

**CANBY CITY COUNCIL
WORK SESSION MINUTES
December 6, 2006**

Presiding: Mayor Melody Thompson

Council Present: Roger Harris, Walt Daniels, Wayne Oliver, Teresa Blackwell, Randy Carson, and Tony Helbling.

Staff Present: Mark Adcock, City Administrator; John Kelley, City Attorney; Beth Saul, Library & Parks Director; John Williams, Community Development & Planning Director; Chaunee Seifried, Finance & Court Services Director; Melissa York, Office Specialist; and Kim Scheafer, City Recorder Pro-Tem.

Others Present: None.

Mayor Thompson called the work session to order at 6:34 p.m. A light dinner was served.

The Council met to discuss the process for amending the City Charter and possible amendments.

Mr. Adcock said staff assembled the current charter and a model charter and City of Newberg and Estacada charter changes. The Council discussed staff's suggested amendments.

Staff recommended removing the City Treasurer and City Recorder wording so they were not officers in Chapter III. The Council agreed.

Staff recommended wording be changed so it reflects that the conduct of elections is governed by ORS Chapter 284 in Chapter VI. Ordinances could be adopted outlining specific rules for running for office. The Council agreed.

Staff recommended updating wording so it reflected the words Department Directors instead of Department Heads in Chapter IV Section 8. The Council agreed.

Staff recommended updating the wording in Chapter V. The Council agreed to make the Municipal Judge Section 3, City Attorney Section 4. Section 5 would be reworded so it reflected the Council had the authority to contract for professional services of others whose professional skills, training, and knowledge may be required at any time.

John Kelley, City Attorney, said he would pair down the wording so it did not mention any particular profession.

Staff recommended changing the wording in Chapter IX Section 4 so the wording said it was done in compliance with current public contracting regulations. The Council agreed and to remove the wording that the plans and specifications be approved by the Council.

Staff recommended changing the wording in Chapter X so it states Canby Utility Board instead of Canby Electric Board. The Council agreed to keep the wording as is since the Council

delegates the authority to them and defines them. Councilor Carson said he would like to take out the wording regarding the term limits and the Council agreed.

Staff questioned whether the wording needed to be updated in Chapter XI Section 1 regarding debt limit. The Council agreed that the wording be changed so city indebtedness may not exceed debt limits imposed by state law.

Staff questioned whether the figure in Chapter XI Section 4 needed to be adjusted for inflation. Councilor Harris said he thought that it should stay at \$15,000, as he liked the scrutiny.

Mr. Adcock said that managers no longer had the authority to execute Personal Service Contracts. They had to first be approved by the City Attorney and City Administrator.

The consensus was to leave it in the charter and change the contractual obligations limit to \$50,000.

Councilor Helbling wanted the group to consider the Mayor as a voting member of the Council as it was in the LOC charter. Mayor Thompson agreed.

Mayor Thompson adjourned the work session at 7:30 p.m.

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
December 6, 2006**

Presiding: Mayor Melody Thompson

Council Present: Roger Harris, Walt Daniels, Wayne Oliver, Teresa Blackwell, Randy Carson and Tony Helbling.

Staff Present: Mark Adcock, City Administrator; John Kelley, City Attorney; John Williams, Community Development & Planning Director; Beth Saul, Library & Parks Director; Chaunee Seifried, Finance & Court Services Director; and Kim Scheafer, City Recorder Pro-Tem.

Others Present: Devin Herlander, Matt Mathis, Matt Tinnell, Mike Collard, Jeff Hillhouse, Larry Castle, Sharon Schneider, Lila & Curtis Gottman, Buzz & Pat Weygandt, Lisa Weygandt, Catherine Comer, Craig Lewelling, Greg Perez, Bob Scott, and Cynthia Thompson.

CALL TO ORDER: Mayor Thompson called the Regular Meeting to order at 7:34 p.m., followed by the opening ceremonies.

Canby Kiwanis Food & Toy Drive Proclamation – Mayor Thompson presented Larry Castle and Sharon Schneider with a proclamation proclaiming December 10 -16 as Canby Kiwanis Food & Toy Drive Week. Mr. Castle said that last year they provided food for 400 families and toys for 1200 children. Volunteers to sort food and toys were welcome.

Lila Gottman from Action Acres said their sponsored paint ball team collected 155 pounds of food in one day. The kids introduced themselves.

Councilor Daniels thanked the local schools for their food contributions.

