

**CANBY CITY COUNCIL  
CITY COUNCIL WORK SESSION  
May 2, 2018**

**Presiding:** Mayor Brian Hodson.

**Council Present:** Greg Parker, Traci Hensley, Tim Dale, Tracie Heidt, and Sarah Spoon. Councilor Tyler Smith was absent.

**Staff Present:** Rick Robinson, City Administrator; Joseph Lindsay, City Attorney; Bret Smith, Chief of Police; Kelley Whitaker, Police Administrative Supervisor; and Kim Scheafer, City Recorder.

**Others Present:** None.

Mayor Hodson called the Work Session to order at 6:30 p.m. in the Willow Creek Conference Room.

The Council met in a Work Session to discuss updating the Emergency Assistance Alarms ordinance.

Bret Smith, Police Chief, said the City had been piggy-backing with the County on an alarm software program and that program was being eliminated. They had looked at three different businesses and found PMAM where the company would run the program, not the City. There were many alarms that were not permitted and in this new ordinance, alarm companies had to report when someone signed up for their service or they would be charged a fine. Most alarms that went off were false alarms and this new program had an educational piece and incentive that would reduce false alarms. The program would help free up the sworn staff to get more work done in the office rather than monitoring a program. It was also safer, because the location could be looked up to see if dogs or children were there before someone was dispatched and all of the cell phones for the location were called and emails were sent out as well.

There was discussion regarding response time and how the alarm companies and this company would coordinate to notify people when an alarm went off.

Chief Smith said there were up to 1,500 alarms that did not have permits in the City. This company thought within a year all the alarms would be identified and be brought into compliance.

There was further discussion regarding ways to notify people that they needed a permit and discussion regarding an appeal process and reducing false alarms.

Chief Smith said this program would not cost the City any money.

Mayor Hodson adjourned the Work Session at 7:15 p.m.

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**CANBY CITY COUNCIL  
REGULAR MEETING MINUTES  
May 2, 2018**

**PRESIDING:** Mayor Brian Hodson.

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

**STAFF PRESENT:** Rick Robinson, City Administrator; Joseph Lindsay, City Attorney; Julie Wehling, Transit Director; Jennifer Cline, Public Works Director; Renate Mengelberg, Economic Development Director; Grant Schillinger, RARE Intern; Irene Green, Library Director; Jamie Stickel, Main Street Manager; Eric Laitinen, Aquatics Program Manager; and Kim Scheafer, City Recorder.

**OTHERS PRESENT:** Carol Palmer, Irene Breshears, Kyle Lang, Carol Rosen, Walt Daniels, Fire Chief Jim Davis, Matt Dale, Ray Keen, Nancy Wilmes, and Roger Steinke.

**CALL TO ORDER:** Mayor Hodson called the Regular Meeting to order at 7:30 p.m. in the Council Chambers followed by opening ceremonies.

Water Safety Month Proclamation – Councilor Dale read a proclamation proclaiming May as Water Safety Month in Canby.

Mayor Hodson presented it to Eric Laitinen, Aquatics Program Manager.

Mr. Laitinen promoted swimming lessons for the summer and the Gator Grinder Triathlon on May 12.

Walk and Bike Challenge Month Proclamation – Councilor Parker read a proclamation proclaiming May as Walk and Bike Challenge Month. He would present the proclamation to the Bike and Pedestrian Committee.

Poppy Days in Canby Proclamation – Councilor Hensley read a proclamation proclaiming May as Poppy Month in Canby and May 20 through 26, 2018 as Poppy Days in Canby.

Mayor Hodson presented the proclamation to Nancy Wilmes.

Ms. Wilmes gave the history of Poppy Days.

NALC Food Drive Day Proclamation – Councilor Heidt read a proclamation proclaiming May 12, 2018 as National Association of Letter Carriers National Food Drive Day.

Mayor Hodson presented the proclamation to Irene Breshears.

Ms. Breshears said this was the 25<sup>th</sup> can food drive.

