



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, March 1, 2023 7:00 PM

1. ZOOM LINK & MEETING LOCATION

1.1. <https://us02web.zoom.us/j/89844866855?pwd=UkQvT0h0c1ZlSk5ZbjR4SjdnamxpZz09>

Meeting ID: 898 4486 6855

Passcode: 020862

One tap mobile

+12532158782,,89844866855# US (Tacoma)

+12532050468,,89844866855# US

2. CALL REGULAR MEETING TO ORDER

Council President Donald Jamieson called the meeting to order at 7 p.m.

3. ROLL CALL

Present: Councilors Donald Jamieson, Jan Stinchfield (arrived at 7:10 p.m.), Dustan Hall, Dawn Parm, Jeremy Kirby and Tom Fatland (Zoom); Staff - Public Works Superintendent Gibb Wilkins, City Administrator Kathryn Greiner and Gilliam County Sheriff Gary Bettencourt.

Absent: Mayor Jim Hassing

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 is limited to five (5) minutes.

None

6. CONSENT AGENDA

6.1. Review & Approve the February 1, 2023 Regular Condon City Council Meeting Minutes and the February 8, 2023 Retreat/Work Session Meeting Minutes

A motion was made by Councilor Kirby to approve the February 8, 2023 Council retreat minutes and the February 1, 2023 regular Condon City Council meeting minutes. The motion was seconded by Councilor Dustan and approved unanimously.

6.2. Review the February Accounts Payable & VISA Statements

Councilor Jamieson asked about the invoice to AccTech and CA Greiner stated that it is the IT contractor. Councilor Fatland asked about the cost of a rally bar from Diversitified which CA Greiner stated that was for the smart board in the Memorial Hall. Councilor Fatland asked about the Western States "machine/wiring harness" and PW Wilkins stated that it was a part of the pump at the headworks.

7. OLD BUSINESS



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7.1. Condon Grade School Campus Update

CA Greiner reported that the Port of Arlington and its subsidiary are completing the final Phase I Environmental Assessment and the report is expected to be completed next week. Once this is complete, the city and the port will discuss how the transfer will look, and if there is going to be an agreement for the return transfer. City Attorney Wyatt Baum has been contacted to start the process of documents for transfer.

7.2. Fairway Housing Update

Gilliam County and the Port of Arlington held a joint meeting earlier today and the Fairway housing project was discussed. Pioneer CDC board members Mac Stinchfield, Jeff Schott and Leah Shannon were present at the meeting and it was indicated that the project is going to be put on hold while the funding and structure of ownership is determined. CA Greiner stated that she has asked planner Kirk Fatland to draw up a rough subdivision plan for the nine acres at the Fairway Housing that will look similar to standard city blocks. She anticipates getting the design in the next two weeks. She noted that the discussion at the retreat was to budget for planning and infrastructure design and she will continue to move forward with those projects in the next few months.

8. NEW BUSINESS

8.1. Review & Approve the 2023 Goals & Priorities

A motion was made by Councilor Fatland to adopt the 2023 Goals & Priorities as presented. The motion was seconded by Councilor Parm and approved unanimously.

8.2. Discuss Moratorium On Short Term Rentals

Councilor Jamieson asked CA Greiner to put the issue of the short-term rentals on the agenda after a discussion at the council retreat. He stated that is needed to be researched and provide the public to comment on the issue of placing a moratorium on short term rentals.

CA Greiner is researching how to implement a moratorium and has reached out to other city administrators, planner Kirk Fatland and attorney Baum. Information gathered shows that the change is going to most likely be in the zoning ordinance regarding what is allowed in R-1. Ordinances from Joseph, Hood River and Reedsport have been collected and will look into some of the other cities in Oregon that have made changes to short-term rentals.

CA Greiner stated that it is her recommendation to hold at least one public meeting to allow the public to comment on the short-term rental changes prior to putting on a moratorium. She also suggested that the city consider having the State of Oregon collect the transient tax quarterly since they already collect the state transient tax. There have been some issues with some of the transient tax forms getting completed timely and forms not filled out because the entities do not want the city to have the information. If a hearing is held, the current transient tax entities will be invited.

