

**John Day City Council Meeting  
Tuesday, October 11<sup>th</sup>, 2022  
316 S. Canyon Boulevard**

**7:00 PM Council Meeting  
8:00 PM Urban Renewal Agency Meeting**  
*Or Immediately Following the City 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

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**

## **ACTION ITEMS**

### **4. R3 Updates**

Attachments:

4. R3 Presentation to League of Oregon Cities

### **5. WASTEWATER TREATMENT PLANT PROFESSIONAL SERVICES AGREEMENTS**

Attachments:

- 5a. Flagline Engineering Proposal
- 5b. Sisul Engineering Proposal
- 5c. Cascade Environmental Group Proposal
- 5d. Inter-Fluve River Enhancement Proposal

### **6. POOL PROGRESS UPDATE**

6. Pool Progress Update Presentation

### **7. OTHER BUSINESS & UPCOMING MEETINGS**

Other Business:

- a. Town Hall updates
- b. Greenhouse updates
- c. Draft Council rules feedback
- d. Construction projects updates
- e. Authorized users for city vendors

**TO:** John Day City Council  
**FROM:** Corum Ketchum, Interim City Manager  
**DATE:** October 11th, 2022  
**SUBJECT:** Agenda Item #4: R3 Updates  
Attachment:  
4. R3 Presentation to League of Oregon Cities

## **BACKGROUND**

The Cities of John Day, Burns and Lakeview were invited to present to attendees to the 2022 League of Oregon Cities conference that was held in Bend from October 5<sup>th</sup> to 7<sup>th</sup>.

R3 is an initiative to pool resources between the three communities in order to secure funding, conduct routine maintenance, and complete projects. The three communities met in late September to discuss a pilot project, which will be the securing, sharing and collectively training/operating road maintenance equipment. Topics for further collaboration include housing and infrastructure development, among other ideas.

R3 solves three issues:

- 1) Declining population bases driving declining per-capita state and federal funding

By pooling their representative population, R3 can apply for projects that serve over 6,000 people, making it more attractive for funders and state/federal programs.

- 2) Lack of capacity and knowledge to seek and secure complex funding sources

Shared knowledge and professional staff allow rural communities to seek and secure funding that is typically too costly or complex for small governments

- 3) Lack of specialized or expensive equipment and needed for routine or advanced maintenance of civic infrastructure

By pooling resources and funding asks, the three communities can secure more specialized equipment, like sewer pipe liners, or road chip sealers, and more. This will allow the communities to better upkeep and maintain our infrastructure. The intent is to cross train crews on each of these specialized pieces of equipment and share public works staff when appropriate.

R3 has five (5) pillars:

1. Strategy
  - a. Concepts and best practices
  - b. Plans review and development
  - c. Land use decisions/approval
  - d. Scheduling and project management
  - e. Budgeting and planning
  
2. Financing
  - a. Internal – Local capital
  - b. External – Working together to secure funding from state and federal programs
    - i. Funding projects through a mix of sources
  - c. Work product: Creating financing plan
    - i. Knowing how to afford to service the debt
    - ii. Using tools like URA, SDCs
  
3. Permits - knowing how/where to apply for permits
  - a. Regulatory crosswalk
  - b. State agencies
  
4. Design – sharing capacity and best practices in design and construction management
  - a. Internal
    - i. Providing Connections to CIPs, budgets, other local infrastructure
  - b. External
    - i. Managing relationships with engineers, design-build firms, and contractors
  - c. RFPs and compliance management
    - i. Developing request for proposals (RFPs)
    - ii. Complying with BOLI WH-81, and other labor regulations
  
5. Development
  - a. Oversight: Overseeing, auditing, and verifying construction
  - b. Authoring agreements, including:
    - i. Joint Development Agreements
    - ii. Intergovernmental Agreements (IGAs)

R3's capacity is planned to draw on local staff and contractors, led by a contract executive director. The collaborative will be structured as an ORS 190 special government, allowing it flexibility to be staffed with contract workers, with the ability to apply for and review government funding.

## **DISCUSSION**

Staff will provide Council with a copy of the presentation given to League of Oregon Cities participants.

