

**PRELIMINARY AGENDA
REGULAR SESSION
CITY OF NORTH PLAINS, CITY COUNCIL MEETING
NORTH PLAINS SENIOR CENTER
31450 NW Commercial Street
Monday, December 16, 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 12/02/2013 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:**
None Scheduled
7. **PUBLIC HEARING:**
Requesting approval of an application by Jewitt-Cameron to consider a proposed street vacation of approximately 1100 linear feet of NW Hillcrest Street west of 319th Avenue.
8. **NEW BUSINESS:**
 - A. Approval of Resolution No.1809 declaring obsolete and non-functioning police equipment surplus.
 - B. Review revenue and expenditures for Community Events and Activities
 - C. Council to review November Check Register
9. **UNFINISHED BUSINESS:**
 - A. Consider the request for a BBQ Competition in early June.
 - B. Discussion and approval of specific draft city policies from number 360-382
(Copies of policies were distributed at the 9/16/13 Council meeting)
10. **ORDINANCES:**
FIRST READING:

Ordinance No. xxx – An ordinance of the City Council of the City of North Plains, Oregon, vacating a portion of Hillcrest Street west from 319th Street approximately 1100 linear feet with the vacated area remaining subject to certain easements in favor of the City of North Plains, Portland General Electric and the Oregon Department of Transportation.

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. January 2014 Council Calendar

13. ADVICE/INFORMATION ITEMS:

- Friday, January 17, 2014 at 7:00: William Stafford Event-An evening of Conversation, Wine and Poetry with Kim Stafford, emceed by Brian Doyle at St. Edward's Parish Hall.
- Saturday, January 18, 2014 North Plains Senior Center Crab and Steak Feed at 3:00, 4:30 and 6:00 p.m. at Jessie Mays Community Hall.
- Sunday, January 26 from 1:30-5:00: Playdate at Jessie Mays Community 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

The following City Council Meetings will be scheduled to be held at the Jessie Mays Community Hall (the Senior Center is in the middle of a remodel). They will be held at 30975 NW Commercial Street, North Plains, Oregon, on the following dates at 7:00 p.m.:

Monday, January 6, 2014

Tuesday, January 21, 2014

Monday, February 3, 2014

CITY OF NORTH PLAINS, CITY COUNCIL MEETING
MINUTES REGULAR SESSION
NORTH PLAINS SENIOR CENTER
31450 NW Commercial
Monday, December 2, 2013

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

Excused absence: Council President Teri Lenahan

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

4. **CONSENT AGENDA:**
 - A. Approval of regular session agenda
 - B. Approval of minutes of 11/18/2013 Council meeting

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

5. **PUBLIC COMMENT:**

Jim Abraham, 31689 NW Lenox Street addressed the Council regarding the placement of a 40' x 10' x 8' shipping container that his neighbor has parked within the setbacks of the neighbors yard. Abraham has reported this to staff. Staff consulted the city attorney who advised staff to treat the container like a building. The neighbor, Don Demers, has received an abatement notice which has had one extension added to the original deadline. Abraham is concerned that this will continue to be extended so he wanted to bring it to the Council's attention. He states it is an eyesore and would hate for this to set a precedent for other residents. Demers, the neighbor, has since submitted a building permit which will require him to place a structure that meets code.

6. **PRESENTATION:**
 - A. Proclamation declaring December 10, 2013 as Human Rights Day and December 8-14, 2013 Human Rights Week: Salma Ahmed

Salma Ahmad, Human Rights Council of Washington County, addressed the Council regarding the 65th anniversary of the United Nations declaration of human rights in which everyone is entitled to rights and freedoms. They are requesting each city in Washington County to issue a proclamation in support of Human Right Day, Tuesday, December 10, 2013 and December 8-14, 2013 as Human Rights Week.

Councilor Kindel asked if this declaration included unborn babies. Ahmad said she believed it included the baby in the womb, as life begins upon conception. Kindel asked if Ahmad would confirm that the Human Rights Council of Washington County includes the protection and the rights of the unborn.

Motion by Kindel. Seconded by Warren to approve the proclamation designating December 10, 2013 as "Human Rights Day" and December 8-14 as "Human Rights week" provided that this includes the right to life of the baby in the womb. The motion was approved unanimously.

B. FIRST LEGO League Team to expressed appreciation for the Council's support and report on what the team is doing this year.

The First Lego League team called the Blizzard Bots, appeared before the Council. They reported on their robotic project they have prepared for a tournament they will be competing in on December 14 at Hillsboro High School. Each member of the team presented a portion of their project and explained how they arrived at their theme for Natural Disaster Preparedness.

The Council was very appreciative of the Blizzard Bots presentation and asked them to report back to the Council after the competition.

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

Theresa Koppang, Solid Waste Management of Washington County introduced Tom Card, Environmental Management Consulting of Enumclaw, Washington to the Council. Card presented the draft of the final report of the Odor Assessment Program of the Nature's Needs Composting Site to the Council. A copy of this draft report was part of the Council packet. Card would be presenting the final report to the Washington County Board of Commissioners on Tuesday, December 3, 2013.

Discussion ensued. Newton requested that, in the final report, Card state in his list of conclusions that the 30-40% odor reduction overall was also due to a large reduction in commercial food waste coming into the facility not just due to the changes made to the biofilter systems.

The issue of food waste produced from the City of Hillsboro came up. There had been talk that Nature's Needs would be receiving Hillsboro food waste. Commissioner Bob Terry, also present at the meeting, assured the Council that this would not be happening. Hillsboro is looking for options at other facilities for the food waste to be sent to.

Commissioner Terry stated that we were very fortunate that Recology continued to work through their processes to get to the place we are today.

B. Consider the request for a BBQ Competition in early June.

DeBry presented the staff report. Over the past year and a half, staff has researched the possibility of conducting a BBQ competition in North Plains. The Pacific Northwest Barbeque Association (PNWBA) sanctions competitions that attract serious BBQ competitors. Teams that win sanctioned events have the opportunity to compete in the national competitions such as Jack Daniels Invitational and American Royal. Staff is seeking Council's general direction in moving forward with planning this event.

This BBQ competition could possibly be used as a fundraiser to benefit a non-profit in town. At this point in time the event would be called Brews, Blues and BBQ's. The plan is to have a two day competition on Commercial Street to draw business to the downtown area. The logistics of the BBQ will be run by the PNWBA. The weekend they have available for us is Father's Day weekend, June 14-15, 2014.

In the planning discussions this event could include a car show, bands and food would be provided by the BBQ competitors.

Council is concerned with the toll so many community events are taking on our volunteer pool and city staff. If this event includes a car show—that would be three car shows North Plains would be hosting during the summer. DeBry stated we could keep the BBQ simple and not have the car show and not include any activities for children. Hatcher's concern is that it is not going to be as simple as staff is stating.

Hatcher also pointed out that we have a limited supply of sponsors. We can't keep asking the same companies to sponsor all these various events. DeBry stated that we need to bring new money into our community instead of tapping the same resources and this event would help with that.

Hatcher stated that J. Knowles was hired to increase economic development—working at bringing businesses to the city, not being an event planner. DeBry stated that economic development is directly related to community events. We need to attract more businesses. We want a vibrant community and need more businesses in the downtown area. We want to keep North Plains name out there to promote

business. Hatcher agreed with DeBry. What we get as a community from these various events and activities is valuable—money well spent.

Council stated that before they would be able to direct staff to continue moving forward they would like to know where we are at financially with all the events the city has been providing. Council wants to see a report of the expenses and revenues of the events we have had this year, especially an account of the Pumpkin Fun Run. Lembo will report on all the costs for the various events.

Staff has until February 2014 to withdraw the commitment to the PNWBA. This will give staff time to get a feel for how much sponsorship can be acquired for this event.

Kindel suggested that we bring this topic back to Council when the budget numbers for events and activities are in front of them.

Motion by Demagalski. Seconded by Kindel to defer the barbeque competition discussion to the January 6th meeting. Hatcher asked for any further discussion. DeBry stated she would not be in attendance at the January 6th meeting. Upon the call for vote the motion failed unanimously.

Motion by Newton. Seconded by Warren to defer the barbeque competition discussion to the next council meeting on December 16, 2013. The motion was approved unanimously.

C. Adoption of Resolution No. 1807 Approving an Intergovernmental Loan from the City of North Plains' General Fund to North Plains Urban Renewal Agency

DeBry presented the staff report which described the financial status of the URA of North Plains. The URA must either pay off or refinance the principal balance on the loan for the Kaybern property in February. The URA has a second loan for the 31311 NW Commercial property.

The URA is considering asking for an intergovernmental loan from the City of North Plains' general fund. 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. 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. This loan would allow the URA to pay off both loans currently held with Columbia Community Bank.

Council was concerned about this being legal. DeBry stated that legal counsel has reviewed the accompanying resolution and intergovernmental agreement to assure the loan conforms as a legal debt of the URA. This loan is being discussed at public meetings and are a part of the public record. Wilsonville, Salem and Cornelius have executed loans in this manner also.

Motion by Broome. Seconded by Warren to adopt Resolution Number 1807 approving an intergovernmental loan from the City of North Plains general fund to the Urban Renewal Agency of the City of North Plains. The motion was approved unanimously.

D. Adoption of Resolution No. 1808 approving the intergovernmental agreement between the City of Hillsboro and the City of North Plains for IT Services.

City staff has been reviewing its options for computer support services. After considerable research staff is presenting a resolution to the Council to enter into an agreement with the City of Hillsboro for IT services for the City of North Plains. DeBry pointed out specific items from the staff report supporting this agreement. Discussion ensued.

Motion by Broome. Seconded by Demagalski to adopt Resolution Number 1808 approving an intergovernmental agreement between the City of Hillsboro and the City of North Plains for an IT Services contract. The motion was approved unanimously.

E. Discussion website demo

DeBry presented a demo of a new website format that the City will begin using. This new website offers more capabilities for inserting graphics and uses more of a memo format. It offers quicker links to documents and reports and users have ready access to payment options. It will include a public calendar so the public can check on the availability of the Jessie Mays Community Hall without having to call in. We will not be changing our domain name. This item was informational only—it should be up and running by the new year.

F. Approval of newsletter advertising

DeBry presented the staff report and explained staff is looking for Council's permission to move forward with allowing local businesses and organizations to advertise in the city newsletter. This item was introduced to the Council in September and since then a history column has been added to the Newsletter.

Motion by Kindel. Seconded by Warren to allow local businesses and organizations to advertise in the city newsletter. The motion was approved unanimously.

G. Discussion regarding the purchase of a portable stage for use of outdoor city activities.

Council was asked to consider if the purchase of a portable stage was something staff should pursue at this time. With the additional activities and events happening in the city there have been occasions where an elevated stage area would have been beneficial for the event. Renting a stage is about \$200/day and we could use a

stage five to ten times a year—for the 4th of July Celebration; Concerts in the Park; inside Jessie Mays if an extension were needed. If we purchased our own portable stage we could rent it out to groups that may need it. Some discussion followed regarding the functionality of a portable stage.

Motion by Demagalski. Seconded by Warren to defer the discussion of the acquisition of a portable stage to the next Council meeting. The motion was approved unanimously.

9. UNFINISHED BUSINESS:

A. Discussion and approval of specific draft city policies from number 252-359

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 252-359 at this meeting. 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 planning is taking up more time. A public hearing is scheduled for a five home subdivision off of North Avenue at the next Planning Commission meeting on Wednesday, December 11, 2013.

DeBry will be on vacation after the 1st of the year so she will miss the January 6th Council meeting.

Boyles reminded the Council the Jingle parade is taking place this Thursday. Golf carts have been ordered and there are still room for individuals to ride along.

Chief Snyder had to leave Council early. DeBry reported that Snyder has been very busy. The grants for ODOT are still been worked.

Brodie reported that the December Library Board meeting has been cancelled so Councilor Demagalski will not need to attend a board meeting in December.

The William Stafford Centennial Event is scheduled for Friday, January 17 at 7:00 p.m. at St. Edward Hall. There will be a strong interest in this event, so the library is taking reservations for the event now. Call the library at 503-647-5051 to reserve your place.

Lembo reported that the budget process will be ramping up again. Also, in March the finance staff will be migrating to a new version of Springbrook.

12. COUNCIL REPORTS

Hatcher reported that there will not be a Council Christmas party this year because the Council has been invited to the staff Christmas party on December 13 which also includes the various city boards. So there will be a regularly scheduled Council meeting held on December 16.

The Holiday Bazaar is scheduled for Saturday, December 7 at Jessie Mays Community Hall. This is the same day as the St. Edward Bazaar. This has been scheduled like this for the past few years to bring in people to both events. Eva Nestrova is organizing this event.

The Farmers' Market has been meeting with the Chamber of Commerce. There has been discussion of moving the market from Saturday morning to Thursday evening and bringing it out to Commercial Street instead of along 314th. The Chamber is considering taking on a bigger role in the market.

Glen Warren is concerned with lot sizes of the east expansion area. He also expressed a concern that Polygon is building the homes. He stated that a home in a development he is aware of that Polygon built ten years ago is really bad. DeBry was able to explain some of the details covered at the Planning Commission regarding the lot sizes and the mix of homes that helped Warren understand the final plan.

Broome reported the benefit dance on November 23, 2013 raised \$415 for the Friends of the Library. He also invited all the Council to attend the Sweet Heart Dance that is scheduled for February 15, 2014 at Jessie Mays Community Hall. It will be a fantastic event for couples and there will be many raffle prizes available.

DeBry stated the Senior Center is sponsoring a dance on December 21st at Jessie Mays.

13. ADVICE/INFORMATION ITEMS:

- Thursday, December 5: Jingle Parade at 6:30 at Jessie Mays
- Saturday, December 7: North Plains Holiday Bazaar at Jessie Mays from 9:00-4:00
- Friday, January 17, 2014 at 7:00: William Stafford Event-An evening of Conversation, Wine and Poetry with Kim Stafford and the master of

ceremonies is Brian Doyle at St. Edward Parish Hall.

- Saturday, January 18, 2014 North Plains Senior Center Crab and Steak Feed at 3:00, 4:30 and 6:00 p.m. at Jessie Mays Community Hall.
- Sunday, January 26 from 1:30-5:00: Playdate at Jessie Mays Community Hall

14. **ADJOURNMENT:** Mayor Hatcher adjourned the meeting at 10:00 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: December 16, 2013
To: City Council
From: City Manager Martha DeBry
Subject: Adoption of Resolution No. 1809 declaring surplus obsolete or non-functioning equipment and authorizing sale or disposal of such property

Request: Council consider approving Resolution No. 1809 declaring certain obsolete or non-functioning equipment surplus and authorize the sale of disposal of said property.

Background: The North Plains Police department periodically needs to declare property obsolete or non-functioning. The property listed on Resolution No.1809 has been out of commission and been in storage for at least 60 days. In accordance with Municipal Code 1.15, the Council can declare the property as surplus, allowing the Police Chief to dispose of the items either through sale or donation.

Fiscal Impact: The City will offer the items for sale or donation. Any revenue will be remitted to the General Fund.

Environmental Issues: There are no environmental issues associated with this item.

Sample Motion: I move to adopt Resolution No. 1809.

Attachment – Resolution

RESOLUTION NO. 1809

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON, DECLARING SURPLUS OBSOLETE OR NON-FUNCTIONING EQUIPMENT AND AUTHORIZING SALE OR DISPOSAL OF SUCH PROPERTY

WHEREAS, the North Plains Police Department has accumulated property items that have been determined to be obsolete or non-functioning; and,

WHEREAS, Municipal Code Chapter 1.15—Abandoned Personal Property states that the Chief of Police may deem the appropriateness of the disposal of such property; and,

WHEREAS, a detailed list of the property to be disposed of and an estimate of the value of each item has been compiled; and,

WHEREAS, the City Council is being asked to approve the disposition of such property on the list; and,

WHEREAS, the Chief of Police shall dispose of said property according to the guidelines set forth in the Municipal Code.

WHEREAS, a list of excess equipment has been assembled to include:

- Brown Metal Chair \$1.00
- Broken blue Kenmore vacuum cleaner 10.00
- Black plastic tub 1.00
- Hovey Spike Strips 100.00
- Yellow floor jack 10.00
- Vanguard Padded Case 10.00
- Screw packs (x3) 5.00
- OHAUS Triple beam scale 40.00
- Taser padded case 5.00
- Police console box stand (x2) 10.00
- Police car roll cage (from Crown Victoria)(x2) 200.00
- Police car Custody seat (x2) 200.00
- Ramming bumper and accessories 250.00

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON, declares as surplus obsolete or non-functioning equipment and authorizes its sale, donation or disposal.

INTRODUCED AND ADOPTED this 16th 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
 FY13-14 Community Events expense breakdown
 as of December 11, 2013

	(a) Approved 2013/14 <u>Budget</u>	(b) Year to Date Actual Expense	(c) Unbudgeted Received Revenue	(d) Net Cost to City	(e) Variance* Budget-Net	
4th of July 2013	19,000	20,848	1,730	19,118	(118)	A
Concerts in the Park	900	2,054	1,200	854	46	B
National Night Out	600	537	-	537	63	
Pumpkin Run/Fall Festival	3,000	1,585	2,766	(1,181)	4,181	C
Chili Cookoff	300	492	-	492	(192)	
Holiday Bazaar/Jingle	100	580	379	201	(101)	D
Ice Cream Social	300	-	-	-	300	
Farmers' Market	300	-	-	-	300	
BBQ	-	100	-	100	(100)	E
4th of July 2014	-	618	-	618	(618)	F
Music Shows/Dances	1,200	2,500	1,115	1,385	(185)	G
Playdates	150	-	-	-	150	
Senior Center Donation	1,000	-	-	-	1,000	
Community Action Don.	500	-	-	-	500	
TOTAL	27,350	29,314	7,190	22,124	5,226	

* Variance = (a) Approved Budgeted + (c)Unbudgeted Revenue - (d) Year to date expense

Comments:

- A - Total revenue for the 2013 event was \$4.3k, but some was recorded in the prior year.
- B - Revenue includes a \$1k grant from Washington County and donations
- C - Revenue is primarily run registrations and sponsors
- D - Expense includes a \$500 replacement sign for the Jingle.
- E - Expense is initial new event application.
- F - Expense is part time staff planning 2014 event.
- G - Revenue is from tickets which is then donated to a charity and included in expense.

