



SSW CONSULTING

CITY COUNCIL WORK SESSION (COUNCIL MINI-RETREAT)

DATE: SEPTEMBER 11, 2020

TIME: 5 PM TO 8 PM

LOCATION: VIA ZOOM WITH CONSULTANT

ROLL CALL: COUNCIL PRESENT ATTENDED REMOTELY: Kristy Kottkey; Timothy Rippe; Elena Uhing; Mariana Valenzuela; Adolph “Val” Valfre; Malynda Wenzl, Council President; and Mayor Peter Truax. **STAFF PRESENT ATTENDED REMOTELY:** Jesse VanderZanden, City Manager; Ashley Driscoll, City Attorney; Paul Downey, Administrative Services Director; Brenda Camilli, Human Resources Manager.

MEMORANDUM

TO: City of Forest Grove
Mayor and City Council
Jesse Vanderzanden, City Manager

FROM: Sara Singer Wilson, SSW Consulting

DATE: October 15, 2020

SUBJECT: Mid-Year Retreat Summary

BACKGROUND

In February, the City Council held their annual goal-setting retreat to discuss current community projects and issues and provide City staff with direction regarding the Council’s priorities for the coming years. The City Council and staff worked closely together to identify goals that would build on the work and success of previous years, while also addressing new challenges and/or changing community needs. In addition to maintaining the City’s high-quality core services, the Council directed staff to work on the following goals:

1. Support diversity, equity and inclusion in the delivery of city services and operations
2. Enable housing supply and affordability
3. Enhance partnerships
4. Improve internal and external communications and engagement
5. Maintain financial and organizational sustainability through long-term planning and support for economic and workforce development
6. Promote sustainable transportation alternatives and enhance mobility
7. Expand recreation opportunities

Objectives were identified that provided specific direction to staff on how to advance each goal. The objectives were prioritized by identifying a one to three-year timeline and assigned to specific staff and City Board or Commission for implementation and oversight.

At the retreat, the Council also identified their key success factors and team commitment to support their collaborative effort in advancing the goals and supporting the work of the City. The key success factors included:

- Excellent communication
- Clear goals and objectives
- Authentic
- One team
- Trustworthy information
- Prepared
- Shared community commitment

In September, a mid-year retreat was held to address questions and discuss Council communications and the roles and responsibilities of elected officials. Questions regarding Council communications arose when addressing a crisis involving personnel issues and false accusations against the City. The Council expressed a desire to convene and clarify direction for improvements to the Council Rules and communication protocols. To prepare for this session, the City Manager conducted outreach with each Councilor to understand concerns and define the outcomes for the retreat. The outcomes were as follows:

- Improved understanding of the purpose and connection of the Council Rules, Charter, and Council Agreements;
- Improved understanding of Council communication protocols and recommendations for rule updates;
- Clear understanding of Council, Councilor, Mayor, and Council President roles and responsibilities; and
- Build a cohesive team prepared to move forward and address Council goals and objectives.

A brief summary and the action items from this discussion are included in the following section of this memorandum. The actions identified are additional work beyond the City Council's 2020 Goals and Objectives and staff's responsibilities for providing core city services. It is recommended the Council carefully consider how they address these actions to ensure the most effective and efficient use of the City's resources. The City Council may consider appointing a Council Subcommittee to develop recommendations or options for the full Council to evaluate and discuss.

SUMMARY OF MID-YEAR RETREAT

During the retreat the following topics were discussed:

- City Charter, Team Agreement and Council Rules
- Council Roles in Relation to Communication

Below is a brief summary of these discussions and the actions that were identified.

The Council discussed points of clarification regarding the purpose of the Charter, Council Team Agreement, and the Council Rules. The City's Charter is the foundational governing document of the City. The City Charter can only be changed by the voters of Forest Grove. Every other document guiding the Council must be in compliance with the charter. However, the City Charter is somewhat vague so it can adapt and change with the community context. There are



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some terms in the Charter which are ambiguous, and some of the other documents such as Council Rules and Team Agreements can help to define these terms.

