

**CANBY CITY COUNCIL
WORK SESSION MINUTES
August 5, 2020**

Due to COVID-19 Pandemic, the Mayor and City Councilors attended the meeting virtually. The public was asked to view the meeting live on CTV Channel 5 or on YouTube. Seating was available in the Council Chambers in compliance with the Governor's Executive Order regarding social distancing.

PRESIDING: Mayor Brian Hodson.

COUNCIL PRESENT: Trygve Berge, Tim Dale, Greg Parker, Sarah Spoon, and Shawn Varwig.

COUNCIL ABSENT: Traci Hensley

STAFF PRESENT: Amanda Zeiber, Interim City Administrator; Joseph Lindsay, City Attorney; Todd Wood, Transit Director; and Melissa Bisset, City Recorder.

OTHERS PRESENT: None.

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

PRESENTATION AND DISCUSSION ABOUT TRANSIT ADMINISTRATION OFFICES AND TRANSIT YARDS.

Transit Director Todd Wood introduced himself and provided a background of his work history as he was recently hired.

Mr. Wood shared that Canby Area Transit (CAT) has outgrown its current location. They have inadequate parking and training space. They needed more space for a bus wash and bus parking. He added that the annual lease cost was \$46,500.

There were two options for future locations to explore. Interim City Administrator Amanda Zeiber shared the history of the locations of CAT. The lot behind the current location was purchased in order to provide for bus parking in the same location as the dispatch and administrative offices. In 2019 1.8 acres was purchased on Hazel Dell Way.

CAT was located in a strip mall at 195 S Hazel Dell Way. Mr. Wood displayed a map of the 1.8 acres owned by the City. He stated it was fairly easy to get out to the highway from the location and with was fairly user friendly. There was room to expand on the 1.8 acres. It would mean that they would not have to move very far. Mr. Wood reviewed the downsides of the location

which included: a shared exit with Pioneer Pump, security concerns, and the mechanics/maintenance were located on Territorial Road.

The City Shop located on Territorial was approximately five areas and housed several city services. In the current state it did not work well for Transit. Mr. Wood stated that buses would need to be able to move freely. Transit Services are operated by a contractor and there would be security issues to address at the Territorial Road location. There was also no public access although he felt this could be worked around by possibly using space as needed at City Hall.

Mr. Wood stated that if they were to move to the City Shop property then they could sell the current property on Hazel Dell Way. He thought that Transit would likely need nearly 50 percent of the Shop. They would look at doing a remodel at the City Shop property that would benefit not only Transit, but the other services located there. For example, a wash station could be used for all City vehicles. Another benefit would be having the mechanic and fleet services tech onsite.

Mr. Wood stated there would need to be an engineering evaluation of the shop and/ or property.

Mayor Hodson asked about the cost, service coverage at City Hall and expansion. The engineering evaluation would inform the costs.

Discussion ensued regarding Canby Utility and Canby Fire near the City Shop location.

Ms. Zeiber explained that there would be an analyses conducted of the City Shop location if there was interest in pursuing that as a Transit location option.

Mayor Hodson was interested in looking at the City Shop location. Councilor Parker also was in favor.

Discussion ensued regarding the cost of the purchased property and it was noted that they were Transit Funds.

Mr. Lindsay stated that the landlord, Mr. Zimmerman, extended the lease and they would need to make a decision fairly soon.

Ms. Zeiber felt that the City Shops option should be explored in order to determine which would be the best option.

Councilor Spoon was interested in creating government efficiencies. She asked about the cost of the research. She was in favor of looking at the City Shop option.

There was money in the budget to explore the options.

Mr. Wood thought that the bus wash would possibly be covered and it would be bay size that could fit up to a 40 foot bus. It would be similar to a self-wash car wash.

Transit would need a break room, training facility, a dispatch station, and three offices. Mr. Wood estimated that they would need approximately 2,000 square feet.

Mr. Berge suggested that they should look at projections of what they may need in the future.

Mr. Wood noted that Canby was growing.

Council President Dale thought that the engineering evaluation should be conducted. He stated that Canby Utility would be vacating their portion of the office building. There was some office space that would be freed up.

He asked if there would be any impact to the Northside Fire Station.

Mr. Lindsay stated that they would share a common driveway.

There were grants that could be explored as well.

The meeting adjourned at 6:44 p.m.

Melissa Bisset, CMC
City Recorder

Brian Hodson
Mayor