

**CANBY CITY COUNCIL
CITY COUNCIL WORK SESSION
March 5, 2014**

Presiding: Mayor Brian Hodson

Council Present: Todd Rocha, Traci Hensley, Clint Coleman, Tim Dale, Greg Parker, and Ken Rider.

Staff Present: Amanda Zeiber, Interim City Administrator/HR Director; Joseph Lindsay, City Attorney; and Kim Scheafer, City Recorder.

Others Present: None.

Mayor Hodson called the Work Session to order at 6:00 p.m. in the City Hall Conference Room.

The Council met in a Work Session to discuss the recruitment process for the City Administrator vacancy.

Amanda Zeiber, Interim City Administrator/HR Director, wanted to be considered for the position. The City had done succession planning in an effort to develop staff. She did not think it was necessary to do the process of recruitment. She had been in a unique position and saw what did and did not work with the previous two City Administrators. If Council thought they had a viable candidate that had been developing into this position over the past 4-5 years, they would not have to go out to an open recruitment. If the Council did not feel they had viable candidate, they would need to recruit.

Councilor Coleman asked if there was a length of time she could try out the position to make sure it was what she wanted to do and was there someone who could step into her current position.

Ms. Zeiber said there was not someone to fill her position currently on staff. She could not do two jobs in order to try it out and other resources would need to be brought in. If she got the position, they would have to fill her current position, and if she did not work out, that was a risk they all took. She thought she was ready to take the position. If the Council wanted to see what else was out there, she would find someone else to help with the recruitment. If there was a recruitment, she would not apply. She thought a recruitment process would take a minimum of six months, maximum eight or nine months.

Councilor Parker asked if she would consider taking a one year appointment as City Administrator renewable at the end of that time. He thought going out for recruitment made the City somewhat unstable and having Ms. Zeiber there offered security.

Ms. Zeiber did not know how long it would take to recruit for her current HR position. Her biggest challenges to being City Administrator were transitioning from what she was doing to a new role and getting up to speed and working with the Council to find out what their vision was and how the City Administrator could help them get there. She had a great deal of experience in negotiations of all kinds.

Councilor Rocha liked the idea of recruiting from within.

Ms. Zeiber said she would not ask to be considered if she didn't think she could do what needed to be done. She was acutely aware of the strengths, weaknesses, and skills of staff and how to best utilize those resources.

Councilor Parker suggested the Council think about this option and come back in Executive Session for further discussion.

Ms. Zeiber said in the time between now and the Executive Session, she would do an analysis of the significant cost savings for this option.

Mayor Hodson asked for an Executive Session to be scheduled after the March 19, 2014 City Council Meeting so the Council could discuss Ms. Zeiber's proposal.

Mayor Hodson adjourned the Work Session at 6:25 p.m.

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
March 5, 2014**

Presiding: Mayor Brian Hodson

Council Present: Todd Rocha, Traci Hensley, Clint Coleman, Tim Dale, Greg Parker, and Ken Rider.

Staff Present: Amanda Zeiber, Interim City Administrator/HR Director; Joseph Lindsay, City Attorney; Julie Wehling, Transit Director; Renate Mengelberg, Economic Development Director; Eric Laitinen, Aquatics Program Manager; and Dave Conner, WWTP Lead Worker; Haley Fish, Finance Director; Kim Scheafer, City Recorder; and Jamie Stickel, Main Street Manager.

Others Present: Bob Cornelius,

CALL TO ORDER: Mayor Hodson called the Regular Meeting to order at 7:30 p.m. in the Council Chambers followed by opening ceremonies.

COMMUNICATIONS: None.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: None.

MAYOR'S BUSINESS: Mayor Hodson welcomed Amanda Zeiber as the Interim City Administrator. The previous City Administrator had moved on to another position. The last time this happened, the Council did a 10% pay increase while Ms. Zeiber filled the role.

