

**CANBY CITY COUNCIL**

**REGULAR MEETING**

**AUGUST 21, 1985**

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

Also present: Administrator Bud Atwood, City Recorder Marilyn Perrett, Lt. James Scharmota, City Attorney John Kelley, Steve Frederick, Betsy Ross, Dorothy Eymann, Jane Tomlin, Walt Mintkeski, Duane Lee, Cindy Delzer, Charlie Tooley and John Barker.

Mayor Pulver called the regular session to order at 7:30 p.m., followed by the flag salute. Mayor Pulver informed the Council of Councilman Anderson's pending heart surgery on Friday, and asked them to remember him during their silent meditation.

\*\*Councilwoman Kopelk moved to approve as distributed the minutes of regular session, August 7, 1985, seconded by Councilman Jordan and approved 4-0.

**CITIZEN INPUT ON NON-AGENDA ITEMS:** Betsy Ross addressed the Council, inviting them to attend a meeting of the Citizens for Better Schools, on Friday, August 23, 1985, at the High School Administration building.

**COMMUNICATIONS:** None presented.

**ORDINANCES & RESOLUTIONS:** Administrator briefly explained Ordinance NO. 774, regarding implementing a Policy Advisory Board for the Swim Center to establish policy and guidelines for operations of the facility. \*\*Councilwoman Kopelk moved that Ordinance No. 774, AN ORDINANCE ESTABLISHING A PUBLIC SWIM CENTER; APPOINTING A SWIM CENTER BOARD; DETERMINING THE RESPONSIBILITIES OF THE SWIM CENTER BOARD AND ITS AUTHORITY, be properly posted and come up for final action on September 4, 1985, after 7:30 p.m. Motion seconded by Councilman Jordan. Councilwoman Kopelk requested the following amendments be added to the ordinance: page 1, Section 3, add the wording "as long as the parent's group is in existence", immediately following the words "Canby Swim Team parent's group"; and add the words "by the City", immediately following the words "may be reimbursed". The second of the motion agreed to the amendment. Motion carried 4-0.

Ordinance No. 775, was considered by the Council, an ordinance establishing a Policy Advisory Board to set policy for the new

Adult Center. \*\*Councilman Sowles moved that Ordinance No. 775, AN ORDINANCE ESTABLISHING THE CANBY ADULT CENTER; APPOINTING A POLICY ADVISORY BOARD; DETERMINING THE DUTIES AND RESPONSIBILITIES OF SAID BOARD; AND DECLARING AN EMERGENCY, be properly posted and come up for final reading after 7:30 p.m. on September 4, 1985. Motion seconded by Councilwoman Brennan and approved unanimously, 4-0.

Attorney Kelley explained the rationale for Ordinance No. 776, which Clackamas County had requested that cities adopt, regarding defining and establishing emergency. \*\*Councilman Jordan moved that Ordinance No. 776, AN ORDINANCE ESTABLISHING POLICIES AND PROCEDURES FOR EMERGENCY PLANNING; DEFINING EMERGENCY; ESTABLISHING SUCCESSION OF AUTHORITY AND PROVIDING FOR PENALTIES FOR VIOLATION OF THE ORDINANCE, be properly posted and come up for final action after 7:30 p.m., on September 4, 1985. Motion seconded by Councilwoman Brennan. Steve Frederick requested the definition of emergency, and was referred to Section 3, page 1 of the ordinance. Motion carried 4-0.

Administrator Atwood explained Resolution No. 375, regarding opposing of the U.S. Congressional Tax Reform proposal and the problems the City would incur. \*\*Councilman Sowles moved to adopt Resolution No. 375, A RESOLUTION OF THE CITY OF CANBY, OREGON, OPPOSING THE U.S. CONGRESSIONAL TAX REFORM PROPOSAL. Motion seconded by Councilwoman Kopelk and approved 4-0. Copies of the approved resolution will be sent to all Oregon U.S. Senators and Representatives.

NEW BUSINESS: \*\*Councilwoman Kopelk moved to approve payment of accounts payable in the amount of \$82,297.96, seconded by Councilman Sowles and approved 4-0, by roll call vote.

The Council next considered setting a policy for the Zion Cemetery for preselling of property only, to comply with SB 876, and therefore, the City would not have to register with the state for prearrangement of other cemetery or funeral services. \*\*Councilwoman Kopelk moved to set as City of Canby Policy the following: The City of Canby will only presell cemetery plots at Zion Memorial Cemetery and no other services will be available on a prearranged basis. Motion seconded by Councilman Sowles and carried 4-0.

The Council considered setting a temporary policy regarding liquor on the premises of the Adult Center during rental of the facility. A poll of the Ad Hoc Committee, Senior Center Committee and Loaves & Fishes Steering Committee resulted as follows: 9 opposed; 3 in approval; 2 approved to limited serving of certain liquor beverages; and 2 were unavailable for comment. Jane Tomlin, Loaves & Fishes, Inc., explained that her organization had no feelings one way or the other, however, the consideration of renting the facility and serving alcoholic beverages would be a definite impact for those considering renting the building. Ms. Tomlin also noted that many of those opposing the

issues were Kiwanis members who are involved in the Alcohol and Drug Abuse Program; along with several church members. Cindy Delzer, Ad Hoc member, noted that the Alcohol and Drug Abuse Program was primarily aimed at our youth. Councilman Sowles suggested that City staff approve the events and nature of the alcohol to be served. Councilwoman Brennan noted that she would have to support the committee members that were polled. Councilman Jordan felt that the Council should consider the revenue fact if rentals were limited due to no alcoholic beverages. \*\*Councilman Jordan moved to set a policy to allow alcoholic beverages within the O.L.C.C. regulations until the first of January 1986. Motion died for lack of a second. Councilwoman Kopelk moved that the City Council authorize City Staff to allow the rental users of the Canby Adult Center the option to serve liquor, upon approval of the applications by the City Staff until January 1, 1985. Motion seconded by Councilman Sowles and approved 3-1, with Councilwoman Brennan voting nay.

