

**CANBY CITY COUNCIL
CITY COUNCIL WORK SESSION
April 4, 2018**

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; Amanda Zeiber, Asst. City Administrator/HR Director; Renate Mengelberg, Economic Development Director; Jamie Stickel, Main Street Manager, Grant Schillinger, RARE Intern; and Kim Scheafer, City Recorder.

Others Present: None.

Mayor Hodson called the Work Session to order at 6:30 p.m. in the Willow Creek Conference Room.

The Council met in a Work Session to discuss the results from the Canby Hotel Study and a transient room tax.

Renate Mengelberg, Economic Development Director, reviewed the results from the Hotel Study. She explained ten years ago the City did a Hotel Study. This was at the height of the recession and it came back negative. A new study was commissioned and showed that there was a market for another hotel in Canby. There were two components of the market, one was visitor and event draws, which tended to be a seasonal demand, and the other was the growing industrial park and business demand. The study recommended a middle/upper scale hotel, which would cost around \$13 million and take around two years to build. The room rates would be about \$110 to \$160 per night depending on the season. People who visited Canby were going elsewhere, and she explained how much other communities were generating in hotel tax revenue. She had already been talking to developers, and they were interested in this proposal and were looking at sites. She asked for approval to continue moving forward with this effort.

There was consensus for staff to move forward.

There was discussion regarding what was included in the study and the way people shopped for hotels.

Ms. Mengelberg then discussed the transient room tax. The lodging guests paid the tax and the City's current hotel was already collecting a tax for the state and county. They were one of the few cities that did not have a transient room tax. By statute, 70% was to go to tourism promotion, and 30% could be dedicated to General Fund or other purposes. Having consistent funding for tourism could help expand the current program. The tax could also apply to campgrounds, air b and b's, and bed and breakfasts. She could have a conversation with the Fairgrounds about this change, and she had talked with the current hotel owner who would not have a problem with it. She explained how the transient room tax worked and what it could be used for. She also discussed competing communities and how much revenue was being generated and what they were doing with the funds.

There was discussion regarding airbnb's.

Ms. Mengelberg recommended a 4% to 5% tax rate, which could generate \$12,000 to \$30,000 in revenue per year. With a new hotel, that number would increase to \$52,000 to \$131,000 per year.

There was discussion regarding whether or not the tax would affect lodging stays and what the tax rate should be.

There was consensus for staff to move forward with a transient room tax, for staff to look at 3% to 5% for the tax rate, and that the rate should be split 70% for tourism promotion and 30% for other purposes, such as community based programming sponsored by the City.

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

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
April 4, 2018**

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; Irene Green, Library Director; and Kim Scheafer, City Recorder.

OTHERS PRESENT: Terry Mize, Jim & Eileen Dale, Don Kingsborough, Joan Mize, and Roger & Cheryl Steinke,

CALL TO ORDER: Mayor Hodson called the Regular Meeting to order at 6:00 p.m. in the Willow Creek Conference Room.

****Councilor Dale moved to go into Executive Session pursuant to ORS 192.660(2)(e) Real Property. Motion was seconded by Councilor Hensley and passed 6-0.**

OPENING CEREMONIES: Mayor Hodson reconvened the Regular Meeting at 7:30 p.m. in the Council Chambers followed by the opening ceremonies.

National Library Week Proclamation – Mayor Hodson read a proclamation proclaiming April 8-14, 2018 as National Library Week in Canby and presented it to Irene Green, Library Director.

Ms. Green said next week they would holding the Food for Fines program, which would be \$1 off fines for every non-perishable food item brought in. The food would go to the Canby Adult Center.

Grange Month Proclamation – Mayor Hodson read a proclamation proclaiming April 2018 as National Grange Month in Canby and presented it to Terry Mize.

Don Kingsborough announced that Warner Grange had been repainted inside and out and had new mulch. The work was done through a grant they received from Oregon State Grange and a number of volunteers had helped. In the last year they donated school supplies and dictionaries to every 3rd grade student in two schools in Canby. They also had a dinner and silent auction. With the money raised, they were able to purchase seven cuddle cots. Live bluegrass would be on June 10 from 6-8 p.m. They also had square dance, quilting, and soap making lessons.

Window Safety Month Proclamation – Mayor Hodson read a proclamation proclaiming April 2018 as Window Safety Month in Canby.

