



*A place where families and businesses thrive.*

**Monday, April 8, 2019**

**City Council Regular Meeting Minutes**

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

***Minutes are unofficial until approved by Council.  
Council approved minutes as presented April 22, 2019.***

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

Mayor Peter Truax called the regular City Council meeting to order at 7:06 p.m. and led the Pledge of Allegiance.

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

**STAFF PRESENT:** Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Tom Gamble, Parks and Recreation Director; Bryan Pohl, Community Development Director; Dan Riordan, Senior Planner; Gregory Robertson, Public Works Director; Michael Kinkade, Fire Chief (in the audience); and Anna Ruggles, City Recorder.

**1. A. AWARD PRESENTATIONS:**

**2018 Parks and Recreation Volunteers of the Year**

Gamble introduced Paul Waterstreet, Parks and Recreation Commission (P&R) Chair, who presented Certificates of Appreciation honoring the Volunteers of the Year:

- Doctor Ben Crabtree for his role as a student advisor at Forest Grove High School’s National Honor Society. Crabtree was also recognized for his time and efforts to improve the conditions in various ways at Thatcher Park.
- Cindy Mendoza was recognized for her role in making it possible to bring in futsal funding of nearly \$100,000 for improvement to a facility at Tom McCall Upper Elementary School.

**1. B. PROCLAMATIONS:**

**Arbor Month and Forest Grove’s Designation as Tree City USA®**

Mayor Truax publicly proclaimed the month of April, 2019, as “Arbor Month in Forest Grove”, noting 2018 marks the 29<sup>th</sup> consecutive year Forest Grove has received the Tree City USA® designation from the National Arbor Foundation. Mayor Truax presented the proclamation to Mark Nakajima, CFC Chair, who encouraged everyone to attend the City’s Local Arbor Week Activity, including a tree planting celebration at 11:00 a.m. at Thatcher Park on April 9, 2019.

National Community Development Week

Valfre publicly proclaimed April 22 – 26, 2019, as “National Community Development Week in Forest Grove”. The proclamation will be sent to Washington County Office of Community Development who requested the mayoral proclamation.

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. Accept Committee for Community Involvement Meeting Minutes of December 4, 2018, and January 8, 2019.

B. Accept Community Forestry Commission Meeting Minutes of January 16, 2019.

C. Accept Library Commission Meeting Minutes of February 12, 2019.

D. Accept Historic Landmarks Board Meeting Minutes of February 26, 2019.

E. Accept Public Arts Commission Meeting Minutes of February 21, 2019.

F. Community Development Department Monthly Building Activity Informational Report for March 2019.

G. Accept Resignation on Sustainability Commission (Tammy Banek-Rydman, representing Ethnic/Cultural, Term Expiring December 31, 2020).

H. Accept Resignation on Economic Development Commission (Lois Hornberger, Pacific University, Higher Education, Term Expiring December 31, 2019).

***ITEM REMOVED***

I. **RESOLUTION NO. 2019-17 MAKING APPOINTMENT TO ECONOMIC DEVELOPMENT COMMISSION (APPOINTING JIM LANGSTRAAT, PACIFIC UNIVERSITY, HIGHER EDUCATION, TERM EXPIRING DECEMBER 31, 2022).**

J. **Endorse Liquor License Renewal Applications for Year 2019:**

1) Kama Aina, 1910 Main Street, Suite A, Full On-Premises Sales

2) Old Town Vault, 2004 Main Street, Full On-Premises Sales

3) Safeway Store #0406, 2836 Pacific Avenue, Off-Premises Sales

**MOTION:** Councilor Valfre moved, seconded by Council President Johnston, to approve the Consent Agenda as amended. **AYES:** Councilors Johnston, Rippe, Valfre, and Mayor Truax. **NOES:** None. **ABSENT:** Councilors Thompson, Uhing, and Wenzl. **MOTION CARRIED 4-0 by voice vote.**

3. H. **ACCEPT RESIGNATION ON ECONOMIC DEVELOPMENT COMMISSION (LOIS**

**HORNBERGER, PACIFIC UNIVERSITY, HIGHER EDUCATION, TERM EXPIRING DECEMBER 31, 2019)**

Rippe removed the above-noted item from the Consent Agenda and expressed Council's appreciation to Lois Hornberger for her exceptional service to the community as well as her dedicated service on the EDC. Hearing no further discussion from the Council, Mayor Truax asked for a motion and vote to approve Consent Agenda Item 3. H. as presented.

