

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

July 26, 2016

Adjourned Meeting

COUNCILORS PRESENT:

Ron Lundbom, Mayor
Paul Smith, Councilor
Louis Provencher, Councilor
Lisa Weigum, Councilor

COUNCILORS ABSENT:

Steve Schuette, Council President
Gregg Haberly, Councilor
Donn Willey, Councilor

STAFF PRESENT:

Nicholas Green, City Manager
Valerie Luttrell, Dispatch Manager
Savanah Kowing, Dispatcher
Monte Legg, Acting Public Works Director
Richard Gray, Chief of Police

GUESTS PRESENT:

Sherri Dowdy, representing HECS Stealthscreen LLC.

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 Councilors Haberly, Schuette, and Willey were absent and excused.

Agenda Item No. 2 – Approval of City Council Minutes of July 12, 2016

The minutes of the July 12, 2016 were included in the agenda packets and were presented for the Council's approval. Councilor Smith requested the minutes be amended to change the word 'site' to 'acre lot' in order to clarify the preliminary cost estimates associated with developing the temporary RV sites at the Industrial Park.

Councilor Provencher moved to adopt the minutes with the amendment. Councilor Smith 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 City Code Updates and Planning for Eclipse 2017

City Manager Green provided updates on activities conducted over the previous two weeks related to the Eclipse (reference Memo 2 in Council packet). Councilor Smith requested clarification on the costs

identified in the memo related to developing each of the seven lots in the Industrial Park. City Manager Green stated that there are 126 individual RV sites on seven one-acre lots. Given the preliminary cost estimate of \$3500 per acre lot, the City would spend \$24,500 developing the entire park. Acting Director Legg stated that the lots are already fairly level and the City's suppliers are offering pipe and plastic connectors at a discount, so these cost estimates could come down. His current estimate is \$36 per hookup for materials. At those prices Director Legg stated he will buy the pipe anyway since it is a better value than we usually get and he will eventually use it. Councilor Smith asked how many RV sites we would have to rent to pencil out. City Manager Green stated we are pre-selling these sites using CampNative as the vendor, so the City should book its revenue well in advance of the expenditures and can scale the number of sites we develop to meet demand. The weekly price is \$450 for the RV sites and \$150 for the tent campsites. Councilor Smith asked if we will pull the materials from the camp after the event. Director Legg stated we could leave the system in place once it is installed in case of future events and remove it on an as-needed basis. City Manager Green reiterated that based on the original cost estimate, for every dollar the city spends we are projecting \$2.80 in revenue. Councilor Smith stated the City needs good cost controls for this event given the expense of having additional police, fire, and attorney fees. Councilor Provencher noted that the city will likely incur these costs regardless of whether we have a park or not because of the number of people expected to come into town. Councilor Weigum noted that this is also a public relations opportunity for the City that warrants this level of expenditure.

Ms. Dowdy asked about the City's plans for cleaning up the viewing area that is currently covered in long grass and is not level. She also inquired about the plans for preparing the tent area adjacent to HECS. Director Legg responded that Canyon City has offered to let us use their grader to level those areas. Ms. Dowdy stated that HECS is discussing how to secure their property during the event and maintain normal business operations. HECS also plans to set up their tradeshow booth for the public to see their products. Director Legg discussed the City's preliminary plans to blockade certain roads within the park to ensure good traffic flow while still ensuring adjacent property owners can access their properties.

City Manager Green stated that he and Mayor Lundbom spoke with Kurt Chapman from City County Insurance Services (CIS) about obtaining liability insurance for the RV Park. He informed us that the increase in premiums that was quoted to the town of Mitchell was higher than the City of John Day's will be because of the nature of their proposal. City Manager Green stated that there are other providers that provide insurance specifically for RV parks, so the City should be able to get competitive rates.

Councilor Smith asked Ms. Dowdy if they had any other concerns as property owners in the Industrial Park. She stated her two biggest concerns are facility security and fire protection. Councilor Smith suggested we include additional reserve officers for the event in our budget. Ms. Dowdy stated HECS intends to secure and patrol its own property. City Manager Green stated that we can have camp hosts at the site to help direct campers during the event. Ms. Dowdy asked if the city will allow pedestrians into the viewing area who are not camping there. City Manager Green said that the City is not promoting it as a viewing area, but will not restrict it. The City may also offer shuttle service between the site and downtown area for campers and residents. Ms. Dowdy noted that there are also rattlesnakes in the viewing area.

