



*A place where families and businesses thrive.*

**Monday, February 10, 2020**  
**City Council Regular Meeting Minutes** **7:00 p.m., Community Auditorium**

***Minutes are unofficial until approved by Council.  
Council approved minutes as presented March 16, 2020.***

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

Mayor Peter Truax called the regular City Council meeting to order at 7:02 p.m. and led the Pledge of Allegiance.

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

**STAFF PRESENT:** Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Brian Pohl, Community Development Director; Dan Riordan, Senior Planner; Tom Gamble, Parks & Recreation Director; Michael Kinkade, Fire Chief (in the audience); Colleen Winters, Library Director (in the audience); and Beverly Maughan, Executive Assistant to the City Manager. **STAFF ABSENT:** Anna Ruggles, City Recorder, excused.

**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 Subcommittee Work Sessions (B/C Interviews) Meeting Minutes of January 13, 2020.
- B. Approve City Council Regular Meeting Minutes of January 13, 2020.
- C. Accept Public Arts Commission Meeting Minutes of December 19, 2019.
- D. Community Development Department Monthly Building Activity Informational Report for January 2020.
- E. **RESOLUTION NO. 2020-19 MAKING REAPPOINTMENT/APPOINTMENTS TO PLANNING COMMISSION (Reappointing Dale Smith, Term Expiring December 31, 2023; APPOINTING JULIE DANKO, TERM EXPIRING DECEMBER 31, 2023, AND APPOINTING JOEL REDWINE, TERM EXPIRING DECEMBER 31, 2021).**

- F. RESOLUTION NO. 2020-20 MAKING REAPPOINTMENT TO SUSTAINABILITY COMMISSION (Reappointing Robin Lindsley, Term Expiring December 31, 2023).
- G. RESOLUTION NO. 2020-21 MAKING NEW APPOINTMENT TO COMMITTEE FOR COMMUNITY INVOLVEMENT (APPOINTING LOWELL GREATHOUSE, TERM EXPIRING JANUARY 31, 2024).
- H. RESOLUTION NO. 2020-22 MAKING NEW APPOINTMENT TO LIBRARY COMMISSION (APPOINTING SARAH (MORGAN) KNAPP, TERM EXPIRING DECEMBER 31, 2023).

**MOTION:** Councilor Valfre 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. *Downtown Parking Study (Parking Use and Turnover Results)*

Riordan and Pohl presented a PowerPoint presentation overview pertaining to the Downtown Parking Study Results, noting study focused on supply, demand and use of on-street parking spaces and spaces within city-owned parking lots and was conducted for the purpose of gaining a better understanding of parking operations within downtown areas, noting the study results were present to project stakeholders group for review and discussion on November 14, 2019. Riordan referenced a chart showing a total of 777 downtown public parking spaces, noting the study area included four subareas, 48 block faces and seven public parking lots. Riordan reported the subareas were primarily studied on Saturday, August 17 and Thursday, August 22, 2019, noting these study days were selected to provide a picture of parking demand during a typical weekday and busy weekend which featured an event downtown (Forest Grove Uncorked Festival) and while Pacific University was hosting an event. Riordan noted another study day while Pacific University is in session is being planned. In addition, Riordan referenced charts showing parking use and key observations during peak hours, noting the study suggests there is generally adequate parking supply within downtown areas to support activities; however, localized congestion is often apparent. In conclusion of the above-noted presentation, Riordan and Pohl addressed various Council inquiries and concerns pertaining to improving ADA off-street parking and identifying locations of ADA parking, improving designating vendor parking, issuing resident parking permits and Pacific University and business-shared parking usage agreements, noting the next step results point to a number of possible parking management measures, such as:

- Policy to guide longer-term parking demand toward the parking lots and on-street parking toward the edges of the downtown area.
- Such a policy could address parking needs for downtown employees, residents and parking needs during events. It was observed that vendors during the Saturday

event were using prime on-street parking spaces.

- Improve wayfinding signage to guide short- and long-term parking demand.
- Consider allowing longer timed on-street parking on weekend days.
- Policy for maximizing use of City-owned parking lots. Such a policy could include establishing time limits for some or all spaces or a permit system reserving some spaces for long-term needs, such as downtown employees and residents.

