

John Day City Council
August 28, 2018
7:00 PM
Fire Station, 316 S. Canyon Blvd
AGENDA

1. **OPEN AND NOTE ATTENDANCE**
2. **APPROVAL OF CITY COUNCIL MINUTES OF AUGUST 14, 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. **PUBLIC SAFETY UPDATES**
Attachments:
 - Life Saving Award
5. **GREENHOUSE PURCHASE & SALE AGREEMENT APPROVAL**
Attachments:
 - EuroMex Final Conceptual Drawing
 - Final Pricing and Deliverables
 - Draft Purchase & Sale Agreement
6. **TGM UPDATE & FUTURE LAND USE PLANNING**
Attachments:
 - Map of study areas for annexations and lot line adjustments
7. **THE CONSENT AGENDA AND ITS ROLE IN THE COUNCIL MEETING**
Attachments:
 - None

OTHER BUSINESS

8. **OTHER BUSINESS AND UPCOMING MEETINGS**
 - John Day Planning Commission Hearing – Sept. 11, 6 P.M. John Day Fire Hall
 - City Council Meeting – Sept. 11, 7 P.M. John Day Fire Hall
 - City Council Meeting – Sept. 25, 7 P.M. John Day Fire Hall
 - LOC Annual Meeting – Sept. 26-28, Eugene, OR
 - City Council Meeting – Oct. 9, 7 P.M. John Day Fire Hall
 - RTP Grant Presentation – Oct. 16, Springfield, OR

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: August 28, 2018

SUBJECT: Agenda Item #4: Public Safety Updates
Attachment(s)

- Life Saving Award

BACKGROUND

The following public safety topics will be discussed at tonight's council meeting:

- Presentation of Life Saving Award to Savannah Lovell
- Oath of Office for Mike Durr as new John Day Police Chief
- Academy training for Sam Stinnett and Ryan Palmer
- School Resource Officer (SRO)
- Fire Hall construction update

DISCUSSION

Life Saving Award. Mayor Lundbom will read the letter from Dispatch Supervisor Valerie Maynard and will then present the Life Saving Award to Savannah Lovell.

Oath of Office. Officer Durr first joined the City of John Day on April 7, 2014 after retiring from the Oregon State Police. In December 2015, he received his Advanced Certificate from the Oregon Department of Public Safety Standards and Training (DPSST). Officer Durr served as a police officer for the City of John Day for three-and-a-half years before accepting a position as a patrolman with the Baker City PD. He returned to the John Day Police Department on April 25, 2018 and was appointed as the city's Interim Police Chief. Over the past four months, Officer Durr has adapted well to his role and has successfully led the JDPD as its Interim Chief. He has demonstrated the commitment, aptitude and leadership qualities necessary to continue to lead the department. City Manager Green will read the oath of office and swear in Officer Mike Durr as the city's new Chief of Police.

Academy Training. Officer Sam Stinnett will attend the police academy from October through February to receive his police officer certification. Ryan Palmer was hired on August 11, 2018 as a dispatcher to work in the 9-1-1 Center. He will attend the Basic Telecommunications course from October 29 through November 11 and the Emergency Medical Dispatch course from November 12 through the 14th. Both the 9-1-1 Center and JDPD are now fully staffed.

School Resource Officer (SRO). Chief Durr and City Manager Green met with Superintendent Uptmor and Principal Gerry on August 21 to finalize the scope of the SRO position. The JDPD began its SRO role for Grant Union High School on Monday, August 27. A memorandum of understanding between the City and the School District will be drafted later this month for approval by the city council and school board.

Fire Hall Update. The Office of Emergency Management (OEM) has completed their review of the City's 9-1-1 relocation plan. OEM announced on August 15, 2018 that Frank Kuchta will be the new State 9-1-1 Program Section Manager responsible for managing the OEM team tasked with administering the statewide 9-1-1 program. This includes distribution of the 9-1-1 revenue to local jurisdictions,

oversight of the emergency communications network and supporting services required to deliver two million 9-1-1 emergency calls for assistance made within Oregon each year.

City Manager Green and ECC Supervisor Maynard held a teleconference with Mr. Kuchta on August 27 and received the final approval necessary to complete the relocation. OEM will fund \$36,928.86 toward the relocation, which covers the cost of the field engineering and set-up of the new facility to receive 9-1-1 phone calls and data transmission. The 9-1-1 technician from CenturyLink is scheduled to complete the installation this Wednesday. Electrical wiring and plumbing for the call center and the remainder of the facility will be completed this week and inspected next. The city approved a one-week delay on the drywall (previously scheduled for Aug. 31) to allow the technician to complete his wiring for the new facility while the framing was exposed. This will eliminate the need to return and cut into the drywall.

