

**PRELIMINARY AGENDA  
REGULAR SESSION  
CITY OF NORTH PLAINS, CITY COUNCIL MEETING**  
North Plains Senior Center  
31450 NW Commercial Street  
Monday, May 18, 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 05/04/2015 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**
  - A. North Plains Elementary School Proclamation—100<sup>th</sup> Anniversary Celebration (1915-2015)
7. **STAFF REPORTS**

Staff reports will be provided by the Public Works Director and the Chief of Police
8. **PUBLIC HEARINGS:**
  - A. None Scheduled
9. **NEW BUSINESS:**
  - A. Adopt Resolution No. 1889 appointing Blake Boyles as interim City Manager
  - B. Adopt Resolution No. 1890 reappointing Mark Susbauer to the North Plains Library Board
  - C. Review of April 2015 Check Register
10. **UNFINISHED BUSINESS:**
  - A. Discussion on setting City Council Goals
  - B. Approval of City Policies Number 103-190 and 701-705

**11. ORDINANCES:**

**FIRST READING:**

A. None Scheduled

**SECOND READING:**

A. 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. June 2015 Council Calendar

**14. ADVICE/INFORMATION ITEMS:**

- Memorial Day-Monday, May 25: City offices and North Plains Public Library closed
- North Plains Elementary 100<sup>th</sup> Anniversary “Birthday Party”, Thursday, May 28 at 2:00 at the Elementary School
- St. Edward Benefit Auction, Saturday, May 30 starting at 5:00 p.m. at the church. 1/3 of the proceeds benefit the North Plains Senior Center and the Food Bank
- Envision North Plains Community Workshop-Thursday, June 11, 2015 from 6:00 p.m. to 8:00 p.m.

**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, June 1, 2015

Monday, June 15, 2015

Monday, July 6, 2015

**CITY OF NORTH PLAINS, CITY COUNCIL MEETING**  
**MINUTES REGULAR SESSION**  
North Plains Senior Center  
31450 NW Commercial Street  
Monday, May 4, 2015

1. **CALL TO ORDER:** Mayor Hatcher called the Regular Session of the City Council to order at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE:** Hatcher led the Council in the flag salute.
3. **ROLL CALL:** Mayor David Hatcher, Council President Teri Lenahan Councilors: Robert Kindel, Jr., Sandi King, Charlynn Newton, Sherrie Simmons and Scott Whitehead.

**Staff present:** City Manager Martha DeBry; Police Chief Bill Snyder; Library Director Debra Brodie; City Recorder Margaret Reh

4. **CONSENT AGENDA:**
  - A. Approval of regular session agenda
  - B. Approval of minutes of 04/20/2015 Council meeting

Motion by Simmons. Second by Kindel to approve the Consent Agenda. Motion was approved unanimously.

5. **PUBLIC COMMENT:**  
North Plains Historical Society North Plains and the North Plains Elementary School celebrating their 100<sup>th</sup> Anniversary

Joyce Reynolds, representing the North Plains Historical Society (NPHS), along with the North Plains Elementary School are planning a 100th birthday party for the school on Thursday, May 28. The groups are inviting the City of North Plains to get involved with this celebration. Reynolds proposed a proclamation be made by the City for this historical event. Reynolds shared some of the details of the schedule for the day. The event will be open to the public at 4:00 in the afternoon.

6. **PRESENTATION**
  - A. EMS Week May 18-23, 2015 Proclamation—Metro West Ambulance

Spencer Oliver, Paramedic at Metro West Ambulance, thanked the Council and the City of North Plains for their commitment and continued support of EMS in Washington County. Oliver invited Council to attend the EMS Week celebration on Friday, May 22, 2015 at 3:00 p.m. to 7:00 p.m. at the Dawson Creek Headquarters, 5475 NE Dawson Creek Drive. Family and friends are welcome.

Motion by Lenahan. Second by Whitehead to authorize the Mayor to sign the proposed proclamation declaring the week of May 18-23, 2015 as Emergency Medical Services week. Motion carried. Mayor presented a copy of the proclamation to Mr. Oliver.

## 7. **STAFF REPORTS:**

**Public Works Director.** Blake Boyles was absent from the meeting.

**Chief of Police.** Snyder again extended the invitation to the Council to attend the Virtra Training Exhibition Days coming up on May 4-7. Snyder explained more details about what this training event involves. Lenahan and Simmons stated they were planning on attending.

**Library Director:** Debra Brodie provided more details to what was submitted in her written report.

She stated the Summer Reading program will be commencing Monday, June 1. New this year is a challenge issued by the Library Staff, Library Board members, and Library Volunteers to the people of greater North Plains to reach a goal of reading one million pages throughout the summer. There will be weekly contests with prize drawings. Adults, kids, and teens may participate, and the program will run through August 31. Individuals can find more details at the library table at the North Plains Ice Cream Social on Thursday, June 4, where goodie bags and information will be distributed.

45 people attended the Art of the Story held at Pumpkin Ridge this year.

The Friends of the library had their second author visit in their “An Evening with an Author” series. 35 people attended this event.

The Library has begun working on its strategic plan. At the May 18 meeting, the Board members will be selecting their stakeholders. The Board is hoping to have a City Councilor to represent the Council on this Stakeholder’s Board. This would involve attending meetings in July and August and perhaps a third time in September, to work on the strategic plan. It would be further desired that this Councilor, who would already be plugged in due to this involvement in the strategic plan, to get involved behind the scenes with the WCCLS levy. The Library Board is hoping the Council will assign someone as the Council’s representative to this task.

Brodie shared some of the details of the nine part time staff members employed at the library. These employees are very involved with the community and truly care for its citizens. Brodie stated that they do follow the politics of the city. They read the minutes and listen to the tapes when they want to hear more details of the meetings—especially around budget time. They are aware that Council is discussing the contract for the City Manager. Since they are part time they were not able to provide feedback for the City Manager’s performance evaluation. They prepared a letter to read to the Council—of which each employee signed the letter. Brodie consulted with Councilor Kindel and he stated the appropriate time to read this letter into record would be during Staff Comments. Brodie read the letter supporting Martha DeBry in her role as City Manager into record and stated they hope the Council would look favorably upon renewing her contract. Hatcher thanked her.

## 8. **PUBLIC HEARING:**

A. None Scheduled

**9. NEW BUSINESS:**

A. Review and discussion of 4<sup>th</sup> of July update: Chamber of Commerce and Scott Aldrich

Scott Aldrich is the coordinator of the 4<sup>th</sup> of July celebration for 2015. Aldrich gave an update on the schedule of events for both the car show and other activities for the day. He stated there is a need for more volunteers for the event. Discussion ensued.

Cindy Hirst, North Plains Chamber of Commerce, gave an update on the fundraising efforts for the 4<sup>th</sup> of July fireworks exhibition. Hirst stated Forest Grove is the only other town with a fireworks show in Washington County this year. The Chamber is working with KUIK to have patriotic music simulcast over the radio during the show. Discussion ensued.

B. Adopt Resolution No.1886 sharing net of proceeds from City Wide Clean-Up Day with the North Plains Events Association (NPEA)

DeBry presented the staff report. North Plains has conducted an annual clean-up day on the second Saturday in May for several years. Typically the event has been organized and staffed by the City with the assistance of volunteers from the Council and businesses. This year the North Plains Events Association (NPEA) is coordinating the event. The City received a request from the NPEA to be the recipient of net proceeds after expenses at the City Clean-Up day. Discussion ensued. It was suggested that 50% of the net proceeds would go to the NPEA.

Motion by Newton. Second by King to approve Resolution No.1886 authorizing the donation of 50% of the net proceeds for the City Clean-up to the North Plains Events Association. Motion was passed unanimously with Council President Lenahan abstaining since she made the proposal.

C. Adopt Resolution No.1887 Surplus Vehicles-Blake Boyles

DeBry presented the staff report in Boyles' absence.

Motion by Kindel. Second by Lenahan to adopt Resolution No 1887 declaring Public Works vehicles surplus. Motion was approved unanimously.

D. Adopt Resolution No.1888 the approval of the St. Edward Catholic Church request to waive the \$30.00 temporary alcohol license fee

DeBry presented the staff report. St. Edward Catholic Church will be conducting its annual auction on Saturday, May 30. One third of the proceeds from this auction will benefit the North Plains Senior Center, a local non-profit. Sue Hauth has requested that the fee be waived because it is a fundraiser for a non-profit. It was disclosed that Councilor Kindel is related to Ms. Hauth.

Motion by Lenahan. Second by Simmons to adopt Resolution No.1888 approving the waiver of the city fee for a temporary liquor sales license. Motion was approved unanimously with Councilor Kindel abstaining.

E. Discussion of proposed budget priorities

DeBry presented the staff report. The Mayor had requested the Council review the options for reducing the budget that was presented to the Budget Committee. Finance Manager Lembo prepared a new document for Council to review and it was distributed to the Council at this meeting. Lembo added in March actuals so the City has \$23,000 more in revenues than expected due to franchise fees coming in higher than expected. This narrowed the gap in the deficit. Discussion ensued. The Council will make a recommendation to the Budget Committee to leave the Contingency Fund at \$30,000 and not fund the last \$30,000.

F. Discussion of City Manager Contract

Hatcher stated the Council spent a lot of time in Executive Sessions and asked the Council if they wanted to extend the contract or not.

Motion by Whitehead. Second by Kindel to not renew the City Manager contract set to expire on June 30, 2015 and that we authorize the Mayor to send an official notice in writing. Newton stated that she was pushing for renegotiation. The motion passed with a 6/1 split with Councilor Newton voting against the motion.

Motion by Lenahan. Second by Simmons for the Council to authorize the mayor to take such action consistent with advice of the city attorney's office as he deems reasonably necessary to promote the city's interest in the efficient operation of the city until such time that the Council can take further action at its May 18 meeting. The motion passed unanimously.

**10. UNFINISHED BUSINESS:**

Motion by Lenahan. Second by Simmons that the unfinished business be continued to the next Council meeting. Motion was approved unanimously.

A. Discussion on setting City Council Goals

B. Approval of City Policies Number 103-190 and 701-705

**11. ORDINANCES:**

**FIRST READING:**

None Scheduled

**SECOND READING:**

None Scheduled

**12. CITY MANAGER REPORT**

**13. COUNCIL REPORTS**

Hatcher reviewed the Council calendar and schedule with the Councilors.

**14. ADVICE/INFORMATION ITEMS:**

- City Clean-Up Day, Saturday, May 9 from 8:00 a.m. to 11:00 a.m. at Jessie Mays Parking Lot
- Memorial Day-Monday, May 25: City offices and North Plains Public Library closed
- North Plains Elementary 100<sup>th</sup> Anniversary “Birthday Party”, Thursday, May 28 at 2:00 at the Elementary School
- St. Edward Benefit Auction, Saturday, May 30 starting at 5:00 p.m. at the church. 1/3 of the proceeds benefit the North Plains Senior Center and the Food Bank
- Envision North Plains Community Workshop-Thursday, June 11, 2015 from 6:00 p.m. to 8:00 p.m.

**15. ADJOURNMENT:**

Council adjourned the regular session of the City Council at 8:38 p.m.

\_\_\_\_\_  
David Hatcher, Mayor

\_\_\_\_\_  
Margaret L. Reh, City Recorder

Date approved \_\_\_\_\_

City of North Plains  
Oregon

Proclamation

NORTH PLAINS ELEMENTARY SCHOOL 1915-2015

WHEREAS, the North Plains Elementary School was established in 1915; and

WHEREAS, the North Plains Historical Society along with the North Plains Elementary School are planning a “Birthday Party” for the 100<sup>th</sup> Anniversary of the school; and

WHEREAS, John Meek and other local historians will present stories and display historical documents and artifacts; and

WHEREAS, all past students of the North Plains Elementary School and residents of North Plains have been asked to submit photos or other memorabilia of their school days; and

WHEREAS, the city of North Plains, its citizens and former students are encouraged to participate in this special event; and

WHEREAS, Thursday, May 28 will be the celebration of this anniversary with an invitation being extended to the citizens and community of North Plains; and

WHEREAS, a program has been scheduled during the school hours with entertainment and displays for the current students and the public is invited to attend festivities later in the afternoon; and

NOW, THEREFORE, the Mayor and City Council of the City of North Plains, Oregon do hereby proclaim Thursday, May 28 as the 100<sup>th</sup> Birthday of the North Plains Elementary School.

Given unto my hand this 18<sup>th</sup> day of May, 2015.

