

**John Day City Council**  
**June 12, 2018**  
**7:00 PM**  
**Fire Station, 316 S. Canyon Blvd**  
**AGENDA**

1. **OPEN AND NOTE ATTENDANCE**
2. **APPROVAL OF CITY COUNCIL MINUTES OF MAY 22, 2018.**
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. **ORDINANCE NO. 18-173-03, ORDINANCE MAKING CERTAIN DETERMINATIONS AND FINDINGS RELATING TO, AND APPROVING, THE JOHN DAY HOUSING INCENTIVES PLAN; AND DIRECTING THAT NOTICE OF APPROVAL BE PUBLISHED.**  
Attachments:
  - Staff Report
  - John Day Technical Advisory Committee (DRAFT) Minutes of May 8, 2018 meeting
  - Ordinance No. 18-173-03
5. **RESOLUTION 18-787-11, A RESOLUTION TO ADOPT FY2018-19 BUDGET**  
Attachments:
  - Resolution 18-787-11
6. **RESOLUTION 18-788-12, A RESOLUTION TO APPROPRIATE FY2018-19 BUDGET**  
Attachments:
  - Resolution 18-788-12
7. **RESOLUTION 18-789-13, A RESOLUTION TO IMPOSE AND CATEGORIZE TAXES FOR FY2018-19 BUDGET**  
Attachments:
  - Resolution 18-789-13
8. **RESOLUTION 18-790-14, A RESOLUTION OF THE CITY OF JOHN DAY, GRANT COUNTY, OREGON, APPROVING PARTICIPATION IN THE STATE REVENUE SHARING PROGRAM**  
Attachments:
  - Resolution 18-790-14
9. **RESOLUTION 18-791-15, A RESOLUTION EXTENDING WORKERS’ COMPENSATION COVERAGE TO THE VOLUNTEERS OF THE CITY OF JOHN DAY**  
Attachments:
  - Resolution 18-791-15

**10. RECREATIONAL TRAILS PROGRAM GRANT APPLICATION**

Attachments:

- Proposed Trail System Map

**11. KIRBY NAGELHOUT CONTRACT AMENDMENT**

Attachments:

- GMP Amendment
- TI Estimate with 911 Call Center Provisions
- TI Project Schedule

**OTHER BUSINESS**

**12. OTHER BUSINESS AND UPCOMING MEETINGS**

- Greenhouse RFP update
- Main Street building update
- June 13 – 20 (City Manager Leave)
- June 21 – Wastewater Treatment Facility One-stop, 8 A.M. – 4 P.M. in Pendleton
- June 26 – City Council Meeting (Treatment Plant Feasibility Study Results), 7 P.M. Fire Hall
- July 6 – Greenhouse RFP scoring (Selection Committee Only)
- July 10 – City Council Meeting, 7 P.M. Fire Hall
- July 24 – City Council Meeting, 7 P.M. Fire Hall (Greenhouse Award)

**ADJOURN**

**TO:** John Day City Council

**FROM:** Nicholas Green, City Manager

**DATE:** June 12, 2018

**SUBJECT:** Agenda Item #4: Ordinance No. 18-173-03, An Ordinance Making Certain Determinations and Findings Relating To, And Approving, The John Day Housing Incentives Plan; And Directing That Notice Of Approval Be Published.  
Attachment(s)

- Staff Report
- John Day Technical Advisory Committee Minutes of May 8, 2018 meeting
- Ordinance No. 18-173-03

## **BACKGROUND**

The city council approved the City's Strategy for Growth in January 2017. A key pillar of this strategy is to address the housing shortage in John Day by incentivizing new home construction. The City Council authorized the creation of a housing development plan as part of our Strategy for Growth following the April 25, 2017 council meeting. Homebuilders, realtors, lenders, employers and residents, attended this meeting. Their feedback was incorporated into the design of our proposed housing incentive program, which was presented during the city council meeting held September 12, 2017. The City then applied for a Regional Solutions Workforce Housing Initiative (RFI No. DASPS-2839-17) and for a Department of Land Conservation and Development (DLCD) Technical Assistance (TA) grant in the fall of 2017 to finance the program's creation. We received the DLCD TA grant award in December 2017.

