

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

**February 23, 2016**

**Adjourned Meeting**

**COUNCILORS PRESENT:**

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

**COUNCILORS ABSENT:**

**STAFF PRESENT:**

Peggy Gray, City Manager  
Lance Woodcock, Public Works Director  
Valerie Luttrell, Dispatch Manager

**GUESTS PRESENT:**

Dan Maynard, John Day  
Sandy Bay, Mt. Vernon  
Curt & Cindy Qual, Canyon City  
Kara Kohfield, John Day  
Dale Rininger, John Day  
Susan Church, John Day  
Beth and Jim Spell, John Day  
Sarah Russ, John Day  
Judy Schuette, John Day  
Elaine Mezzo, John Day  
Rich Fulton, John Day  
Damon Rand, Canyon City  
Andrew Martin, John Day  
John and Lindy Bastian, Canyon City  
Don Speakman, Prairie City  
Mary McCabe, John Day  
Gordon Larson, Canyon City  
Mytchell Mead, John Day  
Byron Haberly, John Day  
Tyler Smith, John Day

Jan Keil, Mt. Vernon  
Shiela and Joe Kowing, Canyon City  
Linda Gingrich, John Day  
Angia Hannibal, Mt. Vernon  
Sherrie Rininger, John Day  
Carol Faulkner, Canyon City  
Amanda Peachy, Bend  
Jeff Maben, John Day  
Tom and Susan Hutchison, John Day  
Shawn Duncan, Mt. Vernon  
Tracie and Tim Unterwegner, John Day  
Steve and Gail Beverlin, Canyon City  
Sally Bartlett, Grant Co. Economic Development Coordinator  
Roger & Sharon Lang, Mt. Vernon  
Rebekah Rand, Canyon City  
Rick Minster, John Day  
Sean Hart, Blue Mountain Eagle  
Kelly Workman, KJDY  
Larry Sherman, John Day  
Robin Olterman, John Day

**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.

**Agenda Item No. 2 – Approval of City Council Minutes of February 9, 2016**

The minutes of the February 9, 2016 adjourned meeting were included in the agenda packets and were presented for the Council's approval.

**Councilor Louis Provencher made a motion to approve the minutes of February 9, 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. Mayor Lundbom stated that he assumed everyone was present in regards to the recently filed complaints with the Oregon Department of Public Safety Standards and Training (DPSST) concerning Grant County Sheriff Glenn Palmer.

Mayor Lundbom stated he had in front of him a statement to serve as the City's official position on the subject of the DPSST complaint. Mayor Lundbom asked the Council's permission to read the statement into the record.

**Councilor Donn Willey moved to allow Mayor Lundbom to read the City's Official Position Statement into the record. Councilor Louis Provencher seconded the motion. The motion passed unanimously.**

Mayor Lundbom read the following statement:

The council is aware that certain individuals, two of which are City employees, recently filed complaints with the Oregon Department of Public Safety Standards and Training (DPSST) concerning Sheriff Glenn Palmer. To be clear, neither the council or city manager directed or tasked the subject employees to file the DPSST complaints. Notwithstanding that the complaints may have been filed on City letterhead, the employees filed the complaints as individuals/citizens and not in their official employee capacity. At this time, the council has no further comment concerning the subject employees and/or the complaints themselves.

Mayor Lundbom asked for a motion to adopt this statement. Councilor Steve Schuette asked for discussion. Councilor Schuette stated he has no problems with the statement until you get to the sentence that states "Notwithstanding that the complaints may have been filed on City letterhead, the employees filed the complaints as individuals/citizens and not in their official employee capacity." Councilor Schuette stated it is not the city council's job to review personnel issues, that is the city manager's job, and I believe we delving into employee relations and I think that sentence should be struck.

Councilor Donn Willey stated he thought there was one important aspect to that sentence and that is differentiating between the complainant's roles at that time. He said he is not in disagreement with Councilor Schuette; however, he wondered if there was a way to rewrite that sentence so that it is clear that the complainants acted on their own will as citizens and not as employees.

