

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
January 22, 2025**

PRESIDING: Brian Hodson

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

STAFF PRESENT: Eileen Stein, City Administrator; Teresa Ridgley, Deputy City Recorder; Emily Guimont, City Attorney; Don Hardy, Planning Director; Emma Porricolo, Associate Planner; Jorge Tro, Police Chief; Heidi Muller, Transit Operations Manager; Todd Wood, Fleet/Transit/IT Director; Jose Gonzalez, Police Captain; Chris Scharmota, Police Sergeant; Taylor Young, K9 Police Officer; and Creed, Police K9.

CALL TO ORDER: Mayor Hodson called the meeting to order at 7:00 p.m.

NEW EMPLOYEE INTRODUCTIONS: Chris Scharmota, Police Sergeant, introduced the new K9 police dog, Creed, along with his handler, Officer Young.

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS: Karyn Fenton, Canby resident, requested the City start a monthly newsletter. She explained the benefits of a newsletter, especially in improving communication with citizens. She provided a list of signatures from citizens who also wanted a newsletter and a sample newsletter from Hubbard. She mentioned Wilsonville had a great one also.

Matt Dale, Fire Chief, presented wildfire preparedness information in light of the fires in California and shared how Canby was prepared. There were resources available on their website to help the public prepare their homes and spaces, maintaining emergency preparedness kits, and being aware of public alerts which could be received from the County.

There was discussion regarding ways to improve conditions in suburban and forested areas, forestry management, current Fire Department resources, how Canby Fire was helping in California, and code enforcement for overgrown yards and parks.

CONSENT AGENDA: ****Council President Hensley moved to approve the January 8, 2025, Regular Meeting minutes; appointment of Shawn Varwig to the Canby Budget Committee with a term ending June 30, 2027; and reappointment of John Molamphy to the Canby Utility Board for a term ending February 28, 2028. Motion was seconded by Councilor Padden and passed 6-0.**

ORDINANCES AND RESOLUTIONS: Ordinance 1639 – Jerry Nelzen, Public Works Director, shared the details of a new fuel station which would save the City money on fuel as well as provide a need during emergency situations involving power outages, ice storms, etc. The fuel station would be located at Public Works and would have two 12,000 gallon gas tanks and one 12,000 gallon diesel tank. It would be powered by an emergency generator. This fuel station would also be used by Canby Utility and the Fire Station. The project came in under budget.

There was discussion regarding other entities using the gas and how they needed to pay their fair share and how they would still be paying the gas tax.

****Councilor Davis moved to approve Ordinance 1639, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH MENG-HANNAN CONSTRUCTION, INC. IN THE AMOUNT OF \$1,135,210.00 FOR THE CONSTRUCTION OF THE PUBLIC WORKS FUEL CARDLOCK STATION PROJECT to come up for second reading on February 5, 2025. Motion was seconded by Council President Hensley and passed 6-0 on first reading.**

Ordinance 1640 – Todd Wood, Fleet/Transit/IT Director, presented a contract to provide specialized IT services for the Police Department in the amount of \$47,000 per year for up to three years. It required about 10 hours per week. Polar Systems handled most of the infrastructure work for the Police Department but needed more time to get up to speed with the needs of the department. Chief Tro said he had requested continuing these services. The contractor knew their system well and knew how to fix things quickly, day or night.

There was discussion regarding how the expense was not in the budget but there was enough in this fiscal year, how Polar was able to provide this service, having only one contract instead of two, sole source procurement, City Attorney review of the contract, and how other cities had similar contracts.

****Councilor Padden moved to table Ordinance 1640, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH MOWREADER COMPUTER CONSULTING LLC, TO PROVIDE SPECIALIZED IT SERVICES FOR THE CITY OF CANBY POLICE DEPARTMENT to a future Council meeting. Motion was seconded by Councilor Davis and passed 6-0.**

Resolution 1423 – Emma Porricolo, Associate Planner, presented the need for a property located at 2542 SE 13th Avenue, within the Urban Growth Boundary but outside the City limits, with a failed sewer to hook up to City sewer. The property was within 300 feet of a City sewer line, and state law required them to connect to City sewer upon the failure of their septic system. There was an agreement for the owner to annex into the City limits within two years of connection to the sewer system. They would pay all fees necessary for the connection.

