

**PRELIMINARY AGENDA  
REGULAR SESSION  
CITY OF NORTH PLAINS, CITY COUNCIL MEETING  
NORTH PLAINS SENIOR CENTER  
31450 NW Commercial  
Monday, October 21, 2013 – 7:00 P.M.**

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CONSENT AGENDA:** *(The items on the Consent Agenda are normally considered in a single motion. Any item may be removed for separate consideration upon request by any member of the Council.)*
  - A. Approval of regular session agenda
  - B. Approval of minutes of 10/07/2013 Council meeting
5. **PUBLIC COMMENT:** *(Persons wishing to speak on matters not on the agenda may be recognized at this time. Speakers must complete a “Public Comment Registration form” on the information table and return it to the City Recorder. You are not required to give your address when speaking to the City Council, only your name. Presentations are limited to five minutes.)*
6. **PRESENTATION:**  
Swearing in of Reserve Police Officer Todd Duncan
7. **PUBLIC HEARING:**  
None Scheduled
8. **NEW BUSINESS:**
  - A. Consider waiving fees for Holiday Jingle and Elephant Garlic Festival.
  - B. Consider waiving fees for the use of Jessie Mays Community Hall by the North Plains Community Garden Club.
  - C. Consider waiving fees for the use of Jessie Mays for the North Plains Senior Center Crab Feed fundraiser on January 18, 2014.
  - D. Discussion of street naming policy in new developments and with renaming of streets
  - E. Approval of Resolution No. 1803 Suspending Charges for Fee In Lieu of Construction of Street Improvements
  - F. Discussion and decision of specific draft City Policies
  - G. Review of September Check Register

9. **UNFINISHED BUSINESS:**

10. **ORDINANCES:**

**FIRST READING:**

A. None Scheduled.

**SECOND READING:**

B. None Scheduled.

11. **STAFF REPORTS**

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

12. **COUNCIL REPORTS**

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

B. November 2013 Council Calendar

13. **ADVICE/INFORMATION ITEMS:**

- October 26: North Plains Pumpkin Fun Run on Saturday, at the North Plains Senior Center and Jessie Mays Community Hall. (See NPFun.org for details)
- November 11: Veteran's Day—City Offices and Library Closed
- November 16: North Plains Senior Center Holiday Bazaar at the Senior Center: 9:00-3:00
- November 28 & 29: Thanksgiving Holiday—City Offices and Library Closed

14. **ADJOURNMENT:**

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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

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

**Monday, November 4, 2013**

**Monday, November 18, 2013**

**CITY OF NORTH PLAINS, CITY COUNCIL MEETING**  
**MINUTES REGULAR SESSION**  
NORTH PLAINS SENIOR CENTER  
31450 NW Commercial  
Monday, October 7, 2013

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

Excused: Councilor Broome

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

4. **CONSENT AGENDA:**
  - A. Approval of regular session agenda
  - B. Approval of minutes of 09/16/2013 Council meeting

Motion by Lenahan. Seconded by Demagalski to approve the Consent Agenda. The motion was approved unanimously.

Hatcher made an announcement that he is making some changes in how he will run the council meetings. In the past he has been rather free in letting conversations happen, but he now wants people to wait to speak until they have been recognized.

5. **PUBLIC COMMENT:**

Margaret Reh, President of the Friends of the North Plains Public Library invited the Council to the One Book One Community Program Preview scheduled for Saturday, October 12 at 6:30 at the library. This is an introduction to the book, *Running the Rift* by Naomi Benaron which will be featured in all the One Book One Community events throughout the month of February. Free copies of the book will be available to those who attend the event on Saturday. The One Book One Community Kick-off will be held on Saturday, February 1<sup>st</sup> at the North Plains Public Library.

6. **PRESENTATION:**
  - A. Presentation of proceeds from benefit dance to Ruby Brackin of the North Plains Food Pantry.

Councilor Broome had organized the County Music Swing and Sway fundraiser that was held

on September 21, 2013. That event raised \$704.75 for the North Plains Food Bank which operates under the North Plains Senior Center. Mayor Hatcher presented a check for \$704.75 to Ruby Brackin who was representing Loaves and Fishes.

Lenahan asked Brackin to give a brief report on the Food Bank. Brackin stated that about 32 families are taking advantage of this program. They enjoy the shopping style of the set up in the yellow house. She is a little concerned about people having to wait outside until their turn during the winter months.

**7. PUBLIC HEARING:**

None Scheduled

**8. NEW BUSINESS:**

A. Adoption of Resolution No. 1801 Supporting Passage of Hillsboro School District General Obligation Bond

Hatcher stated that Council talked about this at the last meeting. Motion by Lenahan. Seconded by Demagalski to adopt Resolution No. 1801 supporting the passage of Hillsboro School District General Obligation Bond. The motion was approved unanimously.

B. Adoption of Resolution No. 1802 Appointment of Anapreet Kaur Gill to the North Plains Public Library Board of Directors

Hatcher stated a recommendation had been forwarded from the Library Board to appoint Anapreet Kaur Gill to the North Plains Public Library Board of Directors. Lenahan commented that she was very glad to see Ana getting involved with the Library—they are a good group of people. Motion by Demagalski. Second by Warren to approve Resolution No. 1802. The motion was approved unanimously.

C. Discussion of Acquisition of Cameras with a CIS grant

Chief Snyder presented the staff report. The North Plains Police Department has been exploring options for the purchase of cameras that can passively monitor high traffic areas, and provide data about problem crime areas. The locations the Department is considering monitoring include Commercial Street and Glencoe Road. Snyder is seeking direction from the Council if he should proceed in applying for a grant that would cover the purchasing and installation costs of these cameras. Discussion ensued regarding the quality of cameras that would be purchased, location of the placement of the cameras, and the purposes these cameras would be used for. Some council members expressed a concern about monitoring in “the big brother” sense. Consensus of the Council was for Snyder to proceed with applying for the grant through CIS to obtain security cameras.

D. Discussion of property acquisition for Water Tank Site

DeBry presented the staff report. DeBry is asking for direction from the Council regarding the purchase of property for a future water tank site. There are three properties that are currently available for purchase. DeBry wanted to get a sense of comfort level the Council has with the different financing options. A second water tower is important in the event of an emergency

and we would want something in place on the other side of Glencoe Road. This has more importance as North Plains will have more housing on the east side. Discussion ensued and included: possible relocation of Public Works; development of a future recreation center; city hall expansion—including library; various means of funding the purchase and still be able to fund additional infrastructure projects; linking east side of city to west side of city. Different means of funding are available depending on the intended purpose for the property. This is not something that has to be acted on in the immediate future, but now is the time to be looking at options available. DeBry was instructed by Council to bring this discussion back at the next Council meeting with more information.