Council Rules are designed to provide clarification of some of the Charter terms and guide the Council in implementing the Charter. Council Rules offer more flexibility because they are adopted by Resolution of the Council. Any changes to the Council Rules can be approved by a simple vote of the Council versus a change to the Charter which requires a vote by the community. Council Rules are updated as needed, and it has been acknowledged that an update to Council Rules would be timely.

The Council Team Agreement is unique to Forest Grove. It was implemented in 2005 and has been adopted and/or amended either by consensus or resolution each year. The purpose of the document is to provide guidelines for City Council conduct prior to and during the Council meeting. This document has caused some confusion with its relationship to the Charter, Council Rules, and the team commitments from the Council Goals and Objectives report.

Action Items for City Charter, Team Agreement, and Council Rules

- Consider modifying Council Rules to clarify that when using your title for identification purposes, you need to explicitly state that your position is your personal position and not that of the City Council.
- Discuss which items from the Team Agreement can be added to the Council Rules and consider moving away from using the Team Agreement.
- Examine the consequences for violating Council Rules and use of public censure to increase accountability. Use the LOC template for guidance on this discussion. Removal of a Councilor as a consequence would require Charter modifications. There are other options for consequences that can be considered as part of the Council Rules.
- Review the Council Orientation document and the communication protocols outlined in this document to ensure consistency with Council Rules.

Action Items for Council Roles in Relation to Communication

- Update the Council Rules to address endorsements using Council titles. What are the parameters to use titles to endorse candidates, ballot measures, etc. Outline the protocol for what constitutes full Council endorsements vs. personal opinions.
- Review options for sharing information and timely updates with the entire Council. Consider a common document, Council news updates, or other communication channels. The City Manager Report does this to an extent, but this is only as frequent as the Council meetings and it can be lengthy. The goal is to provide timely information that is succinct and provides full transparency.
- Clarify the protocol for engaging staff (including the City Attorney) and provide updates to the rules regarding when you can use time, how much time, and determine the appropriate channels for access.
- Clarify protocols for how information from citizens is shared and addressed by staff. Determine how information is shared with staff, staff liaisons, and how the communication loop is closed with the public.
- Develop a brief, one-page document that provides guidance to the public how to communicate with City staff and the Council. Make this information available on the City's website.

RECOMMENDATIONS

The Council and Administration should develop a structure for working on these changes and consider appointing a Council Subcommittee to analyze and prepare options for Council evaluation. The City Council should prioritize these actions and balance this work with the Council's workload for advancing other City initiatives and Council goals.

In structuring future discussions, the following should be considered:

- Provide adequate time for staff presentation;
- Determine the process and ground rules for Council discussion, deliberation, and a process for reaching consensus or majority approval on each requested change;
- Provide time guidelines for each work session;
- Staff should provide the Council with any requested materials, best practices from other cities, and draft language to prepare for each discussion; and,
- Council should prepare questions or requests for information in advance of the meeting.

As the City prepares for their 2021 Council Goal Setting Retreat, it is recommended they evaluate how to how to prioritize this work amongst the other community priorities. The Council also suggested providing space to discuss personal differences and determine how to enhance trust amongst the team members. This conversation could be included on the retreat agenda.



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Monday, October 26, 2020
City Council Executive Session Minutes **8:30 p.m., Community Auditorium**

Minutes are unofficial until approved by Council.

1. CALLED TO ORDER AND ROLL CALL:

Mayor Peter Truax called the Executive Session to order at 10:01 p.m. via Webex Video Conference

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the **City Council conducted the Executive Session remotely by video conferencing.** The meeting was remotely video conferenced by City Recorder Ruggles at the Community Auditorium.

ROLL CALL: COUNCIL PRESENT ATTENDED BY WEBEX REMOTELY: Kristy Kottkey; Timothy Rippe; Mariana Valenzuela; Adolph “Val” Valfre; Malynda Wenzl, Council President; and Mayor Peter Truax. **COUNCIL ABSENT:** Elena Uhing, excused.

STAFF PRESENT ATTENDED BY WEBEX REMOTELY: Jesse VanderZanden, City Manager; Ashley Driscoll, City Attorney; Paul Downey, Administrative Services Director; Tom Gamble, Parks and Recreation Director; and Anna Ruggles, City Recorder (in the Community Auditorium).

