

CANBY CITY COUNCIL

Regular Session

November 19, 2003

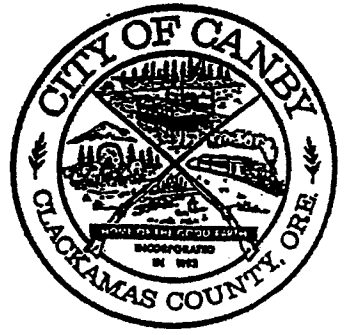
AGENDA – 7:30 PM – Council Chambers

1. OPENING CEREMONIES:
 - A. Call to Order, Flag Salute
2. PRESENTATION:
 - A. Employee of the Month Pg. 1
3. CITIZEN INPUT ON NON-AGENDA ITEMS:
4. CONSENT AGENDA:
Minutes – Workshop and Regular Meeting, November 5, 2003
Accounts Payable - \$465,255.40
5. COMMUNICATIONS:
 - A. Letter from John Meridith Regarding 1.6 Acre Annexation Pg. 2
6. NEW BUSINESS:
 - A. Water Extension on NE Dutch Vista Court Pg. 3
7. UNFINISHED BUSINESS:
8. RESOLUTIONS & ORDINANCES:
 - A. Ord. 1127, Authorizing the Lease/Purchase of Two Police Vehicles (*2nd Reading*) Pg. 14
 - B. Ord. 1128, Authorizing the Purchase of a Solid Waste Spreader Box and Installation of the Spreader Box and P.T.O. Kit for the City of Canby WWTP Pg. 17
9. MANAGER'S REPORT:
10. CITIZEN INPUT:
11. COUNCILORS' ISSUES:
12. ACTION REVIEW:
13. EXECUTIVE SESSION: ORS 192.660 (1)(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.*

CITY COUNCIL
SIGN-IN SHEET

Date: November 19



PLEASE PRINT CLEARLY

NAME

ADDRESS

DARVIN TRAMEL

JILLMARIE WILKES

Brian Rask

Dyan Duffy

Jim Newton

Lila Curtis Gottman

Karl Hansen

Marty Moretti

KARL MAXSON

15150 PARK AVE Aurora

1320 N. HOLLY 97013

332 SE 7th way

1240 NE 11th Place

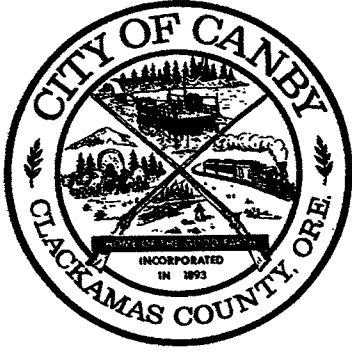
1511 N.E. Laurelwood Circle

10381 S. Mulino Rd Canby

Canby Utility

Center

Compass Ferry Milwaukee



City Council FYI Update

To: Mayor & City Council
Date: November 13, 2003

City Council Agenda Items for November 19, 2003

We have a very light agenda for this Council meeting and a correspondingly short FYI Update.

1. **Presentation - Employee of the Month:** It is my pleasure to select Joe Witt, our Fleet Services supervisor as Employee of the Month for the month of October 2003. Attached is the letter of nomination prepared by Susan Duffy. Joe is a tremendously hard working employee and we are very fortunate to have him. I'm very pleased to bestow this honor on him.
2. **Consent Agenda:** This item consists of the approval of minutes and the regular accounts payable.
3. **Communications:** Attached is a letter from John Meridith requesting that the City Council place his failed annexation proposal back on the ballot for the spring 2004 election. John Williams, Councilor Oliver and I have discussed with Mr. Meridith the process that must be followed should the Council wish to waive the time periods set forth in the Municipal Code prior to bringing this annexation back to the voters. You will recall you have previously waived the time schedule for the Dodds Annexation.
4. **Request for Water Extension on N.E. Dutch Vista Court (New Business):** Back in August 2002 this Council approved the extension of water service to four houses on Dutch Vista Court. There is now before you a request for another water service line to this same location. John Williams has prepared a staff report on this request along with a recommendation that you approve the water extension. Also, attached is the written request from Farrel and Bock Johnson.

RESOLUTIONS AND ORDINANCES

Ordinance 1127 : Lease-purchase of two replacement police patrol cars.
(Second Reading)

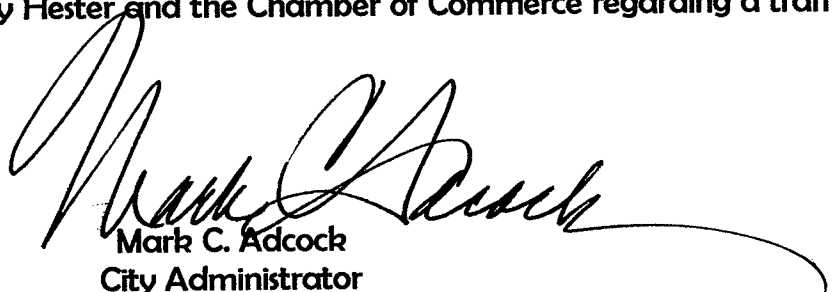
Ordinance 1128 Re: Purchase of Solid Waste Spreader Box for Biosolids Application - Attached is a staff report prepared by Darvin Tramel outlining the justification and need for the purchase of this piece of equipment. Darvin will be on hand to answer questions you may have about the equipment. In addition, as a related item, we have attached a report from John Williams which is in response to a question asked by Councilor Johnson regarding the spread of biosolids on farmland. You will recall that Councilor Johnson asked about the future of biosolids spreading in light of environmental concerns and what plans (and associated costs) do we as a City have should this practice be prohibited.

5. **Executive Session**: Nothing at this time.

6. **Manager's Report**: Nothing at this time.

7. **Miscellaneous Non-agenda Items**:

- Attached are monthly activity reports from various departments.
- An email from Sergeant Tro of the Police Department regarding the award of a \$4,650 grant for seatbelt enforcement activities. Our traffic officer, Anthony Spencer wrote the grant for the City.
- A letter from Roy Hester and the Chamber of Commerce regarding a traffic concern on 99E.



Mark C. Adcock
City Administrator

Attachments

**City of Canby
Employee of the Month
Nomination Form**

Name of Nominee: JOE WITT Date: 10-13-03

Department: FLEET SERVICES

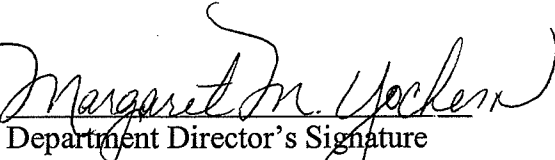
Which of these criteria describes the reason for your nomination of this person?

- ☐ Improved quality
- ☐ Timely completion of a project
- ☐ Demonstrates exemplary leadership and integrity
- ☒ Excellent customer service (demonstrating exceptional customer service, an on-going commitment to customers, or innovation or creativity in customer service)
- ☐ Overcame adverse obstacles or worked under unusual conditions
- ☐ Increased program effectiveness or efficiency
- ☒ Saves the City time/money
- ☐ Improved levels of cooperation
- ☐ Exceeds performance expectations

Can you please explain in 3 or 4 more detailed sentences, why you think this person should be nominated for "Employee of the Month", especially as it relates to the item(s) you checked above. Please attach an additional sheet if necessary.

From my perspective in Finance, Joe Witt does a tremendous amount of excellent work every month. There is a great deal of paperwork involved in purchasing assets, parts and services for maintaining the fleet. Joe is always fast, neat and accurate in providing approved invoices to Finance so vendors are paid in a timely manner. He coordinates fixed asset and DMV paperwork for all vehicles, and keeps his department as cost-efficient as possible. In word and deed, Joe treats all departments and employees like valued customers, and is responsive to those customers' needs. From conversations with him, I know that his primary concern is safety and reliability. I'm not in a position to judge Joe's mechanical skills, but I can make some assumptions based on the age of the city's fleet. On top of all this, this month Joe is working on an integral part of an important management project on reserves, in which detailing the current state of our vehicles and heavy equipment is critical to the planning process. The city is fortunate to have Joe on board.

Please return this form to the Department Director of the nominee.


Department Director's Signature

10-13-03
Date

Nominated By: Suzan Duffy

10/13/2003

November 12, 2003

John Williams
Planning Director
City of Canby

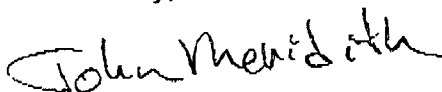
RE: City Council Request Allowing

Dear Mr. Williams,

This letter is to request an opportunity to go before the City Council on Wednesday, November 19th. My purpose is to ask the City Council to allow a vote next spring on a 1.6 acre annexation request. Although I can better explain my reasons at the meeting, my remarks at the meeting will cover the following points.

- 1) This request was strongly supported by both the Planning Commission and City Council, and in fact drew comments such as "this is exactly what we have been looking for" based on the infill nature and cost to the City.
- 2) The project is so small there can be few changes regarding such items as design, access, etc.
- 3) There was little or no publicity during the recent vote on which projects were most acceptable to the City administration.
- 4) Since there is little opportunity for change, staff will spend less time in reviewing and commenting on this project. New fees are required and will be paid as part of this application.

Sincerely,

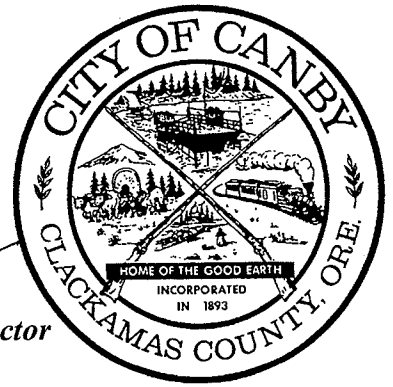


John Meredith

By Karl Manson
Representative

MEMORANDUM

TO: *Honorable Mayor Thompson and City Council*
FROM: *John R. Williams, Community Development & Planning Director*
THROUGH: *Mark C. Adcock, City Administrator*
DATE: *November 13, 2003*



Issue: Water extension to NE Dutch Vista Court.