**6. RESOLUTION NO. 2020-23 ACCEPTING PARKS AND RECREATION SCHEMATIC DESIGN STUDY FOR A. T. SMITH PARK, STITES PARK, NORTH LINCOLN PARK AND THE AQUATIC CENTER WATER SPACE AND FACILITY NEEDS STUDY**

**Staff Report:**

Gamble presented the above-proposed resolution requesting to accept the Parks and Recreation Schematic Design Study for A. T. Smith Park, Stites Natural Park, North Lincoln Park and Aquatic Center Water Space Concept Design and Facility Needs Study (Exhibit A), noting the above-noted facilities were identified in the adopted 2016 Parks, Recreation and Open Space Master Plan. Additionally, the scope of work was expanded to include the Eastside Park, which also identified in the Master Plan; however, this project is still being explored and is not part of this study. Gamble introduced PLACE consultants, who were present and reported on the community engagement and design processes for all facilities, noting public input was the most critical element throughout the process in collecting data, comments and suggestions for all facilities and planning efforts. Gamble noted numerous public input engagement opportunities and stakeholders input sessions were held and over 500 comments and suggestions were received. In addition, Gamble introduced Paul Waterstreet, Parks and Recreation Commission (P&R) Chair, and Susan Taylor, P&R member, who were present in the audience, noting the P&R at its meeting on October 16, 2019, unanimously accepted the final schematic designs and recommended forwarding the findings for Council consideration. In conclusion of the above-noted staff report, Gamble advised staff is recommending Council approve the proposed resolution, as outlined in Exhibit A, noting the schematic designs are intended to be long-term planning documents and do not commit the City to funding or development of any of the facilities at this time.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-23.

VanderZanden read Resolution No. 2020-23 by title.

**MOTION: Councilor Wenzl moved, seconded by Councilor Rippe, to adopt Resolution No. 2020-23 Accepting Parks and Recreation Schematic Design Study for A.T. Smith Park, Stites Park, North Lincoln Park and the Aquatic Center Water Space and Facility Needs Study.**

**Council Discussion:**

In response to Rippe's inquiry pertaining to A. T. Smith Park, No. 9, Territorial Road, Gamble and consultant advised the road was identified as an old historic road and will remain on the site for future use.

In response to Valenzuela's inquiry pertaining to Adelante Mujeres role in Stites Park's community garden, Gamble advised the City has a memorandum of understanding agreement and maintains an ongoing relationship with the Forest Grove Community Garden Organization and Adelante Mujeres, noting the designs are intended to be long-term planning documents and do not commit the City to funding or development of any of the facilities at this time.

In response to Wenzl's inquiry pertaining to Eastside Park timeline, Gamble advised staff is currently exploring the feasibility and has identified key stakeholders, noting the process could take several months.

Mayor Truax commended the consultants and especially staff and P&R members for all their outstanding work and community engagement efforts.

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

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

**7. CITY COUNCIL COMMUNICATIONS:**

Rippe reported the Chamber requested a continuation of the discussion with the City regarding the Economic Development Commission's (EDC) roles and responsibilities, noting a meeting has been held with the Chamber. Rippe reported he attended the Chamber Board of Directors' Meeting, noting the Board discussed forming its own Business Development Committee. Rippe reported attending EDC's meeting, noting he shared Council's concerns and desire that EDC be reduced to nine members sometime in the future. In addition, EDC is refining its Strategic Plan step-by-step. Rippe briefed Council and asked that a letter be sent to State Representatives on behalf of the Council in support of a bill that would delegate speed setting authority to cities and counties for highways and locally-owned roads, to which Council collectively concurred that Mayor Truax would prepare the advocacy letter on behalf of the Council. In addition, Rippe reported attending other community-related events and meetings and reported on upcoming meetings he was planning to attend.

Thompson reported Community Forestry Commission (CFC) is commemorating National Arbor Day with an Annual Tree Planting Celebration on Tuesday, April 24, 2020, 10:00 a.m. at Thatcher Park. Mayor Truax reported the State Department of

Forestry congratulated the City for its 30-Year Anniversary as a Tree City USA (2019), noting the Oregon Department of Forestry will present a plaque to the City at a later date. In addition, Thompson reported on upcoming meetings he was planning to attend.

Uhing was absent.

Valenzuela reported attending Public Arts Commission's (PAC) retreat, noting PAC is developing its Strategic Plan, working on various events, changing Meet-The-Artist event to two times a year, and is working on an app to raise awareness. Valenzuela added PAC will be consulting with Council on professional development opportunities. In addition, Valenzuela reported other community-related events and meetings and reported on upcoming meetings she was planning to attend.

