & Last Name

Paloma Dale

Home Address

18th Ave.

City, State and Zip Code

Forest Grove, Oregon 97116

Mailing Address, if different

E-Mail Address

[Redacted]

Telephone/Cell Phone Number

[Redacted]

Employer

Centro Cultural/ Legal Aid Services of Oregon

Work Telephone Number

[Redacted]

Occupation/Profession

Attorney

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

No

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

Do you reside within the City limits?

Yes

Years residing in Forest Grove.

6 months (20+ years in Cornelius)

How did you hear of this opportunity?

Referred by Director of Centro Cultural

Please rate the City's performance.

Fair

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

Greater outreach to/involvement of communities of color in critical policy making (this commission being a great step in that direction).

Please select your top three preferences that fit with your schedule the best:

Community Policing Advisory Commission (Meeting date/time TBD)

What specific topics interest you that relate to the board(s)?

Restorative justice, equitable and representative recruitment, hiring and training within the department, development of intervention/mediation/mental health response professionals

What contributions do you hope to bring to the board(s)?

I think that I am very familiar with the needs of the local community having grown up in this area. In particular, I hope to help represent the interests of the local hispanic community that Centro Cultural serves.

List your educational experience:

High School Diploma- Forest Grove High School, Bachelor's degree- Linfield University, and Juris Doctorate degree- Willamette University

List any community involvement, appointed offices, elected offices and/or affiliations:

I grew up in Cornelius and attended Forest Grove School District. I am a staff attorney with Legal Aid Farmworker Program that serves Washington County and a Program Assistant and volunteer for Centro Cultural. I am also on the executive board for the Farmworker Housing Development Corporation.

If not appointed at this time, may we keep your application on file?

Yes

By signing below, you are confirming that if appointed, you have sufficient time to devote to this responsibility and attend meetings.

Paloma Dale

Date

Mon, 08/24/2020

Source URL: <https://www.forestgrove-or.gov/node/17751/submission/14111>

Links

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

B/C Interview 10/12/2020 6:00 PM

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

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

Submission information

Form: [Boards and Commissions Application](#) [1]
Submitted by Visitor (not verified)
Wednesday, October 31, 2018 - 1:48pm
172.16.64.19

First & Last Name

Edward Uecker

Home Address

██████████ Willamina Ave

Mailing Address, if different

City, State and Zip Code

Forest Grove

E-Mail Address

████████████████████@██████████.██

Telephone/Cell Phone Number

██████████████████

Employer

Retired HS Instructor

Work Telephone Number

Occupation/Profession

20 Yrs Advertising/PR, 18 Years HS Instructor, 5 years Or, Dept of Education.

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

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

Do you reside within the City limits?

Yes

Years residing in Forest Grove:

1986-present

How did you hear of this opportunity?

Mayor Truax

Please rate the City's performance.

Good

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

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

Sustainability Commission (4th Thursday, 6pm)

What specific topics interest you that relate to the board?

Ensuring supply, safety and cost efficiency of vital services for current and future FG residents,

What contributions do you hope to bring to the board?

Long experience with creative problem solving, facilitation of team efforts, investigating and preparing for "unintended consequences" of policies and actions, development of cost efficiencies.

List your educational experience:

BA Lit/Writing UC San Diego; MAT Pacific University; Adjunct Writing instr. Chemeketa CC.

List any community involvement, appointed offices, elected offices and/or affiliations.

none

If not appointed at this time, may we keep your application on file?

Yes

Please type your name below as a signature.

Edward Uecker

Date

10/31/2018

Source URL: <https://www.forestgrove-or.gov/node/17751/submission/6561>

Links

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

B/C Interview 09/28/2020

6:20 PM *Canceled*

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

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

B/C Interview 10/12/2020

6:10 PM

Submission information

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

Submitted by Visitor (not verified)

Sat, 06/06/2020 - 3:55pm

71.236.225.129

First & Last Name

Stephanie Rose

Home Address

██████████ 16th Ave

Mailing Address, if different

City, State and Zip Code

Forest Grove, OR 97116

E-Mail Address

████████████████████@██████████.██████████

Telephone/Cell Phone Number

████████████████████

Employer

N/A

Work Telephone Number

Occupation/Profession

N/A

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

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

Do you reside within the City limits?

Yes

Years residing in Forest Grove.

7

How did you hear of this opportunity?

Past member of the CCI

Please rate the City's performance.

Good

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

Put on more events for community engagement and discussions. As a past CCI member, I know how hard city staff try to receive community input. I think it is important for the community to acknowledge this, and that it is equally important to participate in activities that will help engage conversation.

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

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

What specific topics interest you that relate to the board?

All community involvement/engagement activities

Diversity

Equality

Annual Town Meeting

What contributions do you hope to bring to the board?

I've been on the committee before so I have a clear understanding of the committee's purpose. However, now a days we all know the hot topics of 2020, and we need to work together to work thru them. A few years back it was difficult to receive community engagement regardless of our efforts, but I think the time to act as now. I've planned and put on Countless events over the past 10 years, from A to Z and everything in between.

List your educational experience:

HS graduate and some college

List any community involvement, appointed offices, elected offices and/or affiliations:

Past CCI board member 2013-2017

Joseph Gale Elementary PTO - President

Recently became a member of the Urban League of Portland

If not appointed at this time, may we keep your application on file?

Yes

Please type your name below as a signature.

Stephanie A. Rose

Date

Sat, 06/06/2020

Source URL: <https://www.forestgrove-or.gov/node/17751/submission/13501>

Links

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

B/C Interview 10/12/2020 6:20 PM

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

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

Submission information

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

Submitted by Visitor (not verified)

Wed, 06/17/2020 - 8:43am

50.38.42.100

Contact Information

Type First & Last Name

Ixchel Paloma Lechuga

Home Address

██████████ Strasburg Dr.

City, State and Zip Code

Forest Grove, Or 97116

Mailing Address, if different

E-Mail Address

██████████@██████████.██████████

Telephone/Cell Phone Number

██████████

Employer

self employed

Work Telephone Number

Occupation/Profession

Designer and Mother

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

No

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

Do you reside within the City limits?

Yes

Years residing in Forest Grove.

10

How did you hear of this opportunity?

An online group of friends

Please rate the City's performance.

Good

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

I think it's important to first examine what makes a performance "fair" or "poor" and then explore the implications of all possible changes. Open communication between the city and citizens of the town about the details of the rating are essential before attempting to enact changes in any direction. This is why I believe city boards and planning commissions are wonderful and essential to sustainable positive change in our community.

Please select your top three preferences that fit with your schedule the best:

Public Arts Commission (3rd Thursday, 5pm)

What specific topics interest you that relate to the board(s)?

I understand that the Public Safety Advisory Commission makes recommendations about public safety, budgetary impacts, and sustaining a safe environment for all citizens of Forest Grove. I would very much like to participate in that ongoing conversation, particularly as it relates to underrepresented communities. I'm interested in efforts that create an environment of trust and equity for citizens of color, identifying municipal code enforcement practices that treat citizens of color and under-resourced citizens unfairly, and exploring ways to enhance livability in all neighborhoods. I have always appreciated the community outreach that our police department engages in, and I would love to see more of that specific to residents of color. I'm eager to learn about how decisions are made regarding all aspects of public safety, including the fire department, pedestrian spaces, and road safety.

What contributions do you hope to bring to the board(s)?

I'm applying to join this board because I believe that while our town is welcoming and warm, there is always a possibility of the kinds of race-related tragedies we are seeing across the country. I would like to be a part of the prevention of that ever happening in Forest Grove. As a 3rd generation Mexican American mother I believe I represent the future of the growing Latinx community in Forest Grove. I believe I can understand and speak up for an emerging population that isn't currently proportionately represented in our city commissions, city council, or municipal offices. In addition to my cultural understanding of the needs of the Latinx community I believe I could be a resource to improve outreach to communities of color.

List your educational experience:

Bachelor's Degree in English from California State University Northridge

List any community involvement, appointed offices, elected offices and/or affiliations:

As an active citizen of Forest Grove for nearly 10 years I've attended city council meetings, written letters to the mayor and city council about issues important to me, volunteered at local schools, participated in and frequently attended the Forest Grove

Farmers Market, and attended many events sponsored by Pacific University. My husband and I had a business on Pacific avenue for a year and we regularly support and promote many local businesses. I'm currently a member of Standing Up for Racial Justice.

If not appointed at this time, may we keep your application on file?

Yes

By signing below, you are confirming that if appointed, you have sufficient time to devote to this responsibility and attend meetings.

Ixchel P. Lechuga

Date

Wed, 06/17/2020

Source URL: <https://www.forestgrove-or.gov/node/17751/submission/13561>

Links

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

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How did you hear of this opportunity?

Have been interested in serving my community locally, researched it.

Please rate the City's performance.

Good

What ideas do you have for improving "Fair" or "Poor" performance?**Please select your top three preferences that fit with your schedule the best:**

~~Public Arts Commission (3rd Thursday, 5pm)~~ CPAC

What specific topics interest you that relate to the board(s)?

I am a property owner along a busy stretch of a complicated street (Thatcher Road) that sees a high volume and speed of traffic. Having no consistent and safe sidewalk along this route is of concern for me and is of particular interest for me. There is a patchwork of unconnected sidewalks in many places of the city, due to how developments have come into the City, and I'm interested in exploring if we can improve pedestrian and bicycle safety across the City (and in turn make driving safer as well). I'm also interested in addressing what seems to be a high degree of petty theft and crime within our community (a lot of porch theft, and some vandalism) and I'd like to help explore ways we can increase a sense of community responsibilities for the underlying reasons for these petty crimes.

What contributions do you hope to bring to the board(s)?

I've worked for governments directly or as a contractor for the last 25 years, mostly in the solid waste and sustainability sector, but I understand public planning processes, and I feel I can contribute my planning expertise, and my ability to work with a diverse group of stakeholders to forge collaborative agreements to address public safety concerns. I care about my all members of my community, regardless of their political affiliations, their demographics, their employment or housing status. I think we all deserve to live in and navigate safely through a community that is welcoming to all, and I'd like to work to continue to make Forest Grove that kind of town.

List your educational experience:

I have a Bachelor's degree in Politics and Government (University of Puget Sound), and 99% of of Masters degree in Public Administration (PSU). While not education directly, I've worked directly for, or on behalf of many jurisdictions in the region (Cities of Portland, Gresham, Wood Village, Troutdale, and Washington, Clackamas and Multnomah Counties) and for the IRCO, the Urban League of Portland, and Big Brothers Big Sisters. I've worked across many organizations to bring data based policy changes in a variety of settings. All of this has been educational for me, and helped me understand challenging public policy issues from a variety of perspectives.

List any community involvement, appointed offices, elected offices and/or affiliations:

I have not served on a local government appointed committee previously, nor served in elected office. My young children are starting to get older, and so I find myself with more time to devote to public service, and I'd like to contribute to my newish community by serving on this committee.

If not appointed at this time, may we keep your application on file?

Yes

By signing below, you are confirming that if appointed, you have sufficient time to devote to this responsibility and attend meetings.

Daniel B Blue

Date

Mon, 06/29/2020

Source URL: <https://www.forestgrove-or.gov/node/17751/submission/13641>

Links

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

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B/C Interview 10/12/2020 6:40 PM

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

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

Submission information

Form: [Boards and Commissions Application](#) (1)
Submitted by Visitor (not verified)
Mon, 09/07/2020 - 9:19pm
24.181.139.109

Contact Information

Mr.

Type First & Last Name

Shawn Cardwell

Home Address

█ NW Creekwood Place (outside city limits)

City, State and Zip Code

Forest Grove

Mailing Address, if different

E-Mail Address

█ | █ | █

Telephone/Cell Phone Number

█

Employer

Forest Grove Foundation/Coalition on Rural Housing Insecurity

Work Telephone Number

Occupation/Profession

Non-profit Director

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

No

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

Do you reside within the City limits?

Yes *RURAL*

Years residing in Forest Grove.

15 months

How did you hear of this opportunity?

Brian Schimmel and Celeste Goulding

Please rate the City's performance.

Excellent

What ideas do you have for improving "Fair" or "Poor" performance?**Please select your top three preferences that fit with your schedule the best:**

Community Policing Advisory Commission (Meeting date/time TBD)

What specific topics interest you that relate to the board(s)?

Representing the Homeless/Transient community.

Please confirm my address is or is not in Forest Grove. I am not sure where the city limit line lands with respect to my home. I may, literally, live a few feet beyond, or a few feet within. 2545 NW Creekwood Place, Forest Grove, 97116.

What contributions do you hope to bring to the board(s)?

In my new role directing the Coalition on Rural Housing Insecurity, I hope to bring an honest and hopeful perspective of the houseless community and the struggles they live through daily. Additionally, I look forward to keeping the board up to date with the priorities and initiatives we are working to engage solutions to housing insecurity.

List your educational experience:

BA Mathematics, Pacific University

BA Music, Pacific University

MA Teaching, Pacific University

List any community involvement, appointed offices, elected offices and/or affiliations:

Volunteer with Community Connection, Winter Shelter, and Open Door (Cornelius).

If not appointed at this time, may we keep your application on file?

Yes

By signing below, you are confirming that if appointed, you have sufficient time to devote to this responsibility and attend meetings.

Shawn Cardwell

Date

Mon, 09/07/2020

Source URL: <https://www.forestgrove-or.gov/node/17751/submission/14231>

Links

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

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A place where families and businesses thrive.

<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>2.</u>
MEETING DATE:	<u>10/12/2020</u>
FINAL ACTION:	<u>Citizen Communications Pertaining to Agenda Item 8.</u>

CITY COUNCIL MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

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

DATE: *October 12, 2020*

SUBJECT: *Item 2. Citizen Communications (Regarding Agenda Item 8)*

CITIZEN COMMUNICATIONS: The following written correspondence was received as part of Citizen Communications via e-mail to: aruggles@forestgrove-or.gov.

DATE	NAME	SUBJECT	Support	Opposed	Other
09/29/2020	1. Gerry Hilton	Social Justice Mural		X	
09/29/2020	2. Deborah Ewer	Do Not Painting Over American Flag		X	
09/29/2020	3. Dennis & Erin DeSanti	American Flag Mural		X	
09/29/2020	4. Carole Matiaco	Proposed Mural		X	
09/30/2020	5. Matt Dale	Forest Glen Park		X	
09/30/2020	6. Deanne Michaud	Forest Glen Mural		X	
10/02/2020	7. Tammy Peterson	Forest Glen Flag in FG		X	
10/02/2020	8. Bonnie Harris	Mural at Forest Glen Park		X	
10/05/2020	9. Maureen Dannen	Gales Creek Mural	X		
10/07/2020	10. James Peterson	Social Justice Mural Proposal		X	

The following written correspondence was received via e-mail and distributed in the Council Packet on 09/28/2020.

DATE	NAME	SUBJECT	Support	Opposed	Other
09/23/2020	1. James Peterson	Forest Glen Park (Letter)		X	
09/24/2020	2. Amy Tracewell	Support of Social Justice Mural	X		
09/25/2020	3. Shannon Perry (13. below)	Justice Mural	X		
09/25/2020	4. Heide Island	Citizen Communication (Letter)	X		
09/25/2020	5. Clare Collins	Citizen Communication	X		
09/25/2020	6. Kylie Hepler	Mural Project Proposal	X		
09/25/2020	7. Monica Gorman	Citizen Communication	X		
09/25/2020	8. Laura Stallings	Citizen Communication	X		
09/25/2020	9. Jules Boykoff	Citizen Communication (Letter)	X		
09/25/2020	10. Derrick Danielowicz	Divisive Mural Proposal		X	

09/25/2020	11. Allison Hajdu-Paulen	Citizen Communication (Letter)	X		
09/25/2020	12. Gray Ashford	Citizen Communication (Letter)	X		
09/25/2020	13. Shannon Perry (3. above)	Justice Mural			
09/26/2020	14. Celeste Goulding	New Mural for the West side	X		
09/26/2020	15. Michael Larkin	Citizen Communication	X		
09/26/2020	16. Melissa Timm	Citizen Communication	X		
09/27/2020	17. Nate Marcel	Citizen Communication	X		
09/27/2020	18. Ramona Ilea	Forest Glen Mural (Letter)	X		
09/28/2020	19. Tom Perkins	Social Justice Mural Forest Glen Park		X	
09/28/2020	20. Rob Huson	Forest Glen Park Mural Proposal		X	
09/28/2020	21. Seema Khatcherian/Dana Eytzen	Mural Artist Previous Works	X		
09/28/2020	22. Lindsey Richardson	Social Justice Mural Proposition		X	
09/28/2020	23. Anne Hogan	Mural Project Support (Letter)	X		
09/28/2020	24. Benjamin Hole	Citizen Communications (Letter)	X		
09/28/2020	25. Morgan Knapp	Citizen Communications (Mural)	X		
09/28/2020	26. Jann Purdy	Support Social Justice Mural (Letter)	X		
09/28/2020	27. Darlene Pagan	Citizen Communications	X		
09/28/2020	28. Jennifer Teeter	Citizen Communications (Letter)	X		
09/28/2020	29. Nacare Rodriguez	Citizen Communications (Letter)	X		
09/28/2020	30. Vicki McGee	Citizen Communications (Letter)	X		

The following written correspondence was received via e-mail to Tom Gamble, Parks and Recreation Director, in July/August:

DATE	NAME	SUBJECT	Support	Opposed	Other
07/14/2020	Jessica Monje-Perez	Black Lives Matter Mural	X		
07/14/2020	Jennifer Bass	Proposed Black Lives Matter Mural	X		
07/15/2020	Alexia Lucey	Mural Project	X		
07/20/2020	Ramona Ilea	Mural	X		
07/29/2020	Brenna Cooper	Mural at Forest Glen Park	X		

Additional correspondence may have been sent to councilors, but unless it is cc'd to city staff and/or the citizen has requested it is intended for the Council packet, the City does not distribute.

Attachments:

Correspondence attached

Anna Ruggles

From: Gerry Hilton [REDACTED] >
Sent: Tuesday, September 29, 2020 8:11 AM
To: Peter Truax
Subject: Social Justice Mural

Forest Grove City Council,

We wanted to write to you to make our opinion known regarding the consideration of changing the flag at Forest Glen Park. We do not believe the proposal is a true representation of the Forest Grove community, it certainly does not represent us.

We see that the proposal was put forth by students at Pacific University and there is a significant financial contribution being made by Pacific University to fund this project. If this is a priority to the University would not the "social injustice" mural be better placed on the campus of Pacific University?

