



CITY OF  
**JOHN DAY**

**CITY COUNCIL REGULAR MEETING AGENDA**

**Tuesday April 14, 2026**

**REGULAR MEETING: 6:30 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/95321822663?pwd=MmPSrbq6skunLMZ9boJNf4Y4kUbdal.1>

Meeting ID: 953 2182 2663

Passcode: 823687

**Call to Order: Regular John Day Council Meeting 6:30 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 April 7, 2026
- b. Minutes of CC Mtg 3-24-26

7. Appointment of Budget Committee Members
8. Discussion: Resolution 26-02; A Resolution establishing a student liaison position to City Council
9. Contract Amendment #4 for Nick Ducote (WWTP)
10. Consideration of Name for 117 SW Canton Street
11. Adjournment:

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>ACS - ADVANCED CONTROL SYSTEMS</b>							
04/07/2026	760709	1013	ACS - ADVANCED CONTROL SYSTEM	41912	03-000-63450	415.00	415.00
Total 760709:							415.00
<b>AMAZON CAPITAL SERVICES, INC.</b>							
04/07/2026	760710	1026	AMAZON CAPITAL SERVICES, INC.	13J3-CTC1-M	10-000-63877	150.65	150.65
04/07/2026	760710	1026	AMAZON CAPITAL SERVICES, INC.	13JF-K3G4-3	01-000-63800	23.03	23.03
04/07/2026	760710	1026	AMAZON CAPITAL SERVICES, INC.	14MW-H1F4-N	02-000-64260	143.98	143.98
04/07/2026	760710	1026	AMAZON CAPITAL SERVICES, INC.	1MPJ-VV9M-	02-000-62900	22.78	22.78
04/07/2026	760710	1026	AMAZON CAPITAL SERVICES, INC.	1YKX-KDYV-	10-000-63500	289.38	289.38
Total 760710:							629.82
<b>Amy Hunt</b>							
04/07/2026	760744	17920	Amy Hunt	AHUNT-REFU	03-000-20130	17.71	17.71
Total 760744:							17.71
<b>BADGER METER INC.</b>							
04/07/2026	760711	1041	BADGER METER INC.	80207409	02-000-66306	243.25	243.25
04/07/2026	760711	1041	BADGER METER INC.	80210528	02-000-66306	326.62	326.62
04/07/2026	760711	1041	BADGER METER INC.	80213826	02-000-66306	333.27	333.27
04/07/2026	760711	1041	BADGER METER INC.	80217035	02-000-66306	335.02	335.02
04/07/2026	760711	1041	BADGER METER INC.	80220330	02-000-66306	335.02	335.02
04/07/2026	760711	1041	BADGER METER INC.	80223588	02-000-66306	336.21	336.21
04/07/2026	760711	1041	BADGER METER INC.	80226753	02-000-66306	344.12	344.12
04/07/2026	760711	1041	BADGER METER INC.	80229969	02-000-66306	1,877.72	1,877.72
Total 760711:							4,131.23
<b>BAUM SMITH LLC</b>							
04/07/2026	760712	17905	BAUM SMITH LLC	39622	03-000-66230	1,802.50	1,802.50
Total 760712:							1,802.50
<b>BENCHMARK LAND SURVEYING</b>							
04/07/2026	760713	1048	BENCHMARK LAND SURVEYING	BENCHMARK	03-000-66230	680.00	680.00
Total 760713:							680.00
<b>BOX R WATER ANALYSIS</b>							
04/07/2026	760714	1062	BOX R WATER ANALYSIS	X065401B	02-000-64100	51.00	51.00
04/07/2026	760714	1062	BOX R WATER ANALYSIS	X065736	02-000-64100	51.00	51.00
04/07/2026	760714	1062	BOX R WATER ANALYSIS	X065737	02-000-64100	51.00	51.00
Total 760714:							153.00
<b>CASELLE, INC</b>							
04/07/2026	760715	1083	CASELLE, INC	INV-17740	26-000-64000	1,254.00	1,254.00
Total 760715:							1,254.00

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
<b>CHESTERS</b>							
04/07/2026	760716	1097	CHESTERS	008056660741	01-000-63500	20.88	20.88
Total 760716:							20.88
<b>CNA SURETY DIRECT BILL</b>							
04/07/2026	760717	1112	CNA SURETY DIRECT BILL	CNA MAY 26	01-000-63300	100.00	100.00
Total 760717:							100.00
<b>CONSOLIDATED SUPPLY COMPANY</b>							
04/07/2026	760718	1118	CONSOLIDATED SUPPLY COMPANY	A012835097.0	02-000-62900	1,729.80	1,729.80
04/07/2026	760718	1118	CONSOLIDATED SUPPLY COMPANY	S012786099.0	02-000-62900	3,186.29	3,186.29
04/07/2026	760718	1118	CONSOLIDATED SUPPLY COMPANY	S012786303.0	02-000-62900	138.31	138.31
04/07/2026	760718	1118	CONSOLIDATED SUPPLY COMPANY	S012835097.0	02-000-62900	91.59	91.59
04/07/2026	760718	1118	CONSOLIDATED SUPPLY COMPANY	S012853381.0	02-000-62900	347.46	347.46
Total 760718:							5,493.45
<b>CwM-H20, LLC</b>							
04/07/2026	760719	1125	CwM-H20, LLC	3249	03-000-66230	1,917.00	1,917.00
Total 760719:							1,917.00
<b>Ditch Witch West</b>							
04/07/2026	760720	17910	Ditch Witch West	36132	03-000-65225	10,286.92	10,286.92
Total 760720:							10,286.92
<b>DUCOTE CONSULTING, LLC</b>							
04/07/2026	760721	1163	DUCOTE CONSULTING, LLC	2698	03-000-66230	1,906.25	1,906.25
04/07/2026	760721	1163	DUCOTE CONSULTING, LLC	2699	01-000-63825	975.00	975.00
Total 760721:							2,881.25
<b>ED STAUB &amp; SONS PROPANE</b>							
04/07/2026	760722	1168	ED STAUB & SONS PROPANE	13923235	26-000-64798	794.72	794.72
04/07/2026	760722	1168	ED STAUB & SONS PROPANE	13924788	06-000-62900	12.60	12.60
04/07/2026	760722	1168	ED STAUB & SONS PROPANE	CL475328	26-000-63100	1,057.62	1,057.62
Total 760722:							1,864.94
<b>GRANT COUNTY AUTOMOTIVE</b>							
04/07/2026	760723	1211	GRANT COUNTY AUTOMOTIVE	7712	03-000-62500	136.56	136.56
04/07/2026	760723	1211	GRANT COUNTY AUTOMOTIVE	7714	26-050-64701	132.60	132.60
Total 760723:							269.16
<b>JD RENTS &amp; POWER EQUIPMENT INC</b>							
04/07/2026	760724	1258	JD RENTS & POWER EQUIPMENT INC	20482	02-000-63800	149.99	149.99
04/07/2026	760724	1258	JD RENTS & POWER EQUIPMENT INC	20762	10-000-63877	51.65	51.65
Total 760724:							201.64
<b>JOHN DAY AUTO PARTS</b>							
04/07/2026	760725	1273	JOHN DAY AUTO PARTS	284886	03-000-64250	165.00	165.00
04/07/2026	760725	1273	JOHN DAY AUTO PARTS	285338	03-000-62460	5.00	5.00

