

**PRELIMINARY AGENDA  
REGULAR SESSION  
CITY OF NORTH PLAINS, CITY COUNCIL MEETING  
NORTH PLAINS SENIOR CENTER  
31450 NW Commercial Street  
Tuesday, January 21, 2014 – 7:00 P.M.**

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CONSENT AGENDA:** *(The items on the Consent Agenda are normally considered in a single motion. Any item may be removed for separate consideration upon request by any member of the Council.)*
  - A. Approval of regular session agenda
  - B. Approval of minutes of 01/06/2014 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:**  
None Scheduled
8. **NEW BUSINESS:**
  - A. Adoption of Resolution No.1810 extending the terms of the cable television services agreement with Comcast of Oregon, Inc. to enable the Metropolitan Area Communications Commission (MACC) to complete the formal renewal process (Fred Christ of MACC)
  - B. Discussion of Oregon’s Clean Fuel Program (CFP) and approving support for continuation of program
  - C. Approval of Resolution No. 1811 Surplus Police equipment (Snyder)
  - D. Update regarding Economic Development (DeBry/Knowles)
  - E. Approval of waiver of fees for Cub Scouts 175 to use Jessie Mays (DeBry)
  - F. Approval of waiver of fees for Acting with Mo classes at Jessie Mays (DeBry)
  - G. Discussion of use of Jessie Mays Park for a Society for Creative Anachronisms (SCA) event in May
  - H. Adoption of Resolution No.1812 appointing City Manager as the local government representative to receive information from owners of foreclosed properties

- I. Discussion of compensation changes for police employees and Library Director
- J. Adoption of Resolution No.1813 reclassifying an Account Clerk II position in Finance to City Recorder in the City Manager's Office
- K. Adoption of Resolution No.1814 approving the payment of Clean Water Services Fees for Senior Center Remodel from Recology Fund revenues
- L. Interview and appointment of Planning Commission members:
  - a. Ethan Hagar
  - b. Larry Gonzales
- M. December Check Register: Manual and Auto Pay

9. **UNFINISHED BUSINESS:**

- A. North Plains Skate Park update by Councilor Warren
- B. Discussion and approval of specific draft city policies from number 401-603 (Copies of policies were distributed at the 9/16/13 Council meeting)

10. **ORDINANCES:**

**FIRST READING:**

None Scheduled

**SECOND READING:**

None Scheduled

11. **STAFF REPORTS**

Staff reports will be provided by the 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. February 2014 Council Calendar

13. **EXECUTIVE SESSION: (No action may be taken in executive session. If action needs to be taken, the Council will do so in regular session.)**

A. ORS 192.660(2) - (e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

14. **ADVICE/INFORMATION ITEMS:**

- Sunday, January 26 from 1:30-5:00: Playdate at Jessie Mays Community Hall
- One Book One Community Kick-off: Saturday, February 1 from 6:30-8:30 at the North Plains Public Library. Free copy of "Running the Rift" by Naomi Benaron and free Rwandan food.

15. **ADJOURNMENT:**

\*\*\*\*\*

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

\*\*\*\*\*

**The following City Council Meetings are tentatively scheduled to be held at the North Plains Senior Center at 31450 NW Commercial Street, North Plains, Oregon. Future meetings will take place at Jessie Mays Community Hall during the Senior Center remodel. This location of each meeting will be posted at the top of the agenda.**

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

Monday, February 3, 2014

Tuesday, February 18, 2014

Monday, March 3, 2014

**CITY OF NORTH PLAINS, CITY COUNCIL MEETING**  
**MINUTES REGULAR SESSION**  
NORTH PLAINS SENIOR CENTER  
31450 NW Commercial  
Monday, January 6, 2014

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

**Staff present:** Library Director Debbie Brodie, Chief of Police Bill Snyder, Deputy City Recorder Margaret Reh

4. **CONSENT AGENDA:**

A. Approval of regular session agenda

Mayor Hatcher asked Council, at the suggestion of Kindel, to remove Agenda Item 9A from tonight's agenda. They felt it was important to have City Manager DeBry present for the discussions regarding policies. Motion by Kindel and seconded by Broome to take Agenda Item 9A off the agenda and move it to the next meeting that DeBry is present. Discussion followed. The motion was passed with a split 6-1 vote with Newton voting against.

B. Approval of minutes of 12/16/2013 Council meeting

Hatcher asked for a motion to approve the consent agenda with the amendment to remove Agenda Item 9A from tonight's agenda. Motion by Warren and seconded by Broome to approve the Consent Agenda with the suggested amendment. The motion was passed with a split 6-1 vote with Newton voting against.

5. **PUBLIC COMMENT:**

The Friends of the North Plains Public Library President, Margaret Reh, addressed the Council regarding two upcoming events. Reh invited the Council to attend the William Stafford Centennial Celebration on Friday, January 17 at 7:00 p.m. and the 7<sup>th</sup> Annual One Book One Community (OBOC) kick-off on Saturday, February 1, 2014 at 6:30 at the library. The OBOC event is free to the public and includes a free copy of the book "Running the Rift" by Naomi Benaron and free Rwandan food being prepared by Sam Munyandamutsa of the Pacific Northwest Rwandan Association. Sam will also be telling his story of growing up in Rwanda.

6. **PRESENTATION:**  
None Scheduled

7. **PUBLIC HEARING:**

None Scheduled

8. **NEW BUSINESS:**

A. Appointment of City Councilor Representatives to Various Area Boards, Commissions and Committees

Council discussed the commitment to the various organizations in which North Plains has representation. Nominations were made followed by motions.

Motion by Hatcher and seconded by Warren to nominate Teri Lenahan as Council President for 2014. The motion was approved unanimously.

Motion by Warren and seconded by Kindel to appoint Warren as the primary and Demagalski as the alternate Council member representative to serve on the Metropolitan Area Communications Commission (MACC).

Motion by Warren and seconded by Kindel to appoint Warren as the primary and Demagalski as the alternate Council member representative to serve on the Tualatin Valley Community Access Television Committee.

Motion by Lenahan and seconded by Warren to appoint Hatcher as the primary and DeBry as the alternate Council member representatives to serve on the Washington County Coordinating Committee.

Motion by Lenahan and seconded by Warren to appoint Kindel as the primary and Demagalski as the alternate Council member representatives to serve on the Washington County Oregon Community Development Block Grant Policy Advisory Committee.

Motion by Kindel and seconded by Lenahan to appoint Hatcher as the primary and no one as the alternate Council member representatives to serve on the Metro Policy Advisory Committee (MPAC)

Motion by Demagalski and seconded by Warren to appoint Lenahan as the primary and DeBry as the alternate Council member representatives to serve on the Columbia Pacific Economic Development District (Col Pac).

B. Newton to report on the 88<sup>th</sup> Annual Conference of the League of Oregon Cities and the National League of Cities: Congress of Cities and Exposition.

Councilor Newton attended the 88<sup>th</sup> Annual Conference of the League of Oregon Cities in Portland on September 27-28 and the National League of Cities: Congress of Cities and Exposition in Seattle on November 14-16. These conferences provide valuable information and training that are important to the health of our community.

The main theme of the classes she attended were for economic development and revitalization of downtown areas. She has a lot of notes and even asked the speakers for an electronic copy of their slide presentations. The classes at these conferences were taught by teams of three that included mayors, city councilors and city managers, who have accomplished projects that would pertain to things we are trying to do.

Newton also reported the League of Oregon Cities provide small community classes and have funds available through different websites. There are various resources that are available for funding projects the city may want to do to better themselves; resources for attending classes; resources for providing classes for local elected officials and/or staff; and resources for owners of businesses to take classes on how to better themselves.

Newton stated there are small obtainable steps that can be taken to work toward a bigger picture regarding economic development. This includes ideas on how to attract businesses to the community and then how to retain small businesses. Newton stated that as councilors, they can go to the small business and ask them how the city can help them obtain goals.

A specific item suggested at the conference, actually at three separate classes, was to light up the commercial areas more. The City working with the Chamber and businesses could discuss ways of adding color lighting that attracts customers to the various establishments. As individuals are driving by a well-lit area, they are more apt to stop to see what activity may be going on. Council would need to decide if the city should help with funding the extra lighting.

Newton would also like to see steps taken to get Tri-Met out here on a more regular schedule. Discussion followed on how it would benefit us and the community but there are also drawbacks as it would be an extra tax for businesses. This would be an item that would have to be voted on by the public.

Urban Renewal funds are another option to investigate opportunities for the community.

Another suggestion would be to relocate the Chamber of Commerce information center from Kim's Styling Center to City Hall.

Newton received a copy of the slide presentation from a National League of Cities speaker on obtainable ideas approved by their economic development team. Hatcher suggested that Newton have Martha e-mail the presentation out to the Council. After viewing the presentation, Council could schedule a work session to explore possibilities.

**9. UNFINISHED BUSINESS:**

A. Discussion and approval of specific draft city policies from number 401-603

Tabled until Tuesday, January 21, 2014.

**10. ORDINANCES:**

**FIRST READING:**

None Scheduled

**SECOND READING:**

A. Ordinance No. 418 to be read by title only for the second reading.

Motion by Lenahan and seconded by Kindel to read Ordinance No. 418 by title only for the second reading. Hatcher asked for any discussion. Warren question what we are actually doing with this property. He was wondering if we are just giving away the property. He stated he does not see how the City can do this. Hatcher explained some of the steps and stages of the process that has taken place over the past few years to come to this decision. It is a piece of land that only this property owner uses and he would be responsible for the maintenance of the road. An easement is still available for all utilities. Demagalski inquired about the ODOT letter. Hatcher explained it wasn't included in the packet at the last meeting, so it was included at Hatcher's request this time. The motion was passed with a 6-1 vote with Warren voting against this second reading.

Mayor Hatcher read the ordinance for the second time by title only:

An ordinance of the City Council of the City of North Plains, Oregon, vacating a portion of Hillcrest Street west from 319<sup>th</sup> 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.

Motion by Kindel and seconded by Demagalski to adopt Ordinance No. 418 regarding the vacation of a portion of Hillcrest Street. The motion was passed with a 6-1 vote with Warren voting against the motion.

**11. STAFF REPORTS**

Chief Snyder reported that they will be taken a fresh look at the policy on the security portion of accessing the Law Enforcement Data System (LEDS). The policy has to address the accuracy in how LEDS is accessed. The policy needs to match what needs to be done.

December was a slow month for calls and generating case numbers. Overall though, the number of reported cases has increased to more than the City has ever had. Snyder attributes this to more reporting being done than ever had been before

Snyder reported to Council regarding the police department training that Council had requested. Snyder want to share the actual training records with Council. Snyder presented a slide show listing all the training the officers have had. The training has increase substantially since Snyder has come on board.

Brodie added to Snyder's comments about training stating the training and involvement of library staff with County Cooperative committees has also increased substantially also. She attributes this also to DeBry's support and encouragement of training for staff.

Brodie reiterated to Council the upcoming programs the library is promoting. This includes the William Stafford event, the One Book One Community Kick-off and events throughout February, and the new art exhibit and reception on Friday, January 10. This art exhibit is work from a resident of North Plains.

## **12. COUNCIL REPORTS**

Hatcher reminded Council of an issue that was brought up last summer from Mayor Willey in Hillsboro trying to drum up support for a west side bypass. The legislature said no to Hillsboro conducting a study, but that it had to be Washington County who conducts the study. Looking to put it somewhere. Hillsboro says it needs to go up out of the valley. NP needs to take a stance. Hatcher doesn't see how having a highway go right through the edge of town is going to be good for North Plains. Hatcher wants Council to keep an eye on articles and discussions regarding a future bypass.

There were two thank you cards addressed to the Council that Mayor Hatcher shared with the Council. One card was from police reserve officer Sam Freshner thanking the Council for the gift certificates he received from the Council. The second was a thank you from the Farmers Market thanking the Council for their support throughout the year.

Warren inquired how you would get a street light fixed in your community. He was instructed to contact PGE as they own all the street lights in the City now. Demagalski suggested going to PGE's website and report the pole number and PGE will schedule a crew to come out to fix it.

Kindel reported that the remodel of the Senior Center has seen an increase of \$70,000 for the project. The project has been postponed due to the Community Development program not meeting for over three months. The Senior Center is asking for more money and Councilor Kindel wanted to find out if the Council in agreement on supporting the funding. They have the money in a contingency fund, it is just selling the need to the 13 Board members. Kindel had Judy Dreis address the Council. Dreis stated the kitchen remodel was supposed to have started in September but due to unforeseen additional permits that were needed and the slow process of getting permits from Washington County, the remodel keeps getting pushed out. Now the estimates on equipment has changed because prices have gone up due to being in a new year. The low bid on doing the work was more that the budget estimate. All these things combined created the difference of the \$70,000. Washington County is supportive of the project. Hatcher took a consensus of Council regarding support for the project to continue. The Council expressed a bit of confusion on how funding for the Senior Center is different from the funding for the kitchen remodel and the Meals on Wheels program. However, the consensus of the Council is support for the kitchen remodel to continue.

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

- 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.

- Thursday, January 23, 2014: Joint Legislative Dinner at the Prime Time Restaurant
- Sunday, January 26 from 1:30-5:00: Playdate at Jessie Mays Community Hall

14. **ADJOURNMENT**: Mayor Hatcher adjourned the meeting at 8:22 p.m.

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

\_\_\_\_\_ Date approved \_\_\_\_\_  
Margaret L. Reh, Deputy Recorder



## CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: January 15, 2014  
To: Mayor and City Council  
From: City Manager Martha DeBry  
Subject: Adoption of Resolution No. 1810

---

**Request:** Council adopt Resolution No.1810 extending the term of the cable television services agreement with Comcast of Oregon, Inc. to enable the Metropolitan Area Communications Commission (MACC) to complete the formal renewal process

**Background:** Fred Christ of the MACC will make a presentation on the status of the franchise renegotiation with Comcast. The 15 year franchise which was set to expire on January 31, 2014. MACC staff have been working on the renewal process over the past year, and has not yet reached an agreement with Comcast. A report summarizing the status of negotiations and outstanding issues is included in Council's packet, as well as a question and answer sheet.

**Fiscal Impact:** The Comcast franchise generates about \$14,000 in direct revenue for the City. Additionally, franchise fees from the 15 agencies supports the MACC, Public Communications Network (PCN) and Broadband User Group (BUG) which provides internet services for the City and other local agencies. Revenues from Comcast have been declining as residents have more choices for television entertainment, and do not subscribe to traditional cable services. This trend is likely to continue into the future.

For North Plains, cable franchise revenue is not a major source of revenues, however in larger communities like Hillsboro or Beaverton it is a more significant source.

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

**Recommendation:** Council to adopt Resolution No. 1810.

**Sample Motion:** I move to adopt Resolution No. 1810.

*Attachments: MACC Report to Jurisdictions, FAQ, Resolution No. 1810*

### REPORT TO MACC MEMBER JURISDICTIONS RECOMMENDATION COMCAST CABLE FRANCHISE TERM EXTENSION DECEMBER 2013

Your jurisdiction is a member of the Metropolitan Area Communications Commission (MACC), an intergovernmental agency which administers and regulates cable television franchises for fourteen cities and Washington County. MACC currently administers Comcast's cable television franchises (Comcast Franchise) on behalf of its members, as well as a Frontier Cable Franchise for eleven jurisdictions where they offer those services.

**MACC Recommendation** – On December 11, 2013, the MACC Board of Commissioners (Commissioners) unanimously passed a resolution (copy attached as Exhibit A) recommending its fifteen member jurisdictions extend the current Comcast Franchise terms until December 31, 2014, in order to provide time to complete the ongoing process to renew the Comcast Franchise.

#### Background

Comcast was granted a 15 year renewal of its cable television franchise in 1999 (then held by TCI Cable) – that Franchise expires on January 31, 2014. On March 9, 2011 Comcast requested MACC and its member jurisdictions renew that Franchise. That request for renewal from Comcast triggered a 3-year renewal process governed by Federal Law (47 U.S.C. 546). That Law sets forth a prescribed Formal Renewal process which requires the completion of an extensive community needs assessment by the Franchising Authority (MACC) and from that assessment the development of a Request for Renewal Proposal (RFRP) which contains a proposed new cable franchise agreement based on those community needs. After development of the RFRP by MACC, it is provided to Comcast which then has a set period of time in which to respond. After receiving and evaluating that response, MACC would hold hearings to determine whether Comcast's response "adequately fulfills the needs of the MACC communities taking into consideration the costs thereof." The Formal Process does not preclude additional company/MACC discussions, but it does place the process in a time-limited structure. After Comcast's response, MACC would make a recommendation to its member jurisdictions to either grant Comcast a renewal based on its response, or deny a renewal due to Comcast's failure to meet the established needs. Either recommendation by the Commission would go back to the jurisdictions (no different than this request to extend the franchise term) where each member would vote to accept or reject the Commission's recommendation.

The Federal Law also provides for informal negotiations that typically are used to reach agreement on a new franchise. Informal negotiations follow many of the Formal Process steps (i.e., development of a needs assessment), but are conducted in the manner like most negotiations, and with considerable more flexibility than the more structured Formal Process.

MACC/Comcast Informal Renewal Process – After completing its needs assessment and presenting it to the MACC Board of Commissioners in January 2013, the MACC staff was directed to begin negotiations with Comcast under the Informal Process. Actual negotiations between MACC staff and Comcast local government affairs staff members began in February 2013. At that time the parties agreed to a series of negotiation sessions (one about every two weeks) through July/August with the plan for the final proposed franchise agreement to be brought back to the Commission in September. This mutually-agreed upon plan expected a Commission recommendation to the jurisdictions that would be presented to each jurisdictional governing body between November and early January. This timeline would allow the new franchise to be in place by the expiration of the current agreement. MACC and Comcast also agreed to tackle the more difficult franchise issues up front, leaving the other sections of the franchise for the later part of the proposed negotiations time line.

At the Commission's June 5<sup>th</sup> meeting, staff reported delays it was experiencing in getting Comcast to provide timely "red-line" sections in advance of scheduled sessions and that more negotiation sessions had been added to handle these delays. The Commission decided to vest its Executive Committee (the Commission's 3 officers) to act on its behalf to monitor the progress of negotiations and to invoke the Formal Renewal Process if problems continued during Informal Negotiations.

In spite of the additional negotiation sessions, by the end of August many issues remained unresolved. This was reported to the MACC Executive Committee in early September and again on October 10<sup>th</sup>, where the Executive Committee unanimously directed staff to either: 1) complete informal negotiations with Comcast by the end of October, or 2) bring legislation to an Executive Committee meeting in November to move negotiations from the Informal to the Formal Process.

By October 25<sup>th</sup>, after over 30 meetings on the renewal (seven in October), it was clear to MACC staff that the negotiations would not be completed by the end of the month or in time for the jurisdictions to act before the current franchise expired at the end of January 2014. As a result, the MACC Executive Committee on November 22<sup>nd</sup> adopted a MACC Resolution which moved negotiations to the Formal Process and recommended that the full Commission request that the member jurisdictions extend the current franchise agreements to the end of 2014 to accommodate the Formal Renewal steps.

