

AGENDA
CANBY CITY COUNCIL
EXECUTIVE SESSION & REGULAR MEETING
Virtual Meeting/ Council Chambers
Executive Session 6:00 PM
Regular Meeting 7:00 PM

Meetings can be viewed on CTV Channel 5 and YouTube:

<https://www.youtube.com/channel/UCn8dRr3QzZYXoPUEF4OTP-A>

Register in advance for this meeting if you'd like to view on Zoom:

https://zoom.us/webinar/register/WN_L4LhE3a6Sk2SRIPShHtELA

After registering, you will receive a confirmation email containing information about joining the meeting.

March 3, 2021

222 NE 2nd Avenue, 1st Floor

Mayor Brian Hodson

Councilor Christopher Bangs
Council President Traci Hensley
Councilor Sarah Spoon

Councilor Jordan Tibbals
Councilor Greg Parker
Councilor Shawn Varwig

Executive Session – 6:00 PM

EXECUTIVE SESSIONS ARE CLOSED TO THE PUBLIC. Representatives of the news media and designated staff may attend Executive Sessions. Representatives of the news media are specifically directed not to report on any of the deliberations during the Executive Session, except to state the general subject of the session as previously announced. No Executive Session may be held for the purpose of taking final action or making any final decision.

1. CALL TO ORDER

EXECUTIVE SESSION: Pursuant to 192.660 (2) (d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

2. ADJOURN

Regular Meeting – 7:00 PM

1. CALL TO ORDER

2. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: This is an opportunity for audience members to address the City Council on items not on the agenda. Each person will be given 3 minutes to speak. Staff and the City Council will make every effort to respond to questions raised during citizens input before the meeting ends or as quickly as possible thereafter. *****If you would like to speak virtually or in person, please email or call the City Recorder by 5:00 pm on March 3, 2021 with your name, the topic you'd like to speak on and contact information: bissetm@canbyoregon.gov or call 503-266-0733. Once your information is received, you will be sent instructions to speak. Please note that Council will be attending this meeting virtually.**

- a. Please note that the Public Hearing to vacate a portion of North Maple Street is postponed until March 17, 2021.

3. DISCUSSION REGARDING PARKS MASTER PLAN UPDATE & PROJECT LIST Pg. 1

4. MAYOR'S BUSINESS

5. COUNCILOR COMMENTS & LIAISON REPORTS

6. CONSENT AGENDA: This section allows the City Council to consider routine items that require no discussion and can be approved in one comprehensive motion. An item may be discussed if it is pulled from the consent agenda to New Business.

- a. Approval of Minutes of the February 17, 2021 City Council Work Session and City Council Regular Meeting. Pg. 4
- b. Appointment of James Hieb to Planning Commission.
- c. Appointment of Jason Padden to the Planning Commission. Pg. 11

7. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

8. CITIZEN INPUT

9. ACTION REVIEW

10. ADJOURN

*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Melissa Bisset at 503.266.0733. A copy of this Agenda can be found on the City's web page at www.canbyoregon.gov. **City Council and Planning Commission Meetings are typically broadcast live and can be viewed on CTV Channel 5.** For a schedule of the playback times, please call 503.263.6287.

****We are requesting that rather than attending in person you view the meeting on CTV Channel 5 or on YouTube: <https://www.youtube.com/channel/UCn8dRr3QzZYXoPUEF4OTP-A>**

If you do not have access virtually, there are a small number of chairs provided inside to allow for distancing.