A Building Official job description was considered for temporary use until a more appropriate document is available.

\*\*Councilwoman Brennan moved to accept as submitted a job description for the City Building Official effective August 21, 1985. Motion seconded by Councilman Sowles and approved 4-0. (A copy of the job description is attached to the minutes of this meeting.) Councilman Jordan noted that he would like to see all job descriptions updated as soon as possible.

Mayor Pulver called for a short recess at 8:21 p.m., reconvening the regular session at 8:26 p.m.

UNFINISHED BUSINESS: City Attorney Kelley reviewed the proposed City of Canby/Adult Center Agreement, noting only a couple changes: the City will assume responsibility for the upkeep of the grounds; the hours of operation; and the duration of the agreement with an automatic renewal unless ninety days prior to the expiration date either party wishes to terminate.

\*\*Councilman Sowles moved to approve and authorize signatures for the City of Canby/Adult Center Agreement, seconded by Councilwoman Kopelk and approved 4-0.

The next item of business, the proposal for a Nature Reserve at the River Park was, by previous consent, removed from the agenda.

Walt Mintkeski, of Lee Engineering, reviewed his firm's findings on the aeration equipment investigation, noting that one year after installation the sewer plant was experiencing problems with the present oxyget aerator. Lee Engineering reviewed three types of aerators and recommended the Wyss Flex-A-Tube Diffuser by Parkson Biolac Systems. Most of the recommended systems are fixed systems on the bottom of the aeration base, however, the City would have a flotation system which would be the first in the northwest; they have been used in Europe. The company has agreed to a two year warranty, with 100% refund if the system is not satisfactory. Duane Lee recommended that the City Attorney draw

up a carefully defined contract, and also suggested that money could be requested to be set aside in escrow to protect the City on the piece of equipment. Mr. Lee noted that the approximate cost, including City time, would be between \$25,000 and \$30,000. Administrator Atwood pointed out that the ordinance would be reviewed to make sure the City did not have to call for bids since the equipment is available from only one source.

\*\*Councilwoman Kopelk moved to authorize the City Attorney and City Administrator to review and prepare a document for purchase and installation of the Parkson Biolac System for sewer plant aerator and return to Council for approval. Motion seconded by Councilwoman Brennan and approved 4-0.

John Barker, Architect for Evenson Associates, reviewed designs of the proposed Police Department facility. Mr. Barker informed Council that the final drawings should be done in two weeks and be ready for bid call, noting that several bid alternates will be presented due to budgetary reasons. Lt. Scharmota explained the rationale for the floor design.

Mayor Pulver informed the Council that a meeting had been held with Canby Utility Board representatives, City staff and a proposed purchaser of the City Shop property and that the issue is progressing slowly at this time.

Council was reminded of the City/Chamber Golf Tournament to be held at Ranch Hills on September 8th, and were urged to sign up.

Councilman Jordan volunteered to take Councilman Anderson's place, during his absence, as Council liaison to the Fire Department since there were several important issues at hand.

Mayor Pulver adjourned the regular session at 9:20 p.m.

  
Marilyn K. Perkett, City Recorder

  
William F. Pulver, Mayor

JOB DESCRIPTION  
FOR  
CITY OF CANBY

Building Official  
TITLE

Public Works Superintendent  
SUPERVISOR'S TITLE

Community Services  
DEPARTMENT

March 1983  
DATE

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POSITION SUMMARY

To direct Building Department activities and enforce all State codes and City ordinances relating to building and construction. To conduct structural and mechanical inspections on new and existing buildings to ensure compliance with all applicable regulations, or verify correction of violation.

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POSITION SPECIFICATION

Requires specific working knowledge of all State of Oregon building codes and City zoning and other related ordinances. Must have State certification as Building Official, Structural Inspector, Plans Examiner, and Mechanical Inspector. Must have good interpersonal communication skills. Must have thorough knowledge of principles and practices of City planning and laws related to land-use planning.

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PRIMARY DUTIES

1. Conducts structural and mechanical inspections to ensure conformance to building codes. Obtains evidence and prepares reports concerning violations which have not been corrected and verifies correction of violation as required. Researches, studies and updates code amendments as received from the State testing labs. Researches zone ordinances and comprehensive plan requirements.
2. Reviews plans and corrective measures before issuing Building Permits and issues Building Permits as required. Interprets legal requirements and recommends compliance procedures to contractors, craftsmen and others.

Building Official - Continued

3. Receives and verifies various nuisance complaints as necessary; investigates right-of-way infringements, garbage and trash complaints and checks fencing violations.
4. Signs and issues all applicable permits, and collects all Building Permit fees. Directs maintenance and ensures safekeeping of all Building section records, files and receipts.
5. Ensures compliance with all State of Oregon Building codes, and City zoning and other related ordinances through review of all structural, and mechanical plans. Examines all permit applications and inspects residential, commercial, industrial and other buildings during and after construction to ensure conformance. Observes conditions and issues notices for corrections to person responsible for performance.
6. Inspects public works and private contract work for the Public Works Department to ensure conformance.
7. Prepares designs for City projects, such as building, remodeling, signs, etc. Assists in specification writing and other duties for City projects to be opened for contract bids.
8. Completes reports and/or forms as necessary.
9. Performs other duties as assigned.

The duties listed shall not be construed as a detailed description encompassing all job requirements and responsibilities.