



## AGENDA

### CANBY CITY COUNCIL REGULAR MEETING

August 15, 2012

7:30 PM

Council Chambers

155 NW 2<sup>nd</sup> Avenue

*Mayor Randy Carson*

*Council President Walt Daniels*

*Councilor Richard Ares*

*Councilor Tim Dale*

*Councilor Traci Hensley*

*Councilor Brian Hodson*

*Councilor Greg Parker*

---

### CITY COUNCIL REGULAR MEETING

**1. CALL TO ORDER**

A. Pledge of Allegiance and Moment of Silence

**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 August 1, 2012 City Council Regular Meeting

B. Change of Ownership Liquor License Application for Thai Corner Cuisine Pg. 1

**7. PUBLIC HEARING**

A. DR 12-03/TA 12-01 Fred Meyer Fuel Station (**Moved to 10-17-12 City Council Meeting**)

**8. RESOLUTIONS & ORDINANCES**

A. Res. 1140, Referring Hope Village Annexation of 0.79 Acres to Voters Pg. 3


B. Ord. 1363, Authorizing Amended Contract with KinTechnology Inc. to Continue to Provide Computer Technical Services for the City of Canby (**2<sup>nd</sup> Reading**) Pg. 8

**9. NEW BUSINESS**

- 10. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS**
- 11. CITIZEN INPUT**
- 12. ACTION REVIEW**
- 13. EXECUTIVE SESSION: ORS 192.660(2)(h) Pending Litigation**
- 14. 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 503.266.4021 ext. 233. A copy of this Agenda can be found on the City's web page at [www.ci.canby.or.us](http://www.ci.canby.or.us). City Council and Planning Commission Meetings are broadcast live and can be viewed on OCTS Channel 5. For a schedule of the playback times, please call 503.263.6287.

# Memo

To: Mayor Randy Carson & Members of City Council  
From: Bret J. Smith, Chief of Police   
Date: August 7, 2012  
Re: Liquor License Application / Change of Ownership/Thai Corner Cuisine

I have reviewed the attached liquor license application and change of ownership completed by the applicant, Kittrakul Damronkthum, the new owner of Thai Corner Cuisine, (once Hot Chicks Bento) located at 1109 SW 1<sup>st</sup> Avenue Ste "A", Canby, Oregon 97013.

Additionally, I spoke with the applicant; and we discussed the laws involving the sale of alcoholic beverages. He told me that he and his staff are receiving the OLCC training related to the pertinent laws involving the serving of alcohol and he is also aware of the consequences should there be a failure to comply with the law.

I recommend the Canby City Council approve this application to the Oregon Liquor Control Commission (OLCC).

CC: Kim Scheafer, City Recorder



# OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION

*880B  
1025700139 75  
To City of Canby*

Application is being made for:

## LICENSE TYPES

- ☐ Full On-Premises Sales (\$402.60/yr)
- ☐ Commercial Establishment
- ☐ Caterer
- ☐ Passenger Carrier
- ☐ Other Public Location
- ☐ Private Club
- ☒ Limited On-Premises Sales (\$202.60/yr)
- ☐ Off-Premises Sales (\$100/yr)
- ☐ with Fuel Pumps
- ☐ Brewery Public House (\$252.60)
- ☐ Winery (\$250/yr)
- ☐ Other: \_\_\_\_\_

## ACTIONS

- ☒ Change Ownership
- ☐ New Outlet
- ☐ Greater Privilege
- ☐ Additional Privilege
- ☐ Other \_\_\_\_\_

*L 169192  
P 48994*

## 90-DAY AUTHORITY

- ☒ Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority

## APPLYING AS:

- ☐ Limited Partnership ☐ Corporation ☒ Limited Liability Company ☐ Individuals

## CITY AND COUNTY USE ONLY

Date application received: 8/1/12

The City Council or County Commission:

(name of city or county)

recommends that this license be:

- ☒ Granted ☐ Denied

By: \_\_\_\_\_ (signature) \_\_\_\_\_ (date)

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

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

## OLCC USE ONLY

Application Rec'd by: M. LeClair

Date: 7-31-12

90-day authority: ☐ Yes ☐ No

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]

