

**John Day City Council
December 10, 2019
6:00 PM**

John Day Fire Hall, 316 S. Canyon Blvd., John Day

1. **OPEN AND NOTE ATTENDANCE**
2. **APPROVAL OF PRIOR MINUTES**
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.

CONSENT AGENDA

4. **CONSENT ITEMS**
Attachments:
 - Amendment No. 1 to Agreement No. 31244
 - Draft Purchase and Sale Agreement – Brazil/Morris lot

EXECUTIVE SESSION

5. **EXECUTIVE SESSION – ORS 192.660 (2)(f) TO CONSIDER INFORMATION OR RECORDS THAT ARE EXEMPT BY LAW FROM PUBLIC INSPECTION**
Attachments:
 - None

ACTION ITEMS

6. **PUBLIC HEARING ON RESOLUTION NO. 19-827-28, A RESOLUTION TO CHANGE BUDGET APPROPRIATIONS BY SUPPLEMENTAL BUDGET**
Attachments:
 - Resolution No. 19-827-28
 - Supplemental Budget Publication
 - Supplemental Budget Worksheet
7. **FY19 AUDIT REPORT**
Attachments:
 - FY19 Independent Auditor's Report and Financial Statements
 - Summary of Revenues and Expenses
8. **HEATHER ROOKSTOOL**
Attachments:
 - None
9. **PROJECT UPDATES**
Attachments:
 - None

10. GRANTS SUMMARY

Attachments:

- Grant Portfolio Summary

OTHER BUSINESS & UPCOMING MEETINGS

11. OTHER BUSINESS & UPCOMING MEETINGS

- December 16-17, Public Works Committee Source Selection (Treatment Plant)
- December 17, City Council Meeting, 7 P.M.
- December 17, John Day Urban Renewal Agency Meeting, 8 P.M. (following council meeting)

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: December 10, 2019

SUBJECT: Agenda Item #4: Items for Approval on Consent Agenda Attachment(s)

- Amendment No. 1 to Agreement No. 31244
- Draft Purchase and Sale Agreement – Brazil/Morris lot

BACKGROUND

Two items for approval on the consent agenda: (1) Agreement No. 31244 between the City and ODOT for the US 395 S. Project has been amended and requires council approval; (2) Draft Purchase and Sale Agreement for the Brazil/Morris lot is ready for council approval.

Item 1) Amendment No. 1 to Agreement No. 31244

This amendment reflects the updated project cost estimate of \$2,600,084, which includes MTEP funding limited to \$753,705.38 and Safe Routes to School and Sidewalk Improvement Program funding limited to \$1,640,114. City's funding ratio of 10.27% of MTEP funds (apx. \$75,000 in match) is unchanged from the original agreement. Amendment also inserts terms related to ADA-compliance.

City has contributed \$25,493.73 of the estimated \$75,000 in matching funds as of November 5, 2019. The balance of \$50,000 was originally to be funded by a small cities allotment (SCA) grant awarded in 2016. However, due to changes in the 2017 transportation bill, SCA funds can no longer be used for projects on state highways. As a result, City will be responsible for the full match from its Street Fund. ODOT redirected the \$50,000 SCA grant from 2016 toward the 4th Avenue repairs, so that project should be fully funded with grants, where it normally would require a 20% match from the City. As a result, the net cost of the combined projects is unchanged.

Recommended Action: Approve amendment as submitted.

Item 2) Brazil/Morris Purchase and Sale Agreement

The City contracted with Anderson Perry to do a Phase 1 environmental site assessment on the Brazil/Morris lot prior to acquisition. The ESA identified no hazards of concern and no significant findings.

Enclosed is the draft purchase and sale agreement for the City to purchase the lot for \$60,000. Agreement is subject to final review by the City attorneys, who are working with the title company to remove certain exceptions for purposes of issuing title insurance. Otherwise, the terms are expected to be as noted in the agreement and are consistent with our negotiations and prior council review of this property acquisition.

Recommended Action: Approve the City Manager to sign the Purchase and Sale Agreement and perform all other actions needed to acquire the property, subject to final review and approval by the city attorneys.

