

CITY OF NORTH PLAINS, CITY COUNCIL MEETING
MINUTES REGULAR SESSION
NORTH PLAINS SENIOR CENTER
31450 NW Commercial
Monday, December 2, 2013

1. **CALL TO ORDER:** Mayor David Hatcher called the meeting to order at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE:** Mayor Hatcher conducted the flag salute
3. **ROLL CALL:** Mayor David Hatcher; Councilors: Michael Demagalski, Michael Broome, Charlynn Newton, Glen Warren and Robert Kindel, Jr.

Excused absence: Council President Teri Lenahan

Staff present: City Manager Martha DeBry, Chief of Police Bill Snyder, Public Works Director Blake Boyles, Library Director Debbie Brodie, Finance Director Rachael Lembo, Management Analyst Jennifer Knowles, Deputy City Recorder Margaret Reh

4. **CONSENT AGENDA:**
 - A. Approval of regular session agenda
 - B. Approval of minutes of 11/18/2013 Council meeting

Motion by Broome, seconded by Warren to approve the Consent Agenda. The motion was approved unanimously.

5. **PUBLIC COMMENT:**

Jim Abraham, 31689 NW Lenox Street addressed the Council regarding the placement of a 40' x 10' x 8' shipping container that his neighbor has parked within the setbacks of the neighbors yard. Abraham has reported this to staff. Staff consulted the city attorney who advised staff to treat the container like a building. The neighbor, Don Demers, has received an abatement notice which has had one extension added to the original deadline. Abraham is concerned that this will continue to be extended so he wanted to bring it to the Council's attention. He states it is an eyesore and would hate for this to set a precedent for other residents. Demers, the neighbor, has since submitted a building permit which will require him to place a structure that meets code.

6. **PRESENTATION:**
 - A. Proclamation declaring December 10, 2013 as Human Rights Day and December 8-14, 2013 Human Rights Week: Salma Ahmed

Salma Ahmad, Human Rights Council of Washington County, addressed the Council regarding the 65th anniversary of the United Nations declaration of human rights in which everyone is entitled to rights and freedoms. They are requesting each city in Washington County to issue a proclamation in support of Human Right Day, Tuesday, December 10, 2013 and December 8-14, 2013 as Human Rights Week.

Councilor Kindel asked if this declaration included unborn babies. Ahmad said she believed it included the baby in the womb, as life begins upon conception. Kindel asked if Ahmad would confirm that the Human Rights Council of Washington County includes the protection and the rights of the unborn.

Motion by Kindel. Seconded by Warren to approve the proclamation designating December 10, 2013 as "Human Rights Day" and December 8-14 as "Human Rights week" provided that this includes the right to life of the baby in the womb. The motion was approved unanimously.

B. FIRST LEGO League Team to expressed appreciation for the Council's support and report on what the team is doing this year.

The First Lego League team called the Blizzard Bots, appeared before the Council. They reported on their robotic project they have prepared for a tournament they will be competing in on December 14 at Hillsboro High School. Each member of the team presented a portion of their project and explained how they arrived at their theme for Natural Disaster Preparedness.

The Council was very appreciative of the Blizzard Bots presentation and asked them to report back to the Council after the competition.

7. PUBLIC HEARING:
None Scheduled

8. NEW BUSINESS:

A. Discussion of odor monitoring findings and Nature's Needs Final Report with Tom Card of Washington County

Theresa Koppang, Solid Waste Management of Washington County introduced Tom Card, Environmental Management Consulting of Enumclaw, Washington to the Council. Card presented the draft of the final report of the Odor Assessment Program of the Nature's Needs Composting Site to the Council. A copy of this draft report was part of the Council packet. Card would be presenting the final report to the Washington County Board of Commissioners on Tuesday, December 3, 2013.

Discussion ensued. Newton requested that, in the final report, Card state in his list of conclusions that the 30-40% odor reduction overall was also due to a large reduction in commercial food waste coming into the facility not just due to the changes made to the biofilter systems.

The issue of food waste produced from the City of Hillsboro came up. There had been talk that Nature's Needs would be receiving Hillsboro food waste. Commissioner Bob Terry, also present at the meeting, assured the Council that this would not be happening. Hillsboro is looking for options at other facilities for the food waste to be sent to.

Commissioner Terry stated that we were very fortunate that Recology continued to work through their processes to get to the place we are today.

B. Consider the request for a BBQ Competition in early June.

DeBry presented the staff report. Over the past year and a half, staff has researched the possibility of conducting a BBQ competition in North Plains. The Pacific Northwest Barbeque Association (PNWBA) sanctions competitions that attract serious BBQ competitors. Teams that win sanctioned events have the opportunity to compete in the national competitions such as Jack Daniels Invitational and American Royal. Staff is seeking Council's general direction in moving forward with planning this event.

