



128 S Main St.
PO Box 445
Condon, OR 97823
P: 541-384-2711
F: 541-384-2700
<http://cityofcondon.com/>

MINUTES REGULAR CITY COUNCIL MEETING

WEDNESDAY, NOVEMBER 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 Dustan Hall, Dawn Parm, Jan Stinchfield and Jeremy Kirby (zoom); Staff - City Administrator Kathryn Greiner, Public Works Superintendent Gibb Wilkins and Gilliam County Sheriff Gary Bettencourt.

Absent: Councilors Donald Jamieson and Tom Fatland.

3. ADDITIONS TO AGENDA

3.1. *** Discuss & Approve Extension of Golf Course Clubhouse Contract with Rutherford Construction LLC

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.

Paul Wilson of Waste Management (WM) Columbia Ridge (CR) provided the council with an update of their operations. He stated that the volumes at Columbia Ridge from January- September 2, 2024 was 2,004,547 tons with the third quarter at 675,597 tons and hold waste fees for the same time periods were \$2.9 million and \$446,732, respectfully. Wilson stated that they have had three safety injuries at CR in the year to date and they are working on several construction projects for renewable energy gas. On the Chemical Waste portion of Waste Management (CW) the volume of tons for the first two quarters was 674,074 and paid \$133,604 in host fees during that time to Gilliam County. No safety issues during the first two quarters and operation issues are that they are working on their Part B Permit renewal and the new operations manager is Joe Koerner. Other new personnel are Munir Captain as Environmental Manager, Jackie Tolboe as Safety Trainer and both operations are looking for employees to fill multiple positions. WM contributed \$5,000 to the Gilliam County Fair and 4-H and donated portolets for the 3 on 3 basketball tournament in Arlington in July.

Councilor Stinchfield recognized CA Greiner for her recent Herman Kehrli award at the League of Oregon Cities conference in Bend last month.

5. CONSENT AGENDA

5.1. Review & Approve the Regular Condon City Council Meeting Minutes of October 2, 2024.

A motion was made by Councilor Hall to approve the regular Condon City Council meeting minutes from October 2, 2024.. The motion was seconded by Councilor Parm and approved unanimously.

5.2. Review the October Accounts Payable and VISA Statements

No questions.

6. OLD BUSINESS

6.1. Condon Community Pool Update

Ryan Nachreiner, Water Technology, Inc. did a Condon Community Pool site visit on October 9, 2024 with Councilor Fatland, Pool Manager Shellie Johnson, CA Greiner and PW Wilkins. The report has not been received yet, but when it arrives it will be sent to the councilors for next steps. The pool cover was received and is stored in the city's new shop.

6.2. Condon Grade School Update

Port of Arlington Executive Director Jed Crowther updated the council on the Condon Grade School saying that the Federal EPA abatement grant is yet to be signed, but the work plan has the abatement being completed no later than October 2025. He also received an extension of the Gilliam County grant to use for abatement or revitalization to December 31, 2025. Crowther stated that the Gilliam County grant in the amount of \$487,000 for abatement and redevelopment was extended to December 31, 2025, by the Gilliam County Court at their meeting earlier in the day, and that Avengrid had dedicated a donation to the redevelopment in the amount of \$460,000. After the remediation/abatement is completed in 2025, the Port of Arlington Environmental Sentry Corporation will convey the property back to the City of Condon along with any unused grant funds for redevelopment.

Crowther stated that a requirement of the EPA grant is to hold a public listening session and he suggested that it be prior to the December 4 council meeting. The consensus of the council was to hold that meeting at 6 p.m. December 4, 2024.

7. NEW BUSINESS

7.1. Review & Approve the 2024-25 Condon Community Pool Lease with Condon School District

A motion was made by Councilor Stinchfield to approve the Condon Community Pool lease with the Condon School District as presented. The motion was seconded by Councilor Parm and approved unanimously.

7.2. FEMA - Pre-Implementation Compliance Measures (PICM) for Floodplain Issues

CA Greiner stated that she and city planning consultant Dan Meader had attended a FEMA Floodplain training session in Madras last week. Due to a lawsuit by environmental groups years ago, FEMA is required to put into place certain requirements in floodplains in regard to the Endangered Species Act (ESA) and normal flooding. The city needs to pick one of three Pre-Implementation Compliance Measures (PICM) by December 1 that include a moratorium on all development in the floodplains, requiring Floodplain Habitat Assessments on a permit-by-permit basis; or incorporate ESA language into existing floodplain ordinance. CA Greiner said that her first inclination was to go with a moratorium, but Meader recommended permit-by-permit. The City of Condon has only completed two Floodplain permits in the last 20 years, so this doesn't appear to be an issue. An ordinance must be in place by July 1, 2025, and FEMA is working on the final draft. CA Greiner needs a motion to approve the permit-by-permit PICM to be in compliance with FEMA.

A motion was made by Councilor Stinchfield to use the permit by permit process until adoption of the proper model ordinance can be accomplished. The motion was seconded by Councilor Parm and approved unanimously.