E. Discussion of fireworks show for July 4, 2014

DeBry presented the staff report. Staff is seeking direction from Council regarding pursuing a fireworks show at the end of our third annual Fourth of July Celebration. A decision needs to be made regarding reserving the date for fireworks. If a show is reserved, Council can cancel the show up until March when the signed contract and deposit are due. Discussion ensued. Consensus of Council was to reserve a spot for the fireworks display. Staff was directed to pursue sponsorships from individuals, organizations and businesses. Then depending on the amount of funding received Council will decide if we have a fireworks display in 2014.

F. Discussion of the hiring of an Event Organizer for 4<sup>th</sup> of July

DeBry presented the staff report. Staff is proposing that the role of the Event Organizer be assigned formally to one person or firm to ensure that adequate time is spent on the planning process. More volunteers will be incorporated into the planning process. Hiring a person or firm to act as an organizer would reduce the amount of staff time invested in the event and promote more community involvement. The cost for an organizer is proposed to be between \$4,500 - \$6,000. If the organizer is successful in soliciting sponsorships there could be adequate revenue to fund the expense. The event this past year absorbed much of the Public Works Director's time and energy along with other staff members. By hiring an Event Organizer we will still be allocating resources, just differently. This will free up staff to do their other job assignments. Discussion ensued. The consensus of the Council was for staff to pursue hiring an Event Organizer for the Fourth of July event.

G. Acceptance of Employee Handbook date 10/1/13

Staff provided Council with a copy of the newly revised Employee Handbook. The City maintains an employee handbook to assist new hires and employees with understanding the employment process, policies, wages and benefits. This document contains only summary information. More detailed information is available in the source documents such as the explanations of benefits and budget.

H. Discuss progress Councilors are making on reviewing draft City Policies received at 9/16/13 Council Meeting.

The Council received copies of the draft City Policies at the 9/16/13 Council meeting. They are working their way through the document. They will begin approving the policies systematically throughout the next few council meetings.

I. Discussion of street naming with new development.

This topic was tabled until the 10/21/13 meeting.

J. Discuss FY2013-14 through September 2013

Finance Director Rachael Lembo presented the fiscal year documents through September to Council for review. The reports are available on-line in the Council packet information. This item was informational only.

K. Discuss excess crime coverage

Lembo explained that crime coverage is insurance against employee theft, fraud, and robbery. It is important for the Council to review this insurance policy periodically and consider how much risk the City is comfortable with as well as cost of higher coverage. Council directed staff to leave the coverage at \$250,000.

9. **UNFINISHED BUSINESS:**

A. None Scheduled

10. **ORDINANCES:**

**FIRST READING:**

A. None Scheduled.

**SECOND READING:**

B. None Scheduled

11. **STAFF REPORTS**

City Manager DeBry reported the Sunset Ridge application was received for the east expansion area. The number of small lots planned have increased significantly. Staff will keep the public aware of the plans and progress through the newsletter and the city website.

Boyles and DeBry stated they are looking into adding street lights to the industrial area of town. They are also considering doing some outreach to various neighborhoods to find out who may be interested in having street lights installed. Council was concerned about how these will be paid for. The cost is \$7.00 per light per month. DeBry stated they are just investigating this matter at this time.

Public Works Director Boyles reported on the Glencoe Road interchange. ODOT is close to being finished with what they are going to do this fall. Next April the final lift will be added to the street. He also reported that he met with ODOT regarding the walking trail and options with the alignment.

The final lift of concrete was laid down last Friday on the Claxtar Street project. For the most part, the residents are happy with the results. Hatcher stated he has heard some concerns

from residents who stated they lost seven feet from their yard and now have an eight inch incline. Boyles stated that the right-of-way has not changed on anyone's property.

Chief Snyder reported that the North Plains Police department is facilitating a Hood to Coast team that will participate in the 2014 Hood to Coast Run. This Run raises money for Providence cancer research.

Library Director Brodie reiterated that a new art exhibit is now on display at the library. This art exhibit follows the theme of the One Book One Community book choice of *Running the Rift* by Naomi Benaron.

The library has decided to disband craft night. The crafters will continue to create items on their own that will be sold at the December Craft sale fundraiser.

Staff applied for and received a grant with the State of Oregon to assist in the education of Oregonians with the new Cover Oregon health plan. Margaret Wold of the North Plains Senior Center stated that they will be providing information about Cover Oregon at the Senior Center also.

## **12. COUNCIL REPORTS**

### Mayor Report:

Hatcher reported he attended the joint library board meetings of the North Plains Public Library and the Banks Public library. It was a very informative meeting.

Hatcher polled the Council on their opinion on continuing to have council meetings at the North Plains Senior Center. He stated that initially it was going to be temporary. Consensus was to continue meeting at the Senior Center. The main concern of the Council was that it is more work for the Senior Center staff. Margaret Wold assured Council it was fine with them.

Wold did state that Council will not be able to meet at the Center during November as they will be in the middle of their kitchen remodel.

### Council Reports:

Warren reported the conversations he has had with the senior pastor at Evergreen Christian Center regarding the skate park equipment have been promising. They are willing to pay for the equipment. An agreed upon price has not been reached quite yet.

Newton reported on the League of Oregon Cities conference that she just attended. She came away with lots of new ideas for council and the community. She learned many things that would be beneficial to all of the Council as leaders of the community.

Lenahan reported she attended the first Parks Board meeting in September. They will be conducting a survey at the Chili Cook-off regarding the feasibility of a dog park.

## **13. ADVICE/INFORMATION ITEMS:**

- One Book One Community Program Preview and Art Exhibit: Saturday, October 12, 2013 from 6:30 – 8:00 p.m. at the North Plains Public Library.

- Chili Cook-Off, Thursday, October 17 at 6:00 in the Jessie Mays Community Hall
- Benefit Dance: Harvest Hoedown, Saturday, October 19, 2013 from 7:00 p.m. to 11:00 p.m. at Jessie Mays Community Hall.
- Pumpkin Run and Costume Parade, Saturday, October 26, 2013 from 7:00 a.m. with the pumpkin pancake breakfast at the Senior Center then events throughout the day at Jessie Mays Community Hall.
- Halloween Treats at the library on Thursday, October 31, 2013 starting at 11:00 a.m.

14. **ADJOURNMENT:** Mayor Hatcher adjourned the meeting at 9:48 p.m.

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David Hatcher, Mayor

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Margaret L. Reh, Deputy Recorder

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



## CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: October 14, 2013  
To: City Council  
From: City Manager Martha DeBry  
Subject: Waiver of fees at Jessie Mays Community Hall for the North Plains Holiday Jingle and 2014 Elephant Garlic Festival

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**Request:** Council waive rental and cleaning fees for the use of Jessie Mays Community Hall by the North Plains Events Association on December 5, 2013 and the rental, cleaning and OLCC fees for the Elephant Garlic Festival August 8-10, 2014.