****Councilor Dale moved to give Amanda Zeiber, Interim City Administrator/HR Director, an additional 10% increase for the duration of her role as Interim City Administrator retroactive to March 4, 2014. Motion was seconded by Councilor Rider and passed 6-0.**

Mayor Hodson said The Council had a work session earlier and discussed how to fill the City Administrator position. More information would follow. On February 21 he met with the Urban Renewal Agency Chair, Interim City Manager, and Mr. Andrews to discuss the cost estimates for the new library. He thanked the Legion and Canby Adult Center for a tremendous Iwo Jima Memorial Service. Next year would be the 25th anniversary of the Iwo Jima memorial and 70th anniversary of the end of World War II. He thanked the Library Board for allowing him and Councilor Parker to attend their last meeting regarding the new library. He also attended the last Chamber luncheon for a State of the Schools address.

COUNCILOR COMMENTS & LIAISON REPORTS: Councilor Rocha was on vacation last week and did not have anything to report.

Councilor Hensley attended the Iwo Jima ceremony, opening of Especially For You, Clackamas Cities Association Dinner, State of the Schools address, and announced Fire Chief Ted Kunze would be giving a presentation at the next Urban Renewal Agency meeting.

Councilor Coleman attended the Iwo Jima ceremony, opening of Especially For You, Planning Commission meeting where the Northwoods development Phase 2 traffic safety was discussed, and announced the Clackamas County Fair & Canby Rodeo Court Coronation Auction & Scholarship Fundraiser on March 8. The Traffic Safety Commission would be meeting on March 7.

Councilor Dale attended Mr. Ellis' goodbye reception and Iwo Jima ceremony. He thanked Jerry Smith for his time on the Canby Utility Board and welcomed Walt Daniels as the new Board member.

Councilor Parker said First Friday and Downtown Draw was March 7. He wished Especially For You great success. He wanted to have a council of committees meet to discuss shared concerns and cross-interests among the Traffic Safety Commission, Bike & Pedestrian Committee, and Transit Advisory Committee.

Councilor Rider attended the Iwo Jima ceremony. The next Planning Commission meeting would be held on March 11 and Transit Advisory Committee meeting on March 20.

CONSENT AGENDA: **Councilor Dale moved to adopt the minutes of the February 19, 2014 City Council Work Session and Regular Meeting; reappointment of Sandra Cranston and Carol Luce to the Transit Advisory Committee with terms to end on March 31, 2017; and appointment of Larry Boatright to the Planning Commission for a term to end on December 31, 2016. Motion was seconded by Councilor Hensley and passed 6-0.

RESOLUTIONS & ORDINANCES: Ordinance 1394 – **Councilor Hensley moved to adopt Ordinance 1394, AN ORDINANCE ESTABLISHING A RETIREMENT AND SEPARATION PAYOUT RESERVE AND COMMITTING IT TO BE USED TO FUND PAYOUTS OF VACATION, SICK, COMP AND HOLIDAY ACCRUALS AND CORRESPONDING EMPLOYER LIABILITIES MADE IN ACCORDANCE WITH BENEFIT AGREEMENTS AT THE TIME OF RETIREMENT OR SEPARATION FROM THE CITY; AND DECLARING AN EMERGENCY. Motion was seconded by Councilor Parker and passed 6-0 by roll call vote.

Ordinance 1395 – ****Councilor Dale moved to adopt Ordinance 1395, AN ORDINANCE AMENDING CANBY MUNICIPAL CODE CHAPTER 12.28 REGARDING THE CITY CEMETERY. Motion was seconded by Councilor Rider and passed 6-0 by roll call vote.**

Ordinance 1396 – ****Councilor Rider moved to adopt Ordinance 1396, AN ORDINANCE AMENDING CANBY MUNICIPAL CODE (CMC) CHAPTER 5.04.190 REGARDING BUSINESS LICENSE EXEMPTIONS IN THE CITY OF CANBY. Motion was seconded by Councilor Rocha and passed 6-0 by roll call vote.**

Councilor Parker appreciated the rewrite of the Ordinance made the process more understandable.

