

**John Day City Council  
February 23, 2016  
7:00 PM  
Council Chambers  
AGENDA**

1. **OPEN AND NOTE ATTENDANCE**
2. **APPROVAL OF CITY COUNCIL MINUTES OF FEBRUARY 9, 2016**
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 AND ADOPT COUNCIL GOALS FOR 2016**  
Attachment:
  - Minutes of the February 24, 2015 Goal Setting Session
5. **DISCUSS FOR ADOPTION RESOLUTION NO. 16-753-18, A RESOLUTION TO AUTHORIZE EXPENDITURES OF THE FEDERAL EMERGENCY MANAGEMENT AGENCY**  
Attachment:
  - Resolution No. 16-753-18
6. **REVIEW AND DISCUSS REVISED SAMPLE INTERVIEW QUESTIONS FOR CITY MANAGER RECRUITMENT PROCESS; REVIEW SAMPLE ORAL INTERVIEW RATING FORM**  
Attachments:
  - Sample Revised Interview Questions
  - Sample Oral Interview Rating Form

**OTHER BUSINESS:**

7. **OTHER BUSINESS AND UPCOMING MEETINGS**  
Attachments:
  - LOC Bulletins

**ADJOURN**

**TO:** John Day City Council

**FROM:** Peggy Gray, City Manager

**DATE:** February 19, 2016

**SUBJECT:** Discuss and Adopt Council Goals for 2016  
Attachment:

- Minutes of the February 24, 2015 Goal Setting Session

**BACKGROUND:**

At your January 8, 2016 council meeting, the Council decided to hold the Council's annual goal setting session during the February 23, 2016 regular city council meeting.

For your convenience, I have attached the minutes of the Council's last year goal setting session held on February 24, 2015 for your review prior to the council meeting. I have listed last year's goals and updated the status for your review prior to this year's goal setting session:

1. **Continue working on the new fire station** – Construction in progress; spring 2016 completion date.
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** – Design Phase of this project will begin next month; 2018 construction date is scheduled.
3. **Charolais Heights/NW Bridge Street Intersection Realignment** – no progress made due to street fund budget but keeping it on the list.
4. **Continue to market the industrial park** – We use the County Website to market industrial park; with a link on city's website, Grant County Economic Development Coordinator Sally Bartlett works with Business Oregon to help promote the industrial park. Sally also has more marketing dollars available and plans to advertise the industrial park on Twitter. Sally is scheduled to attend the February 23, 2016 council meeting to update the Council.
5. **Seek funding to update the Wastewater Facilities Plan** – Wastewater Facilities Plan was adopted in 2010, funding from Oregon Infrastructure Authority (IFA) is not available until our plan is at least 10 years old. However, we have found that our current plan includes updates to our current facility that can be used with a new facility. We are working with T-O Engineers of Nampa, ID; the scope of work is to provide the City of John Day with options and concepts for the installation of the bar rack at the Wastewater Treatment Plant. T-O Engineers will conduct research and provide alternatives, along with a recommendation to the City of John Day. From this research, a project can be developed and completed, at the City's direction. It is anticipated that most, if not all, of this information will be used in the project design effort.
6. **Seek funding for city street maintenance** – On December 8, 2015, the John Day City Council adopted Resolution No. 15-747-12, a resolution of the City Council of the

City of John Day, Oregon encouraging the State of Oregon to address comprehensive transportation funding. A copy of this resolution was sent to the Governor, the President of the Oregon State Senate, and the Speaker of the Oregon House of Representatives, our State Senators and State House Representatives, and the Executive Director of the League of Oregon Cities.

**RECOMMENDATION:**

The John Day City Council discusses and adopts their 2016 City Council goals

**TO:** John Day City Council

**FROM:** Peggy Gray, City Manager

**DATE:** February 19, 2016

**SUBJECT:** Discuss for Adoption Resolution No. 16-753-18, a Resolution to Authorize Expenditures of the Federal Emergency Management Agency

Attachment:

- Resolution No. 16-753-18

**BACKGROUND:**

On September 15, 2015 FEMA awarded the City of John Day an Assistance to Firefighter Grant in the amount of \$24,682.00 for firefighting equipment and supplies. The City's share (.05%) of the grant is \$1,234.00.

