CITY OF NORTH PLAINS, CITY COUNCIL MEETING
MINUTES REGULAR SESSION
North Plains Senior Center
31450 NW Commercial Street
Monday, January 5, 2015

SWEARING IN OF NEW COUNCILORS
The Mayor facilitated the oath of office for the three newly elected City Councilors: Sandi King; Sherrie Simmons, and Scott Whitehead. A short reception followed.

1. **CALL TO ORDER:** Mayor David Hatcher called the Regular Session of the City Council to order at 7:11 p.m.

2. **PLEDGE OF ALLEGIANCE**: Mayor Hatcher led the flag salute.

3. **ROLL CALL:** Mayor David Hatcher, Council President Teri Lenahan, Councilors: Robert Kindel, Jr., Charlynn Newton, Sandi King, Sherrie Simmons, Scott Whitehead

Staff present: City Manager Martha DeBry; Public Works Director Blake Boyles; Chief of Police Bill Snyder; Library Director Debbie Brodie; Finance Manager Rachael Lembo; City Recorder Margaret Reh

4. **ELECTION OF COUNCIL PRESIDENT**
Councilor Kindel complimented Councilor Lenahan on the exemplary job she has done as the Council President for the past year. Kindel moved to nominate Lenahan for the 2015 Council President. Motion was seconded by Sherrie Simmons. The motion was approved unanimously.

5. **CONSENT AGENDA:**
   A. Approval of regular session agenda
   B. Approval of minutes of 12/15/2014 Council meeting

Motion by Lenahan and seconded by Whitehead to approve the Consent Agenda. The motion was approved unanimously.

6. **PUBLIC COMMENT:**
   None presented.

7. **STAFF REPORTS:**

Public Works Director. Blake Boyles reported that DeBry, Mayor Hatcher and Boyles will be meeting with ODOT on January 12, 2015 to provide input on the landscape design for the Highway 26 interchange. The City may be able to personalize our interchange somewhat. Boyles will report back to Council with drawings.

Chief of Police. Chief Snyder reported the department is back to fire arms training. Half of the department was trained the end of December and the other half will receive training later this month.

Snyder will attend management training in January and one of his officers will be attending a social media awareness course.

Snyder reported the cameras are installed on Commercial Street and Glencoe Road and are fully functioning. Snyder invited Council to make arrangements to stop by City Hall to check out the camera system and see how they work.

Library Director. Debra Brodie welcomed the new Councilors. Brodie explained the new Councilors will be part of the rotation in attending the monthly Library Board meetings. Brodie invited each new Councilor to arrive one hour early of their respective first rotation for a tour of the library and to meet the staff.

Brodie acknowledged the generosity of the North Plains Knights of Pythias for their gift of $250. This gift will be used to upload additional books to the Kindle/Nook readers at the library. The Pythians donated funding for the Kindle/Nook program last year and it has proven to be very popular.

Brodie presented a thank you to the Council from the library staff for the gift cards the Council authorized.

Brodie extended an invitation to the Council and all those in attendance to the Artist Reception that will be held this coming Friday, January 9, 2015 and to the Author Visit which will take place on January 24, 2015

Finance Director. Rachael Lembo reported the 2013-14 Audit of the City was completed and we received an unqualified opinion—which is desirable. Lembo distributed letters from the auditor addressed to the Council/URA Board noting no issues arose during the audit of the City/review of the URA. Lembo also had distributed a copy of the Financial Statement to the Council via e-mail and the report is posted on the City's website. There were no changes to this statement since Council viewed it in October—the numbers are all the same. The Auditor's Comments and Disclosures listed on the final page states we comply with the state requirements, with the exception of two line items that exceeded budget. The budget overages were discussed in October. There is a statement on the last page addressing an inadequate segregation of accounting duties. The City's small finance staff does not allow it to always segregate duties, therefore the City has implemented additional controls including reviews by upper management and Council. This note will always be included in the report.

