

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

North Plains Senior Center  
31450 NW Commercial Street  
Monday, March 16, 2015

1. **CALL TO ORDER** David 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, Councilors: Charlynn Newton, Sandy King, Sherrie Simmons and Scott Whitehead.

Absent: Council President Teri Lenahan, Robert Kindel, Jr.

**Staff present:** City Manager Martha DeBry; Public Works Director Blake Boyles; Police Chief Bill Snyder; City Recorder Margaret Reh

4. **CONSENT AGENDA:**
  - A. Approval of regular session agenda
  - B. Approval of minutes of 03/02/2015 Council meeting

A change needed to be reflected in the roll call of 03/02/15 minutes. Councilors Newton and King were in attendance at the 03/02/15 meeting and the minutes will be changed to reflect that.

Motion by Whitehead. Second by King to approve the Consent Agenda with the change noted above to the 03/02/15 minutes.

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

6. **PRESENTATION**  
None Scheduled

7. **STAFF REPORTS:**

**Public Works Director.** Blake Boyles was called away due to a family emergency, therefore no report was presented.

**Chief of Police.** Snyder reported the department is in the thick of RegJIN training. It may be a difficult transition and many hours of training will be going into it.

Snyder also reported they are working on two high priority cases that are taking up a good deal of staff time.

8. **PUBLIC HEARING:**  
None Scheduled

9. **NEW BUSINESS:**

A. Discussion of City Manager evaluation tools and distribution of evaluations

DeBry presented the staff report. Heather Martin of Beery, Elsner and Hammond adjusted the evaluation tool and it is tailored to what the Council requested. Once Council decided on which evaluation tool they wanted to use the forms would be distributed to evaluators.

Consensus of the Council was to move forward with this evaluation form. Evaluators will include: 1.) City Councilors; 2.) City Manager; 3.) Department Heads; 4.) Full-time Staff. Evaluators will have a week to complete the evaluation. They will be returned to legal for compilation. Council will review the feedback at the April 6, 2015 in an Executive Session. Council will then be in discussions on the potential contract with the City Manager at the April 20, 2015 Council meeting.

B. Approve Resolution No.1879 authorizing amendment and the execution of an Intergovernmental Agreement between the City of North Plains and the User Board of the Regional Justice Information Network (RegJIN) for the Police Department

DeBry presented the staff report. This IGA has been reviewed by legal. The police department has been working with WCCCA. Hatcher asked for a brief history of this document. RegJIN is a digital program that will allow police to answer calls and document calls in a database that will be distributed electronically to the various agencies involved in the process. Discussion ensued.

Motion by Simmons. Second by Whitehead to adopt Resolution No.1879 authorizing amendment and the execution of an Intergovernmental Agreement between the City of North Plains and the User Board of the Regional Justice Information Network (RegJIN) for the Police Department. The motion was approved unanimously.

C. Discussion of revitalization of downtown area program (Supporting documents were distributed with the March 2, 2015 Council Packet)

DeBry presented the staff report. The Mayor had requested staff to redistribute reports that had been presented for the downtown area in previous years. The design had reached 85% completion level but was never fully implemented. The City can use some of this data for the Comprehensive Plan but some of the data is outdated. This packet that was distributed to Council as a resources to get familiar with what has been done year to date with the downtown revitalization.

Work on the downtown area is actually within the scope of the Urban Renewal Agency (URA). A URA orientation will be scheduled for April 20, 2015. This will be to discuss how we can use the URA as a tool for economic development. The URA will need to decide what they want to focus on, whether it be acquisition of property, façade development for businesses, or streetscape improvements. The new housing development along NW 307<sup>th</sup> Avenue is located in the URA district. The tax dollars

from those homes will become a part of the URA budget. The URA funds are available to use in the downtown revitalization. Discussion ensued.

