

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

North Plains Senior Center
31450 NW Commercial Street
Monday, May 4, 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: City Manager Martha DeBry; Police Chief Bill Snyder; Library Director Debra Brodie; City Recorder Margaret Reh

4. **CONSENT AGENDA:**
 - A. Approval of regular session agenda
 - B. Approval of minutes of 04/20/2015 Council meeting

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

5. **PUBLIC COMMENT:**
North Plains Historical Society North Plains and the North Plains Elementary School celebrating their 100th Anniversary

Joyce Reynolds, representing the North Plains Historical Society (NPHS), along with the North Plains Elementary School are planning a 100th birthday party for the school on Thursday, May 28. The groups are inviting the City of North Plains to get involved with this celebration. Reynolds proposed a proclamation be made by the City for this historical event. Reynolds shared some of the details of the schedule for the day. The event will be open to the public at 4:00 in the afternoon.

6. **PRESENTATION**
 - A. EMS Week May 18-23, 2015 Proclamation—Metro West Ambulance

Spencer Oliver, Paramedic at Metro West Ambulance, thanked the Council and the City of North Plains for their commitment and continued support of EMS in Washington County. Oliver invited Council to attend the EMS Week celebration on Friday, May 22, 2015 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.

Motion by Lenahan. Second by Whitehead to authorize the Mayor to sign the proposed proclamation declaring the week of May 18-23, 2015 as Emergency Medical Services week. Motion carried. Mayor presented a copy of the proclamation to Mr. Oliver.

7. STAFF REPORTS:

Public Works Director. Blake Boyles was absent from the meeting.

Chief of Police. Snyder again extended the invitation to the Council to attend the Virtra Training Exhibition Days coming up on May 4-7. Snyder explained more details about what this training event involves. Lenahan and Simmons stated they were planning on attending.

Library Director: Debra Brodie provided more details to what was submitted in her written report.

She stated the Summer Reading program will be commencing Monday, June 1. New this year is a challenge issued by the Library Staff, Library Board members, and Library Volunteers to the people of greater North Plains to reach a goal of reading one million pages throughout the summer. There will be weekly contests with prize drawings. Adults, kids, and teens may participate, and the program will run through August 31. Individuals can find more details at the library table at the North Plains Ice Cream Social on Thursday, June 4, where goodie bags and information will be distributed.

45 people attended the Art of the Story held at Pumpkin Ridge this year.

The Friends of the library had their second author visit in their "An Evening with an Author" series. 35 people attended this event.

The Library has begun working on its strategic plan. At the May 18 meeting, the Board members will be selecting their stakeholders. The Board is hoping to have a City Councilor to represent the Council on this Stakeholder's Board. This would involve attending meetings in July and August and perhaps a third time in September, to work on the strategic plan. It would be further desired that this Councilor, who would already be plugged in due to this involvement in the strategic plan, to get involved behind the scenes with the WCCLS levy. The Library Board is hoping the Council will assign someone as the Council's representative to this task.

Brodie shared some of the details of the nine part time staff members employed at the library. These employees are very involved with the community and truly care for its citizens. Brodie stated that they do follow the politics of the city. They read the minutes and listen to the tapes when they want to hear more details of the meetings—especially around budget time. They are aware that Council is discussing the contract for the City Manager. Since they are part time they were not able to provide feedback for the City Manager's performance evaluation. They prepared a letter to read to the Council—of which each employee signed the letter. Brodie consulted with Councilor Kindel and he stated the appropriate time to read this letter into record would be during Staff Comments. Brodie read the letter supporting Martha DeBry in her role as City Manager into record and stated they hope the Council would look favorably upon renewing her contract. Hatcher thanked her.

8. **PUBLIC HEARING:**

A. None Scheduled

9. **NEW BUSINESS:**

A. Review and discussion of 4th of July update: Chamber of Commerce and Scott Aldrich

Scott Aldrich is the coordinator of the 4th of July celebration for 2015. Aldrich gave an update on the schedule of events for both the car show and other activities for the day. He stated there is a need for more volunteers for the event. Discussion ensued.

