

AGENDA

CANBY CITY COUNCIL MEETING

November 15, 2006, 7:30 P.M.

Council Chambers

155 NW 2nd Avenue

Mayor Melody Thompson

Council President Teresa Blackwell

Councilor Randy Carson

Councilor Walt Daniels

Councilor Roger Harris

Councilor Tony Helbling

Councilor Wayne Oliver

CITY COUNCIL MEETING

1. CALL TO ORDER

- A. Pledge of Allegiance and Moment of Silence
- A. Update on Gang Activity

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 Accounts Payable \$458,910.73
- B. Approval of Minutes of the November 1, 2006 City Council Work Session, Regular Meeting, and Executive Session
- C. Appointment to Park & Recreation Advisory Board Pg. 1
- D. Appointment to Traffic Safety Commission Pg. 2
- E. Appointment to Canby Public Library Board Pg. 3

7. RESOLUTIONS & ORDINANCES

- A. Res. 937 Accepting Dedication of a Deed for Road Purposes from Sterling Development Corporation, JCR Resources, LLC, DJB Development, LLC and Jon C. Rasak for Road Right-of-Way Purposes Pg. 4

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 and ORS 192.660(2)(i) Performance Evaluation of Public Officer
- 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 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.

Term to Expire 6.30.07

**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: 10-22-06

Name: JillMarie S. Wiles

Occupation: Auctioneer

Home Address:

Employer: Beneficial Auction Services

Position: Owner

Daytime Phone:

Evening Phone:

E-Mail Address: JillMarie@JillMarieWiles.com

For which position are you applying? Park & Rec. Committee

What are your community interests (committees, organizations, special activities)? I currently serve as the Park and Rec. Advisor for Canby Livability Coalition. My main focus with the group has been to serve as the liaison to the P&R department and committee. Activities have included development/fundraising for the Art Park, Livability Day, Downtown Flower Basket Committee and Fun Run Volunteer coordination. I have served as a speaker for Leadership Canby for several years and have been a member of Canby Toastmasters for 13 years. My community interests revolve around activities that enhance quality of life in Canby.

Experience and educational background: Milwaukie High Graduate, Certified Auctioneers Institute Graduate 1996 Indiana University. 2001 International Auctioneer Champion, 2002-04 Oregon Auctioneers Association President, 2002-05 National Auctioneers Foundation Trustee. Visit www.JillMarieWiles.com for more experience & background information.

Reason for your interest in this position: As the Canby Livability P&R Advisor I have been involved with this committee over the past 3 years and enjoy their focus. I'm in attendance at the meetings anyway and feel I would be even more productive as a committee member to assist with studying the growth in our community and helping to develop the long range plans for P&R.

List any other City or County positions on which you serve or have served: None

Information on any special membership requirements: None

Referred by (if applicable): Informed through an email from Beth Saul

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 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.

RECEIVED

OCT 23 2006

CITY OF CANBY

9-30-05

Term to Expire 6.30.09

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

**RECEIVED
OCT 17 2006
CITY OF CANBY**

Date: OCT 17 2006
Name: (CHUCK) CHARLES KOCHER Occupation: RETIRED
Home Address: CANBY OR 97013
Employer: 24 1/2 YRS COLUMBIA HELICOPTERS Position: A+P MECHANIC
Daytime Phone: Evening Phone: SAME
E-Mail Address: CHAS KOCHER @ ATT.NET
For which position are you applying? TRAFFIC SAFETY COMMISSION

What are your community interests (committees, organizations, special activities)?
25 YR CANBY RESIDENT
RIVERSIDE NEIGHBORHOOD ASSOCIATION

Experience and educational background: 30 YRS. COMMERCIAL DRIVER LICENSE
25 YRS AVIATION AND TECHNICAL SCHOOL
30 YRS AGO 4 TO 5 YRS VOLUNTEER FIRE & RESUE IN OHIO

Reason for your interest in this position: TIME TO GIVE BACK TO COMMUNITY
THAT IVE LIVE IN PASS 25 YRS.

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

Information on any special membership requirements:

Referred by (if applicable): BOB ROBERT BACKSTROM

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

THANK YOU FOR YOUR WILLINGNESS TO SERVE CANBY

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9-30-05

2

Term to Expire 6.30.2010

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

Date: 8-5-06
Name: Paul Satter Occupation: Sales rep
Home Address: Canby, OR
Employer: Pro-Lines Sales + Marketing Position: sales rep
Daytime Phone: _____ Evening Phone: _____
E-Mail Address: Paul @ Pro-Lines - Sales . com
For which position are you applying? library board

What are your community interests (committees, organizations, special activities)?
Founded Riverside Neighborhood Assoc ,

Experience and educational background: 25 years electrical sales,
+ BS. Sociology major Education
Univ. of Oregon - 1968

Reason for your interest in this position: assist in promoting community
involvement in library related
activities

List any other City or County positions on which you serve or have served: none

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

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Canby, OR 97013

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9-30-05

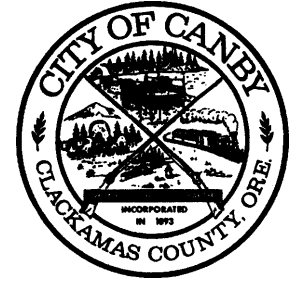
RECEIVED

NOV 06 2006

CITY OF CANBY

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MEMORANDUM



TO: *Honorable Mayor Thompson and City Council*
FROM: *Kevin C. Cook, Associate Planner*
John Kelley, City Attorney
THROUGH: *Mark C. Adcock, City Administrator*
DATE: *October 31, 2006*

Issue: Resolution 937, regarding additional right-of-way on S. Berg Parkway and Highway 99E.

Synopsis: The Planning Commission has approved the Canby Place Project at the southwest corner of S. Berg Parkway and Highway 99E. The site will feature multi-tenant retail space, a Burger King, and a A&W/KFC. A condition of approval for the project requires the dedication of additional right-of-way sufficient to meet the City's need for adequate turning radius and overall road width along the adjacent roadways.

The City has been working to acquire additional right-of-way to allow the S. Berg Parkway project to move forward. Resolution 937 is the mechanism for accepting the deed that has been prepared and signed by the property owners. Staff and the City Engineer have reviewed the legal description and find that it matches the City's needs for this intersection. Utility, sanitary, and pedestrian easements along all right of way will be recorded as required.

Recommendation: Staff recommends that the City Council approve Resolution 937.

Background: Resolution 937 indicates the Council's acceptance of the additional right-of-way at the intersection of Berg Parkway and Highway 99E. This additional right-of-way supports the City's goal of improving Berg Parkway. The Berg Parkway project is being funded by a \$1.23 million grant from the State of Oregon. The remainder of the project comes from local funds, divided between Urban Renewal and Transportation System Development revenues.

Options:

1. Approve Resolution 937. Staff Recommends this option because this represents the City's opportunity to gain the needed right-of-way prior to the adjacent parcel being developed.
2. Deny Resolution 937. Staff does not recommend this option because the opportunity to gain this needed right-of-way will probably not be available in the future.

Attached:

1. Resolution 937
2. Draft deed, legal description, and exhibit map.

RESOLUTION NO. 937

A RESOLUTION ACCEPTING DEDICATION OF A DEED FOR ROAD PURPOSES FROM STERLING DEVELOPMENT CORPORATION, JCR RESOURCES, LLC, DJB DEVELOPMENT, LLC AND JON C. RASAK FOR ROAD RIGHT-OF-WAY PURPOSES.

WHEREAS, the City desires to obtain road right-of-way for construction and widening of Pacific Highway East and Berg Parkway to allow for development of the adjacent property; and

WHEREAS, the property described in the attached Deed for Road Purposes is needed to be able to extend these roads to their full right-of-way widths; and

WHEREAS, the Sterling Development Corporation, JCR Resources, LLC, DJB Development, LLC and Jon C Rasak have offered the required additional right-of-way, as described in Exhibit "A" of the attached Deed for Road Purposes; and

WHEREAS, Section 16.88.060 of the Canby Municipal Code requires this right-of-way to be accepted by the City Council; now therefore

IT IS HEREBY RESOLVED by the City of Canby Council accepts the attached Deed of Road Purposes for right-of-way to be constructed at the intersection of Pacific Highway East and Berg Parkway in the City of Canby.

This Resolution shall take effect of November 15, 2006.

ADOPTED this 15th day of November, 2006, by the Canby City Council.