City of Canby

PO Box 930
222 NE 2nd Ave
Canby, OR 97013

Phone: 503.266.4021
Fax: 503.266.7961
www.canbyoregon.gov

Staff Report

DATE: March 3, 2021
TO: Honorable Mayor Hodson and City Council
THRU: Scott Archer, City Administrator
FROM: Jerry Nelzen, Interim Public Works Director
ITEM: Discussion regarding Parks Master Plan Update & Project List

Summary:

The purpose of this discussion item is to review the status of the City's park and recreation planning efforts and current park projects priorities list. The Canby Parks and Recreation Advisory Board has been invited to join the discussion with the Mayor and Council. Staff will provide an update on the Parks and Recreation Master Plan process. Additionally, the current parks maintenance/replacement projects priorities list developed by staff and recommended by the Parks and Recreation Advisory Board will be reviewed. Staff is seeking direction from the City Council on the park maintenance projects priority list, in preparation for the FY2021-22 budget process

Background:

This topic was elevated by the Parks and Recreation Advisory Board as way to pursue implementation of parks maintenance projects while the City develops its new Parks Master Plan, which will be a longer-range strategy for how park projects in Canby are prioritized and funded. In January, the City advertised a request for proposals (RFP) to recruit a consultant team to help develop the master plan; the proposal submittal window closed recently on February 16th. Four proposals were received. The next step is for a selection team lead by City staff, and including Parks and Recreation Advisory Board representation, to review the four proposals and award a contract by mid-March. The Parks and Recreation Advisory Board will serve as the master plan steering committee, with participation by the community, stakeholders and interested parties. For more information on the Parks Master Plan, the RFP can be accessed on the City's website at <https://www.canbyoregon.gov/RFPs.htm>.

On August 6, 2020 staff presented three options for future maintenance/replacement projects (see attached) to the Parks and Recreation Board. At the December 2020 meeting the Parks Board recommended option 3. Staff presented a supplemental budget proposal to Council on February 17th, to allow for some of the smaller items to be accomplished in the current fiscal year. The only remaining item not accounted for in the current fiscal year budget is the covered area at Locust Park.

Attachments:

August 6, 2020 Staff Report to the Parks board.

Fiscal Impact:

To be determined.

Recommendation:

Staff requests input and direction regarding the list of priority projects as recommended by the Parks and Recreation Advisory Board.

Staff Report to the Parks Board

August 6, 2020

Prepared by: Jeff Snyder, Parks Lead and Julie Blums, Finance Director

The Parks Board has requested that staff outline when they would be able to work on the projects on the Parks Board list. Staff have met and worked together to prepare options for the Parks Board to consider. The Parks Board will need to make a recommendation to the City Council of which option they would like to see incorporated into the FY21-22 Budget. The recommendation should be done by January 15, 2021. Council will then direct staff on what projects they want to be included in the budget for the next fiscal year.

The City has the staff resources and funding to do approximately \$200K - \$250K in maintenance related projects in the Parks each year. With the available resources in mind, staff has prepared three options for the Parks Board to consider for the FY21-22 Budget year.

Option 1: Phase 2 of the Maple St Park upgrades

Build a new multi-use sport court to replace the tennis courts that were removed for the Splash Pad project. The idea is to have pavement markings that would accommodate several different sport options, such as; pickle ball, tennis, badminton, or basketball. There would be additional bench seating added and another gazebo. The project estimate is between \$250K and \$300K. Funding would be about 15% from SDC's and 85% from Park Maintenance Fees.

Option 2: Upgrades at Wait Park

Replace the play equipment, benches and garbage receptacles. The playground equipment is estimated to be \$150K – \$200K and the benches and garbage cans are estimated at \$60K. Funding would be 100% from Park Maintenance Fees.

The lack of turf in the middle of the park needs to be addressed as well. There are a couple of options for a long-term fix. One is to do selective tree removal and the other is to place hardscaping between the playgrounds. Tree removal and hardscape costs/designs have not been explored at this point.

Option 3: Multiple small projects throughout the Park System

- S. Locust St. Park
 - Build a covered area and replace the garbage cans and benches. Estimate is \$70K.
 - New roof on the restrooms. Estimate is \$10K
 - Resurface/stripping of the basketball court. Estimate is \$35K-\$70K
- Community Park – Install a pond fountain to help with aeration and reducing pond scum. Estimate is \$10-15K.
- Possibly replace all park entrance signage, this will depend on cost estimates that have not been done yet.

Staff Recommendation:

Staff recommends Option 1 for the FY21-22 Budget. Finalizing the new amenities at Maple St Park will allow the City to take advantage of land that is already partially prepared for the multi-use sport court and complete the vision started by the previous administration and Council.