Ray Keen, The Canby Center Executive Director, discussed how The Canby Center had helped in this effort.

Public Works Week Proclamation – Councilor Spoon read a proclamation proclaiming May 20-26, 2018 as Public Works Week.

Mayor Hodson presented the proclamation to Jennifer Cline, Public Works Director.

Ms. Cline discussed the things Public Works did behind the scenes to better the City.

Historic Preservation Month Proclamation – Councilor Parker read a proclamation proclaiming May as  
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Historic Preservation Month.

Mayor Hodson presented the proclamation to Carol Palmer, Historic Review Board Chair.

Ms. Palmer announced a Zion Cemetery clean-up event on May 12.

**COMMUNICATIONS:** Joseph Lindsay, City Attorney, discussed the ambiguity in the City's parking ordinance and how it was going to be cleaned up regarding how long people could park on the street.

Rick Robinson, City Administrator, said the State had implemented changes to the licensing and certification for building officials. He was working with the County to understand the implications of these changes for Canby.

**CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:** Kyle Lang introduced himself as the new Executive Director of the Canby Area Chamber of Commerce.

**MAYOR'S BUSINESS:** Mayor Hodson announced tomorrow morning was the Mayor's Prayer Breakfast, First Friday would be held on May 4, and the Clackamas County Coordinating Committee meeting would be held tomorrow evening. He attended the Metro Mayors meeting where the Metro Housing Bond was discussed. The Council held a Work Session with the Library Board regarding district funding and boundaries. There were donation canisters around town for the Canby Independence Day fireworks.

**COUNCILOR COMMENTS & LIAISON REPORTS:** Councilor Parker invited Jamie Stickel, Main Street Manager, to discuss First Friday.

Ms. Stickel said there would be 10 businesses participating at seven locations.

Councilor Dale attended the retirement of Lisa Potter from the City. Construction was progressing on Canby Utility's new facility. There had been no electrical outages this year. They were now at 80% for electrical services being underground. He discussed the contingency plan for water in case of a natural disaster. Baker Prairie School was an emergency shelter. There were job openings in the Water Department.

Councilor Heidt thanked John Smith for serving on the Library Board and welcomed Carol Palmer to the Library Board. She highlighted events at the Library that were happening in May. The Canby Area Transit Advisory Committee was having a joint session with the Cherriots Transit Board to talk about services. She attended the Clackamas Cities Association Dinner in West Linn.

Councilor Spoon announced the Bridging Cultures Lunch would be held on May 19. This weekend was the Spring Garden Fair event. Today was Cutsforth's 90<sup>th</sup> anniversary.

**CONSENT AGENDA: \*\*Councilor Dale moved to adopt the minutes of the April 18, 2018 City Council Work Session and Regular Meeting; the appointment of Carol Palmer to the Library Board effective July 1, 2018 for a term to expire on June 30, 2022; and the reappointment of Mike Hemelstrand to the Bike & Pedestrian Committee for a term to expire on June 30, 2021. The motion was seconded by Councilor Hensley and passed 5-0.**

**PUBLIC HEARING:** Transient Room Tax –

Mayor Hodson read the public hearing script.

Renate Mengelberg, Economic Development Director, presented information on transient room tax. She discussed the definition of transient room, reasons for investing in tourism, and recent tourism efforts.

Grant Shillinger, RARE intern, gave an overview of the transient lodging tax, local transient room tax rates, lodging choices, what drove demand for lodging in Canby, and collections logistics.

Ms. Mengelberg discussed expected revenues based on current Canby lodging and occupancy rates and estimated future revenue based on Canby's current hotel and a new 80 room upper mid-scale hotel. She then highlighted how Canby could invest in transient room tax revenues and that 70% would be dedicated to tourism and 30% would be unrestricted.

Mr. Shillinger explained the challenges with online short term rental platforms and how the state legislature had worked to get compliance with transient room tax regulations.

