



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, July 7, 2021 7:00 PM

1. ZOOM LINK & LOCATION

- 1.1. Meeting in person - City Hall, 128 S. Main Street, Condon
Zoom - <https://us02web.zoom.us/j/87528022493?pwd=dU1PU0FFVG03eU1uRlZ5RSStGcG5LUT09>

Meeting ID: 875 2802 2493
Passcode: 773520

One tap mobile
+13462487799,,87528022493#,,,*773520# US (Houston)
+16699006833,,87528022493#,,,*773520# US (San Jose)

2. CALL REGULAR MEETING TO ORDER

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

3. ROLL CALL

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

Absent: Councilor Donald Jamieson

4. ADDITIONS TO AGENDA

None

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 June 2, 2021 Budget Hearing and Regular City Council Meeting Minutes

Councilor Stinchfield asked if the pipe purchase to Ferguson was indeed for the golf course as indicated in the May minutes. CA Greiner said that she did not check on it but will email the council the information.

A motion was made by Councilor Stinchfield to approve the June 2, 2021 Budget Hearing and Regular City Council meeting minutes. The motion was seconded by Councilor Parm and approved unanimously.

6.2. Review June 2021 Accounts Payable and May & June VISA Statements

CA Greiner explained that due to the end of the fiscal year, accounts payable were done twice and there are four VISA statements instead of two. At the August meeting the Council will not get a VISA statement to review as it will be completed after the meeting that month. Councilor Fatland asked about the payment to ODOT of approximately \$6,500 and CA Greiner stated that it was the city's portion of the STIP grant which is the sidewalk project on North Main Street.

7. OLD BUSINESS

7.1. Baseball Field Housing Infrastructure Update

CA Greiner stated that the bids for the Baseball Field and additions to the Fairway Housing projects are to be received and opened July 15. She said that the council may need a special meeting to approve the bids, but it may not be ready for approval until the August 4 regular meeting. Anderson, Perry & Associates will check the bids to make sure that they meet the requirements and determine if there needs to be value engineering. CA Greiner stressed that with the cost of other projects coming in well over anticipated budget, that the Council may need to decide if they are able to afford to do the Fairway Housing project. She will send an email out after the bid openings to the Councilors. Amy Coy will sign the purchase agreement once it has been determined when the infrastructure will be completed. CA Greiner expressed concern of the cost of the project after the last project was twice the estimated cost.

7.2. Condon Community Pool Update

CA Greiner stated that Two Dogs Plumbing of The Dalles did the repairs to the solar panels last week and the cost is estimated to be close to \$10,000. There is another fix to the boiler that is hoped to be repaired by next week.

7.3. Update of Golf Course Irrigation Project

PW Wilkins stated that Crestline Construction has started working on the building and are waiting for a part that will take several weeks to arrive. They anticipate that the project will be completed in late August to first of September.

8. NEW BUSINESS

8.1. 2021-22 Insurance Summary - John Anderson, Insurance Agent of Record - Wheatland Insurance

John Anderson, of Wheatland insurance stated that the City County Insurance Services (CIS) took on a large rate increase for the property/liability (P/L) due to recent events such as wildfires. CIS has partnered with SAIF Corporation to provide workers' compensation insurance and with that new partnership has cut the cost in half. CIS rate increased 15%, plus the additional of a new 2021 vehicle and premise insurance of the Condon Grade School building for approximately \$2,900. Anderson stated that he is not optimistic that rates will stabilize for the next four years. CA Greiner noted that the total P/L insurance went up 19% that would account for the 15% CIS increase and the additional of the school building and new vehicle. She said that the workers' comp insurance was half of what was owed the previous year.



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8.2. Discuss & Review Gilliam County Fire Services Contract & Ordinance - Sheriff Gary Bettencourt & GCFS Coordinator Laci Olsen

Sheriff Bettencourt, also a member of the Gilliam County Fire Services Board (GCFS) said that the original structure of the GCFS board was done in 1999 and the fiscal agent was City of Arlington, then North Gilliam RFPD before coming to South Gilliam RFPD the last several years. The issue that caused the review was employee liability for the entity that was the fiscal agent, so it was determined the best course of action was to form an ORS 190 entity that included the cities of Condon and Arlington, both rural fire districts and Gilliam County. Councilors received a draft ordinance to form the ORS 190 and the red-lined Intergovernmental Agreement (IGA). He stated that the ordinance would have to be approved by all entities through the process of two readings, then the IGA approved. He added that Gilliam County's attorney Jeremy Green drafted the ordinance and IGA. CA Greiner stated that she had Sheriff Bettencourt bring it to this meeting to give the process information and that the start date would be January 1, 2022 to allow the current fiscal agent to do the W-2s. Sheriff Bettencourt estimated that the rural districts, that do not meet during the summer, would not start on the process until September. CA Greiner will send the draft agreements to city attorney Wyatt Baum for review.

