

**CANBY CITY COUNCIL
CITY COUNCIL WORK SESSION
June 18, 2014**

Presiding: Mayor Brian Hodson.

Council Present: Todd Rocha, Clint Coleman, Traci Hensley, Tim Dale, Greg Parker, and Ken Rider.

Staff Present: Amanda Zeiber, Interim City Administrator/HR Director; Joseph Lindsay, City Attorney; Kim Scheafer, City Recorder; and Bryan Brown, Planning Director.

Others Present: None.

Mayor Hodson called the Work Session to order at 6:30 p.m. in the City Hall Conference Room.

The Council met in a Work Session to discuss the IGA between the City of Canby and Clackamas County Building Codes Division.

Bryan Brown, Planning Director, said the County had been operating the City's building and mechanical permits for two and a half years now. Feedback staff had heard was the process took too long due to the new permitting system the County installed. The County also started off giving good monthly reports to the City and then they ended for a long time. The new system seemed to be working for about a month now. He discussed the levels of activity, revenue, and expenses for the Building department starting in 2006/2007 and going to 2012/2013 when the County took over the service. He explained the portion the City received from the County in the last 12 months was \$261,000 which was close to the 2007 revenues. He did not know if it was a sustainable trend, but they were getting to the level of supporting a half time building official. There were several subdivisions that would be coming in the next few years, and he thought the building permits would skyrocket then. The County did hire more employees and was starting to improve the time situation. There were complaints that the County was not good at responding back to questions in a timely manner which happened with the City's previous Building Official as well. He recommended using a private contractor rather than having someone in house if the Council did not wish to continue with the County. There were only two private firms the City could choose and he explained who they were and the costs and services they would provide. He thought there had been some issues with the County, people were getting permits and complying with the codes. The County was doing better than the City did because there were more people to collaborate, they knew the codes, and were sticklers of the code. They could discuss the issues during the new contract negotiations. He was more confident going with the County than with a private firm at this time.

There was discussion regarding renewing with conditions, the need to remedy the delay in issuing permits, and the idea of smaller projects of \$100,000 to \$200,000 being done by a private firm in a faster timeframe and larger projects still being done by the County.

Councilor Dale left at 6:50 p.m.

Mayor Hodson adjourned the Work Session at 7:15 p.m.

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
June 18, 2014**

Presiding: Mayor Brian Hodson.

Council Present: Todd Rocha, Clint Coleman, Traci Hensley, Tim Dale, Greg Parker, and Ken Rider.

Staff Present: Amanda Zeiber, Interim City Administrator/HR Director; Joseph Lindsay, City Attorney; Kim Scheafer, City Recorder; Julie Wehling, Interim Transit Director; Jeff Snyder, Parks Lead Worker, Matilda Deas, Senior Planner; Ben Johnston, Parks Maintenance Worker; Jerry Nelzen, Public Works Lead; and Haley Fish, Finance Director.

Others Present: Bob Cornelius, Brandon McFarland, Darren Monen, Mark Triebwasser, Rick Maier, Andrey Chernishov, and Jackie Jones.

CALL TO ORDER: Mayor Hodson called the Regular Meeting to order at 6:00 p.m. in the City Hall Conference Room.

****Councilor Dale moved to go into Executive Session pursuant to ORS 192.660(2)(h) Pending Litigation. Motion was seconded by Councilor Hensley and passed 6-0.**

OPENING CEREMONIES: Mayor Hodson reconvened the Regular Meeting at 7:30 p.m. in the Council Chambers followed by the flag salute.

Measure 3-436 Proclamation – Mayor Hodson read a proclamation proclaiming the election results for Measure 3-436 for the civic center advisory vote.

Fill-the-Boot Day Proclamation – Mayor Hodson presented Brandon McFarland of the Canby Fire District with a proclamation proclaiming July 26, 2014, as Canby Fire District #62 Fill-the-Boot Day in City of Canby.

COMMUNICATIONS: None.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: None.

MAYOR'S BUSINESS: Mayor Hodson said the Council would be discussing vacating buildings downtown once the Civic Center was completed. Staff would bring back a recommendation in August. He had gone on business tours with Renate Mengelberg to discuss business concerns including labor needs and amenities needed in the City. He also participated in the Fire Chief interviews. He suggested following a similar format for filling the City Administrator position. The Allegro Dance Studio recital would be held this week and the Sequoia Parkway Bridge was now open.

