

**CANBY CITY COUNCIL  
WORK SESSION MINUTES  
September 1, 2010**

**Presiding:** Mayor Melody Thompson.

**Council Present:** Richard Ares, John Henri, Jason Padden, Walt Daniels, and Robert Bitter. Councilor Brian Hodson was absent.

**Staff Present:** Greg Ellis, City Administrator; Bryan Brown, Planning Director; and Kim Scheafer, City Recorder.

**Others Present:** Greg Parker, Randy Carson, and Stephanie Boyce.

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

Greg Ellis, City Administrator, reviewed an organization chart that showed departmental changes that he wanted to implement to create more efficiency. He suggested putting the Swim Center under Public Works, contracting for Building Department services, creation of an Assistant City Administrator/HR Director and HR Administrative Assistant positions, and elimination of the Public Works Supervisor position.

Councilor Padden arrived at 6:44 p.m.

Bryan Brown, Planning Director, said at some point the Building Department would have to be subsidized as the funds would soon be gone. He emphasized the importance of the Building Official as that person answered questions for how the Code applied to citizens' particular situations.

The Council discussed contracting out the Building Official position, in what department to place the Swim Center, configuration of the public works departments, and the cemetery contract.

Mayor Thompson adjourned the Work Session at 7:15 p.m.

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**CANBY CITY COUNCIL  
REGULAR MEETING MINUTES  
September 1, 2010**

**Presiding:** Council President Walt Daniels. Mayor Melody Thompson was absent.

**Council Present:** Richard Ares, John Henri, Jason Padden, and Robert Bitter. Councilor Brian Hodson was absent.

**Staff Present:** Greg Ellis, City Administrator; John Kelley, City Attorney; Catherine Comer, Economic Development and Urban Renewal Director; Ami Keiffer, Main Street Manager; and Kim Scheafer, City Recorder.

**Others Present:** Curt McLeod, Bob Cornelius, Marc Inness, Bev Doolittle, Greg Parker, Bob & Sheila Tice, Randy Carson, Beth Link, Sarah Link, Jeremy Link, Josh Link, Ginny Link, Mary Link, Jonathan Inman, Karen Inman, Evan Lundberg, Pat Lundberg, and Richard Ball.

An Executive Session was not held prior to the City Council meeting.

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

**COMMUNICATIONS:** None.

**CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:** None.

**MAYOR'S BUSINESS:** Council President Daniels said Mayor Thompson's son was leaving for Germany in the morning so she would not be attending the meeting.

**COUNCILOR COMMENTS & LIAISON REPORTS:** Councilor Ares said that 611 cars participated in Cutsforth's Cruise In last Saturday.

Councilor Padden said on Tuesday staff met with the architectural firm to work on the preliminary architectural report for the new library design. The library was now open seven days a week.

Councilor Bitter attended a meeting last week at Metro to talk about Community Investment Strategy. He announced the open houses for public input regarding growth in the region.

**CONSENT AGENDA:** **\*\*Councilor Padden moved to approve the minutes of the August 18, 2010 City Council Regular Meeting. Motion was seconded by Councilor Henri and passed 5-0.**

**RESOLUTIONS & ORDINANCES:** **Resolution 1070 – \*\*Councilor Ares moved to adopt Resolution 1070, A RESOLUTION CODIFYING AND COMPILING CERTAIN EXISTING GENERAL ORDINANCES FOR THE CITY OF CANBY. Motion was seconded by Councilor Padden and passed 5-0.**

**Resolution 1071** – Ami Keiffer, Main Street Manager, said Canby was currently at the Exploring Level of the Oregon Main Street Program and by applying for the Transforming Level it allowed access to more technical assistance, networking opportunities, and regional training.

