

**CANBY CITY COUNCIL
CITY COUNCIL WORK SESSION
March 6, 2019**

PRESIDING: Mayor Brian Hodson.

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

STAFF PRESENT: Rick Robinson, City Administrator; Joseph Lindsay, City Attorney; Amanda Zeiber, Asst. City Administrator/HR Director; and Kim Scheafer, City Recorder.

OTHERS PRESENT: Pamela Bowles, CIS Insurance, and Tim Gustafson, Insurance Agent.

Mayor Hodson called the Work Session to order at 6:00 p.m. in the Council Chambers. The Council met in a work session to receive sexual harassment training.

Pamela Bowles, CIS Insurance, gave a PowerPoint presentation on harassment and a discrimination free workplace. She explained the reasons for the training, common claims against public officials, spectrum of harassment, definitions of protected class, legal discrimination, and hostile work environment, types of harassment, retaliation, bullying, and micro-aggressions. She then reviewed the City's policies regarding harassment and discrimination.

There was discussion regarding at what point the Council would get involved in the process, which in most cases was they should not get involved.

Mayor Hodson adjourned the Work Session at 6:50 p.m.

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
March 6, 2019**

PRESIDING: Mayor Brian Hodson.

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

STAFF PRESENT: Rick Robinson, City Administrator; Joseph Lindsay, City Attorney; Rod Grafe, Municipal Court Judge, Bret Smith, Chief of Police; Jose Gonzalez, Police Lieutenant; Jorge Tro, Police Lieutenant; Mike Smith, Detective/Sergeant; Tim Green, Sergeant; Kelley Whitaker, Police Administrative Supervisor; Jamie Stickel, Economic Development Director; and Kim Scheafer, City Recorder.

OTHERS PRESENT: Matt Dale, Michael Gonzalez, Marissa Gonzalez, James Ferraris, and Phil McKenney.

CALL TO ORDER: Mayor Hodson called the Regular Meeting to order at 7:00 p.m. in the Council Chambers followed by the opening ceremonies.

March for Meals Month Proclamation – Mayor Hodson read a proclamation proclaiming March 2019 as March for Meals Month and presented it to Matt Dale, Canby Fire Department Division Chief.

Swearing In of Police Lieutenant – Bret Smith, Chief of Police, introduced Mr. Gonzalez and gave his background.

Municipal Court Judge Rod Grafe swore in Jose Gonzalez as Police Lieutenant.

COMMUNICATIONS: None.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: None.

MAYOR’S BUSINESS: Mayor Hodson said the Council had a work session and received sexual harassment training. A work session would be held after the regular meeting to discuss the City Administrator recruitment process with the recruiting firm. There was a new Clackamas County Administrator. A 13 member task force was put together for the Ackerman recreation complex. C-4 would be meeting tomorrow. The Chamber of Commerce had created a Canby Relocation Guide and the *Canby Herald* had created a Let’s Get Acquainted brochure.

COUNCILOR COMMENTS & LIAISON REPORTS: Councilor Heidt spoke about developments that had been approved by the Planning Commission. They were continuing with their work sessions to review proposed code amendments. Bridging Cultures would hold its annual fundraiser on March 16.

Councilor Parker said the Bike and Pedestrian Committee had two members that were now sitting on the County’s bike committee. Work was being done on a bicycle route between Canby and Molalla. The Heritage and Landmark Commission received a \$5,000 grant today from the Kinsman Foundation for a Preservation Master Plan. A cleanup day at Zion Memorial Park Cemetery would be held on May 11. The Adult Center would be having a meeting on March 13 where the Ackerman recreation complex would be discussed. He was Chair of the Finance and Audit Committee of the Clackamas County Fair Board and they would be doing an RFP for their first financial audit.

Councilor Hensley said the Board of County Commissioners was having a policy session on March 12 to discuss the Canby Ferry.

Councilor Dale attended the Iwo Jima Ceremony, annual Chamber Gala, and the Canby Fire Department annual awards ceremony. He asked Division Chief Matt Dale to give highlights from the ceremony.

