



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, December 7, 2022 7:00 PM

### 1. Zoom Link

- 1.1. <https://us02web.zoom.us/j/86997974969?pwd=V3FYZFo1eXp2Nm5HVjercjhJUXB6dz09>

Meeting ID: 869 9797 4969  
Passcode: 464784

+12532158782,,86997974969#,,,,\*464784# US (Tacoma)

### 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 Dawn Parm, Mike Cronk, Donald Jamieson, Jeremy Kirby; Staff - City Administrator Kathryn Greiner, Public Works Superintendent Gibb Wilkins.

**Absent:** Councilor Jan Stinchfield & Tom Fatland; Staff - Gilliam County Sheriff Gary Bettencourt

### 4. ADDITIONS TO AGENDA

None

### 5. PUBLIC COMMENT

- 5.1. The Council may hear discussion of unannounced items from the floor and comments on the agenda items.  
Public comment limited to five (5) minutes

None

### 6. CONSENT AGENDA

- 6.1. Review & Approve of the November 2, 2022 Regular Condon City Council Meeting Minutes

Mayor Hassing noted that "Wilson" was misspelled.

A motion was made by Councilor Jamieson to approve the November 2, 2022 regular Condon City Council meeting minutes with correction. The motion was seconded by Councilor Parm and approved unanimously.

- 6.2. Review November Accounts Payable & VISA Statements

No questions on the accounts payable and VISA statements.

### 7. OLD BUSINESS



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#### **7.1. Condon Grade School Update**

CA Greiner stated that the Port of Arlington's (POA) subsidiary non-profit Environmental Sentry Corporation (ESC) has agreed to the transfer of property in theory and is doing its due diligence for the abatement grant funding. POA executive director Jed Crowther stated that ESC has signed an agreement with Maul Foster Alongi for the Phase One environmental survey and the timeline is to make the transfer in mid- to late-February 2023.

Councilor Jamieson said that the boiler has been started in the playshed and the bathroom will be connected in the next few days. CA Greiner stated that the pickleball group uses the playshed and the Condon Grade School team used the playshed but may not due to the low temperatures in the building. PW Wilkins stated that he has fixed a broken window and will do some other minor repairs.

CA Greiner stated that the city has received \$20,000 grant from Gilliam County for the boiler and she is recommending the city return the funds to the county if another project is not specified in February at the retreat.

#### **7.2. Update Mural & Public Art Ordinance Process**

CA Greiner presented to the council two options, with one being a simple change to allow murals in the Historic District and the other was a new ordinance to address murals in the Commercial and Historic Districts. With two councilors absent, it was suggested that the options go back to the retreat in February. A public art ordinance was not included in the packet. The consensus was to take this issue to the retreat.

### **8. NEW BUSINESS**

#### **8.1. 2021-22 Audit Report - Kori Sarrett, CPA, Accuity CPAs**

Kori Sarrett, CPA with Accuity CPAs said that the audit field work was completed in September and that it went well. Sarrett noted that the only finding, one that the city has every year, is lack of segregation of duties. She urged the councilors to continue to be diligent about asking questions and reviewing financial statements for oversight. She said that the city's cash position is strong with a \$400,000 net income and General Fund, plus water and sewer funds showing positive balances. Councilors did not have any questions.

#### **8.2. AARP AUD Project with City of Moro - Kirk Fatland, Planner**

Kirk Fatland, city contract planner, presented two designs for Accessory Dwelling Units (ADUs) that are prepared to take to the city and building codes. The designs were completed through a grant from AARP by the City of Moro that included Condon since they have both revised their codes to allow ADUs. The plans are available to residents of Condon, free of cost at City Hall. Advertising for these plans will be done through The Times-Journal and posted on the city's website.

#### **8.3. Approve Council Dawn Parm as Check Signer of BEO Accounts and Remove Councilor Michael Cronk**

**A motion was made by Councilor Jamieson to approve Councilor Dawn Parm as a Bank of Eastern Oregon check signer and to remove Councilor Michale Cronk as a signer. The motion was seconded by Councilor Kirby and approved unanimously.**

### **9. STAFF REPORTS**

#### **9.1. Public Works - Public Works Superintendent Gibb Wilkins**

PW Wilkins reported that the city pumped 2.3 million gallons of water in November. This amount is a slight increase. The Public Works staff is working on machinery maintenance and preparing for snow removal. PW Wilkins is writing up the bid for the paving of Spring and McKinley Streets near the baseball field development and is ordering a new mower for the city park. The excavator has been moved to the transfer station where they have been loading Waste Connections bins with the scrap metal and white goods. He noted that there is interest in several local people that want to contract for the scrap metal removal. CA Greiner noted that RS Davis has a contract for scrap metal but has not been out to pick it up for over a year. The agreement was not exclusive. Therefore, Waste Connections has assisted the city in removing scrap metal. CA Greiner will move forward with a letter to RS Davis to terminate their contract and return with a request for bids in January or at the



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February retreat. PW Wilkins said that the city did not move out of committee with the Safe Routes to School construction grant, but did receive the planning grant.

**9.2. Police & Fire - Gilliam County Sheriff Gary Bettencourt**

Council received the Gilliam County Sheriff's office statistic report in their packets.

**9.3. Administration - City Administrator Kathryn Greiner**

CA Greiner reported that Gilliam County Enterprise Zone, in which Condon city limits are in this program, is up for renewal. Gilliam County has been the administrator of this program, and will remain unless the cities in the county have an objection. Condon has not received requests for tax abatement, but it may be a beneficial program with the city's 7-acres of industrial land in city limits. She noted that there was an error in the tax turnover by the Gilliam County tax collector that would require just over \$22,500 to be deducted from Condon's November tax turnover. Gilliam County is deducting approximately \$600,000 from the tax turnover to all districts to correct this error. The city has been asked to have a new e-cycle contract and when reviewed by city attorney Wyatt Baum, several changes need to be made before it is brought to the council for approval. A grant has been submitted to Gilliam County Capital Investment program for approximately \$300,000 for upgrading the meters and providing leak detection. The grants will be funded and reviewed in December and if successful, the options will be provided at the retreat in February for the decision of the council on which option will be purchased. CA Greiner stated that the previous week there was a tour of Main Street with the Oregon Main Street director from Salem. One of the programs that was discussed during this tour was the fund available for second story housing of commercial buildings. CA Greiner and Gilliam County Judge Elizabeth Farrar Campbell have discussed the possibility of having a program similar to the Main Street Facade program of the city that would assist the four property owners on Condon's Main Street. A similar program in Klamath Falls received \$200,000 per year for three years for second floor housing. CA Greiner will gather more information for a discussion at the retreat in February.

**10. COUNCIL INFORMATION**

**10.1. Election Results**

**10.2. PSU Census Information**

**10.3. OLCC License Change**

**11. NEXT REGULAR MEETING DATE**

**11.1. The next regular Condon City Council meeting is Wednesday, January, 4, 2023, 7 p.m.**

**12. ADJOURN REGULAR MEETING**

Mayor Hassing adjourned the meeting at 7:37 p.m.

\_\_\_\_\_  
Jim Hassing, Mayor

ATTEST: \_\_\_\_\_ Date \_\_\_\_\_  
Kathryn Greiner City Administrator