



*A place where families and businesses thrive.*

**Thursday, March 26, 2020**

**City Council Special Meeting Minutes** **7:00 p.m., Webex Community Auditorium**

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***Minutes are unofficial until approved by Council.  
Council approved minutes as presented April 13, 2020.***

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

Mayor Peter Truax called the special City Council meeting to order at 7:15 p.m. via Webex Video Conference.

**COVID-19:** Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the City Council limited in-person contact and social distancing. **The City Council conducted the Council meeting remotely by video conferencing.** The meeting was remotely video conferenced by Fire Chief Kinkade and televised live from the projector screen at the Community Auditorium by Tualatin Valley Community Television (TVCTV) Government Access Programming LIVE Channel 30.

**ROLL CALL: COUNCIL PRESENT ATTENDED BY WEBEX REMOTELY:** Timothy Rippe; Elena Uhing; Mariana Valenzuela; Adolph “Val” Valfre; Malynda Wenzl, Council President; and Mayor Peter Truax. **COUNCIL VACANCY:** 1.

**STAFF PRESENT ATTENDED BY WEBEX REMOTELY:** Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Brenda Camilli, Human Resources Manager; Tom Gamble, Parks and Recreation Director; Michael Kinkade, Fire Chief (in the Community Auditorium); Bryan Pohl, Community Development Director; Henry Reimann, Interim Police Chief; Eddie Littlefield, Power Services Manager; and Anna Ruggles, City Recorder.

**2. CITIZEN COMMUNICATIONS:** No oral public comments were taken.

**3. CONSENT AGENDA:** None.

**4. ADDITIONS/DELETIONS:**  
VanderZanden added Item 8. A. to the Council meeting agenda.

**5. PRESENTATIONS: COVID-19 (Coronavirus disease):**

**5. A State Update**

Fire Chief Kinkade gave an overview of the Oregon’s COVID-19 Situational Status. The Oregon Health Authority’s Report, dated March 23, 2020, was referenced in the

Council packet.

County Updates

Fire Chief Kinkade gave an overview of the Washington County's Emergency Operations Center Situation Report #16, dated March 23, 2020, which was referenced in the Council packet. In addition, Chief Kinkade gave an overview of the Forest Grove/Cornelius's Emergency Management Situation, noting he will continue to provide updates as they become available. In addition, Chief Kinkade addressed inquiries pertaining to certain businesses remaining open and/or violating the order, noting the department is focusing on education and not enforcing potential violations.

**5. A. 1. City Update**

VanderZanden gave an overview of the City's COVID-19 Situation Report, Emergency Management Communication, dated March 23, 2020, effective through March 29, 2020, which was referenced in the Council packet, noting all City public counters are closed to the public, i.e., City Hall is closed, Library is closed and Municipal Court is closed. City operations and business transactions will continue remotely. Most services, such as inspections, permits, plan reviews and public records requests are by appointment or available online. The City is providing updates continually as they become available on the City's Website, COVID-19 Topic, and is adhering to guidance from the health authorities. In addition, VanderZanden addressed inquiries pertaining to the City's Situation Report, noting the City is working on getting the report translated in Spanish.

**5. A. 2. COVID Leave Policy**

Camilli gave an overview of the City's COVID-19 Temporary Emergency Policy (Attachment A to the staff report), noting the policy was implemented in order to address the impact of the Coronavirus on employee leave and work conditions and the policy is only in effect during the time period covered by the COVID-19 Emergency Declaration issued by the City Council. Camilli summarized the policy as follows:

- COVID-19 paid leave for absences related to the COVID-19 virus that impacts employees coming to work equivalent to the number of hours that an employee is normally scheduled to work in a 2 week period (i.e. generally 80 hours for most employees); and the option to use accrued leave, donated leave or to borrow leave against future leave accruals if the employee has exhausted the COVID-19 leave.
- Guidance for when employees should stay home from work due to illness, as well as when they can return to work after being ill or caring for an ill family member.
- Options if an employee runs out of paid leave, including employee leave donation per current City policy, and option to temporarily borrow against future leave accruals for up to one week of paid time. Further needs will be evaluated by Human Resources.
- Teleworking/remote work policy and request form.

In addition, Camilli reported a temporary policy is forthcoming to incorporate any necessary Federal laws applying to paid leave provisions. VanderZanden commended Department Directors for doing a great job coordinating the provisions.

**5. A. 3. April Public Meetings**

VanderZanden reported all Boards and Commissions (B/C) meetings for the month of March are canceled. All B/C meetings for the month of April will likely be canceled as well, unless necessary, i.e., Planning Commission land uses hearings. The Budget Committee meetings will be rescheduled to May/June. In addition, VanderZanden reported the Community Enhancement Program Advisory Committee's Meeting on April 16, 2020, will be renamed to Community Impact Grant, Emergency COVID-19 Assistance Grant Application Presentations.

