CITY OF NORTH PLAINS, CITY COUNCIL MEETING
MINUTES REGULAR SESSION
North Plains Senior Center
31450 NW Commercial Street
Monday, March 2, 2015

1. **CALL TO ORDER:** Mayor David Hatcher called the Regular Session of the City Council to order at 7:00 p.m. and led the Council in the flag salute.

   PLEDGE OF ALLEGIANCE: Mayor Hatcher led the flag salute.

2. **ROLL CALL:** Mayor David Hatcher, Council President Teri Lenahan, Councilors: Robert Kindel, Jr., Sherrie Simmons, Scott Whitehead, Charlynn Newton, Sandi King

   Staff present: City Manager Martha DeBry; Public Works Director Blake Boyles; Police Officer Jody Peterson; City Recorder Margaret Reh

3. **REGULAR SESSION AGENDA**
   A. Approval of regular session agenda

Motion by Kindel. Second by King to approve the Regular Session Agenda through 9C with modification if time allows. The motion was approved unanimously.

4. **REGULAR SESSION MINUTES**
   A. Approval of minutes of 02/17/2015 Council meeting

Motion by Lenahan. Second by Simmons to approve the Regular Session Minutes from the February 17, 2015 City Council meeting. The motion was approved unanimously.

5. **PUBLIC COMMENT:**
   None were forthcoming.

6. **PRESENTATION:**
   A. City of North Plains Sign Project—Chamber of Commerce

Cindy Hirst, 31817 NW Lenox Street, presented a report to the Council from the Chamber of Commerce regarding the City of North Plains Sign Project. The Chamber Board will be reviewing the report at their next meeting and making a decision on the project. A copy of the report was distributed to each member of the Council.

   B. Proclamation National Community Development Week-April 6-11, 2015

This is the 29th year of setting aside an entire week to commemorate community development activities on the national and local levels. A short discussion ensued. This proclamation is joined with other cities and presented at Washington D.C. Motion

by Kindel. Second by Newton to sign the Community Development proclamation for April 6-11, 2015. The motion was approved unanimously.

7. STAFF REPORTS:

Public Works Director. Blake Boyles stated that what he would have to say is presented in his written report.

Chief of Police. Officer Jody Peterson presented the staff report in Chief Snyder's absence. Peterson provided a few more details to what was presented in the written staff report. REJIN is the new report writing software system that will be going live in April. This will provide a collective data base for various agencies that will assist in report writing.

Library Director. Library Director Brodie thanked the Council for signing the card acknowledging Carol Aldrich's fifth year anniversary of employment with the City of North Plains which will take place in April.

Brodie pointed out that she added statistical highlights to the beginning of her written report upon the suggestion of the City Manager. The Council appreciated that addition to her report.

Brodie invited the Council members to attend the Art of the Story event in April that will be held at Pumpkin Ridge Golf Course Clubhouse. A national storyteller from Utah will be performing. Interested individuals can just show up the night of the event. No one has to sign up ahead of time.

Brodie also informed the Council that there is a political action committee called People for Libraries is starting to meet. These are people behind the scenes working on the WCCLS levy that is coming up in November of 2015. This levy will provide a significant increase in funds to North Plains. Brodie distributed forms for sending in funds if individuals are interested in contributing to the PAC.

A survey is being conducted by the library. Brodie encouraged the Council to participate in the survey.

8. PUBLIC HEARING:

None Scheduled

9. NEW BUSINESS:

A. Approval of Resolution No. 1877 allocating a donation of one week's intake of Library fines to the North Plains Food Pantry

Brodie updated the Council that the library can directly donate the funds to the North Plains Food Pantry instead of going through the Oregon Food Bank. They can do this because they use the North Plains Senior Center's 501(c)3 status. Discussion ensued.

Motion by Lenahan. Second by Simmons to adopt Resolution No. 1877 allocating a donation of the equivalent amount of one week's intake of library fines received during National Library Week 2015 to the North Plains Food Pantry.

B. Approval of Resolution No. 1878 awarding contract for design of Jessie Mays Park to Woofter Architecture

DeBry presented the staff report. Council had approved the conceptual plan for the remodel of the Jessie Mays Community Hall and Park that was submitted by the Parks Board. Woofter Architecture were the consultants on that project. Retaining an architect to prepare design plans for the park is the next prescribed step in this process. Woofter had submitted a time and materials application for the project for Council's consideration. The alternative is to conduct a new request for qualification process.

There was some discussion regarding the role of the Parks Board in reference to the establishment of a contract. DeBry reported it is not typical for a Board to review the scope of a contract, which can only be approved by Council.

There was further discussion regarding the funding for this design project. An allocation is set aside in the Parks Capital Fund.

Staff will work with the architect to define the project and implement the conceptual design. The Parks Board will be involved in the design process at key milestones.

Heather LaBonte, 32000 NW Meadow Drive approached the Council regarding this agenda item. Discussion ensued on the process of the design phase and what the Parks Board role might be in that phase. For now, the scope of work needs to be drawn up and a contract needs to be entered into between Woofter and the City.

