

**John Day City Council Meeting
Tuesday, September 13th, 2022
316 S. Canyon Boulevard**

**6:00 PM Executive Session
7:00 PM Council Meeting**

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Suggested Public Meeting Process per League of Oregon Cities

1. The Mayor will begin an agenda item
2. Staff and/or the presenter will provide context
3. City Council will deliberate
 - a. City Council may ask questions of Staff and/or the presenter
4. The Mayor may solicit public comment
 - a. Members of the public will then be invited to the podium to speak for no more than 3 minutes on the topic. Members of the public must address the Mayor in their comments
 - b. The Mayor may then direct comments towards other members of Council or City Staff
5. The Mayor will request a motion on the topic if applicable

6:00 PM - EXECUTIVE SESSION

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

7:00 PM CITY COUNCIL MEETING

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

CONSENT AGENDA

4. CONSENT AGENDA ITEMS

Attachment:

4. OTEC Staffing Letter

ACTION ITEMS

5. Year-End Report on SDC Funds in Accordance With ORS 223.311

Attachments:

5. FY 21-22 SDC Funds Report

6. GRANT COUNTY SENIOR ADVISORY COUNCIL GARDEN PROPOSAL

Attachments:

- 6a. Pit Stop Site Plan
- 6b. Letter to JD Mayor

7. RURAL TRANSPORTATION EQUITY PROJECT

Attachments:

7. Rural Transportation Equity Project John Day Selection Letter

8. 7TH STREET CONSTRUCTION UPDATES

Attachments:

- 8a. Street Improvements Overview Map
- 8b. W. 7th Street Knife River Revised Bid
- 8c. Knife River Construction Schedule

9. OTHER BUSINESS & UPCOMING MEETINGS

Attachments:

- 9c. LOC Conference Agenda
- 9d. 911 Call Center Application
- 9e. Pit Stop Media

Other Business:

- a) Handbook Updates
- b) Council Meeting Rules Updates
- c) LOC Conference Invitation
- d) Emergency Call Center Budget Committee Invitation
- e) Downtown Parking Updates
- f) Oregon Pine Bridge Notice of Intent to Sell
- g) Questions From the Meeting

TO: John Day City Council
FROM: Corum Ketchum, Interim City Manager
DATE: September 13th, 2022
SUBJECT: Agenda Item #4: Consent Agenda Items
Attachment:
4. OTEC Staffing Letter

BACKGROUND

Oregon Trail Electric Cooperative [OTEC] requires City Council approval to permit staff to make modifications to ~ 40 accounts OTEC has with the City. The attached letter authorizes the following individuals add, remove, or otherwise make changes to the City's accounts with OTEC:

Corum Ketchum, Interim City Manager,
Casey Meyers, Public Works Director, and;
Chantal DesJardin, Office Manager

The letter also removes former City Manager Nicholas Green as the representative on those accounts.

Recommendation: Approve the consent agenda, as submitted.

TO: John Day City Council
FROM: Corum Ketchum, Interim City Manager
DATE: September 13th, 2022
SUBJECT: Agenda Item #5: Year-End Report on SDC Funds in Accordance With ORS 223.311
Attachment:
5. FY 21-22 SDC Funds Report

BACKGROUND

Anna Bass, Solutions CPAs, will give an overview of the year-end system development charge summary.

DISCUSSION

SDC revenues have increased by about \$18,500 since last year due to new construction in the City, supported by the Urban Renewal District. Funds are used for the expansion, operation, and maintenance of the City's water and wastewater systems.

RECOMMENDATION

No action needed.

TO: John Day City Council
FROM: Corum Ketchum, Interim City Manager
DATE: September 13th, 2022
SUBJECT: Agenda Item #6 Grant County Senior Advisory Council Garden Proposal
Attachments:
6a. Pit Stop Site Plan
6b. GCSAC Proposal Letter

BACKGROUND

Representatives from the Grant County Senior Citizens Advisory Council, Rick LaMountain and Bonni Booth, will present a proposal for a rose garden at the Pit Stop site that beautifies the location and recognizes the important contributions seniors and volunteers make to our community.

In current plans for the Pit Stop, there is space for a garden and funds allocated toward the project that can be spent on landscaping.

DISCUSSION

Proposal for a garden excerpted from the attached letter:

[GCSAC] envision such garden as being approximately four feet by eight feet and consisting of:

- Several rose bushes,
- A stone bench, and;
- at its center, a raised, two-and-a-half foot by three-foot metal plaque which, every four to six months, would be inscribed with the name of the Grant County resident most recently awarded the SCAC's "Service to Seniors" award.

SCAC members and volunteers would bear the cost of the rose bushes, bench, and plaque -- and, of course, would welcome any funding the City of John Day might choose to provide. Once established, the garden would be maintained by SCAC, Chamber of Commerce, and youth-group volunteers and, if the Council so approved, city public-works employees.

A permanent garden in a high-traffic downtown location would raise public awareness of seniors' enduring value to the community and ongoing need for their neighbors' help. It would inspire more volunteerism on seniors' behalf. And it would be a low-cost way to help beautify the City of John Day.

RECOMMENDATION

Consensus approving, modifying, or disapproving GCSAC's proposal.

TO: John Day City Council
FROM: Corum Ketchum, Interim City Manager
DATE: September 13th, 2022
SUBJECT: Agenda Item #7: Rural Transportation Equity Project
Attachment:
7. Rural Transportation Equity Project John Day Selection Letter

BACKGROUND

Maddie Phillips, DLCD, present on John Day's selection into the Rural Transportation Equity Project.

