



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, December 2, 2020 7:00 PM

### 1. Zoom Link

#### 1.1. Join Zoom Meeting

<https://us02web.zoom.us/j/84401043723?pwd=c0Z2V1JXZjdMVkpxcVhnYlZlajhrUT09>

Meeting ID: 844 0104 3723

Passcode: 825633

One tap mobile

+12532158782,,84401043723#,,,,,0#,,825633# US (Tacoma)

+13462487799,,84401043723#,,,,,0#,,825633# US (Houston)

### 2. CALL REGULAR MEETING TO ORDER

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

### 3. ROLL CALL

**Present:** Mayor Jim Hassing, Councilors Donald Jamieson, Tom Fatland, Jan Stinchfield, Michael Cronk and Dawn Parm; Staff - Public Works Superintendent Gibb Wilkins, City Administrator Kathryn Greiner and Gilliam County Sheriff Gary Bettencourt.

**Absent:** Councilor Brian Barnett

### 4. ADDITIONS TO AGENDA

4.1. \*\* Addition - GIS Jumpstart & Asset Inventory - Anderson, Perry & Associates

4.2. \*\* Resignation of Councilor Brian Barnett

### 5. PUBLIC COMMENT

5.1. 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.

### 6. CONSENT AGENDA



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**6.1. Review & Approve the November 4, 2020 Regular City Council Meeting Minutes**

Councilor Fatland asked that the minutes of the November 4 meeting be corrected that Councilor Stinchfield met with Nichole Schott regarding the swimming pool and he did not.

**A motion was made by Councilor Stinchfield to approve the November 4 regular City Council meeting with correction. The motion was seconded by Councilor Fatland and approved unanimously.**

**6.2. Review November 2020 Accounts Payable**

Councilor Fatland asked about the check to the Condon Chamber of Commerce from Lecia for \$1000. CA Greiner stated that it is a lease payment for a GPS radio on the top of the City Shop that the Council agreed several years ago to pass through to the Condon Chamber of Commerce.. Councilor Fatland asked if the DTen payment was for the new conferencing system, which CA Greiner confirmed that was for that expense.

**6.3. Review VISA Statements**

No comments.

**7. OLD BUSINESS**

**7.1. COVID Update**

CA Greiner stated that a check for \$1,000 was sent to the Condon Food Pantry for residential assistance as approved last month. She added that Gilliam County is set to receive over \$500,000 for business COVID relief that the Condon Chamber of Commerce was going to administer and distribute, therefore another round of water/sewer assistance was not needed at this time.

**7.2. Fiber Update**

No update until the RFPs are received in January 2021.

**7.3. Review & Approve the Employee Handbook**

CA Greiner asked the Councilors to review the handbook and pay specific attention the certain areas which had the most changes -- employee leave on page 12, Section III; She will follow up on benefit s for part time employees under Section IV; the drug/alcohol policy that was selected was for "no impairment" instead of the "zero tolerance" under Section V; and the cell phone policy on page 14. She noted that the alcohol policy reflects that employees could have alcohol on city premises after work hours are completed such as the annual Christmas party in the Memorial Hall. The way that the policy was written by CIS appeared to not allow alcohol for employees on any city property.

CA Greiner asked if the Councilors had any questions or revisions to get them to her prior to the January meeting so she could get changes to CIS to format the handbook and return ready for distribution. The Council be asked to approve the handbook at the January 6, 2021 meeting retroactive to January 1, 2021.

**8. NEW BUSINESS**



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#### **8.1. ODOT Sidewalk Project - Tank Removal Discussion - Bob Townsend & Ryan Franklin**

PW Wilkins stated that during the North Main Street sidewalk project with ODOT that three underground storage tanks were located. They believe two are in the City's rights-of-way (ROW) one on the west and one on the east side of Main Street, and one that may be on the owner's property. A picture of a building owned by Wayne Standiford was shown with a pipe on the north exterior wall that ODOT and PW Wilkins believe may go into a fuel tank. Chris Cheng, ODOT project manager stated that a geo-tech person would come in and do an evaluation and if they find that the tanks are contaminated they will then be required to contact DEQ to determine how to abate the tanks. The Council was asked if they want to proceed because once they started the process with the geo-tech and found any contamination they could not stop the project, but must proceed. CA Greiner asked if Cheng knew if there was brownfield grant funds available? Cheng said that he would inquire if this was available. PW Wilkins said that it is estimated that worst case scenario is approximately \$25,000 for the three storage tanks. Councilor Fatland asked why this would be the city's responsibility and PW Wilkins replied that two of them are in the City's ROW and if the third is partially in the sidewalk project area, it too needs to be abated. Mayor Hassing asked if the Public Works crew could use their locator to determine where the tank that is connected to Standiford's building may be located.

PW Wilkins said that it would not be accurate to find the tank nor know what may be in it. Councilor Fatland asked if Standiford had been contacted of problem and Cheng said that Standiford was aware of the issue.

