

**PRELIMINARY AGENDA
REGULAR SESSION
CITY OF NORTH PLAINS, CITY COUNCIL MEETING
NORTH PLAINS SENIOR CENTER
31450 NW Commercial Street
Monday, January 6, 2014 – 7:00 P.M.**

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CONSENT AGENDA:** *(The items on the Consent Agenda are normally considered in a single motion. Any item may be removed for separate consideration upon request by any member of the Council.)*
 - A. Approval of regular session agenda
 - B. Approval of minutes of 12/16/2013 Council meeting
5. **PUBLIC COMMENT:** *(Persons wishing to speak on matters not on the agenda may be recognized at this time. Speakers must complete a “Public Comment Registration form” on the information table and return it to the City Recorder. You are not required to give your address when speaking to the City Council, only your name. Presentations are limited to five minutes.)*
6. **PRESENTATION:**
None Scheduled
7. **PUBLIC HEARING:**
None Scheduled
8. **NEW BUSINESS:**
 - A. Appointment of City Councilor Representatives to Various Area Boards, Commissions and Committees
 - B. Newton to report on the National League of Cities: Congress of Cities and Exposition and the 88th Annual Conference of the League of Oregon Cities.
9. **UNFINISHED BUSINESS:**
 - A. Discussion and approval of specific draft city policies from number 401-603 (Copies of policies were distributed at the 9/16/13 Council meeting)
10. **ORDINANCES:**
FIRST READING:
None Scheduled

SECOND READING:

Ordinance No. 418 – An ordinance of the City Council of the City of North Plains, Oregon, vacating a portion of Hillcrest Street west from 319th Street approximately 1100 linear feet with the vacated area remaining subject to certain easements in favor of the City of North Plains, Portland General Electric and the Oregon Department of Transportation. The first reading by title only took place on 12/16/13.

11. STAFF REPORTS

Staff reports will be provided by the Public Works Director, Police Chief, and Library Director

12. COUNCIL REPORTS

A. Council reports will be provided by the Mayor and City Councilors on meetings attended and other items.

B. January 2014 Council Calendar

13. ADVICE/INFORMATION ITEMS:

- Friday, January 17, 2014 at 7:00: William Stafford Event-An evening of Conversation, Wine and Poetry with Kim Stafford, emceed by Brian Doyle at St. Edward's Parish Hall.
- Saturday, January 18, 2014 North Plains Senior Center Crab and Steak Feed at 3:00, 4:30 and 6:00 p.m. at Jessie Mays Community Hall.
- Sunday, January 26 from 1:30-5:00: Playdate at Jessie Mays Community Hall

14. ADJOURNMENT:

North Plains City Council meetings are accessible for disabled individuals. The City will also endeavor to provide services for persons with impaired hearing or vision and other services, if requested, at least 48 hours prior to the meeting. To obtain services, please call City Hall at (503) 647-5555

The following City Council Meetings will be scheduled to be held at the Jessie Mays Community Hall (this is during the Senior Center remodel—once the remodel is complete the meetings will be held at the Senior Center again). They will be held at 30975 NW Commercial Street, North Plains, Oregon, on the following dates at 7:00 p.m.:

Tuesday, January 21, 2014

Monday, February 3, 2014

Tuesday, February 18, 2014

CITY OF NORTH PLAINS, CITY COUNCIL MEETING
MINUTES REGULAR SESSION
NORTH PLAINS SENIOR CENTER
31450 NW Commercial
Monday, December 16, 2013

1. **CALL TO ORDER:** Mayor David Hatcher called the meeting to order at 7:02 p.m.
2. **PLEDGE OF ALLEGIANCE:** Mayor Hatcher conducted the flag salute
3. **ROLL CALL:** Mayor David Hatcher; Council President Teri Lenahan; Councilors: Michael Broome, Charlynn Newton, Robert Kindel, Jr., and Glen Warren
(Recorder's note: Warren arrived at 7:52)

Excused absent: Michael Demagalski

Staff present: City Manager Martha DeBry, Chief of Police Bill Snyder, Public Works Director Blake Boyles, Management Analyst Jennifer Knowles, Deputy City Recorder Margaret Reh

4. **CONSENT AGENDA:**

- A. Approval of regular session agenda
- B. Approval of minutes of 12/02/2013 Council meeting

Councilor Newton had one correction to the minutes from 12/02/13 Council meeting on page six under the staff reports. The minutes should reflect that it was Councilor Newton, not Demagalski, who would not have to attend the December Library Board meeting as that Board meeting had been cancelled.

Motion by Broome and seconded by Kindel to approve the Consent Agenda with the suggested amendment. The motion was approved unanimously.

5. **PUBLIC COMMENT:**
There were none forthcoming.

6. **PRESENTATION:**

There were two greeting cards addressed to the Council that Mayor Hatcher shared with the Council. One card was signed by members of the North Plains city staff thanking the Council for the gift certificates the Council provided for staff.

The second was a holiday card presented from the North Plains Library Board thanking the Council for their support throughout the year.

