

**CANBY CITY COUNCIL
REGULAR MEETING
DECEMBER 2, 1992**

Mayor Shawn P. Carroll presiding. Council members present: Scott Taylor, Keith Stiglbauer, Maureen Miltenberger, Terry Prince, Walt Daniels and Robert Smith.

Also present: Administrator Michael Jordan, City Attorney John Kelley, Public Works Director Rusty Klem, City Planner Bob Hoffman, City Recorder Marilyn Perkett, Library Director Beth Saul, Police Chief Jerry Giger, Police Lieutenant Jim Scharmota, Darlene Key, Alice Fenske, Viola Vincenzi, Arden Eby, Bruce & Patti Farmer, Nathan Oberman, Peggy Sigler, Gary Eklund, Betsy Ross, Virginia Miller, Lori Johnson, Kurt & Martha Schrader, Linda Mihata and Pam Hayden.

Mayor Carroll called the regular session to order at 7:30 p.m., followed by the flag salute and meditation.

Roll call of the Council showed a quorum to be present.

MINUTES OF PREVIOUS SESSION: **Councilman Daniels moved to approve as distributed the minutes of regular session, November 18, 1992. Motion seconded by Councilman Smith and approved 6-0.

CITIZEN INPUT ON NON-AGENDA ITEMS: None presented.

PROCLAMATIONS: Civil Air Patrol Week - Mayor Carroll proclaimed the week of December 1 - 7, 1992, as Civil Air Patrol Week and encouraged citizens to recognize our local Aurora Squadron. Bruce Farmer and Nathan Oberman, members of that squadron, accepted the proclamation and thanked the City of Canby for their participation.

Toys for Tots Week - The week of December 6-14, 1992, was declared as Toys for Tots Week by Mayor Carroll. Members of the Kiwanis were present to collect toys from the staff and Council, as well as canned food.

Nancy Wilmes informed the Council that over 1,200 children received toys last year and thanked the City for their assistance in this worthwhile event.

SEWER PLANT UPDATE - Curt McLeod explained that they are preparing for the one and one-half year construction project of a 2 million gallon per day plant with a 20 year life design and the highest emergency reliability class of I. Mr. McLeod noted that our shortcoming is the aeration basin. However, DEQ will be seeking an increase in our pounds permit to the river from Environmental Quality Commission, which we may or may not receive. Mr. McLeod said they have been able to satisfy all concerns and schedules with DEQ.

COMMUNICATIONS: None presented.

NEW BUSINESS: Accounts Payable - **Councilman Prince moved to approve payment of the accounts in the amount of \$109,381.58. The motion was seconded by Councilman Daniels and approved by roll call vote, 6-0.

Abstract of Votes from November 3, 1992 - Administrator Jordan reviewed the abstract of votes from Clackamas County for the November General Election: Mayor, Scott Taylor-3,207 and Council position, with the top three receiving the most votes to be selected, Joe

Driggers-1,995, Maureen Miltenberger-1,921, Cheryl Stark-1,866, Dennis Nolder-1,681 and Roger Harris-1,623.

****Councilman Daniels** moved to accept the official abstract of votes as submitted by Clackamas County Elections for the November 3, 1992 elections, and that they become a part of the minutes of this meeting. Motion seconded by Councilman Smith and approved 6-0.

Police Community Advisory Team - Chief Giger explained that the concept of community policing was expressed by Councilman Taylor a couple of years ago which resulted in the proposed advisory team. Chief Giger explained that, along with Lt. Scharmota, they had attended several classes and researched other community activities for information on how to proceed. Mr. Giger said they are striving for a "pro-active", instead of "re-active" law enforcement system. The proposed committee guidelines were taken from an implemented program in Astoria. Mr. Giger said that the following are suggested names for the committee, including the addition of Pastor Ramira Hernandez from Aurora, Scott Gustafson, Jim Gadberry, Mike Zagya, Matt Knoblauch, Dick Brown, Lisa Baldwin, Harry LeeKwai, Eric Taasevigen, Maureen Miltenberger, Sgt. Ken Pagano, Sgt. John Watts, Lt. Jim Scharmota and Jerry Giger. The Chief said some of the things they would like to do is a City survey of concerns and get business input.

