



128 S Main St.
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City of Condon Regular Council Meeting Minutes Wednesday, December 5, 2018 7:00 PM

1. CALL REGULAR MEETING TO ORDER

Mayor Jim Hassing called the December 5 City council meeting to order at 7 p.m.

2. ROLL CALL

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

Staff: Gibb Wilkins, Public Works Superintendent & Kathryn Greiner, City Administrator

3. PUBLIC HEARING - PROPOSED PUBLIC CONTRACTING RULES

Mayor Hassing opened the public hearing at 7 p.m. and with no public comment closed the hearing.

4. ADDITIONS TO AGENDA

Added 6.5 - Approve Inland Development Invoice for Fiber Project \$162,196.97 and to 7.2 - on the Memorial Hall update to added review and approve the Memorial Hall bid received from Gentry Homes.

5. PUBLIC COMMENT

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

None

6. CONSENT AGENDA

6.1. Approve November 7, 2018 Regular and November 21, 2018 Special Council Meeting Minutes

A motion was made by Councilor Stinchfield to approve the November 7, 2018 regular city council meeting minutes. The motion was seconded by Councilor Jamieson and approved unanimously.

A motion was made by Councilor Fatland to approve the November 21, 2018 special city council meeting minutes. The motion was seconded by Councilor Harrison and approved unanimously.

6.2. VISA Statements

Councilor Fatland inquired of the coding on the VISA bills. CA Greiner explained which department they were coded to and noted that they were on the accounts payable under the VISA bill.



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6.3. Accounts Payable November 13 & 29

Councilor Harrison asked about the higher testing from Box R Laboratories with PW Wilkins stating that Box R has to send some testing out to other labs which makes them more expensive. Councilor Faland asked about the payment to Engineer Control Products, which was for a part to repair a pump and the payment to Cindy Osterlund which was part of the Gilliam County Library's award of the Art & Music Grant of \$2,000. The library will have the Missoula Children's Theatre at the grade school and Osterlund made the down payment.

6.4. November 2018 Payroll Summary

No questions.

6.5. ** Addition ** Approve Inland Development Invoice for Fiber Project - \$163196.97

CA Greiner explained that all payments over \$50,000 must be approved by council and this request is for a milestone of the fiber project with partnership with Gilliam County that will be reviewed and approved by project manager Adam Haas. **A motion was made by Councilor Fatland to approve the payment of \$162,196.97 to Inland Development Corporation for the fiber project contingent on project manager Adam Haas signing off. The motion was seconded by Councilor Harris and approved unanimously.**

7. OLD BUSINESS

7.1. Approve Dark Fiber Lease Agreement with Columbia Basin Electric Cooperative

Mayor Hassing explained that the Columbia Basin Electric (CBEC) fiber lease agreement is not ready for signing so will be tabled to the next meeting. CA Greiner explained that the agreement has been reviewed by CBEC's attorney and now it will be reviewed by Haas, then to the city's telecom attorney. A special meeting will be scheduled before the end of the year to approve and sign the final document.

7.2. Memorial Hall Construction Project Update - Discuss & Approve Bid

CA Greiner stated that due to no bids being received when the Memorial Hall Acoustic Project was put out to bid, the council voted to allow an exception and Jerry Gentry of Gentry Homes submitted a bid for \$70,129. There is over \$82,000 in the budget to complete this project which will also need to include the electrical. CA Greiner stated that this project has been on the city's list for some time and if it goes over the budgeted amount in Memorial Hall fund she will find the funds to get it completed. **A motion was made by Councilor Stinchfield to accept the bid on the Memorial Hall project to Gentry Homes in the amount of \$70,129. The motion was seconded by Councilor Harris and approved unanimously.**

8. NEW BUSINESS



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8.1. Condon Chamber of Commerce Presentation - K'Lynn Lane, Executive Director

Condon Chamber of Commerce Direction K'Lynn Lane presented the council the 2018 activities, 2019 goals and thanked them for the city's current support. The chamber is asking for additional dollars of \$5,500 which is \$3,000 for new artisan benches on Main Street and \$2,500 support for music in the park next year. Lane stated that the chamber has 191 members in 2018 which is a 39-member increase from the previous year. She noted that when she began her job at the chamber in 2015 they had 64 members. The statistics for 2018 through November included 480 phone calls, 800 office visitors, 60,400 website hits which a majority come from Google. Lane added that she updates the website daily and 7% of the website hits were from the City of Condon's website link. She noted the growth of the Fall Festival to 47 vendors and thanked the Council for allowing the use of the Memorial Hall. Lane said that 2019 goals include increasing membership to 250, kiosk installation in four locations including the City Park, rehabilitating the Mountain Identified on Highway 206, new welcome sign on east side coming in from Heppner, Main Street benches and bike racks. She added that there will be a community photo taken on Main Street August 2, 2019 and is working on adding member resources that include focus groups, Chamber After Hours, front line customer service training and adding a coffee corner for discussions in the mornings.

