

**CITY COUNCIL MONTHLY MEETING CALENDAR**

Apr-20							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
			Municipal Court - Canceled State of WC 6:30pm Rural Fire Board Mtg 6pm	1 2	URAC 10am - Canceled EDC Noon - Canceled	3 4	
5	Planning Comm 7pm - Canceled	6	CCI 5:30pm - Canceled	7	8	9 10 11	
12	<b>CITY COUNCIL WEBEX MEETINGS</b> LIVE Channel 30 & MACC TVCTV YouTube 4:15 PM - COUNCIL CANDIDATE INTERVIEWS 6:00 PM - SWCEPC MEETING 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	13	14	Municipal Court - Canceled P&R 7am - Canceled CFC 5:15pm - Canceled Library 6:30pm - Canceled	15	<b>SWCEPC MEETING</b> CEP Presentations 6:30 PM Comm Aud	16 17 18
19	Chamber Luncheon Planning Comm 7pm - Canceled	20	21	22	23	24 25	
26	<b>CITY COUNCIL WEBEX MEETINGS</b> 5:20 PM CITY COUNCILOR SWEARING-IN 5:30 PM - URA WORK SESSION (Work Plan) 6:00 PM - URA Meeting 6:30 PM - SWCEPC Meeting 7:00 PM - REGULAR COUNCIL MEETING 8:30 PM - COUNCIL WORK SESSION (Goal 7 Parks) COMMUNITY AUDITORIUM	27	28	29	30		
			HLB 6:30pm - Canceled		Informational Budget Committee Meeting 6:00 PM Comm Aud		

May-20							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
						1 2	
3	Planning Comm 7pm (TBD)	4	5	Municipal Court Sister Cities - Canceled Rural Fire Board Mtg 6pm	6	7	8 9
10	<b>CITY COUNCIL</b> 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	11	12	13	14	15 16	
17	Chamber Luncheon Planning Comm 7pm (TBD)	18	19	Municipal Court P&R 7am CFC 5:15pm (TBD) Library Comm 6:30pm (TBD)	20	21	22 23
24	<b>CITY OFFICES CLOSED</b>	25	<b>CITY COUNCIL</b> 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM HLB 6:30pm (TBD)	26	27	28	29 30
31				PSAC 7:30am - Canceled	Budget Committee 2nd Meeting 6:00 PM Comm Aud Sustainability 6pm - Canceled		

Jun-20							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	Council Candidate Election Packets Online City Elections Official Approval to Circulate Filing No Earlier 90 days (July 6, 2020) Filing No Later 120 days (August 25, 2020) <a href="https://www.forestgrove-or.gov/cr/page/elections">https://www.forestgrove-or.gov/cr/page/elections</a> Planning Comm 7pm	1	2	Municipal Court Sister Cities 4:45pm	3	4	5 6
7	<b>CITY COUNCIL</b> 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	8	9	10	11	12	13
14	Chamber Luncheon Planning Comm 7pm	15	16	Municipal Court P&R 7am CFC 5:15pm Library Comm 6:30pm	17	18	19 20
21	<b>CITY COUNCIL</b> 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	22	23	24	25	26	27
28		29	30		Sustainability 6pm		

Meeting dates/times may change or cancel without advanced notice: please confirm with meeting agendas.  
TBD=To Be Determined

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**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.

Anna Ruggles, City Recorder

**5:20**

**CITY COUNCILOR SWEARING-IN:**

City Councilor Kristy Kottkey, newly-appointed, will be sworn-in by video conferencing remotely.

Bryan Pohl, Community  
Development Director  
Jesse VanderZanden, City  
Manager

**5:30**

**URBAN RENEWAL AGENCY WORK SESSION: DRAFT URA 2020 WORK PLAN**

The Urban Renewal Agency (URA) Board of Directors will convene and be video conferencing remotely during the work session. *(Refer to separate meeting agenda and packet)*

Bryan Pohl, Community  
Development Director  
Jesse VanderZanden, City  
Manager

**6:00**

**URBAN RENEWAL AGENCY MEETING:**

The Urban Renewal Agency (URA) Board of Directors will convene and be video conferencing remotely during the meeting. *(Refer to separate meeting agenda and packet)*

**6:15**

**COUNCIL RECESS BREAK:**

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

**6:30**

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

The Solid Waste Community Enhancement Program Advisory Committee 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 Council meeting.

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 may be submitted by April 27, 2020, 3:00 p.m. via e-mail to: [aruggles@forestgrove-or.gov](mailto:aruggles@forestgrove-or.gov). Thank you.

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

4. **ADDITIONS/DELETIONS:**

5. **PRESENTATIONS:**

Michael Kinkade, Fire Chief

7:10

5. A. • *Citywide COVID-19 Update*

Tom Gamble, Parks and  
Recreation Director

7:20

5. B. • *Parks and Recreation Commission's Annual Report, Paul Waterstreet, Chair*

- |   |                    |   |
|---|--------------------|---|
| 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>  |
- 
- |   |                    |  |
|---|--------------------|--|
| 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>   |

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.

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Thursday, March 26, 2020

City Council Special Meeting Minutes

7:00 p.m., Webex Community Auditorium

**Minutes are unofficial until approved by Council.**

**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

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*A place where families and businesses thrive.*

**City Council Work Session Meeting Minutes  
City Council Candidate Interviews**

**Monday, April 13, 2019  
4:15 p.m., Webex Community Auditorium**

***Minutes are unofficial until approved by Council.***

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

Mayor Peter Truax called the Work Session to order at 4:15 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 work session remotely by video conferencing.** The work session was video conferenced by Fire Chief Kinkade and City Recorder Ruggles and televised from the projector screen at the Community Auditorium by Tualatin Valley Community Television (TVCTV) Government Access Programming LIVE Channel 30 and Live Streamed on MACC TVCTV YouTube Channel 30. The public was allowed to attend and observe in the Community Auditorium as space allowed (no more than 10 persons total at one time). The Council encouraged the public to observe the work session through technology rather than in person.

**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 (via Webex remotely); Michael Kinkade, Fire Chief (in the Community Auditorium); Colleen Winters (in the audience at the Community Auditorium); and Anna Ruggles, City Recorder (in the Community Auditorium).

**2. WORK SESSION: CITY COUNCIL CANDIDATE INTERVIEWS**

The purpose of the work session was to conduct the City Council Candidate Oral Interviews. The Council vacancy was created by the death of Ronald Thompson on February 12, 2020. Pursuant to City Charter, Section 32 and City Code, Section 2.075, Council must fill a vacancy by appointment by a majority of the remaining Councilmembers. The appointee holds office until the term of the office expires November, 2022. Ruggles reported at the close of business day, 5:00 p.m., March 27, 2020, six candidate application packets were received for the City Council position vacancy. Five Letters of Intent and Interest were certified by the City Recorder as

meeting eligibility and residency requirement. One candidate application packet was rejected (date/time-stamped late). A copy of the “City Council Candidate Interview Questions” was provided in advance to each candidate. The Candidates had the option to attend in person or by video conference, which no candidates attended in person. In the interest of fairness, candidates were asked to wait to login five minutes before their interview time slot. Once their interview was conducted, candidates were invited to remain on video conferencing muted or logout and observe the remaining interviews televised LIVE.

Candidate Interviews:

Mayor Truax welcomed each candidate and explained the interview process at the start of each interview. The candidates were given 20 minutes to provide an opening statement and answer one question from each Councilor for a total of six questions. Rippe asked Question 1; Valenzuela asked Question 2; Uhing asked Question 3; Valfre asked Question 4; Council President Wenzl asked Question 5 and Mayor Truax asked Question 6.

The Council conducted the following four oral Candidate interviews. One candidate withdrew as noted below.

Time:	Actual Start	Candidate Name:
<b>4:20 pm</b>	<b>4:25 pm</b>	<b>Christobal Mejia Jr.</b>
<b>4:40 pm</b>	<b>4:46 pm</b>	<b>Hugo Rojas Hernandez</b>
5:00 pm		Wolanda K. Groombridge, withdrew 04/13/20,12:04 p.m.
<b>5:20 pm</b>	<b>5:13 pm</b>	<b>Dawn O'Donnell-Hummel</b>
<b>5:40 pm</b>	<b>5:38 pm</b>	<b>Kristy Kottkey</b>

In conclusion of each interview, Mayor Truax reported the Council would deliberate on the slate of candidates and decide on the appointment either this evening or at the April 27, 2020, Council meeting.

Council took no formal action nor made any formal decisions during the above-noted work session.

3. **ADJOURNMENT:**

Mayor Truax adjourned the work session at 6:05 p.m.

Respectfully submitted,

---

Anna D. Ruggles, CMC, City Recorder

30



*A place where families and businesses thrive.*

Monday, April 13, 2020

City Council Regular Meeting Minutes

7:00 p.m., Webex Community Auditorium

***Minutes are unofficial until approved by Council.***

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

Mayor Peter Truax called the regular City Council meeting to order at 7:20 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 City Recorder Ruggles and televised live from the projector screen at the Community Auditorium by Tualatin Valley Community Television (TVCTV) Government Access Programming LIVE Channel 30 and Live Streamed on MACC TVCTV YouTube Channel 30. The public was allowed to attend and observe in the Community Auditorium as space allowed (no more than 10 persons total at one time). No public hearings are scheduled. The Council encouraged the public to observe the meetings through technology rather than in person.

**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 (Webex remotely); Paul Downey, Administrative Services Director (Webex remotely); Michael Kinkade, Fire Chief (in the Community Auditorium); Colleen Winters (in the audience in the Community Auditorium); and Anna Ruggles, City Recorder (in the Community Auditorium).

**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 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®.**

**MOTION:** Councilor Uhing moved, seconded by Councilor Valfre, to approve the Consent Agenda as presented. **ROLL CALL VOTE:** AYES: Councilors Rippe, Uhing, Valenzuela, Valfre, Wenzl, and Mayor Truax. NOES: None. **COUNCIL VACANCY: 1. MOTION CARRIED 6-0.**

4. **ADDITIONS/DELETIONS:** None.

5. **PRESENTATIONS:**

5. A. **COVID-19 (Coronavirus disease) Update**

Fire Chief Kinkade presented a PowerPoint presentation overview pertaining to COVID-19 Response Update, which was updated in the Council packet. Refer below to City Manager's Report for additional updates.

