



128 S Main St.
PO Box 445
Condon, OR 97823
P: 541-384-2711
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City of Condon Regular Council Meeting Minutes Wednesday, July 1, 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 Tom Fatland, Donald Jamieson, Jan Stinchfield, Dawn Parm, Michael Cronk; 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 their comments on the agenda items. Comments are limited to five (5) minutes.**

N

5. CONSENT AGENDA

- 5.1. Review & Approve the June 3, 2020 Budget Hearing and Regular Council meeting minutes.**

A motion was made by Councilor Fatland to approve the June 3, 2020 regular Council meeting and budget hearing. The motion was seconded by Councilor Stinchfield and approved unanimously.

- 5.2. Review June 2020 Accounts Payable**

Councilor Fatland asked about the broken window replaced by CAT, which was an accident of an item going through it, breaking it.

- 5.3. Review VISA Statements**

No questions or comments.

6. OLD BUSINESS

- 6.1. City Hall Remodel Update**

CA Greiner noted that there is a change order to add the asbestos and lead paint abatement which is to be completed this week. She anticipates subcontractors will walk through the project next week with construction to start soon afterwards. The project is estimated to take 3 months. She stated that there is another change order of approximately \$1,700 for the metal exterior stairs off the back of City Hall.



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6.2. Fiber Council Update

Councilor Stinchfield added that there are no updates of the Council at this time. CA Greiner said that she would like to schedule a meeting in July or early August to discuss a plan to use the dark fiber and the 200 mbps connection that the City is getting from Windwave.

6.3. COVID-19 Update

CA Greiner stated that the business water/sewer credit for COVID effected businesses is done in the month of July and asked if the Council wanted to renew it for July's bill paid in August. She also noted that the money given to the Condon Food Pantry has approximately \$1,000 balance and asked to continue that program as long as the money lasts. CA Greiner noted that late fees and shuts offs have been waived since April, but there has been less cases of needing to charge people and asked that it also be waived until a review in August. It was the consensus of the Council to review the business credits and late fee issues at the August council meeting.

7. NEW BUSINESS

7.1. Condon School District Deed Agreement for Grade School Property

City Attorney Wyatt Baum was on the phone to explain any issue and answers questions regarding the proposed Purchase and Sales agreement of Condon School District(CSD) for their property. The council had received the signed copy of the deed agreement from CSD and CA Greiner noted that she had made several changes with Baum before signature. Baum stated that the agreement was standard and had nothing that would expose the city to undue risk. He said that the biggest potential concern was the underground oil tanks. Councilor Fatland asked about the asbestos in the Condon Grade School building, which Baum stated that there would be there and the City can ask CSD for the records and disclosure of any asbestos. Baum will follow up with CSD attorney. Councilor Jamieson stated that CSD had a camera of the boiler and abated some of the asbestos by covering it. It was noted that it was in the asbestos was in the floor tiles.

A motion was made by Councilor Jamieson to approve the Purchase and Sales Agreement with Condon School District. The motion was seconded by Councilor Dawn Parm and approved unanimously.



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7.2. Condon School District Condon Grade School Lease Agreement

Councilors received a draft of the lease to Condon School District for the Condon Grade School building that had comments from CA Greiner and Baum's response. Baum explained that most of the lease agreement mirrored the Purchase and Sales Agreement, but spelled out the terms in more details. The agreement will allow the school to use the building until August 31, 2022 and be responsible for all repairs to allow for continued use and safety of the occupants. CSD will insure for any issues with the building as if they still own it. CA Greiner stated that in talking with the City insurance, agent, that the City would be required to put insurance as owner of the building. Baum stated that there should be minimal cost to insure as a property but also have the school add the City as an additional insured. Councilor Fatland asked about Section 12 that allows CSD to sublease the property. Baum explained that if they did sublease it, the subleasee would be responsible for the same items that are in the City lease. Baum added that is not the same as a rental agreement - such as renting the gym or other portion of the building. Councilor Stinchfield asked what happens if CSD needs the building past August 31, 2022, with Baum stating that they could renegotiate the lease date. CA Greiner stated that she wanted the agreement to be very clear that CSD must clean the building out completely so the City would not have to hire people to clean it and take items out. Baum stated that the lease was changed that they must clean everything out at the end of the lease.

A motion was made by Councilor Stinchfield to approve the lease between the City of Condon and Condon School District. The motion was seconded by Councilor Jamieson and approved unanimously.

CA Greiner asked the council how they wanted to proceed with the planning of housing on the baseball field and the Condon Grade School. Councilor Jamieson asked that a master plan be done for the housing development. CA Greiner said that the Housing Committee had several items of lot size and to move forward with engineering with proposed street and utilities. She offered to have a regional representative of Oregon Department of Land Conservation and Development, Nate Stice, Pioneer CDC or the county participate in a work session. It was the consensus of the Council to have a work session in August with CA Greiner to research if there has been other governmental entities that have done similar projects and a facilitator on housing to lead the work session.

7.3. Finance Committee -Personnel Recommendations

Finance Committee met and made a recommendation to the Council to approve a 3% raise for full time employees and employees that make over \$15 an hour. Employees that make less than \$15 an hour will get a \$1 an hour raise, with the exception of lifeguards, who have their own salary schedule. CA Greiner's salary raise is the 3% raise less the increase in her health insurance.

