

**John Day City Council Meeting
Tuesday, May 10, 2022
316 S. Canyon Boulevard**

**6:00 PM Executive Session
7:00 PM 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.
- 3. APPROVAL OF PRIOR MINUTES** – None

EXECUTIVE SESSION – 6:00 PM

EXECUTIVE SESSION TO BE HELD PURSUANT TO ORS 192.660(2)(a) TO CONSIDER THE EMPLOYMENT OF A PUBLIC OFFICER, EMPLOYEE, STAFF MEMBER OR INDIVIDUAL AGENT

Attachments:

- Notice of Executive Session – ORS 192.660(2)(a)

CONSENT AGENDA – 7:00 PM

- 4. CONSENT AGENDA ITEMS**

Attachments:

- Pit Stop Bids
- Trail Bids
- Oregon Pine Bridge Grading & Footings Bids

ACTION ITEMS

- 5. RESOLUTION NO. 22-884-05, A RESOLUTION OF THE CITY APPROVING THE SALE OF CERTAIN REAL PROPERTY LOCATED IN CITY**

Attachments:

- Resolution No. 22-884-05

6. **RESOLUTION NO. 22-886-07, A RESOLUTION OF THE CITY OF JOHN DAY ADOPTING AN I.R.S. "OFFICIAL INTENT" IN ANTICIPATION OF A LOAN FROM THE SAFE DRINKING WATER REVOLVING LOAN FUND FROM THE OREGON INFRASTRUCTURE FINANCE AUTHORITY**
Attachments:
 - Resolution No. 22-886-07
7. **RESOLUTION NO. 22-887-08, A RESOLUTION APPROVING A MEMORANDUM OF AGREEMENT BETWEEN CITY OF JOHN DAY AND OREGON PARKS AND RECREATION DEPARTMENT AND THE OREGON STATE HISTORIC PRESERVATION OFFICE REGARDING THE GLEASON POOL DEMOLITION, JOHN DAY, GRANT COUNTY, OREGON**
Attachments:
 - Resolution No. 22-887-08
8. **RESOLUTION NO. 22-888-09, A RESOLUTION OF CITY OF JOHN DAY TO DISSOLVE THE JOHN DAY POLICE DEPARTMENT AS A CITY DEPARTMENT**
Attachments:
 - Resolution No. 22-888-09
9. **LEASE AGREEMENT FOR JOHN DAY GREENHOUSE**
Attachments:
 - Greenhouse Lease Agreement
10. **LETTER OF INTENT FOR LOT 30 – AIRPORT INDUSTRIAL PARK**
Attachments:
 - Letter
 - LOI
 - Proposed Partition Plat
 - Lot 30 Appraisal
11. **GRO PROGRAM KICKOFF REPORT**
Attachments:
 - Chart Book
 - Development Opportunity Profile
 - DOP Presentation
12. **JUNE 10TH CITY CELEBRATION EVENT**
Attachments:
 - Groundbreaking Agenda
13. **CITY MANAGER RECRUITMENT UPDATE & APPOINTMENT OF INTERIM CITY MANAGER**
Attachments:
 - None
14. **RESOLUTION NO. 22-889-10, A RESOLUTION OF CITY APPROVING THE SALE OF CERTAIN REAL PROPERTY**
Attachments:

- Resolution No. 22-889-10

15. OTHER BUSINESS & UPCOMING MEETINGS

Attachments:

- City of John Day - 2022 FFC (Aquatic Center Financing) - updated Schedule (05.03.2022)

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: May 10, 2022

SUBJECT: Executive Session to be Held Pursuant to ORS 192.660(2)(a) to Consider the Employment of a Public Officer, Employee, Staff Member or Individual Agent Attachment(s)

- Notice of Executive Session – ORS 192.660(2)(a)

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: May 10, 2022

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

- Pit Stop Bids
- Trail Bids
- Oregon Pine Bridge Grading & Footings Bids

BACKGROUND

The consent agenda includes three items: award of bids on the Recreational Trails, Oregon Pine Bridge, and Pit Stop/NW Canton Street improvements. These were all solicited as Requests for Quotes (RFQ) by the City Engineer (see bid tab sheet, enclosed).

A contract for procurement of goods and services that exceeds \$10,000 but does not exceed \$150,000 may be awarded according to the processes for intermediate procurements described in ORS 279B.070. City may amend a public contract awarded as an intermediate procurement in accordance with OAR 137-047-0800.

Per ORS 279C.375(1), After a contracting agency has opened bids and determined that the contracting agency will award a public improvement contract, the contracting agency shall award the contract to the lowest responsible bidder.

Item 1) Recreation Trails

Bids for the RTP Grant-funded Recreational Trails were submitted by Harney Rock & Paving, Hueckman Contracting and Tidewater Contractors.