---

David Hatcher  
Mayor

## RESOLUTION NO. 1889

### A RESOLUTION OF THE NORTH PLAINS CITY COUNCIL AUTHORIZING THE APPOINTMENT OF BLAKE BOYLES AS NORTH PLAINS CITY MANAGER AND AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT FOR SUCH SERVICES

**WHEREAS**, the City of North Plains, Oregon, desires the continued effective management of the City; and

**WHEREAS**, the City Council, consistent with North Plains Charter Section 34, desires to appoint Blake Boyles as the City Manager; and

**WHEREAS**, Boyles has served as the City's Public Works Director for 14 years and has assisted the City with the following major projects in the past year: Claxtar Street Improvement project; Glencoe Interchange ODOT; Jessie Mays Conceptual Plan; ODOT Pedestrian Path and Bridge; West Union Road Pedestrian Path; and

**WHEREAS**, Boyles has assisted the City with the following major projects during his employment with the City of North Plains: ODOT Railroad Trestle; Main Street Improvement; Hillsboro Waterline Connection; and Glencoe Road Enhancement; and

**WHEREAS**, the appointment of Boyles is without regard to political considerations and is based on Boyle's education and experience in competencies and practices of local government management.

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

**Section 1.** The actions of the emergency appointed administrative head, Blake Boyles, from May 5, 2015 through May 18, 2015 are hereby ratified and approved.

**Section 2.** Blake Boyles is appointed City Manager by the Council beginning May 19, 2015.

**Section 3.** The Mayor is authorized to enter into an Employment Agreement with Boyles as set forth in the attached Exhibit A.

**Section 4.** This resolution is and shall be effective from and after its enactment by the Council.

**INTRODUCED AND ADOPTED** this 18th day of May, 2015.

**CITY OF NORTH PLAINS, OREGON**

---

David Hatcher, Mayor

ATTEST:

---

Margaret L. Reh, City Recorder

EMPLOYMENT AGREEMENT  
between  
THE CITY OF NORTH PLAINS, OREGON  
and  
BLAKE BOYLES

THIS EMPLOYMENT AGREEMENT is made and entered this 19 day of May, 2015, by and between the CITY OF NORTH PLAINS, OREGON (hereinafter referred to as "CITY") and BLAKE BOYLES (hereinafter referred to as "EMPLOYEE").

WITNESSETH

WHEREAS, CITY and EMPLOYEE desire a written agreement creating a professional and businesslike relationship serving as the basis for effective communication and to avoid misunderstanding;

NOW THEREFORE, in consideration of mutual covenants herein contained and for the consideration herein specified, CITY and EMPLOYEE mutually agree:

SECTION 1. EMPLOYMENT, DUTIES AND AUTHORITY.

- A. The CITY has agreed to employ EMPLOYEE as its City Manager and EMPLOYEE has agreed to accept said employment. EMPLOYEE understands and agrees that he is for all purposes under this Agreement an at-will employee.
- B. The duties of EMPLOYEE, consistent with state law, the NORTH PLAINS City Charter, and pertinent ordinances shall include, but not be limited to, the following:
  - 1. the overall management, administration and direction of City operations;
  - 2. the hiring, disciplining and firing of all City employees/agents except Municipal Judge and City Attorney;
  - 3. the negotiation, execution and administration of City contracts within budget appropriations pursuant to City policy and ordinance;
  - 4. providing policy advice to the City Council and other elected officials;
  - 5. maintaining open communications with the community to thereby foster both responsive and courteous public services; and
  - 6. other duties as the City Council may, from time to time, assign.
- C. The Mayor and the other members of City Council (collectively City Council) acknowledge and agree to the principle of non-interference in the City's administration as a necessary component to orderly and efficient implementation of Council policy. The City Council agrees to direct concerns and communications relating to administration through the City Manager. EMPLOYEE agrees to respond in a timely manner to all inquiries from the City Council whether made individually or collectively.
- D. The CITY and EMPLOYEE agree that EMPLOYEE will continue to perform his duties as the City's Public Works Director in addition to the duties listed in Section I.B above.

SECTION II. TERM.

- A. This Agreement commences May 19, 2015 for a period of approximately six (6) months until December 30, 2015 unless sooner terminated consistent with this Agreement. If by December 31, 2015 the City Council has not affirmatively voted to extend the Agreement, it shall end and be of no force or effect thereafter.

- B. Nothing in this Agreement limits, prevents or otherwise interferes with the right of the City Council to terminate the services of EMPLOYEE at any time prior to December 31, 2015 subject only to the provisions set forth in this Agreement.
- C. Nothing in this Agreement prevents, limit or otherwise interferes with the right of EMPLOYEE to resign at any time from his position with CITY subject only to the provisions set forth in this Agreement.
- D. EMPLOYEE agrees to remain in the exclusive employ of the CITY during the term of this Agreement.

### SECTION III. TERMINATION.

- A. Termination. This Agreement may be terminated by either the CITY or EMPLOYEE for any reason whatsoever upon giving not less than thirty (30) calendar days' written notice to the other party.
- B. If EMPLOYEE wishes to voluntarily resign his position as City Manager before December 31, 2015, EMPLOYEE shall give the CITY not less than thirty (30) calendar days' written notice in advance and EMPLOYEE shall be available to serve during this period. The City Council, however, has discretion to opt not to have EMPLOYEE continue in his position during that thirty day period.

### SECTION IV. SALARY, HOURS OF WORK, VACATION AND SICK LEAVE.

- A. Salary. EMPLOYEE shall receive a salary of \$89,052 and shall be paid at the same interval as the CITY pays its other employees. It is understood by CITY and EMPLOYEE that EMPLOYEE's yearly salary is subject to adjustment based on the City Council's review of EMPLOYEE's performance and budgetary considerations.
- B. Hours of Work/Administrative Leave. It is recognized that EMPLOYEE must devote a great deal of time outside the normal office hours to the business of the CITY. EMPLOYEE may take up to a maximum of forty (40) hours during the term of this Agreement as Administrative Leave to be used at EMPLOYEE's discretion during the term of this Agreement. EMPLOYEE shall not be entitled to receipt of monetary compensation for any unused accrued Administrative Leave.
- C. Vacation. EMPLOYEE shall accrue vacation leave benefits at the same rate as established for other similarly situated non represented City employees consistent with the provisions of the City's most current Personnel Policies.
- D. Holidays. EMPLOYEE shall accrue holiday benefits at the same rate as established for other similarly situated non represented City employees consistent with the provisions of the City's most current Personnel Policies.
- E. Sick Leave. EMPLOYEE shall accrue sick leave benefits at the same rate as established for other similarly situated non represented City employees consistent with the provisions of the City's most current Personnel Policies. In the event of termination (voluntary or otherwise) EMPLOYEE shall not be entitled to receipt of monetary compensation for any unused accrued sick leave.

### SECTION V. RETIREMENT, DISABILITY, LIFE AND HEALTH INSURANCE.

- A. Retirement. EMPLOYEE will continue membership in the Oregon Public Employees Retirement System (PERS) and CITY and EMPLOYEE agree to be responsible for payment of any PERS contributions in the same manner as afforded or required other full-time City employees.

- A. Health Insurance. The CITY agrees to pay, consistent with the eligibility requirements of the plans, the insurance premiums for medical (including prescription coverage), dental, and vision benefit coverage for EMPLOYEE. Payment of insurance premiums for coverage of other eligible members of EMPLOYEE's family shall be done consistent with current CITY policy.
- B. Disability and Life Insurance. The CITY agrees to provide Disability and Life Insurance, consistent with the eligibility requirements of the plans.

SECTION VI. PROFESSIONAL DEVELOPMENT AND EXPENSE.

- A. The CITY encourages participation, as he deems appropriate, in professional associations, short courses, seminars and conferences including, but not limited to: the League of Oregon Cities (LOC) and the Oregon City County Management Association (OCCMA). The CITY shall permit a reasonable amount of time for EMPLOYEE to attend short courses, seminars and conferences and the CITY shall pay for the direct costs necessary for travel, subsistence and registration subject to the availability of funds therefor and as approved in the annual budget.
- B. In the event EMPLOYEE uses his personal vehicle on CITY business, CITY shall provide monthly vehicle expense reimbursement at the then current IRS mileage rate.
- C. The CITY recognizes certain expenses are incurred by EMPLOYEE on behalf of the CITY and agrees to reimburse or pay said expenses upon receipt of appropriate confirmation.

SECTION VII. GOAL-SETTING AND PERFORMANCE EVALUATION.

- A. The Mayor and City Council shall periodically identify concerns to EMPLOYEE either by informal discussions with EMPLOYEE or more formally. The City Council shall meet with EMPLOYEE on or before August 31, 2015 to review EMPLOYEE's performance as City Manager. This performance evaluation shall be done in Executive Session and consistent with Oregon's Public Meetings Law.
- B. In the event the City Council believes performance of EMPLOYEE as City Manager is unsatisfactory or needs significant improvement in any area, the Council shall set out these concerns in writing and in reasonable detail and provide a copy thereof to EMPLOYEE.

SECTION VIII. GENERAL PROVISIONS.

- A. Professional Liability. CITY agrees to defend, hold harmless and indemnify EMPLOYEE from any and all demands, claims, suits, actions and legal proceedings brought against EMPLOYEE in his individual or in his official capacity as agent and/or employee of the CITY consistent with the terms of the Oregon Tort Claims Act (ORS 30.260 to 30.300).
- B. Nothing shall restrict the ability of the CITY and EMPLOYEE to amend or adjust the terms of this Agreement. However, no amendment or adjustment shall be valid unless in writing and signed by both an authorized representative of the City Council on behalf of the CITY and EMPLOYEE. EMPLOYEE reserves the right to discuss the terms of this Agreement with the City Council as a whole in either closed Executive Session or open Regular Session as state law allows and as EMPLOYEE deems appropriate.
- C. Severability. If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable and shall not be affected, and shall remain in full force and effect.

- D. Mediation. Should a dispute arise between EMPLOYEE and CITY regarding the terms of this Agreement, it is agreed that such dispute is first required to be submitted to a mediator prior to arbitration. EMPLOYEE and CITY shall exercise good faith efforts to select a mediator who shall be compensated equally by both parties. Mediation will be conducted in Portland, Oregon, unless both parties agree otherwise. Both CITY and EMPLOYEE agree to exercise good faith efforts to resolve disputes covered by this section through this mediation process. If either party requests mediation and the other party fails to respond within ten (10) days or if the parties fail to agree on a mediator within ten (10) days, a mediator shall be appointed by the presiding judge of the Washington County Circuit Court upon request of either party.
  
- E. Arbitration. In the event the parties have a dispute concerning the terms of this Agreement, the terms and conditions of the employment relationship or the violation of any federal, state or local law relating to the employment relationship (and they have not otherwise resolved the matter through the mediation process set out in subsection (E) above) then the dispute shall be resolved by arbitration in accordance with the then effective arbitration rules of (and by filing a claim with) the Arbitration Service of Portland, Inc., and judgment upon the award rendered pursuant to such arbitration may be entered in any court having jurisdiction thereof. Each party shall bear equally the expense of the arbitrator and all other expenses of conducting the arbitration. Each party shall bear its own expenses for witnesses, depositions and attorneys.
  
- F. Integration. This Agreement contains the entire Agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the same subject.

IN WITNESS WHEREOF, the CITY OF NORTH PLAINS, OREGON has caused this Agreement to be signed and executed by its Mayor; BLAKE BOYLES has signed and executed this Agreement, both in duplicate, the day and year first written above.

---

David Hatcher – Mayor

---

Blake Boyles



## CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: May 18, 2015  
To: City Council  
From: Public Works Director Blake Boyles  
Subject: Resolution No. 1890 Re-appointing Mark Susbauer to another term as a member to the North Plains Library Board

---

**Request:** Re-appoint Mark Susbauer as a member to the North Plains Public Library Board of Directors.

**Background:** Mark Susbauer has sent a letter to the Mayor requesting that he be reappointed to the North Plains Public Library Board. Procedural rules state a sitting member of the Library Board may be reappointed by the Council without an open application process if the member of the Library Board requests reappointment in writing. The City Council can waive the requirement for an open application process.

Susbauer begin serving the Library Board on July 1, 2011. He has agreed to serve for another four year term. This appointment will be for the July 1, 2015 through June 30, 2019 term.

**Fiscal Impact:** Appointment has no fiscal impact.

**Sample Motion:** I move to adopt Resolution No. 1890 re-appointing Mark Susbauer as a member to the North Plains Public Library Board of Directors.

May 8, 2015

Dear Mayor Hatcher,

I have been a North Plains Library Board member since July 1, 2011 and my 4 year term expires June 30, 2015. According to Oregon Statutes library board terms are for 4 years and can be renewed for 4 additional years. I occupy one of two out of city limits positions. I would like to be reappointed by you and confirmed by the City Council to serve a second 4 year term starting July 1, 2015 through June 30, 2019.

I have enjoyed being on the Board these past 4 years and would like to continue on as I think it is important for consistency. With the growth that we are seeing in the new housing and additional residences more pressure will be put on our local Library for additional material, services, and space. I want to make sure the library receives the support it needs and deserves so that is why I would like to continue my service on the North Plains Library Board.

If you have any questions please contact me or feel free to speak to Debbie Broady, Library Director about my service.

