



A place where families and businesses thrive.

City Council Regular Meeting Minutes

**Monday, January 09, 2023
Community Auditorium**

***Minutes are unofficial until approved by City Council.
Council approved minutes as presented May 8, 2023.***

A. Call to Order/Land Acknowledgement Statement/Pledge of Allegiance

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.

Mayor Wenzl called for a moment of silence in remembrance of Lourdes Turcios Garcia who died in a pedestrian/vehicular accident on 19th Avenue near Hawthorne Street, Forest Grove.

1. **ROLL CALL: COUNCIL PRESENT:** Donna Gustafson; Karen Martinez; Michael Marshall; Timothy Rippe; Mariana Valenzuela; Mayor Malynda Wenzl. **ABSENT:** Elena Uhing.
2. **STAFF PRESENT:** Jesse VanderZanden, City Manager; Paul Downey, Assistant City Manager/Finance Director; Jim Geering, Fire Chief; and Henry Reimann, Police Chief.

B. Award Presentation:

1. Oregon Police Officers Association (OPOA) Distinguished Citizen of the Year Award: Kathy Bahnsen, Rudy Tinoco, Jose Niro and Fernando Niro, were the only recipients in the State that received the 2021 OPOA Distinguished Citizen of the Year Award.

C. Public Comment:

1. CC01-09-2023 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. David Morelli, Forest Grove appreciated City crews for fixing power outages in his area after a storm.
2. Michael Perrault, Forest Grove encouraged Council to reestablish the subcommittee on homelessness and make sure it was active and engaged. Perrault noted the City should be more active and forceful with the County about its management of the homeless encampment on Highway 47.

3. Dale Feik, Forest Grove, stated he sent Council two letters, encouraging the City to work with other entities to come up with good plans to address climate change, since it is an existential threat.

Following Agenda Item F. 3., Mayor Wenzl reopened Public Comment.

Dale Feik, Forest Grove, read a letter asking Council to consider increasing watershed harvest reserves to two-thirds, with one-third for timber production.

Zoom Testimony – None.

Josie Coney [14:15] called upon, but no response.

D. Consent Agenda:

1. Approve Community Policing Advisory Commission (CPAC) Minutes of October 20, 2022.
2. Approve Forest Grove Library Commission (LC) Meeting Minutes of November 9, 2022.
3. Approve Parks and Recreation Commission (P&R) Meeting Minutes of November 16, 2022.
4. Approve Planning Commission (PC) Meeting Minutes of September 19, 2022.
5. Approve Planning Commission (PC) Meeting Minutes of October 3, 2022.
6. Approve Sustainability Commission (SC) Meeting Minutes of November 17, 2022.
7. Memo Accepting Boards and Commissions (B&C) Resignation Urban Renewal Advisory Committee (URAC).
8. Community Development Monthly Building Activity Report for December 2022.

MOTION: Councilor Gustafson moved, seconded by Councilor Valenzuela, to approve the Consent Agenda as presented. VOICE VOTE: AYES: Councilors Gustafson, Marshall, Martinez, Rippe, Valenzuela, and Mayor Wenzl. NOES: None. ABSENT: Councilor Uhing. MOTION CARRIED 6-0.

E. Additions/Deletions:

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

F. Presentations:

1. Washington County Supportive Housing Services Update

Jes Larson, Program Manager, and Jessi Adams, Capacity Programs Supervisor, presented the annual report on the Washington County Supportive Housing Services (SHS) Program via PowerPoint, updating Council on the services being provided to the homeless by

community-based service providers across the county due to federal funding and the increase in that funding from approximately \$4.5 million to \$75 million annually. Services were being provided through a number of programmatic areas through the network of providers that leverage each other's specialties across systems and programs to provide services to the homeless. An overview was provided of several programs launched to house, support, and stabilize the homeless and the goals resulting from those efforts. Plans, programs, and systems used for outreach, building trust, and ultimately housing more homeless were also described, along with efforts for short-, medium-, and long-term housing retention and the related financial investments. A description and results of the racial equity analysis were presented, as well as a review of the budget which noted continued growth and scaling of Supporting Housing Services to a \$70 million program. Because hiring and training people and housing individuals took time, they anticipated under spending in the program for the first three years, so while growing to capacity, funds would roll over and effectively become one-time investments, providing opportunities to invest in community infrastructure, such as shelter buildings and permanent supportive housing like the Aloha Inn. Last year, Supportive Housing achieved 305 households moving from homelessness into housing and was currently tracking to add a total of 900 more households this year.