Councilman Taylor said he was pleased that the department has initiated this project. He suggested some minor rewording for the guidelines: Article III, Section 2 and 3, change from "police administration" and "selection by police department administration" to **"City Council"** in both areas. Also, Mr. Taylor pointed out that Section 3 did not list the Police Department as members and felt this might be an oversight.

Councilman Prince questioned who the coordinator was and suggested that Article IV, Section 2 delete the wording "coordinator or three other members" and add **"majority of members."** Chief Giger said the coordinator was a girl that will do office type work. Mr. Prince also expressed a concern about how many voting members will be from the Police Department.

Lt. Scharmota informed the Council that because the two Sergeant work various shifts and are available only at certain times, both were suggested as members for the "exposure" since they both supervise. Also, a union representative needs to be involved in the process. The police members were put on the committee with the intent of interaction and not to change the affect.

Councilman Taylor said he did not view this committee as a citizen group to run the department or empowering the group to manage the department.

Councilman Daniels commented that the attitude of the police members may affect the success of the committee.

Lt. Scharmota also felt having a union person on the team gave them a sense of ownership.

Councilwoman Miltenberger said she had attended a committee meeting and was very comfortable with the atmosphere regarding the mix of the members. She noted there was no feeling of "over balance" one way or the other and, in fact, felt there was a sense of problem solving for various issues.

Lt. Scharmota said the purpose of the committee was a way to provide input for the community and to identify and provide public safety issues. Also, he felt everyone had a different concept of what this group should be and he asked them to let him know of their feelings.

Chief Giger said the intent of the committee is listed in the guidelines as: "To aid the police department in identifying priorities for law enforcement and assist in developing solutions."

Councilman Prince suggested more of a diversity in the team members.

Councilman Taylor reviewed his concepts of what he envisioned for this group: a group to aid the department in viewing various issues or help push them in a certain direction; an advocacy or support group for the department; continue to implement neighborhood associations and watch groups; have citizens examine doing a variety of duties the officers do since we don't have the manpower or time the way we are structured now and they can help the department look at how to find time or set priorities; and he felt the group could provide coordination and education for the community in how "we as citizens become part of the solution" instead of counting on the police to solve and do everything.

Mayor Carroll said he totally agreed with Councilman Taylor's concepts and did like the recommended team members.

Councilman Daniels felt this committee would give the department some idea of the programs the citizens would like to see initiated and this is the type of program to help combat crime.

Councilman Taylor noted that our police department is the largest user of the City General Fund and he felt this process might help give citizens a sense of what they do and the high quality of service received from our law enforcement department.

Mayor Carroll suggested that the guidelines be reviewed to reflect the suggested changes and come back for adoption on December 16th.

Lt. Scharmota asked if the proposed members would be satisfactory to the Council. The Council gave a general consensus of approval for the proposed list of Police Community Advisory Team Members.

ORDINANCES & RESOLUTIONS: None presented.

UNFINISHED BUSINESS: City Safety Policy - Administrator Jordan introduced Beth Saul, Library Director, who has taken on the responsibility of the City Safety and Risk Management specialist. Mr. Jordan commended Beth for all of the additional city-wide responsibilities she undertakes.

Mrs. Saul reported that the Safety Committee started about ten years ago with a model that was taken from a larger jurisdiction and was very lengthy and complex. The Oregon Administrative Rules now requires all cities to adopt a Safety Policy and after reviewing their requirements the policy has been simplified. Beth said the City has been using the simplified version for about a year and it has worked well and they are now requesting the Council to adopt the policy and the incentive program.

