

John Day City Council
January 10, 2017
7:00 PM
Fire Station, 316 S. Canyon Blvd
AGENDA

1. **OPEN AND NOTE ATTENDANCE**
2. **APPROVAL OF CITY COUNCIL MINUTES OF DECEMBER 13, 2016.**
3. **APPEARANCE OF INTERESTED CITIZENS** – At this time Council President Steve Schuette will welcome the general public and ask if there is anything they would like to add to tonight's agenda.

ACTION ITEMS

4. **OATH OF OFFICE TO THE ELECTED COUNCILORS**
Attachments:
 - Oath of Office – Steve Schuette
 - Oath of Office – Donn Willey
 - Oath of Office – Dave Holland
5. **DISCUSS AND APPOINT COUNCIL PRESIDENT**
6. **STANDING COMMITTEE APPOINTMENTS**
7. **BUDGET COMMITTEE APPOINTMENTS**
Attachment:
 - Current Budget Committee Roster
8. **DISCUSS AND APPOINT A BUDGET OFFICER**
Attachment:
 - FY 2017-2018 Budget Process Schedule

OTHER BUSINESS

9. **OTHER BUSINESS AND UPCOMING MEETINGS**
Attachment(s)
 - LOC bulletins
 - Sale of Fire Hall
 - City Manager 6-month Evaluation – January 24th, 6 PM – Executive Session
 - Rep. Cliff Bentz Visit – January 24th, 7:30 PM – City Council Meeting
 - LOC 2017 Elected Essentials Training

ADJOURN

TO: John Day City Council
FROM: Nicholas Green, City Manager
DATE: January 10, 2017
SUBJECT: Agenda Item #4: Oath of Office to the Elected Councilors

Attachment(s)

- Oath of Office – Steve Schuette
- Oath of Office – Donn Willey
- Oath of Office – Dave Holland

BACKGROUND:

Chapter VI, Section 28 of the 1993 City of John Day Charter states before assuming city office, an officer shall take an oath or shall affirm that he or she will faithfully perform the duties of the office and support the constitution and laws of the United States and of the state of Oregon.

The Oath of Office will be given to the City Councilors elected on November 8, 2016; Councilors Steve Schuette, Donn Willey and Dave Holland. The Oath form will need to be signed in front of a notary, since the City no longer has a notary on staff, you will need to take your form to Oster Professional Group and have Barbara Hicks notarize it and bring it back to City Hall for filing.

TO: John Day City Council
FROM: Nicholas Green, City Manager
DATE: January 10, 2017
SUBJECT: Agenda Item #5: Discuss and Appoint Council President

BACKGROUND:

Chapter IV, Section 17. Council President of the John Day City Charter states the following:

- (1) At its first meeting after this charter takes effect and its first meeting of each odd-numbered year, the council shall appoint a president from its councilors.
- (2) Except in voting on questions before the council, the President shall function as mayor when the mayor is;
 - (a) Absent from a council meeting, or
 - (b) Unable to function as mayor.

RECOMMENDATION:

Since this is our first meeting of an odd-numbered year, you will need to appoint a President from your council.

TO: John Day City Council
FROM: Nicholas Green, City Manager
DATE: January 10, 2017
SUBJECT: Agenda Item #6: Standing Committee Appointments

BACKGROUND:

Title 1, Chapter 5, Section 2 of the John Day City Code states each odd-numbered year the Mayor shall appoint standing committees.

Current Committee Appointments are as follows:

- **Public Safety:** Steve Schuette, Paul Smith, Donn Willey
- **Administrative:** Steve Schuette, Ron Lundbom, Lisa Weigum
- **Public Works:** Paul Smith, Gregg Haberly, Vacancy (formerly Provencher)

RECOMMENDATION:

At this time the Council President would like to appoint the councilors to the following standing committees:

- Public Safety Committee
- Administrative Committee
- Public Works Committee

TO: John Day City Council
FROM: Nicholas Green, City Manager
DATE: January 10, 2017
SUBJECT: Agenda Item #7: Budget Committee Appointments

Attachment(s)

- Current Budget Committee Roster

BACKGROUND:

Four committee member positions expire this week: Chris Cronin, Mike Cosgrove, Carolyn Stout, and Mike Miller. There is also one vacancy on the committee.

