

***Minutes are unofficial until approved by Council.  
City Council approved minutes as presented October 10, 2016.***

**1. CALLED TO ORDER AND ROLL CALL:**

Mayor Peter Truax called the regular City Council meeting to order at 7:01 p.m. and led the Pledge of Allegiance.

**ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Council President; Victoria Lowe; Ronald Thompson; Elena Uhing; Malynda Wenzl; and Mayor Peter Truax.

**COUNCIL ABSENT:** Richard Kidd, excused.

**STAFF PRESENT:** Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; George Cress, Light and Power Director; Rob Foster, Public Works Director; J. F. Schutz, Police Chief; Lauren Quinsland, Community Outreach Specialist; James Reitz, Senior Planner; and Anna Ruggles, City Recorder.

**1. A. SPECIAL RECOGNITION:**

Joel Dulashanti, Legislative Facilitator, Department of Oregon, Commander Military Order of the Purple Heart, presented Mayor Truax with the City's "Purple Heart Trail" sign, noting the City joined other cities in the State of Oregon as "Purple Heart Cities" on August 10, 2015, by Mayoral Proclamation. Commander Dulashanti reported the Military Order of the Purple Heart Trail was established in 1992 as a symbolic and honorary system that gives tribute to the men and women who have been awarded the Purple Heart medal and the signs are placed in designate areas where legislation has passed as part of the Purple Heart Trail national road system.

**1. B. PROCLAMATION:**

West Tuality Habitat for Humanity

Mayor Truax publicly proclaimed October 3, 2016, as "*Washington County Habitat Day*". Scott Browder, Executive Director, received the proclamation on behalf of the West Tuality Habitat for Humanity.

**2. CITIZEN COMMUNICATIONS: None.**

**3. CONSENT AGENDA:**

Items under the Consent Agenda are considered routine and are 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. Approve City Council Executive Session (Labor Negotiations) Meeting Minutes of September 12, 2016.
- B. Approve Joint Work Session with City Council, Planning Commission and Parks and Recreation Commission (Parks Master Plan and Recreation Center Study) Meeting Minutes of September 12, 2016.
- C. Approve City Council Regular Meeting Minutes of September 12, 2016.
- D. Accept Parks and Recreation Commission Meeting Minutes of August 17, 2016.
- E. Accept Planning Commission Meeting Minutes of August 15, 2016.
- F. Accept Resignation on Economic Development Commission (EDC) (Don Jones, Bank of the West, Financial Institution, Term Expiring December 31, 2016).
- G. Accept Resignation on Public Safety Advisory Commission (PSAC) (Nathan Seable, At-Large, Term Expiring December 31, 2017).
- H. Accept Resignation on Sustainability Commission (Edgar Sanchez-Fausto, Forest Grove High School, Student Advisory, Term Expiring December 31, 2016). *Item removed; refer below.*
- I. **RESOLUTION NO. 2016-53 MAKING APPOINTMENT TO ECONOMIC DEVELOPMENT COMMISSION (EDC) (APPOINTING THOMAS RAABE, PRIMARY, AND DAN WAHLIN, ALTERNATE, PREMIER COMMUNITY BANK, FINANCIAL INSTITUTION, TERM EXPIRING DECEMBER 31, 2019).**

**MOTION:** Councilor Lowe moved, seconded by Councilor Wenzl, to approve the Consent Agenda as amended. **ABSENT:** Councilor Kidd. **MOTION CARRIED 6-0 by voice vote.**

**3. H. ACCEPT RESIGNATION ON SUSTAINABILITY COMMISSION (EDGAR SANCHEZ-FAUSTO, FOREST GROVE HIGH SCHOOL, STUDENT ADVISORY, TERM EXPIRING DECEMBER 31, 2016)**

Lowe removed the above-noted item from the Consent Agenda and asked Council to reject the above-noted resignation, noting Sanchez resigned because he graduated and is no longer a high school student, but the Sustainability Commission encouraged Sanchez to finish his term, which expires December 31, 2016, and Sanchez agreed. Lowe added a student who attends Forest Grove High School has been attending meetings, as she is interested in applying for the position. In response to various Council concerns, Mayor Truax affirmed he attended the Sustainability Commission meeting and due to confusion, Sanchez thought that he had to resign because he is no longer a high school student; however, when it was explained to Sanchez that he could finish out his term, Sanchez agreed. Mayor Truax added the student who has expressed interest in replacing Sanchez will undergo the formal appointment process.

