

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
November 2, 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; Renate Mengelberg, Economic Development Director; and Kim Scheafer, City Recorder.

Others Present: Matt Michel, Bob Cornelius, and Peter Schultz.

CALL TO ORDER: Mayor Carson called the Regular Meeting to order at 5:45 p.m. in the City Hall Conference Room.

****Councilor Hodson moved to go into Executive Session pursuant to ORS 192.660(2)(h) Pending Litigation. Motion was seconded by Councilor Hensley and passed 6-0.**

**CANBY CITY COUNCIL
WORK SESSION MINUTES
November 2, 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; Julie Wehling, Transit Director; and Kim Scheafer, City Recorder.

Others Present: Peter Schultz, Dell Donoho, and Don Smeback.

Mayor Carson called the Work Session to order at 6:30 p.m. in the City Hall Conference Room.

The Mayor and City Council met to discuss a proposed transit fare recommendation from the Transit Advisory Committee.

Julie Wehling, Transit Director, stated the Transit Advisory Committee's recommendation was to charge a \$1 bus fare for CAT services. She reviewed a handout that provided the background and explanation of the change in services CAT provided due to budget cuts as well as the challenges of these changes. Some of the next steps would be making changes to the neighborhood shuttles by creating a shopping shuttle and changing the policy for general public dial-a-ride that requests be made by 5 p.m. on the last business day prior to the day they wanted a ride. The bus fare would be for all services.

There was discussion regarding fare boxes for the buses.

Ms. Wehling wanted to implement the fare at the first of the year if possible.

Council consensus was to have a resolution brought forth for the transit fee.

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

OPENING CEREMONIES: Mayor Carson reconvened the Regular Meeting to order at 7:30 p.m. in the City Council Chambers followed by the opening ceremonies.

Presentation on C-4 Retreat – Councilor Hodson said this item would be brought back at a future meeting.

COMMUNICATIONS: None.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: None.

MAYOR'S BUSINESS: Mayor Carson attended the Lion's Club 60th Anniversary Dinner and the HawkSoft groundbreaking at the Industrial Park.

COUNCILOR COMMENTS & LIAISON REPORTS: Councilor Hensley attended Cutsforth's Taste of the Seasons event, the Fred Meyer Grand Reopening, and trick or treated downtown.

Councilor Hodson said the Planning Commission discussed a potential new business in the Industrial Park. He also attended the Fred Meyer reopening and School Board meeting. First Friday would be on November 4 and the Chamber Gala on January 28.

Councilor Daniels said the Historical Society held their flea market at the Clackamas County Event Center last weekend. The annual picture with Santa Claus would be held at the Depot Museum. The Council had a Transit Work Session earlier that evening to discuss options for providing the best service with the budget cuts.

Councilor Parker introduced Peter Schultz, Canby High School student, who was job shadowing him. He said several members of the Bike & Pedestrian Committee were participating in a regional bicycle tourism conference. He volunteered to help develop an updated business survey. Ami Keiffer, Main Street Manager, last day was today.

Councilor Dale attended the Clackamas Cities Dinner hosted by the City of Damascus along with the Mayor. He also attended the HawkSoft groundbreaking and the Canby Utility Board meeting.

Mayor Carson said that Light the Night would be held this year on December 2.

CONSENT AGENDA: ****Councilor Daniels moved to adopt the minutes of the October 19, 2011 City Council Work Session and Regular Meeting; Off-Premises Sales Liquor License Application for Great Dane Petroleum, Inc.; and a Limited On-Premises and Off-Premises**

Sales Liquor License Application for Ebner Custom Meats. Motion was seconded by Councilor Ares and passed 6-0.

RESOLUTIONS & ORDINANCES: Resolution 1114 – Matt Michel, Canby Utility General Manager, explained the structure of the grant and the reimbursement process. The IGA would allow the City to look to Canby Utility to meet all the terms and requirements of the grant. The money would be for a seismic retrofit of the original tank and would extend the life of the tank for another 40 years. He recognized Barbara Benson from Canby Utility who had written the grant.

