



128 S Main St.
PO Box 445
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P: 541-384-2711
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City of Condon Regular Council Meeting Minutes Wednesday, October 3, 2018 7:00 PM

1. CALL REGULAR MEETING TO ORDER

Mayor Jim Hassing called the meeting to order at 7 p.m.

2. ROLL CALL

Present: Mayor Jim Hassing, Councilor Boyd Harris, Councilor Carol Harrison, Councilor Jan Stinchfield and Councilor Donald Jamieson; Staff - City Administrator Kathryn Greiner, Public Works Superintendent Gibb Wilkins; Contractor Gilliam County Sheriff Gary Bettencourt.

3. ADDITIONS TO AGENDA

None

4. PUBLIC COMMENT

- 4.1. The council will hear discussion of unannounced matters from the floor and comments on the agenda items. Comments are limited to five (5) minutes.**

None

5. CONSENT AGENDA

5.1. Regular Council Minutes of September 5, 2018

Motion by Councilor Donald Jamieson to approve the September 5, 2018 regular city council minutes. The motion was seconded by Councilor Jan Stinchfield and approved unanimously.

5.2. Accounts Payable September 2018

Councilor Jamieson asked for the breakdown of the checks written as what was submitted was the check register. CA Greiner will make sure the next one shows the breakdown. He also asked about the check to the Oregon Ethics Commission which CA Greiner explained that it is a yearly fee for administration of the ethics reports. Councilor Boyd Harris asked about the backflow charges with PW Wilkins stating that people in and out of the city limits that have animals or other criteria must have a backflow and the city hires a person to do the work. Mayor Hassing asked what the payment was to Jamieson & Marshall for over \$9,000. PW Wilkins said that they were for (Variable Frequency Drives (VFD) at the golf course pumps that would electronically communicate to each other when to turn on and off. CA Greiner stated that the VFDs and the installation were covered by a grant from Gilliam County. Councilor Jamieson said that the equipment will have the pumps turn on electronically and not manually.

5.3. VISA Statements

Councilor Harris asked about the Home Depot charge on the VISA which was explained to be the shelters for the new VFDs.



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5.4. Financial Statements Period Ending September 30, 2018

CA Greiner noted that the financial statements will be in the council packets quarterly.

6. OLD BUSINESS

6.1. Update on ODOT Safe Route to School Grant - Resolution 2019-04- A Resolution to Apply for A Grant from the Oregon Department of Transportation for Safe Routes to School Grant

CA Greiner noted that she is working on the Safe Routes to School Grant and presented a resolution to apply for the grant. She noted that there were approximately 140 letters of intent for this grant and it is highly competitive and the grant funds are allocated statewide not by region. Although, CA Greiner is not overly optimistic regarding the outcome due to the statewide competition, the grant is slated to go for at least three more years and it may be selected in the next funding cycle. Councilor Stinchfield pointed out a typo in the resolution which CA Greiner will correct **A motion by Councilor Stinchfield to approve Resolution 2019-04 - A Resolution to Apply for a Grant from the Oregon Department of Transportation for Safe Routes to School Grant. The motion was seconded by Councilor Jamieson and approved unanimously.**

6.2. Housing Project Update

Councilors received design and surveying estimates of the Fairway Drive Housing Development from Dave Wildman, Anderson, Perry and Associates. The quote was broken out into four tasks - 1) design the off-site sewer improvements to provide sewer service to the site - \$20,000; 2) design the roads, sidewalks, water, sewer, and storm drain systems for the entire proposed development - \$90,000-100,000; 3) design off-site water improvements in Cottonwood Street and the east side of the development - \$23,000; and 4) provide subdivision preliminary and final platting - \$13,000-\$15,000. Wildman pointed out in his letter that if all done together there would be some reduction in the over costs by \$16,000-18,000. Councilor Jamieson stated that the first priority was getting the water and sewer to the development so if a private developer takes on the project they can design the lots. Councilor Stinchfield agreed and stated that the cost savings were not substantial enough to warrant going over the budget. **A motion was made by Councilor Jamieson to approve #1 and # 3 of the design services. The motion was seconded by Council Stinchfield and approved unanimously.**

7. NEW BUSINESS

7.1. Discuss and Approve Bid for Summit & Spring Sidewalk Project

City of Condon received one bid on the Summit and Spring Street sidewalk project from D.L. Edmondson, Inc of Summerville for a base bid of \$143,500 and additive alternative of \$6,600 for a total of \$150,100. Wildman submitted a letter with the information stating that the engineer estimate was \$124,900 and the council's options could be to accept the bid or to reject it and go out for bids again in 2019. PW Wilkins recommended that the base bid be accepted to get the project completed as we are seeing limited number of contractors in this area.. The additive alternative is for a portion of the sidewalk near the retaining wall on Spring Street and will not be completed if the property owners do not replace the wall. CA Greiner stated that there are two sidewalk projects in the budget and believes that although this was more money than anticipated, the larger project will not be completed in this fiscal year and will have funds to complete. If the other project does move faster than anticipated a supplemental budget will have to be done in the spring. Councilor Jamieson declared a conflict of interest since the project on Summit Street is adjacent to his building.. **A motion by Councilor Stinchfield to accept the D.L. Edmondson, Inc. base bid of \$143,500 for the Summit and Spring Street sidewalk project. The motion was seconded by Councilor Carol Harrison and approved unanimously.**

7.2. Discuss Draft Public Contracting Rules

CA Greiner stated that two of the members of the Finance Committee were absent and recommended discussing at the November council meeting. Mayor Hassing tabled this agenda item.