Also, as this proposal is a political statement, the City would be opening itself up to future demands from other political opinions and could be forced by law to allow other opinions, which you may not agree with, to be displayed on city property also.

To most of us, raised fists are a sign of violence and militancy. We don't believe this fairly represents the majority of Forest Grove citizens.

Thank you for your time,

Darel and Geraldine Hilton

[REDACTED]

Forest Grove, OR

12.

Anna Ruggles

From: Jesse VanderZanden
Sent: Tuesday, September 29, 2020 1:22 PM
To: Anna Ruggles
Subject: FW: Please do not allow the painting over the American flag.

From: Deborah Ewer [mailto: [REDACTED]]
Sent: Tuesday, September 29, 2020 12:16 PM
To: Peter Truax <ptruax@forestgrove-or.gov>; Malynda Wenzl <mwenzl@forestgrove-or.gov>; Timothy Rippe <trippe@forestgrove-or.gov>; Elena Uhing <euhing@forestgrove-or.gov>; Val Valfre <vvalfre@forestgrove-or.gov>; Kristy Kottkey <kkottkey@forestgrove-or.gov>; Mariana Valenzuela <mvalenzuela@forestgrove-or.gov>; Jesse VanderZanden <jvanderzanden@forestgrove-or.gov>
Subject: Please do not allow the painting over the American flag.

Friend and council person;

I appreciate the need for greater awareness of the needs and concerns of all people especially those who have traditionally been slighted or misunderstood by the larger society. I feel that in an effort to do that sometimes we are increasing the divide between people. The first wave of feminism taught us that we don't need to deride men to improve women's rights. I believe we should not alienate one group of people to appease another. I feel very strongly that the American flag is representative of this country as a whole - including all our flaws and injustices. We need to move forward unitedly not divisively. I think we can find another way to show our support of the black community than painting over a symbol of unity on the court wall of Forest Glen Park.

Please do not allow the painting over the American flag.

Thanks,
Deborah Harris
[REDACTED] Forest Grove, OR 97116

Anna Ruggles

From: Dennis And Erin [REDACTED] >
Sent: Tuesday, September 29, 2020 9:29 PM
To: Peter Truax; Malynda Wenzl; Timothy Rippe; Elena Uhing; Val Valfre; kkottkey@forestgove-or.gov
Subject: American flag mural (initiative social justice mural/forest glen park)

Good evening, we are writing this letter to address the replacement of the American flag Miral in Forest Glen Park.

We are not in support of this mural being covered up with social justice fists. We are proud of the country we live in and we want that for our children. We also believe in the sanctity of the American flag and all that it stands for. It shouldn't be replaced but respected for all of those who have gone before us. Politics don't belong in a park...

Please reference the following code that this is in violation of when considering covering this mural.

US CODE chapter 1 of title 4
(g)

The flag should never have placed upon it, nor on any part of it, nor attached to it any mark, insignia, letter, word, figure, design, picture, or drawing of any nature.

Dennis and Erin DeSanti
[REDACTED], Forest Grove

A.

Anna Ruggles

From: CAROLE MATIACO <[REDACTED]>
Sent: Tuesday, September 29, 2020 10:28 PM
To: Peter Truax
Subject: Proposed mural

Mr. Truax-

In regards to the proposed change to the current American flag in Forest Glen Park I humbly submit that a more appropriate location could be found that actually needs a face lift. That American flag depicts love for country and all that call themselves citizens of this great country. I question the reason for covering over this beautiful piece of artwork. We are all united under the flag of the United States of America which was likely the work of a Boy Scout for his Eagle Project. I feel that raised fists can be interpreted differently and may not give the impression we want to give passers-by on their way in or out of town. Please entertain the thought that a different location could be located that would not also destroy the flag and I believe you will have a happier community.

Thank you-
Carole Matiaco

Sent from my iPhone

Anna Ruggles

From: Bev Maughan
Sent: Wednesday, September 30, 2020 7:11 PM
To: Peter Truax; Elena Uhing; Malynda Wenzl; Timothy Rippe; Val Valfre; Mariana Valenzuela; Jesse VanderZanden; Anna Ruggles
Subject: Fwd: Forest Glen Park

Sent from my iPhone

Begin forwarded message:

From: Matt Dale <[REDACTED]>
Date: September 30, 2020 at 6:06:26 PM PDT
To: info@forestgrove-or.gov
Subject: Forest Glen Park

To the Mayor and city Counsel... The American Flag at Forest Glen park does NOT need to become a political statement... and from students who do not even live in our neighborhood or pay taxes in our city Totally opposed to that more than words can say. NO! Does everything need to be politics?

Unbelievable

From Matt Dale

4.

Anna Ruggles

From: [REDACTED]
Sent: Wednesday, September 30, 2020 4:49 PM
To: City Councilors
Subject: Forest glen mural

Forest Grove Mayor and City Councilors,

I wish to express my opinion regarding the mural to be painted over the American flag in Forest Glen Park.

I feel the image of fists raised in the air are an expression of anger and aggression so prevalent in our state at this time. This image will not serve to unify. I think, as someone suggested in an exchange on Nextdoor (you may want to visit that exchange to get a picture of the community thoughts on this) that a mural of clasping hands would be a greater unifying image. If the councils two resolutions to purchase the two properties on the Birch and 19th block have been successfully purchased, why not put this unifying mural (clasped hands) on the sides of one of those city owned buildings? The exposure would be greater to the public there.

The current American flag at this location needs refurbishing. I would be willing to donate to this effort. Please, let me know if this can be done securely and with assurance that my donation would be used toward the sprucing up of the flag in Forest Glen Park.

Regards, Deanne Michaud
Forest Grove resident

Sent from my iPhone

7.

Anna Ruggles

From: Tammy Peterson [REDACTED] m>
Sent: Friday, October 2, 2020 12:56 PM
To: Peter Truax; Malynda Wenzl; Timothy Rippe; Elena Uhing; Val Valfre; Kristy Kottkey; Mariana Valenzuela
Subject: The Forest Glen Flag in Forest Grove, Oregon

I am a concerned citizen of the Forest Grove area, I live in Forest Gale Heights. It was brought to my attention that the flag on the handball court was being painted over to put a mural for a couple of students at the college who represent the BIPOC organization.

They state that "the flag is a Forest Glen Park containing the mural is currently an American Flag which has negative connotations for certain people/groups. Due to this location's visibility to those entering Forest Grove it would be a great opportunity for the city to express its commitment to DEI goals and social justice to the current community and those who are driving through Forest Grove. This mural location would show how the city values community dialogue around issues of racial injustices due to its visibility and the neighborhood it resides in."

I had not seen this mural brought up anywhere, I am very active in my community, I do meals on wheels, I do scouting, I frequent business' around town. I brought up this subject in the Next Door app advising people of this project. We had a huge discussion of about 300 plus FG natives, then today I looked and it was removed. People got way off topic and started being very rude.

Let us re-unite the people, with all the drama, riots, violence, in downtown Portland, lets not bring the divisive mural onto this wall. There are many people that simply want this flag on their wall, and in their neighborhood. These two students are here for a short while and yes, they are in our community, they will be gone in June and how long will the American flag be down and the good works of the Eagle Scout be erased. What a wonderful lineage and pride I am sure this young man carries with him seeing that the flag still stands. This Eagle Scout did all the work and right things to get permission and funds. I would be more than willing to gather funds myself to re-paint the flag, I have had people ask to help, yes it is faded and peeling yet it still stands strong in representing the American pride.

I have children and parents that have served in the military fighting for the American dream, fighting for their flag, their country.

I respectfully ask that you seriously consider another location for this mural, I am all for free speech but the big thing is NOT covering up the American flag.

If you have any questions feel free to contact me, I am a retired Correctional Officer that worked for the California Department of Corrections for 22 years.

Respectfully submitted.

Tammy Peterson
[REDACTED]

Anna Ruggles

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From: Jesse VanderZanden
Sent: Friday, October 2, 2020 3:27 PM
To: Anna Ruggles
Subject: FW: Mural at Forest Glen Park

From: [REDACTED]om]
Sent: Friday, October 2, 2020 2:01 PM
To: Jesse VanderZanden <jvanderzanden@forestgrove-or.gov>
Subject: Mural at Forest Glen Park

Dear Jesse-

This morning I was reviewing our NextDoor app and saw several posts regarding the mural at Forest Glen Park using the BPOC flag and the 4 fists for BLM and the American Flag (apparently from what the posts said, an after thought add in because of the noise of leaving it out).

I hope the community has a say in these types of changes as it affects all of the citizens of Forest Grove. My first thought when I was reading the posts was how this is sounding a lot like Portland and the Antifa faction moving into our rural, farming community of Forest Grove.

I, and several of the others posting, LOVE our American Flag and don't understand the negative connotation they seem to imply happens when people see it. We live in America, after all, and the flag is a symbol of America.

Please be sure to advocate for all others and not just the loud GONG of the dissidents of the population when considering important changes to publicly viewed murals.

Sincerely-

Bonnie Harris

[Mural Memo](#)



Mural Memo

9.

Anna Ruggles

From: Maureen Dannen <[REDACTED]>
Sent: Monday, October 5, 2020 10:57 AM
To: Peter Truax
Subject: Gales Creek mural

Dear Mayor Truax,

I'm writing in support of the changes being proposed for the flag display at the park on Gales Creek Road. I've seen a lot of heated debate on the NextDoor site regarding this project, and I'd like to voice my opinion as well. There are flags all over Forest Grove, more than enough. Americans seem to have an obsession with displaying the flag as if somehow flags translate into patriotism. There are much more constructive ways to display one's patriotism, including letting these young people fulfill their artistic vision. To me the flag has become a symbol of nationalism, especially when I see the flag-waving, pollution-spewing, rumbling monster trucks often cruising through town. I am an American, my father was a disabled WWII vet and my children have served in the military as well as the Peace Corps. We care for this country, but we also care for humanity. I have recently created and designed a "Flag of Humanity" that I intend to display at my home. This is the only flag I will salute. Best of luck to the courageous students!

I will be sending this same email to members of the council. Thank you!

Maureen Dannen
Forest Grove, Oregon

Anna Ruggles

From: James Peterson <[REDACTED]>
Sent: Wednesday, October 7, 2020 1:32 PM
To: Peter Truax; Malynda Wenzl; Timothy Rippe; Elena Uhing; Val Valfre; Kristy Kottkey; Mariana Valenzuela; Jesse VanderZanden
Subject: Social Justice Mural Proposal

I request that this letter be added to the minutes of the next City council meeting and its contents be read aloud at the meeting.

Dear City Council Members,

I have previously written to the council regarding the proposed social justice mural at Forest Glen Park. My apologies for not being there in person, but I am out volunteering in my community. As you are well aware of there is a lot of conversation, on social media and in person, about the proposed design of the mural, the chosen location, and the on campus groups who will be participating. A recurring thought comes to mind is the Trojan Horse.

The Trojan Horse is a story from the Trojan War about the subterfuge that the Greeks used to enter the independent city of Troy and win the war. In the canonical version, after a fruitless 10-year siege, the Greeks constructed a huge wooden horse and hid a select force of men inside. The Greeks pretended to sail away, and the Trojans pulled the horse into their city as a victory trophy. That night the Greek force crept out of the horse and opened the gates for the rest of the Greek army, which had sailed back under cover of night. The Greeks entered and destroyed the city of Troy, ending the war. Metaphorically, a "Trojan horse" has come to mean any trick or stratagem that causes a target to invite a foe into a securely protected bastion or place. A malicious computer program that tricks users into willingly running it is also called a "Trojan horse" or simply a "Trojan". Neither definition is desirable and should be avoided.

I feel that this mural is a type of Trojan horse. Displaying a message on a mural that is divisive to some is not what Forest Grove has come to mean. Taking the position of painting over the flag without public input has created a stir, as evidenced by the responses you have undoubtedly received. To approve a rendition of the mural similar to one proposed would not achieve the unity in the community it seeks. To put a clenched fist on the mural, as a matter of visual communication no matter how widespread the current use, would be to represent struggle, evolution and unrest. The clenched fist has been used to represent feminism, the Black Panther Party, the Communist Party in Russia and the Socialist Party of France. The Northern Ireland Loyalists used a red clenched fist. Black Lives Matter and other far left groups use the black raised fist. Other groups have hijacked whatever noble idea the raised clenched fist may have had, and turned it into a symbol of turmoil, violence and upheaval. I think we can agree this is not what Forest Grove is about, or wishes to be about.

Once the mural is completed the city will retain ownership and the message it portrays. Please be careful in your decisions as they will have long reaching implications for all of Forest Grove. Political statements should not be the rule, which is why they are never seen on public property. Few if any businesses will allow political statements, signs, statements or renditions out of concern that disagreeing customers will not use their services or purchase their goods. By allowing one, you are

open to allowing them all, even those you may personally disagree with. This may be why the mural is not being displayed on private property, thus bypassing all of this inconvenience.

So in conclusion, I am waiting to see how the Forest Grove City Council decides. Do we allow a Trojan horse to enter our city and distract us from the message the mural should be promoting, or are we waiting for the well hidden and often disputed political connotation to appear and bring an unexpected outcome? Seek for the better good.

Thank you for your time and service.

Respectfully Submitted

Jim Peterson

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CITY OF FOREST GROVE
COMMITTEE FOR COMMUNITY INVOLVEMENT
Meeting was held via WebEx
August 4, 2020

Chairperson Devon Downeysmith

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

Tom Cook (Secretary)
Pamela Sprague
Lowell Greathouse

Council Liaison: Malynda Wenzl

All public meetings are open to the public and all persons are permitted to attend any meetings except as otherwise provided by ORS 192:

→ Citizen Communications – Anyone wishing to speak on an issue not on the agenda should sign in for Citizen Communications prior to the meeting. The presiding officer will call the individual or group by the name given on the sign in form. Each person must state his or her name and give an address for the record.

All public meetings are handicap accessible. Assistive Listening Devices (ALD) or qualified sign language interpreters are available for persons with impaired hearing or speech. For any special accommodations, please contact the City Recorder, at (503) 992-3235, at least 48 hours prior to the meeting.

Present: Tom Cook, Council Liaison Malynda Wenzl, City Staff Bryan Pohl, Pamela Sprague, Lowell Greathouse, Devon Downeysmith, Charlene Murdock, David Anderson

Absent: Kristen Tangen, Ashely Terry

This meeting was held via WebEx

- 1. Call to Order:** Devon delegated David Anderson to chair the meeting. The meeting was called to order at 5:39. Motion and second to approve the minutes of March 2020.
- 2. Community Action Inbox.** Bryan stated that due to circumstances, both Kristen Tangen and Ashely Terry will be submitting their resignation.

Bryan also shared an e-mail from concerned community member seeking information about CCI. Discussion followed concerning the future/vision/purpose of CCI. Lowell shared his thoughts that CCI had two main purposes: 1. How do I interface officially/structurally within the city (volunteer) and 2. "I have an opinion. How do I get my voice heard?" (Annual Town Meeting).

3. Council Liaison Report: Counselor Wenzl discussed the process for filling the vacant council seats. Updates on: COVID 19, library, aquatic center, budget, site "B", police department, and new "Police Advisory Group."

4. Annual Town Meeting 2020

Discussion on how to plan/conduct the next ATM meeting. How do we "re-imagine" the ATM. Several ideas were discussed. Instead of one large meeting, break down into smaller "on-line" meetings. Another idea was to produce a short video that city departments "update" the community....that video can be viewed on-line....then invite people to smaller "on-line" meetings that revolve around a specific topic.

There was a consensus that the next ATM should be about FG police department and current policing issues. The next CCI meeting will discuss the new Police Advisory Committee.

**PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, FEBRUARY 19, 2020
COMMUNITY AUDITORIUM
PAGE 1 OF 3**

1) ROLL CALL:

- a) Commissioners –Ralph Brown, Kenneth Cobleigh, Tammi McLaughlin, Howard Sullivan, Susan Taylor, Glenn VanBlarcom and Paul Waterstreet.
Absent: Brad Bafaro and Mackenzie Johnston Carey.
- b) Council Liaison – Malynda Wenzl
- c) Staff – Matt Baum and Tom Gamble

2) CITIZEN COMMUNICATIONS: None

3) APPROVAL OF MINUTES: The minutes of the January 15, 2020 meeting were approved.

4) ADDITION/DELETIONS: None

5) NEW BUSINESS:

a) Lincoln Park Jump Park Restoration Project

- i) Paul Marietta, a member of the Northwest Trail Alliance (NWTa) presented an idea to redo the bike park at Lincoln Park.
- ii) The NWTa goals are:
 - (a) To create, enhance and protect mountain bike riding.
 - (b) Create opportunities and advocate for trail access.
 - (c) Promote responsible mountain biking.
 - (d) Build and maintain trails.
- iii) This joint project would require the following:
 - (a) City of Forest Grove
 - (i) Raw materials – dirt, gravel.
 - (ii) Labor – machine support for moving dirt.
 - (b) NWTa
 - (i) Raw materials – wood.
 - (ii) Labor – develop the plan, direct volunteers in shaping and finishing the jumps and pump tract and the ongoing upkeep of the facility.
- iv) The timeline is late March or early April.

b) Softball Hitting Facility at Lincoln Park (Pacific University)

- i) Lauren Brownrigg, Keith Buckley and Cindy Schupert came and presented their plan for a new indoor hitting facility.
- ii) It would be a 50' x 75' multi-purpose pole barn building with turf flooring and movable netting.
- iii) It would be built on the south side of the softball stadium where the current batting cages are located. Landscaping will help make the structure fit in.
- iv) It will be lighted and heated so it can be utilized year round.
- v) Pacific would be responsible for the maintenance and upkeep of the facility and share the utility costs with the City.
- vi) There will need to be a lot line adjustment so the building can be built on all City property. This will require a permit from the Planning Department.
- vii) It will also create an impervious surface, so a permit will need to be obtained from Clean Water Services.

**PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, FEBRUARY 19, 2020
COMMUNITY AUDITORIUM
PAGE 2 OF 3**

6) OLD BUSINESS:

a) Metro Funding Measure

- i) Region passed Metro greenspace funding and the City of Forest Grove will be receiving \$1.5 million. They are still figuring out how it will be distributed.
- ii) The City is in a conversation to purchase our next park land on north David Hill Road. It is a six acre parcel and the funds could go towards the purchase.

b) Council Creek Regional Trail

- i) The cities of Forest Grove and Cornelius have been fighting to get this going and the next meeting is next week.
- ii) The railroad has abandoned the rail line which is a huge step. ODOT rail owns it but Pacific Northwest has an easement and has not been using the line.
- iii) Trail counts helped demonstrate the high use by pedestrians and bicyclists on T.V. Highway and the need for a trail.
- iv) This will be a multi-million dollar project and extend from the Hatfield Center in Hillsboro to Douglas Street in Forest Grove.