Synopsis: In August 2002 the City Council approved the extension of city water service to four houses on Dutch Vista Court. Farrel and Bock Johnson are now requesting approval to connect another line at this location. They are turning a triplex on one lot into two single family houses on two lots by demolishing the center unit. Therefore, the number of units overall will remain the same but a new water connection is desired.

Recommendation: Staff recommends that the Council approve the request and authorize the mayor to sign a letter to Clackamas County requesting their concurrence.

Rationale: Staff has recommended approval because the Council approved the original request in 2002 and the number of residential units is being decreased.

Background: The property is located outside City limits and outside the Urban Growth Boundary. Canby can legally serve this property, at the discretion of the City Council.

Options: 1. Deny the application. This would be appropriate if the Council wishes to limit the creation of additional parcels with separate homes in this area.

Attached: Letter from the Johnsons; map; County staff report conditionally approving partition of lot.

Farrel & Bock Johnson
2486 NE Dutch Vista Court
Canby, OR 97013
503 515-9194

November 10, 2003

Mayor Melody Thompson
Members of the City Council
City of Canby
PO Box 930
Canby, OR 97013

Re: Request to Connect a Fifth House to Canby City Water

Dear Mayor Thompson and Members of Canby City Council:

In Aug 2002 the City Council approved city water service to four houses on Dutch Vista Court. We are requesting the addition of another water connection to a fifth house.

Clackamas County has given an approval to partition our one lot into two parcels. The property currently has a three-unit triplex and the county will require the middle unit to be removed. This will leave two single-family units each on its own lot.

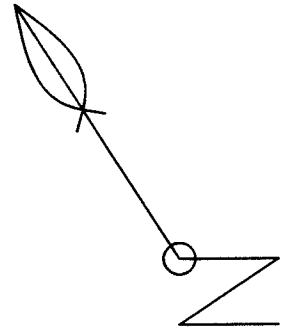
Clackamas County has given approval to partition based on certain conditions being met. One of which is that both houses must be connected to Canby City water. See condition 10 on page 7 of the Partition Approval.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script, appearing to read "Farrel Johnson", with a long horizontal flourish extending to the right.

Farrel & Bock Johnson

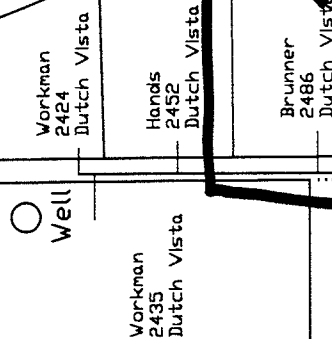


Willamette River

Tax Lot 1600

Tax Lot 1500

Tax Lot 1000



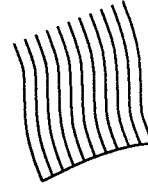
Tax Lot 1000

20' Road Easement

Dutch Vista Road

Tax Lot 1100

SUBJECT PROPERTY



Seventh-Day Adventist Church

Tax Lot 100

12' Road Easement

Proposed Water Line

Territorial Road

City Water Line

NOTICE OF DECISION ON
PARTITION - APPROVAL

CLACKAMAS COUNTY DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
LAND USE AND ENVIRONMENTAL PLANNING DIVISION
9101 SE Sunnybrook Blvd., Clackamas, OR 97015
Phone: 353-4500/4501

TO: Applicant, Citizens Planning Organization, Agencies, and Property Owners within 500 feet of this application.

DATE: August 14, 2003

LAST DATE TO APPEAL: August 26, 2003

FILE NO.: Z0455-03-M

STAFF CONTACT: Rick McIntire (503-353-4516)

APPLICANT: Bock S. Johnson, 2486 NE Dutch Vista Ct., Canby, OR 97013

OWNER OF PROPERTY: Same as applicant.

LEGAL DESCRIPTION: T3S, R1E, Section 27AD, Tax Lot 1100; W.M.

SITE ADDRESS: 2486 NE Dutch Vista Ct., Canby, OR

TOTAL AREA INVOLVED: Approximately 0.92 acres.

PRESENT ZONING: Rural Residential Farm/Forest (RRFF-5), five (5) acre average lot size district

CITIZENS PLANNING ORGANIZATION FOR AREA: Canby CPO (inactive)

PROPOSAL: To partition the subject property into two (2) parcels under a lot size exception provided in Sec. 902 of the Zoning and Development Ordinance to provide separate parcels for each of two (2) existing dwelling units. No new home sites are proposed.

FINDINGS: The Planning Division staff has reviewed your application for a Partition. This application is subject to the Clackamas County Zoning and Development Ordinance (ZDO), Section(s) 309, 902, the 1000 Series and 1106. The Planning Division has reviewed these sections of the ZDO in conjunction with this proposal and makes the following findings:

1. The applicant is requesting approval to partition the subject property into two (2) parcels under a lot size exception provided in Sec. 902 of the Zoning and Development Ordinance to provide separate parcels for each of two (2) existing dwelling units. No new home sites are proposed.

-
- The subject property currently contains three (3) attached dwelling units. Based upon a review of historical aerial photos, it appears that the property was developed with two (2) detached single family dwellings prior to the adoption of initial zoning in December of 1967. Over time, it appears that additions were made to the two original structures resulted in one large structure

with three separate dwelling units. The applicant proposes to separate the structure into two detached structures, each with a single dwelling unit, and to partition the property between the two proposed detached structures so as to provide a separate parcel for each of the dwellings. If approved, this partition will result in two, substandard-sized parcels, each with one (1) single family dwelling, a reduction in the number of existing dwelling units.

The subject property is located immediately to the west of State Hwy 99E and the adjacent railroad right of way and north of Territorial Rd. just north of the City of Canby. Access to the property is provided via Dutch Vista Ct., a private road connecting to Territorial Rd. parallel to, and possibly partly or entirely within, the railroad right of way.

2. The applicant is requesting approval of a Partition, subject to the procedures and standards of Section 1106 of the ZDO. Pursuant to subsection 1106.02C of the ZDO, all partitions requiring County Planning Dept. approval are subject to the development standards in Sec. 1000 and the design standards in Sec. 1014 of the ZDO. Compliance with the provisions of the ZDO is discussed in the following findings.
3. The subject property is zoned RRFF-5 and is subject to the dimensional standards of subsec. 309.08 of the ZDO. Subsec. 309.08 requires that the minimum average lot area within a proposed partition plat area in the RRFF-5 zoning district shall be five (5) acres. However, the gross land area of the subject property is 0.92 acres. In this case, the applicant is proposing two parcels; Parcel 1 being approximately 0.25 acres in size and Parcel 2 being approximately 0.65 acres in size. Subsec. 902.01B(3) of the ZDO provides an exception to the minimum average lots size and density requirements of the RRFF-5 zoning district. This provision states, in relevant part:

"The smaller lot or parcel size is necessary to allow separate ownership of each of two or more legally established dwellings located on one lot within a Low Density Residential or Rural district. The number of separate lots or parcels created under this provision shall not exceed the number of legally established dwellings located on the lot prior to the division."

The RRFF-5 zoning district is a Rural zoning district, the subject property does contain at least two (2) legally established dwellings located on one lot and the applicant has proposed separate parcels for each of two existing dwellings. No additional parcels, homes or other development is proposed. Pursuant to subsec. 902.01B(3) of the ZDO, the maximum permitted density of the property is two (2) parcels, each with one (1) single family dwelling unit permitted. This proposal is consistent with the maximum density and lot size requirements found at subsecs. 309.08 and 1012 of the ZDO as modified by subsec. 902.01B(3) of the ZDO. A condition of approval is warranted requiring the applicant to physically separate the structure into not more than two (2) separate dwelling units, one each within each of the two proposed parcels prior to final partition plat approval.

4. Sec. 1000 of the ZDO sets forth the general standards for development of property within the unincorporated area of Clackamas County. The standards set forth in Sec. 1000 of the ZDO apply to all partition applications and approvals. Compliance with the relevant provisions of Sec. 1000 are discussed in the following findings.

