

**CANBY CITY COUNCIL
WORK SESSION MINUTES
August 6, 2008**

Presiding: Mayor Melody Thompson.

Council Present: Paul Carlson, Teresa Blackwell, Walt Daniels and Randy Carson. Councilors Wayne Oliver and Tony Helbling were absent.

Staff Present: Mark Adcock, City Administrator; Sue Engels, Interim Finance Director; Dwayne Barnes, Public Works Director; Bob Godon, Building Inspector; and Kim Scheafer, City Recorder Pro-Tem.

Others Present: None.

Mayor Thompson called the Work Session to order at 6:30 p.m. in the City Hall Conference Room. The Council met to discuss building department fees.

Mark Adcock, City Administrator, said that the building department fees had not been increased since the 1970's. Assuming they agreed, there was a timetable that involved notification of the building and construction industry before the rates were increased.

Bob Godon, Building Inspector, said they had not needed to increase the fees after studies done in 2002 as they were making a little more than they were expending and they had a reserve fund of \$481,000 in 2006. In 2006/2007 there was an \$11,000 loss, but they still had their reserve fund. It wasn't until this last year that they realized there was going to be a downturn. Now they only had \$308,000 left in reserves. It was time to change the fees. The revenues would be such that they would still be losing money for the next few years, but they needed to slow it down and bring their fees in line with the average fees for the surrounding jurisdictions. He compared the old and new proposed fees. They needed to notify the State 45 days before the public hearing and the State contacted the Homebuilders Association and any other stakeholders. There was a 30 day appeal period afterward. If this proposal was approved, they would hear it at their October 1 meeting and it would become effective November 1. They were not adding anything, the money was to maintain the program they had currently, producing a reserve, and was based on the market.

Councilor Carson asked if they wanted to pick a number for their comfort level for the reserve, and after they reached that then they could ease off.

Mr. Godon said the State said they should have about a year's worth of reserve, but because they were a small department they needed a bigger cushion. He thought it should be between one and two years.

Council discussed whether to have a 12 or 18 month reserve. An 18 month reserve was the general consensus.

Councilor Blackwell said no one knew what the economy would be if they could even get 12 months.

Mr. Godon discussed how the economy had already taken a downturn.

The Council agreed to have Mr. Godon notify the State of their intention to increase the fees. Councilor Carson thought they should give the builders they worked with a heads up about this.

Mr. Adcock discussed the issue of where to park CAT buses when the movie theater came in.

Dwayne Barnes, Public Works Director, said they wanted to create room to park five buses, about 5,000 square feet, in the Railroad Parking Lot. Council thought this would be a good solution.

Council discussed the proposed changes to the City Charter. They decided not to put it on the November ballot so that more attention could be given to the library and police levies.

Mayor Thompson adjourned the Work Session at 7:23 p.m.

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
August 6, 2008**

Presiding: Mayor Melody Thompson.

Council Present: Paul Carlson, Teresa Blackwell, Walt Daniels, and Randy Carson. Councilors Wayne Oliver and Tony Helbling were absent.

Staff Present: Mark Adcock, City Administrator; John Kelley, City Attorney; Dwayne Barnes, Public Works Director; Sue Engels, Interim Finance Director; Catherine Comer, Economic Development Manager; and Kim Scheafer, City Recorder Pro-Tem.

Others Present: Bob Cornelius, Nancy Wilmes, Joe Driggers, Bill Milne, Jason Padden, Susie Voss, Tadaski Suga, Kanna Imagawa, Nana Kawamori, Haruka Sasaki, Haruka Suzuki, Isugumi Akitaya, Roger Skoe, Mike McNichols, Mosiah Roberts, and Jason Roberts.

CALL TO ORDER: Mayor Thompson called the Regular Meeting to order at 7:33 p.m. followed by the opening ceremonies.

COMMUNICATIONS: None.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: Nancy Wilmes said that Kurisawa had conglomerated with Iwamizawa a few years ago and students were in the audience. A representative from the Iwamizawa City Hall introduced the students in attendance. Mayor Thompson presented the students with gifts from the City.

Bill Milne, representative from CAPRD, said that the CPW plan was moving forward. They had a stakeholders meeting on June 17 as to what the priorities were regarding facilities, fields, and funding. They had toured and looked at a lot of community facilities. Things were moving forward according to plan.

Joe Driggers said that CAPRD stood for the Canby Area Park and Recreation District. The work they had been doing was developmental work and they would hopefully put a ballot measure in 2010 about forming and funding the recreation district. They needed to get out to the community why they needed the recreation district. He discussed the top needs of the community.

MAYOR'S BUSINESS: Mayor Thompson said she had attended the Mayor's Conference. The Mayor from Independence had spoken with her about their movie project and about the value of the project in their City.

COUNCILOR COMMENTS & LIAISON REPORTS: Councilor Carlson said he had been contacted by the Canby Eye Care Clinic that there had been several accidents on the corner of N.E. 4th & Ivy.

Mark Adcock, City Administrator, said staff would look into it.