In January 2018, we awarded a professional services contract to Elaine Howard Consulting to help with the design of the housing incentive program under ORS 457 – Urban Renewal. The proposed program was presented to the John Day Community Advisory Committee on March 14, 2018. The committee's feedback was incorporated into the urban renewal plan, which was presented to the John Day Technical Advisory Committee (TAC) on May 8, 2018. The TAC recommended the plan be forwarded to the city council for adoption. City staff also presented the plan to the Grant County Court on May 9 and to the John Day Planning Commission for a public hearing on May 24. The Planning Commission recommended the plan for adoption and further recommended the City Council consider amending the Code to allow for the use of the Residential Commercial (RC) zoning designation to allow for housing developments and improvements on unimproved lots currently zoned General Commercial (GC). Minutes for the TAC and Planning Commission meetings are enclosed.

## **DISCUSSION**

The documents provided to the city council tonight represent the culmination of 18-months of work by city staff, consultants, community volunteers and the city council. The staff report provides context for the housing plan, report and ordinance scheduled for adoption during the council meeting.

Council should review the enclosed material. Mayor Lundbom will then open the hearing for public comment. After comments are received, Mayor Lundbom will close the public hearing portion of the meeting and council may consider any feedback given.

## **RECOMMENDED MOTIONS**

- 1) A reading of an ordinance may be by title only if no council member present at the reading requests that the ordinance be read in full. Otherwise, the ordinance must first be read in full and then by title.

[Optional] “I move to read Ordinance No. 18-173-03 by title only.”

- 2) The council may adopt an ordinance at a single meeting by the express unanimous votes of all council members present.

“I move to adopt Ordinance No. 18-173-03, An Ordinance Making Certain Determinations and Findings Relating To, And Approving, The John Day Housing Incentives Plan; And Directing That Notice Of Approval Be Published.”

If the vote is unanimous, the non-emergency ordinance takes effect on the thirtieth day after its adoption (July 12). Otherwise, the ordinance must be read in open council meeting on a second occasion.

**TO:** John Day City Council

**FROM:** Nicholas Green, City Manager

**DATE:** June 12, 2018

**SUBJECT:** Agenda Item #5: Resolution 18-787-11, A Resolution to Adopt FY2018-19 Budget Attachment(s)

- Resolution 18-787-11

**BACKGROUND**

Resolution 18-787-11 is required under Oregon Budget Law to adopt the FY18-19 budget.

**RECOMMENDED MOTION**

“I move to adopt Resolution 18-787-11, A Resolution to Adopt FY2018-2019 Budget.”

**TO:** John Day City Council

**FROM:** Nicholas Green, City Manager

**DATE:** June 12, 2018

**SUBJECT:** Agenda Item #6: Resolution 18-788-12, A Resolution to Appropriate FY2018-19 Budget Attachment(s)

- Resolution 18-788-12

**BACKGROUND**

Resolution 18-788-12 is required under Oregon Budget Law to appropriate the FY18-19 budget.

**RECOMMENDED MOTION**

“I move to adopt Resolution 18-788-12, A Resolution to Appropriate FY2018-2019 Budget.”

**TO:** John Day City Council

**FROM:** Nicholas Green, City Manager

**DATE:** June 12, 2018

**SUBJECT:** Agenda Item #7: Resolution 18-789-13, A Resolution to Impose and Categorize Taxes for FY2018-19 Budget  
Attachment(s)  
• Resolution 18-789-13

**BACKGROUND**

Resolution 18-789-13 is required to impose taxes for fiscal year 2018-19.

**RECOMMENDED MOTION**

“I move to adopt Resolution 18-789-13, A Resolution to Impose and Categorize Taxes for FY2018-19 Budget.”

**TO:** John Day City Council

**FROM:** Nicholas Green, City Manager

**DATE:** June 12, 2018

**SUBJECT:** Agenda Item #8: Resolution 18-790-14, A Resolution of the City of John Day, Grant County, Oregon, Approving Participation in the State Revenue Sharing Program”  
Attachment(s)  
• Resolution 18-790-14

**BACKGROUND**

Resolution 18-790-14 is required to receive state shared revenue for fiscal year 2018-19.

**RECOMMENDED MOTION**

“I move to adopt Resolution 18-790-14, A Resolution of the City of John Day, Grant County, Oregon, Approving Participation in the State Revenue Sharing Program.”



**TO:** John Day City Council

**FROM:** Nicholas Green, City Manager

**DATE:** June 12, 2018

**SUBJECT:** Agenda Item #9: Resolution 18-791-15, A Resolution Extending Workers' Compensation Coverage to the Volunteers of the City of John Day  
Attachment(s)  
• Resolution 18-791-15

**BACKGROUND**

Resolution 18-791-15 is required to extend workers' compensation coverage for fiscal year 2018-19 to volunteer fire fighters, police and other volunteer workers.

