

**PRELIMINARY AGENDA
REGULAR SESSION
CITY OF NORTH PLAINS, CITY COUNCIL MEETING**

North Plains Senior Center
31450 NW Commercial Street
Tuesday, January 20, 2015 – 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 01/05/2015 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. **STAFF REPORTS**
Staff reports will be provided by the Public Works Director and the Chief of Police
8. **PUBLIC HEARING:**
None Scheduled
9. **NEW BUSINESS:**
 - A. Discussion of language and qualifications for appointments to the North Plains Parks Board
 - B. Adopt Resolution No.1870 approving the appointment of Patti Burns to the North Plains Parks Board
 - C. Adopt Resolution No. 1871 approving the appointment of Lonnie Knodel to the North Plains Planning Commission
 - D. Accept the report from the Parks Board regarding the *Jessie Mays Community Hall and Park Facilities Assessment and Preliminary Conceptual Design* presented by Woofter Architecture.
 - E. Adopt Resolution No.1872 appointing Councilors Kindel and Lenahan as Primary and Alternate representatives to the Community Development Policy Advisory Board

- F. Adopt Resolution No.1873 approving dates 2015 North Plains Farmer's Market and Annual Ice Cream Social and authorizing use of City support for the same.
- G. Discussion of CCTV Cameras
- H. City Attorney training regarding Councilor roles
- I. Review December 2014 Check Register

10. UNFINISHED BUSINESS:

None Scheduled

11. ORDINANCES:

FIRST READING:

None Scheduled

SECOND READING:

None Scheduled

12. CITY MANAGER REPORT

13. COUNCIL REPORTS

- A. Council reports will be provided by the Mayor and City Councilors on meetings attended and other items.
- B. February 2015 Council Calendar

14. ADVICE/INFORMATION ITEMS:

- An Evening with an Author: Robin Cody, Saturday, 7:00 p.m. January 24, 2015 at the Library.

15. 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 are scheduled to be held at the North Plains Senior Center, 31450 NW Commercial Street, North Plains, Oregon.

The meetings will be held on the following dates at 7:00 p.m.:

Monday, February 2, 2015 Tuesday, February 17, 2015 Monday, March 2, 2015

CITY OF NORTH PLAINS, CITY COUNCIL MEETING
MINUTES REGULAR SESSION
North Plains Senior Center
31450 NW Commercial Street
Monday, January 5, 2015

SWEARING IN OF NEW COUNCILORS

The Mayor facilitated the oath of office for the three newly elected City Councilors: Sandi King; Sherrie Simmons, and Scott Whitehead. A short reception followed.

1. **CALL TO ORDER:** Mayor David Hatcher called the Regular Session of the City Council to order at 7:11 p.m.
2. **PLEDGE OF ALLEGIANCE:** Mayor Hatcher led the flag salute.
3. **ROLL CALL:** Mayor David Hatcher, Council President Teri Lenahan, Councilors: Robert Kindel, Jr., Charlynn Newton, Sandi King, Sherrie Simmons, Scott Whitehead

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

4. **ELECTION OF COUNCIL PRESIDENT**

Councilor Kindel complimented Councilor Lenahan on the exemplary job she has done as the Council President for the past year. Kindel moved to nominate Lenahan for the 2015 Council President. Motion was seconded by Sherrie Simmons. The motion was approved unanimously.

5. **CONSENT AGENDA:**

- A. Approval of regular session agenda
- B. Approval of minutes of 12/15/2014 Council meeting

Motion by Lenahan and seconded by Whitehead to approve the Consent Agenda. The motion was approved unanimously.

6. **PUBLIC COMMENT:**

None presented.

7. **STAFF REPORTS:**

Public Works Director. Blake Boyles reported that DeBry, Mayor Hatcher and Boyles will be meeting with ODOT on January 12, 2015 to provide input on the landscape design for the Highway 26 interchange. The City may be able to personalize our interchange somewhat. Boyles will report back to Council with drawings.

Chief of Police. Chief Snyder reported the department is back to fire arms training. Half of the department was trained the end of December and the other half will receive training later this month.

Snyder will attend management training in January and one of his officers will be attending a social media awareness course.

Snyder reported the cameras are installed on Commercial Street and Glencoe Road and are fully functioning. Snyder invited Council to make arrangements to stop by City Hall to check out the camera system and see how they work.

Library Director. Debra Brodie welcomed the new Councilors. Brodie explained the new Councilors will be part of the rotation in attending the monthly Library Board meetings. Brodie invited each new Councilor to arrive one hour early of their respective first rotation for a tour of the library and to meet the staff.

Brodie acknowledged the generosity of the North Plains Knights of Pythias for their gift of \$250. This gift will be used to upload additional books to the Kindle/Nook readers at the library. The Pythians donated funding for the Kindle/Nook program last year and it has proven to be very popular.

Brodie presented a thank you to the Council from the library staff for the gift cards the Council authorized.

Brodie extended an invitation to the Council and all those in attendance to the Artist Reception that will be held this coming Friday, January 9, 2015 and to the Author Visit which will take place on January 24, 2015

Finance Director. Rachael Lembo reported the 2013-14 Audit of the City was completed and we received an unqualified opinion—which is desirable. Lembo distributed letters from the auditor addressed to the Council/URA Board noting no issues arose during the audit of the City/review of the URA. Lembo also had distributed a copy of the Financial Statement to the Council via e-mail and the report is posted on the City's website. There were no changes to this statement since Council viewed it in October—the numbers are all the same. The Auditor's Comments and Disclosures listed on the final page states we comply with the state requirements, with the exception of two line items that exceeded budget. The budget overages were discussed in October. There is a statement on the last page addressing an inadequate segregation of accounting duties. The City's small finance staff does not allow it to always segregate duties, therefore the City has implemented additional controls including reviews by upper management and Council. This note will always be included in the report.

Lembo gave a historical account of office staffing for the new Councilors. In July, one of the Account Clerk II positions was eliminated. The current Account Clerk II, Sarah Baker, has been responsible for payroll and utility billing for a number of years. With the elimination of the second clerk, all the accounts payable tasks and other office duties were also added to the single clerk position. With this increase in workload a change in title did not happen. Baker has been at the last step of the pay scale for the Account II position and has not received a raise in two years. In looking at the job description of other Account Clerks in the industry, with the amount of experience Baker has, this position should be reclassified as an Account Clerk III. Lembo was asking the Council to consider a new Account Clerk III level to be added to General Government in the upcoming supplemental budget.

8. PUBLIC HEARINGS:

None Scheduled

9. NEW BUSINESS:

- A. Approve Resolution No. 1869 waiving fees for Jessie Mays rental for free acting classes being offered by Maureen Hicks.

Maureen has offered to teach an acting class for free to younger residents of North Plains we are requesting the fee waiver for the use of Jessie Mays. We want to continue to support this program.

Motion by Simmons. Second by Lenahan to approve Resolution No. 1869 waiving the rental fees for the use of Jessie Mays Community Hall for acting lessons provided to the youth of North Plains.

- B. Review of the 2015 City Council Meeting Calendar Schedule and ex officio assignments to Planning Commission, Library Board, and other committees.

Mayor Hatcher gave an explanation of additional meetings that Councilors are assigned to during their tenure as a Councilor. These meeting become the respective project of each Councilor. Councilors will report any pertinent information from attending these additional meetings back to the City Council during the Council Reports on the agenda. Discussion ensued regarding the availability and desire of each Councilor as to which meeting they would like to represent the City of North Plains at.

Motion by Lenahan. Second by Simmons for the following Councilors to represent the respective Committees and the alternates:

	<u>Primary</u>	<u>Alternate</u>
• Metropolitan Area Communications Commission (MACC)	Whitehead	Newton
• Tualatin Valley Community Access Television	Simmons	King
• Washington County Coordinating Committee (WCCC)	Hatcher	DeBry
• WaCo Office of Community Development: Policy Advisory Board	Kindel	Lenahan
• Metro Policy Advisory Committee (MPAC)	Hatcher	Lenahan

- C. Review of FY 2014-15 July-December Budget to Actual Financial Report.

Lembo appears before Council at least once per quarter to review the finance report. Lembo walked through the narrative with the Council that was included in the Council Agenda Packet. Lembo presented where the City is at with the Actuals in comparison to Budget. Councilors asked some clarifying questions which were answered satisfactorily by staff.

10. UNFINISHED BUSINESS:

None Scheduled

11. ORDINANCES:

FIRST READING:

None Scheduled

SECOND READING:

None Scheduled

12. CITY MANAGER REPORT

DeBry was on vacation for the past two weeks and had additional information to report.

13. COUNCIL REPORTS

Lenahan reported she attended the going away reception for Michael Sykes, City Manager of Forest Grove on December 30, 2014. Mr. Sykes has accepted the City Manager position in the City of Scappoose.

Kindel expressed that is good to be back. He wanted to thank everyone for their support after his accident. He received so much community support—it was above and beyond the call of duty. Kindel had never been on the receiving end of this type of support and it brought so much joy to his heart. He was truly thankful.

14. ADVICE/INFORMATION ITEMS:

- North Plains Annual Crab Feed on Saturday, January 17, 2015 at Jessie Mays
- Martin Luther King, Jr. Holiday, Monday, January 19, 2015: City offices closed.
- An Evening with an Author: Robin Cody, Saturday, 7:00 p.m. January 24, 2015 at the Library.

15. ADJOURNMENT: Council adjourned the meeting at 8:48 p.m.

David Hatcher, Mayor

Margaret L. Reh, City Recorder

Date approved _____



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: January 14, 2015
To: Mayor and City Council
From: City Manager Martha DeBry
Subject: Discussion of membership qualifications of Parks Board

Request: Council consider if it would like to revise Municipal Code Section 1.40.020.

Background: City Council adopted Ordinance 415 on April 1, 2013. The ordinance created the Parks Board as a standing committee of the Council. Code section 1.40.020 provides the definition for membership qualifications:

Qualifications for appointment to membership on the Parks Board include demonstration of positive interest in the development, operation and maintenance of public parks, open spaces and trails in North Plains and status as a resident or representative of a property or business owner within the city limits. The Board shall be comprised of at least one, but not more than two, city councilors and one, but not more than two Planning Commissioners.

The Parks Board recently interviewed a candidate who resides outside of the City, Patti Burns. Staff had determined that she met the minimum qualifications as she is the President of the Senior Center's Board, and as such a representative of a property owner and business.

A couple of members of the Parks Board expressed opinions that the section is "too broad." Councilor Simmons asked that the language be presented to Council for discussion.

Appointments are at the discretion of Council. Qualified applicants can be denied appointment without cause.

The membership language is broad enough to allow the appointment of persons from the general area as long as they have a tie to property owner or business locally. Technically, the City can set any rule for membership. It does not have to include either a residency, business owner or property owner qualification.

Fiscal Impact: This item has no fiscal impact.

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

Recommendation: Council provide direction if it would like staff to present an ordinance to amend the membership section.

Attachments: Ordinance No. 415

ORDINANCE NO. 415

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON,
AMENDING MUNICIPAL CODE BY ADDING CHAPTER 1.40 PARKS BOARD**

WHEREAS, the City of North Plains has maintained an ad hoc committee to review and evaluate park related issues for several years, and

WHEREAS, Parks Board may provide additional assistance to the City Council if it were authorized as a standing committee of the Council.

**THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON,
ORDAINS AS FOLLOWS:**

Section 1. The Municipal Code shall be amended to include Chapter 1.40 Parks Board as stated on Exhibit A.

Section 2. Severability. If any provision of this Ordinance or its application to any person or circumstances is held to be unconstitutional or invalid for any reason, the remainder of this Ordinance or the application of the provisions to other persons or circumstances shall not be affected.

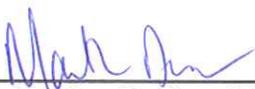
INTRODUCED on the 18th day of March, 2013, **AND ADOPTED** this 1st day of April, 2013.

CITY OF NORTH PLAINS, OREGON

By: 

David Hatcher, Mayor

ATTEST:

By: 

Martha DeBry, City Manager/City Recorder

Exhibit A

Chapter 1.40 Parks Board

1.40.010 Parks Board established.

The Parks Board, composed of five to nine members, to be appointed by the mayor with the consent of the city council, is hereby established. The Parks Board members shall appoint, at their first regular meeting, a chairperson and vice chairperson from their membership. The position of chairperson shall be selected each January for a one-year term.

1.40.020 Membership qualifications.

Qualifications for appointment to membership on the Parks Board include demonstration of positive interest in the development, operation and maintenance of public parks, open spaces and trails in North Plains and status as a resident or representative of a property or business owner within the city limits. The Board shall be comprised of at least one, but not more than two, city councilors and one, but not more than two Planning Commissioners.

1.40.030 Terms of office.

The term of each of the initial members shall be determined by the mayor with the consent of the council.

Upon the expiration of the terms of each of the initial members, the mayor shall, with the consent of the council, appoint a successor to each member whose term shall have expired.

Each succeeding term following the initial appointment shall be for a period of two years, and the mayor shall, with the consent of the council, appoint successors to such offices for each term of two years thereafter. Appointments shall be structured so as to ensure that terms overlap.

The mayor, with the consent of the council, may also appoint city council advisory members to the committee who will serve on an ex officio basis and without vote.

Vacancies of the Parks Board shall be filled for the remaining term of vacant positions in the same manner as the original appointment. It shall be the duty of the chairperson or the vice chairperson of the board to notify the mayor and city council when a vacancy exists.

1.40.040 Meetings.

The Parks Board shall meet at least quarterly on a specific schedule adopted for the year by the board members. The board chairperson may call, by and upon the concurrence of three members, special meetings of the board.

1.40.050 Purpose.

The general functions of the Parks Board shall be to advise the Public Works Director and City Council on issues such as:

- (1) Concerning the management, care and control of public parks and recreation facilities and programs of the City, together with all park property and recreation facilities which may be acquired and developed;
- (2) Concerning the making and altering from time to time of needful rules and regulations for the maintenance of order, safety and decency in said parks and recreation facilities;
- (3) Concerning the establishment and modification of fees for park and recreation services, programs, or facility rentals;
- (4) Concerning the expenditure of such funds as shall be appropriated by the City Council for public park and recreation facilities and programs.

1.40.060 Compensation of members.

The Parks Board members shall receive no compensation for their services.

1.40.070 Quorum – Rules and regulations.

A majority of the appointed Parks Board shall constitute a quorum. The Board shall adopt rules and regulations to conduct its affairs, which rules and regulations shall be consistent with the laws of the state of Oregon, North Plains City Charter and City of North Plains ordinances.



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: January 20, 2015
To: North Plains City Council
From: Public Works Director Blake Boyles
Subject: Resolution No. 1870 approving the appointment of Patti Burns to the North Plains Parks Board

Request: The Parks Board reviewed the application and interviewed Patti Burns for one of the open positions on the North Plains Parks Board. The Board has forwarded their recommendation to the North Plains City Council for approval of an appointment to the Parks Board.

Background: Candidates for appointment to membership on the Parks Board should demonstrate a positive interest in the development, operation and maintenance of public parks, open spaces and trails in North Plains. Candidates also must have the status of a resident or the status of a representative for a property or status of a representative of a business owner within the city limits.

The North Plains Parks Board will be comprised of 5-9 members that have been appointed by the City Council.

Fiscal Impact: There is no compensation for participation on this board.

Environmental Issues: None

Recommendation: Council to adopt Resolution No.1870 approving the appointment of Patti Burns to the North Plains Parks Board.

Sample Motion:

I move to adopt Resolution No.1870 appointing Patti Burns to the North Plains Parks Board for a term that will expire on June 30, 2017.



APPLICATION FOR APPOINTMENT TO THE CITY OF NORTH PLAINS PARKS BOARD

The information provided in this application is considered public information and may be used in announcing your appointment.

The North Plains Parks Board was formed through a recent ordinance. Between 5 and 9 members will be appointed to the Board. This Board will replace the Parks Advisory Committee and will have additional responsibilities such as reviewing recreation programs. Qualifications for appointment to membership on the Parks Board include demonstration of positive interest in the development, operation and maintenance of public parks, open spaces and trails in North Plains and status as a resident or representative of a property or business owner within the city limits. The Board shall be comprised of at least one, but not more than two, city councilors and one, but not more than two Planning Commissioners. Initial term lengths will be 2 years. There is no compensation for participation on this Board.

Appointments are made by the City Council following review of applications and applicant interviews. Please plan to attend the Council meeting at which your application is to be considered.

Name Path Burns
Mailing Address 28366 NW Dorland Rd. North Plains, Or
Street Address 97133
Occupation Business Owner (Holiday Christmas Forest) E-Mail Lochlolly1@Aol.com

Please provide brief answers to the following questions. If additional space is needed, use the back of this page or attach a separate page.

1. Why would you like to serve on the Parks Board?

Parks are very important to North Plains, the Jesse Mays is very important to the Gartic Fest.

2. What do you think are the most important park issues now facing North Plains?

improving the Jesse Mays Community Center and its grounds. We need a ~~that~~ building that will better serve the community and its needs

3. Do you have any special interests or qualifications that you would bring to the Board?

The Gartic Festival has been held at the Jesse Mays for all 18 years. I have been a Chair person for many

Thank you for applying. Your interest is appreciated.

events held in the building, and it would be great to have an updated building as well as the grounds area.

RESOLUTION NUMBER 1870

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS,
OREGON, APPOINTING PATTI BURNS TO THE NORTH PLAINS PARKS BOARD**

WHEREAS, Municipal Code Section 1.40 provides that the City Council appoints the members of the North Plains Parks Board; and

WHEREAS, the City has had the open position posted for members of public to submit applications to become members of the Parks Board; and

WHEREAS, Patti Burns has submitted application for the position and been interviewed by the Parks Board; and

WHEREAS, the North Plains Parks Board recommendation is for the North Plains City Council to appoint Patti Burns to the Parks Board.

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

Section 1. Patti Burns is appointed to the North Plains Parks Board for the term expiring June 30, 2017.

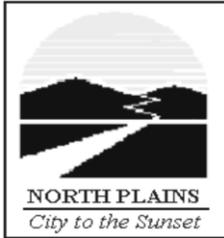
Section 2. This Resolution shall become effective immediately upon adoption by the City Council.

CITY OF NORTH PLAINS, OREGON

BY: _____
David Hatcher, Mayor

ATTEST:

BY: _____
Margaret L. Reh, City Recorder



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: January 15, 2015
To: City Council
From: Martha DeBry, City Manager
Subject: Interviewing Prospective Planning Commissioner and adoption of Resolution No. 1871 appointing Lonnie Knodel to the North Plains Planning Commission

Request: Council consider the appointment of Lonnie Knodel to the Planning Commission.

Background: A vacancy was created on the Planning Commission by the resignation of Commissioner Jeff Low. Lonnie Knodel has submitted an application to become a Planning Commissioner. He is a resident of North Plains. The Planning Commission reviewed the application and interviewed Lonnie Knodel on Wednesday, January 14, 2015 for the vacant position on the North Plains Planning Commission.

The Commission unanimously recommended Mr. Knodel for appointment. Included in Council's packet is Mr. Knodel's application. He has prior experience as a general contractor and real estate agent.

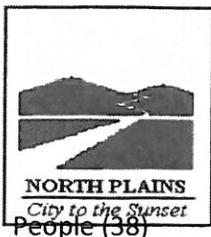
Fiscal Impact: There is no compensation for participation on this board.

Environmental Issues: None

Recommendation: Council adopt Resolution No.1871 appointing Lonnie Knodel to the Planning Commission.

Sample Motion:

I move to adopt Resolution No.1871 appointing Lonnie Knodel to the North Plains Planning Commission to serve out the remaining term vacated by Commissioner Jeff Low for a term expiring on December 31, 2016.



CITY OF NORTH PLAINS

Submit Application to:
 31360 NW Commercial Street, North Plains, Oregon 97133 or
 info@northplains.org

APPLICATION FOR APPOINTMENT TO THE PLANNING COMMISSION

Information provided in this application is considered public and may be used upon announcing your appointment. The Planning Commission usually meets once a month for approximately 2-3 hours. From time to time, special meetings are held to meet deadlines or conduct public hearings. Preparation for each meeting usually involves an equal amount of time. The Planning Commission's regular meetings are the second Wednesday of each month at 7:00 p.m.

Each position is a four-year term. If the application is submitted to fill a vacancy, the appointee will serve for the time remaining in that term. Each applicant is interviewed by the Planning Commission and the City Council. The Commission will relay its recommendation to the City Council for review at the Council's next scheduled meeting. The Council interview will occur prior to making its appointment to the Commission. Plan to attend both meetings for your application consideration

Name: Lonnie Knodel Date: 12/3/14

Mailing Address: P.O. BOX 729 NORTH PLAINS ORE 97133
Add to circles

Street Address if different: 31473 NW WASCOE ST.

City: NORTH PLAINS

State: ORE Zip: 97133

Home Phone: 503-799-1244 Work Phone: 503-799-1244 Cell Phone: SAME

E-mail Address: LonnieKnodel@gmail.com

Occupation: REMAX EQUITY GROUP (Real

Please answer the following questions. There is no "right" answer to any question. If additional space is needed, use the back of this page or attach a separate page.

1. Why would you like to serve on the Planning Commission?

2. What do you think are the most important issues now facing North Plains?

3. Do you have any special interests or qualifications that you would bring to the Planning Commission?
Show details

Thank you for applying. Your interest is appreciated!

Attachment to Application for Appointment to the Planning Commission:

1. Why would you like to serve on the Planning Commission?

My wife's family moved to North Plains in 1967 and she and I have been married for almost 25 years. We have watched this little town grow and evolve over the years and have a passion for it. It is home to us. I think it is important to be involved in whatever you "care" about.

I have an extensive background in construction and real estate. This furthers my interest around watching the growth of this small town. My father was a builder, then owned my own company for over 20 years as a general contractor. Currently I am a licensed real estate broker.

2. What do you think are the most important issues now facing North Plains?

I think that it is important that the City has steady growth, but at a pace that the infrastructure keeps up as well. There is a need for business growth as well as an increase in housing. I also think it is important to keep the small town / country feeling that has always been so inviting and what draws people out.

[Click here to Reply or Forward](#)

3. This question was answered in #1

RESOLUTION NO. 1871

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS,
OREGON, APPOINTING LONNIE KNODEL TO THE NORTH PLAINS PLANNING
COMMISSION**

WHEREAS, the City of North Plains has a Planning Commission consisting of residents, property owners and business owners in the community; and

WHEREAS, a vacancy on the Planning Commission was created by the resignation of Commissioner Jeff Low; and

WHEREAS, the City has had the open position posted for members of the public to submit applications to become members; and

WHEREAS, Lonnie Knodel has submitted application for the position; and

WHEREAS, the Planning Commission interviewed Mr. Knodel and recommended appointment to this vacated position to the City Council.

WHEREAS, Municipal Code Section 1.435 provides that the City Council appoints the members of the North Plains Planning Commission.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON, that Lonnie Knodel is appointed to the Planning Commission to complete a vacated term expiring December 31, 2016.

CITY OF NORTH PLAINS, OREGON

BY: _____
David Hatcher, Mayor

ATTEST:

BY: _____
Margaret L. Reh, City Recorder



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: January 20, 2015
To: Mayor and City Council
From: Public Works Director Blake Boyles
Subject: Review of Jessie Mays Community Hall and Park Facilities Needs
Assessment and Preliminary Conceptual Design

Request: Council accept the report submitted by Woofter Architecture which has been reviewed and recommended by the Parks Board.

