



MINUTES

City Council - REGULAR Session Meeting

Monday, August 7, 2017 North Plains Senior Center 7:00 PM

COUNCIL PRESENT:

Mayor Teri Lenahan; Council President Sherrie Simmons;
Councilors: Larry Gonzales, Robert Kindel, Jr., Cameron Martinez,
Russ Sheldon, Garth Eimers

COUNCIL EXCUSED:

N/A

STAFF PRESENT:

City Manager Don Otterman; City Recorder Lori Lesmeister

OTHER

Spencer Parsons, Beery Elsner Hammond;

1 CALL TO ORDER

Mayor Lenahan called the Regular Session of the City Council to order at 7:00 pm

2 PLEDGE OF ALLEGIANCE

Mayor Lenahan led the Council in the flag salute.

3 ROLL CALL

4 CONSENT AGENDA:

(The items on the Consent Agenda are normally considered in a single motion. Any item may be removed for separate consideration upon request by any member of the Council.)

- a) Approval of Aug. 7, 2017 City Council Regular Session Agenda
- b) Approval of July 17, 2017 City Council Minutes.

Motion to approve the Consent Agenda as amended with Item 9B on tonight's Agenda moved to be Item 10D.

Moved by Councilor Eimers. Second by Councilor Kindel.

Motion was approved unanimously.

5 PUBLIC COMMENT:

- a) Glen Warren, resident of North Plains, thanked Blake Boyles for having the trees trimmed in the area of Jessie Mays. He does have major concerns that some of the public right of ways / ditches in the City are overgrown with weeds and blackberry bushes and feels that if residents are required to keep their areas clear of this, the city should be required to do the same.

6 PRESENTATION – None

7 STAFF REPORTS

- a) Library Director's Monthly Department Report
Will Worthey gives his Library Report at the 2nd meeting of each month
- b) Chief of Police Monthly Department Report
Chief Baker gives his Police Report at the 2nd meeting of each month
- c) Public Works Director's Monthly Department Report
Blake Boyles gives his Public Works Report at the 2nd meeting of each month

8 PUBLIC HEARING: None

9 NEW BUSINESS:

- a) **Contract for City Auditor**

After going through the Agenda Report, City Manager Don Otterman reported that the annual audit report has been delayed. He will file an extension with the State of Oregon in December and the audit is expected to be completed in March 2018. Eimers requested that Council be included in an exit conference with Merina and Company once the audit is complete and it was agreed by Otterman as well as Council that it would be appropriate.

Moved to accept the proposal from Merina and Company for audit services for FY 2016-2017 with cost not to exceed the amount of \$7,500, and to authorize the City Manager to sign the necessary contract.

Moved by Councilor Sheldon. Second by Councilor Eimers.

Motion was approved unanimously.

- b) **Patti Burns - request street closures for Garlic Festival**

Mayor Lenahan and Councilor Simmons recused themselves from this Agenda item because they are both Board Members of the North Plains Event Association (NPEA). When the Mayor and Council President step aside, the Municipal Code dictates that Council then chooses another Council member to act as Council President during the discussion and vote of this Agenda item.

Move to nominate Russ Sheldon as temporary Council President for the Agenda item discussion and vote on street closures for the 2017 North Plains Garlic Festival. Councilor Sheldon then made a declaration that he is a member of the North Plains Event Association, however, he feels that there will be no conflict of interest, there is no financial gain, or any other reason that he cannot be impartial or unbiased with regards to this Agenda item.

Moved by Councilor Eimers. Second by Councilor Gonzales.

Motion was approved unanimously.

Public Comment:

Glen Warren - North Plains resident, had some concerns about parking around Jessie Mays for the Garlic Festival. Patti Burns, NPEA Events Coordinator, reported that the parking for residents whose property abuts Jessie Mays Park will have the same conveniences as in years past.

Rodney Linz - resides in Banks, spoke in opposition to this agenda item. He will be parking cars on Commercial Street during the Garlic Festival and wants the street to remain open. Council discussion ensued.

Moved to approve street closure requests 1, 2, and 3 in the Agenda Report, with the amendment of #3 to include Kaybern to 314th to Commercial for the 2017 North Plains Garlic Festival. Item #4 of the Agenda Report is voided (NPEA is no longer requesting that street closure), and no motion was presented for item #5.

Moved by Councilor Eimers. Second by Councilor Martinez.

Motion was approved unanimously.

c) **Wave Telecom Franchise Transfer**

After giving the Agenda Report City Manager Otterman and City Attorney Spencer Parsons clarified that this is a name change only for the Franchise Agreement, all other fees, etc. remain unchanged.

