

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

July 12, 2016

Adjourned Meeting

COUNCILORS PRESENT:

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

COUNCILORS ABSENT:

STAFF PRESENT:

Nicholas Green, City Manager
Valerie Luttrell, Dispatch Manager
Lance Woodcock, Public Works Director
Richard Gray, Chief of Police

GUESTS PRESENT:

None

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 June 28, 2016

The minutes of the June 28, 2016 were included in the agenda packets and were presented for the Council's approval. Mayor Lundbom amended minutes to include Councilor Willey seconding the adjournment.

Councilor Willey made a motion to approve the minutes of June 14, 2016 as presented. Councilor Schuette seconded, and 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 Resignation of Dean Nodine from Planning Commission

Commissioner Dean Nodine submitted his resignation from the John Day Planning Commission after 24 years of service. Council discussed procedures for backfilling his position. Options included using local students who are residents of John Day, word of mouth advertising, and continuing to post announcements to the City website. Council also discussed the fact that the newspaper advertisements have not been effective in generating interest in serving on the Planning Commission, and a communications campaign may be necessary to help residents better understand the role and the need for civic involvement. City Manager Green will work on a communications campaign and confirm if there are age restrictions for Planning Commission volunteers prior to the next meeting.

**Councilor Schuette made a motion to accept Dean’s resignation.
Councilor Provencher seconded the motion, the motion passed unanimously.**

Agenda Item No. 5 – Discuss Plaques for Dean and for Sponsors of New Fire Hall

Council discussed having a service plaque made for Commissioner Nodine. Council also discussed creating an outdoor plaque to recognize the contributions of Grant County residents and businesses that contributed financially to the new fire station. The plaques would be solicited from the correctional facility and the design reviewed at a subsequent council meeting prior to commissioning it.

Council unanimously agreed to proceed with the solicitation and will review and move to accept the design at a future council meeting.

Agenda Item No. 6 – Discuss Options for Sale of City Property

Council reviewed options for the sale of the old City Hall / storage facility and the former fire station department. Neither facility qualifies for sale under the alternative procedures established by the State of Oregon, therefore the sale will be subject to public hearing.

City Manager Green noted the difference between the appraisal value of the buildings by the City’s insurance company (\$252,213 for Old City Hall, \$241,058 for Fire Station) and the market appraisal the Mayor received from Mr. David Thunell, which was \$85-90,000 for the fire station. Thunell also gave the Mayor an unofficial market appraisal for the old City Hall of approximately \$50,000 depending on the property line adjustment. Council reviewed four options for disposing of the property. Council also reviewed Public Works Director Lance Woodcock’s preliminary property line adjustment. Director Woodcock does not have the literature to determine if any of the plumbing in the old City Hall is attached to the City’s main lines. The 1957 hand-drawn map is unclear, and the steel in the ground makes it difficult to ascertain the exact location of the utility lines going underground between the two buildings and up to the City’s reservoirs. Council also discussed pursuing both the option of selling the tax lot with both buildings together as well as the possibility of creating two separate tax lots and either selling the buildings separately or retaining the old City Hall building while selling the fire station. The purpose for retaining the old City Hall is due to the presence of well #1 in the center of the building. The well is capped and caved in and is currently covered with steel plating, but the City retains the water rights to the well, and as Director Woodcock noted, water rights are very difficult to obtain now. City Manager Green noted that when the City offers the property for sale we have to be specific about how it is partitioned and how the lot is being offered (with or without water rights). Councilor Smith stated that the public needs to be aware of the presence of the well inside the old City Hall building and the City’s desire to retain its water rights; otherwise they may not understand why we are considering retaining the building.

Council recommended the City Manager pursue further research into Option 2: Creating an easement around the City’s well and preparing both buildings for sale in order to retain the City’s water rights. Council also added the option of creating a tax lot partition to sell the buildings separately or together depending on public interest.

Agenda Item No. 7 – Eclipse 2017 Planning Procedures & Need for Economic Development Committee

Council discussed how they want to address the logistics and planning needs for the City in preparation for the 2017 solar eclipse. The Chamber is taking the lead for the community; however, they will not do many of the things identified in the bulleted list in the Eclipse Planning Memo included in the agenda.

- City POCs: Council discussed whether to handle logistics as a committee or as the full council and who would be the City’s primary POC for the chamber. Councilor Smith felt it was appropriate for City Manager Green to be the primary POC since the manager is authorized to handle administrative decisions for the City. He also recommended that the Mayor be involved in the public relations aspect of the event, and that we needed to have a line item in the budget for next FY for additional law enforcement. Council agreed to review logistics as a full council vice creating a separate committee.
- City Property Available for Rent: Council discussed renting RV and campsite space at the industrial park for the event and which services the City could provide. Public Director Woodcock did an assessment of the sites and recommends the City put temporary water and sewer hookups for RV use. His preliminary cost estimate is \$3500 per acre lot for the temporary utilities. He also recommended we do not offer power at the site as that would add significantly to the cost. City Manager Green indicated his intention to offer the first set of RV spaces with a 10% premium above our actual costs. Mayor Lundbom recommended shuttle buses to accommodate transport between downtown and the industrial park, and noted that the town of Mitchell is planning to sell their sites at \$100 / night with a minimum 3-night stay with no services. Mayor Lundbom also noted that Eva Harris is another property owner at the park who has given her lots at the west end to her kids and the City may need to coordinate its plans with them.
- Insurance and Regulatory Compliance: Councilor Provencher inquired about land use regulations and lodging tax for this temporary use, and noted CIS plans to increase premiums for liability insurance up to \$50,000 if the City hosts any events related to the eclipse. City Manager Green stated that Bisnett Insurance confirmed that was also their understanding of CIS’s position, but as our broker they can look for alternative insurance carriers for the event. Mayor Lundbom stated that since it is an airport overlay zone there are rules and restrictions on permitted uses and activities that guests will need to accept. City Manager Green noted we will need temporary use permits for both concessions and lodging and the procedures for applying for and enforcing those permits will need to be clearly communicated. Mayor Lundbom asked if there were any covenants related to the industrial park that would restrict the City from using it for the event. City Manager Green said he will look into that.
- Public Communications: City Manager Green indicated his intent to use Airbnb.com to sell the sites and advertise their availability on astronomy and eclipse websites. Councilor Provencher stated the airport lights could be problematic if they are turned on, but the Mayor is talking with them about that. City Manager Green indicated that communicating with residents will need to be a combination of push and pull: email distributions, newsletters, the City website, and surveys will all be needed. City Manager Green also wants to look into getting external funding with Grant County’s Economic Development Specialist Sally Bartlett to develop an app for the event

