

**CITY OF JOHN DAY
CITY COUNCIL MINUTES
JOHN DAY, OREGON**

June 24, 2014

Adjourned Meeting

COUNCILORS PRESENT:

Ron Lundbom, Mayor
Steve Schuette, Council President
Gene Officer, Councilor
Doug Gochnour, Councilor
Paul Smith, Councilor

COUNCILORS ABSENT:

Don Caldwell, Councilor
Donn Willey, Councilor

STAFF PRESENT:

Peggy Gray, City Manager
Richard Gray, Police Chief
Valerie Luttrell, Dispatch Manager
Ron Smith, Fire Chief
David Holland, Public Works Director

GUESTS PRESENT:

Phil Gray, KJDY

Agenda Item No. 1 – Open and Note Attendance

The John Day City Council meeting opened at 7:00 p.m. Mayor Ron Lundbom noted that all Councilors were present with the exception of Councilor Don Caldwell and Councilor Donn Willey, who were absent and excused.

Agenda Item No. 2 – Approval of City Council Minutes of June 10, 2014

The minutes of the June 10, 2014 adjourned meeting were included in the agenda packets and presented for the Council's approval.

Councilor Gene Officer made a motion that the minutes of June 10, 2014 be approved as presented; Councilor Doug Gochnour seconded the motion. The motion passed unanimously.

Agenda Item No. 3 - Appearance of Interested Citizens

Mayor Ron Lundbom welcomed those in attendance and asked everyone to please sign in. He asked if there were any additional items that anyone would like to add to the agenda. There were none presented.

Agenda Item No. 4 – Discuss and approve the Recommendation from the Citizens Advisory Committee for the New John Day Fire Station

City Manager Gray informed the John Day City Council that there are new rules and regulations going into effect on July 1, 2014 that will add complications to the Contract Manager General Contractor (CMGC) delivery method that was recommended by the Citizens Advisory Committee. City Manager Gray was made aware of the new rules and regulations upon the review of the council agenda by City Attorney Jeremy Green.

City Manager Gray was also informed that architect Peter Baer was not aware of the new rules and regulations. As such, Mr. Baer is not sure he will be able to perform the scope of his work for the amount in his proposed contract. He would like to review the draft rules and regulations before committing to a contract. City Manager Gray recommended the John Day City Council table this item until Mr. Baer has time to review the new rules and regulations.

It was the consensus of the John Day City Council to table this agenda item until more information can be obtained.

Agenda Item No. 5 – Discuss for Adoption Resolution No. 14-723-09, a Resolution to Adopt Fiscal Year 2014-2015 Budget

City Manager Gray stated this is a resolution to adopt the budget for Fiscal Year 2014-2015 as adjusted by the City Council at the May 27, 2014 public hearing in the amount of \$6,085,275.

Councilor Doug Gochnour moved to adopt Resolution No. 14-723-09. Councilor Steve Schuette seconded the motion, the motion passed unanimously.

Agenda Item No. 6 – Discuss for Adoption Resolution No. 14-724-10, a Resolution to Appropriate Fiscal Year 2014-2015 Budget

City Manager Gray stated this is a resolution to appropriate Fiscal Year 2014-2015 budget. This resolution appropriates the budget into funds. She stated it is unlawful to spend public money in excess of the amount budgeted or for a different purpose than budgeted. City Manager Gray stated there are certain Council actions that must be taken before more money is spent beyond what is appropriated in the adopted budget.

Councilor Steve Schuette moved to adopt Resolution No. 14-724-10. Councilor Gene Officer seconded the motion, the motion passed unanimously.

Agenda Item No. 7 – Discuss for Adoption Resolution No. 14-725-11. A Resolution to Impose and Categorize Taxes for Fiscal Year 2014-2015 Budget

City Manager Gray stated this is a resolution to Impose and Categorize Taxes for Fiscal Year 2014-2015 budget. City Manager Gray stated this imposes the taxes provided for in the adopted budget at the rate of \$2.9915 per \$1,000 of the assessed value. She stated the Council needs to adopt this resolution in order for the City of John Day to receive property taxes.

Councilor Doug Gochnour moved to adopt Resolution No. 14-725-11. Councilor Steve Schuette seconded the motion, the motion passed unanimously.