5. Pursuant to subsec. 1001.03 of the ZDO, all development in the County is subject to several specified codes and/or ordinances adopted by the Board of County Commissioners (BCC) and incorporated into the ZDO. These include the Oregon Structural Specialty Code, Fire and Life Safety Code, and, pursuant to subsec. 1001.03F, any other code or ordinance adopted by the BCC. The latter provision includes the County Roadway Standards and County Road Use Ordinance that have particular importance in the review of land division requests. The County Roadway Standards also incorporate the Fire Apparatus Access Road Standards adopted by most of the fire districts in Clackamas County including the Canby Fire District No. 62, the fire protection services provider for the area including the subject property. The relevance of these codes will be discussed later in these Findings. Conditions of approval will be imposed to assure compliance with the codes and ordinances incorporated in the ZDO pursuant to subsec. 1001.03 of the ZDO.
6. Sec. 1002 pertains to the protection of natural features and is intended to encourage site planning and development practices that protect and enhance significant natural features such as streams, swales, hillsides, ridges, rock outcroppings, large trees, and wooded areas. Pursuant to subsec. 1002.02A of the ZDO, all developments shall be planned, designed, constructed and maintained with maximum regard to significant natural terrain features and topography, such as hillside areas, floodplains and other significant landforms. Pursuant to subsec. 1002.02B of the ZDO, all grading, filling, and excavation done in connection with any development shall be in accordance with the County Excavation and Grading Ordinance administered by the County DTD, Soils and Building Services Sections. The staff has reviewed the subsections of Sec. 1002 with respect to this request and finds that the provisions pertaining to hillsides, rivers and stream corridors, floodplains, landslide hazards, wildlife habitats and distinctive resource areas are not applicable to the proposed development. This request complies, or will comply, with the relevant provisions of Sec. 1002 of the ZDO.
7. Sec. 1003 of the ZDO pertains to hazards to safety such as landslides, floodplains, soil hazards, and fire hazard area. The DOGAMI Geologic Hazards Bulletin No. 99 maps have been reviewed to determine if potential geologic hazards are identified on the subject property. The subject property is not within a potential landslide hazard area, soils hazard area, flood hazard area, or area subject to special fire protection and prevention measures. The proposed development is generally not subject to, or will comply with, the provisions of Sec. 1003 of the ZDO.
8. This development is subject to the standards found in Sec. 1006 of the ZDO pertaining to utility lines and facilities. The location, design, installation and maintenance of all utility lines and facilities shall be carried out with minimum feasible disturbance of soil and site. The applicant proposes to use an existing private shared access road, Dutch Vista Ct. to provide access to the existing homes. This access drive presently provides access to the existing homes at the easterly side of the subject property. No additional access drives are proposed. Other than the work needed to separate the dwelling units and to construct separate septic systems, no additional soil disturbance is proposed. The staff finds that the proposal will minimize the amount of soil disturbance to that necessary to construct the additional improvements and that this criterion will be met.
9. This development is subject to the provisions of subsec. 1006.02B of the ZDO. This requires that all development that has a need for water service shall install water facilities and grant necessary easements pursuant to the requirements of the district serving the development. The

subject property is currently served with domestic water from a shared off-site well; however, according to the applicant and a neighbor who submitted comments concerning this application, the City of Canby has agreed to allow the dwellings to be connected to the city water system due to problems with the existing shared well. The applicant has indicated that connections to the City system will be made as part of this project. A condition of approval is warranted requiring that each of the two separate dwelling units shall be connected to the City of Canby water system concurrently with other structural and septic system improvements necessary to separate the dwelling units on separate parcels. Additionally, prior to final plat approval, written verification shall be obtained by the applicant from the City and submitted to the Planning Div. indicating that the City will provide domestic water service connections to the two dwellings.

10. This development is subject to the provisions of subsec. 1006.02C of the ZDO pertaining to underground installation of utilities. All development that has a need for electricity, gas and communication services shall install them pursuant to the requirements of the district or company serving the development. Except where otherwise prohibited by the district or company, all such facilities shall be installed underground. There is no reason to believe that this requirement cannot be met. A condition of approval will be imposed requiring that all new utilities necessary to serve the two dwellings shall be installed underground.
11. This development is subject to the provisions of subsec. 1006.02E and 1106.02I of the ZDO pertaining to the provision of on-site subsurface sewage disposal. The subject property is not located within an area-wide sewerage service district. Pursuant to subsec. 1006.02E, all development proposing subsurface sewage disposal shall receive approval for the system from the County DTD, Soils Sec. and install systems pursuant to ORS 454.605 – 454.745, ORS Chapters 171, 523, and 828 and OAR Chap. 340, Div. 7 and the policies of the DTD, Soils Sec. The applicant has obtained feasibility approval for separate septic systems for each of the two dwelling units. The septic system for proposed Parcel 1 will be located within a part of Parcel 2; therefore a condition of approval is warranted requiring the applicant to grant an easement within Parcel 2 for the benefit of Parcel 1 for on-site subsurface sewage disposal system purposes consistent with the State On-Site Sewage Disposal Rules. The easement shall be shown and properly documented upon the final partition plat. Prior to final plat approval, the applicant shall obtain County WES/Soils Sec. written approval of the easement location and size. This criterion can be satisfied.
12. The proposed development is subject to the provisions of Sec. 1008.01 to 1008.03 of the ZDO pertaining to storm drainage. Generally, development in Rural districts is not subject to the storm water detention requirements applicable to Urban districts. Generally, roof, foundation and footing drainage is disposed of by soakage trenches. A condition of approval is warranted requiring that any additional storm water runoff from new roof, foundation and footing drains shall be managed in accordance with the Oregon One and Two Family Dwelling Code, Uniform Building Code, Oregon Manufactured Home Standards, and/or Oregon Plumbing Specialty Code. Erosion control measures consistent with the County Technical Guidance Handbook shall be implemented during any future construction. This criterion can be satisfied.
13. The following pertains to the provision of access to the proposed parcels and required street and street frontage improvements. This development is subject to the provisions of Secs. 1000 including 1007 and 1014 of the ZDO. The proposed means of access to the parcels is also subject to the provisions of the County Roadway Standards and County Road Use Ordinance as

noted previously and pursuant to subsec. 1001.03 of the ZDO. The following findings discuss compliance with the provisions of the ZDO and the County Roadway Standards noted above.

14. The County DTD, Construction and Development Sec. staff has reviewed this proposed development and the proposed means of access for compliance with the relevant provisions of the ZDO and County Roadway Standards. The Construction and Development Sec. has submitted comments dated August 6, 2003 describing any necessary access improvements, dedications, improvements, widths, grades, plan review and permit requirements for the proposed development to achieve compliance with the provisions of the ZDO noted above and the County Roadway Standards. These comments are included herein by reference and discussed in the following paragraphs.

The applicant has proposed a two-parcel partition served by a shared private road (NE Dutch Vista Ct.) off South Territorial Road in Canby. Both parcels are developed with homes. The existing access road is gravel and appears to be constructed within a 40-foot wide access and utility easement that is parallel with and adjoining a railroad right-of-way. Clackamas County has adopted design and construction standards for individual and shared private access roads in the rural area. The existing private access road appears to meet those requirements except for a turnaround for fire apparatus at the end of the road and a substandard entrance to Territorial Road. It appears as if fire apparatus access to the homes is possible however, an emergency vehicle turnaround should be provided if required by the Fire District. It is possible that the existing driveways may suffice with some changes. Since the applicant has not proposed the creation of additional dwelling sites, no additional impacts to the existing private road or Territorial Road are anticipated if this partition is approved. Since no additional development is proposed or possible, the County's ability to impose conditions of approval requiring additional road and entrance improvements for this partition is limited as there are no additional traffic impacts as a result of the partition. However, the staff does have concerns pertaining to the adequacy of fire protection, and verification of legal access.

At the present time Territorial Road operates at a Level of Service "D" or better, which is acceptable. The creation of a two-parcel partition to accommodate existing homes will not result in additional traffic impacts and will not result in an adverse impact on the present Level of Service.

Based upon the comments of the Construction and Development Sec. it appears that the proposed partition can comply with the relevant provisions of Secs. 1007, 1014 and the Roadway Standards subject to appropriate conditions of approval to resolve the identified issues. The staff finds that with proper design and subject to review and approval by the County DTD, these standards can be satisfied.

15. The requirements of Sec. 1022, Concurrency, of the ZDO have been satisfied. The applicant has submitted the required Preliminary Statement of Feasibility from the County Engineering Div. concerning the feasibility of managing surface water runoff from the proposed development. The County Construction and Development and Traffic Engineering Secs. has found the transportation system to be adequate.
16. The request is consistent with the Comprehensive Plan. The subject property is within an Urban Low Density Residential Plan designation. The provisions of Secs. 309, 902, the development standards in Sec. 1000, and 1106 of the ZDO implement the Plan goals and policies with respect

to this Plan designation. This request will not result in any use, structure, lot or parcel size, or type of development that is inconsistent with this Plan designation. The request satisfies, or will satisfy, the requirements of the Zoning and Development Ordinance (ZDO), which implements the goals and policies of the Plan. This criterion is met.

17. **ESA DISCLAIMER:** The Federal Endangered Species Act (ESA) is not a criterion for approval of this application. The County has reviewed the approval standards in light of the requirements of the ESA, believes that the criteria for approval are consistent with the terms of the ESA and has submitted the Development Ordinances for consideration for a “4(d)” programmatic limitation. However, the analysis included in this report does not include an evaluation by the County of the application for consistency with the ESA nor does the report reach any conclusions concerning that federal law. The applicant is responsible for designing, constructing, operation and maintaining the activities allowed by an approval of this application in a manner that ensures compliance with the ESA. Any questions concerning this issue should be directed to the applicant, its consultant and the federal agencies responsible for administration and enforcement of the ESA for the affected species.

DECISION: Approval with conditions. Based upon the above findings, it is the decision of the Clackamas County Planning Division staff to approve this application for a Partition. Approval is subject to the conditions of approval identified below:

CONDITIONS OF APPROVAL

1. Approval is based upon the partition plan submitted by the applicant, the Findings above and these conditions of approval. Any change in design, including lot layout and access to lots, must be approved by the Planning Division prior to final plat approval. Changes in approved access locations may also require additional public notice.
2. Within two (2) years of the date of this decision, a final partition plat survey of the partition must be submitted to this office for review. The final plat shall be prepared by a registered professional land surveyor in a form and with information consistent with the provisions of ORS 92, relevant portions of ORS 209.250, the County ZDO, and these conditions of approval. Once approved by the Planning Division, the approved partition plat will be sent to the County Surveyor for review. When approved by the Surveyor, the plat must then be filed and recorded with the County Clerk. **Failure to record the final partition plat with the County Clerk within two (2) years of the date of this decision will void this partition approval.** Prior to expiration of this approval, the applicant may request a one-time, one (1) year extension subject to Sec. 1106 of the ZDO.
3. Pursuant to subsec. 1106.06B of the ZDO, neither of the individual parcels shall be sold, transferred or assigned until the final partition plat has been approved by the County Surveyor and recorded with the County Clerk.
4. All structures on, and uses of, the parcels created by this partition shall conform to the requirements of the RRFF-5 Zoning District subject to the provisions of Sec. 309 of the ZDO. Nothing in this approval shall be construed to allow any use or structure that is not specifically permitted in the RRFF-5 zoning district.