Sincerely,



Mark Susbauer  
13145 NW Mason Hill Rd.  
North Plains, OR 97133  
503-647-5669 Home  
msusbauer@gmail.com

cc Debbie Broady, Library Director

**RESOLUTION NUMBER 1890**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS,  
OREGON, RE-APPOINTING A MEMBER TO THE NORTH PLAINS PUBLIC  
LIBRARY BOARD**

**WHEREAS**, the City Council of the City of North Plains adopted Resolution Number 1089 on April 15, 2002, establishing the North Plains Public Library; and

**WHEREAS**, Resolution Number 1089 established a Library Board and the terms the Library Board members would serve; and

**WHEREAS**, Municipal Code Chapter 1.25 establishes the membership, established a Library Board and the organization and rules of Library Board members.

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

**Section 1.** Mark Susbauer is re-appointed to the Library Board for a four (4) year term expiring June 30, 2019.

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

**INTRODUCED AND ADOPTED** this 18th day of May, 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: May 18, 2015  
To: Mayor and City Council  
From: Public Works Director Blake Boyles  
Subject: April 2015 Check Register

---

**Background:** At the second City Council meeting of each month staff has provided a print out of the check register batches showing the checks that were issued the previous month. These reports are broken down to the individual batches of check runs. There is 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: 04/15/2015 - 3:51PM  
 Batch: 00002.04.2015 - April

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 3JCON	3J Consulting, Inc.			Check Sequence: 1	ACH Enabled: False
1602	Eggiman Zone Change	630.00	04/16/2015	110-465-330000	
1607	McKay Creek Crossing Subdivision	3,306.00	04/16/2015	110-465-330000	
	Check Total:	3,936.00			
Vendor: ASI075	ASIFlex			Check Sequence: 2	ACH Enabled: False
03312015	ASI Flex period beginning	18.75	04/16/2015	110-419-621000	
	Check Total:	18.75			
Vendor: AWA029	AWARD SPECIALITIES			Check Sequence: 3	ACH Enabled: False
120796	name plate x2	18.60	04/16/2015	110-419-610000	
120914	name plate x2	22.00	04/16/2015	110-419-610000	
	Check Total:	40.60			
Vendor: BEE001	BEERY, ELSNER & HAMMOND, LLP			Check Sequence: 4	ACH Enabled: False
12177		6,381.95	04/16/2015	110-419-330100	
	Check Total:	6,381.95			
Vendor: CIT111	CITY of HILLSBORO - IT			Check Sequence: 5	ACH Enabled: False
3125	IT Support FY 14/15	12,000.00	04/16/2015	110-419-330103	
	Check Total:	12,000.00			
Vendor: COA001	COASTWIDE LABORATORIES			Check Sequence: 6	ACH Enabled: False
2760562		54.02	04/16/2015	110-452-610000	
	Check Total:	54.02			
Vendor: CPT001	COMMUNITY NEWSPAPER/PORTLAND TR			Check Sequence: 7	ACH Enabled: False
04012015	Appeal Variance - McKay Creek Crossing HT11	81.00	04/16/2015	110-465-360000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
04012015	Notice of Budget Committee Meeting	54.00	04/16/2015	110-419-540000	
04012015	Notice of Budget Committee Meeting URA	54.00	04/16/2015	113-463-330000	
	Check Total:	189.00			
Vendor: GOV100 0194010	GOVERNMENT FINANCE OFFICERS ASSOC 2015 membership renewal - Lembo	160.00	04/16/2015	110-419-350000	Check Sequence: 8 ACH Enabled: False
	Check Total:	160.00			
Vendor: NAP002 805-348495	NAPA AUTO PARTS	6.99	04/16/2015	110-433-340000	Check Sequence: 9 ACH Enabled: False
	Check Total:	6.99			
Vendor: OR111 14-311	OREGON STATE POLICE	78.00	04/16/2015	110-419-330000	Check Sequence: 10 ACH Enabled: False
	Check Total:	78.00			
Vendor: PRB010 66944	PRECISION OUTDOOR POWER EQUIPMEN Circular Saw Blade and Choke Control Knob	28.40	04/16/2015	110-433-340000	Check Sequence: 11 ACH Enabled: False
	Check Total:	28.40			
Vendor: RON060 22679	RON-JONS UNLIMITED, INC.	166.00	04/16/2015	110-452-340000	Check Sequence: 12 ACH Enabled: False
	Check Total:	166.00			
Vendor: SUN001 796512	SUNSHINE INC.	377.54	04/16/2015	110-433-610224	Check Sequence: 13 ACH Enabled: False
	Check Total:	377.54			
Vendor: TCM060 760330	TEMP CONTROL MECHANICAL City Hall	309.00	04/16/2015	110-419-340101	Check Sequence: 14 ACH Enabled: False
	Check Total:	309.00			
Vendor: THE040 05012015	THE BANK of NEW YORK MELLON TRUST Interest Payable 4426738400 Due May 1 2015	6,171.88	04/16/2015	113-463-831000	Check Sequence: 15 ACH Enabled: False
	Check Total:	6,171.88			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: VER001 9743508755	VERIZON WIRELESS	463.45	04/16/2015	Check Sequence: 16 110-421-330108	ACH Enabled: False
	Check Total:	463.45			
Vendor: VIS004	VISA/ CARDMEMBER SERVICE			Check Sequence: 17	ACH Enabled: False
BB 03/25/15	Blue Dot Trading - ShadesSailOutlet	80.99	04/16/2015	110-433-340000	
BB 03/25/15	Lowe's	45.40	04/16/2015	110-433-340000	
BB 03/25/15	LHome Depot	37.51	04/16/2015	110-433-340000	
CA 03/25/15	ALA Store	216.00	04/16/2015	110-455-610000	
CA 03/25/15	Peets Coffee	15.45	04/16/2015	110-455-610000	
CA 03/25/15	Vistaprint	39.11	04/16/2015	110-411-300101	
CA 03/25/15	Movies on TV	60.00	04/16/2015	110-455-610000	
CA 03/25/15	Home Depot	16.91	04/16/2015	110-455-640000	
CA 03/25/15	Gerald's west	40.00	04/16/2015	110-455-610000	
DB 03/25/15	Barnes & Noble	28.55	04/16/2015	110-419-330115	
DB 03/25/15	Oregon Library Association	20.00	04/16/2015	110-455-300000	
DB 03/25/15	REFORMA Membership-Acosta	10.00	04/16/2015	110-455-300000	
DB 03/25/15	Bales - Soap and Vinegar	7.40	04/16/2015	110-455-610000	
DB 03/25/15	Dollar Tree - Ear Buds	20.00	04/16/2015	110-455-610000	
DB 03/25/15	Contract Furnishings Mart - Floor Cleaner	27.86	04/16/2015	110-455-610000	
DB 03/25/15	Barnes and Noble	20.00	04/16/2015	110-455-610000	
DM 03/25/15	Amazon.com	-1.96	04/16/2015	110-455-640000	
DM 03/25/15	USPS	2.50	04/16/2015	110-455-610000	
DM 03/25/15	USPS	3.48	04/16/2015	110-455-610000	
DM 03/25/15	USPS	8.08	04/16/2015	110-455-610000	
DM 03/25/15	USPS	5.25	04/16/2015	110-455-610000	
DM 03/25/15	Amazon	35.93	04/16/2015	110-455-640000	
DM 03/25/15	Amazon	210.12	04/16/2015	110-455-610000	
DM 03/25/15	Amazon	14.99	04/16/2015	110-455-640000	
DM 03/25/15	Amazon	14.99	04/16/2015	110-455-640000	
DM 03/25/15	Amazon	19.95	04/16/2015	110-455-640000	
DM 03/25/15	Amazon	7.75	04/16/2015	110-455-640000	
JW 03/25/15	Amazon.com	14.99	04/16/2015	110-455-640000	
MD 03/25/15	Amazon Mktplace Hearing Device	15.64	04/16/2015	110-419-610000	
MD 03/25/15	Amazon Mktplace Hearing Device	349.98	04/16/2015	110-419-610000	
MD 03/25/15	Amazon Mktplace - Hearing Device	5.50	04/16/2015	110-419-610000	
MD 03/25/15	Amazon.com Hearing Device	140.89	04/16/2015	110-419-610000	
MS 03/25/15	Wilco	172.50	04/16/2015	110-433-340000	
SB 03/25/15	Wounded Warrior Project - DeBry	100.00	04/16/2015	110-419-330115	
	Check Total:	1,805.76			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Total for Check Run:	32,187.34			
	Total of Number of Checks:	17			

# Accounts Payable

## Computer Check Proof List by Vendor

User: sbaker  
 Printed: 04/29/2015 - 1:57PM  
 Batch: 00003.04.2015 - April

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: AFL030 634996	AFLAC	243.09	04/22/2015	Check Sequence: 1 110-000-200002	ACH Enabled: False
	Check Total:	243.09			
Vendor: AME015 05162015 05162015	AMERICAN EXPRESS costco- Volunteer Dinner supplies costco - creamer	94.19 8.99	04/22/2015 04/22/2015	Check Sequence: 2 110-411-300110 110-419-610000	ACH Enabled: False
	Check Total:	103.18			
Vendor: AT&027 04282015	AT&T WIRELESS SERVICE	32.52	04/22/2015	Check Sequence: 3 110-433-310000	ACH Enabled: False
	Check Total:	32.52			
Vendor: UB*00623	VINCE BIGGI Refund Check	73.33	04/28/2015	Check Sequence: 4 210-000-200200	ACH Enabled: False
	Check Total:	73.33			
Vendor: CIT012 public works public works	CITY OF HILLSBORO 1995 Chev C3500 2001 Chev Malibu	500.00 250.00	04/22/2015 04/22/2015	Check Sequence: 5 009-093-770200 009-093-770200	ACH Enabled: False
	Check Total:	750.00			
Vendor: CIT016 12312014	CITY OF HILLSBORO - Water Dept JWC - 10/01/2014-12/31/2014	33,066.00	04/22/2015	Check Sequence: 6 210-433-820000	ACH Enabled: False JWC SDCs paid quarterly
	Check Total:	33,066.00			
Vendor: DAILOO1 26985	DAILEY'S GOODYEAR AUTO & TIRE 2012 Chevy	70.00	04/22/2015	Check Sequence: 7 110-421-340000	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	70.00			
Vendor: DUY015	DUYCK'S GARAGE			Check Sequence: 8	ACH Enabled: False
52684	Dodge Pickup	10.00	04/22/2015	110-421-340000	
52729	2007 Chev Tahoe - Battery, Hood Emblem	263.07	04/22/2015	110-421-340000	
52806	Oil Change - Charger	56.50	04/22/2015	110-421-340000	
	Check Total:	329.57			
Vendor: UB*00622	VANESSA EDWARDS			Check Sequence: 9	ACH Enabled: False
	Refund Check	58.34	04/28/2015	210-000-200200	
	Check Total:	58.34			
Vendor: ING060	INGRAM LIBRARY SERVICES			Check Sequence: 10	ACH Enabled: False
84363228		108.45	04/22/2015	110-455-640000	
84562987		376.42	04/22/2015	110-455-640000	
84595908		13.40	04/22/2015	110-455-640000	
84625860		131.03	04/22/2015	110-455-640000	
	Check Total:	629.30			
Vendor: UB*00625	JOHN AND JOAN JANOWSKI			Check Sequence: 11	ACH Enabled: False
	Refund Check	5.83	04/28/2015	210-000-200200	
	Check Total:	5.83			
Vendor: UB*00620	MARYANN MELCHER			Check Sequence: 12	ACH Enabled: False
	Refund Check	60.00	04/28/2015	210-000-200200	
	Check Total:	60.00			
Vendor: MET101	METEREADERS, LLC			Check Sequence: 13	ACH Enabled: False
7061	Meter Read in April	731.67	04/22/2015	210-433-330111	
	Check Total:	731.67			
Vendor: MUR050	MURRAY, SMITH & ASSOCIATES, IN			Check Sequence: 14	ACH Enabled: False
04-0682-276	Principal Engineer III - General Service Water	194.00	04/22/2015	210-433-330000	
04-0682-276	General Service - Transportation ODOT Project	2,221.43	04/22/2015	131-452-770001	
	Check Total:	2,415.43			
Vendor: NOR009	NP SENIOR CENTER			Check Sequence: 15	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
04092015	Volunteer Dinner	391.07	04/22/2015	110-411-300110	
2015-420	Donation to the North Plains Food Pantry	100.00	04/22/2015	110-455-300100	
	Check Total:	491.07			
Vendor: UB*00626	LANCE & MICHELLE OLSON			Check Sequence: 16	ACH Enabled: False
	Refund Check	16.25	04/28/2015	210-000-200200	
	Check Total:	16.25			
Vendor: OCR001	OR. COFFEE ROASTER, INC.			Check Sequence: 17	ACH Enabled: False
102888	Reg Coffee	19.38	04/22/2015	110-419-610000	
	Check Total:	19.38			
Vendor: ORC100	OREGON COUNCIL OF POLICE ASSOCIATION			Check Sequence: 18	ACH Enabled: False
14-311	April, May, June 2015	78.00	04/22/2015	110-421-210000	
	Check Total:	78.00			
Vendor: OR111	OREGON STATE POLICE			Check Sequence: 19	ACH Enabled: False
04222015	Fingerprints-Wolk and Gaona (NPPL)	66.00	04/22/2015	110-419-330000	
04292015	Fingerprints-Wolk and Dean (NPPL)	33.00	04/22/2015	110-419-330000	
	Check Total:	99.00			
Vendor: POA100	PACIFIC OFFICE AUTOMATION			Check Sequence: 20	ACH Enabled: False
45356059	Library copier	212.00	04/22/2015	110-455-340100	
	Check Total:	212.00			
Vendor: PRB010	PRECISION OUTDOOR POWER EQUIPMENT			Check Sequence: 21	ACH Enabled: False
67338		167.90	04/22/2015	110-433-340000	
67396	AutoCut 25-2	24.95	04/22/2015	110-433-340000	
	Check Total:	192.85			
Vendor: THA002	THAYER COMPANY			Check Sequence: 22	ACH Enabled: False
942297-0	Office Supplies-Paper	231.91	04/22/2015	110-419-610000	
	Check Total:	231.91			
Vendor: UB*00624	JESSICA & TERRY TRINKELLA			Check Sequence: 23	ACH Enabled: False
	Refund Check	59.30	04/28/2015	210-000-200200	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	59.30			
Vendor: ADT090 24101140	TYCO INTEGRATED SECURITY City Hall	656.21	04/22/2015	Check Sequence: 24 110-419-330107	ACH Enabled: False
	Check Total:	656.21			
Vendor: UNI018 303698	UNIQUE MANAGEMENT SER., INC.	8.95	04/22/2015	Check Sequence: 25 110-455-330000	ACH Enabled: False
	Check Total:	8.95			
Vendor: UB*00621	ANDREW VINCENT Refund Check	0.83	04/28/2015	Check Sequence: 26 210-000-200200	ACH Enabled: False
	Check Total:	0.83			
	Total for Check Run:	40,634.01			
	Total of Number of Checks:	26			