**MOTION: Council President Johnston moved, seconded by Councilor Rippe, to approve Consent Agenda 3. H. as presented. AYES: Councilors Johnston, Rippe, Valfre, and Mayor Truax. NOES: None. ABSENT: Councilors Thompson, Uhing, and Wenzl. MOTION CARRIED 4-0 by voice vote.**

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

5. **PRESENTATIONS:**

5. A. **Committee for Community Involvement Annual Town Meeting Report**

Pohl introduced David Andersen, Committee for Community Involvement (CCI) Acting Chair, who presented a PowerPoint presentation recapping the 2019 Annual Town Meeting (ATM), noting the ATM was held Saturday, January 26, 2019, at the Forest Grove High School and the topic was Emergency Preparedness. Andersen reported overall the ATM ran smoothly, signup sheets overflowed with 136+ entries, and the format included a short presentation by the City Manager and was followed by a preparedness fair with 19 different tables staffed by different agencies and organizations. Andersen summarized the venue and catering costs; attendance and participation levels; promotional outreach conducted; feedback received and areas for improvement. Anderson recapped the community-suggested topics for future ATM, such as focusing on small stuff, i.e., barking dogs, speeders, porch theft, pot holes, managing increase in traffic, and doing emergency preparedness again. In conclusion of the above-noted presentation, Council commended CCI for their leadership and for a job well done.

5. B. **Court Carrier Tourism Consultant**

VanderZanden introduced Court Carrier, City's new Tourism Development Contractor, who presented a PowerPoint presentation overview on his work experience and scope of work as the City's tourism contractor, noting his principal responsibilities include establishing a Tourism Program Strategic Plan and related items, such as a Tourism Marketing Plan and establishing a Tourism Advisory Committee of key stakeholders to provide guidance, noting he will serve as a single-point of contact for all tourism-related activities and will have an office located in Forest Grove for performing work under the contract. VanderZanden advised the contract is for a two-year period unless extended by the City.

**6. PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2019-01  
ADOPTING AN UPDATE TO CITY OF FOREST GROVE 2009 ECONOMIC  
OPPORTUNITIES ANALYSIS AND AMENDING FOREST GROVE  
COMPREHENSIVE PLAN; FILE NO. 311-18-000044-PLNG**

**Staff Report:**

Riordan and Pohl presented the above-proposed ordinance for first reading, noting the proposed ordinance is requesting to adopt an update to the 2009 Economic Opportunities Analysis (EOA) and amend the Forest Grove Comprehensive Plan; File No. 311-18-000044-PLNG. Riordan reported the EOA update was conducted by Johnson Economics, consulting firm, and reflects significant changes in employment, land supply and economic trends since 2009 as well as addresses applicable Comprehensive Plan policies, Metro Regional Framework Plan, Metro Urban Growth Management Functional Plan, and Oregon Statewide Land Use Planning Goals. Riordan reported the planning period covered in the EOA update is 20-years (2018-2038), noting the EOA is organized into six primary sections:

- 1) Economic Trends;
- 2) Target Industries;
- 3) Employment Land Needs;
- 4) Inventory of vacant and re-developable employment land. This includes industrial and commercial zoned land in the City;
- 5) Reconciliation of 5 and 20-year land demand to the existing inventory; and
- 6) Summary of findings and policy implications.

In addition, Riordan and Pohl presented a PowerPoint presentation overview of the key findings and conclusion of the EOA update, noting as of 2018, Forest Grove had an estimated 9,260 jobs across a range of industries and based on current estimates, employment will increase by about 2,700 jobs by 2038. Riordan reported Forest Grove has about 240 buildable acres designated for industrial use and another 20 acres designated for non-industrial employment needs and has a need for 40 to 50 estimated acres of land suitable for future industrial development. In addition, Riordan reported staff presented the preliminary data to Council in work session on September 10, 2018, and to the Planning Commission on June 4, 2018. Riordan added the Economic Development Commission considered the EOA update at its meeting on November 1, 2018, and supported the findings contained in the EOA update. The Oregon Department of Land Conservation and Development (DLCD) reviewed the EOA and provided comments to the City on December 6, 2018, which the City has addressed. In addition, Riordan reported the Planning Commission held its hearing on February 4, 2019, and recommended the Council accept the EOA update and amend the Comprehensive Plan to add the EOA update as an Appendix to the Plan. In conclusion of the above-noted staff report, Riordan and Pohl advised staff is recommending Council consider adopting the proposed ordinance as outlined in Exhibit A, noting there is no fiscal impact to the City.