Background: At the August 4, 2014 City Council meeting the North Plains City Council approved the recommendation of the Parks Board awarding the contract to Woofter Architecture for the facilities needs assessment and preliminary conceptual design of the Jessie Mays Community Hall and Park.

Discussions continued through December 2, 2014 between the Parks Board, staff and Woofter Architecture regarding the needs assessment and conceptual designs for the remodel of Jessie Mays Community Hall. Surveys were distributed to citizens at the Chili Cook-off, and through the community newsletter and online. Additional community organizations such as the Friends of the North Plains Public Library and North Plains Events Association were invited to Parks Board meetings. The Friends of North Plains Library operate online book sales on a weekly basis in the annex portion, and expressed an ongoing need for space to conduct sales. The North Plains Events Association operates the Elephant Garlic Festival in August of each year. No community members made comments to the Parks Board except through surveys.

Fiscal Impact: The Cost Opinion was submitted by Woofter with the report. It is stated that the estimated cost for the site work is \$1,199,424. The Jessie Mays Community Hall addition and renovation cost is estimated at \$966,960. These numbers combined establish the total estimated direct construction cost of \$2,166,384. With the inclusion of margins, adjustments, and contingencies increase the overall total construction cost is \$3,122,655. (There was a math error in the Woofter table presented to the Parks Board that states the sum of adjustments is \$790,537 when it is actually \$956,271.)

Typically, the hard costs of construction project are 75 percent of the total project costs. Soft costs for engineering, architecture, project management typically add another 25 percent of the total construction cost. This total is \$780,664, resulting in total estimated project cost of \$3,903,319.

Next Steps: The cost opinion provided by Woofter is in on the high side, and is based on unit costs typical in the Portland area. Staff can work with design professionals to value engineer and refine the estimate to an amount that can be implemented in the coming years.

To refine the costs, the City should engage both landscape and building architects to begin the design process. Typically projects are designed with client reviews at the 10%, 40%, 75% and 90% completion phases. A 10% completion will provide schematic rendering which allows the bulk of costs to be accurately identified for timing and budgeting purposes. By the time the design professionals are engaged for 40% completion, efficient projects only allow very minor changes in design.

Staff is recommending that Woofter be engaged for an additional body of work to develop a schematic design, or that a new request for qualifications be distributed to select an architect for the project. Woofter has been efficient with its use of time and effective in managing communications with staff and the Parks Board. To save time, and the cost of familiarizing a new firm with the project, engaging Woofter for schematic design is the next logical step in this process, a proposal can be presented to Council soon if this is the preferred option.

It should be noted that professional designs typically have a shelf life of about 5 years. If the City engages the architects now, and then decided to delay the project once costs are known, the City can cost-effectively terminate the contract. When the project is picked up a few years later it will benefit from the schematic work.

Soft costs for design can be reimbursed by system development fees and grants if obtained in the future. The Parks Capital budget includes \$100,000 for project expenses this year.

Staff is currently working on Oregon Parks and Recreation grant for exterior improvements. If schematic designs are available within a few months it would improve the City's ability to obtain grants.

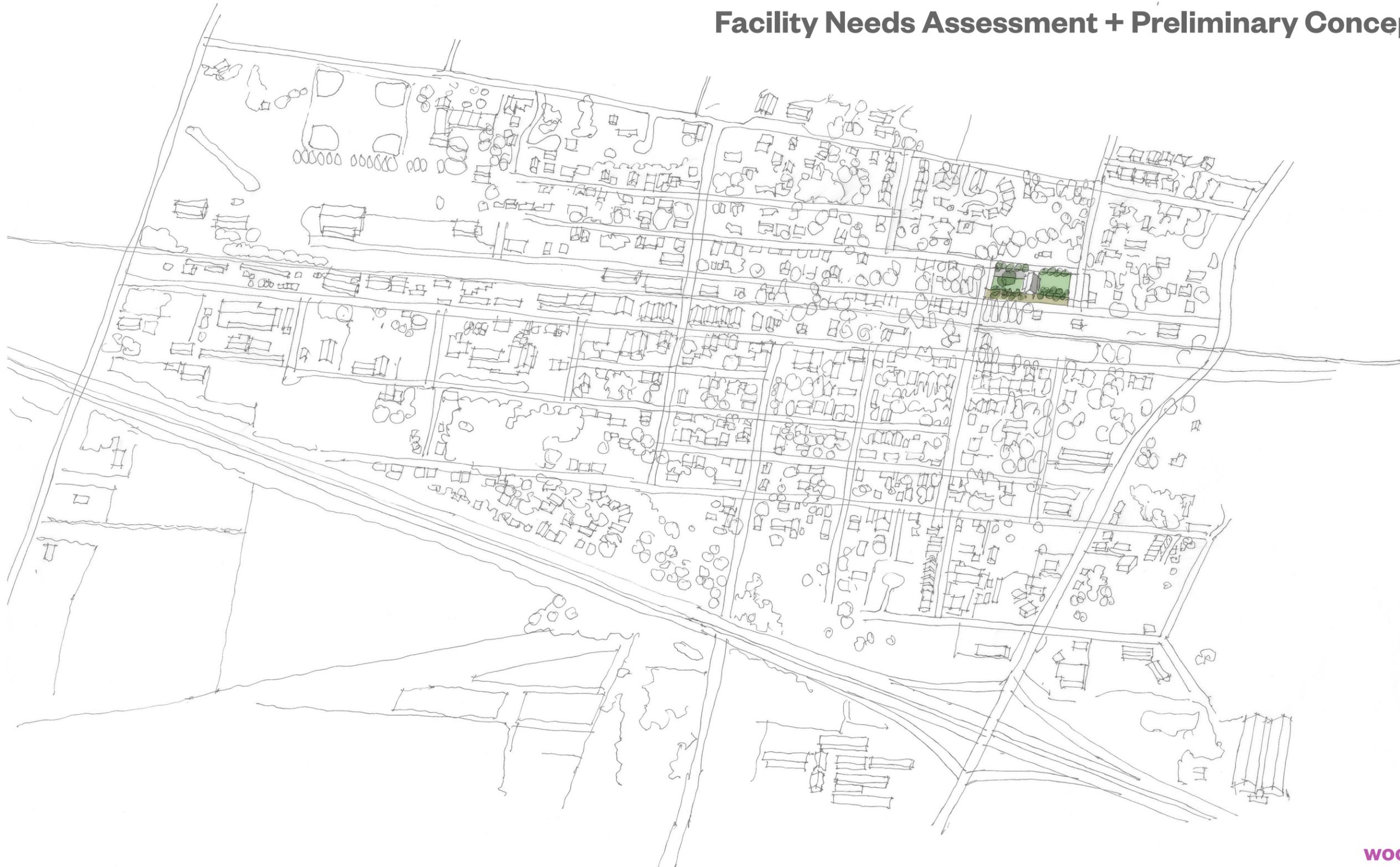
Environmental Issues: None

Recommendation: Council to accept report from Woofter and direct staff to obtain a proposal for schematic drawings.

JESSIE MAYS COMMUNITY HALL + PARK

Facility Needs Assessment + Preliminary Conceptual Design

Final Report
December 12, 2014





Participants	2
Executive Summary	3
Preliminary Conceptual Design	4
Design Narratives	
Conceptual Design Drawings	
Needs Assessment	16
Process	
Existing Site Needs	
Existing Building Needs	
Appendices	
Selected Process Graphics	
Conceptual Cost Opinion	
Goals & Priorities List	
Community & Organization Questionnaires	
Jessie Mays Community Hall Usage Report	
Meeting Notes	
Parks Board Feedback	



City of North Plains

Parks Board

Teri Lenahan, Councilor
Charlynn Newton, Councilor
Heather LaBonte, Planning Commissioner
Douglas Nunnenkamp, Planning Commissioner
Hildegard Miles, Parks Board Member
Joanna Orgill, Parks Board Member

Staff

Blake Boyles, Public Works Director
Margaret Reh, City Recorder

Parks Board Meeting Visitors

Marrina Abeln
Debra Brodie
Patti Burns
David Hatcher
Carolyn Leavitt
Sherrie Simmons
Norma Tucker

Design Consultant Team

Woofter Architecture

Jonathan Bolch
Willis DeWitt
Miles Woofter

Mackenzie

Ralph Henderson, Civil Engineer
Josh McDowell, Structural Engineer
Steven Tuttle, Landscape Architect



Existing Site and Building Plan



Selected Conceptual Site and Building Plan

Overview

The Jessie Mays Community Hall (JMCH) is the City of North Plains' primary community center and located within the City's largest park. Formerly a gymnasium for an elementary school, the facility is operated by the City and hosts a variety of events that vary in scale, type, and duration, the largest being the annual Garlic Festival.

The City is considering a renovation and expansion of Jessie Mays Community Hall to best accommodate its current uses and projected future need. Woofter Architecture was retained in September 2014 to assist the City with a needs assessment of the facility and to develop a preliminary conceptual design for the expansion of the building. As the Community Hall and Park are linked amenities, the design concepts were developed as a comprehensive vision to maximize opportunities for connections between site and building so that the two reinforce each other and form an integrated whole.

This report is the result of a three-month process that included a review of the existing Parks Board Master Plan, touring existing facilities, and a series of meetings with the Parks Board, City staff, and members of the community. During these sessions, needs, goals, and priorities were validated and refined. Precedents were considered and design concepts were presented and discussed. The larger North Plains community was engaged through questionnaires and visual displays developed for the annual Chili Cook-off held at Jessie Mays Community Hall. This process resulted in the selection of a conceptual design encompassing both building and park.

Conceptual Cost Opinion

Based on the preferred conceptual design selected, a conceptual cost opinion was developed based on square footages of work proposed for site and building improvements. With the inclusion of margins and adjustments, this overall total construction cost is estimated at \$2,956,921.

Typically, the total construction cost (hard cost) for a project of this type are 75 percent of the overall total project costs. In addition to this hard cost, approximately 25 percent of the total construction cost should be allocated to project soft costs (design fees, geotechnical report, site survey, etc.). This total is \$739,230, resulting in an overall estimated project cost of \$3,696,200.

Conclusions

- North Plains residents highly value Jessie Mays Community Hall and Park and recognize their importance in enhancing their quality of life and in helping to strengthen a sense of community.

- Jessie Mays Community Hall is currently undersized relative to its demonstrated need and its significance as a central public resource for the City. Its entry is not easily identified (and non-ADA accessible) and the building does not visually or physically engage with the surrounding park and activities. As a centrally-located structure, it currently is more of a divider than a connector.

- Expanding and upgrading Jessie Mays Community Hall will significantly enhance the facility's ability to serve a rapidly-growing community and to accommodate events of many types and sizes. Improvements such as creating a welcoming and accessible entry and enlarging the existing meeting hall, kitchen, restrooms, and storage, combined with adding new areas such as an entry lobby, smaller meeting space, and outdoor-accessed restrooms, will greatly add value, function, and flexibility to the building.

- Jessie Mays Community Park is in need of stronger pedestrian connections to the surrounding neighborhood, to the Community Hall, and between the east and west sides of the park. There is a lack of covered outdoor spaces and shade, playing surfaces require repair, and vehicle parking is both undersized and poorly located.

- Improvements to Jessie Mays Community Park including providing more gracious pedestrian access and circulation, relocating parking to the perimeter, upgrading existing recreation areas, and the creation of a variety of gathering areas, will greatly benefit the experience and usefulness of the park both for daily visitors and larger events.

Architectural

Jessie Mays Community Hall and Park are central and essential resources to the City of North Plains and reflect the importance of public spaces and recreation as essential to quality of life and creating a sense of community. The conceptual design for the expansion and renovation of the Hall significantly improve the flexibility and function of the facility, honor and extend its existing architectural character, and greatly enhance its visual and physical connections to the park and community beyond. Key design features include:

Exterior Design The expansion continues the character of the existing structure by extending its central roof form and then adding a lower roof on either side. On the east this provides a new covered entry porch and expanded central meeting space. On the west this creates a long covered porch connected to the central meeting space and overlooking the large playing field. These covered porches provide spaces that overlook the adjacent outdoor areas with shade from the sun and protection from the rain. Windows in the new building will continue the vertical proportion of the existing glazing but be enlarged to provide better interior daylighting, more visual connections to the exterior, and a better expression of the civic importance of the building.

Building Entries As the Community Hall sits in the center of the park, people will approach it from both sides. The design encourages this by providing welcoming and ADA accessible entries facing both directions, each sheltered by a generous covered porch. A glazed set of double-doors on both sides leads from the porches to a new lobby space. This provides access to both the meeting spaces and to two new enlarged, accessible restrooms.

Large Meeting Room The existing meeting room expands west to provide approximately 50% more space to better accommodate existing functions and to provide more capacity as the community grows. The existing dropped ceiling will be removed to expose the existing timber trusses concealed above, adding greatly to the height, character, and identity of this central gathering space. To increase the flexibility of the space, the existing stage area is removed and a portable/storable stage is proposed. Expanded storage for tables, chairs, and stage is provided directly adjacent to this room. To better connect this space to the exterior and further extend the size and flexibility of this area, the east wall is envisioned as a series of large doors (conceptually shown as overhead doors in the drawings) that can be opened to the adjacent covered porch. These doors could also be sliding doors,

French doors, etc.

Small Meeting Room (Community Room) A new meeting room is created at the south end of the building directly across the lobby from the Large Meeting Room to accommodate smaller functions and events.

Kitchen The existing kitchen is significantly expanded to better serve both interior and exterior events. Large concession windows face both into the Large Meeting Room and outside to the covered porch. A new door and overhead door connect the kitchen directly to the exterior loading area at the north end of the site.

Outdoor Restrooms Two new accessible restrooms directly accessible from outside are created facing east toward the playground and court area.

Other Spaces and Considerations Expanded support spaces such as mechanical and electrical areas are provided at the north side of the building, along with a sink directly accessible from the outside. An enclosed trash room adjacent to the kitchen and also directly accessible from the outside is provided. During the next phases of design, mechanical, electrical, and plumbing systems will be designed including site lighting, electrical outlets, and hose bibs on all sides of the building.

Site Design and Landscape

The 1.84 acre site has been redesigned in a way that accommodates known activities on the site, such as the Garlic Festival, while allowing for flexible, daily use of the site. An open lawn on the east side of the site allows for open recreation and event performances while the west side accommodates programmed uses like basketball and a playground.

An east /west axis along the southern edge of the site connects users from the parking lots to the main building entries and a double row of trees reinforces a framework for event tents during festival times. Benches incorporating electrical outlets for events are proposed on a repetitive spacing to accommodate event tents. Emphasis is given to the paving and planting at the center of the axis to signify the building entry. West of the building, large shade trees provide relief for playground users and nearby picnic tables. Corner entries to the site offer valuable connections to the adjacent properties and encourage pedestrian access to the park.

Vehicle parking has been relocated to the perimeters of the site to maximize the amount of contiguous recreation area and to replace

the existing parking lot with a direct and welcoming pedestrian pathway from the primary point of site entry, the southwest corner. By providing parking stalls on the east, west, and south edges of the site, the amount of parking is greatly increased and the streets themselves become the drive aisles for the parking, increasing the site utilization for recreation.

Plant material on the site should be well adapted to local conditions and tolerant of drought. Near the play areas, thornless and berry-free plants will be most appropriate. Shrubs throughout the site should be maintained to three to four feet in height to allow for visual access from the exterior of the site. Upright-branched trees along the southern axis will reinforce the NW Hillcrest Street corridor and minimize disturbance with event tents. Trees near the playground should be long lived species with a high canopy.

Civil

The storm water facilities adjacent to the parking areas will be swales with drought tolerant planting. Vegetated basins will be located at the south end of the plaza and at the intersection of NW Hillcrest and NW 309th. Storm water planters at the building downspouts will treat the storm water coming from the roof. Additionally, there will be different types of pervious hardscape surfaces at the event areas and basketball court. By showcasing several different types of storm water facilities on the site, the site storm system can become a beautiful and educational amenity.

Revisions to the existing plumbing fixtures in the updated building should be accommodated with modifications to the existing sewer and water services within the building. This approach will need to be confirmed during design development when sewer elevations are determined and water pressures are known.

Grading throughout the park would be designed to provide suitable slopes to accommodate all the various event activities, as well as ensuring positive drainage from the site to all the storm water facilities.

Prior to further design work it is recommended that a full site boundary, topographic, and utility survey be completed.

Structural

The existing Jessie Mays Community Hall is typical wood framed construction from the mid 1900's and appears to be in reasonably good conditions. This building appears to have met the code under which it was constructed, but there have been significant changes

to the force levels and detailing requirements over the years. The proposed modifications to the community center structure are significant and would require that the building is analyzed for conformance with the current building code requirements, including Chapter 34 of the Oregon Structural Specialty Code as well as the ASCE 41 Standard for Rehabilitation of Existing Structures.

Based on our limited review of the existing drawings and our visual assessment of the current existing conditions, it would appear that the proposed expansion of the facility would require upgrades to the existing structure:

- The existing roof and floor framing will likely need to be modified to support the expansion on all four sides of the existing structure.

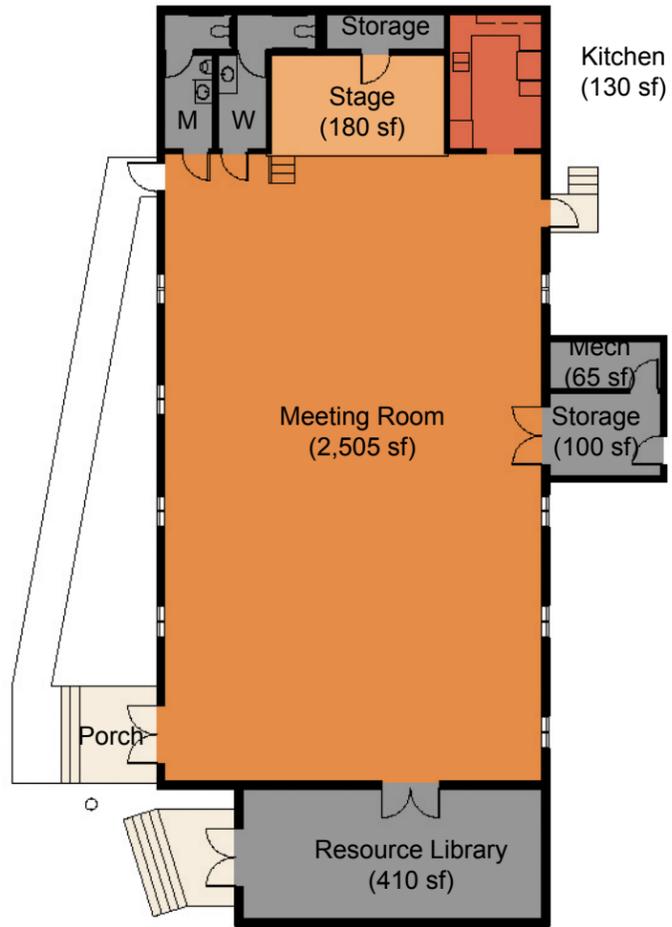
- The existing walls act as shearwalls and resist the code required wind and seismic forces. In a number of locations, a significant amount of wall is being removed to open up the space and improve the functionality of the space. There appears to be adequate wall remaining on each elevation that can be improved to support the new loads and meet the current code requirements.

- The roof sheathing is acting as a diaphragm to transfer code required wind and seismic forces to the shearwalls. With the increases in code loading and the addition of new loads, it appears that this sheathing will need to be re-nailed and straps added to meet the current code requirements. In addition, new drag elements will be required to transfer loads across the openings in the walls to the upgraded shearwalls. It is recommended that the roof shingles are removed to complete this work.

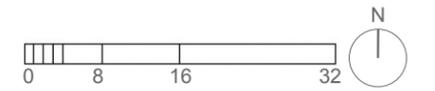
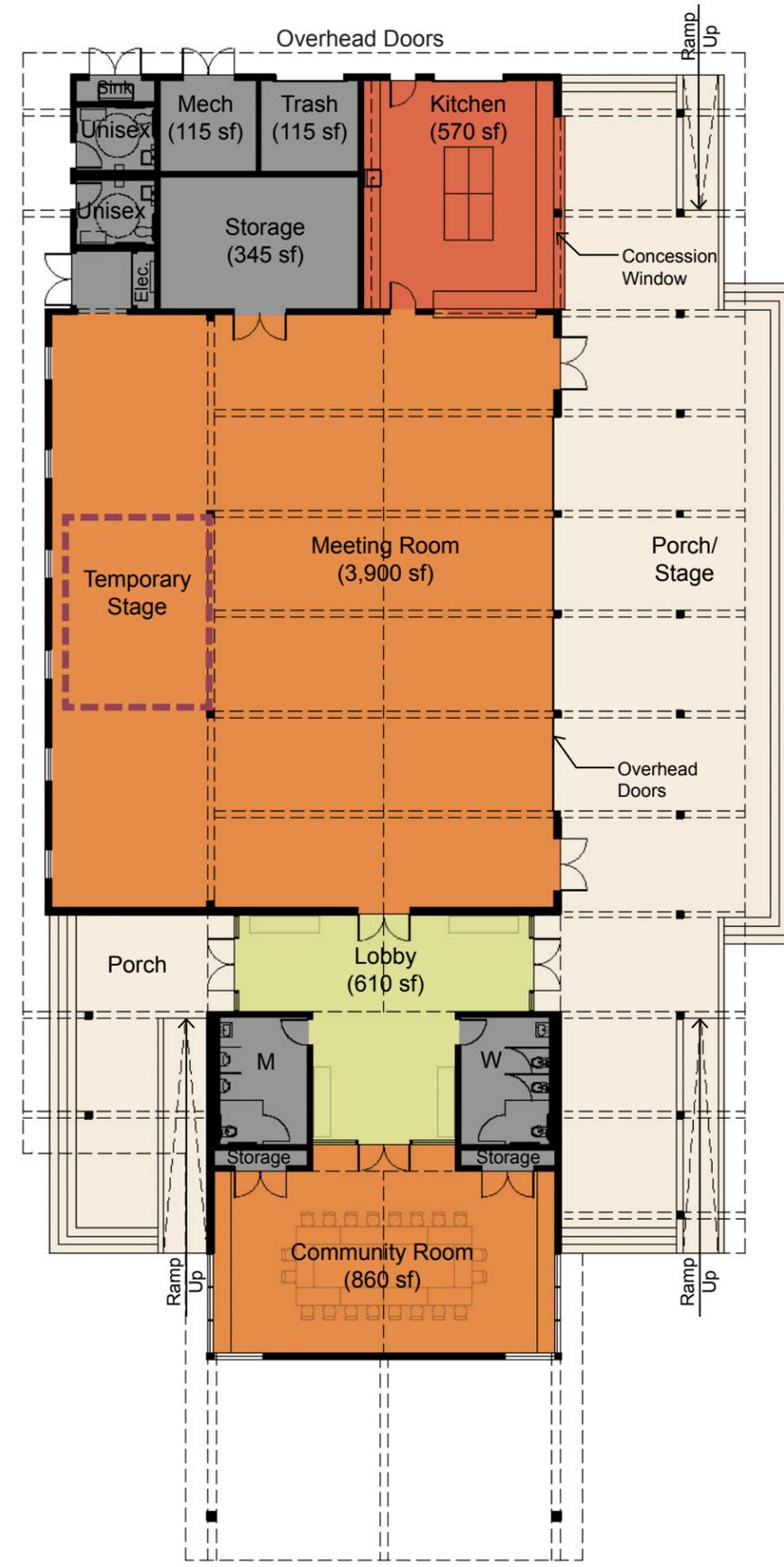
Based on our experience with similar renovation projects, it is our opinion that the cost to complete a seismic upgrade would be approximately \$12 - \$17 per square foot of the existing building. This does not include the cost to replace finishes or build the new expanded structure.

