

**John Day City Council
May 8, 2018
7:00 PM City Council Meeting
Fire Station, 316 S. Canyon Blvd
AGENDA**

- 1. OPEN AND NOTE ATTENDANCE**
- 2. APPROVAL OF CITY COUNCIL MINUTES OF APRIL 24, 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. E-911 ADDRESS ASSIGNMENT – US CELLULAR TELECOM SITE**
Attachments:
 - Map of Proposed Street Names
- 5. FIRE HALL COMMUNITY ROOM AND TENANT ARRANGEMENTS**
Attachments:
 - Grant County Airport Conference Room Reservation Packet
- 6. USDA COMMUNITY CONNECT GRANT APPLICATION**
Attachments:
 - Resolution to Apply for 2018 USDA Community Connect Grant

OTHER BUSINESS

- 7. OTHER BUSINESS AND UPCOMING MEETINGS**
 - Police Department Updates
 - TGM Grant Updates
 - May 9 – Urban Renewal Presentation to County Court
 - May 16-18 – Water Reuse Association Conference (Portland) – City Staff
 - May 22 – Urban Renewal Agency First Meeting, 5:30 P.M. Fire Hall
 - May 22 – City Council Meeting / Budget Public Hearing, 7 P.M. Fire Hall
 - May 24 – Planning Commission Hearing – Urban Renewal, 5 P.M. Fire Hall
 - May 25 – LOC Region 8 Small Cities Meeting, 4-6 P.M. Fire Hall
 - June 12 – City Council Meeting (Urban Renewal Adoption), 7 P.M. Fire Hall

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: May 8, 2018

SUBJECT: Agenda Item #4: E-911 Address Assignment – U.S. Cellular Telecom Site Attachment(s)

- Map of Proposed Street Names

BACKGROUND

U.S. Cellular needs to update the equipment on their existing telecom tower located one mile north of John Day, on the Holmstrom Property, off of the intersection of NW Valley View Drive, Davis Creek Road, NW Charolais Heights and NW Bridge Street. A map of this location is provided.

Naming and vacating of streets is a power inherently granted to the city council through Title 1 of the John Day City Code. Title 4-4-2 identifies the numbering system, which requires all numbers allotted to houses and buildings north of Main Street and west of Canyon Boulevard to be northwestern numbers. Per Title 4, all houses or buildings shall be numbered in the 100 block starting from the intersection of Main Street and Canyon Boulevard and extending from such principal streets in the various directions into the second hundred block, etc., so as to follow a uniform system insofar as the layout of streets permit.

The U.S. Cellular site name is 385321. No address has been assigned and no street name has been provided for this location. Both are necessary to proceed with the E-911 address assignment as they cannot rely solely on GPS coordinates for this location.

DISCUSSION

Public Works Director Legg has coordinated with the Holmstroms on a naming convention of the private roads that connect to this location. These are identified in the enclosed map. They are recommending the City Council name the north-south road leading up to the cell site as “Cell Tower Road” and the east-west road leading to the water reservoir as “Prospector Lane.”

The City normally defers naming streets until they are adopted. However, in this instance a street name is necessary to complete the 911 address assignment, and the County Planning Department has requested the City develop the naming convention since the street begins inside the city limits. They further recommended that the Davis Creek Road naming convention remain as the primary connector road to the five-way intersection.

RECOMMENDATION

Adopt the proposed naming conventions or recommend an alternative so we can provide the information needed for the E-911 address assignment. While Prospector Lane is not necessary at this time, this street is included in the boundary of the John Day Urban Renewal Area for future residential development and will need a naming convention at some point in the future.

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: May 8, 2018

SUBJECT: Agenda Item #5: Fire Hall Community Room and Tenant Arrangements
Attachment(s)

- Grant County Airport Conference Room Reservation Packet

BACKGROUND

There are two items for discussion related to the fire hall.

First, the community room has seen an increasing number of reservations in recent months. Several of these reservations are from external agencies. The council's original intent it was to provide a no-cost community space for meetings of local agencies, residents and property owners who contribute toward payment of the fire hall bond. These external agencies do not. However, they have increased the utility cost and cleaning burden on the facility due to increased use. These utility costs are born exclusively by the City and the John Day Rural Fire Protection District. They have also increased the scheduling burden on the facility, which is frequently occupied by external agencies when local agencies wish to use it.

Second, the fire hall and the industrial park were both mentioned as possible locations for the future 911 Center. This topic was discussed during the first IGC meeting and is on the agenda for discussion at the May 7 IGC meeting.

Council should discuss rules for use of the fire hall with regard to external agencies and whether these agencies should be allowed to use the facility at no cost. Council should also discuss whether they are willing to enter into negotiations with the IGC with regard to the location of the 911 Center and terms they are willing to offer to host the Center at one of our locations.