5. **Prior to final partition plat approval**, the applicant shall physically separate the structure into not more than two (2) separate dwelling units, one each within each of the two proposed parcels.
 - a) The applicant shall obtain the necessary structural, plumbing, electrical, mechanical, and septic tank permits necessary to complete this project from the County DTD, Building Codes Div. prior to the commencement of construction/demolition activities.
 - b) Because of the proximity of the proposed structures to the proposed property line, special note should be made of the provisions of Section R302 of the Oregon One- and Two-Family Dwelling Specialty Code (Location on Lot).
6. **Prior to final partition plat approval**, the applicant's surveyor shall submit a stamped plan demonstrating that the separated dwellings will comply with a required minimum three (3) ft. setback from the new property line dividing the parcels.
7. The applicant shall grant an easement within Parcel 2 for the benefit of Parcel 1 for on-site subsurface sewage disposal system purposes consistent with the State On-Site Sewage Disposal Rules. The easement shall be shown and properly documented upon the final partition plat.
 - a) **Prior to final partition plat approval**, the applicant shall obtain County WES/Soils Sec. written approval of the easement location and size.
 - b) **Prior to final partition plat approval**, and concurrent with the construction/remodeling needed to separate the dwelling units, the applicant shall obtain septic permits for the installation of the new septic systems from the County WES/Soils Sec.
8. Pursuant to subsec. 1002.02B of the ZDO, all grading, filling, and excavation done in connection with any development shall be in accordance with the County Excavation and Grading Ordinance administered by the County WES, Soils Sec.
9. All existing, required and proposed easements shall be shown and properly documented upon the final plat pursuant to ORS 92.
10. **Prior to final partition plat approval**, each of the two separate dwelling units shall be connected to the City of Canby water system concurrently with other structural and septic system improvements necessary to separate the dwelling units on separate parcels.
 - a) Additionally, **prior to final plat approval**, written verification shall be obtained by the applicant from the City and submitted to the Planning Div. indicating that the City will provide domestic water service connections to the two dwellings.
11. Development is subject to Sec. 1008 of the ZDO pertaining to surface water management. All construction resulting in the disturbance of soil on any parcel shall have erosion control measures installed in accordance with the Clackamas County Technical Guidance Handbook. All runoff from roof, foundation and footing drains shall be managed in accordance with the Oregon One and Two Family Dwelling Code, Oregon Structural Specialty Code and/or Oregon Plumbing Specialty Code.
12. This development is subject to Subsec. 1006.02C of the ZDO which requires that all development which has a need for electricity, gas, and communications services shall install

them pursuant to the requirements of the district or company serving the development. Except where otherwise prohibited by the utility district or company, any new utilities shall be installed underground and in accordance with the requirements of the service providers.

13. The subject property is within the Canby Fire District No. 62. All development is subject to the District's standards pertaining to emergency vehicle access, premises identification numbering, fire flow requirements and other relevant standards.
 - a) **Prior to final partition plat approval**, the applicant shall obtain written or stamped plans approval of the means of access to the parcels from the CFD#62 Fire Marshal, a copy of which shall be submitted to the Planning Div.
 - b) If additional improvements; e.g. turnouts and/or turnarounds, are required, these shall be completed, inspected and approved by the Fire Marshal **prior to final partition plat approval**.
14. **Prior to final partition plat approval**, the applicant's surveyor shall provide written verification to the Planning Div. that the existing shared access road as-traveled is constructed within the existing 40-foot wide access easement.
15. **Prior to final partition plat approval**, the applicant shall provide written verification of an easement for access and utility purposes across Dutch Vista Ct. from Territorial Rd. to the subject property.

ESA Disclaimer

The approval of the application granted by this decision concerns only the applicable criteria for this decision. The decision does not include any conclusions by the County concerning whether the activities allowed will or will not come in conflict with the provisions of the federal Endangered Species Act (ESA). This decision should not be construed to or represented to authorize any activity that will conflict with or violate the ESA. It is the applicant, in coordination if necessary with the federal agencies responsibility for the administration and enforcement of the ESA, who must ensure that the approved activities are designed, constructed, operated and maintained in a manner that complies with the ESA.

**NOTICE TO MORTGAGEE, LIENHOLDER, VENDOR, OR SELLER: ORS CHAPTER 215
REQUIRES THAT IF YOU RECEIVE THIS NOTICE, IT MUST BE PROMPTLY
FORWARDED TO THE PURCHASER.**

IF YOU HAVE ANY QUESTIONS ABOUT THIS APPLICATION, PLEASE CONTACT THE PLANNING DIVISION OFFICE. IF YOU DISAGREE WITH THESE FINDINGS OR CONDITIONS, YOU MAY APPEAL THIS DECISION TO THE CLACKAMAS COUNTY HEARINGS OFFICER. THE COST OF THE APPEAL IS \$100.00. YOUR APPEAL MUST BE RECEIVED IN THE PLANNING DIVISION OFFICE BY 5:00 PM ON THE LAST DATE TO APPEAL, WHICH IS AUGUST 26, 2003. THIS DECISION WILL NOT BE EFFECTIVE UNTIL THE DAY AFTER THE APPEAL DEADLINE PROVIDED THAT AN APPEAL IS NOT FILED IN THE INTERIM.

ORDINANCE NO. 1127

AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A LEASE/PURCHASE AGREEMENT WITH GRESHAM FORD OF GRESHAM, OREGON AND FORD MOTOR CREDIT COMPANY FOR THE LEASE/PURCHASE OF TWO(2) 2004 FORD CROWN VICTORIA POLICE SEDANS WITH EMERGENCY EQUIPMENT PACKAGES, AND DECLARING AN EMERGENCY.

WHEREAS, the City of Canby wishes to lease/purchase two(2) 2004 Ford Crown Victoria sedans for use by the Canby Police Department, and

WHEREAS, the lease/purchase will be made in compliance with ORS 279.015 (1)(g)(A) utilizing an existing solicitation for the State of Oregon, and

WHEREAS, The State of Oregon has consented to the use of their existing solicitation by the City of Canby, and

WHEREAS, Gresham Ford of Gresham, Oregon submitted the low bid for the State of Oregon police automobiles according to the State's Motor Pool purchasing department under Contract #PA-3196 and Bid #10200038 03, and

WHEREAS, Gresham Ford has proposed a lease/purchase of two(2) 2004 Ford Crown Victoria sedans with emergency equipment packages through Ford Motor Credit Company for the total price of \$52,897.02, 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 lease/purchase contract with Gresham Ford of Gresham, Oregon and Ford Motor Credit Company to lease/purchase two(2) 2004 Ford Crown Victoria sedans with emergency equipment packages for the bid amount of \$52,897.02.

Section 2. Emergency Declared. It being necessary for the health, safety and welfare of the citizens of Canby that these two (2) police vehicles be put into service as soon 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, November 5, 2003, 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

M E M O R A N D U M

TO: *Honorable Mayor Thompson and City Council*
FROM: *Darvin Tramel, Wastewater Treatment Plant Supervisor*
DATE: *November 12, 2003*
THROUGH: *John Williams, Community Development & Planning Director*

Issue: Purchase of a Solid Waste Spreader Box from Davan Enterprise for the application of cake biosolids.

Synopsis: The Phase II Wastewater Treatment Plant improvements project included converting the biosolids from a liquid product of four percent solids to a cake product of approximately 22 percent. The spreader box is a piece of equipment that will replace the tank on the biosolids truck. The spreader box is a copy of what is used by the chicken and turkey farmers in this area to haul their manure. This piece of equipment will be used to transfer cake biosolids from the treatment facility to the application site in the winter, when we can only get on the fields with a manure spreader and tractor. During the dry or summer months this apparatus will be used to haul and apply the biosolids both.

Recommendation: Staff recommends that the Council **adopt Ordinance 1128**, thereby approving the purchase of the spreader box and installation agreement with Davan Enterprise, in the amount of \$16,475.00.

Rationale: This piece of equipment is one of four that is required to make the transition from liquid to cake. The other three were a skid steer (front-end loader), conveyor for moving the sludge, and a manure spreader for the application of cake in the winter. We are in the process of purchasing the skid steer, estimated cost of ten to thirteen thousand, and we have already purchased the Hagedorn manure spreader. Currently we are designing and estimating the cost of building the conveyor system that will be used in conjunction with the Hagedorn manure spreader.

The four pieces of equipment mentioned above are needed to move and apply the sludge in safe and efficient manner. Staff and I studied other cake applications from other cities to develop what we thought would be the most cost effective equipment for the job. During the budget process for 2003 we set aside fifty thousand dollars in an equipment line item for the purchase of this equipment.

Background: The Phase II project which included an effluent filter and a belt press is now complete and some of the new equipment is being tested and utilized. The press is producing solids in the 20 percent range and our old equipment is no longer

functional for this application. Staff has committed several hours and days to determine what equipment is most suitable to our process and we are confident in our selection. The need to move from a liquid biosolids to a cake was based on the following criteria.

- The need to reduce the amount of odor complaints from adjoining and abutting land owners.
- Less staff time required for the application of biosolids.
- A reduction in the amount of acreage needed for application.
- Minimize the amount of hauling from the facility to the application site.

