



*A place where families and businesses thrive.*

## CITY COUNCIL MEETING AGENDA

**MONDAY, MAY 11, 2020**  
**WEBEX COMMUNITY AUDITORIUM**  
**1915 MAIN STREET**

- 5:30 PM WORK SESSION (Police Station Update)**
- 6:00 PM URBAN RENEWAL AGENCY WORK SESSION (Site B)**
- 6:30 PM URBAN RENEWAL AGENCY MEETING**
- 7:00 PM CITY COUNCIL REGULAR MEETING**
- 9:00 PM URBAN RENEWAL AGENCY WORK SESSION (Business Assistance Program)**

### **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 at the start time, or shortly thereafter, 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 May 11, 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:

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Henry Reimann, Interim Police Chief Paul Downey, Administrative Services Director Jesse VanderZanden, City Manager	<b><u>5:30</u></b>	<b><u>WORK SESSION: POLICE STATION UPDATE</u></b> 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.
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Bryan Pohl, Community Development Director Paul Downey, Administrative Services Director Jesse VanderZanden, City Manager	<b><u>6:00</u></b>	<b><u>URBAN RENEWAL AGENCY WORK SESSION (Site B Proposal):</u></b> The Urban Renewal Agency (URA) Board of Directors will convene and be video conferencing remotely during the work session. The Board will take no formal action during the work session. <i>(Refer to separate meeting agenda and packet)</i>
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<b><u>6:30</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>6:45</u></b>	<b><u>RECESS BREAK</u></b>
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<b><u>7:00</u></b>	1.	<b><u>REGULAR MEETING:</u></b> Call to Order and Roll Call. The City Council will convene and be video conferencing remotely during the regular Council meeting. <b><u>AWARD PRESENTATIONS:</u></b>
Peter Truax, Mayor	7:05	1. A.     • <i>"If I Were Mayor" 2020 Student Contest Winners</i>
	7:10	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 May 11, 2020, 3:00 p.m. via e-mail to: <a href="mailto:aruggles@forestgrove-or.gov">aruggles@forestgrove-or.gov</a> . Thank you.
		3. <b><u>CONSENT AGENDA:</u></b> See Page 4
		4. <b><u>ADDITIONS/DELETIONS:</u></b>
		5. <b><u>PRESENTATIONS:</u></b>
Michael Kinkade, Fire Chief	7:20	5. A.     • <i>Citywide COVID-19 Update</i>
James Reitz, Senior Planner	7:30	5. B.     • <i>Historic Landmarks Board 2019 Annual Report and 2020 Work Plan, Holly Tsur, Chair</i>

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| James Reitz, Senior Planner<br>Bryan Pohl, Community<br>Development Director<br>Jesse VanderZanden, City Manager | 7:40               | 6. <b><u>PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2020-02 AMENDING FOREST GROVE CODE OF ORDINANCES, TITLE III (ADMINISTRATION), CHAPTER 35 (CITY ORGANIZATIONS), §35.065 THROUGH §35.070, RELATING TO AMENDING HISTORIC LANDMARKS BOARD BYLAWS</u></b>                        |
| James Reitz, Senior Planner<br>Bryan Pohl, Community<br>Development Director<br>Jesse VanderZanden, City Manager | 7:50               | 7. <b><u>RESOLUTION NO. 2020-43 AUTHORIZING CITY MANAGER TO SUBMIT THE FOREST GROVE DOWNTOWN HISTORIC DISTRICT NOMINATION TO THE STATE ADVISORY COMMITTEE ON HISTORIC PRESERVATION</u></b>   |
| Dan Riordan, Senior Planner<br>Bryan Pohl, Community<br>Development Director<br>Jesse VanderZanden, City Manager | 8:00               | 8. <b><u>RESOLUTION NO. 2020-44 SUPPORTING CITY REQUEST FOR GRANT FUNDING RELATED TO HB 2001 TO RESOLVE INFRASTRUCTURE FUNDING DEFICIENCIES IN THE WESTSIDE PLANNING AREA AND TO SUPPORT NEEDED HOUSING</u></b>  |
| Anna Ruggles, City Recorder<br>Peter Truax, Mayor  | 8:10               | 9. <b><u>RESOLUTION NO. 2019-45 ADOPTING CITY MANAGER PERFORMANCE REVIEW CRITERIA AND REPEALING RESOLUTION NO. 2019-21</u></b>   |
| Peter Truax, Mayor   | 8:20               | 10. <b><u>RESOLUTION NO. 2020-46 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 31, 2020, UNLESS SUPERSEDED SOONER; AMENDING RESOLUTION NO. 2020-41</u></b> |
| City Councilors  | 8:25               | 11. <b><u>CITY COUNCIL COMMUNICATIONS:</u></b>   |
| Jesse VanderZanden, City Manager   | 8:40               | 12. <b><u>CITY MANAGER'S REPORT:</u></b>   |
| Peter Truax, Mayor   | 8:45               | 13. <b><u>MAYOR'S REPORT:</u></b>  |
|  | <b><u>8:50</u></b> | 14. <b><u>ADJOURNMENT:</u></b>   |

