

**CANBY CITY COUNCIL
WORK SESSION MINUTES
February 16, 2011**

Presiding: Mayor Randy Carson.

Council Present: Rich Ares, John Henri, Jason Padden, Walt Daniels, Greg Parker, and Brian Hodson.

Staff Present: Greg Ellis, City Administrator; Sue Engels, Finance Director; and Kim Scheafer, City Recorder.

Others Present: Lyn Pope, Bob Cornelius, Vicki Pounds, Roger Skoe, and Buzz Weygant.

Mayor Carson called the Work Session to order at 6:00 p.m. in the City Hall Conference Room to discuss the management letter comments regarding the CAFR audit.

Sue Engels, Finance Director, introduced Lyn Pope, Auditor.

Ms. Pope presented the results of the audit. She recommended separating the duties in the Finance Department to improve controls.

Ms. Engels discussed the cross training that was occurring in the department. She would report back to Council on the improvements that were made.

There was also discussion regarding accounting of lease payments and purchases and the City's capital assets.

Councilor Padden arrived at 6:08 p.m.

Mayor Carson adjourned the Work Session at 6:30 p.m.

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
February 16, 2011**

Presiding: Mayor Randy Carson.

Council Present: Rich Ares, John Henri, Jason Padden, Walt Daniels, Greg Parker, and Brian Hodson.

Staff Present: Greg Ellis, City Administrator; John Kelley, City Attorney; Bryan Brown, Planning Director; Eric Laitinen, Swim Program Manager; Matilda Deas, Project Planner; and Kim Scheafer, City Recorder.

Others Present: Joe Driggers, Vicki Pounds, Matt Michel, Debbie Pearson, Jan Milne, Bob Cornelius, Matt Michel, Charles Burden, Roger Skoe, Kevin Batridge, John Lance, Irene

Breshears, Pam Seely, Louis Boesel, Judy Hagland, Howard Thomas, John Haring, and Paul Cummings.

CALL TO ORDER: Mayor Carson called the Regular Meeting to order at 7:32 p.m. in the Council Chambers followed by the opening ceremonies.

Iwo Jim Remembrance Day Proclamation – Mayor Carson presented Howard Thomas and Louis Boesel with a proclamation proclaiming February 19, 2011 as Iwo Jima Remembrance Day in Canby.

Irene Breshears, American Legion Auxiliary, gave the Council an invitation to the Iwo Jima Flag Raising Ceremony on February 19.

Presentation by CAPRD – Matilda Deas, Project Planner, said she helped CAPRD put together a presentation regarding the ballot measure to establish a permanent rate for the Park District and fund operation of the Swim Center. She gave a history of the District and the proposed revised strategy. A handout was given to the Council that explained how the money would be used. Funds would be used to run the Swim Center through an IGA with the City, provide funding support for existing community recreation services, and create a reserve account to pay for future improvements in the District.

Joe Driggers, CAPRD Board Member, explained how they would get information out to the voters. He had met with Canby School District Superintendant Jeff Rose and Kathy Robinson from the Adult Center. They were both very positive about the ballot measure.

Debbie Pearson, CAPRD Board Member, said the stakeholders would be helping to communicate to the voters.

Councilor Ares said he had visited the pool with Councilor Parker. With the stable funding the City levy had provided for the pool over the last eight years there had been tremendous improvement to the condition of the facility. The maintenance, cleanliness, and appearance of the pool were excellent.

Mayor Carson did not think the pool could be built onto at this time and any money put into the facility was for maintenance to keep it in its current condition. In the future, they could go back to the original plan for a community center.

Councilor Parker said that over half the users of the facility were out of the City limits and therefore it was a regional facility deserving of regional support.

Mr. Driggers said they had formed a political action committee and would welcome any financial support.

Councilor Henri said the City had not committed to keeping the Swim Center open with the City tax levy and there needed to be an IGA between the City and CAPRD for the facility.

Councilor Ares thought there should be a Letter of Understanding with CAPRD so if the measure passed then an IGA could be done.

Council consensus was to have staff develop a Letter of Understanding with CAPRD which indicated the Council's decision.

COMMUNICATIONS: None.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: None.

MAYOR'S BUSINESS: Mayor Carson said the Council had a Work Session prior to the meeting with the auditor. They had verified that the City was meeting state and federal obligations. The City had passed with a good recommendation.