7. **PUBLIC HEARING:**

Requesting approval of an application by Jewett-Cameron to consider a proposed street vacation of approximately 1100 linear feet of NW Hillcrest Street west of 319th Avenue.

Jewett-Cameron had requested a street vacation of NW Hillcrest Street west of 319th Avenue of approximately 1,100 linear feet to its terminus. A vacation is when a public agency abandons property in which it has a right for street, highway or public service easement. The surrounding property owners take ownership of this property.

Street vacations require final approval by City Council Ordinance and is then submitted to the County. The application is being processed as a Land Use file, which requires adjacent property notification and compliance with all City and State standards pertaining to Street Vacations.

The Planning Commission approved the vacation on January 11, 2012, with the condition of approval that all easements and agreements associated with the vacation be coordinated with the City of North Plains, the Oregon Department of Transportation (ODOT), and Portland General Electric (PGE). The City has consulted with ODOT and PGE, and they are requesting access easements to the proposed vacation area so that ODOT can access and maintain their property to the south of the vacation area and so that PGE can access their poles in the northern portion of the vacation area. Access would be granted to the City of North Plains for right of entry to the City's water line and hydrant within the subject vacation area. There are no gas lines or other applicable utilities to address in the proposed vacation area.

Included in Council's packet is the Planning Commission Staff Report and its attachments which demonstrate compliance with City and State standards. No comments were received from adjacent property owners in response to public notices sent and posted. An additional public notice was published prior to the December 16, 2013 hearing. The south side of the street will be vacated to ODOT and the North side of the street will be vacated to Jewett Cameron. DeBry completed the staff report and recommended that Council open public hearing and accept community comments, and then read the Ordinance by title only for the first time.

Hatcher opened the public hearing at 7:11 to receive public comments. There were no public comments forthcoming. Hatcher closed the public hearing at 7:11:30.

Hatcher asked if ODOT signed off on this. DeBry stated staff had received a letter from ODOT agreeing this as long as they had access through an easement.

Motion by Kindel. Second by Lenahan to approve the findings related to File #SV-11-015, with the condition of approval that all easements and agreements associated with the vacation be coordinated with the City of North Plains, the Oregon Department of Transportation, Portland General Electric, and any other applicable agencies or adjacent property and to read the proposed ordinance for the first time by title only. The motion was approved unanimously.

A number for the ordinance will be assigned to this before the second reading by title only on January 6, 2014.

Mayor Hatcher read the ordinance for the first time by title only:

An ordinance of the City Council of the City of North Plains, Oregon, vacating a portion of Hillcrest Street west from 319th Street approximately 1100 linear feet with the vacated area remaining subject to certain easements in favor of the City of North Plains, Portland General Electric and the Oregon Department of Transportation. First Reading by title only.

Hatcher commented on how difficult it is to refer to an ordinance that has not been assigned a number. Council then discussed the process of assigning numbers to ordinances. It was decided that staff would assign an ordinance number to the paperwork before the first reading when the ordinance initially comes to the Council.

8. NEW BUSINESS:

A. Approval of Resolution No. 1809 declaring obsolete and non-functioning police equipment surplus.

Chief Snyder presented the staff report describing the items needing to be surplused and where they came from.

Motion by Lenahan and seconded by Broome to adopt Resolution No. 1809 declaring obsolete and non-functioning police equipment surplus. The motion was approved unanimously.

B. Review revenue and expenditures for Community Events and Activities

The packet included a report of the expenses for community events that have been conducted in fiscal year 2013. Council is tracking more revenue beyond what had been budgeted. There is the money allocated with budget and additional revenue raised by events. Approximately \$5,226 has not been expended. DeBry stated that the 4th of July budget is going to need some expansion for the 2014 event. DeBry also stated that we made money on the Pumpkin Run.

Lenahan inquired as to why the Holiday Bazaar and the Jingle were on the same line item. DeBry stated that was a finance decision. The bulk of that cost was for a banner for the Jingle. Lenahan stated she wanted to see these two events separated on the report—they are totally separate activities. Lenahan wants to see a report that is true to the number—specifically the cost of the banner for the Jingle.

DeBry stated the totals listed in the spreadsheet are accurate--the explanation for Comment D at the bottom of the spreadsheet was an estimate.

Lenahan was curious as to why the Senior Center donation and the Community Action donations were listed on this community event breakdown. DeBry stated we have one budget account number for all these items and then these items are the sub accounts to that.

Hatcher distinctly remembers discussing peeling off the donation monies from event money and put them on different line items. Hatcher continued saying this confused Council before and they wanted it to be clearer.

DeBry stated that community event expenses and donations made to other organizations are being tracked as separate line items in the budget. Hatcher doesn't want them tracked he wants them in separate line items. DeBry suggested maybe Council is confusing budgeting with accounting. Hatcher did not think the donations amounts should be listed on a report of expenses for community events. DeBry stated she would discuss this with the Finance Director.

Council continued to discuss the spreadsheet they had before them and received answers to further questions regarding the various community events. DeBry will continue to work with Lembo to break the budget line items down further. This will be done with the supplemental budget.

