

**John Day City Council Meeting
Tuesday, February 22, 2022
316 S. Canyon Boulevard**

**6:00 PM Joint City Council/Parks & Rec. District Board Meeting
7:00 PM City Council Meeting**

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1. **OPEN AND NOTE ATTENDANCE**
2. **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.

ACTION ITEMS – JOINT MEETING (6 P.M.)

3. **POOL FACILITY UPDATE AND PRESENTATION**
Attachments:
 - Schedule of Services
4. **RESOLUTION 02-2022 – A RESOLUTION OF JOHN DAY/CANYON CITY PARKS AND RECREATION DISTRICT CALLING A MEASURE ELECTION TO SUBMIT TO DISTRICT’S ELECTORS THE QUESTION OF AUTHORIZING NO MORE THAN \$4,000,000.00 OF GENERAL OBLIGATION BONDS TO FINANCE CAPITAL COSTS FOR A POOL FACILITY; DECLARING DISTRICT’S INTENT TO REIMBURSE ITSELF WITH BOND PROCEEDS FOR QUALIFYING POOL FACILITY RELATED EXPENDITURES; AUTHORIZING ACCEPTANCE OF A DEPARTMENT OF ADMINISTRATIVE SERVICES GRANT FOR \$2,000,000.00; AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE DISTRICT AND CITY OF JOHN DAY; APPROVING APPLICATION FOR ADDITIONAL GRANT FUNDS; AND RELATED MATTERS.**
Attachments:
 - Resolution No. 02-2022
 - JDCC Parks & Recreation District Map
5. **RESOLUTION NO. 22-881-02, A RESOLUTION OF THE CITY OF JOHN DAY AUTHORIZING ACCEPTANCE OF A DEPARTMENT OF ADMINISTRATIVE SERVICES GRANT FOR \$2,000,000.00; AUTHORIZING AN**

INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY AND THE JOHN DAY/CANYON CITY PARKS AND RECREATION DISTRICT; APPROVING APPLICATION FOR ADDITIONAL GRANT FUNDS; AND RELATED MATTERS.

Attachments:

- Resolution No. 22-881-02

ACTION ITEMS – COUNCIL MEETING (7 P.M.)

6. APPROVAL OF PRIOR MINUTES

Attachments:

- Minutes

7. JOHN DAY CITY MANAGER RECRUITMENT

Attachments:

- City Manager Hiring Procedures
- Appendix A. City Manager Job Profile
- City Manager Job Description

8. DOWNTOWN REVITALIZATION, RECREATION & TOURISM UPDATES

Attachments:

- Main Street Survey Results
- Oregon Main Street Revitalization Grant 2022
- Field's Tree Service Proposal

9. WASTEWATER TREATMENT PLANT UPDATE AND BOND COUNSEL AUTHORIZATION

Attachments:

- Project Schedule
- Project Budget
- Engagement Letter – Hawkins Delafield & Wood

DISCUSSION ITEMS & OTHER BUSINESS

10. R3 STRATEGIES HOUSING AND PUBLIC IMPROVEMENT CONSORTIUM

Attachments:

- R3 White Paper
- Appendix B. Capital Equipment
- Appendix C. Infrastructure Investment Portfolio
- R3 Ordinance (ORS 190 Entity)
- IGA – Public Improvement Consortium

11. OTHER BUSINESS & UPCOMING MEETINGS

Attachments:

- None

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: February 22, 2022

SUBJECT: Agenda Item #3: Pool Facility Update and Presentation
Attachments:

- Schedule of Services

BACKGROUND

The Opsis Architecture team hired to design the pool facility will provide a presentation on the current status of the pool design and anticipated project schedule.

DISCUSSION

The Schedule of Services from our agreement with Opsis is attached. We are currently in the “Construction Documents” phase, which will continue to June 24, 2022.

Our intent is to continue refining the plan and construction documents up until that date. However, they will present their preliminary plans and are working with the goal of having 70% design drawings available prior to the May ballot so that voters within the Parks & Recreation District boundaries will know what they voting on.

At this point, we will be showing DRAFT designs that will likely be adjusted as we refine the project budget and pricing. We are in a unique time with procurement and pricing, and we will likely need to value engineer portions of the project depending on the final bid price.

Value engineering (also called value analysis) is a systematic, organized approach to providing necessary functions in a project at the lowest cost. Value engineering allows for the substitution of materials and methods with less expensive alternatives, without sacrificing functionality.