Mike Cosgrove and Mike Miller have agreed to be re-appointed if the Council wishes. Carolyn Stout and Chris Cronin have declined to serve again.

Dale Rininger has applied to be a new member of the budget committee.

DISCUSSION:

With three vacancies on the committee, we would still have a majority for decision-making purposes but we should seek additional candidates. City Manager Green announced the vacancies on KJDY and requested volunteers through the quarterly newsletter mailed to each home. So far, no volunteers have emerged.

Dale Rininger responded to the KJDY announcement and has applied to the committee. He has a B.S. in Healthcare Management and an MBA, is the manager of the John Day Farmer's Market, and is co-owner of a local business on Main Street.

Appointing Mr. Rininger and re-appointing the returning applicants would still leave two vacancies on the committee. City Councilmembers and City Staff may need to actively recruit individuals to participate.

RECOMMENDATION:

Re-appoint Mike Miller and Mike Cosgrove to serve for an additional 3-year term as Budget Committee members.

Consider appointing Dale Rininger to the Committee for a 3-year term.

TO: John Day City Council
FROM: Nicholas Green, City Manager
DATE: January 10, 2017
SUBJECT: Agenda Item #8: Appoint a Budget Officer

Attachment(s)

- FY2017-2018 Budget Process Schedule

BACKGROUND:

Oregon Budget Law requires taxing districts to appoint a budget officer each year. The John Day City Charter states the city manager shall prepare and transmit to the council an annual city budget.

Our first Budget Committee Meeting has been scheduled for April 4, 2017. See schedule attached for additional dates.

RECOMMENDATION:

The John Day City Council appoints City Manager Nick Green as the budget officer for the fiscal year 2017-2018.

TO: John Day City Council
FROM: Nicholas Green, City Manager
DATE: December 13, 2016
SUBJECT: Agenda Item #9: Other Business

Attachment(s)

- LOC Bulletins

OTHER BUSINESS:

1. Corrections to the 2016 Certified Annual Financial Reports

City Recorder Anna Bass will provide the council with updates to the CAFR. Minor mistakes were made in the audit report that were discovered after the December council meeting. These changes will be made to the report before filing with the State.

2. Status update on sale of old fire station

The terms for accepting offers and other documentation have been posted to the city website. Offerors will have a period of two weeks to submit questions and evaluate the building if needed. Best and Final Offers will be submitted by 5:00 PM on January 23rd and the Council will make a determination on the sale of the property during the January 24th council meeting.

3. City Manager 6-month Evaluation

City Manager Green's six-month probationary period expired on December 20th. An evaluation is required at the end of this period. A proposed evaluation form is included for review. Councilors may bring the completed forms to the January 24th Executive Session, where they will be consolidated into a single summary form.

4. Rep. Cliff Bentz Visit

Representative Bentz will attend the John Day City Council meeting on January 24th. He will arrive at 7:30 PM. The purpose of his visit is to discuss the transportation package going before the state legislature. Council should discuss topics they would like to present during his visit.

5. Elected Essentials 2017

The 2017 Elected Essentials workshop locations and dates for eastern Oregon are:

Hermiston March 29
Ontario March 30

Scheduled speakers include: Beaverton Mayor and LOC President-Elect Denny Doyle; LOC Executive Director Mike McCauley; LOC General Counsel Sean O'Day; LOC Member Services Director Susan Muir; and CIS General Counsel Kirk Mylander.

All workshops are from 8:30 a.m. to 4:15 p.m., with LOC's Regional and Small Cities Network meetings to follow from 4:30 p.m. to 6:30 p.m. Seats are filling up quickly; to register, go to the LOC website.

UPCOMING MEETINGS:

1. 1/24/2017 – Next City Council Meeting. Executive Session 6 PM. Regular Session with Representative Bentz at 7 PM.