# Accounts Payable

## Computer Check Proof List by Vendor

User: sbaker  
 Printed: 05/01/2015 - 10:34AM  
 Batch: 00004.04.2015 - April ACH

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: ADP001	ADP, INC.			Check Sequence: 1	ACH Enabled: True
452164585	payroll ending 03/22/2015	211.66	04/30/2015	110-419-330105	
452776786	payroll ending 04/05/2015	182.41	04/30/2015	110-419-330105	
	Check Total:	394.07			
Vendor: ASI100	ASI Flex - Auto Pay			Check Sequence: 2	ACH Enabled: True
04102015	ASI Deductions for Pay Date 04/10/2015	264.16	04/30/2015	110-000-200001	
04302015	ASI Deductions for Pay Date	264.16	04/30/2015	110-000-200001	
	Check Total:	528.32			
Vendor: CHE001	CHEVRON			Check Sequence: 3	ACH Enabled: True
04302015	Public Works Fuel	770.89	04/30/2015	110-433-610224	
	Check Total:	770.89			
Vendor: CIS015	CIS - EBS			Check Sequence: 4	ACH Enabled: True
04302015		49.16	04/30/2015	110-000-200005	
04302015		2,953.27	04/30/2015	110-433-210000	
04302015		3,539.87	04/30/2015	110-419-210000	
04302015		2,295.93	04/30/2015	110-421-210000	
	Check Total:	8,838.23			
Vendor: CIT009	CITY OF HILLSBORO - Utility Billing			Check Sequence: 5	ACH Enabled: True
04302015	990885-997105 01/31/2015-02/27/2015	7,650.60	04/30/2015	210-433-610600	
	Check Total:	7,650.60			
Vendor: COM001	COMCAST			Check Sequence: 6	ACH Enabled: True
04132015	Library	89.18	04/30/2015	110-455-310000	
04212015	Jessie Mays	49.34	04/30/2015	110-452-310000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	138.52			
Vendor: CIT007	ING - State of OR Plan			Check Sequence: 7	ACH Enabled: True
04102015	pay date 04/10/2015	1,250.00	04/30/2015	110-000-200003	
04242015	pay date 04/24/2015	1,163.97	04/30/2015	110-000-200003	
	Check Total:	2,413.97			
Vendor: NAB100	North American Bankcard			Check Sequence: 8	ACH Enabled: True
	NPPL Fees	7.95	04/30/2015	110-455-330000	
	Check Total:	7.95			
Vendor: NOR014	NW NATURAL GAS CO.			Check Sequence: 9	ACH Enabled: True
04302015	Yellow House 2752977-5 02/27/2015-03/30/201	48.42	04/30/2015	110-419-310000	
04302015	Library 1651678-3 02/27/2015-03/30/2015	205.15	04/30/2015	110-455-310000	
04302015	City Hall 452946-7 02/27/2015-03/30/2015	78.05	04/30/2015	110-419-310000	
04302015	Pump House 453113-3 02/27/2015-03/30/2015	44.49	04/30/2015	210-433-310000	
04302015	JMCH 453042-4 02/27/2015-03/30/2015	204.16	04/30/2015	110-452-310000	
	Check Total:	580.27			
Vendor: 02192	PERS Deposit			Check Sequence: 10	ACH Enabled: True
0410215	PERS	9,461.14	04/30/2015	110-000-200004	
	Check Total:	9,461.14			
Vendor: POR013	PORTLAND GENERAL ELECTRIC			Check Sequence: 11	ACH Enabled: True
04302015	Abt ES NW Main 297576-8488869 03/02/2015-1	16.22	04/30/2015	111-433-640000	
04302015	JMCH 2 97576-3626588 03/02/2015-03/31/2015	62.33	04/30/2015	110-452-310000	
04302015	Chamber2 551334-762100 0 03/02/2015-03/31/2	16.33	04/30/2015	110-452-310000	
04302015	Glencoe/Highland 297576-90046	23.41	04/30/2015	111-433-640000	
04302015	Water 297576-8196009 03/02/2015-03/31/2015	49.89	04/30/2015	210-433-310000	
04302015	Library 137997-8213477 03/02/2015-03/31/2015	382.05	04/30/2015	110-455-310000	
04302015	Yellow House 2975765121653 02/28/2015-03/3	32.61	04/30/2015	110-419-310000	
04302015	Chamber 10 20234-3332 8 03/02/2015-03/31/20	17.20	04/30/2015	110-452-310000	
04302015	Pump House 297576-2624915 03/02/2015-03/31	724.77	04/30/2015	210-433-310000	
04302015	Street Lights 297576-1251090 03/10/2015-04/08	1,997.55	04/30/2015	111-433-640000	
04302015	City Hall 29756-2234087 03/02/2015-03/31/201	315.09	04/30/2015	110-419-310000	
04302015	PW 297576-3336402 03/02/2015-03/31/2015	76.83	04/30/2015	110-433-310000	
04302015	Main & Wascoe 297576-8502552 03/02/2015-03	16.22	04/30/2015	111-433-640000	
	Check Total:	3,730.50			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: TMO100	T-MOBILE			Check Sequence: 12	ACH Enabled: True
	Double Paid - This was auto deduct, will apply to	95.18	04/30/2015	110-421-330108	
	Check Total:	95.18			
	Total for Check Run:	34,609.64			
	Total of Number of Checks:	12			



## CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: May 18, 2015  
To: Mayor and City Council  
From: Public Works Director Blake Boyles  
Subject: 2015-2016 Council Goals

(This item continued from May 4, 2015 Council Meeting)

---

**Request:** Council continue their discussion and develop a preliminary list of goals for the 2015/16 fiscal year.

**Background:** Periodically the Council should evaluate its goals both in the long-term and the short-term. Setting goals for the next fiscal year enables staff to allocate resources and the budget can be tailored to align with the goals of the Council. Council began a discussion at the February 17, 2015 Council meeting. The following list was compiled of possible goals after which each Councilor prioritized their top choices.

- Signage in town—Develop signs for Glencoe / Commercial to direct traffic to downtown (David, Butch, Sherrie, Scott)
- Façade improvement program for businesses to encourage revitalization (Teri, Sherrie, Scott)
- Sidewalk Creation Program - Identify neighborhoods that need them and develop plan for implementation (Scott, Teri)
- Improve appearance of Van Dykes corrugated tin buildings, which may include mural(s) (Butch, David)
- More Police presence during the hours of 5-7 p.m. (David, Sherrie)

Other suggestions for goals that were discussed but not identified as high priorities by the Council:

- Neighborhood Watch-reorganized/renewed, up and running/Cert (Sherrie)
- Classes for the community-yoga, painting-after business hours (Sherrie)
- Revitalize downtown (Butch)
- Downtown Parking Lot (Teri)
- Glencoe Crosswalks-lights-Commercial at 311th and Commercial Street and Main-where is the largest pedestrian traffic (Teri)
- Glencoe Road / Railroad Crossing
- What to do regarding having teenage activities-outreach and do a survey 11-12 yrs and up to see what they would want in town. Get feedback from the kids. Give them something to do without having to go to Hillsboro or Forest Grove. Open up Jessie

Mays more. A lot of kids live outside city limits-draw them in; Boys/Girls Club / work collaboratively with the School District; YMCA

- Continued search for a grocery store.
- Update Fee Schedule
- Walking Trails development with lighting
- Increase code enforcement
- More emergency preparedness
- Provide economic development-incentives

The Council concurred that the following goals are ongoing and require multi-year efforts. Some are underway already, so they did not rise to the top and include them in their annual goals:

- Comprehensive Plan update is underway
- Jessie Mays renovation is in process; with hiring of architect the next step.
- Pedestrian connectivity between east expansion development and North Plains proper is in the planning process.
- Water Source tower / Water tank location to be identified.

**Fiscal Impact:** Goals will determine how the budget is presented to Council, with greater resources directed to Council priorities.

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

**Recommendation:** Council determine its goals for the next fiscal year.



## **CITY OF NORTH PLAINS**

31360 NW Commercial Street, North Plains, Oregon 97133

Date: May 18, 2015  
To: Mayor and City Council  
From: Public Works Director Blake Boyles  
Subject: Approval of City Policies Number 103-190 and 701-705  
(This item continued from May 4, 2015 Council Meeting)

---

**Request:** Council approve City Policies Number 103-190 and 701-705

**Background:** The draft policy manual was distributed at the 9/16/13 Council meeting. Council spent months reviewing policies 10 or so at a time. Staff has incorporated many of the recommended changes into this set of policies which was sent to Council on April 10 in Dropbox. The full set of policies is also available at: <http://cityofnp.org/index.php?clD=790>

Staff is recommending that policies 100-190 which address general subjects for which Council provides direction and 700-705 that address risk and safety be adopted at this meeting.

Policy 107 was added to address a concern about employee recognition.

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

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

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

**Sample Motion:** I move to approve policies number 100-190 and 701-705.

## City of North Plains Policy

<b>Number:</b>	103	<b>Title:</b>	General employment policies guide
<b>Date:</b>	9/16/13	<b>Signed:</b>	

### **Purpose:**

This policy provides guidance as to the numerous laws that apply to the City and the management of its employees.

### **Policy:**

A list of rules directly affecting the City's management of personnel issues is below. More rules are applicable to the City; this list highlights the rules that are most commonly encountered by public employers.

