



*A place where families and businesses thrive.*

**Monday, November 13, 2018**

**City Council Regular Meeting Minutes**

**7:00 p.m., Community Auditorium**

***Minutes are unofficial until approved by Council.  
Council approved minutes as presented December 10, 2018.***

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

Mayor Peter Truax called the regular City Council meeting to order at 7:05 p.m. and led the Pledge of Allegiance.

**ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Council President; Timothy Rippe; Ronald Thompson; Elena Uhing; Adolph “Val” Valfre; Malynda Wenzl; and Mayor Peter Truax.

**STAFF PRESENT:** Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; J. F. Schutz, Police Chief; and Anna Ruggles, City Recorder.

**2. CITIZEN COMMUNICATIONS:**

Christopher Wilmeth, Forest Grove, addressed Council proposing ideas for improving civic communications, such as posting more updates on Facebook and other social media platforms, which VanderZanden noted.

**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 Work Session (B/C Program) Meeting Minutes of October 8, 2018.
- B. Approve City Council Work Session (B/C Program) Meeting Minutes of October 22, 2018.
- C. Approve City Council Work Session (Police Facility) Meeting Minutes of October 22, 2018.
- D. Approve City Council Regular Meeting Minutes of October 22, 2018.
- E. Accept Community Forestry Commission Meeting Minutes of September 19, 2018.
- F. Accept Economic Development Commission Meeting Minutes of July 12,

September 13 and October 4, 2018.

- G. Accept Historic Landmarks Board Meeting Minutes of September 25, 2018.
- H. Accept Library Commission Meeting Minutes of September 19, 2018.
- I. Accept Public Arts Commission Meeting Minutes of September 10, 2018.
- J. Accept Sustainability Commission Meeting Minutes of August 23, 2018.
- K. Declare Vacancy on Committee for Community Involvement (CCI) (Briana Larios, Student Advisory, Term Expiring January 31, 2019).
- L. Declare Vacancy on Sustainability Commission (Hope Kramer, Economic/At-Large, Term Expiring December 31, 2019).
- M. Accept Resignation on Public Safety Advisory Commission (Joseph Baxter, Citizen Rural Fire District, Term Expiring December 31, 2020).
- N. Community Development Department Monthly Building Activity Informational Report for October 2018.

**MOTION: Councilor Wenzl moved, seconded by Councilor Rippe, to approve the Consent Agenda as presented. MOTION CARRIED 7-0 by voice vote.**

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

5. **PRESENTATIONS:**

5. A. **Washington County Sheriff's Office Countywide Services**

Pat Garrett, Washington County Sheriff, and John Cook, Commander, presented a PowerPoint presentation highlighting Washington County Sheriff's Office county-wide services, mission and values, and strategic goals in an effort to make Washington County the safest major urban county in Oregon, noting the County provides police services for all 595,860 residents. Garrett highlighted various Washington County Jail programs that are making an impact and improving community livability and provided insight on the arrest and arraignment process, noting the jail has 572 inmate beds with an average of 51 daily bookings and zero escape attempts. Garrett also reported on Washington County's Mental Health Response Team (MHRT), noting the team had a total of 4,868 (2017) responses. In addition, Garrett reported the County had 8,843 cases served in 2017.

5. B. **Financial Report Ending June 30, 2018**

Downey presented a PowerPoint presentation outlining the financial report for 12 months for the City's fiscal year ending June 30, 2018. Downey reported the report compares the budget to the year-to-date revenues and expenditures and prior to any audit adjustments the auditor may propose. Downey referenced the report work sheet, which compared FY2018-19 Beginning Fund Balances to FY2018-19 Budgeted Beginning Fund Balances, noting most of the Beginning Fund Balances for the funds where revenue is based on construction activity are significantly higher than budgeted due to unanticipated multi-family residential and commercial development. Downey referenced the detailed line item reports, noting the reports look different than in prior

reports as the City has switched over to a new financial system (Munis) and staff has been working on the report formatting. In conclusion of the above-noted presentation, Downey referenced graphs pertaining to the General Fund, Building Services Fund, Information Systems Fund, Light Fund, Street Fund, Sewer Fund, Water Fund, Surface Water Management Fund, Equipment Fund and other funds, noting the General Fund's financial position is good through the end of FY2017-18.

