

**CANBY CITY COUNCIL  
WORK SESSION MINUTES  
October 2, 2024**

**PRESIDING:** Brian Hodson

**COUNCIL PRESENT:** Traci Hensley, Scott Sasse, James Davis, Daniel Stearns, and Jason Padden.

**COUNCIL ABSENT:** Herman Maldonado.

**STAFF PRESENT:** Eileen Stein, City Administrator; Teresa Ridgley, Deputy City Recorder; Todd Wood, Fleet/Transit/IT Director; Jerry Nelzen, Public Works Director; Jamie Stickel, Economic Development Director/Communications Specialist; and Heidi Muller, Transit Operations Manager.

**CALL TO ORDER:** Mayor Hodson called the Work Session to order at 6:06 p.m.

**TRANSIT MASTER PLAN:** Todd Wood, Fleet/Transit/IT Director, gave a background on the Transit Master Plan. He introduced Álvaro Caviedes from Jarrett Walker + Associates, Brenda Martin from Enviroissues, and Adam Russell from Tooledesign to discuss the proposed updates to the Transit Master Plan, which was last updated in 2017.

Mr. Caviedes introduced the team and discussed what a Transit Master Plan was, key goals, and Canby's existing routes. The key goals were to increase the amount of service provided, to make transit more relevant to the community's needs, to adapt to post-COVID travel patterns, and to create a network that was useful and attractive for many people's trips.

Ms. Martin summarized the public engagement including stakeholder interviews, community surveys, community tabling events, and open house. She then explained future engagement plans.

Mr. Caviedes gave highlights of the draft plan, projected 2029 network, and service at different times of the day.

Mr. Russell summarized the existing fleet and expected growth, bus stop inventory, technologies, and capital and policy recommendations.

Mr. Caviedes explained the next steps and asked if there was any feedback.

There was discussion regarding keeping existing services after cost increases, extending routes and improving travel times, funding options, and survey questions. Priorities included: a two-way Canby Loop, adding service to Wilsonville, longer hours on the Loop, connection to downtown Woodburn, and extending service to Milwaukie.

There was consensus for staff to bring back the final plan for Council adoption.

Mayor Hodson adjourned the Work Session at 7:06 p.m.

**CANBY CITY COUNCIL  
REGULAR MEETING MINUTES  
October 2, 2024**

**PRESIDING:** Brian Hodson

**COUNCIL PRESENT:** Traci Hensley, Scott Sasse, James Davis, Daniel Stearns, and Jason Padden.

**COUNCIL ABSENT:** Herman Maldonado.

**STAFF PRESENT:** Eileen Stein, City Administrator; Teresa Ridgley, Deputy City Recorder; Jerry Nelzen, Public Works Director; Jamie Stickel, Economic Development Director/Communications Specialist; Heidi Muller, Transit Operations Manager, Jorge Tro, Police Chief; David Doughman, Interim City Attorney (attended virtually).

**CALL TO ORDER:** Mayor Hodson called the meeting to order at 7:25 p.m.

**NEW EMPLOYEE INTRODUCTIONS:** None.

**PRESENTATION OF CANBY CIVIC ENGAGEMENT ACADEMY:** Jamie Stickel, Economic Development Director/Communications Specialist, presented information on the Canby Civic Engagement Academy which would be held from 5:30-8:30 p.m. the second Thursday of each month from January to June 2025. The goal of the academy was to help the public gain insights into the daily operations of the City, to engage with fellow community members, and to provide avenues for participation in City boards and committees. The Leadership Team would rotate presentations from each department. It would also give participants an inside view of the City with tours of the Library, Civic Center, Public Works, and the Police Department. Registration would open in November and December for 25 people and Spanish interpretation would be available upon request. A marketing flyer was presented to the Council which would be translated into Spanish also.

There was discussion regarding getting presentations from outside agencies, capping the number of participants, ages of participants, translators, and thanks for the work.

**CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS:**

James Heckathorn, president of the Canby Rebels, along with his daughter Ava, presented handouts and coupon booklets and shared about the tournaments held, plaques and trophies received, sponsors, and teams from all over the country this last year. He also discussed how the Rebels were promoting Canby.

**CONSENT AGENDA: \*\*Council President Hensley moved to approve the limited on-premises OLCC application for Chipotle Mexican Grill located at 597 SW 1<sup>st</sup> Avenue. Motion was seconded by Councilor Padden and passed 5-0.**

**ORDINANCES AND RESOLUTIONS:**

Ordinance 1632 – Jerry Nelzen, Public Works Director, explained the need to amend the contract with Curran-McLeod to design a roundabout required by ODOT for the new signal. An 18-inch water main was also required to help with the future water treatment facility.

There was discussion regarding how the design was for a potential future roundabout.

