



AGENDA

CANBY CITY COUNCIL REGULAR MEETING

April 6, 2011

7:30 PM

Council Chambers
155 NW 2nd Avenue

Mayor Randy Carson

Council President Walt Daniels
Councilor Richard Ares
Councilor John Henri

Councilor Brian Hodson
Councilor Jason Padden
Councilor Greg Parker

CITY COUNCIL REGULAR MEETING

1. **CALL TO ORDER (5:45 PM – City Hall Conference Room – The Council will immediately go into Executive Session with the Regular Session following at 7:30 PM in the Council Chambers)**
2. **EXECUTIVE SESSION:** ORS 192.660(2)(f) Exempt Public Records
3. **OPENING CEREMONIES (7:30 PM - Council Chambers)**
 - A. Pledge of Allegiance and Moment of Silence
 - B. National Library Week Proclamation
 - C. Swearing In of New Police Officer
4. **COMMUNICATIONS**
5. **CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS**

(This is an opportunity for visitors to address the City Council on items not on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Each citizen will be given 3 minutes to give testimony. Citizens are first required to fill out a testimony/comment card prior to speaking and hand it to the City Recorder. These forms are available by the sign-in podium. Staff and the City Council will make every effort to respond to questions raised during citizens input before tonight's meeting ends or as quickly as possible thereafter.)
6. **MAYOR'S BUSINESS**
7. **COUNCILOR COMMENTS & LIAISON REPORTS**
8. **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 March 5, 2011 City Council Special Meeting
 - B. Approval of Minutes of the March 16, 2011 City Council Regular Meeting

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9. RESOLUTIONS & ORDINANCES

- A. Res. 1090, Supporting Ballot Measure 3-374 Submitted by the Canby Area Park and Recreation District in the May 17, 2011 Special Election Pg. 2
- B. Res. 1091, Authorizing the City to Apply for a Local Government Grant from the Oregon Parks and Recreation Dept. for Development of the Canby Green Space and Art Park and Delegating Authority to the City Administrator to Sign the Application Pg. 3

10. NEW BUSINESS

11. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

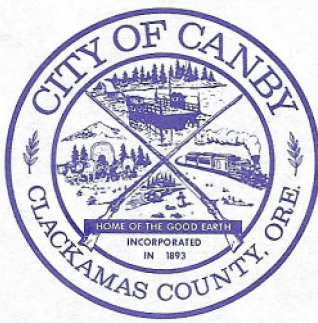
12. CITIZEN INPUT

13. ACTION REVIEW

14. EXECUTIVE SESSION: ORS 192.660(2)(h) Pending Litigation, ORS 192.660(2)(i) Performance Evaluation of Public Officer, and ORS 192.660(3) Labor Negotiations

15. 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 Kim Scheafer at 503.266.4021 ext. 233. A copy of this Agenda can be found on the City's web page at www.ci.canby.or.us. City Council and Planning Commission Meetings are broadcast live and can be viewed on OCTS Channel 5. For a schedule of the playback times, please call 503.263.6287.



Office of the Mayor

Proclamation

National Library Week

WHEREAS, libraries everywhere play a vital role in supporting the quality of life in their communities; and

WHEREAS, our nation's school, academic, public and special libraries make a difference in the lives of millions of Americans, today, more than ever; and

WHEREAS, librarians are trained professionals, helping people of all ages and backgrounds find and interpret the information they need to live, learn and work in a challenging economy; and

WHEREAS, libraries serve as crucial technology hubs for people in need of free Web access, computer training, and assistance finding job resources; and

WHEREAS, libraries are part of the American Dream - places for opportunity, education, self-help and lifelong learning; and

WHEREAS, library use is up nationwide among all types of library users, continuing a decade-long trend; and

WHEREAS, libraries, librarians, library workers and supporters across America are celebrating National Library Week.

NOW, THEREFORE, I, Randy Carson, by virtue of the authority vested in me as Mayor of the City of Canby, do hereby proclaim April 10-16 as National Library Week and call upon individuals, schools, churches, organizations and business establishments in the City of Canby to visit the library this week to take advantage of the wonderful library resources available at your library. Communities thrive at your library.

Given unto my hand this 6th day of April 2011 in the City of Canby, Oregon.

Randy Carson
Mayor



RESOLUTION NO. 1090

**A RESOLUTION SUPPORTING BALLOT MEASURE 3-374 SUBMITTED BY THE
CANBY AREA PARKS AND RECREATION DISTRICT IN THE MAY 17, 2011
SPECIAL ELECTION**

WHEREAS, Whereas, Ballot Measure 3-374's primary purpose is to keep the Canby Swim Center open for operation and provide a permanent funding base for the Swim Center; and

WHEREAS, the City of Canby voters have repeatedly voted to support Swim Center operations; and

WHEREAS, City of Canby residents will see no increase in their tax rate to continue the operations of the Swim Center; and

WHEREAS, the City Council has repeatedly stated that no general funds dollars would be spent in keeping the Swim Center open after the current serial operating levy expires June 30, 2012; and

WHEREAS, the City Council believes that there will be a positive benefit for the Swim Center, the City of Canby, and the Canby Area Parks and Recreation District with the funding of this measure.

IT IS HEREBY RESOLVED by the City Council of the City of Canby, as follows:

1. The Council urges City of Canby residents to vote in favor of Measure 3-374 in the May 17, 2011 Special Election.

This resolution shall take effect April 6, 2011.

ADOPTED this 6th day of April, 2011 by the City of Canby.