6. **RESOLUTION NO. 2018-85 AUTHORIZING THE EXPENDITURE OF DEPARTMENT OF HOMELAND SECURITY GRANT FUNDS IN THE FIRE EQUIPMENT REPLACEMENT FUND FOR A SOURCE CAPTURE DIESEL EXHAUST SYSTEM AT THE CITY'S FIRE STATION**

**Staff Report:**

Downey presented the above-proposed resolution for Council consideration, noting the proposed resolution is authorizing expenditure of Department of Homeland Security (DHS) grant funds in the amount of \$130,000 in the Fire Equipment Replacement Fund for a source capture diesel exhaust system at the City's Fire Station. Downey reported the City and Forest Grove Rural Fire Protection District will each match an additional \$6,500 as part of the grant requirements. In conclusion of the above-noted staff report, Downey advised staff is recommending Council consider adopting the proposed resolution as outlined in Exhibit A.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2018-85.

VanderZanden read Resolution No. 2018-85 by title.

**MOTION: Council President Johnston moved, seconded by Councilor Thompson, to adopt Resolution No. 2018-85 Authorizing the Expenditure of Department of Homeland Security Grant Funds in the Fire Equipment Replacement Fund for a Source Capture Diesel Exhaust System at the City's Fire Station.**

**Council Discussion:**

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

**ROLL CALL VOTE: AYES: Councilors Johnston, Rippe, Thompson, Uhing, Valfre, Wenzl, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.**

7. **RESOLUTION NO. 2018-86 IMPLEMENTING YOUTH INVOLVEMENT PROGRAM**

**Staff Report:**

VanderZanden presented the above-proposed resolution for Council consideration,

noting the proposed resolution is authorizing implementing a Youth Involvement Program, which would make available one paid-in-full trip per year for at least two board or commission (B/C) appointed student members to attend the National League of Cities Conference held in March of each year in Washington, D.C., as outlined in Exhibit A. VanderZanden reported pursuant to Council Objective 3.21, Youth Advisory Council, the Council recently conducted a comprehensive review of the B/C Program and actively sought ways to increase youth involvement and participation to assure B/C appointed students' voices are valued and included in the public policy process. In conclusion of the above-noted staff report, VanderZanden advised staff is recommending Council consider adopting the proposed resolution as outlined in Exhibit A, noting the budgeted amount is \$2,500 per student in the legislative training budget.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2018-86.

VanderZanden read Resolution No. 2018-86 by title.

**MOTION: Councilor Wenzl moved, seconded by Councilor Valfre, to adopt Resolution No. 2018-86 Implementing Youth Involvement Program.**

**Council Discussion:**

In response to Council President Johnston's concern, VanderZanden clarified implementing the Youth Involvement Program does not affect the potential B/C reforms.

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

**ROLL CALL VOTE: AYES: Councilors Johnston, Rippe, Thompson, Uhing, Valfre, Wenzl, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.**

**8. CITY COUNCIL COMMUNICATIONS:**

Council President Johnston reported attending Public Arts Commission (PAC) meeting, noting PAC discussed the potential B/C reforms and were encouraged to attend the informational meeting on November 19, 2018. Johnston reported Historic Landmarks Board (HLB) held an open house for the Downtown Historic District, noting HLB plans to come before Council with a proposal at a later date. Johnston advised the Forest Grove Rural Fire Protection District approved its share of the grant funding match requirement as required under Agenda Item 6. In addition, Johnston reported on other matters of interest and upcoming meetings he was planning to attend.

