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**MINUTES  
REGULAR CITY COUNCIL MEETING  
128 S. MAIN STREET, CONDON, OR 97823  
WEDNESDAY, JANUARY 10, 2024, 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 Dustan Hall, Donald Jamieson and Jeremy Kirby; Staff - City Administrator Kathryn Greiner, Public Works Superintendent Gibb Wilkins, and Gilliam County Sheriff Gary Bettencourt (arrived at 7:20 p.m.)

**Absent:** Councilors Dawn Parm, Jan Stinchfield and Tom Fatland

**3. ADDITIONS TO AGENDA**

Deleted appointing Cody Bettencourt and Haylee Potter since they have one more year on their terms. This is under 7.6. Added to 7.10 to "designate The Automation Group as the Intergrator of Record."

**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 December 6, 2023 Regular Condon City Council Meeting Minutes**

**A motion was made by Councilor Jamieson to approve the December 6, 2023, regular Condon City Council meeting minutes. The motion was seconded by Councilor Hall and approved unanimously.**

**5.2. Review December Accounts Payable and VISA Statements**

No questions on the accounts payable or the VISA statements.

**6. OLD BUSINESS**

**6.1. Condon Grade School Building Update**

The Port of Arlington is working on abatement and draft design of the building if re-purposed. No other information to report.

**6.2. Condon Can! Visioning Project Update**

CA Greiner stated that the visioning project is estimated at \$40,000 by Rural Development Initiatives (RDI) and \$30,000 has been secured. The \$30,000 was \$20,000 from Gilliam County Special Project grant and \$10,000 from RDI. The council can let the project continue at the \$30,000 level, which would take away some of the in-person facilitation, or find the other \$10,000. CA Greiner spoke with K'Lynn Lane of The Ford Family Foundation and believes \$5,000 of those funds can be obtained from that source, leaving \$5,000 to come from the city. She recommended that the city take the additional \$5,000 from Community projects in the General Fund to finish the project with maximum in-person facilitation. This line item has been over spent, but it does not affect the appropriation for the Administrative portion of the budget, with the \$100,000 building improvement line item not being used this year.

It was the consensus of the council to move forward with The Ford Family Foundation grant and pull the other \$5,000 from the Community Fund line item in the General Fund to complete the project.

**7. NEW BUSINESS****7.1. Second Reading of Ordinance 2024-05 - An Ordinance to Vacate an Alley**

A motion was made by Councilor Jamieson to approve the second reading of Ordinance 2024-005 – 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 Hall.

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

**Motion carried.**

CA Greiner read the ordinance by title only.

**A motion was made by Councilor Jamieson to approve the second reading of Ordinance 2024-005 – 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- Jamieson, Hall, Kirby, No- None, Abstain- None Absent- Parm, Stinchfield, Fatland  
Motion carried.**

This ordinance will go into effect February 9, 2024.

**7.2. Second 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 Hall to approve the second reading of Ordinance 2024-06 - An Ordinance of the City of Condon Amending Chapter 32 of the Condon Municipal Code -Public Contracting by title only. The motion was seconded by Councilor Jamieson.

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

**Motion carried.**

CA Greiner read the ordinance by title only

**A motion was made by Councilor Hall to approve the second reading of Ordinance 2024-06 - An Ordinance of the City of Condon Amending Chapter 32 of the Condon Municipal Code -Public Contracting. The motion was seconded by Councilor Kirby.**

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

**Motion carried.**

Ordinance 2024-06 will go into effect February 9, 2024.

**7.3. Review & Approve the 2024-25 Budget Calendar**

A motion was made by Councilor Jamieson to approve the 2024-25 City of Condon Budget Calendar. The motion was seconded by Councilor Kirby and approved unanimously.

**7.4. Review & Approve the Condon City Calendar**

A motion was made by Councilor Hall to approve the 2024 Condon City Calendar. The motion was seconded by Councilor Jamieson and approved unanimously.

**7.5. Appoint Budget Officer - Kathryn Greiner**

Mayor Hassing appointed City Administrator Kathryn Greiner as the 2024-25 Budget Officer.

**7.6. Appoint Jay LaRue and Dennis Bruneau to the Condon Budget Committee and Cody Bettencourt and Haylee Potter to the Planning Commission**

Mayor Hassing appointed Jay LaRue & Dennis Bruneau to the City of Condon budget committee. The planning commission members have one more year on their term so were not appointed.

