

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

**February 24, 2015**

**Adjourned Meeting**

**COUNCILORS PRESENT:**

Ron Lundbom, Mayor  
Steve Schuette, Council President  
Paul Smith, Councilor  
Donn Willey, Councilor  
Louis Provencher, Councilor  
Gregg Haberly, Councilor  
Lisa Weigum, Councilor

**COUNCILORS ABSENT:**

**STAFF PRESENT:**

Peggy Gray, City Manager  
David Holland, Public Works Director  
Valerie Luttrell, Dispatch Manager  
Damon Rand, Police Sergeant  
Tyler Smith, Police Officer

**GUESTS PRESENT:**

Sally Bartlett, Grant County Economic Development Department  
Shannon Adair, John Day  
Jeremy Adair, John Day

**Agenda Item No. 1 – Open and Note Attendance**

The John Day City Council meeting opened at 7:01 p.m. Mayor Ron Lundbom noted that all Councilors were present.

**Agenda Item No. 2 – Approval of City Council Minutes of February 10, 2015**

The minutes of the February 10, 2015 adjourned meeting were included in the agenda packets and were presented for the Council's approval.

**Councilor Paul Smith made a motion that the minutes of February 10, 2015 be approved as presented; Councilor Steve Schuette 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 Adopt 2015 John Day City Council Goals**

City Manager Gray stated the Council wanted to include the goal setting work session as part of our regular city council meeting. She read last year’s goals to the council and the audience as follows:

1. Continue working on the new fire station
2. US26/Main St. & 395 S. Canyon Blvd. Street Sidewalk Beautification Project; Enhance Project sidewalks from 6<sup>th</sup> Ave. to Grant Union-Junior High School
3. Charolais Heights/NW Bridge Street Intersection Realignment
4. Continue to market the industrial park
5. Seek funding to update the Wastewater Facilities Plan
6. Seek funding for city street maintenance

City Manager Gray noted the first two goals are still in progress; the fire station is moving forward to construction, general obligation bonds have been sold and closed and we expect to begin construction by summer. The downtown beautification project will be completed by March 31, 2015. However, the Enhance project has a construction date of 2018.

Councilor Paul Smith suggested the Council add the Enhance application for the 2018-2021 STIP for the sidewalk project from SW 2<sup>nd</sup> Ave. to SW 6<sup>th</sup> Ave. and from the intersection of US26/395 to the Canyon Creek Bridge add this to #2.

Councilor Steve Schuette suggested to add the new collector from 3<sup>rd</sup> Street to 7<sup>th</sup> Street. Councilor Lisa Weigum wanted to note that she does not support that project based on the argument that there “could be” or “maybe” a school built there, she said she supported the bottleneck issue at the bridge but we can’t maintain the roads that we have. Councilor Weigum stated she didn’t know why we would put another road in when one of our goals is street maintenance; she felt that contradicted each other.

Discussion on long-term and short-term goals continued. The Wastewater Facilities Plan was discussed; Public Works Director David Holland recommended that the Council not confuse updating the Wastewater Facilities Plan with the capital improvements project of the treatment plant because they are two different things.

Councilor Smith suggested list objectives to reach the goals and he stated he would be willing to present five or six long term goals; look at the objectives surrounding those goals and what we have accomplished as part of those objectives and lay out a strategic plan that basically states these are our long term goals.

Councilor Louis Provencher supported getting that together and then read an article from proven council relationships and stated that effective councilors do not micro-manage; instead they take a long term view, effective councilors develop a vision for the community and establish goals and strategic plan. He didn’t think the City had a vision. He thinks we should establish a vision and a mission statement then we establish our goals after that.

Mayor Lundbom stated he looks at our goals as a wish list. Councilor Provencher read his vision and mission statements that he wrote to the council.

City Manager Gray stated we have a Strategic Plan that was adopted by the City Council in 1998 that has a vision statement, strategies and action items. She stated most of the items in the plan have been accomplished by the City and the plan needs to be updated. City Manager Gray stated she and Sally Bartlett have discussed finding funding to update the plan.