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
04/07/2026	760725	1273	JOHN DAY AUTO PARTS	285429	01-050-62900	6.49-	6.49-
04/07/2026	760725	1273	JOHN DAY AUTO PARTS	285642-2	26-000-63100	53.97	53.97
04/07/2026	760725	1273	JOHN DAY AUTO PARTS	285690	26-000-64700	18.99	18.99
04/07/2026	760725	1273	JOHN DAY AUTO PARTS	285692	26-000-64700	25.64	25.64
04/07/2026	760725	1273	JOHN DAY AUTO PARTS	286631	26-000-64700	12.49	12.49
04/07/2026	760725	1273	JOHN DAY AUTO PARTS	286778	26-000-63800	56.99	56.99
04/07/2026	760725	1273	JOHN DAY AUTO PARTS	286870	26-000-64700	28.49	28.49
04/07/2026	760725	1273	JOHN DAY AUTO PARTS	286876	26-050-64701	49.38	49.38
04/07/2026	760725	1273	JOHN DAY AUTO PARTS	286903	03-000-63400	95.80	95.80
04/07/2026	760725	1273	JOHN DAY AUTO PARTS	286934	03-000-63400	37.99	37.99
04/07/2026	760725	1273	JOHN DAY AUTO PARTS	287348	26-000-64700	46.18	46.18
04/07/2026	760725	1273	JOHN DAY AUTO PARTS	287453	26-000-64700	113.99	113.99
Total 760725:							703.42
<b>JOHN DAY FIREFIGHTERS ASSOC</b>							
04/07/2026	760726	1276	JOHN DAY FIREFIGHTERS ASSOC	JDFE-MARCH	01-050-62950	440.00	440.00
Total 760726:							440.00
<b>JOHN DAY TRUE VALUE HARDWARE</b>							
04/07/2026	760727	1280	JOHN DAY TRUE VALUE HARDWARE	639039	01-050-62900	17.49	17.49
04/07/2026	760727	1280	JOHN DAY TRUE VALUE HARDWARE	639040	01-050-62900	.50	.50
04/07/2026	760727	1280	JOHN DAY TRUE VALUE HARDWARE	639335	02-000-62900	38.00	38.00
04/07/2026	760727	1280	JOHN DAY TRUE VALUE HARDWARE	63942	02-000-62900	16.47	16.47
04/07/2026	760727	1280	JOHN DAY TRUE VALUE HARDWARE	639497	02-000-64260	64.95	64.95
04/07/2026	760727	1280	JOHN DAY TRUE VALUE HARDWARE	63959	03-000-63400	9.70	9.70
04/07/2026	760727	1280	JOHN DAY TRUE VALUE HARDWARE	639607	02-000-62900	6.37	6.37
04/07/2026	760727	1280	JOHN DAY TRUE VALUE HARDWARE	639612	02-000-62900	2.79	2.79
04/07/2026	760727	1280	JOHN DAY TRUE VALUE HARDWARE	639613CR	02-000-62900	.10-	.10-
04/07/2026	760727	1280	JOHN DAY TRUE VALUE HARDWARE	639616	02-000-62900	8.76	8.76
04/07/2026	760727	1280	JOHN DAY TRUE VALUE HARDWARE	639625	02-000-62900	19.42	19.42
04/07/2026	760727	1280	JOHN DAY TRUE VALUE HARDWARE	639774	02-000-63800	7.99	7.99
04/07/2026	760727	1280	JOHN DAY TRUE VALUE HARDWARE	639780	02-000-63800	6.79	6.79
04/07/2026	760727	1280	JOHN DAY TRUE VALUE HARDWARE	639895	02-000-63800	18.32	18.32
04/07/2026	760727	1280	JOHN DAY TRUE VALUE HARDWARE	640048	02-000-66306	9.38	9.38
04/07/2026	760727	1280	JOHN DAY TRUE VALUE HARDWARE	640229	02-000-63800	16.85	16.85
Total 760727:							243.68
<b>LEN'S PHARMACY</b>							
04/07/2026	760728	1322	LEN'S PHARMACY	07278211111	03-000-63400	3.58	3.58
Total 760728:							3.58
<b>MARKOWITZ HERBOLD PC</b>							
04/07/2026	760729	1672	MARKOWITZ HERBOLD PC	90323	34-000-63450	1,473.15	1,473.15
Total 760729:							1,473.15
<b>NCSUP LLC</b>							
04/07/2026	760730	17915	NCSUP LLC	1654	26-000-66350	3,948.00	3,948.00
Total 760730:							3,948.00
<b>OREGON CORRECTIONS ENTERPRISES</b>							
04/07/2026	760731	1394	OREGON CORRECTIONS ENTERPRIS	D01511	10-000-64425	82.00	82.00

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total 760731:							82.00
<b>OREGON TRAIL ELECTRIC CO-OP</b>							
04/07/2026	760732	1406	OREGON TRAIL ELECTRIC CO-OP	18753964	01-000-64798	642.96	642.96
Total 760732:							642.96
<b>PACIFIC POWER GROUP, LLC.</b>							
04/07/2026	760733	1412	PACIFIC POWER GROUP, LLC.	528632	26-000-64700	1,249.00	1,249.00
04/07/2026	760733	1412	PACIFIC POWER GROUP, LLC.	528634	02-000-62900	896.00	896.00
04/07/2026	760733	1412	PACIFIC POWER GROUP, LLC.	528637	02-000-62900	1,383.00	1,383.00
04/07/2026	760733	1412	PACIFIC POWER GROUP, LLC.	528638	02-000-62900	1,309.00	1,309.00
04/07/2026	760733	1412	PACIFIC POWER GROUP, LLC.	528639	02-000-62900	1,402.00	1,402.00
04/07/2026	760733	1412	PACIFIC POWER GROUP, LLC.	528784	01-050-62900	2,244.50	2,244.50
Total 760733:							8,483.50
<b>PITNEY BOWES</b>							
04/07/2026	760734	1422	PITNEY BOWES	3322341356	03-000-62460	197.52	197.52
Total 760734:							197.52
<b>RALLY NETWORKS</b>							
04/07/2026	760735	17900	RALLY NETWORKS	10352906	03-000-64798	359.27	359.27
Total 760735:							359.27
<b>REFUND 2026</b>							
04/07/2026	760736	17865	REFUND 2026	HUNT, AMY R	03-000-20130	.00	.00
Total 760736:							.00
<b>SAIF CORPORATION</b>							
04/07/2026	760737	1461	SAIF CORPORATION	1002250311	06-000-63300	705.95	705.95
Total 760737:							705.95
<b>TEC COPIER SYSTEMS LLC</b>							
04/07/2026	760738	1500	TEC COPIER SYSTEMS LLC	222135	06-000-62900	98.98	98.98
Total 760738:							98.98
<b>TRIANGLE OIL</b>							
04/07/2026	760739	1524	TRIANGLE OIL	131575	03-000-63400	739.71	739.71
04/07/2026	760739	1524	TRIANGLE OIL	131618	01-050-62950	95.25	95.25
04/07/2026	760739	1524	TRIANGLE OIL	131619	03-000-63400	708.42	708.42
04/07/2026	760739	1524	TRIANGLE OIL	131789	03-000-63400	535.68	535.68
Total 760739:							2,079.06
<b>US POSTMASTER</b>							
04/07/2026	760740	1533	US POSTMASTER	POSTAGE-03	03-000-63460	1,000.00	1,000.00
Total 760740:							1,000.00

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
<b>USA BLUEBOOK</b>							
04/07/2026	760741	1534	USA BLUEBOOK	INV00988315	03-000-64250	613.95	613.95
Total 760741:							613.95
<b>VERIZON</b>							
04/07/2026	760742	1538	VERIZON	6138127437	02-000-64798	158.36	158.36
Total 760742:							158.36
<b>VISA</b>							
04/07/2026	760743	1540	VISA	VISA 2957 MA	10-000-63825	2,861.95	2,861.95
04/07/2026	760743	1540	VISA	VISA-0548 MA	03-000-63200	3,439.56	3,439.56
Total 760743:							6,301.51
Grand Totals:							59,653.39

