

## MINUTES

### City Council - REGULAR Session Meeting

Monday, October 19, 2015 North Plains Senior Center 7:00 PM

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

**STAFF PRESENT:** Director of Public Works/City Manager Blake Boyles; Chief of Police Bill Snyder; 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 regular session agenda

b) Approval of minutes of 10/05/2015 Council meeting

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

#### 4 PUBLIC COMMENT:

a) Karen Jacky, 11475 NW Gordon Road, North Plains, Oregon, 97133 addressed the Council regarding the flooding on Gordon Road and Mountindale Road. Jacky has concerns with all the housing units going in at the Sunset Terrace subdivision that the flooding conditions will worsen. Boyles stated a box culvert will be installed and there will be a slight raise in the elevation of Gordon Road. Boyles will provide Jacky with a contact at Washington County so she can obtain more information regarding the measures being taken to help reduce the flooding.

#### 5 PRESENTATION

a) Bruce Roll, Watershed Management Director of Clean Water Services presented a commemorative award to the City for their support and participation in the *Tree For All* program which has reached its ten year anniversary. Roll also showed a two minute video which captured the many volunteers who participated in the project.

#### 6 STAFF REPORTS

a) Reports from Police and Public Works

Chief Snyder reminded the Council to help spread the word to friends and neighbors to complete the police department survey. Snyder reported that representatives from the Criminal Justice Information System (CJIS) came through and reviewed the

computer processes and systems to ensure the department was secure. This has been on-going for the past two years. Since we share computer support with the City of Hillsboro, Snyder is working with the Hillsboro IT to update and revise policies for record management, warrant and police services that are provided via CJIS.

Public works has been coordinating efforts with the two big subdivisions that are under construction right now. McKay Creek Crossing on 307th and Sunset Terrace are both moving along rather quickly. Public Works crews are doing inspections on the construction and installing water meters. They are pretty strapped with just two workers keeping up with everything. Out of the 104 lots at the Sunset Ridge subdivision, 85 meter applications have been pulled. Detour signs have been set up to prepare traffic for the road closure on Glencoe Road. It will be closed for two days for the repair work to be done on the railroad tracks.

**7 PUBLIC HEARING:** None Scheduled

**8 NEW BUSINESS:**

- a) Discussion and Adoption of Resolution No. 1909 Entering into Agreement with Friends of the North Plains Public Library for the use of 31311 NW Commercial Street for On-Line Book Sales fundraising.

Boyles reported that the agreement before the Council tonight between the City and the Friends of the North Plains Public Library (Friends) for the use of the house at 31311 NW Commercial Street, has been reviewed by legal. If any amendments to the agreement arise in the future, the agreement will come back to the Council.

Carolyn Leavitt, President of the Friends, and Debbie Olson, 13310 NW Jackson School Road, approached the Council. Olson is one of the lead volunteers for the on-line book sale fundraising program for the library. They both feel this is an excellent opportunity for both parties. However, they have a concern about any mold that may be in the facility. They had heard that there is a possibility of mold being in the building and we wondering if this could be addressed prior to entering into this contract. Discussion ensued. Hatcher asked Boyles to test for mold. The Council and the Friends were in agreement to wait to sign the contract and approve the resolution until they hear back on this issue.

- b) Review of North Plains Police Policy for reimbursement of training costs associated with new hires.

Chief Snyder presented the staff report. Snyder explained that he adopted the Lexipol policy into the North Plains Police department policy. This will enable the city to receive reimbursement costs associated with training an individual in the event that the individual is hired by another agency within a specified time frame from receiving said training. Discussion ensued. No action by the Council was necessary, as this is a Police Department policy.

- c) Approval of Resolution No. 1910 Increasing Budget Appropriation for Police Personal Services

City Manager Boyles presented the staff report. The previous agenda item covers the issue of reimbursing wages and training costs. If the employee does leave after receiving training, that hiring agency will need to cover the expenses the city incurred during training. Further discussion ensued regarding the policy and process of reimbursement of those expenses.

Because the recent hire for the part-time police officer position will need to attend the Policy Academy, the City will be incurring the additional cost of the 40 hour/week training program for four months. The position was only budgeted for 25 hours/week. The additional cost is approximately \$8,500. The bulk of this cost, \$6,000, will be covered by a reduction in Police Supplies. This is not reflected on the attached resolution as it is simply a shift between police budget line items, and does not affect the total police budget appropriation.

The remaining \$2,500 will be covered by additional funds from the Opening Fund Balance. As this cost was unforeseen at the time of budget adoption and there are nontax funds available, this budget appropriation increase can be made by resolution. The additional funds in the Opening Fund Balance are a result of cost savings in the prior year, which led to a higher than budgeted Opening Fund Balance. Total additional funds in Opening Fund Balance are approximately \$48,000. Discussion ensued.

