

**John Day City Council**  
**August 9th, 2016**  
**7:00 PM**  
**Fire Station on S. Canyon Blvd**  
**AGENDA**

1. OPEN AND NOTE ATTENDANCE
2. APPROVAL OF CITY COUNCIL MINUTES OF JULY 26, 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.

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**ACTION ITEMS:**

4. SERVICE RECOGNITION AWARD FOR DEAN NODINE
5. DAN GRANKOWSKI LAND USE PLANNING DISCUSSION  
Attachment:
  - Subject memorandum and zoning map
6. PUBLIC CONTRACTING CODE UPDATE  
Attachment:
  - Draft of new public contracting code
7. PRIMER ON CAPITAL IMPROVEMENT PLANNING  
Attachments:
  - Memo on CIP process
  - Administrator's brief on capital improvement planning
8. ECLIPSE 2017 PLANNING UPDATE  
Attachment:
  - Eclipse Memo 3

**OTHER BUSINESS:**

9. OTHER BUSINESS AND UPCOMING MEETINGS
  - Cowboy Chapel Prayer & Pledge Request – Chaplain RichieAttachments:
  - LOC Bulletins

**ADJOURN**

**TO:** John Day City Council  
**FROM:** Nicholas Green, City Manager  
**DATE:** August 9, 2016  
**SUBJECT:** Service Recognition Award for Dean Nodine

**Service Recognition Aware**

Mayor to present Dean Nodine with a plaque for 23 years of service on the John Day Planning Commission.

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**TO:** John Day City Council  
**FROM:** Nicholas Green, City Manager  
**DATE:** August 9, 2016  
**SUBJECT:** Dan Grankowski Land Use Planning Discussion  
Attachments:

- Map of tax lots in Downtown (D) commercial district

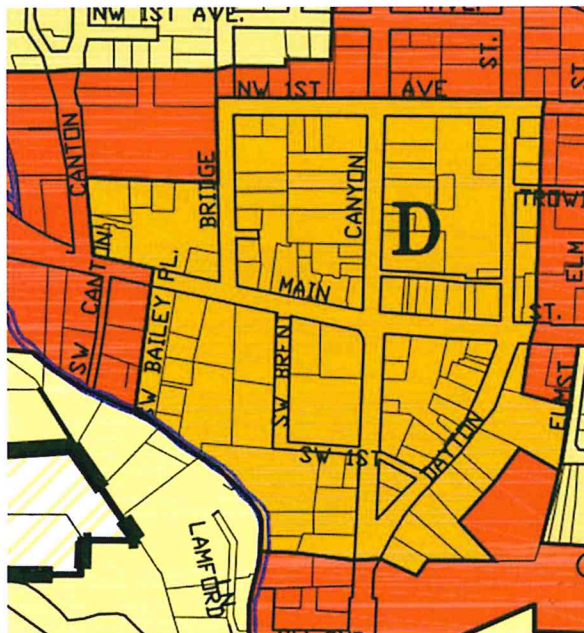
## **BACKGROUND**

Mr. Grankowski owns several lots in the downtown district on the block bordered by Bridge Street and First Avenue. Two of these properties (one on 1<sup>st</sup> Ave., the other on Bridge) are undeveloped lots (see map insert below).

In the past he had homes on both lots, but according to Mr. Grankowski he allowed the fire department to burn the home on First Avenue in 1996 as part of a 'Burn to Learn' program. He never rebuilt on that lot.

It is unclear how long it has been since the Bridge Street lot had a home on it, but the County Assessor verified that no developed structures existed on either lot as late as 2003.

The John Day Development Code prohibits residential development in the Commercial zone unless a residence lawfully existed as of November 24<sup>th</sup>, 2005. As no residence lawfully existed at that time, Mr. Grankowski's lots do not qualify under this "grandfather" provision.



● Grankowski lots (undeveloped)

**TO:** John Day City Council  
**FROM:** Nicholas Green, City Manager  
**DATE:** August 9, 2016  
**SUBJECT:** Public Contracting Code Update  
Attachments:

- Draft public contracting ordinance (for review)

### **BACKGROUND**

As discussed during regular session on July 12<sup>th</sup>, 2016, the City of John Day public contracting code (Ordinance No. 06-124-3) is out of date with respect to professional services. The code was last updated in 2006. Since that time the Oregon Administrative Rules (OAR) for public contracting have been updated.

### **OBJECTIVE**

The purpose of this revision is to streamline procurements for goods and services, specifically with regard to professional services contracts for public improvements and professional consulting services. This revision will provide the City with greater flexibility in awarding intermediate procurements (contracts from \$10,000 up to \$150,000) by using the OAR model rules currently in use by the State.

