



CITY OF
JOHN DAY

CITY COUNCIL MEETING AGENDA
Tuesday November 12, 2024,
REGULAR MEETING: 6:30 pm
John Day Fire Station
316 S Canyon Blvd, John Day, OR 97845
(541)575-0028 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

Call to Order: Regular 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. Minutes of 10-8-24 and 10-22-24
- b. Accounts Payable through October 31, 2024

7. Community Grant Request by Painted Sky Center for Arts in the amount of \$2,000.

8. Mahogany Ridge;
9. City Manager Comments
10. Mayor and Council Comments
11. Adjournment: **Next Regular Meeting** November 26, **2024**

CITY OF JOHN DAY
CITY COUNCIL MINUTES OCTOBER 8, 2024

COUCILORS PRESENT:

Sherrie Rininger, Mayor
David Holland, Councilor
Chris Labhart, Councilor
Eric Bush, Council President
Edwin Newby, Councilor (Virtual)
Ron Phillips, Councilor

COUNCILORS ABSENT

STAFF PRESENT:

Melissa Bethel, City Manager
Nick Ducote, Contract grant writer and
administrator

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 with Councilor Newby being virtual.

Agenda Item No. 4—Amend or Accept Regular Agenda

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

Agenda Item No. 5—Public Comments

No public comments were made.

Agenda Item No. 6—Consent Agenda

Items on the consent agenda for approval:

- a) Accounts Payable through September 30, 2024
- b) Minutes for September 24, 2024

Councilor Bush moved to accept the consent agenda as amended. The motion was seconded by Councilor Phillips and passed unanimously.

Councilor Holland has a correction to the minutes for September 24, 2024. Under Agenda Item No. 11 it should list Rininger as a Councilor rather than Council President.

Councilor Phillips made a motion to approve the minutes as corrected. The motion was seconded by Councilor Holland and passed unanimously.

Agenda Item No. 7—Presentation and discussion regarding traffic light/4 way stop at the intersection of Hwy 26 and Canyon Blvd

Ken Patterson who works for ODOT came to ask Councils opinion regarding whether or not they would like to put the traffic light back up or keep it as a 4 way stop. Council came to a consensus to have ODOT host some Townhalls to receive community input.

Agenda Item No. 8—Project Updates

Ducote updated Council on the Sewer Project and the Broadband Project. The final environmental clearance has been received from USDA and funding is being finalized.

The City needed funds to continue the Broadband Project because the engineering costs were not eligible to be repaid by the EDA Grant. In April 2024 the City received the Broadband Technical Assistance Program funding of \$65,000. The draft scope of work was received from LS Network.

Councilor Bush moved to direct the City Manager and Ducote to enter into a agreement with LS Networks for the final design of the Broadband build out for the Innovation Gateway segment and the Airport segment. The motion was seconded by Councilor Phillips and passed unanimously.

Council came to a consensus to have Ducote look for additional Broadband funds.

Agenda Item No. 9—Camping Ordinance update and discussion regarding town hall, draft ordinance and survey

There will be a Townhall to discuss the Camping Ordinance on October 15th, 2024. There will be a Camping Survey for citizens to fill out so Council can have feedback. Council came to a consensus to provide the Camping Survey at the Townhall as well as at City Hall.

Agenda Item No. 10—Website update/marketing discussion

Bethel updated the website so it lists the current Council members, Budget Committee members and Planning Commission. Bethel asked Council if the Library sign can be taken down. Council came to a consensus that the sign can be taken down.

Agenda Item No. 11—City Manager Comments

Bethel will be attending a LOC Convention next week.

Agenda Item No. 12—Mayor and Council Comments

Councilor Holland informed Council he might not make it to the Townhall on October 15th, 2024. The next regular Council meeting will be October 22nd, 2024

Adjourn:

There being no further business before council, Councilor Labhart moved to adjourn the meeting. The motion was seconded by Councilor Bush and passed unanimously.

Melissa Bethel, CM



CITY OF JOHN DAY
CITY COUNCIL MINUTES OCTOBER 22, 2024

COUCILORS PRESENT:

Sherrie Rininger, Mayor
David Holland, Councilor
Chris Labhart, Councilor
Eric Bush, Council President
Edwin Newby, Councilor
Ron Phillips, Councilor

COUNCILORS ABSENT

STAFF PRESENT:

Melissa Bethel, City Manager
Rob Gaslin, Contract Finance

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 Labhart moved to accept the agenda as presented. The motion was seconded by Councilor Newby and passed unanimously.

Agenda Item No. 5—Public Comments

Christine Ostberg: Ostberg is the Library Director and clarified that the library is not dilapidated. It is structurally sound and she has been updating the building. She asked Council to be mindful on the words they use because it has an effect on people.