In response to various Council inquiries and concerns, Larson replied that many people moving from homelessness needed wraparound supports and that housing case managers are trained both in the housing navigation work and housing support in learning skills needed to live inside again and connecting to the community. A team was actively looking for land opportunities for both the provision of temporary permanent shelter and supportive housing. Larson explained the process had multiple people and multiple steps, which is coordinated through a process called coordinated entry and documented in their information management system. The organizations used are excellent at serving culturally specific households and would receive whoever is coming through their organization regardless of race and ethnicity. Larson confirmed there was a measure called returns to homelessness in their system of coordinated entry and continuum of care work. It was currently around 10% system wide, but it was too soon to measure that impact. Larson noted that their partner organizations range across the spectrum from organizations new to either the scope of work or Washington County to well-established organizations with multi-million-dollar budgets. The County was currently focused more on partner training rather than evaluating. One partner organization did step back on its own, but they were able to continue assisting its clients.

2. Forest Grove Police Department Update

Reimann presented the Police Department update via PowerPoint, highlighting the department's progress with regard to Council's objectives, its top accomplishments in the past year, and its top priorities for the coming year. Reimann confirmed a breakdown on the number and kind of calls received would be in the annual report.

3. Forest Grove Fire and Rescue Department Update

Geering presented the Forest Grove Fire and Rescue Department Update via PowerPoint, which was included in the packet, noting the progress made on last year's objectives, that the Capital Improvement Project for the Department's kitchen was finalized and that the Fire Task Force was being reconvened. He also highlighted new programs for child car seat safety and high school cadets, as well as the Department's top accomplishments this past year, and top priorities for the coming year. Geering addressed various inquiries pertaining to ambulance services in Forest Grove, noting the Request for Proposal (RFP) would go through interviews and a selection by the end of the month, a new ambulance transport provider should be brought into service sometime mid-year.

Mayor Wenzl reopened Public Comment at this time so a letter could be read into the record under Agenda Item C.

4. Administrative Services Department Update

Downey presented the Administrative Services Department Update via PowerPoint, which was included in the packet, highlighting the department's progress on Council objectives, its top accomplishments last year, and its top priorities for the coming year. Downey confirmed that the Quality-of-Life Plan was done in conjunction with Community Development. Downey addressed various inquiries pertaining to bilingual preferences when posting jobs, noting Human Resources (HR) reviews advertised positions to determine if there was a need for bilingual preference. Downey added the department gives pay increase if the positions continually require bilingual skills.

G. Public Hearings, Ordinances, and Resolutions:

1. RESOLUTION NO. 2023-01 ELECTING CITY COUNCIL PRESIDENT

Staff Report:

VanderZanden reported that pursuant to Chapter 3, Section 9 of the City Charter and Section 4.2 of the Council Rules of Procedure, the Council shall elect a Council President from its membership at the first meeting of each year. He reviewed the procedural rules, attached in the packet.

Mayor Wenzl opened the nominations for Council President.

Councilor Valenzuela nominated Councilor Gustafson.

Councilor Martinez nominated Councilor Rippe, who declined.

Hearing no other nominations from the floor, Mayor Wenzl asked for a motion.

MOTION: Councilor Martinez moved, seconded by Councilor Valenzuela, to approve Resolution No. 2023-01, electing Councilor Donna Gustafson as City Council President. **VOICE VOTE:** AYES: Councilors Gustafson, Martinez, Marshall, Rippe, Valenzuela, Mayor Wenzl. NOES: None. ABSENT: Councilor Uhing. **MOTION CARRIED 6-0.**

2. **RESOLUTION 2023-02 APPROVING USE OF UNALLOCATED AMERICAN RESCUE PLAN ACT FUNDS FOR IMPROVEMENTS AT THE FOREST GROVE SENIOR AND COMMUNITY CENTER AND RESERVING FUNDS FOR THE 2023 AND 2024 SUMMER RECREATION PROGRAM.**

Staff Report:

Downey presented the above-proposed resolution, noting the Budget Committee had requested the ARPA Subcommittee to recommend how to use 20% of the ARPA payment budgeted for non-City projects. The recommendations were brought to City Council who were able to allocate \$450,00 but could not come to a consensus on how to spend the \$117,000 balance. This resolution sought approval of use of the unallocated funds to improve the Forest Grove Senior and Community Center and holding the remaining funds in reserve until the costs of the kids' summer reaction program were known. The report is included in the packet.