### **REVISION TO JOHN DAY CONTRACTING ORDINANCE**

The draft ordinance attached was updated by City Attorney Jeremy Green to bring the John Day code up to date with the ORS. It makes the following adjustments to the 2006 code:

- Adopts the Oregon Attorney General's Model Public Contracting Rules (Chapter 137, Divisions 46, 47, 48, and 49), except for those shown in Exhibit A
- Adopts special procurements and exemptions as shown in Exhibit B
- Repeals and supersedes Title 1, Chapter 13 of the current city Code (prior contracting rules)
- Increases City Manager authority for public contracts to \$25,000 (greater than \$25,000 requires Council approval)
- Increases small procurements ceiling for goods and services to \$10,000 and public improvements contracts to \$5,000 (items less than this are not subject to competitive bidding)
- Exempts the city from using competitive processes for certain public improvements without following the requirements of competitive sealed bidding, competitive sealed proposals, or small or intermediate procurements.

### **RECOMMENDATION**

Review and discuss the revised ordinance and provide feedback during the Council session. Comments will be incorporated and addressed as needed, and the revised Ordinance will be submitted for adoption in the next council session.





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**MEMORANDUM**

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**TO:** JOHN DAY CITY COUNCIL  
**FROM:** NICHOLAS GREEN, CITY MANAGER  
**SUBJECT:** CAPITAL IMPROVEMENT PLANNING  
**DATE:** AUGUST 9, 2016  
**CC:**

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**EXECUTIVE SUMMARY**

A capital improvement plan (CIP) is a long-range plan for capital expenditures. It consists of two parts: a capital budget and a capital program. A CIP serves multiple purposes: it synchronizes capital budgets with annual operating budgets; it identifies and prioritizes long-term investments; and it informs the public about the City's future infrastructure needs.

**FEATURES OF A CIP**

A CIP typically includes the following:

- A listing of the capital projects, equipment, and major studies
- A priority ranking of projects
- A financing plan
- A timetable for the construction or completion of the project
- A project justification
- A classification, itemization and explanation for the project expenditures

**JOHN DAY CAPITAL PROJECTS**

To date the City has identified several projects that could be included in a listing of capital projects. A non-prioritized list is in Table 1.

**CIP PROCESS**

Developing a CIP is typically a four-step process:

- Step 1) Organize the capital improvement plan
- Step 2) Identify projects and funding opportunities
- Step 3) Prepare and recommend a capital plan and budget

Step 4) Adopt the capital budget

**NEXT STEPS**

The council can review and add items to the capital projects list to help identify a broad list of projects to discuss. In future council meetings or in special session, Council can meet to begin prioritizing the list and develop a plan of action and milestones leading up to the FY2017-2018 Budget Process.

Table 1. Non-prioritized List of Capital Improvements

<b>Capital Project</b>	<b>Supporting Study</b>	<b>Estimated Cost</b>
New Wastewater Treatment Facility	2009 Wastewater Facilities Plan	\$10.5M (2010 dollars)
Street, sidewalk, bike and multi-modal transit lanes	2009 Local Street Network Plan	TBD
Downtown / Main Street Revitalization	None	TBD
Fiber-to-the-Home (FTTH) Broadband Initiative	Under review	TBD
City-wide Beautification	None	TBD
Floodplain / Floodway Management	Army Corps of Engineers 2014 Flood Study	TBD
Water & Stormwater System Improvements	2015 Water Management and Conservation Plan	



CITY OF JOHN DAY

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## MEMORANDUM

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**TO:** JOHN DAY CITY COUNCIL  
**FROM:** NICHOLAS GREEN, CITY MANAGER  
**SUBJECT:** ECLIPSE 2017 PLANNING: MEMO #3  
**DATE:** AUGUST 5, 2016  
**CC:** TAMMY BREMNER, GRANT COUNTY CHAMBER OF COMMERCE

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### EXECUTIVE SUMMARY

This memo provides a status update on activities performed from 22 July 2016 through 05 August 2016 for the following topics:

- Management and coordination
- Industrial Park site preparation
- Insurance and regulatory compliance
- Public communications
- Security provisions and transport

### MANAGEMENT AND COORDINATION

- Tammy Bremner confirmed the Chamber will only require a \$50 one-time payment in lieu of collecting taxes for individual lots

### INDUSTRIAL PARK SITE PREP

- Met with Mike Slinkard on 7/28 to coordinate event planning with HECS

### INSURANCE & REGULATORY COMPLIANCE

- CIS Rep (Lisa Masters) is working with their underwriting department to get us an appraisal for the Industrial park

### PUBLIC COMMUNICATIONS

- Camp Native reservation website is live and ready to accept reservations
- Chamber of Commerce will host a "Book Now" link on their Facebook page and website

### SECURITY PROVISIONS & TRANSPORT

- No updates

### COST CONTROLS

- No updates

**TO:** John Day City Council  
**FROM:** Nicholas Green, City Manager  
**DATE:** August 9, 2016  
**SUBJECT:** Other Business and Upcoming Meetings  
Attachments:  
• LOC Bulletins

**OTHER BUSINESS**

1. Cowboy Chapel Prayer & Pledge Request – Chaplain Richie

**UPCOMING MEETINGS**

1. 8/10/16 – City Manager Green attending Huntington Marijuana Implementation Meeting and Site Tour of hydroponics grows, VFW Hall 205 1<sup>st</sup> Street, Huntington, OR.
2. 8/25/16 – OTEC Energy Conservation Meeting for Water and Wastewater, 9 am at the Outpost Restaurant, John Day, OR (City Manager and Public Works Director attending)