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MINUTES REGULAR CITY COUNCIL MEETING

WEDNESDAY, NOVEMBER 1, 2023, 7:00 PM

1. CALL REGULAR MEETING TO ORDER

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

2. ROLL CALL

Present: Mayor Jim Hassing; Councilors Donald Jamieson, Tom Fatland, Jeremy Kirby, Jan Stinchfield, Dustan Hall; Staff - Public Works Superintendent Gibb Wilkins, City Administrator Kathryn Greiner and Gilliam County Sheriff Gary Bettencourt.

Absent: Councilor Dawn Parm

3. ADDITIONS TO AGENDA

3.1. ** Presentation of Oregon Connections Telecommunications Conference Award

3.2. ** Vision Process Update

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 October 4, 2023 Regular Condon City Council Meeting Minutes

A motion was made by Councilor Fatland to approve the October 4, 2023 regular Condon City Council meeting minutes. The motion was seconded by Councilor Hall and approved unanimously.

5.2. Review Accounts Payable and VISA Statements

Councilor Fatland asked if the swimming pool phone was still on and CA Greiner stated that it has been turned off for a year. He also asked about the purchase of fungicide and PW Wilkins stated that it was for the golf course.

6. OLD BUSINESS

6.1. Condon Grade School Building Update

The Port of Arlington Environmental Sentry Corporation is moving forward with grants to abate the Condon Grade School meeting. A public meeting to comment on the soon to be submitted US Environmental Protection Agency is scheduled for Thursday, November 2, 5:30 p.m. and CA Greiner urged councilors and the public to attend. Community support is important for this particular grant. POA ES has also submitted a grant to Business Oregon for a Brownfields grant for technical assistance that includes testing and structural assessment. CA Greiner stated that she is assisting with the meeting logistics and advertising of the CGS project.

6.2. Housing Update

CA Greiner stated that she had heard that planner Kirk Fatland is meeting with staff of their new parent company AKS to move forward with the subdivision plan for Fairway Housing. She also stated that she attended the League of Oregon Cities Conference with Mayor Hassing and made contact with several housing entities that may be able to assist with development. One contact was Deb Flagen of Hayden Homes, whom she met in Arlington last month and heard that Hayden Homes may be interested in being the developers of Fairway housing. CA Greiner suggested that either the Housing Committee or at the retreat the city discuss Hayden Homes as a developer of a subdivision north of the golf course. She noted that it was discussed that they could do a mix of market rate homes along with affordable/workforce housing. Also at LOC, she made contact with federal staff from Housing and Urban Development with the assistance of the Umatilla Housing Authority and grants for second floor Main Street Housing.

6.3. Alley Vacation Request Update

CA Greiner met with Barb Anderson who had requested the alley vacation and is working through the process of the ORS outlined by city attorney Wyatt Baum.

6.4. Visioning Process Update

CA Greiner noted that the visioning process was started with a kickoff meeting of stakeholders last month to start the process of forming focus groups to work on particular portions of the subject areas. PW Wilkins and Mayor Hassing also attended and stated it was a good cross section of community member groups and was a good start. The process will continue this month with forming focus groups and working on the community survey that will be distributed in early January 2024. A community meeting will be held in March and the process will be completed in June 2024.

7. NEW BUSINESS

7.1. Second Reading & Approval of Ordinance 2024-03 - Public Art

A motion was made by Councilor Jamieson to approve the second reading of Ordinance 2024-03 - an Ordinance to adopt public art mural code by title only. The motion was seconded by Councilor Fatland. Roll call vote Motion carried. Yes- Fatland, Stinchfield, Jamieson, Kirby, Hall, No- None, Abstain- None Absent-Parm Motion carried.

CA Greiner read the ordinance by title only

A motion was made by Councilor Jamieson to approve the second reading of Ordinance 2024-03 - an Ordinance to adopt public art mural code. The motion was seconded by Councilor Fatland. Roll call vote Motion carried. Yes- Fatland, Stinchfield, Jamieson, Kirby, Hall, No- None, Abstain- None Absent-Parm Motion carried.

The public art ordinance will go into effect December 1, 2023.

7.2. First Reading of Ordinance 2024- 04 - An Ordinance Amending Cross-Control Connection - Rules & Regulations

Councilor Jamieson asked that the ordinance make it clear that the backflow device was installed according to Oregon Plumbing Codes. Councilor Kirby read the portion of the current cross connection code that stated that requirement in the existing code.

