

**CANBY CITY COUNCIL  
REGULAR MEETING MINUTES  
November 16, 2016**

**PRESIDING:** Mayor Brian Hodson.

**COUNCIL PRESENT:** Tyler Smith, Greg Parker, Traci Hensley, Tim Dale, Tracie Heidt and Clint Coleman.

**STAFF PRESENT:** Rick Robinson, City Administrator; Joseph Lindsay, City Attorney; and Kim Scheafer, City Recorder.

**OTHERS PRESENT:** Shawn Varwig, Sarah Spoon, Seth Rydmark, Wendy Hutchinson, and Andrey Chernishov.

**CALL TO ORDER:** Mayor Hodson called the Regular Meeting to order at 7:30 p.m. in the Council Chambers, followed by the invocation and the flag salute.

**COMMUNICATIONS:** None.

**CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:** Seth Rydmark had lived either in or around Canby his entire life. There had been a lot of controversy regarding Tyler Smith being appointed to the Council. He knew Councilor Smith and his integrity and thought he would do a good job. This was a small, conservative town and a lot of people of faith lived here. He did not think they wanted to alienate the people who lived and worked in town.

**MAYOR'S BUSINESS:** Mayor Hodson shared statistics regarding the increased transactions and traffic in the new library.

Rick Robinson, City Administrator, explained the RFID tags process on the library materials.

Mayor Hodson said there was going to be a parks survey coming out soon. Progress had been made with ODOT for improvements on Elm and 99E. In 2018, S Ivy Street would be getting sidewalks and a light would be installed at Ivy and Township Road. He attended the C4 meeting where regional flexible fund allocations were discussed and attended the Area Commission on Transportation meeting. He suggested the Council draft a letter to the State legislature regarding transportation project funding. Bridging Cultures' Thanksgiving Dinner would be held this Saturday. Kiwanis food barrels were around town. Operation Snuggle would be at Baker Prairie Middle School the first Saturday in December. Sparks of Hope would be hosting an event on December 17 at 1:00 p.m. There would be a Council Goal Setting meeting in February. He thanked those who had voted in the election.

**COUNCILOR COMMENTS & LIAISON REPORTS:** Councilor Smith looked forward to his liaison appointments. He announced his open office hours.

Councilor Parker said there would be beautification of Highway 99E this Saturday thanks to the Chamber and Wooden Shoe Tulip Company. Michael Allen Harrison had sold out all of his holiday concerts. The Canby Center needed donations of warm clothes and coats. The Bike and Pedestrian Committee needed members. The Historic Review Board was finalizing the paperwork to preserve City Hall. He would be brainstorming ideas with the HRB Chair for preserving and presenting Canby's

history. The next First Friday would be on December 2 with the tree lighting at 6:30 p.m.

Councilor Smith asked how much of the old City Hall building would be preserved.

Mr. Robinson said the designation they were pursuing was a local register which allowed flexibility for the inside of the building and it would be a deed restriction.

Councilor Hensley wanted to extend her condolences to the family of former City Councilor Barry Lucas who had passed away.

Councilor Dale said Canby Utility started working on their next Water Master Plan.

Councilor Heidt said the alleyway had been paved. The library staff was keeping a log of complaints. Music in the Stacks would be held this Saturday, the Friends of the Library Christmas Home Tour would be held on December 10, and there was a Teen event on November 22. Canby Area Transit would be having their Open House in the Council Chambers on December 19. The Adult Center had their Share A Meal fundraiser in October and raised \$3,000. The Adult Center's Thanksgiving meal would be on November 18 and Holiday Bazaar on December 3. She congratulated the FFA students who went to nationals and placed thirteenth. Canby Telcom and Dr. Darling's Dentistry donated hygiene products to the homeless kids in the School District. Two clean ups had been done at Canby Community Park by those volunteering at justserve.org. There was a Girl Scout tour of the new civic center building.

Councilor Coleman congratulated the new Councilors that were elected. He attended the Christmas Bazaar at the Clackamas County Event Center, Canby Rodeo meeting, and interviewed two people for the Planning Commission who would be appointed in the upcoming weeks. He thanked Larry Boatright for his continued work on the Planning Commission. The next Planning Commission meeting was November 28. The Traffic Safety Commission would be meeting in the Willow Creek Conference Room on December 5.

**CONSENT AGENDA: \*\*Councilor Dale moved to adopt the minutes of the October 26, 2016, City Council Special Meeting; Minutes of the November 2, 2016, City Council Regular Meeting; a new Liquor License Application for Pizza Schmizza Pub and Grub; reappointment of Elaina Canutt to the Municipal Audit and Financial Oversight Committee for a term expiring on December 31, 2018; and reappointment of Larry Boatright to the Planning Commission for a term to expire on December 31, 2019. Motion was seconded by Councilor Hensley and passed 6-0.**

**RESOLUTIONS & ORDINANCES:** Resolution 1251 – Mr. Robinson said this would establish a sewer pump station that would reside on the southeast corner of the Urban Growth Boundary on Mulino Road and 13<sup>th</sup> Avenue. The cost of the project was \$825,000. About \$200,000 did not fall under SDCs, and an Advanced Financing District would be created to help pay for the project. The pump station would serve both residential and industrial users. He explained how an Advanced Financing District was used to recover the cost of an improvement where the property to be served might not be annexed or developed but development was anticipated. This was the first step to create an Advanced Financing District. The boundaries would be determined later through the process. The property owners could pay it up front or wait until development and pay it back with interest. There would be a public hearing process before the AFD came to Council for approval.

