

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
June 15, 2022**

PRESIDING: Mayor Brian Hodson

COUNCIL PRESENT: Traci Hensley, Shawn Varwig, Sarah Spoon, Greg Parker, and Art Marine.

ABSENT: Christopher Bangs.

STAFF PRESENT: Scott Archer, City Administrator; Joseph Lindsay, City Attorney/Assistant City Administrator; Melissa Bisset, HR Director/City Recorder, Don Hardy, Planning Director, and Eric Kytola, Finance Director.

CALL TO ORDER: Mayor Hodson called the Regular Meeting to order at 7:37 p.m. in the Council Chambers followed by the opening ceremonies.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: Jason Padden, Canby resident, discussed the new process for advertising City committee and board positions. He thought it should be better explained to current members.

Tim Weaver, Canby resident, discussed FOB losing their outdoor seating when other businesses were allowed to keep theirs.

Leanne Puga, Canby resident and owner of FOB, explained the investment made for the outdoor seating and asked Council to grant them an extension through the end of October.

Steve Puga, Canby resident and owner of FOB, thought the outdoor seating was in the City's best interest and was still needed due to Covid and recouping lost revenues. He asked for an extension while they worked on creating an extended sidewalk space.

Greg Perez, Canby resident, thought FOB needed to be afforded the opportunity to continue their outdoor seating through October as supporting local businesses.

Jerry Turner, Wilsonville resident and Canby property owner, discussed the difficulties of businesses due to Covid. He asked Council to reconsider the outdoor seating decision.

Travis Schultz, Canby resident, advocated for the outdoor seating area for FOB as a sense of community during the pandemic.

Kenneth Chard, worked and volunteered in Canby, said the food at FOB came from local businesses. The outdoor space was used and loved by the patrons of FOB and Canby citizens.

Mayor Hodson gave a background on the temporary outdoor seating program. He asked Council if they wanted to revisit the decision.

Jason Padden, Planning Commission Chair, discussed the timeline and process for creating design standards for the outdoor seating.

Mr. Puga said he was already working with staff on the design for the permanent extended sidewalk space. He was asking for an extension until that was completed.

There was consensus to revisit the issue at the June 29 meeting.

PUBLIC HEARINGS: Noise Variance Request from The Wild Hare Saloon located at 1190 SW 1st Avenue. The variance is for Friday, and Saturdays in August and September of 2022, from 7:00 pm – 10:30 pm, August 5, 6, 13, 19, 20, 26, and 27 and September 10 and 17 –

Mayor Hodson opened the public hearing and read the hearing statement.

Joe Lindsay, City Attorney, said no noise complaints had been received in the past for these events.

There was no public testimony.

Mayor Hodson closed the public hearing.

****Councilor Varwig moved to approve the Noise Variance Request from The Wild Hare Saloon for Friday, and Saturdays in August and September of 2022, from 7:00 pm – 10:30 pm, August 5, 6, 13, 19, 20, 26, and 27 and September 10 and 17. Motion was seconded by Councilor Marine and passed 5-0.**

Changes to the Master Fee Schedule –

Mayor Hodson opened the public hearing and read the hearing statement.

Eric Kytola, Finance Director, gave an overview of the proposed fee changes.

Don Hardy, Planning Director, said they were trying to get more cost recovery and be in the middle of the pack with comparative jurisdictions. He noted the fees would go into effect July 1, 2022. He then discussed small revisions to the fee document.

There was discussion regarding full cost recovery and increasing SDCs.

There was no public testimony.

Mayor Hodson closed the public hearing.

State Revenue Sharing Funds –

Mayor Hodson opened the public hearing and read the hearing statement.

Mr. Kytola explained the reason for the hearing on state shared revenues.

Mr. Archer said they expected to receive \$230,000 in state share revenues. He discussed the sources of the revenues.

There was no public testimony.

Mayor Hodson closed the public hearing.

2022-2023 FY Budget as Approved by Budget Committee –

Mayor Hodson opened the public hearing and read the hearing statement.

Mr. Kytola gave an overview of the 2022-23 Fiscal Year Budget.

Mr. Archer said the Budget Committee met twice in May and approved the budget in the amount of \$80,721,281.00.

There was no public testimony.

Mayor Hodson closed the public hearing.