Agenda Item No. 6—Consent Agenda

Items on the consent agenda for approval:

- a) Accounts Payable through October 9, 2024

Councilor Newby moved to approve the consent agenda as amended. The motion was seconded by Councilor Bush and passed unanimously.

Agenda Item No. 7—Community Grant Request by Grant Union FBLA for \$1,500

There are 24 members in the High School FBLA program this year and 11 members in the Jr. High program.

Councilor Newby made a motion to move forward on the grant to Grant Union FBLA \$1,500. The motion was seconded by Councilor Phillips and passed unanimously.

Agenda Item No. 8—Finance Update

Gaslin gave a financial update to Council and presented a budget to actual report.

Agenda Item No. 9—City Council Position Appointment

Councilor Labhart stated the John Day City Council has six members with the majority being appointed rather than elected by the public. With the upcoming election being two weeks away there will be three Councilors elected by the public. Councilor Labhart believes they should let the public have their say by vote then appoint a new Councilor at that time. Councilor Holland agrees.

Councilor Bush made a motion to appoint Bradley Hale to the vacant Council position. The motion was seconded by Councilor Phillips and passed 5-1 with Councilor Holland being opposed.

Councilor Holland stated he has nothing personal against the applicant, it's the process that he is against because it's not what was told to the public.

Councilor Bush moved to direct City Manager to administer the Oath of Office to Bradley Hale for City Council. The motion was seconded by Councilor Phillips and passed unanimously.

Agenda Item No. 10—City Manager Comments

Bethel said she attended a League of Oregon Cities conference in Bend last week and gave information about that.

Agenda Item No. 11—Mayor and Council Comments

Councilor Hale stated he has to resign from the budget and planning committee.

The next regular council meeting will be November 12th, 2024.

Adjourn:

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

Melissa Bethel, CM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

Check issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
ACS - ADVANCED CONTROL SYSTEMS							
10/31/2024	750345	1013	ACS - ADVANCED CONTROL SYSTEM	39657	03-000-63450	415.00	415.00
Total 750345:							415.00
AirMed Care Network							
10/21/2024	750330	1020	AirMed Care Network	5277-1092024	01-000-61250	95.00	95.00
Total 750330:							95.00
AMAZON CAPITAL SERVICES, INC.							
10/21/2024	750331	1026	AMAZON CAPITAL SERVICES, INC.	Multiple	26-000-64260	30.78	30.78
Total 750331:							30.78
10/31/2024	750346	1026	AMAZON CAPITAL SERVICES, INC.	Multiple	01-000-63800	45.98	45.98
Total 750346:							45.98
BOX R WATER ANALYSIS							
10/31/2024	750347	1062	BOX R WATER ANALYSIS	X060144	02-000-64100	50.00	50.00
Total 750347:							50.00
BRYANT, LOVLIN, & JARVIS, PC.							
10/21/2024	750332	1067	BRYANT, LOVLIN, & JARVIS, PC.	Multiple	10-000-63450	9,795.00	9,795.00
Total 750332:							9,795.00
ED STAUB & SONS PROPANE							
10/21/2024	750333	1168	ED STAUB & SONS PROPANE	302198	26-050-63100	350.47	350.47
Total 750333:							350.47
GIBCO							
10/21/2024	750334	1203	GIBCO	794995	03-000-62500	2.50	2.50
Total 750334:							2.50
GRANT COUNTY CLERK							
10/21/2024	750335	1213	GRANT COUNTY CLERK	RECALLELEC	01-000-62740	2,954.62	2,954.62
Total 750335:							2,954.62
GRANT ESD							
10/31/2024	750348	1219	GRANT ESD	2024250084	03-000-64301	214.29	214.29
Total 750348:							214.29
IRON TRIANGLE L.L.C.							
10/31/2024	750349	1251	IRON TRIANGLE L.L.C.	IRONWOODP	34-000-62495	113,558.39	113,558.39