Our goal is to provide as much information as possible to our voters ahead of the ballot, but we are still about three months out and Opsis is only about 30 days into this design. Please recognize that the information they present is our best estimate at this stage of the design process – prior to receiving hard bids on the project.

NEXT STEPS

Opsis will continue to refine the project budget and design up to the week the ballots are mailed and we will do our best to provide a summary of the proposed design at that point.

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: February 22, 2022

SUBJECT: Agenda Item #4: Resolution 02-2022 – A Resolution of John Day/Canyon City Parks and Recreation District Calling a Measure Election to Submit to District’s Electors the Question of Authorizing no more than \$4,000,000.00 of General Obligation Bonds to Finance Capital Costs for a Pool Facility; Declaring District’s Intent to Reimburse Itself with Bond Proceeds for Qualifying Pool Facility Related Expenditures; Authorizing Acceptance of a Department Of Administrative Services Grant for \$2,000,000.00; Authorizing an Intergovernmental Agreement between the District and City of John Day; Approving Application for Additional Grant Funds; And Related Matters.

Attachments:

- Resolution 02-2022
- JDCC Parks & Recreation District Map

BACKGROUND

Resolution 02-2022 approves and authorizes the Parks and Recreation District board of directors to submit the question of the pool facility financing to the voters within their boundaries. It also authorizes the board to be co-listed as a grant recipient for \$2 million in state lottery bond funds to build the pool, approves the intergovernmental agreement between City and District, and authorizes District Chair and Budget Officer to seek additional funds and act as the board’s agents on the above matters.

RECOMMENDATION

Parks and Recreation District Board motion to approve Resolution 02-2022.

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: February 22, 2022

SUBJECT: Agenda Item #5: Resolution 22-881-02 – A Resolution of the City of John Day Authorizing Acceptance of a Department of Administrative Services Grant for \$2,000,000.00; Authorizing an Intergovernmental Agreement between the City and the John Day/Canyon City Parks and Recreation District; Approving Application for Additional Grant Funds; and Related Matters.

Attachments:

- Resolution 22-881-02

BACKGROUND

Resolution 22-881-02 approves and authorizes the city council to accept the Department of Administrative Services grant agreement for \$2 million in state lottery bond funds to build the pool, approves the intergovernmental agreement between City and District, and authorizes the City Manager to seek additional grant funds and pursue interim financing for the pool facility until the Lottery Bond Grant Agreement funds are available in 2023.

RECOMMENDATION

Council motion to approve Resolution 22-881-02.

TO: John Day City Council
FROM: Nicholas Green, City Manager
DATE: February 22, 2022
SUBJECT: Agenda Item #6: Approval of Prior Meeting Minutes
Attachments:

- Minutes

BACKGROUND

Minutes of our prior council meetings are attached for council review and approval.

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: February 22, 2022

SUBJECT: Agenda Item #7: John Day City Manager Recruitment
 Attachments:

- City Manager Hiring Procedures
- Appendix A. City Manager Job Profile
- City Manager Job Description

BACKGROUND

Council will review and approve procedures for recruiting and hiring the next city manager during this agenda item. Jeremy Green, our senior legal counsel with Bryant, Lovlien & Jarvis, will discuss these matters with the council.

DISCUSSION

Council will need to select dates for the city manager recruitment. Upcoming regular council sessions will be held on the following evenings:

- April 12
- April 26
- May 10
- May 24
- June 14

Based on this schedule, I recommend the following dates and timeline for the city manager recruitment. This would allow 45 days for applicants to submit, three weeks for interviews and notifications, two weeks for contract negotiation, and up to 5 weeks for the new city manager to transition and begin work no later than July 1st.

Date	Action	Timeline
Feb 23-March 1	Recruiting Process Commences / Post Announcement	7 days
April 15	Application Deadline	45 days
April 22	Applicant Review Completed	7 days
April 25-29	Begin Sending Rejection Letters/Scheduling Interviews	7 days
May 2-6	Interviews for Finalists	7 days
NLT May 10	Select Preferred Finalist(s) / Follow-on Interview	4 days
May 11-24	Negotiate and Approve City Manager Contract	2 weeks
NLT July 1	First Day for City Manager	5 weeks

My last council meeting will be Tuesday, June 14th and last day in the office will be Thursday, June 16th. I plan to use my remaining leave at the end of the month of June.