### **Action Requested**

Today, MACC asks you to extend the term of the Comcast Cable Franchise Agreement until the end of December, 2014 in order to accommodate the time needed to complete the Formal Renewal Process (Comcast Legal has agreed with the terms of this extension). We have worked with your staff and legal counsel to prepare a resolution or ordinance to effect this change in your jurisdiction. All 15 MACC member jurisdictions must pass similar

legislation in order for this change to be effective. Extensions may be granted after the January termination date without any adverse effects.

In addition to this report and a copy of MACC's recommending resolution, we have also enclosed a "Question & Answer" memorandum that addresses expected questions about this action.

MACC staff would be happy to answer any questions you have about this recommended action.

Enclosures:

- MACC Resolution 2013-08
- MACC "Questions & Answers"

**QUESTIONS & ANSWERS  
ABOUT THE PROPOSED EXTENSION OF  
COMCAST’S FRANCHISE TERM**

The following Questions & Answers were prepared by MACC Staff to attempt to provide you answers to expected questions regarding the proposed action:

**Q1: How long a term was proposed for the new franchise?**

A: We agreed with Comcast on 10 years which is typical in today’s market – the current franchise was granted in 1999.

**Q2: What major issues in the negotiations were unresolved by the end of October?**

A: As of October 31<sup>st</sup>, the following major issues remained unresolved (a number of lesser issues also remained open):

- Franchise Fee Revenue – The definition of “Gross Revenues” describes in detail the sources of cable service revenue used to compute the 5% franchise fee Comcast owes member jurisdictions for the use of their Right of Way (ROW). (MACC estimates a loss of \$2 million in revenues over 10 years if Comcast’s changes are accepted).
- Police Powers – For more than thirty years MACC area cable operators have agreed that each jurisdiction could change their police powers ordinances for management of its ROW as needed – Comcast now insists that they should only be subject to ordinances in place at time of the grant of their new franchise agreement – future jurisdictional ordinances would not apply to them.
- Customer Service – Comcast wants to eliminate business subscribers from the protections of the franchise and reduce other customer service provisions. MACC had already agreed to a reduced fine schedule.
- The Public Communications Network (PCN) – For more than thirty years MACC area cable operators have provided, at cost, network services to over 240 local government, school and library sites. Comcast wants to turn the operations of the PCN over to an affiliate company – many issues remain to be resolved with this proposed transition – PCN Users are not happy with this management change which would remove some network management and responsibility out of Oregon.
- Public, Education and Government TV Channels (PEG) – MACC asked for one additional channel for local government programming and to begin upgrading

channels to HDTV. Comcast first agreed but recently suggested MACC trade that channel for other franchise concessions.

- Competitive Equity – Comcast wants to rewrite the terms that dictate how MACC and the jurisdictions will treat competitors who enter the local market. MACC prefers to use the rules set-forth by the FCC and to not reduce our rights below those standards.
- PEG/PCN Grant Fund. In the current franchise, Comcast agreed to fund the Grant Fund (which supports PEG and PCN users) in an amount equaling \$1/month/subscriber. Comcast passes that cost on to its customers, but it is their responsibility. MACC is seeking to maintain the status quo for Grant funding by using the inflation-adjusted equivalent for the next 10 years (about \$1.35), which would still not meet all the demands on that Fund. Comcast has offered 50¢ and has proposed eliminating Grant funding for PCN equipment (which would result in about \$550,000/year in costs to be shifted to the member jurisdictions) Comcast has proposed eliminating operational Grant support to a number of small PCN Users and agencies (including the Virginia Garcia Medical Clinics, Banks/Gaston Schools, the cities of North Plains, Cornelius, Banks, and King City) – this would either force these small Users to either pay this cost (about \$150,000/year) from their general funds or drop their PCN services entirely.

**Q3: Why not just continue informal negotiations and extend the franchise term to accommodate those discussions?**

A: MACC and Comcast have had 33 meetings, seven of those in October. Without the timeline structure of the Formal Process, negotiations could drag on even longer.

While MACC sees the Formal Process as necessary to ensure a timely renewal, concurrent informal discussions with Comcast can continue. This is not unusual during the Formal process.

**Q4: Won't the Formal Process be costly to the MACC member jurisdictions?**

A: No, not at all. Long before the renewal discussions began this year, MACC began to set-aside a portion of the franchise fees allotted to its operations to pay for the costs of the community needs assessment, the actual renewal costs and, if needed, for the Formal Process. Funds were budgeted in this year's MACC budget just for Formal Process costs.

However, if MACC accepts Comcast's current positions, the resulting franchise will be very costly to the jurisdictions in lost franchise fee revenues and reduced public

benefits including \$6 million in Grant Funding and jurisdictional control over the PROW.

**Q5: Is use of the Formal Process common and are other jurisdictions moving to this process in their negotiations with Comcast?**

Although it has been uncommon in the past, recently it has been used more frequently in Comcast systems. Besides MACC (and one other jurisdiction in the Oregon market that may move to Formal), at least three jurisdictions in the West Comcast region have moved to the Formal Process. We hear others are considering it.

**Q6: Aren't there significant legal risks in entering the Formal process?**

A: There are legal risks to cable franchising in general. However, even when a jurisdiction is in the Informal Process they operate under many of the same rules as when under the Formal Process.

**Q7: What happens if Comcast is denied a renewal of its franchise agreement?**

A: In the unlikely event the MACC jurisdictions under the Formal Process eventually decide to deny Comcast a cable franchise renewal, Comcast would lose its right to use the ROW and may need to respond to a new MACC RFP in competition with other providers.

**Q8: Are there other competitors to Comcast who would offer to provide services to MACC members if Comcast lost its franchise to serve this area?**

A: Most definitely. Although this process is unlikely to result in a new provider, the MACC service area is very attractive to competitors as a place to offer high-end communications systems like cable and high-speed Internet services. In the unlikely possibility that Comcast would no longer have a franchise, we would expect many competitors to appear.

**Q9: Are the subscriber rates for cable services negotiated during a renewal?**

No, for all intents and purposes, most subscriber rate regulation at the local level ended in 1998. We cannot regulate cable rates or dictate the actual programming offered by a cable operator in a cable franchise.

**Q10: Why can't MACC just force Comcast to accept the terms of a new cable franchise?**

A: Federal Law dictates the process used for renewing a franchise based on a community's needs. MACC has to follow Federal Law and really does not have the ability to force a franchise on a provider.

## RESOLUTION NO. 1810

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON, EXTENDING THE TERM OF THE CABLE TELEVISION SERVICES AGREEMENT WITH COMCAST OF OREGON II, INC. TO ENABLE THE METROPOLITAN AREA COMMUNICATIONS COMMISSION (MACC) TO COMPLETE THE FORMAL RENEWAL PROCESS

**WHEREAS**, the Metropolitan Area Communications Commission, hereinafter “MACC,” is an intergovernmental cooperation commission formed by Intergovernmental Agreement (“IGA”) under ORS Chapter 190, with Washington County and the cities of Banks, Beaverton, Cornelius, Durham, Forest Grove, Gaston, Hillsboro, King City, Lake Oswego, North Plains, Rivergrove, Tigard, Tualatin and West Linn as members (“Member Jurisdictions”); and

**WHEREAS**, the IGA contemplates that MACC and its Member Jurisdictions may grant one or more nonexclusive cable franchise agreements to construct, operate, and maintain a cable service system within the combined boundaries of the Member Jurisdictions; and

**WHEREAS**, on February 1, 1999, MACC and its Member Jurisdictions at that time, granted nonexclusive cable franchise agreements (“Comcast Franchises”) which are now held by Comcast of Oregon II, Inc. (“Comcast”); and

**WHEREAS**, the Comcast Franchises will expire on January 31, 2014; and

**WHEREAS**, on March 9, 2011, Comcast requested that the Comcast Franchises be renewed; and

**WHEREAS**, the IGA authorizes MACC to process Comcast’s renewal request on behalf of the Member Jurisdictions, including informal negotiations as set forth in 47 U.S.C. 546 (h) and the formal renewal process set forth in 47 U.S.C. 546 (a)-(g); and

**WHEREAS**, in its letter of April 5, 2011, MACC properly responded to Comcast’s request for renewal of the Comcast Franchises and thereafter commenced the franchise renewal process set forth in federal law at 47 U.S.C. 546; and

**WHEREAS**, on January 24, 2013, MACC directed staff to begin informal franchise renewal negotiations with Comcast, as set forth in 47 U.S.C. 546 (h), which informal negotiations began in February 2013; and

**WHEREAS**, on June 5, 2013, the Commission authorized the MACC Executive Committee to invoke the formal renewal process set forth in 47 U.S.C. 546 (a)-(g), if informal renewal negotiations were not successful; and

**WHEREAS**, on November 22, 2013, the Executive Committee found that further informal renewal negotiations have no reasonable prospect of success and adopted

Resolution 2013-06 directing MACC staff to begin the formal renewal process set forth in 47 U.S.C. 546 (a)-(g); and

**WHEREAS**, on December 11, 2013, the MACC Commission adopted Resolution 2013-08, ratifying Resolution 2013-06 and recommending that Member Jurisdictions extend the Comcast Franchises to allow MACC to complete the formal renewal process; and

**WHEREAS**, Comcast has agreed to execute extension agreements with each Member Jurisdiction; and

**WHEREAS**, the City of North Plains finds that it is in the best interest of the City and its residents to process Comcast's request for renewal of the Comcast Franchise via the formal renewal process set forth in 47 U.S.C. 546 (a)-(g), and to extend the term of the Comcast Franchise to allow MACC to complete the formal renewal process.

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

**Section 1.** Comcast's request for renewal of the Comcast Franchise will be processed through the formal renewal process set forth in 47 U.S.C. 546 (a)-(g).

**Section 2.** The Mayor is hereby authorized to execute the extension agreement with Comcast substantially in the form attached hereto as Exhibit A to allow MACC to complete the formal renewal process set forth in 47 U.S.C. 546 (a)-(g).

**Section 3.** This resolution shall be effective from and after its adoption.

**INTRODUCED AND ADOPTED** this 21st day of January 2014.

**CITY OF NORTH PLAINS, OREGON**

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

ATTEST:

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



## **CITY OF NORTH PLAINS**

31360 NW Commercial Street, North Plains, Oregon 97133

Date: January 15, 2014  
To: Mayor and City Council  
From: City Manager Martha DeBry  
Subject: Clean Fuels letter

---

**Request:** Mayor Hatcher is requesting support to send a letter on behalf of the Council to support the continuation of Oregon's Clean Fuel Program (CFP) after 2015.

**Background:** The letter is addressed to Senator Starr and asks for continued support of the Clean Fuel Program. A copy is included in Council's packet.

**Fiscal Impact:** Approval of the letter has no direct fiscal impact on the City.

**Environmental Issues:** The Clean Fuel Program supports the production of biofuels, propane and other low-carbon fuels in Oregon.

**Recommendation:** Approve the Mayor's request to mail the draft letter to Senator Starr.

**Sample Motion:** I move to provide Council support for the letter to Senator Starr.

*Attachments: Letter to Senator Starr, DEQ – Clean Fuels Fact Sheet, Clean Fuels Consumer Protection Measures, Oregonians Speak Up for Clean Fuels*

January 21, 2014

The Honorable Bruce Starr  
900 Court Street NE, S-411  
Salem, OR 97301

Dear Senator Starr:

The City of North Plains is writing today to highlight the positive economic impact Oregon's Clean Fuel Program (CFP) can bring to North Plains and our greater Oregon economy. This is an important program for Oregon's economic future, and I do hope you will carefully consider the positive benefits of the CFP as talks continue around lifting the 2015 sunset.

We strive to encourage investment in, and support of, our local economy and spearhead initiatives to help grow our local business environment. We believe that the CFP will help foster a vibrant local economy. North Plains, located in the heart of the Tualatin Valley, has a rich history of agricultural industry and we believe that the sale of feedstock waste, a byproduct of this industry, would be an economic boost for our community.

As you are well aware, our state sends vast sums of money, more than \$6 billion a year, out of state to import gas and diesel. I think we can all agree that if that money was invested here in Oregon in ways that would support Oregon businesses and communities that would be money better spent.

Spurring Oregon economic development and new business investment is exactly what CFP has done and will continue to do if the program continues. It has created a market for clean, homegrown fuels that businesses will rise to fill. The industry sectors that stand to gain from a robust clean fuel industry here in Oregon extend well beyond producers of biofuels, propane and other low carbon fuels. Demand for agriculture and forestry products for fuel feedstock will help both those sectors (both of which play important roles in our regional economy); the need to build and/or expand production facilities will help the construction industry; and all businesses, especially those with substantial transportation requirements, will benefit from savings resulting from lower fuel costs.

If allowed to continue, CFP can be an engine of job growth and economic development for Oregon, and we encourage you to think about the economic opportunity inherent in this program as you ponder the future of CFP.

California has an established market for clean fuels and new technology thanks to their low carbon fuel standard. And, Washington is likely to move forward with approving a similar program of their own. We have a head start on Washington and an opportunity to compete with California if we act now. There are jobs and economic development dollars to be had—and continuing the CFP will help Oregon capture those opportunities.

Sincerely,

David Hatcher  
Mayor

# ***Homegrown fuels, dependable jobs, and smarter choices for Oregonians***

## **Why We Must Act**

Agenda Item No: 8B

### **Doing nothing is the most expensive option**

Oregon has no control over oil markets, which makes our state's economy vulnerable to price spikes from geopolitical unrest or supply disruptions like the 2012 fire that shut down a Washington State refinery and caused Oregon gas prices to jump 18 cents.

In 2012, Oregonians sent more than \$6 billion out of state importing gas and diesel. We're running out of "conventional" petroleum, and new sources—such as tar sands—are more expensive, dirtier, and more dangerous to extract. Air pollution from tailpipe emissions hurts our health and contributes to cancer and heart and lung diseases. Here in Oregon, transportation accounts for the largest share of our annual greenhouse gas emissions, and climate impacts threaten our drinking water, agriculture, coastal communities, and health.

## **Economic Benefits**

### **Saving drivers money, creating jobs**

- Oregonians would save up to **\$1.6 billion in fuel costs**, putting more money back in the pockets of working families and local businesses.<sup>1</sup>
- **Between 800 and 29,000 jobs could be created**, especially benefitting the construction industry.
- **Personal income could grow up to \$2.6 billion.**<sup>2</sup>
- The Gross State Product could increase by as much as \$2.1 billion. Oregon's **trade balance will improve** if we create opportunities for investment in locally produced fuels.<sup>3</sup>

## **Advantages of the Clean Fuels Program**

- Substantially reduces global warming and other air pollution associated with transportation fuels
- Creates a market for clean, local fuels that will create jobs throughout the state
- Includes protections to ensure consumers don't pay more at the pump
- Encourages innovation by not locking us in to specific fuel types
- Allows businesses to chose most flexible, lower cost options

## **The Clean Fuels Opportunity**

### **There are better options for a stable economy and cleaner air**

In 2009, the Oregon Legislature authorized the Clean Fuels Program, which requires that our transportation fuels become cleaner and 10% less carbon-intensive over time. It creates demand for sustainable biofuels, electric vehicles, natural gas, and other clean, low-carbon fuels. Many innovative fuel companies have been drawn to Oregon by this rule and are already investing in the state. The program will help Oregon diversify transportation fuel supplies, spur demand for local products (including forestry and agricultural materials and Oregon's burgeoning electric vehicle industry), create jobs, and reduce oil dependence. Many of these fuels are lower cost than oil, and the Clean Fuels Program will help scale up the infrastructure needed to make more of these fuels available.

## **Continued Support**

Nearly 120 businesses and organizations support the Clean Fuels Program. However, multinational oil companies are trying to stamp out this innovative initiative. The Clean Fuels Program is set to expire in 2015, cutting off Oregon from the potential benefits. Please help us speak to the value of the Clean Fuels Program.

---

<sup>1</sup> Economic Impact Analysis of the Low-Carbon Fuel Standard Rule for the State of Oregon. Jack Faucett Associates, Inc. January, 2011. <http://www.deq.state.or.us/air/committees/docs/lcfs/appendixDeconimpact.pdf>

<sup>2</sup> Ibid.

<sup>3</sup> Ibid.



State of Oregon  
**Department of  
 Environmental  
 Quality**

**Air Quality Division**  
 811 SW 6<sup>th</sup> Avenue  
 Portland, OR 97204  
 Phone: (503) 229-5388  
 (800) 452-4011  
 Fax: (503) 229-5850  
 Contact: Cory Wind  
[www.oregon.gov/DEQ](http://www.oregon.gov/DEQ)

## Clean Fuels - Consumer Protection Measures

### Oregon Clean Fuels Program Deferrals

The 2009 Legislature passed House Bill 2186, establishing the Clean Fuels program. In this legislation, the Legislature included a consumer protection measure to ensure that the program would protect consumers from potential fuel supply shortages or price increases.

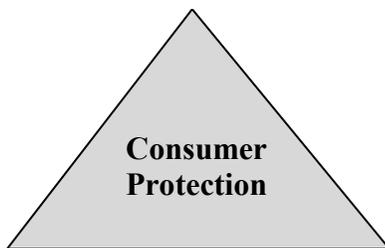
This white paper outlines how the consumer protection measures would function if the Legislature lifts the sunset to fully adopt the Clean Fuels Program.

### Three Consumer Protection Measures

There are three types of deferrals that would address the potential effects of fuel supply shortages and price increases:

- **Forecasted deferral** (*prevents a fuel supply shortage in the next year*);
- **Emergency deferral** (*responds to an unanticipated short term fuel supply shortage*);
- **Fuel price deferral** (*reduces or suspends requirements that cause price increases while adjustments are made to address the underlying causes*).

**Forecasted deferral  
 (prevent fuel shortages)**



**Emergency deferral  
 (respond to fuel outages)**

**Price deferral  
 (adjust program)**

The consumer protection measures are designed to ensure that as Oregon transitions to a lower-carbon fuel infrastructure, the cost of doing so will not adversely affect consumers.

### Deferral for forecasted shortages in low carbon fuels

The purpose of this deferral is to prevent fuel shortages by suspending or modifying the low carbon fuel standard as needed if DEQ finds there will be an inadequate supply of low carbon fuels. Each year, DEQ would conduct a forecast of current and expected low carbon fuel supplies,

determine the availability of credits and evaluate whether the program goals can be met. If DEQ's evaluation shows that standards cannot be met, DEQ would modify the compliance obligations of the program accordingly based on the nature of the potential fuel shortage. DEQ would implement this deferral in advance by issuing a deferral order.

### Deferral for emergency shortages in low carbon fuel

The purpose of this deferral is to respond to emergency disruptions in the existing fuel supply attributed to unanticipated production or transportation problems. For example, if there was a failure at a major production facility of low carbon fuels, DEQ would analyze the impact of the disruption, the standard and the number of available credits. If fuel suppliers could not comply with the standard, then DEQ would quickly modify the compliance obligations.