*Motion to adopt Resolution No.1910 approving the increase to the FY2015-16 budget appropriation. Moved by Councilor Kindel. Second by Councilor Newton. Motion was approved by a 5/2 split vote with Lenahan and Whitehead voting against.*

d) Discussion of Process for City Manager Performance Review.

Hatcher explained that Council needs to complete a performance evaluation for Blake Boyles and the City Manager position. Hatcher stated a decision needs to be made to retain Boyles in the City Manager position or to move on in the recruitment process. It was agreed to perform this evaluation the exact way the process was executed for DeBry. Discussion ensued. All evaluations need to be returned to the City Recorder by November 6, 2015. Heather Martin of Beery Elsner and Hammond will compile the results and bring it back to Council at the November 16, 2015 Council meeting in an Executive Session.

e) Review of September 2015 Check Register

Council reviewed the items on the September 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.

f) Discussion on Golf Cart Ordinance

At the October 5, 2015 Council meeting, Council instructed Boyles to draw up an ordinance for the use of golf carts in town. Since then, Councilor Whitehead and Boyles encountered some scenarios while drawing up an ordinance in which they needed clarification from Council. They are seeking direction from Council as to what to include in the ordinance. Discussion ensued.

*Motion made to draw up a golf cart ordinance that is restrictive to city sponsored events only. Moved by Councilor Whitehead. Second by Councilor Kindel. Motion passed with a 6/1 split vote with Hatcher voting against.*

**9 UNFINISHED BUSINESS:** None Scheduled

**10 ORDINANCES:**

a) First Reading

None Scheduled

b) Second Reading

Amended Ordinance No. 426 - An ordinance of the City Council of the City of North Plains, Oregon, Adding Chapter 6.30 to Title Six of the North Plains Municipal Code Temporarily Prohibiting the Establishment of Marijuana Facilities within the City declaring an emergency. This item is for second reading and adoption. (First reading was at the October 5, 2015 Council meeting.)

It was suggested by legal to have this ordinance be read as with an emergency declaration effective immediately instead of waiting for 30 days. There is no change from the scope and direction of the original ordinance. This would be a temporary ban of marijuana facilities to be put in place until the Planning Commission can get zoning code in effect for each type of facility.

*Motion to read ordinance No. 426 by title only for the second time. Moved by Councilor Lenahan. Second by Councilor Simmons. Motion was approved unanimously.*

Upon approval, Mayor Hatcher read Ordinance No.426 by title only for the second time.

*Motion to adopt Ordinance No. 426--An ordinance of the City Council of the City of North Plains, Oregon, Adding Chapter 6.30 to Title Six of the North Plains Municipal Code Temporarily Prohibiting the Establishment of Marijuana Facilities within the City declaring an emergency. Moved by Councilor Lenahan. Second by Councilor Simmons. Motion was approved unanimously.*

**11 CITY MANAGER REPORT**

Boyles gave further details regarding the railroad crossing repair on Glencoe Road.

**12 COUNCIL REPORTS**

The Council reviewed the November 2015 calendar. The Planning Commission will be meeting on Thursday, November 12 due to the Veterans Day holiday on Wednesday, November 11. This caused a conflict for Council Lenahan who was scheduled as the ex officio for the Planning Commission. Councilor Simmons offered to take Council Lenahan's place as ex officio.

Hatcher stated he may be late to the meeting on November 2, 2015 as he will be attending the North Plains Historical Society Veterans' Acknowledgement earlier that evening as he is a Vietnam veteran.

**13 ADVICE/INFORMATION ITEMS:**

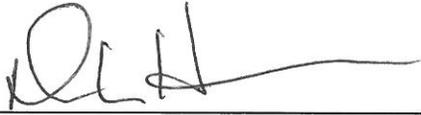
- a) North Plains Historical Society Veterans' Acknowledgement-Monday, November 2 at Jessie Mays Community Hall @ 6:00 p.m.

**14 EXECUTIVE SESSION**

Hatcher adjourned the Regular Session to an Executive Session at 8:44 p.m. in accordance with ORS 192.660(2)(e) regarding real property transactions. The City Recorder read the announcement of the Executive Session.

**15 ADJOURNMENT:**

Council entered back into regular session. There was no further business to discuss. Mayor Hatcher adjourned the regular session of the City Council at 9:21 p.m.



David Hatcher, Mayor



Margaret L. Reh, City Recorder

Date Approved 11/02/2015