

**PRELIMINARY AGENDA
REGULAR SESSION
CITY OF NORTH PLAINS, CITY COUNCIL MEETING
NORTH PLAINS SENIOR CENTER
31450 NW Commercial
Monday, November 18, 2013 – 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 11/04/2013 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:**
 - A. Proclamation of thanks to Eagle Scouts for the Wascoe Street Project.
 - B. Proclamation for Fallen Oregon City Reserve Police Officer
7. **PUBLIC HEARING:**

None Scheduled
8. **NEW BUSINESS:**
 - A. Consider adoption of Resolution No. 1806-Declaring Police Vehicle Surplus
 - B. Discuss policy of signs at intersection of Commercial Street and Glencoe Road
 - C. Consider approval of the rental of Jessie Mays Community Park for the Twelve Bridges Relay Race on Saturday, May 31, 2014.
 - D. Review of October Check Register
9. **UNFINISHED BUSINESS:**
 - A. Discussion and approval of specific draft city policies from number 204-251
10. **ORDINANCES:**
FIRST READING:
 - A. None Scheduled.

SECOND READING:

B. None Scheduled.

11. STAFF REPORTS

Staff reports will be provided by the City Manager, Public Works Director, and Police Chief.

12. COUNCIL REPORTS

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

B. December 2013 Council Calendar

13. ADVICE/INFORMATION ITEMS:

- November 28 & 29: Thanksgiving Holiday—City Offices and Library Closed
- Thursday, December 5: Holiday Jingle Parade

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

During the remodel of the North Plains Senior Center, the City Council Meetings will be held at the Jessie Mays Community Hall at 30975 NW Hillcrest Street, North Plains, Oregon, on the following dates at 7:00 p.m.:

Monday, December 2, 2013

Monday, December 16, 2013

Monday, January 6, 2014

CITY OF NORTH PLAINS, CITY COUNCIL MEETING
MINUTES REGULAR SESSION
NORTH PLAINS SENIOR CENTER
31450 NW Commercial
Monday, November 4, 2013

1. **CALL TO ORDER:** Council President Lenahan called the meeting to order at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE:** Council President Lenahan conducted the flag salute
3. **ROLL CALL:** Council President Teri Lenahan; Councilors: Glen Warren, Michael Broome, Charlynn Newton, and Robert Kindel, Jr.

Excused: Mayor Hatcher; Councilor Demagalski

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

4. **CONSENT AGENDA:**
 - A. Approval of regular session agenda
 - B. Approval of minutes of 10/21/2013 Council meeting

Motion by Broome. Seconded by Warren to approve the Consent Agenda. The motion was approved unanimously.

5. **PUBLIC COMMENT:**
There was none forthcoming.
6. **PRESENTATION:**
 - A. Proclamation of thanks to Eagle Scouts for the Wascoe Street Project.

Eagle Scout candidates, Logan and Carson Miller were not able to attend this meeting.

7. **PUBLIC HEARING:**
None Scheduled
8. **NEW BUSINESS:**
 - A. Receive comment and discussion of parking issues on Pacific Street between Main Street and Meadow Drive.

DeBry presented the staff report. Recently staff had received a request to change the traffic configuration at Pacific Street between Main Street and 320th. A notice was sent to all property owners within 500 feet of the area to attend the meeting or submit comments regarding the issue. Materials received were compiled and handed out to the Council and was available to those in attendance.

The purpose of this agenda item was to gather comments from the public so Council could evaluate options for this area. No decision was to be made at this meeting.

Council President Lenahan opened the meeting for public comments.

Janet Ford, 31975 NW Meadow Drive, reported she was involved in a traffic accident on Saturday evening where she came around a corner and hit a vehicle that was parked along the curb. This incident resulted in severe bruising and her car being totaled. She stated she feels the parking next to the curb cuts the road down to one lane of travel and has caused traffic safety issues. The intersection of Pacific and 317th Avenue T's right where the cars are parked and makes it difficult to get out of Oak Meadows Park. Her main concern is that emergency vehicles have a difficult time getting into the Oak Meadows Park. She would like to see striping painted on the street and lighting installed.

Joe Slavinski, 32095 NW Pacific, described a congested location in Hillsboro where cars end up being parked on both sides of the street, but this is found as a means to slow traffic down. His complaint is that individuals exiting Oak Meadows Park won't stop at the stop sign. He stated the property owners have the right to park their cars along the curb in front of their homes.

Dennis Wing, 31777 NW Pacific Street, presented a list to Council with 47 signatures of people who have no objections to vehicles being parked along the curb. Wing stated that when they built their homes, they were required to put in the curbs, gutters and sidewalks and they were told they would legally be able to park alongside the curbs.

Mr. Wing also submitted photos of cars being parked illegally where the curb is painted red at 317th Avenue, just inside Oak Meadows Park.

Mr. Wing compared Pacific with the newly renovated Claxtar Street. Claxtar Street allows for cars to park on both sides of the street and leaves a 14' travel lane. They also measured five other streets in town and they are all narrower.

Heather LaBonte, 32000 NW Meadow Drive, thanked the Council for taking the time to address this issue. This has been something she and neighbors have been working on for the past 14 months. She said historically Pacific Street has been a nice dead end street and the curb parking was not an issue. But with the new development on 320th now in place the curb parking is contributing to the traffic congestion. LaBonte would like to see no parking allowed at the curb. She stated the

road narrows from 45' to 24-28'. Safety is the main concern. The accident this past weekend was vehicular, but the next one could involve a pedestrian.

Andrea Kolar-Ranes, 31597 NW Pacific Street, stated that cars are speeding down Pacific at all hours. She has called the cops about the speeding. She is concerned for the safety of her grandchild when he comes to visit. She sees the speeding every single day.

Kindel reported he met with Washington County Fire District 2. They did a test run and were able to turn into the Oak Meadows Park—it was slow, but they were able to turn in. It was discovered that if someone were parked on the south side of Pacific they would not be able to turn into 317th—emergency vehicles would need to travel to the next intersection at Meadow Drive.

Other comments included:

- Other residents aren't parking their cars on the street down the rest of Pacific east of Main Street.
- Vehicles are parked on the street along the curb while the property owner's driveways remain empty.
- Weaving in and out of cars parked slows traffic down.
- Pacific Street is designated a collector street and has a 60' right-of-way. Currently the pavement is between 24-28'.
- The Home Owners Association for Oak Meadows Park allows people to stop on that street to pay dues at that intersection.
- The CC&Rs for the area don't allow parking of RVs. They can use the RV storage provided or pay to store their RV at a facility.
- In winter people don't park on the south side of the street because of the ditch, although you will see some vehicles parked there during the summer months.
- It is impossible to speed. A person can be sitting with five vehicles while waiting for five vehicles to travel the opposite direction in the one open lane.
- Create an LID down south side of the street to do street improvements.
- Gary Wing stated his truck was the parked vehicle involved in the traffic incident last weekend. It was a clear night.

