

**CANBY CITY COUNCIL
WORK SESSION MINUTES
March 5, 2025**

Presiding: Brian Hodson

Council Present: Traci Hensley, Daniel Stearns, Paul Waterman, James Davis, and Jason Padden.

COUNCIL ABSENT: Herman Maldonado

Staff Present: Eileen Stein, City Administrator; Maya Benham, Administrative Director/City Recorder; Emily Guimont, City Attorney; and Spencer Polack, Public Works Supervisor.

CALL TO ORDER: Mayor Hodson called the Work Session to order at 6:02 p.m.

PERFORMANCE EVALUATION PROCESS REVIEW: Sally LaJoie, LaJoie Mediation, Arbitration, and Consulting, presented on the performance evaluation process for the City Administrator.

The Council discussed which performance review form they wanted to use, what should be included in the evaluation, how the Council would individually do a review and then collaborate them into one form to deliver to the City Administrator, how the rating would be done, what other cities did, reflecting the Council's Goals in the evaluation, adding goals for the City Administrator to achieve, sending feedback to the consultant, and self-evaluation from the City Administrator.

Councilor Padden explained the form he had created. They needed to agree on a process that could be memorialized and used for future evaluations.

Mayor Hodson thought what Councilor Padden proposed would be good for a future process, however for the short term they should continue with the consultant's process as the performance evaluation should have been done in November.

There was consensus to use the Option 1 form from the consultant. There would be another Work Session on March 12 to continue the discussion on the long term process and on March 19 with Ms. LaJoie in attendance to help facilitate the evaluation.

Mayor Hodson adjourned the Work Session at 7:02 p.m.

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
March 5, 2025**

PRESIDING: Brian Hodson

COUNCIL PRESENT: Traci Hensley, Paul Waterman, Daniel Stearns, James Davis, Jason Padden, and Herman Maldonado.

STAFF PRESENT: Eileen Stein, City Administrator; Maya Benham, Administrative Director/City Recorder; Emily Guimont, City Attorney; and Spencer Polack, Public Works Supervisor.

CALL TO ORDER: Mayor Hodson called the meeting to order at 7:08 p.m.

NEW EMPLOYEE INTRODUCTIONS: None.

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS: None.

CONSENT AGENDA: **Council President Hensley moved to approve the February 19, 2025, City Council Regular Meeting minutes, the appointment of Olivia Behrendt to the Heritage and Landmarks Commission with a term ending June 30, 2025, the appointment of Robert Westcott to the Canby Utility Board with a term ending February 29, 2028, and the reappointment of DeAnna Ball-Karb to the Transit Advisory Committee with term ending March 31, 2028. Motion was seconded by Councilor Padden and passed 6-0.

ORDINANCES AND RESOLUTIONS:

Ordinance 1640 – Spencer Polack, Public Works Supervisor, said they were hoping to start work in the next 2-3 weeks, depending on when contracts were signed. Undergrounding the power would not work at this time as they would not know where to lay the pipes and it would delay the project.

****Council President Hensley moved to approve Ordinance 1640, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH LAWSON CORPORATION IN THE AMOUNT OF \$2,808,695.00 FOR THE NE 10TH AVENUE IMPROVEMENTS PROJECT AND DECLARING AN EMERGENCY. Motion was seconded by Councilor Maldonado and passed 6-0 by roll call vote.**

OLD BUSINESS: None.

NEW BUSINESS:

N Pine Street Transfer from Clackamas County – Eileen Stein, City Administrator, shared Clackamas County offered \$500,000 for the City to take jurisdiction of a portion of N Pine Street and to bring it up to City standards.

Mr. Polack thought it was a fair offer, and the money would go toward replacing the asphalt and ADA ramps. It would require another \$750,000 to complete improvements.

There was consensus for staff to bring back an IGA with Clackamas County to transfer jurisdiction of North Pine Street to the City at a future meeting.