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: December 10, 2019

SUBJECT: Agenda Item #5: Executive Session – ORS 192.660(2)(f) To Consider Information or Records that are Exempt by Law from Public Inspection
Attachment(s)
• None

NOTICE

The John Day City Council will meet in executive session at 6:10 p.m. on December 10, 2019 at the John Day Fire Hall, 316 S. Canyon Blvd, John Day, Oregon 97845.

The executive session will be held pursuant to ORS 192.660(2)(f), which permits the council to meet in executive session to consider information or records that are exempt by law from public inspection.

Representatives of the news media and designated staff will be permitted to attend the executive session. All other persons will not be permitted to attend the executive session. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as announced. No decision will be made during the executive session.

RECOMMENDED MOTION

Following the mayor’s reading of the notice:

“I move to enter executive session pursuant to ORS 192.660(2)(f).”

Motion to leave executive session.

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: December 10, 2019

SUBJECT: Agenda Item #6: Public Hearing on Resolution No. 19-827-28, A Resolution to Change Budget Appropriations by Supplemental Budget Attachment(s)

- Resolution No. 19-827-28
- Supplemental Budget Publication
- Supplemental Budget Worksheet

BACKGROUND

This resolution amends the budget to accommodate the following changes:

- Increase Personnel Services to include City Planner position, decrease Contingency in the General and Community Development funds
- Appropriate estimated Business Oregon Water/Wastewater revenue for Sewer System Improvements in the Sewer fund
- Appropriate revenue from Grant County dedicated to the Fairgrounds Strategic Plan in the Community Development fund
- Increase Materials & Services to include the Fairgrounds Strategic Plan, decrease Contingency for City contribution in the Community Development fund.
- Appropriates funding from FEMA and the State of Oregon for 4th Street flood damage repairs in the Street fund.
- Appropriates funding from the State of Oregon for Main Street Improvements/Parking project in the Street fund.
- Appropriate land sale proceeds for infrastructure improvements related to the new hotel project in the Sewer fund.

RECOMMENDED MOTIONS

- (1) I move to open the public hearing on Resolution No. 19-827-28, A Resolution to Change Budget Appropriations by Supplemental Budget.

Mayor to ask for public comment.

- (2) “I move to close the public hearing on Resolution No. 19-827-28

[Council may choose to amend the budget following the public comments if warranted]

- (3) “I move to adopt Resolution No. 19-827-28 [as amended, if any]”

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: December 10, 2019

SUBJECT: Agenda Item #7: FY19 Audit Report
Attachment(s)

- FY19 Independent Auditor's Report and Financial Statements
- Summary of Revenues and Expenses

BACKGROUND

Robert Gaslin will present the FY19 audit report to the city council.

DISCUSSION

The auditor's opinion is enclosed in the audit report and finds the City's financial statements present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of John Day, Oregon, as of June 30, 2019, and the respective changes in financial position and where applicable, cash flows thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

FROM: Nicholas Green, City Manager

DATE: December 10, 2019

SUBJECT: Agenda Item #8: Heather Rookstool
Attachment(s)

- None

BACKGROUND

Heather Rookstool asked to be on the council's agenda to discuss closing main street to parking during events like the Trunk or Treat and the Timber Truckers light parade.

FROM: Nicholas Green, City Manager
DATE: December 10, 2019
SUBJECT: Agenda Item #9: Project Updates
Attachment(s)

- None

BACKGROUND

The City currently has 23 capital improvement projects and/or major programs underway. During this agenda item I will provide a progress update on each of these projects.

DISCUSSION

We are currently working on the categorized projects listed below, which will be discussed in the meeting.

