

**CANBY CITY COUNCIL
WORK SESSION MINUTES
June 4, 2025**

PRESIDING: Brian Hodson

COUNCIL PRESENT: Traci Hensley, Paul Waterman, Daniel Stearns, James Davis, and Jason Padden (attended virtually).

COUNCIL NOT PRESENT: Herman Maldonado

STAFF PRESENT: Eileen Stein, City Administrator; Emily Guimont, City Attorney; Emil Sasse, Office Specialist, Don Hardy, Planning Manager; Jamie Stickel, Economic Development Director/Communications Specialist; Monica Stone, Wastewater Treatment Plant Supervisor; and Ryan Potter, Planning Manager.

CALL TO ORDER: Mayor Hodson called the Work Session to order at 6:04 p.m.

SYSTEM DEVELOPMENT CHARGE (SDC) UPDATE PROCESS – PART 3: Don Hardy, Planning Director, introduced Todd Chase and Tim Wood, FCS, (attending in person) and Josh Soper, BEH, (attending virtually). He gave background information on how the SDCs related to the City's housing strategies.

Mr. Chase discussed SDC scaling by home size and possible discounts or exemptions for affordable housing, example of existing Canby SDCs if scaled by house size, Urban Growth Boundary issues and acres of park land, existing parks level of service, future planned parks level of service, draft PSDC cost basis and fee analysis, and Parks SDC next steps.

There was discussion regarding charging single family based on home size and multi-family based on dwelling units added, how the garages and attics with HVAC systems should be excluded from the square footage, maximum defensible rate and how Council could choose a lower rate, current SDC rates, long term management of the low-income housing, deferred collection of SDCs, establishing a maximum charge for units at 3,500 square feet, different rates for under and over 1,500 square foot dwelling units in multi-family, options for discounts or exemptions, defining deed-restricted, establishing long term residency that was secure, continue to charge a Park SDC for commercial/industrial development, and what SDCs could be used for.

This topic would be brought back to Council on August 6.

Mayor Hodson adjourned the Work Session at 7:07 p.m.

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
June 4, 2025**

PRESIDING: Brian Hodson

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

STAFF PRESENT: Eileen Stein, City Administrator; Emily Guimont, City Attorney; Emil Sasse, Office Specialist, Don Hardy, Planning Manager; Jamie Stickel, Economic Development Director/Communications Specialist; Monica Stone, Wastewater Treatment Plant Supervisor; and Ryan Potter, Planning Manager.

CALL TO ORDER: Mayor Hodson called the meeting to order at 7:11 p.m.

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS: Barry Johnson, Parks and Recreation Advisory Board Chair, said he had been asking for a breakdown of the expenditures from the Parks Maintenance Fee. He thought the maintenance workers should be paid for out of the General Fund and the Fee should be set aside for upgrades to the parks. Councilor Padden thought the recommendation should be made into a Council policy.

Mayor Hodson read an email from Keith Galitz regarding City leadership issues.

Samra Eggar, Cumming Group, was representing OLCC. She expressed concern over their project not being able to receive permanent power. Their land use application and permits had been approved with no indications that there would be insufficient power. They needed power by April 2026 and did not have time for more substations to be installed. She asked for support in speeding up the process. Mayor Hodson said the City and Canby Utility were lobbying the legislature to apply pressure on PGE.

Holly Huber, Trammel Crow Company, spoke about their project being held up due to lack of power capacity. They were trying to keep their capital partners through the delays, but it was a serious issue.

Greg Perez, Canby resident, said he and other citizens had drafted a letter to express their dissatisfaction with the City Administrator and vote of no confidence in her ability to lead the City. It was the responsibility of the Council to take action on the issue.

Kristi Smith, Canby resident, requested the Council read a proclamation recognizing Pride Month. She noted other marginalized communities had been honored with proclamations and thought the queer community in Canby should receive the same acknowledgement.

Kristie Perez, Canby resident, spoke about the City Administrator's ill treatment of staff. She thought the City Administrator should be terminated and let the workers get back to their jobs without fear of reprisal.

Katy Joyner, Financial Analyst, spoke on behalf of the City's finance team. She set the record straight about a former employee who had come to the Council with complaints about the Finance Director. After a thorough investigation, the evidence from the former employee did not support the allegations that had been made. The Finance Director was a professional and had knowledge and experience that was a benefit to the City.

Mayor Hodson apologized for comments he had made to Mr. Perez at the last Council meeting. He noted there were things that went on that could not be discussed in open session.

CONSENT AGENDA: **Council President Hensley moved to approve the consent agenda which included the minutes of the May 7, 2025, City Council Regular Meeting, modified noise variance for JE Dunn Construction, and approval of the new retail off-premises OLCC license for Canby Grocery Outlet at 891 SE 1st Avenue. Motion was seconded by Councilor Maldonado and passed 6-0.

ORDINANCES AND RESOLUTIONS:

Ordinance 1647 – Council President Hensley noted Monica Stone, Wastewater Treatment Plant Supervisor, had written letters of support for SB 956 that would give Heard Farms a \$10 million grant for infrastructure. The City Attorney had looked into it and did not think there was an ethics violation or sole source procurement process issue.

Emily Guimont, City Attorney, said they would need to create a policy for how the City took advocacy positions. It could be added to the revised Council Policies.

