

**John Day City Council
June 12, 2012
7:00 PM
Council Chambers**

AGENDA

1. **OPEN AND NOTE ATTENDANCE**
2. **ADMINISTER THE OATH OF OFFICE TO THE NEWLY APPOINTED MAYOR**
3. **APPROVAL OF CITY COUNCIL MINUTES OF MAY 22, 2012**
4. **APPEARANCE OF INTERESTED CITIZENS – At this time Mayor Lundbom will welcome the general public and ask if there is anything they would like to add to tonight’s agenda.**

ACTION ITEMS:

5. **ENTER INTO EXECUTIVE SESSION UNDER ORS 192.660(2)(e) FOR THE PURPOSE OF CONDUCTING DELIBERATIONS WITH PERSONS DESIGNATED BY THE GOVERNING BODY TO NEGOTIATE REAL PROPERTY TRANSACTIONS**
6. **ENTER BACK INTO REGULAR SESSION**
7. **REPORT FROM GRANT COUNTY ECONOMIC DEVELOPER SALLY BARTLETT ON ECONOMIC DEVELOPMENT ACTIVITIES**
8. **PRESENTATION OF THE ANNUAL SYSTEM DEVELOPMENT CHARGE (SDC) ACCOUNTING REPORT BY ANNA BASS OF OSTER PROFESSIONAL GROUP**
 - Attachments:
 - Ordinance No. 09-140-06, an ordinance relating to System Development Charges for Water and Sewer Facilities
 - Spreadsheets for fiscal years 10 -12 SDC activities
9. **DISCUSS WATER INFRASTRUCTURE TRANSFER OF OWNERSHIP REQUEST TO THE CITY OF JOHN DAY**
 - Attachments:
 - May 14, 2012 letter from Josef Hitz, Sisul Engineering
 - Pendleton Lab Report
 - Water line As-builts drawings as pdf files
10. **DISCUSS WATER SERVICE AT 100 EAST MAIN STREET (PETE RAWLINS PROPERTY AT CORNER OF MAIN AND S. CANYON BLVD.)**

Attachment:

- June 4, 2012 Electronic message from Les Zaitz

OTHER BUSINESS:

11. OTHER BUSINESS AND UPCOMING MEETINGS

Attachment:

- May 25, 2012 LOC Bulletin

ADJOURN

TO: John Day City Council

FROM: Peggy Gray, City Manager

DATE: June 08, 2012

SUBJECT: Administer the Oath of Office to the newly appointed Mayor
Attachment:

- Mayor Oath of Office – Ron Lundbom

BACKGROUND:

City Manager Peggy Gray will administer the Oath of Office of Mayor for the City of John Day to Ron Lundbom.

TO: John Day City Council

FROM: Peggy Gray, City Manager

DATE: June 08, 2012

SUBJECT: Enter into Executive Session under ORS 192.660(2)(e) for the purpose of conducting deliberations with persons designated by the governing body to negotiate real property transactions

BACKGROUND:

The City of John Day will now meet in executive session for the purpose of conducting deliberations with persons designated by the governing body to negotiate real property transactions. The executive session is held pursuant to ORS 192.660(2) (e) for this session, which allows the Council to meet in executive session for the purpose of conducting deliberations with persons designated by the governing body to negotiate real property transactions.

Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room.

At this time Mayor Lundbom will ask for a motion from the Council to move into executive session under ORS 192.660(2) (e).

TO: John Day City Council
FROM: Peggy Gray, City Manager
DATE: June 8, 2012
SUBJECT: Report from Grant County Economic Developer Sally Bartlett on Economic Development Activities

BACKGROUND:

Grant County Economic Development Coordinator Sally Bartlett will update the John Day City Council on Economic Development Activities.

TO: John Day City Council

FROM: Peggy Gray, City Manager

DATE: June 08, 2012

SUBJECT: Presentation of the Annual System Development Charge (SDC) accounting report by Anna Bass of Oster Professional Group

Attachments:

- Ordinance No. 09-140-06, an ordinance relating to System Development Charges for Water and Sewer Facilities
- Spreadsheets for fiscal years 10 -12 SDC activities

BACKGROUND:

October 2009 the John Day City Council adopted Ordinance 09-140-06 establishing System Development Charges for water and sewer facilities. Page 7, Section 15. Segregation and Use of Revenues of the ordinance states:

- A. All funds derived from a particular type of system development charge are to be segregated by accounting practices from all other funds of the City. The portion of the system development charge calculated and collected on account of a utility system shall be used for no purpose other than those set forth in Section 6 of this ordinance.
- B. The City Recorder shall provide the city council with an annual accounting, based on the City's fiscal year, for system development charges showing the total amount of system development charge revenues collected for each utility and the projects funded from each account.