7) COMMISSIONER'S UPDATES/REPORTS:

a) Howard:

- i) The A.T. Smith house is having visits today, so if you're interested you can go out there.
- ii) "Stars in the Grove" will take place this Saturday at 7:00 p.m. at the high school.

8) COUNCIL LIAISON REPORT:

a) Malynda:

- i) The Boards and Commission dinner was last Thursday and it was a new improved format and good food. It was more of a celebration.
- ii) The Council Retreat was a six to seven hour work session. An outside consultant kept the Council on track and a lot of good work was done. The next meeting will concentrate on goals and objectives.
- iii) The C.E.P. grant applications are out.
- iv) Councilor Ron Thompson passed away. His service will be this Sunday at 2:00 p.m. at the Seventh Day Adventist Church.

9) STAFF REPORTS:

a) Matt:

- i) The Parks Department remains down one worker while he is over at Public Works and there is no weekend person at this time, so we are doing our best to get caught up. Entering mowing season.
- ii) We might be getting back a jail crew, but nothing is finalized.
- iii) Moving into Rogers Park and pre-prepping the land for the future renovation.
- iv) They are still working on B Street Trail and need to move out the last few logs and redo the parking lot. The October rains set them back a little.

b) Tom:

- i) Please attend the April 27th City Council meeting at 7:00 p.m. where the following will be taking place:
 - i) Recognize Cindy's years of service.

**PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, FEBRUARY 19, 2020
COMMUNITY AUDITORIUM
PAGE 3 OF 3**

- ii) The Commission's report to the Council.
- iii) Recognize the recipients of the Volunteer of the Year awards.
- iv) Pacific's presentation of their Softball Hitting Facility proposal.

10) ANNOUNCEMENT OF NEXT MEETING: The next meeting will be Wednesday, March 18, 2020 at 7:00 a.m.

11) ADJOURNMENT: The meeting was adjourned at 8:40 a.m.

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A place where families and businesses thrive.

**Planning Commission
Community Auditorium and Webex
1915 Main Street, Forest Grove, OR
Monday, July 20th, 2020, 7:00 pm**

1. WORK SESSION CALL TO ORDER AND ROLL CALL:

Chair Phil Ruder called the Planning Commission work session to order at 6:02 p.m. via Webex Video Conference.

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the Planning Commission limited in-person contact and social distancing. **The Planning Commission conducted the meeting remotely by video conferencing.** The meeting was remotely video conferenced by Planning Commission Coordinator Cassi Bergstrom as well as televised live from the projector screen at the Community Auditorium by Tualatin Valley Community Television (TVCTV) Government Access Programming LIVE Channel 30 and live streamed on MACC TVCTV YouTube Channel 30. The public was allowed to attend and observe in the Community Auditorium as space allowed (no more than 10 persons total at one time). Written comments on items not on the agenda and written testimony regarding the public hearing were accepted if submitted by July 20th, 2020, 3 p.m. to Senior Planner James Reitz or Daniel Riordan.

Roll Call:

Planning Commission Present via Webex Remotely: Phil Ruder, Chair; Hugo Rojas, Vice Chair, Commissioners Lisa Nakajima, Ginny Sanderson, Joel Redwine, Dale Smith and Julie Danko.

Planning Commission Excused: None.

Staff Present: Bryan Pohl, Community Development Director (in the Community Auditorium); James Reitz, Senior Planner (in the Community Auditorium); Daniel Riordan, Senior Planner (in the Community Auditorium); Cassi Bergstrom, Planning Commission Coordinator (in the Community Auditorium).

2. WORK SESSION:

A. GALES CREEK NEIGHBORHOOD MIXED USE (NMU) DISCUSSION:

The Planning Commission made no formal action during the work session.

Senior Planner James Reitz gave a presentation, explaining the history of the Gales Creek Neighborhood Mixed Use (NMU) zone. An application was received last year regarding a commercial structure proposed in the NMU zone along Gales Creek

Road and Thatcher Road. The application was rejected by City Council as the use was determined to be problematic for that area and was not clearly defined as a Neighborhood Mixed Use.

Following rejection, staff hosted an information-sharing meeting with the affected property owners in the Gales Creek NMU. Attendees agreed that the site closest to the intersection should be reserved for commercial use, and the remaining area be zoned residential.

Mr. Reitz explained to the Planning Commission their options to discuss: Should some of the Gales Creek NMU area be re-zoned to Neighborhood Commercial? Or what zone would be most appropriate for the balance of the property? Guidance from the Planning Commission is requested by staff for potential Development Code and zoning map amendments.

Chair Ruder stated that the Gales Creek NMU area is not one large parcel for a developer to develop, but a lot of parcels that are sold off individually making the area undesirable for a NMU designation. Chair Ruder explained to Commissioners the two paths laid out in the staff report: Make the whole area Neighborhood Commercial or split the area into two zones being Neighborhood Commercial (east) and the balance residential (west). Chair Ruder supports the second option.

Chair Ruder and Mr. Reitz discussed the line where the delineation would be made between Neighborhood Commercial and residential. Chair Ruder would like the property owners to weigh in.

Vice Chair Rojas supported the proposal of the whole area being zoned as Neighborhood Commercial as the square footage of the commercial buildings can be limited. Bryan Pohl, Community Development Director, explained that the square footage change of a building would be more of a variance. Mr. Reitz explained the processes when reviewing a proposal for commercial structures within the Neighborhood Commercial zone.

Commissioner Sanderson inquired if an amendment to the Development Code is more appropriate, and Mr. Reitz explained that the standards for the different variations of building square footages and when a conditional use permit would be required.

Mr. Tim Schauermaun owns many of the properties in that area, and he submitted a letter to staff recommending the area be split zoned with Neighborhood Commercial to the east, residential zone to the west.

Commissioner Redwine inquired what spurs development in that area, and Mr. Pohl explained the progression of the area developing when there is multiple parcel ownership. Chair Ruder stated that it is not the Planning Commission's job to spur development.

Commissioner Nakajima was having connectivity issues with Webex, so she typed in her approval of the split zoned and inquired if the square footage would be increased to 3,000 square feet for a commercial building. Mr. Reitz responded that it would increase the square footage if zoned to Neighborhood Commercial.

Commissioner Sanderson stated that the safety issues would be addressed by development as developers would be required to improve the intersection and install sidewalks, such as stated in the letter from Mr. Schauermann. Chair Ruder disagreed with the statement, stating development will cause the safety issues at the intersection.

Chair Ruder recommended a straw poll be done between Commissioners in order to clearly direct staff. The results are as follows:

Commissioners in support of the entire Gales Creek NMU area being split zoned with Neighborhood Commercial and residential. Roll Call vote: Chair Ruder, Commissioners Nakajima, Smith, Danko, Redwine and Sanderson.

Commissioners in support of the entire Gales Creek NMU area being zoned Neighborhood Commercial. Roll Call vote: Commissioner Rojas.

3. **PUBLIC HEARING:**

Chair Phil Ruder called the Planning Commission public hearing to order at 7:03 p.m. via Webex Video Conference.

Roll Call:

Planning Commission Present via Webex Remotely: Phil Ruder, Chair; Hugo Rojas, Vice Chair, Commissioners Ginny Sanderson, Joel Redwine, Dale Smith and Julie Danko.

Planning Commission Excused: Commissioner Nakajima.

Staff Present: Bryan Pohl, Community Development Director (in the Community Auditorium); James Reitz, Senior Planner (in the Community Auditorium); Daniel Riordan, Senior Planner (in the Community Auditorium); Cassi Bergstrom, Planning Commission Coordinator (in the Community Auditorium).

A. PUBLIC COMMENT PERIOD FOR NON-AGENDA ITEMS:

None.

B. PUBLIC HEARING:

(1.) File No. 311-20-000108-PLNG – Site plan approval and design review of a proposed 10-unit apartment building located at 2838 19th Avenue

Chair Phil Ruder opened the quasi-judicial public hearing at 7:11 p.m., reading the hearing procedures, criteria, and asked for disclosure of any conflicts of interest, ex-parte contacts, bias, or abstentions. There were no conflicts of interest and no challenges from the audience.

Senior Planner James Reitz gave a Power Point presentation, showing the location and aerial view of the site. A prior land use application was submitted and approved by Planning Commission on this site in 2019 proposing 9-units. The current application proposed 10-units on this site, and the revision requires the application to come back to the Planning Commission for a public hearing. The zoning district for the application is Community Commercial.

Mr. Reitz explained that testimony at the 2019 hearing included concerns regarding pedestrian traffic cutting through the site. The proposal will have good neighbor fencing around the site to prevent unwanted foot traffic. The City has a public utility easement along the east property line that cannot be impacted by the structures. The applicant is compliant with the requirement.

Mr. Reitz showed the architecture of the apartment units which include a variation of siding on each side of the building. The architectural elevations were shown and comply with the Development Code's building design standards for multi-unit development.

Staff recommends approval of the requested site plan and design review permit with the following conditions: applicant is bound to the project description and all representations made; the applicant shall comply with all City building and development standards; and all habitable rooms facing a car park or 19th Avenue shall have a window.

CORRESPONDENCE:

A letter was received from local property owner Kent Campbell in support of the proposal.

APPLICANT:

Michael Eisenbeis PO Box 4116, Hillsboro, OR 97123:

Mr. Michael Eisenbeis came to the front as the applicant, stating that Mr. Reitz presented their project accurately.

PROPONENTS:

None.

OPPONENTS:

None.

OTHER:

Steve Fuiten, 830 NE Queens Lane, Hillsboro, OR 97124:

Mr. Steve Fuiten came to the front, explaining that he owns the apartments to the west of the property. He was the neighbor who complained regarding foot traffic through the vacant property onto his property in the past. Mr. Fuiten is pleased with the design of these apartments more than the previous proposal.

REBUTTAL:

Mr. Eisenbeis stated that there may be a few minor adjustments in the floor plan of the building, and is in agreeance with the City's condition requiring a window in all habitable rooms.

Mr. Eisenbeis explained the parking spots may be reduced but the minimum requirement will still be met. Adding an additional bathroom to the units is preferred and will require an adjustment to the building floor plans.

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

COMMISSIONER DISCUSSION:

Chair Ruder asked for any questions or discussion regarding the proposal. All Commissioners were in agreeance that this proposal is more ideal than the previous proposal from 2019.

Commissioner Sanderson moved a motion to approve file number 311-20-000108-PLNG – Site plan approval and design review of a 10-unit apartment building located at 2838 19th Avenue including the condition stating all habitable rooms facing a car park or 19th Avenue shall have a window. Commissioner Smith seconded the motion.

Roll Call Vote on Motion: AYES: Chair Ruder; Vice Chair Rojas; Commissioners Sanderson, Redwine, Smith, and Danko. NOES: None. ABSENT: Commissioner Nakajima. MOTION CARRIED 6-0.

(2.) File No. 311-20-000062-PLNG – Comprehensive Plan Map and Zoning Map amendments to re-designate City-owned parcels located at 2102 Pacific Avenue, 1919 Ash Street, 1924 Council Street, 1928 Council Street, 1915 Main Street, and 1925 Pacific Avenue

Chair Phil Ruder opened the quasi-judicial public hearing at 7:34 p.m., reading the hearing procedures, criteria, and asked for disclosure of any conflicts of interest, ex-parte contacts, bias, or abstentions. Chair Ruder disclosed his position as Secretary for the Board of Directors regarding the Forest Grove Library Foundation, but he can remain unbiased. There were no challenges from the audience.

Senior Planner Dan Riordan gave a PowerPoint presentation showing the City-owned parcels proposed for the rezoning from Public/Institutional to Town Center Transition (TCT) and one parcel to Town Center Core on the Comprehensive Plan Map. The parcels affected are 2102 Pacific Avenue (Police Department and Library), 1919 Ash Street (Fire Department), 1924 Council Street (City Hall), 1928 Council Street (Engineering Division Office), 1915 Main Street (Community Auditorium), and 1925 Pacific Ave (Central Town Center Parking Lot).

Mr. Riordan explained to the Commissioners that applying the TCT zone ensures that City facilities are held to the same standards as privately owned buildings in the downtown. The Institutional zone is intended to serve campuses, hospitals, water treatment facilities, etc. Mr. Riordan showed examples of uses and when a conditional use permit would be required.

Mr. Riordan listed the basis for recommendation which includes: Forest Grove Comprehensive Plan Policies pertaining to the Town Center, Development Code zoning map amendment criteria, Metro Urban Growth Management Plan related to Town Center, Oregon Statewide Planning Goals, and Oregon Transportation Planning Rule related to traffic impacts. Staff recommends the Planning Commission forward a recommendation to City Council to adopt ordinances amending the Comprehensive Plan Map and Zoning Map to re-designate the City-owned sites identifies by staff from Public/ Institutional to Town Center.

CORRESPONDENCE:

An email was received from a business owner located within the Town Center zone outlining future construction relating to his property.

APPLICANT:

Paul Downey, 1924 Council Street, Forest Grove, OR 97116:

Mr. Paul Downey joined the meeting via Webex as the City's applicant, informing Commissioners of the future plans for the City-owned buildings. This includes construction of a Building Development Services annex building to replace the current one-story Engineering office, in turn making more room for staff in City Hall.

PROPONENTS:

None.

OPPONENTS:

None.

OTHER:

None.

REBUTTAL:

None.

Chair Ruder closed the public hearing at 8:02 p.m.

COMMISSIONER DISCUSSION:

Chair Ruder asked for any questions or discussion regarding the proposal. Commissioners were all in agreeance to recommend the application to City Council

Commissioner Sanderson moved a motion recommending to City Council to adopt an amendment regarding file number 311-20-000062-PLNG – Comprehensive Plan Map and Zoning Map amendments to re-designate City-owned parcels from Public/Institutional to Town Center. Commissioner Danko seconded the motion.

Roll Call Vote on Motion: AYES: Chair Ruder; Vice Chair Rojas; Commissioners Sanderson, Redwine, Smith, and Danko. NOES: None. ABSENT: Commissioner Nakajima. MOTION CARRIED 6-0.

C. ACTION ITEMS:

None.

D. WORK SESSION ITEMS:

None.

3. BUSINESS MEETING:

A. APPROVAL OF MINUTES:

Commissioner Smith moved to approve the minutes of the July 6th, 2020 meeting. Vice Chair Rojas seconded. Motion passed 6-0.

B. REPORTS FROM COMMISSIONERS/SUBCOMMITTEES:

None.

C. DIRECTOR'S REPORT:

Mr. Pohl updated the Commissioners on the negotiating agreement the URA Board approved regarding Phase 2 at the Jesse Quinn.

Mr. Pohl updated Commissioners on the Festival Street design located at 21st Avenue and Main Street and the design that is in the works with consultants.

D. ANNOUNCEMENT OF NEXT MEETING:

The next meeting is to be determined.

E. ADJOURNMENT:

The meeting was adjourned at 8:09 p.m.

Respectfully submitted by:

Cassi Bergstrom

Digitally signed by Cassi Bergstrom
DN: O=City of Forest Grove, CN=Cassi Bergstrom,
E=cbergstrom@forestgrove-or.gov
Reason: I am the author of this document
Location: your signing location here
Date: 2020-10-06 08:53:39
Foxit Reader/PDF Version: 9.7.3

Cassi Bergstrom
Planning Commission Coordinator

Monthly Building Activity Report

September-20

2020-2021

	Period: September-19		Period: September-20	
Category	# of Permits	Value	# of Permits	Value
Man. Home Setup				
Sing-Family New	8	\$ 2,016,620.00	6	\$ 1,307,184.00
SFR Addition & Alt/Repair	3	\$ 150,407.00	6	\$ 176,404.00
MultiFamily New				
Multi Family Alterations/Repair/Additions				
Group Care Facility Alt/Repair				
Commerical New				
Commerical Addition				
Commercial Alt/Repair	1	\$ 15,000.00	1	\$ 110,000.00
Industrial New				
Industrial Addition				
Industrial Alt/Repair	1	\$ 657.00		
Gov/Pub/Inst (new/add)	1	\$ 4,800.00	1	\$ 850,000.00
Signs	1	\$ 37,500.00		
Grading	3			
Demolitions				
Total	18	\$2,224,984	14	\$2,443,588

Fiscal Year-to-Date

2019-2020		2020-2021	
Permits	Value	Permits	Value
80	\$11,616,179	60	\$7,408,692

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A place where families and businesses thrive.

RESOLUTION NO. 2020-97

**AMENDING CITY OF FOREST GROVE
DECLARATION OF STATE OF EMERGENCY
EFFECTIVE, MARCH 14, 2020**

WHEREAS, the City of Forest Grove has the authority granted under ORS Chapter 401 and the Emergency Operations Plan, that provides direction to the City, its officials, and others in the event of an emergency that exists within the City, and which provides for the responsibility in times of emergency and specifically delegates authority to declare a state of emergency to the Mayor, and

WHEREAS, the following conditions have resulted in the need for the declaration of a state of emergency:

Multiple cases of COVID-19 have been detected in Washington County, and

The Washington County Board of Commissioners has declared a state of emergency relating to COVID-19 in Washington County, Oregon; and

The Governor of the State of Oregon has declared a state of emergency relating to COVID-19 in the State of Oregon; and

The President of the United States has declared a state of emergency relating to COVID-19 in the United States; and

WHEREAS, the foregoing circumstances constitute a threat of imminent widespread illness, human suffering, loss of life, and financial loss, which in the determination of the Mayor will cause such significant damage as to warrant disaster assistance from resources other than the City's to supplement the efforts and available City resources to alleviate the damage, loss, hardship or suffering caused, and

WHEREAS, the foregoing circumstances require a coordinated response beyond that which occurs routinely, and the required response cannot be achieved solely with the added resources acquired through mutual aid or cooperative assistance agreements; and

WHEREAS, the foregoing circumstances affects all of the territory within the City limits, and

WHEREAS, the foregoing circumstances are anticipated to remain in effect for a period of at least four weeks;

NOW, THEREFORE, IT IS DECLARED THAT A STATE OF EMERGENCY NOW EXISTS IN THE CITY OF FOREST GROVE, OREGON, ENCOMPASSING ALL OF THE AREA WITHIN THE CITY LIMITS; and

IT IS FURTHER DECLARED that the City and its officials shall be authorized to take such actions and issue such orders as are determined to be necessary to protect the public and property and efficiently conduct activities that minimize or mitigate the effect of the emergency; and

IT IS FURTHER DECLARED that the City shall take all necessary steps authorized by law to coordinate response and recovery from this emergency, including but not limited to, requesting assistance and potential reimbursements from the State of Oregon and appropriate federal agencies; and

IT IS FURTHER DECLARED that emergency procurements of goods and services are authorized pursuant to ORS 279B.080, ORS 279C.335(6), ORS 279.380(4), and all other applicable rules.