**\*\*Councilor Davis moved to approve Ordinance 1632, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO AMEND THE PERSONAL SERVICES CONTRACT WITH CURRAN-McLEOD, INC., CONSULTING ENGINEERS FOR DESIGN AND CONSTRUCTION PHASE ENGINEERING SERVICES FOR THE EXTENSION OF WALNUT STREET TO HIGHWAY 99E to come up for second reading on October 23, 2024. Motion was seconded by Council President Hensley and passed 5-0 on first reading.**

**OLD BUSINESS:** City Attorney Recruitment – Eileen Stein, City Administrator, mentioned this recruitment would be discussed during the Executive Session tonight. David Doughman, City Attorney, was resigning from Beery, Elsner, and Hammond.

The Council thanked Mr. Doughman for his service.

**MAYOR’S BUSINESS:** Mayor Hodson attended the Chamber Luncheon on Tuesday where the new School Superintendent spoke. He reminded the Council of the Work Session next Wednesday at 7:00 p.m.; there would not be a meeting on October 16; and there would be a meeting on October 23. This Friday at 5:30 p.m. Canby High School would be doing a homecoming parade through downtown. Clackamas County Coordinating Committee would meet tomorrow night. The Region One Area Commission on Transportation meeting would be on Monday. He asked Council President Hensley to report to the Traffic Safety Commission about an accident at Maple and Territorial to see if the stop sign on Maple needed to be moved.

**COUNCILOR COMMENTS & LIAISON REPORTS:**

Councilor Sasse noted the Library Board’s thanks to Public Works for the arrows in the alley behind City Offices where the book drop was located.

Councilor Stearns mentioned a citizen complaint about off-leash dogs in town. Another citizen requested simultaneous Spanish translation during Council meetings, and another asked when Pine Street would be done.

Councilor Davis said the sculptures on the bike trail turned out very nice. He reminded everyone of the Legacy Park ribbon cutting on October 9 at 5:00 p.m. The Parks and Recreation Advisory Board still received comments about speeding on the bike trail. He discussed the Rebels tournament and issues with parking at Maple Street Park. He recommended asphalt where a house used to be next to the parking area to increase parking.

Mayor Hodson recommended the Parks and Recreation Advisory Board get costs for asphalt and the Traffic Safety Commission look at options for preventing parking on one side of Maple Street.

Councilor Padden suggested looking into long-term solutions, such as a parking garage or shuttling people to Maple Street Park.

Councilor Davis said the Fire Department was fully staffed with volunteer fire fighters. They were trying to get more water tankers and a fire fighter testing process had just been completed. The Adult Center was working on their Conditional Use permit for the new facility. They recently had to fix their refrigeration system. He asked where citizen complaint forms were going. Ms. Stein responded they would go to her to determine which department could handle it.

Councilor Davis said the burned-out house that was brought to Council's attention at the last meeting was still being worked on. Some notifications had to be made internationally, which slowed down the process. Ms. Stein said a status report was given to the citizen who made the public comment.

Council President Hensley attended the ribbon cutting for the Neighborhood Health Center and the Chamber Luncheon. She also met with the School Superintendent, who was excited to participate in conversations regarding dirt vs. building ownership. She attended the Street Maintenance Taskforce meeting, and they were closer to coming to Council with a recommendation. She read a public service announcement about Domestic Violence Awareness Month.

Councilor Padden attended the Chamber Luncheon. He encouraged supporting the Kiwanis Thrift Store with purchases or donations due to a reduction of 40% in sales because of the road construction on 99E. He discussed real-time Spanish translation during meetings.

**CITY ADMINISTRATOR'S BUSINESS:** Ms. Stickel said they continued to do outreach for a hotel.

Chief Tro discussed the Emergency Operation Plan training session on October 30.

Ms. Stein discussed the City's response to Dr. Perman, but she had not received a response back. She announced the Canby Disposal Cleanup event on October 19 from 8:00 a.m.-3:00 p.m. by appointment only, the Legacy Park Fitness Court grand opening on October 9 at 5:00 p.m., and OLCC ceremonial ribbon cutting for their building on December 5.

**CITIZEN INPUT:** None.

**ACTION REVIEW:**

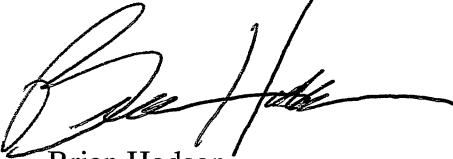
1. Approved the Consent Agenda.
2. Approved Ordinance 1632 to a second reading on October 23, 2024.

**\*\*Council President Hensley moved to go into Executive Session pursuant to ORS 192.660(2)(a) Employment of a Public Officer. Motion was seconded by Councilor Padden and passed 5-0.**

Mayor Hodson read the Executive Session statement and recessed the Regular Meeting at 8:33 p.m.

Mayor Hodson reconvened the Regular Meeting at 9:02p.m. and immediately adjourned.

Maya Benham, CMC  
City Recorder



Brian Hodson  
Mayor

Assisted with Preparation of Minutes – Susan Wood