

**PRELIMINARY AGENDA
REGULAR SESSION
CITY OF NORTH PLAINS, CITY COUNCIL MEETING
NORTH PLAINS SENIOR CENTER
31450 NW Commercial Street
Monday, December 2, 2013 – 7:00 P.M.**

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CONSENT AGENDA:** *(The items on the Consent Agenda are normally considered in a single motion. Any item may be removed for separate consideration upon request by any member of the Council.)*
 - A. Approval of regular session agenda
 - B. Approval of minutes of 11/18/2013 Council meeting
5. **PUBLIC COMMENT:** *(Persons wishing to speak on matters not on the agenda may be recognized at this time. Speakers must complete a “Public Comment Registration form” on the information table and return it to the City Recorder. You are not required to give your address when speaking to the City Council, only your name. Presentations are limited to five minutes.)*
6. **PRESENTATION:**
 - A. Proclamation declaring December 10, 2013 as Human Rights Day and December 8-14, 2013 Human Rights Week: Salma Ahmed
 - B. FIRST LEGO League Team to expressed appreciation for the Council’s support and report on what the team is doing this year.
7. **PUBLIC HEARING:**

None Scheduled
8. **NEW BUSINESS:**
 - A. Discussion of odor monitoring findings and Nature’s Needs Final Report with Tom Card of Washington County
 - B. Consider the request for a BBQ Competition in early June.
 - C. Adoption of Resolution No. 1807 Approving an Intergovernmental Loan from the City of North Plains’ General Fund to North Plains Urban Renewal Agency
 - D. Adoption of Resolution No. 1808 approving the intergovernmental agreement between the City of Hillsboro and the City of North Plains for IT Services.
 - E. Discussion website demo
 - F. Approval of newsletter advertising
 - G. Discussion regarding the purchase of a portable stage for use of outdoor city activities.

9. UNFINISHED BUSINESS:

A. Discussion and approval of specific draft city policies from number 252-359
(Copies of policies were distributed at the 9/16/13 Council meeting)

10. ORDINANCES:

FIRST READING:

None Scheduled

SECOND READING:

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 and other items.

B. December 2013 Council Calendar

13. ADVICE/INFORMATION ITEMS:

- Thursday, December 5: Jingle Parade
- Friday, January 17, 2014 at 6:30: William Stafford Event-An evening of Conversation, Wine and Poetry with Kim Stafford, emceed by Brian Doyle at St. Edward's Parish Hall.

14. ADJOURNMENT:

North Plains City Council meetings are accessible for disabled individuals. The City will also endeavor to provide services for persons with impaired hearing or vision and other services, if requested, at least 48 hours prior to the meeting. To obtain services, please call City Hall at (503) 647-5555

City Council Meetings are normally scheduled to be held at the North Plains Senior Center. They will be held at 31450 NW Commercial Street, North Plains, Oregon, on the following dates at 7:00 p.m.:

Monday, December 16, 2013

Monday, January 6, 2014

Tuesday, January 21, 2014

CITY OF NORTH PLAINS, CITY COUNCIL MEETING
MINUTES REGULAR SESSION
NORTH PLAINS SENIOR CENTER
31450 NW Commercial
Monday, November 18, 2013

1. **CALL TO ORDER:** Mayor David Hatcher called the meeting to order at 7:02 p.m.
2. **PLEDGE OF ALLEGIANCE:** Mayor Hatcher conducted the flag salute
3. **ROLL CALL:** Mayor David Hatcher; Councilors: Michael Demagalski, Michael Broome, Charlynn Newton, and Robert Kindel, Jr.

Excused absence: Council President Teri Lenahan

Unexcused absence: Glen Warren

Staff present: City Manager Martha DeBry, Chief of Police Bill Snyder, Deputy City Recorder Margaret Reh

4. **CONSENT AGENDA:**
 - A. Approval of regular session agenda
 - B. Approval of minutes of 11/04/2013 Council meeting

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

5. **PUBLIC COMMENT:**

Ron Brandt of 31883 NW Claxtar Street presented a proposal to Council to assist with parking restrictions in this new development on the southwest area of town. Brandt would like to see the removal of two no parking signs on the northeast end of Claxtar Street—east of 320th Avenue. Brandt submitted four photos illustrating the possible location of two additional spaces. Staff will take this proposal under consideration.

6. **PRESENTATION:**
 - A. **Proclamation of thanks to Eagle Scouts for the Wascoe Street Project.**

Eagle Scout candidates, Logan and Carson Miller were presented with a proclamation of thanks from the Council and Mayor Hatcher for the construction of a neighborhood pedestrian park at the corner of Wascoe Street and Main Street. They were instrumental in coordinating and organizing the work crews which resulted in a

beautiful product for the citizens of North Plains to enjoy.

B. Proclamation for Fallen Oregon City Reserve Police Officer Robert Libke

Police Chief Bill Snyder addressed the Council and the audience regarding the death in the line of duty of Oregon City Reserve Police Officer Robert Libke. Mayor Hatcher and the North Plains City Council issued this proclamation of heartfelt condolences to the City of Oregon City, its staff, the Officer's family and its citizens.

7. **PUBLIC HEARING:**
None Scheduled

8. **NEW BUSINESS:**

A. Consider adoption of Resolution No. 1806-Declaring Police Vehicle Surplus

DeBry presented the staff report explaining this is a routine request. The 2005 Ford Crown Victoria is eight years old and should become surplus. We anticipate earning about \$5,000-\$6,000 in revenue from the sale. The Chief reported that this vehicle has already been replaced with a 2014 Dodge Charger that has recently come into service.

Motion by Demagalski. Seconded by Broom to adopt Resolution No. 1806 declaring police vehicle as surplus. The motion was approved unanimously

B. Discuss policy of signs at intersection of Commercial Street and Glencoe Road

DeBry explained staff has been approached by several businesses in the past few months regarding the placement of sandwich signs in the traffic island at the intersection of Commercial Street/West Union Road and Glencoe Road. Business owners stated that these signs steer a lot of business into the downtown area. Staff is recommending an interim policy be adopted to test the practicality of allowing signs at the intersection until something more permanent is developed. Details of the proposal were outlined in the staff report. Discussion ensued.

Newton asked of the status of the sign design that was brought before the Council in the early summer. DeBry stated the final design and the associated costs have not yet been submitted to the City.

Hatcher asked of the status of the directional signs staff were to install to direct traffic to the downtown area. DeBry reported the signs are up. Hatcher stated that since most of the Council had not noticed the signs if staff would consider installing larger sized signs.

Motion by Demagalski. Seconded by Broome to approve an interim policy of signs at this intersection. The motion was approved unanimously.

C. Consider approval of the rental of Jessie Mays Community Park for the Twelve Bridges Relay Race on Saturday, May 31, 2014.

DeBry presented the staff report. Double Dog Dare U Events (DDDUE) approached the City to use Jessie Mays Community Park as a staging area for the Twelve Bridges Relay this spring. No one has ever requested to rent the park before so there are no rental fees in place. DeBry has discussed a proposed rental fees with DDDUE and is seeking Council's approval of this arrangement. Discussion ensued. Kindel suggested we keep good records of the condition of the park and the impact this event has on the community. Council suggested we keep track of unforeseen expenses and re-evaluate a fee for the rental of the park after this event.

Motion by Broome. Seconded by Demagalski to approve the use of Jessie Mays Community Park with the agreed rental fees for the Twelve Bridges Relay on Saturday, May 31, 2014. The motion was approved unanimously.

D. Review of October Check Register

Council reviewed the October 2013 Check Register provided by the Finance Department. There were a number of questions from Council of which most were explained and accounted for. Staff will report back to Council regarding the broken window listed with the name, Pat Ewing. Staff thanked Council for their diligence in reviewing the report.

9. **UNFINISHED BUSINESS:**

A. Discussion and approval of specific draft city policies from number 204-251

The draft policy manual was distributed at the 9/16/13 council meeting to give the Councilors time to review and present any changes or concerns. Council directed staff on 10/21 that batches of policies be reviewed at each meeting until they are all approved.

Council went through policies 204-251. Minor changes were made to a few policies. Council directed staff to make these revisions. An edited copy of the manual will be delivered to Council at the end of the process.

10. **ORDINANCES:**

FIRST READING:

A. None Scheduled

SECOND READING:

B. None Scheduled

11. **STAFF REPORTS**

DeBry reported that Polygon Homes presented their proposal for Sunset Ridge to Planning Commission on November 13, 2013. The plan is for 104 homes and they are looking at breaking ground in April. Polygon is working with the County on the partitioning of the acreage that was annexed from the rest of the parcel.

Sunset Terrace, a 55 unit subdivision has been resubmitted in the area at the far west end of Wascoe Street on the land south of North Plains Elementary School. This subdivision was in the works before the recession. This plan has a minor change due to a wetland adjustment that was necessary.

The McKay Fields property has been picked up by a new national developer.

DeBry mentioned that an annexation proposal may be necessary within the next few years. This will be dependent upon the direction the Council and Planning Commission decide to take with the Comprehensive Plan.

DeBry reported on the Claxtar Street project in Boyles' absence. The final costs are coming in much higher than we had anticipated. The original bid came in around \$460K and we have seen a substantial increase over that. There were additional materials that needed to be purchased to deal with drainage issues and building up the yards to match the new elevation of the street. Boyles is working with Rachael Lembo and the contractor regarding the differences. They will be going through the bills and try to talk it down—both parties must be in agreement. Before anything is finalized, the findings will come back to Council.

Chief Snyder reported on the collaboration with Washington County and Hillsboro law enforcement organizations on training opportunities. The department will see significant savings by coordinating their training programs.

Snyder is working with staff on preparing a banner that they will use on their entry for the Holiday Jingle parade. This banner is to help promote the law enforcement team's participation in the Hood to Coast Relay next summer.

Snyder reported the hours spent on the Glencoe project is down to 20 hours per month from 28 hours per month.

Reserve Officer Josh Brown has been hired by Clackamas County.

12. COUNCIL REPORTS

Mayor Report: Mayor Hatcher went over the December calendar with the Council..

Council Reports:

Newton reported she attended the National League of Cities—Congress of Cities and Exposition in Seattle last week. She stated she came away with many good ideas for

our community. Newton will review some ideas of obtainable goals with DeBry and report to Council.

13. **ADVICE/INFORMATION ITEMS:**

- Saturday, November 23: Dance at Jessie Mays at 7:30 p.m.
- Sunday, November 24: Playdate at Jessie Mays from 1:30 to 4:00 p.m.
- November 28 & 29: Thanksgiving Holiday—City Offices and Library Closed
- Thursday, December 5: Holiday Jingle Parade

14. **ADJOURNMENT:** Mayor Hatcher adjourned the meeting at 8:21 p.m.

David Hatcher, Mayor

Margaret L. Reh, Deputy Recorder

Date approved _____



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: November 20, 2013
To: City Council
From: City Manager Martha DeBry
Subject: Human Rights Day Proclamation

Request: Consider Presentation by Human Rights Council of Washington County member Salma and approve the Human Rights Day Proclamation

Background: The Human Rights Council of Washington County has requested that the City issue a proclamation in support of the Human Rights Day, Tuesday, December 10, 2013, being designated as Human Rights Day which marks the 65th anniversary of the United Nations Declaration of Human Rights. This would be the sixth year the Council has proclaimed a Human Rights Day in the City.

Fiscal Impact: No fiscal impact is associated with this action.

Sample Motion: I move to approve the proclamation designating December 10, 2013 as "Human Rights Day" and December 8-14, 2013 as "Human Rights Week."



2013-2014 Council Roster

Joelle Davis (Chair)
Councilor, City of Tualatin

Lauri Stewart (Vice Chair)
State of Oregon DHS

Jim de Sully (Secretary)
Assistant Chief of Police, Tigard

Cmdr. Willie Bose
Washington County Sheriff's Office

Toni Rock Garreton
Community Member

Salma Ahmad
Islamic Society of Greater Portland

Cmdr. John Schmerber
Hillsboro Police Department

Luis Nava
Hispanic Activist

Peg Pfab
Community Member

Nancy Panitch
Community Member

Ex-Officio Members

Alfonso Lopez-Vasquez (Past Chair)
Pacific University

October 25, 2013

Dear Mayor Hatcher:

December 10, 2013 marks the 65th anniversary of the United Nations Declaration of Human Rights. The Human Rights Council of Washington County is asking each city in the County to issue a special proclamation and to take a few minutes during a Council meeting in early December to publicly acknowledge the importance of human rights in our communities.

To that end, **we respectfully request that you issue a proclamation** such as the one attached to this letter. **Representatives of the Human Rights Council will attend your Council meeting on December 2nd to help commemorate this important occasion.**

At that meeting, we would also like to share copies of the grand prize winning entry in the Human Rights Council's fourth annual Human Rights Poster Contest with members of the City Council.

Launched in October 2006, the Human Rights Council works to promote respect and dignity of all by supporting a community where every person is valued, and equity and diversity are embraced through action, advocacy, education, and collaboration.

The goals of the Council are to promote equal rights as a central part of the public and private sectors; to provide valuable feedback to local leaders on issues of equity and diversity; to respect and reflect the cultural diversity of our community; to foster mutual understanding amongst all of our community's residents; and to promote inclusiveness, justice and equity.

Please contact us regarding the necessary process to have a proclamation created and included in your Council agenda. We look forward to seeing you and your Council members at the City of North Plains Council meeting on December 2nd.

Sincerely,

A handwritten signature in black ink that reads "Joelle Davis". The signature is written in a cursive style with a large, flowing "J" and "D".

Joelle Davis, Chair
Human Rights Council of Washington County

**Human Rights Council of
Washington County**
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Portland, OR 97223
p: 503-295-6761

humanrightswashco@gmail.com
www.humanrightswashco.org

City of North Plains, Oregon

Proclamation

Human Rights Day and Week

WHEREAS, the General Assembly of the United Nations approved the Universal Declaration of Human Rights on December 10, 1948, declaring the “recognition of the inherent dignity and of the equal and inalienable rights of all members of the human family is the foundation of freedom, justice and peace in the world;” and

WHEREAS, a recommitment by the United States to the principles and ideals of the Universal Declaration is essential for its promise to ensure equality and justice; and

WHEREAS, the basic human rights addressed in the Universal Declaration include economic, social, and cultural rights, as well as civil and political rights, all considered to be equally important in fostering human dignity and freedom; and

WHEREAS, the Universal Declaration calls for all people and governments to promote and respect recognized rights, while providing standards of achievement for governments throughout the world; and

WHEREAS, each year, the international community commemorates this event and recommits itself to the broader achievement of human rights and

WHEREAS, numerous community, civic, religious and non-profit organizations, such as the Human Rights Council of Washington County and other organizations and individuals work to ensure equal rights and protections for all residents; and

WHEREAS, the City Council of the City of North Plains and the Human Rights Council of Washington County share this commitment of civil and human rights for all.

NOW, THEREFORE, the City Council of the North Plains does hereby encourage the citizens of North Plains to join in celebrating Human Rights Week from December 8 – 14 and Human Rights Day on December 10, 2013.

Signed this 2nd day of December, 2013.

David Hatcher, Mayor



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: November 25, 2013
To: Mayor and City Council
From: City Manager Martha DeBry
Subject: FIRST LEGO League

Request: John George of the FIRST LEGO League team requested some time before the Council to thank the Council for their support and also share what they are doing this year.

Background: In FIRST LEGO League, children are immersed in real-world science and technology challenges. Teams design their own solution to a current scientific question or problem and build autonomous LEGO robots that perform a series of missions. Through their participation, children develop valuable life skills and discover exciting career possibilities while learning that they can make a positive contribution to society.

The "Blizzard Bots" FIRST LEGO League team would like to share what they have been working on with the City Council and thank the council for their support during this 2013 season. This year's topic is learning about natural disasters; how to prepare, stay safe and rebuild. The Blizzard Bots have focused on the danger of fires that are spawned by earthquakes and have designed a personal protection device which they would like to spend five minutes talking about.

Fiscal Impact: There is no fiscal impact with this item.

Environmental Issues: None

Recommendation: This item is informational only.



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: November 25, 2013
To: City Council
From: City Manager Martha DeBry
Subject: Washington County Odor Monitoring Results

Request: Council hear a presentation on the second round of odor monitoring at Recology's Natures Needs facility.

Background: Theresa Koppang the Solid Waste Management Supervisor for Washington County has requested the opportunity to present the results of the second round of odor monitoring that was conducted in September 2013 by consultant Tom Card.

Fiscal Impact: No fiscal impact is associated with this report.

Sample Motion: No motion required.

FINAL DRAFT

**Washington County
Solid Waste & Recycling**

Nature's Needs Composting Site

Odor Assessment Program



Final Report

Revision 2

November 20, 2013

Prepared by

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Figure 4.1 Dilution to Threshold with Field Olfactometer Scale

Figure 4.3 Summary of Event 2 (October 2013) Ambient Sampling Results

Figure 5.1 Project Staff Sampling Biofilters for Emissions

Figure 5.2 Nature’s Needs Site Plan with Process Dimensions and Nomenclature.

Figure 5.3 Process Surface Area Calculation Methodology.

Figure 5.4 Simulated Surface Emissions for Complete Process Cycle (Event 1).

Figure 5.5 Simulated Surface Emissions for Complete Process Cycle (Event 2).

Figure 6.1 Wind Direction Frequency for Hillsboro Airport.

Figure 6.2 Sampling Event 1 - Modeled off-site impacts* for normal daytime weather conditions

Figure 6.3 Sampling Event 2 Emissions - Modeled off-site impacts* for normal daytime weather conditions*

Figure 6.4 Sampling Event 2 Emissions – Worst-case meteorology*

Tables

Table ES-1 Summary of Site Odor Emissions.

Table 4.1 – List of Specific Ambient Sampling Locations.

Table 5.1 Odor Emissions Measurement Data

Table 5.2 Process Surface Area Calculations.

Table 5.3 Process Surface Area Calculations (Event 2).

Table 5.4 Calculated Emissions for the Continuously Emitting Sources.

Table 5.5 Calculated Emissions for the Transient Emitting Sources.

Table 5.6 Calculated Emissions for the Continuously Emitting Sources, Worse Case Emissions Analysis.

Table 5.7 Calculated Emissions for the Continuously Emitting Sources (Event 2 Ranked).

Table 5.8 Calculated Emissions for the Transient Emitting Sources (Event 2 Ranked).

Table 6.1 – Power Law Exponents as a Function of Atmospheric Stability.

Appendices

1. Ambient Monitoring Summary Table
2. Data Validation Technical Memorandum
 - a. Emissions Measurement Data Sheets
 - b. Lab Reports
3. Sampling Photos
4. EPA SCREEN3 Output Files

DRAFT

1. Executive Summary

This odor-monitoring project consisted of two sampling events of the Nature's Needs Compost Facility as well as in and around the City of North Plains, Oregon. Both sampling events included on-site source measurements with concurrent off-site ambient monitoring of odor emissions. Sampling Event 1 took place on March 13, 2013 and March 14, 2013 and Sampling Event 2 took place on October 15, 2013. The focus of this report documents the activities and results of Sampling Event 2 with comparisons to the findings of Sampling Event 1. The report includes the following attachments:

1. Summary of ambient odor monitoring observations.
2. Data Validation Technical Memorandum, including:
 - a. Field Data Sheets
 - b. Laboratory Reports
3. Photos of sampling activities
4. SCREEN3 dispersion model output files.

Project Background

The Nature's Needs Compost Facility (Facility) is franchised by Washington County and is owned and operated by Recology Oregon Compost, Inc. (Recology) The Facility has had numerous odor complaints from surrounding residents. This project was implemented to monitor odor emissions from the site and to measure the affect capital and operational improvements had on odor emissions. Two sampling events were completed during this project. The first event monitored the "as is" condition of the Facility. The second event took place after implementation of capital and operational improvements at the Facility.

At the time of the first sampling event Nature's Needs was authorized to receive commercial food waste as well as residential green waste and food waste. Sampling Event 1 identified the biofilter odor control devices as a likely candidate for process improvement. Between the first and second sampling events, the Facility's authorization to accept commercial food waste expired and significant improvements were made to the biofilters based on data from Sampling Event 1.

Observed Ambient Odors (offsite, in and around City of North Plains)

During Sampling Event 1, offsite odors, which were attributed to the Facility, were easily located and quantified. Odors, quantified by Nasal Ranger® readings, as high as 30 D/T were measured a significant distances from the site. During Sampling Event 2 odors were generally found to be present near the entrance of the Facility and nearby on Highway 26, with a maximum Nasal Ranger reading measured of 15 D/T. However, a compost odor of 2 D/T was observed during Sampling Event 2 at St. Edwards Church. It was not possible to track this odor back to Nature's Needs. It should be noted that most odor regulations have a D/T limit of 7, the normal consistent limit of quantification.

Current On-Site Performance in Managing Odors

During Sampling Event 1 the Nature's Needs Compost Facility was performing far better than the industry average in regards to odor emissions with the majority of site processes achieving maximum odor management performance. As revealed through Sampling Event 2 the improvement of the biofilters coupled with the removal of commercial food waste as a feedstock dramatically reduced the initially low emissions

Table ES-1 presents a summary of the site odor emissions as measured during Sampling Event 1, and as compared to Sampling Event 2, which occurred after the biofilter improvements and feedstock adjustment. It should be noted that testing conducted during Sampling Event 2 was targeted at high odor emitting sources. Low odor emitting sources, such as the Lagoon and roads, were not re-sampled. The odor emissions from these sources were held constant from Sampling Event 1 in calculating total site odor emissions from Sampling Event 2.

Table ES-1 Summary of Site Odor Emissions.

Static Emissions	Odor Emissions (DT/min)		% Reduction
	Event 1	Event 2*	
Phase I Piles	128,504	76,070	41%
Phase I Biofilters	4,205,146	69,482	98%
Phase II Piles	177,063	18,487	90%
Phase II Biofilters	8,044,372	32,529	99.6%
Phase III Windrows	186,600	353,842	-90%
Product	27,000	27,000	
Tank	520	520	
Lagoon	8,012	8,012	
Roads	138,462	138,462	
Total	12,915,679	724,403	94%
Transient Emissions	Odor Emissions (DT/min)		% Reduction
	Event 1	Event 2*	
Receiving	36,923	36,923	
Phase I Build	36,923	36,923	
Phase I to II Flop	9,462	9,462	
Phase II to Cure xfer	246,154	5,538	98%
Single Windrow Mix	74,615	29,231	61%
All Windrows Mixed	820,769	321,538	61%

* Highlighted sources were not re-sampled during Sampling Event 2.

