

**John Day Urban Renewal Agency Meeting (6:00 PM)  
&  
John Day City Council Meeting**

**Study Session (6:15 PM)  
Council Meeting (7:00 PM)  
Executive Session (8:00 PM – following regular session)**

**Tuesday, October 26, 2021  
316 S. Canyon Boulevard**

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**URBAN RENEWAL AGENDA (6:00 PM)**

1. **OPEN AND NOTE ATTENDANCE**
2. **APPROVAL OF PRIOR MINUTES**
3. **APPEARANCE OF INTERESTED CITIZENS** – At this time we will welcome the public and ask if there is anything they would like to add to tonight’s agenda.
4. **2020 URA INCENTIVE REBATES**  
Attachments:
  - 2021 CPR for URA Participants

**CITY COUNCIL STUDY SESSION AGENDA (6:15 PM)**

5. **STUDY SESSION AGENDA ITEMS**  
Attachments:
  - New City Org Chart
  - CDD/Dep. City Manager Job Description
  - JDCC Parks & Recreation District Intergovernmental Agreement (Draft)

**COUNCIL ACTION ITEMS (7:00 PM)**

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

3. **APPEARANCE OF INTERESTED CITIZENS** – At this time we will welcome the public and ask if there is anything they would like to add to tonight’s agenda.
  
4. **CONSENT AGENDA**  
Attachments:
  - L22005 John Day SW 4<sup>th</sup> Ave. Repair Contract
  
5. **TRICITIES CONSORITUM**  
Attachments:
  - Memorandum of Understanding - Consortium for Public Improvement Projects
  - Cities of John Day, Burns, and Lakeview Grant No. HA-23-172 Agreement for 3D Rural Housing for Regional Equity in Recovery
  - Professional Services Agreement – Seder Architecture + Urban Design LLC
  
6. **ORDINANCE NO. 21-199-10, AN ORDINANCE EXTENDING THE SOLID WASTE MANAGEMENT AND RECYCLING SERVICE FRANCHISE GRANTED TO CLARK’S DISPOSAL, INC. PURSUANT TO CITY OF JOHN DAY ORDINANCE NO. 11-149-02; AND DECLARING AN EMERGENCY.**  
Attachments:
  - Ordinance No. 21-199-10
  
7. **PUBLIC SAFETY / ROAD FUND EXCHANGE AGREEMENT**  
Attachments:
  - Agreement
  
8. **PROJECT UPDATES**  
Attachments:
  - None
  
9. **OTHER BUSINESS & UPCOMING MEETINGS**  
Attachments:
  - November 9, Planning Commission Hearing – Fire Hall, 6:00 PM
  - November 9, City Council Meeting & Public Hearing – Fire Hall, 7:00 PM
  - December 14, City Council Meeting (Annual Audit Report) – Fire Hall, 7:00 PM
  - January 11, City Council Meeting – Fire Hall, 7:00 PM
  - January 25, City Council Meeting (State of the City Address) – Fire Hall, 7:00 PM
  
10. **EXECUTIVE SESSION -- ORS 192.660(2)(e) - TO CONDUCT DELIBERATIONS WITH PERSONS DESIGNATED BY THE GOVERNING BODY TO NEGOTIATE REAL PROPERTY TRANSACTIONS.**  
Attachments:
  - Notice of Executive Session

**TO:** John Day Urban Renewal Agency

**FROM:** Nicholas Green, Managing Director

**DATE:** October 26, 2021

**SUBJECT:** Agenda Item #4: 2020 URA Incentive Payments

- 2021 CPR for URA Participants

**BACKGROUND**

The exception values for the 2020 URA incentive program participants are enclosed. As outlined in the Agency’s Standard Operating Procedures ([URA Resolution No. 2020-05](#)), Section 3.2, the Agency Board must authorize all rebate payments under both Incentive Programs and payments of SDCs in excess of \$25,000.

