



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, October 7, 2020 7:00 PM

1. CALL REGULAR MEETING TO ORDER

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

1.1. Join Zoom Meeting

<https://us02web.zoom.us/j/87350137348?pwd=UGhKOHhDQTczK0tsSW5FbG9SRVMrQT09>

Meeting ID: 873 5013 7348

Passcode: 550011

2. ROLL CALL

Present: Mayor Jim Hassing; Councilors Tom Fatland, Donald Jamieson, Michael Cronk, and Dawn Parm; City Administrator Kathryn Greiner, Public Works Superintendent Gibb Wilkins and Gilliam County Sheriff Sergeant Tory Flory.

Absent: Councilors Jan Stinchfield and Brian Barnett.

3. ADDITIONS TO AGENDA

3.1. Add Gilliam County Historical Society Thank You Letter in Councilor Information

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 September 2, 2020 Regular City Council Meeting Minutes

A motion was made by Councilor Jamieson to approve the September 2, 2020 regular Condon City Council meeting minutes. The motion was seconded by Councilor Fatland and approved unanimously.



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5.2. Review September Accounts Payable

Councilor Fatland asked about the Ferguson bill and PW Wilkins stated that it was supplies for the water line that included valves, elbows and water meters. Councilor Cronk asked about the invoice to Integrated Weed which PW Wilkins said it was bugs to eat knapweed at City Farm since spraying is not allowed by the wells. Councilor Cronk also asked about welding costs and if the City crew could do welding. PW Wilkins stated that although the staff can weld, this was a job at the transfer station that was more complicated than they felt they could do.

5.3. Review VISA Statements

No questions on the VISA statements.

5.4. Approve Payment to Kirby Knagelhout Construction Company for City Hall Remodel

Council received a payment request from Kirby Nagelhaut Construction Company for \$111,060.70 for the work done in September. Councilor Cronk asked if this was a reasonable amount. CA Greiner stated that it was correct as a lot of the work was completed in September and that all payments over \$50,000 must be approved by City Council. She noted that \$42,795 remained on the contract for the project.

A motion was made by Councilor Fatland to approve the payment of \$111,060.70 to Kirby Nagelhaut Construction Company. The motion was seconded by Councilor Parm and approved unanimously.

6. OLD BUSINESS

6.1. COVID-19 Update

CA Greiner noted that there is approximately \$500 left in the Condon Food Pantry funds for residents and that at this time there was not a need to add funds to that account. She said that there is still a "no shut off" mandate from the state, and that there are not that many delinquent accounts and recommended that the late fees continue to be waived while the mandate is in order. She also recommended that the Council reinstate the water costs to the businesses since they are all now open to the public, with the addition that it be reviewed if COVID caused another shut down in the next few months.

It was the consensus of the Council to continue no finance charges on late payments and to reinstate the business utility accounts as of the payments due this month.

CA Greiner updated the Council that of the \$25,000 left of the CARES act funds of approximately \$16,000 would be used for the new Zoom system and door of City Hall. These funds must be used by December 31, 2020.

6.2. City Hall Remodel Update

CA Greiner reported that there is a change order for a new electrical panel and new front door for a cost of approximately \$8,500. These should be the last change orders as the project is expected to be completed within the next two weeks. The crew is waiting for inspections to close up the ceiling and complete the plumbing and other finish work. She said that internet connections have been completed with the work of Josh Hendricks and electrician. CA Greiner asked if the Council wanted to be involved with the selection of the conference tables and other furnishings. They asked the staff to make those decisions.

7. NEW BUSINESS



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7.1. Discuss Condon Community Swimming Pool Lease - Condon School District Representative

Nichole Schott, Condon School District (CSD) Board Director, stated that the school was hoping to renew the lease for the City of Condon to operate the Community Swimming Pool and discuss the school writing a grant to Gilliam County for pool repairs. A letter was included in the Council packet from CSD Superintendent Michelle Geer stating that earlier in the year in a meeting with the City Administrator it was agreed that the District would write a grant for repairs in 2021. The letter also indicated that they are prioritizing the pool repairs and will re-evaluate in Spring of 2021. Schott stated that the City had added language to the lease that regarding the District's responsibility for major repairs. CA Greiner stated that she had asked the City Attorney to add the language as it was agreed upon at the earlier meeting. Schott stated that she was not a member of the school board in 2011 when this agreement was made and the school did not want to be financially responsible for pool repairs.

Councilor Fatland stated that he was a member of the group that made the agreement in 2011, and it was consensus that the school would retain ownership and continue to partner in its operation. He said that the school wanted to deed it to the City or Gilliam County, but the final agreement was a partnership where Gilliam County would finance the operations, City of Condon would operate it and CSD would retain ownership. Councilor Fatland stated that the City is asking CSD to write the grant and that the City didn't expect them to fund but find a way to fund it. Schott stated that she would discuss with the board, but that at this time the board has a lot on its plate with COVID requirements and the design and construction of their new building. Councilor Fatland stated that he appreciated the efforts of CSD but wanted a timeline of when the District would apply for the grant for the pool repairs and realized that Geer was tied up until spring of 2021. Schott asked if the City would continue operations if the school board was uncomfortable with the language and have it removed. Councilor Fatland stated that this language should have been in the the original agreement and said he "strongly encouraged" the school to sign the agreement with this language included.

Councilor Jamieson stated that he was originally opposed to the City being in the pool business and is not convinced the City should continue. He added that even before COVID the school had an excuse that they could not participate in this partnership, and have continued to say that they couldn't do any tasks. Councilor Fatland offered to attend the next school board meeting to discuss the pool lease, operations and the original agreement.

It was the consensus of the Council to table the swimming pool agreement until after CSD board met to discuss the lease.

