



*A place where families and businesses thrive.*

**CITY COUNCIL MEETING AGENDA**

**MONDAY, APRIL 27, 2020  
WEBEX MEETING COMMUNITY AUDITORIUM  
1915 MAIN STREET**

- 5:20 PM CITY COUNCILOR SWEARING-IN (Kristy Kottkey)**
- 5:30 PM URBAN RENEWAL AGENCY WORK SESSION (Draft URA 2020 Work Plan)**
- 6:00 PM URBAN RENEWAL AGENCY REGULAR MEETING**
- 6:30 PM SOLID WASTE CEP ADVISORY COMMITTEE (CEPC) REGULAR MEETING**
- 7:00 PM CITY COUNCIL REGULAR MEETING**
- 8:30 PM CITY COUNCIL WORK SESSION (Goal 7 Expand Recreation Opportunities)**

**NOTICE: VIDEO CONFERENCE MEETINGS & CHANNEL 30 LIVE**

**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 Council Work Sessions and Meetings 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). However, the Council encourages the public to observe the meetings through technology rather than in person. The meetings will be televised live 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 may be submitted by April 27, 2020, 3:00 p.m. via e-mail to: [aruggles@forestgrove-or.gov](mailto:aruggles@forestgrove-or.gov).

**PETER B. TRUAX, MAYOR**

**Malynda H. Wenzl, Council President**  
**Kristy L. Kottkey, Councilor**  
**Timothy A. Rippe, Councilor**

**Elena Uhing, Councilor**  
**Mariana Valenzuela, Councilor**  
**Adolph "Val" Valfre, Jr., Councilor**

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](mailto:aruggles@forestgrove-or.gov), 503-992-3235.

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](mailto:aruggles@forestgrove-or.gov), 503-992-3235, at least 48 hours prior to the meeting.

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Anna Ruggles, City Recorder	<b><u>5:20</u></b>	<b><u>CITY COUNCILOR SWEARING-IN:</u></b> City Councilor Kristy Kottkey, newly-appointed, will be sworn-in by video conferencing remotely.
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Bryan Pohl, Community Development Director Jesse VanderZanden, City Manager	<b><u>5:30</u></b>	<b><u>URBAN RENEWAL AGENCY WORK SESSION: DRAFT URA 2020 WORK PLAN</u></b> The Urban Renewal Agency (URA) Board of Directors will convene and be video conferencing remotely during the work session. <i>(Refer to separate meeting agenda and packet)</i>
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Bryan Pohl, Community Development Director Jesse VanderZanden, City Manager	<b><u>6:00</u></b>	<b><u>URBAN RENEWAL AGENCY MEETING:</u></b> The Urban Renewal Agency (URA) Board of Directors will convene and be video conferencing remotely during the meeting. <i>(Refer to separate meeting agenda and packet)</i>
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	<b><u>6:15</u></b>	<b><u>COUNCIL RECESS BREAK:</u></b>
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Paul Downey, Administrative Services Director Bev Maughan, Executive Assistant Jesse VanderZanden, City Manager	<b><u>6:30</u></b>	<b><u>SOLID WASTE COMMUNITY ENHANCEMENT PROGRAM ADVISORY COMMITTEE (CEPC) MEETING</u></b> The Solid Waste Community Enhancement Program Advisory Committee will convene and be video conferencing remotely during the meeting. <i>(Refer to separate meeting agenda and packet)</i>
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	<b><u>7:00</u></b>	<ol style="list-style-type: none"><li>1. <b><u>CITY COUNCIL REGULAR MEETING:</u></b> Call to Order and Roll Call. The City Council will convene and be video conferencing remotely during the Council meeting.</li><li>2. <b><u>CITIZEN COMMUNICATIONS:</u></b> Anyone wishing to speak to Council on an item <u>not on the agenda</u> may be heard at this time. <i>Please sign-in before the meeting on the Citizen Communications form posted in the foyer.</i> In the interest of time, please limit comments to two minutes. Written comments may be submitted by April 27, 2020, 3:00 p.m. via e-mail to: <a href="mailto:aruggles@forestgrove-or.gov">aruggles@forestgrove-or.gov</a>. Thank you.</li><li>3. <b><u>CONSENT AGENDA:</u></b> See Page 4</li><li>4. <b><u>ADDITIONS/DELETIONS:</u></b></li><li>5. <b><u>PRESENTATIONS:</u></b></li></ol>
Michael Kinkade, Fire Chief	7:10	5. A. <ul style="list-style-type: none"><li>• Citywide COVID-19 Update</li></ul>
Tom Gamble, Parks and Recreation Director	7:20	5. B. <ul style="list-style-type: none"><li>• Parks and Recreation Commission's Annual Report, Paul Waterstreet, Chair</li></ul>