- AIDS Testing Law: ORS 433.045
- Americans with Disabilities Act of 1990 (ADA): 42 USC 12101; 29 DFR Part 1630
- Blacklisting Employees: ORS 652.805
- Bone Marrow Donor Leave: ORS 659A.312
- Civil Rights Act of 1991: 42 USC 1981
- Consumer Credit Protection Act: 15 USC 1671-1677; 29 CFR Part 870
- Consumer Theft Protection: 2004 OR Laws Ch 759
- Crime Victims' Leave (domestic violence, sexual assault or stalking): 2007 OR Laws Ch 180
- Crime Victims' Leave (felonies): ORS 659A.190 to 659A.198
- Discrimination Under Oregon Fair Employment Practices Act: ORS 659A.006, 659A.009, 659A.309
- Disability Discrimination: ORS 659A.112
- Exposure and Medical Records: OAR 437-002-0015
- Fair Credit Reporting Act: 15 USC 1681 et seq.
- Family and Medical Leave Act (FMLA): While the City of North Plains is subject to FMLA as a public employer, its employees are not eligible to claim FMLA leave
- Genetic Information Non-discrimination Act (GINA): 2007 PL 122 Stat. 881
- Hiring: False Statements: ORS 659.810
- Immigration and Nationality Act: See 8 USC 1101 et seq.
- Immigration and Reform Control Act (IRCA): PL 99-603

- Jury Duty: ORS 10.090
- Jury System Improvement Act of 1978: 28 USC 1875
- Lie Detector/Breathalyzer Tests: ORS 659A.300
- Medical Examinations: ORS 659A.306
- National Labor Relations Act (NLRA), as amended: 29 USC 151-169
- Oregon Equal Pay for Equal Work Act: ORS 652.220
- Oregon Family Leave Act (OFLA): ORS 659A.153 (1)
- Oregon Safe Employment Act: ORS Chapter 654
- Organized Militia: Employment Protection: ORS 399.230
- Personnel Records: ORS 652.750
- Pregnancy Discrimination Act of 1978: 42 USC 2000e and 29 DFR 1604
- Smokers' Rights Law: ORS 659A.315
- Smoking in Place of Employment: 2007 OR Laws Ch 602
- Title VII, Civil Rights Act of 1964: 42 USC 2000e; 29 CFR Parts 1604 (gender), 1605 (religion), 1606 (national origin), and 1607 (Employee Selection)
- Transsexual Employees: OAR 839-006-0206(2)
- Unemployment Compensation: ORS 657.505
- Uniformed Services Employment and Reemployment Rights Act (USERRA): 38 Jobs for Veterans Act, PL 107-288
- Veterans' Employment Preference: 38 Jobs for Veterans Act, PL 107-288
- Volunteer Firefighters: ORS 476.574, 476.576
- Wage Withholding: ORS 18.600-18.850, 18.905, and ORS Chapter 25
- Wages, Hours and Conditions of Employment: ORS Chapter 653
- Workers' Compensation: ORS 659A.109 and 656.017

**Procedure:**

If employees feel they need more training to become familiar with specific aspects of the law they should seek and request to attend related training.

Employees who have questions regarding specific statutes should consult with the City Manager, City Attorney or City/County Insurance Services (CIS.)

## City of North Plains Policy

Number: 104	Title: Banner Policy
Date: 09/01/13	Signed: _____

### Purpose

The City of North Plains provides space for banners across NW Glencoe Road with the intent of advertising City-sponsored events, community events sponsored by or for non-profits and/or not-for-profit organizations.

### Policy

The Public Works Department will facilitate the hanging of banners across NW Glencoe Road.

### Criteria

The following criteria and procedures shall apply to all requests for banner placement over NW Glencoe Road:

1. A banner application form must be submitted to the City Manager's Office by the party making the request no less than fourteen (14) days prior to the date requested to hang the banner.
2. Reservations will be taken up to one year advance.
3. Spaces are reserved on a first-come-first-served basis with preference as follows:
  - A. City Sponsored events
  - B. Non-profit events within North Plains which are free to the public
  - C. Free community events taking place within North Plains sponsored by or for the benefit of a non-profit,
  - D. Non-profit events that charge a fee for participation taking place within North Plains,
  - E. Free community events sponsored by other than a non-profit taking place within North Plains.
  - F. Events taking place outside of the City and for the benefit of the community are considered last.
4. Banners may be single or double sided at the discretion of the applicant.

5. Banners will be hung for a minimum of two (2) weeks to a maximum of six (6) weeks. The City can limit or shorten a request based on demand for the space.
6. The exact legend of the banner must be indicated in writing on the application form. (Generally banners are most visually effective when kept simple; i.e., event, date, organization and logo.)
7. No commercial advertising will be allowed, except in cases where a sponsoring entity's name is part of the name of the event. In such cases the organization promoting the event may not design the banner such that sponsoring entity's commercial name is the most overwhelming aspect of the banner.
8. Political advertising is prohibited.
9. Banners must comply with the following specifications:
  - A. Any type of durable material such as 13 oz. vinyl or vinyl mesh;
  - B. Semi-circular wind holes (half moon slits) should be part of the banner if over 20 feet in length;
  - C. Metal grommets (#3) or larger at all corners, and every 24 inches along the top and bottom of the banner; and
  - D. Size of the banner will be between twenty (20) to forty (40) feet in length and 4 feet in vertical height.
10. Banner approvals are not guaranteed and will only be hung based upon availability of staff and space.
11. Only one banner may be used for a single event.
12. The City Manager shall determine which banners are to be given priority when there are multiple requests for the same time period. Priority will be given to events sponsored by the City, annual community events, and banners for events occurring in near future.
13. All banners should be delivered directly to the Public Works Department (City Hall 31360 NW Commercial Street, North Plains, OR 97133) five days prior to hanging. Failure to provide the banner in a timely manner may result in a shorter hang time or no display of the banner.

14. The length of time that a banner is to be hung is not guaranteed, and may be shortened at the discretion of the City Manager, based on their judgment as to the best interest of the City. For example if a banner becomes torn it may be removed for safety reasons. Banners must be picked up from the Public Works Department within ten (10) days after the display week(s). The City of North Plains assumes no responsibility for banners and any banners left more than thirty (30) days may be discarded
  
15. The City of North Plains is not responsible for any damage to banners that may occur while installing or removing the banner or any damage to banners that may occur while the banner is displayed.

Questions regarding this procedure or policy should be directed to the City Manager's office at (503) 647-5555.

---

*Established and Adopted by Resolution No.1684: 10/17/11*

## City of North Plains Policy

Number: 105	Title: Park Naming and Plaque Policy
Date: 09/01/13	Signed: _____

### Purpose

The purpose of the policy is to establish consistent standard procedures and guidelines for the naming of public park lands owned and/or operated by the City of North Plains.

### Policy

The naming of City parks, park areas and park facilities shall be the function of the City Council, with opportunities for community comment at public forums. City Council has final authority to approve or amend any recommendation. Diversity, balance and creativity will be sought during adoption of names.

The renaming of parks is strongly discouraged.

### Objectives

1. Provide name identification for individual parks, park areas or park facilities.
2. Provide criteria for the process of naming parks, park areas or park facilities.
3. Provide opportunities for public input including a public gatherings or meetings.
4. Ensure that the naming of parks, park areas, or park facilities is controlled by the City Council.

### Criteria

The naming of parks, park areas, and park facilities should be approached with caution, patience, and deliberation. Names submitted for consideration should provide some form of individual identity in relation to the following:

1. The geographic location of the facility; this includes descriptive names.
2. An outstanding feature of the facility.
3. An adjoining subdivision, street, school, or natural feature. No park shall be given the same name as an existing school site or public facility, except where the sites abut one another.
4. A commonly recognized historical event, group, organization or individual (living or deceased.)
5. An individual or organization that contributed significantly to the acquisition or development of the facility to be named. This can include either a deed or

substantial monetary contribution, or contribution toward acquisition and/or development of the park or park facility. (Typically not less than 50 percent of the value of the property or improvements.)

6. Outstanding accomplishments by an individual for the good of the community. Quality of the contribution should be considered along with the length of service by the individual – this to be substantiated by person making recommendation.
7. Any individual who provided an exceptional service in the interest of the park system as a whole.
8. Typically, while serving in a public office, public officials should not be considered as a candidate for naming.

### **Donated Land**

Parks and park facilities that are donated to the City can be named by deed restriction by the donor. The naming and acceptance of land is subject to recommendation by the Parks Board and approval by City Council. Naming rights are not guaranteed if the donation of park land is a dedication as required by the Subdivision Ordinance (park land dedication).

### **Naming Process**

Public Works staff will notify the Council about naming opportunities. The recommendation of staff will be subject to final approval or amendment by City Council action.

#### **1. Temporary Naming**

In the case of a new project, a temporary name will be designated by the City staff for identification during acquisition and/or development of the park area or park facility. Because temporary designations tend to be retained, the naming process for a new park should be carried out as quickly as possible after its acquisition or development.

#### **2. Permanent Naming**

Citizen involvement in the naming process is encouraged and may be accomplished in a variety of ways throughout the naming process.

- A. Individuals, groups and/or organizations interested in proposing a name for an existing un-named park area or park facility may do so in writing using a "Park Naming Form" that outlines the naming criteria. These will be presented to City Council.
- B. A variety of means to encourage public participation to submit a name (citizen contests, recommendations from previous owners, historical review of the site, social media polling etc.) may be implemented by staff at the request of the City Council.

C. The City Council will accept public comment when considering park names.

**3. Park Renaming**

Critical examination will be conducted to ensure that renaming the park will not diminish the original justification for the name or the prior contributors.

Renaming will follow the same procedures as naming the park.

A. Only parks and facilities named for geographic location, outstanding feature or subdivision should be considered for renaming. Parks that have been named by deed restriction shall not be considered for renaming.

B. Parks and facilities named after individuals shall not be changed unless it is found that because of the individual's character the continued use of their name would not be in the best interest of the community.

**Signage Process**

The Public Works Director shall be responsible for the oversight and signage of City parks. Signage shall be installed for the two following types of parks:

**1. General City Parks**

The sign shall display the City's logo as well as indicate the park name and state "City Park".

**2. Memorial Park Plaques**

Cast plaque may be placed in memorial parks if donated to the City. The individual information shall be obtained from the memorialized person's family or organization. The plaques shall be placed on a rock surface.

**3. Engraved Stone Markers**

Engraved stone markers may be placed in memorial parks if donated to the City. The sign shall display the City's logo as well as indicate the park name and state "City Park".

---

*Established and Adopted by Resolution No.1683: 10/17/11*

## City of North Plains Policy

Number: 106	Title: Policy regarding sale, auction, raffle, liquidation or donation of city surplus property
Date: 09/01/13	Signed: _____

### Purpose

Outline process for disposal of surplus property pursuant to Municipal Code Section 1.05.300.

### Procedure:

#### **I. Surplus City Property**

- A. Property owned by the City may be disposed of only after being declared surplus by the City Council. The method of disposal will be determined based on condition, value, and/or use, and may include but is not limited to; trade-in, sale as scrap, advertisement for sale, auction, raffle, or disposal through the State of Oregon, Department of Administrative Services, Surplus Property Division. Items determined to have no value shall be destroyed or discarded upon approval of the City Manager.
- B. City property may be declared surplus by the City if property is scheduled for replacement in an adopted budget or it is no longer necessary to provide City services.

#### **II. Auction Sales of Surplus City Property**

- A. Surplus city property may be sold at auction if the City determines that the auction contemplated will probably result in a higher net return than if the property were sold by other means, including competitive written bid or negotiated sale.
- B. Auction sales of surplus city property may be either oral or written (silent). Announcement of Auctions may be advertised in the local newspaper or published on the City's web site.
  1. Employees of the City of North Plains may be eligible to bid on auction items along with the general public provided that employees have no conflict of interest in the sale and that no special privilege or consideration is given, and provided that the employee executes a Statement of Purchase form.
  2. Prior to bid, the City Manager shall decide those employees who shall be excluded from participation in the bid, based on a determination of involvement in the decision, action, or process to declare surplus property.
    - a. The highest bid for any item will prevail.
    - b. For a lot of similar items, the highest bid will have first choice of the items,

and may purchase as many at that price as desired.

- c. The next highest bidder will have second choice of the items, and may purchase as many as desired at that price, and so on through the bidders.

### **III. Sale of Surplus City Property**

- A. The City may sell surplus personal property, including recyclable or reclaimed materials, without competitive bidding if the City has determined that a negotiated sale will result in increased net revenue and complies with the following conditions:
  1. When the current market value per item is deemed to be less than \$1,000 the City may establish a selling price, schedule and advertise a sale date, and sell to the first qualified buyer meeting the sale terms; or
  2. When the current value per item is deemed to exceed \$1,000 the surplus property shall be offered for competitive written bid and be advertised in accordance with ORS 279.025, or be offered for sale at public auction in accordance with Section 2 above. If no bids are received or if a determination is made that the market value of the property exceeds the offer of the highest responsible bidder, all bids may be rejected and the City may negotiate a sale subject to the following conditions:
    - a. An appraisal of the market value of the property is obtained and documented and the negotiated sale price exceeds the market value; or
    - b. The sale amount exceeds the highest bid received through the bidding or auction process.

### **IV. Liquidation Sales of Surplus City Property**

The City may sell personal property through a commercially recognized third party liquidator if the City Manager determines that a liquidation sale will result in increased net revenue. The liquidator shall be selected under the competitive request-for-proposal process or other appropriate process as provided by City policy, ordinance or resolution, or State law.

### **V. Donations of Surplus City Property**

- A. The City may transfer surplus city property, including recyclable or reclaimed materials, for no or nominal remuneration and without competitive bids to the following organizations:
  1. Another public agency;
  2. Any shelter, workshop, work activity center or group care home which operates under contract or agreement with, or grant from, any state agency and which is certified to receive federal surplus property;

3. Any recognized not-for profit organization activity that is certified to receive federal surplus property.
- B. The City may donate or sell, without competitive bids, surplus city property to recognized public or private not-for profit social or health service organizations, provided that:
1. The City Manager determines that the property is not needed for other public purposes;
  2. Where the property has a current market value of \$250 or less,
  3. The City Manager approves the donation or sale based on written findings the donation or sale is in the public interest;
  4. The City Manager determines that donation or sale is the most efficient and cost-effective method for disposing of the property.
- C. The City shall maintain a record of all transfers, donations, or sales authorized by this section.

