

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
September 16, 2009**

Presiding: Mayor Melody Thompson.

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

Staff Present: John Kelley, City Attorney; Amanda Klock, Human Resources Director; Bryan Brown, Planning Director; Linda Baty, Technical Reference Librarian; Beth Saul, Special Projects Manager; Marty Moretty, Office Specialist; and Kim Scheafer, City Recorder.

Others Present: Senator Martha Schrader, Murry Taylor, Irene Breshears, Brian Hodson, Bob Cornelius, John Lance, Greg Perez, Bev Doolittle, Kayla Scheafer, Brent Scheafer, Major General Curtis Loop, Major General Dan Hitchcock, Dave O'Shaughnessy, Tracy O'Shaughnessy, Richard Ares, Heidi Feely, Alex Feely, and Kyle Lundburg.

CALL TO ORDER: Mayor Thompson called the Regular Meeting to order at 6:30 p.m. in the City Hall Conference Room.

****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 3-0.**

Mayor Thompson read the Executive Session format and recessed the Regular Meeting at 6:31 p.m.

OPENING CEREMONIES: Mayor Thompson reconvened the Regular Meeting at 7:30 p.m. in the Council Chambers.

POW/MIA Recognition Day Proclamation - Mayor Thompson presented Murry Taylor with a proclamation proclaiming September 19, 2009 as POW/MIA Recognition Day in Canby.

John Lance presented Mayor Thompson with a new POW MIA flag for City Hall.

Irene Breshears invited the Council to the annual Canby-Aurora VFW Post 6057 spaghetti dinner on September 19 at the Aurora American Legion.

Employee of the Month Presentation - Mayor Thompson presented Linda Baty with an Employee of the Month Certificate for August 2009.

Ms. Baty thanked the other members of the Library staff for their hard work also.

Pickle Award Presentation - Mayor Thompson presented City Recorder Kim Scheafer with a Pickle Award for her outstanding customer service.

Covenant Pledge to Military Families - Senator Martha Schrader said at the State and County level they were looking at ways to take care of military families. This past year the Oregon State

legislature passed the largest body of legislation for the opportunities for veterans since World War II. The community covenant was an agreement between local communities to say how they would welcome military people home and how they would help them adjust to civilian life. Major General Curtis Loop talked about how the community covenant program worked, gave them the history of the program, and examples of what other communities had done. He had presented the program to the Chamber of Commerce and suggested that the City and Chamber develop a committee. Council consensus was to work with the Chamber. Mayor Thompson said she would volunteer to help with it.

Major General Dan Hitchcock said they were looking at the beginning of May 2010 for a covenant for Canby.

COMMUNICATIONS: None.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: Bev Doolittle, Chamber of Commerce Executive Director, read a letter from Paul Carlson, Chamber Board President, expressing their commitment for support to the City.

Greg Perez spoke about road replacement, widening, and lack of sidewalk concerns he had regarding NE 3rd Avenue by the Fairgrounds and Knott Street. Changes in this area would strengthen downtown and make it safe for pedestrians. He thought they should form a committee to look at it.

Mayor Thompson said the City had tried for a grant to do the infrastructure but had not been successful. It was to be included in the TSP update, which would be done in June 2010. The key was the funding. She suggested that the Council put this on a follow-up list for a priority.

Councilor Henri said he was on the TSP committee and would bring it to them.

MAYOR'S BUSINESS: None.

COUNCILOR COMMENTS & LIAISON REPORTS: Councilor Henri said the Board of County Commissioners made the recommendation to C-4 for the urban and rural reserves. There would be a month or two of study. Canby was happy with the recommendation with minor modifications. He had attended the Canby School Board meeting. They made a work plan for the year, and it might be something Council wanted to do.

Councilor Daniels said the Transit Advisory Committee met last week. There was no longer service on Saturdays.

