

John Day City Council
February 12, 2019
7:00 PM

John Day Fire Hall, 316 S. Canyon Blvd., John Day

1. **OPEN AND NOTE ATTENDANCE**
2. **APPROVAL OF CITY COUNCIL MINUTES OF JANUARY 22, 2019.**
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.

CONSENT AGENDA

4. **INVOICE PAYMENTS FOR CAPITAL IMPROVEMENT PROJECTS**

Attachments:

- L&L Excavating PSA's & Invoice
- Evans Consoles Incorporated Invoice
- Alpine Abatement Invoice

ACTION ITEMS

5. **PUBLIC SAFETY ANNUAL REVIEW**

Attachments:

- None

6. **MAIN STREET REVITALIZATION GRANT & NEXT STEPS FOR WEAVER BLDG**

Attachments:

- None

7. **2019 EVENT PLANNING**

Attachments:

- None

8. **2019 FINANCING MILESTONES**

Attachments:

- None

9. **RESOLUTION 19-802-03-AMENDED**

Attachments:

- Resolution 19-802-03-Amended

OTHER BUSINESS & UPCOMING MEETINGS

10. **OTHER BUSINESS & UPCOMING MEETINGS**

- Feb 26 – Urban Renewal Agency Meeting, 6 P.M. @ Fire Hall
- Feb 26 – City Council Meeting, 7 P.M. @ Fire Hall – Audit report
- Mar 12 – City Council Meeting, 7 P.M. @ Fire Hall – IPR #2 with Walker Macy
- Mar 26 – City Council Meeting, 7 P.m. @ Fire Hall – State of the City Address

TO: John Day City Council
FROM: Nicholas Green, City Manager
DATE: February 12, 2019
SUBJECT: Consent Agenda Item #4: Invoice Payments for Capital Improvement Projects
Attachment(s)

- L&L Excavating PSA's & Invoice
- Evans Consoles Incorporated Invoice
- Alpine Abatement Invoice

BACKGROUND

Invoices enclosed are submitted for council approval. These items are added to the consent agenda and do not require discussion unless a council specifically requests an item to be removed from the agenda.

RECOMMENDED MOTION

"I move to approve the consent agenda as submitted."

ITEM #1) L&L EXCAVATING PSA & INVOICE

Staff requested quotes under an informal procurement for the Canton Street Improvements. Excavation and Concrete were bid as separate tasks. These are the contractors we either sent bid packages to or called to see if they were interested in the job.

Excavation

L&L Excavating
Winegar Excavating
Iron Triangle L.L.C.
Byron's Excavating
Brad Armstrong/Brandon Hueckman
Justin Jacobs

Concrete

L&L Excavating
Iron Triangle L.L.C.
Tidewater Construction Inc.
Mike Stovall
Dennis Dice
Leland Smucker

The low-cost bids for both excavation and concrete were received from L&L excavating. City signed professional services agreements with L&L (enclosed). Excavation and backfill was awarded at a per yard price of \$8.99/cubic yard since it was unclear how much excavation would be needed. Concrete was bid at a total project cost of \$38,267.55.

The policy of the State of Oregon is that contracting agencies shall make every effort to construct public improvements at the least cost to the contracting agency (ORS 279C.305). L&L Excavating was the least cost bidder on these projects.

Recommendation: Approve the PSA's and Invoices for L&L Excavating as per bid for total payments:

- \$5,618.75 (excavation)
- \$6,102.50 (backfill)
- \$38,267.55 (concrete curb)

ITEM #2) EVANS CONSOLE INCORPORATED INVOICE

Council authorized the City Manager to award the Evans casework bid for new 911 consoles for a not-to-exceed amount of \$57,947 during the September 25, 2018 city council meeting. This project came in 15 percent below budget. The final invoice for work upon project completion was \$49,476.93.

All funds for this purchase were provided by the Department of Administrative Services through the City's house bill appropriation for 911 operations received in 2017.

Recommendation: Approve payment of invoice as submitted for \$49,476.93.

ITEM #3) ALPINE ABATEMENT INVOICE

Council authorized the City Manager to sign the bid and professional services agreement with Alpine Abatement Associates, Inc. for \$75,924 during the December 4, 2018 city council meeting. The project was completed as per bid.

All funds for this project will be reimbursed through the Oregon DEQ brownfield reclamation grant and the 2017 Main Street Revitalization Grant previously awarded.

Recommendation: Approve payment of invoice as submitted for \$75,924.

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: February 12, 2019

SUBJECT: Agenda Item #5: Public Safety Annual Review
Attachment(s)

- None

BACKGROUND

City staff will provide council with an annual review of our public safety departments at tonight's city council meeting. The presentation will be posted prior to the meeting. Topics for discussion include: 911 Transition; Police Department report and an update from the Fire Department.

