

John Day City Council
February 11, 2020
7:00 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:
 - Weaver Building Improvement Agreement
 - Oregon Pine Fencing Quotes

ACTION ITEMS

5. **WASTEWATER TREATMENT PLANT UPDATE**
Attachments:
 - Project Milestones
 - Flagline Professional Services Agreement
6. **OREGON VETERANS & WAR MEMORIALS GRANT 2020 UPDATE**
Attachments:
 - Rendering & Site Concepts
7. **2020 STREET IMPROVEMENT PROJECTS UPDATE**
Attachments:
 - 395S Sidewalk Pre-design Sketch
 - 4th Avenue RFP

OTHER BUSINESS & UPCOMING MEETINGS

8. **OTHER BUSINESS & UPCOMING MEETINGS**
 - February 25, City Council Meeting, 7 P.M. @ Fire Hall
 - April 24, LOC Spring Conference, Hermiston

EXECUTIVE SESSION

9. **EXECUTIVE SESSION – ORS 192.610(2)(e)**
Attachments:
 - None

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: February 11, 2020

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

- Weaver Building Improvement Agreement
- Oregon Pine Fencing Quotes

BACKGROUND

Consent agenda consists of the Weaver Building Improvement Agreement, as required by Section 7 of the City's Purchase and Sale Agreement signed in November 2019.

Item 1) Weaver Building Improvement Agreement

The Purchase and Sale Agreement with the Sheedy's contemplated a future development agreement to be signed by the City and Sheedy's with respect to the timeline and development milestones for the building renovation. This agreement incorporates those milestones and terms.

Item 2) Oregon Pine Fencing Quotes

Staff solicited four informal quotes for the fencing at Oregon Pine. This fence will run along the eastern boundary of the property, from Highway 26 to the area adjacent to the city shop. Vendors were asked to bid the length of chain link fence (labor+materials) and were given a notional design but with the flexibility to proposed improvements and additions. Quotes received were:

- 1) Timber Basin Contractors, LLC (Mt. Vernon, OR) = \$47,621.50
- 2) III Peaks Contracting, LLC (Mt. Vernon, OR) = \$47,848.72
- 3) Hueckman Contracting (Canyon City, OR) = \$49,699.00
- 4) All Aspects Fencing, LLC (Bend, OR) = \$39,815

Local quotes were competitively priced but the design proposed by Timber Basin had a unique approach that we felt would fit well with the post-industrial look of the property and would be more durable over time. Quotes also included gates. City is installing the fence at our expense. Adjacent property owners who have requested gate access to the future DR Johnson Drive will reimburse City for their gates (labor+materials).

RECOMMENDATION

Approve the consent agenda and authorize the City Manager to:

- 1) Sign the Sheedy building improvement agreement subject to final review and approval by the city attorney;
- 2) Sign and executive a professional services agreement with a not-to-exceed value of \$47,621.50 with Timber Basin Contractors, LLC for design of the Oregon Pine fence.

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: February 11, 2020

SUBJECT: Agenda Item #5: Wastewater Treatment Plant Update Attachment(s)

- 24 CFR Part 58 Notice & Map
- Project Milestones
- Budgetary Cost Estimate

BACKGROUND

Staff will update council on the status and revised project timelines for the new treatment plant environmental, engineering, construction and financing during this agenda topic. Updated environmental notices, project milestones and the budgetary cost estimate are enclosed.

ENVIRONMENTAL

The City sent the 24 CFR Part 58 notice on January 31 to the public agencies we are required to notify prior to beginning construction on the treatment plant. Notice was also published in the Blue Mountain Eagle. City staff will coordinate any responses with our environmental consultant (notice attached).

ENGINEERING

Anderson Perry engineers will attend council meeting on February 25 to review the preliminary engineering report for the facility design. An updated project schedule is attached. These timelines are subject to change (and likely will) due to internal review requirements by the federal funding agencies.

I recommend we bring on an additional engineering team, Flagline engineering with Kennedy Jenks as a subcontractor. This team will provide project oversight and peer-review for the system design, value engineering and recommendations on the permitting approach. Given the cost of the system and its importance to the community, we feel an additional team and third party perspective is justified. The Flagline/KJ team estimated approximately \$18K for their services, plus on-call at their hourly rates, as needed. A copy of their proposed professional services agreement is enclosed for council review.

FINANCING

Staff are completing the City's application to USDA Rural Development to finance the MBR procurement. The current budgetary cost estimate is attached. Estimated project cost in 2020 dollars is \$11.6M. Items highlighted in purple in the cost estimate are included in the scope of the MBR procurement and will be awarded as part of the Phase 1 project along with the additional CDBG grant funds for final design and construction.

City anticipates using the following funding sources for this project:

- USDA Rural Development: \$7.4M (loan/grant combo)
- Business Oregon Water/Wastewater: \$1.5M (loan/grant combo)

- Community Development Block Grant: \$2.5M (grant)
- City of John Day: \$188,500 (cash reserves)

SUMMARY

The project is still on schedule for construction in 2021. Final drawings and technical specs will be prepared in October of this year and we anticipate soliciting bids for construction by December 2020.