Randy Carson
Mayor

ATTEST:

Kimberly Scheafer, CMC
City Recorder

RESOLUTION 1091

AUTHORIZING THE CITY OF CANBY TO APPLY FOR A LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT FOR DEVELOPMENT OF THE CANBY GREEN SPACE AND ART PARK AND DELEGATING AUTHORITY TO THE CITY ADMINISTRATOR TO SIGN THE APPLICATION

WHEREAS, the Oregon Parks and Recreation Department is accepting applications for the Local Government Grant Program; and

WHEREAS, the City of Canby and Canby Livability Coalition desires to participate in this grant program to the greatest extent possible as a means of providing needed park and recreation acquisitions, improvements and enhancements; and

WHEREAS, the City Council has identified improvements at the Canby Green Space and Art Park as a high priority need in the City of Canby; and

WHEREAS, improvements to the site will include an internal trail system, sidewalks on the public right-of-way abutting the site, irrigation system, benches at various points along the trail, local history kiosk, picnic table, drinking fountain, and natural stone seat-wall; and

WHEREAS, the applicant hereby certifies that the matching share for this application is readily available at this time.

IT IS HEREBY RESOLVED by the City of Canby Council as follows:

1. The City Administrator is authorized to apply for a Local Government Grant from the Oregon Parks and Recreation Department for the development of the Canby Green Space and Art Park as specified above.

This resolution shall take effect April 6, 2011.

ADOPTED this 6th day of April, 2011 by the City of Canby.

Randy Carson
Mayor

ATTEST:

Kimberly Scheafer, CMC
City Recorder

Management Team Meeting Minutes
March 14, 2011
2:00 PM
City Hall Conference Room

In attendance: Greg Ellis, Bryan Brown, Renate Mengelberg, Julie Wehling, Amanda Klock, Darwin Tramel, Sue Engels, Bret Smith, Eric Laitinen, Penny Hummel, and Kim Scheafer.

Kim Scheafer

- LOC is offering a Customer Service Class on June 3 in Sherwood
- May 23 from 8:30 AM – 12:00 PM has been reserved for Directors to meet to discuss their goals with each other and do action plans
- Handed out template for Directors to use for goals/action plans

Renate Mengelberg

- Ami Keiffer will be leading a downtown visioning on April 26 in the evening
- Shimadzu meeting went well last week
- Working on a Welcome Packet for new businesses

Greg Ellis

- Attended a Homeowners Meeting in Tofte Farms last week with Chief Smith, Councilor Hodson, and Mayor Carson

Amanda Klock

- A Police Officer candidate and Public Works Director candidate are in the background check phase of their recruitments
- Meeting with insurance broker next week

Bret Smith

- Spoke about 911 cell phone legislation
- Working on filling a Sergeant position internally
- Attending lots of meetings regarding the new police facility
- Looking at breaking ground on new police facility in July or August

Julie Wehling

- Working on RFP for transit services

Bryan Brown

- Working on Shimadzu project. Pre-application meeting tentatively scheduled for March 29.

Darwin Tramel

- Getting ready for upcoming street maintenance projects
- Working on details for Wait Park curb project
- Public Works staff is doing lots of tree trimming and signage

Eric Laitinen

- Will be having a lifeguard course during spring break
- Extra swim sessions are scheduled for spring break

Sue Engels

- Overhead transfer should be done by the 16th
- Attended OMFOA Conference last week

Penny Hummel

- URA funded 8.5 million for a new library last week
- Recruiting for a part-time Library Page position
- Submitted NEH preliminary grant

Minutes taken by Kim Scheafer

Management Team Meeting Minutes

March 21, 2011

2:00 PM

City Hall Conference Room

In attendance: Greg Ellis, Bryan Brown, Renate Mengelberg, Julie Wehling, Amanda Klock, Darvin Tramel, Sue Engels, Bret Smith, Penny Hummel, and Kim Scheafer.

Kim Scheafer

- Out of office tomorrow with Melissa attending a class
- Melissa York will be out of the office March 23-28
- Kathy Mashek will be out of office the rest of the week

Amanda Klock

- Out of office March 23

Bret Smith

- Hoping to announce an internal promotion this week

Darvin Tramel

- Out of office March 23-25. Jerry Nelzen will be the contact person for streets and Dave Conner for WWTP.
- Working on Holly/Grant/NW 3rd paving project. Should be starting it in late August.
- Second sludge pond is still not empty

Renate Mengelberg

- GIS meeting is being held on Thursday from 10:30 AM – Noon at CUB
- Handed out flier regarding Downtown Strategic Visioning
- Welcome packet is almost complete

Penny Hummel

- Interviewing Library Page applicants this week
- Out of office March 25

Greg Ellis

- Out of office March 25 – April 4

Sue Engels

- Reviewed overhead transfers and how they were configured
- Went over a list of ways to reduce the general fund budget

Minutes taken by Kim Scheafer

Management Team Meeting Minutes

March 28, 2011

2:00 PM

City Hall Conference Room

In attendance: Bryan Brown, Renate Mengelberg, Amanda Klock, Darwin Tramel, Sue Engels, Bret Smith, Penny Hummel, Eric Laitinen, and Kim Scheafer.

Kim Scheafer

- Out of office April 1 with Melissa attending a class
- Kathy Mashek will be out of office all week
- Reviewed Agenda for April 6 City Council and URA meetings

Sue Engels

- Overhead transfers were recalculated. Directors will be sent updated budget sheets and are asked to finalize them by Friday

Amanda Klock

- Next Management Team Meeting will be held on April 5 at 2 PM

Minutes taken by Kim Scheafer