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total 750349:							113,558.39
KERNS BROTHERS							
10/21/2024	750336	1301	KERNS BROTHERS	3354	03-000-63400	4,762.00	4,762.00
Total 750336:							4,762.00
LEN'S PHARMACY							
10/31/2024	750350	1322	LEN'S PHARMACY	Multiple	03-000-63460	117.41	117.41
Total 750350:							117.41
MADISON WHITMORE							
10/31/2024	750351	1647	MADISON WHITMORE	1800008 REF	03-000-20130	96.67	96.67
Total 750351:							96.67
OREGON GOVERNMENT ETHICS COMM							
10/31/2024	750352	1398	OREGON GOVERNMENT ETHICS CO	AIE21950	34-000-63460	75.66	75.66
Total 750352:							75.66
PECK RUBANOFF & HATFIELD PC							
10/21/2024	750337	1418	PECK RUBANOFF & HATFIELD PC	10121	06-000-63450	535.50	535.50
Total 750337:							535.50
PITNEY BOWES							
10/21/2024	750338	1422	PITNEY BOWES	3319814068	02-000-62850	161.46	161.46
Total 750338:							161.46
TEC COPIER SYSTEMS LLC							
10/21/2024	750339	1500	TEC COPIER SYSTEMS LLC	218747	06-000-62900	169.94	169.94
Total 750339:							169.94
TETRA TECH INC							
10/21/2024	750340	1637	TETRA TECH INC	52263420	03-000-66225	5,392.75	5,392.75
Total 750340:							5,392.75
TIBERIUS SOLUTIONS LLC							
10/21/2024	750341	1642	TIBERIUS SOLUTIONS LLC	2152	34-000-63450	1,537.50	1,537.50
Total 750341:							1,537.50
TRIANGLE OIL							
10/21/2024	750342	1524	TRIANGLE OIL	Multiple	03-000-63400	877.80	877.80
Total 750342:							877.80
USA BLUEBOOK							
10/31/2024	750353	1534	USA BLUEBOOK	INV00508587	03-000-63400	69.00	69.00

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total 750353:							69.00
VERIZON							
10/21/2024	750343	1538	VERIZON	9975896288	02-000-64798	215.72	215.72
Total 750343:							215.72
VISA							
10/22/2024	750344	1540	VISA	SEPT-2024-12	07-000-64000	.00	.00
Total 750344:							.00
WELLS FARGO FINANCIAL LEASING							
10/31/2024	750354	1548	WELLS FARGO FINANCIAL LEASING	5031834381	34-000-63650	200.13	200.13
Total 750354:							200.13
XYLEM WATER SOLUTIONS USA INC							
10/31/2024	750355	1554	XYLEM WATER SOLUTIONS USA INC	Multiple	03-000-66250	782.32	782.32
Total 750355:							782.32
Grand Totals:							142,505.89

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-000-20000	.00	7,400.11-	7,400.11-
01-000-61250	95.00	.00	95.00
01-000-62740	2,954.62	.00	2,954.62
01-000-62850	20.01	.00	20.01
01-000-62900	50.98	.00	50.98
01-000-63450	2,900.65	.00	2,900.65
01-000-63800	65.45	.00	65.45
01-000-64798	136.89	.00	136.89
01-000-65227	1,090.00	.00	1,090.00
01-050-62850	10.01	.00	10.01
01-050-64798	76.50	.00	76.50
02-000-20000	.00	828.46-	828.46-
02-000-20130	38.67	.00	38.67
02-000-62850	150.78	.00	150.78
02-000-62900	50.98	.00	50.98
02-000-63450	160.65	.00	160.65
02-000-63825	207.50	.00	207.50
02-000-64100	50.00	.00	50.00
02-000-64798	159.89	.00	159.89
02-000-66306	9.99	.00	9.99
03-000-20000	.00	13,767.75-	13,767.75-
03-000-20130	58.00	.00	58.00
03-000-62460	150.78	.00	150.78
03-000-62500	53.48	.00	53.48
03-000-62850	160.65	.00	160.65
03-000-63400	5,708.80	.00	5,708.80

GL Account	Debit	Credit	Proof
03-000-63450	207.50	.00	207.50
03-000-63460	101.74	.00	101.74
03-000-64301	56.73	.00	56.73
03-000-66225	5,392.75	.00	5,392.75
03-000-66230	1,095.00	.00	1,095.00
03-000-66250	782.32	.00	782.32
06-000-20000	.00	90.56-	90.56-
06-000-62850	20.01	.00	20.01
06-000-62900	17.00	.00	17.00
06-000-63450	53.55	.00	53.55
07-000-20000	228.00	2,753.00-	2,525.00-
07-000-63450	2,525.00	.00	2,525.00
07-000-64000	228.00	228.00-	.00
10-000-20000	.00	1,970.00-	1,970.00-
10-000-63450	1,970.00	.00	1,970.00
26-000-20000	.00	367.46-	367.46-
26-000-63100	273.49	.00	273.49
26-000-64260	16.99	.00	16.99
26-050-63100	76.98	.00	76.98
34-000-20000	.00	115,556.55-	115,556.55-
34-000-62495	113,558.39	.00	113,558.39
34-000-63450	1,912.50	.00	1,912.50
34-000-63460	75.66	.00	75.66
34-000-63650	10.00	.00	10.00
Grand Totals:	142,961.89	142,961.89-	.00

Dated:

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.
- 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: _____
2. Non-Profit ID #: _____
3. Mailing Address: _____
4. Telephone No.: _____
5. Email: _____
6. Contact Person: _____
7. Requested Amount: _____
8. Project/Use for Funds: _____
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: 10/31/24 _____ MB _____

Approved _____ Denied _____ Date _____

Amount _____



CITY OF
JOHN DAY

Budget Spreadsheet

Name of Event: _____

<i>Income</i>	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		
TOTALS		

	Estimated	Actual
Overall Budget		
Income		
Expenses		
Net Profit (Loss)		

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.

