

**CANBY CITY COUNCIL
WORK SESSION MINUTES
October 19, 2011**

Presiding: Mayor Randy Carson.

Council Present: Rich Ares, Traci Hensley, Brian Hodson, Walt Daniels, Greg Parker, and Tim Dale.

Staff Present: Greg Ellis, City Administrator; Bryan Brown, Planning Director; Renate Mengelberg, Economic Development Director; Ami Keiffer, Main Street Manager; Amanda Klock, Assistant City Administrator/Human Resources Director, and Sue Ryan, Deputy City Recorder.

Others Present: Scott Caufield, Clackamas County Building Department; Roger Skoe; and Ron Yarborough.

Mayor Carson called the Work Session to order at 5:45 p.m. in the City Hall Conference Room.

Ami Keiffer, Main Street Manager, gave an update on Main Street activities on Halloween. She was leaving the City on November 2 to go to work for RDI.

The Council thanked her for her hard work. There was a brief discussion on how to cover the Main Street program until a new person could be hired.

Greg Ellis, City Administrator, started the discussion on replacement of the Building Inspector position since Bob Godon retired September 30. Staff had chosen to go with contracting with Clackamas County and the Council would see an IGA at a future meeting.

Scott Caufield, Director of the Clackamas County Building Department, explained the services the County provided and the goal was to be flexible and cooperative with customers. All of the cities in the County except for Lake Oswego and Estacada contracted services with the County. They tailored the program to the specific needs of each city.

There was a discussion on how the fee structure would transfer over and how the program might work in Canby.

Mr. Ellis said that he had spoken to Peter Hostetler, a local builder, who was concerned about customer service. He had spoken with another builder who was in favor.

Ron Yarborough, local builder, had worked on homes and City buildings in the community for many years. His experience with Clackamas County had been very good and he thought they were a seamless operation.

There was a discussion on how to inform the community about the change and the idea of holding a community meeting.

Mr. Caufield said a specific building inspector would be assigned to the City so the community would become used to a familiar face. There was a discussion on how things would work if the City took back the Building Services program.

A second Work Session followed at 6:35 p.m. to discuss SDCs.

Mr. Ellis gave a presentation on System Development Charges including a definition, when SDCs were established, what they covered, how the City collected the fee, impacts of waiving SDCs, how SDCs could be used, and what the City currently charged for SDCs. The five types of System Development Charges were Water, Stormwater, Sewer, Transportation, and Parks and Recreation. SDCs were calculated using a formula combining Reimbursement Fees and Improvement Fees.

There was a discussion on the upcoming requirements from DEQ on stormwater. There was further discussion regarding raising the Parks SDC.

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

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
October 19, 2011**

Presiding: Mayor Randy Carson

Council Present: Rich Ares, Traci Hensley, Brian Hodson, Walt Daniels, Greg Parker, and Tim Dale.

Staff Present: Greg Ellis, City Administrator; John Kelley, City Attorney; Bryan Brown, Planning Director; Sue Ryan, Deputy City Recorder; Bret Smith, Police Chief; and Bryan Brown, Planning Director.

Others Present: Kevin Galitz, Roger Skoe, Bob Cornelius, Karen Daniher, Don Peterson, Jody Hale and Pete Deutsch.

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

COMMUNICATIONS: None.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: None.

MAYOR'S BUSINESS: Mayor Carson reported on Canby Utility's Customer Appreciation event, the *Canby Herald's* annual Chili Cook Off, Canby Center Open House, Clackamas County Transportation System Plan meeting, and Canby Vision Team meeting.

COUNCILOR COMMENTS & LIAISON REPORTS: Councilor Ares attended the Canby Adult Center's annual meeting where they discussed the need for donations and volunteers to help with the senior meals program. He reported on the Parks and Recreation Advisory Board meeting. Some of the discussion included a maintenance plan for the Vietnam Memorial Park,

the proposed dog park, work around Wait Park, disc golf course work planned, two proposed parking lot expansion designs for Eco Park, and plans to improve the pond at the Community Park.

Councilor Hensley also attended the Clackamas County Transportation System Plan meeting. She said a School District meeting was scheduled for tomorrow night at the High School where the survey results for the proposed student based family planning proposal would be discussed.

Councilor Hodson said elections for the Chamber of Commerce Board were coming up and the Gala was scheduled for January 28. The Chamber was also putting together a business highlights for First Friday.

Mayor Carson said the tree lighting ceremony would be held on the first Friday of December, which was a change from the usual November date.

Councilor Daniels said Transit was still experiencing problems with cuts in service and lower ridership. He said if the public had additional questions they could contact CAT. He reported on the Canby Historical Society meeting where they received a presentation by the Confederated Tribes of the Grande Ronde.

Councilor Dale attended training at Clackamas County on writing disaster declarations. He thanked Environmental Resources Manager Darvin Tramel for a recent tour of the Wastewater Treatment Plant. He also attended Canby Utility's Customer Appreciation event and thanked Larry Hepler for a tour of the electrical facility and seeing the plans for the new substation. Canby Utility received a half-million dollar grant from FEMA to do a seismic refit on an outdated reservoir on 13th Avenue and to procure a back-up generator.

CONSENT AGENDA: **Councilor Daniels moved to adopt the minutes of the October 5, 2011 City Council Regular Meeting and a Limited On-Site Liquor License Application for Hot Chicks Bento LLC. Motion was seconded by Councilor Hodson and passed 6-0.

