



128 S Main St.
PO Box 445
Condon, OR 97823
P: 541-384-2711
F: 541-384-2700

City of Condon Regular Council Meeting Minutes Wednesday, September 5, 2018 7:00 PM

1. CALL REGULAR MEETING TO ORDER

Meeting called to order by Mayor Jim Hassing at 7:01 p.m.

2. ROLL CALL

Present: Mayor Jim Hassing; Councilors Boyd Harris, Michael Cronk, Tom Fatland, Jan Stinchfield and Donald Jamieson. Absent: Councilor Carol Harrison; A quorum was present.

Staff Present: City Administrator Kathryn Greiner, Public Works Superintendent Gibb Wilkins & Gilliam County Sheriff Gary Bettencourt

3. ADDITIONS TO AGENDA

Added to the agenda was 7.6 - Addendum to telecommunications contract with Converge Communications/Adam Haas and 7.7 - Bid packet for sidewalk contract by Anderson, Perry & Associates.

4. PUBLIC COMMENT

None

5. CONSENT AGENDA

5.1. August 1 2018 Regular Council Minutes

Motion was made by Councilor Tom Fatland to approve the August 1, 2018 regular city council minutes. The motion was seconded by Councilor Michael Cronk and approved unanimously.

5.2. Accounts Payable - August 10, 2018

Councilor Donald Jamieson asked about the bill regarding the 1995 Chevrolet pickup and was told by PW Wilkins that it was the green service pickup. Councilor Fatland asked about the \$2,000 check to the Gilliam County Library and CA Greiner said that it was for the Arts & Music grant that they applied for and was given a receipt to host the Missoula Children's Theatre. Councilor Jamieson also asked about the VISA bill not in the bill listing and CA Greiner said that there was nothing on the VISA last month.

5.3. Payroll Summary - August 2018

No questions or comments were made.

6. OLD BUSINESS



128 S Main St.
PO Box 445
Condon, OR 97823
P: 541-384-2711
F: 541-384-2700

6.1. Fiber Update - ROW Issue with Zayo

CA Greiner added that the fiber update would also update the council on the Inland Development fiber project. She said that Zayo representative has been contacted several times after the August council meeting to discuss the right-of-way fee set by the council and no response has been given. Zayo responded early that they did not agree with the fee unless it was a one time fee. CA Greiner also stated that earlier Zayo had contacted Gilliam County Roadmaster Dewey Kennedy regarding going around Condon and she contacted him this week and he has not heard from Zayo. She noted that the Gilliam County court earlier that day had approved leasing the fairgrounds to Zayo's construction company so it seems they are still going to be working in this area.

CA Greiner and Councilor Jan Stinchfield met briefly with Cindy Thompson of Inland Development last week and said that the project is scheduled to be completed by January 1, 2019. She said that Mark Trinchenco, city's telecom attorney has reviewed the IRU drafted with Columbia Basin Electric which has also been reviewed by Adam Haas and herself with some questions and additional information. CA Greiner anticipates to get the IRU back to CBEC later this week or earlier next week with the MRC and NRC in place. CA Greiner is also working with Haas to secure the end points at Condon and Arlington and has scheduled a meeting with Arlington TV Cooperative Tuesday, September 11. She suggested that the Fiber Committee may want to meet with Haas the same day to catch up on what needs to be done in regards to pricing or leasing the fiber pairs and the costs associated with the end points. CBEC has fenced a portion of their property on Cottonwood and is waiting for information from Haas regarding a communication shelter and the city's PW crew to place some gravel and a culvert for the south end point.

