

**CITY OF FOREST GROVE  
COMMITTEE FOR CITIZEN INVOLVEMENT  
COMMUNITY AUDITORIUM CONFERENCE ROOM, 1915 MAIN STREET  
TUESDAY, MAY 18, 2010 - 5:30 P.M.**

Councilor Camille Miller

Michael Perrault (Chair)  
Mo Nkiwane  
Deborah Greenfield  
Sebastian Bannister-Lawler

Dennis Stoddard  
Josiah Bartlett  
Jennifer Davis  
Kristy Kottkey

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.

**Attendees:**

Members: Mo Nkiwane, Deborah Greenfield, Michael Perrault, Dennis Stoddard, Kristy Kottkey, Josiah Bartlett,  
Absent: Jennifer Davis, Sebastian Bannister-Lawler  
City Staff: Jon Holan, Community Development Director  
City Council: Camille Miller

**Call To Order:** The meeting was called to order at 5:35 p.m.

**Minutes of Last Meeting:**

Dennis Stoddard made a motion to approve the minutes from April 13, 2010, and Josiah Bartlett seconded. Motion passed.

**Communication Inbox:** None.

**Business:**

1. Ms. Kottkey reported that it was a great night at 1<sup>st</sup> Wednesday on May 5<sup>th</sup>, with 40 people attending. Ms. Kottkey received approximately 14 “Feedback” questionnaires, on which people identified their neighborhoods and indicated that they feel connected to their neighborhoods and to the City of Forest Grove. Ms. Kottkey reported that even folks from outlying areas ( i.e. outside map points) felt a connection to Forest Grove, and want to get involved or be a liaison.
2. Reiteration of staff’s responsibilities:
  - Josiah-electronics
  - Mo – improve relations with communities
  - Sebastian – improve relations with communities/PU
  - Debbie – secretary and typing up minutes and submitting to Community Dev. Director.

- Dennis – help Mo and Sebastian
  - Kristy – Neighborhood Organization Outreach (NOO), 1<sup>st</sup> Wednesday ...manning booth (all helpers welcomed)
  - Jennifer – not established
3. Ms. Greenfield will email the typed minutes to the Community Development Director, so his assistant can put them in formal format.
  4. Mr. Holan was welcomed back to CCI after recovering from an illness. The CCI members were glad to see him.
  5. Mr. Holan told CCI that there is an electronic communication plan being developed, where there will be communications tools to get information out to the citizens (i.e. Twitter or Facebook). A draft commission plan will be presented and analyzed for consideration. The question was raised how the communication tools will be set up. Mr. Bartlett will contact Bev Maughn, Executive Secretary to City Manager, and Anna Ruggles, City Recorder. Ms. Maughn and Ms. Ruggles will attend next month's meeting, and are responsible for this electronic communication. Mr. Holan gave the CCI members handouts on the subject.
  6. Ms. Kottkey reported that people like to have a personal connection with their neighbors to find out what is actually happening in their communities. She suggested a "Tell-5", where each liaison contacts five people from their neighborhood about what is going on in Forest Grove. Ms. Kottkey said that most neighborhoods stated that they do not have an email list of their neighbors and prefer the personal communication instead.
  7. The CCI members discussed whether CCI has actually defined the role of a neighborhood liaison, and felt that a clear definition has not been established.
  8. Ms. Kottkey reported that six people won prizes for attending 1<sup>st</sup> Wednesday. Gifts were donated by Ms. Nkiwane, Ms. Kottkey and Starbucks. The donations were appreciated. Thank you notes are being included in the gifts, and Ms. Kottkey volunteered to send "Thank You" notes to the fourteen people who filled out questionnaires. Mr. Holan provided the notes from the city with proper the City of Forest Grove logo. Ms. Kottkey stated that she enjoys the job she chose, and does not feel over burdened. Mr. Bartlett was concerned about people being over burdened with the new responsibilities, and whether the responsibilities can be transferrable.
  9. Ms. Nkiwane suggested a retreat like CCI held last year. The CCI members discussed whether the retreat should be held at McMenamins, or at the community auditorium meeting room. It was decided to hold the retreat at the community meeting room, tentatively on Saturday, June 19, 2010.
  10. Ms. Kottkey suggested a working meeting at her home, but an agenda would need to be posted and published beforehand with questions that can be addressed.
  11. Mr. Bartlett stated that CCI has a goal, but an implementation plan has not been established. Some members were not clear about CCI's goal, which is to enhance the sense of community within Forest Grove by improving communication between CCI and City Neighborhoods.
  12. It was suggested that next month's meeting be held on June 15, 2010, at 5:30 p.m. All staff should be prepared to identify their own CCI role. Then staff should state their role with a time-line, goals and action plan.
  13. 1<sup>st</sup> Wednesday is on June 2<sup>nd</sup>, 2010. Ms. Kottkey and Mr. Perrault will man the booth, but all members are welcomed to come and help.
  14. A flip chart or a white board will be provided for people to write down what they like or dislike about their neighborhoods.

15. Mr. Perrault suggested that he go to local restaurants to see whether they would be willing to give out “twoofers” as prizes for 1<sup>st</sup> Wednesday.
16. Mr. Holan handed out three handouts (Boards, Committees & Commissions Roster, City Council & Staff Action Plan Tasks, and Ashland, Oregon News.)

**Next Meeting:** The next meeting will be held on June 15, 2010, at 5:30 p.m.

**Adjourn:** The meeting was adjourned at 6:50 p.m.

Respectfully Submitted  
Marcia Phillips  
City of Forest Grove Permit Coordinator