

CITY OF NORTH PLAINS, CITY COUNCIL MEETING
MINUTES REGULAR SESSION
North Plains Senior Center 31450 NW Commercial Street
Monday, November 3, 2014

1. **CALL TO ORDER:** Mayor David Hatcher called the Regular Session of the City Council to order at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE:** Mayor Hatcher led the flag salute.
3. **ROLL CALL:** Mayor David Hatcher, Council President Teri Lenahan, Councilors: Charlynn Newton, Michael Broome, Michael Demagalski, and Glen Warren

Excused: Robert Kindel, Jr.

Staff present: City Manager Martha DeBry, Chief of Police Bill Snyder; Public Works Director Blake Boyles; Library Director Debra Brodie; City Recorder Margaret Reh

4. **CONSENT AGENDA:**
 - A. Approval of regular session agenda
 - B. Approval of minutes of 10/06/2014 Council meeting
 - C. Approval of minutes of 10/29/2014 Special Meeting

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

5. **PUBLIC COMMENT:**

Sherrie Simmons, 30796 NW Brooking Court, addressed the Council as the President of the North Plains Events Association. Simmons presented a check for \$934.60 to the Council. This check represents the 20% net revenue from the 2014 North Plains Elephant Garlic Festival, which fulfills NPEA's obligation to the City per North Plains Resolution No. 1831.

6. **PRESENTATIONS:**
None scheduled

7. **STAFF REPORTS:**

Public Works Director. Blake Boyles presented a few more details to the items submitted in his written report.

Chief of Police. Chief Snyder reported the department participated in an OLCC sting with the Washington County Sheriff's office and the Hillsboro and Forest Grove Police departments. They received positive feedback and visited 42 establishments.

Snyder will meet with Polygon Northwest Company to discuss what phase of development they may bring security on site.

Library Director. Debra Brodie informed the Council of a raffle for the Wizard of Oz Christmas tree at the library. The tree was on display at the library last year. They are selling tickets until November 24, 2014.

About six months ago, Brodie reported to Council that the Beaverton, Cedar Mill, and North Plains Libraries had been awarded a grant through the Institute of Museum and Library Services to present free programming for the growing population of older adults in the county. Planning is now underway for springtime classes. The Library's Volunteer Coordinator recently participated in a training workshop in San Diego. A national nonprofit, Lifetime Arts, will guide the professional arts program which will involve 80 libraries across the country and which will "focus on serving independent adults interested in exploring creative expression in a social group setting."

8. PUBLIC HEARINGS:
None Scheduled

9. NEW BUSINESS:

- A. Consider the waiver of fees for the use of Jessie Mays for the North Plains Community Garden Club.

Motion by Lenahan. Second by Warren to approve the waiver of fees for the North Plains Community Garden Club for the use of Jessie Mays for their monthly meetings and the use of the tennis courts for their annual plant sale in May. The motion was approved unanimously.

- B. Consider the waiver of fees for the use of Jessie Mays for the Jingle thru North Plains.

Motion by Lenahan. Second by Broome to approve the waiver of fees for the North Plains Events Association for the use of Jessie Mays for the Jingle thru North Plains event. The motion was approved unanimously.

- C. Consider the waiver of fees for the use of Jessie Mays for the North Plains Senior Center Crab Feed

Motion by Warren. Second by Lenahan to approve the waiver of fees for the North Plains Senior Center for the use of Jessie Mays in January for their annual Crab Feed fundraiser. The motion was approved unanimously.

- D. Discussion of Property Tax comparisons

The total assessed valuation for the City has increased by 9% and we anticipate about an additional \$32,000 in General Fund Revenue and another \$40,000 in Urban Renewal revenue. The largest increase in the General Fund was from the reclassification of land from Farmland to developed land (most likely Sunset Ridge) the remainder would be associated with infill projects.

No action required as this item was informational only.

- E. Approval of Resolution No.1856 Declaring Surplus Equipment: one Kohler Generator and one Go4 Meter Reading Cart

Boyles presented the staff report and requested the Council approve Resolution No. 1856.

Motion by Demagalski. Second by Warren to adopt Resolution Number 1856 declaring equipment as surplus: one Kohler Generator and one Go4 Meter Reading Cart. The motion was approved unanimously.

