

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
April 2, 2025**

PRESIDING: Brian Hodson

COUNCIL PRESENT: Traci Hensley, Paul Waterman, Daniel Stearns, 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; Jerry Nelzen, Public Works Director; Jamie Stickel, Economic Development Director/Communications Specialist; Scott Schlag, Finance Director; Ryan Potter, Planning Manager; and Spencer Polack, Public Works Manager,

CALL TO ORDER: Mayor Hodson called the meeting to order at 7:07 p.m.

NEW EMPLOYEE INTRODUCTIONS: None.

NATIONAL LIBRARY WEEK 2025 PROCLAMATION: Mayor Hodson read the proclamation declaring April 6-12, 2025, as National Library Week and presented it to Marisa Ely, Library Director.

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS: None.

CONSENT AGENDA: **Council President Hensley moved to approve the consent agenda including the minutes of the March 12, 2025, Special Called Work Session and the appointment of Tom O'Brien to the Traffic Safety Committee with a term ending June 30, 2025. Motion was seconded by Councilor Padden and passed 5-0.

ORDINANCES AND RESOLUTIONS:

Ordinance 1641 – Jerry Nelzen, Public Works Director, said there was only one bidder, Curran-McLeod, Inc., for construction phase engineering services for improvements on NE 10th Avenue. He explained the details of the project and budget.

****Councilor Padden moved to approve Ordinance No. 1641, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH CURRAN-MCLEOD, INC., IN THE AMOUNT OF \$126,000 FOR CONSTRUCTION PHASE ENGINEERING SERVICES FOR IMPROVEMENTS TO NE 10TH AVENUE FROM N LOCUST STREET TO N PINE STREET to come up for second reading on April 16, 2025. Motion was seconded by Councilor Davis and passed 5-0 on first reading.**

OLD BUSINESS: None

NEW BUSINESS:

Street Maintenance Fee Update – Mr. Nelzen shared updates on the Street Maintenance Fee Task Force work. The information the Task Force used was from 2018, and they recommended to maintain the City's current PCI (Pavement Condition Index), the fee should be raised to \$7.46. If they wanted to increase the PCI by 2.5 points, it should be raised to \$10.46.

Eileen Stein, City Administrator, discussed the estimated revenues and impacts of the Task Force recommendation on residential and non-residential categories. She thought the new fee should go into effect next year to allow staff time to do an audit.

Councilor Padden shared data about the declining number of miles of pavement that were improved over the years, decline in revenue due to inflation, and how much the City had lost because the fee had not been adjusted. He was concerned that some industrial businesses were not being properly charged. However, he did not want to wait for an audit before the fee was increased and lose more revenue. He thought they should increase the fee for the upcoming fiscal year.

There was discussion regarding the Task Force rescinding their recommendations due to the work done with erroneous numbers, how adjusting the fee was the Council's decision to make, percentage of residential vs. business revenue, how the fee was assessed, enforcement, modifying the ordinance to index for inflation, how the fee should be set on what was needed not on what was missed, businesses passing the fee on to customers, better formula for the fee, incremental increases rather than one time increase, how to deal with tax exempt properties, project list, timeframe for getting the audit done, and options if they wanted to charge less in a future year.

There was consensus to tie the current fee to the consumer price index for next fiscal year. There needed to be further discussion about a fee increase, fee calculation, and exempting government agencies at future Work Sessions.

Maple Street Park Improvements – Mr. Nelzen presented improvements to be done to Maple Street Park including additional parking and playground equipment upgrade. He explained the budgeting through the General Fund if they did the project now or waiting to include the project on the SDC list to use SDC funds. They still had to get Engineering on board for the project. Staff recommended waiting for the next fiscal year so it could be paid for by SDCs. They could move forward with the Engineering before the next fiscal year and be ready to go out to bid in July.

There was discussion regarding paying for the project with SDCs and the plans for other park projects, and that Engineering costs should come from General Fund and the construction costs come from SDCs.

There was consensus for staff to bring back the Engineering costs to the next meeting.

MAYOR'S BUSINESS: Mayor Hodson said he would be attending the upcoming Clackamas County Coordinating Committee and Region 1 Area Commission on Transportation meetings.

COUNCILOR COMMENTS & LIAISON REPORTS:

Councilor Padden attended the Chamber of Commerce luncheon. He thanked staff for taking care of the timers for the lighting at City Hall and dealing with recent graffiti. He asked that the Council not be on their cell phones in Executive Sessions.

Council President Hensley reported on the Traffic Safety Commission meeting where they discussed speed limit reductions. She attended the memorial for Eric Van Zandt, community volunteer. She reported on the French Prairie Forum and the Vietnam Veteran Memorial ceremony.

Councilor Davis reported on the Parks and Recreation Advisory Board where they discussed Dodds Farm Park and had a conversation with Canby Softball about Maple Street Park field maintenance, bathrooms, master fee schedule, and scheduling. The new Adult Center application was approved with conditions. He attended the Vietnam Memorial ceremony. He asked about freezing the hiring of employees until after the budget process due to a potential budget shortfall.

Ms. Stein would look at the positions that were being advertised and if they were already budgeted.

Councilor Stearns said Canby Utility was looking for a new director and they were planning to hold a hearing on a proposed rate increase next Tuesday. He suggested better tracking of what the Park Maintenance Fee was used for. They also needed to set aside time to discuss the new evaluation process for the City Administrator.

Councilor Waterman said there was a potential applicant for the Bike and Pedestrian Committee. He also attended the Chamber of Commerce luncheon.

CITY ADMINISTRATOR'S BUSINESS: Ms. Stein reviewed the status of the FY 24-26 Council Goals.

CITIZEN INPUT: None.

ACTION REVIEW:

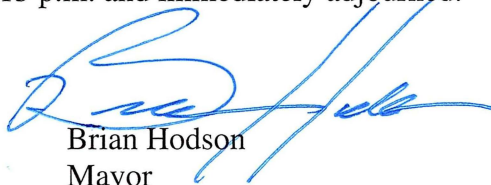
1. Approved the Consent Agenda.
2. Approved Ordinance 1641, to come up for second reading on April 16, 2025.

****Council President Hensley moved to go into Executive Session pursuant to ORS 192.660(2)(d) Labor Negotiations. Motion was seconded by Councilor Padden and passed 5-0.**

Mayor Hodson read the Executive Session statement and recessed the Regular Meeting at 9:23 p.m. Mayor Hodson reconvened the Regular Meeting at 10:13 p.m. and immediately adjourned.



Maya Benham, CMC
City Recorder



Brian Hodson
Mayor

Assisted with Preparation of Minutes – Susan Wood