

**DALLAS CITY COUNCIL**  
**Monday, July 16, 2012**  
**Council Chambers**

The Dallas City Council met in regular session on Monday, July 16, 2012, at 7:00 p.m. in the Council Chambers of City Hall with Mayor Brian Dalton presiding.

**ROLL CALL AND PLEDGE OF ALLEGIANCE**

Council members present: Council President Wes Scroggin, Councilor Jim Brown, Councilor Jim Fairchild, Councilor Beth Jones, Councilor Kevin Marshall, Councilor Murray Stewart, Councilor LaVonne Wilson, and Councilor Ken Woods, Jr. Absent: Councilor Jackie Lawson

Also present were: Acting City Manager Kim Marr, City Attorney Lane Shetterly (via telephone), Chief of Police John Teague, Finance Director Cecilia Ward, Director of Administrative Services Robert Spivey, Engineering and Environmental Services Director Fred Braun, and Recording Secretary Emily Gagner.

Mayor Dalton welcomed Nancy Boyer, Executive Director of the Mid-Willamette Valley Council of Governments (COG) and Jon Nelson, retired City Manager from Corvallis. He also welcomed members of Boy Scout Troop 288 who were working on their communications merit badge. Mayor Dalton explained City Attorney Lane Shetterly was present via telephone.

Mayor Brian Dalton invited the Boy Scouts to lead the Pledge of Allegiance.

**COMMENTS FROM THE AUDIENCE**

Chelsea Pope, Executive Director of the Dallas Area Chamber of Commerce and Visitors Center, updated the Council on the upcoming Summerfest event. She noted they held the official kick-off party earlier in the day and had a full crowd, including lots of City staff representation. Ms. Pope reported there were 65 local business sponsors this year and she reviewed the schedule of events. Mayor Dalton commented there was a great presentation at the kickoff. Mr. Fairchild thanked Ms. Pope for acknowledging the great work the staff did for the City and the Chamber.

**PUBLIC HEARING**

**CONSENT AGENDA**

It was moved by Councilor Woods and seconded by Councilor Marshall *to approve the Consent Agenda as presented.* The motion CARRIED UNANIMOUSLY.

Items approved by the Consent Agenda: a) the July 2, 2012, special City Council meeting minutes; b) the July 2, 2012, City Council minutes; c) report of the June 27, 2012, Citizens Advisory Committee for Residential Street Funding meeting; and d) recommended priorities for LOC Policy Committee.

**ITEMS REMOVED FROM CONSENT AGENDA**

There were no items removed from the Consent Agenda.

**REPORTS OR COMMENTS FROM COUNCIL**

Heather Enderle, Student Body Liaison, introduced McKenzie Darr, who would be taking her place the following year. Mr. Dalton thanked Ms. Enderle for her service.

**DISCUSS CITY COUNCIL TABLE AT BREAKFAST IN THE PARK**

Mayor Dalton explained a Council table at Breakfast in the Park was brought up at the last Council meeting and advised any Councilor who was interested in helping with that to talk to Ms. Gagner and Councilor Jones after the meeting to work out the details.

**REPORTS FROM CITY MANAGER AND STAFF**

**DISCUSS PROPOSAL FROM COG REGARDING CITY MANAGER SEARCH**

Mayor Dalton introduced Nancy Boyer from the Mid-Valley Council of Governments (COG). Ms. Boyer stated this was the Council's recruitment so her job was to make sure everything they wanted to happen did so in an efficient manner. She indicated the proposed steps were flexible so the Council could revise them or add more. Ms. Boyer stressed she wanted the Council to feel good about their candidate.

Council President Scroggin asked if there were a lot of searches for City Manager going on right now. Ms. Boyer stated there weren't a lot, adding no other city the size of Dallas was currently

looking.

Council President Scroggin asked if Ms. Boyer would advertise the opening outside of Oregon. She indicated the Council would decide where the opening was advertised, but recommended using the League of Oregon Cities, the Association of Washington Counties, and ICMA.

Councilor Brown asked if a city manager position was typically advertised with a salary commensurate with experience. Ms. Boyer stated the Council would provide a hiring range which would help the candidates narrow themselves down. She explained she would do a quick survey of cities similar in size to Dallas so the Council had an idea of comparable salaries.

Council President Scroggin asked what a reasonable time frame would be for the process. Ms. Boyer indicated she'd provided a draft schedule which showed the process taking three to four months to get to the interview stage, with interviews happening the first week in November.

Councilor Wilson asked if Ms. Boyer would do comparables with population and services, noting Dallas provided more services than many other cities. Ms. Boyer indicated she would start the comparables with size but could also look at whether they were a full service city or not.

