



128 S Main St.
PO Box 445
Condon, OR 97823
P: 541-384-2711
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City of Condon Regular Council Meeting Minutes Wednesday, January 6, 2021 7:00 PM

1. ZOOM INFORMATION/LINK

1.1. Join Zoom Meeting

<https://us02web.zoom.us/j/81982789404?pwd=dzhCdk1KMhd5UTFnSDRKSzFrd2hnUT09>

Meeting ID: 819 8278 9404

Passcode: 382973

One tap mobile

+12532158782,,81982789404#,,,,,0#,,382973# US (Tacoma)

+13462487799,,81982789404#,,,,,0#,,382973# US (Houston)

2. CALL REGULAR MEETING TO ORDER

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

3. OATH OF OFFICE

3.1. Mayor Jim Hassing, Councilor Tom Fatland, Councilor Donald Jamieson & Councilor Jeremy Kirby

CA Greiner administered the oath of office to Mayor Jim Hassing. Mayor Hassing then noted that he received an email of interest from Councilor Jan Stinchfield to fill out the remaining term of Councilor Brian Barnett who submitted his resignation in December. He then appointed Councilor Stinchfield for the term ending December 31, 2022.

Mayor Hassing administered the oath of office to Councilors Donald Jamieson, Jeremy Kirby and Jan Stinchfield.

4. APPOINT CITY COUNCIL VACANCY

4.1. Review Letters of Interest for City Council Vacancy

Mayor Hassing appointed Councilor Stinchfield so the Oath of Office could be administered to all Councilors at one time.

5. ROLL CALL

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

Absent: Councilor Tom Fatland.



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6. ADDITIONS TO AGENDA

6.1. ** ODOT PW Emergency Response Cooperative Agreement

7. PUBLIC COMMENT

7.1. 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

8. CONSENT AGENDA

8.1. Review & Approve the December 2, 2020 Regular City Council Meeting Minutes

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

8.2. Review the December Accounts Payable

Councilor Jamieson asked about the increase of the electric bill for City Hall, asking if there was a heater running. CA Greiner said that staff uses a heater and the increase may also be due to the use of the remodeled portion of City Hall that includes Council Chambers.

8.3. Review VISA Statements

No comments

9. OLD BUSINESS

9.1. Housing Project Update & RFP for Developer

CA Greiner stated that the original intent of the Housing Request For Proposal (RFP) was to sell the lots in 100' x 100' and to wait until the infrastructure has been completed. After discussion with the City Planner, engineer and attorney, it was determined that the lots may be more marketable to leave in the 50' x 100' lots as platted and leave the decision up to the successful developer of the size of the lots on the block that is ready to be developed. It was also noted that the premature placement of infrastructure, prior to determining lot size may be a waste of time and resources. It was recommended that the RFP show that the City would pay for the cost of water, sewer and road development. It was also noted by CA Greiner that the cost of re-platting the baseball field instead of allowing people to purchase two lots would be a cost savings to the city. If a person wanted a larger lot they would need to place a deed restriction on those lots that they could never be separately sold. This is a new rule that is through building codes that has discussed that you cannot build over property lines that are included in the plat.

CA Greiner stated that the one item she needed the Council to discuss was the cost of the lots. After some discussion it was recommended that CA Greiner put in the RFP that the cost of the lots and rebate would be negotiated with the successful developer. She will take the language to attorney Wyatt Baum before it is released.

A motion was made by Councilor Jamieson to issue the RFP for city housing with the changes discussed. The motion was seconded by Councilor Cronk and approved unanimously.



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9.2. Review & Approve Employee Handbook

CA Greiner went over the final changes to the Employee Handbook that included call in procedures for sick leave; reimbursements for meals, conferences and education; outside employment; and DMV annual reports on employees driving records.

A motion was made by Councilor Parm to approve the City of Condon Employee Handbook with edits. The motion was seconded by Councilor Stinchfield and approved unanimously.

10. NEW BUSINESS

10.1. Appoint Council Committees

Mayor appointed Councilors to committees which he sits on every committee - Public Safety - Stinchfield & Fatland; Housing - Cronk & Kirby; Park & Recreation - Parm and Fatland; Public Works - Cronk & Jamieson; Finance - Kirby & Parm; Fiber- Stinchfield, Jamieson and non-city council members Gilliam County Judge Elizabeth Farrar Campbell and Rita Rattray.