Discussion continued on whose job it is to direct city personnel. Councilor Steve Schuette stated the only personnel we can direct is the city manager, we can hire or fire the city manager but not the city personnel; that would be the city manager's decision. Mayor Lundbom stated he did not see how that sentence constitutes employee relations. Councilor Louis Provencher agreed, it's just stating a potential fact of what occurred and we're not delving into any of the city's personnel business.

Councilor Steve Schuette stated he believed that the complaint being on city letterhead is a discussion the city manager has with her employees. Mayor Lundbom stated he believed if the council wants to delve more into this issue, the council will need to schedule an executive session at a later date. Mayor Lundbom stated he believed we need to support their rights as individuals whether they are city employees or not to have the right to make a complaint. Mayor Lundbom stated he wanted the council to make a statement that it was their (the employees) own doing and the data was collected doing their official job, thus probably the only people who could have made that kind of a complaint. Mayor Lundbom stated he thought that was the only thing that the city and their complaints have together.

Councilor Lisa Weigum stated she thought the sentence kind of cast judgment and she wouldn't mind it being struck out of it. Councilor Donn Willey stated he did not see it as judgment, he sees it as a fact that needs to be cleared; it's just saying the city had nothing to do with it. Mayor Lundbom stated part of the complaint was that it was on city letterhead and he felt it needed to be said, because that is what connected the city to the complaint.

**Councilor Gregg Haberly moved to adopt the statement (City's Official Position) as written. Councilor Donn Willey seconded the motion, the motion passed by a vote of 5 – 2.**

#### **Agenda Item No. 4 – Discuss and Adopt Council Goals for 2016**

City Manager Gray reviewed the council goals from the previous year and the status of those goals. Mayor Lundbom stated we could strike the fire station, since it will be completed this year and thought it didn't need to be on the council's goal list anymore.

Mayor Lundbom stated he heard from Grant County Commissioner Boyd Britton that the city made the semi-short list for the Downtown Beautification Main Street Sidewalk Project from the intersection west to Canton Street. Estimated construction date on that project is 2021. He suggested moving the Enhance Project for sidewalks from SW 6<sup>th</sup> Ave. to GUHS to the number one spot as the design process will begin this year and the construction is scheduled to begin January 2018. City Manager Gray suggested taking the Hwy 395 sidewalk project from SW 2<sup>nd</sup> Ave. to SW 6<sup>th</sup> Ave. off the list as that project is not going to happen (it did not make the 2018-2021 Enhance Project semi-short list).

Councilor Louis Provencher shared his thoughts on the industrial park; he thought we should also market the City of John Day and the local area in connection with the industrial park. We also need to complete the City of John Day's alternative sale procedure for the industrial park. City Manager Gray stated we do have it on the list as a to-do item. Councilor Provencher suggested adjusting what type of business we would allow into the industrial because right now the business has to manufacture a product; Councilor Provencher suggested looking at other alternatives.

Grant County Economic Development Coordinator Sally Bartlett was present and stated if you change it, it's not going to be an industrial park. If you have lots of retail or other types of things, it's not going to be as marketable. Ms. Bartlett stated yes it's been there a long time; however, this year we've had some people come out and look at it. She stated she attended a site selectors meeting in Pendleton, these people

were primary looking for places for call centers. Ms. Bartlett stated they like to locate the centers in small communities and have been successful in finding available people to train. She stated they like the fact that we have an industrial park here. Ms. Bartlett stated we had three people come out to look at the industrial park and took a lot of pictures, toured the area. One man from Texas came because of the fires and saw the industrial park; he does some kind of a remote for wind turbines.

Mayor Lundbom asked what do people like best about the industrial park. Ms. Bartlett said it's beautiful and has beautiful views, it's inexpensive, and they like it because it's located in an enterprise zone.

