

**CANBY CITY COUNCIL  
WORK SESSION MINUTES  
November 1, 2006**

**Presiding:** Mayor Melody Thompson

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

**Staff Present:** Mark Adcock, City Administrator; Beth Saul, Library & Parks Director; John Williams, Community Development & Planning Director; Chaunee Seifried, Finance & Court Services Director; Greg Kroeplin, Chief of Police; and Kim Scheafer, City Recorder.

**Others Present:** None.

Mayor Thompson called the work session to order at 6:34 p.m. A light dinner was served.

The Council met to discuss a proposed reorganization of City functions.

Mark Adcock, City Administrator, reviewed three organizational charts with the Council. The resignation of the Transit & General Services Director triggered the reorganization proposal. The first chart showed how it was before the Director left, the second showed how they were currently operating, and the third was the future proposal. They wanted to create a Human Resources position effective February 2007. They would implement the rest of the proposal in July for the 2007-2008 fiscal year.

John Williams, Community Development & Planning Director, explained the proposals for public works and planning in the next fiscal year.

Chaunee Seifried, Finance & Court Services Director said that court had cleared some back log and now they only needed 2.5 people instead of three full time people.

Beth Saul, Library & Parks Director said they needed to hire a Transit Manager position as soon as possible.

The consensus of the Council was to have staff move forward with the recruitment of a Human Resources position.

Regarding the other proposals, if the money was there, the Council was comfortable with how staff would reconfigure City departments and put like jobs under like supervision.

Mayor Thompson adjourned the work session at 7:15 p.m.

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**CANBY CITY COUNCIL  
REGULAR MEETING MINUTES  
November 1, 2006**

**Presiding:** Mayor Melody Thompson

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

**Staff Present:** Mark Adcock, City Administrator; John Kelley, City Attorney; John Williams, Community Development & Planning Director; Beth Saul, Library & Parks Director; Greg Kroeplin, Chief of Police; Chaunee Seifried, Finance & Court Services Director; and Kim Scheafer, City Recorder.

**Others Present:** Bob & Sheila Tice, Michelle Webber, Craig Finden, and Dave Rash.

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

Presentation by Canby Livability Coalition – Bob Tice, President of the Canby Livability Coalition, thanked the supporters of the coalition. Their web site was up and running and information was available for downloading regarding the brick sale fundraiser. Mr. Tice presented Mayor Thompson with a check for \$35,000.

**COMMUNICATIONS:** None.

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

**MAYOR'S BUSINESS:** Mayor Thompson said she and Mr. Adcock had met with representatives from Metro. They discussed being involved in the upcoming meetings regarding planning urban growth. They wanted to make each individual community center vibrant.

**COUNCILOR COMMENTS & LIAISON REPORTS:** Councilor Harris said he had attended the Riverside Neighborhood Association meeting. There continued to be a concern about design standards needing to be revised. There was concern about the reconstruction on Territorial and half-street improvements and that it would become a bottleneck problem. He asked about having the Traffic Safety Commission review Council's decision to make NW 3<sup>rd</sup> past the Post Office, no parking on both sides of the street. He kept hearing references to Canby being gang land. He felt they needed to be taking a proactive and strong approach on gang shootings.

Councilor Helbling said he could be assured the Police Department was doing a lot in that area. For tactical reasons they were doing things that could not be disclosed.

Mayor Thompson said she thought it would be a good idea to have the Gang Enforcement Officer come and share with the Council about things that were going on.

Councilor Daniels said the Mayor of Canby's Sister City Kurisawa had passed away.

Councilor Blackwell thanked Canby Livability for cleaning out the flower pots on the streets last Saturday.

Councilor Carson said he had attended the CBD meeting last week and Catherine Comer gave an overview of what was planned for downtown. He had also attended the Clackamas Cities dinner and they discussed emergency management.

Councilor Helbling said the Planning Commission met with the Cutsforth family regarding their plans for 2<sup>nd</sup> Street east of City Hall. There will be two Planning Commission openings.

**CONSENT AGENDA: \*\*Councilor Blackwell moved to approve Accounts Payable of \$214,896.90; Minutes of the October 11, 2006 City Council Special Meeting; and Minutes of the October 18, 2006 Work Session and Regular Meeting. Motion was seconded by Councilor Carson and passed 6-0.**

**OLD BUSINESS: Findings, Conclusion & Final Order ZC 06-02 –**

**\*\*Councilor Carson moved to approve the Findings, Conclusion & Final Order for ZC 06-02. Motion was seconded by Councilor Harris and passed 5-0 with Councilor Helbling abstaining.**

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

Ordinance 1225 - **\*\*Councilor Carson moved to approve Ordinance 1225, AN ORDINANCE AMENDING THE ZONING MAP OF THE CITY OF CANBY, CLACKAMAS COUNTY, OREGON FOR TAX LOTS 804 AND 800 OF TAX MAP 3-1E-33DA AND TAX LOT 500 OF TAX MAP 3-1E-34C with the two conditions recommended by staff. Motion was seconded by Councilor Blackwell and passed 6-0 on second reading.**

**NEW BUSINESS: Conversion of Part-Time Parks Department Position to Full-Time – Beth Saul, Library and Parks Director, said they were asking to take the funds that were allocated for part-time and seasonal help to a full-time position. They thought in light of the amount of acreage that had been added to the parks and the fact seasonal help was not working as well as in the past, that it would bring more stability and retention to their department.**

**\*\*Councilor Daniels moved to approve the creation of the additional full-time position to make such changes to the Parks Budget as necessary to reflect the addition of a full-time position. Motion was seconded by Councilor Blackwell.**

Councilor Harris said this information had been previously discussed in a work session.

