

**CANBY CITY COUNCIL  
REGULAR MEETING  
APRIL 3, 1991**

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

Also present: Administrator Michael Jordan, City Attorney John Kelley, Police Chief Jerry Giger, City Planner Robert Hoffman, Public Works Director Rusty Klem, Swim Center Director Scott Nelson, Librarian Beth Saul, City Recorder Marilyn Perkett, Lawrence Blunch, Monty Mason, Stanley Mason, Billy Vomp, Joe Walker, Brandon Crum, Bryan Barker, Paul Carter, Richard Hammond and Chris Curran.

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 March 20, 1991. Seconded by Councilman Prince and approved 5-0.

**CITIZEN INPUT ON NON-AGENDA ITEMS:** None presented.

**COMMUNICATIONS:** Mayor Carroll read a letter from the Mayor of a community in Germany introducing fourteen students from their City that are visiting Canby for three weeks. Mayor Carroll noted that students from Canby High School will be going to Germany in June. Recorder Perkett commented on the students coming to City Hall on several occasions and how much the staff enjoyed them.

**NEW BUSINESS:** Accounts Payable - \*\*Councilman Prince moved to approve payment of the accounts for \$45,645.33. Motion seconded by Councilwoman Miltenberger and approved by roll call vote, 5-0.

**ORDINANCES & RESOLUTIONS:** Ordinance No. 855 - Administrator Jordan explained that this ordinance was drafted to implement renovation of the Swim Center roof and installation of skylights. \*\*Councilman Daniels moved that Ordinance No. 855, AN ORDINANCE AUTHORIZING THE MAYOR AND CITY RECORDER TO EXECUTE A CONTRACT WITH F.D. THOMAS INC., FOR THE CANBY SWIM CENTER ROOF AND SKYLIGHT RENOVATION PROJECTS be adopted and become part of the laws of the City of Canby. Motion seconded by Councilman Prince and approved 5-0 by roll call vote.

Resolution No. 469 - Planner Hoffman explained that this resolution was a result of the Planning Commission's request to implement a document to enable them to received adequate information for their decision making processes. Mr. Hoffman pointed out some of the things this resolution would require: a formal pre-application conference; make a list available for applicants of necessary requirements; complete and detailed responses from experts when needed; site visits by the commission; and encouraging commission to contact staff prior to meetings with questions regarding applications.

\*\*Councilman Taylor moved to adopt Resolution No. 469, A RESOLUTION ESTABLISHING POLICY REGARDING SUBMITTAL OF INFORMATION FOR PROPER DECISION MAKING BY THE PLANNING COMMISSION, seconded by Councilman Daniels.

Councilman Taylor asked who wrote the resolution and that it read like an instruction and procedure guide for applicants. Mr. Hoffman said that Planning Commission Chairman Schrader drafted the resolution and it was "fined tuned" by the commission members. Attorney Kelley noted that he had approved the document and it did not provide any legal problems.

Councilman Prince inquired about the time frame for applications. Mr. Hoffman said the total time from the filing of the application to the deadline for decision is 120 days; which is 60 days for Planning Commission action and 60 days for Council action if necessary.

**\*\* The vote on the motion for Resolution No. 469 was 5-0, for approval.**

**UNFINISHED BUSINESS:** None presented.

**OTHER REPORTS OR ANNOUNCEMENTS:** Rusty Klem announced that Township Street would be closed from 8 am to 5 pm daily, between Knott and Ivy for about a week and one half for sewer line work.

Administrator Jordan reminded the Council of the meeting tomorrow night at 7:30 p.m., for the Parks Master Plan workshop.

Beth Saul informed the Council of a "Tarzan" display at the library.

**ACTION REVIEW:** 1. Execute contract for Swim Center roof renovation.

2. Implement new policy for City Planner Hoffman in regards to planning applications.

**\*\*Councilman Taylor moved to go into Executive Session under ORS 192.660 (1)(i), regarding evaluation of employee performances. Motion seconded by Councilman Prince and approved 5-0.**

Mayor Carroll thanked the Scout Troop for attending the meeting and invited them back again.

Mayor Carroll recessed the regular session at 7:54 p.m., to go into Executive Session in the Police Department Conference Room.

The regular session was reconvened at 9:47 p.m.

The Council briefly discussed the matter of appointing another Planning Commission member and decided to put it on the next agenda.

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**EXECUTIVE SESSION  
APRIL 3, 1991**

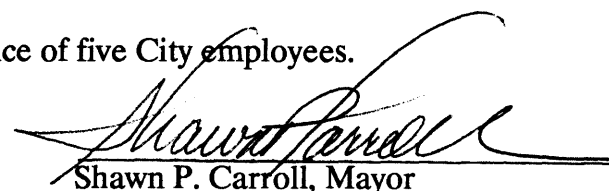
Present: Mayor Carroll, Councilor's Prince, Daniels, Taylor, Miltenberger and Stiglbauer, Administrator Jordan and Chris Curran of the Canby Herald. Absent: Councilman Smith.

Mayor Carroll called the session to order in the Police Department Conference Room at 8:02 p.m.

ORS 192.660 (1)(i) - The Council reviewed the performance of five City employees.

Mayor Carroll adjourned the session at 9:47 p.m.

  
Marilyn K. Perkett, City Recorder

  
Shawn P. Carroll, Mayor