



A place where families and businesses thrive.

City Council Regular Meeting Minutes

**Monday, December 12, 2022
Community Auditorium and Zoom**

***Minutes are unofficial until approved by City Council.
Council approved minutes as presented April 10, 2023.***

A. Call to Order

Mayor Malynda Wenzl called the regular City Council meeting to order at 7:00 p.m. via in-person and Zoom Webinar Video Conference. The meeting was held in a “hybrid” format allowing the public to attend both virtually and in-person in the Community Auditorium. Members of the public could observe the meeting LIVE on Zoom Webinar or on television on Tualatin Valley Community Television (TVCTV) Government Access Programming.

1. **ROLL CALL: COUNCIL PRESENT:** Donna Gustafson; Timothy Rippe; Karen Martinez; Michael Marshall; Mariana Valenzuela; Elena Uhing (via Zoom); Mayor Malynda Wenzl.
COUNCIL ABSENT: None.
2. **Land Acknowledgement Statement:** Mayor Wenzl read the Land Acknowledgment Statement.
3. **Pledge of Allegiance:** The Pledge of Allegiance was recited.

B. Public Comment:

1. CC12-12-2022 Written Public Comments received by 3:00 p.m. on the day of the meeting were published in the Council Packet.

In-person Testimony:

1. Dale Feik, Forest Grove, testified pertaining to written materials submitted addressing climate change and decreasing energy use.

Zoom Testimony:

2. April Hyne, Forest Grove, testified via Zoom reiterating her concerns about noise, recommending changes to City Code, and asked that local fireworks ordinances be enforced.

C. Consent Agenda:

1. Accept Parks and Recreation Commission Minutes of October 19, 2022.
2. Accept Public Arts Commission Minutes of October 20, 2022.

3. Accept Sustainability Commission Minutes of October 27, 2022.

4. Community Development Monthly Building Activity Report for November 2022

MOTION: Councilor Rippe moved, seconded by Councilor Martinez, to approve the Consent Agenda as presented. **VOICE VOTE:** AYES: Councilors Gustafson, Martinez, Rippe, Valenzuela, Marshall, Uhing, and Mayor Wenzl. NOES: None. **MOTION CARRIED 7-0.**

D. Additions/Deletions:

1. City Manager – none.
2. Proposed by Councilors:

VanderZanden clarified a follow-up work session is tentatively planned for February to address issues still unclear from the Boards/Commissions Review work session held on January 23, 2023.

E. Presentations:

1. City Charter Review Process Update

Ashley Driscoll, City Attorney, provided an update on the City Charter's review process via PowerPoint, highlighting the background in deciding to form the Charter Review Committee, the Committee's role, and the work Council had directed the Committee to do. Next steps included Council passing a resolution to establish the framework of the committee, scope of the charter review, and overall timelines. Recruitment efforts would then begin with a target to get the Committee seated in spring of 2023. Council members would also help recruit applicants from all four quadrants of the city. Staff would provide options and recommendations for establishing those four quadrants and assisting in creating a website to process and recruit committee members. She noted the former Council wanted to wait to start the Charter review process until the new Council members were seated and agreed with the key decisions included in the coming resolution.

2. Forest Grove Watershed Management Update

Greg Robertson, Engineering and Public Works Director, introduced Barry Sims, Trout Mountain Forestry, Contract Forester, who presented a PowerPoint highlighting the 2022 harvest activities in the Watershed. Sims noted the role of the Watershed Management Plan, last updated in 2013, and described key components involved harvesting the timber, noting the net harvest revenue was \$1,014, 540.

Councilor Rippe requested an update on any property acquisition that would impact the Watershed. Robertson said he believed Stimson Lumber owned some property within the Watershed, noting discussion had occurred over the years around the possibility of a land swap since the City had land that did not drain into the watershed. Stimson had not been

interested in the idea previously, but the Staff would be willing to raise the matter again to see if Stimson had any interest.

Councilor Rippe stated the City needed to continue pursuing that option. He asked if the City was paying for any right-of-way for the pipes running from the Watershed to the pump station. Robertson replied the transmission line from the watershed into town was either within public right-of-way or the City had acquired easements throughout the route. No monies were being exchanged or paid for continued or perpetual right of entry; the City had the right to go in and maintain the line in its current location.

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Councilor Rippe said he did not believe the City needed to replace utility poles yearly. Robertson replied the City used trees for utility poles every year and a planning meeting would be held tomorrow for the 2023 harvest. He would reach out to Light and Power Director Keith Hormann to see if he was still interested in continuing the process.

