



## MINUTES

### City Council - REGULAR Session Meeting

Monday, November 6, 2017 North Plains Senior Center 7:00 PM

**COUNCIL  
PRESENT:**

Mayor Teri Lenahan; Council President Sherrie Simmons;  
Councilors: Garth Eimers, Larry Gonzales, Robert Kindel, Jr.,  
Cameron Martinez, Russ Sheldon,

**COUNCIL  
EXCUSED:**

N/A

**STAFF PRESENT:**

City Manager Don Otterman; Library Director Will Worthey; City  
Recorder Lori Lesmeister

**OTHER**

Spencer Parsons, Beery Elsner Hammond;

**1 CALL TO ORDER**

Mayor Lenahan called the Regular Session of the City Council to order at 7:04 PM

**2 PLEDGE OF ALLEGIANCE**

Mayor Lenahan dispensed with the flag salute as it was done at the beginning of the Work Session.

**3 ROLL CALL**

**4 CONSENT AGENDA:**

- a) Approval of November 6, 2017 City Council Regular Session Agenda
- b) Approval of October 16, 2017 Regular Council Meeting Minutes
- c) Approval of Oct 17, 2017 Special Session Minutes

*Motion to approve the Consent Agenda.*

Moved by Councilor Simmons. Second by Councilor Eimers.

Motion was approved unanimously.

**5 PUBLIC COMMENT:**

- a) Drew Cummins invited residents of North Plains to a Listening Session with Representative Janeen Sollman taking place Thursday, November 16, 2017 from 6:00 - 7:30 PM at Jessie Mays Community Hall.
- b) Bill Stride, 16144 NW Dixie Mountain Rd., North Plains, OR 97133. Mr. Stride asked what vision City Council has for North Plains' future growth, especially the downtown area. He has concerns about big business/big money coming in to the area. Mayor Lenahan invited Mr. Stride to come to a future Council meeting in December where Economic Development will be a discussion point. Councilor Gonzales also invited Mr. Stride to read the monthly newsletter for information regarding updates on future development and decisions that are being made by the city.

## 6 PRESENTATION

- a) Brian Gilday with Municode/Aha to give a brief overview of their website design and hosting capabilities for municipalities.

Will Worthey introduced Brian Gilday of Aha/Municode and updated Council on the meeting that staff had with him three weeks ago. Mr. Gilday provided a brief overview of what his company does and showed several examples of city websites they have created. Questions and brief discussion ensued.

## 7 STAFF REPORTS

- a) Staff Reports are given at the 2nd Council Meeting of each month

## 8 PUBLIC HEARING: NONE

## 9 NEW BUSINESS:

- a) Library Board recommendation for new Board Member, Roshni Roy.

Will Worthey introduced Roshni Roy to Council. Questions and brief discussion ensued.

*Move to approve Resolution Number 1983 appointing Roshni Roy to the North Plains Library Board.*

Moved by Councilor Kindel. Second by Councilor Martinez.

Motion was approved unanimously.

- b) NW Vintage Thunderbird Club would like to use a portion of downtown North Plains to host a car show on Saturday June 30, 2018 between the hours of 7:00am - 3:00pm. They are requesting a street closure on NW Commercial St from NW 313th to NW Main St with the use of NW 314th for overflow parking.

Blake Boyles spoke representing the NW Vintage Thunderbird Club. He stated that the church on Commercial Street has agreed to allow parking in their lot, there is also parking on Commercial west of Main Street, on Main Street, and Boyles has spoken with Rodney Linz and Linz agreed to allow parking on his property on Commercial Street if development hasn't started by that time. Boyles will provide a certificate of insurance as soon as he receives it from the Club. Boyles also stated that he is working to possibly get Food Cart Vendors at the event, along with more sponsors for the event. Questions and brief discussion ensued.

*Move to approve Resolution Number 1984*

Moved by Councilor Kindel. Second by Councilor Martinez.

Motion was approved unanimously.

c) **Jingle Parade Route and street closures December 7, 2017**

This year's route is a bit different than in the past. Chief Baker has approved the route and will do a 'rolling street closure' for the event with the help of Washington County Sheriff's Office and the Oregon State Police. This year after the parade there will be refreshments, the Dickens Carolers, Santa Claus, and a tree lighting ceremony at Jessie Mays. Patti Burns stated that she had covered the route a couple of times and is estimating it will take about 15 minutes for the parade from start to finish. Residents will be allowed to decorate golf carts, and there will be prizes for best decorated golf cart, best decorated homes and new this year, best decorated businesses. Eimers voiced concerns about rolling street closures and how local street traffic is handled. Lenahan confirmed that Chief Baker will have assistance from Washington County Sheriff's Office as well as the Oregon State Police. Eimers commented that there is no start/stop time noted on the street closure application, only that it is a 30 minute event. He requested that Staff add a place on the city applications where a start and stop time can be noted. City Recorder Lesmeister had city staff make the addition to the application.

*Moved that the City Council approve the street closure and permit application for the Christmas Jingle as submitted*

Moved by Councilor Eimers. Second by Councilor Gonzales.