Lembo gave a historical account of office staffing for the new Councilors. In July, one of the Account Clerk II positions was eliminated. The current Account Clerk II, Sarah Baker, has been responsible for payroll and utility billing for a number of years. With the elimination of the second clerk, all the accounts payable tasks and other office duties were also added to the single clerk position. With this increase in workload a change in title did not happen. Baker has been at the last step of the pay scale for the Account II position and has not received a raise in two years. In looking at the job description of other Account Clerks in the industry, with the amount of experience Baker has, this positon should be reclassified as an Account Clerk III. Lembo was asking the Council to consider a new Account Clerk III level to be added to General Government in the upcoming supplemental budget.

8. **PUBLIC HEARINGS:**
None Scheduled

9. **NEW BUSINESS:**

A. Approve Resolution No. 1869 waiving fees for Jessie Mays rental for free acting classes being offered by Maureen Hicks.

Maureen has offered to teach an acting class for free to younger residents of North Plains we are requesting the fee waiver for the use of Jessie Mays. We want to continue to support this program.

Motion by Simmons. Second by Lenahan to approve Resolution No. 1869 waiving the rental fees for the use of Jessie Mays Community Hall for acting lessons provided to the youth of North Plains.

B. Review of the 2015 City Council Meeting Calendar Schedule and ex officio assignments to Planning Commission, Library Board, and other committees.

Mayor Hatcher gave an explanation of additional meetings that Councilors are assigned to during their tenure as a Councilor. These meeting become the respective project of each Councilor. Councilors will report any pertinent information from attending these additional meetings back to the City Council during the Council Reports on the agenda. Discussion ensued regarding the availability and desire of each Councilor as to which meeting they would like to represent the City of North Plains at.

Motion by Lenahan. Second by Simmons for the following Councilors to represent the respective Committees and the alternates:

	Primary	Alternate
• Metropolitan Area Communications Commission (MACC)	Whitehead	Newton
• Tualatin Valley Community Access Television	Simmons	King
• Washington County Coordinating Committee (WCCC)	Hatcher	DeBry
• WaCo Office of Community Development: Policy Advisory Board	Kindel	Lenahan
• Metro Policy Advisory Committee (MPAC)	Hatcher	Lenahan

C. Review of FY 2014-15 July-December Budget to Actual Financial Report.

Lembo appears before Council at least once per quarter to review the finance report. Lembo walked through the narrative with the Council that was included in the Council Agenda Packet. Lembo presented where the City is at with the Actuals in comparison to Budget. Councilors asked some clarifying questions which were answered satisfactorily by staff.

10. **UNFINISHED BUSINESS:**
None Scheduled

11. **ORDINANCES:**

FIRST READING:

None Scheduled

SECOND READING:
None Scheduled

12. CITY MANAGER REPORT

DeBry was on vacation for the past two weeks and had additional information to report.

13. COUNCIL REPORTS

Lenahan reported she attended the going away reception for Michael Sykes, City Manager of Forest Grove on December 30, 2014. Mr. Sykes has accepted the City Manager position in the City of Scappoose.

Kindel expressed that is good to be back. He wanted to thank everyone for their support after his accident. He received so much community support—it was above and beyond the call of duty. Kindel had never been on the receiving end of this type of support and it brought so much joy to his heart. He was truly thankful.

14. ADVICE/INFORMATION ITEMS:

- North Plains Annual Crab Feed on Saturday, January 17, 2015 at Jessie Mays
- Martin Luther King, Jr. Holiday, Monday, January 19, 2015: City offices closed.
- An Evening with an Author: Robin Cody, Saturday, 7:00 p.m. January 24, 2015 at the Library.

15. ADJOURNMENT: Council adjourned the meeting at 8:48 p.m.

David Hatcher, Mayor

Margaret L Reh

Margaret L. Reh, City Recorder

Date approved 01/20/2015