

**John Day City Council Meeting
June 8, 2021
316 S. Canyon Boulevard**

7:00 PM 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 we will welcome the public and ask if there is anything they would like to add to tonight’s agenda.

CONSENT AGENDA

4. **CONSENT AGENDA ITEMS**
Attachments:
 - None

ACTION ITEMS

5. **7:05 P.M. PUBLIC HEARING – CITY OF JOHN DAY 2021-2022 BUDGET**
Attachments:
 - 2022 Budget Notice
 - FY22 Proposed Budget
6. **7:15 P.M. PUBLIC HEARING – 2020-2021 SUPPLEMENTAL BUDGET**
Attachments:
 - 2021 Supplemental Budget Notice
7. **RESOLUTION NO. 21-859-07, A RESOLUTION TO CHANGE BUDGET APPROPRIATIONS BY SUPPLEMENTAL BUDGET**

Attachments:

- Resolution 21-859-07

8. RESOLUTION NO. 21-860-08, A RESOLUTION TO ADOPT FISCAL YEAR 2021-2022 BUDGET

Attachments:

- Resolution 21-860-08

9. RESOLUTION NO. 21-861-09, A RESOLUTION TO APPROPRIATE FISCAL YEAR 2021-2022 BUDGET

Attachments:

- Resolution 21-861-09

10. RESOLUTION NO. 21-862-10, A RESOLUTION TO IMPOSE AND CATEGORIZE TAXES FOR FISCAL YEAR 2021-2022 BUDGET

Attachments:

- Resolution 21-862-10

11. RESOLUTION NO. 21-863-11, A RESOLUTION OF THE CITY OF JOHN DAY, GRANT COUNTY, OREGON APPROVING PARTICIPATION IN THE STATE REVENUE SHARING PROGRAM

Attachments:

- Resolution 21-863-11

12. RESOLUTION NO. 21-864-12, A RESOLUTION APPROVING A LOAN BETWEEN THE CITY OF JOHN DAY AND THE JOHN DAY URBAN RENEWAL AGENCY

Attachments:

- Resolution 21-864-12

13. INDUSTRIAL PARK LAND SALE AGREEMENT

Attachments:

- Map of Proposed Land Sale

14. OREGON RAIN UPDATE / USDA RDGB GRANT

Attachments:

- USDA Letter of Conditions

15. COMMUNITY DEVELOPMENT/CITY PROJECT & STAFFING UPDATES

Attachments:

- None

16. FIRST READING, ORDINANCE NO. 21-195-06, AN ORDINANCE ADDING CHAPTER 7 (JOHN DAY TRANSIENT LODGING TAX) TO TITLE 3 OF THE JOHN DAY CITY CODE

Attachments:

- Ordinance No. 21-195-06

17. CITY MANAGER COMPENSATION

Attachments:

- FY22 Salary Classification Schedule 1% COLA

OTHER BUSINESS & UPCOMING MEETINGS

18. OTHER BUSINESS & UPCOMING MEETINGS

- June 8, URA Meeting – Fire Hall/Virtual, 8 PM
- June 22, City Council Meeting – Fire Hall/Virtual, 7 PM
- July 13, City Council Meeting – Fire Hall/Virtual, 7 PM
- July 27, City Council Meeting – Fire Hall/Virtual, 7 PM

TO: John Day City Council
FROM: Nicholas Green, City Manager
DATE: June 8, 2021
SUBJECT: Agenda Item #4: Consent Agenda Items
Attachment(s)

- neNo

BACKGROUND

None

Item 1) N/A

N/A

Recommendation: N/A

TO: John Day City Council
FROM: Nicholas Green, City Manager
DATE: June 8, 2021
SUBJECT: Agenda Item #5: 7:05 P.M. Public Hearing – City Of John Day 2021-2022 Budget Attachment(s)

- 2022 Budget Notice
- FY22 Proposed Budget

BACKGROUND

The FY22 budget docs are attached. The budget requires a public hearing prior to adoption.

RECOMMENDED MOTIONS

“I move to open the public hearing for the City of John Day FY22 Budget.”

[Public Comment]

“I move to close the public hearing for the City of John Day FY22 Budget.”

SUMMARY

Council may deliberate following the public comment period.

TO: John Day City Council
FROM: Nicholas Green, City Manager
DATE: June 8, 2021
SUBJECT: Agenda Item #6: 7:15 P.M. Public Hearing – 2020-2021 Supplemental Budget Attachment(s)

- 2021 Supplemental Budget Notice

BACKGROUND

The supplemental budget enclosed makes changes to FY21 budget as noted in the supplemental budget notice. These changes require a public hearing prior to adoption.

RECOMMENDED MOTIONS

“I move to open the public hearing for the City of John Day FY21 Supplemental Budget.”

[Public Comment]

“I move to close the public hearing for the City of John Day FY21 Supplemental Budget.”

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: June 8, 2021

SUBJECT: Agenda Item #7: Resolution No. 21-859-07, A Resolution to Change Budget Appropriations by Supplemental Budget Attachment(s)

- Resolution 21-859-07

BACKGROUND

This resolution amends the FY21 budget as discussed during the public hearing.

RECOMMENDED MOTION

“I move to approve Resolution 21-859-07, A Resolution to Change Budget Appropriations by Supplemental Budget.”

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: June 8, 2021

SUBJECT: Agenda Item #8: Resolution No. 21-860-08, A Resolution to Adopt Fiscal Year 2021-2022 Budget
Attachment(s)
• Resolution 21-860-08

BACKGROUND

This resolution adopts the FY22 budget.

RECOMMENDED MOTION

“I move to approve Resolution 21-860-08, A Resolution to Adopt Fiscal Year 2021-2022 Budget.”

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: June 8, 2021

SUBJECT: Agenda Item #9: Resolution No. 21-861-09, A Resolution to Appropriate Fiscal Year 2021-2022 Budget
Attachment(s)
• Resolution 21-861-09

BACKGROUND

This resolution appropriates the FY22 Budget.

RECOMMENDED MOTION

“I move to approve Resolution 21-861-09, A Resolution to Appropriate Fiscal Year 2021-2022 Budget.”

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: June 8, 2021

SUBJECT: Agenda Item #10: Resolution No. 21-862-10, A Resolution to Impose and Categorize Taxes for Fiscal Year 2021-2022 Budget
Attachment(s)
• Resolution 21-862-10

BACKGROUND

This resolution imposes and categorizes taxes for the FY22 budget.

RECOMMENDED MOTION

“I move to approve Resolution 21-862-10, A Resolution to Impose and Categorize Taxes for Fiscal Year 2021-2022 Budget.”

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: June 8, 2021

SUBJECT: Agenda Item #11: Resolution No. 21-863-11, A Resolution of the City of John Day, Grant County, Oregon Approving Participation in the State Revenue Sharing Program Attachment(s)

- Resolution 21-863-11

BACKGROUND

This resolution approves participation in the SSR program.

RECOMMENDED MOTION

“I move to approve Resolution No. 21-863-11, A Resolution of the City of John Day, Grant County, Oregon Approving Participation in the State Revenue Sharing Program.”

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: June 8, 2021

SUBJECT: Agenda Item #12: Resolution No. 21-864-12, A Resolution Approving a Loan between the City of John Day and the John Day Urban Renewal Agency
Attachment(s)
• Resolution 21-864-12

BACKGROUND

This resolution authorizes the City to issue a loan for \$100,000 to the URA for the water and sewer improvements programmed in the FY22 budget.

RECOMMENDED MOTION

“I move to approve Resolution 21-864-12, A Resolution Approving a Loan between the City of John Day and the John Day Urban Renewal Agency.”

TO: John Day City Council
FROM: Nicholas Green, City Manager
DATE: June 8, 2021
SUBJECT: Agenda Item #13: Industrial Park Land Sale Agreement
Attachment(s)

- Map of Proposed Land Sale

BACKGROUND

A prospective buyer wishes to purchase three lots (Lots 1, 2 and 3) at the industrial park and the space behind these lots between the existing boundaries and the unimproved gravel road, as shown in the enclosed map.

This sale requires council approval.

DISCUSSION

The proposed purchase price is \$15,500 per acre for lots 1, 2 and 3, as previously approved by resolution of the city council, and \$12,500 per acre for the approximately 2.5 acre undeveloped portion behind the lots.

This undeveloped portion would be incorporated into Lot 1 through a lot line adjustment that would be made effective upon closing the purchase and sale agreement for the other parcel.

The total estimated purchase price for the proposed acquisition is \$77,750.

The intended use is for a private lumber mill operation with approved accessory uses that are permitted outright in this zone.

RECOMMENDATION

Council should discuss if the proposed sale is in the best interests of the city. I recommend the sale and the applicant will be present to discuss their proposal.

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: June 8, 2021

SUBJECT: Agenda Item #14: Oregon RAIN / USDA RDBG Grant
Attachment(s)

- USDA Letter of Conditions

BACKGROUND

The USDA has awarded a grant for the Oregon RAIN funding for the coming year. This grant will be administered by the City on behalf of RAIN and will be included in the Community Development Fund.

Stephanie LeQuieu, our RAIN venture catalyst, will be present to discuss the grant and its impact on the organization.

RECOMMENDATION

Council should move to accept the agreement and authorize the City Manager to act on behalf of the City in administering the grant.

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: June 8, 2021

SUBJECT: Agenda Item #15: Community Development/City Project & Staffing Updates
Attachment(s)
• None

BACKGROUND

This item will update the council on the status of our capital improvement projects and city staff.

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: June 8, 2021

SUBJECT: Agenda Item #16: First Reading, Ordinance No. 21-195-06, An Ordinance Adding Chapter 7 (John Day Transient Lodging Tax) to Title 3 of the John Day City Code Attachment(s)

- Ordinance No. 21-195-06

BACKGROUND

The proposed ordinance is submitted to council for a first reading. Ordinances are typically read by title only. However, councilor Rookstool requested the topic be added to tonight's agenda for discussion about the current standard for noticing ordinances.

Council must select a tax rate for the ordinance prior to the final reading. I recommend between three (3) and four (4) percent. This tax applies only to transient lodging establishments within the city limits.

Notice of the ordinance adoption was published in the Blue Mountain Eagle for the June 23rd meeting.

DISCUSSION

Chapter VIII of the Municipal Code outlines procedures for ordinance adoption as follows:

Section 32. - Adoption by Council.

- (1) Except as subsection (2) of this section allows adoption at a single meeting and subsection (3) of this section allows reading by title only, an ordinance shall be fully and distinctly read in open council meeting on two different days before being adopted by the council.
- (2) Except as subsection (3) of this section allows reading by title only, the council may adopt an ordinance at a single meeting by the express unanimous votes of all council members present, provided the ordinance is read first in full and then by title.
- (3) A reading of an ordinance may be by title only if:
 - (a) No council member present at the reading requests that the ordinance be read in full, or
 - (b) At least one week before the reading:
 - (i) A copy of the ordinance is provided for each council member,
 - (ii) Three copies of the ordinance are available for public inspection in the office of the custodian of city records, and
 - (iii) Notice of their availability is given by written notice posted at the city hall and two other public places in the city.
- (4) An ordinance read by title only has no legal effect if it differs substantially from its terms as it was filed prior to the reading unless each section so differing is read fully and distinctly in open council meeting before the council adopts the ordinance.
- (5) Upon the adoption of an ordinance, the ayes and nays of the council members shall be entered in the record of council proceedings.
- (6) After adoption of an ordinance, the custodian of city records shall endorse it with its date of adoption and the endorser's name and title of office.

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: June 8, 2021

SUBJECT: Agenda Item #17: City Manager Compensation
Attachment(s)

- FY22 Salary Classification Schedule 1% COLA

BACKGROUND

The council must approve compensation changes for the city manager. The city manager’s compensation has not increased in two years.

The budget committee approved a step increase from Range 11 Step 6 to Range 11 Step 7. The enclosed salary classification schedule reflects this increase with the one percent cost of living allowance included as recommended by the budget committee.

RECOMMENDED MOTION

“I move to increase the city manager’s compensation to Range 11 Step 7, equivalent to \$87,432, effective July 1st, 2021.”

TO: John Day City Council
FROM: Nicholas Green, City Manager
DATE: June 8, 2021
SUBJECT: Agenda Item #18: Other Business and Upcoming Meetings
Attachment(s)

- None

OTHER BUSINESS

- None

UPCOMING MEETINGS

- June 8, URA Meeting – Fire Hall/Virtual, 8 PM
- June 22, City Council Meeting – Fire Hall/Virtual, 7 PM
- July 13, City Council Meeting – Fire Hall/Virtual, 7 PM
- July 27, City Council Meeting – Fire Hall/Virtual, 7 PM