



*A place where families and businesses thrive.*

## City Council Regular Meeting Minutes

Monday, February 13, 2023  
Zoom Community Auditorium

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

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

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, Council President; Michael Marshall; Karen Martinez; Timothy Rippe; Elena Uhing (via Zoom); and Malynda Wenzl, Mayor. **COUNCIL ABSENT:** Mariana Valenzuela.
2. **STAFF PRESENT:** Jesse VanderZanden, City Manager; and Paul Downey, Assistant City Manager/Finance Director.

### **B. Public Comment:**

1. Written Public Comment 02.13.2023.

#### **In-person Testimony:**

1. Jim Hilsenkkopf, Forest Grove, referenced an agenda item from Washington County Board of Commissioners regarding the proposed homeless pods at Elm Street/Highway 47 intersection. Hilsenkkopf spoke against using that location, stating it was not close to the resources that population needs, including public transportation.
2. Theresa “Terry” Irskine, Forest Grove, spoke against using the Elm Street property for the homeless pods, because it was not close to needed resources and the high traffic at that intersection makes this dangerous. Irskine expressed concerns regarding the homeless congregating at Rogers Park and making parents reluctant to take their children to the park and overwhelming sanitation facilities.
3. Michael Perrault, Forest Grove, spoke as the President of Hope Community Network. Perrault spoke about the cleanup at the Kyle property that occurred today, noting everyone at the encampment was moved to different places, with some of the long-term homeless signing up for the wait list for living space. Perrault complimented Open

Door services for their management and thanked Police Chief Henry Reimann for being there and helping individuals with moving their belongings.

Mayor Wenzl provided an update on the Elm Street property, noting she met with Kathryn Harrington, Washington County Board of Commissioners Chair, and at this point, the County does not have any information to provide. If the County decides to take any action, the process would include robust community engagement with the city.

Zoom Testimony: None.

**C. Consent Agenda:**

1. Approve City Council Work Session (Noise Code Section 91.034) Meeting Minutes of October 24, 2022.
2. Approve City Council Work Session (Washington County IGA Encampment) Meeting Minutes of October 24, 2022.
3. Approve City Council Regular Meeting Minutes of October 24, 2022.
4. Accept Committee for Community Involvement (CCI) Meeting Minutes of November 1, 2022; December 6, 2022; and January 3, 2023.
7. Accept Community Forestry Commission (CFC) Meeting Minutes of November 16, 2022.
8. Accept Community Policing Advisory Commission (CPAC) Minutes of December 15, 2022.
9. Accept Library Commission (LC) Meeting Minutes of December 14, 2022.
10. Accept Parks and Recreation Commission (P&R) Meeting Minutes of December 21, 2022.
11. Accept Public Arts Commission (PAC) Meeting Minutes of December 15, 2022.
12. Accept Sustainability Commission (SC) Meeting Minutes of December 15, 2022.
13. Community Development Monthly Building Activity Report for January 2023.
14. Endorse Liquor License Renewal Applications for Year 2023.

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

**D. Additions/Deletions:**

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

Councilor Uhing proposed having a conversation about homelessness in the community. Uhing requested a specific time and date certain. VanderZanden responded that a work

session to discuss homelessness has already been scheduled for the next Council meeting.

Councilor Rippe requested a work session or an agenda item about the Elm Street property to get more clarity, because he did not believe the County was being fully transparent. VanderZanden responded the work session scheduled for the next Council meeting would cover time, place, and manner with respect to the City.

Mayor Wenzl suggested the next work session remain focused on time, place, and manner because Council needed to work on these matters now. Regarding the Elm Street property, Wenzl added there was nothing to report because there have only been informal conversations.

Councilor Uhing disagreed with waiting for the County to make a decision about the Elm Street property, noting as leaders, Council should engage in active conversations and hold the County accountable for plans that affect this community.

Councilor Rippe requested that the City try to determine what criteria the County was using for property evaluations. Rippe also requested an agenda item to discuss the Council Creek Regional Trail, as the railroad that owned the easement has filed with the Federal Surface Transportation Board to abandon it. Rippe noted Council needs to discuss the disposition of that corridor. VanderZanden reported there would be a policy advisory board meeting looking at that particular question. After the easement was disposed of and the ownership question comes up, it would be placed on the Council agenda schedule.

