



## **MINUTES**

**City Council - REGULAR Session Meeting**

**Monday, October 17, 2016 North Plains Senior Center 7:00 PM**

**COUNCIL  
PRESENT:**

Mayor David Hatcher; Council President Teri Lenahan; Councilors:  
Larry Gonzales, Robert Kindel, Jr., Charlynn Newton, Sherrie  
Simmons

**COUNCIL  
EXCUSED:**

Scott Whitehead

**STAFF PRESENT:**

City Manager Blake Boyles; Library Director Will Worthey; Lori  
Lesmeister

**OTHER:**

**1 CALL TO ORDER**

Mayor Hatcher called the Regular Session of the City Council to order at 7:00 p.m.

**2 PLEDGE OF ALLEGIANCE**

Hatcher led the Council in the flag salute.

**3 ROLL CALL**

a) Scott Whitehead absent

**4 CONSENT AGENDA:**

a) Approval of October 17, 2016 City Council Regular Session Agenda

b) Approval of October 3, 2016 City Council Minutes.

*Motion to approve the Consent Agenda.* Moved by Councilor Kindel. Second by  
Councilor Lenahan. Motion was approved unanimously.

**5 PUBLIC COMMENT:**

a) a) Cindy Hurst of Chamber of Commerce requested that minutes from Chamber Meeting of October 30, 2013 be added into the Council Minutes. The subject of a finance issue from the Garlic Festival in 2013 has been coming up around town lately and she wants final report from 2013 entered into these minutes for information purposes only, showing the final decision from Chamber regarding the issue. If Council gets any questions regarding this issue please refer them to the Chamber.

b) Hurst stated that the Chamber of Commerce has approved to support the defeat of Measure 97 and she handed out information to Council in support of voting No on Measure 97.

c) Hurst spoke on the opportunity for grants for the city sign project. City can apply for three grants: one from the Chamber, one from the City, and one from the Historical Society. Each of the grants would be for \$35,000 for a total of \$105,000. Chamber wants to focus this project on city businesses to highlight the City Center with the first signs on the main corner, and then work for signs in other areas of the city. Chamber would like a representative from Council to be on the Sign Committee. Councilor Sherrie Simmons said that she can be on the committee if the meetings are in the evenings. WCVA (Washington County Visitors Association) was very excited about the plans that Blake Boyles showed them. He also discussed the mural project with WCVA and they were interested in that, as well. The Turtle Project can also be included in the future. Boyles said that WCVA stated that 'municipal' signs will need to be replaced/updated (population, the "?" sign, information type signs etc), and suggested that we need to either budget for this next year, or if there are dollars left from the corner sign, because it's part of the URA, we could use that money for changing out outdated signs. Hurst feels confident we would get the grants if we present them in the correct way. Hurst says we need to act 'quickly' to solidify plans and put them into writing.

## 6 PRESENTATION

## 7 STAFF REPORTS

### a) Library Director's Monthly Department Report

In addition to the report, Will Worthey reported that due to the wind storm on October 15, 2016 there was a power outage at the library which caused the library to close early. Worthey also reported that the outage caused issues with one of the PC's - he was not able to get it back up and operating so he has submitted a work ticket to IT. He reported that there has also been a substantial amount of growth (5.8%) in circulation from September 2015 vs September 2016. This is in comparison to a reduction of 7% over countywide numbers. He feels that the growth is due to the growth of the North Plains community over the past year.

There has been a first meeting of the Juvenile Access Task Force (countywide) to try to increase access for kids around the county. Worthey is the chair of this group. They are looking at two possible ways to increase access countywide for kids. The first is to lower the bar to entry for kids, meaning kids would not have to have an adult present to sign the paperwork to get a library card as long as they are registered in a county school district. The second, which will be more difficult, is to ask for school districts to provide information on children entering kindergarten directly to the libraries so that a card can be made for each child when they enter school. Along with the difficulty in getting the schools to sign on to this, there is the technical issue of importing those lists should we get them.

### b) Chief of Police Monthly Department Report

Boyles reported that Jessie Baker has completed nine weeks of his training at this time and things are going well.