### Deferral for increased fuel price due to the Clean Fuels Program

The purpose of this deferral is to protect Oregon fuel consumers by ensuring that the price of fuel in Oregon remains competitive with neighboring states. Each month, DEQ will compare Oregon's fuel prices to comparable prices in neighboring states. If Oregon's fuel prices are more than 5% higher than neighboring states, DEQ will investigate price trends and other factors to see if the price changes can be explained. If the Oregon Clean Fuels program were found to be the cause of the increasing price trend, DEQ would recommend that the Environmental Quality Commission modify the compliance obligations of the program to mitigate the cost increase until the underlying cause is corrected.

### Timing of deferrals

DEQ can issue deferrals addressing fuel supply problems quickly (within a few days to weeks), without Environmental Quality Commission action. A fuel price deferral would require commission approval. If necessary, the EQC could call a special meeting within a few days to issue a deferral based on fuel price.

For more information please contact:  
 Cory Ann Wind (503) 229 5388

### Alternative Formats

*Alternative formats of this document can be made available. Contact DEQ's Office of Communications & Outreach for more information at (503) 229-5696.*

# Oregonians Speak Up for Clean Fuels

“We spend hundreds of billions of dollars fighting wars in distant lands, our economic stability is threatened by volatile oil prices, and we suffer from pollution throughout our communities—all to ensure we have a steady supply of gas...This July, even as the fireworks fade, let us rededicate ourselves to creating a clean new fuels future, one free of foreign control.”

*-Paul Evans, a former mayor of Monmouth and a veteran of the wars in Iraq and Afghanistan, as quoted in The Register Guard*

“Inevitably, we will hear a long list of reasons why rewarding the producers of clean alternatives to oil is a bad idea. And equally inevitably, the opposition can be traced to an obvious source: **the oil industry, which is bound and determined to keep us dependent on its product.** Don't be fooled. Our state is already a hub for clean technology companies, and this program will keep money and jobs in our communities, rather than exporting them to other states or countries.”

*-Chris Dennett, director of the Pacific Northwest chapter of Environmental Entrepreneurs (E2), as quoted in The Oregonian*

“The Clean Fuels Program **does not rely on any taxpayer revenues. It does create market certainty and a platform for private sector investments.** Knowing there is a stronger demand for clean fuels on the horizon will spur development and investment in Oregon. With rising petroleum prices and continued unrest in the Middle East, it's time for Oregon to get serious about capturing the benefits of a diversified transportation fuel economy.”

*-Gavin Carpenter, director of sales for SeSequential-Pacific Biodiesel, a Salem-based firm, as quoted in The Oregonian*

“**The Clean Fuels Program is also an excellent economic development tool for Oregon.** It will create opportunities for new jobs through the production of clean fuels, often using advanced fermentation processes I know a little something about. **The program is good for new enterprise as well as Oregon's existing climate-sensitive industries like wineries, agriculture, fisheries, forestry and skiing.** We simply can't afford not to support this program. Let's show that the essence of Oregon is alive and well in our legislature and make sure the Clean Fuels Program moves forward.”

*-Sam Tannahill, co-founder of A to Z Wineworks in Newberg, as quoted in the Newberg Graphic*

“**The sunset on the clean fuels program is creating an unnecessary barrier to investment** in green energy and thus stifling job creation. I believe we cannot let big oil companies dictate our environmental and economic future. By passing the clean fuels program, Oregon can help lead the way toward energy independence and environmental well-being, protecting its natural beauty while providing an economic stimulus to our state.”

*-Alasdair Neilson, a resident of Portland, as quoted in the Portland Tribune*

“[O]ne of the program's benefits could be to **'give a boost to Oregon's nascent biofuels industry.'** That would be especially true in rural areas. As County Commissioner Joe Laurance has pointed out, Douglas County has virtually unlimited potential for job creation, energy production, and biofuels for years to come because of its abundant supply of biomass.”

*-Polly Stirling, a resident of Roseburg, as quoted in NR Today*

“Since California enacted its low carbon fuel standard, Clean Energy—the largest purveyor of natural gas as a vehicle fuel in the nation—has grown from about 270 to nearly 1,000 employees in California as we've built new fueling infrastructure for California's nearly 37,000 natural gas-powered vehicles. We're not alone. **Virtually every type of alternative fuel is investing heavily in California because it has become an attractive place for investment due to the low carbon fuel standard. Clean Energy is eager to invest in Oregon, as well.** But the sunset creates regulatory uncertainty and makes us wary to invest beyond our two existing fueling stations that will soon be open to the public in Oregon in Stanfield and Central Point. Lifting the sunset will guarantee more investment in Oregon.”

*-Spencer Richley, policy and regulatory associate with Clean Energy Fuels, as quoted in Sustainable Business Oregon*

“I've seen the oil industry use scare tactics to make consumers wary of alternative sources of energy. It's not surprising that they're using the same approach here in Oregon, claiming that a cleaner fuel would mean sticker shock at the pump. Nothing could be further from the truth, as **several of the fuels that will be used to meet the program requirements—including natural gas, propane, ethanol, biodiesel and electricity—are actually cheaper than gasoline and diesel at today's prices.**”

*-Gregg Semler, president and CEO of Lucid Energy, a Portland-based firm, as quoted in The Oregonian*

“During my time as an Infantry Officer in the U.S. Army, I witnessed the national security threats posed by our dependence on oil when I was deployed to Mosul, Iraq....The success of programs like the CFP will drive innovation in the advanced biofuels, electric vehicle, biogas and other clean fuel industries and develop a movement towards clean energy. **By promoting investment in low carbon fuels, the Clean Fuels Program does more than just boost our economy—it helps keep America safe.**”

*-Nate Sandvig, a spokesman for Operation Free, as quoted in the Statesman Journal*

“As we expand, however, we're investing initially in California, not Oregon. Why? Because the market for cleaner, lower-carbon fuels is secure in California under its innovative low-carbon fuel standard. **The market in Oregon is far less certain because of the looming sunset on a similar low-carbon fuel standard**—the Clean Fuels Program—that has yet to get off the ground.”

*-Paul Koehler, vice president of Pacific Ethanol which has a plant located in Boardman, as quoted in The Oregonian*

“[The oil industry doesn't] want a true marketplace or local production that would build strong momentum for alternatives. They would rather our addiction to the Mideast oil-based economy go on forever, even as their monopoly fuel prices get higher and higher and our hard-earned dollars are shipped overseas....**Our energy security will only come from diversifying our energy supply by relying on local production, especially when it can be made from the residues from our farm fields and forests.**”

*-Harrison Pettit, a resident of Hermiston, as quoted in the East Oregonian*

“**[O]ffering consumers additional energy choices will actually exert downward pressure on prices by breaking the oligopoly of the handful of companies with the means to extract and refine oil.**”

*-Alex Wall, a resident of Portland, as quoted in The Oregonian*

“**Oregon's Clean Fuels Program is both flexible and realistic** and could go a long way toward installing Oregon in the U.S. vanguard of environmental leadership, which could be a boon to our economy.... Aren't we all supposed to be working together toward a reduced dependence on fossil fuels for our children's sake?”

*-Rachel Kingsley, a resident of Roseburg, as quoted in NR Today*

“**The only independent economic analysis conducted, by Jack Faucett Associates, found the program would actually lower prices. This is supported by the basic economic theory that monopolies drive up prices, while increased consumer choice lowers prices.** More options at the pump are a no-brainer win for Oregonians and their pocketbooks. It's time to break Big Oil's stranglehold on Oregon drivers by giving clean fuels the level playing field they need to succeed.”

*-Jim Houser, co-owner of Hawthorne Auto Clinic in Portland and co-chair of the Main Street Alliance of Oregon, as quoted in The Oregonian*

“**[I]f SB488 does not pass, the CFP will go away and so will some of these job-creating companies.** Lacking investment, start-ups will have a tough time making a go of it. And the more established, **job-creating companies will simply take their businesses elsewhere, to a state that has more clean-fuel-friendly policies.**”

*-Jennifer Allen Newton, a Hillsboro resident and president of Bluehouse Consulting Group, Inc., as quoted in the Hillsboro Argus*

“How high do the prices have to be before we change to a renewable and more reasonably priced energy source? By adopting the Clean Energy Program, SB 488, we can switch to biodiesel, electricity, ethanol and propane, which are all more viable alternatives that can replace our use of oil. These options have less impact on the planet and the wallet. Not only are they cheaper and better for the environment, they also create jobs in Oregon. **The Clean Fuels Program should be adopted by Oregon's legislators to maintain a happy planet and happier Oregonian consumers.**”

*-Meghan Payne, a resident of Oregon City, as quoted in the Hood River News*

“We cannot pretend that climate change and our collective role in causing it do not exist. **Instead, we can do the patriotic and responsible thing and support policies that both help lower our greenhouse gas emissions and help grow the Oregon economy. The Clean Fuels Program is this common sense policy.**”

*-Nik Blosser, chair of the Oregon Business Association, as quoted in the Portland Business Journal*

Quotations compiled by Oregon Environmental Council June 2013 from opinion pieces and letters to the editor published in Oregon newspapers over the last year. For more information, contact Angela Crowley-Koch.



## **CITY OF NORTH PLAINS**

31360 NW Commercial Street, North Plains, Oregon 97133

Date: January 15, 2014  
To: Mayor and City Council  
From: City Manager Martha DeBry  
Subject: Resolution No. 1811 declaring police equipment as surplus

---

**Request:** Adopt Resolution No. 1811 declaring police equipment as surplus.

**Background:** In recent years the Police Department has secured grants to replace most of its mobile radio and computer equipment. The equipment listed on the resolution is old equipment which is currently held in storage.

**Fiscal Impact:** The Police Chief will sell or donate the equipment to another police agency.

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

**Recommendation:** Council to Adopt Resolution No. 1811 declaring police equipment as surplus.

**Sample Motion:** I move to adopt Resolution No. 1811.

*Attachments: Resolution No. 1811*

## RESOLUTION NO. 1811

### 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:

- Motorola VRM, (9) Serial Numbers: 508SFG0613, 7368EN1518, 617AVG2190, 7368GN1488, 736SHQ5337, 508SAJ1420, 736SGY7638, 494AYY3612 & one without a serial number.
- Motorola CPU 800, (6) Serial Numbers: 736SHE2465, 736SFG0501, 736SHC0675, 736SES0020, 736SES0019, 736SGN251
- Motorola CPU 810, (2) Serial Numbers: 736SHW0000, 736SHW0001
- Motorola CPU 520, (1) Serial Numbers: 736SCY0957
- KeyBoard 810, (1) Serial Numbers: 7365HQ3082
- KeyBoard 800, (6) Serial Numbers: 736SFE5284, 736SGN1407, 736SHA1829, 736SEN1664, 736SGN1391, 736SEN1663
- Monitor MW 800, (6) Serial Numbers: 736SGN2614, 736SHA2586, 736SEG3483, 736SFE5220, 736SFE5218, 736SEN1588
- Monitor MW 810, (2) Serial Numbers: 736SHQ4420, 736SHQ442
- Monitor MW 520, (1) Serial Numbers: 736SCU1680

**NOW, THEREFORE, BE IT RESOLVED THAT 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 21st day of January, 2014.

**CITY OF NORTH PLAINS, OREGON**

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

ATTEST:

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



## CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: January 14, 2014  
To: Mayor and City Council  
From: Jennifer Knowles, Management Analyst  
Martha DeBry, City Manager  
Subject: Update on economic development activities by Management Analyst

---

**Purpose:** As requested by the City Council on December 16, staff is presenting an update on the activities of the Management Analyst, a recently added part-time position in the City Manager's office.

**Background:** The position of Management Analyst for the City of North Plains includes varied responsibilities, with a strong focus on implementing economic development strategies for the City.

Over the past six months, several key initiatives have been updated or begun, with the overall strategy of making North Plains a desirable place to live, work, and own a business. In the latter case, an ability to demonstrate an excellent quality of life ranks highly when businesses owners are assessing a prospective "home" community. Activities in recent months have included:

1. **General Economic Development** - A series of conversations with City Managers and Economic Development Officers from communities around the state (Ashland, Beaverton, Boardman, Carlton, EDCO: Economic Development for Central Oregon, Hermiston, Hillsboro) on effective strategies and practices for business outreach, retention, and development took place in late August and early September. Topics covered included outreach strategies which have proven effective, how they might be translated to fit the North Plains profile, and the types of businesses or industries which might be a good fit for North Plains. Additionally, business outreach materials and welcome packets came under discussion. Since that time, North Plains has created a brochure for inclusion in materials sent to all prospective business partners and has just completed updating the informational booklet given to all new water customers in town.
2. **Business Recruitment** - The City is exploring the feasibility of recruiting targeted businesses by accepting proposals for professional studies. Performing such analysis should facilitate the recruitment of specific kinds of businesses by demonstrating the viability of North Plains as a location for commerce. In Council's agenda packet is one such proposal related to the hotel industry. Staff has researched past economic development studies completed by the City and

identified the need to acquire hospitality facilities to promote visitation by tourists and business clientele, while yielding new jobs, and increasing commercial property values. Other highway commercial activities including additional restaurants and services are also being researched.

3. **Business Environment** - Updating municipal codes and embracing a business-friendly stance are an ongoing priority as outdated or limiting codes are identified. For example, the existing code does not contemplate the construction of a hotel or other resort facility, which may need to exceed the existing 35 ft height limitation and 65% impervious surface requirements in commercial areas. Likewise these limitations do not invite large manufacturers to consider North Plains, as production equipment requires clear span buildings with higher ceilings. In other words, businesses performing basic research on zoning of properties may be discouraged by the inflexibility of the code before contacting the community.
4. **Home Occupations/Small Businesses** - Home occupation permits are also another area of study. The City maintains a traditional code that does not contemplate internet commerce, professionals working from home, and places strong limitations on deliveries and working hours. Staff is working to develop an ordinance focused only on limiting visible and audible impacts to the residential neighborhood, and provide clarity regarding the need for business permits in addition to the home occupations.
5. **Site Identification** - Staff has also worked with prospective business in various ways; this includes assisting in searches for viable properties and exploring the incentives offered through the City. Recently the Management Analyst prepared a response to a proposal solicitation from Business Oregon, submitting multiple local properties for consideration by a national company. This work included coordinating with the property owners/brokers on property-specific materials as well as including a letter detailing why North Plains would be a viable candidate for the business to consider as the site of a new location. The Management Analyst is also having direct conversations with potential businesses to identify properties for locations.
6. **Main Street Oregon** - The City of North Plains has also been submitted and accepted as an Affiliate of the Main Street Oregon (MSO) program. Participating in this free opportunity allows the City access to a full resource network supporting the development of a cohesive downtown identity. As an Affiliate, the town's obligations are to designate a contact liaison who familiarizes him/herself with the MSO program and attend one MSO event per year. These events offer workshops on topics such as effective civic promotion and how to maximize the uniquely inherent nature of each community. Free support from the OMS Coordinator, Sheri Stuart, is also available as requested.
7. **Outreach** - Staff is conducting outreach with local and regional organizations such as Pacific Continental Bank, United Way, Adventures Without Limits, Jacobs Ellis, and others. Existing connections with local and regional partners

(Comcast, Hillsboro Hops, ODOT, Washington County, Business Oregon, and others) have been strengthened and offered a newly updated perspective on North Plains. Across the board the City's partners are interested in what North Plains offers and how the City is increasing its profile.

One tool which has proven effective and received a great deal of positive response from civic partners is the NPFun.org website. Functioning as a means for residents and friends of the City to get information on civic events, it also acts as an advertisement to all interested parties, including for example the PTO, Rice Museum, and Horning's Hideout. By focusing on the livability of the community, and featuring events available to everyone, NPFun.org is a positive factor when the City is researched or visited. New residents appreciate the website as a resource while the City's contacts across a wide spectrum appreciate being able to cite the website when promoting the City within their own professional and personal networks. As a result, the City receives a higher degree of traffic and interest, both on the web and in person. As the City works to bring new dollars into North Plains, it also works with the business community to maximize commerce.

8. **Business Retention** - Staff is working to make the business community feel comfortable about addressing concerns to the City, and working to explore any needed resolution. In addition to receiving concerns, the City has asked for new ideas or suggestions from the business community. This has yielded solid interest in permanent signage on the northwest corner of the Glencoe Road/Commercial Street intersection, a mini-arts walk leveraging two already-existing art exhibitions, and support for larger civic events, which draw people into the downtown core and improve the returns for business located there. In October, the Management Analyst organized the Pumpkin Run and Costume Parade which helped raise funds for the Senior Center and Friends of North Plains Public Library, brought visibility to local businesses such as North Plains Veterinary Clinic and Summit Foods, while connecting staff with outside resources such as Columbia Sportswear, REI, Lakeview Farms and CPO8. The Analyst is also working to coordinate a State Championship BBQ event downtown June 6 and 7 (PNWBA has confirmed the dates) and is co-coordinator of the 4<sup>th</sup> of July event.

While the Economic Development program for North Plains continues as outlined above, new opportunities for economic development are being sought. To that end, information about workshops or other educational tools are publicized, and the City is working to facilitate greater connections between its business community and its civic partners across the region.

**Fiscal Impact:** The Management Analyst is working on a part-time basis. Funding for the part-time wages are paid from the General Fund. Additional funding is likely to be requested in 2014/15 Fiscal Year to expand business outreach.



## CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: January 15, 2014  
To: Mayor and City Council  
From: City Manager Martha DeBry  
Subject: Council waive fees for use of Jessie Mays for Pinewood Derby

---

**Request:** Council waive rental and cleaning fees for the use of Jessie Mays by Cub Scouts Pack 175 for the Pinewood Derby on January 25.

**Background:** The Cub Scout Pack 175 has requested use of Jessie Mays for the Pinewood Derby competition. Each year members of the pack build cars or rockets that race in a tournament. Approximately 40 kids and 20-40 adults from the North Plains area participate in the event. Admission is free. The Cub Scouts are requesting the space to accommodate the large group and equipment needed for the competition, and Jessie Mays is well-suited for the event.

Last year a similar fee waiver was requested and approved.

**Fiscal Impact:** The waiver would cause the City to forgo the estimated rental fee for 3 hours rental of \$105 and the cleaning fee is \$100.

**Recommendation:** Council approve the waiver of fees for Cub Scout Pack 175.

**Sample Motion:** I move to waive fees for Cub Scout Pack 175.



## CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: January 15, 2014  
To: Mayor and City Council  
From: City Manager Martha DeBry  
Subject: Council waive fees for use of Jessie Mays for Children's Theater Class

---

**Request:** Council waive rental and cleaning fees for the use of Jessie Mays by Maureen Hicks who intends to provide children with free instruction theater.

**Background:** Resident Maureen Hicks has offered her services as a volunteer to teach an 8-week class to 10-12 year kids. The goal of the instruction will be to teach theater, staging and related activities. Ms. Hicks has experience acting and supporting community theater productions. Participants will not be charged a fee for the activity. The class size is likely to be limited to 10 children.

The activity will be insured by the City, as Ms. Hicks will be acting as a volunteer. She has been previously screened and fingerprinted prior to the start of instruction, like other City volunteers.

In order to encourage more community activities and instruction by volunteers, the City substantially reduced the rental fee for instruction to \$7 per hour if multiple dates were scheduled. Because the class is being offered at no cost to residents, waiver of the fee would be appropriate.

