

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

March 28, 2023

COUCILORS PRESENT:

Heather Rookstool, Mayor
Sherrie Rininger, Councilor
David Holland, Councilor
Katrina Randleas, Councilor
Elliot Sky, Councilor
Ron Phillips, Councilor

COUNCILORS ABSENT:

STAFF PRESENT:

Sarah Wright, Cashier
Stephenie Allen, Sr. Acct. Clerk
Rick Allen, Interim City Manager

GUESTS PRESENT:

Jon Meiling
Shannon Adair
Jeremy Adair
Bob Pereira
Chris Labhart
Carl Swank
Heather Swank
Chuck Wilson
Judy Schuette
John Rowell

Agenda Item No. 1—Call Meeting to Order

Mayor Rookstool called the meeting to order at 7:03 pm.

Agenda Item No. 2—Roll Call and Attendance

Mayor Rookstool noted that all councilors were present as well as Rick Allen, City Manager, and two members of staff.

Agenda Item No. 3—Amend or Accept Regular Agenda

Rick Allen gave amendments to the agenda as follows: there will be minutes from the December 29, 2022 meeting to be approved as well as the minutes of the March 14, 2023 meeting. Councilor Randleas added the Mayor 1-pager League of Oregon Cities. The final amendment is a request from Rick Allen to change the format of the Councilor emails to clarify who it is.

Agenda Item No. 4—Consent Agenda

Items on the consent agenda for approval:

- a) Check Register
- b) Approval of March 14, 2023 Regular Meeting Minutes
- c) Approval of December 29, 2022 Regular Meeting Minutes

Councilor Randleas made a motion to approve the minutes from the March 14, 2023 council meeting as presented. Councilor Holland seconded the motion and it passed unanimously.

Councilor Sky made a motion to approve the minutes from the December 29, 2022 council meeting as presented. The motion was seconded by Councilor Randleas and passed unanimously.

Councilor Rininger made a motion to approve the consent agenda. Councilor Phillips seconded the motion and it passed unanimously.

Agenda Item No. 5—Public Comments

Mayor Rookstool welcomed the public and asked if there was anyone present for something not on the agenda. No one came forward for comment.

Agenda Item No. 6—Regular Agenda

a. Donation Request – Cinnabar Mountain Playdays

Councilor Rininger said she would like to offer that the Grant County Chamber step up and offer a donation from the Transient Room Tax to take it off of the City's plate when they are trying to trim donations. Councilor Sky said that he supported allocating a meaningful amount of money to support non-profits and that it would be awesome to have the Chamber do that. Sherrie said that the Chamber could probably go above what the City would be able to do with a Transient Room Tax Grant if they applied for it. Mayor Rookstool said she could reach out to them and let know and if it didn't work out with the Chamber that they could come back to the City for a donation.

Shannon Adair said that it would be great if the Council could come up with a way to determine an amount to donate to those that are asking since so many of these requests tend to come through. Councilor Randleas also requested that those who are requesting donations come in person to ask. Shannon also recommended a type of application for those requesting donations. Rick Allen said there are several ways that cities manage donation requests.

b. Small Cities Allotment (SCA) Grant Agreement – 7th Street

Rick Allen said this is an ODOT grant for the 7th Street Complex and a local firm did the engineering for an offer to send to the state. The building would begin this summer.

Councilor Holland made a motion to allow the Mayor to sign the SCA Grant Agreement with ODOT. The motion was seconded by Councilor Sky and passed unanimously.

c. Mainstreet Façade Improvement Program Deadline Extension

Rick advised that the original deadline was June 30, 2023 but contractors are hard to find and with staff turnover there are applications that have been sitting. Rick proposed extending the deadline to 2024 with no change to the budget.

Councilor Phillips moved to extend the Mainstreet Façade deadline by a year to June 2024. Councilor Rininger seconded the motion and it passed unanimously.

d. Audit Proposal 2023 Gaslin Accounting, PC

Gaslin has done the City's audits for the past few years and has had no complaints. There was a price increase of about 10%. Rick Allen advised the Council that as grants got bigger the audit process would be more specific for those and Councilor Holland said that some of the grants may even require their own audits. Rick Allen said the proposal is for a 1 year agreement but in the future a multiyear agreement should go out for an RFP.

Councilor Randleas made a motion to approve the audit proposal from Gaslin Accounting for \$21,450 and an additional \$4750 only if require due to the large amount of federal grants and to authorize the Mayor to sign. The motion was seconded by Councilor Rininger and passed unanimously.

e. Oregon Mayor's Association Project

Mayor Rookstool reached out to Councilor Randleas about the Oregon Mayor's Association funding proposal and the Council discussed it months ago. The funding provides a minimum of \$50,000 to small cities, based per capita, to address issues of homelessness. Currently our answer is that we don't have any homeless resources and turn people away. The downfall is that the Council is at capacity on projects. Councilor Randleas proposed that they reach out and see if there will be an opportunity to try for the funding again next year. Mayor Rookstool said that Seneca did get a warming station and that they could reach out to them for input. Councilor Sky felt that it was the kind of venture that would be great for multiple cities to get together on. Rick Allen said that the 3D printing grant will be finishing, the ODOT grant will be finishing and then when there are less projects they can add some things back in. The Council agreed to allow Councilor Randleas to continue working with community partners to find resources for homelessness.

f. New Formatting for Councilor Emails

The current format for the councilor's emails does not have any way to identify which councilor is using that email. Rick Allen is proposing a new format that includes the councilors name in the format first initial, last name, councilor#. This would also require that current emails get forwarded to the newly formatted email. The council agreed that new formatting would be good.

Agenda Item No. 7—Additional Comments, Announcements and Departmental Reports

Rick Allen said he has been working on grant tracking. Nick Ducote is working on the annual report for grant spending. He talked to some of the builders for the 3D housing and is waiting for the state permitting agency to analyze the plans. He said that at the next meeting they will work on R3 and come up with some things they might want to put into it; he went to the Lakeview council meeting and heard what they did for it. Burns for sure approved the R3 agreement, he doesn't know for sure what Lakeview

will do. Mayor Rookstool would like to have a public hearing to adopt the ordinance for R3 at the next council meeting then, 30 days from that, the ordinance would take effect.

Councilor Phillips asked where the sewer plant progress was. He wanted to know what plan B was while the City was waiting and Dave said that it would just continue to get patched together until everything was approved.

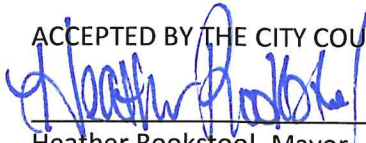
Adjourn

There being no further business before the council, Councilor Holland moved to adjourn the meeting at 7:58 PM. The motion was seconded by Councilor Randleas and passed unanimously.

Respectfully Submitted:

Rick Allen
Interim City Manager

ACCEPTED BY THE CITY COUNCIL ON APRIL 11, 2023



Heather Rookstool, Mayor