

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

September 27, 2016

Adjourned Meeting

COUNCILORS PRESENT:

Ron Lundbom, Mayor
Louis Provencher, Councilor
Gregg Haberly, Councilor
Lisa Weigum, Councilor

COUNCILORS ABSENT:

Paul Smith, Councilor
Steve Schuette, Council President
Donn Willey, Councilor

STAFF PRESENT:

Nicholas Green, City Manager
Valerie Luttrell, Emergency Communications Center Supervisor
Richard Gray, Chief of Police
Monte Legg, Public Works Director

GUESTS PRESENT:

Anna Bass, City Recorder, Oster Professional Group
Rylan Boggs, Reporter, Blue Mountain Eagle

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 September 13, 2016

The minutes of the September 13, 2016 City Council meeting were included in the agenda packets and were presented for the Council's approval.

Councilor Provencher moved to adopt the minutes. Councilor Weigum seconded and the motion passed unanimously.

Agenda Item No. 3 – Appearance of Interested Citizens

Mayor Lundbom welcomed the general public and asked if there is anything they would like to add to tonight's agenda.

Agenda Item No. 4 – Discussion of September 2016 Staff Report

Council discussed the initiatives provided in the September quarterly staff report. City Manager Green provided a summary of each initiative written in the staff report, its priority and planning horizon (near-term vs. long-term) and its anticipated cost. Councilor Provencher noted that one challenge with grant

funding is that each initiative has a cost that usually extends beyond the grant, so those will costs have to be accounted for.

Mayor Lundbom asked City Manager Green to report on each initiative on the list. A brief summary of the discussion follows:

Capital Improvement/Asset Management (CI/AM)

- Sale of Fire Hall: City Manager Green reported that OTEC is not interested in acquiring the fire station, but would like a lot line adjustment to make it easier to access their substation. Council discussed the best manner to partition the lot for sale.
- DR Johnson property acquisition: City Manager Green stated he is exploring industrial and commercial properties where the City could build industrial-scale greenhouses in conjunction with the new sewer treatment facility if the City chooses to pursue a hydroponics option. He affirmed that this is just exploratory, but he has been attempting to reach John Redfield, DR Johnson Chief Operating Officer, to determine if the City could acquire the property adjacent to the existing treatment plant. Councilor Provencher asked if this was the same property that former Public Works Director Lance Woodcock was considering. City Manager Green stated he believes that property is further to the west, but there are a number of underutilized properties in that area.
- Completion of new Fire Hall: Council discussed plans to finish the administrative areas. Councilor Provencher stated that the Rural Fire District did not contribute to the purchase of the property, and if there was money left over the intent was for them to put that money toward the property purchase. City Manager Green stated he is trying to get an accurate cost estimate to complete it and will go back to the Rural Fire District Board of Directors to confirm the approach. City Recorder Bass explained the cost breakdown and cost-sharing agreement between the City and the Rural Fire District and how the five-year rolling average is calculated. Councilor Provencher asked if there was a base cost for the facility. Mrs. Bass clarified that there is no base cost, the Rural Fire District only contributes based on the number of responses. Councilor Provencher suggested adding a base cost to cover operations and maintenance when we negotiate the new contract. Mrs. Bass indicated that a city on the western side of the state has a similar relationship but they collect a portion of the total tax revenue, not a percentage based on responses. City Manager Green said he would make a note to look into this. Mayor Lundbom concurred that we should have a baseline, break-even cost for both parties in the event that we do not have a fire to cover the actual cost of maintaining the fire hall.
- City Hall remodel / lighting upgrades: City Manager Green reported on his plan to have OTEC do an energy efficiency and lighting audit for City Hall, in conjunction with our plans to re-carpet. He stated he would also like to update the paint at the same time, but that these renovations should not happen until after the City digitizes its archives since we would be bringing files and storage cabinets over from the old city hall and placing them on new carpet. He stated he is looking at a staged approach with the audit coming first, then the scanning, and the remodel taking place as soon as the scanning is completed.
- Water / Wastewater energy efficiency audit (OTEC): City Manager Green discussed the OTEC audit that will take place from Nov 8-10. He stated the goal is to identify energy efficiency gains that can be achieved to see a 20-30% cost savings. He stated there is not cost for this audit.
- US395 Sidewalk Improvements: City Manager Green reported that the SCA grant for \$50,000 was approved for the sidewalk project to Grant Union High School. This will cover a large portion of the \$65,000 match required for the grant. Public Works Director Legg stated the City can do a water demonstration to show whether the 4th Street culvert needs to be improved or not; a demo will identify the capacity of the culvert under varying circumstances and may allow the City to divert funding to finishing the sidewalks from 2nd Street to 4th Street.