THIS DECLARATION IS EFFECTIVE MARCH 14, 2020, AT 1:00 PM AND TO BE EXTENDED AND REMAIN IN EFFECT UNTIL 8:00 P.M. ON OCTOBER 26, 2020, UNLESS SUPERSEDED SOONER; AMENDING RESOLUTION NO. 2020-96.

Peter B. Truax, Mayor City of Forest Grove

Date Amended: October 12, 2020

AMENDED PRESENTED AND PASSED this 12th day of October 12, 2020.

ATTESTED:

Anna D. Ruggles, City Recorder



A place where families and businesses thrive.

<u>CITY RECORDER USE ONLY:</u>	
AGENDA ITEM #:	<u>5. A.</u>
MEETING DATE:	<u>10/12/2020</u>
FINAL ACTION:	<u>Presentation</u>

CITY COUNCIL STAFF REPORT

TO: City Council

FROM: Jesse VanderZanden, City Manager

MEETING DATE: October 12, 2020

PROJECT TEAM: Bryan Pohl, Community Development Director
Dan Riordan, Senior Planner

SUBJECT TITLE: Festival Street Presentation and Introduction of MIG Consulting

ACTION REQUESTED: Ordinance Order Resolution Motion Informational

X all that apply

ISSUE STATEMENT:

Staff has contracted with MIG Consulting, a Portland-based design firm, to develop a concept for a downtown festival street. Festival streets typically offer an enhanced streetscape and place-making opportunity that stays open to traffic during normal times, but can be closed and used for public outdoor gatherings on an as-needed basis. The project is to identify a preferred design concept for converting a portion of 21st Avenue into such a festival street. The project will also identify a recommended approach for improving and managing streetscape, including street trees and wayfinding in the downtown.

BACKGROUND:

In 2018, the Forest Grove City Council adopted goals and objectives that included implementation of the Town Center Master Plan, including a concept plan for a Festival Street on 21st Avenue. In 2020, the Urban Renewal Agency Board of Directors adopted Objective 4.3 to identify a location and assist with funding construction of a public gathering place in the Town Center and to complete a Festival Street alternatives concept analysis and secure URA Board approval for the preferred alternative. The URA Board budgeted funds in FY 20-21 to hire a consultant to begin this work.

Staff advertised a Request for Proposals in June, 2020, and received eight proposals. MIG Consulting was selected in July to develop the preferred design concept for a festival street. During this presentation, Council will have an opportunity to meet the consultant, view some of their similar projects, gain an understanding of the public engagement process, and ask questions of staff and the consultant.

ATTACHMENT:

PowerPoint presentation from MIG

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CITY OF FOREST GROVE

21st Avenue Festival Street and Downtown Streetscape Design Concepts

City Council
October 12, 2020





A Street

21st Avenue

Main Street

College Way



A Street

21st Avenue

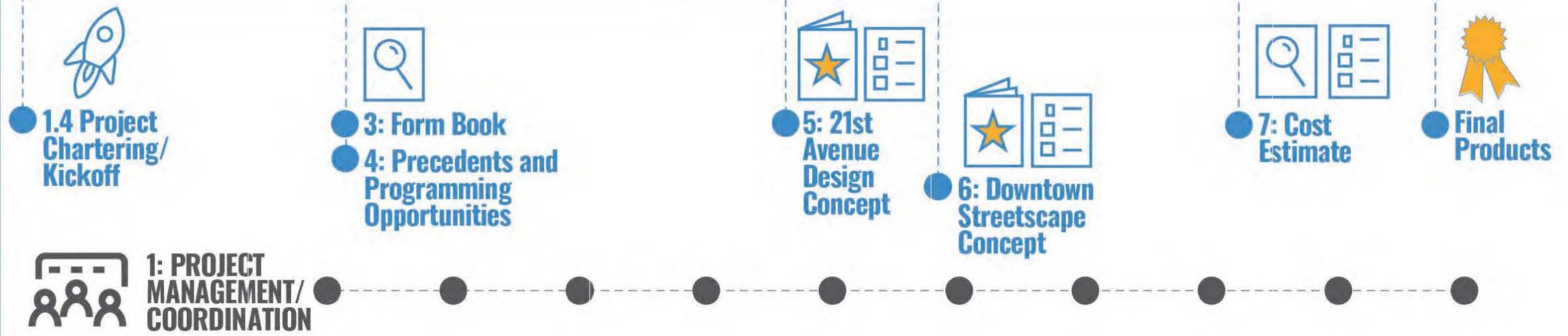
Main Street

College Way

OUTREACH AND COMMITTEES



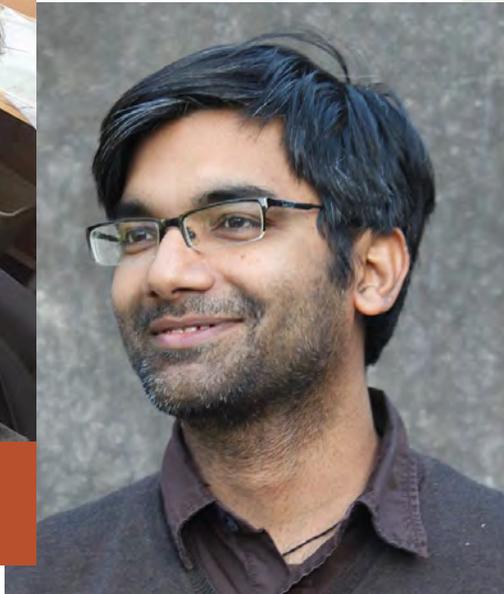
MAJOR TASKS/DELIVERABLES



Project Team



Melissa Erikson, ASLA
Principal in Charge



Mukul Malhotra
Consulting Principal



Alex Dupey, AICP
Project Manager



Nathan Polanski, PE
Civil Engineer



Casey Howard
Site Planning/Graphics

Human Scale



Bell Street, Seattle

Playful



Water Street, San Antonio

Artistic Celebrate Community



Flexible



Nueva Street, San Antonio

Flexible



Nueva Street, San Antonio

Flexible



Approach: Establish Project Goals and Vision

OUTREACH AND COMMITTEES

2.1: Stakeholder Meetings and Focus Groups

AUG 2020 SEP OCT

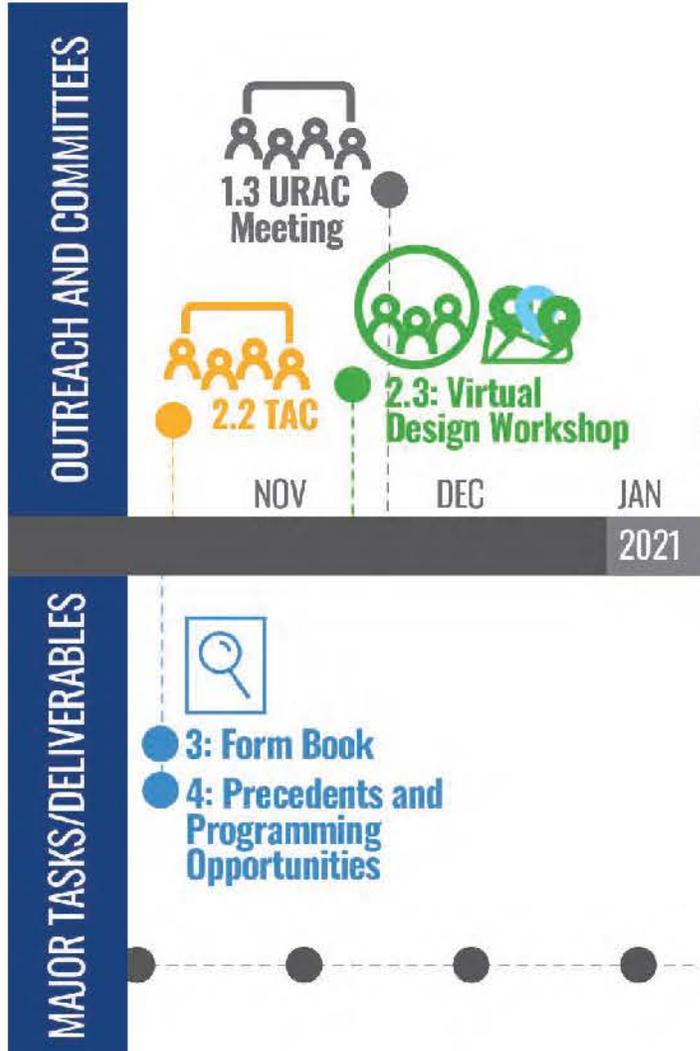
MAJOR TASKS/DELIVERABLES

1.4 Project Chartering/Kickoff

1: PROJECT MANAGEMENT/COORDINATION



Approach: Identify Precedents and Programming Concepts



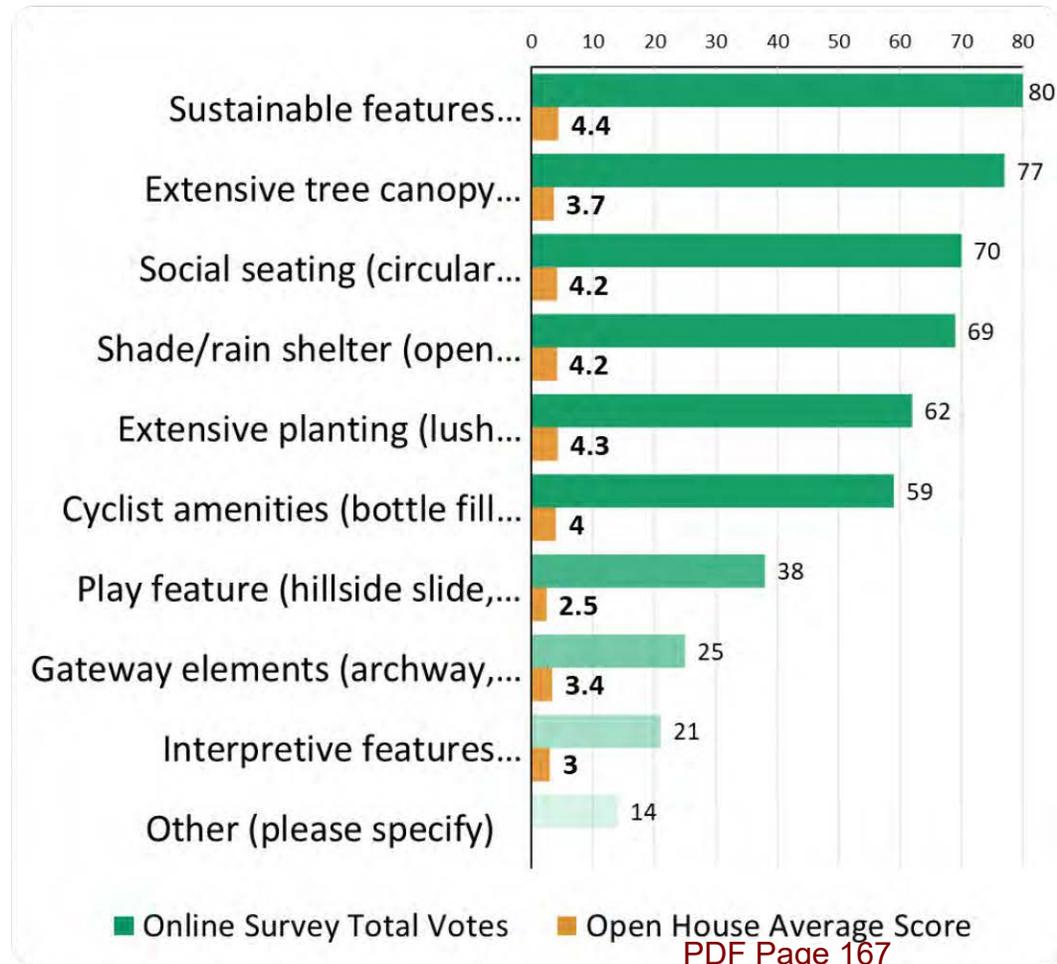
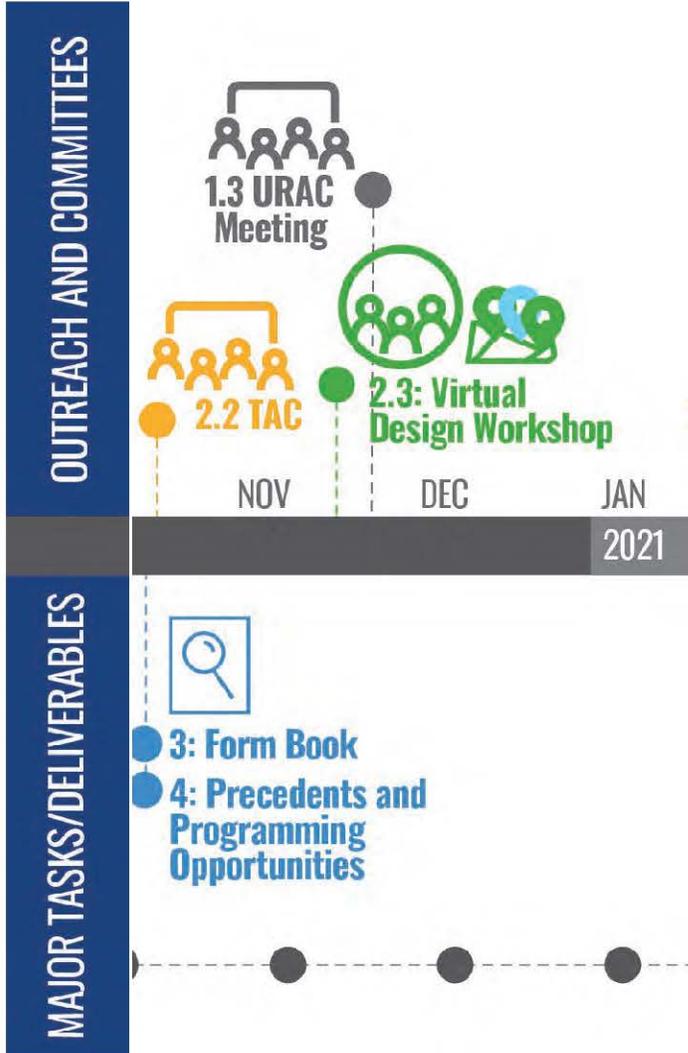
Approach: Identify Precedents and Programming Concepts







Approach: Engagement, Collaboration and Design



MY FUTURE MAIN
STREET INCLUDES...
A PLACE FOR ME
+ MY FRIENDS

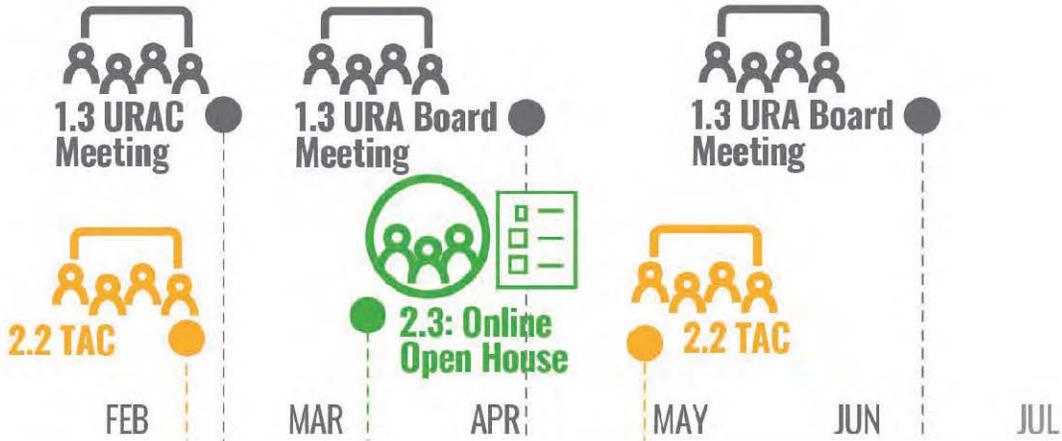


WILSONVILLE TOWN CENTER PLAN

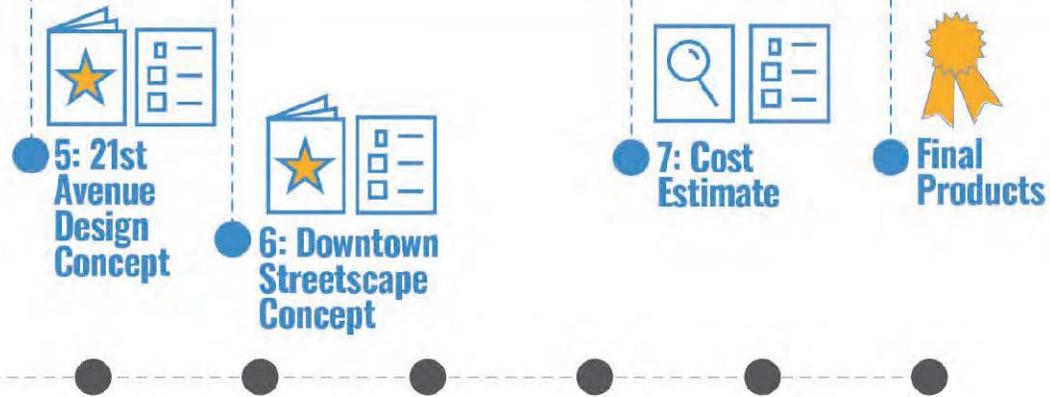


Approach: Final Products, Estimates and Committee Review

OUTREACH AND COMMITTEES



MAJOR TASKS/DELIVERABLES













OAK STREET AREA PLAN PROJECT UPDATE

BRYAN POHL, CD Director
DAN RIORDAN, Senior Planner

PROJECT AREA



PROJECT OBJECTIVES

- ❑ Prepare a realistic and implementable land use concept plan for the project area.
- ❑ Develop land use alternatives with property owner input.
- ❑ Determine whether to reserve some, or all, of the land for long-term employment/industrial needs (20+ years).