Lenahan stated that Council has discussed this at past meetings and we need to talk about safety with all this new development. Safety is the key issue. Her comment was do we forego safety to allow people to park where they want to.

Warren has mixed feelings. Street improvements are expensive; curbs-can't park there; widen the street, Safety is safety. We need more time to figure this out.

Kindel stated the new improvement down by Cottage Pointe have the street three feet wider—there is ten feet less

Newton asked if the vehicles can be moved three feet to the north. Wing stated yes, if we want them to park on the sidewalk.

Lenahan thanked everyone for their comments. She stated the Council will take them under consideration and will revisit this next meeting.

B. Adoption of Resolution No. 1804 permanently suspending the business license set up fee and waiving first year business license fee

DeBry explained the set up process for new businesses has been streamlined in the past year, therefore, the fee is in excess of the actual cost of setting up a business account with the City. The annual business license does generate some revenue for the city, and waiving the fee for the first year encourages applications for permits to run a business in North Plains.

Motion by Kindel. Seconded by Warren to adopt Resolution No. 1804 permanently suspending the business license set up fee and waiving the first year business license fee. The motion was approved unanimously.

C. Review of City costs for Police Reserve Program

Council had requested a more detailed financial report on the cost of the Police Reserve program. Chief Snyder submitted a staff report that he and Finance Director Rachael Lembo compiled. Snyder informed the Council of the basics of the Reserves program including the minimum hours required for each Reserve Officer. They are required to work a minimum of 16 hours per month but most officers work well over that amount. The finance report was included in the Council Packet. This item was for information only.

D. Adoption of Resolution No. 1805 authorizing the purchase of gift certificates for employees for Thanksgiving and Christmas.

DeBry reminded Council that Mayor Hatcher had requested this item be brought to the Council. 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 in the City Council employee recognition fund. Warren questioned the idea of staff receiving a gift certificate for Thanksgiving.

Motion by Kindel. Seconded by Broome to adopt Resolution No. 1805 approving the purchase of gift certificates for employee holiday gifts. The motion was approved by a 4-1 split vote with Warren voting against.

9. **UNFINISHED BUSINESS:**

A. Discussion and approval of specific draft city policies from number 104-203

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. Councilors received an e-mail a week prior to the 11/4 meeting of the list of 11 policies that would be discussed.

Council went through policies 104-203. Discussion ensued. There were several minor changes made to most policies. Council directed staff to make these revisions and bring the edited copy to the 11/18/13 Council meeting.

B. Discussion of property acquisition for water tank site

DeBry presented the staff report. More specific direction is being sought from the Council in acquiring a site for the water storage tank. The City is looking at the need to build a tank by the year 2021. Council again discussed the options with the three properties outlined in the staff report. Council directed staff to remove the Protoco property from the options. The VanDomelen and the OSP properties provide more options for alternative future uses for the community and a wider range of financial funding options. Council directed staff to look into having an appraisal done on the two larger properties. Warren also would like have tax information provided on the properties.

10. ORDINANCES:

FIRST READING:

A. None Scheduled

SECOND READING:

B. None Scheduled

11. STAFF REPORTS

DeBry displayed a slide presentation of the results of the Pumpkin Fun Run event and activities. Jennifer Knowles did an excellent job organizing the event. Over \$1800 was donated to the city for the event from sponsors. Nearly \$700 was raised over costs of the event that will be donated to the Friends of the North Plains Public Library. The costume and pet parade was sponsored by the North Plains Veterinary Clinic. There were a large number of participants, but not many spectators—this will improve with exposure. The children really enjoyed participating. This entire event is definitely worth repeating next year.

The water bills that were distributed this month included the rate increase. DeBry reported there was an issue with the labeling of the fields from the billing company due to a computer glitch. This is being corrected.

Police Chief Snyder had to excuse himself from the meeting before he was able to give his report. He did submit the written report which was included in the Council packet.

Public Works Director Boyles reported on the final stages of the Claxtar Street project. He also stated that a part of his staff has taken time off due to hunting season.

Boyles reported that over \$1900 in SDCs were collected last week when the OSP building needed to hook up to city water after their well failed.

The Garden Club has finished the bench and it has been installed at the corner of Commercial and Glencoe streets.

Library Director Debbie Brodie gave an update on the Cover Oregon status. The library had received a grant which enabled staff member, Donna Medica to be trained as a certified educator for the Cover Oregon program. Medica has been booked to conduct informational presentations throughout Western Washington County through December.

There is a lot going on at the library again this month. The details were listed in the written staff report submitted in the Council packet. Brodie emphasized the Art Exhibit this month is exquisite needlepoint that has been loaned from our own Carolyn Leavitt. A reception for Carolyn is at 6:00 Friday, November 8th at the Library. All Council members are invited to attend.

Brodie's son, Captain Mark Brodie will be the guest story time reader this month while he is on leave from the Air Force.

12. COUNCIL REPORTS

Mayor Report: Mayor Hatcher was absent this meeting.

Council Reports:

Warren stated he will be attending a MACC meeting this month.

Warren stated he thought the bench that the Garden Club installed is pretty, but he wished they had made it match the surroundings more.

Kindel reported that Fred Gast from Polygon Homes will be speaking at the Chamber of Commerce on November 13.

Kindel also reported the Chamber is working out all the wrinkles from the mess that has occurred over the past year. He said a lot of work has gone into working on the by-laws and conflicts of interest these past six months and strides have been made in getting the NPEA and the Chamber all working together. He stated that Cindy Hirst has done a remarkable job in getting things straightened out.

Broome reported that he received \$700.00 from Reser's Foods to support the 4th of July Celebration and the Elephant Garlic Festival.

