

**CITY OF NORTH PLAINS, CITY COUNCIL MEETING
MINUTES REGULAR SESSION**

Jessie Mays Community Hall
30975 NW Hillcrest Street
Monday, April 7, 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: Michael Broome, Michael Demagalski, Charlynn Newton, Robert Kindel, Jr., and Glen Warren

Staff present: City Manager Martha DeBry, Chief of Police Bill Snyder, Finance Director Rachael Lembo, City Recorder Margaret Reh

4. **CONSENT AGENDA:**

- A. Approval of regular session agenda
- B. Approval of minutes of 03/17/2014 Council meeting

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

5. **PUBLIC COMMENT:**

Judy Dreis of 31001 NW Highland Court, addressed the Council regarding barking dogs in the neighborhood. Ms. Dreis has brought this issue before the Council a few months ago. She was wondering what steps have been taking to resolve the issue. DeBry stated she would follow up with staff on the issue.

6. **STAFF REPORTS**

Police Dept. Chief Snyder reported that all the officers went through the Emergency Vehicle Operations Course (EVOC) training with Hillsboro.

Written reports were submitted by the Public Works Director and the Library Director and were part of the Council Packet.

7. **PRESENTATION:**

- A. Proclamation: April 21-26, 2014 National Community Development Week by the National Community Development Association.

Kindel stated the importance of recognizing this organization with this proclamation and that every year the collected proclamations are sent out to Washington D.C. thanking

them for keeping the program alive. Motion by Kindel and seconded by Demagalski to adopt the proclamation. The motion was approved unanimously.

B. Presentation to the North Plains Elementary School of funds raised at the benefit dance on March 22 and the matching funds from the City Council.

Councilor Michael Broome reported that between the money raised at the dance on March 22, 2014 and the matching funds from the Council, a check will be presented to the North Plains Elementary School in the amount of \$1,072.00. Broome had invited representatives from the school to be present at this Council meeting but they were not able to attend.

8. **PUBLIC HEARING:**

A. Public hearing to present and discuss the proposed 2013-14 Supplemental Budget and receive comments from interested persons.

Mayor Hatcher requested DeBry to present the staff report before going into the public hearing. The Supplemental Budget was prepared and posted on-line as part of the Council Packet. It was noticed in the newspaper.

Mayor Hatcher opened the public hearing at 7:12 and asked if there were any comments from the audience. Hearing none, Mayor Hatcher closed the public hearing at 7:12:30.

9. **NEW BUSINESS:**

A. Adoption of Resolution No. 1819 approving the 2013-14 Supplemental Budget

Finance Manager Lembo was present and answered clarifying questions asked by the Council. Formal adoption was required by resolution to update the budget document.

Motion by Warren and seconded by Demagalski to approve Resolution No. 1819 approving the 2013-14 Supplemental Budget. Hatcher asked for discussion. Lenahan stated we needed to amend the resolution to include the change in the General Fund Contingency from \$65,000 to \$85,000 and to include the Special Payments fund of \$185,000 for the URA Loan as discussed. Motion by Lenahan. Second by Warren to amend the motion to include these changes. The second motion to add the line items was approved unanimously. Hatcher called for a vote on the appended motion which was also approved unanimously.

B. Discussion of City Manager Weekly Report distributed March 27, 2014 regarding budget issues raised.

Hatcher had requested the Council discuss information that was shared in a weekly report submitted by the City Manager to the Council. DeBry stated that once staff received all the numbers for the fiscal year, the budget was showing \$90,000 difference from what had been projected and anticipate flat revenues moving forward. It was mentioned that management may need to reevaluate full-time staff costs. Staff has been reviewing options and will need to take more severe action in cutting costs. It was thought that there would be more revenue from new builds but those won't be received for at least another year. Discussion ensued and there were many varying opinions.

- C. Discussion of credits, reimbursements, and costs associated with DR Horton subdivision on Curtis Street and Highland Court.

Mayor Hatcher had requested a spreadsheet of actual costs and credits associated with the Highland Court development and DR Horton. Lembo assembled a packet of the SDC costs per build and the cost of improvements for the project. A discussion occurred, and no action taken as this was informational only.

- D. Approval of Resolution No. 1824 appointment to Budget Committee: Marrina Abeln
- E. Approval of Resolution No. 1825 appointment to Budget Committee: Orvalle Lengele
- F. Approval of Resolution No. 1826 appointment to Budget Committee: Vernon Epling
- G. Approval of Resolution No. 1827 appointment to Budget Committee: Marilyn Firth

DeBry presented the staff report regarding the openings on the Budget Committee. Applicant Marrina Abeln was not requested to attend the meeting since she was being re-appointed. Council interviewed Lengele, Epling and Firth.

Motion by Newton and seconded by Warren to approve Resolution Nos. 1824 to 1827 appointing applicants to the North Plains Budget Committee. The motion was approved unanimously.

- H. Discussion of Kaybern Street lot options for downtown area

DeBry presented the staff report. The North Plains Chamber of Commerce had asked about converting the Kaybern property into a parking lot for the downtown area. Discussion ensued. Staff was advised to table the discussion for a year.

- I. Discussion of North Plains Public Library donating library fines collecting during National Library Week to the North Plains Food Pantry.

