

John Day City Council
January 13, 2015
7:00 p.m.
Council Chambers
AGENDA

1. **OPEN AND NOTE ATTENDANCE**
2. **APPROVAL OF CITY COUNCIL MINUTES OF DECEMBER 9, 2014.**
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. **OATH OF OFFICE TO THE ELECTED COUNCILORS**
Attachments:
 - Chapter VI, Section 28 of the 1993 City of John Day Charter
 - Oath of Office – Ron Lundbom
 - Oath of Office – Paul C. Smith
 - Oath of Office – Gregg Haberly
 - Oath of Office – Lisa Weigum
5. **DISCUSS AND APPOINT COUNCIL PRESIDENT**
6. **STANDING COMMITTEE APPOINTMENTS**
Attachment:
 - Current Council Committee Listings
7. **DISCUSS VACANCY ON THE JOHN DAY BUDGET COMMITTEE**
Attachment:
 - Current Budget Committee Roster
8. **DISCUSS FOR REAPPOINTMENT OF KEN BOETHIN AND DEAN NODINE TO THE JOHN DAY PLANNING COMMISSION**
Attachment:
 - Current Planning Commission Roster
9. **DISCUSS AND APPOINT A BUDGET OFFICER**
Attachment:
 - FY 2015-2016 Budget Process Schedule
10. **DISCUSS SETTING A DATE FOR A COUNCIL GOAL SETTING WORK SESSION**
Attachments:
 - Goal Setting - A Preparation Packet from the League of Oregon Cities
 - Goal Setting Presentation
 - Minutes of the January 28, 2014 Goal Setting Session

11. DISCUSS FOR SIGNATURE PROFESSIONAL SERVICES AGREEMENT WITH SIEGEL PLANNING SERVICES, LLC

Attachments:

- 2015 Professional Services Agreement
- 2013/2014 Professional Services Agreement

OTHER BUSINESS:

12. OTHER BUSINESS AND UPCOMING MEETINGS

Attachments:

- LOC Bulletins
- Thank you cards from Mike Cosgrove and the Timber Trucker's Committee

ADJOURN

TO: John Day City Council

FROM: Peggy Gray, City Manager

DATE: January 9, 2015

SUBJECT: Oath of Office to the Elected Councilors

Attachments:

- Chapter VI, Section 28 of the 1993 City of John Day Charter
- Oath of Office – Ron Lundbom
- Oath of Office – Paul C. Smith
- Oath of Office – Gregg Haberly
- Oath of Office – Lisa Weigum

BACKGROUND:

Chapter VI, Section 28 of the 1993 City of John Day Charter states before assuming city office, an officer shall take an oath or shall affirm that he or she will faithfully perform the duties of the office and support the constitution and laws of the United States and of the state of Oregon.

The Oath of Office will be given to the Mayor and City Councilors elected on November 4, 2014; Mayor Ron Lundbom; Councilors Paul C. Smith, Gregg Haberly and Lisa Weigum. The Oath form will need to be signed in front of a notary, since the City no longer has a notary on staff, you will need to take your form to Oster Professional Group and have Barbara Hicks notarize it and bring it back to City Hall for filing.

OATH

STATE OF OREGON)

County of Grant) SS.

City of John Day)

I, Ron Lundbom being first duly sworn on oath say that I will faithfully and honestly discharge the duties of Mayor of the City of John Day and will support the laws and Constitution of this State and the United States to the best of my ability.

Ron Lundbom

Subscribed and sworn on this 13th day of January 2015.

State of Oregon, Grant County ss:

On this ____ day of January, 2015, personally appeared the above named Ron Lundbom, and acknowledged the foregoing instrument to be his voluntary act and deed.

(Seal)

Barbara Hicks
Notary Public for Oregon
My Commission Expires: 06-10-17

OATH

STATE OF OREGON)

County of Grant) SS.

City of John Day)

I, Paul C. Smith being first duly sworn on oath say that I will faithfully and honestly discharge the duties of Councilor of the City of John Day and will support the laws and Constitution of this State and the United States to the best of my ability.