These findings are based on a visual observation of the project and a review of the drawings and reports as noted above for the project. Only readily visible and accessible elements were observed, and no material testing was performed. The conclusions in this report are based on the professional experience and opinions of the Design Team.





Existing Building

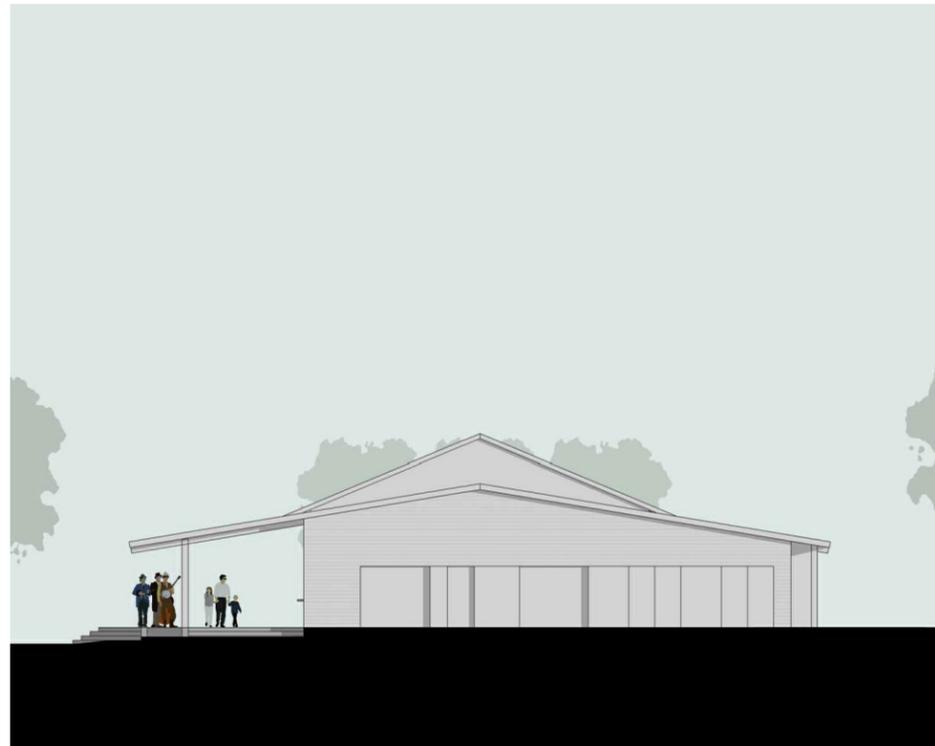




South



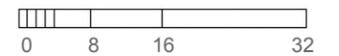
East



North



West







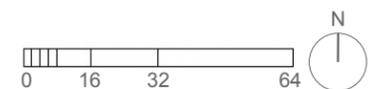
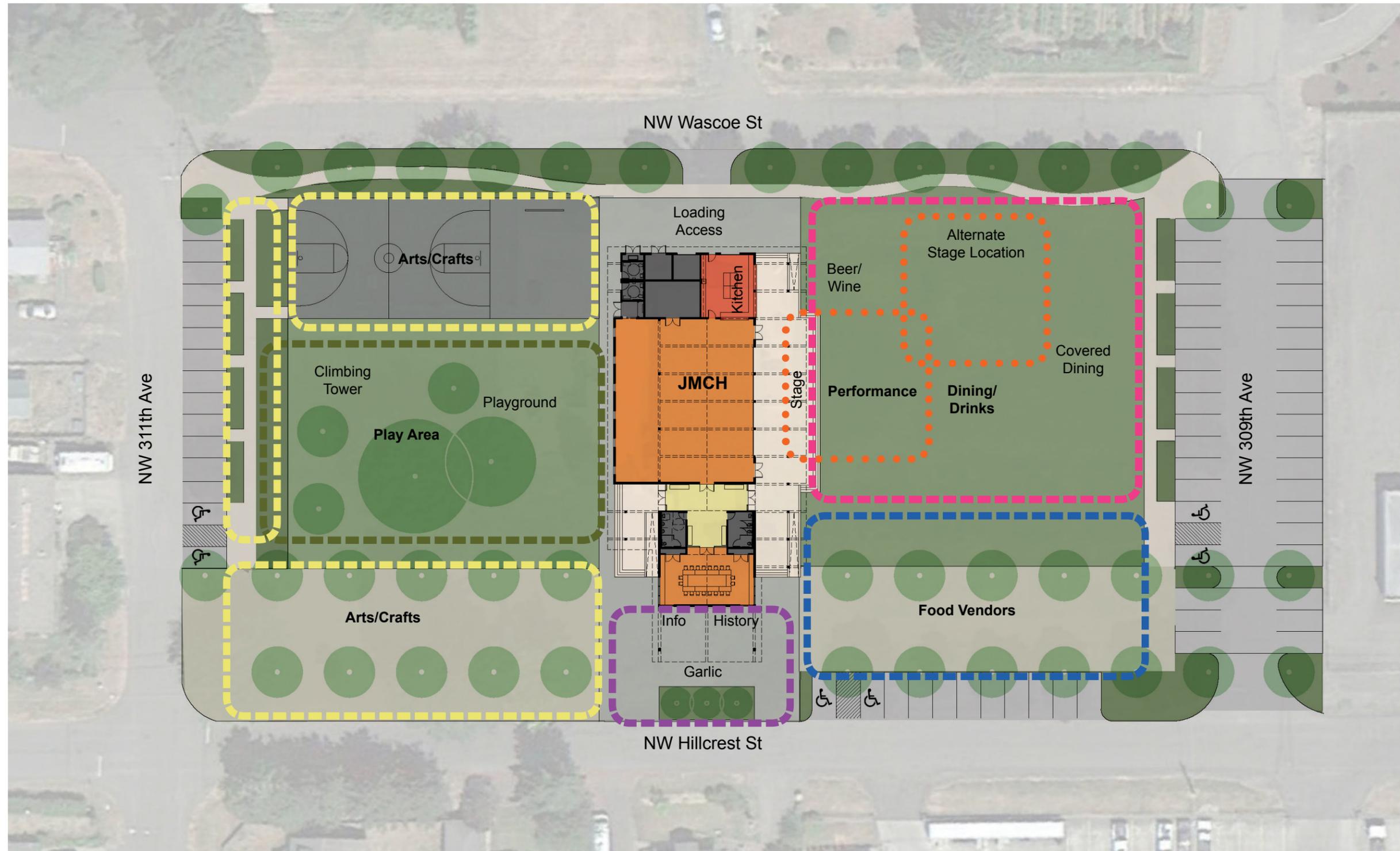




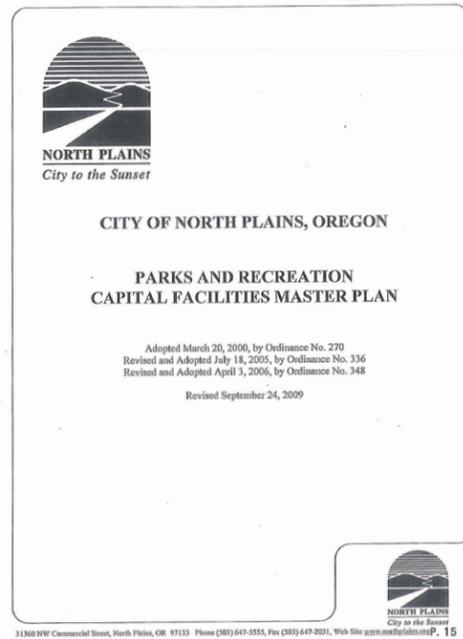




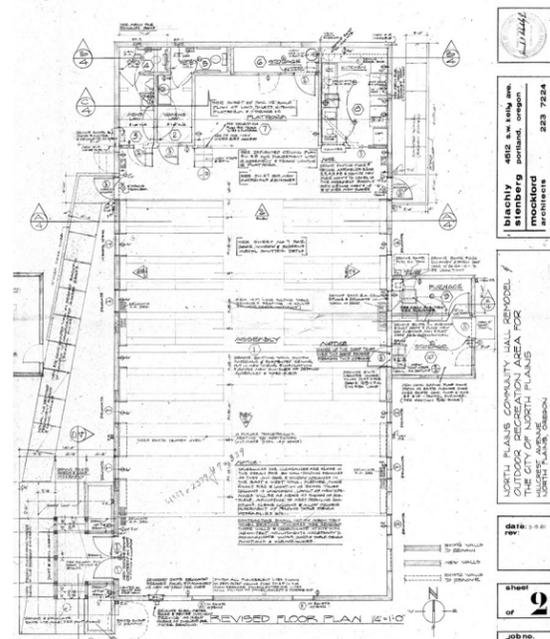




needs assessment: process



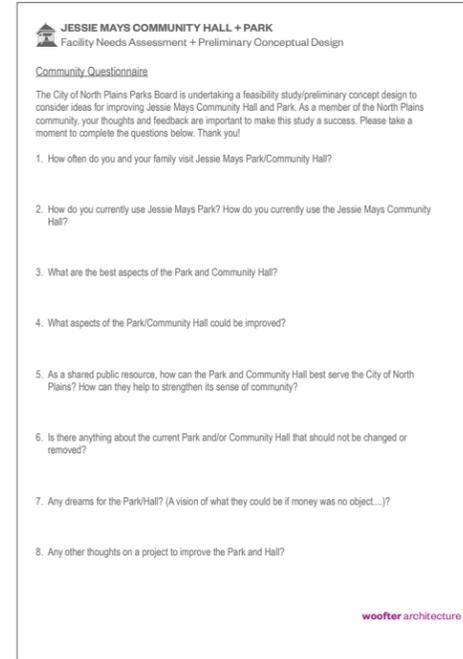
Parks Master Plan



Existing Documentation



Tour of Site



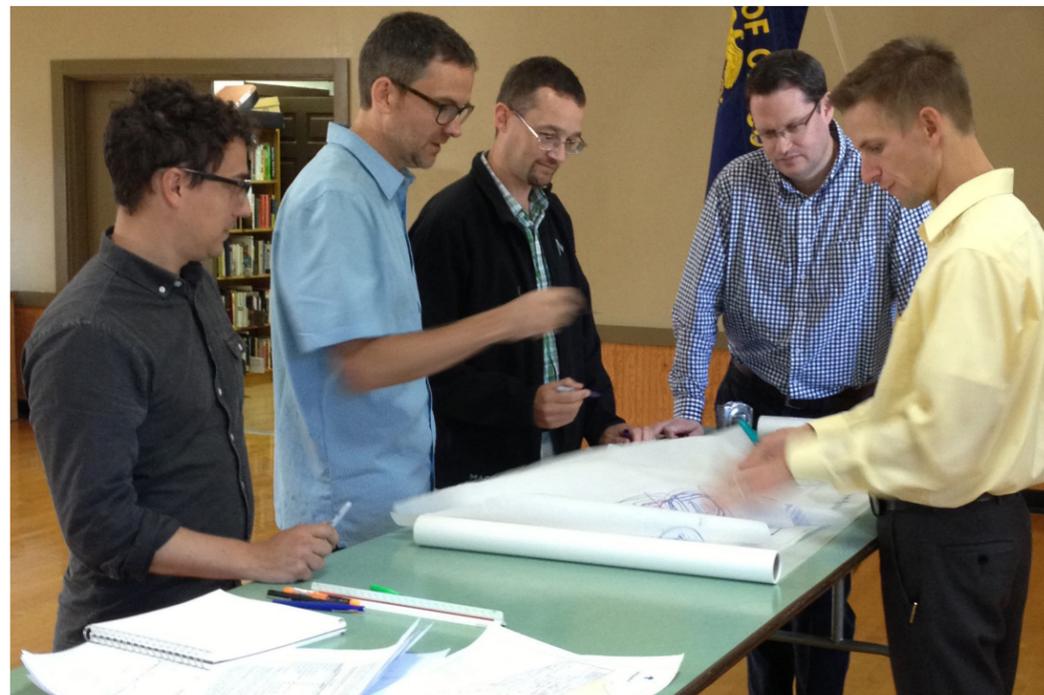
Community Questionnaire

Review of Existing Information and Conditions

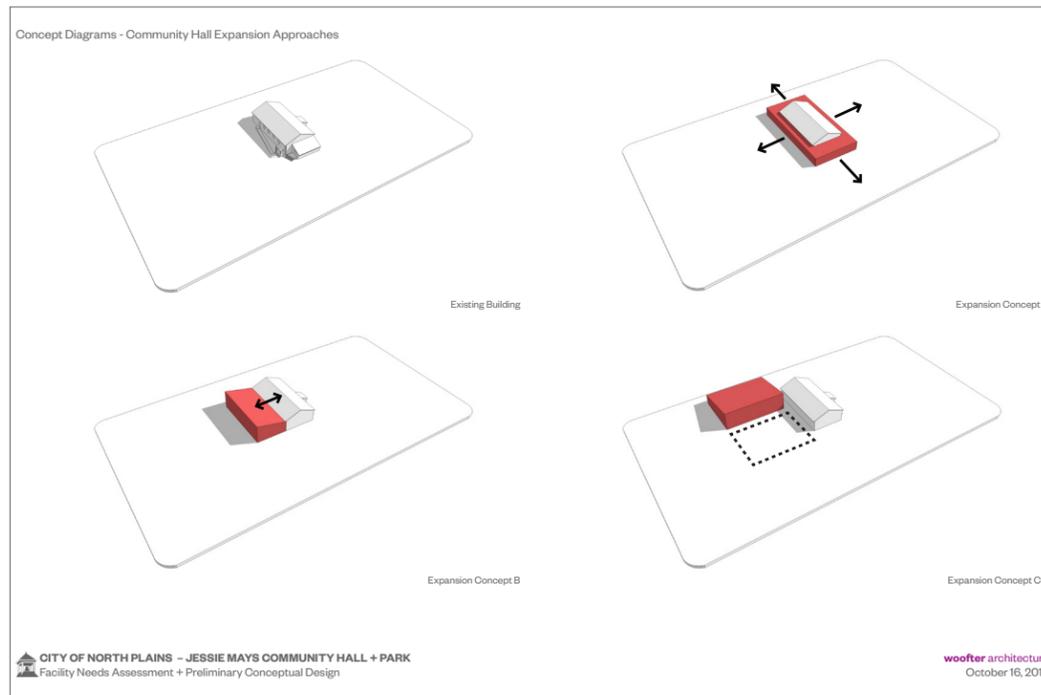
The Design Team reviewed the Parks Master Plan and drawings of a 1981 remodel to Jessie Mays Community Hall provided by the City. The Team met on-site and conducted a visual assessment of the building and park and held a worksession within Jessie Mays Community Hall. The visit included a walking tour of the City to better understand the project's context and relationship to the neighborhood and City.

Community Engagement

To build on previous survey information contained in the Parks Master Plan and gain valuable input regarding specific needs and goals for the Hall and Park, the Design Team developed questionnaires for community members and organizations. Additionally, visual displays diagramming the existing Hall and Park and a list of goals and priorities were developed along with three conceptual expansion approaches. All of these documents were made available to the public for review and comment and displayed at the annual Chili Cook-off in the Jessie Mays Community Hall.



Design Team Worksession at JMCH



Initial Conceptual Design Diagrams

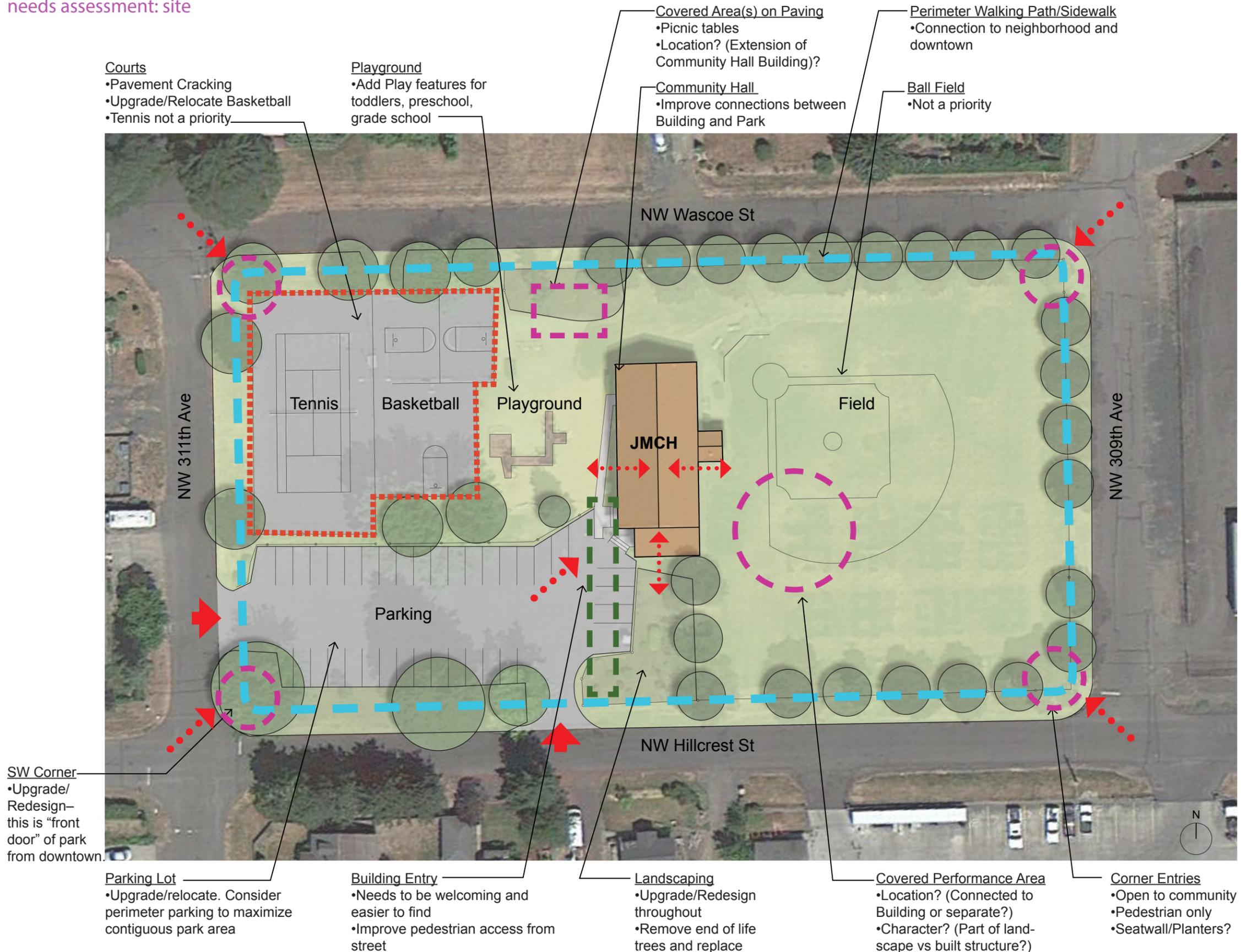
Needs, Goals, and Priorities

An initial list of project needs and goals was provided by the Parks Board. Through a series of collaborative meetings with the Board, City Staff, and members of the community (such as representatives from the Garlic Festival and Friends of the North Plains Library), these needs and goals were refined and a set of project priorities was established.

Conceptual Design Options

Based on the information gathered from the City of North Plains, the Parks Board, and the community, the Design Team developed three conceptual design options for both building and site as well as a collection of precedent imagery. Through discussing these, goals and priorities were further refined, and a preferred design concept was identified for both building and park. This scheme was developed into a series of 2-d and 3-d drawings showing the main design concepts for both the Community Hall and Park. These drawings were used to establish a conceptual cost opinion for work to both building and site.

needs assessment: site



VISION

- Enhance identity of park and its sense of place
- Strengthen connections between park and surrounding neighborhood and larger North Plains community
- Improve indoor/outdoor connections between Park and Community Hall building

GOALS/PRIORITIES

- Open up perimeter and corners of park to improve connection to neighborhood
- Improve pedestrian circulation/paths at perimeter of park
- Improve pedestrian access to Community Hall
- Improve visual and physical connections between building and park
- Better unite two halves of park
- Enhance ability of park to host a variety of events of varied type and size (Garlic Festival, etc)
- Provide covered exterior space(s) that can flexibly accommodate a variety of uses such as eating, performances, etc.
- Provide a variety of seating/gathering areas
- Upgrade/relocate parking
- Upgrade/relocate basketball courts
- Improve playground adding additional play features for toddlers, preschool, and grade school
- Provide outdoor restroom facilities
- Upgrade/redesign landscaping to reinforce overall vision

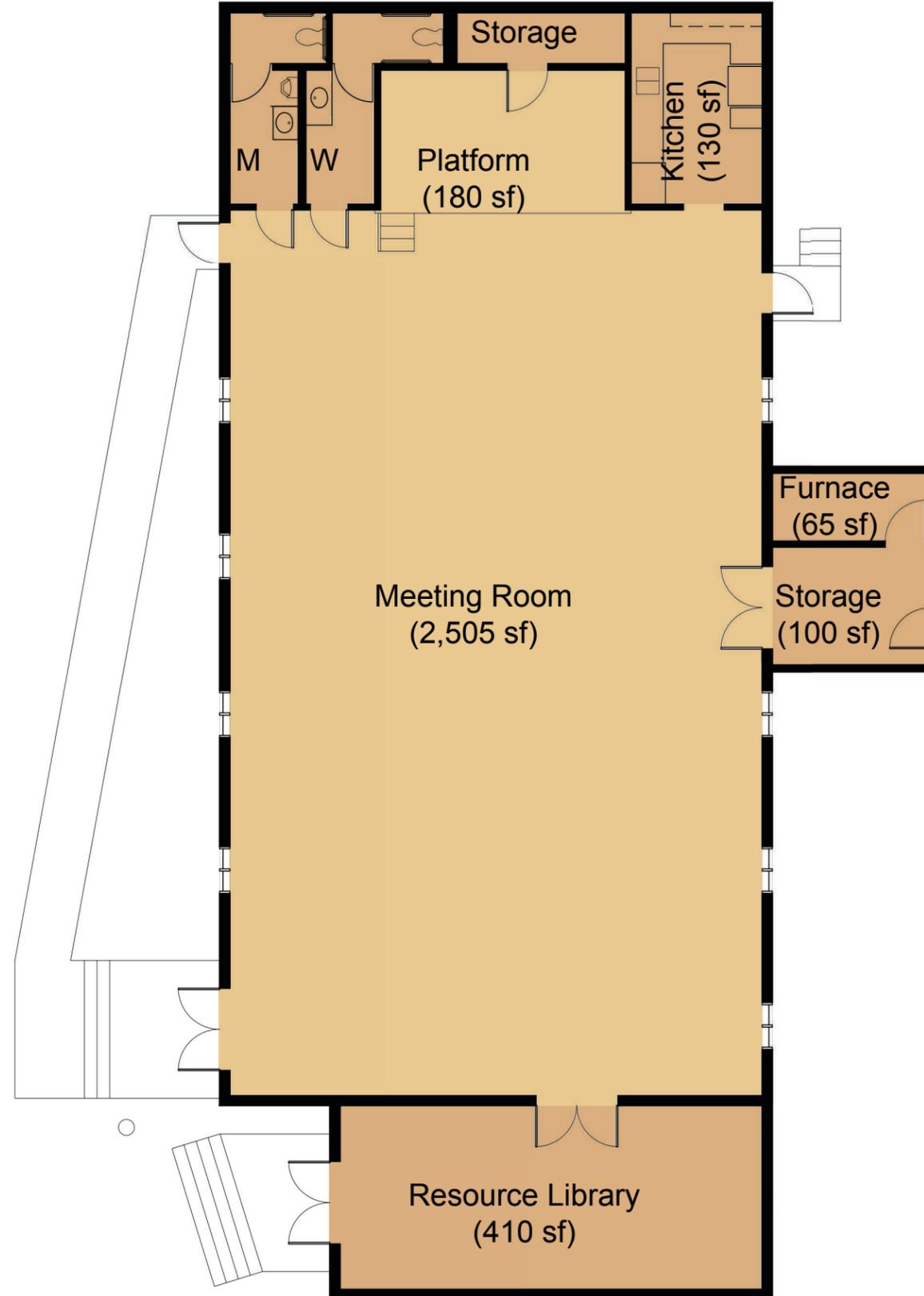
needs assessment: building



View from Southeast



View from East



VISION

- Expand and upgrade building to better serve community now and in the future
- Create front entry that is easily identified and welcoming
- Improve indoor/outdoor connections between Building and Park

