



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, April 6, 2022 7:00 PM

1. ZOOM LINK & MEETING LOCATION

- 1.1. <https://us02web.zoom.us/j/84411625776?pwd=ODdFTlBwTTZVZWU5M0thRDh2MittZz09>

Meeting ID: 844 1162 5776

Passcode: 846347

One tap mobile

+12532158782,,84411625776#,,,846347# US (Tacoma)

+13462487799,,84411625776#,,,846347# US (Houston)

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 Michale Cronk, Donald Jamieson, Jan Stinchfield, Dawn Parm, Jeremy Kirby and Tom Fatland (zoom); Public Works Superintendent Gibb Wilkins, Public Works Employee Aaron Fitzsimmons; Administrative Assistant Jessica Isley and City Administrator Kathryn Greiner; Gilliam County Sheriff Gary Bettencourt (arrived at 7:25 p.m.).

Absent: None

4. ADDITIONS TO AGENDA

- 4.1. *** Oregon Frontier Chamber Summer Road Closure Requests

5. PUBLIC COMMENT

- 5.1. The Council may hear discussion of unannounced items from the floor and comments on the agenda items. Comments are limited to five minutes.

Jed Crowther, Executive Director of Port of Arlington, introduced himself to the council and stated that he had spent the day in Condon and was impressed with Main Street and the community. He said that he was looking forward to partnering with the city on the project and hopes that the county wide port expands activities to the entire county.

6. CONSENT AGENDA

- 6.1. Review & Approve the March 2, 2022 Meeting Minutes

A motion was made by Councilor Stinchfield to approve the March 2, 2022 regular Condon City council meeting minutes. The motion was seconded by Councilor Parm and approved unanimously.

- 6.2. Review March Accounts Payable & VISA Statements



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No questions on the accounts payable and VISA statements.

7. OLD BUSINESS

7.1. Update Planning Ordinance for Residential 1

The council received the draft of the changes to the Residential zone and a postcard that was mailed to City of Condon residents notifying them of a public hearing at the Planning Commission level. CA Greiner noted that the ordinance will be at the council level, providing it is approved at the April 19 Planning Commission meeting, at the May meeting. She asked that the council review and note any changes they would like to see inserted into the ordinance.

7.2. Update of Condon Grade School HBMS & Structural Review

Council received the final structural report from Livingston Architects in their packets and heard from CA Greiner that there was additional environmental testing done at the Condon Grade School building two weeks ago. The final reports will be completed by May and reimbursement for the grant for the project will be completed by June 1.

8. NEW BUSINESS

8.1. Review & Discuss Baseball Field Deed Restrictions & Extensions

Council received a letter from Jeremy Green, potential purchaser of a lot at the Baseball Field housing development, noting concerns of the ability to apply for extensions if there were circumstances beyond his control to get a home built in the two-year time limit. CA Greiner reported that she had spoken with city attorney Wyatt Baum regarding Green's letter and it was determined that the best course of action is to provide the process and procedure to apply for an extension. The deed restriction would not be revised to include an extension and the timeline started in mid-February when Amy Coy Real Estate purchased the property. Council discussed the need for the extension process and CA Greiner suggested that a policy be drafted, along with appropriate forms, that the request would come to the city administrator who would write a recommendation for approval or denial to the council. The council was in agreement that a process needed to be put in place for extension application and that they understood the possible need for extensions due to market, materials or timing of the sale of the property.

8.2. Review & Appoint Condon Grade School Master Planning Advisory Committee

Council received nine names of residents and property owners within the city and south Gilliam County to be considered for the Condon Grade School Master Plan Committee. The names of Steve Campbell, Heather Devine, Jessica Bates, David Hudson, Jenn Benjamin, Darla Seale, Renee Allen, Hannah Fatland and Teddy Fennern were received as interested members. It was discussed that it may be a good idea to have 1-2 councilors on this committee and Councilors Parm and Kirby volunteers. As a subcommittee of the city, the committee meetings will require public meeting notice and minutes to be kept. CA Greiner stated that she will be responsible for the meeting minutes and agendas and that planner Kirk Fatland will facilitate the first meeting. CA Greiner said that she was going to try and schedule the first meeting this month. Mayor Hassing appointed the nine community members and Councilors Parm and Kirby to the Condon Grade School master plan committee.

