

AGENDA
CANBY URBAN RENEWAL AGENCY SPECIAL MEETING
February 19, 2020
7:30 PM
Council Chambers
222 NE 2nd Avenue, 1st Floor

Chair Tim Dale

Vice-Chair Brian Hodson
Commissioner Trygve Berge
Commissioner Traci Hensley

Commissioner Greg Parker
Commissioner Sarah Spoon
Commissioner Shawn Varwig

1. CALL TO ORDER

2. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

3. CONSENT AGENDA

- A. Minutes from the December 4, 2019 URA Special Meeting. Pg. 1
- B. Urban Renewal Agency Budget Committee Appointments Pg. 2

4. ADJOURN

*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Melissa Bisset at 503.266.0733. A copy of this Agenda can be found on the City's web page at www.canbyoregon.gov. Urban Renewal Agency Meetings are broadcast live and can be viewed on CTV Channel 5. For a schedule of the playback times, please call 503.263.6287.

**CANBY URBAN RENEWAL AGENCY
SPECIAL MEETING MINUTES
December 4, 2019**

PRESIDING: Chair Dale

COMMISSIONERS PRESENT: Trygve Berge, Brian Hodson, Traci Hensley, Greg Parker, Sarah Spoon and Shawn Varwig.

COMMISSIONERS ABSENT: None.

STAFF PRESENT: Scott McClure, Urban Renewal Director; Joseph Lindsay, City Attorney; and Melissa Bisset, City Recorder.

OTHERS PRESENT: Bob Zimmer, two local Girl Scout Troops.

CALL TO ORDER: Chair Dale called the Special Meeting to order at 6:32 p.m. in the Council Chambers.

CITIZEN INPUT: None.

CONSENT AGENDA: ****Commissioner Hodson moved to adopt the minutes of the November 20, 2019. Motion was seconded by Commissioner Hensley and passed 6-0. Commissioner Spoon abstained.**

NEW BUSINESS:

- A. Res. 19-008:** A Resolution of the Canby Urban Renewal Agency Board to enter into a contract with Brown Contracting in the amount of \$639,866.23 for construction of the Sequoia Parkway and SE Hazel Dell Way traffic signal improvement in the Canby Pioneer Industrial Park in the City of Canby, Oregon.

Urban Renewal Director Scott McClure stated that the traffic signal would help with traffic congestion in the area. He explained that there was increased traffic in the area and there would be more industrial businesses coming to the area creating more traffic.

It was noted that the project clearly applied to Urban Renewal funds.

Commissioner Hensley stated that she did not like the idea of it coming out of Urban Renewal funds but understands the reasoning.

****Commissioner Hodson moved to approve Res. 19-008: A Resolution of the Canby Urban Renewal Agency Board to enter into a contract with Brown Contracting in the amount of \$639,866.23 for construction of the Sequoia Parkway and SE Hazel Dell Way traffic signal improvement in the Canby Pioneer Industrial Park in the City of Canby, Oregon. Motion was seconded by Commissioner Varwig and passed 7-0.*****

Chair Dale adjourned the Special Meeting at 6:42 p.m.

Melissa Bisset
City Recorder

Tim Dale
Chair



City of Canby

PO Box 930
222 NE 2nd Ave
Canby, OR 97013

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Urban Renewal Agency Staff Report

DATE: February 19, 2020
TO: Honorable Mayor Hodson and City Council
THRU: Scott McClure, City Administrator
FROM: Melissa Bisset, City Recorder
ITEM: Urban Renewal Budget Committee Appointment

Summary

Edward Warnock and Jennifer Trundy resigned from the [Urban Renewal Budget Committee](#) creating two vacancies. The vacancies were advertised and four applications were received.

Background

Budget Committees are established through [State Statute](#). The Budget Committee exists to provide the public an opportunity to participate in the [budgeting process](#). It reviews and revises the proposed budget prior to the urban Renewal Agency adopting the budget. The Budget Committee is made up of members of the Urban Renewal Agency and an equal number of citizens at large. Citizens are appointed by the Urban Renewal Agency and serve three year terms.

Discussion

Edward Warnock and Jennifer Trundy resigned effective June 30, 2019. Their terms were set to expire on June 30, 2022. Four candidates applied for the vacancies. Interviews were conducted with Mayor Hodson, Budget Committee Chair Jason Padden, and Finance Director Julie Blums.

Attachments

Applications of Melody Thompson & Carol Palmer
Urban Renewal Agency Budget Committee Interview Questions

Fiscal Impact

None.