Staff time Estimate for Special Events in 2012/13

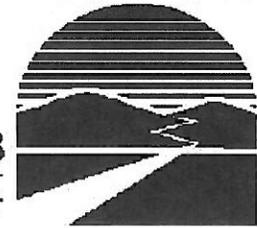
	Hours	Public										Lib Vol				Mgmt	Reserves
		City	Works	Police	Utility	Utility	Utility	Account	Account	Account	Police	Coor	Clerk	Clerk	Analyst		
		Manager Martha	Director Blake	Chief Bill	Worker 3 Mike	Worker 2 Charles	Worker 2 Ben	Clerk II Margaret	Clerk II Pam	Clerk II Sarah	Officer Tim	Carol	Sierra	Marrina	Jennifer		
4th of July 2013	272	36	72	10	16	16	27	6	10	6	12	0	20	6	0	35	
Concerts in the Park	35	1	0	0	2	0	2	30	0	0	0	0	0	0	0	0	
National Night Out	49	1	6	4	4	0	2	0	6	2	12	0	4	0	0	8	
Pumpkin Run/Fall Festival	44	6	0	0	8	0	0	0	0	0	0	0	0	0	30	0	
Chili Cookoff	10	0	0	0	2	0	2	0	4	2	0	0	0	0	0	0	
Holiday Bazaar	6	2	0	0	2	0	0	0	2	0	0	0	0	0	0	0	
Jingle	11	0	2	2	2	0	0	0	1	0	2	0	0	0	2	0	
Ice Cream Social	12	0	0	0	2	0	2	0	4	2	0	2	0	0	0	0	
Farmers' Market	8	0	0	0	4	0	4	0	0	0	0	0	0	0	0	0	
Music Shows/Dances	8	4	0	0	4	0	0	0	0	0	0	0	0	0	0	0	
Playdates	20	20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Garlic Festival	255	6	4	20	48	40	48	0	0	0	24	0	0	0	0	65	
Garage Sale/Plant Sale	17	1	1	0	6	0	6	0	3	0	0	0	0	0	0	0	
Clean Up Day	22	0	8	0	8	0	0	0	6	0	0	0	0	0	0	0	
Volunteer Recognition	19	1	0	0	4	0	4	0	4	2	0	4	0	0	0	0	
Total	788																
Proposed BBQ 2014	102	12	0	8	4	0	4	0	0	0	8	0	0	0	50	16	
July 4 2014	261	12	4	10	16	0	16	0	0	0	8	80	0	0	80	35	
		Exempt Employees										Part time employees				Paid/Unpaid	

Accounts Payable

Transactions by Account and Department

User: Pam
 Printed: 12/05/2013 9:15 AM
 Batch: 000-00-0000

NORTH PLAINS
City to the Sunset



November Check Register-Auto Pay

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
110-000-200003	ING - State of OR Plan	TThurber xxx-xx-1634	Uncommitted	624	276.92	
110-000-200003	ING - State of OR Plan	TThurber xxx-xx-1634	Uncommitted	622	276.92	
Subtotal for Dept: 000					553.84	
110-421-610224	CHEVRON	PD 10/06/13 - 11/05/13	Uncommitted	601	970.30	
Subtotal for Dept: 421					970.30	
110-452-310000	CLEAN WATER SERVICE	JMCH 9/1/13 - 10/31/13	Uncommitted	604	261.24	
110-452-310000	COMCAST	JMCH 11/21	Uncommitted	603	46.11	
110-452-310000	NW NATURAL GAS CO.	JMCH 9/26/13 - 10/28/13	Uncommitted	627	161.36	
110-452-310000	PORTLAND GENERAL EL	JMCH 9/30/13 - 10/29/13	Uncommitted	616	54.97	
Subtotal for Dept: 452					523.68	
110-455-310000	CLEAN WATER SERVICE	Library 9/1/13 - 10/31/13	Uncommitted	609	165.07	
110-455-310000	NW NATURAL GAS CO.	Library 9/29/13 - 10/28/13	Uncommitted	629	100.76	
Subtotal for Dept: 455					265.83	
Subtotal for Fund: 110					2,313.65	
111-433-640000	PORTABLE WELDING &	Street Lights 9/30/13 - 10/29/13	Uncommitted	619	20.27	
111-433-640000	PORTLAND GENERAL EL	Street Lights 9/30/13 - 10/29/13	Uncommitted	612	13.03	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
111-433-640000	PORTLAND GENERAL EL	Street Lights 9/30/13 - 10/29/13	Uncommitted	618	13.03	
Subtotal for Dept: 433					46.33	
Subtotal for Fund: 111					46.33	
113-463-830000	COLUMBIA COMMUNIT	Principal Due	Uncommitted	580	619.91	
113-463-830000	COLUMBIA COMMUNIT	Principal Due	Uncommitted	581	107.14	
113-463-831000	COLUMBIA COMMUNIT	Interest Due	Uncommitted	580	315.54	
113-463-831000	COLUMBIA COMMUNIT	Interest Due	Uncommitted	581	392.86	
Subtotal for Dept: 463					1,435.45	
Subtotal for Fund: 113					1,435.45	
210-433-310000	CLEAN WATER SERVICE	Pump House 9/1/13 - 10/31/13	Uncommitted	608	25.00	
210-433-310000	NW NATURAL GAS CO.	Pump House 9/26/13 - 10/28/13	Uncommitted	626	37.49	
210-433-310000	PORTLAND GENERAL EL	Water 9/30/13 - 10/29/13	Uncommitted	617	12.54	
210-433-310000	PORTLAND GENERAL EL	Pump House 9/30/13 - 10/29/13	Uncommitted	614	435.79	
210-433-610600	CITY OF HILLSBORO (Uti	9-30/13 - 10/31/13	Uncommitted	611	11,367.88	
Subtotal for Dept: 433					11,878.70	
Subtotal for Fund: 210					11,878.70	
610-000-200001	ASIFlex	Pay Date 11/08/13	Uncommitted	625	160.98	
610-000-200001	ASIFlex	Pay Date 11/22/13	Uncommitted	623	160.98	
610-000-200004	PERS Deposit	Employment History Change - Lembo	Uncommitted	631	1,295.72	
610-000-200004	PERS Deposit	Contributions	Uncommitted	631	8,512.64	
610-000-200004	PERS Deposit	UAL and Side Accounts	Uncommitted	631	1,178.00	
610-000-200004	PERS Deposit	Contributions	Uncommitted	632	480.84	
610-000-200004	PERS Deposit	UAL and Side Accounts	Uncommitted	632	83.86	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
					Subtotal for Dept: 000	11,873.02
610-415-330000	ADP, INC.	Proc Fee for Pd Ending 10/20/13	Uncommitted	576	207.35	
610-415-330000	ADP, INC.	Proc Fee for Pd Ending 11/03/2013	Uncommitted	621	184.45	
					Subtotal for Dept: 415	391.80
610-419-310000	CLEAN WATER SERVICE	Kaybern 9/1/13 - 10/31/13	Uncommitted	605	7.50	
610-419-310000	CLEAN WATER SERVICE	Kaybern 9/1/13 - 10/31/13	Uncommitted	606	21.25	
610-419-310000	CLEAN WATER SERVICE	City Hall 9/1/13 -10/31/13	Uncommitted	607	173.74	
610-419-310000	CLEAN WATER SERVICE	Yellow House 9/1/13 - 10/31/13	Uncommitted	610	89.42	
610-419-310000	NW NATURAL GAS CO.	City Hall 9/26/13 - 10/28/13	Uncommitted	628	50.59	
610-419-310000	NW NATURAL GAS CO.	Yellow House 9/26/13 - 10/28/13	Uncommitted	630	12.94	
610-419-310000	PORTLAND GENERAL EL	Yellow House 9/30/13 - 10/29/13	Uncommitted	602	28.92	
610-419-310000	PORTLAND GENERAL EL	City Hall 9/30/13 - 10/28/13	Uncommitted	613	314.02	
					Subtotal for Dept: 419	698.38
610-433-310000	PORTLAND GENERAL EL	Public Works 9/30/13 - 10/29/13	Uncommitted	615	61.82	
					Subtotal for Dept: 433	61.82
					Subtotal for Fund: 610	13,025.02
					Report Total:	28,699.15

Accounts Payable

Transactions by Account and Department

User: Pam
 Printed: 12/05/2013 9:13 AM
 Batch: 000-00-0000



November Check Register-Manual Checks

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
110-000-200000	MATHEW ROGERS	Refunded deposit/not renting JMCH	11/07/2013	21592	50.00	
Subtotal for Dept: 000					50.00	
110-421-207000	OR. DEPT. OF REVENUE-	September 2013	11/14/2013	21615	86.00	
110-421-207000	OR. DEPT. OF REVENUE-	October 2013	11/14/2013	21615	87.00	
110-421-207000	WASHINGTON COUNTY -	September 1-September 30, 2013	11/14/2013	21618	35.00	
110-421-207000	WASHINGTON COUNTY -	October 1-October 31,2013	11/14/2013	21618	39.00	
110-421-300000	VISA/ CARDMEMBER SE	Oregon Recreation	11/07/2013	21617	55.00	
110-421-300000	VISA/ CARDMEMBER SE	Salishan Lodge	11/14/2013	21617	17.00	
110-421-300000	VISA/ CARDMEMBER SE	Chinook Winds Aces	11/14/2013	21617	15.25	
110-421-300000	VISA/ CARDMEMBER SE	Fort Hill Restaurant	11/14/2013	21617	18.45	
110-421-300000	VISA/ CARDMEMBER SE	Salishan Lodge	11/14/2013	21617	9.00	
110-421-300000	VISA/ CARDMEMBER SE	Salishan Lodge	11/14/2013	21617	346.80	
110-421-300000	VISA/ CARDMEMBER SE	Salishan Lodge	11/14/2013	21617	12.00	
110-421-300000	VISA/ CARDMEMBER SE	Fremont Inn	11/14/2013	21617	468.06	
110-421-300000	VISA/ CARDMEMBER SE	KFC	11/14/2013	21617	22.58	
110-421-300000	VISA/ CARDMEMBER SE	Marios Dinner House	11/14/2013	21617	55.00	
110-421-300000	VISA/ CARDMEMBER SE	Clock Tower Ales	11/14/2013	21617	36.45	
110-421-300000	VISA/ CARDMEMBER SE	Dairy Queen	11/14/2013	21617	15.47	
110-421-300000	VISA/ CARDMEMBER SE	Thunder Ranch	11/14/2013	21617	980.00	
110-421-300000	VISA/ CARDMEMBER SE	El Aguila Real Mexican	11/14/2013	21617	33.95	
110-421-300000	VISA/ CARDMEMBER SE	Safeway	11/14/2013	21617	29.34	
110-421-300000	VISA/ CARDMEMBER SE	Thunder Ranch	11/14/2013	21617	1,813.00	
110-421-330000	Petty Cash	DMV; 10/14	11/22/2013	21640	104.50	
110-421-330000	VERIZON WIRELESS	PD 11/7 - 12/6	11/20/2013	21638	243.10	
110-421-330000	VERIZON WIRELESS		11/20/2013	21638	109.38	
110-421-340000	Petty Cash	Car Washes; 10/1, 10/18, 10/25	11/22/2013	21640	68.00	
110-421-340000	DAILEY'S GOODYEAR A	Tire Repair	11/20/2013	21625	14.50	
110-421-340000	DAILEY'S GOODYEAR A	Tire	11/20/2013	21625	198.50	
110-421-340000	EMERGENCY RESPONDE	Switch, labor	11/14/2013	21603	166.49	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
110-421-340000	EMERGENCY RESPONDE	2011 Dodge Charger - Toggle Switch/LED	11/20/2013	21626	159.99	
110-421-340000	Kadels Auto Body	2007 Chevy Tahoe Pit Repair	11/26/2013	21647	1,058.50	
110-421-610000	BLAZING STITCHES EMB	Polo and Cap Pro	11/07/2013	21579	58.91	
110-421-610000	KUSTOM SIGNALS, INC.	Battery Assy PL3	11/20/2013	21629	379.00	
110-421-610000	VISA/ CARDMEMBER SE	Lowes	11/07/2013	21617	5.67	
110-421-610000	VISA/ CARDMEMBER SE	Lowes	11/07/2013	21617	-5.67	
110-421-610000	VISA/ CARDMEMBER SE	Lowes	11/07/2013	21617	72.68	
110-421-610000	VISA/ CARDMEMBER SE	Handcuffs	11/14/2013	21617	56.07	
110-421-610000	VISA/ CARDMEMBER SE	Weapon Light	11/14/2013	21617	99.99	
110-421-610000	VISA/ CARDMEMBER SE	Holster	11/14/2013	21617	44.39	
110-421-610000	VISA/ CARDMEMBER SE	Rifle Accessories	11/14/2013	21617	39.98	
110-421-610000	VISA/ CARDMEMBER SE	Nelson Leather Co.	11/14/2013	21617	84.60	
110-421-610000	VISA/ CARDMEMBER SE	Safeway	11/14/2013	21617	7.18	
110-421-610000	VISA/ CARDMEMBER SE	Rear Bag	11/14/2013	21617	97.04	
110-421-610100	BLUMENTHAL UNIFORM	Boot laces	11/14/2013	21598	6.95	
110-421-610100	BLUMENTHAL UNIFORM	Means Polo	11/14/2013	21598	37.50	
110-421-610100	BLUMENTHAL UNIFORM	Sew Emblem each x 2	11/20/2013	21624	3.00	
110-421-610100	BLUMENTHAL UNIFORM	Men's Pants	11/20/2013	21624	49.99	
110-421-610100	VISA/ CARDMEMBER SE	Danner Factory Stoere	11/14/2013	21617	285.00	
110-421-610224	SUNSHINE INC.	PD October Fuel	11/07/2013	21594	226.73	
110-421-610224	SUNSHINE INC.	PD October Discount	11/07/2013	21594	-2.27	
110-421-610224	VISA/ CARDMEMBER SE	Wickiup Junction - Fuel	11/14/2013	21617	87.78	
Subtotal for Dept: 421					7,931.83	
110-452-310000	PORTLAND GENERAL EL	Chamber 9/30/13 - 10/29/13	11/07/2013	21591	14.61	
110-452-310000	PORTLAND GENERAL EL	JMCH 9/30/13 - 10/29/13	11/07/2013	21591	12.54	
110-452-340000	RON-JONS UNLIMITED, I	2 weekly toilets 10/1/13 - 10/31/13	11/07/2013	21593	166.00	
Subtotal for Dept: 452					193.15	
110-455-300000	MEDICA, DONNA	Reimbursement - Mileage	11/14/2013	21612	51.41	
110-455-300000	VISA/ CARDMEMBER SE	Oregon Library Association	11/07/2013	21617	40.00	
110-455-300000	VISA/ CARDMEMBER SE	Oregon Library Association	11/07/2013	21617	15.00	
110-455-310000	COMCAST	library 10/13 - 12/02/2013 2 mos	11/07/2013	21581	176.78	
110-455-310000	PORTLAND GENERAL EL	Library 9/27/13 - 10/28/13	11/07/2013	21591	361.75	
110-455-330000	SERVICE AMERICA COM	Library janitorial for NOVEMBER	11/07/2013	21635	175.00	
110-455-330000	UNIQUE MANAGEMENT	1 - 10-02 Placements	11/20/2013	21637	8.95	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
110-455-610000	DEMCO, INC.	10 Cd Albums, Book Cover	11/14/2013	21601	119.77	
110-455-610000	MEDICA, DONNA	REIMBURSEMENT - Fred Meyer phone	11/14/2013	21612	39.99	
110-455-610000	MEDICA, DONNA	REIMBURSEMENT - Net 10	11/14/2013	21612	101.70	
110-455-610000	MEDICA, DONNA	REIMBURSEMENT - Staples	11/14/2013	21612	359.99	
110-455-610000	MEDICA, DONNA	REIMBURSEMENT - Cover Oregon Laptop	11/20/2013	21630	479.99	
110-455-610000	VISA/ CARDMEMBER SE	PO	11/07/2013	21617	2.40	
110-455-610000	VISA/ CARDMEMBER SE	Pacific Lamp Wholesale	11/07/2013	21617	89.85	
110-455-610000	VISA/ CARDMEMBER SE	Office Depot	11/07/2013	21617	9.48	
110-455-610000	VISA/ CARDMEMBER SE	PO	11/07/2013	21617	1.12	
110-455-610000	VISA/ CARDMEMBER SE	Office Depot	11/07/2013	21617	3.48	
110-455-610000	VISA/ CARDMEMBER SE	PO	11/07/2013	21617	51.23	
110-455-610000	VISA/ CARDMEMBER SE	Fannie May	11/07/2013	21617	285.20	
110-455-610000	VISA/ CARDMEMBER SE	PO	11/07/2013	21617	2.40	
110-455-610000	VISA/ CARDMEMBER SE	Target	11/07/2013	21617	2.00	
110-455-610000	VISA/ CARDMEMBER SE	PO	11/07/2013	21617	51.23	
110-455-610000	VISA/ CARDMEMBER SE	Office Depot	11/07/2013	21617	22.46	
110-455-610000	VISA/ CARDMEMBER SE	PO	11/07/2013	21617	-51.23	
110-455-610000	VISA/ CARDMEMBER SE	PO	11/07/2013	21617	2.40	
110-455-640000	BAKER & TAYLOR	Library Materials	11/07/2013	21578	11.50	
110-455-640000	BAKER & TAYLOR	Library Materials	11/20/2013	21623	366.60	
110-455-640000	BAKER & TAYLOR	Library Materials	11/20/2013	21623	7.87	
110-455-640000	INGRAM LIBRARY SERV	Library Materials	11/07/2013	21584	29.26	
110-455-640000	INGRAM LIBRARY SERV	Library Materials	11/07/2013	21584	10.09	
110-455-640000	INGRAM LIBRARY SERV	Library Materials	11/07/2013	21584	297.58	
110-455-640000	INGRAM LIBRARY SERV	Library Materials	11/20/2013	21628	44.05	
110-455-640000	INGRAM LIBRARY SERV	Library Materials	11/20/2013	21628	21.24	
110-455-640000	INGRAM LIBRARY SERV	Library Materials	11/20/2013	21628	165.44	
110-455-640000	OREGONIAN	16 weeks - through 3/20/13	11/07/2013	21590	80.00	
110-455-640000	VISA/ CARDMEMBER SE	Amazon	11/07/2013	21617	17.99	
110-455-640000	VISA/ CARDMEMBER SE	Amazon	11/07/2013	21617	29.67	
110-455-640000	VISA/ CARDMEMBER SE	Amazon	11/07/2013	21617	219.74	
Subtotal for Dept: 455					3,703.38	
110-465-300000	CITY OF BANKS	REIMBURSEMENT for Planning Class	11/07/2013	21580	500.00	
110-465-330000	VISA/ CARDMEMBER SE	Wa Co. LUT Building Svc	11/14/2013	21617	50.00	
Subtotal for Dept: 465					550.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
					Subtotal for Fund: 110	12,428.36
111-433-770101	MURRAY, SMITH & ASS	Claxtar St Pavement and Waterline	11/22/2013	21648	177.26	
111-433-770101	SUBCOM EXCAVATION	Claxtar St Project	11/26/2013	21649	273,785.33	
					Subtotal for Dept: 433	273,962.59
					Subtotal for Fund: 111	273,962.59
210-000-555555	STEVEN PRINCE HOMES	Refund check	11/25/2013	21651	23.51	
210-000-555555	DR HORTON	Refund check	11/25/2013	21652	21.85	
210-000-555555	PAT GRIFFITH	Refund check	11/25/2013	21653	13.41	
					Subtotal for Dept: 000	58.77
210-433-330000	ALEXIN ANALYTICAL L	2 routine	11/07/2013	21595	58.00	
210-433-330000	ALEXIN ANALYTICAL L	2 Routine Tests	11/22/2013	21645	58.00	
210-433-330000	BADGER METER, INC.	Service Renewal	11/26/2013	21646	989.04	
210-433-340000	FERGUSON ENTERPRISE	Tapmate TOo Holesaw Arbor	11/20/2013	21627	211.17	
210-433-500500	OR. BUSINESS DEVELOP	Principal on Loan #SO3013	11/20/2013	21639	85,172.01	
210-433-500500	OR. BUSINESS DEVELOP	Interest on Loan #SO3013	11/20/2013	21639	49,159.67	
210-433-610000	AIRGAS USA LLC	Carbon Dioxide	11/20/2013	21621	30.03	
210-433-610000	FERGUSON ENTERPRISE	Comp meter, heavy hex, brs bush	11/14/2013	21604	40.03	
210-433-610000	FERGUSON ENTERPRISE	BRS 600# wog thrd	11/14/2013	21604	16.16	
210-433-610000	FERGUSON ENTERPRISE	Brs Coup	11/14/2013	21604	22.23	
210-433-610000	GENERAL PACIFIC, INC.	Bad M70-R-1C61-F-10	10/30/2013	21583	153.42	
210-433-610000	GENERAL PACIFIC, INC.	M70 Meter	11/14/2013	21605	153.42	
210-433-610000	HD SUPPLY WATERWOR	Ballcorp, ballmeter, box, cover, valve	11/14/2013	21608	620.83	
210-433-610000	POLLARD WATER.COM	2 Meter Adapters	11/20/2013	21634	186.46	
					Subtotal for Dept: 433	136,870.47

