

**PRELIMINARY AGENDA  
REGULAR SESSION  
CITY OF NORTH PLAINS, CITY COUNCIL MEETING  
JESSIE MAYS COMMUNITY HALL  
30975 NW Hillcrest Street  
Monday, March 17, 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 03/03/2014 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. **STAFF REPORTS**

Staff reports will be provided by the Public Works Director, Police Chief, and Library Director
7. **PRESENTATION:**

Herb Hirst: Employer Support to the Military: specifically the Guard and Reserve
8. **PUBLIC HEARING:**

None Scheduled
9. **NEW BUSINESS:**
  - A. Approval of Smokehouse Summit Event
  - B. Discussion of combining Farmers' Market and Annual Ice Cream Social
  - C. Report on comparison of cost of Moonlight printing and distributing the City Newsletter compared to staff copying and distributing it.
  - D. Approval of Resolution No.1822 terminating temporary reductions in System Development Fees
  - E. Discussion of scheduling Budget Committee dates
  - F. Consider Budget Committee Appointment: Cynthia Hirst
  - G. Discussion on prohibiting the location of medical marijuana facilities within the City of North Plains

- H. Discussion of February Check Register
- I. Distribution of Statement of Economic Interest forms

**10. UNFINISHED BUSINESS:**

- A. Discussion and approval of specific draft city policies from number 614-631. (Copies of policies were distributed at the 9/16/13 Council meeting)
- B. Discussion of 4<sup>th</sup> of July Fireworks

**11. ORDINANCES:**

**FIRST READING:**

None Scheduled

**SECOND READING:**

None Scheduled

**12. COUNCIL REPORTS**

- A. Council reports will be provided by the Mayor and City Councilors on meetings attended and other items.
- B. April 2014 Council Calendar

**13. ADVICE/INFORMATION ITEMS:**

- Saturday, March 22: Benefit Dance at Jessie Mays @ 7:30 p.m. (proceeds to North Plains Elementary School for Art Supplies-Council matching funds)
- Sunday, March 23: Playdate at Jessie Mays @ 1:30 p.m.
- Thursday, April 10: Volunteer Recognition Spaghetti Dinner at Jessie Mays @ 6:30.
- Saturday, April 12: Kukatonon Children's African Dance Troupe at Jessie Mays @ 1:00 (rescheduled to this date because of the snow in February)
- Saturday, April 19: Spring Country Classic Dance sponsored by NP Senior Center at Jessie Mays @ 7:30 p.m.
- Sunday, April 27: Playdate at Jessie Mays @ 1:30 p.m.

**14. ADJOURNMENT:**

\*\*\*\*\*

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

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**The following City Council Meetings are scheduled to be held at Jessie Mays Community Hall at 30975 NW Hillcrest Street, North Plains, Oregon.**

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

Monday, April 7, 2014

Monday, April 21, 2014

Monday, May 5, 2014

**CITY OF NORTH PLAINS, CITY COUNCIL MEETING**  
**MINUTES REGULAR SESSION**  
NORTH PLAINS SENIOR CENTER  
31450 NW Commercial  
Monday, March 3, 2014

City Council met with Planning Commission for a Joint Work Session which began at 6:00. The majority of the discussion addressed options the Planning Commission has regarding applications that come before them. This discussion arose from a hearing for an appeal of a Planning Commission decision that the Council heard in February.

1. **CALL TO ORDER:** Mayor David Hatcher called the Regular Session of the City Council to order at 7:05 p.m.
2. **PLEDGE OF ALLEGIANCE:** Mayor Hatcher conducted the flag salute
3. **ROLL CALL:** Mayor David Hatcher; Council President Teri Lenahan; Councilors: Michael Demagalski, Robert Kindel, Jr., Charlynn Newton, and Glen Warren

Excused Absence: Michael Broome

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

4. **CONSENT AGENDA:**

- A. Approval of regular session agenda
- B. Approval of minutes of 02/18/2014 Council meeting

Motion by Demagalski and seconded by Kindel to approve the Consent Agenda. The motion was approved unanimously.

5. **PUBLIC COMMENT:**

None forthcoming

6. **PRESENTATION:**

None Scheduled

7. **PUBLIC HEARING:**

None Scheduled

8. **NEW BUSINESS:**

- A. Discussion FY 2012-13 Financial Statements from auditors Pauly Rodgers and Co, PC.

Finance Manager Rachael Lembo presented the Audited Financial Statements for

FY2012-13 to the Council. Copies of the full financial reports were distributed to the Council and posted on-line. The preliminary results were presented to Council on August 14, 2013. The changes in results since receiving the preliminary report were as follows:

- Accrual of property taxes received in August: \$1,968 in the General Fund and \$436 in the Urban Renewal Fund.
- Recording of the full amount of the capital lease for police vehicle in the General Fund: \$41,066 as capital outlay and \$41,066 as proceeds of debt.
- Recording of the full amount of the loan for the purchase of the Yellow House: \$130,006 as capital outlay (preliminary results included only the cash portion of \$40,006) and \$90,000 as proceeds of debt.

The management letter received from the auditors' referenced deficiencies in internal control which have all now been addressed and controls are in place. These fixes have been approved by the auditors.

Lembo reported that overall the City's Net Position increased \$698k in FY2012-13. Lembo lead the Council through each of the funds. Council asked clarifying questions. No action was taken on this item as it was informational only.

B. Adoption of Resolution No. 1817 approving the North Plains Community Garden Club requests for use of Jessie Mays tennis courts and related equipment

DeBry stated this is a routine resolution that will allow the North Plains Community Garden Club the use of the tennis courts at Jessie Mays, the provision of a city tent, and additional police surveillance the night prior to the plant sale that takes place the same weekend of the city wide garage sale—May 3, 2014.

Motion by Demagalski and seconded by Lenahan to approve Resolution No. 1817. The motion was approved unanimously.

C. Adoption of Resolution No. 1818 approving adjustments in the Master Fee Schedule

Lembo presented the staff report. The fee schedule is reviewed annually as part of the budget package. Staff is suggesting a couple of changes that will simplify the fee schedule and would like to make these changes effective for the FY13-14 year. The first change is to simplify the deposit required for a business water account. The second change is to combine the water shut off and water turn on fees to one fee. This fee is charged when a bill is past due and the water is shut off and subsequently turned on when payment is made.

Motion by Lenahan and seconded by Warren to approve Resolution No. 1818. The motion was approved unanimously.

D. Adoption of Resolution No. 1819 approving the 2013-14 Supplemental Budget

Before the floor was given to Lembo, DeBry acknowledged the great job that Lembo has done on the Supplemental Budget. She stated that Lembo had done the vast majority of

the work on this and has created a template that has streamlined the process.

Lembo presented the staff report and the supplemental budget to the Council. She stated the supplemental budget proposed updates to various revenue and expenditure line items based on the most current financial information. A list of changes was included with each fund and Lembo went through each fund individually with Council.

The proposed Supplemental Budget was distributed in the Council Packet to the Council and was posted on-line on the City's website at [www.northplains.org](http://www.northplains.org).

Council asked clarifying questions about YTD expenditures and budget changes. In addition, Council inquired about how to track revenue that Council would like used for specific expenditures, such as the Recology Fund. Lembo confirmed that the General Fund will transfer \$10k/year of Recology funds into the Street Fund, and will work on a presentation that shows the remainder is used for community events. Council was firm on not wanting any money to be used from the Contingency Fund of the General Fund without Council's specific approval for that expense.

Resolution No.1819 was not approved at this time, but will be revisited. The changes that were suggested throughout this discussion will be incorporated in the Supplemental Budget and resubmitted to the Council at a later meeting that will be noticed. The changes that will be addressed include the Contingency Fund in the General Fund only reflecting the \$15,000 deducted for the new Springbrook Software and the loan from the General Fund to the URA to reflect the correct budgeting terminology verses accounting perspective.

E. Adoption of Resolution No. 1820 closing the Internal Service Fund.

This resolution acts upon the closing of the Internal Service Fund that was discussed during the Supplemental Budget agenda item. It would be more efficient and transparent to combine the departments that were separated out using the Internal Service Fund into the General Fund. This changes the allocation method.

Motion by Demagalski and seconded by Lenahan to approve Resolution No. 1820. The motion was approved unanimously.

F. Adoption of Resolution No. 1821 committing Water Fund System Development Charges

Lembo presented the staff report. To ensure proper tracking of System Development Charge (SDC) revenue staff is proposing that Council approve a resolution committing System Development Charges to capital projects. This will formally establish a Committed Fund balance line to track SDC revenue less capital projects expense, in both internal documents and the annual financial statements. This is the highest level of constraint that can be placed by Council, and will remain in place until Council formally removes it. The Committed fund balance will consist of the fund balance transferred from the Water Capital Fund into the Water Fund in FY13, plus SDC revenue less capital expenditures incurred in FY13 and FY14.

Motion by Kindel and seconded by Lenahan to approve Resolution No. 1820. The motion was approved unanimously.

G. Reminder that the Statement of Economic Interest forms will be distributed in the next few weeks.

Staff reminded Council that the Statement of Economic Interest forms will be distributed from the State Ethics Committee in the next few weeks. Council members will have until April 15 to complete their forms and submit them to the state.

9. **UNFINISHED BUSINESS:**

A. Discussion and approval of specific draft city policies from number 614-631

Motion by Lenahan and seconded by Warren to move this agenda item to the next council meeting due to the lateness of the hour. Discussion ensued. The motion was approved with a 5-1 split vote with Newton voting against.

B. Update on Smokehouse Summit event

Per a request from Council President Lenahan, Jennifer Knowles updated the Council on the status of the Smokehouse Summit BBQ event scheduled to take place on June 7 & 8. Knowles distributed a budget sheet to Council with the numbers she had received to date.

Jason Specht of Green Mountain Grills has committed to providing the required purse for the event. Knowles also listed the other companies that have been contacted who are interesting in supporting this event either financially or in-kind or both.

10. **ORDINANCES:**

**FIRST READING:**

None Scheduled

**SECOND READING:**

A. Approval and adoption of Ordinance No. 419 amending Chapter 6.25 peddlers, solicitors, street vendor and temporary merchant ordinance. First reading by title only took place on 2/18/14.

Motion by Kindel. Second by Lenahan to read Ordinance No. 419 by title only for the second time. The motion was approved unanimously.

Hatcher read Ordinance No. 419 an Ordinance of the City Council of the City of North Plains, Oregon, Amending Municipal Code 6.25 Peddlers, Solicitors, Street Vendor and Temporary Merchant Ordinance by title only for the second reading.

Motion by Kindel. Second by Lenahan to adopt Ordinance No. 419. The motion was approved unanimously.

- A. Approval and adoption of Ordinance No. 420 establishing Chapter 4.50 prohibiting sale and use of tobacco and vapor products by minors. First reading by title only took place on 2/18/14.

DeBry presented the staff report for Ordinance No. 420 and 421. These are the ordinances recommended by Carla Bennett, the Tobacco Prevention and Education Coordinator of Washington County. Council asked questions regarding enforcement.

Motion by Demagalski. Second by Kindel to read Ordinance No. 420 by title only for the second time. The motion was approved unanimously.

Hatcher read Ordinance No. 420 an Ordinance of the City Council of the City of North Plains, Oregon, Establishing Municipal Code 4.50 Prohibiting the Sale and use of Tobacco and Vapor Products to Minors by title only for the second time.

Motion by Demagalski. Second by Warren to adopt Ordinance No. 420. The motion was approved unanimously.

- B. Introduction of Ordinance No. 421 establishing Chapter 4.53 disallowing the use of smoking and tobacco products on city property.

Motion by Demagalski. Second by Warren to read Ordinance No. 421 by title only for the second time. The motion was approved unanimously.

Hatcher read Ordinance No. 421 an Ordinance of the City Council of the City of North Plains, Oregon, Establishing Municipal Code 4.53 Prohibiting the Use of Smoking and Tobacco Products at City Facilities by title only for the second time.

Motion by Lenahan. Second by Demagalski to adopt Ordinance No. 421. The motion was approved unanimously.

## **11. STAFF REPORTS**

Hatcher proposed to Council that the Staff Reports be moved to the beginning of the agenda. There are many times when Chief Snyder is called away after sitting through most of the meeting and then doesn't have an opportunity to present his report. He also comes in early in the morning and ends up putting in a 14 hour day when the Council meetings last more than two hours. Also, by waiting until the end of the Council meeting, Library Director Debbie Brodie has already spent two hours of her part-time hours waiting for her opportunity to present her staff report to Council. Council was in agreement to move the Staff Reports to the beginning of the Council agendas.

DeBry reported that Public Works is recruiting for a Utility Worker I/II to fill a recent vacancy.

DeBry inquired of the Council if they want to continue the In-Fill Incentive Program or if they would prefer to end it earlier than what was initially planned. The City is in the second year of the program. This program provided a 75% reduction in SDCs for in-fill projects the

first year; 50% reduction this second year of the program and would continue through 2015 with a 25% reduction in SDCs. Council felt that the program has been very effective but may have run its course. Council asked DeBry to bring it back to Council as an agenda item.

DeBry informed Council of an upcoming agenda item concerning a request from the Chamber of Commerce to change the location and day of the annual Ice Cream Social to be on the first night of the Farmers' Market and to take place on Commercial Street instead at Jessie Mays Community Hall.

Brodie reported the results of a recent survey that was conducted by the Library. The results included the following suggestions: having the library open earlier; expanding the physical space: 1) more space for materials, 2) meeting rooms, 3) having programs on site—which would allow to check items out before or after the event.

Brodie reported the Cover Oregon program is winding down. Medica has one more presentation to give in Forest Grove. Individuals will be directed to an insurance agent for enrollment from this point forward.

## 12. **COUNCIL REPORTS**

Kindel informed the Council that Lloyd Lamordden passed away.

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

- Saturday, March 22: Benefit Dance at Jessie Mays @ 7:30 p.m. (proceeds to North Plains Elementary School for Art Supplies)
- Sunday, March 23: Playdate at Jessie Mays @ 1:30 p.m.

## 14. **ADJOURNMENT:** Mayor Hatcher adjourned the meeting at 10:04 p.m.

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

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

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



## CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: March 11, 2014  
To: City Council  
From: Martha DeBry, City Manager  
Subject: Approval of Smokehouse Summit BBQ Event

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**Request:** Council consider approval of the Smokehouse summit BBQ event.

**Background:** Staff has been working to arrange a large community event that includes a BBQ competition sanctioned by the Pacific Northwest Barbeque Association (PNWBA.) The event would be centered on Commercial Street between Main and 318<sup>th</sup>. Ancillary activities would be a poker run, car show, auction, music, kids' area and other entertainment such as a fire arts demonstration, and would require the closure of portions of Commercial Street, Main Street, 313<sup>th</sup>, 314<sup>th</sup> and 318<sup>th</sup>. Admission would be free to the public.

A large event like this is likely to attract more interest in economic development activities, and provide a temporary boost to local businesses, particularly in the downtown area.

**Fiscal Impact:** The total budget for the BBQ competition is estimated at roughly \$11,600, including hard and soft costs. A combination of entry fees and sponsorships should result in an event that has no net cost to the City and raises funds for several local organizations.

Approximately \$5,000 would be used for the prize purse, which is essential to obtaining sanctioning from the PNWBA. Jason Specht of Green Mountain Grills has provided the City with a guarantee of the \$5,000 purse including a commitment of 6 grills and cash.

Contestant fees are expected to generate a minimum of \$4,500 reflecting 30 teams at \$150 each. The City will likely keep this low fee for early entrants, and raise the fee for last minute registrations. Because this is a new event the entry fee is relatively low. Established events often charge in excess of \$200. The Aloha Thriftway consistently attracted an average of 28 contestants. Because this is a new event in the Portland area it is anticipated we will have a greater turnout closer to 40 entrants.

The City will also receive 10% of sales from the event. Each BBQ Team will sell several thousand dollars of samples. Many vendors offer full dinner plates with potato salad, beans and coleslaw which can generate \$10,000+ in sales in a weekend. The Reser's donation will assist teams and the City with raising additional funds through this process.

Additionally, the City has secured commitments for \$1,000 in cash contributions from Oregon Canadian and Greg Baurer Floor Covering. Additional potential sponsors have been contacted and more cash commitments are likely to be obtained over the next 3 months.

The table below shows the projected expenses for the event. Items in blue may be changed to fit the available funding. That is to say secured funding is adequate for known expenses making the event revenue neutral at this time. Expenses in blue can be adjusted to further reduce costs.

***BBQ Event Activities***

**GRAND TOTAL EXPENSES      \$11,570                      GRAND TOTAL REVENUE      \$12,149**

**BBQ Competition**

<b>Expense</b>		<b>Revenues</b>	
PNWBA Application	\$100	Green Mountain Grills	\$3,274
PNWBA Services	\$800	Hops	\$125
Prize Purse	\$5,000		
Banner	\$500	Oregon-Canadian	\$500
Portable toilets	\$400	Greg Bauer Flooring Co	\$500
Advertising	\$300		
Shuttle Carts	\$180	Vendor booth rental	\$100
		Entry Fees (30@\$150)	\$4,500
Music and Entertainment		City % Sales	\$2,000
Band 1 Sat 1 - 4 pm	\$500		
Band 2 Sat 4 - 8 pm	\$500		
Band 3 Sun 10 am - 1 pm	\$500		
Band 4 Sun 1 pm - 4 pm	\$500		
Fire arts	\$500		
AWL	\$300		
Staff	\$900		
	<b>SubTotal</b>	<b>SubTotal</b>	
	\$10,980	\$10,999	

**Car Show/Poker Run**

<b>Expense</b>		<b>Revenues</b>	
Dash placques/goody bags	\$200	Entry Fees (75@\$10)	\$750
Trophies and ribbons	\$200	Entry Fees (40@\$10)	\$400
Hi hand/Low hand	\$150		
	<b>Subtotal</b>	<b>Subtotal</b>	\$1,150

**Kids Area**

<b>Expense</b>		<b>Revenues</b>	
Bounce houses	\$0		
Face painting	\$40	NA	\$0
	<b>Subtotal</b>	<b>Subtotal</b>	\$0

Funding for the event will be included in the Supplemental Budget, and revenues and expenses will be managed through the general fund. All revenues and expenses will be in the 2013/2014 fiscal year.