Melody Thompson - Mayor

ATTEST:

Kimberly Scheafer,
City Recorder - Pro-Tem

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AFTER RECORDING, RETURN TO:

The City of Canby
182 N. Holly Street - P.O. Box 930
Canby, OR 97013

SEND TAX STATEMENT TO:

The City of Canby
Post Office Box 930
Canby, OR 97013

DEED FOR ROAD PURPOSES

KNOW ALL MEN BY THESE PRESENTS, That **Sterling Development Corporation**, a California corporation as to a 7.5% undivided interest, **JCR Resources, LLC**, an Oregon limited liability corporation as to 67.5 % undivided interest, **DJB Development, LLC**, an Oregon limited liability company, as to a 15% undivided interest and **Jon C. Rasak**, as to an undivided 10% interest, hereinafter called the grantor, for the consideration hereinafter stated, to grantor paid by the City of Canby, a **Municipal Corporation**, hereinafter called the grantee, does hereby grant, bargain, sell and convey unto the grantee and grantee's heirs, successors and assigns, that certain real property and easements for purposes of road, sidewalk and utility improvements, with the tenements, hereditaments and appurtenances thereunto belonging or in any way appertaining, situated in Clackamas County, State of Oregon, described as follows, to-wit:

A parcel of land at the southwest corner of the intersection of State Highway 99E, also known as Pacific Highway East, and Berg Parkway, from that tract conveyed to Sterling Development Corporation et al under instrument number 2006-088298, Clackamas County deed records, more particularly described on the attached Exhibits "A" and "B", and by this reference incorporated herein.

The true and actual consideration for this perpetual conveyance consists of other property or value given or promised, which is the whole consideration.

In construing this deed, where the context so requires, the singular includes the plural and all grammatical changes shall be made so that this deed shall apply equally to corporations and to individuals.

In Witness Whereof, the grantor has executed this instrument this ____ day of October, 2006; if a corporate grantor, it has caused its name to be signed and its seal, if any, affixed by an officer or other person duly authorized to do so by order of its board of directors.

This deed may be executed in counterparts, the parts of which when taken together shall constitute the whole.

STERLING DEVELOPMENT CORPORATION

By: Jeff Rasak

Name & Title: JEFF RASAK, PRES.

DJB DEVELOPMENT, LLC

By: David C. Hopkins

Name & Title: DAVID C. HOPKINS
MANAGER

JCR RESOURCES, LLC

By: Jeff Rasak

Name & Title: JEFF RASAK
MANAGER

Jon C. Rasak

STATE OF California)
County of San Diego) ss.

This instrument was acknowledged before me this 25 day of October, 2006 by Jeff Rasak as President on behalf of **Sterling Development Corporation**



JULIANA J. DODD
COMM. #1888851
NOTARY PUBLIC-CALIFORNIA
SAN DIEGO COUNTY
My Commission Expires
AUGUST 4, 2009

Notary Public for
My Commission Expires 8/4/09



JULIANA J. DODD
COMM. #1888851
NOTARY PUBLIC-CALIFORNIA
SAN DIEGO COUNTY

6

AFTER RECORDING, RETURN TO: The City of
Canby 182 N. Holly Street - P.O. Box 930 Canby, OR
97013

SEND TAX STATEMENT TO: The City of Canby
Post Office Box 930 Canby, OR 97013

DEED FOR ROAD PURPOSES

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A parcel of land at the southwest corner of the intersection of State Highway 99E, also known as Pacific Highway East, and Berg Parkway, from that tract conveyed to Sterling Development Corporation et al under instrument number 2006-088298, Clackamas County deed records, more particularly described on the attached Exhibits "A" and "B", and by this reference incorporated herein.

The true and actual consideration for this perpetual conveyance consists of other property or value given or promised, which is the whole consideration.

In construing this deed, where the context so requires, the singular includes the plural and all grammatical changes shall be made so that this deed shall apply equally to corporations and to individuals.

In Witness Whereof, the grantor has executed this instrument this ____ day of October, 2006; if a corporate grantor, it has caused its name to be signed and its seal, if any, affixed by an officer or other person duly authorized to do so by order of its board of directors.

This deed may be executed in counterparts, the parts of which when taken together shall constitute the whole.

STERLING DEVELOPMENT CORPORATION

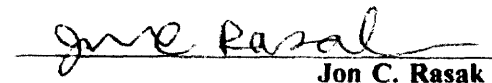
By: _____
Name & Title: _____

JCR RESOURCES, LLC

By: _____ Name &
Title: _____

DJB DEVELOPMENT, LLC

By: _____
Name & Title _____


Jon C. Rasak

STATE OF _____)
County of _____)ss.

This instrument was acknowledged before me this _____ day of October, 2006 by _____ as
_____ on behalf of **Sterling Development Corporation**

Notary Public for
My Commission Expires _____



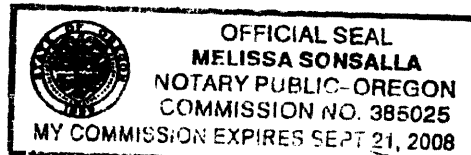
JULIANA J. DODD
 COMM. #1888851
 NOTARY PUBLIC - CALIFORNIA
 SAN DIEGO COUNTY
 My Commission Expires
 AUGUST 4 2009

STATE OF California)
)ss.
 County of San Diego

This instrument was acknowledged before me this 25 day of October, 2006 by Jeff Rasak as Member
 on behalf of **JCR Resources, LLC**

Juliana J. Dodd
 Notary Public for
 My Commission Expires 8/4/09

STATE OF Oregon)
)ss.
 County of Multnomah



This instrument was acknowledged before me this 26 day of October, 2006 by Sarah Hopkins as Member
 on behalf of **DJB Development, LLC**

Melissa Sonsalla
 Notary Public for
 My Commission Expires 09/21/08

STATE OF _____)
)ss.
 County of _____

This instrument was acknowledged before me this _____ day of October, 2006 by **Jon C. Rasak**, personally known or
 proven to me to be the person named in said instrument

 Notary Public for
 My Commission Expires _____

Accepted: The City of Canby

By: _____

Its: _____



EXHIBIT "A"

LEGAL DESCRIPTION
RIGHT-OF-WAY DEDICATION

JOB NO. 500-670

A TRACT OF LAND LOCATED IN THE SOUTHEAST ONE-QUARTER OF SECTION 5, TOWNSHIP 4 SOUTH, RANGE 1 EAST, WILLAMETTE MERIDIAN, CITY OF CANBY, CLACKAMAS COUNTY, OREGON, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF THE PROPERTY DESCRIBED IN DEED DOCUMENT NO. 2006-088298, CLACKAMAS COUNTY DEED RECORDS, SAID POINT ALSO BEING AT THE INTERSECTION OF THE SOUTHERLY RIGHT-OF-WAY LINE OF STATE HIGHWAY 99E AND THE WESTERLY RIGHT-OF-WAY LINE OF BERG PARKWAY; THENCE ALONG THE WESTERLY RIGHT-OF-WAY LINE OF BERG PARKWAY SOUTH 00°03'00" EAST, 48.66 FEET; THENCE LEAVING SAID RIGHT-OF-WAY LINE, NORTH 89°57'00" WEST, 5.09 FEET; THENCE NORTH 30°28'44" WEST, 22.01 FEET TO A POINT OF CURVATURE; THENCE ALONG THE ARC OF A 31.50 FOOT RADIUS CURVE CONCAVE SOUTHWESTERLY 27.87 FEET TO A POINT ON THE SOUTHERLY RIGHT-OF-WAY LINE OF STATE HIGHWAY 99E, SAID CURVE HAVING A CENTRAL ANGLE OF 50°42'00" AND A LONG CHORD BEARING NORTH 53°25'57" WEST, 26.97 FEET; THENCE ALONG SAID RIGHT-OF-WAY LINE NORTH 70°12'35" EAST, 40.25 FEET TO THE **POINT OF BEGINNING**.

CONTAINS 840 SQ. FT. MORE OR LESS.

BASIS OF BEARINGS PER SURVEY NUMBER 2006-382
CLACKAMAS COUNTY SURVEY RECORDS.

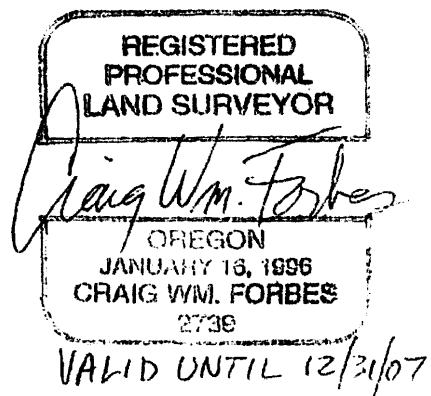


EXHIBIT "B"

PACIFIC HIGHWAY EAST
STATE HIGHWAY 99E

N70°12'35"E

40.00'

POINT OF
BEGINNING

N70°12'35"E

N70°12'35"E

40.25'

RIGHT-OF-
WAY
DEDICATION

840 SF

$\Delta = 50^\circ 42' 00''$
 $R = 31.50'$
 $L = 27.87'$
 $CH = N53^\circ 25' 57'' W$
 $C = 26.97'$

S00°03'00"E 48.66'

N30°28'44"W
22.01'

S89°57'00"W
5.09'

15.00'

35.00'

S00°03'00"E

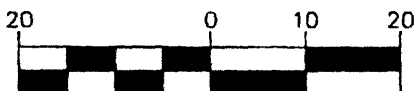
BERG PARKWAY

DEED DOCUMENT
NO. 2006-088298



SCALE: 1" = 20'

GRAPHIC SCALE



DRAWN BY: MEM DATE: 10-24-06

REVIEWED BY: CWG DATE: 10-24-06

PROJECT NO.: 500-670

SCALE: 1"=20'



alpha

COMMUNITY DEVELOPMENT

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

State of California

County of

Contra Costa

SS.

