

AGENDA

CANBY CITY COUNCIL MEETING

October 3, 2007, 7:30 P.M.

**Council Chambers
155 NW 2nd Avenue**

Mayor Melody Thompson

*Council President Walt Daniels
Councilor Teresa Blackwell
Councilor Paul Carlson*

*Councilor Randy Carson
Councilor Tony Helbling
Councilor Wayne Oliver*

WORK SESSION

6:00 P.M.

**City Hall Conference Room
182 N Holly**

The City Council will be meeting in a Work Session with the Clackamas County Board of Commissioners to discuss park and library funding as well as the possibility of a new tax funding source for the operation of an extension service district.

CITY COUNCIL MEETING

1. CALL TO ORDER

- A. Pledge of Allegiance and Moment of Silence
- B. Pickle Award Presentation

Pg. 1

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 September 19, 2007 City Council Regular Meeting
- B. Rounders, LLC New Outlet Liquor License Application Pg.3
- C. Appointments to Parks & Recreation Advisory Board Pg.5

7. **PUBLIC HEARING**
 - A. APP 07-01 JBS Estates (*CONTINUED FROM 9/19/07 NO PUBLIC COMMENT WILL BE ACCEPTED*)
8. **RESOLUTIONS & ORDINANCES**
 - A. Ord. 1256, Authorizing Contract with Bruce Chevrolet for One 2008 Chevrolet Silverado 1500 Pick-Up Truck for the Canby Code Enforcement Officer Pg.7
 - B. Ord. 1257, Authorizing Contract with Canby Ford for One 2008 Ford Explorer XLT with Police Equipment Package for the Canby Police Department Pg.10
9. **NEW BUSINESS**
10. **CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS**
 - A. Update on Street Maintenance Funding
11. **CITIZEN INPUT**
12. **ACTION REVIEW**
13. **EXECUTIVE SESSION:** ORS 192.660(2)(d) Labor Negotiations and 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 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. 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.

Customer Service "Pickle" Award Nomination Form

This award acknowledges individual employees who demonstrate outstanding customer service, flexibility and personal attention to develop and maintain relationships with customers.

Date: 9.13.07

Name of Nominee: David Biskar

Position: Aquatic Facility Manager

Department: Swim Center

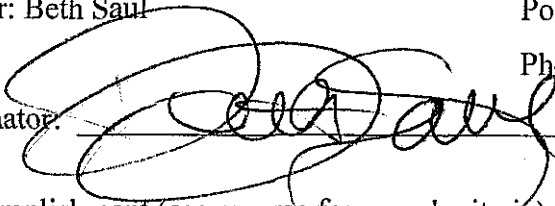
Phone #: 503.266.2761

Name of Nominator: Beth Saul

Position: General Services Director

Department:

Phone #: 503.266.5021 ext 230

Signature of Nominator: 

Description of accomplishment (see reverse for award criteria). **Please attach a complete description of the accomplishment which indicates why your nominee deserves to receive the "Pickle" Customer Service Award.** In forming this submission please include specific, detailed examples and data to support your nomination. The information you provide will be used by the Customer Service Committee to determine whether to recommend the nominee to the City Administrator for the award. Nominator will receive confirmation of receipt of submission via email.

Selection

A nomination form must be completed and submitted to the Customer Service Committee. The Committee will determine the award recipient and forward a recommendation to the City Administrator. Awards will be presented at a City Council meeting. The Committee will notify recipients of their selection. Each nominee will receive a plaque and a pickle lapel pin.

Description of accomplishment

Please provide specific, detailed examples and data to support your nomination. The information you provide will be used by the Committee to determine the recipient of this award:

Description of the accomplishment: Why does your nominee deserve to receive the Pickle Customer Service Award? What impact has the nominee's accomplishment had on the City of Canby? How did staff, coworkers, or customers benefit from the accomplishment? How has the nominee's accomplishment supported the City Council Customer Service Goal?

The City Council values good customer service and desires that all City departments focus on understanding the needs of the citizens they serve. City staff should receive training and encouragement in the area of customer service. The City Council goal is that all citizens who need access to City services be treated respectfully, cordially and effectively. A customer service focus on the part of the City staff is intended to foster better communication and credibility between citizens of Canby and their local government.