Lane also said that Bike Riders Northwest will host a ride that starts and ends in Condon June 22-29 which will coincide with an artisan market and concert. Councilor Fatland asked how the chamber was organized and Lane said that they are filing to be an IRS 501C-6 to be legal and meet the growing demands of the chamber. They are being assisted by an attorney in this process.

Currently the chamber receives \$15,000 a year from Gilliam County, \$12,500 a year for five years (chamber is in year 3) from Waste Management in concert with the funds from the City of Condon. CA Greiner noted that in the 2018-19 fiscal year \$2,500 has been given to the chamber for concerts and she had asked Lane to bring in one request a year not separate requests. Councilor Jamieson asked what the fiscal year was for the chamber with Lane saying it is changing to July 1 to June 30 with IRS. The request for benches of \$3,000 is half the cost and will replace the existing benches on Main Street leaving the other formations in tact. CA Greiner stated that the city just turned over to the chamber \$1,000 from the GPS lease at the city shop, just under \$9,800 from the transient tax turnover and has approximately \$8,900 in the city's transient tax use and \$8,900 in the city's facilities use. She said that the benches could come from the city facilities fund.

A motion was made by Councilor Fatland to approve \$5,500 in the 2018-19 fiscal year for benches and concert support. The motion was seconded by Councilor Harris and approved unanimously.

8.2. Approve Resolution 2019-05 - A Resolution Amending The City of Condon Public Contracting Rules, and Rescinding Resolution No. 2005-11

A motion was made by Councilor Fatland to approve Resolution 2019-05 - A Resolution Amending the City of Condon Public Contracting Rules and Rescinding Resolution No. 2005-11. The motion was seconded by Councilor Stinchfield and approved unanimously.



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8.3. First Reading of Ordinance 2019-01 - An Ordinance opting out of the Attorney General's Model Public Contracting Rules, Adopting Public Contracting Rules for the City of Condon and Repealing Chapter 32.04 - Competitive Bidding process - Ordinance 2004-04

Mayor Hassing explained that this ordinance was to noted as an emergency and approved all in this meeting as it coincides with the resolution for adopting the public contracting rules.

A motion was made by Councilor Jamieson to read Ordinance 2019-01 by title only and declare it an emergency. The motion was seconded by Councilor Stinchfield and roll call of Councilors Harris, Cronk, Harrison, Stinchfield, Fatland & Jamieson were Yay, - Unanimous. Motion passed.

CA Greiner read Ordinance 2019-01-An Ordinance opting out of the Attorney General's Model Public Contracting Rules Adopting Public Contracting Rules for the City of Condon and Repealing Chapter 32.04 - Competitive Bidding Process - Ordinance 2004-04.

A motion was made by Councilor Jamieson to approve the first reading of Ordinance 2019-01 by title only. The motion was seconded by Councilor Cronk and roll call of Councilors Harris, Cronk, Harrison, Stinchfield, Fatland & Jamieson were Yay, - Unanimous. Motion passed.

A motion was made by Councilor Jamieson to read Ordinance 2019-01 by title only for second reading. The motion was seconded by Councilor Fatland and roll call of Councilors Harris, Cronk, Harrison, Stinchfield, Fatland & Jamieson were Yay, - Unanimous. Motion passed.

CA Greiner read Ordinance 2019-01-An Ordinance opting out of the Attorney General's Model Public Contracting Rules Adopting Public Contracting Rules for the City of Condon and Repealing Chapter 32.04 - Competitive Bidding Process - Ordinance 2004-04.

A motion was made by Councilor Jamieson to approve the second reading, by title only Ordinance 2019-01. The motion was seconded by Councilor Stinchfield and roll call of Councilors Harris, Cronk, Harrison, Stinchfield, Fatland & Jamieson were Yay, - Unanimous. Motion passed. Ordinance 2019-01 will go into effect January 5, 2019.



