

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
September 3, 2014**

Presiding: Mayor Brian Hodson.

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

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

Others Present: Bob Cornelius, Jim Davis, Jed Smith, John Southgate, Priscilla Smith, and Mary Schneider.

CALL TO ORDER: Mayor Hodson called the Regular Meeting to order at 6:03 p.m. in the City Hall Conference Room.

****Councilor Dale moved to go into Executive Session pursuant to ORS 192.660(2)(a) Employment of Public Officer. Motion was seconded by Councilor Hensley and passed 5-0.**

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

Jed Smith said he was in Troop 503 and was attending the meeting for his Eagle Scout requirement.

COMMUNICATIONS: None.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: None.

MAYOR'S BUSINESS: Mayor Hodson announced this Friday was First Friday downtown. There would also be an art unveiling taking place along 1st Avenue.

COUNCILOR COMMENTS & LIAISON REPORTS: Councilor Rocha attended the Clackamas County Fair and Canby Fire District Board meeting. He announced the Canby Police/Canby Fire District Memorial Ceremony would be held on September 11.

Councilor Hensley helped serve breakfast for the Chamber at Canby's Big Weekend. Kiss the Summer Goodbye would be held on September 6 from 4-8 p.m.

Councilor Coleman stated the Traffic Safety Commission would meet on Friday to discuss the traffic safety plan for Pine Street. The Cutsforth's Cruise-In was a huge success.

Councilor Dale also attended Canby's Big Weekend. He was unable to attend the Canby Utility Board meeting.

CONSENT AGENDA: **Councilor Dale moved to adopt the minutes of the August 20, 2014 City Council Work Session and Regular Meeting; minutes of the August 25, 2014 City

Council Special Meeting; and appointment of Mariluz Stearns to the Traffic Safety Commission for a term to expire on June 30, 2017. Motion was seconded by Councilor Rocha and passed 5-0.

RESOLUTIONS & ORDINANCES: Ordinance 1398 – **Councilor Dale moved to approve Ordinance 1398, AN ORDINANCE AMENDING CHAPTERS 16.30, 16.32, 16.34, 16.35, AND 16.49 OF TITLE 16 OF THE CANBY MUNICIPAL CODE to come up for second reading on September 17, 2014. Motion was seconded by Councilor Hensley and passed 5-0 on first reading.

NEW BUSINESS: Discussion Regarding City Administrator Recruitment – Mayor Hodson said the City Administrator candidate, Regan Bolli, withdrew from the process. The Council needed to decide if they wanted to offer the job to Richard Robinson.

****Councilor Dale moved to authorize the Mayor to negotiate an employment contract with Richard Robinson within the parameters established by Council in the previously approved recruiting profile. Motion was seconded by Councilor Coleman and passed 5-0.**

Discussion Regarding Banners Along Highway 99E – Amanda Zeiber, Interim City Administrator/HR Director, said years ago banners were hung along the Logging Road Bridge. She met with staff to consider the options, and she recommended a rolling gate that staff could unlock, hang the banners, and secure the gate again. Public Works would be the key department to process the applications. Staff would need to coordinate the process between the applicant and ODOT, create an application form and design criteria, and review the costs.

Councilor Parker supported proceeding with this project and using the simplest approach for hanging banners. He thought it would be beneficial to the City and economic development.

Councilor Hensley thought they needed to continue to look at all the options and agreed that it was a good opportunity for advertising on the bridge.

Mayor Hodson asked staff to bring back different options for hanging the banners, traffic counts, and to give feedback on the success the banners might have.

Review of City Council Values and Goals – Mayor Hodson asked if the Council had priorities to highlight as a new City Administrator was coming on board.

Councilor Parker suggested a facilitated work session to review the values and goals.

Councilor Hensley thought this should be a conversation after the new City Administrator was on board.

Discussion Regarding Process for Selling Downtown City Buildings – Renate Mengelberg, Economic Development Director, prepared a couple of options for how the City could sell their downtown property. The buildings included the Transit/Finance building, Development Services, Library, and the old Police Station. The options were: to launch a Request for Proposal (RFP) process, to have staff market the properties on Council's behalf, or to contract with a commercial broker. Staff recommended doing an RFP process first, if that didn't work then staff could market the properties themselves, and after a year if that did not work, hire a professional broker. An

appraisal of the properties needed to be done first. She also suggested getting an expert to help guide the City through the RFP process. The buildings would be cleaned up and the RFP process could be launched in October. Proposal choices would be brought back to Council in January.

Councilor Parker supported staff's suggestion to hire an expert to help with the RFP process. He wanted to sell the properties quickly.

John Southgate, consultant, discussed his work to help create a healthy downtown in Hillsboro. This was a good model and he would help get development contacts and interest.

Councilor Coleman thought this would be a great opportunity and give citizens the best rate of return.

Councilor Dale asked about the difference between an RFP process rather than turning it over to a commercial broker.

Ms. Mengelberg said with a commercial broker you would get a variety of expressions of interest, but they may not be before you to weigh against each other at the same time. With the RFP process it casts a net broadly. You may get a local business owner that wants to buy the building versus a regional developer that wants to buy two of the buildings, tear them down, and build a three story building.

****Councilor Hensley moved that the City launch a Request for Proposal process to market four City sites and that the Council allocate up to \$25,000 to prepare the properties for sale as presented. Motion was seconded by Councilor Rocha and passed 5-0**

ADMINISTRATOR'S BUSINESS & STAFF REPORTS: Ms. Zeiber said the Agency came to an agreement with Cutsforth Properties LLC on property for the Civic Center.

CITIZEN INPUT: Mayor Hodson thanked Chief Jim Davis for the Fire Department putting out the fire at the house on Township Road.

Chief Davis said the biggest point to take was that everyone needed to be aware of the potential for a fire to occur during dry weather. In regard to putting the fire out, it was almost picture perfect in the crews' ability to bring the fire under control.

ACTION REVIEW:

1. Approved the Consent Agenda.
2. Approved Ordinance 1398 to come up for second reading on September 17, 2014.
3. Authorized the Mayor to negotiate a contract with Richard Robinson.
4. Staff will launch an RFP process to market four City sites and Council will allocate up to \$25,000 to prepare the properties for sale as presented.

There was no Executive Session.

Mayor Hodson adjourned the meeting at 8:34 p.m.

Handwritten signature of Kimberly Scheafer in cursive script.

Kimberly Scheafer, MMC
City Recorder

Handwritten signature of Brian Hodson in cursive script.

Brian Hodson
Mayor

Assisted with Preparation of Minutes - Susan Wood