

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

North Plains Senior Center  
31450 NW Commercial Street  
Monday, September 21, 2015

1. **CALL TO ORDER:** Mayor Hatcher called the Regular Session of the City Council to order at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE:** Hatcher led the Council in the flag salute.
3. **ROLL CALL:** Mayor David Hatcher; Council President Teri Lenahan; Councilors: Sandi King, Charlynn Newton, Sherrie Simmons and Robert Kindel, Jr.

**Absent:** Scott Whitehead

**Staff present:** Police Chief Bill Snyder; Library Director Debra Brodie, Public Works Director/Interim City Manager Blake Boyles; City Recorder Margaret Reh

4. **CONSENT AGENDA:**
  - A. Approval of 09/21/2015 regular session agenda
  - B. Approval of minutes of 09/08/2015 City Council meeting

Motion by Simmons. Second by Lenahan to approve the Consent Agenda. Motion was approved unanimously.

5. **PUBLIC COMMENT:**
6. **PRESENTATION**
  - A. None Scheduled
7. **STAFF REPORTS:**

**Chief of Police.** Chief Snyder did not have anything to further to report.

**Library Director.** Brodie submitted her monthly report early as she will not be able to attend the first meeting in October. Brodie went over a few of the programs the library will be presenting in October.

8. **PUBLIC HEARING:**  
None Scheduled
9. **NEW BUSINESS:**
  - A. Approve Resolution No.1904 and Resolution No. 1905 showing Council support for the renewal of Washington County Levies.

Rob Drake, representing PAC People for Libraries, presented information regarding the upcoming Washington County levies which could impact North Plains' residents. Washington County Cooperative Library Services and Washington County Sheriff's department both have measures on the ballot for the November 3<sup>rd</sup> election. Drake was seeking the support of the council for both levies.

Motion by Kindel. Second by Newton to adopt Resolution No.1904 supporting the renewal of the Washington County Cooperative Library Services Local Option Levy Ballot Measure 34-235. Motion was approved unanimously.

Motion by Lenahan. Second by Simmons to adopt Resolution No.1905 supporting the renewal of the Washington County Public Safety Local Option Levy Ballot Measure 34-236. Motion was approved unanimously.

B. Discussion, review with Ricky Freeman and approval of Resolution No. 1906 approval of street closure for fund raising event for Emily Fuggetta

Ricky Freeman, 13203 NW Old Pumpkin Ridge Road, North Plains, OR, presented a request for a street closure and a waiver of fees for Saturday, September 26, 2015. This is for a fund raising event for North Plains' area resident, Emily Fuggetta. Emily was in a car/horse accident in which her horse was fatally injured and Emily's leg was amputated. An auction will take place at the Rogue Brew Pub and Eatery. Discussion ensued.

Motion by Lenahan. Second by Kindel to adopt Resolution No.1906 authorizing street closures and waiver of fee for said street closure for fundraising event for Emily Fuggetta. Motion was approved unanimously.

C. Friends of the North Plains Public Library On-Line Sales-possible relocation to 31311 NW Commercial Street

Carolyn Leavitt, President of the Friends of the North Plains Public Library (Friends), read the proposal that was included in the Council packet. The Friends are hoping to move their fundraising operations from the annex at Jessie Mays to the city owned house located at 31311 NW Commercial Street. Moving to this larger space will enable the Friends to keep more of its inventory available for sale, generating greater revenue to support the Library. The City in turn will regain access to the annex space in anticipation of the future remodeling of the Jessie Mays Community Hall. Discussion ensued.

The consensus of the Council was to move forward with this proposal. Chris Crean said he would work with the Friends on drawing up an operations agreement that will work for both entities. They will return with a proposal to present to the Council.

D. Approve Resolution No. 1907 Authorizing the Mayor to enter into an Intergovernmental Agreement (IGA) between Washington County and the City of North Plains for design and construction of a trail adjacent to

Glencoe Road and Highway 26, and to transfer jurisdiction of NW 307th Avenue to the City.

Boyles presented a staff report. This IGA outlines details of transferring the ownership of NW 307<sup>th</sup> Ave from Highland Court and then south to the city limits at the Highway 26 right-of-way. This IGA also addresses the funding for the Ghost Creek Trail project. This project consists of the walk paths from the west side of Glencoe Road to the 307<sup>th</sup> Avenue viewing area which will also be constructed with the funding. This is adjacent to the McKay Creek Crossing development. Discussion ensued.