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-000-20000	23.98	6,348.79-	6,324.81-
01-000-62850	39.52	.00	39.52
01-000-62900	29.70	.00	29.70
01-000-63300	188.26	.00	188.26
01-000-63460	196.80	.00	196.80
01-000-63500	587.56	.00	587.56
01-000-63800	49.00	.00	49.00
01-000-63825	787.50	.00	787.50
01-000-63950	200.00	.00	200.00
01-000-64000	380.00	.00	380.00
01-000-64798	732.78	.00	732.78
01-050-62900	2,279.98	23.98-	2,256.00
01-050-62950	535.25	.00	535.25
01-050-63300	176.48	.00	176.48
01-050-63800	11.47	.00	11.47
01-050-64000	25.08	.00	25.08
01-050-64798	129.41	.00	129.41
02-000-20000	7.18	25,442.89-	25,435.71-
02-000-20130	14.16	7.08-	7.08
02-000-62850	79.00	.00	79.00
02-000-62900	10,627.74	.10-	10,627.64
02-000-63300	176.48	.00	176.48
02-000-63500	3,291.14	.00	3,291.14
02-000-63800	229.94	.00	229.94
02-000-63825	207.50	.00	207.50
02-000-63950	400.00	.00	400.00
02-000-64000	363.66	.00	363.66
02-000-64100	153.00	.00	153.00
02-000-64260	208.93	.00	208.93
02-000-64798	407.27	.00	407.27
02-000-65225	5,143.46	.00	5,143.46
02-000-66306	4,140.61	.00	4,140.61
03-000-20000	10.63	16,991.67-	16,981.04-

GL Account	Debit	Credit	Proof
03-000-20130	21.26	10.63-	10.63
03-000-62460	84.00	.00	84.00
03-000-62500	166.26	.00	166.26
03-000-63200	954.98	.00	954.98
03-000-63300	176.48	.00	176.48
03-000-63400	2,130.88	.00	2,130.88
03-000-63450	207.50	.00	207.50
03-000-63460	400.00	.00	400.00
03-000-63500	363.66	.00	363.66
03-000-64250	748.95	.00	748.95
03-000-64301	198.68	.00	198.68
03-000-64798	89.81	.00	89.81
03-000-65225	5,143.46	.00	5,143.46
03-000-66230	6,305.75	.00	6,305.75
06-000-20000	.00	622.31-	622.31-
06-000-62900	22.48	.00	22.48
06-000-63300	88.25	.00	88.25
06-000-63825	187.50	.00	187.50
06-000-64000	125.40	.00	125.40
06-000-64798	198.68	.00	198.68
10-000-20000	.00	1,680.78-	1,680.78-
10-000-63500	289.38	.00	289.38
10-000-63825	1,133.07	.00	1,133.07
10-000-63877	176.33	.00	176.33
10-000-64425	82.00	.00	82.00
26-000-20000	.00	7,135.59-	7,135.59-
26-000-63100	883.89	.00	883.89
26-000-63800	56.99	.00	56.99
26-000-64000	25.08	.00	25.08
26-000-64700	1,494.78	.00	1,494.78
26-000-64798	198.68	.00	198.68
26-000-66350	3,948.00	.00	3,948.00
26-050-63100	227.70	.00	227.70
26-050-64701	300.47	.00	300.47
34-000-20000	.00	1,473.15-	1,473.15-
34-000-63450	1,473.15	.00	1,473.15
<b>Grand Totals:</b>	<b>59,736.97</b>	<b>59,736.97-</b>	<b>.00</b>



# CITY OF JOHN DAY

## CITY OF JOHN DAY CITY COUNCIL MINUTES March 24, 2026

### **COUCILORS PRESENT:**

Sherrie Rininger, Mayor  
Bradley Hale, Councilor  
Ron Phillips, Councilor  
Vern Pifer, Councilor  
Heather Swank, Councilor

### **COUNCILORS ABSENT**

Meloni Cochran, Councilor (Excused)

### **STAFF PRESENT:**

Melissa Bethel, City Manager  
Don Gabbard, Fire Chief

### **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. Bethel noted that Rob Gaslin was not present because he is sick.

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

Bethel noted that Rob Gaslin was not present because he is sick.

*Councilor Hale moved to accept the agenda with the removal of Agenda Item No. 8. The motion was seconded by Councilor Swank and passed unanimously.*

### **Agenda Item No. 5—Public Comments**

No public comments were made.

### **Agenda Item No. 6—Consent Agenda**

- a. Accounts Payable through March 18, 2026
- b. Minutes of CC Meeting March 10, 2026

*Councilor Phillips made a motion to approve the consent agenda as published. The motion was seconded by Councilor Pifer and passed unanimously.*

### **Agenda Item No. 7—Motion to remove Chris Labhart as an authorized check signer on the City bank account**

*Councilor Swank made a motion to remove Chris Labhart as an authorized check signer on the City bank account and to keep all other councilors on the account as authorized signers. The motion was seconded by Councilor Phillips and passed unanimously.*

### **Agenda Item No. 9—Appointment of Budget Committee Member**

Amy Walker said she reached out to Oregon Department of Revenue and stated that reducing the number of budget committee members can only be done by law or ordinance. Bethel stated she would look into it further and believes the budget committee should have the same number of members as the council.

***Councilor Swank made a motion to table the appointment for the budget committee until the City Manager can review it further. The motion was seconded by Councilor Pifer and passed unanimously.***

**Agenda Item No. 10—Consideration of The Promised Land statue placement**

Linda Pifer: She expressed support for placing the statue in the courtyard of the historic church.

Larry Decew: He stated the statue should be placed in a central downtown location and believes the historic church or the Pit Stop would be suitable options.

Jerry Franklin: He expressed support for placing the statue at the Pit Stop, noting its convenient access, parking and downtown setting.

Rick LaMountain: He believes the best location for the statue is in the downtown area, noting it would be highly visible and could encourage travelers and tourists to stop and explore.

Council consensus leaned toward placing the statue at the church due to its central location, historical significance, visibility and overall suitability for the statue.

***Councilor Phillips made a motion that Council supports placing the statue at the historic church. The motion was seconded by Councilor Pifer and passed unanimously.***

**Agenda Item No. 11—City Manager Comments**

Bethel provided her update, stating that they are wrapping up the budget and expressing pride in the staff's work.

**Agenda Item No. 12—Mayor and Council Comments**

Mayor Rininger announced that Senator Merkley will hold a town hall at the Senior Center. Bethel noted that Merkley's office supported the \$4.5 million for the treatment plant.

**Adjourn:**

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

---

Melissa Bethel, CM



## REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED April 14, 2026			
Ordinance <input type="checkbox"/>	Resolution <input type="checkbox"/>	Motion X	Information <input type="checkbox"/>
Date Prepared: 4-6-26		Dept.: City Manager's Office	
SUBJECT: Appointments to Budget Committee		Contact Person for this Item: Melissa Bethel, City Manager, <a href="mailto:bethelm@johnday-org.gov">bethelm@johnday-org.gov</a> 541 575 0028 ex 4224	

**SUBJECT: Council Appointment to City Budget Committee**

**BACKGROUND:**

ORS 294.414 provides cities must establish a budget committee which consists of;

- Members of the governing body and a number, equal to the number of members of the governing body, of qualified electors of the municipal corporation appointed by the governing body.