**Environmental Issues:** *NA*

**Sample Motion:** I move to approve the Smokehouse Summit event.

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# Smokehouse Summit

June 7 & 8, 2014

## Event Guide

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# Smokehouse Summit Event Guide 2014

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## OVERVIEW

Smokehouse Summit is a two-day family-oriented event featuring a barbeque competition sanctioned by the Pacific Northwest Barbecue Association (PNWBA). The purpose of the event is to create a regional attraction that promotes economic growth in the community and creates opportunities for local community groups to raise funds from sources outside the town. Approximately 2,000-5,000 persons are expected to visit North Plains over the course of the weekend.

Funding for the event will be provided through cash and in-kind donations, entry fees paid by BBQ competitors, a split of proceeds from BBQ sales, car show participants and poker run riders. In-kind donations like side dishes will be monetized through marketing at the event.

Proceeds in excess of expenses are proposed to be distributed to three charitable groups: North Plains Senior Center which operates the Meals on Wheels program, in 2014 the North Plains Police Department Hood to Coast running team which is raising funds for Provident Medical Foundation and on more limited scale funds will be set aside to subsidize North Plains residents participation in the Adventures Without Limits programs.

Ancillary activities to the competition are live music and entertainment, kids area, a poker run, and car show.

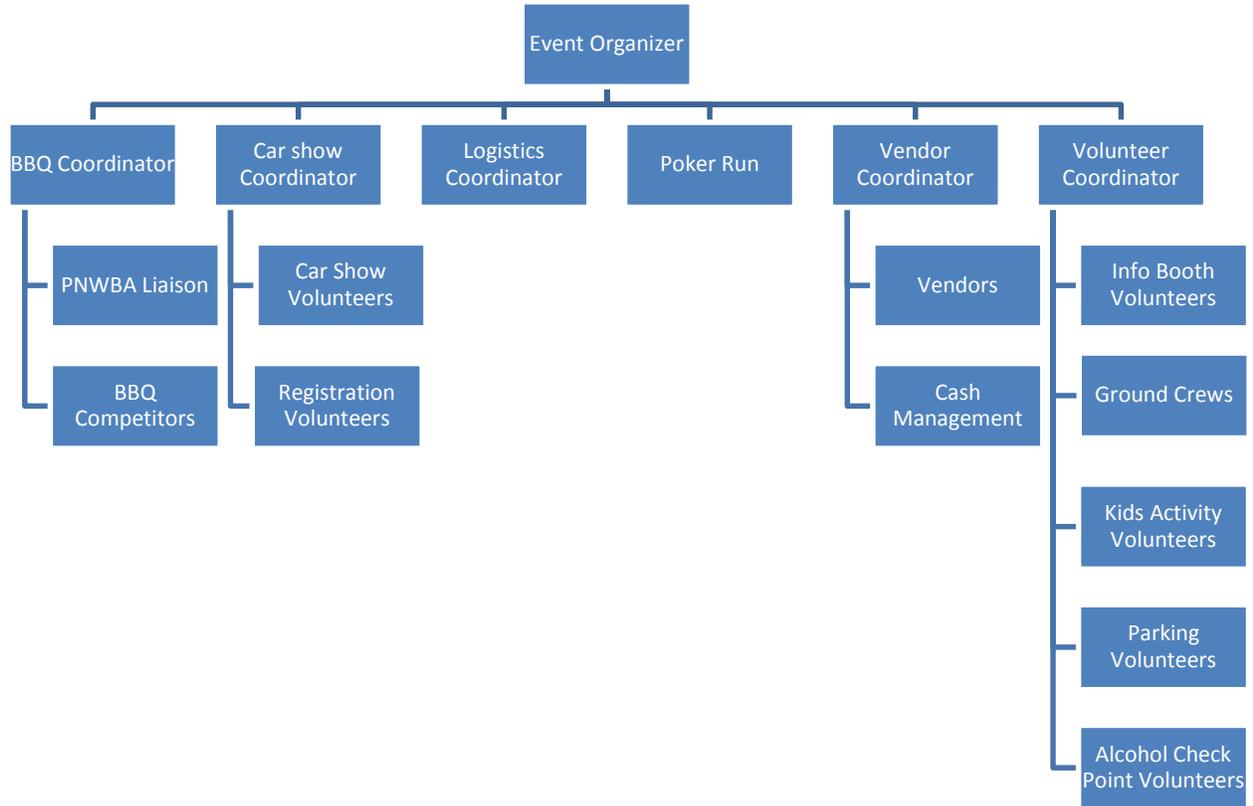
The public can participate in the event at no cost. Participants in the poker run and car show will make a donation for participation. Limited space will be provided to vendors and community groups.

Beer and wine service will be allowed on both days. Alcohol service will be limited to restricted area on Commercial Street between Main and 318<sup>th</sup> and areas supervised by private businesses.

The sale of soda and waters has been restricted, and will be offered to community groups as a fundraising activity.

# EVENT ORGANIZATION

## Smokehouse Summit



# EVENT SCHEDULE

	Saturday, June 7					Sunday, June 8				
	BBQ		Entertainment			BBQ		Entertainment		
8:00 AM	BBQ Competitors Arrive						Car show			
9:00 AM										
10:00 AM	Optional meat competitions		Kids Area			Open (sampling)	Awards	Music	Kids Area	Beer Sales
11:00 AM										
12:00 AM	Optional meat competitions		Kids Area			Awards	Awards	Music	Kids Area	Beer Sales
1:00 PM										
2:00 PM	Optional meat competitions		Kids Area			Awards	Awards	Music	Kids Area	Beer Sales
3:00 PM										
4:00 PM	Optional meat competitions		Kids Area			Awards	Awards	Music	Kids Area	Beer Sales
5:00 PM										
6:00 PM	Sampling		Limited			Clean up				
7:00 PM	Sampling		Limited			Street Open				
8:00 PM	Sampling		Limited			Street Open				
9:00 PM	Sampling		Limited			Street Open				
10:00 PM	Quiet time enforced by PNWBA		Limited			Street Open				

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# Location

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## LOCATION OF EVENTS

The barbeque competition will be staged on Commercial Street between Main and 318<sup>th</sup>. Judging for the event will be located at the North Plains Senior Center 31450 NW Commercial Street.

The Car show will be staged on Commercial between Main and 313<sup>th</sup>

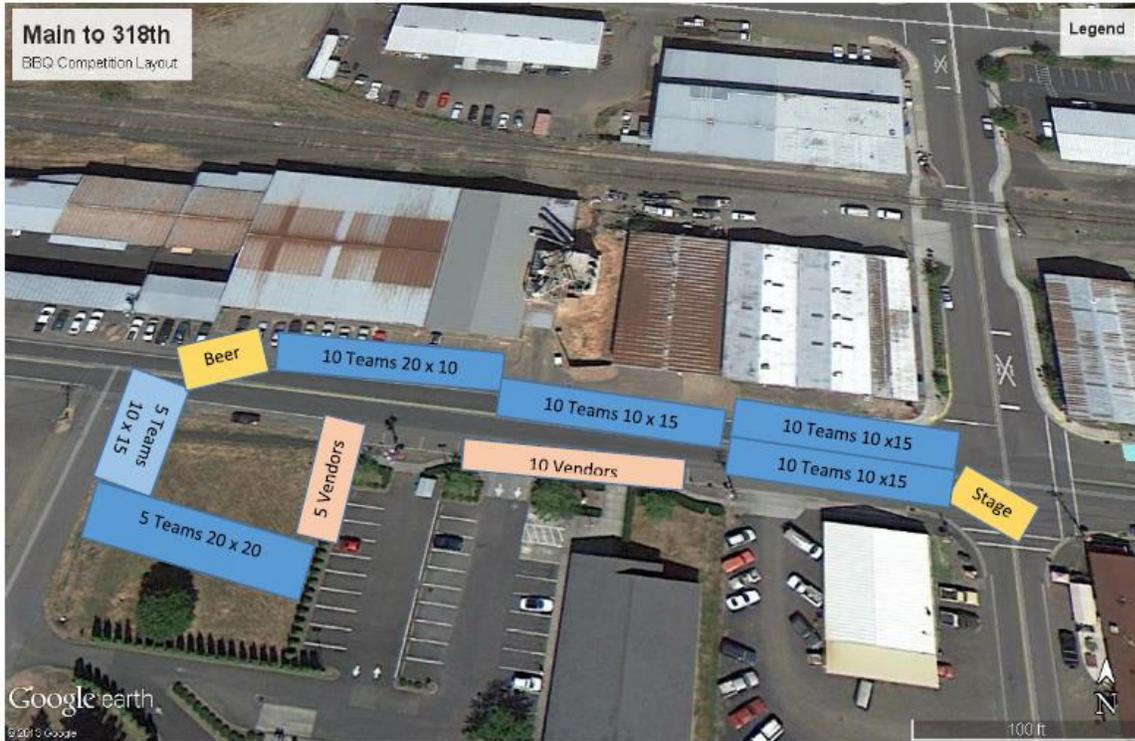
Kids area will be located on Main south of Commercial Street.

The Poker Run will be staged in the North Plains Market parking lot. Returning riders can park in the lot or on Commercial Street.

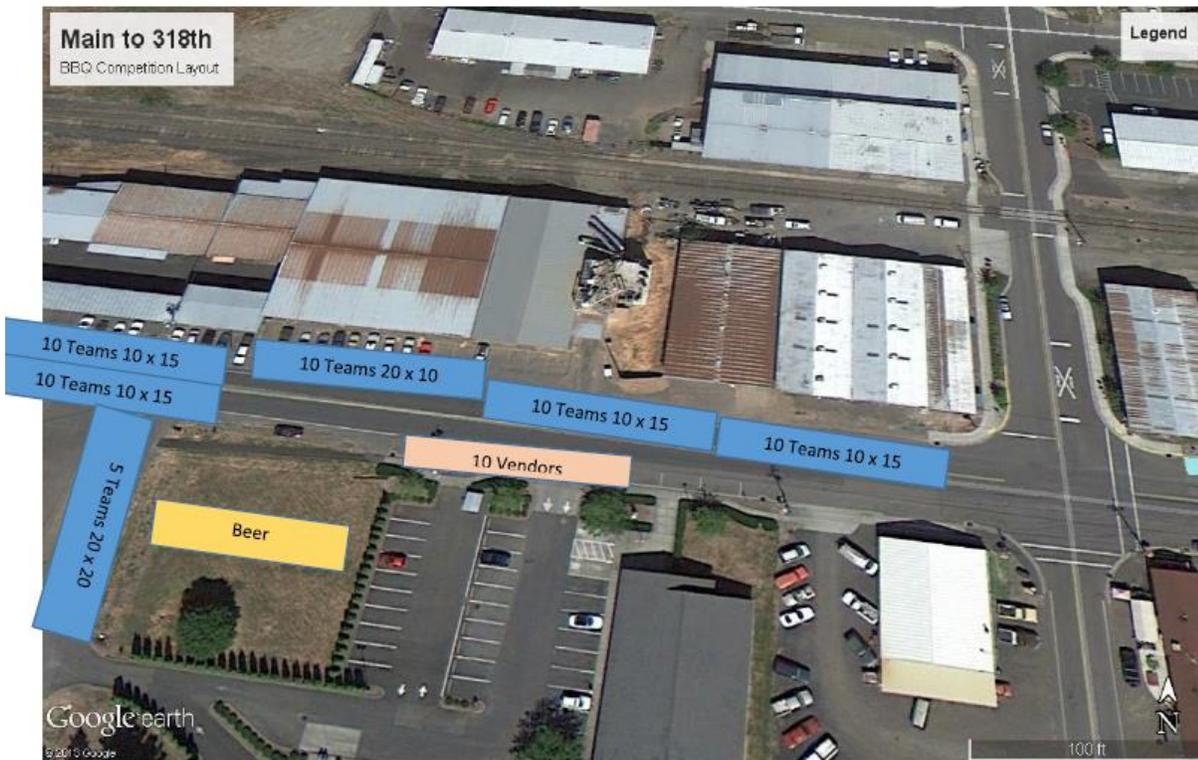
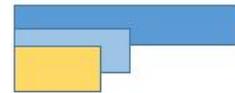
The entertainment stage area will be located at Main and Commercial Streets.

Parking will be available in the following locations:

- Commercial Street between 318<sup>th</sup> and end both days. Parking will be restricted between 313<sup>th</sup> and Main only on Sunday.
- Hillcrest between Main and the end
- Other parking options may include:
  - Oregon Canadian vacant land near Cottage and 321<sup>st</sup>
  - The vacant lot on Commercial near 311th
  - St. Edward and
  - the Thenhouse lot



Saturday and Sunday Option A



Option B





### Saturday Layout

**Note:** The Saturday layout allows Commercial Street between 314<sup>th</sup> and Main to remain open all day Saturday. Traffic will be required to detour to 314<sup>th</sup> or north on Main Street. Access to the North Plains Market will be allowed from Main north of Kaybern Street.

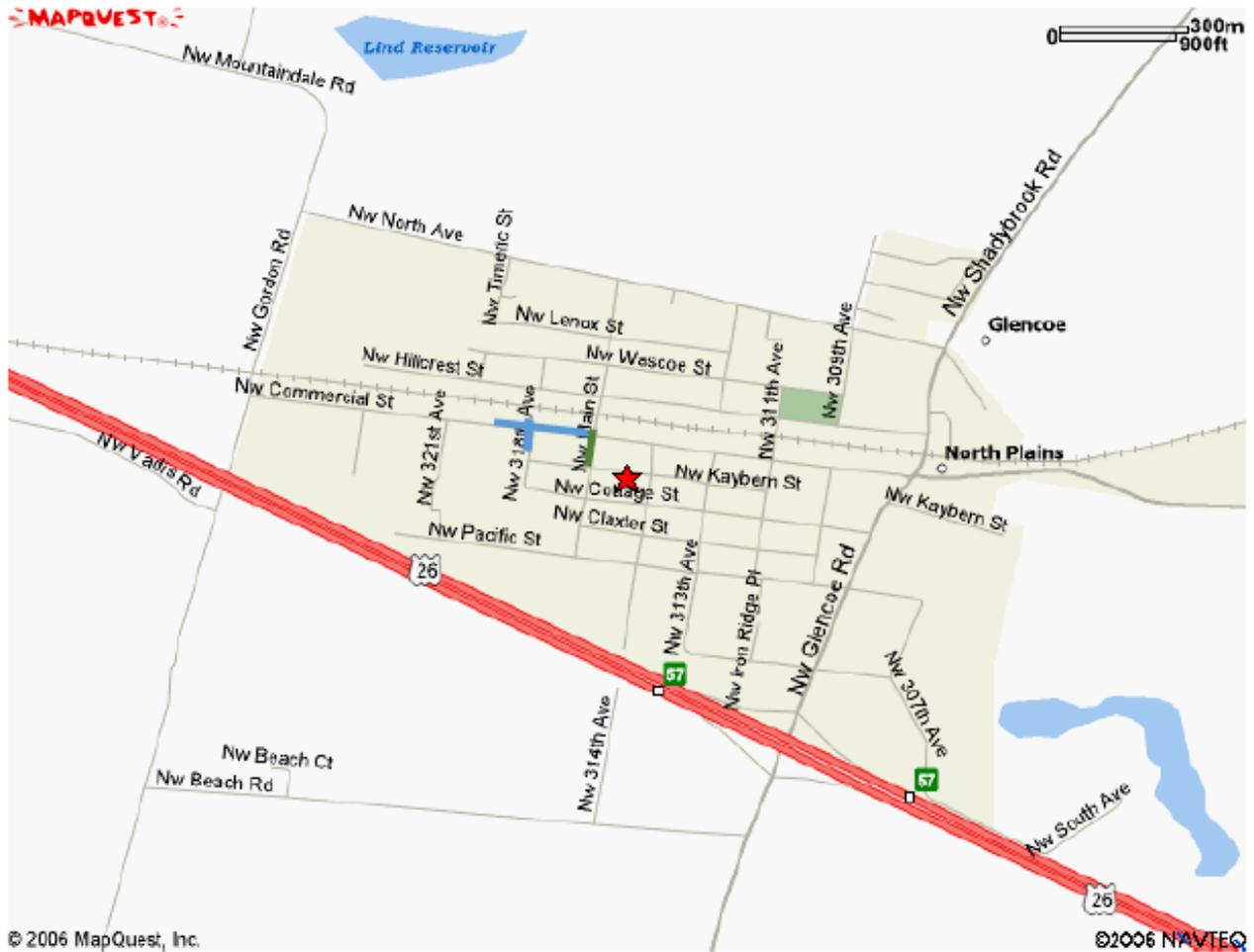


## Sunday Layout

**Note:** Commercial Street will be closed from 313<sup>th</sup> to Main from 7 a.m. to 3 p.m. Once the car show ends the street will reopen. Commercial Street is expected to be fully open by 5 p.m.

