

**CITY OF NORTH PLAINS, CITY COUNCIL MEETING**  
**MINUTES REGULAR SESSION**  
North Plains Senior Center  
31450 NW Commercial Street  
Monday, July 21, 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, Robert Kindel, Jr., Michael Demagalski, Michael Broome and Glen Warren

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

4. **CONSENT AGENDA:**
  - A. Approval of regular session agenda
  - B. Approval of minutes of 07/07/2014 Council meeting

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

5. **PUBLIC COMMENT:**  
No comments were forthcoming.
6. **PRESENTATIONS:**  
None Scheduled
7. **STAFF REPORTS:**

**Public Works:** Public Works Director Boyles presented an update on the progress of the Sunset Ridge subdivision and the general timeline of the various stages of development. Boyles will be coordinated the project. Houses will begin to be available in February 2015.

Public Works will be scheduling the cleaning of water tanks in September. American Leak Detection will be coming out in August to inspect for leaks. We do this about every two years.

Boyles is applying for Special Allotment grants with ODOT for the 2015 cycle. Boyles stated these grants have been applied for since he arrived in 2001 and the City has received 5-6 grants. He is applying for two separate grants for street maintenance. One application is a request to reconstruct a portion of NW Commercial Street from NW Main Street east for 370 feet and the second is for a portion of NW Pacific Street from NW Main Street east for 825 feet. Boyles will present the request for authorization to Council at a meeting in August.

Public Works crews are working on crack sealing of the streets throughout town.

**Police Dept.:** Chief Snyder just returned from vacation. Snyder reported a new training facility is in the planning stages near Sherwood called the Joint Regional Operation Center (JROC). The owner, Brian Minot, is interested in assisting with training of law enforcement personnel on a national level. Snyder is very interested in supporting this project and getting it off the ground.

Jody Peterson has been brought on full-time to replace Tim Thurber. The department is now working on replacing the part-time position that Jody had held.

**Library Director:** Library Director Brodie reported on the sign-ups for the 2014 Summer Reading Program—274 children and 66 adults at this point in time. The Wacky Wednesday's are being well attended. Public Works has installed a large screen up at Jessie Mays Community Hall that will be put to good use with the First Friday Flick movie nights which are now being held at Jessie Mays Hall.

8. **PUBLIC HEARINGS:**

None Scheduled

9. **NEW BUSINESS:**

A. Review the Smokehouse Summit financial Statements

City Council had requested a full audit of the Smokehouse Summit BBQ event. DeBry presented the staff report. For the City, including all costs for full-time and hourly personnel, the event was a net loss of \$1,214. It should be noted \$3,395 is for Public Works fully burdened cost which typically has not been reimbursed by events for labor related to setting out barricades, installing fencing, trash removal or mowing parking areas. With this crowd of over 10,000 attendees, the garbage produced was far greater than anticipated, causing the increase in labor for Public Works.

In the initial budget, vendors were going to be required to pay 10% of their sales to the City, but this was changed to the more standard amount of 20% for events similar to this. This event did not raise additional fundraising dollars into the community as anticipated, but did provide a venue where \$7,700 was raised by the non-profits themselves.

It is the hope that a third party will be interested in continuing this event and City staff would be able to step out of the planning.

The cost of the alcohol insurance policy was discussed. There was some miscommunication as far as what events were being covered for the premium the City paid to the North Plains Events Association. This will need to be researched and evaluated.

B. Approval of Resolution No. 1847 releasing funds to the Hood to Coast relay team

The Hood to Coast Team staffed the parking concession both days which earned \$1,787. The Team opted to turn the money they raised into the City for safekeeping. Once the money was placed in the City's custody, the funds had to be administered like any other public funds, and the expenditure must be approved by Council. Resolution No. 1847 will

release those funds back to the Hood to Coast Relay Team which is raising money for the Providence Cancer Center for cancer research.

Motion by Warren and seconded by Broome to approve Resolution No. 1847 releasing funds to the Hood to Coast relay team. The motion was approved unanimously.

C. Review of the Fourth of July financial statements

DeBry presented the staff report to Council. Not all invoices have been received for this event yet so the numbers are very rough. Discussion ensued regarding what went right and what could be done differently next year. It was suggested to not try to sell T-Shirts—they just don't sell well. It is difficult to acquire outside sponsors for this type of event because it has such a local draw. It was suggested to work on the expense side of things and not rely on sponsorships.

D. Consider street closure of Commercial Street for Car Show during Garlic Festival.

Mark Stadelman, 13673 NW Old Pumpkin Ridge Road, appeared before Council. Stadelman would like to coordinate a very simple car show to take place on Saturday August 9th from 11:00 – 2:00. This show would consist of pre-DEQ, American made automobiles and American made motorcycles predating 1980. This show is intended for fun only! No Judging. No Trophies. No Competition! No Entry Fee. The option of driving or riding in the parade would be available to all who enter the show. The applicant entry deadline is August 4th. There will be three classes, finished cars/trucks, Motorcycles and an Under Construction class. This event will follow the parade on Commercial Street.

Discussion ensued regarding the logistics of the location and which portion of the street that will be closed down. Comments were received from those in attendance regarding their opinion of the road closure. A consensus was taken of the Council and all were in favor of the road being closed for the Car Show and the parade.

E. Review June 2014 Check Register

Council ask clarifying questions regarding the June Check Register, all of which were addressed by staff.

F. Approval of Resolution No.1848 approving agreement with Biggi Construction, LLC for water line installed on North Avenue

DeBry presented the staff report. A water main will be constructed along the frontage of the North View Estates subdivision. Public Works identified a need to extend that water line an additional 200 ft. to tie in with the Timeric Street line. This connection will create a loop within the water system that ensures proper circulation and redundancy in the event of an emergency. Biggi Construction has agreed to extend the main as part of its project to install a main along its frontage. This should result in low cost construction, as Biggi will already have crews mobilized to perform the work. Public Works has set aside \$30,000 of its annual capital project allocation for this water line.