For a facility the size of Nature’s Needs, the industry wide emission average (for green waste composting, typically less odorous than food waste composting) is approximately 26,000,000 DT/min as compared to the measured 13,000,000 DT/min from Sampling Event 1, and 725,000 DT/min, as measured during Sampling Event 2. Note that the largest odor sources on-site currently are the Phase III Windrows; curing windrows represent the final phase (phase III) of the compost process where the compost sits for approximately 30 days with periodic turning but no aeration and no connection to biofilters. The remaining processes offer very limited room for additional improved odor management.

The measured on-site transient odors (intermittent vs. static) generated during material handling were found to be lower than expected during both sampling events. The on-site sampling data shows that

the transient odor emission source of most concern is windrow turning, an operation the Facility is now conducting at night.

The one aspect of the operation that did not improve was the emissions from the Phase III Windrow surface. This surface is now the highest single odor emission source on the site and should be monitored by the site operators.

Prediction of Future Impacts

The dispersion modeling performed for both sampling events accurately predicted off-site observed odors. The model results presented in this report are for average and worst case conditions. The dramatic drop in odor emissions as measured during Sampling Event 1 and Sampling Event 2 showed a commensurate drop of possible odor impact area in the dispersion models.

It should be noted that the meteorology surrounding the Facility is unique, with a very high frequency of occurrence for calm (non-windy) conditions. These meteorological conditions limit the use of more sophisticated dispersion models unless very detailed on-site meteorological data is available, which at this time it is not.

Conclusions

The following conclusions can be drawn based on the data collected during both sampling events and presented in this report:

1. The Nature's Needs Compost Facility had significant odor impacts as noted by complaints made by the neighboring community.
2. The Nature's Needs Compost Facility was better and continues to perform better than the industry average for managing off-site and on-site odor emissions..
3. Due to dramatic improvements in biofilter odor mitigation performance, overall site odor emissions reduced by a measured 94%.
4. The Nature's Needs Compost Facility, in its current operating configuration, is not producing significant off-site odor impacts, however odors can continue be detected in some parts of the neighboring community.
5. The odors continuing to be emitted from the Nature's Needs Compost Facility will likely be far below the quantification threshold of 7 DT/min.
6. The Nature's Needs Compost Facility will need to continue the aggressive management odors on the site to sustain the measured levels from Sampling Event 2.

2. Project Overview

This project is funded by Recology, owner and operator of the Nature's Needs Compost Facility, but managed by the Washington County Solid Waste & Recycling Program. Project direction has been provided by Washington County, City of North Plains, Recology, and the interested public. The objective of the project is to provide an expert third-party assessment of the odor issues at the Nature's Needs Compost Facility and provide decision support documentation to the responsible public officials.

3. Site History

Recology holds a disposal site franchise issued in 2009 by Washington County for the Nature's Needs Compost Facility (Nature's Needs). The compost facility is located just North of U.S. 26 and East of the

City of North Plains. Prior to 2009 the facility was under different management. Figure 3.1 shows the site location relative to the City of North Plains.

In addition to the acceptance of yard debris, Nature's Needs had been conducting a commercial food scraps composting demonstration project (demonstration project) since July 2010. Washington County has allowed commercial food scraps to be accepted at the facility as a demonstration project through April 1, 2013. The current franchise agreement term is through July 2015.

Figure 3.1 Nature's Needs Location.



4. Ambient Monitoring

Historical

Neighborhood Observations and Complaints

Odor complaints from Calendar year 2012 and 2013 through February 8 have been provided and have been reviewed. In addition, public testimony from the December 18, 2012 and January 22, 2013 Washington County Board meetings has been provided and has been reviewed by project staff.

Recology Self-monitoring

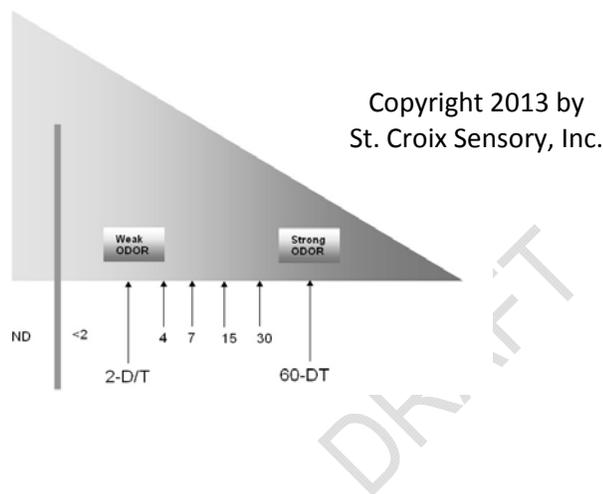
The Recology self monitoring program for the Nature's Needs facility was reviewed by Mr. Chuck McGinley. After observing the Recology designated inspectors in the field it was discovered that they were using a "higher" recognition threshold (R/T) instead of a "noticeable" detection threshold (D/T) with the Nasal Ranger®. This resulted in Mr. McGinley's readings being about twice as high as the Recology designated inspectors' readings. In addition, it was recommended that the inspectors spend more time de-acclimating (zeroing) their noses to compost odors, by removing themselves from the site for longer periods of time and/or breathing carbon filtered air, prior to routine sampling.

Ambient Sampling Program

Mr. Chuck McGinley conducted ambient odor sampling using a Nasal Ranger® field scentometer in the North Plains community area for both sampling events. Figure 4.1 shows a graphical of the quantitative scale of the Nasal Ranger®. Prior to the first sampling event, Mr. McGinley conducted a training session on the Nasal Ranger for both Washington County Staff and interested community members.

The ambient sampling was conducted concurrently with the on-site source sampling. For each sampling event a comprehensive search for odors was conducted. In addition, the locations listed in Table 4.1 were specifically visited and sampled. The complete results of both ambient sampling events are tabulated in the Appendix. All odors were reported, described, and quantified, regardless of source or character. The observations that were likely due to Nature's Needs are noted on the Figures.

Figure 4.1 Dilution to Threshold with Field Olfactometer Scale



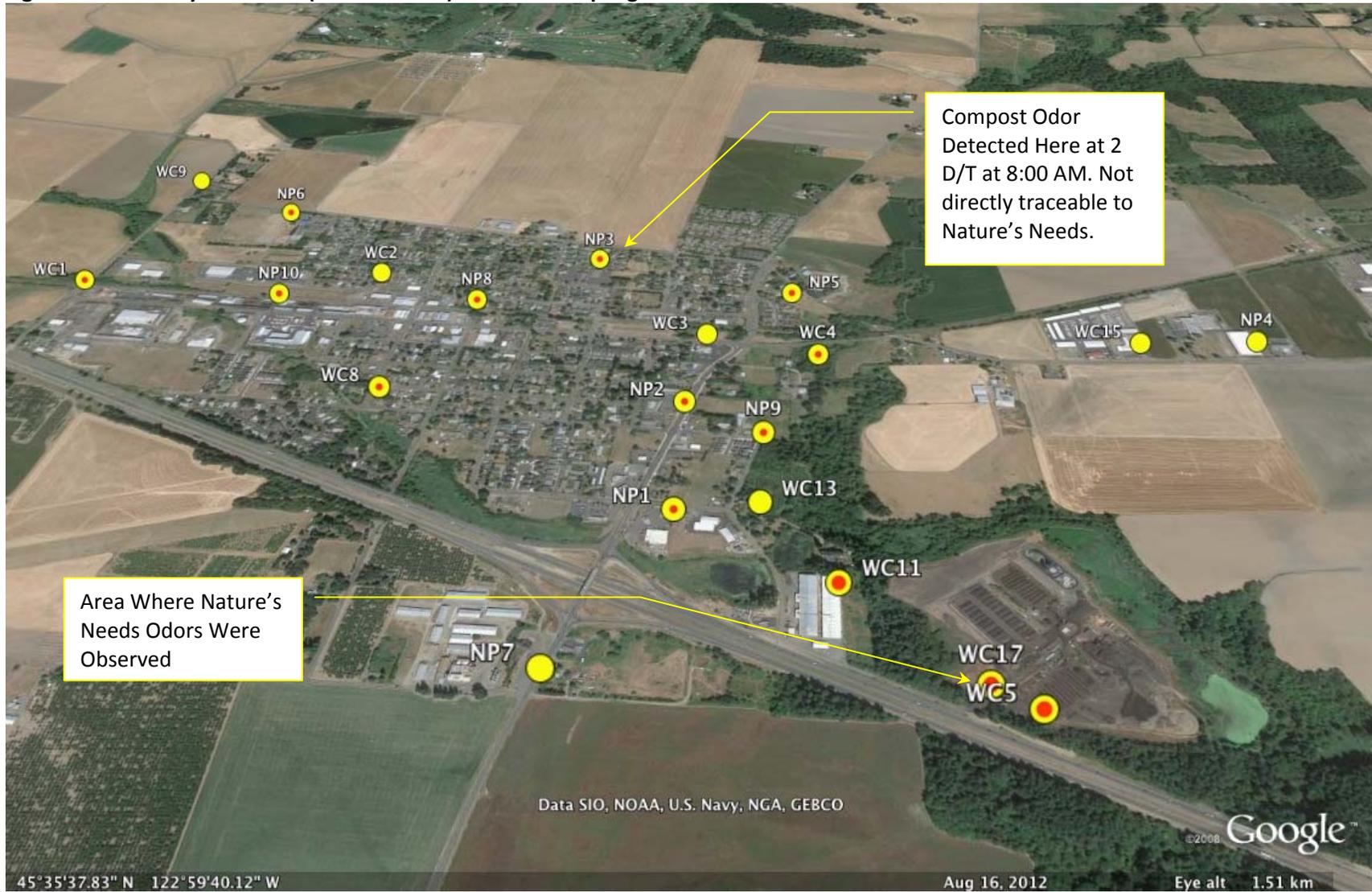
Summary of Ambient Sampling

The first sampling event was conducted on March 13, 2013 and March 14, 2013. During this sampling event the odor "plume" from the Nature's Needs site was easy to find and easy to quantify. Odors were measured as high as 30 D/T at the North Plains RV and Self-Storage, however most of the odors attributable to Nature's Needs were in the 2 to 15 D/T range. The full data summary is provided in Appendix 1 and the Report from Sampling Event 1. The second sampling event was conducted on October 15, 2013. Figure 4.2 shows a summary of the ambient sampling results. Compost odors were prevalent at the entrance of the Nature's Needs facility and at Milepost 18 of Highway 26, where readings as high as 15 D/T were observed. The only location in the North Plains community that compost odors were detected was at about 8:00 AM at St. Edwards Church. This was a compost like odor at a concentration of 2 D/T. It was not possible to trace the odor back to the Nature's Needs site. The complete ambient monitoring results are attached as a table in the Appendix.

Table 4.1 – List of Specific Ambient Sampling Locations.

Loc #	Name	Latitude	Longitude
NP1	Sunshine Market	45.59168	-122.99545
NP2	Corner Bistro	45.59457	-122.99514
NP3	St. Edwards Church	45.59962	-122.99766
NP4	Pacific Tile and Stone	45.59629	-122.97914
NP5	McKay Creek Subdivision	45.59820	-122.99191
NP6	North Plains Elementary School	45.60179	-123.00787
NP7	Intersection of Beach Road and Glencoe Rd	45.58838	-122.99819
NP8	North Plains Senior Center	45.59806	-123.00116
NP9	Highland Court Subdivision	45.59365	-122.99316
NP10	Intersection of Commercial Street and 321st Ave	45.59836	-123.00704
WC1	Intersection of NW Gordon Rd and NW Commercial St	45.59896	-123.01306
WC2	Intersection of NW Hillcrest and NW 318th Ave	45.59914	-123.00423
WC3	Intersection of NW Glencoe Rd and NW Commercial St	45.59673	-122.99447
WC4	Terminus of NW Kaybern St	45.59601	-122.99144
WC5	Mile Post 58 on US Highway 26, Westbound	45.58754	-122.98817
WC6	Intersection of NW Jackson School Rd and NW Meek Rd	45.57231	-122.97035
WC7	Intersection of NW Jackson Quarry Rd & NW Helvetia Rd	45.60668	-122.94461
WC8	Intersection of NW Pacific St and NW Main St	45.59511	-123.00324
WC9	Intersection of NW Gordon Rd and NW North Ave	45.60337	-123.01145
WC10	Intersection of NW Glencoe Rd and NW Scotch Church Rd	45.57320	-123.00327
WC11	Grain Elevator	45.58998	-122.99184
WC12	Jackson School Rd Access Road	45.58283	-122.97042
WC13	North Plains Pump Station 9835 NW 307th Ave	45.59183	-122.99340
WC14	Jackson School Road East Access Road	45.58491	-122.96568
WC15	North Plains RV	45.59628	-122.98241
WC16	British Auto Works	45.59625	-122.97353
WC17	Entrance Road to Natures Needs Facility	45.58798	-122.98909

Figure 4.2 Summary of Event 2 (October 2013) Ambient Sampling Results



5. On-Site Emissions Measurement

Process Description

At the time of Sampling Event 1, Nature's Needs accepted an incoming feedstock mixture of green-waste, including yard debris and food scraps from both residential and commercial sources to produce finished compost. At the time of Sampling Event 2, only green-waste mixed with food scraps generated from residential sources only was composted.

The feedstock is received at the Facility and immediately blended to achieve desired porosity and carbon/nitrogen ratio. The blended mix is then placed into a Phase I aerated static pile (ASP). The Facility has a three phase process. Phase I is an aerated static pile with a 15-day retention time. This aeration air is redirected through wood chip biofilters as an odor control method. After 15 days, the Phase I pile is broken down and rebuilt across the center lane in to a Phase II pile, which lasts for another 15 days. Phase II is aerated similar to Phase I with the air being redirected through wood chip biofilters, but at a lower rate. Both Phase I and Phase II active composting piles are covered during this stage with a Compostex® cover and the air rate is controlled by a temperature set point.

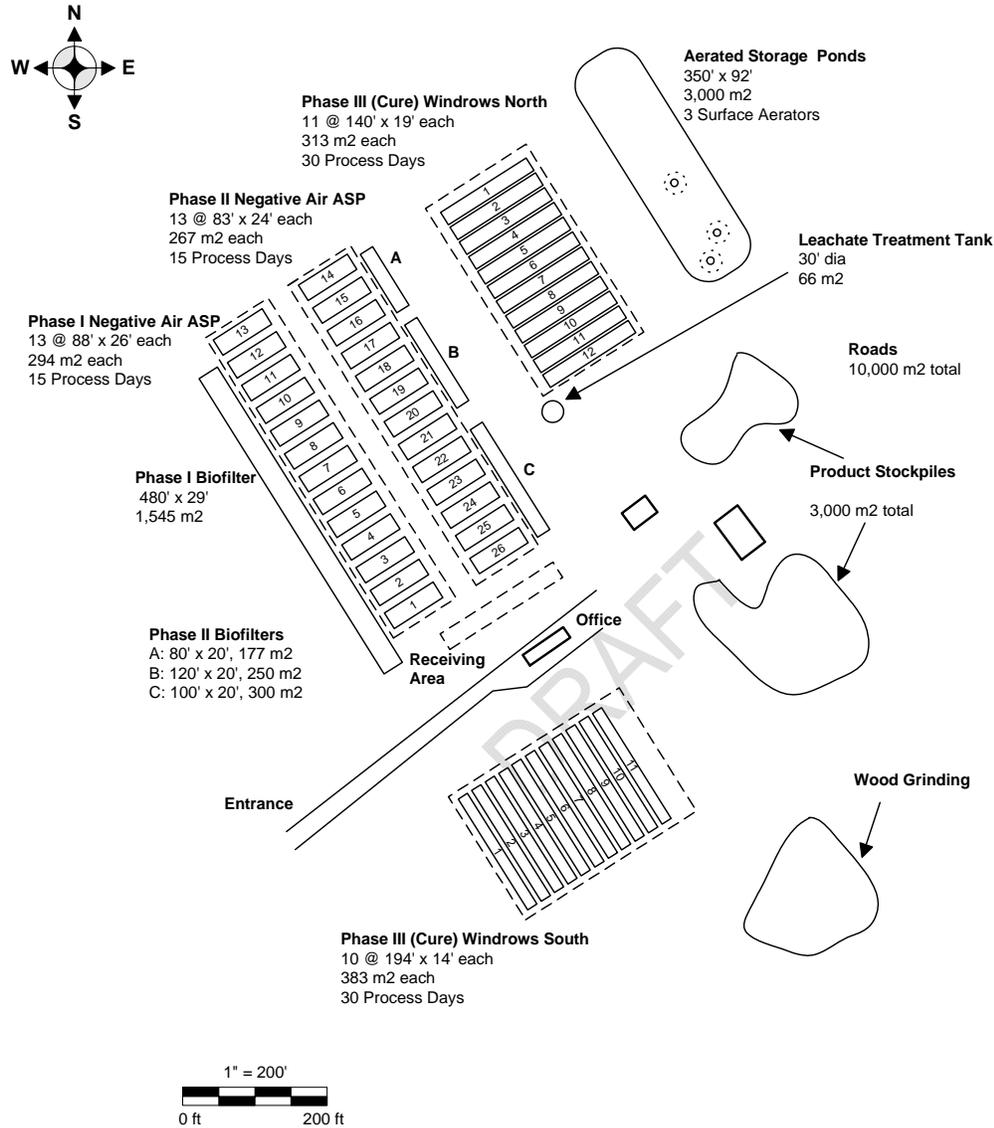
After Phase II, the material moved to another location at the facility and cured in windrows for 30 additional days (Phase III.) The Phase III Windrows are periodically turned with a row turning device. Finished compost product is stored for up to six months on-site.

Leachate, or process water runoff, is collected in a tank and an aerated pond. Well water is used for dust control. Figure 5.2 provides site details and process dimensions.

Figure 5.1 Project Staff Sampling Biofilters for Emissions



Figure 5.2 Nature's Needs Site Plan with Process Dimensions and Nomenclature (as of 3/15/2013).



Emissions Measurement

Table 5.1 provides a summary of measured emissions data. All samples taken during Sampling Event 1 were taken on March 13, 2013 and March 14, 2013. All samples taken during Sampling Event 2 were taken on October 15, 2013. Only the processes identified as significant odor emitting sources were sampled during Sampling Event 2. In calculating total site emissions for Sampling Event 2, the emissions from the non-significant sources were held constant from Sampling Event 1.

The complete data set, including laboratory reports, is included as Appendix 2: Data Validation Technical Memorandum. All the source measurements were made in compliance with a previously developed Sampling Plans. Please refer to the Sampling Plans for sampling and analysis details. For Sampling Event 2, only the major sources were sampled.

The biofilters underwent a major modification during the summer between the two sampling events. In addition, no commercial food waste is being taken into the facility. These changes resulted in significant reductions in both odor concentrations and unit odor emission rates. The one exception was that the Phase III Windrow curing process showed a significant increase in both odor concentration and odor emission rate.

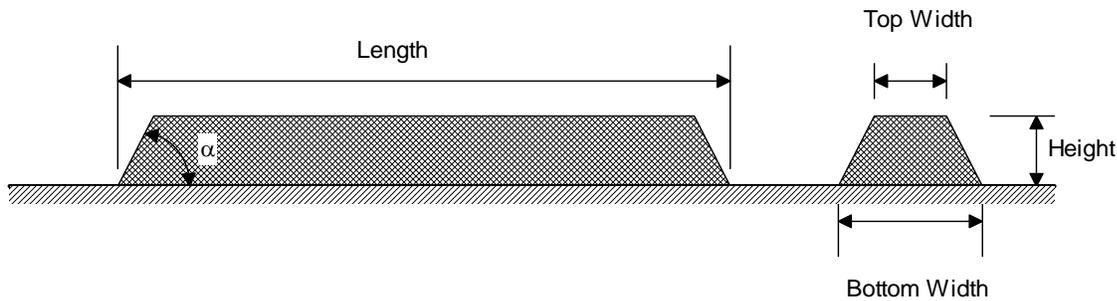
Table 5.1 Odor Emissions Measurement Data

SOURCE	PHASE	DAY	Event 1		Event 2		Reduction	
			D/T	(DT/m2,min-1)	D/T	(DT/m2,min-1)	D/T	(DT/m2,min-1)
Steady State Emissions								
Phase I								
Neg ASP- covered	I	1	1,800	69				
Phase I Biofilter	I	1	2,700	6868	520	96.0	81%	99%
Neg ASP	I	3	1,400	54	560	21.5	60%	60%
Phase I Biofilter	I	3	1,400	3827	460	59.0	67%	98%
Neg ASP- covered	I	15	260	10				
Phase I Biofilter	I	15	210	574	170	19.4	19%	97%
Phase II								
Neg ASP- covered	II	2	2,300	88				
Phase II Biofilter	II	1	5,400	10302	240	15.8	96%	99.8%
Neg ASP- covered	II	3	2,400	92	150	5.8	94%	94%
Phase II Biofilter	II	3	3,700	18389	190	36.1	95%	99.8%
Neg ASP- covered	II	15	200	7.7				
Phase II Biofilter	II	15	660	3358	170	21.9	74%	99%
Windrow Curing	III	2	1,300	50	2,600	100.0	-100%	-100%
Windrow Curing	III	29	160	6.2				
Finished Compost	NA	NA	240	9.2				
24 hour Aged Finished	NA	NA	230	8.8				
Aerated Lagoon	NA	NA	35	2.7				
Aerated Tank	NA	NA	35	7.9				
Active Road	NA	NA	360	14				
Transient Emissions								
Fresh Mix Placement	I	0	3,200	123				
				0				
Phase I to Phase II Flop	II	0	410	16				
Phase II to Windrow xfer	III	0	8,000	308	180	6.9	98%	98%
Curing- mixed	III	2	3,400	131	1,700	65.4	50%	50%
Curing- post mixed	III	2	6,300	242	2,100	80.8	67%	67%

Process Surface Areas

Figure 5.2 shows the methodology used to calculate process surface areas and Table 5.2 and 5.3 show the actual calculated values.

Figure 5.3 Process Surface Area Calculation Methodology.



Mensuration formulas

$$S = \frac{p_1 + p_2}{2} s + A_2$$

$$V = \frac{h(A_1 + A_2 + \sqrt{A_1 A_2})}{3}$$

$$s = \sqrt{h^2 + ((W_B - W_T)/2)^2}$$

where S = total surface area, p_1 = bottom perimeter, p_2 = top perimeter, s = slant height, V = volume, h = vertical height, A_1 = bottom area, A_2 = top area, α = bottom angle

Table 5.2 Process Surface Area Calculations (Event 1).