GOALS/PRIORITIES

- Improve pedestrian access to front entry
- Expand large meeting room by approximately 50% (total 250 occupants)
- Provide flexibility to accommodate gatherings/functions of various sizes—with movable partitions and/or by adding a new smaller meeting space
- Improve visual and physical connections between building and park
- Create lobby/transition space between front entry and meeting space(s)
- Upgrade and enlarge restrooms
- Upgrade and enlarge kitchen
- Provide adequate storage
- Provide any required seismic and ADA upgrades
- Provide required exterior maintenance

Site Context – Aerial Photo Looking North



CITY OF NORTH PLAINS – JESSIE MAYS COMMUNITY HALL
Facility Needs Assessment + Preliminary Conceptual Design

woofter architecture
Meeting 1 September 24, 2014

Existing Site – Context



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Facility Needs Assessment + Preliminary Conceptual Design

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Site Context – Aerial Photo Looking North



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Existing Conditions – Exterior



View from East



View from Northwest



View from Southeast



View from Southeast

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Existing Conditions



View from South

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Garlic Festival



Field: View looking East



Court Area: View looking North



Parking Entry: View looking Northeast

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Existing Conditions – Interior



View looking South

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Existing Conditions – Interior



View looking South



CITY OF NORTH PLAINS – JESSIE MAYS COMMUNITY HALL
Facility Needs Assessment + Preliminary Conceptual Design

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Meeting1 September 24, 2014

Building Program Confirmation

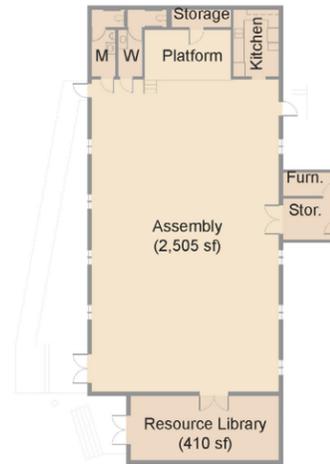
New and/or Expanded Program



Facility Needs Assessment + Preliminary Conceptual Design

Goals/Priorities

- New Entrance
- Expand Building
- Enlarge Restrooms
- Enlarge Kitchen
- Meeting Room/Partition
- Fitness Studio
- Storage
- Sound System/Projector Screen
- Signage on side of building
- Outside Restroom(s)



Existing Building Floor Plan

woofter architecture
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Building Program Confirmation - Size Comparisons



Goals/Priorities

- New Entrance
- Expand Building
- Enlarge Restrooms
- Enlarge Kitchen
- Meeting Room/Partition
- Fitness Studio
- Storage
- Sound System/Projector Screen
- Signage on side of building
- Outside Restroom(s)

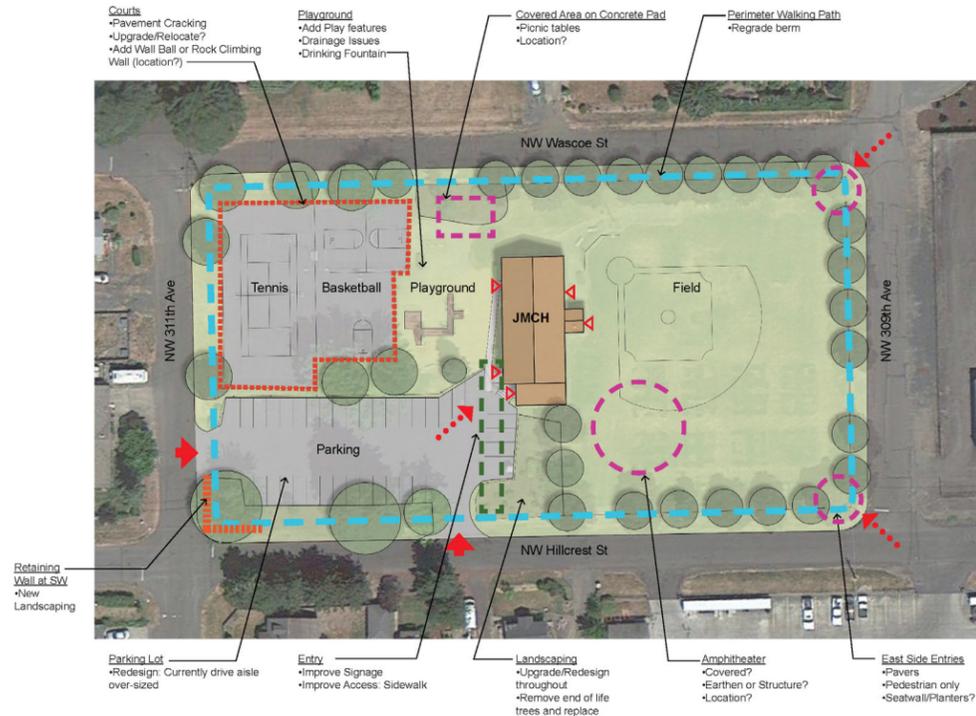
Program Components

- ① Existing Building
- ② New Entrance/Lobby
- ③ Kitchen
- ④ Restrooms/Shower
- ⑤ Storage
- ⑥ Assembly/Meeting Hall
- ⑦ Fitness Studio
- ⑧ Meeting Room

CITY OF NORTH PLAINS - JESSIE MAYS COMMUNITY HALL
Facility Needs Assessment + Preliminary Conceptual Design

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Existing Site - Masterplan Needs Assessment Diagram



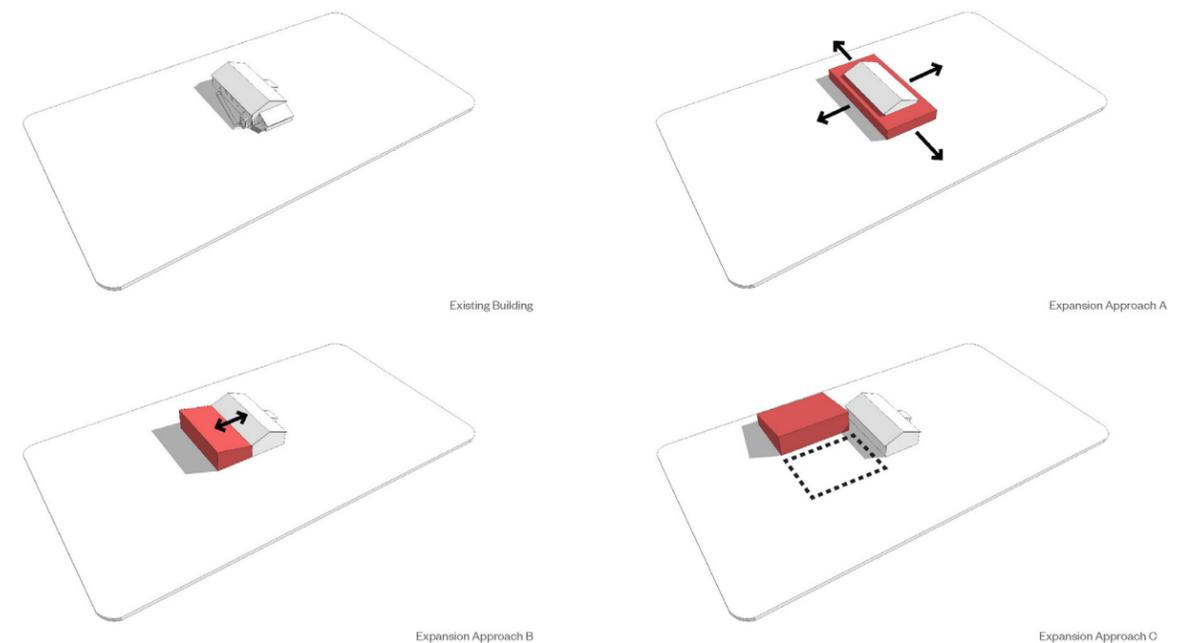
CITY OF NORTH PLAINS - JESSIE MAYS COMMUNITY HALL
Facility Needs Assessment + Preliminary Conceptual Design

Goals/Priorities

- Signs: update & relocate
- Entry Signage
- Open entrances on east side: pavers
- Removal of end of life trees & replant
- Nice metal benches (sponsored)
- Picnic Benches
- Large gazebo/covered area on concrete pad, oversized picnic tables (rental?)
- Amphitheater
- Redesign parking lot (keep handicap up next to building)
- Sidewalk up to entrance
- Walking Path Around Perimeter of Block
- Retaining wall and landscaping around SW corner of complex
- Drinking Fountain
- Play features for toddlers, preschool & grade school
- Upgrade Basket Ball & Tennis Courts (relocate?)
- Wall Ball wall or rock climbing wall
- New landscaping throughout—Upgrade/Redesign Landscaping
- Covered Area with Picnic Benches

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Building Diagrams - Expansion Approach



CITY OF NORTH PLAINS - JESSIE MAYS COMMUNITY HALL
Facility Needs Assessment + Preliminary Conceptual Design

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Site Perimeter and Context



View Toward Park from SW



NW 309th Ave



NW Main St Right-of-Way Improvements

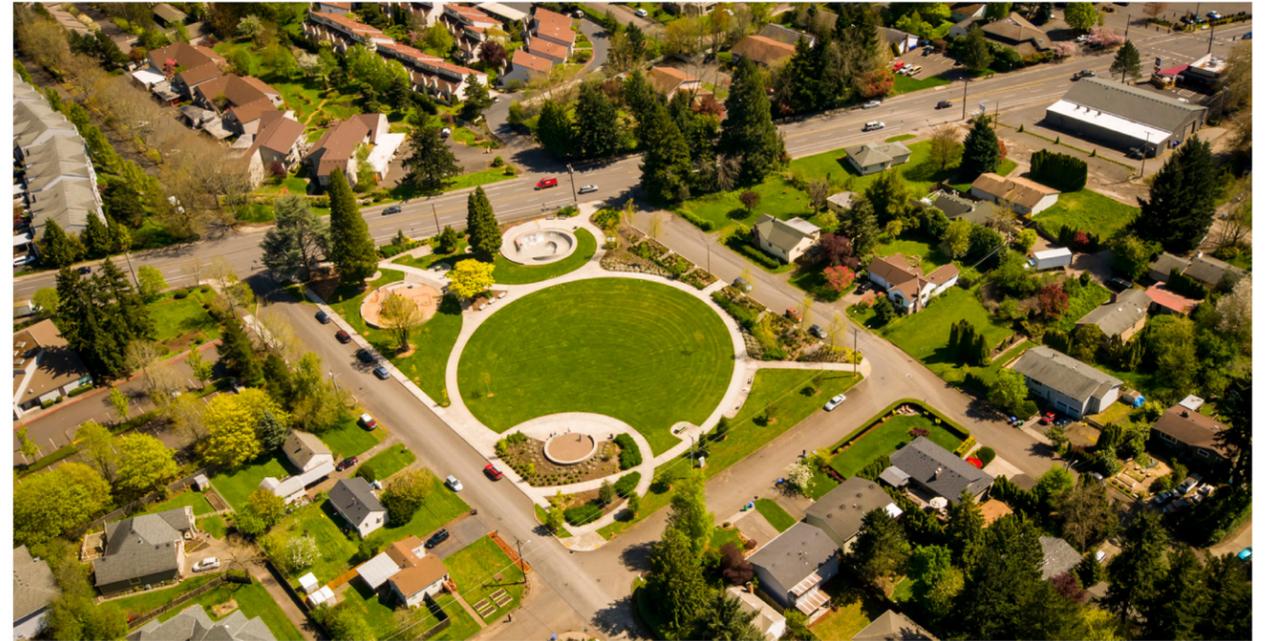


View Toward Park from NW

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 Facility Needs Assessment + Preliminary Conceptual Design

wofter architecture
 Meeting 2 October 22, 2014

Precedents – Holly Farm Park



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 Facility Needs Assessment + Preliminary Conceptual Design

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Precedents – Centennial Park



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Precedents – Ankeny Plaza



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Precedents - Columbia Gorge Community College



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Facility Needs Assessment + Preliminary Conceptual Design

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Precedents - Mt Tabor Park



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Precedents - Covered Outdoor Space



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Precedents - North Plains Context



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Precedents-Event Hardscape-NC Museum of Art



CITY OF NORTH PLAINS - JESSIE MAYS COMMUNITY HALL + PARK
Facility Needs Assessment + Preliminary Conceptual Design

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Meeting 3 November 19, 2014

Precedents-Event Hardscape-NC Museum of Art



CITY OF NORTH PLAINS - JESSIE MAYS COMMUNITY HALL + PARK
Facility Needs Assessment + Preliminary Conceptual Design

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Meeting 3 November 19, 2014

Precedents - Farmers' Markets



Beaverton Farmers' Market



Sprout Marketplace, Springfield, OR

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Facility Needs Assessment + Preliminary Conceptual Design

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Precedents-Picnic and Play Areas-Westmoreland Park



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Facility Needs Assessment + Preliminary Conceptual Design

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Meeting 3 November 19, 2014

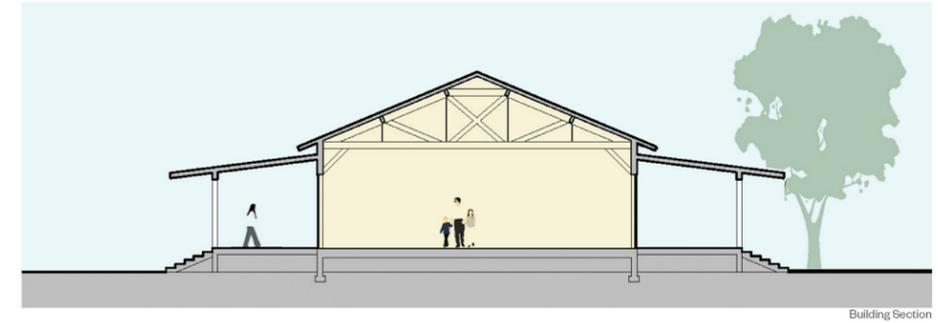
Floor Plan - Concept A



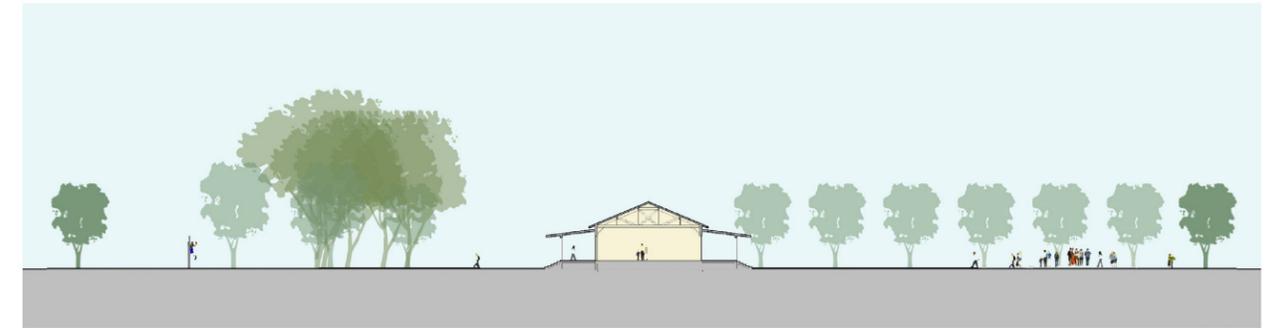
CITY OF NORTH PLAINS - JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

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Sections - Concept A



Building Section



Site Section

CITY OF NORTH PLAINS - JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

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 Meeting 2 October 22, 2014

Views - Concept A



CITY OF NORTH PLAINS - JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

wofter architecture
 Meeting 2 October 22, 2014

Views - Concept A



CITY OF NORTH PLAINS - JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

wofter architecture
 Meeting 2 October 22, 2014

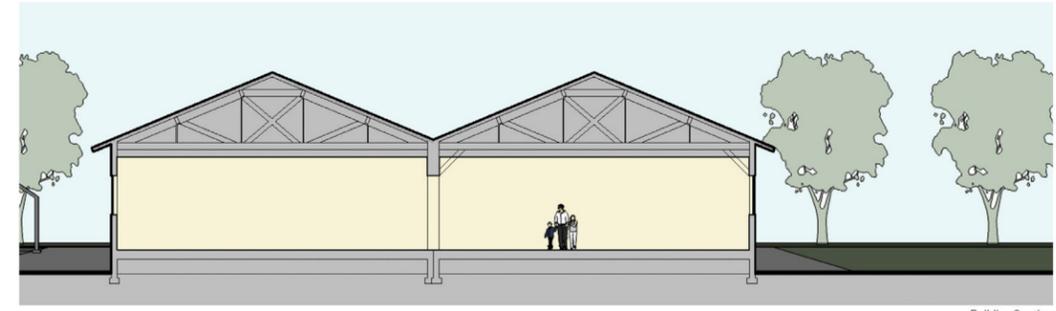
Floor Plan - Concept B



CITY OF NORTH PLAINS – JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

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 Meeting 2 October 22, 2014

Sections - Concept B



Building Section



Site Section

CITY OF NORTH PLAINS – JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

wofter architecture
 Meeting 2 October 22, 2014

Views - Concept B



CITY OF NORTH PLAINS – JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

wofter architecture
 Meeting 2 October 22, 2014

Views - Concept B



CITY OF NORTH PLAINS – JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

wofter architecture
 Meeting 2 October 22, 2014

Floor Plan - Concept C



CITY OF NORTH PLAINS - JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

woofter architecture
 Meeting 2 October 22, 2014

Sections - Concept C



Building Section



Site Section

CITY OF NORTH PLAINS - JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

woofter architecture
 Meeting 2 October 22, 2014

Views - Concept C



CITY OF NORTH PLAINS - JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

woofter architecture
 Meeting 2 October 22, 2014

Views - Concept C



CITY OF NORTH PLAINS - JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

woofter architecture
 Meeting 2 October 22, 2014

Site Plan



CITY OF NORTH PLAINS – JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

woofter architecture
 Meeting 3 November 19, 2014

Floor Plan



CITY OF NORTH PLAINS – JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

woofter architecture
 Meeting 3 November 19, 2014

Aerial View from SW



CITY OF NORTH PLAINS – JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

woofter architecture
 Meeting 3 November 19, 2014

Aerial View from SE



CITY OF NORTH PLAINS – JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

woofter architecture
 Meeting 3 November 19, 2014

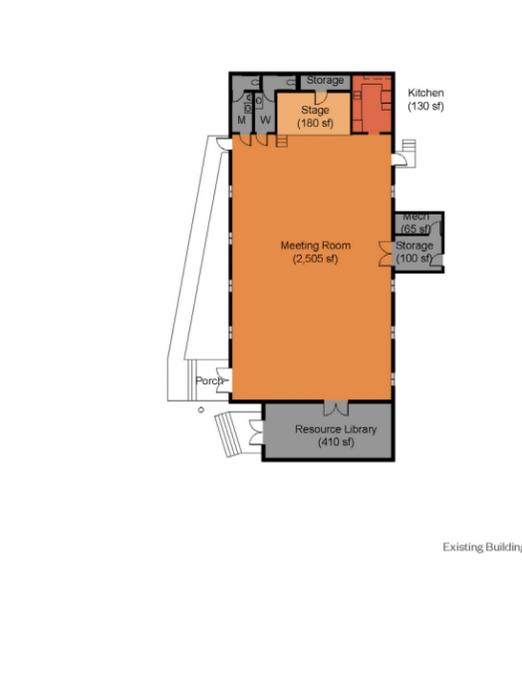
Site Plan



CITY OF NORTH PLAINS – JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

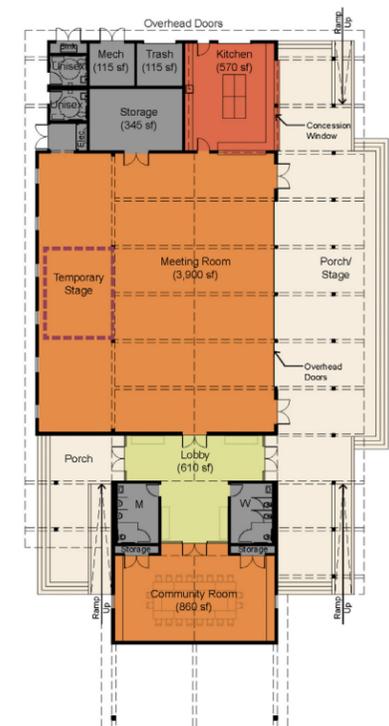
woofter architecture
 November 26, 2014

Floor Plan



CITY OF NORTH PLAINS – JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

woofter architecture
 November 26, 2014



Aerial View from SW



CITY OF NORTH PLAINS – JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

woofter architecture
 November 26, 2014

Aerial View from SE



CITY OF NORTH PLAINS – JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

woofter architecture
 November 26, 2014

View of Entry from SW



CITY OF NORTH PLAINS – JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

woofter architecture
 November 26, 2014

Proposed Site Plan – Garlic Festival Diagram



CITY OF NORTH PLAINS – JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

woofter architecture
 November 26, 2014

Aerial View from NE



CITY OF NORTH PLAINS – JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

woofter architecture
 November 26, 2014

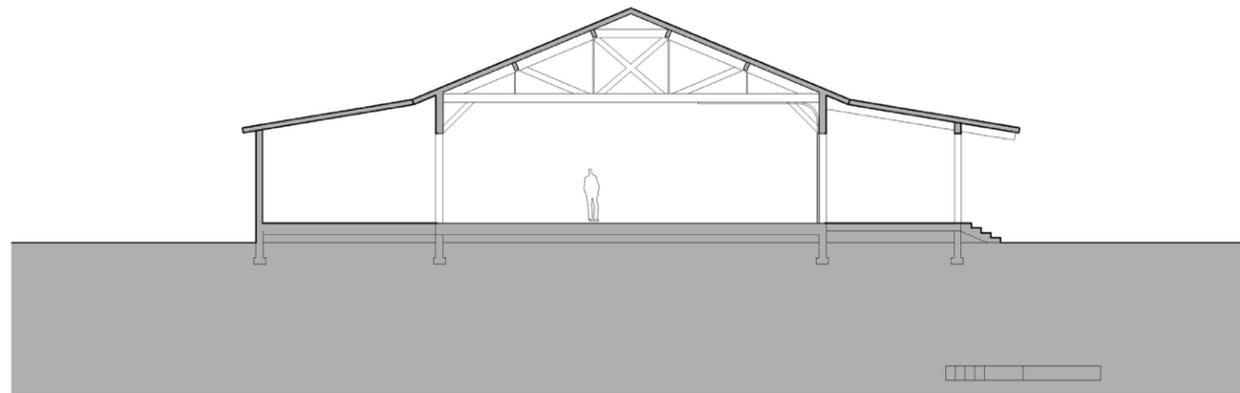
Aerial View from NW



CITY OF NORTH PLAINS – JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

woofter architecture
 November 26, 2014

Building Section



Assembly Space – Ceiling Structure Exposed



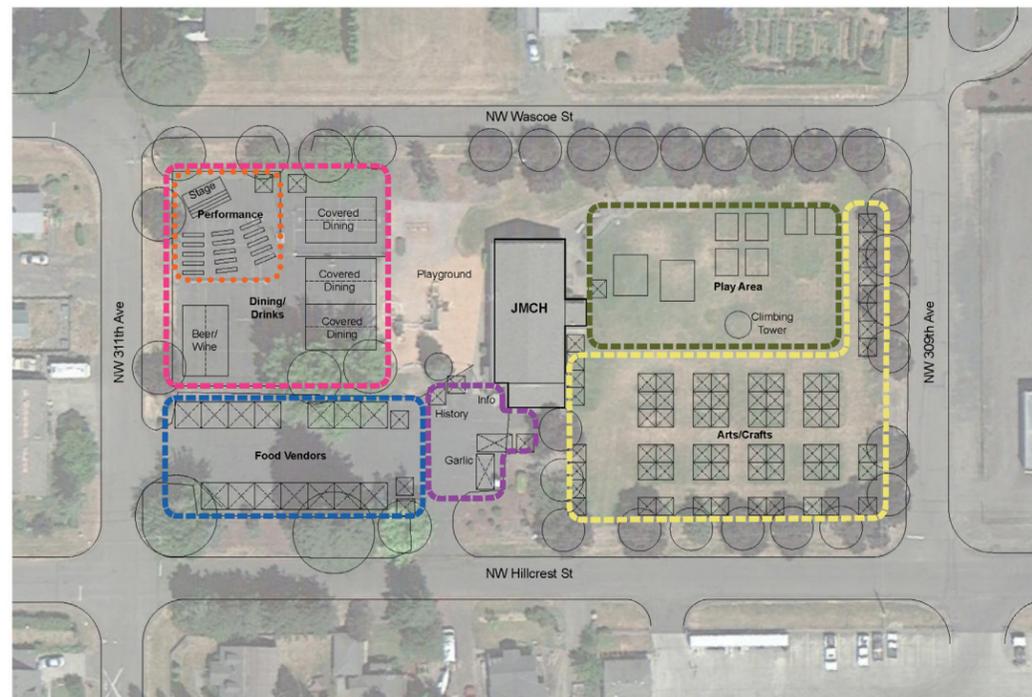
CITY OF NORTH PLAINS – JESSIE MAYS COMMUNITY HALL + PARK
Facility Needs Assessment + Preliminary Conceptual Design

woofter architecture
Meeting 3 November 19, 2014

CITY OF NORTH PLAINS – JESSIE MAYS COMMUNITY HALL + PARK
Facility Needs Assessment + Preliminary Conceptual Design

woofter architecture
Meeting 2 October 22, 2014

Existing Park – Garlic Festival Diagram



CITY OF NORTH PLAINS – JESSIE MAYS COMMUNITY HALL + PARK
Facility Needs Assessment + Preliminary Conceptual Design