Certification of November 7, 2006 Mayor & City Council Election – Mayor Thompson read the certification of the November 7, 2006 General Election regarding the Mayor and City Council election. The official count of votes from Clackamas County were:

MAYOR

Melody Thompson - 3,678, Write-In - 181, Over Votes - 0, Under Votes – 1,827.

CITY COUNCIL

Roger Keith Harris - 3,023, Tony Helbling – 2,988, Wayne Oliver - 3,416, Write-In - 210, Over Votes – 3, Under Votes - 7,418.

Certification of November 7, 2006 Measure 3-224 Proclamation – Mayor Thompson read the certification of the November 7, 2006 General Election regarding Measure 3-224. The official count of votes from Clackamas County: Yes – 3,254, No – 2,229, Over Votes – 1, and Under Votes – 202.

Certification of November 7, 2006 Measure 3-225 Proclamation – Mayor Thompson read the certification of the November 7, 2006 General Election regarding Measure 3-225. The official count of votes from Clackamas County: Yes – 3,256, No – 2,221, Over Votes – 2, and Under Votes – 207.

Certification of November 7, 2006 Measure 3-226 Proclamation – Mayor Thompson read the certification of the November 7, 2006 General Election regarding Measure 3-226. The official count of votes from Clackamas County: Yes – 2,959, No – 2,516, Over Votes – 2, and Under Votes – 209.

Certification of November 7, 2006 Measure 3-228 Proclamation – Mayor Thompson read the certification of the November 7, 2006 General Election regarding Measure 3-228. The official count of votes from Clackamas County: Yes – 3,492, No – 2,040, Over Votes – 1, and Under Votes – 153.

COMMUNICATIONS: None.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: Beth Saul, Library & Parks Director, introduced Cynthia Thompson who had been hired as a consultant for the Transit Department. Ms. Thompson said she had managed transit systems and she believed in community transit. She was happy to help them through this transition.

Ms. Saul said a Transit Advisory Committee meeting was scheduled for December 20.

MAYOR'S BUSINESS: None.

COUNCILOR COMMENTS & LIAISON REPORTS: Councilor Harris said that the Riverside Neighborhood Association would be having a meeting on December 14 at 7 p.m. at the Methodist Church. They would be having a presentation from the Planning Department regarding the Northwoods development. He wanted there to be a discussion during the meeting in January before they appointed the Council President, URD Chairman, and Budget Chairman.

Councilor Daniels said the Police Department got another grant regarding gang enforcement.

Councilor Oliver said a lot of progress was being made in the City with the new light at Territorial and 99E, the bridge on Mulino Road opened, and the walls of the emergency care center went up. Also the Canby High Football team got in the final four.

Councilor Carson congratulated the Police Department on their grant. He attended a Canby School District Board Meeting regarding school property issues and he gave them information regarding the swim and adult centers.

Councilor Helbling said that CBD would be looking at the Request for Proposals for the design standard. There were three openings on the Planning Commission with one Commissioner asking for renewal of his term and one new application. He also thanked the Commission for their work on the signal at Territorial and 99E.

Councilor Harris said that Senator Schrader and Representative Scott had taken some heat from the news media regarding the gang enforcement grant. He thought they did a great job for the City.

Mayor Thompson suggested that a letter be sent to them.

CONSENT AGENDA: **Councilor Blackwell moved to approve Accounts Payable of \$280,744.61; minutes of the November 15, 2006 City Council Regular Meeting and Executive Session; a new off-premise liquor license for Premier Wine Club Services; contract with Municipal Court Judge Jon S. Henricksen; and appointment of Matt Olsen to the Parks & Recreation Advisory Board for a term to expire on June 30, 2007. Motion was seconded by Councilor Carson and passed 6-0.

RESOLUTIONS & ORDINANCES:

Resolution 938 - ****Councilor Daniels moved to approve Resolution 938, A RESOLUTION ACCEPTING THE RESULTS OF THE NOVEMBER 7, 2006 ELECTION, PROCLAIMING ANNEXATION INTO THE CITY OF 1.03 ACRES DESCRIBED AS TAX LOT 1800 OF TAX MAP 3-1E-28CD LOCATED AT 1480 N. HOLLY STREET, AND SETTING THE BOUNDARIES OF THE PROPERTY TO BE INCLUDED WITHIN THE CITY LIMITS. Motion was seconded by Councilor Harris and passed 6-0.**

Resolution 939 - ****Councilor Carson moved to approve Resolution 939, A RESOLUTION ACCEPTING THE RESULTS OF THE NOVEMBER 7, 2006 ELECTION, PROCLAIMING ANNEXATION INTO THE CITY OF 73.35 ACRES DESCRIBED AS TAX LOTS 100, 101, 102 & 103 OF TAX MAP 4-1E-03 LOCATED IN THE**

SOUTHWEST QUADRANT OF THE CITY, NORTH OF SW 13TH AVE, WEST OF MULINO ROAD AND SOUTH OF S. TOWNSHIP ROAD, AND SETTING THE BOUNDARIES OF THE PROPERTY TO BE INCLUDED WITHIN THE CITY LIMITS. Motion was seconded by Councilor Helbling and passed 6-0.

