

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

September 25, 2018

COUCILORS PRESENT:

Ron Lundbom, Mayor
Steve Schuette, Council President
Gregg Haberly, Councilor
Paul Smith, Councilor
Brandon Smith, Councilor
Shannon Adair, Councilor
David Holland, Councilor

COUNCILORS ABSENT:

STAFF PRESENT:

Nicholas Green, City Manager
Chantal DesJardin, Secretary
Mike Durr, Police Chief

Ron Smith, Fire Chief
Savannah Lovell, Dispatch Director

GUESTS PRESENT:

Rick Hanners, Blue Mountain Eagle
Logan Bagett, Elkhorn Media Group
Sherrie Rininger, etc.
Chris Labhart, John Day

Joe Madden
Lindsey Madden
Tami Kowing

Agenda Item No. 1—Open and Note Attendance

Mayor Lundbom called the John Day City Council meeting to order at 7:00 pm; he noted that everyone was present.

Agenda Item No. 2—Approval of City Council Minutes of September 11th, 2018

Councilor Schuette moved to approve the September 11th minutes as presented. The motion was seconded by Councilor Haberly and passed unanimously.

Agenda Item No. 3—Appearance of Interested Citizens

Mayor Lundbom welcomed the audience and asked if anyone had any items they wished to be added to the agenda. An award presentation was added. Mayor Lundbom read the award nomination letter from Dispatch Manager and presented Dispatcher Savannah Lovell with the Lifesaver Award.

Agenda Item No. 4— Greenhouse Update

City Manager Green explained there were delays with the approval of the structural plans for the greenhouse, which he wants accomplished before materials are ordered. In order to stay on schedule, he proposed they apply for a Foundation Plan Permit to get the concrete set up. It will push the timeline a little, but they can still do the solicitation and award the contracts for services. The draft RFQ for

construction services was broadly written, the city intends to use as many local contractors as possible. There was discussion about the timing of permits; working with the foundation for the footings and potential alterations; moving forward with ordering materials; and progress on the structural plans. Green noted the scope was still missing from the RFQ but requested to post the draft on the city website the next day for contractors. Once the final draft is available, they will have two weeks to submit.

Agenda Item No. 5—9-1-1 Center Equipment Relocation Bids

City Manager Green explained these expenditures were budgeted for, they estimated the costs of capital outlay in the 9-1-1 Fund for the transition to the Emergency Communications Agency. Green explained he only has procurement authority up to \$25,000; the proposed bids are for the communications equipment and new furniture/casework. The city intends to keep the old furniture currently being used; since it does not fit in the new call center, the police department will utilize it. Green stated the prices were a not-to-exceed but they expect to lower the price by about ten thousand. In addition, the bids were pre-competes but are custom built to site with a delivery charge of about \$17,000. It was noted that OEM is responsible for 9-1-1 into the building and the console/CAD equipment for 9-1-1, they estimate contributing just under \$50,000. There was discussion about the custom-built consoles; Green clarified the funds being utilized are part of the state grant and all equipment will be owned by the 9-1-1 Agency. Councilors voiced it is important to provide proper equipment for the dispatchers.

Councilor Paul Smith moved to authorize the City Manager to award the 9-1-1 Communications Equipment award to Webster Communications in the amount of \$42,209 as specified in the enclosed service quotes. The motion was seconded by Councilor Adair and passed unanimously.

Councilor Adair moved to authorize the City Manager to award the Evans casework bid for a not-to-exceed amount of \$57,947 as specified in the enclosure. The motion was seconded by Councilor Schuette and passed unanimously.

Agenda Item No. 6—TGM Grant Update

City Manager Green noted this project is on target; the included draft agreement has been reviewed by ODOT's contracting authority and himself, now the Department of Justice will review. Green asked the council to approve the draft, subject to review and approval by the DOJ, in the interest of saving time. Green restated the discussion items in his memo regarding the committee and audit. He commented it all seemed pretty boilerplate; one aspect that stood out is the State owns all the intellectual capital created but the City has unlimited license to distribute it.

Councilor Holland moved to authorize the City Manager to sign the TGM intergovernmental agreement, subject to final review and approval by the DOJ. The motion was seconded by Councilor Adair and passed unanimously.

