

**CITY OF JOHN DAY  
CITY COUNCIL MINUTES  
JOHN DAY, OREGON**

February 22<sup>nd</sup>, 2022

**COUNCILORS PRESENT:**

Ron Lundbom, Mayor  
Shannon Adair  
Heather Rookstool arrived at 6:24pm  
Gregg Haberly  
Elliot Sky  
David Holland

**COUNCILORS ABSENT**

**CITY STAFF PRESENT**

Nicholas Green, Executive Director  
Tia Kastner, Secretary  
Monte Legg, Public Works  
Don Gabbard, Fire Chief

**GUESTS PRESENT (VIRTUAL UNLESS INDICATED  
AS IN-PERSON)**

Tyler & Krista Sheedy  
John Rowell, 309 NW 5<sup>th</sup> Ave., John Day  
Rich Lallatin, JD/CC Parks & Rec. District  
Bennett Hall, Blue Mtn Eagle  
Charlene Morris, 60016 Hwy 26, John Day  
Sandy John, 58371 Antelope Ln., John Day  
John Morris, 60016 Hwy 26, John Day  
Kim Hernandez—Parks and Recreation District  
Jon Meiling  
Lisa Weigum, JD/CC Parks & Rec. District  
Louis Provencher  
Jeanette Radinovich, 101 W Main St., John Day  
Bill Johns  
Raymond Fields, Fields Tree Service

Adam- virtual  
Allison Field- virtual  
Darin Toy- virtual  
+15416201125-virtual  
Adam Hofpar- virtual  
Mindy Winegar- virtual  
Joe- virtual  
Morgan- virtual  
+15416782344- virtual  
Mike- virtual  
Corum Ketchum- virtual  
Jonas Biery/ D.A. Davidson – virtual  
Ann- virtual  
Chris Labhart- virtual  
LW- virtual  
Bob- virtual  
+5037047541- virtual  
Nada Maani- OPSIS- virtual  
Russ Comer- virtual  
Mark Stoller- virtual  
Joshua Walker- virtual  
JD/CC Parks and Recreation- virtual  
Rich Lallatin- virtual  
S- virtual  
Liz Aleman- virtual

**Agenda Item No. 1— OPEN AND NOTE ATTENDANCE**

Mayor Lundbom called the meeting to order at 5:59pm, noting everyone was present except Councilor Rookstool, who would arrive late.

**Agenda Item No. 2— APPEARANCE OF INTERESTED CITIZENS.**

Charlene Morris objected to the JD/CC Parks and Recreation Districts meeting stating they did not notify constituents properly. Charlene stated this is the fourth time since August that the District has met without properly notifying the public. Mayor Lundbom asked if the Cities notification that this was a joint meeting counted? Charlene stated it isn't the Cities job to notify the JD/CC Parks and Receptions constituents about the meeting.

Mayor Lundbom asked again if anyone appeared regarding an item not on the agenda. *No one else appeared.*

**Joint Meeting**

**Action Item No. 3—POOL FACILITY UPDATE AND PRESENTATION**

Mark Stoller and Nada Maani, Opsis Architecture, introduced themselves and explained who all has been working on the pool design. Mark and Nada presented on the current status of the pool design. Council asked several clarifying questions regarding the design.

Mayor Lundbom and Councilor Sky asked multiple questions about a warming pool. City Manager Green explained they are still looking at adjustments to come within the constraints of the budget. Some of the adjustments included are that the deck of the pool counts as building space, if the warm water pool is included it would constitute more bathroom space and fixtures being added. They are trying to keep the warming pool as an alternate until they see if it fits in the budget, they will reserve the design for later if the funding doesn't fit.

Mayor Lundbom and Councilor Sky asked questions about what adding to the deck would do for the design. Mark Stoller explained what the future plans are and how adding to the deck changes the requirements for bathrooms and fixtures.

Louis Provencher asked a question about the Warm Springs Tribe and the culvert close to the proposed site. City Manager Green stated that they deigned the structure so that it won't impact the ditch, the ditch is a non-factor in building the pool. Zach Williams responded that the board is aware of several leaks that are farther back towards Holmstrom and won't affect the proposed pool. At this point there is nothing being done with the ditch; the leak will not affect the current pool proposal.

