



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, February 2, 2022 7:00 PM

1. LOCATION & ZOOM LINK

- 1.1. <https://us02web.zoom.us/j/85310725486?pwd=R0U1ZjE2QzN2ZVgyMWVnc3NUMzdzQT09>

Meeting ID: 853 1072 5486
Passcode: 146003

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 Jan Stinchfield, Jeremy Kirby, Michael Cronk, Dawn Parm, Tom Fatland (zoom); Staff Public Works Superintendent Gibb Wilkins and City Administrator Kathryn Greiner.

Absent: Councilor Donald Jamieson.

4. ADDITIONS TO AGENDA

- 4.1. **** Appoint Mark Wilson to the City of Condon Budget Committee**

** Added the reading of the proclamation of February as Nobel Laureate Month in Condon.

- 4.2. **** Proclamation as February as Nobel Laureate Month**

5. Proclamation of February as Nobel Laureate Month for Linus Pauling and William Parry Murphy.

- 5.1. **Councilor Kirby read the Proclamation.**

6. PUBLIC COMMENT

- 6.1. **The Council may hear discussion of unannounced items from the floor and the comment on the agenda items. Comments are limited to five (5) minutes.**

None

7. CONSENT AGENDA



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7.1. Review & Approve the minutes from the January 5, 2022 regular city council meeting and the January 19, 2022 retreat minutes

A motion was made by Councilor Stinchfield to approve the January 5, 2022 regular city council meeting minutes and the January 19, 2022 retreat meeting minutes. The motion was seconded by Councilor Cronk and approved unanimously.

7.2. Review the January Accounts Payable and VISA Statements

Councilor Fatland asked about the TAG invoice for radio stations and PW Wilkins said that they were for the radios that connect the pumps at the golf course.

No other questions on the accounts payable or VISA statements.

8. OLD BUSINESS

8.1. Condon Grade School Update - Hazardous Building Material Survey & Structural Evaluation

CA Greiner stated that she had received an email from Sarah Colee of Maul Foster Alongi that is doing the evaluations of the Condon Grade School building and, "as expected, most of the flooring and associated mastic, as well as pipe wrap and coating on HVAC systems appear to be hot (asbestos present)." The structural review will be completed at the end of the month along with more information of the hazardous building material survey results.

8.2. Housing Update

Earlier in the day, Gilliam County Court and Pioneer Community Development Corporation came to an agreement to change the contract to allow PCDC to move forward with a feasibility study of the affordable housing project and increase the limits of the other programs. CA Greiner stated that she has asked Vernon Grey to meet with her to draw out plans for temporary housing in the wings of the Condon Grade School building. She realizes that it may not be feasible with the structural report, but wanted to see if there is a way to create housing for the immediate needs of workers. She invited councilors to go to the walk-through on Friday, February 4 if interested.

9. NEW BUSINESS

9.1. 2020-21 Audit Presentation - Kori Sarrett, CPA of Accuity CPAs

Kori Sarrett, CPA of Accuity was online to review the 2020-21 audit with the council. She stated that it was nice to do the field work in person and in the city's new conference room. Sarrett stated that there was one finding, which is always in the report, of CA Greiner doing most of the financial work and not having separation of duties. She reminded the council that it is important that they do periodic reviews of the financials and have oversight of the city's operations. The city's net position increased \$879,000 as of June 30, 2021 from the previous year and the city has over one year-operational funds in reserve. This included a transfer of over \$500,000 to reserve funds for future needs. The proprietary funds increased by \$25,000 in the water fund and \$68,000 in the sewer funds. Sarrett reported that the city was in compliance with Oregon laws that included budget laws, transportation fund spending and procurement regulations. CA Greiner asked if Sarrett had a template to respond to the Secretary of State letter on the finding. Sarrett will send a copy of it for submission to the state.

9.2. Discuss Disposal of Surplus 1995 Chevrolet to Port of Arlington

PW Wilkins stated that the city had declared the 1995 Chevrolet pickup as surplus last year but was not put up for sale. He added that the Port of Arlington is looking for a vehicle and asked the council to consider donating it to them at no cost. A note of conflict is that he and CA Greiner are both Port of Arlington commissioners. A short discussion was that the last surplus pickup was sold for \$500.

A motion was made by Councilor Parm to surplus the 1995 Chevrolet pickup to the Port of Arlington. The motion was seconded by Councilor Cronk and approved unanimously.

9.3. Review & Approve the 2022 Goals & Priorities



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A motion was made by Councilor Stinchfield to approve the 2022 Goals & Priorities as presented. The motion was seconded by Councilor Dawn Parm and approved unanimously.

9.4. **Appoint Mark Wilson to City of Condon Budget committee

Mayor Hassing appointed Mark Wilson as the new budget committee member. Wilson submitted an email as an interested person.

10. STAFF REPORTS

10.1. Public Works - Public Works Superintendent Gibb Wilkins

PW Wilkins stated that 2.4 million gallons of water was pumped at City Farm in January 2022 and said that the springs are holding up during this time. The water line at the golf course is almost complete with the pressure testing waiting to be completed. Aaron Fitzsimmons is completing yearly equipment maintenance. PW Wilkins said that he was present for the boiler inspection at the swimming pool where it failed but it taking steps to disconnected it since a new heater/boiler is going to be installed. He added that he needed was also told that the Condon Grade School boiler failed the inspection and needed an expensive fix to pass inspection. Since the building is owned by the city this was informational only. The City is going to put out an advertisement for the park position as last year's attendant has indicated that she is not returning.

10.2. Police & Fire - Gilliam County Sheriff Gary Bettencourt

No report was received.

10.3. Administration - City Administrator Kathryn Greiner

CA Greiner reported that the planning commission will meet this month to make any final changes to the zoning ordinance that the council received at the retreat and will start the process at the council level with a presentation by planner Kirk Fatland. Once the council approves the zoning ordinance changes, the codification process will begin and may take up to two years and \$20,000 to complete. The process includes complete legal review of the ordinances and is usually completed every 10-15 years and it has been almost 20 years since the city has completed this process. CA Greiner said that the council discussed at the retreat to schedule a joint meeting with PCDC, and asked what they would want on the agenda or to wait until PCDC completes their feasibility study. It was the consensus of the council to schedule the joint meeting after the feasibility study is done. From the retreat, she is investigating EV stations and the Main Street wifi and suggested that she may see about getting grant funding to complete both projects.

Councilor Stinchfield stated that she Condon Chamber is re-branding and asked if the council thought it would be appropriate to see the entire budget of the new entity since the city gives money to them annually. She noted that K'Lynn (Lane) does a good job but would like to see what the others contribute to the new entity today. CA Greiner stated that the county requires full budgets for their grant process, so didn't think this was an inappropriate ask. Councilor Stinchfield stated that anything regional is going to help the businesses in Condon. Councilor Kirby stated that he too had some concerns with the last budget distributed to the city from the chamber was just a top sheet and not an accurate budget of the chamber entity. It was the consensus of the council to have CA Greiner ask for a full budget of the new Frontier Chamber of Commerce for the city's grant process.

11. COUNCIL INFORMATION

12. NEXT REGULAR MEETING DATE

12.1. The next regular Condon City Council meeting will be held Wednesday, March 2, 2022, 7 p.m. at City Hall. A Zoom link will also be available.

13. ADJOURN REGULAR MEETING

Mayor Hassing adjourned the meeting at 7:46 p.m.



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Jim Hassing, Mayor

Date

ATTEST: _____
Kathryn Greiner City Administrator

Date