Agenda Item No. 7—Economic Opportunity Analysis & CEDS

City Manager Green stated three hours earlier he received notice of investment award on the federal grant from the Economic Development Administration in the amount of \$70,000 to develop an economic development strategy for the city of John Day. This is in addition to the \$50,000 from Business Oregon's economic opportunity fund and an economic development planning grant from the

Department of Land Conservation and Development (DLCD). The Travel Oregon grant is pending and should be announced within the next few weeks. Green noted they will work with DLCD to define a scope of work because the grant amount will depend on the funds needed to reach the desired scope; the council will need to approve the scope. Green explained the economic strategy would target John Day, so they define the scope. He would like to probe several different thrusts that are in line with the strategy for growth, including: housing, placemaking, commercial development, and recreation. Green thinks it needs to be a community discussion, taking advantage of the opportunity to build community, by bringing in the stakeholders and doing some thoughtful planning toward the future.

Agenda Item No. 8—Auditor Recommended Amendments to Council Minutes

City Manager Green explained there were a couple recommendations from the audit, one of which is cleaning up the minutes regarding his compensation. Green noted he attempted an amendment and asked for any clarifications or corrections to his suggested amendments. Councilor Holland noted part of the problem with one of his motions was a lack of clarity about grant administration. He stated in the first motion, regarding salary increase, he did not break it down specifically during the motion to reflect the numbers they had reviewed from the city recorder. Holland stated most of the amendments should suffice. The first motion correctly states the range and step but the 8.4% does not reflect the salary shown; it was a combination of: a 2%, city wide, cost of living increase; a 5% premium pay incentive; and the increase between Range 15, Step 5 and Range 16, Step 5 was a little more than 2%, exact figure provided by the City Recorder, to equal the 8.4%. Councilor Holland stated that by adding the other two categories, it will clarify the total salary increase. Green noted he could change the number in parenthesis to document the total increase, the number also approved by the budget committee. Councilor Holland noted that though information was provided to the council to consider, it was just not clarified in the motion. There was a consensus among councilors that the amendments to the second and third motion were sufficient clarifiers. Green noted there was more money, over more programs, to audit than they anticipated due to the city's success in fundraising. He added there was one project when he started and they are now managing eleven. The scope of work and audit fees had to be adjusted as a result. It was also brought to the city's attention that the state appropriation for 9-1-1, which was invested in the short term money market fund, has made about \$40,000 in interest.

Councilor Adair moved to amend the minutes of the May 22, 2018 city council meeting with changes shown in red, and to enter the FY17-18 Grant Administration enclosure into the public record. The purpose of this amendment is to clarify the terms of the city manager's compensation that were discussed during the meeting. The motion was seconded by Councilor Haberly and passed unanimously.

Councilor Adair moved to amend the motion to include the amendments by Councilor Holland. The motion was seconded by Councilor Schuette and passed unanimously.

Agenda Item No. 9—Council Procedures Manual

City Manager Green noted during the audit review and discussion of various projects the frequency of finance discussion among the council was brought up. It was noted that with the increase in opportunities for grant portfolios it may serve the council to have more discussions about finances or even create a finance committee to review projects. The council procedures were included for discussion, to see if they reflect the actual operation of meetings and if there are additional procedures they would like documented to clarify protocols. Such as, it is described when a council vacancy will be

appointed but there are not procedures that describe the manner in which it is done. It might be beneficial for those applying to have a consistent process, whether that is by written ballot, a motion, or even including an opportunity for a candidate to discuss their interest in serving—however the council decides. Councilor Adair supported a procedure, having gone through the process in both roles as a candidate and councilor. There was discussion about a set guide for establishing these procedures. Green noted he could look into other city's procedures or seek guidance from League of Oregon Cities but recommended the councilors make notes to bring back to a study session or set aside time in a regular meeting. Once their desired procedures have been documented, they can amend the code to add the amended procedures in a council meeting. There were comments about the existing procedures, such as need for additions, and potentially slight alterations to committees. Mayor Lundbom asked the city manager to schedule a date for a study session.