① Ketrakul Damronkthum Thai corner cuisine ③  
LLC ④

2. Trade Name (dba): Thai Corner Cuisine LLC

3. Business Location: 1109 SW 1st Avenue, Suite A Canby Clackamas OR 97013  
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: 1109 SW 1st Avenue, Suite A Canby OR 97013  
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: \_\_\_\_\_ (phone) \_\_\_\_\_ (fax)

6. Is the business at this location currently licensed by OLCC? ☒ Yes ☐ No

7. If yes to whom: Dena Stein Hot Chicks Bento Type of License: Limited On-Premises Sales  
LLC

8. Former Business Name: Hot Chicks Bento LLC

9. Will you have a manager? ☐ Yes ☒ No Name: \_\_\_\_\_  
(manager must fill out an Individual History form)

10. What is the local governing body where your business is located? \_\_\_\_\_  
(name of city or county)

11. Contact person for this application: Ketrakul Damronkthum  
(name) (phone number(s))

(address) 5 (fax number) (e-mail address)

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant(s) Signature(s) and Date:

① KETRAKUL Date 7/30/12 ③ Date \_\_\_\_\_

② \_\_\_\_\_ Date \_\_\_\_\_ ④ Date \_\_\_\_\_

## RESOLUTION NO. 1140

**A RESOLUTION AUTHORIZING AND DIRECTING THE CITY RECORDER TO CERTIFY TO THE CLACKAMAS COUNTY CLERK A MEASURE REFERRING TO THE ELECTORATE A PROPOSED ANNEXATION OF 0.79 ACRES DESCRIBED AS TAX LOTS 1100 AND 1101 OF TAX MAP 4S-1E-4D LOCATED ADJACENT TO THE WEST SIDE OF THE 1600 BLOCK OF S. IVY STREET IN CANBY; AUTHORIZING THE CITY RECORDER TO SEND AN EXPLANATORY STATEMENT FOR THE VOTER'S PAMPHLET; AND DOING ALL OTHER NECESSARY ACTS TO PLACE THE MATTER BEFORE THE VOTERS OF THE CITY OF CANBY FOR THE NOVEMBER 6, 2012 ELECTION.**

**WHEREAS**, the Canby City Council has heretofore approved an application filed by Robert Price on behalf of Hope Village, the owners of tax lots 1100 and 1101 of Tax Map 4S-1E-4D, to annex 0.79 acres into the City of Canby; and

**WHEREAS**, pursuant to the provisions of the Canby City Charter, the approval of the proposed annexation must be referred to the electorate of the City of Canby for an election; and

**WHEREAS**, ORS 250.035 requires a Notice of Measure be prepared by the City and submitted to the Clackamas County Elections Department by September 6, 2012 in order to appear on the ballot for the November 6, 2012 election; and

**WHEREAS**, pursuant to the Canby Municipal Code, the Canby City Attorney has prepared a Notice of City Measure Election and Summary for Voter's Pamphlet to be submitted to the Elections Department;

**NOW THEREFORE, IT IS HEREBY RESOLVED** by the City Council of the City of Canby, as follows:

1. The City Recorder of the City of Canby is hereby authorized and directed to certify to the Clackamas County Clerk for submission to the voters at the November 6, 2012 election, the Notice of City Measure. Such Notice of City Measure Election is attached to this Resolution in proper form and adopted by the City.
2. The City Recorder of the City of Canby is further authorized and directed to submit a Summary of the Measure to be placed in the voter's pamphlet explaining in clear and concise language the affect of such ballot measure. Such summary is attached to this Resolution in proper form and adopted by the City.

3. The City Recorder, the City Administrator and the City Attorney are hereby authorized to do all other necessary and proper acts to place the ballot measure before the voters at the November 6, 2012 election.

This Resolution shall take effect on August 15, 2012.

ADOPTED this 15<sup>th</sup> day of August, 2012, by the Canby City Council.

---

Randy Carson  
Mayor

ATTEST:

---

Kimberly Scheafer, MMC  
City Recorder

# Notice of City Measure Election

**SEL 802**

rev 01/10: ORS 250.035, 250.041,  
250.275, 250.285, 254.095, 254.465

## City and Notice Information

Notice is hereby given on August 16, 2012, that a measure election will be held in

City of Canby Oregon on November 6, 2012.