A motion was made by Councilor Fatland to approve the Finance Committee's recommendation on salaries.. The motion was seconded by Councilor Cronk and approved unanimously.

The Committee also recommended increasing the hours of the administrative assistant from 20 hours per week to 32 hours per week. This is not full time nor insurance eligible. CA Greiner stated that the additional duties would be accounts payable; assisting the pool manager with ordering and signage; managing Safety Committee which includes meetings, assuring adequate staff training, training logs and facility inspections; managing the rental of Memorial Hall and Golf Course which includes calendar and proper forms; plus assisting with Public Works tasks that may include correspondence, taking samples to Prineville and reservations of staff training. The Administrative Assistant position already handles a majority of the utility billing process. CA Greiner noted that to answer the question of what she will be freed up to do is two ODOT grants are due in August, housing and fiber project research. A review of the increased hours will be done after six months.

A motion was made by Councilor Fatland to increase Administrative Assistant hours to 32 hours per week with a review in six months. The motion was seconded by Councilor Jamieson and approved unanimously.



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7.4. Review & Approve Windwave Master Service Agreement

CA Greiner explained that this is an agreement that was reviewed by Baum to receive the 200 mbps service from Windwave in exchange for the right-of-way fee.

A motion was made by Councilor Stinchfield to approve the Master Service Agreement for internet from Windwave Technologies, Inc. The motion was seconded by Councilor Dawn Parm and approved unanimously.

7.5. Review & Approve Resolution 2021-01 - A Worker's Compensation Volunteer Coverage

A motion was made by Councilor Jamieson to approve Resolution 2021-01 - A Workers' Compensation Volunteer Coverage. The motion was seconded by Councilor Tom Fatland and approved unanimously.

8. STAFF REPORTS

8.1. Public Works - Public Works Superintendent Gibb Wilkins

PW Wilkins reported that 7.1 million gallons have been pumped in June which is lower than the average, but over 1 million gallons more than May. They have fixed Well #3 and it is back on line. During Well #3 breakdown Wells #5 & 6 were able to keep up with demand. Gilliam County Road Crew has made the repairs to Spring Street at a cost of \$20,000 which was \$6,000 over the original estimate due to rock and clay soil that caused delays. Gilliam County Road Department broke an 8" water line along Cottonwood that the crew was able to fix and get back online in about 4 hours. A temporary outage of water to town after the break until water was re-routed. PW Wilkins said that the ODOT grants has issues that is delaying getting it done later than anticipated.

PW Wilkins asked for guidance on a company that repairs the telemetry that is asking the City to name them Integrator of Record. By naming them this, it would allow the City to get a discount on any work that this company does with the VFDs and telemetry. He explained that our current provider of maintenance and trouble shooting of these items is slow, if any response. This company has personnel in Heppner and Goldendale. PW Wilkins said that Baum has suggested that we go out for bid for this position and the City's Engineer of Record Dave Wildman said that he has worked with this company and received good service. The Council asked for more information of prices and discounts and asked PW Wilkins to bring back that information.

The second item is that PW Wilkins received a call from CSD personnel asking that the water be turned on to the baseball field to alleviate dust in that neighborhood. CSD has not turned the water on and PW Wilkins said that he sees no benefit for turning it on when it going to be developed. It was the consensus of the Council to leave the water off after taking possession.

Councilor Jamieson asked if our metal people were going to be taking the white goods at the transfer station. CA Greiner said that she spoke with RS Davis, the contractors that pick up the metal, and they will take them, but due to the back log they will not be back until September. The City will have to take compressors out of the freezer and refrigerators or pay RS Davis to remove them. Mayor Hassing asked about the water situation at the golf course. PW Wilkins said that with the shorter sets, they have only had one issue of low water in the last month. They are currently running 7-8 hours when prior they were running the irrigation 15 hours a day.

8.2. Police - Gilliam County Sheriff Gary Bettencourt

Sheriff Bettencourt said that most of the lots have been mowed and he only has 1-2 problem landowners that will probably get tickets. This is down from last year. Councilor Fatland said that he went by the Shaw property and it looks better than it has in the past. Sheriff Bettencourt said that after they removed the vehicles, no one has been back to cause a mess.

8.3. Administration - City Administrator Kathryn Greiner

CA Greiner said that the City has been awarded \$25,000 from the Federal CARES act to go toward COVID-19 expenses. She has not received it at this time, nor has seen a timeline of when it is expected, but suggested that the pool expenses may need to be supplemented with these funds due to extra staff needed to adhere to COVID-19 regulations.



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9. COUNCIL INFORMATION

9.1. Letter from Trinity McCain - Hummingbird Project Management, LLC

10. NEXT REGULAR MEETING DATE

10.1. The next regular meeting of the Condon City Council will be Wednesday, August 5, 2020, 7 p.m.

11. ADJOURN REGULAR MEETING

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

Jim Hassing, Mayor

Date _____

ATTEST: _____
Kathryn Greiner City Administrator

Date _____