



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, September 2, 2020 7:00 PM

1. CALL REGULAR MEETING TO ORDER

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

1.1. Time: Sep 2, 2020 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88692396303?pwd=WThSdDNFMzMxuDZUamhHcDlOcnNSUT09>

Meeting ID: 886 9239 6303

Passcode: 835188

2. ROLL CALL

Present: Mayor Jim Hassing; Councilors Tom Fatland, Donald Jamieson, Dawn Parm, Michael Cronk, Jan Stinchfield (on Zoom); City Administrator Kathryn Greiner, Public Works Superintendent Gibb Wilkins.

Absent: Councilor Brian Barnett

3. ADDITIONS TO AGENDA

None

4. PUBLIC COMMENT

4.1. They Council may hear discussion of unannounced items from the floor and the comments on the agenda items. Comments are limited to five (5) minutes.

No public comment

5. CONSENT AGENDA

5.1. Review & Approve the August 5, 2020 Regular Condon City Council Meeting Minutes & August 18, 2020 Housing Work Session Minutes

A motion was made by Councilor Fatland to approve the August 5, 2020 regular city council meeting minutes. The motion was seconded by Councilor Jamieson and approved unanimously.

A motion was made by Councilor Jamieson to approve the August 18, 2020 city council work session minutes. The motion was seconded by Councilor Parm and approved unanimously.



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5.2. Review August 2020 Accounts Payable

Councilor Jamieson asked about an invoice for a planning lunch and \$242 phone bill for the swimming pool. CA Greiner said that the lunch was ice tea with the planners when they were in town and the phone bill included internet charges and connection fees for the pool telephone. Councilor Cronk asked about an invoice to The Automation Group which PW Wilkins stated it was for repair to a the VFD pump at City Farm. Councilor Jamieson inquired of the cost of propane for the swimming pool with CA Greiner stating that there was some cooler weather and the solar system had been fixed after that was delivered.

5.3. Review VISA Statements

Councilor Cronk asked about the \$700 cost of a batter charger and Councilor Jamieson asked about the charge to Madras Marine. PW Wilkins stated that was the cost of a charger for the generator and Madras Marine was a Stihl dealer for a walk behind saw.

6. OLD BUSINESS

6.1. Fiber Council Update

Fiber Council member Councilor Jamieson said that the fiber is available and ready to use and suggested that the council go out for a Request for Proposals (RFP) for a wireless option in Condon. Councilor Stinchfield, also a Fiber Council member, said that it was good to have providers at the Fiber Council meeting to explain their projects. She also believes that the City should develop a RFP for services in Condon. Gilliam County Judge Elizabeth Farrar participating on Zoom added that after listening to the projects at the Fiber Council, Gilliam County is going to wait until those projects are completed and what coverage has been completed within the County.

6.2. City Hall Remodel Update

CA Greiner reported that the City Hall remodel is still anticipated to be completed in early to mid-October. The rough-in electrical and plumbing have been completed and drywall is being hung this week. In the next week the electricians and plumbers will return to complete their work.

6.3. COVID-19 Update - Utility Programs & Meetings

CA Greiner reported that there was approximately \$800 left in the fund to assist residents with their utility bills and she anticipates that there are enough funds to last another 3-4 months. The City has assisted local businesses with their water and sewer bills at just over \$3,100 and will discuss at the October meeting if they will continue to offer this assistance. The City has received over \$8,200 in CARES covid funds for expenses of resident and business assistance, additional swimming pool staffing and some administrative costs. CA Greiner has \$16,800 left of the \$25,000 grant and expects to spend it on a system to continue Zoom meetings and new door to City Hall with remote open. These fund must be expended by December 31, 2020.

6.4. Update CSD Property Acquisition

CA Greiner reported that the final agreements should be signed in the next week by Condon School District and be ready for the Mayor's signature. The agreement was dated August 5 and there was to be 30 days until final documents.

7. NEW BUSINESS

7.1. Appoint Derek Hiser to the City of Condon Planning Commission

Mayor Hassing appointed Condon resident Derek Hiser to the Condon Planning Commission.



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7.2. Review & Approve Resolution 2021-03 - A Resolution Reiterating the Need of a Reserve Fund and the Intended Sources and Uses of Funds Accumulated Therein

A motion was made by Councilor Fatland to approve Resolution 2021-03 - A Resolution Reiterating the Need of a Reserve Fund and the Intended sources and Uses of Funds Accumulated Therein. The motion was seconded by Councilor Dawn Parm and approved unanimously.

7.3. Discuss Request for Proposals for Dark Fiber Use

Councilor Jamieson stated that the City needed to decide how they are going to use their leased dark fiber. He suggested an RFP be issued for competitive, fast broadband and added that it may include wireless solution to the Commercial District. CA Greiner asked if the RFP also wanted to include a wireless or hard wire solution to the City's facilities which would include the shop and City Farm. She also asked if she could tap into professional services to draft the RFP from either former consultant Adam Haas, or the national broadband group that had just reached out to get an update on city projects. Consensus of the Council to use professional assistance as needed to draft an RFP for additional options of broadband in Condon to present to Council in October. It was discussed that the RFP may be broken into two parts of wireless provider and city facility project.

Councilor Stinchfield asked if CA Greiner had reached out to cell tower providers. She had reached out to several and had not gotten a response. She did say that she had received a call from US Cellular regarding wireless meters and asked for a contact of cell towers.