Currently, the City has an elected body of a Mayor and 5 councilors. The Department of Revenue has confirmed a vacancy in the Council does not reduce the number of qualified electors. Currently, the city has 5 budget committee members. City Council may appoint 2 additional members.

As the members are volunteer, personal information has been redacted including signatures for the safety of our citizens. Applications have been received by:

Amy Walker  
Steve Courtney  
Debbie Miller

All applicants were verified as active electors with the county clerk. The appointed members will be appointed to a term of 3 (FY) years ending January 2030.

**FINANCIAL IMPACT:**

Budget committee members are volunteer and do not receive compensation.

**ATTACHMENTS:** Budget Committee Applications



## Application for Boards/Commission

### Contact Information

Name:	Amy Walker
Street Address:	
Mailing Address:	
City/State/Zip Code:	John Day, OR 97845
Home Phone:	
Work Phone:	
E-Mail Address:	

### Background

Years of Residence in John Day:	8
Place of Employment:	Solutions CPAs
Occupation:	CPA
Educational Background:	Bachelor of Business Administration, University of Portland Additional Accounting education at Eastern Oregon University necessary to sit for CPA exam
Prior Civic Activities:	Finance Director, St Elizabeth Catholic Church John Day Golf Club Ladies Club (several years ago)

### Boards/Commissions of Interest

Please check all of the following Boards/Commissions that interest you:

- City Council
- Budget Committee
- Planning Commission

### Special Skills or Qualifications

Summarize any special training, skills or experience you may have pertinent to the Board/Commission to which you are applying.

I have been a Licensed Municipal Auditor with the State of Oregon since 2014. I have participated in approximately 40 municipal audit engagements every fiscal year for the past 17 years. Of those engagements, I have been the engagement partner on approximately 15 of those engagements per year for the last 11 years. Many of the engagements were small cities in Eastern Oregon, including the City of John Day (several years ago).

### Motivation

Discuss your motivation for serving on this Board/Commission.

I have lived in the John Day/Canyon City area for 49 years, leaving only to attend college. As part owner of Solutions CPAs, I have a vested interest in the success of John Day and the surrounding communities in Grant County. We all want the area to thrive on all fronts, including financial, level of services provided and quality of life.


I lack prior civic activities experience but that is not indicative of a lack of interest in helping the local community.

### Special Notice

Please be advised that members of the City Council and Planning Commission are required to file an annual **Statement of Economic Interest** with the State of Oregon. A sample reporting form is available from the Administration Office at John Day City Hall indicating the type of information you will be required to disclose if you are appointed.

### Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	Amy Walker
Signature	
Date	3/11/26

### Our Policy

It is the policy of the City of John Day to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability. The City of John Day accepts applications from potential board/commission members throughout the year and will hold applications until vacancies exist on specific boards/commissions.

Thank you for completing this application form and for your interest in volunteering with us.



# CITY OF JOHN DAY

RECEIVED  
MAR 12 2026  
CITY OF JOHN DAY

## Application for Boards/Commission

### Contact Information

Name:	Debbie Miller
Street Address:	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
Mailing Address:	XXXXX
City/State/Zip Code:	John Day, OR 97845
Home Phone:	XXXXXXXXXXXXXXXXXXXX
Work Phone:	X
E-Mail Address:	

### Background

Years of Residence in John Day:	24 1/2 months
Place of Employment:	Retired
Occupation:	Retired
Educational Background:	Tillamook High School graduate some college
Prior Civic Activities:	4-H Leader, Tillamook Shark Swim Team Parent group - President, Treasurer John Day Senior Center - Volunteer + Board member

### Boards/Commissions of Interest

Please check all of the following Boards/Commissions that interest you:

- City Council
- Budget Committee
- Planning Commission

### Special Skills or Qualifications

Summarize any special training, skills or experience you may have pertinent to the Board/Commission to which you are applying.

was Treasurer of youth swim club for many years.

**Motivation**

Discuss your motivation for serving on this Board/Commission.

To help + improve John Day and its citizens

**Special Notice**

Please be advised that members of the City Council and Planning Commission are required to file an annual **Statement of Economic Interest** with the State of Oregon. A sample reporting form is available from the Administration Office at John Day City Hall indicating the type of information you will be required to disclose if you are appointed.

**Agreement and Signature**

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)

Debbie Miller

Signature

~~XXXXXXXXXXXXXXXXXXXXXXXXXXXX~~

Date

March 17, 2026

**Our Policy**

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Thank you for completing this application form and for your interest in volunteering with us.



# CITY OF JOHN DAY

RECEIVED  
MAR 09 2026  
CITY OF JOHN DAY

## Application for Boards/Commission

### Contact Information

Name:	Steve Courtney
Street Address:	
Mailing Address:	John Day, OR 97845
City/State/Zip Code:	
Home Phone:	
Work Phone:	
E-Mail Address:	

### Background

Years of Residence in John Day:	2
Place of Employment:	The Beck Group
Occupation:	Forest Products Consultant
Educational Background:	BS Forest Engineering, Oregon State University MBA National University
Prior Civic Activities:	Grant District #3 School Board, 1999-2024, past chair Grant County Wildlife Advisory Board, past chair John Day Economic Development Corporation, board member John Day Golf Club, current and past president Anacortes Seahawk Athletic Booster Association, past chair

### Boards/Commissions of Interest

Please check all of the following Boards/Commissions that interest you:

- City Council
- Budget Committee
- Planning Commission

### Special Skills or Qualifications

Summarize any special training, skills or experience you may have pertinent to the Board/Commission to which you are applying.

I have recieved extensive training in leadership through public service and my work experiences. While on the school board, I was trained in Oregon public meeting laws. As a board member of the economic development group, I was trained in many of the facets of economic development.

### Motivation

Discuss your motivation for serving on this Board/Commission.

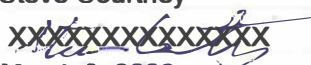
I moved back to John Day do to my appreciation of the area. After being here two years, I am concerned for it's future.

### Special Notice

Please be advised that members of the City Council and Planning Commission are required to file an annual **Statement of Economic Interest** with the State of Oregon. A sample reporting form is available from the Administration Office at John Day City Hall indicating the type of information you will be required to disclose if you are appointed.

### Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	Steve Courtney
Signature	
Date	March 9, 2026

### Our Policy

It is the policy of the City of John Day to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability. The City of John Day accepts applications from potential board/commission members throughout the year and will hold applications until vacancies exist on specific boards/commissions.

Thank you for completing this application form and for your interest in volunteering with us.



## REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED:			
Ordinance <input type="checkbox"/>	Resolution <input type="checkbox"/>	Motion X	Information <input type="checkbox"/>
Date Prepared: 4-6-26		Dept.: City Manager's Office	
SUBJECT: Student Council Liaison		Contact Person for this Item: Melissa Bethel, City Manager, <a href="mailto:bethelm@johnday-org.gov">bethelm@johnday-org.gov</a> 541 575 0028 ex 4224	

**SUBJECT:**

Resolution 25-02 proposes the creation of a Student Liaison to the City Council, with the purpose of strengthening youth civic engagement, improving communication between the City and local students, and fostering leadership development among youth. The resolution emphasizes that students represent a “significant and vital segment of the community whose insights can contribute meaningfully to public discussions” and highlights the value of promoting civic responsibility and transparency among younger residents

Engaging youth in civic processes builds a pipeline of future community leaders. Research and municipal experience consistently show that when young people participate in local government:

- They are more likely to vote as adults
- They develop stronger ties to their community
- They gain leadership, communication, and problem-solving skills
- Local government benefits from new perspectives and lived experience not always represented in traditional public forums

Including a Student Liaison also helps the City cultivate transparency and trust, encouraging students to share council information with peers and bring their concerns and ideas forward. Many municipalities throughout Oregon and the U.S. have implemented student or youth liaison programs with positive outcomes.