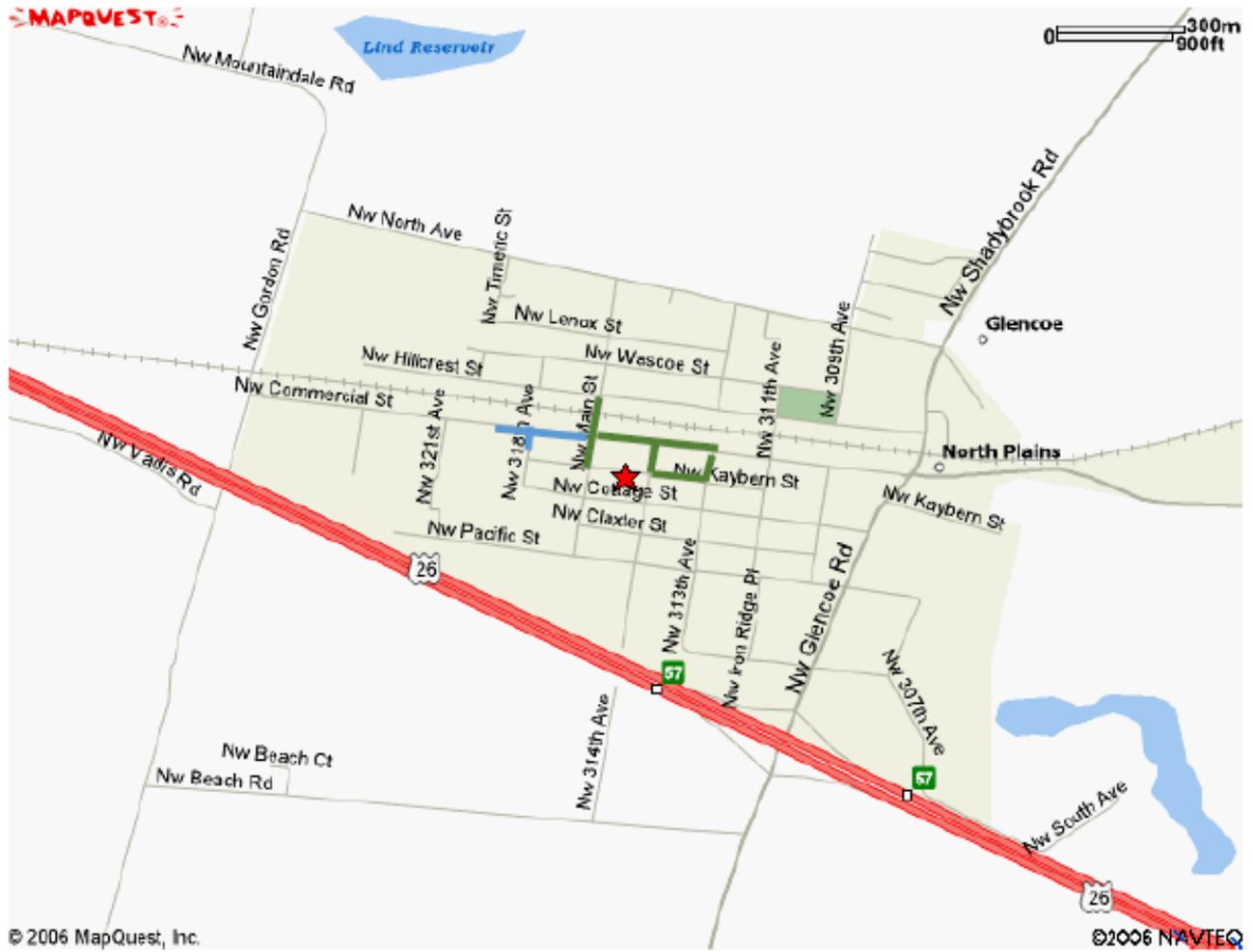
Because of religious celebrations, Commercial Street between 311<sup>th</sup> and 313<sup>th</sup> will remain open all day Sunday.

# Street Closures



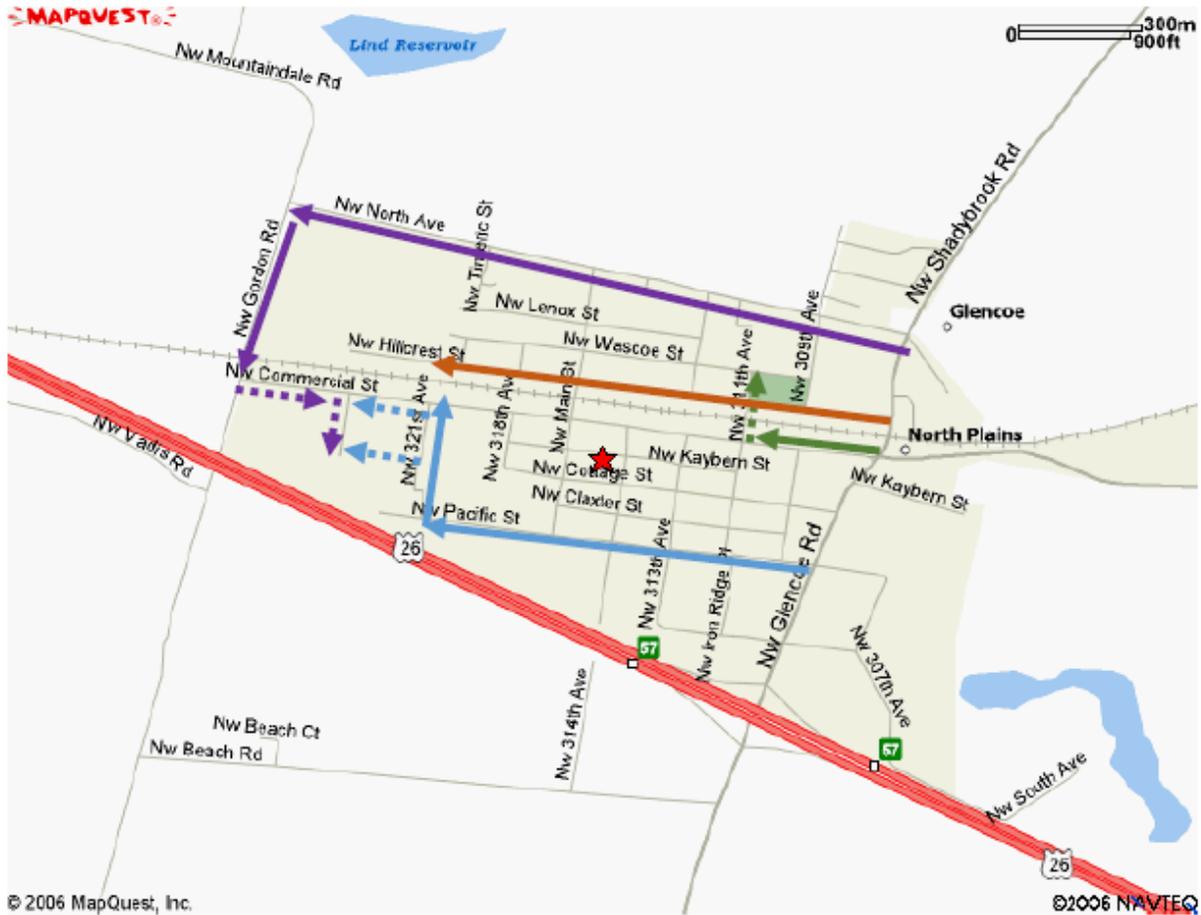
## Street Closure Saturday

- 10 am thru Sunday 
- 8 am to 9 pm 



### Street Closures Sunday

- 7 am to 3 p.m. —
- Thru 5 pm —



### Parking Routes

- ← Pacific to 321<sup>st</sup> to Commercial or Cottage
- ← North to Gordon to Commercial or Cottage
- ← Commercial to 311<sup>th</sup> or Wascoe
- ← Hillcrest to Terminus

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# JOB DESCRIPTIONS

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## EVENT ORGANIZER

Name: Jennifer Knowles

Event Schedule: Available Saturday and Sunday

Organize event from beginning (roughly October) to end. Event Organizer receives a stipend to coordinate event activities in the months prior to the event.

Tasks include:

- Organize volunteer committee to plan and execute event, setting agendas, keeping minutes and ensuring compliance with City policies and state law
- Appointment of coordinators to assist with management on the day of the event
- Purchase of materials and services for the event
- Develop, present and execute event promotion plan, including press releases, update of website, distribution of fliers at other car shows
- Develop and administer budget under direction of the City Finance Manager and City Manager
- Negotiate and present contracts for goods and services related to the event to City staff and City Council
- Select performers for the event to provide live music and entertainment
- Ensure OLCC plans and permits are completed and obtained
- Oversee logistical coordination of the event
- Complete CIS checklists for risk management
- Contact businesses and residences on Commercial Street, 318<sup>th</sup>, 314<sup>th</sup>, 313<sup>th</sup>, and 311<sup>th</sup> to ensure they are aware of Event layout and timing
- Make presentation(s) to City Council, North Plains Chamber of Commerce and other community organizations as needed
- Update maps for Event
- Work with PNWBA to sanction BBQ event
  - Establish qualifier designations
  - Enter into contract
- Set goal for sponsorships and donations
  - Assist with solicitation of sponsorships and donations

- 
- Coordinate efforts with North Plains Events Association, Senior Center, and Chamber of Commerce if possible to ensure sponsors and donors are not fatigued by frequent requests
  - Provide recognition to event supporters
  - Plans space needs for the entertainment acts
  - Selects and hires entertainment acts
  - Assemble a summary report on all activities including documentation of contacts and suggestions for next year

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## BBQ COORDINATOR

Name: Jason Specht

Event Schedule: Available Saturday and Sunday

Works with Event Organizer and PNWBA liaison from December through June on an as needed basis until day of event. This position must be able to attend the majority of the event.

Oversees coordination of BBQ event with sanctioning body (PNWBA for 2014). In 2014 these activities include a variety of duties.

- Ensure a person will be on site to oversee activity on day of event
- Identify and secure potential sponsors for the event
- Identify goods and equipment associated with the activities
  - Assist with obtaining donations of goods and equipment for activities
  - Arrange for acquisition/purchase of materials if needed
- Identify volunteer needs to facilitate activities
- Meet periodically with Event Organizer and planning committee
- Assist in publicizing the event through various means
- Provide summary report on activities including documentation of contacts and suggestions for next year

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## PNWBA LIAISON

Name: [Derrick Williams \(PNWBA Member\)](#)

Event Schedule: Available Saturday and Sunday

Works with Event Organizer from December through July on an as needed basis until day of event. Most contact is conducted by phone and electronic correspondence, as liaison may be located outside of the area.

The PNWBA Liaison is assigned to the event, after the PNWBA accepts the application for the event annually.

- Conducts outreach on the part of PNWBA
- Collects entry fees
- Appoints Head Judges and makes arrangements for the same
- Assembles panels of judges for competition
- Provides assistance at load-in

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## CAR SHOW COORDINATOR

Name: Mike

Event Schedule: Available Sunday

Works with Event Organizer from December through June on an as needed basis until day of event. The coordinator must oversee operations on the morning of the event.

This position ensures the logistics related to the management of the Car Show on the day of the event are executed appropriately. This coordinator works in cooperation with Event organizer to promote the car show.

Tasks include:

- Planning space needs for the vehicle show and communicating those to the committee responsible for the layout of the event
- Recruiting volunteers to assist drivers with placement of vehicles on the day of the event
- Assist judges with rating vehicles, compiling results for announcements
- Lead best pipes competition
- Assist with the direction of traffic after the car show to minimize congestion and conflicts with pedestrians
- Conduct raffles for benefit of local non-profit
  - 50/50
  - Car related prizes
- Assist with the solicitation of donations for goody bags
- Receives reports on entries the day in advance of the show
- Oversee registration on day of event
- Provide summary report on activities including documentation of contacts and suggestions for next year

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## LOGISTICS COORDINATOR

Name: Sierra White (City Staff)

Event Schedule: Available Saturday and Sunday

Works with Event Organizer from December through June on an as needed basis until day of event. Coordinator will have active role on the days of the event.

Assist with the preparation of the grounds of the event working closely with other coordinators and City staff.

- Inventory and identify equipment needs for event booths including:
  - Canopies, Tables, Chairs, Signs, Sandbags/weights, Barricades, Signs, Directional signs, No alcohol signs
- Assist with planning of deployment of equipment for set up and removal on day of event
  - Signs, Barricades, Canopies, Tables and chairs, Banners, Bike racks
- Identify volunteer needs associated with the setup, operation and tear down of the event
- Contact local waste hauler and County to ensure appropriate large venue waste management
  - Garbage containers, Recycling containers
- Assist Event Coordinator and City to coordinate of support services like:
  - Equipment purchases/loans, Placement of benches/picnic benches, Ash container, Sink
- Ensure sanitation equipment is available
  - Order portable toilets and hand washing stations including at least one ADA accessible units
  - Order grey water container
- Provide summary report on parade including documentation of equipment issues and suggestions for next year

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## POKER RUN COORDINATOR

Name: Lyn Davis (Last Waterin' Hole)

Event Schedule: Available Saturday

Works with Event Organizer from February through June on an as needed basis until day of event. The coordinator must oversee operations on the morning of the event.

This position ensures the logistics related to the management of the Poker Run on the day of the event are executed appropriately. This coordinator works in cooperation with Event organizer to promote the Poker Run.

Tasks include:

- Planning space needs for the vehicle show and communicating those to the committee responsible for the layout of the event
- Determine route of Poker Run, and provide maps to participants
- Coordinate activities at Poker Run Stops
- Conduct raffles for benefit of local non-profit
  - 50/50
  - High Hand/Low Hand
- Oversee registration on day of event
- Coordinates auction to benefit North Plains Senior Center

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## VENDOR COORDINATOR

Name: Martha DeBry (City Staff)

Event Schedule: Available Saturday and Sunday

Works with Event Organizer from February through June on an as needed basis until day of event. Most of the work is concentrated in two weeks prior to the event. Vendor coordinator will need to work the morning of the event to ensure all vendors are in place.

Arranges for the assembly of vendors. On-line registration has been used in previous years (Planetreg.com)

Tasks include:

- Set vendor recruitment goals: Craft vendors, Food vendors, Corporate vendors
- Assist PNWBA with load in of competitors
- Recruit vendors through a variety of media
  - Email (lists are available through City), Craigslist, Pinterest, Craft websites, Other event information, Non profit channels
- Ensure vendor applications are reviewed to ensure a minimum of duplication, and that vendors are appropriate for the event
- Encourage the participation of community groups and nonprofit organizations
- Work with committee to identify space needs of vendors
- Prepare information and applications to be used with vendors
- Ensure payment of vendor fees occurs prior to event
- Notify vendors or community group of selection
- Assign vendors to spaces in weeks prior to event
- Mark locations of event booths and activities
- On day of event resolve problems if areas are overcrowded or conflicts arise
- Provide summary report on vendor activities including documentation of contacts and suggestions for next year

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## VOLUNTEER COORDINATOR

Name: \_\_\_\_\_

Event Schedule: Should be available to respond to questions

Works with Event Organizer from February through June on an as needed basis until day of event. This position must be able to attend the majority of the event.

The volunteer coordinator ensures availability of people to assist with the activities and events.

- Recruits volunteers to work on day of event.
- Solicits participation by community groups, churches, and businesses.
- Contacts individuals interested in volunteering
- Assists other coordinators with fulfilling volunteer needs
- Coordinates volunteer appreciation activities
- Review emergency plan with other coordinators

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# **VOLUNTEER ROLES**

## ALCOHOL CHECK POINT VOLUNTEER

### REPORTS TO VOLUNTEER COORDINATOR

Estimated Need: 6 Saturday, 12 Sunday if visitors are permitted to walk around grounds freely. No volunteers needed if alcohol is restricted to confined gardens

Assists with the control of alcoholic beverages within the event grounds. Volunteers wear vests for identification and are equipped with radios.

Shift is between 10 a.m. and 8 p.m. usually in 2-3 hour increments.

Tasks include:

- Prevent alcohol filled containers from leaving or entering the alcohol boundaries
- Monitoring to ensure persons wearing wristbands are the only persons drinking alcohol
- Contact information booth or police if persons do not respond to requests to stop or leave the site
- Advise information booth or police if a person appears excessively intoxicated or in need of assistance

Shifts	Check Point 1 Commercial at 318th	Check Point 2 Commercial at Main	Check Point 3 Commercial at 314th	Check Point 3 Commercial at 313th
Saturday, 12 – 2 pm				
Sat, 2 pm - 4 pm				
Sat, 4 pm - 6:30 pm				
Sat, 6:30 pm - 8:30 pm				
Sun, 10 am – 12 noon				
Sun, 12 noon – 2:30 pm				
Sun, 2:30 pm - 4:30 pm				

**Note:** 314<sup>th</sup> and 313<sup>th</sup> may not be staffed on Sunday if insufficient number of volunteers are available.

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## CAR SHOW VOLUNTEER

### REPORTS TO CAR SHOW COORDINATOR

Estimated need: 4 on Saturday

Assists with the placement of vehicles in car show. Volunteers will be given vest to assist with their identification.

Shift is between 7 a.m. and 10:30 a.m.

Tasks include:

- Direct traffic within car show area
- Ensure adequate space exists between cars. (Generally spaces are 15 wide with approximately 6 feet between vehicles. A spacing bar is used to assist with measurements.)
- Assisting participants who require special access for walking or parking vehicles
- Direct participants to registration to ensure proper documentation of vehicle occurs

***Car show volunteers receive a complimentary registration in the show.***

<b>Role</b>	<b>7 am – 10:30 am</b>
Direction	
Parking	
Parking	
Parking	

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## CASH MANAGER

Estimated need: 1 on Saturday, 1 on Sunday

This job has very high responsibility counting cash and arranging deposits. This work is assigned to City employees.

- Money collected at registration booths, information booth and various other stations will be brought to City Hall throughout the day.
- Assign person to pay performers on day of event
  - Performers will be instructed to meet with coordinator after their performance.
- Funds must be counted by two or more persons, and then the money deposited in the safe at City Hall.
  - A paper documenting the nature of the deposit should be included with the funds, which should be placed in individual bags for safekeeping until counted by Finance Manager on following business day.
- The schedule for collecting funds is as follows:
  - Car registration: 10:30 a.m. Sunday
  - Vendor registration: 10:00 a.m. Saturday
  - Information booth: 2 p.m., 6:00 p.m. and 8 p.m. Saturday and Sunday
- Only the following persons are designated to manage cash on the day of the event:

	<b>Cash Managers</b>
Saturday	
Sunday	

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## CHILDREN'S AREA VOLUNTEER

### REPORTS TO ACTIVITIES COORDINATOR

Estimated Need: 4 Saturday, 6 on Sunday

Shifts are from 10 a.m. until close of event.

Guaranteed fun! Be prepared to be a kid again!

- Check-in at information booth
- Assist coordinators with children's activities:
  - Some set-up
  - Assisting kids with activities like:
    - face painting
    - bouncing
- Bounce house monitors must ensure safety of children by following guidelines printed on front of bouncers
- Please train your replacement
- At the end of the day, help clean-up area, pack boxes. If not too heavy, please bring to City Hall.