Motion by Kindel. Second by Whitehead to approve Resolution No.1878 awarding a contract for design of Jessie Mays Park to Woofter Architecture. This gives the City Manager the authorization to enter into a contract with Woofter.

C. Discussion of City Manager evaluation tools

Heather Martin, Beery, Elsner and Hammond, prepared examples of evaluation tools for the use in evaluating the current City Manager's performance. Mayor Hatcher and Council President Lenahan had requested legal to bring options to Council.

Discussion ensued regarding the various methods of administration of evaluations, scoring, and who should be included in the evaluation process for the City Manager.

Martin will adjust the evaluation tool to be tailored to what the Council requested. The evaluation tool will then be presented for adoption at the March 16, 2015 council meeting. It was decided the participants in this evaluation will include: 1.) City Councilors; 2.) City Manager; 3.) Department Heads; 4.) Full-time Staff. Evaluators will have a week to complete the evaluation and for it to be returned to legal. Council will

review the feedback at the April 6, 2015. Council will then be in discussions on the potential contract with the City Manager at the April 20, 2015 Council meeting.

D. Discussion of Title Company notices

DeBry presented the staff report. North Plains can require that title companies and realtors disclose information during the sale process to ensure a buyer is not surprised by certain issues that often are reported to the City. There are a few issues the City may want to advise new residents about. Discussion ensued regarding street trees, sidewalks and the location of the composting facility.

Council instructed DeBry to move forward with drafting this notice to include street trees and sidewalks.

E. Discussion of revitalization of downtown area program

Council agreed to move this agenda item to the March 16, 2015 Council Meeting due to the lateness of the hour.

F. Discussion of allowing golf carts to drive on streets in North Plains

Council agreed to move this agenda item to the March 16, 2015 Council Meeting due to the lateness of the hour.

G. Discussion of Providing Radon Kits for sale from City Hall

DeBry presented the staff report. There has been discussion recently regarding radon levels in Washington County. The State of Oregon Public Health Division recommends that all residences be tested for radon regardless of the risk level assigned to the home's geographic location. Detecting radon and mitigating the problem is relatively easy, and within the financial means of most property owners.

Within the City no vendors sell radon kits. Radon kits are offered at stores such as Target, Lowe's or Home Depot and range in price from $12-$15. They can also be obtained online from the American Lung Association and Amazon. Staff is presenting this item to ask Council if it would like to keep a small stock of kits (5-10) and make them available to residents to purchase at City Hall.

The consensus of the Council was to approve having some units available for sale at City Hall.

10. UNFINISHED BUSINESS:

A. City Council Goals discussion

Council agreed to move this agenda item to the March 16, 2015 Council Meeting due to the lateness of the hour.

11. ORDINANCES:

FIRST READING:

A. Introduction Ordinance No. 424—amending Municipal Chapter 1.40.010 and 1.40.020 regarding the Parks Board membership

DeBry presented the staff report for Ordinance No.424. Council had discussed the qualifications for membership at an earlier meeting. There were two options presented regarding the qualifications for those who live outside the city limits. It could include everyone who lives in the 97133 zip code area or residents within a specified radius from city hall. Discussion ensued.

Motion by Whitehead. Second by Simmons to read Ordinance No. 424 by title only for the first time with the option of including residents who live within the 97133 zip code area.

Hatcher read Ordinance No. 424 an Ordinance of the City Council of the City of North Plains, Oregon amending Municipal Chapter 1.40.010 and 1.40.020 regarding the Parks Board membership by title only for the first time.

SECOND READING:

None Scheduled

12. CITY MANAGER REPORT

DeBry stated that her updates had been included in her weekly report.

13. COUNCIL REPORTS

Hatcher reported there will be a meeting between Washington County and Natures Needs on March 9, 2015. The contract with Natures Needs is up for renewal and they will be re-negotiating that contract.

14. ADVICE/INFORMATION ITEMS:

- Country Dance with DT & Country, Saturday, March 21 at 7:30 at Jessie Mays Community Hall-fundraiser for North Plains Senior Center.
- Community Vision Steering Committee, Tuesday March 31, 2014 at 6:30 p.m. at the Washington County Fire Station in North Plains.
- Volunteer Recognition Spaghetti Dinner, Thursday, April 9 at 6:00 p.m. at Jessie Mays

15. EXECUTIVE SESSION

A. Adjourn to Executive Session in accordance with ORS 192.660(2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

Mayor Hatcher called the executive session to order at 9:50 p.m. The City Recorder read the required ORS statement in regard to executive sessions.

An Executive Session was convened under ORS 192.660(2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

Following discussion in executive session the Mayor adjourned the executive session.

At 10:15 p.m. Mayor Hatcher called the regular session back to order.

16. <u>ADJOURNMENT</u>: Council adjourned the meeting at 10:16 p.m.

David Hatcher, Mayor

Margaret L. Reh, City Recorder

Date approved 03/16/2015