

**John Day City Council  
April 10, 2012  
7:00 PM  
Council Chambers**

**AGENDA**

1. OPEN AND NOTE ATTENDANCE
2. APPROVAL OF CITY COUNCIL MINUTES OF MARCH 27, 2012
3. APPEARANCE OF INTERESTED CITIZENS – At this time Mayor Quinton will welcome the general public and ask if there is anything they would like to add to tonight's agenda.

**ACTION ITEMS:**

4. PRESENT YEARS OF SERVICE INCENTIVE AWARDS TO CITY EMPLOYEES
5. DISCUSS DONATION REQUEST TO GRANT UNION HIGH SCHOOL GRAD NIGHT 2012  
Attachment:
  - Letter from GU grad night 2012
6. DISCUSS FOR SIGNATURE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF JOHN DAY AND SIEGEL PLANNING SERVICES, LLC  
Attachment:
  - Professional Services Agreement
7. DISCUSS CITY HALL ENCROACHMENT ISSUES

**OTHER BUSINESS:**

8. OTHER BUSINESS AND UPCOMING MEETINGS  
Attachments:
  - March 30, 2012 LOC Bulletin
  - Letter to Property Owners from the Army Corps of Engineers
  - Flyer – Andy Robinson training
  - Quarterly Staff Report

**ADJOURN**

**TO:** John Day City Council  
**FROM:** Peggy Gray, City Manager  
**DATE:** April 6, 2012  
**SUBJECT:** Present Years of Service Incentive Awards to City Employees

**BACKGROUND:**

The City of John Day Incentive Awards Committee recommends the following awards:

- 10 Years of Service Certificate to Public Works Foreman Monte Legg
  - Hire date May 1, 2001
- 20 Years of Service Plaque to Utility Worker II Kenny Stevens
  - Hire date February 3, 1992
- 20 Years of Service Plaque to Police Chief Richard Tirico
  - Hire date April 1, 1992 (Rich also served as a Reserve Police Officer two years prior to hire date)
- 20 Years of Service Plaque to City Manager Peggy Gray
  - Hire Date May 26, 1992

**RECOMMENDATION:**

The above employees have been invited to the City Council meeting. Staff recommends Mayor Quinton present the awards to the above city employees.

**TO:** John Day City Council

**FROM:** Peggy Gray, City Manager

**DATE:** April 6, 2012

**SUBJECT:** Discuss Donation Request to Grant Union High School Grad Night 2012  
Attachment:  
• Letter from GU Grad Night 2012

**BACKGROUND:**

For the past several years the City of John Day and the John Day Police Department have donated to Grant Union High School's "Grad Night Party". As you know this function gives our graduating seniors and their friends an alcohol and drug-free environment on graduation night thus keeping our graduates safe to begin the next chapter of their lives.

In previous years we have donated \$100 to this important event.

**RECOMMENDATION:**

The John Day City Council donates \$100 to GUHS grad night.

**TO:** John Day City Council

**FROM:** Peggy Gray, City Manager

**DATE:** April 6, 2012

**SUBJECT:** Discuss for Signature Professional Services Agreement between the City of John Day and Siegel Planning Services, LLC

Attachment:

- Professional Services Agreement

**BACKGROUND:**

Attached is a Professional Services Agreement with Siegel Planning Services LLC for an on-call land use-planning consultant. I have worked with Scot Siegel of Siegel Planning Services since 2005. At that time the City received a grant and hired Mr. Siegel to update our Land Use Development Code. Since that time we have used Mr. Siegel for various land use applications such as the new subdivision east of town; ODF's new building, OSP's new Outpost building; Step Forward homes and the new Regional Acute Care Facility to name a few. I often call Mr. Siegel for land use questions and Mr. Siegel has graciously responded to them without compensation. We agreed it was time for the City to enter into a Professional Services Agreement with him.

The attached agreement is for one-year; this will be on an on-call basis with an hourly rate of \$115. For land use applications that require Siegel Planning Services, the applicant will be billed for Scot's services. Hours required for travel to and from John Day are not billed.

**RECOMMENDATION:**

Scot Siegel has been a valuable resource for me in the planning department. He developed and has updated our land use code. He is familiar with the John Day area and is a pleasure to work with. I recommend the John Day City Council allow Mayor Quinton to sign the Professional Services Agreement with Siegel Planning Services, LLC.

**TO:** John Day City Council  
**FROM:** Peggy Gray, City Manager  
**DATE:** April 6, 2012  
**SUBJECT:** Discuss City Hall Encroachment Issues

**BACKGROUND:**

A local realtor has listed Jack Russell's property located directly behind John Day City Hall. I was informed by the realtor that they have a potential buyer for the said property. The realtor informed me that Mr. Russell stated the two poles connected to the awning on the back steps of City Hall are located on his property. The realtor also stated Mr. Russell said he had a verbal agreement with the City that the poles can be on his property as long as the City allows him access to his back yard through the City's parking lot. The realtor stated that since the property is for sale; she felt the situation should be cleaned up.

