

**CANBY CITY COUNCIL
SPECIAL MEETING MINUTES
October 23, 2019**

PRESIDING: Mayor Brian Hodson

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

STAFF PRESENT: Joseph Lindsay, City Attorney; Scott McClure, City Administrator; and Melissa Bisset, City Recorder

CALL TO ORDER: Mayor Hodson called the Special Meeting to order at 5:58 p.m. in the Mt. Hood Conference Room.

Mayor Hodson welcomed Boy Scout Troop members in attendance.

Canby Citizen, Terry Tolls offered to provide Council and new staff with a history and tour of the industrial area.

DISCUSSION ON CITY ADMINISTRATOR GOALS.

City Administrator McClure provided Council with a document describing City Administrator Role Standards.

Mr. McClure explained that he wants to do a good job for the Council and his job is to make the Council's job as easy as possible. He likes to have an open relationship with Council and has met individually with each Councilor. He asked Councilors to contact him if they would like to have individual meetings with him. Discussion ensued regarding communication and bi-monthly department reports.

Mr. McClure suggested that there could be a community newsletter. Council felt that it would be helpful for the City to actively provide factual information to the community.

Mr. McClure encouraged Council to speak directly with Department Directors for information.

Mr. McClure provided his core expectations:

- Deliver high-quality services.
- Manage money wisely.
- Create a positive work environment.
- Move community forward.
- Support the Council through providing good data and advice.

He noted that there's a significant percentage of time allocated to internal and day-to-day issues.

Mr. McClure provided his six month goals:

- Understand City Operation.
- Learn about City Advisory Boards and Commissions.

- Canby Immersion.
- Improve City Communications.
- Keep the following projects moving forward:
 - Quiet Zone
 - Splash Pad
 - Walnut Street Extension Engineering
 - Downtown Arch

Mayor Hodson provided Council and the City Administrator with a list of goals for the first six months. The goals included:

- Build connections and relationships with Staff.
- Continue to drive toward completion of projects that have already been active and keep Council informed of progress.
- Creation of communication for current and new projects.
- Community engagement.
- Meet with key City Partners.
- Review and assessment of City Organizational efficiency.
- Department Director Performance Evaluations and Development Plans.
- Preliminary review and assessment of our Boards and Commissions.
- Master Planning
 - Park Master Plan, Transportation System Plan, and Comprehensive Plan
- Bring recommendations on a pathway forward on the following:
 - Ongoing funding for park development, operations and maintenance.
 - Transitioning County roads within Canby over to the City Of Canby Funding for and shortened completion timeline for Walnut and 99 E connection.

Discussion ensued regarding improving communications, direction for Boards and Commissions and working on inclusive citizen involvement.

It was noted that there would be a discussion again in six months to follow up on goals and set new goals.

Discussion ensued regarding continuing to stay the course and about how the proposed goals are suggestions and aggressive for six month goals. Council acknowledged that there were a lot of proposed goals and it might be a good idea to develop short term goals related to the proposed goals.

Mayor Hodson adjourned the meeting at 6:59 p.m.

Melissa Bisset

Melissa Bisset
City Recorder

Brian Hodson

Brian Hodson
Mayor