Division Chief Dale discussed the Canby Fire District staff who were recognized at the ceremony.

Councilor Varwig read a headline from the *Canby Herald* titled “Hunky Firefighters Answer Woman’s Funny Request.” He thought they had a fantastic Fire Department.

Councilor Spoon said CTV5 had some technical issues with some meetings the last few months. If someone watching a meeting saw a problem, please let CTV5, Councilor Spoon, or the Mayor know. First Thursday would be tomorrow night. She discussed the Charmed With Canby fundraiser for the Canby Historical Society. The Chamber was doing a program called Best of Canby and voting was going through March 31.

CONSENT AGENDA: **Councilor Dale moved to adopt the minutes of the February 6, 2019 City Council Work Session and Regular Meeting and minutes of the February 20, 2019 City Council Work Session and Regular Meeting. Motion was seconded by Councilor Hensley and passed 6-0.

RESOLUTIONS & ORDINANCES: Ordinance 1504 – Rick Robinson, City Administrator, said eight bids had been received. Eagle-Elsner was the lowest bidder at \$522,949.50. The highest bid was \$697,701.51. This would be for improvements on N Maple Street between 10th and 14th. An emergency was being declared so it could be completed before the busy season at Maple Street Park.

****Councilor Heidt moved to approve Ordinance 1504, AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH EAGLE-ELSNER, INC. IN THE AMOUNT OF \$522,949.50 FOR N MAPLE STREET IMPROVEMENTS; AND DECLARING AN EMERGENCY to come up for second reading on March 20, 2019. Motion was seconded by Councilor Varwig.**

Mr. Robinson said the project included sidewalks and would not have been possible if the residents had not dedicated easements in front of their homes.

Motion passed 6-0 on first reading.

NEW BUSINESS: None.

CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS: None.

Joseph Lindsay, City Attorney, said LUBA had upheld the City's decision on the Sprague property. The LUBA decision had been appealed to the Court of Appeals and would be heard at the end of April.

ACTION REVIEW:

1. Approved the Consent Agenda.
2. Approved Ordinance 1504 to come up for second reading on March 20, 2019.

****Councilor Hensley moved to go into Executive Session pursuant to ORS 192.660(2)(e) Real Property. Motion was seconded by Councilor Heidt and passed 6-0.**

Mayor Hodson read the Executive Session format.

Mayor Hodson recessed the Regular Meeting at 7:41 p.m. Mayor Hodson reconvened the meeting at 7:55 p.m. and immediately adjourned.

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

STAFF PRESENT: Rick Robinson, City Administrator; Joseph Lindsay, City Attorney; and Kim Scheafer, City Recorder.

OTHERS PRESENT: Phil McKenney.

Mayor Hodson called the Work Session to order at 7:55 p.m. in the Willow Creek Conference Room. The Council met in a work session to discuss the City Administrator profile and recruitment process.

Phil McKenney Peckham & McKenney, led a discussion with the City Council about what they thought were the current issues facing the City and what qualities they were looking for in a City Administrator. The ideas included: growth, maintaining the small town feel, maintaining downtown, finances and personnel management, succession planning, communication and building relationships, assessing the organization for effectiveness, collaboration, traffic management, economic development, tourism, emergency preparedness, energy and visibility in the community, diverse population, services for youth and seniors, connectivity, attracting industrial park businesses, and a problem solver.


It was stated that there was no crisis on the City's hands, but they had to stabilize staff, pass on institutional memory, and work on what was already in the pipeline. The Council was looking for someone to take them to the next level and to help them accomplish things that had been on the to-do list for a long time. There was discussion regarding the need for a visionary and an operator.

Mr. McKenney then reviewed the timeline of the process, advertising for the position, screening of the candidates, and interviews.

Mayor Hodson adjourned the Work Session at 8:50 p.m.



Kimberly Scheafer, MMC
City Recorder



Brian Hodson
Mayor

Assisted with Preparation of Minutes - Susan Wood