PROJECT OBJECTIVES

- ❑ Identify infrastructure needed to support the land use concept.
- ❑ Prepare cost estimates and a feasible funding approach for needed infrastructure.
- ❑ City Council support to amend the City's Comprehensive Plan Map and Zoning Map to adopt the land use concept.

CONSULTANT SELECTION

- ❑ Request for proposals issued by City.

- ❑ 3J Consulting selected.

- ❑ Project Team Includes:
 - ❑ 3J Consulting (project management, stakeholder outreach, civil engineering)
 - ❑ Johnson Economics (market analysis and infrastructure funding options)
 - ❑ SCJ Alliance (transportation analysis)
 - ❑ Urbsworks (community design)

WORK COMPLETED

- ❑ Initial stakeholder interviews completed:
 - ❑ Woodfold (primary land-owner)
 - ❑ Free Masons
 - ❑ Bonneville Power Administration
 - ❑ Developer working with Woodfold
 - ❑ Economic Development Commission member
 - ❑ Real Estate Broker with expertise in industrial and commercial properties
 - ❑ Adjacent property owners potentially impacted by project

STAKEHOLDER COMMENTS

- ❑ The area is an important component of the City's industrial land inventory.
- ❑ The majority property owner is interested in a possible 72-acre residential development.
- ❑ The land use concept should include a mix of residential, commercial/retail, and industrial uses.

STAKEHOLDER COMMENTS

- ❑ The Oak Street area can provide a diverse mix of housing types to address the City's housing needs.
- ❑ The BPA power lines are a constraint that segments the property.
- ❑ The future Council Creek Trail is an amenity for multi-modal transportation and recreation.

WORK COMPLETED

- ❑ Existing conditions analysis and report prepared for review based on:
 - ❑ Housing Needs Analysis Update
 - ❑ Economic Opportunities Analysis Update
 - ❑ Transportation System Plan
 - ❑ Market Analysis for Retail Grocery Space in Forest Grove
 - ❑ Employment Land Site Readiness Toolkit

WORK COMPLETED

- ❑ First Technical Advisory Committee (TAC) meeting held in early-September.
- ❑ TAC members include:
 - City staff from Planning, Economic Development and Engineering
 - 3J Consulting project team
 - Woodfold (majority property owner)
 - DR Horton (working with Woodfold)
 - Pacific Community Design (working with Woodfold)
 - ODOT
 - Forest Grove School District
 - Metro
 - Cornelius Planning

NEXT STEPS

OAK ST. AREA LAND USE REFINEMENT - SCHEDULE

TASKS	2020							2021			
	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR
1 Project Management	●					●		●	●		
2 Stakeholder Involvement and Technical Advisory Committee			●	●		●	●	●		●	
3 Existing Conditions Analysis											
4 Needs and Opportunities Assessment											
5 Land Use Concept											
6 Infrastructure Plan											

- = Technical Advisory Committee
- = Stakeholder Outreach (Interviews, Focus Group, Open House)
- = Kick-off/Project Team Meeting

Questions?



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CITY RECORDER USE ONLY:

AGENDA ITEM #: 6.

MEETING DATE: 10/12/2020

FINAL ACTION: RESO 2020-98

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *October 12, 2020*

PROJECT TEAM: *Jeffrey King, Economic Development Manager*

SUBJECT TITLE: *Accept Employment Lands Site Readiness Toolkit-Forest Grove Roadmap*

ACTION REQUESTED: Ordinance Order Resolution Motion Informational

X all that apply

BACKGROUND:

The Employment Lands Site Readiness Toolkit-Forest Grove Roadmap Report (Toolkit) is designed to help move challenged industrial and commercial employment sites within the Metro urban growth boundary to development-readiness. The toolkit is in to response to a shortage of viable development ready employment sites across the metro region.

In July 2018, Metro awarded the Port of Portland a \$170,000 grant for the Metro Employment Lands Site Readiness Toolkit project. The Port is the contracting entity for the grant. Greater Portland Inc. (GPI) is serving as the convener of the project partners and providing project management support. In addition to the GPI and Metro, there were 18 regional partners participating in the project serving as the Project Advisory Team

The Toolkit included a focus on three sites across the metro area, one of which was the Woodfold Manufacturing Property near Oak Street. The Toolkit was presented to the Forest Grove EDC on September 10 and then to City Council on September 28. As a condition of the Woodfold Property being studied, the sponsors of the Toolkit project request that each City Council where the three properties are located accept the Toolkit. This Toolkit report is for informational purposes only.

The Toolkit will be given to the consultant who is promulgating the Oak Street Concept Plan. The Oak Street Concept Plan will look at alternative land use designations for properties in the Oak Street area.

FISCAL IMPACT:

Accepting the Toolkit places no financial obligations or requirements on the City.

STAFF RECOMMENDATION:

Staff recommends Council adopt resolution accepting Employment Lands Site Readiness Toolkit-Forest Grove Roadmap Report.

ATTACHMENTS:

Attachment 1: Woodfold West Site Roadmap Report

Resolution Accepting the Employment Lands Site Readiness Toolkit-Forest Grove Roadmap, Exhibit A

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Woodfold Mfg., Inc.
1811 18th Ave
Forest Grove, OR 97116-0346

Phone: 503-357-7181
Fax: 503-357-7185
www.woodfold.com

October 6, 2020

For Attention: Forest Grove City Council

RE: Employment Lands Site Readiness Toolkit Roadmap

Woodfold continues to enjoy a healthy relationship with the City of Forest Grove as evidenced by our willingness and co-operation with the Employment Lands Readiness Toolkit project. As the property owner of “Woodfold West Site”, which was the subject of this project, we wish to request the following from the City. We ask that City Council not make land use policy decisions on the Woodfold Oak St Property based on this report only. We support the City Council accepting the report for informational purposes.

As Council is aware, the City has hired a consultant team to prepare the Oak Street Land Use Refinement Plan, which has been initiated and is expected to be completed in Spring 2021. This effort will involve analysis of existing conditions, assessment of needs and opportunities, preparation of alternative land use concepts and selection of the preferred option. Industrial usage of the site or a portion of the site is just one of the alternative land use concepts under consideration.

We ask that City Council allow the Oak Street Land Use Refinement planning process to flow and to keep the options open as this process is expected to produce a more community-based approach, using the Toolkit as information to be considered as part of the process.

Enclosed is a copy of the Woodfold letter to the City dated April 9, 2020

Yours faithfully,

Allan Wedderburn
President
Woodfold Mfg., Inc.

cc: Brian Pohl, Community Development Director
Dan Riordan, Senior Planner
Steve Faust, 3J Consulting

Jeff King, Economic Development Manager



An Employee-owned Company
Crafting Value Since 1957

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Woodfold Mfg., Inc.
1811 18th Ave
Forest Grove, OR 97116-0346

Phone: 503-357-7181
Fax: 503-357-7185
www.woodfold.com

April 9, 2020

For attention of:

Mr. James Reitz and Mr. Dan Riordan
Senior Planners
City of Forest Grove
P.O. Box 326
Forest Grove, Oregon 97116-0326

By mail and email

Dear Mr. Reitz and Mr. Riordan

Re: Oak St Property Owned by Woodfold Mfg., Inc.

This letter is to inform the City of Forest Grove of Woodfold's thoughts with respect to rezoning the Oak St. Property (identified as tax lots 1N331DA07800, 1N332C00400, 1N332C00500, 1N332C00600, 1N332C00700 and 1N332C00900) and our position regarding seller conditions.

Through this letter Woodfold requests the City of Forest Grove to rezone the entire parcel of land as identified above for residential land use if so requested by a prospective developer / buyer.

Background

Woodfold has owned the properties, commonly referred to as the *Oak St Property*, for approximately 20 years. It has remained undeveloped due to our lack of need to expand, the cost to develop and the lack of demand for industrial property in Forest Grove. We currently have an interested party willing to purchase and develop the entire property for residential use.

Woodfold's position

We deem it appropriate to share our position on the property:

- Woodfold is only interested in selling all parcels of land to a single buyer in a single transaction.
- Woodfold is an employee-owned company and is looking for the maximum value for the land which would be to the benefit of all employees.
- Woodfold would like the entire property to be rezoned as residential.

Property owner thoughts

- Based on the revised master plans for the Oak St. Property Woodfold does not share the City's enthusiasm in rezoning the parcels into multiple zones.
- The recent Economic Opportunities Analysis indicates that the city has a surplus of Industrial land and a deficit of Mixed-Use land.





Woodfold Mfg., Inc.
1811 18th Ave
Forest Grove, OR 97116-0346

Phone: 503-357-7181
Fax: 503-357-7185
www.woodfold.com

- No developer has expressed any interest or approached Woodfold with development intentions for multiple types of land use zoning.
- Lost opportunities with developers moving on to other cities because the cost to put in the infrastructure can only be cost effective if they are able to develop the entire property.
- If all the residential land were to be developed as per the master plan the potential exists for residents putting pressure on two roads and existing neighborhoods due to no connectivity to the round-about as that land will remain undeveloped.

Woodfold's request to City of Forest Grove

With this in mind Woodfold has been approached by a prospective buyer and is currently in negotiations regarding a potential sale. The likelihood of a sale being concluded will only be possible if the property is rezoned 100% for residential purposes. The fact that a willing-buyer willing-seller situation exists could be a lost opportunity for Woodfold, the City of Forest Grove and the prospective developer if the land is not approved for 100% residential rezoning. Negotiations between the two parties will continue but we wanted to ask the City to seriously consider any forthcoming proposals for the property to be rezoned for residential use. We also wanted to place Woodfold's position on record.

Woodfold has been a long-time member of this community and looks forward to working with the City to find what is mutually beneficial for the City of Forest Grove and Woodfold.

Yours faithfully,

Allan Wedderburn
President
Woodfold Mfg., Inc.

CC Mr. Jeff King (By email)

Sources: RFP – Forest Grove Oak Street Area Refinement Plan
Forest Grove Transit-Oriented Development Plan and Implementation Strategy (2011)
Washington County Industrial Site Assessment Project (2015)



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RESOLUTION NO. 2020-98

**RESOLUTION ACCEPTING THE EMPLOYMENT LANDS SITE READINESS TOOLKIT
- FOREST GROVE ROADMAP (“TOOLKIT”)**

WHEREAS, economic growth and prosperity are important to the overall quality of life for the entire community of Forest Grove; and

WHEREAS, City Council, accepted and adopted 2020 City of Forest Grove Economic Development Strategic Plan on August 12, 2019, which states, “to proactively work to identify a 20-year supply of employment lands and target initiatives to increase market-ready certified sites”; and

WHEREAS, in July 2018, Metro awarded a grant to the Port of Portland as the contracting entity along with Greater Portland Inc. and Metro as conveners, and 18 other partners in the region to complete and present the Toolkit project; and

WHEREAS, the Toolkit is designed to help find tools to move challenged industrial and commercial employment sites to development readiness and economic viability; and

WHEREAS, the FGEDC received and reviewed the Toolkit at its September 12, 2020, meeting; and

WHEREAS, City Council received a presentation and report of the Toolkit at its September 28, 2020, meeting and the report is for informational purposes only.

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

Section 1. That the City Council hereby accepts The Employment Lands Site Readiness Toolkit–Forest Grove Roadmap as defined in Exhibit A.

Section 2. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 12th day of October, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 12th day of October, 2020.

Peter B. Truax, Mayor

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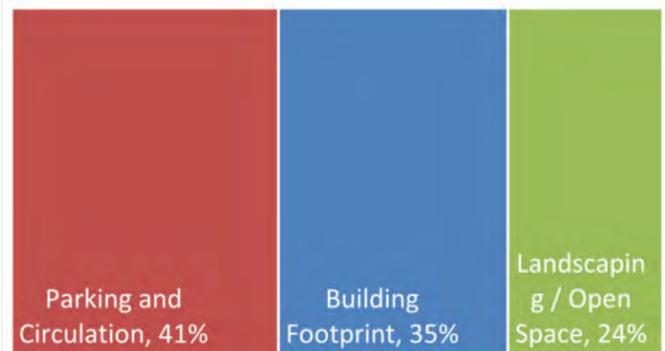
WOODFOLD WEST SITE (FOREST GROVE) - BASE DEVELOPMENT SCENARIO

Development Concept



Six building Advanced/High tech manufacturing campus. Buildings 1, 2 and 4, 5, and 6 are manufacturing facilities and Building 3 is a 30,000 sf office building.

Buildings	Size (sq ft)	Use	Site Use	Size (sq ft)	%
Building 1	315,000	General Manufacturing/Flex	Building Footprint	781,800	35%
Building 2	114,000	General Manufacturing/Flex	Parking and Circulation	908,328	41%
Building 3	30,000	Office	Landscaping / Open Space	527,076	24%
Building 4	200,000	General Manufacturing/Flex			
Building 5	55,600	General Manufacturing/Flex			
Building 6	67,200	General Manufacturing/Flex			
Total	781,800				



Rent Assumptions	Office: \$19 / Sq Ft	Industrial: \$14 / Sq Ft
------------------	----------------------	--------------------------

Development Timeline



Total Development Timeline: 21 months

Site Readiness Challenges

On-site Issues	Off-site Issues	Land Use Issues
Brownfield Cleanup	Water	Aggregation
Wetland Fill	Sewer	Annexation
Floodplain Fill	Storm	
Slope Mitigation	Transportation	

Development Programs Details

DEVELOPMENT PROGRAM

	Size (ac)	Size (sq ft)
Lot Area	53.7	2,339,172
Net Development Area	50.9	2,217,204
Office	0.6	25,500
General Industrial	14.7	639,030

WOODFOLD WEST SITE (FOREST GROVE) - BASE DEVELOPMENT SCENARIO (COSTS)

Development Costs

PRE-DEVELOPMENT COSTS

	2020 Dollars	\$ / sq ft
Land Acquisition	\$14,035,032	\$6.00
Land Carry	\$762,134	-
Other Fees	\$280,701	-

SITE READINESS COSTS

Site readiness costs represent all the costs prior to vertical construction of buildings

	2020 Dollars	\$ / sq ft	
Off-Site	Sanitary Sewer	\$626,000	\$0.27
	Water	\$503,000	\$0.22
	Storm Water	\$1,052,500	\$0.45
	Transportation	\$3,985,000	\$1.70
On-Site	Wetland Mitigation	-	-
	Slope Mitigation	-	-
	Building Pad Surcharge	-	-
	Floodplain	-	-
	Environmental Cleanup	\$55,000	\$0.02
Total On-site and Off-site Costs	\$6,221,500	\$2.66	
Time Costs	\$762,134	\$0.33	
Soft Costs (includes SDCs)	\$1,244,300	\$0.53	
Threshold Return	\$3,495,870	\$1.49	

Total Site Readiness Costs: \$26,801,670 \$11.46

VERTICAL CONSTRUCTION COSTS

Vertical construction costs represent costs associated with the construction of buildings

	2020 Dollars	\$ / sq ft
Parking and Pavement Construction	\$7,518,000	\$3.21
Office Construction Costs	\$6,300,000	\$210.00
Industrial Construction Costs	\$89,320,000	\$118.81
Soft Costs (includes SDCs)	\$18,875,140	\$24.14
Total All-In Costs:	\$171,137,032	\$218.90

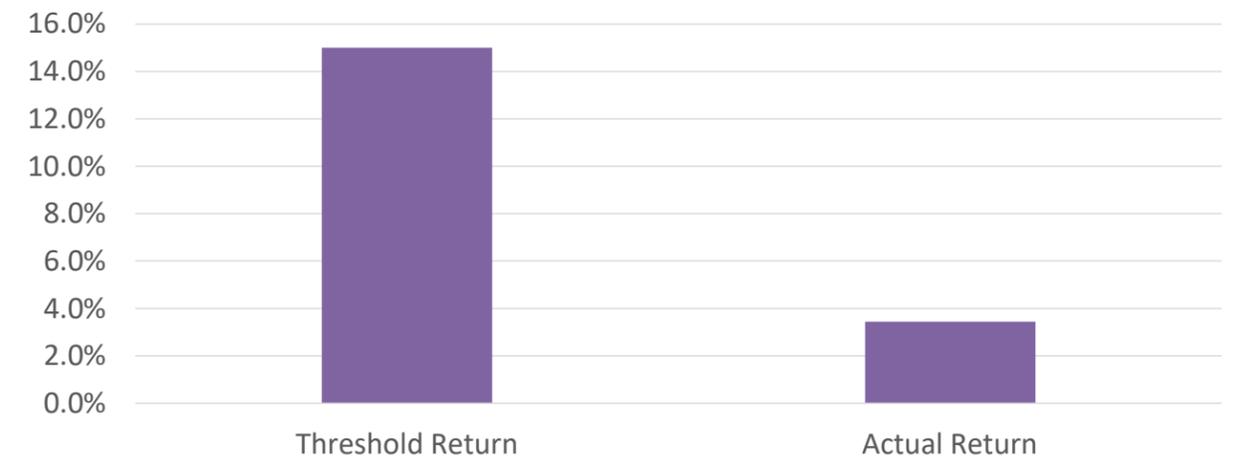
Land Readiness Viability Gap / Surplus

	2020 Dollars	\$ / sq ft
Finished Lot Sale Price	\$22,172,040	\$10.00
Site Readiness Costs	\$26,801,670	\$11.46
Viability Gap	\$4,629,630 (Deficit)	



Vertical Construction Viability Gap / Surplus

	Percentage
Threshold Return	15.0%
Actual Return	3.4%
Financial Gap	\$110,391,362
% of Project Costs	73.7%



WOODFOLD WEST SITE (FOREST GROVE) - BASE DEVELOPMENT SCENARIO (ECONOMIC IMPACTS)

Annual Employment Impact

JOB AND INCOME CREATION

Estimated job and income creation at full buildout

	Jobs	Jobs / Acre	Labor Income	Output
Direct:				
Office	81	1.5	\$7,569,193	\$27,856,598
General Industrial	1,190	22.2	\$110,648,984	\$407,217,036
Indirect / Induced:				
Office	47	1.5	\$4,395,563	\$11,298,453
General Industrial	691	22.2	\$64,255,800	\$165,164,557
Total	2,010			