City Councilor Paul Smith stated he thought being next to an airport is very important. Mayor Lundbom explained what size of airplanes can land at the airport. Ms. Bartlett stated the industrial park is attractive because of the airport; however, she stated it's not so attractive because we don't have commercial air service up there. The airport is good for shipping out little tiny packages, but it's not good for bringing in customers that could fly on a commercial service.

Mayor Lundbom stated Mitch Swecker, the Oregon Director of Aviation, came to John Day and met with us. He said they've taxed jet fuel and 100 low lead, 4 cents a gallon total for the next six years. ODA will use 25% of that money for the state's own airport and 25% for on-going maintenance and 50% for projects. A project can be marketing our airport and part of the big picture is that they would like to get some kind of air service to John Day. Mayor Lundbom stated the Chamber of Commerce is going to get a survey going to see what type of service people want. City Manager Gray noted that Mr. Swecker stated airports with commercial or industrial property adjacent to them are very marketable. Mayor Lundbom stated the airport is developing their Master Plan, so any input we can give them formulating where another taxi way could go – maybe on the west side to facilitate to the fence type of operations.

Councilor Donn Willey asked about telecommunications and how good is our infrastructure; Ms. Bartlett stated our infrastructure is good, telecommunications, water & sewer is available. City Manager Gray stated we have the conduit for the fiber optics from the bottom of the hill to the industrial park, if someone needs fiber all they have to do is pull it. Ms. Bartlett stated the Enviro Board projects helped us immensely in learning what is available at the park. She stated she has also started Twittering almost every day about the industrial park.

Workforce was discussed; Ms. Bartlett stated workforce has always been a problem here. However, she stated if you have enough jobs, people will come here. Ms. Bartlett stated half of our jobs are government, local, state, federal.

Councilor Paul Smith asked if the nature of what he was hearing was not to change the nature of the industrial park. That is the message that Ms. Bartlett has, because when you allow different types of businesses in you're no longer an industrial park. She stated eventually people will come; it's just going to take time. Councilor Louis Provencher asked if we can expect a range of 15- 20 years before people will come in and develop. Ms. Bartlett replied yes, economic development doesn't begin tomorrow; it begins twenty years from now. You start today, but what you see is twenty years down the road. You're not thinking about this generation, you're thinking about the next generation.

City Manager Gray stated the City is on the GEODC Comprehensive Economic Development Strategy (CEDs) list for construction projects for a power supply to the industrial park (expand the power supply including conduits and vaults). She asked Ms. Bartlett what does it take to get a project funded through the CEDs program. Ms. Bartlett stated the GEODC executive director would be in John Day the next

day and she would ask him and said he was looking for a project to look at putting some economic grant money toward.

Councilor Lisa Weigum stated we need to keep working on our city beautification, because we have an industrial; we have a lot to offer, this is an outdoor Mecca. We need to keep pushing for more outdoor activities, ATVs, mountain biking, it can't be just for one specific group but should be inclusive for all.

Councilor Smith told Ms. Bartlett that the City appreciated her partnership with the City; Mayor Lundbom called it “unsung recognition” and that she does a lot for the community.

Moving on with the goals; Mayor Lundbom stated he felt the Council should keep the Charolais Heights and NW Bridge intersection on the list. The Council agreed that it was an accident waiting to happen, discussed partnering with the County.

Wastewater Treatment Plant Replacement; it was the consensus of the Council to continue to build the reserves by raising sewer rates each year to establish average residential user cost (\$48 to \$52 per month as per the City's 2010 Wastewater Facilities Plan) in order to qualify for federal loans and grants. The City's entered into an agreement with the Oregon Economic Development Department Special Public Works Fund in 2003 for the infrastructure to the Grant County Airport Industrial Park. The loan was for 24 annual payments, the first payment was made on December 1, 2006. The City has been making \$10,000 extra principal payments on this loan for the past few years to have the loan paid off before the construction of a new wastewater treatment facility begins. It was the consensus of the council to continue to build the reserves by raising sewer rates each year, research other options for wastewater treatment facilities (i.e. lagoons), and continue to research upgrades that can be done now and still be compatible with a new wastewater facility.

