



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, April 5, 2023 7:00 PM

1. ZOOM LINK

1.1. <https://us02web.zoom.us/j/88053325519?pwd=YzBveXNIUlhsemZiMXZWc2Z5cEU1dz09>

Meeting ID: 880 5332 5519
Passcode: 526490
One tap mobile
+17193594580,,88053325519# US
+12532050468,,88053325519# US

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, Dustan Hall, Donald Jamieson, Jan Stinchfield and Tom Fatland (zoom); Staff - City Administrator Kathryn Greiner, Public Works Superintendent Gibb Wilkins and Gilliam County Sheriff Gary Bettencourt.

Absent: Councilor Jeremy Kirby

4. ADDITIONS TO AGENDA

** Added the approval of IT Services Agreement with AccTech

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. PROCLAMATION - APRIL 2023 CHILD ABUSE PREVENTION MONTH

6.1. Proclamation

Mayor Hassing proclaimed April as Child Abuse Prevention Month..

7. CONSENT AGENDA

7.1. Review & Approve the March 1, 2023 Regular Condon City Council Meeting Minutes

A motion was made by Councilor Stinchfield to approve the March 1, 2023 regular Condon City Council meeting minutes. The motion was seconded by Councilor Jamieson and approved unanimously.

7.2. Review Accounts Payable & VISA Statements

Councilor Jamieson asked about the Columbia Basin Electric Cooperative bill for the Condon Grade School Building that showed a credit. PW Wilkins stated that it was a credit due to CBEC charging a demand charge on the building for electricity



128 S Main St.
PO Box 445
Condon, OR 97823
P: 541-384-2711
F: 541-384-2700

use when the building was full. Councilor Fatland asked about the ArcGIS payment on the VISA with PW Wilkins stating it was for mapping of the water and wastewater systems.

7.3. Review & Approve HD Fowler and TAG Invoices in Excess of \$50,000

All checks written over \$50,000 must be approved by the city council. TAG invoice was for the final payment of Phase I of the telemetry system and HD Fowler was for the materials that will be used for the summer pipe replacement project.

A motion was made by Councilor Jamieson to approve payment to TAG for \$50,426 and to HD Fowler for \$60,576.08. The motion was seconded by Councilor Parm and approved unanimously.

8. OLD BUSINESS

9. NEW BUSINESS

9.1. Discuss & Approve Ordinance 2023-02 - An Ordinance Establishing a Temporary Moratorium on Transient Tax/Hotel Rentals Within the City of Condon and Declaring an Emergency

The short-term rental moratorium is asking for a pause on an additional short-term rental registration for six months to allow the Council and Planning Commission time for any changes to the city's ordinance. The planning commission will review Chapter 152 that covers the zoning ordinances with an eye to see if any of the requirements to place a short-term rental in residential zones, and the council will review planning commission suggestions and transient tax ordinance. The consensus of the council was to have a work session on potential changes to the ordinance.

Barb Anderson, owner of several short-term rentals in Condon, asked if there were written reasons for the moratorium and if it needed to be declared an emergency. She stated that the city's code allows for three readings and asked why there is a change. CA Greiner stated that the council has the authority to declare an emergency and the council had asked to have it a shorter period. She also stated that there have been several neighbors that have voiced concern about the short-term rentals in their neighborhoods.

Councilor Jamieson stated that he asked to have the moratorium to take time to eliminate problems that other cities were encountering before they were in Condon. He said that he was neither for or against the short-term rentals but wanted time to look at the issue. Anderson asked if it was just for residential and was told by CA Greiner that there are houses in the Commercial zone that fall under the Residential codes, but noted that the ordinance could be clarified to "all zones", not just residential.

A motion was made by Councilor Hall to approve the reading of Ordinance 2023-02 by title only - an Ordinance establishing a temporary moratorium on transient tax/hotel rentals within the city of Condon and declaring an emergency. The motion was seconded by Councilor Jamieson. Motion carried.

Yes- Tom Fatland, Jan Stinchfield, Donald Jamieson, Dawn Parm, Dustan Hall, No- None, Abstain- None. Absent - Jeremy Kirby

CA Greiner read Ordinance 2023-02 by title only.

A motion was made by Councilor Hall to approve Ordinance 2023-02 - An Ordinance establishing a temporary moratorium on transient tax/hotel rentals within the city of Condon and declaring an emergency with change to "all zones". The motion was seconded by Councilor Jamieson. Motion carried.

Yes- Tom Fatland, Jan Stinchfield, Donald Jamieson, Dawn Parm, Dustan Hall, No- None, Absent - Jeremy Kirby; Abstain- None

The moratorium will be in effect May 1, 2023.

