

CITY OF NORTH PLAINS, CITY COUNCIL MEETING
MINUTES REGULAR SESSION
North Plains Senior Center
31450 NW Commercial Street
Monday, October 6, 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, Michael Broome, Robert Kindel, Jr., and Glen Warren

Excused: Michael Demagalski

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

4. **CONSENT AGENDA:**
 - A. Approval of regular session agenda
 - B. Approval of minutes of 09/15/2014 Council meeting

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

5. **PUBLIC COMMENT:**

Fran Cotton, 30941 NW Pacific Street, addressed the Council regarding traffic issues on Pacific Street. She stated she is seeing an increase of cars traveling down the road and a majority of them are speeding. Cotton wanted to alert Council of the safety issue. She stated there is only one speed limit sign when traveling westerly just after you turn off Glencoe. Boyles stated there are about 900 trips per day between Main and Glencoe on Pacific. Boyles also stated that there are not a lot of speed limit signs throughout town, because all city streets are a 25 mph limit. It is the county roads—Glencoe, North Avenue and Gordon, that have the higher speed limits. Discussion ensued. Staff will look into some options.

6. **PRESENTATIONS:**
None scheduled

7. **STAFF REPORTS:**

Public Works Director. Blake Boyles reported they have received surveys came in for Wascoe Street project. The result is that we will not be eligible for a Community Development Block Grant for this project.

The Public Works crews have finished the crack sealing project. They have gone through 3000 pounds of sealing materials. All the streets south of Commercial have been done.

Boyles has purchased the snow plow that the Council approved at the last meeting and the leaf vacuum should be in next week. Boyles is working on the verbiage to add to the website and the newsletter explaining what will be acceptable to put out at the curb for the leaf vacuum.

Hatcher asked about the status for training opportunities for Emergency Preparedness Training. Boyles stated he e-mailed Council members of the CERT training opportunity coming up in November. This would be a great opportunity to get the ball rolling for training. Each individual would need to register themselves. Hatcher asked that he resend that e-mail. The training is open to the public and will take place at the Cherry Street fire station located in Hillsboro off of Cornelius Pass Road.

Chief of Police. Chief Snyder stated the police department will be participating in CPR training on Friday.

Snyder wanted to alert Council that as the new housing developments get into full swing there may be an uptick in late night crimes. We may start to see items being removed from construction trailers. There may also be other items that go missing such as lumber and materials from the construction sites. Councilor Warren stated that he has known Polygon to provide their own security on their construction sites. It is possible they may use their own security for the Sunset Ridge development.

Also with the increase in population on the horizon, Snyder was inquiring what the Council's thoughts and plans are for the police department. Hatcher stated with an increase in homes there will be an increase in the tax base which will could help the Police department.

Council reviewed the statistical report submitted by Snyder. Hatcher asked about the thefts that were reported. Hatcher thought the culprits had been caught. Snyder explained that individuals are arrested and released and there are also more people that step up into the role of a thief. The recent theft reported is still an open case.

Lenahan asked Snyder to elaborate a bit more on the body worn cameras that he mentioned in his staff report. Discussion ensued. Lenahan wants Snyder to do more research on the body worn cameras and report back to the Council.

Library Director. Debra Brodie stated the third annual Lucky Barcode contest just ended. Patrons enjoyed stopping in to see if they were a winner. The library had 34 winners this September. One of the choices in prizes for the Lucky Barcode winners was a bag of apples donated by Mark and Pat Susbauer of Mason Hill Farms.

Long time North Plains' school teacher, Barbara Summey, has recently retired from teaching and is now volunteering at the library. She will be helping out with story time.

The genealogy class is full. Staff has started a waiting list of those still interested. Kindel stated that the class was mentioned at the Historical Society meeting in October. There were many who were interested in the genealogy class being offered by the library. This class could be repeated if there is enough interest.

Members of the Friends of the Library and the Library Board attended the last Parks Board meeting to give input to the Board of what the library's needs and wants are in regards to the remodel of the Jessie Mays Community Hall.

Brodie credited Boyles with the perking up of the library by having some of the old, dying plants removed and new plants planted.

Brodie stated the library is excited about new residents coming to town. She is hoping to see the Welcome Wagon program be activated again. It will be important to welcome new residents and inform them about the library and other resources and businesses in town. Discussion ensued on the status of the Welcome Wagon.

Kindle also mentioned a maps lecture taking place in Hillsboro at the library. These maps are from about 300-400 years ago. The lecturer is a map guru and is available for anyone who may be interested.

Finance Director: Rachael Lembo gave an update on the finance/front office staff. There have been many changes with the elimination of a full time Account Clerk in July. The first three months have been hard. Staff has been working on time management and a delineation of duties. During these three months staff have streamlined processes and figured out how to complete tasks more efficiently. Lembo had high praises for her staff which includes Sarah Baker, Sierra White and Margaret Reh. She stated they have truly gelled as a team and work together well.

Lembo expressed her appreciation to the Council for the effort they put into studying the monthly check register. With a small staff it is sometimes difficult to define a segregation of duties. By the Council reviewing the monthly check register an extra layer of internal controls is provided. It is important the Council reviews this document looking for anything that looks odd and then to ask clarifying questions.

