

**AGENDA  
DAYTON CITY COUNCIL  
REGULAR/EXECUTIVE SESSION**



**DATE:** MONDAY, JANUARY 8, 2018  
**PLACE:** CITY HALL ANNEX, 408 FERRY STREET  
**TIME:** 6:30 PM

**Dayton – Rich in History....Envisioning Our Future**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>PAGE #</u>
A.	CALL TO ORDER & PLEDGE OF ALLEGIANCE	
B.	ROLL CALL	
C.	APPEARANCE OF INTERESTED CITIZENS	

**This time is reserved for questions or comments from persons in the audience on any topic.**

D.	<b>ACTION ITEMS</b>	
	1. Council President Election	
	2. Reappointment of Historic Preservation Committee Members	1
	3. Amend City Manager Recruitment Process Schedule	3-6

**EXECUTIVE SESSION**

*The City Council will meet in Executive Session pursuant to ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member or individual agent.*

E.	CITY COUNCIL COMMENTS/CONCERNS	
F.	<b>INFORMATION REPORTS</b>	
	1. City Manager's Report	7-10
G.	<b>ADJOURN</b>	

Posted: 01/04/2018  
Rochelle Roaden, City Recorder

*Persons with hearing, visual or manual impairments who wish to participate in the meeting should contact the City of Dayton AT LEAST 32 WORKING HOURS (4 DAYS) prior to the meeting date in order that appropriate communication assistance can be arranged. The City Hall Annex is accessible to the disabled. Please let us know if you need any special accommodations to attend this meeting.*

**NEXT MEETING DATES**  
City Council Special/Executive Session, Monday, January 22, 2018  
City Hall Annex, 408 Ferry St, Dayton

**To:** Honorable Mayor and City Councilors

**From:** Rochelle Roaden, Interim City Manager

**Issue:** Approval of Historic Preservation Committee Members

**Background and Information**

All five of the members need to be re-appointed to the Historic Preservation Committee. All five would like to continue to serve another four year term.

**Interim City Manager Recommendation:** I recommend re-appointing Kim Courtin, Dave Hargett, Kelly Haverkate, Wayne Herring and Judy Gerrard to the Dayton Historic Preservation Committee.

**Potential Motion to Re-Appoint:** “I move to re-appoint Kim Courtin, Dave Hargett, Kelly Haverkate, Wayne Herring and Judy Gerrard to the Dayton Historic Preservation Committee.”

**City Council Options:**

- 1 – Move to re-appoint Historic Preservation Committee members as recommended.
- 2 – Move to re-appoint only one or more Historic Preservation Committee members.
- 3 – Take no action and direct Staff to do more research and bring more options back to the City Council at a later date.



**To:** Honorable Mayor and City Councilors

**From:** Rochelle Roaden, Interim City Manager

**Issue:** Amend the City Manager Recruitment-Process Schedule

**Background and Information**

The City Manager Recruitment-Process schedule approved at the November 6, 2017, City Council meeting lists January 15<sup>th</sup> as the completion date for Step 12 (Candidate Interviews – Community Open House followed by Interviews in Executive Session, Selection of Successful Candidate, Delegation to Negotiate). Due to scheduling conflicts, the date for Step 12 should be moved to Monday, January 22<sup>nd</sup>, so all City Councilors will be in attendance.

**Interim City Manager Recommendation:** I recommend amending the City Manager Recruitment-Process Schedule changing the Step 12 Completion Date from January 15<sup>th</sup> to January 22, 2018.

**Potential Motion to Amend:** “I move to amend the City Manager Recruitment Process Schedule changing the Step 12 Completion Date from January 15<sup>th</sup> to January 22, 2018.”

**City Council Options:**

1 – Move to amend City Manager Recruitment-Process Schedule.

2 – Take no action and direct Staff to do more research and bring more options back to the City Council at a later date.