Motion was approved unanimously.

d) **Acceptance of proposal from Municode/Aha for development of new city webpage**

Library Director Will Worthey stated that he has been notified that the library should be getting a Pool 2 disbursement in January in the estimated amount of \$14,750. These funds are intended for library services but are not restricted in any way so he is offering to pay for the implementation of a new website from this fund. Councilor Gonzales asked what the Pool 2 money would be used for if it wasn't used for a new website. Worthey went over the items on the spreadsheet included in the agenda packet showing what the funds would be used for after paying for the initial cost of the website setup. The only other item on his list is an automatic front door for the library and he stated that the Friends of the Library have said that they are interested in funding the cost of that dependent on a cost/quote. Additional questions were asked and answered satisfactorily. Worthey feels that the city should start the project conservatively with one of the base templates which includes all of our basic needs at this time including calendar and document search which we feel are priorities. Lenahan asked if the NP Fun and Library websites would be integrated in with the city website and Worthey said he recommends that they should both be included in the city website for ease of use for all. Councilor Simmons would like to see a tab for the North Plains Event Association as well as the ability for people to sign up to volunteer on that tab. Councilor Gonzales would like to see a Business Directory. That is an additional fee and it was discussed that possibly the Chamber of Commerce would help with the additional annual cost of this add-on. Discussion will continue on the webpage including should there be a Webmaster, how to keep the

site cohesive among the tabs/departments etc. once a contract has been signed and the project moves forward.

*Move to authorize City Manager to sign the contract with Municode/Aha to create a new city web site.*

Moved by Councilor Eimers. Second by Councilor Gonzales.

Motion was approved unanimously.

**10 UNFINISHED BUSINESS: NONE**

**11 ORDINANCES: NONE**

**12 CITY MANAGER REPORT**

- a) Otterman reported that the city is close to receiving the URA report and it will be presented at the December 4, 2017 City Council Meeting by Nick Popenuk with Tiberius Solutions. The Housing Needs Analysis will also be presented at the December 4, 2017 Council Meeting and if it is complete a First Reading will be done. The Second Reading will be done at the December 18, 2017 Council Meeting where it will be stated as an Emergency making it effective immediately after an approval vote by Council.

Otterman reported that the city is extremely unhappy with the job that the Hillsboro IT Department is doing for us. After meeting with Hillsboro IT there was a mutual agreement to cut ties with them and go in another direction. Otterman contacted the City of West Linn's IT Department because he knew that they had contracted with an IT company that had all of the needed requirements for the specifics of the Police Department. In talking with West Linn they stated that they were interested in contracting the IT needs for North Plains. Otterman asked them to put a bid together. Worthey will be working with the West Linn IT Department to begin the process (if the cost is agreeable). It will start after the first of the year and will take several months. More information will come in the future.

**13 COUNCIL REPORTS**

- a) Councilor Eimers brought up a 'communication plan' with regards to the methods of communication that the city uses (city webpage, city newsletter) and how those methods are administered. He feels that there should be standards/guidelines with regards to the content of these methods and how it is presented so that it looks professional and represents the city well. Councilor Gonzales asked if the city has any kind of marketing plan or plan to have the city branded, and feels that having one or the other would help to attract new business if are done professionally. Mayor Lenahan stated that she would like the subject to be addressed at a Council meeting in December, and at that time she would like to discuss redoing the city newsletter as well. She will have samples of newsletters from other cities to look at. If any Council members have suggestions regarding this subject Lenahan asked that they call or email them to her.

Councilor Kindel stated that he feels that the city will have a new fire insurance rating next Spring thanks to moving to Tualatin Valley Fire & Rescue taking over. He also

asked if the city has any ordinances with regards to dealing with homelessness, as he feels it will become more of a problem for North Plains in the near future. Lenahan stated that at the retreat for metro mayors that she attended last week addressed this issue and it is a focus that they want to bring to the legislative level. City Manager Otterman said that the city does have an ordinance to address this; specifically that a recreational vehicle (camper, trailer, etc.) is not to be hooked up to city water or electricity. The ordinance will be provided in the Nov. 20, 2017 agenda packet for Council to review.

Councilor Martinez stated that the Parks & Rec Board meeting is moved from November 22 to November 29, 2017 because of the Thanksgiving holiday. She also said that she would like to have Council look at other options for the property for sale at the corner of Commercial and Glencoe for more than just a new city hall. Otterman said that after Council looks at the information for the December 4, 2017 meeting regarding prioritizing projects that it could be discussed at that time. Mayor Lenahan said that Andy Varner (the selected City Manager candidate) and his wife will be in North Plains this Thursday for a visit and so that they can spend some time looking around the area. Lenahan will meet with them at City Hall around 10:30 AM Thursday to introduce herself to Andy's wife. Andy will be asked to sign the background check authorization forms at that time.

- b) Review November 2017 Council Calendars

#### **14 ADVICE/INFORMATION ITEMS: None**

#### **15 EXECUTIVE SESSION**

Adjourn to Executive Session in accordance with ORS 192.660(2)(a) regarding employment of public officer, staff member or individual (attorney)

- a) Into Executive Session at 8:43 PM  
Out of Executive Session at 9:22 PM

#### **16 CALL TO ORDER**

Returned to regular Council Session 9:23 PM

- a) Mayor will speak with candidate Andrew (Andy) Varner to formulate a package that will come back to Council for a formal approval, or renegotiation if necessary.  
*Move to authorize Mayor Lenahan to negotiate terms for a contract to be drafted for the new City Manager.*  
Moved by Councilor Eimers. Second by Councilor Kindel.  
Motion was approved unanimously.

**17 ADJOURNMENT:**

Mayor Lenahan adjourned the Regular Session of the City Council at 9:25 PM

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Teri Lenahan, Mayor

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Lori Lesmeister, City Recorder

Date Approved \_\_\_\_\_