Option:

Deny or delay approval of this contract. This will result in continued use of public works equipment for loading (backhoe), and the rental of a six yard dump truck for transportation, resulting in inefficiencies with extra cost implications.

ORDINANCE NO. 1128

AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH DAVAN ENTERPRISE OF CANBY, OREGON FOR THE PURCHASE OF A SOLID WASTE SPREADER BOX AND THE INSTALLATION OF THE SPREADER BOX AND P.T.O. KIT FOR THE CITY OF CANBY WASTEWATER TREATMENT DEPARTMENT; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Canby wishes to purchase the installed solid waste spreader box for the Wastewater Treatment Department; and

WHEREAS, the City staff has budgeted for the spreader box and the installation of the spreader box on the old biosolids tanker frame. Funds for the purchase of this contract were budgeted in the Wastewater Treatment equipment line item, number 318-318-432-7410; and

WHEREAS, in accordance with ORS Chapter 279 and OAR Chapter 137 of the Public Contracting Law, three written quotes were obtained on the spreader box; and

WHEREAS, Davan Enterprise of Canby, Oregon submitted the low quote of Sixteen Thousand Four Hundred and Seventy Five dollars (\$16,475.00); and

WHEREAS, the City Council meeting and acting as the Contract Review Board for the City of Canby has reviewed this quote and believes it to be in the best interest of the City; 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 Davan Enterprise of Canby, Oregon for the installation and purchase of a spreader box for the quoted amount of Sixteen Thousand Four Hundred and Seventy Five dollars (\$16,475.00).

Section 2. In so much as it is in the best interest of the citizens of the City of Canby, Oregon to have continuous excellent service for the operation of the Wastewater Treatment Facility and to avoid unnecessary added cost to the taxpayers without further delay, 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 Wednesday, November 19, 2003, 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, December 3, 2003, commencing at the hour of 7:30 P.M. in the Council Meeting Chambers at Canby City hall in Canby, Oregon.

Chaunee Seifried
City Recorder - Pro Tem

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 3rd day of December, 2003, by the following vote:

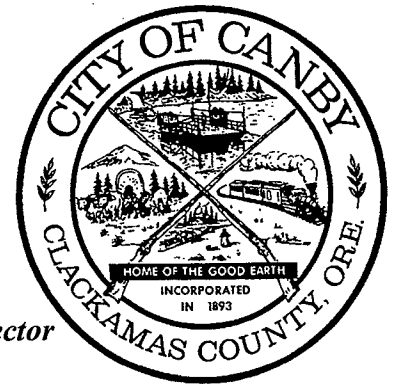
YEAS _____

NAYS _____

Melody Thompson, Mayor

ATTEST:

Chaunee Seifried, City Recorder - Pro Tem



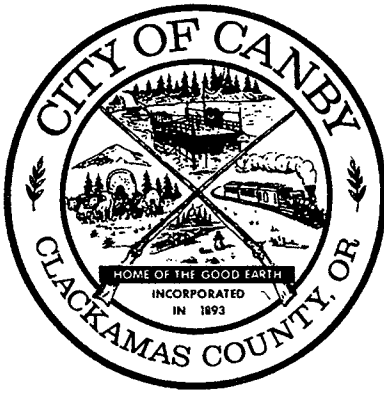
M E M O R A N D U M

TO: *Honorable Mayor Thompson and City Council*
FROM: *John R. Williams, Community Development & Planning Director*
THROUGH: *Mark C. Adcock, City Administrator*
DATE: *November 12, 2003*
RE: *Biosolids Disposal*

You may have seen articles recently regarding the future of municipal biosolids programs. A number of questions have been raised about the safety of applying biosolids to farmland, and some groups are advocating that this method of biosolids disposal be outlawed. I wanted the Council to know that staff is monitoring all of this activity quite closely because of the significant impact a decision like this could have on our activities. Darwin is a member of several professional organizations that are very involved in this kind of work and he's staying up-to-date.

The options to spreading it as fertilizer are incineration or landfilling – either of which would increase our costs dramatically. These costs would of course be passed on to our ratepayers (and those of many other cities around the country!). We don't think this will come to pass but we will of course keep you posted as things develop.

Please call me or Darwin if you have any questions.



City of Canby

Police Department

November 10, 2003

To: Mayor Thompson
Members of City Council

From: Chief Ken Pagano *KP*

Re: October 2003 Monthly Report.

- The department interviewed four reserve officers that are currently in the final background stage. Reserves that are successful will attend the reserve academy in January.
- The department participated in the Clackamas County job fair October 23rd and 24th. There were hundreds of students that attended from the area.
- The new traffic speed watch trailer which was purchased this year is now in service. You will see it around town and citizens can request the speed watch trailer to be placed on their street.
- All sworn personnel attended a mandatory firearms training shoot which focused on dim light shooting. Also high risk traffic stops were conducted at this training class.
- One search warrant was served by the department. The department is very involved in several identity theft cases.
- The canine units had eight deployments for the month with five being successful.
- The department received safety locks for guns which are being distributed through the outreach center and police department.
- The department also applied for a grant for Tasers and Security Safes for department issued firearms to keep them safe and secure at the officers homes.

To: Honorable Mayor Thompson, City Council

From: Mark Adcock

Through: Beth Saul

Set up by: Jeff Snyder

Subject: Parks Report for October, 2003

Date: November, 3, 2003



C.C.C.C. = Clackamas County Correction Crew.

* = no specific information for this area.

Adult Center

- Mowed, edged and string trimmed.
- South County Fence installed new gate on the back patio.
- Cleaned leaves and debris off of the roof and out of the coffers.

Arneson Garden horticultural park*

Baker Prairie Cemetery*

City Hall*

Community Park (River)

- Delivered wood chips for wetlands restoration project.
- Pulled shopping carts and debris out of the pond culvert.
- CCCC performed litter patrol.

Eco Park natural area*

Faist V property*

Holly&Territorial welcome sign property*

Hulbert's Welcome Sign property

- Mowed and string trimmed.

Library

- Cleaned leaves and debris off of the roof and out of the coffers.

Locust Street

- Mowed, edged and string trimmed.
- Painted over graffiti on the restroom building.
- Weeded shrub beds.
- CCCC performed litter patrol.

Logging Road Trail and Fish Eddy/Log Boom property

- Painted over graffiti under the 4th St. bridge.
- Removed rocks and debris left behind from the bench and drinking fountain installation by the 4th St. bridge.
- Painted over graffiti on the 99E steel bridge.
- Installed NO HUNTING signs at the Fish Eddy property.
- Trimmed a tree and started to clean up debris along the path that connects S. Redwood St. to the logging road trail.

Maple Street Park

- Mowed edged and string trimmed.
- Dead headed Rhododendrons, South parking area.

Nineteenth Loop natural area*

Skate Park

- Ben Johnston and Beth Saul met with Chuck Harman from DEQ and John Foxwell from GEOENGINEERS at the future Regional Park site. The meeting was to discuss proposed test wells and soil samples at the old landfill.

Shop Grounds

- Mowed and string trimmed.
- Cut, routed and painted on the replacement post for the Gazebo.
- Cleaned equipment.

Swim Center

- Mowed and string trimmed.

Thirteenth Avenue future park property*

Territorial Estates, Future CLC Park*

Transit Building

- Removed flower baskets along 2nd Ave.

Triangle Park

- Mowed and string trimmed.

Wait Park

- CCCC raked leaves and debris.
- Mowed and string trimmed.
- Removed old cement, relocated sprinklers, installed forms, graded, compacted and poured cement around the restroom building. The Parks Department would like to thank Ron Robinson Construction, Roy Hester and Craig Pottratz from Public Works, for volunteering time to the flat work portion of the Wait Park Restroom Project.
- Removed cyclone fence and forms from around restroom construction site, also graded and backfilled around the cement.

Willow Creek Wetlands

- Installed NO TRESPASSING signs.

Training/Meetings/Miscellaneous

- Attended City Safety Committee meeting and crew Safety Committee meeting.
- E-mailed CCCC work orders.
- Wrote monthly report.
- Contracted with True Care Inc. tree service, for the removal of a hazard tree at 338 Village on the Lochs.
- Gave permission to Woody Conic (Village on the Lochs resident) to remove debris behind his home.
- Met with Curt McLeod regarding the parking lot for Arneson Gardens off of Sequoia Parkway.
- Attended ORPA conference in Ashland.
- Picked up shrubs and flowers from Joeleen Hope owner of Blooms and Moore. The shrubs and flowers are for the bioswale at the transit building and the Adult Center.
- Took Mrs. Gunters 1st. and 2nd. grade Knight Elementary students on a tree and leaf identification field trip at Wait Park.

CANBY ADULT CENTER OCTOBER 2003

OCTOBER SERVICE LEVELS		YTD	LAST YEAR
CONGREGATE	60 YEARS (includes congregate, guests)		
1252/month	66 average/day	4542/year	1162/month
UNDER 60	(includes volunteers, guests and staff)		
114/month	6 average/day	414/year	96/month
\$1.60 average donation			\$1.64 average
HOME DELIVERED MEALS (Includes T19)			
1320/month	69 average/day	5340 year	1310/month
UNDER 60 (T19)			
19/month	1 average/day	195/year	76/month
\$ 1.06 average donation			\$1.32 average
O.P.I. meals (Project Independence)			
19/month	1 average/day	208 year	115/month
TOTAL MEALS			
2,724/month	143 average/day	10,698 year	2,759/month

CLIENT SERVICES	MONTH	YEAR TO DATE
69 unduplicated clients		292
Assessments	11	26
Case Monitoring	41	155
Community Outreach	9	46
Info & Referral	130	462

TRANSPORTATION		
11 average rides/day	1158 miles per month	249 rides/month
26 new riders this month		

VOLUNTEER HOURS	
1265 month	55 average/day

OTHER CENTER USE (Those who use the center but did not eat or volunteer)
1226 people signed in

FUNDRAISING

\$518.15	Gifts, memorials and donations
\$1,468.20	Rentals
\$4,154.50	Center Projects (Includes S.A.M.)
\$373.70	Bingo

CENTER INFORMATION

The Center participated in the HOPE Community Auction this year for the first time. It was definitely a learning experience. Never having been involved before meant everything was new. I had lots of questions. Ultimately, it turned out well for us. We will be receiving a check from HOPE for approximately \$6,000.

