

**FOREST GROVE CITY COUNCIL REGULAR MEETING
AUGUST 10, 2015 – 7:00 P.M.
COMMUNITY AUDITORIUM
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***Minutes are unofficial until approved by Council.
Council approved minutes as presented***

1. ROLL CALL:

Mayor Peter Truax called the regular City Council meeting to order at 7:04 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 Elsner, City Attorney; Paul Downey, Administrative Services Director; George Cress, Light and Power Director; Jon Holan, Community Development Director; Jeff King, Economic Development Manager; Dan Riordan, Senior Planner; Rob Foster, Public Works Director (in the audience); Michael Kinkade, Fire Chief (in the audience); J. F. Schutz, Police Chief (in the audience); and Anna Ruggles, City Recorder.

1. A. RESOLUTION NO. 2015-58 AUTHORIZING THE MAYOR TO DECLARE FOREST GROVE A PURPLE HEART CITY

Mayor Truax presented the above-noted resolution for Council consideration, noting the resolution is declaring Forest Grove as a Purple Heart City. Mayor Truax reported Forest Grove is joining other cities in Oregon as Purple Heart Cities in appreciation of the sacrifices Purple Heart recipients made in defending our freedoms, acknowledging their courage and showing our honor and support.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2015-58.

Kidd read Resolution No. 2015-58 by title.

MOTION: Council President Johnston moved, seconded by Councilor Kidd, to adopt Resolution No. 2015-58 Authorizing the Mayor to Declare Forest Grove a Purple Heart City.

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,

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**Thompson, Wenzl, and Mayor Peter Truax. NOES: None. ABSENT:
Councilor Uhing. MOTION CARRIED 6-0.**

1. B. PROCLAMATION:

Mayor Truax publicly proclaimed Forest Grove as a “*Purple Heart City*” and August 7, 2015, as “*Purple Heart Day*”. Members of the Military Order of the Purple Heart, joined by members of the Forest Grove Elks Lodge, received the proclamation on behalf of the Portland Region, Chapter 72.

Council President Johnston expressed his appreciation to Mayor Truax for proclaiming Forest Grove as a “*Purple Heart City*” and thanked all Purple Heart recipients and other military members in the audience for attending this evening’s presentation.

1. C. IF I WERE MAYOR CONTEST WINNER:

Mayor Truax announced Hanna Hepburn, student at Harvey Clarke Elementary School, won 2nd Place at the State level in the 2015 “If I Were Mayor State Contest Poster Winner”. As 2nd Place winner, Mayor Truax presented Hepburn with a Kindle Fire on behalf of the Oregon Mayors Association (OMA), noting the State winners were announced at the OMA Summer Conference in August, 2015.

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 Regular Meeting Minutes of June 22, 2015.
- B. Approve City Council Work Session (Employee Handbook) Meeting Minutes of July 13, 2015.
- C. Approve City Council Joint Work Session (Sustainability Commission) Meeting Minutes of July 13, 2015.
- D. Approve City Council Regular Meeting Minutes of July 13, 2015.
- E. Accept Community Forestry Commission Meeting Minutes of

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April 15, 2015.

- F. Accept Historic Landmarks Board Meeting Minutes of May 26, 2015.
- G. Accept Parks and Recreation Commission Meeting Minutes of May 20, 2015.
- H. Accept Planning Commission Meeting Minutes of May 18, June 15 and July 6, 2015.
- I. Accept Public Arts Commission Meeting Minutes of June 11, 2015.
- J. Accept Public Safety Advisory Commission Meeting Minutes of May 27 and June 24, 2015.
- K. Library Department Quarterly Statistics Report for FY 2014-15.
- L. Community Enhancement Program (CEP) Final Project Reports 2014-15.
- M. **Endorse New Liquor License Application (Limited-On Premises) for Sauce Enterprises DBA: Thai House 2, 2036 Main Street, Suite B (Applicant: George Womack and Jack Vu)**

MOTION: Councilor Kidd moved, seconded by Councilor Wenzl, to approve the Consent Agenda as presented. Absent: Councilor Uhing. MOTION CARRIED 6-0 by voice vote.