**DISCUSSION**

Payments for 2020 participants total \$22,181.53, as shown in the “2021 Rebate” column of Table 1. The five participating properties were all in the new home incentive program category, eligible for seven percent of the change in assessed value (exception value) created by their housing developments. Collectively, these properties have increased John Day’s assessed value by \$662,031.00 since construction began in 2020. The Young property is still under construction and the Knowles final dwelling unit is also under construction – these properties will be reflected in the 2021 URA program.

*Table 1. 2020 URA Incentive Program Participants*

<b>OWNER(S)</b>	<b>ADDRESS</b>	<b>2020 EXCEPTION</b>	<b>2020 REBATE</b>	<b>2021 EXCEPTION</b>	<b>2021 REBATE</b>	<b>% COMPLETE</b>
JACK YOUNG	102 NE 7th Street			\$26,691	\$1,868.37	5%
DOUG & BECKY SHARP	859 NW Bridge St	\$27,259	\$1,908.13	\$88,706	\$6,209.42	100%
JIM & SANDY BAY	767 E Main Street	\$115,626	\$8,093.82	\$74,479	\$5,213.53	100%
TERRY & ELIZABETH DAVISON	444 SW 4th Ave	\$107,577	\$7,530.39	\$71,832	\$5,028.24	100%
SALLY KNOWLES	603 NW Canton St. #1A/1B (220 NW River Rock Ln A/B)	\$94,690	\$6,628.30	\$55,171	\$3,861.97	100%
<b>TOTAL</b>		\$345,152	\$24,160.64	\$316,879	\$22,181.53	

**RECOMMENDED MOTION**

“I move to approve the 2021 URA incentive rebates as presented in Table 1.”

**TO:** John Day City Council

**FROM:** Nicholas Green, City Manager

**DATE:** October 26, 2021

**SUBJECT:** Agenda Item #5: Study Session Agenda Items  
Attachment(s)

- New City Org Chart
- CDD/Dep City Manager Job Description

## **BACKGROUND**

Enclosed for this study session is my proposed reorganization of city departments, along with a draft job description for a new Community Development Director/Deputy City Manager position and a draft intergovernmental agreement with the JDCCC parks and recreation district for management of the aquatics center.

## **DISCUSSION – CITY DEPARTMENT REORGANIZATION**

Section 22 of the City Charter defines the roles and function of the City Manager, and states that the manager shall:

- (a) Attend all council meetings unless excused by the council or mayor;
- (b) Keep the council advised of the affairs and needs of the city;
- (c) See that the provisions of all ordinances are administered to the satisfaction of the council;
- (d) See that all terms of franchises, leases, contracts, permits and privileges granted by the city are fulfilled;
- (e) Hire, discipline and remove appointive personnel, except appointees of the mayor or council;
- (f) Supervise and control the personnel in their service to the city;
- (g) Organize and reorganize the departmental structure of the city government; (h) Prepare and transmit to the council an annual city budget;
- (i) Supervise city contracts;
- (j) Supervise operation of all city-owned public utilities and property; and
- (k) Perform other duties as the council prescribes consistently with this charter.

The number and value of contracts the city manager oversees has grown exponentially over the last five years. I currently administer 25 active grants with \$20.2 million in grant funds under management. These funds are primarily dispersed to contractors for professional services and construction of capital projects approved by the city council. I have applied for an additional \$22.2 million in grants under five applications that have been submitted, with \$1.8 million of these funds pending award by the EDA for the community broadband/CyberMill project.

The grants and loans for capital projects like the wastewater treatment plant have also increased the complexity of the city's budget and other administrative responsibilities of the city manager as outlined in our charter, particularly the audit functions. Beginning in FY23 we will be subject to single scope federal audits for all of our federal funding. These single scope audits are a statutory requirement of the grant programs and will likely remain in place for at least the next four to five years due to the amount of federal funding received by the City.

At the same time, declining population and insufficient general fund revenue to sustain the police department have resulted in the council's decision to suspend operations of the police department.