#### **VI. Trade of Surplus City Property**

The City may trade surplus property owned by the City to other government agencies or to vendors provided that the following conditions apply:

- A. Trades to other government agencies are exempt from public bidding however, such trades must be approved by the City Manager.
- B. Trades of surplus city property with parties other than government agencies shall meet these criteria:
  1. The market value of both the item to be traded and the item requested shall be documented.
  2. The proposal to trade an item for another item shall be made available to an adequate number of potential vendors to encourage competition.
  3. Such trades shall be approved by the City Manager.

#### **VII. Raffle of Surplus City Property**

When it is determined by the City Manager that it is likely that the City would receive more compensation for surplus city property than from the methods listed above, the city may raffle said property.

---

*Established and Adopted by Resolution No. 1178.*

## City of North Plains Policy

Number: 107	Title: Employee Recognition Gifts
Date: 09/01/13	Signed: _____

### Purpose

The City of North Plains provides gifts in recognition to employees.

### Policy

This policy sets forth the guidelines for providing employee recognition gifts.

### Annual Gifts

Each year the City Council shall, budget permitting, grant a \$25 gift card to each part-time and full-time employed at the time of these holidays:

- Thanksgiving (4<sup>th</sup> Thursday in November)
- Christmas

### Years of Service Recognition

Individual employees shall be recognized for their years of service according to the following guidelines:

Years of Service	Maximum Value	Gift Form
5	\$20	Gift card, plaque, or clothing item
10	\$30	Gift card, plaque, or clothing item
15	\$40	Gift card, plaque, or clothing item
Every 5 years thereafter	\$50	Gift card, time piece, plaque, or clothing item
Retirement under 5 years	\$100	Time piece, plaque, and/or item of interest to employee
Retirement after 5 years	\$200	Time piece, plaque, and/or item of interest to employee

Years of service shall be measured from the first date of hire.

### Budgeting

Employee recognition gifts shall be budgeted with other personnel expenses in a centralized general government account.

## City of North Plains Policy

Number: 110	Title: Disruptive Conduct at Meetings Procedure
Date: 09/01/13	Signed: _____

### Policy:

Disruptive conduct at public meetings prevents the constructive discussion of issues, and subsequent progress that may result from decision making.

The following types of conduct which may disrupt a public meeting include:

1. Approaching the podium and speaking without first having been recognized by the Mayor/Chairperson.
2. Continuing to speak after the time allotted by the Mayor/Chairperson has expired, and after repeated admonitions to cease.
3. Shouting, clapping, stamping, loud talking from the audience; other possible displays (hissing, booing, etc.).

### Procedure:

If any of the disruptive conduct occurs, the Mayor/Chairperson shall control the disruption as follows:

#### ***FIRST STEP:***

If disruptive conduct occurs, the Mayor/Chairperson should calmly and firmly recite the nature of the disruptive conduct (precisely identified), state that the conduct is disrupting the meeting, and ask that it cease.

*Example: "Mr/s. \_\_\_\_\_, you have exceeded the three minutes allotted for you to address the council/board/committee on this subject. I have requested that you yield the podium. I again request that you do so and allow others to speak."*

#### ***SECOND STEP:***

If the disruption continues, the Mayor/Chairperson should again state the nature of the conduct, that it is disrupting the meeting, and that if it does not cease, the meeting will be recessed and the Chief of Police will be asked to remove the person or persons responsible for the disruption.

*Example: "Mr/s. \_\_\_\_\_, I have asked you twice to yield the podium and quit disrupting the meeting. You have already had your opportunity to address the council/board/committee and we have heard your views. If you continue to disrupt this*

*meeting, I will recess the meeting and have you removed from the Council Chambers for the remainder of the meeting.”*

**THIRD STEP:**

If the disruption continues, the Mayor/Chairperson should again state the nature of the conduct, that it is impossible to continue the meeting in light of the disruption, direct the Sergeant at Arms or representative to have the identified person or persons removed from the Council Chamber during the recess and barred from further attendance at the meeting, and recess the meeting. The statement and instructions should be given firmly and clearly.

*Example: “Mr/s. \_\_\_\_\_, you have continued to speak without having been recognized. Your conduct is disrupting this meeting and we cannot continue. Sergeant at Arms (or representative) when the meeting has been recessed please have Mr/s. \_\_\_\_\_ removed from the meeting and barred from further attendance. The meeting will recess for five minutes.”*

---

*Adopted by Ord. No. 396, 10/03/11*

## City of North Plains Policy

Number: 130	Title: Fixed Assets
Date: 09/01/13	Signed: _____

### **Policy:**

A capital asset is a non-consumable asset with an original purchase price of \$5,000 or greater and a life span of four years or more. Depreciation is recorded annually using the following estimated useful life:

Asset type	Life
Buildings	50 years
Infrastructure	50 years
Water System Improvements	50 years
Equipment	5-15 years
Vehicles	5 years

Capital asset purchases are budgeted in the annual budget approved by City Council.

At year end the Finance Manager will review all capital outlays to ensure they meet the City's capitalization thresholds. Once additions have been determined the Finance Manager will update the Fixed Assets Register.

Capital asset disposals occur throughout the year as necessary in compliance with surplus property policies. At year end the Finance Manager will review the Sale of Capital Asset revenue account for any items sold. Any disposals are recorded in the Fixed Asset Register.

The Fixed Asset Register is distributed to department heads to review for accuracy. After any adjustments have been made the Finance Manager calculates depreciation according to the estimated life for each asset.

The Fixed Asset Register is then reviewed by the City Manager and used in preparation of the financial statements.

## City of North Plains Policy

Number: 140	Title: Community Garden
Date: 09/01/13	Signed: _____

### **Policy:**

Community gardens provide an opportunity for residents to grow food and ornamental crops, enjoy the exercise, relaxation and educational benefits of gardening. Gardens promote sustainability and community building.

The City of North Plains supports a community garden located on 31383 NW Commercial Street across from the Fire Department and next to Robinson's Floral Ltd, which donated the use of the land.

The City of North Plains began a community garden program in Spring 2012. The goals of the community garden are simple:

- Opportunity: Provide a place for local residents to grow food and ornamental crops, enjoy the exercise, relaxation and educational benefits of gardening.
  - Stewardship: Promote sustainability, natural gardening and wise use of land.
  - Social Interaction: Promote community building and social interaction.
- Stewardship: Promote sustainability, natural gardening and wise use of land.

### **Plot assignments**

Registration forms for garden plots are through North Plains City Hall or [www.northplains.org](http://www.northplains.org). Because of the limited number of plots available, registration is limited to North Plains residents only.

<b>Plot sizes</b>
20' x 20'
10' x 10'
4' x 12' raised bed

Raised bed gardens are intended for elderly or mobility impaired persons.

Only registered gardeners may use the garden plots.

Gardeners can register and pay for a plot in person 31360 NW Commercial Street or over the phone (503) 647-5555. All gardeners are required to sign a use agreement waiver.

Only one plot will be assigned per household.

Plots are not transferable without the permission of the City. Gardeners are responsible for keeping addresses and phone numbers current with City Hall. If, for any reason, a gardener needs to relinquish a space he or she should call the City Hall.

Existing gardeners have the first opportunity to renew plots before garden registration

opens to public. Existing gardeners will typically keep the plot they are currently gardening in, however, if they request a different plot (larger, sunnier, etc.) and it becomes available, it will be assigned on a first come first serve basis in reference to the waiting list.

If there are unassigned plots after May 1st, gardeners can register for additional plots for current growing season; however, the additional plots will return to the "new gardener" pool the following year.

The City shall set rates in a manner that preserves recreational immunity.

## City of North Plains Policy

Number: 150	Title: Street Naming
Date: 09/01/13	Signed: _____

### Purpose

Policy outlines process for selecting street names in the City of North Plains.

### Policy

All new streets, including private streets, created by a subdivision or partitioning process will be designated and approved by the City of North Plains in accordance with the standards of this policy and shall become effective on recording of a final plat.

Any new street not created by a subdivision or major partition and created by a public dedication may be named by the deed of dedication subsequent to the approval of the City Council at a public meeting, and will become effective upon recording of the deed of dedication.

Privately owned streets, not designated as right of way, are subject to the same street name standards as are public streets, except that they are not required to be approved by Council. All private street signs will be provided at the owner(s) expense and addresses will be assigned by the City.

### Naming

All streets named or renamed will comply with the following criteria:

- Collector streets, local roads and highways (arterials) shall maintain a common name or number for the entire contiguous alignment inside the corporate limits of North Plains.
- Whenever practicable, historical family names, names of former Mayors, and parade grand marshal will be utilized or retained and be subject to the considerations as outlined below.
- Hyphenated, multiple words, or other exceptionally long names requiring more than 25 characters will be avoided.
- No street will be given a name that is the same as, similar to, or pronounced the same as, any other street within the jurisdiction of the City of North Plains unless that street is an extension of an already-named street.
- Consideration will be given to the continuation of the name of a street in another jurisdiction when it is extended into the City of North Plains.

- Names that are difficult to pronounce or spell will be avoided.
- Abbreviated street names will not be allowed.
- Priority shall be given to names listed in the Street Name Pool as described below.

All proposed street names will be reviewed, prior to use, by the City staff to determine whether the proposed street names comply with the standards and classifications set forth in this policy.

### **Classifications**

The following classifications (suffixes) will be utilized in the assignment of new street names:

Road: major north/south street providing through traffic movement across the community;

Boulevard: major east/west street providing through traffic movement across the community;

Avenue: continuous, north/south thoroughfare or extension thereof;

Street: continuous east/west thoroughfare or extension thereof;

Lane: short east/west street under one thousand feet in length;

Terrace: short north/south street under one thousand feet in length;

Drive: curvilinear thoroughfare (less than one hundred eighty degrees) at least one thousand feet in length;

Court: east/west cul-de-sac;

Place: north/south cul-de-sac;

Way: loop street (exceeding one hundred eighty degrees);

Parkway: a broad landscaped thoroughfare.

The City Council may grant an exception to the street name standards specified under on a case-by-case basis and subsequent to accepting public comment.

### **Street Name Pool**

Whenever practicable, historical family names will be considered in the naming or renaming of public or private streets. Factors to be considered will include, but are not limited to the

following:

- Original holders of donation land claims in the City of North Plains or Washington County;
- Early homesteaders or settlers of the City of North Plains or Washington County;
- Heirs of original settlers or long-time (minimum 50 years) residents of the City of North Plains or Washington County;
- Explorers of, or having to do with, the City of North Plains or Washington County;
- Native American tribes indigenous to the City of North Plains or Washington County;
- Early leaders and pioneers of eminence of the City of North Plains or Washington County.

The City Council shall adopt a "Street Name Pool" by Resolution, and the City staff shall maintain the Street Name Pool containing an acceptable list of street names based on the historical factors shown above. Names listed in the Street Name Pool shall be given priority for assigning names to new streets or the renaming of streets.

## Street Name Pool May 2014

### Historical Family Names

List of families associated with North Plains. Information culled from Ancestry.com database. Families that appeared for three census cycles (30 years) are listed by first census date. (Census prior to 1920 do not cite North Plains. Most classified as rural Washington, Oregon) Names with strike out shall only be used as a last resort to avoid confusion with near by roads outside North Plains' jurisdiction.

Bantz
Blake
Bunger
Bunke
Carey
Carver
Christener
Conklin
<del>Cox</del>
Cropp
Cypher
<del>Davis</del>
DeFreeze
Dicke
Dobbins
Fair
Fowler
Garwood
Grenier
Harms
Hartley
<del>Hendrickson</del>
Hess
Hollenbeck
Hundley
Hunter
Ireland
Jacky
<del>Joss</del>
Josy
Kahle
Keenon

King
LaMordden
Langue
<del>Lincoln</del>
<del>Martin</del>
Mays
McCuen
McCumsey
Meyer
Millet
Moon
Moore
<del>Offidal</del>
Ould
Provis
Reese
Reynolds
Robb
Rossback
Rufer
Ruth
Schoenberg
Shaddon
Sipp
Schaer
Schoelich
Schlaefli
<del>Stafford</del>
<del>Stewart</del>
Strauss
Sumner
Sutherland

Tompkins
<del>Thompson</del>
Townsend
Tucker
Troutman
<del>Vandehey</del>
VanDyck
VanDyke
Volpp
Walter
Wing
Wirtz

#### Mayors

Cook
Drexel
Frace
Hatcher
Hirst
James
Kent
Kindel
MacLeod
Olson
Riley
Sandford
Theis
Vanderzanden

#### Parade Marshals

Fields
Vandomelen

**Process to add names to pool:**

City Council shall approve a list of street names which may be used in North Plains. If anyone wishes to have an additional family name considered, he or she should prepare a letter to the City Council which provides the name and a brief explanation of the family's local heritage. Such requests shall be considered at regular meetings of the City Council within 60 days of receipt by the City Recorder.