Name of City or Cities

Date of Election

The following shall be the ballot title of the measure to be submitted to the city's voters:

**Caption** 10 words

MEASURE APPROVING ANNEXATION OF 0.79 ACRES INTO CITY OF CANBY

**Question** 20 words

SHALL 0.79 ACRES LOCATED ADJACENT TO THE SOUTH OF HOPE VILLAGE, ON S. IVY STREET, BE ANNEXED INTO CANBY?

**Summary** 175 words

Annexation is the legal process to bring property into the Canby City limits. Robert Price has filed an application on behalf of Hope Village, the owner of two parcels totaling 0.79 acres, asking the City to bring them into the City limits. The legal description of the parcels is Tax Lots 1100 and 1101 of Tax Map 4S-1E-4D. The tax lots are located adjacent to the southern boundary of Hope Village adjacent to the west side of the 1600 block of S. Ivy Street in Canby. This application has been approved by the City Planning Commission following a hearing on July 9, 2012 and further approved by the Canby City Council at its meeting of July 18, 2012. One tax lot is vacant land while the other currently has a manufactured home on it. It is currently zoned Exclusive Farm Use (EFU) by Clackamas County. Canby's Comprehensive Plan Map will designate the property for High Density Residential (R-2) zoning upon annexation. Any future development requires City review and must comply with land use laws.

*The following authorized city official hereby certifies the above ballot title is true and complete, which includes publication of notice and the completion of the ballot title challenge process.*

**Signature of Authorized City Official** not required to be notarized

**Date Signed** mm/dd/yy

Kimberly Scheafer, MMC

City Recorder

**Printed Name of Authorized City Official**

**Title**

## EXPLANATORY STATEMENT FOR VOTER'S PAMPHLET

### MEASURE APPROVING ANNEXATION OF 0.79 ACRES INTO THE CITY OF CANBY

Measure No. \_\_\_\_\_

Word Total 353 (500 max)

---

This measure would approve the annexation of 0.79 acres into the city limits of the City of Canby. The property which would be included within the City boundaries is known as Tax Lots 1100 and 1101 of Tax Map 4S-1E-4D and is located generally in the southern part of the City. Tax Lots 1100 and 1101 are currently zoned Exclusive Farm Use (EFU) under County zoning. If annexation into the City is approved by the voters, the parcels would be rezoned to R-2, High Density Residential, as will be required under the City's Comprehensive Land Use Plan (Comp Plan) and Zoning Map.

Tax Lots 1100 and 1101 are owned by Hope Village, Inc.. Robert Price has filed the application for annexation into the City of Canby on behalf of Hope Village. The City, following its Charter, has put this matter before the voters for approval.

The parcels are located adjacent to the west side of the 1600 block of S. Ivy Street in Canby. One tax lot is vacant land while the other currently has a manufactured home on it. Adjacent properties to the south and east are outside current city limits and are zoned Exclusive Farm Use (EFU). The adjacent property to the north is occupied by Hope Village and is located within the city limits. Under the Comp Plan, property to the north is zoned for Medium Density Residential. Property to the west is currently zoned High Density Residential and is vacant. As indicated above, the subject property would be rezoned upon annexation approval to R-2, High Density Residential. Under the R-2 zoning regulations, the applicant indicates they would construct a minimum of eleven additional senior housing units which would be allowed in that zone. Annexation alone does not set the future uses to be built on the property. Any further development would have to comply with state and local land use laws and would be subject to public review.

The Canby Planning Commission unanimously voted to approve the application and the Canby City Council unanimously voted to approve the application and refer it to a vote of the Canby electorate.