**CANBY CITY COUNCIL
WORK SESSION MEETING MINUTES
February 17, 2021**

Due to COVID-19 Pandemic, the Mayor and City Councilors attended the meeting virtually. The public was asked to view the meeting live on CTV Channel 5, on YouTube or via Zoom Webinar. Seating was available in the Council Chambers in compliance with the Governor’s Executive Order regarding social distancing.

PRESIDING: Mayor Brian Hodson

COUNCIL PRESENT: Christopher Bangs, Traci Hensley, Sarah Spoon, Greg Parker, Christopher Bangs, Jordan Tibbals, and Shawn Varwig.

STAFF PRESENT: Scott Archer, City Administrator; Joseph Lindsay, City Attorney; Jamie Stickel, Economic Development Director; Jerry Nelzen, Interim Public Works Director; Julie Blums, Finance Director; Melissa Bisset, City Recorder/ HR Manager.

CALL TO ORDER: Mayor Hodson called the Work Session to order at 6:13 p.m.

Discussion on County Roads Transfer & City Street Projects – Scott Archer, City Administrator, said staff was looking for a consensus direction on whether or not to negotiate an agreement with the County on roads transfer to the City and an Intergovernmental Agreement would be brought back. Staff would also like consensus on the projects included in the five year roads Capital Improvement Plan.

Jerry Nelzen, Interim Public Works Director, discussed the roads that would be included in the transfer. These included N Maple Street (south of N Territorial and north of N Territorial), N Locust Street (north of Territorial), S Redwood Street (from SE Township to between 9th and 10th), and N Redwood Street (north of 99E to Territorial). Clackamas County had agreed to transfer \$6,500 per ADA ramp for sidewalk upgrades to the City and transfer \$110 per ton of asphalt for street resurfacing for a 2 inch overlay to the City. For N Maple south, the County would transfer \$63,083 for asphalt and \$32,500 for 5 ADA ramps, a total of \$95,583 to the City. The City’s balance to resurface the street and update the ADA ramps would be \$449,507. For N Maple north, the County would transfer \$92,008 for asphalt and \$32,500 for 5 ADA ramps, a total of \$124,508 to the City. The City’s balance would be \$927,240. For N Locust, the County would transfer \$69,482 for asphalt and \$39,000 for 6 ADA ramps, a total of \$108,482. Development would cover the remaining balance to resurface the street and improve the sidewalks. For S Redwood, the County would transfer \$74,458 for asphalt and \$52,000 for ADA ramps, a total of \$126,458 to the City. The City’s balance would be \$344,929. For N Redwood, the County would transfer \$152,834 for asphalt and \$156,000 for ADA ramps, a total of \$308,834 to the City. Development would cover the remaining balance. Staff recommended moving forward with the agreement because this was the best offer the County had put forth and the longer the City waited, the more the streets would cost to repair. The total transfer from the County for the City to take over these roads was \$763,865.

Councilor Bangs asked if the County had an obligation to maintain its roads. Mr. Nelzen said yes, their standards were higher than the City's.

Julie Blums, Finance Director, said the County claimed they did not have the funds to maintain the roads and these roads had not been maintained.

Mayor Hodson said the original request was for the County to bring the roads up to City standards and the City would take them over. Over the last few years, there had been more traction and the original request dwindled to the best offer the County could do, which was this proposal. They should have taken care of the roads or transferred them several years ago.

Councilor Parker said the attitude had been that if the County wasn't going to bring the roads up to City standard then the City was not going to take them. It had been a stalemate, and he gave credit to the Mayor for working this deal out with the County. He asked what the total costs to do all of the projects minus the contribution from the County would net the City.

Ms. Blums said the net that they would receive from the County to the costs that would be needed to improve the roads, it would cost the City about one million dollars. She then reviewed the 5 Year Street Capital Improvement Plan. There was about \$20 million worth of projects. The County roads would be funded from the Street Maintenance Fee and Gas Tax. The other projects had various funding sources.

