



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, August 5, 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, Dawn Parm, Michael Cronk, Donald Jamieson, Jan Stinchfield; City Administrator Kathryn Greiner, Public Works Superintendent Gibb Wilkins; 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. CONSENT AGENDA

5.1. Review & Approve the July 1, 2020 Regular City Council Meeting Minutes

A motion was made by Councilor Jamieson to approve the July 1, 2020 regular City Council meeting minutes. The motion was seconded by Councilor Cronk and approved unanimously.

5.2. Review July Accounts Payable

Councilor Jamieson asked about the check to Jemma Goddard and CA Greiner noted that it was a refund of a utility deposit. No other questions on the accounts payable.

5.3. Review VISA Statements

VISA statements will be made available at the September meeting.

5.4. Review & Approve Kirby Nagelhaught Construction Company Progress Payment

CA Greiner stated that all invoices over \$50,000 must be approved by the council and when she did the agenda, she was not sure what the amount was going to be. Since it was under \$50,000 they did not need to approve it but she did attach it to the packet for them to view.

6. OLD BUSINESS



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

6.1. Condon School District Grade School Lease Agreement

The Condon School District (CSD) lease was presented to the Council with several suggested changes. CA Greiner stated that Councilor Fatland noted a typo in Section 9 - Eminent Domain which was corrected and the school legal counsel agreed with the change from "landlord" to "tenant in 9.1 and 9.2.

CA Greiner noted that CSD board member Tim Campbell was present and asked if he was aware of the wording that was in disagreement with the Council regarding the cleaning and removal of fixtures at the time of lease completion. CA Greiner said that she had asked to have the word "shall" instead of "may" be substituted, that there would be a walk through of city and school representatives at the end of lease and to remove the last line of Section 15.2 regarding cost of any cleanup by the City. CA Greiner stated that although they were confident that the school would clean the building, it would be helpful to include such language so there is no questions at the end of the lease. Campbell noted that he did not have any issue with making the changes. Councilor Jamieson suggested that it may not need to be changed and was intent was clear. Councilor Fatland disagreed and asked that some of the wording be changed regarding the school's responsibility of cleaning. Campbell added that they will take all loose objects out and if they are not going to use them or are of no value, that they will go in a dumpster. They briefly discussed the walk through and agreed that it didn't need to be in the agreement but would put into the motion to provide the intent of the school and city when the lease was complete. Campbell was in agreement with the walk through at the completion of the lease. CA Greiner did note that the lease the City approved in July had not been reviewed by CSD legal counsel, so it would need to be rescinded with the motion of approval of the lease with changes.

A motion was made by Councilor Fatland to rescind the Condon School District lease that was approved at the July 1 meeting and approve the lease as amended with informal agreement between the school and city for a walk through at the end of the lease. The motion was seconded by Councilor Stinchfield and approved unanimously.

CA Greiner said that she would make the changes on the lease and have the Mayor sign and send to CSD the next day via email.

6.2. City Hall Remodel Update

CA Greiner said that the City Hall project is moving forward and had one issue with the firewall between the library and remodel, but it is being worked out with architect and contractor. The change orders were attached to the packet. Councilor Stinchfield noted that the current change orders were over \$37,000 and CA Greiner said that the largest portion was for the lead paint and asbestos removal.

6.3. Fiber Council Update

CA Greiner said that a Fiber Council meeting is scheduled for August 20, 4 p.m. to discuss how to move forward with using the dark fiber since they have not leased any at this point.

6.4. COVID-19 Update

CA Greiner noted that there was an agreement in their packet to accept the COVID-19 funds of \$25,000. She has completed a reimbursement request for \$8,200 of that amount for the money that was paid to the Condon Food Pantry, the business relief of city utility payments, portion of administration time and for the additional lifeguard at the pool, plus any cleaning supplies. She noted that the future purchases will be a system to broadcast meetings remotely, and a new City Hall front door with an automatic door opener. The new door will also have a keypad or the ability to lock the building to secure it once the remodel is complete. She anticipates the door will cost approximately \$5,000. These funds must be used by December 31, 2020. The Council was also asked if they wanted to extend the no late fees or shut offs due to COVID-19. It was the consensus of the Council to continue no late fees, business credit utility relief for two more months, the review.

7. NEW BUSINESS



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

7.1. COVID - State of Oregon Agreement

A motion was made by Councilor Fatland to approve State of Oregon Grant Agreement Grant Number 1460. The motion was seconded by Councilor Stinchfield and approved unanimously.

7.2. Review & Approve Administrative Assistant Position Description

CA Greiner presented a position description for the new Administrative Assistant position and noted that it was reviewed by City County Insurance Services.

A motion was made by Councilor Stinchfield to approve the administrative assistant position description. The motion was seconded by Councilor Fatland and approved unanimously.

7.3. Review & Approve OLCC License Renewals - Condon Food Mart, Elks Lodge #1869 Condon, Hotel Condon and the Buckhorn, Murray's Condon Pharmacy, The Condon Round-up (3) & Two Boys Meat & Groceries.

Councilor Fatland asked Sheriff Bettencourt if he had any issues with any of the establishments and was told that he didn't not have any issues. CA Greiner explained that the The Condon Round-Up had three licenses to renew that included full premises, off site sales for beer and catering.

A motion was made by Councilor Jamieson to approve the OLCC license renewals for Condon Food Mart, Elks Lodge #1869, Hotel Condon and the Buckhorn, Murray's Condon Pharmacy, The Condon Round-Up (3) and Two Boys Meat & Grocery. The motion was seconded by Councilor Parm and approved unanimously.

