



128 S Main St.
PO Box 445
Condon, OR 97823
P: 541-384-2711
F: 541-384-2700
<http://cityofcondon.com/>

MINUTES
**** REVISED REGULAR CITY COUNCIL MEETING**
128 S. MAIN STREET, CONDON, OR 97823
WEDNESDAY, JULY 12, 2023, 7:00 PM

1. CALL REGULAR MEETING TO ORDER

Mayor Jim Hassing called the meeting to order at 7 p.m.

2. ROLL CALL

Present: Mayor Jim Hassing; Councilors Tom Fatland, Jeremy Kirby, Dawn Parm, Dustan Hall and Jan Stinchfield; Staff - City Administrator Kathryn Greiner, Public Works Superintendent Gibb Wilkins.

Absent: Councilor Donald Jameison; Staff - Gilliam County Sheriff Gary Bettencourt

3. ADDITIONS TO AGENDA

**** 6.3 - Discuss Alley Vacation Request**

4. PUBLIC COMMENT

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

None

5. CONSENT AGENDA

5.1. Review & Approve the June 7, 2023 Condon City Council Meeting & the June 14, 2023 Joint City Council & Planning Commission Meeting

A motion was made by Councilor Stinchfield to approve the June 7, 2023 regular Condon City Council meeting minutes and the joint council- planning commission meeting minutes of June 14, 2023. The motion was seconded by Councilor Parm and approved unanimously.

5.2. Review Accounts Payable & VISA Statements for May and June 2023

Councilor Fatland asked about the Water System fee to DEQ and was told by PW Wilkins that it was the annual fee for review of the sewer system by DEQ.

5.3. ** Review & Approve Brown Construction Billing for Trimble Street

Invoices over \$50,000 must be approved by the Council. CA Greiner asked the council to approve the entire contract amount of \$271,592.25. There is a difference in the contract and the total project cost is due to additional gravel according to PW Wilkins.

A motion was made by Councilor Parm to approve the payment of \$271,592.25 to Brown Construction, Inc. The motion was seconded by Councilor Hall and approved unanimously.

6. OLD BUSINESS

6.1. Appoint Historic District Advisory Committee

An advertisement for interested members of the Historic District Advisory Committee had been put in The Times-Journal, but no interested people have contacted the city at this time. This will be put on the August agenda for the Mayor to appoint members. Mayor Hassing stated that K'Lynn Lane was interested and Jeremy Kirby volunteered to sit on this committee. Mayor Hassing will appoint all members at the August 2 meeting.

6.2. Discuss Potential Land Sale of Vacant City Lot

CA Greiner contacted local realtor Linda Smith and she suggested that similar properties should be compiled for a vacant lot which has been completed and is included in the packet. CA Greiner stated that there are several questions that need to be answered: 1) does the council want to sell this property? 2) what is the price they want to set for this property? 3) Does the council want conditions such as a deferred development agreement for future development of this lot to include First Street paved and water and sewer connections or to have the potential owner want to combine the adjacent lot to allow a building that is not a residence?

According to city attorney Wyatt Baum, the council can sell to a specific person, but must be at market value and follow public sale law with a hearing, including the description of the property and proposed uses of the property, and the council considers it necessary or convenient to sell the property. The city lot is assessed at the Gilliam County Assessor's office at Market Assessed Value of \$7,270 and Real Market Value of \$11,470. Councilor Fatland asked if the city would use this lot and what the location was. PW Wilkins brought it up on computer and showed that it fronted First Street, which is platted and not developed, plus that there are no plans to place any city services on that lot. Currently, it is used for any parking overflow from events at the golf course. Councilor Stinchfield said that she had no issues with selling it and Mayor Hassing asked about the road near that lot. PW Wilkins stated that the paved street is on private property but has been maintained by the city for decades. Discussion was held about the potential conditions on the property and possibility of developing First Street from Oregon to Lincoln streets.

It was the consensus of the council to have CA Greiner inquire about how the lot was evaluated by the Gilliam County Assessor and if they assumed services were accessible, and to draft conditions in a deferred development agreement.

6.3. ** Discuss Alley Vacation Request

CA Greiner was tasked at the June meeting to see if there were any other cities that put criteria to vacate an alley. She said that she received very few responses and they were that people did not vacate streets or alleys. Councilor Fatland asked if the city would use this alley and PW Wilkins stated that it is not currently used but does have a sewer line that crosses it. It was discussed that at the June meeting there is a process to vacate a street or alley that is assumed by the person requesting it. It was suggested that the sewer line get an easement from the landowners if the alley was vacated that crosses their property.

A motion was made by Councilor Stinchfield to start the process to vacate the alley as requested. The motion was seconded by Councilor Kirby and approved unanimously.