- 4. **ADDITIONS/DELETIONS:** None.
- 5. **PRESENTATIONS:**
 - 5. A. **Washington County Large Lot Industrial Site Assessment:**
King and Cress introduced consultants from Mackenzie who presented a PowerPoint presentation outlining the Washington County Large Lot Industrial Site Assessment Study, including the project purpose; project funding; project roles; regional context; detailed site assessments for 15 large industrial sites in Washington County, including five sites in Forest Grove; findings; site readiness; transportation and utilities; site development; site marketability; outcomes of development; next steps; and provided a web link to the project:
<http://www.co.washington.or.us/LUT/Divisions/LongRangePlanning/PlanningPrograms/CommunityPlanning/industrial-lands.cfm>. King reported Washington County served as project leader and Mackenzie was hired as the consultant to prepare the analysis, noting the primary purpose of the

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project was to evaluate industrial development sites throughout Washington County in order to identify common barriers to traded sector job growth and to leverage public investments to better promote private investment. In addition, King reported none of the 15 sites evaluated were considered development ready, noting the major barrier to becoming development ready is cost, mainly to offsite infrastructure. King indicated the costs for Forest Grove sites to become development ready range from \$1.3 million to \$5.5 million, noting staff has begun reviewing and addressing the site development steps and identifying potential funding for offsite infrastructure. In conclusion of the above-noted presentation, King, Cress and consultants addressed various Council inquiries pertaining to the industrial site assessment study and findings.

5. B. People for Libraries:

Debbie Clark and Mike Smith, President of Friends of Forest Grove Library, gave an overview of the Washington County Cooperative Library Services Replacement Local Option Levy Ballot Measure 34-235 and thanked Council for their support.

6. RESOLUTION NO. 2015-59 OF THE FOREST GROVE CITY COUNCIL SUPPORTING THE WASHINGTON COUNTY COOPERATIVE LIBRARY SERVICES REPLACEMENT LOCAL OPTION LEVY BALLOT MEASURE 34-235

Staff Report:

Mayor Truax presented the above-proposed resolution for Council consideration, noting the proposed Council resolution is supporting the Washington County Cooperative Library Services Replacement Local Option Levy Ballot Measure 34-235, which is on the November 3, 2015, General Election ballot. Mayor Truax reported the proposed levy is replacing the current levy that expires in June 2016, and is levying \$0.22 (an increase of \$0.05 over the current rate) per \$1,000 assessed value for five years, beginning in 2016.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2015-59.

Gamble read Resolution No. 2015-59 by title.

MOTION: Councilor Wenzl moved, seconded by Councilor Thompson, to adopt Resolution No. 2015-59 of the Forest Grove City

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Council Supporting the Replacement of the Washington County Cooperative Library Services Local Option Levy Ballot Measure 34-235.

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 Peter Truax. NOES: None. ABSENT: Councilor Uhing. MOTION CARRIED 6-0.

7. RESOLUTION NO. 2015-60 OF THE FOREST GROVE CITY COUNCIL SUPPORTING THE WASHINGTON COUNTY PUBLIC SAFETY RENEWAL LOCAL OPTION LEVY BALLOT MEASURE 34-236

Staff Report:

Mayor Truax presented the above-proposed resolution for Council consideration, noting the proposed Council resolution is supporting the Washington County Public Safety Local Option Levy Ballot Measure 34-236, which is on the November 3, 2015, General Election ballot. Mayor Truax reported the proposed levy is renewing the current levy that expires in June 2016, and is levying the same rate of \$0.42 per \$1,000 assessed value for five years, beginning in 2016.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2015-60.

Gamble read Resolution No. 2015-60 by title.

MOTION: Councilor Kidd moved, seconded by Council President Johnston, to adopt Resolution No. 2015-60 of the Forest Grove City Council Supporting the Renewal of the Washington County Public Safety Local Option Levy Ballot Measure 34-236.

Council Discussion:

Council President Johnston noted the levy funds 16 percent of the total budget and affects Forest Grove locally.

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

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

8. CONTINUE PUBLIC HEARING FROM JULY 13, 2015: SECOND READING OF ORDINANCE NO. 2015-07 OF THE CITY OF FOREST GROVE GRANTING A NON-EXCLUSIVE CABLE TELEVISION FRANCHISE TO COMCAST OF OREGON II, INC.

The first reading of Ordinance No. 2015-07 by title occurred at the Council meeting of July 13, 2015.

Staff Report:

Downey presented the above-proposed ordinance for second reading, noting staff had nothing further to report.

Public Hearing Continued:

Mayor Truax continued the Public Hearing from the meeting of July 13, 2015, and explained hearing procedures.

Written Testimony Received:

No written testimony was received prior to the published deadline of August 10, 2015, 7:00 p.m.

Proponents:

No one 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:

Hearing no discussion from the Council, Mayor Truax asked for a roll call vote on the motion made at the meeting of July 13, 2015.

Gamble read Ordinance No. 2015-07 by title for second reading.

