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CITY COUNCIL MEETING AGENDA

**MONDAY, APRIL 13, 2020
WEBEX MEETING COMMUNITY AUDITORIUM
1915 MAIN STREET**

NOTICE: VIDEO CONFERENCE MEETINGS & CHANNEL 30 LIVE

- 4:15 PM WORK SESSION (Council Candidate Interviews)**
- 6:00 PM SOLID WASTE CEP ADVISORY COMMITTEE (CEPC) SPECIAL MEETING**
- 7:00 PM CITY COUNCIL REGULAR MEETING**

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the City Council is limiting in-person contact and social distancing. **The City Council work session and meeting will be conducted remotely by video conferencing.** The public may attend and observe in the Community Auditorium as space allows (no more than 10 persons total at one time). No public hearings are scheduled. The Council encourages the public to observe the meetings through technology rather than in person. The Council work session and meeting will be televised live at 4:15 p.m. and the regular meeting at 7:00 p.m. by Tualatin Valley Community Television (TVCTV) Government Access Programming LIVE [Channel 30](#) and Live Streamed on: [YouTube Channel 30](#). Written comments on an item not on the Council Agenda, must be submitted by April 13, 2020, 3:00 p.m. via e-mail to: aruggles@forestgrove-or.gov.

PETER B. TRUAX, MAYOR

Malynda H. Wenzl, Council President
Timothy A. Rippe
Elena Uhing

Mariana Valenzuela
Adolph "Val" Valfre, Jr.
VACANCY

All regular meetings of the City Council are televised live and open to the public and persons are permitted to attend any meeting except as otherwise provided by ORS 192. The public may address the Council as follows:

Public Hearings are held on each matter required by state law or City policy. Anyone wishing to testify should sign in prior to the meeting. The presiding officer will review the complete hearing instructions prior to testimony. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Council, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Public Hearing testimony is limited to three minutes unless the presiding officer grants an extension. Written or oral testimony is heard prior to any Council action.

Citizen Communications: Anyone wishing to address the Council on an issue not on the agenda should sign in for Citizen Communications prior to the meeting. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Council, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Citizen Communications is limited to two minutes unless the presiding officer grants an extension.

The public may not address items on the agenda unless the item is a public hearing. Routinely, members of the public speak during Citizen Communications and Public Hearings. If you have questions about the agenda or have an issue that you would like to address to the Council, please contact the City Recorder, aruggles@forestgrove-or.gov, 503-992-3235.

City Council meetings are handicap accessible. Assistive Listening Devices (ALD) or qualified sign language interpreters are available for persons with impaired hearing or speech. For any special accommodations, please contact the City Recorder, aruggles@forestgrove-or.gov, 503-992-3235, at least 48 hours prior to the meeting.

Anna Ruggles, City Recorder
 Jesse VanderZanden, City
 Manager

4:15

WORK SESSION: COUNCIL CANDIDATE INTERVIEWS

The City Council will convene and be video conferencing remotely during the work session. The work session will be televised LIVE [Channel 30](#) and LIVE Streamed on [YouTube Channel 30](#). The public may attend and observe in the Community Auditorium as space allows (no more than 10 persons total at one time). The Council will take no formal action during the work session. The Council will reconvene in regular Council Meeting to conduct deliberations. *(Refer to separate meeting agenda and packet)*

Paul Downey, Administrative
 Services Director
 Bev Maughan, Executive Assistant
 Jesse VanderZanden, City
 Manager

6:00

SOLID WASTE COMMUNITY ENHANCEMENT PROGRAM ADVISORY COMMITTEE (CEPC) SPECIAL MEETING

The Solid Waste Community Enhancement Program Advisory Committee (CEPC) will convene and be video conferencing remotely during the meeting. *(Refer to separate meeting agenda and packet)*

7:00

1. **CITY COUNCIL REGULAR MEETING:** Call to Order and Roll Call. The City Council will convene and be video conferencing remotely during the regular Council meeting. (Refer to Page 5 Webex meeting instructions).

2. **CITIZEN COMMUNICATIONS:**
 Anyone wishing to speak to Council on an item not on the agenda may be heard at this time. *Please sign-in before the meeting on the Citizen Communications form posted in the foyer.* In the interest of time, please limit comments to two minutes. Written comments must be submitted by April 13, 2020, 3:00 p.m. via e-mail to: aruggles@forestgrove-or.gov. Thank you.

