

**CANBY CITY COUNCIL
CITY COUNCIL WORK SESSION
February 6, 2019**

PRESIDING: Mayor Brian Hodson.

COUNCIL PRESENT: Tracie Heidt, Greg Parker, Traci Hensley, Tim Dale, Shawn Varwig, and Sarah Spoon.

STAFF PRESENT: Joseph Lindsay, City Attorney; Amanda Zeiber, Asst. City Administrator/HR Director; and Kim Scheafer, City Recorder.

OTHERS PRESENT: None.

Mayor Hodson called the Work Session to order at 6:00 p.m. in the Willow Creek Conference Room. The Council met in a work session to review proposals from recruitment firms.

Amanda Zeiber, Asst. City Administrator/HR Director, said five responses had been received from recruiting firms for the City Administrator position recruitment. She reviewed the process the firms would take, which was standard in all five proposals. She noted the differences in fees among the firms which did not include the travel costs for the top two to three candidates that would be paid by the City. The timelines were 12-16 weeks, which was average, and all the firms had guarantees. They also included site visits. There were a couple of firms that did not have recent City Manager recruitments listed.

The Council made comparisons among the firms and discussed how the City would also do background checks on the top candidate above what the firm would do.

Councilor Parker preferred Peckham and McKenney due to their experience with small to medium sized cities.

Councilor Spoon arrived at 6:12 p.m.

Ms. Zeiber recommended using Peckham and McKenney as well.

After further discussion about the firm, there was consensus to move forward with Peckham and McKenney.

Ms. Zeiber would check their references. She recommended Alliance Resource as a second choice.

There was consensus to make Alliance Resource the second choice.

Mayor Hodson said the Council would be voting on the contract at the next Council meeting.

Mayor Hodson adjourned the Work Session at 6:20 p.m.

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
February 6, 2019**

PRESIDING: Mayor Brian Hodson.

COUNCIL PRESENT: Tracie Heidt, Greg Parker, Traci Hensley, Tim Dale, Shawn Varwig, and Sarah Spoon.

STAFF PRESENT: Rick Robinson, City Administrator; Joseph Lindsay, City Attorney; Julie Wehling, Transit Director; Irene Green, Library Director; and Kim Scheafer, City Recorder.

OTHERS PRESENT: Greg Perez, Fire Chief Jim Davis, Mark Triebwasser, Tony Crawford, Scott Sasse, Rob Sadowsky, Joseph Marek, Patty Green, Carol Rosen, Eric Pfeifer-Robinson, Karin Pfeiffer-Robinson, Christine Drazen, Chris Lattig, Meridian Lattig, and Alethea Lattig.

CALL TO ORDER: Mayor Hodson called the Regular Meeting to order at 7:00 p.m. in the Council Chambers followed by the opening ceremonies.

Clackamas County Drive to Zero Campaign – Joseph Marek, Transportation Safety Program Manager, played a video about the Drive to Zero Campaign and gave a PowerPoint presentation about the County’s program to reduce fatal and serious injury crashes by 50% by 2020 and to eliminate them by 2035. He described the County’s goals, Transportation Safety Action Plan update, and safety examples.

Rob Sadowsky, Transportation Safety Outreach Coordinator, said his job was to help change the behaviors. He reviewed how the County and City could support each other in these efforts.

There was discussion regarding the improvements to the intersection of S New Era and Central Point Roads.

COMMUNICATIONS: None.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: Eric Pfeifer-Robinson, Canby resident, said the Bike Hub pump was broken and needed to be repaired. A tree had been pruned inappropriately in Wait Park. He thought there needed to be reference to the cultural history of Native Americans in the City’s parks. He then discussed a report that had recently come out regarding bullying.

Patty Green, Canby resident, said since the Shakespeare Project was approved by the Planning Commission, the trucks would be using Walnut and going past her house. Her request was to shut down Walnut until the infrastructure was improved.