CONSENT AGENDA:

****Council President Hensley moved to approve the minutes of the April 27, 2022 Special Called Meeting, May 4, 2022 City Council Regular Meeting, reappointment of Britt Ash to the Bike and Pedestrian Committee with a term ending June 30, 2025, reappointments of Ron Burn and Doug Birkeland to the Heritage and Landmark Commission with terms ending June 30, 2025, reappointment of Lois Brooks to the Library Advisory Board with a term ending June 30, 2026, and reappointments of Jackie Jones and Eric Van Zandt to the Traffic Safety Commission with terms ending June 30, 2025. Motion was seconded by Councilor Varwig and passed 5-0.**

ORDINANCES & RESOLUTIONS:

Ordinance 1575 – ****Councilor Varwig moved to adopt Ordinance 1575, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO PURCHASE NINE BUS SHELTERS WITH SOLAR LIGHTING AND BENCHES, ONE STANDALONE BENCH, AND ONE SOLAR LIGHT FROM BRASCO INTERNATIONAL OF MADISON HEIGHTS, MICHIGAN. Motion was seconded by Council President Hensley and passed 5-0 by roll call vote.**

Ordinance 1576 – ****Council President Hensley moved to approve Ordinance 1576, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH M.L. HOUCK CONSTRUCTION IN THE AMOUNT OF \$1,893,228.65 FOR THE 2022 STREET AND UTILITY IMPROVEMENTS PROJECT. Motion was seconded by Councilor Varwig and passed 5-0 by roll call vote.**

Ordinance 1577 – Mr. Archer explained the amendment to the current agreement with the School District for the Swim Center and Adult Center property lease. The School District was not interested in selling the property at this time. However, the term of the lease would be changed to a ten year agreement with two automatic five year extensions.

There was discussion regarding termination of the agreement, length of the agreement, cost and value of services analysis, cost to bring the ground back to its original condition if the lease was terminated, preference to own rather than lease, and buying property instead of leasing.

****Council President Hensley moved to approve Ordinance 1577, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO AMEND THE GROUND LEASE BETWEEN THE CANBY SCHOOL DISTRICT NO. 86 AND THE CITY OF CANBY TO EXTEND THE TERM AND CREATE A RIGHT OF FIRST REFUSAL to come up for second reading on June 29, 2022. Motion was seconded by Councilor Marine and passed 5-0 on first reading.**

Ordinance 1578 – Melissa Bisset, HR Director/City Recorder, explained the reasons for this study and the selection of the company.

****Council President Hensley moved to approve Ordinance 1578, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH TRUPP FOR A CLASSIFICATION, COMPENSATION, AND PAY EQUITY STUDY to come up for second reading on June 29, 2022. Motion was seconded by Councilor Spoon and passed 5-0 on first reading.**

Ordinance 1579 – Mr. Lindsay said the cost included all insurance for the City except Workers Comp.

****Council President Hensley moved to approve Ordinance 1579, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXPEND PAYMENT TO CITYCOUNTY INSURANCE SERVICES (CIS) IN AN AMOUNT NOT TO EXCEED \$450,000 FOR LIABILITY INSURANCE COVERAGE FOR FISCAL YEAR 2022-2023; AND DECLARING AN EMERGENCY to come up for second reading on June 29, 2022. Motion was seconded by Councilor Varwig and passed 5-0 on first reading.**

Ordinance 1580 – Mr. Lindsay explained what the Workers Comp coverage included.

****Council President Hensley moved to approve Ordinance 1580, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXPEND PAYMENT TO SAIF CORPORATION IN THE AMOUNT OF \$85,703.62 FOR WORKERS COMP COVERAGE FOR FISCAL YEAR 2022-2023; AND DECLARING AN EMERGENCY to come up for second reading on June 29, 2022. Motion was seconded by Councilor Marine and passed 5-0 on first reading.**

Resolution 1366 – Mr. Kytola summarized the transfers for Court, Finance, Police, Parks, Facilities, and Wastewater departments.

Councilor Spoon noted a typo in the resolution.

