

John Day City Council
September 26, 2017
7:00 PM
Fire Station, 316 S. Canyon Blvd
AGENDA

1. **OPEN AND NOTE ATTENDANCE**
2. **APPROVAL OF CITY COUNCIL MINUTES OF SEPTEMBER 12, 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. **APPOINTMENT OF NEW CITY COUNCILOR**
 - Applications
5. **INNOVATION GATEWAY – PLAN OF ACTION & MILESTONES**
 - POAM
 - External Funding Chart
6. **GRANT COUNTY DIGITAL NETWORK UPDATE**
 - None
7. **SPEED LIMIT CHANGE**
 - Crosswalks on Oregon State Highways

OTHER BUSINESS

8. **OTHER BUSINESS AND UPCOMING MEETINGS**
 - Sep 25-29 – FY2016-17 Financial Audit by Guyer & Associates
 - Sep 28-30 – LOC Annual Conference (City Manager speaking on Visioning, Strategic Planning and Goal Setting Processes: What Makes Them Successful)
 - Oct 12-16 – Trip to Tucson (University of Arizona Controlled Environment Ag. Course)
 - Oct 20 – Oregon Connections Telecom Conference – Panel Discussion on Digital Divide
 - Oct 24 – Public Hearings
 - Nov 13 – 17 – Sustainable Water Site Visit / First Stop with DEQ
 - Nov 14 – November Council Meeting (only one)
 - Dec 12 – December City Council Meeting (only one)

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: September 26, 2017

SUBJECT: Agenda Item #4: Appointment of New City Councilor
Attachment(s)

- Applications

BACKGROUND

Councilor Weigum's resignation from office will result in a vacancy in Councilor Position #2 for the remainder of her term (through December 2018). Five individuals have applied to be on the city council: Ashley Stevick, Shannon Adair, Darin Toy, Chris Labhart and Richie Colbeth. All five reside within city limits and are eligible to serve on the city council.

DISCUSSION

Council should review the applications and deliberate during the council meeting. There are no specific criteria for making a city council appointment. Council may appoint any of the five candidates.

To assist in the appointment, Council may wish to consider criteria such as:

- **Diversity** (unique background of the applicant, constituents they may represent, diverse viewpoints);
- **Civic Engagement** (activity in the community, attendance and involvement in public functions);
- **Commitment** (prior participation and attendance at city council meetings, willingness to attend council meetings and meet with constituents); and
- **Qualifications** (understanding of local governance and public policies such as municipal finance and the budgeting process, the City's strategy and planning processes, etc.).

As several applicants are new residents, Council may wish to ask the applicants what motivated them to apply and what they believe they would be able to offer as a council member.

NEXT STEPS

Council should motion as follows:

"I move to appoint [Applicant] to fill the City Council Position 2 vacancy for the remainder of its term."

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: September 26, 2017

SUBJECT: Agenda Item #5: Innovation Gateway – Plan of Action & Milestones
Attachment(s)

- POAM
- External Funding Chart

BACKGROUND

The redevelopment of Oregon Pine and creation of the Innovation Gateway will be a complex, multi-year process. The Plan of Action and Milestones (POAM) attached shows a high-level overview of the major activities and timeline for each. This information will help the council inform their constituents about the timing for the property redevelopment and will be used to scope the TGM solicitation for services.

DISCUSSION

Six major activities will take place to create the Innovation Gateway. They are:

- Transportation Growth Management (TGM) Area Development Plan
- Wastewater/Reclaimed Water Treatment Facility
- Land Development (trails, streets and water management)
- Greenhouse/Controlled Environment Agriculture (CEA) Infrastructure
- Academic Campus
- Financing

Specific milestones associated with each activity are briefly described below. Milestones are grouped by the quarter of the calendar year in which they occur.

TGM Area Development Plan. The TGM planning process began in September 2017 with a pre-award meeting with Cheryl Jarvis-Smith (ODOT/DLCD planner). Scoping between the City and TGM will take place in Q4'17 (Oct – Dec). This includes engaging a student design team from the Portland State University Master of Urban Planning (MURP) program to provide additional planning assistance. Property line adjustments, floodplain letters of map amendment (LOMA) and annexation discussions will also occur during this period. Consultant selection will take place in Q1'18 and work will begin in Q2'18 (Apr – Jun). The area development planning process will continue until Q1'19.