Broome also mentioned there will be a catered sweetheart dance on Valentine's Day in February and tickets are available for \$40.00 each

13. ADVICE/INFORMATION ITEMS:

- Monday, November 11: Veteran's Day—City Offices and Library Closed
- Saturday, November 16: North Plains Senior Center Holiday Bazaar at the Senior Center: 9:00-3:00
- Saturday, November 23: Dance at Jessie Mays at 7:30 p.m.
- Sunday, November 24: Playdate at Jessie Mays from 1:30 to 4:00 p.m.
- November 28 & 29: Thanksgiving Holiday—City Offices and Library Closed

14. ADJOURNMENT: Council President Lenahan adjourned the meeting at 9:45 p.m.

Teri Lenahan, Council President

_____ Date approved _____
Margaret L. Reh, Deputy Recorder

City of North Plains
Oregon
Proclamation

WHEREAS, Eagle Scout candidate Logan Miller and Scout Master Mitchell Couch presented a proposal to the Parks Advisory Committee at their February 27, 2013 meeting and to the North Plains City Council on March 4, 2013 to organize a project for Logan to earn his project merit badge; and

WHEREAS, the scope of the project grew and Eagle Scout candidate Carson Miller joined in the planning process for the project to earn his merit badge; and

WHEREAS, Eagle Scouts Logan Miller and Carson Miller coordinated the materials and a work crew and began work on the project over Labor Day weekend; and

WHEREAS, the project was completed on October 12, 2013 with the addition of benches and planters; and

WHEREAS, this project created a beautiful pedestrian park within the right-of-way at Wascoe Street and Main Street in North Plains.

NOW, THEREFORE, the Mayor and City Council of the City of North Plains, Oregon do hereby acknowledge this great accomplishment and thank brothers Logan and Carson Miller for their service to the North Plains Community.

Given unto my hand this 18th day of November, 2013.

David Hatcher
Mayor

City of North Plains
Oregon

Proclamation

Honoring the Fallen Police Reserve Officer of Oregon City, Oregon and Supporting the City of Oregon City as it heals from this terrible tragedy

WHEREAS, the City of Oregon City, Oregon has suffered an unfathomable loss with the recent murder of its Reserve Police Officer, Robert Libke; and

WHEREAS, fallen Officer Robert Libke served the citizens of Oregon City as a most valuable public servant since 2009; and

WHEREAS, Law Enforcement is an honorable, hard-working profession that diligently seeks to make our communities more livable; and

WHEREAS, there is no greater sacrifice an Officer can make for their community than to give their life; and

WHEREAS, the murder of a Police Officer shocks the very soul of a community, our Government, and the very freedoms the Officers have sworn to protect; and

WHEREAS, the impact of this tragedy upon the Officer's family, friends, department and community is immeasurable.

NOW, THEREFORE, the Mayor and City Council of the City of North Plains, Oregon and the Citizens of North Plains, Oregon, extend heartfelt condolences to the City of Oregon City, Oregon, its staff, the Officer's family and its citizens. We mourn the loss of Oregon City's valuable public servant, and pray for healing and hope in this time of need.

Given unto my hand this 18th day of November, 2013.

David Hatcher
Mayor
City of North Plains



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: November 5, 2013
To: Mayor and City Council
From: Police Chief Bill Snyder
Subject: Declaring surplus Police Crown Victoria

Request: Council to approve Resolution No.1806 declaring surplus the 2005 Ford Crown Victoria police vehicle.

Background: 2005 Ford Crown Victoria is eight years old with 64,444 miles and should become surplus. The City of North Plains acquired this vehicle from Portland Police Bureau in about 2008 after it was rotated out of service for the City of Portland. This vehicle has been replaced with a 2014 Dodge Charger that has recently come into service.

Fiscal Impact: Base on past sales, this 2005 Ford CV should sell for between \$5,000 and \$6,000.

Environmental Issues: None

Sample Motion: Move for the approval of Resolution No. 1806 declaring surplus the 2005 Ford Crown Victoria police vehicle.

RESOLUTION NO. 1806

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS,
OREGON, DECLARING VEHICLE SURPLUS**

WHEREAS, the Police Department has determined to dispose of City vehicles due to high mileage, and requests formal declaration to sell the vehicles; and

WHEREAS, the City Council is asked to formally agree to declare the vehicle as surplus property so they can be disposed of.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF NORTH PLAINS, OREGON, AS FOLLOWS:**

Section 1. That Police Department 2005 Ford Crown Victoria Car, VIN #2FAHP71W05X147881 are hereby declared surplus.

Section 2. City staff is authorized to dispose of the vehicles as approved by the City Manager and consistent with State law.

INTRODUCED AND ADOPTED this 18th day of November, 2013.

CITY OF NORTH PLAINS, OREGON

BY: _____
David Hatcher, Mayor

ATTEST:

BY: _____
Margaret L. Reh, Deputy City Recorder



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: 11/8/2013
To: Mayor and City Council
From: City Manager Martha DeBry
Subject: Policy for display of signs at Commercial and Glencoe

Request: Council provide direction regarding the display of signs at Commercial Street and Glencoe Road.

Background: The intersection of Commercial Street/West Union Road and Glencoe Road is one of the busiest in the community. Retail businesses, nonprofits and the City have taken advantage of this congestion to promote events, stores and products. As a general rule the sign ordinance does not allow signs in the right of way without the permission of the City. As a practice the City has not provided permits for the display of signs on the traffic island. The City has permitted the installation of signs during the holidays on the north east corner.

Staff is recommending an interim policy be adopted to test the practicality of allowing signs at the intersection.

Several local businesses have asked for permission to use the island and intersection for advertising their business, including Abbey Creek Vineyard, Treasure Chest, and Robinson's Floral. While the City has not granted permission, it has also not forced the removal of the signs in recent months. Treasure Chest and Kenny Fields (firewood) appear to be using the space on a daily basis and Abbey Creek on weekends. All businesses have advised that the signs can have a positive and significant impact on commerce.

To minimize the clutter at the intersection and promote local businesses, staff is recommending a schedule be set up to allow up to two signs (by separate businesses) per day to be displayed at the island and one sign on northeast corner with the following conditions:

1. Signs must have a professional appearance and indicate the direction of travel to reach the business.
2. The name of the sign owner and contact phone number must be located on sign either in the interior or at the bottom.
3. Signs must be placed in a manner that allows clear vision for cars and safety for pedestrians.
4. Businesses and non-profits must sign up for dates and self-police the display of their signs.

5. Any business or non-profit is allowed to post a sandwich board (2 x 3 sign) for up to 8 days in a month, including up to 4 weekend days.
6. Upon completion of the 8th reserved day, another reservation of up to 8 days may be made.
7. A reservation can be cancelled or rescheduled.
8. Reservation of times may occur up to six months in advance.
9. Sign ups would be on first come first serve basis.
10. Businesses must have a physical presence in North Plains. (I.e. businesses not located in North Plains cannot participate in the sign ups. For example Dish network or an event at the fairgrounds could not use the signs to advertise.)
11. Non-profits are not required to have a physical presence. (eg Baseball or soccer sign ups for local leagues can be advertised.)
12. Initially no fee will be charged. This may be reevaluated in 6 months when the impact of the scheduling on staff time is known.
13. Businesses cannot reassign their times to other businesses or nonprofits.
14. Businesses can share one sign (eg provide directions to two or more businesses)
15. A calendar of dates will be posted on northplains.org
16. No signs will be allowed on the north west corner of the intersection.
17. Event promotions may be placed on the south east corner of the intersection.
18. Signs removed from the corner will be stored at City Hall for up to 30 days, where it may be claimed by its owner.
19. Violation of this policy twice in will result in suspension of reservation privileges for six months.