Councilman Taylor said he had some concerns about the incentive program, specifically if budget constraints don't allow for "tangible awards". Mr. Taylor suggested a day off of work as an incentive reward. Also, the categories of employees of "X" and "Y" was of some concern since he felt too much emphasis was put on some job positions. The example he gave was that an office employee could have an injury result from perhaps moving a desk, therefore the office position has the potential for as much of a safety danger as a perhaps a public works position. Mr. Taylor suggested more creative rewards be researched.

Rusty Klem reminded the Council that most of the City department work with a very

limited crew and time off, other than the routine vacations and sick leaves, might create a hardship even though they would prefer the days off.

Councilman Taylor felt strongly that if this was an important program then it should be "honored" and special provision allowed.

Mr. Taylor asked if there is a policy or procedure for management to find the resources to address issues regarding safety concerns. Specifically, if an employee reports a problem and we don't have the money to correct the problem. Chief Giger said there are specific forms to be filled out for this procedure and if money is an issue, they try to work around it and make the situation as safe as possible.

Councilman Prince asked if contractors had to comply with our safety policies and was told language is incorporated into our contracts that incorporate the safety issues, including insurances, Workers' Comp, etc.

****Councilman Taylor moved to adopt the Safety Policy as submitted by the Safety Committee. Motion seconded by Councilman Prince and approved 6-0.**

Recommendation from Traffic Safety Committee on Truck Unloading - Chief Giger informed the Council that a letter had been addressed to the Mayor regarding a traffic hazard on N.E. Second with trucks unloading from the center of the street. Mr. Giger said this initiated a meeting with the two business owners from that area to try and reach a solution. He also pointed out that the street known as N.E. First in front of Canby Builders Supply is actually private property. Chief Giger said that with the increased activity of building in the community, the problem of trucks unloading lumber has become more frequent. The Traffic Safety Committee discussed the problem and recommended that the City "enforce no unloading in commercial areas for any length over five (5) minutes, not to include alley ways or private drives."

Councilman Prince suggested allowing trucks to park free for about a half hour in the alley ways and some private drives. Mr. Prince said there are various communities that allow this type of unloading procedure. Councilman Prince requested the committee research this alternative.

Councilman Taylor suggested allowing trucks to pull into several parking sites or using the alleys.

Chief Giger noted that there were no alley ways on First and also, they could legally ticket for utilizing several parking spaces for unloading. Mr. Giger informed the Council that the current ordinance allows for "momentary" parking for unloading and actually this problem is happening at other areas in town. In fact, it happens frequently in front of City Hall when trucks are delivering to the bakery or restaurant.

Councilman Daniels suggested that limiting the time might make the unloader less cautious and make the situation more of a potential danger.

Councilman Prince said another alternative would be to allow unloading prior to 6:00 a.m. and after 6:00 p.m. He suggested there are various ways around the problem.

Administrator Jordan said that we should strive for uniformity in enforcement and at the same time try to accommodate our business community while remaining safe. Mr. Jordan suggested taking the issue to the Chamber for their recommendation of a solution.

Mayor Carroll requested that the City Administrator discuss the issue with the Chamber and request their input, as well as having the City Attorney review the ordinance for changes.

OTHER REPORTS OR ANNOUNCEMENTS: Mayor Carroll reminded everyone of the Open House at the Library on Monday, December 7th at 7:00 p.m.

Chief Giger showed everyone the holiday season poster from the Clackamas Criminal Justice Council, "Don't Drink and Drive" was the theme. Also, the Canby Police will be initiating the "free ride home" for those who have too much to drink during the holiday season.

Mayor Carroll called for a short recess at 9:00 p.m. prior to going into a workshop session at 9:13 p.m. with the Historic Preservation Task Force and their recommendations for a Historic Ordinance. The regular session was reconvened at 10:37 p.m.

City Planner Hoffman suggested that the Council appoint Gary Ekland to the Task Force, noting that Ken Perinchief and Don Lund had resigned from the group.