7.4. Discuss CSD Housing Master Plan

Planning Consultant Kirk Fatland of Tenneson engineering provided a draft outline of the housing development on the school's baseball field that is being deeded to the City. Fatland stated that the first step is to rezone the field from Open Space/Public to Residential. The field will then need to be surveyed and re-platted in the 100' x 100' lot size as directed by the Council. Fatland stated that Tenneson could do the survey and re-plat or the City could chose to use Anderson, Perry & Associates and that the council needed to address the deed restrictions as outlined in the letter. The restrictions included building prohibited structures, construction timing, building materials of structures and the requirement of sidewalks. Councilor Jamieson suggested an RFP for a devleoper for the entire block. It was clarified that the City would develop the street, complete the re-plat and surveying and get the water/sewer to to each platted lot so it would not be included in the RFP. Fatland stated that it would be worth putting an RFP out and a downfall may be if one project or house and it fell through it could be an issue for the development.

Fatland also suggested that the City reach out to Pioneer Community Development Corporation to determine if they would be interested in managing this project. CA Greiner noted that PCDC was asked at the Gilliam County Court meeting earlier that day if they would be willing to work with the City of Condon on this housing project and their reply at that time was that they would participate by offering loans, but not as project developer. Councilor Stinchfield suggested that the City reach out to PCDC to see if the board was interested in this project and taking on a larger role.

Fatland asked the Council was aware of any studies that showed the actual need or price points. CA Greiner said that she participated in the Oregon Solutions Housing study but the results were not conclusive of what the City may be able to build or sell. Fatland stated that we need to determine price points and find creative ways to get what is needed for what will sell or be rented.

Consensus of Council for CA Greiner to contact PCDC to see if they would be willing to take on a larger role in developing the baseball field and if they have done any studies regarding rental or sales prices of homes in Condon. Consensus of Council for Fatland to move forward with re-zone and re-plat the block and will work with CA Greiner to get the lots surveyed.



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7.5. Review & Approve the Gilliam County Community Swimming Pool Agreement

Council received a three-year agreement from Gilliam County to fund the Condon Community Pool for operations. She noted the two differences were that the dollar amount for operations had increased from \$50,000 to \$60,000, and that if the City does not come to an agreement with Condon School District on their lease, that this is voided. CA Greiner stated that she had met with Michelle Geer of Condon School District earlier this spring and it was agreed that the City would write a Special Projects grant from Gilliam County for repairs and Geer would write a Capital Improvement project grant in October 2020 to resurface the pool and to provide the match, then the agreement for operations would be approved when this was completed. CA Greiner stated that due to the pandemic that she would like to bring the agreement in October, and allow the school district the opportunity to apply for the pool resurface grant next spring, to be completed after the 2021 season. The match would not have to be in the current year, but in the 2021-22 fiscal year.

A motion was made by Councilor Jamieson to approve the intergovernmental agreement with Gilliam County for funding of the Condon Swimming Pool. The motion was seconded by Councilor Fatland and approved unanimously.

8. STAFF REPORTS

8.1. Public Works - Public Works Superintendent Gibb Wilkins

PW Wilkins stated that 12 million gallons of water had been pumped in August. He sent letters to the Cemetery District and School District for their water use and asked them to use their water more efficiently. Cemetery usage equated to 40 homes if they used 30,000 gallons each or close to 10% of the water pumped in August. The School's football field used a similar amount and are asked to investigate if they have a leak since they do water at night. PW crew has completed the replacement water line on Spring Street from Main to Ward Street and once at East Street they will charge the new line and connect to services. PW Wilkins is working with the Integrator of Record company to determine a long range plan for pump and telemetry services. The generators have been inspected with the one at the shop not in working order and the one at the headworks needs replaced. He is looking for grants for generator replacement and will continue to have them inspected for maintenance issues. PW Wilkins noted that Spring Street between Jefferson and Bryan will be paved next spring which will also include paving that has been approved in an ODOT Special City Allotment Grant. He is still working with ODOT on sidewalk grant on North Main Street and another paving grant for North Main has been submitted. PW Wilkins asked for direction in regards to the Condon Child Care painting a no parking zone on their curb without approval from the City or ODOT. Consensus of the Council is that it needs to be removed and if they do want it a no parking zone they must go through the proper channels.

8.2. Police - Gilliam County Sheriff Gary Bettencourt

Sheriff Bettencourt was absent but a statistical report was provided.

8.3. Administration - City Administrator Kathryn Greiner

CA Greiner stated that Gilliam County is working on a strategic plan and encouraged councilors to complete their survey on their website. The ODOT Safe Routes to School grant has been submitted for sidewalks near the proposed new grade school which also includes sidewalks on Highway 206/Bayard from Court Street to Columbia Basin Electric Cooperative. This grant is \$680,000 with a \$136,000 match that will be requested in a Capital Improvement grant from Gilliam County next month. The County request will also include asphalt for paving Washington and Pennoyer Streets. Planning issues are the ODOT ADA ramp project which has taken considerable time with planning consultants, ODOT and city staff. Condon School District has been in contact to begin the site plan for the new grade school which there are issues of street and sidewalk improvements. CA Greiner participated in the PCDC report to the Gilliam County Court earlier in the day and heard that PCDC has built two houses in Arlington with another being planned; five rental assistance grants in the City of Condon and several demolition grants dispersed. It was noted that they had \$1 million left of the housing funds that they were given several years ago and had offered to return some of the funds to Gilliam County for multi-unit housing.



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9. COUNCIL INFORMATION

9.1. Fiber Council Draft Minutes from August 20, 2020

10. NEXT REGULAR MEETING DATE

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

11. ADJOURN REGULAR MEETING

Mayor Hassing adjourned the meeting at 7:59 p.m.

Jim Hassing, Mayor

Date _____

ATTEST: _____
Kathryn Greiner City Administrator

Date _____