

John Day City Council
February 26, 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 FEBRUARY 12, 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. **ITEMS FOR APPROVAL UNDER CONSENT AGENDA**
 - Blue Mountain Telecommunications PSA
 - CTC Technology & Energy PSA
 - Clean Water Services Agreement
 - Oregon Business Development Department Letter of Support
 - Planning Commission Appointment

ACTION ITEMS

5. **FY2018 AUDIT REPORT – GUYER & ASSOCIATES**

Attachments:

 - FY2018 Audit Report
6. **MAIN STREET REVITALIZATION GRANT APPLICATION REVIEW**

Attachments:

 - 1188 Application
 - Len's Application
7. **CITY COUNCIL COMMITTEE ASSIGNMENTS**

Attachments:

 - 2019 Council Committees
8. **2019 EVENT PLANNING & COORDINATION**

Attachments:

 - None

OTHER BUSINESS & UPCOMING MEETINGS

9. **OTHER BUSINESS & UPCOMING MEETINGS**
 - Statements of Economic Interest (SEI)
 - Mar 1 – City Council Study Session – 12-2 P.M. @ Fire Hall
 - Mar 7-8 – Testimony/Innovation Gateway Work Sessions – Salem/Portland
 - Mar 12 – Advisory Committee Meetings/Open House, 4-7 P.M. @ Fire Hall
 - Mar 12 – City Council Meeting, 7 P.M. @ Fire Hall – WWFP Plan Adoption
 - Mar 19 – One Stop, 1 P.M. in La Grande, OR

- Mar 26 – City Council Meeting, 7 P.M. @ Fire Hall – State of the City Address
- April 9 – City Council Meeting, 7 P.M. @ Fire Hall
- April 18 – Region 12 Small Cities Meeting @ Fire Hall – John Day Hosting
- April 23 – City Council Meeting, 7 P.M. @ Fire Hall

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: February 26, 2019

SUBJECT: Consent Agenda Item #4: Items for Approval Under Consent Agenda Attachment(s)

- Blue Mountain Telecommunications PSA
- CTC Technology & Energy PSA
- CWS Agreement
- Oregon Business Development Department Letter of Support
- Planning Commission Appointment

BACKGROUND

The consent agenda includes two agreements related to broadband planning and infrastructure, an agreement for engineering assistance on the new wastewater treatment plant, a letter of support for Business Oregon's Regional Infrastructure Fund and one re-appointment to the John Day Planning Commission.

RECOMMENDED MOTION

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

ITEM #1) BLUE MOUNTAIN TELECOMMUNICATIONS PSA

The Grant County Digital board of directors did a competitive request for proposals for a fiber optic lateral from the John Day Fire Hall to the ESD Building. Seven firms responded. The winning bid was awarded to Blue Mountain Telecommunications, Inc. for \$33,333.28.

At the request of the board, Blue Mountain Telecom submitted an addendum to their original bid to construct a 12-strand fiber optic extension from the ESD building to Grant Union High School. The bid price for the high school drop was \$9,562. They also added a mobilization fee of \$850 in order to contract with a fiber splicer to complete the work on the requested timeline.

The original bid plus requested change orders come to \$43,745.28.

Recommendation: Approve the City Manager to sign a standard construction services agreement with Blue Mountain Telecommunications as per bid for \$43,745.28.

ITEM #2) CTC TECHNOLOGY AND ENERGY PSA

The Grant County Digital board approved the scope for a professional services agreement with CTC Technology & Energy. CTC assisted the city with grant writing for the 2018 Community Connect Grant. They have proposed to assist Grant County Digital with two applications this year, one for the 2019 Community Connect Grant and the other for the new USDA ReConnect grant. This proposal was

requested in conjunction with a request for quotes from Commstructure Consulting. The board agreed to hire both firms, with Commstructure proposing the same hourly pricing structure used for the City.

CTC's cost proposal was \$12,000 for the Community Connect Grant and \$40,000 for ReConnect. The board intends to apply for the Community Connect Grant with a similar scope to the 2018 application for approximately \$3 million in federal grant funds. This application is due on April 15. The scope of the ReConnect grant is still to-be-determined. The deadline for the ReConnect grant has been extended to no earlier than May 31.

Recommendation: Approve the City Manager to sign a standard professional services agreement with CTC Technology & Energy as per bid for \$52,000.

ITEM #3) CLEAN WATER SERVICES AGREEMENT

The City is building a team of water reuse professionals to develop a coordinated plan for the new wastewater treatment facility. Clean Water Services (CWS) is a public utility operating out of Hillsboro, OR, which provides wastewater services for Washington County. They have done extensive work within the Tualatin River Watershed and operate the Clean Water Institute, which advances watershed restoration and resource recovery through innovative strategies that promote scientific research, education and environmental protection activities.

CWS has offered to assist the city with its water reuse planning, specifically regarding constructed wetlands and watershed improvements along the John Day River. While their proposed amount not to exceed \$15,000 is below the threshold requiring council approval, I wanted to provide council with an opportunity to review their proposal. I believe they will make an excellent addition to our team and will be able to work with our engineers to develop some truly innovative solutions for our new water reclamation facility.

