CITY OF NORTH PLAINS, CITY COUNCIL MEETING
MINUTES REGULAR SESSION
North Plains Senior Center
31450 NW Commercial Street
Monday, November 17, 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, Michael Demagalski, and Glen Warren
Excused: Robert Kindel, Jr.

Staff present: City Manager Martha DeBry; Chief of Police Bill Snyder; Public Works Director Blake Boyles; City Recorder Margaret Reh

4. **CONSENT AGENDA:**
   A. Approval of regular session agenda
   B. Approval of minutes of 11/03/2014 Council meeting

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

5. **PUBLIC COMMENT:**

Russ Sheldon, President of the North Plains Chamber of Commerce presented a check in the amount of $1,000 to the Council. This is a donation from the officers and members of the Chamber for the 2015 North Plains Fourth of July Celebration. This donation was received along with a round of applause.

6. **PRESENTATIONS:**
None scheduled

7. **STAFF REPORTS:**

Public Works Director. Blake Boyles reported the loss of a tree at the Louie Wentz Park during this recent wind storm. It needs to be determined if staff will replace it or do something else with that spot.

Boyles also reported the City of North Plains was acknowledged as an Outstanding Performer in the November edition of the Pipeline publication http://public.health.oregon.gov/HealthyEnvironments/DrinkingWater/Operations/Documents/pipeline/pipeline-2014-11.pdf.) The North Plains water system was the only water system in Washington County that met the established criteria for outstanding performance. Outstanding performers are systems with no significant deficiencies identified, as well as no unresolved violations. All Systems are evaluated during their routine Water System Survey, and those that meet the outstanding performer criteria have their survey frequency (and fee) reduced from every three years to every five years.

Chief of Police. Chief Snyder reported the department has installed one more camera on the east side of City Hall. Two cameras have already been installed at the library.

WCCCA has released an updated report explaining the formula and the breakdown of costs for radio services. Snyder inquired of Council is this is something they would be interested in reviewing. Snyder was directed to submit the report.

8. PUBLIC HEARINGS:

None Scheduled

9. NEW BUSINESS:

A. Consider Resolution No.1857 MACC's proposal to extend term of current franchise agreement with Comcast

Fred Christ, the Policy and Regulatory Affairs Manager from Metropolitan Area Communications Commission (MACC), briefly explained to Council the reason for requesting the extension on the Comcast franchise.

Motion by Warren. Second by Broom to adopt Resolution No. 1857 extending the term of the Cable Television Services agreement with Comcast of Oregon, Inc. to enable MACC to complete the formal renewal process. The motion was approved unanimously.

B. Interview the North Plains Events Association for the role of Event Planner for the Elephant Garlic Festival.

DeBry presented the staff report. Notices were distributed for a Request for Proposal (RFP) for Event Planning Services to coordinate the North Plains Elephant Garlic Festival. The North Plains Events Association (NPEA) was the sole applicant. Members of the NPEA were present at this meeting for the Council to interview. Mayor Hatcher and Council President Lenahan disclosed they are members of the NPEA but will receive no financial gain and therefore have no conflict of interest. This was not contested. Russ Sheldon and Sherrie Simmons of the NPEA approached the Council and discussed some details of their proposal.

DeBry is seeking a decision from Council regarding entering into a contract with the NPEA and requesting guidance from the Council on the compensation model to be used in the agreement.

Motion by Warren. Second by Broome authorizing the City Manager to work with the NPEA on a contract and include the financial formula for compensation of $1,000 and 10% of profit, and return with a contract at the December 1, 2014 and an offer to the NPEA. The motion was approved unanimously.

C. Consider Resolution No.1858 approving the purchase of gift certificates for employee holiday gifts.

DeBry presented the staff report. Annually the Council approves the purchase of $25.00 gift certificates from Fred Meyers for employees for the Thanksgiving and Christmas holidays. These gift certificates are budgeted from City Council 110-419-500000 "Employee recognition". Discussion ensued.

Motion by Demagalski. Second by Lenahan to adopt Resolution No.1858 approving the purchase of gift certificates for employee holiday gifts. Motion was approved with Warren voting against.

D. Review of October 2014 Check Register

Council reviewed the items on the October 2014 Check Register. A few questions were asked by the Council and were satisfactorily answered by staff.

10. UNFINISHED BUSINESS:
None Scheduled

11. ORDINANCES:

FIRST READING:
None Scheduled

SECOND READING:
None Scheduled

12. CITY MANAGER REPORT

- An application was received for the proposed subdivision east of 307th. It was not complete and the property owner asked to take it back as he had not reviewed it himself yet.
- Staff has received applications for the Fourth of July Coordinator. The application process is closed at this time.
- An interview panel has been assembled and interviews for the Planning Consultant will be conducted on Wednesday, November 19, 2014.

13. COUNCIL REPORTS
Hatcher reviewed the Council calendar and discussed which Councilor will be attending the upcoming meetings.

14. ADVICE/INFORMATION ITEMS:

- Thanksgiving Holiday, Thursday, November 27 and Friday, November 28: City Offices closed.

16. ADJOURNMENT: Council adjourned the meeting at 7:57 p.m.

David Hatcher, Mayor

Margaret L. Reh, City Recorder

Date approved 12/01/2014