

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
March 3, 2021**

PRESIDING: Mayor Brian Hodson

COUNCIL PRESENT: Christopher Bangs, Traci Hensley, Sarah Spoon, Greg Parker, Christopher Bangs, Jordan Tibbals, and Shawn Varwig.

OTHERS PRESENT: Kevin Starrett, Stefani Carlson, Margaret Starrett, and Dawn Depner.

MEMBERS OF THE PARKS AND RECREATION ADVISORY BOARD: Barry Johnson, David Biskar, Scott Sasse, Teri Jones, Ryan Oliver, Lisa Potter, Mark Triebwasser, Jim Davis, and Barbara Karmel.

STAFF PRESENT: Scott Archer, City Administrator; Joseph Lindsay, City Attorney; Jeff Snyder, Parks and Recreation Lead; Jerry Nelzen, Interim Public Works Director; Julie Blums, Finance Director; Jamie Stickel; Economic Development Director; Melissa Bisset, City Recorder/ HR Manager.

CALL TO ORDER: Mayor Hodson called the Regular Meeting to order at 7:07 p.m.

Mayor Hodson read a statement addressing a situation that occurred over the weekend regarding a flyer distributed by the library.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:

Kevin Starrett, Canby resident, stated the flyer that was distributed by the library advertising was an inappropriate book to children. He thought library staff should be held accountable for the distribution.

Lois Brooks, Canby resident, sent an email in response to the flyers distributed by the library and how she found the decision to stop the BookPage subscription a poor one. She had found new books and authors to try through this subscription and she skipped over the books that did not interest her. She thought they should not cancel a subscription that many residents enjoyed and requested that the Library Director reconsider this decision.

Stefani Carlson, Canby resident, expressed concern regarding the flyer distributed by the library as as the book was labeled great books for every reader. She thought staff needed to be held accountable for this oversight. She gave examples of verbiage contained in the book. She asked that library management look at what they were promoting to the community.

Margaret Starrett, Canby resident, thought it was unprofessional that staff did not review the flyers before distributing them. She did not think it should be passed off as an innocent mistake and thought staff needed to be held accountable.

Dawn Depner, Canby resident, discussed the effects of pornography on children and felt the flyer was inappropriate. She wanted the library to be a safe place for all. She was upset that it had been allowed.

Mayor Hodson said in his conversations with the City Administrator about this issue, he found out that this was a ten year subscription with the Library. He agreed there needed to be a policy put in place so this did not happen again. It was not uncommon for these flyers to get put out without review because there had not been issues in the past. The City Administrator was the one to take action on the matter.

Scott Archer, City Administrator, said his responsibility was in direction of staff and services, and he was reviewing this matter. He made the decision to cancel the subscription. He would also be reviewing the procedures and policies of the Library.

DISCUSSION PARK MASTER PLAN UPDATE & PROJECT LIST

Mr. Archer shared the purpose of this conversation was to review the status of the Park Master Plan and project list. They were trying to balance the implementation of the current maintenance projects and needs while developing a long term strategy through the Park Master Plan update. They had to figure out how to add to the park system, what the priorities of the community were, how they would be funded, and how to keep up with the maintenance of what they currently had and what might be added to the system. The City had already budgeted for the update and it had been 20 years since the last update to the Plan. The RFP had gone out for the update and four proposals had been received. This would be a master plan for the whole city with a lot of input from the community and partner agencies. The Parks and Recreation Advisory Board would be the steering committee for the project. In August 2020, staff presented Council three options for maintenance and replacement projects to be done in the near future. In December, the Board recommended to proceed with Option 3. This included work at S Locust Park, Community Park, and park signage. Since this list was recommended by the Board, staff had been working on the list however the ice storm had damaged many parks and a lot of staff time and resources had been diverted to the cleanup.

Barry Johnson, Parks and Recreation Advisory Board Chair, explained the reasons for the recommended projects in Option 3. The Board agreed that a Master Plan update needed to be done, however they would still like to move forward with some projects. They had determined that Locust Street would be a good project to focus on that could be completed before the end of this year. Playground equipment had been replaced and the roof of the restroom was completed. Bark was also added. What was left to do was resurfacing and striping the basketball court and putting in a gazebo with electricity over the concrete area. Their focus was to complete Locust Street Park this year. They were also interested in putting in a fountain to give the pond in Community Park an opportunity not to be so stagnant in the summer. They would also like to put safety nets in Maple Street Park to keep balls from flying into the Splash Pad. He noted that tennis courts were removed when the Splash Pad went in and they needed to be replaced with either new tennis courts or pickle ball courts. There also needed to be an arborist to look at Wait Park as there had been much damage from the recent ice storm. These were all things the Board wanted to work on while the Master Plan was being updated.