Resolution 940 - **Councilor Harris moved to approve Resolution 940, A RESOLUTION ACCEPTING THE RESULTS OF THE NOVEMBER 7, 2006 ELECTION, PROCLAIMING ANNEXATION INTO THE CITY OF 1.7 ACRES DESCRIBED AS TAX LOT 1300 OF TAX MAP 4-1E-27CB LOCATED AT 1203 NE TERRITORIAL ROAD, AND SETTING THE BOUNDARIES OF THE PROPERTY TO BE INCLUDED WITHIN THE CITY LIMITS. Motion was seconded by Councilor Carson and passed 6-0.

Resolution 941 - **Councilor Helbling moved to approve Resolution 941, A RESOLUTION ACCEPTING THE RESULTS OF THE NOVEMBER 7, 2006 ELECTION, PROCLAIMING PASSAGE OF A FIVE-YEAR LOCAL OPTION SERIAL TAX LEVY TO FUND THE CANBY SWIM CENTER. Motion was seconded by Councilor Harris and passed 6-0.

Resolution 943 - **Councilor Carson moved to approve Resolution 943, A RESOLUTION AMENDING THE CITY OF CANBY PERSONNEL POLICY MANUAL REGARDING OFLA AND FMLA LEAVE POLICY FOR ALL EMPLOYEES. Motion was seconded by Councilor Blackwell.

Councilor Harris complimented staff for being on this issue. The City Administrator recognized that there was a gap in the policy.

Motion passed 6-0.

Ordinance 1227 - **Councilor Blackwell moved to approve Ordinance 1227, AN ORDINANCE AUTHORIZING PURCHASE OF ROAD RIGHT-OF-WAY FOR THE EXTENSION OF SW BERG PARKWAY AND DECLARING AN EMERGENCY to come up for second reading on January 3, 2007. Motion was seconded by Councilor Carson and passed 6-0 on first reading.

NEW BUSINESS: Sequoia Parkway Extension Memorandum of Understanding - John Williams, Community Development & Planning Director, said the agreement was to construct another section of Sequoia Parkway. The property was just recently annexed. The URD Agency had been working with the property owners to extend Sequoia Parkway and gain access to this section of the road. This would be Phase 5 and 6. Mr. Williams reviewed the terms of the MOU. The amendments were to fix typos in the document.

Councilor Carson said he hoped there was not anything in the MOU that the Council did not agree with as he had reviewed it and made changes.

Councilor Harris was glad that Councilors Carson and Helbling were able to go through the document with Mr. Williams.

****Councilor Carson moved to adopt the Sequoia Parkway Memorandum of Understanding as amended. Motion was seconded by Councilor Daniels.**

Councilor Blackwell asked if the language about removing the LID was just for this piece of roadway.

Mr. Williams said that was correct.

Motion passed 6-0.

CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS: None.

Mayor Thompson asked if the Council wanted to meet in another work session regarding charter changes. The consensus of the Council was to have a work session in January.

CITIZEN INPUT: None.

ACTION REVIEW:

1. Approved the consent agenda.
2. Adopted Resolution 938.
3. Adopted Resolution 939.
4. Adopted Resolution 940.
5. Adopted Resolution 941.
6. Adopted Resolution 943.
7. Approved Ordinance 1227 to come up for second reading on January 3, 2007.
8. Approved Sequoia Parkway Memorandum of Understanding.
9. Staff would bring back additional information to the proposed charter amendments to the January 17, 2007 meeting.
10. Staff would prepare a thank you letter for Senator Schrader and Representative Scott.

Attorney Kelley asked if a draft of the charter should be incorporated in the LOC Model Charter or the current charter. The consensus was to incorporate proposed language changes in a draft of the current charter.

There was no Executive Session.

Mayor Thompson adjourned the Regular Meeting at 8:29 p.m.



Kimberly Scheafer
City Recorder Pro Tem



Melody Thompson
Mayor

Assisted with Preparation of Minutes – Susan Wood