



128 S Main St.
PO Box 445
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P: 541-384-2711
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City of Condon Regular Council Meeting Minutes Wednesday, March 4, 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 Jan Stinchfield, Brian Barnett, Michael Cronk, Tom Fatland (via skype); City Administrator Kathryn Greiner; Gilliam County Sheriff Gary Bettencourt.

Absent: Councilors Donald Jamieson and Dawn Parm; Public Works Superintendent Gibb Wilkins.

3. ADDITIONS TO AGENDA

- 3.1. *** Addition - New Business- Review & Approve the Plan of Action for the City of Condon for the 6-30-2019 Audit**

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.**

Sheriff Bettencourt introduced Gilliam County Sheriff Deputy Anthony Redden-Pickett to the council. Deputy Redden-Pickett patrols in the Condon area.

5. CONSENT AGENDA

- 5.1. Review & Approve the Minutes of the February 5, 2020 Regular Council Meeting**

A motion was made by Councilor Brian Barnett to approve the February 5, 2020 regular city council meeting minutes. The motion was seconded by Councilor Michael Cronk and approved unanimously.

- 5.2. Review Accounts Payable of February 11, 2020**

Councilor Fatland asked about the cost of CivicClerk. CA Greiner stated that it was for the paperless packet system which \$3,600 was for the annual support fee and the remainder was for the final payment on the cost of the software. He also inquired of the Dorn Street signs, which CA Greiner said that they were for new Historical District signage that she anticipates being installed by July 4.

- 5.3. Review VISA Statements**

None.

6. OLD BUSINESS



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6.1. Housing Committee Update - Set Meeting with Condon School District

CA Greiner said that the Condon School District Superintendent was available to meet Monday, March 16 at 6 p.m. to discuss the possibility of the City to transfer ownership of the Condon Grade School Block and adjoining baseball field area. Agenda for this meeting will be prepared and distributed next week.

The council discussed several items in regards to this proposal including the City would take possession of the facilities (which includes the Condon Grade School building, block that it sits on, plus the adjoining baseball field in the current year. The City would lease back the building and playground areas until the new grade school is available to be used. The lease would require the school district to maintain and repair the building and grounds while in use, plus pay all operating expenses. Condon School District is projecting that the new building will be available for use in the fall of 2022, which gives the City time to evaluate the facilities to determine if it will be rehabilitated or demolished. CA Greiner noted that in the two year period not only would it give the City time to evaluate the course of action for the property, but arrange funding for the decision to be made. The City would request access to the property during this time, but are aware that they do not want to disrupt school functions or extracurricular activities.

Councilor Fatland suggested that the City request the assessments of the Condon Grade School building over the years. He and Councilor Stinchfield stated they were associated with the school when at least one of the assessments was done and others in anticipation of the bond in 2002 and the current bond. The City will also request any and all documentation that would put conditions from previous bonds on the facilities if ownership is transferred. CA Greiner will request from Superintendent Geer the assessments and other blue prints or plans that pertain to the Grade School facility.

Councilor Barnett asked for clarification of "take possession" of the building with CA Greiner stating that it would have the school deed over the land and facility and make it a City asset. Councilor Barnett also asked for CA Greiner to map out the issues that were discussed to prepare the council for the meeting with the school district.

6.2. Fiber Council Update

Councilor Stinchfield noted that the dark fiber lease has been returned from Gilliam County's attorney but she would like to sit down and go over to understand the agreement fully. CA Greiner said that the original intent of the Fiber Council was to send a draft to potential customers after legal review. She will contact Fiber Council Chair Rita Rattray on how to proceed.

7. NEW BUSINESS

7.1. Insurance Agent of Record - John Anderson, Wheatland Insurance

CA Greiner said that the city's insurance agent of record Jay LaRue retired earlier this year and asked that the council appoint Wheatland Insurance with to be the agent of record. John Anderson, agent of Wheatland Insurance said that he specializes in public entities and would happy to work with the City of Condon. It was noted that if Anderson was not available, or the City had a conflict, they would have access to any other agent with local government expertise to assist them.

A motion was made by Councilor Michael Cronk to appoint Wheatland Insurance as the city's agent of record effective March 10, 2020. The motion was seconded by Councilor Jan Stinchfield and approved unanimously.