COUNCILOR COMMENTS & LIAISON REPORTS: Councilor Rocha attended the Canby Fire Chief Candidate Meet and Greet. An offer had been made to a candidate and the public would be informed soon.

Councilor Hensley attended the Canby Fire Chief Candidate Meet and Greet, Traffic Safety Commission meeting, First Friday, and Sequoia Parkway Bridge Opening. The School Board hired an Interim School Superintendent. She also reported on the Road Funding Forum where the County's road maintenance needs were discussed. They needed 15 million dollars for the projects and she listed possible funding options. They decided not to put anything on the ballot this year, but to continue to do public outreach. The 41st Infantry Brigade would soon be going to Afghanistan.

Councilor Coleman attended First Friday and Sequoia Parkway Bridge Opening. The Library Board was very excited about the new Civic Center. He thanked everyone that had come to the Traffic Safety Commission meetings. They had received approval to reduce the speed on Territorial. The next meeting would be on July 11 at Burgerville to discuss a sidewalk issue.

Councilor Dale attended the Sequoia Parkway Bridge Opening. He thanked Jerry Nelzen, Public Works Lead, for the street improvements on SE 13th and crosswalk on Ponderosa. He also attended a tour of the Blue Heron site in Oregon City and Canby Fire Chief Candidate Meet and Greet. Canby Utility was working on their budget as well.

Councilor Rider attended the Canby Fire Chief Candidate Meet and Greet. He advised there was still a 35 mph sign on Territorial near the train tracks.

CONSENT AGENDA: **Councilor Dale moved to adopt the minutes of the June 4, 2014 City Council Regular Meeting; appointment of John Smith to the Library Board for a term to expire on June 30, 2018; and reappointment of Liz Belz-Templeman to the Bike and Pedestrian Committee for a term to expire on June 30, 2017. Motion was seconded by Councilor Rocha and passed 6-0.

PUBLIC HEARINGS: Mayor Hodson read the public hearing format.

Noise Variance Application – Harefest LLC (1190 SW First) on July 19, July 20, 2014, August 16, and August 17, 2014 – Kim Scheafer, City Recorder, said the applicant was requesting the following noise variances: July 19, 2014 from 4:00 p.m. – 12:30 a.m.; July 20, 2014 from 11:00 a.m. – 7:00 p.m.; August 16, 2014 from 8:00 p.m. – 2:00 a.m.; and August 17, 2014 from 8:00 p.m. – 2:00 a.m. The variances were being requested for a music festival. Last summer similar noise variances were granted. No complaints were received at City Hall or the Police Department for last year's events.

Mayor Hodson opened the public hearing at 8:03 p.m.

Public Testimony: None.

Mayor Hodson closed the public hearing at 8:03 p.m.

Councilor Parker said this was a terrific economic development piece and brought thousands of people to downtown, some even camping overnight to come to the next day's event.

****Councilor Hensley moved to grant noise variances to Harefest LLC on July 19, 2014 from 4:00 p.m. – 12:30 a.m.; July 20, 2014 from 11:00 a.m. – 7:00 p.m.; August 16, 2014 from 8:00 p.m. – 2:00 a.m.; and August 17, 2014 from 8:00 p.m. – 2:00 a.m. for music festivals located at 1190 SW First Avenue. Motion was seconded by Councilor Parker and passed 5-0 with Councilor Rider abstaining.**

State Revenue Sharing Funds – Haley Fish, Finance Director, said in accordance with ORS 221.770 the City was required to have a public hearing on the use of State revenue sharing funds. As consistent with prior years, the funds would be used for general purposes in the General Fund. The City would receive approximately \$149,600 in the coming year.

Mayor Hodson opened the public hearing at 8:07 p.m.

Public Testimony: None.

Mayor Hodson closed the public hearing at 8:07 p.m.

2014-2015 FY Budget as Approved by Budget Committee – Ms. Fish said the City was required to have a public hearing on the budget as approved by the City Budget Committee.

Mayor Hodson opened the public hearing at 8:08 p.m.

Public Testimony: Mark Triebwasser, Parks and Recreation Advisory Board Member, read a letter into the record from the Parks and Recreation Advisory Board regarding the impacts of the budget to the City's parks and how it would be impossible to maintain the parks to the level the community had been accustomed to.