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: August 28, 2018

SUBJECT: Agenda Item #5: Greenhouse Purchase & Sale Agreement Approval
Attachment(s)

- EuroMex Final Conceptual Drawing
- Final Pricing and Deliverables
- Draft Purchase & Sale Agreement

BACKGROUND

The city is prepared to award the final purchase and sale agreement to EuroMex. Our attorneys are coordinating to finalize the purchase and sale agreement (draft attached) but both parties have agreed on the final drawings, purchase price and deliverables, as described below.

DISCUSSION

EuroMex's architect provided the final conceptual drawings for the three-bay greenhouse. Each bay is tiered so that the east bay will be closest to the highway and the west bay will be farther back. EuroMex recommended this design as it will create more exposure for the greenhouses when viewed from the highway than having each bay parallel or the center bay recessed. The east bay will be our machinery room, head house and experiment station. The experiment station will have ponds for lettuce and buckets for tomato production. The public will be allowed (by appointment) to tour this area and view each of the farming systems utilized in the greenhouse. This portion of the greenhouse will also be clad with Venlo glass in lieu of polycarbonate so visitors will be able to view the systems from the outside as well. EuroMex has also included 20 grow lights for the greenhouses. These will be utilized for production but will also illuminate the greenhouse. These lights will not be enough for all of the production, but will be a good trial to better understand the value of the lights in our production process. EuroMex also included up-lights to highlight the greenhouse and intends to provide some elevation drawings of the entry structure prior to the city council meeting.

The final pricing is a bit higher than originally submitted due to the venlo glass for the experiment station and viewing area. We feel this will be beneficial to the public and will also help maintain a controlled environment inside the greenhouse. There are some additional features we are also receiving such as the insect mitigation systems at ingress/egress points with fogging systems to manage pest control. EuroMex's final price includes two-weeks of intensive training for Matt in a Mexican facility using the same equipment as John Day's. This includes flight, transportation, hotel, meals, training on equipment and growing tomatoes (\$12,000 value). EuroMex will also donate the materials and architectural design of the outside art piece and sitting area for the front façade. This area is shown in the final drawings (\$14,000 value). Final price for all deliverables is \$367,320. We feel this is a very competitive price, particularly considering the additional value-added deliverables EuroMex included.

The Grant County Planning Commission approved the city's land use application for the greenhouse with a vote of 5-0 at a public hearing held on August 23. The commission is requiring us to submit a final revised map showing ingress / egress for the facility from Highway 26 as part of the land use approval package. City engineers are working on that drawing. If it is ready for the council meeting it will be reviewed along with the elevation drawings.

RECOMMENDED MOTION

“I move to authorize the city manager to sign the purchase and sale agreement for the EuroMex greenhouse with the price and design revisions discussed, subject to final review and approval by the city attorney.”

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: August 28, 2018

SUBJECT: Agenda Item #6: TGM Update and Future Land Use Planning Attachment(s)

- Map of study areas for annexations and lot line adjustments

BACKGROUND

We are in the process of finalizing the Transportation Growth Management (TGM) grant awarded to the city by the Department of Land Conservation and Development (DLCD) and Oregon Department of Transportation (ODOT). This grant is administered and awarded by ODOT and requires final review and approval from the Oregon Department of Justice before work can proceed.

The City will also need to complete several lot line adjustments and annexations in conjunction with the planning process. A map of the three study areas for annexation and lot line adjustments is attached. I recommend the council hold a study session to review these planning considerations in detail, as both the sale of city land and annexations will require a public hearing and the appropriate notifications prior to the council deciding.

DISCUSSION

TGM Timeline. The TGM contractual documents were submitted to TGM Central on August 9, and we are waiting for final DOJ approval of the contract and intergovernmental agreement between the City and ODOT/DLCD. The final award for the project is just under \$200,000, which includes the City's \$27,000 matching funds contribution. Work will begin upon approval by both parties of the intergovernmental agreement. The project will provide a framework for comprehensive planning, financing, and ultimately, implementation of our vision for the Innovation Gateway. The planning process will include multiple opportunities for public engagement and feedback on the design process, including: three meetings of the City's advisory committees; three open houses for the public; a joint working session with the John Day city council and planning commission; and two public hearings, one before the planning commission and the second before the city council. The final Innovation Gateway Area Plan is anticipated to be adopted by amendment, into the 1996 Transportation System Plan, Land Use and Development Code, Comprehensive Plan, zoning maps and ordinances as required for implementation. A community launch event to highlight the adoption and approval of the Final Innovation Gateway Area Plan will be held at the conclusion of the proceedings next summer.