9.2. Discuss Condon Grade School Deed Transfer & Agreement with Port of Arlington Environmental Sentry Corporation

CA Greiner stated that she has been in discussion with city attorney Waytt Baum and Port of Arlington Executive Director Jed Crowther to determine how to transfer the Condon Grade School (CGS) campus to Port of Arlington Environmental Sentry Corporation (Sentry) for the abatement process and possibly development. Councilor Fatland asked if Sentry could sell the property after the transfer. Crowther stated that the agreement does sound vague, but his hope that the city and Sentry can have



128 S Main St.
PO Box 445
Condon, OR 97823
P: 541-384-2711
F: 541-384-2700

a discussion after the abatement to determine the interest of both entities once abatement is completed. He added that the development may be a mutual effort to make it successful and Sentry will work with the city toward that goal. Crowther also noted that two city employees are Sentry board members and Port commissioners who will have the best interest of both parties. Councilor Fatland said if worse case scenario and the city did not have any input due to Sentry changes, but PW Wiklins, who is president of Sentry and a Port Commissioners stated that nothing can be done without the city's planning department. Crowther did state that time is of the essence due to having six months from the date of the recently completed Phase I environmental study to complete grant applications for abatement. Councilor Fatland stated that he appreciated the Port (Sentry) taking on this project.

A motion was made by Councilor Stinchfield to approve the deed transfer and agreement regarding the transfer of the Condon Grade School property to the Port of Arlington Environmental Sentry Corporation. The motion was seconded by Councilor Hall and approved unanimously.

9.3. Discuss & Approve the Water Meter Project

PW Wilkins submitted a recommendation for the Automatic Meter Infrastructure (AMI) and Acoustic Leak Detection (ALD) based on meeting water conservation plan, timely leak detection, less time of Public Works staff reading meter, administrative staff time will be reduced in processing the bills and more accurate water revenue due to more accurately measuring water used. CA Greiner stated that this project will be funded out of Fund 020 - Water Improvement and offset by a Gilliam County Capital Investment Grant for 65% of the \$302,000 project. The city would be responsible for approximately \$106,000.

Mayor Hassing asked if this project could be completed in phases with PW Wilkins stating that if the recommendation is accepted then the project would be done at one time. Councilor Jamieson said that he would rather have the project spread over several years do not have the meters all being replaced at one time when they have worn out. PW Wilkins stated that it would be difficult and inefficient running two water meter systems at the same time. A short discussion was held regarding changing technology and having brass meters.

A motion was made by Councilor Fatland to approve PW Wilkins recommendation and to have the city go out for the Request for Proposals for the AMI meters. The motion was seconded by Councilor Parm and approved unanimously.

9.4. Discuss & Review Fairway Housing Subdivision Design

CA Greiner explained that before the city can move ahead with the placement of infrastructure, the council needs to approve a design of the buildable lots and streets. The one in the councilor's packet was from a discussion with planner Kirk Fatland and PW Wilkins about having a similar design to current city blocks. If the council approves this design, this will move through the subdivision process starting at the planning commission level. CA Greiner explained that this plan is still able to have some changes made, but this would allow the planning commission to start the subdivision process to move forward with the final plans.

After a short conversation, it was the consensus of the council to move forward with the presented plan to allow the planning commission to begin the subdivision process.

9.5. Review & Approve Resolution 2023-03 A Resolution Reiterating the Need of a Reserve Fund and the Intended Sources and Uses of Funds Accumulated Therein

This is a resolution required by auditors that is usually done in September, but was noticed when the audit action letter was drafted.

A motion was made by Councilor Fatland to approve Resolution 2023-03 - A Resolution Reiterating the Need of a Reserve Fund and the Intended Sources and Uses of Funds Accumulated Therein. The motion was seconded by Councilor Stinchfield and approved unanimously.

9.6. Resolution 2023-04 - A Resolution to Declare Surplus Equipment

A motion was made by Councilor Jamieson to approve Resolution 2023-04 - A Resolution to Declare Surplus Equipment. The motion was seconded by Councilor Parm and approved unanimously.

Consensus of the council was to have PW Wilkins determine how the tractor and lawn mower would be disposed.

9.7. Award the Spring & McKinley Streets Asphalt Contract



128 S Main St.
PO Box 445
Condon, OR 97823
P: 541-384-2711
F: 541-384-2700

Council received three bids for paving Spring and Mc Kinley Street. PW Wilkins stated that the paving is to be completed but the low bidder has asked if they were successful, they would like to negotiate the deadline to coordinate with other jobs in this area. The base bid was for the paving of two streets and the addendum was for 50 tons of material for pothole work.