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Meeting 3 November 19, 2014

Proposed Site Plan – Garlic Festival Diagram



CITY OF NORTH PLAINS – JESSIE MAYS COMMUNITY HALL + PARK
Facility Needs Assessment + Preliminary Conceptual Design

woofter architecture
Meeting 3 November 19, 2014



notes

Project: City of North Plains
Jessie Mays Community Hall and Park Feasibility and Concept Design Study

Regarding: Goals and Priorities

Date: October 10, 2014

Overall

Connect the Park to the surrounding neighborhood and community

- Open up perimeter and corners
- Improve perimeter pedestrian circulation/paths

Connect the Community Hall to the Park

- Provide visual and physical connections between building and park
- Unite the two halves of the park, making the Community Hall a connector instead of a divider

Enhance Flexibility of Community Hall and Park

- Strengthen their ability to accommodate a variety of events of many types and sizes
- Reinforce their role as central and essential community resources

Park

Provide covered exterior space(s) that can flexibly accommodate a variety of uses

- Eating/picnic tables
- Performances—amphitheater
- Watching activities in park

Provide a variety of seating/gathering areas in park

- Benches, seat walls
- Hard surfaced area (pavers, etc)

Improve Parking and access from parking to Park and Building

- Upgrade and/or relocate parking
- Provide better pedestrian experience/access to park and building

Improve Courts

- Upgrade or relocate basketball
- Tennis court not a priority and can be eliminated

Improve Playground

- Add play features for toddlers, preschool, & grade school

General

- Upgrade/redesign landscaping to reinforce overall vision
- Provide restrooms accessible from outdoors
- Baseball field not a priority and can be eliminated

Community Hall

Improve entry

- Create front entry that is easily identified and welcoming
- Improve access to front entry for pedestrians

Enlarge Building

- Expand large meeting room by approximately 50% (to 250 occupants)
- Provide flexibility to accommodate gatherings/functions of various sizes—movable partitions or add new smaller meeting space
- Create lobby/transition space between front entry and meeting space(s)
- Enlarge restrooms
- Enlarge kitchen

Provide required upgrades/maintenance

- Seismic
- ADA Accessibility
- Siding
- Roof

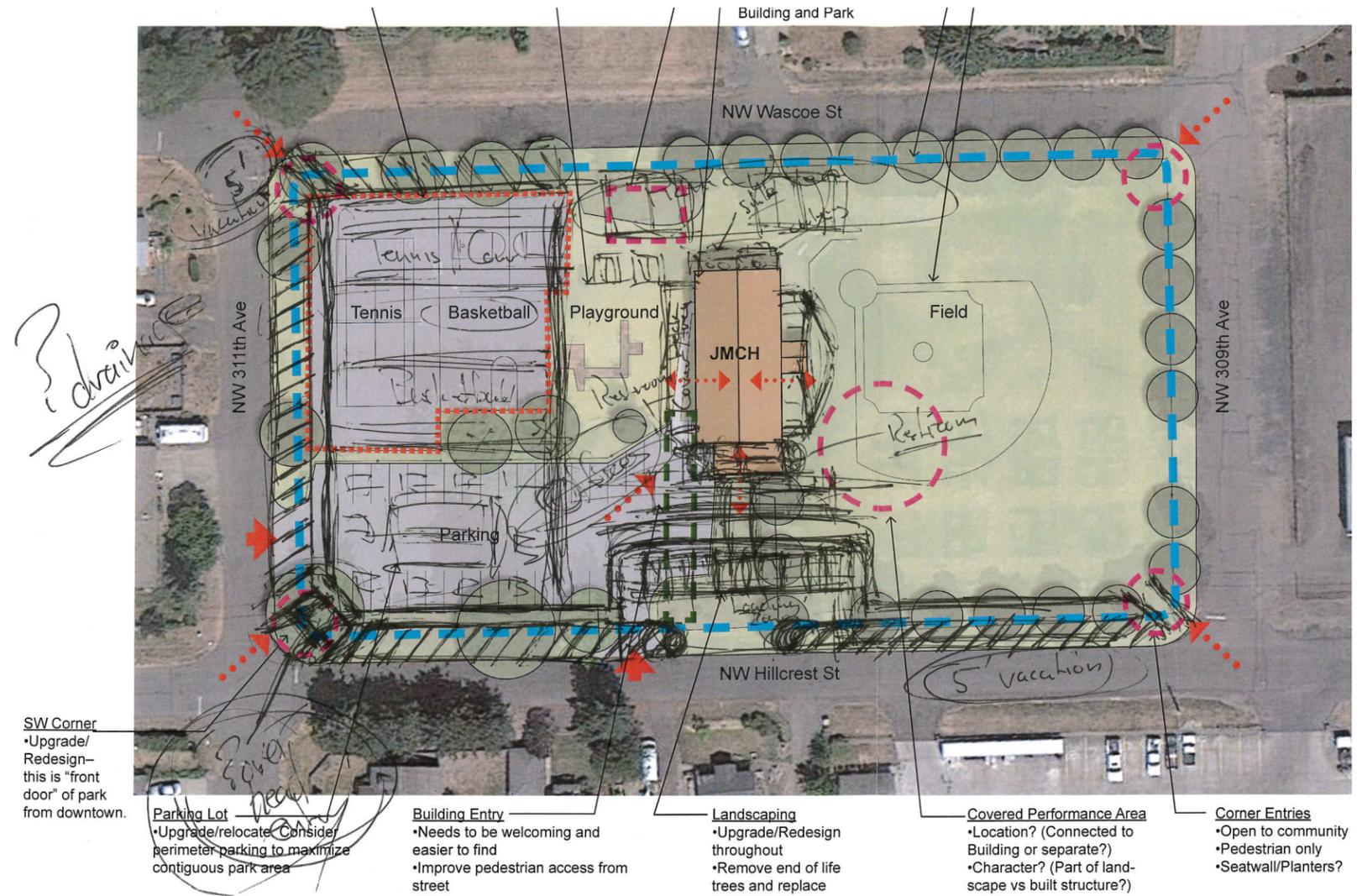
Please let us know what you think about Jessie Mays Hall and Park by filling out this questionnaire:

JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

Community Questionnaire

The City of North Plains Parks Board is undertaking a feasibility study/preliminary concept design to consider ideas for improving Jessie Mays Community Hall and Park. As a member of the North Plains community, your thoughts and feedback are important to make this study a success. Please take a moment to complete the questions below. Thank you!

- How often do you and your family visit Jessie Mays Park/Community Hall?
At least once or twice a week.
- How do you currently use Jessie Mays Park? How do you currently use the Jessie Mays Community Hall?
Basket ball & open space use for football and soccer.
- What are the best aspects of the Park and Community Hall?
Large open grassy area for multi-use / Basketball Court
- What aspects of the Park/Community Hall could be improved?
Improve Kitchen Area. Basketball Court and hoops / Outdoor cooking & sink area. Move picnic area w/ cover area.
- As a shared public resource, how can the Park and Community Hall best serve the City of North Plains? How can they help to strengthen its sense of community?
Keep large open space grassy area. Move picnic use area plus cooking & cleaning area plus outdoor bathroom facilities
- Is there anything about the current Park and/or Community Hall that should not be changed or removed?
Large open grassy area. Prune large or remove trees along North Basketball area.
- Any dreams for the Park/Hall? (A vision of what they could be if money was no object...)?
Improve and accent South Entry to Jessie Mays. Move internal parking to external street parking with diagonal parking.
- Any other thoughts on a project to improve the Park and Hall?
*Take advantage of open grassy area and open East Side of Jessie Mays to Extended decks, covered area and an amphitheater seat to grassy area. woofter architecture
 Move picnic use on North side of Jessie Mays.*



peoples dispositions & their sense of community pride get better when they are around beautiful areas. like those fall colored trees. Water features relax & make people feel more contented.



JESSIE MAYS COMMUNITY HALL + PARK

Facility Needs Assessment + Preliminary Conceptual Design

Community Questionnaire

- a park that provides fun for family & kids & a relaxing place for the adults too. That's what I envision for Jessie Mays

The City of North Plains Parks Board is undertaking a feasibility study/preliminary concept design to consider ideas for improving Jessie Mays Community Hall and Park. As a member of the North Plains community, your thoughts and feedback are important to make this study a success.

Please take a moment to complete the questions below. You can drop it off at City Hall, email it to info@northplains.org, or complete the online form at www.northplains.org. Thank you!

1. How often do you and your family visit Jessie Mays Park/Community Hall? *2x a wk. or more*
2. How do you currently use Jessie Mays Park? How do you currently use the Jessie Mays Community Hall? *We don't use the hall, we use the park only. Summer: needs more picnic tables & shade. We play soccer on the field with our son, basketball, or play structures*
3. What are the best aspects of the Park and Community Hall? *Right now there's nothing special about this park. However it is the main & biggest park in No. Plains & it has tremendous potential. It should be developed with many more amenities & be turned into a beautiful park*
4. What aspects of the Park/Community Hall could be improved? - *reface asphalt in tennis & basketball courts are with smooth surface (badly skinned up knees) Trees: take out the cherry trees that drop fruit, replace with beautiful yellow fall trees all over the park*
5. As a shared public resource, how can the Park and Community Hall best serve the City of North Plains? How can they help to strengthen its sense of community? *give us sprinklers like at N.W. Curtis St park has (No Plains). There's nothing better than a community takes more pride in than a beautiful relaxing park for kids & adults. It would be nice to go to our local city park & unwind & relax*
6. Is there anything about the current Park and/or Community Hall that should not be changed or removed? - *please do not bring back another skate area - it was nothing but a big problem.*
7. Any dreams for the Park/Hall? (A vision of what they could be if money was no object...)? *a big waterfall waterfeature or pond... a cemented walk & bike path around the park... pool... sprinklers (like NW Curtis St No. Plains)... a fall colored tree lined park... more picnic tables... miniature golf course*
8. Any other thoughts on a project to improve the Park and Hall? *... handball court take out base ball area, It is only used a few times a year. This could free up alot of room that could be used regularly for something else*

November 2014 North Plains Community News - [9]

I would also like to see the city purchase a large amount of land (North Ave) for a beautiful city nature park. Once the lands in No. Plains have been developed with houses then it will be to late. Wouldn't it be wonderful to have a huge park right in the city also I would like to see sidewalks or some sort of safe walking area going up N.W. Shadybrook Ave. It is beautiful scenery but can't be safely accessed by the general citizens to enjoy because of fast traffic

Mr & Mrs Rittenhouse
503 647-9016

REC'D NOV 10 2014

 JESSIE MAYS COMMUNITY HALL + PARK
Facility Needs Assessment + Preliminary Conceptual Design

Community Questionnaire

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Please take a moment to complete the questions below.

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or complete the online form at www.northplains.org

Thank you!

1. How often do you and your family visit Jessie Mays Park/Community Hall?

Frequently

2. How do you currently use Jessie Mays Park? How do you currently use the Jessie Mays Community Hall?

Playgrounds, bazaars, festivals, library events

3. What are the best aspects of the Park and Community Hall?

Plaground, building for events

4. What aspects of the Park/Community Hall could be improved?

Permanent restroom bldg

5. As a shared public resource, how can the Park and Community Hall best serve the City of North Plains? How can they help to strengthen its sense of community?

Make the rental fee less expensive for the building

6. Is there anything about the current Park and/or Community Hall that should not be changed or removed?

The character of the building

7. Any dreams for the Park/Hall? (A vision of what they could be if money was no object....)?

New larger kitchen

8. Any other thoughts on a project to improve the Park and Hall?

Basketball area could use updating.
Field could offer more than baseball.

November 2014 North Plains Community News - [9]

REC'D NOV 14 2014

 JESSIE MAYS COMMUNITY HALL + PARK
Facility Needs Assessment + Preliminary Conceptual Design

Community Questionnaire

The City of North Plains Parks Board is undertaking a feasibility study/preliminary concept design to consider ideas for improving Jessie Mays Community Hall and Park. As a member of the North Plains community, your thoughts and feedback are important to make this study a success.

Please take a moment to complete the questions below.

You can drop it off at City Hall, email it to info@northplains.org,

or complete the online form at www.northplains.org

Thank you!

1. How often do you and your family visit Jessie Mays Park/Community Hall?

Monthly

2. How do you currently use Jessie Mays Park? How do you currently use the Jessie Mays Community Hall?

In good weather, I bring my little friend to the "big" park. Once a year I use the hall weekly for 6 wks

3. What are the best aspects of the Park and Community Hall?

It is very clean.

4. What aspects of the Park/Community Hall could be improved?

Another picnic table or 2?

5. As a shared public resource, how can the Park and Community Hall best serve the City of North Plains? How can they help to strengthen its sense of community?

Offer courses at the Hall. Start a community theater!

6. Is there anything about the current Park and/or Community Hall that should not be changed or removed?

7. Any dreams for the Park/Hall? (A vision of what they could be if money was no object....)?

Make the Stage have access to the kitchen so a play could go, start a North Plains Players or theater group

8. Any other thoughts on a project to improve the Park and Hall?

Have afterschool classes for children!

(Notice I have a great Nance already!)



JESSIE MAYS COMMUNITY HALL + PARK
Facility Needs Assessment + Preliminary Conceptual Design

REC'D NOV 19 2014

Community Questionnaire

The City of North Plains Parks Board is undertaking a feasibility study/preliminary concept design to consider ideas for improving Jessie Mays Community Hall and Park. As a member of the North Plains community, your thoughts and feedback are important to make this study a success.

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You can drop it off at City Hall, email it to info@northplains.org,
or complete the online form at www.northplains.org
Thank you!

- How often do you and your family visit Jessie Mays Park/Community Hall? *About 20 times a year*
- How do you currently use Jessie Mays Park? How do you currently use the Jessie Mays Community Hall? *Playground, basket ball hoops, I've rented hall 5 yr. ago.*
- What are the best aspects of the Park and Community Hall? *convenience*
- What aspects of the Park/Community Hall could be improved? *Bathrooms outside - Indoor hall rental fee lowered.*
- As a shared public resource, how can the Park and Community Hall best serve the City of North Plains? How can they help to strengthen its sense of community? *more family things i.e. - Bingo? The use of*
- Is there anything about the current Park and/or Community Hall that should not be changed or removed?
- Any dreams for the Park/Hall? (A vision of what they could be if money was no object...)? *possible swim center + exercise area - similar but not as big as HLB*
- Any other thoughts on a project to improve the Park and Hall?



JESSIE MAYS COMMUNITY HALL + PARK
Facility Needs Assessment + Preliminary Conceptual Design

REC'D NOV 20 2014

Community Questionnaire

The City of North Plains Parks Board is undertaking a feasibility study/preliminary concept design to consider ideas for improving Jessie Mays Community Hall and Park. As a member of the North Plains community, your thoughts and feedback are important to make this study a success.

Please take a moment to complete the questions below.
You can drop it off at City Hall, email it to info@northplains.org,
or complete the online form at www.northplains.org
Thank you!

- How often do you and your family visit Jessie Mays Park/Community Hall? *Approx. 2 time a week*
- How do you currently use Jessie Mays Park? How do you currently use the Jessie Mays Community Hall? *• THRU the Years - Grand children / dogs
• meetings
• dances*
- What are the best aspects of the Park and Community Hall? *GREAT FACILITY: We are so Blessed to have and use for all Seasons / reasons*
- What aspects of the Park/Community Hall could be improved? *maintain!*
- As a shared public resource, how can the Park and Community Hall best serve the City of North Plains? How can they help to strengthen its sense of community? *It already does. more Events.*
- Is there anything about the current Park and/or Community Hall that should not be changed or removed? *I am happy with facility. Perhaps street parking around facility improved.*
- Any dreams for the Park/Hall? (A vision of what they could be if money was no object...)? *no dreams just grateful.*
- Any other thoughts on a project to improve the Park and Hall? *just maintaining so we do not loose it.*



Community Questionnaire

The City of North Plains Parks Board is undertaking a feasibility study/preliminary concept design to consider ideas for improving Jessie Mays Community Hall and Park. As a member of the North Plains community, your thoughts and feedback are important to make this study a success. Please take a moment to complete the questions below. Thank you!

1. How often do you and your family visit Jessie Mays Park/Community Hall?

- Garlic Festival
- 2-3 times per month
- 2-4 times per month
- 6-8 times per year
- 3 times a year
- Regularly
- 5 to 7 times per year
- Several times a month
- 2 times a year. Garlic Festival and Chili Cook-Off
- 2 times a year
- 10-15 times

2. How do you currently use Jessie Mays Park? How do you currently use the Jessie Mays Community Hall?

- Book Fair, Garlic Festival
- Park: Sports practice, recreation; Hall: Community Events
- Picnics, Community events
- Social events; Play at the park
- Community events
- Bring grandkids to park pretty often when not raining
- Play tennis, ball; attend two different events
- Sitting in quiet space; Events
- We have a 3 year old that likes the playground
- We come to events

3. What are the best aspects of the Park and Community Hall?

- Community brought together.
- Proximity to home
- Picnic tables, grass, play area, nice layout in hall.
- Close to home, clean
- A great place for local events
- It is a place for Garlic Fest and other community events
- Garlic Festival, Chili Cook-off / a place for community to gather. Sense of Community
- Works great for Garlic Fest. Center of City is used for City events
- I like the big open room with a stage.
- Garlic Fest
- It is close, brings people together, it is clean, nice floor for dancing.

4. What aspects of the Park/Community Hall could be improved?

- Everything great!
- Stage should be opposite of kitchen and bathrooms
- Maybe another stall in women's bathroom
- More space in the hall, update the park (new play area); New tennis court.
- Enlarged and Updated
- Although I like old fashion, building needs updating—tennis court too. More benches.
- Jessie Mays siding is falling part; Front entrance
- The current playground has a couple of structures that are a little difficult/dangerous for small children. There is also only one infant swing.
- The size; bigger and more bathrooms inside and outside, more parking, better signage; covered area outside.

5. As a shared public resource, how can the Park and Community Hall best serve the City of North Plains? How can they help to strengthen its sense of community?

- More festivals like this one.
- Continued advertisement of events locally.
- Healthier Community, Exercise area / classes
- A good place for community events
- Perhaps classes or more activities for different ages and or topics
- Music in the park into September (6 weeks long)
- Using the space for children's art / dance classes
- More community events; rent it out for cheaper; more space inside.

6. Is there anything about the current Park and/or Community Hall that should not be changed or removed?

- The wooden flooring. I like it. It is in great condition.
- The grass field.
- I like it the way it is! Easy access.
- Tennis court and Park
- Leave and improve the playground
- The sense of community and whatever signature it might have had in the past shouldn't be forgotten
- The floor of Jessie Mays; Keep basketball courts and tennis courts
- Definitely do not make the park any smaller. It needs to be expanded, if anything.
- Friendly people.
- Needs covered area outside; updated basketball courts; more trees; more parking; nicer entrance.

7. Any dreams for the Park/Hall? (A vision of what they could be if money was no object....)?

- Needs more thought.
- The resource library could be reassigned as a community meeting/small group space with some remodeling; it should be well lit, open and possibly offer wifi, fax, copier services.
- Bigger, newer, social events (new); rental space.
- Skate park for mid-aged kids
- A place for community; safe, friendly and place to learn and develop
- Buy land around park to expand size.
- Multiple restrooms; nice snack bar by the baseball field.
- Pavilion outside for music and entertainment.

8. Any other thoughts on a project to improve the Park and Hall?

- Needs more thought.
- I think as it is works.
- More space; additions or updates to accommodate more people or different / alone events.
- Resurface tennis courts; Parking-increase numbers.
- Keep it simple, preserve original building; don't need a stage.



JESSIE MAYS COMMUNITY HALL + PARK
Facility Needs Assessment + Preliminary Conceptual Design

REC'D DEC 01 2014

Community Questionnaire

The City of North Plains Parks Board is undertaking a feasibility study/preliminary concept design to consider ideas for improving Jessie Mays Community Hall and Park. As a member of the North Plains community, your thoughts and feedback are important to make this study a success.

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You can drop it off at City Hall, email it to info@northplains.org,
or complete the online form at www.northplains.org
Thank you!