City Manager Green stated that the only city ordinance that directly applies to this event is the Food Dealer ordinance (3-4-1) which appears to have been written in 1957 and is now unenforceable. City Attorney Jeremy Green said this is not an issue of liability but one of policy. If the City wishes to regulate food dealers for the event, they could adopt an ordinance similar to that adopted by the city of Bend (included in packet). City Manager Green stated that this ordinance may only apply during the event.

Mayor Lundbom asked how we regulate the farmer's market. Councilor Smith stated it is done by a temporary use permit. City Manager Green said that outside vendors coming for the eclipse will not be able to identify the applicable ordinance. Councilor Smith stated that if we do not have an ordinance we will likely encounter problems. Mayor Lundbom concurred, but said the ordinance in Bend is tailored to food courts and may not be the right scope for this event. City Manager Green said if the Council so moves he can have City Attorney Green draft the appropriate scope to regulate vendors within public right of ways that could be impacted by the event (both lots and streets). He further stated that using temporary permits versus business licenses will make it easier to manage since the business licenses require annual renewal.

Council also reviewed the city of Portland's ordinance related to permitting and inspecting accessory short-term rentals by homeowners (included in packet). Councilor Provencher stated that the City would be required to collect lodging tax from these homeowners and that this topic will be discussed at the next League of Oregon Cities small cities meeting. City Manager Green said that the City will face two issues with this type of ordinance: 1) trying to collect the lodging tax; and 2) enforcing and effectively regulating the permits. Councilor Smith stated that the public reaction in John Day to this type of ordinance would also be negative. After discussion, Council chose not to pursue this ordinance at this time.

Councilor Provencher moved to revise ordinance 3-4-1 (Food Dealers). Councilor Weigum seconded and the motion passed unanimously.

Agenda Item No. 5 – Motion Authorizing Mayor to Sign Local Agency Agreement for Multimodal Transportation Enhance Program (MTEP)

Council discussed authorizing Mayor Lundbom to sign the MTEP agreement allowing ODOT to proceed with the U.S. 395 sidewalk extension improvements from SW 4th to Grant Union High School. Council discussed the need to get Judge Myers to concur with the Mayor signing since a portion of the project is on unincorporated land. Mayor Lundbom asked about the City's liability for cost overruns. City Manager Green said the City Attorney has reviewed the contract and this is standard language. City Manager Green also said that ODOT informed us to plan on a 10-15% margin of error in the cost estimate, and that we can scale back the scope if the City does not want to incur additional costs. Mayor Lundbom raised concerns that the storm water portion of the project (routing water to the 4th avenue irrigation ditch) appears to be over-engineered and is going to cost the City more than is necessary. Council discussed grant funding that can help fund this project including the Small Cities Allotment (SCA) grant and the Secure Rural Schools (SRS) grant. Councilor Provencher also reminded Council that Grant County previously offered to make an in-kind donation of gravel to the project. City Manager Green stated the scope does not include burying overhead utilities and laying conduit similar to the Main Street project, which may be beneficial to evaluate since this will be the only opportunity to place them underground.

Councilor Weigum moved to authorize the Mayor to sign the agreement pending concurrence from the County. Councilor Provencher seconded and the motion passed unanimously.

Agenda Item No. 8 – Other Business and Upcoming Meetings

- City Manager Green updated the Council on the plaque for Dean Nodine. It has been sourced and we are waiting for it to be completed so the Council can present it. We are still waiting on Bill Wilcox for the plaque in front of the fire hall.