Wastewater Treatment Facility. The feasibility study began in September 2017 with awards to Anderson Perry and Sustainable Water. The on-site kickoff is scheduled for November 13-17 with a tentative First Stop with DEQ on Nov. 15 to review the permitting requirements. Sustainable Water and AP will attend council meeting on Nov 14. The public works committee should plan to attend the First Stop on the 15th. The feasibility study will continue until Q3'18 (12-months), at which point we will select a final option and have a One Stop to determine our financing options for the selected facility. Preliminary Engineering will begin in Q4'18 with construction in Q3'19 and a target completion in 2021.

Land Development. Various land development activities will occur throughout the redevelopment including: construction of the riverside trail system; extension of 7th street and creation of parking and transit system; installation of underground utilities and conduit; and various activities to manage and

distribute both reclaimed water and to control the natural water table on the south side of the river. These projects will begin once they have been identified and solidified through the TGM planning process.

Greenhouse/Controlled Environment Agriculture (CEA) Infrastructure. The pilot greenhouse will be planned and developed through Q2'18. Our intent is to award a contract for the design-build in Q1'18 and begin construction in Q2. We are proposing to have a grand opening of the Innovation Gateway on the weekend prior to the one-year anniversary of the solar eclipse with invitations extended to all of our eclipse visitors to attend. We would like to host a "BBQ, Blues and Brew" festival at the Gateway to kick off the event. College Folk, Americana and Blues bands will be invited to play with a BBQ competition and regional breweries invited to attend the two-day event. City staff will offer tours of the greenhouse and we will encourage involvement and participation by the Chamber of Commerce and other local groups. This will give us a firm window to plan for with approximately 11-months to prepare.

Academic Campus. On September 19, City staff met with Oregon State University Outreach and Engagement staff in Corvallis to discuss OSU partnering with the City in developing an academic component to the gateway. Specific projects discussed included: (1) Partnering with OSU on the broadband and digital technology to enable the gateway, including virtual connections for real-time participation in academic courses taught at OSU's campus in Corvallis; (2) Joint financing and development of future greenhouses for academic and commercial research; (3) Creating open campus facilities for students and researchers working at the gateway. OSU participants at the meeting included:

Didgette McCracken
OSU Open Campus Grant County

Jeff Sherman
OSU Open Campus, Strategic Innovations

Shanna Northway
OSU Extension Grant County

Sam Angima
Asst. Dean Outreach and Engagement

Scott Reed
Vice Provost for University Outreach and
Engagement/Director of Extension

Jon Dolan
Asst. Vice Provost Information Systems

OSU has requested a follow-up meeting to include a broader range of participants and continue the discussion about specific opportunities for partnership, including the possibility of proposing John Day as the site for a future OSU Agricultural Experiment Station. This was a very positive meeting and both parties felt there would significant benefits in pursuing some form of partnership to develop the gateway.

Financing. The City has already secured financing for the purchase and has requested the \$519K loan from Business Oregon to reimburse us for our initial payment. We will need to provide up to \$25K toward the TGM match in Q1'18. We will also expend the \$8K we budgeted for PSU's local income survey in Q1'18 to determine if we are eligible for Community Development Block Grants. The next significant expenditure will be the capital improvement loan and/or match funding for grants to build the pilot scale greenhouse in Q2'18 and improve the public works building (new shop). A supplemental budget public hearing will be held once this financing has been arranged to both receive and expend the funding in the same fiscal year. The City will receive approximately \$60K in land sales from the six-acre deed to I.T. Logging (previously budgeted) to offset a portion of these costs.

To date, the City has obligated just over \$550K toward land purchases and as cost matching on the TGM grant and treatment plant feasibility studies. An additional \$350K in capital improvement funding is needed for the pilot scale greenhouse. The majority of this cost will be amortized in loan payments over the next 30 years to Business Oregon's Infrastructure Finance Authority. The City has an additional \$600K reserved for the future treatment plant in our Sewer Fund and has raised nearly \$3M in external

capital for various projects related to the gateway, with a win rate of just over 83% on external funding applications (see funding chart enclosed).

NEXT STEPS

To remain on schedule and continue the creation of the Innovation Gateway we will need significant public-sector investment from the State and Federal government beginning in Q3' 19. Our financial needs will depend in part on the results of our local income survey (up to \$150K is available for preliminary engineering and \$2M for construction of treatment facilities if we are CDBG-eligible). We should be able to create detailed cost estimates for design and construction of these future assets as well as for the land development costs of the gateway by the conclusion of the TGM planning process.