**Fiscal Impact:** The estimated rental fee for the 12 hours rental for instruction is \$84. A \$100 cleaning fee is not applicable if the rental fee is waived.

**Recommendation:** Council approve the waiver of fees for free instruction class led by Maureen Hicks.

**Sample Motion:** I move to waive fees for the Acting with Mo classes.

*Attachments: Request from Maureen Hicks*

Date: Thu 1/2/2014 12:59 PM  
From: Maureen Hicks [mhicks713@yahoo.com](mailto:mhicks713@yahoo.com)  
Subject: Doing 8 weeks of actingMaureen Hicks  
<mhicks713@yahoo.com> class starting March?  
To: Martha DeBry <martha@northplains.org>

Hello Martha! Happy New Year to you :)

I am thinking of holding acting classes from March 3rd until April 8th? These are Mondays. If this is okay with the Board, I would like to again hold these free classes at the Jesse May Center?

I would like to limit the class size to 10 this time, as I noticed when we had a larger class, up to 18, there was a lot of standing around for the children. They did awesome with standing around, I just think I would like them to be more active.

The classes would be about the same, but I would come in with more improv ideas for them to do. I have also increased my acting play wardrobe, so new clothes to try on and play on the stage with for one time.

If this works for the City, do you think you could run an ad in the water bill next month?

Also if this works, I would have to check with the JMC schedule to make sure from 3:30 to 5 is available on Mondays.

Also volunteering up at Monika's House is going very well. Thank you for the letter you wrote for me.

Thank you!

Mo

503 447-1263



## CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: January 15, 2014  
To: Mayor and City Council  
From: City Manager Martha DeBry  
Subject: Discussion of event by Society for Creative Anachronism (SCA)

---

**Request:** Council consider allowing the reservation of Jessie Mays Park for one weekend in May.

**Background:** The City has received a request from Christopher Wold to allow the Society of Creative Anachronism (SCA) to host an event. In short, the SCA is a non-profit group that participates in the middle ages/renaissance acting, crafts and other arts. The group is well established in Washington County (aka Kingdom of An Tir, Barony of Dragon's Mist) and conducts the [Faire in the Grove](#) at McMenamin's Grand Lodge in Forest Grove since 2006. Their website can be found at [www.sca.org](http://www.sca.org)

The proposed event would be hosted by the SCA which organizes combat tournaments, lessons in faux-sword fighting and archery, storytelling, music and other entertainment.

It is their intent to primarily use the outdoor areas between 8 a.m. and 6 p.m. on Saturday and Sunday 10 a.m. until 4 p.m. The public is welcome to participate in the event, which will also feature vendor sales. A unique aspect of the SCA events is that vendor participants will often camp overnight in their tents on the grounds

The SCA would also like to host a private party in Jessie Mays Hall on Saturday night, which is called a feast, where dancing to acoustical instruments occurs. The feast is typically limited to SCA members and serves as their primary fundraiser at the event.

The event will attract SCA members regionally. The focus of the North Plains event would be to share information about crafts and arts and practice games, not to attract the most visitors possible.

The SCA is prepared to pay for the rental of the field and hall. While the City has established rates for the Hall, it does not have similar rates for the field and court areas. A recent request by a for-profit group was approved at a cost of:

- \$132 for a small public assembly;
- \$ 50 minimum cleaning fee or the amount equal to the actual amount of maintenance worker time needed to pick up field after the event; and

\$800 refundable deposit for damages that may occur to the field.  
(An additional fee was charged for police monitoring of alcohol consumption.)

The SCA has provided an informational brochure for venue owners which is included in Council's packet. A brochure showing the layout and schedule for the Faire in the Grove is also included in the packet. The SCA is able to meet the City's requirements for liability insurance.

**Fiscal Impact:** The City would receive nominal fees for the use of the park. The event is likely to draw some visitors into the community who would not otherwise visit North Plains restaurants and services.

**Recommendation:** Item is for discussion. Staff is seeking direction regarding:

- A. If Jessie Mays can be reserved for a full weekend?
  - Should overnight camping be permitted for such an event?
  
- B. Should negotiation of fees be based on the above schedule?

*Attachments: SCA information for site owners*

# *Society for Creative Anachronism, Inc.*

A Guide to Introduce Our Organization to Site Owners and Managers  
for Potential Use of Facilities by the SCA



the society for creative anachronism, inc.



Thank you for taking the time to learn more about the SCA and our activities in relation to our prospective use of your facilities for our event.

### What is the SCA?

The Society for Creative Anachronism, Inc. (SCA), is an international, non-profit, educational organization designed as a hands-on, learn-by-doing model to research and re-create European life prior to 1600.

At our events, members strive to recapture the ambiance of the Middle Ages and the Renaissance. This requires research into such topics as clothing, weaponry, armor, food, music, and innumerable other arts and crafts. We then attempt to practice and teach what we have learned as authentically as possible, by constructing reproductions of medieval artifacts, practicing the arts and crafts we have researched, learning to fight with a sword and shield, and so on.

The SCA began with a small backyard tournament in Berkeley in 1966. It was incorporated in California in 1968 and has grown steadily to a membership of approximately 26,000 paid members, with an estimated figure of perhaps double that number who participate without formal membership. Members can be found in the United States, Canada, Europe, the Middle East and Far East, South Africa, Australia, and New Zealand.

### Important Information

- The Society carries its own insurance. Proof of insurance is available upon request.
- The SCA is registered as a 501(3)(c) nonprofit group.
- We are an educational organization. People interested in the SCA are encouraged to come and participate at any level they wish. The only requirement for event attendance is that the person make an attempt at pre-17<sup>th</sup>-century clothing.
- Unlike the Renaissance Faire, our focus is not to put on a show for onlookers. Our main goal is our own entertainment and education. However, we are most happy to share public sites and chat with onlookers.
- We are a family-friendly organization and have activities for all family members of any age.



## Site Needs

Our events generally contain elements of period traditions, pared down in time and scale, to occupy a day, weekend, and on a few occasions week-long (or even longer) gatherings. We attempt to locate sites that can accommodate as many of our needs as possible, including



- An outdoor area for holding tournaments and games
- Ability to hire for duration of event at cost-effective rates
- Toilets (and showers when available)
- Handicapped facilities
- Kitchen facilities
- Indoor hall and seating for a banquet
- Separate area for meetings/classes/Arts & Science displays/ and or changing areas

If we should be so fortunate as to obtain permission to use your site, we would ask you to clarify your policies on the following:

- Merchants (for the sale of period goods and supplies; no alcohol)
- Bringing alcohol on the premises (personal consumption only, not for resale)
- Open candle flame used on the tables at feast (or enclosed flame if not)
- Animals
- Parking facilities

The Society prides itself on its tradition of leaving any venue we use in as good or better condition than we started with. This includes following all site rules and regulations, maintaining care for the property in use (including following minimum ground disturbance measures), and cleaning up after the event.

## Organization

The modern world is divided into “kingdoms” for the purpose of identification and regionalization. They have no political or religious affiliation. At present there are seventeen Kingdoms around the world.

Kingdoms are again broken down to smaller groups such as baronies and shires. It is usually these smaller groups with whom you will contract for use of a site.

Each kingdom has figureheads in the form of a King and Queen, who are selected in a tournament or arms. These individuals run the kingdom with the support of a staff of volunteers called “kingdom officers”, and follow the guidelines set out in the Kingdom Laws, which in turn are governed by the policies of the Board of Directors of the SCA, Inc., and modern law. (A copy of the Corpora is available on line at [www.sca.org](http://www.sca.org) if you are interested in further information regarding our structure and regulations.)



Membership is not required to come and see what we’re all about. If someone does decide to join, membership advantages include a discount on event attendance fees and a subscription to the official newsletter of the kingdom of residence.

### Atmosphere



Each member creates a “persona,” a personal character from a specific time and place, which the member becomes for events. The goal is to create someone who “might have been” rather than to pretend to be an actual historical figure. The persona is a jumping-off point for research into that time period and place—what the person would have worn, eaten, etc.

Our areas of interest are as varied as was medieval culture: heraldry, knighthood, manuscript illumination and calligraphy, archery, armor making, costuming, jewelry making, needlework and sewing, theater, poetry, dancing, singing, cooking, brewing, equestrian arts, and more...

The SCA also attempts to create an atmosphere embodying those lost ideals that are found in medieval romance: chivalry, honor, and courtesy. Our goal is to re-create the Middle Ages as they should have been, without the strife and pestilence, but with an attempt to preserve the ideals of beauty, grace, chivalry, and fellowship.

### Activities

The events we put on are participatory, rather than shows put on for spectators. Instead of putting on a performance for the public, we strive to learn and live in what we call the “current” Middle Ages.

#### Combat

There are several types of “fighting” in the SCA, all of which are similar to martial arts. The most highly visible is what we refer to as armored combat, which re-creates knightly combat of the Middle Ages. In many places rapier combat, similar to modern fencing, is also a common activity. At some events we also have archery or equestrian activities (site permitting).



Our armored combat tournaments, whether single combat or mêlée style with multiple participants, are handled under strict safety guidelines. We do not use “live steel” or edged weapons in combat. SCA weapons are made of rattan (a type of bamboo) wrapped in duct tape to keep them from splintering. The winner is determined on the honor of the participants: If in real life a blow would have caused a mortal wound, then the fighter is honor-bound to proclaim himself or herself “dead”.

The SCA strives to strike a balance between the look and feel of period combat and modern safety standards. Each fighter’s armor must pass a safety inspection before the fighter is allowed to participate in combat. All combatants must go through training and be determined to be safe before they may enter a tournament.



Marshals are present to ensure that the fighting remains safe to the combatants as well as the spectators. They are not referees; they do not determine who has won a bout. That is up to the combatants themselves. It is also their job to ensure that the fighting stays within the marked boundaries of the fighting ropes. Our First Aid- and CPR-trained persons, referred to as “chirurgeons”, are additionally prepared to handle injuries and general illness on the very rare occasion they do occur. The same strict safety standards apply to all of our other activities as well.

## Events

Activities in the SCA go far beyond fighting. There is something for everyone in our Society. Participants research nearly every aspect of medieval life, and we hold a wide variety of “events”. Events are gatherings of persons interested in participating in period activities. The SCA asks that all attendees make an attempt at wearing pre-17<sup>th</sup>-century clothing. An attendance fee is normally charged to cover the rental of the site and other assorted costs; a small additional fee is charged to non-members. We are a 501(3)(c) nonprofit group and therefore do not aim to make a profit beyond operating costs. All members of the organizational staff are volunteers in the SCA.



The most common type of event is the day-long tournament, generally in a park or other outdoor facility. We set up pavilions (period-style tents) around the fighting field, and consorts cheer on their fighters. At one or more points during the day, it is common for the King and Queen to hold “Court”. This is a formal gathering at which the King and Queen bestow awards and titles on deserving subjects.

The biggest of these tournaments is Crown Tournament, held every six months in most Kingdoms. At this event, the next king and queen are selected by tournament combat. Together with his or her consort, the winner becomes the next royalty at an event called Coronation.

In addition to tournaments, we hold classes where we learn about medieval crafts, skills, and knowledge. We often hold feasts, where volunteer cooks create a variety of period dishes. Events also often involve dancing, music making, and/or bardic recitation; craft displays, competitions, and/or classes; period and modern camping (when appropriate and permitted); lawn games and board gaming; and period pastimes for children.



## Children’s Activities

Children are welcome in the SCA under the supervision of their parents, and indeed many families participate in our activities. Most groups have a Children’s Minister who helps organize activities for children at our events.

There is also a style of fighting for children called boffers, which is practiced in many areas. The children wear hockey equipment for protection and use foam swords. Even at an early age, children are learning about courtesy and honor both on and off the field.



## Acknowledgements

©2003 Society for Creative Anachronism, Inc. Written and designed by Dayle A. Dermatis and Meg Baron.

Photographs © Kevin Connery, except for the rapier picture on p. 3 © Kate Fey and the archery picture on p. 4 © Steven Block.

This information packet was modeled on one created by Baroness Cathryn of Chester in the Kingdom of Drachenwald. Some of the information in this packet was inspired by an old (circa 1995) Caidan Chatelaine flyer.

Society for Creative Anachronism, Inc.  
P.O. Box 360789  
Milpitas, CA 95036-0789  
[www.sca.org](http://www.sca.org)



# what is the sca

the society of creative anachronisms (sca). the sca is an international organization dedicated to researching and re-creating the arts and skills of pre-17th-century europe. our "known world" consists of 19 kingdoms, with over 30,000 members residing in countries around the world. participants, dressed in clothing of the middle ages and renaissance, attend events which may feature tournaments, arts exhibits, classes, workshops, dancing, feasts, and more. our "royalty" hold courts at which they recognize and honor members for their contributions to the group.

## NONPROFIT EDUCATION GROUP

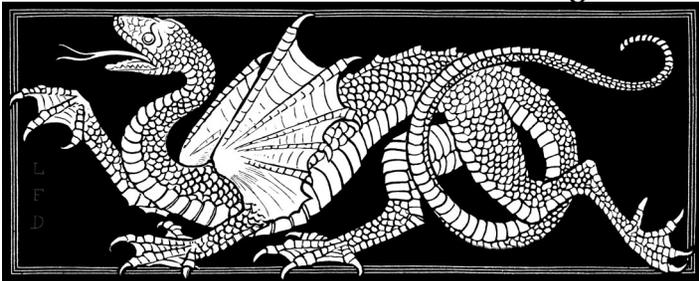
we do small demonstrations and exhibitions at schools and other public events throughout the year

## HOW TO FIND OUT MORE

visit our barony's website at [dragonsmist.antir.sca.org](http://dragonsmist.antir.sca.org)

visit the kingdom website at [antir.sca.org](http://antir.sca.org)

email our chatelaine at [chatelaine@dragonsmist.org](mailto:chatelaine@dragonsmist.org)



# Faire in the Grove

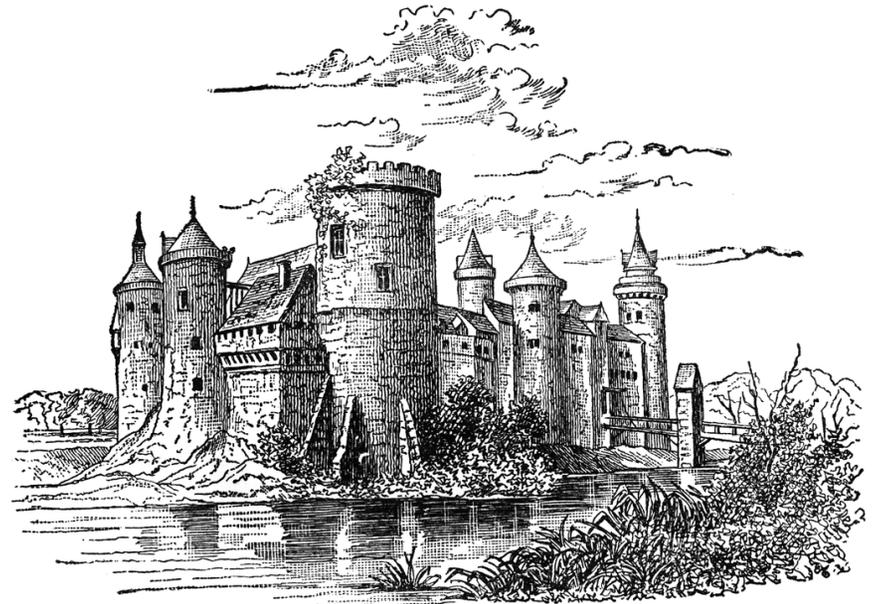
## May 4th and 5th, 2013

A FREE AND OPEN TO THE PUBLIC DEMO

presented by:



the barony of dragonsmist, sca  
& mcmenamins grand lodge



### site rules:

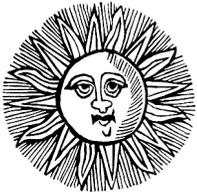
1. no outside food or drink allowed on site
2. no pets allowed on site (except service animals)
3. please be aware of your children at all times.

# SCHEDULE OF EVENTS

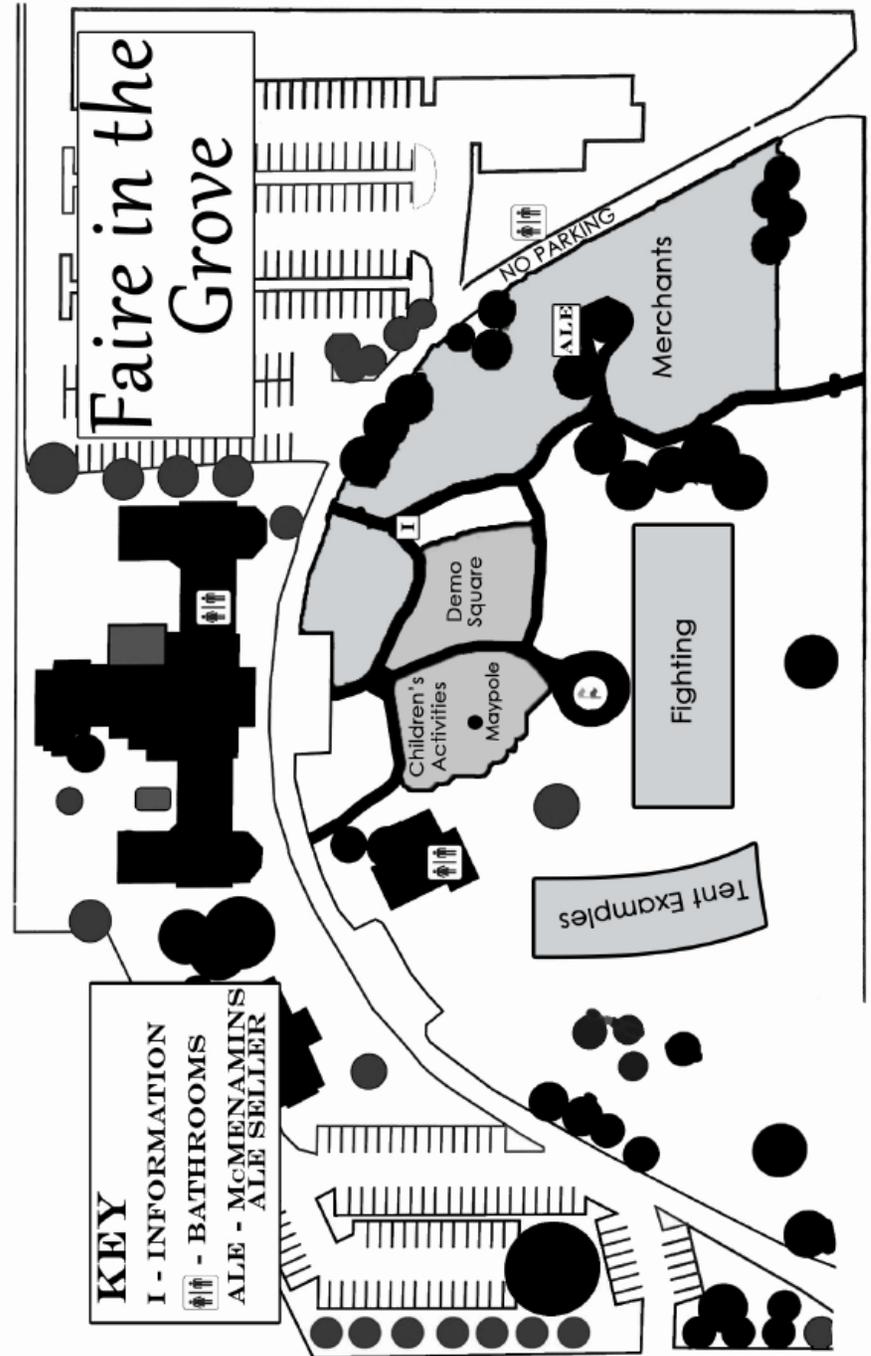
## FAIRE HOURS

SATURDAY 10-6, SUNDAY 10-3

FIGHTING DEMOS AND MERCHANTS ALL DAY



	Saturday		Sunday
10:00	Faire Opens		
10:30	Riona	<b>FIGHTING AND DEMOS ALL DAY</b>	Riona
11:00	Dancers		Jaqueline
11:30	Sherwood Dancers		Sherwood Dancers
12:00	VMS		VMS
12:30			VMS
1:00	Los Grillos		Karisalama
1:45	Hannah Tobias		Conchobar & Eala
2:00	Karisalama		Sherwood Singers
2:30	Sherwood Singers		Faire Closed
3:00	Los Grillos		
3:30	Hannah Tobias		
4:00	Baronial Court		
4:30	Conchobar & Eala		
5:00	Galeran		
5:30			





## **CITY OF NORTH PLAINS**

31360 NW Commercial Street, North Plains, Oregon 97133

Date: January 15, 2014  
To: Mayor and City Council  
From: City Manager Martha DeBry  
Subject: Resolution No. 1812 designating City Manager as agency representative

---

**Request:** Council consider designating the City Manager as the person to receive information about foreclosed properties.