Cheng stated that the tank was estimated to be 600 gallons by Standiford's building and cost to remove may be approximately \$10,000. He added that ODOT was at a crossroads of how to proceed. Councilor Stinchfield asked what the timeline was to make the decision and bring in the geo-tech engineer. Cheng said that they had about three weeks and if the Council did not want to proceed, ODOT would have to determine a work-around this area or look at other options. He added that they still hoped to start construction in 2021 of these sidewalks. Councilor Stinchfield stated that she recommended going forward which was agreed to by Councilor Parm. It was the consensus of the Council to have ODOT move forward with the geo-tech survey and to get the project completed.

#### **8.2. Community Swimming Pool Committee Update**

CA Greiner said that the first swimming pool committee meeting is scheduled for Monday, December 7, 4 p.m. at City Hall. Members committed to participate are Mayor Hassing, Councilor Fatland, K'Lynn Lane, Steve Shaffer and Ashleigh McIntosh. She stated that the agenda was online and if anyone else was interested to invite them to the meeting on Monday.

#### **8.3. Review & Approve Engineering Contracts with Anderson, Perry & Associates - Housing and Golf Course Projects**

CA Greiner had attached the two agreements for the engineering of the Ball Field Housing and the Golf Course Water Project. She explained that the Ball Field project is for approximately \$60,000 that included engineering the water, sewer and street and surveying and platting the new block. She stated that the total project is estimated \$316,000 but due to the new requirements of eliminating property lines, the platting costs may increase. The Golf Course agreement was for engineering for \$19,000 that also included bid packets. Both projects are estimated to be ready to go out to bid late February or early March.

**A motion was made by Councilor Fatland to approve the Anderson, Perry & Associate agreements for engineering of the Ball Field Housing and Golf Course Irrigation agreements. The motion was seconded by Councilor Stinchfield and approved unanimously.**



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#### **8.4. 2019-20 Audit Presentation - Accuity CPAs LLC**

Glen Kearns, CPA with Accuity CPAs LLC said that the final audit and opinions would be completed and went through the draft that the Councilors received in their packet. He stated that there were no issues with the audit and the City would receive a qualified opinion, meaning that there were no modifications to be done to the City's financial statements. Kearns added that the financial health of the City was strong with \$4.4 million in cash reserves at June 30, 2020 and enough in reserves for the General Fund to operate for a year. It is usual to have operational reserves for 3-6 months if disaster struck, so the City was on solid ground. He stated that the City had complied with state laws which included public contracting and budgeting.

Kearns noted that the City has two issues in the management letter which includes lack of segregation of duties. The City will continue to have this finding due to its size and lack of financial staff. He noted that the Council has some review processes in place for oversight of administrative tasks, but not enough staff to spread the duties around. The other issue was with housekeeping that included insufficient documentation with the VISA statements. Although not a major concern, this item needs to show improvement. He added that the City staff does a great job and has no major concerns with the City's records or finances.

#### **8.5. Condon Chamber of Commerce Update - K'Lynn Lane, Executive Director**

K'Lynn Lane, Condon Chamber of Commerce Executive Director was present to an update to the Council on the Chamber's activities. She thanked the City for the continued support of the chamber, financially and the assistance of the Public Works staff. She noted that they currently have 278 members of the Chamber and he is involved with the John Day River Territory, Eastern Oregon Visitors Association, the Governor's Regional Equity and Recovery Council and is administering COVID fund grants for Gilliam County. Lane said that the Chamber is committed to bringing educational and training opportunities to Condon's businesses and their goal is regional growth and sustainability. Several projects of the Chamber in the last year include new decorations on the Main Street light posts, Mountain Identifier pedestal project, community bulletin board and new trash receptacles on Main Street. Other projects she is working on include the Condon swimming pool committee, school advisory committee, Pauling Airfield improvement plan, photography page/Instagram scavenger hunt, Hello JDRT front line training program for staff in hospitality businesses, local drive itineraries, expanding outreach to serve larger region and the Welcome to Condon sign on the east entrance. She also invited the Councilors to participate in the light parade that is scheduled for this Saturday.

The Council thanked Lane for her work for the Chamber and in the City of Condon. Councilor Stinchfield asked Lane to explain how she was expanding the region and she said that the Chamber is working on rebranded and would include helping other communities do what Condon has done with its Main Street. She has spoken with other cities and the Sherman County court to participate in Chamber activities. Councilor Stinchfield asked if the other entities are contributing financially which Lane replied that she is working on others having an equal buy-in to the Chamber's promotion.