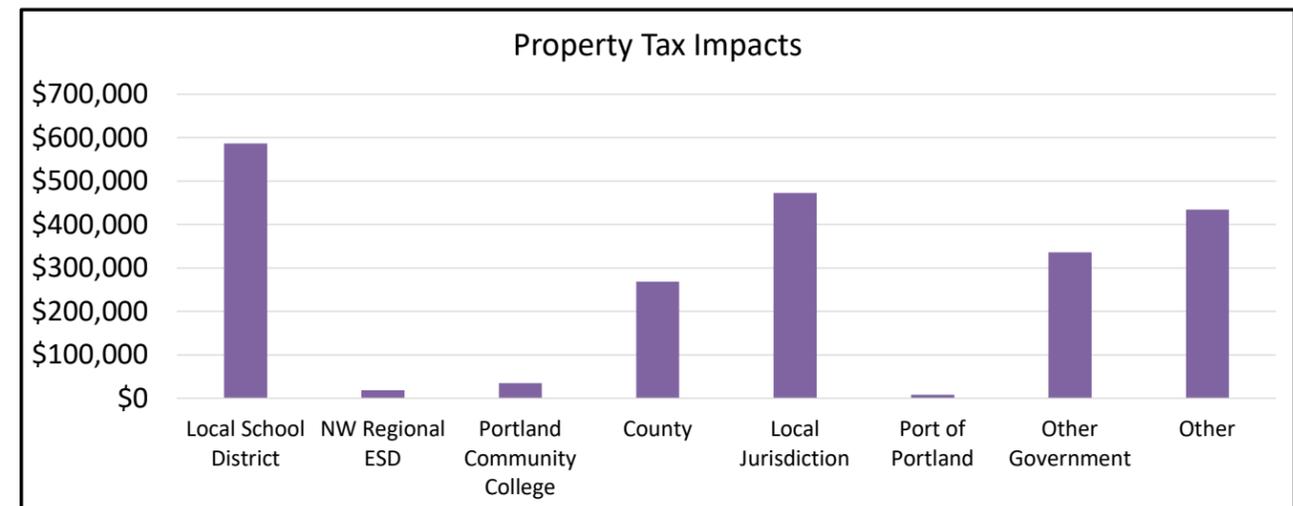
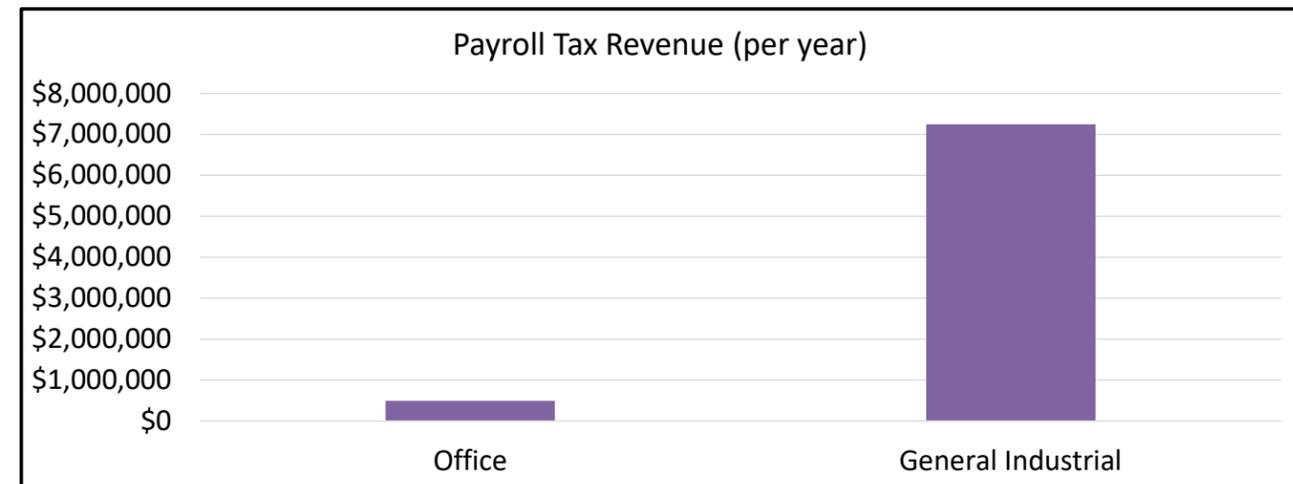
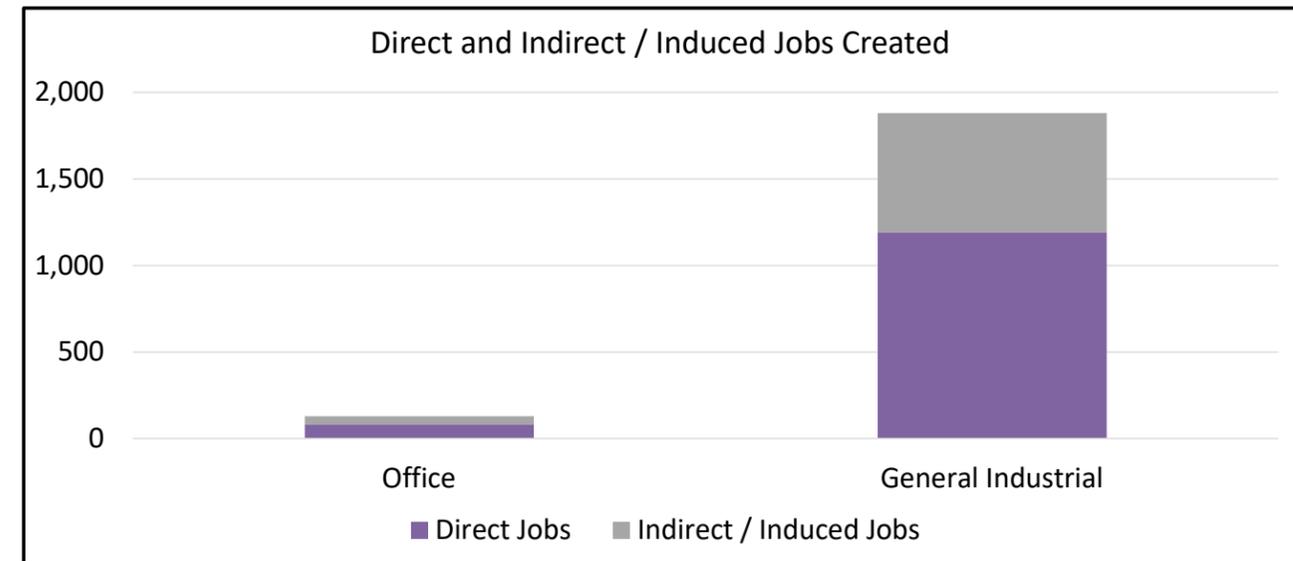
ANNUAL PAYROLL TAX REVENUE

Estimated annual payroll tax revenues based on direct jobs

Employment Type	Payroll Tax Revenue (per year)
Office	\$495,593
General Industrial	\$7,244,742
Total	\$7,740,335

Property Tax Impacts

Project Value	Annual Property Tax Revenue
\$142,217,964	\$2,157,195



WOODFOLD WEST SITE (FOREST GROVE) - TOOL IMPACT

TOOL DESCRIPTION

Base Scenario: the development scenario as proposed with no additional tools tested

Increase Industrial Density: assume a 20% increase in gross building area through modest reductions in landscaping and parking to accommodate for greater building area

URA Site Readiness Cost Reimbursement: reimburse costs associated with site readiness preparation; structured as property tax abatements scaled to site readiness cost figure reimbursed over ten years

SDC Financing: a public loan to cover system development costs associated with the project

Reimbursement District: public reimbursement in off-site infrastructure costs over 10 years

Industrial Land Bank (Land Waiver): a complete land cost waiver

Industrial Land Bank (Land Lease): a land lease with more favorable terms compared to a private loan to offset land acquisition costs

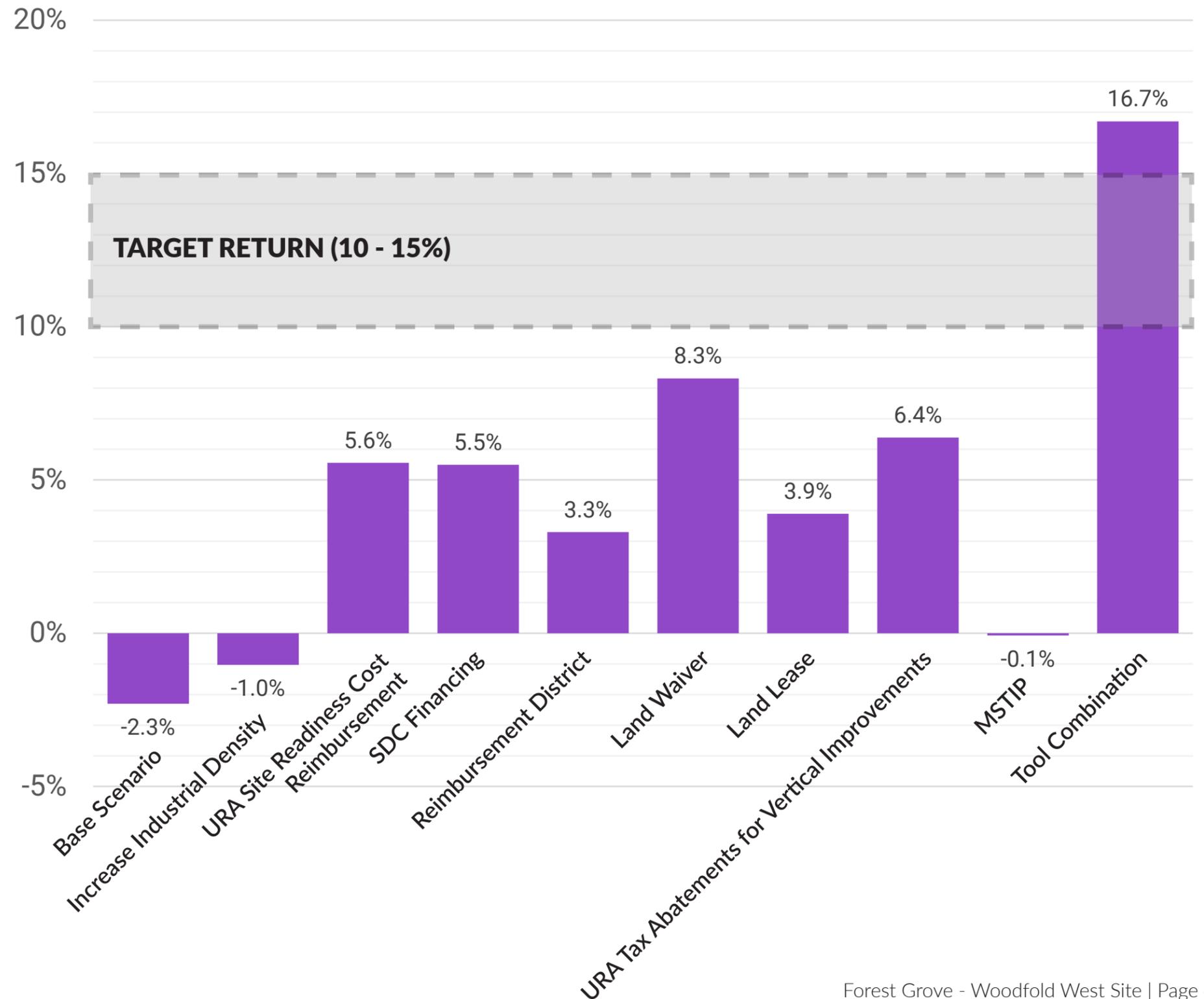
URA Tax Abatement for Vertical Improvements: a 10-year tax abatement for the vertical improvements (building investments) associated with the project

Major Streets Transportation Improvement Program (MSTIP): county funding to cover off-site transportation costs

Tool Combination: modeling the cumulative impacts of SDC Financing, URA Tax Abatements for Vertical Improvements, MSTIP, and Increased Industrial Density

A **Horizontal Development Agreement (HDA)** could be used to package or combine several tools in exchange for specific community benefits (see page 8).

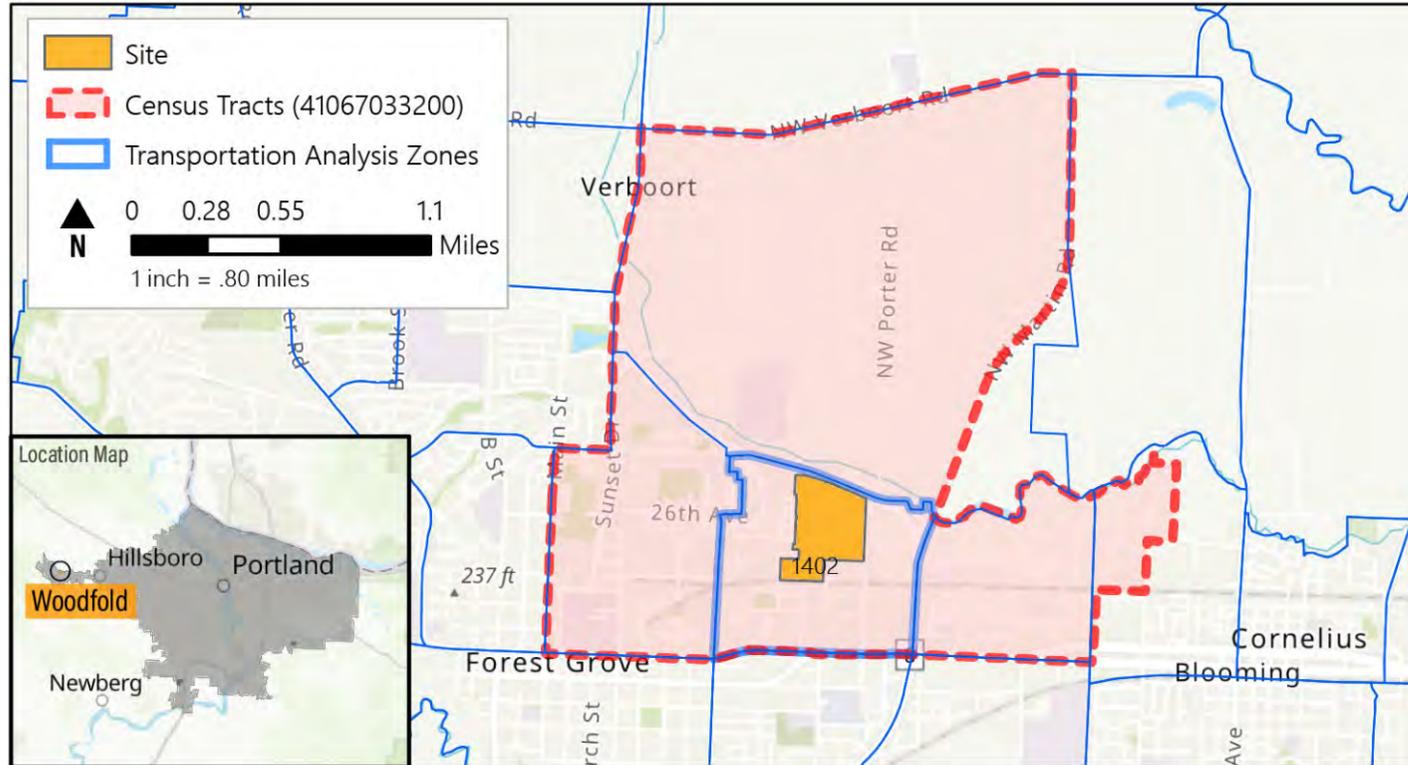
Forest Grove - Leveraged IRR



Individual testing of tools is found in Task 4 Appendix B

WOODFOLD WEST SITE (FOREST GROVE) - DEMOGRAPHIC SNAPSHOT

Site & Surrounding Area Map



Metro coordinates its regional forecasts with local governments to distribute, or allocate, the regional forecasts to smaller geographic areas known as TAZ, or Transportation Analysis Zones. TAZs are generally smaller than Census tracts and more closely align with site boundaries.

Key Takeaways

Almost half of the census tract residents are persons of color, an almost 13% higher share than Forest Grove.

A noticeable share difference is seen among Hispanic and Asian communities.

Census tract residents are younger and of lower income than the average Forest Grove resident.

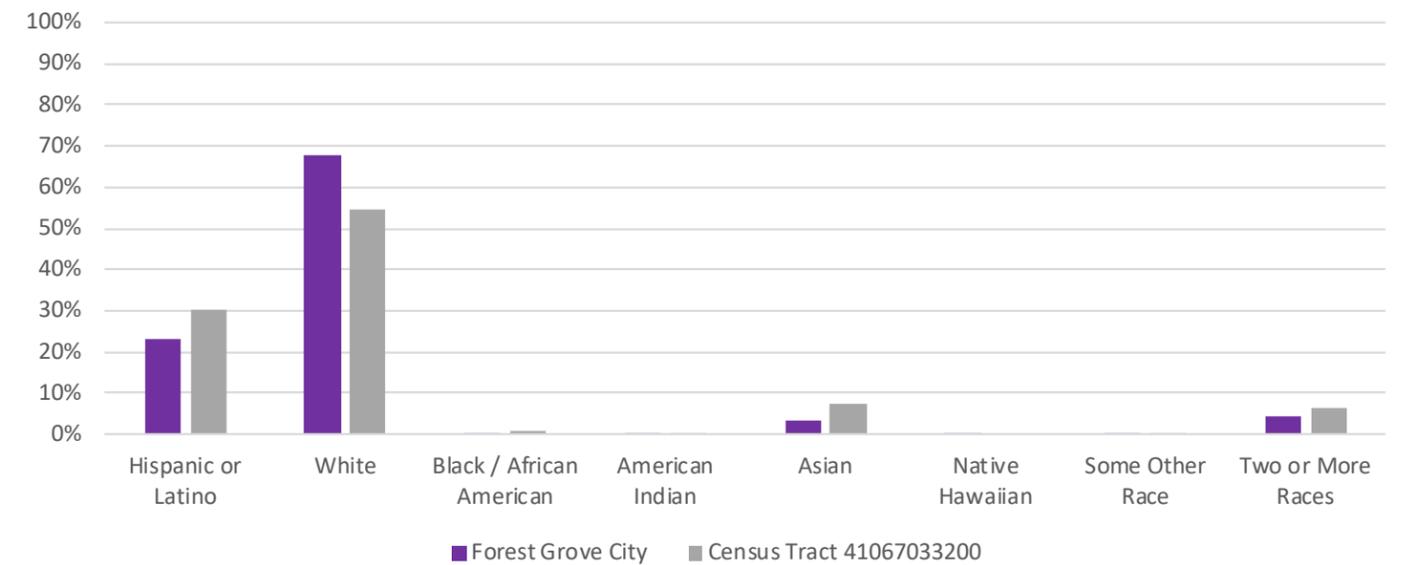
The census tract median income is at 70% of the city's median income.

