

**CITY OF NORTH PLAINS, CITY COUNCIL MEETING
MINUTES REGULAR SESSION
NORTH PLAINS SENIOR CENTER
31450 NW Commercial
Monday, August 19, 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:** Mayor Hatcher conducted the flag salute
3. **ROLL CALL:** Mayor David Hatcher; Council President Teri Lenahan; Councilors: Charlynn Newton, Glen Warren, Michael Broome, Michael Demagalski, and Robert Kindel, Jr.

Staff present: City Manager Martha DeBry, Police Chief Bill Snyder, Public Works Director Blake Boyles, Library Director Debra Brodie, Deputy City Recorder Margaret Reh

4. **CONSENT AGENDA:**
 - A. Approval of regular session agenda
 - B. Approval of minutes of 07/15/2013 Council meeting

Motion by Broome. Seconded by Warren to approve the Consent Agenda as presented. The motion was approved unanimously.

5. **PUBLIC COMMENT:**

Justin King, 31270 NW Kaybern Street, addressed the Council concerning the lack of City Center signage out on Highway 26. DeBry advised that the City has acquired a couple of signs stating North Plains is open for business. These signs have yet to be installed

Judy Dreis, 31001 NW Highland Court, addressed the Council concerning safety issue of people tripping on the threshold of the main doorway at Jessie Mays. Boyles will look into it.

Hatcher asked Dreis how the dance went. She stated that over 100 people attended.

6. **PRESENTATION:**
 - A. **Proclamation to the North Plains Community Garden Club**

Sue Cropp, Bunny Leuthold, Suzanne Dailey, Nancy Haskin and Vickie DeVlaeminck, all members of the North Plains Community Garden Club, were in attendance to receive a Proclamation notice from the Mayor and City Council. This proclamation acknowledged the beautiful work the Garden Club has done with the garden wall at the corner of Glencoe and Commercial Streets, with the hanging baskets in town, and with flower bed outside the Community Garden. Mayor Hatcher expressed his true appreciation for what the Garden Club has done to help beautify the community.

The ladies, in return, complimented the Public Works Department and Blake Boyles for the all the assistance his department has given the Garden Club. They said they could not have done it without Public Works.

Motion by Demagalski. Seconded by Lenahan to adopt the North Plains Garden Club Proclamation. The motion was approved unanimously.

B. Brenda Bottema to present the details of the non-profit organization “Lucky to Serve” to Council.

Mayor Hatcher had invited Ms. Bottema to attend the Council meeting after he became aware of a non-profit organization she had established five years ago. Bottema wanted to increase the level of awareness of ***Lucky to Serve***, a non-profit that is dedicated to improving the lives of needy children and their families in the North Plains area. Since the inception of this non-profit, many individuals and organizations have assisted with providing children with toys at Christmas time. Bottema was asking the Council to help her get the word out to families in the North Plains area who could use assistance. Council and staff agreed to have applications available at City Hall for individuals who would be eligible to participate.

7. **PUBLIC HEARING:**
None Scheduled

8. **NEW BUSINESS:**

A. Adoption of Resolution No. 1797 Surplus Personal Property

DeBry stated that staff is asking for authorization to dispose of surplus personal property that has been found at parks, in the streets or other public facilities. The property listed on Resolution No. 1797 has been stored by the City for more than 30 days and no one has stepped forward to claim it. Hatcher asked how we were planning on disposing it. The Chief explained that we need to donate or auction the items.

Motion by Kindel. Seconded by Warren to adopt the Resolution No. 1797 Surplus Personal Property. The motion was approved unanimously.

B. Adoption of Resolution No. 1798 approving the Springbrook Accounting System Upgrade to version 7.15

DeBry presented the staff report. Lembo has been looking into upgrading the Springbrook accounting software. The City is currently on version 6.07 and is looking to upgrade to version 7.15. Springbrook will host the upgrade and install the software on each computer. Hatcher stated that he thought we were going to switch to a different software since we are only utilizing a part of this software, and this purchase was not in the current budget. Lembo stated that she researched various programs and evaluated many factors, including the costs of retraining staff and the IT support of various packages. A key feature of the upgrade is the ability to export reports to Excel. Lembo agreed with Hatcher that the budget did not specifically address this purchase. Staff is asking Council for the authorization to purchase the software and the funds could be allocated with the supplemental budget.

