



AGENDA

CANBY CITY COUNCIL REGULAR MEETING

June 4, 2014

7:30 PM

Council Chambers
155 NW 2nd Avenue

Mayor Brian Hodson

*Council President Tim Dale
Councilor Clint Coleman
Councilor Traci Hensley*

*Councilor Greg Parker
Councilor Ken Rider
Councilor Todd Rocha*

CITY COUNCIL REGULAR MEETING

1. CALL TO ORDER

- A. Pledge of Allegiance and Moment of Silence
- B. Canby Livability Day Proclamation Pg. 1
- C. Clackamas County Event Center Presentation
- D. OpenCounter Presentation Pg. 2

2. COMMUNICATIONS

3. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

(This is an opportunity for visitors to address the City Council on items not on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Each citizen will be given 3 minutes to give testimony. Citizens are first required to fill out a testimony/comment card prior to speaking and hand it to the City Recorder. These forms are available by the sign-in podium. Staff and the City Council will make every effort to respond to questions raised during citizens input before tonight's meeting ends or as quickly as possible thereafter.)

4. MAYOR'S BUSINESS

5. COUNCILOR COMMENTS & LIAISON REPORTS

6. CONSENT AGENDA

(This section allows the City Council to consider routine items that require no discussion and can be approved in one comprehensive motion. An item may be discussed if it is pulled from the consent agenda to New Business.)

- A. Approval of Minutes of the May 21, 2014 City Council Work Session & Regular Meeting
- B. Reappointment to Parks and Recreation Advisory Board Pg. 3
- C. Reappointment to Bike and Pedestrian Committee Pg. 4
- D. Reappointment to City Budget Committee Pg. 5
- E. Reappointment to Historic Review Board Pg. 8

7. RESOLUTIONS & ORDINANCES

- A. Res. 1189, Extending Workers' Comp. Coverage to Volunteers & Repealing Res. 1159 Pg. 9
- B. Ord. 1399, Deleting Chapter 3.16 of the CMC and Amending Chapters 5.04.150, 5.04.230 Section A, and 8.04.100 (**2nd Reading**) Pg. 12

8. NEW BUSINESS

9. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

10. CITIZEN INPUT

11. ACTION REVIEW

12. EXECUTIVE SESSION: ORS 192.660(2)(h) Pending Litigation

13. ADJOURN

*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Kim Scheafer, MMC, City Recorder at 503.266.0733. A copy of this Agenda can be found on the City's web page at www.ci.canby.or.us. City Council and Planning Commission Meetings are broadcast live and can be viewed on CTV Channel 5. For a schedule of the playback times, please call 503.263.6287.



Office of the Mayor

Proclamation

“Canby Livability Day”

WHEREAS, The Canby Livability Coalition is dedicated to maintaining the quality of life in the community of Canby by empowering citizens through educational opportunities and by providing resources to preserve livability for future generations; and

WHEREAS, Citizens, organizations, and neighborhood associations are encouraged to select community service clean-up projects and activities that beautify the City of Canby before summer festivities.

NOW, THEREFORE, I, Brian Hodson, by the virtue of the authority vested in me as the Mayor of the City of Canby, hereby proclaim the last Sunday in June this year as:

Canby Livability Day

in Canby and encourage all citizens to join in this observance and volunteer on June 29, 2014 at one of the clean-up sites.

Given unto my hand this 4th day of June 2014.



Brian Hodson
Mayor



OpenCounter



The City of Canby is proud to announce the launch of [OpenCounter: Canby](http://canby.opencounter.us). This web based tool helps businesses and entrepreneurs interested in starting a business in Canby estimate the time, costs and complications of setting up shop. The site is live at canby.opencounter.us. Canby is the first city in Oregon to offer this innovative and customer service oriented program.

The founder of OpenCounter, Peter Koht will be in Canby to hold two workshops, **Wednesday, June 4th** to introduce the program to Canby. Everyone is welcome to attend.

Join us at the Canby Police Facility at 1175 NW 3rd Avenue.