**Background:** Last June the Oregon legislature adopted a law to provide cities with additional tools to address foreclosed properties. The full text of the bill is included in Council's packet. In short HR 2662 requires the owner of foreclosed properties to report ownership information to the City and remedy neglect of a property. Fortunately the City does not have many properties in foreclosure, but should a nuisance arise, this resolution provides one additional tool for addressing neglect.

**Fiscal Impact:** Adoption of the resolution has no fiscal impact on the City.

**Recommendation:** Adopt Resolution No. 1812 approving the designation of the City Manager as the local government representative to receive information from owners of foreclosed properties.

**Sample Motion:** I move to adopt Resolution No. 1812.

*Attachments: HR2662, Resolution 1812*

**Enrolled**  
**House Bill 2662**

Sponsored by Representative FREDERICK; Representative VEGA PEDERSON (Presession filed.)

CHAPTER .....

AN ACT

Relating to the neglect of foreclosed residential real property; and declaring an emergency.

**Be It Enacted by the People of the State of Oregon:**

**SECTION 1.** (1) As used in this section:

(a) "Foreclosed residential real property" means residential property, as defined in ORS 18.901, that an owner obtains as a result of:

- (A) Foreclosing a trust deed on the residential property; or
- (B) Receiving a judgment that forecloses a lien on the residential property.

(b) "Neglect" means:

(A) To fail or a failure to maintain the buildings, grounds or appurtenances of foreclosed residential real property in such a way as to allow:

- (i) Excessive growth of foliage that diminishes the value of adjacent property;
- (ii) Trespassers or squatters to remain on the foreclosed residential real property or in a structure located on the foreclosed residential real property;
- (iii) Mosquito larvae or pupae to grow in standing water on the foreclosed residential real property; or
- (iv) Other conditions on the foreclosed residential real property that cause or contribute to causing a public nuisance.

(B) To fail or a failure to monitor the condition of foreclosed residential real property by inspecting the foreclosed residential real property at least once every 30 days with sufficient attention so as to prevent, or to identify and remedy, a condition described in subparagraph (A) of this paragraph.

(c) "Owner" means a person, other than a local government, that forecloses a trust deed by advertisement and sale under ORS 86.735 or by suit under ORS 88.010.

(d) "Reasonable costs" means actual and demonstrable costs that are commensurate with and do not exceed the market rate for services necessary to remedy a condition of neglect, plus the actual and demonstrable costs of administering a contract for services to remedy a condition of neglect or the portion of the costs of a program to remedy conditions of neglect that are attributable to remedying a condition of neglect for specific foreclosed residential real property.

(2)(a) An owner may not neglect the owner's foreclosed residential real property during any period in which the foreclosed residential real property is vacant.

(b) An owner shall provide the owner's name or the name of the owner's agent and a telephone number or other means for contacting the owner or agent to:

(A) The neighborhood association for the neighborhood in which the foreclosed residential real property is located; or

(B) An official that the local government designates to receive the information described in this paragraph.

(c) An owner shall post a durable notice in a conspicuous location on the foreclosed residential real property that lists a telephone number for the owner or for the local government that a person may call to report a condition of neglect. The owner shall replace the notice if the notice is removed from the foreclosed residential real property during a period when the foreclosed residential real property is vacant.

(d) An owner or the agent of an owner shall identify the owner of the foreclosed residential real property to the local government and shall provide to, and maintain with, the local government current contact information during a period when the foreclosed residential real property is vacant.

(3)(a) If a local government finds a violation of subsection (2)(a) of this section, the local government shall notify the owner in writing of the foreclosed residential real property that is the subject of the violation and in accordance with paragraph (b) or (c) of this subsection, as appropriate, shall specify a time within which the owner must remedy the condition of neglect that is the basis for the local government's finding.

(b) The local government shall allow the owner not less than 30 days to remedy the violation unless the local government makes a determination under paragraph (c) of this subsection and shall provide the owner with an opportunity to contest the local government's finding at a hearing. The owner must contest the local government's finding within 10 days after the local government notifies the owner of the violation.

(c) If the local government determines that a specific condition of the foreclosed residential real property constitutes a threat to public health or safety, the local government may require an owner to remedy the specific condition in less than 30 days, provided that the local government specifies in the written notice the date by which the owner must remedy the specific condition. A local government may specify in the written notice different dates by which the owner must remedy separate conditions of neglect on the foreclosed residential real property.

(4)(a) After a local government allows an owner the time specified in subsection (3)(b) of this section or makes a determination under subsection (3)(c) of this section, the local government may remedy or contract with another person to remedy neglect or a specific condition of neglect on foreclosed residential real property and require the owner to reimburse the local government for reasonable costs the local government incurs under this paragraph.

(b) A local government that has incurred costs with respect to foreclosed residential real property under paragraph (a) of this subsection has a lien on the foreclosed residential real property for the sum of the local government's unreimbursed costs. A lien created under this paragraph is prior to all other liens and encumbrances, except that the lien has equal priority with a tax lien. The lien attaches at the time the local government files a claim of lien with the county clerk of the county in which the foreclosed residential real property is located. A local government may bring an action in the circuit court to foreclose the lien in the manner provided for foreclosing other liens on real or personal property.

**SECTION 2.** This 2013 Act being necessary for the immediate preservation of the public peace, health and safety, an emergency is declared to exist, and this 2013 Act takes effect on its passage.

**Passed by House April 25, 2013**

.....  
Ramona J. Line, Chief Clerk of House

.....  
Tina Kotek, Speaker of House

**Passed by Senate May 30, 2013**

.....  
Peter Courtney, President of Senate

**Received by Governor:**

.....M,....., 2013

**Approved:**

.....M,....., 2013

.....  
John Kitzhaber, Governor

**Filed in Office of Secretary of State:**

.....M,....., 2013

.....  
Kate Brown, Secretary of State

**RESOLUTION NO. 1812**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON, APPROVING THE DESIGNATION OF THE CITY MANAGER AS THE LOCAL GOVERNMENT REPRESENTATIVE TO RECEIVE INFORMATION FROM OWNERS OF FORECLOSED PROPERTIES**

**WHEREAS**, the Oregon legislature has adopted House Bill 2662 that empowers local governments to enforce certain laws against foreclosed properties in the nature of nuisance prevention; and

**WHEREAS**, the City Council of the City of North Plains believes it is within the best interests of the City and its citizens to employ the remedies and procedures set forth in House Bill 2662 as one of the ways in which to deal with public nuisances within the city limits.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of North Plains, Oregon as follows:

- Section 1. The City Manager shall be the local government representative designated as the person to receive information from owners of foreclosed properties as required by House Bill 2662.
  
- Section 2. The City of North Plains will have available to it provisions of the City of North Plains Municipal Code to manage and control a variety of conditions that are associated with public health and safety, and nuisance conditions. It shall be the policy of this City Council to additionally use the provisions of House Bill 2662, as applicable and needed, in relation to such matters.

**INTRODUCED AND ADOPTED** this 21st day of January, 2014.

**CITY OF NORTH PLAINS, OREGON**

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

ATTEST:

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



## CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: January 15, 2014  
To: Mayor and City Council  
From: City Manager Martha DeBry  
Subject: Changes in compensation

---

**Request:** Council consider two mid year adjustments to compensation.

**Background:** Recently City/County Insurance Services (CIS) advised the City that Library Director Debbie Brodie is not eligible for either life, long-term disability and accidental death and dismemberment insurances. The City has previously provided these to the employee. In order to keep the employee whole, staff is recommending a slight increase in the hourly rate, which would allow the employee to obtain insurances elsewhere. The value of the City's current contributions are roughly \$35/month. This change would increase the hourly rate from \$29.74 to \$30.15.

The Police Department has been reviewing options for providing a legal defense fund for its officers. Officers are in a profession that is frequently sued for acts and omissions committed within the scope of employment. Even well-trained and competent officers can be the subject of lawsuits, which are expensive to defend even when no wrong doing has occurred. At present only the Chief has secured legal defense insurance. Officers including reserves have an exposure to legal costs that can be bridged easily with a group policy.

The legal defense fund offered by the Peace Officers Research Association of California (PORAC) which provides knowledgeable legal representation for the following areas:

- **Criminal (Act or omission within the scope of employment)** From the first indication of potential criminal exposure arising from an act committed within the scope of employment (e.g. shooting, custody death, use of force resulting in serious physical injury, violation of civil rights) officers can receive independent legal advice.
- **Civil (Act or omission within the scope of employment)** Legal representation is provided when an officer is sued for an act within the scope of employment, but the employing agency/CIS refuses to defend the member. When the member's employing agency defends, but fails to fully indemnify that member, the Legal Defense Fund will provide an experienced attorney to monitor the case.

PORAC has over 99,000 legal defense fund clients across the US. The plan is specifically designed for peace officers, and provides unlimited coverage. It also

provides officers with 24/7 access to legal counsel, which is not a level of service the City or CIS can provide following a critical incident.

Chief Snyder has obtained a quote for North Plains as an agency and the total annual cost to cover all officers for the year is estimated at \$696/year. Like most insurances, premiums are paid in the hope that benefits are not needed. Because reserve officers perform without compensation in most cases, it seems reasonable to extend legal coverage to them to minimize their risks associated with service to the City. In agencies where unions have been formed the administration of such coverage is managed by the employee association. (If at some point in the future an employee association is formed, the cost of these benefits should be funded by that organization or officers individually.)

**Fiscal Impact:** Approval of the two changes will cost approximately \$1,100/year from the General Fund.

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

**Recommendation:** Approve the changes in compensation to be incorporated in the 2013/2014 supplemental proposal which will be presented in March or April to Council.

**Sample Motion:** I move to approve the changes in benefits.



## CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: January 15, 2014  
To: Mayor and City Council  
From: City Manager Martha DeBry  
Subject: Change in Classification

---

**Request:** Council consider the reclassification of an Account Clerk II position to City Recorder.

**Background:** In April 2013, the City appointed Margaret Reh to an Account Clerk II position. She has cross-trained in the front of office of City Hall learning the Finance administration functions, and spent the remainder of her time executing City Clerk duties or cataloguing library books.

Over the past year, Ms. Reh has attended several City Recorder related trainings and assumed full responsibility for the administration of the Council packets, including recording minutes, producing agendas and developing calendars.

At this time, I would like to request Ms. Reh be assigned primarily to City Recorder duties, while providing back up support to the front office as needed. Library Director Debbie Brodie is in the process of recruiting a person to perform specialized cataloguing work. Included in Council's packet is a draft job description outlining the responsibilities of the new position, as well as the prior job description approved in 2009. Significant differences in the role of City Recorder between 2009 and 2014 are:

- City Recorder is assigned a more narrow range of duties which can be accomplished in 40 hours a week.
- Recorder plays a support role in administration of planning applications.
- Business licenses, alcohol permits, building permits, and property abatement are administered by Finance staff.

Duties that will be transferred to the City Recorder in the coming months include newsletter oversight. If time allows, the City Recorder may also return to the role of Secretary to the Planning Commission. A concern I have about making this transition too quickly is the overlap in timing of Council and Planning Commission meetings. There are several months each year when Council and Planning Commission meetings occur in the same week, and packet preparation for each is a time consuming process. Council may recall in 2011, minutes were approved 2-3 months after the meeting. Ms. Reh (and Ms. Smith in Planning) has kept records current so minutes are ready at the next regular meeting.

**Fiscal Impact:** No change in compensation is proposed with this reclassification. There will be a shift in expenses within the general fund activities, to move the City Recorder from Finance and the Library to the City Manager's office. It will also provide a small relief to the Water Fund which is the primary source of revenue for the Finance function.

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

**Recommendation:** Approve the reclassification as of February 1, 2014 to be incorporated in the 2013/2014 supplemental proposal which will be presented in March or April to Council.

**Sample Motion:** I move to approve the reclassification of the Account Clerk II to City Recorder.

**JOB TITLE:** City Recorder  
**DATE:** Approved:  
**FLSA Status:** Nonexempt

**DEPARTMENT:** City Manager's Office

**PURPOSE OF POSITION:** Perform a wide variety of professional and administrative duties to assist the City Manager in conducting the affairs of the City.

**ESSENTIAL JOB FUNCTIONS:**

Essential duties of the City Recorder include but are not limited to the following:

- Perform duties as the Clerk of the City Council, Budget Committee and Urban Renewal Agency Board including coordinating, preparing, and distributing the agendas, legal requirements, and records of the proceedings, tracking pending items.
- Process actions and signing all official City documents and updating Municipal Code.
- Advise departments for compliance with requirements of the open meetings law;
- Act as liaison to the Mayor and Council, responding to questions from the press related to Council action;
- Coordinate annual filings of the Statement of Economic Interest for the Mayor, City Council and other appointed officials;
- Provide administrative support to the City Manager, Mayor and City Council;
- Schedule appointments, compose and type correspondence, reports, policies, etc;
- Post information to the City website in a timely manner;
- Draft correspondence, ordinances, resolutions, agreements, etc.;
- Ensure public records of City are maintained for permanency as required by State and Federal archival laws.
- Responds to citizens' questions and comments in a courteous and timely manner;
- Prepare and/or process and record necessary legal documents with County recording section.
- Act as elections officer performing various duties within guidelines of established State and County election laws.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas
- Prepare and coordinate publishing monthly newsletter with the utility statements.
- Assist with the administration and filing of land use planning applications.
- Establish effective working relationships with coworkers, City Council, news

media, and general public.

- Assist City Manager with the recruitment and selection process preparing announcements and scheduling interviews.
- Follow all safety rules and procedures for work areas.

**JOB QUALIFICATION REQUIREMENTS:**

**MANDATORY REQUIREMENTS:** Thorough knowledge of City Recorder procedures, applicable State and local laws, records management, and election laws. Knowledge of a variety of office procedures and practices, use of standard office equipment, word processing and spreadsheet software, etc. Completion of an associates degree in public administration, business or related field and two years work experience in a responsible administrative position, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

**SPECIAL REQUIREMENTS/LICENSES:** Must acquire designation as a Notary Public within six months of appointment.

**DESIRABLE REQUIREMENTS:** Status as a Certified Municipal Clerk.

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the incumbent is frequently required to communicate verbally, reach and manipulate objects and physically move within the office environment. Incumbents typically spend more than 50% of the work period operating equipment such as computer keyboard, calculator, and standard office equipment.

**WORKING CONDITIONS:** Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Certain work assignments may include evening meetings.

**SUPERVISORY RESPONSIBILITIES:** Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers and newly assigned personnel on department policies and practices.

**SUPERVISION RECEIVED:** Works under the direction of the City Manager.

<b>ORGANIZATION:</b> City of North Plains	<b>DATE:</b> February 15, 2009
<b>LOCATION:</b> North Plains, Oregon	
<b>DEPARTMENT:</b> Finance & Administrative Services	<b>Approved:</b> <u>DMO</u>
<b>JOB TITLE:</b> City Recorder	

**PURPOSE OF POSITION:** Perform a wide variety of professional administrative duties to assist the City Manager/Administrator in conducting the affairs of the City. Record City Council proceedings and maintain official records of Council, committee actions and recommendations. Act as elections officer, administer business license, and liquor license program. Perform the duties of Planning Commission Secretary responsible for all aspects of record keeping for the commission.

### **ESSENTIAL JOB FUNCTIONS:**

#### **City Council Duties:**

1. Provide primary support to the City Manager/Administrator, Mayor and City Council as they conduct the daily operation of city business.
2. Assist City Council with calendar scheduling meetings, appointments, events, compose and type correspondence, reports, policies, etc. and providing reminders as needed for Councilor attendance.
3. Prepare City Council agendas, schedules and post to city web page.
4. Ensure proper legal notifications. Record Council meetings, transcribe, distribute, and file minutes.
5. Post documents to the city web page in a timely manner.
6. May assist in preparation of ordinances and resolutions.
7. Draft contracts, deeds, agreements, etc., for review by others.
8. Prepare proclamations as appropriate, noting and tracking proclamations as adopted on the master list.
9. Preparation of any necessary registration or scholarship application materials for submittal to appropriate agencies or companies on behalf of Councilors.
10. Conduct research and prepare reports on topics delegated by the City Manager.
11. Responsible for records management to include indexing and filing official city documents, contracts, resolutions and ordinances.
  - A. Review proposed ordinance and resolutions for effect on existing documents, determining appropriate documents to be repealed or amended.
  - B. Track noted changes to affected ordinances and resolutions on the appropriate master lists.
  - C. Maintain tracking system for current agreements for intergovernmental agencies, franchisees, private consultants, etc..

#### **Planning Commission Duties:**

1. Serve as Planning Commission secretary preparing proper legal notification of land use applications, set up files and maintain index.
2. Responsible for all aspects of Planning Commission meeting preparation:
  - A. Prepare agendas and packets;

- B. Record proceeding of meetings, transcribe, distribute, file minutes, and post all information to city web page.
3. Maintain the official records of the commission and committee actions and recommendations.
4. Provide notification to applicants and other appropriate parties of commission actions following each meeting.
5. Provide planning information and advice to prospective applicants and refer to appropriate department or city manager.
6. In conjunction with others, monitor active developments through preparation of financial checklists, pre-construction conferences, final walk through, punch-list preparation and financial audit at project completion to determine refund status.
7. Assist with issuance of building permits.
8. Responsible for records management as it relates of the comprehensive plan and zoning development code to include indexing and filing official documents, contracts, resolutions and ordinances.