In your binders you will find excel spreadsheets for fiscal years 2010, 2011, 2012 showing all the SDC activities for both the water and sewer funds. Oster Professional Group conferred with Phil Hopkins at the Secretary of State's office to confirm that the City's accounting practice for the SDC revenue is adequate. Mr. Hopkins believes that the revenue account, interest allocation and the excel spreadsheet show the City has good intent in keeping the funds separate. However, Mr. Hopkins interprets the ORS to mean that the dollars need to be kept in a separate bank account. In order to be conservative on the matter, the City has opened a separate savings/money market account at the Bank of Eastern Oregon. That way the dollars are available and easy to transfer into checking if there is an expenditure that qualifies for these dollars to be spent. This makes it so there is no question at all that the dollars are being tracked separately and the expenditure of those dollars is appropriate.

Currently we have \$34,127.62 related to SDCs; this includes both year-to-date charges and interest through 5/31/12.

Anna Bass from Oster Professional Group will be present at the Council meeting to answer any questions you may have regarding this annual accounting report.

TO: John Day City Council

FROM: Peggy Gray, City Manager

DATE: June 8, 2012

SUBJECT: Discuss Water Infrastructure Transfer of Ownership Request to the City of John Day

Attachments:

- May 14, 2012 letter from Josef Hitz, Sisul Engineering
- Pendleton Lab Report
- Water line As-builts drawings as pdf files

BACKGROUND:

Attached is a letter from Joe Hitz of Sisul Engineering requesting the water mainline (infrastructure) owned by Del Woodcock be transferred to the City of John Day. Del Woodcock developed a series of partition plats creating eight tax lots. These tax lots are located outside of the city limits (directly east of the Grant County Regional Airport). At that time, Mr. Woodcock worked with Public Works Director David Holland to connect his water line to the city's water system. Mr. Woodcock built the waterline infrastructure to city standards and has waited over one year to request it be turned over to the City.

RECOMMENDATION:

Public Works Director David Holland has worked directly with Joe Hitz during the construction of the water mainline and infrastructure. He sees no issues with the above request and recommends the John Day City Council approve this request for transfer of ownership.

TO: John Day City Council

FROM: Peggy Gray, City Manager

DATE: June 8, 2012

SUBJECT: Discuss Water Service at 100 East Main Street (Pete Rawlins Property at corner of Main and S. Canyon Blvd.)

Attachment:

- June 4, 2012 Electronic message from Les Zaitz

BACKGROUND:

Les Zaitz of the Grant County Economic Council would like to have the water service to 100 East Main Street turned on in order for the volunteers to water the downtown plants. As you know the Economic Council has done a tremendous job in cleaning up that corner and working with Pete Rawlins to obtain control of the private property. I spoke with Public Works Director David Holland about either allowing a reduced cost or perhaps allowing them to use the water at no cost up to the 4,000 gallon minimum water usage. He concurred that their usage for watering the flowers should be minimal and did not have an issue with offering them a reduce water usage cost or free up to the first 4,000 gallons.

RECOMMENDATION:

I believe this is a good opportunity for the John Day City Council to acknowledge the work of the Economic Council. The Council has made an inviting place for citizens and tourists to stop; they are working with merchants and local citizens to band together to try and strengthen the county's economic core, downtown John Day. Public Works Director David Holland and I believe giving them free water (up to the first 4,000 gallons) for the summer months to water the downtown plants would be a nice thank you for all that they are doing for our downtown.

TO: John Day City Council
FROM: Peggy Gray, City Manager
DATE: June 8, 2012
SUBJECT: Other Business and Upcoming Meetings
Attachment:
• May 25, 2012 LOC Bulletin

OTHER BUSINESS:

1. Attached is the May 11, 2012 LOC Bulletin for your information and review.
2. Update on lot line adjustments for City encroachment issues: The applications for the lot line adjustments between the City of John Day and the Cernanzanu's and the Russell's have been given to Benchmark Surveying in order for them to prepare the preliminary plat(s) showing the property line adjustments. Once we receive the preliminary maps; I will send the lot line adjustment applications to the Cernanzanu's and to the Russell's for their approval and hopefully signatures giving us the authority to move forward with the surveying of the properties. Scott Officer picked up a lot line adjustment application from the City.
3. The TE-OBPAC grant Notice of Intent (NOI) was sent via electronic mail on June 5, 2012. The NOI is on file at city hall for the council's review. The City Council approved the submission of the grant NOI at the May 8, 2012 council meeting; invitation to apply will be extended to a limited number of applicants (about 60) by July 2012.

UPCOMING MEETINGS:

June 13, 2012	9:00 a.m. – 12:00 p.m.	Interview top three proposers for the Fundraising Capital Campaign Project for the construction of a new fire station
June 13, 2012	5:30 p.m. Interpretative Center	Friends of Kam Wah Chung Board meeting
June 19, 2012	1:00 p.m – 5 p.m. Airport	CIS Safety Committee training
June 26, 2012	7 p.m.	Regular City Council meeting