

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
November 4, 2020**

PRESIDING: Mayor Brian Hodson

COUNCIL PRESENT: Tim Dale, Shawn Varwig, Sarah Spoon, Greg Parker, and Traci Hensley

STAFF PRESENT: Joe Lindsay, Interim City Administrator; Julie Blums, Finance Director; Jamie Stickel, Economic Development Director; Melissa Bisset, City Recorder/ HR Manager

OTHERS PRESENT: Carol Palmer and Fire Chief Jim Davis

CALL TO ORDER: Mayor Hodson called the Regular Meeting to order at 7:03 p.m. in the Council Chambers followed by the opening ceremonies.

COMMUNICATIONS: None

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: None

LIBRARY BOARD REQUEST: Proposal to amend Section 2.20.040 of the City Code –

Carol Palmer, Library Board Chair, shared that the previous week the Library Board had discussed a member who missed several meetings. They were not able to address it because the Code said they had to miss three meetings in a row. This individual had missed six out of ten meetings. It was a unanimous vote of the Library Board to change the Code language. The change would be not to require three consecutive meetings but three meetings out of the ten per year.

Councilor Varwig stated that it had been a burden on the Board to have someone missing so many meetings and not be an active participant. He was in support of the change.

Joe Lindsay, Interim City Administrator, explained that this would be a legislative change and would require an ordinance. This was a recommendation from an advisory board and if Council wished to move forward, staff would bring back the ordinance. He asked if they wanted to change the attendance policy for all City committees.

Councilor Spoon thought it should be based on how often the committees met.

Mr. Lindsay pointed out the language said may not shall, so it was still a case by case basis to remove members or not.

Councilor Parker wanted to make sure not to take too long to address the Library Board's concern and if making this change for all the committees would take time, they should pass this specific request first.

Council President Dale thought these kinds of attendance policies communicated an expectation of attendance and also set a bar for violation. The committees served at the pleasure of the Council and could be removed with or without for any cause at any time.

There was consensus for staff to bring this back to the Council.

MAYOR'S BUSINESS: Mayor Hodson congratulated Councilor Spoon and Councilor Hensley for being reelected to Council. He also congratulated Christopher Bangs and Jason Padden for being elected to Council. He thanked James Hieb and Jordan Tibbals for running and asked that they find ways of staying connected through boards and committees. He noted that there had been several days of increased cases of COVID-19 and reminded everyone to take the necessary precautions. He also reminded everyone not to blow leaves into the street. There were two street sweepers in Canby and it slowed the process down when they had to sweep up the leaves from residents' yards.

COUNCILOR COMMENTS & LIAISON REPORTS: Councilor Parker stated that Jennifer Giller had stepped down as Chair of the Heritage and Landmark Commission and Judi Jarosh was stepping into her place. It was wonderful to see people developing leadership skills. The marker repair at Zion Cemetery was completed in October. The HLC was preparing to finish up their project plans for next year. The Bike and Pedestrian Committee had received a \$35,000 for a contractor to begin work on the Traverso donation of land. A Molalla Forest Road Advisory Committee had been created to provide guidance on the planning process. Part of the concern was to be respectful of adjacent landowners. The entire property was walked on October 16th by City staff, consultants, and members of the committee. They were preparing a virtual open house for the area.

Councilor Spoon congratulated Councilor Hensley and those newly elected. She hoped that those who did not win a seat on Council would join a committee or board. There had been some preliminary analysis on adding a local circulator to Canby Area Transit. The conclusion was that between STIF funding carryover and payroll tax projections, they might be able to start the circulator next fiscal year. CAT was also awarded additional grant money for the purchase and operation of a lift equipment van.

Councilor Hensley congratulated Councilor Spoon and others on the election.

Council President Dale said at the last meeting the Council had discussed the S Ivy Street project and their desire to have the power lines undergrounded. He met with Dan Murphy, General Manager of Canby Utility, and found that they did not have enough money for undergrounding. They would not be in the County right-of-way but in a permanent easement on private land. It was unclear since they would be on a private easement if the County closing the engineering drawings would be a major deal or not. There might be more time to work on it. The net cost to underground would be \$300,000-\$400,000. They would arrange another meeting this week to continue making progress that everyone could live with and afford.

Councilor Parker thought that Canby Utility had not done any cost engineering and did not have firm numbers yet.

Council President Dale agreed they did not have firm numbers.

Councilor Varwig also gave out congratulations to those who were elected to Council. He also congratulated the Fire Department on passing their levy.

Councilor Parker asked when the library would reopen since it had been closed due to COVID

Councilor Varwig did not know. They wanted to open as soon as possible. People could still check out books and pick them up curbside.

Mayor Hodson asked about staff's schedule. Mr. Lindsay said some were working at home and some were coming in to the office to work. They tried to stagger the shifts for better social distancing. They would have to wait until Phase 2 to open the library and currently Clackamas County was in Phase 1.

Fire Chief Davis was pleased about the levy renewal and support of the community. They were proud to continue to serve the City of Canby.

CONSENT AGENDA: **Council President Dale moved to adopt the minutes of the October 21, 2020 City Council Regular Meeting. Motion was seconded by Councilor Spoon and passed 5-0.