Ms. Mengelberg gave the next steps and staff recommendations which included establishing a 6% transient room tax that could go into effect on July 1. Staff also recommended that 100% of the funds be devoted to support tourism and that the Canby Economic Development staff was best suited to implement the program. A letter was submitted by Clackamas County who was in support. The tax would only affect RVs at the Fairgrounds, not tent campsites. This would include the County Fair week. She also clarified that 70% of the funds would be dedicated to tourism, and the 30% would be discretionary with the intent to be spent on tourism related support activities. The 6% tax was competitive with other surrounding cities with Wilsonville at 5% and Oregon City at 6% and many other communities collected a much higher tax rate.

Ms. Stickel explained how they would create a Tourism Plan for how the 70% of the funds would be spent.

Mayor Hodson opened the public hearing at 8:50 p.m.

Proponents: None

Opponents: None

Mayor Hodson closed the public hearing at 8:50 p.m.

Councilor Spoon thought there was a need for the tax as it would help fund the events that made Canby unique.

Councilor Hensley did not think all of the Council was in favor of a 6% tax. She was in favor of 4%.

Councilor Heidt said in comparison to other cities, the 6% was reasonable.

Councilor Spoon was also comfortable with the 6%. It was consistent with other cities and she did not think it would affect people's decisions to stay the night in Canby.

**\*\*Councilor Spoon moved to set the transient room tax rate at 6%. Motion was seconded by Councilor Heidt and passed 4-1 with Councilor Hensley opposed.**

**RESOLUTIONS & ORDINANCES:** Ordinance 1475 – Julie Wehling, Transit Director, said three buses in the fleet had exceeded their age and mileage threshold and were eligible for replacement with federal grant funds. This would purchase one 20 passenger and two 16 passenger buses. They would replace buses 17, 18, and 19. Creative Bus Sales was selected as the vendor for all three buses. The new buses would be delivered in December. The City would be providing a match and the funding was in the budget in transit reserves.

**\*\*Councilor Heidt moved to approve Ordinance 1475, AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO PURCHASE THREE (3) VEHICLES FOR CANBY AREA TRANSIT FROM CREATIVE BUS SALES OF CANBY, OREGON to come up for second reading on May 16, 2018. Motion was seconded by Councilor Spoon and passed 5-0 on first reading.**

Ordinance 1476 – Mr. Robinson clarified the ordinance reflected changes that had been made to the City's background check policies and explained how the background checks would be done through the Police Department.

Scenarios were discussed where there was risk involved if a background check was not done on volunteers or contractors.

**\*\*Councilor Hensley moved to approve Ordinance 1476, AN ORDINANCE ESTABLISHING CRIMINAL HISTORY RECORD CHECK POLICIES CONCERNING APPLICANTS FOR EMPLOYMENT, APPOINTED VOLUNTEERS, CONTRACTORS AND THOSE EMPLOYED BY CONTRACTORS WITH THE CITY; AND REPEALING ORDINANCE 1224 to come up for second reading on May 16, 2018. Motion was seconded by Councilor Heidt and passed 5-0 on first reading.**

Ordinance 1477 – **\*\*Councilor Dale moved to approve Ordinance 1477, AN ORDINANCE ADDING CHAPTER 3.50 TO THE CANBY MUNICIPAL CODE THEREBY ESTABLISHING A TRANSIENT ROOM TAX to come up for second reading on May 16, 2018. Motion was seconded by Councilor Spoon and passed 5-0 on first reading.**

Ordinance 1478 – Mr. Robinson said three bids were received and Eagle-Elsner was the lowest bidder. The reason for declaring an emergency was to be able to do the projects in this fiscal year.

Mayor Hodson requested a map of the streets that were being worked on be brought back to the next Council meeting.