**\*\*Councilor Coleman moved to adopt Resolution 1251, A RESOLUTION DESIGNATING THE CITY OF CANBY AS DEVELOPER UNDER CANBY MUNICIPAL CODE CHAPTER 4.12.022**

**AND DIRECTING THE CITY ADMINISTRATOR TO PREPARE AN ADVANCE FINANCING APPLICATION. Motion was seconded by Councilor Heidt and passed 6-0.**

Resolution 1252 – Mr. Robinson said this would declare surplus property at the old City Hall, Police Department, Library, Finance, and Development Services offices and would define the method of disposal. They would make sure no City department needed the furniture and once that was done, the City would contact non-profit organizations to see if they could use what was left. Anything left beyond that would be sold by silent auction.

Councilor Smith thought since the furniture was bought with tax payer money that it should be sold first and what was left over be donated to non-profits.

Mr. Robinson said the Council could choose to do that. He thought it was a good opportunity to support the non-profits as they had supported the City. He intended to advertise in the *Canby Herald* notifying the non-profits of this opportunity. It would be on a set day and would be a first come, first served basis.

**\*\*Councilor Coleman moved to adopt Resolution 1252, A RESOLUTION DECLARING LEFTOVER CITY OFFICE FURNISHINGS AND ITEMS AS SURPLUS PROPERTY AND INDICATING INTENT AND METHOD FOR DISPOSAL OF SUCH PROPERTY. Motion was seconded by Councilor Heidt and passed 6-0.**

Ordinance 1450 – **\*\*Councilor Hensley moved to adopt Ordinance 1450, AN ORDINANCE AMENDING CANBY MUNICIPAL CODE (CMC) CHAPTER 9.48.010 SECTION B REGARDING NOISE CONTROL STANDARDS AND DEFINITIONS IN THE CITY OF CANBY. Motion was seconded by Councilor Parker and passed 6-0 by roll call vote.**

Ordinance 1451 – **\*\*Councilor Hensley moved to adopt Ordinance 1451, AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH R.L. REIMERS COMPANY FOR THE 2017 WWTP SLUDGE STORAGE IMPROVEMENTS. Motion was seconded by Councilor Coleman and passed 6-0 by roll call vote.**

Ordinance 1452 – **\*\*Councilor Heidt moved to adopt Ordinance 1452, AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH MASTER CLEEN, INC. FOR JANITORIAL SERVICES FOR VARIOUS CITY FACILITIES, NOT TO EXCEED \$55,687.00. Motion was seconded by Councilor Coleman and passed 6-0 by roll call vote.**

Ordinance 1453 – **\*\*Councilor Parker moved to adopt Ordinance 1453, AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH GRESHAM FORD OF GRESHAM, OREGON; DAY WIRELESS SYSTEMS OF SALEM, OREGON; DATEC INCORPORATED OF SEATTLE, WASHINGTON; MOTOROLA SOLUTIONS OF AMERICA; MPH INDUSTRIES OF OWENSBORO, KENTUCKY; HOT ROD DREAMWORKS OF CANBY, OREGON AND FORD MOTOR CREDIT CORPORATION FOR THE LEASE / PURCHASE OF TWO (2) 2017 FORD POLICE INTERCEPTORS WITH POLICE EQUIPMENT PACKAGES FOR THE CANBY POLICE DEPARTMENT; AND DECLARING AN EMERGENCY. Motion was seconded by Councilor Hensley and passed 6-0 by roll call vote.**

Ordinance 1454 – Mr. Robinson said there was a business interested in Canby who was applying for a business license but did not have a certificate of occupancy. They needed a business license in order to turn in their application to OLCC. Staff reached the conclusion that it was not necessary to have a business license first to continue forward with the application process and the OLCC license, certificate of occupancy, and business license could happen around the same time. The proposed changes to the Code would address this issue.

**\*\*Councilor Smith moved to approve Ordinance 1454, AN ORDINANCE AMENDING CANBY MUNICIPAL CODE (CMC) CHAPTER 5.16.030 AND 5.16.060 REGARDING LIQUOR LICENSE REVIEW IN THE CITY OF CANBY to come up for second reading on December 7, 2016. Motion was seconded by Councilor Hensley and passed 6-0 on first reading.**

**NEW BUSINESS:** None.

**ADMINISTRATOR’S BUSINESS & STAFF REPORTS:** Mr. Robinson attended the C4 Housing Subcommittee meeting and there would be a recommendation for the subcommittee to continue their work instead of disbanding it.

**CITIZEN INPUT:** Wendy Hutchinson, Canby resident, announced the Trail Band would be performing on November 25.

**ACTION REVIEW:**

1. Approved the Consent Agenda.
2. Adopted Resolutions 1251 and 1252.
3. Adopted Ordinances 1450, 1451, 1452, and 1453.
4. Approved Ordinance 1454 to come up for second reading on December 7, 2016.

There was no Executive Session.

Mayor Hodson adjourned the meeting at 8:55 p.m.

  
Kimberly Scheafer, MMC  
City Recorder

  
Brian Hodson  
Mayor

Assisted with Preparation of Minutes - Susan Wood