

John Day City Council
April 10, 2018
7:00 PM
Fire Station, 316 S. Canyon Blvd
AGENDA

1. **OPEN AND NOTE ATTENDANCE**
2. **APPROVAL OF CITY COUNCIL MINUTES OF MARCH 13, 2018.**
3. **APPEARANCE OF INTERESTED CITIZENS** – At this time Mayor Lundbom will welcome the public and ask if there is anything they would like to add to tonight’s agenda.

ACTION ITEMS

4. **APPOINTMENT OF NEW CITY COUNCILOR**
Attachments:
 - Oath of Office
 - Applications for Councilor Position #6
5. **APPOINTMENT OF BUDGET COMMITTEE MEMBER(S)**
Attachments:
 - None
6. **FOUR WAY STOP REQUEST – THIRD & BRIDGE STREET**
Attachments:
 - None
7. **RESOLUTION NO. 18-785-09, A RESOLUTION AUTHORIZING REFINANCING OF AN EXISTING BORROWING AND FINANCING FOR THE FIRE STATION**
Attachments:
 - Resolution 18-785-09
8. **GRANT COUNTY DIGITAL NETWORK COALITION AMENDING ORDINANCE, INTERGOVERNMENTAL AGREEMENT ADOPTION, AND APPOINTMENT TO BOARD OF DIRECTORS**
Attachments:
 - Ordinance No. 18-171-01
 - Intergovernmental Agreement for Joint Management of Broadband Network
9. **RESULTS OF LOCAL INCOME SURVEY**
Attachments:
 - None
10. **DECISION ON FUTURE OF 9-1-1 CENTER**
Attachments:
 - Local Cost Model and Terms
 - Frontier 9-1-1 Center Letter and Terms
 - Minutes of March 20 Meeting of the 9-1-1 User Board/Intergovernmental Council
11. **EXECUTIVE SESSION**
Attachments:

- None

OTHER BUSINESS

12. OTHER BUSINESS AND UPCOMING MEETINGS

- April 15 – Statement of Economic Interest (SEI) filing deadline
- April 17 – First Budget Committee Meeting
- April 24 – City Council Meeting
- April 26 – 9-1-1 User Board/IGC Meeting, 6PM ODF Conference Room
- TBD – Technical Advisory Committee Meeting – Urban Renewal
- TBD – Planning Commission Hearing – Urban Renewal
- May 1 – Final Budget Committee Meeting (if necessary)
- May 1 or May 3 – TGM Grant Selection Committee Meeting
- May 8 – City Council Meeting
- May 22 – Council Meeting / Budget Public Hearing / Urban Renewal Hearing

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: April 10, 2018

SUBJECT: Agenda Item #4: Appointment of New City Councilor
Attachment(s)

- Oath of Office
- Applications for Councilor Position #6

BACKGROUND

Applicants were solicited for the vacancy in City Council Position #6 under the provisions of Ordinance 82-29-01, which describes procedures for filling a vacancy in the city council by appointment of the remaining councilors.

The following individuals have applied for consideration:

- Mr. Chris Labhart
- Mrs. Beth Spell
- Mr. Ronald Phillips
- Dr. Vincent Maurer
- Mrs. Katrina Randleas
- Dr. Brandon Smith

All applicants meet the criteria for appointment as a city councilor. A copy of their application is enclosed.

Chapter VI, Section 28 of the 1993 City of John Day Charter states before assuming city office, an officer shall take an oath or shall affirm that he or she will faithfully perform the duties of the office and support the constitution and laws of the United States and of the state of Oregon.

DISCUSSION

Council should evaluate and ask questions of each candidate. To assist in the appointment, Council may wish to consider criteria such as:

- **Motivation** (reasons for applying and why they wish to serve as city councilor)
- **Diversity** (unique background of the applicant, constituents they may represent, diverse viewpoints);
- **Civic Engagement** (activity in the community, attendance and involvement in public functions);
- **Commitment** (prior participation and attendance at city council meetings, willingness to attend council meetings and meet with constituents); and
- **Qualifications** (understanding of local governance and public policies such as municipal finance and the budgeting process, the City's strategy and planning processes, etc.)

NOMINATION

Council should nominate a candidate. If there is a consensus appointment, Mayor Lundbom should then read the oath of office to the newly appointed councilor.

OATH

STATE OF OREGON)

County of Grant) SS.

City of John Day)

I, _____ being first duly sworn on oath say that I will faithfully and honestly discharge the duties of City Councilor of the City of John Day and will support the laws and Constitution of this State and the United States to the best of my ability.

