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City Council Regular Meeting Minutes **Tuesday, November 12, 2019**
7:00 p.m., Community Auditorium

***Minutes are unofficial until approved by Council.
Council approved minutes as presented November 25, 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: Timothy Rippe; Ronald Thompson; Elena Uhing; Adolph “Val” Valfre; Malynda Wenzl; and Mayor Peter Truax. **COUNCIL VACANCY:** 1.

STAFF PRESENT: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Bryan Pohl, Community Development Director; J. F. Schutz, Police Chief; Michael Hall, Police Caption; Matthew Smith, Police Captain; Colleen Winters, Library Director (in the audience); and Anna Ruggles, City Recorder.

1. A. PROCLAMATION:

National Hunger and Homelessness Awareness Week
Mayor Truax proclaimed November 16-24, 2019, as “National Hunger and Homelessness Awareness Week” in Forest Grove. Celeste Goulding, United Church of Christ Program Coordinator, accepted the 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. Approve City Council Work Session (Vision and Values, Sara Wilson, SSW Consulting, Facilitator) Meeting Minutes of October 14, 2019.
- B. Approve City Council Joint Work Session (Cornelius City Council and Forest Grove School District Board of Directors) Meeting Minutes of October 28, 2019.
- C. Approve City Council Regular Meeting Minutes of October 28, 2019.

- D. Accept Historic Landmarks Board Meeting Minutes of September 24, 2019.
- E. Community Development Department Monthly Building Activity Informational Report for October 2019.

MOTION: Councilor Uhing moved, seconded by Councilor Valfre, to approve the Consent Agenda as presented. COUNCIL VACANCY: 1. MOTION CARRIED 6-0 by voice vote.

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

5. **PRESENTATIONS:**

5. A. 2019 Homeless Assessment Report

Annette Evans, Homeless Program Manager, Washington County Department of Housing Services Chair, Housing and Supportive Services Network, presented a PowerPoint presentation titled: "A Road Home: 2019 Homeless Assessment Report", noting the report guides efforts to prevent and end homelessness in Washington County. In addition, Evans reported on the work of their community partners and the complexity as it relates to gaps and challenges in meeting the needs of an extremely vulnerable and diverse population and recapped year-to-date data and key initiatives going forward.

5. B. Community Connection Workgroup

Brian Schimmel, Community Connection, presented a PowerPoint presentation overview pertaining to the strategies, priorities and next steps of the Western Washington County Community Connection Workgroup, noting the workgroup was able to build a mobile shower trailer, which was paid for by private donations and grants.

5. C. Winters Shelter Forest Grove and Cornelius

Celeste Goulding, Shelter and Services Director, presented a PowerPoint presentation overview pertaining to the Forest Grove and Cornelius Winter Shelter Program, noting the Forest Grove shelter at United Church of Christ will be open Monday/Tuesday and the Cornelius shelter at Emanuel Lutheran Church will be open Wednesday/Thursday, November 18 to March 26, 2020.

6. **CONTINUE PUBLIC HEARING AND SECOND READING OF ORDINANCE NO. 2019-13 AUTHORIZING TO RENAME A ROADWAY SEGMENT FROM 15TH AVENUE TO 15TH PLACE; APPLICANT: CITY OF FOREST GROVE; FILE NO. 311-19-000024-PLNG**

The first reading of Ordinance No. 2019-13 by title occurred at the Council meeting of October 28, 2019. Mayor Truax referenced the following two motions on the floor that were made at the Council meeting of October 28, 2019.

MOTION 1: Councilor Wenzl moved, seconded by Councilor Thompson, to adopt Ordinance No. 2019-13 Authorizing to Rename a Roadway Segment from 15th Avenue to 15th Place; Applicant: City of Forest Grove; File No. 311-19-000024-PLNG.

MOTION 2: Councilor Wenzl moved, seconded by Councilor Valfre, to direct staff to proceed with the reassignment of 1510 Crescent Drive to a 15th Place address.

Staff Report:

Pohl presented the above-proposed ordinance for second reading, noting staff received additional testimony, which is noted below, and had nothing further to report.

Public Hearing Continue:

Mayor Truax continued the Public Hearing from the meeting of the October 28, 2019, and explained hearing procedures.

Written Testimony Received:

Robert and Kristina McMahon, 1510 Crescent Drive, Forest Grove, submitted additional written testimony, dated November 5, 2019, asking to accept their earlier letter opposing reassignment of their property to a 15th Place address.

No other written testimony was received.

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 Motion 1:

Hearing no concerns from the Council, Mayor Truax asked for a roll call vote on motion made at the meeting of October 28, 2019.

VanderZanden read Ordinance No. 2019-13 by title for second reading.