People are our most valuable resource!

Nominate someone you think deserves recognition – someone who truly shines!

I received the following information from Nathan Templeman at the Swim Center and believe it describes why David Biskar should be nominated for the Pickle Award.

As you know, we were slated to close 9/2-9/16 for maintenance. You may also know that we reopened nearly a week early on Tuesday w/ limited hours, 5AM-5PM.

What you may not know is that David drove this accelerated pace solely for customer service. He was primarily concerned for the Senior swimmers. He guards their swim time and he realizes how important the Swim Center is to them. I admit I was skeptical, but as I made the gazillions of phone calls to the members and heard their heartfelt thanks I knew that we were doing the right thing. "God bless you", was not an uncommon response. How often does a city employee hear that?

The '08 close will necessarily be longer (at least three weeks) because we will have to paint the actual tank and I now know how much some of our patrons will suffer during this period. Thanks to David's efforts, however, they will know that we will not be closed one hour longer than is absolutely necessary.

I don't know what you can do w/ this, but I thought that it should be passed on.

Nathan Templeman

Program Coordinator, Canby Swim Center

Based on this account, and on my general knowledge of David's strong desire to make the Canby Swim Center comfortable, safe, and fun for all users, I believe he should be considered for the Pickle Award and hope the Customer Service Committee agrees. Beth Saul

Memo

To: Mayor Thompson & Members of City Council
From: Chief Greg A. Kroeplin
CC: Kim Scheafer, General Administration
Date: September 18, 2007
Re: Liquor License Application / Rounders

I have reviewed the attached liquor license application completed by the applicants, Kelli Kay Fleischmann and Matthew Davison Kneip. In addition, Lt. Tro and I had phone conversation with the applicant, Kelli Fleischmann where we discussed laws involving the sale of alcoholic beverages. Ms. Fleischmann told us that she would be working closely with OLCC as it relates to training for her employees on pertinent laws involving alcohol related violations and crimes.

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

Receipt 1804 pd \$100.00
9-12-07
my



OREGON LIQUOR CONTROL COMMISSION
RECEIVED
LIQUOR LICENSE APPLICATION SEP 12 2007

PLEASE PRINT OR TYPE		CITY OF CANBY
Application is being made for:		FOR CITY AND COUNTY USE ONLY
LICENSE TYPES	ACTIONS	The city council or county commission:
<input type="checkbox"/> Full On-Premises Sales (\$402.60/yr)	<input type="checkbox"/> Change Ownership	Canby
<input type="checkbox"/> Commercial Establishment	<input checked="" type="checkbox"/> New Outlet	(name of city or county)
<input type="checkbox"/> Caterer	<input type="checkbox"/> Greater Privilege	recommends that this license be:
<input type="checkbox"/> Passenger Carrier	<input type="checkbox"/> Additional Privilege	Granted <input type="checkbox"/> Denied <input type="checkbox"/>
<input type="checkbox"/> Other Public Location	<input type="checkbox"/> Other _____	
<input type="checkbox"/> Private Club		
<input checked="" type="checkbox"/> Limited On-Premises Sales (\$202.60/yr)		By: _____
<input type="checkbox"/> Off-Premises Sales (\$100/yr)		(signature) (date)
<input type="checkbox"/> with Fuel Pumps		Name: Melody Thompson
<input type="checkbox"/> Brewery Public House (\$252.60)		Title: Mayor
<input type="checkbox"/> Winery (\$250/yr)		
<input type="checkbox"/> Other: _____		
Applying as:		OLCC USE ONLY
<input type="checkbox"/> Individuals	<input type="checkbox"/> Limited Partnership	Application Rec'd by: J. Janz
<input type="checkbox"/> Corporation	<input checked="" type="checkbox"/> Limited Liability Company	Date: 8-14-07
		90-day authority: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