There was discussion regarding the role of the Council in these types of applications, especially since the Council might have to decide on an appeal of a Planning Commission decision.

Rick Robinson, City Administrator, said staff was working on options for the truck traffic for this project.

MAYOR'S BUSINESS: Mayor Hodson said the Parks and Recreation Advisory Board held a Special Meeting to receive public input on a splash pad location. C-4 would be discussing the 2020 Regional Plan, Housing Bond, and transportation planning for 2070. On February 19 the County would be having a listening session to receive input on the Canby Ferry. They had removed the bridge as an option. He thanked the Kiwanis Club for the cleanup of the Logging Road on January 21. The State of the City Address would be next Monday at 7:00 p.m. at Cutsforth Old Town Hall.

COUNCILOR COMMENTS & LIAISON REPORTS: Councilor Heidt said the Planning Commission had a work session last Monday to review changes to the Development Code. They would be having one more work session in the future. Jerry Nelzen, Public Works Supervisor, was meeting with a neighborhood association to discuss street trees.

Councilor Parker said the Bike and Pedestrian Committee discussed the splash pad park. They looked forward to review and comment on the design of it. The Heritage and Landmark Commission had an opening. They had not received any responses for the RFP for a Preservation Plan. They would be going back out again. He then discussed the Heritage and Landmark Commission projects status and planning document.

Councilor Hensley said the Suicide Prevention Task Force had new signs that were available by the Teen Room in the Library.

Councilor Dale also attended the Parks and Recreation Advisory Board Special Meeting. Bob Hill would be the new Chair of the Canby Utility Board. They had started working on their Water Master Plan. He reported on a ceremony at Warner Grange in honor of Maryssa Yager who received an award for getting cuddle cots in every hospital in Oregon.

Councilor Varwig said the Library Board had a Special Meeting last week to discuss a budget issue. A student member application and two out of City resident applications were on the agenda to be appointed. The Fire Board attended a training which kept the City's premiums lower. He encouraged everyone to replace the batteries in their smoke detectors.

Councilor Spoon attended the Children's Summit that Kiwanis hosted and 61 individuals attended representing 28 agencies.

CONSENT AGENDA: **Councilor Dale moved to adopt the minutes of the January 9, 2019 City Council Work Session; minutes of the January 16, 2019 City Council Work Session and Regular Meeting; appointments of Stephen Berry, Eric Pfeiffer-Robinson, and Jim Davis to the Parks and Recreation Advisory Board for terms to end on June 30, 2021; appointment of Meridian Lattig as a non-voting student member to the Library Board for a term to end on June 30, 2021; and the appointments of Suzy Stutes and Denise Fonseca to the Library Board for terms to end on June 30, 2023. Motion was seconded by Councilor Hensley and passed 6-0.

Irene Green, Library Director, introduced Meridian Lattig, first student member of the Library Board.

Meridian Lattig said she was involved in a lot of community events and loved helping out. She was a sophomore.

RESOLUTIONS & ORDINANCES: Resolution 1303 – Julie Wehling, Transit Director, spoke about the changes that had been made to the ADA Plan including the changes to the Route 99 schedule that

were implemented in April 2018 and edits to the titles of the Dial-A-Ride services. The plan had to be updated every three years.

****Councilor Spoon moved to adopt Resolution 1303, A RESOLUTION ADOPTING CANBY AREA TRANSIT'S 2019 ADA PLAN - AMERICANS WITH DISABILITIES (ADA) PLAN AND REPEALING RESOLUTION 1229. Motion was seconded by Councilor Varwig and passed 6-0.**

