



128 S Main St.
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City of Condon Regular Council Meeting Minutes Wednesday, November 7, 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:

Council: Mayor Jim Hassing, Councilors - Boyd Harris, Michael Cronk, Carol Harrison, Jan Stinchfield, Tom Fatland and Donald Jamieson

Staff - CA Kathryn Greiner, PW Superintendent Gibb Wilkins & Gilliam County Sheriff Gary Bettencourt

3. ADDITIONS TO AGENDA

Additions to the agenda include 5.5 - approve payment of D.L. Edmondson, Inc. for sidewalk project; 6.4 fiber project update; and 7.4 approve the New Hotel Condon LLC/Lori's Place for OLCC license.

4. PUBLIC COMMENT

- 4.1. The council may 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. Approve October 3 2018 Regular Council Meeting Minutes

A typo was noted by Councilor Harrison and will be corrected. **A motion was made by Councilor Stinchfield to approve the October 3, 2018 regular council meeting minutes. The motion was seconded by Counselor Harrison and approved unanimously.**

5.2. Accounts Payable October 10 & 17

Councilor Stinchfield asked about checks being written to Pat Pemberton and Chad Smith, which CA Greiner responded that they were utility deposit refunds. The annual water quality permit from DEQ was also discussed.

5.3. October Payroll Summary

The payroll summary was not attached to the board packet so CA Greiner emailed it to the council and will attach to the online packets.

5.4. October VISA Statements

Councilor Fatland asked about the Amazon and Home Depot charges on the VISA which were coded to the park and golf course for irrigation and pumphouse supplies.



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5.5. ** Addition -- Approve of Payment to D.L. Edmondson, Inc. for Sidewalk Project

CA Greiner explained that all checks that exceed \$50,000 must be approved by the council and as the sidewalk project was nearing completion, she anticipates that the check will need to be written next week. Anderson, Perry & Associates Project manager Bill Ledbetter submitted a preliminary contractor's application for the full contract amount of \$150,100 plus a \$10,000 contingency. The additional funds would require a change order, so after discussion the approval amount was for the contract amount. **A motion was made by Councilor Fatland to approve paying D.L. Edmondson, Inc. for sidewalk improvement up to \$150,100 contingent on the engineer's approval of project. The motion was seconded by Councilor Jamieson and approved unanimous.**

6. OLD BUSINESS

6.1. Discuss & Approve Fiber Agreement with CBEC

Councilor Jamieson updated the council on the progress of the fiber lease agreement with Columbia Basin Electric Cooperative (CBEC) saying that the agreement has not be finalized and is waiting for a discussion between city's consultant Adam Haas and CBEC General Manager Tom Wolff over term points then sent to the telecom attorneys to make final changes. He added that CBEC had signed with a major provider to go through Gilliam County and moving ahead with their project. Councilor Stinchfield said that the CBEC has a definite route through south Gilliam County into Wheeler County, but were still in need of the city's route to service their customers in Gilliam County.. Councilors Jamieson and Stinchfield, along with CA Greiner discussed portions of the agreement with CBEC representatives at the Hood River teleconference last month, following up on the Fiber Committee meeting of October 11 and had several points that included 8 pair of fiber in exchange for the entire Monthly Recurring Cost (MRC) being charged to the city from Inland Development, no Non-Recurring Cost (NRC), CBEC would build and operate the POP in Condon at a minimum cost of \$125,000, and the possibility of a redundant path on CBEC's leased line from the other provider. CA Greiner added that Inland Development also needs the change order that is adding the vaults required by CBEC signed within the next week and she has emailed Wolff to get a one-page agreement to assure that CBEC will pay for the vaults. Councilor Jamieson also asked Haas to include looping the city's fiber lines into the CBEC vaults to allow any person on the route to lease the fibers to have another option to break off at those points. Mayor Hassing tabled the CBEC agreement until the next meeting.

6.2. Discuss Public Contracting Resolution & Public Hearing Process

CA Greiner explained that the Public Contracting rules will require a public hearing which has been scheduled at the December 5 council meeting. She asked the council to review the document and note any other questions they may have so she can send to City Attorney Wyatt Baum. The draft rules have questions on the side which the council asked CA Greiner to send to Baum for answers. Mayor Hassing tabled the Public Contracting Rules until the December meeting.

6.3. Memorial Hall Acoustic Project Update

CA Greiner said that she is working with Rusty Rutherford to get a bid and has emailed the information to Jerry Gentry for bid. She will contact the electrician to see if she is still available and will let the council know if bids are received.

OTHER: Councilor Harris was approached by a resident asking if the city would consider developing lots within city instead of spending the money on developing lots on the proposed city property north of the golf course. CA Greiner stated that several people have wanted to purchase lots in the city and the infrastructure improvements cost is high for very few lots to develop. A recent example she gave was that two lots were sold between Highway 206 and the golf course and they are putting in septic systems. To hook these lots to the city sewer system the cost would be approximately \$200,000 requiring 750' of new line and 1,000' of line that would need to be upsized to connect to the new line. Councilor Jamieson suggested an incentive program that the city see permits prior to making substantial upgrades and to contact the City of Boardman to get information on their infrastructure plan that was presented at the LOC Small Cities meeting in September. PW Wilkins said that there is a buildable lot survey done by former PW Larry Durfey and he will research it and find if there are any lots that could be developed that would not be costly. CA Greiner stated that county staff Rachel Weinstein had also done a buildable survey which PW Wilkins will try and obtain.