Property	Units	Phase I	Ph I BF	Phase II	Ph II BF	Windrows	
						North	South
Length	ft	88	480	83	300	128	194
Height	ft	7.0	5.0	7.0	5.0	8.0	6.0
Bottom Width	ft	26	29	24	20	19	14
Top Width	ft	18.0	22.0	17.0	14.0	4.0	7.0
Top Length	ft	80	473	76	294	113	187
alpha	R	1.05	0.96	1.11	1.03	0.82	1.04
	o	60	55	63	59	47	60
Top Perimeter	ft	196	990	186	616	234	388
Top Area	ft ²	1,440	10,406	1,292	4,116	452	1,309
Bottom Perimeter	ft	228	1,018	214	640	294	416
Bottom Area	ft ²	2,288	13,920	1,992	6,000	2,432	2,716
Slant height	ft	8.1	6.1	7.8	5.8	11.0	6.9
Surface Area	ft ²	3,149	16,534	2,857	7,778	3,347	4,101
	m ²	294	128.7671	267	60.57506	313	383
Total Process Area		3,532	1,545	3,204	727		

Table 5.3 Process Surface Area Calculations (Event 2).

Property	Units	Phase I	Ph I BF	Phase II	Ph II BF	Windrows	
						North	South
Length	ft	88	520	83	424	128	194
Height	ft	7.0	5.0	7.0	5.0	8.0	6.0
Bottom Width	ft	26	26	24	24	19	14
Top Width	ft	18.0	19.0	17.0	17.0	4.0	7.0
Top Length	ft	80	513	76	417	113	187
alpha	R	1.05	0.96	1.11	0.96	0.82	1.04
	o	60	55	63	55	47	60
Top Perimeter	ft	196	1,064	186	868	234	388
Top Area	ft ²	1,440	9,747	1,292	7,089	452	1,309
Bottom Perimeter	ft	228	1,092	214	896	294	416
Bottom Area	ft ²	2,288	13,520	1,992	10,176	2,432	2,716
Slant height	ft	" 8.1	6.1	7.8	6.1	11.0	6.9
Surface Area	ft ²	3,149	16,326	2,857	12,472	3,347	4,101
	m ²	294	127	267	97	313	383
Total Process Area		3,532	1,526	3,204	1,166		

Emissions Calculations

Figures 5.4 and 5.5 show the simulated surface emissions for each process day in the process cycle from Sampling Event 1 (figure 5.4) and Sampling Event 2 (figure 5.5). These simulated unit emission rates were averaged for each process phase and multiplied by the process surface areas to calculate complete site emissions.

Figure 5.4 Simulated Surface Emissions for Complete Process Cycle (Event 1).

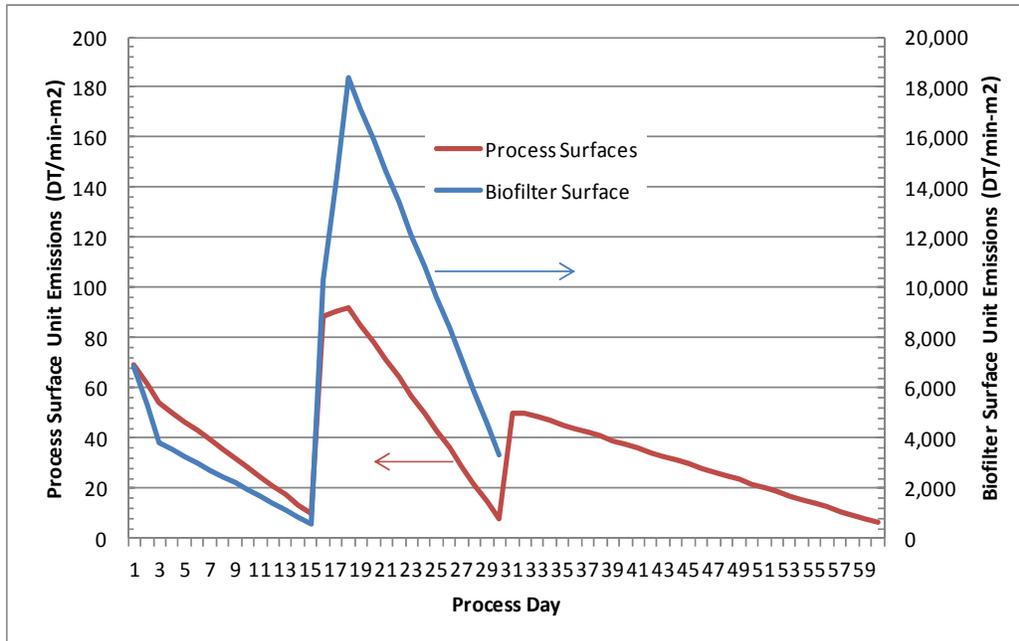


Figure 5.5 Simulated Surface Emissions for Complete Process Cycle (Event 2).

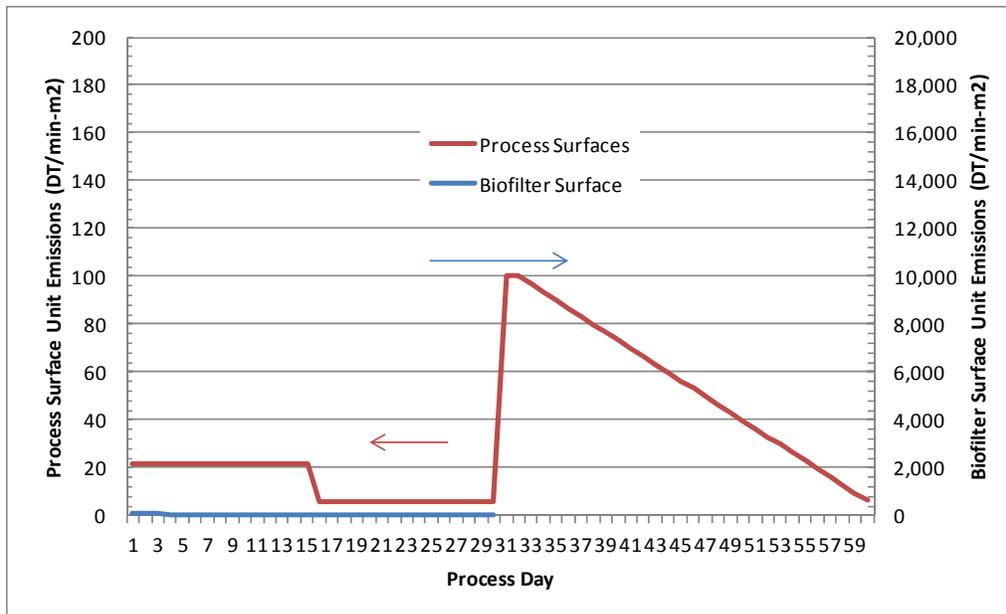


Table 5.4 presents the calculated emissions and the percent reduction (for those processes sampled in Sampling Event 2) from Sampling Event 1 to Sampling Event 2. Low emitting sources, such as the Lagoon and roads, were held constant for calculating total site emissions for Sampling Event 2.

Table 5.4 Calculated Emissions for the Continuously Emitting Sources.

Static Emissions	Odor Emissions (DT/min)		% Reduction
	Event 1	Event 2*	
Phase I Piles	128,504	76,070	41%
Phase I Biofilters	4,205,146	69,482	98%
Phase II Piles	177,063	18,487	90%
Phase II Biofilters	8,044,372	32,529	99.6%
Phase III Windrows	186,600	353,842	-90%
Product	27,000	27,000	
Tank	520	520	
Lagoon	8,012	8,012	
Roads	138,462	138,462	
Total	12,915,679	724,403	94%

* Highlighted sources were not re-sampled during Sampling Event 2.

Transient Sources

Table 5.5 lists the calculated emissions from the on-site transient sources. These sources, which are more intermittent in nature, have less certainty than the continuous or static sources due to the variability of transfer and mixing operations. It was the opinion of the site operators and of Mr. Chuck McGinley that these odor sources may potentially be more significant than this data suggests.

Table 5.5 Calculated Emissions for the Transient Emitting Sources.

Transient Emissions	Odor Emissions (DT/min)		% Reduction
	Event 1	Event 2*	
Receiving	36,923	36,923	
Phase I Build	36,923	36,923	
Phase I to II Flop	9,462	9,462	
Phase II to Cure xfer	246,154	5,538	98%
Single Windrow Mix	74,615	29,231	61%
All Windrows Mixed	820,769	321,538	61%

* Highlighted sources were not re-sampled during Sampling Event 2.

Discussion

The results from Sampling Event 2 are extraordinarily low. In fact the results were low enough that consideration was made as to the representativeness of the data set. As an exercise, a worst-case scenario was developed to see what the maximum emissions could be if the analysis erred on the high side of the sampling/analysis uncertainty band. Table 5.6 shows the results of this analysis. This shows that the under worst case assumptions, the site odor emission reduction could be as low as 89%, compared to the 94% reduction as measured during Sampling Event 2.

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Table 5.6 Calculated Emissions for the Continuously Emitting Sources, Worse Case Emissions Analysis.

Process	Odor Emissions (DT/min)				% Reduction	
	Event 1	Event 2		Measured	Worse Case	
		Measured	Worse Case			
Phase I Piles	128,504	76,070	76,070	41%	41%	
Phase I Biofilters	4,205,146	69,482	599,180	98%	86%	
Phase II Piles	177,063	18,487	18,487	90%	90%	
Phase II Biofilters	8,044,372	32,529	250,607	99.6%	97%	
Phase III Windrows	186,600	353,842	353,842	-90%	-90%	
Product	27,000	27,000	27,000			
Tank	520	520	520			
Lagoon	8,012	8,012	8,012			
Roads	138,462	138,462	138,462			
Total	12,915,679	724,403	1,472,180	94%	89%	

Site Performance in Relation to Peer Group (other compost facilities)

The compost industry wide average odor emission rate for greenwaste composting (food waste not included) is 200,000 DT/min per ton/day through put. There is no equivalent factor for combined food waste and greenwaste because there is insufficient data, but the emissions would likely be much higher. Based on the site emission rate (shown in Table 5.3) of about 724,000 DT/min and an estimated throughput of 130 tons per day, the unit odor emission rate is 5,600 DT/min per ton/day input. This is 2.8 percent of the industry average (greenwaste composting) suggesting that the Nature’s Needs Compost Facility is currently significantly less odorous than the average of the rest of the composting industry.

Sampling Event 2 Dominant Odor Sources

Table 5.7 and 5.8 show the ranked odor source strength for both the continuous and transient odor sources based on Sampling Event 2 measured data. These tables show that the Phase III Windrow curing and mixing are the current dominant odor sources.

Table 5.7 Calculated Emissions for the Continuously Emitting Sources (Sampling Event 2 Ranked).

Process	Odor Emission Rate (DT/Min)
Phase III Windrows	353,842
Roads	138,462
Phase I Piles	76,070
Phase I Biofilters	69,482
Phase II Biofilters	32,529
Product	27,000
Phase II Piles	18,487
Lagoon	8,012
Tank	520

Table 5.8 Calculated Emissions for the Transient Emitting Sources (Sampling Event 2 Ranked).

Process	Odor Emission Rate (DT/Min)
All Windrows Mixed	321,538
Receiving	36,923
Phase I Build	36,923
Single Windrow Mix	29,231
Phase I to II Flop	9,462
Phase II to Cure xfer	5,538

Biofilter Emissions

The biofilter emissions as measured during Sampling Event 2 have improved dramatically from those measured during Sampling Event 1. However, they still have the potential to be the most odorous source at the Facility. Continued vigilance in regards to biofilter operation is recommended.

6. Atmospheric Dispersion Modeling

The off-site impacts of the odor emissions generated at the Nature’s Needs Compost Facility were estimated using the USEPA SCREEN3 dispersion model. This model was developed to quantify the worst-case impacts from an odor source. It does not include specific wind direction, but models maximum possible concentrations for any given direction.

The source was simulated as an area source 100 meters x 20 meters. Because the biofilters were found to be the largest odor emitting source, the source coordinates for the dispersion models were centered on the biofilters.

Averaging Times

The shortest averaging time available for most EPA models is one-hour. That means that the concentration reported is the average concentration of odor over a one-hour period. Humans respond to odors in a nearly instantaneous fashion. It has been determined through experience that the appropriate averaging time for odor dispersion modeling is between one and ten-minutes. Averaging times can be adjusted using the power law [Schmidt, et al, 1998]. The power law equation is

$$C_2 = C_1 \left(\frac{t_2}{t_1} \right)^p$$

where C_2 is the predicted concentration at time t_2 , C_1 is the modeled concentration at time t_1 , and p is the power law exponent. The power law exponent has the following values as a function of atmospheric stability as shown in Table 6.1.

Stability Class	Power Law Exponent
A, B	0.5
C	0.33
D	0.2
E, F	0.167

For this analysis, the extreme case of a one-minute averaging time was used.

Local Meteorology

Weather data from the Hillsboro Airport was analyzed (Calendar Year 2012) to determine average wind speeds and stability classes. The average wind speed was 2 m/s and typical daytime stability was Class C and nighttime was Class D. The most surprising aspect of local meteorology was that 35 percent of the time the wind speed was considered calm (wind speed less than 1 m/s). Normally it is found that this is the case 5 percent to 15 percent of the time. Figure 6.1 shows the number of hours per year that the wind blows in any given direction. This figure can be used to estimate the frequency of occurrence of odor impact events for specific locations relative to the Nature's Needs Compost Facility. For example the wind blows due North about 500 hours per year. Therefore if an atmospheric condition (regardless of wind direction) occurred 15 percent of the time that would cause an odor impact at a particular receptor location due North of the Facility, the Facility would be impacted about 75 hours per year, or about 1 percent of the time. This is calculated by multiplying the 15 percent occurrence rate (due to atmospheric stability) times the 500 hr wind direction occurrence rate/8,760 hrs per year.

Note that due to the high frequency of calm conditions more sophisticated dispersion modeling would require on-site, low threshold, instrumentation and the use of a "Puff" type model. This would require substantial time and resources to accomplish.

Modeling Results

Figure 6.2 shows the Sampling Event 1 modeling results for typical daytime weather conditions (Wind speed 2 m/s, Stability Class C). The assumption is that one half of the time the impact would be less than this and one half of the time the impact would be greater than this.

The circles represent the maximum impact area for the prescribed weather condition (stability and wind velocity) regardless of wind direction. To estimate the frequency of impacts, the frequency of the weather condition (stability and wind velocity) must be multiplied by the frequency that the wind blows in a particular direction. Another way to look at this is that the edge of the 30 D/T circle will provide a Nasal Ranger® reading of 30 D/T when the observer is directly downwind of the source when the wind speed is 2 m/s and the atmospheric stability is Class C.

Note that a Nasal Ranger value of 30 was observed during Sampling Event 1 in front of the North Plains RV and Self Storage facility on West Union Road on March 12, 2013 at exactly the edge of the 30 D/T circle on Figure 6.2. The limits of 7 D/T and 30 D/T were not chosen to represent possible regulatory values, they were chosen as the end points of low and high uncertainty when making field measurements. Reliably measuring and confirming odor measurements less than 7 D/T is very challenging and difficult to accomplish. Reliably measuring odors and confirming the odor source at 30 D/T or greater is very easy to accomplish. However, for the Nature's Needs Compost Facility it has been observed that measuring an odor strength of 30 D/T is relatively easy to accomplish reliably, however confirming the site as the source proved to be more challenging. The odor character of the Nature's Needs Compost Facility process has more variability than most compost sites and ranges from sweet, organic acid, to moldy smokey. Only about 35 percent of the time a typical compost odor was observed.

Using Figure 6.1 combined with Figure 6.2 one could conclude that, within the City of North Plains, the odorous impact, as measured during Sampling Event 1, would likely occur about 100 hours per year based on a wind direction of 200 hours per year and this impact representing 50 percent of the time.

This is calculated by multiplying the occurrence rate (50 percent of the time) by the number of hours that the wind blows towards North Plains (200 hours per year) for a total impact frequency (for the conditions in Figure 6.2) of 100 hours per year.

Figure 6.1 Wind direction frequencies for the Hillsboro Airport

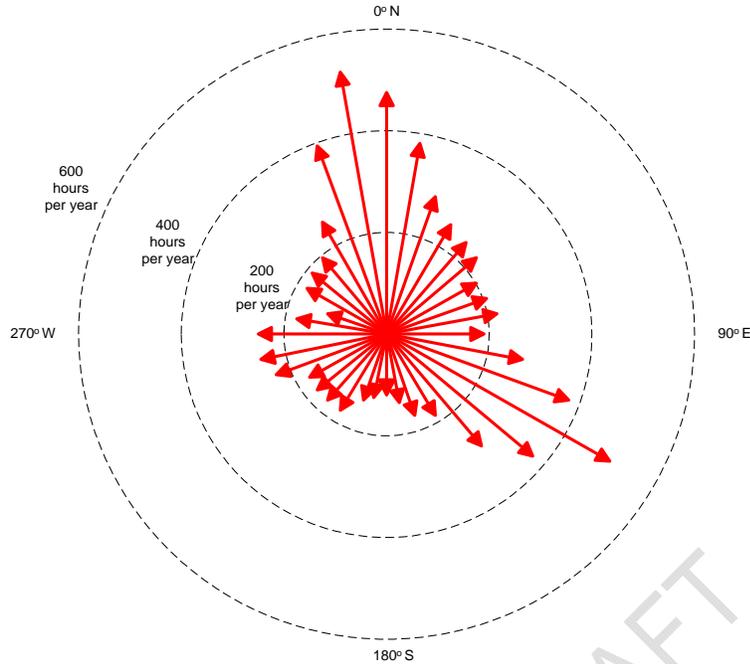
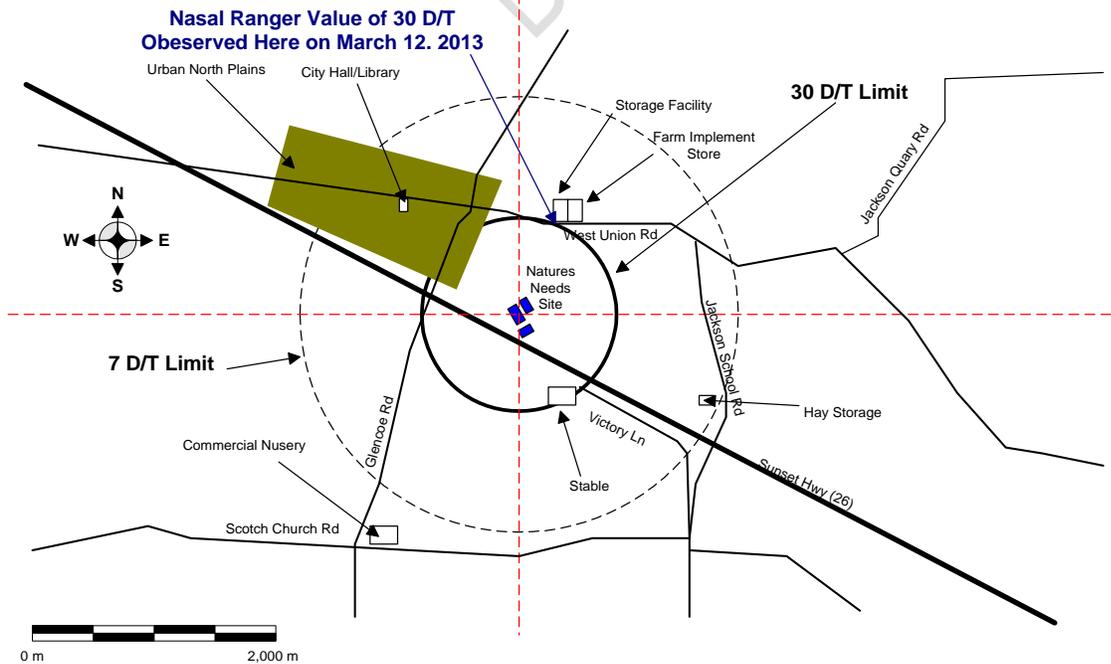


Figure 6.2 Sampling Event 1 - Modeled off-site impacts* for normal daytime weather conditions

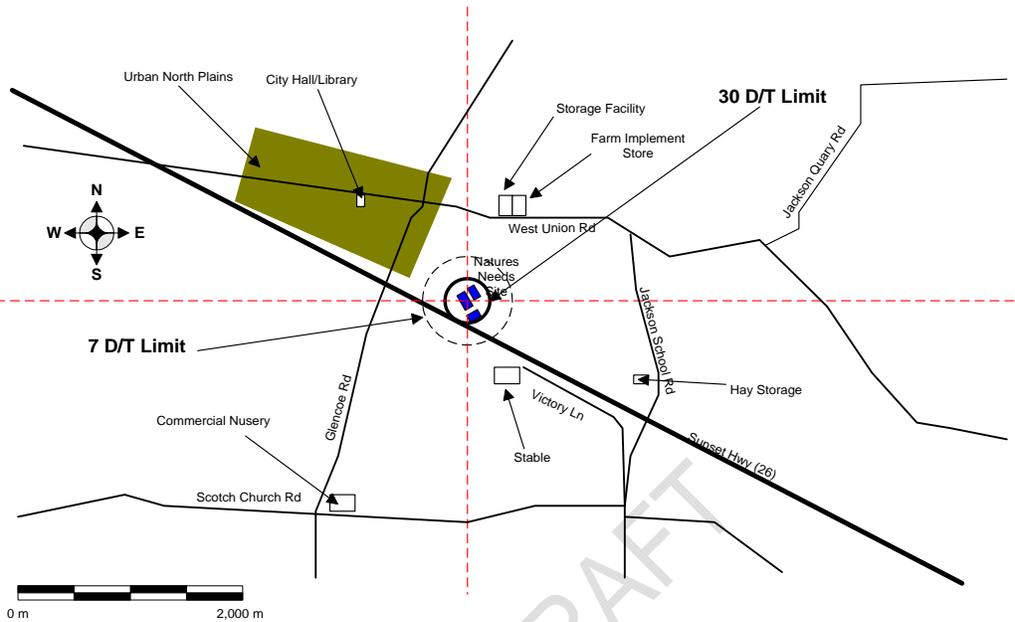


*one-minute averaging time

Event 2 Odor Impacts

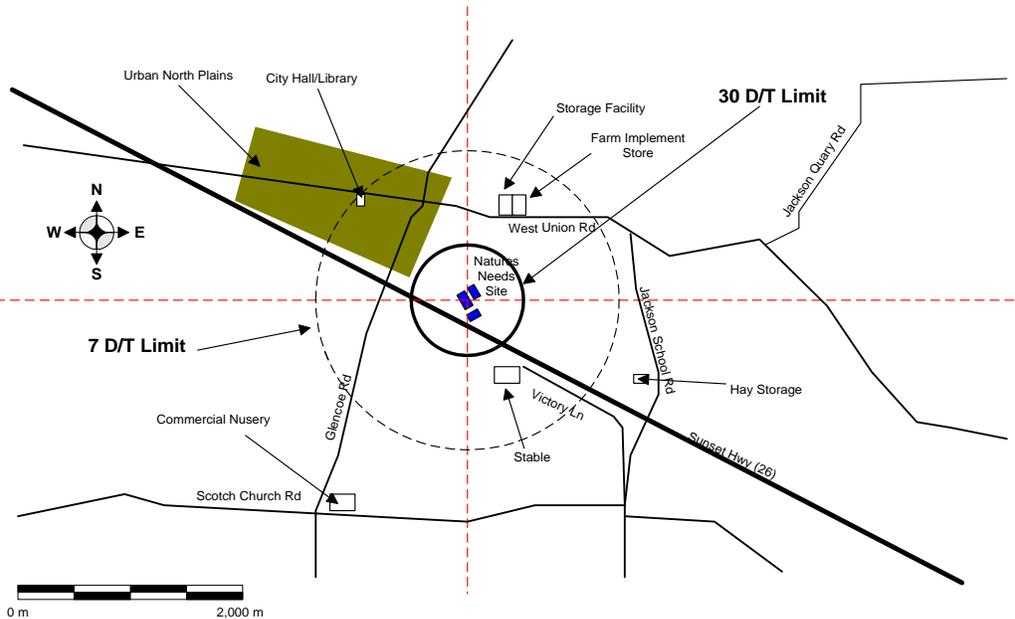
Figure 6.3 shows the modeled impacts for the average daily meteorology using the Sampling Event 2 measured odor data. Figure 6.4 shows the Sampling Event 2 data with the worst-case meteorology. This is a substantial reduction in impact area from the Sampling Event 1 conditions.