Agenda Item No. 8 – Discuss for Signature Dispatch Contract Agreements with Grant County Sheriff's Office and Grant County Ambulance for FY 2015

City Manager Gray stated these are the City's annual dispatch contracts with the Grant County Sheriff's Office and the Grant County Ambulance to provide emergency radio dispatch services. She explained the contracts were increased by 10% for this contract (same increase as in the current year). City Manager Gray informed the Council she sent letters to both districts explaining the reason for the 10% increase. The dispatch contract amount for the Sheriff's office is \$62,608.00; Grant County Ambulance is \$11,564.00.

Councilor Gene Officer asked if everyone was equal. City Manager Gray responded that the contracts are based on the amount of service (call volume) provided to each district. Further discussion followed about revisiting the way the contract amounts are being determined.

Councilor Officer had concerns that the City is being taken advantage of by the other districts; as he believes it is not the City's responsibility to provide the service. It was noted that the John Day Police Department had the dispatch center when 911 was implemented. City Manager Gray stated this is a discussion to be held during the annual budget process and suggested reevaluating the contracts during next year's budget process.

Councilor Gene Officer moved to allow Mayor Lundbom to sign the dispatch contracts for the Grant County Sheriff's Office and the Grant County Ambulance for FY 2015. Councilor Steve Schuette seconded the motion, the motion passed unanimously.

Agenda Item No. 9 – Discuss for Signature Professional Services Agreement between the City of John Day and Oster Professional Group

City Manager Gray informed the Council that the City's agreement with Oster Professional Group to perform the duties of the City Recorder's position expires the end of this month, June 30, 2014. She called Mr. Armstrong to inquire if he would be interested in entering into a three-year contract with a two-year extension; locking him into a three-year rate.

City Manager Gray explained that during the budget process, the Budget Committee approved a 5% rate increase from \$42,000 per year to \$44,100. She noted that this was the first rate increase request by Oster Professional since we starting using them for this service. Mr. Armstrong agreed to \$44,100 for three years beginning July 1, 2014 with the agreement to remain in full force and effect until June 30, 2017. City Manager Gray noted that the Agreement may be extended for one additional term of two years upon mutual agreement and if agreed, we would discuss whether an adjustment to the Contractor's compensation would be appropriate at that time.

Councilor Steve Schuette moved to allow City Manager Gray to sign the Professional Services Agreement between Oster Professional Group and the City of John Day. Councilor Paul Smith seconded the motion, the motion passed unanimously.

Agenda Item No. 10 – Discuss Recommendation from Incentive Awards Committee

Public Works Director David Holland explained that every so many years we have to rebuild our digester mixer and it's that time again. We ordered the digester parts from the same company that we have ordered from in the past; they gave us a price, sent us the parts. When the parts came they were wrong;

we sent them back to the company. The Company shipped us what was supposed to be the right parts and a bill for a little over \$9,000. Which was approximately \$6,000 more than in the past; Treatment Plant Operator Shelby Essex wasn't happy about the price. Shelby recorded all the bearings and part numbers and went online to see if he could find the same parts at a better price.

He informed Dave that he could get all the parts cheaper and felt the City was getting shafted by this company. So Shelby sent all the parts back and got all the parts needed for under \$1,000 total. Dave commended Shelby for his extra effort and informed the City Council that he saved the City a bunch of money.

Public Works Director David Holland made a recommendation to the Incentive Awards Committee that Mr. Essex be awarded a cash award from \$200-\$300. Councilor Doug Gochmour stated he represents the City Council on the Incentive Awards Committee; the Incentive Awards Committee recommends Mr. Essex be given a \$300 cash award.

Councilor Paul Smith moved that the City Council accept the recommendation of the Incentive Awards Committee. Councilor Steve Schuette seconded the motion, the motion passed unanimously.

It was noted that the \$300 incentive award would be presented to Mr. Essex at the next City Council meeting.

Agenda Item No. 11 – Discuss for Adoption Resolution No. 14-726-12, a Resolution of the John Day City Council Approving and Adopting the Amended and Restated Employee Handbook Dated Effective July 1, 2014

City Manager Gray stated this has been a 2-3 year project working with City Attorney Jeremy Green to update the City's employee handbook. The City's resolution adopting personnel rules, policies and procedures for the City of John Day was first adopted in 1979 and has been updated periodically to reflect current law or polices as approved by the City Council.