- At **10 AM** real estate leaders, brokers, property owners, and professionals working with businesses will learn how they can use OpenCounter help their clients.
- At **6 PM** the workshop is focuses on the needs of business and community leaders.
- At **7:30 PM** the City Council will be formally introduced to the new program.

Our employers are a key element to creating a strong community, but often their first interface with local government relies upon pen, paper and in person visits to city offices. OpenCounter asks the right questions, in the right order, so business owners see the requirements, fees, and processing time that will apply to their planned use and location. OpenCounter bring our services into the digital age.

Not only does it help entrepreneurs scope out new opportunities in Canby, it gives us great data to guide the development of new economic vitality policies and programs. OpenCounter also collects metrics on new business development activities to inform the City's economic development strategies, including which neighborhoods or districts have the most commercial activity and what kinds of businesses are starting (and what job generation numbers they can boast).

Today's entrepreneurs can take advantage of a wide array of amazing consumer technologies to get their ventures off the ground. These services have revolutionized business processes and allowed entrepreneurs to concentrate on their primary purpose: starting and scaling businesses and creating jobs. OpenCounter brings that easy online experience -- and cost advantage -- to City Hall.

Canby's investment in OpenCounter is part of its overall strategy to encourage small business development and local economic vitality. Canby is an excellent business location offering excellent highway access, ample utilities, and a plentiful supply of shovel-ready land. Residents and business owners alike enjoy the high quality of life that Canby offers. OpenCounter makes their first experience with Canby a positive one.

For More Information, Contact:

Renate Mengelberg, Canby Economic Development Director

E-mail: MengelbergR@ci.canby.or.us / Direct Phone: 503-266-0701



**CITY OF CANBY
APPLICATION
BOARD/COMMITTEES/COMMISSIONS/COUNCIL**

Instructions: By using either your tab key or arrow keys, navigate to each field and type in your information. When complete, save the document to your computer and either mail, fax or email to the addresses listed below.

Date: 5/15/2014

Name: Mark Triebwasser

Occupation: Forester

Home Address:

Employer:

Position: Nursery Manager

Daytime Phone:

Evening Phone:

E-Mail Address:

For which position are you applying? Park & Rec Advisory Board

What are your community interests (committees, organizations, special activities)? Pool

Experience and educational background: Master Forest Science, 41 yrs research and nursery managemnt

Reason for your interest in this position: Viable recreation opportunities critical to health community

List any other City or County positions on which you serve or have served: P&R A Board

Information on any special membership requirements: none

Referred by (if applicable):

Feel free to attach a copy of your resume and use additional sheets if necessary

THANK YOU FOR YOUR WILLINGNESS TO SERVE CANBY

Please return to: **City of Canby**
Attn: City Recorder
182 N Holly Street
PO Box 930
Canby, OR 97013

Phone: 503.266.0733 Fax: 503.266.7961 Email: scheaferk@ci.canby.or.us

Note: Please be advised that this information may be made available to anyone upon a public records request and may be viewable on the City's web site.

12-4-07

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MAY 15 2014

CITY OF CANBY

**CITY OF CANBY
APPLICATION
BOARD/COMMITTEES/COMMISSIONS/COUNCIL**

Instructions: By using either your tab key or arrow keys, navigate to each field and type in your information. When complete, save the document to your computer and either mail, fax or email to the addresses listed below.

Date: 5/16/14

Name: Mindy Montecucco

Occupation: Dental Hygienist

Home Address:

Employer:

Position:

Daytime Phone:

Evening Phone:

E-Mail Address:

For which position are you applying? Bike/Ped Committee member

What are your community interests (committees, organizations, special activities)?

Cyclist

Ford Family Rural Leadership

Participant in Canby Visioning project

Experience and educational background: Avid Cyclist, lifelong Canby resident, B.S. from OHSU

Reason for your interest in this position: As an experienced and avid cyclist and lifelong Canby resident, I have an understanding of the needs of the people in our community regarding all modes of transportation. As an active participant in the visioning project for Canby, I understand the needs and hopes outlined by community members and adopted by City Council, especially concerning children walking/biking to and from school, bike/ped commuters, families without cars, and recreational riders and bike tourists. As a committee member I hope to find ways to keep motor vehicles, bikes and pedestrians safe and satisfied. I have also been invited to past and future committee meetings for Clackamas County Active Transportation planning. I appreciate the opportunity to be a liaison between local and county active transportation planning.