**Motion passed 6-0.**

Wait Park Sidewalk Repair – Mr. Adcock said that the City received a claim from a trip and fall on the sidewalk at the park. They painted the offset portions and received an estimate for repair. Because of the risk management concern, they needed to address it. The estimate was around \$10,000.

John Williams, Community Development & Planning Director, said that sidewalks were the responsibility of the owner. The Urban Renewal Agency was looking at a street project that would repair one side of the park. They could use Urban Renewal money to make improvements at the park. Street Department funds and gas tax revenues could also be used on this project.

John Kelley, City Attorney, said the CIS adjuster walked around the park and said there was a fair amount of disrepair throughout the park that should be addressed.

The consensus of the Council was to repair the sidewalks and refer funding to the Urban Renewal Agency.

**CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS:** Street Maintenance Fee Update – Mr. Williams said the work was a lot more difficult than what the consultant had expected. He was taking four historic studies and putting the pieces together for a life cycle analysis. Canby's streets were not matching with the standard predictions. They were looking for a 20 year analysis. Mr. Williams had been assured that he would get the information very soon. Councilor Daniels asked if he thought some new street standards would come out of this. Mr. Williams said it would be bringing many changes.

Northwood Development – Mr. Williams said the half-street improvements were always a problem. The Northwood Group was building more width on the streets. They had spoken with the County about it being a transfer to the City so they would improve the road to the City's standard in the future. If that failed, they would do an Advanced Financing District or Local Improvement District to finish the road. They could only require developers to improve the road in proportion to the impact of their development.

Parking Zone on NW 3<sup>rd</sup> Avenue – Mr. Williams said after the Council had made the decision to not have parking on both sides of the street they had been approached by a property owner saying he had not been notified of the change. The property owner ended up not following through and he did not know of any citizens that were now upset about it.

Councilor Harris said they left the Traffic Safety Commission out of the decision, and he thought they should review it.

The consensus of the Council was to leave it alone and not send it to the Traffic Safety Commission.

Mr. Williams also announced that the downtown planters would be redesigned to be more durable.

Northwood Development Park – Mr. Williams said there were no substantive changes to the park for that development, but he would have to research it further.

John Kelley, City Attorney, said if the Neighborhood Association saw something early on it might have been changed. The real question was what the Planning Commission approved was what was actually going in.

Regarding design standards, the neighborhood association wanted to be involved in the discussions with the Planning Commission.

Photo Red Light Cameras - Greg Kroeplin, Chief of Police, said in order to have the cameras you had to have a population of over 30,000. The City of Newberg was a pilot city.

Crime Stoppers Program – Chief Kroeplin said he had asked Detective Sergeant Dave Rash from the Milwaukie Police Department to speak about their program. In the City of Milwaukie they partnered with the City of Portland. Mr. Rash explained how the program worked. The only cost to the City would be a dedicated phone line in the Police Department. There was Council consensus to have the Chief pursue partnership with this program.

**CITIZEN INPUT:** None.

**ACTION REVIEW:**

1. Approved consent agenda.
2. Staff would schedule an update from the Gang Enforcement Officer.
3. Approved Findings, Conclusion & Final Order ZC 06-02.
4. Approved Ordinance 1225 on second reading.
5. Approve conversion of a part-time parks position into a full-time position.
6. Refer to the Agency a request for immediate repairs to Wait Park sidewalks.
7. Move forward with the crime stoppers program.
8. Leave the decision regarding parking on NW 3<sup>rd</sup> as it was, without review by the Traffic Safety Commission.

**\*\*Councilor Blackwell moved to go into executive session pursuant to ORS 192.660(2)(a) Employment of Public Officer. Motion was seconded by Councilor Carson and passed 6-0.**

Mayor Thompson read the Executive Session format and recessed the Regular Meeting at 9:05 p.m.

Mayor Thompson reconvened the Regular Meeting at 9:55 p.m. and immediately adjourned.

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**CANBY CITY COUNCIL  
EXECUTIVE SESSION  
November 1, 2006**

**Presiding:** Mayor Melody Thompson

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

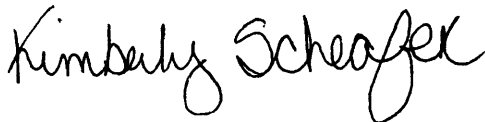
**Staff Present:** Mark Adcock, City Administrator; John Kelley, City Attorney; and Chaunee Seifried, Finance & Court Services Director.

**Others Present:** None.

Mayor Thompson called the Executive Session to order at 9:10 p.m. in the City Hall Conference Room.

ORS 192.660(2)(a) Employment of Public Officer – The Council discussed the employment of a municipal judge.

Mayor Thompson adjourned the Executive Session at 9:55 p.m.



Kimberly Scheafer  
City Recorder Pro Tem



Melody Thompson  
Mayor

Assisted with Preparation of Minutes – Susan Wood