

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

June 2<sup>nd</sup>, 2022

**COUNCILORS PRESENT**

Ron Lundbom, Mayor  
Dave Holland, Council President  
Chris Labhart  
Elliott Sky (Connection issues)  
Heather Rookstool  
Katrina Randleas  
Shannon Adair

**COUNCILORS ABSENT**

None.

**CITY STAFF**

City Manager, Nick Green  
Community Development Dir., Corum Ketchum

**GUESTS**

Katrina (Katrina's Barber Shop)  
Sherrie Rininger

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

(Pre-recording)

Mayor Ron Lundbom called the June 2<sup>nd</sup>, 2022, City Council Work session to order at 6 pm.

Noted:

Elliot Sky, Absent (connection issues, rejoins and exits throughout meeting), joins at 6:15.

**Agenda Item No. 2- CONSENT AGENDA-**

**CONSENT AGENDA ITEMS INCLUDE JUNE 14<sup>TH</sup> REGULAR CITY COUNCIL MEETING**

Start: 0:00

End: 6:20

City Manager Nick Green highlighted top points of discussion for the June 14<sup>th</sup> City Council meeting:

- A fuel surcharge increase for Clark's Disposal, due to rising fuel costs.
- His resignation and the appointment of Community Development Director Corum Ketchum as is interim replacement for the position of City Manager
- Total spending of City Projects in terms of local investment

Mayor Lundbom inquired about the process for selecting and sollicitating bidders for City projects.

**Consent Item No. 1 - COMMUNITY DEVELOPMENT PROJECT FUNDING ALLOCATION FY22-23**

Start 06:25

End 13:40

City Manager Green and Community Development Director Corum Ketchum summarize the almost \$600,000 in investments the City is making in Community Development through capital development outlay:

<b>Community Development Project</b>	<b>Budget</b>	<b>Notes</b>
Downtown Building Improvements	\$100,000	+\$200,000 in already allocated funds
Planar Shed Restoration	\$50,000	Matching funds and private investment available
Wayfinding and signage	\$100,000	Design and construction
The Pit Stop Phase 2	\$117,563	
Activations (Straw-to-Gold)	\$75,000	
Sawmill /Oregon Pine South Cleanup	\$25,000	Siding and landscaping
Kam Wah Chung Downtown Parking Lot	\$25,000	Rocking and oversized parking
Gleason Pool Demolition	\$101,125	Repaid via land sale during FY22/23
<b>Total</b>	<b>\$593,688</b>	

Rather than fund the full \$400,000 in downtown building improvements, staff have suggested allocating a total of \$300,000 toward the project and use the remaining \$100,000 for improvements for parking and toward the sites of the planar shed and sawmill. Matching funds are likely available for the planar shed and the Pit Stop. Ketchum stated that he would like to see remaining funds go toward a mural project.

**Consent Item No. 2 - Water and Sewer Relief Funding**

Start: 13:40

Ends: 15:00

City Manager Green stated that his solution for businesses suffering water/sewer costs due to COVID-19 shutdowns was to permit businesses to apply to the City for water/sewer credits during the time they were impacted. Businesses would be expected to apply to the City for relief credits by providing basic documentation. Funds would be appropriated from the enterprise development fund.

Next steps are for Council to pass a resolution to that effect and send out information in the next water bill.

**Consent Item No. 3 - SIDEWALK IMPROVEMENTS**

Start: 19:45  
End: 26:30

Staff and Council discussed the timing of sidewalk improvements. Major reconstruction will have to wait until after Oregon Department of Transportation work occurs during FY 23/24. Options for patching the most damaged portions of sidewalk were discussed. Funds related to Kam Wah Chung site improvements were discussed to be put toward reconstruction during the next fiscal year.

**Consent Item No. 5 – PIT STOP PROGRESS**

Start: 26:30  
End: 28:20

City Manager Green listed the work that will be completed on the Pit Stop, including pavers and a vertical shade structure. Other elements including firepits and seating have already been acquired.

**Consent Item No. 6 – LIBRARY LANDSWAP PARKING LOT**

Start: 28:20  
End: 29:15

Staff and Council discussed next steps for the parking lot located next to Kam Wah Chung and the new Grant County Library.

**Consent Item No. 7 – DOWNTOWN PARKING**

Start: 29:15  
End: 48:20

Staff and Council discussed options for expanding the availability of parking downtown and enforcing existing parking regulations. Code enforcement, signage, and purchasing new land to expand the supply of parking were discussed.

**Consent Item No. 8 – BROWNFIELD DEVELOPMENT DOLLARS**

Start: 48:20  
End: 49:20

City Manager Green discovered approximately \$60,000 in forgivable loans that will be included in the next draft of the budget related to the purchase and rehabilitation of the Iron Triangle Property. These will be added to the next draft of the budget.

**Consent Item No. 9 – INCOMING HWY 26/HILLCREST GROCERY STORE PROJECT**

Start: 49:45  
End: 1:01:20

Staff and Council discussed the incoming 14,000 sqft grocery store that will be on the property where Hillcrest Storage is currently operating. Council discussed getting information about ingress and egress from HWY 26. Access will not be possible from Hillcrest. Staff discussed notifying nearby residents and asking the developer to pay for pedestrian access improvements. Improvements to adjacent Gunther St were discussed, timed to occur during the next federal grant cycle.

**Consent Item No. 10 – DOWNTOWN BUILDING IMPROVEMENTS PROGRAM NEXT STEPS**

Start: 1:01:25  
End: 1:04:10

Community Development Director Ketchum asked Council for guidance on what to do with whatever remaining funds in the Downtown Building Improvements budget. He suggested making a microgrants program available with the remaining funds and having that budget available to a larger pool of business owners outside the downtown/main street core. The group concurred with this approach and Ketchum will move forward on contacting fund recipients before determining the remaining amount for other projects.

**Consent Item No. 11 – PROFESSIONAL SERVICE AGREEMENTS**

Start: 1:04:10  
End: 1:19:15

City Manager Green outlined 10 professional service agreements, tied to capital outlay, worth on average approximately \$150,000 each. On call service agreements, not to exceed a certain amount, with firms will provide staff with capacity on a variety of city projects. As of the meeting date, professional services accounted for approximately 7.5% of project costs, in line with typical estimations of labor, which is cheaper than hiring city staff. Council suggested promoting the size of investments the City is making in Grant County.

**OTHER BUSINESS**

**Other Business No. 1 – MEETING MINUTES**

Start: 1:09:15

End: 1:18:55

Staff and Council discussed other methods of producing meeting minutes. The drafting, adoption, and posting of meeting minutes has been severely hamstrung by a lack of staff capacity. A hybridized approach of brief summaries of discussion paired with timestamps of the video recording was decided on.

**Other Business No. 2 – City Celebration Reminder and Other Projects**

Start: 1:18:55

End: 1:34:00

Council and staff discussed the status of the projects that will be featured during the June 10<sup>th</sup> City Celebration event. Other projects discussed include the status of the City's downtown investments in the Weaver Building and the barriers to the production of housing in John Day.

**ADJOURN**

**Councilor Rookstool made a motion to adjourn the June 2<sup>nd</sup> City Council Work session at approximately 7:40 PM<sup>1</sup>**

**Seconded by Councilor Adair**

**Passes: Unanimous**

Respectfully Submitted:

Corum Ketchum, Community Development Director

ACCEPTED BY THE CITY COUNCIL ON JUNE 14, 2022.

  
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Ron Lundbom, Mayor

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<sup>1</sup> Missing from recording