On

25th day of October ^{nd day}

before me,

Daniel Raymond Martin, Notary Public

Name and Title of Officer (e.g., "Jane Doe, Notary Public")

personally appeared

John A. Smith

Name(s) of Signer(s)

☐ personally known to me

☒ proved to me on the basis of satisfactory evidence

to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.



[Signature]
Signature of Notary Public

OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

Description of Attached Document

Title or Type of Document:

Deed for Land Purposes

Document Date:

Number of Pages:

Signer(s) Other Than Named Above:

Capacity(ies) Claimed by Signer

Signer's Name:

☐ Individual

☐ Corporate Officer — Title(s):

☐ Partner — ☐ Limited ☐ General

☐ Attorney-in-Fact

☐ Trustee

☐ Guardian or Conservator

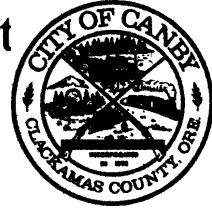
☐ Other:

Signer Is Representing:

RIGHT THUMBPRINT
OF SIGNER
Top of thumb here

City of Canby Bi-Monthly Report

Department: Administration



For Months of: September & October 2006

Date: November 6, 2006

Prepared by: Kim Scheafer, Executive Assistant/City Recorder Pro Tem

Through: Mark Adcock, City Administrator

1. **Business Licenses** – Sixteen new business licenses and four change of ownerships were processed for the months of September and October 2006. One Hundred Twenty-Six renewals were sent out.
2. **Complaints/Inquiries** – Fifty-Nine complaints/inquiries were received for September and October. Fifty-Eight of those have been resolved and Forty-One were resolved within twenty-four hours.

Meetings/trainings that were attended:

September 12 – Kim Scheafer attended EOC Meeting at Fire Dept.

September 12 - Kim Scheafer and Valerie Kraxberger attended City Safety Committee Meeting

September 20 – Judi Christiansen attended Fire Extinguisher Training

September 20-22 – Kim Scheafer and Melissa York attended OAMR Annual Conference

October 5-6 – Melissa York attended Business Writing and Grammar Conference

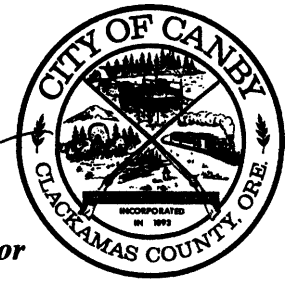
October 10 – Kim Scheafer attended EOC Meeting at CUB

October 13 & 14 – Kim Scheafer attended Background Check Training

October 17 – Kim Scheafer and Valerie Kraxberger attended City Safety Committee Meeting

October 31 – Kim Scheafer attending CIS Fall Supervisor Training

COMMUNITY DEVELOPMENT UPDATE



TO: *Honorable Mayor Thompson and City Council*
FROM: *John Williams, Community Development & Planning Director*
DATE: *November 7, 2006*
THROUGH: *Mark C. Adcock, City Administrator*
RE: *Community Development project status*

Following is the status of major Community Development projects as of November 7. Please call me or the appropriate staff if you have any questions. At the end of this report you will also find a list of new land use applications and permit activity.

Items shown with a * are completed and will be deleted from the next report; items underlined are new additions.

Street Projects

1. **SE 2nd Avenue CDBG project.** We are *still* working with Clackamas County on final design issues relating to turning movements from 2nd onto Ivy and finalizing the project manual for the bid advertisement. It appears we may have agreement on an alignment and will be able to move to bidding and construction this winter. *Background:* This project will realign 2nd Avenue through the Canby Telephone parking lot, vacate a section of the existing 2nd Avenue, and improve the rest of 2nd from Juniper east with sidewalks. The Community Development Block Grant program is federal money to fund projects benefiting low-income areas. The project utilizes \$260,000 of CDBG funds with a \$95,000 City match.
2. **Street maintenance funding.** Our new contractor is working through some data translation issues and should be able to start finalizing the scenarios soon. Staff has contacted the citizen task force and will begin getting meetings scheduled again. *Background:* The Street Maintenance Funding Task Force will be making recommendations to the Council on funding methodologies, amounts, and equity issues.
3. **99E/Territorial intersection.** Construction is underway. ODOT has announced that the railroad work will take longer than expected so and the intersection will not be fully operating until mid 2007. ODOT will be installing interim traffic control in order to reopen Territorial for the time being. *Background:* ODOT's \$2.97 million project will fully signalize this intersection.
4. **S. Berg Parkway.** It appears that ROW acquisition may be almost complete, which will allow us to move forward with bid document preparation and advertisement, looking to a spring construction. *Background:* ODOT has approved \$1.23 million for our Berg Parkway connection project. Combined with a 10% local match this means we have the funds to move forward with the project. This project will connect S. Berg Parkway near Highway 99E with SW 13th Avenue. The local match will come from a combination of URD and SDC funds.
5. **Traffic calming.** *Ongoing.* Staff is working on finalizing several demonstration traffic calming projects for Council consideration. *Background:* Matilda and a group of interested citizens have been looking at ways to slow traffic and increase pedestrian safety. Lessons

learned here will also be applied to new streets. Matilda will also be working with a technical committee of local experts, including Public Works, engineering, Canby Fire District, and First Student.

6. **2006-2008 CDBG applications.** *No change.* Clackamas County has awarded Canby \$200,000 to build sidewalks in downtown areas that currently have none. This project will be funded in 2008.
7. **99E/Ivy Intersection.** *No change.* ODOT did not include the 99E/Ivy improvements into the 2008-2011 STIP. I am now looking for alternative sources of funding for this important project. We may be looking at a smaller project to improve pedestrian safety on an interim basis. *Background:* ODOT has estimated costs on this project at \$1.5 million +. Costs include building improvements, underground tank removal, relocating signal poles, new sidewalks and crossings, and other activities.
8. **N. Pine/4th Avenue intersection.** *No change.* I have been working with property owners to see if there's any way to improve alignments at this troublesome intersection (by the Depot Museum). We will need a lot of cooperation because there is very little room to maneuver in this area. Unfortunately, we have not found a plan that works for all parties yet.
9. **N. Cedar/NW 3rd Avenue intersection.** This intersection has alignment problems and vision clearance issues. We are drawing up a plan to realign the intersection and improve traffic flow and safety, which will be even more important as traffic flows increase from the new subdivision.

Please see Roy Hester's monthly report for additional information on Public Works activities.

Wastewater Treatment Plant & sewer collections

10. **SDC study.** This is in the re-notice period due to our error in not providing correct notice to the Homebuilder's Association. The final study recommends a small increase in the Sanitary Sewer SDC to address the costs of needed projects for future growth.
11. **Hazel Dell Way pump station.** Construction on this project will be performed by the same company doing the construction for Willamette Falls Hospital and will be underway soon.

Please see Darwin Tramel's monthly report for additional information on WWTP activities.

Cemetery

12. **Cemetery rates.** We continue to provide quarterly reports to the Council regarding sales activity following the fee increases in fall 2005. The latest report is attached. Sales activity continues to be low.
13. **Cemetery fencing.** The Council has approved use of some of the Dybvad bequest to install security fencing at the cemetery shops building. This construction is mostly complete.

Planning

14. **Measure 37.** The City has received a Measure 37 claim but it was for property outside City

Limits. Staff has requested more information from the applicant about specific details of which of our zoning codes impact them at this time. *Background:* The City Council has approved Ordinance 1156 establishing a process for Measure 37 claims. Measure 37 will affect property owners who can demonstrate that a land use regulations adopted since they or their family acquired a piece of property reduced the value of their property. If this can be shown, such owners can ask the city to either waive the regulations or pay the property owner the difference in value.

