

**CITY OF NORTH PLAINS, CITY COUNCIL MEETING
MINUTES REGULAR SESSION**

Jessie Mays Community Hall
30975 NW Hillcrest Street
Monday, April 21, 2014

1. **CALL TO ORDER:** Mayor David Hatcher called the Regular Session of the City Council to order at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE:** Mayor Hatcher led the flag salute.
3. **ROLL CALL:** Mayor David Hatcher; Council President Teri Lenahan; Councilors: Michael Broome, Michael Demagalski, Charlynn Newton, Robert Kindel, Jr., and Glen Warren

Staff present: City Manager Martha DeBry, Chief of Police Bill Snyder, Public Works Director Blake Boyles, City Recorder Margaret Reh

4. **CONSENT AGENDA:**
 - A. Approval of regular session agenda
 - B. Approval of minutes of 04/07/2014 Council meeting

Motion by Broome and seconded by Warren to approve the Consent Agenda. The motion was approved unanimously.

5. **PUBLIC COMMENT:**
6. **STAFF REPORTS**

Public Works: Boyles reported that ODOT has now paved the overpass on Hwy 26. ODOT will continue with the striping weather permitting. Boyles also reported the County will begin a widening project on Glencoe Road with a new overlay and an extension of the bike lane.

Nature's Needs has been providing their compost product for North Plains' citizens. There has been a pile on Commercial Street for residents to take at will. They have provided over 52 yards to date. The compost will be available through the City Cleanup Day on May 10.

Boyles also has been working on plans for the Sunset Terrace and Sunset Ridge developments. He is also working with the City Engineer (Murray and Associates) on the water line extension at the Basile property on North Avenue.

Police Dept. Chief Snyder reported that for the past two years he has been monitoring the case load in regards to the arrests in town associated with heroine, methamphetamine, and marijuana. This is an issue in town and the department is

making steady arrests in regards to this. Hatcher inquired if it is mostly out-of-towners but Snyder answered that is it mostly individuals who live in town. The department wants to push back on it and address the issue.

Snyder consulted with the Washington County Sheriff regarding the shooting just outside the North Plains city limits a few weeks ago. The feedback Snyder received was very favorable. The collaboration went well and Washington County was generally pleased that the North Plains Police were able to lend a hand.

7. **PRESENTATION:**

None Scheduled

8. **PUBLIC HEARING:**

None Scheduled

9. **NEW BUSINESS:**

A. Review of proposed salary ranges for 2014/2015 and adoption of Resolution No. 1828 approving the new salary range schedule

DeBry presented the staff report. The ranges are a modification of the current system. DeBry was recommending to move to a more typical five step range for the salary compensation scale. Lenahan stated the survey summary prepared by Milliman was not included in the packet. DeBry apologized for the missing document. Council was encouraged that if they notice the Council Packet is missing a piece of information to let staff know ahead of time and the documents can be brought to the meeting. DeBry explained what the survey included. Lenahan wanted to know who received step increases in the past year and inquired if there were particular employees in mind for who will be getting step increases in the coming year. Lenahan wanted to know where the Police Chief started on the grid. She was under the impression that he had a three step jump in the past year. She was informed that did not happen but he did receive one step increase in February, one step increase the previous February and one step increase from Don Otterman when Don was City Manager. Lenahan wanted to know how long Boyles has been employed by the City (13 years). Discussion ensued regarding the misalignment of the scale and the impact of salaries on the budget.

Lenahan wants to see the hourly employees' rates of pay and where they fall in the grid. Hatcher would like to see all the rates of pay highlighted on the salary grid to see where everyone is at a glance.

Council discussed the relationship between positions and the comparison of the top step of City Manager to that of the Public Works Director and Police Chief.

Motion by Lenahan. Seconded by Broome to continue Resolution No. 1828 to the next City Council agenda. Motion was approved unanimously.

B. Interview and adoption of Resolution No: 1829 appointing Garth Eimers to the North Plains Planning Commission

Council reviewed the application submitted by Garth Eimers and interviewed him for the

open position on the North Plains Planning Commission.

Motion by Kindel. Seconded by Demagalski to approve Resolution No. 1829 appointing Garth Eimers to the North Plains Planning Commission. Motion was approved unanimously.

C. Adopt Resolution No. 1830 extending the franchise with NW Natural Gas

DeBry presented the staff report. The franchise is set to expire May 2014. This franchise agreement is set by ordinance. The ordinance needs to be revised. The City Attorney is currently working on the revisions. NW Natural and North Plains has agreed to work on this and extend the old agreement until we negotiate a new agreement.

Motion by Kindel. Second by Demagalski to approve Resolution No. 1830 extending the NW Natural Franchise agreement.

D. Adopt Resolution No. 1831 approving use of intellectual property related to the Elephant Garlic Festival by the NPEA

DeBry presented the staff report. Under the advice of the City Attorney the agreement with the North Plains Events Association (NPEA) is proposed to be in effect for one year. This would allow the City time to research other options and to abide by bidding rules that would be in-line with a contract for a multi-year sole source professional services agreement.

Council asked clarifying questions regarding the responsibilities that are being placed on the NPEA.

Motion by Demagalski. Second by Warren to approve Resolution No. 1831 approving the limited transference of use of the City's rights in certain property relative to the North Plains Elephant Garlic Festival.

