

**CANBY CITY COUNCIL  
REGULAR MEETING MINUTES  
December 18, 2019**

**PRESIDING:** Mayor Brian Hodson

**COUNCIL PRESENT:** Trygve Berge, Tim Dale, Traci Hensley, Greg Parker and Shawn Varwig.

**COUNCIL ABSENT:** Sarah Spoon

**STAFF PRESENT:** Scott McClure, City Administrator; Joseph Lindsay, City Attorney; Melissa Bisset, City Recorder; Bryan Brown, Planning Director; and Ryan Potter, Associate Planner.

**OTHERS PRESENT:** Mark Triebwasser, Carol Palmer, Gordon Christensen and Don Morgan.

**CALL TO ORDER:** Mayor Hodson called the Regular Meeting to order at 7:02 p.m. in the Council Chambers followed by the opening ceremonies.

**COMMUNICATIONS:** None.

**CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:**

Carol Palmer, Canby resident, provided surveys related to the Historic Preservation Plan. She noted that the surveys were posted online in English and in Spanish. Hard copies could be picked up at offices around town. She encouraged everyone to take the survey by January 10. There would be a public meeting on January 22 to present the results of the survey. In 1969 the City planned a centennial celebration with a public contest for a theme. Home of the Good Earth was chosen, and it was on the City's seal. The City was thinking about rebranding and she thought that during the sesquicentennial year would be a good time to redo the seal. In 1970 there was dishware made for the centennial with the City's emblem on it. There was a meeting on January 14<sup>th</sup> for planning the 150<sup>th</sup> celebration.

Discussion ensued regarding a new City seal and what was included in the centennial celebration.

Gordon Christensen, Canby resident, said there was a booth at CTV5 for creating your own Podcasts and Vlogs.

**MAYOR'S BUSINESS:** Mayor Hodson stated that the Park and Recreation Advisory Board met and they interviewed candidates for open positions, discussed improvements to Maple Street Park, and discussed updates to the Park Master Plan and Willamette Wayside Master Plan. At the last C4 meeting they discussed the Housing Needs Analysis recommendations. There was a Housing Needs Task Force who developed action steps. There was also discussion regarding how C4 and the County Commission could work together on housing needs. They had a conversation about the 2020 legislative session. C4 was asking that any conversations cities had with legislators be about I-205 and the funding for the expansion. They also had a conversation on T-2020, the Metro transportation bond. He had submitted a letter to the Task Force about the transportation bond and how it needed to address the growth in Clackamas County. Clackamas County Economic Development and Clackamas Business Alliance hosted an event called Growth Clackamas County which featured Canby's ICC Northwest. ICC had purchased JV Northwest and they maintained the employees and rehired anyone who was laid off. They

had received a \$200,000 strategic reverse fund loan which allowed them to expand operations in Oregon. He thanked City staff for their great work on the Light Up The Night event.

#### **COUNCILOR COMMENTS & LIAISON REPORTS:**

Councilor Berge shared the last Planning Commission vacancy would be filled later in the meeting.

Councilor Parker said the Bike and Pedestrian Committee submitted and received a \$35,000 grant request to do design work on a bike path between Canby and Molalla. He recognized Mindy Montecucco, Carol Palmer, and Calvin LeSueur for their help with the grant. He asked for coordination between the Park and Recreation Advisory Board and the Bike and Pedestrian Committee for the project.

Councilor Hensley stated that she and Traffic Safety Commission Chair Coleman would be interviewing candidates for the open seat on the Commission. The Canby Suicide Prevention Task Force was working on a Public Service Announcement to air on CTV5.

Council President Dale attended the Canby Utility Board (CUB) awards banquet and the City employee breakfast. A CUB Board vacancy was coming up at the end of February. There was one vacancy on the Budget Committee and two on the Urban Renewal Agency Budget Committee.

Councilor Varwig noted the continued priority for the Library Board was the service boundary.

**CONSENT AGENDA: \*\*Council President Dale moved to adopt the minutes of the December 4, 2019 City Council meeting and to approve the appointment of Michael Hutchinson to the Planning Commission. Motion was seconded by Councilor Hensley and passed 5-0.**

#### **RESOLUTION:**

Resolution 1329 – Bryan Brown, Planning Director, explained that there was a Clackamas County Board Order to surrender jurisdiction to the City a portion of North Maple Street that was inside the City limits. There had been a lot of citizen concern about the condition of this section of road. There was also a condition of approval for the recently approved seven acre subdivision to make improvements on Maple Street which included this section and it was preferable for the permitting and review of the road improvement to be under one jurisdiction. The County had agreed and passed the order to surrender it. It would need to be approved by the City within 90 days of the County's approval or it expired. It would improve efficiencies for maintenance and public services. City staff requested that the County provide the City a dollar amount equivalent to the cost of a two inch asphalt overlay however, the County declined stating the road was in good condition and the developer would be widening it.

