



CITY OF DUNDEE CITY COUNCIL MEETING

801 N. Highway 99W, Dundee, OR 97115
City Hall Phone: (503) 538-3922 Website: www.DundeeCity.org

The Mission of City Government is to provide essential, quality public services in support of the livability, safety and viability of the Dundee community.

NOVEMBER 2, 2021 7:00 PM.

1. Open Regular City Council Meeting
2. Executive Session: In accordance with ORS 192.660 (2) (a) to consider applicants for the city administrator position.
3. Return to Regular Session/Adjourn (Or motion to recess the meeting to a specific date and time)

October 26, 2021

To: Mayor and Council, City of Dundee

From: Scott Dadson, MWVCOG

Cc: Melissa Lemen

Re: Proposed Outline for Interviews.

We have started the background process for your top three (3) candidates. While the process is moving, we have put together the following schedule for Tuesday evening, November 2nd.

Candidate Interview Schedule:

Candidate	Council Interview	City Issue Review
4:30 pm		Current City Admin and COG meet with Candidates to go over Current and Future Issues and give a virtual tour of the City
7:00 pm	Council enters in Exec Session	
7:15pm	Candidate A	
8:00 pm	Break	
8:15 pm	Candidate B	
9:00 pm	Break	
9:15 pm	Candidate C	
10:00 pm	Council Exec Session Wrap Up	

In addition to the Interview, the Current City Administrator Rob Daykin, will host a "Current Status and Virtual Tour" of City Projects session for the candidates. This is a general overview of the current projects and budget status of city operations and is an opportunity for the candidates to ask questions about same. This is a voluntary gathering of the Candidates and is administrative in nature only. It is not part of the Interview Process rather it is a modified version of a tour of the City but with budgetary numbers and other background. Again, this is voluntary on behalf of the candidate.

We are allotting at least 45 minutes with each candidate for Council with a 15-minute break in case it goes longer. Council can hold off the next interviewee for some limited time, but we will want to be careful not to overextend. Further, it is my recommendation to Council that you structure your questions here with the following suggested guidelines:

1. Find two to three questions from the Written responses and first interview to take a deeper dive with the Candidates
2. Suggest that each Councilor ask a single question from this list with a potential follow up
3. Allow the Candidates 5-minute intros on themselves and why they are interested the position and in Dundee
4. Reserve the last 15 minutes for questions from the Candidates