Sally Bartlett agreed and stated she has been looking for money and stated all of the communities within Grant County developed their Strategic Plans but there was never a plan done for the County that encompassed everything into one plan. She stated now that the Ford Family Foundation and other funders are getting into economic development, she thought she would be able to find funding to update the plans. She stated we could do an addendum to our original plan, and stated these plans go out twenty years.

Discussion continued with having an outline (list) of goals for the long-term and short-term goals. Councilor Lisa Weigum stated as a new councilor she would like to see the list of goals of what we've done and what we have to accomplish.

Discussion continued on the Charolais Heights/NW Bridge Street Intersection Realignment project; the industrial park, the fire station, wastewater treatment plant to identify what has been done and what is left to accomplish.

Public Works Director David Holland stated the City Manager's quarterly staff report updates the council on all of the city's projects. That staff report is what keeps the Council informed the status of each project. Councilor Smith agreed and that is how he caught up on every project. Councilor Smith wanted more presentation and something more visual, he said the details are there but what was missing is the presentation.

Mayor Lundbom stated he thought they all agreed that it might be nice to have something on the wall. Councilor Smith thought we need to showcase a little more and show people we are moving in the right direction. Mayor Lundbom asked Councilor Smith if he would work something up and present it to the City Council. Councilor Smith said he would work with City Manager Gray, Councilor Provencher and make a presentation out of the goals that the Council adopts (big poster behind the Mayor).

After more council discussion; Mayor Lundbom identified the following goals:

1. Continue working on the new fire station.
2. US26/Main St. & 395 S. Canyon Blvd. Street Sidewalk Beautification Project (will be completed March 31, 2015); Enhance Grant Project sidewalks from 6<sup>th</sup> Ave. to Grant Union-Junior High School-construction date 2018.
3. Enhance Grant Project for 2018-2021 STIP for sidewalk improvements from SW 2<sup>nd</sup> Street to 6<sup>th</sup> Street and from the intersection to Canyon Creek Bridge (maybe tie in from the Main Street north to NW 2<sup>nd</sup> on NW Bridge Street).
4. Charolais Heights/NW Bridge Street Intersection Realignment.
5. Update the Wastewater Facilities Plan; work on the short-term improvements to be identified in the updated facilities plan.
6. Continue to market the industrial park.
7. Seek funding for the city street maintenance.
8. Seek funding to update the 1998 Strategic Plan.

Grant County Economic Development Coordinator Sally Bartlett updated the council regarding her marketing the industrial park and presented a Strategic Report listing the projects completed and ongoing economic development small projects that were also completed.

**Councilor Gregg Haberly moved to adopt the above eight goals. Councilor Steve Schuette seconded the motion. The motion passed unanimously.**

City Manager Gray was instructed to email the list of the goals to each city councilor.

**Agenda Item No. 5 – Discuss for Adoption Resolution No. 15-736-01, a Resolution to Declare Account Uncollectible and Take off the Books as Receivable**

City Manager Gray explained that Resolution No. 15-736-01 is a resolution to declare an account uncollectible and take it off the books as a receivable and turns it over to the collection agency. She explained this account was a renter and that the account was opened prior to updating our Water Use Regulations Ordinance.

**Councilor Donn Willey moved to adopt Resolution No. 15-736-01. Councilor Louis Provencher seconded the motion, the motion passed unanimously.**

**Agenda Item No. 6 – Discuss ODOT Enhance Grant Application for New Collector and Bridge Project and School District’s Contribution**

City Manager Gray stated she met with School Superintendent Mark Witty and Sisul Engineer Joe Hitz and Public Works Director Dave Holland to discuss Joe’s fees for cost estimates for the new collector from 3<sup>rd</sup> Avenue to 7<sup>th</sup> Street.

