

CITY OF NORTH PLAINS, CITY COUNCIL MEETING
MINUTES REGULAR SESSION
North Plains Senior Center
31450 NW Commercial Street
Tuesday, January 20, 2015

1. **CALL TO ORDER:** Mayor David Hatcher called the Regular Session of the City Council to order at 7:01 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; City Recorder Margaret Reh
4. **CONSENT AGENDA:**
 - A. Approval of regular session agenda
 - B. Approval of minutes of 01/05/2015 Council meeting

Mayor Hatcher requested that Item No. 9H-*City Attorney Training Regarding Councilor Roles* be move to Item No. 9A.

Motion by Lenahan. Second by Simmons to approve the Consent Agenda with the suggested change from Mayor Hatcher to move Agenda Item 9H to 9A. The motion was approved unanimously.

5. **PUBLIC COMMENT:**

Jennifer Knowles, 30066 NW West Union Road, North Plains, approached the Council. The Friends of the North Plains Public Library and the Cultural Coalition of Washington County are presenting the first in a series of author visits this Saturday, January 24, 2015. The author is Robin Cody. Knowles extended an invitation to the Council to attend.

6. **PRESENTATION:**
None Scheduled

7. **STAFF REPORTS:**

Public Works Director. Blake Boyles reported that he has completed all the health reports that come due this time of year.

The crews have been out turning the valves throughout the water system. This may have caused some slight coloring of water as all hydrants are flushed.

Boyles and Mayor Hatcher met with ODOT on January 12, 2015 to discuss on the landscape design for the Highway 26 interchange. ODOT will be landscaping all four corners of the interchange. The landscaper will be responsible for the growth for the first two years. The City will be responsible for maintenance after that. Lenahan invited Hatcher to attend the next Parks Board meeting to share the interchange information with the Board.

Chief of Police. Chief Snyder reported the department is finishing up their fire arms training. Officer Freshner is attending traffic safety training this next month.

8. **PUBLIC HEARINGS:**
None Scheduled

9. **NEW BUSINESS:**
A. City Attorney training regarding Councilor roles

This is the first of a two part training for the Councilors. City Attorney Shane Abma discussed the Role of a Councilor and CIS will be present at the February 2, 2015 meeting to present an Elected Officials Training Video.

Abma introduced himself to the new Councilors. Council packets were sent out to the newly elected Councilors by the City Manager in November. Abma went over three broad categories with the Council: 1.) the role of Councilor related to the City Manager; 2.) conflict of interest; and 3.) Council to staff communication. Abma stated that Council sets policy and passes laws. The City Manager runs the day to day operations at City Hall and carries out the policies that the Council implements.

Abma also touched on public meeting laws. He emphasized that small towns have unique issues in that elected officials may tend to end up at the same social gatherings. If this occurs, it is important that if a quorum is present no city business should be discussed. Also be aware of public perception—you may not want to all sit at the same table.

Abma addressed electronic communication. E-mail correspondence is okay as long as replies are not set to a quorum. An initial e-mail to the whole group is not violating a law, but when you start replying to all you may be opening yourselves to public meeting law violations. A Councilor may communicate to the City Manager and the City Manager may forward an e-mail to the Council. Abma urged caution when communicating electronically.

Abma also cautioned Council regarding participating in serial meetings.

Work Sessions are considered a public meeting. No decisions are made in a Work Session and minutes are not required to be kept. The public has the right to attend the meeting, but they do not necessarily have the right to participate.

Abma stressed the importance of posing questions to staff and legal counsel before meetings so there is time to conduct research. The City Attorney serves at the pleasure of the City Council. Abma will be the Council's contact for Beery, Elsner and Hammond (BEH). Abma is a generalist. There are specialists back at the office that he can consult

with. He understands it is expensive having him attend the meetings, but it will save money in the long run by being knowledgeable of issues as they are developing.

B. Discussion of language and qualifications for appointments to the North Plains Parks Board

An interview was conducted at the last Parks Board meeting for a potential Parks Board Member. The Board felt the language in the policy is unclear in describing who is eligible to be on the Board. Discussion ensued. Council would like to limit membership to the Parks Board to anyone in the 97133 zip code. It was decided the Board would be limited to seven members and with up to two Board members that may live outside the city limits, but in the North Plains area. This will come back to Council as an ordinance change.

C. Adopt Resolution No.1870 approving the appointment of Patti Burns to the North Plains Parks Board

Motion by Kindel. Second by Newton to adopt Resolution No. 1870 appointing Patti Burns to the North Plains Parks Board. The motion was approved unanimously.

D. Adopt Resolution No. 1871 approving the appointment of Lonnie Knodel to the North Plains Planning Commission

The Council interview Lonnie Knodel and found him to be a satisfactory candidate for the open position on the North Plains Planning Commission.

Motion by Lenahan. Second by Simmons to adopt Resolution No. 1871 appointing Lonnie Knodel to the North Plains Planning Commission. The motion was approved unanimously.

E. Accept the report from the Parks Board regarding the *Jessie Mays Community Hall and Park Facilities Assessment and Preliminary Conceptual Design* presented by Woofter Architecture.

