

**CANBY CITY COUNCIL  
REGULAR MEETING MINUTES  
January 21, 2015**

**Presiding:** Mayor Brian Hodson.

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

**Staff Present:** Rick Robinson, City Administrator; Joseph Lindsay, City Attorney; Kim Scheafer, City Recorder; Renate Mengelberg, Economic Development Director; Amanda Zeiber, Asst. City Administrator/HR Director; Haley Fish, Finance Director; and Mariah Dodson, Community Outreach Specialist.

**Others Present:** Bob Cornelius, Clint Coleman, Susan Chavez, and John Southgate.

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

Discover Canby: A Newcomers and Visitors Guide – Mariah Dodson, Community Outreach Specialist, reviewed the new brochure which was recently completed by Canby Main Street and Economic Development. This project was meant to introduce visitors and residents to the many attractions and fun things to do in town. She explained the distribution and funding of the brochure and thanked the many contributors to the project.

**COMMUNICATIONS:** None.

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

**MAYOR'S BUSINESS:** Mayor Hodson explained the role of Council liaisons was to bring back information to the Council and they were not members of the committee. If they could not make a meeting, the liaison would need to follow-up with the Chair of the committee and get a report. He also encouraged citizens to apply for the City committees as there were several vacancies. He announced Trost Elementary would be having a tamale sale on Saturday. He attended the debriefing meeting of the architecture selection committee for the Civic Center. Arun Gandhi gave a presentation at Baker Prairie Middle School yesterday. He thanked Allegro Dance Studio for their performance of *Copelia*.

**COUNCILOR COMMENTS & LIAISON REPORTS:** Councilor Rocha attended the Library Board meeting where they discussed the new Civic Center site. The Parks and Recreation Advisory Board talked about creating a self-reliant park district.

Councilor Parker stated the Arts Commission was working on additional sculptures for the City. The Historic Review Board was working on getting Certified Local Government Grants. There was a group of people working on establishing a signature event that would be held in Canby. The idea was for a street dance kick-off party to Canby's Big Weekend celebration. He did not think the issue of Council liaisons was worthy of the criticism the Mayor had recently received.

Councilor Hensley said the Traffic Safety Commission would be having a work session on Friday. She attended the inaugural celebration at the State Capitol last week. The Relay for Life event in Canby would be held in June. CTV5 would be having a meeting on Thursday. The Legion's Women's Auxiliary was having a community breakfast on Sunday.

Councilor Dale said the architectural selection committee was recommending Scott Edwards Architects (SEA) for the Civic Center project. The City Administrator would be negotiating a contract with them. Bob Cornelius was elected as Chair of Canby Utility Board this year and there was an opening on the Board. Quarterly reports for Canby Utility were out and they had exceeded every major metric. A recruiting firm was doing Canby Utility's search for a General Manager.

Bob Cornelius, Canby Utility Chair, said the deadline for General Manager Applications was January 30.

Councilor Heidt spoke about the events at the Library. The Library Foundation purchased a new electronic reader board that could also be used in the new building. A long time Transit Advisory Committee board member, Sandra Cranston, resigned. Construction on the bus parking lot would start soon. She reported on the School Board meeting where a Care Award was presented to a teacher, 91 School was spotlighted, it was School Board Appreciation month, and the Canby Grove Charter School requested to be approved. She also attended newly elected official training.

Mayor Hodson spoke with Fire Chief Davis and Police Chief Smith about the recent car accidents north of Canby on Highway 99E. Both felt they were just unfortunate accidents and the accidents would be reviewed further.

**CONSENT AGENDA: \*\*Councilor Dale moved to adopt the minutes of the January 7, 2014 City Council Work Session and Regular Meeting; January 7, 2014 City Council Special Meeting; and reappointment of Robert Maxwell to the Canby Utility Board for a term to expire on February 28, 2018. Motion was seconded by Councilor Hensley and passed 5-0.**

**RESOLUTIONS & ORDINANCES:** Resolution 1207 – Rick Robinson, City Administrator, said it was an important item and he had asked Amanda Zeiber, Asst. City Administrator/HR Director, to report on it.

Ms. Zeiber said the City participated in the PERS program for employee retirement. As part of that plan there was a local government rate pool which the City participated in. As part of the rate pool one benefit was an unused sick leave program which had not yet been implemented in Canby. The benefit allowed a portion of the unused sick leave to be reported to PERS at an employee's separation and 50% of the sick leave could be calculated as part of their final average annual salary.

Councilor Parker said this encouraged people not to carelessly use sick leave.

Ms. Zeiber said Canby Utility and the Fire District already participated in this program and the City was already paying for it. It did not change what the City was paying into the PERS retirement program.

Mr. Robinson said since the rate was already figured in and the City was already paying it, he

thought it made sense to be part of the program.