RECOMMENDED MOTION

“I move to approve the professional services agreement with Flagline engineering, subject to final review and approval by the city attorney and the federal funding agencies, as needed.”

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: February 11, 2020

SUBJECT: Agenda Item #6: Oregon Veterans & War Memorials Grant 2020 Update
Attachment(s)

- Rendering & Site Map

BACKGROUND

Council previously approved staff to apply for the 2020 Veterans & War Memorials grant. This is to provide an update on the concept, process and timeline.

SCOPE & FINANCIAL INFORMATION

Awards have ranged \$14,000-\$80,000 for this program. \$150,000 is available to award this year. City is requesting approximately \$51,000. A 20% match is required, of which half must be cash and half can be in-kind services. We are proposing \$6,500 in cash match for perimeter lighting and electrical services with the balance provided as in-kind excavation and site preparation by the public works department.

Anticipated cost for the artwork, clay sculpture, mold work and one life size plus bronze casting would be \$46,500.00. Cost for the life size Battle Cross is \$6,500.00 with shipping included. Vendor will discount this price by \$2,000, for a purchase price of \$4,500.

Vendor (Icon Bronze, LLC) guarantees the quality of the bronze and craftsmanship for life. Bronze castings are cast of Everdur silicon bronze. The composition of Everdur bronze is 95% copper and 4% silicon and 1% manganese. This type of bronze produces a much higher quality, more durable and longer lasting monument than imported bronze, which typically has 50% to 55% copper content. Because of the high quality bronze they will last for many generations.

Location will be at the NW section of Davis Creek Park, adjacent to the SE corner of the cemetery. There is power and a nice level area at this site with plenty of room for perimeter lighting and landscaping. Walker Macy is developing a site sketch/concept for the application.

TIMELINE

Application Deadline – February 13, 2020 (11:59pm)

Notification – May 1, 2020

Work can begin with signed agreements – June 1, 2020

Grant completion and final reporting deadline – April 30, 2022

Timeframe for new custom soldier statues is about 12 to 16 weeks from deposit. If awarded, all work will begin this summer and be concluded by fall.

TO: John Day City Council
FROM: Nicholas Green, City Manager
DATE: February 11, 2020
SUBJECT: Agenda Item #7: 2020 Street Improvement Projects Update
Attachment(s)

- 395S Sidewalk Pre-design Sketch
- 4th Avenue Repairs RFP

BACKGROUND

Staff are planning five solicitations for street improvement projects in 2020. They are:

- City Hall Parking
- Former Wright Chevrolet Parking
- 7th Street Sports Complex
- Charolais Heights Intersection Improvements
- 4th Avenue Repairs

In addition to these projects, staff are reviewing the pre-design sketches for the 395S Sidewalk Improvements project.

DISCUSSION

395S Sidewalk Improvements. The sketch for the 395S Sidewalk Project is enclosed for council review. A public meeting will be held this spring to review final designs. Timeline for this project is:

Design Acceptance Complete	5-1-20
Distribute Preliminary Plans	6-11-20
Distribute Advanced Plans	9-22-20
Bid Opening	3-11-21
Construction	2021

City Parking & City Street Improvements. Staff are preparing bid packets for the City Hall parking, former Wright Chevrolet parking, and 7th Street Sports Complex parking to be located at the west end of 7th Street, along with the Charolais Heights intersection improvements and 4th Street Repair. These five RFPs will go out later this month and bids will be due in mid-March. Council will review and approve bids during the March 24 city council meeting. Construction will begin this summer and proceed through fall.

RECOMMENDATION

Please review and come prepared to discuss the preliminary sketch. ODOT staff are adjusting the SCA agreement to allow for city engineers to complete the utility relocations.

The 4th Street Repair bid packet is nearly complete. Council should also come prepared to discuss how they would like to review these bids. My recommendation would be to have staff convene with the Public Works committee to review and score the proposals, then present a recommendation to the full council.

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: February 11, 2020

SUBJECT: Agenda Item #8 Other Business and Upcoming Meetings
Attachment(s)

- Budget calendar

OTHER BUSINESS

- The FY21 budget process began in January. The budget calendar is enclosed. First publication is scheduled for April 16 with the first budget committee meeting scheduled for April 30.
- The second city council meeting in March is scheduled during Spring Break for Grant School District 3 and I would like to discuss with the council whether the second meeting in March could be cancelled.

UPCOMING MEETINGS

- February 25, City Council Meeting, 7 P.M. @ Fire Hall
- March 10, City Council Meeting, 7 P.M. @ Fire Hall
- March 24, City Council Meeting TBD
- April 14, City Council Meeting, 7 P.M. @ Fire Hall
- April 24, LOC Spring Conference, Hermiston (City Manager presenting)
- April 28, City Council Meeting, 7 P.M. @ Fire Hall

TO: John Day City Council
FROM: Nicholas Green, City Manager
DATE: February 11, 2020
SUBJECT: Agenda Item #9 Executive Session – ORS 192.610(2)(e)
Attachment(s)

- None

NOTICE OF EXECUTIVE SESSION

The John Day City Council will meet in executive session at the conclusion of the regular session of the John Day City Council meeting.

The executive session will be held pursuant to ORS 192.660(2)(e), which permits the council to meet in executive session to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

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)(e).”