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City Council Meeting
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MINUTES

CITY COUNCIL SPECIAL MEETING
COUNCIL CHAMBER, CITY HALL
APRIL 21, 2025
5:30 p.m.

VIA ZOOM/ IN PERSON

PRESIDING: Mayor Richard Mays

COUNCIL PRESENT: Ben Wring, Tim McGlothlin, Rod Runyon, Scott Randall, Dan Richardson

STAFF PRESENT: City Manager Matthew Klebes, City Attorney Jonathan Kara, City Clerk Amie Ell

CALL TO ORDER

The meeting was called to order by Mayor Mays at 10:00 a.m.

ROLL CALL OF COUNCIL

Roll Call was conducted by City Clerk Ell. Wring, McGlothlin, Runyon, Randall, Richardson, Mays present

EXECUTIVE SESSION

Mayor Mays called the meeting to order and noted that the schedule had changed slightly from the version distributed the previous week. He stated the Council needed to address contract issues involving the City Manager and City Attorney, particularly regarding merit increases. He emphasized the importance of establishing a process for determining such increases and clarified that any decisions must be made in open session. He then turned the discussion over to City Attorney Jonathan Kara.

City Attorney Jonathan Kara provided legal clarification before Council entered Executive Session. He explained that under Oregon statute, Council may only discuss the performance evaluations of the City Manager, City Attorney, and Municipal Judge during Executive Session. Discussions related to contract terms, compensation, merit increases, or policy must occur in

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open session.

Kara outlined Council's options for authorizing compensation adjustments:

- Council may hold open-session discussions and vote to approve merit increases.
- Council may authorize the Mayor (or the Mayor and a Councilor) to negotiate adjustments and return with a recommendation at a future meeting.
- Any final decisions on merit or contract revisions must occur in a properly noticed public meeting.

He cautioned Council not to engage in off-topic discussions during Executive Session and encouraged Council to contact him directly with legal questions during the meeting, as he would not be present in the Executive Session.

Council recessed to Executive Session in accordance with ORS 192.660(2)(i) to evaluate the employment-related performance of the City Manager, City Attorney, and Municipal Judge.

Mayor Mays recessed Open Session at 10:15 a.m.

Mayor Mays reconvene Open Session at 3:00 p.m.

Council discussed Section 5.1 of the employment contracts for the City Manager and City Attorney, which as written included provisions for cost-of-living adjustments (COLA), merit increases, and annual performance evaluations.

City Manager Klebes and City Attorney Kara provided context on how past contracts were structured. It was noted that the use of terms such as "step increases" and "shall receive" in the contracts created confusion and may have unintentionally implied automatic salary increases.

Councilors discussed the need to distinguish between cost-of-living adjustments, which were generally tied to the Consumer Price Index (CPI), and merit increases, which should be based on performance evaluations. Staff and Council expressed a preference to align contracted employee compensation with the methods used for general City staff where applicable, but without the rigid step increase structure.

Councilors Richardson and Randall emphasized the importance of ensuring future contract language allowed for discretion and transparency while avoiding ambiguity or implied entitlements.

The group also discussed best practices from other jurisdictions, referencing salary survey data and the City's philosophy to maintain competitive compensation for recruitment and retention.

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The potential role of the HR Director and labor attorney in future contract revisions was also noted.

It was moved by Randall and seconded by Runyon to award a 7.5% salary increase, inclusive of cost of living allowance and merit increase, to the three contracted City employees, effective on their respective anniversary dates. The motion carried 5 to 0, Randall, Runyon, Richardson, McGlothlin, and Wring voting in favor; none opposed; none absent.

It was moved by Richardson and seconded by McGlothlin to direct and authorize the Mayor and Councilor Randall to review and negotiate Section 5.1 of the City Manager's and City Attorney's employment contracts with the City Manager and the City Attorney, and to bring back a recommendation to the City Council by the end of 2025 for review. The motion carried 5 to 0, Richardson, McGlothlin, Randall, Wring, and Runyon voting in favor; none opposed; none absent.

ADJOURNMENT

Being no further business, the meeting adjourned at 4:30 p.m.

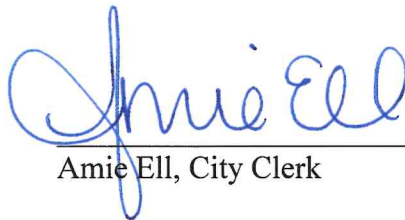
Submitted by/
Amie Ell, City Clerk

SIGNED:



Richard A. Mays, Mayor

ATTEST:



Amie Ell, City Clerk