7.4. Discuss ODOT Sidewalk ADA Ramp Design

PW Wilkins stated that Oregon Department of Transportation (ODOT) had gotten sued and are required to put in ADA ramps at all corners where there are sidewalks in Oregon along a state highway. ODOT chose to start with smaller cities with the intent to have these done by the end of 2020. As of today, he stated, the projects are postponed until April 2020. PW Wilkins had received preliminary designs that he had worked with the ODOT project manager, as the original plans were to move all light poles in Historic District at the city's expense. He received an email last Friday giving the City until Friday, August 14 to have a plan, estimates on cost and were told at the City's expense. PW Wilkins said that the engineers and design had been done by Google maps that had not been updated, nor had knowledge of the planning process that required Historical Review at the Planning Commission level. Previous plans had handrails on three of the ramps in front of Two Boys Meat & Grocery, Country Flowers and Hotel Condon. PW Wilkins also stated that in Oregon Statutes it states that ODOT rights-of-way in cities are curb to curb and ODOT designers were well off the asphalt and in places in city rights-of-way off the state highways.

After a meeting with ODOT project manager and designers earlier in the day, it was done to moving three of the historic light poles with redesign and scheduling ODOT to go to the Planning Commission in September. CA Greiner noted that the designs were done without any indication that ODOT was going to the Planning Commission or aware of a portion was in the Historic District that requires State Historical Preservation Office and local approval of any changes. PW Wilkins noted that there will not be bulb-outs at most intersections on Main Street in the Historic District and he is working with ODOT for current driveways or other issues on the other portions of the project.

PW Wilkins and CA Greiner will continue to keep the Council updated on this project and were directed that the City should not incur any costs of this project.

7.5. Discussion Housing Projects - Urban Planner & Work Session

CA Greiner recommended to the Council that the proposed meeting to make a Master Plan for the CSD property be done the same evening as the City's Planning Commission to utilize city planner Kirk Fatland to map out a strategy how to proceed. She noted that Fatland and Dan Meader of Tenneson Engineering are urban planners and have some ideas of how to proceed with the Master Plan. Councilor Fatland declared a conflict of interest as this is his son.

It was determined that CA Greiner will set a Housing work session for August 18, 4 p.m., prior to the City's Planning Commission meeting.



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

8. STAFF REPORTS

8.1. Public Works - Public Works Superintendent Gibb Wilkins

PW Wilkins said 12 million gallons had been pumped in July which is average for this time of year. Of the 12 million pumped, 1 million gallons was used by the cemetery district. Councilor Fatland asked if the cemetery district upgraded their sprinkler system in the last several years as they had previously indicated. PW Wilkins was unaware of any upgrades, but he was going to draft a letter to the cemetery board regarding water conservation. Councilor Jamieson suggested that the excessive water users be charged an additional amount. PW Wilkins stated that he would like to work on a conservation plan with the Council this fall and also have a contract with the users that receive free water for accountability. Councilor Fatland asked if the Golf Course was going to be hooked up to city system, and PW Wilkins said that the engineers are scheduled to design the connection this fall, then would like to discuss a conservation plan for the course. PW Wilkins said that a storm drain was installed on Spring Street by McKinley and that the crew is starting to work on the Spring Street water replacement project. He noted that the circle has been hayed and recommended that they custom farm the pivot for at least one more year. He also updated the Council on the North Main Street sidewalk project that is down to one block and a small portion by the fire hall.

8.2. Police - Gilliam County Sheriff Gary Bettencourt

Sheriff Bettencourt said that he sent out very few letters to residents regarding weeds as they mostly complied. He continues to work on vehicle removal and children to wear bike helmets. Councilor Parm asked if free helmets were still available with Sheriff Bettencourt stating that they were not at this time.

8.3. Administration - City Administrator Kathryn Greiner

CA Greiner reported that her and PW Wilkins had a conference call with State Representative Greg Smith that day and learned that he has earmarked in a special session transportation bill \$1.5 million for sidewalks in Condon. When asked if they should still apply for ODOT Safe Routes to School grant, he recommended that they do because if they do get it, the City can use the \$1.5 million on sidewalks in other parts of the City. CA Greiner has contacted the school to get the letter of support and match fund commitment.

CA Greiner also said that the Condon RV/Mobile Home Park is for sale and suggested that the Pioneer Community Development Corporation (PCDC) or the Port of Arlington take on this project. She said that it could be a positive housing project for either of those entities to assist with the housing shortage and improve the property with possible tiny homes. She stressed that this was not a City project that could be undertaken at this time, and she has reached out to PCDC staff and board member for interest. She intends to attend the PCDC meeting August 20 where she hopes that it is discussed. She has not reached out to the Port at this time as she was waiting for their joint meeting with Gilliam County that was scheduled for August 12. That meeting has since been cancelled and asked if the Council wanted her to reach out to the Port as an idea of a project in the South end of the county. Consensus of the Council was to have Greiner send the Port this information.

9. COUNCIL INFORMATION

9.1. Election Information

10. NEXT REGULAR MEETING DATE

10.1. The next regular meeting of the Condon City Council is Wednesday, September 2, 2020, 7 p.m.



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

11. ADJOURN REGULAR MEETING

Mayor Hassing adjourned the meeting at 8:05 p.m.

Jim Hassing, Mayor

ATTEST: _____ Date _____
Kathryn Greiner City Administrator