

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

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

A recording of the meeting is available online from 1 year beyond the meeting date. Recordings can always be requested from the City of John Day. View the recording here:

<https://transcripts.gotomeeting.com/#/s/26861c0e67a9538cd0eb8a549a6114486f875a88cf65023e3877bda0d87b12ad>

**COUNCILORS PRESENT**

Dave Holland, Council President  
Chris Labhart  
Elliott Sky  
Heather Rookstool  
Katrina Randleas  
Shannon Adair

**COUNCILORS ABSENT**

Ron Lundbom, Mayor (excused)

**CITY STAFF**

Interim City Manager Corum Ketchum (virtual)  
Public Works Dir. Casey Meyers

**GUESTS**

See attached guest sheet

**ONLINE GUESTS**

Corum Ketchum  
Hannah Grist  
Ryan McKnab  
+15037047541  
+15037047541  
+15415751647  
+15416201753  
+18315961771  
A. Hofpar  
Angie  
Ann  
Anna Bass

Anonymous  
Dawn DeGrande  
HW  
J Brown  
JA  
JS  
Lisa Holland  
Louis  
Phil De Grande  
Scott Moore  
Tirza Shaffer

**Agenda Item No. 0 – EXECUTIVE SESSION**

The John Day City Council met in executive session at 6:00 PM

This executive session was held pursuant to ORS 192.660(2)(i), which permits the council to meet in executive session to review and evaluate the employment-related performance of the chief executive

officer of any public body, a public officer, employee, or staff member who does not request an open hearing.

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

Start: 7:00

Council President Dave Holland reopened the November 22<sup>nd</sup> regular city council meeting after executive session at 7:00 pm. Mayor Lundbom was noted absent and excused

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

Start 7:45

None appearing

**Agenda Item No. 3- APPROVAL OF PRIOR MINUTES**

*None.*

**Agenda Item No. 4 AUTHORIZATION TO PAY OFF EXISTING DEBT TO WAFD BANK**

Start: 7:50

Interim City Manager Ketchum introduced the topic. He invited the City's contracted City Recorder Anna Bass (Solutions CPAs) and Chief Financial Officer Nick Green (Catalyst Policy Advisors LLC) to present on the status of the WaFd loan.

The City budgeted to pay off the outstanding loan balance of \$1,365,378.77 on the WaFd consolidation loan issued in 2017. This action was approved in the budget by the budget committee but must be ratified by the council before staff can issue the December 1st payment.

Green gave a history of the loan and presented the Council with two options:

1. The council could allow the rate to reset and keep going to maturity (12/1/27). Keeping the cash on hand, resetting the rate, and keeping going. The new rate (as of November 9) would be 4.82%. This would provide more funds for water and sewer projects.
2. However, the City has been saving money for the past five years to pay the loan balance fully and have budgeted to make the payment on December 1 for \$1,365,378.77.

Ketchum recommended allowing the loan to go to maturity, as it would provide more funding for emergency water/sewer projects and would provide cash to continue the City's progress toward the new wastewater treatment plant.

**Councilor Shannon Adair made a motion to authorize staff to continue to make payments on the loan, such that the debt is repaid by maturity**

**Seconded by Councilor Chris Labhart**

**Passes: Unanimous**

**Action Item No. 5 - RURAL TRANSPORTATION EQUITY PROJECT**

Start 18:50

Ketchum presented the Council with the no-cost intergovernmental agreement (IGA) with the Dept. of Lands Conservation and Development (DLCD). Ketchum state that this IGA is no-cost because the value of the grant award being received by the City will be handled by contractors managed by DLCD staff. Ketchum gave an overview of DLCD's involvement in John Day.

Ketchum gave an overview of the program:

1. Engage underserved and transportation-disadvantaged populations;
2. Identify a strategic set of transportation investments that meet their highest priorities and can be accomplished with reasonably near-term funding opportunities;
3. Develop a roadmap for local staff and stakeholders to pursue funding; and
4. Provide a final report documenting the project and outcomes for local adoption.

City staff would play a convening and coordinating role for the team hired by DLCD.

Ketchum stated that work is expected to complete by the end of this fiscal year.

**Councilor Elliot Sky made a motion to authorize the City Manager to enter the no-cost IGA known as DLCD IGA #21108- City of John Day – Rural Transportation Equity Project.**

**Seconded by Councilor Adair**

**Passes: Unanimous**

**Action Item No. 6- ODOT ADA CURB CUT PROJECT AGREEMENT**

Start: 28:30

Ketchum stated that City staff including himself, Aaron Lieuallen (City Project Manager), and Casey Meyers (Public Works Director) have been working with the Oregon Department of Transportation (ODOT) to develop a plan to implement ODOTs mandate to bring all curb cuts and intersections on state highways into compliance with the Americans for Disabilities Act (ADA). The agreement before Council will authorize ODOT to make those improvements at no cost to the City.

**Councilor Heather Rookstool made a motion to approve authorize the Mayor and City Manager to sign the Grant County ADA Curb Ramp Project Cooperative Improvement Agreement between ODOT and the City of John Day, Number 73000- 00008079”**

**Seconded by Councilor Sky**

**Passes: Unanimous**

## **Action Item No. 7- AWARD ANNOUNCEMENTS**

Start: 35:30

Ketchum gave an overview of the projects described the award announcements. Over the summer, staff submitted grant requests to the Oregon Department of Energy [ODE] and the Oregon Department of Transportation [ODOT] to related to:

- A. \$100,000 in planning dollars related to renewable energy improvements at the coming Water Reclamation Facility, as well as;
- B. \$250,000 for street improvements along 7th street at the intersection of Patterson Bridge RD and 7th Street where it intersects with Holmstrom RD (at the playground at the east end of the 7th Street Sports Complex).

Ketchum described that the City will (A) be receiving \$100,000 in technical assistance from the ODE to plan for energy resilience for the coming Water Reclamation Facility from the Oregon Community Renewable Energy Program (CREP). This will provide the planning needed to site solar panels to supply the facility, as well as other strategies for energy resilience, including on-site energy storage (batteries), and recapturing energy from the “purple pipe” system of reclaimed water through in- line hydraulics turbines, among other ideas.

The City will also (B) be receiving \$250,000 from the ODOT Small Cities Allotment (SCA) program to fund road improvements at the described locations above. Councilor Rookstool raised a concern that busses may not be able to turn around at the end of that street during construction. Green responded that a temporary turn around could be installed at the location, and eventually, the improvements will accommodate a bridge across the John Day River connecting that intersection to the 3<sup>rd</sup> Street extension on the south side of the river. Green also stated that the City would include the paving of Charolais Heights as an alternate in the schedule for the project, so that busses can turn up and around there. Councilor Rookstool recommended staff reach out to the school district in preparing for construction.

No motion was requested.

## **Action Item No. 8- CITY MOTORPOOL UPDATES**

Start: 47:50

Ketchum gave the Council an overview of the status of the City’s motor pool and invited Meyers to provide his perspective on the City’s fleet. Ketchum and Meyers recommended the purchase of a new truck to reduce the average age of the John Day fleet, thereby saving Public Works’ time spent on aging equipment. The new truck would primarily be used as a snowplow. Bass provided Council with insight that the Motor Pool fund would not be able to make the purchase given other capital improvement outlays, and that a resolution would need to be passed to do so. Bass asked for clarification that \$70,000 would be sufficient to make the purchase and Meyers concurred, adding additional equipment would cost ~\$4,500.

Council provided consensus to for staff to draft the necessary motion to make the purchase.

**Action Item No. 9 - DECISION NEEDED ON LRB GRANT AGREEMENT ON OR BEFORE DECEMBER 15, 2022**

Start: 1:02:40

Ketchum asked Council to consider whether to accept the \$2,000,000 in grant funding from Oregon Lottery Revenue Bonds (LRB). The 2023 Lottery Bond sale is coming up in April, and the Department of Administrative Services (DAS) is starting to get the grant agreements set up for each grantee. The capital finance analyst with DAS contacted the City on November 9 requesting the following information to be provided by December 9:

- Confirm who will sign the Grant Agreement and provide their full name and title
- Provide a spending plan for the Lottery Bond
  - Name of source and amount for each source
  - Please indicate if each funding source has already been secured or when you expect it to be secured
- Total project costs

Ketchum gave a history of the Council’s decisions leading up to this point and the failed results of the November Pool bond. As a result of council actions authorizing and appropriating funds, the combined revenues available for the new pool’s construction are **\$3,079,939.25**, comprised of the \$2M lottery bond proceeds, \$1M in additional debt approved in Resolution 22-890-11, and \$79,939.25 from the sale of Gleason Pool. The City would have to pay for the (\$407,586.56) in pre-agreement costs for the design of the new pool. DAS will reimburse these capital outlay expenditures if the City accepts the grant agreement. As a result, should the council proceed with plans for a new pool and accepts the grant agreement, there will be **\$2,672,352.69** in funds remaining for the pool’s final design and construction.

Ketchum gave the Council an overview of what would be needed to secure the funds including:

- A new site for the pool,
- A cost estimate for a new design, and;
- Project implementation and capital construction management.

Council and members of the public discussed the value of a pool facility and the approach the City and the John Day Parks and Recreation District took toward the prior pool proposal. Councilor Rookstool confirmed that she does not have a proposal for an alternative pool facility because councilors requested she not investigate it while the City’s IGA with the Parks and Recreation District and the bond vote were still outstanding.

Council provided consensus directing Councilor Labhart contact DAS and Representative Owen’s office to learn more about what could be done to fund an alternative facility. Labhart was also directed to contact John Day – Canyon City Parks and Recreation District to learn more about how this proposal would impact their operations.

**Action Item No. 10 - OTHER BUSINESS & UPCOMING MEETINGS**

Start: 2:03:25

Ketchum informed council that the following items will be discussed in upcoming meetings:

- City Handbook
- Council Rules
- Supplemental Budget

Ketchum asked for consensus that he be permitted to advertise for the upcoming City Council vacancy. Councilor Rookstool's position is not yet vacant, and staff need Council's direction to advertise for it ahead of her ascending to the mayorship. Council provided that consensus.

## **ADJOURN**

Start: 2:07:50

**Councilor Katrina Randleas made a motion to adjourn the November 22<sup>nd</sup>, 2022, John Day City Council Meeting at 9:00 PM**  
**Seconded by Councilor Adair**  
**Passes: Unanimous**

Respectfully Submitted:

Corum Ketchum, Interim City Manager

ACCEPTED BY THE CITY COUNCIL ON DECEMBER 13, 2022.

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Ron Lundbom, Mayor