This is NOT childcare - parents will attend

<b>Shift</b>	<b>Bounce House</b>	<b>Face painting</b>
Sat, 12 noon – 2 pm		
Sat, 2 pm – 4 pm		
Sat, 4 pm – 6 pm		
Sat, 6 pm – 8 pm		
Sun, 10 am – 12 noon		
Sun, 12 noon – 2:30 pm		
Sun, 2:30 pm – 4 pm		

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## GROUNDS CREW

### REPORTS TO LOGISTICS COORDINATOR

Estimate: 4 Saturday, and 4 Sunday

Shifts are during event.

Active job but low pressure. Assist with keeping event area tidy.

Gloves will be provided, together with maintenance equipment and supplies. A golf cart will be available to transport trash.

- Check-in at information booth
- Pick up trash, remove full trash bags from cans and replace liners
- Bring full bags to dumpster, located at \_\_\_\_\_. Place trash directly into bin.
- Place tied bag of recyclables next to trash bin.
- Portable toilets - Restocking of toilet paper may be needed towards latter half of day.
- All supplies will be at \_\_\_\_\_.
- During your shift, continually rotate around the site, inspect all trash cans, remove and replace full liners and bring to dumpster.
- Please train your replacement.
- At the end of the day, please pack-up items and leave stacked at City Hall.

<b>Shift</b>	<b>Crewmember 1</b>	<b>Crewmember 2</b>
Sat, 2 pm – 4 pm		
Sat, 5 pm to 7 pm		
Sun, 11:30 am – 1 pm		
Sun, 1 pm – 3 pm		

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## INFORMATION BOOTH VOLUNTEER

### REPORTS TO EVENT COORDINATOR

Estimated Need: 3 Saturday, and 3 Sunday

Shifts are from 3 p.m. until close of event Saturday and 7 am to close Sunday.

Sitting in the shade in the center of the event, answering questions about the event and every subject imaginable

- Information booth will be supplied with event information and plenty of maps and schedules.
- Check-in volunteers
  - Provide water, radios, vests etc...
  - Direct to appropriate location
- Assist with sales of event items
- Booth will have a lists of:
  - Event artists and their contact information if needed
  - City staff available
  - Emergency information
- Provide basic first aid supplies, band aids, ointments etc...
  - Only render assistance for which are qualified/certified
  - Emergence response personnel will be available throughout the day if assistance is needed
  - A portable defibrillator is available for emergency situations
- Contact emergency responders if needed
- Train replacement staff/volunteers
- At the end of the day, pack-up items and leave at City Hall.

<b>Shifts</b>	<b>Member 1</b>	<b>Member 2, if available</b>
Sat, 12 noon to 3 pm		
Sat, 3 pm - 6 pm		
Sat, 6 pm - 8 pm		
Sun, 10 am – 12 noon		
Sun, 12 noon – 2:30 pm		
Sun, 2:30 pm - 4:30 pm		

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## PARKING VOLUNTEER

### REPORTS TO LOGISTICS COORDINATOR

Estimated Need: 8 on Saturday and 6 on Sunday

Shifts are from the start of event to close.

Parking is organized to minimize disruption in residential areas.

- Guide people to park vehicles in orderly rows.
- Collect fee for preferred parking, if applicable
- Drive shuttles to and from parking areas

**Location of preferred parking:** \_\_\_\_\_

**Other parking:**

\_\_\_\_\_  
\_\_\_\_\_  
Street parking

**Vendor Parking:** \_\_\_\_\_

Shifts	Member 1	Member 2
Sat, 12 – 2 pm		
Sat, 2 – 4 pm		
Sat, 4 pm - 6:30 pm		
Sat, 6:30 pm - 8:30 pm		
Sun, 10 am – 12 noon		
Sun, 12 noon – 2:00 pm		
Sun, 2:00 pm - 4:00 pm		

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**CAR SHOW REGISTRATION VOLUNTEERS**  
**REPORTS TO CAR SHOW OR VENDOR COORDINATOR**  
Estimated Need: 3 on Sunday

Shifts are from 7:00 a.m. until 10 a.m.

This job receives payments for car registrations, which are mostly cash payments.

- Monitor safety of vehicles entering the event grounds
- Check-in vendors or cars ensuring they have paid their fees.
  - Accept payment if needed
- Direct cars for placement
- Transfer funds to City staff for counting and safekeeping

Registration located at: Main Street and Kaybern

<b>Role</b>	<b>8 am – 10:30 am</b>
Registrar 1	
Registrar 2	
Registrar 3	

## SET-UP CREW

### REPORTS TO LOGISTICS COORDINATOR

Estimated Need: 2 on Saturday

Shift is from 10:00 a.m. until noon.

Active physical job setting up the event areas.

- You will be instructed by the Logistics Coordinator as to what is necessary.
- Tasks may include:
  - Setting up pop up tents
  - Moving tables and chairs
  - Moving barricades
  - Placement of sand bags/weights on pop up tents
  - Assisting with moving boxes
  - Placing signs in event grounds
  - Driving to place signs outside of event area

<b>Shift</b>	<b>Crewmember 1</b>	<b>Crewmember 2</b>
Sat, 10 am – 12 noon		

## TEAR-DOWN CREWS

### REPORTS TO LOGISTICS COORDINATOR

Estimated Need: 2 on Sunday

Shifts begins at end of event until complete (About 2 hours)

Tearing down all event equipment and materials at end of the day and delivering them to area inside Public Works area at City Hall. Crews will work in teams of two or more.

- Check-In at information booth to receive instructions
- Collect equipment including but are not limited to:
  - Signs
  - Popup tents
  - Tables
  - Chairs
  - Boxes and bins from various event areas
  - Barricades
- Load equipment into volunteer truck(s) and deliver to Public Works yard
- Trash goes directly into dumpster. Breakdown trash boxes to extent possible.
- Recycle cans and bottles place tied bag of recyclables – cans and bottles - next to trash bin.
- Clean all debris from site

<b>Shift</b>	<b>Crewmember 1</b>	<b>Crewmember 2</b>
Sun, 3:30 pm – 5:30 pm		

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## VOLUNTEER SOURCES

Local and regional volunteer sources

Source	Contact	Notes
Intel		
North Plains Senior Center		
Nike		
Recology Portland		
United Way		
Comcast		
PGE		

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# GENERAL INFORMATION

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## PNWBA EVENT SANCTIONING INFORMATION

Website: [www.pnwba.com](http://www.pnwba.com)

The Pacific Northwest Barbeque Association is a non-profit organization 501(c)(3), whose stated purpose is to provide education about barbecue. In support of its mission, it holds classes and barbecue contests throughout the Western States and Canada. The organization has about 700 members (although it is not necessary to be a member to participate in any of its events). PNWBA sanctions approximately 40 events per year, which includes classes for new cooks, judging courses and contests.

The PNWBA is one of several BBQ contest sanctioning bodies operating in the United States and Canada. We generally sanction events in the Pacific Northwest (Washington, Oregon, Idaho, Montana, Alaska, California) and in western Canada, but we are not limited to these areas. Established in 1991, the PNWBA is the second oldest BBQ association in the nation, with a significant base of cooks, a support system for organizers, and a reputation for excellence in judging and organizing.

PNWBA members have participated and judged in many national events such as the Jack Daniels World Invitational, The American Royal and the Great American BBQ contests. PNWBA cooks have had great success winning awards in these events.

**TYPE OF EVENT: Two Day Standard** These are the main competitions, featuring pork, brisket, ribs and chicken. They require the teams arrive the day prior to judging so they can cook throughout the night. If the event gets enough teams to participate, it becomes a qualifier for national and international events (15 in the first year of the event and 25 for the second and subsequent years of the event).

**PRIZE MONEY:** The Pacific Northwest BBQ Association does not procure prize money for events. The event must have a guaranteed source and that amount must be guaranteed in writing 70 days prior to the event for the PNWBA to proceed with scheduling and advertising the event. The PNWBA will not continue to sanction the event without this prize money guarantee.

Prize money at a standard full event cook ranges from \$3,500 to \$35,000 with an average at about \$7,500. (North Plains is proposed at \$5,000) **This total prize pool pays out each of the four main categories to at least 6th place, plus Reserve Grand Champion and Grand Champion prizes.** For competitions having more than 30 teams there is also a Reserve Champion prize (3rd place overall). Sample payout schedules are available from the PNWBA.

**PNWBA PROMOTION AND MARKETING:** A 10' x 10' space be made available for

the PNWBA to set up an information booth where we can provide information about barbecue and sell PNWBA promotional materials.

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

**LOCATION:** Teams must have set-up space measuring a **minimum 10'x 15'per team and larger teams using trailer pits requiring a 20'x 20' space (strongly preferred)**. More space is required for some teams using larger trailer pits or those cooking out of a large equipment trailer.

Judging and meeting area requires a space with power, tables (8ft) and chairs. This may be either indoors or outdoors with a sturdy tent. The tent must have some way to block viewing of turn-ins from the judges (some sort of side or smaller tent). The size of the area needed is based on the number of teams attending your event. For an event that has 12 teams, the **judging space needs to be at least 20' x 20'** and larger events need more space as additional judges are necessary based on the number of teams cooking the event. If this area is outside it should not be right next to the cooks as smoke in the judging area interferes with accurate judging. In addition, the judging area should be away from any stage or speakers (loud area) as judges need to be able to hear instructions. When planning space, consider the fire access lanes that may be required when getting the fire permit.

**PERMITS:** Event coordinator is responsible for researching which permits are required for and procuring those permits, inspections etc. This may include, but is not limited, to fire permits, Health Department permits, fire extinguisher inspection, council use approval and similar. *A copy of the Fire Permit must be provided to the PNWBA.*

**PUBLIC FOOD/TASTING:** Although the barbecue competition meats are prepared for the judges, there are instances where leftover food may be made available to the public. This is dependent on a number of factors such as the requirements of the local Health Department, the nature and size of the event. The ultimate decision on whether to participate in the sampling is up to the individual teams, and no guarantee can be made on the participation levels for sampling.

Public food/tasting options

- Competition leftovers cut into small bites and offered for people to taste. This helps to build interest and good will with event visitors.
- Competition leftovers and extra cooked meat offered for sale by cooks. This helps cooks offset the cost of competing and travelling to remote event locations.

- Competition leftovers and extra cooked meat (extra meat is sometimes provided by organizer), offered for sale by cooks, using scrip sold by a charity (or venue) that keeps a portion of the money taken in. Raises money for the charity and helps cooks offset the cost of competing (entry fee, meat, travel).

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

**ANCILLARY EVENTS:** Extra Categories - Usually held on the first day of a two-day event this competition gives cooks an opportunity to compete in non-traditional barbecue contests like chili, Dutch oven, desserts, pizza, finger foods, seafood, salmon, and similar. This is a good opportunity to highlight sponsors products (product can be donated for use in contest, sponsors can judge).

Whole Hog - Although uncommon in the Pacific Northwest, this is a popular class of barbecue competition in other areas of the country but brings a lot of interest to cooks. This would offer a different and interesting dimension at the right event.

Cooking Class - The PNWBA teaches a beginner Pit Master classes and demo type cooking classes. One could be held prior to your scheduled event. This may draw interested cooks into competition and increase participation in remote locations.

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

**OPTIMIZING THE EVENT:** It should be understood that the cooking teams generally cook about \$200+ worth of meat, pay an entry fee, buy wood, sauces, rubs, fuel to travel to the event, and more often than not stay in a hotel one or two nights. It's a major expense for a team to come and compete, often totaling over a thousand dollars. With so many competitions available to choose from now, it is necessary to consider how you want to appeal to the potential teams. This may include good prize money, subsidized entry fees, or taking part in a great "feel good" event. From PNWBA member discussion forums we would like to share comments made by teams for your consideration.

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

1. Distance... how close is it to home?
2. Entry Fee...how much it cost to enter?
3. Reputation... family friendly, organizers take care of the teams?
4. Pay-Outs ... prize money (comparable to entry fees)?

5. Location...easy access, level sites, grass versus asphalt?

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

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

**WHAT THE PNWBA ALL INCLUSIVE SERVICE MEANS:** The event coordination includes the management of teams prior to and on the day of the event including the registration form and entry fee collection. The cost of the BBQ Competition - cost of head judge transportation, lodging, trophies, judging supplies, insurance, etc – is covered by the money collected from the teams.

The PNWBA will provide...

- Competition team site, safety and meat inspection on set-up
- Conduct cooks meeting and judges meetings
- Provide and distribute judging supplies to cooks and judges (turn-in boxes, paper, pens, napkins, forms, etc)
- Supervise the entire judging process
- Enforce PNWBA rules and regulations at the event
- Verify and distribute scores at the end of the event – and help distribute trophies and ribbons.
- The board will appoint a Board contact/coordinator
- Trophies and Ribbons purchased by PNWBA
- Marketing to teams: Will create and post event flyer on website
- Team registration: Registration and money collected by PNWBA
- Insurance: PNWBA provides – If needed PNWBA can provide a certificate.
- Judging: Head judges(s) to staff and run the event
  - 1 head judge – 1 to 19 teams
  - 2 head judges – 20 to 39 teams

- 
- 3 head judges – 40 to 54 teams
  - 4 head judges – 55 to 70 teams
  - 5 head judges – 71 + teams

Head Judge(s) Expenses are paid by PNWBA directly to Head Judges from entry fees. When more teams are added, Board will determine the number of HJs. Head Judge recruits, communicates with and registers judges for the event.

- Judging System; Use of PNWBA's proprietary scoring system and rules for the event. This includes computer, program, barcodes, scanner and printer.
- Certified Judges are volunteers recruited by PNWBA
- Judging Supplies: PNWBA provides

## PNWBA SITE REQUIREMENTS

The following facilities/services MUST be provided by the City as venue/organizer...

<b>Need</b>	<b>Notes</b>
Ash disposal (with covers)	Rented
Garbage disposal	Garbarino
Grease collection	Rented
Grey water disposal	Rented
Restrooms (or portable toilets) appropriate to the number of teams and attendees of the event. If portable toilets are used you must provide hand wash facilities (with pumped or running water).	Rented
Running water	
Covered area with power, tables, chairs (preferably indoors) for judging	Senior Center
Security for overnight events	Reserve officer assignment
Provision of ice, either free or delivered at reasonable cost.	North Plains Market has ice.
Power, for night lighting and required for some pits (if power is not provided the venue must allow teams to use small portable generators).	Competitors may bring portable generators
Parking for trucks, cars and trailers that are not part of the team set-up (for cooks and judges)	Parking on-street in area adjacent to competition. Judges should park on 314 <sup>th</sup> or Kaybern
Space for RV's either onsite or near the event (closer to the contest is the best). Some events allow RVs in the cooking venue.	Spaces on 318 <sup>th</sup> and 321st
Gift bags with goodies for teams and judges.	

## REGISTRATION INFORMATION

BBQ competitors:	
Entry without sampling:	\$150 entry
Entry with sales	\$150 entry + 20% of sales
Beer Vendor	20% with minimum of \$250
Booth Vendor	

## PURSE INFORMATION

Tentative \$5,024. Additional funds anticipated.

### Smokehouse Summit Cash and Prizes

	<b>Sunday</b>		<b>1</b>		<b>2</b>		<b>3</b>		<b>4</b>	
<b>1</b>	Grill	\$379	Grill	\$379	Grill	\$379	Grill	\$379	Grill	\$379
	Trophy	\$150	Trophy	\$150	Trophy	\$150	Trophy	\$150	Trophy	\$150
<b>2</b>	Trophy	\$100	Trophy	\$100	Trophy	\$100	Trophy	\$100	Trophy	\$100
<b>3</b>	Trophy	\$75	Trophy	\$75	Trophy	\$75	Trophy	\$75	Trophy	\$75
<b>4</b>	Ribbon		Ribbon		Ribbon		Ribbon		Ribbon	
<b>5</b>	Ribbon		Ribbon		Ribbon		Ribbon		Ribbon	
<b>6</b>	Ribbon		Ribbon		Ribbon		Ribbon		Ribbon	

<b>Sunday</b>	<b>Grand</b>		<b>Reserve</b>
Grill	\$999		
Trophy	\$150	Trophy	\$300

### Saturday

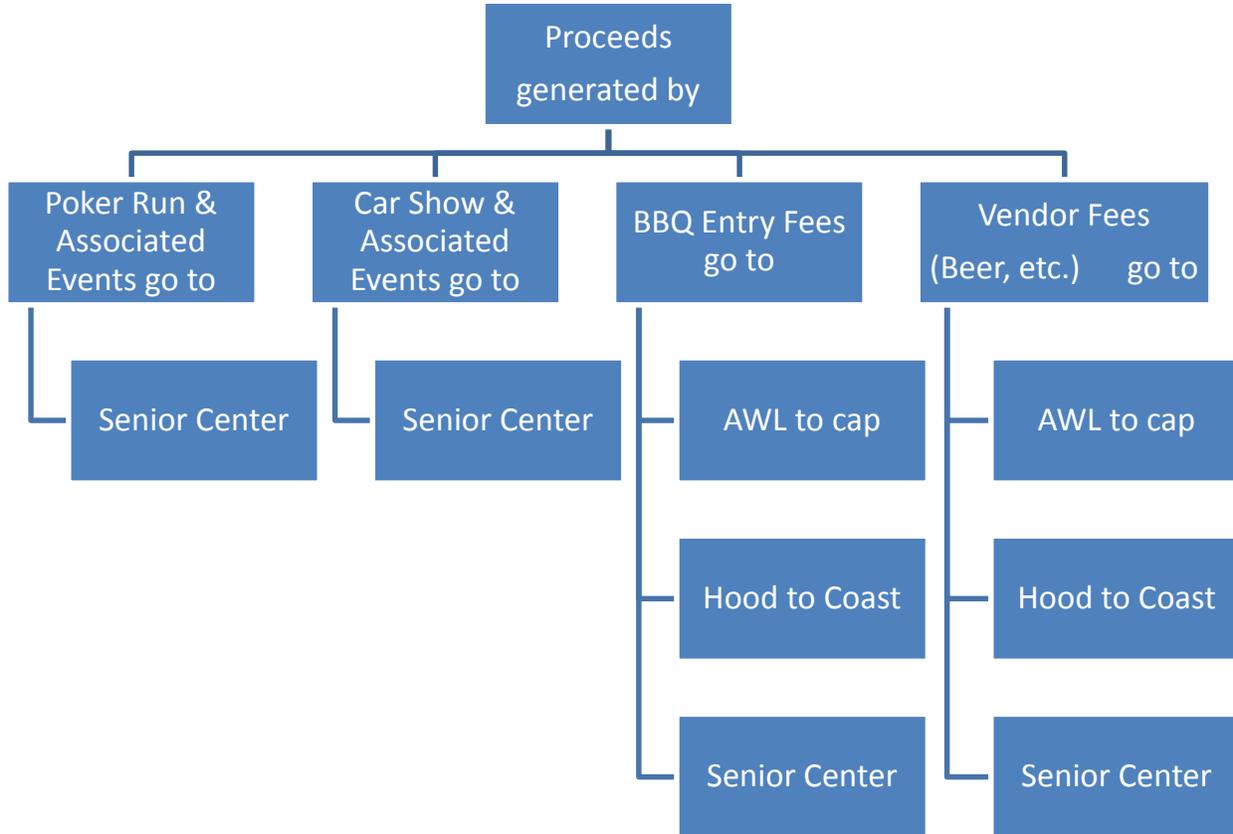
Brisket		Grill	759
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Wings	Ribbon	TBD	
Potato Salad	Ribbon	TBD	

## 2014 SMOKEHOUSE SUMMIT PROCEEDS DISTRIBUTION

Proceeds are distributed after City costs have been reimbursed.



