

**CANBY CITY COUNCIL  
SPECIAL CALLED MEETING MINUTES  
March 9, 2022**

**FACILITATOR:** Sara Wilson

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

**COUNCIL ABSENT:** Christopher Bangs.

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

**CALL TO ORDER:** Mayor Hodson called the Special Called Meeting to order at 6:00 p.m. in the Council Chambers.

**FOLLOW UP DISCUSSION REGARDING CITY COUNCIL GOALS AND PRIORITIES**

Facilitator Wilson reviewed the ground rules that the Council had decided during their last goal setting session, goal refinement process, and Council and administration roles.

Councilor Spoon discussed the Mayor assigning committee liaisons. She thought the liaison roles should be determined by the Council. She also stated the Mayor had authority on the order of business, but it was up to the Council to determine the business.

Councilor Parker commented on speaking with former mayors about how they followed the Charter. There should be effort to clarify the role. He asked about the path for Council members to put items on the agenda.

Councilor Varwig was good with clarification, but thought this was more of a personal attack on the Mayor. This process had been the same for many years.

Councilor Bajorin stated that the City Charter existed for a reason and if there was a need to clarify it, then that needed to happen.

Council President Hensley stated that the roles of the Mayor, Council President, and Councilors were clearly defined in the Charter and they did not need to be hashed out. She stated that perhaps other mayors had handled the liaison assignments differently. Mayor Hodson discussed the liaison assignments with the Council and she thought he had done a good job.

Mayor Hodson stated that in election years, he met with Council members to see what assignments they were interested in and appointed them in their areas of interest. He was willing to discuss a different process.

Facilitator Wilson asked staff if there was anything in the Charter to define the roles.

City Attorney Lindsay reviewed the Council liaison assignment section in the Policies and Operating Guidelines. Council liaisons were selected on an annual basis, flexible upon the needs of the Council, encouraged to attend meetings and report back to the Council on community activities, and were not voting members of the committee.

Facilitator Wilson asked staff if there was anything regarding setting the agenda.

City Attorney Lindsay stated the Mayor set the order of the agenda for the meeting. Additionally, in the Charter any three Councilors could hold a special meeting to discuss a topic.

Councilor Spoon stated there was not a standard on how items were placed on the agenda. She wanted to follow what the Charter said as it should be the guiding document for Council.

Mayor Hodson discussed his role in liaison assignments and agenda items. He had conversations with the Council and City Administrator on these pieces. He considered all of the suggestions.

Council President Hensley stated most of the agenda items were day to day items that the City Administrator needed Council to approve. The Council had delegated their authority to the Mayor to facilitate the liaison assignments and this process had happened for several years.

Facilitator Wilson clarified with staff if three Council members wanted an item on the agenda, they could say that during a meeting or to the City Administrator to place the item on the agenda.

City Attorney Lindsay stated three Council members could order a meeting compelling everyone to attend and it would be more effective to add things to the agenda rather than holding a special meeting.

Facilitator Wilson mentioned the League of Oregon Cities (LOC) had an online template of Council Rules for cities if they needed to make updates. She recommended staff review the template and present options to clarify the Council Rules, focusing on the committee liaison process.

Councilor Spoon wanted to have more clarity on the liaison roles and the purpose of appointments as well as how to bring items to the agenda.

Facilitator Wilson discussed Emergency Management.

City Administrator Archer stated that the City had an Emergency Management Plan that needed to be reviewed and updated. There was coordination among the City Administrator, Police Chief, Fire Chief, and the new School District Superintendent. He planned to propose in the upcoming budget a process for hiring a consultant that specialized in Emergency Management, perhaps using ARPA funds.

Councilor Bajorin thought the City needed to work more on Emergency Management, especially after the ice storm. The City needed to improve on responding to major emergencies.

Mayor Hodson stated it was important to review the Emergency Plan on an annual basis.

Discussion ensued where to place Emergency Management under the goals.

Councilor Parker suggested a Council liaison assignment to the emergency management role.

Facilitator Wilson said as part of the review of the LOC template, staff would include recommendations for better defining liaison roles. She then reviewed the action items under the goal of addressing future community growth.

City Administrator Archer stated the Economic Opportunities Analysis, updating the City's Development Code, Housing Needs Analysis, and expanding the Canby Area Transit circulator routes had all been budgeted or the process had been started. More direction was needed regarding expanding downtown housing opportunities.

City Attorney Lindsay said the Area J "Walnut" master plan was an area of special interest in the City's Comprehensive Plan. It would have mixed residential, and landowners would annex and develop a concept plan. He thought that would happen within the next eight months.