These cities report improvements in civic engagement, better outreach to younger constituents, and meaningful student contributions to local policy discussions.

Under the resolution, the Student Liaison would:

- Represent student interests
- Attend regular council meetings
- Sit at the dais and participate in discussions
- Serve as a communication link between the City Council and the student body

- Report to City Council on student activities when appropriate

While the Liaison participates in discussions, they are **not** a voting member and do not count toward quorum requirements. The City would partner with the high school for appointments and provide orientation and staff support.

**FINANCIAL IMPACT:** Some IT setup (student council email) and possibly conferences if council/student would wish to attend.

**ATTACHMENTS:**

Resolution 26-02

PowerofYouth 2018 Flyer.



## RESOLUTION NO. 26-02

### **A RESOLUTION OF THE CITY COUNCIL ESTABLISHING A STUDENT LIAISON POSITION TO THE CITY COUNCIL**

**WHEREAS**, the City Council recognizes the importance of civic engagement among youth and the value of including student perspectives in local government decision-making; and

**WHEREAS**, students represent a significant and vital segment of the community whose insights can contribute meaningfully to public discussions; and

**WHEREAS**, providing opportunities for students to participate in governmental processes promotes leadership development, civic responsibility, and transparency;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF JOHN DAY:**

#### **Section 1. Establishment of Position**

There is hereby established the position of *Student Liaison to the City Council* (hereinafter “Student Liaison”).

#### **Section 2. Purpose**

The purpose of the Student Liaison position is to:

- a. Represent the interests and perspectives of local students;
- b. Serve as a communication link between the City Council and the student community;
- c. Encourage youth engagement in civic affairs.

#### **Section 3. Appointment**

- a. The Student Liaison shall be appointed by the City Council, or by such process as the Council may designate, in collaboration with local schools.
- b. The appointee must be a student in good standing enrolled in a secondary school within the city.
- c. The term of service shall be one year or until graduation, unless otherwise specified.

#### **Section 4. Duties and Responsibilities**

The Student Liaison shall:

- a. Attend regular and, when possible, special meetings of the City Council;
- b. Be seated at the dais with Council members during meetings;
- c. Participate in discussions and provide input on agenda items;

- d. Communicate student perspectives to the Council;
- e. Report back to the student body regarding City Council activities, when appropriate.

**Section 5. Participation and Limitations**

- a. The Student Liaison shall have the privilege of the floor and may speak on matters before the Council, subject to the same rules of procedure governing Council members;
- b. The Student Liaison shall not be considered a voting member of the City Council;
- c. The Student Liaison's presence shall not be counted toward quorum requirements.

**Section 6. Support and Orientation**

The City shall provide appropriate orientation, materials, and staff support to ensure the Student Liaison can effectively fulfill their role.

**Section 7. Effective Date**

This Resolution shall take effect immediately upon its adoption.

**PASSED AND ADOPTED** by the City Council of John Day this 14 day of April, 2026.

\_\_\_\_\_  
Sherrie Rininger, Mayor  
Attest:

\_\_\_\_\_  
Melissa Bethel, City Manager



# THE POWER OF YOUTH IN GOVERNMENT



# YOUTH ADVISORY COUNCILS HELP MAKE CITIES STRONGER, DEVELOP NEXT GENERATION OF LEADERS

BY MELODY FINNEMORE

**M**t. Angel is the latest in a growing list of Oregon cities benefiting from young members of its community getting involved in city government. The city recently recruited a group of high school students to participate in its inaugural Youth Advisory Council (YAC), a program initiated by its student councilor, Abby Frey, for her senior project.

City leaders had previously learned about the positive impacts of YACs in other communities, but weren't sure if Mt. Angel (pop. 3,375) could sustain one, and school and after-school requirements sometimes make student involvement a challenge, said City Manager Amber Mathiesen.

Instead, the city created a student councilor position that allows a high school senior to serve on the Mt. Angel City Council for one year and, if the student attends all of the council's meetings and completes other requirements of the position, they receive a \$500 scholarship. Frey, who serves on her school's student council, knew she would gain invaluable experience as a member of the City Council.

"I have learned that the majority of things that get done in town take a lot of work and get little recognition. Our council are all volunteers who do not get paid to be there and put a lot of work into it anyway," she said. "I have also gained many skills, including public speaking and leadership. Our city councilors are great leaders and I have learned a lot from them."



Inspired by the Oregon Youth Summit, Mt. Angel Student Councilor Abby Frey (at right) worked with city leaders to recruit high school students for its inaugural Youth Advisory Council.



As Frey prepares to graduate and go on to college, Mathiesen said she has enjoyed seeing how her leadership experience impacted her.

"At first she was really shy and hesitant to speak in public meetings, and then after the Oregon Youth Summit (in February) she came back and was really excited about all of these ideas," she said, noting Frey worked with Police Chief Mark Daniel to organize a local drug take-back day event on April 28 that collected 97 pounds of unwanted prescription drugs. The event will now be held semi-annually.

As Mt. Angel launches its YAC, other cities with well-established programs continue to grow and hone the ways students can be involved in making their communities better for young people and adults alike.

## Beaverton Program Nears 20<sup>th</sup> Year

In 2000, while serving as mayor of Beaverton, Rob Drake helped establish the Mayor's Youth Advisory Board (MYAB), creating a more formal service option for the group of high school students who regularly volunteered to do community service. The MYAB gained further traction when members of the group began attending the annual U.S. Conference of Mayors in Washington, D.C.

"I think that's been a great incentive to get the students involved and it's a great launching pad from an educational perspective because they come back excited and full of ideas," said Emily Van Vleet, outreach specialist with Beaverton's Neighborhood & Public Involvement Program. "When we go to Washington, D.C., we take six students and, for many of them, it's their first time in

*(continued on page 22)*



The Mayor's Youth Advisory Board (MYAB) in Beaverton, established in 2000, involves 20 students from 16 schools each year. Among other civic engagement projects, MYAB members have provided nearly 1,000 hours of community service in the last year alone.

Washington, D.C., and sometimes it's even their first time on a plane."

Today there are 20 students serving on the MYAB, and the program involves 16 schools, including the city's homeschooling program and the Portland Community College Early College High School program. The students range from freshmen to juniors and are selected through an essay contest and interviews.

In addition to educating the general public about issues affecting youth through public forums and publications, the MYAB recommends solutions to specific problems that impact young people and provides comments to elected officials and decision-makers about public issues, projects and proposals that affect themselves and their peers.

Van Vleet said MYAB members have provided nearly 1,000 hours of community service in the last year alone, ranging from street cleanups and letting residents know about upcoming events to serving dinners at HomePlate, a nonprofit that supports young people experiencing homelessness.

"They are also able to provide a perspective that is missing because a lot of our volunteers tend to be older," she said.

Van Vleet said the Oregon Youth Summit is a signature event for the MYAB members, giving them a chance to learn about different careers from guest speakers and interact with government leaders

from other schools. In addition, MYAB members often have an opportunity to meet with Oregon's elected officials, and recently talked with Sen. Jeff Merkley about gun violence and how it impacts young people.

"That's something they don't get through the schools," Van Vleet said.

### **Cornelius Introduces Students to City, State Government**

Drake, who now serves as Cornelius city manager, has worked to establish a local YAC in his current city, and said the first group of 10 participants, selected this spring, will begin meeting in the fall when the new school year starts. Most of the applicants were eighth graders who will be freshmen in the fall, and a couple of older students who will graduate next year. Drake said the ordinance allows up to 20 participants, and the city's goal is to have a more even mix of ages as the YAC evolves. The students attend Glencoe High School and Forest Grove High School.