#### CITY OF CANBY

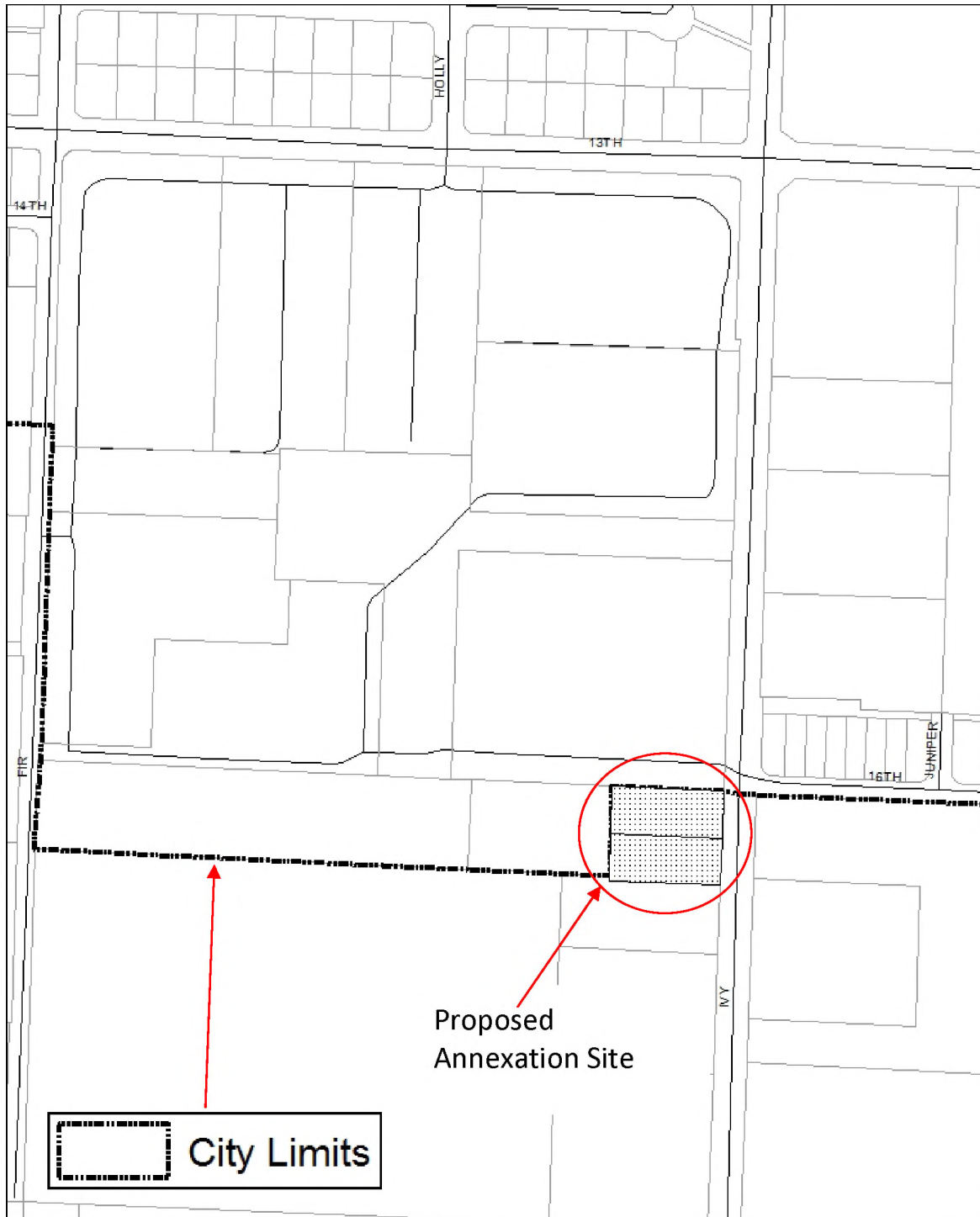
---

Kimberly Scheafer, MMC  
City Recorder

---

Date

## HOPE VILLAGE LOCATER MAP



**CITY FILE #:** Hope Village ANN 12-01; CPA 12-01; ZC 12-01

**PROPERTY SIZE:** The site is approximately 0.79 acres

**TAX LOT:** Map 4S-1E-4D Lot #'s 1100 & 1101

**OWNER/APPLICANT:** Hope Village, Inc.; Robert Price, Representative

**ORDINANCE NO. 1363**

**AN ORDINANCE AUTHORIZING THE CITY OF CANBY TO ENTER INTO AN AMENDED CONTRACT WITH KINTECHNOLOGY INCORPORATED TO CONTINUE TO PROVIDE COMPUTER TECHNICAL SERVICES FOR THE CITY; AND DECLARING AN EMERGENCY**

**WHEREAS**, the City of Canby desires to continue its contract between the City and KinTechnology Incorporated to provide computer technical services for the City; and

**WHEREAS**, the current contract with KinTechnology Incorporated needs to be renewed and amended;

**THE CITY OF CANBY, OREGON, ORDAINS AS FOLLOWS:**

**Section 1.** The City Administrator is hereby authorized on behalf of the City to enter into an amended Personal Services Agreement with KinTechnology Incorporated to continue to provide computer technical services for the City. A copy of the Personal Services Agreement is attached hereto as Exhibit "A."

