

**CANBY CITY COUNCIL
WORK SESSION MINUTES
May 1, 2024**

PRESIDING: Brian Hodson.

COUNCIL PRESENT: Scott Sasse, James Davis, Traci Hensley, and Jason Padden

COUNCIL ABSENT: Herman Maldonado and Daniel Stearns.

STAFF PRESENT: Eileen Stein, City Administrator; Maya Benham, Administrative Director/ City Recorder; Teresa Ridgley, Deputy City Recorder; Todd Wood, Transit/Fleet/IT Director, Jamie Stickel, Economic Development Director/Communications Specialist; Tyler Nizer, Economic Development & Tourism Coordinator; Jerry Nelzen, Public Works Director; Ronda Rozzell, Office Specialist; and Scott Schlag, Finance Director.

CALL TO ORDER: Mayor Hodson called the Work Session to order at 6:00 p.m.

TRANSIT MASTER PLAN UPDATE: Todd Wood, Transit/Fleet/IT Director, stated last year they went through an RFP process for a consultant to update the Transit Master Plan. The Plan had to be updated every 5-7 years and was what the Oregon Department of Transportation expected them to use when applying for grants. It allowed them to survey the citizens and businesses to ask what was going right and what kind of things they would like to see. He discussed current challenges in transit including a 25% increase in costs for contract services and grants and payroll tax not keeping pace with the increased costs. He introduced Álvaro Caviedes of Jarrett Walker and Associates.

Mr. Caviedes gave a presentation on the project team, background on the firm, what a Transit Master Plan was, process to update the Plan, CAT's existing routes, and ridership.

Brenda Martin with Enviroissues discussed the public engagement process, community survey results and demographics, stakeholder workshop and outcomes, and future engagement plans.

There was discussion regarding the number of survey respondents, more stops on the Canby Loop, route to the Max line, getting input from seniors, funding for routes, sharing stops with other bus providers, increased crime with the Max line, and how close people were from transit.

Mr. Caviedes spoke about proposed route changes, hours of service, weekend service, capital infrastructure, programs, and operations, and next steps.

Councilor Maldonado arrived at 6:29 p.m. Councilor Stearns arrived at 6:41 p.m.

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

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
May 1, 2024**

PRESIDING: Brian Hodson.

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

STAFF PRESENT: Eileen Stein, City Administrator; Maya Benham, Administrative Director/ City Recorder; Teresa Ridgley, Deputy City Recorder; Todd Wood, Transit/Fleet/IT Director, Jamie Stickel, Economic Development Director/Communications Specialist; Tyler Nizer, Economic Development & Tourism Coordinator; Jerry Nelzen, Public Works Director; Ronda Rozzell, Office Specialist; and Scott Schlag, Finance Director.

CALL TO ORDER: Mayor Hodson called the meeting to order at 7:11 p.m.

NEW EMPLOYEE INTRODUCTIONS: None.

HISTORIC PRESERVATION MONTH PROCLAMATION & PRESENTATION:

Mayor Hodson read a bio for Anne LeVant Prah, Oregon Heritage Commissioner. She was a curator of collections for the Oregon Jewish Museum & Center for Holocaust Education, where she oversaw the oral history program and collected first person narratives. She held a master's in Folklore and Museum Studies from the University of Texas, Austin.

Ms. Prah extended congratulations to Peggy Sigler for receiving the Oregon Heritage Excellence Award and to Dawn Coleman for receiving the Standout Heritage Volunteer Award.

Mayor Hodson read the proclamation declaring May 2024 as Historic Preservation Month. He presented a certificate to Ms. Coleman.

Tyler Nizer, Economic Development & Tourism Coordinator, invited the Council and citizens to the time capsule being placed into the Grant Street Arch on May 2 at 5 p.m. The time capsule would be opened in 2074. Directly after would be an unveiling of a sculpture and planting of a white oak tree near historic City Hall by Canby Beautification and Canby Civic Block LLC. It was also First Thursday which would be open until 8pm.

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS: Kevin Czerwinski, president of the Dinsmore Estates HOA, discussed concerns about construction noise. Even though the current noise ordinance allowed this type of activity to happen from 7 a.m. to 10 p.m., there was a caveat that said vehicles and other machines needed to have a damper on them, which construction tools were not able to do. There were children and elderly in the neighborhood. He requested a time change for the noise to be stopped by 6-7 p.m.

Mayor Hodson would discuss it with the City Administrator.

Gracie Carter, Canby resident, spoke about loitering at the high school after business hours and trying to enter the school. There was a desperate need for a Youth Activity Center. She wanted to meet with community partners about the idea.

Mayor Hodson understood the need and mentioned the teen center at the Library.

Councilor Davis recommended Miss Carter come to the Parks and Recreation Committee meeting to present.

Greg Perez, Canby resident, said there had been an incident at the Saturday Market and he requested putting something in place prohibiting certain items at the Saturday Market and public events.

CONSENT AGENDA: **Council President Hensley moved to approve the minutes of the April 17, 2024, City Council Work Session and Regular Meeting, appointment of Burt DeGraw to the Budget Committee with a term ending June 30, 2024, appointment of Kim Wiegand to the Budget Committee with a term ending June 30, 2025, and appointment of Daro Powlison to the Budget Committee with a term ending June 30, 2025. Motion was seconded by Councilor Padden and passed 6-0.

ORDINANCES & RESOLUTIONS: Ordinance 1620 – Todd Wood, Transit, Fleet, and IT Director, and Heidi Muller, Transit Coordinator, gave a background on the contract with First Transit for dispatchers and drivers. The three-year contract would soon expire, but they were able to extend for three more years. There had been a significant increase in operating costs, but they did not think going out for a new RFP would result in any savings. They thought the budget could handle the increase. They discussed state and federal funding for transit, which was decreasing. The Canby business tax should be able to cover the increase. The first year increase was 18%, then it would be 4.5% for the second year and a 3.5% increase for the third year.

