



128 S Main St.
PO Box 445
Condon, OR 97823
P: 541-384-2711
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City of Condon Regular Council Meeting Minutes Wednesday, November 6, 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, Brian Barnett, Jan Stinchfield (arrived 7:04), Tom Fatland and Donald Jameison; Staff - Public Works Superintendent Gibb Wilkins, City Administrator Kathryn Greiner and Gilliam County Sheriff Gary Bette

3. ADDITIONS TO AGENDA

None

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 October 2, 2019 Regular Council meeting minutes

A motion was made by Councilor Donald Jamieson to approve the October 2, 2019 regular Condon City Council meeting minutes. The motion was seconded by Councilor Dawn Parm and approved unanimously.

5.2. Review and approve the October 15, 2019 Special Meeting Minutes

A motion was made by Councilor Tom Fatland to approve the October 15, 2019 special meeting of the Condon City Co. The motion was seconded by Councilor Michael Cronk and approved unanimously.

5.3. Review the Accounts Payable - October 10, 2019

Councilor Fatland asked what police issues were on the Baum Smith (attorney) bill. CA Greiner noted that it was for the legal issues of abating Kieth Shaw property on Cottonwood Road. He also asked about the payment to the Oregon Ethics Division and internet charges to the Memorial Hall. The ethics charge is an annual fee to fund the ethic department and internet was for materials to allow wifi in the Memorial Hall.

5.4. Review the October 18, 2019 Accounts Payable

5.5. E-Check for Portable Stage & VISA Statements

Councilor Jamieson asked about the expenses of the internet of the Memorial Hall on the VISA statements and it was noted that it was for wifi in the Memorial Hall that is temporary at this point, but working to put conduit in for a permanent solution.



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6. OLD BUSINESS

6.1. Approve Resolution 2020-03 - City of Condon General Fee Resolution

The General Fee resolution was provided to the council with an additional document made available to note the dates the rates were previously set and the amounts. CA Greiner did ask for one additional charge to the Memorial Hall rental from separating it out if you used the kitchen or not and asked to have one fee for the Hall of \$100. She added that she is looking into additional charges for the Memorial Hall for set up or take down of the tables & chairs, and possibly renting the tables and chairs which is a partnership with the Condon Chamber of Commerce. CA Greiner is meeting with K'Lynn Lane of the Chamber next week to talk of options to have them do the work for the revenue.

A motion was made by Councilor Tom Fatland to approve Resolution 2020-03 - City of Condon General Fee Resolution with an amendment to change the Memorial Hall fee. The motion was seconded by Councilor Dawn Parm and approved unanimously.

6.2. Discuss Franchise Agreements - Home Telephone and Columbia Basin Electric Cooperative

CA Greiner noted that she had given the council the franchise agreements for Home Telephone Company and Columbia Basin Cooperative with changes noted. Franchise fees for both agreements remain at 4%

Home Telephone had minimal change from a five to a 10-year agreement, that the payments would not be due until the 15th of the month and the requirement of emergency phone service would be removed. CA Greiner stated that the agreement was agreed upon by a representative of Home Telephone Company and reviewed and approved by city attorney Wyatt Baum.

Columbia Basin Electric Cooperative agreement went from a 20-year to a 10-year agreement, changed the payment to be due by the 15th of the month and added language to the agreement to include telecommunications. CA Greiner send the changed agreement to CBEC General Manager Tom Wolff and has not received a response at this time.

A motion was made by Councilor Donald Jamieson to to approve the franchise agreement as presented to Home Telephone Company. The motion was seconded by Councilor Tom Fatland and approved unanimously.

CBEC franchise agreement was tabled unti



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6.3. PERS Incentive Fund Update

CA Greiner provided the council with additional information on the PERS Employer Incentive Fund. The city has to pay off its transitional liability (TL) before they can participate in the matching EIF which is estimated to be approximately \$190,000. Once the TL is paid the city's PERS rates will automatically decrease 12.05% of payroll. The current rates range are 36.56% for Tier 1/2 and 32.26% for OPSRP of gross payroll and will drop to 24.51% and 20.21% respectively. Savings based on the projected payroll is conservatively estimated at \$20,000 a year. The match portion of the EIF program is a separate account that will lower the rates further based on the actuarial calculations.

CA Greiner stated that the decision to pay back the TL made sense to save a large percentage of the PERS unfunded liability and although the match funds may be uncertain the incentive of having 25% contribution on what the city pays will lower the rates. She explained that the EIF match fund account was submitted for \$25,000, but thought that the city could afford \$50,000 to offset the account for the future payroll. The match contribution, if paid in December 2019 would be calculated for the July 2020 PERS rate, and if the council decided to pay the match funds after January 1, 2020, it would not be calculated until December 2020 and not show a difference until July 2021.

Councilor Stinchfield asked for clarification of the TL and stated that she was concerned about the money to PERS being worth the benefit. CA Greiner stated that it was her understanding that the TL was when the third tier of PERS was done and the city's portion of the pool's unfunded liability is paid over 18 years and a large percentage rate. Councilor Barnett asked if the TL must be paid this year, which CA Greiner stated that it has to be to contribute to the match fund and it is more timely and beneficial if done in December.

A motion was made by Councilor Jan Stinchfield to participate in the EIF program and pay off the transitional liability and provide \$50,000 in the match program. The motion was seconded by Councilor Donald Jamieson and approved unanimously.

