

**CANBY CITY COUNCIL  
REGULAR MEETING MINUTES  
September 2, 2009**

**Presiding:** Mayor Melody Thompson.

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

**Staff Present:** John Kelley, City Attorney; Amanda Klock, Human Resources Director; Dwayne Barnes, Public Works Director; Bryan Brown, Planning Director; and Kim Scheafer, City Recorder.

**Others Present:** Bob Cornelius, Rich Ayres, and Greg Parker.

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

**COMMUNICATIONS:** None.

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

**MAYOR'S BUSINESS:** None.

**COUNCILOR COMMENTS & LIAISON REPORTS:** Councilor Henri said the urban and rural reserves PAC was done with their work and a report was submitted to the Board of County Commissioners. There would be a meeting September 9.

Councilor Padden said he would not be able to attend the September 16 meeting.

Councilor Daniels said the Transit Advisory Committee reported ridership was down most likely due to the economy. There would be no bus service on Saturdays until further notice. There were two positions open on the Transit Advisory Committee and he encouraged citizens to apply.

Councilor Bitter said applications for the police chief position were open until September 9 or until the position was filled. They received 40 applications so far. Initial screenings would be done by the consultant. The committee would screen down further and pick finalists in October and hold interviews.

Councilor Henri said he thought the recruitment of the police chief should be delayed until they hired a new City Administrator.

**CONSENT AGENDA:** **\*\*Councilor Daniels moved to approve the minutes of the August 19, 2009 City Council Regular Meeting. Motion was seconded by Councilor Henri and passed 4-0.**

**RESOLUTIONS & ORDINANCES:** Ordinance 1315 – Bryan Brown, Planning Director, said a temporary vendor came forward in town and a staff member realized they did not have an

ordinance that addressed temporary vendors. The Planning Commission felt strongly that they should have something that addressed it. This particular ordinance addressed private property only. There would be a 90 day permit issued and an opportunity to renew it once for another 90 days. The Planning Commission felt they should promote and encourage entrepreneur activities. He explained the standards for how the businesses should look. There was a statement in the ordinance that said the Council would establish a fee through a resolution. Staff suggested that the fee be \$100.00 due to the degree of staff time as was similar to Type 1 land use applications. The Planning Commission was unanimous that non-profits should be subject to the provisions of the proposed text amendments and standards. If they allowed a special provision for non-profits and City sanctioned entities, that made it subjective as to who they would agree to and who they would not agree to. They thought non-profits could get a 50% discount on the fee as a way to recognize their status. Other cities treated this subject differently, they did not categorize them the same.

**\*\*Councilor Bitter moved to approve Ordinance 1315, AN ORDINANCE AMENDING CANBY MUNICIPAL CODE CHAPTERS 16.08 AND 16.49 FOR THE PURPOSE OF REGULATING TEMPORARY VENDOR ACTIVITY ON PRIVATE PROPERTY to come up for second reading on September 16, 2009. Motion was seconded by Councilor Daniels and passed 4-0 on first reading.**

Ordinance 1318 – **\*\*Councilor Daniels moved to adopt Ordinance 1318, AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH OWEN EQUIPMENT FOR THE PURCHASE OF ONE (1) 2009 ELGIN CROSSWIND J STREET SWEEPER FOR THE CANBY PUBLIC WORKS DEPARTMENT AND A CONTRACT WITH FORD MOTOR CREDIT FOR A FIVE (5) YEAR LEASE PURCHASE OF THE STREET SWEEPER, AND DECLARING AN EMERGENCY. Motion was seconded by Councilor Padden and passed 4-0 by roll call vote.**

**NEW BUSINESS:** Councilor Vacancy Applications – Mayor Thompson said they had nine applicants for the Council vacancy. Council discussed the process for interviewing and decided to give the candidates 15 minutes to answer questions. They would then narrow it down for follow up interviews or decide on a candidate. Special Meetings would be held on September 9 and 10 starting at 6:30 p.m. for the interviews.

Process Selection for Police Chief – Councilor Henri said the City Administrator was in charge of the Chief and he thought they should not select a Chief until they had a City Administrator.

Councilor Bitter gave reasons why they should not postpone the Police Chief selection.

There was discussion about whether or not to postpone the recruitment.

Council consensus was to proceed as planned with the police chief selection process.

City Administrator Recruitment – Councilor Daniels thought they should decide how they were going to get the word out.

Amanda Klock, Human Resources Director, said there were three exempt positions that were coming on board in the next few months. She discussed their options for recruitment.

Councilor Henri suggested having Ms. Klock come back with a recommendation at the next meeting for how the recruitment should be done.

Councilor Padden thought they should include citizens in this process as well. The process should not be rushed.

Councilor Bitter thought it was appropriate to compensate the Human Resources Director for her extra duties. Staff would come back with a recommendation as to what that compensation would be.

**CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS:** Update on Street Maintenance Projects – Dwayne Barnes, Public Works Director, said they had a pre-construction meeting for the project. The contractor would start the prep work on September 8 and the overlays on September 17. The contractor was to notify the property owners a week before and 24-48 hours prior to construction they would put out signs for no parking. The street maintenance fee was not paying for the Logging Road Project. It was funded from the Parks Development Fund.

**CITIZEN INPUT:** None.

**ACTION REVIEW:**

1. Approved the Consent Agenda.
2. Approved Ordinance 1315 to come up for second reading on September 16, 2009.
3. Adopted Ordinance 1318.
4. Staff would contact City Council applicants and notice the Special Meetings for September 9 and 10 to conduct interviews.
5. Staff would bring back a recommendation to the Council as to the City Administrator recruitment process.
6. Staff would check with the League of Oregon Cities as to what other cities did to compensate staff for filling in for City Administrators.

**\*\*Councilor Daniels moved to go into Executive Session pursuant to ORS 192.660(2)(e) Real Property and ORS 192.660(2)(h) Pending Litigation. Motion was seconded by Councilor Henri and passed 4-0.**

Mayor Thompson read the Executive Session format and recessed the Regular Meeting at 8:47 p.m.

Mayor Thompson reconvened the Regular Meeting at 9:28 p.m. and immediately adjourned.



Kimberly Scheafer, CMC  
City Recorder



Melody Thompson  
Mayor

Assisted with Preparation of Minutes – Susan Wood