15. **Annexation process.** Staff is meeting with the Planning Commission on November 13 to discuss potential changes to our annexation review system. *Background:* The Planning Commission and staff are working on a matrix idea focused on providing better information to voters about annexation proposals. Other concepts include a master planning requirement and reviewing our current criteria.
16. **Public facilities and services element of the Comprehensive Plan.** The Council has approved this project by Ordinance and staff will work to get the changes incorporated into all relevant city documents. *Background:* We received a \$15,000 grant from the state to complete this and a couple of other small elements of our periodic review work plan.
17. **Neighborhood Associations.** *No change – ongoing.* Matilda has been talking to the Neighborhood Associations about a S. Canby group, and is waiting to hear from them to move forward. *Background:* the Council has officially recognized two new neighborhood associations: Riverside and Northeast Canby. Staff will continue to work with these groups to provide information and training.
18. **Historic Review Board.** *No change.* The HRB is in need of new volunteers to keep the group energized. There are currently no regularly scheduled meetings of the HRB.
19. **Northwood subdivision.** Construction is underway on Phase I of this project. *Background:* Northwoods applied to amend the City's Urban Growth Boundary to include approximately 30 acres of land north of Knight's Bridge Road and rezone it from Agricultural to low density residential. After a lengthy process in court and at LUBA, this application has been approved and the property can be developed at urban densities.
20. **NE Canby Master Plan.** *No change.* Adoption of the concept plan is on hold pending completion of the City's TSP update. ODOT will not approve the plan as written (even though they funded it) because of future traffic problems at Canby's 99E intersections. These will need to be addressed by capital project scheduling in the TSP. *Background:* This \$75,000 grant project created a master plan addressing land use, design, parks/open space provision, and infrastructure issues for the area bounded by Highway 99E, SE 1st Avenue, Haines Road, and NE Territorial. The TGM program has allowed us to add several "peripheral" elements to this grant, including the development of a traffic model for Canby and an analysis of traffic projects needed to develop the Canby Pioneer Industrial Park.
21. **N. Redwood Street master plan.** Matilda has completed a wetlands inventory and mapping project and will be going back to area residents for more meetings to discuss infrastructure locations, park design, and other relevant issues. *Background:* This project will produce a comprehensive land use, parks, and infrastructure plan for the area between N. Redwood Street and OR 99E.
22. **Stormwater planning.** *No change – ongoing work.* Planning staff is working with Roy

Hester, Darvin Tramel, Jeff Crowther, and Curt McLeod to address new DEQ/EPA requirements regarding stormwater disposal. We are working to develop a long-range vision for stormwater disposal and a maintenance/financing plan.

- 23. Quality of Life survey.** Matilda has sent out a follow-up survey to ask more detailed questions about park utilization. *Background:* The City Council has authorized staff to issue a statistically valid survey of Canby citizens to identify issues, shared values, and goals. This will be used as departments and the Council move forward.
- 24. Traffic modeling.** *No change.* We will be reporting to the Planning Commission and Council soon on the first findings from the new traffic model. This will assist with planning a variety of projects, including Berg Parkway, the Arndt Road extension, and the signalization of Township and Ivy. *Background:* I have been working with Andy Mortenson at the Transpo Group to create a new traffic model for the City. This will assist us with traffic studies and planning efforts, and will make all of our work more accurate in the future. This effort is being funded partially by the Council's commitment of additional funds for the planning department in 2004-2005, and partially by grants from the State of Oregon and Metro.
- 25. Planning/Building customer service survey.** The results are in for the first half of 2006, and they're very similar to the 2005 results. We plan to update the Council on results annually.
- 26. Subdivision design standards.** *Ongoing.* Planning staff is beginning work on a look at how subdivisions get designed and built. We would like them to be better and more compatible with their surroundings. We are going to be looking at big issues – from stormwater provision, street design, and parks locations – and small issues, like pedestrian pathway design and fencing. This will lead to work with the Planning Commission and neighborhood groups on this topic and eventually to text amendments if agreement can be reached. We hope to avoid Measure 37 implications on this work by ensuring everyone's property values are increased by our work.

Urban Renewal

- 27. Business Development Plan.** *Ongoing.* Catherine Comer and Matilda are leading the work on this program, which was approved for funding in FY 05-06 by the Agency. *Background:* The Business Development Plan will contain a city-wide business inventory, trends survey, and target business list, and a retention, expansion, and recruitment plan.
- 28. Development of ED Web Site.** *No change – ongoing.* The site (www.canbybusiness.com) is up and running. *Background:* We hope to have a very user-friendly economic development web site to serve as a home for our industrial and commercial recruitment efforts. This work became a priority as we've learned that many site selectors now do their initial research entirely on the internet and screen out communities that don't have easily accessible information.
- 29. Hazel Dell Way.** The Urban Renewal Agency has approved LID assessments for this project. *Background:* Hazel Dell Way will serve as a connection between SE 1st Avenue and Sequoia Parkway (this will take on increased importance when the 1st/Sequoia intersection becomes right-in/right-out only). The project cost approximately \$1,160,000 including right-of-way acquisition.
- 30. Urban Renewal Advisory Committee.** The Urban Renewal Advisory Committee currently has no meetings scheduled. It will meet again in preparation for the annual budget process.

- 31. Job creation/SDC waiver program.** The Agency has approved a final version of this program following a legal opinion from Harvey Rogers. Staff will be asking if the Agency would like to continue offering this incentive in FY 07-08. *Background:* The Agency has set aside \$100,000 in the FY 05-06 budget for a program to incentivize new construction and job creation within the URD.
- 32. Site certification.** We are working with Clackamas County and the State of Oregon to “recertify” the CPIP as each certification only lasts for two years. *Background:* A 163-acre section of the Pioneer Industrial Park has been designated as a “certified opportunity site” by the State of Oregon, greatly increasing its marketability. Obtaining this certification was very time-consuming and we are hoping that the recertification process will be simpler.
- 33. Downtown Redevelopment Grants.** Three of the four projects that grants were awarded to are moving forward at this time. *Background:* The Urban Renewal Agency approved this program to provide some incentive for property owners to construct mixed-use developments within Canby’s commercial districts. The program offers a 1:1 match of up to \$3,000 towards architectural and financial studies of such projects. Funding for four projects was approved by the Agency.
- 34. Façade improvement program.** The Urban Renewal Agency has approved a façade improvement grant for the Canby *Herald* building. *Background:* The URD has approved the use of funds for up to five grants for façade design work and no-interest loans for construction work. Staff is also working to finalize a program with West Coast Bank, who will be reviewing and funding the construction loans.
- 35. Infrastructure Planning.** Staff has developed a more detailed road system plan including street cross-sections and improvement costs for the CPIP, and has held several meetings with property owners to discuss implementation of the plan.
- 36. Sequoia Parkway extension.** Staff is working to implement Agency decisions regarding the future extension of Sequoia Parkway to and south of Township Rd. Staff will be returning to the Agency for decisions on the alignment of the road between 4th Avenue and Township, and with a proposed MOU regarding the extension of Sequoia S. of Township. *Background:* The Agency has directed staff to begin work on continuing Sequoia Parkway to a location approximately 450’ south of Township Road.
- 37. Intersection of Sequoia and SE 1st Avenue.** Lancaster Engineering has completed a study of this intersection and we’re working with property owners on implementation of the closure that will be required.
- 38. Activity in Canby Pioneer Industrial Park.** Following is the status of the projects that have moved into the public realm. We continue to work on a variety of other leads and projects that remain confidential at this point.
- a. **Willamette Falls Hospital urgent care (6 acres – Sequoia/First Avenue).** Construction is underway.
 - b. **Pioneer Pump/VATA (4 acres – Sequoia Parkway):** Nearing completion.
 - c. **WW Grigg (2 acres -4th Avenue):** Construction is nearing completion.
 - d. **Trend Business Center (4 acres – Sequoia Parkway):** The first building has been sold and the second building is nearing completion. The owner has plans to

construct more buildings if market demand shows a need.

- e. **Bowco project (3.44 acres – Hazel Dell Way):** Under construction.
- f. **Root Holdings (9 to 13 acres – Hazel Dell Way):** Gordon Root, an investor from West Linn, has acquired most of the remaining property between Hazel Dell Way and SE First Avenue. He met in a work session with the Planning Commission on February 27 and we will be working with him on a Comprehensive Plan Amendment to rezone this area to commercial. Our goal is to ensure the project does not conflict or compete with the downtown core, so Mr. Root is focusing on users that would not fit downtown – such as a hotel and a large daycare provider.
- g. **Mountain Glass (2.9 acres – Hazel Dell Way):** Nearing completion.
- h. **American Steel (10 acres – Township Road):** The Urban Renewal Agency has met with this company and has agreed to initiate needed infrastructure improvements.

NEW LAND USE APPLICATIONS, September and October 2006

In addition to the applications below, we've received 10 minor applications including modifications and a minor variance.

MOD 06-19 (Kimco) – A major modification of the Tofte III plat to allow subdivision of the large Tofte home lot.