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
					Subtotal for Fund: 210	136,929.24
610-000-200002	AFLAC	DECEMBER premiums	11/20/2013	21620	243.09	
					Subtotal for Dept: 000	243.09
610-411-300000	Petty Cash	Seattle Conference; 11/14	11/22/2013	21640	40.68	
610-411-300000	CHARLYNN NEWTON	REIMBURSEMENT - Mileage/Conference	11/20/2013	21631	216.67	
610-411-300000	VISA/ CARDMEMBER SE	National League of Cit	11/14/2013	21617	405.00	
610-411-300100	AMERICAN EXPRESS	Water for meetings/events	10/30/2013	21577	15.72	
610-411-300100	IMPACT SIGN CO.	JINGLE Replacement banner	11/14/2013	21611	495.00	
610-411-300100	PACIFIC NORTHWEST B	NEW EVENT - Sanctioning Application	11/20/2013	21633	100.00	
610-411-300100	VISA/ CARDMEMBER SE	Cash N Carry	11/07/2013	21617	170.95	
610-411-300101	MASTERS, INC.	Key Tags w/logo	11/07/2013	21585	270.50	
610-411-300101	MASTERS, INC.	12" Gold Cup w/engraving	11/07/2013	21585	25.00	
610-411-300103	Petty Cash	Hanks & Costco; 11/20	11/22/2013	21640	178.95	
610-411-300103	DeBRY, MARTHA	REIMBURSEMENT - Lights for JMCH	11/22/2013	21643	83.92	
610-411-300103	DICK THOMPSON BAND	Cash for band for 11/23/13 event	11/22/2013	21641	300.00	
610-411-300103	VISA/ CARDMEMBER SE	Music - banners	11/14/2013	21617	102.60	
610-411-300106	FRIENDS OF THE NORTH	Donation Proceeds from Pumpkin Run	11/22/2013	21644	695.00	
610-411-300106	VISA/ CARDMEMBER SE	Dollar Tree	11/07/2013	21617	2.00	
610-411-300106	VISA/ CARDMEMBER SE	Pumpkin Run - Home Depot	11/14/2013	21617	3.76	
610-411-300106	VISA/ CARDMEMBER SE	Pumpkin Run - Balloon Launcher	11/14/2013	21617	25.98	
610-411-300106	VISA/ CARDMEMBER SE	Costume Ave	11/14/2013	21617	48.00	
610-411-300106	VISA/ CARDMEMBER SE	Pumpkin Run - Lowes	11/14/2013	21617	5.98	
610-411-300106	VISA/ CARDMEMBER SE	Pumpkin Run - Home Depot	11/14/2013	21617	3.76	
610-411-300106	VISA/ CARDMEMBER SE	Pumpkin Run -Dollar Tree	11/14/2013	21617	25.00	
610-411-300106	VISA/ CARDMEMBER SE	Pumpkin Run - Orchard Supply	11/14/2013	21617	7.99	
610-411-300106	VISA/ CARDMEMBER SE	Pumpkin Run - home Depot	11/14/2013	21617	23.40	
610-411-300106	VISA/ CARDMEMBER SE	Pumpkin Run - banner	11/14/2013	21617	73.24	
610-411-300107	AMERICAN EXPRESS	Chili Cook Off food	10/30/2013	21577	134.14	
610-411-300107	VISA/ CARDMEMBER SE	Fred Meyer	11/07/2013	21617	20.01	
610-411-300107	VISA/ CARDMEMBER SE	Chili Cookoff - banners	11/14/2013	21617	87.00	
610-411-300107	VISA/ CARDMEMBER SE	Chili Cookoff - Trophies	11/14/2013	21617	70.97	
610-411-300113	HILLSBORO ARGUS	Holiday Bazaar Ad	11/14/2013	21610	85.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
					Subtotal for Dept: 411	3,716.22
610-412-330000	BEERY, ELSNER & HAM	Dev Agree - Funk	11/14/2013	21597	120.00	
610-412-330000	BEERY, ELSNER & HAM	Shipping Container used for storage	11/14/2013	21597	200.00	
610-412-330000	BEERY, ELSNER & HAM	Reso/Memo for loan from city to URA	11/14/2013	21597	262.50	
610-412-330000	BEERY, ELSNER & HAM	Trnsfr/matter - WaCo sheriff to investig	11/14/2013	21597	40.00	
610-412-330000	BEERY, ELSNER & HAM	Speight property	11/14/2013	21597	494.62	
610-412-330000	BEERY, ELSNER & HAM	IGA issues btwn city and URA	11/14/2013	21597	367.50	
					Subtotal for Dept: 412	1,484.62
610-413-300000	OREGON STATE POLICE	Fingerprints	11/07/2013	21589	33.00	
610-413-300000	OREGON STATE POLICE	Fingerprints - Sorensen	11/20/2013	21632	33.00	
					Subtotal for Dept: 413	66.00
610-414-330000	Petty Cash	Washington Co; 10/25	11/22/2013	21640	41.00	
610-414-360000	COMMUNITY NEWSPAP	Pub Hear - Polygon	11/14/2013	21600	139.50	
					Subtotal for Dept: 414	180.50
610-415-330000	MOONLIGHT BPO	Statement Processing OCTOBER	11/07/2013	21586	412.29	
610-415-330000	MOONLIGHT BPO	Statement Processing OCTOBER	11/07/2013	21613	369.00	
610-415-350000	GOVERNMENT FINANCE	Rachael Lembo - 1/1/14 - 12/31/14	11/14/2013	21607	160.00	
					Subtotal for Dept: 415	941.29
610-419-310000	VISA/ CARDMEMBER SE	Nordisk Systems	11/07/2013	21617	127.50	
610-419-330000	TYCO INTEGRATED SEC	City Hall 12/1/13 - 12/31/13	11/20/2013	21619	210.51	
610-419-330000	CONNELL PC ASSOCIAT	Polygon East Area Master & Sub Plans	11/22/2013	21642	2,920.55	
610-419-330000	GLOBAL DATA LINK	Monthly Services	11/14/2013	21606	825.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
610-419-330000	SERVICE AMERICA COM	City Hall janitorial for NOVEMBER	11/07/2013	21635	195.00	
610-419-330000	VISA/ CARDMEMBER SE	PO	11/07/2013	21617	20.50	
610-419-330000	VISA/ CARDMEMBER SE	PO	11/07/2013	21617	5.65	
610-419-330000	VISA/ CARDMEMBER SE	Website	11/14/2013	21617	96.00	
610-419-330000	VISA/ CARDMEMBER SE	Website	11/14/2013	21617	173.91	
610-419-330000	VISA/ CARDMEMBER SE	late fee/interest	11/14/2013	21617	44.12	
610-419-340000	HILLSBORO ELECTRIC, L	Repai and Replace	11/07/2013	21609	538.00	
610-419-340000	TEMP CONTROL MECHA	Contract Payment 11/01/13 - 11/30/13	11/07/2013	21636	309.00	
610-419-610000	Petty Cash	PO; 16/16	11/22/2013	21640	1.99	
610-419-610000	NEWMAN TRAFFIC SIGN	Stop and Rivets	11/07/2013	21614	2,128.40	
610-419-610000	OR. COFFEE ROASTER, I	5# Coffee	11/07/2013	21587	37.50	
610-419-610000	VISA/ CARDMEMBER SE	Fred Meyer	11/07/2013	21617	10.99	
610-419-610000	VISA/ CARDMEMBER SE	Dollar Tree	11/07/2013	21617	14.50	
610-419-610000	VISA/ CARDMEMBER SE	Target	11/07/2013	21617	5.99	
610-419-610000	VISA/ CARDMEMBER SE	Dollar Tree	11/07/2013	21617	5.00	
610-419-621000	ASIFlex	Admin fee for pd beginning 10/01/13	11/14/2013	21596	18.75	
610-419-720000	VISA/ CARDMEMBER SE	Christmas Done Bright	11/07/2013	21617	452.00	
610-419-720000	VISA/ CARDMEMBER SE	S&H Logging	11/07/2013	21617	445.60	
Subtotal for Dept: 419					8,586.46	
610-433-300000	VISA/ CARDMEMBER SE	Witchita Bar & Grill	11/07/2013	21617	20.75	
610-433-310000	AT&T WIRELESS SERVIC	PW 10/06/13 - 11/05/13	11/20/2013	21622	31.61	
610-433-330000	CLEAN WATER SERVICE	Sani Line Tap - Inspection Fee	11/07/2013	21599	100.00	
610-433-330000	ONE CALL CONCEPTS, I	Oregon Utility Notification Cntr OCTOBER	11/07/2013	21588	60.72	
610-433-340000	GALE'S UPHOLSTERY	Replaced and Reinforcement of Fasteners	11/07/2013	21582	20.00	
610-433-340000	VISA/ CARDMEMBER SE	Portland Compressor	11/07/2013	21617	638.00	
610-433-340000	VISA/ CARDMEMBER SE	Lowe's	11/07/2013	21617	29.96	
610-433-340000	VISA/ CARDMEMBER SE	Lowe's	11/07/2013	21617	41.80	
610-433-340000	VISA/ CARDMEMBER SE	Lowe's	11/07/2013	21617	-23.94	
610-433-340000	VISA/ CARDMEMBER SE	Harbor Freight	11/07/2013	21617	35.97	
610-433-610000	TRAFFIC SAFETY SUPPL	Do Not Enter Symbol	10/30/2013	21616	48.00	
610-433-610000	TRAFFIC SAFETY SUPPL	10' Post, 2" sq perfed	11/22/2013	21650	598.75	
610-433-610000	VISA/ CARDMEMBER SE	Lowe's	11/07/2013	21617	42.04	
610-433-610224	SUNSHINE INC.	PW October Fuel	11/07/2013	21594	906.35	
610-433-610224	SUNSHINE INC.	PW October Discount	11/07/2013	21594	-9.07	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
				Subtotal for Dept: 433	2,540.94	
				Subtotal for Fund: 610	17,759.12	
				Report Total:	441,079.31	



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: December 11, 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: At the December 2, 2013 meeting, City Council requested additional information regarding the proposal of a BBQ competition and funding available for the same. Finance Manager Rachael Lembo provided an update on the status of the Council budget activity where community programs are included, which is in Council’s packet.

Staff has proposed a two-day BBQ competition on June 14 and 15 as a new event that should have regional appeal. A large event such as this would attract visitors from the greater Portland metropolitan area to downtown, and present opportunities for local groups to fundraise, and businesses to showcase their wares, attracting new wealth into our community.

Schedule:

Below is a rough schedule of the event:

	Saturday, June 14					Sunday, June 15					
	BBQ	Entertainment				BBQ	Entertainment				
8:00 AM	Street Closed						Car show				
9:00 AM											
10:00 AM						Open	Music		Kids Area	Beer	
11:00 AM	BBQ					(sampling)		Games		Garden	
12:00 PM	Competitors							Greatest Dad			
1:00 PM	Arrive						Awards	3 legged race			
2:00 PM											
3:00 PM						Awards					
4:00 PM	Optional meat	Music		Kids Area	Beer						
5:00 PM	competitions			Limited	Garden	Clean up					
6:00 PM	(limited sampling)					Street Open					
7:00 PM	Awards										
8:00 PM			Glow arts								
9:00 PM			Laterns								
10:00 PM	Quiet time enforced by PNWBA										

Proposed Budget:

A table of the expenses and revenue sources for the proposed event. The three main activities are the BBQ competition itself, a car show and a kids area. The two main sources of revenue would be entry fees and sponsorships.

BBQ Event Activities

GRAND TOTAL EXPENSES \$10,470

GRAND TOTAL REVENUE \$10,475

BBQ Competition

Expense		Revenues	
PNWBA Application	\$100	Entry Fees (25@\$150)	\$3,750
PNWBA Services	\$800	Beer concession	\$300
Advertising	\$400	Parking concession	\$200
Shuttle Carts	\$180	Sponsors	\$4,500
Music and Entertainment	\$3,000	Scrip	\$600
Scrip supplies	\$50		
Prize Purse	\$5,000		
Subtotal	\$9,530	Subtotal	\$9,350

Car Show

Expense		Revenues	
Dash plaques	\$200	Entry Fees (75@\$15)	\$1,125
Goody bags	\$300		
Trophies and ribbons	\$400		
Subtotal	\$900	Subtotal	\$1,125

Kids Area

Expense		Revenues	
Bounce houses	\$0		
Face painting	\$40	NA	\$0
Subtotal	\$40	Subtotal	\$0

The estimated 25 BBQ entries is based on past participation in the Aloha Thriftway BBQ event. Aloha was in the time slot that the City has requested for this year and was located approximately 10 miles away from North Plains in a shopping center parking lot. Between 2008 and 2012 the Aloha Thriftway competition averaged 29 entries, with the lowest number being 18 and the greatest number 39. Since proximity to the homes of the competitive teams is considered one of the most important factors when a team decides to participate in an event, the City appears well positioned to gain 25-35 entries. (Thriftway cancelled its 2013 event due in part to a store remodel.)

There is a risk that sponsorships may not be attained. In this regard the City's worst exposure if it received no sponsorships is roughly \$4,500. That said, staff is confident that it can exceed the

\$4,500 funding level, while being sensitive to need to minimize fatigue among local donors. The coordinator Jennifer Knowles, who is also responsible for soliciting for the July 4 will avoid soliciting from the businesses that have traditionally assisted the Elephant Garlic festival.

Because donations and expenses would be run through the budget process it would be necessary to allocate roughly \$10,500 for the BBQ event. This estimate shows costs on the high side, and some options like entertainment or the car show can be scaled back. Additionally, the PNWBA costs were increased by approximately \$400 to cover contingencies. Funding for the event can be allocated through the General Fund, with anticipated funding from entries and sponsors making it revenue neutral.

Volunteers:

When this event was first presented to Council, some concern was expressed about the number of volunteers and staff needed to operate such an event.

The table below shows an estimate of the staff time needed to operate the event. Advance hours would primarily be associated with the event coordinator Jennifer Knowles, the City Manager and movement of equipment by Public Works. By comparison to other events like Garlic Festival this event would consume very little staff time. Cash management on the day of the event can be managed by exempt employees. Staff is proposing Public Works role in this event be limited to work performed on regular business days.

<i>Paid Staff hours</i>	Advance	Saturday	Sunday	Monday
Sink	4	0	0	3
Street Closure barricades	1	0	0	1
Tables, chairs, benches	6	0	0	3
Coordinator (outreach, business coordination, entertainment coordination, ash, grease, garbage disposal, sanitation)	50	8	8	4
City Manager (oversight)	12	8	8	0
Total	74	16	16	11

Below is an estimate of the volunteer needs on the day of the event. Volunteers are broken down into two categories. Those supplied by the Pacific Northwest Barbeque Association (PNWBA) and local volunteers. As part of the process of staging this event, the City would enter into an agreement with the PNWBA to obtain their services which include:

- Appointment of a PNWBA coordinator
- Appointment of a head judge(s)
- Providing judges on the days of the event
- Supervise judging
- Inspection of contestants
- Conducting meetings of entrants and judges
- Outreach/advertising
- Obtaining and presenting awards
- Provide insurance for the event

BBQ competitions require a lot volunteers to act as judges. These people are recruited and trained by the PNWBA, and frequent this kind of event.

Volunteer Staffing	Advance	Saturday	Sunday
Total Number of Volunteers	1	21	50
PNWBA Volunteers	1	14	27
Local Volunteers	0	7	23

BBQ Competition		4 am -10 pm	10 am -4 pm
Roles	Advance	Saturday	Sunday
PNWBA Competition coordinator (includes application receipt, load in, competitor meeting, inspection, coordination)	1	1	1
PNWBA Head Judges		1	2
PNWBA Judges		12	24
Garbage		2	3
Scrip Sales		1	4
Subtotal	1	17	34

A script sale system is proposed to allow the City to obtain more revenue. Tickets would be sold for both food and drink. Vendors would then accept the tickets as payment. At the end of the day the vendors would receive a distribution based on their individual ticket sales, and the City would keep a portion of the total sales.

The kids area requires minimal staffing, and teenagers can be used for tasks like face painting and monitoring jump houses. These services would be offered at no cost to the public, and are often a favorite of local participants. It is also important to the PNWBA that the event be perceived as family-friendly. This area can be scaled back if needed.

Kids Area		4 pm - 8 pm	10 am - 4 pm
Roles	Advance	Saturday	Sunday
Monitors (bounce house)		2	3
Best dad competition			2
3-legged race			2
Adventures without limits (fire starting)			(staff)
Face Painters		2	3
Subtotal		4	10

The Car Show is not essential to the success of the BBQ event, but it will draw more people to the event, which in turn should help sustain it. Ms. Knowles is already involved in the promotion of the 4th of July and Garlic Festival car shows and the addition of this event would maximize the benefit for time spent developing promotions and distributing fliers for all three.

Car Show		8 am - 3 pm		
Roles	Advance	Saturday	Sunday	
Coordinator	1		1	
Registration			2	
Placement			4	
Judges			3	
SubTotal	1	0	10	

Staff is proposing that both a beer garden and parking concessions are created to raise funds for the event. The concept is for a business or organization to assume responsibility for the activity. For example, the Last Waterin' Hole has indicated it could provide staff and monitors to operate a beer garden, which would help increase their business while minimizing the need for volunteers and the risk of unsold products. Likewise, parking can be organized by a group like the Senior Center, Cub Scouts or NPEA.

To be consigned to organizations or businesses

Parking Concession		9 am - 4 pm		
Roles	Advance	Saturday	Sunday	
Parking			4	
Shuttle to/from parking			2	
Total			6	

Beer Garden Concession		4 pm - 8 pm	10 am-4 pm
Roles			
Beer concession		2	3
Exit monitors		2	6
Subtotal		4	9

BBQ events typically do not feature other kinds of vendors. Staff believes vendors could be accommodated if they wanted to sell something like side dishes, BBQ accessories, or crafts but having vendors present will not be a focus of the event.

Fiscal Impact: If the City pursues the competition, every effort would be made to make this a revenue neutral or profitable 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. To minimize costs the City can scale back aspects of the event, including the entertainment and car show expenses.

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

2013 PNWBA SCHEDULE

MONTH	COMPETITION	LOCATION	DATE	PRIZES
April	Kla Ha Ya Spring Fest (<i>Lite Cook</i>)	Snohomish, WA	4/21/2013	\$2,500
	Washington State Spring BBQ Championship	Monroe, WA	4/27 - 4/28/2013	\$5,000
May	Cloverdale Rodeo Cowboy Cook-off	Cloverdale, BC	5/18 - 5/19/2013	\$10,000
June	BC Children's Hospital BBQ For Kids	Kelowna, BC	6/1 - 6/2/2013	\$5,000
	Pete's Fremont Fire Pit BBQ Cook-off (<i>Lite Cook</i>)	Seattle, WA	6/2/2013	\$TBA
	McKinley Springs BBQ	Prosser, WA	6/7 - 6/8/2013	\$7,000
	Canadian Festival of Chili and BBQ	Langley, BC	6/22 - 6/23/2013	\$15,000
	Bikes, Brews & BBQs (<i>Lite Cook</i>)	Coeur d'Alene, ID	6/29/2013	\$5,000
July	Cascade Country Cook-off	Chehalis, WA	7/6 - 7/7/2013	\$5,000
	1st Annual Drummond BBQ Cook-off	Drummond, MT	7/6 - 7/7/2013	\$6,500
	Cheney Jubilee	Cheney, WA	7/13 - 7/14/2013	\$5,000
	Smoke on the Highway (<i>Lite Cook</i>)	Abbotsford, BC	7/20/2013	\$5,000
	Molalla's Wild River BBQ Cook-off	Molalla, OR	7/20 - 7/21/2013	\$3,500
	Stumptown BBQ Smoke-off	Whitefish, MT	7/27 - 7/28/2013	\$TBA
	RockFest BBQ Cook-Off	Castle Rock, WA	7/27 - 7/28/2013	\$TBA
August	Smokin' in the Root	Stevensville, MT	8/2 - 8/3/2013	\$TBA
	Canadian National Championships	Whistler, BC	8/3 - 8/4/2013	\$TBA
	Toontown Smokedown	Saskatoon, SK	8/3 - 8/4/2013	\$5,000
	Fire it Up BBQ Cook-off	Florence, OR	8/10 - 8/11/2013	\$3,900
	Those Were The Days Festival	North Battleford, SK	8/10 - 8/11/2013	\$TBA
	Smokey Pt. BBQ Cook-off	Arlington, WA	8/16 - 8/17/2013	\$4,000
	IPA Brewers Challenge	Portland, OR	8/17 - 8/18/2013	\$TBA
	North Surrey Auto Mall Car B Que	Surrey, BC	8/25/2013	\$2,500
	Juarez Canyon	Oregon City, OR	8/30 - 8/31/2013	\$3,500
September	Tree Top Skewered Apple	Selah, WA	9/7 - 9/8/2013	\$TBA
	BBQ on the Bypass	Langley, BC	9/14 - 9/15/2013	\$5,000
	Basin BBQ Bash	Moses Lake, WA	9/21 - 9/22/2013	\$TBA
MONTH	BBQ COOKING CLASSES	LOCATION	DATE	
May	Pitmaster Class	Yakima, WA	05/04/2013	
	Pitmaster Class	Portland, OR	05/05/2013	
	Pitmaster Class	Cheney, WA	05/18/2013	
July	Pitmaster Class	Chehalis, WA	07/06/2013	
MONTH	JUDGING CLASSES	LOCATION	DATE	
May	Judging Class	Yakima, WA	05/04/2013	
	Judging Class	Portland, OR	05/05/2013	
	Judging Class	Cheney, WA	05/18/2013	
July	Judging Class	Chehalis, WA	07/06/2013	
August	Judging Class	Saskatoon, SK	08/02/2013	

Competition information subject to change without notice. Please check website for up to date information.

Participants in the Aloha Thriftway BBQ Events 2009-2012

Team Name	2012	2011	2010	2009	Location
Entries	34	18	29	39	PNWBA members
Fat Dads - Scott W.	X	X	X	X	Klamath Falls, OR
Movin' The Chains BBQ Team - Jesse H.	X	X	X	X	Beaverton, OR
Slabtown BBQ - Tim K.	X	X	X	X	Portland, OR
Sugars BBQ - Lynnae O.	X	X	X	X	Portland, OR
Team Green - Jason s.	X	X	X	X	Beaverton, OR
Woodstock Smokers - Gregg F	X	X	X	X	Portland, OR
Smokin' Timbers - James P.	X	X	X		Portland, OR
Filbert Burners - Bob J.	X	X		X	
Wine Country Q - JD M	X	X			Duvall, WA
JD Q - Joe T	X		X		Aurora, OR
Junior's Que - Verl G.	X		X		
Baltic BBQ Boyz - Ryan O	X			X	Shoreline, WA
Boneshakin' BBQ - Gregg M	X			X	
Dances with Smoke - Tom W.	X			X	Renton, WA
Flameboyz - Lowell S	X			X	Aloha, OR
Aloha BBQ Club - Dennis J.	X				
Andres BBQ / Scotts - Andre R.	X				
Backyard Bum BBQ - Ron C	X				Portland, OR
Bad Bones BBQ - Brian G	X				
Cam Bone - Cameron F	X				
Duke's BBQ Pit - David F	X				Hillsboro, OR
DW Smoke Masters - Bruce D.	X				
Frank's Q - Frank V.	X				
Ice Harbor Brewing Co. - Doug R	X				Kennewick, WA
Lake House BBQ - Diane M.	X				Everett, WA
Leukemia Sucks Too - Dale G	X				
Nagging Wife BBQ - Robert K.	X				Hillsboro, OR
Rockin' the Smoke - Coree S.	X				Gresham, OR
Slick's Big Time BBQ - Daniel S.	X				
Smokey's Bar-B-Que - James J.	X				Snohomish, WA
Smokin in Suburbia - Paul W.	X				
Smokin' Pigs Turnkey BBQ - Robert J	X				Damascus, OR
The Not-So-Kosher Dawgs - Gregg S	X				Ellensburg, WA
Wild Waynes BBQ - Wayne M.	X				
Hellfire & Brimstone - Derrick W		X	X	X	Portland, OR
Dazed and Confused - Lonnie R.		X	X		Longview, WA
Smokey River BBQ LLC - Bob G.		X	X		Troutdale, OR
Bush Kitchen - Saffron H.		X			Redmond, WA
David B.		X			
Heaven Bound BBQ - Jesse H		X			Milwaulkie, OR
Maddogs BBQ - Pat M.		X			University Place, WA
Rustys BBQ - Rusty		X			Port Moody, BC

Verl G.		X			
2nd Church of Bringin' Pork to the People - Joe K			X	X	
Blitz BBQ - Rich G.			X	X	Beaverton, OR
Ella's BBQ - Cindy H			X	X	Portland, OR
It's 5 o'clock Somewhere BBQ - Bucky P			X	X	
Okie Dokie Smokie - Doug L			X	X	
This Butt's for Que - Craig H.			X	X	Florence, OR
Browncoats Barbecue - Nathan M			X		Woodinville, WA
Foxes Bar-B-Que Team - Jim F			X		Anacortes, WA
Mop, Sauce and Two Smoking Barrels - Chris A			X		Kirkland, WA
Roadkill BBQ - Steve W.			X		
Rogue Caveman Q - Darrell S			X		Grants Pass, OR
Slow Ride Barbecue - David B			X		Lincoln, City
The B Team - Jeff A			X		
Uncle Johns - John B.			X		Portland, OR
WolfBone BBQ - Gregg M			X		
Woody and the Boners - Monte W.			X		
Boneyard BBQ - Michael W			X		
Aurora's Movers & Shakers - Joe T				X	
Big Kahuna's BBQ - Gary H				X	Portland, OR
Big Shirley's - Amy W				X	
Burnt Ends BBQ - John R.				X	Portland, OR
Butt Smugglers - Adam C.				X	
Cider House BBQ - Dale G.				X	Vancouver, WA
Da Fat Boys - John B.				X	Gresham, OR
Doc's Pit - David H				X	
Drunken Pig - Tim J.				X	Auburn, WA
Gold Bar-B-Q - Bob B				X	Gold Bar, WA
Lonestar Smokers - Dan S				X	Longview, WA
Old Dawg BBQ - James B.				X	Snoqualmie, WA
Over the Coals - Larry H.				X	Bremerton, WA
Paradise BBQ - Cheryl G				X	
Piggy D's BBQ - Darel M.				X	Winthrop, WA
Rolling Hogs - Larry H.				X	
S&S BBQ - Tom B				X	
Smokin' Ty's BBQ - Ty S.				X	Everett, WA
T-Roy's BBQ Co. - Troy W.				X	Portland, OR
Two Boarders BBQ - Michael B				X	
Wolf It Down BBQ - Ken W.				X	



Event Sanctioning Information

Overview

So, you or your group is thinking about holding a BBQ competition, like those you see on the Food Network and other TV channels. There's a lot that goes into setting up a BBQ contest, and the Pacific Northwest BBQ Association (PNWBA) is here to help you by providing information and assistance.