1. How often do you and your family visit Jessie Mays Park/Community Hall?

about once a month

2. How do you currently use Jessie Mays Park? How do you currently use the Jessie Mays Community Hall?

playing w/ granddaughter when visiting / sewing Saturdays w/ Westside Quilter Guild & community events

3. What are the best aspects of the Park and Community Hall?

nice accessible park, close to home, large hall w/ space to have big events

4. What aspects of the Park/Community Hall could be improved?

lighting, wiring & climate control during summer months

5. As a shared public resource, how can the Park and Community Hall best serve the City of North Plains? How can they help to strengthen its sense of community?

it seems in use all the time - I don't see how it might be used better

6. Is there anything about the current Park and/or Community Hall that should not be changed or removed?

I love its charm - don't change exterior/interior to update unless it can be maintained (charm)

7. Any dreams for the Park/Hall? (A vision of what they could be if money was no object....)?

a kitchen available?

8. Any other thoughts on a project to improve the Park and Hall?

ramp to front door? or side door?

Jessie Mays Community Hall
Usage Report
October 28, 2014

Weekly

- Church Of Christ
- For the Love of Dogs – Private Party
- Friends of the North Plains Public Library -

Monthly

- Quilting / Sewing Party -- West Side Quilters Guild
- Cadet Training – North Plains Police Department
- First Friday Flick – North Plains Public Library
- Historical Society -- NPHS
- Super Saturday (Winter Months) – NP Library
- Wacky Wednesday (Summer Months) – NP Library
- Play dates (Winter Months) – City Hall and citizens
- Dances (Winter Months) – NP Senior Center and NP City Hall

Annually

- Garlic Festival – North Plains Event Association (NPEA)
- Concerts in the Park – North Plains City Hall
- Chili Cook Off – Community Event
- Pumpkin Fun Run – Community Event
- Jingle Thru North Plains -- North Plains Event Association (NPEA)
- Volunteer Recognition – Community Event
- Plant Sale – North Plains Community Garden Club
- Clean Up Day – City Event
- Ice Cream Social – Community Event
- National Night Out – Community Event

The Jessie Mays Hall is used approximately 1.5 times per month for private rentals.





JESSIE MAYS COMMUNITY HALL + PARK

Facility Needs Assessment + Preliminary Conceptual Design

Blue = North Plains Events Association-(NPEA)
 Black = Farmers' Market (Vanessa VanDomelen)
 Purple = Planning Commission (Stewart King)

Organization Questionnaire

The City of North Plains Parks Board is undertaking a feasibility study/preliminary concept design to consider ideas for improving Jessie Mays Community Hall and Park. As a member of an organization that uses the Hall and/or Park, your thoughts and feedback are important to make this study a success. Please take a moment to complete the questions below. Thank you!

1. How often does your organization use Jessie Mays Park/Community Hall (Frequency/Typical Time of Day/Duration of Use)?
 Garlic Festival is 4 full days, Jingle is 1 evening, (Potential Easter Egg Hunt outside would be one morning, Garage sale day would be one day, Chili Cook off 1 day.

 None

 Same 2nd Wednesdays of the month when not using Senior Center. Few additional days for special meetings. Use 7:00 pm to 9:00-10:00.
2. How does your organization currently use the Park/Community Hall?
 Use both inside the building and the whole outside. Jingle parade, Santa and cookies. Garlic Festival, Inside vendors, outside vendors, food and arts, children's play area, beer garden and live music and tables for people to sit at in tennis court and basketball area. Potential Easter egg hunt would be outdoors in the park grassy area only. Garage sale day the Garden Club holds their plant sale.

 None

 Use of building for public meetings.
3. For this use, what are the best aspects of the Park and Community Hall?
 As much outdoor area as possible for GF. Grassy area for Egg hunt. Indoors for Santa and cookies, double entry parking lot for Jingle.

 Streets around the park are neighborhood streets. The traffic is slow.
 Large facility and has parking.

4. What aspects of the Park/Community Hall could be improved to better serve your organization's needs?
 For the Garlic Festival - Larger inside building but would like it to be able to open up on the West side so you could walk in from the grassy area. Like big sliding glass windows. That way would not be so separated from the rest of the festival. Would like better use of the Tennis court area. Basketball area is used daily by teens. Better entrance that is more inviting into the building. Get rid of berm in the grassy area. Needs to all be level. Currently it is unusable wasted space. Would be great if you could vacate 309th along the east side of Jessie Mays park and extend it. Trees surrounding the park are nice but are poorly pruned. They look terrible. Suggest new trees that are not fruit bearing to get rid of the mess and bugs. A big covered area over the tennis courts/basketball area would be awesome. Were in Oregon, lets have it covered there for events. Grassy area to remain open.

State approved kitchen that could be a rentable space for small farm producers or made in North Plains products. There would need to be oversight of a kitchen manager. These are called community kitchens. If there could be a garage door entrance to allow ease of bringing items into the building for unloading or loading. Wheelchair accessible bathrooms. It would nice to have a multipurpose space to accommodate an extended season farmers' market or potentially a year around farmers' market. A kitchen space could give an indoor market the ability to host live cooking demonstrations and invite in chefs from the community. This is being done at SPROUT farmers' market in Springfield, Oregon. Their site is within a rehabilitated church. Forest Grove and the Forest Grove Farmers' Market are in this process now with the Times Litho Building and have extended their market season into the holidays. I think it would be great to have enhanced lighting, heat, windows to accommodate having craft fairs, art shows, performing arts groups, musicians, and garden show/sales. I feel strongly about the community kitchen because it would be an income producer for the community as a rentable space and enhance promoting local products. The kitchen would need to be able to accommodate canning.

Sound system and visual aids equipment and display system.

5. Is there anything about the current Park and/or Community Hall that should not be changed or removed?
 Love the big trees in front of the parking area.

 If change were to happen I would want the area looked at to best fit the community for the future. Any item would be up for change.

 The ability to have a large open interior meeting area.
6. Any other thoughts on ways to improve the Park/Hall for your organization? See number 4. Would really like more room somehow. Make the Hall taller with a loft area for additional seating towards the stage.

I think the surrounding roads at the perimeter would need to be improved and enhanced signage added to guide the community and patrons to the facility. A water feature or pool for the community would be a nice feature. Water always draws a community. An example would be the water fountain display next to the Beaverton Farmers' Market and the Beaverton Public Library. A picnic area next to a water feature with playground equipment for the children. One of the most important aspects would be to have ample electricity to accommodate a multitude of activities to serve the community. There are federal grants to create community spaces for towns to feature their own locally made products year around to promote local products and commerce within the community.

Other than #4 above... heated seats!



meeting notes

Project: City of North Plains
 Jessie Mays Community Hall and Park Feasibility and Concept Design Study

Regarding: Meeting/Workshop #1

Location: Jessie Mays Community Hall

Date of Meeting: Wednesday, September 24, 2014

Attendees: Teri Lenahan (TL), NP Park Board
 Charlynn Newton (CN), NP Park Board
 Douglas Nunnenkamp (DK), NP PB
 Heather LaBonte (HB), NP Park Board
 Hildegard Miles (HM), NP Park Board
 Margaret Reh (MR), NP Recorder
 Marina (M), FoNP Library

Carolyn Leavitt (CL), FoNP Library
 Debie Brody (DB), FoNP Library
 Norma Tucker (NT), FoNP Library
 Abeline (A?), FoNP Library
 Blake Boyles (BB), NP PW Director
 Jonathan Bolch (JB), w+a
 Miles Woofter (MW), w+a

Attendees listed in Bold text

Meeting notes are organized by meeting number/section number/item number and collected by according to issue/topic/action versus sequence of meeting. Please communicate any corrections or additions to the Architect within one week of issue.

Mtg#/Sec#/Item# Issue/Topic/Action Responsible

1. Introductions and Roles

1.1.1	Parks Board meeting Call to Order, Flag Salute and Consent Agenda. Introductions: Parks Board Members in Attendance: Douglas Nunnenkamp, Teri Lenahan and Heather Labonte. Parks Board Members excused: Charlynn Newton, Hildegard Miles Friends of North Plains Library representatives: Carolyn and Debie	
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2. Friends of North Plains Library

1.2.1	Representatives from Friends of North Plains Library (FoNPL) in attendance explained historic and current use of Jessie Mays Community Hall (JMCH): <ol style="list-style-type: none"> 1. FoNPL concern that they are potentially losing space in JMCH. 2. Storage of books and computer station for inventory is located on the south side of JMCH. 3. Online sales of \$2,000 from 12/13 – 8/14 4. Friends of North Plains Library is a Non-Profit, volunteer-based group. All proceeds are donated to City. 5. Need area to receive, catalog and sell books on-line. 6. Discussed other City of North Plains options to accommodate space need. Would another location closer to the City Library be more convenient? 7. Existing space is approximately 590 SF. 8. FoNPL was established in 2002 and utilized space in City Library. New Library was constructed in 2006 without sufficient space to accommodate storage and sales of books. At that time an agreement was made with the City to utilize area in JMCH. 9. Area or space for this use needs to be secured and separate from public uses. 10. Space needs to include 2-3 workstations for volunteers to inventory, catalog and update online book information. Volunteers typically use the space for 2-4 hours/2 times a week on Tuesday and Thursday. 11. Space need is similar to current area = approximately 600 sf. 	
1.2.2	Other City of North Plains Library events at JMCH include: <ol style="list-style-type: none"> 1. Children's Programs. Weekly June/July/August, afternoons 100 kids 2. Current meeting in JMCH is too big for most of these events. May want to create smaller meeting space? Moveable partitions? 3. Stage events for kids. Performances, Portland Ballet. 20-30 kids sitting on floor. 4. Children's Movies. 1/month. Need to incorporate projector and screen 5. Library Program Room is too small so often times use JMCH <ul style="list-style-type: none"> • Author Night Series quarterly events 30-45 people • One Book One Community • Art of the Story 6. Monthly Book Club meetings and Writers Group. Currently this works in the space provided by the Library. Small group meetings are held in the Library Program Room. 7. Storage is an issue. Library needs more storage area. Discussed 10x10 storage pod. FoNPL to review and provide current/future storage need 	FoNPL 10/22

appendix: meeting notes

3. Jessie Mays Park and Community Hall Uses and Priorities

1.3.1	<p>Reviewed in general the current uses for Jessie Mays Park and Community Hall (JMP, JMCH):</p> <ol style="list-style-type: none"> 1. Pot Lucks for various City groups and functions. 50 – 60 people. Use of kitchen with is not adequate and space feels too big for more intimate occasions. 2. Movie Night – need access to kitchen and storage area for popcorn bowls etc. 3. Movies in the Park – City of North Plains has not held outdoor movies due to license issue. 4. In terms of Park and Community Hall the City should consider and document other resources so as not to try to duplicate if not necessary. For example: Meeting Halls at the North Plains Library, St. Edward Parish and North Plains School. City to provide plans drawings of these City resources to include in study. 5. North Plains to provide list of events and schedule for JMCH 	<p>BB 10/22</p> <p>BB 10/22</p>
1.3.2	<p>Garlic Festival. Reviewed in general the entire use of the site. Food vendors, other vendors (non-food), stage, climbing wall and kids events. Reviewed photos of event and discussed use of site in general:</p> <ol style="list-style-type: none"> 1. Performance area on tennis court is constrained by chain link fencing 2. JMCH separates/divides event into 2 halves. Building is not inviting and there is really no reason to go into building. NW corner is dedicated to performance, NE corner to kids, SE corner to art, toy, craft vendors, SW corner to food. Information is directly in front of JMCH. 3. Typically it is hot and there is not enough shade 	
1.3.3	<p>Priorities. Refer to attached mark-ups on drawings listing goals and priorities as provided by the City of North Plains.</p> <ol style="list-style-type: none"> 1. Site and building need to invite public in. 2. Hillcrest Street to south is one of the city's only through streets. Primary access will be from Hillcrest 3. Consider perimeter path 4. Consider perimeter parking 5. Covered outdoor area, connected to building or standalone is an important need – picnic tables with hard surface (paving) underneath 6. Outdoor amphitheater. Raised stage – could be grass, would like sloped or tiered seating if possible. Consider setting sun when locating screen and seating area. Amphitheater should be flexible and able to accommodate multiple uses. 7. Baseball field is not necessary. Site is not big enough. North Plains Elementary School has 4 ball fields. 8. Ball wall. Could be included but concrete walls already existing at the Elementary School. Not a priority. 9. Parking: 	

	<ul style="list-style-type: none"> • Existing lot at a minimum should be reconfigured • Off-site parking is desired. City of North Plains will review Zoning and Planning and provide parking requirements. • Baseline should be to maintain quantity on site while providing accessible parking for Park and Community Hall • w+a will review other community parking standards of other small and or adjacent communities for reference • Consider perimeter parking <ol style="list-style-type: none"> 10. Basketball court will be replaced – this is a priority. Some concern about basketball and noise issue for adjacent residential neighbors. Current adjacency to play area is not ideal 11. Tennis court is not a priority 12. Walking path and connectivity at corners to city and neighborhood. 1 mile and 4 mile walking path. Park should be part of path network. 13. Consider access by path through site 14. Outside restrooms are a priority 15. JMCH meeting space should accommodate up to 250 people. This is projected need based on community growth expectations. Current occupancy is 168. 	<p>BB 10/22</p> <p>JB 10/22</p>
1.3.4	<p>Must look to the long term and accommodate anticipated community growth. 2014 approximately 2,000 people 2027 anticipate 4,000 people</p>	

4. Community Engagement

1.4.1	<p>Discussed process for Community Engagement.</p> <ol style="list-style-type: none"> 1. Chili Cook-off is scheduled for 10/16. Expect 300 people. w+a is not able to attend but will provide information boards and comment sheets to begin the engagement process by keeping the community informed and asking several questions to solicit community feedback. 2. The most important element is to engage the community by providing information on project and asking for input. 	<p>JB MW 10/14</p>
1.4.2	<p>City of North Plains will define/identify Jessie Mays Park and Community Hall stakeholder group and provide information on each.</p> <p>Group includes the following and each group will be invited to attend the 10/22 Parks Board meeting:</p> <ol style="list-style-type: none"> 1. Quilters Guild 2. Garlic Festival 3. North Plains Library 4. Monthly Dance Club 	

appendix: meeting notes

5. JMCH Building Expansion Diagrams

1.5.1	Reviewed existing building diagram and three potential Concept (A,B and C) for expanding the building to address space needs as well respond to exiting site conditions. w+a will continue studying building options	
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6. Project Schedule, Next Steps/ Meeting

1.6.1	Reviewed overall feasibility study schedule. w+a will meet with Design Consultant team this week on site and use JMCH for design session. The last workshop/Parks Board meeting is scheduled for the Wednesday of American Thanksgiving. Parks Board will reschedule on Wednesday before the week of Thanksgiving or after.	BB 10/22
1.6.2	Next meeting scheduled for Wednesday, October 22	
1.6.3	w+a will provide notes and mark ups on priority list for Park and Community Hall	MW 10/10
1.6.4	Community Engagement – Chili Cook-off 10/16	

End of Notes



meeting notes

Project: City of North Plains
 Jessie Mays Community Hall and Park Feasibility and Concept Design Study

Regarding: Meeting/Workshop #2

Location: North Plains Senior Center

Date of Meeting: Wednesday, October 22, 2014

Attendees: Teri Lenahan (TL), NP Park Board; Charlynn Newton (CN), NP Park Board; Douglas Nunnenkamp (DK), NP PB; Heather LaBonte (HB), NP Park Board; Hildegard Miles (HM), NP Park Board; Margaret Reh (MR), NP Recorder; Marina (M), FoNP Library; Carolyn Leavitt (CL), FoNP Library; Debie Brody (DB), FoNP Library; Norma Tucker (NT), FoNP Library; Abeline FoNP Library; Blake Boyles (BB), NP PW Director; Jonathan Bolch (JB), w+a; Miles Woofter (MW), w+a; Willis DeWitt (WD), w+a

Attendees listed in Bold text

Meeting notes are organized by meeting number/section number/item number and collected by according to issue/topic/action versus sequence of meeting. Please communicate any corrections or additions to the Architect within one week of issue.

Mtg#/Sec#/Item# Issue/Topic/Action Responsible

1. Introductions and Roles

2.1.1	Parks Board meeting Call to Order, Flag Salute and Consent Agenda. Introductions: Parks Board Members in Attendance: Douglas Nunnenkamp, Teri Lenahan, Hildegard Miles and Heather Labonte. Parks Board Members excused: Charlynn Newton, Several community members were in attendance but were not introduced	
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2. Summary of Site and Building Goals and Opportunities and Community Engagement

2.2.1	<p>General feedback and discussion based on existing site and building plans, vision, goals and opportunities:</p> <ol style="list-style-type: none"> 1. Perimeter parking is preferred to on-site parking, but need to provide accessible parking spaces as close to building entry as possible 2. Community member likes to play tennis but existing surface is not good enough to play on 3. Patty represents the Garlic Festival (GF) <ul style="list-style-type: none"> • Would like a larger indoor room. Building updated and added square footage • Parking is a significant issue • Updated kitchen to accommodate larger community events. As community grows, so will events • Provide two permanent restrooms accessed from the exterior • Covered area for shade • GF utilizes every inch of Park • Arts and crafts area typically on east side • Berm and trees at perimeter are not ideal – creates a barrier 4. Vacated 309th Avenue is seen as positive 5. Size of main room? Current occupancy seated is posted in the space as 169 table and chairs; concentrated use (standing) is 362. Crab feed serves 325-375 in three seating's. Chili Cook-off served 300-325 people 6. Growth is anticipated at approximately 2,000 new residents in the community with 800 new homes in 5 years. 7. Currently there are 2 or 3 events per year where the existing building is not large enough, building is overflowing 8. Many other events feel like building is at capacity 9. Prefer to expose existing trusses for higher ceiling 10. Community is always looking for more space and a larger community meeting area 11. Typical tent size is 10'x10' for Arts and Crafts and Food Vendors 	
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3. Review of precedent images and three site and building schemes

2.3.1	Miles reviewed consultant workshop that took place on site at Jesse Mays with Civil, Structural Engineers and Landscape Architects as well as the design process	
2.3.2	<p>Jonathan reviewed precedent imagery:</p> <ul style="list-style-type: none"> • Holly Farm Park, Portland • Centennial Park, Redmond • Ankeny Plaza, Portland • Columbia George Community College • Mt Tabor Park 	

	<ul style="list-style-type: none"> • Covered outdoor spaces • North Plains context 	
2.3.3	Review of Concepts A, B and C. Site and Building plans are all intentionally different to highlight pros and cons or one scheme to the other. Refer to document plan diagrams, sections and 3-D images included with presentation.	
2.3.4	<p>General feedback from Parks Board and community members:</p> <ol style="list-style-type: none"> 1. Always looking for more space so prefer Concept B given main room doubles in area 2. Like idea of creating outdoor space in form of porches in Concept A and B 3. Prefer concept A for building as space is larger but character maintained 4. Consider loading area and vehicle access from north side 5. Perimeter walking path is desired 6. Prefer stage on hard surface vs grass field 7. GF has a minimum of 85 vendors 8. Positive feedback received for event hard scape on south side of site shown by scheme B 9. Like the idea of vacating 309th Avenue, utilize as site parking. If vacate, 30' goes to City of North Plains, 30' to adjacent property owner 10. Prefer having parking at perimeter versus on SW corner. Existing parking compromising community access and importance of SW corner. Parallel parking on south and north is an option 11. Parking and access for seniors is important. Provide accessible parking as close to main entry as possible 12. Concern for expense of moving parking area from west side of site to east side- scheme C 13. Provide exterior sink on north side of building 14. Stage use. Would like an elevated stage in the main room of Jesse Mays Community Hall. Could be a portable stage but it is important to maintain have an elevated stage for several events 	

4. Project Schedule, Next Steps/ Meeting

2.4.1	Parks Board requests time to review concepts and provide additional feedback.	PB and BB 11/05/14
2.4.2	Next Park Board meeting is Scheduled for November 19, 2014. w+a will provide recommended Concept site and building plan for review on the 19 th as well as an architectural narrative and draft study but will not attend.	w+a 11/19/14
2.4.3	Park Board Comments to be provided by 11/21/14	PB BB 11/21
2.4.4	Final presentation of Study and findings by w+a on December 2, 2014	

End of Notes

Hildegard Miles:

I like concept # 1 the best. However, we need more square footage for Jesse Mae's building, more parking on the north and west side; perhaps use a combination of parking idea from concept # 3, the stage to be on other side (left) of the park, covered basketball area.

Teri Lenahan:

Concept A:

Like the extension of the building, playground, entrance and walking path. Idea: can we see 1/2 of the parking lot for parking and the other half some concept of the open hard space of Concept B?

Concept B:

Like the basketball area. Ideally, it would be nice to have it covered, but no side walls; it would close the park off. I would like it to be open on the sides. Parking in this concept is ideal. I would like the City to explore vacating 309th and Wasco.

Concept C:

Like the covered area and outdoor seating idea. LOVE the parking lot, but the costs would be incredible.

From the photo suggestions that you presented:

Ankeny Plaza - covered area is ok, as is the seating. At the GF, we sit on hay bales. In my opinion, they are not always comfortable. Concrete might not be either, but if you are allergic to hay it might be a more comfortable situation. Hay is itchy!

Holly Farm Park - the path is cool but we could be wasting some real estate by making it circular. Although, I like the curves, it makes things interesting. How can you incorporate a few curves without eating up too much real estate?

Centennial Park - covered area is open. Like the lines.

Columbia Gorge - seating is nice but the Mt Tabor Park seating is more interesting. How about making some interesting lines around the playground area that could be seating too?

Covered outdoor space - like the park area, the curves and such make it more interesting. The covered walk area could compliment the open rafter theme inside JMCC

JMCC:

Cover both east and west sides but make east side the enclosed area to extend the inside of the building.

Expose the ceiling

Restrooms at the entrance

Outdoor restroom

Larger kitchen with a possible serving window to the outside

Stage

Storage

Artistic stone wall seating on the east side

Handicap ramp

Charlynn Newton:

Pg 5 - Holly Farm Park - Designated areas for our East Field, with spot on SW corner or W center portion of field for performance area, facing East. Perhaps NW corner for covered area.

Pg 12 - Been struggling for months regarding expansion of building itself. Concept B seems to be the only idea that expands the building itself, to allow more square footage to the common room for more occupancy.

Pg 19 - Perhaps keep parking at the "Event Hardscape" area. Eliminate stage on inside of building to allow more kitchen space. I'd like elaboration on the "Stage Porch" area, please.

Pgs 21 & 22 - Building concept, Front Entrance Plaza, Basketball Court area; Concepts look great/clean.

Pg 23 - Playground and Porch area on NE corner of building, or North of building. Parking and Amphitheater areas switched.

Parks Board input to the plans submitted for last night's meeting (11/19/14) (via email)

The North Plains Parks Board met last night and discussed the plans you submitted. Everyone is quite excited. The Board came up with some concerns and ideas. They are below:

EXTERIOR:

Since we have removed the tennis courts, we need to have something for those who will miss it. Maybe we can add an activity wall—some kind of ball wall that an individual could hit a tennis ball against. Move the basketball court to one side or the other to accommodate this wall.

The outdoor bathrooms take up too much real estate. The Board would like to see them not be as large. Perhaps just make each of them large enough for one toilet and have them be ADA accessible. Also, please change the orientation of the entrance to these outside bathrooms to the west wall of the building. It will be easier and safer for children to use the bathrooms adjacent to the play area, instead of having to go around a blind corner to gain access to the bathroom.

Electrical outlets in the hard surface area.

Lighting for the grounds?

