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MINUTES REGULAR CITY COUNCIL MEETING

WEDNESDAY, DECEMBER 6, 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 Jan Stinchfield, Jeremy Kirby, Donald Jamieson, Dawn Parm, Dustan Hall; Staff - City Administrator Kathryn Greiner, Public Works Superintendent Gibb Wilkins.

Absent: Councilor Tom Fatland and Gilliam County Sheriff Gary Bettencourt

3. ADDITIONS TO AGENDA

None

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. PUBLIC HEARING - ORDINANCE 2024-05 ALLEY VACATION

5.1. Open Public Hearing

Mayor Hassing opened the public hearing on the alley vacation request at 7:01 p.m.

5.2. Staff Report on Alley Vacation

A staff report was written by city planner Kirk Fatland and was included in the packet. No one had questions on the report.

5.3. Public Comment

Barb Anderson, Ferry Canyon Road, Condon, testified that she had requested the alley vacated that was adjoining her and Amy Coy's property. There were no questions to Anderson from the council or public.

5.4. Close Public Hearing

Mayor Hassing closed the hearing at 7:03 p.m.

6. CONSENT AGENDA

6.1. Review & Approve November 1, 2023 Regular Condon City Council Meeting Minutes

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

6.2. Review the November Accounts Payable & VISA Statements

Councilor Jamieson asked about the credit card fraud reversal item. CA Greiner stated that a charge not by staff and it was taking that off of the statement from the previous month.

6.3. Review & Approve the Payment of \$209,739 to Clearn Building Corp for City Shop

A motion was made by Councilor Stinchfield to approve the payment of \$209,739 to Cleary Building Corporation for city shop. The motion was seconded by Councilor Jamieson and approved unanimously.

7. OLD BUSINESS

7.1. Condon Can! - Visioning Project Update

Surveys are being finalized and will be distributed next month. Rural Development Initiatives staff are meeting every other week with the core group to work through survey and focus group items.

7.2. Condon Grade School Building Update

Port of Arlington Environmental Sentry Corporation (ESC) has received a \$60,000 grant from Oregon Browfields for structural work and the project management for the abatement. A \$500,000 grant was submitted to US Environmental Protection Agency that will be awarded next spring. The timeline is to have the project done by 2027, best case scenario would be to start the abatement November 2024. Group met with architects and engineers a week ago to discuss plans of use after abatement that included housing and community space. PW Wilkins said that the architect was in the building last week and starting to do structural analysis.

8. NEW BUSINESS

8.1. Review 2022-23 Audit Report - Kori Sarrett, CPA Accuity

Kori Sarrett, CPA with Accuity CPAs zoomed in to present the 2022-23 audit. She stated that it went well and appreciated city staff's work to have it ready for them. Sarrett stated that the overall fund balance was approximately \$10 million which is \$200,000 less than the previous year. This decrease is due to depreciation. She said that the General Fund was approximately \$1 million with a decrease of \$14,000 and that the Water and Sewer Funds are running at positive amounts with water gaining \$5,000 and sewer \$47,000. This is a note that the rates cover the costs of operating the systems. She stated that auditors are to test for compliance with budget law, contracting rules and noted that the city had the annual finding of lack of segregation of duties. Condon was in compliance with the reviews and CA Greiner has drafted the required action letter for approval by council that will go to the Secretary of State.

8.2. Review & Approve the 2022-23 Audit Action Plan

A motion was made by Councilor Stinchfield to approve the 2022-23 audit action plan. The motion was seconded by Councilor Parm and approved unanimously.

8.3. Second Reading of 2024-04 - An Ordinance Amending Cross Control Connections Rules & Regulations

A motion was made by Councilor Parm to approve 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 Stinchfield.

Yes- Stinchfield, Parm, Kirby, Jamieson, Hall No- None, Abstain- None Absent - Fatland

Motion carried.

CA Greiner read the title of Ordinance 2024-04 – An Ordinance of the City of Condon Amending Chapter 50 of the Condon Municipal Code .

A motion was made by Councilor Parm to approve Ordinance 2024-04 - An Ordinance of the City of Condon Amending Chapter 50 of the Condon Municipal Code. The motion was seconded by Councilor Jamieson.

Yes- Stinchfield, Parm, Kirby, Jamieson, Hall No- None, Abstain- None Absent - Fatland

Motion carried.

This ordinance will go into effect January 5, 2024.

8.4. First Reading of Ordinance 2024-05 - An Ordinance to Vacate an Alley

A motion was made by Councilor Hall to approve the first reading of Ordinance 2024-05 - An Ordinance of the City of Condon, Oregon vacating an undeveloped alley between Trimble and Pennoyer Streets, Block 5 of Moyer's addition, Gilliam County Assessor Map 4S 21E 10DC Tax Lots 1100, 1200, and 1202 Condon, Oregon by title only. The motion was seconded by Councilor Kirby.

Yes- Stinchfield, Parm, Kirby, Jamieson, Hall No- None, Abstain- None Absent - Fatland

Motion carried.

CA Greiner reads the title of Ordinance 2024-05.

A motion was made by Councilor Hall to approve the first reading of Ordinance 2024-05 - An Ordinance of the City of Condon, Oregon vacating an undeveloped alley between Trimble and Pennoyer Streets, Block 5 of Moyer's addition, Gilliam County Assessor Map 4S 21E

10DC Tax Lots 1100, 1200, and 1202 Condon, Oregon. The motion was seconded by Councilor Kirby.

Yes- Stinchfield, Parm, Kirby, Jamieson, Hall No- None, Abstain- None Absent - Fatland Motion carried.

The second reading will be at the January 2024 council meeting.

