

**CANBY CITY COUNCIL  
CITY COUNCIL WORK SESSION  
April 15, 2015**

**Presiding:** Mayor Brian Hodson.

**Council Present:** Todd Rocha, Greg Parker, Traci Hensley, Tim Dale, Tracie Heidt, and Clint Coleman.

**Staff Present:** Rick Robinson, City Administrator; Joseph Lindsay, City Attorney; Amanda Zeiber, Asst. City Administrator/HR Director; Renate Mengelberg, Economic Development Director; Haley Fish, Finance Director; Bryan Brown, Planning Director; Jamie Stickel, Main Street Manager; and Kim Scheafer, City Recorder.

**Others Present:** John Southgate.

Mayor Hodson called the Work Session to order at 6:00 p.m. in the City Hall Conference Room.

The Council met in a Work Session to review Expressions of Interest for development, redevelopment, purchase or lease for five City-owned properties and up to one block in downtown Canby.

Renate Mengelberg, Economic Development Director, reviewed the two development proposals for the City owned properties downtown. Both developers thought a hotel feasibility study needed to be done to verify there was demand for a hotel.

John Southgate, Consultant, was excited about the development that would be happening in Canby and thought the Council should be proud of what they and staff were accomplishing.

Rick Robinson, City Administrator, described the developer interviews and recommended going with Mary Hanlon. He thought she would be straightforward and a trustworthy partner. The unanimous recommendation was to do housing over retail to create a synergy and pedestrian traffic downtown, which was Ms. Hanlon's proposal. They also recommended pursuing with the DK Group the reuse strategy and a lease option for the current library building as a fitness club. Ms. Hanlon was also looking at an alternative hotel site.

There was discussion regarding having a hotel and fitness center in downtown.

There was consensus to pursue staff's recommendations.

Ms. Mengelberg said staff would enter into exclusive negotiating agreements with the developers and bring them back on May 6 for Council approval.

There was concern about giving a six month break on the lease to DK Group and giving them an unfair advantage over their competitors.

Mr. Southgate said the biggest challenge moving forward would be purchasing the two other properties needed for the project. He thought Ms. Hanlon would be an excellent partner.

Haley Fish, Finance Director, gave the third quarter financial update. The report was through March 31, 2015. Revenues were tracking close to what was expected except for the cemetery. The City took over the maintenance of the cemetery in January and was currently contracting for the burials.

There was discussion regarding putting a donation box at the cemetery for projects.

Ms. Fish was projecting a negative impact of about \$38,000 from the current year due to \$26,000 less in revenue than what was budgeted and the extra costs for the cemetery.

Mr. Robinson said staff would be looking at the cemetery operations to see if the burials could be done by staff at a lower cost than the contractor. The cemetery would always need to be subsidized by the City, but the goal was to only lose a little money on it.

Ms. Fish said they were in the middle of preparing the next fiscal year budget and projecting because of additional traffic studies and annexations there might be a supplemental budget for the current year. She reviewed the Library, Street, SDC, Cemetery Perpetual, Forfeiture, and Transit funds.

Mayor Hodson adjourned the Work Session at 7:15 p.m.

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**CANBY CITY COUNCIL  
REGULAR MEETING MINUTES  
April 15, 2015**

**Presiding:** Mayor Brian Hodson.

**Council Present:** Todd Rocha, Greg Parker, Traci Hensley, Tim Dale, Tracie Heidt, and Clint Coleman.

**Staff Present:** Rick Robinson, City Administrator; Amanda Zeiber, Asst. City Administrator/HR Director; Joseph Lindsay, City Attorney; Bryan Brown, Planning Director; Matilda Deas Senior Planner; Melissa Kelly, Library Director; Haley Fish, Finance Director; and Kim Scheafer, City Recorder.

**Others Present:** Bob Cornelius, Kris Rocha, Lee & Kim Wiegand, Mike Zilis, John Serlet, Shawn Hensley, Roger Skoe, Kathy Shinn, Joseph Schaefer, and Don Jeskey.

**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:** Lee and Kim Wiegand, Canby First Baptist Church, said they appreciated Council and prayed for them on a weekly basis. They passed out prayer cards for the Council to fill out. There would be a Mayor's Prayer Breakfast on May 7.

