

**CANBY CITY COUNCIL
WORK SESSION MINUTES
April 1, 2020**

Due to COVID-19 Pandemic, the Mayor and City Councilors attended the meeting virtually. The public was asked to view the meeting live on CTV Channel 5 or on YouTube. Seating was available in the Council Chambers in compliance with the Governor's Executive Order regarding social distancing.

PRESIDING: Mayor Brian Hodson.

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

STAFF PRESENT: Amanda Zeiber, Interim City Administrator; Joseph Lindsay, City Attorney; Jamie Stickel, Economic Development Director; and Melissa Bisset, City Recorder.

OTHERS PRESENT: No public attended. Phil McKenney, Peckham & McKenny, Inc. attended virtually (City Administrator Recruiter)

CALL TO ORDER: Mayor Hodson called the Work Session to order at 6:17 p.m.

Mr. McKenney explained some of the challenges and timeline that may occur with the City Administrator recruitment as a result of the COVID-19 Pandemic. He explained that a number of City Administrators are retiring and the talent pool is not as strong. He cited other challenges to recruitment such as a residency requirement in Canby for the City Administrator and there is an election in the fall. He apologized that the City was in the position of seeking a new City Administrator.

Mayor Hodson noted that the Mayor and four Councilors were up for election and that could be an added challenge.

Councilor Parker thought that a national search should be conducted. Discussion ensued regarding broadening the search.

There was discussion regarding the salary range. Mr. McKenney felt that perhaps the salary range was low but was uncertain.

Council did not want to lose a candidate because of the salary. Council felt the salary range should be increased. The range had been advertised as \$125,000 - \$150,000.

Council felt that the job description was good as is.

Councilor Spoon asked if the master's degree in public administration should be required. Mr. McKenney felt it was not a disqualifier to not have it but it was an added bonus if a candidate had one.

Council continued discussing the salary range. Councilor Parker felt that it would be good to conduct a salary survey and there should be a competitive salary.

Council agreed that there should be a salary survey and the City should be competitive with the salary.

Councilor Berge asked about how people are recruited. Mr. McKenney stated that the salary range plays an important part and it is advertised. Mr. McKenney stated that he screens for qualifications and fit.

Mr. McKenney stated that the City should be comfortable in meeting the needs of the candidate if they decide to have a wide and high range.

Mr. McKenney stated that he wanted to conduct a salary survey looking at what other comparable cities are paying.

There was consensus to look for the best candidate nationally.

The meeting adjourned at 7:00 p.m.



Melissa Bisset, CMC
City Recorder



Brian Hodson
Mayor