

**CANBY CITY COUNCIL
WORK SESSION MINUTES
January 6, 2010**

Presiding: Mayor Melody Thompson.

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

Staff Present: Sue Engels, Finance Director; Amanda Klock, Human Resources Director/Interim City Administrator; Dwayne Barnes, Public Works Director; Darvin Tramel, WWTP Supervisor; Bryan Brown, Planning Director; and Kim Scheafer, City Recorder.

Others Present: None.

Mayor Thompson called the Work Session to order at 6:00 p.m. in the City Hall Conference Room. The Council met to receive information about the Finance, Court, and Public Works Departments.

Sue Engels, Finance Director, said the Finance Department needed to upgrade the general ledger software and possibly one or two modules and send staff for training in the next fiscal year. The laws had changed regarding transferring funds from reserves to the general fund under certain circumstances and there might be situations that City departments would need to do so because resources were tight.

Darvin Tramel, Wastewater Treatment Plant Supervisor, did a PowerPoint presentation regarding the Phase III improvements to the Wastewater Treatment Plant. This project was a continuation of the master planned improvements to the wastewater facility, primarily addressing solids handling and effluent disinfection. They had nine bids for the project, and the low bid came in at \$2,250,704, which was lower than the engineering estimate.

Dwayne Barnes, Public Works Director, said the State gas tax and construction excise tax revenues had been steadily declining. They had two maintenance workers, which was not enough to maintain the streets. He discussed possibilities on how to find additional funding for the street department which included using franchise fees for the cost of locates, a street lighting fee, and creating a storm water fund. Regarding a new storm water fund, a consultant would need to be hired to do a sewer and storm water rate study. A portion of the sewer rate was supposed to be used for storm water maintenance, but they did not know how much, and the last study was done in 2005. A storm water master plan would need to be created as well.

A discussion took place regarding reassuming the water system from Canby Utility.

Mayor Thompson adjourned the Work Session at 7:27 p.m.

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
January 6, 2010**

Presiding: Mayor Melody Thompson.

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

Staff Present: Amanda Klock, Human Resources Director/Interim City Administrator; Dwayne Barnes, Public Works Director; Bryan Brown, Planning Director; Darvin Tramel, WWTP Supervisor; and Kim Scheafer, City Recorder.

Others Present: Jason Bristol, Bob Cornelius, Rennie Baskett, and David Royster.

CALL TO ORDER: Mayor Thompson 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: Mayor Thompson received a request from the Historical Society and Council would discuss it under New Business. The C-4 Committee was asking each City to redesignate delegates. Currently Mayor Thompson served with Councilor Henri as an alternate.

The consensus of the Council was to have Mayor Thompson continue as the delegate with Councilor Henri as the alternate. Mayor Thompson asked staff to prepare a letter to the C-4 Committee regarding the Council's decision.

COUNCILOR COMMENTS & LIAISON REPORTS: Councilor Ares said that Kathy Robinson from the Adult Center was interested in participating in the discussions with CAPRD regarding a community center. A survey had been taken regarding the uses of Wait Park and concerns regarding noise and parking. Noise was not a big concern on the survey return. Parking when businesses were open and streets that were closed around the park were a concern. The Parks & Recreation Advisory Board would be coming to the Council with a recommendation on how residents and businesses should be notified of events at the park.

Councilor Hodson said there were two openings on the Planning Commission and interviews would be held on Thursday evening.

CONSENT AGENDA: ****Councilor Bitter moved to approve the minutes of the December 9, 2009 City Council Work Session and Special Meeting; minutes of the December 16, 2009 City Council Work Session and Regular Meeting; and a new off-premises sales liquor license application for Walgreens. Motion was seconded by Councilor Ares and passed 5-0.**

RESOLUTIONS & ORDINANCES: Resolution 1051 – Kim Scheafer, City Recorder, said this was a housekeeping resolution that would formally adopt a supplement to the Municipal Code.