5. B. **Community Forestry Commission Annual Report**

Mark Nakijima, Community Forestry Commission (CFC) Chair, gave an overview of the CFC's draft 2019 Accomplishments, which was referenced in the Council packet, noting after the CFC has an opportunity to meet again the accomplishments will be further reviewed for formal acceptance and a final version will be filed with Council. In addition, Nakijima reported CFC intends to honor Councilor Ronald Thompson later this year in recognition of his many years of involvement and leadership advancing CFC's mission. Mayor Truax commended CFC for honoring Councilor Thompson for his many accomplishments.

5. C. Library Commission Annual Report

Pamela Bailey, Library Commission Chair, presented a PowerPoint presentation overview pertaining to the Library Commission's 2019 Accomplishments, which was referenced in the Council packet. The Forest Grove Library commemorated its 110<sup>th</sup> Anniversary in October, 2019.

6. **RESOLUTION NO. 2020-33 ADOPTING CITY OF FOREST GROVE LIBRARY COMMISSION BYLAWS**

**Staff Report:**

Winters presented the above-proposed resolution for Council consideration, noting Library Commission utilized the bylaw template to draft their proposed bylaws. Winters reported the Commission's bylaws were originally adopted in 1974, noting no significant changes from the original bylaws are proposed with the exception that the Commission is requesting to amend its membership to allow three members to reside outside of the city. The terms are also changing from two years to four years consistent with the Council Rules. In conclusion of the above-noted staff report, Winters advised staff is recommending Council consider approving the proposed resolution as outlined in Exhibit A, noting the Commission approved the bylaws at their meeting on January 14, 2020.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-33.

VanderZanden read Resolution No. 2020-33 by title.

**MOTION: Council President Wenzl moved, seconded by Councilor Valfre, to approve Resolution No. 2020-33 Adopting City of Forest Grove Library Commission Bylaws.**

**Council Discussion:**

Rippe voiced concern the Commission is composed of seven members and one student voting member, noting the Council Rules allows up to nine voting members so that B/C are not even numbered. Winters explained the Commission did not discuss increasing its membership or took into consideration that the student member was now a voting member; however, she would bring the concern to the Commission's attention. VanderZanden explained the majority for an 8-member board requires five votes in favor to pass, i.e., a tied vote of 4-4 would fail. In addition, Rippe voiced concern the Commission was proposing to hold at least 10 meetings a year, noting the Commission could set their meeting schedule accordingly without amending the Council Rules, which requires B/C to hold a minimum of four meetings a year.

VanderZanden concurred that pursuant to Council Rules, B/C are required to adopt a meeting schedule in January of each year, which allows flexibility to meet more frequently if established by the B/C's meeting schedule. After roundtable discussion, the following motion to amend was made to retain the existing language in the Council Rules.

**MOTION TO AMEND: Councilor Rippe moved, seconded by Councilor Wenzl, to amend Resolution No. 2020-33, § 6. 1. (a) to read: ...the B/C shall hold meetings no less than four times a year.**

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

**ROLL CALL VOTE: AYES: Councilors Valfre, Rippe, Valenzuela, Valfre, and Wenzl. NOES: Mayor Truax. COUNCIL VACANCY: 1. MOTION CARRIED 5-1.**

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

**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. 2020-34 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**

**Staff Report:**

Downey presented the above-proposed resolution for Council consideration, noting the resolution is authorizing the expenditure of unappropriated Community Enhancement Funds to provide additional grant funds for emergency relief assistance to vulnerable populations due to COVID-19. Downey reported the Community Enhancement Program Advisory Committee (CEPC) would like to expend \$25,000 of available funds, which cannot be expended within a fiscal year unless in an emergency per the ORS. 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 expenditure will reduce the Fiscal Year 2020-21 available CEP funding by \$6,250.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-34.

VanderZanden read Resolution No. 2020-34 by title.

**MOTION:** Councilor Rippe moved, seconded by Councilor Valfre, to approve 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.

**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. **RESOLUTION NO. 2020-35 APPOINTING CITY AUDITOR, FOR FISCAL YEAR JUNE 30, 2020**

**Staff Report:**

Downey presented the above-proposed resolution for Council consideration, noting the above-proposed resolution is requesting to appoint the current City Auditor for one more year to perform the audit for fiscal year ending June 30, 2020. Downey reported the City released a Request for Proposals (RFP) for audit services and received three proposals, including one for the current auditor; however, due to the uncertainty surrounding COVID-19, staff is recommending to issue a new RFP next year. 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 current auditor's fees are slightly lower than the other two proposals.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-35.

VanderZanden read Resolution No. 2020-35 by title.

**MOTION:** Councilor Valfre moved, seconded by Councilor Rippe, to approve Resolution No. 2020-35 Appointing City Auditor for Fiscal Year June 30, 2020.

**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.

9. **RESOLUTION NO. 2020-36 ADOPTING CITY COUNCIL GOALS AND OBJECTIVES 2020/2021 AND REPEALING RESOLUTION NO. 2019-13**

**Staff Report:**

VanderZanden presented the above-proposed resolution for Council consideration, noting the Council met in work session with Sara Wilson, SSW Consulting, on October 14, 2019, to address developing core values and updating the City's Vision Statement identified in 2019, Objective 3.14; and subsequently, Wilson provided facilitation services and one-on-one interviews with all Councilors and Directors as a gateway for the Council pre-Retreat on February 10, 2020. The Council and Management Team Goal-Setting Retreat was held on February 15 and Council held a work session on March 16, 2020, to refine the proposed Council Goals and Objectives. The Council identified 7 new Goals and 32 new Objectives for 2020/2021 (Exhibit A), compared to 3 Goals and 21 Objectives in 2019/2020 (Attachment 1 to the staff report). The Council's new Goals for 2020/2021 are as follows:

- **GOAL 1: SUPPORT DIVERSITY, EQUITY, AND INCLUSION IN THE DELIVERY OF CITY SERVICES AND OPERATIONS**
- **GOAL 2: ENABLE HOUSING SUPPLY AND AFFORDABILITY**
- **GOAL 3: ENHANCE PARTNERSHIPS**
- **GOAL 4: IMPROVE INTERNAL AND EXTERNAL COMMUNICATIONS AND ENGAGEMENT**
- **GOAL 5: MAINTAIN FINANCIAL AND ORGANIZATIONAL SUSTAINABILITY THROUGH LONG-TERM PLANNING AND SUPPORT FOR ECONOMIC AND WORKFORCE DEVELOPMENT**
- **GOAL 6: PROMOTE SUSTAINABLE TRANSPORTATION ALTERNATIVES AND ENHANCE MOBILITY**
- **GOAL 7: EXPAND RECREATION OPPORTUNITIES**

In conclusion of the above-noted staff report, VanderZanden advised staff is recommending Council consider approving the proposed resolution as outlined in Exhibit A, noting each Objective will be integrated into Department Work Plans and briefed in detail to Council during the budget process and budget priorities.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-36.

VanderZanden read Resolution No. 2020-36 by title.

**MOTION: Councilor Uhing moved, seconded by Council President Wenzl, to approve Resolution No. 2020-36 Adopting City Council Goals and Objectives 2020/2021 and Repealing Resolution No. 2019-13.**

**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.

10. **RESOLUTION NO. 2020-37 ADOPTING CITY COUNCIL TEAM AGREEMENT AND REPEALING RESOLUTION NO. 2019-14**

**Staff Report:**

Mayor Truax presented the above-proposed resolution for Council consideration, noting at the Council Retreat on February 15 and work session on March 16, 2020, Council reviewed its Council Team Agreement, noting no amendments were proposed as outlined in Exhibit A.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-37.

VanderZanden read Resolution No. 2020-37 by title.

**MOTION:** Councilor Uhing moved, seconded by Council President Wenzl, to approve Resolution No. 2020-37 Adopting City Council Team Agreement and Repealing Resolution No. 2019-14.

**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.

11. **CITY COUNCIL DELIBERATIONS ON SLATE OF CANDIDATES INTERVIEWED FOR CITY COUNCIL POSITION VACANCY, TERM EXPIRING NOVEMBER, 2022, AND APPOINTMENT CONSIDERATION**

**Staff Report:**

The Council conducted the following four oral Candidate interviews in earlier work session. One candidate withdrew as noted below.

**Council Candidate Interviews:**

Time:	Actual Start	Candidate Name:
4:20 pm	4:25 pm	Christobal Mejia Jr.
4:40 pm	4:46 pm	Hugo Rojas Hernandez
5:00 pm		Wolanda K. Groombridge; withdrew 04/13/20
5:20 pm	5:13 pm	Dawn O'Donnell-Hummel
5:40 pm	5:38 pm	Kristy Kottkey

**Ballots:**

Pursuant to ORS 192.650(1)(C), secret ballots are prohibited and ballots must identify the vote of each Councilmember. The Council was asked to consider the following options:

- Option 1: Reject all applications and initiate a new process.
- Option 2: Deliberate, make a formal motion, and vote on a candidate at this Council meeting. If the Council passes the motion, a resolution making a formal appointment will be brought to the next Council Meeting.
- Option 3: If the Council does not reach a decision at this Council meeting, the Council may move to conduct an additional interview of the top 2 or 3 candidates during a work session at the next Council meeting or a date certain or Council may instruct staff on further follow-up.

Councilmembers were asked to submit individual ballots verbally, ranking their top three candidates on a scale of 3 (highest) to 1 (lowest). Ruggles tallied Councilmembers votes as follows:

Vote for 3 (3 highest, 1 lowest)		Wenzl	Rippe	Uhing	Valen zuela	Valfre	Truax	TOTAL PTS:
Mejia Jr.	Christobal	1	2	1	1	1	1	7
Rojas Hernandez	Hugo	2	1	2	3	3	2	13
O'Donnell-Hummel	Dawn							0
Kottkey	Kristy L.	3	3	3	2	2	3	16

Upon tallying the ballots, Ruggles announced the following top three candidates:

- 1) Kristy Kottkey (16)
- 2) Hugo Rojas Hernandez (13)
- 3) Christobal Mejia Jr. (7)

Before proceeding with the Council discussion, Mayor Truax asked for a motion to consider appointing one of the top three candidates to fill the Council vacancy.