8. **PUBLIC HEARINGS:**

None Scheduled

9. **NEW BUSINESS:**

A. **Discussion of Unaudited FY 2013-14 Actuals**

Lembo presented the unaudited actuals for Fiscal Year 2013-2014. The fiscal year has been closed and all accounts reviewed. An audit will begin in mid-October with our new auditor, Dennis Conner, CPA. Lembo walked the Council through each sheet explaining the final outcome of the funds. Council had a few questions. Lembo was able to address them.

B. **Discussion of First Quarter update of FY 2014-15**

Lembo presented the budget to actual financial reports for FY14-15 through September 2014. Lembo explained the various line items in her staff report. She pointed out what has come through already and provided explanations for some of the line items that appear odd being it is just the end of the first quarter of this fiscal year, but they will work out into the next quarter.

C. Discussion on request for installation of flashing lights installed on Commercial Street.

Staff received a request from Charles and Linda Rittenhouse asking that Council consider the installation of flashing lights at 311th and Commercial Street, similar to lights places at 309th and North Avenue.

Mr. and Mrs. Rittenhouse frequently use the intersection, and have found drivers are unable to see pedestrians in the hours close to dusk and evening hours in particular. Discussion ensued regarding options for various intersections and the costs associated with those various options.

D. Discussion of Garlic Festival expenses for the City of North Plains

Council had requested staff to present costs associated with various events that take place in the city throughout the year. Staff provided a spreadsheet reflecting the costs the City incurred with work and expenses associated with the 2014 Elephant Garlic Festival. Discussion ensued. This item was informational only. No action was required.

10. **UNFINISHED BUSINESS:**

A. Adopt Resolution No. 1855 approving fiscal year 2014-15 budget transfer of appropriations to purchase a snow plow and a leaf vacuum.

A request to purchase a leaf vacuum and a snow plow was discussed and approved at the September 15, 2014 Council meeting. Council agreed to transfer \$1,000 from the Vehicle and Equipment Reserve Fund Contingency into Capital Outlay to allow for the purchase of both a snow plow and a leaf vacuum. This resolution is the recording of that decision. Council had some questions regarding the logistics of the use of the leaf vacuum. Boyles will publish an article for the city newsletter and the city website regarding a new curbside leaf pick-up and drop-off program the City will be conducting.

Motion by Kindel. Second by Lenahan to adopt Resolution Number 1855 approving fiscal year 2014-15 budget transfer of appropriations to purchase a snow plow and a leaf vacuum. The motion was approved unanimously.

11. **ORDINANCES:**

FIRST READING:

None Scheduled

SECOND READING:

None Scheduled

12. **CITY MANAGER REPORT**

DeBry reminded the Council of the Chili Cook-off coming up on Thursday, October 16. It will have a different feel to it as State laws have changed regarding food prepared in non-commercial kitchens. The Parks Board will have comment boards set up for the public to submit their thoughts and ideas for the remodel of Jessie Mays Community Hall.

DeBry is continuing discussion with ODOT regarding the Dant & Russell site and having access to it for a throughway to Gordon Road.

DeBry had mentioned in her weekly report to Council if they would be interested in a temporary moratorium for annexation applications. This would allow time for the Council and Planning Commission to review the Comprehensive Plan and update it to reflect the citizens' choice of the direction of development and growth in North Plains. This moratorium would only be until the Comprehensive Plan discussions and revision is complete. Discussion ensued.

DeBry reported there may be another subdivision application submitted in the next few weeks for the property east of 307th.

DeBry has spoken with Dick Thompson regarding a dance for the fundraiser for the canopy for the food pantry. The dance is scheduled for Saturday, November 8, 2014 from 7:30 to 11:00 p.m.

13. COUNCIL REPORTS

Hatcher reminded the Councilors that the joint study session with the City Council and the Planning Commission to discuss the Comprehensive Plans is scheduled for Monday, October 13, 2014 at Jessie Mays Community Hall.

14. ADVICE/INFORMATION ITEMS:

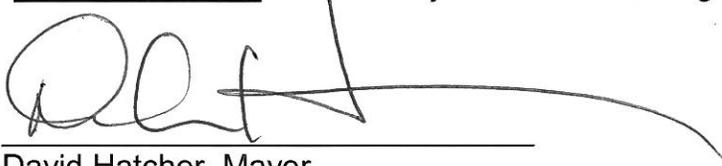
- Chili Cook-Off-6:00 p.m. at Jessie Mays Community Hall on Thursday, October 16
- Pumpkin Fun Run festivities start at 9:00 at Jessie Mays Community Hall on Saturday, October 25

15. ADJOURNMENT into Executive Session

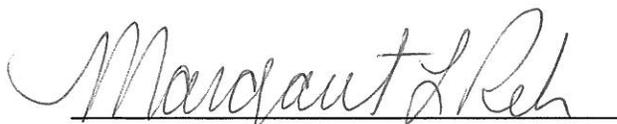
Council adjourned into Executive Session in accordance with ORS 192.660(2)(i) and 192.660(8) regarding employee performance evaluations.

Council came out of Executive Session at 10:43. Motion by Warren to not provide a pay step increase at this time. Broome second the motion. Vote was unanimous.

16. ADJOURNMENT: Council adjourned the meeting at 10:50 p.m.



David Hatcher, Mayor



Margaret L. Reh, City Recorder

Date approved 11/03/2014