****Councilor Spoon moved to adopt Resolution 1366, A RESOLUTION ADOPTING BUDGET APPROPRIATION TRANSFERS FOR FISCAL YEAR 2021-2022 as amended. Motion was seconded by Councilor Marine and passed 5-0.**

Resolution 1367 – ****Council President Hensley moved to adopt Resolution 1367, A RESOLUTION DECLARING THE CITY’S ELECTION TO RECEIVE STATE REVENUE FOR FISCAL YEAR 2022-2023. Motion was seconded by Councilor Varwig and passed 5-0.**

Resolution 1368 – ****Councilor Spoon moved to adopt Resolution 1368, A RESOLUTION ADOPTING THE BUDGET, MAKING APPROPRIATIONS, AND IMPOSING AND CATEGORIZING TAXES FOR THE 2022-2023 FISCAL YEAR. Motion was seconded by Councilor Marine and passed 4-1 with Councilor Varwig opposed.**

Resolution 1369 – Mr. Kytola said the loan was needed because the Library did not receive the bulk of their annual revenue until January. The loan would be repaid with interest.

****Council President Hensley moved to adopt Resolution 1369, A RESOLUTION AUTHORIZING AN INTERFUND LOAN FROM THE CEMETERY PERPETUAL CARE FUND TO THE LIBRARY FUND IN THE AMOUNT OF \$500,000 AND AUTHORIZING REPAYMENT OF THE INTERFUND LOAN IN FISCAL YEAR 2022-2023. Motion was seconded by Councilor Varwig and passed 5-0.**

Resolution 1370 – ****Councilor Marine moved to adopt Resolution 1370, A RESOLUTION SETTING FEES FOR SERVICES AND REPEALING RESOLUTION 1354 AND ALL PREVIOUS RESOLUTIONS ADOPTING A MASTER FEE SCHEDULE. Motion was seconded by Councilor Spoon and passed 4-1 with Council President Hensley opposed.**

Resolution 1371 – Mr. Lindsay said this would cover volunteers at City events.

****Council President Hensley moved to adopt Resolution 1371, A RESOLUTION EXTENDING WORKERS COMPENSATION COVERAGE TO VOLUNTEERS OF THE CITY OF CANBY AND REPEALING RESOLUTION 1355. Motion was seconded by Councilor Varwig and passed 5-0.**

DISCUSSION ABOUT CITY COUNCIL MEETING START TIMES: This item was postponed to July.

NEW BUSINESS:

Street Maintenance Fee Update – Mr. Archer suggested reinstating the Street Maintenance Fee Committee to work on a recommendation to bring back to the Council.

There was discussion regarding the timeline for the recommendation, incorporating the Council’s previous feedback into the committee discussion, and makeup of the committee.

Jason Padden, Canby resident, thought they should reinstate the committee to address all the City's fees. His suggestion was to increase the fee over a longer time period with lower increases per year.

There was consensus for staff to bring back a process to re-establish the committee.

MAYOR'S BUSINESS: Mayor Hodson reported on the Park Master Plan public meeting, upcoming Parks and Recreation Advisory Board meeting at the Public Works building, upcoming C4 meeting where tolling would be discussed, and Allegro Dance Studio recital on Saturday.

COUNCIL COMMENTS & LIAISON REPORTS: Councilor Spoon said Bridging Cultures was this Saturday. She would like Canby to create a DEI Plan.

Council President Hensley said the Traffic Safety Commission would be meeting at the Public Works building.

Councilor Varwig said the open house for the new North Side Fire Station would be on July 2.

Councilor Marine reported on the Canby Utility Board meeting where they discussed water quality in the summer, software purchase, tree trimming, and no rate increase.

Councilor Parker agreed there should be a Canby DEI Plan.

CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS:

November 8, Election Announcement – Ms. Bisset said the Mayor and three Council positions were up for election this November. She explained how to file to be a candidate on the ballot.

Mr. Archer gave an update on the Quiet Zone project, Pickle Ball Court dedication tomorrow, transitioning broadcasting services from CTV-5 to Willamette Falls Studios, and June 29 meetings.

CITIZEN INPUT: None.

ACTION REVIEW:

1. Approved the Consent Agenda.
2. Approved Ordinances 1575 and 1576.
3. Passed Ordinances 1577, 1578, 1579, 1580 to second reading on June 29, 2022.
4. Approved Resolutions 1366, 1367, 1368, 1369, 1370, and 1371.

The meeting was adjourned at 10:26 p.m.

Melissa Bisset
City Recorder

Brian Hodson
Mayor

Assisted with Preparation of Minutes - Susan Wood