- Wastewater treatment plant update: Council discussed the status of the new facility. City Manager Green discussed the two grants he is currently pursuing, a \$20K IFA technical assistance grant and an Oregon Water Resources Department feasibility study grant. He also updated the council on the status of the Portland State University local income survey.
- At the request of Council, City Manager Green and City Recorder Bass provided an update on the status of Canyon City's wastewater treatment payments. Mrs. Bass explained the self-balancing fund aspect of the payment schedule and discussed the historical payments that have been received and the fact that Canyon City's council has given themselves a 30% reduction over the agreed upon amount for their first quarter FY17 payments. He stated he plans to meet with Canyon City Council to discuss when and why they made this decision and will make this a topic for the next John Day City Council meeting. He stated he is also pushing the city attorney to get us an updated agreement, and there is room for us to negotiate in our budget since we are not making the digester cleanout expense that was budgeted for. He said this would reset their payment to approximately the same as the FY16 rate. Council discussed this option and Mrs. Bass stated if we do this their amount will be \$55,781 for FY17, where last year they paid \$55,298, so it's approximately a \$500 increase. Mayor Lundbom asked that their Mayor and their public works committee come to our next council meeting to get this resolved.
- Capital Improvement Plan (CIP): City Manager Green stated he is drafting a CIP for the Council that will include accurate costs, and that the next step will be to prioritize the improvements. He stated this will lead into the discussion with Senator Ferrioli about how to offset the costs of the 911 dispatch department so we can redirect the annual transfer from the general fund from this department toward the capital improvements.

Digital Transformation (DT)

- City Manager Green discussed the four digitization efforts currently underway in City Hall. He stated the top priority is the new city website, but he is also finalizing an agreement with ADP to do online payroll and electronic timekeeping. He stated that all of these processes today are done in hard copy and paper format, and that digitizing both our archives and our workflow will help make the departments more efficient. He provided the example of searching in the City archives to try and find records of Planning Commission hearings from ten years ago and that it takes hours for city staff to find records that could be found in seconds if the archives were digitized.
- He also discussed the need to do electronic tagging and GIS mapping of the City's underground utilities. Director Legg stated the public works department responds to 3-5 locates per week, and that their process currently is to go and get their maps and try to measure and locate based on the maps. City Manager Green stated that a digital map could be pulled up in the field on a laptop or handheld device and would precision geo-locate the underground infrastructure. Mayor Lundbom asked how the process works currently when they paint lines on the ground to mark underground utilities, and Director Legg said that current code requires tracer line, but most of our infrastructure was placed before those requirements existed, so we have to estimate and do the best we can with the information on the maps, many of which do not have addresses.

Economic Development (ED) Projects

City Manager Green stated that these projects are multi-year, long-term initiatives that will be developed over time.

- Strategic Plan / Comprehensive Plan: Green stated he is continuing to add information to a draft plan and that at a future council session this will be reviewed.

- Fiber-to-the-Home: City Manager Green described the municipal fiberoptic networks (called Munifiber) that are increasingly operated by cities as a public utility. He stated that the most recent Oregon city to do this is Maupin, a town of 480 people, and that it is attainable by John Day either through a wholly private enterprise, a public private partnership, or a wholly public enterprise. Mayor Lundbom asked how one would go about finding out how much it would cost. City Manager Green stated that he is working with a consultancy in Utah to determine this as well as the funding sources that are available. He stated the goal would be to create digital infrastructure that will rival major metropolitan areas and allow us to remain viable and competitive in a digital, information age economy. He stated he is also working with ORTELCO to expand fiber to the airport industrial park in conjunction with this.
- Multi-modal trail systems/ Flow Track @ 7th Street Park: City Manager Green stated he is seeing a lot of potential funding opportunities through ODOT, through Oregon Parks and Recreation, and through other sources to do active transport / multi-modal trail systems. He stated he is looking at two potential options: one is an east-west trail that would extend from Prairie City through John Day to Mount Vernon, as much as possible along the riverfront – this would take cyclists off the highways and take them through a 23-mile stretch of our communities; the other option is a north south trail system that would go through the 7th Street Park up to Magone Lake. He stated he is meeting with the Forest Service to discuss the proposed trail system they are currently in the process of reviewing for NEPA approval. He stated this would create 20 miles of trail around Magone Lake as a phased development, and once the NEPA is approved the Central Oregon Trail Alliance (COTA) and Grant County Economic Council non-profit organizations would build the trails. He said the Magone Lake would be the northern point of the trail system, and the southern point would be the 7th Street complex, and there are two private property owners between the two that would require financing for easements or MOUs. He stated there are a lot of ways those agreements could be structured to accommodate grazing and the landowners. Green also said the ultimate goal would be to meet the needs of the growing percentage of retired people (65 and older) who want an active lifestyle, and also to address the decline in our population of families. He said there has been a 40% drop in student enrollment over the last two decades, and this year is the first year the School District's enrollment has not declined. He stated he sees this as a low cost, high reward investment that is attractive to families with kids. Green said there are a lot of non-profits involved in this and he is just in a support role, advising them about grant opportunities and ways the City could contribute from a public sector perspective. He said he is also working with Scott Fairley from the Governor's Office and their Regional Solutions Team who want to come out and see these sites and discuss the potential for them to endorse the grants. Councilor Provencher stated that they have tried the "Rails to Trails" in the past and it fell through, and asked who is taking the lead on this given it is a broader-based county initiative. He questioned whether the City should be taking the lead on this. He said the 7th Street Complex proposal should be led by the Parks & Rec District. Green stated the non-profits are leading this and he is giving them one hour per week, which he felt was in line with the Council's guidance to stay involved with the community. Green concurred that these are regional solutions, and there is a town hall meeting scheduled with Rex Burkholder, a facilitator with Regional Solutions, in which Mr. Burkholder is going to lead a public discussion about efforts in the county that may require bonding capacity so that we don't have multiple ballot issues competing against each other. Council discussed the value of these proposals and the role the City should play in the future. Green stated that the new website, when it goes live, will have email distribution lists and people will be able to receive tailored content on projects like this. He said he also agreed to Coffee Time on KJDY to help promote economic development initiatives that will impact the city.
- Green discussed four studies he is pursuing. He said the industrial lands analysis and business climate analysis are two studies that will help facilitate businesses looking to relocate to this area, and that these are long-term initiatives. He said the controlled environment agriculture study and