Councilor Signature

Subscribed and sworn on this 10th day of April 2018.

State of Oregon, Grant County ss:

On this ____ day of April, 2018 personally appeared the above named candidate for city councilor, and acknowledged the foregoing instrument to be his voluntary act and deed.

(Seal)

Notary Public for Oregon
My Commission Expires:

TO: John Day City Council
FROM: Nicholas Green, City Manager
DATE: April 10, 2018
SUBJECT: Agenda Item #5: Appointment of Budget Committee Member(s)
Attachment(s)

- None

SUMMARY

The John Day Budget Committee currently has three vacancies. These vacancies resulted from the resignation in 2017 of Mike Cosgrove and Carol Page from the budget committee and the passing of Dale Rininger.

RECOMMENDATION

Council may request that any applicant for city council who was not selected as a council member consider serving on the budget committee, then make the appropriate appointment(s).

TO: John Day City Council
FROM: Nicholas Green, City Manager
DATE: April 10, 2018
SUBJECT: Agenda Item #6: Four Way Stop Request – Third and Bridge Street
Attachment(s)

- None

SUMMARY

Leanna Perkins (400 NW Bridge Street) has requested that the council consider placing a four-way stop at the intersection of Third Street and NW Bridge Street.

DISCUSSION

She has asked for this item to be included for discussion on the agenda. She will be present to discuss the reasons for her request.

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: April 10, 2018

SUBJECT: Agenda Item #7: Resolution No. 18-785-09, A Resolution Authorizing Refinancing of an Existing Borrowing and Financing for the Fire Station
Attachment(s)

- Resolution 18-785-09

SUMMARY

Resolution 18-785-09 authorizes the city council to incur additional debt during the City's loan consolidation process with Washington Federal. The purposes for this debt are to pay off the promissory note to Stella Lang for the fire station land and to produce debt savings from financing the completion of the fire hall and the land at the lower interest rate offered by Washington Federal.

BACKGROUND

In 2008, the City entered into a note to Stella E. Lang to purchase the land for the fire station. There is approximately \$62,000 due on that note.

The City has identified a need to borrow additional amounts to complete the new fire station. This resolution authorizes \$300,000 for the financing of this project.

The resolution addresses these two items and will be added to the financing package along with the prior resolution authorizing the refinancing of the Special Public Works Fund loans as previously approved by the city council.

DISCUSSION

Financing the fire station through this process will save the City approximately \$10,000 in origination costs. Paying the loan as planned at the five-year period (December 2022) will also save a significant amount of money in interest versus doing a traditional 20-year loan. This will, however, require the City to make a capital loan from the Water Fund to the General Fund (fire department).

A capital loan is any interfund loan, or portion thereof, made for the purpose of financing the design, acquisition, construction, installation, or improvement of real or personal property and not for the purpose of paying operating expenses. If a loan is a capital loan, it must be repaid in full over a term not to exceed 10 years. The resolution or ordinance that authorizes the loan must state a schedule for repayment and a rate of interest (ORS 294.468, renumbered from 294.460). The interest rate can be any rate that the governing body determines, including zero. This process will be discussed further at the April 17 meeting of the John Day Budget Committee.

RECOMMENDED MOTION

"I move to approve Resolution 18-785-09, A Resolution Authorizing Refinancing of an Existing Borrowing and Financing for the Fire Station."

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: April 10, 2018

SUBJECT: Agenda Item #8: Grant County Digital Network Coalition Amending Ordinance, Intergovernmental Agreement Adoption, and Appointment to Board of Directors Attachment(s):

- Ordinance No. 18-171-01
- Intergovernmental Agreement for Joint Management of Broadband Network

SUMMARY

The City Council needs to adopt an amending ordinance identifying the new effective date of the agency and agreement as April 10. The amending ordinance will need to contain an emergency declaration, as we need the agency and agreement to be effective in order to apply for the 2018 USDA Community Connect Grant.

Council will also execute the enclosed intergovernmental agreement for joint management of the broadband network and will appoint an individual to serve as a member of the Grant County Digital Network Coalition board of directors.

The first meeting of the Board will be held later in April. Bylaws governing the Board's operations will be adopted within 90-days of the agreement's execution.