Anderson stated that he attended the annual CIS conference the previous week and rates were announced at 15% for property, workers' compensation is holding steady with no increase and liability will increase 3-5%. He also said that CIS customers with pools will be required to undergo a pool inspection this year. CA Greiner asked if the pool inspection is required if the city doesn't own the pool but just does the operations. Anderson stated that since he was also the insurance agent of record for the owner of the pool (school district) the report would be shared with both entities. He does not anticipate an issue with the pool during inspection. Anderson said that he also inspects all legal contracts to make sure that they include the proper insurance language. CA Greiner added that although Anderson does not work with the health insurance with CIS, the rates will increase approximately 5% for medical and remain the same for dental and vision. Anderson added that he can evaluate the insurance coverage of the city to determine if deductibles can be changed for any savings of premiums and can attend any council meeting when requested.



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7.2. Award Bid for City Hall Remodel Project

The council received the bid summary for the City Hall project with the low bid being \$230,000 from Kirby Nagelhout Construction Company. The other two bids were CB Construction \$310,400 and L. Scott Goodrich Construction \$312,364. CA Greiner sent the bids to architect Gail Sargent and city attorney Wyatt Baum. Baum had no issues with the legality of the information and Sargent emailed that she was familiar with Kirby Nagelhout Construction Company and had no issues with the city going with the low bid.

A motion was made by Councilor Jan Stinchfield to accept Kirby Nagelhout Construction Company bid for the City Hall remodel project at the cost of \$230,000. The motion was seconded by Councilor Michael Cronk and approved unanimously.

CA Greiner will send out a Notice of Award to Kirby Nagelhout Construction Company and have Baum do a construction contract for the project.

7.3. ** Addition - Review & Approve the Plan of Action for the City of Condon for the 6-30-2019 Audit

CA Greiner explained that several items in the 2019 audit require an action plan sent to the State of Oregon Division of Audits on corrective actions. She stated that most of the items revolve around the small staff. The council is going to have to decide who will review the monthly bank reconciliations and now will include the journal entries. Another item is to review the adjustment to the utility billings that there will be a report that she will review and sign off of each month.

A motion was made by Councilor Tom Fatland to approve the correction action plan as stated for the 2019 audit. The motion was seconded by Councilor Jan Stinchfield and approved unanimously.

8. STAFF REPORTS

8.1. Public Works - Public Works Superintendent Gibb Wilkins

PW Wilkins provided a written report during his absence.

8.2. Police - Gilliam County Sheriff Gary Bettencourt

Sheriff Bettencourt noted that things have been quiet other than a light pole that was knocked over on lower Main Street and a sign post on upper Main Street.

8.3. Administration - City Administrator Kathryn Greiner

CA Greiner stated that Congressmen Greg Walden will be holding a town hall in the Memorial Hall Friday, March 13, 3:30 p.m. and Senator Ron Wyden will hold a town hall Sunday, March 15, 2 p.m. in the Memorial Hall. She urged the councilors that if they had the time to attend the Regional Strategies meeting Friday, March 13, 9:30 to 11:30 a.m. in the Memorial Hall that is to discuss regional projects with multiple of state agencies. She is working to schedule the community clean-up for May 15 which includes a household hazardous waste collection site.

CA Greiner attended the Port of Arlington budget meeting and was told that the Port has no projects for the south end of Gilliam County or Condon for the 2020-21 fiscal year. Their priorities are a bathroom rehabilitation near the Port office, upgrading or fixing the Port's lift station at their RV Park and extending the water and sewer to the end of the peninsula. All projects are in the City of Arlington. The Port is asking Gilliam County for \$40,000 for marketing, which \$20,000 is for two billboards on I-84, \$40,000 for the small business grant program and \$200,000 for extending water and sewer to the end of the peninsula. She noted that the \$17,000 for extending water to Linus Pauling Field will be rolled over to the 21-22 fiscal year. CA Greiner said that at one time the Port was designated as the economic development arm for Gilliam County, but due to no projects on the south end that she urged the council to continue with doing their own projects, but to apply for more county funding for City projects.



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9. COUNCIL INFORMATION

9.1. Eastern Oregon Regional Solutions Invitation - 3-13-2020 Memorial Hall

10. NEXT REGULAR MEETING DATE

10.1. Next Regular Condon City Council meeting is Wednesday, April 1, 2020, 7 p.m. at Condon City Hall.

11. ADJOURN REGULAR MEETING

Mayor Hassing adjourned the meeting at 7:44 p.m.

Jim Hassing, Mayor

Date _____

ATTEST: _____
Kathryn Greiner City Administrator

Date _____