

**FOREST GROVE CITY COUNCIL REGULAR MEETING
MAY 11, 2015 – 7:10 P.M.
COMMUNITY AUDITORIUM
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***Minutes are unofficial until approved by Council.
Council approved minutes as presented May 26, 2015.***

1. ROLL CALL:

Mayor Peter Truax called the regular City Council meeting to order at 7:10 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Council President; Richard Kidd; Victoria Lowe; Ronald Thompson; Malynda Wenzl; and Mayor Peter Truax. **COUNCIL ABSENT:** Elena Uhing, excused. **STAFF PRESENT:** Thomas Gamble, City Manager Pro Tem; Paul Downey, Administrative Services Director; George Cress, Light and Power Director; Rob Foster, Public Works Director; Jon Holan, Community Development Director; J. F. Schutz, Police Chief; Colleen Winters, Library Director; Derrek Robbins, Project Engineer; James Reitz, Senior Planner; and Anna Ruggles, City Recorder.

1. A. SWEARING-IN CEREMONY:

Police Chief Schutz administered the Oath of Office, by reading of a Proclamation, to Matthew Smith and Scott King who were promoted to Police Sergeant. Police Chief Schutz presented Smith and King with their official Police Sergeant badge.

1. B. PROCLAMATIONS:

National EMS Week, May 17 – 23, 2015

Council President Johnston publicly proclaimed May 17 – May 23, 2015, as “*Emergency Medical Services Week*”. Metro West Ambulance received the proclamation.

National Police Week, May 11 – 17, 2015

Thompson publicly proclaimed May 11 – May 17, 2015, as “*National Police Week*”. Police Chief Schutz received the proclamation on behalf of the Police Department.

National Public Works Week, May 17 – 23, 2015

Mayor Truax publicly proclaimed May 17 – May 23, 2015, as “*National Public Week*”. Foster received the proclamation on behalf of the Public Works Department.

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National Historic Preservation Month, May 2015

Thompson publicly proclaimed the month of May, as “*National Historic Preservation Month*”. Kaylene Toews, Historic Landmarks Board (HLB) Vice-Chair, received the proclamation on behalf of the HLB.

1. C. 2015 ERIC. G. STEWART AWARD:

Reitz, on behalf of the Historic Landmarks Board (HLB), presented the “*2015 Eric G. Stewart Award*” to Neil Poulsen, former HLB Chair, in recognition of outstanding service and commitment to historical preservation. Reitz commended Poulsen for his outstanding commitment, passion, presence and collaboration, noting Poulsen guided HLB during his five years on board through many projects, most notable, Poulsen guided HLB through the process of establishing Historic Landmarks Design Guidelines and Standards to protect and preserve the City’s historic neighborhoods.

2. CITIZEN COMMUNICATIONS: None.

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 Consent Agenda item(s).

- A. Approve City Council Work Session (B&C Interviews) Meeting Minutes of April 27, 2015.
- B. Approve City Council Work Session (Water Rates and Water System Development Charges) Meeting Minutes of April 27, 2015.
- C. Approve City Council Executive Session (Real Property) Meeting Minutes of April 27, 2015.
- D. Approve City Council Regular Meeting Minutes of April 27, 2015.
- E. Accept Historic Landmarks Board Meeting Minutes of March 24, 2015.
- F. Community Development Department Monthly Building Activity Informational Report for April 2015.

MOTION: Councilor Kidd moved, seconded by Councilor Wenzl, to approve the Consent Agenda as presented. ABSENT: Councilor

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Uhing. MOTION CARRIED 6-0 by voice vote.

4. **ADDITIONS/DELETIONS:** None.
5. **PRESENTATIONS:** None.
6. **CONTINUE PUBLIC HEARING FROM APRIL 27, 2015: SECOND READING OF ORDINANCE NO. 2015-04 ADOPTION OF AMENDMENTS TO DEVELOPMENT CODE, ARTICLES 2, 5, 8 AND 12, TO ADOPT HISTORIC DISTRICT AND HISTORIC LANDMARKS DESIGN GUIDELINES AND STANDARDS. APPLICANT: CITY OF FOREST GROVE. FILE NO. ZNC-15-00084**

The first reading of Ordinance No. 2015-04 by title occurred at the Council meeting of April 27, 2015.

