

John Day City Council
February 25, 2020
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:

- None

EXECUTIVE SESSION – 6:10 P.M.

5. **EXECUTIVE SESSION PURSUANT TO ORS 192.610(2)(e)**

Attachments:

- None

ACTION ITEMS – 7 P.M.

6. **HOPE 4 PAWS**

Attachments:

- Introductory Letter

7. **WASTEWATER TREATMENT PLANT UPDATE**

Attachments:

- USDA RD Funding Application
- Treatment Plant Schematics

8. **DOWNTOWN PARKING PLANS**

Attachments:

- Canton Street Parking Draft 1
- City Hall Parking Draft 2

OTHER BUSINESS & UPCOMING MEETINGS

9. **OTHER BUSINESS & UPCOMING MEETINGS**

- Upcoming ordinances and resolutions
- March 10, City Council Meeting, 7 P.M. @ Fire Hall
- March 24, NO COUNCIL MEETING
- April 14, City Council Meeting, 7 P.M. @ Fire Hall
- April 24, LOC Spring Conference, Hermiston (City Manager presenting)

TO: John Day City Council
FROM: Nicholas Green, City Manager
DATE: February 25, 2020
SUBJECT: Agenda Item #4: Items for Approval on Consent Agenda Attachment(s)

- None

BACKGROUND

There are no items for this meeting's consent agenda.

Item 1)

None.

Item 2)

None.

RECOMMENDATION

N/A

TO: John Day City Council
FROM: Nicholas Green, City Manager
DATE: February 25, 2020
SUBJECT: Agenda Item #5 Executive Session Pursuant to ORS 192.660(2)(e)
Attachment(s)

- None

NOTICE OF EXECUTIVE SESSION

The John Day City Council will meet in executive session at 6:10 P.M. at the John Day Fire Hall, 316 S. Canyon Boulevard in John Day.

The executive session will be held pursuant to ORS 192.660(2)(e), which permits the council to meet in executive session 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)."

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: February 25, 2020

SUBJECT: Agenda Item #6: Hope 4 Paws
Attachment(s)

- Introductory Letter

BACKGROUND

Mr. Chris Labhart requested to be placed on the agenda to present to the council the 2019 summary of activities undertaken Hope 4 Paws. He has provided the enclosed materials for the council to preview prior to his presentation.

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: February 25, 2020

SUBJECT: Agenda Item #7: Wastewater Treatment Plant Update
Attachment(s)

- USDA RD Funding Application
- Treatment Plant Schematics

BACKGROUND

The USDA Rural Development (RD) funding application is ready for submission. We are requesting \$7.4 million (grant-loan) from USDA to complete the design and construction of the treatment plant. This funding will be used in conjunction with \$2.3 million grant from the CDBG program (application pending) and \$1.5 million (grant-loan) from Business Oregon's Water Wastewater Program.

Anderson Perry engineers will be present to discuss next steps in the development process.

DISCUSSION

This section provides a brief update on the status of the treatment plant.

Financing. Staff and the city engineers are completing the funding applications for the balance of the treatment plant construction cost. The USDA application as the largest federal funding agency will take priority as their requirements will govern the overall construction approach, so we are submitting that application first. The Water/Wastewater application will be submitted second and the CDBG grant funding will be submitted last.

Cultural/Environmental. The State Historic Preservation Office (SHPO) required an archeological survey of the area proposed for the new facility and the service connection from the old facility to the new (ground disturbance area). Blue Mountain Consulting – Archeology & Public History, LLC (La Grande, OR) performed the field survey on February 22. Their report will be included with the USDA RD funding application. Ducote Consulting, LLC (La Grande, OR) is completing the required environmental report for the application.

Engineering & Design. USDA RD must review and approve the City's request for proposals and determine the City's eligibility for USDA financing before the City can make an award for the membrane bioreactor package treatment plant. Their informal review has started. Formal review will proceed at the national office upon submission of our funding application. The national office will then make a determination of eligibility and request additional information on the project. The proposed project schedule included in the application is notional and will be adjusted based on the time it takes to receive project approval from USDA. Included in the application is AP's 215-page Preliminary Engineering Report (PER), required by the USDA to complete the application.

DEQ Permit. George Chadwick completed an update to the City's groundwater monitoring data. His technical report is based on 14 test wells the City dug last year and updates a 2018 report issued by Mr. Chadwick. Anderson Perry submitted these documents to DEQ staff (Pat Heins) on February 12 and DEQ is currently reviewing the report. This document was requested by DEQ prior to approving the City to

apply for an underground injection control (UIC) disposal method under a new Water Pollution Control Facilities (WPCF permit).

The archaeological survey, environmental report, PER and groundwater technical memo will be finalized prior to submission of the USDA RD funding application.

RECOMMENDED MOTION

“I move to authorize the City Manager and Mayor Lundbom to submit the USDA Rural Development funding application as presented, and to sign all future documents related to this application on behalf of the City.”

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: February 25, 2020

SUBJECT: Agenda Item #8: Downtown Parking Plans
Attachment(s)

- Canton Street Parking Draft 1
- City Hall Parking Draft 2

BACKGROUND

Draft designs for the Canton Street parking lot and City Hall parking lot are enclosed for council review and approval. These designs will be submitted as part of a request for quotes (RFQ) later this year and will be included in the scope of the EDA grant application.

DISCUSSION

Joe Hitz from Sisul Engineering has updated the Canon Street and City Hall parking lot plans.

Canton Street. The Canton Street parking lot has 16 total parking spaces with 13 standard spaces measuring at least 11'x22' (spaces 1-13), one of which is ADA-accessible (space 4), and three over size pull thru spaces for trailers, which measure 11'x51' (spaces 14-16). This design includes restrooms in the northwest corner by East Main Street and a landscaped infiltration area for stormwater management in the southwest corner. A new fence will be installed along the western and southern property lines.

City Hall. The City Hall parking lot has 18 total parking spaces with 16 standard spaces measuring at least 11'x22' (spaces 1-18), one of which is ADA-accessible (space 18), and two over size pull thru spaces for trailers, which measure 11'x80' (spaces 19-20). Spaces 13-17 will be reserved for city staff and customers of city hall. This design includes restrooms, which would require a lot line adjustment with the Haney's to gain an additional 10 feet. We are proposing to build a new rock retaining wall and new fencing along the shared property line in exchange for a no-cost lot line adjustment for the additional parking and restroom facilities along the southern portion of the lot. This would allow for a small seating area and dog park to be installed for visitors who use this location as a rest stop.

RECOMMENDATION

Review and approve (or amend) the enclosed plans. Staff will then finalize the cost estimates for the grant application, which will be submitted next month.

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: February 25, 2020

SUBJECT: Agenda Item #9 Other Business and Upcoming Meetings
Attachment(s)

- None

OTHER BUSINESS

- Upcoming ordinances and resolutions
 - Resolution 20-830-03, A Resolution to Authorize Expenditures of the OPRD Integrated Park System Grant – review and adopt March 10
 - Ordinance to implement a Transient Lodging Tax for the City of John Day – working groups April, review May 12, adopt May 26

UPCOMING MEETINGS

- March 10, City Council Meeting, 7 P.M. @ Fire Hall
- March 24, NO COUNCIL MEETING
- 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