DR 06-10 (Larios) – New building behind Rustbusters on Township Road.

CUP 06-03 (Ward-Baker) – CUP request for a engineered gravel parking lot on N. Baker Drive.

ANN 06-04 (Netter) – proposal for the May 2007 ballot to annex a single lot on S. Fir Street.

ANN 06-05 (Parsons) – proposal for the May 2007 ballot to annex two industrial lots near S. Walnut Street totaling 32 acres.

Canby Development
Monthly Report
September - October 2006

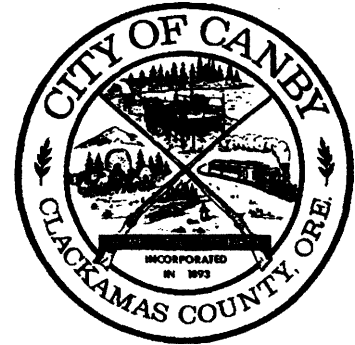
BUILDING PERMIT DATA				
PERMIT TYPE	PERMITS ISSUED		VALUATION	
	Sep	Oct	Sep	Oct
<i>BUILDING PERMITS - SFR</i>	<i>11</i>	<i>10</i>	<i>\$2,473,405.00</i>	<i>\$2,598,614.00</i>
<i>BUILDING PERMITS</i>	<i>0</i>	<i>0</i>	<i>\$0.00</i>	<i>\$0.00</i>
<i>MULTIFAMILY</i>				
<i>MECHANICAL</i>	<i>33</i>	<i>34</i>	<i>\$0.00</i>	<i>\$0.00</i>
<i>ADDITIONS NONRESIDENTIAL</i>	<i>0</i>	<i>0</i>	<i>\$0.00</i>	<i>\$0.00</i>
<i>ADDITIONS</i>	<i>10</i>	<i>6</i>	<i>\$1,567,500.00</i>	<i>\$92,290.00</i>
<i>RESIDENTIAL</i>				
<i>OTHER</i>	<i>8</i>	<i>8</i>	<i>\$705,404.00</i>	<i>\$2,457,617.00</i>
<i>MONTH</i>	<i>62</i>	<i>58</i>	<i>\$4,746,309.00</i>	<i>\$5,148,521.00</i>
<i>YEAR</i>	<i>299</i>	<i>357</i>	<i>\$47,662,209.00</i>	<i>\$52,810,730.00</i>

SDC FEES AND CHARGES UPDATE			
	MONTH		YEAR
	Sep	Oct	
<i>Stormwater Fees</i>	<i>\$2,125</i>	<i>\$5,409</i>	<i>\$24,652</i>
<i>Sewer SDC Fees</i>	<i>\$35,014</i>	<i>\$28,507</i>	<i>\$428,326</i>
<i>Construction Excise Tax</i>	<i>\$13,994</i>	<i>\$15,760</i>	<i>\$203,252</i>
<i>Parks SDC Fees</i>	<i>\$58,122</i>	<i>\$57,754</i>	<i>\$853,242</i>
<i>Transportation Improvement</i>	<i>\$61,630</i>	<i>\$159,118</i>	<i>\$581,125</i>
<i>Planning Department Fees</i>	<i>\$1,445</i>	<i>\$1,330</i>	<i>\$13,656</i>
<i>Advanced Financing</i>	<i>\$0</i>	<i>\$0</i>	<i>\$16,929</i>
<i>Business License</i>	<i>\$0</i>	<i>\$100</i>	<i>\$150</i>
<i>Building Department Fees</i>	<i>\$14,761</i>	<i>\$15,615</i>	<i>\$186,983</i>

INSPECTIONS		
	Sep	Oct
MONTH	<i>482</i>	<i>515</i>
YEAR	<i>4256</i>	<i>4771</i>

Cemetery Sales Review														
	Jul-03	Aug-03	Sep-03	Oct-03	Nov-03	Dec-03	Jan-04	Feb-04	Mar-04	Apr-04	May-04	Jun-04	Total	
2003-2004	Jul-03	Aug-03	Sep-03	Oct-03	Nov-03	Dec-03	Jan-04	Feb-04	Mar-04	Apr-04	May-04	Jun-04	Total	
Cemetery Plot (preneed)	3	3	1	4	1	2	3	2	4	1		5	29	
Cemetery Plot (full size)		2	1		1	3	4		2	2	1		16	
Cemetery Plot (not full size)		1		2	3						4		10	
Mausoleum Space (preneed)										2			2	
Mausoleum Space					2	2		1					5	
Niche Space (preneed)	2				1				2	1	3	4	13	
Niche Space					1								1	
Grave Open & Close (full)		3	4	1	3	8	9	2	4	4	6	3	47	
Grave Open & Close (cremains)	1	2		2	1	3	1			2	1	2	15	
Maus Open & Close		1			1	1					1		4	
Niche Open & Close		3		1	1								5	
Liner			3	1	1	6	6	1	2	3	5	1	29	
Weekend		2				2			2		2		8	
2004-2005	Jul-04	Aug-04	Sep-04	Oct-04	Nov-04	Dec-04	Jan-05	Feb-05	Mar-05	Apr-05	May-05	Jun-05	Total	Change from prior year
Cemetery Plot (preneed)	2	2	2	6	2	1	9	1	2	6	2	5	40	11
Cemetery Plot (full size)		1	3	1		1	2	1			1	1	11	-5
Cemetery Plot (not full size)		1	1								1	1	4	-6
Mausoleum Space (preneed)												2	2	0
Mausoleum Space			2										2	-3
Niche Space (preneed)	2				1		1	2	3			3	12	-1
Niche Space					1		2		1	1		1	6	5
Grave Open & Close (full)	1	4	7	5	5	2	8	4	5	2	2	5	50	3
Grave Open & Close (cremains)	2	2	4	1	1	2	2	1	5	3		1	24	9
Maus Open & Close			2						3			1	6	2
Niche Open & Close	1		2		1		2	1	2	1		1	11	6
Liner	2	3	2	5	3	4	5	3	4			3	34	5
Weekend		3				1		1	2		2	2	11	3
2005-2006	Jul-05	Aug-05	Sep-05	Oct-05	Nov-05	Dec-05	Jan-06	Feb-06	Mar-06	Apr-06	May-06	Jun-06	Total	Change from prior year
			Price increases effective September 1, 2005											
Cemetery Plot (preneed)	2	33			1		2	2		1		1	42	2
Cemetery Plot (full size)	1	2					2				1	2	8	-3
Cemetery Plot (not full size)		2						5			2		9	5
Mausoleum Space (preneed)						2							2	0
Mausoleum Space												1	1	-1
Niche Space (preneed)		4							2	1			7	-5
Niche Space		3	1							1			5	-1
Grave Open & Close (full)	2	5	1		4	1	5	3	3		6	7	37	-13
Grave Open & Close (cremains)	3	2			4	1	1	5	3	1	1		21	-3
Maus Open & Close												1	1	-5
Niche Open & Close	2	2	2	1	1			1	1	1		1	12	1
Liner	2	3	1		3		3	1	1		3	6	23	-11
Weekend	3	1			3		1	1					9	-2
2006-2007	Jul-06	Aug-06	Sep-06	Oct-06	Nov-06	Dec-06	Jan-07	Feb-07	Mar-07	Apr-07	May-07	Jun-07	Total	Change from prior year
Cemetery Plot (preneed)	2		1											-42
Cemetery Plot (full size)			1											-8
Cemetery Plot (not full size)		1												-9
Mausoleum Space (preneed)	2													-2
Mausoleum Space														-1
Niche Space (preneed)	4	1												-7
Niche Space														-5
Grave Open & Close (full)	2	2	3											-37
Grave Open & Close (cremains)	1	5	1											-21
Maus Open & Close														-1
Niche Open & Close		1	1											-12
Liner	1	2	1											-23
Weekend														-9

**CANBY PUBLIC LIBRARY
BI-MONTHLY REPORT
September-October 2006**



TO: Honorable Mayor Thompson
and City Council
FROM: Mark Adcock, City Administrator
Beth Saul, Library Director
PREPARED BY: Marty Moretty, Library Supervisor
DATE: November 6, 2006

Facility:

- *We've been fine-tuning all the recent changes and continue to be amazed at how quickly all of our new shelves have filled up. Shifting books seems to be the order of the day now trying to adjust the crowded areas in the collection.
- *Homework and internet computers are now in place as well as two new staff workroom computers. The better units in the older ones have now found their way to some of the staff computers who were working on old relics. We're enjoying all the new features that we never had before (and so are the patrons!)
- *The homework center/conference room seems to be attracting more students to the computers perhaps in part because of the new equipment, but it seems that the location is more visible and therefore attracts more users.
- *The latest addition is a gift from our Friends group and adds an element of "atmosphere and ambiance" – an electric fireplace. It is located in our Northwest area so stop by. We are in the process of purchasing a new television or projector system with programming plans for movie events also thanks to a donation from the Friends.

