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, June 3, 2020
7:00 PM

1. CALL REGULAR MEETING TO ORDER

1.1. THIS MEETING WILL NOW BE AT THE VETERAN'S MEMORIAL HALL - 120 S. MAIN STREET, CONDON, OR

Cancelled Zoom Meeting - Join Zoom Meeting
https://us02web.zoom.us/j/85872794976?pwd=ZUJScHNVWS9lWjhrSWd4b1cyWHFkZz09

Mayor Jim Hassing called the meeting to order at 7 p.m. at the Veteran's Memorial Hall.

2. ROLL CALL

Present: Mayor Jim Hassing; Councilors - Tom Fatland, DAwn Parm, Michael Cronk, Jan Stinchfield and Donald Jamieson; Staff - Public Works Superintendent Gibb Wilkins, City Administrator Kathryn Greiner and Gilliam County Sheriff Gary Bettencourt.

Absent: Councilor Brian Barnett

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. PUBLIC HEARING - BUDGET & STATE REVENUE SHARING

5.1. Open Hearing

Mayor Hassing opened the public hearing on the budget and state revenue sharing at 7:01 p.m.

5.2. Public Input on Budget & State Revenue Sharing

None

5.3. Close Hearing

Mayor Hassing closed the hearing at 7:03 p.m.

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6. CONSENT AGENDA

6.1. Approve Regular Condon City Council Meeting Minutes of May 6, 2020

A motion was made by Councilor Jan Stinchfield to approve the May 6, 2020 regular Council meeting minutes. The motion was seconded by Councilor Michael Cronk and approved unanimously.

6.2. Review the May 12, 2020 Accounts Payable

Councilor Fatland asked why a check was written back to the City of Condon. CA Greiner stated it is to make the water/sewer payments for the businesses that are receiving paid service due to COVID-19. He also asked about a payment to Ferguson which PW Wilkins said that it was for supplies for the water line project that included pipe, fittings and a hydrant. His last question was regarding the payment to Tenneson Engineering and asked if it was for the county project that was just approved by the Gilliam County Court. CA Greiner said it was for consulting services for the last several months and the program approved by the county was for an area outside of city limits.

6.3. Review the VISA Statements

Councilor Jamieson asked about the key lock charge on the VISA bill. PW Wilkins said that it is to re-key some of the locks with the city so he can less keys to open the many locks.

7. OLD BUSINESS

7.1. Fiber Council Update

There is not update from the Fiber Council. CA Greiner did ask if the Council wanted to set a time and date to review the City broadband strategic plan. It was the consensus to put on the August agenda.

7.2. Housing Committee Update - Condon School District

CA Greiner reported that she had received a signed deed agreement from Condon School Superintendent Michelle Geer for the Condon Grade School property, but the changes and final draft had not been returned to City Attorney Wyatt Baum. CA Greiner said that one portion of the deed stated the City would be responsible for major repairs, which it was agreed that the school would maintain all systems while they were still using the facilities. She suggested that the lease and deed document come back simultaneously at the July meeting for review and approval so there are not questions between the two documents. The agreement was tabled.

It was agreed that the Housing Committee would meet in June to discus what they would like to see what type of development would be done on the baseball field of the school property and how to proceed with lot size, infrastructure and partners.

7.3. COVID-19 Update - City Hall Re-Open in Phase I & Phase II

CA Greiner presented the Council with COVID-19 issues and what will be the possible future in Phase II. She had spoken with Gilliam County Judge Elizabeth Farrar and it was anticipated that Phase II would start at end of the week or Monday or next week. CA Greiner will implement contact tracing logs of people that enter into City Hall but keep the office door locked, window will remain down, visitors adhere to social distancing and are encouraged to wear face masks. Restrooms at the golf course and park will open this week and be cleaned twice daily by staff with the exception of weekends as it appears Phase II will allow a sign to be placed that the restrooms are not cleaned and people can use at their own risk. City Council meetings will be in the Memorial Hall until further notice to allow for social distancing and she is working on online solutions for payments or services, plus encouraging people to continue placing payments in payment box outside of City Hall.

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7.4. Caselle - Online Bid - - Point & Pay Option

CA Greiner stated that after further review of the online payment system from last month's meeting, payments could only be made if the person had an account with the City through the Caselle financial software. She inquired of the system that the County uses for online payments is called Point & Pay and available for all services of the city - golf, planning and utility payments. Point & Pay takes a 3% or a minimum of $2 per transaction and the full amount owed to the City is paid in full. There will be a $500 set up charge and will take approximately 45 days to get the system operational. CA Greiner said that she had talked to several county employees that have used it for several years and have had no issues. Councilor Parm said that they use it in job at the Gilliam County Clerk's office and have not had any issues.

