

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

Jessie Mays Community Hall
30975 NW Hillcrest Street
Monday, May 5, 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 04/21/2014 Council meeting

Mayor Hatcher requested a change in the order of the agenda by moving items 7A and 7B- Presentations to be moved in front of the 6-Staff Reports. Motion by Demagalski and seconded by Kindel to approve the Consent Agenda with the requested changes. The motion was approved unanimously.

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

6. **PRESENTATION:**

- A. Proclamation: Declaring the week of May 18-24, 2014 as Emergency Medical Services Week

Kieran Heathorn, Field Trainer Supervisor, Metro West Ambulance thanked the Council and the City of North Plains for their commitment and continued support of EMS in Washington County. Heathorn invited Council to attend the EMS Week celebration on Friday, May 23, 2014 at 3:00 p.m. to 7:00 p.m. at the Dawson Creek Headquarters, 5475 NE Dawson Creek Drive. Family and friends are welcome. Call Kelsi Dow at 503-648-6658 ext. 111 with questions.

Motion by Demagalski and seconded by Warren to proclaim the week of May 18-24, 2014 as EMS week. Motion carried. Mayor presented a copy of the proclamation to Mr. Heathorn.

- B. Chief Snyder and Officer Freshner will perform Cadet Induction: Nicole Fontana and Daniel (Dan) Buckley

Chief Snyder thanked the large number of citizens for attending this ceremony. This was an induction of two new individuals unto the North Plains Cadet program. Snyder stated this is a great opportunity for individuals to learn about law enforcement and to decide if this is the career they want to pursue.

Snyder introduced Officer Sam Freshner who performed the induction ceremony. Officer Freshner was a former teacher of both these cadets. He stated it was an honor to be able to award Cadet Badge #23 to Nicole Fontana and Cadet Badge #24 to Dan Buckley. The Cadets were welcomed by Chief Snyder and a round of applause from the audience.

7. STAFF REPORTS

Public Works: Public Works Director Boyles stated the Health Division is scheduled to come out on Wednesday to conduct an audit of the water system.

Boyles has been contacted by PGE. A few months back PGE had purchased the light poles in town from North Plains. There were some poles on 317th that were missed and PGE has offered to purchase these poles and convert to LED lights. Boyles will prepare a resolution for the Council to consider at a future meeting.

North Plains Clean-up day is scheduled for Saturday, May 10, 2014. Boyles stated the more volunteers, the merrier. All are welcomed to come and volunteer.

The crew has been working on park maintenance and getting everything ready for the good weather.

Kick off for the opening of the community garden is Saturday, May 10 at 1:00.

Police Dept: Snyder pointed out that he included more details in his written report. He would like feedback from Council if this is something they want to continue receiving. He and DeBry are working on a way to keep a rolling 13 month chart that compares the call logs and add in hours that we are patrolling.

As the weather improves, the department will be doing more outdoor arms training.

Hatcher wanted to know more about the fraudulent tax filings. Discussion ensued.

Library Director: Library Director Brodie continues on her medical leave. Her written report was submitted to Council.

8. PUBLIC HEARING: None Scheduled

9. NEW BUSINESS:

- A. Discussion of the Expiration of the Library Ground Lease with the Friends of the North Plains Public Library

DeBry presented the staff report. The City and the Friends of the North Plains Public Library share two open contracts. A Ground Lease agreement was signed in 2004 and the Operations Agreement was signed in 2006. Both are set to expire simultaneously in August

2014, unless the Friends choose to renew these agreements. If the contract is not renewed, ownership of the building will be handed over to the City. The current Ground lease agreement allows for five, five year extensions. Sheila Nelson and Carolyn Leavitt, both long time members of the Friends organization were invited to approach the Council.

The Friends membership will be meeting June 9, 2014 at 7:30 p.m. to decide what direction they want to take as a group. The Friends were hoping to get some input from the Council regarding this issue. Council was invited to attend the Friends membership meeting. There was some discussion regarding the risk of a quorum if Council attended the meeting and discussed their thoughts. Nelson explained that was partially why they were in attendance at this meeting so Council could speak freely and their feedback could be taken to the Friends membership meeting.

There has been a gradual transition of operation costs and responsibilities over the past ten years. The City now sets the hours of operations and is responsible for all maintenance on the building. The City owns all the furnishings and contents of the library. At this point in time, the Council, the City and the Friends are seeing eye-to-eye as far as operations are concerned. If the Friends turn the ownership of the building to the City it would simplify the contract. The contract also provides the use of the space at the southern end of the Jessie Mays building—where the library originally was located, to the Friends. This area is currently being used by the Friends for their on-line book sales.