**\*\*Councilor Varwig moved to approve Resolution 1329 accepting Clackamas County's Board Order offering to surrender jurisdiction of a portion of N Maple Street being approximately 490 linear feet in length and 50 feet in width lying between NE Maple Court and NE 23<sup>rd</sup> Avenue (County Road No. 2579 between Mile Point 0.00 and Mile Point 0.09) located entirely within the Canby Corporate City Limits. Motion was seconded by Councilor Dale and passed 5-0.**

Councilor Parker encouraged holding a Work Session about roads, priorities, and maintenance. He would like to discuss the strategy for bringing roads in from the County and in what order as well as what the street maintenance priorities were for the next couple of years.

Mayor Hodson had driven the City with Public Works and looked at all the projects they were working on. They had talked about the road maintenance and additions as well as funding for those projects including the Street Maintenance Fee and new County Vehicle Registration Fee. There might be some policy pieces coming to Council at some point on those issues.

Scott McClure, City Administrator, explained that there were multiple layers of funding sources for street and sidewalk maintenance. They could create a matrix with the project list and funding to better clarify and make the best list they could.

Councilor Parker thought there should be a policy discussion about using the Vehicle Registration Fee to bond and get all of the road projects done in a few years like the city of Sandy. He would also like clarification on the policy of bringing County roads into the City. He would like a full list of the streets that were County roads, their condition, how well they were traveled, and the priority of bringing them in and up to City standards.

Mayor Hodson said in the discussions for the Vehicle Registration Fee projects, turning streets over to Canby was fourth on the list. They were looking at giving the streets to the City with some money to apply as the City saw fit.

Councilor Parker thought to be good stewards, they needed to look towards the future growth of the City and invest in the City's streets enough to handle the increased transportation demands.

#### **NEW BUSINESS:**

Canby Park and Recreation Advisory Board Recommendation and Update – Mark Triebwasser, Park and Recreation Advisory Board Chair, stated the Board was recommending that the Council submit a letter to the Clackamas County Board of Commissioners in support of reducing the size of the Canby Area Park and Recreation District (CAPRD). They thought reducing the district would help with passing a tax base and providing recreation services. If the County agreed, before going out with a measure for the tax base there would have to be an agreement between CAPRD and the City so they would each know who would be doing what.

Don Morgan, CAPRD, stated they had taken the petition to the County, and the County wanted to see a recommendation from the City Council. CAPRD had never been funded. They wanted to create a good plan they could take to the voters to get a tax base passed. Part of the requirements was a description of what the new boundaries would be. That would be the City limits, he stated the City did not have a description of the current City limits.

Councilor Parker thought they needed to be unanimous in what the outcome would be and then decide what the vehicle would be to get there. They had a growing community and they needed to build programs and structures that would provide services in the future.

Mr. Morgan stated they had never worked with the City before and that needed to happen. He agreed they needed to be unified. He thought the first step was to shrink the district.

Mr. McClure stated a resolution could be brought to the next Council meeting supporting the reduction of the district.

There was consensus to hold a Work Session on this item before a resolution was brought forward.

Associate Planner Position – Mr. McClure said this was a request for an additional employee in the Planning Department. Currently there were three employees in the department who were barely keeping up. Customer service was the priority and there were multiple projects in process as well as parks, housing, and State mandates that needed to be addressed. Because they were growing so fast, the planning fees would cover the position for at least a year and a half. He thought they would be able to fund the position with no issues. These were projects that were needed to keep the community going in the right direction.

Mayor Hodson was in support of filling this position.

Councilor Parker was also in support as he did not want a burned out Planning Department.

Councilor Dale said even if there was a downturn in the economy, they could still work on future planning needs such as master planning.

**\*\*Councilor Hensley moved to approve the addition of an Associate Planner position in the Planning Department. Motion was seconded by Councilor Varwig and passed 5-0.**

### **CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS:**

Staff Report on Boards, Committee, Commission Appointment Process – Melissa Bisset, City Recorder, had included information about the committee appointment process in the Council packet.

Councilor Parker would work on this and bring back a recommendation for a more centralized and uniform process.

Councilor Berge was not sure if having one process would work for every committee.

Councilor Hensley thought the current processes were working, but for some boards a supplemental questionnaire could be included with the application. The applications could be submitted with the recommendation to the Council so the Council could see the background of how the recommendation came about.

Councilor Parker said the question was whether they wanted a distributed system or centralized system. He also thought applicants that were not appointed should be put in a pool and contacted if any committee had an opening.

Councilor Varwig thought one size did not fit all and that there would not be one system that would work for every committee.

There was consensus for Councilor Parker to come back with recommendations at the first meeting in February.

Mr. McClure shared the Splash Pad feedback had gone well and 110 surveys had been completed. He noted that the lobby area of the Civic Offices was a good area to provide information and there would be more City outreach using this area. They were working on streamlining the permit process including looking at chemicals some businesses were using. Regarding Walnut Street, there would need to be a Transportation System Plan amendment for the project and it would also include other improvements to the Industrial Park. For development activity, Trammel Crow would be putting in three spec buildings.

**ACTION REVIEW:**

1. Approved the Consent Agenda.
2. Adopted Resolution 1329.
3. Approved the addition of an Associate Planner position to the Planning Department.

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

*Melissa Bisset*

Melissa Bisset  
City Recorder

A handwritten signature in black ink, appearing to read 'Brian Hodson', with a long horizontal stroke extending to the right.

Brian Hodson  
Mayor