8.5. First Reading Ordinance 2024-06 - An Ordinance of the City of Condon Amending Chapter 32 of the Condon Municipal Code - Public Contracting

.A motion was made by Councilor Kirby to approve the first reading of Ordinance 2024-06 - - An Ordinance of the City of Condon Amending Chapter 32 of the Condon Municipal Code by title only. The motion was seconded by Councilor Stinchfield.

Yes- Stinchfield, Parm, Kirby, Jamieson, Hall No- None, Abstain- None Absent - Fatland Motion carried.

CA read the title of Ordinance 2024-06.

.A motion was made by Councilor Kirby to approve the first reading of Ordinance 2024-06 - - An Ordinance of the City of Condon Amending Chapter 32 of the Condon Municipal Code. The motion was seconded by Councilor Stinchfield.

Yes- Stinchfield, Parm, Kirby, Jamieson, Hall No- None, Abstain- None Absent - Fatland Motion carried.

The second reading of Ordinance 2024-06 will be done at the January 2024 meeting.

8.6. Discuss Linus Pauling Field Priorities

The council received an email regarding the working group that had gathered to work for Linus Pauling Field from Tony Beach of the Oregon Department of Aviation (ODA). The number one priority was getting fuel to the airport and the discussion was that if ODA pays for this service, it will need to be included in the airport's master plan which is not due to be completed until 2025. If an entity wants to have fuel sooner, they can install it then donate to ODA who will then operate it. The discussion with the work group is to have one of the county wide entities - either Gilliam County or the Port of Arlington, to take on this project as it would not be appropriate to have the city apply for grants for a facility outside the city limits and UGB. Even without having to wait for the master plan to do the project, it does have to be approved by the FFA since they provide funding for Linus Pauling Field. CA Greiner asked if the city would allow her to use some her staff time to assist with this project and the consensus was that is approved. CA Greiner will keep the council apprised of the progress of this project. Councilor Jamieson, member of the working group, stated that the anticipated cost could be \$250,000. CA Greiner stated that several funding sources are Gilliam County, ODOT and the Port of Arlington.

8.7. Review Gilliam County's Urban Growth Boundary Change to Zoning

Gilliam County Planner Michelle Colby stated that a project was being proposed in the Urban Growth Boundary (UGB) that required communication with the City of Condon. Gilliam County is requesting the placement of a bus barn off of Cottonwood Lane near the fairgrounds. To do this in the county's code, a text amendment is necessary for setbacks. If this property were annexed to the city, it currently would come into Residential 1 code and the proposed setback would match closer to city code. Councilor Jamieson stated that the city would not want to supply water to the necessary 10-acre parcels in the UGB. PW Wilkins stated that the water code is that a landowner must acquire their own water rights for irrigation over .5 acre. CA Greiner said that the council needs to consider annexation of any properties in the UGB that request water, but at a minimum, the county will need to sign an annexation agreement (which was enclosed in the packet). The discussion of annexation will be brought to the council during their retreat with information from city attorney.

8.8. Review & Approve Resolution 2024-02 - A Resolution Reiterating the Need of a Reserve Fund and the Intended Sources and Uses of Funds Accumulated Therein

A motion was made by Councilor Jamieson to approve Resolution 2024-02 - 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. STAFF REPORTS

9.1. Public Works – Public Works Superintendent Gibb Wilkins

PW Wilkins reported that 2.3 million gallons of water were pumped at City Farm in November, which makes the total gallons for the year up slightly from the previous year. PW staff Aaron Fitzsimmons has been doing earthwork at the new shop that is expected to be erected in January 2024. PW Wilkins said that K3 Construction will be in Condon next spring and is available to pave utility cuts. He is also working on a "dark sky" ordinance to bring to the retreat. He has some concerns of the parking in the right-of-way with only parallel parking allowed but having nose-in and RVs in the ROW. PW Wilkins has had a discussion with Sheriff Bettencourt but asked the council to also discuss with residents and Sheriff to clear up this issue. PW Wilkins also noted that FEMA will be in Condon next week to do measurements of the city's storm drains.

9.2. Police & Fire – Gilliam County Sheriff Gary Bettencourt

Activity police report was attached to the agenda.

9.3. Administration – City Administrator Kathryn Greiner

CA Greiner reported that Rally is receiving a federal grant to provide fiber to homes in South Gilliam County - from Clem Road to the county line. With these funds, Gilliam County will not be eligible to receive or apply for any of the broadband funds that are being distributed for any projects. This may not affect Condon, since it has speed, but there is some concern that Rally applied and received this grant without notice of any Gilliam County residents or county government. She and Gilliam County Judge Farrar Campbell are meeting with Rally next week to discuss speeds and service levels required by grant. CA Greiner asked if the council would have any concerns about moving the January 2024 meeting from the 3rd to the 10th. She stated that due to vacation it would be difficult to have an agenda built to be ready for the January 3 meeting. It was the consensus of the council to meet on the second Wednesday of the month, which would be January 10, 2024, 7 p.m. She asked if the council could look at their January calendars to schedule the retreat for either Friday, January 19 or 26. She stated that she is getting quotes for a new cover for the pool and will apply for a grant from Gilliam County next spring.

10. COUNCIL INFORMATION**10.1. PSU Population Estimate****10.2. Thank You Note - Condon Scholarship Foundation****11. NEXT REGULAR MEETING DATE**

11.1. The next regular Condon City Council Meeting will be held January 3, 2024, 7 p.m. in Council Chambers.

12. ADJOURN REGULAR MEETING

Mayor Hassing adjourned the meeting at 8:03 p.m.

Jim Hassing, Mayor

ATTEST: _____ Date _____
Kathryn Greiner City Administrator