PUBLIC HEARINGS: Request by ODOT for Noise Variance on Highway 99E – Greg Ellis, City Administrator, explained ODOT's request for the noise variance for work next spring on Highway 99E. It would be a two to three day project and would be done at night.

Mayor Carson opened the public hearing at 7:51 p.m.

There was no public testimony.

Mayor Carson closed the public hearing at 7:52 p.m.

Councilor Hensley wanted confirmation from ODOT that there would be a contact number in case of problems.

****Councilor Hodson moved to grant a Noise Variance to ODOT in May and June 2012 as outlined in the request letter. Motion was seconded by Councilor Ares and passed 6-0.**

VAC 11-01 – Vacation of Public Right-of-Way and Easements of an Abandoned Portion of S.

Walnut Street – Bryan Brown, Planning Director, gave the staff report. This was a city-initiated vacation and would help clean up and abandon some easements no longer needed in the re-alignment of Walnut Street with Sequoia Parkway. He was contacted by two property owners, one of whom was in favor and another who wanted more information.

Mayor Carson opened the public hearing at 7:59 p.m.

There was no public testimony.

Mayor Carson closed the public hearing at 8:00 p.m.

Ordinance 1351 – ****Councilor Ares moved to approve Ordinance 1351, AN ORDINANCE VACATING AN ABANDONED PORTION OF S WALNUT STREET PUBLIC RIGHT-OF-WAY FROM ITS POINT OF REALIGNMENT TO ITS INTERSECTION WITH SE 4TH AVENUE, AND A SMALL CORNER RADIUS OF PUBLIC RIGHT-OF-WAY AT THE NE CORNER OF THE INTERSECTION OF S SEQUOIA PARKWAY AND SE 4TH AVENUE to come up for second reading on November 2, 2011. Motion was seconded by Councilor Daniels and passed 6-0 on first reading.**

RESOLUTIONS & ORDINANCES: Ordinance 1347 – John Kelley, City Attorney, said the Council approved the first reading of this ordinance at their last meeting and Wave signed the acceptance. He recommended approval of the second reading.

Karen Daniher from Wave Broadband said Wave was in alignment with Canby Telcom with regard to if the PEG program ceased in the future, they reserved the right to consider negotiations on behalf of their customers.

****Councilor Daniels moved to adopt Ordinance 1347, AN ORDINANCE AMENDING THE CABLE TELEVISION FRANCHISE AGREEMENT BETWEEN THE CITY OF CANBY AND WAVE DIVISION VII, LLC AND DECLARING AN EMERGENCY. Motion was seconded by Councilor Hodson and passed 6-0 by roll call vote.**

Ordinance 1349 – Mr. Kelley said this was an amendment to the Canby Telephone current franchise agreement with the same language that was agreed to with Wave with the exception of the PEG fee issue. He recommended approval.

Kevin Galetz from Canby Telcom said by accepting this amendment they were not waiving the right to contest the City's collection of PEG fees in the future should OCTS cease operations and the City did not have a replacement in place.

****Councilor Hodson moved to adopt Ordinance 1349, AN ORDINANCE AMENDING THE CABLE TELEVISION FRANCHISE AGREEMENT BETWEEN THE CITY OF CANBY AND CANBY TELEPHONE ASSOCIATION AND DECLARING AN EMERGENCY. Motion was seconded by Councilor Hensley and passed 6-0 by roll call vote.**

Ordinance 1352 – Bret Smith, Police Chief, said this item was budgeted for and was part of the scheduled rotation. The Tahoe would be used for the K-9 unit and for transport.

****Councilor Dale moved to approve Ordinance 1352, AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH HUBBARD CHEVROLET OF HUBBARD, OREGON; WITHNELL MOTOR COMPANY OF SALEM, OREGON; AUTO ADDITIONS OF SALEM, OREGON; AND FORD MOTOR CREDIT CORPORATION FOR THE LEASE/PURCHASE OF ONE (1) 2012 CHEVROLET TAHOE AND ONE (1) 2012 DODGE CHARGER WITH POLICE EQUIPMENT PACKAGES FOR THE CANBY POLICE DEPARTMENT; AND DECLARING AN EMERGENCY to come up for second reading on November 2, 2011. Motion was seconded by Councilor Ares and passed 6-0 on first reading.**

NEW BUSINESS: Police Accreditation Report – Chief Smith said the City was one of the first in the state to become accredited in 2004. The reaccreditation process took three months of work with a review of their policies and procedures to create standardization and professionalism within the department. It helped them stay current and maintain best practices. The reaccreditation was done every three years. The award would be sent in January.

CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS: Mr. Ellis received a bid from Canby Utility regarding electricity to the entry sign lights.

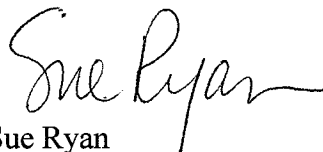
CITIZEN INPUT: None.

ACTION REVIEW:

1. Approved the Consent Agenda.
2. Adopted Ordinance 1347.
3. Adopted Ordinance 1349.
4. Approved Ordinance 1351 to come up for second reading on November 2, 2011.
5. Approved Ordinance 1352 to come up for second reading on November 2, 2011.

There was no Executive Session.

Mayor Carson adjourned the Regular Meeting at 8:25 p.m.



Sue Ryan
Deputy City Recorder



Randy Carson
Mayor

Assisted with Preparation of Minutes - Susan Wood