Mayor Hodson closed the public hearing at 8:11 p.m.

Mayor Hodson said it was a difficult budget this year and appreciated the input from the Parks and Recreation Advisory Board. The City would try to maintain what it could and staff was working on a plan for park maintenance and looking into other funding options.

Councilor Parker suggested researching whether or not citizens would support the creation of a dedicated City Park District.

RESOLUTIONS & ORDINANCES: Resolution 1191 – Ms. Fish said these concepts were presented through the budget process and were consistent with the budget.

****Councilor Rider moved to adopt Resolution 1191, A RESOLUTION CLOSING THE PARKS DEVELOPMENT FUND AND THE STREET RESERVE FUND AND CREATING THE SYSTEM DEVELOPMENT CHARGE (SDC) FUND. Motion was seconded by Councilor Rocha and passed 6-0.**

Resolution 1192 – Ms. Fish said the City was required to verify to the State annually that the City met the requirements to receive state shared revenue.

****Councilor Coleman moved to adopt Resolution 1192, A RESOLUTION VERIFYING THAT THE CITY OF CANBY HAS MET THE REQUIREMENTS TO RECEIVE STATE-SHARED REVENUE MONEY. Motion was seconded by Councilor Hensley and passed 6-0.**

Resolution 1193 – Ms. Fish said this resolution would adopt the budget as approved by the Budget Committee with a minor amendment. There was a typographical error in the Forfeiture Fund summary.

Mayor Hodson thanked City staff for their work on the budget. It had been passed unanimously by the Budget Committee.

****Councilor Hensley moved to adopt Resolution 1193, A RESOLUTION ADOPTING THE BUDGET, MAKING APPROPRIATIONS, AND IMPOSING AND CATEGORIZING TAX FOR THE 2014-2015 FISCAL YEAR. Motion was seconded by Councilor Parker and passed 6-0.**

Resolution 1194 – Ms. Fish explained the changes to the General Fund, Police Services, Materials and Services, Street Fund, Tech Services Fund, Swim Center Levy Personal Services, and Sewer Combined Fund.

Councilor Parker said this was one of the shortest exception lists he had seen in his career and showed it was a well-managed budget.

****Councilor Rider moved to adopt Resolution 1194, A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR THE 2013-2014 FISCAL YEAR. Motion was seconded by Councilor Dale and passed 6-0.**

Resolution 1195 – Ms. Fish said the State required the City to request the state shared revenue that the City was allowed to receive. There had been no public input on this item.

****Councilor Hensley moved to adopt Resolution 1195, A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUE FOR FISCAL YEAR 2014-2015. Motion was seconded by Councilor Coleman and passed 6-0.**

Ordinance 1402 – ****Councilor Dale moved to adopt Ordinance 1402, AN ORDINANCE AMENDING CHAPTER 13.12.065 OF THE CANBY MUNICIPAL CODE (CMC) REGARDING AN IN-LIEU-OF FRANCHISE FEE FOR THE USE OF CITY-OWNED RIGHT-OF-WAYS FOR SEWER SERVICE. Motion was seconded by Councilor Hensley and passed 6-0 by roll call vote.**

Ordinance 1403 – Mr. Nelzen said if the City ordered the vacator truck now it should be delivered by next year. The vacator truck jetted sewer lines and main lines, cleaned catch basins and dry wells, and located utilities. It was an important tool. He was planning to hold onto the current truck until all the bugs were worked out with the new one.

****Councilor Hensley moved to approve Ordinance 1403, AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH OWEN EQUIPMENT OF PORTLAND, OREGON FOR THE**

PURCHASE OF ONE (1) 2014 VACTOR TRUCK FOR THE CANBY COLLECTIONS DEPARTMENT; AND DECLARING AN EMERGENCY to come up for second reading on July 16, 2014. Motion was seconded by Councilor Rocha and passed 6-0.