"These are what I call do-er kids who are similar to the kids we had in Beaverton. They accomplish a lot, they are very responsible and they are moving ahead to college. They are a joy to have around and are very nice kids," he said.

Drake said the program is mutually beneficial in that it exposes students to city government and they learn more

about state government as well. Drake and City Recorder Debby Roth drove the YAC members to Salem, where they met with their local legislator, Representative Susan McLain (D-Hillsboro).

"None of them had been to the Capitol," Drake said before recalling his first visit to the building as a college student in the late 1970s and how the experience impacted him. "I think for them, too, it gets the city's message out in the community more. They convey that message and all 10 of them have been regular participants in volunteering at city events."

The YAC students meet their schools' community service requirement by helping out during the city's annual Thanksgiving dinner, holiday tree lighting, a cleanup event each May and Cornelius' recent anniversary party.

"It's nice having them there, and I think they are learning about organizational skills and the people they live with in the community. I think they also learn about when things work and when they don't work as well as you would have liked them to," Drake said.

### **Redmond Students Serve on All City Committees, Commissions**

Thanks to young people in Redmond, the local airport has an updated and expanded children's play area, and people feel safer in parks where previously drug



Members of the Redmond Youth Partnership Advisory Committee (left) sit on each of the city's 10 committees and commissions, giving them a voice on a variety of issues that impact young people. Students, including Tualatin's Youth Advisory Council at right, also learn about leadership development, project management, community service, public speaking and civic engagement.

activity kept them away, said Mayor George Endicott.

The city established the Redmond Youth Partnership in 1996 that was a task force comprised of both young people and adults. In 2013, the city's Parks and Recreation department took over the program and renamed it the Redmond Youth Partnership Advisory Committee (RYPAC) while retaining its similar mission of youth voice and empowerment.

Endicott said a student sits on each of the city's 10 committees and commissions. As openings come up on the RYPAC, he advertises at the two local high schools, the charter school and with the body that governs homeschooling in the region. The students' participation on the committees and commissions gives them a voice on a variety of issues.

"Those kinds of things work both ways because they need to say it and we need to hear it. They benefit because they have input in the system and we benefit from that input," he said.

As an example, a conversation about transportation could include a student

perspective about Safe Routes to Schools. One young woman who served on the budget committee reminded city leaders about the importance of funding parks and school resource officers. Redmond reinstated the use of community service officers to regularly patrol the parks and discourage illicit activity.

Endicott said the students recently participated in the "If I Were Mayor" contest, a statewide program the Oregon Mayors Association started, and did presentations on what they would like to accomplish if they were wearing Endicott's hat.

"I love having the kids involved and the community benefits tremendously," he said.

### Tualatin Youth Engage in Community Service, Gain Skills to Last a Lifetime

Tualatin city leaders note that having an active YAC demonstrates a city's commitment to its youth in several ways, including providing free or low-cost activities and events for teens. It encourages the development and engagement

*(continued on page 24)*

“ By the time they graduate they are comfortable presenting at city council meetings, leading subcommittees, researching best practices for programming, and marketing YAC events. I love hearing from alumni, and I do remember one former YAC member expressing regret that there is nothing like the YAC in college! ”

JULIE LUDEMANN  
RECREATION SUPERVISOR FOR  
TUALATIN'S COMMUNITY SERVICES  
DEPARTMENT



Tualatin's Youth Advisory Council initiated Project F.R.I.E.N.D.S, a daylong, anti-bullying workshop for the city's fifth graders (left), and Hillsboro's student leaders travel to Washington, D.C., to discuss youth-related policy suggestions with elected officials.



of an active and informed citizenry, said Julie Ludemann, recreation supervisor for Tualatin's Community Services department.

She added that the YAC gives students opportunities for leadership development, project management, community service, public speaking and civic engagement. There is plenty of fun involved as well. YAC members get to plan and run a haunted house and serve as volunteers for some of the city's marquis events, such as the West Coast Giant Pumpkin Regatta and the Blender Dash Fun Run.

"One of my favorite things about being the staff liaison to the YAC is watching the youth grow and develop as leaders," Ludemann said. "Many of our members begin as eighth or ninth graders, and by the time they graduate they are comfortable presenting at city council meetings, leading subcommittees, researching best practices for programming, and marketing YAC events. I love hearing from alumni, and I do remember one former YAC member expressing regret that there is nothing like the YAC in college!"

The Tualatin YAC's Project F.R.I.E.N.D.S. workshop was featured in the National League of Cities' publication "Municipal Leadership for Children and Families in Small and Mid-Sized Cities." Project F.R.I.E.N.D.S. is a

daylong, anti-bullying workshop for the city's fifth graders that is designed and led by YAC members and is supported in part by the Washington County Commission on Children and Families Youth Summit grant.

### Hillsboro Offers Internships, Fellowships for Students, Recent Graduates

Hillsboro city leaders created a job position specifically to connect youth with local government and help develop the next generation of leaders in public service. That position was filled four years ago by Kristi Wilson, youth development coordinator, who works with about 30 students from several schools within the Hillsboro School District through the city's YAC.

Nearly all of Hillsboro's boards and committees, including its 2035 Plan Committee and Sustainability Task Force, have a youth representative, and city councilors attend YAC meetings when possible. Students travel to Washington, D.C., and have a chance to discuss youth-related policy suggestions with elected officials. The city collaborates with the Hillsboro School District, the Hillsboro Chamber of Commerce and local colleges, including Portland Community College's Future Connect program, to offer a comprehensive and robust youth development program.

In addition, the program provides about 30 internships for students ranging from those in high school to those earning master's degrees. The paid summer position gives them the chance to learn about different careers in public service and help determine what type of work they might be interested in doing. The summer internships also involve professional development courses such as public speaking and resumé writing, as well as tours of the city's various departments and operations.

"Whether it's working at an event side-by-side with a police officer or digging in to help on a habitat restoration project, our interns do a whole lot more than file and make coffee," the city notes on its website.

Hillsboro also recently launched a fellowship program that is designed for graduates of a master's program in public administration, public policy, public affairs or a related field. Selected fellows are placed in a year-long, full-time, local government position and rotational assignments in various city departments.

### Happy Valley Encourages Youth to Envision Their Future, Initiate Improvements

Happy Valley Mayor Lori Chavez-DeRemer said she and other city leaders have one charge for young people: Envision what they want their city to look like in



Happy Valley's 11-member Youth Advisory Council traveled to Washington, D.C., earlier this year (left), and they host an annual town hall that draws at least 100 participants.

“We want to be a community that listens to its young people. They are going to be voting in a few years, so we want to make sure they are informed and are informing all of their friends who are 18 years old. They are great advocates for the city.”

STEVE CAMPBELL  
HAPPY VALLEY COMMUNITY  
SERVICES DIRECTOR

the future and make it happen for their future selves and their families.

The city's 11-member YAC hosts an annual town hall that easily draws 100 participants. Last February, it organized an inaugural youth summit in Salem that drew about 100 YAC members from throughout the state. They spent

the morning at Willamette University, where they shared ideas, learned from each other and listened to a panel of state agency directors. Then, they met with legislators at the Capitol. In addition, the YAC recently hosted a drug take-back event that collected nearly 400 pounds of drugs.

“The benefit to the kids is they get experience in municipal government, listening to other viewpoints that are different from their own and leadership training,” Chavez-DeRemer said. “I think it helps them look at a problem from a 30,000-foot level and figure out how to solve it.”