Agenda Item No. 10—Other Business & Upcoming Meetings

Councilor Adair gave an update regarding the merchant's association. Councilor Adair emphasized the small projects are also important to ensure downtown looks nice, merchants get positively involved, and people are excited. She is currently working to bring the merchants, the Chamber, the City, and other stakeholders together to have discussions about the individual efforts they are making and how those can be combined. There were comments about forming a committee, perhaps a merchant group, to facilitate discussion regarding issues important to merchants. The council discussed the importance of promoting tourism and the process of placemaking; they emphasized the need to inclusive of all merchants, not just those downtown, and work with others facilitating economic development. There were several comments highlighting the significance of John Day being the hub of Grant County and the effects of increasing curb appeal, improving access, and marketing natural and cultural assets. Mr. Labhart noted he was recently informed the Discovery Channel will be coming out to film at Kam Wah Chung and they were told to expect more people than they can handle; they set a new record for September and will set a new yearly record for visitor attendance. City Manager Green noted these comments need to be presented to the advisory groups—to help figure out how to structure a leadership team to help facilitate, organize, and finance these good efforts the City wants to encourage; the team would touch back with the council to seek guidance on investment to realize these outcomes. Councilor Adair commented the PAC may not be enough for the merchants; she is looking to organize the merchants to provide information and get input on their priorities. Councilor Paul Smith noted the CEDS fits in well facilitating what they are discussing, he commended the current collaboration, and supported the idea that small improvements could be done in the short term such as the parking lines. Councilor Adair added some upcoming opportunities are First Friday, Halloween, and the Holiday Season, a good time to show immediate responsiveness to input.

City Manager Green explained it took them time to find three quotes of vendors willing to come and abate the Main Street Building. They have a bid they feel is competitive that was submitted to DEQ for the funding necessary; DEQ turn around time is quick, they will notify the city if they will accept the application. Abatement will remove metric tons of hazardous material, leaving it down to the studs. If the stars align, the funding will be received this calendar year and they will get the contractor in. There was discussion about the timing and scope of work needed to put the building back on the market. City Manager Green gave an update about the enterprise fund rate analysis, noting new rate analysis software is very sophisticated and will allow them to model the rate structure and run scenarios when considering changes to rate, equitable cost distribution, and project financing.

Mayor Lundbom reviewed the other business and upcoming meetings. The Mayor asked for general check-ins from the department heads present and councilors. Director Monte Legg noted it has been a week since water hauling to Prairie City ceased. There was a consensus among the council to only hold a single meeting in November and December due to the holidays. Councilor Schuette noted he would not be able to attend the October 9th meeting.

Joe Madden requested to ask questions for clarification the Housing Incentives Plan. He is currently engaged in flipping homes and considering building spec homes, he is concerned and confused; he stated the program is more set up for homeowners because it is established on the assessment schedule. He would be assuming the risk and increasing the value but the incentive would go to the new homeowner. Green noted this was discussed when developing the plan, the council determined to have the spec builders and owners make their own arrangements for how the incentive would be divided, but the agency could re-evaluate the plan. There were discussions about alternatives to the program and the associated change in the risk profile. Mr. Madden stated that he felt if there was a way to ensure the builder/developer would receive the incentive for increasing the value rather than the person who ends up buying the home, more spec home builders would be inclined to invest in John Day versus say Canyon City. There was a discussion about the variation between processes for remodels, new construction, and spec homes. Mr. Madden noted the assumption that a builder can add the incentive into sale negotiations does not work for him because it would raise his price above the appraised value, therefore he could not realize that increase without a willing lender. City Manager Green noted that the program was designed with the intention of motivating homeowners to improve their home and facilitate those buying property to build new homes. It was structured to put the least amount of risk on the city by being the last in, first out. Green noted the program can be changed but there is a process; if they are interested in changing the program from what it was designed for, the council needs to motion to rethink the rules.

Councilor Adair moved to have the city manager schedule a meeting of the Urban Renewal Agency to look at the program. The motion was seconded by Councilor Holland and passed unanimously.

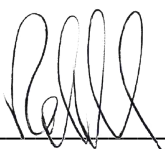
Adjourn

There being no further business before the council, Councilor Schuette motioned to adjourn the meeting at 8:35 PM. The motion was seconded by Councilor Holland and passed unanimously.

Respectfully Submitted:

Nicholas Green
City Manager

ACCEPTED BY THE CITY COUNCIL ON OCTOBER 9, 2018



Mayor Ron Lundbom