Haley Fish, Finance Director, said the City had received a Certificate of Achievement for Excellence in Financial Reporting. The City had not received the award since 2009. It was the first time that City staff had prepared the financial report and not the auditors. She gave credit to Finance Department staff Suzan Duffy, Sharon Tramel, Judi Christiansen, and Lisa Potter.

**MAYOR'S BUSINESS:** Mayor Hodson said C4 would be having a retreat in June. He and Councilor Hensley would be attending. He discussed the members of the newly formed Area Commission on Transportation. He reported on the Quick Response Team meeting, Library/Civic Building community meeting, and tour of possible donated property to extend the Logging Road Trail. He had also spoken to third graders at Trost Elementary School.

**COUNCILOR COMMENTS & LIAISON REPORTS:** Councilor Coleman commended Ms. Fish for her work. The Municipal Audit and Financial Oversight Committee would be interviewing new auditor candidates. He attended the St. Paul Rodeo Coronation. He toured the construction site in front of the high school, attended the Library/Civic Building community meetings, Planning Commission meeting, and Logging Road tour. Tyler Smith stepped down as the Planning Commissioner Chair. He would continue to be on the Commission. John Savory was appointed Chair and Shawn Hensley Vice-Chair.

Councilor Heidt attended the Traffic Safety Commission meeting, grant writing class, and Chamber luncheon. The Canby Adult Center Spring Bazaar would be held on April 25. She also attended the Library/Civic Building community meetings. People were excited about the new library. She also toured the Fire Department and Logging Road tour. The Library would accept canned food donations to reduce fines. There had been a Library Volunteer Appreciation event on Saturday.

Councilor Dale attended the Logging Road tour, toured the model home at the Dinsmore Estates, and the Canby Utility General Manager recruitment process continued. He along with the Mayor and Chair Cornelius were interviewing two candidates for the Canby Utility Board. He encouraged people to look at all the Dogwood trees on the north side of town.

Councilor Hensley attended the Main Street Design Committee meeting. The construction project in front of the high school would be completed on time. The Birch Street traffic calming project would not be funded this year, but was still on the list. The N. Redwood parking solution discussion was continuing. She discussed the complaints brought to the last Traffic Safety Commission meeting. She also attended the Chamber Luncheon, Library/Civic Building meetings, and Canby's Big Night Out meeting. She welcomed home the Oregon Army National Guard 182 Calvary Squadron.

Councilor Parker attended the Main Street Conference. He had a few proposals he wanted to talk to the Mayor about and possibly bring to Council. He thanked Kris Rocha for joining the Planning Commission. He commented about the frequent use of Wait Park by the community.

Councilor Rocha said the Library Board meeting was cancelled last night.

**CONSENT AGENDA: \*\*Councilor Dale moved to adopt the minutes of the April 1, 2015, City Council Regular Meeting and reappointment of Michael Hemelstrand to the Bike & Pedestrian Committee for a term to end on June 30, 2018. Motion was seconded by Councilor Hensley and passed 6-0.**

**PUBLIC HEARING:** Vacating Two Small Portions of S Berg Parkway Public Right-of-Way that Lie on the West Side Outside of the Existing Paved Street and Sidewalk – Mayor Hodson read the public hearing statement.

Conflict of Interest:

Councilor Rocha – No conflict, plan to participate.  
Councilor Parker – No conflict, plan to participate.  
Councilor Hensley – No conflict, plan to participate.  
Mayor Hodson – No conflict, plan to participate.  
Councilor Dale – No conflict, plan to participate.  
Councilor Heidt – No conflict, plan to participate.  
Councilor Coleman – No conflict, plan to participate.

Ex Parte Contact:

Councilor Rocha – No contact, and drew no conclusions.  
Councilor Parker – No contact, and drew no conclusions.  
Councilor Hensley – No contact, and drew no conclusions.  
Mayor Hodson – Has had meetings with SR Smith and toured the properties, but drew no conclusions.  
Councilor Dale – No contact, and drew no conclusions.  
Councilor Heidt – No contact, and drew no conclusions.  
Councilor Coleman – No contact, and drew no conclusions.

Bryan Brown, Planning Director, presented the staff report. This was outside of any existing street or paved sidewalk area and he showed drawings of the vacation areas. The northern area being requested to be vacated was 77 square feet and the southern area was 2,920 square feet. He explained the State Statute procedure for the vacation. SR Smith was partnering with the City on the vacation so they would not be objecting to the vacation. No written response was received from notices that were mailed to surrounding property owners. A utility easement reserve was requested from Canby Utility and NW Natural Gas and staff recommended placing a condition on the vacation that would reserve the utility easement area. Staff recommended approval of the vacations as described in the staff report.