Our other fundraiser this month was Share a Meal. We cleared \$1,188 on the meals plus we received \$200 in donations in lieu of meals. This seems to be one of the best ways to stay connected to the community.

This month I attended a conference in Bend. The topic was, "Change-The Good, The Bad & The Ugly". It was a good opportunity to talk with other center directors and get some new ideas. Some of them may work, other don't fit at all. One thing we all have in common is a need to reach out to younger seniors. We may need to look at our programs and see if we can do more to fit their needs.

Another issue is funding. Because the Medicaid program has changed their system so fewer people qualify for assistance, we are seeing a drop in our donations for HDM meals. Also, at present we are not being reimbursed for OPI meals, which lowers our per meal donation even more.

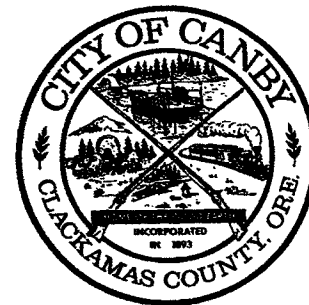
I also attended the quarterly meeting of transportation providers this month. Tri Met may be looking at ways to cut costs in the next budget. They are closely scrutinizing how transportation is provided in each area (funding comes through Ride Connection) and looking for duplication of service. Canby has been chosen to be part of a study of an area with its own transit district. Ride Connection expects that in the future, Tri Met is going to expect "more bang for their buck". It remains to be seen how (or if) that involves us. At this point, I don't think CAT could handle the needs of our population due to their boundary constraints. Seniors outside the City would suffer greatly if they had no way to come to the Center, go shopping, go on trips, get to exercise class or volunteer.

Table rentals for the Holiday Bazaar are slow this year. Hopefully, they will fill up during November. We will have lots of raffle items and our baked goods table again this year.

I am still hoping for someone to come forward and take over publication of the newsletter. I am finding myself behind most of the time due to the addition of that plus some new transportation forms.

On a positive note, I am so lucky to have so many dedicated volunteers. It seems that all we have to do is ask, and someone steps forward.

WASTEWATER TREATMENT FACILITY MONTHLY REPORT



To: *Honorable Mayor Thompson, City Council*

From: *Mark Adcock*

Through: *John Williams*

Prepared by: *Darvin Tramel*

Subject: *October 2003 Wastewater Treatment Report*

Date: *October 8, 2003*

Facility Operations & Maintenance & Construction:

Effluent quality for the month of October was exceptional in all categories, with no interruption of services or violations. Operations are running smoothly with no major changes to report. October thirty first is the last day of our stringent summer permit and we will start to make some process changes in order to account for the colder weather. November could see a slight decline in our effluent quality as we begin our annual cleaning of the filtrate storage basin. The cleaning process puts a heavier load of solids on our process and tends to add turbidity to the effluent. Also during the month of October we received no complaints from either the golf course, or any of the adjoining land owners to our biosolids site's.

Major maintenance activities for the month of October included working with the contractors on punch list items, winterization of the treatment facility and getting prices and quotes for sludge hauling equipment. There were no major brake downs or problems with the facility equipment during the month of October.

Construction activities for Contractors, Inc. evolved around finishing some training and working on the punch list. Contractors Inc. should be off sight by the end of November.

<u>New Connections:</u>	6	<u>Monthly Averages:</u>	
<u>Total Connections:</u>	5180	<u>Effluent BOD₅:</u>	5 mg/l
<u>Average Flow:</u>	1.0007 mgd	<u>Effluent CBOD₅:</u>	3 mg/l
<u>Fecal Coli</u>	6	<u>Effluent TSS:</u>	4 mg/l

Biosolids Program:

The City of Canby applied 145 cubic yards of dewatered cake to the Ingels and Hein application sites.

Pretreatment Program:

During the month of October I worked on the BMPs and storm water sampling study with ACWA, and am continuing to work on our new sewer use ordinance.

Meetings and Training Attended

I attended meetings for the construction project, Oregon Association of Clean Waters Agency (ACWA) pretreatment, and the ACWA storm water committee.

Monthly Report

From: Eric Laitinen, Aquatic Program Manager

Date: 11/06/03

Re: October Report

David has been supervising all the landscaping for in front of the swim center. It is a big job removing all the plants, concrete slabs, and all the top soil. Then a sprinkler system and new top soil was put in, then the new plants. The bark dust still needs to be laid out but then it will be finished. The landscaping is being done by Justin Krettler, a local Boy Scout who is also a swimmer. He is doing the project for his Eagle Scout badge.

The new skylights have been installed, they look great and they don't leak.

At the city customer service meeting the committee helped the Canby Swim Center come up with verbiage to explain the difference between the in city and out of city rates, and why there is a price difference. This is the language they chose, and I think it works well: " City of Canby residents support the pool through a tax levy passed in 2002 - Thanks for your support."

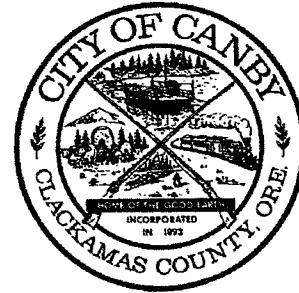
October this year was a great month year for both attendance and revenue. The Revenue was up \$2,400 over last year which brings us back within \$900 of the year to date numbers for last year. Rentals, public swims and swimming lessons are all picking up, which made a difference in both attendance and revenue. Attendance numbers were up 800 swims over last October. That brings the year to date number of swims down only 2000 from last year.

In other news for the month, my wife Heidi had our fourth son on October 31st and we named him Thor William Wendell Laitinen. My other three boys are very happy with the new addition.

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: MONTHLY REPORT FOR OCTOBER 2003
DATE: NOVEMBER 6, 2003

CANBY SWIM CENTER OCTOBER 2003	ADMIT 2002	ADMIT 2003	PASS 2002	PASS 2003	TOTAL 2002	TOTAL 2003	YTD TOTAL O2-O3	YTD TOTAL O3-O4
MORNING LAP	75	32	338	343	413	375	1308	1250
ADULT RECREATION SWIM	120	117	426	439	546	556	1923	1979
MORNING WATER EXERCISE	177	209	0	0	177	209	581	688
PARENT/ CHILD	80	61	0	0	80	61	541	353
MORNING PUBLIC LESSONS	0	0	0	0	0	0	5565	3371
SCHOOL LESSONS	567	1238	0	0	567	1238	1028	1610
NOON LAP	46	64	133	155	179	219	695	833
FAMILY SWIM	18	36	0	0	18	36	32	42
AFTERNOON PUBLIC	60	64	3	0	63	64	1771	1617
PENGUIN CLUB	0	0	0	0	0	0	908	726
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY SWIM CLUB	0	0	1164	1034	1164	1034	2786	2627
N. MARION H.S. SWIM TEAM	0	0	0	0	0	0	0	0
EVENING LESSONS	828	933	0	0	828	933	3265	3566
EVENING LAP SWIM	26	26	78	71	104	97	432	364
EVENING PUBLIC SWIM	285	376	35	28	320	404	2787	2594
EVENING WATER EXERCISE	141	132	0	0	141	132	639	512
ADULT LESSONS	0	0	0	0	0	0	15	0
GROUPS AND RENTALS	288	315	0	0	288	315	695	905
WATER POLO	0	0	0	0	0	0	74	0
OUTREACH SWIMMING	0	0	0	0	0	0	247	218
TOTAL ATTENDANCE	2,711	3,603	2,177	2,070	4,888	5,673	25292	23255

CANBY PUBLIC LIBRARY
MONTHLY REPORT
October 2003



TO: Honorable Mayor Thompson
and City Council
FROM: Mark Adcock, City Administrator
Beth Saul, Library Director
PREPARED BY: Marty Moretty, Library Coordinator
DATE: November 1, 2003

Facility:

- *New CD Spinner has been set up to allow for display room for the collection.
- *New magazine racks have been installed in the Addison Room to house the subscription magazines and to create a better, more visual display area. It utilizes the backside of the parenting book shelf.
- *Created an attractive disguise to hide the janitorial supply area and tub. Story time Librarian Peggy Wickwire designed a way to hang decorative material so that this "eyesore" will be hidden, not to mention that this area also serves as her office!
- *Persistence paid off thanks to staff Aleasha Jenkins' youthful logic, and the closed circuit surveillance system is working again.
- *New partition and equipment in the women's restroom, have allowed another stall to be utilized again. In addition, ADA locks were retrofitted into the handicapped stalls in both restrooms. Trying to stay ahead of the graffiti, Jeff with Parks said "Goof-off" might do the trick.

Programs:

- *To accompany the theme of the weekly story time, Reference Librarian Mary Lou Irving is pulling related subject picture books to have available for checkout. It will serve two purposes - provide the parents and children with additional resources on the story time subject and....increase circulation of picture books!
- *The Job and Career Fair was a great success with Hanna and Marty manning the Library booth for two days, October 24 and 25th. We handed out reference lists as well as signed people up for library cards and took volunteer applications. It was a great way to make ourselves visible in a new venue.
- *The VFW Auxiliary had a work party to assemble trick or treat bags to pass out for the children on Halloween. This will accompany the Friends activity.