2. EXECUTIVE SESSION:

The City Council met in Executive Session in accordance with:

ORS192.660(2)(E) to deliberate with persons designated by the governing body to negotiate real property transactions.

3. ADJOURNMENT:

Mayor Truax adjourned the Executive Session at 10:28 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder



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Monday, October 26, 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 7:01 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 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. The public was allowed to attend and observe in the Community Auditorium as space allowed. The Council accepted written comments on items not on the agenda submitted by October 26, 2020, 3 pm, to the City Recorder.

ROLL CALL: COUNCIL PRESENT ATTENDED BY WEBEX REMOTELY: Kristy Kottkey; Timothy Rippe; Mariana Valenzuela; Adolph "Val" Valfre; Malynda Wenzl, Council President; and Mayor Peter Truax. **COUNCIL ABSENT:** Elena Uhing, excused.

STAFF PRESENT ATTENDED BY WEBEX REMOTELY: Jesse VanderZanden, City Manager; Ashley Driscoll, City Attorney; Paul Downey, Administrative Services Director; Bryan Pohl, Community Development Director; Tom Gamble, Parks and Recreation Director; Colleen Winters, Library Director; and Anna Ruggles, City Recorder (Community Auditorium).

2. CITIZEN COMMUNICATIONS: None.

Ruggles referenced the following written e-mail correspondence, which was included in the Council Packet:

DATE	NAME	SUBJECT	Support	Opposed	Other
10/12/2020	1. Steve & Valarie Stewart	The flag			X
10/12/2020	2. Terri Timmons	Mural			X
10/12/2020	3. Dean & Robin Pittman	Flag Mural		X	
10/14/2020	4. Eli & Lindsey Richardson	Thank you			X

10/14/2020	5. Lucy Christianson	FG Mural			X
10/14/2020	6. Joni & Jeff Mullen	Mural		X	
10/14/2020	7. Mike Abshier	Fist Imagery		X	

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 and Public Arts Commission Joint Work Session (Murals) Meeting Minutes of September 14, 2020.
- B. Approve City Council Work Session (B/C Applicant Recruitment Interviews) Meeting Minutes of September 28, 2020.
- C. Approve City Council Regular Meeting Minutes of September 28, 2020.
- D. Approve City Council Work Session (Council Rules of Procedures) Meeting Minutes of October 12, 2020.
- E. Approve City Council Work Session (B/C Applicant Recruitment Interviews) Meeting Minutes of October 12, 2020.
- F. Accept Public Arts Commission Meeting Minutes of September 17, 2020.
- G. **RESOLUTION NO. 2020-101 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 NOVEMBER 9, 2020, UNLESS SUPERSEDED SOONER; AMENDING RESOLUTION NO. 2020-97.**

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

4. ADDITIONS/DELETIONS:

AGENDA ITEM 4. A. was added by Council; refer below.

VanderZanden reported staff had no additions/deletions to the agenda; however, VanderZanden referenced an e-mail correspondence, dated Friday, October 23, 2020, sent by Seema Khatcherian, project coordinator, which included submittal of the final image for the social justice mural for Council approval. Pursuant to Resolution No. 2020-100, the Council asked that the image for the mural be submitted for final approval at the next regularly scheduled meeting after the image was submitted to the City. VanderZanden advised staff is prepared to present a verbal report tonight if the Council requests the item be added to the agenda without a

staff report and a proposed resolution or Council may request the item be placed on the next regularly scheduled Council meeting agenda with a staff report and a proposed resolution. Pursuant to Council Rules, both actions require a majority vote of the Councilmembers present. Mayor Truax opened Council discussion, which resulted with the following motion as outlined below.