ROLL CALL VOTE: AYES: Councilors Rippe, Thompson, Uhing, Valfre, Wenzl, and Mayor Truax. NOES: None. COUNCIL VACANCY: 1. MOTION CARRIED 6-0.

Questions of Staff Motion 2:

In response to concerns pertaining to the proposed address change for 1510 Crescent Drive, Pohl advised it is in the City's best interest that this property be included and that it be given a new address number, noting the new address will be reassigned at a later date as a Type I review. Pohl outlined the City's procedures for naming street addresses and the renaming of streets, noting the ORS authorizes adopting an ordinance for the renaming of a street, noting the only criterion to rename a street is that it be in the "best interest of the city". In addition, Pohl advised the Council has an option of extending the effective date from 30 days to another date certain if they so desire.

Council Discussion Motion 2:

Wenzl empathized with the homeowner; however, she affirmed the inconvenience should not be the reason for an exception. Wenzl asked for clarification of the associated costs, because she moved recently and she was unaware of any costs associated with an address change.

Rippe stated that it was unfair to minimize the homeowner's hardship as merely an inconvenience, noting costs could be significant because the homeowner is not moving to a different location, instead the homeowner will likely have to change the address on all legally recorded documents, such as titles, deeds, insurance, legal papers, trusts, etc., and that process could be a very costly hardship.

In response to Uhing's concern if there was a city policy in place to prevent similar changes, Pohl noted the discrepancy occurred before the City's process existed and it is unknown why it occurred when the properties were originally platted.

Mayor Truax referenced the staff report, noting the decision was initiated by Washington County Consolidated Communications and Washington County Cartography who notified the City that the discrepancy between the official record and perceived address could delay emergency responders as well as mapping providers needing to have a shared understanding of the official address for every property in order to prevent delays for emergency responders as well as U. S. Postal Service, etc.

Hearing no further concerns from the Council, Mayor Truax asked for a roll call vote on Motion 2 made at the meeting of October 28, 2019.

ROLL CALL VOTE: AYES: Councilors Rippe, Thompson, Valfre, Wenzl, and Mayor Truax. NOES: Councilor Uhing. COUNCIL VACANCY: 1. MOTION CARRIED 5-1.

7. RESOLUTION NO. 2019-57 AUTHORIZING CITY MANAGER TO EXECUTE AN

INTERGOVERNMENTAL AGREEMENT BETWEEN WASHINGTON COUNTY AND CITY OF FOREST GROVE RELATING TO CONTRACT LAW ENFORCEMENT SERVICES

Staff Report:

Hall, Smith, Police Chief Schutz and Downey presented the above-proposed resolution for Council consideration, noting the proposed resolution is authorizing the City Manager to execute a finalized Intergovernmental Agreement (IGA) with Washington County to provide law enforcement services in Forest Grove, between the hours of 3:00 a.m. to 7:00 a.m., seven days a week, for the duration of November 17, 2019, to June 30, 2020. Police Chief Schutz reported the Forest Grove Police Department is currently experiencing a staff shortage of deployable officers due to officers who are injured, on leave, and in training or at the police academy. In addition, the current number of deployable officers necessitates the operational need to transition to a two shift, ten-hour schedule (day shift 0700 to 1700 and swing shift 1700 to 0300). This new schedule will allow the department to accommodate time off, illness, or potential new injuries while allowing basic operations to continue and function with a minimum of 12 officers. If the department falls below 12 operational officers, other options will have to be explored. Downey outlined the provisions of the IGA, noting the estimated cost for one certified deputy is billed at \$91.25 per hour for a four-hour overtime shift daily during the duration of IGA. The deputy will be responsible for providing a police presence and answering primarily Priority 1 and Priority 2 calls between the hours of 0300-0700. In conclusion of the above-noted staff report, Chief Schutz and Downey advised staff is recommending Council authorize the City Manager to execute the finalized IGA, notwithstanding substantial changes to the IGA, as outlined in the draft Exhibit A, noting a contingency transfer of up to \$85,000 in the General Fund is anticipated if expenses are exceeded for the duration of the proposed IGA.

Questions of Staff:

In response to concerns pertaining to the 10-hour shift change, Chief Schutz advised the department will stay on 10-hour shifts through June 30, 2020. In response to the deputy's vehicle, Chief Schutz confirmed the deputy would be riding in a county issued vehicle. Staff added it is not uncommon for the county to provide coverage under the existing mutual aid agreement and the deputies will be familiar to the community, noting the four-hour shift in the early morning is the least active time of day.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2019-57.

VanderZanden read Resolution No. 2019-57 by title.

MOTION: Councilor Wenzl moved, seconded by Councilor Valfre, to adopt

Resolution No. 2019-57 Authorizing City Manager to Execute an Intergovernmental Agreement between Washington County and City of Forest Grove relating to Contract Law Enforcement Services.