City Manager Green presented the timeline for the current phases of the pool design. See attachment 3.

**Action Item No. 4—RESOLUTION 02-2022- A RESOLUTION OF JOHN DAY/CANYON CITY PARKS AND RECREATION DISTRICT CALLING A MEASURE ELECTION TO SUBMIT TO DISTRICT'S ELECTORS THE QUESTION OF AUTHORIZING NO MORE THAN \$4,000,000.00 OF GENERAL OBLIGATION BONDS TO FINANCE CAPITAL COSTS FOR A POOL FACILITY; DECLARING DISTRICT'S INTENT TO REIMBURSE ITSELF WITH BOND PROCEEDS FOR QUALIFYING POOL FACILITY RELATED EXPENDETURES; AUTHORIZING ACCEPTANCE OF A DEPARTMENT OF ADMINSTRATIVE SERVICES GRANT FOR \$2,000,000.00;**

**AUTHORIZING INTERGOVERNMENTAL AGREEMENT BETWEEN THE DISTRICT AND CITY OF JOHN DAY; APPROVING APPLICATION FOR ADDITIONAL GRANT FUNDS' AND RELATED MATTERS.**

Rich Lallatin asked for clarification on whether, declaring District's intent to reimburse itself before the bond is issued, City Manager Green responded by explaining that the reimbursement should be retroactive to the time the bond is passed. Green stated the City has already submitted its intent for reimbursement from the lottery bond.

A member of the crowd asked if anyone knew what the total bond payoff will be under the current bond proposal.

Charlene Morris asked when the JD/CC Parks and Recreation District came up with the resolution. Lisa Weigum explained that the final touches were put on after receiving feedback from the special district attorney and the Bond Council today (February 22<sup>nd</sup>, 2022), they started working on the Resolution about a week or two ago. Charlene Morris asked if the Parks and Recreation District had been meeting the past two weeks on the Resolution. Lisa Weigum said no and explained that they had a draft of the Resolution sent to the attorney and after each draft it was sent to the board members for approval.

**Parks and Recreation Board Member Lisa Weigum motioned to approve Resolution 02-2022 a Resolution of John Day/Canyon City Parks and Recreation District calling a measure election to submit to District's electors the question of authorizing no more than \$4,000,000.00 of general obligation bonds to finance capital costs for a pool facility; declaring District's intent to reimburse itself with bond proceeds for qualifying pool facility related expenditures; authorizing acceptance of a Department of Administrative Services grant for \$2,000,000.00; authorizing an intergovernmental agreement between the District and City of John Day; approving the application for additional grant funds; and related matters. The motion was seconded by Parks and Recreation Board Member Rich Lallatin and passed unanimously.**

City Manager Green returned to the question about the payout. Rich Lallatin asked about the Special District Association of Oregon. Green responded by presenting the General Obligation Bond Planning Schedule, Lisa and Nick have talked with Bob Kefer and David Ulbreth on that document. Green stated if the Board takes the full \$4 million there would be 1.9 million in interest with a total payout of \$5,909,068 This is assuming the bonds are issued as of July 15<sup>th</sup>, 2022.

John Morris asked about what kind of transfer of title there will be between the City and the District for the pool. City Manager Green responded by explaining that the title and the land will belong to the District and they will be responsible for the maintenance and up keep of the property. The City will be issuing credits in lieu of charges in regards to utilities that the City holds. John Rowell asked what kind of liability issues will be involved. There will be insurance on the pool just like the Gleason pool covering the liability.

**Action Item No. 5— RESOLUTION NO. 22-881-02, A RESOLUTION OF THE CITY OF JOHN DAY AUTHORIZING ACCEPTANCE OF DEPARTMENT OF ADMINISTRATIVE SERVICES GRANT FOR \$2,000,000.00; AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY AND JOHN DAY/CANYON CITY PARKS AND RECREATION DISTRICT; APPROVING APPLICATION FOR ADDITIONAL GRANT FUNDS, AND RELATED MATTERS.**

City Manager Green explained the Resolution and how it is similar to the Districts Resolution but pertains specifically to the \$2 million dollars and how it is appropriated from the lottery bond. It also includes the intergovernmental agreement which outlines roles and responsibilities, authorizes the City to help the District apply for large grants. It also authorizes the Mayor and the City Manager to sign documents relating to the pool facility.

Louis Provencher asked about financial liability if the bond doesn't pass. Mayor Lundbom responded by saying there has been expenses incurred up to this point, City Manager Green explained that the costs incurred up to this point will be deducted from the grant, what we are agreeing to is the cost of the legal counsel, the placement and any interest up to the point as the other bonds mature.

Louis Provencher asked a question about if the City Manager gets a 1% compensation from the grant. Louis asked if there is a conflict of interest due the contract stating the Mayor or City Manager have the authority to sign the grant, could Green sign the grant early to get that 1%. Should the contract be rewritten to state that only the Mayor have the authority to sign. Council stated that the 1% gets paid once there is funding and that will happen after Green is gone therefore no conflict of interest will happen.

**Councilor Holland moved to approve Resolution No. 22-881-02, a Resolution of the City of John Day authorizing acceptance of a Department of Administrative Services grant for \$2,000,000.00, authorizing an intergovernmental agreement between the City and the John Day/Canyon City Parks and Recreation District; approving application for additional grant funds; and related matters. The motion was seconded by Councilor Haberly and passed unanimously.**

**Mayor Lundbom called a recess until 7PM.**

**Action Item No. 6— APPROVAL OF PRIOR MINUTES**

*From January 5<sup>th</sup>, 2022*

*City manager Green presented changes to the minutes including.*

Councilor Rookstool motioned to approve the amended minutes from the City Council meeting on January 5<sup>th</sup>, 2022. Councilor Adair and Mayor Lundbom abstained from vote due to absents from the meeting. The motion was seconded by Councilor sky and passed unanimously.

*From January 11<sup>th</sup>, 2022*

The correction that Councilor Adair being present at the meeting on January 11<sup>th</sup>, 2022 was discussed and added to the minutes.

Councilor Adair motioned to approved minutes as amended from City Council meeting on January 11<sup>th</sup>, 2022. The motion was seconded by Councilor Rookstool and passed unanimously.

*From January 25<sup>th</sup>, 2022*

Councilor Rookstool motioned to approve minutes from City Council meeting on January 25<sup>th</sup>, 2022. The motion was seconded by Councilor Haberly and passed unanimously.

*From February 1<sup>st</sup>, 2022*

Councilor Holland motioned to approve minutes from City Council meeting on February 1<sup>st</sup>, 2022. The motion was seconded by Councilor Rookstool and passed unanimously.

*From February 8<sup>th</sup>, 2022*

Councilor Rookstool motioned to approve minutes from City Council meeting on February 8<sup>th</sup>, 2022. The motion was seconded by Councilor Adair and passed unanimously.

*From February 16<sup>th</sup>, 2022*

Councilor Rookstool motioned to approve minutes from City Council meeting on February 16<sup>th</sup>, 2022. The motion was seconded by Councilor Adair and passed unanimously.

### **Action Item No. 7— JOHN DAY CITY MANAGER RECRUITMENT**

Jeremy Green, City Attorney presented the documents needed to allow City Council to meet in executive session during the City Manager hiring process. Attachment 7A, the hiring process dates were displayed on the screen showing when each step was to end.

Green proposed the closing date of April 15<sup>th</sup>, 2022 for the application acceptance, Council agreed. It was recommended that all applications be sent to Anna the City Recorder, Counsel agreed. The Council discussed and agreed that the full Council will review applications in an executive session either April 15<sup>th</sup> or April 22<sup>nd</sup>. The Council will screen and review all applicants and all application materials, comparing the candidate standards, criteria, and profile as in the screening/review process.