For these reasons, I believe it is now necessary to reorganize the City's departmental structure. I am proposing a four department structure, with a director and a deputy or senior employee formally designated in each department, as follows:

- Administrative Department – City Manager (Lead); Office Manager (Dep)
- Community Development Department – Comm. Dev. Director (Lead/Dep City Mgr); Sr. Planner (Dep)
- Public Works Department – Public Works Director (Lead); Foreman (Dep)
- Public Safety Department – Fire Chief (Lead); Sr. Code Enforcement Officer (Dep)

The proposed departmental structure is leaner and simpler than the administration I inherited in 2016, which had 24 full time employees in five departments: Administration; Public Works; Police; Fire; and 9-1-1/Emergency Communications. It also recognizes the strategic shift in our community's needs and priorities toward economic growth and recovery.

The **Administrative Department** will consist of the City Manager, and an Office Manager (Chantal DesJarin) who will oversee the Senior Accounts Clerk (backfill position for Chantal) and our Receptionist/Secretary (Lindy); along with contract administrative services, like our City Recorder (Anna Bass, Solutions CPAs). The administrative department will oversee the General Fund (Fund 01) and IT Fund (Fund 07) and will have primary budget responsibility for all other funds under the direction of the City Manager, as prescribed in the charter.

The **Community Development Department** will consist of the Community Development Director (new hire) and a senior planner (currently vacant) who will oversee planning and community development functions, including contract planning staff. These programs include: all planning department functions; Ford GRO & Oregon RAIN entrepreneurship programs; Main Street Revitalization and Certified Location Government programs; tourism and recreation programs; overseeing the greenhouse cooperative, and; community event planning and special event permits. The Community Development Department will be responsible for administering the Community Development Fund (Fund 10) and the Urban Renewal Agency fund (Fund 34) within the city's budget. These funds will include new departments for the aquatics center and Kam Wah Chung interpretive center capital improvements as well as administration of the city's transient lodging taxes in the supplemental budget I present on November 9th. The Community Development Director will also bear dual responsibility as the Deputy City Manager and will act as the City Manager in the manager's absence.

The **Public Works Department** will consist of the Public Works Director (Monte Legg) and a Foreman (Casey Myers) who will oversee the city's public works staff. Public Works will be responsible for the following funds: Water (Fund 02); Sewer (Fund 03, including reclaimed water); Joint Sewer (Fund 04); Streets (Fund 06, including integrated parks system department), and; Motor Pool (Fund 26).

The **Public Safety Department** will consist of the Fire Chief (Don Gabbard) and a Sr. Code Enforcement Officer (Scott Moore), plus the volunteer firefighters and reserves (currently 12). The Public Safety Department will be responsible for the Fire Department within the General Fund as well as all code enforcement proceedings in coordination with the municipal court (currently contracted to the Grant County Justice of the Peace). The Public Safety Department will also oversee and be responsible for emergency management coordination with other county, state and federal offices; liaison services for law enforcement activities provided by the Grant County Sheriff's Office and OSP; organizing and managing the City's safety committee for OSHA compliance; and ensuring facility maintenance and operations for city hall, the fire hall, the greenhouse and other city-owned buildings.

## **DISCUSSION – JDCC INTERGOVERNMENTAL AGREEMENT**

We need to discuss a separate study session to review proposed terms for a JDCC Parks & Rec Intergovernmental Agreement with the city related to the management of the city parks and new aquatics center. I will provide additional details to the council during this study session topic.

**TO:** John Day City Council  
**FROM:** Nicholas Green, City Manager  
**DATE:** October 12, 2021  
**SUBJECT:** Agenda Item #4: Consent Agenda Items  
Attachment(s)

- L22005 John Day SW 4<sup>th</sup> Ave. Repair Contract

**BACKGROUND**

The grant agreement from Business Oregon for \$439,970 to assist with the matching funds requirement on the SW 4<sup>th</sup> Avenue Repair project is enclosed for council approval.

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**Item 1) L22005 John Day SW 4<sup>th</sup> Ave. Repair Contract**

This is a standard grant agreement with Business Oregon. Grant proceeds will be disbursed on an expense reimbursement or costs-incurred basis as we complete the project. Project is slated for construction next spring, with instream work occurring in July and August.