This BBQ competition could possibly be used as a fundraiser to benefit a non-profit in town. At this point in time the event would be called Brews, Blues and BBQ's. The plan is to have a two day competition on Commercial Street to draw business to the downtown area. The logistics of the BBQ will be run by the PNWBA. The weekend they have available for us is Father's Day weekend, June 14-15, 2014.

In the planning discussions this event could include a car show, bands and food would be provided by the BBQ competitors.

Council is concerned with the toll so many community events are taking on our volunteer pool and city staff. If this event includes a car show—that would be three car shows North Plains would be hosting during the summer. DeBry stated we could keep the BBQ simple and not have the car show and not include any activities for children. Hatcher's concern is that it is not going to be as simple as staff is stating.

Hatcher also pointed out that we have a limited supply of sponsors. We can't keep asking the same companies to sponsor all these various events. DeBry stated that we need to bring new money into our community instead of tapping the same resources and this event would help with that.

Hatcher stated that J. Knowles was hired to increase economic development—working at bringing businesses to the city, not being an event planner. DeBry stated that economic development is directly related to community events. We need to attract more businesses. We want a vibrant community and need more businesses in the downtown area. We want to keep North Plains name out there to promote

business. Hatcher agreed with DeBry. What we get as a community from these various events and activities is valuable—money well spent.

Council stated that before they would be able to direct staff to continue moving forward they would like to know where we are at financially with all the events the city has been providing. Council wants to see a report of the expenses and revenues of the events we have had this year, especially an account of the Pumpkin Fun Run. Lembo will report on all the costs for the various events.

Staff has until February 2014 to withdraw the commitment to the PNWBA. This will give staff time to get a feel for how much sponsorship can be acquired for this event.

Kindel suggested that we bring this topic back to Council when the budget numbers for events and activities are in front of them.

Motion by Demagalski. Seconded by Kindel to defer the barbeque competition discussion to the January 6th meeting. Hatcher asked for any further discussion. DeBry stated she would not be in attendance at the January 6th meeting. Upon the call for vote the motion failed unanimously.

Motion by Newton. Seconded by Warren to defer the barbeque competition discussion to the next council meeting on December 16, 2013. The motion was approved unanimously.

C. Adoption of Resolution No. 1807 Approving an Intergovernmental Loan from the City of North Plains' General Fund to North Plains Urban Renewal Agency

DeBry presented the staff report which described the financial status of the URA of North Plains. The URA must either pay off or refinance the principal balance on the loan for the Kaybern property in February. The URA has a second loan for the 31311 NW Commercial property.

The URA is considering asking for an intergovernmental loan from the City of North Plains' general fund. The City currently has available cash of approx. \$3.2 million and is earning low interest, approx. 0.5%, in the Local Government Investment Pool. This will reduce the City's liquidity slightly by the loan amount, however the amount is small enough that there will be no impact to the City's operations. This loan would allow the URA to pay off both loans currently held with Columbia Community Bank.

Council was concerned about this being legal. DeBry stated that legal counsel has reviewed the accompanying resolution and intergovernmental agreement to assure the loan conforms as a legal debt of the URA. This loan is being discussed at public meetings and are a part of the public record. Wilsonville, Salem and Cornelius have executed loans in this manner also.

Motion by Broome. Seconded by Warren to adopt Resolution Number 1807 approving an intergovernmental loan from the City of North Plains general fund to the Urban Renewal Agency of the City of North Plains. The motion was approved unanimously.

D. Adoption of Resolution No. 1808 approving the intergovernmental agreement between the City of Hillsboro and the City of North Plains for IT Services.

City staff has been reviewing its options for computer support services. After considerable research staff is presenting a resolution to the Council to enter into an agreement with the City of Hillsboro for IT services for the City of North Plains. DeBry pointed out specific items from the staff report supporting this agreement. Discussion ensued.

Motion by Broome. Seconded by Demagalski to adopt Resolution Number 1808 approving an intergovernmental agreement between the City of Hillsboro and the City of North Plains for an IT Services contract. The motion was approved unanimously.

E. Discussion website demo

DeBry presented a demo of a new website format that the City will begin using. This new website offers more capabilities for inserting graphics and uses more of a memo format. It offers quicker links to documents and reports and users have ready access to payment options. It will include a public calendar so the public can check on the availability of the Jessie Mays Community Hall without having to call in. We will not be changing our domain name. This item was informational only—it should be up and running by the new year.

F. Approval of newsletter advertising

DeBry presented the staff report and explained staff is looking for Council's permission to move forward with allowing local businesses and organizations to advertise in the city newsletter. This item was introduced to the Council in September and since then a history column has been added to the Newsletter.

Motion by Kindel. Seconded by Warren to allow local businesses and organizations to advertise in the city newsletter. The motion was approved unanimously.

