



## **MINUTES**

### **City Council - REGULAR Session Meeting**

**Tuesday, January 17, 2017 North Plains Senior Center 7:00 PM**

#### **COUNCIL PRESENT:**

Mayor Teri Lenahan; Council President Sherrie Simmons;  
Councilors: Larry Gonzales, Robert Kindel, Jr., Cameron Martinez,  
Russ Sheldon,

#### **COUNCIL EXCUSED:**

Scott Whitehead (gave his resignation via email to City Manager)

#### **STAFF PRESENT:**

City Manager Blake Boyles; Library Director Will Worthey; Chief of  
Police Jesse Baker; Finance Manager ; City Recorder Lori  
Lesmeister

#### **OTHER**

Spencer Parsons, Beery Elsner Hammond;

#### **1 CALL TO ORDER**

Mayor Lenahan called the Regular Session of the City Council to order at 7:00 p.m.

#### **2 PLEDGE OF ALLEGIANCE**

Mayor Lenahan led the Council in the flag salute.

#### **3 ROLL CALL**

a)

City Manager Boyles announced that he had received a resignation letter from  
Councilor Scott Whitehead via email stating that he had moved out of the city limits  
so is no longer eligible to be on City Council

#### **4 CONSENT AGENDA:**

(The items on the Consent Agenda are normally considered in a single motion. Any item  
may be removed for separate consideration upon request by any member of the Council.)

a) Approval of January 17, 2017 City Council Regular Session Agenda

Mayor Lenahan announced that Item 9A on the Agenda would be moved to 14 on the  
Agenda as a work session. All were in agreement.

b) Approval of January 3, 2017 City Council Minutes.

Approved with correction of spelling of Cindy Hirst's name, and minutes showing that  
Councilor Scott Whitehead was not in attendance at the January 3, 2017 Council  
meeting.

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

**5 PRESENTATION - Mayor's State of the City Address**

**6 PUBLIC COMMENT:**

*(Persons wishing to speak on matters not on the agenda may be recognized at this time. Speakers must complete a "Public Comment Registration form" on the information table and return it to the City Recorder. You are not required to give your address when speaking to the City Council, only your name. Presentations are limited to five minutes.)*

a) Cindy Hirst:

Concerns about the city's Emergency Preparedness. Referenced a propane tank issue that happened in NP (Lenox Street area) last year. She feels that the local police, fire, and Washington County Sheriff's Department did a good job during that event, but she would like to see the city have an Evacuation Plan in place right now. She feels there was some miscommunication during the propane issue, as well as many questions about what should have been done during the event. She noted that there is a document that the State of Oregon Emergency Management puts out with regards to natural disasters and other events of this type and how to prepare, what to do, what supplies to have on hand, etc. Her neighborhood will be filling out the packet and she would like to have a city evacuation plan to go along with the packet. She would like to see this item added into the Goals at the city at the next Council meeting.

Hirst asked if the Comprehensive Plan is the same as the Strategic Plan. Mayor Lenahan said yes, they are one in the same. Hirst said she would like to see the Council do a 5 year Strategic Plan (separate from the Comprehensive Plan) and recommended that in budgeting this year she would like to see money put in for a specific Strategic Planning retreat. She suggested this happen after the Comprehensive Plan is in place. Once there is a Strategic Plan the Council could bring it before the residents.

Chamber Sign Project Committee - The Committee has a proposal for the concept of signs for the corner of Commercial and Glencoe as well as other areas around the city. Hirst requested to be put on the Council Agenda for the February 6, 2017 where they Committee will bring visual aids to show the concept and would like feedback from Council at that time, as well as a consensus for moving forward with the project. At the February 21, 2017 Council meeting the Committee will be bringing the budget for the product to Council. There is an opportunity for two separate grants (up to \$35,000 for each grant) for the signs project and we have until the end of February to apply for them. There will be one budget proposal from the Chamber for the Visitor's Center signs and one proposal from the City which will include the signage for the 'corner' and other areas in the city as well as signage and finishing touches (sidewalks, benches, etc) around the mural area that will be presented at the Feb. 21, 2017 meeting. The two proposals will expand the city's opportunity for funds for the project. Hirst suggested to Boyles at the Sign Committee meeting that the city consider contracting with Chris Lance for assistance with help writing the proposal and other aspects of the project as she has been involved with contacting vendors etc for the project.

North Plains Senior Plaza - At the last Council meeting Hirst had asked about any chance of the City assisting with Internet access in the Senior Plaza. She would like to know who the Council representative is for the MACC. It had been Councilor Whitehead, but with his resignation effective today, Council will need to appoint another Councilor to replace him on MACC. Hirst would like to speak with the new appointment for MACC once it has been decided. Boyles stated that he spoke with Fred Crist with MACC and was told the city does have 2 accounts but they are only for cable television, not internet. It was suggested that the Senior Plaza contact local internet providers to see what options are available. After Boyles provided this information Hirst said she would not need to talk to the Council representative after all.

After Hirsh was done, Legal (Spencer Parsons) took a moment to clarify that the Comprehensive Plan defined by state law is specific to Land Use. A Strategic Plan can be much more broad, so he suggests eliminating the use of the term of Comprehensive Plan for clarity going forward.