**Questions of Staff:**

Riordan addressed various Council inquiries pertaining to livable wages, agricultural employment sector and Forest Grove School District's student projections, noting staff would provide follow-up information. Mayor Truax commented on his advocacy to bring back a labor and employment training center to Forest Grove, noting the community was greatly impacted after the Worksource center closed in Forest Grove.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Ordinance No. 2019-01 for first reading.

VanderZanden read Ordinance No. 2019-01 by title for first reading.

**MOTION: Council President Johnston moved, seconded by Councilor Rippe, to adopt Ordinance No. 2019-01 Adopting an Update to City of Forest Grove 2009 Economic Opportunities Analysis and Amending Forest Grove Comprehensive Plan; File No. 311-18-000044-PLNG.**

**Public Hearing Opened:**

Mayor Truax opened the Public Hearing and explained hearing procedures.

**Written Testimony Received:**

No written testimony was received prior to the deadline of April 8, 2019, 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 Continued:**

Hearing no concerns from the Council, Mayor Truax continued the Public Hearing to Council meeting of April 22, 2019.

**7. RESOLUTION NO. 2019-13 ADOPTING CITY COUNCIL GOALS AND OBJECTIVES**

**Staff Report:**

VanderZanden presented the above-proposed resolution for Council consideration, noting at the Council Retreat on February 2, and Work Sessions held on February 11 and February 28, 2019, Council collectively concurred to remove five completed objectives and add four new objectives for an overall total of 21 Objectives for 2019-20. In addition, Council collectively concurred to amend the following three key goals

as noted below:

**EXISTING GOAL 1:**

Promote Safe, Livable, and Sustainable Neighborhoods and a Prosperous Dynamic, Green City

**PROPOSED GOAL 1:**

Provide Safe, Livable, and Sustainable Neighborhoods

**EXISTING GOAL 2:**

Promote a Prudent Financial Plan to Maintain Effective Service Levels of a Full-Service City

**PROPOSED GOAL 2:**

Manage an Effective Financial Plan to Provide Quality Service Levels

**EXISTING GOAL 3:**

Promote the Interests and Needs of Forest Grove in Local, State, and National Affairs

**PROPOSED GOAL 3:**

Advance the Interests of Forest Grove in Local, State, and National Affairs

VanderZanden reported subsequent to the February 28, 2019, work session, the following clarifications came to staff's attention for Council consideration:

- Objective 1.1: Replace "city land" with "Light and Power land". The solar study only covers Light and Power land, not City land.
- Objective 1.3: Remove "East Side Park" from 2020+. With the addition of the 2019 Action to have the Parks and Recreation Commission review an East Side Park, it was questioned whether this should remain as a 2020+ Action item.
- Objective 1.7: Change "Conduct annual severe rent burden meeting" to "Assure compliance with HB 4006 re: severe rent burden households". The intent is this would more accurately reflect the requirements of HB 4006, one of which is a public meeting.
- Objective 2.11: Add "CCI" to "PSAC" under the B/C column. CCI was discussed as potentially playing a role in the public outreach plan via an open house or ATM.

In conclusion of the above-noted staff report, VanderZanden advised staff is recommending Council consider adopting the proposed resolution as outlined in Exhibit A or as amended to include the above-noted clarifications, noting Exhibit A includes Department Assigned; Boards/Commissions; and Actions for each of the Objectives identified for Year 2019-20.

**Questions of Staff:**

Rippe suggested amending Objective 2.13 to read "Transportation Development Tax" instead of TDT, to which Council collectively concurred.

In addition, Council collectively concurred to amend Exhibit A to include the clarifications to Objectives 1.1; 1.3; 1.7 and 2.11 as noted above.

Hearing no further discussion from the Council, Mayor Truax asked for a motion to adopt Resolution No. 2019-13 as amended.