## **E. Presentations:**

### **1. Juan Carlos González, Metro Councilor District 4**

Juan Carlos González, Metro Councilor District 4, and Gerrit Rosenthal, Metro Councilor District 3, presented the TV Highway Transit Project Update via PowerPoint, which was provided in the Council packet. Gonzalez and Rosenthal co-chair the committee working on the TV Highway project. Engagement of municipalities and jurisdictions that interact with the project was a high priority. Keeping all the users on TV Highway safe was a top reason for the project, and although it was a transit project, at its core, a lot of other elements need to rise to the top for this project, including lighting, pedestrian safety, and fleet reliability.

### **2. Washington County Affordable Housing Bond Update**

Komi Kalevor, Washington County Housing Services Executive Director, attending via Zoom, gave a PowerPoint presentation, which was provided in the Council packet, on the Affordable Housing Bond. Andrew Crampton, Washington County Housing Services Development

Manager, was also present via Zoom. The County operates 244 units in the county, 19 of those are in Forest Grove. Crampton highlighted Viewfinder, the first project developed with the bond funds has 81 units and is fully occupied. Washington County was allocated \$116 million from the Metro bond. Hillsboro and Beaverton received their own allocations and are not included in the County's funding. Metro added another \$2 million after the heat wave two years ago when temperatures were in triple digits.

Kalevor noted that he gave a presentation about this bond four years ago, at which Councilor Uhing had asked what was being done with existing properties. Funding was secured to rehabilitate and improve five properties currently owned by the Housing Authority, including the Villager Apartments and Parkside Apartments in Forest Grove. The Housing Authority is working with community partners and using hotels for services and conversion, with two properties for this model. One will open soon as permanent supportive housing, and the other is a bridge shelter to transition people into permanent housing.

Councilor Uhing thanked them for rehabilitating and upgrading facilities. Uhing asked them to continue advocating for smaller, rural communities when working with Metro and the State to realize that sometimes those areas do not have the population to be able to afford larger, but they still want to participate.

Councilor Rippe pointed out that Forest Grove had a project of only 16 units, but it did not meet the minimum requirements. For Forest Grove, 16 affordable housing units would have an impact. Rippe gave the analogy of developing countries using microloans to small entrepreneurs to get businesses going so they could provide for their families, leading to economic growth for the country. Rippe suggested a similar concept for microloans to build affordable housing in 8 to 12 units, rather than the 30 units required by the bond. Forest Grove does not have the land to build the larger units, but there are a lot of infill opportunities for smaller quantities of affordable housing.

Mayor Wenzl noted the Valfre Apartments, completed this summer, have been a huge benefit to the community. She also thanked Kalevor for his years of service to the region.

### **3. Fiscal Year 2021-2022 Audited Financial Statements for City and Urban Renewal Agency (URA)**

Kenny Allen, Paul, Rogers and Co., City Auditor, presented the audited financial statements for Fiscal Year 2021-2022, included in the Council packet. The Independent Auditor's Report and Analysis gave a synopsis of the financial activities. The General Fund reported an ending fund balance at June 30, 2022, of \$8,176,067 which is an increase of \$273,059 from the prior fiscal year. Ending fund balance at June 30, 2022, was 38.5% of the General Fund expenditures for the fiscal year ending June 30, 2022.

Downey commended Assistant Finance Director Melissa Henderson, noting this was the first time in his tenure that the City had drafted its own audited financial statements, which the auditor then audited. In prior years, the auditor prepared the audited statements based off the books.

**F. Public Hearings, Ordinances, and Resolutions – None.**

**G. Council Communications:**

1. Councilor Reports:

Gustafson reported attending the Committee for Community Involvement (CCI) meeting, noting discussion focused on the Town Hall scheduled for April 29, 10:00 a.m. to Noon, in the Community Auditorium. It would be a booth-type town hall, featuring booths of different interests, such as transportation and parks and recreation. The Mayor would kick it off, and people could come as they like to ask questions and rate the event and each booth. Gustafson noted Economic Development Commission (EDC) meeting was canceled. Gustafson voiced her support regarding homelessness and the concerns brought to Council's attention, especially about the Elm Street location. Gustafson acknowledged that Council needed to work with the County, noting the Council needs to figure out more ways to put more pressure on the County and instead of asking, figuring out what the City wanted and then work through some of the issues with the County, including the Highway 47 encampment, which was on County property, but significantly affects Forest Grove. Gustafson advocated for opening up the subcommittee on homelessness as well as the work session next Council meeting regarding time, place, and manner.