and engage travel bloggers with million+ readerships to attend as special guests of the City to promote John Day and the event. RV spots could be reserved at no cost to these guests in exchange for their blogging about the City.

- Security Provisions & Transport: Council discussed security provisions in the town of Mitchell and whether and how the City will provide security for this event. City Manager Green stated that additional staff will need to be on hand to respond to incidents and emergencies, but we can use paid or volunteer staff at the site to verify that the guests at the site have reservations.
- Cost Containment: City Manager Green discussed his intent to keep accurate records of both direct and indirect expenses as well as revenues the City records. This will allow the Council and City to communicate with residents who make public inquires about how much the City is spending on this event. City Manager Green’s goal is breakeven or better and to include the City’s costs in the price of the RV sites. City Manager Green stated he will test pricing tiers based on user demand and will experiment with pricing to maximize the City’s revenue.
- Food Services: Councilor Smith acknowledged that this will require a significant amount of the City Manager’s time, and asked that we not duplicate effort with the Chamber. Mayor Lundbom stated that church groups and community groups can also contribute through food services and volunteering. Councilor Provencher stated that hotel bookings indicate 50% of the residents are coming from overseas and may not bring adequate food and water. City Manager Green noted that the City can issue temporary use permits at the industrial park to put food service vendors in closer proximity to the RV guests.

Council concurred to have City Manager Green act as the City’s primary POC for the event, with the City staff and Mayor supporting as needed. City Manager Green will provide detailed updates to the Council on the planning progress, but will not devote each council meeting to this topic unless the Council has specific questions related to planning. He will also provide a statement of work or scope of anticipated work to the Grant County Chamber of Commerce indicating what the City intends to provide and what it does not intend to provide based on this discussion.

Agenda Item No. 8 – Other Business and Upcoming Meetings

- Public Works Director Lance Woodcock tendered his resignation on Friday, July 8th. His last day will be July 22nd. Council thanked Director Woodcock for his service. City Manager Green stated his intention was to make Monte Legg the Acting Public Works Director and not to backfill the vacancy, but instead use the money from the vacancy to fund a professional services contract with a construction company that could help the City on an as-needed basis. Were the City to do this, it would need to issue a multi-year contract that is intermediate in size (total contract value up to \$150,000) which would require soliciting offers from three different firms. The Council will evaluate the offers and make a determination what is in the City’s best interests. City Manager Green will work with the City Attorney to ensure we are in compliance with Oregon State acquisition policies and will update Council on procedures at a future meeting.
- Preliminary needs assessment
 - Updated records retention policy and electronic records management: City Manager Green noted that the City has a lot of records in storage in the old City Hall building and that the City is using a 100% paper-based record keeping process. City Manager Green’s goal is to move to a 100% electronic records keeping process. This would entail moving the current files from old City Hall to the basement of the current City Hall so that they can be digitally scanned. This would also entail moving the City Council meetings to the new fire station. In the future, public records will be stored electronically, allowing the

City to liquidate the old City Hall without paying for additional off-site storage. It will also make the City's responses to Public Records Requests more efficient. Council agreed that the new fire station is a better venue for the public as the current City Hall has poor parking and ADA accessibility for disabled residents.

- Plan of Action & Milestones for new City website: The City staff down-selected to three vendors with high quality websites services and will solicit quotes from these vendors. Once those are received, City Manager Green will gather requirements from City Council and the City staff on functionality and user features and will provide a schedule for bringing the new website online.
 - Multi-year professional services contracts and procedures: City Manager Green stated that a multi-year contract approach could also be considered for the City's water system quality monitoring. A multi-year contract with a broad scope would eliminate the need for recurring contract approvals by the Council.
- The LOC Bulletins were included in the council packets and given to the City Council.
 - Councilor Provencher provided written notice to the Council that he does not intend to run for City Council in the next election cycle. Applications must be received by August 30th to be on the ballot. To date no election packets have been received from any candidates.
 - Flood Map Update meeting will be on July 25th.
 - Council discussed Canyon City's July Newsletter indicating their intention to pursue a separate wastewater facility treatment plant. City Manager Green has been invited to meet with their council during regular session on July 19th and plans to attend.

Council agreed to move future City Council meetings to the new fire station in order to allow for the City archives to be moved to the current City Hall in order to being digitized for electronic storage.

Adjourn

There being no further business before the Council, Councilor Schuette made a motion to adjourn the meeting. Councilor Willey seconded, and the motion passed unanimously. The meeting was adjourned at 8:25 p.m.

Respectfully Submitted:

Nicholas Green

City Manager

ACCEPTED BY THE CITY COUNCIL, JULY 28, 2016

Mayor Ron Lundbom