Mayor Hodson asked how much annually did the Street Maintenance Fee and Gas Tax bring in. Ms. Blums said it was about one million dollars per year. Some of the projects were SDC eligible. She thought they would be able to cover the costs to fiscal year 2024-2025.

Mayor Hodson asked if this included the County's new Vehicle Registration Fee. Ms. Blums said yes, it did. She was not sure exactly how much would be coming in from that fee. It was supposed to be about \$300,000 per year.

Mayor Hodson said that number would most likely be lower due to Covid. Also, the County Commission was considering repealing the new Vehicle Registration Fee. If it was rescinded, that would be a funding gap the City would have to make up somewhere else.

Councilor Parker would like to see more detailed numbers.

Councilor Spoon was in favor of taking over these roads, especially since the County had no intention of bringing them up to standard. The people who lived on those roads deserved roads that were drivable.

Councilor Tibbals asked about past negotiations with the County. He was concerned about taking over more roads than they could improve, especially when their highest priority was the connector road to the Industrial Park and the costs they did not know that would be coming from trucks using other routes until the connector was built.

Mayor Hodson explained the negotiations over the years and how the conversations had moved to this proposal. There was more of a give from the County than ever before. He agreed about the priority for the connector. He hoped someday they would put in infrastructure before development.

Councilor Tibbals wanted to know the numbers before a decision was made.

Councilor Parker said even though he would like to see the numbers, he was in favor of moving forward with the agreement.

Mr. Archer said the County was taking their own portion of the Vehicle Registration Fee to put towards this agreement. This was the best offer that had been made for many years. Staff would bring back the numbers, but they needed to know Council's direction on the agreement.

Mr. Archer said they also needed to let the County know about the undergrounding of the utilities for the Ivy Street project. Canby Utility was willing to contribute \$200,000 to the project and the City would be responsible for the rest. That was not currently in the Capital Improvement Plan.

Councilor Hensley was in favor of moving forward with the agreement.

Councilor Varwig agreed, especially if they were at the point that this was the best arrangement they could get from the County.

Councilor Bangs was also in favor of moving forward with the agreement.

Councilor Parker thought they should underground the utilities on Ivy Street.

Councilor Varwig agreed, and thought there should be more conversation with Canby Utility on their contribution.

Councilor Bangs would like staff to look into a bond as a funding option.

Councilor Spoon thought undergrounding was worth pursuing.

There was consensus to move forward with both the agreement for County roads and undergrounding the utilities on Ivy Street. The Council would discuss the priority of CIP projects and funding options at a future meeting.

The Work Session was adjourned at 7:15 p.m.

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
February 17, 2021**

Due to COVID-19 Pandemic, the Mayor and City Councilors attended the meeting virtually. The public was asked to view the meeting live on CTV Channel 5, on YouTube or via Zoom Webinar. Seating was available in the Council Chambers in compliance with the Governor's Executive Order regarding social distancing.

PRESIDING: Mayor Brian Hodson

COUNCIL PRESENT: Christopher Bangs, Traci Hensley, Sarah Spoon, Greg Parker, Christopher Bangs, Jordan Tibbals, and Shawn Varwig.

OTHERS PRESENT: Fire Chief Jim Davis and Dan Murphy, Canby Utility General Manager.

STAFF PRESENT: Scott Archer, City Administrator; Joseph Lindsay, City Attorney; Jamie Stickel, Economic Development Director; Jerry Nelzen, Interim Public Works Director; Julie Blums, Finance Director; Melissa Bisset, City Recorder/ HR Manager.

CALL TO ORDER: Mayor Hodson called the Regular Meeting to order at 7:22 p.m.

PROCLAMATION: Iwo Jima Remembrance Day – Mayor Hodson read the proclamation declaring February 20, 2021 as Iwo Jima Remembrance Day.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: Dan Murphy, Canby Utility General Manager, gave an update on Canby Utility's experiences and responses during the recent ice storm. He discussed the power outages, line repairs, and restoration of services. He recognized the utility workers and partners who helped during the storm.