Demographic Indicators

TOTAL POPULATION; AGE; GENDER * Reflects a 10% margin of error or greater

	Total Population	Median Age	Sex
CITY	23,554	33.1 years	49% male, 51% female
CENSUS TRACT 41067033200	6,978	26 years*	45% male*, 55% female*

RACE AND ETHNICITY



MEDIAN INCOME * Reflects a 10% margin of error or greater

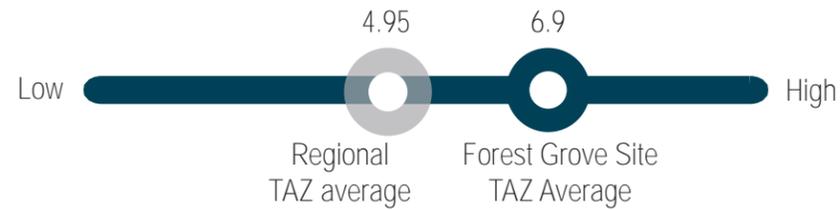
CITY	\$54,500
CENSUS TRACT 41067033200	\$37,983*

PERCENT HIGH SCHOOL GRADUATE OR HIGHER

CITY	84.5%
CENSUS TRACT 41067033200	79.4%

WOODFOLD WEST SITE (FOREST GROVE) - EQUITY AND ECONOMIC SNAPSHOT

Community Change



CHANGE IN MEDIAN HOUSEHOLD INCOME

REGIONAL TAZ AVERAGE	+\$5,700
FOREST GROVE SITE (TAZ AVERAGE)	+\$4,700

CHANGE IN HOME SALES PRICE

REGIONAL TAZ AVERAGE	+\$2,000
FOREST GROVE SITE (TAZ AVERAGE)	+\$34,000

CHANGE IN PERCENT RENTERS

REGIONAL TAZ AVERAGE	1.40%
FOREST GROVE SITE (TAZ AVERAGE)	-4.60%

CHANGE IN PERCENT PERSONS OF COLOR

REGIONAL TAZ AVERAGE	1.70%
FOREST GROVE SITE (TAZ AVERAGE)	-1.80%

Walkability and Transit Access



WALKABILITY

REGIONAL CENSUS TRACT AVERAGE	4.67
FOREST GROVE SITE (CENSUS TRACT AVERAGE)	2.34

TRANSIT TRAVEL TIMES

REGIONAL TAZ AVERAGE	54 minutes
FOREST GROVE SITE (CENSUS TRACT AVERAGE)	76 minutes

Site-Specific Key Takeaways

The site TAZ is experiencing higher than average community change.

The site TAZ experienced a significant increase in average home sale prices (\$32,000 higher) when compared to the regional average increase. Median household incomes did not follow suit and experienced a less than average increase. All the while, the percentage of renters and persons of color living in the site TAZ are decreasing but seem to be increasing on average in the region. This could indicate that market rate housing prices are increasing at a much faster rate than household incomes and pushing out populations that are most vulnerable to increasing housing costs as a result.

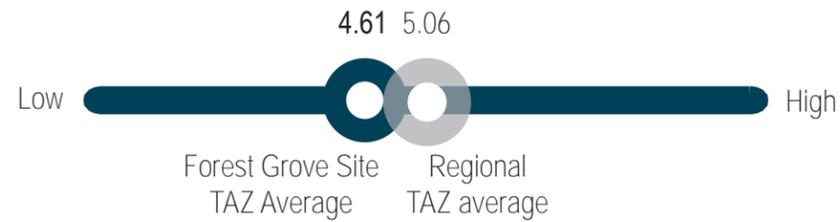
Walkability and transit access scores for the site TAZ are significantly below the regional average.

Compared to the region, walkability and transit travel times for the site TAZ are 22 minutes longer and result in communities more reliant on auto-vehicles to move around.

The Economic Value Atlas and Equitable Development Index Tool are offered as a public service, integrating various government records into a region-wide mapping system. Metro assumes no legal responsibility for the compilation of multi-source government information displayed herein. Users of this information are cautioned to verify all information with Metro staff.

WOODFOLD WEST SITE (FOREST GROVE) - EQUITY AND ECONOMIC SNAPSHOT

Access to Opportunity



PERCENT IN POVERTY

REGIONAL TAZ AVERAGE	13.1%
FOREST GROVE SITE (TAZ AVERAGE)	27.7%

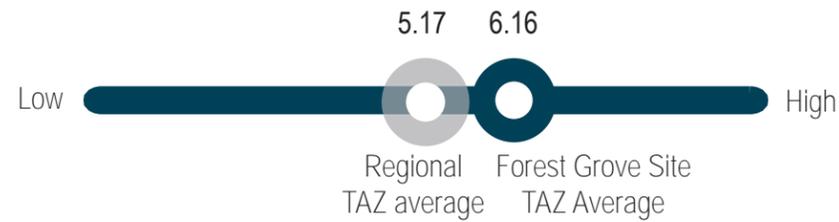
MEDIAN HOUSEHOLD INCOME

REGIONAL TAZ AVERAGE	\$68,084
FOREST GROVE SITE (TAZ AVERAGE)	\$28,552

HIGH SCHOOL GRADUATION %

REGIONAL TAZ AVERAGE	85.0%
FOREST GROVE SITE (TAZ AVERAGE)	81.2%

Affordable Housing



HOME OWNERSHIP %

REGIONAL TAZ AVERAGE	61.7%
FOREST GROVE SITE (TAZ AVERAGE)	34.7%

MEDIAN GROSS RENT PER MONTH

REGIONAL TAZ AVERAGE	\$1,141
FOREST GROVE SITE (TAZ AVERAGE)	\$806

MEDIAN SALES PRICE

REGIONAL TAZ AVERAGE	\$318,300
FOREST GROVE SITE (TAZ AVERAGE)	\$202,700

Site-Specific Key Takeaways

Access to opportunity is limited in the site TAZ.

With a relatively high poverty rate (15% higher than region), significantly lower median household incomes (\$39,000 lower), and slightly lower than average graduation rates (3.8% lower), people residing within the site TAZ have more limited access to opportunities than the average resident living in the region.

Housing within the site TAZ is relatively more affordable.

Housing within the site TAZ is generally more affordable for both renters and home buyers. Despite a lower than average median sales price, home ownership rates remain 27% lower than the regional average, indicating a higher than average percentage of renters residing within the site TAZ.

The Economic Value Atlas and Equitable Development Index Tool are offered as a public service, integrating various government records into a region-wide mapping system. Metro assumes no legal responsibility for the compilation of multi-source government information displayed herein. Users of this information are cautioned to verify all information with Metro staff.

WOODFOLD WEST SITE (FOREST GROVE) - EQUITABLE DEVELOPMENT

COMMUNITY ASSETS & NEEDS

Site Considerations

- The site is located in an Opportunity Zone and also an Enterprise Zone.
- A new roundabout and intersection improvements on Hwy 47 at NW Martin is planned for construction in the near future. Under the Forest Grove Transportation System Plan, an extension of 23rd/24th Ave is to bisect the Woodfold site and connect to the Hwy 47/Martin roundabout at a future unknown date.
- There is a rail line that abuts the site at Oak Street and the operator of the Forest Grove-Hillsboro short line has abandoned this track. This presents an opportunity for a bike/pedestrian trail, dedicated bus service or fixed rail bus, especially given that the track is within a quarter mile of a frequent bus line.

Affordable Housing Initiatives

- The Forest Grove City Council identified two objectives: “Promote Affordable Housing including completion of a housing needs analysis” and “Partner to Address Homelessness” in its 2019 Goals and Objectives Plan.
- The city completed a Housing Needs Analysis.
- City Council approved a Non-profit Affordable Housing Property Tax Exemption and a SDC Deferral Program for affordable housing.
- City Council passed a modification to the standard Vertical Housing Tax Credit allowing it to be adapted to affordable housing.
- The city completed an analysis of city-owned vacant lots to determine if any could be viable for an affordable housing project.

Diversity & Inclusion Initiatives

- The Forest Grove City Council identified Equity Assessment and Education including an Equity Plan in its 2019 Goals and Objectives statement.
- Economic Development has translated a “Starting a Business Brochure” into Spanish and its broader “Starting a Business in Forest Grove Guide” into Spanish.
- Economic Development helped fund a Small Business Equity Research Project. The purpose of this research is to identify the successes, needs, and barriers to market entry for Latino owned small businesses in the area.

Local Organizations

- *Adelante Mujeres - the Empresas Small Business Development* program - teaches and supports small business owners to create a vibrant local economy and open up opportunities for all individuals to pursue their business goals.
- *Bienestar* is a local housing development corporation based in Hillsboro that builds affordable housing in the metro area.
- *GroveLink* is free public transportation for the Forest Grove community.
- *Centro Cultural* is an organization that provides business training, workshops and other social services.
- Other local organizations offer programs that provide workforce training and General Education Diploma for High School classes.

KEY EQUITY CONSIDERATIONS

- Most existing initiatives revolve around housing production and affordability. More support for the program that boost equitable economic development is needed.
- Area is lower income than average Forest Grove census tract and experiencing higher than average community change.
- Walkability and transit access scores in the site area are well below the regional average.

POTENTIAL EQUITY ACTIONS

Engagement + Empowerment (ability for diverse community groups to exercise power and benefit from development outcomes)

- Consult the “Equity in the Context of Employment / Industrial Lands” of Task 4 for a general approach to community involvement and empowerment.
- Continue and expand on affordable housing equity work to provide larger context for industrial development equity strategies including but not limited to Community Benefit Agreements.

Workforce and Business Stability (access to finances, resources, and programming that help establish new employment uses)

- Foster relationships with local organizations that can help support small, minority-owned businesses that can provide services and supplies to site businesses.
- Connect Latino workforce and other communities of color with job opportunities, and affordable housing, workforce support and transit support.

Access (geographic access and increased mobility options)

- Include a bike/pedestrian trail to increase site access with the rail line abandonment.
- Consider opportunities to expand GroveLink services to regional employment sites to provide better access, especially to populations without access to vehicles.



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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>7.</u>
MEETING DATE:	<u>10/12/2020</u>
FINAL ACTION:	<u>RESO 2020-99</u>

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Paul Downey, Director of Administrative Services
Elizabeth Stover, Program Coordinator*

MEETING DATE: *October 12, 2020*

SUBJECT TITLE: *Sustainability Commission Bylaws*

ACTION REQUESTED:

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

X all that apply

BACKGROUND:

As part of the Council review of its Boards and Commissions policy, each Commission was asked to review their bylaws and to utilize a uniform template. The Sustainability Commission began their review at their December 2019 meeting.

The Sustainability Commission’s Bylaws were originally adopted by Council in 2013. The proposed Commission’s bylaws have no significant changes from the original bylaws, with the exception that the Commission is requesting to amend its membership to reduce from 13 members to 9 members, and to allow four members to reside outside of the City. Positions that were eliminated were three terms ending 12/31/21 and one term ending 12/31/23, which seats are currently vacant, so the Commission’s remaining terms stay closely staggered. The following sections pertained to the Commission’s bylaws:

Section 5: Organization and Structure

1. Membership:

- a. Members of the B/C shall be composed of 9 members and one student member who shall be appointed by City Council.
- b. 4 members may reside outside of corporate limits of the city.
- c. Members are required to attend training courses as assigned and approved by City Council.
- d. An individual member may not act in official capacity.
- e. 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.
- f. B/C members serve without compensation.

FISCAL IMPACT:

None.

STAFF RECOMMENDATION:

Staff recommends that Council adopt the Sustainability Commission bylaws.

ATTACHMENT(s):

Resolution

Sustainability Commission Proposed Bylaws Exhibit A



RESOLUTION NO. 2020-99

**RESOLUTION ADOPTING CITY OF FOREST GROVE
SUSTAINABILITY COMMISSION BYLAWS**

WHEREAS, the Forest Grove Sustainability Commission was established by Resolution No. 2013-69, which was adopted by the City Council on October 28, 2013; 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 the newly-revised Bylaws (Exhibit A) at its meeting held on February 27, 2020; and

WHEREAS, the Bylaws (Exhibit A) prescribe the Commission's duties and responsibilities and provide for all matters directly concerning advising the Council regarding sustainability issues as well as reducing its existing membership from 13 to 9 members and allowing up to four members to reside outside of the city.

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 Sustainability Commission Bylaws (Exhibit A).

Section 2. Resolution No. 2013-69, original bylaws, and 2016-58, subsequently amended bylaws, are hereby repealed in its entirety.

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

PRESENTED AND PASSED this 12th day of October, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 12th day of October, 2020.

Peter B. Truax, Mayor



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FOREST GROVE SUSTAINABILITY COMMISSION ADOPTED BYLAWS “Draft”

Section 1: Forest Grove Sustainability Commission (herein referred to as B/C)

Section 2: Established by Council Resolution No. 2013-69, October 28, 2013.

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. The Sustainability Commission is responsible for goals outlined in the Forest Grove Sustainability Annual Work Plan. Goals that focus on three aspects of sustainability to include: Environment, Economic, and Social.

Section 4: Powers and Responsibilities/Objectives

1. Make recommendations to the City Council for strategies and actions designed to implement the Annual Work Plan.
2. To advise the City Council on matters pertaining to Environmental, Economic and Social Sustainability.
3. To facilitate community action, involvement and input on concerns related to sustainable policies and practices.

Section 5: Organization and Structure

1. Membership:
 - a. Members of the B/C shall be composed of **Nine (9)** members and one student member who shall be appointed by City Council.
 - b. **Up to four (4)** members may reside outside of corporate limits of the city.
 - c. Members are required to attend training courses as assigned and approved by City Council.
 - d. An individual member may not act in official capacity.
 - e. 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.
 - f. 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 members shall be voting members and shall serve two (2) year terms. Student appointees 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 summarize 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. **Oversee preparation and review of** 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.

<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>8.</u>
MEETING DATE:	<u>10/12/2020</u>
FINAL ACTION:	<u>RESO 2020-100</u>

CITY COUNCIL STAFF REPORT

TO: City Council

FROM: Jesse VanderZanden, City Manager

MEETING DATE: October 12, 2020

PROJECT TEAM: Tom Gamble, Parks and Recreation Director
Colleen Winters, Library Director

SUBJECT TITLE: Resolution Approving a Social Justice Mural Image

ACTION REQUESTED:

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

BACKGROUND:

In June 2020, the City received a proposal to create a social justice mural on the west wall of the basketball court in Forest Glen Park. The project proposers submitted two images on October 5 for Council deliberation and feedback (Attachment A and B).

In an effort to allow site preparation to begin, the City Council approved Resolution No. 2020-95 on September 28, 2020 (Attachment C). The Resolution authorized the location and duration of the mural and that its painting be contingent upon a mural image being subsequently approved by City Council.

The mural proposers have worked cooperatively with the City on a work plan and have begun site preparation, including volunteer recruitment and scraping old paint. They have also noted the artist will accept up to 3 design changes to the proposed mural image.

STAFF RECOMMENDATION:

Staff recommends Council consider the following options:

1. Approve one of the images.
2. Amend one of the images and approve the image with amendments. The interpretation of the amendments would rest with the artist and the image would not be subject to further Council approval.
3. Amend one of the images but withhold approval until the amendments are incorporated into the image. The revised image would be subject to Council approval at the next regularly scheduled meeting after the revised image is submitted to the City.
4. Not approve either image.

All these options can be discussed once a motion and a second to approve the resolution has been placed on the table. Once the resolution is on the table, the Council can discuss all the options above. At any time, a motion and a second to amend Section 3 of the resolution can be made to include one or a combination of the options above.

Staff recommends that any amendment to Section 3 of the resolution specify: 1) the image (Attachment A or B), 2) if applicable, the amendments to the image, and 3) if amended, whether the approval is final or whether approval is withheld until a revised image is scheduled at the next regularly scheduled Council meeting after the revised image is submitted to the City.

ATTACHMENT(s):

Attachment A: Image #1

Attachment B: Image #2

Attachment C: Resolution No. 2020-95 and September 28, 2020, staff report with attachments

Attachment D: Proposed Resolution Approving a Social Justice Mural

Anna Ruggles

From: Khatcherian, Seema [REDACTED]
Sent: Monday, October 5, 2020 4:41 PM
To: Jesse VanderZanden; Amy Tracewell; Dana Eytzen; Kristy Kottkey; Tom Gamble; Colleen Winters; Anna Ruggles; Karsen Buck; Emily Lux; Ramona Ilea
Subject: Mural Design & More
Attachments: Mural Volunteer Poster (1).pdf; grow_color-fists edit1.pdf; grow_color-fist 1.pdf
Follow Up Flag: Follow up
Flag Status: Flagged

Hi Everyone,

Attached is the design for the mural! Thank you for your patience in this process. We wanted to share it with the council members for feedback so that we can edit it by next Monday. Jesse, do you think you could forward this to all the other council members? I would hold off on adding the design to the agenda as I would like feedback from folks and the ability to edit it before next Monday's meeting.

We have also attached our volunteer flyer, please share that with those who you think might be interested. Here is the volunteer link:

volunteersignup.org/L3BKH

This includes dates, times, what we plan to do each day, and an artist statement.

Thank you,
Seema Khatcherian

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YOU ARE ON NATIVE LAND

GROW

STRONGER TOGETHER



Atfalti, Kalapuya, and Clatskanie Peoples

YOU ARE ON NATIVE LAND

GROW TOGETHER



Attalti, Kalapuya, and Clatskanie Peoples

10.



