

**CANBY CITY COUNCIL  
WORK SESSION MINUTES  
June 20, 2007**

**Presiding:** Mayor Melody Thompson

**Council Present:** Paul Carlson, Teresa Blackwell, Walt Daniels, Randy Carson, and Tony Helbling. Councilor Wayne Oliver was absent.

**Staff Present:** Mark Adcock, City Administrator; John Williams, Community Development & Planning Director; Chaunee Seifried, Finance & Court Services Director; Greg Kroeplin, Chief of Police; and Melissa York, Office Specialist.

**Others Present:** None.

Mayor Thompson called the Work Session to order at 6:35 p.m. in the City Hall Conference Room. A light dinner was served. The Council met to review the City Goals with department directors.

Mark Adcock, City Administrator went through each goal and the action steps associated with the goals. They would do a mid-year budget review and review the progress of the goals and development of the five year plan.

For economic development, they would create and hire an Economic Development Manager position. Mr. Adcock listed several projects to be completed in economic development, land use and planning, urban renewal, and infrastructure.

Mr. Adcock said the first change they suggested was to strike, under public safety, the reference to the Fire District. Staff thought it was confusing since it was a separate governmental entity. Council agreed to strike it.

For public safety, they would have drawing and construction concepts for the new police/court facility to be unveiled before the bond issue to be done by August 2008. They would also add a patrol officer, an office position, and a sergeant in 2008-2009.

For finance, Council would continue to get monthly financial statements, but they would no longer be voted on in the consent agenda. They would upgrade the finance software as well.

Mr. Adcock said under community relations, they struck the words "small community" because they were not a small town, they were a sophisticated middle sized city and wanted to get away from the small town mentality. Council agreed. They would also be doing customer service surveys.

Mayor Thompson was concerned that there were no other requests for staffing except from the Police Department.

Mr. Adcock presented the five year plans from each department. He said they tried to model them after what they did in 2000. There were bullet points and not a lot of narrative. He discussed each department's plans.

Councilor Daniels asked how the Chief arrived at his plan.

Greg Kroeplin, Chief of Police, said it was based on efficiency and response time. A lot of thought went into it, as they had an obligation to provide good law enforcement services. The best information was the ability to respond to multiple incidences and send adequate people into progress calls. They looked at their calls for service as the main thing.

Mayor Thompson said around budget time, it would be helpful to have specific data about that analysis, especially as they were asking for three full-time positions in one year.

Councilor Carlson asked if there was any public input regarding the Police Department only being open during regular business hours.

Chief Kroeplin said there had not been many complaints.

Mr. Adcock said regarding Administration, they only did two years out because they did not know what they would need. They would need new computers and would expand City Hall hours to be open from 8 a.m. to 5 p.m. A Deputy City Recorder position would be developed.

Regarding parks, the Park Master Plan and the maintenance deficit had been used as the basis for the plan. Requested items included more staff, capital equipment, and building a storage facility.

Chaunee Seifreid, Finance & Court Services Director said regarding finance, court, and tech services, she had requested hiring staff to include a grant writer/project manager, office specialist, and part-time court bailiffs, computer upgrades, creating a purchasing agent, new video arraignments, new phone system, and upgrading the web page.

John Williams, Community Development & Planning Director said regarding community development, planning, and urban renewal, he had focused mostly on staffing issues and he discussed what staff should be added. They did not have a lot of extra space to put new people, and long term they would like a new City Hall where all the offices could be together.

Mr. Adcock asked if the five-year plans met Council's expectation. The Council said they did. Staff would move the references to additional staff from the goals document into the five-year plans.

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

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**CANBY CITY COUNCIL  
REGULAR MEETING MINUTES  
June 20, 2007**

**Presiding:** Mayor Melody Thompson

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

**Staff Present:** Mark Adcock, City Administrator; John Kelley, City Attorney; John Williams, Community Development & Planning Director; Chaunee Seifried, Finance & Court Services Director; Greg Kroeplin, Chief of Police; Valerie Kraxberger, Office Specialist; and Melissa York, Office Specialist.

**Others Present:** Bev Doolittle, Lila Gottman, Debra Pearson, Andrew Rivinus, Dr. Deborah Sommer, and Steve St.Amand.

**CALL TO ORDER:** Mayor Thompson called the Regular Meeting to order at 7:30 p.m. followed by the opening ceremonies.

Certification of May 15, 2007 Measure 3-261 Proclamation – Mayor Thompson read the certification of the May 15, 2007 Special Election regarding Measure 3-261. The official count of votes from Clackamas County: Yes – 1,093, No –1,088, Over Votes – 1, and Under Votes – 51.