Other components to the project will include marketing and branding the launch of the gateway and encouraging private sector investment and community engagement. Areas to explore include regional agritourism, recreational tourism and marketing our location as a destination for corporate retreats. We should also continue to look for like-minded strategic partners in our area including local ranchers who could supply meat for the BBQ fest and future restaurants; integrating local retailers and the Chamber in sponsoring outreach and engagement activities; and engaging Silvies Valley Ranch – who could both purchase fresh produce from the City for their restaurants and partner with us in hosting corporate events and recreational competitions in our region.

The City also needs to engage the County Court more strategically as a future investment partner. The County currently receives one-fifth of the City's property tax base and will benefit significantly from the investments the City is making, both at the Innovation Gateway and in our future housing district. To date the County has largely been on the sidelines. We need to get them in the game. The Court should be integral to our planning process throughout the redevelopment and should be committed to supporting the project financially, specifically in areas like street improvements, the greenhouses and the future academic campus that will create regional jobs and economic value that benefits the entire county. OSU specifically identified County support as essential for the creation of a new Ag Experiment Station.

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: September 26, 2017

SUBJECT: Agenda Item #6: Grant County Digital Network Update
Attachment(s)

- None

BACKGROUND

John Day, Canyon City, and Seneca are prepared to adopt the Grant County Digital Network Coalition agreement and ordinance. We are waiting for a decision from Prairie City's Council and from the County Court. Once these parties have reviewed the draft agreement, the final agreement and ordinance for adoption will be submitted to each governing body for ratification.

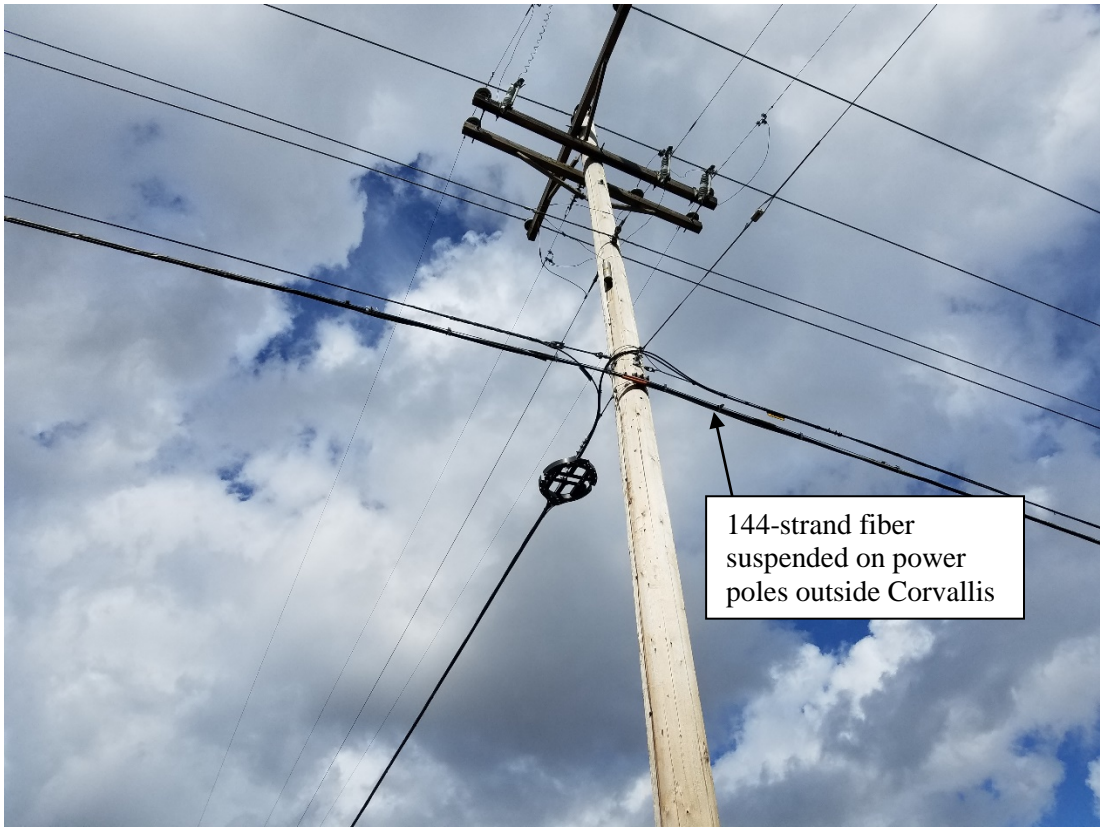
DISCUSSION

During the September 19 visit to Corvallis, city staff met with Jon Dolan (Assistant Vice Provost, Infrastructure and Operations, Information Services, OSU) and Robel Tadesse (Chief Information Officer, Business Oregon) to discuss the coalition's plans for expansion. We identified several opportunities to accelerate the deployment of the network and share best practices with other small cities considering municipal broadband projects. We also toured OSU's fiber optic plant and digital networking facilities.