local recycling feasibility study are also a long-term initiatives that will give us better data on whether these programs are economically feasible in John Day.

- Marketing the Industrial Park: Green reported on his discussion with Mr. Ted Nicholson, Senior Vice President of CBRE, on how best to market the Grant County Industrial Park. He stated that this is not for decision, but that his concern was that the price of the lots in the Park don't incentivize a broker to actively market the area. He said that industrial land typically sells for \$2.99 - \$3.99 per square foot in eastern Oregon, much higher than the \$5,000 per acre we currently charge. Council discussed the merits of changing the pricing strategy to help encourage businesses to relocate and brokerages to market it.

General Administration Projects

- Collective Bargaining Agreement: Green reported that the collective bargaining agreement is ready for signature as soon as the union ratifies it. We are just waiting for them to meet and vote on it, but the union attorney and President have reviewed and concurred with it.
- New Employee Handbook: Green stated he is looking at making changes to the employee handbook. These may include doing all employee evaluations at the same time, or during two cycles per year, rather than on the anniversary of their hire date so that managers are not assessing staff every month. He also stated he is looking at a core values component to explicitly define the City's core values, so that if there are employees who are good at their job performance but are not adhering to the City's core values those issues can be addressed.
- LGPI: Green stated that the City has not comprehensively evaluated the employee's salary structure in at least 15 years. He stated that the typical spread for a pay grade is 32%, but that we range from 22% to 41% depending on the grade, and that there are spot adjustments that appear to have been made between steps. What has happened over time is that about half of our staff are at the top of their grade. He said he would like to pay LGPI to look at 150 comparator cities and make recommendations on our pay scale to make sure we are within market, help us update our job descriptions, etc. He said this is something that can be done as a long-term initiative and doesn't have to be done right away, and the City doesn't have to act on the data.
- 21st Century Policing: Green said this is something that Chief Gray and he are just starting to look at, and that we are looking internal to the department to see if we are doing things that are in-line with the President's Task Force on 21st Century Policing. One example he cited is community oriented policing and determining whether or not we are engaging the community effectively. He said we are also looking at accreditation options for the department. Chief Gray clarified that the accreditation is not the same as the certification the Officer's get, but is related to internal policies that govern the department. Mayor Lundbom asked how long this 21st Century Policing policy has been in effect. Green stated that it was an outgrowth of the Ferguson, Missouri riots and it has been in place for about two years. Councilor Weigum stated that building transparency on law enforcement is particularly important given the political climate in the community.
- Land Use Planning: Green stated he has processed seven land use reviews and one site design review this quarter, and that this may be a good indicator that the economy is rebounding.

Agenda Item No. 5 – Other Business and Upcoming Meetings

The following topics were discussed under other business:

- Dog ordinance: Green stated he and Chief Gray have visited with Judge Stinnett and that she and the City will continue coordinating to identify how to improve enforcement options. He also said he mentioned this subject on the Coffee Time broadcast that will air tomorrow. Judge Stinnett said she can enforce a municipal ordinance under our existing intergovernmental agreement with the County and a municipal court is not necessary. Green said the city attorney is drafting an

ordinance for the Council to review and consider. Chief Gray stated the current fines under the ORS are \$260 up to \$1000 depending on the incident, so if we were going to increase the fines they would have to be pretty stiff. He also said the Court works with offenders through a diversion process to help them remediate the incident.

- Budget Resolution for Sewer / Water: Councilor Provencher reminded the Council that the Council will need to decide soon whether or not to raise water and sewer rates for next calendar year, since the proposed budget did include a one dollar increase. Council will need to pass a resolution increases the rate or it will create a budget impact.

Adjourn

There being no further business before the Council, Councilor Haberly moved to adjourn the session. Councilor Provencher seconded and the motion passed unanimously. The session was adjourned at 9:08 p.m.

Respectfully Submitted:

Nicholas Green
City Manager

ACCEPTED BY THE CITY COUNCIL, OCTOBER 11TH, 2016

Mayor Ron Lundbom