

**CANBY CITY COUNCIL
WORK SESSION MINUTES
April 16, 2025**

PRESIDING: Brian Hodson

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

STAFF PRESENT: Eileen Stein, City Administrator; Emily Guimont, City Attorney; Teresa Ridgley, Deputy City Recorder; Jerry Nelzen, Public Works Director; Jamie Stickel, Economic Development Director/Communications Specialist; Monica Stone, Wastewater Treatment Plant Supervisor; Todd Wood, Fleet/Transit/IT Director; Tyler Nizer, Economic Development and Tourism Coordinator; Quinn Wolf, Wastewater Operator I; Ami Minor, Police Officer; Jorge Tro, Police Chief; Jose Gonzalez, Police Captain; and Heidi Muller, Transit Operations Manager.

CALL TO ORDER: Mayor Hodson called the Work Session to order at 6:01 p.m.

OPERATING POLICIES, GUIDELINES, & PROCEDURES/CITY CHARTER REVIEW COMMITTEE: Emily Guimont, City Attorney, reviewed the proposed changes to the current Council policies and operating guidelines. One change was in approving ordinances as a group for second reading if the first reading was unanimous. Another was regarding public comments and what kind of behavior was acceptable, what topics could be discussed, and what happened if someone violated the rules. Other changes were having a consistent remand process similar to the Planning Commission, memorializing the way agendas were set up and sending them out 7 days in advance, Council accountability, and public reprimand.

There was discussion regarding the purpose of the policies, enforcing the policies and reprimand procedure, potential for Charter amendments, differences between the revised policies and the previous policies, process if the public comments were not acceptable or disruptive on Zoom or in person, reprimands and revoking stipends, attendance and how many Council meetings could be missed before a seat was declared vacant, timeline to review policies every three years, public comments to be made to the presiding officer and allowing clarifying questions, updating comment cards for pooling of time, process for a Charter amendment, and presenting the Charter amendments to voters in chunks instead of all at once.

The subcommittee would revisit the wording for Chapter 10 on accountability and make a recommendation to Council in June.

Ms. Guimont reviewed the Charter amendments list, including quorum requirements, expenditures over \$50,000 needing Council approval by ordinance, maximum approved absences before a Council seat was considered to be vacant, and clarifying rules for boards and committees.

Councilors Padden, Hensley, and Stearns volunteered for the Charter review subcommittee.

Mayor Hodson adjourned the Work Session at 6:59 p.m.

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
April 16, 2025**

PRESIDING: Brian Hodson

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

STAFF PRESENT: Eileen Stein, City Administrator; Emily Guimont, City Attorney; Teresa Ridgley, Deputy City Recorder; Jerry Nelzen, Public Works Director; Jamie Stickel, Economic Development Director/Communications Specialist; Monica Stone, Wastewater Treatment Plant Supervisor; Todd Wood, Fleet/Transit/IT Director; Tyler Nizer, Economic Development and Tourism Coordinator; Quinn Wolf, Wastewater Operator I; Ami Minor, Police Officer; Jorge Tro, Police Chief; Jose Gonzalez, Police Captain; and Heidi Muller, Transit Operations Manager.

CALL TO ORDER: Mayor Hodson called the meeting to order at 7:09 p.m.

NEW EMPLOYEE INTRODUCTIONS: Monica Stone, Wastewater Treatment Supervisor, introduced Quinn Wolf, the new Wastewater Maintenance Operator I.

SWEARING-IN OF POLICE OFFICER: Jorge Tro, Police Chief, introduced new Police Officer Ami Minor who was sworn in by Judge Grafe.

HISTORIC PRESERVATION MONTH PROCLAMATION: Mayor Hodson read the proclamation declaring May 2025 as Historic Preservation Month and presented it to Judi Aus, Mark Prairie Historical Society past president.

Carol Palmer, Heritage and Landmarks Commission, gave an update on the Commission's work completed so far this year, historic property surveys, upgrade to the HLC website, driving tours, and financials.

50TH VIETNAMESE AMERICAN REMEMBRANCE DAY PROCLAMATION: Mayor Hodson read the proclamation declaring April 30, 2025 as the 50th Vietnamese American Remembrance Day and presented it to Thao Tu, president of the Vietnamese Community in Oregon.