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: February 12, 2019

SUBJECT: Agenda Item #6: Main Street Revitalization Grant & Next Steps for Weaver Building Attachment(s)

- None

BACKGROUND

I met with the main street merchants in December 2018 to review and discuss the 2019 Oregon Main Street Revitalization grant application procedures and timeline. Councilor Adair followed up this meeting with an email on January 10th providing the grant information and application milestones to over 40 interested merchants. Applications are due to the city on February 14th and will be evaluated by the city council during the February 26 council meeting.

APPLICATION MILESTONES

Feb 14 – Electronic project packages due to City from applicants (email to: green@grantcounty-or.gov)

Feb 19 – Committee meets to review/select applicants for award

Feb 21 – Mar 7 – Applicants work with city to finalize submission

Feb 26 – Council review and approval of applications

Mar 8 – Final applications submitted no later than March 8th

DISCUSSION

The Oregon Main Street Revitalization Grant supports downtown revitalization efforts in communities participating in the Oregon Main Street Network. Only organizations participating in the Oregon Main Street Network are eligible to apply. As such, the City of John Day is the designated applicant for any projects conducted in our city limits.

The purpose of the program is to;

- Acquire, rehabilitate, and construct buildings on properties in designated downtown areas statewide; and
- Facilitate community revitalization that will lead to private investment, job creation or retention, establishing or expanding viable businesses, or creating a stronger tax base.

For 2019, grants may be awarded up to \$200,000.

The City will be closing out our 2017 Main Street Revitalization grant now that the lead and asbestos abatement of the Weaver building is complete. This year's program gives us an opportunity to compete for additional funding for this and other projects.

I am preparing an application for the council to review for electrical improvements to the Weaver building. We will also discuss the timeline and options for the city to liquidate this investment and return it to private ownership.

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: February 12, 2019

SUBJECT: Agenda Item #7: 2019 Event Planning
Attachment(s)

- None

DISCUSSION

Councilor Adair will present this topic for discussion by the city council. She has been planning and coordinating a street fair on East Main Street for music, vendors, etc. The goal is to increase foot traffic downtown and bring people this direction. The proposed date for the event is the week of March 23, which is the first weekend of spring break and the start of baseball tournaments. Other events under consideration include a 3-on-3 basketball tournament and artist programs.

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: February 12, 2019

SUBJECT: Agenda Item #8: 2019 Financing Milestones
Attachment(s)

- None

BACKGROUND

The city intends to pursue funding for multiple capital improvement projects and programs in 2019. This agenda item is intended to show the funding opportunities for which we intend to apply and/or award deadlines for funding applications already submitted.

FUNDING MILESTONES

- **February/March** – CDBG Engineering Grant award decision (\$200,000 applied for on 12/31/2018)
- **March 8** – Main Street Revitalization Grant application deadline (max awards of \$200,000 per project)
- **March** – Ford Family Community Building Spaces grant (for planar shed conversion to community pavilion)
- **April 1** – OPRD Large Grant for pool/rec center/city park (max award of \$750,000)
- **April 26** – OWRD Water Project Grants/Loans (\$8.5M funding available)
- **May 31** – USDA Reconnect Grant (up to \$6M for broadband)
- **June** – Regional Economic Development Summit
- **September 31** – CDBG Implementation Grant applications deadline (applying for \$2.3 million)

SUMMARY

We intend to apply for over \$10M in grant funding during 2019 for various projects, the largest of which will be the new reclaimed water facility and the completion of the broadband trunk line from John Day to Burns. Council may review and discuss each of these anticipated applications during our meeting.

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: February 12, 2019

SUBJECT: Agenda Item #9: Resolution 19-802-03-Amended
Attachment(s)

- Resolution 19-802-03-Amended

DISCUSSION

Resolution 19-802-03, A Resolution Establishing Water Rates, Deposits, And Other Related Charges, was approved by the city council at the January 22 council meeting. The council approved an increase to the base rate of \$1, however, the copy of the resolution submitted in the council packets incorrectly showed the prior year's rate.

This amended resolution corrects this error and shows the approved 2019 base rate of \$32 for this first 4,000 gallons in Paragraph I-A.

RECOMMENCED MOTION

“I move to approve Resolution 19-802-03, as amended.”

TO: John Day City Council
FROM: Nicholas Green, City Manager
DATE: February 12, 2019
SUBJECT: Agenda Item #10: Other Business and Upcoming Meetings
Attachment(s)

- LOC Bulletins

OTHER BUSINESS

- None

UPCOMING MEETINGS

- Feb 12 – City Council Meeting, 7 P.M. @ Fire Hall – Public Safety Annual Report
- Feb 26 – Urban Renewal Agency Meeting, 6 P.M. @ Fire Hall
- Feb 26 – City Council Meeting, 7 P.M. @ Fire Hall
- Mar 12 – City Council Meeting, 7 P.M. @ Fire Hall – Innovation Gateway Workshop #2
- Mar 26 – City Council Meeting, 7 P.m. @ Fire Hall – State of the City Address