A motion was made by Councilor Tom Fatland to enter into an agreement with Point & Pay for online payment services.. The motion was seconded by Councilor Jan Stinchfield and approved unanimously.

8. NEW BUSINESS

8.1. Waste Connections Annual Franchise Rate Review - Jim Winterbottom

Jim Winterbottom, District Manager of Waste Connections, presented to the council the request to increase garbage fees by 2.15% for the 2020-21 fiscal year. Winterbottom stated that they request 85% of the CPI of the Portland area as an increase. He stated that the price of a 32 gallon can with a weekly pickup would increase $0.38 a month; 90 gallon can with weekly pickup is $0.92 increase for a month with weekly pickup and a dumpster is an increased $1.58 a month. He stated that they increase the rates annually so the customers don't have to have a big increase less often.

A motion was made by Councilor Tom Fatland to accept the rate increase of Waste Connections. The motion was seconded by Councilor Dawn Parm and approved unanimously.

8.2. Review & Approve Resolution 2020-07 - Resolution Adopting the 2020-21 Budget and Making Appropriations

A motion was made by Councilor Tom Fatland to approve Resolution 2020-07 - Making Appropriations, Imposing Taxes and Categoring taxes. The motion was seconded by Councilor Donald Jamieson and approved unanimously.

8.3. Review & Approve Resolution 2020-08 - A Resolution Declaring the City's Election to Receive State Revenues

A motion was made by Councilor Donald Jamieson to approve Resolution 2020-08 - A Resolution Declaring the City's Election to Receive State Revenues. The motion was seconded by Councilor Jan Stinchfield and approved unanimously.

8.4. Resolution No. 2020-09 - A Resolution of the City of Condon Declaring Certain Fixed Assets as Surplus Property - Walk Behind Saw.

A motion was made by Councilor Tom Fatland to approve Resolution 2020-09 - A Resolution to Declaring Certain Fixed Assets as Surplus Property - a walk behind saw. The motion was seconded by Councilor Dawn Parm and approved unanimously.

PW Wilkins said that the saw was going to the Gilliam County Road Department.

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8.5. First & Second Reading of Ordinance 2020-03 - Ordinance Chapter 93.02(L)(1) - Trees, Brush & Grass

CA Greiner presented Ordinance 2020-03 which changes the date of mowing from July 15 to June 15 of each year per request of Sheriff Bettencourt.

A motion was made by Councilor Tom Fatland to read by title only Ordinance 2020-03 - Trees, Brush and Grass. The motion was seconded by Councilor Donald Jamieson. Roll Call - yes - Fatland, Stinchfield, Jamieson, Cronk and Parm - motion passed.

A motion was made by Councilor Tom Fatland to approve the first reading of Ordinance 2020-03 - Trees, Brush and Grass by title only. The motion was seconded by Councilor Donald Jamieson. Roll Call - yes - Fatland, Stinchfield, Jamieson, Cronk and Parm - motion passed.

A motion was made by Councilor Tom Fatland to have the second reading of Ordinance 2020-03 - Trees, Brush and Grass by title only. The motion was seconded by Councilor Donald Jamieson. Roll Call - yes - Fatland, Stinchfield, Jamieson, Cronk and Parm - motion passed.

A motion was made by Councilor Tom Fatland to approve the second reading of Ordinance 2020-03 - Trees, Brush and Grass by Title only. The motion was seconded by Councilor Michael Cronk. Roll Call - yes - Fatland, Stinchfield, Jamieson, Cronk and Parm - motion passed.

CA Greiner noted that the Ordinance with the date change would take effect in 30 days.

8.6. Discuss Park & Recreation Issues - Golf Course, Park & Community Swimming Pool

CA Greiner stated that when Gilliam County goes into Phase II that the pool can be open with guidelines. She recommended that the Park & Recreation Committee set a meeting for next week to set the guidelines and operations of the pool. It was consensus to have the P&R meeting at 4 p.m., Thursday, June 11.

From the last P&R meeting, it was determined to get the engineering to connect the golf course sprinkler system to the city water system in case of a drought year. PW Wilkins asked to have a Public Works Committee meeting to discuss water conservation measures if and when the city uses city water for irrigation. Counclilor Fatland asked if the golf course wells could be dug deeper for more water, but PW Wilkins and Councilor Jamieson said that the cost of going deeper would be more money than the connection to the existing system. CA Greiner stated that she had discussed the engineering for the connection at the golf course with City Engineer Dave Wildman and they will put that on their schedule for September.