MOTION: Councilor Rippe moved, seconded by Councilor Martinez, to adopt Resolution 2023-02 Approving Use of Unallocated American Rescue Plan Act Funds for Improvements at the Forest Grove Senior Community Center and Reserving Funds for the 2023 and 2024 Summer Recreation Program.

Council Discussion:

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

VanderZanden read the resolution by title.

ROLL CALL VOTE: AYES: Councilors Gustafson, Martinez, Marshall, Rippe, Valenzuela, Mayor Wenzl. NOES: None. ABSENT: Councilor Uhing. **MOTION CARRIED 6-0.**

H. Council Communications:

1. Councilor Reports:

Councilor Valenzuela reported being absent for some meetings due to illness but was excited to have been assigned to the Parks and Recreation Commission (P&R), as she was more focused on summer programs and would be able to contribute more to that commission.

Councilor Marshall had nothing to report.

Councilor Martinez reported attending the Forest Grove Rural Fire Protection District meeting, noting they had ordered and paid for a new fire engine, but it would not be delivered for two to three years due to construction backlog.

Councilor Rippe publicly recognized the Public Works staff for their work in repairing a water main that broke during the ice storm on December 23, 2022.

Councilor Gustafson reported being absent for her first Committee for Community Involvement (CCI) meeting due to illness, noting she was updated. The Annual Town Hall would be held in the spring, with topics including land use, livability planning, current and future City development, and quality of life issues. Information tables and handouts would be available. Another open house would be held in September, focusing on city services.

2. City Manager's Report

VanderZanden reported that Staff had been invited to participate in this year's Washington County Housing Forum. In addition, VanderZanden reported a large tree fell across Soda Springs Road and damaged the water transmission line that went to the water treatment plant, noting there was significant damage to the pipe. The City has been able to continue providing services during repairs due to the secondary water source from the Joint Water Commission (JWC). In addition, VanderZanden reported on various matters of interest and project-related updates.

3. Mayor's Report

Mayor Wenzl commended the Light and Power Department, Public Works, and first responders for providing great service. Wenzl reported attending the Economic Development Commission (EDC) Main Street Program meeting, noting the group recapped McMinnville's tour with key takeaways on the importance of downtown lodging and smaller projects that could make the area more engaging and livable, and then connecting the Main Street Task Force with the quality-of-life plan. Wenzl reported attending Public Arts Commission (PAC) meeting, noting discussion focused on the art installation and murals. The PAC also inquired about the status of the annual thank-you reception for Board and Commission (B&C) members. The Chamber has had some leadership changes, and Claudia Yakos is now the interim Executive Officer. In addition, Wenzl reported on other matters of interest, attending

various regional and Washington County-related meetings, upcoming meetings and community-related events.

I. Adjournment:

Mayor Wenzl adjourned the regular Council meeting at 8:52 p.m.



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**City Council Work Session Meeting Minutes
Boards and Commissions Reappointments**

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1. **ROLL CALL: COUNCIL PRESENT:** Donna Gustafson; Timothy Rippe; Karen Martinez; Michael Marshall; Mariana Valenzuela; Mayor Malynda Wenzl. **ABSENT:** Elena Uhing.
2. **STAFF PRESENT:** Jesse VanderZanden, City Manager; and Paul Downey, Assistant City Manager/Finance Director.

A. 9:15 PM – COUNCIL WORK SESSION (BOARDS AND COMMISSIONS REAPPOINTMENTS):

Mayor Wenzl called the work session meeting to order at 9:02 p.m.

Staff Report:

VanderZanden facilitated the work session, referring to the Staff memo on Page 493 in the packet, with the reapplicants listed on page 500. If there was a consensus by Council that staff would bring back a proposed resolution Council consideration at the Council meeting on January 23, 2023.

Council Discussion:

Mayor Wenzl confirmed there were no questions for Staff.

Following discussion, consensus was reached to reappoint Board and Commission members as presented with the exception of Howard Sullivan, Parks and Recreation Commission, whom Council decided not to reappoint at a previous session.

VanderZanden reminded Council that the next meeting's agenda would include a resolution for consideration.

B. Adjournment:

Mayor Wenzl adjourned the work session at 9:13 p.m.