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

9. **RESOLUTION NO. 2015-61 AUTHORIZING THE CITY MANAGER PROGRAM TO EFFECT THE SALE OF THE TIMES LITHO PROPERTY TO THE URBAN RENEWAL AGENCY OF THE CITY OF FOREST GROVE AND TO ENTER INTO A PURCHASE AND SALE AGREEMENT (AND OTHER AGREEMENTS AS NECESSARY) WITH THE AGENCY**

Staff Report:

Downey, Holan and Riordan presented the above-proposed resolution for Council consideration, noting the proposed resolution is authorizing to sell and convey the Times Litho property (subject property is located north of Pacific Avenue between A Street and B Street and includes the following tax lots: 1S306BB03400, 1S306BB03700, 1S306BB03702, 1S306BB03800, 1S306BB04100, 1S306BB04200, 1S306BB04300, 1S306BB04301, 1S306BB04400, 1S306BB04500) from the City (Seller) to the Urban Renewal Agency (URA) (Buyer) for a purchase price of \$1.1 million. Downey reported a joint work session was held June 8, 2015, with Council and URA to discuss the possibility of transferring the property as the URA is better suited, due to tax increment resources, to achieve development of the Times Litho site, noting the payoff arrangements will be staged in a way to allow the URA to reimburse the City over time but allow a sufficient cash flow for the URA to meet other obligations and pursue other programs as established in the URA Plan. Downey advised staff considered several options to structure the repayment note, noting staff is proposing to begin immediate repayment with interest only payments (proposed interest rate of 2.5 percent) for the first three years and principal and interest payments with the note being fully paid in ten years. Downey explained if no development occurs within the urban renewal area within the first three years, staff may recommend to the Council and URA that the repayment terms be modified to allow the URA ability to do other projects within the URA boundary. In conclusion of the above-noted staff report, Downey advised the City Attorney drafted the proposed Purchase and Sale Agreement, attached as Exhibit A, and staff is recommending Council approve the proposed resolution.

Before proceeding with Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2015-61.

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Gamble read Resolution No. 2015-61 by title.

MOTION: Council President Johnston moved, seconded by Councilor Kidd, to adopt Resolution No. 2015-61 Authorizing the City Manager Pro Tem to Effect the Sale of the Times Litho Property to the Urban Renewal Agency of the City of Forest Grove and to Enter into a Purchase and Sale Agreement (and other agreements as necessary) with the Agency.

Public Hearing Opened:

Mayor Truax opened the Public Hearing postponed from the meeting of July 13, 2015, and explained hearing procedures.

Written Testimony Received:

No written testimony was received prior to the published deadline of July 13, 2015, 7:00 p.m.

Proponents:

No one 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:

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 Peter Truax. NOES: None. ABSENT: Councilor Uhing. MOTION CARRIED 6-0.

10. RECESS REGULAR COUNCIL MEETING TO CONDUCT URBAN RENEWAL AGENCY MEETING:

Mayor Truax recessed the regular Council meeting at 8:36 p.m. to conduct

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an Urban Renewal Agency (URA) Meeting (refer to separate URA minutes dated August 10, 2015).

11. **RECONVENE REGULAR COUNCIL MEETING:**
Mayor Truax reconvened the regular Council meeting at 8:41 p.m.

12. **RESOLUTION NO. 2015-62 AUTHORIZING THE ADDITION OF A FULL-TIME POLICE OFFICER FOR FOREST GROVE'S PARTICIPATION IN TRI-MET POLICING PROGRAM**

Staff Report:

Police Chief Schutz and Downey presented the above-proposed resolution for Council consideration, noting the proposed resolution is authorizing the addition of a full-time equivalent (FTE) Police Officer in order for the City to renew its participation in the Tri-Met Policing Program. Downey reported Tri-Met's Policing Program is a three-year program, which starts paying 105 percent of the Forest Grove officer's salary and benefits, with five percent going to cover some of the officer's non-salary costs, in year one of the program. Downey advised the addition of a fourth officer would require approximately \$20,000 in additional General Fund funding to the Police Department to pay for the costs of the position from October 1, 2015, through June 30, 2016. Schutz reported the Police Department is currently recruiting to fill two officer vacancies and replace an officer who will be promoted to the newly created Sergeant's position as of January 1, 2016, noting the three above-noted positions were approved in the Fiscal Year 2015-16 budget. Schutz explained the fourth officer would replace the officer that would be assigned to the Tri-Met Policing Program, noting she is seeking to hire the fourth officer from the recruitment that is currently underway, instead of waiting until March 2016, so all officers can enter basic training at the same time. Schutz noted the City has a greater pool of qualified applicants than in previous recruitments and the training academy classes are filling up fast making it more difficult to accommodate police officer training.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2015-62.

Gamble read Resolution No. 2015-62 by title.

MOTION: Council President Johnston moved, seconded by Councilor Wenzl, to adopt Resolution No. 2015-62 Authorizing the

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Addition of a Full-Time Police Officer for Forest Grove’s Participation in Tri-Met Policing Program.