F. Review a Request for Qualifications for Planning Services

DeBry presented the staff report. The Mayor has requested that an RFQ for Planning Services be presented to Council for discussion. The City had relied heavily on consultant planners for routine applications until 2012, when a more aggressive effort was made to align planning revenues and consultant expenses. Since the Comprehensive Plan is being revised more than originally planned, a consultant should be hired to compose the Comprehensive Plan. Additionally a planner would assume most of the planning application processing responsibilities, relieving the City Manager of that workload. An RFQ has been forwarded to planning firms. Staff will ask a few Councilors to participate in the interview process and bring a recommendation to the Council.

G. Review of September 2014 Check Register

Council reviewed the items on the September Check Register. The staff report included a list of account numbers with the corresponding departments to help clarify some questions Council may have when previewing the check register. A few questions were asked by the Council and were satisfactorily answered by staff.

H. Discuss Fireworks Display for 2015 Fourth of July Celebration

DeBry presented the staff report. For the past three years the City of North Plains has hosted a fireworks show on the 4th of July. Staff is seeking direction from Council if a fireworks show should be reserved for the 2015 holiday. Discussion ensued. Council would like to see the Chamber of Commerce be more involved and enlist more businesses and community members to contribute to the fireworks fund. Motion by Warren. Second by Demagalski to approve directing staff to move forward with reserving a show for July 4, 2015. Motion passed with a 5/1 vote, with Lenahan voting in opposition to the motion.

10. UNFINISHED BUSINESS:

A. Personnel Analysis with History requested by Mayor at 10/06/14 meeting.

DeBry presented the staff report prepared by Finance Manager Rachael Lembo. A brief discussion ensued. No action was necessary as this was informational only.

11. ORDINANCES:

FIRST READING:

None Scheduled

SECOND READING:

A. Approval and adoption of Ordinance No. 423— An Ordinance of the City Council of the City of North Plains, Oregon, Establishing a Tax on the Sale of Marijuana and Marijuana-Infused Products in the City of North Plains and Adding a New North Plains Municipal Code Subchapter 2.30. First reading by title only took place at a Special City Council Meeting on October 29, 2014.

Motion by Demagalski. Second by Warren to read Ordinance No. 423 by title only for the second time. The motion was approved unanimously.

Hatcher read Ordinance No. 423 an Ordinance of the City Council of the City of North Plains, Oregon, Establishing a Tax on the Sale of Marijuana and Marijuana-Infused Products in the City of North Plains and Adding a New North Plains Municipal Code Subchapter 2.30 by title only for the second reading.

Motion by Lenahan. Second by Broome to adopt Ordinance No. 423. The motion was approved unanimously.

12. CITY MANAGER REPORT

DeBry reported staff is issuing the first of the building permits for Sunset Ridge; the dance to raise funds for the canopy at the food pantry will be Saturday, November 8, 2014; DeBry is working on the Public Works standards; the Jingle thru North Plains is coming up on December 4 and staff needs to know which Councilors want to ride in a golf cart.

13. COUNCIL REPORTS

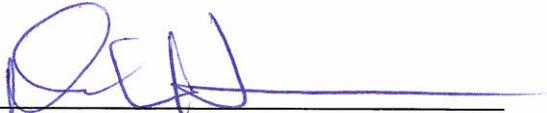
Lenahan reported she attended the Library Board meeting in October. This was the joint meeting with the Banks Library Board and North Plains Library Board. WCCLS was represented also and a report on library statistics was presented.

Newton wanted public clarification of the City Attorney's presence at the meeting. DeBry stated Council has expressed concerns about the personnel complaint process, and as that issue was vetted it was acknowledged that the relationship between Council and the City Attorney was weak. Having the attorney present at meetings will help in relationship building. Legal counsel will be more apprised of the goings on with the City and will be better equipped to address the needs of the community. Having the attorney present at meetings should also expedite decisions requiring legal counsel.

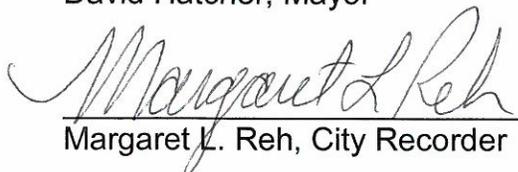
14. ADVICE/INFORMATION ITEMS:

- Fundraiser Country Dance for Food Pantry at Jessie Mays Community Hall on Saturday, November 8 from 7:30-11:00 p.m.
- Veterans Day, Tuesday, November 11: City Offices closed.
- Thanksgiving Holiday, Thursday, November 27 and Friday, November 28: City Offices closed.

16. ADJOURNMENT: Council adjourned the meeting at 8:47 p.m.



David Hatcher, Mayor



Margaret L. Reh, City Recorder

Date approved 11/17/2014