DISCUSSION

Text

RECOMMENDED MOTIONS

- 1) "I move to read Ordinance No. 18-171-01 by Title Only" (or by full text if requested)
- 2) "I move to adopt Ordinance No. 18-171-01, An Ordinance of the City of John Day Amending Ordinance No. 17-170-01, An Ordinance Creating The Grant County Digital Network Coalition in Accordance With ORS 190.085, to Modify the Effective Date of the Coalition's Intergovernmental Agreement."
- 3) "I move to adopt the Intergovernmental Agreement for Joint Management of Broadband Network and authorize Mayor Lundbom to sign the agreement on behalf of the City of John Day."
- 4) "I move to appoint (_____) to represent the City of John Day as a member of the Grant County Digital Network Coalition board of directors."

TO: John Day City Council
FROM: Nicholas Green, City Manager
DATE: April 10, 2018
SUBJECT: Agenda Item #9: Results of Local Income Survey
Attachment(s)

- None

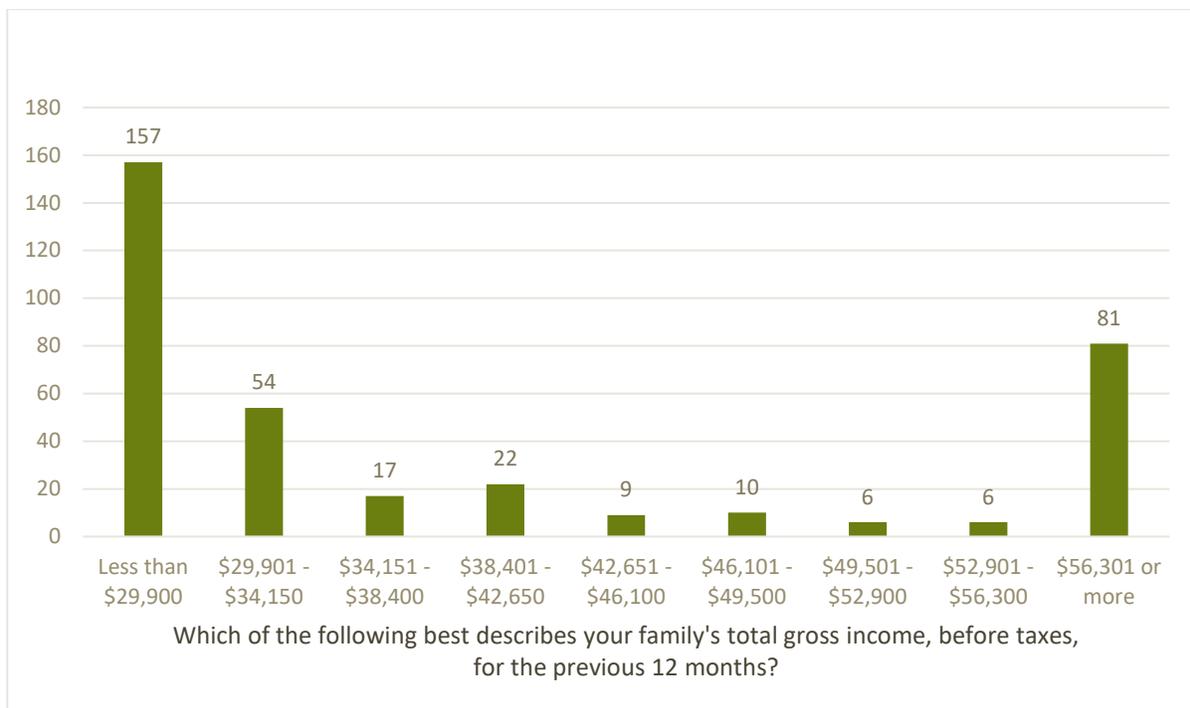
SUMMARY

The City of John Day worked with the Survey Research Lab (SRL) at Portland State University (PSU) to conduct a community income survey of the residents of John Day and Canyon City to determine eligibility for Department of Housing and Urban Development (HUD) grants to fund community improvement projects. SRL staff and trained volunteers recruited by the City of John Day conducted surveys by mail, phone, and door-to-door with 362 families living in the service area, resulting in an overall response rate of 77.4%. The survey found that 209 families representing 461 residents of John Day are low or moderate-income (LMI) according to the census criteria outlined by the HUD. The results of the survey revealed that 57.3% of residents of the City of John Day and Canyon City as being LMI, which is above than the 51% threshold required to apply for Community Development Block Grants (CDBG) to fund infrastructure improvements.

A copy of the local income survey report is available on the city website under “latest news.”

SURVEY RESULTS

The results show a bimodal distribution of incomes, with 43.4% of respondents (n=157) indicating they earn less than \$29,900 per year, and 22.3% of respondents (n=81) earning \$56,301 or more (figure below).