## SPONSORS

Sponsors underwrite the cost of the event.

Sponsor List:

Sponsor	Level	In-kind	Cash	Notes:
Green Mountain		x		Grills
Oregon Canadian		x	x	Trophy sponsor
Reser's		x		Potato salad, cole slaw, beans
Last Waterin' Hole		x		Advertising
A1JumpWonder		x		Bouncehouses
Hillsboro Hops		x		Tickets, hats, balls
Greg Baurer Flooring			x	
Allstate				Amount TBD
Pumpkin Ridge				Amount TBD + inkind
Adventures without Limits				
Meals on Wheels				
Provident Medical Foundation				



## CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: March 17, 2014  
To: Mayor and City Council  
From: City Manager Martha DeBry  
Subject: North Plains Chamber of Commerce and the Annual Ice Cream Social

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**Request:** Council consider moving venue of the 2014 Ice Cream Social to Commercial Street.

**Background:** Since 2000, the City has sponsored an Ice Cream Social. For the last four years it has been held on the first Tuesday in June at Jessie Mays Community Hall. Typically ice cream is served indoors. The event has been used to provide community outreach on topics as diverse as police services, planning, library summer reading and capital project. Last years' event featured music outdoors and the North Plains Farmers Market provided strawberries for the event last year. We have between 4-10 volunteers assist at the event scooping ice cream and cleaning tables. In recent years, staff has planned the event. The social is one of the least labor intensive events the City conducts. The event regularly attracts several hundred residents of all ages.

The Chamber of Commerce and Farmers Market are requesting that the venue of the Ice Cream Social be changed from Jessie Mays to Commercial Street in order to promote the Farmers Market on Thursday evenings. Their suggestion is have a long table set at the middle of the street. In the event rain is predicted for the day, the Chamber would arrange for tents to be set up in the street. The Farmers Market intends to provide strawberries again this year (through a grant offered by New Seasons market.)

**Fiscal Impact:** The City has funded the ice cream social since it began, and the cost has decreased in recent years. Through staff contacts the cost of ice cream has been lowered and the Farmers Market provides strawberries. Advertising is conducted through the newsletter, banners and the website versus more costly postcards and posters used in the past. The banner for the event would need to be modified if the event was changed to Thursday and downtown, which would be a nominal cost.

**Environmental Issues:** None

**Recommendation:** Council consider moving the 2014 15<sup>th</sup> Annual Ice Cream Social in support of the Chamber and Farmers Market.



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

**NORTH PLAINS AREA CHAMBER OF COMMERCE**

*P.O. Box 152 • North Plains, OR 97133 • (503) 647-2207 • Fax 647-2838*

March 7, 2014

Mr. David Hatcher, Mayor  
and City Councilors  
City of North Plains  
31360 NW Commercial St.  
North Plains, OR 97133

Dear Mayor Hatcher and Councilors:

On February 18, 2014, you graciously supported The North Plains Chamber of Commerce's and North Plains Farmer's Market's (NPFM) request to operate The North Plains Thursday Marketplace® (Marketplace) in 2014 through your approval of Resolution No. 1816 (Attachment A).

Our initial request to you dated February 13, 2014, included a request:

*"to consider changing the date and location of the Annual Ice Cream Social, currently scheduled for Tuesday, June 3<sup>rd</sup>, to Thursday, June 5<sup>th</sup>, and moving it to Commercial Street in the middle of the market."*

**When we testified before the Council on February 18<sup>th</sup>, the Ice Cream Social was not part of the discussion. We respectfully ask for your consideration of our request at your March 17, 2014, meeting.**

During preliminary discussions of the Marketplace with City Manager Martha DeBry in December, 2013, we realized the 2014 Ice Cream Social was scheduled for Tuesday, June 3<sup>rd</sup>, two days before the proposed opening date of the Marketplace. At that time we discussed the opportunity of combining the two events to bring more people to both events. This would provide a great introduction of the Marketplace.

Since then the Chamber Events Committee has outlined the structure of Marketplace and determined there would be ample space to set up tables and chairs for the Ice Cream Social down the middle of Commercial Street with vendors set up on both the north and south sides of the street (Attachment B). The Marketplace organizers would work with the City in providing this new venue for the Ice Cream Social.

March 7, 2013  
Mr. David Hatcher, Mayor  
and City Councilors  
City of North Plains

As an additional item of note, in 2012 and 2013 the City asked the NPFM to provide the strawberries for the Ice Cream Social. The NPFM did provide the strawberries for the 2012 event out of their very limited budget, but were unable to do so in 2013. When planning for 2014, the NPFM Board submitted a grant request to New Seasons Market for funding the NPFM and included a specific request for funds to purchase the strawberries. The grant approved by New Seasons on February 1, 2014, included \$200 specifically for the Ice Cream Social.

Representatives from the North Plains Chamber and the North Plains Farmer's Market will be in attendance at the Council's March 17<sup>th</sup> meeting to provide any additional information the Council requires.

Thank you for your consideration of our request.

Sincerely,



Russ R. Sheldon  
President  
NORTH PLAINS CHAMBER OF COMMERCE, INC.

Attachments as stated.

ec: Martha DeBry, City of North Plains, City Manager  
North Plains Chamber of Commerce Board  
North Plains Farmer's Market Board  
North Plains Chamber of Commerce Events Committee

**RESOLUTION NO. 1816**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS,  
OREGON, AUTHORIZING REQUESTS BY THE 2014 FARMERS MARKET**

**WHEREAS**, the North Plains Farmers Market has operated since July 2011; and

**WHEREAS**, the North Plains Chamber of Commerce is seeking to partner with the North Plains Farmers Market Board to develop a market on Thursday evenings that will be integrated with Commercial Street businesses; and

**WHEREAS**, the Farmers Market will operate under the Chamber of Commerce, and not the North Plains Senior Center; and

**WHEREAS**, the Chamber of Commerce has made the following requests:

- Close Commercial Street between 31370 NW Commercial Street (Fire Station) and 31580 NW Commercial St (North Plains Market) between 4 pm and 9 pm Thursday nights between June and August.
- Provide City support of the Market by providing portable toilets, tables and chairs, trash pickup, use of electrical drops; and barricades, as well as assisting with hanging signs;
- Allow amplified music be permitted between the hours of 5 p.m. and 8 p.m.
- Waive the fees associated with street closure, music amplification and public assemblies; and

**WHEREAS**, the Municipal Code provides the City with the authority to regulate noise (amplified music), close streets, authorize public assemblies and waive fees;

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

- Waives all fees associated with the Farmers Market
- Authorizes closure of Commercial Street between 31370 NW Commercial Street (Fire Station) and 31580 NW Commercial St (North Plains Market) between 4 pm and 9 pm Thursday nights between June and August.
- Authorizes staff to use City personnel and equipment resources in support of the farmers market;

- Authorizes amplified music be permitted between the hours of 5 p.m. and 8 p.m.
- Requires the Chamber of Commerce to provide proof of insurance for the special event in a minimum amount of \$1,000,000.

**INTRODUCED AND ADOPTED** this 18th day of February, 2014.

**CITY OF NORTH PLAINS, OREGON**

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

ATTEST:

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

# ATTACHMENT B

## The North Plains Thursday Marketplace Map with Ice Cream Social on June 5, 2014

**Regular Vendors-33 min/38 max**

**Extra Vendors-13 min/15 max**

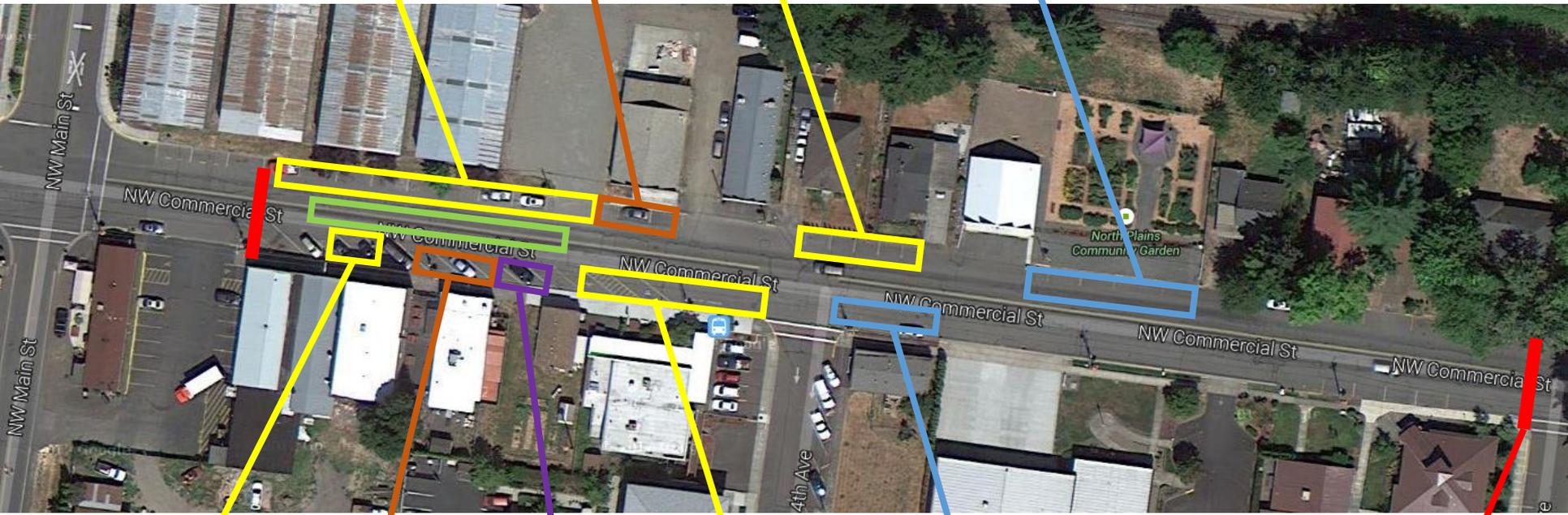
**Ice Cream Social Tables/Chairs**

### Abbey Creek Serving Area

16-18 Regular Vendors

5-6 Regular Vendors

9-11 Extra Vendors



2 Regular Vendors

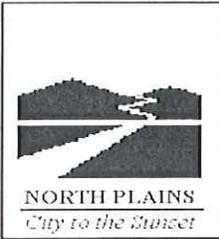
10-12 Regular Vendors  
(leave space for NPSC entry)

4 Extra Vendors

Barrier can be moved west if  
extra vendor space not needed

### Rogue Serving Area

### Entertainment Seating Area



## CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: December 21, 2011

To: City Council

From: City Manager Martha DeBry

Subject: Resolution No. 1707 Approving the Professional Services Agreement with Moonlight Business Process Outsourcing for Water Billing Services for the City of North Plains

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**Request:** Council consider adoption of Resolution 1707 approving the professional services agreement with Moonlight Business Process Outsourcing (Moonlight) for water billing services.

**Background:** City staff and volunteers currently print and stuff water bills on a monthly basis. Attached is an estimate of the costs for the City to perform this work versus contracting the work with Moonlight. In total the City can save about \$150 a month. Large printing houses have lower costs for printing and mailing, which the City cannot achieve on its own. About 1.5 hours of staff time will be freed up which would allow more capacity to complete other finance related tasks. The data is transferred electronically to the print house.

City staff obtained four quotes from water business outsourcing services for water billing services. Moonlight provided the most competitive bid. It will allow the City to mail a full-page water bill with up to 2 one-page inserts for \$686.50/month. Moonlighting currently does billing for the City of Scappoose which has the same water billing software system the City uses. They meet the timeliness of processing and mailing water bills and their quote was the lowest.

The water bill will be presented in a new one-page format, that will show all the information contained in the existing bill, plus providing graphic information about the monthly water usage year over year, a detailed breakdown of fees and charges, and space for customized messages. A rough copy of the bill is attached. The current bill format limits the print area to 1/3 of an 8" x 11" sheet, and only a few lines of customized text; it cannot accommodate graphic information.

**Fiscal Impact:** The minimum savings yearly would be \$1,753.56, which is a mix of soft and hard costs. The costs will be managed within the existing budget allocation. This also frees up staff time to work on other finance tasks such as accounts payable. The agreement has a term of one year.

**Environmental Issues:** There are no environmental issues involved with this request.

**Sample Motion:** I move to adopt Resolution No. 1707, approving the Agreement and authorizing the City Manager to enter into a Professional Services Agreement with Moonlighting Business Processing Outsourcing for water billing services.

*Attachment: Cost comparison, Bill sample, Resolution*

**RESOLUTION NO. 1707**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON, APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT BETWEEN MOONLIGHTING BUSINESS PROCESS OUTSOURCING AND THE CITY OF NORTH PLAINS, OREGON, FOR UTILITY BILLING SERVICES**

**WHEREAS**, the City is seeking efficiency in all aspects of its operations; and

**WHEREAS**, the City has reviewed the cost effectiveness of printing and stuffing utility bills, and determined outsourcing this function would reduce expenses; and

**WHEREAS**, Moonlighting Business Product Outsourcing submitted the lowest cost proposal for printing and mailing utility bills; and

**WHEREAS**, the cost of outsourcing the billing can be absorbed within the existing operating budget for the Finance and Administration activity.

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

- Section 1.** Approve the Professional Services Agreement between Moonlighting Business Product Outsourcing and the City of North Plains, Oregon, for utility billing services, a copy of which is marked Exhibit "A", attached hereto and by this reference incorporated herein.
- Section 2.** Authorize the City Manager and City Recorder to execute said Professional Services Agreement.
- Section 3.** This Resolution shall become effective immediately upon adoption by the City Council.

**INTRODUCED AND ADOPTED** this 3rd day of January, 2012.

**CITY OF NORTH PLAINS, OREGON**

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

**ATTEST:**

**BY:** \_\_\_\_\_  
**Lisa J. Gibson, City Recorder**

## PRODUCTION AGREEMENT

This Production Agreement (this "Agreement") is made and entered into as January 1st, 2012 (the "Effective Date") by and between Brenn Park, Inc., an Oregon corporation, dba Moonlight BPO ("Moonlight") and the undersigned ("Customer"). The parties agree as follows:

1. **Scope of Work.** Moonlight agrees to provide Customer the services and products described in the attached Proposal which is incorporated herein by reference. Customer agrees that Moonlight shall be its exclusive provider of the described services and products during the Term of this Agreement. Customer has agreed to have Moonlight process and mail each month not less than the number of statements and daily mail items described on the Proposal as the Minimum Commitment. If Customer has Moonlight process and mail less than the Minimum Commitment in any given month then Customer shall pay Moonlight a Minimum Processing Fee for that month equal to the shortfall multiplied by the Minimum Commitment rate described on the Proposal. If Customer is a city, county or other government entity ("Government Entity") and funds to pay Moonlight become subject to future appropriations, Customer may suspend this Agreement without termination for a period not to exceed 120 days. Customer will continue to pay any charges for statements and daily mail pieces actually processed and mailed by Moonlight while the Agreement is suspended and while the Agreement is suspended Moonlight may decline to process and mail less than the Minimum Commitment in any given month.

2. **Term.** The initial term of this Agreement shall begin on the Effective Date and end on December 14th, 2014, unless earlier terminated pursuant to the terms of this Agreement. Unless written notice is given by a party at least 60 days prior to the end of the initial term or any renewal term, beginning on the first day after an expiring initial or renewal term this Agreement shall automatically renew for a term of 12 months.

3. **Postage.** Concurrent with the execution of this Agreement by Customer, Customer will deliver to Moonlight a postage deposit. The initial deposit shall be as stated in the Proposal. Moonlight may apply the deposit to pay the cost of postage or other charges that Customer fails to pay within the time required, but such application by Moonlight shall not waive Moonlight's other remedies nor be the exclusive remedy for Customer's default. If Moonlight applies the deposit as set forth herein, Customer will pay upon demand all sums necessary to restore the deposit to its original amount, or if applicable, the amount then required by Moonlight. Customer will not have the right to apply the deposit or any part thereof to any postage or other sums due under this Agreement. If Customer is not in default of this Agreement, within 30 days after the expiration or termination, Moonlight will return the unapplied portion of this deposit to Customer. Moonlight may commingle the deposit with other funds. Moonlight will not be obligated to pay interest on the deposit. Moonlight may increase the amount of the deposit in the event that US postage rates increase or Customer's actual volume in any two consecutive months exceeds the Minimum Commitment by more than 10%.