Hatcher stated he would like to see the Friends maintain the status quo. He sees the Friends as having a sense of ownership and will work at keeping the library operational, making sure it keeps going. He stated it isn't broken so there isn't anything to fix. He suggested we could look at it again in five years.

Leavitt reported recent discussions with Friends reveal that members definitely have differing opinions. Some don't want to renew the contract and feel it is time to turn the library over to the city. Discussion of pros and cons ensued.

If the Council could ensure the operation of the library for a specific period of time and agree to a minimum of 2500 sq ft of dedicated space for the library, the Friends could be open to not renewing the contract. Newton is all for putting something in writing to the effect of keeping the library functioning for a time certain. She stated it is a viable part of the community. The Friends are interested in making sure this town has a public library for at least the next 10 to 20 years. The Friends will continue to help fund it. They would like to enter into an agreement with the City that would ensure the operation of the library for a specified period of time.

The Friends will report back to Council at the end of June. The contract is set to expire in August.

B. Adopt Resolution No. 1833 Public Water and Utility Easement

Staff received an easement document submitted by the Crandall Group. This is a request for the acceptance of a Public Water and Utility Easement. The Crandall Group, the developer of the Sunset Terrace subdivision, requested this easement from the Hillsboro School District to install a loop for the water system for the new development.

This water line will connect the development west of Wasco Street and south of the elementary school to North Avenue. They will be connecting the North main to the existing main that currently ends on Timeric. This will complete a circular water system in the northwest corner of the city. Discussion ensued.

Motion by Kindel. Second by Warren to adopt Resolution No. 1833. Motion passed with a 6-1 vote with Lenahan voting against.

Lenahan stated she did not get the information in time to read it and understand it. Therefore, she voted no.

10. UNFINISHED BUSINESS:

A. Discussion of acquisition or direction of McKay Creek Parcel adjacent to McKay Fields subdivision

DeBry presented the staff report. The City approved the McKay Creek subdivision this past year and the project will proceed as planned. DR Horton's plan is now in contract with JT Roth. This property contains 3.9 acres along McKay Creek. The City has a couple of options to consider regarding acquiring this property for the McKay Creek Greenway Trail.

1. Make an offer on the property and purchase it with cash from the Park Capital Fund.
2. The City can offer reimbursement of Park SDC credits to purchase the property. This only delays the payment to the property owner.
3. Allow the property to fall under the ownership of a home owners association (HOA) and use only the easement for walking trails.

DeBry is seeking Council's direction as to what they would like to do with 3.9 acres in the flood plain area. This parcel has been appraised at \$24,430.

Discussion ensued. The trail system is in the Parks Master Plan.

It was decided that the Parks Board needs to be brought into the conversation. Council will revisit this item after receiving a recommendation from the Parks Board.

As the property owner closes the deal with Roth, it needs to be decided how they will meet Condition # 26 of the Conditions of Approval:

26. Prior to final plat approval, the applicant shall enter into an agreement with the City providing for dedication of the 3.49 acre portion of the McKay Creek floodplain identified on the preliminary subdivision plan. Such dedication may provide for fee offsets for the value of the dedicated land area based on a City-approved appraisal. The agreement shall also provide for the applicant to make appropriate improvements to the dedicated area for use as a public park and shall provide for irrigation of any areas identified to be improved with grass and/or recreational fields. If an agreement cannot be reached the usable park area may be owned and maintained by the HOA, provided an easement for walking trails is provided to the City as required by the City Parks Plan and Community Trails Plan, and is acceptable to the City as to form.

Motion by Kindel Second by Lenahan to continue the discussion until next City Council

meeting after the Parks Board has a chance to comment. Motion carried.

B. Review of proposed salary ranges for 2014/2015 and adoption of Resolution No. 1828 approving the new salary range schedule (Continued from 4/21/14)

DeBry presented the staff report. This item has been before the Budget committee and before the Council previously. This salary step scale creates training and entry level classifications. Rates on the scale have been highlighted as requested by Council.

Discussion ensued regarding the classifications and the rates of pay at both ends of the scale.

DeBry clarified the difference between entry level pay and probationary pay. A new hire is appointed to a salary step based on their skills at hire. Being on probation does not affect where a new employee is placed on the pay scale. Probation is an entirely different policy.

Lenahan pointed out the verbiage in the resolution is somewhat confusing because it states the probationary rate is rarely used for experienced professionals. Two different terminologies are used and she would like to have it clarified. Also, the proposed range for the Account Clerk I / Deputy City Recorder step one needs to be adjusted by 10%. Step 1 should start at \$31,364 not \$33,382 as it is presented. The corrected copy will come back to the Budget Committee. If council approves the step scale it will be incorporated into the budget.