- *Marty and Hanna met with Erica Dally, the local coordinator for Art in Public Places to discuss the possibility of getting art from local artists hung in some areas of the Library on a rotating basis.
- *Hanna, Marty, Beth, and Linda have met with Anne Jordan from the School District to coordinate a program to familiarize the Hispanic community with computer and internet skills. They will be accompanied with an instructor and high school students will keep little ones occupied in our Addison Room. The program will start on Thursday, November 20th and will be held once a month.

Volunteers:

- *Contributed 189 hrs. this month by assisting in shelving, sorting, pick lists, cataloging and processing, book mending, shelf shifting, and cleaning.
- *This month we would like to highlight a new Canby resident and volunteer to our roster but already a dedicated worker - Maxine Raper. She regularly surprises us (aside from her scheduled work day) and drops in whenever she has a few minutes, a few hours, and willingly tackles anything we happen to throw her way. She's "infectious" and staff enjoys sharing in her enthusiasm - it's contagious!

Friends of the Library:

- * Monthly "Friday Surprise" book sale on October 17th and in addition, offered collector plates for sale made possible from a donation. They will continue to be available for sale at \$10 per plate while the supply lasts and are housed in a display case which has been moved into the hallway adjacent to the book sale room.
- * Sorting through and shelving donations at least twice a week.
- *Friends member Frank Remsing helped with building maintenance projects - helped move the display cabinet, replaced ceiling tiles which had been removed for computer rewiring project, hung rods in janitorial sink area, hung the "Employee of the Month" plaques, and replaced batteries in surveillance camera.
- *Sponsoring a time for children to come into the Library on Halloween afternoon. Treats and information will be handed out as well as arranging to have a special hour of story time during the event. They also bought an animated decoration to add to the event.
- *Book of the Month Club facilitated by Dale Liberty, met October 14th to review "Cane River" with 10 in attendance.
- *Purchased a beautiful silk plant to add to the foyer.

To: Honorable Mayor Thompson
City Council
From: Roy Hester
Subject: Public Works Report for October 2003
Date: November 10, 2003

October

Street Department

- Hung gun show banner.
- Changed banner; took down gun show and put up Hope Village.
- Fixed lights at Police Department.
- Took down Hope Village banner.
- Picked up (2) dead skunks on Territorial Road.
- Sprayed herbicide on planting strip on 99E in front of Fred Meyer.

Streets:

- Swept streets 10-3-03
- Swept streets 10-9-03
- Swept streets 10-10-03.
- Swept streets 10-16-03.
- Swept streets 10-17-03.
- Started preparing area around Wait Park restroom for concrete.
- Placed jiggle bumps on N Ivy between 1st and 2nd.
- Worked at setting up forms at Wait Park restroom.
- Finished rock base for paving at Transit Terminal.
- Started final preparation on street in Transit Terminal, getting ready for paving.
- Finished setting up area for concrete at Wait Park restroom.
- Swept streets 10-23-03.
- Transit Terminal was paved.
- Poured concrete at Wait Park.
- Prepared area around bump-outs at NW 5th and N Grant for paving.
- Swept streets 10-30-03.
- Patched chuckholes with asphalt.
- Swept streets 10-31-03.

Sidewalks and Curbs:

- Prepared the last section of area for curb and sidewalk at Transit Terminal.
- Finished back filling curbs with dirt at NW 5th and Grant Street, then seeded.
- Back filled curbs at Transit Terminal.
- Patched all curb line area on bump outs at NW 5th and N Grant Street.
- Installed crosswalk tape at schools and Transit Terminal.

Signs:

- Replaced "No Parking" signs on S Ivy and 99E.
- Installed crosswalk signs on N Grant at 5th for bump outs.

Street Lights:

- Fixed (6) street lights.
- Fixed (1) street light.



Street Trees:

Special Projects:

- Started digging for relocation on electric and phone utilities at Transit Terminal.
- Completed the electric/phone ditch at Transit, will backfill at later date.
- Backfilled trench at Transit Terminal.
- Worked on Transit ditch line.
- Installed waterline at Transit Terminal.
- Poured more concrete at Transit Terminal.
- Started digging trenches for power and water lines at Transit Terminal.
- Started back filling electric trench at Transit Terminal.
- Started installing irrigation at the Transit Terminal.
- Cleaned up excess dirt at Transit Terminal.
- Continued working on irrigation at Transit Terminal.
- Filled in planter strip with dirt at Transit Terminal.
- Started digging out more irrigation at the Transit Terminal.
- Worked on irrigation system at Transit Terminal.

Sanitary Sewer and Storm Drains:

- Finished sewer lateral at Transit Terminal.
- Tried to TV Sequoia Parkway sanitary, the contractor was not ready.
- TV'd sewer mains at Sequoia Parkway and Hazel Dell Way. Inspection approved.
- TV'd main sewer lines at Garden Crossing.
- Located sewer lateral for new Lutheran Church on SW 3rd.
- Changed catch basin sump sock at Territorial Estates.
- Installed catch basin at Transit Terminal.
- Dug out sewer ditch at Transit Terminal for paving.
- Unplugged sewer main at S Locust at SE 2nd.
- Cleaned catch basins.

Locates:

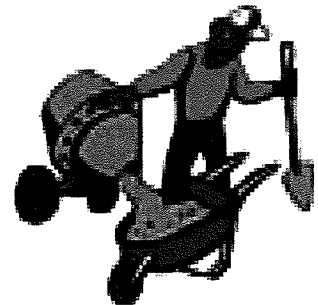
Twelve (12) locates were done during October.

Erosion Control:

- Did (9) erosion permits and inspections.
- Worked on erosion site applications.
- Did (7) erosion inspections for permits.
- Worked on (18) erosion inspections.
- Did (1) erosion permit inspection.
- Did (3) erosion inspections.
- Did (2) erosion inspections.
- Did (1) final erosion inspection.
- Did (4) erosion inspections.

Inspections for the month include the following:

- Inspected rock grad for Sequoia Parkway, scheduled for asphalt 8 October.
- Inspected curb and sidewalk on S Fir for Hope Village.
- Inspected (2) sewer laterals.
- Inspected (1) sewer lateral.
- Inspected (1) sewer lateral.
- Inspected (1) sewer lateral.



Complaint/Inquiry Request:

- Seven Complaints/Inquiries for the month of October.

Meetings/Miscellaneous:

- Met with Phil Wilmes at Valentine sub-division about curb alignment.
- Attended pre-construction meeting for Harrel Medical.
- Attended Traffic Safety meeting.
- Attended EOC meeting.
- Met with Hassan on 10-27-03 about Sequoia Parkway and discussed traffic lines after painted on 10-25-03.
- Attended pre-construction meeting about Sequoia Place.
- Pre-Application meeting for sub-division on N Pine.





MEMORANDUM

DATE: NOVEMBER 7, 2003
TO: MARK ADCOCK
FROM: MARGARET YOCHER
RE: TRANSIT & GENERAL SERVICES UPDATE FOR OCTOBER

Transit

- October ridership report attached (another record breaking month)
- Continued development of new transit stop.
- Continuation on RFP for City Council Goal #4 on developing a long-term facilities plan
- Submitted grant applications for STG Discretionary funds for the 03-05 biennium
- Attended 2 day Prima Conference
- Attended 3 day Oregon Transit Association Conference
- Meetings and other functions

Elderly & Disabled Transportation Planning

Clackamas Consortium

Social Services Steering Committee

Oregon Transit Association

Regional Transportation Coordination Council

City Customer Service Meeting

Special Transportation Fund

Clackamas Tourism Summit

League of Oregon Cities Legislative Update

Tech Services

- Fine tuning work continues on the City's new web site
- Ongoing maintenance of computers

Fleet Services

- Ongoing maintenance of City's rolling stock
- Continuation of Comprehensive study being done on all city rolling stock
- In process of writing IGA with Fire Chief Kunze between the fire district and the city for their fleet maintenance

Passenger Statistics: Canby Area Transit Lift & Special Event

Canby Lift 1

Passenger Category	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Totals
Senior	99	121	101	212									533
Disabled	95	85	62	57									299
General Public	0	6	4	0									10
Youth	0	0	0	0									0
Child	0	0	0	0									0
Aides/Other	0	0	0	0									0
Totals	194	212	167	269	0	0	0	0	0	0	0	0	842

Canby Lift 2

Passenger Category	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Totals
Senior	56	48	60	142									306
Disabled	35	26	17	67									145
General Public	0	5	3	11									19
Youth	0	0	0	0									0
Child	0	0	0	0									0
Aides/Other	0	0	0	0									0
Totals	91	79	80	220	0	0	0	0	0	0	0	0	470

Saturday Lift

Passenger Category	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Totals
Senior	22	27	17	41									107
Disabled	2	12	6	8									28
General Public	0	0	0	0									0
Youth	0	0	0	0									0
Child	0	0	0	0									0
Aides/Other	0	0	0	0									0
Totals	24	39	23	49	0	0	0	0	0	0	0	0	135

Special Event

Passenger Category	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Totals
Senior	0												0
Disabled	0												0
General Public	75												75
Youth	40												40
Child	0												0
Aides/Other	0												0
Totals	115	0	0	0	0	0	0	0	0	0	0	0	115
Monthly Totals	11,833	12,355	11,492	13,489	0	0	0	0	0	0	#REF!	#REF!	