8.3. Review & Approve Street Closures for Summer Oregon Frontier Chamber Events

Oregon Frontier Executive Director K'Lynn Lane submitted a letter asking permission for Main Street closure July 1 and August 5 for dance and artisan markets.

A motion was made by Councilor Parm to approve the Oregon Frontier Chamber of Commerce request of street closures for July 1 and August 5, 2023. 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 2.2 million gallons of water at City Farm in February, which is average. The Public Works crew have been cleaning the snow and have put out requests for bids for the Spring & McKinley street paving and for the city machine shop. He said that he was in discussion with ODOT and USPS regarding the mailboxes that have been installed on Walnut Street for residents throughout the city, and that they were not to ODOT standards and need to be removed if their property is not adjacent to where the mailbox is located. Councilors Jamieson and Stinchfield both expressed the opinion that everyone should get free mail delivery service if offering mailboxes on the highway routes and an ordinance was



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suggested for mailbox placement. CA Greiner asked if the city needed to be involved with the mailbox placement and suggested that the decisions stay with the USPS and ODOT. PW Wilkins stated that there will be an ODOT Safe Routes to School (SRTS) walk through and community meeting April 13 with everyone invited. It is important to have the SRTS to be eligible for ODOT sidewalk projects and funding. He also reported that there is no news on the North Main Street sidewalk grant project.

9.2. Police & Fire - Gilliam County Sheriff Gary Bettencourt

Sheriff Bettencourt reported that the Gilliam County Fire Services are scheduled to hold their budget meeting March 15 and that Deputy Tom Burdick has graduated from the academy and is back in Gilliam County on patrol.

9.3. Administration - City Administrator Kathryn Greiner

CA Greiner reported that recent meetings, and Councilor Kirby's questions at the 2022 retreat about visioning for Condon have been discussed with a representative of the Ford Family Foundation. This foundation provides some technical assistance and grant funds to go through the process. The council was asked if they wanted to have her investigate the process and to move forward with a Condon vision project. The consensus of the council was to proceed with the research and participate in a visioning process for Condon. The AccTech agreement for city IT services expires May 1 and has not been utilized as much since the server and other issues have been completed. CA Greiner called the company and they will continue to provide IT services for \$4,500 annually.

CA Greiner and Gilliam County Judge Elizabeth Farrar Campbell met with Governor Tina Kotek's housing liaison Taylor Smiley Wolfe in February regarding the state housing funds. Wolfe suggested that someone from Gilliam County apply to be on the state housing committee, and due to time constraints, it was suggested that Planner Kirk Fatland would be a good fit due to his background of planning and working with homeless people in the Portland area. Fatland has applied to be on the state housing committee and will notify the city if successful.

CA Greiner attended a meeting in Fossil that had representatives from Ford Family Foundation, Meyers Memorial Trust, Oregon Art Coalition, Oregon Community Foundation and other non-profits regarding housing or other community projects. The group toured the CGS facility the next day and were excited about the possibilities of the city's "asset."

CA Greiner and PW Wilkins attended a community meeting about the possibility of Condon being a pilot program for an Arts and Culture District that may be funded through the Oregon Legislature. Attending were representatives from Condon School District, Oregon Frontier Chamber of Commerce, Condon Arts Council, Condon Child Care, Gilliam County, Gilliam County Library and Gilliam County 4-H. Gilliam County is putting together a request to the legislature.

It was noted that the Port of Arlington was going through the strategic planning process and CA Greiner asked that the council complete the Port survey that is posted on the city's website. Several noted that the survey had closed and CA Greiner will contact the consultant to see if it can be opened to allow more Condon participation.

10. COUNCIL INFORMATION

11. NEXT REGULAR MEETING DATE

11.1. The next regular scheduled Condon City Council meeting will be Wednesday, April 5, 2023, 7 p.m.

12. ADJOURN REGULAR MEETING

Council President Jamieson adjourned the meeting at 7:26 p.m.

Date _____
Jim Hassing, Mayor

ATTEST: _____ Date _____
Kathryn Greiner City Administrator