

CITY OF CANBY WORK SESSION
GOAL SETTING
February 11, 2022

FACILITATORS: Sara Wilson and Ashley Sonoff

COUNCIL PRESENT: Brian Hodson, David Bajorin, Christopher Bangs, Traci Hensley, Sarah Spoon, Greg Parker, and Shawn Varwig.

STAFF PRESENT: Scott Archer, City Administrator; Joseph Lindsay, City Attorney/Assistant City Administrator; Melissa Bisset, HR Director/City Recorder; and Maya Benham, Deputy City Recorder.

CALL TO ORDER: Mayor Hodson called the Goal Setting Work Session to order at 9:10 a.m. in the Council Chambers.

Sara Wilson, Facilitator, gave a welcome and presented the agenda. She then reviewed the process and established the rules for success for the meeting. She asked staff, Mayor, and Councilors what they hoped for an outcome.

Melissa Bisset, HR Director/City Recorder, looked forward to getting direction.

Maya Benham, Deputy City Recorder, looked forward to getting to know the group.

Scott Archer, City Administrator, thanked everyone for attending and participating. He thought there was a lot of value in this process and it was meaningful to give staff direction.

Joe Lindsay, City Attorney, was excited to see the Council work together as a team towards goals which would help direct staff's work.

Councilor Spoon was excited about having action items that staff was comfortable to move forward with and to authorize them to do the items in a timely manner.

Mayor Hodson looked forward to the Council working holistically and setting focus. He agreed the Council needed to decide what they wanted and the parts they needed to focus on.

Councilor Bajorin thought having goals was good, but they needed to have the goals as a team. His hope was to find a way to come together in a meaningful way to accomplish the goals.

Councilor Varwig wanted to have restored integrity and team work.

Council President Hensley was interested in a mid-year check-in on the goals to see if there was any forward movement on the goals.

Councilor Bangs was interested in clarity on Council roles and unity in goals.

Councilor Parker noted it was an opportunity to prioritize the work and look into the future.

Ms. Wilson then reviewed the Roles and Responsibilities of the group as follows:

Roles and Responsibilities –

- Council acts as ONE body
- Council makes decisions
- Council asks questions in order to make decisions
- Communicates with the City Administrator
- Provides high expectations for production

Partnership/Administration Staff –

- Provides technical expertise
- Keeps Council informed
- Supports high-performing organization
- Provides neutral advice

Councilor Parker stated he did not mind push back from staff seeking clarification or when things weren't correct. He wanted staff to have the liberty to seek clarification and explain the facts of the matter as they understood it.

Mayor Hodson stated that the Council may have good ideas on what to accomplish; however, the Council needed to respect the technical expertise and timelines of staff.

Councilor Spoon expected staff to inform the Council if additional resources were needed to accomplish goals. She also asked about the role and responsibilities of the Mayor.

Mr. Lindsay explained what the City Charter said as the Mayor's role. The Mayor voted to break a tie, but the Council was still one body.

Councilor Bangs stated Councilors should be familiar with the City Code and data presented by staff.

The group then discussed the current challenges, opportunities, accomplishments, and uncertainties in the community.

The group noted the following challenges:

Mayor Hodson said new dynamics that were created with election of new Councilors.

Councilor Parker said administrative changes and lack of continuity.

Councilor Spoon stated the master plans were out of date.

Mayor Hodson discussed the City's growth and the changing demographics.

Councilor Spoon stated there was no middle housing, affordable housing, and the ability for aging population to age in place.

Councilor Bangs mentioned water quality, the train dividing the town, differing views on the use of the wayside property, School District owning the property that the Swim Center and Adult Center sat on, and lack of pedestrian access from downtown to the Logging Road trail.

Councilor Varwig commented on polarizing politics and differences of opinion.

Councilor Spoon suggested managing information in online spaces.

Councilor Bajorin thought the transitioning to a larger city and how it affected moving forward.

