CITY OF NORTH PLAINS, CITY COUNCIL MEETING
MINUTES REGULAR SESSION

North Plains Senior Center
31450 NW Commercial Street
Monday, June 2, 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: Michael Broome, Michael Demagalski, Charlynn Newton, Robert Kindel, Jr., and Glen Warren

   Staff present: City Manager Martha DeBry, Chief of Police Bill Snyder, Public Works Director Blake Boyles, Library Director Debra Brodie, Finance Director Rachael Lembo, Acting City Recorder Gail Waibel

4. **CONSENT AGENDA:**
   A. Approval of regular session agenda
   B. Approval of minutes of 05/19/2014 Council meeting

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

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

6. **PRESENTATIONS:**

Chief of Police Snyder provided historical information related to the formation of the North Plains Police Department in 1968. The original department was comprised of all volunteer force trained by the Hillsboro Police Department. The relationship with Hillsboro has been long standing. Chief Snyder presented the following awards:

- Officer Tim Thurber, recognized for fourteen years of outstanding service to the North Plains Police Department.
- Officer Jody Peterson, awarded "Meritorious Service Commendation" including exceptional service related to drug crimes.
- Officer of the Year, awarded for exceptional service on the North Plains Police Department. Two officers were awarded the Officer of the Year Award:
  - Officer Jessie Baker
  - Officer Sam Freshner

Councilor Kindel provided additional information on the need for formation of the Police Department. He stressed the department has been good ever since it started. The Council thanked Chief Snyder for recognizing the Police Officers and providing the history of the department.

Chief Snyder indicated a recent reserve officer has been added to the force. Officer Eric Shafer arrived at the meeting prior to Public Hearing Item 8.A and Chief Snyder administrated the ceremonial oath to Officer Shafer.

7. STAFF REPORTS:

Public Works: Public Works Director Boyles referred to the Public Works Department staff report in the Council packet. Boyles reported the Parks Board has received proposals from architectural firms. Three proposals were submitted with two containing written bios of the companies but did not address the project. As a result, the two firms were invited to submit detailed proposals. Boyles said Public Works is dealing with ODOT on the pedestrian trail, a $1 million funding project. The City has asked for conceptual drawings to take back to the residents for discussion regarding impact to the area. A report on the project will come to City Council in two weeks. There have been two pre-construction meetings on the property on North Avenue and the property on Pacific. Ground has been broken to begin work on the houses in 45 days.

Police Dept: Chief Snyder reported there is an increase in night time activity related to theft. Officers will be attending firearms training in June and July. There was discussion regarding a liquor license for the North Plains Market which was tabled at the May 19, 2014 City Council meeting pending additional report from Chief Snyder. Chief Snyder reported he talked with Police Department staff and no negative comments were received. Snyder also called OLCC and no problems were noted in regard to selling hard liquor in other towns. No further action was required by the City Council. Mayor Hatcher indicated he would sign the letter supporting the issuance of a liquor license.

There was brief discussion regarding the Chief's schedule and the upcoming street closures on Saturday and Sunday due to the community events. Mayor Hatcher called attention to the Police Department's 12-month recap report in the packets.

Library Director: Library Director Brodie referred to the Library Department staff report in the packet. Brodie reported the Summer Reading Program for all ages begins June 1st. The special kickoff for the Little Tykes Reading Program is June 25th. First Friday Flick will be held at a new location this year - the Jessie Mays Community Hall - starting Friday, June 6. The Friends of the Library Meeting is scheduled for Monday, June 9 at the Library from 7:30-9 p.m. to discuss the extension of the Ground Lease agreement. There is one position vacant on the Library Board. Applicants must reside within the City limits of North Plains. Applications submitted will be on the City Council agenda in July.

Councilor Lenahan asked when the Library Board starts planning for teen activities for the year. Brodie responded the staff works with WCCLS and programs are set in March of each year. Lenahan indicated she would meet with Brodie for discussion regarding programs geared toward engaging teens.

8. PUBLIC HEARINGS:

A. Discussion of probable uses of State Revenue Sharing

City Manager DeBry reviewed the process required to receive State Revenue Sharing

funds. Two public hearings are required by state law. The first public hearing was held before the Budget Committee on April 14, 2014 and second public hearing is required before the City Council giving citizens an opportunity to comment on the use of State Revenue Sharing.