The Mayor and Council thanked Canby Utility for their work.

Jim Davis, Fire Chief, discussed the Fire Department's response to the ice storm and getting fuel to emergency generators, medic units response, long shifts for Fire Fighters, tree clearing, and calls for service. He reported on issues such as oxygen tanks, people out of water, and disposal of debris.

The Mayor and Council thanked the Fire Department for their efforts.

Mayor Hodson read a letter from Peter Hostetler regarding the sale of the old library building. He thought a professional broker should be selected to market the property and the best proposal from that process should be chosen.

Tyler Smith, Canby resident, said this property was being sold for \$500,000 and it was appraised at \$952,000 four years ago and the County tax assessor valued the property at \$1.4 million.

These were two lots in a prime location in the City. He did not think the property was properly marketed. There had been prime interested parties that had expressed interest in the property that had not been contacted. In the 70 months this property had been vacant, it had only been listed and known to be possibly available for three months. The on again off again process with no professional public marketing was not the way to dispose of public property the tax payers had paid for. He asked that the sale of the property be postponed and that it be publicly marketed to get a fair, competitive price.

MAYOR'S BUSINESS: Mayor Hodson thanked staff and citizens for their efforts during the ice storm. He and County Commissioner Savas submitted a letter to the Joint Policy Advisory Committee on Transportation to add Wilsonville SMART transportation to the table for policies on transportation in the area. C4 had a lengthy discussion on tolling as a funding source for the I-205 improvements. He congratulated the Finance Department for receiving the Government Finance Officers Association Award for Excellence in Budgeting for the fourth year in a row.

COUNCILOR COMMENTS & LIAISON REPORTS: Councilor Bangs said the School District gave the dates for students to return to school. The District Budget Committee met, but they did not know how much the state was going to provide. They did not know if there would be budget cuts needed. There was controversy between some of the School Board members and School Superintendent. He had a meeting with the Library Director to talk about issues and the budget.

Councilor Hensley reported on the Traffic Safety Commission meeting where citizens came forward with some issues including speeding on N 10th and Birch, Enterprise Rent A Car parking in neighborhoods, and buses and trucks traveling on 2nd which was a narrow street. These were being investigated.

Councilor Parker suggested staff prepare an after action report to look at lessons learned from the ice storm to help prepare them for future emergency situations.

Councilor Tibbals reported on the Canby Utility Board meeting. He acknowledged the service of Jack Brito who was retiring from the Board. He discussed the Share the Warmth program and how \$10,520 was donated to the program in 2020 and \$8,000 had already been donated for 2021.

CONSENT AGENDA: **Council President Hensley moved to approve the consent agenda including the minutes of the February 3, 2021 City Council Regular Meeting, appointment of Tim Gustafson to the Canby Utility Board, annual liquor license renewals, and off-premises liquor license for Odd Moe's Pizza. Motion was seconded by Councilor Parker and passed 6-0.

RESOLUTIONS & ORDINANCES: Resolution 1344 – Julie Blums, Finance Director, said the supplemental budget included revenues and expenditures from CARES Act funding, expenditures for the Splash Pad which was not completed by the end of the fiscal year, adding park projects to be paid for by the Park Maintenance Fee Reserve, reallocation of costs for hiring a contracted prosecutor for Court, offsetting costs for upcoming retirements, and additional cost for the primary clarifier project in the sewer fund.

****Council President Hensley moved to adopt Resolution 1344, A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR THE 2020-2021 FISCAL YEAR. Motion was seconded by Councilor Parker and passed 6-0.**

Ordinance 1543 –

****Council President Hensley moved to adopt Ordinance 1543, AN ORDINANCE AMENDING CANBY MUNICIPAL CODE (CMC) CHAPTER 2.04.010 REGARDING COUNCIL REGULAR MEETINGS BY CHANGING THE STARTING TIME OF REGULAR MEETINGS AT A TIME TO BE SET BY THE CANBY CITY COUNCIL, WITH AN EFFECTIVE DATE OF MARCH 17, 2021; REPEALING AND REPLACING ORDINANCE 1474. Motion was seconded by Councilor Varwig and passed 5-1 by roll call vote with Councilor Bangs opposed.**

Ordinance 1544 – Mayor Hodson thought this was a great opportunity for downtown.