Street Maintenance; Councilor Paul Smith recommended the City continue to support and promote the SRS funds with the County Road Department. It was noted that the SRS funds are secure for the next two years.

Mayor Ron Lundbom asked if there was anything the Council wished to add to the goal list. Councilor Steve Schuette stated he thought we should put pressure on the state legislature or look at finding an alternative funding source for the 911 funds because the 911 tax revenue that we are getting is not keeping up and we will be looking at another deficit this budget cycle. Councilor Schuette stated it should be the Council's top priority.

Councilor Louis Provencher stated we could consider taking this to the County and have them put it on the ballot and maybe not have it affect our general fund. City Manager Gray stated she spoke with Grant County Treasurer Kathy Smith today and asked her that question. Her response is that the County cannot place an operating levy on the ballot for the 911 center because that department is not included in the County's budget. However, the city manager will meet with the county treasurer within the next couple of weeks to discuss some other possible options. Councilor Schuette stated something needs to be done because the citizens of John Day are subsidizing the county's 911 program; City Manager Gray stated we are proposing raising the dispatch contracts by 15% in the proposed budget.

Dispatch Manager Valerie Luttrell noted that all the 911 districts throughout the state are experiencing the same problem. She reminded the council that last year they didn't want to push raising the 911 revenue tax because they were asking the legislature to tax the prepaid cell phone users. They got that

accomplished; unfortunately that tax did not affect our tax revenue substantially. Councilor Provencher noted that the 911 revenue has not been raised since 1995. City Manager Gray reminded the council that they did adopt a resolution encouraging the state to raise the 911 revenue tax last fall. It was suggested to draft another letter and send it to all of the legislatures. Councilor Lisa Weigum suggested to put pressure on the County to assist us. Dispatch Manager Luttrell stated we take after hour's calls for several agencies throughout the county and she believed we need to revisit that issue with the county.

Councilor Provencher it's obvious that we need to fill the city manager's position as a short-term goal. He also stated in our audit report for the past two years, our audit noted that the City needs to have a Public Works inventory completed. City Manager Gray stated that is a department issue and Public Works Director Lance Woodcock is currently working on that project.

Councilor Louis Provencher suggested to promote city volunteerism in this community. He suggested setting up some shadow programs working with someone in the schools. Councilor Donn Willey suggested using the local newspaper or city newsletter to help get the word out. Councilor Lisa Weigum agreed that community outreach is important; we believed we fall short on community outreach and community events.

Councilor Steve Schuette asked about updating the city website noting that the Councilor list needed to be updated. City Manager Gray informed the Council that we are looking at updating the City's website.

There being no further discussion, the Council decided on the following goals:

- 911 Fund – put pressure on the State Legislature to increase the state 911 tax revenue or find another revenue source.
- US395: Sidewalk Improvements Project from SW 6<sup>th</sup> Ave to GUHS. Design phase begins March 2016; construction is scheduled to begin January 2018.
- US26/Main Street Beautification Project – City's grant application for this project made the semi-short list for new sidewalks and street lighting from the intersection west to NW Canton Street. 2021 construction date is anticipated if the grant is approved.
- Continue to market the industrial park and the City of John Day and the local area. Need to complete the alternative sale procedure for the industrial park.
- Wastewater Treatment Plant Replacement Project – continue to build the reserves by raising sewer rates each year, research other options for wastewater treatment facilities (i.e. lagoons), and continue to research upgrades that can be done now and still be compatible with a new wastewater treatment facility.
- Street Maintenance Funding; continue to support and promote SRS funds.
- Promote City volunteerism, through the City newsletters, local paper and community outreach.