COMMUNICATIONS: None.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: Roger Steinke, Canby citizen, thanked Bryan Brown, Planning Director, for working with him on street access. He also attended the last Planning Commission meeting. He expressed his concerns regarding comments that had been made during his meeting with Mr. Root. Mr. Root said it was the City saying the 15th Street access had to go where it was planned and he would meet with Mr. Brown about that. There was concern about a north/south street off of 16th and how it would go through his property. He suggested instead of 15th going through that it become a loop.

Mayor Hodson appreciated that though Mr. Steinke was not ready to develop his property, he was willing to find a way to make it work for everyone.

MAYOR'S BUSINESS: Mayor Hodson said there was a tremendous turnout for the Women's Heritage Trail presentation at the library. Former Governor Barbara Roberts had spoken along with some students. He attended the Main Street Conference in Kansas City. It was an eye opening experience and he encouraged the Council to attend next year's conference.

COUNCILOR COMMENTS & LIAISON REPORTS: Councilor Smith said the last Planning Commission meeting was cancelled and the French Prairie forum was held the same night as Council.

Councilor Parker thanked Bricks and Minifigs for hosting the Lego night at the Library every month for free.

Councilor Hensley attended the Women's Heritage Trail event and Clackamas Cities Association Dinner in Tualatin. She also attended an event where former police officer Tony Fetters was on a History Channel show.

Councilor Dale said Premier Gear had painted the outside of their new building and the signs were up.

Councilor Heidt said the Transit Advisory Committee would be looking at new bus shelters, Saturday service, and a local circulator as the new state funding came in. She thanked Gloria Randolph for serving on the Committee and welcomed new Committee member Arlene Dana. She also attended the Women's Heritage Trail event.

Councilor Spoon said Governor Roberts talked about a book she wrote and other books written by women who had made an impact on Oregon. The Library would be getting the books soon. She attended the Chamber Luncheon State of the Schools. Kyle Lang was the new Chamber Executive Director.

CONSENT AGENDA: **Councilor Dale moved to adopt the minutes of the March 21, 2018 City Council Regular Meeting; appointment of Robert Hill to the Canby Utility Board for a term to expire on February 28, 2021; appointment of Andrea McCracken to the City Budget Committee for a term to end on June 30, 2021; appointment of Michelle Hensley to the City Budget Committee for a term to end on June 30, 2020; appointment of Edward Warnock to the City Budget Committee for a term to end on June 30, 2019; reappointment of Bruce Parker to the Bike and Pedestrian Committee for a term to end on June 30, 2021; reappointment of Tony Crawford

to the Heritage and Landmark Commission for a term to end on June 30, 2021; and reappointment of Clint Coleman to the Traffic Safety Commission for a term to end on June 30, 2021. Motion was seconded by Councilor Hensley.

Councilor Hensley clarified that Michelle Hensley was not a relative.

Motion passed 6-0.

RESOLUTIONS & ORDINANCES: Ordinance 1474 – **Councilor Hensley moved to adopt Ordinance 1474, AN ORDINANCE AMENDING CANBY MUNICIPAL CODE (CMC) CHAPTER 2.04.010 REGARDING COUNCIL REGULAR MEETINGS BYCHANGING THE STARTING TIME OF REGULAR MEETINGS TO 7:00 PM WITH AN EFFECTIVE DATE OF JULY 5, 2018. Motion was seconded by Councilor Heidt and passed 6-0 by roll call vote.****

NEW BUSINESS: None.

ADMINISTRATOR’S BUSINESS & STAFF REPORTS: Rick Robinson, City Administrator, said Canby Rotary had submitted a proposal to have a peace pole installed in the Civic Building Plaza. He explained what a peace pole was. The dedication of the pole would be at 1:15 p.m. on Friday, April 13.

He would be meeting with Canby Disposal regarding collection fees. There had been a lot of developments that would be affecting rates and he would continue to have discussions regarding this issue. There had been some ongoing rumors about the Canby Ferry going away. The County had done a feasibility study regarding replacing the ferry with a toll bridge, but he had been assured by Clackamas County that steps for replacement would not be taken until there had been a public input process. He was meeting with the County next week to discuss the topic and what was being proposed.

Mr. Robinson said the peace pole was a worldwide effort to spread a message that all people of all backgrounds were seeking peace.

CITIZEN INPUT: None.

ACTION REVIEW:

1. Approved the Consent Agenda.
2. Adopted Ordinance 1474.

There was no Executive Session.

Mayor Hodson adjourned the Regular Meeting at 8:16 p.m.

Kimberly Scheafer, MMC
City Recorder

Brian Hodson
Mayor

Assisted with Preparation of Minutes - Susan Wood