8.7. Review & Approve the Oregon Public Works Emergency Response Cooperative Assistance Agreement

Council received a cooperative agreement from Oregon Department of Transportation (ODOT) that has been previously signed for review and signature.

A motion was made by Councilor Tom Fatland to approve the Oregon Public Works Emergency Response Cooperative Assistance Agreement. The motion was seconded by Councilor Jan Stinchfield and approved unanimously.

8.8. ROW Agreement with Windwave Technologies, Inc./Inland Development Corporation

CA Greiner presented the rights-of-way agreement between Windwave Technologies/Inland Development Corporation to waive the 4% gross revenue ROW fee for a 200 mbps connection to City Hall.

A motion was made by Councilor Jan Stinchfield to approve the agreement between Windwave Technologies/Inland Development Corporation for a 200 mbps connection. The motion was seconded by Councilor Donald Jamieson and approved unanimously.

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8.9. Review & Approve the Art & Music Grant Letters

Three letters of interest were submitted to the Condon City Council for the Art & Music Grant - Condon School District requested $5,000, Gilliam County Library $3,000 and Condon Child Care $1,500. CA Greiner stated that they have given $8,000 total in the prior years and that the split was $4,500 to the school, $2,500 to the library and $1,000 to the child Care. She has budgeted more in that account due to COVID issues that may arise due to cut in transient tax. It was the consensus to keep the grants the same as last year.

A motion was made by Councilor Tom Fatland to approve the Art & Music Grant of $4,500 to Condon School District, $2,500 to Gilliam County Library and $1,000 to Condon Child Care for the 2020-21 year.. The motion was seconded by Councilor Dawn Parm and approved unanimously.

9. STAFF REPORTS

9.1. Public Works - Public Works Superintendent Gibb Wilkins

PW Wilkins said that 6 million gallons of water were pumped in May which is normal for that time of year. The crew has finished with the water and sewer repairs on North Potter and he is getting ready to transition to mowing rights-of-ways. The summer project of East Spring Street should begin in late June and the Gilliam County Road Department will rebuild a portion of East Spring Street by the school's baseball field. He has installed new historic street signs on Main Street and is waiting to hear of ODOT's schedule for curb ramps that are to be done this year.

9.2. Police - Gilliam County Sheriff Gary Bettencourt

Sheriff Bettencourt that that he has compiled a list of 25 properties that need to be mowed before the nuisance letters will be sent out, plus working on 16 lots with abandoned vehicles. He has given the property owners of the vehicles 30 days to clean up their lots, which is ending in a few days. He asked that when City Hall is being remodeled that the City find a way to lock up the building so tools will note stolen. Sheriff Bettencourt asked that the council consider installing cameras along downtown for safety and to record crimes. Councilor Fatland expressed concern of placing cameras in downtown and Sheriff Bettencourt replied that they would only review the recordings if "something happened." Councilor Cronk asked how long were the records available for review with Sheriff Bettencourt stating that it was approximately 2 weeks. Sheriff Bettencourt also request a speed reader board on Highway 206/Walnut as you approach town from Wasco and suggested that there may be grant money available.

9.3. Administration - City Administrator Kathryn Greiner

CA Greiner reported that she had received a letter of resignation from Garnett Bettencourt from the City's budget committee which will have to be filled in January. She asked to set up a Finance Committee meeting the week of June 15 to discuss staff compensation and that she expects the City Hall remodel project to begin in the next two weeks. She noted that she had a conversation with Engineer of Record Dave Wildman of Anderson Perry & Associates regarding upcoming projects and noted the Condon Grade School baseball field for infrastructure and roads; and the application to ODOT for a Safe Routes to School Grant for sidewalks near the proposed new grade school. CA Greiner noted that the school cannot apply for the grant as it has to be done by a city or county so she is working with school staff to submit a grant. The grant match will come from the school as it will be to assist with pedestrian traffic near the school. Councilor Jamieson stated that the housing project on the school property should be discussed what the Council wants to see on that property. Councilor Cronk, Housing Committee Member, said he would like to see what is proposed and maps. Housing Committee will meet the week of June 22 with a date to be set when Councilor Barnett returns from vacation.

10. COUNCIL INFORMATION

10.1. Public Safety Committee Minutes 5-12-2020

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11. NEXT REGULAR MEETING DATE

11.1. Wednesday, July 1, 2020, 7 p.m. at Condon City Hall

12. ADJOURN REGULAR MEETING

Mayor Hassing adjourned the meeting at 8:09 p.m.

_____Date _____
Jim Hassing, Mayor

ATTEST: _____ Date _____
Kathryn Greiner City Administrator