A motion was made by Councilor Jamieson to award the paving of Spring and Mc Kinley streets to K3 Construction LLC for the base bid of \$64,300 and \$14,250 for the addendum. The motion was seconded by Councilor Stinchfield and approved unanimously.

9.8. Award the City of Condon Equipment Shop Project

Six bids were received on the city equipment shop. PW Aaron Fitzsimmons has reviewed the bids. CA Greiner has worked with city attorney Wyatt Baum, who will negotiate the contract with the bidder approved by the council. She asked that the council approve Blue Mountain Electric LLC as low bidder with the contingency that if an agreement could not be reached, that Baum could be approved to negotiate with the second lowest bid, Cleary Building. She did note that Pendleton Electric's bid did not include prevailing wage, but that there would be a negotiation with Baum. Councilor Jamieson said that he was against awarding it to Blue Mountain Electric with the absence of prevailing wage, with Councilor Stinchfield agreeing.

A motion was made by Councilor Stinchfield to award the bid Cleary Building for the city truck and equipment storage shed and to proceed with the negotiations of a contract with Wyatt Baum. The motion was seconded by Councilor Dawn Parm and approved unanimously.

9.9. Review & Approve Audit Plan of Action Letter

This letter is required by the Oregon Secretary of State's Office Division of Audits to address the findings in the 2021-22 audit.

A motion was made by Councilor Hall to approve the audit action letter for the 2021-22 audit. The motion was seconded by Councilor Stinchfield and approved unanimously.

9.10. Discuss & Review IT Agreement with AccTech

A motion was made by Councilor Parm to accept the IT agreement with AccuTech for \$4500 per year effective May 1, 2023. The motion was seconded by Councilor Hall and approved unanimously.

10. STAFF REPORTS

10.1. Public Works - Public Works Superintendent Gibb Wilkins

PW Wilkins stated that 2.3 million gallons of water were produced in March, which is average. He said that he is working with ODOT on the Safe Routes to School (SRTS) plan with a public walk-through on Thursday, April 13 at 2:45 and a public meeting at City Hall that evening at 6 p.m. He said that he measured the summer wells with mixed results of a gain in one and a loss of water in another. PW Wilkins has been selected to be a member of the ODOT Region 4 Small City Allotment grant review committee. He said that he attended short school and learned that there is a shortage of public works employees and that one school in Oregon (Clackamas CC) that offers classes and training for certification. The seasonal park and golf started this week and anticipates the irrigation to begin later in April. Councilor Jamieson asked about the turf for #7 at the golf course, with PW Wilkins stating that PW Aaron Fitzsimmons is working with the men's club to get it ordered and will split the cost.

10.2. Police & Fire - Gilliam County Sheriff Gary Bettencourt

Sheriff Bettencourt said that he is available to answer questions and updated the council on staff training. Councilor Jamieson said that there appeared to be cars still speeding on Main Street and Sheriff Bettencourt said that he would work on having more of a presence of officers in that area. Mayor Hassing asked if there were active shooting drills planned at the school and heard that they have had two in Condon and are going to do one at Arlington in the near future.

10.3. Administration - City Administration Kathryn Greiner

CA Greiner reported that the new city equipment shop is required to go through the city's planning commission for a Conditional Use Permit. This will occur on Tuesday, April 18, 5:30 p.m. There is going to be a council/board training given by League of Oregon Cities with the date being either May 31 or June 1. Depending on the community boards that want to participate, it will either be in the council chambers or the Memorial Hall. Ethics reporting for all councilors and planning commissioners are due April 15. Elected officials are not mandatory reporters and Gilliam County is offering free training in Arlington Wednesday, April 26, 1-4 p.m. CA Greiner asked the council to set a time for the Finance Committee - Councilors Kirby and Parm and Mayor Hassing - to meet with staff to discuss employee compensation in the next two months.



128 S Main St.
PO Box 445
Condon, OR 97823
P: 541-384-2711
F: 541-384-2700

11. COUNCIL INFORMATION

11.1. City of Condon Budget Committee Meeting Monday, April 17, 2023, 7 p.m.

11.2. Planning Commission Meeting Tuesday, April 18, 5:30 p.m. - City Shop CUP Hearing

12. NEXT REGULAR MEETING DATE

12.1. The next regular scheduled Condon City Council meeting will be held Wednesday, May 3, 2023, 7 p.m.

13. ADJOURN REGULAR MEETING

Mayor Hassing adjourned the meeting at 8:05 p.m.

Jim Hassing, Mayor

Date _____

ATTEST: _____
Kathryn Greiner City Administrator

Date _____