Councilor Parker thanked staff for their work on this.

Councilor Spoon said this project had community support and was excited for the opportunity.

Councilor Bangs said in light of the public comments made, he was satisfied that they had looked at a number of options. This option brought the greatest value to the City.

****Council President Hensley moved to adopt Ordinance 1544, AN ORDINANCE AUTHORIZING THE CANBY CITY ADMINISTRATOR TO ENTER INTO A CONTRACT WITH CANBY LIBRARY HOLDINGS, LLC TO SELL THE FORMER CITY LIBRARY BUILDING LOCATED AT 292 N HOLLY STREET, DECLARING IT NO LONGER NEEDED FOR PUBLIC USE, AND FINDING IT CONVENIENT TO SELL SAID PROPERTY. Motion was seconded by Councilor Spoon and passed 6-0 by roll call vote.**

NEW BUSINESS: Approval and Discussion Regarding Declaration of Emergency – Mayor Hodson said due to the ice storm, he had issued a Declaration of Emergency for the City. This would allow the City to receive federal funds to help offset costs spent on ice storm response.

The Council appreciated the leadership that was shown in putting this together.

****Council President Hensley moved to approve the Declaration of Emergency for the 2021 ice storm. Motion was seconded by Councilor Varwig and passed 6-0.**

CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS: Mr. Archer acknowledged City staff and partner agencies for their work during the ice storm. He explained the cleanup work that remained to be done. There were drop sites for yard debris at Ackerman Middle School and Maple Street Park. He assured the Council that he planned to do a full multi-agency

incident review and debrief. There might be recommendations for budgetary components for future incidents.

Mayor Hodson discussed the recruitment process and appointment of Mr. Gustafson to Canby Utility Board.

CITIZEN INPUT: None

ACTION REVIEW:

1. Approved the Consent Agenda.
2. Adopted Resolution No. 1344.
3. Adopted Ordinance No. 1543.
4. Adopted Ordinance No. 1544.
5. Approved the Declaration of Emergency.

There was no Executive Session.

The meeting was adjourned at 9:58 p.m.

Melissa Bisset
City Recorder

Brian Hodson
Mayor

Assisted with Preparation of Minutes - Susan Wood



City of Canby

PO Box 930
222 NE 2nd Ave
Canby, OR 97013

Phone: 503.266.4021
Fax: 503.266.7961
www.canbyoregon.gov

City Council Staff Report

DATE: March 3, 2021
TO: Honorable Mayor Hodson and City Council
THRU: Scott Archer, City Administrator
FROM: Melissa Bisset, City Recorder/ HR Manager
ITEM: Appointments to the Planning Commission

Summary

Derrick Mottern and Jason Taylor have resigned from the [Planning Commission](#) creating two vacancies. One term was set to expire on December 31, 2021 and the other expires on December 31, 2023.

Background

The Planning Commission was established through Resolution No. 740 and acts as a hearing body for land development applications and recommending body, giving advice to the City Council on a variety of subjects relating to the growth and development of the Canby area. The Commission is made up of seven members who serve three year terms.

Discussion

The City received three applications. Interviews were conducted and the Chair, Council Liaison and Mayor recommend the appointments of James Hieb and Jason Padden to the Planning Commission.

Attachments

Applications of James Hieb and Jason Padden.

Fiscal Impact

None.