List any other City or County positions on which you serve or have served:

Information on any special membership requirements:

Referred by (if applicable):

Feel free to attach a copy of your resume and use additional sheets if necessary

THANK YOU FOR YOUR WILLINGNESS TO SERVE CANBY
Please return to: City of Canby

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MAY 14 2014

CITY OF CANBY
— APPLICATION —
BOARD/COMMITTEES/COMMISSIONS/COUNCIL

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MAY 23 2014
CITY OF CANBY

Date: 5/22/2014
 Name: Jason Padden Occupation: Sales
 Home Address: Canby, OR 97013
 Employer: _____ Position: District Manager
 Daytime Phone: _____ Evening Phone: Same
 E-Mail Address: _____

For which position are you applying? City Budget Committee

What are your community interests (committees, organizations, special activities)? _____

Please see attached.

Experience and educational background: _____

Please see attached.

Reason for your interest in this position: I wish to continue to serve my community as a member of the Budget Committee.

List any other City or County positions on which you serve or have served: _____

Please see attached.

Information on any special membership requirements: N/A

Referred by (if applicable): N/A

Feel free to attach a copy of your resume and use additional sheets if necessary

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1-4-13

JASON E. PADDEN

Home Address

Canby, OR 97013

Contact Information

OBJECTIVE	I am interested in continuing my service as a member of the Canby City Budget Committee.
EDUCATION	State University of New York, College of Agriculture and Technology, Cobleskill, NY Bachelor of Technology, Plant Science , December 2004 Nursery Management Concentration
WORK EXPERIENCE	<p>Sun Gro Horticulture, Agawam, MA (I operate out of my home office in Canby, OR) District Sales Manager-Oregon, September 2009-Present</p> <ul style="list-style-type: none">• Manage professional soilless media accounts in the state of Oregon as well as timber accounts in Washington, Montana, and Idaho• Monitor territory sales performance and build strategies for growth and maintenance of customer base• Provide reports and territory updates to upper management and corporate office• Work with all levels of management, support and operations staff, and others on the sales staff to best serve Sun Gro's customer base• Travel throughout territory to visit customers as well as attend meetings and tradeshow• Manage and work within a set expense budget• Develop and monitor annual sales budget for territory• Design, coordinate, and manage implementation for corporate booth at the Farwest trade show and other smaller shows• Work on special projects as assigned by management and the corporate office• Negotiate contracts and pricing for customers based on corporate pricing structure• Give presentations and product knowledge seminars to customers and distributors• Research, enter, and serve as company liaison as it pertains to claims resolution• Work with customers to develop new products• Under my management the territory grew from \$2.3 million to \$3 million in my first full year with the company. <p>Terra Nova Nurseries Inc., Canby, OR Shipping Department Manager, September 2005-September 2009</p> <ul style="list-style-type: none">• Coordinated and supervised all shipping functions at the nursery both inbound and outbound• Managed staff, hired, conducted performance evaluations, and terminated staff if necessary• Served as company representative for vendors, USDA, and ODA (Oregon Department of Agriculture)• Developed and implemented a real time inventory control and order processing program, as well as other special projects <p>Terra Nova Nurseries, Inc. Canby, OR Customer Service and Sales, February 2005-September 2005</p> <ul style="list-style-type: none">• Assisted new and existing customers with ordering and plant crop management inquiries• Assisted Sales Manager, Marketing Manager, and Shipping Manager• Coordinated and provided both individual and large group tours of facilities <p>Brandywine Nursery Inc., Mount Vernon, WA Internship, August 2004-February 2005</p> <ul style="list-style-type: none">• Completed internship program for degree• Assisted management with crew supervision, sales, and general nursery operations• Implemented multilingual paperwork to communicate tasks efficiently to staff <p>LEADERSHIP EXPERIENCE</p> <p>Community Involvement</p>

