

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
June 21, 2023**

PRESIDING: Brian Hodson

COUNCIL PRESENT: Traci Hensley, James Davis, Jason Padden (attended virtually), and Shawn Varwig.

COUNCIL ABSENT: Herman Maldonado and Christopher Bangs

STAFF PRESENT: Eileen Stein, Interim City Administrator; Joseph Lindsay, City Attorney/Assistant City Administrator; Maya Benham, City Recorder; Jorge Tro, Police Chief; Eric Kytola, Finance Director; and Don Hardy, Planning Director.

CALL TO ORDER: Mayor Hodson called the Regular Meeting to order at 7:30 p.m. in the Council Chambers.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: None.

CONSENT AGENDA: ****Council President Hensley moved to approve the consent agenda that included the minutes of the April 19, 2023 Regular City Council meeting; OLCC application for an Off Premises license for La Conasuper Meat Market located at 733 SE 1st Avenue; reappointments of Russell Heinemann and Mindy Montecucco to the Bike and Pedestrian Committee for terms ending June 30, 2026; reappointments of Robert Cambra and Jennifer Driskill to the Traffic Safety Commission for terms ending June 30, 2026; appointment of Linda Warwick to the Library Advisory Board for a term ending June 30, 2024; and appointments of Jennifer Kraxberger and Kristi Smith to the Library Advisory Board for terms ending June 30, 2027. Motion was seconded by Councilor Varwig and passed 4-0.**

PUBLIC HEARINGS:

Supplemental 2022-2023 FY Budget – Mayor Hodson read the hearing statement.

Eric Kytola, Finance Director, presented the staff report. Court required additional funds to cover increases in materials and attorney services, Finance required additional funds for increases in materials and services for auditing, software maintenance, and supplies, the Library required additional funds for increases in personnel services and a delay in the payment from the County, the Transient Room Tax fund required additional funds for increases in materials and services and supplies, and Sewer Fund Collections required additional funds for capital projects.

Mayor Hodson opened the public hearing.

There was no public testimony.

Mayor Hodson closed the public hearing.

2023-2024 FY Budget as Recommended by the Budget Committee – Mayor Hodson read the hearing statement.

Mr. Kytola presented the staff report. The Budget Committee met in three meetings to review the budget. The budget was approved with amendments.

Mayor Hodson opened the public hearing.

There was no public testimony.

Mayor Hodson closed the public hearing.

ORDINANCES:

Ordinance 1603 – ****Council President Hensley moved to adopt Ordinance 1603, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR DESIGNEE TO ENTER INTO AN AMENDED EMPLOYMENT CONTRACT BETWEEN THE CITY OF CANBY AND EILEEN STEIN. Motion was seconded by Councilor Varwig and passed 4-0 by roll call vote.**

Ordinance 1604 – ****Councilor Varwig moved to adopt Ordinance 1604, AN ORDINANCE AUTHORIZING THE INTERIM CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH PAPE TRUCKS IN THE AMOUNT OF \$282,723.81 FOR THE PURCHASE OF A NEW DUMP TRUCK AND DECLARING AN EMERGENCY. Motion was seconded by Council President Hensley and passed 4-0 by roll call vote.**

Ordinance 1605 – Joe Lindsay, City Attorney, explained the sole source procurement rules and how the Council had to have findings as the local contract review board that this class of goods was only available from one source. These findings were included in the ordinance. There had been no protest to the sole source. There were no terms about advertising or maintenance fee as the contract had yet to be done.

It was confirmed that SDC funds would be used for this expense.

****Councilor Davis moved to approve Ordinance 1605, AN ORDINANCE AUTHORIZING THE INTERIM CITY ADMINISTRATOR TO ENTER INTO A CONTRACT WITH NATIONAL FITNESS CAMPAIGN (NFC), SAN FRANCISCO, CALIFORNIA TO PURCHASE A HIGHLY SPECIALIZED OUTDOOR FITNESS COURT INFRASTRUCTURE PRODUCT WITH AN INTEGRATED DIGITAL ECOSYSTEM AND FITNESS COURT MOBILE APP IN THE AMOUNT OF \$160,000 to come up for second reading on July 5, 2023. Motion was seconded by Councilor Varwig and passed 4-0 on first reading.**

Resolution 1385 – ****Councilor Varwig moved to approve Resolution 1385, A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR THE 2022-2023 FISCAL YEAR. Motion was seconded by Council President Hensley and passed 4-0.**

Resolution 1386 – This resolution would be brought back as a public hearing to the next meeting.