Hearing no further discussion from the Council, Mayor Truax asked for a motion.

**MOTION:** Councilor Lowe moved, seconded by Councilor Uhing, to reject/remove Consent Agenda Item 3. H. as noted above. **ABSENT:** Councilor Kidd. **MOTION CARRIED 6-0 by voice vote.**

4. **ADDITIONS/DELETIONS:** None.

5. **PRESENTATIONS:**

5. A. **Neighborhood Watch and Community Policing**

Quinsland and Police Chief Schutz presented a PowerPoint presentation overview of Neighborhood Watch program in Forest Grove, noting the objective of the presentation is to address Council Goal 1.5, specifically, Neighborhood Watch and its sustainability as one part of the Police Department's community policing initiative. Quinsland and Chief Schutz reported in 2003 Forest Grove had 43 Neighborhood Watch programs operational and in 2016, the Police Department identified 22 active groups, a decrease in participation among existing groups. Quinsland referenced a map showing the location of active Neighborhood Watch groups, noting Neighborhood Watch groups are consistently higher in elder communities or in those communities that already report very little crime. Quinsland and Chief Schutz reported the Police Department established "Nextdoor Community" in 2014, a private social network reaching 2,150 followers, as a great tool for police to effectively share information on local crime prevention and safety, public events and emergency notifications, noting trends toward social media based community crime prevention shows that citizens are increasingly more connected in general. In addition, the Police Department has 7,000 followers on Facebook. In conclusion of the above-noted presentation, Quinsland and Chief Schutz added that barriers are breaking down between police and citizens through education and service and ensuring concerns of the community are heard through transparency and accessibility.

6. **SECOND READING OF ORDINANCE NO. 2016-16 REPEALING ORDINANCE NO. 2005-17 AND DELETING FOREST GROVE CITY CODE SECTION 5.800 TO 5.860 AREAS OF SPECIAL FLOOD HAZARD IN ITS ENTIRETY AND AMENDING FOREST GROVE DEVELOPMENT CODE ARTICLES 2, 5, 8 AND 12 TO ADOPT NEW FLOOD DAMAGE PREVENTION REGULATIONS AND DEFINITIONS; FILE NO. 311-16-000133-PLNG**

The first reading of Ordinance No. 2016-16 by title occurred at the Council meeting of September 12, 2016.

**Staff Report:**

Reitz and Foster 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 September 12, 2016, and explained hearing procedures.

**Written Testimony Received:**

No written testimony was received prior to the published deadline of September 26, 2016, 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:**

In response to Mayor Truax's concern pertaining to affected property owners, Foster advised staff is working with affected property owners; however, it has been more difficult providing certified elevation documentation for properties on Willamina Avenue.

Hearing no further discussion from the Council, Mayor Truax asked for a roll call vote on the motion made at the meeting of September 12, 2016.

VanderZanden read Ordinance No. 2016-16 by title for second reading.

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

**7. PUBLIC HEARING AND RESOLUTION NO. 2016-54 OF THE CITY OF FOREST GROVE, OREGON, AUTHORIZING THE ISSUANCE OF REFUNDING REVENUE BONDS TO REFINANCE PROJECTS FOR PACIFIC UNIVERSITY**

**Staff Report:**

Downey presented the above-proposed resolution authorizing the issuance of refunding revenue bonds to refinance projects for Pacific University. Downey reported Pacific University is requesting to refinance at a lower interest rate all or a portion of the City's Campus Improvement Revenue Bond, Series 2013A, issued in the original maximum principal amount of \$18,500,000. Downey noted the proceeds of the original

Series 2013A Bond were used to finance capital improvements, including construction of an approximately 200-bed student residence hall known as Cascade Hall as well as landscaping, traffic flow improvements and pedestrian paths located on or adjacent to the University's campus. As part of the process, the Council is required to hold a Public Hearing to allow public comment regarding the issuance of bonds and uses and purposes of the proceeds of bonds. In conclusion of the above-noted staff report, Downey advised no City funds are being allocated as all costs of issuing bonds, including the City's bond counsel, are the University's responsibility.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2016-54.