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| Gregory Robertson, Public Works Director<br>Jesse VanderZanden, City Manager      | 7:30               | 6. <b><u>RESOLUTION NO. 2020-38 AUTHORIZING MAYOR TO ENDORSE COUNCIL CREEK REGIONAL CORRIDOR (HILLSBORO TO FOREST GROVE) WORKING GROUP CHARTER</u></b>  |
| Henry Reimann, Interim Police Chief<br>Jesse VanderZanden, City Manager           | 7:40               | 7. <b><u>RESOLUTION NO. 2020-39 AUTHORIZING CITY MANAGER TO EXECUTE MEMORANDA OF UNDERSTANDING (MOU) BETWEEN WASHINGTON COUNTY LAW ENFORCEMENT PROVIDERS COVID-19 RESPONSE</u></b>  |
| Paul Downey, Administrative Services Director<br>Jesse VanderZanden, City Manager | 7:50               | 8. <b><u>RESOLUTION NO. 2020-40 AUTHORIZING DELAY OF INCREASES TO CITY FEES AND RATES UNTIL OCTOBER 1, 2020</u></b>   |
| Peter Truax, Mayor  | 7:55               | 9. <b><u>RESOLUTION NO. 2020-41 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 MAY 11, 2020, UNLESS SUPERSEDED SOONER; AMENDING RESOLUTION NO. 2020-31</u></b> |
| City Councilors   | 8:05               | 10. <b><u>CITY COUNCIL COMMUNICATIONS:</u></b>  |
| Jesse VanderZanden, City Manager  | 8:15               | 11. <b><u>CITY MANAGER'S REPORT:</u></b>  |
| Peter Truax, Mayor  | 8:20               | 12. <b><u>MAYOR'S REPORT:</u></b>   |
|   | <b><u>8:25</u></b> | 13. <b><u>ADJOURNMENT:</u></b>  |
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| Tom Gamble, Parks and Recreation Director<br>Jesse VanderZanden, City Manager | <b><u>8:30</u></b> | <b><u>WORK SESSION: CITY COUNCIL GOAL 7 EXPAND RECREATION OPPORTUNITIES</u></b><br>The City Council will convene and be video conferencing remotely during the work session. The Council will take no formal action during the work session. |
|   | <b><u>9:15</u></b> | <b><u>ADJOURNMENT:</u></b>   |
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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 Special Meeting Minutes of March 26, 2020.
  - B. Approve City Council Work Session (City Council Candidate Interviews) Meeting Minutes of April 13, 2020.
  - C. Approve City Council Regular Meeting Minutes of April 13, 2020.
  - D. **Endorse Liquor License Renewal Applications for Year 2020:**
    - 1) My Place Tavern, Fill On-Premises Sales
  - E. **RESOLUTION NO. 2020-42 APPOINTING KRISTY LYNNE KOTTKEY TO FILL VACANCY ON FOREST GROVE CITY COUNCIL, APPOINTED TERM OF OFFICE EXPIRING NOVEMBER, 2022.**

## 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.