3. Community Development Update

Bryan Pohl, Community and Economic Development Director, presented the Community Development Department's Annual Report via PowerPoint, which outlined the objectives, accomplishments and priorities. Pohl reported on the following top priorities:

- Study, evaluate and then hold work session with Council in spring regarding HNA policy recommendations.
- Finish implementation of Development Review Process study when colocated with Engineering.
- Monitor evolving situation with Climate Friendly and Equitable Communities – legal challenge and implementation.
- Work with Engineering to advance Festival Street design.
- Work with Engineering on grants for TV highway.

In response to Councilor Rippe's concerns, Pohl confirmed that the Quality-of-Life Analysis was still high on the priority list, but noted two key Staff members on the project had resigned so Staff would regroup on the project. The purpose of the Analysis was to get input on what citizens would like to see in Forest Grove over the next 20 years.

VanderZanden added Staff also started to look for synergies and adjacencies associated with the various programs and projects Council was funding: DEI Plan, Vision and Values, Branding, Logo, and Guidelines, and the Quality-of-Life Analysis. Staff also considered

whether they could be amalgamated into something that might be a bit more comprehensive than each of their individual parts, recognizing that they all kind of contributed to the same thing. More would be discussed at the Council Retreat and all the projects currently had funding from American Rescue Plan Act (ARPA). The challenge would be tying the projects together and getting them in the right order so they could sequentially build upon each other.

4. Library Update

Colleen Winters, Library Director, presented the Library's Annual Report via PowerPoint, via PowerPoint, which outlined the progress, top accomplishments, and top priorities for the next year. Winters reported on the following top priorities:

1. Finish Teen Area: partition, signage; room use guidelines
2. Complete redesign and remodel of library bathrooms
3. Continue reconfiguration of eastside of library
4. Develop new Service Plan to include Outreach and services to historically underserved populations; use of the building; changes in patron usage and expectations;
5. Implement plans to improve outdoor space, e.g., expand Ginsburg Garden; develop potential programming space.

Councilor Valenzuela noted the library provided a balance accommodating both the tech-savvy willing to take classes online and those who did not have internet or preferred to come to the library in person.

Councilor Rippe noted he was excited about the van and suggested having music play aboard to attract people. He suggested if inclement weather affected the curbside service, the Foundation should consider extending a cover out to the curb, which would also protect Library Staff. Winters believed curbside service was affected by how patrons chose to pick their library materials, not the weather as some decided to work online after the pandemic.

Councilor Rippe recommended the Library consider a federal or state program, perhaps with the Oregon Department of Veterans, with grant funding to enable the collection of oral stories from veterans. Winters replied the Library had a partnership with Washington County Veterans and would forward the idea.

F. Public Hearings, Ordinances, and Resolutions:

1. RESOLUTION NO. 2022-67 MAKING APPOINTMENTS TO CITY OF FOREST GROVE ADVISORY BOARDS, COMMITTEES AND COMMISSIONS

Staff Report:

VanderZanden presented the above resolution for Council consideration, noting on November 28, 2022, Council held a work session, per the Council rules for annual board and

commission appointments, and interviewed the new applicants that attended. Under Council rules, those absent lost consideration for the year, but could reapply and be considered in the future. There were two Council sub-committees that held interviews of the candidates that they were Council liaisons to and came to a consensus on seven members that were new applicants, who were named in the proposed resolution as well as the board or commission to which they were being appointed.

VanderZanden clarified that if the new applicant was appointed to the Parks and Recreation Commission, there would be no vacancy to fill as a reappointment on the Parks and Recreation Commission, noting Council was under no obligation to reappoint those who applied for reappointment.

Before proceeding with Council discussion, Mayor Wenzl asked for a motion to adopt Resolution No. 2022-67.

MOTION: Councilor Gustafson moved, seconded by Councilor Valenzuela, to approve Resolution No. 2022-67 Making Appointment to City of Forest Grove Advisory Boards, Committees, and Commissions.

VanderZanden read Resolution No. 2022-67 by title.

Council Discussion:

Councilor Rippe concurred with the appointments being made; however, he expressed concern at the reason the sub-committee gave for asking an applicant who reapplied to not be reappointed, noting several members have been on boards and commissions for well over 10 years. Rippe noted that Council needed to be more deliberate explaining why someone should be reappointed rather than leaving it up to varying reasons. Councilor Rippe did not agree with not reappointing someone because they had served on a board or commission for so many years.

Councilor Gustafson noted the new appointee had the energy and experience that would benefit that board and commission.