- Applicant(s): [See SECTION 1 of the Guide]
① Rounders LLC ③ _____
② _____ ④ _____
- Trade Name (dba): Rounders
- Business Location: 224 NW 1st Ave Canby Oregon 97013
(number, street, rural route) (city) (county) (state) (ZIP code) Clackamas County
- Business Mailing Address: 11416 NE Halsey Portland OR 97220
(PO box, number, street, rural route) (city) (state) (ZIP code) Clackamas County
- Business Numbers: 503 705-0588 503 253-5036
(phone) (fax)
- Is the business at this location currently licensed by OLCC? ☐ Yes ☒ No
- If yes to whom: N/A Type of License: N/A
- Former Business Name: Donut Factory
- Will you have a manager? ☐ Yes ☒ No Name: _____
(manager must fill out an individual history form)
- What is the local governing body where your business is located? Canby, Clackamas County
(name of city or county)
- Contact person for this application: Kelli Fleischmann
(name) (phone number(s)) (address) (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 Kelli Fleischmann Date 6/11/07 ③ _____ Date _____
② [Signature] Date 6-11-07 ④ _____ Date _____

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

RECEIVED**SEP 12 2007****CITY OF CANBY**Date: 9-10-07Name: Liz MeadOccupation: education

Home Address: _____

Employer: Canby School DistrictPosition: media assistant

Daytime Phone: _____

Evening Phone: _____

E-Mail Address: _____

For which position are you applying? Parks and Rec advisory comm.

What are your community interests (committees, organizations, special activities)? With
four kids I am in constant contact with Recreational
facilities throughout the community - Currently not
serving on and committees, or involved in any other activities

Experience and educational background: B.S. Speech Communications
Previous Chair person for Parks advisory board.

Reason for your interest in this position: Previous experience on
Park board. See current need for strong and
positive leadership and follow through with ongoing
needs of new parks as well as evaluating existing parks.

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

work at Clackamas County Juvenile Department as well.Information on any special membership requirements: NA

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
 182 N Holly Street
 PO Box 930
 Canby, OR 97013

Phone: 503.266.4021 Fax: 503.266.7961

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.

9-30-05

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

RECEIVED
SEP 12 2007

CITY OF CANBY

Date: 9-5-07Name: Robbie Wilson Occupation: teacher

Home Address: _____

Employer: Canby Schools Position: 5th grade teacher

Daytime Phone: _____ Evening Phone: _____

E-Mail Address: _____

For which position are you applying? Parks + Rec. Advisory Com.

What are your community interests (committees, organizations, special activities)? I enjoy helping with the Ackerman track meets, actively participate on PTA (liason), take classes at the pool and in the community and use the tracks and paths for exercise.

Experience and educational background:

As a teacher for the past 32 years, I have served on numerous committees and belonged to many organizations. I have taken classes + workshops regularly since I graduated from Lewis + Clark college.

Reason for your interest in this position:

I would like the opportunity to contribute to this wonderful community - making it an even better place for children and adults to enjoy.

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

This will be my first official position with the city or county.

Information on any special membership requirements: _____

Referred by (if applicable): Liz Mead

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

available upon request**THANK YOU FOR YOUR WILLINGNESS TO SERVE CANBY**

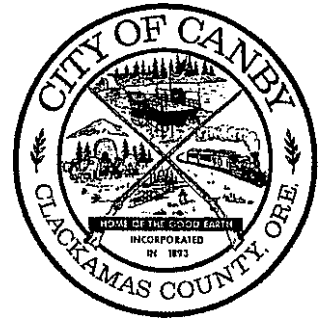
Please return to:
City of Canby
182 N Holly Street
PO Box 930
Canby, OR 97013

Phone: 503.266.4021 Fax: 503.266.7961

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.

9-30-05

MEMORANDUM



TO: *Honorable Mayor Thompson and City Council*
FROM: *Lt. Jorge Tro*
THROUGH: *Mark C. Adcock, City Administrator*
DATE: *September 14, 2007*

Issue: Purchase of a 2008 Chevrolet Silverado 1500 Pick-Up Truck.

Synopsis: Scheduled replacement of code enforcement vehicle.