8.3. ATS - AccTech Solutions Technology Proposal

Two proposals were brought before the council from ATS - AccuTech Solutions with one to build a server and include the network and software for City Hall in the amount of \$11,728 with an option for two security options totaling \$260 a month, and the second proposal to provide annual tech support for \$14,400 annual fee. CA Greiner recommended that the council approve the server proposal to provide better back-ups and security for the city. She reported that she called ATS to discuss the support services and to see if there was some room to reduce the cost of the annual fee. Councilor Jamieson had concerns that the amount was not detailed to what it would entail for the services. Councilor Parm works with ATS at the Gilliam County Courthouse and said that they are responsive to issues and that they pay their service fees monthly. It was discussed that if the city get the system set up, then see if the maintenance contract was needed. CA Greiner stated that this company has helped her two times in the last two months when her computer crashed and they had to retrieve the data from the computer and to reconnect the financial software to the new laptop she was using for the financial software. PW Wilkins has been assisting with some tech issues, and previously there was a person in town that would assist, but he has stopped doing computer work which has left the city without IT assistance. It was the consensus of the council to have CA Greiner contact ATS to determine a termination clause if the city felt that the services were not serving the city, and to contact CIS to



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determine if there was some financial support for hiring an IT service due to increased cyber security issues.

A motion was made by Councilor Stinchfield to approve the contract with ATS-AccTech Solutions for proposed server and network hardware and software for the amount of \$11,728. The motion was seconded by Councilor Dawn Parm and approved unanimously.

The council tabled a decision on the annual support proposal until more information is given.

8.4. Discuss & Approve Finance Committee Recommendations

Council received notes from the Finance Committee meeting that was held March 23, when the personnel compensation was reviewed, spreadsheet of recommended raises for the staff, comparisons of positions from Gilliam County, cities of Arlington, John Day, Maupin, Moro, Mosier, Heppner and spreadsheet of the city's total budget from 2005-22, cash balance as of March 31 2012-22 and list of projects completed during last six years. Also attached were tasks that are completed by current Public Works employees and certifications required. CA Greiner reported that the proposed public works salaries, which includes Public Works Superintendent, Public Works Laborer, 2/3 of the administrative assistant and half of city administrator are paid by fees collected in the water and wastewater funds. One-third of the administration assistant and half of the city administrator are salaries and benefits are paid from the general fund and budgeted at \$86,500 for 2022-23. This amount equals 32% of the administrative department, 32% of taxes collected, 5% of the total General Fund and 8% of the General Fund revenues with beginning cash on hand and grant revenues removed. She stated that the cash reserves have increased and no extra funds will be needed to cover the cost of the raises that are being requested.

Councilor Fatland stated that we "have a fantastic crew" and with only been giving CPI raises in the previous years, the city has not kept up with other cities or remained competitive. Councilors Parm and Stinchfield agreed. Councilor Jameison felt like he was being threatened that employees would leave without receiving raises and that private entities do not receive these types of raises. Councilor Jamieson asked about the cost of benefits. CA Greiner stated that the cost of health insurance was approximately \$800 a month for three of the four employees and the fourth employee was herself at \$1,400 a month. Councilor Kirby stated that the information that was given to the Finance Committee was helpful justification of the need for the requested raises.

A motion was made by Councilor Fatland to approve the Finance Committee's recommendation for staff compensation. The motion was seconded by Councilor Kirby and approved unanimously. CA

CA Greiner stated that the Finance Committee discussed briefly the General Fee resolution and the need to raise some of the connection and planning fees. PW Fitzsimmons indicated that fittings for water connections has increased the cost to necessitate the fees being increased. CA Greiner stated that if the zoning change is approved, building requirements will be relaxed from current standards and should not have as many variances or conditional use requests. She suggested that that fees go from \$150 to \$300. Councilor Jamieson stated that he would like to see the planning fees go to \$500 as there will be less need for variances. CA Greiner will draft the fee resolution with increases and bring to the next council meeting.

