

**CANBY CITY COUNCIL  
WORK SESSION MINUTES  
August 3, 2022**

**PRESIDING:** Mayor Brian Hodson

**COUNCIL PRESENT:** Traci Hensley, Shawn Varwig, Sarah Spoon, Greg Parker, Art Marine, and Christopher Bangs (attended virtually but not participating).

**STAFF PRESENT:** Scott Archer, City Administrator; Joseph Lindsay, City Attorney/Assistant City Administrator; Melissa Bisset, HR Director/City Recorder, Jamie Stickel, Economic Development Director; Jerry Nelzen, Public Works Director; and Jeff Snyder, Public Works Supervisor.

**CALL TO ORDER:** Mayor Hodson called the Work Session to order at 6:32 p.m. in the Council Chambers.

Parks Maintenance Fee – Jeff Snyder, Public Works Supervisor, gave a presentation on the Parks Maintenance Fee. He reviewed the background of the fee, completed and future projects, Parks and Recreation Advisory Board recommendation, and Council options. Staff recommended extending the current fee for another five years.

There was discussion regarding deferred park maintenance, reason for the recommendation to extend the fee for five years, intended use of the fee, how much funding the City would get when the Urban Renewal District closed, extending the fee indefinitely, how much the fee cost homeowners, and what projects were paid through SDCs versus what were paid through the Parks Fee.

There was consensus for staff to bring back two versions of an ordinance, one for a five year and one for an indefinite timeframe and to include how the funds could potentially be used.

Mayor Hodson adjourned the meeting at 7:21 p.m.

**REGULAR MEETING MINUTES  
August 3, 2022**

**PRESIDING:** Mayor Brian Hodson

**COUNCIL PRESENT:** Traci Hensley, Shawn Varwig, Sarah Spoon, Greg Parker, Art Marine, and Christopher Bangs (attended virtually but not participating).

**STAFF PRESENT:** Scott Archer, City Administrator; Joseph Lindsay, City Attorney/Assistant City Administrator; Melissa Bisset, HR Director/City Recorder, Jamie Stickel, Economic Development Director; Jerry Nelzen, Public Work Director; and Jeff Snyder, Public Works Supervisor.

**CALL TO ORDER:** Mayor Hodson called the Regular Meeting to order at 7:32 p.m. in the Council Chambers followed by the opening ceremonies.

**CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:** None

**CONSENT AGENDA:**

**\*\*Council President Hensley moved to approve the minutes of the June 1, 2022 Joint Work Session of City Council, Parks & Recreation Advisory Board, and Parks Master Plan Steering Committee and City Council Regular Meeting and the OLCC Request for CJ's Eatery2/Dede's Deli. Motion was seconded by Councilor Varwig and passed 5-0.**

**ORDINANCE:**

Ordinance 1581 – **\*\*Councilor Spoon moved to adopt Ordinance 1581, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO PURCHASE TECHNOLOGY AND SERVICES FROM PASSIO TECHNOLOGIES OF ATLANTA, GEORGIA AND CTS SOFTWARE OF SWANSBORO, NC. Motion was seconded by Councilor Marine and passed 4-0-1 by roll call vote with Councilor Varwig abstaining.**

**MAYOR'S BUSINESS:** Mayor Hodson reported on the Parks and Recreation Advisory Board meeting where the Park Master Plan was discussed. The last weekend of August would be Canby's Big Night Out and Big Weekend. Council meetings would start at 7:00 p.m. in September. He congratulated Jeff Snyder on his promotion to Public Works Supervisor.

**COUNCIL COMMENTS & LIAISON REPORTS:** Councilor Spoon acknowledged the Canby Arts Association for their event at Wait Park. The next Bridging Cultures would be August 13.

Councilor Parker discussed the Heritage and Landmark Commission meeting where a historic survey was discussed. He attended the Grill and Chill event with the Canby Police.

Councilor Varwig said Willamette Falls Studios was doing the programming now instead of CTV-5. The Northside Fire Station was open.

Councilor Marine spoke about his guests from Germany who were impressed with Canby.

**CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS:** Scott Archer, City Administrator, said the City received ARPA funds for the Walnut Street extension project. There would be a grand opening for the Quiet Zone and Grant Street Arch projects on October 6. This will be in conjunction with the monthly First Thursday event. He gave a background on the projects and their amenities and how the grand opening would be promoted. He explained the process for items to be put in the time capsule.

Mayor Hodson noted October 6 was the League of Oregon Cities Conference and many Councilors would be gone. He suggested the first Thursday in November. Mr. Archer would reschedule.

Mr. Archer said KATU would be interviewing staff and promoting local events in Canby.

**CITIZEN INPUT:** None

**ACTION REVIEW:**

1. Approved the Consent Agenda.
2. Adopted Ordinance 1581.

The meeting was adjourned at 7:57 p.m.

Melissa Bisset  
City Recorder

Brian Hodson  
Mayor

Assisted with Preparation of Minutes - Susan Wood