

**CANBY CITY COUNCIL  
CITY COUNCIL WORK SESSION  
April 3, 2013**

**Presiding:** Mayor Brian Hodson

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

**Staff Present:** Greg Ellis, City Administrator; Joseph Lindsay, City Attorney; and Kim Scheafer, City Recorder.

**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 review the updated Policies and Operating Procedures document.

Kim Scheafer, City Recorder, said the original document had been developed in 2003. With the change of Council a need had developed for more detail to be added. Ms. Scheafer reviewed the proposed additions to the document.

There was discussion regarding using personal electronic devices at a meeting, which might constitute a public record, how motions and seconds were made, and how the Council should direct and interact with staff.

Joseph Lindsay, City Attorney, reviewed the Oregon Ethics Commission's *A Guide for Public Officials* from 2010 and how it related to the Council including participation in social media, endorsements, and what was considered official misconduct.

The document would be brought back to the next Council meeting for adoption.

Mayor Hodson adjourned the Work Session at 7:25 p.m.

---

**CANBY CITY COUNCIL  
REGULAR MEETING MINUTES  
April 3, 2013**

**Presiding:** Mayor Brian Hodson

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

**Staff Present:** Greg Ellis, City Administrator; Joseph Lindsay, City Attorney; Penny Hummel, Library Director; Renate Mengelberg, Economic Development Director; Bryan Brown, Planning Director; and Kim Scheafer, City Recorder.

**Others Present:** Matt Michel, Bob Cornelius, Don Kingsborough, Sarah Kingsborough, Jim & Eilene Dale, Greg Perez, Sherry Hutchinson, Terry Mize, Jon Dragt, Joyce Ares, Tracie Heidt, Theresa Enderle, Dorothy Brehm, and Cathy Whitney.

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

National Library Week Proclamation – Mayor Hodson read a proclamation proclaiming April 14-20, 2013, as Library Week in the City of Canby and presented it to Penny Hummel, Library Director.

Ms. Hummel explained the purpose of Library Week and announced a Music in the Stacks program on April 20.

Theresa Enderle, representing the Friends of the Library, passed out Love Your Library buttons to the Council. The Friends were dedicated to growing the Library.

Grange Month Proclamation – Mayor Hodson read a proclamation proclaiming April 2013 as Grange Month in Canby.

Sarah Kingsborough spoke on behalf of the granges. She stated 200-300 delegates would be attending the State Conference which would be held in Canby in June. A community forum would be held next week at Warner Grange to discuss traffic safety issues. She introduced the Grange members that were in attendance.

**COMMUNICATIONS:** None.

**CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:** Bev Doolittle, Canby Chamber of Commerce Executive Director, handed out a reminder card for Shred-it-Day on April 18. A Business Safety workshop would be held on April 18 from 6:30-8:00 p.m. at the Canby Police Department Community Room. The Police Department, Fire Department, SOS Lock Service, and Willamette Valley Security would be speaking.

Bob Cornelius, CUB Chair, read a letter into the record regarding the Library land acquisition.

The Council clarified negotiations were happening in Executive Session.

**MAYOR'S BUSINESS:** Mayor Hodson said the Council had been asked to support HB 2945 which Representative Kennemer was supporting regarding rural transportation. A letter had been drafted and sent to the Council for their review stating Canby's support of the bill. He reported on C4's proposal for vehicle registration fees and gas tax.

There was discussion regarding the proposals and how those funds would be distributed among the jurisdictions. Mayor Hodson would take the concerns back to C4.

He thanked Baker Prairie Middle School for hosting Olympian Lopez Lomong. He reminded the Council that Canby was hosting the Clackamas Cities Association Dinner this month. A Council liaison needed to be appointed to the Historic Review Board.

**COUNCILOR COMMENTS & LIAISON REPORTS:** Councilor Hensley attended the Main Street Promotions Committee meeting where the Garden Spot Run on May 4 was discussed. She attended the Chamber luncheon and announced Fire Marshall Troy Buzalsky was retiring and she thanked him for his work.

Councilor Coleman was a proponent of the façade improvements that were happening downtown.

Councilor Dale attended the CCA dinner in Wilsonville last month. CUB was planning for the long range water supply and once the Knights Bridge substation transformer was online it would bring a substantial savings to rate payers.

Councilor Parker said First Friday would be held on April 5. He also attended the CCA dinner and talked to the County's Tourism Director for increased tourism marketing funds for Canby.