Bryan Pohl, Community  
Development Director  
Paul Downey, Administrative  
Services Director  
Jesse VanderZanden, City Manager

**9:00**

**URBAN RENEWAL AGENCY WORK SESSION (Small Business Emergency Assistance Program):**

The Urban Renewal Agency (URA) Board of Directors will convene and be video conferencing remotely during the work session. The Board will take no formal action during the work session. *(Refer to separate meeting agenda and packet)*

**9:30**

**ADJOURNMENT:**

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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 Regular Meeting Minutes of April 27, 2020.
- B. **PROCLAMATION NATIONAL HISTORIC PRESERVATION MONTH MAY 2020.**
- C. **PROCLAMATION NATIONAL PUBLIC WORKS WEEK MAY 17 – 23, 2020.**

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## 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](#).

In order for Webex to work correctly, you must have a microphone and camera, both in working order. These are standard on laptops, iPads, iPhones and computers with a webcam. Use headphones with a microphone if possible. Be seated in an area that is quiet. It is best to print a hardcopy of your documents so you can view them as needed. If connection is lost, you can join the meeting again. Please join the meeting 5 minutes before start time on the agenda.

When it is time to join: Open Webex Meetings App: <https://www.webex.com/>

- Tap Join (do not select sign-in)
- Enter 9-digit number (which is provided separately)
- Enter your e-mail address (if first time joining)
- Tap Join (upper right hand corner)
- Once done presenting, please log-out.

You may also attend in the Community Auditorium, 1915 Main Street. Social distancing protocols (no more than 10 persons total at one time). We will have a separate laptop setup if attending in person. However, the Council encourages using technology rather than in person.

### 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.

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## URBAN RENEWAL AGENCY MEETING AGENDA

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WEBEX COMMUNITY AUDITORIUM  
1915 MAIN STREET

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- 6:30 PM URBAN RENEWAL AGENCY MEETING
- 9:00 PM URBAN RENEWAL AGENCY WORK SESSION (Business Assistance Program)

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### PETER B. TRUAX, DIRECTOR BOARD CHAIR

**Malynda H. Wenzl, Director Board President**

**Kristy L. Kottkey, Director**

**Timothy A. Rippe, Director**

**Elena Uhing, Director**

**Mariana Valenzuela, Director**

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Bryan Pohl, Community  
Development Director  
Paul Downey, Administrative  
Services Director  
Jesse VanderZanden, City Manager

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A. Approve Urban Renewal Agency Meeting Minutes of April 27, 2020.

4. **ADDITIONS/DELETIONS:**

5. **PRESENTATIONS:** None

Bryan Pohl, Community  
Development Director  
Jesse VanderZanden, City Manager

**6:35**      6. **URA RESOLUTION NO. 2020-04 ADOPTING URBAN RENEWAL AGENCY 2020 WORK PLAN**

**6:45**      7. **ADJOURNMENT:**

Bryan Pohl, Community  
Development Director  
Paul Downey, Administrative  
Services Director  
Jesse VanderZanden, City Manager

**9:00**      **URBAN RENEWAL AGENCY WORK SESSION (Business Emergency Assistance Program):**

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