Lenahan inquired about the IT savings. DeBry stated that we shouldn't need to upgrade our servers for a long time and that our IT issues have improved since new computers were purchased. DeBry could not quantify if the IT savings at this time.

Hatcher had more questions regarding the costs up to \$46,000. DeBry stated that the Resolution is asking for the authorization to enter into a contract for those four years, with only a portion allocated each year. Lenahan commented that the amount to work that needs to be done up front explains why the costs are greater on the front end.

Motion by Demagalski. Seconded by Kindel to adopt the Resolution No. 1798 approving the Springbrook Accounting System Upgrade to version 7.15. The motion was approved unanimously.

C. Adoption of Resolution No. 1799 approving the Extension of Workers' Compensation Coverage to Volunteers of the City Of North Plains, Oregon

DeBry explained that our insurance broker, WSC, asked us to update our resolution. C. Aldrich tracks the volunteer hours for the library and reports on them monthly. Lenahan asked if we should list all public events on this policy. DeBry explained the effect that claims from volunteers could have on our experience rating which in turn affects our rates for regular employees. Our regular employees are at a greater risk—especially Public Works and the Police Department. We do have waivers for volunteers that are signed for the parade entries, car shows and the alcohol monitors. We need to be more diligent in getting waivers signed for other events in which we use volunteers.

Lenahan asked about the unanticipated projects and notifying CIS. DeBry stated that we will need to give at least a two week written advanced notice of any new events with a list of volunteers we want covered. This can be done without a new resolution.

Council discussed the events that are listed on the resolution. It was decided that the Holiday Jingle should be removed from the list of covered events since it is actually sponsored by the North Plains Events Association.

Motion by Demagalski. Seconded by Warren to adopt the Resolution No. 1799 approving the Extension of Workers' Compensation Coverage to Volunteers of the City of North Plains, Oregon, after removing the Holiday Jingle from Section 1, Item E of the Resolution. The motion was approved unanimously.

D. Presentation of July Check Register

Council reviewed the Check Register reports for July and asked a few clarifying questions regarding the number of Verizon phones the Police Department uses.

E. Presentation of FY2013 Preliminary Actuals

Finance Manager Lembo presented the preliminary budget actuals to the Council. The Audit begins on Wednesday and Lembo wanted to inform the Council of the highlights presented in

the staff report. DeBry pointed out that the additional income came in to the water fund even though we did not have a water rate increase in the previous fiscal year. The increase in growth and construction has helped ease the water budget. Hatcher asked further about the proposed water rate increase—he stated that it seems that we don't need to do the increase. Lembo advised the rate increase is to build on savings so we can use it on capital projects. Boyles added that a lot of the increased revenue was from hydrant sales of outside sources which is not reliable income.

Hatcher asked for more clarification on the property tax collections and the status of collection of delinquent taxes. Lembo stated the collection of delinquent taxes is a small portion of what we collect in tax revenue.

Hatcher asked Lembo if she put this whole packet together herself—if it was her work. When she answered in the affirmative, Hatcher thanked her for all her nice work.

F. Review of Fourth of July, 2013 expenses

DeBry stated that we do have most of the actuals from the Fourth of July. In the report DeBry put down many of the comments on different aspects of the event. She advised while some things can improve but we had a lot of great things happen that day. The overall perception from residents was that it was a wonderful event and a tradition worth continuing. Staff wanted to get back to Council quickly to touch base about the actual costs of the Fourth of July Celebration. Council members commented on how their family members enjoyed the festivities of the event.

Hatcher expressed some confusion on the net revenue appearing like it is \$15,700 in the hole. DeBry stated the Recology Fund was to provide \$13,000 per our agreement this year. This year the event cost \$2,711. Hatcher commented on the expense of the fireworks and that the money from Recology would not necessarily go toward fireworks in the future. He stated that we need to figure out how to shrink the expenses. DeBry stated the other option is to grow the revenues in the coming year, and a decision on fireworks would need to be made by October.

G. Discussion on direction to take regarding the City newsletter

Lenahan moved to defer the discussion on the City newsletter to the next Council meeting. Second by Warren. The motion was unanimously approved.