City Council budgeted \$27,350 for community events this year.

C. Council to review November Check Register

Hatcher asked for questions or comments regarding the November Check Register.

Newton wanted clarification as to why there are always two checks written out to ING every month. DeBry explained these were employee contributions to deferred compensation.

Newton then asked about the check to Chevron for \$970 for the police department. Discussion ensued regarding the use of the 76 Station vs. Chevron. The City receives a greater discount at the 76 Station. Public Works uses the 76 Station regularly. Snyder stated the Police do use the 76 Station when it is available—but they are not open 24 hours per day. The City only has a Chevron charge card if they are traveling out of town. Newton thought this seems like too much money to spend on gas. Snyder explained this is for police car use and with running the grant on the highway there has been an increase in usage. Snyder assured Council that he encourages his staff to turn off their engines when they are at city hall.

Lenahan inquired about all the training the police department is involved with. Lenahan would like the Chief to report to the Council of what has been learned; it would be a way to open up communication piece and how it affects the community.

Newton wanted to know why we paid for Polygon plans. DeBry explained that we hired consultant Carole Connell to oversee the east expansion area application received from Polygon. Connell read the submitted permit application and plans; drafted the staff report; attended the planning commission meeting and drew up the final findings report. The dollar amount on the check register will be recovered by the fee charged to Polygon.

Newton questioned the charge for Christmas Done Bright for \$452.00. DeBry explained it was for the Christmas light arch in front of city hall. Newton was pleased with that.

Newton questioned the S&H Logging charge for \$445.60. Boyles explained that was for the landscape rock that is now in front and alongside city hall that took place of shrubs that required much maintenance.

Lenahan asked about the charges for legal assistance and the Speight property and the status of the abatement. DeBry stated an abatement order to have the vehicles removed is likely. The vehicles should all be gone in January. In order to recoup the fines staff will probably need to file for a lien against the property.

Hatcher asked about the status of the shipping container at the house on Lenox. Staff reported that it has been removed from the property. Kindel stated he spoke with the owner of the container and he admitted to having messed up by not checking into regulations before placing the container on the property.

Newton didn't understand why there was a charge for a tavern named Clock Tower Ales on this check register. She stated we don't pay for alcohol. Snyder explained that this establishment serves food which was purchased during training. He assured that no alcohol was consumed and would not be paid for by the city.

Hatcher asked about the Thunder Ranch charge for \$1,813. Why so high. It was explained that it was the charge for hotel accommodations for two officers attending firearms training.

Lenahan asked what "uncommitted" meant? DeBry explained it is an entry in the computer but the check was not written yet.

9. UNFINISHED BUSINESS:

A. Consider the request for a BBQ Competition in June

DeBry presented the staff report. Council had asked at the 12/2/13 meeting for more detail regarding the proposal to host a BBQ Competition in June.

Discussion ensued. Some of the proposed details of the event were presented but DeBry stated staff has not vetted all the details of the event as staff is waiting for the approval from Council to move forward with the planning of the BBQ Competition. Council directed staff to move forward but wants a detailed budget report by March—including cost for garbage pickup and explaining all the projected costs.

B. Discussion and approval of specific draft city policies from number 360-382

The draft policy manual was distributed at the 9/16/13 council meeting to give the Councilors time to review and present any changes or concerns. Council directed staff on 10/21 that batches of policies be reviewed at each meeting until they are all approved.

Council went through policies 360-382 at this meeting. There was a lot of discussion and many questions regarding the policies.

380: What is the Market trend for maximum accrual of vacation hours that can be cashed out upon termination?

363: Leave without pay: Council would like DeBry to survey what other cities do and come back to this issue on the common policy.

Minor changes were made to a few policies. Council directed staff to make these revisions. An edited copy of the manual will be delivered to Council at the end of the process.

10. ORDINANCES:

FIRST READING:

The first reading for Ordinance No. 418 was read at the conclusion of discussion of Agenda Item 7-Public Hearing (see above).

SECOND READING:

A. None Scheduled

11. STAFF REPORTS

DeBry included a list of the 44 building permits for housing that have been approved in 2013. Once these houses are sold the City is looking at an additional estimated funds of \$93,744 for the URA and \$78,120 for the General Fund. We may start seeing some of these funds by the next tax year.

Boyles reported that the Public Works staff are installing the new reflective stop signs throughout town. This is a Federal requirement and needs to be completed by January 8, 2014.

Boyles has met with ODOT regarding the tracks on Glencoe. They may be redone in the same manner as the track intersection on Main Street.

Chief Snyder reported that the North Plains Police department will be participating in a training program with the City of Hillsboro.

Snyder distributed a policy statement from the Washington County Law Enforcement Council (LEC) regarding marijuana dispensaries. Snyder wanted Council to know that Chief Spaulding of Beaverton and the LEC is opposed to the establishment of Medical Marijuana Dispensaries within the city and county limits of Washington County. Although the possession, distribution, and manufacture of marijuana is permissible under provisions of the Oregon Medical Marijuana Program (OMMP) and related statutes and rules, they are a violation of Federal Law.