Motion by Newton. Second by Kindel to adopt Resolution No. 1828 with the correction that was noted by Lenahan for Account Clerk 1 / Deputy City Recorder entry level step which currently reads \$33,382 and should be changed to \$31,364.

Some discussion took place regarding the Public Works Director salary step scale. The recommendation from staff was to remove the top step in the range. Council was in agreement that the bottom step should be removed and retain the top step.

Demagalski amended the motion to adjust the salary scale for Public Works Director by removing the bottom step and retaining the current top step. Amendment was seconded by Broome. The amendment to the motion was approved by a 5-2 split vote with Newton and Warren voting against.

Hatcher called for a vote on the original motion for adoption of Resolution No. 1828 with the amendment. Motion passed unanimously.

Hatcher inquired about the policy of the top level in the salary ranges being given for excellence in performance—a bonus step. David wants to bring it back to Council as an agenda item and take another look at it. He asked if this was defined by Council or the City Manager.

C. Adopt Resolution No. 1832 naming the new park on Curtis Street (Continued from 4/21/14)

DeBry presented the staff report. At the last Council meeting it was decided that the Council would submit their top 3-4 choices of the names provided to staff. That list has been

compiled and the top four choices were: Sunset Park, Sunrise Park, LaMordden Park, and Highland Park.

Council discussed how they wanted to proceed. Newton had asked that the full list of names be distributed to the Parks Board for them to have a chance to vote on the submissions. She was informed that there were not any submissions from the Parks Board members.

Motion by Lenahan. Second by Newton for Council to proceed with voting on the four choices. Motion passed with a 6-1 split vote with Demagalski opposing.

Motion by Warren. Second by Kindel to name the new park LaMordden Park. There was more discussion. Motion passed with a 5-2 split vote with Lenahan and Demagalski opposing.

Hatcher asked if more information could be gathered regarding the LaMordden family because there are many citizens who don't know them. Martha will contact Brenda Lyons from the North Plains Christian Church. David would like to see something in the newsletter regarding this. Council would also like to see a dedication ceremony take place. Staff will coordinate the planning and report back to Council.

11. ORDINANCES:

FIRST READING:

None Scheduled

SECOND READING:

Non Scheduled

12. CITY MANAGER REPORT

During the hotel feasibility study the consultant interview Mike Holmes of Oregon Canadian Forest Products (OCFP). As a result of the conversation OCFP was put in contact with Business Oregon and received assistance with an issue they were having. Mr. Holmes called and thanked the City for their part in in making this connection with Business Oregon.

DeBry reported the North Plains Market inquired about obtaining a license to sell hard liquor. At this point in time there isn't anywhere to purchase off-sale hard liquor in North Plains. The Market wants to apply for a license with OLCC. OLCC would require the Council to provide a letter of approval. This will be coming back to Council at a later date.

Travel Oregon is offering grant money for cities to promote tourism in our area and perhaps brand a city's event or landmark. The NPEA may like to discuss it. \$10,000 could be granted to be used for marketing purposes. City would make an application for the grant and find a specific purpose that could be branded.

13. COUNCIL REPORTS

Clean up day on Saturday, May 10, 2014 from 8:00 – 11:30

Lenahan reported on the Medical Marijuana workshop she attended that was sponsored by the League of Oregon Cities. Discussion ensued on the zoning issues surrounding this topic.

Kindel inquired about the property east of A&H Woodworking on Commercial. He is hoping something will happen to prevent the proposed 15 townhomes from being built. DeBry stated the Vanderzandens are open to discussions on selling the property. It is possible to get it zoned back to commercial. Kindel said it could be used for parks. He stated we need to be visionary—this could be perfect for a park right in the middle of town. It is located in the URA district. Rodney Lintz and Frank Vanderzanden are the owners. A public hearing is scheduled for an extension request of the property application before the Planning Commission on May 14, 2014.

Warren inquired if the city do something about the blackberries on the property just to the east of the Vanderzanden property. He stated it looks terrible and it extends right up to the ditch.

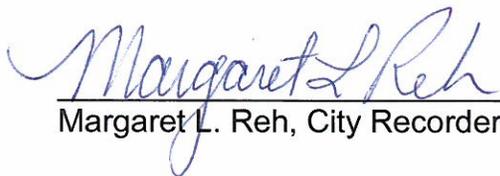
14. ADVICE/INFORMATION ITEMS:

- 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 9:34 p.m.



David Hatcher, Mayor



Margaret L. Reh, City Recorder

Date approved 05/19/2014