****Councilor Padden moved to approve Resolution 1423, A RESOLUTION AUTHORIZING THE EXTENSION OF MUNICIPAL SEWER SERVICE TO 2542 SE 13TH AVENUE – TAX LOT NUMBER 41E03 0200 – LOCATED OUTSIDE OF THE CANBY CITY LIMITS, PURSUANT TO THE URBAN GROWTH MANAGEMENT AGREEMENT BETWEEN CLACKAMAS COUNTY AND THE CITY OF CANBY. Motion was seconded by Council President Hensley and passed 6-0.**

OLD BUSINESS: 2025 Legislative Priorities Discussion – Eileen Stein, City Administrator, presented the 23 priorities from the League of Oregon Cities (LOC) which was broken down to a top ten and then a top five. The City's top five were: Infrastructure Funding, Behavior Health Enhancements, Restoration of Recreational Immunity, Employment Land Readiness and Availability, and Shift from Gas tax to a Road User Fee. Council was asked if there was anything they wanted to add that was unique to Canby. The Council wanted to make sure for infrastructure, that it would be tied to a specific project or need in Canby.

Intergovernmental Agreement with Clackamas County for City-led Homeless Initiative – Ms. Stein provided a status report for the agreement which would provide about \$500,000 in a grant

over three years for the Police Department, Library, and Canby Center to provide funds for homeless resource services. The agreement would be presented at the next Council meeting. The intent of the funds was to direct money into the rural communities of Clackamas County.

There was discussion regarding available resources for the homeless and long-term plans.

NEW BUSINESS:

Discussion regarding Council Goal Session Agenda – Council would meet on Friday, January 31, from 3:00 p.m. – 8:00 p.m. to cover goals. She suggested they review the third quarter goals update in the packet and accomplishments from 24-25, work in progress, and proposed work for 25-26 from staff. They would meet again on Saturday if there were remaining items to discuss. Council should email questions and items they would like to discuss to her before start of business on Monday, January 27.

MAYOR’S BUSINESS: Joint Values and Outcomes for Clackamas County Coordinating Committee – Mayor Hodson reviewed the values and outcomes document. He asked if Council agreed with the document that would be sent to the legislature. Council gave their consensus.

COUNCILOR COMMENTS & LIAISON REPORTS:

Council President Hensley reported on the School Board meeting where their budget was discussed.

Councilor Padden said there was an applicant for the Heritage and Landmarks Commission. There were still four vacant seats on the committee.

Councilor Davis said he had been working with staff regarding the Park budget so projects could be prioritized. He wanted to hold a Work Session on the Park Maintenance Fee. The Adult Center was in the permitting process for their new facility.

Councilor Maldonado wished the Baker Prairie Middle School wrestling team good luck tomorrow at their first tournament.

Councilor Stearns reported on the Canby Utility Board meeting. He suggested the Council schedule an annual ethics training session. He attended the Bridging Cultures Dinner and Canby Civic Academy. He proposed a Work Session on the City’s collection procedures for fees.

Councilor Waterman reported on the Bike and Pedestrian Committee meeting where the budget and priorities were discussed. They were sending a letter to the state Parks and Recreation Department asking for clarification on electric bike classifications. He also reported on the Library Board meeting where policy updates and the budget were discussed.

CITY ADMINISTRATOR’S BUSINESS:

Bi-Monthly Reports – Ms. Stein highlighted some department activities.

Canby Logging Road Path Update – this item was handled in the URA Meeting.

CITIZEN INPUT: None.

ACTION REVIEW:

1. Approved the Consent Agenda.
2. Approved Ordinance 1639 to a second reading on February 5, 2025.
3. Tabled Ordinance 1640 to a future Council meeting.
4. Adopted Resolution 1423.

The meeting was adjourned at 9:30 p.m.



Maya Benham, CMC
City Recorder



Brian Hodson
Mayor

Assisted with Preparation of Minutes – Susan Wood