

**CANBY CITY COUNCIL  
SPECIAL MEETING MINUTES  
April 9, 2014**

**Presiding:** Mayor Brian Hodson.

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

**Staff Present:** Amanda Zeiber, Interim City Administrator/HR Director; Bryan Brown, Planning Director; Renate Mengelberg, Economic Development Director; Jamie Stickel, Main Street Manager; Haley Fish, Finance Director, and Sue Ryan, Deputy City Recorder.

**Others Present:** Bob Cornelius and Bob Fowke.

**CALL TO ORDER:** Mayor Hodson called the Special Meeting to order at 6:36 p.m. in the Council Chambers.

**NEW BUSINESS:** Selection of Recruitment Services Firm for City Administrator Recruitment – Amanda Zeiber, Interim City Administrator/HR Director, said her top three recommendations for the City Administrator recruitment were League of Oregon Cities, Prothman, and Waldron. She explained the differences between the three and their associated costs. The City could do a more extensive background check on the candidates. She had not worked with Waldron, but had worked with League of Oregon Cities and Prothman. Both were good to work with, it depended on how much they wanted staff to assist in the process.

Councilor Parker preferred to exclude the League and have more done by professionals so staff did not have to add to their work load. He suggested a full citizen committee participation process.

Councilor Dale asked about a citizen committee who would be the primary interface who would send two or three top candidates to Council. He asked if Prothman and Waldron would work well with that type of committee.

Ms. Zeiber said either one would do a good job. Prothman had used that type of process during the search for the Police Chief.

Mayor Hodson asked about the reputation of Waldron.

Ms. Zeiber said she had only heard good things about Waldron.

Mayor Hodson said community input was integral to the hiring of Greg Ellis and needed to be included in this process.

Ms. Zeiber said all the proposals had a lot of language about meeting with the Council to discuss how they wanted the process to go and having an interactive public process. All of the search firms had similar timelines as well.

There was discussion on not limiting the parameters at this time for how far away to recruit.

**\*\*Councilor Dale moved to have the Interim City Administrator enter into a contract with Prothman for City Administrator recruitment services. Motion was seconded by Councilor Parker and passed 6-0.**

**ACTION REVIEW:**

1. Authorized the Interim City Administrator to enter into a contract with Prothman for City Administrator recruitment services.

Mayor Hodson adjourned the Special Meeting at 6:55 p.m.



Sue Ryan, CMC  
Deputy City Recorder



Brian Hodson  
Mayor

Assisted with Preparation of Minutes - Susan Wood