



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, November 4, 2020 7:00 PM

1. CALL REGULAR MEETING TO ORDER

- 1.1. In Person & Zoom Meeting
<https://us02web.zoom.us/j/81854678908?pwd=TIVyOUprY0c5WWxrV1FTcnowanAvUT09>

Meeting ID: 818 5467 8908
Passcode: 343632

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

2. ROLL CALL

Present: Mayor Jim Hassing; Councilors Jan Stinchfield, Tom Fatland, Dawn Parm, Michael Cronk and Donald Jamieson (Zoom); City Administrator Kathryn Greiner, Public Works Superintendent Gibb Wilkins and Gilliam County Sheriff Gary Bettencourt (arriving at 7:20 p.m.

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 October 7, 2020 Regular City Council Minutes

A motion was made by Councilor Jamieson to approve the October 7, 2020 regular City Council meeting minutes. The motion was seconded by Councilor Parm and approved unanimously.

- 5.2. Review October Accounts Payable

Councilor Stinchfield asked if any of the Tenneson Engineering bills was for the school planning. CA Greiner replied that it was not for the school planning with this bill, but the Gilliam County Historical Society, travel and time for other planning projects and attending Planning Commission meetings. Councilor Jamieson inquired of the \$7,000 payment to UPS Freight and PW Wilkins said that it was for meter boxes and was billed through the freight company after sitting on their docks for several weeks. Councilor Cronk asked about the approximate \$1,000 fuel bill for public works and was told it was for the water improvement project that includes the excavator, backhoe and other heavy equipment.



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

5.3. Review & Approve Construction Payment to Kirby Nagelhaut Construction Company (if over \$50,000 invoice)

No bills have been submitted from Kirby Nagelhaut Construction Company, and CA Greiner does not anticipate the last check to exceed \$50,000.

5.4. Review VISA Statements

Councilor Fatland inquired of the construction supplies and PW Wilkins stated that it was for barricades and lights to keep residents out of the construction zone.

5.5. Housing Project Update

CA Greiner stated that the deed documents have not been received at this point, therefore there was nothing new to report on the move forward. She did state that the engineering of the water, sewer and street is scheduled to be done in December and January by Anderson, Perry and Associates and expected to have bid packets out for that work by the end of January.

6. OLD BUSINESS

6.1. City Hall Remodel Update

CA Greiner reported that the City Hall remodel project is nearing the end and will no longer be put on the agenda. There will be final inspections by the fire marshal and plumbing next week. She is working with the electrician and Josh Hendricks to complete the internet connections and expects that to be done in the next two weeks.

6.2. Fiber RFP Update

CA Greiner reported that the Fiber RFP was released this week and has been contacted by two interested parties. The RFP will not close until mid-January and she is suggesting that the Council appoint a committee to evaluate the proposals with some expertise. She did note that Adam Haas is available and may have some other experts to join. She will let the Council know in next two months who may be available to assist with the evaluations.

6.3. Consider Condon School District Swimming Pool Lease

Councilor Fatland stated that he and Councilor Stinchfield had met with Condon School District board chair Nichole Schott regarding the pool lease. Councilor Fatland also said that he had recently attended the Condon School board meeting to answer questions and "pin them down" on when they would write the grant that they had previously stated they would write for swimming pool repairs. He said that the school stated that they would not sign the agreement due to the new language in the agreement that was put in and they were backing out of writing the grant for the pool. He stated that the school board said that they did not want to participate in any part of the operation of the pool. Councilor Fatland stated that we were discouraged at their response and that he had used up his goodwill on this partnership. He added that Gilliam County Judge Farrar was present at the board meeting and offered to go to the Gilliam County Court to ask for the full cost of the repairs without a match like the grants at the county are now requiring.

Councilor Fatland also said that he and CA Greiner met with Judge Farrar regarding the pool operation and to look for a short term solution. Judge Farrar took this to the Gilliam County Court in mid-October and the Court is hesitant to spend money on a facility that is not owned by either the County or City. The Court suggested that the City Council discuss the importance of the pool to the community and the cost of repairs at their next meeting.

CA Greiner suggested that the Council send this issue to the City's Park and Recreation committee to form a plan of how to move forward. It was suggested that a committee be formed of community, Condon and possibly regional partners to determine if the pool was an asset that the community wanted to keep. CA Greiner stated that she did not include the pool lease in the packet as they need to determine community interest and need, and suggested that it may not need to be signed until next spring if at all. She did add that if the pool was every closed for a season it would be unlikely to be able to re-open due to ADA and other issues that have been grandfathered in. CA Greiner will schedule a committee meeting in the next couple of weeks.

The swimming pool lease was tabled.



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

6.4. COVID-19 Update

CA Greiner stated that the funds given to the Condon Food Pantry have almost been exhausted and asked the Council to consider adding \$1,000 to that fund to assist residents for the next several months.

A motion was made by Councilor Fatland to put another \$1,000 in the COVID relief fund. The motion was seconded by Councilor Stinchfield and approved unanimously.