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MAY 23 2014

CITY OF CANBY

- Member-Canby Lions Club, 2007-Present
 - President
 - Vice President
- Elected-Canby City Councilor 2009-2011
 - Liaison-Library Board, Bike and Pedestrian Committee, and Riverside Neighborhood Association
- Member-Oregon Association of Nurseries Greenhouse Chapter Board, 2007-2011
 - President
 - Vice President
 - Treasurer
- Official (Referee)-Greater Portland Volleyball Officials Association, 2007-Present
- Member-Evergreen Curling Club, 2013-Present
- Member-Canby City Budget Committee, 2013-Present
- Member-Canby Urban Renewal Board, 2006-2007
- Member-Canby Street Maintenance Task Force, 2006-2007

State University of New York at Cobleskill

- Resident Assistant, Spring 2002-Spring 2004
- Student Government Association, President, Vice President, 2000-2004
- Faculty Student Association Board of Directors, Vice President, 2003-2004
- College Council, Student Member, 2003 – 2004
- SUNY Cobleskill 2011 Group (Strategic Planning Committee), 2003 - 2004
- Vice President For Academic Affairs Search Committee
- SUNY Student Assembly, Agriculture and Technology Sector Representative, 2003-2004
- Quality of Student Life Committee, 2001-2004
- Academic Calendar Committee
- International Education Council
- Student Affairs Panel, 2002-2004

**UNIVERSITY
COURSES**

- Advanced Contracts
- Woody Plant Identification
- Business Law I & II
- Micro & Comparative Economics
- Integrated Pest Management
- International Relations
- Marketing of Horticulture Products
- Micro & Comparative Economics
- Nursery Management I & II
- Plant Pathology
- Plant Propagation
- Plant and Soil Diagnostics
- Professional Selling
- Full transcript available upon request

**RELATED
EXPERIENCE**

Public Speaking
Proficient in Microsoft Outlook, Word, Excel, and PowerPoint
Conflict Resolution
Facilitator of team building and communication workshops
Manage and plan conferences and large events

**HONORS/
AWARDS**

SUNY Cobleskill Young Alumnus Achievement Award 2012, Sun Gro Sales Excellence Award 2011, Oregon Lions Sight & Hearing Foundation Vision & Fellowship Award 2010, SUNY Cobleskill Dean's List Honorable Mention Fall 2003, Who's Who Among Students in American Colleges and Universities 2003-2004, Who's Who Among Students in American Junior Colleges 2001-2002

**CITY OF CANBY
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Instructions: By using either your tab key or arrow keys, navigate to each field and type in your information. When complete, save the document to your computer and either mail, fax or email to the addresses listed below.

Date: 5-27-2014

Name: John R. Baker Occupation: Journalist

Home Address:

Employer: Position: Editor

Daytime Phone: Evening Phone:

E-Mail Address:

For which position are you applying? Historic Review Board

What are your community interests (committees, organizations, special activities)?

Experience and educational background: BA - Communication at SOU, '86

Reason for your interest in this position: Love history

List any other City or County positions on which you serve or have served: —

Information on any special membership requirements: —

Referred by (if applicable): already served 1 Term on board

Feel free to attach a copy of your resume and use additional sheets if necessary

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12-4-07

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MAY 27 2014

CITY OF CANBY

MEMORANDUM



To: Mayor Hodson and Canby City Council
From: Amanda Zeiber, Interim City Administrator/HR Director
Date: May 27, 2014
Re: Resolution No. 1189

Background Summary

The City provides workers compensation coverage to volunteers, elected City officials and City boards and commissions. Coverage is provided through a resolution, which should be updated annually to capture any changes from current or prior year(s). The City's insurance provider, City County Insurance Services, requires the City to have a current volunteer resolution on file. The City of Canby volunteer resolution was previously updated in June 2013.

Recommendation

Staff recommends that the Council approve Resolution 1189, authorizing workers compensation coverage for City volunteers, elected officials and boards and commissions.

Attached

Resolution No. 1189

RESOLUTION NO. 1189

A RESOLUTION EXTENDING THE CITY OF CANBY'S WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF THE CITY OF CANBY AND REPEALING RESOLUTION 1159.

WHEREAS, the Canby City Council elects the following:

Pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteer workers listed on the Volunteer Election Form.

