



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, May 6, 2020 7:00 PM

1. CALL REGULAR MEETING TO ORDER - Zoom Meeting

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

2. ROLL CALL

Present: Mayor Jim Hassing. Councilors Tom Fatland, Brian Barnett, Dawn Parm, Michael Cronk, Jan Stinchfield & Donald Jamieson; staff Public Works Superintendent Gibb Wilkins and City Administrator Kathryn Greiner; Gilliam County Sheriff Gary Bettencourt. (All via Zoom)

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 April 1, 2020 Regular City Council Meeting Minutes

A motion was made by Councilor Stinchfield to approve the April 1, 2020 Regular City Council meeting minutes. The motion was seconded by Councilor Jamieson and approved unanimously.

5.2. Review April 10, 2020 Accounts Payable

Councilor Fatland asked about the bill to ViSCO and D&A Auto for street light repair. PW Wilkins stated that it was to replace the streetlight on lower Main Street that was knocked over by a drunk driver in February. The costs will be reimbursed by restitution and insurance.

5.3. Review VISA Statements

No comments upon review.

6. OLD BUSINESS



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

6.1. Fiber Council Update

Fiber Council minutes were included in the packet for councilors. CA Greiner noted that this was discussed at Gilliam County Court earlier in the day where the Commissioners directed Judge Elizabeth Farrar to move forward on a plan for a project that would extend broadband to rural Gilliam County residents. Judge Farrar had noted that there may be federal grant funds later in the fall to expand broadband.

Councilor Fatland inquired of Columbia Basin Electric Cooperative (CBEC) interest in leasing fiber. Councilor Stinchfield (Fiber Council member) noted that it appears that CBEC is no longer interested in leasing the fiber but will facilitate and assist any company that wants to use their poles to rural customers.

CA Greiner noted that there are two things regarding fiber that the council needs to be addressed - strategic broadband plan and an offer of broadband connect from Inland Development in exchange for the franchise fee required by the City. She stated that the strategic plan has not been updated and the Fiber Council made the decision that this would come back to the City for the update. CA Greiner is working on revising what has been done in the plan, then will need the council to review and make additions and corrections.

CA Greiner also stated that she had a discussion with Blake Lawrence, CEO and CFO Lynn Rodriguez of Inland Development/Windwave regarding their owed right-of-way fee where it was offered in exchange for the monthly fee Inland Development to give the City a 200 meg circuit. CA Greiner explained that she is proposing to connect the City, Memorial Hall, Ward Street Shop and Gilliam County Library. It would save an estimate of \$200 a month which would be more than the anticipated ROW fee. She added that this could also connect to City shop and reservoirs with a wireless network. Councilor Fatland thought that this would be a good idea and said that the strategic plan had always been to provide competition which this could be a start. Councilor Stinchfield noted that this offered was good start and may be able to bring other providers into Condon to provide competition. CA Greiner suggested that city attorney Wyatt Baum be contacted to write up an agreement for the exchange of a circuit. Councilor Barnett asked if there would be any issues with equipment and operation, with CA Greiner saying she doesn't anticipate operating a system to other individuals at this time. It was the consensus of the Council to have CA Greiner contact Baum and move forward with an agreement.

6.2. Review Business Utility Credit Program & Condon Food Pantry Utility Program

CA Greiner reported that there were five businesses that have applied to the business utility tax credit program which begins with April's payment. She noted that the Condon Food Pantry has only used approximately \$600 of the \$2,000 donated and received a thank you note from Teddy Fennern of the pantry. The Council will be updated again at the June meeting.

7. NEW BUSINESS

7.1. Resolution 2020-06 - A Resolution of the City of Condon Declaring Certain Fixed Assets as Surplus Property - Two John Deere Mowers

PW Wilkins explained that the two mowers declared surplus were older from park and golf course that have been replaced recently and are going to the Gilliam County Fairboard.

A motion was made by Councilor Tom Fatland to approve Resolution 2020-06 - A Resolution of The City of Condon Declaring Certain Fixed Assets as Surplus Property - Two John Deere Mowers. The motion was seconded by Councilor Dawn Parm and approved unanimously.



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

7.2. Discuss Web-Based Payments with Caselle

Council was presented with a bid to implement a web based payment system that works with existing accounting software Caselle. The bid was for \$6,000 that included the module with Caselle, Express Pay system to create online accounts for customers and training. CA Greiner explained that in addition to the upfront costs, additional monthly costs of support plus credit card and bank fees will add \$400 a month to the cost of the system. She added that she would work with Express Pay to find a vendor for the cards that would be most economical. Councilor Barnett asked if there is a website they could look at to see what the system would look like and if the council decided to back out of the program could it at any time. CA Greiner will inquire of a website for councilor's to view and said that the City could terminate the program at any time, but would not be refunded the \$6,000 installation and training costs. CA Greiner stated that the City has 90 days to accept the bid and that the City of Boardman has been on Caselle and uses this bill pay system. She will call Boardman to see if they are pleased with it and if it saves staff time. CA Greiner will do some more research on the program, speak with representatives of Boardman and encouraged the council to let her know of any questions prior to the June meeting so she can get answers. This was tabled until the June 3 meeting.