**7.7. Appoint Councilors to City Committees**

Mayor Hassing appointed the same committees as 2024 - Public Safety - Stinchfield & Fatland; Housing - Hall & Kirby; Park & Recreation - Fatland and Parm; Public Works - Hall & Jamieson; Finance - Kirby & Parm; Fiber - Stinchfield, Jamieson, Gilliam County Judge Elizabeth Farrar Campbell & Rita Rattray; Gilliam County Fire Services representative - Hall. Mayor Hassing will sit on each committee other than Gilliam County Fire Services.

**7.8. Designate the City of Condon Depositories - Bank of Eastern Oregon & Oregon State and Local Government Investment Pool**

Mayor Hassing designated Bank of Eastern Oregon and the Oregon State Local Government Investment Pool as the city's depositories.

**7.9. Designate The Times-Journal as Newspaper of Record**

Mayor Hassing designated The Times-Journal as the Newspaper of Record for the City of Condon.

**7.10. Designate the Engineer of Record - David Wildman, PE of Anderson, Perry & Associates**

Mayor Hassing designated David Wildman, PE of Anderson, Perry & Associates as the city's Engineer of Record and The Automation Group (TAG) as the Intergrator of Record.

**7.11. Mayor Hassing's 2023 Annual Report**

The council received Mayor Hassing's Annual Report of the City in their packet.

**8. STAFF REPORTS****8.1. Public Works – Public Works Superintendent Gibb Wilkins**

PW Wilkins stated that 2.4 million gallons were pumped at City Farm in December, which is average for this time of year. He said that Christmas Day the telemetry went down and had to be manually run for a week until TAG was able to come and fix it. PW Fitzsimmons has been working on the foundation and fill at the new city storage shop that is to be constructed this month. PW Wilkins asked for guidance on the issue of dumpsters in the city's right-of-way and in the parking lanes on some streets. PW Wilkins is in discussion with Waste Connections on a solution. CA Greiner said that it may need to be an ordinance change that gives the city the ability to enforce keeping the dumpsters out of the ROW. City staff will work on a solution and bring back to the council if an ordinance change is necessary.

Mayor Hassing asked about plowing the transfer station Saturday if there was significant snowfall. After a brief discussion, it was decided for the safety of the transfer station and recycle depot staff, to close both facilities this Saturday in light of the severe weather that was predicted for that day. CA Greiner will have administrative assistant Jessica Isley work on pushing this information out on social media tomorrow.

**8.2. Police & Fire – Gilliam County Sheriff Gary Bettencourt**

Sheriff Bettencourt requested a meeting with the Public Safety Committee this year to discuss the services of his office to the city. He does not anticipate any changes to the agreement in financial terms, but wants to do a check-in to see if any changes need to be made. CA Greiner noted that the Public Safety Committee is Mayor Hassing and Councilors Stinchfield and Fatland and asked if they could meet in June when Councilor Fatland has returned home. He also stated that he was fully staffed and promoted Corporal Anthony Redden to Sergeant Redden.

**8.3. Administration – City Administrator Kathryn Greiner**

CA Greiner stated that the floor in the Memorial Hall was refinished last year, but it wasn't fully sanded to take out some of the stains and other imperfections. She received a quote from D-S Hardwood Corporation to re-sand and refinish the entire floor for \$12,275 with a timeline of this March. She noted that she was moving forward unless any of the council had any objections. She also reminded the council of their retreat on Friday, January 19, 1 p.m.

**9. COUNCIL INFORMATION****9.1. Council Retreat - Friday, January 19, 2024, 1 p.m. at City Hall****9.2. DMV Update****9.3. FEMA Letter****10. NEXT REGULAR MEETING DATE****10.1. The Next Regular Condon City Council Meeting will be Wednesday, February 7, 2024 7 p.m. at Condon City Hall.****11. ADJOURN REGULAR MEETING**

Mayor Hassing adjourned the meeting at 7:35 p.m.

\_\_\_\_\_  
Jim Hassing, Mayor

\_\_\_\_\_  
Date

ATTEST: \_\_\_\_\_ Date \_\_\_\_\_  
Kathryn Greiner City Administrator