

**CANBY CITY COUNCIL  
WORK SESSION  
July 19, 2023**

**PRESIDING:** Brian Hodson

**COUNCIL PRESENT:** Traci Hensley, James Davis, Jason Padden, Herman Maldonado, and Shawn Varwig.

**COUNCIL ABSENT:** Christopher Bangs

**STAFF PRESENT:** Maya Benham, City Recorder

**CALL TO ORDER:** Mayor Hodson called the Joint Work Session to order at 6:02 p.m. in the Council Chambers.

**CITY ADMINISTRATOR RECRUITMENT PROCESS:**

Bob Larson and Kate Hanson, GMP, reviewed the recruitment process schedule, profile development, need for a designated staff person, and interviews.

Mayor Hodson said the new HR Director would be the designated staff person.

The Council discussed the groups to interview for the administrator profile.

Mr. Larson explained the recruitment strategy and advertising.

There was discussion regarding the timeline, scheduling the City Attorney recruitment, creating the City Administrator profile, interview questions, availability of quality candidates, Charter requirement for residency, salary recommendation, education and experience requirements, diversity, and next steps.

The consultants would move forward with stakeholder interviews to create the profile.

**CITY COUNCILOR VACANCY PROCESS:**

Maya Benham, City Recorder, reviewed the dates for the City Councilor vacancy recruitment. Interviews would be held in August and the new Councilor would be sworn in on September 6.

The Work Session was adjourned at 6:43 p.m.

**CANBY CITY COUNCIL  
REGULAR MEETING MINUTES  
July 19, 2023**

**PRESIDING:** Brian Hodson

**COUNCIL PRESENT:** Traci Hensley, James Davis, Herman Maldonado, Jason Padden and Shawn Varwig.

**COUNCIL ABSENT:** Christopher Bangs

**STAFF PRESENT:** Eileen Stein, Interim City Administrator; David Doughman, Interim City Attorney; and Maya Benham, City Recorder.

**CALL TO ORDER:** Mayor Hodson called the Regular Meeting to order at 7:03 p.m. in the Council Chambers followed by opening ceremonies.

**PROCLAMATION:**

Mayor Hodson read the proclamation declaring July 17-21, 2023 as Wastewater Utility Appreciation Week.

**CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:** None

**CONSENT AGENDA:** **\*\*Council President Hensley moved to approve the minutes of the May 3, 2023 Regular City Council Meeting. Motion was seconded by Councilor Varwig and passed 5-0.**

**ORDINANCE:**

Ordinance 1606 – **\*\*Councilor Varwig moved to approve Ordinance 1606, AN ORDINANCE AUTHORIZING THE INTERIM CITY ADMINISTRATOR TO ENTER INTO A CONTRACT BETWEEN THE CITY OF CANBY AND BEERY, ELSNER AND HAMMOND, LLP FOR INTERIM CITY ATTORNEY SERVICES UP TO \$149,999. Motion was seconded by Councilor Padden and passed 5-0 by roll call vote.**

**OLD BUSINESS:** City Administrator Recruitment – Mayor Hodson discussed the timeline and next steps for stakeholder interviews to create the profile.

**NEW BUSINESS:** City Councilor Vacancy – Mayor Hodson said Councilor Varwig was resigning. The position would be posted on July 20, applications would be due by August 11, interviews would be held on August 16, and the candidate would be sworn in on September 6.

**MAYOR'S BUSINESS:** Mayor Hodson thanked the Wild Hare for Harefest. Canby's Big Night Out would be on August 25, and Canby's Big Weekend on August 26-27. Slice of Summer was underway. He presented Councilor Varwig with a plaque in recognition of his service on the City Council.

The Council thanked Councilor Varwig for his work and commitment to the City.

Councilor Varwig thanked citizens, staff, and Councilors.

### **COUNCILOR COMMENTS & LIAISON REPORTS:**

Councilor Davis reported on the Parks and Recreation Advisory Board where Maple Street Park improvements, Auburn Farms survey, Community Park Phase 1, outdoor exercise at Legacy Park, athletic fields, Art in the Park program, and parks website were discussed. He encouraged people not to go upstream from Community Park. The Adult Center was reviewing the bids for their improvement project and Public Works had been working on the air conditioning in the building. The Fire Department received a grant to staff a substation on Hwy 170 and he discussed recent fires. He had attended the Chamber Luncheon.

Councilor Varwig was grateful for the opportunity to serve the City.

Council President Hensley also attended the Chamber Luncheon and ribbon cutting for Jarboes. The Traffic Safety Commission submitted three letters to the City Administrator regarding truck route signage on Knights Bridge and Arndt Road, intersection light on 13<sup>th</sup> and Ivy, and speed limit change on 13<sup>th</sup> and Ivy. They were requesting advocacy to the County for these changes.

Councilor Padden reported on the Canby Utility Board meeting where the Water Master Plan update, power outages, interviewing a vacancy, and tour of the Wilsonville Water Treatment Plant were discussed. He also spoke about the School Board meeting where new members were sworn in and they discussed goals and upcoming projects. He asked that when they posted notice about the City Administrator recruitment on agendas that they included the City Attorney recruitment. There would be an art event called Through the Looking Glass on Saturday. He attended the PRIDE event and Chamber Luncheon. He encouraged input on the Comprehensive Plan process. He asked about staffing for the possible sports complex project.

Mayor Hodson noted fireworks might be coming back at the high school football games.

**CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS:** Ms. Stein noted the staff reports that were in the Council packets and number of recruitments. She discussed the issue of bus parking on Third Court.

**CITIZEN INPUT:** None


### **ACTION REVIEW:**

1. Approved the consent agenda.
2. Adopted Ordinance 1606.

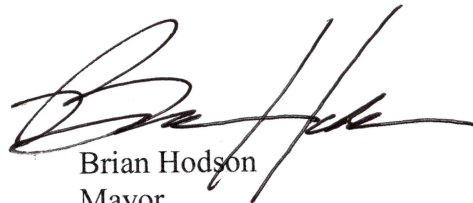
**There was no Executive Session.**

**\*\*Councilor Varwig moved to adjourn, seconded by Council President Hensley. Motion passed unanimously.**

Mayor Hodson adjourned the Regular Meeting at 7:53 p.m.



Maya Benham  
City Recorder



Brian Hodson  
Mayor

Assisted with Preparation of Minutes - Susan Wood