Councilor Bitter said he attended the Canby Utility Board Meeting on September 8. BPA announced their wholesale rate increase would be 7.52%. He talked about the progress of the 13th Avenue water tank. He also gave a summary of the Canby Utility Survey. They received 63 applications for the Police Chief position. The Police Chief Search Advisory Committee would meet on September 24 to review applications and narrow down the semi-finalists.

Councilor Henri said he would like to discuss the City Councilor vacancy interview process under New Business.

CONSENT AGENDA: **Councilor Daniels moved to approve the minutes of the August 26, 2009 Special City Council Meeting and September 2, 2009 City Council Regular Meeting. Motion was seconded by Councilor Bitter and passed 3-0.

RESOLUTIONS & ORDINANCES: Resolution 1043 – **Councilor Daniels moved to adopt Resolution 1043, A RESOLUTION ESTABLISHING A LIBRARY FUND FOR THE CITY OF CANBY. Motion was seconded by Councilor Henri and passed 3-0.

Resolution 1044 – Councilor Bitter said this was the Planning Department's best effort at what they thought actual costs might be in terms of inspections and administrative costs. A 50% reduction for non-profits meant they were doing it at a loss.

****Councilor Henri moved to adopt Resolution 1044, A RESOLUTION AMENDING FEES FOR THE CITY OF CANBY PLANNING DEPARTMENT TO ADD TEMPORARY VENDOR APPLICATION FEES. Motion was seconded by Councilor Daniels and passed 3-0.**

Ordinance 1315 – **Councilor Daniels moved to adopt 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. Motion was seconded by Councilor Bitter and passed 3-0 by roll call vote.

NEW BUSINESS: City Councilor Interview Process – Councilor Henri asked if they could or should select from the same group of applicants for both vacancies.

John Kelley, City Attorney, said yes they could and the responsibility for selecting the process was the Council's.

Council consensus was to select two applicants from the applications they had received.

Councilor Henri said he suggested after interviewing on September 22 and 23, they narrow down the applicants and further interview those selected.

Council consensus was to hold another Special Meeting to interview the semi-finalists, if they felt it was necessary, after the initial interviews.

Council agreed to use the interview questions from the application form for the 15-minute interviews.

CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS: Recommendation for City Administrator Recruitment Process – Amanda Klock, Human Resources Director, said staff was recommending using the League of Oregon Cities to do the recruitment. They charged a flat rate for the recruitment and the City paid the expenses depending on the recruitment they did. Other cities that used the League were happy about the process. She would like to know when they wanted to start. They could either start now or wait until after the holidays. The League representative could come out the first week in October and develop a profile and they could get an advertisement and do interviews after the first of the year. This timing would work well with the other recruitments they had.

Council consensus was to use the League of Oregon Cities for the City Administrator recruitment and start as soon as possible.

Councilor Bitter said he would like to discuss the salary adjustment for the interim City Administrator.

Ms. Scheafer said she contacted several cities that had staff serve as an Interim City Administrator. She reviewed the staff position that served in that position along with their additional compensation, if applicable.

Mayor Thompson asked staff to bring back information regarding the Human Resources Director's current salary and what the options would be for additional compensation. Council could make a decision at their Special Meeting next week. They would make the extra compensation retroactive.


CITIZEN INPUT: ^{Ares}~~Richard Ayres~~ invited the Council to attend the Rotary clock unveiling on Friday, September 18.

ACTION REVIEW:

1. Approved the Consent Agenda.
2. Adopted Resolution 1043.
3. Adopted Resolution 1044.
4. Adopted Ordinance 1315.
5. Staff would contact the League of Oregon Cities regarding the recruitment for the City Administrator.
6. Staff would get back to the Council with information regarding the Human Resources Director's salary.

Mayor Thompson adjourned the Regular Meeting at 9:00 p.m.


Kimberly Scheafer, CMC
City Recorder


Melody Thompson
Mayor

Assisted with Preparation of Minutes – Susan Wood