

**CANBY CITY COUNCIL  
WORK SESSION MINUTES  
June 4, 2008**

**Presiding:** Council President Walt Daniels. Mayor Melody Thompson was absent.

**Council Present:** Paul Carlson, Teresa Blackwell, Wayne Oliver, Randy Carson, and Tony Helbling.

**Staff Present:** Mark Adcock, City Administrator; John Kelley, City Attorney; Sue Engels, Interim Finance Director; Dwayne Barnes, Public Works Director; and Kim Scheafer, City Recorder Pro-Tem.

**Others Present:** None.

Council President Daniels called the Work Session to order at 6:30 p.m. in the City Hall Conference Room.

The Council met to hear a presentation on the financial component of the street maintenance fee program and taking over the sewer and utility billing from Canby Utility.

Sue Engels, Interim Finance Director, went over the steps for implementation of the street maintenance fee and collection of sewer charge billing. They needed to purchase the utility billing software. That ordinance was on the agenda that night. It would be an additional module to the setup that they already had. An agreement with Canby Utility would need to be signed so that information could be released to the City. Staff would need to be identified for billing and payment processing, along with equipment needed. At least one billing cycle would need to be run as a test.

Council discussed outsourcing for printing and mailing of the bills.

Dwayne Barnes, Public Works Director, reviewed a list of streets and the proposed action that would take place after collection of the fees started. They would send the information out to the community and as people brought in payments they would have a Frequently Asked Questions sheet.

Council discussed complaints they had received from citizens.

Ms. Engels said they hoped to be up and running by January 2009.

Council President Daniels adjourned the Work Session at 7:23 p.m.

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**CANBY CITY COUNCIL  
REGULAR MEETING MINUTES  
June 4, 2008**

**Presiding:** Council President Walt Daniels. Mayor Melody Thompson was absent.

**Council Present:** Paul Carlson, Teresa Blackwell, Wayne Oliver, Randy Carson, and Tony Helbling.

**Staff Present:** Mark Adcock, City Administrator; John Kelley, City Attorney; Beth Saul, General Services Director; Sue Engels, Interim Finance Director; Dwayne Barnes, Public Works Director; Greg Kroeplin, Chief of Police; and Kim Scheafer, City Recorder Pro-Tem.

**Others Present:** Dr. Deborah Sommer, Jason Padden, Bob Cornelius, and John Foote.

**CALL TO ORDER:** Council President Daniels called the Regular Meeting to order at 7:33 p.m. followed by the opening ceremonies.

Hometown Hero Award Presentation – Council President Daniels presented Dr. Deborah Sommer with the Hometown Hero Award for her outstanding community leadership.

**COMMUNICATIONS:** None.

**CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:** None.

**MAYOR'S BUSINESS:** None.

**COUNCILOR COMMENTS & LIAISON REPORTS:** Councilor Carlson said he wished the best to the Mayor who was with her son.

Councilor Blackwell congratulated Dr. Sommer.

Councilor Helbling said the Planning Commission had two openings. The Council would be hearing the downtown design standards.

John Kelley, City Attorney, said the Council needed to hold a public hearing due to the fact that the information regarding the traffic analysis ODOT required did not get into the Planning Commission public hearing record. They could limit the hearing to just those issues or open it up to issues pertaining to the design standards as a whole. Council consensus was to make a decision at the next meeting.

Councilor Helbling said the Economic Improvement District was going away as CBD had been disbanded. The money coming in from those paying late would go to the Chamber of Commerce flower baskets and City signs.

**CONSENT AGENDA: \*\*Councilor Blackwell moved to approve the minutes of the May 21, 2008 City Council Regular Meeting and reappointment of Mark Triebwasser to the Parks & Recreation Advisory Board for a term to expire on June 30, 2011. Motion was seconded by Councilor Carlson and passed 6-0.**

**RESOLUTIONS & ORDINANCES:** Resolution 979 – John Foote, Clackamas County District Attorney, said the 2007 legislature passed a law requiring each County to adopt a plan to deal with the response to incidence of deadly force by police officers within that County. The plan covered all the components required by the statute. This would not change the way they did business in the County. The plan required every police department to have a procedure for dealing with officer involved shootings. The incidents were broken into three tiers with the actions they would take under those circumstances. He explained how these were handled currently in the County.

**\*\*Councilor Helbling moved to adopt Resolution 979, A RESOLUTION APPROVING PLAN FOR “CLACKAMAS COUNTY USE OF DEADLY PHYSICAL FORCE BY POLICE OFFICERS”. Motion was seconded by Councilor Carlson and passed 6-0.**

Resolution 984 – **\*\*Councilor Carson moved to adopt Resolution 984, A RESOLUTION AUTHORIZING TRANSFER OF APPROPRIATIONS BETWEEN DEPARTMENTS WITHIN THE GENERAL FUND. Motion was seconded by Councilor Blackwell and passed 6-0.**

Resolution 985 – **\*\*Councilor Helbling moved to adopt Resolution 985, A RESOLUTION AUTHORIZING TRANSFER OF APPROPRIATIONS FROM EXISTING CATEGORIES TO OTHER EXISTING CATEGORIES WITHIN THE TECH SERVICES FUND AND TRANSIT FUND. Motion was seconded by Councilor Blackwell and passed 6-0.**

Resolution 986 – **\*\*Councilor Carson moved to adopt Resolution 986, A RESOLUTION AUTHORIZING AN INTERFUND LOAN OF \$150,000 FROM THE PARKS DEVELOPMENT FUND TO THE CAPITAL RESERVE FUND. Motion was seconded by Councilor Blackwell and passed 6-0.**

Resolution 987 – **\*\*Councilor Helbling moved to adopt Resolution 987, A RESOLUTION AUTHORIZING THE EXPENDITURE OF A SPECIAL PURPOSE GRANT RECEIVED BY THE POLICE DEPARTMENT. Motion was seconded by Councilor Carson and passed 6-0.**

Resolution 988 – **\*\*Councilor Carson moved to adopt Resolution 988, A RESOLUTION AUTHORIZING THE TRANSFER OF GENERAL OPERATING CONTINGENCY IN THE GENERAL FUND. Motion was seconded by Councilor Blackwell and passed 6-0.**

Resolution 989 – Councilor Carson asked about other streets that the neighborhood was concerned about and would they be coming forward with others.