MOTION: Council President Wenzl moved, seconded by Councilor Valenzuela, to add Item 4. A. to the Agenda, Pertaining to Final Approval of the Image for the Social Justice Mural. **VOICE VOTE:** AYES: Councilors Kottkey, Rippe, Valenzuela, Valfre, Wenzl, and Mayor Truax. NOES: None. ABSENT: Councilor Uhing. **MOTION CARRIED 6-0.**

4. A. APPROVAL OF FINAL IMAGE FOR THE SOCIAL JUSTICE MURAL

Mayor Truax referenced an e-mail correspondence, dated Sunday, October 25, 2020, sent by Seema Khatcherian, project coordinator, which stated that she arranged a meeting with The Confederated Tribes of Grand Ronde Cultural and the wording on the final design was recommended by their Resources Department Manager and was guided by deep discussion on land acknowledgement. The wording states: *"These are the Indigenous Homelands Of The Tualatin Band of the Kalapuya"*. Because these words represent those who were Native to Forest Grove, Khatcherian asked Council to respect the wording. Khatcherian asked Council to approve the final image as is or approve it so that whatever remaining edits are decided do not need to be look at again/approved by Council. Khatcherian concluded by expressing their thanks and deep appreciation for the patience and support throughout the process.

Mayor Truax opened Council discussion, which resulted with the following motion as outlined below.

MOTION: Council President Wenzl moved, seconded by Councilor Valenzuela, to approve Item 4. A. Final Approval of the Image for the Social Justice Mural as Presented (as submitted by Project Coordinators on October 23, 2020).

Rippe asked Wenzl if she would concur to amending the above-noted motion to ensure that the American flag was depicted consistent with U.S. flag code on the rendering of the design (13 horizontal stripes, alternate red and white and 50 stars), to which Wenzl concurred. In response to Rippe's concerns if the City reserves the right to fix the rendering of design, Driscoll concurred the City reserves the right to do what it wants. Kottkey added the project coordinator stated that they would ensure the flag is depicted accurately.

MOTION TO AMEND: Councilor Rippe moved, seconded by Councilor Wenzl, to approve Item 4. A. Final Approval of the Image for the Social Justice Mural with one edit: The American flag be depicted consistent with U.S. flag code (13

horizontal stripes, alternate red and white and 50 stars). **VOICE VOTE: AYES:** Councilors Kottkey, Rippe, Valenzuela, Valfre, Wenzl, and Mayor Truax. **NOES:** None. **ABSENT:** Councilor Uhing. **MOTION CARRIED 6-0.**

5. **PRESENTATIONS:** None.

6. A. **PUBLIC HEARING AND ORDER NO. 2020-05 AMENDING THE FOREST GROVE COMPREHENSIVE PLAN MAP TO RE-DESIGNATE CERTAIN PARCELS FROM GALES CREEK NEIGHBORHOOD MIXED USED (NMU) TO MEDIUM DENSITY RESIDENTIAL (MDR) AND NEIGHBORHOOD COMMERCIAL (NC); AND CERTAIN OTHER PARCELS FROM HIGH-DENSITY RESIDENTIAL(HDR) TO MEDIUM DENSITY RESIDENTIAL (MDR); FILE NO. 311-20-000164 -PLNG**

Staff Report:

Reitz and Pohl presented the above-proposed order for Council consideration, noting the proposed order is amending the Comprehensive Plan Map and Zoning Map to re-designate certain parcels from the Gales Creek Neighborhood Mixed Use (NMU) to Medium Density Residential (MDR) and Neighborhood Commercial (NC) and adjacent parcels from High-Density Residential (HRD) to Medium Density Residential (MDR) and amending the Zoning Map to re-designate the same parcels as Residential Multi-Unit Low Density (RML) and Neighborhood Commercial (NC) and Residential Multi-Unit Low Density (RML); File No. 311-20-0000164-PLNG.

Reitz presented an overview outlining the bases on the analysis and findings of fact and conclusions contained in the record on the policy questions the Planning Commission considered to amend the Comprehensive Plan Map, as shown in Exhibit A and Exhibit B, and findings supporting the Planning Commission's recommendations as contained in Planning Commission Decision No. 2020-08, attached as Exhibit C. Reitz advised the proposed amendments were developed in response to an application that failed in 2019 to construct a single-parcel new commercial building in the Gales Creek NMU zoning district. Review of the application exposed issues with developing a single site in an area that was intended for a more comprehensive design approach. The Gales Creek NMU zoning provisions, particularly the village center (which was not defined), and planned development site review requirements posed insurmountable hurdles to any new commercial development. Recognizing these concerns, the Planning Commission and Council directed staff to return with an alternative approach for the Gales Creek NMU area that would facilitate development through a more simplified process. As a result, staff held a neighborhood information sharing meeting with the affected property owners in the Gales Creek NMU zoning district. The consensus reached was for an approach that would allow additional commercial development, but with more specific standards and a more certain (less discretionary) review process, and that only the parcels located closest to the Gales Creek Road / Thatcher Road intersection needed to be reserved for commercial use. Staff developed three proposed map amendments (as