D. Discussion of allowing golf carts to drive on streets in North Plains

DeBry presented the staff report. This topic comes up periodically especially around the time of city events. This can become a local law enforcement issue. Discussion ensued.

Consensus of the Council was for staff to come back with a proposed ordinance.

10. **UNFINISHED BUSINESS:**

None Scheduled

11. **ORDINANCES:**

**FIRST READING:**

None Scheduled

**SECOND READING:**

- A. Approval and adoption of Ordinance No. 424 amending Municipal Chapter 1.40.010 and 1.40.020 regarding the Parks Board membership. First reading by title only took place on 03/02/2015.

Motion by Simmons. Second by Newton to read Ordinance No. 424 by title only for the second time. The motion was approved unanimously.

Hatcher read Ordinance No. 424 an Ordinance of the City Council of the City of North Plains, Oregon, amending Municipal Chapter 1.40.010 and 1.40.020 regarding the Parks Board membership by title only for the second reading.

Motion by Simmons. Second by Newton to adopt Ordinance No. 424. The motion was approved unanimously.

12. **CITY MANAGER REPORT**

DeBry stated they met again with Recology and Washington County regarding the upcoming franchise renewal. Washington County Board of Commissioners is interested in obtaining information at the next Council meeting—they want to ask what North Plains would like to see come out of it. The City will need to renegotiate an agreement with Recology. They are talking again about accepting commercial waste. Currently there is a ban on accepting commercial waste. The Mayor wants it to be clear that North Plains does not want this to happen. Discussion ensued.

The McKay Creek Crossing subdivision application was approved by the Planning Commission at the March 11, 2015 meeting, however the Planning Commission denied the variance application to encroach upon the significant natural resource area. This may be coming forward to the Council on appeal.

Discussion ensued regarding the fish meal smell that comes out of the Van Dyke metal sheds on Commercial Street.

Boyles has spoken to the owners of the metal buildings and they are open to having a mural painted on the building.

Chief Snyder invited the Council to attend a virtual training module event that will take place in Hillsboro in May. This is a module that allows officers to go to train for hundreds of situations and scenarios.

**13. COUNCIL REPORTS**

There will be a URA meeting held on April 6 to discuss the proposed signage the Chamber of Commerce has been working on. The URA is in a position that they can pay for the sign and the installation. This would be an economic development opportunity to promote the downtown area.

There will be a second URA meeting scheduled on April 20 to provide an orientation for the new URA members and a refresher to those who have been involved for a while.

An executive session will be scheduled at the end of the April 6, 2015 Council meeting to review and discuss the feedback received for the City Manager performance evaluation.

The first FY2015-16 Budget Committee meeting will be held on Monday, April 13, 2015. This will take place at Jessie Mays Community Hall. The second meeting is scheduled for Monday, April 27, 2015. The Budget Committee recommends the budget to City Council. The Budget Committee is comprised of the seven council members and seven members-at-large. There are currently four openings on the Budget Committee. Applications are being sought.

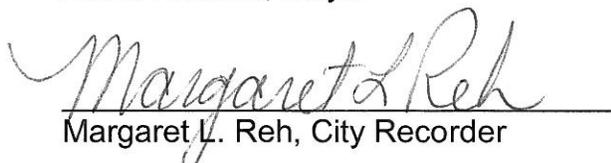
**14. ADVICE/INFORMATION ITEMS:**

- Country Dance with DT & Country, Saturday, March 21 at 7:30 at Jessie Mays Community Hall-fundraiser for North Plains Senior Center.
- Community Vision Steering Committee, Tuesday March 31, 2014 at 6:30 p.m. at the Washington County Fire Station in North Plains.
- Volunteer Recognition Spaghetti Dinner, Thursday, April 9 at 6:00 p.m. at Jessie Mays

**15. ADJOURNMENT: Council adjourned the meeting at 8:10 p.m.**



David Hatcher, Mayor



Margaret L. Reh, City Recorder

Date approved 04/06/2015