

**CANBY CITY COUNCIL
WORK SESSION MINUTES
April 16, 2008**

Presiding: Mayor Melody Thompson

Council Present: Teresa Blackwell, Wayne Oliver, Walt Daniels, and Randy Carson. Councilors Paul Carlson and Tony Helbling were absent.

Staff Present: Mark Adcock, City Administrator; John Kelley, City Attorney; Greg Kroeplin, Chief of Police; Jorge Tro, Police Lieutenant; Frank Schoenfeld, Police Sergeant; Toni Tracy, Administrative Assistant; and Kim Scheafer, City Recorder Pro-Tem.

Others Present: John Baker, Bill Harper, Jeff Humphries, and Brett Hansen.

Mayor Thompson called the Work Session to order at 6:03 p.m. in the City Hall Conference Room. The Council met to receive an in-depth overview of the new proposed police and court facility.

Mark Adcock, City Administrator, said that preliminary numbers would be presented along with options and alternatives that would be included in a bond. There was nothing in the full plan that was not needed.

Bill Harper, Project Manager, said the plan had been gelled and they needed to go back and verify things. Things were being presented to the Council as soon as they were received. The numbers were very loose. He had met with the Director of Finance for the School District and they went through the school bond to develop a formula. The experts that would be brought in from Seattle Northwest would be able to help them know what would be best for the City in regard to the bond and interest rates. That night they were going to give them a range of where they stood with the project and the projected costs for the project.

Jeff Humphries, Group MacKenzie Architect, presented a slide show with the proposed layout of the interior and exterior of the new facility. He reviewed the line items for the total project including construction costs, consultant costs, and owner costs which equaled 21.9 million dollars. If half of the firing range and training facility were removed the cost would be 19.9 million dollars. If another half of the firing range, training facility, and court element were removed the cost would be 18.9 million dollars. They were planning for the projected growth to the year 2030 which would be 78 staff. In addition to what they were forecasting, they had an additional 5,000 square feet of area on the second floor that was not in the projection for 2030. Staff right now was 34. Research had been done regarding removable walls. The initial cost versus going with drywall was a significant difference. Once you cycled through and moved the walls, the cost balanced out. The demo for taking down drywall was more than using removable walls. The only bearing walls would be the exterior walls.

Mayor Thompson thought it would be a staff decision about what they would need in the future. They discussed doing the construction in phases.

Brett Hansen, Group MacKenzie Architect, said they developed scenarios for a 20, 25, and a 30 year bond. He discussed how they came up with the formula. For a 20 million dollar bond they needed to generate 1.578 million dollars a year in revenues from the tax payers to pay off the bond. That equated to a \$1.58 per 1,000 or a \$396 a year increase. For a 25 or 30 year bond, they needed to look at the anticipated interest rates over the life of the bond indebtedness and what was coming up as far as proposed projects for the City.

Councilor Wayne Oliver arrived at 7:00 p.m.

Mayor Thompson said she would like to see a very quality oriented survey campaign to help gauge where the public was. There was discussion regarding how a survey would be conducted.

Councilor Daniels asked how they could explain to citizens the need for two training facilities.

Chief Kroeplin said they were trying to forecast 30 years out so they had what they needed. They could also host events there and gain revenues. He gave Council a handout on revenue and expenditures from the Clackamas County Public Safety Training Center which was the only other training center in the area currently.

Councilor Carson wanted answers to these types of questions that citizens might bring up.

Mr. Harper said he thought they should limit the options. They should say what they needed, what it cost, and why they needed it.

Councilor Carson said he would like to see the questions for the survey before they went to the public but he did not need to be involved in developing them.

Mr. Harper said they would need to go to the financial advisor so they could get the numbers verified.

Mr. Humphries gave them a comparison of this facility to others in the area.

Mayor Thompson adjourned the Work Session at 7:26 p.m.

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
April 16, 2008**

Presiding: Mayor Melody Thompson

Council Present: Teresa Blackwell, Wayne Oliver, Walt Daniels, and Randy Carson.
Councilors Paul Carlson and Tony Helbling were absent.

Staff Present: Mark Adcock, City Administrator; John Kelley, City Attorney; Beth Saul, General Services Director; Dwayne Barnes, Public Works Director; and Kim Scheafer, City Recorder Pro-Tem.

Others Present: Jason Padden and Bob Cornelius.