NEW BUSINESS: Departmental Goal Review – Mayor Hodson said these reviews would help tie the goals of the City Council and staff projects together. The desired outcome was a list of projects for Council to prioritize and find funding for implementation.

Administration – Kim Scheafer, City Recorder, said the Administration Department had two goals that they were working on to meet the Council goal of Community. One dealt with enhancing communication to citizens. The other one was organizing City records in preparation for implementing a citywide archiving and records management program.

Amanda Zeiber, Interim City Administrator/HR Director, said staff was working diligently on a potential new civic building. Staff was also working on the Park Master Plan and working with CAPRD on the Park District boundaries. Regarding transportation and public safety, there had been regular meetings to discuss issues and solutions with the County for Public Works issues. Regarding healthy employees, the City was sponsoring and hosting speakers to promote health and wellness.

Public Works - Ms. Zeiber said that Jerry Nelzen could not attend the meeting. She said the goals of Public Works were maintaining and improving City infrastructure including continuing the street maintenance program, promoting pedestrian safety by acquiring easements for sidewalks, continuing to have a reliable sewer system, and working on the Storm Water Master Plan.

Economic Development – Renate Mengelberg, Economic Development Director, said the goals included keeping the small town feel by promoting connectivity with community and businesses, expanding events and attractions, maintaining Canby's identity, focusing on industrial business growth, and keeping a vital, central downtown.

Swim Center – Eric Laitinen, Aquatics Program Manager, said their continued service was programs for the community. They offered safety and education classes for all ages, brought people into the community for daily use of the pool and for events, and provided all information in Spanish. Most of what they did followed Council goals. The pool was 44 years old and space was limited. The biggest area of concern was the locker rooms and office area. The long term goal was to have more than one body of water. There was a need for more parking as well.

Commissioner Parker suggested doing a feasibility study for improvements to the pool.

Transit – Julie Wehling, Transit Director, said Transit goals were to support Canby businesses, improve communication and outreach, update the Transit Master Plan, maximize service,

adequate facilities and equipment, and stable funding. She was also working on offering local advertising on the buses.

WWTP – Ms. Zeiber said that Mr. Conner made recommendations in the last year and a half for changes to the Wastewater Treatment Plant that resulted in significant cost savings.

Dave Conner, WWTP Lead Worker, said the WWTP goals were to continue meeting DEQ and EPA discharge regulations, to be fiscally responsible, to continue providing public education, to maintain current infrastructure, to facilitate capital improvement projects, to continue monitoring their energy management program, and to ensure public and environmental safety.

ADMINISTRATOR'S BUSINESS & STAFF REPORTS: Ms. Zeiber said March 7 was Employee Appreciation Day and she wanted to thank all staff. The City had done some recruitments recently and the responses that the City had gotten were very impressive.

Joseph Lindsay, City Attorney, said at a previous meeting Dr. Don Perman and Steve Morgan had expressed concern over illegal activity on the Logging Road by their businesses. He and Chief Bret Smith had gone to look at the area. He also went on a ride-along with Officer Tony Feters patrolling the area. No one had reported incidents, and he encouraged people to report any illegal activity. There would be extra patrolling in the area as the weather improved.

CITIZEN INPUT: None.

ACTION REVIEW:

1. Approved a 10% salary increase to Amanda Zeiber retroactive to March 4, 2014, for the duration of her role as Interim City Administrator.
2. Approved the Consent Agenda.
3. Adopted Ordinance 1394.
4. Adopted Ordinance 1395.
5. Adopted Ordinance 1396.

There was no Executive Session.

Mayor Hodson adjourned the meeting at 8:43 p.m.



Kimberly Scheafer, MMC
City Recorder



Brian Hodson
Mayor

Assisted with Preparation of Minutes - Susan Wood