She described some projects YAC members have initiated, including a free tutoring program that pairs high school students with younger students who need a little extra help with classwork. “The young woman who started it is now going to go off to college but that program is going to stay, so she's created a legacy already at 18 years old,” Chavez-DeRemer said.

Happy Valley Community Services Director Steve Campbell noted that many YAC members begin as freshmen and serve through their senior year, and

said their maturity grows exponentially during those four years.

During the annual town hall, no adults are invited save for a facilitator, and the “punch bowl” is an opportunity for students to write anonymous comments about the challenges they face. The notes, which raise issues ranging from peer pressure and drug and alcohol abuse to how to cope when parents are fighting, are presented to the City Council so its members can be aware of the challenges and explore ways to address them.

“We've got this dynamic group of youngsters who are providing a voice for the teens in our community,” Campbell said. “We want to be a community that listens to its young people. They are going to be voting in a few years, so we want to make sure they are informed and are informing all of their friends who are 18 years old. They are great advocates for the city.”

*Ms. Finnemore is a Portland-area freelance writer. Contact her at [precisionpdx@comcast.net](mailto:precisionpdx@comcast.net).* ■

**Professional Services Agreement – Amd #04**

This Amendment No. 4 (this “Amendment”) to Professional Services Agreement dated March 18, 2019 (the “Agreement”) is dated effective January 1, 2026 (the “Effective Date”) 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 Ducote Consulting LLC (“Contractor”), an Oregon limited liability company, whose address is PO Box 596, La Grande, Oregon, 97850.

RECITALS:

- A. City desires to amend the Agreement with Contractor, which Agreement concerns Contractor’s performance of certain Funding Management and Construction Funding Acquisition work – as it relates to City’s wastewater treatment plant project. The Agreement was previously amended by City and Contractor pursuant to the terms of one or more amendments.
- B. This Amendment shall supersede the Agreement for purposes of the amended clauses only (deletions show in **strike-through**, additions in **blue**).

AMENDMENT:

1. Amendments.

2.1 Compensation. Subject to the terms and conditions contained in this Agreement, Contractor will perform the Services at a rate of ~~\$125.00~~ **\$133.00** per hour (taking effect **January 1, 2026**)... (y) total compensation for the Grant Administration Services identified under Task 1 of Schedules 1.1 will not exceed \$75,000.00; (z) total compensation for the Environmental Review Services identified under Task 2 of Schedule 1.1 will not exceed \$40,000.00. (a1) total compensation for “Construction Funding Coordination” identified in this amendment as Task 03 of Schedule 1.1 will not exceed ~~\$15,000~~ **\$30,000.00**; (b2) total compensation for “Funding Project Management” identified in this amendment as Task 04 of Schedule 1.1 will not exceed ~~\$45,000~~ **\$60,000.00**;

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 ~~December 31, 2025~~ **December 31, 2026 (or when construction begins – considered the Pre-Construction Meeting)**.

**Caveat: This scope of work does not include construction-phase services, which will require labor standards oversight and other administrative requirements.**

2. Miscellaneous. This Amendment is hereby expressly made part of the Agreement. The terms and conditions of the Agreement that are not amended or otherwise modified by this Amendment remain unchanged and in full force and effect. This Amendment represents the complete, exclusive, and final understanding of the parties with respect to the subject matter of this Amendment. This Amendment is made effective for all purposes as of the Effective Date.

CITY:  
City of John Day,  
an Oregon municipal corporation

CONTRACTOR:  
Ducote Consulting LLC,  
an Oregon limited liability company

\_\_\_\_\_  
By: Melissa Bethal  
Its: City Manager

\_\_\_\_\_  
By: Nicholas Ducote  
Its: Manager and Member

### **Task 3: “Construction Funding Coordination”**

**Project background:** The City of John Day is in the Final Design phase of a project to replace its wastewater treatment plant. This project is anticipated to be \$20,000,000 or more and the City needs to pursue a variety of potential funding sources for construction. At this time, the City has secured a different levels of commitment from the DEQ-Clean Water State Revolving Loan Fund, the HUD-Community Development Block Grant program, and USDA-Water & Environmental Programs. Potential funding sources also include an EPA-Community Grant.

**Caveat:** No lobbying can take place with these funds. If the City wishes to lobby for funding directly with a state or federal legislator, the City will have to pay separately. Ducote Consulting did author the City’s Congressionally Directed Spending request, but was not compensated with federal funds for that work. Coordination with EPA on Community Grants is not considered lobbying.

#### **Grant-Writing:**

##### **1. HUD-CDBG**

- a. Coordinate with Business Oregon to integrate new funding into the overall project.

##### **2. CWSRF**

- a. Develop and submit an LOI to the CWSRLF program for the project. This will allow the City access to special Bipartisan Infrastructure Law funds.
- b. Work with Oregon DEQ-CWRSF and the City to develop the full application after it has been invited.
- c. Develop the Project Narrative, collect attachments, and draft a grant application that complies with requirements.
- d. Work with DEQ-CWSRF to integrate the CDBG Environmental Report with any CWSRF requirements.
- e. Facilitate the process until the City has received its funding commitment from DEQ-CWSRF.

##### **3. USDA-WEP**

- a. Work with USDA staff to develop and review application documents, update the USDA application, and
- b. Facilitate discussions between the City, USDA, and the project engineer regarding the Preliminary Engineering Report and Project Scope.
- c. Assist the City Staff with finalizing any remaining documents required to enter USDA underwriting.

##### **4. EPA-CG**

- a. Work with EPA staff to integrate EPA-Community Grant funds into the construction project. Facilitate conversations between all funding agencies and EPA to determine things like:
  - i. Lead federal agencies
  - ii. Preferred Environmental Assessment format
  - iii. Federal cost-share and amounts of non-federal funds included in the matches
- b. Work through the City’s Grants.gov account to fill out application materials, including but not limited to:
  - i. Budget and Project Narrative
  - ii. SF budget forms
  - iii. Environmental documents
  - iv. Other needed application materials
  - v. Collecting and uploading any required attachments

**Fee:** Not to exceed \$15,000.

#### **Task 4: Funding Project Management**

**Background:** Business Oregon’s CDBG program has a limit of \$35,000 for Grant Administration tasks. The City’s other funding for the sewer project currently is the Water/Wastewater Financing Program which refers to these tasks as “Project Management.” As additional funding is brought on board, this task is intended to be more than simply CDBG Grant Administration. When the CDBG grant expires in August 2025, the “Funding Project Management” task and funding will continue to be active. The Funding Project Manager shall provide the following services associated with the Wastewater Treatment Plant project funding for the City of John Day’s project as delineated in the appropriate grant handbook and other agency specified publications (this listing is not meant to be exhaustive or exclusive):

#### **Coordinate Funding Project Management Activities:**

- Serve as central contact for local, state, and federal people involved in the project.
- Coordinate with the City’s consultants regarding the project, coordination with funding agencies, and
- Assist the City with differentiating between CWSRLF, Water/Wastewater Financing Program, USDA, and CDBG requirements and documentation.
- Possess knowledge of state and federal laws/requirements affecting the project.
- Coordinate all grant activities and administer all grant related contracts.
- Monitor project progress against the Scope of Work and Budget, providing the results to the City of John Day and funding agencies.
- Ensure grant recipients(s) meets all conditions of the grant contract and that contractors fulfill contractual obligations.
- Assist with procure engineering services and consultant contractors:
  - Possess knowledge of state law for procurement of materials and services.
  - Comply with state and local procurement laws and ordinances.
  - Prepare Requests for Proposals and/or Requests for Qualifications.
  - Coordinate drafting and reviewing of contracts to ensure compliance with federal requirements.
  - Prepare scope of services for each contract and obtain approval by appropriate regulatory authorities.
  - Ensure state review of all project-related contracts.
  - Prepare contract amendments or requests to state for funding contract amendments, when needed.
  