Figure 6.3 Sampling Event 2 Emissions - Modeled off-site impacts* for normal daytime weather conditions*



*one-minute averaging time

Figure 6.4 Sampling Event 2 Emissions – Worst-case meteorology*



*one-hour averaging time

Effect of Averaging Times

It should be noted that the aforementioned figures (Figure 6.2 and Figure 6.3) show one-minute impacts of the potential odor emissions from Nature's Needs (essentially instantaneous). This Averaging Time was chosen because the human detection potential for any odors is not limited to a set exposure time and thus the one-minute Averaging Time allows for more accurate detection modeling. However, to translate Averaging Times results into any type of "standard" beyond detection, it is typically required that the Averaging Time is extended to one-hour, usually the minimum time for an inspector to document a complaint. The effect of an extended averaging time of one-hour would significantly shrink the impact area as depicted in each of the dispersion models presented above. Figure 6.4 shows the predicted impact of the Nature's Needs site with a 90% reduction of the biofilter odor levels found during the March sampling event. This is the worst case impact due to assumed worst case meteorology. This level of impact would likely only occur at night and probably less than 50 hours per year. During this worst case meteorology condition, odors could possibly be detected in the community, but would likely not be persistent enough for field quantification.

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CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: November 25, 2013
To: City Council
From: City Manager Martha DeBry
Subject: BBQ Competition

Request: Council discuss the addition of a BBQ competition as a large community event.

Background: Over the past year and a half, staff has researched the possibility of conducting a BBQ competition in North Plains. Regionally, the Pacific Northwest Barbeque Association (PNWBA) organizes sanctioned competitions that attract serious BBQ competitors from Oregon, Washington, Idaho, Montana, Alaska and western Canada. Generally, the BBQ season runs from March through September, and PNWBA sanctions about 40 events each year. Teams that win sanctioned events have the opportunity to compete in the national competitions such as Jack Daniels Invitational and American Royal.

The advantage of operating a sanctioned event is that the PNWBA provides advertising to its 600+ members, who are likely competitors. They provide structure and rules for the event, accept applications, and provide judges. The PNWBA also conducts cooks meetings, and inspects meats and equipment for quality and safety. Approximately 15-25 teams could be expected to participate in any sanctioned event the first year. A minimum of 15 is required.

BBQ events can attract thousands of visitors from the region. Developing regional events is part of the economic development strategy as it brings dollars to local businesses and organizations, and provides a venue to showcase our community.

There are two kinds of BBQ events.

- "One-Day Lite" which typically features ribs, chicken sausage and tri-tip.
- "Two Day Standard" which feature pork, brisket, ribs and chicken. They require that teams arrive the day prior to the event so they can cook through the night. Only these events can be qualifiers for national and international events.

Generally, a two-day event will attract more cooks and participants than a one day event.

Most events offer a prize purse around \$5,000 (though it ranges from \$2,000-\$35,000 in the PNWBA). The prize pool pays out each of the four meat categories to a minimum of 6th place, plus a Reserve Grand Champion and Grand Champion. The reason purses are large and awards deep is that the cost of competing is high. Generally, a competitor must pay an entry fee around

\$150, several hundred dollars in meats and other ingredients, plus the cost of travel and equipment. To make participation affordable, competitors are allowed to sell samples and products to recoup their costs.

Staff has made an application to the PNWBA to request a sanctioned two-day event in the second week of June. This event would likely replace the *Aloha, Thriftway Classic* which was cancelled in 2013 and is not likely to occur in 2014. The event was popular, but a change in management and remodel at the facility has caused the event to founder. A copy of the 2012 flier is attached. If North Plains is selected, it would have the only sanctioned event in Oregon in June. The nearest events would be in Washington or BC. North Plains would host the only event in western Washington County during the year. We know there are several cooking teams based in Hillsboro and more in the Portland metro area, which should make our event attractive.

In addition to the BBQ competition, staff is proposing a car show to entertain visitors to the competition, and help raise funds for a local 501(C)(3) which would be attract a broader spectrum of patrons for the event. At this time Meals on Wheels/North Plains Senior Center seems like a natural partner.

The estimated hard cost to stage the two-day event is about \$8,700, including expenses for music and advertising and other activities. About \$2,000 would be offset by BBQ entry revenues. Sponsors like car dealerships or meat providers would be solicited to assist with underwriting the cost of the event for approximately \$4,000. Community partners such as Comcast, Hillsboro Hops, United Way, Carlton Farms, The Meating Place, and the local Green Mountain Barbeque distributor have expressed interest in partnering with North Plains in such an event. Other revenues can be derived from a car show, receiving a portion of beer and parking concessions, or other vendors. Local businesses would be encouraged to participate in some manner. The greatest beneficiaries of the event are likely to be the food and drink establishments on Commercial Street.

Advertising of the car show would likely be paired with advertising of the July 4th show.

The event is proposed for Commercial Street between 314th and Main on June 14/15 or 5/6. The PNWBA would determine the dates. The car show would cause a temporary closure of Commercial from 313th to 314th on one of the days.

Fiscal Impact: If the City pursues the competition, every effort would be made to make this a revenue neutral event. The commitment of staff time to the event would be the primary soft cost. In the worst case, if sponsorships were unattainable, the City would be placing at most \$4,500 at risk. Funding for this event would be included in the supplemental budget.

Sample Motion: I move to have staff proceed with a BBQ competition.

PACIFIC NORTHWEST BARBECUE ASSOCIATION

9TH ANNUAL

Thriftway Classic in Aloha

AN OREGON BBQ STATE CHAMPIONSHIP

Saturday and Sunday, June 16 & 17, 2012

Thriftway

Proud of Being Locally Owned & Operated

Location: BALES FARMINGTON THRIFTWAY
17675 SW Farmington Road, Aloha, OR

Governor's Proclamation makes this cookoff a qualifier for the:

- Great American BBQ •
- American Royal •
- Jack Daniels Draw •

Over \$5,000 in Prizes

Water, ash, grease and garbage disposal are provided!

For more information, contact:
Gregg Fujino at gfujino@pnwba.com
or 503-423-7177.

COOKS, TAKE NOTE!
The first 25 teams to register for this event will receive **FREE** beef brisket, pork shoulder, chicken, salmon, turkey and vegetables to compete with!! **FREE** charcoal will be provided to the teams by our sponsors.

ON SATURDAY:
Special category competitions to demonstrate your **BBQ expertise.**
A Potluck Dinner get-together with all participants.

See backside of flyer for details about prizes, schedule, set-up, fire extinguishers, quiet hours, and other event requirements. 

ALOHA REGISTRATION

Please submit entry form and check (US dollars) – payable to the PNWBA – to: Aloha BBQ, 23632 Highway 99, #F427, Edmonds, WA 98026

Team Name _____

Head Cook _____

Phone _____ Home Cell

Email _____

Mailing Address _____

Signature of Head Cook _____

ENTRY FEE: \$150

Final day for entry is June 13!

I am a current PNWBA Member

I want to participate in the special category competition

(New Teams) I'd like a location near a "mentor" team

I have a trailer pit

I have an RV

Date _____

Please note: Entry fees are non refundable.

RELEASE—Waiver of Liability: In consideration of your accepting this entry, I the undersigned, intending to be legally bound hereby, forever release, discharge and hold harmless the Pacific Northwest Barbecue Association (PNWBA), its officers and board members, event coordinators and judges; and Aloha Thriftway Classic, its agents, volunteers and employees from any and all liability for damages, injuries, or loss of any type whatsoever which may arise directly or indirectly as the result of the operation of Aloha Thriftway Classic. I agree that my participation shall be at my own risk and expense; and that whatever goods, services, entertainment or any other lawful pursuit which I may provide or participate in, to any extent, is a my own free will, expense and exposure; and that this RELEASE is given of my own free will and accord. Further, I hereby grant full permission to the PNWBA, Aloha Thriftway Classic and/or their agents authorized by them, to use any photographs, videotapes, motion pictures, recordings or other record of this event for any legitimate purpose. I agree to abide by the rules and regulations of the PNWBA. The PNWBA reserves the right to refuse entry.

NORTH PLAINS CITY COUNCIL PACKET
Monday, December 2, 2013

Packet Pagination: Page 39 of 90

THRIFTWAY CLASSIC BBQ COMPETITION

Important Information and Requirements

PRIZE DETAILS

PRIZES, PER CATEGORY:

1st place.....	\$250	+ trophy
2nd place.....	\$200	+ ribbon
3rd place.....	\$150	+ ribbon
4th place	\$100	+ ribbon
5th place	\$80	+ ribbon
6th place	\$60	+ ribbon
7th place	\$40	+ ribbon
8th place	\$20	+ ribbon

SATURDAY NIGHT SPECIALS

Two optional categories to test your BBQ expertise! The main ingredients will be provided by sponsor! Use your own platter; open garnish.

Prizes for each category:

1st place.....	\$150	+ ribbon
2nd place.....	\$100	+ ribbon
3rd place.....	\$50	+ ribbon

SCHEDULE

Friday, June 15

Teams can arrive on Friday night.

Saturday, June 16

Teams should arrive before 12:00 noon, if possible.

2:00 PM..... Meat inspection begins

3:30 PM..... Cooks Meeting

5:00 PM..... Judges Meeting

6:00 PM

7:00 PM

8:00 PM

Sunday, June 17

10:00 AM

11:00 AM

12:00 NOON... Brisket

1:00 PM..... Chicken

2:00 PM..... Ribs

Awards start approx.: 4:30 PM

QUIET HOURS

We respect that great BBQ cooks need their beauty sleep.

From **10:00PM to 6:00AM** quiet hours will be enforced.

Generators will be allowed (quiet ones, please).

Do NOT make the Head Judge come out and shush you!

FIRE EXTINGUISHERS

Each team **MUST** have – at a minimum – a 2A 40BC rated extinguisher (3A 40BC preferred).

The extinguisher must have been inspected or purchased within the last 12 months (proof of inspection or purchase is required).

MISCELLANEOUS

Self-contained RVs can park on-site.

Head judge is Jane Biehl.



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: November 26, 2013
To: City Council
From: Finance Director Rachael Lembo
Subject: Resolution No. 1807 Authorizing an Intergovernmental loan from the City of North Plains General Fund to the Urban Renewal Agency of the City of North Plains

Request: Council to review a proposal to make a loan from the City of North Plains General Fund to the Urban Renewal Agency (URA) of the City of North Plains and consider adopting Resolution No. 1807 approving the loan.

Background: In February 2009 the URA obtained a loan for \$131,750 from Columbia Community Bank to purchase the Kaybern lot. On February 1, 2014, the principal balance, currently \$107,575, is due. While the URA has cash available, by using it to repay this loan it would limit other developmental activities and management has determined the URA would be best served by refinancing. The URA has a second loan with Columbia Community bank, obtained in August 2012 for \$90,000, with approx. \$80,000 outstanding as of December 31, 2013. A loan of \$185,000 from the General Fund to the URA would allow the URA to pay off both loans by February 2014.

The City currently has available cash of approx. \$3.2 million and is earning low interest, approx. 0.5%, in the Local Government Investment Pool. The current Wall Street Journal prime rate is 3.25%, and staff feels this is a reasonable rate to charge on this loan. Payments would be made annually over 10 years. This will reduce the City's liquidity slightly by the loan amount, however the amount is small enough that there will be no impact to the City's operations.

Our legal counsel has reviewed the accompanying resolution and intergovernmental agreement to assure the loan conforms as a legal debt of the URA. The City's resolution authorizes the loan to the URA. The intergovernmental agreement establishes the terms of the loan. The URA Board will approve a URA resolution to accept the City's loan.

Fiscal Impact:

In the current fiscal year, FY2013-14, the General Fund would make the loan to the URA in advance of the final payment to Columbia Community Bank. In subsequent years the URA would pay principal and interest of \$21,965 to the General Fund,

beginning in FY2014-15. This will be budgeted as debt service in the URA and a resource in the General Fund.

Environmental Issues: None

Recommendation: Council adopt Resolution No. 1807 approving an intergovernmental loan from the City of North Plains General Fund to the North Plains Urban Renewal Agency.

Sample Motion: I move to adopt Resolution No.1807.

Attachment – Resolution

INTERGOVERNMENTAL AGREEMENT EVIDENCING LOAN

This Intergovernmental Agreement Evidencing Loan is dated as of January 1, 2014, and is entered into by and between the Urban Renewal Agency of the City of North Plains, Oregon (the “Agency”) and the City of North Plains, Oregon (the “City”). The parties hereby agree as follows:

1. Definitions and Recitals.

1.1 Definitions.

Unless the context clearly requires otherwise, capitalized terms used in this Intergovernmental Agreement that are defined in this Section 1.1 shall have the following meanings:

“City Loan” means the loan evidenced by this Intergovernmental Agreement in the amount of \$185,000 from the City’s general fund to the Agency to discharge two loans with Columbia Community Bank.

“Bank Loan” means a loan from Columbia Community Bank.

“Payments” means the principal and interest payments the Agency is required to make to the City pursuant to this Intergovernmental Agreement.

“Tax Increment Revenues” means all revenues which the Agency collects under the provisions of Article IX, Section 1c of the Oregon Constitution and ORS Chapter 457.

1.2 Recitals.

A. The Agency wishes to discharge two bank loans it had earlier received from Columbia Community Bank.

B. The City wishes to assist the Agency and agrees to make the Loan on the date of this Intergovernmental Agreement. The Agency agrees to repay the Loan pursuant to the terms of this Intergovernmental Agreement.

C. The Agency is authorized to spend Tax Increment Revenues to pay the Loan.

2. The Payments.

2.1 Payment Information.

2.1.1. The Agency will repay the City Loan no later than January 15, 2024. Payments of at least \$21,965.25 are due no later than January 1 of each calendar year beginning on January 1, 2015 and continuing thereafter for not more than 10 years. The expected payment schedule, assuming no early payments are made, is as follows:

Payment	Principal	Interest	Total Payment	Principal Balance
January 1, 2015	15,952.75	6,012.50	21,965.25	169,047.25
January 1, 2016	16,471.21	5,494.04	21,965.25	152,576.04
January 1, 2017	17,006.53	4,958.72	21,965.25	135,569.51
January 1, 2018	17,559.24	4,406.01	21,965.25	118,010.27
January 1, 2019	18,129.92	3,835.33	21,965.25	99,880.35
January 1, 2020	18,719.14	3,246.11	21,965.25	81,161.21
January 1, 2021	19,327.51	2,637.74	21,965.25	61,833.70
January 1, 2022	19,955.65	2,009.60	21,965.25	41,878.05
January 1, 2023	20,604.21	1,361.04	21,965.25	21,273.84
January 1, 2024	21,273.84	691.40	21,965.24	-
	185,000.00	34,652.48	219,652.48	-

2.1.2. There is no penalty for paying early, and any payments in excess of the amount owed on the payment date will be applied first to any outstanding principal.

2.1.3. The City Loan will bear interest at the rate of 3.25% per annum, calculated on a 30/360 day basis until repaid.

2.2 Payments From Tax Increment Funds.

2.2.1 This Intergovernmental Agreement constitutes an indebtedness of the Agency.

2.2.2 The Agency hereby pledges its Tax Increment Revenues to pay the amounts described in Section 2.1 of this Intergovernmental Agreement.

3. Miscellaneous

3.1 Binding Effect.

This Intergovernmental Agreement inures to the benefit of and is binding upon the Agency and the City and their respective successors and assigns.

3.2 Severability.

In the event any provisions of this Intergovernmental Agreement is held invalid or unenforceable by any court of competent jurisdiction, such holding will not invalidate or render unenforceable any other provisions hereof.

3.3 Amendments.

This Intergovernmental Agreement may be amended only by a writing signed by both parties.

3.4 Execution in Counterparts.

This Intergovernmental Agreement may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute the same instrument.

3.5 Applicable Law.

This Intergovernmental Agreement is governed by and construed in accordance with the laws of the State of Oregon. Any action regarding this Intergovernmental Agreement or the transactions contemplated hereby must be brought in an appropriate court of the State of Oregon in Washington County, Oregon.

3.6 Headings.

The headings and titles in this Intergovernmental Agreement are provided for convenience and do not affect the meaning, construction or effect of this Intergovernmental Agreement.

IN WITNESS WHEREOF, the Agency and the City have executed this Intergovernmental Agreement as of the date indicated above.

**Urban Renewal Agency of the City of
North Plains**

**Urban Renewal Agency of the City of
North Plains**

Martha DeBry, Executive Director

Teri Lenahan, Chair of Urban Renewal
Agency Board

City of North Plains

City of North Plains

Martha DeBry, City Manager

David Hatcher, Mayor of North Plains

RESOLUTION NUMBER 13-0004

**A RESOLUTION OF THE NORTH PLAINS URBAN RENEWAL AGENCY,
OREGON, APPROVING AND AUTHORIZING AN INTERGOVERNMENTAL
LOAN FROM THE CITY OF NORTH PLAINS' GENERAL FUND TO THE
NORTH PLAINS URBAN RENEWAL AGENCY.**

WHEREAS, the North Plains Urban Renewal Agency (the "Agency") is authorized by ORS Chapter 457 to incur indebtedness to carry out its urban renewal plan, and by ORS Chapter 190 to enter into intergovernmental agreements; and,

WHEREAS, the North Plains Urban Renewal Agency currently owes approximately \$193,170 in principal to Columbia Community Bank; and

WHEREAS, a loan for the Kaybern Street property must be refinanced by February 2014 and had \$108,725 outstanding at the start of the budget year; and

WHEREAS, the City's roughly \$3,200,000 in investments are yielding under 1% earnings; and

WHEREAS, by providing a loan to the NP URA our funds will perform better in the short term than the rest of the City's investments; and

WHEREAS, an agreement will be drawn up which outlines the terms of the loan—including term, interest rate and other conditions that both agencies must agree to; and

WHEREAS, once the transfer of funds occur Columbia Community Bank will no longer hold the debt.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE
NORTH PLAINS URBAN RENEWAL AGENCY, AS FOLLOWS:**

Section 1. Approve the Intergovernmental Loan between the City of North Plains, Oregon and the North Plains Urban Renewal Agency.

Section 2. Authorize the Executive Director and Board Chair to execute said Intergovernmental Loan.

Section 3. This Resolution shall become effective immediately upon adoption by the Board.

INTRODUCED AND ADOPTED this 2nd day of December, 2013.

North Plains Urban Renewal Agency

BY: _____
Michael Demagalski, Vice Chairperson

ATTEST:

BY: _____
Margaret L. Reh, Deputy City Recorder

RESOLUTION NUMBER 1807

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON, APPROVING AND AUTHORIZING AN INTERGOVERNMENTAL LOAN FROM THE CITY OF NORTH PLAINS' GENERAL FUND TO THE NORTH PLAINS URBAN RENEWAL AGENCY.

WHEREAS, the North Plains Urban Renewal (the "Agency") is authorized by ORS Chapter 457 to incur indebtedness to carry out its urban renewal plan, and by ORS Chapter 190 to enter into intergovernmental agreements; and,

WHEREAS, the North Plains Urban Renewal Agency currently owes approximately \$193,170 in principal to Columbia Community Bank; and

WHEREAS, loan for the Kaybern Street property must be refinanced by February 2014 and had \$108,725 outstanding at the start of the budget year; and

WHEREAS, the City's roughly \$3,200,000 in investments are yielding under 1% earnings; and

WHEREAS, by providing a loan to the NP URA our funds will perform better in the short term than the rest of the City's investments; and

WHEREAS, an agreement will be drawn up which outlines the terms of the loan—including term, interest rate and other conditions that both agencies must agree to; and

WHEREAS, once the transfer of funds occur Columbia Community Bank will no longer hold the debt.

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

Section 1. Approve the Intergovernmental Loan between the City of North Plains, Oregon and the North Plains Urban Renewal Agency.

Section 2. Authorize the City Manager and Mayor to execute said Intergovernmental Loan.

Section 3. This Resolution shall become effective immediately upon adoption by the City Council.

INTRODUCED AND ADOPTED this 2nd day of December, 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: November 25, 2013
To: City Council
From: City Manager Martha DeBry
Subject: Resolution No. 1808 Intergovernmental Agreement between the City of Hillsboro, Oregon and the City of North Plains, Oregon for an IT Services Contract

Request: Council adopt Resolution No. 1808 approving the intergovernmental agreement between the City of Hillsboro, Oregon and the City of North Plains, Oregon for an IT Services Contract.

Background: City staff has been reviewing its options for computer support services. For the past several years Global Data Link, a private contractor, has provided computer support services. The base contract paid \$890/month, and additional hours were billed as needed. Since July 1, 2008-June 30, 2013 the City spent \$165,340 on IT support with Global Data Link. About \$60,000 appears to be related to larger project/equipment purchases. For the past 5 fiscal years, the City has spent about \$20,000/year on IT support.

At times Global Data Link's support has been spotty. It has been difficult to receive on-site support during regular business hours, and responsiveness to requests for service has not always met department expectations. Recently, a server replacement project required more time effort than expected, and City staff grew dissatisfied with the support the accompanied the transition.