NEW BUSINESS: Report on Canby Area Transit Future Parking Options – Julie Wehling, Interim Transit Director, gave a background on past locations CAT had used for parking. Currently four different locations were being used and only two accommodated the larger buses. She had been looking for a larger facility for CAT and the offices were moved in October, but that did not solve the parking issues. She explained how each of the parking site options was evaluated. There had been 14 sites identified, but only two were serious considerations. Her recommendation was for the location at 284 S. Sequoia Parkway which was owned by the CAT office's current landlord. It was the best case scenario for a centralized operation and it met all of the requirements. The owner was willing to pay for a portion of the improvements and to negotiate a lease that included a purchase option after five years. She hoped that Council would approve staff to negotiate a lease.

Councilor Coleman thought this was a good option.

Councilor Dale was not in support of this option as it did not have a long term strategic feel. It was more of a short term solution and the site was more of a gem of a spot at the gateway to Sequoia.

Councilor Parker said this was a solution, but not an elegant or strategic one. He thought that site should bring job producing revenue in the future.

Mayor Hodson suggested putting this on an August City Council agenda to allow the Council time to consider the information.

Cancellation of July 2, 2014 City Council Meeting – Council consensus was to cancel the July 2 City Council Meeting.

Mr. Nelzen said Juniper Street should be completed by the end of this week. The drop off on Ivy, Holly, and Grant would soon be paved and the drywell installed on 11th. He would take care of the 35 mph speed sign on Territorial.

ADMINISTRATOR'S BUSINESS & STAFF REPORTS: None.

CITIZEN INPUT: None.

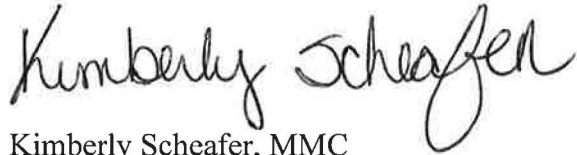
ACTION REVIEW:

1. Approved the Consent Agenda.
2. Adopted Resolution 1191.
3. Adopted Resolution 1192.
4. Adopted Resolution 1193.
5. Adopted Resolution 1194.
6. Adopted Resolution 1195.
7. Adopted Ordinance 1402.
8. Approved Ordinance 1403 to come up for second reading on July 16, 2014.
9. Cancelled the July 2, 2014 City Council Meeting.

Mayor Hodson reminded everyone to come to General Canby Day on July 4.

Councilor Hensley said the Relay For Life would be held on June 28-29.

Mayor Hodson adjourned the meeting at 8:50 p.m.

Handwritten signature of Kimberly Schaefer in cursive script.

Kimberly Schaefer, MMC
City Recorder

Handwritten signature of Brian Hodson in cursive script.

Brian Hodson
Mayor

Assisted with Preparation of Minutes - Susan Wood

June 18, 2014

Dear Mr. Mayor Brian Hodson and City Council,

The Parks and Recreation Advisory Board at our monthly meeting discussed the proposed budget for park maintenance and the impacts on our City parks. With the proposed full time equivalent of 4.0 it will be impossible to maintain all the City properties to the level that the community has been accustomed too. The proposed budget doesn't appear to align with the community vision. Emptying garbage cans, cleaning restrooms, and mowing established parks will exceed staffing to maintain National Recreation and Park Association Mode III levels of maintenance.

The Parks and Recreation Advisory Board would recommend that unless additional funding can be found for park maintenance the following actions be taken. Continue to maintain Wait Park, Maple Street Park, Community Park, and Legacy Park close to our current standards (Adjusted Mode III). All other parks will not be maintained; restrooms would be locked, garbage cans removed, and irrigation systems turned off and thus no mowing. Other city properties currently maintained by the Park Maintenance staff including City Hall, Adult Center, Police Department, Swim Center, PW shops, and other properties will no longer be maintained by the Park Maintenance staff.

Reducing maintenance to Mode IV would allow addition of either Locust Street Park or Northwood Estates Park to the four previously mentioned parks.

Until a more stable source of funding for parks is identified, we also recommend that there will be no more new amenities or expansion of current parks, including items identified in the City Visioning Process.

The community's input and support of previous visioning processes and parks master plans should be evidence alone to restore funding to the Parks Department. We are confident that the Budget Committee and City Council have the ability and tools to make this happen. The Parks and Recreation Advisory Board would very much like to discuss this proposal with the City Council.

Sincerely,

Canby Parks and Recreation Advisory Board

Ryan Oliver, Chair; Andrey Chernishov; Bethany Davis; Jackie Jones; Rick Maier; Matt Olsen; Mark Triebwasser