Images below were taken from OSU's communications room and of the 144-strand fiber optic cable attached to power poles that supplies broadband to OSU. Similar infrastructure will exist within the Grant County digital network and will be housed in our local communications facility.



Figure 1 (left) – Fiber optic cable in glass case with integrated communications at OSU's IT building; Figure 2 (top) – networking cable suspended in communications room.



NEXT STEPS

Upon certification by the Secretary of State, the coalition's Board of Directors will issue a contract for technical advisory services and will solicit bids for the design-build of the network infrastructure. The Board will also issue a contract to operate and maintain the network. If the Board chooses to authorize the City of John Day as the lead agency to issue the RFPs under its public contracting ordinance, the City will hire the technical advisor and an IT Program Manager to oversee the network deployment. The funding for these services will come from the \$1.8M provided by the State, not from the City's budget. The City will also be reimbursed by the Board for its legal expenses incurred in establishing the ORS 190.

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: September 26, 2017

SUBJECT: Agenda Item #7: Speed Limit Change
Attachment(s)

- Crosswalks on Oregon State Highways

BACKGROUND

Mr. Carl Lino requested the city council evaluate the feasibility of placing a crosswalk at the south end of the new fire station and extending the 25 MPH speed limit south to this area due to students crossing at the end of the new sidewalks on the east side of South Canyon Boulevard near the 3rd Avenue intersection.

John Eden (ODOT permitting specialist) responded to our inquiry and provided the document enclosed on placing crosswalks on Oregon state highways.

DISCUSSION

ODOT's traffic investigator and region traffic engineer looked at this area recently and had some good information for Council to consider regarding the proposal.

The process of gaining approval for a new crosswalk is that first the ODOT Region Traffic Engineer investigates and if he determines that a crosswalk is warranted, a recommendation is made to the State's Traffic Engineer for approval. Here's what they pointed out:

1. By Oregon law, every intersection has a legal crosswalk, whether marked or not (unless specifically closed by barriers and signs).
2. In general, ODOT discourages marking crosswalks at uncontrolled intersections (see attachment)
3. Any marked crosswalk would have to be at Third Ave. at the intersection and not mid-block.
4. It appears that the new sidewalk on the east side of the highway does not extend far enough to line up with the west side and the old sidewalk on the west side does not have an ADA compliant pedestrian ramp (problematic for approval without sidewalk improvement).
5. The upcoming sidewalk improvement project will only extend as far north as Sixth Ave. so there will not be new sidewalk in this area in the near future.
6. Encouraging pedestrians to cross (by marking a crosswalk) at a location so close to a fire station where emergency vehicles might come out at any time is a safety concern.
7. Pedestrians might decide to cross here anyway, but marking a crosswalk at an uncontrolled intersection can make it LESS safe, by giving a false sense of security. Without markings, they are more likely to watch for gaps in traffic (see attachment).

NEXT STEPS

The consensus from ODOT is that this is not the best location for a marked crosswalk. If one were to be considered for approval, there would need to be pedestrian ramps installed by the City that meet ADA standards. The portion of the request that could be considered is the speed limit change. There is a possibility of extending it up to 500' without doing a full speed study but it is recommended that we wait until the sidewalk project is completed. The reason to wait is that the project will have some impact on the roadside culture, which may result in lower speeds through the area.

TO: John Day City Council
FROM: Nicholas Green, City Manager
DATE: July 11, 2017
SUBJECT: Agenda Item #8: Other Business
Attachment(s)

- LOC Bulletins

OTHER BUSINESS

- Sep 25-29 – FY2016-17 Financial Audit by Guyer & Associates
- Report by Monte Legg on Battle of the Bones festival

UPCOMING MEETINGS

- Sep 28-30 – LOC Annual Conference (City Manager speaking on Visioning, Strategic Planning and Goal Setting Processes: What Makes Them Successful)
- Oct 12-16 – Trip to Tucson (University of Arizona Controlled Environment Ag. Course)
- Oct 20 – Oregon Connections Telecom Conference – Panel Discussion on Digital Divide
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