**CONSENT AGENDA: \*\*Councilor Dale moved to adopt the minutes of the February 23, 2013 City Council Special Meeting; minutes of the March 20 City Council Work Session and Regular Meeting; a New Outlet Liquor License for Rice Time Restaurant; appointment of John Baker to the Historic Review Board for a term to end June 30, 2014; appointment of Rebekah Goodfellow to the Historic Review Board for a term to end on June 30, 2015; and appointment of John Serlet to the Historic Review Board to a term to end on June 30, 2016. Motion was seconded by Councilor Ares and passed 6-0.**

**RESOLUTIONS & ORDINANCES:** Resolution 1155 – Renate Mengelberg, Economic Development Director, said this was a policy document that would guide economic development efforts for the next four to six years. It had been reviewed by many key constituents and they were in support. She explained what had been included in the document and what it provided. The focus was on three core areas: supporting existing businesses, recruiting new businesses and development, and ensuring Canby remained an attractive place to do business. She reviewed the short and long term initiatives.

Mayor Hodson asked about details in the report, how the projects were prioritized, and partnerships needed for bringing businesses to Canby.

Ms. Mengelberg handed out an email that Councilor Dale had sent to her with some suggestions about changes to the Strategy and her response to them.

Councilor Dale reviewed the suggestions and responses from Ms. Mengelberg along with how some wording could be changed. The Council agreed with the proposed changes.

**\*\*Councilor Ares moved to adopt Resolution 1155, A RESOLUTION ADOPTING THE CANBY ECONOMIC DEVELOPMENT STRATEGY as amended. Motion was seconded by Councilor Hensley and passed 6-0.**

**NEW BUSINESS:** Selection of Historic Review Board Liaison – Mayor Hodson said a liaison to the Historic Review Board needed to be selected.

Councilor Parker agreed to be the liaison.

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

**CITIZEN INPUT:** None.

**ACTION REVIEW:**

1. Approved the Consent Agenda.
2. Adopted Resolution 1155.
3. Councilor Parker would be the liaison to the Historic Review Board.

There was no Executive Session.

Mayor Hodson adjourned the Regular Meeting at 8:48 p.m.



Kimberly Scheafer, MMC  
City Recorder



Brian Hodson  
Mayor

Assisted with Preparation of Minutes - Susan Wood

April 3, 2013

## Library Project Land Acquisition

A bit of background.

In late 1970 Canby Utility Board (CUB) was created by an amendment to the Canby City Charter. It established CUB as an independent governmental subdivision of the City of Canby solely responsible for the operation, development, production and distribution of water and electrical services within Canby.

The present City Charter also states CUB has all the powers and duties of the City, will operate in an orderly, economical, and businesslike fashion, and be free from the jurisdiction, direction, and control of other City Officers and the City Council.

Coming toward the present.

Around 2008 a new library and its location was a topic of discussion. When it seemed likely that the downtown property owned by CUB could be involved, CUB actively began planning to relocate in support of the Canby Community vision. In so doing, and to meet its fiduciary responsibilities, a new location was found, purchased, and conceptual plans developed. In addition, CUB started placing funds into a reserve account to directly pay for as much of the cost of a move as possible up front, thus saving the CUB ratepayers the added costs of obtaining funds through the bonding process.

However, by 2011 the City concluded it couldn't build a library on the whole block without paying more to have CUB and Olivers relocate immediately. At that point, options for a half-block library emerged that didn't require CUB to relocate.

The planning for the new library has undergone several major changes, with a definite, funded plan that could be moved forward with around August 2012. The plan calls for the new library to be sited using the 2<sup>nd</sup> Avenue parking lot owned by CUB. The CUB General Manager and I have attended some of the planning meetings.

On August 20, 2012 the CUB General Manager proposed in writing to the City Administrator a land swap to start negotiations for the needed land acquisition process. No written reply has been received, though there have been several conversations in the interim. In an effort to assist in the negotiating process, on March 8, 2013 I wrote to the Canby City Mayor and the Urban Renewal Agency Chairman expressing CUB's values, needs and responsibilities regarding the New Library project. On March 22, 2013 myself, the CUB General Manager, Urban Renewal Agency Director, and the Urban Renewal Agency Chairman met to have an information and perspective sharing discussion. During this meeting, both a land swap and buyout were brought up. The CUB General Manager will write another letter to the City Administrator (the two individuals who will be doing negotiations) asking him to explore and provide in writing options for firstly a buyout and secondly a land swap so negotiations may move forward.

It is true that in the interim there have been some changes that would affect the CUB property, but none that would have brought timely negotiations to a halt.

In conclusion, it appears the new Library Building project is swiftly moving towards hiring a contractor to construct the new Library Building with subsequent ground breaking before having possession/owning the land to build upon.