Paul C. Smith

Subscribed and sworn on this 13th day of January 2015.

State of Oregon, Grant County ss:

On this ____ day of January, 2015, personally appeared the above named Paul C. Smith, and acknowledged the foregoing instrument to be his voluntary act and deed.

(Seal)

Barbara Hicks
Notary Public for Oregon
My Commission Expires: 06-10-17

OATH

STATE OF OREGON)

County of Grant) SS.

City of John Day)

I, Gregg Haberly being first duly sworn on oath say that I will faithfully and honestly discharge the duties of Councilor of the City of John Day and will support the laws and Constitution of this State and the United States to the best of my ability.

Gregg Haberly

Subscribed and sworn on this 13th day of January 2015.

State of Oregon, Grant County ss:

On this ____ day of January, 2015, personally appeared the above named Gregg Haberly, and acknowledged the foregoing instrument to be his voluntary act and deed.

(Seal)

Barbara Hicks
Notary Public for Oregon
My Commission Expires: 06-10-17

OATH

STATE OF OREGON)

County of Grant) SS.

City of John Day)

I, Lisa Weigum being first duly sworn on oath say that I will faithfully and honestly discharge the duties of Councilor of the City of John Day and will support the laws and Constitution of this State and the United States to the best of my ability.

Lisa Weigum

Subscribed and sworn on this 13th day of January 2015.

State of Oregon, Grant County ss:

On this ____ day of January, 2015, personally appeared the above named Lisa Weigum, and acknowledged the foregoing instrument to be his voluntary act and deed.

(Seal)

Barbara Hicks
Notary Public for Oregon
My Commission Expires: 06-10-17

TO: John Day City Council
FROM: Peggy Gray, City Manager
DATE: January 9, 2015
SUBJECT: Discuss and Appoint Council President

BACKGROUND:

Chapter IV, Section 17. Council President of the John Day City Charter states the following:

- (1) At its first meeting after this charter takes effect and its first meeting of each odd-numbered year, the council shall appoint a president from its councilors.
- (2) Except in voting on questions before the council, the President shall function as mayor when the mayor is;
 - (a) Absent from a council meeting, or
 - (b) Unable to function as mayor.

RECOMMENDATION:

Since this is our first meeting of an odd-numbered year, you will need to appoint a president from your council.

TO: John Day City Council
FROM: Peggy Gray, City Manager
DATE: January 9, 2015
SUBJECT: Standing Committee Appointments
Attachment:

- Current Council Committee Listings

BACKGROUND:

Title 1, Chapter 5, Section 2 of the John Day City Code states each odd-numbered year the Mayor shall appoint standing committees. At this time the Mayor would like to appoint the councilors to the following standing committees:

Public Safety Committee
Public Works Committee
Administrative Committee

TO: John Day City Council

FROM: Peggy Gray, City Manager

DATE: January 9, 2015

SUBJECT: Discuss Vacancy on the John Day Budget Committee
Attachment:

- Current Budget Committee Roster

BACKGROUND:

Currently we have one vacancy on the John Day Budget Committee due to the appointment of Louis Provencher to the John Day City Council.

RECOMMENDATION:

It has been our past practice to advertise for an Advisory Committee vacancy or we have also approached certain citizens that the Council believes would be a good fit on a Committee. I would like to discuss these two options at the city council meeting.

TO: John Day City Council

FROM: Peggy Gray, City Manager

DATE: January 9, 2015

SUBJECT: Discuss for Reappointment of Ken Boethin and Dean Nodine to the John Day Planning Commission
Attachment:

- Current Planning Commission Roster

BACKGROUND:

Ken Boethin and Dean Nodine's Planning Commission terms expire the first council meeting in January 2015. Ken Boethin and Dean Nodine have agreed to serve for another four-year term to expire January 2019.

RECOMMENDATION:

I recommend the John Day City Council reappoint Ken Boethin and Dean Nodine to another four-year term to the John Day Planning Commission, term to expire January 2019.

