



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, April 1, 2020 7:00 PM

1. CALL REGULAR MEETING TO ORDER

- 1.1. Join Zoom Meeting**
<https://zoom.us/j/659071620?pwd=eVd1THFrZkNpZE84SFk0WWU2R0p0QT09>

Meeting ID: 659 071 620
Password: 973556

Mayor Jim Hassing called the meeting to order at 7 p.m

2. ROLL CALL

Present: Mayor Jim Hassing; Councilors Donald Jamieson, Jan Stinchfield, Dawn Parm, Michael Cronk, Brian Barnett; City Administrator Kathryn Greiner, Public Works Superintendent Gibb Wilkins, Gilliam County Sheriff Gary Bettencourt and Gilliam County Judge Elizabeth Farrar

Absent: Councilor Tom Fatland

3. ADDITIONS TO AGENDA

None

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. CONSENT AGENDA

- 5.1. Review & Approve March 4, 2020 Regular City Council and March 23, 2020 Special Meeting Minutes**

A motion was made by Councilor Parm to approve the March 4 regular city council meeting minutes. The motion was seconded by Councilor Barnett and approved unanimously.

A motion was made by Councilor Stinchfield to approve the March 23, 2020 special council meeting minutes. The motion was seconded by Councilor Parm and approved unanimously.



128 S Main St.
PO Box 445
Condon, OR 97823
P: 541-384-2711
F: 541-384-2700

5.2. Review March 10, 2020 Accounts Payable

Councilor Jamieson asked about the cost of the dog waste bags with PW Wilkins stating that they purchased enough to last several years. Councilor Cronk asked where the new dog waste dispenser was going and if one could be put at the Little League baseball field. PW Wilkins said that the new dispenser is replacing the broken one at the park near the Drive-In and that the Little League field is not owned by the city. Councilor Barnett asked why there was the same amount for an item at Bennett's Tire & Auto and CA Greiner replied that it was one item but split between two accounts.

5.3. Review VISA Statements

No questions on the VISA statements.

6. OLD BUSINESS

6.1. Fiber Council Update

CA Greiner said that she had received a clean draft of the dark fiber lease agreement and sent it out earlier this week to Lightspeed Network, Home Telephone Company, Link Oregon, Inland Development, Gorge.Net and received replies from two of the entities. Due to the COVID-19 issues they are still interested but it will be some time before they are ready to discuss the lease. Judge Farrar and CA Greiner are having a discussion with Gorge.Net on Friday to discuss fiber issues.

7. NEW BUSINESS



128 S Main St.
PO Box 445
Condon, OR 97823
P: 541-384-2711
F: 541-384-2700

7.1. Declaration of Emergency/COVID-19 Resolution 2020-05

CA Greiner attached Resolution 2020-05 - A Resolution to declare a state of emergency in response to COVID-19. Councilor Stinchfield stated the need for a few corrections in the document which were noted and will be changed. Councilor Barnett asked said that under "authorization" is was vague of the designee of the City Administrator and asked that it be clarified. CA Greiner said that it would most likely be PW Superintendent Wilkins and will make that change.

A motion was made by Councilor Stinchfield to approve Resolution 2020-05 - A Resolution of the City of Condon Declaring a State of Emergency in Response to the COVID-19 Pandemic; and Authorizing the City Administrator to Take Actions Necessary and Appropriate to Protect the Health, Safety, and Welfare of the City and the City's Citizen with corrections. The motion was seconded by Councilor Parm and approved unanimously.

Councilors discussed offering a utility credit to businesses with a draft letter and application in the packet. The credit would be for businesses that have been effected by COVID-19 and are listed in the declaration by Governor Kate Brown. Councilor Barnett asked if there is a business license process in Condon or if one should be implemented. A short discussion was held regarding with a license requirement being tabled at this time, but looked into to have an adequate business registration. Councilor Stinchfield asked about a home business that has been effected by COVID-19 and Councilor Jamieson said that it should be a commercial account not a residential.

CA Greiner also asked about a donation to the local food pantry for residential assistance with utilities which could include electric, telephone or internet. Condon Food Pantry would screen the residents requesting the assistance and have supplied a sample application. Councilor Stinchfield asked if Columbia Basin Electric Cooperative (CBEC) or Home Telephone are doing a program to assist residents during this time. CA Greiner said that CBEC has a program called Helping Hands that is run through the local food pantry and management is discussion a business assistance program. She had not heard if Home Telephone has offered a program, and said that K'Lynn Lane, Condon Chamber of Commerce executive director has reached out to Morrow County Grain Growers and Waste Connections. Councilor Barnett asked if they could go month by month and evaluate as they go. Councilor Stinchfield said that the food pantry guidelines looked good and thought that the donation be earmarked for city utilities only.

A motion was made by Councilor Barnett to approve a business utility credit for three months with a maximum of \$600 and to donate \$2,000 to the Condon Food Pantry for residential utility credits. The motion was seconded by Councilor Stinchfield and approved unanimously.

CA Greiner will contact the Condon Food Pantry to set the parameters of the donation and complete the necessary application and letter for the business credit.