**MOTION: Council President Wenzl moved, seconded by Councilor Uhing, to appoint Kristy L. Kottkey to fill the City Council vacancy, appointed term of office expiring November, 2022.**

**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.**

**12. COUNCIL COMMUNICATIONS:**

Rippe reported Howard Sullivan, Chamber of Commerce Director, announced he is retiring May 31, 2020, noting the Board has not announced plans to appoint a new director. Rippe commended Jeff King, Economic Development Manager, for surely stepping up and assisting businesses in response to COVID-19. Rippe advised the Economic Development Commission may need to hold a virtual meeting in May, focusing on COVID-19-related issues, to which VanderZanden concurred.

Uhing reported on regional meetings she attended and matters of interest.

Valenzuela thanked VanderZanden for publishing the City's Situation Reports in Spanish. In addition, Valenzuela reported on services being provided by Centro Cultural and Virginia Garcia Memorial Health Center, located in Cornelius.

Valfre reported on community development block grant-related funding programs. Valfre reported on the levies on the May 19, 2020, ballot. In addition, Valfre reported on regional matters of interest.

Wenzl reported Forest Grove School District is continuing to provide free lunches to anyone under 18 years of age. Wenzl pointed out some of the challenges as a teacher learning new ways of teaching students online and distance learning.

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

VanderZanden presented the City Manager's Report, dated April 10, 2020, noting the City's Situation Report is being updated frequently and published in English and Spanish. The City remains closed to the public through April 30, 2020, unless the declaration is rescinded earlier. City operations are continuing remotely and online. Parks and trails remain open; closures include restrooms and some sports facilities. All Boards and Commissions (B/C) meetings for the month of April are canceled. VanderZanden advised if Council has no objections, staff will proceed with

determining if B/C can hold meetings virtually for the month of May on an as-needed basis, noting B/C would still need to comply with the Public Meeting Laws and social distancing, to which Council collectively concurred as long as there was a necessity to meet and compliance with social distancing. VanderZanden advised due to the effects of COVID-19 and findings ways to provide some relief for residents, staff is considering delaying fee and rate increases from July 1 to October 1, 2020, noting if Council has no objections, staff will prepare a proposed resolution for Council consideration at the next meeting, to which Council collectively concurred. In addition, Downey reported the Small Business Emergency Assistance Program received approximately 80 applications totaling about \$100,000. The application period remains open but is expected to be oversubscribed soon. The Banner Pole Project, funded by the Urban Renewal Agency Installation Art Program, was awarded and the proposed location is the start of the Town Center Transition Zone, between Cedar Street and Birch Street, on Pacific Avenue. In addition, VanderZanden reported on various department-related activities and projects as outlined in the activity report.

**14. MAYOR'S REPORT:**

Mayor Truax reported on transportation development tax and affordable housing-related discussions. In addition, Mayor Truax reported on various county and regional-related matters of interest and various meetings he attended.

**15. ADJOURNMENT:**

Mayor Truax adjourned the regular Council meeting at 9:30 p.m.

Respectfully submitted,

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Anna D. Ruggles, CMC, City Recorder



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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	3. D.
MEETING DATE:	04/27/2020
FINAL ACTION:	

**CITY COUNCIL MEMORANDUM**

**TO:** *City Council*

**FROM:** *Jesse VanderZanden, City Manager*

**PROJECT TEAM:** *Anna Ruggles, CMC, City Recorder*

**DATE:** *April 27, 2020*

**SUBJECT TITLE:** *Liquor License New Application & Annual Renewal Applications for 2020*

**BACKGROUND:**

ORS 471.166 establishes the process for local government to make recommendation to the Oregon Liquor Control Commission (OLCC) concerning the suitability of a new liquor license application. The local government is allowed up to 45 days to process the application and provide a recommendation to the OLCC. The OLCC requires posting a public notice of the license application at the proposed business location. The OLCC also conducts its investigation, i.e., if the business location has had problems with OLCC, police or neighbors; the applicant has a criminal history; the applicant has provided false information; and/or the applicant has a history of abusing drugs or alcohol.

The OLCC has also notified the City of the eligible liquor licenses seeking renewal for 2020. ORS 471.166 establishes the process for local government to make recommendation to the OLCC concerning the suitability of liquor license renewal application(s).

City Code, §110.071-110.073, requires any applicant/business requesting City Council endorsement for a new liquor license application or liquor license renewal application to submit to a criminal background check and have a valid City business license in accordance with City Code. The Police Chief has reviewed the applicable criminal records check of the licensee and responsible parties and has made recommendation to forward for Council’s consideration the attached new liquor license application, along with one of the following recommendations:

- ***Forward with Approval – No legal basis for denial.***
- ***Forward with Approval, Supporting Documentation.*** A criminal record exists; however, the record does not contain valid basis for denial as provided by Oregon liquor laws (i.e., felony drug or alcohol-related convictions). (*Dissemination of criminal record checks is prohibited by State law and is exempted from public disclosure*).
- ***Reject Application, Memorandum required.*** There is substantial evidence and opposition that warrants a Public Hearing before the City Council to hear testimony and to be used in the City’s decision-making process.

**STAFF RECOMMENDATION:**

Staff recommends City Council authorize endorsement of the attached new liquor license application and the attached liquor license renewal applications. The City's endorsement will be submitted to OLCC and OLCC approves, denies, restricts, or makes recommendations to OLCC Commissioners. If the application is approved, the OLCC will issue the license. If the application is denied or restricted, there is a process to contest the decision.



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*CITY RECORDER USE ONLY:*

AGENDA ITEM #: \_\_\_\_\_

MEETING DATE: \_\_\_\_\_

FINAL ACTION: \_\_\_\_\_

**LIQUOR LICENSE RECOMMENDATION**

**BUSINESS NAME / INDIVIDUAL:** My Place Tavern

**BUSINESS LOCATION ADDRESS:** 1930 21<sup>st</sup> Avenue, Forest Grove

**LIQUOR LICENSE TYPE:** F-COM

**CITY BUSINESS LICENSE:** 20293

1. TYPE OF LICENSE:		2. LICENSE FEE:	
X	F-COM – Full On-Premises Sales	L – Limited On-Premises Sales	\$100.00 New Application
	F- CAT – Full ON-Premises Sales, Caterer	O – Off-Premises Sales	\$ 75.00 Change of License
	F-FPC/F-CLU – Full On-Premises, Private	SEW – Special Event Winery	\$ 35.00 Temporary Sales
	F-PL – Full On-Premises Public Location	SEG – Special Event Grower	X \$ 35.00 Annual Renewal
	TSL – Temporary Sales License	SED – Special Event Distillery	\$ 20.00 Event License
	BP – Brewery Public House		\$ No Charge: Temp Annual Use
	<b>FULL ON-PREMISES SALES</b>	<b>LIMITED ON-PREMISES SALES</b>	<b>OFF-PREMISES SALES</b>
Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	
		<b>BREWERY – PUBLIC</b>	
		Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.	

**APPLICABLE CRIMINAL RECORDS CHECK:**

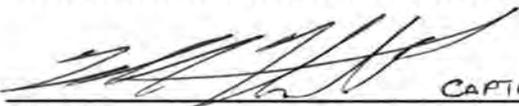
NONE

SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)

  
 \_\_\_\_\_  
 Chief of Police/Designee

4/6/2020  
 \_\_\_\_\_  
 Date

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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>3. E.</u>
MEETING DATE:	<u>04/27/2020</u>
FINAL ACTION:	<u>RESO 2020-42</u>

**CITY COUNCIL STAFF REPORT**

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**TO:** *City Council*

**FROM:** *Jesse VanderZanden, City Manager*

**MEETING DATE:** *April 27, 2020*

**PROJECT TEAM:** *Anna Ruggles, CMC, City Recorder*

**SUBJECT TITLE:** *City Council Vacancy Appointment*

**ACTION REQUESTED:**  Ordinance  Order  Resolution  Motion  Informational

*X all that apply*

**BACKGROUND:**

Pursuant to City Charter § 31, there currently exists a vacancy on City Council brought about by the death of Ronald C. Thompson on February 12, 2020.

The Council interviewed four candidates, conducted deliberations on the slate of candidates and casted individual ballots at the Council meeting held on April 13, 2020. Pursuant to City Charter § 32, the Council voted unanimously to appoint Kristy Lynne Kottkey as City Councilor to fill the remainder of the appointed term of office expiring November, 2022.

The Oath of Office will be administered by the City Recorder at the Swearing-In, which will be held Monday, April 27, 2020, in the Community Auditorium.

**STAFF RECOMMENDATION:**

Staff recommends City Council consider approving the attached resolution enacting the above-noted Council appointment.

**ATTACHMENT(s):**

Resolution

**RESOLUTION NO. 2020-42**

**RESOLUTION APPOINTING KRISTY LYNNE KOTTKEY  
TO FILL VACANCY ON FOREST GROVE CITY COUNCIL,  
APPOINTED TERM OF OFFICE EXPIRING NOVEMBER, 2022**

**WHEREAS**, pursuant to City Charter § 31, there currently exists a vacancy on City Council brought about by the death of Ronald C. Thompson on February 12, 2020; and

**WHEREAS**, the City Council vacancy application period was duly-noticed in the *NewsTimes* on March 4, 11, 18 and 25, 2020; and

**WHEREAS**, the Council interviewed four candidates in Work Session held on April 13, 2020, and conducted deliberations on the slate of candidates and casted individual ballots at the regular Council meeting also held on April 13, 2020.

**WHEREAS**, pursuant to City Charter § 32, the City Council voted unanimously to appoint Kristy Lynne Kottkey as City Councilor to fill the remainder of the appointed term of office expiring November, 2022; and

**WHEREAS**, the Oath of Office will be administered on Monday, April 27, 2020.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:**

**Section 1.** Pursuant to City Charter § 32, the City Council hereby appoints KRISTY LYNNE KOTTKEY, as City Councilor to fill the remainder of the appointed term of office expiring November, 2022.

**Section 2.** The above-named person shall take and hold office as Forest Grove City Councilor after the Oath of Office is administered, effective April 27, 2020.

**Section 3.** This resolution is effective immediately upon its enactment by the City Council.

**PRESENTED AND PASSED** this 27<sup>th</sup> day of April, 2020.

\_\_\_\_\_  
Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 27<sup>th</sup> day of April, 2020.

