

**CANBY CITY COUNCIL  
CITY COUNCIL WORK SESSION  
July 19, 2017**

**Presiding:** Mayor Brian Hodson.

**Council Present:** Tyler Smith, Greg Parker, Traci Hensley, Tim Dale, Tracie Heidt, and Sarah Spoon.

**Staff Present:** Rick Robinson, City Administrator; Joseph Lindsay, City Attorney; and Kim Scheafer, City Recorder.

**Others Present:** Don Morgan, Andrew Hale, Jim Glennon, and Debbie Pearson.

Mayor Hodson called the Work Session to order at 6:05 p.m. in the Willow Creek Conference Room.

The Council met in a Work Session with the Canby Area Parks and Recreation Advisory Board (CAPRD) to discuss the reduction of the district size.

Don Morgan, CAPRD Board Member, spoke about when the district was formed and the size of the district, which was currently Canby School District's boundary. They wanted to reduce the size of the district to the City's Urban Growth Boundary instead. They had gone to the Clackamas County Board of Commissioners and the County requested a letter from the City of Canby stating the City was not in opposition to the change. If their boundary was reduced, they would put together a programming plan and a bond measure. If the bond measure was voted down, he thought the district should be disbanded.

Rick Robinson, City Administrator, said this was an independent park district and an independent elected body. The City traditionally had focused on parks to serve families. The opportunity CAPRD presented was an expansion of services to the community. The risk was having two independent bodies competing for the same money. The City was evaluating ways to support the current park system and there might be some confusion with having two bodies trying to get support for the same system.

Debbie Pearson, CAPRD Board Member, said CAPRD was set up to be separate and distinct from the City. Once the boundary was reduced they planned to move forward with a visioning process with the citizens of Canby. Out of that would come visioning goals and then they would go out for funding to achieve those goals. Part of the conversation would be what the differences between CAPRD and the City were so people did not think they were paying twice.

Councilor Hensley was opposed to this as they would be competing for the same dollars.

Councilor Parker wanted to first go through the process of addressing the City's park needs before making a decision on CAPRD. They did not know what CAPRD would be offering until the visioning process and it might end up competing.

Councilor Smith liked the idea of the district as its own entity, but did not think they should overlap with the City. He thought the district should take responsibility for all of the City's parks. He did not think they should shrink the existing district as they could serve the people outside the City that the City did not serve.

Councilor Heidt would like to see the recommendation for addressing the current park needs first. She asked if other cities had overlapping districts.

Ms. Pearson said the City of Tigard had its own Parks Department and the Tualatin Valley Parks and Recreation District encompassed the City of Tigard as well.

Councilor Spoon was not prepared to support or oppose the boundary change as they were in the middle of a process for the City's parks. She wanted to get through that process first.

Ms. Pearson said reducing the district did not create or change anything as there was no tax base. It allowed them to focus their efforts on the group that would be deciding on the funding.

Mr. Robinson suggested if the Council wanted to move forward, to create a Memorandum of Understanding between the City and CAPRD to delineate the responsibilities and not compete over the same dollars.

Councilor Smith suggested the letter recommend delaying any action pending the conclusion of the City's process.

Councilor Spoon was concerned about citizen confusion if CAPRD had the same boundaries as the City.

Ms. Pearson said CAPRD was requesting to shrink the district due to the lack of support for those living outside of the City's limits. They did not see the benefit of being a part of the district as most lived out in the country.

There was consensus to wait for a decision on CAPRD's boundary until the City's process was completed.

Mayor Hodson adjourned the Work Session at 6:45 p.m.

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**CANBY CITY COUNCIL  
REGULAR MEETING MINUTES  
July 19, 2017**

**PRESIDING:** Mayor Brian Hodson.

**COUNCIL PRESENT:** Tyler Smith, Greg Parker, Traci Hensley, Tim Dale, Tracie Heidt, and Sarah Spoon.

**STAFF PRESENT:** Rick Robinson, City Administrator; Joseph Lindsay, City Attorney; Julie Blums, Finance Director; and Kim Scheafer, City Recorder.

**OTHERS PRESENT:** None.

**CALL TO ORDER:** Mayor Hodson called the Regular Meeting to order at 7:30 p.m. in the Council Chambers followed by opening ceremonies.

**COMMUNICATIONS:** None.

**CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:** None.

**MAYOR'S BUSINESS:** Mayor Hodson attended First Friday and the Region 1 Area Commission on Transportation meeting. He discussed some of the elements in the Transportation Bill including transportation funding. He and Councilor Parker met with the County regarding tourism. The Slice of Summer was not occurring this year. He would be attending the Oregon Mayors Association Conference. He attended the Parks and Recreation Advisory Board meeting where the parks maintenance recommendation was finalized. The recommendation would be brought to Council in August. The Board also discussed dog park maintenance, safety concerns at Community Park, Canby Area Parks and Recreation District, and there was one vacancy on the Board. The Rotary 3 on 3 Basketball Tournament would be held on July 29, Junk Refunk on August 19-20, Clackamas County Fair on August 15-19, Canby's Big Night Out on August 25, and Canby's Big Weekend on August 25-27. He also attended the Chamber Board meeting where improvements to downtown were discussed.

**COUNCILOR COMMENTS & LIAISON REPORTS:** Councilor Smith said the Planning Commission held two public hearings, one for a land partition and subdivision request and the other was to change the space usage to allow units of smaller sizes. Both requests were approved.