The City of Hillsboro has offered to provide computer desktop, server, and email support at a cost of \$1,000 per month. Hillsboro would place monitoring software on all computers to ensure their efficiency. Additionally, Hillsboro would impose some standardization for installing programs to prevent unwanted viruses or other issues of hardware incompatibility, and an equipment replacement schedule.

Because Hillsboro is a member of the Broadband Users Group (BUG) they are better positioned to accommodate the City on issues related to the Public Community Network (PCN) which provides internet connectivity to public agencies. Hillsboro also has more experience with the integration of specialized programs for the Police department, which has been problematic with Global Data Link.

Because Hillsboro works closely with Washington County Cooperative Library Services, they will also be able to support the Library computers, which Global Data Link has not supported in the past.

The City's website will be hosted at private service, whereas it was formerly hosted by Global Data Link on serverdata.net network. This is a nominal cost. City staff has been responsible for updating the website since its inception.

Attached is the proposed IGA, which has been approved by the City of Hillsboro. It would renew on annual basis until terminated.

Fiscal Impact: The cost of IT support services will remain about the same. At a minimum the City will pay \$12,000 for support. As problems arise the cost may increase.

Recommendation: The approval of Resolution No. 1808 authorizing the City Manager to execute and IGA with the City of Hillsboro subject to the City Attorney's final refinements.

Sample Motion: I move to approve Resolution No. 1808 authorizing the City Manager to execute an IGA with the City of Hillsboro subject to the City Attorney's final refinements.

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Vendor:	GLO050	Vendor Name:	GLOBAL DATA LINK	3,068.75
		Date Total:		3,068.75
Check No:	20686	Check Date:	11/07/2012	
Vendor:	GLO050	Vendor Name:	GLOBAL DATA LINK	24,000.00
		Date Total:		24,000.00
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Vendor:	GLO050	Vendor Name:	GLOBAL DATA LINK	3,059.76
		Date Total:		3,059.76
Check No:	20744	Check Date:	11/28/2012	
Vendor:	GLO050	Vendor Name:	GLOBAL DATA LINK	825.00
		Date Total:		825.00
Check No:	20808	Check Date:	12/26/2012	
Vendor:	GLO050	Vendor Name:	GLOBAL DATA LINK	825.00
		Date Total:		825.00
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Vendor:	GLO050	Vendor Name:	GLOBAL DATA LINK	1,425.00
		Date Total:		1,425.00
Check No:	21120	Check Date:	05/15/2013	
Vendor:	GLO050	Vendor Name:	GLOBAL DATA LINK	11,050.56
		Date Total:		11,050.56
Report Total:				165,340.76

INTERGOVERNMENTAL AGREEMENT

This Agreement is entered into, by and between the City of Hillsboro, a political subdivision of the State of Oregon, and the City of North Plains, a political subdivision of the State of Oregon.

WHEREAS ORS 190.010 authorizes the parties to enter into this Agreement for the performance of any or all functions and activities that a party to the Agreement has authority to perform.

Now, therefore, the parties agree as follows:

1) The effective date is: December 1, 2013, or upon final signature, whichever is later. The expiration date is: June 30, 2014. This agreement will automatically renew for a 12 month period unless terminated by either party 60 days in advance of the fiscal year beginning July 1.

2) The parties agree to the terms and conditions set forth in Attachment A, which is incorporated herein, and describes the responsibilities of the parties, including compensation, if any.

3) Each party shall comply with all applicable federal, state and local laws; and rules and regulations on non-discrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition or handicap.

4) To the extent applicable, the provisions of ORS 279B.220 through ORS 279B.235 and ORS 279C.500 through 279C.870 are incorporated by this reference as though fully set forth.

5) Each party is an independent contractor with regard to each other party and agrees that the performing party has no control over the work or the manner in which it is performed. No party is an agent or employee of any other. Nothing herein is intended, nor shall it be construed, to create between the parties any relationship of principal and agent, partnership, joint venture or any similar relationship, and each party hereby specifically disclaims any such relationship.

6) No party or its employees is entitled to participate in a pension plan, insurance, bonus, or similar benefits provided by any other party.

7) This Agreement may be terminated, with or without cause and at any time, by a party by providing (30 if not otherwise marked) days' written notice of intent to the other party.

8) Either party may terminate this Agreement, in whole or in part, immediately upon notice, or at such later date as may be established in such a notice, to the other party upon the occurrence of the following events: One party commits any material breach or default of any covenant, warranty, obligation, certification or agreement under this Agreement, fails to perform the work or services under this Agreement within the time specified herein or any extension thereof, or so fails to pursue the work or services as to endanger the performance under this Agreement in accordance with its terms, and such breach, default or failure is not cured within ten (10) days after delivery of a notice or such longer period as may be specified in such a notice.

9) Modifications to this Agreement are valid only if made in writing and signed by all parties.

10) Subject to the limitations of liability for public bodies set forth in the Oregon Tort Claims Act, ORS 30.260 to 30.300, and the Oregon Constitution, each party agrees to hold harmless, defend, and indemnify each other, including their officers, agents, and employees, against all claims, demands,

penalties, actions and suits (including the cost of defense thereof and all attorney fees and costs, through all appeals) arising from the indemnitor's performance of this Agreement where the loss or claim is attributable to the negligent or intentional acts or omissions of that party or its officers, employees or agents.

11) Each party shall give the other immediate written notice of any action or suit filed or any claim made against that party that may result in claims or litigation in any way related to this Agreement.

12) Each party agrees to maintain insurance levels or self-insurance in accordance with ORS 30.282, for the duration of this Agreement at levels necessary to protect against public body liability as specified in ORS 30.269 to 30.274.

13) Each party agrees to comply with all local, state and federal ordinances, statutes, laws and regulations that are applicable to the services provided under this Agreement.

14) Funds Available and Authorized, Non-Appropriation of Funds: The City has sufficient funds currently available and authorized for expenditure to finance the costs of this Agreement, during the current fiscal year ending June 30, 2014. Each party recognizes that the funding of services pursuant to this Agreement is subject to annual appropriation by the City Council as required by the Oregon Local Budget Law, ORS 294.323 and related provisions, which appropriation may not be made in subsequent fiscal years. As such, the City may terminate this agreement at any time based on the City Council's non-appropriation of funds required to perform its obligations under this Agreement.

15) No Third Party Beneficiaries: Except as set forth herein, this Agreement is between the parties and creates no third-party beneficiaries. Nothing in this Agreement gives or shall be construed to give or provide any benefit, direct, indirect or otherwise to third parties unless such third parties are expressly described as intended to be beneficiaries of its terms.

16) Remedies, non-waiver: The remedies provided under this Agreement shall not be exclusive. The parties shall also be entitled to any other equitable and legal remedies that are available. No waiver, consent, modification or change of terms of this Agreement shall bind the parties unless in writing and signed by all parties. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of a party to enforce any provision of this Agreement shall not constitute a waiver by a party of that or any other provision.

17) Oregon law, Dispute Resolution and Forum: This Agreement shall be construed according to the laws of the State of Oregon. The parties shall negotiate in good faith to resolve any dispute arising out of this Agreement. If the parties are unable to resolve any dispute within fourteen (14) calendar days, the parties are free to pursue any legal remedies that may be available. Any litigation between the parties arising under this Agreement or out of work performed under this Agreement shall occur, if in the state courts, in the Washington County Circuit Court, and if in the federal courts, in the United States District Court for the District of Oregon located in Portland, Oregon.

18) Assignment: No party shall assign its rights or obligations under this Agreement, in whole or in part, without the prior written approval of the other party or parties.

19) Severability/Survival of terms: If any provision of this Agreement is found to be illegal or unenforceable, this Agreement nevertheless shall remain in full force and effect and the provision shall be stricken. All provisions concerning indemnity survive the termination of this Agreement for any cause.

20) Interpretation of Agreement: This Agreement shall not be construed for or against any party by reason of the authorship or alleged authorship of any provision. The Section headings contained in this Agreement are for ease of reference only and shall not be used in construing or interpreting this Agreement.

21) This writing is intended both as the final expression of the Agreement between the parties with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement.

WHEREAS, all the aforementioned is hereby agreed upon by the parties and executed by the duly authorized representatives of the parties signing below.

CITY OF NORTH PLAINS:

_____ Signature	_____ Date
<u>David Hatcher</u> Printed Name	<u>Mayor</u> Title
Address: <u>31360 NW Commercial Street North Plains OR 97133</u>	

ATTEST:	APPROVED AS TO FORM:
_____ Margaret L. Reh, Deputy City Recorder	_____ City Attorney

Contact Name:
City of North Plains, Martha DeBry
31360 NW Commercial St
North Plains, OR 97133

CITY OF HILLSBORO:

_____ Signature	_____ Date
<u>Jerry Willey</u> Printed Name	<u>Mayor</u> Title

ATTEST:	APPROVED AS TO FORM:
_____ Amber Ames, City Recorder	_____ City Attorney

Contact Name: _____
Address: _____
Hillsboro, OR 97123

INTERGOVERNMENTAL AGREEMENT ATTACHMENT A - Terms and Conditions

Support for 12 public computers in the library.

Support for four staff computers in the library.

Support for 5 mobile terminals in police.

Support for 15 computers in city hall.

Operating system and hardware support of 3 servers.

Email inboxes for 30 addresses

Network support for one switch in city hall.

Desktop Support includes installation, configuration, troubleshooting, and replacements.

Rules and policies which are in place for the City of Hillsboro regarding application installation, administrative privileges, hardware and software standards will also be required for North Plains.

North Plains will be considered an additional site on the Hillsboro network, and North Plains employees will be users as are Hillsboro employees.

Minimal customizations will ensure the important business functions of the network.

Support costs for the 2013-2014 fiscal year will be \$12,000. This figure will be reviewed and adjusted annually.

RESOLUTION NO. 1808

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON,
AUTHORIZING THE CITY MANAGER TO EXECUTE AN INTERGOVERNMENTAL
AGREEMENT BETWEEN THE CITY OF HILLSBORO AND THE CITY OF NORTH
PLAINS FOR INFORMATION TECHNOLOGY (IT) SERVICES**

WHEREAS, the City of North Plains owns computer networks that support all municipal functions; and

WHEREAS, the City of Hillsboro Oregon has made a proposal to provide information technology support of North Plains' computer networks; and

WHEREAS, the Hillsboro can offer a higher level of service than the current contracted private sector service provider; and

WHEREAS, the Hillsboro's cost proposal is competitive with the current service provider.

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

Section 1. Approve the Intergovernmental Agreement between the City of Hillsboro in Washington County and City of North Plains, Oregon detailing the scope of IT services and costs associated with the provision, a copy of which is marked Exhibit "A".

Section 2. Authorize the City Manager to execute said Intergovernmental Agreement.

INTRODUCED AND ADOPTED this 2nd day of December, 2013.

CITY OF NORTH PLAINS, OREGON

BY: _____
David Hatcher, Mayor

ATTEST:

BY: _____
Margaret L. Reh, Deputy City Recorder

Resolution No. 1808
Adopted: December 2, 2013



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: November 25, 2013
 To: City Council
 From: City Manager Martha DeBry
 Subject: Newsletter Advertising

Request: Council consider allowing local businesses and organizations to advertise in the newsletter.

Background: In September, Council discussed the option of expanding the Newsletter that is distributed with the water bills and by email, as a means to improve communications locally now that the Beacon is no longer published.

Since that time a history column has been added to the Newsletter. Melvin Vandomelen a member of the North Plains Historical Society has provided the first two articles.

Staff is proposing the following schedule and policy be implemented to allow local businesses and organizations to advertise in the newsletter on a monthly basis. Moonlight BPO charges the City \$94 for each additional page insert over the (first 3 pages printed front and back) A full page is 8.5 inches by 11 inches:

Group	Size of Ad	Cost
Business	Full page	\$70
	Half page	\$40
	Quarter page	\$20
	Eighth page	\$10
Non-profit organizations	Up to half page	Free
	Full page	\$30
	Additional page	\$60
Hillsboro School District (including parent organization)	Full page	Free
Washington County	Full page	Free
Other public agencies	Any size	Actual cost

Policy

Only businesses physically located in the 97133 zip code may advertise in the newsletter.

Non-profits located within the City of North Plains may advertise in the newsletter.

Youth athletic leagues that accept North Plains residents may have up to one half page ad.

All information will be printed in black, white and grey scale.

Advertisers must provide information in a word document that is print ready by the 15th of the month prior to publication.

Ads may be deferred by up to one month if they cannot fit within the newsletter format which is limited to 12 pages per month.

Since ads are likely to be viewed by children, they cannot feature speech or images that would be considered profane by a prudent person.

Information in ads cannot discriminate against any protected class.

The City retains sole authority to determine if an ad is suitable for the newsletter.

After 3 months the staff will report back to council on the status of the newsletter and any feedback received from the community.

Fiscal Impact: The cost of adding additional pages to the newsletter would be offset by the additional revenue generated by the ads. Moonlight charges \$94 dollars for a one sheet insert printed on 2 sides, and this schedule generates \$140 or more per sheet.

Sample Motion: I move to allow local businesses and organizations to advertise in the City of North Plains newsletter.



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: November 25, 2013
To: City Council
From: City Manager Martha DeBry
Subject: Discussion of purchase of a portable stage

Request: Council consider the purchase of portable stage.

Background: The City of North Plains now hosts more outdoor events than in the past, including the 4th of July celebration and concerts in the park. As these events grow, staff believes it would be appropriate to have a portable stage that can be used outdoors for announcements, bands, and pie eating competitions. The City has managed the events without the stages, however some suggestions have been made that a stage would improve the patron experience.

Portable stages offer flexible, modular configurations that are lightweight and can be set up by one person. Generally, the pieces come in 4 feet x 4 feet squares, which can be set up for a long stage or a rectangular shape. A standard configuration is 2 squares by 3 squares or 8 feet by 12 feet. A water resistant coating will allow use outdoors or indoors without damage. The stage can be purchased in a variety of heights from 8, 16, 24 or 32 inches. Accessories such as cart for moving the equipment would be desirable if this acquired both for the purpose of storage and assembly. For a 24 or 32 inch riser stair accessories would also be desirable. Other items like stage skirts, chair rails and

The cost to purchase a modular system will be between \$2,500 and \$3,500 depending on accessories purchased.

The option of renting stages for such events has also been researched. In our area 12 feet by 8 feet stage rents for \$180/day plus the cost of pickup/delivery (which would add another \$100-\$300 depending on location.) At that rate, about 15 days of use would represent the breakeven point for a stage purchase. Staff believes that current and future events would benefit from a stage 5-10 days each year.

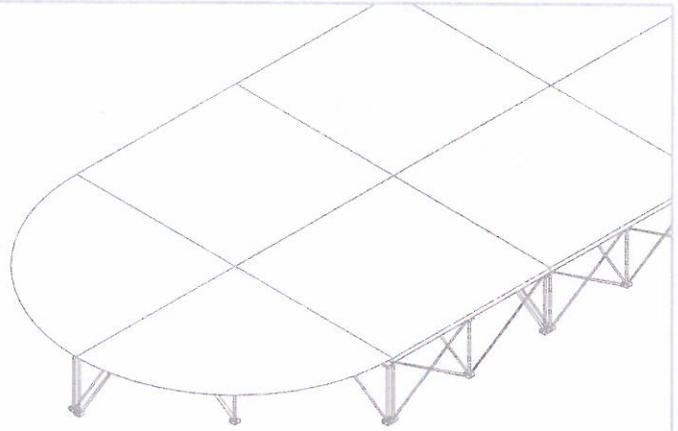
It should be noted the stage could be rented for events hosted by third parties such as the 12 Bridges Run or Elephant Garlic Festival. In that regard, it may be possible to recoup the cost of the stage over its lifetime, which should be 10 years or more.

Fiscal Impact: The cost of the stage would be allocated to the Parks activity. Funds can be set aside with the supplemental budget to allow for this purpose.

Sample Motion: I move to proceed with acquisition of a stage.

STAGEDROP^{LIC}

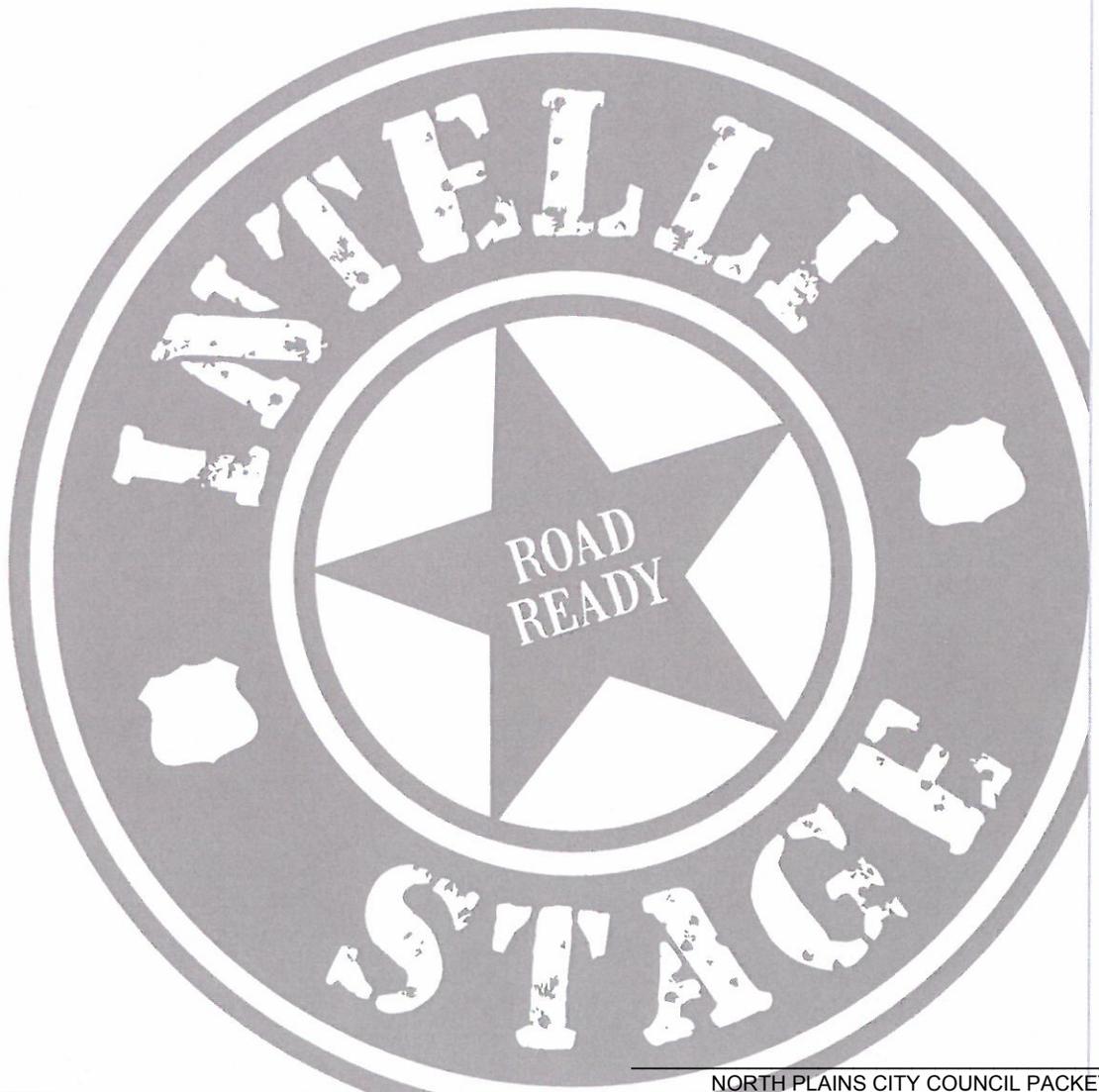
AUTHORIZED INTELLISTAGE DISTRIBUTOR
www.stagedrop.com | 1-800-88-STAGE

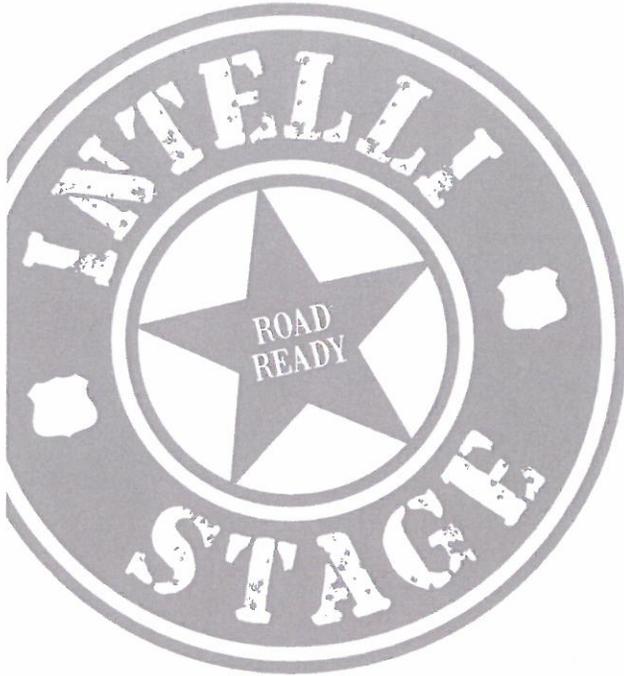


IntelliStage

Portable Stage System

by Road Ready





STAGEDROP
INC.
 AUTHORIZED INTELLISTAGE DISTRIBUTOR
www.stagedrop.com | 1-800-88-STAGE

IntelliStage

Portable Stage System

by Road Ready

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 Limited 2 Year Warranty 19

Introduction

Thank you for being a Road Ready Customer and welcome to the family.

We do one thing and do it well – build products that make your life easier. Crafting innovative, quality products is our calling and we take it seriously. Strong, lightweight and versatile, your **IntelliStage** system is crafted out of the finest materials available and put through our grueling quality check before it ships out the door.

We thank you for your purchase and know that your **IntelliStage** system will definitely steal the show! However, if you should require any assistance or service, you'll find that we take as much pride in supporting our products as we do in designing and building them.

About Intellistage

Perfect for schools, Houses of Worship, hotels and event organizers, **IntelliStage** Portable Stage Systems are the ultimate in portability and convenience. Consisting of modular, lightweight platforms and risers that can be combined to create customized stages in various heights and configurations. Easily assembled by a single person, each platform and riser are fastened together using our unique internal locking system and each platform can bear weight up to 185 lbs./sq. ft. (900 KGS/sq. meter).

When it's time to break down, you'll find that disassembly and storage are equally convenient. **IntelliStage** systems are available in kits designed specifically for various applications. See our catalog or website www.IntelliStage.com for details.

Optional upgrade accessories like flight cases, caster boards, guard rails, chairstops and skirts are also available. Go on, feel free to take the stage.