7. NEW BUSINESS

7.1. Award Memorial Hall Ductless Heat Pump

A motion was made by Councilor Kirby to accept the bid from Gordon's Heating and Cooling for the ductless heat pump system for the Memorial Hall. The motion was seconded by Councilor Hall and approved unanimously.

7.2. First Reading Ordinance 2024-01 - An Ordinance Limiting the Total Number of Short-Term Rentals Within the City of Condon and Establishing a Permitting Procedure and Applicable Criteria

The proposed ordinance was discussed at the joint council, planning commission meeting in June and planner Kirk Fatland put into the attached document. CA Greiner stated that with the August meeting just three weeks from tonight's meeting, to have the second reading at that time to allow the public ample time for comment on the ordinance.

A motion was made by Councilor Parm to have the first reading of Ordinance 2024-01 - An Ordinance Limiting the Total Number of Short-Term Rentals Within the City of Condon and Establishing a Permitting Procedure and Applicable Criteria. The motion was seconded by Councilor Stinchfield. Motion carried.

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

CA Greiner read the Ordinance by Title Only - Ordinance 2024-01 - An Ordinance Limiting the Total Number of Short-Term Rentals Within the City of Condon and Establishing a Permitting Procedure and Applicable Criteria.

A motion was made by Councilor Parm to approve the first reading of Ordinance 2024-01 - An Ordinance Limiting the Total Number of Short-Term Rentals Within the City of Condon and Establishing a Permitting Procedure and Applicable Criteria. The motion was seconded by Councilor Stinchfield. Motion carried.

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

The second and final reading of the ordinance will be done at the August 2, 2023 council meeting.

7.3. Review & Approve Visioning Project & Contract with Rural Development Initiatives

Council agreed to move forward with the Visioning project with Rural Development Initiatives (RDI) at the last meeting and were waiting to determine funding and timelines. RDI has submitted a contract and timeline to begin in September 2023 and complete the project in June 2024. The \$30,000 contract has been funded by a \$20,000 grant from Gilliam County and a \$10,000 grant from RDI. The original contract was for \$40,000 and the difference of \$10,000 may be additional work if funding is obtained in 2024.

A motion was made by Councilor Fatland to enter into a contract with Rural Development Initiatives for \$30,000 for visioning project. The motion was seconded by Councilor Kirby and approved unanimously.

8. STAFF REPORTS

8.1. Public Works – Public Works Superintendent Gibb Wilkins

PW Wilkins stated that 10-.5 million gallons of water was produced at City Farm, which is average for the month of June. The crew repaired a leak in the water line that runs from the reservoir to the city and that the pivot has been harvested. PW Wilkins said that the quantity and quality of the hay on the pivot was low and suggested that he is going offer it for sale for \$200 a ton. He also suggested that he is going to put out an RFP to custom hay the pivot or lease to one person to do the farming and the harvesting. PW Wilkins said that the Trimble & Washington Street project is substantially complete and will have final inspection by the end of July. Once that is done, the city can apply for a Small City Allotment Grant of \$250,000 from ODOT to pave Oregon Street from Walnut to Spring streets. Councilor Stinchfield asked when the intersection of Oregon and Court streets would be repaired. PW Wilkins stated that some of the issues is the heavy equipment from the Gilliam County Road Department using Court Street and a discussion was held asking the road department to make some repairs to that street, revise the standards to account for heavy equipment or re-route them from the county shop to another street. He noted that Brown Construction is working on the curbs that needed to be repaired, and in doing so they found that the sewer line on Gilliam Street by Historic Hotel Condon was crumbling. He said that instead of working on Summit Street water project this year, the crew will replace the sewer line between Main and East streets on Gilliam Street. PW Wilkins has installed new street signs by the baseball field housing development and that the wells at the golf course are still producing water. He noted that the golf course operation has a summer intern - Caden Piening.

8.2. Police & Fire – Gilliam County Sheriff Gary Bettencourt

No report.

8.3. Administration – City Administrator Kathryn Greiner

CA Greiner reported the 2023-24 budget has been completed and submitted to Gilliam County. Full documents are available to all councilors upon request and the budget will be posted to the city's website. She also said that the city shop will need to be moved to the north to avoid an increase in cost due to earthwork and the change will go before the planning commission on Tuesday, July 18. Construction is anticipated to begin in August or September and completed by the end of the year.

9. COUNCIL INFORMATION

None

10. NEXT REGULAR MEETING DATE

10.1. The next regular Condon City Council meeting is scheduled for August 2, 2023, 7 p.m.

11. ADJOURN REGULAR MEETING

Mayor Hassing adjourned the meeting at 7:56 p.m.

Date _____
Jim Hassing, Mayor

ATTEST: _____ Date _____
Kathryn Greiner City Administrator