**Section 2.** Inasmuch as it is in the best interest of the citizens of Canby, Oregon, to maintain computer technical services in order to provide both essential and general services to the public, an emergency is hereby declared to exist and this ordinance shall take effect immediately upon its enactment.

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, August 1, 2012, 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, August 15, 2012, commencing at the hour of 7:30 pm at the Council Meeting Chambers located at 155 N.W. 2<sup>nd</sup> Avenue, Canby, Oregon.

**2nd Reading**

**PASSED** on second and final reading by the Canby City Council at a regular meeting thereof on the 15<sup>th</sup> of August 2012, by the following vote:

YEAS \_\_\_\_\_ NAYS \_\_\_\_\_

\_\_\_\_\_  
Randy Carson  
Mayor

ATTEST:

\_\_\_\_\_  
Kimberly Scheafer, MMC  
City Recorder

## PERSONAL SERVICES AGREEMENT

THIS AGREEMENT is between the CITY OF CANBY (City) and KINTECHNOLOGY, INC. (Contractor).

- A. City requires services which Contractor is capable of providing, under terms and conditions hereinafter described.
- B. Contractor is able and prepared to provide such services as City requires, under those terms and conditions set forth.

The Parties Agree a Follows:

- 1. Scope of Services. Contractor's services under this Agreement are set forth in Exhibit "A", attached hereto.
- 2. Contractor Identification. Contractor shall furnish to City its employer identification number as designated by the Internal Revenue Service, or Contractor's Social Security Number, as City deems applicable. **Contractor understands it is required to obtain a City of Canby business license for conducting business in the City. Contractor agrees to obtain a Canby business license prior to commencing work under this contract.**
- 3. Compensation:
  - A. City agrees to pay Contractor according to the proposed rate schedule submitted with the Contractor's proposal. See Exhibit "B" attached hereto. Contractor agrees that \$85,000.00 is the not to exceed price of this contract, without prior written approval from the City.
  - B. City agrees to pay Contractor within 30 days after receipt of Contractor's itemized statement reporting completed work. Amounts disputed by the City may be withheld pending settlement.

- C. City certifies that sufficient funds are available and authorized for expenditure to finance costs of the Agreement.
4. Contractor is Independent Contractor.
- A. Contractor's services shall be provided under the general supervision of the City Administrator. Contractor shall be an independent contractor for all purposes and shall be entitled to no compensation other than the compensation provided for under Paragraph #3 of this Agreement.
  - B. Contractor certifies that it is either a carrier-insured employer or a self-insured employer as provided in Chapter 656 of the Oregon Revised Statutes.
  - C. Contractor hereby represents that no employee of the City, or any partnership or corporation in which a City Employee has an interest, will or has received any remuneration of any description from Contractor, either directly or indirectly, in connection with the letting or performance of this contract, except as specifically declared in writing.
5. Subcontractors and Assignment. Contractor shall neither subcontract any of the work, nor assign any rights acquired hereunder, without obtaining prior written approval from City. City, by this Agreement, incurs no liability to third persons for payment of any compensation provided herein to Contractor. Any subcontract between Contractor and subcontractor shall require the subcontractor to comply with all terms and conditions of this agreement as well as applicable OSHA regulations and requirements.
6. Work is Property of City. All work performed by Contractor under this Agreement shall be the property of the City. City agrees that the Contractor may use its work in other assignments if all City of Canby data and references are removed.
7. Term.

A. This Agreement may be terminated by:

1. Mutual written consent of the parties.
2. Either party, upon thirty (30) days written notice to the other, delivered by certified mail or in person.
3. City, effective upon deliver of written notice to Contractor by certified mail, or in person, under any of the following:
  - a. If Contractor fails to provide services called for by this Agreement within the time specified or any extension thereof.
  - b. If Contractor fails to abide by the terms of this Agreement.
  - c. If services are no longer required.

8. Professional Standards. Contractor shall be responsible to the level of competency presently maintained by others practicing the same type of work in City's community, for the professional and technical soundness, accuracy and adequacy of all work and materials furnished under this authorization.