- Mayor Lundbom asked City Manager Green to check with Ms. Irene Jerome about Firewise / Urban Interface funding for a message reader board / warning system in front of the fire hall.
- Chief Gray discussed the string of burglaries committed in the downtown area earlier this week (televisions, coffee grinder, cell phones, iPads, etc.) and said the City has a suspect in custody. Chief Gray has found and recovered some of these items that appear to have been disposed of in various locations throughout town, but others are still missing.
- Dispatch Manager Luttrell provided a status update from the Emergency Communications Center and its response to several incidents that have taken place throughout the county this week.
- Councilor Provencher asked City Manager Green about his experience attending the Canyon City Council meeting on Tuesday, July 19th. Green provided an update to the Council about Canyon City's intent to look into a separate sewer system. Green said the City of John Day will not try and prevent them from doing this, but that we do not want them to come back at the 11th hour and ask us to add their requirements to our system. We agreed to pursue parallel tracks and that we would collectively make a decision in the future about when to combine or separate our proposals. Green also told the Canyon City Council that the reason they may be seeing unexpected expenses today is due in part to the age and condition of the treatment plant; many of the expenses we are incurring are unanticipated. Green also stated that the amortization schedule for the new facility will be based on a 30 to 40-year schedule where the costs will be known and knowable in advance, and that in order to receive financing Canyon City will have to get a DEQ-approved Wastewater Facilities Plan similar to John Day's 2009 plan, which is a multi-year process. Green stated he will continue to communicate with Canyon City about our decision cycle timeframe and our process in selecting and financing a system to build. Acting Director Legg stated that an electromagnetic flowmeter will provide higher fidelity in analyzing Canyon City's load on the system. Green stated that a hydroponic system that allows the City to use reclaimed water may be allowable by DEQ under the current plan, and he will inquire with Anderson Perry and DEQ to verify this. Green also stated that we have to acknowledge that the City has been in population decline for the past twenty years and we need to look at alternative solutions that reduce the cost burden on our shrinking tax base. Green said a hydroponics system was not considered in the original proposal because it is new technology, but will give us the option to grow cash crops that can be sold at a profit to reduce the cost of operating and maintaining the new treatment facility. Green said we would likely be the first city in Oregon to attempt this.
- Councilor Provencher discussed the need to prioritize capital improvements such as the treatment facility, a new high school, a potential street tax, etc. and that these will be competing initiatives for the City's bonding capacity. Councilor Smith asked for clarification about what our sewer rates would need to be in order to qualify for a loan. City Manager Green stated that rate will depend on whether Canyon City is in or out, since there will be cost sharing, and on the type of facility, and on the type of financing package we qualify for. Some of the cost could be born in property tax and some in direct rates. In the worst case scenario, with Canyon City not participating and having to finance the facility through direct loans, the sewer rates would likely have to be in the area of \$64-68 per month, which is \$20 above our current rates. Green suggested the City adopt a Capital Improvement Plan that shows all of the capital improvements we anticipate making over the next 20 years to help prioritize long-range funding needs, and that he will provide an update for the next council meeting with a 2-3 year schedule for the new wastewater treatment facility from initiation through completion.
- Councilor Provencher also stated the city needs a strategic plan for the entire city. Green stated his belief that the last time the City conducted a comprehensive plan was in 1995, and that plan is currently on the City website. Councilor Smith affirmed his support for this effort to help prioritize public safety, capital improvements, and other needs for the city for the next 30 years to help keep this community livable, viable and thriving. Councilor Provencher concurred and stated the city also needs to promote and market the area to stem the economic decline we are

experiencing. Councilor Provencher provided City Manager Green an outline of theme, tagline and brand messaging to help market the city and inform development of the new city website.

- Mayor Lundbom mentioned that he recently referred a business owner to City Manager Green and discussed the owner’s interest in the Industrial Park and the potential tax incentives.
- City Manager Green stated that in addition to all of the initiatives we discussed tonight, we still have to run the City. We have planning and development happening, we are getting interest at the industrial park, we recognize that we have large capital improvements that require long-range planning; but these are the kinds of conversations we need to have in order to prepare for the future. Green stated that the City needs to look at public private partnerships for capital improvements like the sewer system and other utilities in order to help fund these initiatives.
- Green provided an update on the status of the collective bargaining agreement for the dispatchers.

City Manager Green will provide an update to the Council on the capital improvement planning process and the wastewater facility plan of action and milestones for the next council meeting.

Adjourn

There being no further business before the Council, Councilor Wiegum made a motion to adjourn the meeting. Councilor Provencher seconded and the motion passed unanimously. The meeting was adjourned at 8:59 p.m.

Respectfully Submitted:

Nicholas Green
City Manager

ACCEPTED BY THE CITY COUNCIL, AUGUST 9TH, 2016

Mayor Ron Lundbom