

**CANBY CITY COUNCIL  
WORKSHOP MINUTES  
March 16, 2005**

**Presiding:** Mayor Melody Thompson

**Council Present:** Roger Harris, Walt Daniels, Wayne Oliver, Teresa Blackwell and Randy Carson. Councilor Georgia Newton was absent.

**Staff Present:** City Administrator Mark Adcock, Finance & Court Services Director Chaunee Seifried, Community Development & Planning Director John Williams, Police Chief Ken Pagano, Public Works Supervisor Roy Hester and City Recorder Pro Tem Kim Scheafer.

**Others Present:** David Howell.

Mayor Thompson called the session to order at 6:30 p.m. A light dinner was served. The Council discussed the process of how a street maintenance fee could be implemented.

Planning Director John Williams said staff needed to know how the Council wanted to move forward with this idea and what they wanted to see in the process. When they first did this process in 2002, it was difficult to get people out to public meetings. The people were not crazy about the idea. The business people only wanted to pay their share. The recommendation was to have a heavy public process. Councilor Carson said they would need new numbers and information on how the streets were now.

Mayor Thompson read notes from Councilor Newton who thought they should appoint a task force. The business community was important to get involved. She thought they could use the task force to be advocates for the idea. They should have a list of what streets they were going to do and when. Councilor Daniels said he thought they were beyond the task force stage. He thought they should have general public meetings with the information. They should focus on what was the minimal level they could charge.

Administrator Adcock said the street list should not be debatable, there should be objective criteria. Mr. Williams said the fees that would be palatable would get the routine work done, but not get to the failed streets. Mayor Thompson said if they went the low route, people would see streets not getting fixed and if they had to raise the fee where it took care of the needs, people would view that negatively. Councilor Carson agreed with Councilor Daniels to do a fast track. Councilor Harris asked about the impact on businesses. Mr. Williams said they had based it on the SDC methodology of trips generated divided by different uses. It was divided 70% residential, 30% business. They tried to keep it as a fee instead of a tax. It would be assessed to the property owners. There would also be administrative costs to do the billing.

Councilor Harris said for any new fee or tax, he preferred a referendum, but it was a tough sell to the public. Councilor Carson thought they should vote it in, and if the public did not like it, they could vote to take it away. Councilor Oliver did not think it wise to send it to the vote. He thought they could tie it in with the EID so businesses got a credit for what they paid to the EID.

Councilor Carson said they would be taking money away from one or the other. Mr. Williams said they had talked about people getting credits, bus riders, elderly, etc., but every time they did that it made it more like a tax instead of a fee. Mayor Thompson said putting it to a vote where they had no opportunity to educate and make the case to the public, it would get voted down and it would not help fix the infrastructure.

Mayor Thompson viewed the task force as the group telling them the best way to go with the project. Mr. Adcock said they might render a recommendation that they would not want to take. Mr. Williams said it would be challenging to find people to serve. Mr. Williams said it would make more sense to have a task force to review the technicalities and the methodology. Councilor Carson wanted the process to move forward. The problem would be the businesses. The URD had helped the roads, and that should be brought up as well. Staff would do an updated concept paper, restate the problem, create a process of establishment of a technical committee, timeline of milestones, and implementation or sending it to the voters. Mr. Williams thought they should move rapidly. Mayor Thompson said perhaps they could send to the voters which type of package did they like instead of voting yes or no on it.

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

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**CANBY CITY COUNCIL  
REGULAR MEETING MINUTES  
March 16, 2005**

**Presiding:** Mayor Melody Thompson

**Council Present:** Roger Harris, Walt Daniels, Wayne Oliver, Teresa Blackwell and Randy Carson. Councilor Georgia Newton was absent.

**Staff Present:** City Administrator Mark Adcock, City Attorney John Kelley, Community Development & Planning Director John Williams, Finance & Court Services Director Chaunee Seifried, Library & Parks Director Beth Saul, Transit & General Services Director Margaret Yochem, WWTP Supervisor Darvin Tramel, WWTP Lead Operator Dave Conner, WWTP Operator I Bruce Shelquist, WWTP Operator II Bob Wengert and City Recorder Pro Tem Kim Scheafer.

**Others Present:** Shannon Conner, Lila & Curtis Gottman, Robin Adcock, Wendy Lake, David Howell, Lani Heale, John & Jan Gibson, Laurie Ferrell & Family, John, Karey & Miranda Gibson, Elle Bratcher & Family, and Rex & Ly Hagans.