#### **8.6. Approve Gilliam County Capital Investment Grant Agreement**

**A motion was made by Councilor Jamieson to approve the Gilliam County Capital Investment grant agreement for the Ball Field Housing development. The motion was seconded by Councilor Fatland and approved unanimously.**



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#### **8.7. \*\* GIS Jumpstart & Asset Inventory - Anderson, Perry & Associates**

PW Wilkins presented the Council with a project that will compile a digital map of the City's water and wastewater system through a GIS program through Anderson, Perry & Associates. The GIS system would allow the City's infrastructure to be linked to the Gilliam County assessor's maps and be able to access all meters, hydrants and other system pieces by phone or computer. It may eliminate the need of construction surveying for infrastructure projects. PW said that the cost is \$35,976 if paid in full up front, or \$41,034 if paid over three years. CA Greiner reported that there was approximately \$135,000 of the \$3 million in Gilliam County infrastructure grant that could pay for this project and get the City's system online. Councilor Fatland asked if this was a one time charge with PW Wilkins stating for installation this is a one-time charge but there will be an annual support fee of \$800. He added that it would be phenomenal to have, but not necessary for their system. Councilors Jamieson, Stinchfield and Cronk indicated that this would be a good investment for the City.

**A motion was made by Councilor Fatland to enter into the agreement for GIS Jumpstart and Asset Inventory from Anderson, Perry & Associates with funds from the Gilliam County grant. The motion was seconded by Councilor Jamieson and approved unanimously.**

#### **8.8. Resignation of Councilor Brian Barnett**

Council received a letter of resignation from Councilor Brian Barnett dated October 5, 2020, but received December 2, 2020. The Council expressed appreciation for Barnett's time on Council.

**A motion was made by Councilor Fatland to accept Councilor Brian Barnett's resignation from the Council. The motion was seconded by Councilor Donald Jamieson and approved unanimously.**

Councilor Jamieson asked for clarification of the charter on appointment. Mayor Hassing stated that he had appointed the last Councilor based on letters received. CA Greiner asked if Councilor Stinchfield would like to be appointed in the interim as her term ends at the end of the month. It was the consensus of the Council to review the charter and appoint a Councilor at the next meeting based on what the Charter determines the process.

### **9. STAFF REPORTS**

#### **9.1. Public Works - Public Works Superintendent Gibb Wilkins**

PW Wilkins stated that 2.1 million gallons of water were pumped for November and that the white goods and scrap metal has been removed from the Transfer Station. He is working on an RFP for integrator of record for the telemetry system and that employee Aaron Fitzsimmons is working on maintenance of machinery.

#### **9.2. Police - Gilliam County Sheriff Gary Bettencourt**

Sheriff Bettencourt reported that they are working on a form to address abandoned vehicles in Condon. He is keeping CA Greiner informed of the process and forms that will be used. Councilor Jamieson asked what defines abandoned vehicles, and Sheriff Bettencourt said it was described in Oregon Statutes and in the City of Condon's Code of Ordinances of non-licensed or vehicles in disrepair. He is using this tool to get clean-up with fines and fees.



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### **9.3. Administration - City Administrator Kathryn Greiner**

CA Greiner reported that as a board member of GEODC they are trying to inform communities that there are loan funds and some grant funds available to assist with COVID disruption to businesses. She noted that Lane is also helping communicate the programs through the Chamber. She said that she has been asked to be on the City County Insurance board of directors as a representatives of cities. She noted that she researched the time required and has accepted to represent small cities and Eastern Oregon. She will begin her four-year term in January 2021. CA Greiner stated that they were unsuccessful with the Safe Routes to School grant and is participating in a Zoom meeting to determine where the City's application may have missed the requirements. She noted that prior to applying for this grant again the school district must have a Safe Routes to School Plan in place and she is working with them and ODOT to start this plan. She noted that the Planning Commission had met the previous evening and had approved the school's site plan with conditions. Due to the Council being the appealing body, she was not able to discuss the project until the 15-day notice of appeal has been completed. There may be a parking issue for the Council to discuss regarding the site plan, but since the plan was approved by PW Wilkins and City Engineer of Record Dave Wildman, she did not think there would an issue for the Council. She added that the new City Hall doors are to be installed next week and upon their completion she can submit for the final CARES Act funds of \$16,000 in the next three weeks.

## **10. COUNCIL INFORMATION**

### **10.1. Portland State University Census Information**

### **10.2. Election Certification**

### **10.3. Gilliam County Assessor - Road Tax Letter**

Councilor Stinchfield asked what the road tax revenue has been in the past several years with CA Greiner stating that at the most it was \$17,000 and has been down to approximately \$12,000.

### **10.4. Recorded Deed of School Property**

## **11. NEXT REGULAR MEETING DATE**

**11.1. The next regular Condon City Council meeting will be Wednesday, January 6, 2021, 7 p.m.**

## **12. ADJOURN REGULAR MEETING**

Mayor Hassing adjourned the meeting at 8:06 p.m.

\_\_\_\_\_  
Jim Hassing, Mayor

ATTEST: \_\_\_\_\_ Date \_\_\_\_\_  
Kathryn Greiner City Administrator