Judge Farrar explained at the Gilliam County Court meeting earlier in the day, they approved a \$150,000 grant program for businesses effected by COVID-19 in Gilliam County. The program will be administered by the Condon Chamber of Commerce under a Memorandum of Understanding between the two organizations. The Chamber has the applications on their website and they have formed the Business Stabilization Committee to review the applications. The committee consists of representatives of the cities of Condon and Arlington, Condon Chamber of Commerce, Bank of Eastern Oregon, Gilliam County, Columbia Basin Electric Cooperative and the Small Business Administration. K'Lynn Lane, Chamber staff will assist businesses with this grant and navigate other programs that may be available to them. Judge Farrar also said that Gilliam County has given the businesses that have loans with Gilliam County a six month reprieve on payments. CA Greiner will represent the city on the Stabilization Committee.

CA Greiner said that City Hall is closed to the public and are investigating an online bill payment system that will be discussed further at the budget committee meeting later in the month. The payment system would work with the city's accounting program Caselle and have an initial cost of \$6,000 which includes training and installation, plus approximately \$400 a month in support and credit card fees. She also recommended to the council that the swimming pool operations continue as if it will open in June or July with manager Shellie Johnson starting work int he next several weeks. It was the consensus to continue forward with pool operations. CA Greiner stated that other staff are operating as normal but are aware that if anyone is ill that schedules may change and be staggered to protect the workers. The park and golf staff have started their seasonal jobs.



128 S Main St.
PO Box 445
Condon, OR 97823
P: 541-384-2711
F: 541-384-2700

7.2. Discuss Housing Committee Meeting with Condon School District

CA Greiner had attached the Housing Committee notes when they met with Condon School District representatives last month. Committee members agreed that it was a good meeting and the school district is anxious for the trade to occur. CA Greiner said that Superintendent Michelle Geer was to get legal counsel to determine what needed to be done to complete the transactions as it relates to the school building that has bond restrictions until June 2023. She had received an email from Geer last week that due to COVID-19 issues the attorneys were not able to take up the property questions at this time, but would continue to explore the options.

7.3. Discuss Economic Development Issues

CA Greiner explained that current partnerships with Gilliam County on fiber and housing, she drafted a letter to the Gilliam County Court asking to work directly with them on city economic development issues. She noted that it could streamline the process of projects and may also include some county staff time for technical assistance. Projects may move more quickly with extra staff time that is not available with city staff at this time. Councilors Stinchfield, Cronk and Jamieson recommended with moving forward with the request from Gilliam County.

A motion was made by Councilor Stinchfield to send the letter as drafted to Gilliam County requesting economic development assistance. The motion was seconded by Councilor Cronk and approved unanimously.

8. STAFF REPORTS

8.1. Public Works - Public Works Superintendent Gibb Wilkins

PW Wilkins reported that 2.2 million gallons of water have been pumped and COVID-19 tasks completed have been roping off the playground at the park, keeping porta-potties at the park and golf course. He attended short school in early March and PW assistant Aaron Fitzsimmons had his short school moved to September from April. A local farmer will plow and seed the pivot and the crew has replaced a fire hydrant on lower Main Street. He noted that the paving that was expected to take place this summer has been moved back as it is tied to the ODOT sidewalk grant that is not expected to begin construction until 2021. PW Wilkins said that he is in contact with a company that may be able to resurface the swimming pool and is getting a rough estimate of cost.

Councilor Barnett asked about the Mutual Aid agreement that was presented at the special meeting for water and wastewater services. CA Greiner apologized for not including it in this packet. PW Wilkins stated that it was if local staff were too ill to perform their jobs that another entity could provide the necessary staff with certifications.

A motion was made by Councilor Barnett to approve the Mutual Aid and Assistance Agreement for the Provision of Emergency Services Related to Water and Wastewater Utilities. The motion was seconded by Councilor Jamieson and approved unanimously.

8.2. Police - Gilliam County Sheriff Gary Bettencourt

Sheriff Bettencourt said that the council had received the March police stats and that his office has been busy with the COVID-19 response. He said the businesses are adhering to the restrictions and he is going to talk to the dentist that comes once a week to Condon regarding those requirements. He said that there are no confirmed cases of COVID-19 in Gilliam County at this time and they are in close contact with the health department for information.

Councilor Barnett asked if anyone was certified for NIMS which is a training to receive federal funding. Sheriff Bettencourt said that Gilliam County has staff that is certified in NIMS and can do the request if needed. Councilor Barnett also asked if the County has a program to celebrate children that are required to stay at home by parading police cars by their house. This has been done in other areas. Sheriff Bettencourt said he would be willing to participate.

8.3. Administration - City Administrator Kathryn Greiner

CA Greiner gave her report earlier.



128 S Main St.
PO Box 445
Condon, OR 97823
P: 541-384-2711
F: 541-384-2700

9. COUNCIL INFORMATION

9.1. COVID-19 Information

9.2. Budget Committee Meeting Monday, April 21, 2020 - Will Be Done Remotely

10. NEXT REGULAR MEETING DATE

10.1. Next Regular City Council Meeting is Wednesday, May 6, 2020, 7 p.m. - Will Be done by Zoom Until Further Notice

11. ADJOURN REGULAR MEETING

Mayor Hassing adjourned the meeting at 8:02 p.m.

Jim Hassing, Mayor

ATTEST: _____ Date _____
Kathryn Greiner City Administrator