Library Director Brodie submitted a request for approval to donate one week's intake of library fines to the North Plains Food Pantry. Many WCCLS libraries participate in collecting canned goods for their local food banks during National Library Week. Brodie is suggesting in lieu of canned goods, to donate the equivalent amount received in fines being paid during National Library Week, April 13 through April 19, 2014 to the North Plains Food Pantry.

Motion by Kindel. Second by Demagalski to approve the donation of the equivalent amount in library fines received during National Library Week 2014 to the North Plains Food Pantry. The motion was approved unanimously.

10. UNFINISHED BUSINESS:

A. Discussion on design and installation of permanent signage for businesses in the downtown area.

DeBry presented the staff report. The installation of directional signage for the downtown area has been discussed at past Council meetings and URA meetings. No final design has been selected nor have funds been set aside. The Chamber of Commerce was asked to comment on the design previously shown to the Council. Dan Parsons of Impact Sign provided a new design for consideration. Wayne Holm of Oregon Canadian Forest Products has since expressed a willingness to donate materials for the project if wood is selected as the material of choice. The Chamber would like to see this move forward. Discussion ensued. It was decided to table this discussion until the Chamber of Commerce had further comments.

B. Discussion and approval of specific draft city policies from number 650-705

Council went through policies 650-705. All policies were accepted with a few minor changes to Policy No. 702: Driving Safety and Policy No. 705: Violence in the Workplace. This was the last group of policies that needed to be reviewed. Staff will make all the suggested changes that were discussed over the past seven months and bring the Policy Manual back to Council for approval.

11. ORDINANCES:

FIRST READING:

A. Introduction and first reading of Ordinance No. 422— An Ordinance of the City Council of the City of North Plains, Oregon, temporarily prohibiting the location of medical marijuana facilities within the City of North Plains.

DeBry presented the staff report for Ordinance No. 422 and stated it needed to be adopted by May 1, 2014 to enact the moratorium supported by Senate Bill 1531. There was some discussion before a motion by Demagalski was made. The motion was seconded by Lenahan to read Ordinance No. 422 by title only for the first time.

Mayor Hatcher read the Ordinance by title only for the first time.

SECOND READING:

None Scheduled

12. CITY MANAGER REPORT

DeBry stated she had nothing further to report than what had already been discussed at this meeting.

13. COUNCIL REPORTS

Mayor Hatcher had a stack of flyers announcing the Volunteer Recognition Dinner that needed to be distributed door-to-door. Four of the Councilors accepted a packet of flyers to distribute in a designated area.

Councilor Broome reported he is continuing to find donors for the dances that will begin again in September. He is hoping to obtain sponsors for each dance to assist with costs.

Councilor Warren inquired if the Police Chief's report could contain more information and depth to reflect what is happening in this town.

Mayor Hatcher mentioned that three of the Councilors terms are expiring on December 31, 2014. He inquired when the timeline for submitting paperwork for elections will be posted. Reh informed Council she will be attending an Election Review meeting on April 16. Information will be posted after that meeting.

Lenahan reported she attended the Library Board meeting in March. The Board is rewriting the artwork and exhibit policy. A patron had complained stating one of the pieces of an art exhibit was offensive to him. Lenahan stated the Board is ensuring the First Amendment will not be violated within the policy.

The Parks Board and Boyles has submitted a scope of work to several architectural firms. One came out to North Plains on April 5 and did a walk around with Park Board members Lenahan, LaBonte and Nunnenkamp at no cost.

Lenahan informed Council it is time to work on the performance evaluation for the City Manager. City staff will not be involved in the process this year. An executive session will need to be scheduled in the next month to discuss.

Kindel inquired about the status with the Kenny Field project—he heard it was on hold again. DeBry confirmed it is on hold as a decision has not been made between the developer and owner regarding the Field residence.

Kindel also inquired about the status of the low land in the property around McKay Creek. Council discussed this issue in a past session. No further direction has taken place.

14. ADVICE/INFORMATION ITEMS:

- Thursday, April 10: Volunteer Recognition Spaghetti Dinner at Jessie Mays @ 6:30.
- Saturday, April 12: Kukatonon Children's African Dance Troupe at Jessie Mays @ 1:00 (rescheduled to this date because of the snow in February)
- Saturday, April 19: Spring Country Classic Dance sponsored by NP Senior Center at Jessie Mays @ 7:30 p.m.

15. EXECUTIVE SESSION:

- A. Consider convening in Executive Session under ORS 192.660(2)(e) to conduct deliberations with persons designated by the governing body to negotiate real

property transactions.

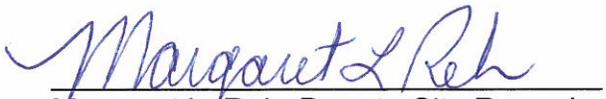
Hatcher convened into Executive Session at 9:45 p.m.

Council exited out of Executive Session at 9:55 p.m. Council discussed the direction for staff regarding the OSP property on West Union Road. No decision was made.

15. **ADJOURNMENT:** Mayor Hatcher adjourned the meeting at 10:00 p.m.



David Hatcher, Mayor



Margaret L. Reh, Deputy City Recorder

Date approved 04/21/2014