\_\_\_\_\_  
Peter B. Truax, Mayor



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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>5. B.</u>
MEETING DATE:	<u>04/27/2020</u>
FINAL ACTION:	

**CITY COUNCIL STAFF MEMORANDUM**

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**TO:** *City Council*

**FROM:** *Jesse VanderZanden, City Manager*

**PROJECT TEAM:** *Tom Gamble, Director, Parks and Recreation  
Paul Waterstreet, Recreation Commission, Chairman*

**MEETING DATE:** *April 27, 2020*

**SUBJECT TITLE:** *Recreation Commission Annual Report*

**ACTION REQUESTED:**

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
	Ordinance	Order	Resolution	Motion	x	Informational

*X all that apply*

---

**BACKGROUND:** The Boards and Commission are required to present their Annual Report to the City Council. This report will be presented by the Commission Chairman Paul Waterstreet. It will cover the activities of the Commission during the past year. (March 2019 – March 2020)

**STAFF RECOMMENDATION:** Accept the Commission’s Report.

**ATTACHMENT(s):** Attachment “A”, Recreation Commission Annual Report.

Recreation Commission Annual Report  
Presented to the City of Forest Grove, City Council  
Submitted by: Paul Waterstreet, Chairman  
April 27, 2020

During the past year (March 2019 – March 2020), the Recreation Commission has accomplished numerous projects and initiatives. These are categorized in the sections below:

### **Projects:**

- Participated in the review of the Rogers Park Restroom Facility.
- Heard two presentations from Pacific University related to a new indoor softball hitting facility to be located in Lincoln Park.
- Held numerous meetings and work sessions regarding the Schematic Designs for the following facilities and then made recommendations to the City Council to accept the designs.
  - Lincoln Park North End
  - AT Smith Park
  - Stites Park
  - Aquatic Center
- Accepted a proposal from the Oregon Trails Alliance to re-construct the BMX area at Lincoln Park.
- Heard and accepted recommendations for the Anna and Abby's Yard project at Rogers Park.

### **Community Partnership Projects:**

- Participated with CWS for the continued efforts at Fernhill Wetlands. Including trail development and two new educational buildings.
- Accepted a report from CWS regarding the bank enhancement project on the B Street Trail
- Worked with Economic Development Commission regarding placement of Bike Hub signage and facilities at Rogers Park.
- Accepted the Veteran's Memorial Park concept for the community.
- Awarded Volunteer of the Year awards to Cindy Mendoza of MIG for her work in facilitating a new futsal court at Tom McCall Upper Elementary School and to the High School NHS Advisor for his work organizing the volunteers who adopted Thatcher Park.

### **Administrative:**

- Adopted new Commission By-Laws.



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<u>CITY RECORDER USE ONLY:</u>	
AGENDA ITEM #:	<u>6.</u>
MEETING DATE:	<u>04/27/2020</u>
FINAL ACTION:	<u>RESO 2020-38</u>

**CITY COUNCIL STAFF REPORT**

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**TO:** *City Council*

**FROM:** *Jesse VanderZanden, City Manager*

**PROJECT TEAM:** *Gregory H. Robertson, Director of Public Works  
Derek Robbins, Project Engineer*

**MEETING DATE:** *April 27, 2020*

**SUBJECT TITLE:** *Resolution authorizing the Mayor to Endorse the Council Creek Regional Corridor (Hillsboro to Forest Grove) Working Group Charter*

**ACTION REQUESTED:**

	Ordinance	Order	X	Resolution	x	Motion	Informational
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*X all that apply*

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**ISSUE STATEMENT:** Consider authorizing the Mayor to endorse the Council Creek Regional Corridor (Hillsboro to Forest Grove) Working Group Charter. The Council Creek Regional Trail begins in Hillsboro at the Hatfield Government Center Max Station and ends in Forest Grove. The proposed resolution would take effect upon signatures by all partner agencies.

**BACKGROUND:** Metro, in collaboration with participating agencies, has developed the attached Charter to guide the decision making of partner agencies in the development of the first phase of the Council Creek Regional Trail. This agreement does not bind the City of Forest Grove or any of the partner agencies to any financial commitment. Rather, it seeks to foster a collaborative relationship amongst the agencies as the project moves into design and development.

**FISCAL IMPACT:** None.

**STAFF RECOMMENDATION:** Staff recommends the City Council approve the attached resolution.

**ATTACHMENT(s):**

- (1) Resolution
- (2) Charter Agreement



**RESOLUTION NO. 2020-38**

**RESOLUTION AUTHORIZING THE MAYOR TO ENDORSE THE  
COUNCIL CREEK REGIONAL CORRIDOR (HILLSBORO TO FOREST GROVE)  
WORKING GROUP CHARTER**

**WHEREAS**, the Metro Council has acknowledged the Council Creek Trail as a vital bicycle and pedestrian link in western Washington County; and

**WHEREAS**, the Metro Council has awarded Regional Flex Funds to fully fund design development of the first phase; and

**WHEREAS**, the Metro Council staff has developed a Charter Agreement that establishes a framework for decision making amongst the participating partner agencies; and

**WHEREAS**, the City desires to partner and collaborate with agencies to develop an inclusive multi-modal facility.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:**

**Section 1.** The City Council of the City of Forest Grove hereby approves the Council Creek Regional Corridor Working Group Charter as stated in the Agreement (Exhibit A).

**Section 2.** The Mayor is hereby authorized to endorse the Agreement (Exhibit A) on behalf of the City of Forest Grove.

**Section 3.** The City of Forest Grove is prepared to comply with the obligations as specified in the Agreement.

**Section 4.** This resolution is effective immediately upon enactment by the City Council.

**PRESENTED AND PASSED** this 27<sup>th</sup> day of April, 2020.

\_\_\_\_\_  
Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 27<sup>th</sup> day of April, 2020.

\_\_\_\_\_  
Peter B. Truax, Mayor

**Council Creek Regional Corridor (Hillsboro to Forest Grove)  
Working Group Charter**

**Purpose**

The purpose of this Charter is to acknowledge and establish coordination between Washington County, the City of Hillsboro, the City of Cornelius, the City of Forest Grove, the City of Banks, Clean Water Services, TriMet, Metro and the Oregon Department of Transportation (ODOT) (collectively, 'Participants') through the establishment of the Council Creek Regional Corridor Working Group ("Working Group"), and to commit to engagement and collaboration in developing specific plans, designs and engineering for, permitting, securing funding for, and construction of, the Council Creek Regional Trail ("Regional Trail") within the Council Creek Regional Corridor ("Regional Corridor") between Hillsboro and Forest Grove, and to analyzing impacts of different trail designs on implementing potential future High Capacity Transit within the Regional Corridor.

**Recitals**

WHEREAS, the 2015 Council Creek Regional Trail Master Plan (Master Plan) is the product of a combined effort by local, regional, and state governments, a local stakeholder advisory committee, and the many individuals and groups that contributed their ideas and was adopted by all affected jurisdictions; and

WHEREAS, the Master Plan identified the Regional Trail extending from downtown Forest Grove to downtown Hillsboro within ODOT Rail-owned rail corridor located north of Tualatin Valley Highway (OR8) as a near-term priority; and

WHEREAS, agency staff from Washington County, the City of Hillsboro, the City of Cornelius, the City of Forest Grove, TriMet, Metro and ODOT Rail have been meeting and coordinating for over a year as an informal working group to advance the Regional Trail; and

WHEREAS, members of the informal working group have defined the ODOT Rail-owned rail corridor connecting the cities of Hillsboro, Cornelius and Forest Grove as the Council Creek Regional Corridor (Regional Corridor); and

WHEREAS, the Regional Corridor, as envisioned by the Master Plan, is multi-modal, with a multiuse pathway for pedestrians, bicyclists, and other non-motorized travelers that will offer a safe, parallel route to the Tualatin-Valley Highway, and as a potential future High Capacity Transit corridor, as listed in the 2018 Regional Transportation Plan and Regional Transit Strategy, connecting downtown Hillsboro to downtown Forest Grove; and

WHEREAS, Metro identified the segment of the Regional Trail between Hillsboro and Forest Grove as a near-term investment priority through the 10-year Active Transportation Investment Strategy, in the 2018 Regional Transportation Plan and a project eligible for funding through the 2019 Parks and Nature Bond; and

WHEREAS, the City of Forest Grove submitted and was successfully awarded a 2022-24 Regional Flexible Fund Allocation (RFFA) grant by Metro to complete preliminary design and engineering (up to 20-30%) for the Regional Trail to include the type, size, location, and construction cost estimate of the trail and long-term transit feasibility, and impacts, including costs and trade-offs, of different trail designs to the implementation of future High Capacity Transit; and

WHEREAS, Washington County's Major Streets Transportation Improvement Program (MSTIP) Opportunity Fund is providing the required federal 10.27% local match of \$154,050, for a total RFFA grant project budget of \$1.5M; and

WHEREAS, Clean Water Services, the City of Banks, ODOT Region 1 have recently joined the informal Working Group; and

WHEREAS, the construction and management of the Regional Trail and potential High Capacity Transit within the Regional Corridor, as envisioned by the Master Plan, is a complex undertaking that will necessitate collaboration among multiple government agencies, nonprofit organizations and private sector partners to advance; and

WHEREAS, Portland & Western Railroad (PNWR), the current holder of a perpetual rail lease on the corridor, has indicated its desire to abandon the rail lease, thereby presenting an opportunity for a single agency, or a coalition of agencies, to take ownership of the corridor for the purposes of furthering the vision for the Regional Corridor; and

WHEREAS, a formal agreement between the Participants is needed to manage the transfer of ownership or easement of the ODOT Rail-owned rail corridor to an as yet to be determined agency or agencies and to manage the RFFA funded project activities.

### **Agreements**

Now, therefore, the Participants do hereby agree as follows:

1. To provide a coordinated and unified voice in support for the development of the Council Creek Regional Corridor.
2. To assign a staff person or persons to attend and participate in regular coordination meetings of the Council Creek Regional Corridor Working Group on behalf of the appointing agency and empower those staff to:
  - a) Consider options and propose an Agency Lead to manage and deliver the RFFA grant funded project. This may or may not be the same agency or agencies that will own, construct and maintain in its entirety or portions of the Council Creek Regional Trail and potential future High Capacity Transit within the Regional Corridor.
  - b) Assign an Agency Lead upon approval of all Participants.
  - c) Participate in the RFFA project that will complete preliminary design and engineering estimate of the Regional Trail and describe impacts to future implementation of High Capacity Transit within the Regional Corridor, including costs and trade-offs associated with the location and width of the Regional Trail.
  - d) Facilitate, in an expeditious manner, using the RFFA grant funds, the permitting of and access to the Council Creek Regional Corridor right-of-way to facilitate site analysis, surveying, and construction.
  - e) Provide information to the Council Creek Regional Corridor Working Group and the Agency Lead about needs and projects in plans or underway that will impact the Regional Corridor.
  - f) To make recommendations to the Participants and other governing bodies, agencies and other stakeholders, including the public, on Corridor-wide project development, project delivery strategy and funding opportunities.

