

**John Day City Council**  
**October 9, 2018**  
**7:00 PM**  
**Fire Station, 316 S. Canyon Blvd**

1. **OPEN AND NOTE ATTENDANCE**
2. **APPROVAL OF CITY COUNCIL MINUTES OF SEPTEMBER 25, 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. **GREENHOUSE UPDATE & PRESENTATION BY MATT MANITSAS**  
Attachments:
  - None
5. **MAIN STREET REVITALIZATION & BROWNFIELDS REDEVELOPMENT**  
Attachments:
  - None
6. **ECONOMIC OPPORTUNITY ANALYSIS & CEDS SCOPE**  
Attachments:
  - CEDS White Paper (Draft Scope of Work)
7. **CDBG DESIGN GRANT FOR WASTEWATER TREATMENT FACILITY**  
Attachments:
  - None
8. **SAFE ROUTES TO SCHOOLS // U.S. 395S SIDEWALK EXTENSION UPDATE**  
Attachments:
  - 2018 Safe Routes to School Infrastructure Application Signatures
9. **ANNEXATION & LAND USE DISTRICT CHANGE APPROACH & TIMELINE**  
Attachments:
  - Notice of Public Hearing

**OTHER BUSINESS & UPCOMING MEETINGS**

10. **OTHER BUSINESS & UPCOMING MEETINGS**
  - City council study session for procedures manual – need to identify a date
  - Urban renewal study session to evaluate incorporation of spec homes
  - Update on LOC Annual Conference
  - RTP Grant Presentation – Oct. 16, Springfield, OR
  - City Council Meeting – Oct. 23, John Day Fire Hall
  - City Council Meeting – Nov. 13, John Day Fire Hall – Pool Discussion
  - City Council Meeting – Dec. 11, John Day Fire Hall – Audit Report

**TO:** John Day City Council

**FROM:** Nicholas Green, City Manager

**DATE:** October 9, 2018

**SUBJECT:** Agenda Item #4: Greenhouse Update & Presentation by Matt Manitsas  
Attachment(s)

- None

**BACKGROUND**

Matt has returned from his trip to Mexico working in the EuroMex facilities. He will provide a presentation to the city council on what he learned. I will also provide a brief update on the status of the greenhouse construction.

**TO:** John Day City Council

**FROM:** Nicholas Green, City Manager

**DATE:** October 9, 2018

**SUBJECT:** Agenda Item #5: Main Street Revitalization & Brownfields Redevelopment  
Attachment(s)

- None

## **BACKGROUND**

The City has been invited to apply for funding assistance through the state's Brownfields Redevelopment Fund to continue the lead and asbestos abatement on the Main Street building. Our estimated cost to complete this project is \$76,000.

## **DISCUSSION**

The City has \$10,700 in grant funds remaining from the Main Street Revitalization grant awarded in 2017. The scope of this grant has been expanded to include the proposed abatement work. As a result, the balance of our Main Street grant funding will be used as the cost match for a \$65,300 funding request under the Brownfields Redevelopment program.

## **RECOMMENDED MOTION**

"I move to authorize the City Manager to apply for the Brownfield Redevelopment Fund to continue the lead and asbestos abatement on the Main Street building."

**TO:** John Day City Council

**FROM:** Nicholas Green, City Manager

**DATE:** October 9, 2018

**SUBJECT:** Agenda Item #6: Economic Opportunity Analysis & CEDS Scope Attachment(s)

- CEDS White Paper (Draft Scope of Work)

## **BACKGROUND**

The enclosed white paper outlines the proposed scope of work for the city's economic development strategy. The strategy is scheduled to begin in November and continue through June 2019. This document will serve as the basis for developing a professional services agreement with industry consultants to develop the CEDS.

## **DISCUSSION**

Council should discuss the proposed scope of work and identify any additional areas for inclusion or emphasis. I will revise the scope accordingly and solicit vendors for the work. We will review and approve the final award and professional services agreements at our next council meeting.

**TO:** John Day City Council

**FROM:** Nicholas Green, City Manager

**DATE:** October 9, 2018

**SUBJECT:** Agenda Item #7: CDBG Design Grant for Wastewater Treatment Facility Attachment(s)

- None

## **BACKGROUND**

A new application round for community development block grant (CDBG) funds opened on October 1 and closes December 31, 2018. Water and Wastewater Improvements are eligible for a total of \$2,500,000 in CDBG funds, which can be used for final design and/or construction.

## **DISCUSSION**

The city has submitted its 2019 Wastewater Facilities Master Plan to DEQ for approval. On September 18, I met with Scott Fairley, our Business Oregon Regional Development Officer (RDO), and Arthur Chaput, the Business Oregon Regional Project Manager (RPM) for the CDBG program. We discussed the City's application and whether to apply for CDBG funds for the engineering phase of this effort.

I shared our prior discussions about the engineering, and that it was originally our intent to submit an application for construction only and to cover the engineering costs with the City's reserve funds. However, after this meeting I was persuaded that we would likely have a competitive application for engineering in the current round and that there will likely be enough funding available for our project.