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

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

Sample Motion: I move to approve an interim policy of signs at Glencoe Road and Commercial Street/West Union Road.



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: 11/12/2013
To: Mayor and City Council
From: City Manager Martha DeBry
Subject: Approval of use of Jessie Mays Community Park for the Twelve Bridges Relay on Saturday, May 31, 2014

Request: Council to consider approving the use of Jessie Mays Community Park by Double Dog Dare U Events for the staging area and finish line of the Twelve Bridges relay race.

Background: Double Dog Dare U Events (DDDUE) coordinates a 67 mile, one day, 12 leg relay running event that incorporates the Banks-Vernonia State Trail as well as the surrounding area of rural Washington County. Their website is <http://www.onedayrelayseries.com/twelve-bridges-relay.html> This event is proposed for May 31st, and to start and finish in North Plains. The start times are in waves beginning at 7:00 a.m.-9:00 a.m. and the finish time is anticipated to be 7 p.m. This race is a for profit activity.

The benefit of hosting such an event locally, is that a long distance race such as a relay or marathon can bring visibility to a community. It is our understanding that DDDUE will use local restaurants and organizations to assist with food service and alcohol sales. This race is limited to 30 teams of up to 6 people each. It is common for support people and families to participate in activities at the finish line in addition to the relay members. The organizer has advised that members of the public can be on the field during the event.

DDDUE would like to rent the field of Jessie Mays Community Park and a portion of 309th to the east of the park, to stage the beginning of the race and have race festivities at the park as runners complete the race. DDDUE will provide all aspects of the race and festivities including marshals along the route. There will be amplified music playing from approximately 1:00 p.m. to about 7:00 p.m.

Fiscal Impact: the City does not have a rental fee for the use of the field. Staff is recommending the following charges be assessed:

\$132 for a small public assembly;

\$100 for four hours of reserve officer time to monitor consumption of alcohol in the outdoor venue;

\$50 minimum cleaning fee or the amount equal to the actual amount of maintenance worker time needed to pick up field after the event); and

\$800 refundable deposit for damages that may occur to the field.

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

Sample Motion: I move to approve the use of Jessie Mays Community Park with the agreed rental fees for the Twelve Bridges Relay on Saturday, May 31, 2014

Accounts Payable

Transactions by Account and Department

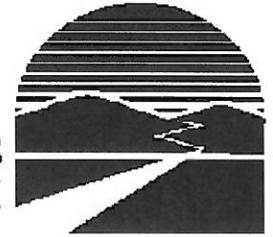
Auto Pay Check Register

User: Pam

Printed: 11/07/2013 10:13 AM

Batch: 000-00-0000

NORTH PLAINS
City to the Sunset



Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
110-000-200003	ING - State of OR Plan	TThurber xxx-xx-1634	Uncommitted	569	276.92	
110-000-200003	ING - State of OR Plan	TThurber xxx-xx-1634	Uncommitted	570	276.92	
110-000-200005	CIS - EBS TRUST	November Premiums	Uncommitted	577	107.98	
Subtotal for Dept: 000					661.82	
110-421-210000	CIS - EBS TRUST	November Premiums	Uncommitted	577	1,154.59	
110-421-610224	CHEVRON	PD 9/6/13 - 10/5/13	Uncommitted	566	1,117.11	
Subtotal for Dept: 421					2,271.70	
110-452-310000	COMCAST	JMCH 10/821	Uncommitted	564	46.11	
110-452-310000	NW NATURAL GAS CO.	JMCH 8/27/13 - 9/26/13	Uncommitted	563	47.48	
110-452-310000	PORTLAND GENERAL EL	JMCHt 8/29/13 - 9/30/13	Uncommitted	556	58.03	
Subtotal for Dept: 452					151.62	
110-455-210000	CIS - EBS TRUST	November Premiums	Uncommitted	577	33.13	
110-455-310000	NW NATURAL GAS CO.	Library 8/27/13 - 9/26/13	Uncommitted	561	29.51	
Subtotal for Dept: 455					62.64	
Subtotal for Fund: 110					3,147.78	
111-433-640000	PORTLAND GENERAL EL	Street Lights 8/29/13 - 9/30/13	Uncommitted	541	13.15	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
111-433-640000	PORTLAND GENERAL EL	ABT ES NW Main 8/29/13 - 9/30/13	Uncommitted	542	13.15	
111-433-640000	PORTLAND GENERAL EL	Street Lights 8/29/13 - 9/30/13	Uncommitted	544	20.35	
Subtotal for Dept: 433					46.65	
Subtotal for Fund: 111					46.65	
113-463-830000	COLUMBIA COMMUNIT	Principal Due	Uncommitted	572	648.18	
113-463-830000	COLUMBIA COMMUNIT	Principal Due 10/1	Uncommitted	573	144.68	
113-463-831000	COLUMBIA COMMUNIT	Interest Due	Uncommitted	572	287.27	
113-463-831000	COLUMBIA COMMUNIT	Interest Due 10/1	Uncommitted	573	355.32	
Subtotal for Dept: 463					1,435.45	
Subtotal for Fund: 113					1,435.45	
210-433-310000	NW NATURAL GAS CO.	Pump House 8/27/13 - 9/26/13	Uncommitted	559	42.71	
210-433-310000	PORTLAND GENERAL EL	ABT NW 314/Pacific 8/29/13 - 9/30/13	Uncommitted	555	12.63	
210-433-310000	PORTLAND GENERAL EL	32150 Commercial 8/29/13 - 9/30/13	Uncommitted	558	411.13	
210-433-610600	CITY OF HILLSBORO (Uti	JWC Water Purchase 8/30/13 - 9/30/13	Uncommitted	567	11,593.01	
Subtotal for Dept: 433					12,059.48	
Subtotal for Fund: 210					12,059.48	
610-000-200001	ASIFlex	Paydate 10/11/13	Uncommitted	575	160.98	
610-000-200001	ASIFlex	Paydate 10/25/13	Uncommitted	574	160.98	
610-000-200004	PERS Deposit	Contributions 9/21/13 - 10/05/13	Uncommitted	578	7,835.03	
610-000-200004	PERS Deposit	UAL and Side Accounts	Uncommitted	578	1,091.81	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
610-000-200004	PERS Deposit	Employment History Change JPetersen	Uncommitted	579	616.36	
610-000-200004	PERS Deposit	Contributions JPetersen	Uncommitted	579	1,001.41	
610-000-200004	PERS Deposit	UAL and Side Accounts	Uncommitted	579	142.86	
610-000-200005	CIS - EBS TRUST	November Premiums	Uncommitted	577	23.76	
Subtotal for Dept: 000					11,033.19	
610-413-210000	CIS - EBS TRUST	November Premiums	Uncommitted	577	1,607.08	
Subtotal for Dept: 413					1,607.08	
610-415-330000	ADP, INC.	Processing Chrg fro pd ending 9/22/13	Uncommitted	568	202.25	
610-415-330000	ADP, INC.	Processing Chrg for Pd Ending 10/06/2013	Uncommitted	571	181.90	
Subtotal for Dept: 415					384.15	
610-419-310000	NW NATURAL GAS CO.	City Hall 8/27/13 - 9/26/13	Uncommitted	560	16.85	
610-419-310000	NW NATURAL GAS CO.	Yellow House 8/27/13 - 9/26/13	Uncommitted	562	8.56	
610-419-310000	PORTLAND GENERAL EL	City Hall 8/29/13 - 9/30/13	Uncommitted	540	354.79	
610-419-310000	PORTLAND GENERAL EL	Yellow House 8/29/13 - 9/30/13	Uncommitted	543	33.95	
Subtotal for Dept: 419					414.15	
610-433-210000	CIS - EBS TRUST	November Premiums	Uncommitted	577	4,495.64	
610-433-210000	CIS - EBS TRUST	November Premiums	Uncommitted	577	2,750.31	
610-433-310000	PORTLAND GENERAL EL	Public Works 8/29/13 - 9/30/13	Uncommitted	557	40.77	
610-433-610224	CHEVRON	PW 9/6/13 - 10/5/13	Uncommitted	565	85.46	
Subtotal for Dept: 433					7,372.18	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
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					20,810.75	
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					37,500.11	
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Accounts Payable