## Approved Schedule

	STEP	ESTIMATED TIME	COMPLETION
1	Council Develop and Approve Recruitment Process / Advertisement		November 6
2	Council Develop and Approve Position Profile		November 6
3	Place Advertisement		November 7
4	Initial Review Date	Four to six weeks	December 4
5	Send Acknowledgment Letters	One week after closing	December 11
6	Screen / Score Applications	One week after closing	December 11
7	Council meets to (1) Close recruitment, and (2) Select Candidates for Phone/Skype Interviews (3) approve interview questions and score sheets (Optional depending on number of applications)	One week after closing.	December 11*
8	Phone/Skype Interviews for Top Candidates in Executive Session (Optional depending on number of applications)		December 18
9	Council Selects Candidates for Background and Reference Checks in Executive Session		December 18
10	Obtain Candidate Release / Conduct Backgrounds and Reference Checks	3 – 4 weeks	January 8
11	Council Meets in Executive Session to (1) Select Finalists for Interviews, (2) approve interview questions and score sheets		January 8*
12	Candidate Interviews –Community Open House followed by Interviews in Executive Session.		January 15
12	Selection of Successful Candidate, Delegation to Negotiate		January 15

(Council meetings are 1<sup>st</sup> and 3<sup>rd</sup> Mondays of the month, \* notes a special meeting.)