E. Discussion of donation policy for funds raised at community events

Hatcher stated that he requested this item be put on the agenda. There needs to be a policy set in place that addresses the beneficiaries of funds raised at various City sponsored events

Hatcher stated funds should not be distributed without going through the Council. At this point in time the money raised at the BBQ event has been proposed to be given to the North Plains Senior Center; the Hood to Coast/Providence Cancer Research (North Plains Police Department has a team participating in the relay); and Adventures Without Limits for scholarships to city sponsored outings.

Chief Snyder interjected that the Hood to Coast team is continually seeking out fund raising events to raise money for the Hood to Coast relay. The next event is scheduled for June 14. This is a pancake breakfast at Applebee's on 185th.

Council review the proposed policy drafted by DeBry. Discussion ensued.

Council directed staff to add this document to the Policy Handbook packet that Council has been reviewing since October. It will be approved along with the other policies.

F. Accept the hotel feasibility report prepared by Kennedy and Mohn

The City contracted with Kennedy and Mohn in February to study the feasibility of locating a hotel facility in North Plains. The Kennedy and Mohn report has been distributed to the Council.

The short summary of the report is that North Plains does not have enough demand generated by commercial businesses or recreational activities to sustain a hotel operation. A facility here could not rely on business in Hillsboro to generate demand, as several hotel projects are in planning or construction in Hillsboro. If there is a substantial increase in the number of businesses locating to the east of Jackson School Road and west of Brookwood that would be the time for North Plains to promote itself as possible location for a hotel.

No action was necessary as this was informational only.

G. Adopt Resolution No. 1832 naming the new park on Curtis Street

DeBry presented the various submissions received through the City's Facebook page. Council discussed the submissions and the reasons behind some of the suggestions. LaMorddens owned the five acres around where the park is now located. Both Kindel and Warren had information to share regarding the contributions the LaMorddens have made to this community.

Staff will e-mail the list to Council members. Council will review the names and e-mail their top four choices to DeBry. Council will make a decision at the next meeting.

Motion by Demagalski. Second by Warren to continue Resolution No.1832 to a time determined by staff. The motion was approved unanimously.

H. Review of March Check Register

Council reviewed the check register and asked clarifying questions all of which were addressed by staff.

10. **UNFINISHED BUSINESS:**
None Scheduled

11. **ORDINANCES:**

FIRST READING:

None Scheduled

SECOND READING:

- A. Second reading and adoption of Ordinance No. 422— An Ordinance of the City Council of the City of North Plains, Oregon, temporarily prohibiting the location of medical marijuana facilities within the City of North Plains. First reading took place at the April 7, 2014 Council Meeting.

The First Reading of Ordinance No. 422 took place on April 7, 2014. Motion by Demagalski. Seconded by Kindel to read Ordinance No. 422 by title only for the second time.

Mayor Hatcher read Ordinance No. 422 by title only for the second time.

Motion by Demagalski. Second by Warren to adopt Ordinance No. 422. Motion was approved unanimously. Hatcher asked that we get the word out there that we are supporting this moratorium. Hatcher has informed the other mayors that North Plains is supporting this.

12. CITY MANAGER REPORT

DeBry reported an inquiry regarding the 10 acre parcel east of 307th that is for sale. It is the old hazelnut orchard. There is a potential buyer. Since only a portion of the property can be developed due to flood plain restrictions something may be able to be worked out to make this an open space. This could be a very nice addition to the trail system along McKay Creek.

The second Budget Committee meeting is on Monday, April 28, 2014. Staff will continue to review funds and provide information on different departments. There will also be information on the sheriff issue. Staff has pulled out the proposal from 2010 and the Sheriff will be asked to share the cost of providing police services at Cornelius. This will help us get a sense of what the costs are.

Hatcher asked about the status of the Senior Center remodel. He understands that they are going to be asking for more money. Kindel reported there have been many change orders throughout the process. They may be going back to the Community Development Block Grant (CDBG) office to request more funding. Kindel informed Hatcher and the Council of some of the issues that have risen during the remodel. The Center is monitoring everything as it comes up.

Kindel reported there is a bus tour scheduled on Thursday for the west side projects for all CDBG members. He and DeBry will both be participating.

13. COUNCIL REPORTS

Hatcher reported that the signage for downtown businesses at the corner of Commercial and Glencoe continues to be discussed. Cindy Hirst, Chamber of Commerce, arranged a

meeting to bring the businesses in town together to take a look at the plans. Four businesses were represented. Everyone is in agreement that the signage must include a directional arrow. Most are favorable with the top banner reading "North Plains Historical Downtown."

Broome was asked about coordinating a dance for the teens in North Plains. It was suggested to have a DJ playing music. Broome will look into the logistics of organizing this.

An update on Debbie Brodie's recovery was shared. DeBry stated the library is doing an outstanding job. Hatcher stated they have a good crew at the library.

14. ADVICE/INFORMATION ITEMS:

- City Wide Garage Sale on Saturday, May 3—all over North Plains
- "BBQ on the Porch" at the NP Senior Center from 10:00-2:00 on May 3.
- North Plains Community Garden Club Plant Sale at Jessie Mays from 8:00 a.m. to 4:00 p.m. at Jessie Mays Tennis Courts on Saturday, May 3.
- May Clean-Up Day at Jessie Mays at 8:00 a.m. on Saturday, May 10.
- Sandy River Rafting Trip: Register on-line. Taking off from Jessie Mays parking lot at 8:30 a.m. on Saturday, May 24.

15. ADJOURNMENT: Mayor Hatcher adjourned the meeting at 8:55 p.m.



David Hatcher, Mayor



Margaret L. Reh, City Recorder

Date approved 05/05/2014