**5. A. 4. Police Prescription Drug Pick UP Program**

Interim Police Chief Reimann gave an overview of the Police Department's Prescription Drug Pick Up Program, noting police is delivering critical medication to vulnerable citizens during COVID-19 crisis, noting the program will be effective through April 28, 2020. Chief Reimann reported the program will be expanded to include other local pharmacies in Cornelius as well as Virginia Garcia Memorial Health Center. In addition, Chief Riemann addressed inquiries pertaining to social distancing violations, noting the department has received complaints and is focusing on education and not enforcing potential violations.

**5. A. 5. Parks Closure & Restrooms**

Gamble reported the Parks Department is keeping restrooms open and has closed some sports facilities, such as the skate park, outdoor sports courts and playground equipment. Gamble added the Aquatic Center is closed and personnel has been able to conduct much needed repairs during the closure that might allow the Aquatic Center to remain open the rest of the year. In addition, Gamble addressed inquiries pertaining to portable restrooms and handwashing cleaning stations at B Street Trail for use by people who are homeless, noting the County deployed the facilities, which are being serviced three times a week. Downey addressed inquiries pertaining to liability to the City by providing cleaning stations, noting the City has discretionary immunity in place. In addition, VanderZanden advised he will check if the City needs some form of agreement with the County.

**5. A. 6. Financial Update**

Downey reported employee timesheets are being modified with a Reporting Category for the purpose of tracking expenses associated with the City's response to COVID-19. Power and water shutoffs for non-payment are suspended through April 30, 2020. Budget Committee's meeting calendar will be updated. In addition, Downey provided an update of Stuntzner demolition, noting the area will be left as a grave lot for now. In addition, Downey addressed inquiries pertaining to the watershed, noting the timber harvest bid proposals will be published as planned but it will be a step-by-step

approach depending on the timber market.

6. **RESOLUTION NO. 2020-30 ESTABLISHING A CUSTOMER ASSISTANCE PROGRAM FOR WATER FOR CITY OF FOREST GROVE WATER UTILITY CUSTOMERS**

**Staff Report:**

Downey presented the above-proposed resolution for Council consideration, noting with the COVID-19 situation and the possible assistance that may be needed by customers impacted by the economic fallout, staff is proposing that the City implement a Customer Assistance Program for Water (CAPW) to provide bill paying assistance for qualified residential water customers with funding through June 30, 2020, noting the City will use the same guidelines and procedures as the City's Customer Assistance Program for Energy (CAPE). Downey reported for several years the City has been discussing whether to provide bill paying assistance for qualified low-income water customers similar to the CAPE, noting now is a good time for the City to consider implementing the program. In conclusion of the above-noted staff report, Downey advised staff is recommending Council consider approving the proposed resolution as outlined in Exhibit A, noting the resolution is approving to allocate up to \$20,000 in funding from the Water Fund in Fiscal Year 2019-20 for the CAPW.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-30.

VanderZanden read Resolution No. 2020-30 by title.

**MOTION: Councilor Uhing moved, seconded by Councilor Rippe, to adopt Resolution No. 2020-30 Establishing a Customer Assistance Program for Water for City of Forest Grove Water Utility Customers.**

**Council Discussion:**

In response to Uhing's inquiry pertaining to implementation, Downey advised the Customer Assistance Program for Water will be implemented as an ongoing program similar to the Customer Assistance Program for Energy.

In response to Rippe's inquiry pertaining to criteria, Downey advised the Customer Assistance Program for Water will have the same guidelines and procedures as the Customer Assistance Program for Energy.

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, Uhing, Valenzuela, Valfre, Wenzl,**

and Mayor Truax. NOES: None. COUNCIL VACANCY: 1. MOTION CARRIED 6-0.

7. **RESOLUTION NO. 2020-31 AMENDING THE CITY OF FOREST GROVE'S DECLARATION OF STATE OF EMERGENCY, EFFECTIVE MARCH 14, 2020, AT 1:00 P.M., TO BE EXTENDED AND REMAIN IN EFFECT UNTIL 8:00 P.M. ON APRIL 30, 2020, UNLESS SUPERSEDED SOONER; AMENDING RESOLUTION NO. 2020-29**

**Staff Report:**

Mayor Truax presented the above-proposed resolution for Council consideration, noting the resolution is extending the duration of the City's emergency declaration that went into effect March 14, 2020, through April 13, 2020, to remain in effect until 8:00 p.m. on April 30, 2020, unless superseded sooner.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-31.