Certification of May 15, 2007 Measure 3-262 Proclamation – Mayor Thompson read the certification of the May 15, 2007 Special Election regarding Measure 3-262. The official count of votes from Clackamas County: Yes – 1,183, No –1,006, Over Votes – 0, and Under Votes – 44.

Annual Livability Day Proclamation – Mayor Thompson read the proclamation proclaiming June 24, 2007 as Annual Livability Day. JillMarie Wiles, member of the Livability Coalition, was not able to receive the proclamation that night. Flyers detailing the event were handed out. The goal was to clean up entrances to the City in anticipation of the July 4 festivities.

**COMMUNICATIONS:** None.

**CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:**

Lila Gottman, Chairperson of General Canby Day, handed out General Canby Day parade applications and route schedules to the Council. She reviewed highlights of this year's event and thanked Canby Telcom for their generous contribution for the fireworks. Ms. Gottman stated this was the 25<sup>th</sup> anniversary of General Canby Day.

Bev Doolittle, Director of Canby Area Chamber of Commerce, handed out the new 2007-2008 Canby Area Chamber of Commerce Membership Directory. She stated that this year's Chamber of Commerce tourism funds were put towards coordinating a geocaching event in Canby. Citizens received a package of tourism information and a card with ten coordinates they had to find in town. When they returned with their finished cards, they got a geocoin. She gave each Councilor a dignitary collectable gold plated geocoin.

**MAYOR'S BUSINESS:** Cancellation of July 5 Council Meeting – Mayor Thompson said that the Regular Meeting scheduled for July 5 was being cancelled.

**COUNCILOR COMMENTS & LIAISON REPORTS:** Councilor Helbling said the Planning Commission had one open seat and they were still accepting applications. Canby Business Development had one more design charrette for design standards for Hwy 99E and downtown scheduled for June 28. Relay for Life was June 29-30 and everyone was invited to attend.

Councilor Carson said the Canby Historical Society was having a Fourth of July pancake breakfast at Knight Elementary School between 7:00 a.m. – 11:30 a.m.

Councilor Daniels said the Transit Committee had met earlier in the week and developed a mission statement for C.A.T., which was to provide public transportation services that were responsive to community need. He stated that ridership to Oregon City, Wilsonville, and Woodburn was up. Council members of the City of Wilsonville were interested in dropping the S.M.A.R.T. route between Wilsonville and Canby. S.M.A.R.T. staff was not in favor of this because they saw the potential. He stated that Cynthia Thompson, Interim Transit Director, would like to write a letter on behalf of the Council to indicate the interest of continuing the route from Wilsonville to Canby.

**\*\*Councilor Blackwell moved to approve Councilor Daniels' proposal to write a letter in support of continued service of S.M.A.R.T. between Wilsonville and Canby. Motion was seconded by Councilor Carson and passed 6-0.**

Councilor Blackwell stated that there were still tickets available for the piece of Canby pottery at the Library which would be raffled on July 4. The General Canby Day Board was looking for people who would like to be on it.

Councilor Carlson said the Best Darn Golf Tournament Ever would be held on July 20 and contact the Chamber of Commerce to sign-up. He thanked the Canby Adult Center and all who attended to show their support for Anna Phillips, Director of Canby Adult Center, at her retirement party.

**CONSENT AGENDA: \*\*Councilor Daniels moved to approve the minutes of the June 6, 2007 City Council Regular Meeting. Motion was seconded by Councilor Carson and passed 6-0.**

#### **PUBLIC HEARING:**

2007-2008 Fiscal Year Budget –

Mayor Thompson opened the public hearing at 8:00 p.m.

PUBLIC TESTIMONY: None.

Mayor Thompson closed the public hearing at 8:01 p.m.

#### **RESOLUTIONS & ORDINANCES:**

Resolution 951 - **\*\*Councilor Carson moved to adopt Resolution 951, A RESOLUTION VERIFYING THAT THE CITY OF CANBY HAS MET THE REQUIREMENTS TO RECEIVE REVENUE FROM CIGARETTE, GAS AND LIQUOR TAXES. Motion was seconded by Councilor Daniels and passed 6-0.**

Resolution 952 - **\*\*Councilor Daniels moved to adopt Resolution 952, A RESOLUTION ADOPTING THE BUDGET, MAKING APPROPRIATIONS, AND CATEGORIZATION FOR THE 2007-2008 FISCAL YEAR. Motion was seconded by Councilor Carson and passed 6-0.**

Resolution 953 - **\*\*Councilor Daniels moved to adopt Resolution 953, A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR THE 2006-2007 FISCAL YEAR. Motion was seconded by Councilor Carson and passed 6-0.**

