

**CANBY CITY COUNCIL
WORKSHOP MINUTES
May 4, 2005**

Presiding: Mayor Melody Thompson

Council Present: Roger Harris, Walt Daniels, Georgia Newton, and Teresa Blackwell. Councilors Randy Carson and Wayne Oliver were absent.

Staff Present: City Administrator Mark Adcock, Community Development & Planning Director John Williams, Finance & Court Services Director Chaunee Seifried, WWTP Supervisor Darvin Tramel, and City Recorder Pro Tem Kim Scheafer.

Others Present: Raymond Bartlett and Curt McLeod.

Mayor Thompson called the workshop to order at 6:30 p.m.

The Council met in a workshop session to review the Sanitary and Storm Sewer Financial Plan and Rate Analysis. City Administrator Mark Adcock said that Raymond Bartlett was an economist and financial analyst that the City used on these types of studies.

Mr. Bartlett did a PowerPoint presentation to the Council. He began with a history of the fund. They had 2.1 million dollars in reserve at the end of 2004. The outstanding debts were bonds that were taken in 1994 and refinanced in 1997, and the annual debt service was \$490,000 a year. Since 1999, they made many capital improvements without having to borrow additional money. Most of it came from SDC's and reserves. Most of the improvements happened to the wastewater treatment plant. The current financial position looked good. They wanted to forecast what kind of capital improvements had to be made and how to manage debt. For sanitary sewer, they were looking at 3.5 million dollars of capital improvements that were planned, and 1.7 million for stormwater improvements, although it was still uncertain how much they would spend on stormwater because they were writing new regulations. He explained the outstanding debt service. They could use the money in reserve to pay off the debt early.

Mr. Adcock asked if they thought about refinancing the debt before paying it off early? Mr. Bartlett said they had refinanced it to a low level already, and they might get a slight improvement. Refinancing had costs associated with it, and the smaller the differences on interest between current and what they would get might be difficult to pass the State's test on whether it was viable.

Mr. Adcock asked if they were in compliance with existing stormwater regulations? Mr. McLeod said they had some regulatory things they needed to do in the next year or two, some reports needed to be done. Canby was in the same position as other cities.

Mr. Adcock asked if they had any sense that some future stormwater regulations would require significant capital? Mr. McLeod thought they would.

Mr. Bartlett said in laying out the plan, they tried to maintain the same ratio of operating costs and rate revenues in the future. Cash would never drop below one million dollars in reserve. The plan was to make the capital improvements they needed to make without having to borrow more money and pay off all outstanding debts and still have enough cash to back up any failures that might occur in the system. They did this with some mild rate increases. Since 1999 they had not adjusted rates. They wanted to make small increases each year instead of big leaps every so often. The risks were lack of growth, inflation, water quality regulations, and unexpected failures in the system. The opportunities were a cash balance to weather many problems and current financing looked reasonable.

Mr. Tramel gave them a handout with a comparison with other cities in the area that showed their rates were in line with those in the metro area, even with the rate increases.

Mayor Thompson asked about capacity, and Mr. Tramel said they were supposed to be good until 2020, but it was based on population growth. Mr. McLeod said if growth flattened out, a lot of the improvements would not need to be made.

They were planning to bring a resolution to Council to approve the rate increase structure. They would also need to update the SDC's.

Mayor Thompson adjourned the session at 7:10 p.m.

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
May 4, 2005**

Presiding: Mayor Melody Thompson

Council Present: Roger Harris, Walt Daniels, Georgia Newton, Wayne Oliver, and Teresa Blackwell. Councilor Randy Carson 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, and City Recorder Pro Tem Kim Scheafer.

Others Present: John Dewar, Sharon Root, Irene Breshears, Lila & Curtis Gottman, Scott Neuberger, David Howell, Carlie Hilner, Judy Adams, and Kathy Thompson.

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

National Association of Letter Carriers National Food Drive Day Proclamation – Mayor Thompson read a proclamation proclaiming May 14, 2005 as 2005 National Association of Letter Carriers National Food Drive Day and presented the proclamation to John Dewar. Mr.

Dewar said they had been doing this for ten years. He showed them a food drive poster. He told them how many pounds of food the food bank received from different sources. The Council donated their non-perishable food items.

Poppy Days in Canby Proclamation – Mayor Thompson read a proclamation proclaiming May 9 - 14, 2005 as Poppy Days in the City of Canby and presented the proclamation to Sharon Root. Ms. Root said the poppies were made by veterans, and it was a source of income for them. She read them a poem.

COMMUNICATIONS: None.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: Scott Neuberger, resident of 656 SE 6th Place, thanked the Council for approving the payment of the brick wall. The neighbors were more receptive to getting the graffiti off the wall. He thanked Councilor Harris for offering the use of the pressure washer, which they had not needed to use yet. The brick was on order and the pathway would be done at the same time.

MAYOR'S BUSINESS: Mayor Thompson said that she, along with Councilor Carson and City Administrator Adcock, met with a company that did large scale redevelopment who heard the City was in the market for a new facility. Given the budget constraints that they were going to be faced with and the expenses that were going to be coming in, she would like to encourage the Council to look towards not only the Urban Renewal budget, but also to think about the idea of being more aggressive at seeking individuals who had an interest in doing redevelopment in the community. They might want to get a better vision of what they wanted to do downtown and hiring someone to assist them. They needed to be together. She thought they needed to do marketing and use every opportunity to make the community more viable.