CDBG grants are federally funded and are complicated to prepare. The application procedure manual alone is 116-pages long. Additionally, as part of the application process, we will need to advertise for and hold a public meeting.

My original inclination was to fund the engineering in house primarily to avoid having to submit two grant applications, one for engineering and another for construction. However, the RPM explained that the second application would encompass much of the same material as the first, so the amount of additional time required to prepare the second application would be minimal, and if we receive the engineering grant we would then have more of our reserve funding available for construction and may be in a better position to apply for follow-on construction funds. I believe it may be in our best interests to apply for the program for engineering and submit a second application for construction.

## **RECOMMENDATION**

Council should discuss whether to proceed with an application and motion accordingly.

**TO:** John Day City Council

**FROM:** Nicholas Green, City Manager

**DATE:** October 9, 2018

**SUBJECT:** Agenda Item #8: Safe Routes to Schools // U.S. 395S Sidewalk Extension Update Attachment(s)

- 2018 Safe Routes to School Infrastructure Application Signatures

## **BACKGROUND**

After the city voted to discontinue the U.S. 395S sidewalk project, ODOT Regional 5 staff met internally to discuss how they may be able to assist. The city and state have already invested significant resources into the project and much of the engineering is completed.

ODOT has chosen to apply for the new Safe Routes to Schools program. They have coordinated that application with me and Superintendent. They believe our application will be competitive and it is the top priority project for Region 5. SRS funding, if awarded, would be enough to complete the project in a single phase as opposed to the two-phase approach the city would have taken. This will result in a much lower project cost. It will also meet the city's required contribution under the FHA program and leave us with no further financial obligations for this project.

## **DISCUSSION**

ODOT has asked that the city sign the enclosed 2018 Safe Routes to School Infrastructure Application. By signing, the City agrees to maintain the infrastructure (sidewalks and stormwater system) as part of the city's infrastructure. I informed ODOT that the council would likely approve this request, but that I would have to present it to them for discussion. Note: prior to the time of construction, this area is expected to be annexed into the city limits.

## **RECOMMENDATION**

I recommend the council move to authorize the city manager to sign the application.

**TO:** John Day City Council

**FROM:** Nicholas Green, City Manager

**DATE:** October 9, 2018

**SUBJECT:** Agenda Item #9: Annexation & Land Use District Change Approach & Timeline Attachment(s)

- Notice of public hearing

## **BACKGROUND**

I have held several meetings with residents and property owners in our urban growth boundary (UGB) as part of the city's proposed annexation and land use district changes. Most of the affected property owners have consented to annexation, however, some will require additional analysis and discussion. To that end, I am proposing a two-phased approach. Phase one will annex those properties recently acquired by the city and will propose certain land use zoning changes discussed in prior council meetings and study sessions. Phase two will annex the more complex properties, the majority of which are privately owned.

## **DISCUSSION**

The phase one notices have been submitted for publication in the Blue Mountain Eagle and were sent to affected property owners. Notice was also provided to Grant County, as required by our UGB-management agreement (see notice attached).

Phase one includes four applications:

- AMD-18-01 – Kam Wah Chung and Gleason Park Rezoning as Park Reserve (PR)
- AMD-18-02 – Hill Family Park Rezoning as Park Reserve (PR)
- AMD-18-03 – Davis Creek Annexation and Rezoning as Park Reserve (PR)
- AMD-18-04 – Oregon Pine Annexation and Rezoning as General Commercial (GC)

The timeline for phase one (assuming no appeals are filed) is as follows:

23 October – Planning Commission hearing  
13 November – City Council adoption of new ordinances  
01 January 2019 – New changes take effect

If possible, we will submit the phase 2 applications for adoption at the November meeting as well. Phase 2 includes at least two applications:

- AMD-18-05 – Grant Union High School and South City Annexation and Rezoning as General Commercial (GC)
- AMD-18-06 – Lot line adjustment of the old city hall building with Oregon Trail Electric Cooperative and Rezoning as Park Reserve (PR)

## **RECOMMENDATION**

No action is needed from the council until the November meeting, where council will review the recommendations made by the John Day Planning Commission.

**TO:** John Day City Council

**FROM:** Nicholas Green, City Manager

**DATE:** October 9, 2018

**SUBJECT:** Agenda Item #10: Other Business and Upcoming Meetings  
Attachment(s)

- LOC Bulletins

**OTHER BUSINESS**

- Council study session for procedures manual – need to identify a date
- Urban renewal study session to evaluate incorporation of spec homes – need to identify a date to hold an Urban Renewal Agency meeting – this meeting could be held immediately before or after the procedures manual discussion
- Update on LOC Annual Conference from City Manager

**UPCOMING MEETINGS**

- RTP Grant Presentation – Oct. 16, Springfield, OR
- City Council Meeting – Oct. 23, John Day Fire Hall
- City Council Meeting – Nov. 13, John Day Fire Hall
- City Council Meeting – Dec. 11, John Day Fire Hall