12. COUNCIL REPORTS

Hatcher reminded the Council of the joint Legislative Dinner that is taking place on Thursday, January 23 at the Prime Time Restaurant at 4450 Pacific Avenue. We have five individuals who will be attending. If others want to attend there is still time to RSVP.

Broome asked if the city could install some type of canopy at the yellow house to be used on the nights the food pantry is open.

Lenahan asked DeBry if the city could do more to encourage or promote the fact the city is an e-commerce zone. Lenahan stated the tax credit for the e-commerce sunsets in 2017. DeBry informed the Council that we have the information listed on our website and the North Plains Chamber of Commerce has the information posted on their website as well. DeBry stated Knowles could speak regarding the status of the economic development outreach. Hatcher asked if it could be made an agenda item and hear more details of the economic development program. DeBry will schedule this for one of the upcoming meetings.

Reh asked the Council for input regarding the Council's mail that is delivered to city hall. Since the Council doesn't have to stop by city hall to pick up their packets any longer, most of them don't find time to stop by to pick up their mail. Hatcher polled the Council if they want the mail brought to the council meetings instead of picking it up at city hall. Lenahan wants to continue to have a lockbox and will pick up her mail at city hall. The rest of Council will have their mail delivered to the Council meeting.

13. ADVICE/INFORMATION ITEMS:

- Friday, January 17, 2014 at 7:00: William Stafford Event-An evening of Conversation, Wine and Poetry with Kim Stafford and the master of ceremonies is Brian Doyle at St. Edward Parish Hall.
- Saturday, January 18, 2014 North Plains Senior Center Crab and Steak Feed at 3:00, 4:30 and 6:00 p.m. at Jessie Mays Community Hall.
- Sunday, January 26 from 1:30-5:00: Playdate at Jessie Mays Community Hall

14. ADJOURNMENT: Mayor Hatcher adjourned the meeting at 9:40 p.m.

David Hatcher, Mayor

Margaret L. Reh, Deputy Recorder

Date approved _____



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: January 6, 2014
To: City Council
From: City Manager Martha DeBry
Subject: City Councilor Representative Appointments to Various Area Boards,
Commissions and Committees

Request: Appoint primary and alternate City Councilors to serve as representative members on various area boards, commissions and committees.

Background: Please refer to the packet for the listing of various boards, commission and committees to have representation. A copy of the 2013 representative appointments are also included in the packet.

It should be noted that the boundary for the Northwest Area Commission on Transportation (NWACT) boundaries were recently revised, and North Plains was excluded from the territory. Dersham Road is now the westernmost boundary. The County recently advised the City of this change, and NWACT's director confirmed the exclusion. The City may want to reconsider its participation in the Columbia Pacific Economic Development Corporation (Colpac) as a result. (Participation in Colpac is optional.) Most economic development activities for Colpac are occurring in Columbia, Tillamook and Clatsop counties.

Since the City actively participates in the Washington County Coordinating Committee (WCCC) it might be more practical to submit its transportation priorities to the Oregon Transportation Commission through this group. (WCCC is the equivalent body of NWACT for Washington County cities, except Banks, Gaston and North Plains.) The County is evaluating how North Plains can be incorporated into this process.

In recent years the Councilors have rotated through the meeting schedule of Planning Commission, Parks Board and Library Board so that all Councilors attend meetings for the groups.

The Tualatin Basin Water Supply Project Policy Steering Committee has been removed from the list as North Plains is represented by Clean Water Services. (Other agencies like Banks, Cornelius and Sherwood also do not designate representatives.)

Fiscal Impact: If Councilors elect to seek reimbursement for mileage, meals or costs associated with their service as Council representatives to a specific board, commission or committee, they may submit these on expense reimbursement request. Thus far, no Councilors have elected to submit reimbursement request, there are no financial impacts of service on these boards.

Environmental Issues: There are no environmental issues involved with this request.

Sample Motion: I move to appoint _____ as the primary and _____ as the alternate Council member representatives to serve on the:

1. Metropolitan Area Communications Commission, MACC (Warren/Lenahan)
2. Tualatin Valley Community Access Television Jurisdictional Coordinator
3. Washington County Coordinating Committee (Hatcher/DeBry)
4. Washington County Oregon Community Development Block Grant Policy Advisory Committee (Kindel)
5. Metro Policy Advisory Committee (Newton)
6. Columbia Pacific Economic Development District, Colpac (Lenahan)

Attachment: Organizations List, 2013 Representative List

**REGIONAL AREA CITY COUNCIL REPRESENTATIVE
MEMBER BOARDS, COMMISSIONS AND COMMITTEES
January 3, 2014**

The following are regional boards, commissions and committees that require City Council representation. For each organization, a brief summary of the group and their duties and meeting dates and times are provided (if available).

Metropolitan Area Communications Commission (MACC) - MACC regulates the cable television/telephone services in Washington County. The cable provider pays its franchise fee to MACC, which after paying their costs pass on the remainder to member cities. Comcast provides cable services in North Plains and is regulated by MACC.