graphically depicted in the staff report) which were approved by the Planning Commission and forwarded to Council for consideration. In conclusion of the above-noted staff report, Reitz and Pohl advised staff is recommending Council approve the proposed order, as outlined in Exhibit A, and Exhibit B, and as outlined in Exhibit C, Planning Commission Findings and Decision No. 2020-08, Approve Comprehensive Plan Map and Development Code Zoning Amendment.

Public Hearings Opened:

Mayor Truax opened the Public Hearings for Item 6. A. and 6. B. and explained the quasi-judicial hearing procedures. Mayor Truax asked for any disclosures of any conflicts of interest, ex parte contacts, bias, or abstentions. There were no conflicts of interest and no challenges from the audience.

Written Testimony Received:

No written testimony was received.

Proponents:

No one testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

Others:

No one testified and no written comments were received.

Public Hearing Closed:

Mayor Truax closed the Public Hearings for Item 6. A. and 6. B.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Order No. 2020-05.

VanderZanden read Order No. 2020-05 by title.

MOTION: Councilor Rippe moved, seconded by Councilor Valfre, to adopt Order No. 2020-05 Amending the Forest Grove Comprehensive Plan Map to Re-Designate Certain Parcels from Gales Creek Neighborhood Mixed Used (NMU) to Medium Density Residential (MDR) and Neighborhood Commercial (NC); and Certain Other Parcels from High-Density Residential (HDR) to Medium Density Residential (MDR); File No. 311-20-000164-PLNG.

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 Kottkey, Rippe, Valenzuela, Valfre, Wenzl, and Mayor Truax. NOES: None. ABSENT: Councilor Uhing. MOTION CARRIED 6-0.

6. B. PUBLIC HEARING AND ORDER NO. 2020-06 AMENDING FOREST GROVE ZONING MAP AMENDMENT TO RE-DESIGNATE CERTAIN PARCELS FROM GALES CREEK NEIGHBORHOOD MIXED USE (NMU) TO RESIDENTIAL MULTI-UNIT LOW DENSITY (RML) AND NEIGHBORHOOD COMMERCIAL (NC); AND CERTAIN OTHER PARCELS FROM RESIDENTIAL MULTI-UNIT HIGH DENSITY (RMH) TO RESIDENTIAL MULTI-UNIT LOW DENSITY (RML); FILE NUMBER: 311-20-000164-PLNG

Staff Report:

Reitz and Pohl presented the above-proposed order for Council consideration, noting the proposed order is amending the Zoning Map to re-designate certain parcels from the Gales Creek Neighborhood Mixed Use (NMU) to Residential Multi-Unit Low Density (RML) and Neighborhood Commercial (NC) and certain other parcels from Residential Multi-Unit High Density (RMH) to Residential Multi-Unit Low Density (RML); File No. 311-20-000164-PLNG. In conclusion of the above-noted staff report, Reitz and Pohl advised staff is recommending Council approve the proposed order, as outlined in Exhibit A, and Exhibit B, and as outlined in Exhibit C, Planning Commission Findings and Decision No. 2020-08, Approve Comprehensive Plan Map and Development Code Zoning Amendment.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Order No. 2020-06.

VanderZanden read Order No. 2020-06 by title.

MOTION: Councilor Valfre moved, seconded by Councilor Rippe, to adopt Order No. 2020-06 Amending Forest Grove Zoning Map Amendment to Re-Designate Certain Parcels from Gales Creek Neighborhood Mixed Use (NMU) to Residential Multi-Unit Low Density (RML) and Neighborhood Commercial (NC); and Certain Other Parcels from Residential Multi-Unit High Density (RMH) to Residential Multi-Unit Low Density (RML); File No. 311-20-000164-PLNG.

