

## MINUTES

### City Council - REGULAR Session Meeting

Monday, February 1, 2016 North Plains Senior Center 7:00 PM

**COUNCIL PRESENT:** Mayor David Hatcher; Council President Teri Lenahan; Councilors: Robert Kindel, Jr., Charlynn Newton, Sherrie Simmons

**COUNCIL ABSENT:** Sandi King; Scott Whitehead

**STAFF PRESENT:** City Manager Blake Boyles; Chief of Police Bill Snyder; Library Director Debra Brodie; Finance Manager Rachael Lembo; City Recorder Margaret Reh

#### 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 CONSENT AGENDA:

a) Approval of 02/01/2016 City Council Regular Session Agenda

b) Approval of minutes of 01/19/2016 Council meeting

*Motion to approve the Consent Agenda. Moved by Councilor Kindel. Second by Councilor Lenahan. Motion was approved unanimously.*

#### 4 PUBLIC COMMENT:

a) Mayor Hatcher invited Brittany Brown, 12387 NW Dersham Road, North Plains, Oregon, to address the Council. Brown is a grad student at Portland State University and is assigned an exploratory project to assess a community she either lives in or is interested in. She wants to learn about the strengths of the North Plains community. She was hoping to find a contact she could interview. Boyles volunteered. Brown will also be attending other city meetings to complete a more holistic observation of the community.

Members of the local boy scout troop were in attendance to observe a meeting to fulfill a requirement for a merit badge.

#### 5 PRESENTATION-None Scheduled

#### 6 STAFF REPORTS

Library Director Brodie reported she has received the budget parameters from Finance Director Lembo for FY 2016-17.

Brodie updated the Council on funding that may be available from Washington County due

to the Intel Strategic Investment Plan having expired. These were taxes that Intel was able to defer for a period of time. Each library in Washington County may be receiving \$48,000. This money will be incorporated in the upcoming budget activities. One of the stipulations put on this funding is that it needs to be used for something visible and for the benefit of the public. This funding is in addition to the money that will be available to the library as a result of the Library levy passing in November 2015.

Brodie stated they launched the library survey on February 1, 2016 and for the Council to be watching for that survey in their e-mail.

**7 PUBLIC HEARING:** None Scheduled

**8 NEW BUSINESS:**

a) Review of FY 2014-15 Audited Financial Statements

Finance Director Lembo presented the staff report. The City received the audited financial statements from the city auditor, Dennis Conner. Of note is that we received an unqualified opinion, which means we passed. Lembo walked the Council through the staff report. Lembo referred to the comment regarding a significant deficiency in internal control due to inadequate segregation of duties. This is due to having such a small staff. However, this is mitigated by additional oversight on the part of upper management and Council. Conner's report was included in the February 1, 2016 City Council Agenda Packets that are available on the city website.

No action was taken as this is informational only.

b) Approve Resolution No.1919 Acceptance of Employee Handbook

Lembo presented the staff report. Lembo presented a request to adopt Resolution No.1919 which would approve the updates to the Employee Handbook. The last time the Employee Handbook was updated was in 2013. An itemized list of proposed changes were included in the memo that was included in the February 1, 2016 Council Agenda Packet. A brief discussion ensued.

*Motion to approve Resolution No.1919 adopting the revised Employee Handbook.*  
Moved by Councilor Lenahan. Second by Councilor Simmons. Motion was approved unanimously.

c) Approve Resolution No.1920 Adopting the FY2015-16 Supplemental Budget

Finance Director Lembo presented the staff report. Lembo walked the Council through the report submitted with the February 1, 2016 City Council Agenda Packet. This packet may be viewed on the city website at the following URL:  
<http://cityofnp.org/index.php/departments/city-council/agendas-and-minutes/>  
Lembo covered the costs for the Comprehensive Plan; the impact of the increase in occupied homes; the increase in the System Development Charges (SDCs); and the summary of changes from the adopted budget to the supplemental budget of each fund. Discussion ensued.

*Motion to approve Resolution No.1920 adopting the FY 2015-16 Supplemental*

*Budget.* Moved by Councilor Simmons. Second by Councilor Lenahan. Motion was approved unanimously.

**9 UNFINISHED BUSINESS:** None Scheduled

**10 ORDINANCES:**

- a) First Reading  
None Scheduled
- b) Second Reading  
None Scheduled

**11 CITY MANAGER REPORT**

Boyles had nothing further to report as he has been out of the office recuperating from surgery.

**12 COUNCIL REPORTS**

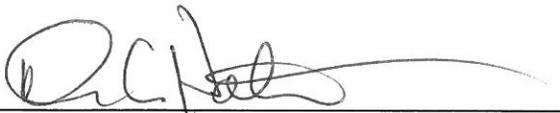
Hatcher informed the Council of the success of the comedy night that took place on January 29, 2016.

**13 ADVICE/INFORMATION ITEMS:**

President's Day-Monday, February 15, 2016-City offices and Library closed  
Planning Commission Special Work Session-Comp Plan Policy and Code discussion-  
Wednesday, February 17 at 7:00 p.m. at Jessie Mays

**14 ADJOURNMENT:**

Mayor Hatcher adjourned the Regular Session of the City Council at 8:32 p.m.



David Hatcher, Mayor



Margaret L. Reh, City Recorder

Date Approved \_\_\_\_\_