Resolution 954 - **\*\*Councilor Helbling moved to adopt Resolution 954, A RESOLUTION ACCEPTING THE RESULTS OF MAY 15, 2007 ELECTION, PROCLAIMING ANNEXATION INTO THE CITY OF 1.95 ACRES DESCRIBED AS TAX LOT 1301 OF TAX MAP 4-1E-4CA LOCATED AT 1401 S. FIR STREET, AND SETTING THE BOUNDARIES OF THE PROPERTY TO BE INCLUDED WITHIN THE CITY LIMITS. Motion was seconded by Councilor Blackwell and passed 6-0.**

Resolution 955 - **\*\*Councilor Carlson moved to adopt Resolution 955, A RESOLUTION ACCEPTING THE RESULTS OF MAY 15, 2007 ELECTION, PROCLAIMING ANNEXATION INTO THE CITY OF 32.62 ACRES DESCRIBED AS TAX LOTS 2400 AND 3100 OF TAX MAP 3-1E-34 LOCATED AT 23849 S MULINO ROAD, AND SETTING THE BOUNDARIES OF THE PROPERTY TO BE INCLUDED WITHIN THE CITY LIMITS. Motion was seconded by Councilor Blackwell and passed 6-0.**

Resolution 956 - **\*\*Councilor Daniels moved to adopt Resolution 956, A RESOLUTION CODIFYING AND COMPILING CERTAIN EXISTING GENERAL ORDINANCES FOR THE CITY OF CANBY. Motion was seconded by Councilor Carlson and passed 6-0.**

Ordinance 1238 - **\*\*Councilor Carson moved to adopt Ordinance 1238, AN ORDINANCE VACATING SIX HUNDRED TWENTY FEET (620') OF THE PUBLIC RIGHT-OF-WAY ON SW 4<sup>TH</sup> AVENUE EAST OF S. BIRCH STREET FRONTING TAX LOT 700 OF MAP 4-1E-O4B. Motion was seconded by Councilor Carlson and passed 6-0 by roll call vote.**

Ordinance 1245 – **\*\*Councilor Carlson moved to approve Ordinance 1245, AN ORDINANCE DECLARING THE CITY’S ELECTION TO RECEIVE STATE REVENUE FOR FISCAL YEAR 2007-2008 to come up for second reading on July 18, 2007. Motion was seconded by Councilor Blackwell and passed 6-0 on first reading.**

Ordinance 1246 - **\*\*Councilor Helbling moved to adopt Ordinance 1246, AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH THE TRANSPO GROUP, INC. CONSULTING ENGINEERS FOR TRANSPORTATION MODELING AND ENGINEERING SERVICES; AND DECLARING AN EMERGENCY. Motion was seconded by Councilor Carson and passed 6-0 by roll call vote.**

Ordinance 1247 - **\*\*Councilor Carson moved to adopt Ordinance 1247, AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH NANCY MCCLAIN FOR PROFESSIONAL SERVICES FOR PROJECT MANAGEMENT FOR THE CANBY FINANCE DEPARTMENT; AND DECLARING AN EMERGENCY. Motion was seconded by Councilor Carlson and passed 6-0 by roll call vote.**

Ordinance 1248 - **\*\*Councilor Carson moved to adopt Ordinance 1248, AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH WINSTEAD & ASSOCIATES TO PROVIDE BUILDING CODE SERVICES. Motion was seconded by Councilor Blackwell and passed 5-0 by roll call vote with Councilor Helbling abstaining.**

Ordinance 1250 – Councilor Carson asked for a timeline for the project.

Greg Kroeplin, Chief of Police, said they would have everything done by August 2008. He thanked Attorney Kelley for his work on this.

**\*\*Councilor Helbling moved to approve Ordinance 1250, AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH FRANK C. BERG, ARCHITECT, P.C. FOR PROJECT MANAGEMENT SERVICES RELATING TO THE NEW POLICE AND COURT FACILITY FOR THE CITY OF CANBY; AND DECLARING AN EMERGENCY to come up for second reading on July 18, 2007. Motion was seconded by Councilor Blackwell and passed 6-0 on first reading.**

Ordinance 1251 – Mr. Adcock said the change order related to the ability for them to use the contract amounts for the S. Berg Parkway project and apply the contract amount to expenditures related to repair the Baker Street storm water outfall. This was common practice.