[illegible][illegible]

Oct: Monthly Passenger Statistics: Canby Oregon City Rt #1

DAY	Senior	Disabled	Regular	Youth	Child	Aides	Lift	TOTALS
1	4	7	109	35	0	0	0	155
2	1	2	103	23				129
3	4	0	99	24				127
4	0	0	66	87				153
5								
6	6	10	100	45				161
7	4	8	105	24				141
8	7	6	108	41				162
9	2	2	94	51				149
10	1	1	109	38				149
11	0	1	72	57				130
12								
13	8	2	121	34				165
14	4	2	145	44				195
15	2	1	115	27				145
16	2	20	113	41				176
17	6	6	100	63				175
18	3	0	74	73				150
19								
20	3	8	88	24				123
21	3	9	129	37				178
22	4	3	140	38				185
23	1	4	108	40				153
24	1	2	144	13				160
25	6	0	64	55				125
26								
27	0	0	105	45				150
28	1	1	88	54				144
29	0	0	92	33				125
30	6	3	110	46				165
31	6	3	126	38				173
TOTALS	85	101	2,827	1,130	0	0	0	4,143

Oct: Monthly Passenger Statistics: Canby Oregon City Rt #2

DAY	Senior	Disabled	Regular	Youth	Child	Aides	Lift	TOTALS
1	3	1	111	46	0	0	0	161
2	0	0	103	36				139
3	2	4	82	70				158
4								
5								
6	4	1	113	38				156
7	6	1	85	46				138
8	0	8	63	41				112
9	2	0	104	45				151
10	2	3	152	43				200
11								
12								
13	5	6	94	54				159
14	2	7	99	47				155
15	0	3	84	67				154
16	1	5	105	35				146
17	8	3	99	66				176
18								
19								
20	0	0	89	37				126
21	3	2	103	42				150
22	1	0	98	33				132
23	0	2	108	32				142
24	1	16	116	34				167
25								
26								
27	7	6	84	51				148
28	3	1	95	34				133
29	2	0	92	49				143
30	1	2	107	39				149
31	4	2	92	21				119
TOTALS	57	73	2,278	1,006	0	0	0	3,414

Oct: Monthly Passenger Statistics: Canby-South Route #2

DAY	Senior	Disabled	Regular	Youth	Child	Aides	Lift	TOTALS
1	8	8	53	49	0	0	0	118
2	5	0	52	74				131
3	6	0	39	59				104
4	0	1	7	19				27
5								
6	0	6	16	68				90
7	7	6	33	49				95
8	11	12	44	72				139
9	2	1	29	51				83
10	6	0	33	63				102
11	3	0	25	42				70
12								
13	7	0	35	64				106
14	5	12	42	64				123
15	0	12	42	55				109
16	3	2	62	130				197
17	4	1	38	78				121
18	7	0	14	22				43
19								
20	6	4	38	46				94
21	7	7	54	53				121
22	6	0	34	78				118
23	9	8	44	64				125
24	12	13	60	87				172
25	2	0	15	22				39
26								
27	7	2	47	54				110
28	3	1	95	34				133
29	5	2	65	85				157
30	8	5	52	106				171
31	5	12	49	97				163
TOTALS	144	115	1,117	1,685	0	0	0	3,061

Oct: Monthly Passenger Statistics: Canby-North Route #3

DAY	Senior	Disabled	Regular	Youth	Child	Aides	Lift	TOTALS
1	2	2	35	41	0	0	0	80
2	1	0	33	57				91
3	7	1	25	46				79
4	0	0	8	11				19
5								
6	1	5	15	36				57
7	10	1	45	58				114
8	1	2	32	53				88
9	2	2	19	59				82
10	2	0	33	51				86
11	0	1	33	22				56
12								
13	1	4	23	42				70
14	8	8	40	43				99
15	2	1	42	32				77
16	0	1	47	94				142
17	1	3	36	56				96
18	2	1	11	37				51
19								
20	2	2	29	42				75
21	11	6	34	56				107
22	0	4	31	51				86
23	3	7	44	60				114
24	6	1	42	54				103
25	0	0	22	35				57
26								
27	2	3	40	47				92
28	2	7	38	51				98
29	0	5	46	56				107
30	2	2	27	70				101
31	2	2	42	60				106
TOTALS	70	71	872	1,320	0	0	0	2,333

Oct: Monthly Passenger Statistics: Canby Lift 1

DAY	Senior	Disabled	Regular	Youth	Child	Aides	TOTALS
1	7	1					8
2	9	0					9
3	7	2					9
4							
5							
6	10	2					12
7	12	2					14
8	15	1					16
9	13	1					14
10	14	2					16
11							
12							
13	7	2					9
14	9	1					10
15	9	1					10
16	15	2					17
17	9	3					12
18							
19							
20	7	3					10
21	5	2					7
22	12	1					13
23	10	0					10
24	6	7					13
25							
26							
27	4	8					12
28	9	7					16
29	4	4					8
30	16	1					17
31	3	4					7
TOTALS	212	57	0	0	0	0	269

Oct: Monthly Passenger Statistics: Canby Lift 2

DAY	Senior	Disabled	Regular	Youth	Child	Aides	TOTALS
1	7	0					7
2	4	1					5
3	7	1					8
4							
5							
6	0	0					0
7	0	0					0
8	4	1					5
9	13	1					14
10	0						0
11							
12							
13	1	2					3
14	6	0					6
15	11	12	3				26
16	7	0					7
17	4	1					5
18							
19							
20	3	7					10
21	10	2	2				14
22	9	1					10
23	9	0					9
24	9	3					12
25							
26							
27	2	1					3
28	2	1					3
29	16	7					16
30	13	5					18
31	5	21	6				32
TOTALS	142	67	11	0	0	0	220

Oct: Monthly Passenger Statistics: Canby Saturday Lift

DAY	Senior	Disabled	Regular	Youth	Child	Aides	TOTALS
1							
2							
3							
4	11	2					13
5							
6							
7							
8							
9							
10							
11	10	2					12
12							
13							
14							
15							
16							
17							
18	12	2					14
19							
20							
21							
22							
23							
24							
25	8	2					10
26							
27							
28							
29							
30							
31							
TOTALS	41	8	0	0	0	0	49

Margaret's Daily Recap:

Oct-03

DAY	O/C Rt 1	O/C Rt 2	Rt 2	Rt 3	Lift 1	Lift 2	Sat Lift	Special	DAR 1	DAR 2	TOTALS
1	155	161	118	80	8	7	0				529
2	129	139	131	91	9	5	0				504
3	127	158	104	79	9	8	0				485
4	153	0	27	19	0	0	13				212
5	0	0	0	0	0	0	0				
6	161	156	90	57	12	0	0				476
7	141	138	95	114	14	0	0				502
8	162	112	139	88	16	5	0				522
9	149	151	83	82	14	14	0				493
10	149	200	102	86	16	0	0				553
11	130	0	70	56	0	0	12				268
12	0	0	0	0	0	0	0				
13	165	159	106	70	9	3	0				512
14	195	155	123	99	10	6	0				588
15	145	154	109	77	10	26	0				521
16	176	146	197	142	17	7	0				685
17	175	176	124	96	12	5	0				585
18	150	0	43	51	0	0	14				258
19	0	0	0	0	0	0	0				
20	123	126	94	75	10	10	0				438
21	178	150	124	107	7	14	0				577
22	185	132	118	86	13	10	0				544
23	153	142	125	114	10	9	0				553
24	160	167	172	103	13	12	0				627
25	125		39	57	0	0	10				231
26	0	0	0	0	0	0	0				
27	150	148	110	92	12	3	0				515
28	144	133	133	98	16	3	0				493
29	125	143	157	107	8	23	0				556
30	165	149	171	101	17	18	0				621
31	173	119	163	106	7	32	0				600
TOTALS	4,143	3,414	3,061	2,333	269	220	49		0	0	13,489

From: Jorge Tro
To: Kroeplin, Greg; Pagano, Ken
Date: 11/12/03 11:01PM
Subject: Grants

We just received confirmation from the OACP of 2 traffic grants.

DUII - \$1750

Seatbelt - \$4650

Like othesr in the past, these grants are to be used throughout the year from now until Sept 30, 2004. The seatbelt grant will be used during the 3 flags blitz as well as some for the traffic booth and child seat inspections.

Officer Spencer wrote up the request for the grants and we received what he requested.

Sgt. Jorge Tro
Canby Police Department
122 N Holly St
Canby, Or 97013
PH 503-266-4024x210
FAX 503-266-9316

To: City Council
FYI
Had fun by Officer Spencer!
MCA
11-13-03

Canby Area Chamber of Commerce

RECEIVED

NOV 13 2003

CITY OF CANBY

Mr. Merel Hill
Traffic Investigator, Team Leader
Oregon Department of Transportation
123 NW Flanders
Portland, OR 97209

November 7, 2003

Dear Mr. Hill,

The Canby Area Chamber of Commerce has been contacted regarding a safety hazard on Highway 99E in our city. A center median has been erected near Berg Parkway, and is impeding traffic trying to enter businesses on the North side of the Highway, specifically The Wild Hare Saloon and Café at 1190 SE 1st Avenue (Hwy. 99E), Space Age Gas Station and Ma Pogy's.

A number of vehicles have driven over the barrier because the reflective paint/tape has worn off. We are requesting that your department re-paint/stripe the area and add signage to avoid any accidents or injuries that might occur.

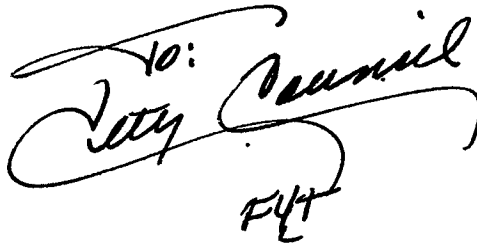
Sincerely,



Beverly Doolittle
Executive Director



Roy Hester
City of Canby
Public Works, Supervisor



To: City Council
FUT



CC: Mark Adcock, City Administrator

File