DRAFT

## City of North Plains Policy

Number:	170	Title:	Address assignments
Date:	9/1/13	Signed:	

### **Purpose**

Outline process for assigning addresses to corner lots

### **Policy:**

Street addresses will be assigned based on the orientation of the front door to the street. For example on corner lot if the front door faces the east boundary, the address will be based on the street abutting the east boundary.

Flag lot addresses will be based on driveway orientation.

## City of North Plains Policy

Number: 190	Title: Wellness Policy
Date: 09/01/13	Signed: _____

### **Policy:**

This policy outlines positions on health in the workplace.

### ***Healthy Beverage Position Statement***

The City of North Plains strives to promote health and wellness by being a role model to promote healthy beverages. At all City of North Plains sponsored and/or coordinated meetings and events, both in the community and worksite, for staff and clients where beverages will be provided, the selection must be in accordance with the following guidelines:

*As an organization that employs staff, has volunteers, and serves the community, we are committed to promote health and wellness by providing healthy beverages. Therefore North Plains will:*

#### **Provide access to free, safe drinking water**

Require that there is access to free, safe drinking water wherever beverages are offered and/or sold. At meetings, for example, it is recommended that safe tap water, rather than individual bottles of water, be offered. If safe tap water is not available, then it is recommended that large jugs of water are utilized.

#### **Comply with Beverage Standards**

All beverages served (e.g., at meetings) and sold (e.g. in vending machines) can only include:

- Water with no added sweeteners
- Flavored waters with fewer than 160 calories per container
- Non-fat or low fat cow's milk unsweetened or with non-caloric sweeteners
- Non-dairy milk alternatives (unsweetened or with non-caloric sweeteners)
- Fruit or vegetable-based juice drinks that have a maximum of 160 calories per container.
- 100% fruit or vegetable juices container and no added sweeteners
- Coffee and tea unsweetened or with non-caloric sweeteners
- Diet beverages with non-caloric sweeteners

### ***Healthy Food Position Statement***

North Plains strives to promote health and wellness by being a role model to promote healthy foods. At all City sponsored and/or coordinated meetings and events, both in the community and work site, for staff and clients where foods will be provided, the selection must be in accordance with the following guidelines.

*As an organization that employs staff, has volunteers, and serves the community, we are committed to promote health and wellness by providing healthy food choices. Therefore the City of North Plains will:*

- Increase the range and availability of healthy food options on our premises, including break areas, at meetings, and events. Food selection should emphasize fruit, vegetables, whole grains, and nonfat or low fat dairy products.
  - Aim to make half the plate fruits and vegetables. Provide red, orange, and dark green vegetables whenever possible.
  - Encourage lean meats, poultry and fish
  - For starches such as rice, pasta, and bread products, the recommended portion size is about ¼ of the plate.
  - Aim to select food with no trans fats and low in saturated fats, sodium, and added sugar.
  - Encourage high calorie foods/desserts only as an occasional small treat. The items are offered as a side dish along with healthier food choices.
  - Encourage healthy foods in break areas and at meetings.
- Ensure that only healthy food and beverage options are provided as vouchers, prizes, or giveaways to City employees and clients.
- Move towards providing fresh fruits and vegetables in break rooms to keep staff focused and full of energy.

#### ***Healthy Movement Position Statement***

North Plains strives to promote health and wellness by being a champion for exercise and movement.

*As an organization that employs staff, has volunteers, and serves the community, we are committed to promote health and wellness by providing physical activity opportunities. Therefore the City will:*

- Provide safe, clean, well-lit thoroughfares for accessing our location and events by walking and bicycling.
- Create opportunities for movement for staff and clients, such as “walking meetings,” stretch breaks, or recreational exercise classes throughout the workday.
- Find and capitalize on opportunities to promote exercise/movement to staff and clients.
- Provide a 5-minute physical activity break for every meeting lasting 90 minutes or longer.
- Help employees build physical activity into their day by getting to/from work via public transit, walking, and/or biking. Examples include, but are not limited to:
  - Work towards making bike racks available at all city buildings.
  - Offer bike/walk to work days throughout the year.

- Offer an award system for alternative ways to get to work (i.e. The Great Race).

***Mental Health Position Statement***

The City strives to advance health and wellness by promoting mental health activities.

*As an organization that employs staff, has volunteers, and serves the community, we are committed to promote health and wellness by providing mental health opportunities.*

*Therefore the City will:*

- Reduce workload stress by cooperating and supporting one another's roles as a team.
- Attempt to create opportunities that allow employees to meditate, relax, and have a clear mind.
- Encourage discussion around mental health & wellness through events, newsletter articles, speakers, and open dialogue.

## City of North Plains Policy

Number:	701	Title:	Driving on City Business
Date:	9/1/13	Signed:	

Employees using a private vehicle to conduct City business must possess a valid driver's license and must carry auto liability insurance. Employees who use their own vehicles for authorized business use should make any necessary arrangements with their insurance carriers.

The City may verify the validity of your driver's license and/or your driving record. Once you are employed with the City of North Plains, we will receive automated reports from the Department of Motor Vehicles (DMV). The reports notify the City of North Plains when there are transactions on your driving record.

While on City of North Plains' business, drivers are expected to make every reasonable effort to operate their vehicles safely, with due regard for potential hazards, weather, and road conditions. Drivers are to obey all traffic laws, posted signs and signals, and requirements applicable to the vehicle being operated. Seatbelts are to be used in all vehicles while on business. Drivers are to ensure that the use of prescribed or over the counter drugs do not interfere with their ability to drive while on business; operating a vehicle under the influence of alcohol or controlled substances is prohibited. Employees are responsible for notifying their manager of any subsequent restrictions, limitations, or other change in their driving status as soon as possible.

Any traffic citations, including parking tickets, are the responsibility of the employee and will not be reimbursed by the City of North Plains.

### **Use of City Vehicles and Equipment**

The City provides vehicles and equipment for conducting City business. These vehicles must be used, parked and maintained properly.

In recognition of their on-call status some police employees may take their vehicles home when not on duty, subject to the Police Chief's approval.

Employees may use a City pool car with permission of their department head or City Manager.

City vehicles may not be used for personal use, with the exception of incidental use related to taking lunch or rest breaks (e.g. purchasing lunch).

## City of North Plains Policy

Number:	702	Title:	Driving Safety
Date:	9/1/13	Signed:	

### **Policy**

City of North Plains rules are published for the information and guidance of all employees. To drive safely is the first duty of every driver. This means driving defensively, anticipating the mistakes, actions, recklessness or absentmindedness of pedestrians or other drivers, and being prepared at all times to do everything possible to prevent an accident.

The City's operation requires alert drivers who conduct themselves and their vehicles at all times in a manner that will reflect credit on City of North Plains and the driver.

Drivers are required to observe all rules and procedures outlined in this manual at all times.

NO JOB IS SO IMPORTANT, NO SERVICE SO URGENT  
THAT WE CANNOT TAKE THE TIME TO PERFORM IT SAFELY!

### ***Conditions for Driving Vehicles***

In order to maintain an efficient and orderly operation, it is necessary that the City has rules which everyone is expected to follow. Employees must be familiar with these rules and operating procedures. Supervisors can provide guidance regarding the rules and operating procedures.

### ***Qualifications***

To qualify as a driver of City of North Plains vehicles, drivers must meet the following conditions:

- Must be at least 21 years of age, or if an employee 18 years of age.
- Must have a current State of Oregon Driver License in possession while driving vehicles.
- Must have knowledge of, and adhere to rules, state and municipal traffic laws and regulations whenever driving City of North Plains vehicles.
- Must have in effect a current liability insurance policy for your personal vehicle.

- Be approved by your supervisor or the City Manager to drive on City of North Plains business.
- Attended a City of North Plains sponsored defensive driving class at least once every three years.

### *Driver Eligibility*

Typically, in order to be eligible to drive, an employee must meet the following criteria. Accidents and citations involving off-duty driving in a personal vehicle count for the purpose of these rules. A summary matrix is below.

***Employees must report to their supervisor any change in driving status. Failure to report a suspended license and other "prohibited" action may result in disciplinary action, up to and including, termination.***

No major violations in the previous three years. Major violations include:

- Driving under the influence of alcohol or drugs
- Driving while license is suspended or revoked
- Leaving the scene of an accident
- Reckless driving
- Road rage incidents
- Other similarly serious violations

No more than two minor violations in the previous three years. Minor violations include:

- Speeding 20 MPH or less over the posted limit
- Failure to obey a traffic control or signal
- Improper lane change
- Failure to signal
- Failure to yield the right of way
- Other similar violations
- Failure to wear a seat belt
- Cell phone or texting violations

No more than one at-fault accident in the previous three years. All accidents are considered at-fault unless proven otherwise.

### *Driver Supervision*

*Motor Vehicle Records:* Driving records will be ordered every twelve (12) months for all employees operating vehicles. Oregon DMVs "DAVE" account provides updates when an employee's Driver License is modified.

*Accident Review:* All vehicle accidents will be reviewed by the Safety Committee to

determine preventability using the following criteria:

- A preventable accident is any accident in which the driver failed to do everything he/she could have reasonably done to prevent the accident
- A non-preventable accident is one in which the driver did everything he/she could reasonably have done to foresee the conditions leading to the accident and took suitable safeguards.

The involved driver will be advised of the decision and will be subject to a driving performance review with management. For law enforcement this will quite often be accompanied with disciplinary sanctions.

### Driver Guidelines Matrix

Number of Moving Violations Within Past 5 Years	Number of Accidents within Past 5 Years				Number of DUI or DWI within Past 5 Years
	0	1	2	3	
0	Ideal	Acceptable	Borderline	Prohibited	Prohibited
1	Acceptable	Acceptable	Borderline	Prohibited	Prohibited
2	Acceptable	Borderline	Prohibited	Prohibited	Prohibited
3	Borderline	Prohibited	Prohibited	Prohibited	Prohibited
4	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited
5	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited

*Courtesy*

Employees are expected to show every courtesy and consideration toward other drivers and pedestrians. Employee conduct while driving must be such that it will in no way reflect adversely upon City of North Plains.

If a situation arises that an employee is unable to settle in a friendly manner, the employee must phone a supervisor and report the facts, and be guided by the supervisor’s advice.

### *Vehicle appearance*

City of North Plains vehicles need to be kept as clean as possible. State law prohibits smoking in public vehicles. Eating in vehicles should be kept to a minimum.

### *Suggestions*

City of North Plains will appreciate any suggestions from employees that may improve safety, service, and working conditions to make City operations more efficient and safe.

### *Moving violations*

Employees will be liable for all speeding, traffic violations and parking violations.

### *Cell phones & texting*

Oregon law prohibits the use of cell phones while driving, unless employees are using a "hands-free accessory." Please note, the use of a speaker phone is not considered a "hands-free" accessory". Texting is prohibited.

### *Passengers*

A supervisor must approve all passengers. Generally it is not approved to have family members as passengers in public vehicles. All passengers must wear seat belts.

## **Driver Safety**

### *Inspections*

A pre-trip inspection will be made at the start of the each shift to ensure vehicle is in safe operating condition. A post-trip inspection should be made at the end of each shift to effectively report any damage or concern at the completion of the trip.

### *Safe driving rules*

*Be a Defensive driver:* A defensive driver is defined as, "One who is careful to commit no driving errors themselves, who makes allowance for the lack of skill or improper attitude on the part of the other driver, and who does not allow hazards of weather and road conditions or the action of pedestrians and other drivers to involve themselves in an accident. Employees must be continually on the alert, recognizes an accident-producing situation far enough in advance to apply the necessary preventive action, and concedes the right-of-way when necessary to prevent an accident."

*Speed:* The maximum speed limit is the "posted speed limit". Employees must use a speed at all times shall be reasonable and prudent with due consideration given to weather, other traffic, conditions of the road and intersecting side roads of highways and city roads.

Adhering to the posted speed limit is important in terms of traffic citations, reduced insurance rates, reduced maintenance cost, increased tire life and fuel conservation.

*Striking Fixed Objects:* In handling a vehicle on the highway, in city traffic, and at loading and unloading spots, employees must remember that striking any fixed object such as abutments, parked cars, loading docks, overhead pipes or hydrants is classified as the fault of the driver.

*Proper Backing:* Employees should walk around the vehicle to see that nothing is behind or in front of the vehicle before driving away. If there are two people, one person will stand behind the vehicle to spot while backing up.

*Passing or Meeting a School Bus:* When approaching a school bus, employees must be on guard at all times for signals of intention to either discharge or pick up school children. Employees should be on the alert for the actions of these school buses. It is illegal to pass, in either direction, a school bus that is stopped to pick up or discharge passengers. The only exception to this rule is when the roadway is divided by a barrier.

