

CANBY CITY COUNCIL

REGULAR MEETING

NOVEMBER 20, 1985

Mayor William Pulver presiding. Councilmembers present: David Anderson, Nancy Kopelk, Scott Taylor, Gary Sowles, Helen Brennan and Michael Jordan.

Also present: Administrator Bud Atwood, City Attorney John Kelley, Police Chief Jerry Giger, Public Works Director Rusty Klem, City Recorder Marilyn Perkett, Steve Frederick, Vanessa Medlicott, Roger Bighouse, Derek Gillespie, Robert Graham, Roy Hester, Sue Cox, Cheryl Anderson, Jack Murray, Earl Oliver, Robert Root and Dan Tye.

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

**Councilwoman Kopelk moved to approve as distributed the minutes of regular session November 6, 1985, seconded by Councilwoman Brennan and approved unanimously.

CITIZEN INPUT ON NON-AGENDA ITEMS: Roger Bighouse, Canby High School Advanced Biology student, addressed the Council to offer thanks and appreciation to the City for maintaining the area around the "Canby Pond" in the Community Park as a nature study lab. Mr. Bighouse, Vanessa Medlicott and Derek Gillespie shared some of their projects with the Council. Robert Graham, instructor at Canby High School, noted that the horticulture class will help in a landscaping project for the area and plans to implement it in the early spring. Mayor Pulver thanked the students for their appearance and complimented them on their projects.

COMMUNICATIONS: None were presented.

ORDINANCES & RESOLUTIONS: **Councilman Anderson moved that Ordinance No. 781, AN ORDINANCE AUTHORIZING THE MAYOR AND CITY RECORDER OF THE CITY OF CANBY, COUNTY OF CLACKAMAS, OREGON, TO EXECUTE A CONTRACT FOR ENGINEERING SERVICES IN CONNECTION WITH THE CONSTRUCTION OF A SANITARY SEWER MAIN TO SERVICE THE SOUTH SIDE OF THE CITY OF CANBY, OREGON; REPEALER AND DECLARING AN EMERGENCY be approved and become part of the laws of the City of Canby. Seconded by Councilman Sowles and approved 6-0 by roll call vote.

Administrator Atwood explained that Ordinance No. 782 was prepared to required future employees of the City to live within a ten mile radius within a year of employment and it exempts

present employees. **Councilwoman Kopelk moved that Ordinance No. 782, AN ORDINANCE ESTABLISHING AREA RESIDENCY REQUIREMENTS FOR OFFICERS AND EMPLOYEES OF THE CITY OF CANBY, COUNTY OF CLACKAMAS, OREGON, SETTING FORTH EXEMPTIONS THERETO AND DECLARING AN EMERGENCY be properly posted and come up for final action at the special meeting of December 3, 1985, after 7:00 p.m. Motion seconded by Councilman Jordan and approved unanimously.

NEW BUSINESS: **Councilwoman Kopelk moved to approve payment of accounts payable in the amount of \$35,734.90, seconded by Councilman Taylor and approved 6-0 by roll call vote.

The Council next considered adopting job descriptions for a Parks Recreation and Swim Center Director and a Swim Center Operation's Supervisor. Dan Derego will become the Swim Center Operation's Supervisor. **Councilman Anderson moved to adopt the job descriptions of the Parks Recreation and Swim Center Director and the Swim Center Operation's Supervisor as outlined and a copy to be placed on file. Seconded by Councilwoman Brennan and approved 6-0. **Councilwoman Kopelk moved to authorize the City Administrator to further the pursuit as stated in the November 13, 1985 memo (a copy is attached to the minutes of this meeting) for a Parks Recreation and Swim Center Director. Motion seconded by Councilman Sowles and approved unanimously. Mayor Pulver appointed Councilman Taylor and Councilwoman Kopelk to serve on a screening committee for applicants for the above stated position.

The Council considered a request from Jon S. Henricksen, Municipal Judge, in lieu of a raise in salary for the next five years, Judge Henricksen will be placed on the City's Retirement Plan beginning July 1, 1986. **Councilman Sowles moved to accept the agreement as outlined in the letter of November 12, 1985, for Judge Jon S. Henricksen to be placed on the City Retirement Plan in lieu of a salary increase for the next five years. Motion seconded by Councilwoman Brennan and approved 6-0.

Chief Giger briefly reviewed the 9-1-1 Agreement, noting that the agreement with the County that had been previously approved was for current operating procedures and the new agreement was for the money generated from the unincorporated areas within the Canby Telephone Association area codes. The agreement essentially allows the County to keep the City's share of money and invest it and when we need the money, probably when we implement the 9-1-1 Enhanced System, we can then request our share, including the interest. The amount monthly is approximately \$200.00 and to-date, we have approximately \$61,900. **Councilman Sowles moved to approve the Intergovernmental Agreement between the City of Canby and Clackamas County for unincorporated 9-1-1 excise tax and to authorize the Mayor and City Administrator to sign the agreement. Motion seconded by Councilman Anderson and approved 6-0.

The next order of business was the consideration of the bid results for the proposed Police Department facility. Eleven bids were submitted, four were disqualified, and the low bidder was

Calibre Construction Company, Tigard, for \$205,867.

