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City of Condon Regular Council Meeting Minutes Monday, March 23, 2020 6:00 PM

1. CALL SPECIAL MEETING TO ORDER

Mayor Jim Hassing called the meeting to order at 6 p.m.

2. ROLL CALL

Present: Mayor Jim Hassing, Councilors Brian Barnett, Jan Stinchfield, Donald Jamieson, Michael Cronk (telephone) & Dawn Parm (telephone); City Administrator Kathryn Greiner, Public Works Superintendent Gibb Wilkins, Gilliam County Sheriff Gary Bettencourt and Gilliam County EMS Coordinator Chris Fitzsimmons.

Absent: Councilor Tom Fatland

3. DISCUSS COVID-19 ISSUES AND CITY PLANNING

3.1. Discuss Declaring a State of Emergency

CA Greiner presented the council with a draft resolution of a Declaration of Emergency. She noted from the League of Oregon City Information that it may not be necessary to have such a resolution as the state and county have declared an emergency, but a resolution is needed to put into place any measures that go against the City of Condon Code of ordinances - such as no late fees or shut off of services for several months.

Councilor Jamieson asked if this had to be approved this evening or if it could wait until next week as he would like to review if more since it was given to the councilors that day. CA Greiner noted that most of the relief of fees would not have to be done until the April 1 payments, so she would try and send something out later this week and asked the councilors to review it to have a final version by the April 1 council meeting.

Councilor Barnett asked if the council would not lose out on funding if they did not declare a state of emergency. EMS Fitzsimmons stated that with FEMA and other programs a declaration is not needed.

The council tabled the declaration resolution until the April 1 council meeting.

3.2. Discuss and Review Utility Issues - Online Payments, Disconnect & Late Fees

CA Greiner said that the state has asked that late charges and disconnects we waived for the next several weeks, if not months during the COVID-19 crisis. She stated that she would also like the city to consider a credit to the businesses being affected by the shutdowns and suggested a \$500 credit toward the businesses utility bills. Another suggestion was to donate \$5,000 to the local Condon Food Pantry that provides assistance to residents with utilities (water, sewer and electricity), food or rent.

Councilor Jamieson asked about home businesses and although that was not the consideration it should be if they have had to close due to Governor Browns' executive order. Councilor Stinchfield asked if it the credit could be split out and not a lump \$500 credit. It was recommended that a three month credit for business up to \$500 starting with the April bill. There will be an application for businesses to fill out to request the credit.



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3.3. Contributions to Other Community Programs - Food Pantry, Utility Assistance, Other Social Services

Councilors inquired if the donation could go from the city to residents and requiring them to fill out a form of need. CA Greiner said that the Food Pantry does an intake, and she will get the information from them. Councilors also inquired about CAPECO which is a regional service to help low income, and CA Greiner will reach out to determine what services they offer to City of Condon.

At the end of the week, CA Greiner anticipates sending some drafts to the council to determine if they have any changes prior to the April 1 meeting. CA Greiner said that she had a discussion with Eileen Potter at CBEC regarding electricity assistance and their internal program "Helping Hands" is used throughout their service territory.

EMS Fitzsimmons stressed that the most important item in this crisis is communication and that Gilliam County is able to assist.

4. DISCUSS CITY STAFFING - PUBLIC WORKS, PARK, GOLF, POOL, ADMINISTRATION

CA Greiner said the seasonal employees at the park and golf course would start work Wednesday, April 1 with regular hours. She said that pool manager Shellie Johnson starts work near the first of April but due to uncertainty of opening the pool, she asked to put her on as usual and find other work if not at the pool. Councilors showed concern of employing Johnson without a task list and possibly putting her on hourly instead of salary. CA Greiner will work on a task list and bring back to the council which may include getting the pool ready for operation. Councilors asked that this arrangement be reviewed in a month or two to determine what may be needed. CA Greiner also asked about increasing administrative assistant Jessica Isley's hours from 20 to 32-35 if her hours are cut at her other part time jobs and was assured that there were enough projects to keep her busy which would include taking on the safety program.

CA Greiner stressed that it is hard to get quality help and would like to make sure we can get their through this crisis. She will bring more information to the Council meeting April 1. She noted that at the Transfer Station and recycle depot the employees have been told not to assist customers and no fees will be accepted at this time to protect employees.

It was asked if the park and golf staff should be cleaning the restrooms during this time. It was determined that the porta-potty at the park will remain until further notice and another ordered for the Golf Course. PW Wilkins stated that people can still golf but a sign has been added that people can play at their own risk and must adhere to social distancing as directed by the State of Oregon.

5. DISCUSS MUTUAL AID FOR WATER & WASTEWATER SERVICES/CERTIFICATION

5.1. Review & Approve Public Works Mutual Aid Agreement

PW Wilkins gave to the council a mutual aid agreement for water and wastewater assistance if he and Aaron Fitzsimmons were unable to perform their jobs, or if they were needed in a neighboring community. The agreement was just received that day, therefore the council tabled it until the April 1 meeting giving them time for review.

6. ADJOURN SPECIAL MEETING

Mayor Hassing adjourned the meeting at 7:04 p.m.

Date _____
Jim Hassing, Mayor

ATTEST: _____ Date _____
Kathryn Greiner City Administrator