VanderZanden read Resolution No. 2016-54 by title.

**MOTION:** Councilor Wenzl moved, seconded by Councilor Lowe, to adopt Resolution No. 2016-54 of the City of Forest Grove, Oregon, Authorizing the Issuance of Refunding Revenue Bonds (in an Aggregate Principal Amount not to exceed \$18,500,000) to Refinance Projects for Pacific University.

**Public Hearing Opened:**

Mayor Truax opened the Public Hearing.

**Written Testimony Received:**

No written testimony was received prior to the published deadline of September 26, 2016, 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:**

In response to Wenzl's concern pertaining to staff time, Downey advised the City is charging the University a small fee of \$1,500 to pay the City for staff time for the issuance process.

Mayor Truax added it is a good thing and the City makes some revenue.

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

8. **RESOLUTION NO. 2016-55 AUTHORIZING THE EXPENDITURE OF ADDITIONAL FUNDS FROM WASHINGTON COUNTY IN THE STREET FUND FOR FISCAL YEAR 2016-17**

**Staff Report:**

Downey presented the above-proposed resolution authorizing the expenditure of additional MSTIP Opportunity Funds (\$318,000) received from Washington County for Highway 8 and Quince Street Intersection Project, noting the City needs to pay the Oregon Department of Transportation (ODOT) who manages MSTIP projects. In conclusion of the above-noted staff report, Downey advised staff is recommending Council approve the proposed resolution, noting the funds were not included when the current budget was prepared and the City needs to reimburse ODOT for incurred project expenses.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2016-55.

VanderZanden read Resolution No. 2016-55 by title.

**MOTION: Council President Johnston moved, seconded by Councilor Thompson, to approve Resolution No. 2016-55 Authorizing the Expenditure of Additional Funds from Washington County in the Street Fund for Fiscal Year 2016-17.**

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

9. **RESOLUTION NO. 2016-56 AUTHORIZING THE EXPENDITURE OF ADDITIONAL FUNDS IN THE SEWER FUND AND WATER FUND BUDGETS FOR FISCAL YEAR**

**2016-17**

**Staff Report:**

Downey presented the above-proposed resolution authorizing the expenditure of additional funds (\$46,240) for the required debt payment to Clean Water Services in the Sewer Fund and required debt payment (\$60,236) in the Water Fund for water used by General Fund Departments. In conclusion of the above-noted staff report, Downey advised staff is recommending Council approve the proposed resolution, noting the expenditures were errors made during budget preparation and were recently discovered during budget review.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2016-56.

VanderZanden read Resolution No. 2016-56 by title.

**MOTION: Councilor Uhing moved, seconded by Councilor Thompson, to approve Resolution No. 2016-56 Authorizing the Expenditure of Additional Funds in the Sewer Fund and Water Fund Budgets for Fiscal Year 2016-17.**

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

10. **RESOLUTION NO. 2016-57 AUTHORIZING CITY MANAGER TO PROVIDE NOTIFICATION TO BONNEVILLE POWER ADMINISTRATION (BPA) OF THE CITY OF FOREST GROVE'S INTENT TO SERVE A PORTION OF ABOVE-RATE PERIOD HIGH WATER MARK LOAD WITH NON-FEDERAL RESOURCES FOR PURCHASE PERIOD 2020-2024**