Moved to approve Resolution Number 1974 authorizing the transfer of control of the telecommunications franchise held by Astound Broadband, LLC

Moved by Councilor Kindel. Second by Councilor Simmons.

Motion was approved unanimously.

d) **Submittal of 2018 Special City Allotment Application**

After giving the Agenda Report Public Works Director Blake Boyles answered questions from Council with regards to when we will find out if the city is awarded the Grant (in September), and clarification that the project will only cover the travel lanes (not the parking lanes) on Commercial between Main Street and 313th.

Moved to approve Resolution Number 1975 authorizing the submittal of the 2018 Special Allotment application for the NW Commercial Street project between Main Street and 313th.

Moved by Councilor Simmons. Second by Councilor Eimers.

Motion was approved unanimously.

10 UNFINISHED BUSINESS:

a) **Library Surplus**

Moved to approve Resolution Number 1971 declaring equipment as surplus.

Moved by Councilor Sheldon. Second by Councilor Martinez.

Motion was approved unanimously.

b) **Police Surplus**

Move to approve Resolution Number 1972 declaring Police motorcycle as surplus. Eimers asked what the disposition of the motorcycle will be. Otterman said the city will try to sell the motorcycle, by going through the bid process. If it does not sell, it will be surplused as scrap.

Moved by Councilor Sheldon. Second by Councilor Kindel.
Motion was approved unanimously.

c) **Recology Agreement**

Move to approve the proposed amended and restated Recology Agreement and authorize the City Manager to sign the agreement.

Moved by Councilor Eimers. Second by Councilor Martinez.
Motion was approved unanimously.

d) **Review of City Manager job description, recruitment advertising, statement of competencies, salary range**

Councilor Eimers presented an updated recruitment schedule for Council to consider. With regards to #4, Compensation and Benefits of the sample motion, this item was deferred to Executive Session.

With regards to #6, Interview Questions of the sample motion, there was consensus to bring the supplemental city manager questions back to the August 21, 2017 Council Meeting to vote on at that time.

Mayor asked for Public Comment on each of the items in the Staff Report. No Public Comment was received. Motions were presented as follows:

Moved to approve City Manager recruitment schedule as submitted by Councilor Eimers

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

Move to approve position expectations and competency criteria for the City Manager position

Moved by Councilor Eimers. Second by Councilor Kindel.
Motion was approved unanimously.

Move to approve City Manager job description with the following amendments: to add to #2 - Media Relations, add to #3 - add to second sentence "insure financial integrity", #6 - change to 'with' instead of 'for', #9 - second sentence to say "Be able to prepare"...

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

Moved to adopt the City Manager recruitment strategy prepared and presented by Councilor Eimers

Moved by Councilor Kindel. Second by Councilor Sheldon.

Motion was approved unanimously.

11 ORDINANCES: None

12 CITY MANAGER REPORT

- a) Otterman asked that Councilor Simmons speak to vendors and tell them to not put stakes in the ground at Jessie Mays when setting up for the Garlic Festival as there are underground irrigation/sprinkler system pipes and electrical that can be damaged.

13 COUNCIL REPORTS

- a) Council reports will be provided by the Mayor and City Councilors on meetings attended and other items

August 9, 2017 Planning Commission Meeting has been canceled.

- b) Review August 2017 Council Calendar

Mayor Lenahan will not be at the August 21, 2017 Council Meeting. Council President Simmons will run the meeting.

14 ADVICE/INFORMATION ITEMS:

15 ADJOURNMENT to EXECUTIVE SESSION

Mayor Lenahan adjourned to Executive Session at 8:55 pm

Return to regular Council Session at 9:12 pm

- a) The City Council met in Executive Session in accordance with ORS 192.660(2)(a) Employment of public officer, staff member or individual (attorney).

- b) **Continue item 10D - City Manager hiring process**

Move to set the salary range for City Manager at \$100,000 to \$125,000, not including benefits

Moved by Councilor Eimers. Second by Councilor Gonzales.

Motion was approved unanimously.

Move to set the Benefit Package for City Manger at 80/20 with regards to medical coverage for employee and family, and leave PERS as it is set now for employees.

Moved by Councilor Simmons. Second by Councilor Eimers.

Motion was approved unanimously.

16 ADJOURNMENT at 9:37 pm

Sherrie Simmons, Council President

Lori Lesmeister, City Recorder

Date Approved _____