LIBRARY FUNDING PRESENTATION: Marisa Ely, Library Director, discussed the current problems vs. future problems of the library. The first was long-term sufficiency and sustainability of Library District funding. She discussed the library districts in Oregon and the Clackamas County district which had a permanent tax rate of 39 cents per \$1,000 of assessed value. Funds were distributed to the libraries in the County per a formula defined in the Intergovernmental Agreement. She explained the purpose of the funds and how the current funding formula created inequities in services provided to different libraries. She discussed the district service areas, neighboring city contributions, grant funding drying up, rising costs of library operations, library collection budget, increasing materials & services budget, service standards, hours, comparing OLA service level standards with the Canby Library, 2024 online

survey results, comparing open hours of other libraries, staffing and burnout, circulation duties and FTE equivalent, and how Carus area residents used Canby's library but the funding went to Oregon City instead because of maps that needed to be updated. She emphasized the importance of the library to the community and the need for increased funding to support its operations.

There was discussion regarding the library district boundary, need for Page positions, increasing the tax levy, fines and fees, grant funding, and creating a separate taxing district.

Mayor Hodson read comments from the Canby High School student liaison to the Library Board and comments from a Library Board Member about the benefits of the Library.

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS: Teresa Sasse, Daniel Godfrey, and Matt Weber, Street Maintenance Fee Task Force members, approached the Council with their concerns. They expressed dissatisfaction with the lack of Finance Department support and the unclear formulas for charging businesses. They had come up with recommendations for a fee increase but the information they had been given had major flaws and staff said they needed to do an audit first. An audit was supposed to have been done in a few months, but it was still not done. There needed to be urgency in completing the audit.

Councilor Maldonado left the meeting.

CONSENT AGENDA: ****Council President Hensley moved to approve the Consent Agenda including the minutes of the March 19, 2025, Work Session, the minutes of the April 2, 2025, Work Session and Regular Meeting, and the appointment of Michelle Bayley to the Bike and Pedestrian Committee for a term ending June 30, 2027. Motion was seconded by Councilor Waterman and passed 5-0.**

ORDINANCES AND RESOLUTIONS:

Ordinance 1641 – ****Councilor Davis moved to adopt Ordinance 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. Motion was seconded by Councilor Padden and passed 5-0 by roll call vote.**

Ordinance 1642 – Jerry Nelzen, Public Works Director, discussed the RFP process and how Curran-McLeod scored the highest out of four bids. This process was done every five years.

****Councilor Padden moved to approve Ordinance 1642, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A CONTRACT FOR PROFESSIONAL SERVICES WITH CURRAN-MCLEOD, INC. FOR ENGINEER OF RECORD to come up for second reading on May 7, 2025. Motion was seconded by Council President Hensley and passed 5-0 on first reading.**

Resolution 1426 – Emily Guimont, City Attorney, discussed the franchise agreement amendment with Astound. This was a long-term agreement that had expired in 2020. The amendment was a ten-year extension retroactive to when the agreement had expired.

There was discussion regarding the impact of the amendment on DirectLink.

The resolution was tabled until May 7, 2025.

Resolution 1427 – Jamie Stickel, Economic Development Director/Communications Specialist, presented the Canby Communications Plan. She reviewed the background, mission, objectives, key roles and responsibilities, key audiences, internal communications strategy, external communications strategy, implementation and evaluation, budget considerations, and addendum.

There was discussion regarding potential budget impacts to implement the plan, metrics for measuring the level of engagement, staff time commitment to implement the plan, and advertising news releases and events on one central website.

Councilor Davis was opposed because he thought they would not be able to adequately budget for the implementation of the plan. Councilor Waterman said they would be better utilizing what they were currently paying for.

****Councilor Padden moved to approve Resolution 1427, A RESOLUTION ADOPTING THE COMMUNICATIONS PLAN FOR THE CITY OF CANBY. Motion was seconded by Councilor Waterman and passed 4-1 with Councilor Davis opposed.**

Resolution 1428 – Todd Wood, Fleet/Transit/IT Director, and Heidi Muller, Transit Operations Manager, spoke about the federal and state requirements for ADA, Title VI, transit fleet and facilities maintenance, and drug and alcohol policies. These plans were being updated per the requirements.

