

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
July 1, 2009**

Presiding: Mayor Melody Thompson.

Council Present: John Henri, Jason Padden, Walt Daniels, Robert Bitter and Tony Helbling. Councilor Wayne Oliver was absent.

Staff Present: John Kelley, City Attorney; Bryan Brown, Planning Director; Dwayne Barnes, Public Works Director; Cynthia Thompson, Transit Director; Matilda Deas, Project Planner; Catherine Comer, Economic Development Manager; and Kim Scheafer, City Recorder.

Others Present: Ted Kunze, Ryan Oliver, and Bob Cornelius.

CALL TO ORDER: Mayor Thompson called the Regular Meeting to order at 7:30 p.m. followed by the opening ceremonies.

Park Month in the City of Canby Proclamation – Mayor Thompson read a proclamation proclaiming July as Park Month in the City of Canby and presented the proclamation to Ryan Oliver, Parks & Recreation Advisory Board Chair. The Mayor also announced that Legacy Park would be dedicated on July 18 at 10 a.m.

Oregon National Guard Month – Mayor Thompson read a proclamation proclaiming July as Oregon National Guard Month in the City of Canby.

COMMUNICATIONS: None.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: None.

MAYOR'S BUSINESS: Mayor Thompson said regarding Urban and Rural Reserves, the committee meetings were still ongoing and they were working through the process. She had attended the groundbreaking for the new Habitat for Humanity home and attended the Blue Star Ceremony held at the Vietnam Era Memorial Park.

COUNCILOR COMMENTS & LIAISON REPORTS: Councilor Henri said the Urban and Rural Reserves PAC had finalized the rural reserves recommendations to the next level. The urban reserves discussion would start on July 14.

Councilor Daniels announced the Historical Society Pancake Breakfast on July 4. He said there were openings on the Transit Advisory Committee and discussed the duties of the committee.

Councilor Bitter gave a report on the latest Canby Utility Board meeting. Term limits for Board Members remained intact and Virginia Molamphy was appointed as Chair of the Board. There would be no rate increase in water SDC's this year.

CONSENT AGENDA: ****Councilor Daniels moved to approve the minutes of the June 17, 2009 City Council Regular Meeting; appointment of Jennifer Searls to the Library Board for a term to expire on June 30, 2012; and reappointment of Rick Maier to the Parks &**

Recreation Advisory Board for a term to expire on June 30, 2012. Motion was seconded by Councilor Henri and passed 5-0.

RESOLUTIONS & ORDINANCES: Resolution 1033 – **Councilor Padden moved to adopt Resolution 1033, A RESOLUTION AMENDING RESOLUTION NO. 787 AND ADOPTING A NEW FEE FOR LIBRARY CARDS FOR OUT OF DISTRICT PATRONS. Motion was seconded by Councilor Daniels and passed 5-0.

Resolution 1034 – **Councilor Daniels moved to adopt Resolution 1034, A RESOLUTION ADOPTING REVISIONS TO THE CANBY MUNICIPAL CHARTER OF 1983 AND SETTING AN EFFECTIVE DATE OF JULY 1, 2009. Motion was seconded by Councilor Bitter and passed 5-0.

Resolution 1035 – **Councilor Henri moved to adopt Resolution 1035, A RESOLUTION ADOPTING AN UPDATED DOCUMENT ENTITLED POLICIES AND OPERATING GUIDELINES FOR THE CANBY CITY COUNCIL TO REFERENCE AS IT CONDUCTS THE BUSINESS OF THE CITY. Motion was seconded by Councilor Padden and passed 5-0.

Ordinance 1310 – **Councilor Daniels moved to adopt Ordinance 1310, AN ORDINANCE DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUE FOR FISCAL YEAR 2009-2010. Motion was seconded by Councilor Henri and passed 5-0 by roll call vote.

Ordinance 1311 – **Councilor Padden moved to adopt Ordinance 1311, AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT EXTENSION WITH CYNTHIA THOMPSON OF BCB CONSULTING FOR PROFESSIONAL SERVICES FOR MANAGEMENT OF CANBY AREA TRANSIT SERVICE; AND DECLARING AN EMERGENCY. Motion was seconded by Councilor Daniels and passed 5-0 by roll call vote.