Councilor Brown asked if January or February was an ideal time to hire someone since it was not at the end of a fiscal year. Ms. Boyer explained that was a good time because it was when cities normally started looking at the next year's budget, and it would allow the new city manager to be an integral part of that budget process.

Councilor Fairchild acknowledged the Council made the final decision, but wanted to know how Ms. Boyer proposed getting input from the community and staff. Ms. Boyer explained the first part of the process was putting together a profile, noting the Councilors should listen to the community to include their input in the profile. She added it was a good time to get staff involved as well. She indicated the next time the Council should get input was during the interview process. She advised they could have community members involved in an interview panel as well as staff. She also recommended having current city managers in a panel to get a more technical read. Ms. Boyer stated the Council could also have a meet and greet reception for the top two finalists to solicit feedback on the candidates as well.

Councilor Marshall asked if Ms. Boyer would do an initial screening of the applicants. Ms. Boyer explained that was why profile development was important. She indicated she would bring back ten or fifteen candidates with information about their strengths and weaknesses, noting the Council could always look at all the applicants. She added she would provide the Council a list of all applicants with basic information about each in case the Council wanted to look at one or two others. She stated once the Council had the applicants more narrowed down she would perform a more thorough background and reference check.

It was moved by Councilor Stewart and seconded by Councilor Scroggin *to direct the Mayor to engage the MWVCOG to pursue working with the City to find a City Manager candidate to review in accordance to the proposal.* The motion carried unanimously.

#### DISCUSS APPOINTMENT OF MANAGER PRO TEM

Mayor Dalton introduced Jon Nelson. Mr. Nelson indicated he started in 1981 in Missoula, Montana, where he interned. He noted he also received his Masters in Public Administration from the University of Montana. He explained he was then hired as the Assistant City Manager in Pendleton and then hired as the City Manager one year later. Mr. Nelson stated from 1993 to 2011, he served as the City Manager of Corvallis. He indicated he was complimented when Ms. Marr called him to ask if he would be interested in the interim position. Mr. Nelson advised he was interested but also enjoyed his retirement and also enjoyed free time with his wife and family. He stated he would be available to start on July 23 if the Council was interested.

Councilor Brown stated he remembered Mr. Shetterly saying something about the interim being about a .8 FTE. Mr. Shetterly explained the salary offered to Mr. Nelson was 80% of Mr. Wyatt's final compensation. In response to a question, Mr. Nelson explained he hoped to only work 4 to 6 months, but would be willing to work beyond that if it was needed.

It was moved by Councilor Marshall and seconded by Councilor Wilson *to appoint Jon Nelson as City Manager Pro Tem, effective July 23, and to authorize the Mayor to execute the proposed contract for his services, subject to the satisfactory outcome of a background check.* The motion

carried unanimously.

Councilor Fairchild stated he had known Mr. Nelson for about 18 years and he would be a good fit for the community in the interim.

#### **HIRING TWO SEASONAL WORKERS**

Mr. Spivey explained the City looked at an opportunity to bring on extra help for the summer for miscellaneous projects and to help clean out Ash Creek where there were regular flooding issues. He noted the Charter required Council approval to hire anyone under an interim city manager. Councilor Wilson asked who the City was planning to hire. Mr. Spivey explained he was still in the hiring process, noting there were ten applicants.

It was moved by Councilor Fairchild and seconded by Councilor Brown to *approve the hiring of two seasonal laborer positions to work in the parks and streets divisions.* The motion carried unanimously.

#### **OTHER**

Ms. Marr explained the annual City picnic was scheduled for August 6 and asked the Council's approval to cancel the August 6 Council meeting. It was moved by Councilor Marshall and seconded by Council President Scroggin *to cancel the August 6 City Council meeting.* The motion carried unanimously.

#### **RESOLUTIONS**

##### **FIRST READING OF ORDINANCE**

##### **SECOND READING OF ORDINANCE**

#### **OTHER BUSINESS**

Mayor Dalton pointed out a letter from the auditor for each of the Councilors, noting it was a requirement that the Council be informed of their presence. Councilor Woods asked if it was a routine audit. Mayor Dalton explained it was the annual audit.

Council President Scroggin announced he would not be running for reelection. He explained he was not making the decision because of what was going on with the City currently, noting the current situation only reaffirmed his belief that the current leaders and staff could carry on and provide the best service to the community he loved. Council President Scroggin pledged to serve out his term. Mayor Dalton thanked Council President Scroggin for his honorable service over many years.

Mayor Dalton advised Council President Scroggin, Mr. Shetterly, Ms. Marr, and he would work with Ms. Boyer to schedule the upcoming meetings needed, noting it may require some workshops or extra meetings.

There being no further business, the meeting adjourned at 7:24 p.m.

Read and approved this \_\_\_\_\_ day of \_\_\_\_\_ 2012.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Interim City Manager