**Recommendation:** Authorize Mayor Lundbom to sign the contract on behalf of the city.

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**Item 2) N/A**

None

**Recommendation:** N/A

**TO:** John Day City Council

**FROM:** Nicholas Green, City Manager

**DATE:** October 26, 2021

**SUBJECT:** Agenda Item #5: Tricities Consortium  
Attachment(s)

- Memorandum of Understanding - Consortium for Public Improvement Projects
- Cities of John Day, Burns, and Lakeview Grant No. HA-23-172 Agreement for 3D Rural Housing for Regional Equity in Recovery
- Professional Services Agreement – Seder Architecture + Urban Design LLC

## **BACKGROUND**

Our attorneys, who also represent Burns and Lakeview, have prepared the enclosed MOU for discussion about a potential tricities consortium to team with other similarly sized cities in our region on capital improvement projects.

Burns, Lakeview and John Day jointly applied for the DLCD 3D Home Printing technical assistance grant, which has now been awarded (grant agreement enclosed). This is an example of a regional need (housing) that can be tackled by three cities working together more efficiently and effectively than by any city working alone. Other examples of regional initiatives include middle-mile broadband, agriculture (i.e. beef processing) and distributed manufacturing, as well as recreation and tourism.

The proposed MOU is the first step in forming a partnership agreement with Burns and Lakeview that could be expanded in the future to include other cities.

## **DISCUSSION**

We will present additional context during the council meeting. The city managers from Burns (Daniel Brown) and Lakeview (Michele Parry), as well as the Lakeview city council, will participate in the meeting. The Burns city council is convening on Wednesday to review the same material, and the city managers will attend virtually.

As outlined in the MOU, the city managers are asking our councils to do two things: (1) adopt or approve the MOU and (2) appoint one member to serve on the steering committee to help plan the tricities consortium.

We believe this approach will allow us focus our efforts on regional revitalization by empowering us to hunt as a pack. We can achieve greater economies of scale and increased economic gains for our member cities by pooling our resources and public assets across multiple jurisdictions. This approach will also allow us to facilitate regional public private partnerships and joint ventures for initiatives such as housing, while also providing a framework for managing complex community development and capital improvement projects through a single government agency.

Ultimately, we believe this construct will allow us to provide asset management services that pool human capital, property, plant and equipment (PP&E), and financing across multiple jurisdictions so that we can compete economically, without giving up our political autonomy.



The 3D housing initiative is the first test case for this program. Enclosed is the professional services agreement with Seder Architecture to begin the design, as well as the grant agreement for approval by the city council.

### **RECOMMENDED MOTIONS**

- (1) “I move to approve the Consortium for Public Improvement Projects MOU and authorize Mayor Lundbom to sign the MOU on behalf of the city.”
- (2) “I move to appoint councilor \_\_\_\_\_ to the planning committee for the tricity consortium.”
- (3) “I move to approve 2021-2023 HB 2001 & HB 2003 Planning Assistance Grant No. HA-23-172 and authorize Mayor Lundbom to sign the agreement on behalf of the city.”
- (4) “I move to approve the Professional Services Agreement with Seder Architecture + Urban Design LLC for a not to exceed price of \$60,000 and authorize the city manager to sign the agreement on behalf of the city.”

**TO:** John Day City Council

**FROM:** Nicholas Green, City Manager

**DATE:** October 26, 2021

**SUBJECT:** Agenda Item #6: Ordinance No. 21-199-10, An Ordinance Extending The Solid Waste Management And Recycling Service Franchise Granted To Clark's Disposal, Inc. Pursuant To City Of John Day Ordinance No. 11-149-02; And Declaring An Emergency. Attachment(s)

- Ordinance No. 21-199-10

## **BACKGROUND**

Ordinance No. 21-199-10, Clarks' Franchise Agreement, has been reviewed by both parties and is ready for approval.

## **DISCUSSION**

The fee structure has been adjusted as recommended by council at our last meeting. I am recommending this pass as an emergency ordinance so that it will take immediate effect since the current franchise agreement is expired.

## **RECOMMENDED MOTION**

"I move to approve Ordinance No. 21-199-10, An Ordinance Extending The Solid Waste Management And Recycling Service Franchise Granted To Clark's Disposal, Inc. Pursuant To City Of John Day Ordinance No. 11-149-02; And Declaring An Emergency."