****Councilor Waterman moved to adopt Ordinance 1647, AN ORDINANCE ADOPTING FINDINGS TO SUPPORT AN EXEMPTION FROM THE FORMAL SELECTION PROCESS FOR A CONTRACT FOR SLUDGE HAULING SERVICES, DECLARING SUCH EXEMPTION, AND AUTHORIZING DIRECT AWARD OF A CONTRACT TO HEARD FARMS, INC. Motion was seconded by Councilor Maldonado and passed 6-0 by roll call vote.**

Resolution 1434 – Eileen Stein, City Administrator, said this was a change to the finance policy for the calculated percentage of unrestricted fund balance from 30-40% to 20-25%.

There was discussion regarding memorializing what these funds would be used for. The Council agreed to discuss it further in a Work Session.

****Council President Hensley moved to approve Resolution 1434, A RESOLUTION AMENDING POLICY 5 – REVENUE CONSTRAINTS AND FUND BALANCE, OTHER CONSIDERATIONS – FUND BALANCE AND REPEALING IN PART RESOLUTION 1307. Motion was seconded by Councilor Stearns and passed 6-0.**

OLD BUSINESS: Street Maintenance Fee – CPI Adjustment – Ms. Stein asked if the Council would like to add a CPI adjustment to the current Street Maintenance Fee as an interim measure at this time.

There was discussion regarding how this would play into the deliverables from the Task Force,

increasing the Business License fee to \$100 and putting the extra \$50 in the Street Maintenance Fee, adding a CPI adjustment to all fees, waiting until they received the recommendations from the Task Force, how this was correcting an oversight from years ago, and how the current CPI was \$0.14.

Teresa Sasse, Task Force Chair, said they had looked at many revenue sources and increasing the Business License Fee was the most clear-cut way. The CPI of \$0.14 did not make much difference. They wanted to increase the fee and add a CPI at the same time. The Task Force would like to meet again to come up with recommendations to the Council.

There was discussion about the members of the Task Force needing to be appointed by the Council, amending resolutions and ordinances for making these changes, and questioning the amount of the Business License fee increase.

The CPI adjustment would be added to the Master Fee Resolution.

NEW BUSINESS: Potential Work Session to Preview Master Fee Resolution – A Work Session was scheduled for June 11, 2025, to review the Master Fee Resolution.

MAYOR'S BUSINESS: Discussion of a Work Session regarding 3rd Court –

Dr. Don Perman, Canby resident, said for years people had been parking at the businesses on 3rd Court to access the Logging Road Trail. He thought the City should take over jurisdiction of the road and create public parking.

There was consensus to schedule a Work Session on the topic.

Mayor Hodson reported on the Canby High School Softball and Baseball teams, graduation of the class of 2025, new Chamber of Commerce Director, Touch a Truck event, Knightsbridge Road closure, Budget Committee vacancies, and transportation funding options from the state legislature.

COUNCILOR COMMENTS & LIAISON REPORTS:

Councilor Stearns commented about complaints of an increase in Uber tax, which the City was not responsible for. He thought the Council needed to adopt a resolution to create a separate fund in the General Fund for the Parks Maintenance Fee expenditures and a policy on how the funds were used. He also wanted to know how the non-residential rate for the Street Maintenance Fee was determined. He suggested adding power availability to the checklist for development applications.

Don Hardy, Planning Director, explained the current process and how there already was coordination with all the entities and this was a PGE oversight. It did have a huge impact, and he hoped for a positive outcome.

Councilor Davis recognized Steve Thoroughman from the Canby Fire Board who was in attendance. He reported on the Parks and Recreation Advisory Board meeting where they

received a presentation on Parks SDCs and moving the sign at Timber Park. He discussed charges for records requests and if he could get a fee waiver as a Councilor.

Ms. Guimont said this request would require significant staff time and would need to be narrowed down or a different approach used to get to what was wanted to keep costs down.

Councilor Davis did not think they should move a Parks position to Waste Water Management and he would be voting no on the budget because of it. He also mentioned he would be looking in to contracting out Waste Water in next year's budget. He asked what happened on Highway 99E where the roses had been ripped out and who maintained the right-of-way. The Rotary had announced several scholarships at their last meeting. He thanked the contractor for the center turn lane on 99E.

Council President Hensley said Men's Mental Health Month was in June. She wanted to get a meeting scheduled to address the City Administrator issues that had been raised by citizens over the last several meetings.

Councilor Padden said the last Clackamas Cities Dinner was held at the historic West Linn City Hall.

CITY ADMINISTRATOR'S BUSINESS: FY 24-25 Council Goals Final Status Report –

Ms. Stein gave a brief update on the goals. She had prepared an assessment of current and future City staffing needs for the next three years. There was interest to do a community survey on customer service, however no funds had been put into the budget for that. Staff would continue to look for ways to outreach and assess City service levels.

She also discussed the Planning Infrastructure and Economic Revitalization grant and how Canby had been invited to continue in the process.

CITIZEN INPUT: None.

ACTION REVIEW:

1. Approved the consent agenda.
2. Adopted Ordinance 1647.
3. Adopted Resolution 1434.
4. Directed staff to schedule a meeting of the Street Maintenance Fee Task Force in the near future to discuss a CPI adjustment to the Street Maintenance Fee.
5. Scheduled a Work Session to review the Master Fee Resolution on June 11th.
6. Directed staff to schedule a Work Session regarding parking conditions at 3rd Court.

****Council President Hensley moved to go into Executive Session pursuant to ORS 192.660(2)(h) Concerning the Legal rights and Duties of a Public Body with Regarding to Current Litigation or Litigation to be Filed. Motion was seconded by Councilor Davis and passed 6-0.**

Mayor Hodson read the Executive Session statement and recessed the Regular Meeting at 10:01 p.m.



Teresa Ridgley
Deputy City Recorder



Brian Hodson
Mayor

Assisted with Preparation of Minutes – Susan Wood