7.3. Condon School District Housing Project

CA Greiner had attached the first draft of the sale deed agreement between the City of Condon and Condon School District, but since that time there has been additional language regarding the bond. City Attorney Baum has reviewed the current and suggested that a portion of the bond language be stricken and the school to revise their language in this section. CA Greiner said that there has been a lot of the studies and other documents handed over regarding the old Grade School building and asked how to proceed either to start with the City's Housing Committee, or take everything to the full counsel. Councilor Barnett, also on the Housing Committee asked to see the documents. CA Greiner will send housing documents to the Housing Committee members and as final draft is done, send to the Council.

8. STAFF REPORTS

8.1. Public Works - Public Works Superintendent Gibb Wilkins

PW Wilkins stated that 4.2 million gallons of water were pumped in April which is 1 million gallons over the 10 year average for this month. He said that the orchard grass that was planted at the pivot is coming up and they anticipate harvest in late June. He noted that the golf course wells are registering that they are out of water after one month of service, after pumping approximately 650,000 gallons when last year they ran out of water after pumping 6.9 million gallons. He said that they are looking into hooking up the golf course sprinkler systems to the city's water system and needed guidance on the next steps. Councilor Fatland asked if this should go to the Park & Recreation Committee for discussion. PW Wilkins said that this issue would not be solved immediately. Councilor Barnett asked if the city water system could handle the increase water usage at the golf course and Councilor Stinchfield asked how it can be determined we are out of water. PW Wilkins said that they have only been watering the greens and tee boxes while allowing the wells to recharge the last week. Councilor Jamieson stated that there is an airline that can determine the water level and that the wells range from 350-500 feet in depth at the course. The Public Works staff will continue to monitor the golf course wells and investigate if water depth needs to be determined. Councilor Cronk noted that he has recorded only 3.5 inches of rain since October 1, 2019 which indicates a drought year. PW Wilkins stated that he has been working on weed control at City Farm and the crew will be replacing half a block of sewer and one block of water on North Potter Street. A short discussion of using the water that runs the pivot to water golf course. It was determined that the Park and Recreation Committee will meet one day the week of May 18 at 6 p.m. with date to be determined.



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

8.2. Police - Gilliam County Sheriff Gary Bettencourt

Sheriff Bettencourt reported that he is working on disabled and abandoned vehicles in the City and discussed social distancing rules regarding COVID-19 and state mandates. He said that there is a meeting of a group, possible at the City Park, scheduled for May 16 to promote opening businesses in Condon. Councilor Fatland asked to be advised when it is and Sheriff Bettencourt will get information to CA Greiner to distribute to Councilors. Councilor Fatland said that he had heard there is a positive case in Gilliam County of COVID-19. Sheriff Bettencourt said that only positive case was an employee at Waste Management that lives in Morrow County and two people were tested this week in Arlington. The Oregon Health Authority tells the Sheriff's office and Judge Farrar if there is a positive COVID-19 case. It was determined that there will be a Public Safety Committee meeting Tuesday, May 12, 6 p.m.

8.3. Administration - City Administrator Kathryn Greiner

CA Greiner reported that she would like to schedule a Finance Committee meeting, soon to discuss employee compensation for next fiscal year and the effect of COVID-19 on the City's revenues. She suggested with the committee meetings scheduled in May that the Finance Committee pick a date the second week of June. The auditors recommended that one of the councilors review the bank reconciliations and bank statements for oversight. Councilor Stinchfield volunteered to do this task and asked for the journal entries too. CA Greiner will email her the information then she can approve or have questions via email.

CA Greiner also said that the Gilliam County Court discussed economic development earlier in the day based on the City's letter that was sent last month asking them to be the City's partner. She explained that Judge Farrar had presented a plan that would make the County Judge the Economic Development Officer and having the Chief of Staff assist, plus the community development position would be revised to be an assistant. The Court tabled the discussion to give the Commissioners more time to hear concerns of the public and review the information on restructuring job descriptions.

9. COUNCIL INFORMATION

9.1. Draft Budget Committee 4-21-2020 Meeting Minutes

10. NEXT REGULAR MEETING DATE

10.1. Next Regular Condon City Council council meeting is Wednesday, June 3, 2020. This will also include the 2020-21 City of Condon Budget Hearing.

11. ADJOURN REGULAR MEETING

Mayor Hassing adjourned the meeting at 8:04 p.m.

Date _____
Jim Hassing, Mayor

ATTEST: _____ Date _____
Kathryn Greiner City Administrator