Ordinance 1312 – **Councilor Daniels moved to approve Ordinance 1312, AN ORDINANCE ESTABLISHING NOMINATION PROCEDURES FOR ELECTIVE OFFICE; ADDING CHAPTER 2.10 TO THE CANBY MUNICIPAL CODE; AND DECLARING AN EMERGENCY to come up for second reading on July 15, 2009. Motion was seconded by Councilor Padden and passed 5-0 on first reading.

Ordinance 1313 – Dwayne Barnes, Public Works Director, said the ordinance would require permits within the right-of-way.

****Councilor Helbling moved to approve Ordinance 1313, AN ORDINANCE AMENDING CANBY MUNICIPAL CODE CHAPTER 12.08 REGARDING STREET EXCAVATIONS to come up for second reading on July 15, 2009. Motion was seconded by Councilor Bitter and passed 5-0 on first reading.**

Ordinance 1314 – **Councilor Padden moved to approve Ordinance 1314, AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO PURCHASE ONE (1) VEHICLE FOR CANBY AREA TRANSIT FROM EMMETT KOELSCH COACHES, INC. OF OREGON CITY; AND DECLARING AN

EMERGENCY to come up for second reading on July 15, 2009. **Motion was seconded by Councilor Daniels and passed 5-0 on first reading.**

NEW BUSINESS: Approval Process for Community Event Sign Plans – Bryan Brown, Planning Director, said this item had been precipitated by an incident involving a banner being put up at Wait Park for a family fun activity. The new sign ordinance addressed community event signs, but they determined it did not apply to the park because it was City property. The new sign code required Council to approve community event signs that encroached into public right-of-ways. It could take several weeks to get on the Council Agenda. He felt that this was something staff could do instead of the Council. If they felt some hesitancy towards permanent signage, they might want to consider just doing it for temporary signage.

There was discussion regarding permanent signage and examples of when it would come before Council.

Council consensus was to have staff pursue delegating only the approval of temporary Community Event Sign Plans to the City Administrator.

Approval of Personal Services Agreement with Prothman – Ted Kunze, Canby Fire District Chief, reviewed the makeup of the Police Chief Search Advisory Committee and how the committee had selected a search firm to recommend. Prothman was the unanimous recommendation. The president of the company would be leading the recruitment.

****Councilor Bitter moved to approve the Personal Services Agreement with Prothman and Associates to conduct the Police Chief search. Motion was seconded by Councilor Daniels and passed 5-0.**

Main Street Program – Councilor Helbling said the Urban Renewal Agency was recommending to the Council to look at funding a portion of the Main Street Program Manager to help promote events in the downtown area. He proposed they give staff direction to research the costs associated with promoting those events and come back to the Council with a proposal.

Council consensus was to direct staff as Councilor Helbling suggested.

CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS: None.

CITIZEN INPUT: None.

ACTION REVIEW:

1. Approved the Consent Agenda.
2. Appointment of Jennifer Searls to the Library Board.
3. Reappointment of Rick Maier to the Parks & Recreation Advisory Board.
4. Adopted Resolution 1033.
5. Adopted Resolution 1034.
6. Adopted Resolution 1035.
7. Adopted Ordinance 1310.
8. Adopted Ordinance 1311.
9. Approved Ordinance 1312 to come up for second reading on July 15, 2009.

10. Approved Ordinance 1313 to come up for second reading on July 15, 2009.
11. Approved Ordinance 1314 to come up for second reading on July 15, 2009.
12. Staff would pursue delegating the approval of temporary Community Event Sign plans to the City Administrator.
13. Approved the Personal Services Agreement with Prothman.
14. Staff would come back with a proposal regarding the costs associated with promoting downtown events.

There was not an executive session.

Mayor Thompson adjourned the regular meeting at 8:17 p.m.



Kimberly Scheafer, CMC
City Recorder



Melody Thompson
Mayor

Assisted with Preparation of Minutes – Susan Wood