## **RECOMMENDATION**

No action necessary

**TO:** John Day City Council  
**FROM:** Corum Ketchum, Interim City Manager  
**DATE:** October 11th, 2022  
**SUBJECT:** Agenda Item #5: Wastewater Treatment Plant Professional Services Agreements

Attachment:

- 5a. Flagline Engineering Proposal
- 5b. Sisul Engineering Proposal
- 5c. Cascade Environmental Group Proposal
- 5d. Inter-Fluve River Enhancement Proposal

**BACKGROUND**

Proposals for Purple Pipe construction, wetland permitting and an exploration of alternatives for riverfront restoration were given to Council for review during their September 27<sup>th</sup> meeting.

This agenda item is revisiting that discussion and to decide to award professional services contracts, if any, related to the above.

1. **Purple Pipe Procurement.** We solicited bids from several design firms as part of the purple pipe procurement. CwM H2O will complete the water rights analysis and dedication, which they began last spring. The final design has two firms that submitted bids, Flagline Engineering and Sisul Engineering. A comparison of their bids is shown in the table, below, with bids attached.

Scope	Flagline Engineering	Sisul Engineering
Preliminary Design	\$146,100 up to 60% Design (Phase 1)	Not-to-exceed \$45,000 plus plan reviews charged hourly (est. \$2,000 to \$3,000)
Design		
Project Bidding	\$116,620 for final design, procurement and construction (Phase 2)	Est. \$18,000 to \$24,000 in engineering plus \$4,000 in surveying based on 10-12 week construction window
Construction Oversight		
Project Total (Cost Range)	\$219,228	\$69,000 to \$76,000

2. **Permitting.** Neither firm bid permitting, which required staff to solicit separate permitting bids. Cascade Environmental Group (Cascade) provided a proposal for the permitting effort for an estimated \$26,110. Ducote Consulting will assist with permit preparation and NEPA reviews under a previously awarded contract for services we competed in.
3. **Riverfront Restoration** An agreement is under development for the John Day River Improvements, Innovation Gateway Project, the scope of work is attached. This scope covers analysis, preliminary design, and associated coordination and planning for approximately one mile of the John Day River (Bridge Street to Patterson Bridge Rd). The total estimated cost for this proposal is \$241,900.

## **DISCUSSION**

Engineers who have submitted for the Purple Pipe proposal have requested to present to Council. The City Manager recommends moving this to the Public Works committee so that the businesses have a confidential platform to talk about their proposals.

The Riverfront Restoration deliverable from Interfluve will allow staff to seek funding for related restoration work.

Regardless of the outcome of the Riverfront Restoration project and the award of the Purple Pipe project, the City Manager recommends having wetland delineation maps updated, which would expedite river-related projects in the future.

What questions does Council have on the attached proposals?

## **RECOMMENDATION**

1. A motion moving the Purple Pipe award discussion to the Public Works Committee,
2. A motion awarding a professional services agreement pertaining to permitting, wetland delineation, and related services, to Cascade for an amount not to exceed \$26,110, subject to legal revisions, and;
3. A motion awarding a professional services agreement to Interfluve for an amount not to exceed \$241,000, subject to legal revisions, **or;**  
a motion appointing a Councilor to work with the City Manager to explore the activities related to this proposal

**TO:** John Day City Council

**FROM:** Corum Ketchum, Interim City Manager

**DATE:** October 11th, 2022

**SUBJECT:** Agenda Item #6: Pool Progress Updates  
Attachment:  
6. Pool Progress Updates

## BACKGROUND

In preparing for the ballot measure 12-85, which will be referred to voters within the John Day – Canyon City Parks and Recreation District on November 8<sup>th</sup>, 2022, staff have prepared a presentation for Council and the public that:

- Provides background on the public engagement process that led up to the current pool design
- Lists the sources of funding to be used in the construction of the pool
- Lays out the expenses and revenues associated with operating the facility

Since 2018, leading up to the current design of the pool facility, there were at least 12 City meetings held, most of which were open to the public (not counting study sessions or open houses):