Recommendation: Staff recommends that the City Council approve Ordinance #1256 authorizing the Mayor and City Administrator to purchase a Chevrolet Silverado Pick-Up Truck in the amount of \$18,141.00 from Bruce Chevrolet in Hillsboro. An additional \$5000 will be used to equip and outfit the vehicle through Auto Additions in Salem.

Rationale: The purchase of this vehicle is a continuation of our vehicle replacement plan for the Police Department. This vehicle will replace the existing code enforcement vehicle, a 1993 Jeep Cherokee with approximately 100,000 miles. It was determined that a pick up truck is the most practical vehicle for the code enforcement job duties. The vehicle will be assigned to our Code Enforcement Officer, Kari Innes.

Background: Our Fleet Services Supervisor, Joe Witt, obtained the state bid quote of \$18,141.00 from Bruce Chevrolet in Hillsboro for the vehicle as listed in the attached ordinance. The cost of this vehicle is shared 60/20/20 by the Police, Planning, and Building Departments respectively. The vehicle and equipment will be purchased from the Fleet Reserve line item as approved in the adopted 2007/2008 budget.

Chief Greg Kroeplin and I recommend the approval of the attached City Ordinance #1256 as prepared by the City Attorney.

THIS HAS BEEN REVIEWED
BY THE FINANCE DIRECTOR
Chief 9-17-07

ORDINANCE NO. 1256

AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH BRUCE CHEVROLET OF HILLSBORO, OREGON FOR THE PURCHASE OF ONE 2008 CHEVROLET SILVERADO 1500 PICK-UP TRUCK FOR THE CANBY CODE ENFORCEMENT OFFICER; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Canby wishes to purchase a new Chevrolet Silverado 1500 pick-up truck for the City's Code Enforcement Officer; and

WHEREAS, the purchase will be made from Oregon Department of Administrative Services (DAS) in compliance with ORS 279.820 - 279.855 utilizing an existing solicitation for the State of Oregon Department of Transportation (ODOT) under State of Oregon Bid No. 6826; and

WHEREAS, DAS concurs with the City of Canby utilizing the existing solicitation and this purchase is in cooperation with the ORCPP; and

WHEREAS, Bruce Chevrolet of Hillsboro, Oregon submitted the low bid of eighteen thousand, one hundred forty-one dollars (\$18,141.00) for one Chevrolet Silverado 1500 Pick-up Truck for the required specifications of the State of Oregon; and

WHEREAS, the City Council meeting and acting as the Contract Review Board for the City of Canby has reviewed this bid and believes it to be in the best interest of the City to accept such bid; now therefore

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. The Mayor and City Administrator are hereby authorized and directed to make, execute and declare in the name of the City of Canby and on its behalf, an appropriate contract with Bruce Chevrolet of Hillsboro, Oregon for one Chevrolet Silverado 1500 Pick-up Truck for the bid amount of eighteen thousand, one hundred forty-one dollars (\$18,141.00).

Section 2. Inasmuch as it is in the best interests of the City of Canby Code Enforcement Department to put this vehicle into service as quickly as possible, an emergency is hereby declared to exist and this ordinance shall take effect immediately upon its enactment after final reading.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, October 3, 2007 and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and to come before the City Council for final reading and action at a regular meeting thereof on Wednesday, October 17, 2007 commencing at the hour of 7:30 P.M. in the Council Chambers at 155 NW 2nd Avenue in Canby, Oregon.

Kimberly Scheafer
City Recorder - Pro Tem

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 17th day of October, 2007, by the following vote:

YEAS _____

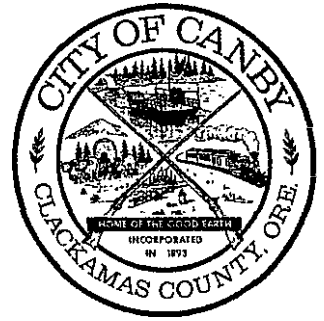
NAYS _____

Melody Thompson, Mayor

ATTEST:

Kimberly Scheafer,
City Recorder - Pro Tem

MEMORANDUM



TO: *Honorable Mayor Thompson and City Council*
FROM: *Lt. Jorge Tro*
THROUGH: *Mark C. Adcock, City Administrator*
DATE: *September 14, 2007*

Issue: Purchase of a 2008 Ford Explorer XLT.