Ordinance 1501 – ****Councilor Spoon moved to adopt Ordinance 1501, AN ORDINANCE, PROCLAIMING ANNEXATION INTO THE CITY OF CANBY, OREGON 47.647 ACRES INCLUDING 43.79 ACRES OF REAL PROPERTY DESCRIBED AS TAX LOTS 100, 200, 400, 401, 500, 600, 601, 700 AND 800 SITUATED IN THE SE ¼ & SW ¼, SEC. 35, T.3S., R.1E., W.M. (TAX MAP 31E28C); AND APPROX. 3.857 ACRES OF ADJACENT ROAD RIGHT-OF-WAY; AND AMENDING THE EXISTING COUNTY ZONING FROM RURAL RESIDENTIAL FARM FOREST FIVE ACRE (RRFF-5) TO CITY LOW DENSITY RESIDENTIAL (R-1) FOR THE ENTIRE AREA; AND SETTING THE BOUNDARIES OF THE PROPERTY TO BE INCLUDED WITHIN THE CANBY CITY LIMITS. Motion was seconded by Councilor Varwig and passed 6-0 by roll call vote.**

Ordinance 1502 – Mr. Robinson said the contract amount was \$123,800 which represented the engineering costs and not the construction costs. He explained the next steps of the project.

****Councilor Dale moved to adopt Ordinance 1502, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH CURRAN-MCLEOD, INC. CONSULTING ENGINEERS FOR DESIGN AND CONSTRUCTION PHASE ENGINEERING SERVICES FOR THE SOUTH IVY STREET WASTEWATER PUMPING STATION. Motion was seconded by Councilor Heidt and passed 6-0 by roll call vote.**

Ordinance 1503 – Joseph Lindsay, City Attorney, said this was a telecommunications franchise that was coming to town. The City had to give them the same agreement as they did all telecommunication services, which was 7% of revenues would go to the City. They would probably come at a later date and ask for above ground facilities as they wanted to do canister antennas.

There was discussion regarding the revenues and making sure companies were paying the correct amount to the City.

****Councilor Heidt moved to approve Ordinance 1503, AN ORDINANCE GRANTING TO EXTENET SYSTEMS INCORPORATED, A NONEXCLUSIVE FRANCHISE TO CONSTRUCT, OPERATE & MAINTAIN A TELECOMMUNICATIONS NETWORK AND PROVIDE TELECOMMUNICATIONS SERVICES WITHIN THE CITY OF CANBY OREGON to come up for second reading on February 20, 2019. Motion was seconded by Councilor Spoon and passed 6-0 on first reading.**

NEW BUSINESS: Findings, Conclusion and Final Order ANN 18-05/ZC 18-06 (N Holly) –

****Councilor Hensley moved adopt the Findings, Conclusion and Final Order 18-05/ZC 18-06. Motion was seconded by Councilor Varwig and passed 6-0.**

Discussion Regarding Council's Position on Canby Ferry and Bridge – Mayor Hodson said the bridge was no longer on the table and what remained was the decision regarding the Canby Ferry. The Clackamas County Board of Commissioners had said operating the ferry at status quo was not an option

as it operated in a \$400,000 deficit. He listed the options that had been proposed by the County. The options included stopping the service, creating credit card processing, increasing the per ride amount, nearby cities contribute funds to make up for the shortfall, use vehicle registration fee funds for the shortfall, creating a ferry taxing district, fund Canby Area Parks and Recreation District (CAPRD) to operate the ferry, use tourism funding, make it part of the Willamette Falls Heritage Area, tie it to the Willamette Locks project, seek grants or ODOT funding, make it privately operated, or find a better location for a bridge.

Councilor Spoon said she had spoken with Commissioner Humberston about offering punch cards or monthly passes. She was open to a taxation district. She did not think it was Canby's sole responsibility to fund the ferry. She objected to using CAPRD or a vehicle registration fee, but was open to another location for a bridge and ODOT funding. Private operation was not financially solvent.

Councilor Heidt was surprised to find there were 45,000 annual riders. She wondered how attached the community was to the ferry. She was concerned about the cost to the City. She did not think a bridge in a different location would get support because it would be in the urban reserves.

Councilor Varwig thought this should be looked at in phases, and the first phase would be lowering the fee, reducing operating hours, and adding credit card processing. He thought after implementing those, to wait to see if that was the answer. If it was not, then they could move to the next phase. He did not think the City should take on sole responsibility of the ferry at this time.