**Urban Renewal Agency:**

1. Provide administrative services to the North Plains Urban Renewal Agency, preparing agendas and schedules, ensuring proper legal notifications.
2. Record Urban Renewal Agency meetings, transcribe, distribute, and file minutes.
3. Post documents to the city web page in a timely manner.
4. Draft resolutions, contracts, deeds, agreements, etc., for review by others.
5. Conduct research and prepare reports on topics delegated by the Agency Chief Executive Officer.

**Elections Officer:**

1. Act as elections officer performing various duties within guidelines of established State and County election laws, including composing ballot explanations, working with County and State elections laws, notification to Council of ballot issues, processing petitions, and campaign filings, etc.

**Records Management:**

1. Ensure legal documents of City are maintained for permanency as required by State and Federal archival laws.
2. Ensure proper maintenance of all other City records.
3. Prepare and/or process and record necessary legal documents with county recording section.

**Licenses & Permits:**

1. Administer business license program, including approving applications, collecting fees, preparing and mailing licenses, and maintaining necessary records.
2. Process all liquor license applications annually according to state guide lines, including notification, collecting fees and obtaining council approvals.

**Property Abatement:**

1. Prepare correspondence and track any nuisance or vegetation abatement violations initiated by Police or Administrative Department staff.
2. Maintain files and review for repeat offenders.
3. Assist Finance Director with tracking of financial abatement costs

**Customer Service:**

1. Responsible for greeting of visitors to city hall.
  - A. Greet customers in professional, business-like manner and refer to appropriate person or department.
  - B. Respond to questions, concerns and complaints as received, referring more technical or specialized questions to others.
  - C. Provide a high level of customer service to the public, other agencies, elected/appointed officials, and act as a team player during interactions with other city employees.
  - D. Provide assistance to the Finance Director, Utility Billing Clerk and Court Coordinator as needed or requested.
  - E. Provide back-up support for telephone system programming, mail processing, etc..

**Safety Committee:**

1. Follow all safety rules and procedures for work areas.
2. Participate in the Safety Committee meetings.

**Other Duties as Required:**

1. Personnel and volunteer job listing development and posting, intake application processing and tracking, follow up reporting to necessary state agencies, and preparation of all related correspondence to interested applicants.
2. Work in conjunction with the City Manager or other staff to develop public service announcements or press releases for publication in newspapers, posting on the city web site or other distribution medium.

**AUXILIARY JOB FUNCTIONS:** Provide backup to other persons as workload or staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

**JOB QUALIFICATION REQUIREMENTS:**

**MANDATORY REQUIREMENTS:** Thorough knowledge of City Recorder procedures, applicable State and local laws, records management, and election laws. Knowledge of a variety of office procedures and practices, use of standard office equipment, word processing and spreadsheet software, etc. Equivalent to high school plus additional specialized training and over three years experience in an administrative position, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. Must possess a valid drivers license. No felony convictions.

**Job Title:** City Recorder

**Date:** February 15, 2009

**SPECIAL REQUIREMENTS/LICENSES:** Must acquire designation as a Notary Public within four months of appointment.

**DESIRABLE REQUIREMENTS:** Completion of a four year university education in public/business administration. Previous experience in a municipal environment. Possession of Certified Municipal Clerk designation.

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the employee is frequently required to stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 40 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

**WORKING CONDITIONS:** Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Certain work assignments may include evening meetings.

**SUPERVISORY RESPONSIBILITIES:** Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers and newly assigned personnel on department policies and practices.

**SUPERVISION RECEIVED:** Works under the direction of the Finance Director and general supervision of the City Manager/Administrator.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

**RESOLUTION NO. 1813**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON, APPROVING THE RECLASSIFICATION OF AN ACCOUNT CLERK II POSITION IN FINANCE TO CITY RECORDER IN THE CITY MANAGER'S OFFICE**

**WHEREAS**, the official duties of City Recorder have been performed by the City Manager since May of 2012; and

**WHEREAS**, an additional Account Clerk II position was established in April 2013 and has allowed many of the City Recorder duties to be transferred to that person in the capacity of Deputy City Recorder.

**WHEREAS**, the body of work performed by the incumbent Account Clerk II is more typical of City Recorder; and

**WHEREAS**, a reclassification of Account Clerk II to City Recorder will result in a shift in expenses within the General Fund activities.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of North Plains, Oregon that the position of an Account Clerk II in Finance will be reclassified to City Recorder in the City Manager's office.

**INTRODUCED AND ADOPTED** this 21st day of January, 2014.

**CITY OF NORTH PLAINS, OREGON**

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

ATTEST:

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



## CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: January 15, 2014  
To: Mayor and City Council  
From: City Manager Martha DeBry  
Subject: Resolution No. 1814 approving the payment of Clean Water Services Fees for Senior Center Remodel from Recology Fund revenues

---

**Request:** Council consider adopting resolution No. 1814 approving the payment of Clean Water Services Fees for Senior Center Remodel from Recology Fund revenues.

**Background:** The North Plains Senior is undergoing its second phase of improvements, which will remodel the kitchen and create a storage space. Funding for the project is provided through the Community Development Block Grant (CDBG) program. Since the original proposal for development was created the costs have escalated and the North Plains Senior Center needed to request an additional \$70,000 in CDBG funds, which was recently approved.

The North Plains Senior Center was recently advised that CDBG funds cannot be used for payment to Clean Water Services for design review. These fees are estimated at \$8,150 (see information in Council packet.) Because the Senior Center maintains a very lean operating reserve of approximately \$15,000, which can cover about 6 months of operations, the Clean Water Service fees represent a large financial risk. The Center relies on charitable gifts and events to fund its activities; as it does not have a regular revenue generating source.

Senior Center Manager Margaret Wold has requested the City's assistance to keep the project moving forward. The North Plains Senior Center is an important community institution that feeds almost 100 seniors between the on-site lunches and Meals and Wheels deliveries. Additionally, the Center hosts recreation and exercise programs, as well as community meetings for the City, Chamber of Commerce and other organizations.

Staff has contacted CWS to determine if any financial relief can be negotiated for the Senior Center.

**Fiscal Impact:** The City can fund such an expense through the General Fund, and more specifically revenue received through the Recology Fund line item.

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

**Recommendation:** Council to adopt Resolution No. 1814 approving the payment of Clean Water Services Fees related to the remodel of the North Plains Senior Center from Recology Fund revenues.

**Sample Motion:** I move to adopt Resolution No. 1814.

*Attachments: Resolution No. 1814, Fee estimate*



North Plains Senior Center &lt;northplainssc@gmail.com&gt;

---

**FW: 31450 NW Commercial St**

1 message

---

**Jennifer Marsicek** <Jennifer@seallp.com>

Tue, Jan 14, 2014 at 2:25 PM

To: "mwold@lfcpx.org" &lt;mwold@lfcpx.org&gt;, "northplainssc@gmail.com" &lt;northplainssc@gmail.com&gt;

Hi Margaret,

Have had some fun times over the last few days trying to figure out how your CWS fees were calculated and if they are considered anything other than an SDC.

Attached is the breakdown from Becky showing on the first page the existing fixture calculation and on the second page the new fixtures with a total on the bottom right and then a credit of 16 from the first page. (the first page seems to show 14 though so it looks like you got an extra 2 credit) I went through this form with the plumbing engineer and he believes it is accurate except that the floor drains/sinks are actually connected to 3" waste lines which would result in a significantly higher number. The permit plans show 2" since that's what we thought it was, but we later learned it is 3" and so this was updated in an addendum, but not updated in the CWS set. A little complicated, but even deleting a sink, clothes washer and 1 drain would still result in a higher CWS fee, so we may just want to leave it alone.

I also spoke to Cathy and her supervisor Dale about whether some of this fee is actually directly attributable to the center as connection and permitting instead of SDC and unfortunately this is the only way they classify these. He did say that the fee is to improve and maintain the system which is directly connected to this property and therefore benefits it directly, but the fee is still called an SDC. Maybe Lauren will have better luck getting this paid for under the grant.

See you tomorrow at 9am.

Thanks  
jennifer

Jennifer Marsicek Architect, LEED AP  
Associate

S|E A

SCOTT | EDWARDS ARCHITECTURE LLP

2525 East Burnside Street Portland, Oregon 97214  
p: 503.226.3617 f: 503.226.3715 [www.seallp.com](http://www.seallp.com)

-----Original Message-----

From: Becky Stewart-Borders [mailto:[BordersB@CleanWaterServices.org](mailto:BordersB@CleanWaterServices.org)]

Sent: Friday, January 10, 2014 10:08 AM

To: Jennifer Marsicek

Subject: 31450 NW Commercial St

Here is the breakdown for the tenant improvement at North Plains Senior Center Kitchen Remodel.

If you have any questions, please contact Cathy Lindholm at 503-681-5100 or [lindholmc@cleanwaterservices.org](mailto:lindholmc@cleanwaterservices.org) as she is the one who reviewed the plans, so she will be more familiar with it.

Thank you,

## CLEAN WATER SERVICES FIXTURE UNIT RATINGS

FIXTURE	VALUE		TOTAL NUMBER	TOTAL VALUE
BAPTISTERY / FONT	4			
BATH - TUB / SHOWER	4			
- JACUZZI / WHIRLPOOL	4			
CAR WASH - EACH STALL	6			
- DRIVE THROUGH	16			
CUSPIDOR / WATER ASP	1			
DISHWASHER - COMMERCIAL	4	1	1	4
- DOMESTIC	2			
DRINKING FOUNTAIN	1			
EYE WASH	1			
FLOOR DRAIN / FLOOR SINK - 2 INCH	2	1/1/1	6	12
- 3 INCH	5			
- 4 INCH	6			
GARBAGE DISPOSAL - DOM NON FOOD SVC	0			
DOM (TO 3/4 HP) FOOD SVC	16			
- COMM (TO 5 HP)	32			
- IND (OVER 5 HP)	42			
CONDENSATE DRAIN/ICE MACHINE/FRIDGE	1			
LIVING UNITS	16			
OIL SEPARATOR (GAS STATION)	6			
RV DUMPSTATION	16			
RV SPACES WITH SEWER HOOKUP	8			
SHOWER - GANG (1 PER HEAD)	1			
- STALL	2			
SINK - HAND/LAV/KITCH/BAR/NON-FOOD SVC	2			
- BRADLEY	5			
- COMMERCIAL-FOOD SERVICE	3	1/1/1	6	18
- SERVICE-UTILITY/MOP	3		1	3
SWIMMING POOL FILTER	1			
URINAL	6			
WASHER, CLOTHES	6	1	1	6
WATER CLOSET (TOILET)	6			
WATER EXTRACTOR	6			
OTHER			15	43

DATE 11/14/13 Goes w/ Demo B-003115

BUSINESS NP Senior Center Kitchen remodel

ADDRESS 31450 NW Commercial St

TAX MAP / LOT 1N301DB07400

PREVIOUS AREA                     

CONTACT Jennifer Marsich 503 PHONE 226-3617 DATE CONTACTED                     

NOTES #55762 Hills/NSP

TOTAL 27 x 300.00 <sup>-16 credit</sup>

EDU 8100.00 + 50.00 <sup>perm fee</sup>

PERMIT NO. B-003103

COUNTED FROM Plan

PROPERTY RSN 144694

\$8,150.00

## CLEAN WATER SERVICES FIXTURE UNIT RATINGS

FIXTURE	VALUE		TOTAL NUMBER	TOTAL VALUE
BAPTISTERY / FONT	4			
BATH - TUB / SHOWER	4			
- JACUZZI / WHIRLPOOL	4			
CAR WASH - EACH STALL	6			
- DRIVE THROUGH	16			
CUSPIDOR / WATER ASP	1			
DISHWASHER - COMMERCIAL	4	1	1	4
- DOMESTIC	2			
DRINKING FOUNTAIN	1			
EYE WASH	1			
FLOOR DRAIN / FLOOR SINK - 2 INCH	2			
- 3 INCH	5			
- 4 INCH	6			
GARBAGE DISPOSAL - DOM NON FOOD SVC	0			
DOM (TO 3/4 HP) FOOD SVC	16			
- COMM (TO 5 HP)	32			
- IND (OVER 5 HP)	42			
CONDENSATE DRAIN/ICE MACHINE/FRIDGE	1	1	1	1
LIVING UNITS	16			
OIL SEPARATOR (GAS STATION)	6			
RV DUMPSTATION	16			
RV SPACES WITH SEWER HOOKUP	8			
SHOWER - GANG (1 PER HEAD)	1			
- STALL	2			
SINK - HAND/LAV/KITCH/BAR/NON-FOOD SVC	2			
- BRADLEY	5			
- COMMERCIAL-FOOD SERVICE	3	111	3	9
- SERVICE-UTILITY/MOP	3			
SWIMMING POOL FILTER	1			
URINAL	6			
WASHER, CLOTHES	6			
WATER CLOSET (TOILET)	6			
WATER EXTRACTOR	6			
OTHER			5	14

DATE 11/14/13 Demo goes w/13-00303

BUSINESS NP Senior Center Kitchen remodel TOTAL

ADDRESS 31450 NW Commercial St EDU

TAX MAP / LOT 1N301DB 07400 PERMIT NO. 13-003115

PREVIOUS AREA                      COUNTED FROM Plan

CONTACT Jennifer Marsich 503 PROPERTY RSN 144694

NOTES #55762 Hills/NSP PHONE 226-3617 DATE CONTACTED

**RESOLUTION NO. 1814**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON, APPROVING THE PAYMENT OF CLEAN WATER SERVICE FEES RELATED TO THE REMODEL OF THE NORTH PLAINS SENIOR CENTER**

**WHEREAS**, the North Plain Senior Center is an important community institution that is proposed to receive renovation in January 2014; and

**WHEREAS**, the North Plains Senior Center has requested the City's assistance with funding fees related to the design review conducted by Clean Water Services, and which cannot be paid through CDBG grant funds; and

**WHEREAS**, the City Council wishes to demonstrate its support of the North Plains Senior Center by making a contribution towards its development.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of North Plains, Oregon that the City shall ensure the payment of the Clean Water Services fees related to the remodel of the North Plains Senior Center in January 2014 in an amount not to exceed \$8,150 paid from the General Fund's Recology Fund revenue.

**INTRODUCED AND ADOPTED** this 21st day of January, 2014.

**CITY OF NORTH PLAINS, OREGON**

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

ATTEST:

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



# CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: January 16, 2014  
 To: City Council  
 From: City Manager Martha DeBry  
 Subject: Appointment of Planning Commissioners

**Request:** Council consider appointing Larry Gonzales and Ethan Hagar to Planning Commission.

**Background:** The City recently announced it was accepting applications for open Planning Commission seats. Incumbent Ethan Hager submitted an application in January for reappointment to a term that expired in December. New resident Larry Gonzales has also submitted an application. Included in Council’s packet are their original applications to participate on the Commission. The Planning Commission recommended appointment of both candidates on 1/15/14.

Some concern was expressed about Ethan Hager’s absence from the interview for appointment and attendance at Planning Commission meetings. The nature of Mr. Hager’s job requires him to frequently travel out of the area. Mr. Hager is known to attend all meetings when in town. Below is a chart of his attendance over the past 2 years.

Month	2013		2012	
	Attended	Absent	Attended	Absent
January		x	x	
February				x
March		x	x	
April		x	x	
May		x		x
June				x
July				
(Study)	x		x	
August	x			
September		x		x
October	x			
November	x			x
December		x	x	

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

**Recommendation:** Council appoint Ethan Hagar and Larry Gonzales to the Planning Commission.



# CITY OF NORTH PLAINS

31360 NW Commercial St. North Plains, Oregon 97133

## APPLICATION FOR APPOINTMENT TO THE PLANNING COMMISSION

Information provided in this application is considered public and may be used upon announcing your appointment. The Planning Commission usually meets once a month for approximately 2½ hours. From time to time special meetings are held to meet deadlines or conduct of public hearings. Preparation for each meeting usually involves an equal amount of time. The Planning Commission's regular meetings are the second Wednesday of each month at 7:00 p.m. at the Jessie Mays Community Hall.

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

Name: Ethan HAGAR

Mailing Address: PO Box 71 NORTH PLAINS OR 97133

Street Address: 31465 NW COTTAGE STREET

City NORTH PLAINS State OR Zip 97133

Home Phone: 503-447-1271 Work Phone: \_\_\_\_\_ Cell Phone: 503-200-8558

E-mail Addresses: ethan.hagar@enco.com

Occupation: COMMERCIAL PM

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

1. Why would you like to serve on the Planning Commission?  
TO STAY INVOLVED WITH OUR TOWN
2. What do you think are the most important issues now facing North Plains?  
LOT SIZES,
3. Do you have any special interests or qualifications that you would bring to the Planning Commission?  
I HAVE WORKED AS A PM/SUPER INTENDANT FOR RESIDENTIAL/COMMERCIAL BUILDER IN THE GNW. I FEEL KNOWING A LITTLE ABOUT BUILDING PROCESS WOULD HELP.

**Thank you for applying. Your interest is appreciated!**



**CITY OF NORTH PLAINS**

31360 NW Commercial St. North Plains, Oregon 97133

**APPLICATION FOR APPOINTMENT TO THE PLANNING COMMISSION**

Information provided in this application is considered public and may be used upon announcing your appointment. The Planning Commission usually meets once a month for approximately 2½ hours. From time to time special meetings are held to meet deadlines or conduct of public hearings. Preparation for each meeting usually involves an equal amount of time. The Planning Commission’s regular meetings are the second Wednesday of each month at 7:00 p.m. at the Jessie Mays Community Hall.

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

Name: Larry Gonzales

Mailing Address: \_\_\_\_\_

Street Address: 30880 NW Brooking Ct.

City North Plains State Oregon Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: 541-261-9540

E-mail Addresses: newjob.newcareer@gmail.com

Occupation: Recruiter at Intel Corporation

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

1. Why would you like to serve on the Planning Commission?  
I am a new North Plains resident and I have been a Planning Commissioner in Eagle Point, OR. Eagle Point was a city of about 5,000 in a mainly agricultural area with a premier golf course. I enjoy being involved with the local community and I want to contribute to North Plains.
2. What do you think are the most important issues now facing North Plains?  
The urban growth boundary and response to urban growth pressure from Hillsboro and Beaverton are a challenge. Infill within the city that provides affordable housing and room for parks. Protecting agricultural land while providing growth within of the city is important.
3. Do you have any special interests or qualifications that you would bring to the Planning Commission?  
I was a Planning Commissioner in Eagle Point, OR, for several years.

***Thank you for applying. Your interest is appreciated!***

City Hall (503) 647-5555

Emergency 9-1-1

Police (503) 647-2604

[www.northplains.org](http://www.northplains.org)

NORTH PLAINS CITY COUNCIL PACKET

Tuesday, January 21, 2014

Packet Pagination: Page 70 of 89

I enjoyed my time on the Eagle Point Planning Commission. We had similar issues to North Plains. We were historically an agricultural community with several timber mills nearby. We had a premium golf course that also had several subdivisions surround the golf course. Additionally, urban growth pressure from Medford, OR, impacted the growth plans for the city. We had a Walmart superstore and several other business that impacted the downtown area.

