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City of Condon Regular Council Meeting Minutes Wednesday, February 5, 2020 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; Donald Jamieson & Tom Fatland (by Skype); Staff City Administrator Kathryn Greiner, Public Works Superintendent Gibb Wilkins; Gilliam County Sheriff Gary Bettencourt

3. PROCLAMATION - FEBRUARY NOBEL LAUREATE MONTH

3.1. Proclamation Nobel Laureate Month - Linus Pauling & William Parry Murphy

Mac Stinchfield read the Proclamation of February as Nobel Laureate Month.

4. PUBLIC COMMENT

4.1. 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

5. ADDITIONS TO AGENDA

None

6. CONSENT AGENDA

6.1. Review & Approve the January 8, 2020 Regular City Council Minutes

A motion was made by Councilor Stinchfield to approve the January 8, 2020 regular council meeting minutes. The motion was seconded by Councilor Jamieson and approved unanimously.

6.2. Review Accounts Payable - January 10, 2020

Councilor Jamieson asked if Gilliam County was paying the electricity for the Ward Street Shop. CA Greiner will get that changed as it has not been done yet. Councilor Cronk asked about the heating bill of the Memorial Hall and suggested that weather stripping be put on the back door to eliminate heat loss.

6.3. Review VISA Statements

Councilor Cronk asked about the tow/tire chains purchased and PW Wilkins stated that they were from a company in Hillsboro that were heavy duty to go on the dump truck. Councilor Jamieson inquired of the membership for Amazon Prime and was told by CA Greiner that we do enough business with Amazon now to pay for the membership.



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7. OLD BUSINESS

7.1. 2018-19 Audit Presentation Kori Sarrett, Accuity CPAs

Kori Sarrett, CPA of Accuity CPAs was present to discuss the 2018-19 audit. She stated that they did their field work in September and city staff was well prepared with documents and records. The City ended the year with \$4.2 million in cash and the water and sewer fund balances were sufficient. Cash flow was positive and the end fund balance was \$1.1 million which is over one year of expenses covered. The one compliance issue continues to be segregation of duties. Sarrett stressed that with the segregation issue the councilors would need to continue to have oversight over the finances. The one issue with the financials was that the Memorial Hall electrical cost in the renovation was over the \$10,000 contract limit with not bids. Sarrett said that a new auditing standard regarding leases may cause extra time next year.

7.2. Fiber Council Update

Councilor Stinchfield said that the Fiber Council is awaiting the completion of the dark fiber lease. CA Greiner said that the lease is with the Gilliam County attorney and is hoping that it will be completed within the next week.

8. NEW BUSINESS

8.1. Review and Approve 2020 City of Condon Goals & Priorities

CA Greiner noted that she added under facilities on the Goals & Priorities a machine storage shop at the sewer plant. It was omitted from the discussion Friday, but is going to go in the 2020-21 budget with the lease of the Ward Street shop. Councilor Stichfield asked about the water and sewer lines to the Fairway Housing development and it was pointed out that it is on the back burner until they have a discussion with the school regarding their property.

In the retreat it was discussed that the council could offer to take the Condon Grade School building and baseball field adjacent to the school to do a housing development. Councilor Cronk stated that it would be good to get started on it to see if this is an option. The baseball field block has paved streets on three sides, sewer and water main lines easily accessible that the development would be a smaller in price and size of the Fairway Housing. If the city can work out an agreement with the school district to take on the baseball field in 2020, then work on the school building to determine if it can be saved or not to develop that block when the school moves to one campus. Councilor Fatland asked if the decision has been final as he has concerns. CA Greiner will draft up letter stating what they would like to see and asked Councilor Fatland to review it and the minutes from the work session then send his additional concerns. Once this has been done, the city will schedule a Housing Committee meeting with school administration to discuss.

8.2. Condon Chamber of Commerce Request 2020-21

Condon Chamber Executive Director K'Lynn Lane was present and requested \$2,500 for summer concert series, and Christmas decoration for light poles of \$1,694 for a total contribution of \$4,194. CA Greiner noted that the transient fund currently has approximately \$20,500 in the city fund for tourism activities and tourism facilities that would cover this cost. The funds would be taken from the 2020-21 budget - available after July 1, 2020. CA Greiner did note that another item that the city was going to fund through this was a storage trailer for the tables, chairs and portable stage that can be parked at the city shop and moved where needed. Councilor Cronk stated that he was investigating cost of a trailer to hold the city items and it is approximately \$9,500. CA Greiner said that she is going to apply for a grant from Gilliam County and hopefully a portion of the trailer can be paid by grant funds.

Lane explained that the chamber is hosting four concerts this summer with total cost of \$8,500. It is estimated that the city contributes approximately \$15,000 a year to the Chamber of Commerce.

A motion was made by Councilor Fatland to approve the funds to the Condon Chamber of Commerce as requested paid out of the 2020-21 transient tax funds.. The motion was seconded by Councilor Parm and approved unanimously.



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9. STAFF REPORTS

9.1. Public Works - Public Works Superintendent Gibb Wilkins

PW Wilkins said that 2.5 million gallons of water were pumped in January and that booster pump has been serviced and is back in working order. He is attending an ODOT meeting tomorrow to discuss the ODOT grant for sidewalks on North Main that was approved for the 2018-21 period. The bidding process is expected to not go out until June 2021 and there is discussion of making the intersection of Walnut and Main a 4-way stop. He said that at the Lower John Day ACT meeting on Monday it was discussed that due to a lawsuit, ODOT is scheduled to 500-plus sidewalk ramps in 2020 with 59 due in Condon. He attached a map and addressed concerns that this issue may affect city sidewalks and streets in the future. PW Wilkins is in discussion with Anderson, Perry to discuss the specifications for the sidewalk ramps to updated in the city's standards book.

9.2. Administration - City Administrator Kathryn Greiner

CA Greiner noted that she will be attending a housing workshop with Councilor Barnett in Hermiston Monday, February 10; a planning commission meeting February 18 is discussing a Conditional Use Permit to place a duplex in a residential zone and attending the CIS conference in Salem later this month. She said that the City Council will receive new emails with cityofcondon.com on it and will coordinate to forward their gmail to the new emails.

9.3. Police - Gilliam County Sheriff Gary Bettencourt

Sheriff Bettencourt said that he will be out of town, along with Deputy Flory February 17-21; that his two new deputies are still at the academy and that a DARE program was started at Condon High School this week. He is also working with city staff to determine if there is work for the NORCOR crew when they are done at Waste Management. His concern of the work crew is finding jobs in the area in the winter months.

10. COUNCIL INFORMATION

None

11. NEXT REGULAR MEETING DATE

11.1. Next Regular Condon City Council meeting is Wednesday, March 4, 2020, 7 p.m. at Condon City Hall.

12. ADJOURN REGULAR MEETING

Mayor Hassing adjourned the meeting at 7:50 p.m.

Date _____
Jim Hassing, Mayor

ATTEST: _____ Date _____
Kathryn Greiner City Administrator