RESOLUTION NO. 2020-95

RESOLUTION PERTAINING TO A SOCIAL JUSTICE MURAL

WHEREAS, on February 13, 2017, the Forest Grove City Council unanimously adopted Resolution 2017-21, declaring the City of Forest Grove an inclusive community for all persons, regardless of race, color, national origin, immigration or refugee status, religion, sex, gender identity (including gender expression), sexual orientation, mental and physical ability, veteran status, or age; and

WHEREAS, on April 13, 2020, the Forest Grove City Council adopted *“Support Diversity, Equity and Inclusion in the delivery of city services and operations”* as one of its top goals; and

WHEREAS, the City of Forest Grove supports and encourages community dialogue and processes to address and improve racial and social justice through the creation of the Sustainability Commission and Community Policing Advisory Commission whose membership and purpose is to advise City Council on social and racial justice issues; and

WHEREAS, from June, 2020 to present, students from Pacific University (“muralists”) having been collaborating with City and University officials about painting a social justice mural in Forest Glen Park; and

WHEREAS, the City Council discussed the social justice mural proposal during a work session on August 10, 2020, that led to a joint work session with the Public Arts Commission, and

WHEREAS, on September 9, the muralists submitted a mural memo to the City that included a description, concept, budget, location, and timeline of proposed project; and

WHEREAS, on September 14, 2020, the City Council and the Public Arts Commission (PAC) met in a joint work session to discuss the proposal and expressed support for social justice and referred the proposal to the PAC for consideration at the September 17, 2020, PAC meeting; and

WHEREAS, on September 16, 2020, the muralists submitted a revised mural memo to the PAC that included additional information about the proposed location that was discussed during the September 14, 2020, work session; and

WHEREAS, at the September 17, 2020 PAC meeting, the PAC voted to approve the mural (put in conditions) and developed a process to move forward with the mural and recommended approval to the City Council.

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

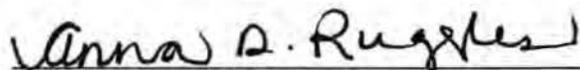
Section 1. The City Council supports the creation of a social justice mural.

Section 2. The purpose and intent of a social justice mural is to raise awareness of the principle and meaning of social justice in a collaborative manner and to provide a reminding framework in Forest Grove of the importance of diversity, equity, and inclusion in social justice and governance.

Section 3. The City wishes to express its viewpoint through commissioning the muralist to paint the proposed social justice mural on behalf of the City. The mural shall be located at Forest Glen Park and remain for up to five years. The mural shall be painted once the City Council has the opportunity to approve the final image.

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

PRESENTED AND PASSED this 28th day of September, 2020.



Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 28th day of September, 2020.



Peter B. Truax, Mayor



A place where families and businesses thrive.

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Tom Gamble, Director of Parks and Recreation
Colleen Winters, Library Director*

MEETING DATE: *September 28, 2020*

SUBJECT TITLE: *Social Justice Mural proposal*

ACTION REQUESTED:

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

BACKGROUND:

In June, 2020, the City received a proposal from two Pacific University students to create a social justice mural on the west wall of the basketball/handball court in Forest Glen Park.

The proposed mural would replace the current mural on the west wall of the basketball/handball court at Forest Glen Park that was an Eagle Scout project from 2015. The Parks and Recreation Commission approved the Eagle Scout project as part of a list of 7 other park projects.

The 2015 mural replaced a mural by students from the Business Management Program at Forest Grove High School that was done in April-May, 2006, as part of a larger collaboration between the students and the City where the students assisted with needed park projects such as planting trees, building a picnic table, painting back boards and poles, repainting basketball court lines, and providing park clean up.

The 2015 mural on the wall at Forest Glen Park has an outline of the State of Oregon on one side and an American flag on the other. The 2006 mural was of handprints by the students who improved the park. This is the only park with a mural on a wall.

At the August 10, 2020 City Council meeting, the Council discussed the social justice mural during a work session. Following that discussion, which included a brief review of prior city art acquisition projects, it was decided to hold a joint work session with the Public Arts Commission (PAC).

The joint work session was held on Monday, September 14, 2020. The staff report included the background of the proposal; the history of the PAC and prior public art acquisitions; the history of the Forest Glen Park murals, and a legal analysis. The City Attorney was in attendance as well as eight members of the PAC and the two student proposers. The mural proposers drafted a memo which was included in the Council packet. That memo has since been updated and is appended to the staff report.

Discussion ensued about how the PAC could be involved. A consensus emerged that social justice aligns with the Council's goal of "supporting diversity, equity, and inclusion in the delivery of city services and

CITY RECORDER USE ONLY:

AGENDA ITEM #: 10.

MEETING DATE: 09/28/2020

FINAL ACTION: RESO 2020-95

Council approved a motion to add:
Section 3. The City wishes to express its viewpoint through commissioning the muralist to paint the proposed social justice mural on behalf of the City. The mural shall be located at Forest Glen Park and remain for up to five years. The mural shall be painted once the City Council has the opportunity to approve the final image.

operations” and that a mural could reflect this. In the Council meeting that followed, in keeping with the PAC's prior involvement with art, the City Council passed the following motion:

“Refer the proposal for the racial justice mural to the Public Arts Commission to request it consider if the mural aligns with established city goals and objectives and make a recommendation to the Council regarding the proposal. The PAC should work with the requestor to develop their proposal to include but not limited to, a rendering of the mural, a process for final approval for the Council, how long and where the mural shall remain on City property and clarify that the project sponsors are painting the mural at the City’s request and the City will own the mural going forward and then make a recommendation to the City Council.”

Further, the Council's motion included:

“The PAC shall also develop policies and procedures for art in public spaces including written criteria, procedures for submission (i.e., alignment with established city goals and objectives), opportunities for the PAC to give input and require modifications, state duration and ownership terms, explain funding opportunities, and a process for final approval.” This portion of the motion was brought to the PAC's attention; however, the PAC was informed that each could be acted on separately.

At the September 17 PAC meeting, the PAC approved a \$500 mini-grant request from the mural proposers. The motion stated *“The PAC accepts this mini-grant proposal to fund the artist and supplies for the mural project using CEP mini-grant funds contingent upon the project moving forward.”*

The PAC also discussed the mural as a follow up from the joint work session. The PAC discussed the proposed location, the design of the mural, and the timing. They also discussed the alignment with Council goals, and when a rendering might become available (the mural rendering is being designed and not yet available, therefore, was not able to be reviewed by the PAC). They also discussed a preference to paint the mural prior to the rainy season. The City Attorney was present and responded to multiple questions about process. The PAC voted 8-0 to approve the mural at the proposed location of the west wall at Forest Glen Park. The motion stated: *“The PAC recommends to the Forest Grove City Council to approve the location and the mural to be painted by the community and students, contingent on the final approval of the design by Council.”* The motion was amended to include: *“five year maximum for the display”*.

STAFF RECOMMENDATION:

A draft resolution has been included in the Council packet stating the importance of diversity, equity, and inclusion and how a statement of social justice aligns with that value. The options below are intended to generate thought and discussion. The intent of the resolution is to allow the Council to place a resolution on the table for open discussion. The Council can then amend the resolution to include an option or a combination of options, or, it can defer the resolution to another meeting. Potential Options:

1. Accept the PAC's recommendations. This includes siting the mural on the west wall of Forest Glen Park and allowing the mural to remain for up to five years. The remaining items that would need to be considered include approval of the final mural design and when to allow the mural to be painted.
2. Amend the PAC's recommendation. This could include, but not be limited to, designating a location, when to paint the mural, the mural design, and how long it may remain in place.
3. Consistent with the Council's prior motion, request the PAC establish policies and procedures for art in public spaces, i.e., a broader public art mural program (or the Council could do this as well). For example, the PAC could designate City owned locations eligible for public murals and conduct a public call for art for each location.

4. Refer the mural back to the PAC. This could include withholding consideration of the mural proposal until the PAC does one or all of the following: 1) approve the mural design pending submittal by the proposer; 2) recommend when the mural should be painted; and 3) confer with the Parks and Recreation Commission about the placement of mural(s) in public parks.
5. Refer the PAC's recommendation to the Parks and Recreation Commission for recommendation to City Council. Section III (D) of the PAC's bylaws state *"to advise Council, Parks and Recreation Commission....in using public art to enhance existing development in public parks and other public lands and in public structures."*
6. Appoint a joint working group comprised of 3-4 members each from the PAC and the Recreation Commission. This group would represent the interests of each commission and make a joint recommendation directly to the City Council.
7. A combination thereof.

As the Council considers the above options, it is important to also consider how the mural would be maintained. Depending upon exposure and preparation, murals tend to deteriorate as soon as they are finished. Both existing murals have deteriorated. Per City policy, if paint on a city facility is deteriorated, the city cleans and/or paints the facility on an as-needed basis. If graffiti is on a city facility, the city washes or paints over the graffiti as soon as possible.

ATTACHMENT(s):

- Revised student mural memo
- Draft Resolution

Project Name: Social Justice Mural

Organization: Pacific University

Contacts: Seema Khatecherian, Karsen Buck

E-mail address: [REDACTED]

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I. Introduction:

A. About Us

Karsen Buck and Seema Khatcherian are current Seniors at Pacific University. Both have lived in Forest Grove for the past two years in a house about a mile from the current mural site. Karsen Buck is majoring in Applied Sustainability for Environmental Science with minors in Spanish and Philosophy. Seema is double majoring in Anthropology and Applied Sustainability. Both Karsen and Seema are deeply passionate about issues of social injustice and uplifting every member of a community.

B. Description of the Project:

This Social Justice Mural mural would be located at Forest Glen Park on the handball court Wall in Forest Grove. It will incorporate imagery which helps to celebrate BIPOC and encourage the community to think deeper about the issues

currently occurring in our country. We plan to have community members of color help inform the design so that we are including the local community's input in this project. Additionally, we will welcome the complete painting process for all community members and kids. Signing up will be available online or by phone. Furthermore, we intend to hire a black muralist from the Portland Area, Jamaali Arts, to help us draft a mural design that incorporates elements the community wishes to see in a professionally designed format.

C. Concepts in Mural Design

The following are ideas that will likely be included in some context in the mural:

- BIPOC Flag and an American flag (BIPOC flag is a very important symbol of intersectionality and holds messages of standing with other marginalized groups)
- Four fists of varying skin tones (for equal representation of all skin tones)
- Images of farm laborers (acknowledges the farmworkers in and around the FG area)
 - Three sisters crop guild incorporated
- Land acknowledgement with ALL different tribes in the FG area

D. Explanation of Location Choice: Why Forest Glen Park?

Forest Glen Park contains a handball court that is located on the left-hand side of Gales Creek Road when entering Forest Grove from the west. The distance and slope this park is on creates a perfect view of the site when driving in and out of Forest Grove. The mural is currently an American Flag which has negative connotations for certain people/groups and does not create a sense of community or acceptance. Due to this location's visibility to those entering Forest Grove it would be a great opportunity for the city to express its commitment to DEI goals and social justice to the current community and those who are driving through Forest Grove. This mural location would show how the city values community dialogue around issues of racial injustices due to its visibility and the neighborhood it resides in.

E. Action items

(What we need/want to see from the council)

We would like the council to consider our request to paint the mural in the same fashion the Boy Scout mural was approved. This would be in keeping with the process that was in place when our group initially approached the city.

The Council and the Commissions can then embark on an ongoing policy process that would allow for greater oversight and review moving into the future.

F. Name of organizations that will partner or collaborate with this project:

Pacific University, Students for Environmental Activism Club (SEA); Diversity, Equity, & Inclusion Office (DEI); Association for Latinx and Ally Students (ALAS); City of Forest Grove

G. How this project will benefit the residents of Forest Grove:

The mural will cultivate a sense of acceptance and support for POC in this community and/or those who drive through this community. Furthermore, it will challenge individuals to reevaluate their deeply rooted beliefs and understand that this is indeed a diverse community.

H. Anticipated Volunteers:

If the mural is approved we will then create volunteer sheets (through google forms) that we can send out to different groups (including the Forest Grove city Facebook page, Association for Latinx and Ally Students (ALAS), Forest Grove Progressive Facebook page, any other groups/people we are recommended to share to, etc.) Due to the COVID-19 virus, we will be limiting the number of volunteers to for each mural work session (there should be at least 4 different time slots/days where we will work on the mural)

I. Concerns:

The two major concerns regarding the mural process would be the timeline and safety. We would like to get this mural started and painted before the rainy season as otherwise, we will encounter significant challenges regarding the painting of the mural. In regards to safety, we are concerned that volunteers may not respect boundaries regarding the current virus pandemic. However, we can mitigate that by providing masks and hand sanitizer (something we accounted for in our budgeting) and setting boundaries that volunteers are required to wear masks.

J. COVID Safety precautions:

We will limit volunteer numbers to 10 per mural work session (there will be at least 4 work sessions). We will also provide hand sanitizer and masks in case individuals do not bring their own or we have walk-up volunteers.

II. Projected Budget:

	Public Arts Commission mini Grant	Students for Env. Activism	Diversity, Equity, and Inclusion Office	Other
Personal (explain) Head muralist + Designer	\$450			
Marketing & Publicity				
Materials + Supplies	\$50			
In-kind contributions				Parents/GoFundMe
Total = \$1000 confirmed (\$1550 we think will be the total after fundraising)	\$500	\$200	\$300	\$550

Supplies:	Cost:	Total Cost of item:	Total cost:
Primer	\$80 x 3 for primer	\$240	
Scrapers	scrapers \$9 x 6	\$60	
Roller pads	3 packages (each package contains 3), \$10 each	\$30	
Paint pans	15 pans (\$2 each)	\$30	
Ladder (to borrow)	From Emily	\$0	
Paint	\$80 x 5 for paint	\$400	
Hand sanitizer/masks for volunteers	\$40	\$40	
Design from Jamalli	\$450	\$450	
Other/Misc:	\$300	Other = \$300	
Total cost of project:			Total = \$1,550

III. Estimated Calendar/Timeline:

Sept.						
Sunday	Mon.	Tues.	Wed.	Thurs.	Fri.	Saturday
		1	2	3 PAC Grant due	4	5
6	7 Meeting with ALAS regarding mural content	8 Deadline for Memo	9	10 Meeting with Jamaali @11:30 am	11	12
13	14 City Work Session (5:30 pm)	15 Contact Emily if she is willing to help with Wall prep.	16 Pacific meeting regarding work session @11:30 am	17	18	19 Wall prep for mural?
20	21	22	23	24 Estimated date for finalized mural design	25	26 Wall prep/start outline
27	28 Estimated Date for Official Approval	29	30	1	2	3

To be added: Date outlining the mural, and 2-3 days for painting it.

October						
Sunday	Mon.	Tues.	Wed.	Thurs.	Fri.	Saturday
RAINY SEASON BEGINS				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

IV. Photos: Pre Social Justice Mural

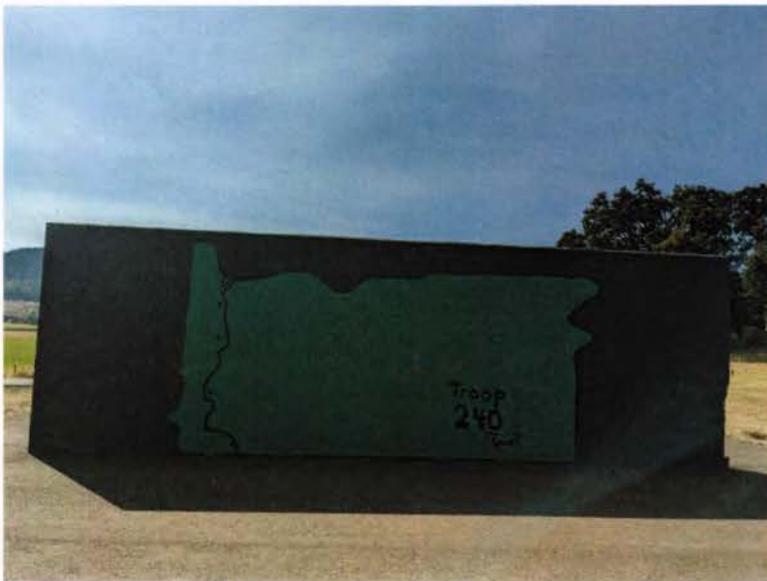
V. 30ft by 9.4-9.8ft (it is on a slant)







Back of Mural:



RESOLUTION NO. 2020-100**RESOLUTION PERTAINING TO A SOCIAL JUSTICE MURAL**

WHEREAS, on February 13, 2017, the Forest Grove City Council unanimously adopted Resolution 2017-21, declaring the City of Forest Grove an inclusive community for all persons, regardless of race, color, national origin, immigration or refugee status, religion, sex, gender identity (including gender expression), sexual orientation, mental and physical ability, veteran status, or age; and

WHEREAS, on April 13, 2020, the Forest Grove City Council adopted "*Support Diversity, Equity and Inclusion in the delivery of city services and operations*" as one of its top goals; and

WHEREAS, the City of Forest Grove supports and encourages community dialogue and processes to address and improve racial and social justice through the creation of the Sustainability Commission and Community Policing Advisory Commission whose membership and purpose is to advise City Council on social and racial justice issues; and

WHEREAS, from June, 2020 to present, students from Pacific University ("muralists") having been collaborating with City and University officials about painting a social justice mural in Forest Glen Park; and

WHEREAS, the City Council discussed the social justice mural proposal during a work session on August 10, 2020, that led to a joint work session with the Public Arts Commission, and

WHEREAS, on September 9, the muralists submitted a mural memo to the City that included a description, concept, budget, location, and timeline of proposed project; and

WHEREAS, on September 14, 2020, the City Council and the Public Arts Commission (PAC) met in a joint work session to discuss the proposal and expressed support for social justice and referred the proposal to the PAC for consideration at the September 17, 2020, PAC meeting; and

WHEREAS, on September 16, 2020, the muralists submitted a revised mural memo to the PAC that included additional information about the proposed location that was discussed during the September 14, 2020, work session; and

WHEREAS, at the September 17, 2020 PAC meeting, the PAC voted to approve the mural, its location and that it be displayed for five years and developed a process to move forward with the mural and recommended approval to the City Council; and

WHEREAS, at the September 28, 2020, City Council meeting, the City Council accepted the recommendation of the PAC and approved Resolution 2020-95 defining the location and duration of the mural and stating the mural shall be painted once the City Council approves a final image.

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

Section 1. The City Council supports the creation of a social justice mural.

Section 2. The purpose and intent of a social justice mural is to raise awareness of the principle and meaning of social justice in a collaborative manner and to provide a reminding framework in Forest Grove of the importance of diversity, equity, and inclusion in social justice and governance.

Section 3. The City wishes to express its viewpoint through commissioning the muralists to paint the proposed social justice mural on behalf of the City. The mural shall be located at Forest Glen Park and remain for up to five years. The final image is attached as **<FILL IN>** and incorporated into this resolution.

Section 4. Pursuant to Section 3, the mural becomes City property and will be maintained by the City in accordance with City rules and regulations.

Section 5. Resolution No. 2020-95 is hereby repealed upon the enactment of this resolution.

Section 6. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 12th day of October, 2020.

Anna Ruggles, City Recorder

APPROVED by the Mayor this 12th day of October, 2020.

Peter B. Truax, Mayor