

**CANBY CITY COUNCIL
WORK SESSION MINUTES
October 23, 2024**

PRESIDING: Brian Hodson

COUNCIL PRESENT: Traci Hensley, Scott Sasse, Daniel Stearns, Herman Maldonado, and Jason Padden.

COUNCIL ABSENT: James Davis

STAFF PRESENT: Eileen Stein, City Administrator; Teresa Ridgley, Deputy City Recorder; and Don Hardy, Planning Director.

CALL TO ORDER: Mayor Hodson called the Work Session to order at 6:05 p.m.

FEMA MODEL ORDINANCE/OPTION IMPLEMENTATION: Don Hardy, Planning Director, and Ashleigh Dougill with Beery, Elsner, and Hammond presented. Due to salmonoids and the Endangered Species Act, the Federal Emergency Management Agency (FEMA) was requesting cities across Oregon to select an option as part of FEMA's updated floodplain ordinance provisions by December 1, 2024. Based on tonight's selection, a new floodplain ordinance must be adopted by July 2025. The three options were: prohibit all new floodplain development, access floodplain development requests on a case-by-case basis by incorporating the Endangered Species Act (ESA) into local floodplain ordinances, or adopt the FEMA model ordinance which required permit applicants developing within the Special Flood Hazard Area (SFHA) to demonstrate that development would achieve "no net loss." Staff recommended the third option. They discussed useful acronyms, National Flood Insurance Program in Oregon, FEMA map for Canby, Pre-Implementation Compliance Measures background and options, model ordinance, and required actions and timeline.

There was discussion regarding risks of doing nothing, chance of lawsuit, enforcement, difference between floodplain and wetlands, pros and cons of the options, how not much property in the City would be subject to this ordinance, redundancy of the work since this was pre-implementation, how option three would apply in certain scenarios, and timeline and costs for the code updates.

There was a consensus for staff to move forward with the FEMA model ordinance.

Councilor Maldonado arrived at 6:28 p.m.

Mayor Hodson adjourned the Work Session at 7:02 p.m.

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
October 23, 2024**

PRESIDING: Brian Hodson

COUNCIL PRESENT: Traci Hensley, Scott Sasse, James Davis (attended virtually), Daniel Stearns, Herman Maldonado, and Jason Padden.

STAFF PRESENT: Eileen Stein, City Administrator; Teresa Ridgley, Deputy City Recorder; Jerry Nelzen, Public Works Director; Marisa Ely, Library Director; Amber Quinn, Library Manager, and David Doughman, Interim City Attorney (attended virtually).

CALL TO ORDER: Mayor Hodson called the meeting to order at 7:09 p.m.

NEW EMPLOYEE INTRODUCTIONS: None.

CANBY PREVENTION COALITION PRESENTATION UPDATE: Jackie Jones, Canby Prevention Coalition Coordinator, and Trevor Higgins, Clackamas County, presented highlights from the Canby Prevention Coalition. Their mission was to work with the community using education, advocacy, and collaboration to promote healthy, substance-free environments. Their vision was to raise awareness about the dangers of substance use, with particular focus on combating the normalization of drug use and highlighting the risks associated with alcohol and marijuana use. They discussed the public input process used to get community feedback and recommendations to create plans. The suggested approach was normalizing help-seeking behaviors, better outreach in person and online, raising awareness, and providing education with helpful tips. They had completed over 12 different outreach events from July through November. Highlights and outcomes from the end of 2023 included a proclamation for the City of Canby, gathering data from Canby, and a grant application for federal funding which was not received. The highlights from 2024 included outreach at the Canby Police Department Grill N Chill event, in Canby schools, at the Halloween event, the Canby Center, 12 Sectors of Drug Free Community (DFC), and the Clackamas County Fair. For resources, they had business cards, a chosen logo, and a website which would be live by November 2024. They received a grant through Drug Free Communities which was up to \$125,000/annually up to 5 years with an opportunity to renew for another 5 years. They discussed the timeline of work and priorities for year one of the grant. They asked for Canby citizens to join the Coalition.

There was discussion regarding the requirements for the grant and work of the Coalition.

CANBY PUBLIC LIBRARY STRATEGIC PLAN PRESENTATION: Marisa Ely, Library Director, and Lois Brooks, Library Board Chair, presented the Library Strategic Plan. They discussed the previous plan from 2018-2023. Items not accomplished were in the new plan. They had updated the vision and mission statements. “Community” was used in these new statements to encompass all in the geographic service area, unincorporated areas, and anyone else who used their services. The plan focused on three priorities: advance community education and outreach, build community through quality programming and services, and improve departmental and organizational health and stability. City Council Goals and Objectives that were addressed with the plan included: promoting financial stability, aligning resources to address future community growth, and enhancing engagement and communications that represented broad perspectives.

The Library had received a grant for a Native American Heritage Month presentation on November 5.

****Councilor Padden moved to approve the 2024-2027 Library Strategic Plan. Motion was seconded by Councilor Stearns and passed 6-0.**

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS:

Todd Davis, Canby resident, spoke regarding dogs off leash. He requested signs that looked more official with an ordinance as well as more signage on the Logging Road. He also mentioned the need for enforcement and fine amounts.

Mayor Hodson said Ms. Stein would follow up in a couple weeks after looking at options with Jerry Nelzen, Public Works Director.

CONSENT AGENDA: **Council President Hensley moved to approve the minutes of the September 11, 2024, City Council Work Session, the minutes of September 18, 2024, City Council Work Session and Regular Meeting, and the minutes of the October 2, 2024, City Council Work Session and Regular Meeting. Motion was seconded by Councilor Padden and passed 6-0.