Transactions by Account and Department

Manual Check Register

User: Pam
 Printed: 11/07/2013 10:12 AM
 Batch: 000-00-0000



Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
110-000-000001	Petty Cash	Increase of Office Petty Cash	10/02/2013	21491	400.00	
110-000-200000	BIGGI CONSTRUCTION,	BONDRefund SW13-004 and SW13-005	10/09/2013	21506	500.00	
110-000-200000	STEVEN PRINCE HOMES,	REFUND - 10469 NW 320th ROW bond	10/16/2013	21539	250.00	
110-000-200000	STEVEN PRINCE HOMES,	REFUND - 10455 NW 320th ROW bond	10/16/2013	21539	250.00	
Subtotal for Dept: 000					1,400.00	
110-421-300000	MARION COUNTY RISK	2013 Annual Conference	10/09/2013	21516	195.00	
110-421-300000	NEXT LEVEL MARTIAL	Defensive Tactics Training	10/30/2013	21569	160.00	
110-421-300000	VISA/ CARDMEMBER SE	Trees Restaurant	10/09/2013	21527	105.00	
110-421-300000	VISA/ CARDMEMBER SE	Oriental Garden	10/09/2013	21527	93.70	
110-421-330000	CITY OF HILLSBORO / Po	Records and Evidence Services for 13-14	10/23/2013	31546	2,547.10	
110-421-330000	PROVIDENCE OCCUPATI	Exam - TW Duncan	10/09/2013	21520	167.00	
110-421-330000	RON-JONS UNLIMITED, I	2 Toilets Weekly 9/1/13 - 9/30/13	10/09/2013	21522	166.00	
110-421-330000	T-MOBILE	1ST MO. PARTIAL 9/6/13 - 9/20/13	10/02/2013	21526	17.98	
110-421-330000	VERIZON WIRELESS	PD Sept 08 - Oct 07	10/23/2013	31558	113.45	
110-421-330000	VERIZON WIRELESS	PD Sept 07 - Oct 06	10/23/2013	31558	243.06	
110-421-330912	WCCCA	2nd Quarter Dispatch Fees 13/14	09/04/2013	21504	3,015.00	
110-421-340000	Petty Cash	Car Wash PD	10/02/2013	21491	6.00	
110-421-340000	DAILEY'S GOODYEAR A	Tire Repair	10/09/2013	21509	14.50	
110-421-340000	DAILEY'S GOODYEAR A	4 Tires	10/09/2013	21509	571.40	
110-421-340000	DAILEY'S GOODYEAR A	4 Tires	10/09/2013	21509	517.96	
110-421-340000	DUYCK'S GARAGE	Oil Filter, Oil, Air Filter - '01 Tah	10/23/2013	31549	57.50	
110-421-340000	DUYCK'S GARAGE	Oil, Oil Filter - Crown Vic	10/23/2013	31549	52.90	
110-421-340000	RADAR SHOP, INC.	Recertified Radar Units	10/02/2013	21501	551.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
110-421-610000	L.E.E.D.	Safariland Body Armor	10/09/2013	21515	679.95	
110-421-610000	VISA/ CARDMEMBER SE	Cop Quest - Handcuffs, Holster, Radio Ca	10/09/2013	21527	185.37	
110-421-610000	VISA/ CARDMEMBER SE	Kroll - Jacket	10/09/2013	21527	173.25	
110-421-610000	VISA/ CARDMEMBER SE	Kroll - Jacket	10/09/2013	21527	78.50	
110-421-610000	VISA/ CARDMEMBER SE	Walmart	10/09/2013	21527	474.00	
110-421-610000	WHITEHORSE GRAPHIC	Business Cards reserves	10/23/2013	31559	273.00	
110-421-610000	WILLOUGHBY HEARING	Right Earmold - J Petersen	10/09/2013	21528	115.00	
110-421-610000	WILLAMETTE VALLEY A	ICC Frangible	10/09/2013	21529	1,568.50	
110-421-610000	WILLAMETTE VALLEY A	Kns Sling Swivel Pair - 2	10/23/2013	31560	40.00	
110-421-610100	BLUMENTHAL UNIFORM	Polo, 2 Pants, Belt	10/09/2013	21532	133.50	
110-421-610100	BLUMENTHAL UNIFORM	Shirts, Emblems, Pants - T Duncan	10/23/2013	21564	281.45	
110-421-610100	THE ED JONES CO., INC.	3 Badges	10/23/2013	31550	390.00	
110-421-610100	THE ED JONES CO., INC.	1 Badge	10/23/2013	31550	290.00	
110-421-610224	SUNSHINE INC.	PD - August Fuel	10/02/2013	21503	252.65	
110-421-610224	SUNSHINE INC.	PD - August Discount	10/02/2013	21503	-2.53	
110-421-610224	SUNSHINE INC.	PD SEPT FUEL -Error in discount	10/30/2013	21573	64.01	
110-421-630000	WILLAMETTE VALLEY A	Bipod, Scope Rings, Baes, Rifle Case, et	10/09/2013	21529	4,380.00	
Subtotal for Dept: 421					17,971.20	
110-452-310000	PORTLAND GENERAL EL	8/29/13 - 9/30/13	10/09/2013	21519	12.74	
110-452-310000	PORTLAND GENERAL EL	8/29/13 - 9/30/13	10/09/2013	21519	14.28	
110-452-340000	COASTWIDE LABORATO	PH Neutral 5 gal	10/23/2013	31547	37.73	
Subtotal for Dept: 452					64.75	
110-455-310000	PORTLAND GENERAL EL	Library 8/28/13 - 9/27/13	10/09/2013	21519	349.44	
110-455-330000	3M	Renewal Billing-Self Check Software Mnt	10/16/2013	21530	1,449.00	
110-455-330000	TYCO INTEGRATED SEC	Library 11/01/13 - 11/30/13	10/23/2013	31540	67.50	
110-455-330000	SERVICE AMERICA COM	Library Janitorial for October	10/09/2013	31555	175.00	
110-455-330000	UNIQUE MANAGEMENT	Placements 9/25	10/09/2013	31557	8.95	
110-455-340000	CANON SOLUTIONS AM	Black Copies 9/14 - 10/14	10/23/2013	31545	16.70	
110-455-340000	CANON SOLUTIONS AM	Color Copies 9/14 - 10/14	10/23/2013	31545	44.98	
110-455-340000	DeLAGE LANDEN	Contract Payment 9/15/13 - 10/14/13	10/09/2013	21510	137.00	
110-455-340000	DeLAGE LANDEN	Contract10/152013 - 11/14/2013	10/30/2013	21566	137.00	
110-455-610000	BRODIE, DEBRA	Refreshments	10/16/2013	21533	15.25	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
110-455-610000	FUITEN, HEIDI	Water and Wipes	10/16/2013	21534	19.58	
110-455-610000	VISA/ CARDMEMBER SE	Postage	10/09/2013	21527	4.42	
110-455-610000	VISA/ CARDMEMBER SE	Postage	10/09/2013	21527	7.20	
110-455-610000	VISA/ CARDMEMBER SE	Robinsons	10/09/2013	21527	30.00	
110-455-610000	VISA/ CARDMEMBER SE	Foamcraft	10/09/2013	21527	50.56	
110-455-610000	VISA/ CARDMEMBER SE	Dollar Tree	10/09/2013	21527	6.00	
110-455-610000	VISA/ CARDMEMBER SE	Oregon Orchard	10/09/2013	21527	5.99	
110-455-610000	VISA/ CARDMEMBER SE	Postage	10/09/2013	21527	15.26	
110-455-610000	VISA/ CARDMEMBER SE	Bales	10/09/2013	21527	13.17	
110-455-610000	VISA/ CARDMEMBER SE	Postage	10/09/2013	21527	2.40	
110-455-610000	VISA/ CARDMEMBER SE	Ace Hardware	10/09/2013	21527	2.29	
110-455-610000	VISA/ CARDMEMBER SE	Postpaper	10/09/2013	21527	84.80	
110-455-610000	VISA/ CARDMEMBER SE	Label Outfitters	10/09/2013	21527	21.72	
110-455-610000	VISA/ CARDMEMBER SE	Postage	10/09/2013	21527	11.60	
110-455-640000	BAKER & TAYLOR	Library Materials	10/23/2013	31543	4.84	
110-455-640000	BAKER & TAYLOR	Library Materials	10/23/2013	31543	356.55	
110-455-640000	INGRAM LIBRARY SERV	Library Materials	10/09/2013	21535	30.73	
110-455-640000	INGRAM LIBRARY SERV	Library Materials	10/09/2013	21535	42.91	
110-455-640000	OREGONIAN	7 Day through 11/28/13	10/09/2013	21518	40.00	
110-455-640000	VISA/ CARDMEMBER SE	Amazon CREDIT	10/09/2013	21527	-0.03	
110-455-640000	VISA/ CARDMEMBER SE	Amazon	10/09/2013	21527	59.41	
110-455-640000	VISA/ CARDMEMBER SE	Amazon	10/09/2013	21527	27.18	
110-455-640000	VISA/ CARDMEMBER SE	Library Materials	10/09/2013	21527	14.99	
110-455-640000	VISA/ CARDMEMBER SE	Amazon	10/09/2013	21527	7.92	
110-455-640000	VISA/ CARDMEMBER SE	Library Materials	10/09/2013	21527	85.93	
110-455-640000	VISA/ CARDMEMBER SE	Amazon CREDIT	10/09/2013	21527	-2.00	
110-455-640000	VISA/ CARDMEMBER SE	Library Materials	10/09/2013	21527	32.95	
110-455-640000	VISA/ CARDMEMBER SE	Library Materials	10/09/2013	21527	33.09	
					Subtotal for Dept: 455	3,410.28
					Subtotal for Fund: 110	22,846.23
111-433-770101	MURRAY, SMITH & ASS	Claxtar Street and Waterline Improvement	10/30/2013	21568	5,036.87	
111-433-770103	DR HORTON	Lots 10-15, 17-23, 25- 26 Tran Sys Chrg	10/31/2013	21576	7,770.00	
					Subtotal for Dept: 433	12,806.87

