

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

July 5th, 2023

COUCILORS PRESENT:

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

COUNCILORS ABSENT:

STAFF PRESENT:

Casey Myers, Public Works Director
Don Gabbard, Fire Chief
Anna Bass, Solutions
Steph Allen, Senior Accountant
Rick Allen, Interim City Manager
Sarah Wright (Virtual)

GUESTS PRESENT:

Shannon Adair	Ty Parsons
Jeremy Adair	Joyce Nodine
Jeanette Radinovich	John Rowell
Judy Schuette	Morgan Green
Nick Green	

Agenda Item No. 1—Open and Note Attendance

Mayor Rookstool called the Work Session to order at 7:10 pm.

Agenda Item No. 2—Roll Call and Attendance

Mayor Rookstool noted that all councilors were present and accounted for.

Agenda Item No. 3—Amend or Accept Regular Agenda

Councilor Holland would like to add a discussion about our website to the agenda.

Councilor Rininger made a motion to approve the agenda as amended. The motion was seconded by Councilor Randleas and passed unanimously.

Agenda Item No. 4—Work Session Items to Discuss

a. Transition for New Hire City Manager

Mayor Rookstool would like for the new Interim City Manager to be shown around, sit down and get to know staff and see how things are done. Councilor Rininger agrees and thinks it is important for this new person to meet with staff and also get a feel from council as to what

they're looking for in a manager. Councilor Labhart would like for the administrative committee to put together a plan.

b. Homeless Camp

The City has to delegate and define an area of public ground within the City limits that can be used for people who need a place to stay. The City doesn't have to put in a warming and cooling station but there does need to be an area for the homeless to go. There will be a meeting at the end of the month to discuss this topic some more.

c. Pledge of Allegiance before meeting

Councilor Rininger stated according to Roberts Rules of Order the Pledge of Allegiance is supposed to be done at the beginning of every meeting. Therefore, Councilor Rininger would like to make sure that Council does it. It was questioned why Council started doing the Pledge of Allegiance without discussion first. Mayor Rookstool will start adding it to the agendas from here on out.

d. Public Ridicule

From time to time there have been Councilors that have ridiculed in a public city council meeting. It concerns Councilor Holland because not only does that make the individual councilor not look good in the public eye but it also doesn't make the Council look good as a whole. Most of the time it is stemmed from personal feelings or personal views and has happened more than once. Councilor Holland would like to not see it happen anymore. Councilor Labhart suggested getting ahold of The League of Oregon Cities to provide a council meeting to go over rules and guidelines. Councilor Randleas also has concerns and would like everyone to take it into account how to be more professional and respectful to citizens in the community.

e. Council Committee

Councilor Holland believes that how council committees are taking place right now is not what they were designed for. It specifically states in the City Charter that it is not the City Council's place to direct staff at any time. The committees are heading in a direction that they weren't meant for and shouldn't be doing. The Council is allowed to ask questions toward staff but isn't allowed to direct them at all.

- **Public Safety Committee Update and request**

The Public Safety Committee is working on trying to meet with our Sherriff. They have reached out to see if they can come to some kind of understanding to help our cities residents out but have not heard back yet.

- **Administrative Committee Update on Fire Building/Flooding**

For the fire building a bid was awarded to someone last Friday and paperwork has been started. The bidder has been put in contact with some grant and state funding that will help with them with the abatement stuff.

Mayor Rookstool reached out to the adjuster for the flooding and asked if it would be okay for City employees to clean up the basement at City Hall to get things moving. She is still waiting for a response.

- **Public Works Committee Update**

They are going to discuss prioritizing some of the pending jobs such as the pitstop. There will be a meeting on Monday for Public Works to give some recommendations on some of these projects and bring it back to Council.

f. Council Decisions

The Council has made certain decisions within the last 2 or 3 years, some being past council member and some being current. Those decisions still stand until Council reverses those decisions by voting. In order for decisions to change it has to be a Council decision to override previous Council decisions.

g. Employee Job Descriptions

Councilor Labhart would like to update The City's job descriptions and make sure employees are doing what they're supposed to be doing.

h. Policy Personnel

Councilor Labhart would like to update the Policy Personnel also. If personnel policy is changed Council has to give a 45 days' notice. Mayor Rookstool stated the new employee handbook took place on July 1st and should be out to all of the employees next week for them to review and sign.

i. Council President

Councilor Labhart wanted the Council to be aware that the Mayor doesn't appoint the Council President, it is the Council who does that. Council Presidents only duties are to take the place of the Mayor in the Mayor's absence. Mayor Rookstool hasn't been absent so Councilor Holland hasn't had to take her place, he has been doing his duties. The title of Council President has nothing to do with administrative authority to help the Mayor keep the City going until someone is hired.

j. Missing Information

The Budget process this year was out of normal. The Interim City Manager was given the Budget for him to start working on it. There was a Council Member that wanted to know why Nick Green was involved in the City's budget. Anna Bass let Councilor Holland know she wasn't getting any help with the budget from the Interim City Manager. Nick Green was then contacted asking if he would be willing to help her with the budget, which he agreed to do and is a big part of the reason The City's budget got balanced.

For the Treatment Plant, Council wasn't being given the proper information to relay to the public to keep them informed. The missing information is the Interim City Manager was trying to get Council to hire an expensive engineering firm and pay them for something Nick Decote is already being paid to do.

An item on the check register was brought up why we wrote a check to catalyst. That is because Nick Green was helping out a variety of people and has been very helpful to the City of John Day and has continued to help basically for free. Councilor Holland believes Nick Green deserves to be recognized and invoiced for the help that he has given this City.

k. Website

Councilor Holland would like to see City Council recordings be added to the website.

Agenda Item No. 5—Additional Comments, Announcements and Departmental Reports

No additional comments, announcements or departmental reports were made.


Adjourn

There being no further business before the council, Councilor Randleas moved to adjourn the work session at 8:48 PM. The motion was seconded by Councilor Phillips and passed unanimously.

Respectfully Submitted:

Heather Rookstool
Mayor

ACCEPTED BY THE CITY COUNCIL ON JULY 25TH, 2023


Heather Rookstool, Mayor