

**CITY OF NORTH PLAINS, CITY COUNCIL MEETING**  
**MINUTES REGULAR SESSION**  
NORTH PLAINS SENIOR CENTER  
31450 NW Commercial  
Monday, February 3, 2014

1. **CALL TO ORDER:** Mayor David Hatcher called the meeting to order at 7:06 p.m.
2. **PLEDGE OF ALLEGIANCE:** Mayor Hatcher conducted the flag salute
3. **ROLL CALL:** Mayor David Hatcher; Council President Teri Lenahan; Councilors: Michael Broome, Michael Demagalski, Robert Kindel, Jr., Charlynn Newton, and Glen Warren

**Staff present:** City Manager Martha DeBry, Chief of Police Bill Snyder, Library Director Debra Brodie, Management Analyst Jennifer Knowles, Volunteer Coordinator/Library Assistant Carol Aldrich, Deputy City Recorder Margaret Reh

4. **CONSENT AGENDA:**
  - A. Approval of regular session agenda
  - B. Approval of minutes of 01/21/2013 Council meeting

Hatcher recommended removing Agenda Item No: 8D, the discussion of the home occupation ordinance from the agenda so that it can be discussed at a joint meeting with the Planning Commission at a later date. Motion was made by Lenahan and seconded by Demagalski to remove agenda item 8D from the Agenda. The motion was approved unanimously.

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

5. **PUBLIC COMMENT:**  
None forthcoming
6. **PRESENTATION:**
  - A. Carla Bennett, Tobacco Prevention and Education Program Coordinator, Washington County Department of Health and Human Services.

Bennett appeared before the Council to present information regarding emerging issues related to the use of electronic cigarettes and to alert the Council of the controversial data regarding tobacco prevention and the use of e-cigarettes among minors. Washington County is encouraging local agencies to consider local bans on the sale of nicotine products to minors until the State of Oregon adopts more consistent rules regarding e-cigarette sales.

Hatcher thanked Bennett for the presentation. Hatcher stated he would consult with Council if they would want to bring this back as an agenda item.

7. **PUBLIC HEARING:**

None Scheduled

8. **NEW BUSINESS:**

- A. Adopt Resolution No. 1815 approving an agreement between the City of North Plains and North Plains Chamber of Commerce regarding the Elephant Garlic Festival

DeBry presented the staff report. The Chamber of Commerce recently voted to pass ownership of the Elephant Garlic Festival to the City of North Plains. The agreement, included in Council's packet, provides for the legal transfer of ownership of the Elephant Garlic Festival names, equipment and other property.

Hatcher stated this is the final step in the transfer of the North Plains Elephant Garlic Festival to the City of North Plains.

Concern was expressed by Council regarding the ownership of "Stinkee"—the character that has its body formed in resemblance to a garlic bulb with garlic shoots projecting like hair from the top of the elephant's head. This character was created by Stewart King. Use of the character has been granted to the City for the 2014 Elephant Garlic Festival.

Concern was also expressed regarding the storage of the inventory of supplies and equipment that has been acquired over the years for the Elephant Garlic Festival. Newton didn't understand why it couldn't continue to be stored in Stewart King's shed. DeBry stated it is not typical to have a citizen store city equipment. The inventory will be moved to one of the City's yards.

Discussion took place regarding using this equipment for other city events. Lenahan inquired if a policy should be established restricting the use of this inventory from other city events to protect the items from being damaged. Demagalski stated that if the City owns it, they should be able to use it for any city event. He stated that there isn't a point to purchase the same items when they are already available for use and are being stored on City property. If damage happens to occur, they can be replaced at that time.

Motion by Kindel and seconded by Lenahan to adopt Resolution No. 1815. The motion was approved unanimously. Hatcher stated "the City now owns the Garlic Festival."

- B. Adopt Resolution No. 1816 approving an agreement for a hospitality market feasibility study to be performed by consultants Kennedy and Mohn

DeBry stated staff has been looking to assess some property in the community for different uses. One thing that strikes staff as being plausible in North Plains is to attract a hotel. Hotels provide a variety of jobs, tourism and create a revenue stream for the city.

Staff has received a proposal from Kennedy and Mohn to perform a market feasibility study to determine if sites in North Plains would meet the criteria of major hotel brands

This study would help determine if we are a good candidate for a hotel site. Once the product is in hand the City can approach hotel chains to see if we could attract a property to come to the city. Staff is looking for direction from Council if staff should engage the consultant for \$6,500 plus expenses to perform this feasibility study.

Discussion ensued. Hatcher stated we need to first ask if we want a hotel in this community. Then decide if we want to move forward with this feasibility study. Council will need to determine how a property such as this would fit within our ordinances. As the conversation continued it was determined that this would be a proposal that should be submitted to the URA Board. The funding for this study could come from the URA contingency fund. Staff will place the request on a URA agenda for Tuesday, February 18, 2014 following the City Council meeting.

C. Discussion of City matching funds raised at a benefit dance at Jessie Mays in March

Due to misinformation in the agenda packet regarding which benefit dance was to be discussed for the matching Council funds, this subject will be on the next Council agenda.

D. Discussion of draft home occupation ordinance

It was determined at the beginning of this Council meeting that this item was to be removed from the agenda to be discussed at a future joint meeting with the Planning Commission.