Cindy Hirst, North Plains Chamber of Commerce, gave an update on the fundraising efforts for the 4th of July fireworks exhibition. Hirst stated Forest Grove is the only other town with a fireworks show in Washington County this year. The Chamber is working with KUIK to have patriotic music simulcast over the radio during the show. Discussion ensued.

B. Adopt Resolution No.1886 sharing net of proceeds from City Wide Clean-Up Day with the North Plains Events Association (NPEA)

DeBry presented the staff report. North Plains has conducted an annual clean-up day on the second Saturday in May for several years. Typically the event has been organized and staffed by the City with the assistance of volunteers from the Council and businesses. This year the North Plains Events Association (NPEA) is coordinating the event. The City received a request from the NPEA to be the recipient of net proceeds after expenses at the City Clean-Up day. Discussion ensued. It was suggested that 50% of the net proceeds would go to the NPEA.

Motion by Newton. Second by King to approve Resolution No.1886 authorizing the donation of 50% of the net proceeds for the City Clean-up to the North Plains Events Association. Motion was passed unanimously with Council President Lenahan abstaining since she made the proposal.

C. Adopt Resolution No.1887 Surplus Vehicles-Blake Boyles

DeBry presented the staff report in Boyles' absence.

Motion by Kindel. Second by Lenahan to adopt Resolution No 1887 declaring Public Works vehicles surplus. Motion was approved unanimously.

D. Adopt Resolution No.1888 the approval of the St. Edward Catholic Church request to waive the \$30.00 temporary alcohol license fee

DeBry presented the staff report. St. Edward Catholic Church will be conducting its annual auction on Saturday, May 30. One third of the proceeds from this auction will benefit the North Plains Senior Center, a local non-profit. Sue Hauth has requested that the fee be waived because it is a fundraiser for a non-profit. It was disclosed that Councilor Kindel is related to Ms. Hauth.

Motion by Lenahan. Second by Simmons to adopt Resolution No.1888 approving the waiver of the city fee for a temporary liquor sales license. Motion was approved unanimously with Councilor Kindel abstaining.

E. Discussion of proposed budget priorities

DeBry presented the staff report. The Mayor had requested the Council review the options for reducing the budget that was presented to the Budget Committee. Finance Manager Lembo prepared a new document for Council to review and it was distributed to the Council at this meeting. Lembo added in March actuals so the City has \$23,000 more in revenues than expected due to franchise fees coming in higher than expected. This narrowed the gap in the deficit. Discussion ensued. The Council will make a recommendation to the Budget Committee to leave the Contingency Fund at \$30,000 and not fund the last \$30,000.

F. Discussion of City Manager Contract

Hatcher stated the Council spent a lot of time in Executive Sessions and asked the Council if they wanted to extend the contract or not.

Motion by Whitehead. Second by Kindel to not renew the City Manager contract set to expire on June 30, 2015 and that we authorize the Mayor to send an official notice in writing. Newton stated that she was pushing for renegotiation. The motion passed with a 6/1 split with Councilor Newton voting against the motion.

Motion by Lenahan. Second by Simmons for the Council to authorize the mayor to take such action consistent with advice of the city attorney's office as he deems reasonably necessary to promote the city's interest in the efficient operation of the city until such time that the Council can take further action at its May 18 meeting. The motion passed unanimously.

10. **UNFINISHED BUSINESS:**

Motion by Lenahan. Second by Simmons that the unfinished business be continued to the next Council meeting. Motion was approved unanimously.

A. Discussion on setting City Council Goals

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

11. **ORDINANCES:**

FIRST READING:

None Scheduled

SECOND READING:

None Scheduled

12. CITY MANAGER REPORT

13. COUNCIL REPORTS

Hatcher reviewed the Council calendar and schedule with the Councilors.

14. ADVICE/INFORMATION ITEMS:

- City Clean-Up Day, Saturday, May 9 from 8:00 a.m. to 11:00 a.m. at Jessie Mays Parking Lot
- 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 8:38 p.m.



David Hatcher, Mayor



Margaret L. Reh, City Recorder

Date approved 05/18/2015