3. This agreement does not obligate nor create expectation of a financial commitment by any Participant other than direct staff costs for participation in the Council Creek Regional Corridor Working Group.
4. Decision-making of the Council Creek Regional Corridor Working Group shall be by consensus.
5. Participants may ask other representatives, such as elected officials or community members, in addition to agency staff, to participate in the Working Group.

### **Term**

This Charter is at-will and shall become effective upon signature by the authorized officials from the Participants. The Charter shall remain in effect until modified or terminated by a majority of the Participants by mutual consent. This Charter may be terminated by a majority of the Participants hereto by giving notice to the other parties sixty (60) days in advance of the specified date of termination. Any Participant may unilaterally withdraw from the Charter by providing notice sixty (60) days to all Participants.

### **Participants**

Mayor Jeffrey C. Dalin, City of Cornelius  
Mayor Peter Truax, City of Forest Grove  
Mayor Steven Callaway, City of Hillsboro  
Mayor Pete Edison, City of Banks  
Chair Kathryn Harrington, Washington County  
Elissa Gertler, Planning and Development, Metro  
Jon Blasher, Parks and Nature, Metro  
Doug Kelsey, TriMet  
Rian Windsheimer, Oregon Department of Transportation  
Bruce Roll, Clean Water Services

(Attach signatures of Participant representatives)

\_\_\_\_\_  
Jeffrey C. Dalin, Mayor  
City of Cornelius

\_\_\_\_\_  
Date

Staff/other representatives assigned to participate in the Council Creek Regional Working Group:

\_\_\_\_\_  
Peter Truax, Mayor  
City of Forest Grove

\_\_\_\_\_  
Date

Staff/other representatives assigned to participate in the Council Creek Regional Working Group:

\_\_\_\_\_  
Steven Callaway, Mayor  
City of Hillsboro

\_\_\_\_\_  
Date

Staff/other representatives assigned to participate in the Council Creek Regional Working Group:

\_\_\_\_\_  
Kathryn Harrington, Commission Chair  
Washington County

\_\_\_\_\_  
Date

Staff/other representatives assigned to participate in the Council Creek Regional Working Group:

\_\_\_\_\_  
Elissa Gertler, Director  
Planning and Development Department  
Metro

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jon Blasher, Director  
Parks and Nature Department  
Metro

\_\_\_\_\_  
Date

Staff/other representatives assigned to participate in the Council Creek Regional Working Group:

\_\_\_\_\_  
Doug Kelsey, General Manager  
TriMet

\_\_\_\_\_  
Date

Staff/other representatives assigned to participate in the Council Creek Regional Working Group:

\_\_\_\_\_  
Rian Windsheimer, Manager  
Region 1  
Oregon Department of Transportation

\_\_\_\_\_  
Date

Staff/other representatives assigned to participate in the Council Creek Regional Working Group:

\_\_\_\_\_  
Bruce Roll, Watershed Management Director  
Clean Water Service

\_\_\_\_\_  
Date

Staff/other representatives assigned to participate in the Council Creek Regional Working Group:

\_\_\_\_\_  
Pete Edison, Mayor  
City of Banks

\_\_\_\_\_  
Date

Staff/other representatives assigned to participate in the Council Creek Regional Working Group:

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<u>CITY RECORDER USE ONLY:</u>	
AGENDA ITEM #:	<u>7.</u>
MEETING DATE:	<u>04/27/2020</u>
FINAL ACTION:	<u>RESO 2020-39</u>

**CITY COUNCIL STAFF REPORT**

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**TO:** *City Council*

**FROM:** *Jesse VanderZanden, City Manager*

**PROJECT TEAM:** *Henry Reimann, Interim Police Chief*

**MEETING DATE:** *April 27, 2020*

**SUBJECT TITLE:** *Washington County Law Enforcement Providers COVID-19 Response Memorandum of Understanding (MOU)*

**ACTION REQUESTED:**

	Ordinance	Order	X	Resolution	x	Motion	Informational
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*X all that apply*

**BACKGROUND:**

As Council is aware, the COVID-19 crisis has impacted all local government services, to include law enforcement. As the number of confirmed COVID-19 cases in Washington County continue, the Washington County Law Enforcement Council (LEC) is taking necessary precautionary efforts to ensure that the continuity of law enforcement services are maintained through a COVID-19 Response Memorandum of Understanding (MOU). The LEC is comprised of the Sheriff and all Chiefs of Police within Washington County.

The goal of the MOU is to provide the framework that would manage law enforcement resources if an agency becomes overwhelmed with COVID-19 related illnesses and can no longer maintain their service levels. The MOU also solidifies the law enforcement partnerships that have already been established. The language outlining the MOU is consistent with ORS 402.200; Oregon Resource Coordination Assistance Agreement and is consistent with the existing mutual aid MOU with all Washington County law enforcement agencies. The Agreement is in the approval process with all listed municipalities.

**FISCAL IMPACT:**

No fiscal impact

**STAFF RECOMMENDATION:**

Staff recommends City Council grant authority to the City Manager to sign the Washington County Law Enforcement Providers COVID-19 Response Memorandum of Understanding (MOU).

**ATTACHMENTS:**

Resolution approving Law Enforcement MOU  
Law Enforcement MOU

RESOLUTION NO. 2020-39



**RESOLUTION AUTHORIZING CITY MANAGER TO EXECUTE  
MEMORANDA OF UNDERSTANDING (MOU) BETWEEN  
WASHINGTON COUNTY LAW ENFORCEMENT PROVIDERS  
COVID-19 RESPONSE**

**WHEREAS**, the COVID-19 Response Memorandum of Understanding (MOU) is entered into by Washington County Sheriff's Office, a law enforcement agency within a home-rule county and political subdivision of the State of Oregon, Beaverton Police Department, Hillsboro Police Department, King City Police Department, Sherwood Police Department, Tigard Police Department, Tualatin Police Department all of which are law enforcement agencies within municipal corporations of the State of Oregon, and the City of Forest Grove Department, Oregon, which is a law enforcement agency within municipal corporations of the State of Oregon (hereinafter City) collectively, "the parties", pursuant to the authority granted in ORS Chapter 190; and

**WHEREAS**, the City possess the power, legal authority and responsibility to provide for police services within its boundaries; and

**WHEREAS**, the municipalities above provides police services throughout the unincorporated areas of Washington County and within their municipal corporations; and

**WHEREAS**, the municipalities above have adopted policies for developing agreements to provide law enforcement services to cities, and has the legal authority to provide police services within the geographical area of the City; and

**WHEREAS**, the City desires to enter into an agreement with the municipalities above whereby they will assist in providing law enforcement services to the City and its inhabitants according to the MOU.

**WHEREAS**, the City desires to enter into an agreement with the municipalities above whereby the City will assist providing law enforcement services to the requesting municipality and its inhabitants according to the MOU.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:**

**Section 1.** The City Council hereby approves the COVID-19 Response Memorandum of Understanding (MOU) to provide law enforcement services as provided in the attached Exhibit A.

**Section 2.** The City Manager is hereby authorized to execute the final MOU on behalf of the City of Forest Grove, notwithstanding substantial changes to the MOU as provided in the attached Exhibit A.

**Section 3.** This resolution is effective immediately upon enactment by the City Council.

**PRESENTED AND PASSED** this 27<sup>th</sup> day of April, 2020.

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Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 27<sup>th</sup> day of April, 2020.

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Peter B. Truax, Mayor

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**Washington County Law Enforcement Providers  
COVID-19 Response Memorandum of Understanding (MOU)**

This MOU is **entered into by and among the Washington County Sheriff's Office, the Beaverton Police Department, the Forest Grove Police Department, the Hillsboro Police department, the Tigard Police Department, the Tualatin Police Department, the Sherwood Police Department, and the King City Police Department.**

**PURPOSE:**

This MOU is to outline the statutory process to request and provide police resources pursuant to the Oregon Resource Coordination Assistance Agreement (ORS 402.200 through ORS 402.240) to other police agencies within Washington County, in order to quickly address situations where a specific police agency is unable to provide adequate services to address community policing needs as a result of COVID-19. This MOU is intended to remain in effect until 30 days after the Governor lifts the Declaration of Emergency related to COVID-19.

**COOPERATION:**

Each participating agency assumes an obligation of good faith cooperation to provide all reasonable assistance and resources to and with other participating agencies in implementing the purposes of the agreement.

**REQUESTS FOR ASSISTANCE, EQUIPMENT OR SUPPLIES:**

The Sheriff or any Police Chief may make a request for law enforcement staffing assistance, equipment or supplies to one or more other Washington County police agencies. The request may be by phone but must be followed up with an email within 30 days.

**VOLUNTARY RESPONSE / WITHDRAWAL**

Any response to a request for assistance is absolutely voluntary and may be terminated at any time. In determining whether to provide assistance, a law enforcement agency may consider all circumstances that led to the request to ensure the request is valid and COVID-19 related. Nothing in this MOU requires a police agency to provide police services to a requesting agency if the head of the responding agency determines that it lacks adequate resources to provide assistance while meeting its own ongoing policing obligations. Any police agency that terminates assistance may withdraw that assistance immediately and must notify the requesting agency as soon as reasonably practical.

**POTENTIAL CONSOLIDATION OF RESOURCES**

In the event that the total law enforcement resources within the county become critically low, the parties to this Agreement may opt to temporarily pool all available resources, in an effort to provide a basic police response system, irrespective of jurisdictional boundaries.

**EMPLOYEES – COMMAND AND CONTROL**

The employees of any responding agency remain employees of their home agency and shall be entitled to all salary and benefits of home agency, including workers compensation that they are normally entitled to. The requesting agency should retain operational command and control of all responding employees during the time they are providing assistance, although the responding employees remain under the ultimate command and control of the agency they are employed by.

