



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, January 4, 2023 7:00 PM

1. ZOOM LINK

1.1. <https://us02web.zoom.us/j/86997974969?pwd=V3FYZFo1eXp2Nm5HVjcrcjhJUXB6dz09>

Meeting ID: 869 9797 4969

Passcode: 464784

One tap mobile

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2. CALL REGULAR MEETING TO ORDER

3. OATH OF OFFICE - MAYOR JIM HASSING, COUNCILORS DAWN PARM, DUSTAN HALL & JAN STINCHFIELD

Councilor Donald Jamiseon issued the oath of office to Mayor Jim Hassing.

Mayor Jim Hassing administered the oath of office to Councilors Dawn Parm and Dustan Hall.

4. ROLL CALL

Present: Mayor Jim Hassing; Councilors Donald Jameison, Dawn Parm, Jeremy Kirby, Dustan Hall and Tom Fatland (zoom); Staff - Public Works Superintendent Gibb Wilkins, City Administrator Kathryn Greiner and Gilliam County Sheriff Gary Bettencourt.

Absent: Councilor Jan Stinchfield

5. ADDITIONS TO AGENDA

5.1. **** Appoint Councilors to City Committees**

5.2. **** 2022 Mayor Hassing's Annual Report**

6. PUBLIC COMMENT

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

No public comment.

7. CONSENT AGENDA

7.1. **Review & Approve the December 7 2022 Regular Council Meeting Minutes**



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A motion was made by Councilor Parm to approve the December 7, 2022 regular Condon City Council meeting minutes. The motion was seconded by Councilor Kirby and approved unanimously.

7.2. Review the December 2022 Accounts Payable & VISA Statements

Councilor Jamieson inquired about the electric bill for the Condon Grade School Building. PW Wilkins said that they are planning on researching how to shut down most of the building and CA Greiner will inquire of CBEC if there is an additional charge for the building for the larger amount charged.

8. OLD BUSINESS

8.1. Condon Grade School Building Update

CA Greiner reported that the Port of Arlington's non-profit subsidiary Environmental Sentry Corporation (ESC) has approved to have a Phase I ESA to be completed by Maul, Foster Alongi. This needs to be completed prior to the transfer of property for the abatement. Port of Arlington /ESC applied for a Gilliam County capital grant and was awarded approximately \$500,000 toward the abatement and rehabilitation project. The boiler is inoperable, therefore any activities in the playshed will have to work with no heat. The school district and the pickleball group were notified of the no-heat issue. Jed Crowther, Port of Arlington Executive Director commented that they were moving forward and, was glad to work with the City of Condon on this project.

9. NEW BUSINESS

9.1. Discuss Amy Coy Extension of Baseball Field Development Agreement

Amy Coy, developer and owner of the baseball field housing project, submitted a letter asking for an extension of the first construction period from 24 to 36 months, then an additional 3 year extension to have homes built on these lots. Coy owns six lots that have deed restrictions from the City of Condon so that homes must be built on these lots within two years or the property reverts back to the city. The current deed restriction allows for three one-year extensions. The request would allow a six-year period for the purchase and have a home built on these lots. Coy explained that due to economic conditions and some concerns of potential buyers to get the extensions, she is asking for the original base build to be different. She stated that one lot has been sold, she is building a spec house on other lot and has a potential buyer for two other lots. The buyers are able to use the Pioneer CDC housing program for the construction of these homes. Councilor Jamieson asked if this is going to open up another three-year extension next year. Coy responded that she thinks with the current extension she does not anticipate the need for more extensions. would need to approve the base extension request, then she would work with city attorney Wyatt Baum to make the deed restriction change.

A motion was made by Councilor Jamieson to extend the original deed restriction from 24 months to 36 months with three one-year extensions. The motion was seconded by Councilor Parm and approved unanimously.

9.2. Review & Approve E-Cycle Contract Universal Recycling Technologies (URT)

The council received a contract from Universal Recycling Technologies for the e-cycle materials at the Condon transfer station. CA Greiner explained that the city contracted with this company several years ago and that city attorney Wyatt Baum has reviewed and approved the contract with changes.

A motion was made by Councilor Jamieson to approve the e-cycle contract with Universal Recycling Technologies. The motion was seconded by Councilor Parm and approved unanimously.

9.3. Review & Approve Dark Fiber Lease with LSN

The council received the dark fiber lease between the City of Condon and Light Speed Networks (LSN) for one pair that the city leases from Arlington to Condon. Attorney Baum reviewed the agreement with LSN counsel and put in the fee of \$500. Councilor Jamieson asked if there was a time to renegotiate the fee and CA Greiner said that she could check into it. With this agreement, the fee resolution would also need to be updated to reflect the \$500 a pair fee that was agreed upon with the now defunct Fiber Council.

A motion was made by Councilor Jamieson to approve the fiber contract with LSN. The motion was seconded by Councilor Kirby and approved unanimously.