Options

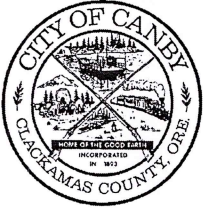
1. Appoint Melody Thompson and Carol Palmer to the Urban Renewal Budget Committee.
2. Take no action.

Recommendation

The Interview Panel recommends appointing Melody Thompson and Carol Palmer to the Urban Renewal Budget Committee for a terms expiring June 30, 2022.

Proposed Motion

This item is under the consent agenda and one motion will be made to approve the consent agenda unless this item is moved off of the consent agenda for discussion.



**CITY OF CANBY
COMMITTEE, BOARD, &
COUNCIL APPOINTMENT APPLICATION**

Date: November 20, 2019

Position Applying For: Budget Committee

Name: Carol Palmer

Occupation: Retired

Home Address: [REDACTED] Canby

Employer: N/A

Position: N/A

Daytime Phone: [REDACTED]

Cell: [REDACTED]

E-Mail Address: [REDACTED]

What are your community interests (committees, organizations, special activities)? Library Board, Canby Historical Society, Clackamas County Heritage Council & Executive Committee, Canby Heritage & Landmark Commission

What are your major interests or concerns in the City's programs? Providing citizen input, preserving the community's heritage, & building an even better community.

Reason for your interest in this position: Public entity budgets are complex. There are multiple funding sources, many with requirements on how the funds may be used. Having a better understanding of the city's finances should make me a better member of the committees on which I now serve.

Experience and educational background: BA, WOU, '70; Exec MBA, U of O, '90; MA (History) Arizona State University, '07, PhD (Public History) ASU, '12. During 27 years in management positions at a telecom firm, I was responsible for budgets small and large. In my last position, I was Senior Director of a national department of 1,200 employees and 1,300 outsourced workers.

List any other City or County positions on which you serve or have served: Willamette Falls & Landings Heritage Area Coalition Board, Management & Operations Committee, Marketing Committee, Nominating Committee.

Referred by (if applicable): _____

Please return to:

**City of Canby - Attn: City Recorder
PO Box 930, 222 NE 2nd Avenue, Canby, OR 97013
Phone: 503.266.0733 Fax: 503.266.7961 Email: bissetm@canbyoregon.gov**

Note: Information on this form may be available to anyone upon a Public Records Request and may be viewable on the City's web page.

10/2019

Date Received: 11/21/19 MB

Date Appointed: _____

Term Expires: _____

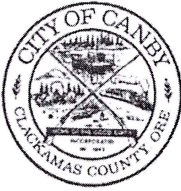
Date Resigned: _____

Destruction Date: _____

URA Packet - Page 4 of 5

11/22 7:20 PM Interview

11/29 1:15



**CITY OF CANBY
COMMITTEE, BOARD, &
COUNCIL APPOINTMENT APPLICATION**

Date: 1/14/2020 Position Applying For: Budget Committee/URD Budget Committee

Name: Melody Thompson Occupation: Retired

Home Address: [REDACTED] Canby OR 97013

Employer: N/A Position: _____

Daytime Phone: [REDACTED] Evening Phone: [REDACTED]

E-Mail Address: [REDACTED]

What are your community interests (committees, organizations, special activities)? Retirement offered an opportunity to travel, focus on family and assist with grandson's childcare (which includes trips to the Canby swim center and library!). Hobbies are music, writing, hiking with our 2 labrador retrievers.

What are your major interests or concerns in the City's programs? To support both Canby's essential and quality of life services and programs; to plan around Canby's future business and residential growth for changing needs of the community.

Reason for your interest in this position: I have a passion for serving Canby and have enjoyed living and working in the community. I'd like to contribute again and I think experiences with city budgets and a knowledge of local government departments and programs would be helpful when considering future budgets.

Experience and educational background: High School graduate, college courses, NW Clerk's Institute (City Recorder Professional Development I, II, III series). Retail store sales & management; local city government - City Recorder/Finance (Aurora), Recording Services (Gresham), Police Records Superv. (Troutdale), Police Administrative Services Superv. (Canby).

List any other City or County positions on which you serve or have served: Canby Budget Committee Vice Chair, Urban Renewal Budget Committee; City of Canby Mayor, Urban Renewal Agency Chair; Clackamas County Coordinating Committee (C4), Metro-Washington/Multnomah/Clackamas County Urban Rural Reserves Committee.

Referred by (if applicable): N/A

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Date Received: 1/14/2020 Date Appointed: _____ Term Expires: _____
Date Resigned: _____ Destruction Date: _____