**REIMBURSEMENT**

The costs of providing assistance to another agency shall be borne solely by the responding agency, unless the parties agree otherwise in writing (email is acceptable) before the assistance is provided. All personnel time and other assistance should be carefully tracked and recorded for purposes of requesting federal or state emergency funds. Any disputes about reimbursement must be resolved by arbitration as provided in ORS 402.230(6).

**INDEMNITY:**

During the time they are providing services to the requesting agency, employees of a responding agency are agents of the requesting agency, and the requesting agency must defend and indemnify the employee of a responding agency just as they would their own employees pursuant to ORS 30.285.

**MEDIA:**

All media releases will be conducted by the requesting agency, unless they request that a responding agency provide the release.

**APPROVING SIGNATURES:**

On Behalf of the Beaverton Police Department:

Signature \_\_\_\_\_  
Printed Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

On Behalf of the Forest Grove Police Department:

Signature \_\_\_\_\_  
Printed Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

On Behalf of the Hillsboro Police Department:

Signature\_\_\_\_\_

Printed Name\_\_\_\_\_

Title\_\_\_\_\_

Date\_\_\_\_\_

On Behalf of the King City Police Department:

Signature\_\_\_\_\_

Printed Name\_\_\_\_\_

Title\_\_\_\_\_

Date\_\_\_\_\_

On Behalf of the Sherwood Police Department:

Signature\_\_\_\_\_

Printed Name\_\_\_\_\_

Title\_\_\_\_\_

Date\_\_\_\_\_

On Behalf of the Tigard Police Department:

Signature\_\_\_\_\_

Printed Name\_\_\_\_\_

Title\_\_\_\_\_

Date\_\_\_\_\_

On Behalf of the Tualatin Police Department:

Signature\_\_\_\_\_

Printed Name\_\_\_\_\_

Title\_\_\_\_\_

Date\_\_\_\_\_

On Behalf of the Washington County Sheriff's Office:

Signature\_\_\_\_\_

Printed Name\_\_\_\_\_

Title\_\_\_\_\_

Date\_\_\_\_\_

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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>8.</u>
MEETING DATE:	<u>04/27/2020</u>
FINAL ACTION:	<u>RESO 2020-40</u>

**CITY COUNCIL STAFF REPORT**

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**TO:** *City Council*

**FROM:** *Jesse VanderZanden, City Manager*

**MEETING DATE:** *April 27, 2020*

**PROJECT TEAM:** *Paul Downey, Administrative Services Director*

**SUBJECT TITLE:** *Delaying Fee and Rate Increases Until October 1, 2020*

**ACTION REQUESTED:**  Ordinance  Order  Resolution  Motion  Informational

*X all that apply*

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**ISSUE STATEMENT:** With the effects of the COVID-19 emergency, staff has been talking about ways to provide some relief for residents while being attentive to the long-term financial needs of the City. One way to provide some limited relief to the residents who use City services would be to delay rate and fee increases until October 1, 2020. Last year all fee and rate increases occurred on July 1, 2019. Staff briefed the Council on the possibility of such a delay and the Council appeared open to a delay to October 1, 2020. Staff has prepared a Council resolution delaying fee and rate increases until October 1, 2020 for Council consideration.

**BACKGROUND:** City Code Section 34.02(A) states that licenses, permits, fees, and charges will be adjusted by Council resolution in July of each year.

**FISCAL IMPACT:** The impact of delaying the fee increases is difficult to determine as the fees are based on the volume of services which can vary and some services may not be provided or may only be provided on a limited basis by July 1, 2020. The utility rate increases that the City controls are water and electricity. The Water Fund has sufficient funds to absorb delaying a rate increase for 3 months with little long-term impact. The Light & Power Fund may need to have a slightly larger increase in October in order to not lose revenue due to a large capital project underway to fix the short-term outages that occur in the Thatcher area. Clean Water Services is also looking at delaying rate increases for sewer and surface water management.

**STAFF RECOMMENDATION:** Staff has prepared a resolution for City Council consideration to delay fee and rate increases until October 1, 2020.

**ATTACHMENT(s):** Resolution Authorizing the Delay of Increases to City Fees and Rates until October 1, 2020



**RESOLUTION NO. 2020-40**

**RESOLUTION AUTHORIZING THE DELAY OF INCREASES TO  
CITY FEES AND RATES UNTIL OCTOBER 1, 2020**

**WHEREAS**, the City Code states licenses, permits, fees, and charges will be adjusted by Council resolution in July of each year; and

**WHEREAS**, in order to provide some relief to residents from the effects of the COVID-19 emergency, staff is recommending delaying increases for licenses, permits, fees, and charges set by the City until October 1, 2020.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:**

**Section 1.** No increases for licenses, permits, fees, and charges that are set by the City will occur on July 1, 2020. All increases are to be delayed until October 1, 2020.

**Section 2.** This resolution is effective immediately upon its enactment by the City Council.

**PRESENTED AND PASSED** this 27<sup>th</sup> day of April, 2020.

\_\_\_\_\_  
Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 27<sup>th</sup> day of April, 2020.

\_\_\_\_\_  
Peter B. Truax, Mayor



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**RESOLUTION NO. 2020-41**

**AMENDING CITY OF FOREST GROVE  
DECLARATION OF STATE OF EMERGENCY  
EFFECTIVE, MARCH 14, 2020**

9

**WHEREAS**, the City of Forest Grove has the authority granted under ORS Chapter 401 and the Emergency Operations Plan, that provides direction to the City, its officials, and others in the event of an emergency that exists within the City, and which provides for the responsibility in times of emergency and specifically delegates authority to declare a state of emergency to the Mayor, and

**WHEREAS**, the following conditions have resulted in the need for the declaration of a state of emergency:

Multiple cases of COVID-19 have been detected in Washington County, and

The Washington County Board of Commissioners has declared a state of emergency relating to COVID-19 in Washington County, Oregon; and

The Governor of the State of Oregon has declared a state of emergency relating to COVID-19 in the State of Oregon; and

The President of the United States has declared a state of emergency relating to COVID-19 in the United States; and

**WHEREAS**, the foregoing circumstances constitute a threat of imminent widespread illness, human suffering, loss of life, and financial loss, which in the determination of the Mayor will cause such significant damage as to warrant disaster assistance from resources other than the City's to supplement the efforts and available City resources to alleviate the damage, loss, hardship or suffering caused, and

**WHEREAS**, the foregoing circumstances require a coordinated response beyond that which occurs routinely, and the required response cannot be achieved solely with the added resources acquired through mutual aid or cooperative assistance agreements; and

**WHEREAS**, the foregoing circumstances affects all of the territory within the City limits, and

**WHEREAS**, the foregoing circumstances are anticipated to remain in effect for a period of at least four weeks;

**NOW, THEREFORE, IT IS DECLARED THAT A STATE OF EMERGENCY NOW EXISTS IN THE CITY OF FOREST GROVE, OREGON, ENCOMPASSING ALL OF THE AREA WITHIN THE CITY LIMITS; and**

**IT IS FURTHER DECLARED** that the City and its officials shall be authorized to take such actions and issue such orders as are determined to be necessary to protect the public and property and efficiently conduct activities that minimize or mitigate the effect of the emergency; and

**IT IS FURTHER DECLARED** that the City shall take all necessary steps authorized by law to coordinate response and recovery from this emergency, including but not limited to, requesting assistance and potential reimbursements from the State of Oregon and appropriate federal agencies; and

**IT IS FURTHER DECLARED** that emergency procurements of goods and services are authorized pursuant to ORS 279B.080, ORS 279C.335(6), ORS 279.380(4), and all other applicable rules.

THIS DECLARATION IS EFFECTIVE MARCH 14, 2020, AT 1:00 PM AND TO BE EXTENDED AND REMAIN IN EFFECT UNTIL 8:00 P.M. ON MAY 11, 2020, UNLESS SUPERSEDED SOONER; AMENDING RESOLUTION NO. 2020-31.

\_\_\_\_\_  
Peter B. Truax, Mayor City of Forest Grove

Date Amended: April 27, 2020

**AMENDED AND PRESENTED AND PASSED** this 27<sup>th</sup> day of April, 2020.

ATTESTED:

\_\_\_\_\_  
Anna D. Ruggles, City Recorder



# Council Work Session

Council Goal 7:  
Expand Recreation  
Opportunities

Tom Gamble, Director P&R

# Work Session Purpose

- Review Parks, Recreation Master Plan (Adopted 11/2016)
- Address:
  - Council Goal 7: Expand Recreation Opportunities
    - Objective 7.1 Identify park project development priorities
    - Objective 7.4 Partner to study Eastside Park.
- Review Proposed Development Priorities
- Council Discussion

# Master Plan Context

- Planning Period (20 Years)
- Numerous Community Meetings in both English and Spanish
- Resulted in a Capital Improvement Plan (CIP)
  - The CIP includes concept designs for all existing parks and the purchase of additional land for future parks.
  - Future park land purchases were based on several metrics including population, zoning, park type, and park spacing.
- Adopted November 2016

# Master Plan CIP Overview

## Existing Parks

\$12 million

- Community Parks
- Neighborhood Parks
- Special Use Parks
- Open Space Greenways and Trails

## Proposed Parks and Trails

\$28 million

- Proposed Parks
- Partner Sites
- Trails

# Schematic Designs

- Based on the Master Plan, North Lincoln Park, Stites Park, A.T. Smith property, and the Aquatic Center were selected for schematic design. A feasibility analysis for an Eastside Park was also added to the scope.
- Schematic design is more detailed than concept design and includes refined costs and development timelines.
- Schematic design also includes a robust public process including numerous community workshops, stakeholder meetings, and Recreation Commission work sessions.
- Not all design elements must be constructed. The owner has discretion what to construct and implement. Considerations include cost, future maintenance, equity, usage and more.
- City Council accepted the schematic designs in December 2019.