Council Discussion:

In response to Lowe’s concern pertaining to the budget process, Downey affirmed the new sergeant position (five FTE) and two police officer positions (22 FTE) were appropriated in Fiscal Year 2015-16 budget and concurred that adding a new transit police officer (bringing total to 23 FTE) was not part of the budget discussion. Schutz stressed the importance of maintaining service levels by staying ahead of staffing challenges and academy training difficulties rather than attempting to play “catch up”, to which Lowe indicated she understands the reasons, but she does not like the mode of staff adding a fourth officer position that was not discussed during the budget process. Downey advised if the new position is added, staff would monitor the Police Department’s budget to ensure its budget is not being overspent.

In response to Kidd’s inquiry pertaining to transit police uniform, Schutz affirmed the officer would wear Forest Grove’s uniform while working in Tri-Met’s Policing Program.

Mayor Truax referred to Bullet Number 2 in the staff report, noting committing back to transit is a wise investment and allows for information sharing and collaboration with other metro area agencies.

Hearing no further 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 Peter Truax. NOES: None. ABSENT: Councilor Uhing. MOTION CARRIED 6-0.

13. 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 announced the Aquatic Center would be closed from August 31 through September 8, 2015, for its annual maintenance shut down. Gamble commended the Public Safety Advisory Commission and dedicated staff that assisted, noting National Night Out was a huge success and many positive comments were heard from the community. In addition, Gamble

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distributed a copy of the City Manager Pro Tem's written report, which outlined various attended meetings and updates on various City department-related activities, projects, and upcoming city-wide events.

14. COUNCIL COMMUNICATIONS:

Council President Johnston reported on attending three meetings in Salem. Johnston commended Public Safety Advisory Commission (PSAC), noting PSAC did a great job on National Night Out. Johnston reported on Forest Grove Rural Fire Protection District-related matters, noting current Board members include Cleo Howell, President; Kevin VanDyke, Vice President, re-elected; Randy Sahnaw, Director; Nick Chan, Director, newly-elected; and Dallas Boge, Secretary/Treasurer, newly-elected. In addition, Johnston reported on other matters of interest and upcoming meetings he was planning to attend.

Kidd reported on Historic Landmarks Board (HLB)-related meeting, noting HLB has published a new brochure on Historic Homes in Forest Grove. Kidd announced the HLB is seeking board members, noting HLB currently has three vacancies and a student advisory vacancy to fill. Kidd reported on his attendance as part of the delegation visit to Nyuzen, Japan, Forest Grove's Sister City, noting the Sister Cities Committee is seeking home stay families for the upcoming Nyuzen Student Delegation visit, arriving October 29 and departing November 2, 2015. In addition, Kidd reported on other matters of interest and upcoming meetings he was planning to attend.

Lowe reported on Sustainability Commission-related matters and commended Edgar Sanchez-Fausto, Forest Grove High School Student Advisor, noting Edgar is very involved and is highly motivated. Lowe reminded everyone to attend the 4th Annual Birds and Brew Festival on Saturday, August 22, 2015, 9 a.m. to 3 p.m. and learn about wetland critters, migratory birds, wildlife photography, and natural treatment wetlands at Fernhill Wetlands, noting she is a member of the Fernhill Wetlands Board. In addition, Lowe reported on other matters of interest and upcoming meetings she was planning to attend.

Thompson commended Public Safety Advisory Commission (PSAC), noting National Night Out was a huge success. Thompson reported GroveLink Transit is celebrating its second year, noting the program continues to grow. In addition, Thompson reported on other matters of interest and upcoming meetings he was planning to attend.

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Uhing was absent.

Wenzl reported attending Committee for Citizen Involvement (CCI) meeting, noting CCI is hosting a Town Hall Forum on the plastic bag ordinance on September 2, 2015, 7:00 p.m., Community Auditorium. Wenzl announced Fernhill Wetlands is hosting its 4th Annual Birds and Brew Festival on Saturday, August 22, 2015, 9 a.m. to 3 p.m. at Fernhill Wetlands. Wenzl reported on her attendance as part of the delegation visit to Nyuzen, Japan, Forest Grove's Sister City, noting she was very pleased to represent Forest Grove as part of the adult exchange program. In addition, Wenzl reported on library fundraisers, other matters of interest and upcoming meetings she was planning to attend.

Mayor Truax announced dates of various upcoming activities and meetings as noted in the Council Calendar. Mayor Truax reported attending the Oregon Mayors Association Summer Conference. Mayor Truax invited everyone to attend the 25th Annual Sidewalk Art Festival, Saturday, September 19, 2015, 8:00 a.m. to 4:00 p.m., rain or shine, and the 51st Annual Corn Roast, Saturday, September 19, 2015, 12:00 p.m. to 5:00 p.m., Pacific University Campus. Mayor Truax recapped Forest Grove's visit to Nyuzen, Japan, Forest Grove's Sister City. 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.

15. ADJOURNMENT:

Mayor Truax adjourned the regular meeting at 9:20 p.m.

Respectfully submitted,



Anna D. Ruggles, CMC, City Recorder