



AGENDA

CANBY CITY COUNCIL REGULAR MEETING

November 5, 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. Industrial Lands Analysis Presentation

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

- A. City Staff Appreciation

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 October 15, 2014 City Council Regular Meeting

7. RESOLUTIONS & ORDINANCES

- A. Ord. 1408, Authorizing Amendment No. 2 to the Contract with Curran-McLeod, Inc. Consulting Engineers for Engineering Services Regarding 2014 Wastewater Treatment Plant Improvements

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8. NEW BUSINESS

9. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

10. CITIZEN INPUT

11. ACTION REVIEW

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

CURRAN-McLEOD, INC.
CONSULTING ENGINEERS

6655 S.W. HAMPTON STREET, SUITE 210
PORTLAND, OREGON 97223

October 20, 2014

Mr. Dave Conner
City of Canby
182 North Holly Street
Canby, OR 97013

THIS HAS BEEN REVIEWED
BY THE FINANCE DIRECTOR

Haley J. 10/27/14

**RE: CITY OF CANBY
WWTP ENGINEERING SERVICES**

Dear Dave:

In November last year our office presented a five-year capital improvement plan for the Wastewater Treatment system and executed a contract for the design phase of the Fiscal Year 2013-14 improvements. That contract was amended in September 2014 to include the capital improvements scheduled for FY 2014-15 within the same construction contract.

We have completed all design efforts and the project has been advertized for bids. The bid opening is scheduled for November 4, 2014.

We have not executed an engineering agreement for the construction phase engineering services. We had earlier projected the construction phase engineering budget of \$50,000 to cover all FY 2013-14 work tasks as defined in the contract, and that amount is included in the current CPIF budgeting. The additional work included in FY 2014-15 does not require an increase in the construction phase engineering budget, especially considering your staff's involvement in observing the construction. Construction phase engineering is provided as needed on an hourly basis. If your staff maintains an overview of construction, that allows us to minimize our time.

As a result, with this letter we are asking the City's approval of Amendment Number 2 to our engineering agreement, to provide a budget for the construction phase engineering. Attached to this letter is Amendment Number 2, establishing a budget of \$50,000 for work billed on a time and material basis.

This will increase the total engineering budget to 166,400, and include the engineering efforts for the tasks budgeted in FY 2013-14 and FY 2014-15. The construction cost is estimated at \$1.5 million.

Mr. Dave Conner
October 20, 2014
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We have enclosed Amendment No. 2 to the engineering contract for the City's review and approval. Please let us know if there are any concerns or questions.

Very truly yours,

CURRAN-McLEOD, INC.



Curt J. McLeod, P.E.

Enclosure: Engineering Amendment No. 2

Cc: Ms. Amanda Zeiber, City of Canby
Mr. Rick Robinson, City of Canby

ORDINANCE NO. 1408

AN ORDINANCE AUTHORIZING THE CITY OF CANBY TO EXECUTE AMENDMENT NO. 2 TO THE CONTRACT WITH CURRAN-MCLEOD, INC. CONSULTING ENGINEERS FOR ENGINEERING SERVICES REGARDING 2014 WASTEWATER TREATMENT PLANT IMPROVEMENTS.

WHEREAS, the City of Canby requires improvements to its wastewater treatment plant; and

WHEREAS, in January of 2014 the City adopted Ordinance 1392 authorizing a contract with Curran-McLeod for engineering services regarding 2014 Wastewater Treatment Plant Improvements; and

WHEREAS, at the time of the original contract it was stated that the Construction Engineering costs would be determined at the time of construction and those have now been identified as \$50,000.00.

THE CITY OF CANBY, OREGON, ORDAINS AS FOLLOWS:

Section 1. The City Administrator is hereby authorized on behalf of the City to enter into Amendment No. 2 to the Agreement for Engineering Services with Curran-McLeod, Inc. A copy of Amendment No. 2 is attached hereto as Exhibit "A."

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, November 5, 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, November 19, 2014, commencing at the hour of 7:30 PM in the Council Chambers located at 155 NW 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 November 19, 2014 by the following vote:

YEAS _____ NAYS _____

Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

**CITY OF CANBY
2014 WASTEWATER TREATMENT PLANT IMPROVEMENTS**

**AMENDMENT NO. 2
TO THE AGREEMENT FOR ENGINEERING SERVICES**

The Engineering Services Agreement, executed November 7, 2013, and amended by Addendum No.1 on September 29, 2014, between the CITY OF CANBY and CURRAN-McLEOD, INC., Consulting Engineers shall be amended as follows:

The ENGINEER will provide the Construction Phase Engineering Services as defined in the Contract under items A.6 through A.20. Section B of the Agreement shall be amended as follows:

SECTION B - COMPENSATION FOR ENGINEERING SERVICES

Amend the following article:

Section B shall be modified to establish the Construction Phase Engineering Services Budget at \$50,000, and shall read:

Construction Engineering:

- Fifty Thousand and No/100 Dollars (\$50,000)

IN WITNESS WHEREOF, the parties hereto have executed or caused to be executed by their duly authorized officials, this AMENDMENT NO. 2 to the AGREEMENT FOR ENGINEERING SERVICES in duplicate on the respective dates indicated below.

**OWNER:
CITY OF CANBY**

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____

**ENGINEER:
CURRAN-McLEOD, INC.**

SIGNATURE:  _____

NAME: CURT MCLEOD

TITLE: Secretary/Treasurer

DATE: OCTOBER 20, 2014

Management Team Meeting Minutes
October 13, 2014
2:00 PM
City Hall Conference Room

In attendance: Rick Robinson, Amanda Zeiber, Kim Scheafer, Bryan Brown, Haley Fish, Bret Smith, Julie Wehling, Melissa Kelly, Renate Mengelberg, and Eric Laitinen.

Kim Scheafer

- Reviewed Agenda for November 5 CC & URA Meetings
- Deadline for December 3 CC Packet is noon on November 21
- Bi-Monthly Reports for September & October are due by Friday, November 7

Haley Fish

- Auditors will be here doing field work November 3-7 in the Council Chambers
- Out of Office October 16-22
- Supplemental Budget will be on the December 3 CC Agenda

Melissa Kelly

- Intercambio is going well
- Doing outreach to Hope Village
- Disaster Preparedness Class will be held Tuesday, October 14 at 6:30 p.m.
- Music in the Stacks will be on October 18
- Magician William Scott Anderson will perform on October 30
- Library Foundation is looking for a new Board Member and working on getting a new logo
- Meeting with other Library Directors and touring their facilities

Julie Wehling

- Working with Jerry Turner on design of new parking location
- At the OTA conference October 18-22
- Title VI Plan will be presented at the October 15 CC Meeting
- ODOT Drug and Alcohol Policy audit will be held tomorrow
- Transit surveys are coming in

Eric Laitinen

- Molalla swim lessons started today
- Winter season starts December 16

Renate Mengelberg

- Appraisals are complete on all the downtown City owned buildings
- Have been meeting with developers on possibilities for downtown City owned businesses
- Met with new Chamber Director and Herald Publisher
- Working on a lead that could bring 250 jobs to Canby
- At the Oregon Economic Development Conference October 27 & 28
- Spooktackular is on October 31

Bryan Brown

- Interviewing Associate Planner applicants Tuesday
- Reviewed items that are going before the PC
- Gave an update on the Canby Square remodel
- Planning website is being redesigned

Amanda Zeiber

- Mike Smith was promoted to Police Sergeant. His position will be backfilled.
- Bid opening for the Civic Center Construction Services for Construction Management is Wednesday at 2 p.m.

Minutes taken by Kim Scheafer