Staff:

- *Marty and Hanna held down the fort at the Job and Career Fair at the fairgrounds. We had a nice display with an ongoing Powerpoint presentation and career/job seeking books on hand. We are always looking for new avenues to "spread the word" about all the services our Library can provide.
- *Marty and Linda attended vendor demos at the end of September at the Network office while the rest of the staff valiantly held

down the fort to allow them the time to go. The county has narrowed the search for a new computer database down to two vendors. They were able to attend the circulation and cataloging portion of the demonstration for both weeks so they could fairly evaluate both systems.

*Marty attended the NOVAA (Northwest Oregon Volunteer Administrators Association) conference on October 27th and as always, a great opportunity to network, attend workshops and get inspired by wonderful speakers. But.....some organizations actually have a person dedicated to just that! Oh, in a perfect library world!

*At our October staff meeting, the new staff schedule was reviewed. To cover high traffic time between 4-6pm, staff is adjusting hours to make sure that more of us are here to cover. The result is that most days won't have any staff here before 9am so we'll have to spread the word! LINCC has opted to go with Sirsi-Dynix/Horizon countywide database migration so within the next year, everyone will be learning a new system and the transition will be occurring sooner than we probably want!

Programs:

**Family Nites were held on the 4th Thursday of September and October. These programs are made possible through the Ready to Read Grant from the Oregon State Library and the Friends of the Canby Library. Singing, dancing, rhythm instruments and lots of group participation were in order by "Gallium" for September and Halloween "Gentle Spookus" by storyteller Alton Chung was held in October.

*Staff is gearing up for the Christmas Volunteer Appreciation dinner on Friday, December 8th. It sneaks up so fast and preparation needs to be planned several months out.

*Patron circulation inched close to 30,000 again coming in at 29,157.....staff thinks it seems like twice as much most of the time.

Grants:

*Ready to Read Grant has been received and being used for family evenings, toddler storytime and enhancing our storytime collection.

*A small portion of the Ready to Read grant is being used to

- purchase the licensing rights to give public movie performances for the year. Peggy and Hanna will be planning some events once the new sytem is purchased.
- *Friends of the Library are researching other grant possibilities and hope to move forward with fundraising ideas after the first to the year.

Volunteers:

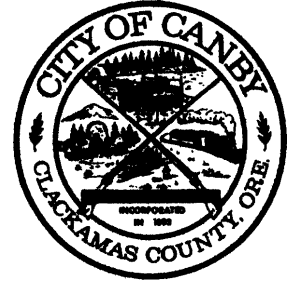
- *Contributed 312 hours for September and 367 hours for October assisting in shelving, sorting, pick lists, cataloging and processing, book mending, programs, shelf shifting, and cleaning, First Friday, even outside litter patrol, cleaning and sweeping.
- *Helping with major shifting in the Adult Fiction area and without our shelveers, we'd be in hot water.

Friends of the Library:

- *Sorting and shelving donations three times a week.
- *Ongoing smaller book sales confined to lobby and Friends sale room seem to be holding their own. Workers have been rotating sale items to keep new items visible. Blood pressure monitoring once a month has moved into the room and it seems to be working well.
- *Pat Sugden has graciously accepted the "official" position of being in charge of the booksale room. She's been doing the job since Angela was unable to continue, so with a little arm twisting and a wonderful homemade luncheon hosted by Nancy Kopelk, she consented! The chain of command seems to flow more smoothly with one person "in charge" and working directly with the Friends Board. Thanks, Pat!
- *The book club resumed in September with "Memoirs of a Geisha" and "Marley and Me" in October under the guidance of Dale Liberty.

City of Canby Bi-Monthly Report

Department: Parks



For The Months of September-October

Date: November 1, 2006

Prepared by: Jeff Snyder, Park Maintenance Supervisor

Through: Mark Adcock, City Administrator

1. Issue/project: Park Renovations

Plans were reviewed from the Architect (Scott R. Beck) for the proposed restroom buildings at Legacy and Maple Park.

Three quotes were obtained for the demolition of the Maple Street Park restroom and concession buildings. The demolition was awarded to and completed by Canby Excavating Inc. the last week of October. The demolition went smoothly with minimal damage to the site. We are looking forward to the selection of a contractor and starting the building process at Legacy and Maple.

A chain link fence was installed along NW 3rd Ave. by Town and Country Fence Inc. just west of the Skate Park.

A bid was obtained from Pro-Line Industries for the striping of parking stalls and the painting of the curb at Community Park. The goal is to help control the amount of vehicles able to access the park during the heat of the summer.

A bid was also obtained from Exterior Motives, Inc. for the sidewalk repair currently under consideration at Wait Park.

2. Issue/Project: Park Maintenance

The mowing has been in full swing the last two months, with irrigation starting to idle down around the middle of October. All the playgrounds received an inspection and needed repairs were addressed after a full summer of use. As park usage started to slow down the crew was able to devote additional time to shrub and tree trimming as well as addressing building maintenance repairs in the parks.

Regular maintenance was performed at the 24 areas the parks department is responsible for, the Adult Center, Arneson Gardens Horticultural Park, Baker Prairie Cemetery, City Hall, Community Park (River), Eco Park natural area, Faist V property, Holly & Territorial welcome sign property, Hulbert's welcome sign property, Library, South Locust Street Park, Logging Road Trail and Fish Eddy/Log Boom property, Maple Street Park, Nineteenth Loop Natural area, Skate Park, Shop Ground, Swim Center, Legacy Park, Territorial Estates Future CLC Park, Transit Building, Transit Bus Stop, Triangle Park, Wait Park & Willow Creek Wetlands.

3. Issue/Project: City Facility Maintenance

Facilities maintenance request forms were received from City Hall (3), Transit (9), Library (3), Courts (2) and the Police Department (4). It took 31 hours to complete the 21 request forms.

4. Issue/Project: Clackamas County Corrections Crews

C.C.C.C cleared brush along the river at Community Park; they also weeded shrub beds, raked up debris and performed litter patrols in the parks. CCCC performed approximately 432 hours of labor for the City of Canby in the months of September and October.

Meetings attended:

Caleb Hawkins attended the City of Canby Safety Committee Meetings. Caleb also attended a fire suppression training course.

The Parks, WWTP, Streets and Fleet Services departments held a Crew Safety Committee Meeting in September and October.

I attended a Community Park Safety Task Force meeting.

The Parks crew also attended earthquake preparedness training at the WWTP.

Ben and I attended a meeting with Beth and Matilda to discuss the future North Woods Park.

I met with Matilda to discuss improvements to NW 3rd Ave. and our options to improve that side of Wait Park.

I met Beth and Matilda at Legacy Park to discuss a project for the CYC kids.

I attended a meeting on hiring procedures and back ground checks.

Attach statistics or other information of interest.

The Parks Department is responsible for 180 acres of property.

The City of Canby took delivery of the John Deere tractor with the Tiger flail mower in October. Training has been scheduled and we are looking forward to using this piece of equipment.

Beth Ben and I attended the Oregon Recreation and Park Association annual business meeting and fall institute.

Troop 505 contacted the parks department and wanted to do a service project in the Eco Park. On 10-28-06 Troop 505 pulled ivy off of the trees and filled a twenty yard drop box. Scout Master Dwayne Benson mentioned they might be interested in adopting the Eco Park and continue to do service projects on an ongoing basis.

Bi-Monthly Report

From: Eric Laitinen, Aquatic Program Manager

Date: November 8, 2006

Re: September and October Report

The Canby Swim Center had its annual face lift in September as we were closed for two weeks this year. David and his crew did the typical paint and clean as well as some needed mechanical work. There were some very large pipe and valves replaced in the mechanical room. David also took out some of the old pool light that were no longer used inside the pool and patched the old holes. After we re-opened we also had the roof over the pool part of the building re-covered so now the whole building has a new roof.

The fall has been very busy and started off a lot quicker than usual. School lessons started the first day we opened and have been going on ever since. We will have more Schools to give lessons to this year as Lee is now an elementary school again. I am not sure if our actual numbers go up for second graders or not because everyone moved around so much. We do have more lessons overall scheduled this year as Ackerman is doing a couple elective classes for the middle school kids, Hooray.

As I said we are more busy this fall and it shows in the numbers for the swim center. September was ahead of last year in both attendance and revenue. The revenue was up \$2,000.00 and the attendance is up 1600 swims over last year September. That is a really good start for the school year. For October the attendance was down about 500 swims due to different swimming times for the school lessons. The revenue on the other hand is up \$1,600.00 over last year in October. This is really good news to get the year going. The totals for the year are Attendance up 2,700 swims over last year and revenue up \$5,000.00.