Report Criteria:  
Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Check Amount
11/17	11/06/2017	23307	513	Elizabeth Wytoski	REIMB 11/2/	6	500.500.611.00	.00	350.09
11/17	11/17/2017	23308	329	Alexonet Inc	1377	10	400.400.705.30	.00	583.70
11/17	11/17/2017	23309	1345	Ashley Backhaus	DEP REFUN	1	100.100.750.20	.00	200.00
11/17	11/17/2017	23310	215	Baker Rock Resources	Multiple	1	400.400.614.41	.00	222.14
11/17	11/17/2017	23311	151	Beery, Elsner & Hammond	NOV 2017	5	300.300.700.00	.00	791.50
11/17	11/17/2017	23312	890	Business Radio Licensing	WQIX540	1	300.300.706.00	.00	95.00
11/17	11/17/2017	23313	255	Cascade Columbia	Multiple	2	400.400.616.00	.00	4,880.16
11/17	11/17/2017	23314	258	Chemeketa Community College	S1018107	1	100.104.710.00	.00	96.35
11/17	11/17/2017	23315	189	CIS Trust	DAY-I2017-0	11	500.500.604.00	.00	588.22
11/17	11/17/2017	23316	105	City of Dayton	Multiple	1	300.301.707.00	.00	746.56
11/17	11/17/2017	23317	362	City of Newberg	OCT 2017	2	100.106.716.00	.00	3,978.06
11/17	11/17/2017	23318	169	City of Yamhill	00302	1	101.101.705.40	.00	250.00
11/17	11/17/2017	23319	860	City Sweepers, LLC	10697	1	200.200.614.40	.00	693.02
11/17	11/17/2017	23320	423	Comcast Cable	0578164 102	1	300.301.602.00	.00	104.85
11/17	11/17/2017	23321	283	Confederated Tribes of Grand Ro	CITY/CTY DI	1	500.500.752.00	.00	420.00
11/17	11/17/2017	23322	1127	Copiers Northwest, Inc	INV1652144	10	400.400.601.00	.00	403.72
11/17	11/17/2017	23323	466	Copy Cats	402392	1	500.500.752.60	.00	240.00
11/17	11/17/2017	23324	414	Corporation Division	185384-96 2	1	300.301.706.00	.00	50.00
11/17	11/17/2017	23325	148	Davison Auto Parts	Multiple	11	400.400.903.00	.00	305.87
11/17	11/17/2017	23326	111	DCBS Fiscal Services	OCT 2017	1	100.106.700.35	.00	275.50
11/17	11/17/2017	23327	150	Debra Lien	PETTY CAS	2	100.100.601.00	.00	113.99
11/17	11/17/2017	23328	235	DEQ	WQ18DOM-0	1	400.400.706.00	.00	1,833.00
11/17	11/17/2017	23329	789	Edge Analytical	Multiple	1	300.300.751.00	.00	156.00
11/17	11/17/2017	23330	1409	Express Services, Inc.	Multiple	1	100.100.705.00	.00	2,300.09
11/17	11/17/2017	23331	1247	ezTask.com, Inc.	07910272	10	400.400.705.30	.00	1,500.00
11/17	11/17/2017	23332	543	Ferrellgas	1098198122	1	100.100.707.30	.00	190.12
11/17	11/17/2017	23333	614	Frontier	Multiple	1	300.300.602.00	.00	368.60
11/17	11/17/2017	23334	542	Grainger	9584152301	1	300.301.616.00	.00	1,019.35
11/17	11/17/2017	23335	167	GSI Water Solutions, Inc	0107.019-23	1	300.300.705.00	.00	167.50
11/17	11/17/2017	23336	178	Hach Company	Multiple	2	400.400.616.00	.00	397.46
11/17	11/17/2017	23337	134	Iron Mountain Records Mgmt	PJR5922	10	400.400.601.00	.00	57.19
11/17	11/17/2017	23338	845	John Deere Financial	644854	4	400.400.616.00	.00	158.43
11/17	11/17/2017	23339	1439	Kelly and Brian DeKar	DEPOSIT RE	2	400.400.750.00	.00	40.00
11/17	11/17/2017	23340	1440	Lane Wilson	DEPOSIT RE	1	300.300.750.00	.00	4.50
11/17	11/17/2017	23341	139	Lowe's	Multiple	1	400.400.616.00	.00	535.53
11/17	11/17/2017	23342	1441	Michael & Melissa Lorenzen	DEPOSIT RE	2	400.400.750.00	.00	50.34
11/17	11/17/2017	23343	124	Mid-Willamette Valley COG	Multiple	10	400.400.705.00	.00	4,164.75
11/17	11/17/2017	23344	871	Office Depot, Inc	Multiple	1	300.300.601.00	.00	31.43
11/17	11/17/2017	23345	758	OHA - Drinking Water Services	D6845 T6845	1	300.300.706.00	.00	210.00
11/17	11/17/2017	23346	173	One Call Concepts, Inc.	7100350	2	400.400.799.00	.00	18.48
11/17	11/17/2017	23347	163	Oregon Dept of Revenue	OCT 2017	1	101.101.700.35	.00	345.00
11/17	11/17/2017	23348	103	PGE	Multiple	1	400.400.600.00	.00	4,830.47
11/17	11/17/2017	23349	621	Portland Engineering, Inc	7372	2	300.300.705.00	.00	60.00
11/17	11/17/2017	23350	1079	Portland General Electric	WO: M24289	1	200.200.799.00	.00	75.00
11/17	11/17/2017	23351	106	Recology Western Oregon	Multiple	1	200.200.603.00	.00	453.37
11/17	11/17/2017	23352	1194	Rochelle Roaden	111617	12	500.500.752.60	.00	111.51
11/17	11/17/2017	23353	1442	Rosendo Valdovinos	DEPOSIT RE	1	100.100.750.20	.00	200.00
11/17	11/17/2017	23354	937	Schulz-Clearwater Sanitation, Inc	456822	1	100.103.619.00	.00	141.00
11/17	11/17/2017	23355	903	Scott Pingel	REIMB 1116	1	100.100.611.00	.00	22.90
11/17	11/17/2017	23356	1443	Stacy Millsap	DEP REFUN	1	300.300.750.00	.00	3.44
11/17	11/17/2017	23357	141	Staples Credit Plan	Multiple	11	100.105.601.00	.00	409.75
11/17	11/17/2017	23358	316	Statesman Journal	ANNUAL RE	1	100.104.706.00	.00	240.02
11/17	11/17/2017	23359	477	Steve Sagmiller	REIMB 1115	2	300.300.611.00	.00	65.74