**\*\*Councilor Hensley moved to approve Ordinance 1478, AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH EAGLE-ELSNER, INC. IN THE AMOUNT OF \$758,447.00 WITH AUTHORIZATION TO EXPAND THE WORK SCOPE TO AN AMOUNT NOT TO EXCEED \$850,000.00 FOR CONSTRUCTION OF SCHEDULE "A" OF THE 2018 STREET RESURFACING & SLURRY SEAL; AND DECLARING AN EMERGENCY to come up for second reading on May 16, 2018. Motion was seconded by Councilor Parker and passed 5-0 on first reading.**

Ordinance 1479 – Bret Smith, Police Chief, introduced Kelley Whitaker, Police Administrative Supervisor. He explained how the City was using a software program with the County that managed the alarm program, and how that software was going away on July 1. After doing research and interviews,

staff recommended using PMAM Corporation's program. He thought this would bring better compliance in the City. It would not delay response time from the police and it would not cost the City any money. There was also an appeal process.

**\*\*Councilor Parker moved to approve Ordinance 1479, AN ORDINANCE AMENDING CHAPTER 8.20 OF THE CANBY MUNICIPAL CODE PERTAINING TO ALARMS to come up for second reading on May 16, 2018. Motion was seconded by Councilor Hensley and passed 5-0 on first reading.**

Ordinance 1480 – **\*\*Councilor Parker moved to approve Ordinance 1480, AN ORDINANCE AUTHORIZING THE CITY OF CANBY TO ENTER INTO A CONTRACT WITH PMAM CORPORATION OF TEXAS TO PROVIDE ALARM PROGRAM ADMINISTRATION AND COLLECTION SERVICES FOR THE CITY to come up for second reading on May 16, 2018. Motion was seconded by Councilor Hensley and passed 5-0 on first reading.**

Ordinance 1481 – Mr. Robinson said this was the slurry seal portion of the project. Three bids were received and Intermountain Slurry Seal, Inc. was the lowest bidder.

**\*\*Councilor Hensley moved to approve Ordinance 1481, AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH INTERMOUNTAIN SLURRY SEAL, INC. IN THE AMOUNT OF \$141,185.00 WITH AUTHORIZATION TO EXPAND THE WORK SCOPE TO AN AMOUNT NOT TO EXCEED \$200,000.00 FOR CONSTRUCTION OF SCHEDULE "B" OF THE 2018 STREET RESURFACING & SLURRY SEAL to come up for second reading on May 16, 2018. Motion was seconded by Councilor Heidt and passed 5-0 on first reading.**

Ordinance 1482 – Mr. Robinson said this was an annual agreement with Heard Farms. Heard Farms did not raise their rates for the 2018-19 contract.

**\*\*Councilor Heidt moved to approve Ordinance 1482, AN ORDINANCE AUTHORIZING THE CITY OF CANBY TO ENTER INTO A CONTRACT WITH HEARD FARMS FOR WASTEWATER SEWAGE SLUDGE REMOVAL to come up for second reading on May 16, 2018. Motion was seconded by Councilor Spoon and passed 5-0 on first reading.**

**NEW BUSINESS:** None.

**ADMINISTRATOR'S BUSINESS & STAFF REPORTS:** None.

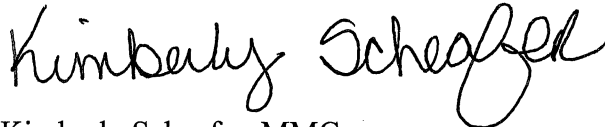
**CITIZEN INPUT:** Kim Scheafer, City Recorder, announced that May 30 was the first day candidates could file paperwork for one of the three City Council positions or that of Mayor which would be on the November ballot.

**ACTION REVIEW:**


1. Approved the Consent Agenda.
2. Approved a Transient Room Tax at the rate of 6%.
3. Approved Ordinances 1475, 1476, 1477, 1478, 1479, 1480, 1481, and 1482 to come up for second regarding on May 16, 2018.

There was no Executive Session.

Mayor Hodson adjourned the Regular Meeting at 9:35 p.m.



Kimberly Scheafer, MMC  
City Recorder



Brian Hodson  
Mayor

Assisted with Preparation of Minutes - Susan Wood