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

**General Canby Day Button Contest Winner** - Ms. Lila Gottman said that Carus Elementary School students submitted artwork for the General Canby Day buttons. Mayor Thompson

announced the winners. The grand prize winner was Lani Heale, whose artwork would be on the buttons.

Employee of the Month Presentation – City Administrator Mark Adcock said that Dave Conner from the WWTP was the employee of the month for February.

**COMMUNICATIONS:** None.

**CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:** Ken Schuh, PO Box 985, said that on April 1, 2 and 3 the Canby Swim Club would be hosting the Oregon Masters Swimming Association Championship Meet. Mr. Schuh invited the Council to attend so they could welcome people into Canby.

Wendy Lake, co-chair of the Relay for Life Committee, said that the Relay for Life this year would be on July 8 and 9 from 6 p.m. to 2 p.m.

Robin Adcock, co-chair of the Relay for Life Committee, said that the kick-off event would be at the Canby Adult Center on April 4 at 6:30 p.m. This year the goal was to raise \$25,000 and to have at least 25 teams.

**MAYOR'S BUSINESS:** None.

**COUNCILOR COMMENTS & LIAISON REPORTS:** Councilor Daniels said they wanted to have a Budget Committee meeting on April 27.

Councilor Oliver said the infields at Maple Street Park were in great shape. The irrigation was completed.

Councilor Blackwell said that on April 1 the Vietnam Helicopter Memorial group would have a fundraiser at Hope Village. Councilor Daniels said there was a fundraiser for Hope Village that weekend too.

Councilor Carson said that the Bike & Pedestrian Committee met last night and had been discussing bike lanes. The Canby Utility Board had an article in the *Canby Herald* regarding the possibility of water shortages. More information would be coming later.

**CONSENT AGENDA:** \*\*Councilor Blackwell moved to approve Accounts Payable of \$342,518.74; Minutes of the February 23, 2005 City Council Workshop, Minutes of the March 2, 2005 City Council Regular Meeting and Executive Session; Reappointment of Michael Calvert to the Transit Advisory Committee for a term to expire on March 31, 2008, and Appointment of Robert Ruby and Steve Allen to the Transit Advisory Committee for terms to expire on March 31, 2006. Motion was seconded by Councilor Daniels and passed 5-0.

**NEW BUSINESS:** Findings, Conclusion and Final Order ANN 04-07 McMartin –

**\*\*Councilor Carson moved to approve the Findings, Conclusion and Final Order for ANN 04-07. Motion was seconded by Councilor Daniels.**

Councilor Harris said that he thought annexing an island was a very aggressive approach to growth and that was why he was opposed.

**Motion passed 4-1 with Councilor Harris opposed.**

## **RESOLUTIONS & ORDINANCES:**

### Resolution 892 –

**\*\*Councilor Daniels moved to adopt Resolution 892, A RESOLUTION ADOPTING POLICIES AND OPERATING GUIDELINES FOR THE CANBY CITY COUNCIL AS IT CONDUCTS THE BUSINESS OF THE CITY. Motion was seconded by Councilor Oliver and passed 5-0.**

### Resolution 893 –

**\*\*Councilor Carson moved to adopt Resolution 893, 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 APPROXIMATELY 30 ACRES DESCRIBED AS TAX LOTS 1700, 1800 AND 2000 OF TAX MAP 4-1E-4D LOCATED IN THE SOUTHWEST QUADRANT OF THE CITY, SOUTH OF HOPE VILLAGE BETWEEN S IVY STREET AND S FIR STREET JUST NORTH OF THE MOLALLA RIVER; 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 MAY 17, 2005 ELECTION. Motion was seconded by Councilor Daniels and passed 5-0.**

### Ordinance 1171 –

**\*\*Councilor Daniels moved to approve Ordinance 1171, AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH SIGNATURE PAVING SERVICES, INC. OF NEWBERG, OREGON FOR THE INSTALLATION OF NEW PATHWAYS AND RESURFACING OF EXISTING PATHWAYS FOR THE MAPLE STREET PARK RENOVATION PROJECT AND DECLARING AN EMERGENCY. Motion was seconded by Councilor Harris and passed 5-0 by roll call vote.**

Ordinance 1172 – Transit & General Services Director Margaret Yochem said that the Future Facilities Study had recommended they lease space for short term needs. They would move the Planning and Building departments across the street in a 3,000 square foot area. They wanted to enter into a five year lease and the square footage was below market value. The Court and City

Attorney would move into the open space where Planning and Building had been. There would be money in the administrative budget that was not used for janitorial services.