Motion by Simmons. Second by Lenahan to adopt Resolution No.1907 authorizing the Mayor to enter into an Intergovernmental Agreement between Washington County and the City of North Plains for design and construction of a trail adjacent to Glencoe Road and Highway 26, and to transfer jurisdiction of NW 307th Avenue to the City. Motion was unanimously approved.

E. Review of Street Fund-fund balance

Rachael Lembo presented the staff report outlining the restrictions and history of use of the funds for street projects, particularly the Claxtar Street project which went over budget. Over time the restricted balances loaned money to the Unassigned street fund balance. This Unassigned balance improved somewhat in FY14-15 as a result of no street maintenance work being completed. However, with anticipated street maintenance in the current year, this balance is expected to increase.

Another factor affecting this fund are street light expenses. Street light expenses are expected to increase approximately \$12,000 this year due to new street lights for half the year and a change in options with PGE. Discussion ensued.

A plan needs to be established to increase the Unassigned balance. The Street Fund has limited revenue. Options for increasing this fund include: 1) increasing the Transportation Utility Fee; 2) transfer money from the General Fund; 3) introduce a Street Light Fee; 4) introduce a gas tax. Discussion ensued.

The consensus from Council was for Lembo and Boyles to look at projections and billing cost of street lights per house per month. They will analyze the price point for a street light fee that will cover the monthly electrical bills and come back to Council with a proposal.

F. Review FY 2014-15 Unaudited Budget to Actual Financial Report

Lembo presented the staff report which included the unaudited actuals for Fiscal Year 2014-15. The fiscal year has been closed and all accounts have been reviewed. These actuals will be audited in mid-October by our auditor, Dennis Conner, CPA. Lembo walked the Council through each fund.

G. FY 2015-16 Budget Update as of September 11, 2015

Lembo presented the staff report which included the budget to actual financial reports for FY2015-16 through September 11, 2015. The details of this report were submitted in the Council packet.

H. Review letter from City Auditor, Dennis Conner, CPA explaining responsibilities under Generally Accepted Auditing Standards

The City's auditor, Dennis Conner, CPA, has provided a letter to the City Council which explains the auditor's responsibilities under Generally Accepted Auditing Standards (GAAS). This is a standard letter provided each year.

I. Review and discuss options for Marijuana facilities

Chris Crean, legal representative from Beery, Elsner and Hammond, led a discussion regarding the status of the changes the Oregon Legislature made to state law regarding both medical and recreational marijuana. Discussion ensued.

The consensus of the Council is to conduct a workshop which will be held on Thursday, October 1, 2015 at 7:00 p.m. Council would like to establish a set of principles to forward on to the Planning Commission for direction on this issue. There have been a few inquiries from individuals looking to open a dispensary in North Plains.

10. UNFINISHED BUSINESS:

None presented

11. ORDINANCES:

FIRST READING:

None Scheduled

SECOND READING:

None Scheduled

12. CITY MANAGER REPORT

Boyles updated the Council on the status of the various developments in progress.

An Executive Session will be scheduled at the October 5 City Council meeting to discuss real estate transactions.

A URA meeting will be scheduled for October 5 to discuss the next steps to developing the parking lot at the corner of Kaybern and Main Street. The URA will also discuss the Vanderzanden property.

13. COUNCIL REPORTS

Hatcher met with Rudy Kadlub and discussed development opportunities.

Mayor Hatcher and Boyles will be meeting with Kirstin Greene and Heather Austin to discuss the process for the RFP and the direction for the economic review portion of the Comprehensive Plan.

A short discussion ensued regarding the Vanderzanden property and the status of the recorded zoning at Washington County.

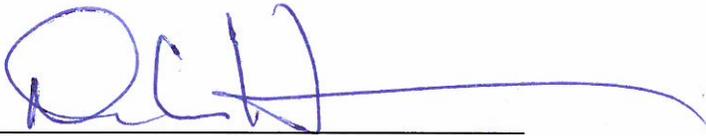
Simmons reported the strategic planning process is complete for the North Plains Public Library. Simmons stated that information and technology will be the focus for training of staff and offering to patrons.

**14. ADVICE/INFORMATION ITEMS:**

- Thursday Marketplace-last night for the market this season will be Thursday, September 24, 2015 and the hours are from 5:00-8:00 p.m.

**15. ADJOURNMENT:**

Mayor Hatcher adjourned the regular session of the City Council at 9:51 p.m.



David Hatcher, Mayor



Margaret L. Reh, City Recorder

Date approved 10/05/2015