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MINUTES REGULAR CITY COUNCIL MEETING

WEDNESDAY, MARCH 6, 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 Donald Jamieson, Jan Stinchfield, Dustan Hall, Jeremy Kirby, Dawn Parm and Tom Fatland (zoom); Staff - City Administrator Kathryn Greiner; Public Works Superintendent Gibb Wilkins (zoom).

Absent: Gilliam County Sheriff Gary Bettencourt

3. ADDITIONS TO AGENDA

3.1. * Review & Approve Point & Pay Payment Contract**

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 February 7, 2024 Regular Condon City Council Meeting Minutes

A motion was made by Councilor Parm to approve the February 7, 2024 regular Condon City Council meeting minutes. The motion was seconded by Councilor Jamieson and approved unanimously.

5.2. Review & Approve the February Accounts Payable & VISA Statements

No questions.

6. OLD BUSINESS

6.1. Condon Grade School Update & Structural Plans/Costs

The council received an estimate of construction costs in the packet obtained by the Port of Arlington for the Condon Grade School property that range from \$8.9 - \$12.1 million. This does not include a previous estimate to abate the property of approximately \$500,000. Port of Arlington Executive Director Jed Crowther stated that the federal grant will be announced in May or June with the work starting in November at the earliest; and take approximately 2-4 months. He said that Port of Arlington Environmental Sentry Corporation (POA ESC) has received over \$900,000 for development from Gilliam County and renewable energy company, so if the abatement grant is successful, there will be funds to re-purpose the building. Councilor Fatland stated that he did not see any elevators on the map with PW Wilkins, who is also president of the POA ESC company, stating that the architects noted that there was not a requirement to make the second floor ADA due to age and use. Crowther said that POA ESC will remediate the facility, then will sit back down with the city to make decisions about next steps.

7. NEW BUSINESS

7.1. Second Reading of Ordinance 2024-07 - An Ordinance of Chapter 154.09 - Outdoor Lighting Standards

Councilor Parm moved to approve the second reading of Ordinance 2024-07 - An Ordinance of the City of Condon Creating Chapter 154.049 - Outdoor Lighting Standards of the Condon Municipal Code by title only. Councilor Hall seconded the motion. Roll call vote - yes Jamieson, Stinchfield, Hall, Parm, Kirby, Fatland. Nays - none. Motion passed

CA Greiner read the ordinance by title only.

Councilor Parm moved to approve the second reading of Ordinance 2024-07 - An Ordinance of the City of Condon Creating Chapter 154.049 - Outdoor Lighting Standards of the Condon Municipal Code. Councilor Hall seconded the motion. Roll call vote - yes Jamieson, Stinchfield, Hall, Parm, Kirby, Fatland. Nays - none. Motion passed

The ordinance will go into effect April 6, 2024.

7.2. Emergency Adoption of Ordinance 2024-08 - An Ordinance of the City of Condon Implementing a Transient Lodging Tax in an Agreement with the Oregon Department of Revenue. Repealing Ordinance 2019-03.

Councilor Jamieson moved to approve the second reading of Ordinance 2024-08 - An Ordinance of the City of Condon Implementing a Transient Lodging Tax in an agreement with the Oregon Department of Revenue Repealing Ordinance 2019-03 by title only and as an emergency. Councilor Kirby seconded the motion. Roll call vote - yes Jamieson, Stinchfield, Hall, Parm, Kirby, Fatland. Nays - none. Motion passed

CA Greiner read the ordinance by title only.

Councilor Parm moved to approve the second reading of Ordinance 2024-08 - An Ordinance of the City of Condon Implementing a Transient Lodging Tax in an agreement with the Oregon Department of Revenue Repealing Ordinance 2019-03 by title only and as an emergency. Councilor Kirby seconded the motion. Roll call vote - yes Jamieson, Stinchfield, Hall, Parm, Kirby, Fatland. Nays - none. Motion passed

This motion goes into effect March 6, 2024.

7.3. Review & Approve Intergovernmental Agreement with the Oregon Department of Revenue for Transient Tax Collection

Council received the Intergovernmental Agreement (IGA) that will accompany the new transient tax ordinance that has not been reviewed by the city attorney at that time. CA Greiner asked that the agreement be approved contingent on review and approval of city attorney Wyatt Baum.

A motion was made by Councilor Stinchfield to approve the Intergovernmental Agreement with the Oregon Department of Revenue contingent on review and approval of city attorney Wyatt Baum. The motion was seconded by Councilor Parm and approved unanimously.

7.4. Oregon Frontier Chamber of Commerce Street Request & Chamber Update

Brooklyn Griffith, Interim Executive Director of the Oregon Frontier Chamber of Commerce introduced the new Executive Director Shania Drinkwine-Wagenaar. Griffith submitted a letter from the chamber asking for street closures July 4 weekend and August 3 for street dances and artisan market, plus a request for funding for these events. The previous donation was \$2,500 which was added to the request in the letter. Griffith also invited the council to the July 4 planning meeting Monday, March 18, 11 a.m. at the chamber office.