Meets quarterly on Wednesday or Thursday afternoons from 1:30 p.m. - 4:00 p.m. based on dates chosen by the Commission at each meeting. Meetings are held at 15201 NW Greenbrier Parkway, Suite C-1, Beaverton.

Tualatin Valley Community Access Television (TVCAT) - Tualatin Valley Community TV is a government organization providing public, educational and government television access to 13 communities in the Tualatin Valley. The Committee meets to review program scheduling.

Meets twice a year. Dates and times may vary.

Washington County Coordinating Committee (WCCC) - This committee reviews County transportation issues.

Meets 12:00 p.m. - 1:30 p.m., the first Monday of each month at the City Hall, First Floor Conference Room, 4755 SW Griffith Drive; or Library Conference Room, 12375 SW Fifth Street, Beaverton.

Washington County Office of Community Development: Block Grant Policy Advisory Committee - This committee review the County's Community Development Block Grant Program (CDBG) which is a program that benefits low and moderate income citizens.

Meets 7:00 p.m. - 9:00 p.m., the second Thursday of each month. Will have varied dates and times during review of grant applications; see attached schedule. Meetings are held in various cities throughout Washington County.

Metro Policy Advisory Committee (MPAC) - The Committee provides policy advice to the Metro Council for the Metropolitan area. Although North Plains is not within the Metro jurisdictional boundary, decisions made by Metro affect the City.

Meets 5:00 p.m. - 7:00 p.m., the second and fourth Wednesday of each month in the Metro Regional Center, Council Chambers, 600 NE Grand Avenue, Portland.

2013 Council Committee Appointments

Meeting	Primary	Alternate
<i>Northwest Oregon Area Commission on Transportation (NWACT)</i> <i>Columbia Pacific Economic Development Col Pac</i>	<i>Lenahan</i>	<i>DeBry</i>
<i>Metro Policy Advisory Committee (MPAC)</i>	<i>Hatcher</i>	<i>Newton</i>
<i>Metropolitan Area Communications Commission (MACC)</i>	<i>Warren</i>	<i>Lenahan</i>
<i>Tualatin Basin Water Supply Project Policy Steering Committee</i>	<i>Broome</i>	<i>Warren</i>
<i>Tualatin Valley Community Access Television</i>	<i>Warren</i>	<i>Newton</i>
<i>Washington County Coordinating Committee (WCCC)</i>	<i>Hatcher</i>	<i>DeBry</i>
<i>Washington County Office of Community Development: Policy Advisory Board</i>	<i>Kindel</i>	<i>Demagalski</i>
<i>Parks Advisory Committee</i>	<i>Lenahan</i>	<i>Broome</i>

Filename:City Council\2013 Council Committee Appointments

2014 Council Committee Appointments

Meeting	Primary	Alternate
<i>Metropolitan Area Communications Commission (MACC)</i>		
Tualatin Valley Community Access Television		
<i>Washington County Coordinating Committee (WCCC)</i>		
<i>Washington County Office of Community Development: Policy Advisory Board</i>		
<i>Metro Policy Advisory Committee (MPAC)</i>		
<i>Columbia Pacific Economic Development (Col Pac)</i>		

Filename:City Council\2014 Council Committee Appointments

2014 Meeting Schedule

6-Jan	Council	7-Apr	Council	7-Jul	Council	6-Oct	Council
8-Jan	Planning	9-Apr	Planning	9-Jul	Planning	8-Oct	Planning
15-Jan	Library	21-Apr	Council	16-Jul	Library	15-Oct	Library
21-Jan	Council	16-Apr	Library	21-Jul	Council	20-Oct	Council
22-Jan	Parks	23-Apr	Parks	23-Jul	Parks	22-Oct	Parks
3-Feb	Council	5-May	Council	4-Aug	Council	3-Nov	Council
12-Feb	Planning	14-May	Planning	13-Aug	Planning	12-Nov	Planning
18-Feb	Council	19-May	Council	18-Aug	Council	17-Nov	Council
19-Feb	Library	21-May	Library	20-Aug	Library	19-Nov	Library
26-Feb	Parks	28-May	Parks	27-Aug	Parks	26-Nov	Parks
3-Mar	Council	2-Jun	Council	2-Sep	Council	1-Dec	Council
12-Mar	Planning	11-Jun	Planning	10-Sep	Planning	10-Dec	Planning
17-Mar	Council	16-Jun	Council	15-Sep	Council	15-Dec	Council
19-Mar	Library	18-Jun	Library	17-Sep	Library	17-Dec	Library
26-Mar	Parks	25-Jun	Parks	24-Sep	Parks	24-Dec	Parks

2014 City Council Meeting Calendar Schedule

2014 City Council Meeting Dates			
1/6	4/7	7/7	10/6
1/21	4/21	7/21	10/20
2/3	5/5	8/4	11/3
2/18	5/19	8/18	11/17
3/3	6/2	9/2	12/1
3/17	6/16	9/15	12/15