Barbara Karmel, Parks and Recreation Advisory Board Member, said the Board wanted to understand the funding sources better, such as where the funding came from, how the sources related to the budget itself, rules for the funds, how were they allocated, and the time period they had to access them. It made it difficult to compare one priority to another when they did not have this information.

Councilor Tibbals thanked the Board for their work. He saw Wait Park as a safety issue and thought it should be a high priority.

Jeff Snyder, Parks and Recreation Lead, said an arborist was going to do the assessment of Wait Park on March 8.

Chair Johnson said this was work to make the park safe, and then the Master Plan would direct what should be done after that.

Councilor Parker suggested the Council stay out of the decision and let the Board drive the whole process. He thought the Board should work on underserved populations, work on mobility impaired populations, and build a design that was attenuated to the changing age demographics. He also wanted the Board to make sure they kept up on the maintenance and gave recommendations on the new parks.

Councilor Varwig agreed the priority needed to be Wait Park.

Councilor Spoon thought they should reconfigure the Park Maintenance Fee budget to allocate the funds where they would be the most appropriate and also free up some funds to maintain public, but non-park spaces. She agreed that the Board should decide on the projects.

Mr. Archer said the cemetery maintenance was paid out of the City's General Fund as well as the fees collected for burials. They did not use the Park Maintenance Fee on the cemetery.

Julie Blums, Finance Director, said the Park Department split their time in several different areas. The time that they spent in the parks was charged to the parks budget. When their staff worked in the cemetery, it was charged to the cemetery.

Councilor Parker thought they should find another way of staffing so a quarter of the available hours in the Park Department was not being used for cemetery.

Ms. Blums said when the cemetery was moved to the Park Department, the staff from the other departments that were maintaining the cemetery were moved to the Park Department.

Councilor Bangs thanked the Board for their work and agreed that the Board should be making these decisions. He thought Community Park should have a different name. He asked if an arborist needed to look at Community Park as well due to damage from the ice storm.

Mr. Snyder said right now the arborist would only be looking at Wait Park, but there was damage at Community Park that would need to be addressed. That was why the park was

currently closed.

Chair Johnson thought more hours should be put into deferred maintenance. The Park Maintenance Fee generated about \$36,000 per month which equated to \$432,000 per year and over the three year period totaled \$1.3 million. He would like the expenditures of the fee to be tracked that showed what the money was being used for and how much was coming in.

Ms. Blums explained the Fee had been used to hire two staff members and to begin the maintenance projects. The way it was tracked was by taking the General Fund contribution and the Fee and subtracting the expenses and the balance rolled forward to the next year which was the Park Maintenance Fee Reserve. Coming into the current fiscal year, the reserve was \$170,000. It would be difficult for the Park Department to track their time between the normal work and the maintenance fee work as they were blended. Every year the contribution went up according to the CPI. Last year they did not increase the fee due to Covid. They only had a year and a half left of the fee before a decision needed to be made to continue it or change it. They always used the General Fund money first, and the fee was kept in the reserve as much as possible. The fee would be reviewed through the master plan update process.

Councilor Bangs thought more employees should be hired with the reserve. He thought it should be used, not kept in the bank.

Mayor Hodson said the fee was not permanent and they might need to lay off people if they decided not to collect it anymore. He thought the fee should instead be used for larger projects.

Councilor Tibbals agreed with the Board making the decisions. He asked if the Board had enough information to make the decisions.

Chair Johnson thought they could make the decisions. They were given advice by staff for what direction they might be able to go and the master plan would open up avenues for them to make improvements going forward. The plan would also tell them where the SDC funds could be spent. He thought the Board should get a Maintenance Fee update quarterly and they had to know from staff what projects they could tackle and which they could not. They were asking for Council's support for the projects they wanted to tackle this year.

Councilor Spoon asked if they could address the fee earlier than a year and a half from now.

Joe Lindsay, City Attorney, said the Council could decide to take out the sunset clause or send it to a vote in the next General Election.

Ms. Karmel thought they needed to find creative ways to empower the Board for projects and finances. She noted all the improvements that had been done in Locust Street Park and how they showcased what they were trying to accomplish.

Ryan Oliver, Parks and Recreation Advisory Board Member, said the direction from the Board for the fee was it would fund the backlog maintenance. It was not meant to be for new parks. He was excited about the Master Plan update, especially since for the last 20 years they had not done

much for parks. As a City they did not do anything for recreation and he would like to see moving forward something to support youth and organizations like Canby Kids.

Scott Sasse, Parks and Recreation Advisory Board Member, would like to see some of the fee be used for an annual contribution to Canby Kids. He did not see the fee ever going away. He thought another parks and another public works employee needed to be hired. Now was the time to take care of Wait Park. He asked if they could use Urban Renewal funds for Wait Park.

Mr. Archer said all of the feedback would be reviewed and staff would continue to work with the Board on these projects. The Master Plan update would be helpful in guiding what they did in the future. He would like to see the City do more for recreation as well.