*Table 1: City Council-Related Public Meetings*

Date	Forum	Topic	Participants
2018-07-24	City Council Meeting	Councilman Hunsaker Proposal	Council + Public
2019-04-06	Budget Committee Meeting	Budget Meeting	Council + John Day Budget Committee + Public
2019-10-08	City Council Meeting	LG19-032 Grant Agreement	Council + Public
2020-01-28	City Council Meeting	Progress Report	Council + Public
2020-03-09	Final Steering Committee Meeting	Pool Design + District Formation	Steering Committee (Cities + Districts + Swim Team)
2020-04-14	City Council Meeting	Aquatics District Proposal	Council + Public
2020-06-09	City Council Meeting	Pool Cost Tracking	Council + Public
2021-11-09	City Council Meeting	Sale of KWC and Gleason Pool	Council + Public
2021-11-09	Planning Commission Meeting	CUP-21-05 Site Design for Pool	Planning Commission + Public
2022-01-01	City Council Meeting	Opsis Proposal	Council + Public
2022-02-22	Joint Meeting with Parks + Rec	Intergovernmental Agreement	Council + JDCC Parks & Rec District + Public
2022-08-09	Joint Meeting with Parks + Rec	Intergovernmental Agreement	Council + JDCC Parks & Rec District + Public
2022-10-11	City Council Meeting	Pool Progress Report	Council + Public

Deliverables from these meetings include:

- Central Grant County Aquatic Center Proposal and Feasibility Report (May 2020)
- A resolution directing staff to sell the Gleason Pool site to the Oregon Parks and Recreation Department, which net \$100,000 to go toward the project (November 2021)
- Financing options discussed (January 2022)
- Interim financing, lottery bond award and an intergovernmental agreement reached with JD/CC Parks and Recreation District related to the property tax ballot, as well as the roles and responsibilities of each entity (February 2022)
- 75% Construction Drawings for the Aquatics Center (July - August 2022)
- Revised intergovernmental agreements with the City of John Day and the JD/CC Parks and Recreation District (August 2022)

The table below summarizes the sources of funding that came as a result of those meetings, including the \$4,000,000 property tax bond (Measure 12-85) that voters will be considering:

*Table 2: Capital Construction Sources*

<b>Funding Source</b>	<b>Expenses</b>
<b>\$100,000 Sale of Gleason Pool (KWC)</b>	<b>\$550,000 Design (Opsis Contract)</b>
<b>\$2,000,000 Lottery Bond Proceeds</b>	
<b>\$1,000,000 Interim Credit Facility</b>	<b>\$6,550,000 Direct Construction Cost</b>
<b>\$4,000,000 Capital Improvement Bond</b>	
<b>\$7,100,000 Total Funding</b>	<b>\$7,100,000 Total Expenditure + Inter.*</b>

*\*Due to inflation, design changes or additional private contributions may be needed based on the final construction cost from bidders.*

### **Operating Costs, Expenditures and Revenues**

The following pages lay out a draft of the budget for operating the facility, totaling approximately \$103,000.



Table 3: Expenses

<b>JOHN DAY CANYON CITY PARKS &amp; RECREATION DISTRICT</b>				
<b>DETAIL EXPENDITURES</b>				
<b>POOL FUND</b>			<b>DRAFT</b>	
			<b>DRAFT BUDGET</b>	
ACCT NO.	DESCRIPTION	PROPOSED	APPROVED BY BUDGET COMM	ADOPTED BY BOARD
<b><u>PERSONNEL SERVICES</u></b>				
	MAINTENANCE	7,000	2.5 months ft	
	LIFEGUARDS	34,600	lead-3 months ft, 7 part-time - 1806 hrs	
	PAYROLL TAX	4,000		
<b>TOTAL PERSONNEL SERVICES</b>		<b>45,600</b>	<b>-</b>	<b>-</b>
<b><u>MATERIALS &amp; SERVICES</u></b>				
	ADVERTISING	2,000		
	BANK FEES - credit card	700		
	CHEMICALS	8,500		
	INSURANCE	15,000	annual premium	
	MAINTENANCE & EQUIPMENT	4,000		
	OPERATING SUPPLIES	5,800		
	MISCELLANEOUS EXPENSE	1,000		
	CONSESSION SUPPLIES	1,000		
	TRAINING	2,000	certified pool operator / lifeguards	
	UTILITIES	17,500	electricity, heating fuel, trash, tele	
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>57,500</b>	<b>-</b>	<b>-</b>
<b>TOTAL</b>		<b>103,100</b>	<b>-</b>	<b>-</b>