COUNCILOR COMMENTS & LIAISON REPORTS: Councilor Ares said the Rotary Club held an auction last Saturday and had raised \$32,000 to finish the Vietnam Era Memorial. He reported on the last Adult Center Board meeting and Park and Recreation Advisory Board meeting. The Adult Center was currently serving 1,000 meals a month and 1,800 meals on wheels a month. The Park and Recreation Advisory Board discussed the Northwoods Park project, creation of an off-leash dog park, and development of a splash pool in the future.

Councilor Henri attended the Canby Utility Board meeting.

Councilor Padden reported on the Canby Library Board meeting. They were setting up a library foundation, had implemented a self-checkout station, and the Library was now open seven days a week.

Councilor Daniels attended the Transit Advisory Committee meeting. Ridership had increased on the Wilsonville, Woodburn, and Oregon City routes. The Historical Society would be having a spring Flea Market on March 26 at the Canby Fairgrounds Event Center.

Councilor Parker attended a meeting sponsored by Congressman Kurt Schrader and attended the Clackamas County Fair Board meeting.

CONSENT AGENDA: ****Councilor Daniels moved to adopt the minutes of the February 2, 2011 City Council Work Session and Regular Meeting; minutes of the February 3, 2011 City Council Work Session; appointment of Sue Carson to the Canby Public Library Board for a term to expire on June 30, 2014; and appointment of Sharon Ferrigno to the Bike and Pedestrian Committee for a term to expire on June 30, 2014. Motion was seconded by Councilor Padden and passed 6-0.**

RESOLUTIONS & ORDINANCES: Resolution 1087 – Greg Ellis, City Administrator, said this resolution would establish an additional health benefit for the staff. It would also benefit the City and took little administration.

****Councilor Ares moved to adopt Resolution 1087, A RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A HEALTH REIMBURSEMENT ARRANGEMENT/VOLUNTARY EMPLOYEES' BENEFICIARY ASSOCIATION ("HRA VEBA") PLAN. Motion was seconded by Councilor Hodson and passed 6-0.**

Ordinance 1341 – Ms. Deas said this program had been initiated and approved by the Urban Renewal Agency. The Planning Commission was also unanimously in support. There was already a list of people who would sit on the advisory committee.

****Councilor Daniels moved to approve Ordinance 1341, AN ORDINANCE CREATING A NEW CHAPTER IN TITLE 2 OF THE CANBY MUNICIPAL CODE AND AMENDING SECTIONS OF TITLE 16 OF THE CANBY MUNICIPAL CODE TO CREATE A PUBLIC ART MURAL PROGRAM, AND DECLARING AN EMERGENCY to come up for second reading on March 2, 2011. Motion was seconded by Councilor Henri and passed 6-0 on first reading.**

NEW BUSINESS: None.

CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS: Appointing URA as the Local Contract Review – John Kelley, City Attorney, said Oregon Public Contracting Law stated that the Council would act as the local contract review board for the City. The Urban Renewal Agency previously passed a resolution that authorized the Council to act as the contract review board for the Agency. Given where the Urban Renewal Agency was going in the future, it would be simpler to make the Urban Renewal Agency the contract review board for Urban Renewal Agency matters. The Council would be the contract review board for City matters. He would bring back a resolution adopting this recommendation and repealing the previous resolution.

Council consensus was to move forward with staff's recommendation.

CITIZEN INPUT: None.

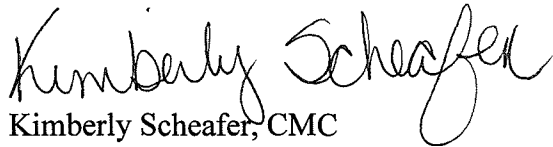
ACTION REVIEW:

1. Directed staff to prepare a Letter of Understanding with CAPRD.
2. Approved the Consent Agenda.
3. Adopted Resolution 1087.
4. Approved Ordinance 1341 to come up for second reading on March 2, 2011.
5. Staff would bring back a resolution appointing the Canby URA as the Local Contract Review Board.

****Councilor Daniels moved to go into Executive Session pursuant to ORS 192.660(2)(h) Pending Litigation and ORS 192.660(3) Labor Negotiations. Motion was seconded by Councilor Henri and passed 6-0.**

Mayor Carson recessed the Regular Meeting at 8:35 p.m.

Mayor Carson reconvened the Regular Meeting at 9:12 p.m. and immediately adjourned.



Kimberly Scheafer, CMC
City Recorder



Randy Carson
Mayor

Assisted with Preparation of Minutes - Susan Wood