Councilor Rippe reported attending the Regional Water Providers Consortium meeting, noting they approved their budget.

Councilor Martinez reported attending the Forest Grove Rural Fire Protection District meeting.

Councilor Marshall reported the Urban Renewal Advisory Committee (URAC) meeting was rescheduled because of lack of attendance. In addition, Marshall reported the Council Creek Regional Trail meeting will be held on March 14<sup>th</sup>.

Councilor Uhing echoed comments regarding homelessness and the concerns brought to Council's attention, especially about the Elm Street location, noting that as leaders, the Council should decide how they want their community to be, and then work with partners, making sure their voices were being heard. Uhing hoped Council was in the room if discussions move forward with the County. Uhing provided updates on the Homeless Plan Advisory Council (HPAC) and Supportive Housing Services Group (SHS) and restarting their shelter expansion subcommittee, noting the subcommittee will be looking at home ownership,

affordable housing, housing stabilization (homeless prevention, shelter, and navigation through the system), operations, and rehousing and veterans' homelessness services. Uhing reported the Historic Landmarks Board (HLB) did not have a quorum last month, so the 2023 Work Plan was not finalized yet. The HLB would like the City Attorney to give a presentation on the new laws regarding historic properties, particularly with the State Historic Preservation Office (SHPO) grants, to make sure the City was compliant with the new laws. In addition, Uhing reported Sustainability Commission (SC) has completed its Work Plan, which will be presented along with the Burn Plan at the second meeting in February.

## 2. City Manager's Report

VanderZanden briefed on various department-related activities and Council calendar updates. The offices of Senators Murphy and Wyden have opened a congressionally directed spending request for the upcoming 2024 fiscal year. This was the process the City engaged in last year for funding five projects. Staff would be working with the federal department on that request and planned to apply for the same projects that were approved last year. Regarding the Development Services Annex and City Hall remodel, the Annex should open on April 18<sup>th</sup> and City Hall on April 26<sup>th</sup>. The partnering event with Pacific University would be Tuesday, March 14<sup>th</sup> from 4:00 pm to 6:00 pm at the library on campus. City Staff would attend to determine opportunities to partner with Pacific. In addition, the City applied for a \$15 million Safe Streets and Roads for All Grant in the last cycle, but unfortunately, did not receive it, so staff would meeting to discuss how to improve the City's application before reapplying for another grant. VanderZanden added he would keep Council informed as he received more information.

## 3. Mayor's Report

Mayor Wenzl reported attending the Sister City Committee meeting, noting the Committee discussed starting different branches of the Sister City for Ukraine and South America. The Committee also discussed an adult delegation group traveling to Japan in the fall, which will be led by Mayor Wenzl. Wenzl reported attending the Regional 1 Transportation (R1ACT) meeting, noting they are proposing electrifying the GroveLink buses. Wenzl wanted staff to be aware that there would be webinars on February 28<sup>th</sup> and March 5<sup>th</sup> about a carbon reduction program, noting there was money for any project benefiting the climate, such as charging stations or fleets going electric. Wenzl reported meeting with the Washington County Board of Commissioners Chair and other mayors, where they discussed time, place, and manner ordinances. The group agreed that in whatever aspect they could, to coordinate efforts and keep each other updated. Wenzl also reported attending the Washington County Coordinating Committee (WCCC) meeting, noting the Committee heard presentations about the regional transportation proposals. The County will not have its budget meeting until April 27<sup>th</sup>. Wenzl concluded by noting the Forest Grove/Cornelius Chamber of Commerce was hosting the State of the City Addresses at its February 27 luncheon at the Cornelius Library.

**H. Adjournment**

Mayor Wenzl adjourned the regular Council meeting at 8:10 p.m.



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**City Council Work Session Meeting Minutes  
Boards and Commissions Review Process**

**Monday, February 13, 2023  
Zoom Community Auditorium**

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Council approved minutes as presented May 8, 2023.***

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

**A. 8:45 PM – COUNCIL WORK SESSION (BOARDS AND COMMISSIONS REVIEW PROCESS):**

Mayor Wenzl called the work session meeting to order at 8:45 p.m. via in-person and Zoom Webinar Video Conference.

**Staff Report:**

VanderZanden facilitated the work session, noting purpose of the workshop was to arrive at a consensus for the purpose, scope, and composition of the Boards and Commissions (B&C) review process. VanderZanden reported at the Council work session held on January 23, 2023, there was consensus to further evaluate B&C and to appoint a group to make a recommendation to Council.

