

**CANBY CITY COUNCIL
CITY COUNCIL WORK SESSION
October 2, 2013**

Presiding: Mayor Brian Hodson

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

Staff Present: Greg Ellis, City Administrator; Joseph Lindsay, City Attorney; Darvin Tramel, Environmental Services Manager; Bryan Brown, Planning Director; and Kim Scheafer, City Recorder.

Others Present: Todd Rocha and Gordon Monroe.

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 discuss the new Stormwater Master Plan.

Darvin Tramel, Environmental Services Manager, introduced Gordon Monroe, Kennedy/Jenks Consultants, who helped complete the new Stormwater Master Plan.

Mr. Monroe explained the reasons for the new Stormwater Master Plan and discussed the Executive Summary including the scope of work, condition assessment, deficiencies in the system, Capital Improvement Plan (CIP) projects and costs, documentation and mapping, UIC evaluation which showed eight were high risk and 20 medium risk, conveyance system evaluation, pond evaluation, and wetland evaluation. There was an amendment to the CIP to include Ivy Street if the City took jurisdiction over it. He then reviewed the high priority, medium priority, and low priority CIP projects.

Mr. Tramel explained the Master Plan would help the City stay ahead of environmental issues and would save the City a lot of money in the long run. He gave a background on how the City had met water quality standards in the past and the changes to the regulations in 2011 that had to be met by 2014. He listed the options for meeting the standards and his decision to install an effluent outfall diffuser. He explained how it worked and how it would increase the dilution, save the City from having to upgrade the facility or build a new treatment plant, and that it may need to be extended further in the future.

Mayor Hodson adjourned the Work Session at 7:20 p.m.

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
October 2, 2013**

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; Darvin Tramel, Environmental Services Manager; Rod Grafe, Municipal Court Judge; Matilda Deas, Senior Planning; Bryan Brown, Planning Director; Sol Jacobsen, City Forester; and Kim Scheafer, City Recorder.

Others Present: Bev Doolittle, Gordon Monroe, John Serlet, John Stupfel, Rolland Royce, Ted Kunze, Todd Gary, Jason Padden, Todd Roberts, and Kris Rocha.

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.

Walk and Bike to School Day Proclamation – Mayor Hodson read a proclamation proclaiming the second Wednesday in October as Walk and Bike to School Day in Canby.

Manufacturing Day Proclamation – Mayor Hodson read a proclamation proclaiming October 4, 2013, as Manufacturing Day in Canby. There were over 40 manufacturers in Canby. The proclamation was presented to John Stupfel and Rolland Royce.

Mr. Stupfel said it was nice to be recognized. Business was expanding and they were looking for qualified operators. There would be tours on October 9 for high school students to visit many different businesses in the manufacturing field.

Rolland Royce had been with Package Containers for three years. He was happy where the company had been and where they were going.

Bev Doolittle, Canby Chamber of Commerce Executive Director, said the purpose of Manufacturing Day was to highlight the importance of manufacturing in the economy and draw attention to the many manufacturing jobs available. She explained the importance of manufacturing and the need for more people to go into the manufacturing field.

Todd Roberts, Canby High School Teacher, said the tours would help the students know what was available in the manufacturing field and would help direct his curriculum.

Swearing in of New City Councilor – Rod Grafe, Municipal Court Judge, swore in Todd Rocha as a City Councilor for a term to end on December 31, 2014.

COMMUNICATIONS: None.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: Bev Doolittle said the Chamber had a Community Partnership Grant and had received 12 applications. She announced Shred-it-Day would be held on Thursday.

Jason Padden apologized for not being able to attend the last meeting and be interviewed for the Council vacancy. He had to be in Moscow, Idaho, for work and was not able to make it back for the interview.

John Serlet was selected to be the newest member of the Planning Commission. He was also a member of the Historic Review Board. He explained his interests and background.

MAYOR'S BUSINESS: Mayor Hodson said Penny Hummel, Library Director, was resigning
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on October 7. He wished her the best. He met with Amanda Zeiber, Asst. City Administrator/HR Director, last week regarding the timeline for hiring a new City Administrator as Greg Ellis had announced his retirement. Councilor Coleman would now be the liaison to the Library Board and NE Canby Neighborhood Association. Councilor Rider would be the liaison to the Planning Commission. Councilor Rocha would be the liaison to the Parks & Recreation Advisory Board, Canby Adult Center and Canby Fire District. He announced the City had been awarded the Gold Award for zero work place injuries for the entire fiscal year from Citycounty Insurance Services (CIS).

COUNCILOR COMMENTS & LIAISON REPORTS: Councilor Parker said the Historic Review Board would have a guest speaker on October 7. The Bicycle and Pedestrian Committee was working on promoting bike routes to Portland bicycling clubs. Jamie Stickel, Main Street Manager, was at the Oregon Main Street Conference in Astoria.

Councilor Dale said the Knights Bridge substation was well on track for delivering power to Canby in November. Over 2,000 light bulbs and 50 shower heads had been replaced through a Canby Utility program. The new power rates were now in effect.

Councilor Coleman said the Traffic Safety Commission meeting had been moved to October 11.

Councilor Hensley reported on the League of Oregon Cities Conference, Chamber Luncheon, and School Board meeting. The C4 meeting tomorrow had been canceled, but she would attend the School Board work session on a possible school levy.