Recommendation: Approve the CWS professional services agreement for \$15,000.

ITEM #4) OREGON BUSINESS DEVELOPMENT DEPARTMENT LETTER OF SUPPORT

The Eastern Oregon Regional Solutions Team has requested I write a letter of support for the Governor's 2019-21 Regional Infrastructure Fund (RIF) budget proposal. The letters will support the RIF as it makes its way through the Ways and Means process starting with the Ways and Means Subcommittee on Transportation and Economic Development (TED). The RIF is a part of Business Oregon's budget and just one of the Regional Solutions team's tools, but an important one to help community and economic development projects across the state. We anticipate applying for the RIF early in 2020 to assist with development of the Innovation Gateway.

During the 2017 Legislative Session, the Legislature authorized the issuance of lottery bonds to produce \$4 million in net proceeds for the RIF. Eighteen projects were awarded grant funding in 2018, with grants ranging from \$63,378 to \$500,000. The Governor's budget is requesting \$15 million in net proceeds during the 2019 Session. Letters of support are due Wednesday, February 27.

Recommendation: Authorize the City Manager to draft a letter of support to be signed by Mayor Lundbom on behalf of the City of John Day in support of the Governor's RIF budget proposal.

ITEM #5 PLANNING COMMISSION APPOINTMENT

Tim Unterwegner has agreed to serve on the planning commission for another four-year term. He has been on the planning commission since 1998. The Planning Commission currently has five members (including Commissioner Unterwegner) with two positions vacant.

Recommendation: Appoint Commissioner Unterwegner to a four-year term on the planning commission, effective January 1, 2019 through December 31, 2022.

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: February 26, 2019

SUBJECT: Agenda Item #5: FY2018 Audit Report – Guyer & Associates
Attachment(s)

- FY2018 Audit Report

BACKGROUND

Weather permitting, Guyer & Associates will attend the meeting in person to present the findings from the FY2018 audit report to the city council.

DISCUSSION

The auditors found the city to be in substantial compliance with the provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, except for two minor over expenditures, insufficient record keeping for one purchase, and a minor disclosure discrepancy in the public notice for the budget committee.

Over-expenditures of budget resolution categories occurred in the Water Fund in the amount of \$6,070 in Materials and Services and in the IT Fund of \$10,259 in Materials and Services. Neither expenditure was in excess of the City's total appropriations for each fund, but rather exceeded the specific authorization within the category of Materials and Services of these funds.

The city solicited quotes for the new Chevy Tahoe police vehicle but cannot locate the paperwork for the competing quotes. This solicitation was done early in the fiscal year. The paperwork is likely located in a file in the office but was not accurately tracked during the handoff between Chief Gray and Chief Durr's tenure as Interim Police Chief. As the procurement authority for the city I am responsible for maintaining these records.

The budget meeting was correctly noticed but lacked a link to the city website for additional information.

RECOMMENDED AREAS FOR IMPROVEMENT

As a result of the auditor's findings, I met with Aaron Lieuallen, Senior Project Manager, and my department heads to review our internal procedures for capital purchases. We have implemented new internal controls for maintaining and tracking procurement history on capital expenditures to ensure we accurately maintain records for competing quotes and solicitations that are reviewed prior to making an award decision.

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: February 26, 2019

SUBJECT: Agenda Item #6: Main Street Revitalization Grant Application Review
Attachment(s)

- 1188 Application Summary
- Len's Application Summary

BACKGROUND

The City has received two applications for this year's Main Street Revitalization Grant. A summary of the applications is enclosed. 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.

APPLICATION MILESTONES

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

APPLICATION REVIEW

Both applications are enclosed for council review.

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: February 26, 2019

SUBJECT: Agenda Item #7: City Council Committee Assignments
Attachment(s)

- 2019 Council Committees

BACKGROUND

The city councilors currently serve on one or more of three standing committees: Administrative, Public Safety and Public Works. Committee assignments need to be reviewed and renewed for the next two years (2019 and 2020).

DISCUSSION

I would encourage the council to consider the following adjustments:

- 1) Remove "Museum" from the Public Works Committee as we no longer operate a museum.
- 2) Add a new committee for "Community Development" to recognize the significant investments the city is making in community development and stakeholder engagement. New functions this committee could perform are: 1) Public Relations; 2) Community Event Coordination, and; 3) Marketing and Branding.
- 3) Consider reassigning the "Zoning and Planning Commission" function from Public Works to Community Development.

RECOMMENDATION

Council should review and make any proposed changes to the committee assignments.

TO: John Day City Council
FROM: Nicholas Green, City Manager
DATE: February 26, 2019
SUBJECT: Agenda Item #8: 2019 Event Planning and Coordination
Attachment(s)

- None

BACKGROUND

Councilor Adair will follow up with the council on items from last council meeting related to event coordination.

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: February 26, 2019

SUBJECT: Agenda Item #9: Other Business and Upcoming Meetings
Attachment(s)

- LOC Bulletins

OTHER BUSINESS

- Statements of Economic Interest (SEI) due April 15

UPCOMING MEETINGS

- Mar 1 – City Council Study Session – 12-2 P.M. @ Fire Hall
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