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MINUTES REGULAR CITY COUNCIL MEETING

WEDNESDAY, JANUARY 8, 2025, 7:00 PM

1. CALL REGULAR MEETING TO ORDER

Mayor Dustan Hall called the meeting to order at 7 p.m.

2. OATH OF OFFICE TO MAYOR DUSTAN HALL, COUNCILOR HANNA BASS, COUNCILOR TOM FATLAND & COUNCILOR JEREMY KIRBY

Oath of office was given to Mayor Dustan Hall by City Administrator Kathryn Greiner, then Mayor Hall issued the oath of office to Councilors Hanna Bass, Jeremy Kirby and Tom Fatland.

3. ROLL CALL

Present: Mayor Dustan Hall; Councilors Jan Stinchfield, Dawn Parm, Jeremy Kirby, Hanna Bass and Tom Fatland (zoom) staff City Administrator Kathryn Greiner, Public Works Superintendent Gibb Wilkins, Gilliam County Sheriff Gary Bettencourt.

Absent: None

4. ADDITIONS TO AGENDA

None

5. PUBLIC COMMENT

5.1. 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

6. CONSENT AGENDA

6.1. Review & Approve the Minutes of the December 4, 2024 Regular Council Meeting Minutes

A motion was made by Councilor Fatland to approve the minutes of the December 4, 2024 regular Condon City Council meeting minutes. The motion was seconded by Councilor Stinchfield and approved unanimously.

6.2. Review the December Accounts Payable and VISA Statements

No questions on accounts payable or VISA statements.

7. OLD BUSINESS

No old business was discussed.

8. NEW BUSINESS

8.1. Appoint Vacant Council Position

Resident Michael Durfey submitted his name to fill the council position vacated by Dustan Hall.

Mayor Hall appointed Michael Durfey to the Condon City Council and will swear him in at the February 5, 2025 meeting.

8.2. Bank Signature Card Changes - Removing Jim Hassing from Bank of Eastern Oregon Checking Account, Adding Mayor Dustan Hall & Retaining Councilors Jan Stinchfield and Dawn Parm

A motion was made by Councilor Kirby to make the following changes to the City of Condon's checking account signature cards with the Bank of Eastern Oregon ending in 3673 - remove Jim Hassing, add Dustan Hall and retain Janet Stinchfield and Dawn Parm. The motion was seconded by Councilor Bass and approved unanimously.

8.3. Review & Approve the 2025-26 Budget Calendar

A motion was made by Councilor Fatland to approve the 2025-26 budget calendar for the City of Condon. The motion was seconded by Councilor Stinchfield and approved unanimously.

8.4. Review & Approve the 2025 Condon City Calendar

A motion was made by Councilor Parm to approve the 2025 Condon City calendar. The motion was seconded by Councilor Kirby and approved unanimously.

8.5. Appoint 2025-26 Budget Officer - City Administrator Kathryn Greiner

Mayor Hall appointed City Administrator Kathryn Greiner as the 2025-26 budget officer.

8.6. Appoint Cody Bettencourt & Haylee Andrews to the Condon Planning Commission to December 31, 2028, and Budget Committee members - Cassandra Flatt, Stephanie Carter, Tara McIntosh, Mark Wilson until December 31, 2026 and Maggie Justice to December 31, 2025

Mayor Hall appointed Cody Bettencourt and Haylee Andrews to the Condon Planning Commission for a 4 years term; appointed Tara McIntosh, Stephanie Carter and Cassandra Flatt for 2 year terms on the City's budget committee and appointed Maggie Justice to fill budget committee position for one year.

8.7. Appoint Councilors to City Committees

Mayor Hall appointed councilors to the Public Safety, Housing, Park & Recreation, Public Works, Finance and Fiber committees as presented and added newly appointed Councilor Durfey to the vacant positions.

8.8. Designate the The Times-Journal as the Newspaper of Record & City of Condon Depositories of Bank of Eastern Oregon and the Oregon Local Government Investment Pool

Mayor Hall designated The Times-Journal as newspaper of record and the city depositories of the Bank of Eastern Oregon and the Oregon Local Government Investment Pool.

8.9. Designate Engineer of Record - David Wildman, PE of Anderson, Perry & Associates and Integrator of Record - The Automation Group

Mayor Hall designated David Wildman, PE of Anderson, Perry and Associates as the Engineer of Record and The Automation Group as Integrator of Record.

8.10. Approve Plan of Action Letter to the Oregon Secretary of State Division of Audits for Condon's 2023-24 Audit

CA Greiner explained that this is a requirement of the audit process and it is the same issue - lack of segregation of duties - as previous years.

A motion was made by Councilor Stinchfield to approve the action letter to the Oregon Secretary of State Division of Audits for the 2023-24 audit. The motion was seconded by Councilor Kirby and approved unanimously.

9. STAFF REPORTS

9.1. Public Works – Public Works Superintendent Gibb Wilkins

PW Wilkins stated that 2.2 million gallons were pumped at City Farm in December 2024 which is average for that time of year and said that due to the rainfall, there has been a lot of water go through the system in the canyon. The crews are performing maintenance and have received the golf course reels back, which is earlier than other years, are doing pothole work and experimenting with asphalt roofing shingles on the roads where there are cracks. PW Wilkins has taken on the operation of the GIS system from Anderson, Perry & Associates saving the city approximately \$4,000 and is able to create Condon-specific maps instead of paying to have them created. He stated that LOC has a 'Water Caucus' formed to report projects to the Oregon Legislature and added north Main Street at an estimated \$5 million project total.

9.2. Police & Fire – Gilliam County Sheriff Gary Bettencourt

Sheriff Bettencourt reviewed some of his office's reports for new members and noted a new level of reporting that started this month. He said that Condon School District received a bomb threat December 2, 2024 and that it was handled appropriately and is working with school and other agencies to review the threat and actions taken. Sheriff Bettencourt said that there has been some reports of car prowling the last month of Condon, but majority has not resulted in reported thefts. The Gilliam County Sheriff's Office is adding night and early morning patrols at this time. Mayor Hall asked if there were any suspects in the bomb threat and was told by Sheriff Bettencourt that phone records have been subpoenaed and they are working with the FBI on this issue.

9.3. Administration – City Administrator Kathryn Greiner

CA Greiner reported that the Condon Community Pool will be discussed at the retreat next week, and that she had a meeting to get some costs on a masterplan for a new pool. She confirmed the location of a new pool would be the back of the old Condon Grade School and that there will be a plan on how to repair the pool to operate the 2025 season while public outreach will be conducted to determine the interest in pool operation. She said that the Condon Can! visioning process will include a short

presentation at the retreat and the council will formerly vote for approval at the February meeting. She reminded all councilors of the ethics and public meeting training January 23, that Gilliam County was holding a townhall to discuss their strategic plan January 15 and that the city administrator recruitment process will not start until July 2025. She asked the council to determine if they wanted a committee to work with the recruitment firm or the full council. She said that one of the city staff will be on medical leave starting January 17 and anticipates the staff member being out for 6-8 weeks.

10. COUNCIL INFORMATION

10.1. Council Retreat - Friday, January 17, 2025, 1 p.m. City Hall

10.2. Oregon Government Ethics & Public Meeting Training January 23, 2025

11. NEXT REGULAR MEETING DATE

11.1. The next Condon City Council meeting will be Wednesday, February 5, 2025, 7 p.m.

12. ADJOURN REGULAR MEETING

Mayor Hall adjourned the meeting at 7:33 p.m.

Dustan Hall, Mayor

ATTEST: _____ Date _____
Kathryn Greiner City Administrator