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
					Subtotal for Fund: 111	12,806.87
113-463-830000	BANK OF NEW YORK ME	Principal Pay 442674	10/23/2013	31544	10,000.00	
113-463-831000	BANK OF NEW YORK ME	Interest Pay 442673 10/01/13	10/23/2013	31544	6,471.88	
					Subtotal for Dept: 463	16,471.88
					Subtotal for Fund: 113	16,471.88
210-433-340000	FERGUSON ENTERPRISE	Coupw.E Gasket, Galv steel nip, cap	09/27/2013	21493	109.86	
210-433-610000	FERGUSON ENTERPRISE	Cvr Strt Lev Hdl w/Pin	09/18/2013	21493	66.11	
210-433-610000	VISA/ CARDMEMBER SE	Hach Company	10/09/2013	21527	177.07	
210-433-770000	DR HORTON	Lots 10-15, 17-23, 25 Water Sys Chrg	10/31/2013	21576	62,921.90	
					Subtotal for Dept: 433	63,274.94
					Subtotal for Fund: 210	63,274.94
610-000-200002	AFLAC	November Premiums	10/23/2013	31541	243.09	
					Subtotal for Dept: 000	243.09
610-411-300000	CHARLYNN NEWTON	REIMBURSEMENT Mileage LOC Conference	10/02/2013	21496	82.21	
610-411-300100	Petty Cash	St Edwards rental of parking lot	10/02/2013	21491	1.00	
610-411-300100	OREGON ROAD RUNNER	Pumpkin Run Equipment Rental	10/02/2013	21499	50.00	
610-411-300100	VISA/ CARDMEMBER SE	Amazon - Table Cover Paper	10/09/2013	21527	29.02	
610-411-300100	VISA/ CARDMEMBER SE	Robinsons - Flowers TTHurber	10/09/2013	21527	50.00	
610-411-300100	VISA/ CARDMEMBER SE	Robinsons - Flowers - Irene	10/09/2013	21527	50.00	
610-411-300100	VISA/ CARDMEMBER SE	Dollar Tree - Pumpkin Run	10/09/2013	21527	5.00	
610-411-300100	VISA/ CARDMEMBER SE	Walmart - Pumpkin Run	10/09/2013	21527	24.37	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
610-411-300104	NP SENIOR CENTER	Donation to Food Bank from Country Dance	10/02/2013	21497	704.75	
610-411-300106	BARRETT RACING SERVI	Pumpkin Run	10/30/2013	21563	200.00	
610-411-300106	DeBRY, MARTHA	REIMBURSEMENT - Pumpkin Run	10/30/2013	21565	172.76	
610-411-300107	NP SENIOR CENTER	Chili Ingredients for Chili Cook Off	10/23/2013	31553	145.87	
610-411-300107	VISA/ CARDMEMBER SE	Target - office	10/09/2013	21527	7.50	
610-411-300107	VISA/ CARDMEMBER SE	Dollar Tree - Chili	10/09/2013	21527	7.00	
Subtotal for Dept: 411					1,529.48	
610-412-330000	BEERY, ELSNER & HAM	Enforcement of ROW and garage parking	10/09/2013	21505	180.00	
610-412-330000	BEERY, ELSNER & HAM	Fianl audit letter	10/09/2013	21505	129.42	
610-412-330000	BEERY, ELSNER & HAM	Code Enf Commercial St & aband vehicles	10/09/2013	21505	747.50	
610-412-330000	BEERY, ELSNER & HAM	Tresspass letter & Mtg at Portland Polic	10/09/2013	21505	442.96	
Subtotal for Dept: 412					1,499.88	
610-413-300000	OREGON STATE POLICE	Fingerprints	10/16/2013	21538	33.00	
610-413-300000	OREGON STATE POLICE	Fingerprints	10/23/2013	31554	33.00	
610-413-300000	OREGON STATE POLICE	Fingerprints (2 PD, 1 Library)	10/30/2013	21570	99.00	
Subtotal for Dept: 413					165.00	
610-414-300000	MARGARET REH	REIMBURSEMENT - OAMR Conference	10/09/2013	21521	276.14	
610-414-300000	VISA/ CARDMEMBER SE	WaCo LUT Building Services	10/09/2013	21527	150.00	
610-414-300000	VISA/ CARDMEMBER SE	The Mill Casino/Hotel in Bend	10/09/2013	21527	432.00	
610-414-360000	COMMUNITY NEWSPAP	Public Hearing - Published 9/2	10/09/2013	21508	139.50	
Subtotal for Dept: 414					997.64	
610-415-300000	RACHAEL LEMBO	GFOA Budget Book	10/30/2013	21567	22.50	
610-415-300000	RACHAEL LEMBO	OMFOA Conference Parking	10/30/2013	21567	3.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
610-415-300000	RACHAEL LEMBO	OMFOA Conference Parking	10/30/2013	21567	14.00	
610-415-330000	RACHAEL LEMBO	REIMBURSEMENT GAAP Update Webcast	10/02/2013	21494	135.00	
610-415-330000	MOONLIGHT BPO	August Newsletter	10/09/2013	21517	577.50	
610-415-330000	MOONLIGHT BPO	OCTOBER Newsletter	10/09/2013	21536	369.00	
610-415-330000	MOONLIGHT BPO	Statement Processing SEPTEMBER	10/23/2013	31552	421.58	
610-415-330000	SPRINGBROOK SOFTWA	Migration Contract Payment/Initial 2%	10/09/2013	21523	272.00	
610-415-330000	SPRINGBROOK SOFTWA	Annual Maintenance 7/1/13 - 6/30/14	10/09/2013	21523	5,119.00	
Subtotal for Dept: 415					6,933.58	
610-419-310000	AT&T WIRELESS SERVIC		10/23/2013	31542	32.61	
610-419-310000	XO COMMUNICATIONS	City Hall 10/18/13 - 11/17/13	10/23/2013	31561	590.32	