# Schematic Designs

Planning horizon: 5-10 years

## Schematic Design Construction Costs

• AT Smith Park	\$3.8 million
• North Lincoln Park	\$7.1 million
• Stites Park	\$4.3 million
• Aquatic Center	\$6.7 million
• Eastside Park (Master Plan)	<u>\$1.2 million</u>
<b>Total:</b>	<b>\$23.1 million</b>

# Fund Balances

Planning horizon: 5 years

Current Fund Balances:

- SDC Funds \$3.3 million
  - Metro Funds Local Share \$1.4 million
- Total Current Fund Balance: \$4.7 million

Projected Fund Balance

- Future SDC Funds: \$3 million
- Estimated 5 year Fund Balance: **\$7.7 million**

# Proposed Development Priorities

## 1-2 Years (committed)

## Costs

Rogers Park (Anna and Abby's Yard)

\$0.8 million

## 2-5 Years (uncommitted)

Stites Park

\$1.5-2.5 million

Land Acquisition

\$1.0-1.4 million

Eastside Park

\$0.5-1.2 million

Lincoln Park

TBD

Aquatic Center

TBD

AT Smith

TBD

**Total:**

**\$3.8-\$5.9 million**

# Discussion

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## URBAN RENEWAL AGENCY MEETING AGENDA

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

5:30 PM URBAN RENEWAL AGENCY WORK SESSION (Draft URA 2020 Work Plan)  
6:00 PM URBAN RENEWAL AGENCY MEETING

### COVID-19: NOTICE: VIDEO CONFERENCE MEETINGS & CHANNEL 30 LIVE

**COVID-19:** Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the Urban Renewal Agency Board is limiting in-person contact and social distancing. **The URA 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). However, the Board 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 URA 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, DIRECTOR BOARD CHAIR

**Malynda H. Wenzl, Director Board President**  
**Kristy L. Kottkey, Director**  
**Timothy A. Rippe, Director**

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

All regular meetings of the Urban Renewal Agency are open to the public and persons are permitted to attend any meeting except as otherwise provided by ORS 192. The public may address the Urban Renewal Agency Board 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 Board, 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 Board action.

Citizen Communications: Anyone wishing to address the Board 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 Board, 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 Urban Renewal Agency Board, please contact the City Recorder, [aruggles@forestgrove-or.gov](mailto:aruggles@forestgrove-or.gov), 503-992-3235.

All 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.

Bryan Pohl, Community  
Development Director  
Jesse VanderZanden, City  
Manager

**5:30**                    **URBAN RENEWAL AGENCY (URA) WORK SESSION:**  
**URA DRAFT 2020 WORK PLAN**

The Urban Renewal Agency Board of Directors will convene and be video conferencing remotely during this work session. The Board will take no formal action during the work session.

**6:00**

1. **URBAN RENEWAL AGENCY MEETING:**  
Call to Order and Roll Call. The Urban Renewal Agency will convene and be video conferencing remotely during the meeting.

2. **CITIZEN COMMUNICATIONS:** Anyone wishing to speak to Board 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 may be submitted by April 27, 2020, 3:00 p.m. via e-mail to: [aruggles@forestgrove-or.gov](mailto:aruggles@forestgrove-or.gov). Thank you.

3. **CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Board 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 Urban Renewal Agency Special Meeting Minutes of March 26, 2020.

4. **ADDITIONS/DELETIONS:**

5. **PRESENTATIONS:** None

Paul Downey, Administrative  
Services Director  
Jesse VanderZanden, City  
Manager

**6:05**

6. **URA RESOLUTION NO. 2020-03 AUTHORIZING THE FISCAL YEAR 2019-20 EXPENDITURE OF URBAN RENEWAL AGENCY FUNDS FOR ADDITIONAL BUSINESS ASSISTANCE PAYMENTS TO BE AWARDED FOR COVID-19 RELIEF ASSISTANCE UNDER ORS 294.481(B) AS A RESPONSE TO AN EMERGENCY**

**6:15**

7. **ADJOURNMENT:**



**Urban Renewal Agency  
Special Meeting Minutes**

**Thursday, March 26, 2020  
6:00 p.m., Webex Community Auditorium**

***Minutes are unofficial until approved by the Urban Renewal Agency.***

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

Peter Truax, Urban Renewal Agency (URA) Director Chair, called the special URA meeting to order at 6:00 p.m. via Webex Video Conference.

**COVID-19:** Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the Urban Renewal Agency limited in-person contact and social distancing. **The Urban Renewal Agency conducted the Board 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. No oral public comments were taken.

**ROLL CALL: URA DIRECTORS PRESENT ATTENDED BY WEBEX REMOTELY:** Timothy Rippe; Elena Uhing; Mariana Valenzuela; Adolph "Val" Valfre; Malynnda Wenzl, Director Vice Chair; and Peter Truax, Director Chair. **BOARD VACANCY: 1.**

**STAFF PRESENT ATTENDED BY WEBEX REMOTELY:** Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Michael Kinkade, Fire Chief (in the Community Auditorium); Bryan Pohl, Community Development Director; Henry Reimann, Interim Police Chief; and Anna Ruggles, City Recorder.

**2. CITIZEN COMMUNICATIONS:** None.

**3. CONSENT AGENDA:**

- A. Approve Urban Renewal Agency Work Session (Site B Redevelopment Request for Proposal) Meeting Minutes of January 27, 2020.
- B. Approve Urban Renewal Agency Regular Meeting Minutes of January 27, 2020.

**MOTION:** Director Uhing moved, seconded by Director Vice Chair Wenzl, to approve the Consent Agenda as presented.

**Council Discussion:**

Hearing no concerns from the Board, Director Chair Truax asked for a roll call vote on the above motion.

**ROLL CALL VOTE:** AYES: Directors Rippe, Uhing, Valenzuela, Valfre, Wenzl, and

Director Chair Truax. NOES: None. BOARD VACANCY: 1. MOTION CARRIED 6-0.

4. **ADDITIONS/DELETIONS:** None.
5. **PRESENTATIONS:** None.
6. **URA RESOLUTION NO. 2020-02 AUTHORIZING CREATION OF AN EMERGENCY BUSINESS ASSISTANCE PROGRAM**

**Staff Report:**

Pohl presented the above-proposed resolution for Urban Renewal Agency (URA) Board consideration, noting the proposed resolution is requesting to authorize the URA to create 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 staff has prepared a proposed resolution for City Council to consider requesting to delegate authority to the URA to administer the program and award grants to qualifying businesses to pay their rent or mortgage for the month of April, 2020. Individual grants will be on a reimbursement basis and for up to a maximum of \$2,500 per business. In conclusion of the above-noted staff report, Pohl advised staff is recommending the URA Board consider approving the proposed resolution as outlined in Exhibit A, noting the program would begin April 1, 2020, and remain in effect during the City's declared state of emergency and while URA funds are available, with a total budget of no more than \$100,000.

**Questions of Staff:**

Director Chair Truax opened the floor and roundtable discussion ensued pertaining to the above-noted proposed program and the URA administering the program. In response to inquiries, Pohl reported the City Attorney agreed that the URA Plan is foremost a financing strategy for capital projects, but that does not mean the URA cannot also have other objectives that are consistent with the purpose of the URA and state law, and as long as the Council approves a resolution delegating authority to the URA to establish the program; however, if it is found to be misuse of URA funds, the monies would likely have to be repaid to the URA by the City's General Fund. VanderZanden indicated communities are looking at URA funds for business assistance in response to the COVID-19, noting from a legal prospective, it is a Council policy decision to delegate the authority to the URA, for which the Council will be considering a proposed resolution this evening. Pohl affirmed approximately 42 businesses would be eligible for funding, including bars and restaurants, noting the funds would be awarded to tenants and not property owners. Pohl explained if the proposed program is funded by the URA, no new applications for the other programs, i.e., storefront improvement, public arts and parklet, would be accepted until staff can reassess the financial position of the URA and include resumption of the programs as part of the next year's budget. In response to extending the program to assist businesses outside of the URA,

VanderZanden advised staff has not assessed the financial position of the General Fund as of yet.

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.

Before proceeding with Board discussion, Director Chair Truax asked for a motion to adopt URA Resolution No. 2020-02.

VanderZanden read URA Resolution No. 2020-02 by title.

**MOTION: Director Rippe moved, seconded by Director Valfre, to adopt URA Resolution No. 2020-02 Authorizing Creation of an Emergency Business Assistance Program.**

**Board of Directors Discussion:**

Hearing no further concerns from the Board, Director Chair Truax asked for a roll call vote on the above motion.

**ROLL CALL VOTE: AYES: Directors Rippe, Uhing, Valenzuela, Valfre, Wenzl, and Director Chair Truax. NOES: None. BOARD VACANCY: 1. MOTION CARRIED 6-0.**

**7. ADJOURNMENT:**

Director Chair Truax adjourned the special URA meeting at 6:34 p.m.

Respectfully submitted,

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Anna D. Ruggles, CMC, City Recorder

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CITY RECORDER USE ONLY:

AGENDA ITEM #: \_\_\_\_\_

MEETING DATE: 04/27/2020

FINAL ACTION: Work Session

**URBAN RENEWAL AGENCY STAFF REPORT**

**WORK SESSION:**

**TO:** *Urban Renewal Agency Board of Directors*

**FROM:** *Jesse VanderZanden, Executive Director*

**MEETING DATE:** *April 27, 2020*

**SUBJECT TITLE:** *Urban Renewal Agency 2020 Work Plan Work Session*

**ACTION REQUESTED:**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ordinance	Order	Resolution	Motion	X	Informational

*X all that apply*

**BACKGROUND:**

The URA Board of Directors passed the URA Plan (Plan) in 2014. The primary purpose of the Plan is to eliminate blight and blighting influences, improve the utilization of land within the Urban Renewal Area, encourage private investment and job creation, and increase the taxable value of property within the City benefitting all overlapping taxing districts. The Plan is consistent with the Comprehensive Plan and zoning regulations adopted by the Forest Grove City Council.

The URA Plan established five Goals and 13 Objectives. These Goals and Objectives have remained unchanged since 2014 and can only be changed by amending the URA Plan. In 2019, the URA Board passed a Work Plan that added Actions to the Goals and Objectives.

**PURPOSE:**

The purpose of this Work Session is to review the 2019 accomplishments and the proposed 2020 Work Plan. As you will hear during the work session, the URA has accomplished several projects including establishment of the Urban Renewal Advisory Committee (URAC), amendment of the URA Plan to include elements of the Town Center Plan, an RFP to develop a Festival Street Concept, selection of banner poles under the Installation Art Program, four grants under the Storefront Improvement Program, and an RFP for Site B development.