Councilor Spoon thought the aging infrastructure, which included the Wastewater Treatment Plant, roads, City facilities, pool, and the Adult Center that might stress the City's resources were also challenges.

Mr. Lindsay added the retention and recruitment of city staff.

Councilor Bangs suggested adjusting the budget, labor shortages, and growth of homelessness.

Councilor Varwig stated increased costs, inflation, and supply chain issues.

Mayor Hodson stated balancing decisions with future implications.

The group then discussed the Opportunities:

Councilor Spoon stated additional federal funding, updating master plans, and use of SDCs for land acquisition.

Councilor Bangs stated park development at the wayside property, dog park, and amphitheater, expansion of the Logging Road trail and tourism, downtown becoming a destination, and rebuilding the July 4th event.

Council President Hensley stated the relationships with community partners and agencies.

Councilor Spoon stated being closer to having a future hotel and additional tourism and refinancing of Urban Renewal District debt.

Mr. Archer suggested the completion of the Civic Block (Dahlia Building), partnership with the School District, and the Parks Master Plan to enhance recreational opportunities.

Mayor Hodson stated river access for potential commerce and water activities, expanding City-owned facilities for recreation activities, and water access rights.

Councilor Bangs added working with the State parks to fix the boat launch, expanding downtown residency, the addition of food carts, and bringing Hispanic voices to City government.

Councilor Bajorin stated long-term planning plus financial stewardship to maximize funding.

Mr. Lindsay stated City staff innovation with technology.

Accomplishments:

Councilor Spoon stated the development and revitalization of downtown.

Mr. Lindsay stated the new City offices building.

Councilor Parker stated the new police building.

Councilor Bangs stated the Beer Library and solving the Walnut Street extension.

Council President Hensley commented on the relationship with the County, solving traffic issues and County streets that needed to be repaved.

Mr. Lindsay stated the hiring of the City Administrator and new employees. He also discussed the revitalized Maple and Locust Street parks and the rebranding of the City as the Garden Spot. In addition, Mr. Lindsay stated how well the City navigated natural disasters such as fires and the ice storm through the pandemic.

Councilor Bangs stated moving the Court from the Police building.

Councilor Spoon stated the refinancing of debt had opened up additional options for the City.

Mayor Hodson stated the in-house promotion of City staff and the diversity in the police force.

Councilor Bangs stated the foundation for improving the pool, and their improved relationship with the School District.

Mr. Archer stated the 90% completion of the Parks and Rec Master Plan and the Wastewater Treatment Plant expansion - new clarifier.

Councilor Bangs stated the set foundation for Ivy Street.

There was discussion about Uncertainties:

Council President Hensley stated supply chain issues, employment shortages, pandemic, economic uncertainty, State mandates, and the impacts of tolling on local traffic patterns.

Councilor Spoon stated the zoning at State-level and impact on growth, and the future of the Berg Parkway Extension.

Councilor Bajorin stated emergency management and planning ahead.

Councilor Bangs stated annexation authority removal, City growth impact on traffic, housing affordability, spillover issues from Portland (gun violence, etc.), development of a sports facility, and the loss of shade from large trees.

At 11:21 a.m., the group broke into small groups to brainstorm ideas for potential goals. After small groups, there was team discussion. The group took a break for lunch and reconvened at 12:55 p.m.

Ms. Wilson led the group through a goal refinement discussion and reviewed their goal ideas.

Councilor Spoon thought there should be clear guidelines for use of ARPA funds.

Councilor Parker wanted an analysis of the reserves and a comparison to similar cities.

Councilor Bangs wanted to spend the money and then close the Urban Renewal District.

Mr. Lindsay discussed the categories of funds and staff's responsibility. There was a time limit on identifying where to use the funds and an expiration to use them.

Councilor Spoon stated she would like to move forward in a sustainable way.

Councilor Parker wanted to know the appropriate level of investments versus level of reserves.

Mayor Hodson stated the goal was to look at the reserve/spending levels and sustainability for the future.