****Council President Hensley moved to approve Resolution 1428, A RESOLUTION ADOPTING CANBY AREA TRANSIT'S 2025 AMERICANS WITH DISABILITIES (ADA) PLAN AND REPEALING RESOLUTION NO. 1303. Motion was seconded by Councilor Davis and passed 5-0.**

Resolution 1429 – ****Councilor Padden moved to approve Resolution 1429, A RESOLUTION ADOPTING CANBY AREA TRANSIT'S 2025 CIVIL RIGHTS PROGRAM TITLE VI, LIMITED ENGLISH PROFICIENCY PLAN AND REPEALING RESOLUTION NO. 1297. Motion was seconded by Councilor Waterman and passed 5-0.**

Resolution 1430 – ****Councilor Stearns moved to approve Resolution 1430, A RESOLUTION ADOPTING CANBY AREA TRANSIT'S 2025 ASSET MAINTENANCE PLAN FOR PUBLIC TRANSIT FLEET AND FACILITIES AND REPEALING RESOLUTION NO. 1304. Motion was seconded by Councilor Padden and passed 5-0.**

Resolution 1431 – ****Council President Hensley moved to approve Resolution 1431, A RESOLUTION ADOPTING A REVISED CITY OF CANBY DRUG & ALCOHOL POLICY FOR USE WITH DOT REGULATED EMPLOYEES AND REPEALING RESOLUTION NO. 1332. Motion was seconded by Councilor Padden and passed 5-0.**

OLD BUSINESS: None.

NEW BUSINESS: None.

MAYOR'S BUSINESS: Mayor Hodson reported on the Clackamas County Coordinating Committee meeting where the transportation funding package was discussed. He also discussed the OLCC groundbreaking event in the Industrial Park.

COUNCILOR COMMENTS & LIAISON REPORTS:

Councilor Waterman reported on a new member for the Bike and Pedestrian Committee.

Councilor Stearns discussed changing the formula for the Street Maintenance Fee and indexing the fee to inflation.

Councilor Davis reported on the Park and Recreation Advisory Board meeting where the Dodds/Auburn playground equipment, parks SDCs, and project list were discussed. The new Adult Center was moving forward. He agreed the formula for the Street Maintenance Fee needed to be fixed and a consultant should be hired to do the audit.

Councilor Padden suggested adding an agenda item for next steps on the Street Maintenance Fee on the May 21 meeting agenda. There was consensus to put it on the agenda.

He reported on the Heritage and Landmarks Commission who were going to put together a handbook for new members and work on goals that aligned with Council's goals. He also attended the OLCC groundbreaking. He asked for staff to look into a program that would remind them when planning documents and agreements needed to be updated.

CITY ADMINISTRATOR'S BUSINESS:

Eileen Stein, City Administrator, noted the increases in costs being paid to the contracted City Attorney. She discussed scheduling a budget Work Session on April 30. There was not a consensus to meet on April 30.

CITIZEN INPUT: None.

ACTION REVIEW:

1. Approved the Consent Agenda.
2. Adopted Ordinance 1641.
3. Approved Ordinance 1642 to a second reading on May 7, 2025.
4. Tabled Resolution 1426 until May 7, 2025, for more information on the impacts to Direct Link.
5. Adopted Resolutions 1427, 1428, 1429, 1430, and 1431.
6. Added a discussion on the Street Maintenance Fee to the May 21, 2025, meeting agenda.

****Council President Hensley moved to go into Executive Session pursuant to ORS 192.660(2)(i) Performance Evaluation. Motion was seconded by Councilor Davis and passed 5-0.**

Mayor Hodson read the Executive Session statement and adjourned the Regular Meeting at

10:01 p.m. The Executive Session was called to order at 10:15p.m. and adjourned at 11:34 p.m.

A handwritten signature in blue ink that reads "Maya Benham".

Maya Benham, CMC
City Recorder

A handwritten signature in blue ink that reads "Brian Hodson".

Brian Hodson
Mayor

Assisted with Preparation of Minutes – Susan Wood