**Council Discussion:**

Mayor Wenzl opened the floor for discussion, which resulted in the following consensus:

- The purpose and scope of each Committee and Board should remain to provide policy recommendations to Council and be in alignment with Council adopted Goals and Objectives.
- Council liaisons to B&C should be accountable for communication between the group and Council.
- The interview questions and process should directly relate to the goals and objectives of the group.
- The subcommittee would determine how to seek input from B&C.

At the conclusion of the above-noted discussion, there was consensus that Councilor Rippe, Councilor Martinez, and Council President Gustafson would be nominated as the B&C subcommittee at the next Council meeting.

VanderZanden advised that a resolution will be brought for Council's formal consideration at the next Council meeting.

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

B. Adjournment:

Mayor Wenzl adjourned the work session at 9:00 p.m.



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**City Council Work Session Meeting Minutes  
Council Goals and Objectives Refinement**

**Monday, February 13, 2023  
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1. **ROLL CALL: COUNCIL PRESENT:** Donna Gustafson, Council President; Michael Marshall; Karen Martinez; Timothy Rippe; Elena Uhing (via Zoom); Mariana Valenzuela (via Zoom); and Malynda Wenzl, Mayor.
2. **STAFF PRESENT:** Jesse VanderZanden, City Manager; Paul Downey, Assistant City Manager/Finance Director.
3. **OTHERS PRESENT:** Sara Wilson, SSW Consulting (via Zoom).
  - A. 5:00 PM – COUNCIL WORK SESSION (COUNCIL GOALS AND OBJECTIVES REFINEMENT):

Mayor Wenzl called the work session meeting to order at 5:00 p.m. via in-person and Zoom Webinar Video Conference.

Staff Report:

VanderZanden reported the purpose of the work session was to refine the City Council Goals and Objectives for 2023. The draft attachment contained four goals and 19 objectives. The three value statements carried over from last year remain unchanged. Once the goals and objectives are finalized, the Goals will fold into a larger document that includes the context under which they were made and notes about Council and Staff roles and responsibilities. A resolution would be placed on the Council agenda for the second meeting in February so Staff is aware of how the Council would like resources used in the budget process.

VanderZanden introduced Sara Wilson, SSW Consulting, who facilitated the discussion, starting with a review of the Council's values, which were unchanged from the previous year. These values, which are a lens through which Council views all of its goals, are financial stewardship, community engagement, and equity, diversity, and inclusion.

Discussion of the first goal, support housing stability, resulted in the following consensus:

- Council should schedule a work session to discuss the Governor's budget regarding housing and supportive housing and how his recommendations could help the City.
- Amend Objective 3 to add "Governor's recommendations", which resulted in new Objective 4: "Review the Governor's budget allocations to support housing

challenges and how they may address the City's housing and homelessness service needs.”

The next six objectives (4-9) are around planning an inclusive and sustainable community. Discussion centered around how to include businesses outside of the Downtown area in the objectives, particularly Objective 7. The following consensus was reached:

- Amend Objective 5 to “Review, ~~and~~ approve, and begin operationalizing the DEI plan.”
- Amend Objective 7 to read “~~Coordinate the Forest Grove Downtown Task Force~~ Soliciting input and advise the Council on whether to implementation a Main Street program.
- Amend Objective 8 to add “with emphasis on outreach to all businesses outside of the Downtown area.”

Objectives 10 through 14 support the goal of improving community safety. Council discussed operationalizing DEI, and it was agreed that falls under Objective 5 within the previous goal. The upcoming budget will need to have funding to operationalize DEI. Council will also have a prioritization exercise once the Plan is completed. There were no other comments or amendments regarding the goal of improving community safety.

The final goal area, expand recreation opportunities, has five objectives, which were accepted as presented.

Wilson facilitated discussion about the four additional items discussed at the work session but not included in the draft Goals and Objectives. The following consensus was reached:

- Conduct a work session addressing Council Rules regarding Council liaison appointments.
- Add a new Objective: “Research regulations for drone use within city limits.” Although there has been only one complaint regarding drone use, Council needs to stay current on legislation and be proactive in addressing the issue before it becomes a major problem.
- Add a new Objective: “Develop policy for properties purchased by the Urban Renewal Agency (URA)”. Particularly around exclusively negotiated agreements.
- Add a new Objective: “Develop a list of alternate mobility and transit options to prioritize for future implement.”