Motion by Broome. Second by Warren to adopt Resolution No. 1848 approving the agreement with Biggi Construction, LLC for water line installed on North Avenue. The motion was approved unanimously.

**10. UNFINISHED BUSINESS:**

**A. Discussion of Thursday Night Marketplace/Farmers' Market street closures**

DeBry presented the staff report. Comments have been received that have been both favorable and not so favorable regarding the closure of Commercial Street for the Farmers' Market on Thursday evenings. There has been discussion regarding different configurations of the closure of the street.

Council heard comments at the 7/7/14 Council meeting regarding the closure of Commercial Street. At that time the Chamber, not the Council made a decision to move the 7/10/14 market back to 314<sup>th</sup> Street while they evaluate options. While attendance was still good, the market had a different feel than when it was on Commercial. Several letters and emails have been received by the City and Chamber since the movement of the market to 314<sup>th</sup>. Copies of these letters were included in the Council's packet.

Russ Sheldon, 30075 NW Claxtar Street, President, North Plains Chamber of Commerce, and Vanessa VanDomelen, 14560 NW Dairy Creek Road, North Plains, addressed the Council. The Chamber of Commerce is contemplating moving the market back to Commercial Street. Prior to making such a decision the Chamber is seeking comment from Council on the street closure of Commercial Street.

The Chamber was originally granted permission by the Council for the closure of Commercial Street to hold the Thursday Marketplace. The main purpose of this change was to promote the business district generally. It was also thought this change in location and time would help to revitalize the Farmers' Market and would bring the community together and hold the market. Agreements are in place with vendors and with the North Plains Farmers' Market Board that the location would be on Commercial Street. It is important to honor agreements. They are hoping the Council will not rescind the agreement for the closure of Commercial Street for the Thursday Marketplace.

Customers connect their purchases to an experience. These connections provide a sense of place so they can feel anchored to their community. A Farmers' Market will encourage people to explore what is downtown. These markets are important to the economic development of a community.

Gin Charbeneau, 13379 W Pumpkin Ridge; Debi Wyckoff, 23295 NW Hwy 47, Buxton, Oregon; and Kyong (Kim) Han, owner of the North Plains Market, all presented comment to the Council. Discussion ensued. The consensus of the Council was to uphold the agreement previously made with the Chamber of Commerce and the Farmers' Market for the Commercial Street closure and to support the Thursday Marketplace.

**5. PUBLIC COMMENT (revisited):**

Don Speight, 31130 NW Pacific Street, North Plains, did not arrive early enough for the public comment segment of the meeting so Mayor Hatcher let Speight approach the Council

at this time. Speight was found in violation of abatement issues concerning multiple disabled vehicles on his property. Speight voiced his complaints and expressed his anger on the process of this issue. He did not feel he was given enough time to deal with the issue although it has been more than a few years since he was first approached. He also wanted the Council to be aware of how expensive this abatement process was. DeBry explained the process and the legal parameters that were followed along the way. Council asked Speight a few questions and thanked him for his time.

**11. ORDINANCES:**

**FIRST READING:**

None Scheduled

**SECOND READING:**

None Scheduled

**12. CITY MANAGER REPORT**

DeBry reminded the Council there will be no Council meeting on August 4.

Polygon has begun work in the east expansion area. Houses could be ready as early as October.

Kenny Fields old house in the McKay Creek development is about to be demolished. He is living temporarily in Hillsboro with his daughter until he can find a place in North Plains to live.

There will be a public hearing regarding revisions to the Comprehensive Plan at the August 13, 2014 Planning Commission meeting. The Parks Master Plan will be reviewed by the Parks Board in August.

National Night Out is on August 5, 2014. Jody Peterson is organizing it this year. Concerts in the Park begin on Friday, August 1 at 6:30 p.m. Both events are at Jessie Mays Community Park.

Newton asked DeBry about Polygon being bought out. DeBry confirmed Polygon was bought out in June by William Lyon Development. It will not affect us as the same people will be continue to work for Polygon.

**13. COUNCIL REPORTS**

Hatcher congratulated the Council on the great job they did with this meeting. It was a tough meeting and he felt the Council worked well together.

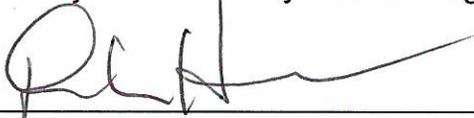
**14. ADVICE/INFORMATION ITEMS:**

- North Plains Marketplace every Thursday evening on Commercial Street
- Concerts in the Park: Every Friday night in August from 6:30 to 8:30
- National Night Out August 5<sup>th</sup>
- North Plains Elephant Garlic Festival-August 8-9-10.

**15. EXECUTIVE SESSION:**

The Council meeting was adjourned into Executive Session at 10:05 p.m. for the purpose of reviewing performance evaluations of the City Manager. Council was in this Executive Session for over an hour and decided to continue the Executive Session to Monday, August 4. It is suggested that this meeting will only be the Executive Session and will just include the Council to be in attendance. The plan is to do their final preparation of the performance review. Another Executive Session will be scheduled for the August 18, 2014 meeting which will include the City Manager.

- 16. ADJOURNMENT:** Mayor Hatcher continued the Executive Session until August 4 but adjourned the City Council Regular Session at 11:27 p.m.



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David Hatcher, Mayor



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Margaret L. Reh, City Recorder

Date approved 08/04/2014