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: February 22, 2022

SUBJECT: Agenda Item #8: Downtown Revitalization, Recreation and Tourism Updates
Attachments:

- Main Street Survey Results
- Oregon Main Street Revitalization Grant 2022
- Field's Tree Service Proposal

BACKGROUND

Council Adair will present the results of the community survey related to the downtown revitalization efforts and Pit Stop improvements.

I will also discuss the proposed budget and timeline for the Main Street Revitalization grant, Gleason Pool demolition, Integrated Park System improvements and other recreation economy investments.

DISCUSSION

My recommended allocation for the Kam Wah Chung Grant Proceeds is as follows:

- \$200,000 Main Street Improvements (paired with an additional \$200,000 if we win the Oregon Main Street Revitalization Grant grant).
- \$250,000 landscape improvements and site beautification – per proposal from Fields Tree Service, attached.
- \$500,000 sidewalk improvements, parking, signage, wayfinding and promotional content. Includes site improvements along Canton and Main streets – also includes wayfinding and some promotional work for the new developments by Straw-to-Gold and soft costs related to design of the wayfinding and parking solutions downtown.
- \$50,000 – Gleason Pool demolition and site restoration. We'll be required to re-compact the soil and ensure its stable enough for a slab on grade edifice. Keeping \$22K back from the sale of Gleason to give us a total operating budget of \$72,000 for this work, of which \$50K comes from the KWC grant and \$22K from the sale proceeds of Gleason Park to OPRD (the remaining \$200,000 from the sale will go toward the new swim center).

We'll be able to stretch the value of the sidewalk improvements by doing the sidewalk improvements concurrent with the 97 curb ramps that ODOT is replacing. It will likely push us into 2023/2024, but we'll still have them completed before the new KWC facility is operational.

We are coordinating with OPRD's Mountain Region Archaeologist and State Historic Preservation Office (SHPO) staff on the archaeology side of the Gleason Pool demolition and we are currently developing our plan was for monitoring during the demolition. The sale is ready to close pending agreement on the terms related to the archeological monitoring.

Upon approval from SHPO, we will submit bids to council and a construction services agreement for council approval. We requested quotes from both Tidewater and Iron Triangle LLC prior to approving the

purchase and sale agreement by council so that we would have an estimated demolition cost, but no contracts have been awarded and the demolition has not yet been scheduled.

As discussed in prior council meetings, the goal of the landscape improvements, wayfinding, parking and other site improvements is to create the “connective tissue” between downtown, Kam Wah Chung, and our riverfront recreation areas.

Rather than creating a design and then going out for bid on the landscape improvements, we are recommending a progressive design build approach where Fields Tree Service and other local contractors can assist the city as we identify specific opportunities for site improvements associated with our specific projects. For example, Davis Creek, the Charolais Heights Intersection, Kam Wah Chung, Hill Family Park and the future pool are all specific projects within the same vicinity, but they are connected with trails, parking, and city streets. The landscape improvements at and in-between these projects can help make them feel like one master planned development rather than five separate projects that just happened to occur in the same area at roughly the same time. We often won’t know the best way to make these landscape improvements until the projects are underway or near completion, and will need local labor available as needed to jump in and quickly identify opportunities for improvements (i.e. rockeries, trees, grasses, trail enhancements, etc.)

We are also working on a set of base maps that will allow us to feature various investments the City is making that will reinforce the State’s investment in Kam Wah Chung, and vice versa.

We have identified 20 specific projects or focus areas that will be featured in the initial map series:

1. Reclaimed water facility and visitors center
2. Green energy solar array and sustainable water investments (i.e. purple pipe distribution system)
3. Innovation Gateway Business Park
4. Riverfront restoration
5. Recreation trail system
6. Hill Family Park
7. Davis Creek Park
8. 7th Street Park
9. Grant County Fairground
10. Kam Wah Chung Interpretive Center
11. Main Street commercial and retail services
12. Riverfront commercial and retail services
13. John Day Greenhouse
14. Mill Corner (i.e. Community Pavilion / Event Center / Water Gardens)
15. Future riverfront recreation area(s)
16. In-city camping
17. Future Aquaponics / constructed wetlands (TBD)
18. In-city recreational activities (trail riding, birding, camping, eating, walking, etc.)
19. Gateway to Malheur National Forest and our regional recreation opportunities
20. Connections to the 530-mile [Blue Mountains Trail](#) (beginning/ending in John Day).