4. **Charges.** Customer shall pay Moonlight pursuant to the rates described on the Proposal. The rate will not increase during the initial term except that any increase in US Postal rates will be passed on to Customer. Upon not less than 90 days' written notice before the beginning of a renewal term, Moonlight may increase its rates for some or all of the services and products provided under this Agreement. At all times charges for services or products requested by Customer and not described on the Proposal will be subject to agreement between Moonlight and Customer. Moonlight will provide an invoice to Customer for actual quantities processed, plus any shortfall below the Minimum Commitment, on or about the 26<sup>th</sup> of each month. Customer shall pay each invoice in full no later than 10 days after the date of the invoice. Any amount remaining unpaid 20 days after the date of invoice shall bear interest at the rate of 12% per annum. MOONLIGHT RESERVES THE RIGHT TO HOLD PROCESSING AND MAILING AND TO STOP WORK AND MAY CONTINUE THE SAME AS LONG AS ANY INVOICE IS NOT FULLY PAID BY THE 20<sup>TH</sup> DAY AFTER THE DATE OF THE INVOICE.

5. **Expenses.** When provided for in the Proposal, or as otherwise approved by Customer in writing, Customer will reimburse Moonlight for any cost or expense incurred by Moonlight to perform services for Customer, including but not limited to authorized overtime, design or other extraordinary services, travel, freight and delivery service. In addition, Customer will reimburse Moonlight for expenses, including reasonable attorney fees and court costs, incurred by Moonlight in responding to any subpoena, court order or third party demand regarding Customer or services and products Moonlight provides to Customer.

6. **Termination.** If a party fails to perform any of the terms of this Agreement, time of payment and performance of the essence, this Agreement may be terminated by the performing party after giving 10 days' written notice of default and an opportunity to cure to the nonperforming party. If Customer is a Government Entity and funds are not appropriated sufficient to meet Customer obligation to make full and timely payment, Customer may terminate this Agreement without cause upon 10 days' notice of that funds are unavailable. Furthermore, if Customer is a Government Entity and Customer elects to suspend its performance, after performance is suspended for more than 120 days Moonlight may upon notice to Customer elect to terminate this Agreement.

7. **Excused Delay.** Neither party shall be responsible for delays or failure to perform resulting from acts or omissions beyond the reasonable control of such party (other than any obligation to pay money), including without limitation fire, explosion, power failure, flood, earthquake or other acts of God, civil unrest or terrorism, labor stoppage, including without limitation strikes, slowdowns, sickouts, any law, regulation or ordinance, any court order, decree or judgment. In the event of an excused delay, the party affected shall be excused from such performance on a day-to-day basis to the extent of such delay, and the other party shall

likewise be excused from performance of its obligation on a day-to-day basis to the extent such party's obligations relate to the performance so interfered with.

8. **Status.** Moonlight is for all purposes an independent contractor.

9. **No Waiver.** The failure of a party to strictly enforce any term of this Agreement shall not be construed as a waiver of any rights or obligations stated in this Agreement, or prevent either party from demanding strict performance of any future condition, obligation or right under this Agreement.

10. **Confidentiality.** Each party agrees that any and all data, reports and documentation supplied by a disclosing party or on such party's behalf shall be confidential, subject only to the disclosure required for the performance of the receiving party's obligations hereunder, disclosure required by federal, state or local law (collectively "Law") and disclosure required by subpoena or court order. To the extent that disclosure is required by Law, subpoena or court order, a party shall make commercially reasonable efforts to give written notice to the other party before making disclosure.

11. **SAS70 Review.** Moonlight shall complete an annual SAS70 review, and will upon written request from Customer, provide a copy of any review within 30 days after the review is received by Moonlight.

12. **Warranty.** Moonlight shall provide services and products in a workmanlike manner in accordance with the terms of this Agreement. THIS WARRANTY IS THE ONLY WARRANTY WITH RESPECT TO THIS AGREEMENT AND THE SERVICES AND PRODUCTS PROVIDED FOR IN THIS AGREEMENT AND IS IN LIEU OF ALL OTHER WARRANTIES, WRITTEN OR ORAL, STATUTORY, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR USE.

13. **Indemnification.** Subject to 14, below, Moonlight agrees to indemnify, defend and hold Customer harmless from any and all claims, actions, damages, costs, including without limitation attorney fees and court costs (collectively, "Claims"), arising from Moonlight's gross negligence or willful misconduct. Customer agrees to indemnify, defend and hold Moonlight harmless from any and all Claims arising from Customer providing data, reports or other documentation to Moonlight, as well as Claims regarding or relating to Customer's gross negligence or willful misconduct.

14. **Limitation of Liability.** The liability of Moonlight and its officers, directors, employees or agents for failure to provide services or products or otherwise perform pursuant to the terms of this Agreement shall be limited to compensation paid to Moonlight for the defective service or product. IN NO EVENT SHALL MOONLIGHT BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL (INCLUDING BUT NOT LIMITED TO LOST PROFITS OR INCOME) OR PUNITIVE DAMAGES, EVEN IF MOONLIGHT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSS OR DAMAGE. CUSTOMER HAS ACCEPTED THIS LIMITATION OF LIABILITY AS PART OF ITS BARGAIN WITH MOONLIGHT AND CUSTOMER ACKNOWLEDGES THAT MOONLIGHT'S CHARGES FOR IT'S SERVICES AND PRODUCTS WOULD BE HIGHER IF MOONLIGHT WERE REQUIRED TO BEAR RESPONSIBILITY OF CUSTOMER'S INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES.

15. **Successors and Assigns.** This Agreement shall be binding upon and shall inure to the benefit of the parties' successors and assigns.

16. **No Third-Party Beneficiaries.** Nothing in this Agreement, express or implied, is intended or may be construed to confer on any person, other than the parties to this Agreement, any right, remedy, or claim under or with respect to this Agreement.

17. **Notices.** All notices and other communications under this Agreement must be in writing and will be deemed to have been given if delivered personally, sent by facsimile (with confirmation), mailed by certified mail, or delivered by an overnight delivery service (with confirmation) to the parties at the following addresses or facsimile numbers (or at such other address or facsimile number as a party may designate by like notice to the other party):

If to Moonlight: Moonlight BPO 2491 NE Twin Knolls Suite 102 Bend, OR 97701 Attention: Brenda Grigsby, President Phone No.: (541) 617-1831	If to Customer: <u>City of North Plains, Oregon</u> <u>31360 NW Commercial Street</u> <u>North Plains, Oregon 97133</u> Attention: <u>City Manager</u> Phone No. <u>(503) 647-5555</u>
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Any notice or other communication will be deemed to be given (a) on the date of personal delivery, (b) at the expiration of the 5<sup>TH</sup> day after the date of deposit in the United States mail, or (c) on the date of confirmed delivery by facsimile or overnight delivery service.

18. **Amendments.** This Agreement may be amended only by an instrument in writing executed by all the parties.

19. **Counterparts.** This Agreement may be executed in counterparts, each of which will be considered an original and all of which together will constitute one and the same Agreement.

20. **Facsimile Signatures.** Facsimile transmission of any signed Agreement, and retransmission of any signed facsimile transmission, will be the same as delivery of an original. At the request of any party, the parties will confirm facsimile transmitted signatures by signing an original Agreement.

21. **Further Assurances.** Each party agrees to execute and deliver such other documents and to do and perform such other acts and things as any other party may reasonably request to carry out the intent and accomplish the purposes of this Agreement.

22. **Time of Essence.** Time is of the essence with respect to all dates and time periods set forth or referred to in this Agreement.

23. **Governing Law.** This Agreement will be governed by and construed in accordance with the laws of the state of Oregon, without regard to conflict-of-laws principles.

24. **Attorney Fees.** If any suit or action is instituted to interpret or enforce the provisions of this Agreement, to rescind this Agreement, or otherwise with respect to the subject matter of this Agreement, the party prevailing on an issue will be entitled to recover with respect to such issue, in addition to costs, reasonable attorney fees incurred in the preparation, prosecution, or defense of such suit, or action as determined by the trial court, and, if any appeal is taken from such decision, reasonable attorney fees as determined on appeal.

25. **Venue.** Any action or proceeding seeking to enforce any provision of this Agreement or based on any right arising out of this Agreement must be brought against any of the parties in Deschutes County Circuit Court of the State of Oregon or, subject to applicable jurisdictional requirements, in the United States District Court for the District of Oregon, and each of the parties consents to the jurisdiction of such courts (and of the appropriate appellate courts) in any such action or proceeding and waives any objection to such venue.

26. **Severability.** If any provision of this Agreement is deemed to be invalid or unenforceable in any respect for any reason, the validity and enforceability of such provision in any other respect and of the remaining provisions of this Agreement will not be impaired in any way.

27. **Entire Agreement.** This Agreement (including the documents and instruments referred to in this Agreement) constitutes the entire agreement and understanding of the parties with respect to the subject matter of this Agreement and supersedes all prior understandings and agreements, whether written or oral, among the parties with respect to such subject matter.

MOONLIGHT BPO

CUSTOMER: City of North Plains, Oregon

By: Martha DeBry

By: \_\_\_\_\_

Print Name: Martha DeBry

Print Name: \_\_\_\_\_

Title: City Manager

Title: \_\_\_\_\_

Date: 12/20/11

Date: \_\_\_\_\_

**Fees for Services & Products**

Paper Bill (Includes: data processing, laser imaging, 8.5x11 form, perforated at 3.5" from bottom, #10 jumbo security window env., folding, inserting, presorting and delivery to USPS) Minimum Commitment: 700 per month and 1 cycle.	\$0.135	Two-sided- with reply envelope
Search & ViewBill (Includes: data processing, pdf creation, search & access capabilities & hosting of pdf files for 3 months from creation date)	\$0.02	Per Bill
Additional Search & ViewBill Storage beyond 3 months (As requested by client)	\$0.005	Per Bill
Cd Rom of statements and daily mail after 180 days	\$100.00	Per CD/DVD
ViewBill Transmission (Includes: ftp transmission to client site OR files copied to CDROM)	\$100.00	Per Transmission/CDROM
Additional Disks (If more than one CDROM disk is required for ViewBill Transmission (described above))	\$10.00	Per Additional CDROM
NCOA Link (address update)	\$0.50	Per Reported Change
Additional Impressions	\$0.05	Per Impression
Bill Suppression (data processing only – Group Y & Z)	\$0.05	Per Bill
Oversized Surcharge (6-99 page bills – Group C)	\$0.55	Per Bill
Oversized Surcharge (100+ page bills – Group D & E)	\$4.00	Per Bill
Additional Inserts – supplied inserts	\$0.02	Per Insert
Insert – 8.5"x11" simplex printed, folded and inserted by MBPO	\$0.10	Per Insert
Insert – 8.5"x11" duplex printed, folded and inserted by MBPO	\$0.15	Per Insert
Insert 1/3 page laser simplex printed and inserted by MBPO	\$0.05	Per Insert
Hand Folding	TBD	Per Piece
Technical Services (including additional set-up beyond standard, formatting or custom reports, conditional logic & insert/forms composition)	\$185.00	Per Hour
Freight, Courier & Air Delivery	TBD	Per Request
Minimum Monthly Charge	\$400.00	Per Month
Minimum Daily Processing/Production Fee	\$150.00	Per Day
Postage (1 oz.) – Unless rates increase by USPS	Actual	Per Bill

**Permanent Postage Deposit**

Permanent Postage Deposit (Based on two (2) months estimated volume of 1500 )	\$573.00	(2 mos. Volume * .382
--	----------	--------------------------

## WATER BILLING COMPARISON

City of North Plains

Moonlight BPO

<b>LABOR</b>			
Supervision	\$	-	
Printer Operations	\$	16.28	
Forms Handling	\$	8.14	
Mail Inserting (Volunteers) *	\$	10.00	
Overtime	\$	-	
Labor Overhead (Burden on 1.5 hrs)	\$	11.93	
<b>SUPPLIES</b>			
Preprinted Forms	\$	10.00	
Envelopes-Outgoing	\$	52.50	
Envelopes-Return	\$	-	
Printer Ribbons/Ink/Toner	\$	7.43	
Storage Space			
Spoilage-Forms & Envelopes			
Retention Costs			
<b>EQUIPMENT</b>			
Mail Inserter Monthly Lease	\$	-	
Mail Inserter Maintenance	\$	-	
Printer Monthly Lease	\$	10.35	
Printer Maintenance	\$	1.00	
Postage Meter	\$	-	
Operational Space			
<b>OTHER COSTS</b>			
Paper - Newsletter Printing	\$	187.50	
Paper - Insert Printing (1) **	\$	187.50	
<b>POSTAGE</b>	\$	330.00	\$ 286.50
Monthly Charge (Minimum) ***			\$ 400.00
<b>TOTAL</b>	\$	<b>832.63</b>	\$ <b>686.50</b>

(includes bill,  
newsletter and one  
insert)

\* (includes bill,  
newsletter and up to  
two inserts)

\* Coffee, Donuts, Cups, Napkins

\*\* We often send more than one insert (Each additional one is \$187.50)

\*\*\* Moonlight BPO Monthly Minimum Cost = 1 bill + newsletter + up to 2 inserts  
(Each additional insert with Moonlight BPO is \$93.75)

City of Scappoose  
 33568 E Columbia Avenue  
 Scappoose, OR 97056-3423  
 (503) 543-7146

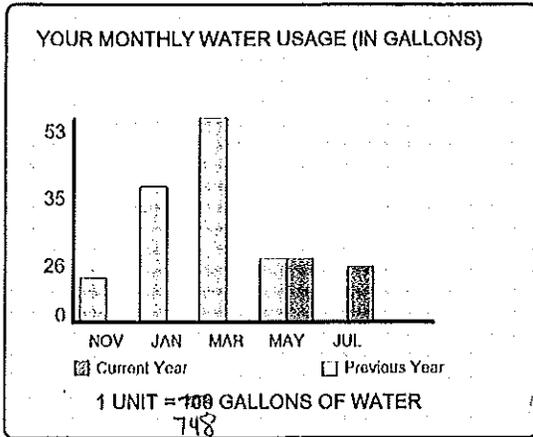
RETURN SERVICE REQUESTED

ACCOUNT	DUE DATE	SERVICE ADDRESS
009999-000	99/99/99	33568 E CROW ROAD
AMOUNT DUE BY 99/99/99	SERVICE PERIOD	AMOUNT ENCLOSED
\$70.60	99/99/99 TO 99/99/99	

ADDRESSEE:  
 John Q Sample  
 PO Box  
 Scappoose, ST 99999-9999

REMIT PAYMENT TO:  
 City of Scappoose  
 33568 E Columbia Avenue  
 Scappoose, OR 97056-3423

PLEASE RETURN THE ABOVE PORTION WITH YOUR PAYMENT - MAKE YOUR CHECKS PAYABLE TO: CITY OF SCAPPOOSE



**SPECIAL MESSAGE**

MAKE CHECKS PAYABLE TO: CITY OF SCAPPOOSE  
*North Plains on the north side of*  
 A DROP BOX IS LOCATED IN THE CITY HALL PARKING LOT FOR YOUR CONVENIENCE  
*facing Commercial Street*

(Add) Fire Service →

**ACCOUNT INFORMATION**

ACCOUNT: 199999-000  
 SERVICE ADDRESS: 1234 Service Ave  
 SERVICE PERIOD: 88/88/88 To: 99/99/99  
 BILLING DATE: 99/99/99

DUE DATE: 99/99/99  
 (FOR CURRENT CHARGES)

**METER USAGE**

Meter Number	Previous Reading	Current Reading	Usage CF
99999999	44384	48837	4253

**CURRENT CHARGES**

WATER CONSUMPTION	\$6.95
BASE CHARGE	\$19.40

**BILL SUMMARY**

BEGINNING BAL	71.86	\$16.35
ADJUSTMENT	0.00	\$15.19
PAYMENTS	71.86	-\$15.19
		\$0.00
DEPOSIT APPLIED	0.00	-\$0.00
PENALTY	0.00	
WATER CHG	74.87	\$16.35
T.U.F.	0.90	\$26.35
Total Due	\$75.77	
Date Due	12/20/11	

(Citrus Heights)

Draft bill format

## Water Bill Expenses 2014

	Moonlight	In-House	Notes
TOTAL	\$665.26	\$756.50	
<b>Labor</b>			
File transfer	\$7.17		
Print Bills		\$43.01	1.50 hours Acct Clerk
Separate overdues		\$7.17	.25 hours Acct Clerk
Mail drop		\$7.17	.25 hours Acct Clerk
Total Labor	\$7.17	\$57.35	
<b>Printing</b>			
Paper (810 accounts)	Inc.	\$32.40	
Copies (\$0.07 per copy) - bill	Inc.	\$56.70	
Copies (\$0.07 per copy) - 3 page insert	\$369.00	\$170.10	
Return Envelopes	Inc.	N/A	
Postage (\$0.49/unit)	\$289.09	\$429.95	
Volunteers stuffing envelopes	N/A	\$10.00	
Total Printing	\$658.09	\$699.15	
<b>Additional cost</b>			
Online Statement viewing	\$126.12	N/A	
<b>Newsletter Expenses</b>			
6 page	\$369.00		
8 page	\$486.00		
10 page	\$577.50		



## CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: March 12, 2014  
To: City Council  
From: City Manager Martha DeBry  
Subject: Resolution No. 1822 approving the termination of the temporary reductions of System Development fees

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**Request:** Council approve Resolution No. 1822 approving the early expiration of the incentive program that was created to encourage in-fill development of single family homes.

**Background:** North Plains had approximately 50 vacant lots within existing neighborhoods, and another 95 properties that could have been partitioned to provide additional legal lots for single family homes. These lots were spread throughout the City in all residential zones.

Staff had proposed a tiered incentive program to build homes on vacant lots and new lots for single family homes that were not part of a subdivision of three or more dwellings. The program was proposed to cover a three year term implementing the incentives in phases of 75% reduction in 2013; 50% reduction in 2014; and 25% reduction in 2015.

In December of 2012 Council approved an incentive program to encourage this development of in-fill housing. The purpose of the incentive was to encourage building to increase the property tax base within the existing City limits. For every additional \$100,000 in assessed valuation the City/Urban Renewal Agency was able to anticipate an additional \$2,170 in property taxes.

The program proved to be successful but it is believed to have run its course. Staff is proposing an early termination of this incentive program and have it sunset on December 31, 2014. This would eliminate the last year of the program that was schedule for a 25% reduction in SDC costs.

