

**CITY OF NORTH PLAINS, CITY COUNCIL MEETING  
MINUTES REGULAR SESSION  
NORTH PLAINS SENIOR CENTER  
31450 NW Commercial  
Monday, June 3, 2013 7:00 P.M.**

1. **CALL TO ORDER:** Mayor David Hatcher called the meeting to order at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE:** Hatcher conducted the flag salute.
3. **ROLL CALL:** Mayor David Hatcher; Council President Teri Lenahan; Councilors: Michael Broome, Michael Demagalski, Charlynn Newton, and Robert Kindel, Jr.

Excused Absent: Glen Warren

**Staff present:** City Manager Martha DeBry, Chief of Police Bill Snyder, Account Clerk Margaret Reh

4. **CONSENT AGENDA:**
  - A. Approval of regular session agenda
  - B. Approval of minutes of 5/20/2013 Council meeting

Motion by Broome, seconded by Lenahan to approve the Consent Agenda as presented. The motion was approved unanimously.

5. **PUBLIC COMMENT:**  
There were none forthcoming

6. **PRESENTATION:**  
Chief Snyder performed the ceremonial swearing-In of Sam Freshner, the new Reserve Officer for the North Plains Police Department. Officer Freshner will be doing his field training with Officer Thurber and Officer Baker.

7. **PUBLIC HEARING:**
  - A. **Budget Adoption:** City Council adopt Resolution No. 1789 adopting the annual budget for fiscal year 2013 – 2014 and Resolution No. 1790 approving the 2013-2014 fee schedule.

DeBry presented her staff report. There were a few clarifying questions presented from the Council. The budget being presented is a balanced budget. The concern for the title of the Recology Community Fund was taken care of by being renamed as the Recology Fund. DeBry and Lembo explained the details of this fund and how the money is being distributed. Discussion ensued.

Hatcher opened the Public Hearing at 7:25 for public comments on the two Resolutions. Hearing no requests from public Hatcher closed the Public Hearing at 7:25:30.

Motion by Kindel. Seconded by Lenahan to adopt Resolution No.1789 adopting the annual budget for fiscal year 2013 – 2014. The motion was approved unanimously.

DeBry informed the Council of three new fees that have been added to the fee schedule to address amending the Master Plan, specifically related to The Neighborhood Community Zone.

Motion by Demagalski. Seconded by Broome to adopt Resolution No. 1790 approving the 2013-2014 fee schedule. The motion was approved unanimously.

**8. NEW BUSINESS:**

**A. State Revenue Sharing Eligibility and Election.**

1. Resolution No. 1787. A Resolution of the City Council of the City of North Plains, Oregon, Certifying the Provision of Municipal Services Enumerated In ORS 221.760 and Establishing the Eligibility of the City to Receive State Shared Revenues for Fiscal Year 2013 - 2014.
2. Resolution No. 1788. A Resolution of the City Council of the City of North Plains, Oregon, Declaring the City's Election to Receive State Shared Revenues for Fiscal Year 2013 - 2014.

DeBry reviewed that two public hearings regarding State Revenue Sharing were conducted. The first was held before the Budget Committee on May 13, 2013 and the second was on May 20, 2013, before City Council. The hearings were to allow the public and the Council to discuss how the City plans to spend funds received through State Revenue Sharing. The State Revenue Sharing distribution for North Plains for fiscal year 2013–2014 is projected at \$13,000. The proposed budget reflects that these funds will help balance the budget, which provides funding for the following services: police protection, street construction, maintenance and lighting, storm sewer maintenance, potable water delivery and storage, and planning, zoning, and subdivision control.

Motion by Demagalski. Seconded by Lenahan to adopt Resolution No. Resolution No. 1787: a Resolution of the City Council of the City of North Plains, Oregon, Certifying the Provision of Municipal Services Enumerated In ORS 221.760 and Establishing the Eligibility of the City to Receive State Shared Revenues for Fiscal Year 2013 – 2014 and Resolution No. 1788: a Resolution of the City Council of the City of North Plains, Oregon, declaring the City's Election to Receive State Shared Revenues for Fiscal Year 2013 - 2014. The motion was approved unanimously.

- B. Resolution No. 1791 authorizing the City Manager to certify the need to impose property taxes with Washington County.

DeBry explained this resolution is an annual action the Council needs to adopt authorizing the City Manager to certify that property taxes must be levied in order to fund the City's budget.

Motion by Kindel. Seconded by Demagalski to adopt Resolution No. 1791 authorizing the City Manager to certify the need to impose property taxes with Washington County. The motion was approved unanimously.

C. Resolution No. 1792 Reallocating Funds within the 2012-2013 budget.

DeBry presented the staff report. As was noted in the Fiscal Year 2011 Audit, there were minor variances in the budget line items which exceed allocation, even though the total amount of given department's budget remains below its allocation. Department heads in North Plains typically make these adjustments with the City Manager's and Finance Director's knowledge.

Council is being asked to approve the adjustments in order to prevent notes in the 2012 budget related to exceeding the allocation.

Motion by Lenahan. Seconded by Demagalski to adopt Resolution No. 1792 Reallocating Funds within the 2012-2013 budget. The motion was approved unanimously.

D. Discussion of revised events schedule

DeBry presented a revised schedule of events to the Council. It has been updated to reflect the newer events being planned for this summer and fall. The Senior Center is scheduling more dances and the City is preparing additional music programs.