The work products will range from print to digital, simple one-page summaries to in-depth ArcGIS storymaps featuring our Innovation Gateway, Recreation Economy and Main Street Revitalization efforts (see, for example, the Oregon Natural Desert Association’s [Restoring Oregon's Desert Landscapes](#)).

I will present this content at the [2022 Main Street Now Conference](#) on Tuesday, May 17 in Richmond, VA. The abstract for our presentation is now posted on the conference website (excerpt below).

These maps and other communications concepts will be featured on <https://www.discoverjohnday.com/> and <https://growingruraloregon.org/> and are specifically identified as action items in our [Recreation Economy for Rural Communities](#) community action plan that will be led by our new Community Development Director / GRO Program Coordinator, Corum Ketchum.

- Action 1.2 – Establish a comprehensive communications strategy with both “push” and pull” communications and a consistent branding/marketing “Discover John Day” campaign.
- Action 1.4 – Install information kiosks and establish a wayfinding system linking downtown and surrounding recreation areas.
- Action 1.5 – Plan, integrate and erect signage/structures/monuments that announce John Day and creates a sense of place for distinct community destinations and attractions.
- Action 2.3 – Re-evaluate the Transient Lodging Tax (TLT) methods of distribution to promote outdoor recreation as a traded sector industry.
- Action 3.1 – Create a community coordinator position to help with outreach and event coordination, focused on participation in outdoor recreation and improved quality of life.
- Action 4.4 – Create a comprehensive, multi-user experience recreation map and portal to help residents and visitors connect with outdoor recreation opportunities.

2022 Main Street Now Conference Abstract

Bolstering Rural Downtowns through Outdoor Recreation

Session Title

Bolstering Rural Downtowns through Outdoor Recreation

Session Description

In this session, panelists and attendees will discuss outdoor recreation trends related to downtown economic development, featuring examples from EPA’s Recreation Economy for Rural Communities (RERC) program. RERC provides planning assistance to small towns and rural communities to help them leverage outdoor recreation for Main Street revitalization. Two RERC communities, John Day, OR and Giles Co, VA, will guide attendees through valuable lessons learned to help them navigate outdoor recreation hurdles and opportunities. Attendees will learn to identify natural assets and outdoor recreation opportunities, leverage these assets to secure investment, and implement strategies to connect outdoor recreation to their downtowns.

Tags

- Rural Focus
- Design for All

Day

Tuesday, May 17

Session Time

1:45 - 3:00

Speakers

Lauryn Coombs, US EPA, Cora Gnegy, Giles County, Virginia, Nicholas Green, City of John Day, Steph Bertaina, US EPA

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: February 22, 2022

SUBJECT: Agenda Item #9: Wastewater Treatment Plant Update and Bond Counsel Authorization Attachments:

- Project Schedule
- Project Budget
- Engagement Letter – Hawkins Delafield & Wood

BACKGROUND

Staff will review the status of the wastewater treatment plant, schedule, budget and next steps in authorizing financing for the project.

DISCUSSION

As we start to move toward construction, I wanted to provide a brief update on the status of the project overall and action items for each agency.

- **DEQ Permit.** Applicant review on the WPCF permit is complete. DEQ to send out for global review. Action is with DEQ.
- **Design.** Addendum to the Preliminary Engineering Report (PER) is finished and was submitted to USDA. USDA has reviewed and asked for minor adjustments, which will be made this week and returned to them to finalize the plan. Action is with USDA.
- **Environmental.** Environmental Assessment (EA) is complete and submitted to USDA. USDA is reviewing and will send out combined notice. Action is with USDA.
- **Funding.** City has signed grant/loan agreements for a total of \$6.5 million: Business Oregon CDBG HUD (\$2.5M), Business Oregon Water/Wastewater (\$2.5M) and Dept. of Administrative Services Coronavirus State Fiscal Recovery Fund (\$1.5M). All of this is now under contract. We are finalizing our budget now and will request the balance of the funding from USDA WEP (approx. \$9 million). Action is with the City.
- **Construction.** I have a draft of the RFP for the progressive design-build procurement method, which will award one contract for final design, equipment procurement, site prep and construction. I am reviewing with our legal counsel and will send the RFP to Business Oregon and USDA for review prior to soliciting bids for the project. Action is with the City.
- **Schedule.** The master schedule is attached. This schedule anticipates procurement on the design-build contract in late June. We have the funds to proceed with the equipment procurement of the package plant and to get started, but would need USDA's clearance to do that ahead of their final award decision for construction funding.