9. Insurance. Insurance shall be maintained by the Contractor with the following limits:

A. Liability - \$1,000,000.00 combined single limit, bodily injury/property damage, including automobile coverage for any vehicle used for City business.

B. Professional liability – errors and omissions - \$1,000,000.00, combined single limit, bodily injury/property damage.

The City shall be named as an additional insured on all required policies. The City may require current copies of insurance endorsement. Procuring of such required insurance shall not be construed to limit Contractor's liability hereunder. Notwithstanding said insurance, Contractor shall be obligated for the total amount of any damage, injury or loss caused by Contractor's negligence or

neglect connected with the Agreement.

10. Legal Expense. In the event legal action is brought by City or Contractor against the other to enforce any of the obligations hereunder or arising out of any dispute concerning the terms and conditions hereby created, the losing party shall pay the prevailing party such reasonable amounts for attorneys fees, costs, and expenses as may be set by the court both at trial and all appeals there from.
11. Modifications. Any modification of the provisions of this Agreement shall be in writing and signed by the parties.
12. Notices. Any notice, bills, invoices, reports, or other documents required by this Agreement shall be sent by the parties by United States mail, postage paid, or personally delivered to the address below. All notices shall be in writing and shall be effective when delivered. If mailed, notices shall be deemed effective forty-eight (48) hours after mailing unless sooner received.
13. Entire Agreement. This Agreement contains the entire understanding of the parties regarding the subject matter of this Agreement and supersedes all prior and contemporaneous negotiations and agreements, whether written or oral, between the parties with respect to the subject matter of this Agreement.
14. Savings Clause. Should any provision of this Agreement be found to be in conflict with any federal or Oregon state law, or final controlling decision of any Court of competent jurisdiction, or ruling or decision of any controlling administrative agency, all other provisions of this Agreement shall remain in full force and effect.

CITY:

Greg Ellis, City Administrator  
City of Canby  
PO Box 930  
182 N. Holly Street  
Canby, OR 97013

CONTRACTOR: Tim/Shalna Kimble  
KinTechnology, Inc.  
PO Box 305  
Canby, OR 97013

**Please submit invoices to: Attn: Accounts Payable  
City of Canby  
PO Box 930  
Canby, OR 97013  
[potterl@ci.canby.or.us](mailto:potterl@ci.canby.or.us)**

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly appointed officers.

CONTRACTOR:

CITY OF CANBY:

By:

By:

Date:

Date:

Approved as to Form:

---

Joseph Lindsay  
City Attorney

## **EXHIBIT A**

### **Monthly Scope of Services –**

KinTech agrees to manage and maintain the City of Canby computer network system using the following services:

- One technician for an average of 36-40 hours per week.
- Maintain network level web filtration system.
- Maintain thorough inventory documentation.
- Coordinate and consolidate all requests for support using KinTech ticketing system.
- Monitor network system status and performance.
- Create and manage users and groups.
- Manage data organization and security.
- Manage data backup and data restore systems.
- Planning, installation, and maintenance of physical network backbone.
- Manage internal and external network security.
- Planning and maintenance of email systems.
- Research and implement technology advancements.
- Plan, research, and assist with acquisitions of new hardware and software.
- Setup, configure, and maintain new and current workstations.
- Troubleshoot software and hardware issues.
- Relocate user workstation environments.
- Removal of spyware and viruses from network systems.
- Troubleshoot and maintain network printing.
- Assess user requirements and propose solutions to meet them.
- Manage hardware recycling and, or secure disposal.
- Create documentation for training purposes.
- Provide training for users on hardware and software systems.

Scope of Services does not include the following:

- All hardware needs - costs will be discussed as needed.
- Anti-Virus licensing renewals - City will be responsible for renewal fees.
- Web Filtration subscription - services/system available for \$150 per month.
- Anti-Spam filtration subscription - Service available at a cost of \$3.25 per user per month.

## EXHIBIT B

Other services not included in the above *Monthly Scope of Services* will be charged at our regular rates listed below. All charges will be approved in advance by an authorized City representative. [Authorized City representatives include Assistant City Administrator/HR Director, City Administrator, and City Recorder.]