October 31, 2024

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

RE: Painted Sky Community Grant Application

Dear City Manager Melissa Bethel,

I am writing on behalf of Painted Sky Center for the Arts (PSCA) to request financial support through the City of John Day's Community Grant program for the purchase of a new ticketing and fundraising program and website. The City's investment in this project will further PSCA's goal to remain financially stable without significant grant funds. The project will generate more revenue to allow us to pay for building repairs that are currently needed.

Funding Request

PSCA has several urgent financial needs including adding sinks to three classrooms, adding snow baffles to the roof, adding a key fob entry system for after hours usage, two doors need to be replaced, our handicap lift needs to be repaired, an automatic handicap door opener needs installed, and several other minor repairs and maintenance items need to be addressed.

PSCA has been successful in creating a conservative plan that does not depend on grants long term for operations. In addition, many grants require a match to apply for funds for repairs. To continue in the spirit of this philosophy and meet our goals for fundraising and grant match requirements, we would like to raise most of the money for our repairs and operational needs on our own.

To make this happen, it is critical that we upgrade the system we use for tickets and fundraising to a program called GiveCloud that works in conjunction with a program called DonorPerfect. Without this new system, it will be nearly impossible for PSCA to meet our goals fundraising and events goals. Our current website that handles our ticketing, memberships, donors, and store items is a significant burden to our organization. It is outdated and missing essential features to keep up with our expanding membership and donor base, customer experience, and is incredibly inefficient.

Many people in our community will not use our website for registrations and donations because of the It takes so long to make a donation. When registering for our gala, people could only purchase one gala ticket a time and you cannot even make a donation and register for a class at the same time!

The new program has a one time fee to transfer our data and contacts (over 1,200) and create our data and report mapping. We are asking for \$2,000 towards the one-time fee of \$2,779. We received \$650 from the Chamber TRT funds and PSCA will cover the difference of \$179. Additionally, PSCA staff and volunteers will contribute approximately 300 hours to the new site creation and approximately 1000 volunteer and staff hours will be dedicated to fundraising in 2025 on and offline.

Crucial Need

As a nonprofit, nothing is more critical to the success of our mission than managing and growing our relationships with members, local residents, donors, volunteers, foundations, and other constituents. The program we are purchasing is designed specially to help nonprofits achieve these goals to raise more money and manage our constituent relationships.

Benefits for Painted Sky:

1. **More that Double** our fundraising revenue
2. Improve our **Ability to Fundraise**
3. More **revenue** from classes
4. Ability for people to **rent our gym** for events
5. **Increased revenue** from rentals like our concession equipment, tables and chairs, tablecloths, and decorations
6. Coordinate development and donor engagement efforts
 - a. **Monthly giving**
 - b. **Volunteers**
 - c. **Capital Campaigns**
 - d. **Fundraising events**
7. Improved data tracking for volunteers, members, donors
8. Improved reporting
9. Saves hours of administrative work from our old inefficient system

City Investment

Studies have shown that rural counties with established arts organizations lead to more innovative businesses, higher growth rates, higher incomes, ability to attract and retain a

workforce, and a quicker recovery during economic downturns. An investment in Painted Sky Center for the Arts is the best investment you can make to give the residents of Grant County a better quality of life.

We genuinely appreciate your consideration of our Community Grant application and would be happy to provide additional information or answer any questions you may have. You can reach me at paintedskycenter@gmail.com or 541-575-1335. Thank you for your time and consideration.

Sincerely,

Kim Randleas

Kim Randleas
Board President
Painted Sky Center for the Arts

About Painted Sky

Our Mission

PSCA's mission is to advance arts education and entertainment, enhancing the quality of life, and promoting cultural development in Grant County. We provide arts education and performances for youth and adults, in addition to offering classes in painting, drawing, ceramics, leatherworking, writing, fiber, stained glass, and after school programming.

Vision

We believe that every individual deserves to have access to the arts. Our vision is to provide an artistically rich, intercultural, creative, vibrant space for community members and visitors of Grant County. Our art and cultural center contributes to the "wholeness" of our community through an integrated approach to the arts that encourages participation from residents and visitors. Painted Sky Center for the Arts is committed to partnering with local organizations to offer art programming and education to everyone in Grant County.

Who We Serve

In 2023 PSCA offered 122 classes in painting, drawing, leatherworking, fiber, ceramics, literary arts, youth programs and more. PSCA served approximately 500 community members, including 336 registrants for classes, workshops, and events.