Boyles presented the staff report. Council discussed what the next step would be for this project. Motion by Lenahan. Second by Sandi King to accept the conceptual design that was presented for Jessie Mays Community Hall and Park by Woofter Architecture and recommended by the Parks Board to the Council.

The consensus of the Council is to have staff move forward in getting a scope of work for the project from Woofter Architecture.

F. Adopt Resolution No.1872 appointing Councilors Kindel and Lenahan as Primary and Alternate representatives to the Community Development Policy Advisory Board

Lenahan and Kindel discussed the purpose of the Community Development Policy Advisory Board and the history of the relationship the City of North Plains has had with this Board.

Motion by Simmons. Second by Newton to adopt Resolution No. 1872 appointing Councilors Kindel and Lenahan as Primary and Alternate representatives to the Washington County Community Development Policy Advisory Board. The motion was approved unanimously.

G. Adopt Resolution No.1873 approving the dates for the 2015 North Plains Farmer's Market and Annual Ice Cream Social and authorizing use of City support for the same.

A staff report was distributed to the Council in their agenda packet listing the proposed structure of the Farmers' Market for 2015. Vanessa VanDomelen, 1425 NE 61st Avenue #32, Hillsboro, Oregon, President and Market Manager for the North Plains Farmers Market, addressed the Council regarding the Farmers' Market on which she has worked 5 years. She shared the positive aspects of the Market. The Council discussed some of the proposed events for the 2015 Farmers' Market.

Motion by Lenahan. Second by Newton to adopt Resolution No. 1873 approving the dates for the 2015 North Plains Farmer's Market and Annual Ice Cream Social and authorizing use of City support for the same. The motion was approved unanimously.

H. Discussion of CCTV Cameras

DeBry presented the staff report, and stated the Chief was in process of developing a policy. Whitehead requested staff bring this topic of CCTV cameras back to Council. Whitehead had reviewed past meeting minutes pertaining to discussions regarding the CCTV cameras and felt it was important to address some of the issues that were brought up. Whitehead would like to see a policy in place that addresses surveillance cameras. Discussion ensued.

The cameras were installed to view public spaces. They do not view through any windows or into any backyards. These cameras have been set up to aid in investigations of crimes. Lenahan asked Whitehead if he had specific language that he could offer to staff to incorporate into a policy for the surveillance cameras. He stated that he does have specific language regarding the use and methods of disclosing the use of these surveillance cameras. Language should also be included in the policy addressing the retention period of the tapes. The policy will include the existing scope and purpose in having the cameras in the first place.

I. Review December 2014 Check Register

Council reviewed the items on the December 2014 Check Register. The report was presented in a different format this month. Lenahan was pleased with the new format. It includes more detail that helped clarify items as they were viewing them. There were no questions asked by the Council this month.

10. **UNFINISHED BUSINESS:**

None Scheduled

11. **ORDINANCES:**

FIRST READING:

None Scheduled

SECOND READING:

None Scheduled

12. CITY MANAGER REPORT

DeBry shared a document that was passed out earlier in the meeting. The document contained samples of various logos submitted by our planning consultant, Cogan and Owens. The logo will be used by the steering committee and the for community visioning process to make the materials more identifiable. Staff wanted to obtain Council's feedback on which logo to use. Discussion ensued.

They agreed on the following logo:



We have had a great response for the steering committee for the community visioning process. Many individuals signed up who have not traditionally been involved in city functions. The first meeting is scheduled for Tuesday, February 3 at City Hall. There are about 12 individuals who have expressed an interest. This first meeting may be a bit cramped but Jessie Mays was not available. It has been posted on the website.

DeBry mentioned there is a library event this weekend. This author visit series is very important to the Library Director and would like to have the Council's support by attending the event.

The policies the Council worked on last year are basically complete. It is a very large document. Staff will distribute them and give Council a couple of months to review them and then bring them back to Council in March.

DeBry was approached by the Senior Center regarding the bookkeeping for the Food Pantry. They asked if the City could manage their record keeping. This would not be a huge commitment on staff but it is causing some issues for the Food Bank with inspections for the Food Pantry. DeBry is seeking direction from Council regarding this and asked if they had any concerns about this. It would all stay in North Plains. Council can offer feedback after the meeting.

Hatcher inquired of the status of the Food Pantry canopy. Boyles stated the materials have been picked up. Glen Warren will begin the work this weekend. Warren could use more volunteer help with this project. Hatcher asked that the Council be kept advised of the progress.

13. COUNCIL REPORTS

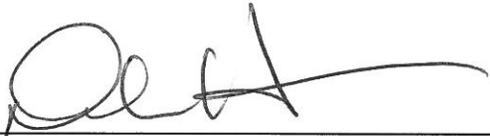
Hatcher reported that he, DeBry and Boyles will be meeting with builders of the Jackson School Road and West Union property. One of the subjects of discussion will be how to construct a water tower.

Lenahan and King attended the Newly Elected Officials training course that LOC offered in Sherwood. It was very informative. Lenahan received a guide that she agreed to have distributed to the whole Council.

14. ADVICE/INFORMATION ITEMS:

- 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 9:10 p.m.



David Hatcher, Mayor

Margaret L. Reh, City Recorder

Date approved 02/02/2015