**RECOMMENDED MOTION**

"I move to adopt Resolution 18-791-15, A Resolution Extending Workers' Compensation Coverage to the Volunteers of the City of John Day."

**TO:** John Day City Council

**FROM:** Nicholas Green, City Manager

**DATE:** June 12, 2018

**SUBJECT:** Agenda Item #10: Recreational Trails Program Grant Application Attachment(s)

- Map of Proposed Trail System

## **BACKGROUND**

The Oregon Parks and Recreation District (OPRD) has opened its 2018 Recreational Trails Program (RTP) grant cycle. Applications are due by 11:59 P.M. on Friday, June 15.

RTPs are national grants administered by OPRD for recreational trail-related projects, such as hiking, running, bicycling, off-road motorcycling, and all-terrain vehicle riding. Yearly grants are awarded based on funds voted on by the U.S. Congress.

RTP funding is primarily for recreational trail projects, rather than utilitarian transportation-based projects. Funding is divided into 30 percent motorized trail use, 30 percent non-motorized trail use and 40 percent diverse trail use. Types of projects include:

- Building new recreation trails, including building trail bridges and installing wayfinding signs.
- Restoring existing trails, including trail bridges and signing.
- Developing and rehabilitating trailhead facilities.
- Acquiring land and permanent easements.
- Water trails.

Project sponsors provide at least 20% of the projects total costs. Eligible matches are cash, force account labor (agency staff), equipment, materials, volunteer labor, donated equipment, donated materials, and federal, state and local grants, or the combination thereof.

## **DISCUSSION**

City staff have submitted a letter of intent to apply for the 2018 RTP grant cycle for trail construction at the Innovation Gateway. OPRD received approximately 65 letters of intent. With council approval, staff intend to submit a grant application for approximately \$240,000 to develop a riverfront trail network. Of this, \$180,000 would be grant funded, with the balance provided by the City as cash and in-kind labor and materials. The goals for this network are to improve residents' access to the John Day River within city limits and promote an active-lifestyle community by connecting five neighborhoods to the trail system. They are: Valley View Drive/Ironwood Estates; Charolais Heights/NW Bridge Street; 7<sup>th</sup> Street; 4<sup>th</sup>-5<sup>th</sup>-Canton Street; and Riverside Home Park. The proposed trail system will add to the existing trails at the 7<sup>th</sup> Street Complex and Prospector Trail along the county fairgrounds. When complete, they will provide over four miles of interconnected paved and gravel paths within the city limits, much of which will be ADA-accessible.

## **RECOMMENDED MOTION**

“I move to approve the City’s application to the 2018 RTP cycle and authorize the City Manager to submit the grant on behalf of the city.”

**TO:** John Day City Council

**FROM:** Nicholas Green, City Manager

**DATE:** June 12, 2018

**SUBJECT:** Agenda Item #11: Kirby Nagelhout Contract Amendment Attachment(s)

- Guaranteed Maximum Price Amendment
- TI Estimate with 911 Call Center Provisions
- TI Project Schedule

**BACKGROUND**

The enclosed amendment provided by Kirby Nagelhout will amend the City's original Construction Manager/General Contractor ("CM/GC") contract for the Interior Tenant Improvement (TI) and 911 Call Center Provisions Project. This guaranteed maximum price (GMP) contract may not exceed \$329,600.00. Work is scheduled to resume in July and to be completed by September 28 (schedule enclosed).

**RECOMMENDED MOTION**

"I move to approve the GMP amendment to the CM/GC contract with Kirby Nagelhout and authorize the City Manager to sign the agreement."

**TO:** John Day City Council  
**FROM:** Nicholas Green, City Manager  
**DATE:** June 12, 2018  
**SUBJECT:** Agenda Item #12: Other Business and Upcoming Meetings

**OTHER BUSINESS**

- LOC Bulletins
- Greenhouse RFP update
- Main Street building update

**UPCOMING MEETINGS**

- June 13 – 20 (City Manager Leave)
- June 21 – Wastewater Treatment Facility One-stop, 8 A.M. – 4 P.M. in Pendleton
- June 26 – City Council Meeting (Treatment Plant Feasibility Study Results), 7 P.M. Fire Hall
- July 6 – Greenhouse RFP scoring (Selection Committee Only – Holland / Schuette)
- July 10 – City Council Meeting, 7 P.M. Fire Hall
- July 24 – City Council Meeting, 7 P.M. Fire Hall (Greenhouse Award)