

**CANBY CITY COUNCIL  
CITY COUNCIL WORK SESSION  
May 7, 2014**

**Presiding:** Mayor Brian Hodson.

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

**Staff Present:** Amanda Zeiber, Interim City Administrator/HR Director; Joseph Lindsay, City Attorney; Haley Fish, Finance Director; and Julie Wehling, Interim Transit Director; Kim Scheafer, City Recorder; and Nancy Muller, Office Specialist.

**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 future transit parking options.

Julie Wehling, Interim Transit Director, discussed the history of CAT parking and the need to have all the buses parked in one location. The consensus was to move the base of operation out of downtown to the south side of the railroad tracks and improve efficiency and increase security by combining all services. She explained the amount of extra time that was needed to currently operate out of two locations. The recent move solved the office space problem, but now there needed to be a parking solution. If Mr. Zimmer rented out the space next door to CAT, the Dial-A-Ride buses could no longer park where they were currently. She gave an overview of some parking options. She recommended a lease with option to purchase property near the CAT offices that was owned by Mr. Zimmer. This could be a long term lease or they could purchase the property after six years. She had put that cost into the budget for the next fiscal year. Standard operating procedure was for a consolidated secure parking arrangement.

There was discussion regarding using property the City already owned instead.

Councilor Parker wanted the lease to be flexible in case another opportunity came along.

Councilor Hensley wanted a staff report with all of the options explored and the reasons they would or would not work.

Ms. Wehling said the urgency came from the possibility of Mr. Zimmer renting the property to someone else and adding service back on the street.

Nancy Muller, Office Specialist, discussed the bus stops and hubs and the challenges to get there on time with the buses in different locations.

Ms. Wehling would write a staff report with the pros and cons of all of the options.

Haley Fish, Finance Director, said this was feasible and discussed how CAT was now financially stable. She thought a lease for 5 to 10 years with a purchase option was good. She asked that the

Council forward the City property options to Ms. Wehling that they wanted included in the staff report.

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

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**CANBY CITY COUNCIL  
REGULAR MEETING MINUTES  
May 7, 2014**

**Presiding:** Mayor Brian Hodson.

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

**Staff Present:** Amanda Zeiber, Interim City Administrator/HR Director; Joseph Lindsay, City Attorney; Kim Scheafer, City Recorder; Eric Laitinen, Aquatics Program Manager; and Jerry Nelzen, Public Works Lead Worker.

**Others Present:** Bob Cornelius, Kevin Anderson, Bob Backstrom, Irene Breshears, Suzie Voss, John Dewar, Mary Rock, and John Peterson.

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

Water Safety Month – Mayor Hodson read a proclamation proclaiming May as Water Safety Month. He presented the proclamation to Eric Laitinen, Aquatics Program Manager. Mr. Laitinen said now was a great time to sign up for swim lessons. The summer program started on June 8. The 10<sup>th</sup> annual Gator Grinder Triathlon would be held at the Swim Center this Saturday.

Poppy Days in Canby Proclamation – Mayor Hodson read a proclamation proclaiming May as Poppy month and May 25-31 as Poppy Days in Canby. He presented the proclamation to Suzie Voss. Ms. Voss gave each Council member a poppy.

NALC Food Drive Day Proclamation – Mayor Hodson read a proclamation proclaiming Saturday, May 10, 2014 as the 2014 National Association of Letter Carriers National Food Drive Day. He presented the proclamation to John Dewar and Irene Breshears.

Walk and Bike Challenge Month Proclamation – Mayor Hodson read a proclamation proclaiming May as Walk and Bike Challenge Month. He presented the proclamation to Councilor Parker on behalf of the Bike and Pedestrian Committee.

Public Works Week Proclamation – Mayor Hodson read a proclamation proclaiming May 18-24 as Public Works Week. He presented the proclamation to Jerry Nelzen, Public Works Lead.

Drinking Water Week Proclamation – Mayor Hodson read a proclamation proclaiming May 4-10 as Drinking Water Week. He presented the proclamation to Bob Cornelius, Canby Utility Board Chair. Mr. Cornelius said that Canby Utility was formed under the City Charter as a separate entity to provide electric and potable water for all of Canby. In the last nine years, Canby Utility had either met or exceeded all EPA and State drinking water standards at a reasonable price.

**COMMUNICATIONS:** None.

**CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:** Bob Backstrom, Traffic Safety Commission Secretary, said the bike racks fit in nicely with the City. He thanked them for letting citizens vote on the Civic Center. He gave a history of how the Traffic Safety Commission had been reinstituted and the goals they were supposed to accomplish. They had been working hard on crossings and crosswalks, improving signage, traffic calming, sidewalks, and had discussions with staff and concerned neighbors.