No action was required. This item was for discussion only.

E. Council consider a request by the North Plains Events Association (NPEA) for loan or donation.

DeBry presented the staff report. She explained as a new organization the NPEA has limited resources. Recently they determined that providing insurance for the Summer Fest and Garlic Out West festival under the umbrella of NPEA would cost between \$2,800 - \$4,600. NPEA is unable to bind insurance at this time. The NPEA Board has requested the City provide a loan or donate funds which can be used for the insurance premium.

Council discussed options and determined all the events that would be covered under this policy for the entire year.

Motion by Kindel. Seconded by Demagalski to donate \$4600.00 to the NPEA to cover the insurance premium as a show of support. The motion was approved unanimously.

**9. UNFINISHED BUSINESS:**

A. Farmers' Market request to close Commercial Street August 17, 2013

At the 5/20/13 Council Meeting, the Farmer's Market Board had requested a street closure on August 17, 2013 for a Farm Tractor and Truck Show. Council wanted more information of the Farmer's Market Board's flexibility regarding the date of this event. DeBry reported the Farmer's Market Board stated they do not have a lot of flexibility in the choice of date.

Discussion ensued. The Senior Center is also planning a pancake breakfast and the tractor show was an additional tool to bring people in for the breakfast. Newton expressed her concern in that this is the same date as the Banks Truck and Tractor Pull and feels it will appear we are in competition with Banks by holding this tractor show the same day as Banks

event. Hatcher called for a consensus of the Council. Some feel it would complement the event more than compete. The Farmers Market's show will have approximately 30 vehicles on display for people to leisurely view.

Motion by Lenahan. Seconded by Kindel to close the street in honor of the Farmer's Market's desire for a tractor show. Vote was 6-1, with Newton voting against.

## 10. ORDINANCES:

### FIRST READING:

A. None Scheduled.

### SECOND READING:

B. Ordinance No. 417 Municipal Code Chapter 6.15; An Ordinance of the City Council of the City of North Plains, Oregon, amending Municipal Code 6.15 Business Licenses. This item is for second reading and adoption. (First reading was at May 20, 2013 Council meeting.)

Motion by Demagalski. Seconded by Lenahan, to read Ordinance No. 417, an Ordinance of the City Council of the City of North Plains, Oregon, amending Municipal Code 6.15 Business Licenses, by title only for the second time. The motion was approved unanimously.

Mayor Hatcher read Ordinance No. 417 for the second time by title only.

Motion by Lenahan, seconded by Demagalski, to adopt Ordinance No. 417. The motion was approved unanimously.

## 11. STAFF REPORTS

DeBry stated a map for the east expansion area was likely to be submitted in the near future. She suggested it should be a topic to discuss at the joint meeting with the Planning Commission. The date is tentatively set for 7/2/13 Council meeting. There has been a significant change in their plan for development.

DeBry was interviewed Monday morning, June 3, 2013 on OPB Radio regarding the odor issue on "Think Out Loud."

The Annual Ice Cream Social will be held tomorrow night, June 4, 2013 at Jessie Mays Community Hall at 6:30 p.m. There are some community groups that will have tables set up with information for attendees.

DeBry, reporting for Boyles, gave a status update on the easement for the tunnel under Highway 26. Murray Smith and Associates have been brought in to work on the plans.

Claxtar Street project is moving along. The water lines are in. There have been a few concerns from residents but they have all been addressed.

The 4<sup>th</sup> of July Celebration plans are continuing to be worked out. We are still in need of more volunteer help. To date, 23 vendors have signed up. Car Show registration is slow but most of

them come in closer to the last day to register. The fireworks show will be performed by Western Displays and will be sponsored by Recology. There will be a Pythian dinner and a second parade this year—a Children’s parade that will begin at 7:00 p.m.

Chief Snyder reported he is getting ready for the next phase of the grant for the construction zone on Highway 26.

There are seven Reserve Officers working for the North Plains Police Department. Jody Peterson has been offered the job of the part-time police officer—it is contingent on one more phase of the hiring process. Officer Sam Freshner is willing to work nights so we will have near full police coverage.

Reh reported for Brodie that the Summer Reading Program has begun and everyone can sign up. There are programs from infants to adults and lots of fun prizes for everyone.

**12. COUNCIL REPORTS**

Newton reported on the status of the 4<sup>th</sup> of July Celebration planning. She stated that many of the volunteers have fallen through so there is a great need for more volunteers. A new event this year is a golf cart race that will be executed with carts without engines.

Boyles will give a full report at the next Council Meeting

Lenahan reminded the Council the City Manager Performance Review survey needs to be complete. Lenahan has received surveys from all of the city staff. This will need to be discussed and delivered in an Executive Session at the June 17, 2013 Council Meeting.

A. June 2013 Council Calendar

The June 2013 Council Calendar was distributed in the packets for Council to review.

**13. ADVICE/INFORMATION ITEMS:**

Ice Cream Social on Tuesday, June 4, 2013 at 6:30 p.m. at Jessie Mays Hall.

**14. ADJOURNMENT:** Mayor Hatcher adjourned the meeting at 8:12 p.m.



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David Hatcher, Mayor



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Martha DeBry, City Manager/Recorder

Date approved 6/17/13