7.3. Discuss City Administrator Recruitment for 2025

CA Greiner is recommending an outside firm to handle the recruitment for her position next year and has received two proposals and a timeline. She is suggesting that a committee be formed to work with the firm to assist in what the council is looking for in a new city administrator and compensation range. One document attached is from Prothman that states the benefits of using the firms and CA Greiner agrees that due to the more complicated employment laws, it is money well spent to have it done by professionals. The firm with the lowest cost proposals was Local Government Personnel Services (LGPS) with \$9,666 non-member rate and \$7,938 member rate. The LGPS proposal was received that day and didn't have time to reach out for the cost of membership and what was included with that cost. Prothman's proposal was \$14,500.

It was the consensus of the council to have CA Greiner contact LGPS to determine membership costs and benefits, and to inquire if the process would work with council one-on-one or as a whole to determine the candidate requirements.

7.4. Review & Approve the Position Description of Transfer Station/Recycle Depot Attendant

7.5. Stop Sign Placement

PW Wilkins stated that he was asked about the placement of the "Stop" sign on Spring and Jefferson Streets and when he reviewed the ordinance regarding placement of public safety signs, it states that they must be approved by resolution by the council. The ordinance also stated that the police were required to place these signs. PW Wilkins had attached the ordinance and letters from concerned citizens about one of the recently placed "Stop" signs and asked the council for directions on how to proceed. After a discussion with the council and Sheriff Bettecourt, it was the consensus of the council to place this item on the agenda for the retreat in early 2025 to discuss changing the ordinance and address the parking situation in the Commercial district.

7.6. * Discuss & Approve Extension of Golf Course Clubhouse Contract with Rutherford Construction LLC**

CA Greiner stated that when Rutherford's went to pull the permits for the golf course clubhouse in September there were some issues at Boardman with new staff and some miscommunication of what was needed to move the permits forward. Unfortunately, this continued through most of October and this week it came back that the permit was denied due to several issues that are being worked out by Vernon Grey and building codes. CA Greiner is asking for the council to allow her

to work with Rutherfords to give an extension to have the clubhouse finished by April 15, 2025, but add a damages clause in the law that will penalize the Rutherfords if they go over the set deadline. This extension agreement will be drawn up by city attorney Wyatt Baum.

A motion was made by Councilor Stinchfield to allow CA Greiner to negotiate with Rutherfords on an extension of the golf course clubhouse project with a deadline of April 15, 2025.. The motion was seconded by Councilor Parm and approved unanimously.

8. STAFF REPORTS

8.1. Public Works – Public Works Superintendent Gibb Wilkins

PW Wilkins stated that 4.08 million gallons were pumped at City Farm in the month of October and that they have switched to the winter wells. The crew is working on winterizing the park and golf course facilities and are servicing the golf equipment. The fairway mower broke the back axle, which the PW crew welded back together and will look for a new mower next spring. The meter project is completed other than the closeout items. The total project included 480 meters installed by the contractors and several of the larger ones that need to be installed due to needed service line repairs, will be completed by the city's crew. PW Wilkins questioned if the new water data was available under a public information request and will see if security measures need to be put in place.

8.2. Police & Fire – Gilliam County Sheriff Gary Bettencourt

Sheriff Bettencourt said that he is working with the owner of several vehicles on Cottonwood Road that need to be removed. The landowner does not live in Condon, and he finds it more effective to work with the vehicle owner to get them removed than ticketing the landowner. He stated that the mini-house on the city's right-of-way near the courthouse had been moved.

8.3. Administration – City Administrator Kathryn Greiner

CA Greiner reported that the technology conference in Sunriver last week attended by herself, Councilors Jamieson and Fatland was a success as the group is discussing with Windwave adding a wifi system downtown Condon and upping the service at City Hall to 1 gig. She attended the LOC conference in Bend and learned more about the PICM and its requirements and other city issues. The city's holiday party is scheduled for Friday, December 13, there will be an Open House at SSV Friday, November 15 to celebrate their 30th anniversary, and the mandatory public meeting training, given by the Oregon Government Ethics Commission staff will be January 23, 2025, 5:30 p.m. Ethics training will also be available that day starting at 1 p.m. Both training will be at the Veteran's Memorial Hall. She also asked about dates for the council's annual retreat and will get ask for dates in the next month, including asking councilor-elect Hanna Bass. Road owned by Shania Drinkwine-Wagenaar is on hold until after the first of the year to accommodate her schedule.

9. COUNCIL INFORMATION

9.1. Election Update/Information

CA Greiner gave the council verbal results of the councilor and mayor races.

10. NEXT REGULAR MEETING DATE

10.1. The next regular Condon City Council meeting will be held on Wednesday, December 4, 2024, 7 p.m. at City Hall.

11. ADJOURN REGULAR MEETING

Mayor Hassing adjourned the meeting at 8:01 p.m.

Date _____
Jim Hassing, Mayor

ATTEST: _____ Date _____
Kathryn Greiner City Administrator