Rates - Base hourly rates apply to services provided during normal weekday business hours Monday through Friday, 8:00am to 6:00pm in the time zone where services are performed. Holiday rates will be charged at double the base hourly rate on national holidays. Emergency rates will be charged at double that base hourly rate for non-scheduled urgent-care-response events. *Overtime* rates will be charged at one and one half times the base hourly rate during non-holiday, non-emergency and nonweekday business hours. KinTechnology reserves the right to change base hourly rates with prior notice to customers.

### Base Hourly Rates

\$95/hr

\$125/hr

\$125/hr

\$95 to \$125/hr

\$95 to \$125/hr

### Consulting Position

PC/MAC Tech

Networking Tech

Server Tech

Programmer

Training

## **Management Team Meeting Minutes**

**July 30, 2012**

**2:00 PM**

### **City Hall Conference Room**

In attendance: Greg Ellis, Sue Engels, Bryan Brown, Julie Wehling, Eric Laitinen, Amanda Zeiber, Kim Scheafer, and Joe Lindsay.

#### Greg Ellis

- 1<sup>st</sup> Avenue paving started last week
- Ribbon cutting for NE 4<sup>th</sup> Avenue will be on August 7 at 10:30 AM

#### Bryan Brown

- Participating on County work group regarding fair housing
- Matilda is working with Councilor Hodson on transportation SDC information for C4
- Planning Commission delayed decision on Fred Meyer fuel station for two months
- Three house permit applications were received
- French Prairie group developed a list of goals. They want information on how jurisdictions are sharing operational costs

#### Sue Engels

- Transit tax customer that was sent to collections paid their tax last week
- Spoke about article in the *Oregonian* regarding local option levy compression
- Will be retiring November 30

#### Julie Wehling

- Working on audit
- Working on getting transit web page information translated into Spanish
- Attended GIS mapping meeting

#### Amanda Zeiber

- Handed out updated Summary of Benefits form for non-represented

*Minutes taken by Kim Scheafer*

## **Management Team Meeting Minutes**

**August 6, 2012**

**2:00 p.m.**

### **City Hall Conference Room**

In attendance: Greg Ellis, Sue Engels, Bryan Brown, Julie Wehling, Eric Laitinen, Kim Scheafer, and Renate Mengelberg.

#### Kim Scheafer

- Reviewed Agenda for August 15 CC Meeting
- Make sure staff reports and other items sent for URA or CC packets have been proofread

#### Bryan Brown

- Temporary Occupancy permit was issued for the new Police Department
- Carla has been closing out old building permit files
- Will meet with Scott Caufield to talk about how things are going

#### Greg Ellis

- Handed out Initial Records Assessment that Management needs to review with their Records Coordinators
- Will talk about what projects are left to do at URA Meeting Wednesday. August 22 meeting will have a presentation on City offices and the library.
- 4<sup>th</sup> Avenue grand opening is tomorrow at 10:30 a.m.

#### Eric Laitinen

- Annual closure of pool will be September 2 – 9.

#### Sue Engels

- Working on five year SDC schedule for Dragonberry
- 1<sup>st</sup> Avenue Redevelopment updates are helpful

#### Julie Wehling

- 1<sup>st</sup> Avenue Redevelopment updates have been great for drivers
- Checked out a new style of mini van
- Free fair shuttle will run Tuesday – Saturday from 10 a.m. – 11 p.m.
- Transit tax collection is up

#### Penny Hummel

- Rodeo art is being displayed at the library
- 75<sup>th</sup> Birthday will be on September 15. Looking for a few classic cars from the 1920's or 1930's to be on display in front of library that day. Canby Celebrity Jeopardy! will be the final event on the 15<sup>th</sup>.

*Minutes taken by Kim Scheafer*

CITY COUNCIL / URA MEETING FOLLOW-UP ITEMS				
ORIG. CC / URA MTG. DATE	ITEM	STATUS	ASSIGNED TO	FOR CC OR URA MTG. OF
10/12/2011 URA	Entrance Sign Power - ODOT	Contact appropriate person at ODOT	Dan	TBD
10/12/2011 URA	Other use or market for solar panels	Researching	Dan	TBD
OTHER STAFF ITEMS				
DATE	ITEM	STATUS	ASSIGNED TO	TARGET DATE
	Selling Property Partitioned Next to Maple Street Park (former location of Marshall House)	Waiting for better econmic times to sell property		On-Going