Features:

Platforms:

- Lightweight and compact for easy setup, transport and storage
- Durable grey carpet, Tuffcoat and Industrial finish
- Multiple layer platform construction featuring honeycomb structure with a weight capacity of up to 185 lbs./sq. ft (900 kg/sq. meter)
- Convenient cable and electrical ports on select platforms
- Integrated platform interlocking system
- Metal reinforced corners and aluminum profile edges

Risers:

- Universal, collapsible lightweight risers available in standard height configurations.

Specifications:

Platforms:

- Finish:
- Grey carpet
 - Tuffcoat
 - Industrial
- Materials:
- Multiple layer sandwich construction
 - Top: 22/64" (9 mm) high density plywood
 - Middle: 19/32" (15 mm) honeycomb
 - Bottom: 9/64" (4 mm) high-density plywood
 - Aluminum profile on all sides with integrated platform interlocking system
- Sizes: See page 16 (U.S.) and 18 (European)

Risers:

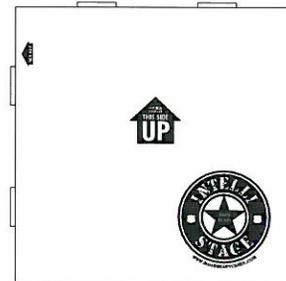
- Finish:
- Brushed aluminum
- Materials:
- Aluminum
 - Copper
 - ABS Plastic
- Dimensions (height): See page 16 (U.S.) and 18 (European)

Weight Capacity: 185 lbs per sq. foot/900kg per square meter

Storage:

When storing your stage system, be sure to heed the arrows on the bottom of the platforms. This is to ensure that the panel interlocking devices are not damaged.

Recommended platform storage position



Important Safety Instructions:

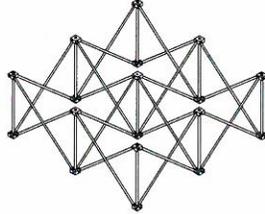
- 1.) Read and follow all instructions
- 2.) Do not exceed the maximum weight capacity
- 3.) Do not vertically couple more than 2 risers
- 4.) Completely secure all fasteners
- 5.) Assemble and use only on a flat and level surface

Meet the Components:

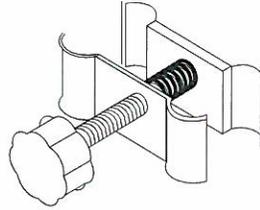
Putting together your **IntelliStage** system was designed to be simple enough for anyone to do. Consequently, the number of components you will encounter in the assembly process is limited. Nonetheless, let's take a moment for a little meet and greet...



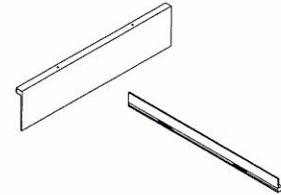
A.) Platform



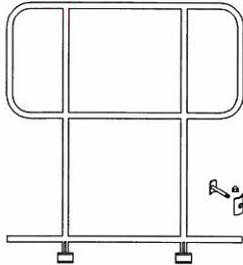
B.) Riser



**(ISSJ)
C.) Riser Clamp**



D.) Chair Stops



E.) Guard Rail and Hardware



F.) Hex Key

A.) Platform

Durable, modular stage surface - supports up to 185 lbs./sq. ft. (900kg/sq. meter).

B.) Riser

Supports platform surface - available in 8", 16", 24" and 32" (20, 30, 40 & 60 cm.) heights.

C.) Riser Clamp (ISSJ)

Provides support in situations where you would like to secure risers of different heights. Device is also used to secure steps to each other, as well as to platform risers.

D.) Chair Stops

Chair stops prevent chair legs from slipping off the top of a stage or between platforms of different heights.

E.) Guard Rail and Hardware

Guard rails are an optional add on to any stage or step system that provides an additional measure of safety for performers. Corner bracket hardware (IS2CMB) is sold separately.

F.) Hex Key

Probably the only tool other than a screwdriver you'll need to put your stage system together.

Assembly 101: Securing Platforms 2 Risers

Getting your stage system up and running has never been easier than this. You are literally minutes away from having a sturdy, professional presentation platform.

- Unpack your platform and risers.
- Expand riser completely
- Properly align platform and place onto riser. Verify that all riser to platform connection points and corner locking mechanisms are properly aligned in their platform hole.
- Lock platform to riser by turning the corner locking screws clockwise with the included hex key until tightly secured.
- To assemble steps, follow the same procedure.

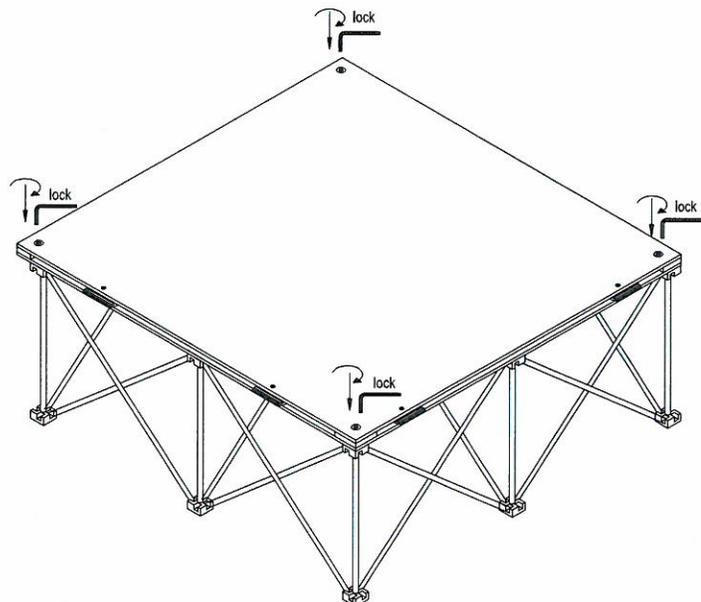
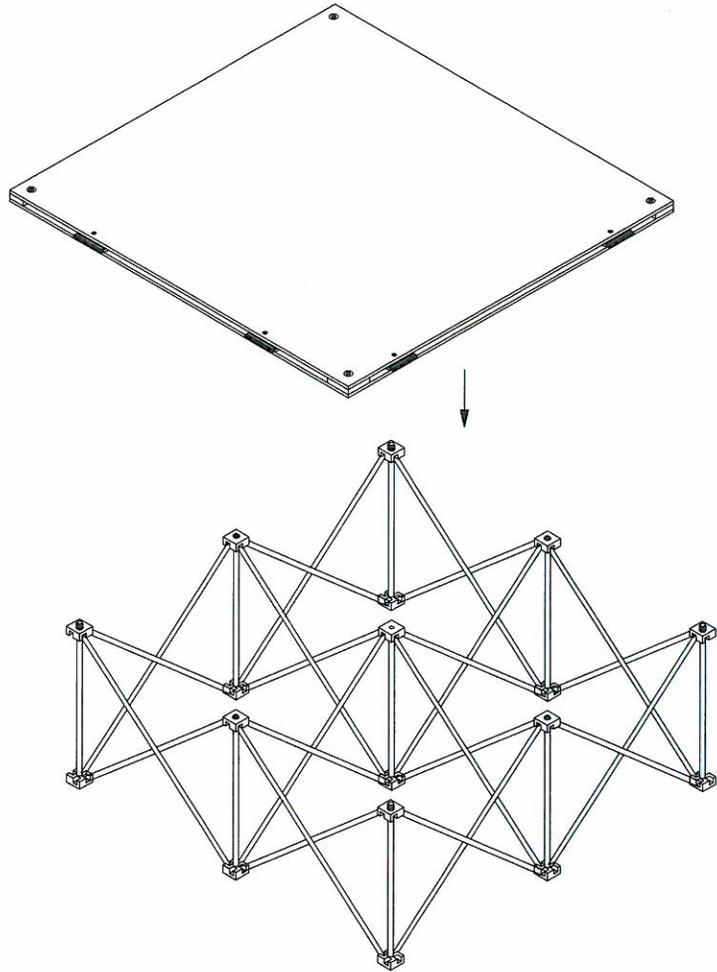


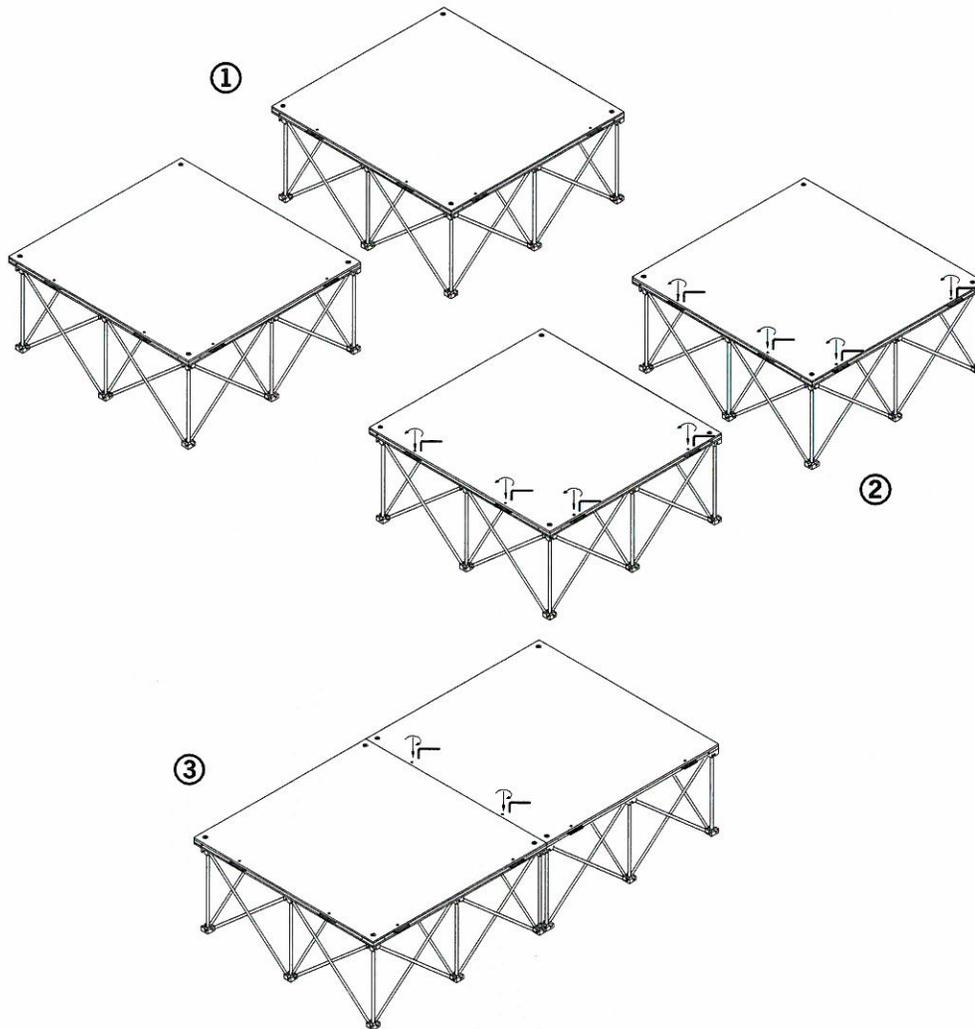
Note: You'll find your hex key in the foam key holder in the groove next to the platform locking mechanism indicated by the arrow on the bottom of the platform.

What You'll Need:



Hex Key

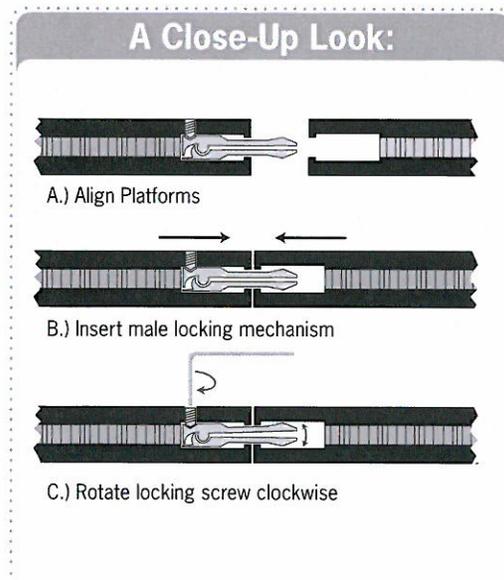




Securing Platforms To Platforms

IntelliStage systems feature a unique, easy to use platform inter-locking system that ensures a safe, level performance surface.

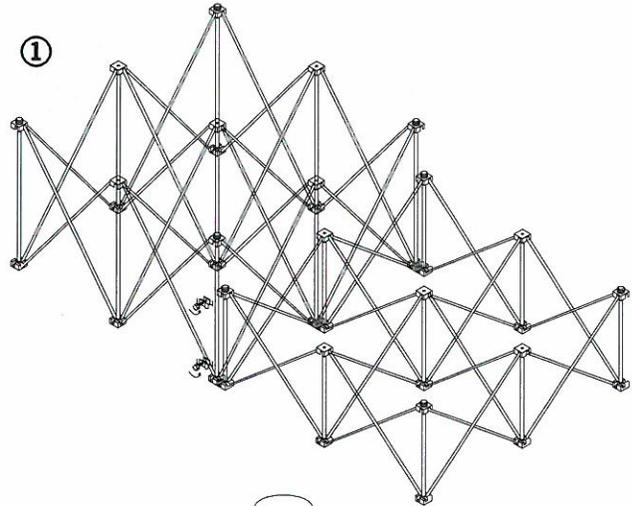
- 1.) Expand risers completely and attach platforms as described in **Assembly 101**
- 2.) **(A)** Align platforms and make sure that the platform interlocking devices are in the closed position
- 3.) **(B)** Insert male locking mechanism into groove on opposite platform. **(C)** Rotate locking screw clockwise. Repeat until your stage system is complete.



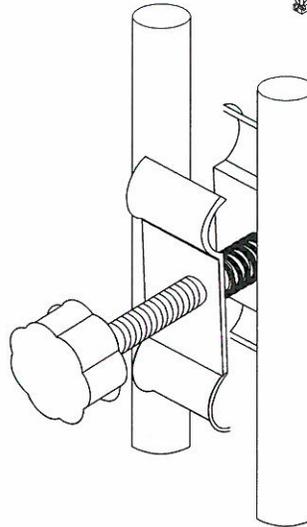
Securing Steps or Risers of Different Heights (ISSJ)

When designing a custom stage configuration, you may encounter situations where you would like to use risers of different heights. Because the platform inter-locking mechanism will not work in this scenario, we've designed an alternate method that provides the same level of security. This is the same procedure that you would use when securing steps both to each other and to the stage risers.

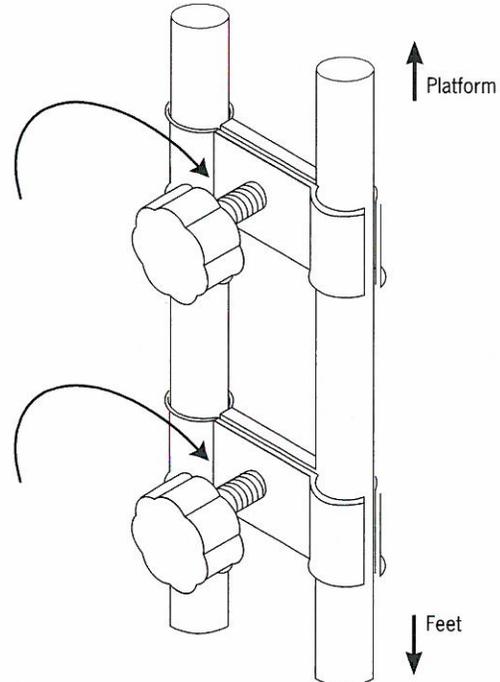
- 1.) Expand and align risers. Mount stage platforms as described in **Assembly 101**.
- 2.) If necessary, loosen clamp by turning knob counter-clockwise. Insert clamp between riser and rotate entire clamp in either direction until aligned properly (see figure 3).
- 3.) Secure riser clamps – by turning knob clockwise.
- 4.) To secure a single platform or step use a minimum of one package ISSJ hardware (4pk). Use 2 ISSJs per platform corner (see figures 1 and 3) and secure a minimum of 2 of the platforms adjoining corners.



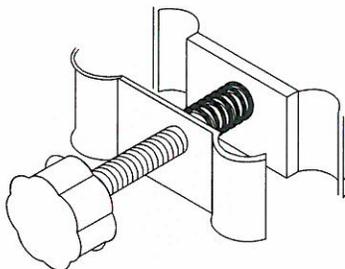
②



③

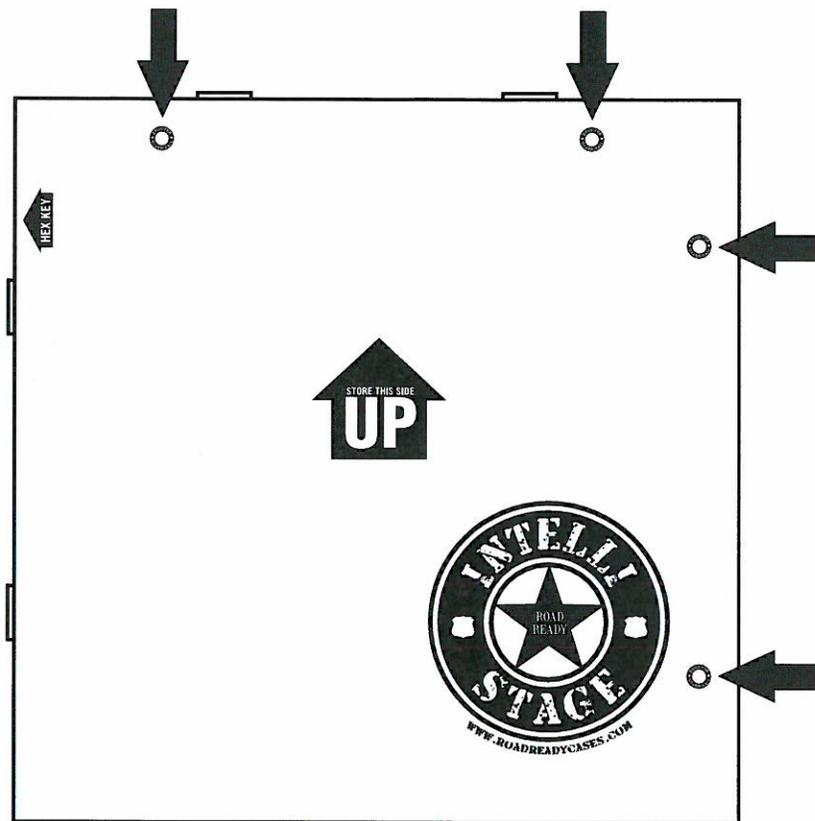


What You'll Need:



Riser Clamp

Notes



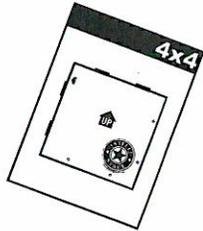
Prepping for Guard Rails

IntelliStage platforms and steps must be drilled to accommodate guard rails. Newer platforms have marked guide holes indicating where to drill. Older platforms must be marked using a template before drilling can occur. Templates are located on pages 10-13.

- If your platform does not have marked guide holes as indicated by the black arrows in the above illustration, use the appropriate template (pgs 10-13) and mark the drilling locations as needed.
- Drill through the platform with a 7/16" or 11mm drill bit. Make sure to keep the drill perpendicular to the platform while drilling.