COUNCILOR COMMENTS & LIAISON REPORTS: Councilor Harris asked for an update on the Friendship Garden in Triangle Park. City Administrator Adcock said that the City had entered into an agreement with an organization responsible for the maintenance of the garden. A key component of that agreement was that if at any time the City was concerned that it was not being maintained at an appropriate level, it allowed the City to put them on notice. Library & Parks Director Beth Saul said that they had not had any contact with the Sister City Association for over a year. At this point she thought the City might want to put them on notice or find out what the situation was. She had two volunteers who had approached her on taking care of the garden. Councilor Harris said it needed to be maintained and they needed to follow the procedure to keep it up.

Councilor Daniels said that tomorrow was the Mayoral Prayer Breakfast. During the month of April the Canby Area Transit system had 18,300 riders. The new restroom would be in by June 30. A new demo bus was being used on the Oregon City route.

CONSENT AGENDA: **Councilor Blackwell moved to approve Accounts Payable of \$207,998.26. Motion was seconded by Councilor Daniels and passed 5-0.

RESOLUTIONS & ORDINANCES:

Ordinance 1175 – Transit & General Services Director Margaret Yochem presented to the Council the proposed floor plan. They were taking nine people out of 1,100 square feet and putting them into 3,300 square feet.

****Councilor Harris moved to approve Ordinance 1175, AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH RON ROBINSON HOMEBUILDER, OF CANBY, OREGON FOR IMPROVEMENTS TO THE MANGUS BUILDING FOR THE PLANNING AND BUILDING DEPARTMENT; AND DECLARING AN EMERGENCY to come up for second reading on May 18, 2005. Motion was seconded by Councilor Blackwell and passed 5-0 on first reading.**

NEW BUSINESS: Request for Safety Fencing for Logging Road Trail 99E Bridge – Ms. Saul said that the current guardrails needed to be about 30 inches higher. This was an ODOT standard. The fencing would cost about \$10,000. The contractor would have to take out insurance for working near the railroad. She was asking Council for authorization to take care of the matter. She was hoping the project would not be much higher than \$10,000. Funds were available that were dedicated in the Parks Development Fund.

Council gave consensus to take the money from the Parks Development Fund.

CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS: Status Report on Maple Street Park Improvement – Ms. Saul said that they had finished the irrigation and infield improvements. All that was left was the paving and repairing of the paths. Their goal was to have it done before school was out. Canby Kids had revamped the field at Community Park.

Mayor Thompson said she was excited to hear that the tennis courts were almost finished. Ms. Saul was waiting for the City's insurance agent to look at the tennis courts.

City Administrator Adcock said that this would be David Howell's last Council Meeting coverage. Mr. Howell would be returning to England. He appreciated his professionalism, ethics, willingness to discuss ideas, and pleasant and positive support of the City.

CITIZEN INPUT: None.

ACTION REVIEW:

1. Approving the consent agenda.
2. Notifying the Sister City Association regarding the Friendship Garden.
3. Approving Ordinance 1175 to come up for second reading on May 18, 2005.
4. Approving the use of \$10,000 from the Parks Development Fund for safety fencing at the Logging Road.

There was no Executive Session.

Mayor Thompson adjourned the regular session at 8:17 p.m.



Kimberly Scheafer
City Recorder Pro Tem



Melody Thompson
Mayor

Assisted in Preparation of Minutes – Valerie Kraxberger & Susan Wood



OFFICE OF THE MAYOR

Proclamation

“National Association of Letter Carriers National Food Drive Day”

WHEREAS, the National Association of Letter Carriers, in conjunction with the United States Postal Service, AFL-CIO, United Way and local food banks are coordinating a non-perishable food drive; and

WHEREAS, the Saint Vincent de Paul Food Bank at St. Patrick’s Church and Canby’s local food banks are in need of food at all times; and

WHEREAS, the local food bank shelves are continually in need of replenishment due to the ongoing dramatic increase in the need for food; and

WHEREAS, the local letter carriers will collect non-perishable food items placed by mailboxes on Saturday, May 14, 2005.

NOW, THEREFORE, I, Melody Thompson, by virtue of the authority vested in me as Mayor of the City of Canby, do hereby proclaim Saturday, May 14, 2005 as

**2005 National Association of Letter Carriers National Food
Drive Day**

and urge all citizens of the City of Canby to participate in this worthwhile event by donating non-perishable food items to help feed those who are in need.

Given unto my hand this 4th day of May, 2005.

Melody Thompson
Mayor



OFFICE OF THE MAYOR

Proclamation

“Poppy Days in Canby”

WHEREAS, the American Legion Auxiliary adopted the poppy as its memorial flower which pays tribute to the war dead and serves as a source of aid to surviving veterans and their families; and

WHEREAS, the contributions provided by the American Legion Auxiliary are put to good use in support of the children and youth of the Canby community and toward the rehabilitation and care of veterans; and

WHEREAS, the work of the American Legion Auxiliary through the annual sale of poppies is a proper and fitting tribute to the acts of patriotism and courage made by our nation’s veterans in time of national need.

NOW, THEREFORE, I, Melody Thompson, by virtue of the authority vested in me as Mayor of the City of Canby, do hereby proclaim the month of May 2005 as

Poppy Month

and I do further proclaim the week of May 9 through May 14, 2005 as

Poppy Days in the City of Canby

and urge all citizens of the City of Canby to proudly remember the sacrifices made by the members of our Armed Forces by contributing to the American Legion Auxiliary during the month of May 2005 in support of their service to our country’s veterans.

Given unto my hand this 4th day of May, 2005.

Melody Thompson
Mayor