*Pedestrians:* Employees have no right-of-way where pedestrians are concerned. Legally, the pedestrians may walk on either side of the road, can cross at intersections, and can pop out from behind a parked car on a busy city street. Employees should never take it for granted that pedestrians see the employee.

#### ***What to do When Accidents Occur***

1. EMPLOYEES MUST REPORT EVERY ACCIDENT TO THEIR SUPERVISOR WITHOUT FAIL, NO MATTER HOW MINOR.
2. Employees must contact a Department Head or the City Manager as soon as possible, being specific about location, time, extent of injury and damage, and where the employee can be reached.
3. If an employee cannot make contact with his or her Department Head or the City Manager, write a brief note and ask a reliable motorist to phone or give it to the police. Employees should not leave vehicle unattended except in an extreme emergency.
4. Employees must park safely and set out warning devices when available.
5. Employees should prevent movement of injured persons unless absolutely necessary.
6. Employees should sure to get the names of witnesses. If a witness refuses to give his/her name, record the license number of his/her vehicle.
7. Employees should give his or her name, identify as an employee or volunteer for the City of North Plains and offer to show a driver's license to any person requesting the information, including law enforcement officials.
8. It is the employee's responsibility to:

- Not make any admission regarding liability/responsibility for the accident,
  - Promise nothing regarding City or personal responsibilities, and
  - Do not argue with other motorists or witnesses.
9. Employees should take pictures whenever possible (using a cell phone camera is acceptable.)
  10. When it is safe to do so, employees should not move or allow any vehicles to be moved until someone arrives who can verify or witness the position of the vehicles, length, and position of the skid marks, and lights on the vehicles if at night
  11. Employees must stay at the scene of the accident until instructed by a police officer to proceed.
  12. Employees involved in an accident with an unattended vehicle, must stop and try to locate the owner. If the owner cannot be located the employee must place a note in or on the vehicle giving the employee's name, identifying the City of North Plains vehicle, and work address.
  13. Employees should gather information needed to properly complete accident reports:
    - Location, time, and date
    - Make, model, type and license of other vehicles involved.
    - Registered owner of other vehicle(s) involved.
    - Driver's name, age, address, and license number of other vehicle involved
    - All occupants' names and addresses in other vehicles involved
    - Names and addresses of all possible witnesses
    - Name of police agency to which accident was reported.
    - Name and DPSST numbers of the police officers at the scene
    - Name of the insurance company which covers the other vehicles involved.
    - Names and addresses of persons injured and the extent of the injury.
    - Names of fire and/or medical personnel on scene.

### *Seat Belts and other Safety Policies*

All passengers and drivers are required to wear seatbelts while operating or riding in a vehicle. The driver of the vehicle is responsible for enforcing the use of seatbelts by all occupants. Other vehicle occupants share in this responsibility because seatbelts are proven tools for reducing deaths and minimizing injuries from motor vehicle collisions.

Drivers are to comply with all motor vehicle traffic laws while operating a vehicle on business, including laws relating to driving while intoxicated or driving under the influence of alcoholic beverages, illegal substances or medications

Drivers are prohibited from overloading and/or overcrowding the vehicle.

### ***Equipment Protection and Maintenance***

It is the driver's responsibility to make sure vehicles are well-maintained and in safe running condition. Frequent inspections must be conducted. Inspect your vehicle before starting out on the road.

Priority Items to check are:

- Brakes – inadequate brakes are no excuse for an accident
- Steering
- Oil level
- Water
- Windshield wipers
- Tires
- Wheels
- Lights (headlamps, brakes, makers, signals, reflectors, etc.)
- Mirrors
- Warning devices
- Glass (for cracks and defects)
- Horns
- Under vehicle for oil and water leaks

## City of North Plains Policy

Number:	703	Title:	Job Safety Training
Date:		Signed:	

### **Policy**

Ensuring employee safety is one of a supervisor's top priorities. If a supervisor observes any unsafe acts in the workplace, he or she should correct the behavior immediately, even if no injury or property damage occurs. If an incident does occur (including a near miss), the supervisor's primary focus should be to assist with the immediate situation, and then determine the basic and root causes so that similar incidents can be prevented in the future.

Supervisors should be aware of the federal and state regulations on occupational safety and health that pertain to the City. Inspections by safety officials are always a possibility and supervisors should therefore ensure that the workplace meets government safety standards. In addition, it is a supervisor's duty to document workplace injuries and accidents according to federal or state requirements.

The City of North Plains has an extensive and comprehensive safety program that specifically covers many areas of safety including: defining responsibilities, training, safety committee, emergencies, working with safety sensitive issues, compliance and recordkeeping. Supervisors need to ensure that they are well informed and trained in all the relevant safety areas that the City provides guidance, procedures and training on.

The safety orientation is often an employee's only exposure to training. However, orientation alone may not fulfill the City's obligation to train workers in job hazards and precautions. The City views training as a process that includes a series of orientations or instructions and that allows employees adequate time to learn safety requirements, knowledge and skills. Training also needs to include regular supervisor discussions with employees about pertinent training topics. The more detailed each supervisor's performance expectations are related to safety and the more often the supervisor gives the employee feedback and coaching, the more likely the employee is to be a safe, efficient and productive worker. Supervisors are encouraged, and sometimes required, to develop specific safety training plans for their areas and employees, and to keep accurate training documentation.

### **Workers' Compensation**

Supervisors must ensure that all injuries that occur in the workplace are documented for workers' compensation purposes. Oregon state law prohibits retaliation against workers who file a workers' compensation claim, so the supervisor should monitor the situation and not allow coworkers or others to retaliate against the injured worker.

## **Job Safety Training Plan**

The City of North Plains provides training programs to improve the competence of all workers, supervisors and managers as part of the City's accident prevention efforts.

The City bases training on safety regulations and risk assessment of all job tasks. Priority is given for training development and implementation to high-risk jobs. The City will also use the services of outside trainers if needed.

## **Responsibility**

The City Manager, in consultation with supervisors, determines the City's overall training needs and ensures that appropriate training materials programs are available. The City Manager and supervisors ensure the application of regularly scheduled and mandatory training.

Managers are responsible for training employees about the hazards and precautions associated with job tasks and how to perform the tasks safely. Employees are responsible for applying the knowledge supplied by the training and not deviating from the safe work practices described in the training.

## **Risk Assessment**

The City Manager and Department Heads should review all safety regulations and contacts the appropriate state and federal safety regulatory agencies to determine mandatory training.

## **Training Program Development**

The City Manager, with the help of supervisors, develops an action plan for training development for each department. Training programs include, for each specific topic:

- A class description, and training methods and how to evaluate the effectiveness of the training.
- Lists of supplemental sources (textbooks, handouts, videos, etc.).
- Documentation for periodic evaluations.

## **Training**

The City's commitment and policy is to provide appropriate training for a person's initial work assignment or following a promotion or transfer to a new job assignment. Retraining is required when an employee lacks knowledge or skills to perform job tasks safely.

## **Recordkeeping**

The City Manager, or a delegated manager, will retain a record of all training conducted. The record denotes topics addressed during the training, the date and time of the training, and the name of the trainer. The City will retain all training records for

the duration of each employee's employment at the City of North Plains. The training records are to be signed and dated by the attendees. Training records are readily available for supervisors, employees and regulatory agency representatives when so addressed in safety regulations.

**Procedure: Developing a Training Plan**

Supervisors should consider the following points when developing training plans for their respective work areas. Also refer to the City of North Plains' Safety Manual.

- Determine training requirements. Federal and state safety agencies and many safety consultation services have summaries of safety regulations that outline all mandatory training.
- Develop a written plan that outlines the topics for which training must be developed, who has the responsibilities for training and when training must be conducted.
- Use the City's Safety Manual, and ensure that the safety practices and training provided for employees is consistent with the City's Safety Manual procedures.
- Conduct appropriate training as required prior to initial work assignments.
- Have an experienced person conduct the training. Check for any required certifications or licenses.
- Provide training to ensure that all employees are working by the same standards, as supervisors develop and implement specific programs for their departments.
- Conduct remedial or refresher training as indicated by feedback, proficiency observations and corrective actions. Effective training will depend on how well supervisors have defined safety needs and performance expectations.
- Define safety performance expectations promptly from the beginning of employment for each position. Failure to adequately define those expectations will only cause problems if a supervisor needs to terminate a newly hired employee who clearly will not be safe or productive.
- Document the training, using one or both of the following methods:
  - ✓ Record all training attended by an individual. (maintain information in the employee's personnel file).
  - ✓ Record all employees who attended a particular training.
  - ✓ Maintain a copy of the training material and the name of the trainer

## City of North Plains Policy

Number:	704	Title:	Safety and Accident Reporting
Date:		Signed:	

### **Unsafe Conditions**

Every employee is responsible for safety. To achieve the City goal of providing a safe work place, everyone must be safety conscious. Employees should report any unsafe or hazardous condition immediately and directly to a supervisor, if it cannot be corrected independently. Every effort will be made to remedy safety problems as quickly as possible. Safety and protective equipment deemed necessary by the supervisor will be provided by the City to appropriate employees.

### **Safety Committee**

The City strives to keep the workplace as safe as possible for its employees. To that end, and in compliance with State law, the City has established a Safety Committee that meets monthly and drafts minutes of their meetings. Employees are required to be familiar with and follow the recommendations in the safety minutes as well as the posted safety procedures.

### **Accident Reporting**

Accidents involving the City must be reported in detail as soon after the occurrence as possible. All accident reports should be submitted to the employee's supervisor and Department Head.

### **Vehicular Accidents**

Accidents involving City owned vehicles or personal vehicles being operated on City business must also be reported to the Department Head or City Manager and a police agency having jurisdiction for investigation.

### **Other Accidents**

Accidents involving damage to equipment or property, or personal injury must also be reported to the City Manager. The City Manager and employee's supervisor will determine the plan for further investigation.

## City of North Plains Policy

Number:	705	Title:	Violence in the Workplace
Date:		Signed:	

### Policy

#### ***A Person Threatening Bodily Harm***

If the employee feels that he/she or another person is threatened, or in danger of imminent bodily harm:

- The employee should attempt to leave the scene, if it can be done safely.
- The employee should call 9-1-1
- If the supervisor is unaware of the situation, the employee should notify the supervisor as soon as it can be done safely.
- The City Manager needs to be notified as soon as possible by the supervisor of the employee who feels threatened, witnesses, or has knowledge of a violent act.

#### ***Reporting Incidents***

The supervisor is required to complete an incident report and forward the report to the City Manager within 24 hours of a violent act.

For an act involving the threat of bodily injury, the supervisor is responsible in making sure the City Manager is contacted as soon as it can be done safely.

Any City employee having knowledge of a violent act involving any other City employee (as victim, witness or perpetrator) must report it. Disciplinary action may result if the employee having knowledge of a violent act fails to report the episode. The employee may report the incident to the employee's Department Head, the City Manager, Police Chief or City Attorney.

The person providing information about the violence/potential violence may ask for anonymity during all or part of an investigation. However, anonymity will be maintained at the discretion of those investigating and resolving the issue. There is no right to or guarantee of anonymity.

All employees must cooperate with law enforcement officials to report incidents of violence or potential violence.

### ***Workplace Security***

Recommendations for improved safety often come from suggestions from employees. These suggestions are encouraged and may be channeled through supervisors, safety committees or supervisors.

# June 2015 Council Calendar

Meeting	Primary	Alternate	Note	Date
<b>City Council</b>			<b>7:00 p.m. at North Plains Senior Center</b>	<b>06/01</b>
North Plains Thursday Marketplace 2015 Opening Night			6:30-8:00 on Commercial Street	06/04
Ice Cream Social			6:30-8:00 on Commercial Street	06/04
First Friday Flick at Jessie Mays Community Hall! Movie in the Hall			6:00 p.m.	06/05
Washington County Coordinating Committee (WCCC)	Hatcher	DeBry	2 <sup>nd</sup> Monday @ 12 noon	06/08
Planning Commission	Kindel		2 <sup>nd</sup> Wednesday @ 7 p.m.	06/10
Washington County Office of Community Development Policy Advisory Board	Kindel	Lenahan	2 <sup>nd</sup> Thursday @ 7 p.m.	06/11
Envision North Plains Community Workshop			Thursday 6:00-8:00 p.m. at Jessie Mays Community Hall	06/11
North Plains Thursday Marketplace				06/11
<b>City Council</b>			<b>7:00 p.m. at North Plains Senior Center</b>	<b>06/15</b>
Library Board	Newton		3 <sup>rd</sup> Wednesday @ 7:00	06/17
North Plains Thursday Marketplace				06/18
Father's Day				06/21
Metro Policy Advisory Committee (MPAC)	Hatcher	Lenahan	4 <sup>th</sup> Wednesday @ 5 p.m.	06/24
Parks Board			4 <sup>th</sup> Wednesday @ 6 p.m.	06/24
North Plains Thursday Marketplace				06/25
Metropolitan Area Communications Commission (MACC)	Whitehead	Newton		