**Staff Report:**

Cress and Downey presented the above-proposed resolution authorizing the City Manager to provide notification to Bonneville Power Administration (BPA) of the City's intent to serve a portion of Above-Rate Period High Water Mark with non-federal resources for purchase period 2020-2024, noting the City must notified BPA by September 30, 2016, of its intent. Cress reported staff met with Council in Work Session on September 12, 2016, to discuss terms, noting the City adopted Resolution No. 2011-74 for purchase period 2010-2019 and staff is proposing to extend the

current contract through 2020-2024. Cress added the proposed resolution is to allow the City, if needed, to purchase Tier II Power for rate period 2020- 2024 (October 1, 2020 – September 30, 2024) 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 City has the opportunity to purchase non-federal power along with other Northwest IGA Energy Supply (NIES) public utilities at or below BPA FY2020 Tier I rates, noting there is no fiscal impact by notifying BPA.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2016-57.

VanderZanden read Resolution No. 2016-57 by title.

**MOTION: Councilor Lowe moved, seconded by Councilor Wenzl, to adopt Resolution No. 2016-57 Authorizing City Manager to Provide Notification to Bonneville Power Administration (BPA) of the City of Forest Grove's Intent to Serve a Portion of Above-Rate Period High Water Mark Load with Non-Federal Resources for Purchase Period 2020-2024.**

**Council Discussion:**

In response to Lowe's concern pertaining to public utility districts (PUD), Cress explained the BPA's Rate Period High Water Mark does not affect PUD, i.e., Grant County.

In response to Council President Johnston's concern pertaining to exceeding 1aMW due to build out, Cress advised the service obligation does not preclude the City from purchasing additional non-federal power.

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

**11. CITY COUNCIL COMMUNICATIONS:**

Council President Johnston reported on Parks and Recreation Commission (P&R)-related meeting, noting P&R approved unanimously the Parks, Recreation and Open Space Master Plan, which will be forwarded for consideration to the Planning Commission and formal adoption to the City Council. In addition, Johnston reported on other legislative matters of interest and upcoming meetings he was planning to attend.

Kidd was absent.

Lowe reported on her participation with a gleaning project. In addition, Lowe reported on upcoming community-related events and upcoming meetings she was planning to attend.

Thompson provided information on the start-up of the Washington County Wood Stove Exchange Program, noting it is an incentive program set as a grant (full-cost replacement) of up to \$5,000 or tiered rebates depending on household income. In addition, Thompson reported on aging and elder-related matters of interest, upcoming community-related events and upcoming meetings he was planning to attend.

Uhing asked VanderZanden if the City had applied for the affordable housing grant, to which VanderZanden noted he would need to report back. In addition, Uhing reported on other community housing-related concerns, meetings she attended and upcoming meetings she was planning to attend.

Wenzl reported Committee for Citizen Involvement (CCI) is preparing for its joint work session with City Council on the Annual Town Meeting topic, noting CCI is looking at a more structured program with more citizen interaction. In addition, Wenzl reported on other matters of interest, upcoming community-related events and upcoming meetings she was planning to attend.

**12. CITY MANAGER'S REPORT:**

VanderZanden reported on upcoming meetings and events as noted in the Council calendar and City Manager's Report. In addition, VanderZanden referenced the City Manager's Report, which was emailed to Council in advance and outlined various upcoming Council-related meetings; upcoming Council-related agenda; updates on department-related activities and projects, including Administrative Services, Parks and Aquatics, Police, Library, Light and Power, Economic Development, Community Development, and Engineering and Public Works; and other upcoming citywide calendar events.

**13. MAYOR'S REPORT:**

Mayor Truax announced dates of various upcoming activities, events and meetings as noted in the Council Calendar. In addition, Mayor Truax reported on various local, regional, Metro, and Washington County-related matters of interest and meetings he attended, upcoming community-related events, and upcoming meetings he was planning to attend.

14. **ADJOURNMENT:**

Mayor Truax adjourned the regular meeting at 8:55 p.m.

Respectfully submitted,



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Anna D. Ruggles, CMC, City Recorder