**MOTION: Council President Johnston moved, seconded by Councilor Rippe, to approve Resolution No. 2019-13 Adopting City Council Goals and Objectives and amending Exhibit A to include clarifications to Objectives 1.1; 1.3; 1.7 and 2.11.**

**Council Discussion:**

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

**ROLL CALL VOTE: AYES: Councilors Johnston, Rippe, Valfre, and Mayor Truax. NOES: None. ABSENT: Councilors Thompson, Uhing, and Wenzl.  
MOTION CARRIED 4-0.**

**8. RESOLUTION NO. 2019-14 ADOPTING CITY COUNCIL TEAM AGREEMENT AND REPEALING RESOLUTION NO. 2018-37**

**Staff Report:**

Mayor Truax presented the above-proposed resolution for Council consideration, noting at the Council Retreat on February 2, and Work Sessions held on February 11 and February 28, 2019, Council collectively concurred to amend its Council Team Agreement as outlined in Exhibit A.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2019-14.

**MOTION: Councilor Rippe moved, seconded by Councilor Valfre, to approve Resolution No. 2019-14 Adopting City Council Team Agreement and Repealing Resolution No. 2018-37.**

**Council Discussion:**

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

**ROLL CALL VOTE: AYES: Councilors Johnston, Rippe, Valfre, and Mayor Truax. NOES: None. ABSENT: Councilors Thompson, Uhing, and Wenzl.  
MOTION CARRIED 4-0.**

**9. RESOLUTION NO. 2019-15 AUTHORIZING EXECUTION OF A LABOR**

**AGREEMENT BETWEEN THE CITY OF FOREST GROVE AND FOREST GROVE POLICE ASSOCIATION EFFECTIVE JULY 1, 2018, AND EXPIRING JUNE 30, 2022**

**Staff Report:**

Camilli and Downey presented the above-proposed resolution for Council consideration, noting the proposed resolution is authorizing the City Manager to execute the labor agreement between the City and Forest Grove Police Association (FGPA), effective July 1, 2018 through June 30, 2022. Camilli reported staff met with FGPA and negotiated a new labor agreement, noting language modifications to the agreement include the following:

- Cost-of-living adjustments (COLA):

All classifications covered within the agreement on July 1 of each year of the contract as follows: two and three quarters percent (2.75%), two and one quarter percent (2.25%), two and three quarters percent (2.75%), and three percent (3.0%).

- Insurance:

Association members will move to Kaiser Copay Plan B effective January 1, 2020, at which time the City's premium contribution will increase from 93% to 95% for members enrolling in the Kaiser medical plan. This is the same contribution rate as the Regence Blue Cross medical plan.

- VEBA:

A service recognition/longevity program for sworn officers was created that provides monetary credits per year of service (\$500 per year through 5 years; \$1,000 per year for 6 – through 10 years) that will be paid in a lump sum by the City into the employee's VEBA account upon completion of 10 years of service. The credits are forfeited if the employee leaves the City's employment before they reach 10 years of service. Thereafter, \$1,000 will be contributed to the employee's VEBA account for each year of service on the employee's anniversary date. The program also provides for an additional 40 hours of vacation leave to be deposited in an employee's vacation leave bank when they achieve 5 years of service.

- Hours Work:

A shift cap, or maximum time an employee can stay on the graveyard shift, of 24 months for patrol officers and 12 months for patrol sergeants was implemented. Employees working the majority of their shift on a recognized City holiday in which time off has been restricted by the PD administration will receive overtime for all hours of their regular shift.

- Term:

Extends the term of the labor agreement for four years, expiring June 30, 2022.

In conclusion of the above-noted staff report, Camilli advised staff is recommending Council consider adopting the proposed resolution as outlined in Exhibit A, noting the costs to implement the labor agreement are within the parameters set by Council and are within the five-year fiscal plan.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt

Resolution No. 2019-15.

VanderZanden read Resolution No. 2019-15 by title.

**MOTION:** Councilor Valfre moved, seconded by Councilor Rippe, to adopt Resolution No. 2019-15 Authorizing Execution of a Labor Agreement Between the City of Forest Grove and Forest Grove Police Association (FGPA), Effective July 1, 2018 and Expiring June 30, 2022.