Quick connects for water hookups; hose bibs and water availability all around the exterior of the building. Be able to hook up food-safe hoses on both sides of the field.

The parking on 309th is great as it is not actually closing off the street. Century Link will still be accessible. We would not need to vacate the street if there is still access through 309th.

Create a semicircular cement stage, centered and coming off the porch on the east side of the building. Perhaps a dormer or some type of protective covering above the stage area for extra protection for bands and those using the stage. Have steps coming down from the stage in a radius all the way around. Can Woofter let us know how large the stage could actually be? (16 x 20? Maybe larger).

Remove the stage in the middle of the grass.

Need an enclosed area for a dumpster (aesthetically pleasing and lockable) near the kitchen area on the north end of the building.

Clarification that the south end of the building has a U-turn drop off area under the covering and easy access into the building?

Identify and clearly mark handicap parking and accessibility.

INTERIOR:

Reshape the Lobby. We want a warm welcoming lobby. Remove the storage area east of the interior bathrooms. Move the bathrooms apart from each other and have the entrances to the bathrooms face each other instead of out to the lobby. Because of the increase in people who can fit into the building, we need to increase the number of interior toilets.

Have the entrance to the Community Room be double doors between the bathrooms and directly across from the entrance to the large Meeting Room.

Mechanical Room: water heater and furnace; HVAC and AC; heat pump

There will be an increase in electrical usage, where would a large electrical panel be installed? It would need to be lockable.

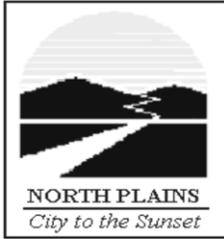
The kitchen looks too small. The hallway is too large. Not an efficient use of room. Can we combine the two? Is it legal to access a mechanical room from a kitchen area?

Loading Dock-how wide is it? Is it a garage door that lifts up at the loading access on the north end? Is it elevated? Is there egress/ingress around the loading dock for a person to get in and out of that area?

With this increase in the interior space, we will have more items (tables, chairs) that will need to be stowed away. Maybe box in a large area on the east side of the Meeting Room or a portion of the porch that could be used for storage. May have to move the existing door out of the Meeting Room to the porch to accommodate this.

Thank you. We look forward to seeing you on the 2nd.

Margaret L. Reh
 City Recorder
 City of North Plains
 503 647-5555
 31360 NW Commercial Street
 North Plains, OR 97133
margaret@northplains.org
www.cityofnp.org



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: January 20, 2015
To: Mayor and City Council
From: Martha DeBry, City Manager
Subject: Resolution No. 1872 Appointing Councilors Kindel and Lenahan to Washington County Office of Community Development Policy Advisory Board

Request: Council to adopt Resolution No. 1872 appointing Councilors Kindel and Lenahan to Washington County Office of Community Development Policy Advisory Board.

Background: Washington County Office of Community Development Policy Advisory Board requests that members and their alternates be appointed by the governing bodies of the jurisdictions which they represent. These representatives shall serve at the pleasure of said governing body. The Office of Community Development wishes to be notified of a new appointees by letter from the appointing body.

Fiscal Impact: There is no compensation for participation on this board.

Environmental Issues: None

Recommendation: Council to adopt Resolution No.1872 approving the appointment of Councilors Kindel and Lenahan to Washington County Office of Community Development Policy Advisory Board.

Sample Motion:

I move to adopt Resolution No.1872 appointing Councilors Kindel and Lenahan as representatives to the Washington County Community Development Policy Advisory Board.

RESOLUTION NUMBER 1872

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS,
OREGON, APPOINTING REPRESENTATIVES TO THE WASHINGTON COUNTY
COMMUNITY DEVELOPMENT POLICY ADVISORY BOARD**

WHEREAS, North Plains has benefitted from participation in the CDBG program as demonstrated by improvements to the Senior Center and Senior Plaza; and

WHEREAS, Representatives from each of the participating cities and one County representative develop and recommend to the Board of Commissioners for a three-year, comprehensive plan that guides allocations of Community Development Block Grant funds; and

WHEREAS, Once the comprehensive plan is in place, the advisory group also reviews and recommends specific projects for funding; and

WHEREAS, Councilor Robert Kindel has been North Plains long-term representative; and

WHEREAS, an alternative representative may be needed on occasion to serve on the Policy Advisory Board.

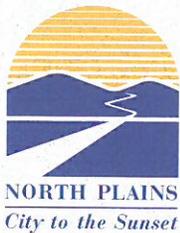
NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON, that City Councilor Robert Kindel shall represent the City of North Plains as the Primary Representative and City Councilor Teri Lenahan shall represent the City of North Plains as an Alternate Representative to the Washington County Community Development Policy Advisory Board.

CITY OF NORTH PLAINS, OREGON

BY: _____
David Hatcher, Mayor

ATTEST:

BY: _____
Margaret L. Reh, City Recorder



CITY OF NORTH PLAINS

31360 NW Commercial St. North Plains, Oregon 97133

January 20, 2015

Chair Peter Truax, Policy Advisory Board
ATTN: Jennie Proctor, Program Manager
Office of Community Development
328 West Main, MS#7
Hillsboro, OR 97123

Dear Mr. Truax:

On January 20, 2015 the North Plains City Council, the governing body of the City of North Plains, appointed by Resolution No. 1872, Councilor Robert "Butch" Kindel as a Member to the Washington County Office of Community Development Policy Advisory Board. The North Plains City Council appointed Councilor Teri Lenahan as the alternate to this Policy Advisory Board.

Sincerely,

David Hatcher
Mayor



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: January 20, 2015
To: Mayor and City Council
From: City Manager Martha DeBry
Subject: Resolution No. 1873 authorizing Chamber of Commerce requests for the 2015 Farmers Market

Request: Council adopt Resolution No.1873 authorizing Chamber of Commerce requests for the 2015 Farmers Market

Background: The North Plains Farmers Market has operated since July 2011 and now partners with the North Plains Chamber of Commerce.

The two groups would like to structure of the Farmers Market similar to the 2014 season. Specifically, they are planning to:

- Have the Farmers Market on Commercial Street between the North Plains Market and 314th Avenue.
- The hours of operation of the Market would be 5 p.m. to 8 p.m. on Thursday evenings.
- Work closely with downtown businesses to provide music entertainment and food/drink options.

There may be some varying events this year such as a corn roast, line dancing or square dancing during the market.

Volunteers will be available to set up and break down the market and the participation of businesses should raise interest in the event, which should in turn provide additional customers to the businesses.

On behalf of the Farmers Market, the Chamber of Commerce has made the following requests of the City:

- Close Commercial Street from the west side of the intersection of 314 and Commercial and continue the closure to just east of the North Plains Market. The hours of the street closure would be between 4 p.m. and 9 p.m. Thursday nights from June 4 to September 24. This provides time before and after the operational hours of the Market for set-up and tear-down.
- Provide City support of the Market by providing portable toilets, tables and chairs,

trash pickup, use of electrical drops; and barricades, as well as assisting with hanging signs.

- Allow amplified music be permitted between the hours of 5 p.m. and 8 p.m.
- Waive the fees associated with street closure, music amplification and public assemblies.

In the past the City has granted similar permissions for the operations of the Farmers Market.

The Chamber has indicated it has insurance and that will cover special events.

The Chamber has also requested that the Ice Cream Social be scheduled for June 4, the first day of the market. This was the venue for last year's very successful event.

Fiscal Impact: If the requests are granted the City will not receive the fee revenue for small assemblies, street closures and amplified music. City staff will spend 1-2 hours a week moving the portable toilet, setting up barricades and conducting related activities, which is a cost the City has absorbed in the past.

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

Recommendation: Council to adopt Resolution No.1873 authorizing Chamber of Commerce requests for the 2015 Farmers Market

Sample Motion: I move to adopt Resolution No.1873.

Attachments: Resolution No. 1873

RESOLUTION NO. 1873

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON, AUTHORIZING REQUESTS BY THE 2015 FARMERS MARKET

WHEREAS, the North Plains Farmers Market has operated since July 2011; and

WHEREAS, the North Plains Chamber of Commerce now partners with the North Plains Farmers Market Board to provide a market on Thursday evenings that will be integrated with Commercial Street businesses; and

WHEREAS, the Farmers Market will operate under the Chamber of Commerce;
and

WHEREAS, the Chamber of Commerce has made the following requests:

- Close Commercial Street from the west side of the intersection of 314 and Commercial and continue the closure to just east of the North Plains Market. The hours of the street closure would be between 4 p.m. and 9 p.m. Thursday nights from June 4 to September 24. This provides time before and after the operational hours of the Market for set-up and tear-down.
- Provide City support of the Market by providing portable toilets, tables and chairs, trash pickup, use of electrical drops; and barricades, as well as assisting with hanging signs;
- Allow amplified music be permitted between the hours of 5 p.m. and 8 p.m.
- Waive the fees associated with street closure, music amplification and public assemblies; and

WHEREAS, the Municipal Code provides the City with the authority to regulate noise (amplified music), close streets, authorize public assemblies and waive fees.

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

- Waives all fees associated with the Farmers Market
- Authorizes closure of Commercial Street from the west side of the intersection of 314 and Commercial and continue the closure to just east of the North Plains Market. The hours of the street closure would be between 4 p.m. and 9 p.m. Thursday nights from June 4 to September 24.

- Authorizes staff to use City personnel and equipment resources in support of the Farmers Market;
- Authorizes amplified music be permitted between the hours of 5 p.m. and 8 p.m.
- Requires the Chamber of Commerce to provide proof of insurance for the special event in a minimum amount of \$1,000,000.

INTRODUCED AND ADOPTED this 20th day of January, 2015.

CITY OF NORTH PLAINS, OREGON

BY: _____
David Hatcher, Mayor

ATTEST:

BY: _____
Margaret L. Reh, City Recorder



CITY OF NORTH PLAINS

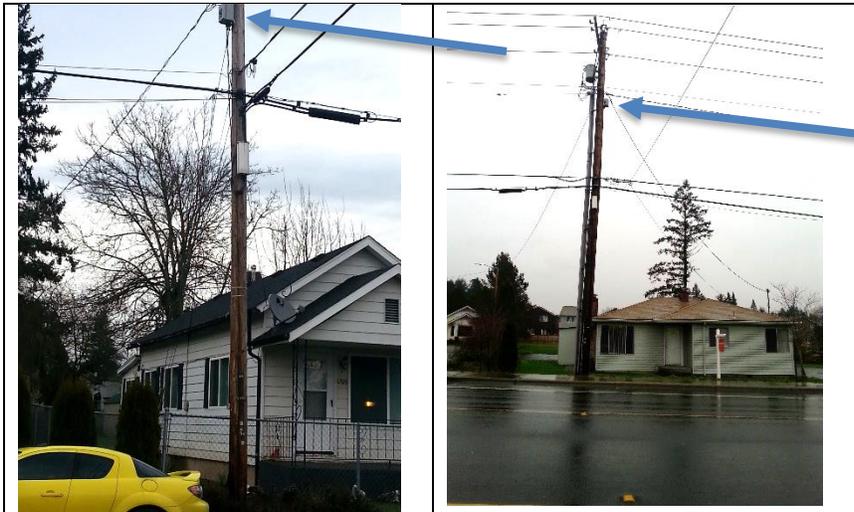
31360 NW Commercial Street, North Plains, Oregon 97133

Date: January 20, 2015
To: Mayor and City Council
From: Police Chief Bill Snyder
City Manager Martha DeBry
Subject: Review of CCTV Cameras

Request: Council review CCTV Cameras currently in use within the City.

Background: Councilor Scott Whitehead has requested an agenda item for CCTV cameras (See attached.)

Currently the City has police-controlled CCTV cameras on Commercial Street and Glencoe Road. (Pictured below.)



The hi-resolution pan and tilt cameras were purchased through a grant from CIS, and installed with the assistance of the Portland Police Bureau, at no cost to the City. Both cameras use cellular technology to stream a signal that is received directly at the Police Department. Police can access the information from computers at the City or through their phones using a secure portal. Access to video is limited to sworn personnel only. The

police can pull electronic files from the video to use during investigations. The City is limited physically by a terabyte of storage, for what film it can archive. The cameras are not monitored on a daily basis.

The cameras were placed on the two of the most traveled streets in the community. Commercial Street is the location of most downtown businesses, and the camera is capable of viewing buildings, sidewalks and street from 314th down to the post office. The Glencoe camera (across the street from Subway) focuses south along Glencoe near Highland Court capturing most traffic on and off the freeway.

The purpose of the cameras is to assist with the investigation of crimes. To leverage our limited police resources, the cameras can be used to identify persons or vehicles in the area when crimes occur. It is not anticipated that the cameras will capture videos of crimes. For example, last year, a low-resolution camera at the North Plains Market helped identify a suspect who stole a 18-wheel truck from Oregon-Canadian. It was fortunate during the late evening the suspect walked in close proximity to the camera. With the high-resolution cameras the Police will have clear images of people and cars on either side of the street, day or night. Additionally, during those occasions when large groups are gathered on Commercial Street the cameras will be able to assess the size of the crowd and if needed remotely monitor a problem on the street; such as the large fist fight that occurred at the end of the day during the 2013 4th of July celebration. A need for CCTV camera on Glencoe is illustrated by the lack of information that was available to investigate the armed robbery at Chevron last year. There were no exterior cameras on the businesses that could assist with determining how the robbers left the site.

No one is making a claim that the cameras themselves can prevent or solve crimes. They are simply a tool used in modern policing. The Department has one video license remaining, and may consider installing a camera near North Plains Elementary School.

US Department of Justice [Video Surveillance of Public Places](#) provides a detailed analysis of use of cameras in community policing. The gist of the report is that video surveillance can be useful, but it is not a panacea. It elaborates on the experience of agencies that have been using CCTV since the 1990's.

Councilor Whitehead has requested that the City have a policy specific to CCTV cameras. North Plains as a City and the Police Department already has rules guiding employee conduct and the use of electronic media, which can be interpreted to include camera generated files. To ensure that our policy is clear the Police Chief has agreed to establish a specific CCTV policy for the police cameras and will include it in the Lexipol manual and post it online.

From a legal perspective, the monitoring of public outdoor spaces is not in conflict with a person's privacy rights under the 4th amendment of the US Constitution. Once an

individual can be seen from a public space such as a sidewalk or street, anyone can see them or record them. There is no grey area about if the City has the authority to use cameras. The City would never use the images for commercial purposes, so there is no need to obtain consent from the individuals filmed; just as a news camera taking a picture of a community event is not required to obtain consent to broadcast the likeness of a person in a public place. Examples of public cameras can be easily found online such as OSU <http://webcam.oregonstate.edu/>.

Staff inquired about police video camera policies with adjoining agencies and the Chief found several do not have policies specific to cameras.

If the media wanted to obtain images from the video, it would be subject to the same rules as any other public records request.

Fiscal Impact: The cameras use cellular technology to transmit information. This cost of this service is part of the Police operating budget. The cameras should have a useful life in excess of five years. The replacement of the cameras would be considered an operating expense.

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

Recommendation: This item is informational only.

Margaret Reh

From: Scott Whitehead
Sent: Thursday, January 15, 2015 2:22 PM
To: David Hatcher
Cc: Martha DeBry; Teri Lenahan
Subject: Surveillance Camera Policy

David,

At our last council meeting we lightly touched on the cameras that were installed by the Chief. I believe this topic warrants much follow up and should be placed on the agenda for February. At this time we have no policy in place that regulates the use of these cameras. The City Manager provided me with Policy 342, 346, 446, 448, and 450 from the Police Policy Manual. I read over each policy and found them not meeting our needs, and not specific to the purpose there serving.

The City Manager also included a camera policy for Saratoga Police and DC Metro Police. I believe this would further demonstrate the fact that we have no policy in place and the above mentioned policies are inadequate. The council needs to get this situation under control and establish guidelines and procedures that were not established by the Chief before placing these cameras in use.

I urge you to consider turning these cameras off until council can meet to establish a policy regarding how the cameras will be used.

If you have any further questions please contact me at your earliest convenience.

Respectfully,

Scott Whitehead
City Councilman
City of North Plains



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: January 20, 2015
To: Mayor and City Council
From: Martha DeBry, City Manager
Subject: City Attorney orientation for Council

Request: Council hear a presentation by the City Attorney.

Background: Now that three new Councilors have been seated, the City Attorney has been asked to conduct a brief orientation on process and the rules used by our municipality. He has been asked to specifically discuss the role of Councilors.

At the February 2 meeting CIS will make an additional presentation on risk management and Council.



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: January 20, 2015
To: Mayor and City Council
From: City Manager Martha DeBry
Subject: December 2015 Check Register

Background: At the second City Council meeting of each month staff has provided a print out of the check register showing the checks that were issued the previous month.

This month we are trying a different method of reporting the checks that were issued in the month of December 2015. These reports are broken down to the individual batches of check runs. There is more detail listed that may be beneficial in explaining the expense.

To assist Council with reviewing the check register, the account prefixes for departments are below:

110-411	Culture and Recreation
110-419	General Government
110-421	Police
110-433	Public Works
110-452	Parks
110-455	Library
110-465	Planning
111-000	Streets
210-000	Water
130-000	TDT Tax Fund
131-000	Parks Capital
132-000	Traffic Impact Fee
009-000	Vehicle and Equipment Reserve Fund
113-000	Urban Renewal Agency

Fiscal Impact: The register reflects actual expenses of the City. All payments to vendors, consultants and other agencies are shown on the registers, as well as reimbursements to employees. Payroll checks are the only expenses not reflected on the register.

Recommendation: This item is informational only.

Accounts Payable

Computer Check Proof List by Vendor

User: sbaker
 Printed: 12/03/2014 - 10:49AM
 Batch: 00001.12.2014 - December

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: ADP001 445354751	ADP, INC.	211.66	11/19/2014	Check Sequence: 1 110-419-330105	ACH Enabled: True
	Check Total:	211.66			
Vendor: AFL030 480548	AFLAC	243.09	11/19/2014	Check Sequence: 2 110-000-200002	ACH Enabled: False
	Check Total:	243.09			
Vendor: ALE060 20183	ALEXIN ANALYTICAL LABORATORIES, IN	87.00	11/19/2014	Check Sequence: 3 210-433-330112	ACH Enabled: False
	Check Total:	87.00			
Vendor: AME015 121614	AMERICAN EXPRESS costco - bleach	18.78	11/19/2014	Check Sequence: 4 210-433-340000	ACH Enabled: False
	Check Total:	18.78			
Vendor: ASI100 11212014	ASI Flex - Auto Pay ASI Deductions for Pay Date	156.25	11/19/2014	Check Sequence: 5 110-000-200001	ACH Enabled: True
	Check Total:	156.25			
Vendor: BEE001 11912 11912 11912 11912	BEERY, ELSNER & HAMMOND, LLP Finance Landuse General Personnel	148.98 990.16 617.66 1,437.66	11/19/2014 11/19/2014 11/19/2014 11/19/2014	Check Sequence: 6 110-419-330100 110-419-330100 110-419-330100 110-419-330100	ACH Enabled: False
	Check Total:	3,194.46			
Vendor: BLU001	BLUMENTHAL UNIFORMS & EQUIP.			Check Sequence: 7	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
104936	John Headrick - Cadet	71.44	11/19/2014	110-421-610100	
105386	Shirt and Emblem W.Snyder	71.45	11/19/2014	110-421-610100	
95380-01	Fastener-Pollard	15.95	11/19/2014	110-421-610100	
	Check Total:	158.84			
Vendor: ORE029	Business Oregon Infrastructure Authority			Check Sequence: 8	ACH Enabled: False
S03013	Interest	45,863.52	11/19/2014	210-433-500500	
S03013	Principal	88,468.16	11/19/2014	210-433-500500	
	Check Total:	134,331.68			
Vendor: CIT009	CITY OF HILLSBORO - Utility Billing			Check Sequence: 9	ACH Enabled: True
December	962687-970082// 7395 units	9,095.85	11/19/2014	210-433-610600	
	Check Total:	9,095.85			
Vendor: COM001	COMCAST			Check Sequence: 10	ACH Enabled: True
121314	Library 12/03-01/02	87.56	11/19/2014	110-455-310000	
121314	Jessie Mays	0.00	11/19/2014	110-452-310000	
	Check Total:	87.56			
Vendor: DEM015	DEMCO, INC.			Check Sequence: 11	ACH Enabled: False
5450839		169.31	11/19/2014	110-455-610000	
	Check Total:	169.31			
Vendor: UB*00609	CLARA EDWARDS			Check Sequence: 12	ACH Enabled: False
	Refund Check	36.68	11/25/2014	210-000-200200	
	Check Total:	36.68			
Vendor: HOR090	HORTNAGL AUTOMOTIVE & MUFFLER SH			Check Sequence: 13	ACH Enabled: False
		323.10	11/19/2014	210-433-340000	
	Check Total:	323.10			
Vendor: CIT007	ING - State of OR Plan			Check Sequence: 14	ACH Enabled: True
11212014	pay date 10.24.2014	1,250.00	11/19/2014	110-000-200003	
	Check Total:	1,250.00			
Vendor: ING060	INGRAM LIBRARY SERVICES			Check Sequence: 15	ACH Enabled: False
81321187		20.87	11/19/2014	110-455-640000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
81403655		327.05	11/19/2014	110-455-640000	
81442298		43.61	11/19/2014	110-455-640000	
	Check Total:	391.53			
Vendor: LIQTECH 4888	LIQUIVISION TECHNOLOGY Clean and Inspect MG Tank	2,700.00	11/19/2014	210-433-330113	Check Sequence: 16 ACH Enabled: False
	Check Total:	2,700.00			
Vendor: UB*00608	MAG LLC Refund Check	965.56	11/25/2014	210-000-200200	Check Sequence: 17 ACH Enabled: False
	Check Total:	965.56			
Vendor: MET101 6895	METEREADERS, LLC	721.23	11/19/2014	210-433-330111	Check Sequence: 18 ACH Enabled: False
	Check Total:	721.23			
Vendor: MOON 93335 93336	MOONLIGHT BPO statement printing and postage newsletter printing	450.40 492.00	11/19/2014 11/19/2014	210-433-330104 110-419-330104	Check Sequence: 19 ACH Enabled: False
	Check Total:	942.40			
Vendor: MUR050 04-0682-272	MURRAY, SMITH & ASSOCIATES, IN	153.28	11/19/2014	110-433-330110	Check Sequence: 20 ACH Enabled: False
	Check Total:	153.28			
Vendor: NAP002 805-293652 805-293675 805-295456	NAPA AUTO PARTS	7.47 32.28 79.29	11/19/2014 11/19/2014 11/19/2014	110-433-340000 110-433-340000 110-433-340000	Check Sequence: 21 ACH Enabled: False
	Check Total:	119.04			
Vendor: NOR014 December December December December December	NW NATURAL GAS CO. JMCH 453042-4 Pump House 453113-3 City Hall 452946-7 Library 1651678-3 Yellow House 2752977-5	237.20 40.03 96.10 176.82 59.54	11/19/2014 11/19/2014 11/19/2014 11/19/2014 11/19/2014	110-452-310000 210-433-310000 110-419-310000 110-455-310000 110-419-310000	Check Sequence: 22 ACH Enabled: True