Administrator Atwood informed the Council that the contractor could start right away and the completion date would be April 15, 1986. Mayor Pulver questioned if it would be of any benefit for the City to contract the project. Mr. Atwood said he had spoke with a couple local contractors and businessmen in the field, they implied that the City would probably not save much, if any, and felt the low bid was most acceptable. Also, Mr. Atwood noted that he intended to meet with the contractor and the architect to review the specs, specifically some of the material that is called for in the specs. Chief Giger informed the Council that he had spoke with three entities that had used the contracting services of Calibre Construction Co., all were pleased with the work, one of which is under construction at this time.

Administrator Atwood also pointed out that money from the Bancroft Bond Reserve Account would have to be transferred to the Building Reserve Fund, noting that this account had to be closed-out, and actually the \$45,000 could be transferred to the General Account and spent as the Council desired. **Councilman Taylor moved to transfer \$25,000 from the Bancroft Bond Reserve fund to the Building Reserve Fund, seconded by Councilwoman Kopelk and approved 6-0. **Councilman Sowles moved to accept the low bid from Calibre Construction Company, Tigard, Oregon, not to exceed the amount of \$205,867 for remodeling the Koehler Building into a Police Department facility, and to instruct the City Attorney to prepare the implementing ordinance. Motion seconded by Councilman Taylor and approved unanimously.

UNFINISHED BUSINESS: At this time the Council reviewed recommendations from the Canby Adult Center Policy Advisory Board for Building Use and Rental Policy Standards. **Councilman Jordan moved to accept as published in the agenda packet the Building Use and Rental Policy Standards set forth by the Policy Advisory Board, seconded by Councilman Anderson. Councilman Taylor commended the board for the proposed policies, however, he voiced concern on the City's involvement with allowing alcoholic beverages to be served, specifically champagne or liquor spiked punch, which in his opinion and vocation, have proved to be the worse type of alcohol to consume as far as tolerance. Mayor Pulver felt the Council should study the alcohol issue "in depth" and reconsider the matter. Sue Cox, chairman of the PAB, noted that the policy was implemented as guidelines for the center at this time, and two members of the board were against alcohol and the rest could "take it or leave it". Mrs. Cox also suggested taking an anonymous survey, by a simply yes or no for alcohol and setting up boxes in various areas, specifically the Adult Center. Councilwoman Brennan reported that the local Kiwains Club was totally against allowing alcohol at the center. **Councilman Jordan MOVED TO AMEND HIS MOTION AS FOLLOWS, to exclude the section on alcoholic beverages as submitted and adopt the remainder of the policy standards, however, the alcohol policy as it is now will remain in effect until the first meeting of January, 1986. Councilman Anderson, second of the motion agreed to the amendment. Motion carried 6-0.

OTHER REPORTS OR ANNOUNCEMENTS: The Council was asked to consider resetting the next scheduled meeting from Wednesday, December 4th to a Special Meeting at 7:00 p.m., prior to the Budget Meeting, December 3, 1985. **Councilwoman Koplek moved that the next Council Meeting be December 3, 1985, 7:00 p.m., preceeding the Budget Committee Meeting. Seconded by Councilwoman Brennan and approved 6-0.

Mayor Pulver noted that he would deliver a short budget message at the December 3rd meeting and to be sure and send reminders to the budget committee, urging attendance. Mayor Pulver also noted that if budget committee members continued to miss meetings, he would consider replacing members after two unexcused absences.

Councilman Sowles noted that since the holiday season is approaching, parking is again becoming a problem in the downtown area and requested the Police start marking cars.

Administrator Atwood informed the Council that a local realator had requested that the Council be informed that 1.47 acres of property, the Erland property, on the S.E. corner of Maple Street Park is available for sale at \$97,000.

Administrator Atwood also requested a workshop session on December 18th regarding a possible new shop facility, the request was approved.

Chief Jerry Giger thanked the Council for all their efforts in making the proposed Police Department a near reality.

Mayor Pulver reminded the City Administrator to contact the local Cable TV access group to set up a video regarding the budget and specifically the tax base.

Mayor Pulver adjourned the regular session at 8:50 p.m.

Marilyn K. Perkett, City Recorder


William F. Pulver, Mayor

MEMO TO: Honorable Mayor Pulver & City Council
FROM: Bud Atwood, City Administrator *Bud*
SUBJECT: Parks Recreation/Swim Center Director Search
DATE: November 13, 1985

Attached are copies of the proposed job descriptions for a Parks Recreation and Swim Center Director and Swim Center Operation's Supervisor. I would recommend adopting these documents before we actually advertise for the position.

Dan DeRego is aware that his new title will be Swim Center Operation's Supervisor and that we will be advertising for the position of Parks Recreation and Swim Center Director.

I would respectfully recommend that we advertise in the local newspaper, the Oregonian, League of Oregon Cities and the Oregon State Unemployment Office in Oregon City. I would also suggest that the salary range be between \$18,000 - \$22,000, and that deadline for applications be in mid-December.

If Council approves of this recommendation, we should have at least two Councilmembers to serve on a "screening committee" and narrow the applicants to a possible three (3) for interview before the Council.