1. An assumed monthly wage of \$800 will be used for public safety volunteers; and
2. An aggregate assumed annual wage of \$2,500 will be used per volunteer board, commission and/or council for the performance of administrative duties; and
3. As assumed monthly wage of \$800 per month will be used for public officials for their performance of manual labor above and beyond the administrative duties covered by paragraph 2 above; and
4. Non-public safety volunteers will keep track of their hours and have their assumed payroll reported in the correct class code for the type of work being performed using Oregon minimum wage; and
5. Court-mandated community service workers/inmates on work release who are sentenced by the City of Canby's municipal court will keep track of their hours and have their assumed payroll reported in Class Code 7720V using Oregon minimum wage; and
6. A roster of active volunteers will be kept monthly for reporting purposes. It is acknowledged that CIS may request copies of these rosters during year-end audit; and
7. Unanticipated volunteer projects or exposure not addressed herein will be added onto the City of Canby's coverage agreement (1) by endorsement, (2) with advance notice to CIS, and (3) allowing two weeks for processing. It is hereby acknowledged that coverage of this type cannot be backdated.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Canby to provide for workers' compensation insurance coverage as indicated above. This resolution will be updated annually.

This resolution shall take effect July 1, 2014.

ADOPTED this 4th day of June 2014, by the Canby City Council.

Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

ORDINANCE NO. 1399

AN ORDINANCE DELETING CHAPTER 3.16 OF THE CANBY MUNICIPAL CODE (CMC), AMENDING CHAPTERS 5.04.150, 5.04.230 SECTION A, AND 8.04.100.

WHEREAS, on June 19, 2013 the City Council adopted Resolution 1164 which closed the Library Endowment Fund thus there is no longer a need for Chapter 3.16 of the CMC; and

WHEREAS, the City of Canby desires to clarify and update language in Canby Municipal Code (CMC) Chapter 5.04.150 regarding contractors' and subcontractors' responsibility so it is consistent with Oregon law requirements to be licensed with the Oregon Construction Contractors Board (CCB); and

WHEREAS, CMC Chapter 5.04.230 is being amended so it's consistent with other code language that fees are set by resolution; and

WHEREAS, CMC Chapter 8.04.100 is amended to correct a typographical error; and

THE CITY OF CANBY, OREGON, ORDAINS AS FOLLOWS:

Section 1. The Canby Municipal Code (CMC) Chapter 3.16 Library Endowment Fund is hereby deleted.

Section 2. Canby Municipal Code (CMC) Chapters 5.04.150, 5.04.230 Section A, and 8.04.100 are hereby amended to read as follows:

§ 5.04.150 Contractors' and subcontractors' responsibility.

It shall be the responsibility of all general contractors, utility companies and subcontractors working in the city to obtain a business license. **All construction contractors shall be required to be registered with the Oregon Construction Contractors Board (CCB) and be in good standing.** It shall further be the responsibility of all general contractors and utility companies working in the city to provide a list of all names and addresses of subcontractors under their direction. Failure of any subcontractor to obtain a license may result in a stop work order on any project within the city's jurisdiction.

§ 5.04.230 Penalty

A. Any person violating any of the provisions of this chapter shall, upon conviction thereof in the Municipal Court of the city, be punished by a fine not to exceed **\$25 an amount set by resolution**. Each day of the violation of this chapter shall constitute a separate violation.

§ 8.04.100 Collection by contractor.

Except as provided in this chapter, it shall be unlawful for any person, firm or corporation other than a person, firm or corporation under ~~contract~~ **contract** with the city to collect, gather and haul garbage over the streets of the City.

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, May 21, 2014, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and scheduled for second reading before the City Council for final reading and action at a regular meeting thereof on Wednesday, June 4, 2014, commencing at the hour of 7:30 PM at the Council Meeting Chambers located at 155 N.W. 2nd Avenue, Canby, Oregon.

Kimberly Scheafer, MMC
City Recorder

PASSED on the second and final reading by the Canby City Council at a regular meeting thereof on June 4, 2014 by the following vote:

YEAS _____ NAYS _____

Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder