

**CITY OF NORTH PLAINS, CITY COUNCIL MEETING
MINUTES REGULAR SESSION**
North Plains Senior Center
31450 NW Commercial Street
Monday, May 18, 2015

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

Staff present: Public Works Director Blake Boyles; Police Chief Bill Snyder; City Recorder Margaret Reh

4. **CONSENT AGENDA:**
 - A. Approval of regular session agenda
 - B. Approval of minutes of 05/04/2015 Council meeting

Motion by Lenahan. Second by Simmons to approve the Consent Agenda. Motion was approved unanimously.

5. **PUBLIC COMMENT:**

Nathan Kust, Washington County Fire District 2 (WCFD2), addressed the Council regarding an event the Fire Hall is promoting regarding finding a bone marrow donor for an individual close to the firefighters. Christopher Hernandez is the brother of a fellow firefighter who has been part of their high school, intern and volunteer programs for the past four years. Christopher was diagnosed with leukemia at the age of 14. Christopher went through all the treatments and was doing better until recently the cancer spread to his marrow. He is now looking at a lifesaving bone marrow transplant and is looking for a matching donor.

The WCFD2 is hosting the "Be The Match Firefighter Challenge." This is a two day event beginning on Friday, June 12 in partnership with *Be the Match* and *American Red Cross*. Kust was inviting the Council to participate in the event and requested that the Council issue a proclamation for this event. The proclamation will be presented at the June 1, 2015 Council meeting. Discussion ensued.

6. **PRESENTATION**
 - A. North Plains Elementary School Proclamation—100th Anniversary Celebration (1915-2015)

Joyce Reynolds, representing the North Plains Historical Society (NPHS), attended the May 4, 2014 City Council meeting. Reynolds announced that the NPHS, along with the North Plains Elementary School, are planning a 100th birthday party for the school on

Thursday, May 28 in honor of its 100 anniversary. At that time the Council had agreed they would make a proclamation for the occasion.

Motion by Kindel. Second by King for the Mayor to sign the proclamation for the 100th Anniversary of the school and to send the proclamation to the appropriate parties. Motion was carried unanimously.

7. STAFF REPORTS:

Public Works Director/Interim City Manager. Blake Boyles reported there will be an Envision North Plains meeting on Tuesday, May 19, 2015.

The North Plains Community Garden Club has donated 20 hanging flower baskets to the City to install along Commercial Street. There will not be any hanging baskets on Main Street this year. These are larger baskets than have been donated in the past. The Garden Club wanted to focus less quantity but better quality with larger, fuller baskets this year.

Paving will begin on Pacific Street this week. Notices will be distributed to the homeowners that will be affected by project and there will be designated detours during the project.

Boyles will be meeting with Woofter Architecture to discuss the design of Jessie Mays Community Park and the scope of work for the project at the corner of Glencoe and Commercial Street.

Sunset Ridge will be pressure testing and chlorinating the water line in the next few days.

Finance Director Lembo asked that Blake inform the Council that she would like to bring forward a supplemental budget at the June 15 Council meeting.

The boy scouts working on their Eagle Scout projects will be finishing up the installation of the bird houses and the bat houses respectively along the Vern Galloway linear path. They will also be spreading bark chips along the pathway.

The Ice Cream Social is coming up on June 4th and they are looking for volunteers to help scoop the ice cream the night of the event. Lenahan suggested that as many Councilors as possible be available to help with the first round of serving the ice cream.

Chief of Police. Snyder reported they will be posting the position for hiring a full time police officer as Officer Glem is resigning and Officer Peterson will be going to the part time position.

Reserve Officer Eric Shafer is graduating from the Reserve Academy with the Beaverton Police department at 6:00 p.m. on May 28. Snyder invited the Council to attend.

The fundraiser for the Hood to Coast relay team is scheduled for June 6 at 6:00 p.m. at Jessie Mays. Tickets are available for purchase at City Hall for \$25.00. They are hoping to get at least 100 attendees. The money raised will go to cancer research at Providence Health Care facilities.

The community safety cameras have been removed temporarily due to some issues with the signal interfering with an existing Verizon signal and some other technical issues. They will be reinstalled once these issues have been rectified.

Whitehead inquired of the status of the community policing models that Snyder had mentioned at previous Council meetings. Snyder stated he just hasn't had the time to put together a model to present to the Council yet. It will be on hold for a while.

8. PUBLIC HEARING:

A. None Scheduled

9. NEW BUSINESS:

A. Adopt Resolution No. 1889 appointing Blake Boyles as interim City Manager

This resolution was composed by legal and the items listed were suggested to be included by legal. Discussion ensued.

Motion by Lenahan. Second by Kindel to approve Resolution No. 1889 appointing Blake Boyles as interim City Manager. Motion was approved unanimously.

B. Adopt Resolution No. 1890 reappointing Mark Susbauer to the North Plains Library Board

Hatcher stated he has worked with Mark Susbauer at a couple of the Library Board meetings has found Susbauer to be very dialed in to the cause. Susbauer has been a good member of the Board.

Motion by Kindel. Second by Simmons to approve Resolution No. 1890 re-appointing Mark Susbauer to the North Plains Library Board. Motion was approved unanimously.

C. Review of April 2015 Check Register

Council reviewed the items on the April 2015 Check Register. The staff report included a list of account numbers with the corresponding departments to help clarify some questions Council may have while reviewing the check register. A few questions were asked by the Council and were satisfactorily answered by staff. Outstanding items are the \$12,000 check to the City of Hillsboro IT. Lenahan thought this was being paid on a monthly basis. Snyder suggested that the City had not yet been charged by Hillsboro IT yet and this was a lump sum for the year. Discussion ensued. Hatcher asked Blake to find out the answer. There was also a question regarding the \$100 donation to the North Plains food pantry. This was discovered to be from the library Fines for Food campaign during the National Library week, but the even amount of \$100 was questioned. This was a pass through of monies received during that week in April and donated to the food pantry.

Lenahan mentioned that during the budget discussions it was decided that there would be a line item that would track donations that the Council approves. She was wondering where that line item was.

10. UNFINISHED BUSINESS:

A. Discussion on setting City Council Goals

Boyles wanted to bring this item back to Council to follow up and discuss the prioritizing of the City goals and possible funding ideas for the goals. Staff would like direction on how to move toward meeting the goals that Council would like. Discussion ensued.

Council decided that the top priority for a goal is to move forward with the directional signage in town and developing the corners of the intersection at Glencoe/Commercial to direct traffic to downtown. Boyles will be meeting with Woofter to get a scope of work that would include surveying, design, and creating a set of plans. Discussion ensued. Also brought up was the idea to include signage at the intersection of West Union Road and Jackson School Road indicating having entered North Plains. This could be a part of aiding a feeling of belonging to North Plains for the new residents in the Sunset Ridge development. This project could be funded through the URA.

Boyles stated he has been in contact with Van Dykes regarding possible improvement of the appearance of the corrugated tin buildings with the painting of murals. Discussion ensued regarding some ideas of themes and the process of completion and what walls would be included. The dimensions will need to be submitted along with requests for bids to paint murals on the frontage of the buildings along Commercial Street. Simmons will look into means of getting this project out to local artists that she may have connections with. This item could be submitted to the URA Board for possible funding. The trees will be removed and there is a possibility of installing sidewalks along the north side of Commercial in front of these buildings.

The Van Dyke building improvement project could lead to the Sidewalk Creation Program. This would require the Council to identify the neighborhoods that have a high need for sidewalks and develop plan for implementation.

Façade improvement program for businesses to encourage revitalization was determined to be a priority goal to work on. Blake will investigate grant options (i.e. SOLv and League of Oregon Cities) and possibly forwarding to the URA Board for funding or a matching grant program. Discussion ensued. The Council will need to develop this façade improvement program.

Snyder stated they are working on more police presence during the early evening hours. He has been encouraging the officers to be more visible in town. Snyder would appreciate feedback from the Council on how it is working.

Discussion ensued regarding Neighborhood Watch and other more updated programs which use social media, such as *Next Door*. This information could be shared at National Night Out.

Creating the downtown parking lot on the corner of Kaybern and Main Street is considered a priority goal. The City will lose the small amount of revenue from the renting of the area when this is converted into a parking lot. If surfaced a good deal of square

footage will be lost due to CWS requirements. But we could create a gravel parking lot for a quicker fix the area to create more parking. Discussion ensued.

Glencoe Road / Railroad crossing repairs could be completed this summer. P&W Railroad were not agreeable in letting the City lay in a pipe simultaneously with this project. The City will need to bore at a later time.

A goal of having more activities for teens was brought up in the goal brainstorming exercise. Boyles will be meeting with a property owner, Steve Schmidt to discuss property on the south end of Glencoe. There is interest from the YMCA about putting in some type of a youth activity facility.

Blake is still in negotiations regarding the walking trail project with ODOT and Washington County. Washington County has expressed a desire to give 307th Avenue to the City of North Plains. This would include the terminus from Van Dyke property to Highland Court. The road is in good condition and has been completely overlaid in the past few years. Blake had some concerns regarding the culverts. It was thought that Recology gives the County money for the use of 307th similar to what the City receives for Highland Court. The Council wants Boyles to check into this. Discussion ensued.

Blake updated the Council on the last four bullet points that the Council concurred at an earlier meeting are ongoing and require multi-year efforts. Some are underway already, so they did not rise to the top to be included in their annual goals: Comprehensive Plan update; Jessie Mays renovation; Pedestrian connectivity between east expansion development and North Plains proper; Water Source tower / Water tank location.

Boyles stated he would take the first bullet points discussed at the beginning of this topic as his marching orders from the Council for the goals to work on. He will report back to the Council on the status.

B. Approval of City Policies Number 103-190 and 701-705

Council discussed the status of these policies. It was unclear why these specific policies were the only ones selected to be included in the packet. Staff will bring this back to the Council. Councilor Newton had some corrections and revisions that she presented. Discussion ensued.

11. ORDINANCES:

FIRST READING:

None Scheduled

SECOND READING:

None Scheduled

12. CITY MANAGER REPORT

This was all reported during the Public Works Director's report earlier this evening.

13. COUNCIL REPORTS

Hatcher reviewed the Council calendar and schedule with the Councilors.

Hatcher stated that after being a part of the recent budget discussions with the Budget Committee, the URA will need to begin to get more aggressive in their direction with purchases and projects. Hatcher would like the URA to discuss the possibility of purchasing the Vanderzanden property located next to the cabinet shop on Commercial Street and possibly rezoning it as commercial property. Boyles had recently spoken with Rankin and the asking price of the property is now down to \$350,000. Staff is to schedule a URA meeting to have this discussion. The URA will also talk about the Council goals that were discussed this evening and will investigate various funding options.

Councilor Newton reported she attended the Planning Commission meeting on May 13 which held three public hearings. In the Municipal Code regarding the zoning and development, there are three sections that will be coming to council due to discrepancies in the zoning map. Planning staff recommends that lower density housing shouldn't be sandwich between high density and commercial. Newton stated chapters 16.125, 16.30, and 16.05 of the code will be coming to Council regarding discrepancies in the zoning.

Discussion ensued regarding the decisions the Planning Commission made at the Planning Commission meeting on May 13.

Councilor Simmons requested that the city newsletter announce that Bertony Faustin won one of the Washington County Visitors Association Hospitality Hero Awards for business for bringing the first winery to North Plains.

14. ADVICE/INFORMATION ITEMS:

- Memorial Day-Monday, May 25: City offices and North Plains Public Library closed
- North Plains Elementary 100th Anniversary "Birthday Party", Thursday, May 28 at 2:00 at the Elementary School
- St. Edward Benefit Auction, Saturday, May 30 starting at 5:00 p.m. at the church. 1/3 of the proceeds benefit the North Plains Senior Center and the Food Bank
- Envision North Plains Community Workshop-Thursday, June 11, 2015 from 6:00 p.m. to 8:00 p.m.

15. ADJOURNMENT:

Council adjourned the regular session of the City Council at 8:50 p.m.



David Hatcher, Mayor



Margaret L. Reh, City Recorder

Date approved 06/01/2015