In addition, in early 2020, the COVID-19 pandemic brought a high level of uncertainty to the business climate in Forest Grove. The Governor’s Executive Orders forced the closure or curtailment of operations for nearly all of the businesses within the URA boundary. In response, the URA implemented the Small Business Assistance Program. To fund this program, the URA Board accepted all open applications under the Storefront Improvement Program and Installation Art Program, however, put on hold any subsequent applications for the ensuing year. This in turn significantly shaped the draft 2020 Action Plan.

To guide the Board through the process, attached are two documents: Attachment #1 is the 2019 Work Plan Annual Report that includes the 2019 Work Plan and associated accomplishment. Attachment #2 is the draft 2020 Work Plan.

Staff will brief the URA Board on the 2019 Work Plan Annual Report and the draft 2020 Work Plan. The 2020 Work Plan is scheduled for adoption at the May 11, 2020, URA Board meeting.

**RECOMMENDATION:**

Staff recommends the URA Board comment on the 2020 Work Plan.

**ATTACHMENTS:**

- 1) 2019 URA Work Plan Annual Report
- 2) 2020 DRAFT URA Work Plan

# URBAN RENEWAL AGENCY

GOALS AND OBJECTIVES  
ADOPTED 2014

## GOAL 1



Provide Opportunities  
For Public Participation  
in the Preparation and  
Adoption of Urban  
Renewal Plans, Plan  
Amendments, and  
Policies

## GOAL 2



Adopt a Prudent  
Annual Budget to  
Minimize Financial  
Risk to the Urban  
Renewal Agency and  
the City of Forest  
Grove

## GOAL 3



Improve the Local  
Investment Climate by  
Reducing Financial  
Barriers to Development  
and Redevelopment  
Within the Urban  
Renewal Area

## GOAL 4



Promote a Vibrant  
Forest Grove Town  
Center Through  
Strategic Urban  
Renewal  
Investments

## GOAL 5



Promote Commercial  
and Mixed-Use  
Redevelopment of Sites  
Along the Pacific  
Avenue Corridor

URA

Forest Grove  
Urban Renewal Agency



# WORK PLAN 20

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# URBAN RENEWAL AGENCY 20



## GOAL 1 – PROVIDE OPPORTUNITIES FOR PUBLIC PARTICIPATION IN THE PREPARATION AND ADOPTION OF URBAN RENEWAL PLANS, PLAN AMENDMENTS, AND POLICIES

### OBJECTIVE

### ACTION

1.1 Establish an Urban Renewal Advisory Committee.

Develop URAC bylaws.  
Consider disposition alternatives for Site B.

### GOAL 2 – ADOPT A PRUDENT ANNUAL BUDGET TO MINIMIZE FINANCIAL RISK TO THE URBAN RENEWAL AGENCY AND THE CITY OF FOREST GROVE

#### OBJECTIVE

#### ACTION

2.1 Establish policies to guide strategic financial investments in the urban renewal area based on public benefit, documented financial need, scale of the project, and accepted underwriting principles.

2.2 Evaluate tax increment revenue collections annually to minimize long term impacts to overlapping taxing districts.

Part of annual budget process.

2.3 Secure grant funding from regional, state, federal agencies, and private organizations to implement the urban renewal program and supplement tax increment revenue.

Pursue grants for URA programs.  
Review stimulus programs for applicability.

# WORK PLAN 2020

## URBAN RENEWAL AGENCY 2020



### GOAL 3 – IMPROVE THE LOCAL INVESTMENT CLIMATE BY REDUCING FINANCIAL BARRIERS TO DEVELOPMENT AND REDEVELOPMENT WITHIN THE URBAN RENEWAL AREA

#### OBJECTIVE

#### ACTION

3.1 Capitalize a program to reduce development costs to the extent necessary to encourage private investment for projects proving a public benefit and resulting in appreciation of property values and efficient use of vacant and underutilized land.

Consider disposition alternatives for Site B.

# WORK PLAN 2020

## URBAN RENEWAL AGENCY 20



### GOAL 4 – PROMOTE A VIBRANT FOREST GROVE TOWN CENTER THROUGH STRATEGIC URBAN RENEWAL INVESTMENTS

#### OBJECTIVE

#### ACTION

- |     |   |  |
|-----|---|--|
| 4.1 | Establish a program to encourage the preservation, conservation, and adaptive reuse of designated and contributing historic resources through improvements to the exterior and interior of buildings. | Continue Storefront Improvement Program, Parklet Pilot Program, and Installation Art Program, pending available funding. |
| 4.2 | In conjunction with the Economic Development Commission, assist business retention and expansion efforts in the Forest Grove Town Center.   | Work with EDC on consideration of Main Street Program.   |
| 4.3 | Identify a location and assist with funding construction of a public gathering place in the Town Center.  | Complete Festival Street alternatives concept analysis and secure URA Board approval for preferred alternative.          |

### GOAL 4 – PROMOTE A VIBRANT FOREST GROVE TOWN CENTER THROUGH STRATEGIC URBAN RENEWAL INVESTMENTS

#### OBJECTIVE

#### ACTION

4.4 Purchase property from willing sellers to implement the urban renewal program.

4.5 Encourage the construction of needed housing and mixed use development in the Town Center.

4.6 Encourage uses and amenities that support increased community uses in the Town Center.

Consider disposition alternatives for Site B.

Consider disposition alternatives for Site B.  
Complete installation of banner poles.  
Continue Storefront Improvement Program, Parklet Pilot Program, and Installation Art Program, pending available funding.

### GOAL 5 – PROMOTE COMMERCIAL AND MIXED-USE REDEVELOPMENT OF SITES ALONG THE PACIFIC AVENUE CORRIDOR

#### OBJECTIVE

#### ACTION

5.1 Establish incentives to encourage a mixture of land uses including retail, office, and housing at strategic locations along the Pacific Avenue corridor through the creation of nodal development.

Consider disposition alternatives for Site B.

5.2 Work with the Economic Development Commission to market redevelopment opportunity sites to prospective developers.

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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	6.
MEETING DATE:	04/27/2020
	URA RESO
FINAL ACTION:	2020-03

**URBAN RENEWAL AGENCY STAFF REPORT**

**TO:** *Urban Renewal Agency Board of Directors*

**FROM:** *Jesse VanderZanden, Executive Director*

**MEETING DATE:** *April 27, 2020*

**PROJECT TEAM:** *Paul Downey, Administrative Services Director  
Bryan Pohl, Community Development Director*

**SUBJECT TITLE:** *FY 2019-20 URA Transfer for Additional Business Assistance Payments*

**ACTION REQUESTED:**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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*X all that apply*

**ISSUE STATEMENT:** The Urban Renewal Agency (URA) Board authorized a process to award emergency business assistance payments of up to \$2,500 for April rent or mortgage payments for qualified businesses in the URA boundary with total payments limited to \$100,000. The program was on a first-come first-served basis. The URA received 83 applications from businesses within the URA boundary for a total of \$125,369.93 in funding requests. It received 10 applications from businesses outside the URA boundary. The URA has sufficient resources to fund all qualified application requests and still meet all of the URA’s other current obligations. Staff has prepared a resolution transferring \$26,000 in Unappropriated Ending Fund Balance within the URA Fund to pay for the assistance requests over \$100,000.

**BACKGROUND:** The available funds within the URA Fund to pay for the applications for business assistance in excess of \$100,000 are in Unappropriated Ending Fund Balance (UEFB) which cannot be expended within a fiscal year except in emergencies per ORS 294.481(b). Since the Governor has declared a statewide emergency, the funds in the UEFB can be expended after the governing body adopts a resolution transferring those funds to regular appropriations.

**FISCAL IMPACT:** The URA has sufficient resources to fund the additional payments since actual property revenue received has exceeded staff projections. After payment of the first \$100,000 of emergency business assistance, the URA will have approximately \$286,000 of cash available. However, there is insufficient total appropriation authority in the URA Fund for the additional assistance payments which is why this proposed budget transfer would be needed to make the additional payments.

**STAFF RECOMMENDATION:** Staff has prepared a resolution for URA Board of Directors consideration to transfer funds from UEFB to regular appropriations within the URA Fund to pay for the additional business assistance payments.

**ATTACHMENT(s):** Resolution Authorizing the Fiscal Year 2019-20 Expenditure of Urban Renewal Agency Funds for Additional Business Assistance Payments to be Awarded for COVID-19 Relief Assistance Under ORS 294.481(B) as a Response to an Emergency

**URA RESOLUTION NO. 2020-03****RESOLUTION OF THE CITY OF FOREST GROVE URBAN RENEWAL AGENCY  
AUTHORIZING THE FISCAL YEAR 2019-20 EXPENDITURE OF URBAN RENEWAL  
AGENCY FUNDS FOR ADDITIONAL BUSINESS ASSISTANCE PAYMENTS TO BE  
AWARDED FOR COVID-19 RELIEF ASSISTANCE UNDER ORS 294.481(B) AS A  
RESPONSE TO AN EMERGENCY**

**WHEREAS**, the Urban Renewal Agency (URA) Board authorized the payment of \$100,000 in funds to assist businesses located within the URA with their April rent or mortgage payments up to \$2,500 per business; and

**WHEREAS**, assistance requests for permitted businesses were received in the amount of \$125,369.93 before the URA stopped accepting applications; and

**WHEREAS**, the URA has sufficient resources to fund all of the qualified assistance applications that were received; and

**WHEREAS**, the ORS 294.481(b) allows the Council by adoption of a resolution, the authority to expend funds, including unappropriated fund balances, to respond to a public emergency.

**NOW, THEREFORE, THE URBAN RENEWAL AGENCY OF THE CITY OF FOREST GROVE RESOLVES AS FOLLOWS:**

**Section 1.** Transfer \$26,000 from URA Fund Unappropriated Ending Fund Balance (8508500 8450) to URA Fund Emergency Response Expenditures (8508500 6900). Total URA Fund expenditures are increased to \$540,564.

**Section 2.** This resolution is effective immediately upon its enactment by the Urban Renewal Agency of the City of Forest Grove.

**PRESENTED AND PASSED** this 27<sup>th</sup> day of April, 2020.

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Jesse VanderZanden  
Urban Renewal Agency Executive Director

**APPROVED** by the Urban Renewal Agency of the City of Forest Grove at a special meeting thereof this 27<sup>th</sup> day of April 2020, and filed with the Forest Grove City Recorder this date.

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Peter B. Truax  
Urban Renewal Agency Chair

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