Councilor Blackwell invited people to attend the Clackamas County Fair. It would be the 25th anniversary of the Pioneer Village. She would also be attending the Camp Colton Retreat and Urban Reserves would be a main topic of discussion.

Councilor Daniels said the last concert for the Slice of Summer would be held on Sunday. Those attending the fair could park at Fred Meyer and take the CAT bus to the fair. The Wilsonville street car would also be running to the fair.

Councilor Carson said he was still attending the Urban Reserves meetings. Staff was currently compiling data and they would be meeting again in September.

CONSENT AGENDA: **Councilor Daniels moved to approve the minutes of the July 9 City Council Work Session; minutes of the July 16, 2008 City Council Regular Meeting; and appointment of Charles Kocher to the Planning Commission for a term to expire on December 31, 2010. Motion was seconded by Councilor Carson and passed 4-0.

RESOLUTIONS & ORDINANCES:

Resolution 996 - ****Councilor Carson moved to adopt Resolution 996, A RESOLUTION AUTHORIZING AND DIRECTING THE CITY RECORDER TO CERTIFY TO THE CLACKAMAS COUNTY CLERK A MEASURE REFERRING TO THE ELECTORATE A PROPOSED ANNEXATION OF 4.85 ACRES DESCRIBED AS TAX LOT 2190 OF TAX MAP 3-1E-28DD LOCATED SOUTH OF NE TERRITORIAL ROAD, WEST OF N PINE STREET AND NORTH OF NE 16TH AVENUE; AUTHORIZING THE CITY RECORDER TO SEND AN EXPLANATORY STATEMENT FOR THE VOTER'S PAMPHLET; AND DOING ALL OTHER NECESSARY ACTS TO PLACE THE MATTER BEFORE THE VOTERS OF THE CITY OF CANBY FOR THE NOVEMBER 4, 2008 ELECTION. Motion was seconded by Councilor Blackwell and passed 4-0.**

Resolution 997 - ****Councilor Daniels moved to adopt Resolution 997, A RESOLUTION AUTHORIZING AND DIRECTING THE CITY RECORDER TO CERTIFY TO THE CLACKAMAS COUNTY CLERK A MEASURE REFERRING TO THE ELECTORATE A PROPOSED ANNEXATION OF 2 ACRES DESCRIBED AS TAX LOT 01600 OF TAX MAP 3-1E-27CB LOCATED AT 1335 NE TERRITORIAL ROAD, JUST EAST OF THE**

MOLALLA FOREST ROAD; AUTHORIZING THE CITY RECORDER TO SEND AN EXPLANATORY STATEMENT FOR THE VOTER'S PAMPHLET; AND DOING ALL OTHER NECESSARY ACTS TO PLACE THE MATTER BEFORE THE VOTERS OF THE CITY OF CANBY FOR THE NOVEMBER 4, 2008 ELECTION. Motion was seconded by Councilor Carlson and passed 4-0.

Resolution 998 - ****Councilor Carson moved to adopt Resolution 998, A RESOLUTION AUTHORIZING AND DIRECTING THE CITY RECORDER TO CERTIFY TO THE CLACKAMAS COUNTY CLERK A MEASURE REFERRING TO THE ELECTORATE A PROPOSED ANNEXATION OF 14.88 ACRES DESCRIBED AS TAX LOTS 04700, 04900, 05000 AND 05100 OF TAX MAP 4-1E-04DA LOCATED SOUTH OF SE 13TH AVENUE AND EAST OF S IVY STREET; AUTHORIZING THE CITY RECORDER TO SEND AN EXPLANATORY STATEMENT FOR THE VOTER'S PAMPHLET; AND DOING ALL OTHER NECESSARY ACTS TO PLACE THE MATTER BEFORE THE VOTERS OF THE CITY OF CANBY FOR THE NOVEMBER 4, 2008 ELECTION. Motion was seconded by Councilor Carlson and passed 4-0.**

Councilor Carson said they had less than one year's worth of new lots that could be built on right now and these annexations would take 1-2 years before they would be available to build on. They had a lot of new businesses coming in to town and they needed property available for their employees to live and work in Canby.

Resolution 999 – Catherine Comer, Economic Development Manager, said that staff had been meeting with property owners on Walnut Street to develop an MOU and find a solution to improve Walnut Street. The improvement was proposed to go from Sequoia Parkway to First Avenue and to open up additional industrial lands for sale in that area. They were unable to sign an MOU, so the City was now taking the initiative to form an LID to move ahead with the project. She explained what the report would entail, that it would be equal cost allocation for the property owners, and the report would be funded through Urban Renewal at \$3,500.

