

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

**January 26, 2016**

**Adjourned Meeting**

**COUNCILORS PRESENT:**

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

**COUNCILORS ABSENT:**

Gregg Haberly, Councilor

**STAFF PRESENT:**

Peggy Gray, City Manager  
Lance Woodcock, Public Works Director

**GUESTS PRESENT:**

Anna Bass, Oster Professional Group

**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 Gregg Haberly, who was absent and excused.

**Agenda Item No. 2 – Approval of City Council Minutes of January 12, 2016**

The minutes of the January 12, 2016 adjourned meeting were included in the agenda packets and were presented for the Council's approval.

**Councilor Lisa Weigum made a motion to approve the minutes of January 12, 2016 as presented. Councilor Steve Schuette seconded the motion, the motion passed unanimously.**

**Agenda Item No. 3 - Appearance of Interested Citizens**

Mayor Lundbom welcomed those in attendance and asked everyone to please sign in.

**Agenda Item No. 4 – Review for Adoption John Day City Manager Hiring Procedures**

City Manager Gray presented documents to the City Council for adoption in order to begin the city manager recruitment process. The adoption of hiring procedures is necessary under Oregon law in order for the council to hold an executive session for the purpose of considering the employment of a new city manager (ORS 192.660(2)(a) and ORS 192.660(7)(d)). City Manager Gray stated the City Council needs to adopt the John Day City Manager Hiring Procedures and the City Manager Job Description in order to proceed with the recruitment of a new city manager.

The John Day City Council reviewed the John Day City Manager Hiring Procedures document prepared by City Attorney Jeremy Green. City Manager Gray asked if the schedule in the document was acceptable to the council. Mayor Lundbom had conflicts on April 1<sup>st</sup> and April 15<sup>th</sup> and asked if they could be adjusted. After discussion the following schedule was established:

January 26, 2016	Commencement of Recruiting Process
March 15, 2016	Commencement of Screening Process/Application Deadline
April 4, 2016	Committee Interviews
April 4, 2016	Begin Sending Letters of Rejection
April 18, 2016	Schedule Interviews with Finalist
June 1, 2016	Select Preferred Candidate
July 1, 2016	First Day for City Manager

The John Day City Council reviewed and discussed the candidate standards, profile, and criteria of the “ideal” candidate and the City Manager Job Description. The Council approved the John Day City Manager Profile; however, the Council liked City Attorney Jeremy Green’s City Manager Job Description but wanted to amend and add the following items from the City Manager Job Description that was originally adopted by the John Day City Council:

1. Under Education and Experience- Under the first bullet they would like the last line displayed as separate (second) bullet:
  - Master’s degree or equivalent experience in public administration is also preferred but not required.
2. Want to add the following items from the City’s job description to the city attorney’s job description:
  - #1 - Manage and coordinate projects and programs to accomplish goals and objectives of the City Council.
  - #7 - Oversight of such activities as collection and disbursement of public monies, public safety, public health, construction of public works, purchasing of supplies and equipment, and provision of all city services.
  - #11 - Confers with City Attorney and City Engineer concerning matters affecting the City’s operation where their expertise is necessary.
  - #12 - Serves as City Planning Official.
  - #14 - Perform other duties as assigned.
  - Must be bondable.
  - Must possess a valid Oregon Driver’s License or the ability to obtain one.

The John Day City Council reviewed, discussed, and identified a competitive salary range being \$53,000 - \$71,500.

It was the consensus of the John Day City Council to have Mayor Lundbom be the contact person for interested persons to apply.

The John Day City Council's Administrative Committee and one community member will initially screen applicants. The primary document that will be used in the screening process will be the candidate standards, profile, criteria, and policy directives. The committee will select a maximum of five candidates which most closely fit the candidate standards, profile, criteria, and policy directives. City Manager Gray noted the committee may conduct interviews, require writing samples, etc. to assist in this process. After the committee has identified the finalists, the full Council will conduct interviews. If the Council is unable to select the city manager based upon the initial interviews, a second interview with the top finalists may occur.

The Council discussed the list of interview questions prepared by City Attorney Jeremy Green. It was the consensus of the Council to have each councilor review the list and choose the questions that they want to use by the February 9, 2016 council meeting.

After selecting the new city manager, the council will make several additional decisions concerning salary, moving expenses, fringe benefits, etc. With the assistance of the city attorney, the council will negotiate an employment contract with the city manager. The city attorney will draft the employment agreement.

**Councilor Steve Schuette moved to adopt the John Day Manager Hiring Procedures as amended. Councilor Donn Willey seconded the motion, the motion passed unanimously.**

**Councilor Donn Willey moved to adopt the City of John Day City Manager Job Description as amended. Councilor Louis Provencher seconded the motion, the motion passed unanimously.**

#### **Agenda Item No. 5 – Other Business and Upcoming Meetings**

1. LOC Bulletins were included in the Council packets.
2. City Manager Gray presented a 3 week look ahead schedule for the John Day Fire Station to the City Council. It was noted that the contractor is installing the secondary frames; metal building trim and siding will be next. Public Works Director Lance Woodcock explained the roof insulation and installation procedure.
3. Councilor Louis Provencher updated the City Council on the LOC Small Cities meeting in Prairie City that was held on January 21, 2016.
4. City Manager Gray read a FBI press release regarding the Malheur National Refuge Standoff.
5. Mayor Lundbom informed the Council of a meeting with the Director of the Oregon Department of Aviation on Thursday, January 28<sup>th</sup> at 9 a.m. at the Grant County Airport.
6. The council was informed that city staff will be interviewing one candidate for the Wastewater Treatment Plant Operator on February 1, 2016.

**Adjourn**

**There being no further business before the Council, Councilor Don Willey made a motion to adjourn the meeting. Councilor Lisa Weigum seconded the motion and the motion passed unanimously. The meeting was adjourned at 8:28 p.m.**

Respectfully Submitted:

Peggy Gray  
City Manager

ACCEPTED BY THE CITY COUNCIL, FEBRUARY 9, 2016

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Mayor Ron Lundbom