G. Discussion regarding the purchase of a portable stage for use of outdoor city activities.

Council was asked to consider if the purchase of a portable stage was something staff should pursue at this time. With the additional activities and events happening in the city there have been occasions where an elevated stage area would have been beneficial for the event. Renting a stage is about \$200/day and we could use a

stage five to ten times a year—for the 4th of July Celebration; Concerts in the Park; inside Jessie Mays if an extension were needed. If we purchased our own portable stage we could rent it out to groups that may need it. Some discussion followed regarding the functionality of a portable stage.

Motion by Demagalski. Seconded by Warren to defer the discussion of the acquisition of a portable stage to the next Council meeting. The motion was approved unanimously.

9. UNFINISHED BUSINESS:

A. Discussion and approval of specific draft city policies from number 252-359

The draft policy manual was distributed at the 9/16/13 council meeting to give the Councilors time to review and present any changes or concerns. Council directed staff on 10/21 that batches of policies be reviewed at each meeting until they are all approved.

Council went through policies 252-359 at this meeting. Minor changes were made to a few policies. Council directed staff to make these revisions. An edited copy of the manual will be delivered to Council at the end of the process.

10. ORDINANCES:

FIRST READING:

A. None Scheduled

SECOND READING:

B. None Scheduled

11. STAFF REPORTS

DeBry reported that planning is taking up more time. A public hearing is scheduled for a five home subdivision off of North Avenue at the next Planning Commission meeting on Wednesday, December 11, 2013.

DeBry will be on vacation after the 1st of the year so she will miss the January 6th Council meeting.

Boyles reminded the Council the Jingle parade is taking place this Thursday. Golf carts have been ordered and there are still room for individuals to ride along.

Chief Snyder had to leave Council early. DeBry reported that Snyder has been very busy. The grants for ODOT are still been worked.

Brodie reported that the December Library Board meeting has been cancelled so Councilor Newton will not need to attend a board meeting in December.

The William Stafford Centennial Event is scheduled for Friday, January 17 at 7:00 p.m. at St. Edward Hall. There will be a strong interest in this event, so the library is taking reservations for the event now. Call the library at 503-647-5051 to reserve your place.

Lembo reported that the budget process will be ramping up again. Also, in March the finance staff will be migrating to a new version of Springbrook.

12. COUNCIL REPORTS

Hatcher reported that there will not be a Council Christmas party this year because the Council has been invited to the staff Christmas party on December 13 which also includes the various city boards. So there will be a regularly scheduled Council meeting held on December 16.

The Holiday Bazaar is scheduled for Saturday, December 7 at Jessie Mays Community Hall. This is the same day as the St. Edward Bazaar. This has been scheduled like this for the past few years to bring in people to both events. Eva Nestrova is organizing this event.

The Farmers' Market has been meeting with the Chamber of Commerce. There has been discussion of moving the market from Saturday morning to Thursday evening and bringing it out to Commercial Street instead of along 314th. The Chamber is considering taking on a bigger role in the market.

Glen Warren is concerned with lot sizes of the east expansion area. He also expressed a concern that Polygon is building the homes. He stated that a home in a development he is aware of that Polygon built ten years ago is really bad. DeBry was able to explain some of the details covered at the Planning Commission regarding the lot sizes and the mix of homes that helped Warren understand the final plan.

Broome reported the benefit dance on November 23, 2013 raised \$415 for the Friends of the Library. He also invited all the Council to attend the Sweet Heart Dance that is scheduled for February 15, 2014 at Jessie Mays Community Hall. It will be a fantastic event for couples and there will be many raffle prizes available.

DeBry stated the Senior Center is sponsoring a dance on December 21st at Jessie Mays.

13. ADVICE/INFORMATION ITEMS:

- Thursday, December 5: Jingle Parade at 6:30 at Jessie Mays
- Saturday, December 7: North Plains Holiday Bazaar at Jessie Mays from 9:00-4:00
- Friday, January 17, 2014 at 7:00: William Stafford Event-An evening of Conversation, Wine and Poetry with Kim Stafford and the master of

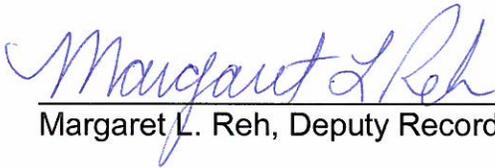
ceremonies is Brian Doyle at St. Edward Parish Hall.

- Saturday, January 18, 2014 North Plains Senior Center Crab and Steak Feed at 3:00, 4:30 and 6:00 p.m. at Jessie Mays Community Hall.
- Sunday, January 26 from 1:30-5:00: Playdate at Jessie Mays Community Hall

14. **ADJOURNMENT**: Mayor Hatcher adjourned the meeting at 10:00 p.m.



David Hatcher, Mayor



Margaret L. Reh, Deputy Recorder

Date approved

12/16/13