



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, February 3, 2021 7:00 PM

1. CALL REGULAR MEETING TO ORDER

1.1. <https://us02web.zoom.us/j/84306990805?pwd=L3BVVWU3V2dvSC95Slc0eXFwaVkdzdz09>

Meeting ID: 843 0699 0805
Passcode: 048609

Mayor Jim Hassing called the meeting to order at 7:01 p.m.

2. PROCLAMATION - FEBRUARY NOBEL LAUREATE MONTH

2.1. Proclamation

Mac Stinchfield read the proclamation for February as Nobel Laureate Month for the City of Condon.

3. ROLL CALL

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

Absent: None.

4. ADDITIONS TO AGENDA

No additions, but 8.4 - Review Franchise/Right of Way Agreement with Waste Connections, Inc. was removed due to the agreement not completed at this time.

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.

Nichole Schott, Condon School District Board Chair asked if she would be able to ask questions at the time of the water rate discussion. Mayor Hassing stated that she would be able to speak at that time.

Art Jette, Condon, asked if the water rate increases were due to the City paying for the water to the City's golf course. He stated that it would effect the cemetery district, school and courthouse.

6. CONSENT AGENDA



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6.1. Review & Approve the January 6, 2021 Regular City Council Meeting Minutes

A motion was made by Councilor Jamieson to approve the minutes of the January 6, 2021 City Council meeting minutes. The motion was seconded by Councilor Parm and approved unanimously.

6.2. Review the January Accounts Payable

Councilor Jamieson asked about the \$1600 payment to Platt Electric and the radio study on the accounts payable listing. PW Wilkins stated that the Plat invoice was for contactors at the City Farm and that the radio study from The Automation Group is for a study of radio communication between the city's facilities, including to City Farm and any company can use the study if needed. Councilor Fatland asked about the Civic Clerk expense and the plotter/scanner cost. CA Greiner stated that the Civic Clerk is an expense that the City pays annually to get a discount and it is spread over water, sewer and administration funds. PW Wilkins stated that the plotter/scanner was purchased for a workers' compensation project and the cost is reimbursable by City County Insurance through their return to work program.

6.3. Review the VISA Statements

No questions.

7. OLD BUSINESS

7.1. Consider Condon Community Swimming Pool Lease for 2021 Season

CA Greiner stated that at the retreat the Council asked her to send the original swimming pool lease back to Condon School District to approve and the City would operate the pool for at least one year while the Pool Committee works out the long range plan.

A motion was made by Councilor Stinchfield to approve the 2020-21 swimming pool lease with Condon School District. The motion was seconded by Councilor Jamieson and approved unanimously.

Councilor Fatland wanted to point out that the school district is in violation of the lease where it says that property must be in good condition and not harm the employees and with the pool bottom cutting the bottom of the swimmers feet.

7.2. Housing Project Update

Housing Request for Proposals (RFP) for the Baseball Field project has been released and only one person has called with questions and that person as a local contractor was concerned that they would be unable to respond for the entire development. CA Greiner told them to be creative and if possible turn in a proposal for partial development or what may be manageable.

CA Greiner stated that the Council had asked her at the retreat what would be the lot size requirements at the Fairway Housing project if a septic tank system was installed instead of connection to City infrastructure. She has received a message from DEQ that there are no requirements written that set out lot size because most of the projects need to have testing done to determine the setbacks. She has another person to inquire if one has been approved near that site what the setbacks were to estimate lot size.

CA Greiner was asked by Councilor Jamieson about doing the sewer project to the Fairway Housing development boundary that would run across the golf course. This has been engineered and asked if the Council would like the engineers to but that as an addition to the bid documents of the Baseball Field project to see if it is feasible to do both projects at the same time. Save money on mobilization when you already have a contractor in town working on a similar project. Councilor Jamieson asked that in addition to a sewer line alternative, to also add the water line to see if both can be done at that time. It was the consensus of the Council to have CA Greiner move forward with bid documents for the Fairway housing alternatives when the Baseball Field project is being bid.



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7.3. COVID 19 Update - Discuss Late Fees & Shut-Offs

CA Greiner said that many cities are putting finance charges back on utility accounts and shutting people off for non-payment. She said that residents are maintaining their accounts similar to what it has been in the past, and there is approximately \$500 left in the utility account with the Condon Food Pantry for utility assistance. Councilors Jamieson and Stinchfield stated that it should run another month and re-evaluate if needed in March.

8. NEW BUSINESS

8.1. Community Counseling Solutions - COVID 19 Crisis Counseling Program - Tara McIntosh, Crisis Outreach Worker

Sarah Brown of Community Counseling Solutions (CCS) was present to give a report on CCS new program of COVID19 Crisis Counseling for which she is the leader and works out of Grant County. She stated that this program is funded by FEMA and is a program to reach people affected by COVID19 to give them coping strategies, reduce stress and anxiety and connect them with existing state and local resources. The program is to promote community resiliency and educate people of the mental health issues when dealing with COVID19 issues. This program is working with the elderly that have been isolated due to COVID19 and schools. Brown stated that a person did not need to be in crisis to access or use this program. Tara McIntosh is Gilliam County's CCS Outreach Worker. CA Greiner asked if this program had any financial assistance for people affected by COVID and where is the contact information. Brown said that they do not have any financial resources, but can connect people to counseling and other state programs. The Council received contact information for McIntosh and some handouts that were sent prior to the meeting.

8.2. Discuss Fiber RFP Response - Home Telephone Company

Councilor Jamieson said that a group of professionals, Councilor Stinchfield and CA Greiner had reviewed the RFP response from Home Telephone Company (HTC). He noted that one of the main points brought out by the professionals was that if the City strings fiber between their own facilities, it should private and not accessible by others. CA Greiner noted that the RFP was reviewed and scored by Adam Haas, Pam Berrian of City of Eugene, and Duke Dexter of Clackamas County and all information was attached to the Councilor's packet that day. Marcus Bott of HTC was on Zoom and said he was available to answer any questions. CA Greiner noted that in the review there were several questions that were sent back to HTC and the responses had just been received two hours prior to the Council meeting. Councilor Stinchfield stated that she did not have time to go over the responses and felt that she needed some time to go through them before she was ready to discuss with HTC and Council.

Councilor Fatland stated that he needed clarification on what HTC wanted from the City's dark from from Arlington. Bott stated that he noted the City had questions on reliability and the dark fiber would allow a redundant route into Condon, which they currently do not have.

It was decided that the information would go to the Fiber Council in the next week, inviting Bott, then that group would make a recommendation to the City Council at the March meeting. CA Greiner will set the meeting and let others know date and time by the end of the week.

8.3. Review and Approve 2021 Goals & Priorities

Goals and Priorities were brought from the Council retreat with minimal changes.

A motion was made by Councilor Jamieson to approve the minutes of the retreat and the goals and priorities for 2021. The motion was seconded by Councilor Parm and approved unanimously.

8.4. Review Franchise/Right-of-Way Agreement with Waste Connections, Inc.

This item was deleted.



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8.5. Review & Approve Agreement with Bank of Eastern Oregon for Use of Memorial Hall in Case of Emergencies

An agreement was presented by the Bank of Eastern Oregon to use the Memorial Hall and the City's vault in case of an emergency which made their building unusable. CA Greiner stated that this was a standard agreement that has been done yearly and she asked that the bank make it a 5-year agreement. CA Greiner was listed to sign the agreement and she asked if the Mayor's signature should go on it. Consensus of the Council to allow CA Greiner to sign the agreement.

A motion was made by Councilor Parm to approve the five-year agreement with the Bank of Eastern Oregon to use the Memorial Hall and City vault in case of emergency. The motion was seconded by Councilor Stinchfield and approved unanimously.

8.6. Review & Discuss Tier Water Rates & Water Conservation Program

PW Wilkins stated that he has received minimal feedback on the proposed water rates. CA Greiner stated that she received a call from Lane Halderson of Inland Chemical about the code saying he could not resell water, but the farmers use his connection when they are fertilizing. She said that she would check into how that can be done to allow them to get water there or another location. PW Wilkins stated that he is looking into a cardlock water meter where people can get the water and pay with their credit cards. Councilor Jamieson stated that he did not have an issue with Halderson re-selling the water, but he knew that the farmers were aware that water was not cheap. He added that these rates are to promote conservation as water is not as plentiful and through his business he is seeing wells drying up. PW Wilkins stated that by conserving now, the City may not need to drill another well for several decades. He added that in the summer months the wells at City Farm are pumping for 29 hours straight to keep up with the demand in the City.

