

**CANBY CITY COUNCIL  
WORK SESSION MINUTES  
April 3, 2024**

**PRESIDING:** Brian Hodson.

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

**COUNCIL ABSENT:** Herman Maldonado.

**STAFF PRESENT:** Eileen Stein, City Administrator; Maya Benham, Administrative Director/ City Recorder; Jorge Tro, Police Chief; Rodney Grafe, Municipal Judge; Lucy Heil, City Prosecutor; Jessica Roberts, Court Supervisor; and Emily Dowell, Court Clerk.

**CALL TO ORDER:** Council President Hensley called the Work Session to order at 6:01 p.m.

**MUNICIPAL COURT CASELOAD/ PROSECUTION OF MISDEMEANOR CRIMES/  
CITY ATTORNEY SERVICES:**

Jorge Tro, Police Chief, explained HB 4002, which recriminalized drugs. He recommended drug cases continue to go to the County.

Eileen Stein, City Administrator, said the discussion was whether they wanted to take over the small Class C misdemeanors caseload or continue to have the County handle them.

Rodney Grafe, Municipal Judge, agreed drug cases should stay with circuit court as well as domestic violence cases. He thought the other misdemeanors could be prosecuted in municipal court.

There was discussion regarding theft cases, whether or not to bring misdemeanors back to the City, revenue from fines, and fiscal impact.

Jessica Roberts, Court Supervisor said there had not been a change in expenses for criminal court as there were continuing cases in the pipeline that had not been resolved. If this change was made, they would have revenue coming in for criminal cases to offset the expenses.

There was further discussion regarding how code violations went to municipal court, ways to expedite the unresolved cases, making changes to the past process, timeframe for making the change, bringing back a resolution formalizing the decision, and having a Councilor present when staff contacted the DA about the change.

There was consensus for staff to bring back a resolution for the change to go into effect July 1, 2024 and to review any needed code changes. Staff would talk to the DA's office to make sure the timeframe was doable.

Ms. Stein then discussed the City Attorney contract. She explained what had been spent so far for the contracted attorney and what would be budgeted for next fiscal year as compared to the in-house attorney salary. She thought it was less expensive to have a contract attorney.

There was discussion regarding adding some hours to the contract attorney for regular leadership team meetings, increase in attorney time due to upcoming projects, pros and cons of an in-house attorney, possible conflict of interest with an in-house attorney, using contract attorneys when the in-house attorney needed more expertise, staff contacting the contract attorney when needed, keeping track of expenses, and continuing to monitor the situation.

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

**CANBY CITY COUNCIL  
REGULAR MEETING MINUTES  
April 3, 2024**

**PRESIDING:** Brian Hodson.

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

**COUNCIL ABSENT:** Herman Maldonado

**STAFF PRESENT:** Eileen Stein, City Administrator; Maya Benham, Administrative Director/ City Recorder; Todd Wood, Transit, Fleet, & IT Director; Jerry Nelzen, Public Works Director; and Jorge Tro, Police Chief.

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

**NEW EMPLOYEE INTRODUCTIONS:** Jerry Nelzen, Public Works Director, introduced Monica Stone, Wastewater Treatment Plant Supervisor.

**NATIONAL LIBRARY WEEK PROCLAMATION:** Mayor Hodson read the proclamation declaring April 7-13, 2024, as National Library Week.

**CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS:** None

**CLACKAMAS COMMUNITY COLLEGE BOND PRESENTATION:** Irene Koney, Clackamas Community College board member and Jeff Shaffer, Vice President, shared the college's plans for a bond renewal. They gave a background on the college, student population, bond election, history of community support, what the 2014 bond accomplished, determining the 2024 bond renewal, themes and projects identified, leveraging phase 2 bond funding, and bond measure cost.

There was discussion regarding mobile classrooms in Canby, community education classes, soliciting input from the School District, and adding fire science and paramedic degrees.

#### **WILLAMETTE FALLS & LANDINGS HERITAGE AREA COALITION**

**PRESENTATION:** Britta Mansfield, Executive Director, reviewed the mission and vision of the organization as well as a map of the heritage area. She then gave an update on the historic city hall project, effort to become a national heritage area, and opportunities to get involved.

**CONSENT AGENDA:** **\*\*Council President Hensley moved to approve the minutes of the March 20, 2024, City Council Regular Meeting and distillery OLCC application for Archetyp located at 181 N grant Street, and appointment of David Tate to the Budget Committee for a term ending June 30, 2026. Motion was seconded by Councilor Padden and passed 5-0.**

**ORDINANCES & RESOLUTIONS:** Ordinance 1619 – **\*\*Council President Hensley moved to adopt Ordinance 1619, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH ROBERT HALF OF LOS ANGELES, CA TO PROVIDE TEMPORARY IT STAFFING NOT TO EXCEED \$315,000 AND DECLARING AN EMERGENCY. Motion was seconded by Councilor Padden and passed 5-0 by roll call vote.**

**OLD BUSINESS:** City Attorney Recruitment – No update.

**MAYOR'S BUSINESS:** Mayor Hodson said the Saturday Market had started. He would be sending a memo to Council about the fence between the Logging Trail and railroad.

#### **COUNCILOR COMMENTS & LIAISON REPORTS:**

Councilor Padden reported on the Planning Commission meeting, Chamber birthday celebration, Chamber luncheon, and Vietnam War Memorial celebration. He would like to add some financial support to the Willamette Falls & Landings Heritage Area Coalition. He had been working with local businesses to clean up the area around the town sign and along 99E. He suggested all the taxing districts who were working on bonds get together to discuss timing, so they were not all going to the voters at the same time. He asked for an update on the Beer Library project. The fence around the building was blocking the sidewalk. He was also concerned that changes had been made to the original plan for the building.

Council President Hensley would also like an update. She attended the Chamber luncheon and Vietnam War Memorial celebration.

Councilor Davis reported on the Parks and Recreation Advisory Board meeting and parks projects.

Councilor Stearns asked why two intersections were blocked off for the 99E project instead of one at a time.

Mr. Nelzen explained the reason was that it saved time as the project could get done faster. He explained the timeline for the project and future closures.

Councilor Sasse reported on the Heritage and Landmark Commission meeting, archway time capsule, and Canby High baseball team.

There was consensus for the owner of the Beer Library to give the Council an update on the project.

**CITY ADMINISTRATOR'S BUSINESS:** Ms. Stein said she had sent an email to Council on Medford's field project. She met with the School Superintendent about the Swim Center and Adult Center property and thought they were open to future discussions. The Council Goals had been laminated and were on the dais. The Council would have a joint Work Session with the Planning Commission at the next meeting.

Mayor Hodson would like to know the City's current investment in the Beer Library project. He thought the owner should be held to code standards but cautioned the Council about criticizing the project.

There was discussion regarding the Adult Center's application for BRIC funding and a possible investor for a hotel in the City.

**CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS:** None.

**ACTION REVIEW:**

1. Approved the Consent Agenda.
2. Adopted Ordinance 1619.

Mayor Hodson adjourned the Regular Meeting at 8:45 p.m.



Maya Benham  
City Recorder



Brian Hodson  
Mayor

Assisted with Preparation of Minutes - Susan Wood