Street, Sidewalk, Bridge and Trail Improvements

- 395 Sidewalk extension
- 4th Street repairs
- Charolais Heights intersection improvements
- Oregon Pine bridge improvements
- 2020 BUILD grant (7th Street Extension, Charolais Heights, 3rd Street Extension Bridge)

Innovation Gateway & Riverfront Recreation Projects

- Hotel site development
- Treatment plant
- Aquatics center
- Integrated Park System
- Greenhouse
- Community Pavilion
- Conference Center concept development
- Iron Triangle property acquisition

Downtown/Main Street Improvements

- Downtown parking improvements
- Len's Drug renovation

Housing

- Weaver building
- Phase 2 of Ironwood Estates
- Strawberry View Estates
- Riverside Home Park code enforcement and tenant improvements

Intergovernmental Projects

- Broadband expansions
- Oregon RAIN
- County Fairground project
- Kam Wah Chung heritage site

FROM: Nicholas Green, City Manager

DATE: December 10, 2019

SUBJECT: Agenda Item #10: Grants Summary
Attachment(s)

- Grant Portfolio Summary

BACKGROUND

The City has applied for and received 23 grants for \$12.5 million since 2016. Nine of these grants have been successfully completed and are now closed. The remaining 14 are active. An additional 10 grants are pending submission. This memo updates the council on the status of these grants.

COMPLETED GRANTS

The nine grants that are now closed out are listed at the top of the enclosed report. They include: the Oregon Pine Phase 1 environmental site assessment; Weaver Building purchase and hazardous substance abatement; treatment plant facility plan update and feasibility study; technical assistance grant to create the John Day housing incentive program/urban renewal agency; 911 grant to operate and relocate the 911 center; the Innovation Gateway trails (phase 1) project, and; the Business Oregon grant to create the City's community investment strategy, housing strategy and to host regional economic diversification summit.

These completed grants came to \$944,100 in total funding expended and on average took one year and four months (498 days) to manage from award notice to closeout. This period does not include the front-end application process, which varies by grant.

GRANTS AWARDED AND IN-PROGRESS

The 14 grants in the current portfolio relate to a variety of capital projects. They include:

- Innovation Gateway Area Plan (TGM grant – pending closeout)
- CEDS/REDS Plan (EDA grant – pending closeout)
- 395S Sidewalk Enhance Project (funded through MTEP and Safe Routes to Schools grants)
- April 2019 Flooding and Street Repairs (funded through ODOT and FEMA)
- Charolais Heights Intersection (SCA grant)
- 395S Sidewalk Enhance Project (MTEP grant)
- Wastewater Facility Engineering (CDBG grant)
- Len's Drug Revitalization (Oregon Main Street grant)
- Oregon Main Street Conference (Nonprofit agency grant, pending closeout)
- Integrated Park System (OPRD grant)
- Aquatic Center Planning and Feasibility Study (OPRD grant)
- USDA ReConnect (granted to OTC, City to provide match)

Four of these 14 grants are managed by or were awarded to external agencies, with the City contributing matching funds and project oversight. Grants in this category include: the TGM grant (ODOT managed); 395S Safe Routes to School grant (ODOT managed); and USDA ReConnect (OTC managed). The CDBG grant was awarded to the City but is managed by a contracted grant administrator.

PENDING GRANTS

The City has 10 potential grants pending. They are:

- 2019 USDA Community Connect Grant (\$3 million, broadband)
- Business Oregon Brownfield Redevelopment Grants (\$105,000, Innovation Gateway)
- Business Oregon Water/Wastewater Grant (\$750,000, treatment plant)
- USDA Wastewater Environmental Program (WEP) Grant (\$TBD, treatment plant)
- USDA Community Facilities Grant (\$TBD, community pavilion)
- Ford Family Foundation Grant (\$TBD, community pavilion)
- EDA Economic Recovery Grant (\$TBD, broadband and community development projects)
- CDBG Housing/Disaster Recovery Grant (\$TBD, housing improvements)
- OPRD Veterans & War Memorials Grant 2020 (\$TBD, battlefield cross/veterans memorial at Davis Creek park)
- 2020 BUILD grant (\$TBD, street improvements)

These grants will be submitted this fiscal year with award decisions next fiscal year. We will discuss these applications in detail during our meeting.

TO: John Day City Council
FROM: Nicholas Green, City Manager
DATE: December 10, 2019
SUBJECT: Agenda Item #11: Other Business and Upcoming Meetings
Attachment(s)

- None

OTHER BUSINESS

- None

UPCOMING MEETINGS

- December 16-17, Public Works Committee Source Selection (Treatment Plant)
- December 17, City Council Meeting, 7 P.M.
- December 17, John Day Urban Renewal Agency Meeting, 8 P.M. (following council meeting)