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6.4. ** Addition -- Fiber Project Update

Haas, project manager for the city and Gilliam County supplied the council with an email giving them their first progress report after a site inspection on Tuesday. The email indicated that Inland Development was moving forward with the fiber project and have buried 5,000' of conduit to date. The materials have been purchased and received and the city anticipates a request for one of the milestone payments in the next several weeks. The fiber is being buried according to the contract with Inland and the project is expected to be completed by February 8, 2019.

7. NEW BUSINESS

7.1. Discuss & Approve IGA with Gilliam County for Fiber Project Manager Services

CA Greiner provided an Intergovernmental Agreement (IGA) with Gilliam County for Haas to provide project management services for the fiber project. The agreement was approved earlier in the day by Gilliam County contingent on the city's approval. The agreement was approved by Baum and reviewed by Haas. **A motion was made by Councilor Stinchfield to approve the IGA with Gilliam County for project management services for the fiber project. The motion was seconded by Councilor Fatland and approved unanimously.**

7.2. Discuss Municipal Court IGA

An IGA for municipal court services by Gilliam County Justice court was distributed to the council. The agreement had to include some minor changes suggested by City County Insurance Services (CIS) and Baum after recent legal issues with nuisance violations. The agreement has been given to Justice of the Peace Cris Patnode who has reviewed and forwarded to the county's legal counsel. Mayor Hassing tabled the agreement until the December meeting.

7.3. Chamber of Commerce Request for Bench Funding

K'Lynn Lane, executive director of the Condon Chamber of Commerce submitted a request of \$3,000 toward new benches to replace existing benches on Main Street. CA Greiner said that the council will make the transient tax turnover next week of approximately \$9,000, plus \$1,000 from the revenue of the GPS radio on the city shop. The chamber also received \$2,500 in July for the concert series in the park. It was noted that the city paid for the original benches of over \$35,000. After a brief discussion, the council directed CA Greiner to request that the chamber present their budget of how the city's funds were spent and to ask for total amount of funds they are requesting - benches and concerts. The council was in agreement that the Chamber of Commerce does a good job of promoting Condon. Mayor Hassing tabled this decision until the Chamber could provide the items requested.

7.4. ** Addition - Approve of New Hotel Condon LLC/Lori's Place for OLCC license

A motion was made by Councilor Jamieson to approve the OLCC license for New Hotel Condon LLC and Lori's Place Restaurant. The motion was seconded by Councilor Harris and approved unanimously.

8. STAFF REPORTS

8.1. Public Works - Gibb Wilkins PW Superintendent

PW Wilkins said that 3 million gallons were pumped in October and the city is using the two winter wells at City Farm. The crew has been putting up street signs, working on shoulder radius and applying cold mix to some of the potholes. Winterization tasks have been completed at the park, golf course and swimming pool and steel street sign poles were received today. PW Wilkins added that the sidewalk project on Summit and Spring Streets has been completed and final inspection and walk through was scheduled for the next day.

8.2. Police - Gilliam County Sherriff Gary Bettencourt

Sheriff Bettencourt reported that the work on Potter Street property nuisance violation is moving along slowly with three vehicles, several motor homes and a trailer being removed. The resident of the property is currently in dispute of the tow truck driver so progress has slowed. He is also working with nuisance of vehicles and other debris on properties on Cottonwood, North Oregon, South McKinley and East Bayard streets.



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8.3. Administration - CA Kathryn Greiner

CA Greiner reported that the Gilliam County Soil and Water Conservation department is working on a plan for their proposed mini-park on Main Street and will have it for the council at the December meeting. An email and plans were given to the council and also attached to their council packets. Councilor Jamieson noted that the SWCD put a dirt berm to keep traffic from going on their property which a majority of the berm is on the city's right-of-way and asked that it be put on their own property with a timeline of when it would be completed. CA Greiner or PW Wilkins will talk with the SWCD staff to get this done. A proposal from Solutions IT was given to the council for a 20-hour block of time at the cost of \$2,300. The time would be used to evaluate the city's computer systems and fix remaining problems with the system after the computer crashed in September and October. Councilor Jamieson asked if they were available for emergencies and the timeline to respond. CA Greiner will check with them to see about response time but noted that most issues can be handled remotely. The annual retreat is scheduled for January and the agenda items added as given by staff and council. Currently the agenda contains housing and street prioritization. It was discussed earlier that this year it may be helpful to have a facilitator and will reach out to other city managers to see what is available. It was also noted that the Christmas party is tentatively scheduled for December 20 at the Condon Elks Lodge.

9. COUNCIL INFORMATION

9.1. Solutions IT Proposal

10. NEXT REGULAR MEETING DATE

10.1. The next regular Condon City Council meeting will be Wednesday, December 5, 2018, 7 p.m. at City Hall.

11. ADJOURN REGULAR MEETING

The meeting was adjourned at 7:56 p.m.

Jim Hassing, Mayor

ATTEST: _____ Date _____
Kathryn Greiner City Administrator