RESOLUTION: Resolution No. 1343 – Jamie Stickel, Economic Development Director, said the City had created a Resiliency Grant Program using CARES Act funding to assist Canby businesses and citizens who were negatively affected by COVID. They were asking to allocate \$150,000 of the \$300,000 of CARES Act funding to small business grants and \$150,000 to non-profits to distribute in the community. All CARES Act funding must be disbursed by December 30, 2020. Businesses could apply for up to \$10,000 for relief related to losses incurred by the pandemic. Grant awards would depend on the number of full time equivalents or the documented amount of fixed operating expenses for the 60 day period of January 1 to February 29, 2020. Eligible businesses were for profit businesses located in the City limits and possessing a current business license that was in effect on March 1, 2020. They must be able to demonstrate a one month decline in sales greater than 10% in the months of March to October 2020 as compared to either January or February of 2020 or compared to the same time period as the year before. The application would be available on the City's website in both English and Spanish and the Economic Development Department would work to raise awareness of the grant. Preference would be given to businesses who were shut down by the governor's orders or closed voluntarily to reduce the spread of COVID and who were unable to access CARES funds previously. The deadline for applications was November 30.

Julie Blums, Finance Director, said \$150,000 would be allocated to local non-profits for rent and utility assistance for citizens who were directly affected by COVID-19. They were also working with the Adult Center as they had to change their packaging and started an additional program of shelf-stable foods. The Adult Center's funding ending in June and they were looking to supplement their July to September costs which were between \$8,000-\$10,000. The majority of the funding would go to the Canby Center. There was an agreement drafted that explained the requirements and how to distribute the funds to Canby residents who had been directly impacted

by COVID-19. It would be part of their work to verify eligibility. They would need to get some additional staff in order to distribute the funds by December 30 and an extra \$5,000 would be awarded for administrative costs. Kiwanis approached the City as they were not able to do their food collections as they had in the past. Unfortunately that need did not fit with the CARES Act regulations. The City had put in for reimbursement costs related to staff time for the EOC which was about \$12,000. That would supplement some of the money they normally would have spent on personnel and they could donate money to Kiwanis. She recommended donating \$15,000.

Mayor Hodson thought that helping Kiwanis was very important. He asked who businesses could contact for help with the application. Ms. Stickel would be the best point of contact and for Spanish speaking businesses they should contact Calvin LeSueur.

Mayor Hodson asked if they would be able to use all the funds for the non-profits. Ms. Blums thought they would due the number of requests that had already come in to the Canby Center.

Council President Dale was in support of the donation to Kiwanis. He asked about the food banks.

Ms. Blums said food was mostly prohibited. There was one exemption for Meals on Wheels. Food was not an item covered under the CARES Act.

Councilor Parker was also in support of the Kiwanis donation. He commended staff for their flexibility and the speed of the City to be responsive. He was thankful for a good community partner like the Canby Center that was beyond reproach.

There was consensus for staff to make a donation of \$15,000 to Kiwanis.

****Councilor Varwig moved to adopt Resolution 1343, AUTHORIZING A CITY OF CANBY SMALL BUSINESS COVID-19 GRANT PROGRAM AND CONTRIBUTION TO NON-PROFITS. Motion was seconded by Councilor Hensley and passed 6-0.**

CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS: Mr. Lindsay shared that the agreements were signed for the Quiet Zone. Planning Director interviews had been conducted and there would be follow up interviews next week with the new City Administrator. The entire Planning Department had stepped up while this position had been vacant. The asbestos abatement had been done for the property on Walnut Street that the URA owned and the septic tank was being removed. They had signed an agreement with Canby Fire to do a practice burn for the buildings on the property. Proposals had been scored for the Arndt Road extension alternatives feasibility study. There would be a community engagement process and the alternatives would come to the Planning Commission and Council in 8-9 months. Teresa Spellman, Court Clerk, had been helpful at City Hall with the vacancy of the Confidential Administrative Assistant. That was a full time position and would close on Friday, November 6th. There was also a Mechanic position currently open. The second round of Police Officer interviews would be taking place. For the backfill of the Lieutenant position, they were changing the name to Captain. It had been posted internally. They were also starting an internal Sergeant position search. They had finalized a Cyber Policy. The City's cyber security insurance could now be validated because there was a strong policy. He congratulated the two incumbents and two new Councilors elect. There were current openings on the Transit Advisory Board and

Planning Commission. He thanked the Council and Mayor for trusting him in the role of Interim City Administrator. Scott Archer would be joining the City on Monday. Because there was a change of Council soon, he asked for a review in Executive Session.

Mayor Hodson thanked Mr. Lindsay for his leadership and stated that he had done a great job. He had started some new things that the team would continue to do. He also thanked Ms. Bisset and the Department Directors for their support. He appreciated the team very much.

Councilor Parker stated that the City was fortunate to have Mr. Lindsay step in. He also thanked Ms. Bisset for her support. He noted that Ms. Stickel recently graduated with a Master's degree in Business Administration.

Council President Dale thanked Mr. Lindsay for going above and beyond. All the staff had pulled together as a team. Mr. Archer was stepping into a better place because of their efforts.

CITIZEN INPUT: None

ACTION REVIEW:

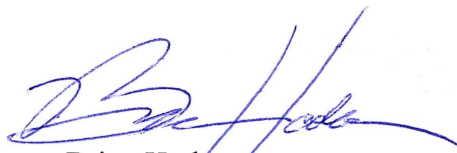
1. Approved the Consent Agenda.
2. Adopted Resolution 1343.

There was no Executive Session.

Mayor Hodson adjourned the Regular Meeting at 8:25 p.m.



Melissa Bisset
City Recorder



Brian Hodson
Mayor