

**CITY OF NORTH PLAINS, CITY COUNCIL MEETING
MINUTES REGULAR SESSION
NORTH PLAINS SENIOR CENTER
31450 NW Commercial
Monday, October 7, 2013**

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: Glen Warren, Michael Demagalski, Charlynn Newton, and Robert Kindel, Jr.

Excused: Councilor Broome

Staff present: City Manager Martha DeBry, Chief of Police Bill Snyder, Public Works Director Blake Boyles, Library Director Debbie Brodie, Finance Director Rachael Lembo, Deputy City Recorder Margaret Reh

4. **CONSENT AGENDA:**
 - A. Approval of regular session agenda
 - B. Approval of minutes of 09/16/2013 Council meeting

Motion by Lenahan. Seconded by Demagalski to approve the Consent Agenda. The motion was approved unanimously.

Hatcher made an announcement that he is making some changes in how he will run the council meetings. In the past he has been rather free in letting conversations happen, but he now wants people to wait to speak until they have been recognized.

5. **PUBLIC COMMENT:**

Margaret Reh, President of the Friends of the North Plains Public Library invited the Council to the One Book One Community Program Preview scheduled for Saturday, October 12 at 6:30 at the library. This is an introduction to the book, *Running the Rift* by Naomi Benaron which will be featured in all the One Book One Community events throughout the month of February. Free copies of the book will be available to those who attend the event on Saturday. The One Book One Community Kick-off will be held on Saturday, February 1st at the North Plains Public Library.

6. **PRESENTATION:**
 - A. Presentation of proceeds from benefit dance to Ruby Brackin of the North Plains Food Pantry.

Councilor Broome had organized the County Music Swing and Sway fundraiser that was held

on September 21, 2013. That event raised \$704.75 for the North Plains Food Bank which operates under the North Plains Senior Center. Mayor Hatcher presented a check for \$704.75 to Ruby Brackin who was representing Loaves and Fishes.

Lenahan asked Brackin to give a brief report on the Food Bank. Brackin stated that about 32 families are taking advantage of this program. They enjoy the shopping style of the set up in the yellow house. She is a little concerned about people having to wait outside until their turn during the winter months.

7. **PUBLIC HEARING:**
None Scheduled

8. **NEW BUSINESS:**

A. Adoption of Resolution No. 1801 Supporting Passage of Hillsboro School District General Obligation Bond

Hatcher stated that Council talked about this at the last meeting. Motion by Lenahan. Seconded by Demagalski to adopt Resolution No. 1801 supporting the passage of Hillsboro School District General Obligation Bond. The motion was approved unanimously.

B. Adoption of Resolution No. 1802 Appointment of Anapreet Kaur Gill to the North Plains Public Library Board of Directors

Hatcher stated a recommendation had been forwarded from the Library Board to appoint Anapreet Kaur Gill to the North Plains Public Library Board of Directors. Lenahan commented that she was very glad to see Ana getting involved with the Library—they are a good group of people. Motion by Demagalski. Second by Warren to approve Resolution No. 1802. The motion was approved unanimously.

C. Discussion of Acquisition of Cameras with a CIS grant

Chief Snyder presented the staff report. The North Plains Police Department has been exploring options for the purchase of cameras that can passively monitor high traffic areas, and provide data about problem crime areas. The locations the Department is considering monitoring include Commercial Street and Glencoe Road. Snyder is seeking direction from the Council if he should proceed in applying for a grant that would cover the purchasing and installation costs of these cameras. Discussion ensued regarding the quality of cameras that would be purchased, location of the placement of the cameras, and the purposes these cameras would be used for. Some council members expressed a concern about monitoring in “the big brother” sense. Consensus of the Council was for Snyder to proceed with applying for the grant through CIS to obtain security cameras.

D. Discussion of property acquisition for Water Tank Site

DeBry presented the staff report. DeBry is asking for direction from the Council regarding the purchase of property for a future water tank site. There are three properties that are currently available for purchase. DeBry wanted to get a sense of comfort level the Council has with the different financing options. A second water tower is important in the event of an emergency

and we would want something in place on the other side of Glencoe Road. This has more importance as North Plains will have more housing on the east side. Discussion ensued and included: possible relocation of Public Works; development of a future recreation center; city hall expansion—including library; various means of funding the purchase and still be able to fund additional infrastructure projects; linking east side of city to west side of city. Different means of funding are available depending on the intended purpose for the property. This is not something that has to be acted on in the immediate future, but now is the time to be looking at options available. DeBry was instructed by Council to bring this discussion back at the next Council meeting with more information.

E. Discussion of fireworks show for July 4, 2014

DeBry presented the staff report. Staff is seeking direction from Council regarding pursuing a fireworks show at the end of our third annual Fourth of July Celebration. A decision needs to be made regarding reserving the date for fireworks. If a show is reserved, Council can cancel the show up until March when the signed contract and deposit are due. Discussion ensued. Consensus of Council was to reserve a spot for the fireworks display. Staff was directed to pursue sponsorships from individuals, organizations and businesses. Then depending on the amount of funding received Council will decide if we have a fireworks display in 2014.