7.3. Discuss & Approve Agreement with Columbia Basin Electric Cooperative for Lease of Dark Fiber

CA Greiner stated that the agreement with Columbia Basin Electric Cooperative has not been finalized that there is nothing to discuss. Mayor Hassing tabled the discussion until the November council meeting.



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7.4. Discuss Condon Community Pool Lease with Condon School District

The council received a copy of the one-year lease from Condon School District for the community swimming pool with no changes. **A motion by Councilor Jamieson to approve the swimming pool lease with Condon School District. The motion was seconded by Councilor Harris and approved unanimously.**

7.5. Discuss Memorial Hall Project

CA Greiner stated that the city did not receive any bids for the Memorial Hall renovation but Public Contract Rules allow the city to exempt the project from the rules under certain rules. She had prepared a findings report following the public contracting rule exemptions which were reviewed by City Attorney Wyatt Baum. If the findings are approved by the Council, it gives the city the ability to get a bid for the project from a qualified contractor. **A motion was made by Councilor Stinchfield to approve the findings as presented and exempt the Condon Memorial Hall project from public contracting rules. The motion was seconded by Councilor Harris and approved unanimously.**

7.6. Approve E-Cycle Contract with Oregon State Contracting Program

Finance Committee members reviewed two companies to do the e-cycle contract and recommended to the council Oregon State Contractor Program. An agreement was included in the packet. Both companies were the same other than the prices they offered for recycled materials. **A motion was made by Councilor Stinchfield to approved Oregon State Contractor Program to recycle the electronics for the city. The motion was seconded by Councilor Harrison and approved unanimous**

8. STAFF REPORTS

8.1. Public Works Superintendent Gibb Wilkins

PW Wilkins reported that 7 million gallons were pumped in September which is in line with seasonal average. The crew has closed out the Spring Street project with paving on Main Street and have done other patching with the cold mix as needed. The Jefferson Street project has still not been completed but they are still making progress and hope to wrap it up in the next month. PW Wilkins noted that Park Attendant Brad Shannon has accepted another job, and will finish off the season with current staff or substitute. He noted that as they were reading meters, portions of the sidewalks in some locations have been removed and not replaced. PW Wilkins suggested that the council review the sidewalk ordinance to update for such occurrences. The VFDs have been installed at the golf course and they are waiting on further training of the equipment.

8.2. City Administrator Kathryn Greiner

CA Greiner reported that the audit has been completed with no issues and that the computer problems have continued to persist and cause issues in City Hall. She has cancelled the Fiber Committee's meeting for the next day and is trying to reschedule for the following week. She handed out the report of the transfer station review by DEQ which noted attendant Chuck Wise is doing a great job. She praised Wise for his work and also Sandra Myers at the recycling depot which was not inspected.

8.3. Gilliam County Sheriff Gary Bettencourt

Gilliam County Sheriff Bettencourt reported that they have a new nuisance case on Cottonwood and that the Potter Street case went to court and they are to remove the vehicles, but has seen no activity at this time. His staff is working on a complaint on North Lincoln Street of junk and other materials and is cleaning up abandoned vehicle case on North Oregon Street. CA Greiner added that John Reser's contempt appeal was successful at the circuit court level this week and his attorney has filed a tort claim against the city. She anticipates that they will receive a lawsuit from Reser's time he spent in jail, and this will be handled by CIS and Wyatt Baum. Reser has still not cleaned his lot according to the court order. Mayor Hassing asked about the street light that was taken down and Sheriff Bettencourt stated that he followed the hay truck driver and gave him a ticket for failure to report an accident. If the insurance pays for the light pole and installation costs, the ticket will be dismissed. Councilor Harris asked about a dispute of residents on North Main Street regarding dogs and cameras being posted and Sheriff Bettencourt said that one neighbor got a ticket for barking dogs and the other neighbor a ticket for attempted invasion of privacy.



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9. COUNCIL INFORMATION

9.1. Finance Committee Minutes

9.2. Fiber Committee Meeting

9.3. Social Media Training Flyer

10. NEXT REGULAR MEETING DATE

10.1. Next regular meeting for the Condon City Council is Wednesday, November 7, 2018, 7 p.m. at Condon City Hall Council Chambers.

11. ADJOURN REGULAR MEETING

Meeting was adjourned at 7:46 p.m.

Jim Hassing, Mayor

Date _____

ATTEST: _____
Kathryn Greiner City Administrator

Date _____