**Recommendation:** Council adopt Resolution No.1822 approving the termination of the temporary reductions of System Development fees.

**Sample Motion:** I move to approve Resolution No. 1822.

**RESOLUTION NO. 1822**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS,  
OREGON, TERMINATING TEMPORARY REDUCTIONS IN SYSTEM  
DEVELOPMENT FEES**

**WHEREAS**, the City of North Plains strives to have a healthy balance of residential, commercial and industrial activity to ensure a high quality of life within the community; and

**WHEREAS**, the City was able to encourage infill development with the adoption of infill incentive with Resolution No. 1777; and

**WHEREAS**, economic conditions have improved in recent years; and

**WHEREAS**, the City has determined incentives may not be needed to further encourage construction of infill housing.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF NORTH PLAINS,  
OREGON**, as of December 31, 2014, the temporary reduction of System Development Fees for Water, Parks, Streets, and Street Fee in Lieu shall expire.

**INTRODUCED AND ADOPTED** this 17<sup>th</sup> day of March 2013.

**CITY OF NORTH PLAINS, OREGON**

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

ATTEST:

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



**CITY OF NORTH PLAINS**

31360 NW Commercial St. North Plains, Oregon 97133

**APPLICATION FOR APPOINTMENT TO THE BUDGET COMMITTEE**

Information provided in this application is considered public and may be used upon announcing your appointment. The Budget Committee usually convenes between January and June to plan the City's operating budget for the next fiscal year commencing July 1 through June 30 of the following year. The Budget Committee presents the recommended budget to the City Council for adoption. Meetings are held at 7:00 p.m. at the Jessie Mays Community Hall.

Each position is a three-year term. The Budget Committee is composed of fourteen members which is comprised of seven citizens and the full City Council. 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 City Council prior to the Council making appointment to the Committee. Plan to attend this meeting for your application consideration

Name: Cynthia M. Hirst

Mailing Address: PO Box 220

Street Address: 31817 NW Lenox St

City North Plains State OR Zip 97133-0220

Home Phone: 503-647-4600 Work Phone: None Cell Phone: 503-314-5065

E-mail Addresses: hirst@q.com chirst811@gmail.com

Occupation: Retired

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 Budget Committee?  
See Attached.
2. What do you think are the most important issues now facing North Plains?  
See Attached.
3. Do you have any special interests or qualifications that you would bring to the Budget Committee?  
See Attached.

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

Cynthia M. Hirst  
Application for the Budget Committee  
March 12, 2014

Continuation:

1. Why would you like to serve on the Budget Committee?

**I have noticed over the past few years that the Budget Committee continually needs members. I thought this would be a way for me to participate in the community.**

2. What do you think are the most important issues facing North Plains?

**Providing the same city services within a shrinking budget; water rate increases; preparing the City for the future growth of almost 200 homes in the next two years.**

3. Do you have any special interest or qualifications that you would bring to the Budget Committee?

**Current Activities:**

**President of the North Plains Senior Plaza Board of Directors, 1996-Present.  
Social Secretary for the First Catholic Slovak Union, 1984-Present.  
North Plains Chamber of Commerce Board Secretary, 2013 - Present.**

**All current activities require preparing and maintaining budgets. Over the past two years the Plaza has gone through a change in partnership agreements and a major refinance.**

**Past Activities:**

**City of North Plains Mayor 1989-1992 (served on numerous committees countywide);  
Community Action Board of Directors 1991-1999 (2 years as president when their Hillsboro office building was under construction);  
Portland Children's Museum Board of Directors 2003-2005;  
Project manager for the construction of the North Plains Public Library 2004-2006;  
Owner of Main Resource Services, Inc. 1979-1997  
Owner of Hirst Consulting Inc. 1998-2009.  
President of the North Plains Citizens for Parks Improvements, 2006-2009.  
Volunteer bookkeeper for The Beacon newspaper, 2008-2013.**



## CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: March 11, 2014  
To: City Council  
From: Martha DeBry, City Manager  
Subject: Discussion of Medical Marijuana Ordinance

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**Request:** Council consider its position on adopting a moratorium on the siting of marijuana dispensaries.

**Background:** State law recently enacted allows medical marijuana facilities to be located in areas zoned as for commercial, industrial or mixed use. Key provisions in State law are:

- No dispensary may open or operate within 1,000 feet of a primary or secondary school
- No dispensary may open or operate within 1,000 feet of another dispensary. *Applications for competing locations will be processed on a first-come, first-served basis*
- Dispensaries must be located only in areas zoned commercial, industrial or agriculture.
- All medical marijuana distributed through dispensaries must be tested for pesticides, mold and mildew, and may not be distributed if contaminants are found
- There must be a strong security system in place
- All product brought into and dispensed from the facility must be accounted for
- The Oregon Health Authority will visit and inspect each dispensary and audit its financial records at least once a year

For North Plains, the 1,000 feet of a primary school extends to the west and north of Main and Hillcrest, and west and north of 318<sup>th</sup> and Commercial.



Under Senate Bill 1531 local governments have until May 1, 2014 to enact a moratorium, which must expire by May 1, 2015.

The City of Hillsboro recently adopted an ordinance similar to the draft Ordinance included in the Council packet. This version provides a moratorium for 240 days versus 120 days. If adopted, the North Plains ordinance would need to be updated in the future.

In February, Washington County Law Enforcement Council, on which Police Chief Bill Snyder serves as Vice Chair, provided the following announcement:

*"It is the position of the Washington County Law Enforcement Council (LEC) to oppose the establishment of Medical Marijuana Dispensaries within the city and county limits of Washington County. The possession, distribution, and manufacture of marijuana, although permissible under provisions of the Oregon Medical Marijuana Program (OMMP) and related statutes and rules, are a violation of Federal Law.*

*While the member agencies of LEC will consistently and fairly enforce established laws and ordinances of our communities, we believe the proliferation of marijuana use and availability outside the scope of the OMMP is a serious public health concern and has negative implications for the welfare of our community. We believe expanding the availability of marijuana, even under the auspices of the OMMP, will harm the general welfare of our community because of the significant potential to increase marijuana use among our youth, place a higher burden on emergency room care, drug treatment and other health care systems, increase marijuana-related exposure cases, and increase illegal interstate drug trafficking. Marijuana impairment doubles the risk of deadly traffic crashes and is a major causal factor in high school dropouts.*

*We believe medical marijuana dispensaries will have additional potential negative secondary effects on the community. These secondary effects include, but are not limited to the following: criminal activity, loitering, increased traffic, noise, litter, and a loss of trade for other businesses located nearby by interference. Local government control of land use and organized development helps promote local community values.*

*The member agencies of LEC have an ethical duty and statutory obligation to ensure the safety of our communities. Medical marijuana dispensaries are harmful to the surrounding community and its residents and constitute a public nuisance contrary to our community values which support Washington County as a safe place to live, work, and raise a family."*

Mayor Hatcher suggested that this issue be presented to Council for consideration, as Washington County communities share a tradition of adopting rules that are supportive of each other. With six (6) cities already imposing moratoriums, it would be prudent for North Plains to align its policies with the neighboring agencies. The larger cities of Hillsboro, Tualatin and Sherwood are taking a lead in vetting policies and ordinances. Staff recommends that Council discuss its approach to the medical marijuana issue. Beaverton has already adopted both an ordinance and moratorium.

Helpful links that explain the State law in more detail are below:

State Statute: [http://www.oregon.gov/osp/des/docs/med\\_mj\\_patient\\_info.pdf](http://www.oregon.gov/osp/des/docs/med_mj_patient_info.pdf)

Rules for dispensaries: <http://www.oregon.gov/oha/mmj/Pages/rules.aspx>

Dispensary registration:

[http://www.oregonlive.com/politics/index.ssf/2014/03/medical\\_marijuana\\_in\\_oregon\\_nu.html](http://www.oregonlive.com/politics/index.ssf/2014/03/medical_marijuana_in_oregon_nu.html)

Status of regulations in other communities:

[http://www.oregonlive.com/politics/index.ssf/2014/03/medical\\_marijuana\\_in\\_oregon\\_wh.html](http://www.oregonlive.com/politics/index.ssf/2014/03/medical_marijuana_in_oregon_wh.html)

**Fiscal Impact:** The ordinance will not have any direct fiscal impact on the City. At this time there are no dispensaries, or any requests to locate dispensaries in town. The City also has no special permits or taxes associated with marijuana dispensary.

**Environmental Issues:** NA

**Sample Motion:** No motion item is for discussion only.

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY OF NORTH PLAINS TEMPORARILY PROHIBITING THE LOCATION OF MEDICAL MARIJUANA FACILITIES WITHIN THE CITY OF NORTH PLAINS**

**WHEREAS**, in the 2013 Special Session, the Oregon Legislature approved House Bill 3460 which creates a medical marijuana registration system and allows for medical marijuana facilities to be located in areas zoned for commercial, industrial, or mixed use; and

**WHEREAS**, House Bill 3460 also includes further specific restrictions on the location of medical marijuana facilities related to proximity to schools attended by minors and to other medical marijuana facilities; and

**WHEREAS**, this use and these restrictions are not currently included in North Plains Municipal Code; and

**WHEREAS**, the Planning Commission will shortly begin the process of amending the zoning ordinances to add zoning regulations for medical marijuana facilities, a process expected to take up to eight months, and

**WHEREAS**, the North Plains City Council believes that siting medical marijuana facilities within the City absent zoning regulations endangers the health, peace, and welfare of the City of North Plains.

**NOW, THEREFORE, THE CITY OF NORTH PLAINS ORDAINS AS FOLLOWS:**

**Section 1.** Effective with the adoption of this ordinance, no person shall site a medical marijuana facility (as described in House Bill 3460 of the 2013 Oregon Special Legislative Session) within the city limits of North Plains.

**Section 2.** The prohibition on siting of medical marijuana facilities shall be in effect for two hundred and forty (240) days from the effective date of this Ordinance, or until the effective date of an adopted amendment to the Municipal Code establishing zoning regulations for such facilities, whichever occurs first.

**Section 3.** The City Manager is charged with enforcement of this temporary prohibition.

**INTRODUCED** on the xx day of \_\_\_\_\_, 2014, **AND ADOPTED** this xxth day of \_\_\_\_\_, 2014.

**CITY OF NORTH PLAINS, OREGON**

By: \_\_\_\_\_  
David Hatcher, Mayor

ATTEST:

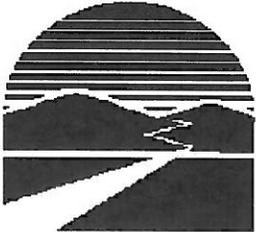
By: \_\_\_\_\_  
Margaret L. Reh, Deputy City Recorder

DRAFT

# Accounts Payable

## Transactions by Account and Department

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



User: pam  
Printed: 03/12/2014 3:14 PM  
Batch: 000-00-0000

### February 2014-Auto Pay

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
110-000-200003	ING - State of OR Plan	TThurber Paydate 2/14/14	Uncommitted	910	276.92	
110-000-200003	ING - State of OR Plan	TThurber xxx-xx-1634	Uncommitted	926	276.92	
110-000-200005	CIS - EBS TRUST	March 2014 Premiums	Uncommitted	930	125.96	
Subtotal for Dept: 000					679.80	
110-421-210000	CIS - EBS TRUST	March 2014 Premiums	Uncommitted	930	2,201.99	
110-421-610224	CHEVRON	PD 01/06/14 - 02/05/14	Uncommitted	922	857.01	
Subtotal for Dept: 421					3,059.00	
110-452-310000	COMCAST	Jessie Mays 2/21	Uncommitted	920	46.14	
110-452-310000	NW NATURAL GAS CO.	Jessie Mays 12/31/13 - 1/29/14	Uncommitted	903	305.81	
110-452-310000	PORTLAND GENERAL EL	Jessie Mays 12/31/13 - 1/29/14	Uncommitted	915	94.55	
Subtotal for Dept: 452					446.50	
110-455-210000	CIS - EBS TRUST	March 2014 Premiums	Uncommitted	930	-33.13	
110-455-310000	NW NATURAL GAS CO.	Library 12/31/13 - 1/29/14	Uncommitted	901	209.90	
Subtotal for Dept: 455					176.77	
Subtotal for Fund: 110					4,362.07	
111-433-640000	PORTABLE WELDING &	Street Lights 12/31/13 - 1/30/14	Uncommitted	918	24.70	

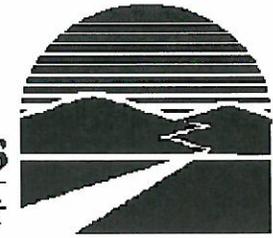
Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
111-433-640000	PORTLAND GENERAL EL	Street Lights 12/31/13 - 1/30/14	Uncommitted	914	115.15	
111-433-640000	PORTLAND GENERAL EL	Street Lights 12/31/13 - 1/30/14	Uncommitted	916	15.17	
111-433-640000	PORTLAND GENERAL EL	Street Lights 12/31/13 - 1/30/14	Uncommitted	917	15.28	
111-433-640000	PORTLAND GENERAL EL	Street Lights 1/9/14 - 2/7/14	Uncommitted	911	930.09	
Subtotal for Dept: 433					1,100.39	
Subtotal for Fund: 111					1,100.39	
210-433-310000	NW NATURAL GAS CO.	Pump House 12/31/13 - 1/29/14	Uncommitted	904	37.05	
210-433-310000	PORTLAND GENERAL EL	Pump House 12/31/13 - 1/30/14	Uncommitted	913	632.05	
210-433-310000	PORTLAND GENERAL EL	Water 12/30/13 - 1/29/14	Uncommitted	921	14.57	
210-433-610600	CITY OF HILLSBORO (Uti	Wholesale JWC Usage 12/31/13 - 01312014	Uncommitted	908	7,355.40	
Subtotal for Dept: 433					8,039.07	
Subtotal for Fund: 210					8,039.07	
610-000-200001	ASIFlex	Paydate 2/14/14	Uncommitted	909	228.25	
610-000-200001	ASIFlex	Pay date 2/28/14	Uncommitted	925	228.25	
610-000-200004	PERS Deposit	Contributions	Uncommitted	923	13,056.81	
610-000-200004	PERS Deposit	UAL and Side Accounts	Uncommitted	923	1,837.41	
610-000-200004	PERS Deposit	Contributions	Uncommitted	924	16.50	
610-000-200004	PERS Deposit	UAL and Side Accounts	Uncommitted	924	2.87	
610-000-200005	CIS - EBS TRUST	March 2014 Premiums	Uncommitted	930	19.52	
Subtotal for Dept: 000					15,389.61	
610-413-210000	CIS - EBS TRUST	March 2014 Premiums	Uncommitted	930	1,737.96	
Subtotal for Dept: 413					1,737.96	
610-415-210000	CIS - EBS TRUST	March 2014 Premiums	Uncommitted	930	2,896.59	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
610-415-330000	ADP, INC.	Proc Chrg for Pd Ending 1/26/14	Uncommitted	907	209.90	
610-415-330000	ADP, INC.	Proc Chrg for Pd Ending 2/9/14	Uncommitted	905	179.35	
610-415-330000	ADP, INC.	Proc Chrgs Y/E Info, Tax Reporting	Uncommitted	906	212.50	
Subtotal for Dept: 415					3,498.34	
610-419-310000	NW NATURAL GAS CO.	City Hall 12/31/13 - 1/29/14	Uncommitted	900	154.15	
610-419-310000	NW NATURAL GAS CO.	Yellow House 12/31/13 - 1/29/14	Uncommitted	902	95.56	
610-419-310000	PORTLAND GENERAL EL	City Hall 12/30/13 - 1/30/14	Uncommitted	912	291.70	
610-419-310000	PORTLAND GENERAL EL	Yellow House 12/30/13 - 1/31/14	Uncommitted	919	45.05	
Subtotal for Dept: 419					586.46	
610-433-210000	CIS - EBS TRUST	March 2014 Premiums	Uncommitted	930	2,805.00	
Subtotal for Dept: 433					2,805.00	
Subtotal for Fund: 610					24,017.37	
Report Total:					37,518.90	