**TO:** John Day City Council

**FROM:** Nicholas Green, City Manager

**DATE:** October 26, 2021

**SUBJECT:** Agenda Item #7: Public Safety / Road Fund Exchange Agreement  
Attachment(s)

- Agreement

## **BACKGROUND**

I asked our legal counsel to prepare an agreement for ratification by the city council and the county court related to our proposed public safety / road fund exchange, as presented and discussed at our last city council meeting.

## **DISCUSSION**

The agreement is in development and will be posted to the city website prior to the council meeting.

**TO:** John Day City Council  
**FROM:** Nicholas Green, City Manager  
**DATE:** October 26, 2021  
**SUBJECT:** Agenda Item #8: Project Updates  
Attachment(s)

- None

**BACKGROUND**

I will provide council with an update on current city projects during this agenda item.

**TO:** John Day City Council

**FROM:** Nicholas Green, City Manager

**DATE:** October 26, 2021

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

- None

#### **OTHER BUSINESS**

- Ford Family Foundation Survey

## **Welcome to Oregon Voices**

We would like to invite you — our friends and partners — to participate in this first-of-its-kind effort to learn about the experiences of Oregonians across the state, especially in rural communities. *Para leer esta información en español, [haga clic aquí.](#)*

The Oregon Voices survey project began this summer when we invited 18,000 randomly selected households across Oregon to complete the survey. **We are now reaching out to friends and partners of The Ford Family Foundation, encouraging you to participate and to invite others to do the same.**

The Ford Family Foundation is leading Oregon Voices in partnership with Portland State University and ECONorthwest. We want to engage residents from every corner of our state to learn more about the lives of all Oregonians. Results will be used to spark statewide conversations about policies and programs that could affect you, your family and your community. Please help ensure your community is represented in Oregon Voices.

The online survey is available in both English and Spanish. It is entirely voluntary and confidential. It takes about 10 to 15 minutes to complete.

[Click here to take the survey at OregonVoicesEngage.org](https://OregonVoicesEngage.org)

Anyone who may have difficulty with an online survey can request a paper copy or arrange to complete it by phone. Simply email us at [oregonvoices@tfff.org](mailto:oregonvoices@tfff.org) or call us at **1 (800) 367-1350**.

**We hope you or someone in your household will take the survey *and* consider sharing this opportunity with others in your community whose voices we may not usually hear.** If you have already completed the Oregon Voices survey, we are grateful for your participation and hope you will help us spread the word.

For resources to help share the Oregon Voices survey with others, [click here](#).

The Ford Family Foundation values your feedback and partnership. Thank you for your help. We look forward to sharing the Oregon Voices survey results with you in early 2022.

Sincerely,

A handwritten signature in black ink, appearing to read "ACKIL".

Anne Kubisch  
President  
The Ford Family Foundation

#### **UPCOMING MEETINGS**

- November 9, Planning Commission Hearing – Fire Hall, 6:00 PM
- November 9, City Council Meeting & Public Hearing – Fire Hall, 7:00 PM
- December 14, City Council Meeting (Annual Audit Report) – Fire Hall, 7:00 PM
- January 11, City Council Meeting – Fire Hall, 7:00 PM
- January 25, City Council Meeting (State of the City Address) – Fire Hall, 7:00 PM

**TO:** John Day City Council

**FROM:** Nicholas Green, City Manager

**DATE:** October 26, 2021

**SUBJECT:** Agenda Item #10: EXECUTIVE SESSION -- ORS 192.660(2)(E) - TO CONDUCT DELIBERATIONS WITH PERSONS DESIGNATED BY THE GOVERNING BODY TO NEGOTIATE REAL PROPERTY TRANSACTIONS.

Attachment(s)

- Notice of Executive Session

#### **NOTICE OF EXECUTIVE SESSION**

The John Day City Council will meet in executive session at 8:00 p.m. (or upon conclusion of the city council meeting, whichever comes later) on October 26, 2021 at the John Day Fire Hall, 316 S. Canyon Blvd, John Day, Oregon 97845. This 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.