2014 Schedule for Board and Commission Meetings					
2nd Wednesday	Planning Commission	3rd Wednesday	Library Board	4th Wednesday	Parks Board
1/8	Kindel	1/15	Demagalski	1/22	
2/12	Demagalski	2/19	Hatcher	2/26	
3/12	Hatcher	3/19	Lenahan	3/26	
4/9	Lenahan	4/16	Newton	4/23	
5/14	Newton	5/21	Warren	5/28	
6/11	Warren	6/18	Broome	6/25	
7/9	Broome	7/16	Kindel	7/23	
8/13	Kindel	8/20	Demagalski	8/27	
9/10	Demagalski	9/17	Hatcher	9/24	
10/8	Hatcher	10/15	Lenahan	10/22	
11/12	Lenahan	11/19	Newton	11/26	
12/10	Newton	12/17	Warren	12/24	



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: January 6, 2014
To: Mayor and City Council
From: City Manager Martha DeBry
Subject: Report on the National League of Cities and the League of Oregon Cities Conferences

Request: Councilor Newton has been requested to report to Council on findings from the National League of Cities: Congress of Cities and Exposition and the 88th Annual Conference of the League of Oregon Cities. Newton attended various sessions and lectures and has been invited to share what she learned with Council.

Background: Councilor Newton attended the National League of Cities: Congress of Cities and Exposition in Seattle on November 14-16 and the 88th Annual Conference of the League of Oregon Cities in Portland on September 27-28. These conferences provide valuable information and training that are important to the health of our community.

Fiscal Impact: There is no fiscal impact with this item.

Environmental Issues: None

Recommendation: This item is informational only.



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: January 6, 2014
To: Mayor and City Council
From: City Manager Martha DeBry
Subject: Approval of city policies Number 401-603

Request: Council approve policies Number 401-603

Background: The draft policy manual was distributed at the 9/16/13 council meeting.

To manage the workload of the reviewing ordinance Council directed that batches of policies be presented at a series of meetings.

Policies to be approved on January 6, 2014 are:

- 401 Public Works Standards
- 501 I-9 Audit
- 521 Disposal of Personal Information
- 530 2013/2014 Adopted Financial Policies
- 531 Special Events Payment Management
- 540 Credit Card policy
- 600 Public Employee Ethics
- 601 Employee conduct / Expectations
- 602 Solicitation
- 603 Discrimination / Harassment

All policies are as previously distributed to Council.

Fiscal Impact: Review and adoption of the policies has no direct fiscal impact.

Environmental Issues: No environmental issues are associated with this item.

Recommendation: All the policies will be approved by one motion after all have been reviewed and discussed.



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: December 23, 2013
To: Mayor and City Council
From: Martha DeBry, City Manager
Subject: Ordinance No. 418 the Vacation of NW Hillcrest Street west of 319th Ave approximately 1100 feet to its terminus: File #SV-11-015

BACKGROUND: Council help a public hearing to receive comments at the 12/16/13 Council meeting. After discussing the item, Council read the Ordinance by title only for the first time.

FISCAL IMPACT: Maintenance for NW Hillcrest west of NW 319th will no longer be funded by the City of North Plains. Jewett- Cameron will be responsible for the north side of the vacated street, and ODOT the south side.

RECOMMENDATION: Staff recommends the City Council read Ordinance No. 418 for the second time by title only and then adopt Ordinance No. 418. First reading by title only took place on 12/16/13.

SAMPLE MOTION: I move:

- 1) To read Ordinance No. 418 for the second time by title only.
- 2) To adopt Ordinance No. 418 and approve the findings related to File #SV-11-015.

Title for Ordinance No: 418

An Ordinance of the City Council of the City of North Plains, Oregon, Vacating a Portion of Hillcrest Street West from 319th Street Approximately 1100 Linear Feet with the Vacated Area Remaining Subject to Certain Easements In Favor of the City of North Plains, Portland General Electric and the Oregon Department of Transportation.

ORDINANCE NO. 418

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON, VACATING A PORTION OF HILLCREST STREET WEST FROM 319TH STREET APPROXIMATELY 1100 LINEAR FEET WITH THE VACATED AREA REMAINING SUBJECT TO CERTAIN EASEMENTS IN FAVOR OF THE CITY OF NORTH PLAINS, PORTLAND GENERAL ELECTRIC AND THE OREGON DEPARTMENT OF TRANSPORTATION.

WHEREAS, the City of North Plains believes it appropriate to vacate that portion of Hillcrest Street between 319th Avenue to its terminus - a distance of approximately 1100 linear feet - and is authorized to commence such action by the terms of ORS 271.130;

WHEREAS, the City posted and published notice for a hearing before the Council on the proposed vacation consistent with the requirements of ORS 271.110 as required by ORS 271.130;

WHEREAS, a public hearing before the North Plains City Council was held on December 16th, 2013;

WHEREAS, none of the owners of the area affected by the vacation objected thereto;

WHEREAS, the City Recorder has determined (and filed a certificate with the office of the City Recorder manifesting same) that all city liens and all taxes have been satisfied on the lands covered by the area to be vacated.