This award is for the following equipment:

**Thermal imaging camera** – the primary function of the thermal imaging camera will be to effectively fight fire and save lives. The camera will be used to help firefighters navigate smoky buildings, locate victims inside the building so firefighters can find them and get them out quickly and protect personnel. The John Day Fire Department and JDRFD will have primary use of the camera, but recognizes that no other agency – fire, police, or other public safety organization in Grant County, Oregon has thermal imaging technology. As such, the John Day Fire Department will share the resource as needed with other agencies in the area.

**Toughbook Laptop** – The Toughbook is the industry standard in laptops available for fire and EMS services. It is designed to handle the rugged environments include dust, soot, and being jostled around. The proposed laptop is an introductory model found in new condition online. It will replace the only available existing laptop-Chief Smith's personal laptop that is outdated and runs a Windows XP operating system (which Microsoft no longer offers support).

The thermal imaging camera will improve firefighter efficiency, which could be the difference in saving a building on fire from total destruction and minimize damage. The Toughbook laptop is a critical component of the functionality of the thermal imaging camera in that the camera can transmit a feed back to the laptop so that Chief Smith can see what is going on inside of the building to better direct and protect his personnel. The equipment can also be used in community outreach campaigns to help prevent fires in the first place.

**Firefighter I, Firefighter II (NFPA 1001) Training Workbooks** – The John Day Fire Department and Rural Fire Protection District feel strongly that the best approach is to do a "Train the Trainer" program. As such, Chief Smith is working toward his Firefighter II certification and the materials and equipment requested for training will stay in John Day to train current and future volunteers in John Day and neighboring Districts.

**Banquet Tables and Chairs** – Currently there are no appropriate meeting tables to set up classroom environment. Providing tables and chairs will be a cost-effective way to create a space conducive to learning (12 tables and 48 chairs).

This is a reimbursement grant; the City did not budget for this grant at the time of budget preparation. ORS 294.326(3) provides for expenditure of grants for a specific purpose may be made upon authorization by resolution.

**RECOMMENDATION:**

Recommended motion:

I move to adopt Resolution No. 16-753-18.

**TO:** John Day City Council

**FROM:** Peggy Gray, City Manager

**DATE:** February 19, 2016

**SUBJECT:** Review and Discuss Revised Sample Interview Questions for City Manager Recruitment Process; Review Sample Oral Interview Rating Form

Attachments:

- Sample Revised Interview Questions
- Sample Oral Interview Rating Form

**BACKGROUND:**

At your last council meeting the Council discussed the list of interview questions prepared by City Attorney Jeremy Green. Councilor Louis Provencher suggested numbering the questions in a way in which it would be logical that the questions would be asked and grouped accordingly. I renumbered the questions to what I thought was logical; please review the list and share your thoughts and opinions.

Councilor Provencher also suggested the City Council review the Sample Oral Interview Rating Form provided by City Attorney Jeremy Green. The form is included in your council packet.

The City Manager Job announcement has been released to the Blue Mountain Eagle to run four times beginning with the February 17, 2016 edition; placed on the Employment Division website; the League of Oregon Cities (LOC) website; the Local Government Personnel Institute (LGPI) website and the Emerging Local Government Leaders (ELGL) website. Applicants are directed to the City of John Day's website to obtain the position profile, job description and application. Applications are due on or before 5:00 p.m. on March 15, 2016.

**TO:** John Day City Council  
**FROM:** Peggy Gray, City Manager  
**DATE:** February 19, 2016  
**SUBJECT:** Other Business and Upcoming Meetings  
Attachments:  
• LOC Bulletins

**OTHER BUSINESS:**

1. LOC Bulletins are included in your council packets.
2. Oren Wyss will begin his duties as the City of John Day's new Wastewater Treatment Plant Operator on Monday, February 22, 2016.
3. A joint meeting of the Public Works Committees for the Town of Canyon City and the City of John Day has been scheduled for Monday, February 22, 2016 at 5:30 p.m. at John Day City Hall. An agenda is included in the members of the Public Works Committee's council packets.

**UPCOMING MEETINGS:**

February 22, 2016	5:30 p.m. John Day Council Chambers	Joint Public Works Committee meeting with Town of Canyon City
March 8, 2016	7:00 p.m. Council Chambers	Regular City Council meeting - goal setting session