610-419-330000	TYCO INTEGRATED SEC	City Hall 11/01/13 - 11/30/13	10/23/2013	31540	210.51	
610-419-330000	GLOBAL DATA LINK	Monthly Service	10/09/2013	21512	849.00	
610-419-330000	GLOBAL DATA LINK	Hourly Computer/Network Service	10/09/2013	21512	380.00	
610-419-330000	SECRETARY OF STATE	Report in Lieu of Audit	10/30/2013	21572	40.00	
610-419-330000	SERVICE AMERICA COM	City Hall Janitorial for October	10/09/2013	31555	195.00	
610-419-340000	RICOH USA INC	Miscashed ck #21425/Returned /credit	09/27/2013	21502	700.35	
610-419-340000	RICOH USA INC	Contract Payment - 2 copiers	09/27/2013	21502	700.35	
610-419-340000	TEMP CONTROL MECHA	Contract Payment 10/1/13 - 10/31/13	10/09/2013	31556	309.00	
610-419-340000	VISA/ CARDMEMBER SE	Lowes	10/09/2013	21527	34.89	
610-419-350000	COLUMBIA PACIFIC EC.	Annual dues October 2013- September 2014	10/23/2013	31548	250.00	
610-419-350000	GOVERNMENT ETHICS C	Annual Billing OGEC through 6/30/14	10/09/2013	21513	357.29	
610-419-350000	GOVERNMENT ETHICS C	URA Annual billing through 6/30/14	10/09/2013	21513	28.58	
610-419-350000	GOVERNMENT ETHICS C	Annual Special Assessment thru 6/30/14	10/09/2013	21513	158.80	
610-419-350000	GOVERNMENT ETHICS C	URA special assessment through 6/30/14	10/09/2013	21513	12.70	
610-419-350000	OR. HEALTH DIVISION	2014 Annual Fee for Drinking Water Progr	10/30/2013	21571	75.00	
610-419-610000	Petty Cash	Card for Diane	10/02/2013	21491	2.69	
610-419-610000	AMERICAN EXPRESS	1620mx shred	09/27/2013	21492	99.99	
610-419-610000	AMERICAN EXPRESS	Coffee Mate	09/27/2013	21492	5.29	
610-419-610000	AWARD SPECIALITIES	Nameplates	10/23/2013	21562	33.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
610-419-610000	COASTWIDE LABORATO	Sanitizer, bottles, glass cleaner, hydro	10/23/2013	31547	48.48	
610-419-610000	JENNIFER KNOWLES	REIMBURSEMENT - Mileage Publicity Materia	10/09/2013	21514	19.21	
610-419-610000	JENNIFER KNOWLES	REIMBURSEMENT - Mileage	10/23/2013	31551	8.48	
610-419-610000	OR. COFFEE ROASTER, I	Coffee Regular 2.5#	10/16/2013	21537	18.75	
610-419-610000	THAYER COMPANY	Office Supplies	09/25/2013	21525	73.36	
610-419-610000	THAYER COMPANY	Office Suppliles	09/25/2013	21525	167.12	
610-419-610000	THAYER COMPANY	ADJUSTMENT for dmgd paper	10/09/2013	21525	-9.40	
610-419-610000	THAYER COMPANY	Office Supplies	10/23/2013	21574	135.58	
610-419-610000	VISA/ CARDMEMBER SE	Paper Direct - Business Lic Paper	10/09/2013	21527	32.48	
610-419-610000	VISA/ CARDMEMBER SE	Dollar Tree - Children's -Office	10/09/2013	21527	11.00	
610-419-610000	VISA/ CARDMEMBER SE	PO - Stamps and large envelope pstg	10/09/2013	21527	47.12	
610-419-610000	VISA/ CARDMEMBER SE	Fred Meyer - Water Parks Board	10/09/2013	21527	12.17	
610-419-610000	WHITEHORSE GRAPHIC	Business Cards BB, JK, MR	10/23/2013	31559	208.00	
610-419-621000	ASIFlex	For the period beginning 9/1/13	10/16/2013	21531	18.75	
Subtotal for Dept: 419					5,856.47	
610-433-340000	Petty Cash	Power Steering Fluid PW	10/02/2013	21491	8.99	
610-433-340000	CNH CAPITAL	Metro New Holland - Bearing	09/27/2013	21507	16.34	
610-433-340000	PAT EWING	REPLACEMENT of Broken Window	10/09/2013	21511	125.00	
610-433-340000	METRO NEW HOLLAND	Oil Disp	09/27/2013	21495	26.56	
610-433-340000	ONE CALL CONCEPTS, I	Oregon Utility Notification Center SEPTE	10/02/2013	21498	60.72	
610-433-340000	VISA/ CARDMEMBER SE	Lowes	10/09/2013	21527	30.95	
610-433-340000	VISA/ CARDMEMBER SE	Lowes	10/09/2013	21527	19.98	
610-433-340000	VISA/ CARDMEMBER SE	Lowes	10/09/2013	21527	16.41	
610-433-340000	VISA/ CARDMEMBER SE	Lowes	10/09/2013	21527	18.73	
610-433-340000	VISA/ CARDMEMBER SE	USA Blue BOok	10/09/2013	21527	128.69	
610-433-340000	VISA/ CARDMEMBER SE	Office Depot	10/09/2013	21527	8.99	
610-433-340000	VISA/ CARDMEMBER SE	Lowes	10/09/2013	21527	20.34	
610-433-340000	VISA/ CARDMEMBER SE	Home Depot	10/09/2013	21527	23.95	
610-433-610000	WSR WESTSIDE ROCK	3/4" minus	10/30/2013	21575	442.73	
610-433-610224	SUNSHINE INC.	PW September Fuel	10/09/2013	21524	711.22	
610-433-610224	SUNSHINE INC.	PW September Fuel discount	10/09/2013	21524	-71.13	
Subtotal for Dept: 433					1,588.47	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
					Subtotal for Fund: 610	18,813.61
					Report Total:	134,213.53