Tidewater was the lowest responsible bidder at \$87,785 (\$181 per ton HMAc).

Recommendation: Approve the City Manager to award a standard construction services agreement to Tidewater based on their bid price.

Item 2) Oregon Pine Bridge

Bids for the Oregon Pine Bridge Grading & Footings were submitted by Imperial Concrete (Trevor Quinlan), Hueckman Contracting and Iron Triangle.

Iron Triangle was the lowest responsible bidder at \$17,930.32.

Recommendation: Approve the City Manager to award a standard construction services agreement to Iron Triangle based on their bid price.

Item 3) Pit Stop/NW Canton Street Improvements

Bids for the Pit Stop/NW Canton Street improvements were submitted by five contractors: Hueckman Contracting; Imperial Concrete; Harney Rock & Paving; Tidewater Contractors; and High Desert Aggregate & Paving.

This RFQ included three schedules (Schedule A, B and C). Schedule A is Pit Stop grading, base rock and storm drainage construction, plus removal of asphalt on Canton Street. Schedule B is all needed concrete work for The Pit Stop and Canton Street, including Curb, ADA Parking, and miscellaneous sidewalks and footings. Schedule C is paving Canton Street and the new parking area at The Pit Stop.

Hueckman Contracting was the lowest responsible bidder for Schedule A at \$47,091.

Tidewater Contracting was the lowest responsible bidder for Schedule B at \$31,772.

Tidewater Contracting was the lowest responsible bidder for Schedule C at \$38,075.

Recommendation: Approve the City Manager to award a standard construction services agreement Hueckman Contracting on Schedule A and Tidewater Contracting on Schedules B & C.

Recommendation: Approve the consent agenda with the recommendations as submitted.

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: May 10, 2022

SUBJECT: Agenda Item #5: Resolution No. 22-884-05, A Resolution of the City Approving the Sale of Certain Real Property Located in City

Attachments:

- Resolution No. 22-884-05

BACKGROUND

Resolution 22-884-05 updates the purchase and sale agreement with the Grant County Library Foundation for the proposed land exchange.

DISCUSSION

Staff will review the agreement with council and updates made since the resolution was first presented on April 12, 2022, including the insertion of the current lease agreement with OPRD (Exhibit C) and legal description and depiction for the proposed easement for the Maddens (Exhibit D).

City will assume the lease and/or create a new lease agreement consistent with the terms of the current lease with OPRD until completion of the new Kam Wah Chung interpretive center. City will also ensure an easement substantially in the form of Exhibit D is recorded prior to closing.

Foundation staff will discuss their efforts to coordinate the future library location with the various interested parties.

RECOMMENDATION

Approve Resolution 22-884-05 and authorize the City Manager to complete the land exchange.

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: May 10, 2022

SUBJECT: Agenda Item #6: Resolution No. 22-886-07, A Resolution of the City of John Day Adopting An I.R.S. "Official Intent" in Anticipation of a Loan from the Safe Drinking Water Revolving Loan Fund from the Oregon Infrastructure Finance Authority

Attachments:

- Resolution No. 22-886-07

BACKGROUND

Resolution 22-886-07 is required prior to City receiving the loan from IFA for the incentive developments within the John Day Urban Renewal Area. These loan funds will be issued as tax-exempt municipal bonds by the State.

RECOMMENDED MOTION

Approve Resolution 22-886-07.

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: May 10, 2022

SUBJECT: Agenda Item #7: Resolution No. 22-887-08, A Resolution Approving a Memorandum of Agreement Between City of John Day and Oregon Parks and Recreation Department and the Oregon State Historic Preservation Office Regarding the Gleason Pool Demolition, John Day, Grant County, Oregon

Attachments:

- Resolution 22-887-08

BACKGROUND

The archaeological permit for the demolition of Gleason Pool was approved two weeks ago. The inadvertent discovery plan (IDP) required for this permit is enclosed in this MOA between the City, Oregon State Parks, and the State Historic Preservation Office.

DISCUSSION

The IDP outlines procedures for any inadvertent discovery of cultural resources. This document has been reviewed by all parties and several changes were made at the request of various interested stakeholders, which have been documented in this version. The final resolution and MOA are pending approval by Oregon SHPO.

RECOMMENDATION

Approve Resolution 22-887-08 and authorize the City Manager to make any necessary adjustments in response to SHPO comments received during the final review and approval.

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: May 10, 2022

SUBJECT: Agenda Item #8: Resolution No. 22-888-09, A Resolution of City of John Day to Dissolve the John Day Police Department as a City Department
Attachments:

- Resolution No. 22-888-09

BACKGROUND

We are coordinating with the Sheriff's Office to attempt to relinquish the grant funds awarded by the Department of Justice to the City. DOJ is requiring evidence of the department's dissolution.