**Councilor Donn Willey moved to adopt the council goals as discussed and amended. Councilor Steve Schuette seconded the motion, the motion passed unanimously.**

**Agenda Item No. 5 – Discuss for Adoption Resolution No. 16-753-18, a Resolution to Authorize Expenditures of the Federal Emergency Management Agency**

City Manager Gray informed the Council that 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.

Councilor Steve Schuette asked where the .05% match comes from. City Manager Gray stated it comes out of the Fire Department Fund, we have money budgeted in the fire fund for the match; however, we did not budget for this grant at the time of budget preparation. She stated ORS 294.326(3) provides for expenditure of grants for a specific purpose may be made upon authorization by resolution.

**Councilor Steve Schuette moved to adopt Resolution No. 16-753-18. Councilor Lisa Weigum seconded the motion, the motion passed unanimously.**

**Agenda Item No. 6 – Review and Discuss Revised Sample interview Questions for City Manager Recruitment Process; Review Sample Oral Interview Rating Form**

City Manager Gray stated that at the Council's last 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. City Manager Gray stated she renumbered the questions to what she thought was logical and asked for the Council's opinion. The Council thought the interview questions and the order were appropriate.

City Manager Gray stated Councilor Provencher also suggested the City Council review the Sample Oral Interview Rating Form provided by City Attorney Jeremy Green which was also included in the council packet.

Councilor Paul Smith stated the form is so long that you are not going to be able to score every category on the form. City Manager Gray suggested scoring the form after the interview. Councilor Smith stated that if there is a blank; I don't think that it should be scored against or for the person. He stated if you don't hear the answer for a particular category, how do you rate it? He stated you can't go by total alone. Councilor Lisa Weigum stated that after the interview, we can all discuss the applicant and have a group scoring.

Mayor Lundbom stated he liked the form; Councilor Weigum agreed. Councilor Donn Willey suggested making notes during the interview. Councilor Smith stated a rating list is good as it gives you one more objective. He just thought the form was awfully lengthy and specific and we may not get everything answered during the interview. He went on to say that we may not get everything answered in the interview and it shouldn't go for or against the applicant. He was saying don't get so focus in scoring the form and that you don't listen to the interviewee. Councilor Louis Provencher suggested keying into some of the top questions.

It was the consensus of the Council to use the form as one tool during the interview process to make the best objective opinion that they can.

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

1. The LOC Bulletins were included in the council packets.
2. Mayor Lundbom informed the Council that Oren Wyss, the City's new Wastewater Treatment Plant operator began work on Monday, February 22<sup>nd</sup>.
3. Councilors Smith and Provencher gave an update on the joint meeting of the Public Works Committee for the Town of Canyon City and John Day. The committees agreed on a water rate of \$6.50/1,000 gallons and to continue to base the sewer rate on the proportionate share of Equivalent Residential Unit (ERUs). City Manager Gray stated she would have a recommendation at the next city council meeting for the Council's review.



4. Public Works Director Lance Woodcock stated the primary digester needs to be cleaned out. He is currently working on getting estimates for the work involved.
5. Dispatch Manager Valerie Luttrell updated the Council on a tabletop drill that was held on Tuesday regarding the anticipated area floods. She gave kudos to the new Emergency Management Coordinator Ted Williams. Councilor Paul Smith stated he hopes that the County will continue to fund the Emergency Management Coordinator position.
6. Councilor Louis Provencher noted that the Fish and Wildlife were at the 7<sup>th</sup> Street Complex pond that morning; they were draining the pond to get rid of the trash fish. Councilor Provencher stated they are also looking at changing the classification of the pond to a reservoir under their water rights so they can do future things.

### **Adjourn**

**There being no further business before the Council, Councilor Steve Schuette made a motion to adjourn the meeting. Councilor Donn Willey seconded the motion and the motion passed unanimously. The meeting was adjourned at 9:14 p.m.**

Respectfully Submitted:

Peggy Gray  
City Manager

ACCEPTED BY THE CITY COUNCIL, MARCH 8, 2016

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Mayor Ron Lundbom