

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

March 22, 2016

Adjourned Meeting

COUNCILORS PRESENT:

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

COUNCILORS ABSENT:

STAFF PRESENT:

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

GUESTS PRESENT:

Shannon Springer, PO Box 495, Prairie City

Agenda Item No. 1 – Open and Note Attendance

The John Day City Council meeting opened at 7:04 p.m. Mayor Ron Lundbom noted that all Councilors were present.

Agenda Item No. 2 – Approval of City Council Minutes of March 8, 2016

The minutes of the March 8, 2016 adjourned meeting were included in the agenda packets and were presented for the Council's approval. Councilor Louis Provencher noted on page 3, the last line of the 5th paragraph; Councilor Provencher did not think the wording read right. City Manager Gray stated she would change the wording from "of a couple" to "a few."

Councilor Donn Willey made a motion to approve the minutes of March 8, 2016 as amended. Councilor Paul Smith 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 – Discuss for Approval Change Order #1; John Day Fire Station, Decrease in Contract

City Manager Gray explained we are nearing the end of the fire station project; we are crunching numbers to make sure we are staying within our budget. During the course of the project, a few issues came up that affected our fire station construction budget:

- 1). The Oregon Department of Energy's requirement that all public building contracts with a total contract price of \$1 million or more must provide for at least 1.5% for solar energy. 1.5% of the construction budget needs to be spent on solar equipment for this facility since it is over \$1 million. Construction contract was \$1,508,708, resulting in \$22,630 that was not anticipated at the time we signed the construction project contract.
- 2). Structural footing size and quantity modifications; footing calculations for metal building determined that footer size needed to be larger: additional cost \$14,158.
- 3). South fire wall alterations after State (Building Codes) review: additional cost \$22,429.

City Manager Gray stated that in order to stay within our budget, we need to lower the contract amount. Included in the council packets was Change Order #1 for the Council's consideration for the following deductive changes to the fire station contract:

- 1). Contractor Kirby Nagelhout Construction Company (KNCC) had included Special Inspections and Testing in the original contract sum; however, the contract called for this item to be contracted directly with the owner (in order to avoid conflicts of interest). City Manager Gray asked KNCC to deduct this item from the contract; this deductive change order request is \$18,523.44.
- 2). Staff recommends that the City provide and finish concrete at the north 350' of Sidewalk next to Canyon Blvd. (from old city hall to new fire station, north side only). Curb, forms, subgrade is in place and will be tuned up or recompact prior to pour. City can use concrete blankets that are currently on site, if needed. By having the City pay for the concrete and using city employees to complete the sidewalk for this section, we can reduce the construction contract by an additional \$8,256.56. The City anticipates using street fund dollars (budgeted funds in capital outlay) for this project as this sidewalk will be part of the city's street infrastructure. The Rural Fire District will reimburse the City for 46% of this project; this reimbursement will go directly into the street fund.

City Manager Gray stated this change order will reduce the construction contract by \$26,780. As we get closer to the end of the project, we may have to transfer some funds from the Fire Department's materials and services budget to capital outlay. If so, she will present a resolution for the transfer of these funds at a later date.

Councilor Louis Provencher questioned what work, that the City was planning to do, would not get done by the Public Works Department if they do the sidewalk. Public Works Director Lance Woodcock stated with concrete work not all the city employees will be involved, he stated it's not a lot of time as most of the cost will be in the material (concrete).

Councilor Steve Schuette stated according to his math it appears that we are about \$34,000 short. Mayor Ron Lundbom stated its \$34,000 of the project that won't be done under the contract.

Councilor Paul Smith asked what our total budget was for the fire station; that included all the grant money for the community room the City received. City Manager Gray stated the total project was estimated at approximately \$1.8 million. The construction contract was at approximately \$1.5 million dollars (reduced scope of work). She informed the Council that we expended approximately \$300,000 of those dollars for all the pre-construction documents etc. prior to construction.

City Manager Gray informed the Council that the community room will be completed under the contract; but the offices and a bathroom will not be completed under the contract. However, we were able to include \$40,000 in next fiscal year's proposed budget to help complete those items.

Councilor Donn Willey moved to allow City Manager Gray to sign Change Order #1 with Kirby Nagelhout Construction Company. Councilor Lisa Weigum seconded the motion, the motion passed unanimously.

Agenda Item No. 5 – Update on the City Manager Recruitment Process, Select Possible Interview Dates

The job application deadline for the City Manager's Position was March 15, 2016. We received 20 job applications (City Manager Gray noted the agenda stated 21; however, there was a stapling problem where one application was divided into two). City Manager Gray stated the Selection Committee has begun the screening process; the primary document that will be used in the screening process will be the candidate standards, profile, criteria, and policy directives that the City Council adopted on January 26, 2016.

Copies of the job applications were given to the Selection Committee for their review prior to their meeting on Monday, April 4, 2016 at 1 p.m. The committee will select a maximum of five candidates which most closely fit the candidate standards, profile, criteria, and policy directives.

The committee may prefer to further narrow applicants by asking for submission of a writing sample or response to essay questions relative to the position. The committee may use the responses to evaluate applicant opinions, breath of experience, and expertise. The committee may also conduct short telephone interviews to narrow the list of finalists prior to the in-person council interviews.

Regret letters explaining that the candidate is no longer being considered will be mailed throughout the process. The City will conduct background and reference checks for only the finalist(s) identified by the committee.

City Manager Gray stated we would like to schedule the interviews on one day in order to ensure equal treatment of all candidates. After discussion, the Council decided to tentatively set Thursday, April 21, 2016 as the date to interview the five finalists beginning at 9 a.m. (two in the morning; three in the afternoon).

Councilor Louis Provencher requested rest of the City Council receive copies of the applications for the top five finalists as soon as possible after the screening committee's selection. City Manager Gray stated she would have copies available within the week after the screening committee's selections.

Agenda Item No. 7 – Other Business and Upcoming Meetings

1. The LOC Bulletins were included in the council packets and given to the City Council.
2. Quarterly staff report was included in the council packets.
3. City Manager Gray reminded the Council that the John Day Budget Committee is scheduled to meet on Tuesday, April 5, 2016 at 7 p.m. Budget Packets would be delivered by Friday, April 1, 2016.
4. Councilor Lisa Weigum updated the City Council on a proposed recreational-wellness center stakeholders meeting she attended on Friday, March 18, 2016. She stated they have formed a feasibility committee (to develop a feasibility study) to see if the project could move forward. Councilor Weigum also informed the Council that School District #3 will be polling citizens this spring for the possibility of a new school.
5. Councilor Paul Smith presented a packet (articles from LOC Local Focus, LOC City Handbook, and the John Day City Charter) to the members of the Council. The packet gave a snap shot of the roles of the Mayor/Council and City Manager; Councilor Smith stated with the hiring of a new city manager, he thought everyone should have an understanding of what our city charter states.

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 7:50 p.m.

Respectfully Submitted:

Peggy Gray
City Manager

ACCEPTED BY THE CITY COUNCIL, APRIL 12, 2016

Mayor Ron Lundbom