Councilor Parker thought it would be nice to have a facilitated discussion with the Chamber regarding tourism. He gave kudos to the Clackamas Community Credit Union for painting their other building. He attended the Chamber Forum, Bridging Cultures event, and Clackamas County Fair Board meeting.

Councilor Hensley met with Kathy Robinson from the Canby Adult Center. She had complimented Shane Hester from Public Works who did facilities maintenance for the City. There would be a retirement party for Susie Voss, Adult Center Food Services Manager, on August 4.

Councilor Dale attended the Bridging Cultures event. He visited the Happy Valley food court center, which he thought was a good idea for Canby. Canby Utility temporarily repaired the water main break on 13<sup>th</sup> Avenue. It would be repaired permanently later this year. They had surpassed the industry standards, especially in reliability with few power outages. Over the past twelve months they had added 170 new electrical customers. The new electric rate public hearing would be held in October. Canby Utility was working on constructing a new headquarters at 4<sup>th</sup> and Pine. They were also switching to a new after-hours answering service.

Councilor Heidt said Canby Independence Day was fun and thanked all the volunteers. There were 11,933 library cards that had been issued and they had the highest circulation rate in the County. Teen programming was increasing. There was a new sign above the children's area recognizing Canby Kiwanis. The Summer Reading Program would end on August 11. She asked that the Mayor let the Council know what the expectations were for their liaison roles to the neighborhood association meetings. The Fill the Boot fundraiser would be held on July 29. She asked for an update on the Dahlia project.

Councilor Spoon said the SW Neighborhood Association would be scheduling a meeting soon. There was a Facebook page for the Association and Jackie Jones was the president. She thanked Jamie Stickel, Main Street Manager, and all of the volunteers for the Canby Independence Day Celebration. There would be a Bridging Cultures picnic on July 29. Harefest was attended by thousands of people last weekend.

**CONSENT AGENDA: \*\*Councilor Dale moved to adopt the minutes of the June 21, 2017 City Regular Meeting. Motion was seconded by Councilor Spoon and passed 5-0 with Councilor Hensley abstaining.**

**RESOLUTIONS & ORDINANCES:** Resolution 1271 – Julie Blums, Finance Director, said one of the findings on the audit was that the flat \$75 rate the City was using for fleet reimbursement on a federal grant was not right. The City should have been charging the actual amount. The City had not received more money than they should have, but had just received it sooner. ODOT was requiring the City have an action plan with a policy for calculating the rate for reimbursement.

Rick Robinson, City Administrator, said the difference between the \$75 per hour and what they were allowed to charge was the overhead component. They had to capture the actual salaries and benefits associated with the employee doing the work and not the overhead charges.

**\*\*Councilor Spoon moved to adopt Resolution 12671, A RESOLUTION ACCEPTING A CORRECTIVE ACTION PLAN AS A RESULT OF AN AUDIT FINDING FOR THE FISCAL YEAR 2015-2016. Motion was seconded by Councilor Heidt and passed 6-0.**

Resolution 1272 – Ms. Blums said the current policy allowed for a reduced sewer rate for citizens who were at an extremely low income level. There were about 50-60 customers who qualified for the program and many people were only \$100 to \$200 away from qualifying. She wanted to increase the number of people they could serve and suggested changing the criteria from using the County's extremely low income limit to an average of extremely low and very low income limit. This would change the amount for a household income of \$15,000 or below to \$20,000 or below. She did not know how many more people this would help. She also updated the language regarding determining household income to be adjusted to gross income that was reported to the IRS.

There was discussion regarding how to advertise the program, such as once a year on the bill.

**\*\*Councilor Heidt moved to adopt Resolution 1272, A RESOLUTION AMENDING THE POLICY FOR REDUCED SEWER RATE ELIGIBILITY. Motion was seconded by Councilor Spoon and passed 6-0.**

Ordinance 1462 – Mr. Robinson said KinTechnology had been the City's current provider for computer services since 2006 and he would like to get the contract in place soon after the fiscal year. They did a good job for the City. Three quotes had been received and KinTechnology was the lowest. It was a base contract not to exceed \$100,000 and an hourly rate if the services were outside of what was covered in the contract.

**\*\*Councilor Hensley moved to approve Ordinance 1462, AN ORDINANCE AUTHORIZING THE CITY OF CANBY TO ENTER INTO AN AMENDED CONTRACT WITH KINTECHNOLOGY, INC. TO CONTINUE TO PROVIDE COMPUTER TECHNICAL SERVICES FOR THE CITY; AND DECLARING AN EMERGENCY to come up for second reading on August 2, 2017. Motion was seconded by Councilor Heidt and passed 6-0 on first reading.**

**NEW BUSINESS:** None.

**ADMINISTRATOR’S BUSINESS & STAFF REPORTS:** Mr. Robinson commended Ms. Stickel, City staff, the Council, and all the volunteers that made the Canby Independence Day so successful. The Dahlia project was moving along well. The buildings had been removed. A ground breaking would take place the second week in August. The date would be set in the near future. He had been in dialogue with the County to see if S. Fir Street from 13<sup>th</sup> to the City boundary could be taken into the City’s inventory.

**CITIZEN INPUT:** None.

**ACTION REVIEW:**

1. Approved the Consent Agenda.
2. Adopted Resolution 1271.
3. Adopted Resolution 1272.
4. Approved Ordinance 1462 to come up for second reading on August 2, 2017.

There was no Executive Session.

Mayor Hodson adjourned the Regular Meeting at 8:31p.m.

Kimberly Scheafer, MMC  
City Recorder

Brian Hodson  
Mayor

Assisted with Preparation of Minutes - Susan Wood