Staff Report:

Reitz and Holan presented the above-proposed ordinance for second reading, noting the Historic Landmarks Board (HLB) has submitted a letter addressing inquiries posed at the Council meeting of April 27, 2015. In addition, Reitz reported the State's e-permit system, which Community Development has implemented for building permits, will allow the City to enter a code identifying historic landmarks by address and to include a link to the City's webpage to access via online the Historic Landmarks Design Standards and Guidelines.

Conflict of Interest Disclosure:

Council President Johnston disclosed owning property within historic districts. Johnston declared no influence on his decision-making.

Challenges from Parties:

None declared.

Public Hearing Continued:

Mayor Truax continued the Public Hearing from the meeting of April 27, 2015, and explained hearing procedures.

Written Testimony Received:

Reitz referenced a letter submitted by the Historic Landmarks Board, dated May 11, 2015, as referenced above.

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No other written testimony was received prior to the deadline of May 11, 2015, 7:00 p.m.

Proponents:

Carol Drew, representing Friends of Historic Forest Grove (FHFG), read a statement expressing the Board's unanimous support of the Historic Landmarks Design Guidelines and Standards, noting the Board was unable to attend this evening, because the Board meets this evening as well.

No one else testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

Others:

No one testified and no written comments were received.

Public Hearing Closed:

Mayor Truax closed the Public Hearing

Council Discussion:

In response to Council President Johnston's inquiry pertaining to manufactured homes, i.e., government-assisted housing, in a historic district area, Holan distributed copies of the Oregon's Statewide Goals and Guidelines, Goal 10: Housing. In response to Johnston's inquiry pertaining to appeals, Holan explained if a building permit application does not comply with design standards, the application is forwarded to HLB for review subject to Type III procedures and appeals are assigned to Council.

Gamble read Ordinance No. 2015-04 by title for second reading.

Mayor Truax asked for a roll call vote on the motion made at the meeting of April 27, 2015.

ROLL CALL VOTE: AYES: Councilors Johnston, Kidd, Lowe, Thompson, Wenzl, and Mayor Truax. NOES: None. ABSENT: Councilor Uhing. MOTION CARRIED 6-0.

6. RESOLUTION NO. 2015-32 AUTHORIZING THE MAYOR AND CITY

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**MANAGER PRO TEM TO ENDORSE THE LOCAL AGENCY
AGREEMENT BETWEEN THE CITY OF FOREST GROVE AND
OREGON DEPARTMENT OF TRANSPORTATION FOR OR 8/OR 47
INTERSECTION IMPROVEMENTS; CONTRACT NO. 30523**

Staff Report:

Robbins and Foster presented the above-proposed resolution authorizing the Mayor and City Manager Pro Tem to endorse an Intergovernmental Agreement between the City of Forest Grove and Oregon Department of Transportation (ODOT) for disbursement of funds for the next phase of Highway 8/Highway 47 (Pacific Avenue and Quince Street) intersection improvements as outlined in Exhibit A, Contract No. 30523. Foster and Robbins advised in 2012, the City was awarded Regional Flexible Grant Funds (Resolution No. 2012-65, IGA 28768) for the intersection improvements, noting this phase of the project is to design and acquire right-of-way and perform utility relocation work. Robbins reported the estimated total project cost is \$1,287,165, of which \$1,154,973 will come from Federal-Aid STP (Surface Transportation Program) local program funds, and match-funding requirement for the entire project includes \$200,000 allocated in the Street Fund. In addition, \$318,000 from Washington County Major Streets Transportation Improvement Program (MSTIP3) will be used for match funding. In conclusion of the above-noted staff report, Foster and Robbins advised the City and Washington County would establish a separate IGA to transfer the MSTIP3 match funds to ODOT.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2015-32.

Gamble read Resolution No. 2015-32 by title.

MOTION: Council President Johnston moved, seconded by Councilor Kidd, to adopt Resolution No. 2015-32 Authorizing the Mayor and City Manager Pro Tem to Endorse the Local Agency Agreement between the City of Forest Grove and Oregon Department of Transportation for OR 8/OR 47 Intersection Improvements; Contract No. 30523.