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 Kottkey, Rippe, Valenzuela, Valfre, Wenzl, and Mayor Truax. NOES: None. ABSENT: Councilor Uhing. MOTION CARRIED

6-0.

6. C. **PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2020-05 AMENDING FOREST GROVE DEVELOPMENT CODE ARTICLE 1 INTRODUCTION AND PROCEDURES, ARTICLE 3 ZONING DISTRICTS, ARTICLE 4 OVERLAY DISTRICTS AND ARTICLE 8 GENERAL DEVELOPMENT STANDARDS; FILE NO. 311-20-000165-PLNG**

Staff Report:

Reitz and Pohl presented the above-proposed ordinance for first reading, noting the proposed ordinance is amending Development Code Article 1 Introduction and Procedures, § 17.1.610; 17.1.710; and 17.1.715 (to update legal notice requirements from five days to seven days); Article 3 Zoning Districts, § 17.3.320, 17.3.330 (to update the Neighborhood Commercial zoning district standards, which have not been updated since 1980); Article 4 Overlay Districts, § 17.4.315 (to eliminate references to the Gales Creek NMU zoning district pursuant to the above-noted map amendments in File No. 311-20-000164); and Article 8 General Development Standards, § 17.8.120; 17.8.135; 17.8.505; 17.8.510; and 17.8.710 (to update off-street parking and other minor legislative amendments); File Number 311-20-000165-PLNG. In conclusion of the above-noted staff report, Reitz and Pohl advised staff is recommending Council approve the proposed ordinance, as outlined in Exhibit A – Exhibit D, and as outlined in Exhibit E, Planning Commission Findings and Decision No. 2020-05, Development Code § 17.2.630 Text Amendment Review Criteria.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Ordinance No. 2020-05 for first reading.

VanderZanden read Ordinance No. 2020-05 by title for first reading.

MOTION: Councilor Rippe moved, seconded by Councilor Valfre, to adopt Ordinance No. 2020-05 Amending Forest Grove Development Code Article 1 Introduction and Procedures, Article 3 Zoning Districts, Article 4 Overlay Districts and Article 8 General Development Standards; File No. 311-20-000165-PLNG.

Public Hearing Opened:

Mayor Truax opened the Public Hearing and explained the legislative hearing procedures.

Written Testimony Received:

No written testimony was received.

Proponents:

No one testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

Others:

No one testified and no written comments were received.

Public Hearing Continued:

Hearing no concerns from the Council, Mayor Truax continued the Public Hearing to November 9, 2020.

7. COUNCIL COMMUNICATIONS:

Kottkey commented that she would like Council Communications to occur at the start of the Council meeting, noting it is her favorite part of the meeting. In addition, Kottkey provided updates on her neighborhood Focus Group webinars and Book Club that she is hosting.

Rippe provided updates on various regional-related virtual meetings he attended and the Chamber luncheon. In addition, Rippe asked that the Library consider reopening, noting the Library is the last city service that needs to reopen to the public.

Uhing was absent.

Valenzuela reported she was invited to speak before the Metro Council as they read their resolution proclaiming *Indigenous Peoples' Day*, noting she would like the Council to consider doing the same proclamation, which occurs annually on the second Monday in October. Valenzuela provided an update on Metro's proposal to construct a new solid waste transfer station in Cornelius, noting Metro is hosting webinars. In addition, Valenzuela reported that Centro Cultural, located in Cornelius, is seeing an increase in community members seeking shelter, noting the community needs to do a better job serving the homelessness.

Valfre reported the Library has been working very hard at finding ways to engage the public, noting the Library is hosting special live-streamed programs. Valfre provided an update on proposed new legislation regarding safe and humane legal restrictions related to homelessness, noting the proposal is imposing reasonable time, place and manner restrictions on regulated activities in public space. In addition, Valfre provided updates on the various regional-related virtual meetings he attended.

Council President Wenzl highlighted various Parks and Recreation Commission (P&R)-related activities, noting P&R is planning a grand opening for Rogers Park and Anna and Abby's Yard dedication.