F. Discussion of the hiring of an Event Organizer for 4th of July

DeBry presented the staff report. Staff is proposing that the role of the Event Organizer be assigned formally to one person or firm to ensure that adequate time is spent on the planning process. More volunteers will be incorporated into the planning process. Hiring a person or firm to act as an organizer would reduce the amount of staff time invested in the event and promote more community involvement. The cost for an organizer is proposed to be between \$4,500 - \$6,000. If the organizer is successful in soliciting sponsorships there could be adequate revenue to fund the expense. The event this past year absorbed much of the Public Works Director's time and energy along with other staff members. By hiring an Event Organizer we will still be allocating resources, just differently. This will free up staff to do their other job assignments. Discussion ensued. The consensus of the Council was for staff to pursue hiring an Event Organizer for the Fourth of July event.

G. Acceptance of Employee Handbook date 10/1/13

Staff provided Council with a copy of the newly revised Employee Handbook. The City maintains an employee handbook to assist new hires and employees with understanding the employment process, policies, wages and benefits. This document contains only summary information. More detailed information is available in the source documents such as the explanations of benefits and budget.

H. Discuss progress Councilors are making on reviewing draft City Policies received at 9/16/13 Council Meeting.

The Council received copies of the draft City Policies at the 9/16/13 Council meeting. They are working their way through the document. They will begin approving the policies systematically throughout the next few council meetings.

I. Discussion of street naming with new development.

This topic was tabled until the 10/21/13 meeting.

J. Discuss FY2013-14 through September 2013

Finance Director Rachael Lembo presented the fiscal year documents through September to Council for review. The reports are available on-line in the Council packet information. This item was informational only.

K. Discuss excess crime coverage

Lembo explained that crime coverage is insurance against employee theft, fraud, and robbery. It is important for the Council to review this insurance policy periodically and consider how much risk the City is comfortable with as well as cost of higher coverage. Council directed staff to leave the coverage at \$250,000.

9. **UNFINISHED BUSINESS:**

A. None Scheduled

10. **ORDINANCES:**

FIRST READING:

A. None Scheduled.

SECOND READING:

B. None Scheduled

11. **STAFF REPORTS**

City Manager DeBry reported the Sunset Ridge application was received for the east expansion area. The number of small lots planned have increased significantly. Staff will keep the public aware of the plans and progress through the newsletter and the city website.

Boyles and DeBry stated they are looking into adding street lights to the industrial area of town. They are also considering doing some outreach to various neighborhoods to find out who may be interested in having street lights installed. Council was concerned about how these will be paid for. The cost is \$7.00 per light per month. DeBry stated they are just investigating this matter at this time.

Public Works Director Boyles reported on the Glencoe Road interchange. ODOT is close to being finished with what they are going to do this fall. Next April the final lift will be added to the street. He also reported that he met with ODOT regarding the walking trail and options with the alignment.

The final lift of concrete was laid down last Friday on the Claxtar Street project. For the most part, the residents are happy with the results. Hatcher stated he has heard some concerns

from residents who stated they lost seven feet from their yard and now have an eight inch incline. Boyles stated that the right-of-way has not changed on anyone's property.

Chief Snyder reported that the North Plains Police department is facilitating a Hood to Coast team that will participate in the 2014 Hood to Coast Run. This Run raises money for Providence cancer research.

Library Director Brodie reiterated that a new art exhibit is now on display at the library. This art exhibit follows the theme of the One Book One Community book choice of *Running the Rift* by Naomi Benaron.

The library has decided to disband craft night. The crafters will continue to create items on their own that will be sold at the December Craft sale fundraiser.

Staff applied for and received a grant with the State of Oregon to assist in the education of Oregonians with the new Cover Oregon health plan. Margaret Wold of the North Plains Senior Center stated that they will be providing information about Cover Oregon at the Senior Center also.

12. COUNCIL REPORTS

Mayor Report:

Hatcher reported he attended the joint library board meetings of the North Plains Public Library and the Banks Public library. It was a very informative meeting.

Hatcher polled the Council on their opinion on continuing to have council meetings at the North Plains Senior Center. He stated that initially it was going to be temporary. Consensus was to continue meeting at the Senior Center. The main concern of the Council was that it is more work for the Senior Center staff. Margaret Wold assured Council it was fine with them.

Wold did state that Council will not be able to meet at the Center during November as they will be in the middle of their kitchen remodel.

Council Reports:

Warren reported the conversations he has had with the senior pastor at Evergreen Christian Center regarding the skate park equipment have been promising. They are willing to pay for the equipment. An agreed upon price has not been reached quite yet.

Newton reported on the League of Oregon Cities conference that she just attended. She came away with lots of new ideas for council and the community. She learned many things that would be beneficial to all of the Council as leaders of the community.

Lenahan reported she attended the first Parks Board meeting in September. They will be conducting a survey at the Chili Cook-off regarding the feasibility of a dog park.

13. ADVICE/INFORMATION ITEMS:

- One Book One Community Program Preview and Art Exhibit: Saturday, October 12, 2013 from 6:30 – 8:00 p.m. at the North Plains Public Library.

- Chili Cook-Off, Thursday, October 17 at 6:00 in the Jessie Mays Community Hall
- Benefit Dance: Harvest Hoedown, Saturday, October 19, 2013 from 7:00 p.m. to 11:00 p.m. at Jessie Mays Community Hall.
- Pumpkin Run and Costume Parade, Saturday, October 26, 2013 from 7:00 a.m. with the pumpkin pancake breakfast at the Senior Center then events throughout the day at Jessie Mays Community Hall.
- Halloween Treats at the library on Thursday, October 31, 2013 starting at 11:00 a.m.

14. **ADJOURNMENT:** Mayor Hatcher adjourned the meeting at 9:48 p.m.



David Hatcher, Mayor



Margaret L. Reh, Deputy Recorder

Date approved 10/21/13