- Ensure that all the exhibits and conditions of the funding contract are fulfilled.
- Label all correspondence and other required documents with the appropriate project ID number(s).
- Obtain copies of all project Contracts and Agreements and provide copies to Business Oregon.
- Submit WBE and MBE outreach efforts and document the same.
- Collect documentation for funding agencies from the project engineers regarding:
  - American Iron and Steel
  - Buy America, Build America.
- Prepare budgets, schedules, and amendments as needed.
- Establish and maintain funding files during the project, which upon project completion shall be given to the City of John Day for their records.
- Prepare cash requests, progress reports and other documents on an “as needed basis”.
- Other duties as assigned/needed.



## REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED:			
Ordinance <input type="checkbox"/>	Resolution <input type="checkbox"/>	Motion X	Information <input type="checkbox"/>
Date Prepared: 4-6-26		Dept.: City Manager's Office	
SUBJECT: 117 SW Canton		Contact Person for this Item: Melissa Bethel, City Manager, <a href="mailto:bethelm@johnday-org.gov">bethelm@johnday-org.gov</a> 541 575 0028 ex 4224	

**SUBJECT:** Name for the area informally called the “pit stop”.

**BACKGROUND:** The purpose of this report is to present naming options for the public plaza located at 117 SW Canton Street, informally known as “The Pit Stop.” Council adopted Resolution 25-07 establishing a committee to recommend improvements for the site, including development of a formal name for the property.

### Naming Options Provided:

The following name options have been brought forward as possible permanent names:

1. **The Pit Stop**
  - Reflects existing community use and familiarity
  - Name is widely used by the public and appears in internal discussions and signage coordination
  - Informal tone; may not reflect long-term civic character
2. **Main Street Plaza**
  - Emphasizes location and function as a public space
  - Aligns with traditional naming conventions for civic gathering areas
  - Supports economic development branding
3. **Main Street Square**
  - Suggests a more formal, multi-use community gathering space
  - Consistent with urban design terminology used for flexible civic plazas

### Financial Impact:

Naming the plaza will require updated **signage**, potentially including:

- Entry signage
- Directional and wayfinding signs
- Website and printed materials updates
- Event and program signage

The City previously had wayfinding concepts created with typical design looks. This signage could easily be contracted for build at the location. Funding would need to be established.

**ATTACHMENTS:**

Wayfinding signage examples



A welcome sign is often the first thing visitors see when entering a town. It creates an immediate impression and sets the tone for their experience.



Street banners add visual enhancement to any downtown area, adding color, vibrancy, and character to the surroundings. They can help promote events, festivals, community initiatives, or local businesses, creating a sense of identity and civic pride.



Kiosks provide a flexible design, and can be used to display various types of information, including maps, merchant and service details, and destination highlights such as park access, trails, and local sites.



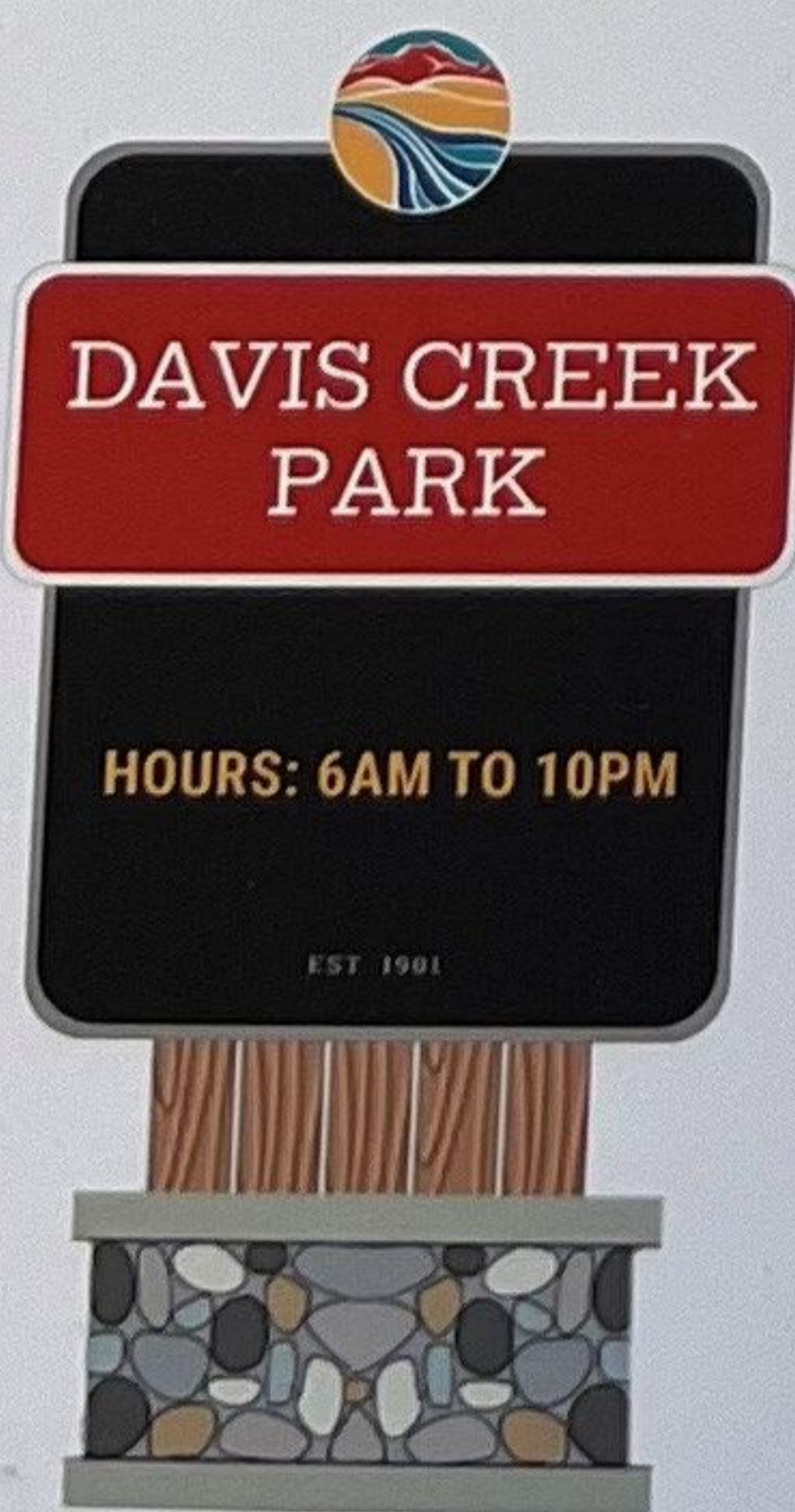
The visual appeal from Main St. is very important especially for out of town visitors to attract them to pull over and also becomes another marketing beacon we can leverage for our ongoing City events.



Icons on signage are essential for quick and effective communication, especially in multilingual environments. They use recognizable images to convey information, facilitating understanding across cultures and language skills, benefiting public spaces like airports and hospitals.



Interpretives or Educational signage enhance a trail experience by providing valuable information about the surrounding environment, including: Bird watching, Wildlife, Flora & Fauna, Geology and History.



Schematic designs are a crucial step in planning a wayfinding program, showcasing various sign types and providing a starting point for the project. They are not final, allowing for further development and adjustment of messaging to create a comprehensive and effective wayfinding system.