Council Discussion:

In response to Wenzl's concern pertaining to the bus stop just west of the intersection in front of McMenamins, Robbins referenced the design plan,

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noting the bus pull-in/pullout is not affected and is located a safe distance from the intersection.

In response to Council President Johnston's concern pertaining to crosswalk design, Robbins referenced the design plan, noting the crosswalk design has a pedestrian safety island with signalization.

In response to Lowe's concern pertaining to the historic trees along Quince Street, Robbins explained new street trees that are established would be planted prior to removing mature streets along Quince Street to minimize the effect. Lowe reminded staff of needing a tree removal permit.

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

VOICE VOTE: AYES: Councilors Johnston, Kidd, Lowe, Thompson, Wenzl, and Mayor Truax. NOES: None. ABSENT: Councilor Uhing. MOTION CARRIED 6-0.

8. RESOLUTION NO. 2015-33 AUTHORIZING CITY MANAGER PRO TEM TO ENDORSE THE RESOURCE AGREEMENT BETWEEN THE CITY OF FOREST GROVE AND NORTHWEST INTERGOVERNMENTAL ENERGY SERVICES (NIES) FOR A MARKET PURCHASE FOR THE PERIOD 2018-2019

Staff Report:

Cress and Downey presented the above-proposed resolution authorizing the City Manager Pro Tem to endorse a Resource Agreement between the City and Northwest Intergovernmental Energy Services (NIES) as outlined in Exhibit A. Cress reported staff met with Council in Work Session earlier to discuss the terms and conditions of the agreement, noting the purpose of the agreement is to allow the City, if needed, to purchase Tier II Power in 2018 and 2019 (October 1, 2017 – September 30, 2019) in the amount of 1aMW per year to fulfill the City's obligation under Bonneville Power Administration contract. In conclusion of the above-noted staff report, Cress advised the agreement contains an annual NIES membership fee of \$10,878 and an additional power purchase administrative fee not-to-exceed \$500, which is approved in the Light and Power Department budget for Fiscal Year 2015-16, noting the fiscal impact of the power purchase will not be fully known until the power

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purchase transaction is completed.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2015-33.

Gamble read Resolution No. 2015-33 by title.

MOTION: Council Kidd moved, seconded by Council President Johnston, to adopt Resolution No. 2015-33 Authorizing City Manager Pro Tem to Endorse the Resource Agreement between the City of Forest Grove and Northwest Intergovernmental Energy Services (NIES) for a Market Purchase for the Period 2018-2019.

Council Discussion:

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

ROLL CALL VOTE: AYES: Councilors Johnston, Kidd, Lowe, Thompson, Wenzl, and Mayor Truax. NOES: None. ABSENT: Councilor Uhing. MOTION CARRIED 6-0.

9. DEPARTMENT WORK PLANS FOR FY 2015-16:

Library Department:

Winters presented a PowerPoint presentation outlining the Library Department's Work Plan for 2015-16 as noted in her staff report. Winters's report focused on library-related work plan and 2013-14 usage statistics; library strategic planning process; developing and implementing a COOP plan; participation in development of the Washington County Cooperative Library Services 2015 levy; unfinished business projects; maintaining the quality of the department's staff and working environment; and completion of library art project. In addition, Winters reported on other various department-related projects and addressed various Council inquiries.

Police Department:

Chief Schutz presented a PowerPoint presentation outlining the Police Department's Work Plan for 2015-16 as noted in her staff report. Schutz's report focused on police-related work plan and foundational activities and programs; community outreach programs; administration; police-related training; collaboration with various county-wide agencies;

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and other various administrative-related projects and goals. In addition, Schutz reported on other various department-related action plans and addressed various Council inquiries.

Engineering/Public Works Department:

Foster presented a PowerPoint presentation outlining the Engineering, Public Works, and Water Treatment Plant (WTP) Department's Work Plans for 2015-16 as noted in his staff report. Foster's report focused on Engineering, Public Works and WTP-related work plans and various transportation-related projects; sidewalk-related improvements; and sewer and storm drainage-related projects. In addition, Foster reported on other various department-related action plans and addressed various Council inquiries.

