

**John Day City Council**  
**September 12, 2017**  
**7:00 PM**  
**Fire Station, 316 S. Canyon Blvd**  
**AGENDA**

1. **OPEN AND NOTE ATTENDANCE**
2. **APPROVAL OF CITY COUNCIL MINUTES OF AUGUST 22, 2017.**
3. **APPEARANCE OF INTERESTED CITIZENS** – At this time Mayor Lundbom will welcome the public and ask if there is anything they would like to add to tonight’s agenda.

**ACTION ITEMS**

4. **HOUSING DEVELOPMENT DISTRICT**  
Attachments:
  - Housing Development District Memo
  - Background memo: Incentivizing New Home Construction in John Day
  - Background memo: A Day in the Taxing Life
5. **STREET IMPROVEMENT PROJECTS**  
Attachments:
  - Memo on Street Improvement Projects
  - 4<sup>th</sup>-5<sup>th</sup>-Canton Street Engineering Cost Estimate
6. **TGM GRANT & INNOVATION GATEWAY PROJECT UPDATE**  
Attachments:
  - TGM Grant Award Letter
  - TGM Grant Acceptance Form
7. **PHASE 2 ENVIRONMENTAL ASSESSMENT – OREGON PINE**  
Attachments:
  - Phase 2 ESA Award Email
8. **COUNCIL VACANCY**  
Attachments:
  - Applications for City Council

**OTHER BUSINESS**

9. **OTHER BUSINESS AND UPCOMING MEETINGS**
  - Sep 19 – Trip to Corvallis to meet with OSU to discuss Gateway & Broadband
  - Sep 28-30 – LOC Annual Conference (City Manager speaking on Visioning, Strategic Planning and Goal Setting Processes: What Makes Them Successful)
  - Sep 26 – City Council Meeting
  - Oct 12-16 – Trip to Tucson (University of Arizona Controlled Environment Ag. Course)
  - Oct 20 – Oregon Connections Telecommunications Conference – City Manager in panel discussion on Digital Divide

**TO:** John Day City Council

**FROM:** Nicholas Green, City Manager

**DATE:** September 12, 2017

**SUBJECT:** Agenda Item #4: Housing Development District  
Attachment(s)

- Proposal to Create a John Day Housing Development District
- Background memo: Incentivizing New Home Construction in John Day
- Background memo: A Day in the Taxing Life

## **BACKGROUND**

The enclosed memo is a proposal to create a housing development district for the City under ORS 457 – Urban Renewal District. Prior memos from the April 25, 2017 council meeting are included for reference.

## **DISCUSSION**

Council should review these materials and consider whether a housing district is the appropriate tool to stimulate housing development within city limits. We will discuss the various components and process involved in creating the district during our council meeting.

## **NEXT STEPS**

If Council chooses to proceed, I will work with city staff to begin the process of creating a housing development district with a target implementation date of July 1, 2018.

**TO:** John Day City Council

**FROM:** Nicholas Green, City Manager

**DATE:** September 12, 2017

**SUBJECT:** Agenda Item #5: Street Improvement Projects  
Attachment(s)

- Memo on Street Improvement Projects
- 4<sup>th</sup>-5<sup>th</sup>-Canton Street Engineering Cost Estimate

## **BACKGROUND**

The enclosed memo provides background on several proposed street improvement projects that are in various stages of design. Several of these projects are needed to open additional residential land for housing development and to improve local street networks that will fuel residential growth and development.

## **DISCUSSION**

Council should consider prioritizing this list of street projects and identifying any additional projects not on this list that should be included in the amendment to the Transportation System Plan (TSP) that will be conducted as part of the TGM / Innovation Gateway area plan.

## **NEXT STEPS**

City staff will collect engineering estimates for the prioritized list of street projects over the coming months and will build these projects into a long-range plan for future funding.

**TO:** John Day City Council

**FROM:** Nicholas Green, City Manager

**DATE:** September 12, 2017

**SUBJECT:** Agenda Item #6: TGM Grant & Innovation Gateway Project Update  
Attachment(s)

- TGM Grant Award Letter
- TGM Grant Acceptance Form

## **BACKGROUND**

The City was awarded a Transportation Growth Management grant to complete the area development planning for the Innovation Gateway. The acceptance form must be returned by September 29, 2017. The City must provide a cash match of at least 12% of the total project cost, estimated to be \$27,272. The project will begin upon submission of the acceptance form and must be completed by June 2019.

## **DISCUSSION**

Cheryl Jarvis-Smith (Region 5 ODOT) will be the coordinator for our project. Ms. Smith met with us on August 29 in John Day for the pre-award meeting. We toured the property and reviewed the proposed area for the planning effort. Topics included the following:

- 1) Annexation of unincorporated properties and review of zoning;
- 2) Infrastructure and utility requirements
- 3) Local transit needs including streets, trails, multi-modal paths, pull-outs and parking, Park n'Ride options and ADA accessibility requirements;
- 4) Proposed facilities including the future wastewater treatment facility and greenhouse(s);
- 5) Water management/conservation and reclaimed water placement;
- 6) Floodplain development and riparian restoration of the riverfront;
- 7) Restoration and revitalization of the property and existing structures;
- 8) Future role and opportunities for academic, recreation, and private sector investment;
- 9) Comprehensive Plan updates and Transportation System Plan (TSP) amendments;
- 10) Public involvement and stakeholder engagement;
- 11) Traffic impact analysis and highway access.