Annexations & Rezoning. The City will need to annex the Oregon Pine property prior to performing lot line adjustments with adjoining properties and to streamline the planning process. The council should also consider annexing other areas of the city as part of this procedure, as annexations are complicated and the same public hearing process can be used for multiple areas. Maps of the proposed areas for annexation are enclosed and will be discussed at the council meeting. The annexation process also requires council to identify the land use zoning that will be applied to each parcel brought into the city limits.

There are four types of permit/approval procedures in the city's development code. Type IV procedures apply to legislative matters. Legislative matters involve the creation or revision, or large-scale implementation of public policy (e.g., adoption of regulations, zone changes, annexation, and

comprehensive plan amendments). Type IV matters are considered initially by the Planning Commission with final decisions made by the city council. Council may initiate its own legislative proposals at any time. Legislative requests are not subject to the 120-day review period under ORS 227.178. A minimum of two (2) hearings, one before the planning commission and one before the city council, are required for all Type IV applications. A study session will allow the council to review and discuss these procedures in detail, including: timeline for the application; required hearings and notice requirements; hearing process and procedures; decision making criteria; approval process; notice of decision.

Lot Line Adjustments. In conjunction with the annexation of Oregon Pine, the city council has contemplated performing lot line adjustments with the adjoining property owners. Proposed areas for lot line adjustments include: Mills Building Supply; JD Rents; and Clark's Disposal. These actions were delayed until the greenhouse and supporting infrastructure could be sited on the property and the final location and land use were approved by the County planning commission.

A study session with city staff will identify potential areas for lot line adjustments and associated requirements. Lot line adjustments could also be actioned at the same public hearing as the annexations, provided they are held following the annexation hearings and are contingent upon completion of the annexation process so that we do not create new properties that are partly in the city and partly in the county and that have different zoning designations for the same legal parcel.

RECOMMENDATION

I recommend the council hold a study session to determine the extent of the annexations and lot line adjustments and develop a schedule for the public hearings. Upon completion of the study session, the results will be placed on the council's consent agenda and actioned by the city manager.

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: August 28, 2018

SUBJECT: Agenda Item #7: The Consent Agenda and Its Role in the Council Meeting
Attachment(s)

- None

BACKGROUND

The consent agenda is a tool used to streamline council meeting procedures by collecting and grouping routine, noncontroversial topics into a single agenda item that can be discussed and passed with a single motion and vote. Commonly, no debate is allowed on items included in the consent agenda. Consent items may be read by title only in the body of a single consent agenda resolution. However, any councilmember can have an item removed from the consent agenda for separate consideration.

In addition, cities may allow any person attending the regular council meeting to request that an item be removed from the consent agenda, read completely, and voted on independently. In such a situation, the remainder of the consent agenda can be voted on, omitting the challenged items. Setting up a consent agenda system requires preliminary action by the council in the form of adopting an ordinance or resolution.

DISCUSSION

Over the coming year, we will have many items related to the TGM planning process and other staff actions that require the consent of the city council. However, many of these items are a routine part of the planning process that can be reviewed and voted on without discussion. Other items, such as minor modifications to already approved agreements, could be included in a consent agenda to streamline council procedures.

Examples of items that could be included in a consent agenda are:

- Process and timeline for annexations and lot line adjustments and other planning decisions (not the final decisions, which require a separate public hearing)
- Final approval of agreements previously reviewed by the city council
- Minor scope and pricing modifications to previously approved agreements
- Appointments to city committees or commissions

When the consent agenda is raised at a meeting, councilors will be asked whether they have read it, fully understand each item in it, have any conflicts with respect to any item, or know of another member who has a conflict, and believe that there is no reason to open any item to discussion.

RECOMMENDATION

As part of our planning process, I would like to work with the city attorneys to establish and adopt procedures for a consent agenda. There will likely be weeks when there are no items on the consent agenda, but it will be a useful tool to have in place for the types of actions outlined above.

TO: John Day City Council
FROM: Nicholas Green, City Manager
DATE: August 28, 2018
SUBJECT: Agenda Item #8: Other Business and Upcoming Meetings
Attachment(s)

- LOC Bulletins

OTHER BUSINESS

- None

UPCOMING MEETINGS

- John Day Planning Commission Hearing – Sept. 11, 6 P.M. John Day Fire Hall
- City Council Meeting – Sept. 11, 7 P.M. John Day Fire Hall
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