Mayor Hatcher opened the Public Hearing at 7:25 p.m. for discussion of probable uses of State Revenue Sharing. There was no discussion. Mayor Hatcher closed the Public Hearing at 7:25 p.m.

B. Adoption of Resolution No.1836 establishing the FY2014-15 Master Fee Schedule

Finance Director Lembo reviewed the FY2014-15 Master Fee Schedule. The schedule has been published with the budget for the past three years. Fees are developed based on the City's actual cost to provide services. There was brief discussion.

Mayor Hatcher opened the Public Hearing at 7:27 p.m. There was no testimony received. Mayor Hatcher closed the Public Hearing at 7:27 p.m.

Motion by Kindel, seconded by Demagalski, to adopt Resolution No. 1836 - A Resolution of the City Council of the City of North Plains, Oregon, revising the Master Fee Schedule. The motion was approved unanimously.

C. Public Hearing and adoption of Resolution No. 1837 approving FY2014-15 City of North Plains Budget

Finance Director Lembo presented the staff report. There were several questions and discussion from the City Council. Generally, the questions were for clarification regarding State Revenue Sharing, salaries and publication requirements. Lembo explained the State Law requirements for giving the public a chance to review and comment on the proposed budget. No changes were made to the budget once the recommendation to present to Council was approved by the Budget Committee. Lembo stated there have been no changes to the budget since it was published. There was a question regarding the appropriation for the increase of $5,000 from contingency for the July fireworks. Lembo explained the Supplemental Budget process and the options available to City Council for changing the budget. City Manager DeBry noted the budget could be increased up to $5,000 during the process under State Law without republication.

Mayor Hatcher opened the Public Hearing at 7:44 p.m. for public comments on adoption of Resolution No. 1837 approving FY 2014-15 City of North Plains Budget. There was no testimony received. Mayor Hatcher closed the Public Hearing at 7:45 p.m.

Motion by Broome, seconded by Warren, to adopt Resolution No. 1837 which included an amendment moving $5,000 from the Council Contingency to the Culture and Recreation line item for fireworks. The motion was approved unanimously.

The addition of $5,000 to the Culture and Recreation line item will be a total budgeted amount of $10,000 for fireworks in FY 2014-15.

9. NEW BUSINESS:

A. Adopt Resolution No.1838 Establishing Eligibility of the City to Receive State Shared Revenues for FY 2014-2015

Motion by Kindel, seconded by Warren, to adopt Resolution No. 1838: a Resolution of the City Council of the City of North Plains, Oregon Certifying the Provision of Municipal Services enumerated in ORS 221.760 and Establishing Eligibility of the City to Receive State Shared Revenues for FY 2014-2015. The motion was approved unanimously.

B. Adopt Resolution No.1839 Declaring City's Election to Receive State Revenues

Motion by Lenahan, seconded by Broome, to adopt Resolution No. 1839: A Resolution of the City of Council of the City of North Plains, Oregon, Declaring the City's Election to Receive State Shared Revenues for Fiscal Year 2014-2015. The motion was approved unanimously.

C. Adopt Resolution No.1840 approving the three year contract with Dennis Conner, CPA

City Manager DeBry and Finance Director Lembo presented the staff report. The City's financial statements have been audited by the same firm for four years. DeBry said it is time for "fresh eyes" to review the finances indicating it is good to change auditors every three to five years. Lembo reviewed the RFP process and the proposals received. In addition to the City's audit, the contract will include a review of the URA when required. Audit fees were budgeted in the 2014-2015 budget. Following discussion, staff recommended the City Council accept the audit services proposal from Dennis Conner, CPA.

Motion by Demagalski, seconded by Lenahan, to adopt Resolution No. 1840: A Resolution of the City Council of the City of North Plains, Oregon, Accepting the Audit Services Proposal from Dennis Conner, CPA. The motion was approved unanimously.

D. Review of FY2013-14 Budget and adoption of Resolution No.1841 Approving budget transfer of appropriations

Lembo presented the staff report, reviewing in detail the FY2013-14 budget with actuals and estimated year end totals as of May 15, 2014. Lembo said the City at end of year is stronger than originally estimated and next year's budget will start with higher fund balances. Lembo reviewed Resolution No. 1841 setting forth the "Transfer of existing appropriation" and the "Transfer funded by additional revenue".

