

**CANBY CITY COUNCIL  
WORK SESSION MINUTES  
July 9, 2009**

**Presiding:** Mayor Melody Thompson.

**Council Present:** John Henri, Jason Padden, Walt Daniels, and Robert Bitter. Councilors Wayne Oliver and Tony Helbling were absent.

**Staff Present:** Mark Adcock, City Administrator; John Kelley, City Attorney; Amanda Klock, Human Resources Director; Tim Warren, Police Officer; and Kim Scheafer, City Recorder.

**Others Present:** Greg Prothman, Ted Kunze, Richard Ball, Kevin Starrett, Barbara Karmel, Lynn Olson and Michael Downs.

Mayor Thompson called the Work Session to order at 6:00 p.m. The Council met in the City Council Chambers with the Police Chief Advisory Search Committee and Greg Prothman to discuss the recruitment process.

Barbara Karmel, Police Chief Advisory Search Committee Chair, reviewed what the committee had done to date including developing criteria for a search firm, reviewing proposals, interviewing consultants, and developing criteria for a new police chief. The criteria had been emailed to Mr. Prothman. The committee had met with Mr. Prothman prior to the work session to discuss how the process would continue. They would be reviewing the position announcement, advising on narrowing down the list of candidates, and continue to develop criteria for the ideal candidate.

Greg Prothman, Prothman Company President, spoke about the process for recruiting a police chief. The geographic area of recruitment would be the 11 western states. He expected to get 30-40 applicants and would narrow the list down to the top 18 applicants. In formation of the community profile, he would meet with community members, police officers, the Council, and the City Administrator to get a sense of what they were looking for. The committee would narrow down the list of applications to ten. He would then meet each applicant personally or video conference with them and then meet with the committee and tell them who he liked. They would then move forward to final interviews and design a final interview process. Prior to the final interviews, they will do background checks and confidential references. Multiple panels would be used to interview each candidate.

John Kelley, City Attorney, said that he, along with the Municipal Court Judge, would like to give input.

Mayor Thompson said she wanted to make sure the Council was clear about the role of the search committee.

Ms. Karmel said the committee and Mr. Prothman were clear that Mr. Adcock was the appointing authority. It was their assumption that the City Council would be one of the entities interviewing the final candidates.

Mr. Prothman talked about the two work sessions that would be scheduled.

Council consensus was to have the committee do the selection of the semifinalists at the September work session. Councilors that were interested would attend the second work session in October.

Mayor Thompson said she thought they needed to be clear and have a single point of communication with Mr. Prothman.

Mr. Prothman said Ms. Klock, and Barry of his office, would be handling the day-to-day logistics.

Mark Adcock, City Administrator, said he thought Ms. Klock should be the single point person since the engagement is between Prothman and the City.

Council consensus was to have Ms. Klock as the point of communication with Mr. Prothman. Ms. Karmel would talk with Mr. Prothman directly regarding strategic decisions.

Mr. Kelley discussed the requirements for public meetings and when it is permissible to hold an executive session.

Mr. Prothman said the top 3-4 candidates would be referred to the City Administrator and Council.

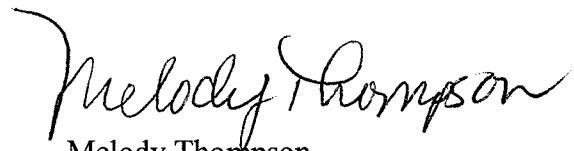
Mayor Thompson said she would like to have each interviewing panel use the same rating scale to evaluate the finalists.

Kim Scheafer, City Recorder, said once she was notified of committee meetings she would post the information on the City's web site and notify the newspaper.

Mayor Thompson adjourned the Work Session at 7:10 p.m.



Kimberly Scheafer, CMC  
City Recorder



Melody Thompson  
Mayor

Assisted with Preparation of Minutes – Susan Wood