With the new subdivisions, we are starting to see more neighborhood conflicts. This past weekend (Oct 14-16) there were several calls regarding barking dogs. We are

trying to address these during the day or at the time of the incident so we are having the officers get in touch with people via written notices so that there can be discussion.

There are not been any more issues with contractors stealing city water. The threat of a \$400 fine seems to be working.

c) Public Works Director's Monthly Department Report

Boyles stated we 'survived' the wind storm of 2016 with minimal damage. There was a tree that fell on a new car on Hillcrest that made the local news. There was a short power outage which could have been due to some power lines down, or possibly some telephone poles down on West Union Road could have also been a factor in the power outage. Approximately 300 sand bags were used, which means we will be picking up more bags this week. Washington County pays for both the bags and the sand and they are available to anyone in the 97133 area.

The Chili Cook-off banner was ripped in the wind storm. Because the Cook-off is this Thursday the sign will be taken down by Friday and the Holiday Jingle sign will be put up by the following week. The Jingle been moved to December 8, 2016.

**8 PUBLIC HEARING:**

- a) None

**9 NEW BUSINESS:**

a) Review of the MONTH 2016 check register.

Simmons asked for detail regarding payment to Hortnagle Automotive for \$203.03.

Boyles stated this was for brakes and a tune-up on the Chevy Malibu (city car).

Newton asked for detail regarding "On call Planning Service" for \$2,100. Boyles stated this is for 3J Consulting (Heather Austin) and would be for something that we don't have an account to tie it to. Every development is a separate contract with 3J, so when things come up that are not tied to a contract it is covered as On Call Planning Service. Newton also asked about a line item called "Beatrice Potter".

Worthey stated this is for a library program. Newton questioned it because it is in an odd place on the register. Lenahan asked for detail on the length of the contract with Echo NW. Boyles stated the contract is based on the fiscal year and goes through the end of June 2017 and is not on a set payment. We have a set contract amount and payment is taken off of that as used. Simmons asked for detail regarding a payment for County Police backup in the amount of \$202.50. Boyles stated this was a fee paid to legal to review the agreement made with Washington County that they will back us up until December 31, 2016.

**10 UNFINISHED BUSINESS:**

- a) None

**11 ORDINANCES:**

a) First Reading - Introduction and first reading of Ordinance No. 432 -- An Ordinance of the City Council of the City of North Plains, Oregon.

Boyles read the Agenda Statement for Ord. #432. All Councilors got a copy of the new floodplain map that we received earlier today. Hatcher asked about the new

floodplain creeping into some existing homes that were not in the floodplain prior. Boyles said yes, that is true. Those people will be getting notification from the county since the county is who made the changes. The City is just adopting the County's new maps. If the City does not adopt this, individuals would not be able to apply for flood insurance. If we agree to adopt the County changes that allows residents to apply for flood insurance. Lenahan asked about Kemmer Meadows and the Hamburg property. Boyles said both have areas in the floodplain and in fact half of the subdivision on the Hamburg property is in the floodplain. The contractors plan to build up the areas to meet the 170' level which is above the floodplain. This is done by taking land (displacing) from other areas near the creek and moving it to the subdivision areas that they will be building on. This is referred to as 'cut and fill'. The city's responsibility is to make sure the cut and fill balance out. When these properties develop it will be the responsibility of someone other than the city - either the county, the title company or the developers, and tell buyers about this and that they need to purchase flood insurance.

*Motion to do first reading of Ordinance #432 by title only. No Discussion  
Moved by Simmons. Second by Lenahan.*

*Motion to do second reading of Ordinance #432 by title only. No Discussion.*

Moved by Councilor Simmons. Second by Councilor Lenahan. Motion was approved unanimously.

- b) Second Reading - Ordinance No. 432— An Ordinance of the City Council of the City of North Plains, Oregon.

*Motion to adopt Ordinance #432 amending Municipal Code 16.065 (Floodplain Overlay District) and declaring an emergency in that it needs to be adopted and effective prior to Washington County's floodplain adoption date of November 4, 2016.*

Moved by Councilor Kindle. Second by Councilor Simmons. Motion was approved unanimously.