**\*\*Councilor Bitter moved to adopt Resolution 1071, A RESOLUTION AUTHORIZING PARTICIPATION IN THE OREGON TRANSFORMING DOWNTOWN PROGRAM AND DESIGNATING AN ELECTED OFFICIAL TO REPRESENT THE CITY COUNCIL AND URBAN RENEWAL AGENCY IN THE CANBY MAIN STREET PROGRAM. Motion was seconded by Councilor Henri and passed 5-0.**

**Ordinance 1334 – \*\*Councilor Padden moved to adopt Ordinance 1334, AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH JULIE WEHLING OF JWL CONSULTING, LLC FOR PROFESSIONAL SERVICES FOR MANAGEMENT OF CANBY AREA TRANSIT**

**SERVICE; AND DECLARING AN EMERGENCY. Motion was seconded by Councilor Bitter and passed 5-0 by roll call vote.**

**Ordinance 1335** – Greg Ellis, City Administrator, said the Tahoes were for the police detectives' equipment and the 4-wheel drive for inclement weather.

**\*\*Councilor Ares moved to adopt Ordinance 1335, AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH HUBBARD CHEVROLET OF HUBBARD, OREGON AND FORD MOTOR CREDIT CORPORATION FOR THE LEASE/PURCHASE OF TWO (2) 2011 CHEVROLET TAHOE VEHICLES WITH POLICE EQUIPMENT PACKAGES FOR THE CANBY POLICE DEPARTMENT; AND DECLARING AN EMERGENCY. Motion was seconded by Councilor Henri and passed 5-0 by roll call vote.**

**Ordinance 1336** – This ordinance was removed from the Agenda to be brought forth at a future meeting.

**Ordinance 1337** – Curt McLeod, Curran McLeod Engineers, said two years ago the process was started for improvements to S Walnut Street and a piece of SE Fourth Avenue to create shovel ready industrial property. The final project cost \$685,056 and would be the net assessment to the property owners. Urban Renewal would be covering the cost for the cemetery. This would be ten year financing with semi-annual payments and an interest rate of 6.5%.

**\*\*Councilor Henri moved to approve Ordinance 1337, AN ORDINANCE ASSESSING BENEFITED PROPERTY FOR THE COST OF CONSTRUCTION FOR THE WALNUT STREET LOCAL IMPROVEMENT DISTRICT, AND AUTHORIZING THE CITY RECORDER TO ENTER THE ASSESSMENTS INTO THE DOCKET OF CITY LIENS, AND DECLARING AN EMERGENCY to come up for second reading on September 15, 2010. Motion was seconded by Councilor Padden and passed 5-0.**

**NEW BUSINESS:** Extension of Contract with Canby Livability Coalition – John Kelley, City Attorney, said the City currently had a Memorandum of Understanding II that the City and Canby Livability Coalition entered into to complete some improvements at the intersection of NE Territorial and Holly. The area would be called Canby Art Park. The Coalition was having trouble raising the funds to complete the project and the memorandum expired September 30. This was a request for a two-year extension of the memorandum.

Bob Tice, Canby Livability Coalition President, said the Coalition was close to being able to fund Phase I of the project and he described the work that would be done once the funds were raised. He was currently maintaining the property.

Councilor Padden suggested it be a three-year extension.

**\*\*Councilor Bitter moved to authorize the City Attorney to prepare a Memorandum of Understand III with a three-year extension. Motion was seconded by Councilor Padden and passed 5-0.**

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


**CITIZEN INPUT:** Boy Scout Troup 258 was in attendance for their Citizenship in the Community badge.

**ACTION REVIEW:**

1. Approved the Consent Agenda.
2. Adopted Resolution 1070.
3. Adopted Resolution 1071.
4. Adopted Ordinance 1334.
5. Adopted Ordinance 1335.
6. Approved Ordinance 1337 to come up for second reading on October 6, 2010.

Council President Daniels adjourned the Regular Meeting at 8:11 p.m.

  
Kimberly Scheafer, CMC  
City Recorder

  
Walt Daniels  
Council President

Assisted with Preparation of Minutes - Susan Wood