

# John Day City Council Meeting September 08, 2020

## 7:00 PM VIRTUAL CITY COUNCIL MEETING

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1. **OPEN AND NOTE ATTENDANCE**
2. **APPROVAL OF PRIOR MINUTES**
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. **CONSENT ITEMS**  
Attachments:
  - John Day Sidewalk Agreement No. 31224\_AMD 01
  - Letter to City Council – Gaslin Accounting

### ACTION ITEMS

5. **TREATMENT PLANT UPDATE / HAZARD MITIGATION ASSISTANCE GRANT**  
Attachments:
  - Grant County NHMP Approval
  - Hazard Mitigation Assistance Pre-Application/Letter of Intent
6. **BROADBAND PROJECT UPDATES**  
Attachments:
  - None
7. **GREENHOUSE UPDATE – THE FIRST 90 DAYS**  
Attachments:

- Greenhouse Presentation

## **OTHER BUSINESS & UPCOMING MEETINGS**

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

- September 18, Friday Night Farmer's Market / Street Fair (5-9 P.M.)
- September 21-22, Recreation Economy for Rural Communities 2-Day Workshop
- September 22, City Council Meeting, **6 P.M.** Virtual/Fire Hall
- October 13, City Council Meeting, 6 P.M. Study Session / 7 P.M. Regular Session
- October 16, Friday Night Farmer's Market / Street Fair (5-9 P.M.)
- October 27, City Council Meeting, 7 P.M. Regular Session

**TO:** John Day City Council

**FROM:** Nicholas Green, City Manager

**DATE:** September 08, 2020

**SUBJECT:** Agenda Item #4: Consent Agenda  
Attachment(s)

- John Day Sidewalk Agreement No. 31224\_AMD 01
- Letter to City Council – Gaslin Accounting

## **BACKGROUND**

The consent agenda has two items, the John Day Sidewalk Agreement No. 31224 – Amendment 01 and a letter for Council’s review from Gaslin Accounting.

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### **Item 1) John Day Sidewalk Agreement No. 31224 – AMD 01**

This is the first amendment to our U.S. 395S Sidewalk Enhance Project. The amended agreement will allow the City to contract with our local engineering firm for the water line replacement and utility relocates needed for the sidewalk project construction. The amendment increases the reimbursement to the City (Agency) up to \$40,000 to design the water line replacement.

**Recommendation:** Approve the City Manager and Mayor to sign the agreement for Amendment 01 and instruct the City Manager to contract with Sisul Engineering for the water line relocate under the City’s FY20-21 Qualified Consultant List in accordance with the John Day Public Contracting Rules and OAR 137-048-0120.

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### **Item 2) Gaslin Accounting Letter**

This letter is provided in connection with Gaslin’s engagement to audit the financial statements of the City of John Day as of and for the year ended June 30, 2020. It sets forth their responsibilities with regard to the audit as well as the timeline. No action is needed on the part of the city council.

**TO:** John Day City Council

**FROM:** Nicholas Green, City Manager

**DATE:** September 08, 2020

**SUBJECT:** Agenda Item #5: Wastewater Treatment Plant Update / Hazard Mitigation Assistance Grant  
Attachment(s)

- Grant County NHMP Approval
- Hazard Mitigation Assistance Pre-Application/Letter of Intent

## **BACKGROUND**

FEMA's official approval of the Grant County / John Day Natural Hazard Mitigation Plan is attached. The final approval was granted on September 03, 2020 following adoption of the NHMP by the County and the City.

Now that the plan is official, our first opportunity to apply for Hazard Mitigation Assistance is the FY20 Building Resilient Infrastructure and Communities (BRIC) grant. BRIC is a new FEMA pre-disaster hazard mitigation program that replaces the existing Pre-Disaster Mitigation (PDM) program. We must be invited to apply for this grant by the State of Oregon, as discussed below.

## **DISCUSSION**

The BRIC priorities are to:

- incentivize public infrastructure projects;
- incentivize projects that mitigate risk to one or more lifelines;
- incentivize projects that incorporate nature-based solutions; and,
- incentivize adoption and enforcement of modern building codes.

The national competition has an estimated \$446.4 million to award. Generally, the cost share for this program is 75 percent federal/25 percent non-federal. Small impoverished communities are eligible for an increase in cost share up to 90 percent federal/10 percent non-federal. These communities are defined as a community of 3,000 or fewer individuals identified by the Applicant that is economically disadvantaged, with residents having an average per capita annual income not exceeding 80 percent of the national per capita income, based on best available data.

According to the 2014-2018 American Community Survey (ACS), per capita income nationally is \$32,621. John Day's per capita income according to the ACS is \$25,877, which is 79.3% of the national per capita income. As a result, we are eligible for the 90 percent federal contribution.

I have completed the enclosed pre-application/letter of interest. BRIC is structured as a federal application where the State is the applicant and the City would be a sub-applicant. We must therefore be invited by the State to apply. This letter of interest is the first step in the process.

The estimated overall/total cost of our wastewater treatment plant project is \$11,624,000. We have requested \$2.5 million in loans and grants from Business Oregon, of which \$1,750,000 is a low-interest loan. Our cost match on the FEMA HMA grant, if it is awarded at the 90% grant funding level, would be \$1,162,400 (10%) and FEMA would contribute \$10,461,600, less any State and Federal grants received.