Councilor Parker said he would like to have the Commission's input on the McDonald's rebuild application that would be going before the Planning Commission.

Kevin Anderson, resident of Canby, said in 2002 the City was on notice for their surface water and damage it was causing. On January 13 he emailed Senator Olsen and the City Council to give them an Engineering 101 and show them what the injection of water was doing to the infrastructure. He would appreciate it if they came by tomorrow between 9 and 10 a.m.

Mary Rock, resident of Canby, had lived on Juniper Street for 20 years and put in an environmental berm with ornamental trees. She was notified by a contractor that sidewalks were going to be put in. She went to Public Works not knowing that they had put a flier on her door. She was concerned about three trees that were 40 feet tall and in the City right-of-way. She had talked with the City Engineer and her arborist. The City said they would make an exception from a 60 inch sidewalk to a 48 inch sidewalk. Her solution was to get the sidewalk reduced to 40 inches only in the 17 feet by her house in order to save one of the trees and then the sidewalk could be expanded to 48 inches to the end of the block. She had a petition that was signed by her neighbors who also wanted to save the trees.

Mayor Hodson went to the site that day and walked around with Jerry Nelzen from Public Works. It was a tough thing. He was a proponent of property rights but he had to keep in mind the City right-of-way also. Due to the piping that needed to go in, it could damage the tree roots, and it was not an option to not put in sidewalks. There had been discussion regarding moving the trees or replacing them.

Ms. Rock said if they could stay a minimum of 30 to 36 inches away from the trees, which would give them a 40 inch sidewalk, it wouldn't damage the trees. She was most concerned about the Blue Atlas tree and was willing to limb the tree eight to ten feet for clearance of the sidewalk.

Jerry Nelzen, Public Works Lead, said there was concern regarding how the trees might push up the sidewalk in the future. Ms. Rock would be willing to repair and maintain the sidewalk should it become a problem.

Councilor Hensley thought there should be more conversations about it.

Councilor Coleman thought if it was doable to change the sidewalk, he wanted to save the tree.

Councilor Rider asked about the liability of narrowing the sidewalks.

Mr. Nelzen said 36 inches was the ADA standard.

Mayor Hodson asked Ms. Zeiber and Mr. Nelzen to follow up with insurance liability on reducing the width of the sidewalk.

**MAYOR'S BUSINESS:** Mayor Hodson attended the C-4 meeting and was elected to the Executive Board. A forum would be held on road conditions on Thursday, June 5, at the Clackamas County Development Services Building at 6 p.m. A proposal was coming to the Council to join the Transportation for America Club. He discussed Smart Growth for cities within the Metro boundary as it pertained to transportation and road funding, possible creation of an Area Commission on Transportation, three new downtown businesses, Mayor's Prayer Breakfast, and announced the Council was now using iPads and packets were being sent electronically. He thanked staff for improvements on SE 13<sup>th</sup>. He asked citizens to vote on the Civic Center measure and for all the candidates.

**COUNCILOR COMMENTS & LIAISON REPORTS:** Councilor Rocha stated the Parks and Recreation Advisory Board discussed improvements to Maple Street Park and renovating the Swim Center locker rooms. The Fire Department had a Fire Chief Candidate challenge the way the disabled veteran points had been applied and the recruitment process had been scrapped and there would be another meeting to discuss the new timeline.

Councilor Hensley attended the C-4 meeting, Mayor's Prayer Breakfast, interview with Prothman regarding the City Administrator recruitment, Clackamas Cities Association Dinner in Oregon City, and the School Board meeting. The School District would be looking for an interim superintendent for the next year followed by a search for a permanent replacement.

Councilor Coleman attended the Library Board Special Meeting to discuss the Library budget. They now had a better understanding of the budget in regard to the Library. He also attended the interview with Prothman, First Friday, and Traffic Safety Commission meeting. A year ago Territorial Road had been identified as a speed zone and the Traffic Safety Commission voted to reduce the speed limit on Territorial from Holly to 99E from 35 mph to 30 mph. ODOT came back with a report and recommended that the speed be reduced as the Commission suggested.

**\*\*Councilor Coleman moved to accept ODOT's recommendation to have the speed reduced on Territorial Road from 35 mph to 30 mph. Motion was seconded by Councilor Hensley.**

Joseph Lindsay, City Attorney, explained in order to change the speed zone from the statutory speed zone they had to go through ODOT's process and this would accept ODOT's answer in the process.