H. Review of OLCC application for transfer of ownership of the Rogue Brew Pub

The new owners of the Rogue Brew Pub, Michael and Maria Basile have applied for the transfer of ownership license from OLCC and are looking for the approval from the Council as part of the OLCC process. They are doing business as the Forgetful Elephant, LLC. Motion by Lenahan. Seconded by Newton to approve the OLCC application for the Forgetful Elephant, LLC. The motion was approved unanimously.

9. UNFINISHED BUSINESS:

The Council consider the renewal of employment contract with City Manager, Martha DeBry. Hatcher clarified that this contract had gone to the City Attorney and the amended language

reflects the changes to approve a six-month severance package and a total of two weeks administrative leave.

Hatcher asked for a motion. Motion by Broome. Seconded by Warren to approve the employment contract with City Manager Martha DeBry. The vote was split 6-1 with Lenahan voting against.

10. ORDINANCES:

FIRST READING:

A. None Scheduled.

SECOND READING:

B. None Scheduled

11. STAFF REPORTS

City Manager DeBry had nothing to report.

Chief Snyder reported they have been working with the surrounding law enforcement agencies, including the Oregon State Police and the Washington County Sheriff's Office, on an on-going case for the past eight months. Several arrests were made on August 13, 2013. Chief Snyder will be going before a grand jury for an indictment of three individuals for possession and distribution of heroin.

The department has brought in a new Reserve Officer to replace Nick Steele. Mr. Duncan had 34 years in with the Sheriff's department and Snyder feels he will be a great asset.

Hatcher asked Snyder how the Garlic Festival went from the perspective of the Police Department. Snyder reported it went well. He said they tried to keep a low profile since people were there to enjoy themselves and the Police didn't want to put a damper on that.

DeBry and Snyder wanted to approach the Council regarding putting a series of security cameras on Commercial Street. As the City increases activities on the street, having some extra eyes could be beneficial. The cameras that could be used for night purposes also. DeBry stated there are grants available from CIS, and Snyder said it would be under \$5000. Hatcher asked Snyder to come back with more information.

Public Works Director Boyles reported on the Claxtar Street project. The sidewalks and aprons should all be poured in the next two weeks. The contractor thinks they will be done by the end of August. There were some storm drain issues that slowed the project up a little.

Library Director Debbie Brodie submitted a written report. She wanted to specifically address the changes to the upcoming Library Board meetings. The August 21, 2013 meeting has been changed to August 28, 2013. Teri Lenahan will attend this meeting. The September meeting has been cancelled. The October meeting will be held on October 2, 2013 in conjunction with the Banks Library Boards. A presentation by WCCLS Director Eva Calcagno will be given at

that time. It will take place at the North Plains Public Library. Hatcher agreed to attend the October Library Board meeting.

5. PUBLIC COMMENT (Cont.):

Lincoln Israel, 10205 NW Curtis Street asked Council to consider not making Curtis Street a through street with a division between the old and new subdivisions. Israel sees this as becoming a safety issue as more traffic enters the street. Hatcher stated they can take a look at it later at another meeting.

12. COUNCIL REPORTS

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

Mayor's Report: Hatcher reported on the Farmer's Market and the Concerts in the Park. He feels it would be nice to see all the Councilors supporting these events. He stated that a lot of work has gone into organizing these and the Council needs to support them. He informed the Council there are two more concerts. He stated the last Concert in the Park is the Garcia Birthday Band—a tribute band to the Grateful Dead. He challenged everyone to wear their tie-dyed clothing and come on out to the concert on the August 30, 2013 at 6:30. These concerts are good family fun and are great for our community.

Council Reports:

Lenahan suggested again that the minutes may be a little more detailed than they have been. She is aware that the audio recording of the minutes are available on-line that she could go back to, but would like the convenience of having them documented in the written minutes.

Warren stated he would like to see an item put on an agenda about moving the Garlic Festival from Jessie Mays Community Park to Main Street. He has talked with a number of his neighbors and they are tired of having it in their neighborhood. If it isn't changed they will start gathering names on a petition.

13. ADVICE/INFORMATION ITEMS:

- Farmer's Market: Saturdays from 9:00 a.m. to 1:00 p.m.
- Remainder of the Concerts in the Park—Friday evenings at 6:30 during August

14. ADJOURNMENT: Mayor Hatcher adjourned the meeting at 9:15 p.m.



David Hatcher, Mayor



Margaret L. Reh, Deputy Recorder

Date approved 9/3/2013