10.2. Appoint Budget Officer - Kathryn Greiner

Mayor Hassing appointed Kathryn Greiner as the Budget Officer.

10.3. Appoint Budget Committee Members for 2 Year Term - Dan Schott, Stephanie Carter, Cheryl Baker & Derek Hiser

Mayor Hassing appointed Dan Schott Stephanie Carter, Cheryl Baker and Derek Hiser to the City of Condon Budget Committee for a 2-year term.

10.4. Designate the Newspaper of Record - The Times-Journal

Mayor Hassing designated The Times-Journal as the Newspaper of Record.

10.5. Designate City of Condon Depositories - Bank of Eastern Oregon & Oregon State Local Government Investment Fund

Mayor Hassing designated Bank of Eastern Oregon and the Oregon State Local Government Investment Fund.

10.6. Designate Consulting Engineer of Record - David Wildman, PE of Anderson, Perry & Associates

Mayor Hassing designated David Wildman, PE of Anderson, Perry & Associates as the Consulting Engineer of Record.

10.7. Review & Approve the City of Condon Budget Calendar and City Calendar for 2021

A motion was made by Councilor Stinchfield to approve the City of Condon budget calendar for 2021-22 and the 2021 City calendar. The motion was seconded by Councilor Parm and approved unanimously.

10.8. Receive Mayor Jim Hassing's Annual Report

Mayor Hassing read his annual report of the City.

10.9. Discuss Water Rates and Usage

Councilors were give the recent Public Works Committee minutes that discussed water rates for high water users. Staff was asked to find out other small cities in eastern Oregon are charging to see if the rates proposed by PW Wilkins is comparable. Consensus after a brief discussion was to bring this information to the Council at their retreat to discuss and determine how to move forward.



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10.10. Review & Approve ODOT Oregon Public Works Emergency Response Cooperative Assistance Agreement

CA Greiner noted that this is a standard agreement that the city signs on a regular basis.

A motion was made by Councilor Jamieson to approve the ODOT Oregon Public Works Emergency Response Cooperative Assistance Agreement. The motion was seconded by Councilor Parm and approved unanimously.

11. STAFF REPORTS

11.1. Public Works - Public Works Superintendent Gibb Wilkins

PW Wilkins stated that 2.3 million gallons of water were pumped at City Farm in December. Staff is completing equipment maintenance and he working on year-end reports. A stop sign was put up at the corner of Summit and Jefferson Street per the direction of the Public Works Committee and that Anderson, Perry and Associates is scheduled to begin their surveying for the GIS project next month. He has received bids for cleaning the reservoirs that is scheduled every five years with the lowest bid of \$4,825 from Liquivision and that the Integrator of Record bids were received that day and would be ready for the Council to approve in February.

11.2. Police - Gilliam County Sheriff Gary Bettencourt

A written statistical report was submitted by the Gilliam County Sheriff's Office.

11.3. Administration - City Administrator Kathryn Greiner

CA Greiner asked when the Council wanted to schedule their annual retreat and that discussion items included fiber and housing as main topics and that the staff would put together a short report of the water, sewer and facilities projects. It was decided that the retreat would be scheduled for Friday, January 22, 3-5 p.m. at City Hall. It was also suggested that Pioneer CDC, Nate Stice from the Governor's Office and the Port of Arlington would be invited to the retreat. She noted that the Pool Committee has met once but is struggling with the request of the committee to write a "story" of the pool to inform the public where we have been and where we will go in the next several years with the pool. She added that the CARES Act funds will be fully expended by mid-January, but there is an extension to June 30, 2021 if needed.

12. COUNCIL INFORMATION

12.1. Condon Grade School Property Deed

13. NEXT REGULAR MEETING DATE

13.1. Next Regular Condon City Council Meeting, Wednesday, February 3, 2021, 7 p.m.

14. ADJOURN REGULAR MEETING

Mayor Hassing adjourned the meeting at 7:39 p.m.

Jim Hassing, Mayor

ATTEST: _____ Date _____



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Kathryn Greiner City Administrator