Resolution 1387 – ****Councilor Varwig moved to approve Resolution 1387, A RESOLUTION ADOPTING THE BUDGET, MAKING APPROPRIATIONS, AND IMPOSING AND CATEGORIZING TAXES FOR THE 2023-2024 FISCAL YEAR. Motion was seconded by Councilor Davis and passed 4-0.**

Resolution 1388 – Mr. Kytola said the Library had used the majority of their reserve balance and would not receive the bulk of their revenue until January 2024. The interfund loan was needed to cover the operational costs until the revenue was received. The loan would be repaid with interest.

****Council President Hensley moved to approve Resolution 1388, 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 2023-2024. Motion was seconded by Councilor Varwig and passed 4-0.**

Resolution 1389 – This resolution would be brought back as a public hearing to the next meeting.

Resolution 1390 – Mr. Lindsay said this was done every year to update the volunteer numbers and hours.

****Councilor Varwig moved to approve Resolution 1390, A RESOLUTION EXTENDING WORKERS COMPENSATION COVERAGE TO VOLUNTEERS OF THE CITY OF CANBY AND REPEALING RESOLUTION 1371. Motion was seconded by Councilor Davis and passed 4-0.**

OLD BUSINESS: Soul Source Outdoor Fitness Court – This item had already been discussed above.

City Administrator Recruitment Matrix – There was discussion regarding whether or not to delay the process and parallel recruitment for the City Attorney position. There was consensus to select a firm at the next meeting.

MAYOR'S BUSINESS: Mayor Hodson reported on the upcoming Independence Day celebration and groundbreaking for the Canby Center on June 28. He asked if there was consensus to direct staff to partner with a realtor for land purchases for future development.

There was consensus to move forward with the idea.

COUNCILOR COMMENTS & LIAISON REPORTS: Councilor Padden suggested setting up a class for the Budget Committee, mid-year budget review on January 18, 2024, hiring a grant writer, and starting the budget process earlier so they could ask questions before the Budget Committee meetings started. At the last Canby Utility Board meeting there was discussion regarding the Water Master Plan and recent power outage. He reminded everyone to leave down electrical equipment alone.

Councilor Davis reported on the power outage event. He suggested putting up signage for City Hall and the Police Department. He discussed the Parks and Recreation Advisory Board upcoming presentation on athletic fields, Maple Street Park work contracts, Auburn Farms, Community Park, Legacy Park, and park naming process. He asked if a response could be drafted to Dr. Perman on the cul-de-sac issue. The Adult Center had a 50-plus anniversary luncheon, Father's Day luncheon, and other events. Hope Village had donated \$670 to the Fire District. There would be antique fire trucks in the Independence Day parade.

Councilor Varwig congratulated all of the high school graduates. He discussed upcoming Allegro recitals.

Council President Hensley reported on the Traffic Safety Commission meeting where DUIs and ODOT grant for police enforcement in construction zones was discussed.

CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS: Eileen Stein, Interim City Administrator, discussed the upcoming Clackamas Cities Dinner and Human Resources Director recruitment.

CITIZEN INPUT: None.

ACTION REVIEW:

1. Approved the Consent Agenda.
2. Adopted Ordinances 1603 and 1604.
3. Approved Ordinance 1605 to second reading on July 5, 2023.
4. Approved Resolutions 1385, 1387, 1388, and 1390.
5. Directed staff to reach out to recruitment firms.

The meeting adjourned at 8:50 p.m.

Maya Benham
City Recorder

Brian Hodson
Mayor

Assisted with Preparation of Minutes - Susan Wood