



**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
May 17, 2023**

PRESIDING: Brian Hodson

COUNCIL PRESENT: Traci Hensley, James Davis, Jason Padden, and Shawn Varwig,

COUNCIL ABSENT: Christopher Bangs and Herman Maldonado.

STAFF PRESENT: Eileen Stein, Interim City Administrator; Joseph Lindsay, City Attorney/Assistant City Administrator; Maya Benham, City Recorder; Jorge Tro, Police Chief; and Don Hardy, Planning Director.

CALL TO ORDER: Mayor Hodson called the Regular Meeting to order at 7:01 p.m. in the Council Chambers. He introduced new Interim City Administrator Eileen Stein.

PROCLAMATIONS:

Public Works Week – Mayor Hodson read the proclamation declaring May 21-27, 2023 as Public Works Week and presented it to Public Works Supervisor Jeff Snyder.

National Police Week – Mayor Hodson read the proclamation declaring May 14-20, 2023 as National Police Week and presented it to Police Chief Tro.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:

Paul Ylvisaker, Canby resident, discussed the core values and goals of Canby School District and the City Council and the discrimination and harassment caused by the high school fireworks. He thought the fireworks needed to end.

Councilor Varwig noted the fireworks were no longer happening because of the re-turfing of the fields.

Greg Perez, Canby resident, spoke about community concerns regarding the City's work environment and loss of employees, City Attorney as the Assistant City Administrator, and employees working at home instead of on premises.

CONSENT AGENDA: **Council President Hensley moved to approve the consent agenda that included the minutes of the March 1, 2023 Joint Planning Commission and City Council Work Session and Regular City Council meeting and the approval of the Off Premises OLCC Application for King's Farm to Table located at 241 NW 2nd Avenue. Motion was seconded by Councilor Varwig and passed 4-0.

RESOLUTIONS & ORDINANCES:

Resolution 1382 – Joe Lindsay, City Attorney/Assistant City Administrator, explained the Parks and Recreation Advisory Board was forwarding the revised Park Naming Policy for Council approval.

****Councilor Davis moved to approve Resolution 1382, A RESOLUTION ADOPTING THE REVISED DRAFT PARK NAMING POLICY. Motion was seconded by Councilor Varwig and passed 4-0.**

Resolution 1383 – Mr. Lindsay discussed the methodology in the franchise agreement for rate increases.

Kris Wright and Josh Brown of Canby Disposal said they were asking for the annual rate increase, which was a 6.5% increase.

There was discussion regarding mitigating interruptions in service, need for better customer service and credit adjustments, safety, programs like Shred It Day, and franchise agreement review.

Councilor Padden suggested initiating a review of their operation plans with the City and the applicant submitting a written contingency plan, providing better telephone pickup service, complaint log, government liaison, setting up a performance hearing, customer service survey, quarterly and annual reports to the City, and having one Clean Up Day per calendar year.

****Councilor Davis moved to approve Resolution 1383, A RESOLUTION AUTHORIZING A RATE INCREASE AND ESTABLISHING A NEW RATE SCHEDULE FOR GARBAGE COLLECTION BY CANBY DISPOSAL WITHIN THE CITY OF CANBY. Motion was seconded by Councilor Padden and passed 4-0.**

Resolution 1384 – Mayor Hodson said the Council held a Work Session to discuss the goals and priorities for this year.

Councilor Davis suggested adding bi-monthly financial reports to Goal 1.

****Councilor Varwig moved to approve Resolution 1384, A RESOLUTION ADOPTING THE UPDATED CITY COUNCIL GOALS AND PRIORITIES as amended. Motion was seconded by Councilor Padden and passed 4-0.**

Ordinance 1598 – Todd Wood, Transit and Fleet Director, explained the changes to the contract with First Transit.

****Council President Hensley moved to approve Ordinance 1598, AN ORDINANCE AUTHORIZING THE INTERIM CITY ADMINISTRATOR TO AMEND THE**

CONTRACT WITH FIRST TRANSIT, INC. OF CINCINNATI, OHIO, INCREASING SERVICE HOURS TO EXPAND THE CANBY LOOP AND PROVIDE BOTH FIRST AND SECOND LIABILITY INSURANCE. Motion was seconded by Councilor Varwig and passed 4-0 by roll call vote.

Ordinance 1599 – Mr. Lindsay said he was unable to get the detailed price, but the cost was increasing 7% for inflation and 9% for liability.