As no funds have been budgeted for the operations of the Department in the upcoming fiscal year and all LEDS records are in the process of being transferred, I am recommending council approve the enclosed resolution to allow us to assist the Sheriff's Office with their efforts to secure the grant proceeds.

RECOMMENDATION

Approve Resolution 22-888-09.

TO: John Day City Council
FROM: Nicholas Green, City Manager
DATE: May 10, 2022
SUBJECT: Agenda Item #9: Lease Agreement for John Day Greenhouse
Attachments:

- Greenhouse Lease Agreement

BACKGROUND

We have coordinated for a five-year lease-to-own agreement of the John Day Greenhouse in lieu of organizing the cooperative.

DISCUSSION

I will present the terms of the lease agreement during this agenda item.

RECOMMENDATION

Approve the lease agreement subject to final review and approval by the City Manager and City Attorney.

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: May 10, 2022

SUBJECT: Agenda Item #10: Letter of Intent for Lot 30 – Airport Industrial Park
Attachments:

- Letter
- LOI
- Proposed Partition Plat
- Lot 30 Appraisal

BACKGROUND

We have received a letter of intent (LOI, enclosed) for purchase of Lot 30 of the Airport Industrial Park. This is a 20-acre parcel on the north end of the industrial park. Staff requested and received an appraisal for the property (also enclosed).

DISCUSSION

I will present the terms of the LOI during this agenda item.

TO: John Day City Council

FROM: Corum Ketchum, Community Development Director

DATE: May 10, 2022

SUBJECT: Agenda Item #11: GRO Program Kickoff Report

Attachments:

- Chart Book
- Development Opportunity Profile
- DOP Presentation

BACKGROUND

Last week the City convened the first meeting of the GRO Core Team. The GRO program seeks to empower local teams with a combination of data and proven economic development strategies to build a culture of entrepreneurship in the community. The Core Team consists of community members supported by project advisors from local economic development organizations and other experts.

Facilitators with Network Kansas and Entrepreneurial Ecosystems (e2) walked attendees through the attached John Day Chart Book and the Grant County Development Opportunity Profile (DOP). Attendees were invited to share their insights on the data and what kinds of opportunities for entrepreneurial development they think exist in the community. Among those ideas are:

1. Thinking regionally in developing entrepreneur resources and building a culture that is supportive of entrepreneurship;
2. Providing opportunities for youth engagement and mentorship in entrepreneur programming; and
3. Seeing early retirees as both a consumer base for entrepreneurial enterprises, but also, as “second act” entrepreneurs themselves.

The GRO Program unites community members and existing economic development organizations around common goals and ideas to provide a unified strategy for fostering an entrepreneur-friendly community through programming, mentorship, and connections to resources.

DISCUSSION

Important economic findings came out of the research conducted by e2, which is supported by publications like the Grant County Economic Opportunity Analysis (2019) and the John Day Recreation Economy for Rural Communities report (2020):

On page 23 of the Grant County DOP, the top economic drivers of our region are listed as in order:

1. Retiree spending
2. Government administration (employee wages and spending)
3. Farming (agricultural products)
4. Government transfer payments (social security, food security programs, disability payments, etc.)
5. Retail trade and hospitality/tourism

Page 24 lists the following strategies as likely effective in John Day/Grant County (no particular order):

- A. Supporting natural resource industries and related secondary products
- B. Capturing area spending that is currently going to online retail and big box stores
- C. Leveraging retiring boomers as a source of entrepreneurial talent and a consumer base

- D. Encouraging digital commuting and remote working
- E. Taking advantage of transportation corridors to provide services and tourist amenities
- F. Diversifying the local economy through recreation and tourism
- G. Discovering and supporting so called “growth-oriented entrepreneurs”
- H. Taking advantage of John Day’s status as a “hub city” to lead regional entrepreneurial development services by providing those entrepreneurs markets and programming support to the entrepreneurs in other communities in Grant county

The John Day Chart Book lists economic data on different categories of spending, and provides demographic context of the community. Crucially, the Chart Book finds growth (page 13) in key demographics of prime age workers (30 to 39) who are a key source of economic activity and community volunteerism, and retirees (60+) whose steady income/spending stabilize economies against shocks.

Reading this economic information on economic drivers and development opportunities:

What stands out to you?

What do you have questions on?

What strategies do you think the City should be pursuing in its support of entrepreneurial development?

RECOMMENDATION / NEXT STEPS

The Community Development Director recommends prioritizing strategies to grow entrepreneurship and entrepreneurial enterprises in the community.

- A. Supporting natural resource industries and related secondary products
- C. Leveraging retiring Boomers as a source of entrepreneurial talent and a consumer base
- D. Encouraging digital commuting and remote working
- F. Diversifying the local economy through recreation and tourism
- H. Taking advantage of John Day’s status as a “hub city” to lead regional entrepreneurial development services by providing those entrepreneurs markets and programming support to the entrepreneurs in other communities in Grant County.