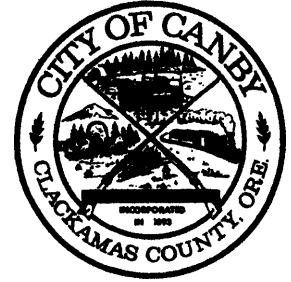
The Canby Swim Club is doing has had one meet so far this short course but is now gearing up for the main part of the season. As usual the Gators will be hosting several swimming meets starting with the Canby Ford Mile Open Saturday November 18th. The Canby High School swim team also gets started next week on practices and will be hosting its first home meet on Tuesday November 28th at 5:00pm.

I just want to say Thanks one more time to David Biskar and his work crew that continues to keep the Canby Swim Center working great and looking wonderful. Great Job.

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER SUBJECT: MONTHLY REPORT FOR SEPTEMBER 2006 DATE: November 8, 2006								
CANBY SWIM CENTER	ADMIT	ADMIT	PASS	PASS	TOTAL	TOTAL	YTD TOTAL	YTD TOTAL
SEPTEMBER 2006	2005	2006	2005	2006	2005	2006	05-06	06-07
MORNING LAP	12	10	64	146	76	156	645	649
ADULT RECREATION SWIM	22	21	139	302	161	323	1184	1478
MORNING WATER EXERCISE	82	137	0	0	82	137	594	642
PARENT/ CHILD	58	86	0	0	58	86	536	720
MORNING PUBLIC LESSONS	112	131	0	0	112	131	3068	3256
SCHOOL LESSONS	0	630	0	0	0	630	0	630
NOON LAP	8	35	56	77	64	112	552	516
FAMILY SWIM	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	61	80	16	9	77	89	1777	1947
PENGUIN CLUB	41	55	0	0	41	55	894	1359
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY SWIM CLUB	0	0	204	365	204	365	1228	1519
HOME SCHOOL LESSONS	0	0	0	0	0	0	0	0
EVENING LESSONS	216	313	0	0	216	313	2192	3163
EVENING LAP SWIM	11	11	13	15	24	26	293	310
EVENING PUBLIC SWIM	117	221	17	14	134	235	2360	2088
EVENING WATER EXERCISE	41	61	0	0	41	61	359	282
ADULT LESSONS	0	9	0	0	0	9	16	9
GROUPS AND RENTALS	37	179	0	0	37	179	509	761
WATER POLO	0	0	0	0	0	0	0	0
OUTREACH SWIMMING	0	0	0	0	0	0	449	574
TOTAL ATTENDANCE	818	1,979	509	928	1,327	2,907	16656	19903
FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER SUBJECT: MONTHLY REPORT FOR OCTOBER 2006 DATE: November 8, 2006								
CANBY SWIM CENTER	ADMIT	ADMIT	PASS	PASS	TOTAL	TOTAL	YTD TOTAL	YTD TOTAL
OCTOBER 2006	2005	2006	2005	2006	2005	2006	05-06	06-07
MORNING LAP	22	23	264	293	286	316	931	965
ADULT RECREATION SWIM	77	71	442	554	519	625	1703	2103
MORNING WATER EXERCISE	219	242	0	0	219	242	813	884
PARENT/ CHILD	130	172	0	0	130	172	666	892
MORNING PUBLIC LESSONS	0	283	0	0	0	283	3068	3539
SCHOOL LESSONS	1050	540	0	0	1050	540	1050	1170
NOON LAP	56	57	182	164	238	221	790	737
FAMILY SWIM	6	0	0	0	6	0	6	0
AFTERNOON PUBLIC	311	143	0	8	311	151	2088	2098
PENGUIN CLUB	160	110	0	0	160	110	1054	1469
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY SWIM CLUB	0	0	955	699	955	699	2183	2218
HOME SCHOOL LESSONS	0	0	0	0	0	0	0	0
EVENING LESSONS	663	677	0	0	663	677	2855	3840
EVENING LAP SWIM	40	43	32	15	72	58	365	368
EVENING PUBLIC SWIM	209	280	26	25	235	305	2595	2393
EVENING WATER EXERCISE	155	98	0	0	155	98	514	380
ADULT LESSONS	0	15	0	0	0	15	16	24
GROUPS AND RENTALS	352	366	0	0	352	366	861	1127
WATER POLO	32	0	0	0	32	0	32	0
OUTREACH SWIMMING	0	15	0	0	0	15	449	589
TOTAL ATTENDANCE	3,482	3,135	1,901	1,758	5,383	4,893	22039	24796

City of Canby Bi-Monthly Report

Department: PUBLIC WORKS



For Months of: September & October 2006

Date: November 2, 2006

Prepared by: Roy Hester

1. **Streets:**

- Swept streets 9-1-06.
- Rocked shoulders on newly paved street, NW 7th Avenue.
- Removed section of sidewalk and ADA ramp at SE Township and S Redwood and then re-poured.
- Swept streets, 9-8-06.
- Hauled sweeper debris away.
- Inspected road base and grade of roads at Postlewait II for paving on 9-9-06.
- Set up traffic control on S Pine Street at the Fire Department for 9-11 memorial.
- Painted curbs on SW 4th along High School parking lot and other locations.
- Sprayed various locations "brush and woody materials".
- Installed torch down thermo plastic markings at N Elm railroad, S Elm and S Ivy Roads.
- Sprayed more brush and woody plants around town.
- Did curb and street inspection on N Alder and 3rd.
- Swept streets 9-19-06.
- Painted curbs yellow on NW 1st and N Baker Streets.
- Sprayed weeds on curb line on NW 1st.
- Swept streets, 9-20-06.
- Trimmed brush in alley between N Grant and N Holly and 5th and 6th Streets.
- Patched hole on S Baker and SW 2nd Streets.
- Painted yellow street lines on Sequoia Parkway.
- Did (1) driveway approach inspection.
- Painted bike and traffic lines.
- Sprayed herbicide on weeds around town.
- Inspected forms for new sidewalk at SW 7th and S Fir Streets.

- Sprayed weeds around town.
- Swept streets, 9-28-06.
- Swept streets, 9-29-06.
- First of (2) lifts of asphalt applied to Territorial Road at railroad crossing.
- Hauled away street sweeper debris.
- Repair or fixed (14) complaints for the month of September.
- Completed (23) locates for the month of September.

2. Sewer, Storm System and Erosion Control:

- Worked at 3rd & Baker lift station due to alarm.
- Drywell sunk at Hazeldell Way and Sequoia Parkway, we cut the asphalt, dug around the drywell and mortared broken area and back filled.
- Inspected construction entrance at Wilson Construction.
- Notified contractor at Mountain Glass site to clear the street of materials, from oil to rebar, etc.
- Met with homeowner on final erosion control, lot 14 at Knights Bridge Estates.
- Went to Willamette Falls Hospital jobsite and questioned them about septic removal because a truck fell partially in a hole.
- Did an inspection at lot 10, Burden property, they were grading without a permit.
- Met with an electrician at the 11th & N Pine lift station about the breaker problem.
- Met with the backflow inspector at the 34th lift station.
- Worked on 11th & N Pine lift station.
- Cleaned catch basins around town after first heavy rain.
- Set up equipment for confined space entry 9-16-06 at 11th and N Pine lift station. Pulled the pump from the lift station and took it to Washougal, Washington.
- TV'd sewer mains at Postlewait Estates II.
- Met with contractor for Mountain Glass and informed him to remove trailer from Hazeldell Way no later than October 5, 2006.
- Washed sewer main on SW 3rd and S Elm Street.
- Did sanitary and storm inspection at Hiway Market Place.
- Inspected manhole installation at 469 N Fir Street.
- Cleaned plugged catch basins at various areas.
- Inspected channel in new manhole at 469 N Fir Street.

- Completed (15) sewer inspections for the month of September.
- Inspected (25) Erosion Control applications, permits and finals.

3. Street Sign/Trees/Lights:

- Installed new school zone signs on Township Road.
- Replaced busted off stop sign post at NE 20th and N Lupine Street.
- Installed 25 mph sign on SE Township Road.
- Trimmed trees hanging low and hitting the sweeper.
- Replaced bent stop sign post at N Birch and NW Territorial Road.
- Repaired street name sign at NW 3rd and N Fir Streets.
- Replaced or repaired (24) street lights for the month of September.

4. Miscellaneous:

- Cleaned up Public Works Warehouse.
- Worked on Safety Committee inspection summary.
- Reviewed red line plans for Willamette Falls Care Center and Canby Place.
- Went over Safety Committee inspection with Valerie.
- Signed off for Postlewait Estates II.
- Closed N Pine between NE 4th and NE 10th Streets for funeral.
- Cleaned gutter in equipment wash rack.
- Installed new advanced warming system at railroad symbol on N Redwood Street.