**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, Valfre, and Mayor Truax. NOES: None. ABSENT: Councilors Thompson, Uhing, and Wenzl. MOTION CARRIED 4-0.**

10. **RESOLUTION NO. 2019-16 AUTHORIZING IMPLEMENTATION OF THE RESIDENTIAL HIGH-EFFICIENCY TOILET REBATE PROGRAM FOR WATER CONSERVATION AND ESTABLISHING THE PROGRAM REQUIREMENTS**

**Staff Report:**

Robertson presented the above-proposed resolution for Council consideration, noting the proposed resolution is authorizing implementation of a Residential High-Efficiency Toilet (HET) Rebate Program for tenants and property owners within the City's service area. Robertson reported the program was identified as Council Goal 1.1, Implement Conservation Measures, noting the Sustainability Commission has endorsed the program. Robertson reported the HET rebate is \$75 and is limited to two rebates, which requires proof-of-purchase and subject to on-site inspection, noting the program is based on extensive research with other municipalities. In conclusion of the above-noted staff report, Robertson advised staff is recommending Council consider adopting the proposed resolution as outlined in Exhibit A, noting the program will be effective July 1, 2019, and staff is requesting initial funding of \$10,000 from the Water Fund as part of Fiscal Year 2019-20 budget and is recommending the program be budgeted annually thereafter.

**Questions of Staff:**

In response to Rippe's inquiry pertaining to program requirements, Robertson clarified the program does not require a licensed installer.

In response to Valfre's concern of ensuring residents are treated equally for on-site inspections, Robertson explained the program requires on-site inspection prior to approval, noting staff will ensure everyone is treated equally. In addition, Robertson noted staff will provide information for properly disposing of old fixtures.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2019-16.

VanderZanden read Resolution No. 2019-16 by title.

**MOTION: Council President Johnston moved, seconded by Councilor Valfre, to adopt Resolution No. 2019-16 Authorizing Implementation of the Residential High-Efficiency Toilet Rebate Program for Water Conservation and Establishing the Program Requirements.**

**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, Valfre, and Mayor Truax. NOES: None. ABSENT: Councilors Thompson, Uhing, and Wenzl. MOTION CARRIED 4-0.**

**11. CITY COUNCIL COMMUNICATIONS:**

Council President Johnston reported attending the Chamber Auction. Johnston reported attending Forest Grove Rural Fire Protection District meeting. Johnston reported Public Arts Commission (PAC) is holding a retreat on April 13, 2019. In addition, Johnston reported on other meetings he attended, other related matters of interest and upcoming meetings he was planning to attend.

Rippe reported attending Economic Development Commission (EDC) meetings, noting EDC held two meetings to conduct a SWOT analysis for its strategic plan. Rippe reported Public Safety Advisory Commission did not have a quorum at its March meeting, noting two members also resigned. In addition, Rippe reported on other meetings he attended, other related matters of interest and upcoming meetings he was planning to attend.

Thompson was absent.

Uhing was absent.

Valfre reported attending the Library Commission's (LC) retreat, noting the LC updated its goals. Valfre reported he was a guest speaker at the Cornelius Public Library's Grand Opening. In addition, Valfre reported on other meetings he attended, other related matters of interest and upcoming meetings he was planning to attend.

Wenzl was absent.

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

VanderZanden reported on upcoming meetings and events as noted in the Council calendar, noting an Informational Budget Committee Meeting will be held April 11, 2019.

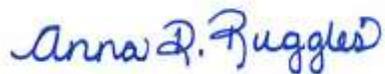
**13. MAYOR'S REPORT:**

Mayor Truax announced dates of various upcoming activities, events and meetings as noted in the Council Calendar. Mayor Truax reported attending League of Oregon Cities Board Meeting. Mayor Truax reported he plans to attend the Governor's Tourism Conference, on behalf of the Washington County Visitors Association Board of Directors, which will be held April 14-16, 2019, in Salem. Mayor Truax reported he has been asked to make a presentation on Metro's Regional Affordable Housing Measure at the National League of Cities Summit, which will be held November 20-23, 2019, in San Antonio, Texas. In addition, Mayor Truax reported on various legislation and local, regional, Metro, and Washington County-related meetings he attended and upcoming community-related events and meetings he was planning to attend.

**14. ADJOURNMENT:**

Mayor Truax adjourned the regular Council meeting at 9:21 p.m.

Respectfully submitted,



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Anna D. Ruggles, CMC, City Recorder