You may want to hold a small event or a large event, a charity event, or add a barbecue component to an existing event. These are all possible provided that you have adequate resources and time to dedicate to the event.

To begin with, you need to decide whether you want your event to be "sanctioned", meaning you work with an established BBQ organization. There are many reasons to have your event sanctioned. The assurance that your contest will be run in a professional manner with judging performed consistent with established BBQ standards, using a double blind judging system, and with procedural rules that will be enforced. It is this proven sanctioned event structure that attracts competition cooks and makes your event successful.

The PNWBA is just one of several BBQ contest sanctioning bodies operating around the United States and Canada. We generally sanction events in the Pacific Northwest (Washington, Oregon, Idaho, Montana, Alaska) and in western Canada, but we are not limited to these areas. The PNWBA is the second oldest BBQ association in the nation, with a significant base of cooks, a support system for organizers, and a reputation for excellence in judging.

The Pacific Northwest Barbeque Association is a non-profit organization (501c3) whose purpose is to provide education about barbecue. In support of its mission, it holds cooking classes and barbeque contests throughout the Western States and Canada. The organization has about 650 members, although it is not necessary to be a member to participate in any of its events. PNWBA sanctions approximately 40 events per year, which includes classes for new cooks, the judging of BBQ as well as contests.

Our members (cooks) have participated in and won awards at national events such as the Jack Daniels Invitational, the American Royal, and the Great American BBQ contests.

Still interested in sanctioning your event? Then follow the 4 steps below...

- 1. Read this document** and the sanctioning application very carefully. There are many considerations and specific requirements for events sanctioned by the PNWBA.
- 2. Consider dates** that will work for you before contacting us. Look at a calendar and select several options. There are many existing annual events that are given priority if there are multiple events requested for the same weekend. It is not practical to schedule BBQ events that conflict geographically as there are a finite number of competition teams to attend each weekend.
- 3. Call or email us with questions.** Contact the PNWBA Events Coordinator or President (contact information on our website). It is better to discuss the event before dedicating too much time or money if it is not going to be possible to sanction.
- 4. Complete the sanctioning application** and send it with the **\$100 application fee** to the PNWBA.

Event Planning - *Getting your ducks in a row*

To put on a BBQ event, some things are needed and some decisions must be made.

TYPE OF EVENT

Decide if you are having a one-day or two-day cook-off. It is recommended new competitions start life as a one-day (or "lite") event.

One Day Lite Cooks begin around 6:00AM and the event is usually over by 5:00PM. Competition is in ribs, chicken, sausage and tri-tip. These are very popular with teams starting out and teams looking for a change to the two day competition.

Two Day Standard These are the main competitions in pork, brisket, ribs and chicken. They require the teams arrive the day prior so they can cook through the night. If the event gets adequate numbers it becomes a qualifier for national and international events (15 for a first year event and 25 for a second year event).

PRIZE MONEY

The Pacific Northwest BBQ Association **does not** procure prize money for events. You must have a guaranteed source and amount of prize money **70 days** prior to the event for us to proceed with scheduling and advertising your event. The PNWBA **will not** continue to sanction the event without this prize money guarantee.

Prize money at a standard full event cook ranges from \$2,000 to \$35,000 with the current average settling at about \$5,000. This total prize pool pays out each of the four categories to a minimum of 6th place, plus a Reserve Grand Champion and Grand Champion. For competitions with more than 30 teams there is also a Reserve Champion (3rd place). Sample pay out schedules can be provided on request.

ON-SITE EVENT NECESSITIES

The following facilities/services **must** be provided...

- Ash disposal (with covers)
- Garbage disposal
- Grease collection
- Grey water disposal
- Restrooms (or portable toilets)
- Running water
- Security for overnight events

The following facilities/services should be strongly considered...

- Provision of ice, either free or delivered at reasonable cost
- Power, for night lighting and required for some pits
- Parking for trucks, cars and trailers that are not part of the team set-up
- Is there space for RVs either onsite or near the event (closer to the team set-up the better)

PNWBA Promotion and Marketing

If requested, it is required that a 10 x 10 space be made available for the PNWBA to set up an information booth where we can provide information about barbecue and sell PNWBA promotional materials.

Cross marketing is required with the event required to use the official PNWBA logo on all contest materials, including but not limited to: promotional items, advertisements, banners, signage, shirts and all other contest materials. The event logo will be used on PNWBA promotions and communications.

LOCATION

Do you have a venue large enough to set up a barbecue competition? On top of whatever other activities you have happening as part of your event the barbecue competition needs...

Teams require a space measuring a minimum 10' x 15' per team with larger teams using trailer pits requiring a 20' x 20' space. More space is required for some teams.

Judging and meeting area requires a space with power, tables and chairs. This may be either indoors or outdoors with a sturdy tent. The size of this area is based on the number of teams attending your event but it must be 20' x 20' minimum.

When planning space consider the fire access lanes that may be required when getting the fire permit.

PERMITS

You are responsible for finding out and obtaining all permits, inspections or similar, at your own cost, required for your event. This may include but is not limited to fire permits, Health Department permits, park usage, fire extinguisher inspection, council use approval and similar.

A copy of the Fire Permit must be provided to the PNWBA.

If you would like teams to sample you must provide the event Health Department approval prior to teams submitting their permit applications to sample /vend.

REGISTRATION

Decide whether you would like the PNWBA to handle the event registration process for you, or that you want to handle registration yourself. If you collect payments they must be forwarded to the PNWBA 2 weeks prior to the event at the same time as the prize money.

PUBLIC FOOD/TASTING

Although the barbecue competition meats are prepared for the judges, there are instances where leftover food may be made available to the public. This is dependent on a number of factors such as the posture and requirements of the local Health Department, the nature and size of the event.

The ultimate decision on whether to participate in sampling is up to the individual teams and no guarantee can be made on the participation levels.

Public food/ tasting options

- Competition leftovers cut into small bites and offered for people to taste.
Helps to build interest and good will with event visitors.
- Competition leftovers and extra cooked meat offered for sale by cooks.
Helps cooks offset the cost of competing and travelling to remote event locations.
- Competition leftovers and extra cooked meat offered for sale by cooks, using scrip sold by a charity that gets a portion of the money taken in.
Raises money for the charity, helps cooks offset the cost of competing (entry fee, meat, travel).
- Organizer provides meats to teams who cook it and give it back, to be sold by charity.
Food sales raise money for charity.

Sometimes a People's Choice competition is held in conjunction with the public tasting options listed above, adding another element of competition and enhanced public involvement.

The requirements of local health departments vary widely (allowed, not allowed, permits required, etc.) regarding food service to the public, and you must explore the rules prior to planning your event.

ANCILLARY EVENTS

Depending on your particular situation, other barbecue events may be of interest to you.

Extra Categories Usually held on the first day of a two-day event this competition gives cooks an opportunity to compete in non-traditional barbecue contests like chili, Dutch oven, desserts, pizza, finger foods, and similar. This is a good opportunity to highlight sponsors products.

Whole Hog Although uncommon in the Pacific Northwest, this is a popular class of barbecue competition with there being many teams capable of competing. This would offer a different and interesting dimension to the right event.

Cooking Class PNWBA teaches beginner *Pit Master* classes. One may be held prior to your scheduled event. This may draw interested cooks into competition and increases participation in remote locations.

Judging Class Instruction on PNWBA methods of judging barbecue may be held prior to your scheduled event. This creates a pool of qualified judges where few or none may exist, generally raises public interest.

Optimising Your Event

It should be understood that the cooking teams generally cook about \$200+ worth of meat, pay an entry fee, buy wood, sauces, rubs, fuel to travel to the event, and more often than not stay in a hotel one or two nights. It's a major expense for a team to come and compete often totalling over a thousand dollars.

With so many competitions available to choose from now it is necessary to consider how you want to appeal to the potential teams. This may include good prize money, subsidised entry fees or a great 'feel good' event.

During 2011 a PNWBA member discussed this across 4 competition barbecue forums and we would like to share the summary for your consideration.

What are the top 5 reasons for choosing a particular barbecue competition?

1. Distance...how close it is to home?
2. Entry Fee...how much it costs to enter?
3. Reputation...family friendly, organizers take care of the teams?
4. Pay-Outs...prize money (comparable to entry fees)?
5. Location...easy access, level sites, grass vs. asphalt?

What are the main amenities/organization you look for in a competition?

1. Water...delivered or close proximity to site.
2. Power...clean, reliable, and close proximity to site.
3. Ice...available on site or delivered (free or reasonable cost).
4. Trash pick up...continuous on site pick up.
5. Parking...on site for RV, trailer, or truck.
6. Porta Potty's...plenty of them...clean & well serviced.
7. Communications...clear, concise and timely with the promoter, sponsors, sanctioning body, etc.
8. Site Boundaries...clearly marked and assigned according to team requests as to size needed. Boundary lines strictly enforced.
9. Noise...quiet hours strictly enforced, no loud music.
10. Disposal...gray water, grease, and ash disposal available and close proximity to site.

Sanctioning Options

There are two ways the PNWBA sanction events, Option 1 Basic Services and Option 2 – All inclusive. These are described over the next two pages.

Option 1 – Basic Services

This option means that you organize all the major aspects of the BBQ Competition to the minimum standards required by the PNWBA prior to the day. Including but not limited to facilities, amenities, trophies, insurance and permits.

On the day the PNWBA will run the competition including all competitive aspects including set-up, rule adherence and judging. The sanctioning means that the event is recognized in an official capacity and if the event meets the minimum team numbers, winners can use this towards National and International events as well as the annual PNWBA rankings. The event is marketed to PNWBA member teams.

The PNWBA Board appoints a contact point who will communicate your event to the Board, web master and teams to facilitate clear communications and success of your event.

Option 2 – All inclusive

The all inclusive option means that the PNWBA primarily coordinates the BBQ competition within the space provided for your event. This is done in close cooperation with you.

The event coordination includes the management of teams prior to and on the day including application form and fee collection. The money collected from the teams is responsible for the cost the BBQ Competition, including judging, trophies, insurance, consumables and similar.

It is your responsibility to provide a fully functional and licensed area to hold the event including appropriate water, ash collection, garbage disposal and similar.

What does PNWBA provide for sanctioning my event?

Whichever sanctioning option you select on the day(s) of your competition the PNWBA will provide...

An onsite PNWBA representative as a point of contact for team coordination and the head judge who will together help ensure your event runs smoothly.

They are responsible for the following activities at the event:

- Facilitate team load in and load out
- Team competition, safety and meat inspection on set-up
- Conduct cooks meeting
- Conduct judges/table captain meetings
- Provide and distribute competition and judging resources (including turn-in boxes, paper, pens, napkins, judging forms and similar)
- Supervise the entire judging process
- Enforce PNWBA rules and regulations at the event
- Verify and distribute scores at the end of the event
- Help with event organizer distribute trophies/ribbons, prize money through the awards ceremony.

Sanctioning Method		Basic Services	All Inclusive
		<i>Organizer handles registration and collects entry fees, and pays PNWBA for services and expenses</i>	<i>PNWBA collects event entry fees to be used to cover the costs of the competition</i>
Fees and Monies	Application Fee	\$100 non-refundable	\$100 non-refundable
	Sanctioning Fee	\$300 - 1 to 19 teams	Covered by fees collected
		\$350 - 20-39 teams	(A minimum number of teams is required to cover expenses)
		\$400 - 40+ teams	
	Extra Food Categories	\$25 per category	Covered by fees collected
Prize Money	Prize money must be guaranteed 70 days prior	Prize money but be guaranteed 70 days prior	
	Prize money forwarded to PNWBA	Prize money forwarded to PNWBA	
Event Coordination	PNWBA Representative	The board will appoint an event coordinator	The board will allocate a board contact
	Trophies and Ribbons	Organizer to purchase in accordance	Covered by fees collected
	Marketing to teams	Will post your flyer and help design if required	Will create and post event flyer
		Publicize through PNWBA website and newsletter	Publicize through PNWBA website and newsletter
	Team registration	Collect event's registration paperwork and money	Registration and money collected by PNWBA
Insurance	Must <u>coordinate and pay</u> for own insurance for the event	Provide insurance A copy of certificate of insurance can be provided if required	
Judging	Head Judge Staff*	Head judge(s) to staff and run the event	Head judge(s) to staff and run the event
		1 head judge - 1 to 19 teams	1 head judge - 1 to 19 teams
		2 head judges - 20 to 39 teams	2 head judges - 20 to 39 teams
		3 head judges - 40+ teams	3 head judges - 40+ teams
	Judging System	Use of PNWBA's propriety rules and scoring system for the event. Including computer, program, barcodes, scanner and printer	Use of PNWBA's propriety rules and scoring system for the event. Including computer, program, barcodes, scanner and printer
	Head Judge(s) Expenses	Must provide airfare and/or ground travel including personal mileage as per IRS rate at the time of the event**	Covered in fees collected
		Must provide lodging for the head judge	
General Judges	Recruit and schedule certified judges	Recruit and schedule certified judges	
Judging Supplies	PNWBA provides	PNWBA provides	
* Second and third head judges may be in head-judges-in-training, or PNWBA-certified assistants.			
** Current (2011) IRS mileage rate is 50¢ per mile.			



PNWBA COMPETITION INSTRUCTIONS FOR COOKS - 2013

COMPETITION EVENT RULES

<p>COOKING TEAM</p>	<ul style="list-style-type: none"> • Each team must have a designated Head Cook, who may not participate competitively with other teams nor enter more than one team in the same event. Each team is responsible for making themselves familiar with the specific rules for each event, such that they arrive at the event prepared to comply with the requirements. • The Head Cook is responsible for the team's adherence to the event's rules and the PNWBA's Rules of Conduct, and timely submission of the team's entries. • The PNWBA strongly recommends that at least one team member have a current food handlers permit. It is required in some jurisdictions where contests are held. • Shirts, pants, shorts, kilts, etc., and shoes are required to be worn by all team members.
<p>COOKING AREA</p>	<ul style="list-style-type: none"> • Teams will be assigned a cooking space. All equipment must fit within the assigned space. • Whenever possible, teams should arrange their cooksites in such a way that teams, their visitors and the public are prevented from making contact with hot cook pits. • Teams must provide their own cooking equipment and supplies. • Teams requiring electricity must provide their own power, unless it is offered by the venue. • Each team must maintain a clean cooking area. • Each team's cook site must have an approved 2A40BC or 3A40BC (or larger) fire extinguisher with either a receipt of purchase or a service tag showing certification less than 12 months old. The needle on the extinguisher's gauge must be in the green area. • Each team must have a hand wash station with free flowing warm water, soap and catch basin. • Each team must have a sanitizing bleach bucket with towel (1 teaspoon bleach to 1 gallon water). Teams are strongly encouraged to use test strips for ensuring the proper strength of cleaning solution. • Each team must also have a three-tub "wash, rise and sanitize" cleaning system, utilizing a sanitizing solution (1 teaspoon bleach to 1 gallon water) for general cleanup and washing of dishes, cutting boards, etc. Up to three teams can share an adjoining centrally-located wash station. • The use of disposable gloves, hair restraints, and any other similar protective items is strongly recommended to help maintain good hygiene and a germ-free work area. Health departments require these sanitation measures when handling food ready to eat, i.e., vending at event, public sampling, etc. • Pets are at no time allowed in the cooking/food preparation area. • All materials and garbage must be disposed of by the team. Each team's entire assigned area must be cleaned at the end of the event.
<p>COOKER</p>	<ul style="list-style-type: none"> • Each team will provide a pit or pits to be used exclusively by that team within the team's assigned cooking space. No cooking of food entries from two or more teams are allowed in the same pit(s) at the same time. • The heat source for cooking the competitive foods must be from charcoal, wood, and/or wood pellets. Gas or electric is allowed for the heating of water or sauces. • No gas or electric grills are permitted, unless the event coordinator or head judge has stipulated otherwise for preparing Special Categories. • Electric accessories – such as spits, augers, or forced draft – are permitted. • Teams are reminded that they should utilize a protective barrier under their pits to keep grease, ash, etc., off the ground at the event venue.
<p>DISQUALIFYING ACTIONS</p>	<ul style="list-style-type: none"> • Violation of the PNWBA Rules of Conduct by teams or their visitors can result in immediate disqualification from the event by the Head Judge of the event. • The use of gas or other auxiliary heat sources inside the pit is not allowed. In addition to immediate disqualification from the event, the team and its members may be banned from competing in future PNWBA events. • Disqualification penalties/duration will be determined by the PNWBA Board within 30 days of the event in question; otherwise the disqualification shall not exceed 30 days from that event.

COMPETITION FOOD RULES

INSPECTION <i>These items will be reviewed during inspection:</i>	<ul style="list-style-type: none"> All competition foods must be presented for inspection during a site visit at the beginning of the event before food preparation work can commence. All on-site team containers will be inspected. At their discretion the Head Judge or designee can return to your cooksite at any time during a contest. The Head Judge shall make the final decision as to whether any competitive food product is to be allowed. 	
	Competition Meats	May not be pre-cooked, marinated, cured, etc., prior to the food inspection, unless the event coordinator has stipulated otherwise. Meats may be pre-trimmed
	Cooler Temperature	Ensure all coolers contain enough ice to maintain safe food temperatures.
	Fire extinguisher	Required at each cooksite; receipt or certificate; needle in green.
	Digital meat thermometer	To ensure that the meats are at the proper temperature
	Dish wash station	3 basins, dish soap, bottle of bleach
	Hand wash station	Hot water, free flowing spigot, catch bucket underneath
	Bleach bucket	Bucket with sanitizing solution, cloth cleaning rag
	Extra contests	Determine if team is participating in additional categories; inspection of foods for special categories; compliance of turn-in container with contest rules
	<ul style="list-style-type: none"> Teams with Incomplete/unsatisfactory inspections will not be issued turn-in boxes/bar codes at cooks meeting until requirements have been met. 	
FOOD PREPARATION	<ul style="list-style-type: none"> Following inspection, all storage, preparation, seasoning, cooking, finishing and boxing of competition foods (excluding garnish) shall be done within a team's cooking site. All equipment related to the preparation and cooking of the competition foods shall be contained within the boundaries of the team's assigned cooking site, as defined for that event by the coordinator. Other than pre-trimming of competition meats, food preparation away from the space is not allowed. If the event allows an RV or enclosed trailer within a team's designated cooking site, the RV or trailer are subject to inspection by the Head Judge or his/her designee. All meats must be held at safe temperatures – before cooking, meat must be on ice or refrigerated so that the meat maintains a temperature of 40°F or less; after cooking, meat must be maintained at a minimum temperature of 141°F. 	
MEATS, GENERALLY	<ul style="list-style-type: none"> All teams are to supply their own competition foods, unless otherwise specified. For "qualifier events," only the four traditional meat categories – Pork Butt, Beef Brisket, Chicken and Pork Ribs – will be used to determine the Grand Champion. Some events feature other competitive foods; check with Head Judge or event coordinator/promoter to see if these food categories count in determining the scoring for that event. 	

COOKS MEETING AGENDA

*Attendance by at least one team member at the event
Cook's Meeting is mandatory.*

Team Roll Call

Welcome!