CONSENT AGENDA: **Councilor Dale moved to adopt the minutes of the September 18, 2013 City Council Regular Meeting; Appointment of John Serlet to the Planning Commission for a term to expire on December 31, 2015; appointment of Walt Daniels to the Transit Advisory Board for a term to expire on March 31, 2014; and a Change of Ownership Liquor License for 76 Food Mart of Canby. Motion was seconded by Councilor Coleman and passed 5-0 with Councilor Rider abstaining.

PUBLIC HEARING: Street Tree Fee for New Development –

Mayor Hodson read the public hearing script.

Staff Report: Matilda Deas, Senior Planner, said the Street Tree Fee was part of the updated Tree Ordinance. She explained how the City used to collect a Street Tree Fee and then it changed to the developer being in charge of a landscape plan and planting new trees, but neither was efficient or effective. There was now a dedicated City Forester who could manage the Street Tree Fee and planting the right tree in the right place at the right time.

Mayor Hodson opened the public hearing at 8:12 p.m.

PROPOSERS: None.

OPPOSERS: None.

Mayor Hodson closed the public hearing at 8:12 p.m.

Mayor Hodson asked about the advantages to this change.

Ms. Deas said it was making sure the right tree was planted in the right place.

Mayor Hodson asked how the \$200 fee compared to the developer's costs for planting the trees.

Ms. Deas explained the \$200 would cover the City's costs for buying and planting the trees. It was a reasonable fee. The City maintained the trees on arterials and collectors; all other trees were maintained by private property owners. If the property owners didn't take care of a safety hazard, the City could step in and collect the cost for the work from them.

RESOLUTIONS & ORDINANCES: Resolution 1174 – **Councilor Dale moved to adopt Resolution 1174, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANBY, OREGON, SETTING FEES FOR STREET TREES REQUIRED AS PART OF NEW DEVELOPMENT. Motion was seconded by Councilor Coleman and passed 6-0.****

Resolution 1175 – Gordon Monroe, Kennedy/Jenks Consultants, said the last Storm Water Master Plan was completed 20 years ago. The Master Plan documented the system, evaluated its condition, and developed projects to address any deficiencies. In general, Canby had a good system. There were 27 projects identified that would cost 5.68 million dollars over the next 20 years.

****Councilor Parker moved to adopt Resolution 1175, A RESOLUTION OF THE COUNCIL OF THE CITY OF CANBY, OREGON ADOPTING THE STORMWATER MASTER PLAN FINAL REPORT COMPLETED BY KENNEDY/JENKS CONSULTANTS DATED SEPTEMBER 23, 2013.**

Councilor Parker said that former Councilor Robert Bitter had been instrumental in updating the Master Plan.

Motion was seconded by Councilor Hensley and passed 6-0.

Ordinance 1385 – Ms. Deas said they had not done anything with the Tree Code in a long time. She discussed the changes to the tree regulations, Tree Planting and Maintenance Policy, and Street Tree List. These would make the process and responsibilities clear for staff and citizens.

Sol Jacobsen, City Forester, discussed how the trees had been selected for the Street Tree List and how he had taken every precautionary step to make sure they were trees that would not have issues in the future. All 114 varieties of trees had been planted on Sequoia Parkway.

Councilor Dale clarified the definition of a street tree and the only time the City would interfere with a private tree was if it was a safety hazard.

****Councilor Dale moved to approve Ordinance 1385, AN ORDINANCE AMENDING CANBY MUNICIPAL CODE (CMC) CHAPTER 12.32 REGARDING TREE REGULATIONS; ADOPTING A STREET TREE PLANTING AND MAINTENANCE POLICY; AND ADOPTING AN OFFICIAL STREET TREE LIST to come up for second reading on October 16, 2013. Motion was seconded by Councilor Rider and passed 6-0 on first reading.**

NEW BUSINESS: Discussion Regarding No Parking Zone on West Side of North Cedar Between NW 2nd Avenue and NW 3rd Avenue – Councilor Coleman said this came up at the Traffic Safety Commission Meeting. The Commission voted unanimously to recommend this change.

Joseph Lindsay, City Attorney, explained the Code required the decision for designating no parking zones was subject to the approval of the Council.

****Councilor Coleman moved to create a No Parking Zone on West Side of North Cedar between NW 2nd Avenue and NW 3rd Avenue as per the recommendation of the Traffic Safety Commission. Motion was seconded by Councilor Rider.**

Mayor Hodson asked that the City give notification to the residents prior to the curb being painted.

Motion passed 6-0.

ADMINISTRATOR'S BUSINESS & STAFF REPORTS: Greg Ellis, City Administrator, reported on the League of Oregon Cities Conference.

CITIZEN INPUT: None.

ACTION REVIEW:

1. Approved the Consent Agenda.
2. Updated the Council Liaison list.
3. Adopted Resolution 1174.
4. Adopted Resolution 1175.
5. Approved Ordinance 1385 to come up for second reading on October 16, 2013.
6. Approved a No Parking Zone on the West Side of North Cedar between NW 2nd Avenue and NW 3rd Avenue and that staff contact property owners prior to curbs being painted.

****Councilor Dale moved to go into Executive Session pursuant to ORA 192.660(3) Labor Negotiations. Motion was seconded by Councilor Hensley and passed 6-0.**

Mayor Hodson read the Executive Session announcement.

Mayor Hodson recessed the meeting at 8:48 p.m.

Mayor Hodson reconvened the meeting at 9:28 p.m. and immediately adjourned.



Kimberly Scheafer, MMC
City Recorder



Brian Hodson
Mayor

Assisted with Preparation of Minutes - Susan Wood