

**CANBY CITY COUNCIL
WORK SESSION MEETING MINUTES
April 7, 2021**

PRESIDING: Council President Traci Hensley

COUNCIL PRESENT: Christopher Bangs, Sarah Spoon, Greg Parker, Christopher Bangs, Jordan Tibbals, and Shawn Varwig.

COUNCIL ABSENT: Mayor Hodson was absent.

OTHERS PRESENT: Colin Sears, Regional Development Officer from Business Oregon.

STAFF PRESENT: Scott Archer, City Administrator; Joseph Lindsay, City Attorney; Ryan Potter, Senior Planner; Jamie Stickel, Economic Development Director; Melissa Bisset, City Recorder/ HR Manager; Taylor Kimble, Kintech; Valerie Kraxberger, Office Specialist – Tech Services.

CALL TO ORDER: Council President Hensley called the Work Session to order at 6:05 pm.

PRESENTATION AND DISCUSSION REGARDING INDUSTRIAL PARK

DEVELOPMENT: Jamie Stickel, Economic Development Director, presented an update on Industrial Park development. She gave a background on the Industrial Park which was established in 1999 and was two-thirds developed at this time. She explained how businesses found Canby, what made Canby attractive, and some recent Industrial Park projects including Premier Gear + Machine Works, BE Group, and Columbia Distributing. Projects that were underway included: Caruso Produce, Stanton Furniture, Apha Scents, Baker Center, Canby South, Dragonberry Phase Two, and the Walnut Street Extension.

Ryan Potter, Senior Planner, reviewed the various zones in the Industrial Park and range of land uses for those zones. He noted there was diversity of lot sizes that resulted in a diversity of land uses that included larger businesses but also multi-tenant buildings that could accommodate a variety of businesses on one property. This added flexibility for new and expanding businesses. He explained the application types and processes. The most common included pre-application conferences, design review, lot line adjustments and partitions, pre-construction conferences, final plat, site plan review, certificates of occupancy, and business licenses. There were also some less common processes that might occur including variances, conditional use permits, modifications, and appeals.

Mr. Potter explained the required transportation analysis for projects. Traffic studies included analysis that was dictated by location, type, and scale of project. He noted the City had adopted thresholds and the County also had standards that needed to be met. Street improvements and right-of-way dedication were required of any project in the Industrial Park. Connectivity was an important aspect with development. A few examples were the Sequoia Parkway extension in

2014 and Sequoia/Hazel Dell signal in 2020. He noted future projects included 4th Avenue and the Walnut Road extension and roundabout on SE 1st Avenue. Demand for industrial zoned land was very high in the region. The City's inventory of available industrial land had been an asset, but much of the park was now spoken for.

Councilor Parker discussed the need for bike lanes and that the Walnut extension should be a priority. He would like the transportation inputs to be checked to make sure they could handle large industries. He asked about the increase in tax income from the Industrial Park and how many jobs were going to local residents.

Colin Sears, Regional Development Officer from Business Oregon, discussed his background and highlighted trends for business recruitment. He explained that many cities in Oregon were eliminated in the search when they did not have incentives. Some disadvantages were income taxes, System Development Charges which were higher than other states, and paying costs up front instead of being amortized. The Strategic Investment Zone (SIZ) Program was started over 30 years ago when Intel was looking for an expansion. Oregon lost the competition and came up with a program to be more competitive. A little over a decade ago the Strategic Investment Zones were created and Clackamas County implemented two rural SIZs, and Canby was a part in Rural SIZ #1. Statewide there was limited supply of industrial land.

Councilor Parker asked about the challenges of businesses in Canby finding workers. He questioned if more industrial businesses would benefit the City.

Mr. Sears acknowledged that there were workforce challenges in the state. They operated in a regional economy and they could do an economic impact study to track how much employees were spending in Canby. There were cities who decided to focus on higher value, higher wage jobs for their industrial land, such as Hillsboro. They could decide to dedicate a portion of the Industrial Park for certain types of projects or they could boost incentives for higher wage projects. He noted that high tech and manufacturing were higher wage jobs.

Councilor Spoon shared her frustration that the only application they had in the SIZ was for a distribution center. It did not bring in a lot of taxes or real estate value and brought in more traffic. Mr. Sears said it was a political decision that distribution centers were included in the SIZ. Oregon often competed with Washington for distribution centers. They were traded sector jobs and the legislature would need to make that change.

Joseph Lindsay, City Attorney, said if a land owner wanted to sell to a developer and they met the code, it would be difficult to reject that. The City was in competition with other cities and they didn't want to interfere with contracts.

Councilor Spoon thought there should be another Work Session about the SIZ and business recruitment.

Councilor Tibbals agreed that the data was needed to make these decisions.

Councilor Bangs did not think they should have the Work Session until they received the data about how much benefit they were getting from the existing properties so they would be able to assess how to add to it.