Meetings attended:

- Attended Wilson Construction Preconstruction meeting.
- Attended preapplication meeting for Larios Building 1410 S Township Road.
- Crew attended fire extinguisher training.
- Met with Dusty with York & Curtis on Canby Place job.

MONTHLY REPORT FOR OCTOBER 1-31, 2006

1. Streets:

- Rocked shoulder on N Maple on the 12 hundredth block.
- Patched street cuts, driveway approach and chuck holes with asphalt.
- Inspected re-pour of driveway approach at Bethany Church.
- Inspected sidewalk forms at Trend Development Building II.
- Swept streets, 10-6-06.
- Laid out NE 4th Avenue for paving, loaded barricades, paver and roller and took to the site.
- Started paving NE 4th Avenue (10-10-06) from the railroad to Canby Plumbing. Finished paving on 10-11-06.
- Swept streets 10-12-06.
- Painted traffic control markers on NE 4th Avenue after freshly repaved.
- Inspected driveway approach at Trend Development prior to pouring concrete.
- Hauled away street debris.
- Inspected sub-grade at Northwood Estates.
- Bladed alleys between NW 5th and 6th from Grant to Ivy Streets.
- Laid out alleys for paving.
- Swept problem areas around town.
- Completed a drive through inspection at Northwood Estates, they were laying rock on the streets.
- Paved both alleyways and then cleaned up equipment, 10-18-06.
- Rocked shoulders in the alleys.
- Inspected sidewalk forms at the Bowen Building project.
- Swept streets 10-20-06.
- Swept streets 10-23-06.
- Swept streets 10-25-06.
- Swept streets 10-26-06.
- Rocked shoulders on NE 10th in various areas.
- Inspected driveway approach for concrete at Bowen Building.
- Swept streets 10-27-06.
- Inspected new driveway approach prior to paving.
- Swept streets 10-31-06.
- Repair or fixed (19) complaints for the month of October.
- Completed (41) locates for the month of October.

2. Sewer, Storm System and Erosion Control:

- Inspected new storm manhole in SE 1st for the Willamette Falls Hospital project.
- Worked on the Erosion Controls files.
- Cleaned catch basins that were plugged.
- Repaired storm line down the hill at N Baker Drive and NW 6th Avenue.
- Inspected (2) drywells at Northwood Estates.
- Started cleaning storm bar ditch on Logging Road.
- Inspected (2) drywells at Northwood Estates.
- Cleaned storm lines on Logging Road.
- Went over erosion control applications.
- TV'd sewer main between N Elm and N Fir between NW 3rd and NW 4th Avenues.
- Cleaned brush from sewer manholes on the Logging Road.
- Completed (16) sewer inspections for the month of October.
- Inspected (17) Erosion Control applications, permits and finals.

3. Street Sign/Trees/Lights:

- Trimmed low hanging limbs around town.
- Replaced or repaired (31) street lights for the month of October.

4. Miscellaneous:

- Took pump from swimming pool to get repaired.
- Removed and replaced (2) rows of bricks on NW 2nd that sunk.
- Started abatement proceedings at 1017 N Juniper Street, but was cancelled after we had all our equipment there.

Meetings attended:

- Met with property owner for tree removal.
- Attended pre-construction meeting for Walgreens.
- Met with contractors at Bowen Building for details on sidewalk and driveway approach.
- Met with Adam at Mountain Glass for driveway approach specs.
- Attended new hire policy meeting.

- Attended pre-application for 535 Knights Bridge Road (John Merideth) project.
- Met with property owner on widening driveway approach.
- Attended pre-application meeting for Burger King.
- Met with contractors at Northwood Estates about (2) issues concerning the road compaction and the sewer main repair.

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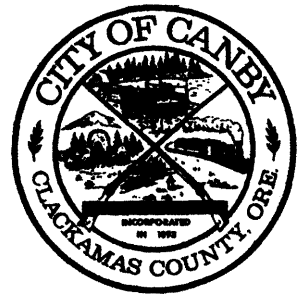
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**WASTEWATER TREATMENT FACILITY
BI-MONTHLY REPORT**



To: *Honorable Mayor Thompson, City Council*

From: *Mark Adcock*
Through: *John Williams*
Prepared by: *Darvin Tramel*

Subject: *September & October 2006 Wastewater Treatment Report*

Date: *November 7, 2006*

Facility Operations & Maintenance & Construction:

Facility operations and effluent quality at the wastewater treatment plant for the months of September and October have been consistently excellent, with no interruption of services or violations for either month. In early October we had a slug of industrial waste hit the treatment facility. The pollutants caused a minor upset, killing some of our nitrifying organisms, but the facility rebounded quickly and we were easily able to adjust the process to have no real noticeable impact to the effluent quality. Slug discharges are extremely difficult to determine the origin or the pollutant of concern and even harder to try and investigate backwards through our collection system. However, we will be doing random samples, more inspections, and looking at industrial users more closely in the next few months to try and get an idea of who might have illicitly dumped on our facility. It is very rare in Canby to have a slug discharge from any industrial users.

During September and October staff repaired or rebuilt the guide rails to the sludge mixers, fixed a broken siphon hose on the Blackmere lime pump, replaced a broken valve on the Hypo tank, drained and removed all debris from the old aeration basin, replaced packing on a RAS pump, completed annual inspection of cranes and davits, fixed a broken swing arm on the secondary clarifier, cleaned up and removed trees from the old aeration basin, removed excess foam from selectors with the vactor truck, replaced all the old lighting ballast in the raw sewage pump room, and replaced the lime auger motor. Staff, as always, performed routine preventative maintenance as needed.

Construction activities for the month of September and October consisted of finishing some asphalt repairs by the ponds, had the seal coaters return to the facility and finish a few areas that were missed during the original bid. In October I worked with Curt McLeod, Division of State lands and Army Corp of Engineers to design the remediation of the erosion problem at our stormwater discharge on the Willamette River. The design work was completed, RFPs and notifications were sent out, the project went to bid, and we awarded the contract to Parker Northwest in late October.

SEPTEMBER

<u>New Connections:</u>	13
<u>Total Connections:</u>	5587
<u>Average Flow:</u>	1.0939 mgd
<u>E. Coli</u> :	2

Monthly Averages:

<u>Effluent BOD₅:</u>	3 mg/l
<u>Effluent CBOD₅:</u>	2 mg/l
<u>Effluent TSS:</u>	6 mg/l

OCTOBER

<u>New Connections:</u>	12
<u>Total Connections:</u>	5599
<u>Average Flow:</u>	1.0812 mgd
<u>E. Coli</u> :	1

Monthly Averages:

<u>Effluent BOD₅:</u>	3 mg/l
<u>Effluent CBOD₅:</u>	1 mg/l
<u>Effluent TSS:</u>	3 mg/l

Biosolids Program:

In September and October the City of Canby applied 106 cubic yards of dewatered cake to the Ingels application site, 132 cubic yards to the Ingels property, 72 cubic yards to the Odman application site and 84 on the Hein property. In October staff completed our annual soil sampling and sludge analysis and the Biosolids program had no violations or odor complaints for the past two months.

Pretreatment & Storm Water:

In September and October I worked on completing some required changes as outlined in our 2005 audit, and set up sampling protocol for mercury and dental sampling plan. Other note worthy pretreatment activities are based on the regulatory requirements and researching what is required of the City of Canby for the new promulgated Total Maximum Daily Load (TMDL) for the Willamette river. Staff and I also worked on getting the dental surveys out and then evaluating the results to determine what type of sampling protocol will be established for our Mercury reduction plan. I completed revisions to an English grease management brochure and had it translated into Spanish. I also worked with Clean Water Services on another informational brochure which describes what an industrial pretreatment program is and how better to understand the requirements of your Industrial Discharge permit. These brochures will be used state wide by all municipalities under the Oregon Association of Clean Water banner, and Canby will be given credits for our participation in the completion of these documents.

Pretreatment inspections for the last two months included JV Northwest, the Canby Transfer station, Johnson Controls, various restaurants and another attempt to contact the owners of the old Canby car wash. Jeff and I continue to work on implementation actions from our 2005 Pretreatment Audit and any necessary changes based on the new EPA Streamlining regulations.

Storm water activities were based around completing the Willamette storm water project in a timely manner before the storms hit. We actually finished the water line activities before the big storm, and they will be completely done by November 8, 2006. This project went smoothly and quick. However, we did have an over run on the amount of pit rock by about 600 tons.

Meetings and Training Attended

I attended meetings with Oregon ACWA, Curran & McLeod Engineering, Economic and Financial Consultants, and the PNPC. Jeff Crowthers attended meetings with the ACWA Stormwater and Groundwater committees. Staff and I all participated in training events that included fire extinguisher training and pump packing techniques.