Following brief discussion, motion by Lenahan, seconded by Warren, to adopt Resolution No. 1841: A Resolution of the City Council of the City of North Plains, Oregon, to Approve Fiscal Year 2013-14 Budget Transfer of Appropriations. The motion was approved unanimously.

E. Adopt Resolution No.1842 approving IGA between Washington County Community Development Block Grant Program (CDBG) and the City of North Plains.

City Manager DeBry explained the City has partnered with Washington County to participate

in the Community Development Block Grant Program (CDBG) for several years. Resolution No. 1842 continues the intergovernmental agreement, attached to the resolution.

Motion by Kindel, seconded by Demagalski, to adopt Resolution No. 1842: A Resolution of the City Council of the City of North Plains, Oregon, Authorizing the Mayor to enter into an Intergovernmental Agreement between Washington County Community Development Block Grant Program and the City of North Plains for Fiscal Years 2015-2017. The motion was approved unanimously.

F. Discussion of April 2014 Check Register

There was brief discussion regarding vehicle maintenance and cost for battery chargers for the police vehicles. DeBry indicated she will discuss the matter with Chief Snyder and report back to Council. There were also comments regarding plumbing issues, vandalism at the Library and training for the City Recorder. The City Office remodel was also reviewed. No action was taken on this item.

G. Adopt Resolution No. 1843 Worker's Compensation coverage to Public Safety Volunteers

City Manager DeBry presented the staff report noting CIS has asked for clarification on what City volunteers are covered other than those in Public Safety. If adopted, the City will purchase a volunteer accident policy to cover all City volunteers other than Public Safety volunteers. DeBry noted the City has lots of volunteers that receive no compensation. This resolution provides Workers' Compensation to safety volunteers if injured. A separate insurance policy will provide insurances for other volunteers.

Motion by Demagalski, seconded by Warren, to adopt Resolution No. 1843: A Resolution of the City Council of the City of North Plains, Oregon, approving Extending Workers' Compensation Coverage to Public Safety Volunteers of City of North Plains, Oregon. The motion was approved unanimously.

10. UNFINISHED BUSINESS:

None Scheduled

11. ORDINANCES:

FIRST READING:

None Scheduled

SECOND READING:

None Scheduled

12. CITY MANAGER REPORT

The 15th Annual Ice Cream Social, scheduled for Thursday, June 5 is ready to go. Cindy Hirst will be preparing the strawberries donated by the Farmer's Market. Tables will be placed on Main Street. 20 vendors are participating. This is a "kick start" to Farmers Market.

Smokehouse Summit Blues, Brews and Championship BBQ Competition, Saturday and Sunday, June 7 & 8 on Commercial Street. KUPL will be on site Sunday. An article was in the Oregonian. Celebrity judges will be there.

Two sub-divisions have started: North Estates and Pacific Estates.

13. COUNCIL REPORTS

Councilor Warren will be attending the Planning Commission on June 11 and Councilor Broom will be attending the Library Board meeting on June 18.

Warren indicated he can no longer attend the MACC meetings. DeBry noted this is an important year with the cable franchise negotiations. DeBry indicated she could attend. Demagalski noted as alternate he can also attend.

14. ADVICE/INFORMATION ITEMS:

- North Plains Marketplace Grand opening-Thursday, June 5 at 5:00, Commercial Street
- 15th Annual Ice Cream Social-Thursday, June 5 at 6:30, Commercial Street
- First Friday Flick at Jessie Mays Community Hall, Friday, June 6 at 6:00 p.m.
- Smokehouse Summit BBQ Competition, Saturday and Sunday, June 7 & 8 on Commercial Street

15. EXECUTIVE SESSION: (*No action may be taken in executive session. If action needs to be taken, the Council will do so in regular session.*)

There was discussion regarding outstanding questions on the evaluation form and all forms had not been received. The Executive Session on the performance of the City Manager was postponed until the next City Council meeting.

16. ADJOURNMENT: Mayor Hatcher adjourned the meeting at 9:02 p.m.

David Hatcher, Mayor

Margaret L. Reh, City Recorder

Date approved 06/16/2014