6.4. Fiber Council Update

Councilor Jamieson (Fiber Council member) said that the Fiber Council held its first meeting the prior week and selected Rita Rattray as chair and himself as vice-chair. They are working on the lease agreement for the dark fiber and have tentatively set the dark fiber rates at a minimum of \$500 per month for a pair of fiber, but if you only want one fiber, that will be the \$500 a month minimum. Councilor Jamieson stated that it was below market rate with CA Greiner adding that the spreadsheet of rates gathered last spring showed the next amount was \$600 a month for a pair.

Councilor Stinchfield (Fiber Council member) said that the Council had appointed Josh Hendricks as the fifth member of Council. He is a resident of Condon and works in the IT field.

7. NEW BUSINESS



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7.1. First Reading of Ordinance No 2020-01 - A Proposed Ordinance Amending the City's Comprehensive Plan, Adopted January 2012, to Incorporate Updated Economic Development Material and Revise the Goal 9 Economic Development Opportunities analysis (EOA), and the Executive Summary are Hereby Adopted as a Support Document to the Comprehensive Plan

A motion was made by Councilor Tom Fatland to read Ordinance 2020-01 by title only. The motion was seconded by Councilor Donald Jamieson. Roll Call -

Yes- Parm, Cronk, Barnett, Stichfield, Fatland & Jamieson, No- None, Abstain- None

Motion carried.

CA Greiner read the motion - City of Condon Ordinance 2020-01 - A Proposed Ordinance Amending the City's Comprehensive Plan, Adopted January 2012 to Incorporate Updated Economic Development Material and Revise the Goal 9 Economic Development Policies in the Plan; Further the Support Documents, The Economic Opportunities Analysis (EOA), and the Executive Summary Are Hereby Adopted as a Support Documents to the Comprehensive Plan.

A motion was made by Councilor Tom Fatland to too approve Odinance 2020-01 by Title only. The motion was seconded by Councilor Donald Jamieson.

Yes- Parm, Cronk, Barnett, Stinchfield, Fatland and Jam, No- None, Abstain- None

Motion carried.

8. STAFF REPORTS

8.1. Public Works - Public Works Superintendent Gibb Wilkins

PW Wilkins stated that 2.5 million gallons of drinking water had been pumped in the last month which is 1/2 million less gallons than average. The park and golf course have been winterized, that the walk-behind concrete saw needs to be replaced and that when trying to tie in the water project on Court and Washington Streets problems were encountered with a valve not shutting off. The problem has been fixed and they will try to tie in the water line next week. He reported that the city was successful obtaining the ODOT Special City Allotment grant for paving on East, Court, Washington and Jefferson Streets in the amount of \$100,000. The grant is requiring an ODOT corner sidewalk ramp on the northwest corner of Bayard and Washington (near the day care. PW Wilkins stated that the engineering may cost \$20,000 until ODOT's standards can be used for this project. He said that he is looking into fixing the clock on the front of City Hall and an alternative to the siren if it can no longer be fixed. PW Wilkins met with the Gilliam County Soil and Water Conservation District to discuss improve stream bed health and that the farming RFP is due November 15. Four packets have been sent out to potential farmers and none have been returned at t

8.2. Police - Gilliam County Sheriff Gary Bettencourt

Sheriff Bettencourt said that they have abated Keith Shaw's property on Cottonwood Road that included Shaw placing several motorhomes on the County' right-of-way for one week. The motorhomes were not picked up after 12 days so they were tagged to be towed. Sheriff Bettencourt said that one was towed and two other motorhomes were pulled onto John Reser property. He said that two new deputies have been hired for the sheriff's office with one being stationed in Arlington and the other in Condon. The new employees will be at the academy from January 20 to May 8, 2020, which he noted will leave him short staffed. Sheriff Bettencourt asked for direction on property owned by David Drinkwine on the corner of Washington and Walnut streets regarding the vehicles and other miscellaneous items stored on the property. Discussion of a privacy fence around the property, but realize that there may still be issues with nuisance ordinance. Sheriff Bettencourt said he would talk to Drinkwine to discuss a solution. He also distributed a flyer inviting the council to tour the Department of Public Safety Standards and training center in Salem. CA Greiner will scan and email the flyer to councilors.



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8.3. Administration - City Administrator Kathryn Greiner

CA Greiner asked that the members of the Park and Recreation and the newly formed Housing Committee meet with her after the meeting to discuss a time to meet in the next two weeks. She noted that the City Christmas party is scheduled for Thursday, December 19 in the Memorial Hall and she attended the Oregon Connections telecommunication conference in Ashland last month. The city has received the portable stage that was purchased with grant and transient tax funds, and the City purchased new chairs in partnership with Condon Chamber for Memorial Hall or other use. CA Greiner alerted the staff that a planning action was being considered to annex in two acres north of Cottonwood Road into the City and that the RFP for City Hall remodel will go out again this month.

9. COUNCIL INFORMATION

9.1. ODOT Special City Allotment Grant Award Letter

10. NEXT REGULAR MEETING DATE

10.1. Next Regular Condon City Council meeting is Wednesday, December 4, 2019, 7 p.m. Condon City Hall.

11. ADJOURN REGULAR MEETING

Meeting was adjourned at 7:58 p.m.

Jim Hassing, Mayor

ATTEST: _____ Date _____
Kathryn Greiner City Administrator