7.2. Discuss and Approve Gilliam County Fire Services Agreement

The Council received a new Intergovernmental Agreement with Gilliam County Fire Services which includes the cities of Condon and Arlington, North and South Fire Protection Districts and Gilliam County. CA Greiner explained that city Attorney Wyatt Baum had reviewed it and added the language if the IGA was ever dissolved. The agreement was presented at the Gilliam County Court earlier in the day and approved. The dates added at the beginning of the agreement was that it would go into effect January 1, 2021. Councilor Jamieson, member of the GCFS board had no issues with the agreement.

A motion was made by Councilor Fatland to approve the Gilliam County Fire Services Intergovernmental Agreement effective January 1, 2021. The motion was seconded by Councilor Jamieson and approved unanimously.

7.3. Review Draft Fiber Request for Proposal

The Council received a draft Request for Proposal for Broadband Partnership. CA Greiner stated that she had worked with Adam Haas and Fiber Committee members Councilors Jamieson and Stinchfield. No one had any questions on the RFP that is dated to distribute November 4, 2021.

A motion was made by Councilor Jamieson to approve the Request for Proposals for broadband partnership to be sent out November 4, 2020. . The motion was seconded by Councilor Parm and approved unanimously.



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7.4. Review Draft Housing Request for Proposal

Council received the first draft of a Request for Proposals (RFP) for a developer for the housing project. CA Greiner noted that although the preliminary title report was received that day, the City has 30 days to review and note any issues with the report before it is decided to the City. Therefore, the City does not own this property at this time to put out an RFP. Kirk Fatland, contract planner, stated that this RFP was suggestions for the councilors, suggested that it go to Wyatt for a review and asked if the Council wanted to know more information about the proposers. He added a selection criteria to evaluate the proposals. CA Greiner stated that she added in underground utilities are a requirement. Councilor Jamieson stated that he didn't like the term "stick built" and suggested that it must be "approved by the Oregon Building Codes." CA Greiner asked if mobile homes fit under that category, with Councilor Jamieson stating that it was under a different code. CA Greiner asked if they wanted to allow individuals buy a lot prior to issuing the RFP. Councilor Fatland stated he liked the flexibility in allowing purchase of less than the entire development. Councilor Jamieson said his concern was that the City was not experts on real estate and best to put the RFP out and see what we get. Fatland stated that he discussed this with City of Rufus which had a similar project and they had hired a real estate agent to sell the lots.

It was discussed that Fatland and CA Greiner would go back and make some changes to the document and bring it back to the Council. The timing of putting the RFP was discussed as the infrastructure may not be completed until summer of 2021. It was determined to issue the RFP in Spring of 2021.

7.5. LOC Water Service

League of Oregon Cities (LOC) has offered a program that would allow residents to purchase insurance for issues with water and sewer lines. The City would receive \$0.50 per policy written and would jointly assist the company to educate and promote the policy. It was the consensus of the Council to not participate in this program.

8. STAFF REPORTS

8.1. Public Works - Public Works Superintendent Gibb Wilkins

PW Wilkins reported that 7.9 million gallons of water was pumped in September and they are seeing a decrease due to a season change. He noted that several of the staff were unable to work outside due to the air quality due to smoke. The crew is working on the Spring Street line which is now at East Street and will eventually going to connect to line on Jefferson Street. They will charge it and start making the service connections on Spring Street and resume the project next spring. PW Wilkins said that the greens at the golf course had been aerated and sanded for the year. He noted that the streetlight at the corner of Main and Walnut had been hit once again and he is in the process of getting a replacement. He added that ODOT was to come to the October planning commission with ADA ramp plans, but it has been postponed for at least another month. Councilor Jamieson asked if the engineering has started on the golf course water project and PW Wilkins said that Anderson Perry are to start it this fall.

8.2. Police - Gilliam County Sheriff Gary Bettencourt

Sergeant Flory stated that their department has been patrolling Main Street Condon as it has ramped up with hunting season in progress. He noted that there were no other issues.



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8.3. Administration - City Administrator Kathryn Greiner

CA Greiner stated that she has a draft of the employee handbook that needs some questions regarding leave for part time employees that she wonders if it needs to go to committee prior to the full council. Currently, no leave is offered for part time employees that constitutes anyone less than 40 hours a week. It was consensus to have it go to the Finance Committee for first review. CA Greiner said that LOC has offered a scholarship for the virtual annual conference next week and asked if any of the Council would like to attend. No one is interested so CA Greiner will participate in some of the conference if possible.

CA Greiner gave an update of recent grants written - ODOT Safe Routes to School for \$680,000 with a \$136,000 match; Gilliam County Capital Investment grant for the match of the ODOT SRTS grant of \$136,000; and Gilliam County Capital Investment Grant for 55% of the estimate portion of providing infrastructure to the CSD baseball field housing project. She noted that she had to prioritize the Gilliam County grants and she gave the infrastructure grant as number one since it was going to move forward next spring and the SRTS match grant as number two because if they don't get the grant, it would need to roll into another grant in the next cycle. Lastly, CA Greiner noted that State Representative Greg Smith is having a zoom meeting next Monday for Mayors, Councilors or city staff to discuss the needs of our entity. No one was available so CA Greiner will attend that virtual meeting.

9. COUNCIL INFORMATION

9.1. DEQ Transfer Station Review

9.2. Waste Management Chamber of Commerce Contribution Letter

9.3. * Addition ** Gilliam County Historical Society Thank You Letter**

10. NEXT REGULAR MEETING DATE

10.1. The next regular Condon City Council meeting is Wednesday, November 4, 2020 at 7 p.m.

11. ADJOURN REGULAR MEETING

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

Date _____
Jim Hassing, Mayor

ATTEST: _____ Date _____
Kathryn Greiner City Administrator