CALL TO ORDER: Mayor Thompson called the Regular Meeting to order at 7:33 p.m. followed by the opening ceremonies.

Mayor Thompson said the City Council held a Work Session prior to the Council Meeting regarding a new police and court facility.

COMMUNICATIONS: None.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: None.

MAYOR'S BUSINESS: Mayor Thompson said that METRO would be visiting Canby on Thursday, April 17, at the Canby Adult Center in an effort to get together with neighboring cities to discuss rural and urban reserves. Councilors Carlson and Helbling would not be attending the Council meeting.

COUNCILOR COMMENTS & LIAISON REPORTS: Councilor Daniels said the Council and Transit Advisory Committee held a Work Session last week. The Council gave feedback on their long range and master plans.

Councilor Carson said he had attended the Bike & Pedestrian Committee meeting and they had discussed more bike lanes and bike routes. He also announced that he was a member of the Clackamas County Urban and Rural Reserves Project Policy Advisory Committee.

CONSENT AGENDA: ****Councilor Daniels moved to approve the minutes of the April 2, 2008 City Council Work Session and Regular Meeting and a New Outlet Liquor License Application for Puddin' River Chocolates & Wine Bar. Motion was seconded by Councilor Carson and passed 4-0.**

RESOLUTIONS & ORDINANCES: Ordinance 1273 - Councilor Carson said with the water level at the park, he wanted to make sure they put curbs along the outside of the paved area to keep the water from destroying the asphalt.

Beth Saul said the money was set aside in last year's budget proposal.

****Councilor Blackwell moved to approve Ordinance 1273, AN ORDINANCE AUTHORIZING THE MAYOR AND/OR CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH SIGNATURE PAVING SERVICES INC. OF NEWBERG, OREGON TO PAVE AN AREA OF COMMUNITY PARK FOR THE CANBY PARKS DEPARTMENT; AND DECLARING AN EMERGENCY to come up for second reading on May 7, 2008. Motion was seconded by Councilor Daniels and passed 4-0 on first reading.**

NEW BUSINESS: None.

CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS: Update on Legacy Park Project – Dwayne Barnes, Public Works Director, said the project included site prep, minor grading, planting, irrigation, concrete pathways, concrete pavers, and concrete seat walls. The

project went out to bid and six people received copies of the plans. Bids would close on April 29 at 2 PM. The estimated cost was \$250,000 to \$300,000. The project would need to be completed 60 days after the notice to proceed.

Beth Saul, General Services Director, said the architect for the picnic shelter would be coordinating the shelter project concurrently.

Councilor Daniels said he wanted to see some future planning for the Northwoods Park. Neighbors were asking for playground equipment.

Ms. Saul said they would be getting together with the neighborhood association and begin to make a plan. They needed to think about implementing the plan sooner than later.

CITIZEN INPUT: None.

ACTION REVIEW:

1. Approved the consent agenda.
2. Approved the New Outlet Liquor License Application for Puddin' River Chocolates & Wine Bar.
3. Approve Ordinance 1273 to come up for second reading on May 7, 2008.

****Councilor Daniels moved to go into Executive Session pursuant to ORS 192.660(2)(h) Pending Litigation. Motion was seconded by Councilor Carson and passed 4-0.**

Mayor Thompson read the Executive Session format and recessed the Regular Meeting at 7:45 p.m.

Mayor Thompson reconvened the Regular Meeting at 8:05 p.m. and immediately adjourned.

**CANBY CITY COUNCIL
EXECUTIVE SESSION
April 16, 2008**

Presiding: Mayor Melody Thompson

Council Present: Teresa Blackwell, Wayne Oliver, Walt Daniels, and Randy Carson. Councilors Paul Carlson and Tony Helbling were absent.

Staff Present: Mark Adcock, City Administrator; John Kelley, City Attorney; and Kim Scheafer, City Recorder Pro-Tem

Others Present: None.

Mayor Thompson called the Executive Session to order at 7:51 p.m. in the City Hall Conference Room.

ORS 192.660(2)(h) Pending Litigation – The Council discussed possible legal actions.

Mayor Thompson adjourned the Executive Session at 8:05 p.m.

Handwritten signature of Kimberly Scheafer in black ink.

Kimberly Scheafer, CMC
City Recorder Pro Tem

Handwritten signature of Melody Thompson in blue ink.

Melody Thompson
Mayor

Assisted with preparation of minutes – Susan Wood