TO: John Day City Council
FROM: Peggy Gray, City Manager
DATE: January 9, 2015
SUBJECT: Discuss and Appoint a Budget Officer
Attachment:

- FY 2015-2016 Budget Process Schedule

BACKGROUND:

Oregon Budget Law requires taxing districts to appoint a budget officer each year. The John Day City Charter states the city manager shall prepare and transmit to the council an annual city budget.

RECOMMENDATION:

The John Day City Council appoints City Manager Peggy Gray as the budget officer for the fiscal year 2015-2016. Our first Budget Committee Meeting has been scheduled on April 7, 2015.

TO: John Day City Council

FROM: Peggy Gray, City Manager

DATE: January 9, 2015

SUBJECT: Discuss Setting a Date for a Council Goal Setting Work Session

Attachments:

- Goal Setting - A Preparation Packet from the League of Oregon Cities
- Goal Setting Presentation
- Minutes of the January 28, 2014 Goal Setting Session

BACKGROUND:

It has been a year since our last goal setting session and since we have three new council members I've included two publications from the League of Oregon Cities in your council packets. Attached you will find a Goal Setting Preparation Packet and a Goal Setting LOC presentation from the 2007 Bend LOC Conference that I attended.

I thought it might assist us through the goal setting process and make for a more efficient work session. Please read through the attached material and be prepared to discuss a possible date and time for this year's goal setting work session. Also attached are the minutes from last year's goal setting work session for your information and review.

TO: John Day City Council

FROM: Peggy Gray, City Manager

DATE: January 9, 2015

SUBJECT: Discuss for Signature Professional Services Agreement with Siegel Planning Services, LLC

Attachments:

- 2015 Professional Services Agreement
- 2013/2014 Professional Services Agreement

BACKGROUND:

Since 2006 we have used Siegel Planning Services, LLC as the City's Contract City Planner part-time services and have been very pleased. The City did not require planning services last year as the City did not have any major land use applications; consequently, our contract with Siegel Planning Services expired on June 30, 2014.

In addition to using Contract City Planner for our complicated land use applications, the John Day Planning Commission will be scheduling a public hearing for a Site Design Review for our new fire station project as required by the John Day Development Code. The City will be the applicant for this public hearing and in order to be more transparent; it is advisable for a third party to administer this land use application and I recommend we use Siegel Planning Services and asked them to provide us with a new contract.

The only changes from the 2013/14 agreement are the new mailing address for Siegel Planning, revised rates for mileage reimbursement, per the IRS, and the addition of a Senior Planner, Stacey Goldstein (which is a lower rate at \$80/hr. compared to the principal's rate of \$115/hr) . Ms Goldstein will be the City's designated on-call planner, but Scot will continue to be available to work through any particularly difficult planning issues that we find necessary, and for contract administration and overall quality assurance.

RECOMMENDATION:

The John Day City Council allows Mayor Lundbom to sign the Professional Services Agreement with Siegel Planning Services.

TO: John Day City Council
FROM: Peggy Gray, City Manager
DATE: January 9, 2015
SUBJECT: Other Business and Upcoming Meetings
Attachments:

- LOC Bulletins
- Thank you cards from Mike Cosgrove and the Timber Trucker's Committee

OTHER BUSINESS:

1. LOC Bulletins are included in your council packets.
2. Attached please find a thank you card from Mike Cosgrove for the Council's support of the Logan Valley Bikeway and from the Timber Trucker's Committee for the City's donation of \$100 to the Timber Trucker's Parade.
3. Since we have three new councilors this year; would the City Council like to have a discussion regarding the starting time of the city council meetings. Several years ago we changed the meeting time from 7:30 p.m. to 7:00 p.m. Will the 7 p.m. start time work for everyone or would an earlier time be more convenient.

UPCOMING MEETINGS:

January 14, 2014	1:00 – 3:00 p.m. Fairgrounds	CIS Top 10 Supervisor's Mistakes ..and how to avoid them training
January 15, 2015	10:30 a.m. Council Chambers	Meet with Anderson Perry & Associates – Wastewater Facilities Plan discuss possible alternatives
January 27, 2015	7:00 p.m.	Regular City Council meeting