In speaking with the Public Works Director about the situation, I was also informed that the City redirected a sewer main that runs from the west side behind the City Hall building, east to our parking lot. The reason this happened is because another property owner to the west of Mr. Russell's property needed to replace his sewer service line and reconnect to the City's sewer main. We had a problem reconnecting him to our sewer main because it ran directly under the City Hall building. The best option the Public Works Department could come up with was to redirect the sewer main behind City Hall east to the parking lot to a sewer manhole. At that time we believed it was all city property.

The City hired Benchmark Land Surveying, Inc. to stake our property lines; we found encroachment issues with the following three properties:

- Jack Russell, 111 Hillcrest Rd., John Day, OR
- Jim Cernazanu, 113 Hillcrest Rd., John Day, OR
- Scott Officer, 101 Hillcrest Rd., John Day, OR

The issues are:

1. Part of the awning over the back steps of City Hall and two of the poles securing the awning are located on Jack Russell's property
2. A small section of the parking lot believed to be owned by the City and has been used for parking since the City purchased the building is actually on Jim Cernazanu's property
3. The City has a sewer main located on Jack Russell and Jim Cernazanu's property
4. The City actually owns a small section to the west of City Hall that Scott Officer thought he owned and has been using for parking his pickup and camper. Mr. Scott Officer came to City Hall asking what we can do to fix the problem as he thought the lack of parking could affect the resale value of his property.

**RECOMMENDATION:**

In order to fix the above situations; staff suggests one of the following options:

1. City obtains an easement from Mr. Jack Russell for the sewer main and the two encroaching poles and awning.
2. City obtains an easement from Mr. Jim Cernazanu for the sewer main and parking.

**OR:**

1. City pays for a property line adjustment with Mr. Jack Russell and Mr. Jim Cernazanu to obtain the sections of property necessary in order for the City to fix the encroachment issues.
2. If the City does the above property line adjustment; I suggest the City approach Mr. Scott Officer asking him if he is willing to pay for the property line adjustment for the section to the west side of City Hall fixing the parking problem on his property (I believe doing it all at the same time could save everyone money). Police Chief Tirico stated his department does not use the area where Mr. Officer parks his pickup and camper and does not have an issue with the property line adjustment on the west side of City Hall. Of course all of the above options will have to be negotiated with the affected property owners.

I am in the process of notifying the affected property owners and will inform them of the Council's discussion at this council meeting.

**TO:** John Day City Council

**FROM:** Peggy Gray, City Manager

**DATE:** April 6, 2012

**SUBJECT:** Other Business and Upcoming Meetings

Attachments:

- March 30, 2012 LOC Bulletin
- Letter to Property Owners from the Army Corps of Engineers
- Flyer – Andy Robinson training
- Quarterly Staff Report

**OTHER BUSINESS:**

1. Attached is the March 30, 2012 LOC Bulletin for your information and review.
2. A survey crew contracted with the Army Corps of Engineer will be here next week to begin taking elevations. Please see the attached letter the Army of Corps of Engineering will be releasing to property owners.
3. Attached is a flyer for a training sponsored by the North Fork John Day Watershed council and funded by Shelk Fund of the Oregon Community Foundation and J.G. Edwards Fund of the Oregon Community Foundation. The name of the training is Get the Solutions: Building a Board that Works. Fire Chief Ron Smith and I are signed up for this training. The training will be held at the Grant County Regional Airport on Tuesday, April 24, 2012, 9 a.m. – 4 p.m. lunch is provided, \$20.00 registration fee. Council members are invited to attend, please let me know if you are interested and I'll get you signed up.
4. There will be a LOC Small Cities meeting at Prairie City on Thursday, April 26, 2012, 11 am to 1 pm. A fantastic lunch will be provided; all Councilors are invited to attend, please let me know if you are interested and I will RSVP for you.
5. **Reminder:** The Annual Verified Statement of Economic Interest (SEI) forms have been mailed out. The forms are due back (received or postmarked) by Monday, April 16, 2012. You may return your report by mail, fax to 503-373-1456, or scan and email to ogec.mail@state.or.us. If you have any questions or need a duplicate form, contact staff at 503-378-5105.
6. Attached is the quarterly staff report for your information and review.

**UPCOMING MEETINGS:**

April 11, 2012	5:30 p.m. Interpretive Center	Friends of the Kam Wah Chung board meeting
April 24, 2012	9 am – 4 pm Airport	Andy Robinson Training – Building a board that works. City Manager and Fire Chief attending.
April 24, 2012	7 p.m. Council Chambers	Regular City Council meeting