**\*\*Councilor Carson moved to approve Ordinance 1251, AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE CHANGE ORDER NUMBER 2 WITH CANBY EXCAVATING, INC. FOR CONSTRUCTION OF SOUTH BERG PARKWAY ROADWAY EXTENSION; AND**

**DECLARING AN EMERGENCY** to come up for second reading on July 18, 2007. **Motion was seconded by Councilor Daniels and passed 6-0 on first reading.**

**NEW BUSINESS:** Update on Street Maintenance Fee - John Williams, Community Development and Planning Director, provided a street maintenance fee status report. They had discussed a \$.03 per gallon gas tax as well as a street maintenance fee that would be billed monthly. They were working on the public information campaign and finalizing ordinances and project lists. The one issue was the mechanism for billing. It looked like it would be billed by the City along with the sewer bill. They were working on either creating a separate billing in house or outsourced. The cost was the key. He did not know if they wanted to do the public campaign in the summer or wait for fall. He would discuss it with the committee.

Canby Kids Donation - Councilor Oliver stated that he received a letter from Canby Kids requesting a \$500 donation due to an increase in their office space rent. This would come out of contingency funds.

**\*\*Councilor Blackwell moved to approve a one-time \$500 donation to Canby Kids. Motion was seconded by Councilor Daniels.**

Councilor Helbling said they were not in a position to make continuous grants to social work type organizations. He valued Canby Kids, but the City did not have on-going funds for this.

Councilor Carson thought the money they donated to Canby Historical Society was different because they got calendars for the money.

Councilor Oliver said they were not requesting this be a budget item. They were clear in their letter that they will endeavor to address this increase in future years to the best of their ability.

Councilor Carson would like Canby Kids to help with the Canby Area Recreation Plan to come up with a better way to pay for recreation in Canby.

Councilor Carlson said he thought Canby Kids did a great service for the community. He would rather see it a budgetary item than sporadic requests for money.

Mayor Thompson said she had suggested before that instead of making it cold turkey, why not set aside money every year with a process and fund of \$5,000 where people could apply for a grant with specific criteria.

Councilor Carlson would rather have that kind of process as well.

Councilor Daniels said as liaison to the Canby Historical Society he had talked with the president before budget time, and told him to put any requests in ahead of time. They were not requesting any additional of funds.

**The motion passed 6-0.**

Councilor Blackwell thought they should have a formal discussion about this policy.

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

**CITIZEN INPUT:** None.

**ACTION REVIEW:**

1. Cancellation of the July 5, 2007 City Council Meeting.
2. Approved the consent agenda.
3. Adopted Resolution 951.
4. Adopted Resolution 952.
5. Adopted Resolution 953.
6. Adopted Resolution 954.
7. Adopted Resolution 955.
8. Adopted Resolution 956.
9. Adopted Ordinance 1238 on second reading.
10. Approved Ordinance 1245 to come up for second reading on July 5, 2007.
11. Adopted Ordinance 1246 on second reading.
12. Adopted Ordinance 1247 on second reading.
13. Adopted Ordinance 1248 on second reading.
14. Approved Ordinance 1250 to come up for second reading on July 18, 2007.
15. Approved Ordinance 1251 to come up for second reading on July 18, 2007.
16. Take out \$500 from the 2006-2007 General Fund Contingency.

**\*\*Councilor Carson moved to go into Executive Session pursuant to ORS 192.660(2)(d) Labor Negotiations and ORS 192.660(2)(i) Performance Evaluation of a Public Officer. Motion was seconded by Councilor Carlson and passed 6-0.**

Mayor Thompson read the Executive Session format and recessed the Regular Meeting at 8:42 p.m.

Mayor Thompson reconvened the Regular Meeting at 10:31 p.m. and immediately adjourned.

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**CANBY CITY COUNCIL  
EXECUTIVE SESSION  
June 20, 2007**

**Presiding:** Mayor Melody Thompson

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

**Staff Present:** Mark Adcock, City Administrator; John Kelley, City Attorney; Amanda Klock, Human Resources Director; and Chaunee Seifried, Finance & Court Services Director

**Others Present:** None.

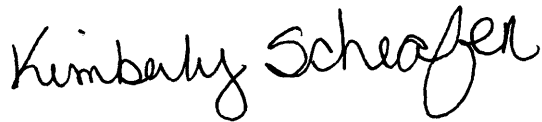


Mayor Thompson called the Executive Session to order at 8:58 p.m. in the City Hall Conference Room.

ORS 192.660(2)(d) Labor Negotiations – The Council discussed AFSCME negotiations. Negotiations would be continued and further discussed at a future Executive Session.

ORS 192.660(2) (i) Performance Evaluation of Public Officer – The Council discussed the performance evaluation of the City Attorney.

Mayor Thompson adjourned the Executive Session at 10:30 p.m.



Kimberly Scheafer  
City Recorder Pro Tem



Melody Thompson  
Mayor

Assisted with preparation of minutes –Melissa York and Susan Wood.