Introductions:

- Head Judge(s)
- Event Organizer
- Event helpers
- Number of teams/qualifier?
- Prize money/# of places paid
- Sponsor
- Description

Venue Information

Location overview/where to find:

- Fresh water supply
- Garbage disposal
- Gray water disposal
- Ash disposal
- Restrooms

Matching Mentors With New Teams

Review Of The Cooks Rules

(if you already have copy of current rules, bring them to meeting)

Explanation Of Categories

- Judging criteria
- Turn-in container(s)

Official Notification

- Turn-in location
- Turn-in times
- Synchronize cooks with official atomic clock

In Closing

- Questions and answers
- How/where to find or contact Head Judge or the event organizer

Distribution Of Barcodes, Boxes, Special Category Containers

Extra Assistance For New Teams

COMPETITION MEATS

REGULAR COMPETITION (overnight)	TRADITIONAL MEATS	ALLOWED	PRESENTATION		
			WHOLE	SLICED	CHOP/PULL CUBED
<i>Presented in PNWBA-provided 9"x9" display box</i>	Pork Butt	Boston butt, picnic or whole shoulder - uncooked weight of at least five pounds going into the pit. Must be cooked in its entirety – bone in or bone out – and may not be parted out during cooking. After being parted out, the butt may not be put back into the cooker until after pork turn-in.		X	X
	Beef Brisket	Whole or flats of any size; no corned beef.		X	X
	Chicken	Cut-up whole, mixed assortment or all the same pieces, Cornish game hen halves or parts	X	X	
	Pork Ribs	Spare / side ribs or baby back / loin ribs (not "country-style")		X	

LITE COMPETITION (one-day)	OPTIONAL MEATS	ALLOWED	PRESENTATION		
			WHOLE	SLICED	CHOP/PULL
<i>Presented in PNWBA-provided 9"x9" display box</i>	Beef Tri-tip	Whole		X	
	Salmon	Can be submitted as single uncut slab or cut into a minimum of 6 pieces	X	X	
	Sausage	Links or sausage patties, individual cooked pieces or larger pieces sliced. <i>(Refer to PNWBA Sausage addendum)</i>	X	X	
	Competition meat, other	Prior to the cookoff, information is available on the website/flyer. Criteria will be also announced at Cooks meeting		X	

ENTRY REQUIREMENTS

- The turn-in schedule and official clock time are announced at the Cook's meeting and posted at the turn-in area.
- There is no public notification of approaching entry turn-in times. Teams are responsible for turning in their entries on time.
- The designated turn-in table for entries opens at 5 minutes prior to the announced turn-in time, and closes at 4:59 minutes after the posted turn-in time. Entries in line at the table prior to closing will be accepted. Late (or early) arriving entries will not be accepted. **The official time will be strictly observed.**

GARNISH

GENERALLY	<ul style="list-style-type: none"> • Garnish is optional. • Garnish must not extend beyond edges of box.
ALLOWED IN CONTAINER	<ul style="list-style-type: none"> • Leaves of the following lettuce: green leaf, butter, romaine, iceberg • Flat leaf (Italian) parsley or common curly parsley
NOT ALLOWED IN CONTAINER	<ul style="list-style-type: none"> • Kale, cabbage, endive, red-tipped lettuce, or any other leafy greens • Cilantro, dill weed, thyme, rosemary, sage, or any other herbs • Flowers, decorative leaves, sliced/carved vegetables or fruit, or other vegetative miscellany • Toothpicks, skewers, foil, brush bristles, or other foreign non-food materials

ENTRY PRESENTATION

REQUIRED	<ul style="list-style-type: none"> Competitive food entries must be submitted in event-supplied presentation containers unless otherwise stipulated. Minimum of six, separate, identifiable food portions MUST be submitted. All portions must be visible when the box is opened for appearance scoring. In the case of pulled or chopped meat, there needs to be a sufficient amount for each judge to take a sample. Teams can submit more than the minimum six portions. (Extra meat can cover portion shortage due to incomplete slicing, etc., and provides food for event staff – table captains, volunteers, etc.). Meat can be presented in more than one style (judges will evaluate no more than three styles, then average scores).
NOT ALLOWED	<ul style="list-style-type: none"> Containers of sauce or pooling (sauce flows from meat on to garnish or into bottom of box, or sits in pools on top of the meat), or sauce poured, squirted or squiggled onto meat to create a pattern. Sauce submitted must be attached to meat. Marking or sculpting of food that could identify the cook/team. Identifying or distinguishing marks placed in or on the container by contestant.

Entries not complying with these requirements for meat, garnish or foreign objects will result in the Head Judge directing all six judges to give a DQ score of “1” for appearance.

JUDGING METHOD

PNWBA judging uses a double-blind judging system facilitated by bar code markings. The entries are given ID numbers as they are entered into the computer at the turn-in table; the numbers have no correlation to the contestants' identities. Each entry is evaluated by a table of six judges. For its competition events, the PNWBA strives to use trained, certified BBQ judges who objectively evaluate the food entries, in accordance with PNWBA guidelines, to the best of their ability. A table generally judges between 4–8 entries per food category. Entries are not compared or ranked against each other.

THREE ELEMENTS OF EVALUATION

APPEARANCE	Evaluating eye-appeal components of color, arrangement, slice/trim, moist appearance, etc., and adherence to PNWBA rules of entire meat presentation.
TENDERNESS/TEXTURE	Evaluating meat's texture, based on judge's sample bites, to reflect tender, chewy, tough, moist, dry, mushy, etc.
TASTE	Evaluating overall flavor of entry, based on judge's sample bites, to reflect pleasant taste, balance of meat/smoke/seasonings, etc., or taste faults (salty, burned, creosote, etc.)

Each element of an entry is evaluated separately, independent of the other element scores.

COMMENT CARDS

Comment cards are utilized at selected events to provide feedback to cooks. Cards allow judges to explain the basis of their scores. Judges are instructed to comment on each score element, and to keep their notes very brief and specific. The cards are provided to the cooks along with the contest report print-out at the end of the event. *(Information about this process is available on the PNWBA Comment Card instructional handout.)*

SCORING RANGE

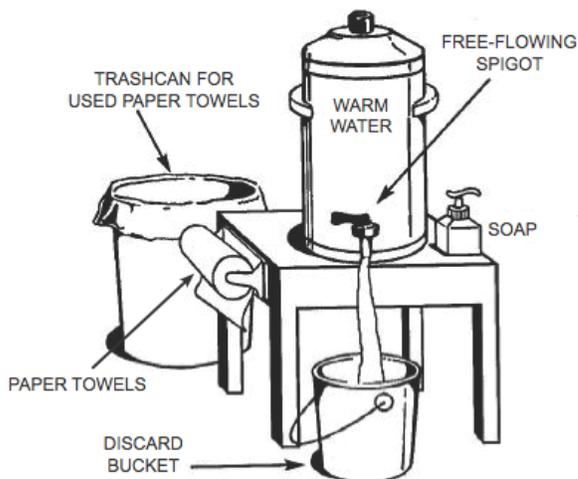
	← BETTER			AVERAGE			WORSE →			
SCORE:	10	9	8	7	6	5	4	3	2	1
Means:	Outstanding	Great	Good	Slightly above average	Average, OK	Slightly below average	Faulted	Significantly faulted	Awful, inedible	Technical DQ*

* Given only by Head Judge ruling

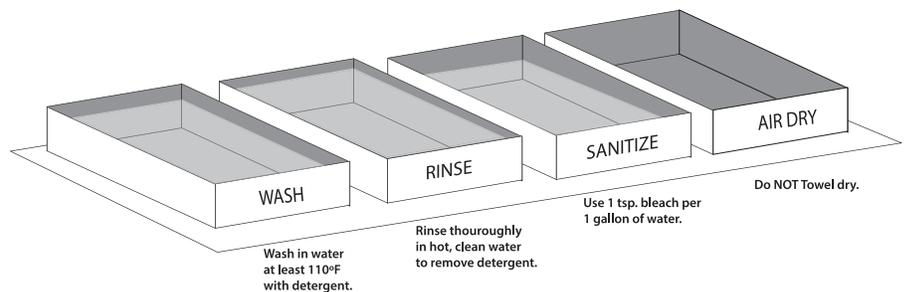
PNWBA COMPETITION SCORING SYSTEM

BASICS	<ul style="list-style-type: none"> Each entry is evaluated at a table of six judges, who provide scores for the three elements of appearance, texture and taste. A judge's score is the total of his/her points given for all three elements. The scoring range for each element is 10 (highest) to 2 (lowest) points. A score of 1 represents a disqualification, resulting from direction by the Head Judge.
CALCULATING ENTRY SCORES	<ul style="list-style-type: none"> The entry score is the total of the five highest judges' scores; the lowest score is discarded. The scoring system weights the elements: Appearance-19%, Texture/Tenderness-30%, Taste-51%. The maximum possible score per judge is 40 points. The lowest judge's score is thrown out, thus the highest possible total entry score is 200 points (40 points x 5 judges).
CATEGORY WINNERS	Places are determined by the order of the judging points. The entry with the highest total points will take 1st place for that category, second highest number of points takes 2nd place, and so on.
CATEGORY TIE-BREAKER PROCESS	If a tie occurs, the discarded low scores are added back, and winners are determined in this order: <ol style="list-style-type: none"> The highest total points (appearance + texture + taste) from all 6 judges. The highest total points of TASTE scores from all 6 judges. The highest total points of TEXTURE/TENDERNESS scores from all 6 judges. The highest total points of APPEARANCE scores from all 6 judges. Decided by the Computer using a random number generator.
DETERMINATION OF CHAMPIONS	Grand Champion, Reserve Champion and other overall places are determined by adding together each team's judging scores from all qualifying contest categories. The highest accumulated team score will be awarded Grand Champion, the second highest accumulated team score will be Reserve Champion, and so forth.
CHAMPION TIE-BREAKERS	In case of ties for the overall awards such as Grand Champion, Reserve Champion, third place and so on, ties will be broken using the same process as the Category Tie Breakers.

HANDWASHING STATION



DISHWASHING STATION



PNWBA RULES OF CONDUCT

The Pacific Northwest Barbecue Association (PNWBA) is a non-profit organization dedicated to the promotion and enjoyment of barbecue in the Northwest. The PNWBA is committed to educating the public in the furtherance and development of authentic barbecue knowledge through cooking classes, judging classes, and competition barbecue cooking events.

Members of the PNWBA are all generally expected to be good ambassadors of our organization at PNWBA events, at other BBQ-related events, and in the wider community view. A member's actions and behaviors should reflect the PNWBA's core values of respect, courtesy and good sportsmanship at all times, refraining from conduct which could damage, or may be detrimental to, the good of the organization.

PNWBA Events are defined as any competition, cooking class, meeting, and/or other gathering that was organized, sanctioned or represented to be associated with the PNWBA, including the Forum section of the PNWBA website.

The Rules of Conduct have been set forth to ensure that each and every PNWBA event is a safe, friendly and respectful place for members, teams, guests, volunteers, judges, Officers, Board members and the general public to gather in the spirit of cooperation, relaxation, good will, fun and friendly competition. These rules apply to the conduct of everyone participating in a PNWBA Event - either physically or electronically. The official Rules of Conduct shall be the most recent version posted on the PNWBA website.

1 - EXPECTED BEHAVIOR

At all PNWBA-related events, participants and their guests will be courteous, respectful and professional in their dealings and communication with other participants. At cooking events, this expected conduct is extended to other teams, their guests, the head judge, judges, event volunteers, and the general public.

2 – RESPONSIBILITY

As well as being responsible for their own behavior, participants are responsible for the conduct of their guests/invitees at PNWBA events. During competitions, the head cook is fully responsible for the actions and conduct of his team members and guests/invitees, and for their compliance with the competition rules and these Rules of Conduct.

3 – INTERACTION WITH OTHERS AT PNWBA EVENTS

The use of audible or visible profanities, lewdness, or vulgarity is not allowed.

Interference with, unsolicited/unwelcome contact with, or harassment of other teams, their guests, the head judge, judges, event volunteers, and the general public is not allowed - whether done physically, verbally, electronically, or otherwise.

Loud, derogatory, insulting or otherwise abusive language directed toward other teams, their guests, the head judge, judges, event volunteers, and the general public is not allowed.

4 – ALCOHOL

Excessive intake of alcohol by event participants and/or their guests, resulting in a public display of intoxication disruptive to a PNWBA event, is not allowed. This will result in the violator's removal from said event. In the case of competitions, it will result in disqualification and expulsion from the contest.

Distribution of alcohol by event participants or their guests/invitees to the general public is not allowed.

5. ILLEGAL CONTROLLED SUBSTANCES

Any use of illegal controlled substances by event participants and/or their guests is not allowed. This will result in the violator's removal from said event. In the case of competitions, it will result in disqualification and expulsion from the contest.

6. OTHER UNACCEPTABLE CONDUCT

Unsportsmanlike misconduct not allowed at PNWBA events shall include physical confrontations, fighting or disorderly conduct; dishonesty or cheating; and willful or careless neglect of safety precautions.

Excessive noise that interferes with an event is not allowed. This includes, but is not limited to, music, TV, PA systems through speakers or amplifiers.

Pets belonging to either participants or visitors are at no time allowed in a food preparation area.

At contests, violation of the PNWBA Rules of Conduct by teams or their visitors can result in immediate disqualification from the event by the Head Judge of the event.

Violation by PNWBA members of these Rules of Conduct, or other actions at events that reflect negatively on the character, integrity, sportsmanship and good will of the PNWBA, may result in the termination of Membership in the PNWBA as provided under the PNWBA Bylaws Article II, Section 1.



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: December 16, 2013
To: Mayor and City Council
From: City Manager Martha DeBry
Subject: Approval of city policies Number 360-382

Request: Council approve policies Number 360-382

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 16, 2013 are:

- 360 Pay Administration
- 361 Work Periods / Schedules
- 362 Overtime
- 363 Leave without pay
- 370 Salary Advances
- 371 W-4's
- 372 Education and Travel Reimbursements
- 380 Vacation Leave
- 381 Holiday Leave
- 382 Sick Leave

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

31360 NW Commercial Street, North Plains, Oregon 97133

Date: December 16, 2013
To: Mayor and City Council
From: Martha DeBry, City Manager
Subject: Vacation of NW Hillcrest Street west of 319th Ave approximately 1100 feet to its terminus: File #SV-11-015

HISTORY: The City received an application from Jewett-Cameron Trading Company, located at Hillcrest and 319th, to vacate approximately 65,000 sf of NW Hillcrest Street west of 319th Avenue. The applicant and the City are requesting this vacation so that the applicant may use the vacated portion as a private driveway for their business operation and so that the City can forgo maintenance responsibilities of the subject portion of NW Hillcrest.

Jewett-Cameron seeks to take over maintenance of the road which becomes potholed due to heavy truck traffic, associated with its business. Hillcrest is a dead end street and only serves Jewett-Cameron and ODOT which owns a brownfield site on the south side. (Jewett-Cameron is one of the City's larger employers, and serves as the holding company for Jewett-Cameron, MSI-PRO, Jewett-Cameron Seed Company/Evergreen Testing Lab and Greenwood Products Inc. Sales in 2013 exceeded \$49 Million.)

Street vacations and dedications require final approval by City Council Ordinance. The application is being processed as a Land Use file, which requires adjacent property notification and compliance with all City and State standards pertaining to Street Vacations. Included in Council's packet is the Planning Commission Staff Report and its attachments which demonstrate compliance with City and State standards. No comments were received from adjacent property owners in response to public notices sent and posted. An additional public notice was published prior to the December 16, 2013 hearing.

The Planning Commission approved the vacation on January 11, 2012, with the condition of approval that all easements and agreements associated with the vacation be coordinated with the City of North Plains, the Oregon Department of Transportation (ODOT), and Portland General Electric (PGE). The City has consulted with ODOT and PGE, and they are requesting access easements to the proposed vacation area so that ODOT can access and maintain their property to the south of the vacation area and so that PGE can access their poles in the northern portion of the vacation area. Access would be granted to the City of North Plains for right of entry to the City's water line and hydrant within the subject vacation area. There are no gas lines or other applicable utilities to address in the proposed vacation area.

Jewett-Cameron requested the delay of Council's consideration of the street vacation, as they were in negotiations with ODOT on an unrelated piece of property, and did not want two issues to become intertwined. Recently Don Boone of Jewett-Cameron requested that the vacation be completed.

Council's packet contains the following items associated with the Vacation:

- Staff Report and attachments (Agency comments, surveys, and legal descriptions) previously prepared for the Planning Commission
- Vacation Ordinance with exhibits (surveys, legal descriptions, and easement descriptions)

To complete the vacation the City must find that the proposed vacation will not prejudice the public interest and is in the best interest of the City.

FISCAL IMPACT: Maintenance for NW Hillcrest west of NW 319th will no longer be funded by the City of North Plains. Jewett- Cameron will be responsible for the north side of the vacated street, and ODOT the south side.

RECOMMENDATION: Staff recommends the City Council adopt Ordinance No. _____ based upon the findings contained in the staff report to the Planning Commission, public testimony, and agency comments, staff recommends City Council approval of the Hillcrest Street vacation File # SV-11-015 with the condition of approval that all easements and agreements associated with the vacation be coordinated with the City of North Plains, the Oregon Department of Transportation, Portland General Electric, and any other applicable agencies or adjacent property.

SAMPLE MOTION: I move to approve the findings related to File #SV-11-015, with the condition of approval that all easements and agreements associated with the vacation be coordinated with the City of North Plains, the Oregon Department of Transportation, Portland General Electric, and any other applicable agencies or adjacent property and to read Ordinance No: (____) for the first time by title only.

Ordinance No: (____)

An Ordinance of the City Council of the City of North Plains, Oregon, Vacating a Portion of Hillcrest Street West from 319th Street Approximately 1100 Linear Feet with the Vacated Area Remaining Subject to Certain Easements In Favor of the City of North Plains, Portland General Electric and the Oregon Department of Transportation.

**CITY OF NORTH PLAINS
PLANNING COMMISSION STAFF REPORT: STREET VACATION**

APPLICATION: The applicant requests the vacation of approximately 65,700square feet (sf) of NW Hillcrest Street west of 319th Avenue, located in the M-2 Zone.

APPLICANT:Jewett-Cameron Lumber Corporation

OWNER: Public road right-of-way (ROW) which abuts taxlot 1N2010003700 to the south (owned by the Oregon Department of Transportation— ODOT), 1N301CA01700 and 1N301CB00100 to the North (owned by Jewett-Cameron Lumber Corporation, the applicant), 1N301CB00101 to the west (owned by Debra Kruger), and 1N301CB01200 to the west (owned by Burlington Northern Railroad Company)

PUBLIC HEARING:January 11, 2012 before the North Plains Planning Commission - recommended approval
February 6, 2012 before the North Plains City Council

I. APPLICABLE CRITERIA

- A. Chapter 16.60 Street Vacations and Dedications
- B. Chapter 16.80 Public Notice Requirements
- C. Chapter 16.82 Public Hearings Before the Planning Commission
- D. Chapter 16.83 Review and Public Hearings Before Council
- E. Chapter 16.87Final Action on Permit Application Within 120 Days
- F. Oregon Revised Statutes (ORS) Chapter 271.080 - 271.150

II. FINDINGS OF FACT

- A. **LOCATION:** Approximately 65,700sf of the NW Hillcrest Street right-of-way west of 319th Avenue, more particularly described as a portion of ROW adjoining Tax Lots 1N301CA01700, 1N301CB00100, 1N2010003700, 1N301CB00101, and 1N301CB01200
- B. **EXISTING CONDITIONS:** The adjoining land is industrial to the North, West, South, and East. Residential properties are located northwest of the intersection of NW 319th Avenue and NW Hillcrest Street. Ghost Creek separates NW Hillcrest from tax lots 1N301CB00101 to the west (owned by Debra Kruger) and 1N301CB01200 to the west (owned by Burlington Northern Railroad Company); these properties are accessed via Gordon Road. Only taxlots 1N2010003700 (owned by ODOT), 1N301CA01700, and 1N301CB00100 (owned by Jewett-Cameron Lumber Corporation, the applicant), are accessible via the proposed vacation area of NW Hillcrest.
- C. **BACKGROUND:** The City and the applicant wish to vacate the subject portion of NW Hillcrest Street so that the applicant may use the vacated portion as private driveway for their business operation on taxlots 1N301CA01700 and 1N301CB00100 and so that the city can forgo maintenance responsibilities of the subject portion of NW Hillcrest. The applicant has previously initiated street vacations for NW Wascoe Street to the north of their property.
- D. **AVAILABILITY OF PUBLIC SERVICES:** There is an existing waterline and a fire hydrant on the subject portion of NW Hillcrest Street. Pacific Gas and Electric (PGE) also maintains five poles and four cobra head street lights on the subject portion of NW Hillcrest Street.

III. PUBLIC TESTIMONY & AGENCY COMMENTS

Comments received from affected public agencies (as of 12/29/2011) include:

- Comments from the City's Public Works Director, dated December 20, 2011, stating that the City should retain the right to access the waterline within the proposed vacation area, that ODOT should retain the right to use the road for access to their property south of the proposed vacation area, and that Pacific Gas and Electric (PGE) should retain access to their structures within the proposed vacation area.
- North Plains Police Chief—No objection/no comments
- Washington County Department of Land Use & Transportation—No objection/no comments
- Washington County Fire District #2—No objection/no comments

IV. CODE CRITERIA REVIEW & FINDINGS

Chapter 16.60 Street Vacations and Dedications

16.60.010 Description

That the public right-of-way described in the Deed of Dedication and shown on the accompanying map attached hereto as Exhibit A, is a public street in the City of North Plains, Washington County, Oregon, and that the same be and hereby is vacated under the terms of ORS Chapter 271.