Councilor Varwig thought they needed to find the happy medium between spending and saving.

There was discussion about reevaluating the fees.

Mr. Archer stated there was an upcoming Work Session to review the URA funding and priorities with the goals.

Goals: ARPA, URA, Evaluating Fee Structure - Parks/Maintenance, and quarterly meetings with the Budget Committee.

With regards to Transportation, the following items were discussed:

- Bypass for 99W, pedestrian pathways, etc.
- Further expansion of internal transit routes around Canby.
- Council President Hensley wished not to spend much time on 99E as ODOT controlled the road.
- Future of the Canby Ferry.

There was discussion regarding the traffic goals, which included mitigating the growth impacts related to traffic, enhancing pedestrian and bicycle amenities, equitable accessibility and safety, impact of tolling, updating the Transportation System Plan, Clackamas County and needed transportation improvements, relationship building with ODOT on funding improvements, and how there were no alternative routes around the train in an emergency.

Councilor Spoon acknowledged that there should be planning in areas where there were no sidewalks and bike lanes, to update the Transportation System Plan, and have a sidewalk gap analysis.

The group took a break at 1:45 p.m. and reconvened at 1:56 p.m.

There was discussion regarding dissolution of the Canby Area Parks and Recreation District (CAPRD) and creating a policy on the City's relationship with CAPRD regarding assets. There was further discussion regarding funding.

Councilor Varwig thought having a policy would be a good medium between where was the win with CAPRD and the City working together.

There was support to create a policy that identified the relationship with the two entities.

Councilor Varwig suggested waiting until they received the Parks Master Plan.

Councilor Spoon thought having a more robust park plan and implementation should be high priority.

Councilor Parker commented on finding an alignment among use of the park funds that they had, park maintenance, and community needs.

Mr. Archer thought it was important to acknowledge not only development, but the long-term sustainability to take care of the parks that were created. They also needed to focus on recreation activities.

Councilor Bangs wanted to add acquiring the land under the pool and adult center.

Councilor Varwig suggested first seeing whether the School District was interested in selling the land.

Mr. Archer noted the City had a year to year lease arrangement. He asked if the Council would be interested, if the School District objected to selling the land, to explore a long term lease arrangement.

Discussion ensued regarding having legal clarification on what the City could and couldn't do on parcels of land.

There was discussion about hiring a consultant to do a code update to meet the needs of the community and provide future resources toward growth.

There was further discussion regarding expanding the Urban Growth Boundary, infrastructure, density, utilizing the land properly, how the Country Club and Fairgrounds were zoned residential, and housing.

Councilor Parker gave clarity regarding the advocacy items. He talked about the idea of the City contracting with a lobbyist.

Council President Hensley was willing to explore what the costs would be to have a professional lobbyist. She thought it should be kept in-house and was not interested in hiring for items at the state level.

Councilor Spoon wanted to have consensus on what would be lobbied and advocated for.

Council President Hensley stated she envisioned it would be similarly handled as the Chamber where the board voted on which bills to advocate for. It would be a collaborative effort.

Mayor Hodson suggested having a lobby group help craft their legislative objectives and how to lobby them in Salem.

Ms. Wilson suggested staff put together a proposed strategy and partnership with League of Oregon Cities (LOC) to provide analysis of costs and advocacy to bring forward a program.

Councilor Bajorin suggested considering a public affairs officer to improve internal/external communications.

Mr. Archer was aware the City could benefit from a Communications Officer. To help bridge the gap, he added onto Jamie Stickel's role as Economic Development Director as the Communications Specialist.

Ms. Wilson proposed having a communications objective in line with the city, citizen engagement and involvement, permanent outreach, and evaluation of boards/committees.

The next steps would be to refine the goals and bring them back to Council to a future meeting.

The meeting was adjourned at 3:06 p.m.

Melissa Bisset
City Recorder

Brian Hodson
Mayor

Assisted with Preparation of Minutes – Maya Benham