8.5. ** Oregon Frontier Chamber Summer Street Closure Request

K'Lynn Lane of the Oregon Frontier Chamber of Commerce requested the closure of Gilliam Street from Ward to Oregon for several summer events. She has also asked for Main Street to be closed from Walnut to Summit Streets, but it was determined that is an ODOT decision since it is the state highway. It was the consensus of the council to approve the closure of Gilliam Street as requested.

9. STAFF REPORTS

9.1. Public Works - Public Works Superintendent Gibb Wilkins

PW Wilkins reported that 2.2 million gallons of water was pumped in March. He was measured wells 3, 5 and 6 as they get ready to be used for the summer months and said that they increased in wells 3 and 6 and decreased in well 5. North Central Public Health inspected the city's water system on Monday and it passed with several items noted for correction. PW Wilkins said that the Safe Routes to School grant made it to the second round being 47 out of 85 for construction grants of \$100,000-500,000 possible if successful. One pump at the headworks went down and is being repaired, Rick Shafer has returned to the golf course, James Gavin has been hired at the park starting May 2 and Shellie Johnson will fill in at the park until Gavin



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begins. PW Wilkins priced out clock for city hall and reported that without chimes it would be \$2,500 and with chimes \$2,900. He is working on converting street lights to be dark sky certified and each block would cost approximately \$14,000. Dark Sky of Oregon is certifying Cottonwood Canyon State Park and met with PW Wilkins this week to discuss possible projects, education and possible certification. He stated that ductile iron prices have increased which also increases water and sewer pipe costs. Working on the road and sidewalks at Pennoyer and Trimble Streets which will be pushed back due to the engineers timelines. Fitzsimmons recently attended short school and they anticipate Spring and Summit Streets will be paved this year by the Gilliam County Road Department.

9.2. Police & Fire - Gilliam County Sheriff Gary Bettencourt

Sheriff Bettencourt said that his department is still down two employees and in the process of hiring one deputy that will take a year to go through training. He reported that Casey Zellers was hired as the Gilliam County Fire Services Coordinator and was introduced to city staff on Monday. The abatement of John Reser property is proceeding with Rick Watkins being hired to do the abatement and a legal document has been drafted by Baum to cover Watkins work on that property. He is working on property near the ODOT maintenance shop for clean-up.

9.3. Administration - City Administrator Kathryn Greiner

CA Greiner reported that she is working on getting the transfer station metal collected and having issues with RS Davis being busy and unable to come to Condon. Community clean-up day is scheduled for Friday, May 13, 9 a.m. - 1 p.m., reminded councilors that there is a regional LOC meeting in Hermiston this month and to let her know if they would like to attend. She is going to Arlington Tuesday, April 12 to meet with Port of Arlington, City of Arlington and Nate State of the Governor's office, then traveling to Goldendale, Washington for a tour of TLC Homes. Sen. Wyden is holding a virtual townhall April 19 which is the same day at the Planning Commission hearing on the zoning changes. She reminded the council that a grant of \$100,000 has been received for the Pennoyer and Trimble Street project and the remainder is in a Gilliam County grant request.

10. COUNCIL INFORMATION

10.1. City of Condon Budget Committee Meeting Monday, April 18, 2022, 7 p.m.

10.2. Community Clean-Up Day Friday, May 13, 2022, 9 a.m. - 1 p.m.

11. NEXT REGULAR MEETING DATE

11.1. The next regular Condon City Council meeting is Wednesday, May 4, 2022, 7 p.m.

12. ADJOURN REGULAR MEETING

Mayor Hassing adjourned the meeting at 8:11 p.m.

Date _____
Jim Hassing, Mayor

ATTEST: _____ Date _____
Kathryn Greiner City Administrator