## **FINANCING**

The TGM Grant is centrally managed by ODOT and DLCD. Ms. Smith will conduct all of the pre-solicitation and RFP activities, facilitate the contract negotiation, award the contract, and oversee the performance of the contractors. ODOT retains the funding and receives the City's cash match, which significantly reduces the management and overhead burden on our administrative staff.

The City's match could come from the Street Fund, the Sewer Fund, or a combination thereof. The Sewer Fund (Fund 03) has an unobligated budget for FY17-18 of \$30,000 for Engineering expense and \$620,676 in contingency funds (down from \$726K due to the \$105K appropriation for the greenhouse). The Street Fund (Fund 06) has an unobligated operating contingency of \$200,000 for FY17-18.

The City Council does not need to make a determination on funding at this time. The financing will not be due until completion of the final scope and intergovernmental agreement between ODOT and the City.

## **PLANNING TIMELINE**

The award schedule and next steps for the project are as follows:

- TGM Award Announced (August 17, 2017)
- Statement of Work Development (September 2017 - January 2018)
- Consultant Selection and Negotiations (12 Weeks)
- Project Kickoff (early 2018)
- Planning Execution (18 months or less)
- Project Completion (No later than June 2019)

In addition to the schedule above, the City will continue to do site preparation activities that include the following:

- Annexation of the Oregon Pine property and adjacent properties that are islands within the city limits;
- Lot line adjustments and land exchange with adjacent property owners to get a wider approach for our entrance to Patterson Bridge Road and to clean up encroachments;
- Phase 2 Environmental Assessment and spot remediation (if needed);
- Analysis and site preparation for pilot-scale greenhouse and improvements to new public works building and other existing structures including transit and utilities;
- Vacating or extinguishing Title Exceptions left over from the previous owner (there are several easements and access rights for firms that no longer exist or that could (and should) be removed because they no longer have a need for them).

## **RECOMMENDATION**

Authorize the City Manager to submit the TGM Grant Acceptance Form.

**TO:** John Day City Council

**FROM:** Nicholas Green, City Manager

**DATE:** September 12, 2017

**SUBJECT:** Agenda Item #7: Phase 2 Environmental Assessment – Oregon Pine  
Attachments:

- Phase 2 ESA Award Email

## **BACKGROUND**

DEQ awarded the City a \$10,000 grant under the Brownfields Redevelopment Fund to conduct the Phase 2 Environmental Assessment for Oregon Pine. The funding requires a 10% cash match from the City and is sufficient to cover the cost for the Phase 2 assessment, which includes:

- 1) Drilling two 15-foot deep soil borings through the floor of the Truck Shop near the mechanic's pit to collect soil and groundwater samples for analysis (if required);
- 2) Collecting and analyzing two shallow soil samples in the reddish-orange stained area located adjacent to the Lumber Sorter Shed; and
- 3) Collecting and analyzing two shallow soil samples in the oil stained area located west-southwest of the Truck Shop.

## **DISCUSSION**

I intend to award a contract for \$7,860 to Mark Yinger & Associates to conduct the Phase II ESA. This cost includes time to write a formal work plan for DEQ review and will meet the DEQ requirements for oversight under the voluntary brownfield reclamation process. Mr. Yinger's firm conducted the Phase I ESA for the City and the original inspection report for DR Johnson Lumber Co. when they entered the brownfield reclamation program.

## **NEXT STEPS**

Upon completion of the Phase 2 ESA, DEQ will review the findings and if further remediation is needed we may be able to apply for cleanup funding. Because these areas are localized and are superficial in nature, it is likely the remediation can simply be removing the contaminated soil to an authorized disposal location.

**TO:** John Day City Council

**FROM:** Nicholas Green, City Manager

**DATE:** September 12, 2017

**SUBJECT:** Agenda Item #8: City Council Position #2 Vacancy  
Attachment(s)

- Applications for City Council

## **BACKGROUND**

I have posted a vacancy announcement for City Council Position #2 on the city website. We are also running newspaper and radio announcements for the next two weeks to advertise the vacancy. Candidate applications are due by noon on September 22.

## **DISCUSSION**

Two applicants have applied to date (applications enclosed). I will provide any additional candidate applications in the next council packet.

## **NEXT STEPS**

Council should plan to appoint a new city councilor at the beginning of the September 26 council meeting. The candidate will be appointed for a 15-month term to begin September 26, 2017 and end December 31, 2018.

**TO:** John Day City Council  
**FROM:** Nicholas Green, City Manager  
**DATE:** July 11, 2017  
**SUBJECT:** Agenda Item #9: Other Business  
Attachment(s)

- LOC Bulletins

**OTHER BUSINESS**

- Main Street Revitalization Grant Status Update

**UPCOMING MEETINGS**

1. Sep 19 – Trip to Corvallis to meet with OSU to discuss Gateway & Broadband
2. Sep 28-30 – LOC Annual Conference (City Manager speaking on Visioning, Strategic Planning and Goal Setting Processes: What Makes Them Successful)
3. Sep 26 – City Council Meeting
4. Oct 12-16 – Trip to Tucson (University of Arizona Controlled Environment Ag. Course)
5. Oct 20 – Oregon Connections Telecommunications Conference – City Manager in panel discussion on Digital Divide