****Councilor Padden moved to approve Ordinance 1599, AN ORDINANCE AUTHORIZING THE INTERIM CITY ADMINISTRATOR TO EXPEND PAYMENT TO CITY COUNTY INSURANCE SERVICES (CIS) IN AN AMOUNT NOT TO EXCEED \$500,000 FOR LIABILITY INSURANCE COVERAGE FOR FISCAL YEAR 2023-2024. Motion was seconded by Councilor Varwig and passed 4-0 by roll call vote.**

Ordinance 1600 – Mr. Lindsay said if there were less claims than usual, they would get a discount next year.

****Council President Hensley moved to approve Ordinance 1600, AN ORDINANCE AUTHORIZING THE INTERIM CITY ADMINISTRATOR TO EXPEND PAYMENT TO SAIF CORPORATION IN THE AMOUNT NOT TO EXCEED \$94,274.00 FOR WORKERS COMP COVERAGE FOR FISCAL YEAR 2023-2024. Motion was seconded by Councilor Varwig and passed 4-0 by roll call vote.**

Ordinance 1601 – Mr. Lindsay said staff was pleased with this janitorial service and would like to extend the service for another six months. During that time, they would go out for a full RFP for a longer term contract.

****Councilor Padden moved to approve Ordinance 1601, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A SIX (6) MONTH SERVICE AGREEMENT WITH JANI-KING FOR \$52,860 to come up for second reading on June 7, 2023. Motion was seconded by Council President Hensley and passed 4-0 on first reading.**

Ordinance 1602 – Mr. Lindsay explained the procurement process, and how the City would continue with the services from DirectLink.

****Councilor Varwig moved to approve Ordinance 1602, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO APPROVE A 60 MONTH AGREEMENT WITH DIRECTLINK FOR THE CITY OF CANBY to come up for second reading on June 7, 2023. Motion was seconded by Councilor Davis and passed 4-0 on first reading.**

NEW BUSINESS:

Discussion Regarding Sole Source Outdoor Fitness Court – Mr. Lindsay said this was the sport court proposal that came before Council a few months ago. He discussed public contracting law and asked if Council wanted staff to research if this was a sole source vs. RFP process.

There was consensus to bring back the justification for sole source to the next Council meeting.

Discussion Regarding City Administrator Position Recruitment Process – Mayor Hodson listed the options for the recruitment process. He recommended getting quotes for an outside firm.

There was consensus to move forward with an outside firm.

MAYOR’S BUSINESS: Mayor Hodson reported on the Clackamas County Coordinating Committee Retreat, Memorial Day Ceremony on May 29, Comprehensive Plan update meetings, Dragonberry Produce expansion, Saturday Farmers Market, and summer events.

COUNCILOR COMMENTS & LIAISON REPORTS: Councilor Davis said three Fire Board members had been reelected and the Fire Levy had passed. He discussed fire officer testing, emergency operations exercise on May 22, Adult Center remodel and Mother’s Day Lunch, parks projects for next fiscal year’s budget, athletic field facility, and new Chamber Director.

Councilor Varwig attended the Dragonberry Produce tour and dinner.

Council President Hensley discussed the Traffic Safety Commission recommendation coming to the Council. After the Memorial Day Ceremony, there would be a chicken dinner at the Legion.

Councilor Padden reported on the School Board meeting and school activities, Canby Utility Board meeting, and future idea for a Memorial Day Parade.

CITY ADMINISTRATOR’S BUSINESS & STAFF REPORTS: Mr. Lindsay said the first Budget Committee meeting would be held tomorrow. Eileen Stein, Interim City Administrator, thanked the Council for the appointment.

Councilor Padden discussed traffic complaints in the staff reports as well as helping the Finance Department catch up.

CITIZEN INPUT:

There was none.

ACTION REVIEW:

1. Approved the Consent Agenda.
2. Approved Resolutions 1382, 1383, and 1384
3. Adopted Ordinances 1598, 1599, and 1600.
4. Approved Ordinances 1601 and 1602 to second readings on June 7, 2023.
5. Directed staff to bring back information on sole source.
6. Approved staff to begin the City Administrator recruitment process.

The meeting was adjourned at 8:51 p.m.

Maya Benham
City Recorder

Brian Hodson
Mayor

Assisted with Preparation of Minutes - Susan Wood