

**CANBY CITY COUNCIL
CITY COUNCIL WORK SESSION
February 19, 2014**

Presiding: Mayor Brian Hodson

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

Staff Present: Greg Ellis, City Administrator; Joseph Lindsay, City Attorney; Haley Fish, Finance Director; and Kim Scheafer, City Recorder.

Others Present: None.

Mayor Hodson called the Work Session to order at 6:00 p.m. in the City Hall Conference Room.

The Council met in a Work Session to receive the second quarter financial status report.

Haley Fish, Finance Director, reviewed the quarterly report which showed the cash carryover was higher than budgeted. She explained the budget items that appeared either lower or higher than expected. A Supplemental Budget for the Urban Renewal Agency would come before the Agency in April to align the project budget with the remaining project funds. She then gave a mid-year update on the General Fund revenues and expenditures and compared the budget vs. actual. A retirement and separation reserve fund was being proposed later that night. She explained the budget calendars, both internal and external. She had heard that there was desire to delay the appointments to the Municipal Audit and Financial Oversight Committee. There had been more interest, and it could be delayed to interview more people, however, to be able to use the Committee during this budget season, appointments needed to be made sooner rather than later. She would recommend removal of the appointments from the consent agenda during the Council meeting. She then reviewed the audit and recommendations that were made.

There was discussion regarding the cemetery perpetual funds, library/civic center funds, reserve funds, audit process, how the new retirement and separation reserve would be funded, and staffing options once employees retired.

Mayor Hodson adjourned the Work Session at 6:48 p.m.

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
February 19, 2014**

Presiding: Mayor Brian Hodson

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

Staff Present: Greg Ellis, City Administrator; Joseph Lindsay, City Attorney; Bret Smith, Chief of Police; Haley Fish, Finance Director; Jorge Tro, Police Lieutenant; and Kim Scheafer, City Recorder.

Others Present: Bob Cornelius, Irene Breshears, John Lance, Carol Horn, Howard Thomas, and Louis Boesel.

CALL TO ORDER: Mayor Hodson called the Regular Meeting to order at 7:30 p.m. in the Council Chambers followed by opening ceremonies.

Iwo Jima Remembrance Day Proclamation – Mayor Hodson read a proclamation proclaiming February 22, 2014, as Iwo Jima Remembrance Day. The proclamation was presented to John Lance. A rededication of the flagpole at the Canby Adult Center would be held at 10 a.m. to celebrate the 69th anniversary of the end of World War II on February 22.

Irene Breshears invited the Council to the Iwo Jima flag raising ceremony.

Presentation by Portland Police Captain John Brooks on RegJIN Project – Mayor Hodson said this item had been moved to the March 19 City Council meeting.

The appointments to the Municipal Audit and Financial Oversight Committee were withdrawn from the Consent Agenda.

COMMUNICATIONS: None.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: None.

MAYOR'S BUSINESS: Mayor Hodson thanked the Canby Police Department for their incredible efforts in the arrest this weekend. Canby said goodbye to two people from the community, Wayne Oliver and Tom Olson. Both men had left their mark on the community. Mr. Oliver did with baseball and Mr. Olson with literature. He announced the City Administrator had accepted a new job at the Governor's office.

Greg Ellis, City Administrator, said he would be a Regional Solutions Coordinator. His last official day would be March 3.

Mayor Hodson suggested appointing Amanda Zeiber as Interim City Administrator until a new City Administrator was hired.

There was Council consensus to make the appointment.

There would be a Work Session at the March 5 meeting to discuss the hiring process.

He had spoken with the City Recorder regarding the Council submitting a statement for the civic center measure in the Voter's Pamphlet. City funds could not be used to advocate for the measure. The Council could submit one on their own. Councilor Parker agreed to write it.

Mayor Hodson discussed the issue of parking to access the Logging Road. Two options were parking at a property that would be up for annexation in November or using the park on SE Teakwood.

COUNCILOR COMMENTS & LIAISON REPORTS: Councilor Rocha said the Parks and Recreation Advisory Board had developed a phased budget for the dog park. The Canby Adult Center was getting ready for their Spring Bazaar on April 26. The Fire Department was still working on the Fire Chief recruitment.

Councilor Hensley thanked the businesses that kept their doors open on Friday even though there was bad weather.

Councilor Coleman wished Mr. Ellis success in the future. He attended the NE Canby Neighborhood Association. A proposed annexation on Pine Street was presented to which the neighborhood seemed receptive as long as it would be zoned R1, low density residential, not R2, high density residential. Leonard Walker would not be seeking reappointment as president of the neighborhood association and Dan Leischner was appointed president. He reported on the Traffic Safety Commission meeting. He was saddened by the loss of Mr. Oliver and Mr. Olson. He was proud of the Canby police force.

Councilor Dale attended Mr. Oliver's memorial. It was amazing to see so many people. The Oliver name was a bedrock of the community. He also attended the Traffic Safety Commission meeting. Canby Utility was anticipating a water rate increase. It was planned for and addressed at last year's rate hearing.

Councilor Rider said the Transit Advisory Committee took a tour in one of the new Gillig buses and would ride in the new mini-van this week. A compliance review had been done for CAT and resulted in 13 findings and five advisories. At the last Planning Commission meeting John Savory was elected Vice-Chair. The Commission had discussed whether all new buildings should be required to have a minimum of two stories or remain one story.