Options

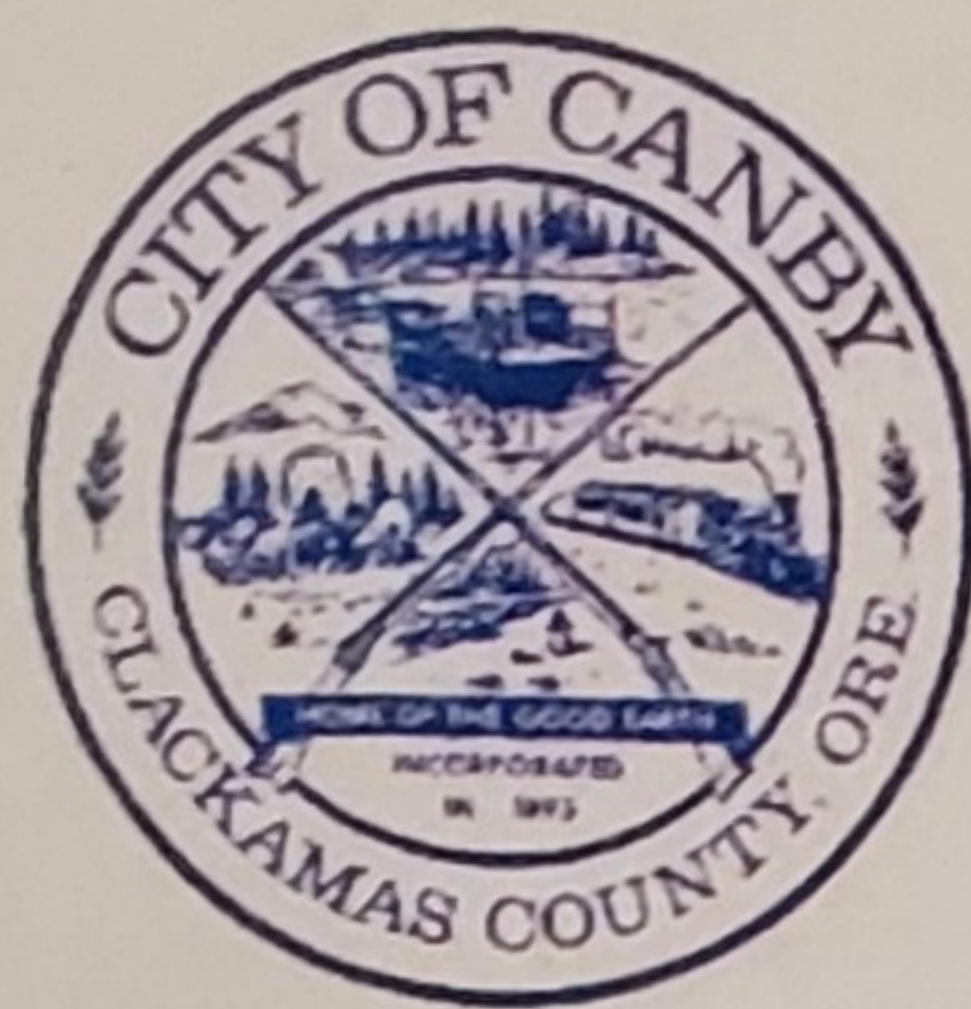
1. Appoint James Hieb and Jason Padden to the Planning Commission.
2. Take no action.

Recommendation

Appoint James Hieb and Jason Padden to the Planning Commission.

Proposed Motion

These appointments are under the consent agenda and one motion will be made to approve the consent agenda unless this item is moved off of the consent agenda for discussion.



**CITY OF CANBY
COMMITTEE, BOARD, &
COUNCIL APPOINTMENT APPLICATION**

Date: 11-9-2020 Position Applying For: Planning Commission
Name: James Hieb Occupation: Director/teacher
Home Address: 969 N Birch St
Employer: Building Blocks ELC Position: Director
Daytime Phone: [REDACTED] Evening Phone: _____
E-Mail Address: [REDACTED]

What are your community interests (committees, organizations, special activities)? _____
Elected Precinct Committee person #124-N Canby, HD39 vice chair,
YRO-treasurer, VFW-trustee

What are your major interests or concerns in the City's programs? Canby is
growing at a fast rate, I want to
be able to be part of the planning process

Reason for your interest in this position: I have a desire to
serve my hometown of Canby

Experience and educational background: I have a background with
developing property through my Grandfather's Business.
I have an AAOT & ASOT

List any other City or County positions on which you serve or have served: voter
Precinct 124 - N Canby.

