

John Day City Council
July 12, 2016
7:00 PM
Council Chambers
AGENDA

1. **OPEN AND NOTE ATTENDANCE**
2. **APPROVAL OF CITY COUNCIL MINUTES OF JUNE 28, 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 RESIGNATION OF DEAN NODINE FROM PLANNING COMMISSION**
Attachment:
 - Resignation Letter
5. **DISCUSS PLAQUES FOR DEAN AND SPONSORS FOR NEW FIRE HALL SPONSORS**
Attachment:
 - List of sponsors and their donations
6. **DISCUSS OPTIONS FOR SALE OF CITY PROPERTY**
Attachment:
 - Memo on sale of city property
7. **DISCUSS ECLIPSE 2017 PLANNING PROCEDURES & NEED FOR ECONOMIC DEVELOPMENT COMMITTEE**
Attachment:
 - Status update on Eclipse 2017 planning

OTHER BUSINESS:

8. **OTHER BUSINESS AND UPCOMING MEETINGS**
 - Preliminary needs assessment:
 - Updated records retention policy and electronic records management
 - Plan of action & milestones for new city website
 - Multi-year professional services contracts and procedures (George Chadwick test case)
Attachments:
 - LOC Bulletins

ADJOURN


June 28, 2016

John Day City Council:

Thank you for allowing me to serve on our City Planning Commission. I have enjoyed all 24 years of serving on this committee.

At this time, I would like to tend my resignation from the commission.

Thank you,



Dean Nodine

Dean Nodine

DONATIONS - NEW FIRE STATION

	Cash Receipt	Check #	Fire Hall Donation 01-050-44260	Potluck Donation 01-010-63550	Thank you Letter
<u>2013</u>					
5/21 Malheur Lumber Company	17141	42404	5,000.00		5/21/2013
6/17 Spande, Kenneth & Particia	17192	2288	100.00		6/17/2013
10/13 Dean Elliott	17374	6769	50.00		10/14/2013
10/11 Chester's Market Inc	17375	604940	5,000.00		10/14/2013
10/4 Land Title	17355	3666		150.00	10/14/2013
10/8 Donn Willey	17360	cash		40.00	10/14/2013
10/8 Doug Gochnour	17361	cash		40.00	10/14/2013
10/8 Phil Gray	17362	6659		200.00	10/14/2013
10/8 Don Caldwell	17363	10406		100.00	10/14/2013
10/10 Teresa Southworth	17364	3619		50.00	10/14/2013
10/10 Gene Officer	17369	2984		50.00	10/14/2013
10/13 Unknown - CASH in FF Boot	17373	cash	100.26		n/a
10/15 JD Volunteer Firefighters	17378	13815	1,651.23		n/a
12/4 Robert & Linda Batten	17449	7723	300.00		12/9/2013
12/5 Jack McKenna/BM TV Cable	17452	9646759	150.00		12/9/2013
TOTAL			<u>12,351.49</u>	<u>630.00</u>	<u>12,981.49</u>



MEMORANDUM

TO: JOHN DAY CITY COUNCIL
FROM: NICHOLAS GREEN, CITY MANAGER
SUBJECT: ECLIPSE 2017 PLANNING
DATE: JULY 8, 2016
CC:

EXECUTIVE SUMMARY

The second Grant County eclipse planning meeting was held on July 6th at 4 PM at the Canyon City Community Hall. Mayor Lundbom, Councilor Provencher and I were in attendance. The meeting was hosted by the Grant County Chamber of Commerce and provided a high-level overview of the planning needs of the community in preparation for the event, as summarized below. No specific assignments were made or roles assigned during this meeting.

BACKGROUND

A total solar eclipse occurs worldwide once in every 18 months on average. In any one location, a total solar eclipse is very rare, occurring on average once every 375 years. Therefore, viewing an eclipse in a given region is considered a once in a lifetime event.

Community planning for an eclipse requires dedicated personnel with responsibility for public services (food, water, shelter, waste collection, traffic management, etc.) and convenience services (entertainment, tourism info, media communications, website management, WiFi hotspots, etc.) These challenges are compounded by the fact that it is very difficult to estimate the number of people who will attend in any given location.

COMMUNITY PLANNING TOPICS FOR DISCUSSION

The Council needs to resolve the following issues in preparation for the event:

- Who will be the City's primary POC when communicating with the Chamber?
- How will the Council review and make recommendations on tactical/logistical activities (by committee or the entire council?)
- What City owned property will we make available for overnight camping?
- Will we issue temporary use permits for specific activities (i.e. lodging and food) and what process will we follow?
- How will we communicate with residents to help them prepare for the event?
- Who will be responsible for logistics for public and convenience services?
- What branding and economic development activities will we pursue to market the City in conjunction with this event?
- How will we fund the event and manage both expenses and revenues so that we maintain good cost controls?



MEMORANDUM

TO: JOHN DAY CITY COUNCIL
FROM: NICHOLAS GREEN, CITY MANAGER
SUBJECT: OPTIONS FOR DISPOSITION OF FORMER CITY HALL & FIRE DEPT. PROPERTY
DATE: JULY 7, 2016
CC: LANCE WOODCOCK

EXECUTIVE SUMMARY

Per the Council's request, I have reviewed the options for the sale and/or disposition of the former City Hall/Fire Department/Storage Building (240-242 S Canyon Blvd) and the former Fire Station (209 SE Dayton Street). It is unlikely that either property will qualify for alternative land sale procedures under ORS 221.727 (Alternative procedure for sale of city real property). Therefore, liquidating these properties will require adherence to the standard procedures identified in ORS 221.725 (Sale of Real Property).