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	609.69			
Vendor: NOR019 37494	NW PLAYGROUND EQUIPMENT 3.5 Clamp Azure	139.86	11/19/2014	Check Sequence: 23 110-452-340000	ACH Enabled: False
	Check Total:	139.86			
Vendor: OAM100 2015	OAMR MEMBERSHIP CHAIR 2015 Renewal for M. Reh	50.00	11/19/2014	Check Sequence: 24 110-419-350000	ACH Enabled: False
	Check Total:	50.00			
Vendor: OHA100 2015	OHA Cashier Backflow Prevention Fee	75.00	11/19/2014	Check Sequence: 25 210-433-330000	ACH Enabled: False
	Check Total:	75.00			
Vendor: ONE001 4080432-IN 4100434-IN 4110432	ONE CALL CONCEPTS, INC. 	39.60 21.12 17.16	11/19/2014 11/19/2014 11/19/2014	Check Sequence: 26 110-433-340000 110-433-340000 110-433-340000	ACH Enabled: False
	Check Total:	77.88			
Vendor: OCR001 101149	OR. COFFEE ROASTER, INC. 	38.76	11/19/2014	Check Sequence: 27 110-419-610000	ACH Enabled: False
	Check Total:	38.76			
Vendor: ORE044 121114	OREGONIAN 	160.00	11/19/2014	Check Sequence: 28 110-455-640000	ACH Enabled: False
	Check Total:	160.00			
Vendor: POA100 355769 43449562 43633146	PACIFIC OFFICE AUTOMATION City Hall extra copies Library copier City Hall copier	573.63 212.00 816.20	11/19/2014 11/19/2014 11/19/2014	Check Sequence: 29 110-419-340100 110-455-340100 110-419-340100	ACH Enabled: False
	Check Total:	1,601.83			
Vendor: SER110 26991 26991	SERVICE AMERICA COMMERCIAL SERVIC Library City Hall	175.00 195.00	11/19/2014 11/19/2014	Check Sequence: 30 110-455-330106 110-419-330106	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	370.00			
Vendor: SUN001 796484	SUNSHINE INC.	665.76	11/19/2014	Check Sequence: 31 110-433-610224	ACH Enabled: False
	Check Total:	665.76			
Vendor: TCM060 758716	TEMP CONTROL MECHANICAL City Hall	309.00	11/19/2014	Check Sequence: 32 110-419-340101	ACH Enabled: False
	Check Total:	309.00			
Vendor: UNI018 294459	UNIQUE MANAGEMENT SER., INC.	8.95	11/19/2014	Check Sequence: 33 110-455-330102	ACH Enabled: False
	Check Total:	8.95			
Vendor: VER001 9735028359	VERIZON WIRELESS	323.08 80.02	11/19/2014 11/19/2014	Check Sequence: 34 110-421-330108 110-421-330108	ACH Enabled: False
	Check Total:	403.10			
Vendor: WCHS 091350	Washington Historical Society Doorways to the Past	2.00	11/19/2014	Check Sequence: 35 110-455-640000	ACH Enabled: False
	Check Total:	2.00			
Vendor: WCC006 20141201589	WCCCA	3,105.00	11/19/2014	Check Sequence: 36 110-421-330912	ACH Enabled: False
	Check Total:	3,105.00			
Vendor: WOOFTEF 02700-001 02700-002	Woofter Architecture	98.74 6,036.04	11/19/2014 11/19/2014	Check Sequence: 37 131-452-770000 131-452-770000	ACH Enabled: False
	Check Total:	6,134.78			
Vendor: XOC001 0271256594	XO COMMUNICATIONS	587.11	11/19/2014	Check Sequence: 38 110-419-310000	ACH Enabled: False
	Check Total:	587.11			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: UB*00607	CASEY ZIELSDORFF			Check Sequence: 39	ACH Enabled: False
	Refund Check	55.97	11/25/2014	210-000-200200	
	Check Total:	<u>55.97</u>			
	Total for Check Run:	<u>169,751.99</u>			
	Total of Number of Checks:	<u>39</u>			

Accounts Payable

Computer Check Proof List by Vendor

User: sbaker
 Printed: 12/11/2014 - 10:08AM
 Batch: 00002.12.2014 - December

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: ADP001 446019164	ADP, INC. payroll ending 11/30/2014	190.44	12/10/2014	Check Sequence: 1 110-419-330105	ACH Enabled: True
	Check Total:	190.44			
Vendor: ASI100 12052014	ASI Flex - Auto Pay ASI Deductions for Pay Date	156.25	12/10/2014	Check Sequence: 2 110-000-200001	ACH Enabled: True
	Check Total:	156.25			
Vendor: ASI075 11012014	ASIFlex ASI Flex period ending	15.00	12/10/2014	Check Sequence: 3 110-419-621000	ACH Enabled: False
	Check Total:	15.00			
Vendor: CHE001 42998856	CHEVRON Police	605.38	12/10/2014	Check Sequence: 4 110-421-610224	ACH Enabled: True
	Check Total:	605.38			
Vendor: CIS015 December 2014 December 2014 December 2014 December 2014	CIS - EBS	2,811.92 2,186.49 41.76 4,049.43	12/10/2014 12/10/2014 12/10/2014 12/10/2014	Check Sequence: 5 110-433-210000 110-421-210000 110-000-200005 110-419-210000	ACH Enabled: True
	Check Total:	9,089.60			
Vendor: CIT013 NRP-W2014-QTR3	CIS - TRUST QTR3 WC payment	4,427.96	12/10/2014	Check Sequence: 6 110-419-621002	ACH Enabled: False
	Check Total:	4,427.96			
Vendor: COM001	COMCAST			Check Sequence: 7	ACH Enabled: True

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
0581803	Jessie Mays	46.13	12/10/2014	110-452-310000	
0581803	Library	0.00	12/10/2014	110-455-310000	
	Check Total:	46.13			
Vendor: GLO050	GLOBAL DATA LINK			Check Sequence: 8	ACH Enabled: False
15632	2 hours of support 07/01/2013	190.00	12/10/2014	110-419-330103	
16164	Dell Optiplex for Jennifer	962.82	12/10/2014	110-419-330103	
16164	4 hours of support	427.50	12/10/2014	110-419-330103	
16164	19 annual anti virus updates	684.00	12/10/2014	110-419-330103	
	Check Total:	2,264.32			
Vendor: CIT007	ING - State of OR Plan			Check Sequence: 9	ACH Enabled: True
12052014	pay date 12.05.2014	630.82	12/10/2014	110-000-200003	
	Check Total:	630.82			
Vendor: ING060	INGRAM LIBRARY SERVICES			Check Sequence: 10	ACH Enabled: False
81638007		27.96	12/10/2014	110-455-640000	
81665525		406.14	12/10/2014	110-455-640000	
81725116		151.45	12/10/2014	110-455-640000	
81771928		44.33	12/10/2014	110-455-640000	
81943387		317.00	12/10/2014	110-455-640000	
	Check Total:	946.88			
Vendor: NPMARK1	NORTH PLAINS MARKET			Check Sequence: 11	ACH Enabled: False
	Ice Cream for Ice Cream Social	48.93	12/10/2014	110-411-300111	
	Check Total:	48.93			
Vendor: NPE500	NP ELEMENTARY SCHOOL			Check Sequence: 12	ACH Enabled: False
1862	Donation to the NPES PTO for Holiday Gift Sho	186.00	12/10/2014	110-419-300105	
	Check Total:	186.00			
Vendor: OHL001	RYAN OHLMANN			Check Sequence: 13	ACH Enabled: False
11162014	Camera/NPPL surge protector	27.94	12/10/2014	110-419-340000	
11162014	Camera/NPPL box	3.59	12/10/2014	110-419-340000	
11162014	Camera/NPPL cover	2.28	12/10/2014	110-419-340000	
	Check Total:	33.81			
Vendor: ORE011	OR. DEPT. OF REVENUE- Fines			Check Sequence: 14	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
November 2014	Court Pass Through	44.00	12/10/2014	110-421-820000	
	Check Total:	44.00			
Vendor: POA100 378619	PACIFIC OFFICE AUTOMATION City Hall extra copies	70.97	12/10/2014	110-419-340100	Check Sequence: 15 ACH Enabled: False
	Check Total:	70.97			
Vendor: 02192 December 2014	PERS Deposit	9,242.10	12/10/2014	110-000-200004	Check Sequence: 16 ACH Enabled: True
	Check Total:	9,242.10			
Vendor: POR013	PORTLAND GENERAL ELECTRIC				Check Sequence: 17 ACH Enabled: True
10/29-11/30	City Hall 29756-2234087	309.77	12/10/2014	110-419-310000	
10/29-11/30	Glencoe/Highland 9004426	25.34	12/10/2014	111-433-640000	
10/29-11/30	Chamber 10 20234-3332 8	16.27	12/10/2014	110-452-310000	
10/29-11/30	JMCH 2 97576-3626588	84.60	12/10/2014	110-452-310000	
10/29-11/30	PW 297576-3336402	93.82	12/10/2014	110-433-310000	
10/29-11/30	Library 137997-8213477	421.46	12/10/2014	110-455-310000	
10/29-11/30	Water 297576-8196009	51.34	12/10/2014	210-433-310000	
10/29-11/30	Yellow House 2975765121653	41.08	12/10/2014	110-419-310000	
10/29-11/30	Abt ES NW Main 297576-8488869	15.28	12/10/2014	111-433-640000	
10/29-11/30	Chamber2 551334-762100 0	15.28	12/10/2014	110-452-310000	
10/29-11/30	Street Lights 297576-1251090	0.00	12/10/2014	111-433-640000	
10/29-11/30	Main & Wascoe 297576-8502552	15.28	12/10/2014	111-433-640000	
10/29-11/30	Pump House 297576-2624915	706.22	12/10/2014	210-433-310000	
	Check Total:	1,795.74			
Vendor: RON060 21430	RON-JONS UNLIMITED, INC.	166.00	12/10/2014	110-452-340000	Check Sequence: 18 ACH Enabled: False
	Check Total:	166.00			
Vendor: VIS004	VISA/ CARDMEMBER SERVICE				Check Sequence: 19 ACH Enabled: False
0348	usps postage	6.80	12/10/2014	110-455-610000	
0348	amazon - jersey boys	14.99	12/10/2014	110-455-640000	
0348	Suburban Ace Hardware empty paint can x5	19.95	12/10/2014	110-455-340000	
0348	Suburban Ace Hardware nail filler	3.99	12/10/2014	110-455-340000	
0348	amazon- act of war	11.99	12/10/2014	110-455-640000	
0348	usps postage	7.60	12/10/2014	110-455-610000	
0348	fred meyer-band aid	3.66	12/10/2014	110-455-610000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
0348	suburban ace hardware plunger	15.98	12/10/2014	110-455-610000	
0348	barns and noble christmas story	6.99	12/10/2014	110-455-640000	
0348 credit	refund from Suburban Ace Hardware	-13.97	12/10/2014	110-455-340000	
0585	fred meyer - ham for thanksgiving	31.15	12/10/2014	110-419-380000	
0585	fred meyer - gift cards for employees	725.00	12/10/2014	110-419-380000	
0585 credit	return of ribbons from pumpkin run	-40.00	12/10/2014	110-411-300106	
0593	subway - lego day	9.75	12/10/2014	110-455-610000	
0593	Barns and Noble -burn	10.12	12/10/2014	110-455-640000	
0593	Barns and Noble -jack reacher series 19	10.99	12/10/2014	110-455-640000	
0593	fred meyer dvd's	16.99	12/10/2014	110-455-640000	
0593	Barns and Noble - one kick	13.99	12/10/2014	110-455-640000	
0593	Barns and Noble - we were liars	9.78	12/10/2014	110-455-640000	
0593	OLA membership	40.00	12/10/2014	110-455-300000	
0593	Barns and Noble -astoria	12.99	12/10/2014	110-455-640000	
0593	Barns and Noble - the maze runner	9.99	12/10/2014	110-455-640000	
0593	Barns and Noble -gray mountain	12.99	12/10/2014	110-455-640000	
0593	Barns and Noble - elephant company	13.99	12/10/2014	110-455-640000	
0593	Barns and Noble the fault in our stars	8.99	12/10/2014	110-455-640000	
0593	Barns and Noble -a fighting chance	14.99	12/10/2014	110-455-640000	
1311	Dicks Country - mat kit floor	110.00	12/10/2014	110-421-610000	
1311	Award Specialties	47.00	12/10/2014	110-421-610000	
4666	OR OHA PUBLIC HEALTH	40.00	12/10/2014	110-433-300000	
4666	amazon	128.49	12/10/2014	110-433-340000	
4666	OR OHA PUBLIC HEALTH	40.00	12/10/2014	110-433-300000	
4666	OR OHA PUBLIC HEALTH	80.00	12/10/2014	110-433-300000	
4666	lowes	12.96	12/10/2014	110-419-610000	
4666	amazon	175.94	12/10/2014	110-433-340000	
4666	Lowe's	7.96	12/10/2014	210-433-340000	
4666	office depot	5.79	12/10/2014	110-433-340000	
4666	lowes	29.93	12/10/2014	110-433-340000	
4666	exitlightco.com	111.00	12/10/2014	110-433-610000	
4666	amazon	152.45	12/10/2014	110-433-340000	
5744	Amazon one nation	10.99	12/10/2014	110-455-640000	
5744	Amazon -paper towns	4.99	12/10/2014	110-455-640000	
5744	USPS postage	3.17	12/10/2014	110-455-610000	
5744	Amazon - the boys in the boat and the giver	5.98	12/10/2014	110-455-640000	
5744	Fannie May Chocolate	320.00	12/10/2014	110-455-610000	
5744	UPSP postage	2.56	12/10/2014	110-455-610000	
5744	Amazon how to train your dragon	14.99	12/10/2014	110-455-640000	
5744	Amazon somewhere safe with somebody good	10.99	12/10/2014	110-455-640000	
5744	Amazon the wind rises	17.99	12/10/2014	110-455-640000	
5744	Amazon the monogram murders	8.99	12/10/2014	110-455-640000	
5744	USPS postage	3.02	12/10/2014	110-455-610000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
5744	Amazon hard choices	14.99	12/10/2014	110-455-640000	
5744	Amazon planes fire and rescue	24.43	12/10/2014	110-455-640000	
5744	USPS postage	2.56	12/10/2014	110-455-610000	
5744	Amazon if i stay and lila	9.98	12/10/2014	110-455-640000	
5744 credit	Refund from Amazon	-0.03	12/10/2014	110-455-640000	
5744 credit	refund from Amazon MKTPLACE	-60.01	12/10/2014	110-411-300101	
	Check Total:	2,316.80			
Vendor: WAS001	WASHINGTON COUNTY - FINANCE			Check Sequence: 20	ACH Enabled: False
November 2014	Court Pass Through	21.00	12/10/2014	110-421-820000	
	Check Total:	21.00			
	Total for Check Run:	32,298.13			
	Total of Number of Checks:	20			

Accounts Payable

Computer Check Proof List by Vendor

User: sbaker
 Printed: 12/17/2014 - 12:11PM
 Batch: 00003.12.2014 - December

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: BOY271	BOYLES, BLAKE A. Medical Catch Up take out by mistake	150.00	12/17/2014	110-419-110000	Check Sequence: 1 ACH Enabled: False
	Check Total:	150.00			
Vendor: ROG270	ROGERS, III, CHARLES A. Medical Catch Up take out by mistake	46.08	12/17/2014	110-419-110000	Check Sequence: 2 ACH Enabled: False
	Check Total:	46.08			
Vendor: SCH261	SCHOELICH, MICHAEL Medical Catch Up take out by mistake	1.23	12/17/2014	110-419-110000	Check Sequence: 3 ACH Enabled: False
	Check Total:	1.23			
Vendor: SNY336	WILLIAM SNYDER Medical Catch Up take out by mistake	302.85	12/17/2014	110-419-110000	Check Sequence: 4 ACH Enabled: False
	Check Total:	302.85			
	Total for Check Run:	500.16			
	Total of Number of Checks:	4			

Accounts Payable

Computer Check Proof List by Vendor

User: sbaker
 Printed: 12/23/2014 - 11:07AM
 Batch: 00004.12.2014 - December

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: ADP001	ADP, INC.	217.01	12/22/2014	110-419-330105	ACH Enabled: True
	Check Total:	217.01			
Vendor: AFL030 913217	AFLAC	243.09	12/22/2014	110-000-200002	ACH Enabled: False
	Check Total:	243.09			
Vendor: ASI100 12192014	ASI Flex - Auto Pay ASI Deductions for Pay Date	156.25	12/22/2014	110-000-200001	ACH Enabled: True
	Check Total:	156.25			
Vendor: AT&027 990963909	AT&T WIRELESS SERVICE	32.23	12/22/2014	110-433-310000	ACH Enabled: False
	Check Total:	32.23			
Vendor: AWA029 119717 119828 119829	AWARD SPECIALITIES name badge Cindy name badge Jackie Business Cards Whitehead/King/Simmons	10.00 10.00 49.40	12/22/2014 12/22/2014 12/22/2014	110-455-610000 110-455-610000 110-419-610000	ACH Enabled: False
	Check Total:	69.40			
Vendor: BEE001 11964 General 11964 Landuse 11964 Personnel	BEERY, ELSNER & HAMMOND, LLP General Landuse Personnel	1,233.18 680.34 297.50	12/22/2014 12/22/2014 12/22/2014	110-419-330100 110-419-330100 110-419-330100	ACH Enabled: False
	Check Total:	2,211.02			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: BLU001	BLUMENTHAL UNIFORMS & EQUIP.			Check Sequence: 7	ACH Enabled: False
104756	S.Freshner nametag	15.95	12/22/2014	110-421-610100	
104936-01	J.Headrick Uniform	33.35	12/22/2014	110-421-610100	
	Check Total:	49.30			
Vendor: CIS015	CIS - EBS			Check Sequence: 8	ACH Enabled: True
		2,953.27	12/22/2014	110-433-210000	
		2,295.93	12/22/2014	110-421-210000	
		4,215.03	12/22/2014	110-419-210000	
		49.16	12/22/2014	110-000-200005	
	Check Total:	9,513.39			
Vendor: CIT009	CITY OF HILLSBORO - Utility Billing			Check Sequence: 9	ACH Enabled: True
59902		7,336.95	12/22/2014	210-433-610600	
	Check Total:	7,336.95			
Vendor: DUY015	DUYCK'S GARAGE			Check Sequence: 10	ACH Enabled: False
52012	Headlight Work/Dodge Ram	307.38	12/22/2014	110-421-340000	
52091	Seat Lower Trim/Dodge Ram	109.00	12/22/2014	110-421-340000	
52126	Oil Change 2014 Dodge Charger	56.50	12/22/2014	110-421-340000	
	Check Total:	472.88			
Vendor: HIL006	HILLSBORO ELECTRIC, LLC			Check Sequence: 11	ACH Enabled: False
8615-01	Mount Digital Time Clock and Control/Repair on	768.80	12/22/2014	110-455-340000	
	Check Total:	768.80			
Vendor: CIT007	ING - State of OR Plan			Check Sequence: 12	ACH Enabled: True
12192014	pay date 12.19.2014	986.26	12/22/2014	110-000-200003	
	Check Total:	986.26			
Vendor: JSG050	J & S GOLF CAR RENTALS, LLC			Check Sequence: 13	ACH Enabled: False
5997	4 6-passenger golf carts for the Jingle	160.00	12/22/2014	110-419-330000	
	Check Total:	160.00			
Vendor: KUS001	KUSTOM SIGNALS, INC.			Check Sequence: 14	ACH Enabled: False
507292	Diagnostic on Talon Radar	121.00	12/22/2014	110-421-340000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	121.00			
Vendor: OCF001 12192014	OR. CANADIAN FOREST PRODUCTS Refund of Security Deposit for JM Rental	400.00	12/22/2014	Check Sequence: 15 110-000-200011	ACH Enabled: False
	Check Total:	400.00			
Vendor: POA100 43811160 43979923	PACIFIC OFFICE AUTOMATION Library copier 12/01/2014-12/31/2014 City Hall copier	212.00 816.20	12/22/2014 12/22/2014	Check Sequence: 16 110-455-340100 110-419-340100	ACH Enabled: False
	Check Total:	1,028.20			
Vendor: PEA100 120297	PEACE OFFICERS RESEARCH ASSOCIATIO Jan 1 2015 9 members Legal Defense	54.00	12/22/2014	Check Sequence: 17 110-421-210000	ACH Enabled: False
	Check Total:	54.00			
Vendor: 02192 12122014	PERS Deposit	9,242.10	12/22/2014	Check Sequence: 18 110-000-200004	ACH Enabled: True
	Check Total:	9,242.10			
Vendor: POR013 1251090	PORTLAND GENERAL ELECTRIC Street Lights 297576-1251090 11/06-12/09	1,872.57	12/22/2014	Check Sequence: 19 111-433-640000	ACH Enabled: True
	Check Total:	1,872.57			
Vendor: PPG001 5435	PORTLAND PEST GUARD Pest Control NPPL	175.00	12/22/2014	Check Sequence: 20 110-455-340000	ACH Enabled: False
	Check Total:	175.00			
Vendor: STA200 ARV00016	STATE OF OR. - Administrative Services LESO Police Program July 2014-Jan 2015	100.00	12/22/2014	Check Sequence: 21 110-421-350000	ACH Enabled: False
	Check Total:	100.00			
Vendor: TAS100 SI1380995	TASER INTERNATIONAL DPM Battery Pack	170.95	12/22/2014	Check Sequence: 22 110-421-610000	ACH Enabled: False
	Check Total:	170.95			
Vendor: THA002	THAYER COMPANY			Check Sequence: 23	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
911092-0		246.80	12/22/2014	110-419-610000	
	Check Total:	246.80			
Vendor: ADT090	TYCO INTEGRATED SECURITY			Check Sequence: 24	ACH Enabled: False
23330873	Library	208.59	12/22/2014	110-455-330107	
23330873	City Hall	656.21	12/22/2014	110-419-330107	
	Check Total:	864.80			
Vendor: VER001	VERIZON WIRELESS			Check Sequence: 25	ACH Enabled: False
9736712013	11/07-12/06	323.10	12/22/2014	110-421-330108	
9736737862	11/08-12/07	80.02	12/22/2014	110-421-330108	
	Check Total:	403.12			
Vendor: WOOFTEF	Woofter Architecture			Check Sequence: 26	ACH Enabled: False
02700-003		3,704.06	12/22/2014	131-452-770000	
	Check Total:	3,704.06			
Vendor: XOC001	XO COMMUNICATIONS			Check Sequence: 27	ACH Enabled: False
		587.11	12/22/2014	110-419-310000	
	Check Total:	587.11			
	Total for Check Run:	41,186.29			
	Total of Number of Checks:	27			

February 2015 Council Calendar

Meeting	Primary	Alternate	Note	Date
City Council			7:00 p.m. at North Plains Senior Center	02/02
First Friday Flick at Jessie Mays Community Hall! Movie in the Hall			6:00 p.m.	02/06
Washington County Coordinating Committee (WCCC)	Hatcher	DeBry	2 nd Monday @ 12 noon	02/09
Planning Commission	Whitehead		2 nd Wednesday @ 7 p.m.	02/11
Washington County Office of Community Development Policy Advisory Board	Kindel	Lenahan	2 nd Thursday @ 7 p.m.	02/12
Holiday: President's Day			Monday, City Offices Closed	02/16
City Council	Tuesday		7:00 p.m. at North Plains Senior Center	02/17
Library Board	Simmons		3 rd Wednesday @ 7:00	02/18
Metro Policy Advisory Committee (MPAC)	Hatcher	Lenahan	4 th Wednesday @ 5 p.m.	02/25
Parks Board			4 th Wednesday @ 6 p.m.	02/25
Metropolitan Area Communications Commission (MACC)	Whitehead	Newton		