9.4. Review & Approve Resolution 2023-03 General Fee Resolution - Addition of Dark Fiber Rate



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A motion was made by Councilor Parm to approve Resolution 2023-03 - the General Fee Resolution of the City of Condon. The motion was seconded by Councilor Hall and approved unanimously.

9.5. Review & Approve the 2023-2025 Audit Contract with Accuity LLC

CA Greiner stated that the contract with Accuity LLC to complete the city's audit expired with the 2021-22 audit. The fee was approximately \$17,500 and the raise is to \$19,500 for three years. This is comparable to other audits that have been awarded to other cities in our region.

A motion was made by Councilor Fatland to approve the 2023-25 Accuity LLC audit contract. The motion was seconded by Councilor Kirby and approved unanimously.

9.6. Review & Approve the 2023-24 Budget Calendar

A motion was made by Councilor Fatland to approve the 2023-24 City of Condon Budget Calendar and the 2023 City Calendar. The motion was seconded by Councilor Jamieson and approved unanimously.

9.7. Review & Approve the 2023 Condon City Calendar

Motion was made with budget calendar.

9.8. Appoint Budget Officer - Kathryn Greiner

Mayor Hassing appointed CA Greiner as the budget officer.

9.9. Appoint Budget Committee Members for the Two-Year Term - Dan Schott, Stephanie Carter & Tara McIntosh

Mayor Hassing appointed Dan Schott, Stephanie Carter and Tara McIntosh for a two-year term on the city's budget committee.

9.10. Appoint Planning Commission Members - Vernon Grey & Rachel Weinstein

Mayor Hassing appointed Vernon Grey and Rachel Weinstein to the city's planning commission.

9.11. Designate the Newspaper of Record - The Times-Journal

9.12. Designate the City of Condon Depositories - Bank of Eastern Oregon & Oregon State Local Government Investment Pool

Mayor Hassing designated the Bank of Eastern Oregon and Oregon State Local Government Investment Pool as the city's depositories.

9.13. Designate the Engineer of Record - David Wildman, PE of Anderson, Perry & Associates

Mayor Hassing designated Dave Wildman, PE of Anderson, Perry & Associates as the city's engineer of record.

9.14. Appoint the Integrator of Record - The Automation Group

Mayor Hassing appointed The Automation Group as the city's integrator of record.

9.15. ** Appoint Councilors to City Committees

Mayor Hassing appointed newly sworn Councilor Hall to replace former Councilor Mike Cronk on the Public Works and Housing committees. All committees remained the same as 2021.

9.16. ** Mayor Hassing's 2022 Annual Report

Mayor Hassing submitted his 2022 year-end report for the council to read.

10. STAFF REPORTS

10.1. Public Works - Public Works Superintendent Gibb Wilkins

PW Wilkins stated that 3.1 million gallons in December, which is above average, was due to a sensor malfunction of the reservoir that lost approximately 500,000 gallons and several other leaks due to other broken pipes due to the cold snap. The city was successful in obtaining a capital investment grant for new meters with leak detection. PW Wilkins asked if the council wanted to discuss options of the meters or to discuss at the retreat next month. Councilor Jamieson asked that it come to the



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retreat with a presentation of the differences in costs and features. Public Works staff have been working on water breaks, culvert cleaning and equipment maintenance since December. The new golf course tractor has been delivered and is also multi-use with a snow blower. It was discussed that the old tractor would be put on a surplus list that will come to the council retreat in February. PW Wilkins said that the reason there are temporary signs on the street corners is that the subcontractor of the ADA project that is responsible for signage is two months behind and will get to them this spring. A short discussion was held regarding speed limits on city streets.

10.2. Police & Fire - Gilliam County Sheriff Gary Bettencourt

Sheriff Bettencourt said that they have had four vehicles in the same block in Condon broken into over the last few weeks. He said that small items were taken from the vehicles. He also noted that dispatch had a power outage and a switch malfunctioned that caused the 911 calls to be sent to Crook County. They are working to dispatch back up to full personnel and he noted that several of his deputies are graduating from the police academy and he will be fully staffed in his office.

10.3. Administration - City Administrator Kathryn Greiner

CA Greiner noted that she will be at a CIS board retreat next Wednesday through Friday; that Gilliam County is holding a housing work session Wednesday, January 18, 9 a.m. in Arlington; that the Planning Commission is holding a hearing January 17 for the historical review application of The Times-Journal and asked about council retreat dates. It was determined to hold the retreat on Wednesday, February 8, 5:30 p.m. at City Hall.

11. COUNCIL INFORMATION

12. NEXT REGULAR MEETING DATE

12.1. The next regular Condon City Council meeting will be held February 1, 2023, 7 p.m.

13. ADJOURN REGULAR MEETING

Mayor Hassing adjourned the meeting at 7:48 p.m.

Date _____
Jim Hassing, Mayor

ATTEST: _____ Date _____
Kathryn Greiner City Administrator