League of Oregon Cities' Annual Conference Debriefing:

Mayor Truax gave a brief overview of the League of Oregon Cities' Annual Conference, which was held virtually due to the Coronavirus pandemic, noting LOC selected its 2021 board of directors during its annual business meeting. Mayor Truax opened the floor and roundtable debriefing occurred. Kottkey noted she learned so much. Rippe noted Michael Sykes, retired Scappoose City Manager and former Forest Grove City Manager, was presented with the *Herman Kehrli Award*. Rippe added he would like to explore the need for a Citizens' Academy, both in English/Spanish, engaged by diverse leaders in the community, and to ensure it is the right board/commission. Valfre recapped the sessions he attended. Valenzuela noted she learned so much and it was inspiring. Valenzuela added that she wishes more people had access to the keynote speakers' information.

8. City Manager's Report:

VanderZanden referenced the draft 2020 City Livability Survey, noting staff is seeking Council feedback on up to three topics to include in the survey. The survey contains three main parts: 1) demographics, 2) policy questions, and 3) city services. VanderZanden advised to assist with the City's diversity, equity and inclusion goals, the demographics portion has been enhanced to include ethnicity and proximal location. In addition, VanderZanden announced the retirement of Tom Gamble, Parks and Recreation Director, noting Gamble has worked full-time for 32 consecutive years. Gamble spent 16 years prior to that working part-time for a combined 48 years of service. Councilmembers and VanderZanden highly commended Gamble, noting Gamble will leave an indelible mark on the City, serving it earnestly, wisely, and with unparalleled dedication. Gamble has played a pivotal role in the development of numerous park-related projects and achievements. Gamble was promoted from Aquatic Superintendent to Interim Parks and Recreation Director in 1997. Gamble became the permanent Director in 1999 and has remained in the position ever since, notwithstanding serving as Interim City Manager from 2014-2015.

9. MAYOR'S REPORT:

Mayor Truax reported on various legislative-related issues, and Washington County-related matters of interest. In addition, Mayor Truax reported attending the Western Washington County Emergency Taskforce meetings every week, which are led by Brian Schimmel, noting the taskforce discusses food supply, community housing needs, and homeless strategies, i.e., winter shelter, strategic planning.

10. **ADJOURNMENT:**

Mayor Truax adjourned the regular Council meeting at 9:55 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder



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**City Council Work Session Minutes
B&C Applicant Recruitment Interviews & Deliberations**

**Monday, November 9, 2020
5:30 p.m., Conference Room**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the work session to order at 5:30 p.m. via Webex Video Conference.

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the **City Council conducted the Work Sessions remotely by video conferencing.**

ROLL CALL: COUNCIL PRESENT ATTENDED BY WEBEX REMOTELY: Kristy Kottkey; Timothy Rippe; Elena Uhing; Mariana Valenzuela; Adolph "Val" Valfre; Malynda Wenzl, Council President; and Mayor Peter Truax.

STAFF PRESENT ATTENDED BY WEBEX REMOTELY: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Anna Ruggles, City Recorder; and Bev Maughan (in the Community Auditorium).

2. WORK SESSION: BOARDS, COMMITTEES, AND COMMISSIONS (B/C) APPLICANT RECRUITMENT INTERVIEWS

VanderZanden reported per City Council Rules, §14, the City solicited boards and commissions (B/C) applications. The recruitment period closed to new applicants as well as applicants seeking reappointment on October 9, 2020. All applicants must attend an interview in order to be eligible for appointment or reappointment. The following new applicants were interviewed:

1. 5:30 pm: Marissa Salgado (Webex)
 - Community Policing Advisory Commission (1st); Committee for Community Involvement (2nd)
2. 5:40 pm: Gregory Arrigotti (Webex)
 - Economic Development Commission (1st); Public Arts Commission; Sustainability Commission; Urban Renewal Committee
3. 5:50 pm: Leslie Crandell Dawes (Webex)
 - Public Arts Commission
4. 6:00 pm: Jerry Brady-Duyn (Webex)
 - Community Policing Advisory Commission (1st); Committee for Community Involvement (2nd)
5. 6:10 pm: Heidi Ruby (In Person)
 - Historic Landmarks Board (1st); Budget Committee (2nd)