Dwayne Barnes, Public Works Director, said this was the one that concerned them the most.

**\*\*Councilor Carlson moved to adopt Resolution 989, A RESOLUTION RESTRICTING VEHICLE PARKING ON THE EAST AND WEST SIDES OF SOUTH LUPINE STREET BETWEEN SE 13<sup>TH</sup> AVENUE AND SE 13<sup>TH</sup> PLACE. Motion was seconded by Councilor Blackwell and passed 6-0.**

Ordinance 1276 – Councilor Helbling said this was an example of the City staff saving the City money.

**\*\*Councilor Helbling moved to adopt Ordinance 1276, AN ORDINANCE AUTHORIZING REIMBURSEMENT OF FUNDS NOT TO EXCEED \$41,063.25 FROM THE TRANSPORTATION SYSTEM DEVELOPMENT CHARGE FUND TO WILLAMETTE FALLS HOSPITAL FOR THE COMPLETION OF CERTAIN SEQUOIA PARKWAY IMPROVEMENTS AT THE INTERSECTION OF 1<sup>ST</sup> AVENUE AND SEQUOIA PARKWAY; AND DECLARING AN EMERGENCY. Motion was seconded by Councilor Blackwell and passed 6-0 by roll call vote.**

Ordinance 1277 – **\*\*Councilor Carson moved to approve Ordinance 1277, AN ORDINANCE AUTHORIZING THE MAYOR AND/OR CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH LINCOLN EQUIPMENT, INC OF CONCORD, CALIFORNIA FOR A STARK HORIZONTAL HIGH RATE SAND FILTER FOR THE CANBY SWIM CENTER; AND DECLARING AN EMERGENCY to come up for second reading on June 18, 2008. Motion was seconded by Councilor Carlson.**

Councilor Carlson said the filters were 25 years old and needed to be replaced.

Councilor Carson said the sand filters could be removed if they decided to close the pool.

**Motion passed 6-0 on first reading.**

Ordinance 1279 – Mr. Kelley said this had to do with recent changes in the FEMA regulations that governed flood hazard programs that would allow citizens to qualify in the event their property flooded.

**\*\*Councilor Carson moved to approve Ordinance 1279, AN ORDINANCE REVISING AND REPLACING CANBY MUNICIPAL CODE CHAPTER 15.12 ENTITLED “FLOOD HAZARD PROTECTION”; REPEALING FORMER CHAPTER 15.12 IN ITS ENTIRETY; AND DECLARING AN EMERGENCY to come up for second reading on June 18, 2008. Motion was seconded by Councilor Helbling and passed 6-0 on first reading.**

Ordinance 1280 – Mark Adcock, City Administrator, said the cost of the software would be \$19,750.

**\*\*Councilor Helbling moved to approve Ordinance 1280, AN ORDINANCE AUTHORIZING PURCHASE OF UTILITY BILLING SOFTWARE INCLUDING CONVERSION AND SET UP SERVICES; AND DECLARING AN EMERGENCY to come up for second reading on June 18, 2008. Motion was seconded by Councilor Carson and passed 6-0 on first reading.**

Ordinance 1281 – Mr. Kelley said in June 2005 the Council entered into an option agreement to purchase property for future park use on N. Locust. This was the final stages of the purchase.

**\*\*Councilor Carson moved to approve Ordinance 1281, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT FOR THE PURCHASE OF REAL PROPERTY FOR FUTURE PARK LAND; AND DECLARING AN EMERGENCY to come up for second reading on June 18, 2008. Motion was seconded by Councilor Blackwell and passed 6-0 on first reading.**

**NEW BUSINESS:** None.

**CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS:** None.

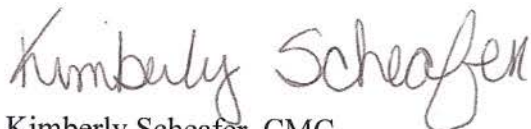
**CITIZEN INPUT:** None.

**ACTION REVIEW:**

1. Approved the consent agenda.
2. Reappointment of Mark Triebwasser to the Parks and Recreation Advisory Board.
3. Adopted Resolution 979.
4. Adopted Resolution 984.
5. Adopted Resolution 985.
6. Adopted Resolution 986.
7. Adopted Resolution 987.
8. Adopted Resolution 988.
9. Adopted Resolution 989.
10. Adopted Ordinance 1276 on second reading.
11. Approved Ordinance 1277 to come up for second reading on June 18, 2008.
12. Approved Ordinance 1279 to come up for second reading on June 18, 2008.
13. Approved Ordinance 1280 to come up for second reading on June 18, 2008.
14. Approved Ordinance 1281 to come up for second reading on June 18, 2008.

There was no Executive Session.

Council President Daniels adjourned the Regular Meeting at 8:10 p.m.



Kimberly Scheafer, CMC  
City Recorder Pro Tem



Walt Daniels  
Council President

Assisted with preparation of minutes – Susan Wood