Rippe reported attending Public Safety Advisory Commission (PSAC) meeting, noting

PSAC had a robust discussion on the potential B/C reforms. Rippe reported attending Economic Development Commission (EDC) meeting, noting EDC approved for Council consideration the Economic Opportunity Assessment and discussed the potential B/C reforms. Rippe reported attending Forest Grove High School's Annual Veterans Day Ceremony. Rippe recapped the Nyuzen Student Delegation visit, thanking all host families and commending Sister Cities Committee members and City Recorder Ruggles for all their outstanding efforts. In addition, Rippe reported on legislative-related matters of interest and upcoming meetings he was planning to attend.

Thompson reported attending Washington County's Annual Veterans Day Ceremony. In addition, Thompson reported on upcoming meetings he was planning to attend.

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

Valfre reported on Library Commission-related activities. Valfre recapped strategic discussions pertaining to affordable housing/homelessness, noting he would like to seek advice on temporary shelters, i.e., zoning, and bring forward a proposal for Council consideration. Valfre added he would also like the City to consider providing free WI-FI for the downtown area, perhaps as part of the Town Center concept plan, in an effort to enhance the downtown experience for citizens. In addition, Valfre reported on other matters of interest and upcoming meetings he was planning to attend.

Wenzl reported on Committee for Community Involvement (CCI)-related activities, noting CCI is planning the Annual Town Meeting (ATM), which will be held Saturday, January 26, 2019, 9am-Noon, at Forest Grove High School. This year's ATM theme is an Emergency Preparedness Fair, with representatives from public and non-profit agencies available for questions. Wenzl reported on Parks and Recreation Commission (P&R)-related activities, noting P&R has three Request for Proposals pending for design services for Stites, North Lincoln and A. T. Smith Property. Wenzl reported attending the National League of Cities Summit. In addition, Wenzl reported on other matters of interest and upcoming meetings she was planning to attend.

**9. City Manager's Report:**

VanderZanden reported on upcoming meetings and events as noted in the Council calendar. VanderZanden reported a B/C Informational Meeting will be held November 19, 2018, 5:30pm, in the Community Auditorium, noting the purpose of the meeting is to allow all B/C members an opportunity to learn and ask questions about the potential B/C reforms. VanderZanden noted in response to a citizen comment, the City has added a language translation option on the City's website, which was inadvertently removed during the new website design. VanderZanden reported representatives from Adelante Mujeres, Centro Cultural, city staff and Mayors from

Forest Grove and Cornelius are meeting in late November to discuss forming a Complete Count Committee to encourage participation in the 2020 Census. 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 items; 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.

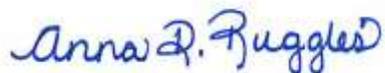
**10. MAYOR'S REPORT:**

Mayor Truax announced dates of various upcoming activities, events and meetings as noted in the Council Calendar. Mayor Truax highlighted the results of the General Election held on November 6, 2018, and commended Council President Johnston and Councilors Thompson and Wenzl for their reelection. Mayor Truax was also commended for his reelection. Mayor Truax announced the City Council Swearing-In Ceremony will be held Monday, November 26, 2018, 4:30pm-5:15pm, in the Community Auditorium. Mayor Truax reported attending the National League of Cities Summit. Mayor Truax announced the League of Oregon Cities (LOC) has selected Jim McCauley as the LOC's Legislative Director, noting McCauley is currently Washington County's Government Affairs Manager. Mayor Truax reported attending the Beaverton Elks Club's Veterans Day Ceremony. Mayor Truax recapped the Nyuzen Student Delegation visit, noting his family hosted two students this year. In addition, Mayor Truax reported on various local, regional, Metro, and Washington County-related meetings he attended and upcoming community-related events and meetings he was planning to attend.

**11. ADJOURNMENT:**

Mayor Truax adjourned the regular Council meeting at 8:30 p.m.

Respectfully submitted,



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Anna D. Ruggles, CMC, City Recorder