Councilor Cronk stated that the City's golf course would also need to conserve water. Councilor Fatland agreed with Councilor Cronk that we need to re-think how the water is used on the course and the City's systems. Councilor Parm stated that the water needed to be used properly. Mayor Hassing asked if the golf course wells could be used for City water, which PW Wilkins stated that they are not to be used for drinking water.

Schott thanked the City for the free water at the high school's football field for the past several decades. She said that they received the first notice of potentially paying for water on the football field in September, then another just this week. She noted that the school used approximately 20% less water than the previous year. If the school was to pay for their water, the last year at the current rates it would have been \$6,000 for the year, and several years ago the use would have cost the school district over \$15,000 for a year of water. The football field water has been brought up at the retreat and PW Wilkins determined that 1" of water per week would be adequate to keep the field green and has offered the school the use of City equipment and conservation measures. Councilor Jamieson stated that the City is willing to work with the school and is offering 1" of water free to maintain the field. PW Wilkins stated that he spoke with school staff last spring regarding watering, and the City is offering to help the current groundskeeper. Councilor Parm asked when do the sprinklers run and how often. Councilor Fatland agreed with Councilor Parm that it may be an easy fix of when and how often they are watering the field. Councilor Stinchfield stated that she has noticed that there has not been a lot of maintenance at the football field over the last several years that would improve the irrigation. Schott stated that when the new grade school is completed the field will be used more, but in the next 12 months this is not a priority of the school.

CA Greiner stated that at the retreat the rates would not be considered until the March Council meeting to give staff time to educate the public on the rates and promote conservation programs. PW Wilkins wrote an article for The Times-Journal, and would like to follow up with some advertising and more information linked to the City's website, giving time for the public to understand the new rate structure. Staff will work to get more information out to the public and bring back the rate structure in March.



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8.7. Award Integrator of Record

PW Wilkins provided the Council with the scoring matrix of the RFPs returned for the Integrator of Record. He explained that this is similar to the Engineer of Record that we appoint annually, and that we do not have to go with any system upgrades that they have provided, but would have a company response to emergencies with telemetry and other systems with the water and wastewater systems.

A motion was made by Councilor Jamieson to appoint The Automation Group as the City of Condon's Integrator of Record. The motion was seconded by Councilor Parm and approved unanimously.

9. STAFF REPORTS

9.1. Public Works - Public Works Superintendent Gibb Wilkins

PW Wilkins reported that 2.3 million gallons were pumped in January which is slightly above average for this time of year. The new pickup has arrived and will replace the older green service pickup that will be declared surplus in the next two months. He is working on investigating a bulk water system, tree trimming, sign replacement and repair, and maintenance of equipment.

9.2. Police - Gilliam County Sheriff Gary Bettencourt

Gilliam County Sheriff Gary Bettencourt reported that he and Deputy Lake are inventorying the street lights that are not working and reporting to CBEC for repair. He is also taking training to work with the new laws associated with Ballot Measure 110 that is related to drug crimes.

9.3. Administration - City Administrator Kathryn Greiner

CA Greiner reported that she is working on a grant to get the Condon Grade School building evaluated to determine future use and will participate in a call tomorrow with the State to start the process. She is attending the virtual CIS conference later this month and working through a busy time with the Planning Commission who has three applications for shops, rezoning the baseball field block and expecting a request to partition a large lot for home sites. She noted that she attended the Gilliam County Court session to discuss swimming pool repairs and possibility of starting the repairs prior to the availability of the funds. The Court had consensus that it had been done for one of the school districts in the past and this would be agreeable.

10. COUNCIL INFORMATION

10.1. Ethics Flyer

11. NEXT REGULAR MEETING DATE

11.1. Next Regular Condon City Council Meeting Wednesday, March 3, 2021, 7 p.m.

12. ADJOURN REGULAR MEETING

Mayor Hassing adjourned the meeting at 8:12 p.m.

Jim Hassing, Mayor

Date



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ATTEST: _____ Date _____
Kathryn Greiner City Administrator