**\*\*Councilor Dale moved to adopt Resolution 1207, A RESOLUTION FOR THE CITY OF CANBY TO PARTICIPATE IN THE PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS) UNUSED SICK LEAVE PROGRAM. Motion was seconded by Councilor Heidt and passed 5-0.**

Ordinance 1410 – Mr. Robinson said upon award to the low bidder they had received a protest letter from a bidder stating the lowest bidder failed to list a concrete subcontractor on the contractor list which was a requirement on the bid documents. The low bidder stated they would be self-performing the concrete work so there was no failure to meet all of the conditions. He recommended rejecting the protest and awarding the contract as proposed. This project was for work on SW 4<sup>th</sup> Avenue behind McDonalds and Burgerville to improve access for students to the eateries. The project included sidewalks, lights, and new asphalt. A few trees would have to be removed.

**\*\*Councilor Hensley moved to approve Ordinance 1410, AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH GT GENERAL CONTRACTING IN THE AMOUNT OF \$230,301.44 FOR SW 4TH AVENUE ROADWAY IMPROVEMENTS; AND DECLARING AN EMERGENCY to come up for second reading on February 4, 2015. Motion was seconded by Councilor Rocha and passed 5-0 on first reading.**

Ordinance 1411 – Mr. Robinson said in order to handle the sludge created as a bi-product of the wastewater treatment process, there was a contract with Heard Farms for the removal of the sludge. Heard Farms then reused it as compost/fertilizer in their fields. There had been a two year agreement not to exceed \$149,000. They had not completed the two years, but had come up against the \$149,000 limitation. This was a new contract under the same model except with a limitation of \$75,000. His reason for a lower amount was so that it could come back and be addressed in the short term. In the future he proposed creating a longer term contract with an annual not to exceed amount.

**\*\*Councilor Hensley moved to approve Ordinance 1411, AN ORDINANCE AUTHORIZING THE CITY OF CANBY TO ENTER INTO A CONTRACT WITH HEARD FARMS FOR WASTEWATER SLUDGE REMOVAL; AND DECLARING AN EMERGENCY to come up for second reading on February 4, 2015. Motion was seconded by Councilor Rocha and passed 5-0 on first reading.**

**NEW BUSINESS:** None.

**ADMINISTRATOR'S BUSINESS & STAFF REPORTS:** Mr. Robinson said the bi-monthly reports were in the packet.

**CITIZEN INPUT:** None.

## **ACTION REVIEW:**

1. Approved the Consent Agenda.
2. Adopted Resolution 1207.
3. Approved Ordinance 1410 to come up for second reading on February 4, 2015
4. Approved Ordinance 1411 to come up for second reading on February 4, 2015.

Mayor Hodson read the Executive Session statement.

**\*\*Councilor Dale moved to go into Executive Session, which would start after the City Council Work Session, pursuant to ORS 192.660(2)(e) Real Property. Motion was seconded by Councilor Hensley and passed 5-0.**

Mayor Hodson recessed the meeting at 8:33 p.m.

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### **CANBY CITY COUNCIL CITY COUNCIL WORK SESSION January 21, 2015**

**Presiding:** Mayor Brian Hodson.

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

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

**Others Present:** John Southgate, Bob Cornelius, and Susan Chavez.

Mayor Hodson called the Work Session to order at 8:40 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.

Rick Robinson, City Administrator, recommended not closing the period for accepting development proposals, but to extend the time by 60 days. The greatest long term positive outcome would occur if the whole block was developed as an integrated plan. They had received a request to purchase only a single building in the middle, and he recommended not accepting that proposal. He also recommended the Council direct staff to tell one of the other developers that their proposal did not have enough merit to accept.

Renate Mengelberg, Economic Development Director, gave a background on the process so far and developer responses throughout the process.

John Southgate, Consultant, said it had been hard to get developer interest due to the hot Portland market, but there were some solid companies and developers liked all of the improvements that

had been made in the City and City staff had a good reputation. He thought if they gave it a little more time, some good proposals would be submitted.

Ms. Mengelberg discussed the proposals, assessment of the pros and cons, and staff recommendations.

There was discussion regarding the pros and cons of the proposals and possible catalyst projects that could attract development elsewhere in the City.

There was consensus to extend the submission date for another 60 days and to keep the City block as one development rather than developing it in pieces.

Mr. Southgate explained the process going forward and the need for Council to take their time to make the right decision.

Mayor Hodson adjourned the Work Session at 9:28 p.m.

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Mayor Hodson reconvened the Regular Meeting at 9:40 p.m. and immediately adjourned.



Kimberly Scheafer, MMC  
City Recorder



Brian Hodson  
Mayor

Assisted with Preparation of Minutes - Susan Wood