We were able to grow sensibly without losing the rural nature of the city. Intelligent and sensible planning played a critical role in keeping the city livable.

I would like the opportunity to serve the citizens of North Plains as a Planning Commissioner.

Thank you very much for the opportunity.

# EAGLE APPRAISAL SERVICE

209 Main St., Eagle Point, OR 97524

541-830-1507

I sat on the Planning Commission in Eagle Point, Oregon for approximately two years. During that time, we were fortunate enough to have Larry Gonzales serve with us. Larry was a good member of the commission and had a very good understanding of the planning process. It was a pleasure serving with him.

Sincerely,

Steven Hunter

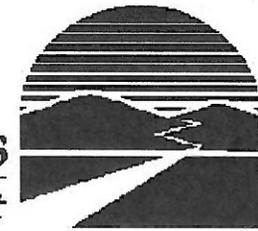
Planning Commissioner

# Accounts Payable

## Transactions by Account and Department

User: pam  
 Printed: 01/16/2014 12:39 PM  
 Batch: 000-00-0000

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



### Auto Pay-December

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
110-000-200003	ING - State of OR Plan	TThurber xxx-xx-1634	12/31/2013	707	276.92	
110-000-200003	ING - State of OR Plan	TThurber xxx-xx-1634	12/31/2013	725	276.92	
110-000-200005	CIS - EBS TRUST	January 2014 Premium	12/31/2013	731	109.46	
Subtotal for Dept: 000					663.30	
110-421-210000	CIS - EBS TRUST	January 2014 Premium	12/31/2013	731	2,201.99	
110-421-610224	CHEVRON	PD 11/06/13 - 12/05/13	12/31/2013	726	851.70	
Subtotal for Dept: 421					3,053.69	
110-452-310000	COMCAST	JMCH 12/21	12/31/2013	717	46.11	
110-452-310000	NW NATURAL GAS CO.	Jessie Mays 10/28 - 11/25	12/31/2013	721	221.58	
110-452-310000	PORTLAND GENERAL EL	Jessie Mays - 10/29/13 - 11/27/13	12/31/2013	713	70.99	
Subtotal for Dept: 452					338.68	
110-455-210000	CIS - EBS TRUST	January 2014 Premium	12/31/2013	731	33.13	
110-455-310000	NW NATURAL GAS CO.	Library 10/28 - 11/25	12/31/2013	719	146.36	
Subtotal for Dept: 455					179.49	
Subtotal for Fund: 110					4,235.16	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
111-433-640000	PORTLAND GENERAL EL	Street Lights - 10/29/13 - 11/27/13	12/31/2013	714	21.50	
111-433-640000	PORTLAND GENERAL EL	Street Lights - 10/29/13 - 11/27/13	12/31/2013	708	13.03	
111-433-640000	PORTLAND GENERAL EL	Utilities - 10/29/13 - 11/27/13	12/31/2013	709	81.84	
111-433-640000	PORTLAND GENERAL EL	Street Lights - 10/29/13 - 11/27/13	12/31/2013	710	13.15	
111-433-640000	PORTLAND GENERAL EL	Street Lights - 11/6/13 - 12/9/13	12/31/2013	705	286.55	
111-433-640000	PORTLAND GENERAL EL	Street Lights 11/06/13 - 12/09/13	12/31/2013	728	286.55	
111-433-640000	PORTLAND GENERAL EL	Adjustment for billing error	12/31/2013	728	55.43	
Subtotal for Dept: 433					758.05	
Subtotal for Fund: 111					758.05	
113-463-830000	COLUMBIA COMMUNIT	Principal Due	12/31/2013	700	120.19	
113-463-830000	COLUMBIA COMMUNIT	Principal Due	12/31/2013	701	632.42	
113-463-831000	COLUMBIA COMMUNIT	Interest Due	12/31/2013	700	379.81	
113-463-831000	COLUMBIA COMMUNIT	Interest Due	12/31/2013	701	303.03	
Subtotal for Dept: 463					1,435.45	
Subtotal for Fund: 113					1,435.45	
210-433-310000	NW NATURAL GAS CO.	Pump House 10/28/13 - 11/25/13	12/31/2013	722	39.62	
210-433-310000	PORTLAND GENERAL EL	Utilities - 10/29/13 - 11/27/13	12/31/2013	716	12.54	
210-433-310000	PORTLAND GENERAL EL	Utilities - 10/29/13 - 11/27/13	12/31/2013	712	493.31	
210-433-610600	CITY OF HILLSBORO (Uti	JWC Water Purchase -10/31/13 - 11/27/20	12/31/2013	715	8,035.84	
Subtotal for Dept: 433					8,581.31	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
Subtotal for Fund: 210					8,581.31	
610-000-200001	ASIFlex	Pay Date 12/6/13	12/31/2013	706	160.98	
610-000-200001	ASIFlex	Pay Date 12/20/13 Regular	12/31/2013	704	160.98	
610-000-200001	ASIFlex	Pay Date 12/20/13 Adjustment	12/31/2013	730	46.08	
610-000-200004	PERS Deposit	Contributions	12/31/2013	727	8,545.92	
610-000-200004	PERS Deposit	Contributions	12/31/2013	727	372.86	
610-000-200004	PERS Deposit	UAL and Side Accounts	12/31/2013	727	1,267.81	
610-000-200005	CIS - EBS TRUST	January 2014 Premium	12/31/2013	731	28.04	
Subtotal for Dept: 000					10,582.67	
610-413-210000	CIS - EBS TRUST	January 2014 Premium	12/31/2013	731	1,737.96	
Subtotal for Dept: 413					1,737.96	
610-415-210000	CIS - EBS TRUST	January 2014 Premium	12/31/2013	731	2,897.59	
610-415-330000	ADP, INC.	Proc Chrgs for Pd Ending 12/01/2013	12/31/2013	703	179.35	
610-415-330000	ADP, INC.	Process Chrgs for Pd End 12/15/2013	12/31/2013	724	207.35	
Subtotal for Dept: 415					3,284.29	
610-419-310000	NW NATURAL GAS CO.	City Hall 10/28 - 11/25	12/31/2013	718	98.89	
610-419-310000	NW NATURAL GAS CO.	Yellow House 10/28 - 11/25	12/31/2013	720	44.34	
610-419-310000	PORTLAND GENERAL EL	Utilities - 10/28/13 - 11/27/13	12/31/2013	711	330.35	
610-419-310000	PORTLAND GENERAL EL	Yellow House 10/29/13 - 11/27/13	12/31/2013	723	33.42	
Subtotal for Dept: 419					507.00	
610-433-210000	CIS - EBS TRUST	January 2014 Premium	12/31/2013	731	3,956.79	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
----------------	--------	-------------	---------	----------	--------	-------

					3,956.79	
				Subtotal for Dept: 433	3,956.79	

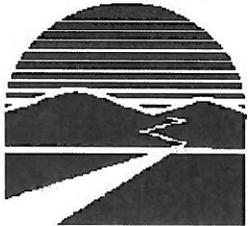
					20,068.71	
				Subtotal for Fund: 610	20,068.71	

					35,078.68	
				Report Total:	35,078.68	

# Accounts Payable

## Transactions by Account and Department

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



User: pam  
Printed: 01/16/2014 12:38 PM  
Batch: 000-00-0000

### Manual Check-December

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
110-000-200000	DR HORTON	ROWBond Ref: 1, 3, 4, 6-12	12/18/2013	21701	2,500.00	
110-000-200000	PAT GRIFFITH	REFUND ROW Bond - 31465	12/30/2013	21719	250.00	
		NW Cottage				
110-000-200000	JAMIE GUNTER	Refund for JMCH Rental	12/05/2013	21658	300.00	
		11/28/13				
110-000-200000	OR. CANADIAN FOREST	REFUND of Security Deposit for	12/30/2013	21725	400.00	
		JMCH				
110-000-200000	STEVEN PRINCE HOMES,	ROW REFUND 31924 NW	12/05/2013	21672	250.00	
		Claxtar				
110-000-200000	STEVEN PRINCE HOMES,	ROW REFUND 31928 NW	12/05/2013	21672	250.00	
		Claxtar				
110-000-200000	SIGNATURE HOMEBUIL	REFUND of ROW Bond	12/30/2013	21741	250.00	
Subtotal for Dept: 000					4,200.00	
110-421-207000	OR. DEPT. OF REVENUE-	November 2013	12/09/2013	21689	173.00	
110-421-207000	WA. CTY - FINANCE (cour	November 2013	12/09/2013	21693	74.00	
110-421-300000	VISA/ CARDMEMBER SE	Salam Restaurant	12/18/2013	21711	64.40	
110-421-330000	DMV, MOTOR VEHICLES	Certified Court Print	12/09/2013	21685	6.00	
110-421-330000	T-MOBILE	9/21/13 - 10/20/13	12/05/2013	21675	30.86	
110-421-330000	T-MOBILE	10/21/13 - 11/20/13	12/05/2013	21675	30.86	
110-421-330000	USA MOBILITY	TThurber 11/30/13 - 2/28/14	12/09/2013	21691	25.91	
110-421-330000	VERIZON WIRELESS	PD 11/7 - 12/6	12/18/2013	21710	243.18	
110-421-330000	VERIZON WIRELESS	PD 11/8/13 - 12/7/13	12/18/2013	21710	113.45	
110-421-330912	WCCCA	3rd Quarter Dispatch Fees	12/05/2013	21740	3,015.00	
110-421-340000	DAILEY'S GOODYEAR A	Tire Repair	12/18/2013	21699	14.50	
110-421-340000	DUYCK'S GARAGE	Side Molding - Crown Vic	12/18/2013	21702	120.90	
110-421-340000	EMERGENCY RESPONDE	Replace Car Radar Unit - 2007	12/05/2013	21703	149.00	
		Tahoe				
110-421-340000	EMERGENCY RESPONDE	Labor.Installations - Removal of	12/05/2013	21703	318.00	
		all				
110-421-610000	ADVANCED PUBLIC SAF	Thermal Paper Case	12/18/2013	21714	231.30	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
110-421-610000	VISA/ CARDMEMBER SE	Best Made Designs	12/09/2013	21692	93.93	
110-421-610000	VISA/ CARDMEMBER SE	Keiths Sporting Goods	12/09/2013	21692	328.00	
110-421-610000	VISA/ CARDMEMBER SE	Amazon	12/18/2013	21711	40.98	
110-421-610000	VISA/ CARDMEMBER SE	Customink - 55 TSHIRTS	12/18/2013	21711	613.25	
110-421-610000	VISA/ CARDMEMBER SE	Customink - 55 WHITE MUGS	12/18/2013	21711	365.04	
110-421-610000	VISA/ CARDMEMBER SE	Customink - 50 BIKE WATER BOTTLES	12/18/2013	21711	174.50	
110-421-610100	JODY PETERSEN	REIMBURSEMENT - Boot Maintenance	12/05/2013	21667	25.00	
110-421-610100	VISA/ CARDMEMBER SE	Blauer	12/09/2013	21692	169.94	
110-421-610100	VISA/ CARDMEMBER SE	Blauer	12/09/2013	21692	31.94	
110-421-610100	VISA/ CARDMEMBER SE	LA Police Gear	12/09/2013	21692	187.67	
110-421-610224	SUNSHINE INC.	PD November Fuel	12/05/2013	21673	251.48	
110-421-610224	SUNSHINE INC.	PD November Discount	12/05/2013	21673	-2.52	
Subtotal for Dept: 421					6,889.57	
110-452-310000	PORTLAND GENERAL EL	PW 10/29/13 - 11/27/13	12/05/2013	21668	13.88	
110-452-310000	PORTLAND GENERAL EL	Hillcrest 10/29/13 - 11/27/13	12/09/2013	21690	12.54	
110-452-340000	RON-JONS UNLIMITED, I	2 toilets weekly - 11/10 - 11/30	12/05/2013	21670	166.00	
110-452-610000	AMERICAN EXPRESS	11/28/143 Purchase	12/05/2013	21655	63.95	
110-452-610000	VISA/ CARDMEMBER SE	Cash N Carry	12/09/2013	21692	29.49	
Subtotal for Dept: 452					285.86	
110-455-300000	MEDICA, DONNA	REIMBURSEMENT -Nov Mileage, Cover Orego	12/05/2013	21661	163.85	
110-455-310000	COMCAST	12/03/13 - 101/02/13	12/09/2013	21682	88.29	
110-455-310000	PORTLAND GENERAL EL	Library 10/28/13 - 11/27/13	12/05/2013	21668	349.44	
110-455-330000	TYCO INTEGRATED SEC	Library - 12/1/13 - 12/31/13	12/05/2013	21654	67.50	
110-455-330000	TYCO INTEGRATED SEC	Library 1/1/14 - 1/31/14	12/18/2013	21694	67.50	
110-455-330000	SERVICE AMERICA COM	Library Janitorial for DECEMBER	12/05/2013	21671	175.00	
110-455-330000	UNIQUE MANAGEMENT	Placements 11-13 and 11-20	12/18/2013	21709	17.90	
110-455-340000	CANON SOLUTIONS AM	Library - Copies 10/14/13 - 11/14/13	12/05/2013	21656	72.00	
110-455-340000	CANON SOLUTIONS AM	Copies 11/14/13 - 12/14/13	12/30/2013	21715	56.93	
110-455-340000	DeLAGE LANDEN	11/15/13 - 12/14/13	12/09/2013	21684	137.00	
110-455-340000	VISA/ CARDMEMBER SE	Home Depot	12/09/2013	21692	27.62	
110-455-340000	VISA/ CARDMEMBER SE	Lowe's	12/09/2013	21692	35.92	
110-455-610000	DEMCO, INC.	Library Supplies; Book Covers, Tape	12/05/2013	21657	254.71	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
110-455-610000	DEMCO, INC.	2 CTN Paperfold Book Jacket Cover	12/18/2013	21700	119.29	
110-455-610000	VISA/ CARDMEMBER SE	Postage	12/09/2013	21692	31.21	
110-455-610000	VISA/ CARDMEMBER SE	Office Depot	12/11/2013	21692	49.07	
110-455-610000	VISA/ CARDMEMBER SE	Dollar Tree	12/11/2013	21692	5.00	
110-455-610000	VISA/ CARDMEMBER SE	Fred Meyer	12/11/2013	21692	6.99	
110-455-610000	VISA/ CARDMEMBER SE	Dollar Tree	12/11/2013	21692	4.00	
110-455-610000	VISA/ CARDMEMBER SE	Fred Meyer	12/11/2013	21692	10.00	
110-455-640000	BAKER & TAYLOR	Library Materials	12/09/2013	21680	14.58	
110-455-640000	BAKER & TAYLOR	Library Materials	12/09/2013	21680	12.87	
110-455-640000	BAKER & TAYLOR	Library Materials	12/09/2013	21680	24.22	
110-455-640000	BAKER & TAYLOR	Library Materials	12/18/2013	21697	398.51	
110-455-640000	INGRAM LIBRARY SERV	Library Materials	12/09/2013	21687	16.82	
110-455-640000	INGRAM LIBRARY SERV	Library Materials	12/09/2013	21687	63.80	
110-455-640000	INGRAM LIBRARY SERV	Library Materials	12/30/2013	21720	20.66	
110-455-640000	INGRAM LIBRARY SERV	Library Materials	12/30/2013	21720	39.34	
110-455-640000	INGRAM LIBRARY SERV	Library Materials	12/30/2013	21720	399.32	
110-455-640000	VISA/ CARDMEMBER SE	Target	12/11/2013	21692	15.99	
110-455-640000	VISA/ CARDMEMBER SE	Amazon	12/11/2013	21692	15.99	
110-455-640000	VISA/ CARDMEMBER SE	Amazon	12/11/2013	21692	-1.00	
110-455-640000	VISA/ CARDMEMBER SE	Amazon	12/11/2013	21692	17.99	
110-455-640000	VISA/ CARDMEMBER SE	Amazon	12/11/2013	21692	69.56	
110-455-640000	VISA/ CARDMEMBER SE	Amazon	12/11/2013	21692	34.98	
Subtotal for Dept: 455					2,882.85	
Subtotal for Fund: 110					14,258.28	
111-433-640000	PORTLAND GENERAL EL	St Lights 8/6/13 - 11/27/13	12/05/2013	21668	47.33	
111-433-770101	MURRAY, SMITH & ASS	NW Claxtar Street Pavement/Waterline	12/30/2013	21723	2,456.36	
Subtotal for Dept: 433					2,503.69	
Subtotal for Fund: 111					2,503.69	
130-000-415100	DR HORTON	REFUND Lot 3	12/30/2013	21717	6,665.00	
130-000-415100	DR HORTON	REFUND Lot 4	12/30/2013	21717	6,665.00	



Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
610-411-300000	VISA/ CARDMEMBER SE	Hyatt Hotel - CNewton	12/09/2013	21692	901.53	
610-411-300100	MICHAEL BROOME	REIMBURSEMENT for mileage	12/18/2013	21698	28.25	
610-411-300100	J & S GOLF CAR RENTAL	JINGLE -Four 6 Passenger Vehicles	12/18/2013	21704	160.00	
610-411-300100	VISA/ CARDMEMBER SE	DONATION to YouCaring	12/30/2013	21739	26.25	
610-411-300103	FRIENDS OF THE NORTH	Proceeds from 11/23/13 Music Show	12/09/2013	21677	415.00	
610-411-300103	VISA/ CARDMEMBER SE	DANCE Lights	12/30/2013	21739	13.48	
610-411-300106	VISA/ CARDMEMBER SE	PUMPKIN RUN Main St Brew Supply	12/30/2013	21739	40.00	
610-411-300106	VISA/ CARDMEMBER SE	PUMPKIN RUN Main St Brew Supply	12/30/2013	21739	22.50	
610-411-300106	VISA/ CARDMEMBER SE	PUMPKIN RUN Masters Inc	12/30/2013	21739	1,346.80	
610-411-300109	VISA/ CARDMEMBER SE	PLAYDATES Toys R Us	12/30/2013	21739	37.98	
610-411-500000	VISA/ CARDMEMBER SE	Fred Meyer	12/09/2013	21692	700.00	
610-411-500000	VISA/ CARDMEMBER SE	EMPLOYEE PARTY Fred Meyer	12/30/2013	21739	45.63	
Subtotal for Dept: 411					3,897.42	
610-412-330000	BEERY, ELSNER & HAM	Pacific Estates	12/11/2013	21681	460.00	
610-412-330000	BEERY, ELSNER & HAM	McDonald's	12/11/2013	21681	300.00	
610-412-330000	BEERY, ELSNER & HAM	Hillcrest Vacation	12/11/2013	21681	460.00	
610-412-330000	BEERY, ELSNER & HAM	Conflict Ltr Hlsb/NP	12/11/2013	21681	100.00	
610-412-330000	BEERY, ELSNER & HAM	Container on Lenox	12/11/2013	21681	240.00	
610-412-330000	BEERY, ELSNER & HAM	IGA Review Hlsb/NP	12/11/2013	21681	122.50	
610-412-330000	BEERY, ELSNER & HAM	Speight Property	12/11/2013	21681	169.25	
610-412-330000	BEERY, ELSNER & HAM	IGA/URA	12/11/2013	21681	35.00	
Subtotal for Dept: 412					1,886.75	
610-413-300000	OREGON STATE POLICE	Fingerprints - Hibray; 2nd	12/05/2013	21666	33.00	
610-413-300000	VISA/ CARDMEMBER SE	PARKING City of Portland	12/30/2013	21739	4.80	
Subtotal for Dept: 413					37.80	
610-414-360000	COMMUNITY NEWSPAP	Street Vacation - Hillcrest	12/11/2013	21683	81.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
					Subtotal for Dept: 414	81.00
610-415-300000	VISA/ CARDMEMBER SE	Jimmy O's Pizza	12/09/2013	21692	25.40	
610-415-300000	VISA/ CARDMEMBER SE	Pay Pal	12/09/2013	21692	30.00	
610-415-300000	VISA/ CARDMEMBER SE	Pay Pal	12/09/2013	21692	30.00	
610-415-330000	MOONLIGHT BPO	Newsletter DECEMBER	12/05/2013	21662	468.00	
610-415-330000	MOONLIGHT BPO	Newsletter AUGUST	12/05/2013	21662	577.50	
610-415-330000	MOONLIGHT BPO	Statement Processing DECEMBER	12/05/2013	21662	150.00	
610-415-330000	MOONLIGHT BPO	POstage DECEMBER	12/05/2013	21662	307.14	
610-415-330000	MOONLIGHT BPO	Programming Changes	12/30/2013	21722	555.00	
610-415-330000	PAULY, ROGERS AND C	June 30, 2013 Audit	12/18/2013	21707	5,570.00	
610-415-330000	PAULY, ROGERS AND C	Discount for City - Prep Financial State	12/18/2013	21707	-1,200.00	
610-415-330000	SECRETARY OF STATE	Sum of Rev and Exp Pd 7/1/12- 6/30/13	12/30/2013	21729	250.00	
610-415-330000	SPRINGBROOK SOFTWA	2nd Contract Payment- 10% Migration Srv	12/30/2013	21730	1,360.00	
					Subtotal for Dept: 415	8,123.04
610-416-330000	MURRAY, SMITH & ASS	Sunset Terrace SD-06-0009	12/30/2013	21723	1,113.00	
610-416-330000	MURRAY, SMITH & ASS	NP East Phase I SD-07-0016	12/30/2013	21723	1,700.00	
					Subtotal for Dept: 416	2,813.00
610-419-310000	XO COMMUNICATIONS	City Hall 11/18/13 - 12/17/13	12/05/2013	21676	590.32	
610-419-330000	TYCO INTEGRATED SEC	Clty Hall 01/01/14 - 01/31/14	12/18/2013	21694	210.51	
610-419-330000	GLOBAL DATA LINK	Monthly Services	12/11/2013	21686	825.00	
610-419-330000	GLOBAL DATA LINK	Dell OptiPlex for Sarah	12/11/2013	21686	962.00	
610-419-330000	ONE CALL CONCEPTS, I	November Oregon Utility Notification Cen	12/05/2013	21665	42.24	
610-419-330000	SERVICE AMERICA COM	City Hall Janitorial for DECEMBER	12/05/2013	21671	195.00	
610-419-330000	VISA/ CARDMEMBER SE	FACEBOOK ad	12/30/2013	21739	20.72	
610-419-330000	VISA/ CARDMEMBER SE	FACEBOOK ad	12/30/2013	21739	22.56	
610-419-330000	VISA/ CARDMEMBER SE	FACEBOOK ad	12/30/2013	21739	39.38	
610-419-330000	VISA/ CARDMEMBER SE	WEBSITE Concrete 5	12/30/2013	21739	40.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
610-419-340000	PACIFIC OFFICE AUTOM	Contract Payment 09/15/13 - 12/14/13	12/18/2013	21712	2,348.50	
610-419-340000	TEMP CONTROL MECHA	Contract Payment 12/1/13 - 12/31/13	12/05/2013	21674	309.00	
610-419-340000	VISA/ CARDMEMBER SE	Lowe's	12/09/2013	21692	29.47	
610-419-340000	VISA/ CARDMEMBER SE	Lowe's	12/09/2013	21692	147.67	
610-419-340000	VISA/ CARDMEMBER SE	Lowe's	12/09/2013	21692	18.64	
610-419-340000	VISA/ CARDMEMBER SE	Roy Boys	12/09/2013	21692	135.70	
610-419-340000	VISA/ CARDMEMBER SE	Hillsboro Pump Service	12/09/2013	21692	3.51	
610-419-340000	VISA/ CARDMEMBER SE	owes	12/09/2013	21692	42.47	
610-419-350000	OCCMA	M DeBry Annual Fees	12/30/2013	21724	160.00	
610-419-350000	OR. MAYOR'S ASSOCIAT	2014 Membership Dues - DHatcher	12/30/2013	21727	93.00	
610-419-610000	COASTWIDE LABORATO	Wipes, Aerosol, T Bowl, Screens,	12/09/2013	21716	248.47	
610-419-610000	JENNIFER KNOWLES	REIMBURSEMENT - Mileage	12/05/2013	21660	12.43	
610-419-610000	JENNIFER KNOWLES	REIMBURSEMENT - Mocha	12/05/2013	21660	3.75	
610-419-610000	OR. COFFEE ROASTER, I	5# Coffee	12/05/2013	21664	37.50	
610-419-610000	OR. COFFEE ROASTER, I	5# Coffee	12/30/2013	21726	37.50	
610-419-610000	THAYER COMPANY	Office Supplies	12/30/2013	21732	43.07	
610-419-610000	VISA/ CARDMEMBER SE	PO	12/09/2013	21692	27.72	
610-419-610000	VISA/ CARDMEMBER SE	Wa Co LUT Copy	12/09/2013	21692	50.00	
610-419-610000	VISA/ CARDMEMBER SE	PO	12/09/2013	21692	3.55	
610-419-610000	VISA/ CARDMEMBER SE	Paper Direct	12/09/2013	21692	14.17	
610-419-610000	VISA/ CARDMEMBER SE	PO	12/09/2013	21692	5.65	
610-419-610000	VISA/ CARDMEMBER SE	Wa Co LUT Copy	12/09/2013	21692	100.00	
610-419-610000	VISA/ CARDMEMBER SE	Coastal Farm & Ranch	12/09/2013	21692	65.97	
610-419-610000	VISA/ CARDMEMBER SE	Great America Business	12/09/2013	21692	272.99	
610-419-610000	VISA/ CARDMEMBER SE	usps	12/18/2013	21711	5.65	
610-419-610000	VISA/ CARDMEMBER SE	Delux for Small Business - Tax Forms	12/18/2013	21711	25.00	
610-419-621000	ASIFlex	Admin Fee for Pd Beginning 11/01/13	12/11/2013	21679	18.75	
Subtotal for Dept: 419					7,207.86	
610-433-110000	SCHOELICH, MICHAEL	Underpaid on 12/6/13 Paycheck	12/09/2013	21678	650.00	
610-433-310000	AT&T WIRELESS SERVIC	PW 11/6/12 - 12/5/13	12/18/2013	21696	31.77	
610-433-340000	McCANN TIRE INC.	4-Tires	12/30/2013	21721	640.00	
610-433-340000	PACE-WAY FRAME & AX	Align front wheels, install bushings	12/30/2013	21728	94.95	
610-433-340000	PACE-WAY FRAME & AX	Align Front Wheels, R/R Rt Inner Tie Rod	12/30/2013	21728	193.80	
610-433-340000	PRECISION OUTDOOR P	Backpack Blower	12/05/2013	21669	449.95	
610-433-340000	VISA/ CARDMEMBER SE	owes	12/09/2013	21692	50.79	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
610-433-340000	VISA/ CARDMEMBER SE	owes	12/09/2013	21692	88.43	
610-433-610000	NAPA AUTO PARTS	PW	12/05/2013	21663	10.99	
610-433-610000	VISA/ CARDMEMBER SE	owes	12/09/2013	21692	27.96	
610-433-610000	VISA/ CARDMEMBER SE	Harbor Freight Tools	12/09/2013	21692	26.99	
610-433-610000	VISA/ CARDMEMBER SE	Beaverton Auto Parts	12/09/2013	21692	78.00	
610-433-610224	SUNSHINE INC.	PW November Fuel	12/05/2013	21673	799.74	
610-433-610224	SUNSHINE INC.	PW November Discount	12/05/2013	21673	-8.00	
Subtotal for Dept: 433					3,135.37	
Subtotal for Fund: 610					27,425.33	
Report Total:					65,758.43	



## CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: January 16, 2014  
To: Mayor and City Council  
From: City Manager Martha DeBry  
Subject: North Plains Skate Park Update

---

**Request:** Councilor Warren requested time on the agenda to discuss with Council on some alternatives for the re-use of the skate park equipment that was purchased for the temporary skate park a few years ago.



## CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: January 15, 2014  
To: Mayor and City Council  
From: City Manager Martha DeBry  
Subject: Approval of city policies Number 401-603

---

**Request:** Council approve policies Number 401-603

**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 January 21, 2014 are:

- 401 Public Works Standards
- 501 I-9 Audit
- 521 Disposal of Personal Information
- 530 2013/2014 Adopted Financial Policies
- 531 Special Events Payment Management
- 540 Credit Card policy
- 600 Public Employee Ethics
- 601 Employee conduct / Expectations
- 602 Solicitation
- 603 Discrimination / Harassment

All policies are as previously distributed to Council.

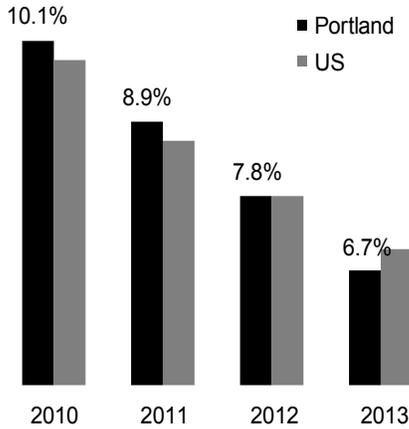
**Fiscal Impact:** Review and adoption of the policies has no direct fiscal impact.

**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.

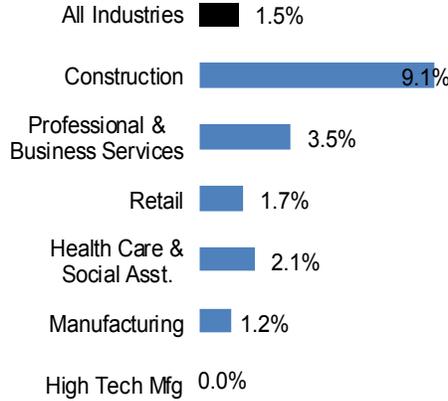
### Unemployment Rates - November

November 2013 (Seasonally adj.)



### Employment Growth- November

Increase on a year earlier



### Labor Trends

For the Portland Metro region, the November unemployment rate of 6.7 percent is down a full point from a year ago. This places the regional unemployment rate slightly lower than the US rate, after several years of being higher.

The Portland region saw moderate employment growth of 1.5% over the last 12 months. Almost every major industry saw job growth with the notable exception of Government and High Tech Manufacturing.

After a few years of moderate growth, the Manufacturing industry appears to be slowing. As job growth slows in the Manufacturing sector, Construction seems poised to finally begin its recovery. The 4,400 jobs created in Construction is almost 30 percent of all jobs created in the region. Construction lost 20 thousand jobs in the recession.

### Real Estate Trends

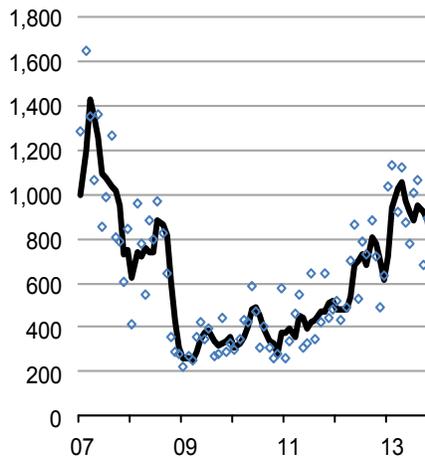
The region saw permits for 588 units filed in November. That's quite a decline from the 1,062 permits filed in August. The magnitude suggests a possible slowing in the residential construction boom at some point in 2014.

Within the region, there is strong variability in residential construction plans. Wilsonville, Forest Grove and Hillsboro each saw more than 8 permits filed per thousand residents in 2013. Beaverton, Portland, Vancouver and Oregon City more mildly outperformed the regional average of 5 permits per thousand.

Those seven cities represent 58 percent of the permits in the region, with only 45 percent of the population. Alternatively, several communities in the region are not contributing to the construction boom, cities where developers are planning relatively very few construction projects.

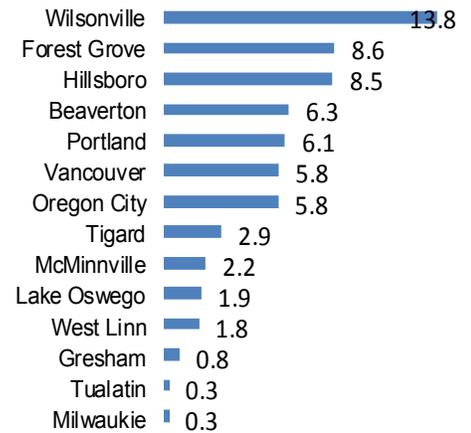
### Residential Building Permits

Portland Metro Region - 3 month average



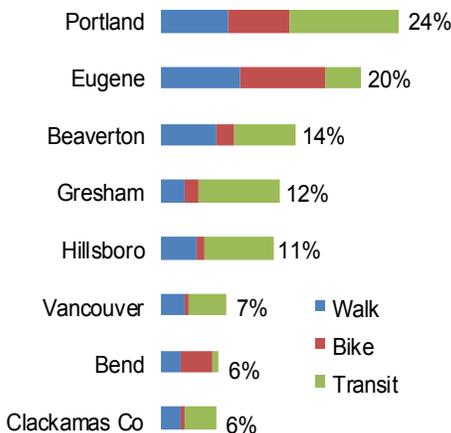
### Residential Permits Per Capita

By city - 12 months ending Nov 2013



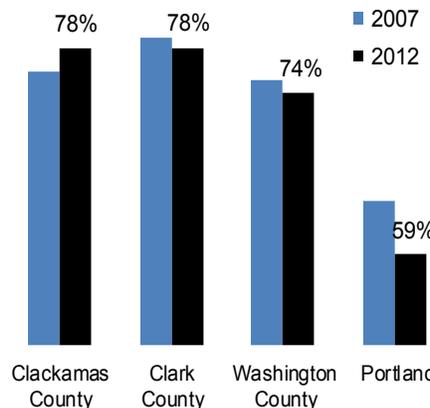
### Share of Commuters Who Walk, Bike and Public Transit by City

2012 US Census



### Driving to Work

% of workforce driving alone - 2012 US Census



### Get to Work!

The city of Portland is famous for biking, but large numbers of Portland residents walk and use Tri-Met to get to work as well. These alternative forms of transportation are increasingly popular as the share of Portland workers driving to work has dropped noticeably from 64 percent in 2007 to 59 percent in 2012.

Outside the city of Portland, residents are much more likely to drive alone to work. A trend that appears to be changing slowly, if at all.

Want to join the distribution list?

Have questions? E-mail me!

NORTH PLAINS CITY COUNCIL PACKET

Tuesday, January 21, 2014 Christian Kaylor

Packet Page 8 of 29 ckaylor@state.or.us

# February 2014 Council Calendar

<i>Meeting</i>	<i>Primary</i>	<i>Alternate</i>	<i>Note</i>	<i>Date</i>
<i>One Book One Community Kick-Off Party</i>	<i>Free copy of "Running the Rift" by Naomi Benaron and free Rwandan food</i>		<i>6:30 at North Plains Public Library</i>	<i>02/01</i>
<b>City Council</b>			<b>7:00 p.m. TBD</b>	<b>02/03</b>
<i>Washington County Coordinating Committee (WCCC)</i>	<i>Hatcher</i>	<i>DeBry</i>	<i>2<sup>nd</sup> Monday @ 12 noon</i>	<b>02/10</b>
<i>Planning Commission</i>	<i>Demagalski</i>		<i>2<sup>nd</sup> Wednesday @ 7 p.m.</i>	<b>02/12</b>
<i>Washington County Office of Community Development Policy Advisory Board</i>	<i>Kindel</i>	<i>Demagalski</i>	<i>2<sup>nd</sup> Thursday @ 7 p.m.</i>	<b>02/13</b>
<i>Sweetheart Dance (benefits the North Plains Food Pantry)</i>			<i>Jessie Mays @ 6:30. (Tickets on sale in advance and at the door)</i>	<b>02/15</b>
<b>President's Day: City Offices Closed</b>				<b>02/17</b>
<b>City Council (Tuesday)</b>			<b>7:00 p.m. at Jessie Mays Community Hall</b>	<b>02/18</b>
<i>Library Board</i>	<i>Hatcher</i>		<i>3<sup>rd</sup> Wednesday @ 7 p.m.</i>	<b>02/19</b>
<b>One Book One Community Kukatonon Children's African Dance Troupe</b>			<i>Jessie Mays @ 1:00-2:30</i>	<b>02/08</b>
<b>One Book One Community Enric Sifa: musician and lecture</b>			<i>North Plains Public Library @ 7:00 p.m.</i>	<b>02/13</b>
<i>Metro Policy Advisory Committee (MPAC)</i>	<i>Hatcher</i>		<i>4<sup>th</sup> Wednesday @ 5 p.m.</i>	<b>02/26</b>
<i>Parks Board</i>			<i>4<sup>th</sup> Wednesday @ 7 p.m.</i>	<b>02/26</b>
<i>Metropolitan Area Communications Commission (MACC)</i>	<i>Warren</i>	<i>Demagalski</i>		

**NORTH PLAINS CITY COUNCIL  
EXECUTIVE SESSION**

Tuesday, January 21, 2014 @ \_\_\_\_\_ p.m.  
**MEETING DATE AND TIME**

North Plains Senior Center  
**LOCATION**

<b>THIS MEETING IS CALLED TO ORDER UNDER AUTHORITY OF:</b>		
	192.660(2)(d)	Labor Negotiations
	192.660(2)(h)	Legal Counsel
	192.660(2)(i)	Employee Evaluations
	192.660(2)(a)	Employment of public officer, staff member or individual (attorney)
	192.660(2)(b)	Discipline
1/21/14	192.660(2)(e)	Real Property Transactions
	192.660(2)(f)	Exempt Public Records
	192.690(2)(g)	Trade Negotiations
	192.660(2)(j)	Public Investments
<b>PURSUANT TO OREGON REVISED STATUTES, NO INFORMATION FROM THIS SESSION SHALL BE DISCLOSED BY THE NEWS MEDIA.</b>		

**In Attendance:**

Elected Officials:

Staff:

City Attorney:

Consultants:

Media: