

**CANBY CITY COUNCIL  
REGULAR MEETING MINUTES  
May 3, 2023**

**PRESIDING:** Brian Hodson

**COUNCIL PRESENT:** Traci Hensley, James Davis, Jason Padden, Shawn Varwig, Christopher Bangs, and Herman Maldonado.

**STAFF PRESENT:** Scott Archer, City Administrator; Joseph Lindsay, City Attorney/Assistant City Administrator; Maya Benham, City Recorder; Jorge Tro, Police Chief; Don Hardy, Planning Director; and Todd Wood, Transit Director.

**CALL TO ORDER:** Mayor Hodson called the Regular Meeting to order at 7:00 p.m. in the Council Chambers.

**CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:**

Barry Johnson, Parks and Recreation Advisory Board Chair, provided an overview of the projects recommended by the Board that were awaiting approval. These included: Auburn Farms, Maple Street Park improvements, outdoor fitness facility at Legacy Park, recreation facility at Molalla State Park, restrooms and parking at Community Park, and Swim Center improvements.

There was discussion regarding the dog park.

**SWEARING-IN OF POLICE OFFICER:** Police Chief Tro introduced Officer Steve Holliman. Judge Grafe swore in Officer Holliman.

**PROCLAMATIONS:**

Canby Prevention Update and Proclamation – Mayor Hodson read the proclamation on Canby Substance Use and Prevention.

Trevor Higgins and Jackie Jones, Canby Prevention Coalition, expressed gratitude for the Council's support.

2023 Mental Health Proclamation – Mayor Hodson read the proclamation declaring May 2023 as Mental Health Awareness Month.

Gary Marschke, National Alliance on Mental Illness in Clackamas County, presented information on NAMI and what they offered. He also gave statistics in Clackamas County. He asked for support of HB 2757.

Brandon Leonard discussed the work of the Suicide Prevention Task Force and Behavioral Health Specialist. He thought great strides were being made.

Letter Carriers Food Drive Proclamation – Mayor Hodson read the proclamation declaring May 13, 2023, as National Association of Letter Carriers National Food Drive Day.

Irene Breshears, retired letter carrier, said donations could be brought to the Canby post office lobby. She also reminded everyone May was Military Family Appreciation Month.

Steve Nelson, Canby Center, said they were recipients of the food donations and he discussed the impact these resources would have.

## **CONSENT AGENDA:**

**\*\*Council President Hensley moved to approve the consent agenda that included the appointment of Hannah Ellison to the Planning Commission for a term ending December 31, 2024, the appointment of Jennifer Driskill to the Planning Commission for a term ending December 31, 2023, and the approval of the Off Premises OLCC Application for Odd Moe's Pizza, LLC located at 1017 SW 1<sup>st</sup> Avenue. Motion was seconded by Councilor Varwig and passed 6-0.**

## **ORDINANCES:**

Ordinance 1595 – **\*\*Councilor Varwig moved to approve Ordinance 1595, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A CONTRACT WITH PACIFIC OFFICE AUTOMATION. Motion was seconded by Councilor Padden and passed 6-0 by roll call vote.**

Ordinance 1597 – **\*\*Councilor Padden moved to approve Ordinance 1597, AN ORDINANCE AMENDING CANBY'S TITLE 16 OF THE CANBY MUNICIPAL CODE TO RESTORE THE INTENDED LANGUAGE OF CMC SECTION 16.10.010.B. (TA 23-01). Motion was seconded by Councilor Varwig and passed 6-0 by roll call vote.**

Ordinance 1598 – Todd Wood, Transit and Fleet Director, discussed the change in liability insurance from the City's coverage through CIS to the contractor, First Transit, getting their own. He then explained the expansion of the Canby Loop to Saturday service.

**\*\*Councilor Varwig moved to approve Ordinance 1598, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO AMEND THE CONTRACT WITH FIRST TRANSIT, INC. OF CINCINNATI, OHIO, INCREASING SERVICE HOURS TO EXPAND THE CANBY LOOP AND PROVIDE BOTH FIRST AND SECOND LIABILITY INSURANCE to come up for second reading on May 17, 2023. Motion was seconded by Councilor Maldonado and passed 6-0 on first reading.**

There was discussion regarding expanding hours for events on Saturday.

Ordinance 1599 – Joe Lindsay, City Attorney, said this was a yearly charge for insurance services, and the price was still being negotiated. The next ordinance was for SAIF to provide

workers compensation. While that price was fixed, it was possible to get a discount for next year depending on the amount of claims.

**\*\*Council President Hensley moved to approve Ordinance 1599, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXPEND PAYMENT TO CITYCOUNTY INSURANCE SERVICES (CIS) IN AN AMOUNT NOT TO EXCEED \$500,000 FOR LIABILITY INSURANCE COVERAGE FOR FISCAL YEAR 2023-2024 to come up for second reading on May 17, 2023. Motion was seconded by Councilor Varwig and passed 6-0 on first reading.**

Ordinance 1600 – **\*\*Councilor Bangs moved to approve Ordinance 1600, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXPEND PAYMENT TO SAIF CORPORATION IN THE AMOUNT OF 94,274.00 FOR WORKERS COMP COVERAGE FOR FISCAL YEAR 2023-2024 to come up for second reading on May 17, 2023. Motion was seconded by Councilor Davis and passed 6-0 on first reading.**

#### **NEW BUSINESS:**

Selection of Interim City Administrator – Mayor Hodson said Friday was Mr. Archer’s last day and they would need to fill an interim role until a permanent replacement was hired. He had looked at candidates through the League of Oregon Cities and recommended moving forward with Eileen Stein.

**\*\*Councilor Varwig moved to authorize the Mayor to initiate a background check and contract with Eileen Stein as Interim City Administrator to begin as soon as possible. Motion was seconded by Councilor Padden and passed 5-1 with Councilor Bangs opposed.**

**MAYOR’S BUSINESS:** Mayor Hodson reported on the Metro Mayors meeting where they received a legislative update. The tolling conversation had been paused temporarily. Canby Brew Fest was coming up as well as a concert series at the Fairgrounds. The Mayor’s Prayer Breakfast was tomorrow.

**COUNCILOR COMMENTS & LIAISON REPORTS:** Councilor Varwig said all the vacancies were filled on the Planning Commission, but there were still seats on the Transit Advisory Committee. He thanked Mr. Archer for his work.

Councilor Bangs also thanked Mr. Archer.

Councilor Davis asked about the park renaming process. Mayor Hodson said it would be on the next agenda. Councilor Davis thanked the volunteers who planted azaleas. He discussed the Canby Adult Center improvements, Fire Department open houses, and brush fires.

Councilor Padden attended the Clackamas Cities Dinner and Chamber Luncheon. He asked about the Finance Department tasks that were falling behind. Mr. Archer said the Finance Director would be at the next meeting. Councilor Padden suggested creating a policy for defining interaction between Council and City staff. He also thanked Mr. Archer for his service.

Council President Hensley asked about the funding for Community Park improvements from Urban Renewal. Councilor Varwig would check into it. She also asked about the ARPA funding discussion and the budget to review. Mayor Hodson said those items were coming. Council President Hensley thanked staff for their presentation at the Chamber Luncheon and thanked Mr. Archer for his contributions to the City.

**CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS:** Scott Archer, City Administrator, said Budget Committee meetings were coming up. The budget would be distributed next week. He thanked everyone for the opportunity to work at the City.

Mayor Hodson thanked Mr. Archer as well.

**CITIZEN INPUT:**

There was none.

**ACTION REVIEW:**

1. Approved the Consent Agenda.
2. Adopted Ordinances 1595 and 1597.
3. Approved Ordinances 1598, 1599, and 1600 to second readings on May 17, 2023.
4. Authorized the Mayor to initiate a background check and contract with Eileen Stein as Interim City Administrator to begin as soon as possible.

Maya Benham  
City Recorder

Brian Hodson  
Mayor

Assisted with Preparation of Minutes - Susan Wood