However, the updates have not addressed issues such as Family Medical Leave (OFLA/FMLA); city credit card use, cell phone use; are some examples just to name a few. Currently we have a policy/procedures manual and a resolution adopting personnel rules. This new Amended and Restated Employee Handbook puts all the personnel rules, policies and procedures for the City of John Day into one Employee Handbook.

On June 2, 2014 City Manager Gray sent an electronic copy of the handbook to all the city employees who have email addresses and gave hard copies to those who do not have email addresses. She also sent an electronic copy to the Mayor and City Councilors asking for everyone to review the handbook in its entirety and to please send comments by June 20, 2014.

The following comments were received:

Page 14 – Section e. Expense Reimbursement. A department head was concerned that the first paragraph under Section e could be misunderstood by an employee to think that all expenses incurred by an employee that is directly related to the employee's performance services would be reimbursed by the City.

Response: City Attorney Jeremy Green reworded the section to make it clear that only pre-approved expenses will be reimbursed. Examples of this would be a reimbursement for out-of-pocket expenses.

Page 24 – Section h. Alcohol Abuse. An employee read this paragraph to mean that even if an employee is on a day off he would not be able to drink alcohol.

Response: The language in this paragraph was written and included because in other entities there have been issues with certain employees thinking it was alright for them to drink during their lunch break. This does not mean that an employee cannot have a drink on his day off.

Page 25 – Section b. Performance Evaluations. A department head would like to see language that states who performs the evaluations. Currently the direct supervisor of each department performs the annual employee evaluation.

Response: City Attorney Jeremy Green included language stating the annual evaluations will be conducted by the employee's direct supervisor.

Councilor Paul Smith stated he read the handbook and noted the handbook contained the ten recommended principles to consider when writing a handbook by the League of Oregon Cities. He stated he was impressed by what he read in the new Employee Handbook and thought it was comprehensive.

City Manager Gray presented the Council with a copy of the Employee Complaint Form, she stated if an employee has a complaint, they must complete this form and submit the form to their supervisor. The complaint steps and process are also outlined in the Employee Handbook. Councilor Paul Smith also stated an Employee Handbook really helps to avoid issues and problems in personnel.

Councilor Paul Smith made a motion that the John Day City Council adopt Resolution No. 14-726-12, adopting the Amended and Restated Employee Handbook of the City of John Day effective July 1, 2014. Councilor Doug Gochnour seconded the motion. The motion passed unanimously.

Agenda Item No. 12 – Other Business and Upcoming Meetings

1. LOC Bulletins were given to the City Council.
2. Letter from FEMA dated June 5, 2014 to Grant County Judge Scott Myers was included in the council packet.
3. Mayor Lundbom read a letter to the John Day City Council from Councilor Doug Gochnour stating that he was resigning his City Council position effective July 8, 2014 as he was moving out of the area. Reluctantly Mayor Lundbom accepted Councilor Gochnour's resignation and wished him well and asked him to keep in touch.
4. Fire Chief Ron Smith informed the Council that the State went into a full regulated burn closure as of today. No burn barrels, no piles on the ground, no burning of any kind. Federal and State campgrounds and parks with approved burn pits are still being allowed otherwise it's a complete shutdown. However, inside the City limits and in the Rural District that is not ODF ground; Fire Chief Smith stated that he can still issue special burn permits on a case by case basis.
5. Public Works Director David Holland informed the Council that he interviewed three people for the seasonal (three months) Utility Worker I position today and have one good prospect. David updated the Council on the relocation of the fire hydrants for the downtown beautification project.

6. Councilor Paul Smith commented on the marijuana article in the June 2014 issue of the Local Focus and encouraged all of the councilors to read it.
7. Councilor Gene Officer stated he was looking at September for his move to Prairie City at which time he would resign his council position. It was noted that his seat is due to expire December 31, 2014.

Adjourn

There being no further business before the Council, Councilor Steve Schuette made a motion to adjourn the meeting. Councilor Gene Officer seconded the motion and the motion passed unanimously. The meeting was adjourned at 7:38 p.m.

Respectfully Submitted:

Peggy Gray
City Manager

ACCEPTED BY THE CITY COUNCIL, JULY 8, 2014.

Mayor Ron Lundbom