Referred by (if applicable): _____

Please return to:

City of Canby - Attn: City Recorder
PO Box 930, 222 NE 2nd Avenue, Canby, OR 97013
Phone: 503.266.0733 Fax: 503.266.7961 Email: bissetm@canbyoregon.gov

Note: Information on this form may be available to anyone upon a Public Records Request and may be viewable on the City's web page.

10/2019

Date Received: _____ Date Appointed: _____ Term Expires: _____
Date Resigned: _____ Destruction Date: _____



**CITY OF CANBY
COMMITTEE, BOARD, &
COUNCIL APPOINTMENT APPLICATION**

Date: _____ Position Applying For: _____

Name: _____ Occupation: _____

Home Address: _____

Employer: _____ Position: _____

Daytime Phone: _____ Evening Phone: _____

E-Mail Address: _____

What are your community interests (committees, organizations, special activities)? _____

What are your major interests or concerns in the City's programs? _____

Reason for your interest in this position: _____

Experience and educational background: _____

List any other City or County positions on which you serve or have served: _____

Referred by (if applicable): _____

Please return to:

***City of Canby - Attn: City Recorder
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Date Received: _____ Date Appointed: _____ Term Expires: _____

Date Resigned: _____ Destruction Date: _____

Jason Padden

Sales Account Manager: West Coast

Highly motivated, detail oriented, with 11 years of boots-on-the-ground sales experience in Oregon, and a proven track record of providing high level care and technical support to customers, while maximizing sales and profitability.

Email: p [REDACTED]

Phone: 5 [REDACTED]

Location: Canby, Oregon

Work Experience

McHutchison, Wayne, NJ

Broker Representative for Oregon

February 2019 to Present

- Attended CAST, Cultivate, and independent vendor training seminars to increase knowledge of products.
- Used knowledge of existing and new plant growth habits to help new customers build production models.
- Assisted customers to find plant material from over 300 vendors across the US, Canada, and internationally.
- Worked with accounting on past-due accounts to keep one of the lowest past-due balances in the territory's history.
- Lead the process between main office and hard-goods vendor to ensure product is produced and payments are made.

Sun Gro Horticulture, Agawam, MA

Area Sales Manager-Professional North West

September 2009 to February 2019

- 2009: District Sales Manager, Oregon, 2016: Territory expanded - adding California North, Hawaii, fertilizer purchasing and support, 2017: Promoted to Area Sales Manager, dropped CA North, 2018: Added Washington and Alaska.
- Consistently increased sales in territory, twice by more than 20%.
- Applied horticulture knowledge to help a customer diagnose leaf burn to save millions of dollars in future crop damage.
- Managed team of two District Sales Managers covering Washington and Alaska, British Columbia and Alberta, Canada, and all export business, except Mexico.
- Introduced team building and communication activities at regional sales meetings.
- Helped test, train, and created step-by-step user guide for new expense reporting software.

Terra Nova Nurseries Inc., Canby, OR

Logistics Manager-Domestic and International

February 2005 to September 2009

- 2005: Customer Service Representative/Inside Sales, 2006: Promoted to Logistics Manager.
- Designed and lead team to program and implement a real-time inventory control and order fulfilment system.
- Managed all Domestic and International shipments in and out of the nursery-Mostly live plant material.
- Negotiated and executed contracts with FedEx and international freight forwarders.
- Worked with Oregon Department of Agriculture and USDA regarding nursery inspections for compliance.
- Grew specialty crops for trade show booths and garden writer sample packs.

Education

State University of New York, Cobleskill, NY

Bachelor of Technology, Plant Science, Nursery Management Concentration
December 2004

State University of New York, Cobleskill, NY

Associate in Applied Science, Plant Science, Landscape Development Concentration
December 2002

Organizations/Volunteerism: Current and Past

Canby Lions Club, Canby City Budget Committee, Greater Portland Volleyball Officials Association, Elected to Canby City Council, Oregon Association of Nurseries, Canby Street Maintenance Taskforce.