Table 4: Revenues

<b>REVENUES</b>			
CASH ON HAND	-		
RENT - POOL	1,200	private parties	
RENT - ROOM	1,750		
JOHN DAY SUBSIDY	17,500	committed by John Day	
SWIM LESSONS	7,250		
SWIM RECEIPTS - general	23,400	Avg. receipts from 2010-2019	
TRANS FROM JDCCPR GENERAL FUND	50,000		
<b>TOTAL</b>	<b>103,100</b>	-	-
<b>POOL SUMMARY</b>			
<b>FUND TOTAL EXP. BUDGET</b>	<b>103,100</b>	-	-
<b>FUND TOTAL REV. BUDGET</b>	<b>103,100</b>	-	-

## **Summary**

- JDCC can afford to operate the new pool – it will cost them between 20-25% of their annual revenues, consistent with past spending on Gleason
- Operating estimates are conservative estimates prepared by Anna Bass, Solutions CPAs (costs are over-estimated, revenues underestimated)
- John Day’s total contribution:
  - Up to \$1 million in capital construction cost (via the interim financing agreement), which is approx. \$115,000 per year over 10 years or \$58,000 over 20
  - \$17,500 per year in utilities
- Grant County Digital provides internet for 20-yrs
  - Included in the scope of the EDA grant / no cost to taxpayers
- Extensive public feedback and comments over the last 5 years
- The pool is affordable for both the City and JDCC

## **DISCUSSION**

Staff will provide Council and the public with a presentation that provides more detail on the above. After the presentation, what questions does Council have?

## **RECOMMENDATION**

No action needed

**TO:** John Day City Council  
**FROM:** Corum Ketchum, Interim City Manager  
**DATE:** October 11th, 2022  
**SUBJECT:** Agenda Item #7: Other Business and Upcoming Meetings  
Attachments  
7e. Authorized Users Letter to Vendors

**OTHER BUSINESS**

- a. Town Hall updates
- b. Greenhouse updates
- c. Draft Council rules feedback
- d. Construction project updates
- e. Authorized users for city vendors

**UPCOMING MEETINGS**

- October 25<sup>th</sup>, City Council Meeting – Fire Hall, 5:00 PM
- October 25<sup>th</sup>, Town Hall – Senior Center, 6:00 PM to 7:30 PM
- November 8<sup>th</sup>, City Council Meeting – Fire Hall, 7:00 PM
- November 22<sup>nd</sup>, City Council Meeting – Fire Hall, 7:00 PM

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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

## **ACTION ITEMS**

4. **2021 URA Incentive Payments**  
Attachments:  
URA 4. 2022 CPR for URA Participants

**TO:** John Day Urban Renewal Agency

**FROM:** Corum Ketchum, Managing Director

**DATE:** October 11th, 2022

**SUBJECT:** Agenda Item #4: 2021 URA Incentive Payments  
URA 4. 2022 CPR for URA Participants

**BACKGROUND**

The exception values for the 2021 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 2021 participants total \$26,774.35, as shown in the “2022 Rebate” column of Table 1. Four of the 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. Garret Blackburn’s property was in the home improvements category, eligible for a fifteen percent (15%) rebate of the change in assessed value.

*Table URA 1. 2021 URA Incentive Program Participants*

<b>Owner(s)</b>	<b>Address</b>	<b>2021 Exception</b>	<b>2021 Rebate</b>	<b>2022 Exception</b>	<b>2022 Rebate</b>
<b>Jack Young</b>	102 NE 7th Street	\$26,691	\$1,868.37	\$142,954	\$10,006.78
<b>Garrett Blackburn</b>	847 E Main St			\$41,865	\$6,279.75
<b>Andrew and Elizabeth Wolfer</b>	313 S Canyon			\$16,853	\$1,179.71
<b>Sally Knowles Properties, LLC</b>	NW River Rock			\$113,019	\$7,911.33
<b>Sally Knowles Properties, LLC</b>	NW River Rock			\$19,954	\$1,396.78
<b>Total</b>				\$334,645	\$26,774.35

**RECOMMENDED MOTION**

“I move to approve the 2022 URA incentive rebates as presented in Table 1.”