VanderZanden read Resolution No. 2020-31 by title.

**MOTION:** Council President Wenzl moved, seconded by Councilor Valenzuela, to approve Resolution No. 2020-31 Amending the City of Forest Grove's Declaration of State of Emergency, Effective March 14, 2020, at 1:00 P.M., to be Extended and Remain in Effect until 8:00 P.M. on April 30, 2020, unless Superseded Sooner; Amending Resolution No. 2020-29.

**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 Rippe, Uhing, Valenzuela, Valfre, Wenzl, and Mayor Truax. NOES: None. COUNCIL VACANCY: 1. MOTION CARRIED 6-0.

8. A. **RESOLUTION NO. 2020-32 AUTHORIZING CITY OF FOREST GROVE URBAN RENEWAL AGENCY TO ESTABLISH AN EMERGENCY BUSINESS ASSISTANCE PROGRAM**

**Staff Report:**

Pohl presented the above-noted proposed resolution for Council consideration, noting the proposed resolution is delegating authority to the Urban Renewal Agency (URA) to establish an Emergency Business Assistance Program to offer emergency financial assistance to small businesses within the district to help pay their rent or mortgage in response to the COVID-19 (Coronavirus Disease). Pohl reported the URA Board met in an earlier meeting and approved creating the program, which would allow the URA

to award grants to qualifying businesses to pay their rent or mortgage for the month of April. Individual grants will be on a reimbursement basis and for up to a maximum of \$2,500 per business. Reimbursement will be awarded to the tenant. In conclusion of the above-noted staff report, Pohl advised staff is recommending Council consider approving the proposed resolution as outlined in Exhibit A, noting the program would be in effect during the City's declared state of emergency and while funds are available, with a total budget of no more than \$100,000.

Written Testimony Received:

Forest Grove/Cornelius Chamber of Commerce Executive Director Howard Sullivan submitted an e-mail dated March 26, 2020, 2:04 p.m., in support of the URA establishing an Emergency Business Assistance Program, noting the Chamber wholeheartedly supports any financial assistance the City can provide local business.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-32.

VanderZanden read Resolution No. 2020-32 by title.

**MOTION: Council President Wenzl moved, seconded by Councilor Uhing, to approve Resolution No. 2020-32 Authorizing the City of Forest Grove Urban Renewal Agency to Establish an Emergency Business Assistance Program.**

**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 Rippe, Uhing, Valenzuela, Valfre, Wenzl, and Mayor Truax. NOES: None. COUNCIL VACANCY: 1. MOTION CARRIED 6-0.**

**8. COUNCIL COMMUNICATIONS:**

Rippe reported Economic Development Commission, Public Safety Advisory Commission and Sister Cities Committee cancel their March and April meetings. Rippe gave an overview of the proposed Council Creek Regional Corridor (Hillsboro to Forest Grove) Memorandum of Understanding (MOU), noting the MOU would allow forming a work group. In addition, Rippe reported on other legislated-related matters of interest and reported on upcoming meetings he was planning to attend.

Uhing reported Sustainability Commission canceled its meeting in March.

Valenzuela reported Public Arts Commission canceled its meeting in March.

Valfre reported on library-related matters of interest and reported on upcoming

meetings he was planning to attend.

Wenzl reported Forest Grove School District has closed due to Coronavirus (COVID-19), noting the school district is supplementing education for students and providing meals and delivering meals. In response to inquiries pertaining to the school district opening its gyms for makeshift emergency medical needs for COVID-19, Wenzl advised the School District has an emergency response plan should a request be made by the appropriate authorities.

**9. MAYOR'S REPORT:**

Mayor Truax reported on the legislative-related matters. In addition, Mayor Truax encouraged everyone to submit their Census.

**9. A. Motion to Approve Submitting a Letter of Support on behalf of the City Council for the State of Oregon Governor's Executive Order Placing a Temporary Moratorium on Residential Evictions for Nonpayment**

Mayor Truax gave an overview of the temporary 90-day moratorium, noting the order protects residential tenants impacted by COVID-19.

**MOTION: Councilor Uhing moved, seconded by Councilor Valfre, to approve Submitting a Letter of Support on behalf of the City Council for the State of Oregon Governor's Executive Order Placing a Temporary Moratorium on Residential Evictions for Nonpayment.**

**Council Discussion:**

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

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

**10. ADJOURNMENT:**

Mayor Truax adjourned the special Council meeting at 8:44 p.m.

Respectfully submitted,



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Anna D. Ruggles, CMC, City Recorder