****Councilman Daniels moved to appoint Gary Ekland to the Historic Task Force Committee. Motion seconded by Councilman Smith and approved 6-0.**

ACTION REVIEW:


1. Bringing back the Police Community Advisory Team Guidelines for the December 16th meeting.
2. Implementing the Safety Policy and bringing back the Incentive Program.
3. Reviewing the downtown unloading zone issue with the Chamber and bringing back ordinance language.
4. Appointing Mr. Ekland to the Historic Task Force.

Mayor Carroll noted that it was ten (10) years ago tonight that Jerry Giger was appointed as the Chief of Police.

Mayor Carroll requested all Councilors to be at the next meeting on December 16th at 6:30 p.m. and a picture will be taken of the group at that time.

Mayor Carroll adjourned the session at 10:41 p.m.


Marilyn K. Perkett
City Recorder


Shawn P. Carroll
Mayor

PROCLAMATION

WHEREAS, Civil Air Patrol, a civilian auxiliary of the United States Air Force, is dedicated to volunteer public service in the interest of community, state, and the national welfare; and

WHEREAS, the members of the Aurora Composite Squadron are prepared to give of their time and resources for the benefit of their fellow Americans through aerial and ground search and rescue operations, through humanitarian and mercy flights, and many other activities in time of emergency; and

WHEREAS, the members of this organization, through their humanitarian efforts, saved the lives of over 70 persons, flying over 8,500 hours and finding over 1,900 distressed individuals nationally in 1992; and

WHEREAS, this organization of volunteers is helping conduct a national program of aerospace education for its members and the general public; and

WHEREAS, this patriotic organization offers an outstanding program of leadership training and development and career motivation to its teenage cadet members; and

WHEREAS, December 1, 1992, marks the 51st Anniversary of the founding of this unique organization, established to help America in its hour of need during the dark days of World War II and which today is dedicated to the service of humanity and to the non-combatant defense of this nation.

NOW, THEREFORE, I, Shawn P. Carroll, Mayor of the City of Canby, Oregon, do hereby proclaim the week of December 1 through 7, 1992 as

CIVIL AIR PATROL WEEK

in the City of Canby and call upon the citizens of this City to observe this week by recognizing the contributions of this volunteer organization and the members of the local Aurora Squadron.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Canby to be affixed this 2nd day of December in the year of our Lord One Thousand Nine Hundred and Ninety-Two.


Shawn P. Carroll, Mayor

PROCLAMATION

WHEREAS, Toys for Tots, originated for the purpose of providing toys for less fortunate children in our community; and

WHEREAS, it is recognized that greater public awareness and involvement is needed to provide and promote joy in each household in this community; and

WHEREAS, the Canby Chapter of Kiwanis, has undertaken the project of collecting and distributing toys to these children, during the time from December 6th through December 12th; and

WHEREAS, The Kiwanis need your help by providing new and like new articles that may be placed in the Christmas bags; and

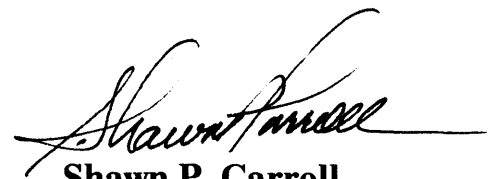
WHEREAS, drop boxes for these donations may be found at the Canby Public Library, Canby Utility Board, Canby Police Department, North Willamette Telecom, First Interstate Bank, U.S. National Bank of Oregon, Key Bank, Canby Telephone Association, Canby Adult Center, Canby Bowl, Cutsforth's Thriftway, Roth's IGA Foodliner, Pacific First Bank and Kiwanis Thrift Store.

NOW, THEREFORE, I, Shawn P. Carroll, Mayor of the City of Canby, Oregon, do hereby proclaim the week of December 6 - 14, 1992 as

TOYS FOR TOTS WEEK

and call upon the citizens of this City to observe this time by participating in this toy drive helping to provide the assurance that each child may have a "twinkle in their eye" this Holiday Season.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Canby to be affixed this 4th day of December in the year of our Lord One Thousand Nine Hundred and Ninety-One.



Shawn P. Carroll,
Mayor