M = Manual Check, V = Void Check



GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Check Amount
11/17	11/17/2017	23360	171	Terminix Processing Center	369964194	10	100.104.707.00	.00	73.00
11/17	11/17/2017	23361	1006	US Bank	Multiple	7	400.400.611.00	.00	3,452.93
11/17	11/17/2017	23362	186	VFW post # 10626	17-010	1	101.101.705.00	.00	37.50
11/17	11/17/2017	23363	154	Westech Engineering, Inc	Multiple	1	700.700.910.40	.00	16,890.00
11/17	11/17/2017	23364	112	Wilco	Multiple	6	400.400.616.10	.00	779.89
11/17	11/17/2017	23365	1231	Xylem Dewatering Solutions, Inc.	400755067	1	400.400.614.30	.00	420.00
11/17	11/17/2017	23366	249	Yamhill County Community Corre	OCTOBER 2	1	200.200.614.40	.00	200.00
11/17	11/17/2017	23367	114	Yamhill County Sheriff	NOV 2017	1	101.101.705.10	.00	10,922.42
11/17	11/17/2017	23368	115	Yamhill County Sheriff	17-010	1	101.101.700.35	.00	102.00
11/17	11/17/2017	23369	117	YCOM	FY18-05-DA	1	101.101.770.00	.00	2,426.25
11/17	11/30/2017	23370	190	AFLAC	302551	1	100.000.220.00	.00	189.52
11/17	11/30/2017	23371	127	Baker & Taylor	4012063989	1	100.104.715.00	.00	15.23
11/17	11/30/2017	23372	1444	Cindy Holmes	REFUND DE	1	100.100.750.20	.00	650.00
11/17	11/30/2017	23373	189	CIS Trust	DEC 2017	22	400.400.594.00	.00	8,297.41
11/17	11/30/2017	23374	519	Comcast Cable - phone	0011596 111	10	400.400.602.00	.00	304.38
11/17	11/30/2017	23375	670	Corey Brown	REIMBURSE	6	400.400.611.00	.00	313.64
11/17	11/30/2017	23376	789	Edge Analytical	Multiple	1	300.300.751.00	.00	163.00
11/17	11/30/2017	23377	614	Frontier	8643275 111	1	400.400.602.00	.00	169.33
11/17	11/30/2017	23378	1445	Hashina Monteith	DEPOSIT RE	1	100.100.750.20	.00	50.00
11/17	11/30/2017	23379	1410	Northwood Signs	112717	1	100.103.910.00	.00	3,800.00
11/17	11/30/2017	23380	272	Oregon Dept of Revenue	L096607142	1	400.400.706.00	.00	120.00
11/17	11/30/2017	23381	256	Oregon Dept of Revenue	NOV 2017	1	100.000.212.00	.00	2,157.06
11/17	11/30/2017	23382	103	PGE	9264205 112	1	300.300.600.00	.00	84.80
11/17	11/30/2017	23383	213	Pitney Bowes Purchase Power	113017	10	400.400.601.10	.00	2,018.50
11/17	11/30/2017	23384	240	Print NW	19045	3	100.100.601.00	.00	587.00
11/17	11/30/2017	23385	119	Sprint	414585229-1	10	400.400.602.00	.00	412.73
Grand Totals:								.00	90,186.29

**TO: MAYOR WYTOSKI AND CITY COUNCIL MEMBERS**

**THROUGH: ROCHELLE ROADEN  
INTERM CITY MANAGER**

**FROM: STEPHEN SAGMILLER  
PUBLIC WORKS DIRECTOR**

**SUBJECT: PUBLIC WORKS ACTIVITIES REPORT DECEMBER 2017**

**Water:**

Regulatory Samples bi weekly  
Daily rounds  
Work orders  
Repair chlorine at Treatment Plant  
Locates  
Meter reading  
Meter Re Reads  
Turn ons / turn offs  
Water Report to Lafayette  
Water report to State  
Meter replacement (various)  
Emergency shut offs (various)  
Install radios on McDougal  
Repair well 1

**Wastewater:**

Regulatory Samples bi weekly  
Daily Rounds  
Check operation of lift stations daily  
Locates  
DMR to DEQ

**Parks:**

Clean Restrooms at park daily  
Dump garbage all parks  
Mow parks  
Leaf pickup in parks

**Facilities:**

Dump garbage at CC

Fire extinguisher checks

**Storm water:**

Locates

**Streets:**

Dump garbage on Ferry

Street sweeping

**Misc:**

Deliver agendas