A motion was made by Councilor Jamieson to approve the first reading of Ordinance 2024-04 - An Ordinance of the City of Condon Amending Chapter 50 of the Condon Municipal Code by title only . The motion was seconded by Councilor Hall. Yes- Fatland, Stinchfield, Jamieson, Kirby, Hall, No- None, Abstain- None Absent- Parm Motion carried.

CA Greiner read the ordinance by title only.

A motion was made by Councilor Jamieson to approve the first reading of Ordinance 2024-04 - An Ordinance of the City of Condon Amending Chapter 50 of the Condon Municipal Code. The motion was seconded by Councilor Hall. Yes- Fatland, Stinchfield, Jamieson, Kirby, Hall, No- None, Abstain- None Absent- Parm Motion carried.

The second reading will be held at the December 6 council meeting.

7.3. Discuss Park & Recreation Committee Recommendations

Councilor Fatland, member of the Park & Recreation committee, said that the recommendation of the committee was to tear down the clubhouse this winter and rebuild it next spring/summer. He did note that the committee had questions about the roof on the west side of the patio, saying that if it was a solid surface it may not be able to handle the snow load. It appears from the draft building plan made by Vernon Grey that it is a pergola, but CA Greiner will clarify it. She added that if the council approves, she will work with Vernon Grey to get a set of plans that will be ready for bid and go to building codes.

A motion was made by Councilor Jamieson to approve the Park & Recreation committee's recommendation to

demolish the golf course clubhouse and move forward with a new building. The motion was seconded by Councilor Hall and approved unanimously.

Councilor Fatland stated that the pool needed a new summer tarp and painting of the locker room floors. It was also noted that the bathroom doors at the park needed painted. Councilors Jamieson and Stinchfield commended park staff Jim Gavin on keeping the park looking good last summer.

7.4. Discuss 2024 Staffing - Administration & Public Works

CA Greiner was asked by the council to present budget figures for putting the administrative position from 80% to 100% on January 1, 2024. She included in the packet a spreadsheet showing that the cost is approximately \$8,200 for salary and benefits and that there are funds that will keep the city within the budgeted appropriations.

A motion was made by Councilor Hall to approve the administrative assistant position to full-time on January 1, 2024. The motion was seconded by Councilor Jamieson and approved unanimously.

7.5. ** Presentation of Oregon Connections Telecommunications Conference Award

Councilor Stinchfield put on the record that CA Greiner recently won the award of "Outstanding Telecommunications Advocate" at the recent Oregon Telecommunications Conference in Ashland. She was nominated for the award by Gilliam County Judge Elizabeth Farrar Campbell and Adam Haas of Rabbit Communications.

8. STAFF REPORTS

8.1. Public Works – Public Works Superintendent Gibb Wilkins

PW Wilkins said that 3.4 million gallons of water were pumped in October, which is average. He stated that the crew had switched to the winter wells, fixed a leak in the transmission line in the middle of a CRP field which required the pumps to be shut down for 24 hours. On the golf course, the greens have been seeded and fungicide has been applied. The park restrooms have been closed for the winter and several pieces of equipment have gone to be serviced in central Oregon. PW Wilkins has fixed potholes on Oregon Street and asked the council to tell him where other potholes are in need of patching. ODOT is scheduled to do some blade patching on intersections near the child care and street signs are going to be replaced. He said that the school has reinstated their FFA program and has had a conversation with its instructor on soil testing.

8.2. Police & Fire – Gilliam County Sheriff Gary Bettencourt

Sheriff Bettencourt stated that he will not be at the December council meeting and that there could be some disruption of ODOT plowing this winter due to financial shortfalls. His department is continuing to work on getting lots cleaned up of abandoned cars.

8.3. Administration – City Administrator Kathryn Greiner

CA Greiner stated that she had submitted a Community Wildfire Defense grant written by Cori Mikkalo for a skidsteer to assist with vegetation control. The city shop storage building is to begin construction next Monday and the free dog license/rabies vaccination has been successful with approximately 10 people coming in for a dog license. She also stated that a person came in and is interested in purchasing two acres on the industrial land north of the Condon Little League field for a auto business. She asked the council how they wanted to proceed with this request and how they wanted to plan for the entire 7 acres. It was consensus to work with city planner and public works on a tentative plan to discuss at the council retreat in January.

9. COUNCIL INFORMATION

9.1. Transient Tax Draft "Good Neighbor Guidelines"

10. NEXT REGULAR MEETING DATE

10.1. The next regular meeting date of the Condon City Council is Wednesday, December. 6, 2023, 7 p.m.

11. ADJOURN REGULAR MEETING

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

Jim Hassing, Mayor

ATTEST: _____ Date _____

Kathryn Greiner City Administrator