NOW, THEREFORE, based on the foregoing, the City of North Plains ordains as follows:

- Section 1.** That the portion of Hillcrest Street described and shown in Exhibits "A" and "B" within the City of North Plains, Washington County, Oregon, be and the same hereby is vacated as of January 1, 2014 subject to:
- the terms of a utility easement in favor of the City of North Plains in a form substantially akin to that shown on Exhibit "C";
 - an access easement for the Oregon Department of Transportation in a form substantially similar to that shown on Exhibit "D";
 - the terms of a utility easement in favor of Portland General Electric in a form substantially similar to the one attached hereto as Exhibit "E"

Section 2. The City Recorder is directed to file a copy of this Ordinance with the Washington County Clerk consistent with ORS 271.230

Section 3. Effective Date. This Ordinance shall become effective within thirty days from the date of adoption.

INTRODUCED for first reading on the 16th day of December, 2013, for second reading AND ADOPTION this 6th day of January, 2014.

CITY OF NORTH PLAINS, OREGON

By: _____
David Hatcher, Mayor

ATTEST:

By: _____
Margaret L. Reh, Deputy City Recorder



Oregon

John A. Kitzhaber, MD, Governor

Department of Transportation

Rail Division

555 13th St NE, Suite 3

Salem, OR 97301-4179

(503) 986-4321

Fax: (503) 986-3183

February 10, 2012

Martha DeBry
City Manager
City of North Plains
31360 NW Commercial Street
North Plains, Oregon 97133

RE: Proposed Street Vacation, North Plains, Oregon

Dear Ms. DeBry:

Based on recent correspondence between your staff and mine, it is my understanding that:

- The City of North Plains may choose to vacate the sixty (60) foot-wide right of way for Hillcrest Street west of NW 319th Avenue, enabling the property owner to the north to take ownership.
- The agreement between the City and that property owner will state that the City will retain the right to use the road west of NW 319th Avenue.
- The agreement will also stipulate that the property owner south of the vacated road (ODOT) will retain the right to use the road.

Since the state may lease the property in the future, the right to use the road should include ODOT's lessee(s) as well. ODOT is opposed to this proposed street vacation unless this issue is addressed.

Please call me at (503) 986-4077 if you have any questions.

Sincerely,

H.A. (Hal) Gard
Interim Rail Division Administrator



City of North Plains - Library Department - January 6 to February 3, 2014

TO: Martha DeBry, City Manager, and to City Council Members
FROM: Debbie Brodie, Library Director
SUBJECT: DEPARTMENT REPORT

Oregon Reads 2014 – William Stafford Literary Event. Mark your calendars for **Friday, January 17**. Celebrated poet and essayist Kim Stafford will be in North Plains for a wine, cheese, and literary event in honor of his father, poet laureate William Stafford, who would have turned 100 on this day. Brian Doyle, author of Mink River, will be the master of ceremonies for the evening. This event will take place at St. Edward Catholic Church Parish Hall, 10990 NW 313th Street, North Plains, OR, beginning at 7 p.m. Although the event is free, **reservations are required**, as seating is limited. Please call the Library at 503-647-5051 to sign up.

The 2014 centennial of the birth of one of Oregon's greatest poets has been declared a statewide celebration by the Oregon Heritage Commission. The poet, William Stafford, served as poet laureate of Oregon for 14 years and published more than 60 collections of poetry and prose. Stafford moved to Oregon from his native Kansas in 1948 and settled with his family in Lake Oswego. He taught for more than 30 years at Lewis and Clark College which now houses his archives. Stafford won many prestigious literary awards, including the National Book Award. He was Poetry Consultant to the Library of Congress (a post now called the US Poet Laureate) in 1970. The Oregon Library Association has selected Stafford as its featured author for the Oregon Reads program in 2014, and libraries statewide will be sponsoring programs that celebrate Stafford and his works.

Cover Oregon. Learn about affordable health care insurance and how to access financial help to pay for coverage. Cover Oregon Educator (and Library Staff member), Donna Medica, will be making the following free public presentations:

- Forest Grove City Library, 2114 Pacific Avenue, **Saturday, January 11** at 2 p.m.
- Garden Home Community Library, 7475 SW Oleson Road, **Tuesday, January 21** at 7 p.m.

Storytimes. Children ages 0-6 are invited to participate every Wednesday at 11:30 a.m. in the children's section of the Library.

- **January 8** Storytime with Children's Librarian Kay: Colors
- **January 15** Special Guest Storytime: Firemen from Washington County Fire District 2
- **January 22** Storytime with Miss Marion: Winter Fun
- **January 29** Storytime with Youth Librarian Jackie: Dragons

Artwork on Exhibit. North Plains resident Timothy Radtke will show his paintings in **January and February**. His landscapes are composed in oil on canvas and on wood. A free public reception for the artist will be held on **Friday, January 10** from 6-7:30 p.m. at the Library. Refreshments will be served.

Super Saturday – Graphic Novel Workshop. Darren Davis of Bluewater Productions will be demonstrating and teaching how to draw comics beginning at 1:00 p.m. on **Saturday, January 11** at the Jessie Mays Community Hall. All ages are welcome to attend this free event.