ROLL CALL VOTE: AYES: Councilors Gustafson, Rippe, Martinez, Marshal, Uhing, Valenzuela, and Mayor Wenzl. NOES: None. ABSENT: None. MOTION CARRIED 7-0.

2. RESOLUTION NO. 2022-68 MAKING CITY COUNCIL LIAISON APPOINTMENTS TO ADVISORY BOARDS AND COMMISSIONS AND OUTSIDE AGENCIES AND REPEALING RESOLUTION NO. 2020-114.

Staff Report:

VanderZanden reported the City Charter and Council Rules stated, “The mayor shall appoint a Council liaison to the boards and commissions and committees” and noted that Council had consented to those appointments via resolution. He addressed questions about City Charter and Council Rules regarding liaison appointments to outside entities not included on the list before Council.

Before proceeding with Council discussion, Mayor Wenzl asked for a motion to adopt Resolution No. 2022-68.

MOTION: Councilor Gustafson moved, seconded by Councilor Valenzuela, to approve Resolution No. 2022-68 making City Council Liaison Appointment to Advisory Board and Commissions and Outside Agencies and Repealing Resolution No. 2020-114.

VanderZanden read Resolution No. 2022-68 by title.

Council Discussion:

Councilor Uhing highlighted the City’s history with the Senior and Community Center and Chamber of Commerce and asked that Council consider these two nonprofits a bit differently especially since it took the Senior Center years to accept having a liaison on its board.

Councilor Rippe noted if the Council Rules did not specifically address outside boards and commissions, it was entirely Council’s decision on which boards and outside agencies can be represented. He requested a broader and more robust discussion about the agencies or nonprofits at which the City should and should not have representation. City Council had a responsibility to partner with a lot of different agencies throughout the region. He reported there was a lot of confusion about the Forest Grove Foundation and asked if Council might benefit by having a liaison on that board. He confirmed he would like a work session about liaison roles for outside boards and agencies and also to know more about the different organizations listed in the memo and the Council liaison’s role as the City’s representative on those boards and agencies, which was never discussed.

Councilor Gustafson cautioned against having too many board and commission liaisons given the Councilors available. Previous discussions regarded the City having many more boards and commissions than other municipalities and Council should review which brought more benefit to the city and which should be cut.

ROLL CALL VOTE: AYES: Councilors Gustafson, Rippe, Martinez, Marshall, Valenzuela, Uhing, and Mayor Wenzl. NOES: None. ABSENT: None. MOTION CARRIED 7-0.

G. Council Communications

1. Councilor Reports:

Rippe had nothing to report. He confirmed Council consented to holding a work session regarding outside boards and agencies.

Gustafson, Martinez, Marshall, and Valenzuela had nothing to report.

Uhing reported the Supportive Housing Group got more legal information and Metro input on how the funding was to be used and distributed for homeless community members. Many of the rules had been relaxed, but the Group hit a lull waiting to catch up with Metro's goals and some of the legal aspects. She assured the Group was intent on doing everything it could to get the dollars out, in spite of a few snags.

2. City Manager's Report

VanderZanden reported on Staff's Annual Holiday Benefit, which raised \$3,500 for HomePlate, which addressed services for homeless youth. He received via CFM, the City's federal affairs consultant, a letter from Senators Merkley and Wyden, and Congresswoman Bonamici to Pete Buttigieg, the Secretary of Transportation, supporting the City of Forest Grove's application for the \$20 million Safe Streets for All Grant. He also highlighted the Monthly Building Activity Report included in the packet, noting compared to last year, 20 for Forest Grove and 10 for Cornelius, no building permits were applied for single-family residential dwellings in either city last month.

VanderZanden confirmed a review of how fluctuation in development and inflation would impact the City's revenue streams would certainly be part of the budget process. Building permits are an additive valuation in terms of the overall assessed value for the city, so it was sequentially and consecutively added. Currently, Staff was monitoring and working to gauge the magnitude of the drop in building permits, which was a self-sustaining department, paid for by building permit revenue.

3. Mayor's Report

Mayor Wenzl appreciated the Councilor's discussion on liaison appointments. She reported attending the mayor's training class offered by the League of Oregon Cities and the Mayor's Youth Advisory Council (MYAC). She helped judge the Holiday Light Parade entries, which was a great community event done well. She also reported on the Committee for Community Involvement (CCI) and Western County Emergency Task Force meetings. She was preparing to meet with Representative Bonamici, and announced All Kids Bikes would be doing a bike reveal at Joseph Gale on Wednesday, December 14th, and invited the Councilors to attend.

H. Adjournment

Mayor Wenzl adjourned the regular Council meeting at 8:55 p.m.