



128 S Main St.
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**CITY OF CONDON
WORK SESSION AGENDA
JANUARY 19 2024 RETREAT
Friday, January 19, 2024, 1:00 PM
CONDON CITY HALL**

1. CALL THE WORK SESSION TO ORDER

Mayor Hassing called the work session retreat to order at 1 p.m.

Present: Mayor Jim Hassing; Councilors Jan Stinchfield, Donald Jamieson, Dustan Hall, Jeremy Kirby, Dawn Parm; staff - City Administrator Kathryn Greiner, PW Superintendent Gibb Wilkins, Gilliam County Sheriff Gary Bettencourt

Absent: Councilor Tom Fatland

2. HOUSING

2.1. Fairway Housing Project

Included in the packet was the final design of the Fairway Housing by Tenneson/AKS. CA Greiner recommended to the council the Housing Committee have a meeting with Hayden Homes regarding the development of this project to determine if they could do the full development or workforce housing and market housing on these lots. A representative of Hayden Homes has been in contact with the city and there may be an option of them doing to full development. If they are unable to do the full development, or if the city wishes to develop some of the housing, CA Greiner suggested that with the potential changes to the Gilliam County grant structure, it would be wise to determine project and submit a grant application in 2024 under the current guidelines.

CA Greiner will set up a meeting with the city's Housing Committee and Hayden Homes to determine what the next steps will be with this development.

2.2. Condon Grade School

CA Greiner stated that this project is on hold for housing or over development until the abatement has been completed. She does expect that the Port of Arlington will receive a draft design of the building for housing and mixed use within the next two months and will ask that it be shared with the council.

2.3. Historic District Upstairs Housing Project

The council received an email from Oregon Frontier Chamber staff Brooklyn Griffith that the Main Street Housing project was moving forward with design and possibly building start of two of the properties. CA Greiner asked if the council wanted to budget for assistance in this program, but it was determined that funds would not be budgeted at this time.

2.4. Other Housing Issues/Topics

No other housing issues were discussed.

3. BROADBAND & FIBER TO THE HOME UPGRADES

3.1. Oregon Broadband Office & Federal Funds

Council received information on Rally Network's federally funded broadband project from Clem Road south to Wheeler County line. This project is to provide fiber to the home for all residents by 2025 according to Rally staff. CA Greiner suggested that the council continue to be active in statewide broadband activities for future opportunities for the residents of Condon.

3.2. Other Broadband/Fiber Issues

Discussed free wi-fi systems in City Park and at the swimming pool with a third-party responsible for maintenance. CA Greiner will also reach out to former interested persons regarding leasing the city's dark fiber.



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4. PUBLIC WORKS DEPARTMENT

4.1. Staffing - Hiring PW Assistant

CA Greiner presented the council with a timeline to hire new Public Works staff that will need to get certified for water and sewer, plus get a CDL. Position description will be presented to the council at the March council meeting for approval, then recruitment will begin. This position was discussed in November when it was noted that a new staff member would be needed in next few years and this will give the city time to get a person certified.

4.2. Night Sky Ordinance Discussion

PW Wilkins presented the council with a lighting ordinance that addresses "night sky" lighting. Councilor Hall asked if a portion of the proposed ordinance would not allow Christmas lights. Councilor Jamieson stated that Main Street in the Historical District would be "off the table" because of this ordinance. After a brief discussion, it was determined that PW Wilkins will contact CBEC to determine would cost of streetlight replacement with night sky and the city will budget between \$25,000-\$50,000 a year for replacement.

4.3. Other Public Works Issues/Projects

Water - city crew will work on a water line from East Street west on Gilliam to Ward Street then south to Spring Street next summer 2024

Sewer - Add a sewer line on Gilliam Street from Main to East Street.

Streets & Sidewalks - will apply for another Small City Allotment grant from ODOT. If the council has a specific need they were asked to contact PW Wilkins

Went over the 2023 Goals and Priorities for all areas

5. PARK & RECREATION DEPARTMENT

5.1. Park Update & Projects

Council discussed the recent recreational immunity ruling in Oregon and heard that new signage and an ordinance may need to be completed to be within the best practice of CIS insurance recommendations. This issue has been discussed with CIS general counsel and city attorney Wyatt Baum.

Discussed putting wi-fi hotspot in the park and to get a tree plan to remove the older, diseased trees.