Council President Hensley said it was not their job to pick and choose commerce, but she did not have a problem with targeting recruitment.

There was consensus to get the data and hold a Work Session on the SIZ.

CITY ADMINISTRATOR SIX MONTH REVIEW PROCESS DISCUSSION: This item was postponed.

The meeting was adjourned at 7:29 p.m.

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
April 7, 2021**

PRESIDING: Council President Traci Hensley

COUNCIL PRESENT: Christopher Bangs, Traci Hensley, Sarah Spoon, Greg Parker, Christopher Bangs, Jordan Tibbals, and Shawn Varwig.

COUNCIL ABSENT: Mayor Brian Hodson

STAFF PRESENT: Scott Archer, City Administrator; Joseph Lindsay, City Attorney; Melissa Bisset, City Recorder/ HR Manager; Taylor Kimble, Kintech; Valerie Kraxberger, Office Specialist – Tech Services.

CALL TO ORDER: Council President Hensley called the Regular Meeting to order at 7:35 p.m.

RECOGNITION OF RETIRED POLICE CHIEF BRET SMITH: Jorge Tro, new Police Chief, said former Police Chief Bret Smith retired on April 1. He had served 40 years in law enforcement and 11 years in Canby.

Chief Smith thanked Canby for their support of the Police Department over the years.

The Council expressed appreciation for all the Chief had done for the City.

OATH OF OFFICE FOR POLICE CHIEF JORGE TRO: Scott Archer, City Administrator, gave a background on Jorge Tro's work in the Police Department for the last 23 years. He thought this was an excellent transition for the department.

Chief Tro said there was no place he would rather work and appreciated the opportunity. He was a part of the community, his kids grew up here, and he was involved in many organizations. He cared about the community and its safety. He took pride in the fact that Canby was one of the safest cities in the state year after year. He was grateful for all of the employees in the department and the hard work they did. He planned to do his best.

PROMOTION OF DOUG KITZMILLER TO CAPTAIN: Chief Tro gave a background on Doug Kitzmiller who was being promoted to Captain.

Captain Kitzmiller thanked the community for their support. His plan was to do everything he could to be the most well trained, well equipped, professional, and proactive Police Department.

OATH OF OFFICE FOR POLICE OFFICER TODD TRAPP: Chief Tro introduced new Police Officer Todd Trapp.

Rod Grafe Municipal Court Judge, swore in Jorge Tro, Doug Kitzmiller, and Todd Trapp.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:

Paul Ylvisaker, Canby resident, discussed how the fireworks from Canby High School games affected his cat. He asked for confirmation that there was no recourse to file a complaint for the fireworks.

Joseph Lindsay, City Attorney, said the fireworks were an exception in the City's noise ordinance and they could not be cited for a noise violation. There was neither state nor local recourse for this action.

Mr. Ylvisaker said the Council had a responsibility to protect livability, values, public safety, and constitutional rights. He did not think it was right that the variance was untouchable and citizens could not file a grievance. He had provided a signed petition, addressed the School District, attended many Council meetings, and provided personal medical information. He thought this was an infringement on his rights. He hoped something could be done.

ORDINANCES & RESOLUTION: Ordinance 1545 – ****Councilor Varwig moved to approve Ordinance 1545, AN ORDINANCE VACATING TWO SMALL PORTIONS OF NORTH MAPLE STREET PUBLIC RIGHT-OF-WAY THAT WERE FORMERLY PART OF A CUL-DE-SAC AT THE STREET'S NORTHERN TERMINUS. Motion was seconded by Councilor Bangs and passed 6-0 by roll call vote.**

Ordinance 1546 – Mr. Archer said this ordinance would authorize a change order to the current contract with R.L. Reimers Company for work on the clarifier at the Wastewater Treatment Plant. The change order was in the amount of \$302,671.33. Staff was asking for an emergency clause in the ordinance so it could go into effect immediately after the second reading. The reason for the change order was to include items that they would have had to go out to bid separately which would be more costly and take more time.

There was discussion regarding the cost savings of the change order.

Mr. Lindsay said this company was the lowest bidder for the RFP that was done previously and this was the most inexpensive way to do these projects.

****Councilor Bangs moved to approve Ordinance 1546, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE CHANGE ORDER NUMBER 4 TO THE 2020 WWTP PRIMARY CLARIFIER IMPROVEMENTS CONTRACT WITH R.L. REIMERS COMPANY FOR COMPLETION OF SITE RESTORATION TASKS; AND DECLARING AN EMERGENCY to come up for second reading on April 21, 2021. Motion was seconded by Councilor Varwig and passed 6-0 on first reading.**

Ordinance 1548 – Mr. Archer said this ordinance would authorize the contract for Greenplay, LLC to update the Park and Recreation Master Plan and Park System Development Charge methodology. The City received four bids for this project and Greenplay was chosen. It would cost \$150,000 which would come out of the Park SDC fund. This would help the City establish priorities for parks and recreation and funding mechanisms for the projects as well as update the SDC methodology. The Parks and Recreation Advisory Board would be the lead steering committee for the project.