A motion was made by Councilor Jamieson to approve the street closure request and \$2,500 to sponsor the events on those days. The motion was seconded by Councilor Parm and approved unanimously.

Griffith presented the council with a budget for the Condon July 4 and summer concert events for a total cost of over \$44,411. The costs include the firework show, bands, advertising and other costs for events in Condon. The revenue from the city is approximately \$18,000 from the transient tax fund, and other revenue toward these events included sponsorship, memberships and raffle tickets on July 4. Griffith also showed that over the last three years over \$250,000 was distributed through the Gilliam County Small Business grant that is managed through the chamber.

Griffith also presented the council with a letter requesting that a dog park be built in Condon. She listed the benefits and asked the council if they would be willing to assist with this project. Councilor Jamieson asked who would maintain the park, and Griffith replied that it would be a group of volunteers. This discussion was tabled.

7.5. Review & Approve the Public Works Laborer Position Description

Council received a position description for Public Works Laborer and hiring timeline. The council discussed this position at their retreat in January and the funds are budgeted in the current budget for a June start date and will be put into the 2024-25 budget.

A motion was made by Councilor Stinchfield to approve the Public Works Laborer position description and the hiring timeline for the position as presented. The motion was seconded by Councilor Parm and approved unanimously.

7.6. Review & Approve City Administrator Position Description

An updated position description for the City Administrator position was included in the packet for review in anticipation of recruitment in 2025.

A motion was made by Councilor Stinchfield to approve the City Administrator position description. The motion was seconded by Councilor Hall and approved unanimously.

7.7. Appoint Rachel Boyer to the City of Condon Budget Committee

Mayor Hassing appointed Rachel Boyer to the city's budget committee in replacement of Dennis Bruneau who declined the appointment at the January meeting.

7.8. Review & Approve Point & Pay Payment Contract

Council received an agreement for the credit card service Point & Pay that is updated to allow interaction between this company and Caselle accounting software. CA Greiner noted that with the new upgrade, the customer will be able to access their account and see what is owed, water usage and be able to pay their bill with credit or debit card or e-check. This agreement is with attorney Wyatt Baum and CA Greiner asking that approval be contingent on Baum's review and approval.

A motion was made by Councilor Parm to approve the agreement with Point & Pay contingent on review and approval of city attorney Wyatt Baum. The motion was seconded by Councilor Stinchfield and approved unanimously.

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

PW Wilkins said that 2.2 million gallons of water was pumped at City Farm in February, which is over half a million fewer gallons pumped in January. He is working with Anderson, Perry & Associates on the meter bid that is anticipated will go out soon. He is at short school and heard that within two years the Oregon Water Resources Department would not be issuing any more licenses to drill wells. This started a discussion of moving forward with drilling a deep well as planned almost 20 years ago. Councilor Jamieson stated that he wanted to see more information about the need for more water before anything project to drill is started. Staff will look into the current studies and confer with Anderson, Perry & Associates to gather more information on the water demand and supply. PW Wilkins also attended a class at short school regarding selling water outside city limits and will follow up with this topic in the next month. He said that he has met with the groundskeeper at the cemetery district to discuss water conservation and irrigation strategies to use less water. The wastewater line on Gilliam Street may need more engineering, and he will bring back results next month. PW Aaron Fitzsimmons is working on the finishing groundwork on the new city shop.

8.2. Police & Fire – Gilliam County Sheriff Gary Bettencourt

Mayor Hassing noted that Gilliam County Sheriff Gary Bettencourt was elected president of the Wester State Sheriff's Association which includes 17 states.

8.3. Administration – City Administrator Kathryn Greiner

CA Greiner said that Dana Carter had stopped in for an update on the city's lot near his home. She has reached out to the heirs of that property and heard decisions be made on it in the next several months. The Condon Food Pantry has asked if the city would gift them some property to build a food pantry. The lot in question is near the Condon Motel and is close to water and sewer. The group is looking at another option and will draft a formal request if they want to move forward. CA Greiner said that she has not gotten a response from Hayden Homes but will keep trying to set up a meeting this spring to discuss developing the Fairway Housing area. She noted that Gilliam County is moving from GEODC to MCEDD in The Dalles, and she will send out their economic development goals. She will not be in Condon for the April 3 meeting but will zoom in that evening and asked if the council would consider waiving licensing the fee for dogs in the city. The consensus was to waive the dog license fee and bring that change back in the General Fee Resolution. CA Greiner said that property and liability insurance will go up approximately 15% in 2025 and health insurance will increase by 10%. She noted that the city has approximately \$6.1 million in the bank at this point, gaining over \$20,000 in interest alone and congratulated the council on good fiscal management while continuing to complete projects in the city.

9. COUNCIL INFORMATION**9.1. Thank You - High School Rodeo****10. NEXT REGULAR MEETING DATE**

10.1. The Next Regular Condon City Council Meeting will be held Wednesday, April 3, 2024, 7 p.m. at City Hall.

11. ADJOURN REGULAR MEETING

Mayor Hassing adjourned the meeting at 7:57 p.m.

Jim Hassing, Mayor

Date _____

ATTEST: _____
Kathryn Greiner City Administrator

Date _____