**Background:** The North Plains Events Association consists of community members interested in raising funds for community events and other civic activities. Principals in the Events Association include Patti Burns, Stewart King, Russ Sheldon, Sherrie Simmons, as well as Mayor David Hatcher and Councilor Teri Lenahan.

The Events Association intends to host the 2013 Jingle on December 5<sup>th</sup>. As in past years, Ms. Burns will assist with the organization of parade, while the City assists with the creation of the route, street closures and leading the parade. Once the parade has ended participants can enjoy cookies, cider and hot chocolate donated by Loch Lolly Christmas Forest. Admission to the event is free, and it raises no revenues.

Additionally the Events Association would like to carry on the tradition of hosting the 2014 Elephant Garlic Festival at Jessie Mays Community Park. Admission to the event is free. The Events Association will raise funds through rental of vendor spaces, t-shirts sales and corporate sponsorships.

**Fiscal Impact:** For the Jingle, the City would be waiving approximately \$140 in rental fees and a \$100 cleaning fee.

For the Garlic Festival the City does not have a rate set for the rental of the entire Jessie Mays Community Park. The value of renting the Hall for four days is estimated at \$1,120 with a cleaning fee of \$100. The OLCC temporary permit fee is \$12 and has been typically waived for the operators of the beer and wine garden.

**Recommendation:** Council approve the waiver of fees.



## CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: October 10, 2013  
To: Mayor and City Council  
From: City Manager Martha DeBry  
Subject: Waiver of fees at Jessie Mays Community Hall for use by the North Plains Community Garden Club

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**Request:** Council waive rental and cleaning fees for the use of Jessie Mays Community Hall by the North Plains Community Garden Club (Garden Club) for their monthly meetings and Plant sale on May 3, 2014.

**Background:** The Garden Club meets monthly at Jessie Mays on the second Tuesday. Traditionally the City has waived the fees for using facility.

The Garden Club is a non-profit organization that assists the City with the set up and maintenance of flower pots on Main and Commercial Streets, and maintains the wall at Commercial and Glencoe.

A major fundraiser for the Club is annual plant sale which is proposed to be hosted at the tennis court at Jessie Mays Community Park on May 3, 2014.

**Fiscal Impact:** The estimated rental fees for monthly meetings is \$84. A cleaning fee is not applicable if the rental fee is waived.

**Recommendation:** Council approve the waiver of fees for the North Plains Community Garden Club to meet at Jessie Mays and host the 2014 Plant sale.

<b>ACORD™ CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY) <b>08/15/2013</b>
PRODUCER  <b>Trico Insurance, LLC</b> P.O. Box 1540 Beaverton, OR 97075	Phone: (503)641-3131	<b>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.</b>
INSURED  <b>OREGON STATE FEDERATION OF GARDEN CLUBS</b> 7335 SW KIMBERLY COURT BEAVERTON, OR 97008-8633		INSURERS AFFORDING COVERAGE
		INSURER A: <b>MUTUAL OF ENUMCLAW</b>
		INSURER B:
		INSURER C:
		INSURER D:
		INSURER E:

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADD'L	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
<b>A</b>	<b>Y</b>	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	<b>CPP0000665</b>	<b>08/15/2013</b>	<b>08/15/2014</b>	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>300,000</b> MED EXP (Any one person) \$ <b>10,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b>
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

**THE CITY OF NORTH PLAINS, ITS OFFICES, EMPLOYEES, VOLUNTEERS AND AGENTS ARE ADDED AS ADDITIONAL INSURED WITH RESPECTS TO THE ACTIVITIES OF THE NORTH PLAINS GARDEN CLUB AT JESSE MAYS HALL, NORTH PLAINS, OR.**

<b>CERTIFICATE HOLDER</b>  <b>CITY OF NORTH PLAINS</b> <b>ATTN: MARTHA DEBRAY</b> <b>31360 NW COMMERCIAL STREET</b> <b>NORTH PLAINS, OR 97133</b>	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE  (CAE)
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## CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: October 14, 2013  
To: City Council  
From: City Manager Martha DeBry  
Subject: Waiver of fees at Jessie Mays Community Hall for North Plains Senior Center Crab Feed fundraiser being held on Saturday, January 18, 2014

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**Request:** Council waive rental, cleaning and OLCC fees for the use of Jessie Mays Community Hall by the North Plains Senior Center on January 18, 2014.

**Background:** An annual crab feed fund raiser is scheduled for Saturday, January 18, 2014. This event provides funding to the North Plains Senior Center. Some years the event has involved the service of alcohol, which requires an administrative approval by the City of North Plains.

In the past the City has waived all fees related to the event in support of the fundraiser.

**Fiscal Impact:** The City would be waiving approximately \$392 in fees. Rental of the hall would typically generate \$280 for 8 hours. The cleaning fee is \$100. The OLCC temporary permit fee is \$12.

**Recommendation:** Council approve the waiver of fees.



## CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: October 10, 2013  
To: Mayor and City Council  
From: City Manager Martha DeBry  
Subject: Discussion of street naming policy

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**Request:** Council discuss policy for street naming.

**Background:** The City's ordinances provide little guidance regarding the naming of streets. In the past developers could select names that would be adopted by the City when improvements were dedicated.

When the Public Works Guidelines were revised last year it included a requirement that the City Council approve names of streets.

The City is likely to approve the names of some new streets within the coming months. For example the proposed names within the sunset Ridge Subdivision are: Nestor, Virgil, Helena, Cressida, Demetrius, Gloria, Lysander, Rowe, and Turney. (Most of these are combination of classic mythical names.)

It is common for subdivisions to have a common thread with their names. For example trees, colleges, or flowers are often associated with certain neighborhoods. North Plains' maps still reflect the names given to streets with the original plat developed in 1911.

Staff is asking Council for guidance on the selection of names. A draft policy is attached that promotes using the names of families historically linked to North Plains, former Mayors and parade grand marshals.

The policy also provides guidance on the renaming of existing streets if that is requested in the future. Staff is not aware of any such requests.

**Fiscal Impact:** Adopting the policy has no fiscal impact.

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

**Sample Motion:** No motion needed, for information only.

*Attachment: Policy*

# 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 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 October 2013**

### **Historical Family Names**

Bunger	Jacky	Murphy
Carver	James	Ould
Christener	Josy	Provis
Clark	Keenon	Reese
Conklin	Kelly	Sadden
Cropp	King	Schoenberg
Cypher	Lewis	Shaddon
Davis	Lincoln	Theis
Dobbibs	Loftis	Troutman
Fields		
Flemmons		
Haudegard	Martin	VanDehey
Hill	Mays	VanDomelen
Hollenbeck	McCuen	Volpp
Hunter	Miller	Walter
Ireland		

### **Mayors**

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



## CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: October 15, 2013, 2013  
To: Mayor and City Council  
From: City Manager Martha DeBry  
Subject: Adoption of Resolution No. 1804 permanently suspending the Street Fee in Lieu

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**Request:** Council approve Resolution No. 1804 permanently suspending charges for Fee in Lieu of construction of street improvements.

**Background:** On April 15, 2013 Council approved Resolution No. 1783 suspending the Street Fee in Lieu through October 15, 2013. Subsequently Council discussed the Street Fee in Lieu on September 3, 2013.

During the six month suspension the City has experienced an increase in requests for infill building permits for residences. Only one commercial building permit has been issued with the waiver. Staff has been discussing the waiver with businesses as a means of encouraging expansion and remodeling. Generally, discussion of the fee waiver is well received by the public and business owners.

Staff is recommending the suspension of the fee on a permanent basis as it has not fulfilled its original purpose of ensuring the improvement of public streets. This change will shift the burden of improvements to the property owners as development occurs. The City's code still requires the completion of frontage improvements including sidewalks and street improvements. This change will enable the owner to either execute the changes during construction or enter into an agreement with the City for completion at a later date (most likely resulting in a lien against the property.)

**Fiscal Impact:** Suspension of the fee may reduce the cost of development in the City for remodels and new buildings. The City will receive less revenues for street improvements. However since the City has not spent the bulk of the Street Fees in Lieu to date, the absence of revenue is unlikely to have a material effect on capital improvements.

The City has not yet determined a use for the funds collected to date.

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

**Sample Motion:** I move to approve Resolution No.1804.

**Attachments:** Resolution No. 1804

**RESOLUTION NO. 1804**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS,  
OREGON, PERMANENTLY SUSPENDING CHARGES FOR FEE IN LIEU OF  
CONSTRUCTION OF STREET IMPROVEMENTS**

**WHEREAS**, the City of North Plains Zoning and Development Code requires public improvements under certain circumstances in conjunction with private property improvement; and

**WHEREAS**, the City established a fee for funding future public improvements; and

**WHEREAS**, the fee disproportionately impacted small projects proposed by residents and businesses, which discouraged redevelopment and expansion of businesses; and

**WHEREAS**, Council suspended this Street Fee In Lieu by resolution on April 15, 2013 for six months and directed staff to evaluate the effectiveness of the fee and the impact on in-fill development; and

**WHEREAS**, during the six month suspension the City has experienced an increase in requests for infill building permits for residences; and

**WHEREAS**, the City Council has determined the fee is not successfully funding public improvements; and

**WHEREAS**, this change will shift the burden of improvements to the property owners as development occurs;

**NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON**, permanently suspends the Fee in Lieu of construction of street improvements.

**INTRODUCED AND ADOPTED** this 21st day of October, 2013.

**CITY OF NORTH PLAINS, OREGON**

BY: \_\_\_\_\_  
David Hatcher, Mayor

ATTEST:

BY: \_\_\_\_\_  
Margaret L. Reh, Deputy City Recorder



## CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: October 14, 2013  
To: Mayor and City Council  
From: City Manager Martha DeBry  
Subject: Discussion on draft city policies

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**Request:** Council to discuss their progress of reviewing the draft city policies distributed at the 9/16/13 council meeting.

**Background:** The draft policy manual was distributed at the 9/16/13 council meeting. Council was asked to review this packet of material for approval at the 10/21/13 meeting. Councilors were presented with the opportunity to discuss ordinances at the 10/7/13 meeting.

To manage the workload of the reviewing ordinance, staff is recommending multiple steps be followed:

1. Issues like misspellings or grammatical errors be identified and resolved outside of the Council meeting. Councilors can forward their markups to the City Recorder.
2. Councilors identify which policies need substantial revisions, and those policies be set aside for further discussion.
3. At the October 21, 2014 meeting, policies which are not earmarked for further discussion be approved by Council as written, subject to minor grammatical and spelling revisions.
4. Council review 3-4 policies per meeting until all outstanding policy issues are discussed. The review will occur in the order of the policy numbers.

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

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

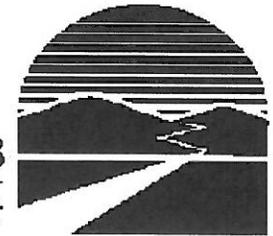
**Sample Motion:** I moved to approve all policies except those identified for further discussion.

*Attachment – None. These draft policy packets were distributed at the 9/16/13 meeting and can be reviewed from the City Council Packet posted on-line at [http://www.northplains.org/images/stories/media/Committees/City\\_Council/Agenda\\_Report\\_Documents/2013/091613%20COUNCIL%20PACKET.pdf](http://www.northplains.org/images/stories/media/Committees/City_Council/Agenda_Report_Documents/2013/091613%20COUNCIL%20PACKET.pdf)*

Accounts Payable  
 Transactions by Account and Department  
 Auto Pay Register

User: pam  
 Printed: 10/14/2013 3:27 PM  
 Batch: 000-00-0000

**NORTH PLAINS**  
*City to the Sunset*



Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
110-000-200003	ING - State of OR Plan	TThurber xxx-xx-1634	09/30/2013	529	276.92	
110-000-200003	ING - State of OR Plan	TThurber xxx-xx-1634	09/30/2013	534	276.92	
110-000-200005	CIS - EBS TRUST	October Premiums	09/30/2013	533	107.98	
Subtotal for Dept: 000					661.82	
110-421-210000	CIS - EBS TRUST	October Premiums	09/30/2013	533	1,156.03	
110-421-610224	CHEVRON	PD 8/6/13 - 9/5/13	09/30/2013	526	1,354.33	
Subtotal for Dept: 421					2,510.36	
110-452-310000	CLEAN WATER SERVICE	JMCH 7/1/13 - 8/31/13	09/30/2013	507	261.24	
110-452-310000	NW NATURAL GAS CO.	JMCH 7/29/13 - 8/27/13	09/30/2013	514	33.92	
110-452-310000	PORTLAND GENERAL EL	JMCH 7/30/13 - 8/29/13	09/30/2013	520	120.60	
Subtotal for Dept: 452					415.76	
110-455-210000	CIS - EBS TRUST	October Premiums	09/30/2013	533	32.25	
110-455-310000	NW NATURAL GAS CO.	Library 7/29/13 - 8/27/13	09/30/2013	512	21.72	
110-455-340000	CLEAN WATER SERVICE	Library 7/1/13 - 8/31/13	09/30/2013	510	165.07	
Subtotal for Dept: 455					219.04	
Subtotal for Fund: 110					3,806.98	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
111-433-640000	PORTLAND GENERAL EL	Street Lights 7/30/13 - 8/29/13	09/30/2013	516	13.15	
111-433-640000	PORTLAND GENERAL EL	Street Lights 7/30/13 - 8/29/13	09/30/2013	517	18.71	
111-433-640000	PORTLAND GENERAL EL	Street Lights 7/30/13 - 8/29/13	09/30/2013	523	13.03	
Subtotal for Dept: 433					44.89	
Subtotal for Fund: 111					44.89	
113-463-830000	COLUMBIA COMMUNIT	September Principal Payment	09/30/2013	500	615.10	
113-463-830000	COLUMBIA COMMUNIT	September Principal Payment	09/30/2013	501	106.31	
113-463-831000	COLUMBIA COMMUNIT	September Interest Payment	09/30/2013	500	320.35	
113-463-831000	COLUMBIA COMMUNIT	September Interest Payment	09/30/2013	501	393.69	
Subtotal for Dept: 463					1,435.45	
Subtotal for Fund: 113					1,435.45	
210-433-310000	CLEAN WATER SERVICE	Pump House 7/1/13 - 8/31/13	09/30/2013	508	25.00	
210-433-310000	NW NATURAL GAS CO.	Pump House 7/29/13 - 8/27/13	09/30/2013	515	44.55	
210-433-310000	PORTLAND GENERAL EL	Pump House 7/30/13 - 8/29/13	09/30/2013	519	501.51	
210-433-310000	PORTLAND GENERAL EL	Water 7/30/13 - 8/29/13	09/30/2013	524	12.54	
210-433-610600	CITY OF HILLSBORO (Uti	JWC Water Purchase 7/31/13 - 8/30/13	09/30/2013	525	14,582.92	
Subtotal for Dept: 433					15,166.52	
Subtotal for Fund: 210					15,166.52	
610-000-200001	ASIFlex	Pay Date 9/13/2013	09/30/2013	530	160.98	
610-000-200001	ASIFlex	Paydate 9/27/13	09/30/2013	535	160.98	
610-000-200004	PERS Deposit	Contributions 8/21/13 - 9/05/2013	09/30/2013	531	12,419.37	
610-000-200004	PERS Deposit	UAL and Side Accounts	09/30/2013	531	1,710.69	
610-000-200005	CIS - EBS TRUST	October Premiums	09/30/2013	533	23.76	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
					Subtotal for Dept: 000	14,475.78
610-411-300103	DICK THOMPSON BAND	Cash for Band Night of Event	09/30/2013	536	300.00	
					Subtotal for Dept: 411	300.00
610-413-210000	CIS - EBS TRUST	October Premiums	09/30/2013	533	1,607.08	
					Subtotal for Dept: 413	1,607.08
610-415-210000	CIS - EBS TRUST	October Premiums	09/30/2013	533	2,752.83	
610-415-330000	ADP, INC.	Proc Chrg for Pd Ending 8/25/13	09/30/2013	502	209.90	
610-415-330000	ADP, INC.	Late Close Fee ( NSteele)	09/30/2013	532	100.00	
610-415-330000	ADP, INC.	Proc Chrgs for Pd ending 8/31/12	09/30/2013	532	184.45	
					Subtotal for Dept: 415	3,247.18
610-419-310000	CLEAN WATER SERVICE	Kaybern 7/1/13 - 8/31/13	09/30/2013	503	21.25	
610-419-310000	CLEAN WATER SERVICE	City Hall 7/1/13 - 8/31/13	09/30/2013	504	173.74	
610-419-310000	CLEAN WATER SERVICE	Kaybern 7/1/13 - 8/31/13	09/30/2013	506	7.50	
610-419-310000	CLEAN WATER SERVICE	Yelolow House 7/1/13 - 8/31/13	09/30/2013	509	89.42	
610-419-310000	COMCAST	JMCH 7/13 - 10/13	Uncommitted	537	46.09	
610-419-310000	NW NATURAL GAS CO.	City Hall 7/29/13 - 8/27/13	09/30/2013	511	15.94	
610-419-310000	NW NATURAL GAS CO.	Yellow House 7/29/13 - 8/27/13	09/30/2013	513	8.56	
610-419-310000	PORTLAND GENERAL EL	Yellow House 7/30/13 - 8/29/13	09/30/2013	518	33.26	
610-419-310000	PORTLAND GENERAL EL	City Hall 7/30/13 - 8/26/13	09/30/2013	521	407.49	
					Subtotal for Dept: 419	803.25
610-433-210000	CIS - EBS TRUST	October Premiums	09/30/2013	533	4,496.68	
610-433-310000	PORTLAND GENERAL EL	Public Works 7/30/13 - 8/29/13	09/30/2013	522	46.65	
610-433-610224	CHEVRON	PW 8/6/13 - 9/5/13	09/30/2013	527	3.02	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
					4,546.35	
				Subtotal for Dept: 433	4,546.35	
					24,979.64	
				Subtotal for Fund: 610	24,979.64	
					45,433.48	
				Report Total:	45,433.48	

Accounts Payable  
Transactions by Account and Department

Manual Check Register

User: pam  
Printed: 10/14/2013 3:25 PM  
Batch: 000-00-0000



Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
110-000-200000	Maricela Gallardo	JMCH Deposit Refund	09/09/2013	21428	400.00	
Subtotal for Dept: 000					400.00	
110-421-125000	NICHOLAS STEELE	Reissue of lost check	09/25/2013	21479	13.69	
110-421-207000	OR. DEPT. OF REVENUE-	Fines and Fees August 2013	09/18/2013	21457	120.00	
110-421-207000	WA. CTY - FINANCE (cour	August 1 - August 31, 2013	09/18/2013	21465	56.00	
110-421-300000	VISA/ CARDMEMBER SE	City of Portland	09/09/2013	21444	1.00	
110-421-300000	VISA/ CARDMEMBER SE	Lil Cooperstown	09/09/2013	21444	28.98	
110-421-300000	VISA/ CARDMEMBER SE	Farrellis	09/09/2013	21444	29.13	
110-421-300000	VISA/ CARDMEMBER SE	BJs Restaurant	09/09/2013	21444	19.86	
110-421-300000	VISA/ CARDMEMBER SE	McDonalds	09/09/2013	21444	7.64	
110-421-300000	VISA/ CARDMEMBER SE	Residence Inns	09/09/2013	21444	153.99	
110-421-330000	DMV, MOTOR VEHICLES	Certified court print, Photo lineups	09/09/2013	21435	12.00	
110-421-330000	KRP DATA SYSTEMS	Annual WebLEDS Mainenancet & Service	09/04/2013	21455	1,574.85	
110-421-330000	PACIFIC HEART ASSOCI	Employment Exam - JPetersen	09/18/2013	21459	467.36	
110-421-330000	USA MOBILITY	TThurber pager 09/01/13 - 11/30/13	09/11/2013	21443	25.89	
110-421-330000	VERIZON WIRELESS	PD 8/7 - 9/6	09/18/2013	21464	243.08	
110-421-330000	VERIZON WIRELESS	PD 08/08/13 - 09/07/13	09/25/2013	21486	113.42	
110-421-330000	VISA/ CARDMEMBER SE	Legislative Council - criminal code book	09/09/2013	21444	120.00	
110-421-340000	DUYCK'S GARAGE	06 Crown Vic - Rear Brakes	09/18/2013	21450	199.80	
110-421-340000	DUYCK'S GARAGE	Tahoe - Oil and Lube	09/18/2013	21450	60.00	
110-421-340000	DUYCK'S GARAGE	05 Crown Vic - Oil Change	09/18/2013	21450	47.90	
110-421-340000	THE SIGN CO.	laminate/applied to roof of Dodge Charge	09/25/2013	21481	275.00	
110-421-340000	VISA/ CARDMEMBER SE	Walmart - carwashes	09/09/2013	21444	35.22	
110-421-340000	VISA/ CARDMEMBER SE	Bi-Mart - carwash accessories	09/09/2013	21444	7.99	
110-421-610000	BLUMENTHAL UNIFORM	Belt Keeper, cuff key	08/28/2013	21430	50.75	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
110-421-610000	EMERGENCY RESPONDE	Zebra USB Cable for Zebra Printer	09/18/2013	21451	36.89	
110-421-610000	JODY PETERSEN	Replacement watch/dmgd during dog track	09/18/2013	21460	27.94	
110-421-610000	JODY PETERSEN	Replacement Watch Corrected Cost	09/25/2013	21478	10.00	
110-421-610000	TASER INTERNATIONAL	Holster, Blackhawk, Left	09/18/2013	21461	58.90	
110-421-610000	TASER INTERNATIONAL	Cartridge - 25'Hybrid / 6	09/25/2013	21480	164.65	
110-421-610000	VISA/ CARDMEMBER SE	Bruce Chevrolet - paint	09/09/2013	21444	14.80	
110-421-610000	VISA/ CARDMEMBER SE	Interstate All Battery	09/09/2013	21444	24.99	
110-421-610000	VISA/ CARDMEMBER SE	The See Group - drug testing kits	09/09/2013	21444	136.24	
110-421-610000	VISA/ CARDMEMBER SE	BaronBob.com	09/09/2013	21444	36.47	
110-421-610000	VISA/ CARDMEMBER SE	Amazon Mktplace - film	09/09/2013	21444	63.78	
110-421-610000	VISA/ CARDMEMBER SE	The See Group - drug testing kits	09/09/2013	21444	59.29	
110-421-610000	VISA/ CARDMEMBER SE	Office Furniture.com	09/09/2013	21444	198.00	
110-421-610000	VISA/ CARDMEMBER SE	REI	09/09/2013	21444	55.00	
110-421-610000	VISA/ CARDMEMBER SE	Observint Tech	09/09/2013	21444	817.29	
110-421-610100	BLUMENTHAL UNIFORM	Sew Emblems	08/28/2013	21430	7.50	
110-421-610100	VISA/ CARDMEMBER SE	Danner Factory Store	09/09/2013	21444	162.00	
110-421-610100	VISA/ CARDMEMBER SE	Danner Factory Store	09/09/2013	21444	15.00	
110-421-610224	SUNSHINE INC.	PD August Fuel	09/04/2013	21426	498.90	
110-421-610224	SUNSHINE INC.	PD August Fuel Discount	09/04/2013	21426	-4.99	
Subtotal for Dept: 421					6,046.20	
110-452-310000	PORTLAND GENERAL EL	Chamber 07/30/13 - 08/29/13	09/09/2013	21441	54.97	
110-452-310000	PORTLAND GENERAL EL	Chamber 07/30/13 - 08/29/13	09/09/2013	21441	49.40	
110-452-340000	RON-JONS UNLIMITED, I	2 Standard Toilets Weekly	09/04/2013	21442	166.00	
110-452-340000	VISA/ CARDMEMBER SE	Emedco	09/04/2013	21444	99.11	
110-452-340000	VISA/ CARDMEMBER SE	ChdC and H Distribtrs	09/04/2013	21444	44.09	
110-452-610000	VISA/ CARDMEMBER SE	Lowes	09/04/2013	21444	4.98	
Subtotal for Dept: 452					418.55	
110-455-310000	COMCAST	Library 09/03/13 - 10/02/13	09/09/2013	21431	86.95	
110-455-310000	PORTLAND GENERAL EL	Library 7/29/13 - 8/28/13	09/11/2013	21441	370.00	
110-455-330000	TYCO INTEGRATED SEC	Library 10/1/13 - 10/31/13	09/25/2013	21466	67.50	
110-455-330000	UNIQUE MANAGEMENT	08-07 Placements	09/18/2013	21463	8.95	
110-455-340000	CANON SOLUTIONS AM	Monthly billing 8/14/13-9/14/13	09/25/2013	21472	72.98	
110-455-340000	DeLAGE LANDEN	Contract Payment 8/15/13 - 9/14/13	09/09/2013	21433	137.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
110-455-610000	AMERICAN EXPRESS	Library copier/printer/scanner/fax	08/28/2013	21414	360.97	
110-455-610000	SHARON ARENDS	Cake for Unbirthday Party	09/09/2013	21429	35.00	
110-455-610000	DEMCO, INC.	Library Supplies	08/28/2013	21434	291.38	
110-455-610000	VISA/ CARDMEMBER SE	Post Office	09/09/2013	21444	42.84	
110-455-610000	VISA/ CARDMEMBER SE	Kindle Order	09/11/2013	21444	9.99	
110-455-610000	VISA/ CARDMEMBER SE	Kindle Order	09/11/2013	21444	13.99	
110-455-610000	VISA/ CARDMEMBER SE	Kindle Order	09/11/2013	21444	14.98	
110-455-610000	VISA/ CARDMEMBER SE	Kindle Order	09/11/2013	21444	13.98	
110-455-610000	VISA/ CARDMEMBER SE	Kindle Order	09/11/2013	21444	12.06	
110-455-610000	VISA/ CARDMEMBER SE	Kindle Order	09/11/2013	21444	6.98	
110-455-610000	VISA/ CARDMEMBER SE	Kindle Order	09/11/2013	21444	10.91	
110-455-610000	VISA/ CARDMEMBER SE	Kindle Order	09/11/2013	21444	12.99	
110-455-610000	VISA/ CARDMEMBER SE	Kindle Order	09/11/2013	21444	13.98	
110-455-610000	VISA/ CARDMEMBER SE	Office Depot	09/11/2013	21444	2.40	
110-455-610000	VISA/ CARDMEMBER SE	Office Depot	09/11/2013	21444	74.90	
110-455-610000	VISA/ CARDMEMBER SE	Fred Meyer	09/11/2013	21444	15.98	
110-455-610000	VISA/ CARDMEMBER SE	Fred Meyer	09/11/2013	21444	12.98	
110-455-610000	VISA/ CARDMEMBER SE	Barnes and Noble	09/11/2013	21444	20.00	
110-455-610000	VISA/ CARDMEMBER SE	Office Depot	09/11/2013	21444	18.69	
110-455-610000	VISA/ CARDMEMBER SE	Office Depot	09/11/2013	21444	3.48	
110-455-610000	VISA/ CARDMEMBER SE	Office Depot	09/11/2013	21444	29.02	
110-455-610000	VISA/ CARDMEMBER SE	Office Depot	09/11/2013	21444	36.67	
110-455-610000	VISA/ CARDMEMBER SE	Fred Meyer CREDIT	09/11/2013	21444	-9.99	
110-455-640000	BAKER & TAYLOR	Library Materials	08/28/2013	21416	335.56	
110-455-640000	BAKER & TAYLOR	Library Materials	09/18/2013	21447	12.10	
110-455-640000	BAKER & TAYLOR	Library Materials	09/18/2013	21447	376.39	
110-455-640000	DEMCO, INC.	Library Materials	09/11/2013	21434	524.36	
110-455-640000	INGRAM LIBRARY SERV	Library Materials	08/28/2013	21437	256.99	
110-455-640000	INGRAM LIBRARY SERV	Library Materials	09/18/2013	21454	44.60	
110-455-640000	INGRAM LIBRARY SERV	Library Materials	09/18/2013	21454	16.24	
110-455-640000	INGRAM LIBRARY SERV	Library Materials	09/18/2013	21454	15.09	
110-455-640000	INGRAM LIBRARY SERV	Library Materials	09/18/2013	21454	314.20	
110-455-640000	OREGONIAN	Argus through end of June	09/18/2013	21458	81.00	
110-455-640000	VISA/ CARDMEMBER SE	Library Materials	09/11/2013	21444	81.54	
110-455-640000	VISA/ CARDMEMBER SE	Amazon Mktplace	09/11/2013	21444	11.98	
110-455-640000	VISA/ CARDMEMBER SE	Amazon.com	09/11/2013	21444	21.37	
110-455-640000	VISA/ CARDMEMBER SE	Amazon.com	09/11/2013	21444	71.94	
110-455-640000	VISA/ CARDMEMBER SE	Amazon.com	09/11/2013	21444	50.91	

Subtotal for Dept: 455

4,001.83

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
					Subtotal for Fund: 110	10,866.58
210-000-555555	PATRICIA MILLER	Refund check	09/25/2013	21482	5.63	
210-000-555555	STEVEN PRINCE HOMES	Refund check	09/25/2013	21483	41.01	
210-000-555555	JOHN & MEMORIE MCCA	Refund check	09/25/2013	21484	53.28	
210-000-555555	VINCE BIGGI	Refund check	09/25/2013	21485	41.01	
					Subtotal for Dept: 000	140.93
210-433-330000	ALEXIN ANALYTICAL L	April 2013 TC	09/04/2013	21413	87.00	
210-433-330000	ALEXIN ANALYTICAL L	Routine water testing August	09/25/2013	21468	58.00	
210-433-330000	ONE CALL CONCEPTS, I	Oregon Utility Notification Center AUGUS	09/04/2013	21423	36.00	
210-433-340000	HOSS PAVING INC.	Asphalt patching	08/30/2013	21453	550.00	
210-433-340000	HOSS PAVING INC.	Cottage St Patch Prep & Pave	09/25/2013	21473	700.00	
210-433-340000	VISA/ CARDMEMBER SE	Home Depot	09/04/2013	21444	178.37	
					Subtotal for Dept: 433	1,609.37
					Subtotal for Fund: 210	1,750.30
610-000-200002	AFLAC	OCTOBER Premiums	09/25/2013	21467	243.09	
					Subtotal for Dept: 000	243.09
610-411-300100	AMERICAN EXPRESS	National Night Out	08/28/2013	21414	383.73	
610-411-300100	WASHINGTON COUNTY	Special Event Permit Fee	09/26/2013	21489	118.00	
610-411-300102	DeBRY, MARTHA	REIMBURSEMENT 8/30/13 C in Park	09/04/2013	21419	78.24	
610-411-300102	VISA/ CARDMEMBER SE	ASCAP License Fee	09/04/2013	21444	327.00	
610-411-300107	IMPACT SIGN CO.	Correction of banner/2 sides	09/25/2013	21474	20.00	
610-411-300107	ISSAQUAH TROPHY & A	Gold Tone Chili Pot Trophies / 7	09/25/2013	21475	70.97	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
					Subtotal for Dept: 411	997.94
610-412-330000	BEERY, ELSNER & HAM	DR Horton and McKay Fields review	09/25/2013	21471	80.00	
610-412-330000	BEERY, ELSNER & HAM	Riley Property	09/25/2013	21471	179.40	
610-412-330000	BEERY, ELSNER & HAM	Nuisance Abatement/Code Enforcement	09/25/2013	21471	260.00	
610-412-330000	BEERY, ELSNER & HAM	Employment Agreement/Alteration	09/25/2013	21471	249.46	
					Subtotal for Dept: 412	768.86
610-413-300000	OREGON STATE POLICE	Fingerprints	09/26/2013	21488	33.00	
					Subtotal for Dept: 413	33.00
610-414-360000	COMMUNITY NEWSPAP	DR Horton Variance	09/09/2013	21432	72.00	
					Subtotal for Dept: 414	72.00
610-415-300000	OMFOA	OMFOA Member Rate	09/25/2013	21476	305.00	
610-415-330000	MOONLIGHT BPO	Statement Processing AUGUST	08/30/2013	21421	416.17	
610-415-330000	MOONLIGHT BPO	Newsletter AUGUST	09/09/2013	21439	693.00	
610-415-330000	PAULY, ROGERS AND C	June 30, 2013 Audit	09/04/2013	21424	3,880.00	
610-415-350000	OMFOA	New Member- Registration Included	09/25/2013	21476	100.00	
					Subtotal for Dept: 415	5,394.17
610-419-310000	AT&T WIRELESS SERVIC	PW Pager 8/6/13 - 9/5/13	09/18/2013	21445	32.47	
610-419-310000	XO COMMUNICATIONS	City Hall 08/18/13 - 09/17/13	09/04/2013	21427	590.07	
610-419-310000	XO COMMUNICATIONS	09/18/13 - 10/17/13	09/25/2013	21487	590.15	
610-419-330000	TYCO INTEGRATED SEC	City Hall 10/01/13 - 10/31/13	09/25/2013	21466	206.93	
610-419-330000	CONNELL PC ASSOCIAT	For Services performed in August 2013	09/04/2013	21418	170.48	
610-419-330000	GLOBAL DATA LINK	Monthly Services	09/11/2013	21436	825.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
610-419-330000	GLOBAL DATA LINK	Monthly Services	09/11/2013	21436	825.00	
610-419-330000	GLOBAL DATA LINK	Monthly Services	09/11/2013	21436	825.00	
610-419-330000	VISA/ CARDMEMBER SE	PO	09/04/2013	21444	5.60	
610-419-330000	VISA/ CARDMEMBER SE	PO	09/04/2013	21444	21.53	
610-419-330000	VISA/ CARDMEMBER SE	EIG - web hosting 2 yr npfun.org	09/09/2013	21444	19.98	
610-419-330000	VISA/ CARDMEMBER SE	EIG - prem drag/drop builder 36 months	09/09/2013	21444	269.64	
610-419-340000	PACIFIC OFFICE AUTOM	Contract Payment 8/15/13 - 9/14/13	09/09/2013	21440	770.00	
610-419-340000	PACIFIC OFFICE AUTOM	Overage on Quarterly Copies	09/25/2013	21477	118.22	
610-419-340000	RICOH USA INC	Additional Images	09/04/2013	21425	173.53	
610-419-340000	RICOH USA INC	Contract Payment 9/15/2013	09/04/2013	21425	700.35	
610-419-340000	TEMP CONTROL MECHA	Contract Payment 9/1/13 - 9/30/13	09/04/2013	21462	309.00	
610-419-610000	AWARD SPECIALITIES	Nameplates	08/30/2013	21446	64.40	
610-419-610000	AWARD SPECIALITIES	Nameplates and Name Badges	09/25/2013	21470	59.00	
610-419-610000	COASTWIDE LABORATO	Office Supplies	09/04/2013	21449	890.13	
610-419-610000	JENNIFER KNOWLES	REIMBURSEMENT - Mileage	09/11/2013	21438	9.72	
610-419-610000	JENNIFER KNOWLES	REIMBURSEMENT - Lunch	09/11/2013	21438	37.40	
610-419-610000	OR. COFFEE ROASTER, I	5# coffee	08/30/2013	21422	37.50	
610-419-610000	OR. COFFEE ROASTER, I	5# Coffee	09/18/2013	21456	37.50	
610-419-610000	VISA/ CARDMEMBER SE	Cash N Carry	09/04/2013	21444	144.08	
610-419-610000	VISA/ CARDMEMBER SE	Amazon	09/04/2013	21444	28.99	
610-419-610000	VISA/ CARDMEMBER SE	Amazon - Amazon Basics	09/09/2013	21444	6.99	
610-419-610000	VISA/ CARDMEMBER SE	Envelopes with Postage	09/09/2013	21444	538.10	
610-419-610000	VISA/ CARDMEMBER SE	Amazon -Black Frame	09/09/2013	21444	24.78	
610-419-610000	VISA/ CARDMEMBER SE	Amazon -Black Frame	09/09/2013	21444	24.78	
610-419-621000	ASIFlex	Adm Fees for period beginning 08/01/13	09/25/2013	21469	18.75	
610-419-621002	CIS TRUST	Workers' Comp 2013-14 Renewal Pay 2	07/31/2013	21448	3,881.17	
610-419-720000	VISA/ CARDMEMBER SE	Alphabet Signs	09/04/2013	21444	1,034.16	
Subtotal for Dept: 419					13,290.40	
610-433-110000	SCHOELICH, MICHAEL	Underpaid on 9/27/13 paycheck	09/27/2013	21490	650.00	
610-433-340000	AMERICAN BARRICADE	24x18 Aign A/HP	09/04/2013	21415	75.00	
610-433-340000	CNH CAPITAL	Metro New Holland	08/28/2013	21417	5.62	
610-433-340000	HILLSBORO ELECTRIC, L	Install New SO Cord	08/30/2013	21452	995.00	
610-433-340000	METRO NEW HOLLAND	Bag Asm	08/30/2013	21420	129.33	
610-433-340000	VISA/ CARDMEMBER SE	Millers Mini Mix Concrete	09/04/2013	21444	234.00	
610-433-340000	VISA/ CARDMEMBER SE	Lowes	09/04/2013	21444	43.39	
610-433-340000	VISA/ CARDMEMBER SE	Lowes	09/04/2013	21444	42.34	
610-433-340000	VISA/ CARDMEMBER SE	Lowes	09/04/2013	21444	22.09	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
610-433-610000	VISA/ CARDMEMBER SE	Dicks Clothing & Sporting	09/04/2013	21444	59.98	
610-433-610224	SUNSHINE INC.	PW August Fuel	09/04/2013	21426	891.65	
610-433-610224	SUNSHINE INC.	PW August Fuel Discount	09/04/2013	21426	-8.92	
Subtotal for Dept: 433					3,139.48	
Subtotal for Fund: 610					23,938.94	
Report Total:					36,555.82	

## November 2013 Council Calendar

Meeting	Primary	Alternate	Note	Date
<b>City Council</b>			<b>Tuesday 7:00 p.m.</b>	<b>11/04</b>
Veteran's Day (City Offices and Library closed)				11/11
Washington County Coordinating Committee (WCCC)	Hatcher	DeBry	2 <sup>nd</sup> Monday @ 12 noon	11/11
Planning Commission	Kindel		2 <sup>nd</sup> Wednesday @ 7 p.m.	11/13
Washington County Office of Community Development: Policy Advisory Board	Kindel	Demagalski	2 <sup>nd</sup> Thursday @ 7 p.m.	11/14
Senior Center Holiday Bazaar			North Plains Senior Center 9:00-3:00	11/16
<b>City Council</b>			<b>7:00 p.m.</b>	<b>11/18</b>
Library Board	Lenahan		3 <sup>rd</sup> Wednesday @ 7 p.m.	11/20
Metro Policy Advisory Committee (MPAC)	Hatcher	Newton	4 <sup>th</sup> Wednesday @ 5 p.m.	11/27
Parks Board			4 <sup>th</sup> Wednesday @ 6:30 p.m.	11/27
Thanksgiving Holiday (City Offices and Library closed)				11/28
Thanksgiving Holiday (City Offices and Library closed)				11/29
Metropolitan Area Communications Commission (MACC)	Warren	Lenahan		
Northwest Oregon Area Commission on Transportation (NWACT)	Lenahan	DeBry		