

**CANBY CITY COUNCIL  
CITY COUNCIL WORK SESSION  
September 19, 2018**

**PRESIDING:** Mayor Brian Hodson.

**COUNCIL PRESENT:** Tyler Smith, Greg Parker, Traci Hensley, Tim Dale, Tracie Heidt, and Sarah Spoon.

**STAFF PRESENT:** Rick Robinson, City Administrator; Joseph Lindsay, City Attorney; and Kim Scheafer, City Recorder.

**OTHERS PRESENT:** None.

Mayor Hodson called the Work Session to order at 6:00 p.m. in the Willow Creek Conference Room.

The Council met in a Work Session to discuss the Park Master Plan planning process.

Rick Robinson, City Administrator, reviewed a draft Request for Proposals for the master plan update. He discussed what would be included in the RFP and the scope of the work that would be done. He planned to put the RFP out in October. He would take the document to the Parks and Recreation Advisory Board as well. He thought the contract would be awarded in December with a January start for the project. The project would take 8-12 months to complete. He then explained the deliverables from the project including funding options and the community outreach that would be done. This would be a plan that could be implemented over the next 20 years. He asked for feedback from the Council.

Councilor Dale suggested adding progress meetings for the Council and Parks and Recreation Advisory Board to be updated along the process.

Councilor Smith did not think the RFP included the specific projects the Council had discussed previously.

Mr. Robinson explained he did not call out any specific projects because part of the process was to determine what the community wanted, and from that discussion, launch forward with identifying costs, locations, and funding for the priorities.

There was discussion regarding the order and timeline for the tasks.

Mr. Robinson suggested putting information together about specific projects that had been discussed in the past and the costs and sharing that information at the beginning of the community input process. If other priority projects were suggested, the information on those projects would be gathered and discussed as well.

There was discussion regarding whether or not to include a survey in the process.

Councilor Heidt thought it was important to include the Latino population in the community outreach.

There was consensus for staff to proceed, making the changes as discussed.

Mayor Hodson adjourned the Work Session at 6:55 p.m.

---

---

**CANBY CITY COUNCIL  
REGULAR MEETING MINUTES  
September 19, 2018**

**PRESIDING:** Mayor Brian Hodson.

**COUNCIL PRESENT:** Tyler Smith, Greg Parker, Traci Hensley, Tim Dale, Tracie Heidt, and Sarah Spoon.

**STAFF PRESENT:** Rick Robinson, City Administrator; Joseph Lindsay, City Attorney; Jamie Stickel, Economic Development Director; Calvin LeSueur, Economic Development and Tourism Coordinator; Jennifer Cline, Public Works Director; and Kim Scheafer, City Recorder.

**OTHERS PRESENT:** Fire Chief Jim Davis, Division Chief Matt Dale, Division Chief Todd Gary, Lori Fawcett, Division Chief Wayne Austin, Craig & Carol Palmer, Irene Breshears, Roger Steinke, Larry Vargas and Jerry Bagge.

**CALL TO ORDER:** Mayor Hodson called the Regular Meeting to order at 7:00 p.m. in the Council Chambers followed by opening ceremonies.

POW MIA Recognition Day Proclamation – Mayor Hodson read a proclamation proclaiming September 21, 2018 as POW/MIA Recognition Day and presented it to Jerry Bagge. Mr. Bagge thanked the Council for the proclamation.

Canby Fire District Bond Presentation – Fire Chief Davis introduced the Fire District management team. Division Chief Matt Dale discussed the history and background of the district. He and Fire Chief Davis gave a PowerPoint presentation on the capital bond that would be on the November 6 ballot. They explained the Strategic Plan goals and accomplishments, funding, population served, increased calls and ambulance transports, and increased staffing. The Fire Board of Directors voted unanimously to put a \$4.9 million bond over a 10 year period to Canby voters. The bond would upgrade medical response and firefighting equipment, make repairs and improvements to the main station, purchase a ladder truck and refurbish or replace aging apparatus, create a northside medic response station, and make upgrades to the station on Highway 170. The cost of the bond would be \$0.28 per 1,000 or \$78 per single family home per year.

Introduction of New Economic Development & Tourism Coordinator – Jamie Stickel, Economic Development Director introduced Calvin LeSueur, Economic Development and Tourism Coordinator.

Mr. LeSueur said he had worked in the office of Economic Development at the City of Forest Grove and in Bolder, Colorado. He was looking forward to working with the business community.

Rick Robinson, City Administrator, said that Mr. LeSueur was fluent in Spanish.

Heritage and Landmark Commission 2019-2020 Program Plan – Carol Palmer, Heritage and Landmark Commission Chair, spoke about the planning process, proposed project list, criteria, readiness categories, results, and need to create a Preservation Plan.

Mr. LeSueur handed out a copy of a Historic Preservation Plan from the City of Redmond. He thought a Preservation Plan would be a roadmap for the work that the Commission was already doing and would help promote tourism.

Ms. Palmer discussed how one of the strategies was to create a sustainable organization and she explained how they were meeting that strategy. She discussed the milestones from 2017-2018 and the goals for 2019-2020.