DISCUSSION

Reservation Procedures. Reservation procedures for the Grant County Airport conference room are enclosed. The Airport provides a reservation flyer, rental agreement and a fee waiver request form. The half-room rental (similar in size to our community room) rents for a \$55.00 daily rate. The Airport also requires a reservation fee (\$25) prior to placing an event on the calendar. This fee is non-refundable if the renter cancels the reservation within five days of the event. Renters may apply for a fee waiver using a separate form, also enclosed.

911 Center. The IGC will resume operational management of the 911 Center in 2019. In anticipation of this, they are actively looking for a new location for the center. Transitioning to a new location will have to be coordinated with the IGC and the State Office of Emergency Management, which is responsible for the 911 portion of our emergency communications system.

The IGC has discussed a potential purchase of property from the city at the Industrial Park. The IGC does not have a capital budget nor have they planned for capital expenditure for a new building as part of their proposed local cost sharing agreement. I also want to clarify the industrial park business model. The city council originally set the purchase price at \$5,000 per acre but they also mandated that the buyers be a private sector employer who does two things: 1) creates three new jobs; and 2) ultimately pays property tax. The communications agency will do neither.

I could not advise the city council to sell an acre of the industrial park at a below market price unless that were to count toward our contribution to operating revenue. Otherwise, we would be giving up land funded by John Day taxpayers that could be sold at a higher price to a commercial buyer who does meet the property conditions. Additionally, selling land to a public agency would require a change in the zoning and development restrictions placed on the property as outlined in the city's Development Code.

The city council and the John Day Rural Fire Protection District have both expressed interest in hosting the 911 Center as a tenant in the fire hall. This decision would need to be made within the next 30 days in order to configure a purpose-built space for the center as part of the tenant improvements, which are scheduled to begin in early July. This space could be made available to the IGC as early as October, provided OEM can complete the transition of their communications equipment. A more realistic timeline may be January but that is still to be determined.

If the council is interested in this approach, they should offer flexible terms to the IGC to enable the transition and recognize that any costs incurred by the IGC will also be incurred by the City as a member of the IGC.

RECOMMENDATION

Council should reach a consensus on procedures they would like to see in place for for-profit use, non-profit use, local and external agencies.

Council should discuss the approach they would like to take with regard to negotiating with the IGC should they request to evaluate the fire hall and/or industrial park as a future location for the 911 Center.

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: May 8, 2018

SUBJECT: Agenda Item #6: Resolution No. 18-786-10, A Resolution Authorizing Application to the U.S. Department of Agriculture 2018 Community Connect Grant Attachment(s)

- Resolution 18-786-10

BACKGROUND

A resolution of the city council is necessary to apply for the 2018 Community Connect Grant. A copy of the resolution is enclosed.

DISCUSSION

The Community Connect Grant Program is designed to provide financial assistance to provide service at the Broadband Grant Speed (25 Mbps down / 3 Mbps up) in rural, economically-challenged communities where broadband service does not currently exist. Grant funds may be used to: (1) deploy service at the Broadband Grant Speed to critical community facilities, rural residents, and rural businesses, (2) construct, acquire, or expand a community center, and (3) equip a community center that provides free access to service at the Broadband Grant Speed to community residents for at least two years. Grants will be awarded on a competitive basis for entities to serve all premises in eligible rural areas at the Broadband Grant Speed to ensure rural consumers enjoy the same quality and range of broadband services as are available in urban and suburban communities.

The minimum grant request amount is \$100,000. The maximum grant request amount is \$3,000,000. The match the applicant is required to contribute towards the project is 15 percent of the requested grant amount. The match must be in cash and can be used to fund operations or facilities of the project. The match must be in the form of cash that is available at closing. In-kind contributions are not eligible to be used to satisfy the required match.

Grant applications must be submitted by May 14, 2018.

RECOMMENDED MOTION

“I move to adopt Resolution 18-786-10, A Resolution Authorizing Application to the U.S. Department of Agriculture 2018 Community Connect Grant.”

TO: John Day City Council
FROM: Nicholas Green, City Manager
DATE: May 8, 2018
SUBJECT: Agenda Item #7: Other Business and Upcoming Meetings
Attachment(s)

- LOC Bulletins

OTHER BUSINESS

- Police Department Updates
- TGM Grant Updates

UPCOMING MEETINGS

- May 8 – City Council Meeting, 7 P.M. Fire Hall
- May 9 – Urban Renewal Presentation to County Court
- May 16-18 – Water Reuse Association Conference (Portland) – City Staff
- May 22 – Urban Renewal Agency First Meeting, 5:30 P.M. Fire Hall
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