## 12 CITY MANAGER REPORT

- a) City events update:

Chili Cook-off is this Thursday, October 20, 2016.

City Haz-Mat cleanup is this Saturday, October 22, 2016 from 8:00am-1:00pm at Jessie Mays.

Working on the TGM Grant. for upgrading the Transportation System Plan.

Reviewing RFP's.

Boyles is representing North Plains on the School District Bond Committee. He will have a conflict on a couple of Planning Meeting dates because of Bond Committee meetings. Will keep us updated.

- b) Update on Finance and City Recorder positions:

Received four applications to date. Two of them have previous city government experience. Boyles have spoken to auditor Dennis Connor about the position.

Connor stated that the city is now using an accrual system after using a 'cash' system in the past. He suggested that with the new hire this may be a good time to transition

back to the cash system as it is easier to do business using a cash system and it involves much less paperwork as it is a day to day type payment as bills come in. The accrual system is where you write the checks each month whether you have received the actual bill in hand or not. This subject will be brought before the Council to discuss it more detail once a new Finance Director has been hired. Boyles has spoken to legal about the possibility of Connor sitting in on interviews and was told it would be fine. It was asked if the League of Oregon Cities could possibly be a resource for sitting in on interviews. Boyles said that is a possibility. Both the Finance and the City Recorder positions are posted and will stay posted until filled. The Finance position is the priority at this time. It is a full time position, where in the past it had been a part time position. Hatcher asked about budgeting for it, Boyles stated there are funds in the budget to cover it as a full time position going forward. Boyles stated that this is no longer going to be a management position and will not have HR duties or oversee office staff as in the past and will no longer have "Director" in the title. The previous pay for the part time position was approximately \$45,000 for 800 hours of work. This will now be the same pay for 2,080 hours as a full time position. Lenahan asked about college requirements for the position and Boyles said that all four applicants have degrees of some type and two of them are certified CPA's. Lenahan also asked who else would be involved in the interview process. Boyles stated that he has just started looking into that part of the process and will be possibly talking to the Finance Director in Hillsboro to see if she would be able to sit in on evaluations/interviews. Lenahan asked if Boyles had looked in to the League of Oregon Cities as a resource. Boyles said he had looked there for a possible 'interim' finance person but did not see where they had that available. Lenahan also asked if the League could possibly have a representative sit in on interviews. Boyles said that is a possibility.

c) Other City Manager News:

At the Council Meeting on November 7, 2016 will be covering the Annexation. Both East and North will be coming forward. Mike Crop contacted Boyles and requested that the North be brought first before the Council.

Halloween is Monday, October 31, 2016. Staff will be dressing up.

## 13 COUNCIL REPORTS

a)

Councilor Newton questioned if we had actually done the second reading and the vote on Ordinance #432 earlier. She requested that Lori Lesmeister go back through the meeting notes. Lesmeister confirmed that the second reading was done, by title only, and that a vote had taken place and was unanimous.

Councilor Newton asked if there was any councilor available to attend this week's Library Board meeting on Wednesday as she has something else that she would like to be able to attend. Mayor Hatcher asked if anyone was willing to trade months with Newton - specifically Kindel because he is scheduled for the November meeting. Kindel and Newton tentatively agreed to the switch and will discuss it offline.

b) Review (Month) 2016 Council Calendar

Councilor Gonzales is scheduled for the Planning Commission Meeting on November 9, 2016

Chili Cook-off this Thursday October 20, 2016

TVFD is having an Open House / Spaghetti Dinner Wednesday October 26, 2016

December 5, 2016 Council Meeting - Lenahan will be absent, Gonzales may be absent. Boyles will call all Councilors the week prior to confirm will be attending so that we are sure we have a quorum.

The Jingle is scheduled for Thursday December 8, 2016. We will put information about it in the next city news letter and ask the bank and the church to put something about it on their electronic reader boards, and have the library post it as well.

**14 ADVICE/INFORMATION ITEMS:**

**15 ADJOURNMENT:**

Mayor Hatcher adjourned the Regular Session of the City Council at 8:25 p.m.

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David Hatcher, Mayor

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Blake Boyles, City Manager / City  
Recorder

Date Approved \_\_\_\_\_