3. **CONSENT AGENDA:** See Page 4

4. **ADDITIONS/DELETIONS:**

5. **PRESENTATION REPORTS:**

Michael Kinkade, Fire Chief

7:10

5. A. • *Citywide COVID-19 Update*

Dan Riordan, Senior Planner

7:20

5. B. • *Community Forestry Commission (CFC) Annual Report*

PowerPoint Presentation
 Colleen Winters, Library Director

7:40

5. C. • *Library Commission Annual Report, Pamela Bailey, Chair*

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|---|-------------|--|
| Colleen Winters, Library Director
Jesse VanderZanden, City
Manager | 7:50 | 6. <u>RESOLUTION NO. 2020-33 ADOPTING CITY OF FOREST GROVE LIBRARY COMMISSION BYLAWS</u> |
| Paul Downey, Administrative
Services Director
Jesse VanderZanden, City
Manager | 7:55 | 7. <u>RESOLUTION NO. 2020-34 AUTHORIZING THE FISCAL YEAR 2019-20 EXPENDITURE OF COMMUNITY ENHANCEMENT FUNDS FOR ADDITIONAL GRANT FUNDS TO BE AWARDED FOR COVID-19 RELIEF ASSISTANCE UNDER ORS 294.481(B) AS A RESPONSE TO AN EMERGENCY</u> |
| Paul Downey, Administrative
Services Director
Jesse VanderZanden, City
Manager | 8:00 | 8. <u>RESOLUTION NO. 2020-35 APPOINTING CITY AUDITOR, FOR FISCAL YEAR JUNE 30, 2020</u> |
| Peter Truax, Mayor
Jesse VanderZanden, City
Manager | 8:05 | 9. <u>RESOLUTION NO. 2020-36 ADOPTING CITY COUNCIL GOALS AND OBJECTIVES 2020/2021 AND REPEALING RESOLUTION NO. 2019-13</u> |
| Peter Truax, Mayor
Jesse VanderZanden, City
Manager | 8:20 | 10. <u>RESOLUTION NO. 2020-37 ADOPTING CITY COUNCIL TEAM AGREEMENT AND REPEALING RESOLUTION NO. 2019-14</u> |
| Anna Ruggles, City Recorder
Jesse VanderZanden, City
Manager | 8:25 | 11. <u>CITY COUNCIL DELIBERATIONS ON SLATE OF CANDIDATES INTERVIEWED FOR CITY COUNCIL POSITION VACANCY, TERM EXPIRING NOVEMBER, 2022, AND APPOINTMENT CONSIDERATION:</u> <ol style="list-style-type: none">1. The ballots will be provided in Council Packet.2. Councilors will verbally submit to City Recorder individual ballots, assigning a 3 to the highest candidate, a 2 to the second candidate, and a 1 to the third candidate.3. Upon tallying scores, City Recorder shall announce names of top three candidates. Under ORS 192.650(1)(c), secret ballots are prohibited and ballots must identify the vote of each Councilmember. |
| City Councilors | 8:45 | 12. <u>CITY COUNCIL COMMUNICATIONS:</u> |
| Jesse VanderZanden, City
Manager | 8:55 | 13. <u>CITY MANAGER'S REPORT:</u> |
| Peter Truax, Mayor | 9:00 | 14. <u>MAYOR'S REPORT:</u> |
| | 9:05 | 15. <u>ADJOURNMENT:</u> |

3. **CONSENT AGENDA**: Items under the Consent Agenda are considered routine and will be 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 (Council Goals and Objectives Refinement and Council Team Agreement) Meeting Minutes of March 16, 2020.
 - B. Approve City Council Work Session (Succession Planning Employee Retirement) Meeting Minutes of March 16, 2020.
 - C. Approve City Council Regular Meeting Minutes of March 16, 2020.
 - D. Approve City Council Executive Session (Labor Negotiations) Meeting Minutes of March 16, 2020.
 - E. Accept Committee for Community Involvement Meeting Minutes of February 4, 2020.
 - F. Accept Community Forestry Commission Meeting Minutes of January 15, 2020.
 - G. Accept Economic Development Commission Meeting Minutes of January 9, and February 6, 2020.
 - H. Accept Sustainability Commission Meeting Minutes of January 23, 2020.
 - I. Community Development Department Monthly Building Activity Informational Report for March 2020.
 - J. **Proclamation Celebrating Arbor Month 2020 and Forest Grove's Designation as a 2019 Tree City USA®.**

INSTRUCTIONS FOR VIDEO CONFERENCING FOR CITY COUNCILORS AND CITY OFFICIALS:

The City will be using Cisco Webex Meetings to host the work sessions and regular meeting remotely for City Councilors and City Officials. The work sessions and meetings will be televised from the projector screen at the Community Auditorium LIVE by TVCTV on [Channel 30](#) and LIVE Streamed on [YouTube Channel 30](#).

- *Please ensure that Cisco Webex App has been downloaded to your iPad or electronic device. Your 9-digit number was provided separately.*
- *Please ensure that electronic device is fully charged and plugged-in if possible.*
- *Use headphones with a microphone if possible.*
- *Have a good internet connection.*
- *Be seated in an area that is quiet.*
- *If connection is lost, you can join the meeting again. The work sessions and meeting will continue as long as a quorum is present.*
- *If you do not have a good internet connection, please notify City Recorder for contingency plan instructions.*
- *You will be unable to view documents on your electronic while video conferencing. It is best to print a hardcopy or request a hardcopy be delivered to you by notifying the City Recorder.*

Instructions once the Meeting is Called to Order:

1. The Mayor will call the meeting to order at the time specified. City Councilors and city officials will join the meeting. Everyone will be able view the Mayor from the screen.
2. A city official will be hosting at the center of the room and projecting the video meeting on the large projector screen. Due to screen limitations, only the person speaking will be forefront.
3. Everyone will be muted with exception of the Mayor:
 - If a Councilor has a comment or question, raise your hand (staff will be scrolling the screen and be able to see everyone) and the Mayor will recognize you by name and you will be unmute and asked to speak.
 - Roll call votes will be taken.
4. The City Manager will be setup remotely. The City Manager will use this offsite location and call upon Department Directors by name to give the staff report and address questions/comments from the Council.