Councilor Carson asked if there were some opt out options. Ms. Yochem said yes they had a two month opt out for any reason. City Attorney John Kelley said that the Ordinance should have said City Administrator to sign the lease instead of the City Recorder.

**\*\*Councilor Harris moved to approve Ordinance 1172, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A LEASE AGREEMENT WITH CANBY COURTHOUSE SQUARE, LLC FOR THE RENTAL OF PROPERTY FOR CITY OFFICES; AND DECLARING AN EMERGENCY to come up for second reading on April 6, 2005. Motion was seconded by Councilor Blackwell and passed 5-0 on first reading.**

**CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS:** Report on Financial Support for Neighborhood Associations – Mr. Adcock said that Project Planner Matilda Deas had provided information to the Council of what other jurisdictions did for their neighborhood associations. Councilor Harris said all that the neighborhood associations had asked for was to use the postage meter. Mayor Thompson said that Councilor Newton had said that she supported the neighborhood associations, but they did not financially support their partner agencies, and should they be adding them back in at this time? Her feeling was that they didn't at this time. Councilor Carson said they could help them in other ways, such as if they needed a meeting space and were already providing staff resources and posting notices for meetings. Until they knew what their budget was for this year, they did not want to guarantee money for postage.

Ms. Deas said they provided space on the web site for the associations. She had met with the Canby Livability Coalition and laid out an opportunity for them to work together so they could help with funding issues. She was hopeful that they would be another source of funds.

Mayor Thompson asked if the Adult Center charged for having meetings there. Councilor Daniels said that the Adult Center had to pay a monitor and that was why they charged.

Councilor Carson said the SE Neighborhood Association meeting was April 5 to formalize the association.

Councilor Harris said they would probably want to set a dollar amount. Council gave consensus to bring this item up at a Budget meeting.

Report on Final Design of Transit Center – Ms. Yochem said they had received two grants last year which would pay for the bathrooms, transit driver breakroom and clocktower gazebo. There would be a water feature in the future. They would go out to bid for the bathrooms tomorrow. The Cutsforths had approved it, and the Planning Commission also approved.

Councilor Carson said this was a good plan and had been an ongoing project for a long time. Mayor Thompson wanted to know what happened when they grew? Ms. Yochem said that was a discussion for the future.

Mr. Adcock said that the draft version of the most recent goals document had been distributed to the Council a few weeks ago. He had not heard back from anyone. He wanted to have Council sign it and include it in the budget document.

Councilor Blackwell remembered that the auction fundraiser she announced earlier was only for Hope Village not the helicopter memorial group.

**CITIZEN INPUT:** None.

**ACTION REVIEW:**

1. Approving the consent agenda.
2. Approving the Findings, Conclusion and Final Order for ANN 04-07.
3. Adopting Resolution 892.
4. Adopting Resolution 893.
5. Approving Ordinance 1171 on second reading.
6. Approving Ordinance 1172 to come up for second reading on April 6, 2005.

**\*\*Councilor Blackwell moved to go into Executive Session pursuant to ORS 192.660(2)(f) exempt public records and ORS 196.220(2)(i) performance evaluation of a public officer. Motion was seconded by Councilor Carson and passed 6-0.**

Mayor Thompson recessed the regular session at 8:28 p.m.

Mayor Thompson reconvened the regular session and immediately adjourned at 9:16 p.m.

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**CANBY CITY COUNCIL  
EXECUTIVE SESSION  
March 16, 2005**

**Presiding:** Mayor Melody Thompson

**Council Present:** Roger Harris, Walt Daniels, Wayne Oliver, Teresa Blackwell and Randy Carson. Councilor Georgia Newton was absent.

**Staff Present:** City Attorney John Kelley.

**Others Present:** None.

Mayor Thompson called the Executive Session to order at 8:35 p.m.

ORS 192.660(2)(f) – The Council discussed under exempt public records a memorandum from City Attorney John Kelley and Canby Utility Board Attorney Jack Hammond regarding extension of water service outside the City.

ORS 192.660(2)(i) – The Council discussed the performance evaluation of the Finance and Court Services Director.

ORS 192.660(2)(i) – The Council discussed the performance evaluation of the City Attorney.

Mayor Thompson adjourned the Executive Session at 9:15 p.m.



Kimberly Scheafer  
City Recorder Pro Tem



Melody Thompson  
Mayor

Assisted in Preparation of Minutes – Valerie Kraxberger & Susan Wood