****Councilor Daniels moved to adopt Resolution 999, A RESOLUTION DECLARING THE CITY OF CANBY'S INTENTION TO INITIATE IMPROVEMENTS TO WALNUT STREET LOCATED IN THE CANBY PIONEER INDUSTRIAL PARK AND DIRECTING THE CITY ENGINEER TO MAKE A SURVEY AND A WRITTEN REPORT OF THE PROPOSED PROJECT AND FILE THE SAME WITH THE CITY RECORDER. Motion was seconded by Councilor Blackwell and passed 4-0.**

Ordinance 1286 – ****Councilor Carson moved to adopt Ordinance 1286, AN ORDINANCE AMENDING CANBY MUNICIPAL CODE SECTION 16.40.014 CONCERNING FLOOD HAZARD PROTECTION. Motion was seconded by Councilor Daniels and passed 4-0 by roll call vote.**

Ordinance 1287 – ****Councilor Carlson moved to approve Ordinance 1287, AN ORDINANCE AUTHORIZING THE MAYOR AND/OR CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH CANBY FORD TO PURCHASE A NEW 2008 FORD ESCAPE COMPACT SPORT UTILITY VEHICLE; AND DECLARING AN EMERGENCY to come up for second reading on August 20, 2008. Motion was seconded by Councilor Blackwell and passed 4-0 on first reading.**

Ordinance 1288 – ****Councilor Carson moved to adopt Ordinance 1288, 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 4-0 by roll call vote.**

Ordinance 1289 – ****Councilor Daniels moved to adopt Ordinance 1289, AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH WINSTEAD AND ASSOCIATES TO PROVIDE BUILDING CODE SERVICES; AND DECLARING AN EMERGENCY. Motion was seconded by Councilor Carson and passed 4-0 by roll call vote.**

Ordinance 1290 – ****Councilor Daniels moved to adopt Ordinance 1290, AN ORDINANCE AUTHORIZING THE MAYOR AND/OR CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH MIXZON, INC. OF PORTLAND, OREGON TO COMPLETE A MIXING ZONE STUDY AND REASONABLE POTENTIAL ANALYSIS FOR THE CITY OF CANBY WASTEWATER TREATMENT DEPARTMENT; AND DECLARING AN EMERGENCY. Motion was seconded by Councilor Carson and passed 4-0 by roll call vote.**

Ordinance 1291 – ****Councilor Carson moved to adopt Ordinance 1291, AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH EAGLE-ELSNER, INC. FOR THE SOUTH 13TH AVENUE STREET RECONSTRUCTION AND TRAFFIC CALMING PLAN; AND DECLARING AN EMERGENCY. Motion was seconded by Councilor Blackwell and passed 4-0 by roll call vote.**

Ordinance 1293 – Mr. Adcock said the amount of the change order was \$41,520.17. It would provide fencing for properties along Sequoia Parkway.

****Councilor Blackwell moved to approve Ordinance 1293, AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE CHANGE ORDER # 4 WITH PARKER NORTHWEST PAVING COMPANY FOR CONSTRUCTION OF SEQUOIA PARKWAY STAGES 5 & 6 AND TOWNSHIP ROAD STREET IMPROVEMENTS; AND DECLARING AN EMERGENCY to come up for second reading on August 20, 2008. Motion was seconded by Councilor Carlson and passed 4-0 on first reading.**

NEW BUSINESS: Findings, Conclusions & Final Order ANN 08-01 - **Councilor Blackwell moved to approve the Findings, Conclusions & Final Order of ANN 08-01. Motion was seconded by Councilor Daniels and passed 4-0.

Findings, Conclusions & Final Order ANN 08-03 - **Councilor Blackwell moved to approve the Findings, Conclusions & Final Order of ANN 08-03. Motion was seconded by Councilor Carlson and passed 4-0.

Findings, Conclusions & Final Order ANN 08-04 - ****Councilor Carlson moved to approve the Findings, Conclusions & Final Order of ANN 08-04. Motion was seconded by Councilor Blackwell and passed 4-0.**

CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS: None.

CITIZEN INPUT: None.

ACTION REVIEW:

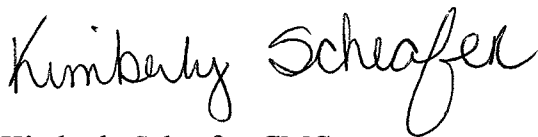
1. Approved the consent agenda.
2. Adopted Resolution 996.
3. Adopted Resolution 997.
4. Adopted Resolution 998.
5. Adopted Resolution 999.
6. Adopted Ordinance 1286 on second reading.
7. Approved Ordinance 1287 to come up for second reading on August 20, 2008.
8. Adopted Ordinance 1288 on second reading.
9. Adopted Ordinance 1289 on second reading.
10. Adopted Ordinance 1290 on second reading.
11. Adopted Ordinance 1291 on second reading.
12. Approved Ordinance 1293 to come up for second reading on August 20, 2008.
13. Approved the Findings, Conclusions & Final Order for ANN 08-01.
14. Approved the Findings, Conclusions & Final Order for ANN 08-03.
15. Approved the Findings, Conclusions & Final Order for ANN 08-04.

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

Mayor Thompson read the Executive Session format and recessed the Regular Meeting at 8:25 p.m.

A URD Agency Meeting and Executive Session was held immediately after the City Council Meeting.

Mayor Thompson reconvened the Regular Meeting at 9:23 p.m. and immediately adjourned.



Kimberly Scheafer, CMC
City Recorder Pro Tem



Walt Daniels
Council President

Assisted with preparation of minutes – Susan Wood