



MINUTES

City Council - REGULAR Session Meeting

Monday, February 6, 2017 North Plains Senior Center 7:00 PM

COUNCIL PRESENT:

Mayor Teri Lenahan; Council President Sherrie Simmons;
Councilors: Larry Gonzales, Robert Kindel, Jr., Cameron Martinez,
Russ Sheldon,

COUNCIL EXCUSED:

N/A

STAFF PRESENT:

City Manager Blake Boyles; Library Director Will Worthey; Chief of
Police Jesse Baker; Finance Manager ; City Recorder Lori
Lesmeister

OTHER

1 CALL TO ORDER

Mayor Lenahan called the Regular Session of the City Council to order at 7:00 p.m.

2 PLEDGE OF ALLEGIANCE

Mayor Lenahan led the Council in the flag salute.

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 February 6, 2017 City Council Regular Session Agenda
- b) Approval of January 23, 2017 City Council Minutes.

Motion to approve the Consent Agenda with the correction of the spelling of Cindy Hirst's last name. Moved by Councilor Sheldon. Second by Councilor Gonzales. Motion was approved unanimously.

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.)

a)

Charla Reese - 11178 NW Main North Plains, OR

Ms. Reese stated that she has concerns about a tree that is in her neighbor's yard that has branches that hang over into her yard. She had a branch come through her roof a few years back and has concerns that it could happen again, especially with

the wind and snow storms we have had this winter. She has spoken to her neighbor on several occasions and he has always been friendly and says that he will do what he can regarding the branches. But to date nothing has been done, so she is wondering if there is anything the city can do to assist with the issue. City Manager Boyles stated that he has worked with Ms. Reese in the past regarding this issue and he will see if he can find some assistance for her now.

b)

City Manager Boyles stated that he had received an application from Garth Eimers for the open City Council position. He provided a copy of the application to all Council members. To date there have been no other applications turned into City Hall. It will be posted on the city webpage and on the city Facebook page that at the Council meeting on February 21, 2017 the Council will conduct interviews with anyone that has applied for the opening.

6 PRESENTATION

a) Sign Project Committee to present city sign concept

Cindy Hirst and Chris Lance did a video presentation of the proposal for the city sign concept to get the Council's consensus for the design. After viewing the presentation and brief discussion there was consensus from the Council to move forward. Hirst and Lance will be at the next Council meeting to provide the budgeting portion of the project.

7 STAFF REPORTS

a) Library Director's Monthly Department Report

Will Worthey gave a brief update in addition to his written Staff Report. The large screen for movie night has arrived and hope to have it installed next week with the help of Public Works. Foreign Movie Night is tentatively set for the 3rd Thursday of every month. There was a brief question and answer period with regards to Foreign Movie Night, as well as the Bee Keepers movie event, which Worthey stated had an excellent turnout.

Worthey also asked if there were any questions from Council regarding the additional information he had provided to them after the last council meeting with regards to statistics on population growth and how the trend aligned with his goals/budget request. Councilor Gonzales asked when the information was sent out. Worthey stated that he emailed it to Council January 24, 2017. City Manager Boyles took this time to request that all Councilors check their city email daily, or at least once every two days so that they don't miss information.

Worthey also reported that the Library has met one of their strategic goals by doubling the programming.

b) Chief of Police Monthly Department Report

Chief Baker went over his items on the Police Department Staff Report. Baker invited Council to come to the department so that he can go over the equipment that

needs to be replaced. Sheldon requested data to explain what Baker means when he says that the PD is "doing well and on track." He would like information on call volume and how it compares to historical trends and how we should adjust going forward. This information would help when it comes to deciding on adding additional officers in the future. Baker says he can provide that kind of information at any time but had been told that Council Meetings was not the appropriate time to share that information. Mayor Lenahan requested more information on the rotation of replacement vehicles. Discussion ensued regarding previous department budgets vs this year's budget, and how the PD is able to service the city with the staff and budget they have. Baker stated that if/when the city gets a third officer we will then have seven day a week police coverage.

c) Public Works Director's Monthly Department Report

Boyles reported that we now have 1,057 water meters in the ground, up from 810 meters last year. Kemmer Meadows subdivision water has now been pressure tested, chlorinated and is fully in service. They will be paving that subdivision in the next week or so once temperatures get above 40 degrees. Boyles and Chief Baker met with Hillsboro School District personnel last week to discuss the new grade school that will be built out on West Union Road and possible traffic issues there may be. Public Works has been dealing with inclement weather issues. Gonzales asked with the growth (based on water meters installed) is North Plains one of the fastest growing cities in the state. Boyles stated that we are, and definitely we are one of the fastest growing in Washington County. Public Works staff is the lowest it has been in 16 years and that if there some kind of water emergency (a main break for example) we would have to request assistance from nearby communities, like Banks. There are some jobs that we are unable to do with just two employees, especially for safety reasons. The city is growing faster than it ever has, and our staffing is at the lowest it has ever been. Councilor Simmons brought up the markings on the road at West Union, specifically where it is not marked as a right turn lane. Boyles stated that the markings are for the second phase of Sunset Ridge and do not have anything to do with the turn lane. Chief Baker said he asked Washington County to paint stripes blocking out the right area and he was told they would not do that. Boyles suggested that the Council put a letter together to send to Dave Schamp with Washington County stating their concerns with the area. Lenahan requested Boyles send out an email providing contact information and the credentials of the person that has been hired part time to do the financials (reconciling, budgeting, etc) for the city.