Council Discussion:

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

ROLL CALL VOTE: AYES: Councilors Rippe, Thompson, Uhing, Valfre, Wenzl, and Mayor Truax. NOES: None. COUNCIL VACANCY: 1. MOTION CARRIED 6-0.

8. REVIEW APPLICATIONS AND MOTION TO APPROVE STUDENT MEMBERS TO ATTEND NATIONAL LEAGUE OF CITIES CONGRESSIONAL CITY CONFERENCE IN MARCH, 2020

Downey presented the above-noted staff report, noting the City has budgeted for two Boards/Commissions (B/C) appointed student members to attend the National League of Cities Annual Conference held in March of each year in Washington, D. C. The following B/C appointed student members have applied and have obtained recommendation from their respective B/C:

- *Declan Lynch, Community Forestry Commission*
- *Johanna Peeters Weem, Sustainability Commission*
- *Ashley Terry, Committee for Community Involvement*

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the Youth Involvement Program guidelines and essays submitted, which resulted in the following motion:

MOTION: Councilor Wenzl moved to approve Johanna Peeters Weem and Ashley Terry as the two B/C appointed student members to attend the NLC. MOTION FAILED due to it was not seconded.

After further discussion, the following motion was made:

MOTION 1: Councilor Rippe moved, seconded by Councilor Wenzl, to approve two B/C appointed student members to attend the NLC.

Council Discussion:

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

VOICE VOTE 1: AYES: Councilors Rippe, Thompson, Uhing, Valfre, Wenzl, and Mayor Truax. NOES: None. COUNCIL VACANCY: 1. MOTION CARRIED 6-0 by

voice vote.

MOTION 2: Councilor Rippe moved, seconded by Councilor Valfre, to approve Declan Lynch and Ashley Terry as the two B/C appointed student members to attend the NLC.

Council Discussion:

Mayor Truax provided insight of the purpose of the student involvement program and nexus that occurs when three students attend the NLC. At the conclusion of the discussion, Ruggles advised that Council could reconsider the motion on the floor that has already passed and make a new motion to amend it and re-vote, to which Council collectively concurred to reconsider the motion on the floor that already passed and annul the second motion on the floor.

MOTION 3: Councilor Rippe moved, seconded by Councilor Thompson, to approve sending three B/C appointed student members to attend the NLC.

Council Discussion:

Wenzl noted she would like Council to consider having a discussion regarding a Youth Advisory Committee.

Valfre noted he would like Council to establish a policy for the selection process.

Hearing no further concerns from the Council, Mayor Truax asked for a voice vote on the above motion, which is reconsidering Motion 1 and annulling Motion 2.

VOICE VOTE MOTION 3: AYES: Councilors Rippe, Thompson, Uhing, Valfre, Wenzl, and Mayor Truax. NOES: None. COUNCIL VACANCY: 1. MOTION CARRIED 6-0 by voice vote.

9. CITY COUNCIL COMMUNICATIONS:

Rippe reported on Economic Development Commission (EDC) meeting, noting three businesses spoke about the benefits of the Oregon Main Street Program. In addition, Rippe reported on community-related events he attended and upcoming meetings he was planning to attend.

Thompson reported on community-related events he attended and upcoming meetings he was planning to attend. In addition, Thompson provided insight of the Ride Connection/GroveLink east side loop.

Uhing reported on community-related events she attended and upcoming meetings she was planning to attend.

Valfre reported on community-related events he attended, other regional meetings he

attended and upcoming meetings he was planning to attend. In addition, Valfre reported he is attending National League of Cities' City Summit Conference in San Antonio, Texas (November 20-23, 2019).

Wenzl outlining the proposed format for the Annual Town Meeting (ATM), noting the ATM will focus on the proposed Police Station and will be held on January 25, 2020, in the Community Auditorium. Wenzl reported on a student focus group, who she is facilitating through her work, regarding public transportation for the east side loop and identifying funding opportunities. In addition, Wenzl reported on other community-related activities and upcoming meetings she was planning to attend.

10. City Manager's Report:

VanderZanden reported on upcoming meetings and events as noted in the Council calendar. VanderZanden referenced a draft summary of the Vision/Values, which was attached with the Council Work Session Meeting Minutes of October 14, 2019. In addition, VanderZanden referenced the City Manager's Report to Council, which outlined various upcoming meetings and updates on department-related activities and projects, including Administrative Services; Community Development; Economic Development; Engineering/Public Works; Fire; Library; Light and Power; Parks and Recreation and Police.

11. 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 and events he was planning to attend.

12. ADJOURNMENT:

Mayor Truax adjourned the regular Council meeting at 9:52 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder