



CITY OF  
**JOHN DAY**

**CITY COUNCIL MEETING AGENDA**

**Tuesday May 27, 2025**

**BUDGET MEETING: 5:30 p.m. (Agenda posted separately)**

**REGULAR MEETING: 7:00 pm**

**John Day Fire Station**

**316 S Canyon Blvd, John Day, OR 97845**

**(541)575-0028 [www.cityofjohnday.com](http://www.cityofjohnday.com)**

*This meeting is open to the public. This agenda includes a list of the principal subjects anticipated to be considered at the meeting. However, the agenda does not limit the ability of the Council to consider additional subjects. Meetings may be canceled without notice. Zoom Meeting participants should use the "raise your hand" feature during these times to alert the moderator that they would like to speak.*

**Join Zoom Meeting**

City of John Day is inviting you to a scheduled Zoom meeting.

<https://zoom.us/j/95867942253?pwd=dHE5c3djSEx4OFBuZndPQU5HMGN3QT09>

Meeting ID: 958 6794 2253

Passcode: 776959

**Regular Meeting:**

**Call to Order: Regular John Day Council Meeting 7:00 pm.**

1. Call John Day City Council Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Amend or Accept Regular Agenda

**5. Public Comments (Please Limit to 3 Minutes)**

*Public Comments are an opportunity to present information or speak on an issue that is not on the agenda. Comments are limited to 3 minutes for each person. Visitors may state their comments and should not expect the council to engage in back and forth dialogue regarding the comment, council may either choose to add it to a follow up meeting or direct City Manager to follow up with the speaker.*

**6. Consent Agenda**

*All matters listed within the Consent Agenda have been distributed to every member of the City Council for reading and study, are considered routine, and will be enacted by one motion of the Council. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.*

- a. AP through 5-19-25
- b. Minutes of CC Mtg 4-22-25
- c. Minutes of Finance Workshop Mtg 4-22-25

7. Ranch and Rodeo Community Grant request for \$1500.00
8. Strategic Plan Kick Off – Jensen Strategies Presentation
9. Discussion regarding naming of the John Day Fire Hall
10. City Manager Comments:
11. Mayor and Council Comments
12. Adjournment: Next Regular Meeting: June 10, 2025  
Proposed City Council Budget Adoption Meeting: June 24, 2025

Report Criteria:

Report type: Invoice detail

Check.Type = {<>} "Adjustment" {AND} {<>} "EFT"

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
<b>ALPINE ALARM</b>							
05/06/2025	760168	1023	ALPINE ALARM	23458	03-000-62500	616.40	616.40
Total 760168:							616.40
<b>AMAZON CAPITAL SERVICES, INC.</b>							
05/06/2025	760169	1026	AMAZON CAPITAL SERVICES, INC.	114-4357488-7	01-050-63550	132.99	132.99
05/06/2025	760169	1026	AMAZON CAPITAL SERVICES, INC.	13GL-GG11-7	02-000-63800	15.73	15.73
05/06/2025	760169	1026	AMAZON CAPITAL SERVICES, INC.	1463-H4QD-D	03-000-63400	74.74	74.74
05/06/2025	760169	1026	AMAZON CAPITAL SERVICES, INC.	1KPD-PGRW-	06-000-63877	176.30	176.30
Total 760169:							399.76
<b>BADGER METER INC.</b>							
05/06/2025	760170	1041	BADGER METER INC.	80192297	02-000-66306	191.24	191.24
Total 760170:							191.24
<b>BOX R WATER ANALYSIS</b>							
05/06/2025	760171	1062	BOX R WATER ANALYSIS	X061920	02-000-64100	51.00	51.00
05/06/2025	760171	1062	BOX R WATER ANALYSIS	X061921	02-000-64100	51.00	51.00
Total 760171:							102.00
<b>CASELLE, INC</b>							
05/06/2025	760172	1083	CASELLE, INC	140981	26-000-64000	1,130.00	1,130.00
Total 760172:							1,130.00
<b>CITY OF SENECA</b>							
05/06/2025	760173	1106	CITY OF SENECA	1092R1-04282	07-000-64798	146.43	146.43
Total 760173:							146.43
<b>CLARK'S DISPOSAL</b>							
05/06/2025	760174	1109	CLARK'S DISPOSAL	1144-042825	01-050-64798	145.15	145.15
Total 760174:							145.15
<b>CNA SURETY DIRECT BILL</b>							
05/06/2025	760175	1112	CNA SURETY DIRECT BILL	CNA APRIL B	01-000-63300	100.00	100.00
Total 760175:							100.00
<b>CwM-H20, LLC</b>							
05/06/2025	760176	1125	CwM-H20, LLC	2853	03-000-66230	276.25	276.25
Total 760176:							276.25
<b>DEQ OREGON</b>							
05/06/2025	760177	1150	DEQ OREGON	WQWSC2500	03-000-62900	202.80	202.80

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total 760177:							202.80
<b>DUCOTE CONSULTING, LLC</b>							
05/06/2025	760178	1163	DUCOTE CONSULTING, LLC	2432	03-000-66230	4,823.75	4,823.75
05/06/2025	760178	1163	DUCOTE CONSULTING, LLC	2442	06-000-63825	600.00	600.00
05/06/2025	760178	1163	DUCOTE CONSULTING, LLC	2455	03-000-66230	4,593.75	4,593.75
05/06/2025	760178	1163	DUCOTE CONSULTING, LLC	2456	07-000-63825	2,400.00	2,400.00
Total 760178:							12,417.50
<b>EASTERN OREGON BLD MAINT INC</b>							
05/06/2025	760179	1165	EASTERN OREGON BLD MAINT INC	6844	01-050-62950	325.00	325.00
Total 760179:							325.00
<b>ED STAUB &amp; SONS PROPANE</b>							
05/06/2025	760180	1168	ED STAUB & SONS PROPANE	12434458	01-050-64798	5.00	5.00
05/06/2025	760180	1168	ED STAUB & SONS PROPANE	12435307	10-000-62750	100.00	100.00
05/06/2025	760180	1168	ED STAUB & SONS PROPANE	CL365248	26-050-63100	322.78	322.78
Total 760180:							427.78
<b>ESRI</b>							
05/06/2025	760181	17595	ESRI	900010547	07-000-64000	810.00	810.00
Total 760181:							810.00
<b>GASLIN ACCOUNTING CPAS PC</b>							
05/06/2025	760182	1191	GASLIN ACCOUNTING CPAS PC	01546	06-000-63825	5,266.00	5,266.00
Total 760182:							5,266.00
<b>GRANT COUNTY HEALTH DEPT</b>							
05/06/2025	760183	17585	GRANT COUNTY HEALTH DEPT	331053056	06-000-64100	549.07	549.07
Total 760183:							549.07
<b>JD RENTS &amp; POWER EQUIPMENT INC</b>							
05/06/2025	760184	1258	JD RENTS & POWER EQUIPMENT INC	1-506440	01-050-63800	516.00	516.00
Total 760184:							516.00
<b>JOHN DAY FIREFIGHTERS ASSOC</b>							
05/06/2025	760185	1276	JOHN DAY FIREFIGHTERS ASSOC	JDFF APRIL25	01-050-62950	716.00	716.00
Total 760185:							716.00
<b>JOHN DAY TRUE VALUE HARDWARE</b>							
05/06/2025	760186	1280	JOHN DAY TRUE VALUE HARDWARE	623756	01-000-63550	5.97	5.97
05/06/2025	760186	1280	JOHN DAY TRUE VALUE HARDWARE	623792	03-000-63650	6.58	6.58
05/06/2025	760186	1280	JOHN DAY TRUE VALUE HARDWARE	623820	03-000-62500	69.95	69.95
05/06/2025	760186	1280	JOHN DAY TRUE VALUE HARDWARE	624196	03-000-62500	4.98	4.98
05/06/2025	760186	1280	JOHN DAY TRUE VALUE HARDWARE	62427	02-000-64260	39.99	39.99
05/06/2025	760186	1280	JOHN DAY TRUE VALUE HARDWARE	624335	03-000-63400	92.50	92.50
05/06/2025	760186	1280	JOHN DAY TRUE VALUE HARDWARE	624534	01-050-63550	12.48	12.48
05/06/2025	760186	1280	JOHN DAY TRUE VALUE HARDWARE	624563	03-000-62500	9.90	9.90

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
05/06/2025	760186	1280	JOHN DAY TRUE VALUE HARDWARE	624682	01-050-62900	7.08	7.08
05/06/2025	760186	1280	JOHN DAY TRUE VALUE HARDWARE	624686	01-050-62900	16.89	16.89
05/06/2025	760186	1280	JOHN DAY TRUE VALUE HARDWARE	624690	01-050-62900	15.09	15.09
05/06/2025	760186	1280	JOHN DAY TRUE VALUE HARDWARE	624737	02-000-66406	29.84	29.84
05/06/2025	760186	1280	JOHN DAY TRUE VALUE HARDWARE	624760	01-050-63800	45.98	45.98
05/06/2025	760186	1280	JOHN DAY TRUE VALUE HARDWARE	624828	06-000-64300	22.99	22.99
05/06/2025	760186	1280	JOHN DAY TRUE VALUE HARDWARE	624963	03-000-63650	4.99	4.99
05/06/2025	760186	1280	JOHN DAY TRUE VALUE HARDWARE	625004	03-000-63650	14.95	14.95
Total 760186:							400.16
<b>KELLER ASSOCIATES</b>							
05/06/2025	760187	1742	KELLER ASSOCIATES	0250917	03-000-66230	259,728.00	259,728.00
Total 760187:							259,728.00
<b>KJDY</b>							
05/06/2025	760188	1305	KJDY	CC-12504149	06-000-62100	349.00	349.00
Total 760188:							349.00
<b>LANE COUNCIL OF GOVERNMENTS</b>							
05/06/2025	760189	1314	LANE COUNCIL OF GOVERNMENTS	97635	10-000-63825	2,451.05	2,451.05
Total 760189:							2,451.05
<b>MALLORY SAFETY &amp; SUPPLY</b>							
05/06/2025	760190	1335	MALLORY SAFETY & SUPPLY	6145925	01-050-63800	1,720.26	1,720.26
05/06/2025	760190	1335	MALLORY SAFETY & SUPPLY	6148855	01-050-63800	1,200.00	1,200.00
Total 760190:							2,920.26
<b>MILL'S BUILDING SUPPLY</b>							
05/06/2025	760191	1361	MILL'S BUILDING SUPPLY	271825	03-000-63400	42.75	42.75
Total 760191:							42.75
<b>STRAWBERRY MOUNTAIN LOCKS</b>							
05/06/2025	760192	1485	STRAWBERRY MOUNTAIN LOCKS	403	01-050-62900	75.00	75.00
Total 760192:							75.00
<b>USA BLUEBOOK</b>							
05/06/2025	760193	1534	USA BLUEBOOK	INV00692604	03-000-63650	37.60	37.60
Total 760193:							37.60
<b>VISA</b>							
05/06/2025	760194	1540	VISA	VISA-0548 AP	01-000-63500	557.79	557.79
05/06/2025	760194	1540	VISA	VISA-1421 AP	02-000-63500	205.00	205.00
05/06/2025	760194	1540	VISA	VISA-2957 AP	01-000-63500	106.50	106.50
Total 760194:							869.29
<b>YVONNE MOON</b>							
05/06/2025	760195	17590	YVONNE MOON	CUST CREDIT	03-000-20130	174.59	174.59

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total 760195:							174.59
Grand Totals:							291,385.08

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-000-20000	.00	8,374.12-	8,374.12-
01-000-62490	104.70	.00	104.70
01-000-63300	100.00	.00	100.00
01-000-63500	349.69	.00	349.69
01-000-63550	31.96	.00	31.96
01-000-63825	2,299.80	.00	2,299.80
01-000-64000	316.40	.00	316.40
01-000-64798	36.28	.00	36.28
01-050-62900	114.06	.00	114.06
01-050-62950	1,041.00	.00	1,041.00
01-050-63550	203.17	.00	203.17
01-050-63800	3,456.25	.00	3,456.25
01-050-64000	22.60	.00	22.60
01-050-64160	226.90	.00	226.90
01-050-64450	30.00	.00	30.00
01-050-64798	41.31	.00	41.31
02-000-20000	.00	3,710.15-	3,710.15-
02-000-20130	69.84	.00	69.84
02-000-62100	104.70	.00	104.70
02-000-63500	205.00	.00	205.00
02-000-63800	120.73	.00	120.73
02-000-63825	2,299.80	.00	2,299.80
02-000-64000	327.70	.00	327.70
02-000-64100	285.03	.00	285.03
02-000-64260	39.99	.00	39.99
02-000-64798	36.28	.00	36.28
02-000-66306	191.24	.00	191.24
02-000-66406	29.84	.00	29.84
03-000-20000	.00	273,551.14-	273,551.14-
03-000-20130	104.75	.00	104.75
03-000-62100	104.70	.00	104.70
03-000-62500	701.23	.00	701.23
03-000-62900	202.80	.00	202.80
03-000-63400	104.99	.00	104.99
03-000-63450	2,299.80	.00	2,299.80
03-000-63500	327.70	.00	327.70
03-000-63650	64.12	.00	64.12
03-000-64100	183.02	.00	183.02
03-000-64301	36.28	.00	36.28
03-000-66230	269,421.75	.00	269,421.75
06-000-20000	.00	1,296.81-	1,296.81-
06-000-62100	34.90	.00	34.90
06-000-63825	766.60	.00	766.60
06-000-63877	176.30	.00	176.30
06-000-64000	113.00	.00	113.00
06-000-64100	183.02	.00	183.02

Report Criteria:

Report type: Invoice detail

Check.Type = {<>} "Adjustment" {AND} {<>} "EFT"

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
<b>AMAZON CAPITAL SERVICES, INC.</b>							
05/13/2025	760196	1026	AMAZON CAPITAL SERVICES, INC.	114-0485410-8	01-050-63550	84.06	84.06
05/13/2025	760196	1026	AMAZON CAPITAL SERVICES, INC.	114-6405349-1	01-050-63550	168.12	168.12
Total 760196:							252.18
<b>CASELLE, INC</b>							
05/13/2025	760197	1083	CASELLE, INC	139743	26-000-64000	1,050.00	1,050.00
Total 760197:							1,050.00
<b>EO MEDIA GROUP</b>							
05/13/2025	760198	1173	EO MEDIA GROUP	I2025.0000794	34-000-62100	110.40	110.40
05/13/2025	760198	1173	EO MEDIA GROUP	I2025.0000794	34-000-62100	120.00	120.00
Total 760198:							230.40
<b>JOHN DAY AUTO PARTS</b>							
05/13/2025	760199	1273	JOHN DAY AUTO PARTS	251019	01-050-62900	74.09	74.09
05/13/2025	760199	1273	JOHN DAY AUTO PARTS	251517	26-050-63550	4.99	4.99
05/13/2025	760199	1273	JOHN DAY AUTO PARTS	253040	01-050-62900	28.99	28.99
Total 760199:							108.07
<b>LES SCHWAB TIRES</b>							
05/13/2025	760200	1323	LES SCHWAB TIRES	1400452970	26-000-64700	463.98	463.98
05/13/2025	760200	1323	LES SCHWAB TIRES	1400453551	26-050-64701	103.96	103.96
Total 760200:							567.94
<b>MELISSA BETHEL</b>							
05/13/2025	760201	1349	MELISSA BETHEL	REIMB WAYS	03-000-63200	43.00	43.00
Total 760201:							43.00
<b>NYDAM'S ACE HARDWARE</b>							
05/13/2025	760202	1381	NYDAM'S ACE HARDWARE	1639673	01-050-63550	17.99	17.99
05/13/2025	760202	1381	NYDAM'S ACE HARDWARE	1640043	03-000-63650	6.57	6.57
Total 760202:							24.56
<b>OR ASSOC OF WATER UTIL-OAWU</b>							
05/13/2025	760203	1390	OR ASSOC OF WATER UTIL-OAWU	39862	02-000-63500	205.00	205.00
Total 760203:							205.00
<b>PAPE MACHINERY</b>							
05/13/2025	760204	17615	PAPE MACHINERY	2628633	01-000-63800	1,290.17	1,290.17
Total 760204:							1,290.17
<b>PECK RUBANOFF &amp; HATFIELD PC</b>							
05/13/2025	760205	1418	PECK RUBANOFF & HATFIELD PC	10567	06-000-63450	877.50	877.50

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total 760205:							877.50
<b>TMG SERVICES, INC.</b>							
05/13/2025	760206	1515	TMG SERVICES, INC.	0053342	03-000-62500	3,852.26	3,852.26
05/13/2025	760206	1515	TMG SERVICES, INC.	0053344	02-000-62900	1,126.85	1,126.85
05/13/2025	760206	1515	TMG SERVICES, INC.	0053345	02-000-62900	951.85	951.85
05/13/2025	760206	1515	TMG SERVICES, INC.	0053369	02-000-62900	36.36	36.36
Total 760206:							5,967.32
<b>USA BLUEBOOK</b>							
05/13/2025	760207	1534	USA BLUEBOOK	INV00696295	03-000-63650	27.56	27.56
05/13/2025	760207	1534	USA BLUEBOOK	INV00696445	03-000-63650	39.30	39.30
Total 760207:							66.86
<b>WASHINGTON FEDERAL (WAFD BANK)</b>							
05/13/2025	760208	1543	WASHINGTON FEDERAL (WAFD BANK	051225	09-000-44265	50,410.40	50,410.40
Total 760208:							50,410.40
05/13/2025	760209	1543	WASHINGTON FEDERAL (WAFD BANK	051225-2	03-000-68850	15,093.23	15,093.23
Total 760209:							15,093.23
Grand Totals:							76,186.63

Summary by General Ledger Account Number


GL Account	Debit	Credit	Proof
01-000-20000	.00	1,711.78-	1,711.78-
01-000-62100	115.20	.00	115.20
01-000-63450	263.25	.00	263.25
01-000-63800	645.08	.00	645.08
01-000-64000	294.00	.00	294.00
01-050-62900	103.08	.00	103.08
01-050-63550	270.17	.00	270.17
01-050-64000	21.00	.00	21.00
02-000-20000	.00	14,701.89-	14,701.89-
02-000-62900	2,115.06	.00	2,115.06
02-000-63450	263.25	.00	263.25
02-000-63500	205.00	.00	205.00
02-000-63800	645.09	.00	645.09
02-000-64000	304.50	.00	304.50
02-000-68850	11,168.99	.00	11,168.99
03-000-20000	.00	8,460.68-	8,460.68-
03-000-62500	3,852.26	.00	3,852.26
03-000-62850	263.25	.00	263.25
03-000-63200	43.00	.00	43.00
03-000-63500	304.50	.00	304.50
03-000-63650	73.43	.00	73.43
03-000-68850	3,924.24	.00	3,924.24
06-000-20000	.00	192.75-	192.75-



Report Criteria:

Report type: Invoice detail

Check.Type = {<>} "Adjustment" {AND} {<>} "EFT"

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
 <b>AMAZON CAPITAL SERVICES, INC.</b>							
05/19/2025	760210	1026	AMAZON CAPITAL SERVICES, INC.	1CQ1-44QN-9	03-000-63650	39.83	39.83
05/19/2025	760210	1026	AMAZON CAPITAL SERVICES, INC.	1GMH-936D-D	03-000-63650	437.89	437.89
Total 760210:							477.72
Grand Totals:							477.72

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
03-000-20000	.00	477.72-	477.72-
03-000-63650	477.72	.00	477.72
Grand Totals:	477.72	477.72-	.00

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

\_\_\_\_\_

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City Recorder: \_\_\_\_\_



**CITY OF JOHN DAY  
COUNCIL MEETING MINUTES APRIL 22, 2025**

**COUCILORS PRESENT:**

Sherrie Rininger, Mayor  
Chris Labhart, Councilor  
Eric Bush, Council President  
Bradley Hale, Councilor  
Ron Phillips, Councilor  
Vern Pifer, Councilor  
Heather Swank, Councilor

**COUNCILORS ABSENT**

**STAFF PRESENT:**

Melissa Bethel, City Manager  
Rob Gaslin, Contract Finance  
John Russel, Auditor

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

The City Council meeting was called to order at 6:30 pm.

**Agenda Item No. 2—Pledge of Allegiance**

The City Council stood for the Pledge of Allegiance.

**Agenda Item No. 3—Roll Call and Attendance**

All councilors were present.

**Agenda Item No. 4—Amend or Accept Regular Agenda**

***Councilor Bush moved to accept the agenda as published. The motion was seconded by Councilor Swank and passed unanimously.***

**Agenda Item No. 5—Public Comments**

***Jim Spell:*** Several meetings ago the Fire Chief of Canyon City suggested naming the new Fire Hall in honor of Ron Smith, the previous Fire Chief because he put a lot of time and effort into the building. Mayor Rininger asked for this to be put on the next council meeting agenda.

**Agenda Item No. 6—Consent Agenda**

- a. Accounts Payable through 3-27-25
- b. Minutes of 4-8-25

Mayor Rininger had one addition to the minutes of 4-28-2025. On Agenda Item No. 12 she would like to clarify that the money they asked for would have been from the Federal Government.

***Councilor Phillips made a motion to accept the consent agenda as amended. The motion was seconded by Councilor Swank and passed unanimously.***

**Agenda Item No. 7—Audit Report for FY22-23—John Russel; Zwygart John & Associates CPA's PLLC**

Russel discussed the FY22-23 Audit Report.

During the course of the audit, they were made aware of allegations of significant mismanagement of the Urban Renewal Agency. The current governing body is aware of the allegations and has made the consultations with attorneys that are necessary. The Urban Renewal Agency is its own independent audit.

The City of John Day lacked oversight over federal payroll tax liability reporting. There should be controls in place to ensure payroll tax liabilities are properly reported and remitted to federal and state agencies. The lack of oversight caused the City to fail to make required payments which led to significant penalties and interests charge to the City. The City has hired Gaslin to provide accounting and payroll services, policies and procedures will be reviewed to ensure future compliance.

***Councilor Labhart made a motion to accept the FY22-23 Audit as presented. The motion was seconded by Councilor Bush and passed unanimously.***

**Agenda Item No. 8—City Manager Comments**

The City of John Day Budget meetings will begin on May 12<sup>th</sup>, 2025. Bethel encourages Councilors and members of the Budget Committee to go to other cities websites and look at their fees. Bethel is putting together a master fee schedule because there are things the City isn't charging for when they should be.

**Agenda Item No. 9—Mayor and Council Comments**

The Ways and Means Committee was held in La Grande, Ducote did not have the opportunity to speak on the Cities behalf. Mayor Rininger sent a letter out to our Congressmen, Representatives and Senators. There were several positive responses to the letter and she was able to testify for the Treatment Plant regarding funding as well as submit her testimony in writing.

Mayor Rininger was very pleased with the outcome and attendance of the Small Cities meeting that was held on April 18<sup>th</sup>.

Councilor Labhart met with Senator Widen's representatives last week and Senator Widen will be in town on April 24<sup>th</sup>.

**Adjourn:**

There being no further business before council the meeting was adjourned.

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Melissa Bethel, CM



**CITY OF JOHN DAY  
FINANCE WORKSHOP MINUTES APRIL 22, 2025**

**COUCILORS PRESENT:**

Sherrie Rininger, Mayor  
Chris Labhart, Councilor  
Eric Bush, Council President  
Bradley Hale, Councilor  
Ron Phillips, Councilor  
Vern Pifer, Councilor  
Heather Swank, Councilor

**COUNCILORS ABSENT**

**STAFF PRESENT:**

Melissa Bethel, City Manager  
Rob Gaslin, Contract Finance

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

Mayor Rininger called the Finance Workshop to order on April 22, 2025

**Agenda Item No. 2—Finance Workshop**

Gaslin gave a power point presentation to the Councilors regarding how the City Finances work within the different funds.

Power Point attached.

**Adjourn:**

There being no further business before council the meeting was adjourned.

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Melissa Bethel, CM



## REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: February 13, 2024			
Ordinance <input type="checkbox"/>	Resolution <input type="checkbox"/>	Motion X	Information <input type="checkbox"/>
Date Prepared: 5-20-25		Dept.: City Manager's Office	
SUBJECT: Ranch and Rodeo Museum request for Community Dollars		Contact Person for this Item: Melissa Bethel, City Manager, <a href="mailto:bethelm@grantcounty-org.gov">bethelm@grantcounty-org.gov</a> 541 575 0028 ex 4224	

**SUBJECT:** Request by the Ranch and Rodeo Museum for budgeted Community Dollars in the amount of \$1,500.00

**BACKGROUND:** The City of John Day receives 3% Transient Tax dollars from short term lodging (hotels and STRs) within the City limits. State law requires 70% of the dollars to be spent on tourism activities; while 30% of dollars collected are unrestricted. In the FY24-25 Budget, the City Council approved a line item called Community Promotion in which \$10,500 of the 30% anticipated unrestricted funds were allotted for grants to community organizations based on requests.

The Museum is asking for the funding to reorder brochures which advertise for the museum and are placed all around central and eastern Oregon. In addition, they are rehabbing the existing painted pictures in the windows which are faded. Both of the asked expenditures fall under the 70% restricted tourism promotion line item which the City has not yet expended funds.

**FINANCIAL IMPACT:** The Community Promotion line item has \$3,415.00 remaining. The Tourism Line item has \$24,500 budgeted for FY24-25.

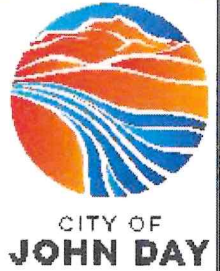
**ATTACHMENTS:**

Ranch and Rodeo Museum Community Grant Application

**Suggested Motion:** I move the City of John Day City Council approve/deny the request from the Ranch and Rodeo Museum in the amount of \$\_\_\_\_\_.

# Community Grant Application

1450 E. Main Street- John Day, Or 97845 | ph. (541) 575-0028 | www.CityofJohnDay.com



The City of John Day may provide community assistance grants to non-profits entities and organizations that serve the John Day community. Community entities and organizations that serve John Day will need to meet at least one of the following criteria to be eligible for a grant and provide the necessary documentation:

- Provides assistance for essential utilities, food, medical needs, clothing or shelter.
- ✓ Provides educational or recreational opportunities for children or seniors.
- ✓ Provides a specific service which betters the community. Tourism
- Generates/supports economic activity in John Day.

In evaluating requests, the City will consider the following criteria:

- The requesting organization's history of success.
- The organizational and financial stability of the requesting organization.
- The number and types of community members served by the request.
- The ability to measure and track the effectiveness of the project or service.
- Grant funds will not be used for travel, budget deficits or for routine operating expenses.

First, please designate whether this grant will be used to generate or support Tourism. If yes, see pg. 3 for additional steps/information required. We also require a budget sheet for either type of grant submission, see pg. 2.

Tourism Grant TRT Fund

☒

Standard Community Grant Submission

☐

Please type or print clearly:

1. Organization: Ranch and Rodeo Museum
2. Non-Profit ID #: 20-0769971
3. Mailing Address: 241 E. Main St John Day, OR 97845
4. Telephone No.: 541-575-0052
5. Email: granchandrodeo@gmail.com
6. Contact Person: Jon Meiling
7. Requested Amount: \$ 1,500
8. Project/Use for Funds: Renov outdoor painted pictures
9. Attach a letter explaining how the funds will be used, how the criteria will be met, and any other information relevant to the request.

Return completed applications and letters to:

City of John Day  
Attn: City Manager  
450 E. Main Street  
John Day, OR 97845

Date Received: MAY 20 2025

**RECEIVED**  
**CITY OF JOHN DAY**

Approved        Denied        Date       

Amount



CITY OF  
**JOHN DAY**

## Budget Spreadsheet

Name of Event:

Ranch and Rodeo Brochures

Income	Estimated	Actual
Event Proceeds (entry fees, ticket sales, etc.)		
TOTALS		

Extra Sales (auction, raffle, misc. sales)		
TOTALS		

Sponsorships		
TOTALS		

Donations		
TOTALS		

Expenses	Estimated	Actual
Site/Decorations (equipment, balloons, food, etc.)		
TOTALS		

Other Expenses		
Brochures		1500
mural Re-fresh		3000
TOTALS		

	Estimated	Actual
Overall Budget		
Income	4500	0
Expenses	4500	4500
Net Profit (Loss)	0	



### **CITY OF JOHN DAY TOURISM GRANT FUNDING CRITERIA**

1. Demonstrate how the proposed tourism-related project, event or activity will be focused on tourists (as defined under ORS 320.300(10)).
2. Demonstrate how the organization will use TRT funds for one or more of the following purposes: (i) advertising, publicizing or distributing information for the purpose of attracting and welcoming tourists; (ii) conducting strategic planning and research necessary to stimulate future tourism development; (iii) marketing special events and festivals designed to attract tourists; (iv) operating a tourism promotion agency (as defined under ORS 320.300(8)); and/or (v) developing, constructing or operating a tourism-related facility (as defined under ORS 320.300(9)).
3. Demonstrate how the proposed tourism-related project, event or activity will promote local tourism and describe the beneficial results for the City of John Day, including, but not limited to, any or all of the elements: (i) increase in tourist dollars spent in the City of John Day; (ii) increase in overnight stays in hotels, motels, RV parks, inns, Bed and Breakfast establishments and other accommodations subject to the transient room tax and located within the City of John Day; (iii) increase in tourist visits to business establishments within the City of John Day; (iv) increase in publicity about the City of John Day as a tourist destination; and (v) other primary or secondary benefits of increased tourism in the City of John Day or the surrounding local area.
4. Demonstrate how the applicant organization does or plans to comply with all applicable local, state and federal laws, ordinances and regulations relating to the organization and their proposed project, event, or tourism activities.

### **CITY OF JOHN DAY TOURISM / COMMUNITY GRANT APPLICATION INFORMATION**

Tourism / Community Grant Applications may be submitted to the City of John Day by any non-profit organization at any time throughout the year. Funds will be allocated by approval of the City Council and as available.

The John Day City Council will review all applications, schedule proposal presentations, and conduct site visits, as appropriate. The City Council will then discuss the various proposals and based on budgetary restrictions fund the projects it deems most advantageous to the city as a whole.



Ranch and Rodeo Museum  
241 East Main Street  
John Day, Oregon 97845

To Whom It May Concern,

The Ranch and Rodeo Museum is operated 100 % by volunteers and funded with donations and admission fees.

Our volunteers are made up primarily from Board members. We are only able to open the museum three days a week due to the lack of volunteers.

We are out of brochures that we use to help advertise by placing them in local businesses, the Chamber of Commerce and motels. We would like to have Hutches print enough to last a couple of years. The cost will be \$1,500.

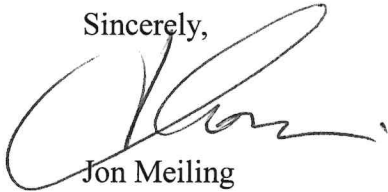
People have told us that we need to make our building more visible to the travelers driving through John Day.

The western murals on the outside of our building are faded and need to be re-painted. Patricia Ross can do this for \$3,000.

We are applying for a Transient Room Tax Grant from the Grant County Chamber of Commerce for this.

Thank you for your consideration of our grant request.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jon Meiling', with a large, sweeping initial 'J'.

Jon Meiling  
Board Member

Date: 5-20-25  
Job: Repair 6 lg. ptgs and 2 small ptgs  
To: Ranch & Rodeo Museum - Grant County  
From:

From:

**Patricia Baehr-Ross**

PO Box 382

Mt. Vernon, OR 97865

Ph. (541)932-4856

Cell (541)620-0928

ITEM NO.	QTY	DESCRIPTION	UNIT	UNIT PRICE	TOTAL
	6	Large Paintings		4½' x 5'	\$2,000—
	2	Small Exterior house Paint		4' square	\$700— \$300—
		Screens, sand & prepare paintings for repaint.			
					Deposit
					Due upon completion
					Total \$3,000.00

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**This is Caleb at the  
printshop. I can still do 1000  
for \$300 like last time.  
Prices have gone up a little  
bit, but for the museum, I  
can keep it low for now.**

Sent from my iPhone

## PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (this "Agreement") is dated May 8, 2025, but made effective for all purposes as of the Effective Date (as defined below), and is entered into between City of John Day ("City"), an Oregon municipal corporation, whose address is 450 E Main Street, John Day, Oregon 97845, and Jensen Strategies, LLC ("Consultant"), an Oregon limited liability company, whose address is 1750 S Harbor Way, Suite 350, Portland, Oregon 97201.

### RECITALS:

City desires to retain Consultant to conduct certain city council strategic planning services. Consultant will perform the Services (as defined below) subject to and in accordance with, and subject to, the terms and conditions contained in this Agreement.

### AGREEMENT:

NOW, THEREFORE, in consideration of the parties' mutual obligations contained in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

#### 1. Consultant Services.

1.1 Services; Standards. Subject to the terms and conditions contained in this Agreement, Consultant will perform the following goal setting and strategic planning services for and on behalf of City (collectively, the "Services"): (a) those goal setting and strategic planning services described in the attached Schedule 1.1; (b) those goal setting and strategic planning services identified in the Proposal (as defined below); (c) all other necessary or appropriate services customarily provided by Consultant in connection with its performance of those services described in Schedule 1.1 and/or the Proposal; and (d) such other goal setting and strategic planning services requested by the council or city manager from time to time. Consultant will (x) consult with and advise City on all matters concerning the Services reasonably requested by City, (y) communicate all matters and information concerning the Services to City and perform the Services under the general direction of City, and (z) devote such time and attention to the performance of the Services as City deems necessary or appropriate. Consultant acknowledges and agrees that City may cause or direct other persons or contractors to provide services for and on behalf of City that are the same or similar to the Services provided by Consultant under this Agreement. For purposes of this Agreement, the term "city manager" means City's then-appointed city manager or his or her designee; the term "council" means City's then-elected or appointed city council.

1.2 Schedule; Condition Precedent. The Services will be completed expeditiously, in a timely manner, and in accordance with the schedule identified in Schedule 1.1 and the Proposal. Notwithstanding anything contained in this Agreement to the contrary, City's performance of its obligations under this Agreement is conditioned on Consultant's performance of its obligations under this Agreement, including, without limitation, those Consultant obligations identified under Section 4.4. Consultant submitted to City that certain City Council Goal Setting and Strategic Plan Proposal dated April 17, 2025 attached hereto as Exhibit A (the "Proposal"). City has relied on the representations, warranties, and covenants contained in the Proposal when City selected Consultant to perform the Services. Consultant represents, warrants, and covenants to City that the representations, warranties, and covenants contained in the Proposal are true and correct in all respects.

#### 2. Compensation.

2.1 Compensation. Subject to the terms and conditions contained in this Agreement, in consideration of Consultant's timely performance of the Services in accordance with this Agreement, City will pay Consultant the rates and/or fees identified in the Proposal. Consultant will submit monthly invoices to City concerning the Services performed by Consultant during the immediately preceding month (each an "Invoice"). Each Invoice will contain the

following information: (a) a summary of the Services performed by Consultant (and by whom); (b) the number of hours (or fraction thereof) each person spent to perform the Services; (c) the applicable fee(s) for performing the Services; and (d) all other information reasonably requested by City. City will pay the amount due under each Invoice within thirty (30) days after City has reviewed and approved the Invoice. No compensation will be paid by City for any portion of the Services not performed. City's payment will be accepted by Consultant as full compensation for performing the Services. Notwithstanding anything contained in this Agreement to the contrary, total compensation payable by City under this Agreement for the performance of the Services will not exceed \$40,000.00.

2.2 No Benefits; No Reimbursement. City will not provide any benefits to Consultant, and Consultant will be solely responsible for obtaining Consultant's own benefits, including, without limitation, insurance, medical reimbursement, and retirement plans. Consultant will provide, at Consultant's cost and expense, all materials, equipment, and supplies necessary or appropriate to perform the Services. City will not reimburse Consultant for any expenses Consultant incurs to perform the Services.

### 3. Relationship.

3.1 Independent Contractor. Consultant is an independent contractor of City. Consultant is not an employee of City. Consultant will be free from direction and control over the means and manner of performing the Services, subject only to the right of City to specify the desired results. This Agreement does not create an agency relationship between City and Consultant and does not establish a joint venture or partnership between City and Consultant. Consultant does not have the authority to bind City or represent to any person that Consultant is an agent of City. Consultant has the authority to hire other persons to assist Consultant in performing the Services (and has the authority to fire such persons).

3.2 Taxes; Licenses. City will not withhold any taxes from any payments made to Consultant, and Consultant will be solely responsible for paying all taxes arising out of or resulting from Consultant's performance of the Services, including, without limitation, income, social security, workers' compensation, and employment insurance taxes. Consultant will be solely responsible for obtaining all licenses, approvals, and certificates necessary or appropriate to perform the Services.

### 4. Representations; Warranties; Covenants.

In addition to any other Consultant representation, warranty, and/or covenant made in this Agreement, Consultant represents, warrants, and covenants to County as follows:

4.1 Authority; Binding Obligation; Conflicts. Consultant is validly existing and in good standing under applicable Oregon law. Consultant has full power and authority to sign and deliver this Agreement and to perform all Consultant's obligations under this Agreement. This Agreement is the legal, valid, and binding obligation of Consultant, enforceable against Consultant in accordance with its terms. The signing and delivery of this Agreement by Consultant and the performance by Consultant of all Consultant's obligations under this Agreement will not (a) breach any agreement to which Consultant is a party, and/or give any person the right to accelerate any obligation of Consultant, (b) violate any law, judgment, and/or order to which Consultant is subject, and/or (c) require the consent, authorization, and/or approval of any person, including, without limitation, any governmental body.

4.2 Quality of Services. Consultant will perform the Services diligently, in good faith and in a professional manner, free from errors or omissions, to the best of Consultant's ability, and in accordance with this Agreement. The Services will be performed in accordance with the Laws (as defined below). Consultant will be solely responsible for the Services. Consultant will make all decisions called for promptly and without unreasonable delay. All materials and documents prepared by Consultant will be accurate, complete, unambiguous, prepared properly, and in compliance with the Laws.

4.3 Insurance. During the term of this Agreement, Consultant will obtain and maintain, in addition to any other insurance required under this Agreement, the following minimum levels of insurance: (a) general liability insurance for all losses or claims arising out of or related to Consultant's performance of its obligations under this Agreement (including, without limitation, damages as a result of death or injury to any person or destruction or damage to any property) with limits of no less than \$1,000,000 per occurrence, \$2,000,000 in the aggregate; (b) comprehensive automobile liability insurance for all owned, non-owned, and hired vehicles that are or may be used by Consultant in connection with Consultant's performance of the Services with limits of no less than \$1,000,000 combined single limit; (c) professional liability insurance (errors and omissions insurance) with limits of no less than \$1,000,000 per occurrence, \$1,000,000 in the aggregate; and (d) workers' compensation insurance in form and amount sufficient to satisfy the requirements of applicable Oregon law. Each liability insurance policy required under this Agreement will be in form and content satisfactory to City, will list City and each City Representative (as defined below) as an additional insured (except for Consultant's professional liability insurance policy), and will contain a severability of interest clause; the workers' compensation insurance will contain a waiver of subrogation in favor of City. The insurance Consultant is required to obtain under this Agreement may not be cancelled without ten (10) days' prior written notice to City. Consultant's insurance will be primary and any insurance carried by City will be excess and noncontributing. Consultant will furnish City with appropriate documentation evidencing the insurance coverage (and provisions) and endorsements Consultant is required to obtain under this Agreement upon Consultant's execution of this Agreement and at any other time requested by City. If Consultant fails to maintain the insurance required under this Agreement, City will have the option, but not the obligation, to obtain such coverage with costs to be reimbursed by Consultant immediately upon City's demand.

4.4 Compliance with Laws. Consultant will comply and perform the Services subject to and in accordance with the Laws. Without otherwise limiting the generality of the immediately preceding sentence, Consultant will comply with each obligation applicable to Consultant and/or this Agreement under ORS 279B.220, 279B.225, 279B.230, and 279B.235, which statutes are incorporated herein by reference. Prior to the Effective Date, Consultant obtained all licenses, approvals, and/or certificates necessary or appropriate to perform the Services. For purposes of this Agreement, the term "Law(s)" means all applicable federal, state, and local laws, regulations, restrictions, orders, codes, rules, and/or ordinances related to or concerning Consultant, this Agreement, and/or the Services, including, without limitation, all applicable County ordinances, resolutions, policies, regulations, orders, restrictions, and guidelines, all as now in force and/or which may hereafter be amended, modified, enacted, and/or promulgated.

4.5 Indemnification. To the fullest extent permitted by the Laws, Consultant releases and will defend, indemnify, and hold City and each present and future City officer, employee, and representative harmless for, from, and against all claims, actions, proceedings, damages, liabilities, injuries, losses, and expenses, including, without limitation, attorney fees and costs, resulting from or arising out of the following: (a) damage, injury, and/or death to person or property caused by Consultant's acts and/or omissions (and/or the acts and/or omissions of Consultant's directors, officers, shareholders, members, managers, partners, employees, agents, representatives, and/or contractors); (b) Consultant's failure to pay any tax arising out of or resulting from performance of the Services; and/or (c) Consultant's breach and/or failure to perform any Consultant representation, warranty, covenant, and/or obligation contained in this Agreement. Consultant's indemnification obligations provided in this Section 4.5 will survive the termination of this Agreement.

4.6 Assignment of Studies and Reports. Consultant will assign all final studies, reports, data, documents, and/or materials of any kind produced under this Agreement (collectively, the "Deliverables") to City upon the earlier of City's request or termination of this Agreement. All copies of the materials provided to City will become the property of City who may use them without Consultant's permission for any proper purpose relating to the Services, including, without limitation, additions to or completion of the Services; provided, however, any City modification and/or use of the Deliverables for any non-related purpose will be at City's risk and expense. Consultant will defend all suits or claims for infringement of patent, trademark, and/or copyright for which Consultant is responsible (including, without limitation, any claims which may be brought against City), and Consultant will be liable to City for all losses arising therefrom, including costs, expenses, and attorney fees.

4.7 Records. Consultant will maintain complete and accurate records concerning all Services performed, the number of hours each person spent to perform the Services, and all documents produced under this Agreement for a period of three years after termination of this Agreement. Consultant's records will be maintained in accordance with sound accounting practices. Consultant will provide City access to any Consultant books, documents, papers, and/or records which are pertinent to this Agreement and/or the Services. Consultant will maintain all books, documents, papers, and records generated under this Agreement for a period no less than three years commencing on the date of City's final payment to Consultant under this Agreement.

4.8 Confidential Information. During the term of this Agreement, and at all times thereafter, Consultant will maintain all Confidential Information (as defined below) in the strictest confidence and will not directly or indirectly use, communicate, and/or disclose any Confidential Information to any person, or remove or make reproductions of any Confidential Information, except that Consultant may (a) use Confidential Information to perform the Services to the extent necessary, and (b) communicate or disclose Confidential Information in accordance with a judicial or other governmental order or as required by applicable law, but only if Consultant promptly notifies City of the order and complies with any applicable protective or similar order. Consultant will promptly notify City of any unauthorized use, communication, and/or disclosure of any Confidential Information and will assist City in every way to retrieve any Confidential Information that was used, communicated, and/or disclosed by Consultant and will exert Consultant's best efforts to mitigate the harm caused by the unauthorized use, communication, and/or disclosure of any Confidential Information. Upon the earlier of City's request or termination of this Agreement, Consultant will immediately return to City all documents, instruments, and/or materials containing any Confidential Information accessed or received by Consultant, together with all copies and summaries of such Confidential Information. If requested by City, Consultant will execute a written certification satisfactory to City pursuant to which Consultant will represent and warrant that Consultant has returned all Confidential Information to City in accordance with the terms of this Agreement. Notwithstanding anything contained in this Agreement to the contrary, the terms of this Agreement do not operate to transfer any ownership or other rights in or to the Confidential Information to Consultant or any other person. For purposes of this Agreement, the term "Confidential Information" means all documentation, information, and/or materials identified by City or County as confidential and/or any documentation, information, and/or materials relating to or concerning County's future plans, business affairs, employment, legal, and litigation matters that need to be protected from improper disclosure, in whatever form (e.g., hard and electronic copies, etc.), that is received or accessed by Consultant; provided, however, the term "Confidential Information" does not include County's public records which are non-exempt public records under applicable federal, state, and/or local laws.

5. Term; Termination.

5.1 Term of Agreement. Subject to the terms and conditions contained in this Agreement, the term of this Agreement commenced on the Effective Date and will remain in full force and effect until Consultant's completion of the Services, unless sooner terminated or extended as provided in this Agreement. Notwithstanding anything contained in this Agreement to the contrary, this Agreement may be terminated (a) at any time by the mutual written agreement of City and Consultant, and/or (b) by City for convenience and without cause by giving ten (10) days' prior written notice of such termination to Consultant. Upon receipt of the notice of termination, except as explicitly directed by City, Consultant must immediately discontinue performing any Services.

5.2 Termination for Cause. Notwithstanding anything contained in this Agreement to the contrary, a party may terminate this Agreement immediately upon notice to the other party upon the happening of any of the following events: (a) the other party engages in any form of dishonesty or conduct that reflects adversely on the reputation or operations of the party; (b) the other party fails to comply with any applicable law related to the other party's independent contractor relationship with the party; (c) in the case of City, problems occur in connection with Consultant's performance of the Services; and/or (d) the other party breaches and/or otherwise fails to perform any of the other party's representations, warranties, covenants, and/or obligations contained in this Agreement.

5.3 Consequences of Termination. Upon termination of this Agreement, (a) City will not be obligated to reimburse or pay Consultant for any continuing contractual commitments to others or for penalties or damages arising from the cancellation of such contractual commitments, and (b) after receipt of Consultant's final Invoice, City will pay Consultant (in accordance with Section 2.1) for all Services completed by Consultant in accordance with this Agreement through the date of the termination; provided, however, City may withhold payment for an amount approximating the fees for the Services that may be in dispute if City furnishes written notice to Consultant containing a description of the basis for the dispute and amount withheld. Notwithstanding anything contained in this Agreement to the contrary, termination of this Agreement will not constitute a waiver or termination of any rights, claims, and/or causes of action the party may have against the other party. Within a reasonable period of time after termination of this Agreement (but in no event later than five days after termination), Consultant will deliver to City all materials and documentation, including raw or tabulated data and work in progress, related to or concerning the Services.

5.4 Remedies. If a party breaches and/or otherwise fails to perform any of its representations, warranties, covenants, and/or obligations under this Agreement, the non-defaulting party may, in addition to any other remedy provided to the non-defaulting party under this Agreement, pursue all remedies available to the non-defaulting party at law or in equity. All available remedies are cumulative and may be exercised singularly or concurrently.

## 6. Miscellaneous.

6.1 Severability; Assignment; Binding Effect. Each provision contained in this Agreement will be treated as a separate and independent provision. The unenforceability of any one provision will in no way impair the enforceability of any other provision contained herein. Any reading of a provision causing unenforceability will yield to a construction permitting enforcement to the maximum extent permitted by applicable law. Consultant will not assign this Agreement to any person without City's prior written consent. Subject to the immediately preceding sentence, this Agreement will be binding on the parties and their respective heirs, personal representatives, successors, and permitted assigns, and will inure to their benefit. This Agreement may be amended only by a written agreement signed by each party.

6.2 Attorney Fees; Dispute Resolution. If any arbitration or litigation is instituted to interpret, enforce, and/or rescind this Agreement, including, without limitation, any proceeding brought under the United States Bankruptcy Code, the prevailing party on a claim will be entitled to recover with respect to the claim, in addition to any other relief awarded, the prevailing party's reasonable attorney fees and other fees, costs, and expenses of every kind, including, without limitation, costs and disbursements specified in ORCP 68 A(2), incurred in connection with the arbitration, the litigation, any appeal or petition for review, the collection of any award, or the enforcement of any order, as determined by the arbitrator or court. If any claim, dispute, or controversy arising out of or related to this Agreement occurs (a "Dispute"), City and Consultant will exert their best efforts to seek a fair and prompt negotiated resolution of the Dispute and will meet at least once to discuss and seek a resolution of the Dispute. If the Dispute is not resolved by negotiated resolution, either party may initiate a suit, action, arbitration, or other proceeding to interpret, enforce, and/or rescind this Agreement.

6.3 Governing Law; Venue. This Agreement is governed by the laws of the State of Oregon, without giving effect to any conflict-of-law principle that would result in the laws of any other jurisdiction governing this Agreement. Any action or proceeding arising out of this Agreement will be litigated in courts located in Deschutes County, Oregon. Each party consents and submits to the jurisdiction of any local, state, or federal court located in Deschutes County, Oregon.

6.4 Attachments; Further Assurances; Notices. Any exhibits, schedules, instruments, documents, and other attachments referenced in this Agreement are part of this Agreement. The parties will sign other documents and take other actions reasonably necessary to further effect and evidence this Agreement. Time is of the essence with respect to Consultant's performance of its obligations under this Agreement. All notices or other communications required or permitted by this Agreement must be in writing, must be delivered to the parties at



the addresses set forth above, or any other address that a party may designate by notice to the other party, and are considered delivered upon actual receipt if delivered personally, by fax or email transmission (with electronic confirmation of delivery), or by a nationally recognized overnight delivery service, or at the end of the third business day after the date of deposit if deposited in the United States mail, postage pre-paid, certified, return receipt requested.

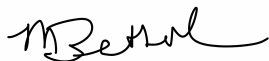
6.5 Waiver; Entire Agreement. No provision of this Agreement may be modified, waived, or discharged unless such waiver, modification, or discharge is agreed to in writing by City and Consultant. No waiver of either party at any time of the breach of, or lack of compliance with, any conditions or provisions of this Agreement will be deemed a waiver of other provisions or conditions hereof. This Agreement contains the entire agreement and understanding between the parties with respect to the subject matter of this Agreement and contains all the terms and conditions of the parties' agreement and supersedes any other oral or written negotiations, discussions, representations, or agreements. Consultant has not relied on any promises, statements, representations, or warranties except as set forth expressly in this Agreement.

6.6 Person; Interpretation; Execution. For purposes of this Agreement, the term "person" means any natural person, corporation, limited liability company, partnership, joint venture, City, association, trust, unincorporated organization, government or governmental county or political subdivision, or any other entity. All pronouns contained herein and any variations thereof will be deemed to refer to the masculine, feminine, or neutral, singular or plural, as the identity of the parties may require. The singular includes the plural and the plural includes the singular. The word "or" is not exclusive. The words "include," "includes," and "including" are not limiting. The titles, captions, or headings of the sections herein are inserted for convenience of reference only and are not intended to be a part of or to affect the meaning or interpretation of this Agreement. The parties may execute this Agreement in separate counterparts, each of which when executed and delivered will be an original, but all of which together will constitute one and the same instrument. For purposes of this Agreement, the term "Effective Date" means the date upon which this Agreement is fully executed by the parties.

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be binding and effective for all purposes as of the Effective Date.

**City:**

City of John Day,  
an Oregon municipal corporation



By: Melissa Bethel, City Manager

Dated: May 10 2025

Federal Tax Id. No.: 93-6002192

**Consultant:**

Jensen Strategies, LLC  
an Oregon limited liability company



Erik Jensen, Principal

Dated: May 09, 2025

Federal Tax Id. No.: 462020637

Exhibit A  
Proposal

[attached]

April 17, 2025

Melissa Bethel  
City Manager  
City of John Day  
450 E Main St  
John Day, OR 97845

Re: City of John Day City Council 5 Year Strategic Planning Facilitation

Dear Ms. Bethel:

It is our pleasure to submit a proposal to provide the City of John Day with City Council Strategic Planning services.

We bring unique skills and experience in City Council strategic planning, goal setting, coaching on effective Councils and City teams, and community engagement notably:

- Facilitation of numerous City Council goal setting and team building retreats for Oregon communities.
- Our team brings over 30 years' of experience facilitating public meetings, special task forces, strategic planning committees, boards, commissions, and elected bodies.
- We also work closely with former public administrators who are exclusively contracted with our firm and have direct experience in the field and understand the benefits of goal setting and long-term strategic planning for local government.
- We have a track record designing and conducting planning processes that include a framework for sustained, accountable, and tangible implementation.
- Erik Jensen is a regular instructor for the League of Oregon Cities (LOC) and a periodic conference presenter on effective City Councils, Council and staff roles and responsibilities, strategic planning, and community visioning.
- We are familiar with rural communities. We regularly work with cities between 1,000 - 2,500 in population and are well versed in the unique opportunities and challenges that presents.
- We work with our clients to conduct strategic planning efforts that are organized, inclusive, and rooted in city management best practices.

- Our team takes pride in working closely with City staff throughout the project to create a product that meets City needs while being responsive to available City resources and capacity.

In short, our team offers a comprehensive set of skills and experience for this important City Council strategic planning. The facilitator for this work is anticipated to be Amelia Wallace, Senior Associate with Jensen Strategies with support from other Jensen Strategies' senior and support team members.

Our proposal terms are effective for 90 days. We are an Oregon-certified Emerging Small Business (ESB), #9880.

Please feel free to contact me or Amelia Wallace with any questions or requests for additional information.

Best,



Erik Jensen  
Principal  
Jensen Strategies, LLC  
1750 S. Harbor Way, Suite 350  
Portland, OR 97201  
(503) 477-8312  
[erik@jensenstrategies.com](mailto:erik@jensenstrategies.com)

# 2025 CITY COUNCIL RETREAT

## ATTACHMENT A

### PROJECT OVERVIEW

**Desired outcome:** Provide a process to establish planning tools to support the City Council's ability to serve as responsible stewards of the City and be responsive to community requests. This outcome will be accomplished via an inclusive, multi-faceted community input process with in-person and virtual tools, one facilitated session in person with City Council, virtual engagement with City staff, and two virtual project presentations to City Council.

To inform Council's future policymaking, a community engagement tool and process will be developed and implemented that is responsive to Council's desired input. A full-day retreat with City Council will establish goals and policy direction for the City. Subsequently, City staff will be engaged to support the development of a 5-year operational strategic plan that reflects Council goals.

It is understood that no current long-range goals exist to form a preliminary basis and that the consultant will facilitate and assist in developing a complete draft set of goals based on Council input.

#### **Objectives:**

- Perform an environmental scan to establish shared strategic planning desired outcomes, needs for a successful retreat, and preliminary suggestions for priorities and objectives.
- Conduct a community engagement process to seek input on community needs and priorities. Summarize key input themes in a report and presentation to Council
- Provide a Council driven update of the Council Goals that is inclusive of community, staff, and stakeholder input.
- Work closely and collaboratively with staff to develop a 5-year operational strategic plan aligned with final Council goals, priorities, and available city resources.

## PROJECT APPROACH AND SCOPE

Jensen Strategies' experience and approach to conducting City Council strategic planning is based on providing a discussion environment where participants have the information they need to make informed decisions, maximize everyone's time through advance planning and a facilitation strategy, keeping discussions within the parameters of the subject matter and group's purview (e.g., policy level), striving for consensus, and accurate follow-up documentation.

The following tasks delineate our proposed scope:

### **Task 1: Project Start-up and Overview Presentation**

To begin the project, the consultant will meet with the City Manager (and other key staff if desired) by Zoom to refine the scope of work and timeline, discuss expectations, and obtain any necessary background information for review. This meeting will also include a discussion of the list of people to interview and preliminary meeting logistics. If needed, the consultant will provide the client with an amended scope of work and timeline. Once a preliminary process and schedule has been established, the consultant will provide a virtual presentation of the process to City Council for feedback and final adjustments to the process to meet Council objectives.

***Deliverables:** Zoom meeting to review and refine the scope and timeline of the project, review of relevant materials, list of interviewees, final scope of work, and timeline. One virtual presentation to City Council to overview planned process.*

### **Task 2: Community Engagement Meeting and Satisfaction Survey**

Based on direction from the Council, the consultant will prepare a multi-faceted community engagement tool and engagement strategy to solicit meaningful input on City matters. A final strategy will be confirmed with the City Manager responsive to preliminary consultant observations and findings but is anticipated to include at a minimum, 1-2 in person facilitated meetings, a survey (online or written), and partnership with local organizations to promote. The engagement is assumed to be focused on community satisfaction using a focused list of topic areas.

In person sessions (up to 6 hours) will be held in City facilities or local community spaces in coordination with City staff. The consultant will provide survey collection tool (online and written versions), a graphic, and recommendations to effectively promote participation in the survey. Posting and advertisement of the survey will be the responsibility of the City unless otherwise negotiated. Results received will be qualitatively summarized by the consultant and not intended to create a scientific result. A more comprehensive or representative survey may be negotiated for an additional expense and may include recommended engagement of specialized consultant partners.

***Deliverables:*** Development of online community survey; preparation of promotional materials to be distributed by the City; summarization of key feedback themes; delivery of a final report or presentation to City Council virtually (in person negotiable for additional travel expense).

### **Task 3: City Council, City Staff, and Stakeholder Zoom Interviews**

In preparation for the strategic planning retreat, the consultant will conduct individual interviews with the 2025 City Council members, City Manager, designated upper-level staff, and other organizational partners/stakeholders. The interviews will solicit interviewees' perspectives appropriate to their roles on current City issues, long-term and short-term City goals, and Council policy development opportunities and challenges. City Council will also be asked about community engagement, retreat expectations, and other information needed for a productive discussion. City Staff interviews will solicit key operational information to inform the preliminary preparation of strategic plan materials. A survey or other group input tool will be prepared for external stakeholders.

All interviews will be conducted by Zoom and will be confidential. No written or verbal reports or other communications will attribute statements/findings to any one individual. The consultant will be responsible for scheduling the interviews.

***Deliverables:*** Up to 12 confidential Zoom interviews with the Mayor, City Councilors, City Manager, City staff. Designated stakeholder engagement via additional interviews or group session. Virtual meeting with City Manager to discuss format and agenda.

### **Task 4: Council Retreat Work Products and Agenda Development**

The consultant will analyze and produce an input summary gathered from the interviews and reviewed information. The consultant will meet with the City Manager, and/or designee(s) by Zoom to discuss a recommended approach and finalize the format and agenda for the retreat based on the input from the interviews and the expectations of Council and staff.

***Deliverables:*** City Council retreat agenda and materials.

### **Task 5: City Council Retreat**

The consultant will facilitate a one-day City Council retreat (up to six hours, excluding a 30 minute lunch break) in person.

Topics for the retreat may include, but are not limited to:

- Staff led progress report on City major projects/initiatives
- Community engagement feedback presentation

- Orientation for City Council on goal setting and strategic planning best practices
- Development and finalization of Council goals
- Other topics of interest to the Council/City Manager

During the retreat, the consultant will utilize various tools to aid in the discussion including handouts, PowerPoint presentation, flip charts, and small group discussions (if appropriate). Printed materials will be prepared and provided by the consultant unless otherwise requested.

***Deliverables:*** *Facilitation of a one-day Council retreat (up to six hours) in person. Consultant will provide meeting materials in coordination with the City Manager and/or designated City staff.*

#### **Task 6: Staff Strategic/Work Planning Session**

To integrate finalized Council goals into City operations, the consultant will engage with staff to develop a 5-year strategic work plan. The final approach for this work will be determined in coordination with the City Manager anticipated to be provided either as a facilitated group session or other direct engagement with key staff. The strategic plan is anticipated to include development or documentation and prioritization of specific actions to support implementation of Council goals, responsive to available City resources. A final format for this product will be determined in coordination with the City Manager and in alignment with the goal setting product.

***Deliverables:*** *Facilitation of a half-day Staff retreat (up to four hours) or other staff engagement. Consultant will provide meeting materials (including coordination of food or beverage) in coordination the City Manager and/or designated City staff.*

#### **Task 7: Preparation of Final Products**

The consultant will prepare final versions of all products developed during the retreat, strategic planning session, and community engagement results in agreed upon formats.

***Deliverables:*** *A written summary of all agreed upon products provided in a PDF format.*



## PROJECT BUDGET

The total budget for this work including professional fees and direct expenses is proposed not to exceed **\$33,840**.

This assumes two in person trips for two team members including mileage, travel time billed at half the team member's rate, lodging at \$200/night/person, per diem \$60/day/person, retreat materials, food and/or beverage up to \$300, and printing. Jensen Strategies will submit invoices to the city on a monthly basis for services rendered, with payment due within 30 days. An additional trip and engagement session(s) may be added to the scope if desired for an extra \$3,100 in travel costs per trip plus time and materials to cover the preparation and conduction of the additional engagement activities.

### Hourly Rates:

Erik Jensen	Principal	\$ 225
Amelia Wallace	Senior Associate	\$ 160
Ashley Graff	Associate	\$ 100
Emily Rehder	Operations Manager	\$ 85
Savannah Cline	Project Associate	\$ 75
Sia Lindstom	Senior Consultant	\$175
Dave Waffle	Senior Consultant	\$175

### Professional Liability Insurance

Jensen Strategies carries a professional liability insurance policy through The Hanover Insurance Group in the amount of \$2 million.

## PRELIMINARY PROJECT SCHEDULE

A final schedule for all activities will be confirmed with the City Manager.

### **Council Retreat Development**

A preliminary proposed schedule is outlined below.

Week of	Actions
Week 1	Start-up Meeting
Weeks 2-3	Schedule and conduct City Council and Staff Interviews
Week 4	Interview summary and agenda development
Week 5	Zoom meeting with City Manager re: interview results and draft agenda
Week 6	Final materials preparation
Week 7	Retreat facilitation
TBD	Retreat summarization/follow up Final product delivered to City Manager

### **Community Engagement and Survey**

The planning and input collection for the community survey is anticipated to occur over an approximately two-month period.

### **Staff Strategic Work Plan Session**

The approach and scheduling for this session will be coordinated and finalized with the City Manager.

## RELEVANT EXPERIENCE

### **City Council Goal Setting and Team Building**

Jensen Strategies has facilitated comprehensive goal setting and team building retreats for numerous local government elected boards in Oregon in recent years, including the cities of Albany, Carlton, Dayton Corvallis, Dallas, Hood River, McMinnville, St. Helens, Tigard, West Linn, Wilsonville, Woodburn, and Clatsop County. In each process, preliminary interviews were conducted with all participants (Mayor, Councilors, Commissioners, and executive staff) to identify issues for discussion and clarify expectations for the retreat. Each retreat featured a streamlined, facilitated process that incorporated productive and forward-looking discussion, resulting in tangible goals and/or outcomes for each City Council and/or Commission. Final written reports, summaries, and/or other products were provided to each jurisdiction summarizing the meeting and outcomes.

### **City of Umatilla Rock the Locks Community Engagement**

Since January of 2024 Amelia Wallace has served as project manager for the City of Umatilla community engagement initiative to support the communication, operational refinement, and policy decision making related to a new major City led event known as Rock the Locks. The 3-day music festival, intended to promote economic development and community activity, has required careful community engagement to identify appropriate mitigations for negative sound impacts on nearby neighbors, facilitate an inclusive community process to determine the future of the festival, and promote effective communication and trust between the City and community. This engagement has been prepared and conducted in coordination with City staff in alignment with engagement best practices and through utilization of a variety of engagement tools. These approaches include but are not limited to facilitation of a single or a series of meetings or town halls, informational sessions, targeted and open online surveys, and direct communication with engaged neighbors.

### **LOC Community Visioning and Strategic Planning Class**

Erik Jensen currently serves as a contract instructor for the League of Oregon Cities' (LOC) training program where he teaches a one-day courses on effective city teams, community visioning, and strategic planning. The effective city teams course covers the roles and responsibilities of elected officials and staff, the 10 habits of effective city councils, and best practices for Council/staff coordination and collaboration. The community visioning and strategic planning course covers the benefits, development processes, inter-relationships, and implementation structures for these two long-term multi-disciplinary planning tools.

### **Tualatin Soil & Water Conservation District Strategic Plan**

Jensen Strategies is presently working with the Tualatin Soil and Water Conservation District (TSWCD) to develop a five-year strategic plan. The project includes facilitating a strategic planning committee comprised of TSWCD Board members and managers to develop organizational goals, an action plan, and an implementation process. The process has been informed by 24 stakeholder interviews with Board members, organizational management, and

organizational partners as well. In addition, four all-staff online surveys were conducted at key intervals in the plan's development.

#### **Medford 2040**

Jensen Strategies was the primary consultant facilitating a comprehensive community visioning process to develop a preferred 30-year vision and action plan for Medford, Oregon. The process included a City Council appointed citizen Task Force charged with recommending a preferred 30-year vision and an action plan to implement it. A parallel, but integrated, multi-faceted public input process informed the Task Force's work to develop the projects. Jensen Strategies was managing the project including facilitating the Task Force and working in collaboration with public involvement and community development subconsultants. The outcome of this project was a community vision and action plan that is based on community input with a tangible framework and actions to implement it.

*Additional information about the firm's other relevant experience is available upon request.*

## REFERENCES

*Jensen Strategies has the honor of being recommended by:*

**David Stockdale**, City Manager  
City of Umatilla  
P.O. Box 130  
Umatilla, OR 97882  
509-303-1051  
[david.stockdale@umatilla.gov](mailto:david.stockdale@umatilla.gov)

**Annette Frank**, Mayor  
City of Dayton  
416 Ferry Street  
Dayton, OR 97114  
971-275-4470  
[annettefrank@dayton.gov](mailto:annettefrank@dayton.gov)

**Shannon Beaucaire**, City Manager  
City of Carlton  
945 W. Grant Street  
Carlton, OR 97111  
503-852-7575  
[sbeaucaire@ci.carlton.or.us](mailto:sbeaucaire@ci.carlton.or.us)

# TEAM PROFILES

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## Erik Jensen, Principal

Erik Jensen is the Principal and Founder of Jensen Strategies, LLC. He established the firm in 2012 after serving over 20 years as a public administrator, project manager, and public affairs consultant in Oregon and Washington. Erik has led numerous processes helping Northwest organizations navigate future policy and operational planning as well as recruiting upper-level public managers.



Erik has assisted local governments and public policy organizations to set strategic courses of action for current and future decision-making. As a seasoned facilitator, strategic planner, recruiter, and organizational and public policy development expert, he has led significant initiatives for numerous entities including cities, counties, and professional organizations. These projects have included upper-level recruitments, city council retreats, strategic planning processes, community vision action planning, organizational assessments, committee facilitation, and public policy feasibility studies.

As an experienced facilitator and trained mediator, Erik has helped clients build partnerships and reach consensus among diverse interests. Erik believes the best policy and organizational development initiatives are objective, inclusive, well informed, and lead to tangible outcomes. He emphasizes the importance of balancing community and organizational interests, involving key stakeholders, and ensuring the process is well informed to build sustainable results.

Before forming Jensen Strategies, Erik was the Administration Department Director for the City of Hillsboro overseeing several organization-wide functions including city-wide projects (e.g., visioning, strategic planning, sustainability), legislative relations, community and media relations, and franchise management. Earlier, as a senior project manager for the same department, he led external and internal policy initiatives such as development and implementation of the international award-winning Hillsboro 2020 Vision. He led the process to develop the City's first operational strategic plan. Prior to the City of Hillsboro, Erik was a public affairs consultant with another firm where he facilitated public engagement processes for large, high-profile projects such as Portland CSO Program, and Oregon Arena Project (now Moda Center). He has also held staff positions at the Oregon Legislature and political campaigns.

Erik has a Bachelor of Arts degree in Political Science from Lewis and Clark College and a Master of Public Administration degree from the University of Washington. He is a member of the International City/County Management Association (ICMA) and the Oregon City/County Management Association (OCCMA). Erik currently serves on the Alumni Board of Lewis and Clark College.

## Amelia Wallace, Senior Associate

Amelia Wallace, Senior Associate, has been with Jensen Strategies since 2020 providing project leadership, recruitment support, facilitation, policy analysis, and product development for clients. She earned her Master of Public Administration (MPA) from the University of Washington Evans School of Public Policy & Governance in Seattle with a concentration on public financial management, local government service, and policy analysis.

As an experienced project manager, facilitator, and researcher, she has led or served as project assistant on a variety of projects for cities, ports, nonprofits, and other professional organizations. These projects have included upper-level recruitment, city council retreats and goal setting, strategic planning processes, community visioning, work group facilitation, and public policy feasibility studies.



Amelia is from the Tennessee Valley and earned her Bachelor's in Politics with Honors from Oberlin College in Ohio. She started her career with three cycles of campaign organizing for local and statewide elections. While happily retired from campaigns, her experience organizing and training maintains her passion for civic engagement and community development. She also served as an AmeriCorps member building partnerships and running youth biking safety and Safe Routes to School programs.

While in Seattle, Amelia immersed herself in a variety of professional and academic activities. In her work, she served as the graduate intern for the City of Seattle Department of Transportation Curbside Management team providing parking policy research, supporting COVID-19 business relief efforts, and coordinating neighborhood engagement and communication about new Link light rail stations. In her final consulting project for her degree, she worked with the Seattle Office of Civil Rights to develop qualitative analysis data as part of the City's Race and Social Justice Initiative. Outside of class, she led the local University of Washington International City/County Management Association (ICMA) student chapter which offers an assortment of professional development events and networking opportunities including conferences and paid fellowship opportunities to support students' work with small cities across Washington state.

## **Emily Rehder, Operations Manager**

Emily Rehder is the Operations Manager joining the team in the spring of 2021. She manages office operations, directs project support, coordinates marketing efforts, leads graphic design work, and oversees the firm's online presence including the website and social media.

Emily is responsible for candidate management during our recruitment process. Her attention to detail and understanding of timeliness to the customer and candidates is remarkable. She works with our associates in following through with scheduling interviews, arranging candidate travel, managing candidate application packets, and assembly of candidate information to give to the client.

Emily's experience as a manager stems from running a successful supplemental education center for 11 years. Emily holds a Bachelor's degree in American Studies with an emphasis on Minorities in Education from UC Berkeley.

Originating from Garden Grove, CA, Emily moved to Oregon over a decade ago and enjoys the seasons and the beauty that the Pacific Northwest offers. She enjoys spending time with her family and dog, Lucy, traveling, reading, hiking, swimming, and wine tasting at all the amazing Oregon wineries.





## Sia Lindstrom, Consultant

Sia Lindstrom is a collaborative leader with over two decades of local government and nonprofit management experience. Sia has deep experience in strategic planning, facilitation, policy development, partnership development, program management and evaluation, organizational change, budgeting/fiscal management, and human resources.

Sia was deputy county administrator with Washington County (Oregon) for thirteen years and is currently serving in an interim executive leadership role with City of Beaverton. She received the *Donald W. Mason Distinguished Service Award* for leadership in public service in June 2021. She previously held executive director positions with two nonprofit social service organizations in the Portland metropolitan area and served as chair of several nonprofit boards of directors. She is a seasoned leader in both local government and nonprofit administration and governance.

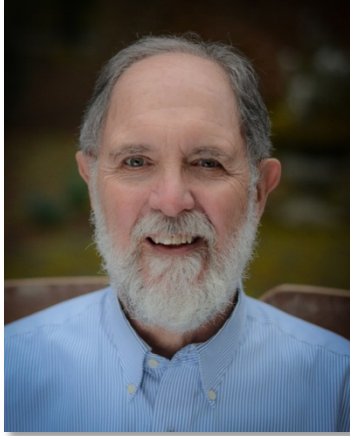


Sia is a strong strategic planner and facilitator with deep roots in public administration and the council-manager form of government. Her particular strength is her collaborative leadership style, where she is known for her calm approach, positive attitude, open communication style, strong project management skills, effective dispute resolution and problem-solving skills, and commitment to centering equity, diversity, and inclusion.

Sia has a bachelor's degree in Anthropology from the University of Illinois at Urbana-Champaign and a master's degree in Public Health from the University of Michigan.

Sia lives with her partner Bob in Hillsboro, Oregon. She is an avid road cyclist, a sometimes triathlete, and an amateur cellist. She enjoys anything outdoors in this amazing Pacific Northwest that she feels fortunate to call her home.

## Dave Waffle, Consultant



Dave Waffle is a retired City Manager with more than 45 years of municipal management experience. His most recent positions include Interim Assistant City Manager and Assistant Finance Director for the City of Beaverton, Oregon. Prior to joining Beaverton, Dave served as city manager for six Oregon and Wisconsin cities. In retirement, he serves as a volunteer Senior Advisor to the Oregon City/County Management Association (OCCMA), providing support for local government managers and administrators.

He is known for his collaborative approach to intergovernmental relations, community development activities, community engagement best-practices, government ethics and public finance knowledge. He led many regional committees (e.g., solid waste, libraries & broadband services), several statewide advisory committees (e.g., finance, small cell telecommunications) and local government professional organizations in Wisconsin and Oregon. He now serves Cornelius as the chair of their Planning Commission. He holds a master's degree in Public Affairs from the University of Oregon and a bachelor's degree from Michigan State University. He is a Life Member of ICMA and OCCMA.