Findings: The applicant has provided a legal description and maps of the right-of-way area to be vacated, found in Attachment A. The proposed vacation is being administered under the terms of ORS Chapter 271.

16.60.020 Filing

That the City Recorder be and hereby is instructed to file a certified copy of this Ordinance with the County Clerk of Washington County, and the County Surveyor of Washington County under the terms and provisions of ORS chapter 271, in order to facilitate the correction of the County Tax Maps.

Findings: If the proposed street vacation is approved by City Council, by ordinance, the City Recorder of North Plains will file a certified copy of the ordinance with the County Clerk and County Surveyor of Washington County as required by statute and to facilitate correction of the county tax maps.

16.60.030 Community Safety

It is necessary and desirable for the peace, health and safety of the citizens of North Plains for the purpose of providing suitable and appropriate protection of property owners, that this ordinance shall be effective immediately upon passage by the Council and approved by the Mayor, and an emergency is declared to exist.

Findings: The City finds that the public interest will not be prejudiced by the street vacation based on the findings in this report. The applicant wishes to vacate a largely unused portion of NW Hillcrest Street for use as a private driveway in conjunction with their business operation abutting the proposed vacation, and the City wishes to forgo the maintenance burden of the proposed vacation area.

Chapter 16.80 Public Notice Requirements, Chapter 16.82 Public Hearings Before the Planning Commission, Chapter 16.83 Review and Public Hearings Before Council, Chapter 16.87 Final Action on Permit Application Within 120 Days

Findings: Proper notice of a public hearing, application procedures, and public hearings procedures before the North Plains Planning Commission and the North Plains City Council are being administered in accordance with Chapters 16.80, 16.82, 16.83, and 16.87. Notice of a public hearing has been published in the *Hillsboro Argus*, posted at the proposed vacation site, mailed to property owners within 250 feet of the site, and to affected public agencies. Public notice documents are available on request.

ORS Chapter 271.080-271.130

Summary of ORS Chapter 271.080-271.130 Requirements:

- **The Vacation shall be initiated by the City or by a petition of abutting property owners**
- **The petition is filed with the city recorder and must describe the grounds to be vacated, the purpose for which the proposed vacation is to be used, and the reason for such vacation**
- **Notice of the formal hearings for consideration of the vacation shall be made in the city newspaper once each week for two consecutive weeks prior to the hearing; a notice of the vacation proposal shall be posted at least two conspicuous places in the proposed vacation area**
- **The governing body, by ordinance, shall make a determination to vacate the subject street area**

Findings: The subject vacation is being initiated by the City so that the applicant may use the proposed vacation area as a private driveway and so that the city can forgo maintenance responsibilities of the subject portion of NW Hillcrest. In accordance with the above statutes, the Planning Commission and City Council are scheduled to hold public hearings for the proposed vacation on January 11, 2012 and February 6, 2012. Notice of the Planning Commission hearing was published in the *Hillsboro Argus* on December 27, 2011 and January 3, 2012, and notices were posted at the proposed vacation site. The city is also interpreting lack of comment from adjacent property owners as consent for the proposed vacation.

V. ATTACHMENTS

- A.** Surveys and legal descriptions of the proposed vacation area
- B.** Agency referral comments from the City's Public Works Director

VI. CONCLUSION & RECOMMENDATION

Conclusion: The City finds that the street vacation request is appropriate so that the vacation area may be used as a private driveway in conjunction with the applicant's business and that the city can forgo maintenance responsibilities of the subject portion of NW Hillcrest. The city also finds that the proposed vacation will not prejudice the public interest.

Recommendation: Based upon the findings contained in this staff report, public testimony, and agency comments, staff recommends Planning Commission approval of the Hillcrest Street vacation File # SV-11-015 with the condition that all easements and agreements be coordinated with the City of North Plains, the Oregon Department of Transportation, and Pacific Gas and Electric.

Sample Motion: Move to adopt the findings contained within this Staff Report and approve File #SV-11-015

Prepared and Submitted By: Angie Lehnert, Assistant Planner

REC'D DEC 20 2011

CITY OF NORTH PLAINS
LAND USE ACTION REFERRAL
December 19, 2011

TO: North Plain Police Chief - William Snyder
North Plains Finance Director - Martha DeBry
North Plains Public Works Director - Blake Boyles
Washington County Fire District #2 - Chief Dennis England
Washington County Department of Land Use & Transportation - Naomi Vogel
CPO # 8 - Henry Oberhelman
Hillsboro School District #1J, Loren Rogers
Clean Water Services - Marvin Spiering
Murray Smith Associates - Kyle McTeague, P.E.
Oregon Department of Transportation - Tim Wilson
Century Link
Portland General Electric - Bob Marreel

Application: Applicant is requesting Street Vacation approval to vacate approximately 65,700 square feet of NW Hillcrest Street west of NW 319th Avenue creating a private road with public access. PLEASE SEE ATTACHED APPLICATION MATERIALS FOR MORE INFORMATION.

Case File No: SV-11-015

Applicant: Don Boone, representing Jewett-Cameron Lumber Corp.
PO Box 1010
North Plains, OR 97133

Owner: Jewett-Cameron Lumber Corp.

Property Location: T1N, R3W, Section 1CA, Tax Lot 1700 and T1N, R3W, Section 1CB, Tax Lots 100 and 101

PLEASE RETURN COMMENTS BEFORE: December 30, 2011

The enclosed application information is provided for your review and comments. Your recommendation and suggestions will be used by the Planning Commission and/or City Council to arrive at a decision. Your prompt reply will help us to process this application and will ensure the inclusion of your recommendations in the staff report. Please comment below.

1. We have no objection to approval as submitted.
2. We recommend denial for the reasons stated below.
3. We are considering the proposal further, and will have comments to you by _____.
4. Please see attached letter for our comments.
5. Please contact our office so we may discuss this.

COMMENTS: SEE ATTACHED SHEET
Please use additional sheets if necessary.

SIGNED: *Blh BJ* DATE: 12/20/11

PLEASE RETURN TO: City of North Plains Planning Department
31360 NW Commercial Street, North Plains, OR 97133
E-Mail: lisa@northplains.org Phone: (503) 647-5555 Fax: (503) 647-2031

12/20/2011

- The agreement between the City and applicant shall state that the City will retain the right to access and maintain waterline within vacated area;
- The agreement shall also stipulate that the property owner(D.O.T) south of the vacated road will retain the right to use the road for access to the property (Dant Russell site).

Comment above expressed by Cary Goodman, ODOT Rail Division, 555 13th Street NE, Suite 3, Salem, Oregon 97301-4179 503-986-4320

Cary had stated that ODOT is not interested in acquiring any of the 60 foot vacated ROW, but requires access to lot.

Include Cary Goodman in all correspondence regarding this vacation.

PGE currently maintains 5 poles located west of NW 319th.

There are 4 cobra head street lights located west of NW 319th. These lights ownership /agreements shall be transferred to applicant along with ROW.

CITY OF NORTH PLAINS
LAND USE ACTION REFERRAL
December 19, 2011

REC'D DEC 21 2011

TO: North Plain Police Chief - William Snyder *W.S.*
North Plains Finance Director - Martha DeBry
North Plains Public Works Director - Blake Boyles
Washington County Fire District #2 - Chief Dennis England
Washington County Department of Land Use & Transportation - Naomi Vogel
CPO # 8 - Henry Oberhelman
Hillsboro School District #1J, Loren Rogers
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COMMENTS:

Please use additional sheets if necessary.

SIGNED: *W. Snyder* DATE: 12-21-11

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31360 NW Commercial Street, North Plains, OR 97133

E-Mail: lisa@northplains.org Phone: ~~(503) 647-5555~~ Fax: ~~(503) 647-~~

2031

NORTH PLAINS CITY COUNCIL PACKET

Monday, December 16, 2013

Packet Pagination: Page 56 of 75

CITY OF NORTH PLAINS
LAND USE ACTION REFERRAL

December 19, 2011

TO: North Plain Police Chief - William Snyder
North Plains Finance Director - Martha DeBry
North Plains Public Works Director - Blako Boyles
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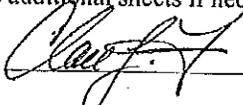
PLEASE RETURN COMMENTS BEFORE: December 30, 2011

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COMMENTS:

Please use additional sheets if necessary.

SIGNED: 

DATE: 12.21.2011

PLEASE RETURN TO: City of North Plains Planning Department
31360 NW Commercial Street, North Plains, OR 97133
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**CITY OF NORTH PLAINS
LAND USE ACTION REFERRAL
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COMMENTS:

Please use ~~additional~~ sheets if necessary.

SIGNED: _____

DATE: 12/22/11

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2031

GENERAL PROVISIONS

271.005 Definitions for ORS 271.005 to 271.540. As used in ORS 271.005 to 271.540:

(1) "Governing body" means the board or body in which the general legislative power of a political subdivision is vested.

(2) "Governmental body" means the State of Oregon, a political subdivision, the United States of America or an agency thereof.

(3) "Political subdivision" means any local government unit, including, but not limited to, a county, city, town, port, dock commission or district, that exists under the laws of Oregon and has power to levy and collect taxes. [1981 c.787 §2]

271.010 [Amended by 1965 c.25 §1; 1971 c.287 §1; repealed by 1981 c.153 §79]

271.020 [Amended by 1953 c.283 §3; 1977 c.275 §1; repealed by 1981 c.153 §79]

271.030 [Amended by 1953 c.283 §3; repealed by 1981 c.153 §79]

271.040 [Repealed by 1981 c.153 §79]

271.050 [Repealed by 1981 c.153 §79]

271.060 [Repealed by 1981 c.153 §79]

271.070 [Repealed by 1981 c.153 §79]

VACATION

271.080 Vacation in incorporated cities; petition; consent of property owners.

(1) Whenever any person interested in any real property in an incorporated city in this state desires to vacate all or part of any street, avenue, boulevard, alley, plat, public square or other public place, such person may file a petition therefor setting forth a description of the ground proposed to be vacated, the purpose for which the ground is proposed to be used and the reason for such vacation.

(2) There shall be appended to such petition, as a part thereof and as a basis for granting the same, the consent of the owners of all abutting property and of not less than two-thirds in area of the real property affected thereby. The real property affected thereby shall be deemed to be the land lying on either side of the street or portion thereof proposed to be vacated and extending laterally to the next street that serves as a parallel street, but in any case not to exceed 200 feet, and the land for a like lateral distance on either side of the street for 400 feet along its course beyond each terminus of the part proposed to be vacated. Where a street is proposed to be vacated to its termini, the land embraced in an extension of the street for a distance of 400 feet beyond each terminus shall also be counted. In the vacation of any plat or part thereof the consent of the owner or owners of two-thirds in area of the property embraced within such plat or part thereof proposed to be vacated shall be

sufficient, except where such vacation embraces street area, when, as to such street area the above requirements shall also apply. The consent of the owners of the required amount of property shall be in writing. [Amended by 1999 c.866 §2]

271.090 Filing of petition; notice. The petition shall be presented to the city recorder or other recording officer of the city. If found by the recorder to be sufficient, the recorder shall file it and inform at least one of the petitioners when the petition will come before the city governing body. A failure to give such information shall not be in any respect a lack of jurisdiction for the governing body to proceed on the petition.

271.100 Action by city governing body. The city governing body may deny the petition after notice to the petitioners of such proposed action, but if there appears to be no reason why the petition should not be allowed in whole or in part, the governing body shall fix a time for a formal hearing upon the petition.

271.110 Notice of hearing. (1) The city recorder or other recording officer of the city shall give notice of the petition and hearing by publishing a notice in the city official newspaper once each week for two consecutive weeks prior to the hearing. If no newspaper is published in such city, written notice of the petition and hearing shall be posted in three of the most public places in the city. The notices shall describe the ground covered by the petition, give the date it was filed, the name of at least one of the petitioners and the date when the petition, and any objection or remonstrance, which may be made in writing and filed with the recording officer of the city prior to the time of hearing, will be heard and considered.

(2) Within five days after the first day of publication of the notice, the city recording officer shall cause to be posted at or near each end of the proposed vacation a copy of the notice, which shall be headed, "Notice of Street Vacation," "Notice of Plat Vacation" or "Notice of Plat and Street Vacation," as the case may be. The notice shall be posted in at least two conspicuous places in the proposed vacation area. The posting and first day of publication of such notice shall be at least 14 days before the hearing.

(3) The city recording officer shall, before publishing such notice, obtain from the petitioners a sum sufficient to cover the cost of publication, posting and other anticipated expenses. The city recording officer shall hold the sum so obtained until the actual cost has been ascertained, when the amount of the cost shall be paid into the city treasury and any surplus refunded to the depositor. [Amended by 1991 c.629 §1; 2005 c.22 §196]

271.120 Hearing; determination. At the time fixed by the governing body for hearing the petition and any objections filed thereto or at any postponement or continuance of such matter, the governing body shall hear the petition and objections and shall determine whether the consent of the owners of the requisite area has been obtained, whether notice has been duly given and whether the public interest will be prejudiced by the vacation of such plat or street or parts thereof. If such matters are determined in favor of the petition the governing body shall by ordinance make such determination a matter of record and vacate such plat or street; otherwise it shall deny the petition. The governing body may, upon hearing, grant the petition in part and deny it in part, and make such reservations, or either, as appear to be for the public interest.

271.130 Vacation on city governing body's own motion; appeal. (1) The city governing body may initiate vacation proceedings authorized by ORS 271.080 and make such vacation without a petition or consent of property owners. Notice shall be given as provided by ORS 271.110, but such vacation shall not be made before the date set for hearing, nor if the owners of a majority of the area affected, computed on the basis provided in ORS 271.080, object in writing thereto, nor shall any street area be vacated without the consent of the owners of the abutting property if the vacation will substantially affect the market value of such property, unless the city governing body provides for paying damages. Provision for paying such damages may be made by a local assessment, or in such other manner as the city charter may provide.

(2) Two or more streets, alleys, avenues and boulevards, or parts thereof, may be joined in one proceeding, provided they intersect or are adjacent and parallel to each other.

(3) No ordinance for the vacation of all or part of a plat shall be passed by the governing body until the city recording officer has filed in the office of the city recording officer or indorsed on the petition for such vacation a certificate showing that all city liens and all taxes have been paid on the lands covered by the plat or portion thereof to be vacated.

(4) Any property owner affected by the order of vacation or the order awarding damages or benefits in such vacation proceedings may appeal to the circuit court of the county where such city is situated in the manner provided by the city charter. If the charter does not provide for such appeal, the appeal shall be taken within the time and in substantially the manner provided for taking

an appeal from justice court in civil cases. [Amended by 1995 c.658 §101]

271.140 Title to vacated areas. The title to the street or other public area vacated shall attach to the lands bordering on such area in equal portions; except that where the area has been originally dedicated by different persons and the fee title to such area has not been otherwise disposed of, original boundary lines shall be adhered to and the street area which lies on each side of such boundary line shall attach to the abutting property on such side. If a public square is vacated the title thereto shall vest in the city. [Amended by 1981 c.153 §58]

271.150 Vacation records to be filed; costs. A certified copy of the ordinance vacating any street or plat area and any map, plat or other record in regard thereto which may be required or provided for by law, shall be filed for record with the county clerk. The petitioner for such vacation shall bear the recording cost and the cost of preparing and filing the certified copy of the ordinance and map. A certified copy of any such ordinance shall be filed with the county assessor and county surveyor.

271.160 Vacations for purposes of re-dedication. No street shall be vacated upon the petition of any person when it is proposed to replat or rededicate all or part of any street in lieu of the original unless such petition is accompanied by a plat showing the proposed manner of replatting or rededicating. If the proposed manner of replatting or rededicating or any modification thereof which may subsequently be made meets with the approval of the city governing body, it shall require a suitable guarantee to be given for the carrying out of such replatting or rededication or may make any vacation conditional or to take effect only upon the consummation of such replatting or rededication.

271.170 Nature and operation of statutes. The provisions of ORS 271.080 to 271.160 are alternative to the provisions of the charter of any incorporated city and nothing contained in those statutes shall in anywise affect or impair the charter or other provisions of such cities for the preservation of public access to and from transportation terminals and navigable waters.

271.180 Vacations in municipalities included in port districts; petition; power of common council; vacating street along railroad easement. To the end that adequate facilities for terminal trackage, structures and the instrumentalities of commerce and transportation may be provided in cities and towns located within or forming a part of any port district organized as a municipal corporation in this state, the governing body

of such cities and towns, upon the petition of any such port, or corporation empowered to own or operate a railroad, steamship or other transportation terminal, or railroad company entering or operating within such city or town, or owner of property abutting any such terminal, may:

(1) Authorize any port commission, dock commission, common carrier, railroad company or terminal company to occupy, by any structure, trackage or machinery facilitating or necessary to travel, transportation or distribution, any street or public property, or parts thereof, within such city or town, upon such reasonable terms and conditions as the city or town may impose.

(2) Vacate the whole or any part of any street, alley, common or public place, with such restrictions and upon such conditions as the city governing body may deem reasonable and for the public good.

(3) If any railroad company owns or has an exclusive easement upon a definite strip within or along any public street, alley, common or public place, and if the city governing body determines such action to be to the advantage of the public, vacate the street area between the strip so occupied by the railroad company and one property line opposite thereto, condition that the railroad company dedicates for street purposes such portion of such exclusive strip occupied by it as the city governing body may determine upon, and moves its tracks and facilities therefrom onto the street area so vacated. The right and title of the railroad company in the vacated area shall be of the same character as previously owned by it in the exclusive strip which it is required by the city governing body to surrender and dedicate to street purposes.

271.190 Consent of owners of adjoining property; other required approval. No vacation of all or part of a street, alley, common or public place shall take place under ORS 271.180 unless the consent of the persons owning the property immediately adjoining that part of the street or alley to be vacated is obtained thereto in writing and filed with the auditor or clerk of the city or town. No vacation shall be made of any street, alley, public place or part thereof, if within 5,000 feet of the harbor or pierhead line of the port, unless the port commission, or other bodies having jurisdiction over docks and wharves in the port district involved, approves the proposed vacation in writing.

271.200 Petition; notice. (1) Before any street, alley, common or public place or any part thereof is vacated, or other right granted by any city governing body under ORS 271.180 to 271.210 the applicant must

petition the governing body of the city or town involved, setting forth the particular circumstances of the case, giving a definite description of the property sought to be vacated, or of the right, use or occupancy sought to be obtained, and the names of the persons to be particularly affected thereby. The petition shall be filed with the auditor or clerk of the city or town involved 30 days previous to the taking of any action thereon by the city governing body.

(2) Notice of the pendency of the petition, containing a description of the area sought to be vacated or right, use or occupancy sought to be obtained, shall be published at least once each week for three successive weeks prior to expiration of such 30-day period in a newspaper of general circulation in the county wherein the city or town is located.

271.210 Hearing; grant of petition.

Hearing upon the petition shall be had by the city governing body at its next regular meeting following the expiration of 30 days from the filing of the petition. At that time objections to the granting of the whole or any part of the petition shall be duly heard and considered by the governing body, which shall thereupon, or at any later time to which the hearing is postponed or adjourned, pass by a majority vote an ordinance setting forth the property to be vacated, or other rights, occupancy or use to be thereby granted. Upon the expiration of 30 days from the passage of the ordinance and the approval thereof by the mayor of the city or town, the ordinance shall be in full force and effect.

271.220 Filing of objections; waiver.

All objections to the petition shall be filed with the clerk or auditor of the city or town within 30 days from the filing of the petition, and if not so filed shall be conclusively presumed to have been waived. The regularity, validity and correctness of the proceedings of the city governing body pursuant to ORS 271.180 to 271.210, shall be conclusive in all things on all parties, and cannot in any manner be contested in any proceeding whatsoever by any person not filing written objections within the time provided in this section.

271.230 Records of vacations; fees. (1)

If any town or plat of any city or town is vacated by a county court or municipal authority of any city or town, the vacation order or ordinance shall be recorded in the deed records of the county. Whenever a vacation order or ordinance is so recorded, the county surveyor of such county shall, upon a copy of the plat that is certified by the county clerk, trace or shade with permanent ink in such manner as to denote that portion

so vacated, and shall make the notation "Vacated" upon such copy of the plat, giving the book and page of the deed record in which the order or ordinance is recorded. Corrections or changes shall not be allowed on the original plat once it is recorded with the county clerk.

(2) For recording in the county deed records, the county clerk shall collect the same fee as for recording a deed. For the services of the county surveyor for marking the record upon the copy of the plat, the county clerk shall collect a fee as set by ordinance of the county governing body to be paid by the county clerk to the county surveyor. [Amended by 1971 c.621 §31; 1975 c.607 §31; 1977 c.488 §2; 1979 c.833 §30; 1999 c.710 §12; 2001 c.173 §5]

TRANSFER, LEASE, DONATION OR USE OF PUBLIC LANDS

271.300 Application and administration of ORS 271.300 to 271.360; rules. (1) The power granted by ORS 271.300 to 271.360 is vested in each political subdivision of the State of Oregon. The power is self-operating, without the necessity of further legislation.