Additionally, the former City Hall was built on top of the City's Well No.1 (currently not in use) for which the City holds water rights. Care must be taken to ensure that liquidating this property does not inadvertently forfeit the City's rights to that well. Finally, both properties will require the City to make a property line adjustment prior to sale due to the presence of the city reservoirs at the upper end of the property. Options for disposition are discussed herein.

BACKGROUND

Oregon Revised Statutes (ORS) 221.725 – Sale of city real property – requires the city council to publish a notice of the proposed sale in a newspaper of general circulation in the city, and hold a public hearing concerning the sale prior to the sale. The nature of the proposed sale and the general terms thereof, including an appraisal or other evidence of the market value of the property, must be fully disclosed by the city council at the public hearing.

Oregon Revised Statutes (ORS) 221.727 – Alternative procedure for sale of city real property – allows the council to adopt, after public notice and hearing, a procedure for the sale of individual parcels of a class of city-owned real properties, or any interest therein, under a single program established within the city for the sale of that class of properties. This statute may be applied in the future to the sale of the industrial park sites, but does not apply to the assets discussed in this memo.

Per the City's most recent insurance appraisal, the building value of these properties is as follows:

- Old City Hall/Fire Department & Fire Department Storage: \$252,213
- Fire Station: \$241,058

OPTIONS FOR FORMER CITY HALL/FIRE DEPT BLDG

The property at 240-242 S Canyon Blvd sits on top of City Well No. 1, a 12-inch well that was drilled to a depth of 240 feet below ground surface in 1947. The well is currently capped and not in use. The City has a right to use water from the well for municipal uses at a rate of up to 0.47 cubic feet per second (cfs), which is equivalent to 211 gallons per minute (gpm).

The following options are available for this site:

1. The City can retain the property (currently used for file storage) and repurpose it at a later date.
2. The City can create an easement surrounding the well prior to selling the property. Creating an easement would retain the portion of the property the well sits on for future use by the City, thus preserving the water rights. However, given the central location of the well on the property, that will significantly restrict the types of uses and buyers that would be interested in purchasing it.
3. The City could file for a diversion of water rights to a new well, which the City would have to drill in the vicinity of the existing well, and then condemn the current well prior to selling the property.
4. The City could sell the property and transfer the water rights to the new owner.

OPTIONS FOR FORMER FIRE STATION

The property at 209 SE Dayton Street can be sold after the City makes an adjustment to the property line so that the low level reservoirs (City Reservoirs #1 and #2) at 381 Ferguson Rd can be retained by the City. This adjustment should also include the City's main water line which runs parallel to the property so that the main line is not included in the sale of the property.

RECOMMENDATIONS

I recommend the council pursue either option 1 or option 2 for the former City Hall. The City has adequate water capacity for the next twenty years, making option 3 an unnecessary investment. Option 4 would likely meet with significant public resistance during the public hearing prior to the sale and would forfeit valuable water rights for future use.

I recommend the council complete the property line adjustment to allow the Fire Station to be sold per ORS 221.725.

TO: John Day City Council
FROM: Nicholas Green, City Manager
DATE: July 12, 2016
SUBJECT: Other Business and Upcoming Meetings
Attachments:

- LOC Bulletins

OTHER BUSINESS:

1. Preliminary needs assessment
 - Updated **records retention policy** and **electronic records management** (sourcing from vendors, use money from renovation and projector to fund it in FY16-FY17)
 - **POA&M for city website** (down selected to three vendors with Julie Larson) from whom we will receive quotes: the intent is to make the website both internally and externally facing: content management system, public records requests, findit/fixit, public information / awareness campaign / economic development / tourism information. Goals are transparency and tailored communications: push and pull.
 - Multi-year **professional services contracts**; intent is to a base + option years, council is the evaluation authority on multi-year (intermediate) contracts; may need to increase city code to \$10,000 per annum (currently \$5K) in compliance with state law; requires solicitation (plan for backfill of Lance Woodcock, finishing the Fire Station, and for economic development initiatives).
2. LOC Bulletins are in your packets.

UPCOMING MEETINGS:

July 19, 2016	Canyon City Council Meeting	Nick Green
July 20, 2016	3:30 p.m Canyon City Comm. Hall	Senator Wyden Town Hall Mtg.
July 26, 2016	7:00 p.m.	Regular City Council Meeting

RECEIVED

JUL 12 2016

CITY OF JOHN DAY

City of John Day, Oregon
Attn: Ron Lundbom, Mayor and City Council
450 East Main Street
John Day, OR 97845

July 12, 2016

RE: November 8, 2016 General Election for City Council Position

Dear Mayor Ron Lundbom and City Council,

During calendar year 2014, I was asked to consider serving on the City of John City Council. My initial thought and answer was NO, as the political atmosphere was a primary reason I retired from the U.S. Forest Service. After further consideration and with the City of John Day losing three (3) councilors, I decided to apply and agreed to be appointed as Councilor behind Councilor Doug Gochnour.

I have appreciated the opportunity to serve on the Council and influence the direction of the City in providing services to its citizens.

At our June 14, 2016, Council Meeting the City of John Day Candidate Packet for the November 8, 2016 General Election was provided for me and two other Councilors as our term would expire on December 31, 2016. At this time, I told a few of you that I was strongly considering not seeking another term.

This is my notification that I will not be seeking election to the Council on November 8, 2016.

Sincerely,



Louis E. Provencher
Councilor, City of John Day, OR