CITY OF NORTH PLAINS, CITY COUNCIL MEETING
MINUTES REGULAR SESSION
North Plains Senior Center
31450 NW Commercial Street
Monday, February 2, 2015

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**: Boy Scout Troop 873 presented the colors and led those in attendance in the Pledge of Allegiance.

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

   Absent: Robert Kindel, Jr.

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

4. **CONSENT AGENDA:**
   A. Approval of regular session agenda
   B. Approval of minutes of 01/20/2015 Council meeting

Motion by Lenahan. Second by King to approve the Consent Agenda. The motion was approved unanimously.

5. **PUBLIC COMMENT:**

Jennifer Knowles, 30066 NW West Union Road, had appeared before the Council on 1/20/15. She had invited the Council to attend the first in a series of author visits the library was offering. She had informed the Council she would return to get feedback on the event from the Council. Hatcher had attended and had very favorable feedback. The Councilors were not able to attend the event and when polled it was because of scheduling conflicts. They were all interested in the concept. The next author visit will be on April 25

Rachel Newton, 10260 NW 313th Avenue, appeared before the Council to inform them she was participating in a fundraiser for the American Heritage Girls. Ms. Newton had See's candy bars that were available for purchase from those who were interested.

Trent Robinson, 10090 NW Gordon Road, Scout Troop 275 is working on his Eagle Scout rank. He approached the Council regarding a community project he would like to incorporate at the Vern Galaway Memorial Park. He would like to install a bat habitat, which would consist of eight bat houses on four poles—two houses per pole. Council asked questions of Mr. Robinson, City Manager and Public Works Director. Robinson was

seeking Council's approval for this project. The consensus of the Council was to approve this community project.

6. PRESENTATION:

A. CIS presented a training video for Elected Officials

This was the second of a two-part training for the Councilors. City Attorney Shane Abma discussed the role of a Councilor at the January 20, 2015 Council meeting. Tonight CIS presented a training video for elected officials. This video provided Council with a better idea of who CIS is and the coverage that is available through the CIS trust. It also provided information on using social media as it relates to risk management. This training will help save some money on the insurance renewal. Council can get more information by checking out CIS website at www.cisoregon.org.

7. STAFF REPORTS:

Public Works Director. Blake Boyles stated he had nothing additional to what he submitted in his written monthly report.

Chief of Police.

Snyder informed the council there is a potential of acquiring some motorcycles from other agencies without any financial obligation. There are a couple of officers interested in participating in a motorcycle patrol program. Snyder introduced Jesse Baker to the Council. Baker is a reserve officer and has been with the City of North Plains for nearly 10 years. Baker shared more information about this potential program.

Lenahan stated she would like to see this brought back as an agenda item because she has questions and concerns regarding it.

Chief Snyder presented slides to Council that included adjudicated 2013 cases. Snyder presented this to help explained to Council the amount of time spent in processing cases to the end. Snyder has spoken about cases to the Council in the past. The department has worked with other agencies and Snyder thought viewing these slides may help Council to understand that once they have made an arrest, it continues to involve a good deal of staff time to see it to the end.

The rest of Snyder's report was submitted with the packet.

Finance Manager: Lembo stated she has set a schedule for next year's budget process and will be posting it soon.

Library Director: Brodie thanked Jennifer Knowles for what she reported at the beginning of the meeting regarding the author visit. Brodie added that there were 40 people in attendance.

Brodie reported they have calculated volunteer hours for 2014 to be 4,689. This is the equivalent of 2.25 full-time employees. The Volunteer Coordinator, Carol Aldrich, who only works 23 hours per week, manages all these volunteers.

The Craft fair in December 2014 brought in $647.00

Brodie stated to be on the lookout for an upcoming survey being distributed that will ask how the library has changed your life.

Brodie also gave a heads up on the upcoming WCCLS levy that will be on the ballet in November 2016.

8. PUBLIC HEARINGS:
None Scheduled

9. NEW BUSINESS:
A. Review of FY2013-14 Audited Financial Statement

Finance Manager Lembo had distributed the FY2013-14 Audited Financial Statement to the Council via e-mail and had given them time to review it. The report was included in the posted Council packet. Council had actually reviewed this report prior to the audit at a previous meeting. The numbers did not change since that review. Council agreed they did not need to review the numbers again.

B. Adopt Resolution No. 1874 approving FY2014-15 Supplemental Budget

Finance Manager Rachael Lembo presented the staff report. Lembo walked the Council through the finance numbers of the supplemental budget. Discussion ensued. Council asked questions that staff answered satisfactorily.

Motion by Whitehead. Second by King to adopt Resolution No. 1874 approving the FY2014-15 Supplemental Budget. Motion was approved unanimously.

C. Adopt Resolution No. 1875 approving a franchise for Astound Broadband LLC

DeBry presented the staff report. Astound is a limited franchise that is building a network in Washington County. The franchise agreement with North Plains is for five years that will reboot for another five years unless notice is given at the end of the first five years. Paul Elsner, City Attorney, pointed out a scrivener's error under Section 2; third line; the first 'resolutions' should be 'ordinances'.

There is a small concern in Section 3 of the resolution of what Astound will have to do in the event they have to dig an actual hole. The section reads: "Restoration to the condition that existed before excavation or construction does not require Astound Broadband to restore areas larger than the areas of excavation and construction." In some instances, this may become problematic. Many municipalities try to have the repair patches extend beyond the hole created for the project. This phrase limits that. Astound will not include any area that extends past what they dug up. Elsner cautioned to be aware that patches that do not extend past what was dug up might cause a fault in the substructure. Not necessarily problematic but in five years staff may want to investigate the substructure and Council may want to address the language in the resolution before renewing the franchise agreement.

Motion by Lenahan. Second by Simmons to approve Resolution No. 1875 granting a franchise for Astound Broadband LLC after making the correction to the scrivener's error. The motion was approved unanimously.

D. Discussion on setting City Council Goals

Due to the lateness of the hour, Hatcher asked Council if they would like to postpose the discussion regarding setting City Council Goals.

Motion by Lenahan. Second by King to postpone the discussion regarding council goals to the February 17, 2014 council meeting. Motion was approved unanimously.

10. UNFINISHED BUSINESS:
None Scheduled

11. ORDINANCES:

FIRST READING:
None Scheduled

SECOND READING:
None Scheduled

12. CITY MANAGER REPORT

DeBry reported that she, Boyles and Hatcher met with the owners of the east expansion property regarding the siting of a water tower or reservoir in the area. The developer's engineer was present at the meeting and he will explore some of the options discussed.

13. COUNCIL REPORTS
No Council reports were given.

14. ADVICE/INFORMATION ITEMS:

- Sweetheart Dinner and Dance: Saturday, February 14 at 6:00 p.m. at Jessie Mays Community Hall.
- Presidents Day, Monday, February 16—City offices and Public Library closed

15. ADJOURNMENT: Council adjourned the meeting at 10:00 p.m.

David Hatcher, Mayor

Margaret L. Reh, City Recorder

Date approved 02/17/2015