Note: Only drill the required holes for your platform configuration. **Do not use guard rails on folding platforms.**

What You'll Need:



Hole Templates (pgs 10-13)

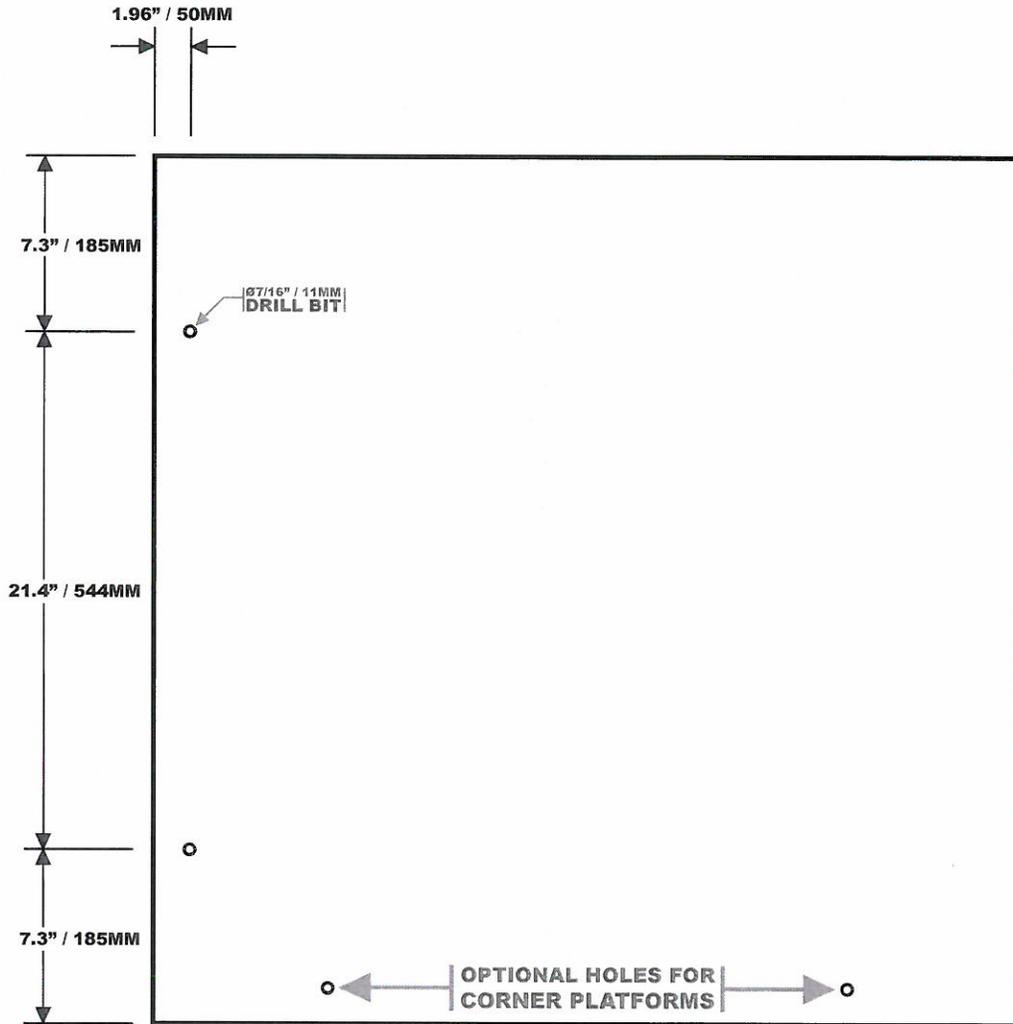


Ruler & Writing Instrument

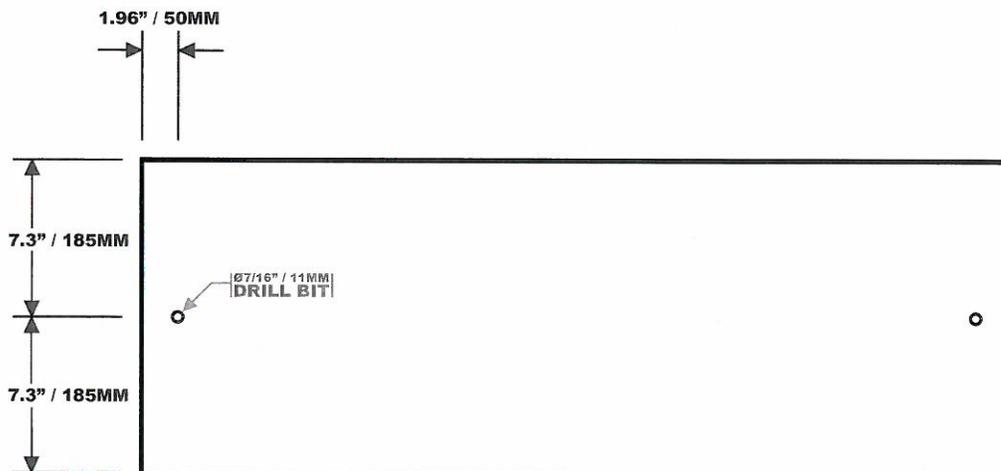


Power Drill

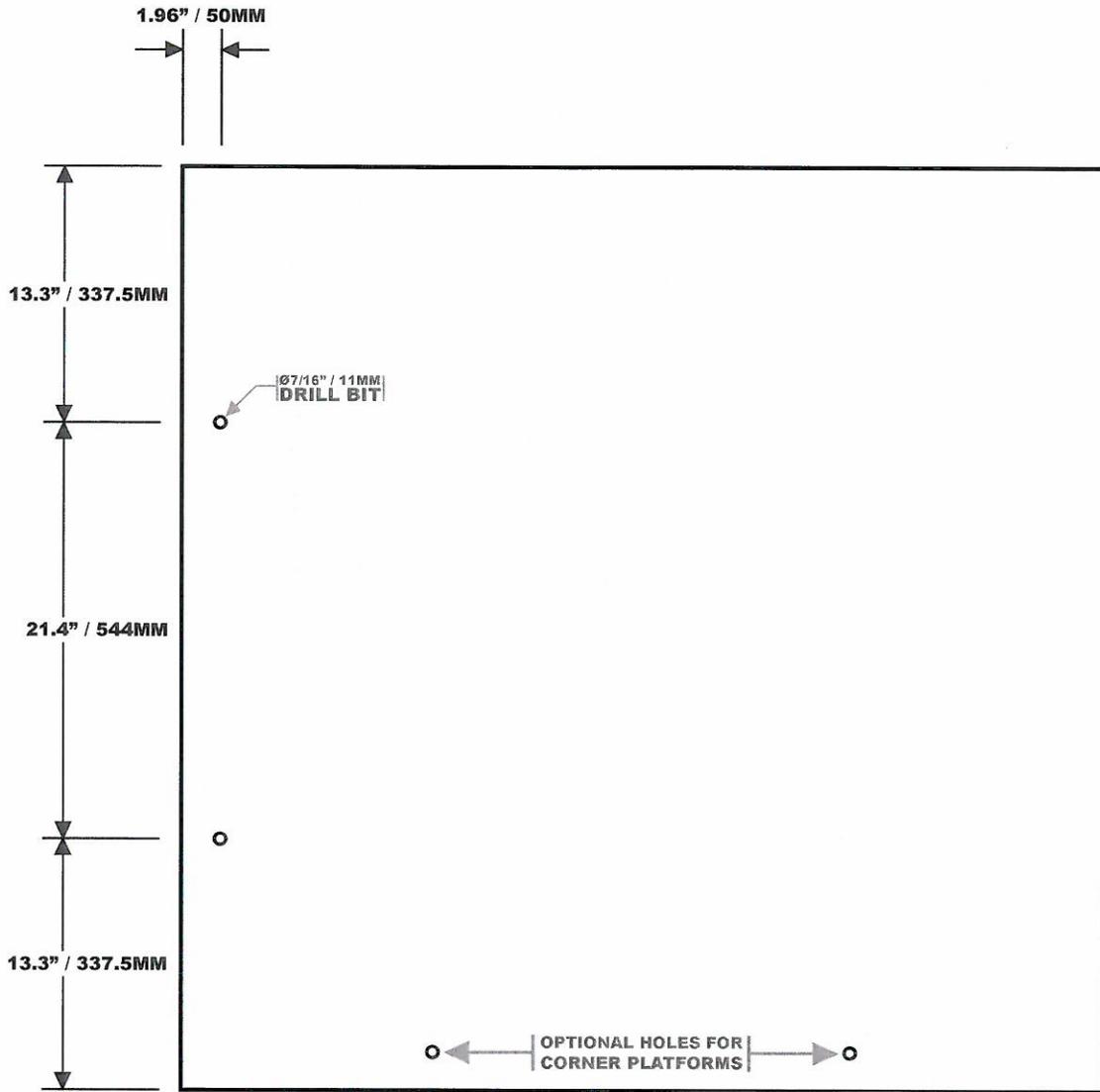
3'X3' TEMPLATE



US STEP TEMPLATE



4'X4' TEMPLATE

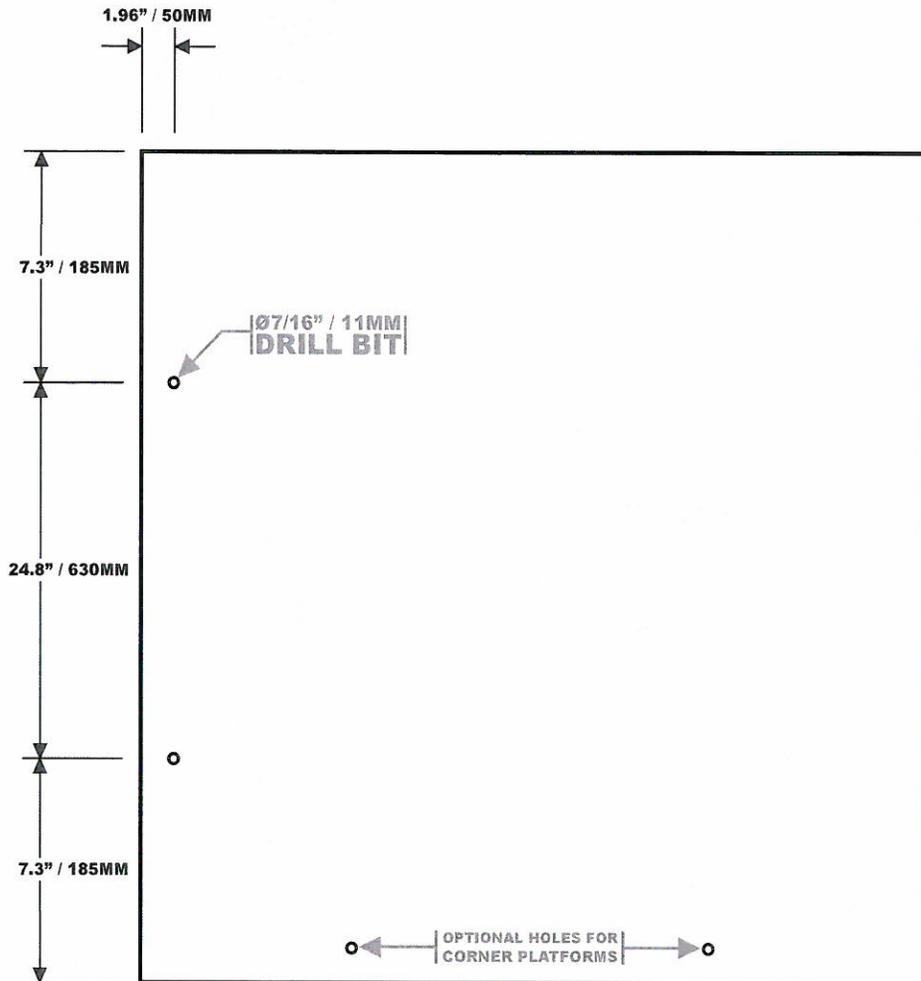


Important Template Instructions:

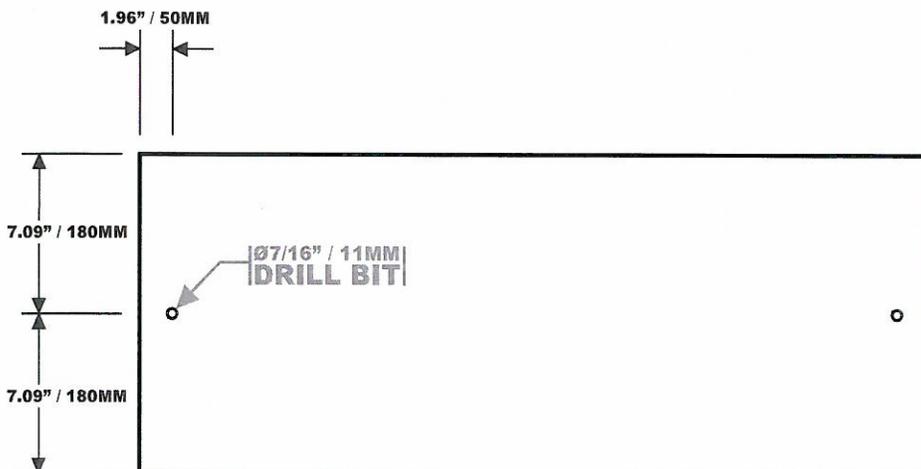


- 1.) Double check measurements before drilling
- 2.) Use a pilot hole or punch to mark drilling location
- 3.) Read and follow all power tool instructions
- 4.) Holes can be drilled on all 4 sides as needed
- 5.) **Do not use guard rails on folding platforms.**

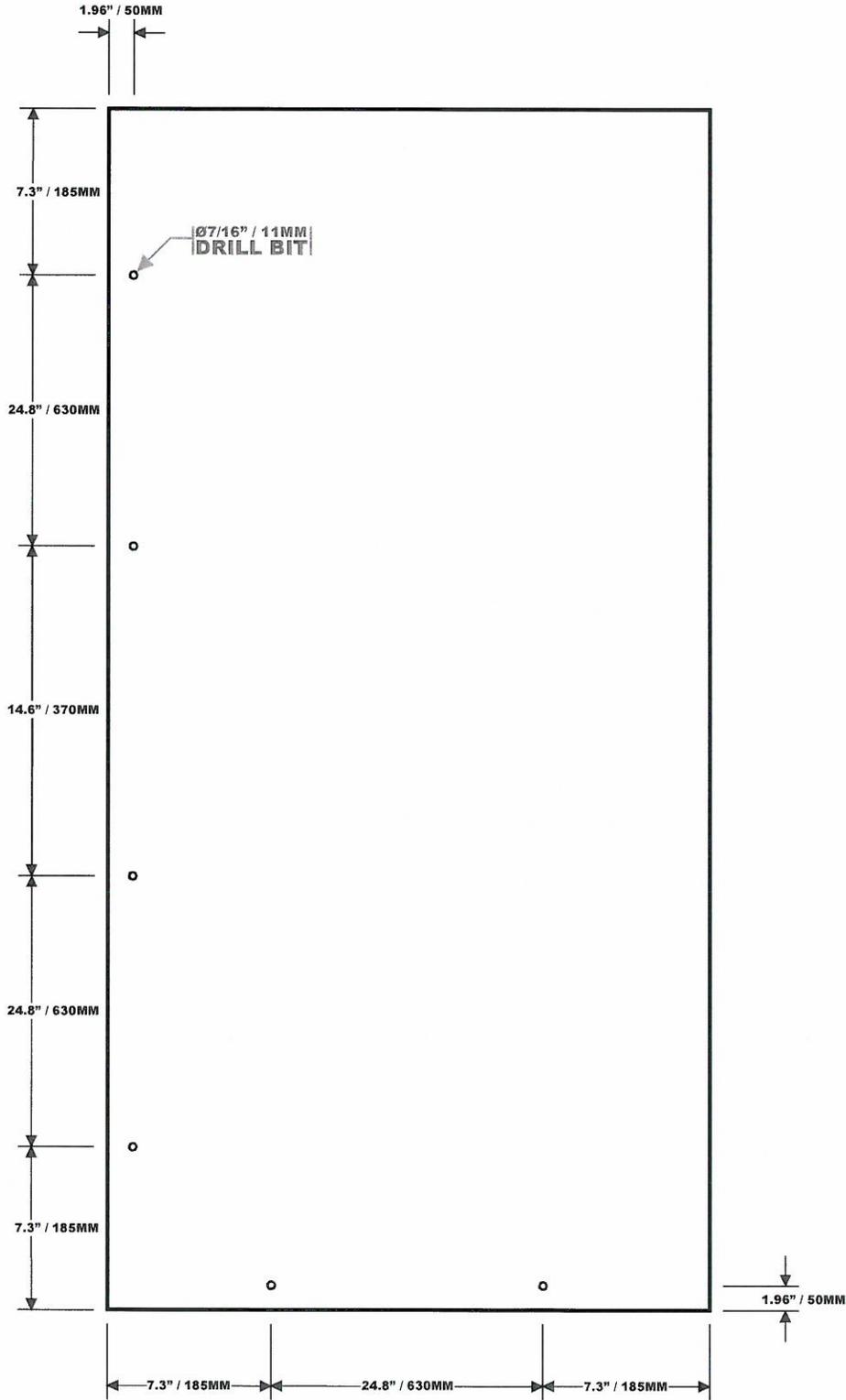
1X1M TEMPLATE



EURO STEP TEMPLATE



2X1M TEMPLATE



Guard Rail Assembly 101

Completely set up your stage with drilled guard rail platforms before beginning the next steps.

- 1.) Align guard rail with holes and slide rail onto platform.
- 2.) Secure guard rail with bolt and large hex key as shown.

Secure all guard rails to platforms before proceeding.

- 3.) Couple side guard rails together with IS2SMB (included w/rail packages) hardware and a small hex key.
- 4.) Where applicable couple corner guard rails together with IS2CMB hardware (sold separately) and a small hex key.

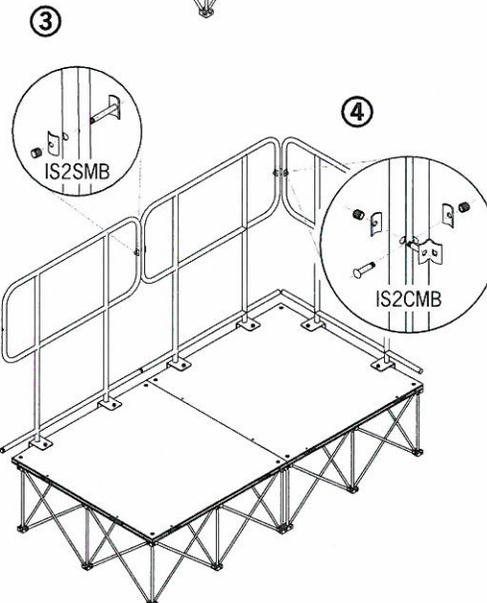
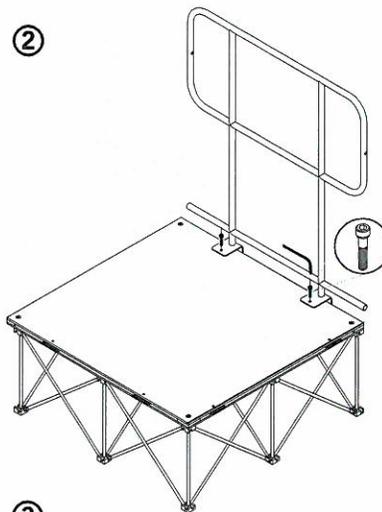
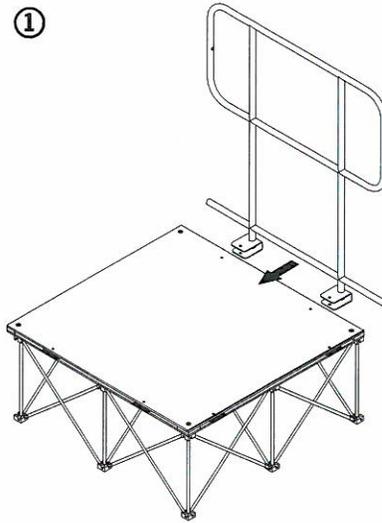
To assemble steps, follow the same procedure.

Note: Do not use guard rails on folding platforms.

What You'll Need:



Large and Small Hex Key



Chair Stop Installation

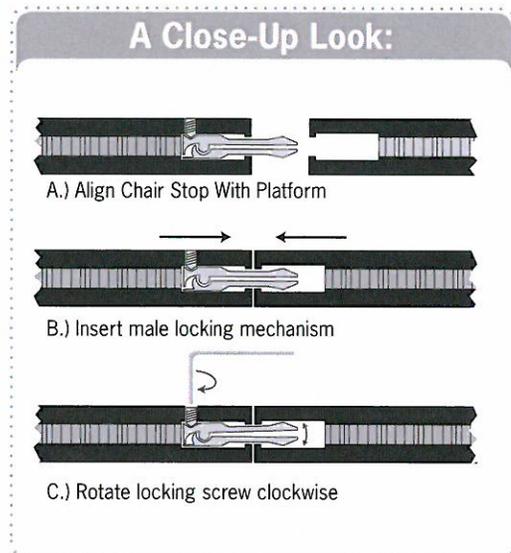
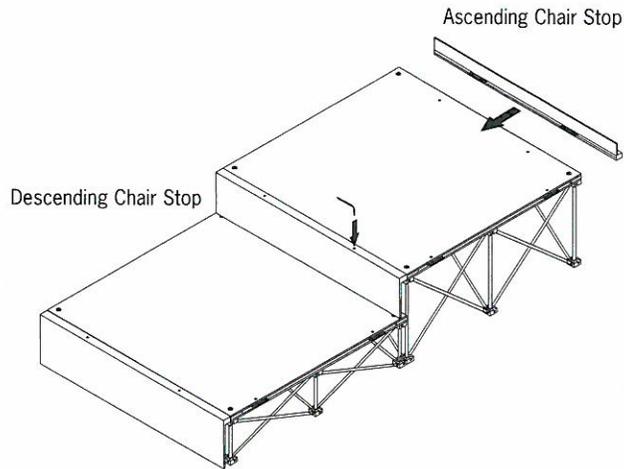
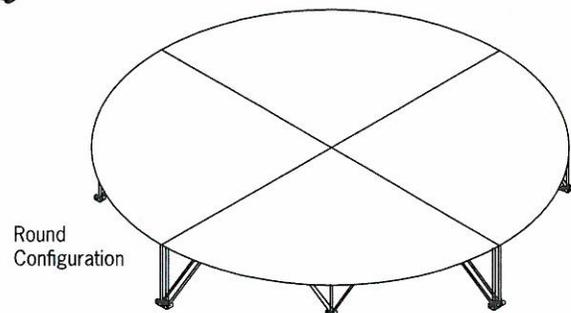
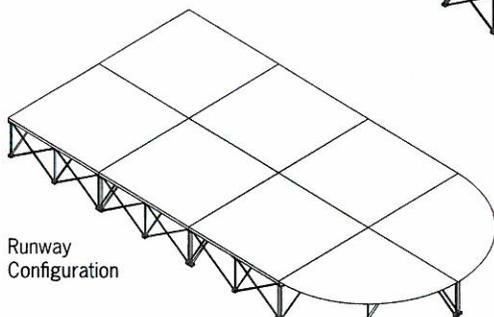
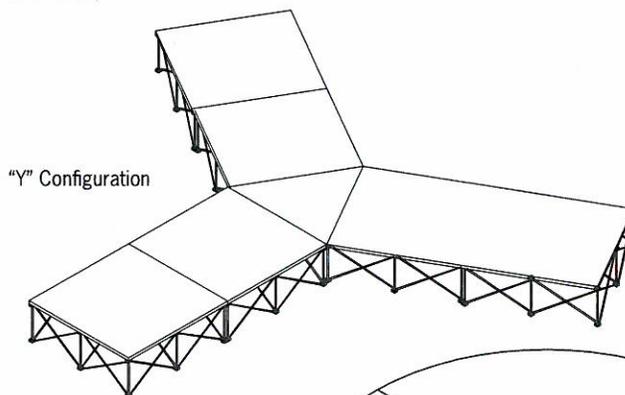
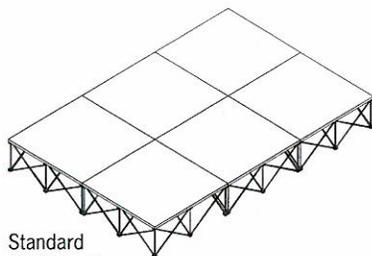
To install chair stops completely set up your stage before beginning the next steps.

- First familiarize yourself with your chair stop. There are two types of chair stops: Ascending (for use on top platforms) and Descending (for use between platforms).
- Orientate your chair stop “right side up” (hex screw should be on top) and align with your platform or step.
- Using a hex key secure the chair stop to the platform by turning the locking mechanism clockwise until tight.

Note: You may have to remove platform to platform locking mechanisms to complete your configuration. Locking mechanisms unscrew and slide out of platforms

Typical Stage Configurations

With your **IntelliStage** system, the configuration possibilities are endless – your boundaries are only safety limitations and your imagination. In addition to these typical stage setups, you can create nearly any shape you can think of, including multiple levels and more!



Sizes & Configurations (U.S.)