DISCUSSION

The following are the maximum grants possible under the CDBG program for any individual project, by category (see www.orinfrastructure.org/Infrastructure-Programs/CDBG/):

- Microenterprise: \$100,000
- Public Works (Water and Wastewater Improvements): \$2,500,000 except preliminary/engineering planning grants maximum \$150,000
- Community/Public Facilities: \$1,500,000
- Community Capacity/Technical Assistance: no specific per-award-limit but limited overall funds
- Regional Housing Rehabilitation: \$400,000
- Emergency Projects \$500,000

Applications follow a multi-step process. We will provide Business Oregon with the completed survey results and indicate that we are seeking \$150,000 for preliminary engineering and up to \$2.5M for construction.

If the proposed project meets funding criteria and funds are available, Business Oregon will invite us to submit an application. All completed applications received during the calendar quarter are rated and ranked. Funding recommendations are then sent to the Business Oregon management team for review and a funding recommendation. Business Oregon notifies applicants of their funding status approximately 30 to 60 days after the application closing date.

NEXT STEPS

The City will submit its local income survey for certification by Business Oregon and begin the application process for preliminary engineering funds to design the wastewater treatment facility.

Because DEQ issued a No Further Action decision for the Oregon Pine property in February 2018, we now have a construction ready site for the new wastewater treatment facility.

Anderson Perry and Sustainable Water will complete the Wastewater Facilities Master Plan and reclaimed water feasibility study by June 2018. We will select a recommended facility design at the conclusion of that process and then schedule our one-stop with DEQ. Preliminary engineering for the new facility will begin this summer, sometime after the start of the new fiscal year (July 1).

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: April 10, 2018

SUBJECT: Agenda Item #10: Decision on Future of 9-1-1 Center
Attachment(s)

- Local Cost Model and Terms
- Frontier 9-1-1 Center Letter and Terms
- Minutes of March 20 Meeting of the 9-1-1 User Board/Intergovernmental Council

SUMMARY

Councilor Schuette and I led the March 20 meeting of the 9-1-1 User Board/IGC. Minutes from the meeting are enclosed for the public record. Each user agency was asked to make a formal motion from their boards and council and return on April 26 with the results.

DISCUSSION

Terms for both offers are enclosed in the packets.

Under the local cost sharing agreement, the City will be responsible for approximately \$44,400 per year in total operating costs: \$15,600 to the city based on our assessed property value; \$27,800 for police based on our call volume; and \$1,000 for public works. These amounts combined represent 22% of the total operating cost for the 9-1-1 Center, based on an estimated \$200,000 deficit. If the operating deficit is less due to reduced costs or increased 9-1-1 tax receipts, our cost will decline. This local agreement would be under the direction of an appointed board of directors from the local users or could become a department of the county.

Under the Frontier 9-1-1 Agreement, the total cost for the county is \$30,000 per year, plus a one-time cost of \$63,000 to relocate the facility. The Frontier 9-1-1 board of directors is prepared to add one to two positions on the board representing Grant County/John Day should we choose to come over, however, these positions would be Non-Voting.

Either agency/arrangement would provide quality 9-1-1 service, however, under the local model, we retain local control, local jobs and state shared revenue within Grant County.

RECOMMENDATION

Council should make a motion with regard to the future 9-1-1 Center, whether to keep it in Grant County under a new intergovernmental cost sharing agreement or to outsource to Frontier Regional 911.

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: April 10, 2018

SUBJECT: Agenda Item #11: Executive Session
Attachment(s)
• None

SUMMARY

This City Council will now meet in executive session to review attorney client privileged communications pursuant to ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection.

Representatives of the news media and designated staff will be allowed to attend the executive session. All other members of the audience are asked to leave the room. 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 previously announced. No decision may be made in the executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room.

MOTION

“I move to enter executive session pursuant to ORS 192.660(2)(f).”

TO: John Day City Council
FROM: Nicholas Green, City Manager
DATE: April 10, 2018
SUBJECT: Agenda Item #12: Other Business and Upcoming Meetings
Attachment(s)

- LOC Bulletins

OTHER BUSINESS

- None

UPCOMING MEETINGS

- April 15 – Statement of Economic Interest (SEI) filing deadline
- April 17 – First Budget Committee Meeting
- April 24 – City Council Meeting
- April 26 – 9-1-1 User Board/IGC Meeting, 6PM ODF Conference Room
- TBD – Technical Advisory Committee Meeting – Urban Renewal
- TBD – Planning Commission Hearing – Urban Renewal
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