****Councilor Daniels moved to adopt Resolution 1114, A RESOLUTION OF THE CITY OF CANBY, (CITY) OREGON APPROVING AN INTERGOVERNMENTAL AGREEMENT (IGA) WITH CANBY UTILITY (CU) TO ADMINISTER A PRE-DISASTER MITIGATION PROJECT TO COMPLETE A SEISMIC RETROFIT OF A WATER RESERVOIR LOCATED IN THE CITY OF CANBY. Motion was seconded by Councilor Dale and passed 6-0.**

Resolution 1115 – ****Councilor Ares moved to adopt Resolution 1115, A RESOLUTION OF THE CITY OF CANBY, OREGON APPROVING AN AGREEMENT WITH THE STATE OF OREGON EMERGENCY MANAGEMENT DEPARTMENT FOR A PRE-DISASTER MITIGATION PROJECT TO COMPLETE A SEISMIC RETROFIT OF A WATER RESERVOIR LOCATED IN THE CITY OF CANBY. Motion was seconded by Councilor Hodson and passed 6-0**

Ordinance 1351 – ****Councilor Ares moved to adopt 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. Motion was seconded by Councilor Daniels and passed 6-0 by roll call vote.**

Ordinance 1352 – ****Councilor Daniels moved to adopt 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. Motion was seconded by Councilor Hodson and passed 6-0 by roll call vote.**

NEW BUSINESS: First Friday Temporary Community Event Sign Plan – Renate Mengelberg, Economic Development Director, requested approval for a Temporary Community Event Sign Plan for First Friday. The balloons were considered temporary signs and fell under the Temporary Sign Ordinance. The plan allowed businesses to install balloons and any window signage by 3 p.m. on Friday and take it down by 10 a.m. the next day.

****Councilor Ares moved to approve the First Friday Temporary Community Event Sign Plan attached for the ongoing promotion of this downtown community event for the duration of the program. Motion was seconded by Councilor Hodson and passed 6-0.**

CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS: Greg Ellis, City

Administrator, gave an update on a citizen complaint regarding Ivy Street sidewalks. There had been clean up and repair of the sidewalks and staff was looking for grants to extend the sidewalks the entire length of Ivy Street.

Councilor Daniels expressed concern regarding people parking in the fire lanes near the Skate Park. Mr. Ellis would report back on a resolution to this problem.

CITIZEN INPUT: None.

ACTION REVIEW:

1. Approved the Consent Agenda.
2. Adopted Resolution 1114.
3. Adopted Resolution 1115.
4. Adopted Ordinance 1351.
5. Adopted Ordinance 1352.
6. Approved the First Friday Community Event Sign Plan.

There was no Executive Session.

Mayor Carson adjourned the Regular Meeting at 8:17 p.m.



Kimberly Scheafer, CMC
City Recorder



Randy Carson
Mayor

Assisted with Preparation of Minutes - Susan Wood



First Friday Temporary Community Event Sign Plan

Event Description:

First Friday is an evening event in Downtown Canby to promote local businesses. The event is coordinated through the City's Main Street Program as a way to attract local residents and shoppers to downtown after typical business hours. Participating merchants keep their doors open from 5 to 9 PM every first Friday of the Month and provide special attractions such as music, refreshments, interactive activities, etc.

Timing:

First Friday is held every First Friday from 5 to 9 PM in Downtown Canby from June to December.

Signage Plan:

First Friday merchants will display A-frame signs in the sidewalk and attach balloons to promote their participation in the event. At their discretion, merchants might also have signage in their windows or window displays that may exceed the 15% coverage limit in the code. They could have other internal marketing efforts to entice shoppers. Balloons will be attached to the signs and other nonconforming displays installed after 3 PM that day and be removed by 10 AM the next morning.

For More Information Contact:

Canby Economic Development 503-266-7001
111 NW 2nd Avenue
Canby, Oregon 97013