

**CANBY CITY COUNCIL
WORK SESSION MINUTES
January 16, 2013**

Presiding: Mayor Brian Hodson

Council Present: Rich Ares, Traci Hensley, Tim Dale, and Greg Parker. Councilor Ken Rider was absent.

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

Others Present: Roger Skoe.

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 receive a mid-year budget update.

Haley Fish, Finance Director, summarized the memo she wrote regarding budget trends and budget to actual. Planning and Building revenues and expenses were down, capital line items were product based and therefore not expected to be consistently allocated throughout the year, and across the board the materials and services budgets were low. Due to compression, she was expecting a \$51,000 shortfall in the General Fund, \$21,000 shortfall in the Swim Center fund, and overage in the Urban Renewal fund.

There was discussion regarding the format and frequency of communications. Ms. Fish suggested changing the monthly reports to a category level instead of an account level report and adding a narrative memo to explain it.

Councilor Ares thought the reports should be done quarterly instead of monthly. Councilor Parker thought an exception report should be included which showed unusual activity.

There was further discussion regarding the finance software system and inconsistencies Ms. Fish had found.

A Supplemental Budget would be coming to the Council in February.

Mayor Hodson adjourned the Work Session at 6:46 p.m.

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
January 16, 2013**

Presiding: Mayor Brian Hodson

Council Present: Rich Ares, Traci Hensley, Tim Dale, Greg Parker, and Ken Rider.

Staff Present: Greg Ellis, City Administrator; Joseph Lindsay; City Attorney; Matilda Deas, Senior Planner; Bryan Brown, Senior Planner; and Kim Scheafer, City Recorder.

Others Present: Bob Cornelius, Roger Skoe, Gwendolyn Polgar, John Ghilarducci, Judd Palmer, Craig Lewelling, Deone Mateson, and Bev Doolittle.

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)(e) Real Property. 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.

COMMUNICATIONS: None.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: Judd Palmer, Canby resident, suggested adding street signs on SW 4th Avenue behind the Vietnam Memorial and at the other end by McDonalds.

Greg Ellis, City Administrator, would check into it.

MAYOR'S BUSINESS: Mayor Hodson said overwhelming feedback had been received regarding the new bike racks in Canby. He thanked the Ford Leadership group and the community for working together to create this public art. He thought the racks should be left as they were for now.

Councilor Rider questioned the placement of some of the racks and was concerned about creating congestion, such as in a crosswalk area.

Councilor Ares thought they should give it a try for a while. Change was difficult, and they should wait until summer.

Mr. Ellis said staff had discussed monitoring the racks and the possibility of relocating some of them if they became a problem.

Councilor Hensley said the old racks had been donated to the School District and had added capacity of 70 bicycles because of the donation.

Councilor Parker said as the Liaison to the Bike and Pedestrian Committee, if there was over-congestion of bike rack use it would be a positive thing. It would be addressed if it became an issue. No public funds went into this project. He suggested creating a policy for accepting public art.

Mayor Hodson said the first Library design meeting was held last night. The next meetings would be held on January 30 and February 19 at the Police Department Community Room at 6:30 p.m. The Community Visioning document was now completed. He attended a C4 meeting

with Matilda Deas, Senior Planner, regarding the State Transportation Improvement Plan for rural street projects. S. Ivy Street sidewalks and access onto the logging road were the projects presented.

COUNCILOR COMMENTS & LIAISON REPORTS: Councilor Ares said the Parks and Recreation Advisory Board met last night but he attended the Library design meeting instead.

Councilor Hensley attended First Friday, the bike rack unveiling, swearing in of County Commissioners and Tax Assessor, and Community Visioning meeting.

Councilor Dale also attended the Community Visioning meeting, Library design meeting, and swearing in of County Commissioners. He announced Canby Utility was the first agency in Oregon to be approved to use the sediments from the water plant's backwater ponds for horticulture purposes.

Councilor Parker said the OCTS Board met and would be forwarding a budget proposal to the City. The Main Street program was looking at grants for projects, forming an Economic Restructuring Committee, and would be having a Valentine's Day promotion. He thanked Jayne Cravens for serving on the Bike and Pedestrian Committee and announced a new member would come up for Council approval in February.

Councilor Rider met the Transit Director who reviewed Canby Area Transit's plans and operating procedures. The two-millionth rider would be celebrated soon. He also attended the Library Board meeting where the funding for the new library and library design was discussed and where he met the Library Director.

CONSENT AGENDA: **Councilor Dale moved to adopt minutes of the January 2, 2013 City Council Regular Meeting; minutes of the January 2, 2013 City Council Special Meeting; reappointment of Bob Cornelius to the Canby Utility Board for a term to end on February 29, 2016; and reappointment of Donald Smeback to the Transit Advisory Committee for a term to end on March 31, 2016. Motion was seconded by Councilor Hensley and passed 5-0.

PUBLIC HEARING: Transportation and Park SDC Methodologies and Fee Update – Matilda Deas, Senior Planner, said staff was recommending adoption of the methodology update to the Transportation and Park SDCs. Transportation had not been updated since 2001 and Parks since 2004.

John Ghilarducci, FCS Group, reviewed the basics of SDCs including the reimbursement and improvement fees and how SDC revenues could be used. He then summarized the Transportation and Parks calculations, list of capital improvements, and discussed implementation.

There was discussion regarding problems with transfer of SDC credits, park land deficiency in Canby, comparison with other cities, and reasons for raising the rates.

Mayor Hodson opened the public hearing at 8:30 p.m.

There was no public testimony.

Mayor Hodson closed the public hearing at 8:30 p.m.

RESOLUTIONS & ORDINANCES: Resolution 1149 – ****Councilor Ares moved to adopt Resolution 1149, A RESOLUTION AMENDING THE METHODOLOGIES AND FEES FOR TRANSPORTATION AND PARKS SYSTEM DEVELOPMENT CHARGES. Motion was seconded by Councilor Parker.**

Mayor Hodson asked when the SDCs would be updated again.

Mr. Ghilarducci recommended that they be updated incrementally for inflation every year.

Motion passed 5-0.

NEW BUSINESS: None.

ADMINISTRATOR'S BUSINESS & STAFF REPORTS: Mr. Ellis said Amanda Zeiber, Assistant City Administrator/Human Resources Director, was given an award by Bullard Law as a friend of public service and safety in the State of Oregon. Last June Ms. Zeiber attended a week long class on Project Management and received a certificate of completion.

Mr. Ellis announced Penny Hummel, Library Director, had received a grant to attend the Public Library Association's Leadership Academy.

CITIZEN INPUT: None.

ACTION REVIEW:

1. Approved the Consent Agenda.
2. Adopted Resolution 1149.

There was no Executive Session.

Mayor Hodson adjourned the Regular Meeting at 8:40 p.m.



Kimberly Scheafer, MMC
City Recorder



Brian Hodson
Mayor

Assisted with Preparation of Minutes - Susan Wood