6.2. Housing Development Update

Council received preliminary cost estimates of water and sewer extensions to the proposed housing development north of the golf course named Fairway Drive from Dave Wildman of Anderson, Perry & Associates. To get water extension to the development is estimated at \$252,400 which would replace lines along Cottonwood Road with 16-inch pipe and provide extensions of 12-inch water line from Cottonwood to the golf course. Sewer extension cost to the development is \$194,000 and will go across the golf course. All new water lines and sewer lines must be engineered. Wildman gave cost estimates per lot for Options 1, 3 and 5 ranging from prices per lot of \$40,036 to \$49,571. Councilor Cronk suggested that with the current landowner operating a scrap yard in the middle of the development would cause issues with Councilor Jamieson saying that it is a long time until this would be completed and things may change or a fence installed to obscure the scrap yard. CA Greiner stated that she budgeted \$100,000 for engineering and design in the current fiscal year and it is time to look for other funding to leverage the city funds used on projects. Councilor Jamieson stated that the cost per lot would not be affordable to potential buyers and may need to be subsidized for a potential developer. Councilor Stinchfield stated that it would be attractive to developers to have the infrastructure in place. Discussion was held regarding if the 16-inch water line would be necessary for the development and what the water pressure would be in that area. The council discussed the "next steps" of this development and it would be to get additional answers from the engineers of the need for the water development up front and that the city would need to go find the funding. CA Greiner said that she has started the process by reaching out to John Huffman, USDA, Rep. Greg Smith and the Regional Solutions group out of Business Oregon. She will also send an email to Senator Hansell to see if there is any programs to fund a housing project. Unfortunately CA Greiner stated, there are a lot of housing issues in the state of Oregon so this may take time to get it completed.

7. NEW BUSINESS

7.1. Resolution 2019-02 -A Resolution for Workers' Compensation Volunteers

CA Greiner explained that this was an annual resolution and the change this year was to add the Fabulous Fourth of July celebration as a city event due to it no increasing cost according to Jay LaRue, insurance agent of record. Currently, the city covers the insurance for most of the events and this will streamline the process. **A motion was made by Councilor Fatland to approve Resolution 2019-02 - A Volunteer Resolution. The motion was seconded by Councilor Jamieson and approved unanimously.**



128 S Main St.
PO Box 445
Condon, OR 97823
P: 541-384-2711
F: 541-384-2700

7.2. Resolution 2019-03 - A Resolution Reiterating the Need of a Reserve Fund and the Intended Sources and Uses of Funds Accumulated Therein

A motion was made by Councilor Fatland to approve Resolution 2019-03 - A Resolution Reiterating the Need of a Reserve Fund and the Intended Sources and Uses of Funds Accumulated Therein. The motion was seconded by Councilor Boyd Harris and approved unanimously.

7.3. Discuss Public Contracting Ordinance

The council received a draft of Public Contracting Rules from City Attorney Wyatt Baum, and CA Greiner suggested that it be sent to the Finance Committee for review and recommendation. She has reviewed the document and has several questions, but noted that it was much clearer than the contracting rules approved in 2005. Councilor Fatland was appointed to replace Councilor Stinchfield on the Finance Committee along with Members Mayor Hassing and Councilor Cronk. They will set a meeting date for the discussion.

7.4. E-Cycling Contract

The council heard that the current e-cycle company used by the City of Condon will no longer be available as of January 1, 2019. CA Greiner is compiling information from the remaining three companies and suggested that this too be discussed with the Finance Committee to give a recommendation to the council at the October meeting. This was referred to the Finance Committee.

7.5. Memorandum of Understanding between Oregon DLCD and Gilliam County, City of Arlington & City of Condon

CA Greiner explained that the Oregon Department of Land Conservation and Development (DLCD) were in Condon several months ago and were offering grant funds for planning projects. Gilliam County applied for a grant and was successful for an Economic Opportunity Analysis. Requirements of the city is to have an advisory committee and meet four times before June 30, 2019. CA Greiner suggested that the planning commission be the advisory committee and that the grant may not be too beneficial since the city's subdivision and comprehensive plan has been completed in the last several years, but it was not a determinant either. **A motion was made by Councilor Fatland to enter into the Memorandum of Understanding with the Oregon DLCD. The motion was seconded by Councilor Jamieson and approved unanimously.**

7.6. ** Addition ** Addendum to Telecommunication Contract with Converge Communications - Adam Haas