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: 11/8/2013
To: Mayor and City Council
From: City Manager Martha DeBry
Subject: Approval of city policies Number 204-251

Request: Council approve policies Number 204-251

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 November 18, 2013 are:

204 References
205 Pre-employment drug testing
206 Hiring of minors
207 Hiring of relatives
208 Employment offers
209 Probation
210 Personnel files
222 Employment classes
223 Classification Plan
251 Confidentiality

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.

Sample Motion: I moved to approve policies number 204-251

December 2013 Council Calendar

<i>Meeting</i>	<i>Primary</i>	<i>Alternate</i>	<i>Note</i>	<i>Date</i>
City Council			7:00 p.m.	12/02
<i>Holiday Jingle</i>			6:30 p.m.	12/5
<i>North Plains Holiday Bazaar</i>			<i>Jessie Mays 9:00-4:00</i>	12/07
<i>Washington County Coordinating Committee (WCCC)</i>	<i>Hatcher</i>	<i>DeBry</i>	<i>2nd Monday @ 12 noon</i>	12/09
<i>Planning Commission</i>	<i>Lenahan</i>		<i>2nd Wednesday @ 7 p.m.</i>	12/11
<i>Washington County Office of Community Development Policy Advisory Board</i>	<i>Kindel</i>	<i>Demagalski</i>	<i>2nd Thursday @ 7 p.m.</i>	12/12
City Council			7:00 p.m.	12/16
<i>Library Board</i>	<i>Newton</i>		<i>3rd Wednesday @ 7 p.m.</i>	12/18
<i>Christmas Holiday (City offices closed)</i>				12/25
<i>Metro Policy Advisory Committee (MPAC)</i>	<i>Hatcher</i>	<i>Demagalski</i>	<i>4th Wednesday @ 5 p.m.</i>	12/25
<i>Parks Advisory Committee</i>			<i>4th Wednesday @ 7 p.m.</i>	12/25
<i>Metropolitan Area Communications Commission (MACC)</i>	<i>Warren</i>	<i>Lenahan</i>		
<i>Northwest Oregon Area Commission on Transportation (NWOACT)</i>	<i>Lenahan</i>	<i>DeBry</i>	<i>No Meetings Scheduled</i>	