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

MINUTES
REGULAR CITY COUNCIL MEETING

WEDNESDAY, OCTOBER 4, 2023, 7:00 PM

1. CALL REGULAR MEETING TO ORDER

Mayor Jim Hassing called the meeting to order at 7:01 p.m.

2. ROLL CALL

Present: Mayor Jim Hassing; Councilors Donald Jamieson, Jeremy Kirby, Tom Fatland (zoom), Dawn Parm, Dustan Hall and Jan Stinchfield (arrived at 7:05 p.m.); Staff - City Administrator Kathryn Greiner, Public Works Superintendent Gibb Wilkins.

Absent: Staff - Gilliam County Sheriff Gary Bettencourt.

3. ADDITIONS TO AGENDA

3.1. * Discuss Anderson, Perry & Associates Contract for Meter Project**

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 Regular Condon City Council Meeting Minutes of September 6, 2023

A motion was made by Councilor Hall to approve the regular September 6, 2023 city council meeting minutes. The motion was seconded by Councilor Parm and approved unanimously.

5.2. Review Accounts Payable and VISA Statements

No questions or comments on the accounts payable or VISA statements.

5.3. Approve Payment to K3 Construction for Spring/McKinley Streets Paving

CA Greiner explained that Council is to approve checks over $50,000, but this was missed last month and needed to go to the contractor before this meeting, therefore the check was mailed. She discussed with auditors and noted that this was in the contract approved by the council and budgeted. She asked for acknowledgment of the deviation from the process for the expenditure of this amount.

A motion was made by Councilor Jamieson to approve the payment of $75,400 to K3 Constructing for paying project. The motion was seconded by Councilor Stinchfield and approved unanimously.

6. OLD BUSINESS

6.1. Condon Grade School Update

Port of Arlington Environmental Sentry Corporation has entered into a contract with Maul, Foster Alongi to write grants to the State of Oregon Brownfields Program and Federal Environmental Protection Agency for abatement and clean-up of the property. EPA grant is due mid-November and a public meeting to discuss and show support of the Condon Grade School

project on Thursday, November 2, 5:30 p.m. at the Memorial Hall. The public and council are encouraged to attend the November 1 meeting. If the grants are successful, the clean-up is expected to be done in the summer of 2024.

6.2. Vision Project Update

The initial Vision Project meeting was held on September 20 with the core group to start planning the process. The larger stakeholder meeting is Monday, October 9, 4-7 p.m. Working on gathering representatives of organizations in Condon that include young people. The Visioning project is expected to go from now until June 2024 and include surveys and a large public meeting in March 2024. If the entire council wants to participate in the planning meetings, the meeting will need to be publicly noticed according to meeting laws. It was decided to go with the representatives of Mayor Hassing and Councilor Kirby.

6.3. Fairway Housing Update

Tennesons Engineering has the contract and there are no updates as of today.

7. NEW BUSINESS

7.1. Review & Approve the Intergovernmental Agreement with Gilliam County for Condon Community Swimming Pool

CA Greiner stated that the agreement was prepared by Gilliam County and reviewed by city attorney Wyatt Baum. Baum made no changes to the agreement.

A motion was made by Councilor Parm to approve the Intergovernmental Agreement with Gilliam County for the Condon Community Swimming Pool. The motion was seconded by Councilor Stinchfield and approved unanimously.

7.2. First Reading of Ordinance 2024-03 - Chapter 20 Public Art

This ordinance was reviewed by attorney Wyatt Baum with several changes made that are in the attached document.

A motion was made by Councilor Jamieson to approve the first reading of Ordinance 2024-03 - An Ordinance to adopt the public art mural code by title only. The motion was seconded by Councilor Fatland. Roll Call Vote - Yes- Kirby, Jamieson, Parm, Stinchfield, Hall, Fatland, No- None, Abstain- None Motion Passed

CA Greiner read Ordinance 2024-03 by title only

A motion was made by Councilor Jamieson to approve the first reading of Ordinance 2024-03 - An Ordinance to adopt the public art mural code. The motion was seconded by Councilor Fatland. Roll Call Vote - Yes- Kirby, Jamieson, Parm, Stinchfield, Hall, Fatland, No- None, Abstain- None Motion Passed

The second reading will be at the November 1 council meeting and, if approved, will go into effect December 1, 2023.

7.3. * Discuss Anderson, Perry & Associates Contract for Meter Project**

PW Wilkins stated that due to time and additional requirements of the RFP for the meter project, the city proposes to contract with Anderson, Perry & Associates to put out bid documents and provide the project management. Federal requirements for lead and copper inventory of service line pipes must be done by October 2024 and it made sense of the contractor installing the meters to do the inventory simultaneously. The inventory includes digging up the meters and recording if there are copper or lead pipes on the public side of the meter.Mayor Hassing asked what would happen if the contractor found lead or copper with PW Wilkins saying that they would require the landowner to change the pipe on their side of the meter and city would address any issues on city property.

CA Greiner explained that the original estimate was just over $300,000 for the meters and installation, and with the additional inventory, bid and project management, the estimated cost for the project is between $350,000-400,000. A grant of approximately $225,000 from Gilliam County has been secured for this project with additional funds available in the water improvement fund. This project is to be completed by September 30, 2024.

A motion was made by Councilor Stinchfield to approve the City of Condon water meter upgrade and water service line inventory proposal by Anderson, Perry & Associates. The motion was seconded by Councilor Parm and approved unanimously.

8. STAFF REPORTS

8.1. Public Works – Public Works Superintendent Gibb Wilkins

PW Wilkins reported that 6.6 million gallons of water was pumped in September which is average. He has switched to winter wells and has noted that there is an issue with the programming of the wells at City Farm that he is working on resolving. The crew is plugging and sanding the greens at the golf course and they fixed a line in the sewer lagoon when they dropped the

level to measure the sludge to determine if sludge needs to be removed. The water project on Summit Street from Main to East Streets has been completed and he is waiting to see if the ODOTgrant to pave Oregon Street is successful.

8.2. Police & Fire – Gilliam County Sheriff Gary Bettencourt

Police statistics were given to the council.

8.3. Administration – City Administrator Kathryn Greiner

CA Greiner reported that the dog license program is to run from October 15, 2023 to January 15, 2024. She is working with Cari Wade, DVM and Sheriff Bettencourt on the program to encourage dogs within the city to get licensed. She noted that she has not talked to Drinkwine relatives about the street by the golf course but hopes to make contact this month and that a Park & Recreation committee meeting is scheduled for Wednesday, October 18, 5:30 p.m to discuss pool and golf operations. She met with several members of the community regarding improvements at the local airport and is meeting with state aviation personnel in November. The Christmas part has been scheduled for Thursday, December 21, 6 p.m. at the Memorial Hall.

CA Greiner stated that she would like the council to consider hiring an additional Public Works employee in 2024 as there have been some health issues with current staff. She also asked to put Administrative Assistant Jessica Isley on full time starting In December or January. She said that there are several jobs open in the community and this position at part-time position may risk losing staff. Councilor Stinchfield asked CA Greiner to bring to the council the financial costs and budget items to the November meeting for further discussion.

9. COUNCIL INFORMATION

10. NEXT REGULAR MEETING DATE

10.1. The next regular Condon City Council meeting is scheduled for Wednesday, November 1, 2023, 7 p.m.

11. ADJOURN REGULAR MEETING

Mayor Hassing adjourned the meeting at 7:29 p.m.

_____Date _____
Jim Hassig, Mayor

ATTEST: _____ Date _____
Kathryn Greiner City Administrator