The contract between Converge Communications which is Adam Haas for telecommunication consulting expires at the end of September and an addendum was presented to extend the contract for a year with the same terms. The original contract was included in the packet. **A motion was made by Councilor Jamieson to approved the addendum to the telecommunications contract with Converge Communications. The motion was seconded by Councilor Stinchfield and approved unanimously.**

7.7. ** Addition ** Sidewalk Contract Bid Packet

Anderson, Perry submitted the bid packet for the sidewalk project on Summit Street from Main to Ward Streets (ear Jamieson & Marshall) and Spring Street from Main to Oregon Streets (by M&A Auto) with a cost of \$118,650. Wildman put in the memo that the council could review and they would like to release the documents for bid advertising to start September 18, open bids in October 2018 and set completion date of November 21, 2018. CA Greiner stated that the project on Spring Street has \$50,000 from an ODOT grant and though originally would have put the Summit Street in the upcoming Safe Routes to School grant application it would be more economical to get them both done this fiscal year. **A motion was made by Councilor Fatland to direct Anderson, Perry & Associations to but out the bid packets subject to review of the city's public works department. The motion was seconded by Councilor Harris and approved unanimously.**

8. STAFF REPORTS



128 S Main St.
PO Box 445
Condon, OR 97823
P: 541-384-2711
F: 541-384-2700

8.1. Public Works - Gibb Wilkins, Superintendent

PW Wilkins reported that 11.9 million gallons of water were pumped in the month of August and one customer used over 1.2 million gallons. He will go over water conservation strategies this winter to educate users prior to the next water season. He has acquired a used Variable Frequency Drive (VFD) pump for City Farm that is a fraction of the cost of a new one and is the same brand as the other VFD which should cut down on maintenance issues. The golf course VFDs and the sheds to house them have arrived and will be installed. The city has received an anonymous complaint of the water of chlorine smell and is working with North Central Public Health to determine where the problem may be. The testing done by the city remains in allowable limits. The PW crew is completing the project on Jefferson Street and working with ODOT on patching the road on Spring and Main Streets. PW Wilkins noted that there is a problem with puncture vine and is researching how to eradicate it.

8.2. City Administrator - Kathryn Greiner

CA Greiner reported that at the Gilliam County Court meeting earlier in the day, the court decided to sell the property at 221 N. Potter and will be a sheriff's sale in the near future. She reminded the councilors that League of Oregon Cities will hold a regional small cities meeting in Condon September 20, 11 a.m. to 1 p.m. and urged the councilors to attend and RSVP. She noted that five people filed to fill the council vacancies, the audit is scheduled for September 25-26 and that Gilliam County extended the infrastructure grant by three years. The grant was originally 6 years to disperse \$3 million for water and sewer projects and an approximate \$335,000 is left for water projects and does not anticipate this to be an issue with expending the final grant funds in the extended period.

8.3. Police - Gilliam County Sheriff Office

Gilliam County Sheriff Gary Bettencourt walked the councilors through the reports for July and August and pointed out that there were 43 traffic stops in Condon in August with only 6 citations. He discussed that "all other" on reports included meetings or contacts with residents that did not fall under another category. Sheriff Bettencourt noted that the property on North Potter that has issues with vehicles includes 19 vehicles, one motorcycle, a camper and up to three motorhomes. The Sheriff's office tagged the vehicles on the city's ROW, which were then moved onto the lawn of the property. CA Greiner noted that the landowner, Larry Hansen, was issued a letter by city Attorney Wyatt Baum to remove the vehicles within 14 days of the notice. Sheriff Bettencourt noted that Gilliam County owned the property north of this property and he has asked them to clean it up as it is full of debris.

9. COUNCIL INFORMATION

9.1. LOC Region 8 Small Cities Meeting - September 20, 2018, 11 a.m. - 1 p.m., Condon City Hall

10. NEXT REGULAR MEETING DATE

10.1. Next regular meeting of the Condon City council will be Wednesday, October 3, 2018, 7 p.m.

11. ADJOURN REGULAR MEETING

Mayor Hassing adjourned the meeting at 7:57 p.m.

Jim Hassing, Mayor

ATTEST: _____ Date _____
Kathryn Greiner City Administrator