**Motion passed 6-0.**

Councilor Dale said Canby Utility would be replacing 300 feet of water pipe on NW 10<sup>th</sup>. He attended the Canby Utility Board training on Ethics, Municipal Audit and Financial Oversight Committee meeting, and Clackamas Cities Association Dinner. He thanked Public Works for the SE 13<sup>th</sup> improvements.

Councilor Parker attended the Mayor's Prayer Breakfast, Clackamas Cities Association Dinner, and welcomed the three new downtown businesses.

Councilor Rider attended the Mayor's Prayer Breakfast. He was glad for the Supreme Court

decision that allowed City Councils to have prayer at a meeting. He reported on the last Planning Commission meeting where two subdivisions were approved.

**CONSENT AGENDA: \*\*Councilor Dale moved to adopt the minutes of the April 2, 2014 City Council Work Session and Regular Meeting; minutes of the April 23, 2014 City Council Special Meeting; and minutes of the April 30, 2014 City Council Special Meeting. Motion was seconded by Councilor Rocha and passed 6-0.**

**RESOLUTIONS & ORDINANCES:** Resolution 1187 – Mr. Nelzen said this was an agreement with ODOT for help in emergency situations.

**\*\*Councilor Hensley moved to adopt Resolution 1187, A RESOLUTION ADOPTING AN INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN THE CITY OF CANBY (CITY) AND OREGON DEPARTMENT OF TRANSPORTATION (ODOT) ENTITLED OREGON PUBLIC WORKS EMERGENCY RESPONSE COOPERATIVE ASSISTANCE AGREEMENT FOR THE PURPOSE OF SUPPORTING AND PROVIDING MAINTENANCE OF PUBLIC FACILITIES DURING NON-ROUTINE AND EMERGENCY CONDITIONS. Motion was seconded by Councilor Dale and passed 6-0.**

Ordinance 1401 – Mayor Hodson said this was for the annual street maintenance program and there was an \$84,000 cushion that would allow more roads to be paved.

Councilor Parker said a half million dollars was being reinvested in the City's streets and he thanked the citizens for supporting it.

**\*\*Councilor Dale moved to approve Ordinance 1401, AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH EAGLE-ELSNER, INC. IN THE AMOUNT OF \$444,865.80 WITH AUTHORIZATION TO EXPAND THE WORK SCOPE TO AN AMOUNT NOT TO EXCEED \$525,000.00 FOR CONSTRUCTION OF THE 2014 STREET MAINTENANCE PROGRAM; AND DECLARING AN EMERGENCY to come up for second reading on May 21, 2014. Motion was seconded by Councilor Rider and passed 6-0.**

**NEW BUSINESS:** Approval of City Administrator Recruitment Profile – Mayor Hodson said the Prothman Company would be conducting the City Administrator recruitment. Staff, Council, and citizens had an opportunity to meet with Prothman and discuss the process.

Amanda Zeiber, Interim City Administrator/HR Director, had changed some pictures in the profile to be Canby specific.

Councilor Parker thought the firm had done a good job in customizing the requirements to the City and he read some excerpts from the profile.

Mayor Hodson said there was nothing included in the profile saying the candidate should be familiar with Urban Renewal.

There was consensus that familiarity with Urban Renewal was preferred, but not a requirement. The Council also wanted staff input on the profile.

Councilor Parker pointed out a spelling error on the bottom of Page 3.

There was discussion regarding the salary range listed on the profile.

**\*\*Councilor Hensley moved to approve the City Administrator Profile as amended. Motion was seconded by Councilor Coleman and passed 6-0.**

**ADMINISTRATOR'S BUSINESS & STAFF REPORTS:** None.

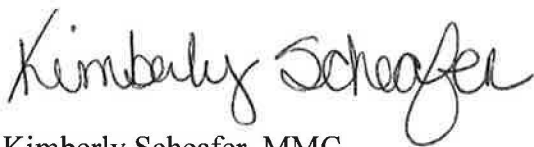
**CITIZEN INPUT:** None.

**ACTION REVIEW:**

1. Agreed with ODOT's recommendation to reduce the speed on Territorial Road from 35 mph to 30 mph.
2. Adopted Resolution 1187.
3. Approved Ordinance 1401 to come up for second reading on May 21, 2014.
4. Approved the City Administrator Profile with language added on skill set for Urban Renewal. It will be sent out to staff for additional comments and then forwarded back to Prothman.

There was no Executive Session.

Mayor Hodson adjourned the meeting at 9:09 p.m.



Kimberly Scheafer, MMC  
City Recorder



Brian Hodson  
Mayor

Assisted with Preparation of Minutes - Susan Wood