Excerpted from the attached letter:

The Rural Transportation Equity program aims to support underserved communities, in rural areas, gain access to critical services and destinations by identifying and pursuing transportation options like biking, walking, and public transportation.

Through this project, staff and partners will explore geographically- and culturally-specific approaches to engage folks in your community on transportation topics. Engagement will focus on relationship building, identification of transportation challenges, and sharing information regarding services and facilities that can reduce barriers to accessing key destinations, such as employment centers and critical services. Upon identifying key project opportunities, the project will produce materials to support future infrastructure funding applications.

Staff will work with DLCD to identify the multimodal needs. Discussed deliverables include:

1. A community outreach summary and training materials
2. Bicycle and pedestrian connectivity plan
3. 5-year high priority project list and funding plan
4. Connections to existing and future projects

DISCUSSION

What questions does Council have for Maddie about the project or program?

RECOMMENDATION

None needed.

TO: John Day City Council
FROM: Corum Ketchum, Interim City Manager
DATE: September 13th, 2022
SUBJECT: Agenda Item #8: 7th Street Construction

Attachments:

- 8A. Street Improvements Overview Map
- 8B. W. 7th Street Knife River Revised Bid
- 8C. Knife River Construction Schedule

BACKGROUND

Enclosed is the map for local street improvements currently underway. We submitted the SCA funding application for the west and east ends of 7th Street last week, and that application has been accepted for review and scoring by the SCA program office.

The council received one bid on Schedule A of the West 7th Street project that was opened before our last council meeting. The bid was from Knife River for \$1,207,725. After reviewing the pricing, a corrected bid of \$1,030,769 was submitted with revised unit pricing.

Following the council meeting, our city engineer met with Knife River to discuss the potential for them to further value engineer the project and potentially leverage some materials from the City, specifically a portion of the approximately 4,000 cubic yards of fill materials removed from the 4th Avenue excavation.

Knife River, after reviewing and adjusting for these in-kind contributions from the City, was able to revise their construction cost to \$900,000 for 7th Street, a reduction of roughly \$300,000 from their original bid price.

Knife River has provided the enclosed construction schedule to accompany this revised quote. They would mobilize upon award of the contract and are scheduled to complete construction on Nov. 30th.

DISCUSSION

We have legitimate concerns about rising costs in the marketplace, but we are also concerned about the availability of labor and contractors going into next year's construction season. In this last procurement, Knife River was the only firm that bid Schedule A out of 17 requested bidders.

A firm in our market capable of mobilizing this month and completing the 7th Street improvements up to the treatment plant site by December of this year will remove a significant construction barrier for the treatment plant improvements next year. They may also be willing to bid on other work in our proposed street improvements throughout the winter with paving capabilities early next spring.

Projects currently funded that will be bid in the coming months include:

- Fiber optic network construction (underground portions);
- Holmstrom Road paving;
- Progressive design-build contract for the new wastewater treatment plant and demolition of the old plant;

- Purple pipe network construction;
- Three private subdivisions; and potentially
- A new pool and library site.

We will need additional labor and contractors to perform these jobs, and this would allow us to have a capable firm in our market to complement the other contractors who are currently working on the Charolais Heights, 4th Avenue Repairs, and 395S Sidewalk improvements today.

USDA sent the final consult to NOAA today for their environmental review of the treatment plant. I will follow up in two weeks with additional information on the treatment plant and a recommended award for the design of the purple pipe network, which has to be constructed by next December (Dec 2023). We anticipate being in procurement for the final construction of both projects within the next 4-6 months.

RECOMMENDATION

Based on Knife River's revised bid, and the finding that they are the only firm that competed for Schedule A of the W. 7th Street procurement, we recommend the following:

1) Authorize the city manager to issue a notice of intent to award Schedule A of the W. 7th Street project to Knife River based on their bid reviewed during the August 23, 2022, council meeting.

2) Following the 7-day appeal window, authorize the city manager to award a contract to Knife River for the W. 7th Street project for a not-to-exceed price of \$900,000.

During execution, as we identify areas where this firm can work with our local contractors, either as a sub or prime, we may have the opportunity to issue change orders or amendments to the agreement in line with the current scope of the award.

TO: John Day City Council
FROM: Corum Ketchum, Interim City Manager
DATE: September 13th, 2022
SUBJECT: Agenda Item #9: Other Business and Upcoming Meetings
Attachments:
9c. LOC Conference Agenda
9d. 911 Call Center Application
9e. Pit Stop Media

OTHER BUSINESS

- a) Handbook Updates
- b) Council Meeting Rules Updates
- c) LOC Conference Invitation
- d) Emergency Call Center Budget Committee Invitation
- e) Downtown Parking Updates
- f) Oregon Pine Bridge Notice of Intent To Sell:
 - Estimated 35-to-40-ton steel railcar bridge, as is, minimum bid \$2,500
 - Sealed bids will be opened at 12 pm on September 27th at the John Day Fire Hall, 316 North Canyon Blvd, John Day, Oregon 97845.

Interested parties should contact the City of John Day at cityofjohnday@grantcounty-or.gov or Call Aaron Lieuallen at 541-575-0028, and deliver their bid to the City of John Day, 450 E Main Street, John Day, OR 97845

- g) Questions From the Meeting

UPCOMING MEETINGS

- September 27th, City Council Meeting – Fire Hall, 7:00 PM
- October 11th, City Council Meeting – Fire Hall, 7:00 PM
- October 25th, City Council Meeting – Fire Hall, 7:00 PM