Councilor Hensley agreed with that idea. She thought the County needed to better evaluate the operation costs and where cuts could be made. She would also like to look into ODOT funding. She was not opposed to a ferry taxing district, but was opposed to using CAPRD and the vehicle registration fee.

Councilor Parker stated the ferry was not an effective means of transportation and should not be funded out of the transportation fund. If tourism dollars were to be used, it needed to go through the same process as any other tourism grant which showed how it would benefit the area. Grants should not be used for continued operations.

Councilor Dale said this was not a vital piece of the transportation network in the County and should not be funded out of transportation. The ferry boat only had about 15 years before it needed to be replaced or refurbished and he did not see a viable way to fund it.

Councilor Heidt thought even with the changes to the operations, there would not be enough cost savings to make the ferry viable.

Mayor Hodson would draft a letter to the County Commission with the Council's feedback.

Request for Authorization to Transfer Money from General Fund to Cover Library Budget Shortfall – Mr. Robinson said the Council had authorized a contribution of \$50,000 to the Library and he was now asking for \$15,000 to add to that. When the budget was crafted they knew it was a very tight budget and subject to challenging times if certain assumptions did not prove out. One of those was an assumption that they would not incur any extraordinary costs. However, there was a worker's compensation injury that caused an extended period of time where the employee could not work. The City had to pay for a temporary disability benefit and extra staff coverage. He discussed the budget deficit for this fiscal year and next fiscal year and the successful programs at the Library. He thought they should continue to operate at the same hours for this fiscal year and the Library Board and staff would work together to find

solutions for next fiscal year. If the Council did not approve the \$15,000, the hours of the Library would have to be cut back to 40 hours, and they were currently operating at 58 hours.

Mayor Hodson said currently there was a lot of momentum for the Library programs, especially for children and teens, and there were reserve funds that could be used.

Councilor Varwig spoke about the use of the Library by teenagers and how he did not want to bring that level of service down. He agreed there would need to be future discussions about the Library budget.

****Councilor Varwig moved to authorize the transfer of funds of up to \$15,000 from the City's General Fund to the Library Budget to address the 2018-2019 Library Budget shortfall, with the actual transfer to be brought back to Council at a later date. Motion was seconded by Councilor Heidt and passed 6-0.**

Mr. Robinson said they were still identifying ways to save funds and the transfer of the money would happen later through normal budget adjustments.

Councilor Heidt thought this was important, both practically and symbolically, for the City to show support of the new Library.

CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS: Mr. Robinson said Canby Fire had kicked off their annual Fireworks donation drive.

Fire Chief Jim Davis discussed the sponsorship packages that were available and the community support needed to make this a sustainable event. They needed to raise \$15,000 this year.

Mr. Robinson said the City contributed \$500 for the fireworks every year.

CITIZEN INPUT: None.

Councilor Parker said Canby lost one of its shining lights as Austin Piert had passed away in a car accident last weekend. He had to leave early and would not be attending the Executive Session.

Councilor Parker left the Council meeting at 9:23 p.m.

ACTION REVIEW:

1. Approved the Consent Agenda.
2. Adopted Resolution 1303.
3. Adopted Ordinance 1501 and 1502.
4. Approved Ordinance 1503 to come up for second reading on February 20, 2019.
5. Authorized transfer of funds of up to \$15,000 to cover the Library Budget shortfall.

Mayor Hodson Read the Executive Session format.

****Councilor Hensley moved to go into Executive Session pursuant to ORS 192.660(2)(e) Real Property. Motion was seconded by Councilor Spoon and passed 5-0.**

Mayor Hodson recessed the Regular Meeting at 9:25 p.m. Mayor Hodson reconvened the meeting at 9:36 p.m. and immediately adjourned.

Kimberly Scheafer, MMC
City Recorder

Brian Hodson
Mayor

Assisted with Preparation of Minutes - Susan Wood