****Councilor Ares moved to adopt Resolution 1051, A RESOLUTION CODIFYING AND COMPILING CERTAIN EXISTING GENERAL ORDINANCES FOR THE CITY OF CANBY. Motion was seconded by Councilor Bitter and passed 5-0.**

Ordinance 1323 – Bryan Brown, Planning Director, said the Planning Commission voted unanimously for this change. The infill standards worked well in lower density districts, but made redevelopment or new development in high-density districts difficult. Most areas in the R-2 district would benefit from a transition to newer homes and more units per acre.

****Councilor Padden moved to approve Ordinance 1323, AN ORDINANCE AMENDING CANBY MUNICIPAL CODE SECTION 16.04.255 IN ORDER THAT RESIDENTIAL INFILL STANDARDS NO LONGER APPLY TO THE R-2 ZONING DISTRICT to come up for second reading on January 20, 2010. Motion was seconded by Councilor Henri and passed 5-0.**

Ordinance 1324 – Amanda Klock, Human Resources Director/Interim City Administrator, said these were 17 passenger buses and were replacement vehicles. The vehicles were designed for the dial-a-ride program, which was growing. Almost 90% of the purchase cost was covered by a grant and the rest was in the budget.

****Councilor Bitter moved to approve Ordinance 1324, AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO PURCHASE TWO (2) VEHICLES FOR CANBY AREA TRANSIT FROM EMMETT KOELSCH COACHES, INC. OF OREGON CITY to come up for second reading on January 20, 2010. Motion was seconded by Councilor Henri and passed 5-0.**

Ordinance 1325 – Darvin Tramel, Wastewater Treatment Plant Supervisor, explained the three main components of the Phase III upgrade. There was need for this to be in place before next winter as they had lost about a third of their biosolids application site and would have to haul the waste to a landfill. There were no fees applied to citizens for this upgrade, but they would get a more efficient system with increased capacity for 20 more years of growth. They had all the funds available in Capital Reserve.

****Councilor Padden moved to approve Ordinance 1325, AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH R & G EXCAVATING, INC IN THE AMOUNT OF \$2,250,704.00, FOR IMPROVEMENTS TO THE CITY'S WASTEWATER TREATMENT FACILITY; AND DECLARING AN EMERGENCY to come up for second reading on January 20, 2010. Motion was seconded by Councilor Bitter and passed 5-0.**

NEW BUSINESS: Request from Canby Historical Society – Mayor Thompson said she had received a request from the Historical Society for the City to purchase Historical Society Calendars.

Councilor Henri said they had previously discussed this issue and said they were not going to do it this year.

Councilor Padden said he also was not in favor.

Mayor Thompson said she would inform the Historical Society that the City would not be purchasing calendars this year.

CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS: Councilor Ares asked for an update regarding the City Administrator recruitment.

Ms. Klock said 60 applications had been received and 12 were from Oregon. The League of Oregon Cities would be preparing packets and giving them to the Council in an Executive Session next week. The League would be doing a pre-screening of the applications.

The new Police Chief would begin work on January 18 and would be sworn in on January 20.

Staff would schedule a Work Session on January 21 regarding Public Works funding.

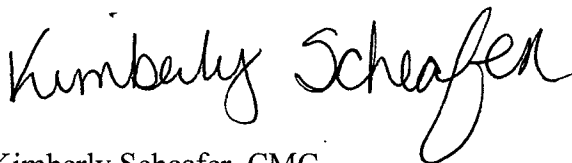
CITIZEN INPUT: None.

ACTION REVIEW:

1. Approved the Consent Agenda.
2. Staff would prepare a letter stating who the delegate and alternate were for the C-4 Committee.
3. Adopted Resolution 1051.
4. Approved Ordinance 1323, to come up for second reading on January 20, 2010.
5. Approved Ordinance 1324, to come up for second reading on January 20, 2010.
6. Approved Ordinance 1325, to come up for second reading on January 20, 2010.
7. Staff would schedule a Work Session for January 21.

There was no Executive Session.

Mayor Thompson adjourned the Regular Meeting at 8:30 p.m.



Kimberly Scheafer, CMC
City Recorder



Melody Thompson
Mayor

Assisted with Preparation of Minutes - Susan Wood