USDA requires interim bank financing until the project is complete, whereupon they fully fund the project (including debt consolidation of our existing loans). We requested and received an engagement

letter from Hawkins Delafield & Wood to assist us as legal counsel for the interim financing. Their firm is also advising us on the pool interim financing and worked with the City on our WaFd loan consolidation in 2017.

RECOMMENDED MOTION

Move to accept the engagement letter from Hawkins Delafield & Wood and authorize the city manager to work with bond counsel to negotiate the interim financing for the USDA-funded portion of the wastewater treatment plant.

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: February 22, 2022

SUBJECT: Agenda Item #10: R3 Strategies Housing and Public Improvement Consortium
Attachments:

- R3 White Paper
- Appendix B. Capital Equipment
- Appendix C. Infrastructure Investment Portfolio
- R3 Ordinance (ORS 190 Entity)
- IGA – Public Improvement Consortium

BACKGROUND

John Day, Burns and Lakeview signed a memorandum of understanding (MOU) in October 2021 to explore opportunities to collaborate between the tricities, with the specific goal of stimulating economic recovery and revitalization within their respective communities. The cities also desired to establish an agency to combine and share resources that would achieve greater efficiencies and economies of scale to execute housing and other public improvement projects.

DISCUSSION

Each city appointed a councilor to work with the city managers to develop these documents. John Day appointed Councilor Adair.

The group elected to call the new agency Regional Rural Revitalization (R3) Strategies to recognize its role in catalyzing regional economic recovery. It will be organized under Oregon Revised Statutes 190.010, which allows units of local government in Oregon to enter into agreements for the performance of any functions and activities that any party to the agreement, or its officers or agents, has the authority to perform.

R3 will operate under an intergovernmental agreement (IGA) with a five-member board of directors and a managing director that will oversee its operations.

The enclosed documents outlines the purpose and intent of R3 as an agency and are intended for council discussion prior to formal adoption in March. A schedule for adoption and agency formation is included in the white paper.

This is an innovative approach to address the increasing complexity of public sector finance and make it easier for John Day and the other cities in the consortium to access public and private funds for housing and capital improvement projects. The League of Oregon Cities Interim Director, Patty Mulvihill, has reviewed these draft documents and would like to recommend this approach as a potential session for the League's annual conference in Bend this October.

RECOMMENDATION

Review and discuss the white paper, adopting ordinance and IGA, and provide any recommendations to staff for changes you would like to see prior to adoption.

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: February 22, 2022

SUBJECT: Agenda Item #11: Other Business and Upcoming Meetings
Attachment(s)

- None

OTHER BUSINESS

- **City Council Vacancy.** We have received two applications for the vacant city councilor position: Chris Labhart and Liz Aleman. At least one other resident has picked up an application and intends to apply. I recommend the council make an appointment at their March 8 council meeting and that we allow applications to continue to come in through the end of this month for any additional candidates who are interested in applying, then invite the applicants to attend the March 8 meeting.
- **Local Budget Training.** LOC is offering two virtual training sessions in local budgeting, on Wednesday, March 30 from 6 - 9 p.m., OR Thursday, March 31 from 1 - 4 p.m. We highly recommend this training for both new city councilors and budget committee members. Any who are interested in registering should contact Chantal at city hall. Training details are at: <https://www.orcities.org/education/training/loc-training-calendar/details/loc-budget-training>

UPCOMING MEETINGS

- March 8, City Council Meeting – Fire Hall, 7:00 PM
- March 22, City Council Meeting – Fire Hall, 7:00 PM
- April 12, City Council Meeting – Fire Hall, 7:00 PM
- April 19, Budget Committee Meeting – Fire Hall, 6:00 PM
- April 26, City Council Meeting – Fire Hall, 7:00 PM
- May 10, City Council Meeting – Fire Hall, 7:00 PM
- May 24, City Council Meeting – Fire Hall, 7:00 PM – Council Budget Hearing
- June 14, City Council Meeting – Fire Hall, 7:00 PM – Budget Adoption