# Accounts Payable

## Transactions by Account and Department

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



User: pam  
Printed: 03/12/2014 3:13 PM  
Batch: 000-00-0000

### February 2014-Manual Checks

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
110-000-200000	STEVEN PRINCE HOMES,	ROW Bond refund - 31897 NW Pacific St	02/26/2014	21858	250.00	
110-000-200000	STEVEN PRINCE HOMES,	ROW Bond refund - 31889 NW Pacific St	02/26/2014	21858	250.00	
Subtotal for Dept: 000					500.00	
110-421-207000	OR. DEPT. OF REVENUE-	January 2014	02/12/2014	21836	43.00	
110-421-207000	WA. CTY - FINANCE (cour	January 2014	02/12/2014	21839	18.00	
110-421-300000	VISA/ CARDMEMBER SE	Inn at Seaside	02/05/2014	21838	80.66	
110-421-300000	VISA/ CARDMEMBER SE	Doogers	02/05/2014	21838	13.00	
110-421-300000	VISA/ CARDMEMBER SE	Doogers	02/05/2014	21838	21.00	
110-421-300000	VISA/ CARDMEMBER SE	Pig N Pancake	02/05/2014	21838	18.95	
110-421-300000	VISA/ CARDMEMBER SE	Pig N Pancake	02/05/2014	21838	12.95	
110-421-300000	VISA/ CARDMEMBER SE	Pig N Pancake	02/05/2014	21838	18.95	
110-421-300000	VISA/ CARDMEMBER SE	Finns Fishhouse	02/05/2014	21838	13.99	
110-421-300000	VISA/ CARDMEMBER SE	KFC	02/05/2014	21838	6.69	
110-421-300000	VISA/ CARDMEMBER SE	Inn at Seaside	02/05/2014	21838	161.32	
110-421-300000	VISA/ CARDMEMBER SE	Jungs Dynasty	02/05/2014	21838	8.00	
110-421-330000	T-MOBILE	12/21/13 - 1/20/14	02/03/2014	21808	30.86	
110-421-330000	VERIZON WIRELESS	PD Jan 08 - Feb 07	02/26/2014	21867	113.52	
110-421-330000	VERIZON WIRELESS	PD Jan 07 - Feb 06	02/26/2014	21867	243.10	
110-421-330000	VISA/ CARDMEMBER SE	Interest Reversal	02/05/2014	21838	-0.25	
110-421-340000	DUYCK'S GARAGE	Oil and Lube	02/26/2014	21850	48.00	
110-421-340000	DUYCK'S GARAGE	Oil and Oil Filter	02/26/2014	21850	53.75	
110-421-340000	DUYCK'S GARAGE	Oil and Oil Filter	02/26/2014	21850	41.70	
110-421-340000	VISA/ CARDMEMBER SE	Royal Moore Buick	02/05/2014	21838	61.59	
110-421-350000	LAW ENFORCE. COUNCI	Annual Membership Dues for 2014 BSnyder	01/08/2014	21844	100.00	
110-421-370000	FARMER'S STATE BANK	PD Car Lease/2012 Dodge Charger Paymen	02/05/2014	21814	13,492.50	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
110-421-610000	BAKER, SARAH A.	REIMBURSEMENT - Mileage/Police Dept	02/03/2014	21806	23.73	
110-421-610000	TAP PLASTICS INC.	2 - Smoke x 1/8x6x7, 2 - 1/8x6x4	02/05/2014	21825	6.40	
110-421-610000	VISA/ CARDMEMBER SE	Albertsons	02/05/2014	21838	11.59	
110-421-610000	VISA/ CARDMEMBER SE	Lowes	02/05/2014	21838	44.98	
110-421-610000	VISA/ CARDMEMBER SE	PCH Cables	02/05/2014	21838	8.85	
110-421-610000	VISA/ CARDMEMBER SE	Pumpkin Ridge	02/05/2014	21838	216.00	
110-421-630000	CITY MACHINE SHOP LL	PD CAMERA PROJECT - 2 boxes	02/26/2014	21849	130.00	
110-421-630000	VISA/ CARDMEMBER SE	URS Electronics	02/05/2014	21838	76.63	
Subtotal for Dept: 421					15,119.46	
110-452-310000	PORTLAND GENERAL EL	Chamber 12/31/13 - 1/30/14	02/05/2014	21822	16.04	
110-452-310000	PORTLAND GENERAL EL	314th and Kaybern - 12/31/13 - 1/29/14	02/12/2014	21837	14.63	
110-452-310000	PORTLAND GENERAL EL	JMCH - 12/31/13 - 01/29/14	02/12/2014	21837	14.63	
110-452-340000	RON-JONS UNLIMITED, I	2 Standard Toilets 1/1/14 - 1/31/14	02/05/2014	21823	166.00	
Subtotal for Dept: 452					211.30	
110-455-300000	FUITEN, HEIDI	REIMBURSEMENT - Ed and Training	02/26/2014	21851	73.17	
110-455-300000	MEDICA, DONNA	REIMBURSEMENT - Cover Oregon Mileage	02/12/2014	21835	128.80	
110-455-300000	MEDICA, DONNA	REIMBURSEMENT - Mileage, Cover Oregon	02/26/2014	21855	103.60	
110-455-300000	VISA/ CARDMEMBER SE	Oregon Library Association	02/12/2014	21838	60.00	
110-455-310000	TYCO INTEGRATED SEC	Library 3/1/14 - 3/31/14	02/19/2014	21840	69.53	
110-455-310000	COMCAST	Library 2/3/14 - 3/2/14	02/05/2014	21812	87.55	
110-455-310000	PORTLAND GENERAL EL	Library 12/30/13 - 1/29/14	02/05/2014	21822	386.03	
110-455-330000	SERVICE AMERICA COM	FEBRUARY Library Janitorial	02/05/2014	21845	175.00	
110-455-340000	CANON SOLUTIONS AM	Copier Maintenance/Usage Charge	02/12/2014	21830	54.83	
110-455-340000	DeLAGE LANDEN	Contract Payment 01/15/14 - 02/14/2014	02/12/2014	21831	143.85	
110-455-610000	HOMETOWN PRINTS	250 Bulk Hometown Prints Notepaper Envel	02/12/2014	21832	109.30	
110-455-610000	HOMETOWN PRINTS	Discount if paid by February 18, 2014	02/12/2014	21832	-1.94	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
110-455-610000	LARISSA HAMMOND	REIMBURSEMENT - Food/Adult Programs	02/12/2014	21834	10.48	
110-455-610000	VISA/ CARDMEMBER SE	USPS	02/12/2014	21838	22.30	
110-455-610000	VISA/ CARDMEMBER SE	St Vincent Gift Shop	02/12/2014	21838	17.40	
110-455-610000	VISA/ CARDMEMBER SE	Robinsons	02/12/2014	21838	25.00	
110-455-610000	VISA/ CARDMEMBER SE	Bales	02/12/2014	21838	2.99	
110-455-610000	VISA/ CARDMEMBER SE	Dollar Tree	02/12/2014	21838	9.00	
110-455-610000	VISA/ CARDMEMBER SE	Dollar Tree	02/12/2014	21838	20.00	
110-455-610000	VISA/ CARDMEMBER SE	Office Depot	02/12/2014	21838	25.97	
110-455-610000	VISA/ CARDMEMBER SE	Fred Meyer	02/12/2014	21838	10.14	
110-455-610000	VISA/ CARDMEMBER SE	USPS	02/12/2014	21838	3.02	
110-455-640000	BAKER & TAYLOR	Library Materials	02/05/2014	21811	215.30	
110-455-640000	INGRAM LIBRARY SERV	Library Materials	02/26/2014	21854	5.21	
110-455-640000	INGRAM LIBRARY SERV	Library Materials	02/26/2014	21854	45.47	
110-455-640000	INGRAM LIBRARY SERV	Library Materials	02/26/2014	21854	20.77	
110-455-640000	INGRAM LIBRARY SERV	Library Materials	02/26/2014	21854	373.70	
110-455-640000	OREGONIAN	17023921 2/27/14	02/26/2014	21857	54.00	
110-455-640000	VISA/ CARDMEMBER SE	Barnes and Noble	02/12/2014	21838	4.99	
110-455-640000	VISA/ CARDMEMBER SE	Amazon	02/12/2014	21838	72.96	
110-455-640000	VISA/ CARDMEMBER SE	Amazon Services- Kindle	02/12/2014	21838	4.99	
110-455-640000	VISA/ CARDMEMBER SE	Jacobsens Books and More	02/12/2014	21838	54.94	
110-455-640000	VISA/ CARDMEMBER SE	Amazon	02/12/2014	21838	50.94	
Subtotal for Dept: 455					2,439.29	
110-465-360000	COMMUNITY NEWSPAP	Public Hearing Emerio Design	02/05/2014	21813	99.00	
Subtotal for Dept: 465					99.00	
Subtotal for Fund: 110					18,369.05	
111-433-770101	MURRAY, SMITH & ASS	Claxtar St Pavement and Waterline	02/05/2014	21817	118.17	
Subtotal for Dept: 433					118.17	



Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
					Subtotal for Dept: 000	243.09
610-411-300100	BAKER, SARAH A.	REIMBURSEMENT - Mileage/PO	02/03/2014	21806	1.13	
610-411-300103	NP SENIOR CENTER	North Plains Food Bank/Sweetheart Dance	02/26/2014	21856	564.00	
610-411-300103	DICK THOMPSON	REIMBURSEMENT - Sweetheart Dance	02/05/2014	21826	30.97	
					Subtotal for Dept: 411	596.10
610-412-330000	BEERY, ELSNER & HAM	Land Use advice to MReh	02/12/2014	21829	40.00	
610-412-330000	BEERY, ELSNER & HAM	Speight Nuisance Abatement	02/12/2014	21829	917.07	
					Subtotal for Dept: 412	957.07
610-414-300000	OAMR,	2014 OAMR Mid Year Academy Registration	02/05/2014	21820	150.00	
					Subtotal for Dept: 414	150.00
610-415-330000	MOONLIGHT BPO	FEBRUARY Statement Processing	02/03/2014	21807	126.05	
610-415-330000	MOONLIGHT BPO	FEBRUARY Newsletter	02/03/2014	21807	486.00	
610-415-330000	MOONLIGHT BPO	FEBRUARY Postage	02/03/2014	21807	336.56	
					Subtotal for Dept: 415	948.61
610-416-330000	MURRAY, SMITH & ASS	Sunset Terrace SD SD-06-0009	02/05/2014	21817	427.00	
					Subtotal for Dept: 416	427.00
610-419-310000	TYCO INTEGRATED SEC	City Hall 3/1/14 - 3/31/14	02/19/2014	21840	213.36	
610-419-310000	XO COMMUNICATIONS	City Hall 1/18/14 - 2/17/14	02/03/2014	21810	590.73	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
610-419-330000	GLOBAL DATA LINK	Off-site Backup	02/26/2014	21852	400.00	
610-419-330000	GLOBAL DATA LINK	Hosted Exchange Service	02/26/2014	21852	384.00	
610-419-330000	GLOBAL DATA LINK	Exchange Archival Service	02/26/2014	21852	65.00	
610-419-330000	GLOBAL DATA LINK	Hourly Computer/Network Service	02/26/2014	21852	500.00	
610-419-330000	GLOBAL DATA LINK	Off-site Backup	02/26/2014	21852	400.00	
610-419-330000	GLOBAL DATA LINK	Hosted Exchange Service	02/26/2014	21852	384.00	
610-419-330000	GLOBAL DATA LINK	Exchange Archival Service	02/26/2014	21852	65.00	
610-419-330000	SERVICE AMERICA COM	FEBRUARY City Hall Janitorial	02/05/2014	21845	195.00	
610-419-330000	VISA/ CARDMEMBER SE	CONCRETE5 Store Ap	02/03/2014	21809	125.00	
610-419-330000	VISA/ CARDMEMBER SE	FACEBOOK Promotion	02/03/2014	21809	9.32	
610-419-330000	VISA/ CARDMEMBER SE	LATE FEE	02/03/2014	21809	39.00	
610-419-330000	VISA/ CARDMEMBER SE	INTEREST CHARGE	02/03/2014	21809	20.64	
610-419-330000	VISA/ CARDMEMBER SE	EIG ipage	02/12/2014	21838	15.99	
610-419-330000	VISA/ CARDMEMBER SE	Interest Charge	02/12/2014	21838	6.91	
610-419-340000	HUSER SALES & SERVIC	Fire Extinguishers/Maint, Recrg, Insp	02/26/2014	21853	390.50	
610-419-340000	PACIFIC OFFICE AUTOM	Contract Payment 1/15/14-2/14/14	02/05/2014	21821	770.00	
610-419-340000	TEMP CONTROL MECHA	Contract Period 2/1/14 -2/28/14	02/03/2014	21846	309.00	
610-419-350000	AMERICAN WATER WOR	May 1, 2014 - April 30, 2015	02/19/2014	21842	339.00	
610-419-610000	THAYER COMPANY	Office Supplies	02/12/2014	21847	65.99	
610-419-610000	VISA/ CARDMEMBER SE	Goodwill - Office Supplies	02/05/2014	21838	5.97	
610-419-610000	VISA/ CARDMEMBER SE	Amazon Marketplace	02/05/2014	21838	49.98	
610-419-610000	VISA/ CARDMEMBER SE	Fred Meyer - Office Supplies	02/05/2014	21838	11.99	
610-419-610000	VISA/ CARDMEMBER SE	Goodwill - Office Supplies	02/05/2014	21838	1.99	
610-419-610000	VISA/ CARDMEMBER SE	Home Depot	02/05/2014	21838	45.82	
610-419-610000	VISA/ CARDMEMBER SE	PO - Stamps	02/05/2014	21838	230.00	
610-419-610000	VISA/ CARDMEMBER SE	PO - Stamps	02/05/2014	21838	92.00	
610-419-610000	VISA/ CARDMEMBER SE	Reversal of Late Fees and Interest	02/05/2014	21838	-39.31	
610-419-610000	VISA/ CARDMEMBER SE	Lowe's	02/05/2014	21838	104.94	
610-419-621000	ASIFlex	Admin Fee for Pd Begin 01/01/2014	02/12/2014	21828	26.25	
610-419-621000	ASIFlex	Section 125 Fees	02/12/2014	21828	26.25	
Subtotal for Dept: 419					5,844.32	
610-433-310000	AT&T WIRELESS SERVIC	PW 01/06/14 - 02/05/14	02/19/2014	21843	31.52	
610-433-340000	NAPA AUTO PARTS	Oil and Antifreeze	02/05/2014	21818	55.33	
610-433-340000	VISA/ CARDMEMBER SE	Indeco-KH	02/05/2014	21838	172.05	
610-433-610000	NEWMAN TRAFFIC SIGN	2 Playground Sym	02/05/2014	21819	114.73	
610-433-610000	VISA/ CARDMEMBER SE	Lowe's	02/05/2014	21838	132.77	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
610-433-610000	VISA/ CARDMEMBER SE	USA Blue Book	02/05/2014	21838	141.06	
610-433-610000	VISA/ CARDMEMBER SE	Harbor Freight Tools	02/05/2014	21838	26.98	
610-433-610000	VISA/ CARDMEMBER SE	Hach Company	02/05/2014	21838	337.37	
610-433-610224	FERRELLGAS	Site Total - Shop	02/05/2014	21815	244.54	
610-433-610224	SUNSHINE INC.	JANUARY Fuel	02/05/2014	21824	932.05	
610-433-610224	SUNSHINE INC.	JANUARY Fuel Discount	02/05/2014	21824	-9.32	
Subtotal for Dept: 433					2,179.08	
Subtotal for Fund: 610					11,345.27	
Report Total:					35,991.58	



## CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: March 12, 2014  
To: Mayor and City Council  
From: City Manager Martha DeBry  
Subject: Approval of city policies Number 614-631

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**Request:** Council approve policies Number 614-631

**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. This list of policies was actually slated to be reviewed at the March 3, 2014 meeting, but due to time constraints and a full agenda it was deferred to the March 17, 2014 Council meeting.

Policies to be approved on January 21, 2014 are:

- 614 Inclement Weather
- 619 Bulletin Boards
- 620 Outside Employment
- 621 Criminal Acts
- 622 Political Activity
- 625 Meeting participation
- 626 Religious Accommodation
- 627 Communications
- 630 Whistleblower
- 631 Use of Electronic Media

All policies are as previously distributed to Council.

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

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

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



## CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: March 17, 2014  
To: Mayor and City Council  
From: City Manager Martha DeBry  
Subject: 4<sup>th</sup> of July Fireworks

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**Request:** Council consider a strategy regarding fireworks on the 4<sup>th</sup> of July.

**Background:** For the past two years, Recology has funded a fireworks show after the 4<sup>th</sup> of July celebration downtown. Last year a change in the host agreement between the City and Recology raised the per ton tipping fee from \$0.50 per ton to \$1 per ton. As a result the City anticipates receiving about \$35,000 per year from the agreement. A portion of these funds are set aside for the maintenance of Highland Court (\$10,000/year) and the remainder of the funds are incorporated into the General Fund, from which Council can allocate for any activity without restrictions.

The fireworks show has been well received each year, and attracts both residents and visitors. Other fireworks shows are located in Banks and Forest Grove. The City of Hillsboro does not sponsor a show.

This year staff is actively seeking sponsors, and has set a goal of \$10,000 for fireworks in addition to \$10,000 for activities on Commercial Street. While some progress is being made on fundraising, there are few commitments at this time.

Staff would like solicit contributions directly from residents through the water bill and donation jars around town. Prior to taking such a step Council's advice is being sought.

**Fiscal Impact:** Acquiring sponsorships and local support for fireworks is essential if the event is to have minimal impact on the City's bottom line. The cost of the full 4<sup>th</sup> of July in the past was about \$20,000, with more than half of the expense going towards fireworks. The City has contributed approximately \$2,500 to the event, in addition to staff time. Entry fees paid by vendors and car show participants and t-shirt sales have offset most costs.

**Environmental Issues:** None

**Recommendation:** Council provide guidance regarding direct solicitation of residents for funding for the 4<sup>th</sup> of July fireworks.

# April 2014 Council Calendar

<i>Meeting</i>	<i>Primary</i>	<i>Alternate</i>	<i>Note</i>	<i>Date</i>
<b>City Council</b>			<b>7:00 p.m. at Jessie Mays Community Hall</b>	<b>04/07</b>
<i>Planning Commission</i>	<i>Hatcher</i>		<i>2<sup>nd</sup> Wednesday @ 7 p.m.</i>	<b>04/09</b>
<i>Volunteer Recognition Spaghetti Dinner</i>			<i>Thursday at 6:30 at Jessie Mays</i>	<b>04/10</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>04/10</b>
<i>Super Saturday: Special Event</i>		<i>Kukatonon Children's African Dance Troupe @ 1:00 at Jessie Mays (rescheduled to this date because of the snow in February)</i>		<b>04/12</b>
<i>Washington County Coordinating Committee (WCCC)</i>	<i>Hatcher</i>	<i>DeBry</i>	<i>2<sup>nd</sup> Monday @ 12 noon</i>	<b>04/14</b>
<i>Library Board</i>	<i>Lenahan</i>		<i>3<sup>rd</sup> Wednesday @ 7 p.m.</i>	<b>04/16</b>
<i>Spring Country Classic Dance sponsored by NP Senior Center</i>			<i>Jessie Mays @ 7:30</i>	<b>04/19</b>
<b>City Council</b>			<b>7:00 p.m. at Jessie Mays Community Hall</b>	<b>04/21</b>
<i>Metro Policy Advisory Committee (MPAC)</i>	<i>Hatcher</i>		<i>4<sup>th</sup> Wednesday @ 5 p.m.</i>	<b>04/23</b>
<i>Parks Board</i>			<i>4<sup>th</sup> Wednesday @ 7 p.m.</i>	<b>04/23</b>
<i>Playdate</i>			<i>Jessie Mays Community Hall @ 1:30 p.m.</i>	<b>04/27</b>
<i>Metropolitan Area Communications Commission (MACC)</i>	<i>Warren</i>	<i>Demagalski</i>		