E. Discussion of draft peddlers, solicitors, street vendor and temporary merchant ordinance

DeBry presented the staff report. Included were some proposed revisions to Municipal Code Section 6.25 that would enable the application process to be more streamline. Tighter restrictions were proposed for door-to-door sales within the community and a consistent set of operating hours was proposed for mobile and vendors, solicitors and peddlers.

No action was taken on this item as it was informational only.

F. Quarterly Finance Report

The quarterly finance report was distributed to Council. Clarifying questions were asked and answered to the satisfaction of the Council.

G. Report on the planning status of the Fourth of July Celebration

The Fourth of July Co-coordinators, Jennifer Knowles and Carol Aldrich presented the status of the planning for the Fourth of July festivities. It will be a celebration in a John Adams style and that of colonial America.

**9. UNFINISHED BUSINESS:**

**A. Discussion and approval of specific draft city policies from number 401-603**

The draft policy manual was distributed at the 9/16/13 council meeting to give the Councilors time to review and present any changes or concerns. Council directed staff on 10/21/13 that batches of policies be reviewed at each meeting until they are all approved.

Council went through policies 401-603. Discussion ensued. Clarifying questions were asked but there were no changes made to this group of policies. An edited copy of the whole manual will be delivered to Council at the end of the process.

**10. ORDINANCES:**

**FIRST READING:**

None Scheduled

**SECOND READING:**

None Scheduled

**11. STAFF REPORTS**

DeBry stated the Parks Board requested to meet with the Council to conduct a work session. This work session would be a discussion between the Parks Board and Council to ensure the goals of each group line up with each other. It was suggested to schedule the study session at 6:00 p.m. on Tuesday, February 18, 2014 right before the next scheduled City Council meeting.

It was decided that it is necessary to have a joint session with the City Council and the North Plains Planning Commission on Monday, March 3, 2014. This would be to work directly together on the home occupation ordinance and other planning issues.

Included in the Council packet is the annual report from the Washington County Cooperative Library Services (WCCLS). DeBry stated it is great report on the direction WCCLS is moving.

DeBry reported that she has been in contact with OSP property owners on West Union. They are willing to split the cost of an appraisal of the property with the city. DeBry will have more info to share at the March meeting.

DeBry wanted to address some weird rumors that have been circulating regarding the police force. She stated there are no negotiations taking place with the City of Banks. North Plains is not taking over their police services. Also, DeBry wanted to squelch the rumors regarding contracting with Washington County for police services. Lenahan stated

she has heard these rumors also. DeBry wanted it to be made clear that there are not negotiations in place. Council would be the first to hear if there were.

Blake Boyles is working half days this week.

Brodie reported that the William Stafford event on Friday, January 17 was very successful. Brodie commended the work done by Heidi Fuiten and Margaret Reh on organizing a great event for the community.

The 7<sup>th</sup> Annual One Book One Community Kick-off was held Saturday, February 1, 2014. Sam Munyandamutsa of the Pacific Northwest Rwandan Association shared stories of his life growing up in Rwanda and prepared Rwandan food for all the attendees.

Library Board will be sending out a survey to all library patrons to aid in strategic planning for library services.

A national grant has been issued from the Institute of Museum and Library Services (IMLS) for a pilot program, which has now been broadened to 22 systems, for classes to be offered to citizens over 55. Three libraries have been chosen in Oregon—Beaverton, Cedar Mill and North Plains. These classes will start nearer to January 2015 and will go for 18 months.

## **12. COUNCIL REPORTS**

There have been e-mail issues with the Councilors not being able to receive mail since the transition to IT Services with Hillsboro became effective. The instructions the Councilors received should have worked. A member from the Hillsboro IT Department will be contacting the Councilors directly. There have also been issues with Councilors not being able to log into the website without encountering the “403 Forbidden” block.

Hatcher inquired of the Council if they want to bring the information provided by Carla Bennett earlier in this meeting back for more discussion and possible ordinance adoption. Consensus of the Council was to bring it back as two separate ordinance discussions:

1. Establish an ordinance to prohibit sale of e-cigarettes to minors.
2. Disallow the use of the e-cigarettes on city property.

Lenahan stated that she thinks the City newsletter is awesome. It is great that businesses are using the opportunity to advertise in the community newsletter.

Glen Warren stated that he has two complaints and an inquiry. Warren asked if the City has any interest in selling the yellow house. Council asked if he wanted to buy it. He stated that he has always said he wanted to buy it. DeBry stated the City is using it for storage and there are no immediate plans to sell it.

Warren’s first complaint was regarding the metal fab place on Hillcrest. The proprietor is using the sidewalk as a staging area for his metal. It has made it very unsafe to walk along that side of the street.

Warren's second complaint is regarding a house on Main Street that is close to Claxtar that has put up a fence that extends to the ditch. He stated that fences should not be built all the way to the ditches.

13. **ADVICE/INFORMATION ITEMS:**

- Thursday, January 23, 2014: Joint Legislative Dinner at the Prime Time Restaurant
- Sunday, January 26 from 1:30-5:00: Playdate at Jessie Mays Community Hall
- One Book One Community Kick-Off: Saturday, February 1 from 6:30-8:30 at the North Plains Public Library. Free copies of the book "Running the Rift" by Naomi Benaron and free Rwandan food.

14. **ADJOURNMENT:** Mayor Hatcher adjourned the meeting at 9:50 p.m.



David Hatcher, Mayor



Margaret L. Reh, Deputy City Recorder

Date approved 02/18/2014