****Councilor Varwig moved to approve Ordinance 1548, AN ORDINANCE AUTHORIZING THE CANBY CITY ADMINISTRATOR TO ENTER INTO A CONTRACT WITH GREENPLAY, LLC TO PREPARE A PARKS AND RECREATION MASTER PLAN AND PARKS SYSTEM DEVELOPMENT CHARGE METHODOLOGY UPDATE to come up for second reading on April 21, 2021. Motion was seconded by Councilor Spoon and passed 6-0 on first reading.**

Councilor Parker wanted to make sure the Parks and Recreation Board drove this work with heavy public input.

Resolution 1345 – Mr. Archer said this resolution would approve an Intergovernmental Agreement with the State to receive funding for streets. The City would receive \$207,000 and the money would be used for street projects on N Maple, N Pine, and NE 10th.

****Councilor Spoon moved to approve Resolution 1345, A RESOLUTION ENTERING INTO A MASTER GRANT AGREEMENT BETWEEN THE STATE OF OREGON, ACTING BY AND THROUGH ITS DEPARTMENT OF TRANSPORTATION (“ODOT”), AND THE CITY OF CANBY (“RECIPIENT”). Motion was seconded by Councilor Varwig and passed 6-0.**

Mr. Lindsay explained why the item was a resolution instead of an ordinance.

DISCUSSION REGARDING SOUTH IVY STREET UNDERGROUNDING OF UTILITIES: Mr. Archer said staff would bring this back to the next Council meeting for action. The County's Ivy Street project was anticipated to begin in 2023 and the Council wanted to underground the utilities as part of the project. Canby Utility estimated \$300,000 for moving the overhead power lines and if the City put the lines underground, they would contribute that \$300,000 towards the project. The County's engineer estimated undergrounding would cost \$1.3 million. This project was not anticipated in any of the City's capital plans, however there were other sources of funding and he gave some options. The County would like the City to make a decision on the undergrounding by the end of April.

Councilor Spoon asked if the project would qualify for the Safe Routes to School Grant. Mr. Archer would look into it.

Councilor Parker asked if stimulus funds could be used. Mr. Archer explained what the stimulus funds could be used for.

Councilor Parker was in favor of moving forward with the undergrounding and for staff to come back with options. He did not want any funds that were meant for the Walnut Street extension project to be used.

Councilor Varwig agreed. He thought the agreement with Canby Utility should include that if there was an increase to the cost, they would pay a percentage.

Councilor Tibbals asked what would happen if they did not make a decision by the end of April. Mr. Archer said it was a request and they had a cordial working relationship with the County on this project. The decision would affect the design of the project and there were some right-of-way issues that needed to be addressed.

Councilor Tibbals wanted to make sure they had time to do their due diligence and look into funding options. He was in support, but did not think it should be rushed.

Councilor Bangs asked if they could make the decision now and later decide how it would be paid for. Mr. Archer said yes, they could do that and they would have up to two years to decide on the funding options. He was confident that they could fund it without impacting any current street projects including the Walnut Street extension.

Council President Hensley agreed they needed more information and should not say yes until they knew how they would pay for it.

Councilor Varwig agreed.

There was consensus to hold a Work Session on this item before the next Council meeting.

MAYOR'S BUSINESS: None.

COUNCILOR COMMENTS & LIAISON REPORTS: Councilor Parker reported on the Historic Landmarks Commission who was working on more grants and putting together a consolidated report on all of the graves in the cemetery. On April 10 there would be an invasive ivy pull and work on downed trees at Eco Park. On April 22, there would be a cleanup and planting of the downtown planters.

Councilor Spoon asked when the City was going to address the debris left from the ice storm. Mr. Archer said staff was still working on it.

Councilor Bangs said the School District hired a superintendent search consulting firm. There was an upcoming School Board election was well.

Councilor Tibbals agreed there were a lot of downed trees and they needed to create a communication channel for people who wanted the wood to burn.

CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS: Mr. Archer said City facilities had been reopened. He gave an update on the quiet zone. They were waiting for the final permits from the railroad and construction permits and work would begin in about two months. Work on the arch had already begun. The Locust Street Park improvements were completed except for construction of a picnic shelter which would happen next fiscal year.

CITIZEN INPUT: None

ACTION REVIEW:

1. Approved the Consent Agenda.
2. Adopted Ordinance No. 1545.
3. Passed Ordinances 1546 and 1548 to a second reading on April 21, 2021.
4. Adopted Resolution No. 1345.

The meeting adjourned at 9:02 p.m.



Melissa Bisset
City Recorder



Brian Hodson
Mayor

Assisted with Preparation of Minutes - Susan Wood