5.2. Golf Course Clubhouse - Project Update

A clubhouse plan was given to the councilors, and CA Greiner asked what are the details that are needed to put this building out to bid. It was noted that demolition is scheduled for late February or early March by Rick Watkins and that this project will exceed BOLI limits and have public contracting requirements. The council agreed that Vernon Grey can do the details of building materials for roof and the siding, that electricity must support wall heaters, future mini-splits, sinks inside and in the outdoor kitchen area, and that the garage doors will be to the specifications that go out to bid. The plans will go to the planning commission for a hearing in March and bids to be returned by April or May. It is doubtful that the building will be completed by the end of 2024.

5.3. Other Park & Recreation Issues/Projects

Condon Community Swimming Pool - it was noted that the pool was in desperate need for a new thermal cover. There was an estimate of \$29,000 that CA Greiner would apply for a grant from Gilliam County and use the remaining funds needed from transient tax or pool reimbursement from Gilliam County. It was discussed that the pool may need the floors in the locker room painted and to get a phone or fiber connection at the pool.

6. ADMINISTRATION DEPARTMENT

6.1. Development/Planning Issues - Annexation Agreements



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CA Greiner stated that there is a development that is in the Urban Growth Boundary (UGB) and she would like any properties that request city water to annex into the city. This will have the people using the water system responsible for taxes that maintain the system they are using. The new developments would have to be continuous. She will work with the city attorney to draft these agreements.

6.2. 2024-25 Budget Forecasting

The council received a copy of the financial statements from December 31, 2023 and noted that the city was in a strong financial position with approximately \$5.9 million in the bank with the SIP funds yet to be collected. Health insurance for employees is expected to increase 5-10 percent, liability and auto insurance to remain stable and property rates to increase 20% again this year due to fires and drought over the last several years. This increase is also due to the increases in re-insurance rates at CIS. PERS rates are to remain stable.

6.3. Other Administrative Issues/Projects

Several administrative issues is that city staff is looking into having the Oregon Department of Revenue collect the transient tax for the city. At this time, the city is having issues with property owners that do not fill out forms correctly and to enforce would be timely and costly. ODR will do the collections for \$10 per property per quarter, and they already do the state transient tax collection. The change would require an ordinance that will be brought to the council in February or March. This has been review by city attorney Wyatt Baum. The staff is also proposing a change in receipting utility revenue that would require a module purchase from Caselle at \$5,500 and an extra \$107 a month in support. It would allow a system that allows credit, debit and checks to be integrated and customers would have access to their account information. The bills can be paperless, which in the long run may assist the city in cutting costs by mailing this information out monthly.

CA Greiner also stated that at next year's council retreat will see a plan for the city administrator's position as she plans to retire at the end of 2025. Councilor Parm asked if the budget would allow several months' training with current staff, which CA Greiner stated she would put in the 2025-26 budget. CA Greiner suggested that the council may want to have a recruitment firm for this position to "cast a wider net." That will be discussed next year.

The council was reminded that the visioning process in in progress and gave them several times to meet with RDI at community events in the next several weeks.

CA Greiner also asked that there are several contracts that may need to be reviewed - Gilliam County Sheriff's Office, Gilliam County Fire Services Contract and South Gilliam County Rural Fire Projection.

7. OTHER

7.1. Linus Pauling Field

City staff is working with Jed Crowther at the Port of Arlington to write grants for adding a fueling option at Linus Pauling Field.

7.2. City Facilities - Projects or Improvements

Memorial Hall - getting the floor refinished this year, but at this time there are no other projects.

City Hall - Looking for a contractor to replace City Hall's front bay window and upgrade the siding on that portion of the wall.

Ward Street Shop - Gilliam County has no rental payments due until January 1, 2026, for the Ward Street Shop. At that point, the council may want to decide if they want to rent it out or use it for city projects. It was mentioned that the Condon Food Pantry was looking for a location.

Bus Barn on Main Street - brief discussion about the Flatt family has the bus barn for sale on South Main Street and if it would be a good city investment. CA Greiner will look into whom the realtor may be and have interested councilors tour that facility.

8. GOALS & PRIORITIES UPDATE



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8.1. 2023 Goals & Priorities

CA Greiner will update the goals and priorities and bring to the council for approval at the February 7 meeting.

9. REPORTS & COUNCIL INFORMATION

9.1. Financial Statements December 31, 2023

10. ADJOURN

Mayor Hassing adjourned the work session retreat at 3:25 p.m.