Administrative Services Department:

Downey presented a PowerPoint presentation outlining the Administrative Services Department's Work Plan for 2015-16 as noted in his staff report. Downey's report focused on Administrative Services-related work plan; finance and budget-related major tasks; management-related tasks; Human Resources major tasks; and IT major tasks. In addition, Downey reported on other various department-related projects and addressed various Council inquiries.

Legislative and Executive Department:

Gamble presented a PowerPoint presentation outlining the Legislative and Executive Department's Work Plan for 2015-16 as noted in his staff report. Gamble's report on focused Legislative and Executive-related work plan and succession planning; youth representation; Council visibility; full-service city definition; updating local operating levy based on full-service definition data; quality of life and working with regional partnerships and local interests on sustainability practice initiatives; and participation in local, state, regional, national legislative agenda and priorities. In addition, Gamble reported on other various department-related projects and addressed various Council inquiries.

10. CITY MANAGER PRO TEM'S REPORT:

Gamble reported on upcoming events as noted in the Council calendar and reported on other various upcoming local meetings and community-wide events as noted in the City Manager Pro Tem's Report. Gamble reported the Fiscal Year 2015-16 proposed budget is being finalized, noting the first Budget Committee meeting is scheduled on May 21, 2015.

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Gamble advised this year's budget process also includes the Forest Grove Urban Renewal Agency budget. Gamble announced the Community Enhancement Program (CEP) application packets are due back to the City by May 29th and CEP presentations will be made to the Solid Waste Community Enhancement Program Advisory Committee on June 11, 2015. Gamble gave an update on the Times Litho property, noting staff is working on bid specifications for demolition, quotes from geotechnical firms to evaluate soil conditions, and received an initial cost estimate of \$15,900 for asbestos abatement. Gamble reported Banks Rock Products was awarded this year's timber harvest bid and is scheduled to start the timber harvest August 1, 2015. In addition, Gamble distributed a copy of his written report, which outlined various meetings he attended and provided updates on various City department-related activities, projects, and upcoming city-wide events.

11. COUNCIL COMMUNICATIONS:

Council President Johnston reported administering, on behalf of Mayor Truax, the ceremonial ribbon-cutting event for Chaucer Foods. Johnston reported on Forest Grove Rural Fire Protection District-related meeting, noting the Board adopted its budget. In addition, Johnston reported on other matters of interest and upcoming meetings he was planning to attend.

Kidd commended the Historic Landmark Board (HLB) for the excellent work HLB underwent in establishing the Historic Landmarks Design Guidelines and Standards to protect and preserve the City's historic neighborhoods, noting the review began 13 years ago. In addition, Kidd reported on other matters of interest and upcoming meetings he was planning to attend.

Lowe reported on matters of interest and upcoming meetings she was planning to attend.

Wenzl reported on Committee for Citizen Involvement (CCI)-related meeting, noting CCI is looking at ways to improve public communication, i.e., creating a newsletter, and CCI has been working behind the scenes with the Community Forestry Commission on its Urban Forest Management Plan. Wenzl invited Council to attend the Sustainability Commission's subcommittee Latino Community Summit on May 20, 2015, noting the purpose of the summit is to assess the need and interest in bilingual-related services in the Forest Grove community. In addition,

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Wenzl reported on other matters of interest and upcoming meetings she was planning to attend.

Thompson reported on Community Forestry Commission (CFC)-related activities, noting CFC is reviewing over 250 survey responses received on the Urban Forest Management Plan and is working on drafting the final plan for Council consideration. Thompson reported on Forest Grove Senior and Community Center-related activities and Ride Connection-related activities. In addition, Thompson reported on other matters of interest and upcoming meetings he was planning to attend.

Uhing was absent.

Mayor Truax announced dates of various upcoming activities and meetings as noted in the Council Calendar. Mayor Truax reported he was unable to attend the ceremonial ribbon-cutting event for Chaucer Foods due to he was in Washington, DC, with the Washington County Joint Policy Advisory Committee on Transportation. In addition, Mayor Truax reported on other various local, regional, Metro, and Washington County meetings he attended and community-related events and upcoming meetings he was planning to attend.

12. ADJOURNMENT:

Mayor Truax adjourned the regular meeting at 9:35 p.m.

Respectfully submitted,



Anna D. Ruggles, CMC, City Recorder