FY 25-27 Council Goals Review – Ms. Stein presented the Council Goals which had been identified on January 31, 2025. She explained how staff had organized the goals and how they planned to accomplish them.

There was consensus for staff to move forward with the goals and objectives as presented. Ms. Stein would come back at a future meeting with a resolution to adopt the goals.

MAYOR’S BUSINESS: Mayor Hodson said the Clackamas County Coordinating Committee would meet tomorrow. He presented the State of the City address at the Chamber Luncheon on Tuesday. It would be presented again on March 11 in the Council Chambers. There would be refreshments at 6:00 p.m., and the presentation and Q&A at 6:30 p.m. First Thursday was tomorrow.

COUNCILOR COMMENTS & LIAISON REPORTS:

Councilor Padden attended the Chamber Luncheon. The Heritage and Landmarks Commission had all positions filled except for a student position. Staff was researching grants for them as well. He also attended the Policies and Operating Guidelines subcommittee meeting with Councilor Davis and Council President Hensley. Few changes were needed after the City Attorney reviewed the document.

Councilor Maldonado had been working with the Canby Wrestling Team. They had a tournament last night and were going to regionals this weekend.

Council President Hensley said the Traffic Safety Commission would meet next week, and there was an open position.

Councilor Davis said the Parks and Recreation Board would meet later this month. The Neighborhood Association had given input in the design of the Dodd’s Addition Park. The Canby Adult Center was moving forward with their move. He suggested an Urban Renewal Agency meeting to give direction to the Public Works Director to move forward with the First Street project.

Councilor Stearns asked when the Street Maintenance Fee would be handled. The Mayor responded it would be coming back to Council prior to going into the budget season.

Councilor Waterman said the Bike and Pedestrian Committee meeting would be on March 11 and the Library Advisory Board meeting was on March 18. He encouraged everyone to attend First Thursday. He welcomed new restaurant downtown, Andele.

Councilor Davis noted the installation of the little libraries in the parks was taking place.

CITY ADMINISTRATOR’S BUSINESS: Ms. Stein provided a status report on the FY 24-25 goals. A Work Session on updating SDCs was scheduled for March 19 and a Work Session on the Housing Production Strategy on April 2. She would work with the City Attorney on the hotel incentives and whether it should be an Executive Session topic. She would like the Council to consider the formation of a Charter Review Committee. Staff was researching how much the Park Maintenance Fee took care of in regard to deferred maintenance needs. There was still work being done on identifying land for future athletic fields and setting up a meeting with the School District. CAPRD requested a Work Session with the Council to talk about their goals and objectives. She wanted to revisit the community survey on customer service and City service levels in the next budget. A Communications Plan would be brought to Council in April as well as the Policies and Operating Guidelines document. The Wastewater Department had received a grant for safety equipment. Carol Palmer, Heritage and Landmarks Commission, had requested to submit a letter with City letterhead to the legislature on HB 3190 relating to the historic property special assessment.

CITIZEN INPUT: None.

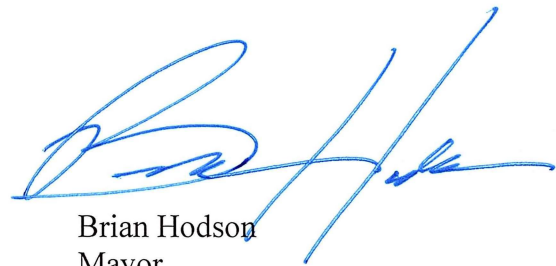
ACTION REVIEW:

1. Approved the Consent Agenda.
2. Approved Ordinance 1640.
3. Staff would bring back an IGA with Clackamas County to transfer jurisdiction of North Pine Street to the City.

The meeting adjourned at 7:49 p.m.



Maya Benham, CMC
City Recorder



Brian Hodson
Mayor

Assisted with Preparation of Minutes – Susan Wood