Quilt Display. The **January** quilt to be featured has been donated by The Westside Quilters Guild for the Library's annual fundraising raffle. Tickets may be purchased at the Library and are \$1 each or 6 for \$5. The drawing will be held on the second Sunday in August, 2014, at the Jessie Mays Community Hall during Summer Fest & Garlic Out West.

Friends of the Library Meeting. There will be a regular meeting of the Friends on **Monday, January 13** at the Library from 7:30-9 p.m. New members are welcome to attend.

Library Book Club. The Book Club will hold its annual potluck party on **Thursday, January 16** beginning at 6 p.m. at the Library. Participants will be suggesting books to read in 2014. Everyone is encouraged to bring a potluck dish to share and a few book suggestions to be voted upon by the group. New members are welcome.

Holiday Closure. The Library will be closed on **Monday, January 20** for Martin Luther King Jr. Day.

Coming in February - One Book One Community. February 2014 events highlight the novel, Running the Rift by Naomi Benaron. All activities are free and open to the public.

Saturday, February 1, 6:30-8:30 p.m., North Plains Public Library, 31334 NW Commercial Street
This kick-off event features Sam Munyandamutsa of the Pacific Northwest Rwandan Association who will provide Rwandan food and share his story. Free copies of Running the Rift will be distributed.

Saturday, February 8, 1-2:30 p.m., Jessie Mays Community Hall, 30975 NW Hillcrest Street
This special Super Saturday event features the Kukatonon Children's African Dance Troupe performing traditional African dances with two drummers. The performance is suitable for all ages. Website: <http://www.kukatonondancetroupe.com>

Thursday, February 13, 7 p.m., North Plains Public Library
Musician Enric Sifa will perform Rwandan songs and tell his story of growing up during the Rwandan Genocide.

Friday, February 21, 7 p.m., North Plains Public Library
Movie showing of *Hotel Rwanda*, a 2004 PG13-rated drama. The film is set in 1994 during the Rwandan Genocide, in which an estimated 800,000 people, mainly Tutsi, were killed by Hutu extremists. It is the story of a hotel manager who saves the lives of 1,200 people who have come into his care by using his skills of bribery, flattery, apology and deception.

Thursday, February 27, 7 p.m., North Plains Public Library
Book discussion of Running the Rift by Naomi Benaron.

City of North Plains

Public Works Department

12/17/2013

TO: Martha DeBry, City Manager

City Council

Department Heads

FROM: Blake Boyles, Public Works Director

SUBJECT: DEPARTMENT REPORT

- **CDBG Project Management –NW Claxtar St –Storm, curb and sidewalk coordination. Punch list**
- **Construction coordination with ODOT on interchange/ pedestrian trail working designs**
- **East side reservoir cost evaluation, possible real estate property locations**
- **Highland Ct Subdivision coordination**
- **Street light installation**
- **Emergency Management planning**
- **New subdivision plan review (Sunset Ridge, Sunset Terrace, Pacific Estates, North Ave)**

Public Works Crews are working on the following projects/tasks:

- **Stop Sign Retroreflectibility project**
- **Yellow house maintenance**
- **Monthly meter reading**
- **Equipment Maintenance**
- **Leaf pick up**
- **Cross Connection**
- **Locates**
- **Leak repair**

Future reports will include tasks accomplished and those pending. If there is any other information you may want to see in the report, please let me know.-

January 2014 Council Calendar

<i>Meeting</i>	<i>Primary</i>	<i>Alternate</i>	<i>Note</i>	<i>Date</i>
City Council			7:00 p.m.	01/06
<i>Planning Commission</i>	<i>Kindel</i>		<i>2nd Wednesday @ 7 p.m.</i>	01/08
<i>Washington County Office of Community Development Policy Advisory Board</i>	<i>Kindel</i>	<i>Demagalski</i>	<i>2nd Thursday @ 7 p.m.</i>	01/09
<i>Washington County Coordinating Committee (WCCC)</i>	<i>Hatcher</i>	<i>DeBry</i>	<i>2nd Monday @ 12 noon</i>	01/13
<i>Library Board</i>	<i>Demagalski</i>		<i>3rd Wednesday @ 7 p.m.</i>	01/15
<i>William Stafford Centennial Celebration</i>			<i>St. Edward Parish Hall @ 7:00 (need ticket in advance)</i>	01/17
<i>NP Senior Center Crab and Steak Feed</i>			<i>Jessie Mays: 3:00; 4:30; and 6:00 p.m.</i>	01/18
Martin Luther King Jr. Day: City Offices Closed				01/20
City Council (Tuesday)			7:00 p.m. at Jessie Mays Community Hall	01/21
<i>Metro Policy Advisory Committee (MPAC)</i>	<i>Hatcher</i>	<i>Demagalski</i>	<i>4th Wednesday @ 5 p.m.</i>	01/22
<i>Parks Board</i>			<i>4th Wednesday @ 7 p.m.</i>	01/22
<i>Metropolitan Area Communications Commission (MACC)</i>	<i>Warren</i>	<i>Lenahan</i>		