Mr. Archer stated many items would lead to support the update of the City's Comprehensive Plan, which would take a few years to achieve.

Councilor Parker asked staff to do an analysis on what it would take to use the Inclusionary Zoning tool for Canby housing prices.

Mr. Archer thought the downtown housing would be part of the Housing Needs Analysis and Economic Opportunities Analysis work.

There was consensus to keep Inclusionary Zoning as a separate action item as well as discuss how they were losing housing because of the expanded business district and housing was being converted to businesses.

Mayor Hodson noted there were density requirements and it could be difficult to change as Metro and the State dictated much of those requirements.

Facilitator Wilson discussed the goal of promoting financial sustainability. The previous actions brought up were to assess the City's reserve levels and balance savings and investments with spending to meet community needs, evaluate the City's fee structure, increase engagement with the budget committee, use ARPA funds to recover loss and build for the future, and leverage ARPA funds to update the City's Emergency Management Plan.

City Administrator Archer asked for clarification around the first action of assessing the City's reserve levels and balance savings.

Councilor Parker wanted a review of similar sized cities to compare reserve levels and status of reserves. He would like a recommendation from staff on where Canby's reserve levels should be.

Mayor Hodson wanted to make sure they would have enough in reserve for hard economic times. There should be a conversation about what community needs meant.

Facilitator Wilson clarified the Council wanted a review of similar sized cities to compare reserve levels, understanding the status of reserves and GFOA standards, spending versus savings, how to prioritize spending, determining what community needs and wants were, and understanding the reserve levels during the last economic hardship.

Mayor Hodson stated they also needed to look at the timing of projects, when interest rates were low to stretch resources or when they should take advantage of labor, material costs, etc.

Councilor Spoon stated the Parks Maintenance Fee and Street Maintenance Fee needed to be addressed for permanence as well as cost recovery on all fees.

Facilitator Wilson reviewed the engagement goal. This included developing a legislative program and advocacy strategy, evaluating the implementation of a Youth Advisory Council, determining the future of the Urban Renewal Agency, and leveraging ARPA funds to update the City's Emergency Management Plan.

City Administrator Archer noted discussions were already underway on the Urban Renewal Agency with a work session scheduled.

There was discussion regarding the strategy for advocating legislation.

Councilor Spoon thought if they sent someone to the legislature to represent the City, the Council should be in agreement on what they were going to say.

Facilitator Wilson suggested staff look into other cities' legislative programs and bring back examples and resources that would be required.

There was a break from 7:45 p.m. – 8:00 p.m.

Facilitator Wilson reviewed the parks and recreation goal. The action items included exploring partnership options with the School District for property sale, exchange, or long term lease, pursuing the legal determination on Wayside use, and evaluating sustainability.

City Attorney Lindsay said they were currently discussing options with the School District and he had done the legal determination.

Councilor Spoon thought evaluating sustainability had to do with funding and maintenance.

City Attorney Lindsay said it also meant adding recreation as well as staff resources.

There was discussion regarding donating land in lieu of SDCs, partnership with the School District, analysis of the Parks Development Fee, relationship with CAPRD, hiring a Public Information Officer, citizen involvement, and Communication Engagement Plan.

Facilitator Wilson reviewed the transportation system goal. The action items were updating the Transportation System Plan (TSP), Canby Ferry future, building relationships with ODOT and Clackamas County, and conducting advocacy for Berg Parkway/Arndt Road.

City Administrator Archer said staff was working on the TSP update and there would be a discussion on potential funding support for the ferry.

Councilor Spoon said Berg Parkway was a multi-agency project and she wanted to make sure the Council discussed and agreed on what they would be advocating for.

Councilor Parker suggested rephrasing it to the Council and wanted to explore strategies that would improve access to I-5.

Facilitator Wilson discussed goal implementation.

Councilor Parker thought the administration team should give Council recommendations for implementation.

Councilor Varwig suggested staff report on an as-needed basis if something came up as well as an annual check-in. They should also celebrate when a goal was accomplished.

Councilor Spoon suggested a spreadsheet that tracked a general status update.

Mayor Hodson thought updates could be included in staff reports.

Mr. Archer thought the goals could be included in staff reports and a spreadsheet created to easily update Council. Staff would think about the frequency of a formal report. He recommended an annual check-in. They could also post the goals in the Council Chambers and in staff offices.

There was discussion regarding how the Council would move forward on the goals together.

The meeting was adjourned at 8:53 p.m.

Melissa Bisset  
City Recorder

Brian Hodson  
Mayor

Assisted with Preparation of Minutes - Susan Wood