Over the next 6 months, the GRO framework calls for

- Asset mapping
- Goal setting
- Developing a strategic action plan
- Creating metrics to score progress
- Resources to track and follow up with entrepreneurs (program clients)

The Community Development Director will continue to outreach to economic development support organizations and interested individuals to get involved with the GRO program and join the Core Team. Ketchum is focusing on youth engagement and getting entrepreneur representation on the Core Team board. The GRO Core Team will meet monthly to progress through the framework and provide guidance for local economic development organizations.

TO: John Day City Council

FROM: Corum Ketchum, Community Development Director

DATE: May 10, 2022

SUBJECT: Agenda Item #12: June 10th City Celebration Event
Attachments:

- Groundbreaking Agenda

BACKGROUND

This summer kicks off multiple years of development in John Day, and will make visible the millions of dollars of investments the City is leading. On June 10th, we will be hosting a celebration event on behalf of our partners, community members and elected officials who have been instrumental in making these developments a reality.

The projects breaking ground, being recognized or being completed during this event include:

1. Kam Wah Chung State Heritage Site expansions
2. Hill Family Park
3. The Swim Center (pending voter approval)
4. Municipal trail system improvements
5. The new Multimodal Trailhead at the OTEC property on Patterson Bridge Rd
6. The Wastewater Treatment plant

Attendees will be led on a 1.25-mile walking tour of John Day visiting each site. There will be opportunities for the organizations responsible for these projects to share about their work and give thanks to the people who make our community special.

Colleen and Celeste Hill have been invited to attend and agreed to do the ribbon cutting ceremony at the dedication of the new Hill Family Park.

DISCUSSION

This is a valuable moment for Council and John Day staff to tell the story of our community. What should attendees know about the work of Council and staff? What lessons should they take away from our community?

RECOMMENDATION / NEXT STEPS

Council is invited to attend the June 10th City Celebration event (invitation to follow).

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: May 10, 2022

SUBJECT: Agenda Item #13: City Manager Recruitment Update and Appointment of Interim City Manager
Attachments:

- None

BACKGROUND

We'll discuss the status of the City Manager recruitment during this topic and recommendations for transitional support during the recruitment process.

DISCUSSION

We have two city council meetings remaining before the end of the fiscal year and about one month before my last day in the office, which is June 16th.

I am recommending the city council appoint Corum as the Interim City Manager effective immediately and until a new city manager is hired. I will adjust his pay to reflect the interim position and increased responsibility through a Personnel Action.

I will continue to coordinate with him over the next 30 days as I transition.

We have drafted a professional services agreement for the city manager recruitment and I will provide council with an updated timeline on that process during this topic.

RECOMMENDATION

Appoint Corum Ketchum as Interim City Manager effective immediately and until the new city manager is hired.

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: May 10, 2022

SUBJECT: Agenda Item #14: Resolution No. 22-889-10, A Resolution of City Approving the Sale of Certain Real Property Located in City

Attachments:

- Resolution No. 22-889-10

BACKGROUND

Resolution No. 22-889-10 approves the sale of approximately 2.82 acres of land at the former DR Johnson Lumber site to 1188 Destinations, LLC.

DISCUSSION

1188 Destinations intends to create a riverfront destination in line with the principles adopted in the Innovation Gateway Area Plan that includes a new riverfront brewery and restaurant with a proposed distillery, cider house, tap room, makers space, transient lodging and other destination attractions.

These proposed improvements are permitted subject to the standards of the Innovation Gateway Northeast Subdistrict Overlay zone under “Retail Sales and Commercial Uses.” 1188 Destinations is proposing a land partition following the sale and their proposed site design plan will be submitted to the planning commission for approval at their June planning commission hearing (date TBD).

RECOMMENDATION

Approve Resolution No. 22-889-10 and authorize the City Manager to complete the sale subject to final review and approval of the purchase and sale agreement by the city attorney.

The draft purchase and sale agreement is enclosed as Exhibit B to the resolution.

TO: John Day City Council
FROM: Nicholas Green, City Manager
DATE: May 10, 2022
SUBJECT: Agenda Item #15: Other Business and Upcoming Meetings
Attachment(s)

- None

OTHER BUSINESS

- The schedule for the aquatics center interim financing is attached as “City of John Day - 2022 FFC (Aquatic Center Financing) - updated Schedule (05.03.2022).” We are deferring the requests for bids until after the results of the May 17 election.

UPCOMING MEETINGS

- May 24, City Council Meeting – Fire Hall, 7:00 PM – Budget Hearing
- June 14, City Council Meeting – Fire Hall, 7:00 PM – Budget Adoption
- June 28, No Council Meeting Scheduled (end of fiscal year)