## **7 STAFF REPORTS**

### a) Chief of Police Monthly Department Report

Chief Baker gave a brief update on Nic Cederberg and his recovery. Baker encouraged all Council members to do a 'ride-a-long' with him. He will be flexing his schedule so he will be working some evenings so will be available for ride-a-longs for those that work during the day. Chief Baker will present his Goals at the February 6, 2017 meeting. Mayor Lenahan asked what the process is for residents that have a non-emergency issue. Baker stated that residents can call him whenever they need to, but it is preferred that they call the Non-Emergency Dispatch because there will be a way to track that call. Tracking a call directly to Baker's cell phone is not available. He wants citizens to still be able to call the NP police directly if they need to, but would prefer that the first choice would be to call the non-emergency number for tracking purposes.

### b) Library Director's Goal Setting

Will Worthey presented information that was requested from him by Council at the January 3, 2017 meeting. He provided a graph showing the analysis of the materials budget increase that he is requesting. The data is based on estimated growth in population over the several years. He also presented a written request document showing requests for items for the library budget for the 2017-2018 year which would add approximately an additional \$17,000-\$20,000 to the General Fund: \$15,700 for materials which would get the library up to where it needs to be, then going forward the materials budget would only increase 2-3% annually. New gutters would be approximately \$3,000 with no impact on the budget as it would come from the Reserve Fund. \$3,850 for new computer boxes over the next 1-2 years, again with no impact on the budget as the money would come from the Reserve Fund (all monitors were replaced in 2016-2017 year). The last item is looking at replacing the HVAC system in the library. \$7,000-\$8,000 has been spent on repairs on the system

over the past two years. Worthey has no estimates yet but is working on getting them. No additional employees are needed.

c) Public Works Director's Monthly Department Report

Pressure testing is being done on the water lines in 27 lot Kemmer Meadows subdivision.

City Manager Boyles is working on getting reservoir designs, types, and placement on property, etc. to bring before Council. There is someone interested in the front portion of the property, which would get us some money back from the land purchase.

**8 PUBLIC HEARING:**

a) Kent Apartments application for Tax Exemption Certification

Boyles stated: Application was on time, all fees have been paid, and legal counsel has reviewed the agreement.

Lenahan called on Cindy Hirsh to see if she had any other questions or additional information. Hirsh said this is the next to the last step of the process and if approved tonight it just needs to be sent to Washington County. Hirsh says that they have agreed to annual inspections with TVF&R based on the agreement with Council from April 2016.

*Move to adopt Resolution No. 1960 allowing Kent Apartments tax exemption status*  
Moved by Councilor Sheldon. Second by Councilor Gonzales. Motion was approved unanimously.

**9 NEW BUSINESS:**

a) Review of the December 2016 check register. Council reviewed the items on the December 2016 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.

Council reviewed the items on the Dec. 2016 Check Register. Questions were asked of City Manager Boyles by Council and were satisfactorily answered. This item is informational only. No action was taken.

b) Goal Setting Process

Boyles gave a brief overview of the Goal setting process and how it will be done at next Council meeting for Police and City departments.

**10 UNFINISHED BUSINESS:**

a) None Scheduled

**11 ORDINANCES:**

a) First Reading by title only

Ordinance No. 439 - An Ordinance annexing a certain tract of land into the city limits of North Plains.

Move to approve the first reading by title only of Ordinance No. 439, an Ordinance annexing a certain tract of land into the city limits of North Plains and declaring an emergency.

Council was asked if anyone objects to approving both readings in one night. No objections.

b) **Second Reading by title only**

Ordinance No. 439 - An Ordinance annexing a certain tract of land into the city limits of North Plains.

Move to approve the second reading by title only of Ordinance No. 439, an Ordinance annexing a certain tract of land into the city limits of North Plains and declaring an emergency.

c) **Second Reading by title only**

Ordinance No. 438 - An Ordinance annexing a certain tract of land into the city limits of North Plains.

Move to approve second reading by title only of Ordinance No. 438, an Ordinance annexing a certain tract of land into the city limits of North Plains, as revised.

## 12 CITY MANAGER REPORT

a)

Boyles reported he has been working on the audit, it is going well. He has been getting quotes for the Washington County Visitor's Association for the mural area. With the resignation of Councilor Scott Whitehead there is a Council vacancy that will need to be filled. There is an application on the City Webpage, they are available at City Hall, and will also be available at City Council meetings until filled. Boyles met with Rodney Lince regarding his property on Commercial. The asking price is still an issue. Since that meeting Boyles has sent out letters to some property owners on Commercial to see if they would like to meet with him to discuss the possibility of selling their land. He has heard back from some of the property owners and will be meeting with them in the next week. The Hydrogen Peroxide company that was looking at property on West Union Rd has backed out because the land owner did not want to sell to a company that dealt with chemicals; the land owner had concerns it might scare away potential buyers for the other land in that area. Boyles has been working with Jeremy Foster with TVF&R on the ISO (Insurance Services Office) update on the water system. Their numbers were very outdated by updating the info it could have a positive impact on fire/insurance rates.

In all Councilors folders there is a Statement of Economic Interest. The Mayor and all Councilors need to fill out the form as required by the State of Oregon.

## 13 COUNCIL REPORTS

- a) Council reports will be provided by the Mayor and City Councilors on meetings attended and other items

Lenahan went over the 2017 Council Committee Appointments and noted the two spots that still need to be filled.

- b) Review February 2017 Council Calendar

**14 ADVICE/INFORMATION ITEMS:**

**15 ADJOURNMENT:**

Mayor Lenahan adjourned the Regular Session of the City Council at 8:25 p.m.

**16 Council Work Session**

Spencer Parsons, city attorney, spoke to the Mayor and Council regarding rights and responsibilities when representing the city.

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Teri Lenahan, Mayor

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Lori Lesmeister, City Recorder

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