

**John Day City Council
August 28, 2012
7:00 PM
Council Chambers
AGENDA**

1. **OPEN AND NOTE ATTENDANCE**
2. **APPROVAL OF CITY COUNCIL MINUTES OF AUGUST 14, 2012**
3. **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:

4. **DISCUSS FOR ADOPTION RESOLUTION NO. 12-694-18, A RESOLUTION ADOPTING A CAPITALIZATION POLICY FOR THE CITY OF JOHN DAY**
Attachments:
 - Resolution No. 12-694-18 with Exhibit A
 - Current Capitalization Policy
5. **REVIEW FOR SIGNATURE, ENGAGEMENT LETTER WITH GUYER & ASSOCIATES**
Attachment:
 - Engagement Letter w/Guyer & Associates
6. **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**
7. **ENTER BACK INTO REGULAR SESSION – DISCUSS POTENTIAL PURCHASE OFFER OF INDUSTRIAL PARK PROPERTY**

OTHER BUSINESS:

8. **OTHER BUSINESS AND UPCOMING MEETINGS**
Attachments:
 - August 17, 2012 issue of the LOC Bulletin
 - August 16, 2012 letter from Don Butcher, DEQ John Day Basin Coordinator

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TO: John Day City Council

FROM: Peggy Gray, City Manager

DATE: August 24, 2012

SUBJECT: Discuss for Adoption Resolution No. 12-694-18, a Resolution Adopting a Capitalization Policy for the City of John Day

Attachments:

- Resolution No. 12-694-18 with Exhibit A
- Current Capitalization Policy

BACKGROUND:

At our last audit, our auditor suggested we consider increasing our capital outlay threshold. I have attached our current Capitalization Policy for your information. Currently our capital outlay threshold is \$500. There is no date on the policy, but I assume it was implemented back in the 1980s and is in serious need of updating.

With the beginning of a new fiscal year, I thought it would be a good time to implement a new Capitalization Policy. The attached resolution establishes a framework for the City's overall capital asset planning and management setting the capital outlay threshold at \$5,000 and having an estimated useful life in excess of one year.

Resolution No. 12-694-18 has been reviewed by our auditor Kent Bailey of Guyer & Associates and by Bob Armstrong of Oster Professional. Both are satisfied with the resolution. The criteria outlined in Exhibit A will be used to determine which capital outlays should be reported as capital assets on the city's financial statements.

RECOMMENDATION:

The John Day City Council adopts Resolution No. 12-694-18.

TO: John Day City Council

FROM: Peggy Gray, City Manager

DATE: August 24, 2012

SUBJECT: Review for Signature, Engagement Letter with Guyer & Associates
Attachment:

- Engagement Letter w/Guyer & Associates

BACKGROUND:

Attached is an engagement letter from Kent Bailey of Guyer & Associates, CPAs stating their audit objectives, procedures etc. for the year ended June 30, 2012. They expect to begin our audit September 4, 2012 and to issue their reports no later than November 1, 2012. Kent Bailey is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Their fee for these services will be at their standard hourly rates plus out-of-pocket costs (such as travel) except that they agree that their gross fee, including expenses, will not exceed \$11,880 (last year's fee was \$11,650). Their standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to our audit.

RECOMMENDATION:

I recommend that the John Day City Council allows Mayor Lundbom to sign the Engagement Letter to complete the audit of the City of John Day for the year ended June 30, 2012 with Guyer & Associates, Certified Public Accountants LLC.

TO: John Day City Council

FROM: Peggy Gray, City Manager

DATE: August 24, 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: August 24, 2012

SUBJECT: Other Business and Upcoming Meetings

Attachments:

- August 17, 2012 issue of the LOC Bulletin
- August 16, 2012 letter from Don Butcher, DEQ John Day Basin Coordinator

OTHER BUSINESS:

1. Attached is the August 17, 2012 LOC Bulletin for your information and review.
2. The DEQ has reviewed and approved the City of John Day TMDL Implementation Plan dated July 18, 2012. Please see the attached letter from Don Butcher, John Day Basin Coordinator.
3. The Cities of Grant County are on the County Court Agenda for September 5, 11 a.m. to discuss the possibility of the County sharing the funds received from the renewal of the Secure Rural Schools Act. I have heard from Dayville and Mt. Vernon, both cities are going to try to get their entire city council to attend the meeting.
4. ODOT Project Manager Sean Maloney will be here on Wednesday, August 29, 2012 at 10:30 a.m. to review the City's scoping for our TE project (Streetscape project). Public Works Director Dave Holland and I will meet with Sean.
5. Reminder that the LOC Conference is scheduled for September 27-29 at the Salem Conference Center. The last date to register is September 7, 2012. I received a \$300 scholarship from the LOC to attend this year's conference.
6. The filing deadline for Council positions was on Friday, August 17, 2012. Councilor Steve Schuette, Councilor Donn Willey and Councilor Doug Gochnour have filed for their current positions.
7. The June 2012 and July 2012 Statement of Revenue and Expenditure Budget to Actual Reports are included in your council packets for your review and information.

UPCOMING MEETINGS:

August 29, 2012	10:00 a.m. City Hall	LOC Conference call for City Hall Day
August 29, 2012	10:30 a.m. City Hall	Meet with Sean Maloney ODOT
September 4- 7, 2012	Annual Audit Council Chambers	

September 5, 2012	11:00 a.m. Courthouse	County Court Meeting –discuss road Funds
September 6, 2012	10:00 a.m. Fire Training room	Fire Advisory Committee meeting
September 11, 2012	7:00 p.m.	Regular City Council meeting