6. 6:20 pm: Tonya Johnson (Webex)
 - Community Policing Advisory Commission (1st); Committee for Community Involvement (2nd); Sustainability Commission (3rd)
7. 6:30 pm: Lucie Carriker – FG High School Student (Webex)
 - Committee for Community Involvement; Community Policing Advisory Commission; Parks and Recreation Commission (no preference noted)
8. 6:40 pm: Hatti Krebsbach (Webex)
 - Community Policing Advisory Commission (1st); Parks and Recreation Commission (2nd); Library Commission (3rd)
9. Narce Rodriguez, Forest Grove School District (FGSD) Board of Director
 - Community Policing Advisory Commission

Council concurred that an interview was not required for Rodriguez to be appointed as FGSD's representative on CPAC.

Mayor Truax advised Council would hold its deliberations on the B/C applicant appointment recommendations later in work session. Council took no formal action nor made any formal decisions during the work session.

Mayor Peter Truax adjourned the above-noted work session at 7:11 p.m.

Mayor Peter Truax called the following work session to order at 9:19 p.m. via Webex Video Conference.

WORK SESSION: BOARDS, COMMITTEES, AND COMMISSIONS (B/C) APPLICANT APPOINTMENT DELIBERATIONS

VanderZanden reported the Council conducted new B/C applicant interviews on September 28, October 12, October 26 and November 9, 2020, noting staff recommends the Council review the list of New Applicants Interviewed (Attachment A) and review the List of Reappointment Applicants Not Interviewed (Attachment B). Council was asked to fill the existing vacancies for each B/C and select reappointment applicants for interviews. The reappointment interviews will be scheduled at a subsequent meeting. Council could fill vacancies with new members or reappointments. For example, if five new members apply and two reappointments apply, and there are two vacancies, Council may choose to not reappoint the existing members and instead appoint four new members (two to fill the vacancy and two to fill the reappointments). In addition, Council was asked to consider making the appointments to the newly-created Community Policing Advisory Commission (CPAC). All CPAC members must reside within the city limits, pursuant to the adopted bylaws; however, Council may make an exception by resolution.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued as Council considered making the CPAC appointment considerations. Uhing suggested appointing one of the positions on CPAC with an elderly and/or veteran representative, to which VanderZanden advised Council could appoint a person to fill the suggested position as a Community At-Large position. In addition, Uhing voiced concerns pertaining to filling the homeless

representative, noting she needs more information pertaining to the status of the Community Impact Grant with Forest Grove Foundation, to which VanderZanden advised he would report back on the status. In conclusion of the above-noted roundtable discussion, Council collectively concurred to make the following CPAC applicant appointments as shown below in **Bold**. The CPAC is composed of 12 members and one high school student member. Student member shall serve a two-year term. The terms will begin as staggered terms; thereafter, terms will renew to four-year terms.

	<i>Applicant Name:</i>	<i>Interviewed:</i>	<i>Position:</i>	<i>Terms:</i>
1	Narce Rodriguez	No Interview	Forest Grove School District	12/31/2021
2	Marissa Salgado	11/09/2020	Stand Up for Racial Justice	12/31/2021
3	Sonya Reyes	10/26/2020	Adelante Mujeres	12/31/2024
4	Paloma Dale	10/12/2020	Centro Cultural	12/31/2024

Due to the time, Council collectively concurred to **TABLE** its deliberations on the remaining B/C appointments/reappointments recommendations to the next regularly scheduled Council meeting. Resolutions making the above-noted CPAC appointments will be considered at a subsequent Council meeting after Council makes the remaining CPAC appointments.

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

3. ADJOURNMENT:

Mayor Truax adjourned the above-noted work session at 9:43 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder



A place where families and businesses thrive.

RESOLUTION NO. 2020-107

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

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 DECEMBER 14, 2020, UNLESS SUPERSEDED SOONER; AMENDING RESOLUTION NO. 2020-106.



Peter B. Truax, Mayor City of Forest Grove

Date Amended: November 23, 2020

AMENDED PRESENTED AND PASSED this 23rd day of November, 2020.



ATTESTED:

Anna D. Ruggles, City Recorder