Rick Robinson, City Administrator, reviewed the vacation and dedication agreement that was approved in December. The maps and legal descriptions done by SR Smith had been verified by the City. This was another step in the process of the agreement.

Mayor Hodson opened the public hearing at 8:15 p.m.

Applicant: Joseph Schaefer, SR Smith representative, said this was a land swap and would redraw the property lines. The utility easements would be reserved as standard operating procedure. There were three pieces to this, and tonight the Council was acting on the vacation. There would also be the dedication and donation of land by SR Smith which would be done after the vacation was approved.

Proponents: None.

Opponents: None

Mayor Hodson closed the public hearing at 8:18 p.m.

**RESOLUTIONS & ORDINANCES:** Resolution 1213 – Kim Scheafer, City Recorder, said this was a housekeeping resolution. At the last Council meeting, the Council approved a sewer use ordinance, and after it was adopted staff found an existing resolution made reference to the old ordinance number. The new wording would now just refer to the Canby Municipal Code Chapter instead of an individual number.

**\*\*Councilor Rocha moved to adopt Resolution 1213, A RESOLUTION AMENDING RESOLUTION 1150 REGARDING THE REFERENCE TO ORDINANCE 1292. Motion was seconded by Councilor Hensley and passed 6-0.**

Ordinance 1414 – **\*\*Councilor Heidt moved to adopt Ordinance 1414, AN ORDINANCE AUTHORIZING A CONTRACT BETWEEN THE CITY OF CANBY AND ALTEC INDUSTRIES, INCORPORATED FOR THE PURCHASE OF A MODEL AT 40-G ARTICULATING/ TELESCOPIC AERIAL DEVICE BUCKET TRUCK. Motion was seconded by Councilor Coleman passed 6-0 by roll call vote.**

Ordinance 1415 – **\*\*Councilor Hensley moved to approve Ordinance 1415, AN ORDINANCE VACATING TWO SMALL PORTIONS OF SOUTH BERG PARKWAY PUBLIC RIGHT-OF-WAY THAT LIE ON THE WEST SIDE OUTSIDE OF THE EXISTING PAVED STREET AND SIDEWALK to come up for second reading on May 6, 2015. Motion was seconded by Councilor Rocha passed 6-0 on first reading.**

**NEW BUSINESS:** Update on N. Redwood Development Concept Plan – Matilda Deas, Senior Planner, said the City required that for property that was going to be annexed into the City, if it was located within a development concept plan area or development agreement area, it was required to have a plan or agreement adopted prior to the Council forwarding an annexation to the voters. This property was complex and had challenges, and staff was able to get a grant for the City to engage the services of consultants to create the development concept plan.

Mike Zilis, Walker Macy LLC, was part of the consultant team. The analysis work was just being completed for the 66 acre site. He explained the objective of the project was to provide a mix of residential types and a multi-modal transportation system. They would also establish a conceptual infrastructure plan and how it would be financed. The goal was to create a walkable neighborhood connected to the rest of the City and allow for flexible, low impact development strategies. He explained the constraints on the property, how they would meet Code requirements, and potential funding mechanisms.

**ADMINISTRATOR'S BUSINESS & STAFF REPORTS:** Mr. Robinson said the City received a beautification award from the Chamber of Commerce. Staff would be having a meeting with the railroad in May to discuss Quiet Zones in Canby. The Urban Renewal Agency would be having a Work Session on May 20 where staff would be bringing forward recommendations for long term funding strategies. The sidewalk had been marked on NE 2<sup>nd</sup> Avenue showing the starting and ending mark where the new Library/Civic Building would be located.

**CITIZEN INPUT:** Ms. Fish said the first City Budget Committee would be held on April 30 at

6:00 p.m. in the Council Chambers.

**ACTION REVIEW:**

1. Approved the Consent Agenda.
2. Adopted Resolution 1213.
3. Adopted Ordinance 1414.
4. Approved Ordinance 1415 to come up for second reading on May 6, 2015.

There was no Executive Session.

Mayor Hodson adjourned the Regular Meeting at 8:39 p.m.



Kimberly Scheafer, MMC  
City Recorder



Brian Hodson  
Mayor

Assisted with Preparation of Minutes - Susan Wood