Valfre reported the next Library Commission (LC) meeting will be held on Wednesday, February 12 instead of Tuesday, February 11, 2020, noting LC is adjusting its schedule to better align with ongoing activities. Valfre reported he plans to attend the Boards & Commissions Annual Recognition Dinner on February 13, 2020; however, he will be leaving early due to meeting conflict later that evening. In addition, Valfre reported on other community-related matters of interest and events he will be attending and reported on upcoming meetings he was planning to attend.

Wenzl reported Committee for Community Involvement will be discussing the Annual Town Meeting at its next meeting. Wenzl reported she was unable to attend the Forest Grove Rural Fire Protection District meeting, noting she should be able to attend the March meeting. Wenzl reported the Invitation to Bid for Anna and Abby's Yard at Rogers Park was issued, noting the community partnerships and stakeholders has been outstanding. In addition, Wenzl reported on upcoming meetings she was planning to attend.

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

VanderZanden reported on upcoming meetings and events as noted in the Council calendar. VanderZanden reported the City advertised for proposals for Watershed Management and received one proposal from Trout Mountain Forestry, and the City is in the process of negotiating a new agreement for services, noting Trout Mountain is the City's current contractor. In addition, VanderZanden reported on various upcoming meetings and updates on department-related activities and projects.

**9. MAYOR'S REPORT:**

Mayor Truax announced dates of various upcoming activities, events and meetings as noted in the Council Calendar. Mayor Truax reported on various legislative-related matters and Metro's proposed measure to fund housing services. 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.

**Additional Funding Councilor Travel Expenditures:**

Mayor Truax requested that Council consider a proposed resolution approving additional funding to allow Councilor Rippe to attend the National League of Cities (NLC) Conference 2020 in Washington, D. C., which is held in March, noting Rippe was recently appointed to the NLC's Transportation and Infrastructure Services federal advocacy committee. Mayor Truax provided insight into the types of training that is regularly funded for travel throughout the year, noting the request is unexpected and the appointment was unplanned. In conclusion, Mayor Truax asked for Council consensus to bring back a proposed resolution for \$4,000 at the next regular Council meeting on February 24, 2020; otherwise, the Council FY2019-20 training and travel budget will be over expended.

Wenzl voiced support of the appointment; however, she had reservations of funding additional travel when the current travel budget has been expended and the request not vetted through the budget process, noting additional travel expenditures have been approved already in FY2019-20 budget. In response to Wenzl's inquiry if NLC provides any funding, Mayor Truax indicated NLC does not fund travel except perhaps for its own board of directors.

In response to Wenzl's inquiry pertaining to the purpose of Rippe's travel in March, Rippe indicated there are two key visits occurring during Capitol Hill Advocacy Day with congressional members, which are arranged by the League of Oregon Cities and the Transportation and Infrastructure Services federal advocacy committee. Rippe explained he did not know he was going to be appointed to the committee until January; otherwise, he would have budgeted his travel more carefully. Rippe added he has a meeting with Ride Connection so he can get a better idea of their transportation concept. In addition, Rippe referenced Council's Goal 3, which is to advocate at the state and national level, noting he is simply asking if staff can look if other funding is available.

Valfre voiced support of asking staff to look if other funding is available, noting it is very important that Rippe attend in March as it is an opportunity for the City to have a voice as well as the state. In addition, Valfre suggested reviewing and increasing the Council's training budget next fiscal year.

Thompson suggested using monies from the Watershed Fund to pay for travel expenditures, noting in his opinion the two are connected.

In response to various inquiries, VanderZanden advised an additional expenditure of \$4,000 would exceed Councilor Travel Expenditures budgeted for FY2019-20, noting the request would require a resolution transferring an appropriation from General Fund Contingency for FY2019-20. Downey concurred and advised General Fund

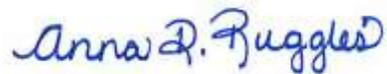
Contingency is for the purpose of unplanned events.

Hearing no further discussion from the Council, Mayor Truax asked staff to bring back a proposed resolution for \$4,000 from General Fund Contingency at the next regular Council meeting on February 24, 2020, for Council consideration.

**10. ADJOURNMENT:**

Mayor Truax adjourned the regular Council meeting at 8:45 p.m.

Respectfully submitted,



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Anna D. Ruggles, CMC, City Recorder