The Council will identify a minimum of three select candidates for the position to interview, Council will hold executive session using the candidate standards, criteria and profile between May 2<sup>nd</sup> and May 6<sup>th</sup> for interviews. The Council discussed and agreed upon that the City will pay expenses for candidates to travel here for interviews. Jeremy Green and Mayor Lundbom will reach out to the finalist to start the process of negotiations. There was a suggestion that the agreement between the City and applicant be presented to the full council either May 10<sup>th</sup> or May 24<sup>th</sup> for discussion. City Manager Green stated there is a possibility for 2-5 weeks of overlap depending on the budget, when the applicant can arrive in the City and when the agreement is reached. The Mayor asked if there will be enough overlap to help transition the budget which will be discussed in the June 14<sup>th</sup> meeting. The new City Manager can observe the whole Budget process remotely through multiple platforms.

City Manager Green stated that all information will be readily available to the new City Manager when they start including the playbook and access to the share drive., there is documentation on every grant and loan.

The attorney asked what we expect the pay of the new City Manager to be. The Council discussed and agreed on a number between \$80,000 and \$125,000 based on the agreement with the selected candidate.

Council agreed upon City Manager Green taking all questions regarding the position and the job description.

Jeremy Green presented the City Manager profile attachment 7B. City Manager Green suggested the description of the intergovernmental relations sections be more explicit in that the City Manager is the director of the Grant County digital and the Urban Renewal Agency. The description of that will go under section A and section G of the City Manager profile.

John Rowell asked about grant writing being in the job description, Green responded by stating it is generally covered in the finance section of the job description. Green explained that it could be expanded on if needed to be more descriptive. Green explained that decoupling those jobs would be difficult and that there is a senior planner on staff now. He stated that most of the city ordinances include that the City Manager or the designee be responsible for planning official tasks. The attorney explained that the title of planning official could be removed from City Manager once a senior planning official is brought on board. Councilor Rookstool suggested that we add grant writing to the job description as it is only in the profile, council discussed and agreed.

**Councilor Adair motioned to approve the John Day City Manager recruitment documents as revised on February 22, 2022. The motion was seconded by councilor Sky and passed unanimously.**

#### **Action Item No. 8 – DOWNTOWN REVITALIZATION, RECREATION & TOURISM UPDATES**

Councilor Adair presented on the revitalization project, explaining that she sent out a survey to the merchants and community partners asking for feed back on some of the issues that have been discussed. Adair presented on the survey results shown in attachment 8A in the agenda. She sent out surveys to as many businesses as she could think of and called the ones she didn't have emails for. City Manager Green got input from the residents that are connected to the property. The options for answering the questions left a space for inputting your own option.

Mindy Winegar commented in the chat: "I need to let the council be aware of ORS 565.610 about pop businesses within 1/2 mile of fairgrounds. I am working through this ORS with the County Committee and the Fair board. Hoping we can all work together so everyone can be successful." Councilor Adair explained that they would need clarification on "pop-up" versus "food cart" from a legal Counsel. Councilor Adair brought the discussion back around to whether or not they want to build the Pitstop to be fitted with hook-ups for vendors or not. Councilor Rookstool stated she did not want to put money into the hook-ups unless they know for sure they can conduct business there. City Manager Green asked Don Gabbard if the site was already prepared for the hook-ups. Don stated that the utilities are already in place and ready to be hooked up. Councilor Adair responded by stating that they will only need to find out what permits will need to be filed to use the site. Nick Green will ask the attorney to look into the situation.

City Manager Green suggested that City Ordinances be looked at since they seem to be out dated for what we are talking about using the space for. Councilor Adair said that since the utilities will already be hooked up Council can decide later if they want to lease the space. Green stated he could bring a plan to the next Council meeting.

Louis Provencher asked if there had been further discussion about putting in more electrical car chargers? Don Gabbard stated that there is already a hook-up prepared for an electrical charging station to be put in.

City Manager Green brought up that the Main Street Revitalization Grant is due in a couple weeks. Green would like to match the Main Street program grant with local City funds of \$200,000 for a total of \$400,000.

Raymond Fields presented his proposal for the 5 project sites for landscaping, the proposal is attachment 8C in the meeting agenda. Ray's timeline to have the plants grown and ready and to have hydro-seeding done is for fall. Mayor Lundbom asked if the trail down to Patterson would be paved this year. Green said the target is June 30<sup>th</sup> to have that path paved. Councilor Sky asked if there had been discussion about parking. Nick Green responded that the Hill Park Bridge would get some parking as well as the future seventh street and potentially a rest area. If there is a consent to proceed it will be put on the consent agenda for the next meeting as well as the Main Street Revitalization Grant application for review.

Nick Green explained that the City already has Inter-Fluve river restorations on board they will coordinate with the tribes, the Army Corps and the DSL.

The Council agreed to bring Ray Field's contract to the next meeting for the consent agenda.

Mayor Lundbom brought up the half million-dollar sidewalks, parking and signage, Green responded that he suggested we set aside the half a million for these projects. Green suggested that we do the sidewalks when ODOT does the curb ramps. Nick Green will be presenting the entire project at the National Main Street conference in May.

The Mayor mentioned the Gleason pool demolition, Green answered that the City is working through the SHIPO process to conserve any potential artifacts which could include an archeological plan and monitoring during the demolition. He will bring the quotes to Council when the project is approved by SHIPO.

#### **Action Item No.9— WASTEWATER TREATMENT PLANT UPDATE AND BOND COUNSEL AUTHORIZATION**

City Manager Green presented where the project is up to this point and the budget, attachments 9A and 9B explain this in detail. He wanted to make a clarification for Council that there is a \$1 million-dollar debt consolidation in the budget so it did not just jump by that amount. The master plan for the project is on the website and is available for viewing. John Rowell asked if there was a contingency against the \$15 million. \$6.5 million is already under contract and spendable once there is a notice to proceed, that more than covers the package plant and the design of the package plant.

**Councilor Adair moved to accept the engagement letter for Hawkins Delafield and Wood and authorize the city manager to work with bond counsel to negotiate the interim financing for the USDA-funded portion of the wastewater treatment plant. The motion was seconded by Councilor Rookstool and passed unanimously.**

#### **Action Item No. 10— R3 STRATEGIES HOUSING AND PUBLIC IMPROVEMENT CONSORTIUM**

This is the work product of the City Managers and the three appointed City Councilors for the Tri-City Consortium. What they discussed was what services they wanted available to the cities that would make it easier for them to access capital and make it more efficient for the cities to provide Government services to the residents. It is the concept for capital equipment, the Cities would contract out their

equipment to other cities to help with capital projects such as roads. The final component is around data driven services to accelerate the timelines for master plan development especially around housing. Green explained that there is only one Councilor from each City on the board and the City Manger is only the executor of what the Councils want. Green would like to bring this back to the March 8<sup>th</sup> meeting. Green brought up prevailing wage rates are based on Portland wages which further moves John Day back if we have to contract out for the services needed to perform projects in the City.

**Agenda Item No. 11— OTHER BUSINESS & UPCOMING MEETINGS**

Mayor Lundbom discussed the vacancy on City Council and Green named the three applicants received up to this point. The position will stay open until Monday February 28<sup>th</sup> and the decision will be made at the March 8<sup>th</sup> meeting.

The Mayor brought up LOC training coming up for anyone interested. March 30<sup>th</sup> and March 31<sup>st</sup>.

Mayor Lundbom reviewed the upcoming meetings. City Council meetings coming up are

- March 8<sup>th</sup>
- March 22<sup>nd</sup>
- April 12<sup>th</sup>

There is a Budget meeting

- April 19<sup>th</sup>

Councilor Sky mentioned he will be gone for the March 22<sup>nd</sup> meeting.

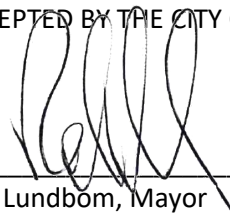
The Mayor asked if the evaluation for City Manager Green needed to be presented at the next meeting.

**Councilor Adair moved to adjourn the meeting at 9:06pm. Councilor Haberly seconded and the motion passed unanimously.**

Respectfully Submitted:

Nicholas Green, City Manager

ACCEPTED BY THE CITY COUNCIL ON APRIL 12, 2022.



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Ron Lundbom, Mayor