(2) In carrying ORS 271.300 to 271.360 into effect, a political subdivision shall act through its duly constituted governing body. Each political subdivision through its governing body may provide rules necessary in carrying out ORS 271.300 to 271.360. [Amended by 1981 c.787 §26; 1985 c.443 §4]

271.310 Transfer or lease of real property owned or controlled by political subdivision; procedure in case of qualified title; notice; rules. (1) Except as provided in subsection (2) of this section and subject to subsection (3) of this section, whenever any political subdivision possesses or controls real property not needed for public use, or whenever the public interest may be furthered, a political subdivision may sell, exchange, convey or lease for any period not exceeding 99 years all or any part of the political subdivision's interest in the property to a governmental body or private individual or corporation. The consideration for the transfer or lease may be cash or real property, or both.

(2) If the ownership, right or title of the political subdivision to any real property set apart by deed, will or otherwise for a burial ground or cemetery, or for the purpose of interring the remains of deceased persons, is limited or qualified or the use of the real property is restricted, whether by dedication or otherwise, the political subdivision may, after the county court or governing body thereof has first declared by resolution that the real property is not needed for public use, or that the sale, exchange, conveyance

or lease of the real property will further the public interest, file a complaint in the circuit court for the county in which the real property is located against all persons claiming any right, title or interest in the real property, whether the interest be contingent, conditional or otherwise, for authority to sell, exchange, convey or lease all or any part of the real property. The resolution is prima facie evidence that the real property is not needed for public use, or that the sale, exchange, conveyance or lease will further the public interest. The action shall be commenced and prosecuted to final determination in the same manner as an action not triable by right to a jury. The complaint shall contain a description of the real property, a statement of the nature of the restriction, qualification or limitations, and a statement that the defendants claim some interest therein. The court shall make such judgment as it shall deem proper, taking into consideration the limitation, qualifications or restrictions, the resolution, and all other matters pertinent thereto. Neither costs nor disbursements may be recovered against any defendant.

(3)(a) At least 30 days before listing or placing real property for sale, exchange or conveyance, a political subdivision shall notify the Department of Transportation of its intent to sell, exchange or convey the real property if the real property is within 100 feet of a railroad right of way or is within 500 feet of an at-grade rail crossing.

(b) The department shall share the advance notice with private providers of rail service that might be interested in obtaining the real property to facilitate the current delivery or future expansion of rail service. Notwithstanding the benefit of receiving advance notice, a private provider of rail service may not obtain or enter into negotiations to obtain the real property until the political subdivision offers the real property for sale, exchange, conveyance or lease to the general public. As used in this paragraph, "general public" includes private providers of rail service.

(c) Paragraph (a) of this subsection does not apply to light rail corridors and any other rail corridors excluded by rule of the department.

(d) The department shall adopt rules to implement this subsection. The rules may include provisions that:

(A) Identify rail corridors within which a political subdivision is not required to provide notice of intention to sell, exchange or convey real property within 100 feet of a railroad right of way or within 500 feet of an at-grade rail crossing.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON, VACATING A PORTION OF HILLCREST STREET WEST FROM 319TH STREET APPROXIMATELY 1100 LINEAR FEET WITH THE VACATED AREA REMAINING SUBJECT TO CERTAIN EASEMENTS IN FAVOR OF THE CITY OF NORTH PLAINS, PORTLAND GENERAL ELECTRIC AND THE OREGON DEPARTMENT OF TRANSPORTATION.

WHEREAS, the City of North Plains believes it appropriate to vacate that portion of Hillcrest Street between 319th Avenue to its terminus - a distance of approximately 1100 linear feet - and is authorized to commence such action by the terms of ORS 271.130;

WHEREAS, the City posted and published notice for a hearing before the Council on the proposed vacation consistent with the requirements of ORS 271.110 as required by ORS 271.130;

WHEREAS, a public hearing before the North Plains City Council was held on December 16th, 2013;

WHEREAS, none of the owners of the area affected by the vacation objected thereto;

WHEREAS, the City Recorder has determined (and filed a certificate with the office of the City Recorder manifesting same) that all city liens and all taxes have been satisfied on the lands covered by the area to be vacated.

NOW, THEREFORE, based on the foregoing, the City of North Plains ordains as follows:

- Section 1.** That the portion of Hillcrest Street described and shown in Exhibits "A" and "B" within the City of North Plains, Washington County, Oregon, be and the same hereby is vacated as of January 1, 2014 subject to:
- the terms of a utility easement in favor of the City of North Plains in a form substantially akin to that shown on Exhibit "C";
 - an access easement for the Oregon Department of Transportation in a form substantially similar to that shown on Exhibit "D";
 - the terms of a utility easement in favor of Portland General Electric in a form substantially similar to the one attached hereto as Exhibit "E"

Section 2. The City Recorder is directed to file a copy of this Ordinance with the Washington County Clerk consistent with ORS 271.230

Section 3. Effective Date. This Ordinance shall become effective within thirty days from the date of adoption.

INTRODUCED for first reading on the 16th day of December, 2013, for second reading AND ADOPTION this 6th day of January, 2014.

CITY OF NORTH PLAINS, OREGON

By: _____
David Hatcher, Mayor

ATTEST:

By: _____
Margaret L. Reh, Deputy City Recorder

Professional Land Surveyors
info@chsurveyinc.com

6150 S.W. 124th Avenue
Beaverton, Oregon 97008-4724

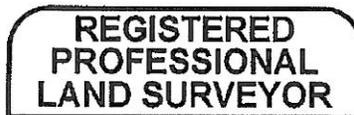
Telephone 503/644-3179
Fax 503/644-3190

DECEMBER 8, 2011
JEWITT CAMERON LUMBER COMPANY
JOB NO. 7666

**LEGAL DESCRIPTION
STREET VACATION NORTH PARCEL**

A TRACT OF LAND IN THE SOUTHWEST QUARTER OF SECTION 1, TOWNSHIP 1 NORTH, RANGE 3 WEST OF THE WILLAMETTE MERIDIAN, CITY OF NORTH PLAINS, WASHINGTON COUNTY, OREGON, BEING A PORTION OF N.W. HILLCREST STREET BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF LOT 16, BLOCK 10, "NORTH PLAINS" A DULY RECORDED PLAT IN WASHINGTON COUNTY PLAT RECORDS; THENCE S07°54'56"W ON THE EXTENSION OF THE EAST LINE OF SAID LOT 6, A DISTANCE OF 30.00 FEET TO A POINT ON THE CENTERLINE OF SAID N.W. HILLCREST STREET; THENCE ALONG SAID CENTERLINE N81°59'34"W A DISTANCE OF 1091.82 FEET TO A POINT ON THE EAST LINE OF THAT PORTION OF SAID HILLCREST STREET VACATED IN DOCUMENT NUMBER 93-52247 WASHINGTON COUNTY DEED RECORDS; THENCE ALONG SAID EAST LINE OF VACATED N.W. HILLCREST STREET N06°07'11"W A DISTANCE OF 30.94 FEET TO A POINT ON THE SOUTH LINE OF BLOCK 8, SAID PLAT OF "NORTH PLAINS"; THENCE ALONG THE SOUTH LINE OF BLOCK 8, BLOCK 9 AND BLOCK 10 OF SAID PLAT, S81°59'34"E A DISTANCE OF 1099.32 FEET TO THE POINT OF BEGINNING. THE ABOVE DESCRIBED PARCEL OF LAND CONTAINS 32,867 SQUARE FEET, MORE OR LESS. REFERENCE IS MADE TO A SURVEY BY ALBERT HERTEL, DATED JANUARY 5, 2011, AND RECORDED IN WASHINGTON COUNTY SURVEY RECORDS AS SURVEY NUMBER 31168, AND BY SAID REFERENCE IS MADE A PART HEREOF.



RENEWAL DATE: 6/30/2013

**CASWELL/
HERTEL**
SURVEYORS INC.
6150 S.W. 124th AVE.
BEAVERTON, OREGON 97008
(503) 644-3179

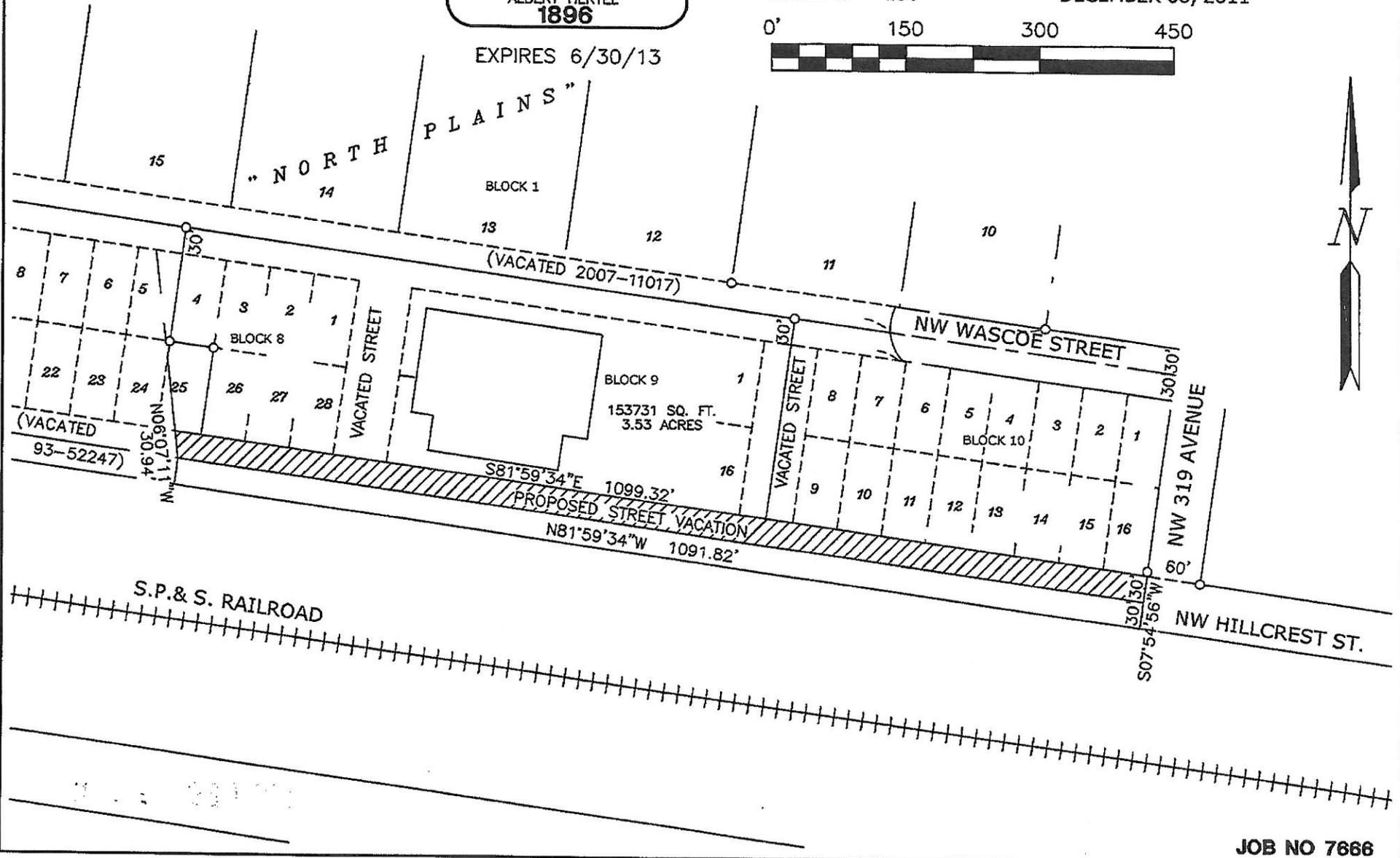
**REGISTERED
PROFESSIONAL
LAND SURVEYOR**

Albert Hertel 12/14/11
OREGON
JULY 18, 1980
ALBERT HERTEL
1896

EXPIRES 6/30/13

EXHIBIT MAP A (North)

FOR STREET VACATION
IN THE SW 1/4 OF SECTION 1, T 1 N, R 3 W, W.M.,
CITY OF NORTH PLAINS
WASHINGTON COUNTY
OREGON
SCALE 1" = 150'
DECEMBER 08, 2011



JOB NO 7866

Professional Land Surveyors
info@chsurveyinc.com

6150 S.W. 124th Avenue
Beaverton, Oregon 97008-4724

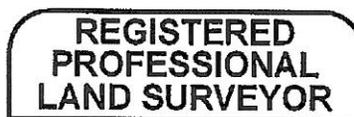
Telephone 503/644-3179
Fax 503/644-3190

DECEMBER 8, 2011
JEWITT CAMERON LUMBER COMPANY
JOB NO. 7666

**LEGAL DESCRIPTION
STREET VACATION SOUTH PARCEL**

A TRACT OF LAND IN THE SOUTHWEST QUARTER OF SECTION 1, TOWNSHIP 1 NORTH, RANGE 3 WEST OF THE WILLAMETTE MERIDIAN, CITY OF NORTH PLAINS, WASHINGTON COUNTY, OREGON, BEING A PORTION OF N.W. HILLCREST STREET BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF LOT 16, BLOCK 10, "NORTH PLAINS" A DULY RECORDED PLAT IN WASHINGTON COUNTY PLAT RECORDS; THENCE S07°54'56"W ON THE SOUTHERLY EXTENSION OF THE EAST LINE OF SAID LOT 6, A DISTANCE OF 30.00 FEET TO A POINT ON THE CENTERLINE ON N.W. HILLCREST STREET AND THE **TRUE POINT OF BEGINNING** FOR THE PARCEL HEREIN DESCRIBED; THENCE ALONG SAID CENTERLINE N81°59'34"W A DISTANCE OF 1091.82 FEET TO A POINT ON THE EAST LINE OF THAT PORTION OF SAID HILLCREST STREET VACATED IN DOCUMENT NUMBER 93-52247 WASHINGTON COUNTY DEED RECORDS; THENCE ALONG SAID EAST LINE OF VACATED N.W. HILLCREST STREET S08°00'26"W A DISTANCE OF 30.00 FEET TO A POINT ON THE SOUTH RIGHT OF WAY LINE OF SAID N.W. HILLCREST STREET; THENCE ALONG SAID SOUTH RIGHT OF WAY LINE S81°59'34"E A DISTANCE OF 1091.87 FEET TO A POINT ON THE SAID SOUTHERLY EXTENSION OF THE EAST LINE OF LOT 16; THENCE ALONG SAID SOUTHERLY EXTENSION N07°54'56"E A DISTANCE OF 30.00 FEET TO THE POINT OF BEGINNING. THE ABOVE DESCRIBED PARCEL OF LAND CONTAINS 32,755 SQUARE FEET, MORE OR LESS. REFERENCE IS MADE TO A SURVEY BY ALBERT HERTEL, DATED JANUARY 5, 2011, AND RECORDED IN WASHINGTON COUNTY SURVEY RECORDS AS SURVEY NUMBER 31168, AND BY SAID REFERENCE IS MADE A PART HEREOF.



Albert Hertel 12/8/11



RENEWAL DATE: 6/30/2013

**CASWELL/
HERTEL**
SURVEYORS INC.
6150 S.W. 124th AVE.
BEAVERTON, OREGON 97008
(503) 644-3179

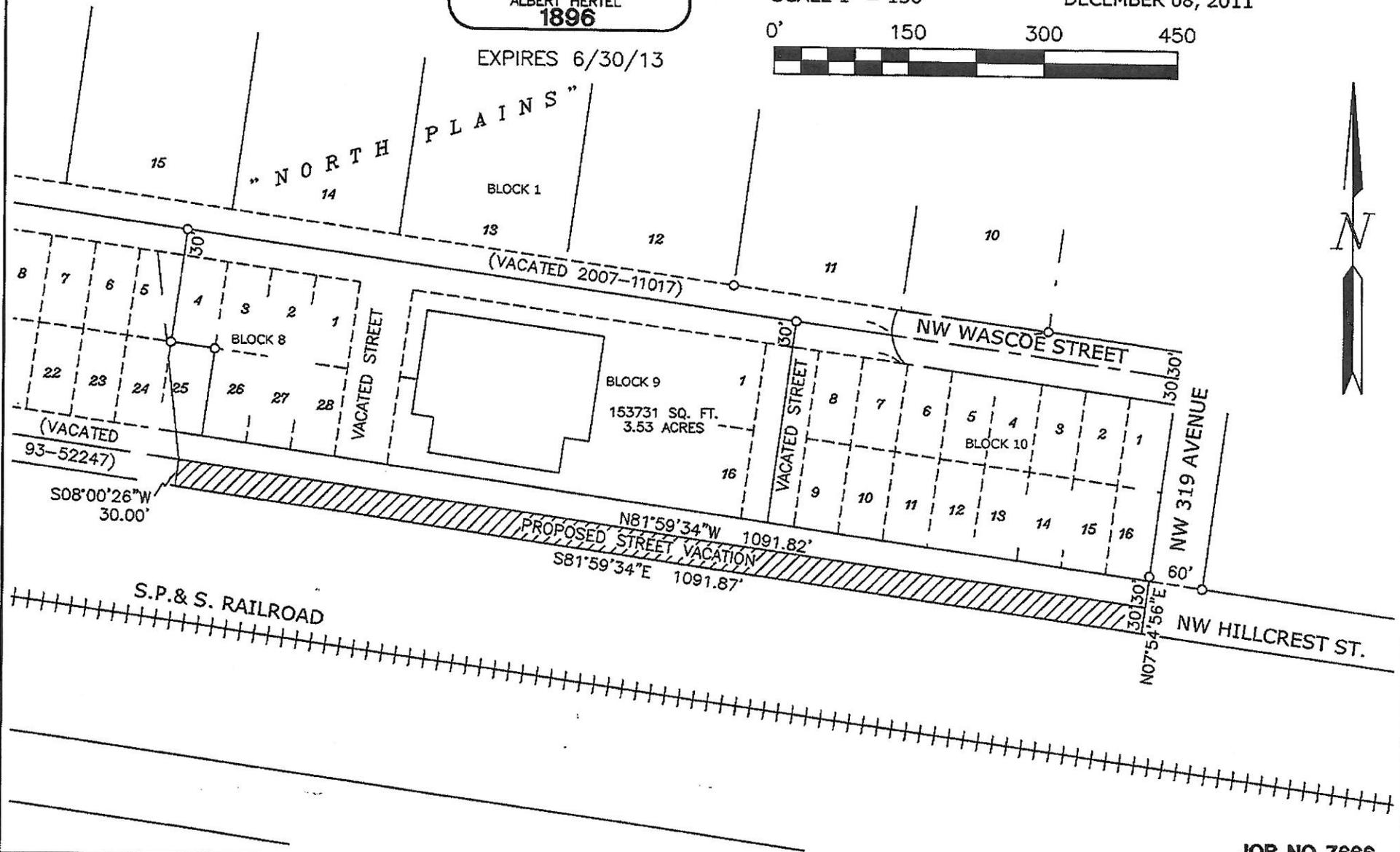
**REGISTERED
PROFESSIONAL
LAND SURVEYOR**

Albert Hertel 12/8/11
OREGON
JULY 18, 1880
ALBERT HERTEL
1896

EXPIRES 6/30/13

Exhibit Map B (South)

FOR STREET VACATION
IN THE SW 1/4 OF SECTION 1, T 1 N, R 3 W, W.M.,
CITY OF NORTH PLAINS
WASHINGTON COUNTY
OREGON
SCALE 1" = 150'
DECEMBER 08, 2011



JOB NO 7666

**CASWELL/
HERTEL**
SURVEYORS INC.
6150 S.W. 124th AVE.
BEAVERTON, OREGON 97008
(503) 644-3179

**REGISTERED
PROFESSIONAL
LAND SURVEYOR**

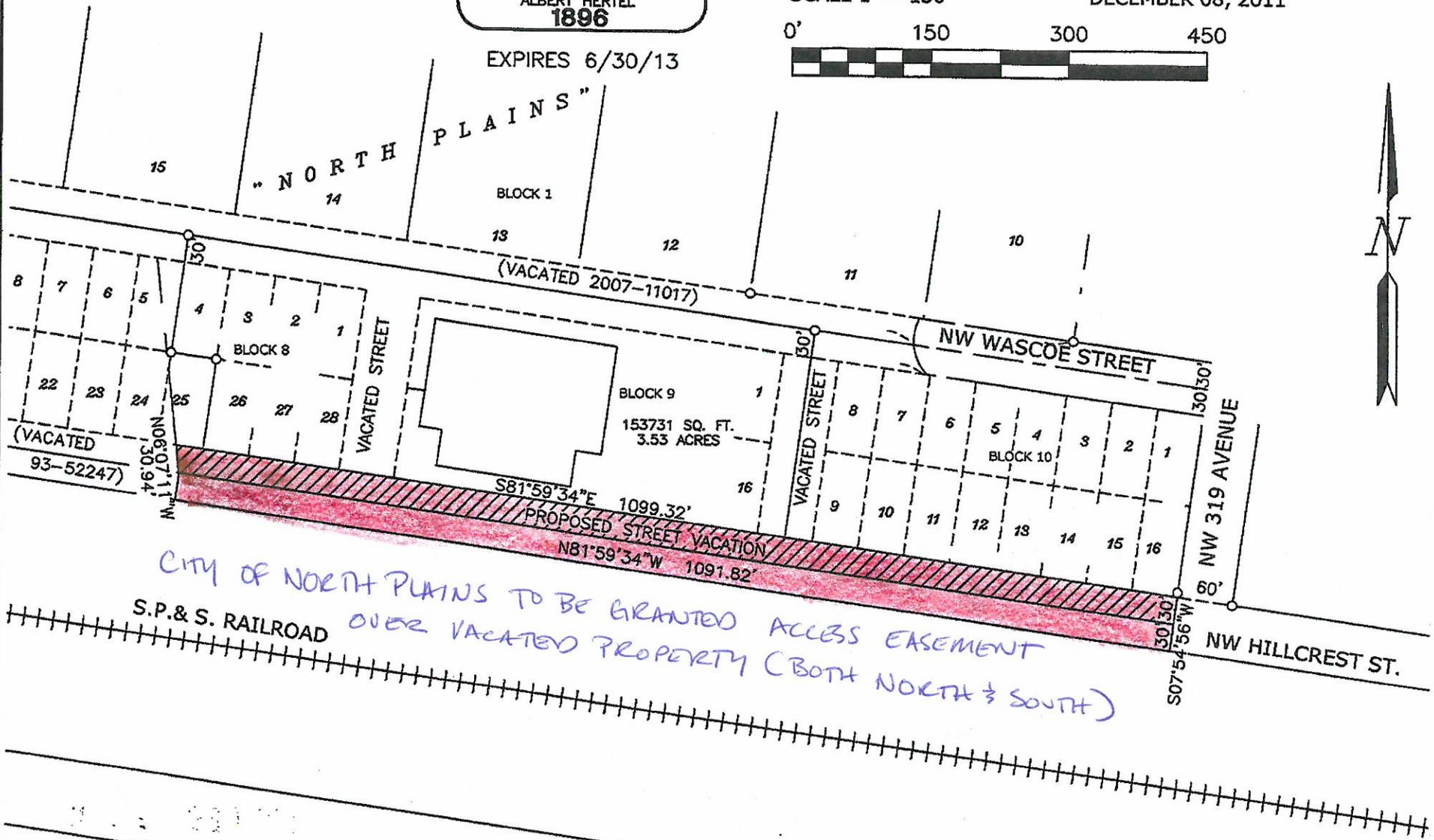
Albert Hertel 12/16/11
OREGON
JULY 16, 1980
ALBERT HERTEL
1896

