



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, October 2, 2019 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; Councilors Dawn Parm, Michael Cronk, Jan Stinchfield and Donald Jamieson; City Administrator Kathryn Greiner, Public Works Superintendent Gibb Wilkins; Gilliam County Sheriff Gary Bettencourt;

Absent: Councilors Tom Fatland and Brian Barnett

3. ADDITIONS TO AGENDA

3.1. ** PERS Employer Incentive Fund

4. PUBLIC COMMENT

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

None.

5. CONSENT AGENDA

5.1. Review & Approve the September 4, 2019 Council Meeting Minutes

A motion was made by Councilor Stinchfield to approve the September 4, 2019 regular city council meeting minutes with correction of a typo. The motion was seconded by Councilor Parm and approved unanimously.

5.2. Review the Accounts Payable - September 10, 2019

No questions were asked about the accounts payable.

5.3. Review VISA Statements

No questions were asked about the VISA statement

6. OLD BUSINESS



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6.1. Economic Opportunity Analysis Grant Information

CA Greiner explained that the Economic Opportunity Analysis (EOA) Grant requires the city to update its Goal 9 - economic development in their Comprehensive Plan. The approval is a requirement of the grant and must go before the city's Planning Commission October 15 meeting before the ordinance can be approved by council. This was tabled until the November meeting.

6.2. Fiber Project IGA/Update - First Reading of Ordinance 2020-02 - An Ordinance to Approve Fiber Council Intergovernmental Agreement

CA Greiner noted that an ordinance has to be passed to approve the Intergovernmental Agreement (IGA) that will form the Fiber Council. Both the ordinance and IGA were distributed to the council in their packets. City attorney Wyatt Baum, on the telephone, was available to answer questions. The ordinance does not qualify as an emergency and will have to have two readings. CA Greiner noted that Gilliam County approved the first reading of their ordinance to approve the IGA earlier in the day.

CA Greiner noted that a concern of Councilor Fatland was that the IGA did not clearly spell out that if bylaws of the Fiber Council were drawn up that the city council had the authority to approve the changes. Councilor Stinchfield asked Baum if bylaws were going to be required for this new entity. Baum stated that bylaws were not necessarily needed unless the entity expanded from its original organization. The IGA may not be changed without the governing bodies approval.

A motion was made by Councilor Jamieson to have the first reading by title only for Ordinance 2020-02. The motion was seconded by Councilor Stinchfield - Roll call - Yes Councilor Parm, Cronk, Stinchfield and Jamieson with the motion approved.

CA Greiner read the ordinance by title only - Ordinance 2020-02 - An Ordinance of the City of Condon Ratifying the Creation of the Fiber Council in Accordance with ORS 190.085.

A motion was made by Councilor Jamieson to approve the first reading by title only of Ordinance 2020-02. The motion was seconded by Councilor Parm. Roll Call Yays - Councilor Parm, Cronk, Stinchfield and Jamieson. Motion approved.

CA Greiner stated that a special meeting will need to be held for the second and final reading of the ordinance and suggested it be the same day as the Planning Commission meeting Tuesday, October 15. It was agreed that it would that would be the date at set the time at 5 p.m.

6.3. Ward Street Shop Lease with Gilliam County

Councilors received the final draft of the Ward Street shop lease between the city and Gilliam County. Baum stated that the city pushed back on some of the payback of the construction costs in the lease with no repayment of the county's construction costs after 5 years. He added that it protects both parties. CA Greiner noted that the county will take possession of the shop October 10, giving the city time to clean it out, and start rental payments January 1, 2020.

A motion was made by Councilor Stinchfield to approve the agreement with Gilliam County for the Ward Street shop. The motion was seconded by Councilor Cronk and approved unanimously.

Baum left the meeting after this discussion.

7. NEW BUSINESS



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7.1. Census Presentation - Marc Czornij, Partnership Specialist

Marc Czornij, Partnership Specialist with the United State Census Bureau, presented to the council the timelines of the 2020 census. He noted that this is the first time that the census responses will be made available via the internet, and that notices will be mailed out early in 2020 and self-response begins March 12, 2020. Census information is used for US Congress House of Representative boundaries and many federal funding programs such as SNAP, Head Start. Oregon received approximately \$13.5 billion in the 2015-16 fiscal year for federal grants and programs. Czornij's area covers Clatsop, Columbia, Hood River, Wasco, Sherman, Gilliam and Morrow counties.

Czornij stated that he is working with local communities to obtain the most accurate census information through cities, chambers and libraries. Since the census data cannot go to a post office box, census workers will be dispatched to go to physical addresses to gather the information. Czornij mentioned that they were looking to hire for the census next spring for ground work.

7.2. Discuss & Approve Resolution 2020-03 - City of Condon General Fee Resolution

CA Greiner presented a new fee schedule and noted that a majority of the items have been increased. She noted that the water rates, other than bulk water has remained the same, but sewer rates were raised by \$1 a month. PW Wilkins stated that the connection charges for the larger water services were based on actual cost of materials and they have risen considerably. CA Greiner stated that most of the planning fees and rentals fees have increased and she wants to have at least one month where the public has an opportunity to view the schedule prior to adoption. Councilor Jamieson requested that the dates of the change be put on the form as done previously so they can see what it was prior to these changes. CA Greiner will put the dates on the forms and send it out for the councilors within the next week.