Platforms

Square Platforms

ISP3X3CD	3' X 3' Carpet Finish Platforms (2 pcs per master pack)
ISP3X3TD	3' X 3' Tuffcoat Finish Platforms (2 pcs per master pack)
ISP3X3ID	3' X 3' Industrial Finish Platforms (2 pcs per master pack)
ISP4X4CD	4' X 4' Carpet Finish Platforms (2 pcs per master pack)
ISP4X4TD	4' X 4' Tuffcoat Finish Platforms (2 pcs per master pack)
ISP4X4ID	4' X 4' Industrial Finish Platforms (2 pcs per master pack)

Folding Platforms

ISPF4X4C	4' X 4' Carpet Folding Platform
ISPF4X4T	4' X 4' Tuffcoat Folding Platform
ISPF4X4I	4' X 4' Industrial Folding Platform

Triangle Platforms

ISTPC3	3' Carpeted Triangle Platform
ISTPT3	3' Tuffcoat Triangle Platform
ISTPI3	3' Industrial Triangle Platform
ISTPC4	4' Carpeted Triangle Platform
ISTPT4	4' Tuffcoat Triangle Platform
ISTPI4	4' Industrial Triangle Platform

Quarter Round Platforms

ISQRPC3	3' Carpeted Quarter Round Platform
ISQRPT3	3' Tuffcoat Quarter Round Platform
ISQRPI3	3' Industrial Quarter Round Platform
ISQRPC4	4' Carpeted Quarter Round Platform
ISQRPT4	4' Tuffcoat Quarter Round Platform
ISQRPI4	4' Industrial Quarter Round Platform

Step Platforms

ISSTEP8	3' X 1' Carpeted Step Platform
ISSTEP16	3' X 1' Tuffcoat Step Platform
ISSTEP24	3' X 1' Industrial Step Platform

Risers

Risers for 4' X 4' Platforms

IS4X4X8	8" High Riser
IS4X4X16	16" High Riser
IS4X4X24	24" High Riser
IS4X4X32	32" High Riser

Risers for 3' X 3' Platforms

IS3X3X8	8" High Riser
IS3X3X16	16" High Riser
IS3X3X24	24" High Riser
IS3X3X32	32" High Riser

Risers for 4' Triangle Platforms

IST4X8	8" High Riser
IST4X16	16" High Riser
IST4X24	24" High Riser
IST4X32	32" High Riser

Risers for 3' Triangle Platforms

IST3X8	8" High Riser
IST3X16	16" High Riser
IST3X24	24" High Riser
IST3X32	32" High Riser

Risers for 4' Quarter Round Platforms

ISQR4X8	8" High Riser
ISQR4X16	16" High Riser
ISQR4X24	24" High Riser
ISQR4X32	32" High Riser

Risers for 3' Quarter Round Platforms

ISQR3X8	8" High Riser
ISQR3X16	16" High Riser
ISQR3X24	24" High Riser
ISQR3X32	32" High Riser

Risers for Step Platforms

ISSTEP8	8" High Riser
ISSTEP16	16" High Riser
ISSTEP24	24" High Riser

Guard Rails

IS4X4GRPD	Guard Rail for 4' X 4' platforms (2 pcs per master pack)
IS3X3GRPD	Guard Rail for 3' X 3' platforms (2 pcs per master pack)
ISSTEPGRPD	Guard Rail for step platforms (2 pcs per master pack)

Guard Rail Hardware

IS2CMB	2 pack of Guard Rail Corner Mounting Brackets
IS2SMB	2 pack of Guard Rail Side Mounting Brackets
IS10MS	10 pack of Guard Rail to platform Mounting Screws

Chair Stops

IS4CSTOP	4' Descending Chair Stop - For use between platforms.
IS4CSTOP2	4' Ascending Chair Stop - For use on top platforms.
IS3CSTOP	3' Descending Chair Stop - For use between platforms.
IS3CSTOP2	3' Ascending Chair Stop - For use on top platform.

Transportation Systems

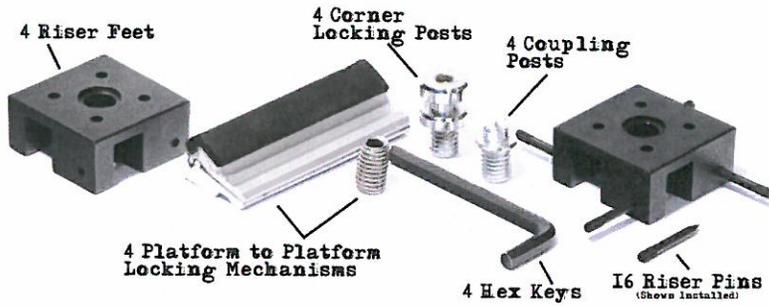
ISC6X4X4C	Flight Case for 6 pcs. of 4' X 4' platforms with matching risers & front access door
ISC6X3X3C	Flight Case for 6 pcs. of 3' X 3' platforms with matching risers
IS4X4CB	Caster Board for 24 pcs. of 4' X 4' platforms
IS3X3CB	Caster Board for 36 pcs. of 3' X 3' platforms
IS4X4AC	Accessory Case for 12 risers and skirts
IS3X3AC	Accessory Case for 18 risers and skirts

Skirts

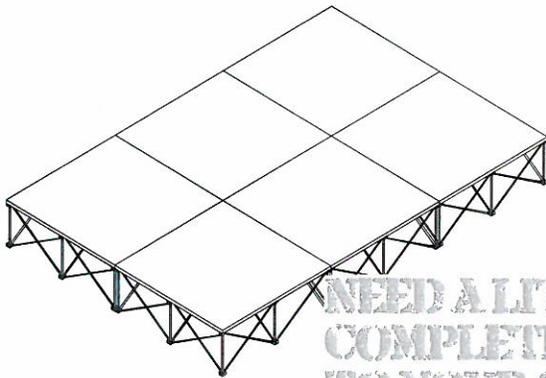
ISSK4X8	4' wide, 8" long Black Skirt
ISSK4X16	4' wide, 16" long Black Skirt
ISSK4X24	4' wide, 24" long Black Skirt
ISSK4X32	4' wide, 32" long Black Skirt

Accessories

- ISSJ 4 pack of Connecting Hardware for various heights of stages & steps
- ISREK 4 pack of Riser Extension hardware
- IS6LEGX10 10 pack of Drum Riser legs
- IS10RF 10 pack of self adhesive rubber feet to aid with slippery surfaces/ground

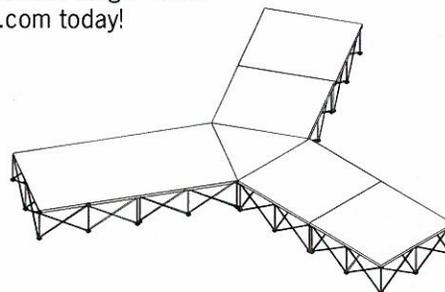


- ISRK Replacement parts kit
 - 4 Platform to Platform Locking Mechanisms
 - 4 Corner Locking Posts
 - 4 Coupling Posts
 - 16 Riser Pins
 - 4 Riser Feet
 - 4 Hex Keys



**NEED A LITTLE HELP
COMPLETING OR ADDING
TO YOUR STAGE?**

Our online IntelliStage™ software tool helps ensure you get all the platforms, risers, skirting and other accessories you need to complete your stage just the way you want it. Our software is also multi-lingual and supports several different languages! If you need a little help creating your perfect stage - don't delay, log onto www.IntelliStage.com today!



Sizes & Configurations (European)

Platforms

Rectangle and Square Platforms

ISPE2X1CS	2m x 1m Carpet Finish Platform (single pack)
ISPE2X1CD	2m x 1m Carpet Finish Platforms (2 pcs per master pack)
ISPE2X1TS	2m x 1m Tuffcoat Finish Platform (single pack)
ISPE2X1TD	2m x 1m Tuffcoat Finish Platforms (2 pcs per master pack)
ISPE2X1IS	2m x 1m Industrial Finish Platform (single pack)
ISPE2X1ID	2m x 1m Industrial Finish Platforms (2 pcs per master pack)
ISPE1X1CS	1m x 1m Carpet Finish Platform (single pack)
ISPE1X1CD	1m x 1m Carpet Finish Platforms (2pcs per master pack)
ISPE1X1TS	1m x 1m Tuffcoat Finish Platform (single pack)
ISPE1X1TD	1m x 1m Tuffcoat Finish Platforms (2 pcs per master pack)
ISPE1X1IS	1m x 1m Industrial Finish Platform (single pack)
ISPE1X1ID	1m x 1m Industrial Finish Platforms (2 pcs per master pack)
ISPE1X0.5CS	1m x .5m Carpet Finish Platform (single pack)
ISPE1X0.5CD	1m x .5m Carpet Finish Platforms (single pack)
ISPE1X0.5TS	1m x .5m Tuffcoat Finish Platform (single pack)
ISPE1X0.5TD	1m x .5m Tuffcoat Finish Platforms (2 pcs per master pack)
ISPE1X0.5IS	1m x .5m Industrial Finish Platform (single pack)
ISPE1X0.5ID	1m x .5m Industrial Finish Platforms (2 pcs per master pack)

Folding Platforms

ISPEF1X1C	1m x 1m Carpet Folding Platform
ISPEF1X1T	1m x 1m Tuffcoat Folding Platform
ISPEF1X1I	1m x 1m Industrial Folding Platform

Triangle Platforms

ISTPEC	1m Carpet Finish Triangle Platform
ISTPET	1m Tuffcoat Finish Triangle Platform
ISTPEI	1m Industrial Finish Triangle Platform

Quarter Round Platforms

ISQRPEC	1m Carpet Finish Quarter Round Platform
ISQRPET	1m Tuffcoat Finish Quarter Round Platform
ISQRPEI	1m Industrial Finish Quarter Round Platform

Step Platforms

ISSTEPEC	1 Meter Long Carpet Finish Euro Step
ISSTEPEP	1 Meter Long Tuffcoat Finish Euro Step
ISSTEPEI	1 Meter Long Industrial Finish Euro Step

Risers

Risers for 2m x 1m platforms

ISE2X1X20	20cm High
ISE2X1X30	30cm High
ISE2X1X40	40cm High
ISE2X1X60	60cm High

Risers for 1m x 1m platforms

ISE1X1X20	20cm High
ISE1X1X30	30cm High
ISE1X1X40	40cm High
ISE1X1X60	60cm High

Risers for 1m x .5m Platforms

ISE1X.5X20	20cm High
ISE1X.5X30	30cm High
ISE1X.5X40	40cm High
ISE1X.5X60	60cm High

Risers for 1m Triangle Platforms

ISET1X20	20cm High
ISET1X30	30cm High
ISET1X40	40cm High
ISET1X60	60cm High

Risers for 1m Quarter Round Platforms

ISEQR1X20	20cm High
ISEQR1X30	30cm High
ISEQR1X40	40cm High
ISEQR1X60	60cm High

Risers for Step Platforms

ISESTEP20	20cm High
ISESTEP30	30cm High
ISESTEP40	40cm High

Guard Rails

ISE1X1GRPD	Guard Rail for 2X1 and 1X1 platforms (2 pcs per master pack)
ISESTEPGRPD	Guard Rail for step platforms (2 pcs per master pack)

Guard Rail Hardware

IS2CMB	2 pack of Guard Rail Corner Mounting Brackets
IS2SMB	2 pack of Guard Rail Side Mounting Brackets
IS10MS	10 pack of Guard Rail to platform Mounting Screws

Chair Stops

ISECSTOP	1m Descending Chair Stop - For use between platforms.
ISECSTOP5	1m Ascending Chair Stop - For use on top platforms.

Transportation Systems

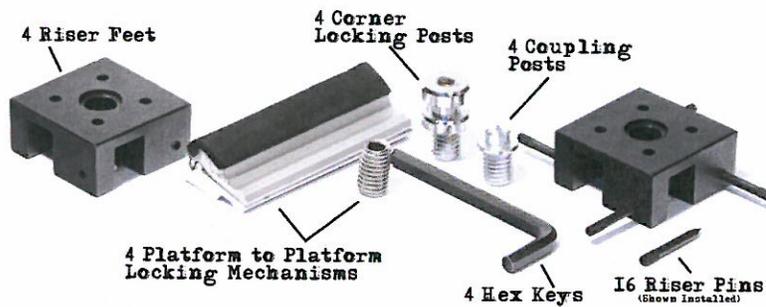
ISEC6X2X1C	Flight Case for 6 pcs. of 2m x 1m platforms with matching risers & front access door
ISEC6X1X1C	Flight Case for 6 pcs. of 1m x 1m platforms with matching risers
ISE2CB	Caster Board for 20 pcs. of 2m x 1m platforms
ISE1CB	Caster Board for 36 pcs. of 1m x 1m platforms
ISE2X1AC	Accessory Case for 10 risers and skirts
ISE1X1AC	Accessory Case for 18 risers and skirts

Skirts

ISESK2X20	2m wide X 20 cm long Black Skirt
ISESK2X30	2m wide X 30 cm long Black Skirt
ISESK2X40	2m wide X 40 cm long Black Skirt
ISESK2X60	2m wide X 60 cm long Black Skirt

Accessories

ISSJ	4 pack of Connecting Hardware for various heights of stages & steps
ISREK	4 pack of Riser Extension hardware
IS6LEGX10	10 pack of Drum Riser legs
IS1ORF	10 pack of self adhesive rubber feet to aid with slippery surfaces/ground



ISRK	Replacement parts kit
	4 Platform to Platform Locking Mechanisms
	4 Corner Locking Posts
	4 Coupling Posts
	16 Riser Pins
	4 Riser Feet
	4 Hex Keys

**VIEW OUR INSTRUCTIONAL VIDEO
ONLINE AT WWW.INTELLISTAGE.COM**

Limited 2 Year Warranty

Road Ready warrants to the original owner of each new IntelliStage product, for a period of 2 years from the date of purchase, (provided that is purchased at an Authorized IntelliStage Dealer) that is free of defects in materials and workmanship and that each product meets or exceeds all factory published specifications. This warranty is void if the product has been tampered with or misused beyond reasonable wear, and shall not apply if the product has been physically damaged. Improper handling, set-up or use of this unit could cause it to fail which could lead to serious injury or death. Please be sure to read, understand and follow all operating instructions and weight load information in this manual before using this product. Do not allow children or untrained persons to use this product. There are no obligations of liability on the part of Road Ready for any personal injuries, death, consequential damage or any other indirect damages with respect to, loss of property, revenues, profit or costs of removals, installations or re-installations arising out of, or in connection with, the use or performance of an IntelliStage product.



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NORTH PLAINS CITY COUNCIL PACKET

Monday, December 2, 2013

Packet Pagination: Page 83 of 90

3.0 - 2.24.09



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: November 26, 2013
To: Mayor and City Council
From: City Manager Martha DeBry
Subject: Approval of city policies Number 252-359

Request: Council approve policies Number 252-359

Background: The draft policy manual was distributed at the 9/16/13 council meeting.

To manage the workload of the reviewing ordinance Council directed that batches of policies be presented at a series of meetings.

Policies to be approved on December 2, 2013 are:

252 Separation
253 Layoffs
340 Bereavement Leave
345 Military Leave
346 Jury Duty
347 Domestic Violence Leave
348 FMLA/OFLA
350 Identity Theft
358 Wages
359 Time Cards

All policies are as previously distributed to Council.

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

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

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

**City of North Plains
Police Department
11/27/13**

**TO: Martha DeBry, City
Manager
City Council
Department Heads**

FROM: Bill Snyder, Police Chief

SUBJ.: DEPARTMENT REPORT

This month's activities include completion of some much needed administrative work (policy reviews and updates) as well as officers setting their calendars for 2014 training.

The following are the numbers regarding criminal reports/activity for November:

Activity	2013 Nov
DUII	0
Traffic crash	1
Hit and Run	1
Runaway	2
Assist agency	0
Welfare check	1
Drug possession arrest	4
Burglary	0
False information arrest	1
Theft	1
Warrant arrest	1
Found Property	2
Assault	0
Information report	2

City of North Plains

Public Works Department

11/26/2013

TO: Martha DeBry, City Manager

City Council

Department Heads

FROM: Blake Boyles, Public Works Director

SUBJECT: DEPARTMENT REPORT

- CDBG Project Management –NW Claxtar St –Storm, curb and sidewalk coordination. Punch list
- Construction coordination with ODOT on interchange/ pedestrian trail working designs
- East side reservoir cost evaluation, possible real estate property locations
- Highland Ct Subdivision coordination
- Street light installation
- Emergency Management planning
- New subdivision plan review (Sunset Ridge, Sunset Terrace, Pacific Estates, North Ave)

Public Works Crews are working on the following projects/tasks:

- Library Gutter staining
- Valve maintenance
- Monthly meter reading
- Equipment Maintenance
- Building Maintenance
- Leaf pick up
- Winterizing parks irrigation systems
- Cross Connection
- Locates
- 2" water service installation
- Sign installation
- Event clean-up
- Shelf installation yellow house
- Railing installed on stage JM
- Leak repair

Future reports will include tasks accomplished and those pending. If there is any other information you may want to see in the report, please let me know.-

City of North Plains - Library Department - December 2, 2013 to January 6, 2014

TO: Martha DeBry, City Manager, and to City Council Members
FROM: Debbie Brodie, Library Director
SUBJECT: DEPARTMENT REPORT

Holiday Craft Faire. Do a little holiday shopping and support the North Plains Public Library at the same time! The annual Craft Faire will be held in the Library from **December 2-24**. Proceeds will be used to purchase new books.

Wizard of Oz Tree. This year's Library holiday tree is upside down and rotates, just as if a tornado were still spinning it. Farm animals, barns, and tractors whirl around as tree ornaments. Next to the tree, the Wicked Witch of the East lies under the house that the tornado deposited in the Library. This marvelous Wizard of Oz Tree was graciously donated by MetroWest Ambulance and will be on display throughout the month of December.

Storytimes. Children ages 0-6 are invited to participate every Wednesday at 11:30 a.m. in the children's section of the Library.

- **December 4** Storytime with Miss Marion: At Year's End
- **December 11** Storytime with Children's Librarian Kay: Clothing
- **December 18** Special Guest Storytime: Santa Claus Visits the Library!
- **December 25** Holiday – no Storytime
- **January 1** Holiday – no Storytime

Cover Oregon Information. Oregonians are now able to compare and enroll in health and dental coverage that fits their needs and to access financial help to pay for that coverage. Literature about Cover Oregon is available at the North Plains Public Library, and staff member Donna Medica will give free public presentations and question/answer sessions about this topic as follows:

- Thursday **Dec 5** 07:00 p.m. Presentation at Cornelius City Hall
1355 N Barlow St., Cornelius
- Saturday **Dec 7** 10:30 a.m. Presentation at Cedar Mill Community Library
12505 NW Cornell Road, Portland
- Tuesday **Dec 10** 05:30 p.m. Presentation at Beaverton City Library
12375 SW Fifth Street, Beaverton
- Thursday **Dec 12** 06:30 p.m. Presentation at Century High School
2000 SE Century Blvd, Hillsboro
- Wednesday **Dec 18** 07:00 p.m. Presentation at Hillsboro Public Library
2850 NE Brookwood Pkwy, Hillsboro
- Saturday **Dec 28** 1–3 p.m. Q & A Session at Forest Grove Library
2114 Pacific Avenue, Forest Grove

Library Book Club. On Thursday, **December 19** at 7 p.m., the group will discuss Proof of Heaven by Dr. Eben Alexander. As a neurosurgeon, the author believed that near-death-experiences were simply fantasies of brains under stress. Then, he contracted a rare illness that put him in a coma, and during that time, he encountered his own NDE. He miraculously recovered, and this book recounts his story. New members are welcome to attend. Refreshments will be served.

Writers' Group. Share your writing projects and receive feedback from peers on Thursday, **December 5** at 6:30 p.m. New members are welcome to join. (This is not a teacher/trainer-led class.)

First Friday Flick. Join us at the Library on **December 6** at 6 p.m. to watch a crop-dusting plane with a fear of heights who lives his dream of competing in a famous around-the-world aerial race. This is a PG-rated, Disney animated, action comedy.

On Friday, **January 3** at 6 p.m., the featured movie will be a PG-rated, animated cartoon sequel, in which a former super-villain is recruited by the Anti-Villain League to help deal with a powerful new super-criminal.

Seating is limited. Refreshments will be served.

Friends of the Library Meeting. There will be a regular meeting of the Friends on Monday, **December 9** at the Library from 7:30-9 p.m. New members are welcome to attend.

Holiday Closures. The Library will close at 3:00 p.m. on Christmas Eve, Tuesday, **December 24** and will remain closed on Wednesday, **December 25** for Christmas Day. The Library will close at 5:30 p.m. on New Year's Eve, Tuesday, **December 31** and will remain closed on Wednesday, **January 1** for New Year's Day.

Artwork on Exhibit. Local resident Carolyn Leavitt's original cross stitch pieces will be featured throughout the month of **December**. In **January**, the Library will welcome local painter Timothy Radtke.

Quilt Display. The **December** quilt on exhibit will be *'Twas the Night* by AnnMarie Cowley of Hillsboro, a member of the Westside Quilters Guild. The **January** display will showcase the raffle quilt donated by the Westside Quilters Guild as a fundraiser for the Library.

Bubble-Wrap Drive. Members of the Friends of the Library are collecting donations of small-bubble-sized bubble-wrap. Please bring your clean bubble-wrap donations (no tape attached to it) to the Jessie Mays Community Hall and put it through the slot to the right of the door to the annex.

LEGO Bricks Drive. Donations of LEGOS, both small- and large-sized, are being collected in the box located near the Library entry door. Upcoming Lego events will be planned and published as soon as there are enough materials.

Read to the Dogs. First graders and up may practice their reading skills with Taylor, a registered Pet Partners dog. This program takes place on the first Wednesday of every month from 3-5 p.m. Reservations are required. Sign up for a 20-minute time slot by calling the Library at 503-647-5051.

Save the Date for Oregon Reads 2014 – Friday, January 17. The 2014 centennial of the birth of one of Oregon's greatest poets has been declared a statewide celebration by the Oregon Heritage Commission. The poet, William Stafford, served as poet laureate of Oregon for 14 years and published more than 60 collections of poetry and prose. Stafford moved to Oregon from his native Kansas in 1948 and settled with his family in Lake Oswego. He taught for more than 30 years at Lewis and Clark College which now houses his archives. Stafford won many prestigious literary awards, including the National Book Award. He was Poetry Consultant to the Library of Congress (a post now called the US Poet Laureate) in 1970. The Oregon Library Association has selected Stafford as its featured author for the Oregon Reads program in 2014, and libraries statewide will be sponsoring programs that celebrate Stafford and his works. Mark your calendars for **Friday, January 17**. William Stafford's son, Kim Stafford, a celebrated poet and essayist in his own right, will be in North Plains for a wine, cheese, and literary event in honor of his father, who would have turned 100 on this day. Brian Doyle, author of [Mink River](#), will be the master of ceremonies for the evening.

Save the Date for One Book One Community – Saturday, February 1. Kick-Off Event featuring the book, [Running the Rift](#) by Naomi Benaron. Sam Munyandamutsa of the Pacific Northwest Rwandan Association will provide Rwandan food and share his story. Other events throughout the month of February will feature a children's African dance troupe, an African music concert and lecture, a special movie night, and a book discussion.

December 2013 Council Calendar

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