****Councilor Davis moved to approve Ordinance 1620, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO AMEND THE CONTRACT WITH FIRST TRANSIT INC. OF CHICAGO, IL, TO PROVIDE SERVICES FOR AN ADDITIONAL THREE YEARS to come up for second reading on May 15, 2024. Motion was seconded by Councilor Maldonado and passed 6-0 on first reading.**

Resolution 1403 – Jerry Nelzen, Public Works Director, Ronda Rozzell, Public Works Office Specialist, and Michael Nakano, Cemetery Sexton, gave a history of the cemetery and discussed the proposed changes. This included giving 48 hours notice of someone passing rather than 24 hours, adding more holidays, not planting around headstones or putting any glass vases that could be broken, coordination of burials, increase the recording fee, size of headstones, and clarifying the concrete for headstones.

****Councilor Padden moved to approve Resolution 1403, A RESOLUTION ESTABLISHING NEW RULES AND REGULATIONS FOR THE ZION MEMORIAL PARK CEMETERY AND REPEALING RESOLUTION 931. Motion seconded by Councilor Sasse and passed 6-0.**

Resolution 1404 – Jamie Stickel, Economic Development Director, said the supplemental budget would acknowledge the City received a \$200,000 Oregon Main Street Revitalization grant and had expended it within the same fiscal year. The money was for redevelopment of the old library building.

****Councilor Davis moved to approve Resolution 1404, A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR THE 2023-2024 FISCAL YEAR. Motion seconded by Councilor Maldonado and passed 6-0.**

OLD BUSINESS: City Attorney Recruitment – Eileen Stein, City Administrator, provided cost information for the total bill to date for the contract City Attorney broken down by month.

The Council discussed tracking the actual to projected budget per month for the attorney.

Technical Services Program Direction – Councilor Davis suggested moving this topic to a Work Session. Mayor Hodson thought the information should be presented first, and then if needed they could schedule a Work Session for more discussion.

Mr. Wood gave a background on IT services for the City, both in-house and contract, and recent RFP process. He then gave a baseline cost comparison between in-house and outsourced IT, baseline cost considerations, advantages and disadvantages of in-house and outsourced provider, and comparison with other cities.

There was discussion regarding the benefits of a service provider.

After discussion, the Council decided to outsource IT services, possibly with one person internally to coordinate. The RFP process had been done already, and staff would come back with an ordinance.

MAYOR'S BUSINESS: Mayor Hodson said C4 met tomorrow evening. He reiterated the activities regarding the time capsule and First Thursday.

COUNCILOR COMMENTS & LIAISON REPORTS:

Councilor Padden reported the Planning Commission reviewed the Housing Needs Analysis. There would be Comprehensive Plan meetings on June 4, which would be a Spanish speaking summit at Baker Prairie Middle School, an English version on June 20, and the advisory committee would meet on May 29. He gave a shoutout to the crew who helped spot weed and bark all the Vietnam Veteran Memorial. He was working with City staff on renaming the streets around Wait Park to memorialize Frank Cutsforth during the Cutsforth Cruise In. He had been contacted by Waste Connection regarding their services and an upcoming rate increase. He thought their franchise agreement should be updated. He encouraged people not to paint crosswalks on the road. For safety concerns, he asked people to contact the Traffic Safety Commission and City instead.

Council President Hensley went to the School Board meeting in April. Ian Eilert, art teacher, was the recipient of the award given by Kiwanis. Canby had lost a longtime educator, Mike Zagyva.

The funeral mass was at 1:30 p.m. on Saturday, May 4, at St. Patrick's Church. There would also be a Celebration of Life on Saturday night, May 4, at 5 p.m. at the Canby High School Fine Arts Center. The family asked for donations of blood, platelets, volunteer time, or cash to the American Red Cross in lieu of flowers. She also attended Jeff Snyder's retirement.

Councilor Davis reported on the Parks and Recreation Advisory Board meeting where they discussed the fitness equipment at Legacy Park, completion of Community Park improvements, Dodds Farm project which was on time, and the Maple Street Park turfing project which would start on July 1. Cogeo was working on the athletic fields, and Patrick Samson would be reporting to staff on it soon. He thanked Waste Connections for the great job shredding last month. The Canby Fire Department selected Deputy Chief Matt Dale to become the new fire chief on December 15. He discussed donations for the Fourth of July fireworks. He also reminded everyone about the Prayer Breakfast at Cutforth's tomorrow. The 7 on 7 Tournament was coming back to Canby.

Councilor Stearns spent time with the Bridging Cultures Director. He discussed the timing of depositing transit tax checks.

Councilor Sasse thanked everyone who applied for the Budget Committee.

CITY ADMINISTRATOR'S BUSINESS: Eileen Stein, City Administrator, shared the ODOT presentation given last week was on the front page of the City's website. The Council would receive budget notebooks in about a week. An Executive Session would be needed soon regarding hotel development. Budget Meetings were on May 16, 23, and if needed, May 30.

CITIZEN INPUT: None.

ACTION REVIEW:

1. Approved the consent agenda.
2. Approved Ordinance 1620 for a second reading on May 15, 2024.
3. Approved Resolution 1403.
4. Approved Resolution 1404.

Mayor Hodson adjourned the Regular Meeting at 9:39 p.m.



Maya Benham
City Recorder



Brian Hodson
Mayor

Assisted with Preparation of Minutes - Susan Wood