Joe Hitz gave the City a list of the things that he would be responsible for as follows:

- 1) Cost Estimate for the project but, also breaking it into identified pieces / phases that the County, City, School, Land Owner, etc. could contribute.
- 2) Vicinity Map
- 3) Site Maps
- 4) X-section Drawings
- 5) Probably at least 2-3 meetings with some or everyone involved in project.

And to get this accomplished Joe estimates between 14-20 hours of labor involved; depending on how things go. The cost would be in the \$1200-\$1500 range.

Superintendent Mark Witty met with his school board on Wednesday, February 18<sup>th</sup>; they agreed to pay 50% of Joe Hitz engineering fees to develop the information needed for the grant application for the new collector from 3<sup>rd</sup> Avenue to 7<sup>th</sup> Street with a cap of \$750.

City Manager Gray explained the benefits of the project to the City of John Day as follows:

1. NW Bridge Street was not developed to handle as much traffic as it has seen with the development of the Iron Wood Estates Subdivision, the Assisted Living Facility, and the 7<sup>th</sup> Street Complex over the past several years. This project would help relieve traffic on NW Bridge Street and NW 7<sup>th</sup> Street;

2. A couple of years ago we had a situation when the wild land fires came into the City above Iron Wood Estates and Charolais Heights Subdivisions to the 7<sup>th</sup> Street complex. We had a serious bottleneck situation at the bridge on NW Bridge Street due to residents who were voluntarily evacuating and people wanting to go into the affected area. A new bridge would help relieve that congestion;
3. This project would open up the possibility for future housing developments above Charolais Heights;
4. This project would provide a new and better access for future development of a new school. The John Day Planning Commission could not allow a new school to be built on 7<sup>th</sup> Street Complex without a new access.

Councilor Paul Smith stated even if this grant application is not approved; it would be out there for other grant possibilities and the work for the application would be done. He thought it would be \$750 well spent. Councilor Donn Willey stated the traffic and speeding on NW Bridge Street is getting worse, had concerns on the way it was engineered and thought the Bridge Street would not see much less traffic.

Councilor Steve Schuette asked Public Works Director Dave Holland what the traffic count was when he had the speed trailer by his house. Public Works Director Dave Holland stated it was 1,900 – 2,100 cars per day. Councilor Schuette stated he thought project would eliminate some of the traffic.

Councilor Louis Provencher stated this project is identified in the City's Local Street Network Plan and thinks its money well spent for safety reasons and future development, the school is a completely different issue. Public Works Director Dave Holland stated the main thing you need to consider is if something happens to the bridge on Bridge Street, the north side of the city is cut off. The only other access is through private property and they don't have to let you have the access; in an emergency that could be a life and death situation.

**Councilor Gregg Haberly moved to spend the \$750 for the engineering fees needed for the Enhance application for the new collector and bridge. Councilor Louis Provencher seconded the motion. The motion passed by a vote of 6 (yes) - 1 (no).**

#### **Agenda Item No. 7 – Discuss City Manager's Annual Evaluation**

City Manager Gray informed the Council that according to her contract, the City Council shall review and evaluate her performance at least once annually in advance of the adoption of the annual operating budget but no later than March 31<sup>st</sup> of each year.

A copy of the evaluation form used in the past was included in the council packets. It was the decision of the Council to have each councilor fill out their evaluation forms and return them to Mayor Lundbom by March 20, 2015 in order for him to compile the results before the March 24, 2015 council meeting.

#### **Agenda Item No. 7 – Other Business and Upcoming Meetings**

1. LOC Bulletins were given to the City Council.
2. Quarterly staff report was included in the council packets.

3. Councilor Louis Provencher gave the council a report from a Chamber of Commerce tourism meeting.

**Adjourn**

**There being no further business before the Council, Councilor Donn Willey made a motion to adjourn the meeting. Councilor Steve Schuette seconded the motion and the motion passed unanimously. The meeting was adjourned at 9:09 p.m.**

Respectfully Submitted:

Peggy Gray  
City Manager

ACCEPTED BY THE CITY COUNCIL, MARCH 10, 2015

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Mayor Ron Lundbom