CONSENT AGENDA: **Councilor Dale moved to adopt the minutes of the February 5, 2014 City Council Regular Meeting; annual liquor license renewals; and reappointment of Walt Daniels to the Transit Advisory Committee with a term to end on March 31, 2017. Motion was seconded by Councilor Hensley and passed 6-0.

RESOLUTIONS & ORDINANCES: Resolution 1181 – Mayor Hodson said this had to do with the civic building which would be on the May ballot.

****Councilor Hensley moved to adopt Resolution 1181, A RESOLUTION AUTHORIZING AND DIRECTING THE CITY RECORDER TO CERTIFY TO THE CLACKAMAS COUNTY CLERK A MEASURE SUBMITTING TO THE ELECTORATE FOR THE MAY 20, 2014 ELECTION, A CIVIC CENTER MEASURE PLUS EXPLANATORY STATEMENT. Motion was seconded by Councilor Dale.**

Councilor Parker said this was a very fair and accurate description. It was clean language going out to the voters and he thanked his fellow Councilors.

Councilor Coleman thanked all the Council. They all worked well together on this.

Motion passed 6-0.

Resolution 1182 – Haley Fish, Finance Director, said the Council had a Work Session on the mid-year update. The cash carryover was more than what was budgeted so that was where the changes were being offset. She explained the adjustments made in the Supplemental Budget.

Councilor Parker requested a thank you letter be sent to whomever donated \$2,500 to the Swim Center.

****Councilor Rider moved to adopt Resolution 1182, A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR THE 2013-2014 FISCAL YEAR. Motion was seconded by Councilor Rocha and passed 6-0.**

Resolution 1183 – Kim Scheafer, City Recorder, said this item had been moved to the March 19 City Council Meeting.

Resolution 1184 – Ms. Fish said the City received \$36,000 in federal forfeiture funds and the Police Department planned to use the funds for an undercover police car.

****Councilor Hensley moved to adopt Resolution 1184, A RESOLUTION APPROPRIATING UNANTICIPATED FUNDS RECEIVED FOR A SPECIFIC PURPOSE FOR THE 2013-2014 FISCAL YEAR. Motion was seconded by Councilor Coleman and passed 6-0.**

Ordinance 1394 – Ms. Fish said the City had 11 employees that were eligible to retire and 13 that were eligible for early retirement. They were allowed to get paid out half of their sick leave up to 500 hours and paid out vacation that had been accrued to date. It was an outstanding liability of up to \$700,000 if these people did retire or separated from the City. She recommended creating this reserve.

****Councilor Dale moved to approve Ordinance 1394, AN ORDINANCE ESTABLISHING A RETIREMENT AND SEPARATION PAYOUT RESERVE AND COMMITTING IT TO BE USED TO FUND PAYOUTS OF VACATION, SICK, COMP AND HOLIDAY ACCRUALS AND CORRESPONDING EMPLOYER LIABILITIES MADE IN ACCORDANCE WITH BENEFIT AGREEMENTS AT THE TIME OF RETIREMENT OR SEPARATION FROM THE CITY; AND DECLARING AN EMERGENCY to come up for second reading on March 5, 2014. Motion was seconded by Councilor Hensley and passed 6-0 on first reading.**

Ordinance 1395 – Ms. Scheafer said the current language in the Municipal Code was outdated and needed to be current with day-to-day practices.

****Councilor Rocha moved to approve Ordinance 1395, AN ORDINANCE AMENDING CANBY MUNICIPAL CODE CHAPTER 12.28 REGARDING THE CITY CEMETERY to come up for second reading on March 5, 2014. Motion was seconded by Councilor Coleman and passed 6-0 on first reading.**

Ordinance 1396 – Joseph Lindsay, City Attorney, said the changes were to coincide with current suggested practices and making sure these were not illegal businesses.

****Councilor Dale moved to approve Ordinance 1396, AN ORDINANCE AMENDING CANBY MUNICIPAL CODE (CMC) CHAPTER 5.04.190 REGARDING BUSINESS LICENSE EXEMPTIONS IN THE CITY OF CANBY to come up for second reading on March 5, 2014. Motion was seconded by Councilor Rocha and passed 6-0 on first reading.**

NEW BUSINESS: None.

ADMINISTRATOR'S BUSINESS & STAFF REPORTS: None.

CITIZEN INPUT: None.

ACTION REVIEW:

1. Approved the Consent Agenda.
2. Adopted Resolution 1181.
3. Adopted Resolution 1182.
4. Adopted Resolution 1184.
5. Approved Ordinance 1394 to come up for second reading on March 5, 2014.
6. Approved Ordinance 1395 to come up for second reading on March 5, 2014.
7. Approved Ordinance 1396 to come up for second reading on March 5, 2014.

There was no Executive Session.

Mayor Hodson adjourned the meeting at 8:19 p.m.

Kimberly Scheafer, MMC
City Recorder

A handwritten signature in black ink, appearing to read 'Brian Hodson', with a long horizontal flourish extending to the right.

Brian Hodson
Mayor

Assisted with Preparation of Minutes - Susan Wood