Councilor Fatland had questions in Section 5.4 - Accounting of the IGA where it stated that at the end of year budget year if the contributions did not cover the budget, they entities would contribute the difference based on their percentage. He was concerned that they could have a budget over-run and the city would be responsible for more each year. Sheriff Bettencourt will contact Green to ask if this section could be amended.

Councilor Fatland also asked about the ownership of the city's equipment and distribution. Sheriff Bettencourt stated that GCFS only assets were the fire safety house and a pickup. CA Greiner stated that the equipment is addressed in the city's agreement with South Gilliam RFPD and that the city owns , plus has budgeted line items for maintenance and replacement.

CA Greiner will send information to Wyatt Baum this week and start the ordinance process in August or September once it is determined when the other entities are going to start the process.

8.3. Discuss Naming Public Access Road

CA Greiner distributed information of a dirt road near the city shop that is going to need an address for a house that will be built on it. She said that it was a construction easement when it was formed and has been purchased by Mark and DaiLene Wilson for a home and needs a house number. She has discussed the issue with Baum and he recommended that it be a named street for an address and not use adjacent Jefferson Street. CA Greiner stated that the Wilsons have indicated they would like to be involved with the street name. She received information from city planner Kirk Fatland that the city's ordinances specify that the name is recommended to the Council from the planning commission in cooperation with the county roadmaster. The intent was to allow the Council to let her know if they had any strong thoughts on what that name should be and to let her know prior to the planning commission meeting later this month.

9. STAFF REPORTS

9.1. Public Works - Gibb Wilkins, Public Works Superintendent

PW Wilkins said that 10 million gallons of water was pumped in June which is on the high end but not the highest. He said that he finished the water line on the 300 block of South East Street and the paving of Washington, Court, Spring and Ward Streets will begin in July. PW Wilkins added that he and CA Greiner are going to work on the ODOT Special City Allotment Grant and that due to a chlorine shortage the pivot was shut off early, but there is still enough for the drinking water. The city has hired Kiara Takagi for the part position and that Brad Shannon is doing mowing at the golf course and substituting at the transfer station. He has attended a meeting with CBEC and Gilliam County Emergency Management regarding shutting off the power in case of fires, but noted that the city has back up generators which will keep the system running for three days before it needs to refuel.



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9.2. Police - Gilliam County Sheriff Gary Bettencourt

Sheriff Bettencourt said that the July 4 holiday was smooth and no major incidents and that he has been working on weed and vehicle mitigation. He added that they were going to trial regarding property owned by Condon Day Care and said that it may need to be abated. He is working with city attorney Baum on that process. He added that he received a lot of calls to ban fireworks, but focused on the illegal fireworks and allowed others to be lit and had no issues.

9.3. Administration - Kathryn Greiner, City Administrator

CA Greiner said that the Fiber Council was meeting July 22 to evaluate Gilliam County's RFP for broadband system and that the budgets have been completed and submitted to Gilliam County. She has submitted a grant to Business Oregon Brownfields for next environmental steps on the Condon Grade School building working with company to get environmental work completed. She added to PW Wilkins SCA grant information that she is proposing that grant be for Pennoyer and Tremble streets near the new grade school building. CA Greiner added that planning has been busy with a request for a triplex, commission reviewing zoning ordinances to simplify and that the approved duplex on A Street has been postponed for a year due to cost of materials.

10. COUNCIL INFORMATION

Councilors received the final 2021-22 budget document.

11. NEXT REGULAR MEETING DATE

11.1. The next regular Condon City Council meeting is Wednesday, August 4, 2021, 7 p.m.

12. ADJOURN REGULAR MEETING

Mayor Hassing adjourned the meeting at 7:56 p.m.

Jim Hassing, Mayor

ATTEST: _____ Date _____
Kathryn Greiner City Administrator