MAYOR'S BUSINESS: Mayor Hodson said the County Commission discussed whether to put the Vehicle Registration Fee to the voters or repeal it. They did not go forward with either option, and decided the Fee would remain in place. This Saturday was the Council Retreat. He asked if the Council wanted to meet in person due to the lifting of some Covid restrictions.

Councilor Hensley thought they would be more effective live.

Councilor Spoon wanted to wait until everyone was able to get vaccinated.

Councilor Parker said they did not know how many citizens would join and he did not want to put staff at risk.

Councilor Varwig thought they could do a hybrid, some could meet in person and others by Zoom. He preferred to meet in person.

Councilor Tibbals said where they would gather would far exceed the social distancing requirements. The School Board had started meeting in person again. He also preferred to meet in person.

Councilor Bangs agreed Zoom was not as effective, but he did not want to meet in person until he was vaccinated. He liked the hybrid idea.

Mr. Archer said the facilitator strongly recommended to either have a meeting in person or on Zoom, but not to have it split.

There was discussion regarding postponing the retreat.

There was consensus to postpone until the Council could all meet in person.

Mayor Hodson said staff was looking at the logistics for when they started meeting again in the Council Chambers and reopening the library, civic offices, police station, and municipal court. Mr. Archer said staff was targeting April 1 for the reopening.

COUNCILOR COMMENTS & LIAISON REPORTS: Councilor Tibbals addressed comments made earlier in the meeting. They should be careful about what was being handed out to children and it should not be taken lightly. He thought it was a poor policy to put flyers out without reviewing them and it needed to be addressed. He wanted to make sure it would never happen again.

Councilor Bangs reported on the School District. The Superintendent announced he would be retiring at the end of his contract. Children had started back to school this week. They still had to follow the guidelines for masks and social distancing. Sports at the High School had also started, however fans were still not allowed. Football games would be starting soon, along with fireworks during the games. Last week the School Board and Teacher's Union agreed to an amendment to the contract regarding Covid requirements. The Board would be meeting tomorrow to discuss waiving athletic fees and complaints against the Superintendent and Board members. He had been recruiting a new high school student to serve on the Library Board. He did not think it was the role of elected officials to censor the materials that came from the Library. Libraries provided materials and people decided what they wanted to read or not to read. He did not think they should get involved in that.

Councilor Hensley agreed with Councilor Tibbals. She felt the issue with the flyer at the library was that it was advertising an adult themed book that had no business being promoted to children. She stated it was a new policy to put the flyers in bags instead of sitting on a table. She appreciated Mr. Archer's response and looked forward to the review of the policies and processes to make sure it never happened again.

Councilor Spoon said Bridging Cultures had been posting on their Facebook page in Spanish the locations and times of vaccine clinics and had been handing out free PPE.

Councilor Varwig reported on CTV-5 who would be broadcasting the football games. There had been interviews for vacancies on the Planning Commission which would be approved tonight in the consent agenda. At the Fire Board meeting, they announced two new chaplains and a joint Fire Marshal had been brought in. Canby Fire had been awarded the Program Department of the Year Award. During the ice storm, they responded to 180 calls in two and a half days. They had approved the contract to build a north side fire station. Regarding the flyer at the library, the problem was staff putting out information that they did not review. The library needed to be a safe and inclusive place for all people. He thought more needed to be done than just canceling the subscription.

Councilor Parker said the City Charter specifically prevented the Council from taking issue with any employee except the City Administrator. He did not want to set a precedent where the Council criticized City employees.

Councilor Tibbals agreed about the Charter, but wanted to make sure the Council voiced concerns that were not being addressed so the City Administrator knew how they felt. Citizens who made comments deserved to know what the Council's thinking was as well.

CONSENT AGENDA: **Council President Hensley moved to approve the minutes of the February 17, 2021 City Council Work Session and Regular meeting, the appointment of James Hieb to the Planning Commission for a term expiring December 31, 2021 and Jason Padden to the Planning Commission for a term expiring December 31, 2023. Motion was seconded by Councilor Varwig.

There was discussion regarding the selection process for the Planning Commission seats.

Motion passed 6-0.

CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS: Mr. Archer announced the storm debris drop off site would remain available through this Friday. He discussed Clackamas County's racial justice research project. The County had asked all of the cities to participate in the financial cost. If the Council wanted to contribute, he recommended contributing \$2,500.

There was discussion regarding whether or not to contribute to and be involved in the project.

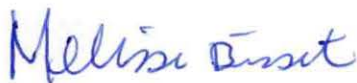
This item would be brought back to the next Council meeting.

CITIZEN INPUT: None

ACTION REVIEW:

1. Approved the Consent Agenda.

The meeting adjourned at 10:19 p.m.



Melissa Bisset
City Recorder



Brian Hodson
Mayor

Assisted with Preparation of Minutes - Susan Wood