EXHIBIT MAP "C"

FOR STREET VACATION
IN THE SW 1/4 OF SECTION 1, T 1 N, R 3 W, W.M.,
CITY OF NORTH PLAINS
WASHINGTON COUNTY
OREGON
SCALE 1" = 150'
DECEMBER 08, 2011



EXPIRES 6/30/13



*CITY OF NORTH PLAINS TO BE GRANTED ACCESS EASEMENT
OVER VACATED PROPERTY (BOTH NORTH & SOUTH)*

JOB NO 7666

**CASWELL/
HERTEL**
SURVEYORS INC.
6150 S.W. 124th AVE.
BEAVERTON, OREGON 97008
(503) 644-3179

**REGISTERED
PROFESSIONAL
LAND SURVEYOR**

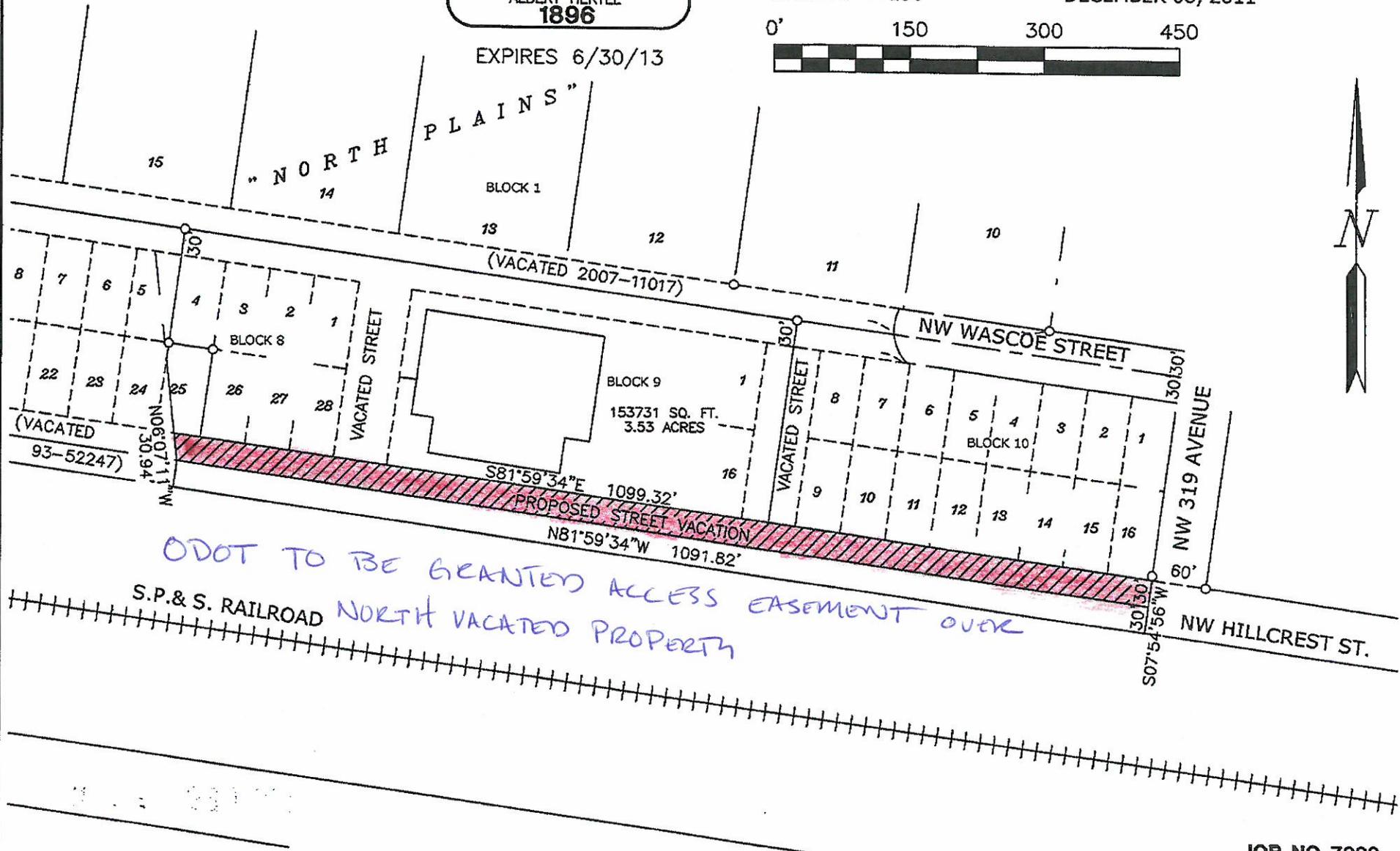
Albert Hertel 12/4/11
OREGON
JULY 18, 1980
ALBERT HERTEL
1896

EXHIBIT MAP "D"

FOR STREET VACATION
IN THE SW 1/4 OF SECTION 1, T 1 N, R 3 W, W.M.,
CITY OF NORTH PLAINS
WASHINGTON COUNTY
SCALE 1" = 150'
OREGON
DECEMBER 08, 2011



EXPIRES 6/30/13



JOB NO 7666

**CASWELL/
HERTEL**

SURVEYORS INC.
6150 S.W. 124th AVE.
BEAVERTON, OREGON 97008
(503) 644-3179

**REGISTERED
PROFESSIONAL
LAND SURVEYOR**

Albert Hertel 12/8/11

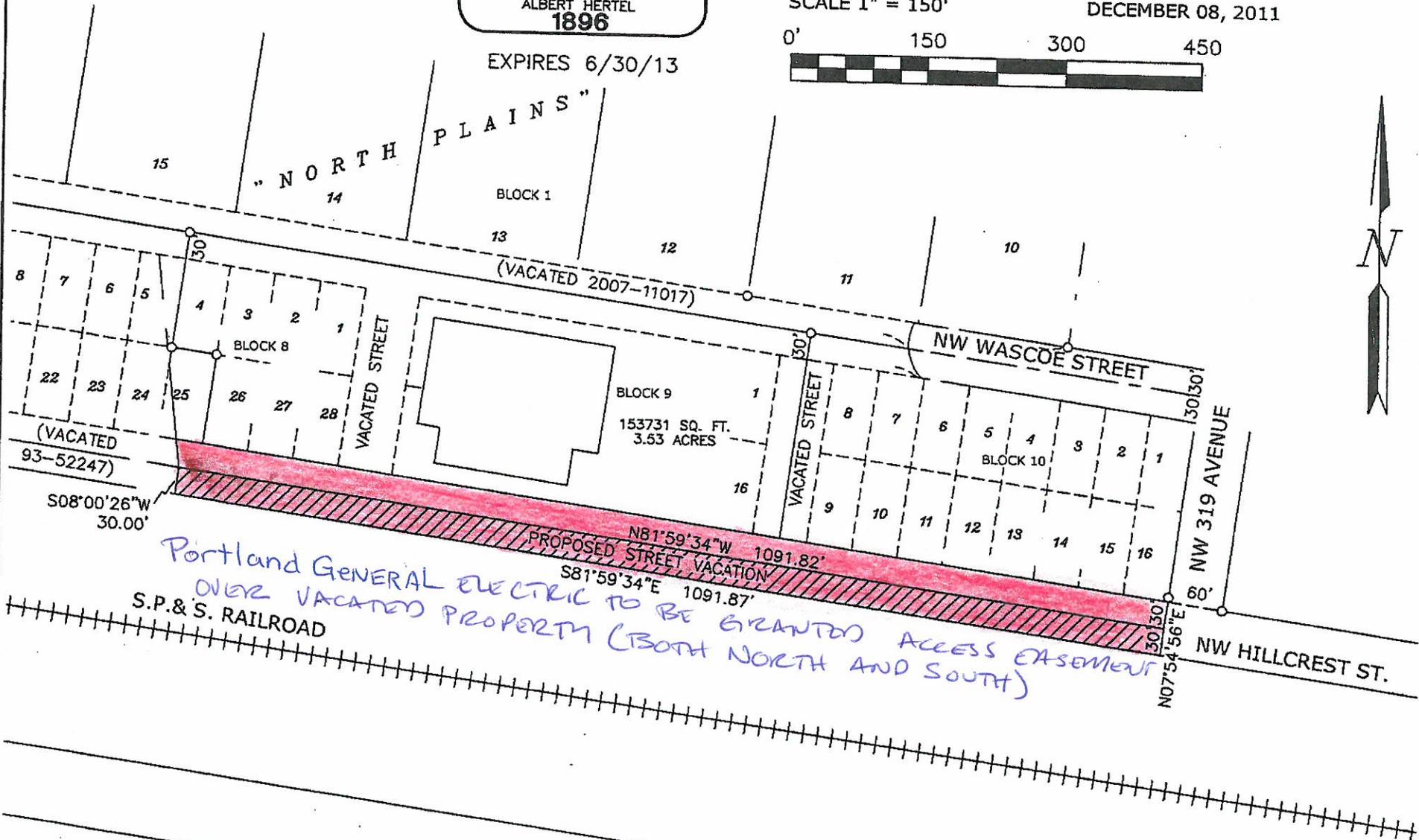
OREGON
JULY 18, 1980
ALBERT HERTEL
1896

EXPIRES 6/30/13

EXHIBIT E

FOR STREET VACATION
IN THE SW 1/4 OF SECTION 1, T 1 N, R 3 W, W.M.,
CITY OF NORTH PLAINS
WASHINGTON COUNTY
SCALE 1" = 150'

OREGON
DECEMBER 08, 2011



2013 Building Permits Year to Date (12/6/13)

	PROJECT #	PERMIT #	APPLICANT	ADDRESS	RECEIVED	In URA
1	13-002	01	Vince Biggi	11197 NW 317th Place	01/29/13	
2	13-003	01	Cottage Pointe	10483 NW 320th	02/06/13	
3	13-004	01	Cottage Pointe	10497 NW 320th	02/06/13	
4	13-005	01	Signature Homebuilders	31525 NW Cottage St	02/08/13	
5	13-010	1	Vince Biggi	11225 NW 317th Place	02/20/13	
6	13-011	1	Vince Biggi	11195 NW 317th Place	02/20/13	
7	13-012	1	Cottage Pointe	31879 NW Pacific Street	02/21/13	
8	13-013	1	Cottage Pointe	31887 NW Pacific Street	02/21/13	
9	13-017	1	DR Horton	10095 NW 307th Avenue	03/20/13	Yes
10	13-017	2	DR Horton	10111 NW 307th Avenue	03/20/13	Yes
11	13-017	3	DR Horton	10073 NW 307th Avenue	03/20/13	Yes
12	13-017	4	DR Horton	10065 NW 307th Avenue	03/20/13	Yes
13	13-017	6	DR Horton	10035 NW Curtis Street	05/10/13	Yes
14	13-017	7	DR Horton	10043 NW Curtis Street	05/10/13	Yes
15	13-017	8	DR Horton	10055 NW Curtis Street	05/10/13	Yes
16	13-017	9	DR Horton	10023 NW Curtis Street	05/11/13	Yes
17	13-017	10	DR Horton	10021 NW 307th Avenue	05/29/13	Yes
18	13-017	11	DR Horton	10040 NW Curtis Street	07/24/13	Yes
19	13-017	12	DR Horton	10063 NW Curtis Street	07/24/13	Yes
20	13-017	14	DR Horton	10075 NW Curtis Street	08/21/13	Yes
21	13-017	15	DR Horton	10090 NW Curtis Street	09/23/13	Yes
22	13-017	16	DR Horton	10027 NW 307th Avenue	09/23/13	Yes
23	13-017	17	DR Horton	10044 NW Curtis Street	09/23/13	Yes
24	13-017	18	DR Horton	10083 NW Curtis Street	10/07/13	Yes
25	13-017	19	DR Horton	10095 NW Curtis Street	10/07/13	Yes
26	13-017	20	DR Horton	10143 NW Curtis Street	10/14/13	Yes
27	13-017	21	DR Horton	10125 NW Curtis Street	11/07/13	Yes
28	13-017	22	DR Horton	10121 NW Curtis Street	11/07/13	Yes
29	13-017	23	DR Horton	10119 NW Curtis Street	11/07/13	Yes
30	13-017	24	DR Horton	10131 NW Curtis Street	11/13/13	Yes
31	13-017	25	DR Horton	10135 NW Curtis Street	11/13/13	Yes
32	13-017	26	DR Horton	10136 NW Curtis Street	11/13/13	Yes
33	13-020	2	Chris Tews	30950 NW Pacific Street	07/16/13	
34	13-026	1	Cottage Pointe	10469 NW 320th	06/17/13	
35	13-027	1	Cottage Pointe	10455 NW 320th	06/17/13	
36	13-028	1	Cottage Pointe	31924 NW Claxtar	06/17/13	
37	13-029	1	Cottage Pointe	31928 NW Claxtar	06/17/13	
38	13-031	1	Cottage Pointe	31927 NW Pacific St	08/27/13	
39	13-032	1	Cottage Pointe	31923 NW Pacific St	08/27/13	
40	13-033	1	Cottage Pointe	31897 NW Pacific St	08/27/13	
41	13-034	1	Cottage Pointe	31889 NW Pacific St	08/27/13	
42	13-038	1	Creekwood Homes	31121 NW Claxtar	09/24/13	
43	13-038	2	Creekwood Homes	31218 NW Cottage	09/24/13	
44	13-038	3	Creekwood Homes	31127 NW Claxtar	09/24/13	

44 homes @ average valuation of \$180,000 =	\$7,920,000	
Estimated increase in property taxes annually (2.17%) =	\$171,864	
Estimated URA	\$4,320,000	\$93,744
Estimated General fund	\$3,600,000	\$78,120

*Cities of Banks, Cornelius, Forest Grove, Gaston, Hillsboro, and North Plains
City Council, City Managers & Other Guests
&
State Senators, State Representatives, Metro, and Washington County*

JOINT LEGISLATIVE DINNER & SESSION

THURSDAY, JANUARY 23, 2014

Prime Time, 4450 Pacific Avenue

5:30 pm – Social (Conference Room)

6:00 pm – Dinner (Conference Room)

7:00 pm – Session (Conference Room)

This is an informal dinner and legislative training session hosted by City of Forest Grove and invited guests to conduct a Joint Western Washington County Legislative Session. No formal business will be conducted.

AGENDA SESSION

-
- 5:30 pm **Social 5:30 p.m. ~ Dinner at 6:00 p.m.**
Prime Time, 4450 Pacific Avenue, Conference Room
- 7:00 pm 1. **Call Session to Order ~ Welcome:** *Mayor Truax will call the session to order.*
2. **Introductions:** *Mayor Truax will introduce and welcome each speaker.*
3. **Presentations (5-minutes each):**
- **Legislative** ~ *Senators & Representatives Updates*
 - **Metro** ~ *Council Update*
 - **Washington County** ~ *Board of Commissioners Update*
 - **Mayors** ~ *City Updates*
4. **Open Discussion:**
- 8:00 pm 5. **Adjournment:**

Agenda Item No: 11A (Staff Reports)

Delete?	Organization	First Name	Last Name	Title	Address	City	ST	Zip	Number	Email	Term Expires	Local Focus	Flag Email	Leg. Contact
	North Plains	Blake	Boyles	PW - Public Works Director	31360 NW Commercial St	North Plains	OR	97133	503-647-5555	blake@northplains.org		X	X	
	North Plains	Michael	Broome	CP - Council Person (Councilor)	31360 NW Commercial St	North Plains	OR	97133	503-647-5555	michael_broome@northplains.org	12/31/2014	X		
	North Plains	Martha	DeBry	CM - City Manager	31360 NW Commercial St	North Plains	OR	97133	503-647-5555	martha@northplains.org			X	
	North Plains	Martha	DeBry	PD - Planning Director	31360 NW Commercial St	North Plains	OR	97133	503-647-5555	martha@northplains.org			X	
	North Plains	Michael	Demagalski	CP - Council Person (Councilor)	31360 NW Commercial St	North Plains	OR	97133	503-647-5555	michael_demagalski@northplains.org	12/31/2014	X		
	North Plains	David	Hatcher	MAY - Mayor	31360 NW Commercial St	North Plains	OR	97133	503-647-5555	david_hatcher@northplains.org	12/31/2016	X		
	North Plains	Robert	Kindel, Jr.	CP - Council Person (Councilor)	31360 NW Commercial St	North Plains	OR	97133	503-647-5555	robert_kindel@northplains.org	12/31/2016	X		
	North Plains	Teri	Lenahan	CP - Council Person (Councilor)	31360 NW Commercial St	North Plains	OR	97133	503-647-5555	teri_lenahan@northplains.org	12/31/2016	X		
	North Plains	Charlynn	Newton	CP - Council Person (Councilor)	31360 NW Commercial St	North Plains	OR	97133	503-647-5555	charlynn_newton@northplains.org	12/31/2016	X		
	North Plains	William	Snyder	PC - Police Chief	31360 NW Commercial St	North Plains	OR	97133	503-647-2604	bills@northplains.org		X		
	North Plains	Glen	Warren	CP - Council Person (Councilor)	31360 NW Commercial St.	North Plains	OR	97133	503-647-5555	glen_warren@northplains.org	12/31/2014	X		
	North Plains	Margaret	Reh	DCR - Deputy City Recorder	31360 NW Commercial St.	North Plains	OR	97133	503-647-5555	margaret@northplains.org		X	X	
	North Plains	Rachael	Lembo	FD - Finance Director	31360 NW Commercial St.	North Plains	OR	97133	503-647-5555	Rachael@northplains.org				
	North Plains	Debbie	Brodie	Library Director	31360 NW Commercial St.	North Plains	OR	97133	503-647-5555	dbrodie@wcls.org				

Local Focus Subscriptions Receiving: 10

Local Focus Subscriptions Allowed: 10

****Any Local Focus subscriptions over the allotted amount will be billed in January at a rate of \$20.00 per year.**

January 2014 Council Calendar

<i>Meeting</i>	<i>Primary</i>	<i>Alternate</i>	<i>Note</i>	<i>Date</i>
City Council			7:00 p.m. at Jessie Mays	01/06
<i>Planning Commission</i>	<i>Kindel</i>		<i>2nd Wednesday @ 7 p.m.</i>	01/08
<i>Washington County Office of Community Development Policy Advisory Board</i>			<i>2nd Thursday @ 7 p.m.</i>	01/09
<i>Washington County Coordinating Committee (WCCC)</i>			<i>2nd Monday @ 12 noon</i>	01/13
<i>Library Board</i>	<i>Demagalski</i>		<i>3rd Wednesday @ 7 p.m.</i>	01/15
<i>William Stafford Centennial Event: St. Edward Parish Hall</i>			<i>7:00 p.m. at St. Edward Parish Hall</i>	01/17
<i>North Plains Senior Center Crab and Steak Feed: Jessie Mays Community Hall</i>			<i>3:00, 4:30 and 6:00 p.m. at Jessie Mays Community Hall</i>	01/18
Martin Luther King Jr. Day: City Offices Closed				01/20
City Council			7:00 p.m. at Jessie Mays	01/21
<i>Metro Policy Advisory Committee (MPAC)</i>			<i>4th Wednesday @ 5 p.m.</i>	01/22
<i>Parks Board</i>	<i>Hatcher</i>		<i>4th Wednesday @ 7 p.m.</i>	01/22
<i>Playdate</i>			<i>1:30-5:00 at Jessie Mays Community Hall</i>	01/26
<i>Metropolitan Area Communications Commission (MACC)</i>				
<i>Northwest Oregon Area Commission on Transportation (NWOACT)</i>			<i>No Meetings Scheduled</i>	