7.3. Swimming Pool Lease with Condon School District 25J

CA Greiner stated that this is the same one-year agreement as previously approved between the city and Condon School District for operation of the swimming pool.

A motion was made by Councilor Jamieson to approve the swimming pool lease with Condon School District 25J. The motion was seconded by Councilor Cronk and approved unanimously.

7.4. Audit Contract Extension 2020-2022

The council received an audit contract for the audits of 2020-2022 from current city auditors Accuity LLC CPAs. CA Greiner stated that she is happy with the audit service.

A motion was made by Councilor Stinchfield to approve the extension of the audit contract with Accuity LLC CPAs. The motion was seconded by Councilor Parm and approved unanimously.

7.5. Discuss Franchise Agreements - Columbia Basin Electric Cooperative & Home Telephone Company

CA Greiner distributed the current franchise agreements with Columbia Basin Electric Cooperative and Home Telephone and asked if the council wanted to change the fee of 4% and length of contracts. The CBEC agreement was 20 years and Home Telephone was for five years. CBEC General Manager Tommy Wolff said that the franchise fee was originally a public fee for public safety, was okay with a 10 year contract. Wolff noted that other areas raised the franchise fee to use as a revenue stream. He had given CA Greiner a copy of a new agreement which was not available to the council, nor had CA Greiner had time to review it.

Councilors agreed to keep the franchise fee of 4% per gross revenues and have CA Greiner bring back "clean copies" of the agreements to the November meeting.



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7.6. ** PERS Employer Incentive Fund Discussion

CA Greiner stated that she had recently received information on a program with PERS to bring down the city's PERS rate. The PERS Employer Incentive Fund (EIF) is for employers to deposit funds in a side account to bring their PERS rate down. The deposit has a minimum of \$25,000 (\$6,250 match) and the funds for the state match come from General Fund money set aside in the last legislative session and a portion of the gaming revenue in the Oregon Lottery. The match funds may not be removed after deposited.

Included in the councilors information was an email from PERS stating clarifying the match program, but also stating that the city would be required to pay their "transitional liability"(TL) before being able to participate in the match program. The city's TL is approximately \$190,000 and would take 12.05% off of the monthly 36.56% Tier 1/2 and 32.26% OPSRP rate. She anticipates that the savings would pay for themselves in 10 years and it may free up the cost to hire another employee for Public Works in the next year.

The payment would require a supplemental budget and with this program under the PERS line item. She said that she wants to do more research on this, but it may be a good option to pay off the TL and put a small amount in the side fund to bring down the PERS rates. CA Greiner did say that there is still the possibility that PERS will still have issues and high PERS rates, but asked the council to give her approval to apply for the program and investigate it more. Councilor Stinchfield asked what is the TL and how did the city come to owe that much money. CA Greiner said that she was unsure of what the TL represented and would look into it. It was the consensus of the council to have CA Greiner apply for the program and bring back from information to the November meeting.

8. STAFF REPORTS

8.1. Public Works - Public Works Superintendent Gibb Wilkins

PW Wilkins said that 5 million gallons of drinking water were pumped in September and they are transitioning into the winter pumping schedule. The crew is putting in a line on Court Street from East to Washington streets in hopes that the ODOT grant for paving in that area will be awarded in December. He has completed the reclaimed wastewater permit and that the new public works pickup is in Portland getting the box on it and should arrive in November.

8.2. Police - Gilliam County Sheriff Gary Bettencourt

Sheriff Bettencourt reported that five of the six cars on A Street were removed with one remaining that is not a concern at this time. He sent a letter to Keith Shaw regarding the vehicles on is property on Cottonwood Road and with no response with work with city attorney Baum on the abatement. The Sheriff's office has 11 applicants for two open positions with interviews to be held October 16. Sheriff Bettencourt stated that he gave information on a new law to lower the speed limit in cities by 5 miles per hour to CA Greiner to lower it on Walnut/Highway 206 coming in from Wasco. He is working with PW Wilkins on seeing what changes may be made with this new law and it being a state highway.

8.3. Administration - City Administrator Kathryn Greiner

CA Greiner reminded the councilors of the webworks meeting at the Memorial Hall the next evening, Planning Commission and special council meeting October 15 and that the special project grant \$5,000 grant money to purchase a portable stage has been received. She will order the stage in the next week. The audit field work was completed and the auditors are suggesting that one of the councilors review the bank statements and reconciliations for segregation of duties. She said that she was to schedule a Park & Recreation committee meeting and due to hiring a new employee she hopes to have it in mid-October. She also anticipates the first Housing Committee meeting in November. Jessica Isley was hired as utility billing clerk and is starting tomorrow.

9. COUNCIL INFORMATION

10. NEXT REGULAR MEETING DATE



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10.1. Next Regular Condon City Council Meeting is Wednesday, November 6, 2019, 7 p.m.

11. ADJOURN REGULAR MEETING

The meeting was adjourned at 8:06 p.m.

Date _____
Jim Hassing, Mayor

ATTEST: _____ Date _____
Kathryn Greiner City Administrator