Synopsis: Scheduled replacement of detective vehicle.

Recommendation: Staff recommends that the City Council approve Ordinance #1257 authorizing the Mayor and City Administrator to purchase a Ford Explorer in the amount of \$23,749.00 from Canby Ford. An additional \$4500 will be used to equip and outfit the vehicle through Auto Additions in Salem.

Rationale: The purchase of this vehicle is a continuation of our vehicle replacement plan for the Police Department. This vehicle will replace an existing detective vehicle, a 1999 Pontiac Grand Prix with approximately 115,000 miles. This vehicle will be assigned to the detective division.

Background: Our Fleet Services Supervisor, Joe Witt, obtained three quotes for the vehicle as listed in the attached Ordinance. Canby Ford had the lowest quote of \$23,749.00. This vehicle and equipment will be purchased from the Fleet Reserve line item as approved in the adopted 2007/2008 budget.

Chief Greg Kroeplin and I recommend the approval of the attached City Ordinance #1257 as prepared by the City Attorney.

THIS HAS BEEN REVIEWED
BY THE FINANCE DIRECTOR

Channon Sapp 9-17-07

ORDINANCE NO. 1257

AN ORDINANCE AUTHORIZING THE MAYOR AND/OR CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH CANBY FORD OF CANBY, OREGON FOR THE PURCHASE OF ONE (1) 2008 FORD EXPLORER XLT POLICE VEHICLE WITH POLICE EQUIPMENT PACKAGE FOR THE CANBY POLICE DEPARTMENT; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Canby wishes to purchase one (1) 2009 Ford Explorer XLT Police vehicle with full police equipment package for the Canby Police Department; and

WHEREAS, the cost of the vehicle and equipment will be paid by the Canby Police Department which has budgeted said purchase for the fiscal year 2007-2008 budget; and

WHEREAS, in accordance with ORS Chapter 279 and Canby Public Purchasing Rules as set forth in Ordinance No. 1170 and Resolution No. 897, three written bids were obtained for the purchase of the two police vehicles as follows:

- | | |
|-------------------|--------------|
| 1. Canby Ford: | \$23,749.00. |
| 2. Gresham Ford: | \$23,922.00. |
| 3. Landmark Ford: | \$23,873.00. |

WHEREAS, Canby Ford of Canby, Oregon submitted the lowest quote of \$23,749.00 for the vehicle; and

WHEREAS, the City Council meeting and acting as the Contract Review Board for the City of Canby has reviewed this quote, reviewed the staff report and believes it to be in the best interest of the City to purchase this vehicle from Canby Ford; and

WHEREAS, the cost of paint and police equipment/computer system to be added to the new vehicle is the sum of \$4,500.00; now therefore

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. The Mayor and/or City Administrator are hereby authorized and directed to make, execute and declare in the name of the City of Canby and on its behalf, an appropriate contract with Canby Ford of Canby, Oregon for the purchase of one (1) 2008 Ford Explorer XLT Police vehicle in the amount of \$23,749.00, together

with paint and police equipment/computer packages in the amount of \$4,500 for a total of \$28,245.00.

Section 2. In so much as it is in the best interest of the citizens of the City of Canby, Oregon to provide the Police Department with this vehicle without further delay, and to better serve the citizens of Canby, an emergency is hereby declared to exist and this ordinance shall therefore take effect immediately upon its enactment after final reading.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on October 3, 2007, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and to come before the City Council for final reading and action at a regular meeting thereof on October 17, 2007, commencing at the hour of 7:30 P.M. in the Council Meeting Chambers at 155 NW 2nd Avenue in Canby, Oregon.

Kimberly Scheafer
City Recorder - Pro Tem

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 17th day of October, 2007, by the following vote:

YEAS _____

NAYS _____

Melody Thompson, Mayor

ATTEST:

Kimberly Scheafer
City Recorder - Pro Tem