8 PUBLIC HEARING:

- a) None forthcoming

9 NEW BUSINESS:

- a) Police Department overview of Goals

Chief Baker stated that his number one goal is to hire another full time Police Officer. This would provide 7 day a week police coverage. He would also like to be able to replace outdated equipment and invited Council to come to the Police Department

where he could go over a list and actually show Council the items that need to be replaced.

b) Public Works / City overview of Goals

Boyles listed some items that the staff has put together for goals for the year, including another police officer, another public works employee, another 1/2 to a full time staff person for City Hall, which would allow the City to work on Code Enforcement and economic planning. He also listed the possibility of more land acquisition for a new City Hall and has spoken to a few people that have property along Commercial Street to see if any of them have any interest in possibly selling their property. He would like to see if it might be possible to do a mural every year using the Urban Renewal funding. Business that would be interested in having a mural done on their building would submit an application that included a drawing of what they would like their mural to be and it would be voted on. Boyles would like to see an opportunity to add/update some city events like an annual tree lighting to be held in conjunction with the Holiday Jingle as well as the Bell Concert that the Library presented in 2016. This would be a budget item as tree lights and/or decorations would have to be purchased. He would like to see involvement from TVF & R in this event to assist with the decorating of the tree. Boyles had looked into purchasing a boom truck for the city (specifically for putting up and taking down the banners). After looking at the costs, liability and training requirements he came to the conclusion that it doesn't not make sense for the city to spend that kind of money on it. He contacted a local sign company that can handle the few jobs that require a boom truck and they can do the jobs for approximately \$80 per hour. Boyles would like to look at a trailer-vac truck that is used for excavating using high pressure water. It is useful when excavating in areas where there are cables and/or wiring underground and Boyles feels he could purchase a used one, possibly from the City of Hillsboro, for under \$10,000. Boyles would also like for Council to consider a Gas Tax. Both of the gas stations in the town charge .20 to .30 more per gallon than other local stations. The Tax could be used for road repairs, and also possibly for Public Safety through the Police Department. Boyles also brought up possibly looking at getting the Court/Traffic Safety Program set up back in North Plains. Discussion ensued with Chief Baker speaking about Traffic Safety and how a Traffic Safety/School program would bring revenue to the city. This is something that happens no matter who gets the revenue, therefore why not allow North Plains to get the revenue from the program rather than Washington County or the City of Hillsboro. Chief Baker stated that the program is less about the revenue and more about educating drivers on safety, as North Plains does not give out a large amount of traffic tickets. Baker would just like to see the city participate in programs that already exist, where another agency is collecting revenue that could be North Plains'. Boyles stated that this was brought up strictly for discussion at this point. Baker stated, again, that his main goal is for the city to get another Police Officer. He again invited all Council members to do a ride-a-long with him.

c) Team Goal Setting & Prioritizing

Council gave their suggestions and ideas for goals; City Recorder documented them on a flip chart and from that flip chart has created a spreadsheet listing them along

with the specific category the suggestions fall under. That spreadsheet is attached in these minutes. This spreadsheet will be included in the Agenda Packet for the February 22, 2017 meeting where Council will be asked to prioritize their top 5 Goals for 2017.

10 UNFINISHED BUSINESS:

None

11 ORDINANCES:

None

12 CITY MANAGER REPORT

Provided during the Public Works Report

13 COUNCIL REPORTS

- a) Council reports will be provided by the Mayor and City Councilors on meetings attended and other items

Larry Gonzales has agreed to be the primary rep for the MACC meetings. He will be taking the city's 'Wish List' to the next meeting including asking for more information on rural broadband service and if it is available in the North Plains area.

Finalist for CDBG will be announced February 10, 2017.

Mayor Lenahan attended the Banks State of the City Address on February 2, 2017. It was very well attended and she did some networking.

Cameron Martinez has agreed to be on the Parks Board.

Mayor Lenahan will be meeting with City Manager Boyles every 2- 3 weeks for lunch and will report to Council on what was discussed.

Mayor Lenahan attend the monthly library meeting. There was not a quorum, but she, David Hatcher and Will Worthey had a discussion on some goals going forward. Mick from TVF&R emailed the Mayor, they would like to have a luncheon for the City Council and the City Manager sometime in the next month. Lenahan asked him if a Saturday would be an option since most Council members work weekdays. He will get back to her with dates.

Mayor Lenahan stated that she had talked with Boyles and City Recorder Lori Lesmeister regarding a possible change in the process of council meeting minutes. Lesmeister explained that she had consulted with the Oregon Association of Municipal Recorders (OAMR) email group regarding the standards for doing meeting minutes. There were several variations on how they are done. Lesmeister consulted with Amber Ames, City Recorder for Hillsboro asking about sending out the minutes to the Council members prior to the upcoming meeting so that they could look over them and make corrections/changes if needed, which would allow corrections to be done so that 'clean' minutes would be included in the Agenda Packet and the Consent Agenda could be approved and signed off on at that meeting. The process must be to email the minutes out to all Council members and they must "reply all" regardless of if they are making changes/corrections, or if they approve of the minutes as presented in the email. Any changes or corrections must then be agreed upon by all and again a 'reply all' must be sent to approve. Once everyone has

agreed to all corrections/changes I will send out the clean copy to all Council members and they will need to reply all back saying 'approved'. There was a consensus to try this process out.

b) Review February 2017 Council Calendar

14 ADVICE/INFORMATION ITEMS:

** Next meeting is Tuesday February 21, 2017 due to President's Day holiday on Monday 2/20/17.

**Applications for City Council are available on the City Website, at City Council meetings, or at City Hall

15 ADJOURNMENT:

Mayor Lenahan adjourned the Regular Session of the City Council at 9:37 p.m.

Teri Lenahan, Mayor

Lori Lesmeister, City Recorder

Date Approved _____