

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

June 27<sup>th</sup>, 2023

**COUCILORS PRESENT:**

Heather Rookstool, Mayor  
David Holland, Council President  
Katrina Randleas, Councilor  
Chris Labhart, Councilor  
Ron Phillips, Councilor  
Sherrie Rininger, Councilor

**COUNCILORS ABSENT:**

**STAFF PRESENT:**

Anna Bass, Solutions  
Casey Myers, Public Works Director  
Stephenie Allen, Sr. Acct. Clerk  
Rick Allen, Interim City Manager  
Sarah Wright, Secretary (Virtual)

**GUESTS PRESENT:**

Jon Meiling  
Shannon Adair  
Bob Pereira  
Carl Swank  
Heather Swank  
Louis Provencher  
Elyse Lemaire  
Justin Davis

**Agenda Item No. 1—Call Meeting to Order**

Mayor Rookstool called the city council meeting to order at 7:07 pm.

**Agenda Item No. 2—Roll Call and Attendance**

Mayor Rookstool noted that all councilors were present as well as Rick Allen, Interim City Manager.

**Agenda Item No. 3—Amend or Accept Regular Agenda**

Mayor Rookstool would like to add in the City Manager search update.

***Councilor Randleas made a motion to accept the regular agenda as amended. The motion was seconded by Councilor Holland and passed unanimously.***

**Agenda Item No. 4—Consent Agenda**

Items on the consent agenda for approval:

- a) Check Register
- b) Approval of June 13<sup>th</sup>, 2023 Council Minutes
- c) Job Description for Staff

***Councilor Randleas made a motion to remove the approval of June 13<sup>th</sup> Council Minutes. Councilor Rininger seconded the motion and it passed unanimously***

***Councilor Randleas made a motion to approve June 6<sup>th</sup> Budget Meeting Minutes. Councilor Rininger seconded the motion and it passed unanimously.***

***Councilor Holland made a motion to remove Job Description for Staff as its not something the council needs to approve. The motion was seconded by Councilor Rininger and passed unanimously.***

***Councilor Holland made a motion to approve the consent agenda with the approval of the check register. The motion was seconded by Councilor Rininger and 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.

Steph Allen, Senior Account Clerk stated that on April 11<sup>th</sup> the City Council approved for City Hall and Public Works to get cameras. The cameras were installed on May 5<sup>th</sup>, giving her access to view the cameras as she is there alone at times and needs to be able to see who is coming and going. She also had access to review the cameras if something were to happen. On May 24<sup>th</sup> City Hall staff workers left for 3 days. On June 1<sup>st</sup> staff had a meeting with the City Attorney and Mayor Rookstool about communication, after the meeting members of the staff filed a formal complaint. After this took place her access to the cameras had been removed. On June 15<sup>th</sup> the back door was open when she arrived at work so she asked Mayor Rookstool if she could get on the cameras to view them and she was not able to. So, for 14 days nobody had access to the cameras. Our team asked for these cameras for safety and we feel like there is no use for the cameras at this point if nobody has access to it.

**Agenda Item No. 6—Public Hearing—2023-2024 John Day City Budget**

**a. Mayor Opens the Public Hearing**

Mayor Rookstool opened the public hearing for the 2023-2024 John Day City Budget at 7:23 pm.

**b. Staff Report**

This is the same budget that was approved by the budget committee on June 6<sup>th</sup>, 2023. Nothing has been changed and it was approved as presented.

**c. Comments from the Public**

No public comments from the public were made.

**d. Council Deliberations, Questions and/or Comments**

Councilor Rininger made a comment that she is forced to approve the budget this year that still has no money for the police. She sincerely hopes that the council takes into consideration when the funds do come available to support the Sherriff's Office.

Councilor Holland double checked that the corrections got made to the budget that were brought forward in the budget committee meeting. Anna Bass confirmed that they were.

e. **Mayor Closes the Public Hearing**

Mayor Rookstool closed the public hearing for the 2023-2024 John Day Budget.

**Agenda Item No. 7—Resolution No. 23-903-03 Adopting the 2023-2024 City Budget**

*Councilor Holland made a motion to adopt Resolution No. 23-903-03, a resolution adopting the fiscal year 2023-2024 budget and directing staff to file the budget with the County Clerk. The motion was seconded by Councilor Randleas and passed unanimously.*

**Agenda Item No. 8—Resolution No. 23-904-04 Appropriate Fiscal Year 2023-2024 Budget**

*Councilor Randleas made a motion to adopt Resolution No. 23-904-04, the amounts for fiscal year beginning July 1<sup>st</sup>, 2023 and ending June 30<sup>th</sup>, 2024 and for the purposes shown are hereby appropriated. The motion was seconded by Councilor Holland and passed unanimously.*

**Agenda Item No. 9—Resolution No. 23-905-05 To Impose and Categorize Taxes**

*Councilor Randleas made a motion to adopt Resolution No. 23-905-05, a resolution herby imposes the taxes provided for in the adopted budget at the rate of \$2.9915 per \$1,000 of the assessed value for operations and herby imposed and categorized for the tax year 2023-2024. The motion was seconded by Councilor Holland and passed unanimously.*

**Agenda Item No. 10—Resolution No. 23-906-06 Approving Participation in State Revenue Sharing Program**

*Councilor Rininger made a motion to adopt Resolution No 23-906-06, State Revenue Sharing Law, ORS 221.770 requires a city to pass an ordinance or resolution each year stating they elect to receive state revenue sharing money for the fiscal year of 2023-2024. The motion was seconded by Councilor Phillips and passed unanimously.*

**Agenda Item No. 11 Public Hearing and Consideration of Ordinance No. 23-903-03**

An ordinance approving, ratifying, and declaring City of John Day's intent to (A) create a certain housing and public improvement intergovernmental entity, commonly known as regional rural revitalization (R3) strategies consortium, in accordance with ORS 190.085, and (B) City of John Day's admission into the intergovernmental entity; and declaring an emergency.

a. **Mayor Opens the Public Hearing**

Mayor Rookstool opened the public hearing for Ordinance No. 23-903-03, an ordinance approving, ratifying, and declaring City of John Day's intent to (A) create a certain housing and public improvement intergovernmental entity, commonly known as regional rural revitalization (R3) strategies consortium, in accordance with ORS 190.085, and (B) City of John Day's admission into the intergovernmental entity; and declaring an emergency.

Councilor Rininger asked to be excused due to a conflict of interest because her building she occupies is part of this program (She left the room)

b. **Staff Report**

The Council is going to be receiving \$750,000 from the federal government which will help with setup cost and administration cost. The next board meeting has been moved to July 18<sup>th</sup>, 2023. Any financial commitment from any of the cities has to have a unanimous vote from the board to move forward. All of The City's projects have been put on the list, minus one will be fully funded with this first round.

c. **Public Testimony (Oral or Written)**

Louis Provencher came forward stating it's obvious that The City is moving forward with this, but he doesn't believe approving it right now is an emergency.

d. **Staff Comments in Response to Public Testimony**

Mayor Rookstool stated that no managing director has been hired for R3 at this point. She believes it is an emergency in a way because they can't start accepting the money without a bank account, they can't get a bank account without adopting the ordinance.

e. **Mayor Closes the Public Hearing**

Mayor Rookstool closed the public hearing for Ordinance No 23-903-03.

f. **Councilor Deliberations, Questions, and/or Comments**

There has to be a unanimous vote today.

g. **Motion to Adopt**

*Councilor Holland made a motion to read Ordinance No. 23-903-03 by title only. The motion was seconded by Councilor Labhart. Councilor Phillips voted against it and Councilor Rininger was not present to vote.*

**Agenda Item No. 12—City Manager Update**

The administrative committee met with the consulting firm last week to discuss some options. Mayor Rookstool received a phone call from GMP Consultants stating there is one applicant that is willing to look at an interim position. July 5<sup>th</sup> there will be an executive session. There is an option of a city council member stepping down to fill in as the Interim City Manager.

**Agenda Item No. 13—CyberMill & Grant County Digital Update**

This project is still waiting for final review. The CyberMill board is going to order a "Coming Soon" banner to put on the building so the public is aware of what the building is.

**Agenda Item No. 14—River Trail—Motorized Vehicles**

Casey Myers came forward saying due to the letter to the editor in the paper, they are going to be putting "No Motorized Vehicle" signs down at the River Trail. The Council will then have to make decisions on the specifics of that. The only motorized vehicles that should ever be allowed on that trail is Public Works side by side for work related purposes.

**Agenda Item No. 15—City Hall HVAC System Update**

Grant County Heating and Cooling gave us a price on fixing the current unit The City Hall has which is around \$3,000. To replace the current unit The City Hall has is around \$15,874. A heating company outside of Burns quoted The City on mini-splits which was \$10,850. Baker Heating and Cooling can do the same 3 units for \$15,000-\$17,000. Asbestos needs to be taken into consideration with any work being done.

**Agenda Item No. 16—Water Damage Basement Update**

Water damage to the bathroom, break/kitchen area in the basement. Asbestos testing completed with reports provided. No mold testing has been completed at this time. Rick Allen recommends getting 1-3 quotes and go from there.

**Agenda Item No. 17—Derelict Structures Update (Burned Out Buildings)**

Chris Emery has placed ads for interested parties to contact him that would like to purchase the building. He has not found a realtor to work with him yet nor an attorney. There were concerns about the awnings coming down if they disrupted deeper into debris piles. The surrounding businesses don't feel safe and are suffering because of this. Mayor Rookstool will be getting ahold of the attorney to start initiating the fine.

**Agenda Item No. 18—City Hall/Fire Hall Cleaning Contract**

Steph Allen has been cleaning the City Hall Office and will no longer be doing so. Don Gabbard has been cleaning the Fire Hall. Eastern Oregon Building Maintenance came by and is going to give The City a bid for both locations. A private person gave The City a bid but doesn't have insurance and that is a requirement by The City.

**Agenda Item No. 19—Council Leadership Discussion**

Councilor Rininger stated Mayor Rookstool has been putting in a lot of time at The City with little support and believes things need to change.

***Councilor Rininger made a motion to remove Councilor Holland from his Council President position. The motion was seconded by Councilor Phillips. The Council opened this up for discussion.***

Mayor Rookstool said in the summer Councilor Holland is gone a lot and she need council to step up in general. She also stated that council needs to do their part and realize this is a council problem not the Mayor's problem. Councilor Randleas thinks communication needs to go both directions, Councilor Holland was blindsided because he didn't even know there was a concern. Councilor Randleas asked if there was a way to improve the communication. Councilor Labhart asked to postpone this topic and schedule a work session.

***Councilor Rininger withdrew her motion to remove Councilor Holland from his Council President position.***

**Agenda Item No. 20—Invoice Approval Process**

Councilor Labhart believes once the invoices have been approved by the council, Steph Allen should be able to issue checks the next day. The checks need two signatures, so if two council members can come to the City Hall the next day to sign checks there would be less time on getting those out.

**Agenda Item No. 21—Additional Department, Council or Other Comments**

No additional comments were made.

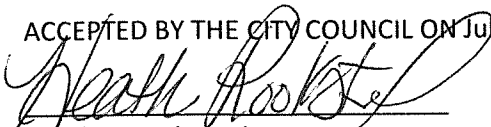
**Adjourn**

***There being no further business before the council, Councilor Rininger moved to adjourn the meeting at 8:59 PM. The motion was seconded by Councilor Randleas and passed unanimously.***

Respectfully Submitted:

Heather Rookstool  
Mayor

ACCEPTED BY THE CITY COUNCIL ON July 11<sup>th</sup>, 2023



Heather Rookstool, Mayor