ORDINANCES AND RESOLUTIONS:

Ordinance 1632 –

****Councilor Padden 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. Motion was seconded by Councilor Sasse and passed 6-0 by roll call vote.**

Ordinance 1633 – Jerry Nelzen, Public Works Director, explained this was an extension of the current contract for custodial services.

Mayor Hodson asked how much increase there was from last year. Mr. Nelzen responded it was the same price.

****Council President Hensley moved to approve Ordinance 1633, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXEND A ONE TO TWO YEAR CONTRACT WITH MSNW GROUP LLC IN THE AMOUNT OF \$144,960 PER YEAR FOR CUSTODIAL SERVICES FOR THE CITY OF CANBY to come up for second reading on November 6, 2024. Motion was seconded by Councilor Maldonado and passed 6-0 on first reading.**

OLD BUSINESS: City Attorney Legal Services Appointment – Eileen Stein, City Administrator, shared there was an RFP issued for legal services and the Council narrowed it down to one firm they wanted to interview. That interview had been conducted.

****Council President Hensley moved to APPOINT BEERY, ELSNER & HAMMOND, LLP FOR CITY ATTORNEY SERVICES FOR THE CITY OF CANBY AND AUTHORIZE THE CITY ADMINISTRATOR TO BRING A CONTRACT FOR APPROVAL DURING A FUTURE COUNCIL MEETING. Motion was seconded by Councilor Maldonado and passed 6-0.**

Councilor Padden wanted to continue to see the cost breakout for legal services and track those costs.

Canby Adult Center ARPA Request – Ms. Stein said the Adult Center had requested \$500,000 of ARPA money for their new facility that the Council had previously committed to their old facility. The Council needed to decide how much funding should be given.

Kathy Robinson, Adult Center Director, said they weren't just moving, they were buying the church to house their services. She discussed the variety of activities they supported and gave key statistics for meals provided, rides, exercise, and continuing education. They had outgrown the current space and the City had committed the ARPA funds for maintenance and upgrades to the current building. It had been challenging to fundraise for a building and land they did not own, but now they had the opportunity to purchase a building. There were some restrictions on ARPA funds, but funds for a non-profit was an approved use. The ARPA funds had to be programmed by the end of the year and they would use the funds for seismic upgrades, fire suppression, and an emergency generator. She asked for their support.

Keith Galitz, Canby resident, explained how his wife used the services at the Adult Center and how the new facility would give them additional space for dining which they could not get in the current building. There was also a parking issue at the current building, but the new facility would allow them to provide more parking, services, and opportunities for seniors.

The Council discussed the ARPA improvements that were proposed for the existing building, how they would have to satisfy the City's obligation for the CDBG funds, what it would take to upgrade the current building, uses for the current building, giving the Adult Center \$500,000 for the new building and getting out of the current building, lease with the school district and ongoing costs of the building, budget shortfall that would be created if the money was given to the Adult Center, and adding restrictions that if the Adult Center sold the new building, the money would be paid back to the City.

****Councilor Davis moved to commit the \$500,000 of ARPA funds to the Adult Center and instruct the City Administrator to work with legal to draft the restrictions on the funds to be brought back for formal approval at the next meeting. Motion was seconded by Councilor Padden and passed 6-0.**

There would be further discussion regarding the \$12,000 balance of the CDBG grant and lease with the school district if they were to scrap the building.

MAYOR'S BUSINESS: Mayor Hodson thanked the Council for their decision on the Adult Center funding. He announced the Canby Spooktacular Village on October 31, Election Day on November 5, 99E Grand Reopening and First Thursday on November 7, and Light the Night event on December 6. He reported on the League of Oregon Cities Conference discussions such as homeless camping. The City would be going out to bid on the NE 10th Avenue sidewalk

project. He reminded everyone not to rake or blow leaves into the street. Leaves could be dropped off at Public Works by appointment only.

COUNCILOR COMMENTS & LIAISON REPORTS:

Councilor Davis reported on the Parks and Recreation Committee meeting including citizen input on Maple Street Park and lighting and parking for Maple Street Park. He encouraged everyone to trick or treat downtown.

Councilor Sasse reported on the Library Board meeting and library activities. He asked about the Crawford property. Ms. Stein would follow up on it.

Councilor Stearns reported on the Bike and Pedestrian Committee meeting where speed limits on the Logging Road or banning e-bikes were discussed.

Council President Hensley reported on the League of Oregon Cities conference, updating Council policies, and last high school home football game on Friday.

Councilor Padden announced the grand reopening of the native plant sanctuary at Community Park on Friday.

CITY ADMINISTRATOR’S BUSINESS: Ms. Stein discussed business licenses, the City’s hybrid work policy, previous sports center plans for Ackerman, and second quarter goals for the year. She thanked Mr. Doughman for his work as this was his last meeting.

CITIZEN INPUT: None.

ACTION REVIEW:

1. Approved the Consent Agenda.
2. Adopted Ordinance 1632.
3. Approved Ordinance 1633 to second reading on November 6, 2024.
4. Approved the Library Strategic Plan.
5. Authorized the City Administrator to come back with a contract for legal services.
6. Reconfirmed the commitment of \$500,000 in ARPA funding to the Adult Center and authorized the City Administrator to bring back guidelines for formal approval.

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



Maya Benham, CMC
City Recorder



Brian Hodson
Mayor

Assisted with Preparation of Minutes – Susan Wood