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8.4. First Reading of Ordinance 2019-02 - An Ordinance to Replace Chapter 32.06 - Streets, Sewer and Water Improvements and Services

The council was presented an ordinance to clean up the section in the code of ordinances that details liens. CA Greiner stated that this does not require an emergency and asked that the council just hold the first of two readings.

A motion was made by Councilor Fatland to read Ordinance 2019-02 by title only. The motion was seconded by Councilor Stinchfield and **roll call of Councilors Harris, Cronk, Harrison, Stinchfield, Fatland & Jamieson were Yay, - Unanimous. Motion passed.**

CA Greiner read - Ordinance 2019-02 - An Ordinance to Replace Chapter 32.06 - Streets, Sewer and Water Improvements and Services.

A motion was made by Councilor Fatland to accept the first reading by title only of Ordinance 2019-0. The motion was seconded by Councilor Harris and roll call of Councilors Harris, Cronk, Harrison, Stinchfield, Fatland & Jamieson were Yay, - Unanimous. Motion passed.

The second and final reading will be at the January 9, 2019 council meeting.

8.5. Approve Resolution 2019-06 - A Resolution Adopting the City of Condon Representation in the Updates to the Gilliam County Multi-Jurisdictional Natural Hazards Mitigation Plan

A motion was made by Councilor Fatland to approve Resolution 2019-06 - A Resolution Adopting the City of Condon Representation in the Updates to the Gilliam County Multi-jurisdictional Natural Hazards Mitigation Plan. The motion was seconded by Councilor Stinchfield and approved unanimously.

9. STAFF REPORTS

9.1. Public Works - Gibb Wilkins, Public Works Superintendent

PW Wilkins said that 2. million gallons of water were pumped in November and due to the increase in moisture, the spring collection system is running and only two wells are currently being used. The crew was anticipating a person rebuilding the Variable Frequency Drive (VFD) pumps but have not received a response of when it can be completed. Will continue to work on getting the VFD fixed or look at options for replacement. PW Wilkins has been working on fixing low spots on the streets and suggested that if more road work is done to look at some prices on used equipment. He noted that Aaron Fitzsimmons was at cross connection class and they crew has installed traffic signs. While working with Jerry Gentry on a bid for the Memorial Hall project it was noted there is a leak in the northeast corner and the crew is working on fixing the drainage issue causing it. The streetlight that was knocked down on Main and Walnut has been received, painted and the crew is coordinating with CBEC staff to install the new pole.



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9.2. Administration - Kathryn Greiner, City Administrator

CA Greiner reported that she was tasked to find a facilitator for the retreat and found an Eastern Oregon University professor that was interested in doing the work. Councilor Stinchfield noted that she didn't know that this task was actually requested. A discussion was held and it was consensus of the council to not hire a facilitator this year and do what has been done in the past plus look at Gilliam County to see if they hire a facilitator and follow their process of how it works for them. Tentatively plan the council retreat for Friday, February 1. CA Greiner noted that the city did not received ODOT's 2019 Special City Allotment grant of \$100,000, but has concluded the 2018 SCA of \$50,000 and is expecting reimbursement any time. She noted that the larger ODOT sidewalk grant has concluded surveying and anticipates construction may happen late spring to early summer of 2019. At a transportation meeting in Moro earlier this week, CA Greiner noted that ODOT is doing a paving project with a company that is planning on having a hot mix batch plant in Arlington which may fix into the city's priorities of street improvement in 2019. She will share the information with PW Wilkins as it is received.

Councilor Fatland noted that he would be absent for approximately six months as he is leaving again this week. He said he would abide by the council's decision if they wanted to get a replacement but otherwise he would stay in connect with the city and its activities. No decision was made. CA Greiner noted that with Fatland's absence of adding another check signer at the January 2019 meeting.

9.3. Police - Gary Bettencourt, Gilliam County Sheriff

The Gilliam County Sheriff's office was not represented at this meeting but the council received a November statistic report from the sheriff's office.

10. COUNCIL INFORMATION

10.1. PSU Preliminary 2018 Population Estimate

10.2. Boardman Housing Information

10.3. ODOT Special City Allotment Grant Letter

11. NEXT REGULAR MEETING DATE

11.1. Next meeting is the SECOND Wednesday of the Month January 9, 2019, 7 p.m.

12. ADJOURN REGULAR MEETING

Meeting was adjourned at 8:11 p.m.

Jim Hassing, Mayor

ATTEST: _____ Date _____
Kathryn Greiner City Administrator