

SPECIAL MEETING OF
Canby City Council, September 25, 1961.

The meeting was called to order by the Mayor at 8 p.m.

Roll Call: Present - Mayor Oliver, Councilmen Giger, Graham, Housen, Markee and Stefani. Absent - None.

Others Present - Supt. Cox and Attorney Bettis.

Reading of the minutes of the meeting of September 18 was postponed.

Jay R. Wilson, auditor, appeared before the Council to review the 1960-61 audit and make recommendations for modernization and improvement of the City's office practices. Deficiencies were noted in lack of a general ledger system, inadequate surety bonds on personnel, insufficient collateral pledged by Canby Union Bank to secure deposits and absence of a physical inventory of property and equipment.

Mr. Wilson called the Council's attention to oversights in the 1960-61 budget in that bond retirement requirements were not budgeted, and that cash carry-over funds totaling \$51,000 from the previous year were not reflected in the budget.

Recommendations in procedure included paralleling the Light Dept. fiscal year with the principal fiscal period and allocating tax receipts to the various applicable departments by percentage rather than by fund requirements.

Mr. Wilson advised the Council of the inadequate scope of existing insurance and of the fluctuation of rates over the past several years, and recommended a complete survey of insurance needs and coverage.

The auditor further recommended that the City consider the installation of a complete billing and posting system which would require a larger posting machine than the present one. He also recommended modernizing the checking and payroll system, and better investment of surplus funds.

Mayor Oliver and the several Councilmen complemented Mr. Wilson upon the methods and completeness of the audit and recommended improvements.

The Mayor reported that the Planning Commission had completed the preliminary draft of the proposed sub-division ordinance and distributed copies to be studied. He also reported that the proper procedure of plat approval was discussed at the Commission meeting and agreement was reached for future action.

Mayor Oliver announced that he had talked with the previously named possible replacement candidates for Councilman Osness and recommended to the Council that Glen Onion be appointed, due to his willingness to serve and his past experience as Councilman and street commissioner at Molalla. It was moved by Councilman Giger, seconded by Stefani and carried unanimously that Mr. Onion be named to fill the Council vacancy until the first meeting in January following the next general election.

Discussion of exchange of facilities and accommodations between the Canby Telephone Assn and the City was prompted by an inquiry from Manager Kraxberger to the Mayor in regard to licensing of the utility. No action was taken.

Supt Cox reported that Mr. Zweigart has agreed to meet the specifications in regard to sub-division standards and Mayor Oliver referred the matter to Councilman Housen and Supt Cox to work out the details.

Councilman Stefani reported that a used late model Chevrolet pickup was available for purchase at \$1000. He recommended that the vehicle be purchased for the Supt's use and transfer the Supt's present pickup to the Cemetery Dept. A motion was made by Councilman Giger, seconded by Markee and carried unanimously that the City purchase the pickup with 60% of the cost charged to the Cemetery and 40% to the Light Dept.

Commissioner Markee reported a conference with the Bonneville Power officials regarding fringe area electric rates, and the Council agreed to invite the BPA officials to the next regular Council meeting to further the discussion.

Mayor Oliver appointed Councilman Giger to work with Police Commissioner Housen to screen the applications for policemen and make recommendations to the Council.

The Council approved a temporary electric hook up for construction purposes across Neff Road from the City limits, pending the completion of the PGE-City fringe area agreement.

The meeting was adjourned at 10:45 p.m.



Mayor.


City Recorder.