Wilson and VanderZanden will develop the final summary report for Council approval, which contains four (4) Goals and 23 Objectives. In addition, VanderZanden will identify Boards and Commissions to address some of the Objectives, which will be included in the final summary report.

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

B. Adjournment:

Mayor Wenzl adjourned the work session at 6:01 p.m.



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**City Council Work Session Meeting Minutes  
Industrial Lands Overview**

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1. **ROLL CALL: COUNCIL PRESENT:** Donna Gustafson, Council President; Michael Marshall; Karen Martinez; Timothy Rippe; Elena Uhing (via Zoom); Mariana Valenzuela (via Zoom); and Malynda Wenzl, Mayor.
2. **STAFF PRESENT:** Jesse VanderZanden, City Manager; Paul Downey, Assistant City Manager/Finance Director; Keith Hormann; Light and Power Director; Bryan Pohl, Community Development Director; and Dan Riordan, Senior Planner.

A. 6:00 PM – COUNCIL WORK SESSION (INDUSTRIAL LANDS OVERVIEW):

Mayor Wenzl called the work session meeting to order at 6:02 p.m. via in-person and Zoom Webinar Video Conference.

Staff Report:

VanderZanden introduced Staff who presented a PowerPoint presentation, which was provided in the Council packet, noting the purpose of the work session was to brief Council on planning for industrial land development, including current interest in land for larger projects; discuss land use applications and other development considerations for large industrial projects; and inform Council of upcoming agenda items related to industrial development. A roundtable discussion was held at the end of each section of the presentation.

Riordan gave an overview of the first section of the presentation and referenced the 2023 Comprehensive Plan, emphasizing the location of industrial zones, and referenced the 2019 Economic Opportunities Analysis (EOA) Findings. The current industrial land supply is 237 buildable acres. Based on the EOA, the demand for industrial land is about 40 acres over 20 years. In addition, Riordan gave an overview of the potential land-use actions, noting all industrial projects have to go through the land use approval process.

In response to Council inquires, Staff reported that the most interest is coming from companies already operating locally who want to expand into vacant properties. There has also been interest from companies wishing to begin operations in the City, but it is too soon to discuss these actions.

Pohl gave an overview of the next section of the presentation, which focused on different incentive programs, including Enterprise Zone; Strategic Investment Program (SIP); and Business Incentives. The Enterprise Zone expires in 2025 at both the state and local levels. If a local municipality wants to continue using the program, the program would need to be adopted locally. The City adopted its Enterprise Zone locally in 2016 as a 10-year program. If the State does not extend its program, the City's Enterprise Zone would automatically sunset with the State law in 2025

In response to Valenzuela's inquiry, Pohl explained that if a data center wants begin operations in the City, the data center would qualify for the City's Enterprise Zone. New improvements (buildings and equipment) would qualify for the tax abatement, but any existing land or buildings would still be taxed.

Rippe asked if the League of Oregon Cities (LOC) has taken a stance with the State in regard to the Enterprise Zone program, to which VanderZanden later reported the LOC has set both the Enterprise Zone and SIP as priorities for this year's legislative session.

Hormann gave an overview of the next section of the presentation, which focused on power requirements; rate structures; and power contracts, noting the City is looking at new rate structures for large power loads that protect existing customers from volatility in pricing, delivery, demand, and transmission; and, to keep existing customers from having to subsidize the power costs of larger loads. Staff will schedule a future work session to discuss power rates and structures more thoroughly.

Downey gave an overview of the next section of the presentation, which focused on budget pass-throughs, noting Council will be seeing a budget amendment at an upcoming meeting to pass-through payment of study and design costs from the developer to Bonneville Power Administration (BPA). The City must use BPA to study and design delivering large loads of power. Any expenses incurred by the City for the study and design are fully reimbursed by the developers.

Staff reminded Council that they generally serve as a legislative body, but in a quasi-judicial capacity they are serving as a judge. In that capacity, Councilors should be impartial and unbiased, so they do not prejudice the case. Decisions need to be based on the criteria. If something other than the criteria influences the City's decision, then it could be appealed to the Oregon Land Use Board of Appeals (LUBA), which is a separate appeal process.

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

B. Adjournment:  
Mayor Wenzl adjourned the work session at 6:50 p.m.