7. NEW BUSINESS

7.1. Waste Management Annual Report - Leah Shannon

Leah Shannon, Environmental Protection Manager at Waste Management gave the annual update of activities at Columbia Ridge Landfill(CRL) and Chemical Waste Management(CW) sites near Arlington. Shannon had given a written report to the Council which was attached to their packet. She noted from the report that CRL volume has increased approximately 4% from last year. The volumes were off when COVID first started and have since picked up with the Seattle trains being full and increase volumes. Shannon reported that the CW volumes have decreased significantly, but anticipate a stronger fourth quarter due to clean-up activities on the schedule.

Shannon noted that they celebrated no loss time claims at CRL and two at CW. She said that WM has concentrated on safe and healthy environment and have implemented strict COVID procedures. She noted that they continue to work with Oregon regulatory agencies regarding the notice of violation when they received radioactive waste from North Dakota between 2016 & 2019 and have held community meetings in the last month with the Oregon Department of Energy. They have determine that there is little to no risk to the environment, ground water and residents from this waste, but continue to work to assure that this will not happen again.

Shannon noted that they are hiring at CRL and CW and that they have completed multiple projects at their facility in 2020, and continue to support the community by donating to the Condon Chamber of Commerce, working on scholarship opportunity for Gilliam County youth and participating in other community activities. CA Greiner thanked Shannon and CW for collecting the paint and other household hazardous materials in September at the city's transfer station.

7.2. Review City of Condon Employee Handbook

CA Greiner attached a draft of the city's employee handbook and said that the Finance Committee is recommending leave for part-time and seasonal employees. The draft leave amounts were included in the Finance Committee notes. The Council reviewed and the consensus was to put the suggested leave amounts in the employee handbook. CA Greiner stated that he will make the leave changes, then forward the draft to CIS attorney Tamara Jones for review and hopefully have it back at the December Council meeting for consideration of approval. The other items she noted of concern was use of personal cell phones and alcohol on City property.

7.3. Discuss Request from Condon Chamber of Commerce for Skate/Bike Park

K'Lynn Lane submitted a letter to the Council to consider a skate plaza and outdoor community recreation use area. The letter asked if the City had identified areas where this could be located and suggested meeting with the City's Park & Recreation Committee. CA Greiner noted that there may be a small, annual cost of insurance for such a facility if on City property. It was consensus to add this to the P&R Committee meeting when the pool is being discussed.

7.4. Discuss Memorial Hall Upgrade/Appliances

CA Greiner stated that the Finance Committee heard that the appliances have stopped working and it was recommended that staff gather pricing for gas stove and new refrigerator. She will gather prices and bring back to the Council with a plan of improvement.

8. STAFF REPORTS



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

8.1. Public Works - Public Works Superintendent Gibb Wilkins

PW Wilkins stated that the City pumped 3.8 million gallons of drinking water in October which is slightly above average for this time of year. There is a problem with the Variable Frequency Drive #2 at City Farms that required the programmer to fix and now the PW staff is able to manage some of the issues without having to call for service. He said that they have finished with construction for the season of water lines on Spring Street. The City learned that it did not get the ODOT Special City Allotment grant for paving on North Main Street, but will work on completing the SCA for paving near the Condon Child Care by getting a bid from Gilliam County Road Department. The Park and Golf Course have been winterized and a recent meeting with ODOT found that the sidewalks grant for North Main Street is on schedule to be done in fall of 2021. Discussed that if soil is contaminated on North Main sidewalk we are able to assist ODOT by taking it to CW free of charge.

PW Wilkins also stated that he has looked into dark sly lighting for Main Street and will update the Council when he gets quotes to retrofit the lamp posts in that area. He also stated that he met with a representative from Anderson, Perry and Associates regarding GIS mapping that would include surveying the City's water lines, meters and valves and having that information on cell phone or laptop. The cost is approximately \$25,000 and will be on the Council retreat agenda in January.

8.2. Police - Gilliam County Sheriff Gary Bettencourt

Sheriff Bettencourt reported that he had concerns of the recently passed law that would legalize some drugs. Councilor Fatland asked about the number of traffic citations on the monthly report with Sheriff Bettencourt stating that most of the citations in Condon are issues on South Main Street. The discussed adding more flashing speed signs and speed limit on Walnut/Highway 207 west towards Wasco.

8.3. Administration - City Administrator Kathryn Greiner

CA Greiner stated that since there was not going to be a Christmas party this year, she suggested small prime ribs for the volunteers. She will look up prices and let the Council know in December the cost. She stated that she and PW Wilkins met with Jim Winterbottom of Waste Connections and discussed the changes to the recycle depot. The recycle depot will add a container for glass only and maintain the same cardboard and mixed material bins. Winterbottom told the staff that the recycle materials coming from Condon are clean and things look good. She noted that there is a monthly meeting that State Rep. Greg Smith has set up with city staff, Mayor or Councilors in his area and invited anyone that wished to participate to let her know and she would get them the information.

9. COUNCIL INFORMATION

9.1. ODOT SCA Grant 2020 Correspondence

10. NEXT REGULAR MEETING DATE

10.1. The next regular meeting of the Condon City Council will be Wednesday, December 2, 2020, 7 p.m.

11. ADJOURN REGULAR MEETING

Mayor Hassing adjourned the meeting at 8:11 p.m.

Jim Hassing, Mayor

ATTEST: _____ Date _____



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

Kathryn Greiner City Administrator