This would be an ideal funding scenario as we would only have to finance 10% of the treatment plant project. However, the program is expected to be highly competitive and we must still be invited to apply.

Business Oregon is conducting its final review of our Water/Wastewater application and a decision is expected on their financing next month.

**TO:** John Day City Council

**FROM:** Nicholas Green, City Manager

**DATE:** September 08, 2020

**SUBJECT:** Agenda Item #6: Broadband Project Updates  
Attachment(s)

- None

**BACKGROUND**

This memo provides an update on the Humbolt line extension, Grant County Co-works, and wireless expansions recently approved by Grant County Digital.

**HUMBOLT BROADBAND UPDATE**

Project milestones to date are described in the table, below.

<b>Task/Milestone</b>	<b>Status</b>	<b>Notes</b>
Planning and opinion of probable cost	Complete	
Design Agreement	Complete	
Field Survey	Complete	
Final Design	Complete	City staff, Commstructure and OTEC engineers reviewed the final route and construction drawing set.
Plans Approved	In progress	Adjustments will still need to be made at the termination site at Humbolt based on OTEC's review of their pole attachment options, otherwise the final plans are ready for approval.
Permitting & ROW	In progress	OTEC agreements are in place for John Day/Grant County Digital to make attachments; attachment fees will be invoiced to City; No right of way adjustments are needed; OTEC will expedite permitting so it is ready prior to build.
Contracting	In progress	We believe OTEC can do most of the installation, we will need to contract for splicing at the end points and any make ready they cannot complete, including site prep at Humbolt for their drop. Any contracts will be issued under our emergency provisions for the City of John Day.
Make Ready	In progress	Minor utility relocates will be needed at Humbolt to declutter their lines prior to installation of the fiber.
Construction	TBD	Based on availability of fiber, targeting mid-to-late September
Operational Testing	TBD	Based on construction timeline
Post-Construction Inspection	TBD	Based on Operational Testing – OTEC will review to ensure no violations on pole attachments
Certification and Acceptance	TBD	Based on Inspection
Contract Closeout and Final Invoicing	TBD	Based on Certification and Acceptance – we will invoice each party for their portion of the construction costs once the final costs are tallied

## **GC COWORKS**

Grant County Digital approved up to \$30,000 for GC Coworks for:

- Location in Seneca and for the rent and utility connections at the Seneca site (\$6,000 per year lease + utilities/fiber drop);
- Website creation and hosting for GC-Coworks;
- Computer and office equipment/furniture;
- Signage/branding for the John Day and Seneca locations.

Grant County Digital also agreed to be the leaseholder until a non-profit can be identified to take over the facility operations. The GC Coworks team is actively looking for locations in John Day and Seneca to launch the shared workspace.

## **WIRELESS EXPANSION**

OTC proposed a wireless radio upgrade for service to Valley View Drive, Ironwood Estate and Riverside Home Park from the towers located on Holmstrom's property. The radio is a 3 GHZ Point-to-Multipoint (PMP) fixed wireless access point capable of achieving 50 mbps download speeds and 25 mbps upload speeds over a wide service area. Grant County Digital approved a 50% cost share (\$7,500 contribution) toward this project. The radio has been ordered and is expected to be operational within two months. It will provision an interim wireless solution for high speed internet until fiber can be installed to these areas.

**TO:** John Day City Council

**FROM:** Nicholas Green, City Manager

**DATE:** September 08, 2020

**SUBJECT:** Agenda Item #7: Greenhouse Update – The First 90 Days  
Attachment(s)

- Greenhouse Presentation

## **BACKGROUND**

We are now 90 days into the launch of our e-Commerce platform ([www.johndaygreenhouse.com](http://www.johndaygreenhouse.com)), which went live at the end of May. Since launching we have grossed \$13,115.70 in sales (\$11,522.41 after discounts – we provide a 20 percent discount for restaurants and 40 percent to wholesalers/grocers).

In the first 90 days we have sold 4,474 items, including: 1,504 leafy greens, 1,396 cucumbers, 708 pounds (or pints) of tomatoes, 510 fresh herbs, and an assortment of fruits, salad packs and miscellaneous items at the John Day Farmer's Market.

We also recently completed our first summer internship. City staff will present the results of the first 90 days and plans for the next 90 days during the city council meeting.



**TO:** John Day City Council

**FROM:** Nicholas Green, City Manager

**DATE:** September 08, 2020

**SUBJECT:** Agenda Item #8: Other Business and Upcoming Meetings  
Attachment(s)

- None

#### **OTHER BUSINESS**

- Study sessions for these topics will be held on October 13<sup>th</sup>.
  - **Marijuana Ordinance** – Council will discuss whether the City should repeal John Day’s marijuana ordinance prohibition and/or refer the repeal to the city voters in November.
  - **Industrial Park Land Use Regulations and Land Sales** – City staff will discuss the proposed amendments to land use regulations and development restrictions in the Airport Industrial Park, and specific actions the council could take to promote and streamline land sale procedures in this area.

#### **UPCOMING MEETINGS**

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