Mayor Hodson said the way the Commission had moved forward was due to Ms. Palmer's leadership and he thought the goals would help Canby keep its small town feel and help connect new people moving into the City.

Ms. Palmer announced the Clackamas County Heritage Partners would be holding a social tomorrow in Oregon City and the Willamette Falls Heritage Area Coalition would be holding a tribal heritage discussion in West Linn tomorrow as well.

Councilor Parker discussed the rubric for the evaluation of the projects and how it could be used for other City projects such as parks.

Councilor Spoon explained why she was in favor of doing a Preservation Plan.

Councilor Heidt liked the community partnerships that had been established. She asked about the changes to the Main Street program.

Mr. Robinson explained how the City's economic development efforts were not going to be limited to six square blocks any longer, but would include the entire City.

**COMMUNICATIONS:** Mr. Robinson said a mural application was received from Hanlon Development which would go on one side of the old Police Department building. They were not requesting any compensation for the mural. He had determined the application was complete and based on the recommendations from the Arts and Culture Committee and Façade Improvement Committee, he had authorized the developer to proceed.

**CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:** Irene Breshears, Canby Aurora VFW, thanked the Council for the proclamation and passed out a flyer for a spaghetti dinner on September 29 from 4-7 p.m.

**MAYOR'S BUSINESS:** Mayor Hodson said the Council had a work session to discuss a Request for Proposals for the Park Master Plan. The Council and members of the Parks and Recreation Advisory Board and Bike and Pedestrian Committee had toured several Canby parks. He thanked the Fire Department for the September 11 remembrance. He discussed how building costs had risen since the construction of the new Civic building. The Willamette Falls Legacy Project site was changing ownership.

**COUNCILOR COMMENTS & LIAISON REPORTS:** Councilor Spoon said the parks tour was great. She attended El Grito. The CTV5 Board met yesterday and had completed their top priority to pay off a debt. The Canby Adult Center Board met today. They were busy with Medicare open enrollment.

Councilor Heidt attended the parks tour and El Grito as well. The Library Foundation was showcasing films on October 10. September was National Library Card Sign Up Month. The School District was looking for Budget Committee members. She discussed how voter registration had gone up.

Councilor Dale attended the September 11 remembrance and parks tour where he learned the history of the Logging Road Trail. The Open House for Canby Utility's new facility would be on October 19.

Councilor Hensley attended the parks tour and September 11 remembrance. C-4 was going to be recommending scenario one or two to the Clackamas County Board of Commissioners regarding the vehicle registration fee. The Traffic Safety Commission had a member of the County Traffic Safety Commission attend their meeting to discuss a Traffic Safety Action Plan. Crosswalk enforcement was also discussed. There was an article in the *Canby Herald* regarding the work of the Canby Suicide Prevention Task Force. The Task Force met with the School Board. There would be a fundraiser for this effort on October 13.

Councilor Parker said the Bike and Pedestrian Committee would be meeting next Tuesday. He attended the parks tour and announced the Clackamas County Heritage Partners and Willamette Falls Heritage Area Coalition events tomorrow.

Councilor Smith also attended the parks tour. Canby Youth Basketball registration would close this week. He reviewed recent applications that had been on the Planning Commission's last few meetings and announced upcoming applications. The Council had received a development analysis from staff.

Councilor Hensley said it would be nice to receive the document on a regular basis.

**CONSENT AGENDA: \*\*Councilor Dale moved to adopt the minutes of the September 5, 2018 City Council Work Session and Regular Meeting. Motion was seconded by Councilor Hensley and passed 6- 0.**

**RESOLUTIONS & ORDINANCES:** Ordinance 1495 – Jennifer Cline, Public Works Director, gave a history of the project and funding. An RFQ was done and four engineering firms had been approved. PBS had been selected for the Quiet Zone Project due to their prior experience. She explained the challenges of the project and how this would be the first phase of the design.

Mr. Robinson explained what had been budgeted for, which would be 30% of the design. An emergency was declared in the ordinance so they could get started sooner on the project. He expected the work would be done by the end of November. The goal was to have the project under construction by the end of the fiscal year in June.

**\*\*Councilor Hensley moved to approve Ordinance 1495, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH PBS ENGINEERING & ENVIRONMENTAL, INC. FOR TRANSPORTATION ENGINEERING & TECHNICAL SERVICES OF NORTH QUIET ZONE IMPROVEMENTS (N ELM ST – N GRANT ST – N IVY ST); AND DECLARING AN EMERGENCY to come up for second reading on October 3, 2018. Motion was seconded by Councilor Heidt and passed 6-0 on first reading.**

**NEW BUSINESS:** None.

**ADMINISTRATOR'S BUSINESS & STAFF REPORTS:** Mr. Robinson was contacted by a representative from *Business View Magazine* to develop an article that showcased Canby's best practices.

**CITIZEN INPUT:** None.

**ACTION REVIEW:**

1. Approved the Consent Agenda.
2. Approved Ordinance 1495 to come up for second reading on October 3, 2018.

There was no Executive Session.

Mayor Hodson adjourned the Regular Meeting at 8:36 p.m.



Kimberly Scheafer, MMC  
City Recorder



Brian Hodson  
Mayor

Assisted with Preparation of Minutes - Susan Wood