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MINUTES REGULAR CITY COUNCIL MEETING

WEDNESDAY, MAY 7, 2025, 7:00 PM

1. CALL REGULAR MEETING TO ORDER

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

2. ROLL CALL

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

Absent: None

3. ADDITIONS TO AGENDA

None

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 Minutes of the April 2, 2025 Regular Condon City Council Meeting

A motion was made by Councilor Bass to . The approve the April 2, 2025 regular Condon City Council meeting minutes. The motion was seconded by Councilor Parm. Motion carried.

Yes- Jan Stinchfield, Dawn Parm, Jeremy Kirby, Tom Fatland, Hanna Bass, Michael Durfey, No- None, Abstain- None

5.2. Review April Accounts Payable and VISA Statements

Councilor Fatland asked PW Wilkins what the Anderson, Perry & Associate cost of "drawings for Bryan Street" were and heard that it was the design for the line that his crew had install last fall. No other questions on the accounts payable and VISA statements.

5.3. Review & Approve Payment to Farm Equipment Headquarters for Kubota Equipment - CWD Grant

CA Greiner asked for approval for this equipment that is being purchased with the USDA Forest Service Community Wildfire Defense Grant since it is over \$50,000. She stated that discussion with USFS staff said that grants are being reimbursed, but it may take time to get the reimbursement. The equipment, less the wood chipper as it was deemed unnecessary, has been ordered based on that conversation.

A motion was made by Councilor Stinchfield to approve the payment to Farm Equipment Headquarters for the equipment in the CWD grant in the amount of \$117,898. The motion was seconded by Councilor Kirby. Motion carried.

Yes- Jan Stinchfield, Dawn Parm, Jeremy Kirby, Tom Fatland, Hanna Bass, Michael Durfey, No- None, Abstain- None

6. OLD BUSINESS

6.1. Condon Grade School Update

Attached to the council packet is a timeline and update from Port of Arlington Director Jed Crowther on the Condon Grade School abatement project. CA Greiner stated that she has been receiving questions about the CGS project from community

members at city and non-city functions and that patience is required when administering federal grants. The project should be completed in 2026.

7. NEW BUSINESS

7.1. Gilliam County Fire Services Report - Casey Zollar, Coordinator

Casey Zollar, Gilliam County Fire Service (GCFS) Operations Chief, presented to the council an update of their operations that included mutual aid agreements signed with the BLM of Prineville, Sherman-Gilliam-Klickitat Counties, Umatilla-Morrow-Gilliam Counties, and Wheeler-Gilliam Counties. Zollar said that they have six new volunteers in Gilliam County, three in South Gilliam County RFPD, that are attending the Firefighter Academy and, over all, 468 training hours have been accrued since January 1. He summarized the grants received, which include new radios, fire prevention programs in the schools and for PPE. The total grants received since 2022 is \$1.583 for GCFS. Zollar noted that the city's fire truck has the original tires and they are in need of replacing this year.

Zollar brought the revised agreement for GCFS that changed the wording of his position from Fire Services Coordinator to Operations Chief and the new fee schedule for the six entities involved. The council will have the agreement brought to the June meeting for approval.

7.2. Review & Approve the Condon Community Swimming Pool Master Plan Agreement with Opsis Architecture LLP

Council received a proposal for the Condon Community Swimming Pool from Opsis Architecture and a draft agreement if approved. CA Greiner stated that the Gilliam County grant for this project was approved for \$75,000 earlier in the day at county court. City Attorney Wyatt Baum reviewed the agreement and approved it after one change to the language in the arbitration section. Opsis Architecture has scheduled a kick-off meeting with the city's Park & Recreation Committee Wednesday, June 4, 5 p.m. A condition of the county grant was that one member of Gilliam County be included in the process and CA Greiner asked to put a name to the city for appointment to the pool committee, which Commissioner Leah Watkins volunteered to be their representative.

A motion was made by Councilor Kirby to approve the AIA agreement with OPSIS and authorize CA Greiner to sign the pool master plan proposal with OPSIS Architecture, LLP. The motion was seconded by Dawn Parm. Motion carried.

Yes- Stinchfield, Parm, Kirby, Fatland, Bass, Durfey, No- None, Abstain- None

7.3. Review & Approve Change Order from Rutherford Construction LLC for Steps at Golf Course Clubhouse

CA Greiner explained that there is going to be quite a drop-off in the front of the patio and Public Works staff suggested that steps be installed for safety. The attached change order includes electric, which had to be done for inspections, and the steps to consider. City was also approved by Donal Jamieson that if the city was going to install a mini-split, which the wiring is included in the build, it would look better to be done now do the wires can be in the wall instead of conduit. The cost was \$7,500 and was approved after discussion with public works staff and Travis Rutherford. The change orders and the mini-split installation brings the total cost of the \$284,495.50.

A motion was made by Councilor Durfey to approve the change order of the Golf Course Clubhouse steps by Rutherford Construction, LLC of \$3,367.50 The motion was seconded by Councilor Stinchfield. Motion carried.

Yes- Stinchfield, Parm, Kirby, Fatland, Bass, Durfey, No- None, Abstain- None

7.4. Approve Bank of Eastern Oregon Municipal Account Signers

A motion was made by Councilor Durfey to remove James Hassing, Michael Cronk and Janet L. Stinchfield from the City of Condon's Municipal account at the Bank of Eastern Oregon ending in 1330 and retain Kathryn M. Greiner on this account . The motion was seconded by Councilor Dawn Parm. Motion carried.

Yes- Stinchfield, Parm, Kirby, Fatland, Bass, Durfey, No- None, Abstain- None

8. STAFF REPORTS

8.1. Public Works – Public Works Superintendent Gibb Wilkins

PW Wilkins reported that 3.5 million gallons of water were pumped in April which is 400,000 gallons more than April 2024. The water is still running over the wet well and the spring collection system had 2.5 million gallons this year compared to 1.5 million gallons the previous year. Staff is serving the golf course equipment, but PW Wilkins stated that it is time to look at replacing the older equipment that is at the end of its life. The crew has started the irrigation at the pivot, swept streets, patched potholes, crack sealing streets where needed and will start the water line project on Gilliam Street in the next month. This summer is the tri-annual review by the Oregon Health Authority of the city's water system and the water has been turned on to the new bus barn building on Cottonwood Lane. PW Wilkins said that the ODOT SCA grant project to pave portions of Oregon and Church Streets has been put out to bid with the closing to be 2 p.m. Thursday, May 29 and council will approve the contract at the June meeting. He reported that in the Safe Routes to School it was suggested to have art on the crosswalks and asked the council if they had any issues with a joint project with the Gilliam County Library and school age kids to complete this project. Consensus of the council was to proceed with this project. Councilor Durfey asked if the burn pile at the transfer station was open. PW Wilkins stated that it is still open and DEQ has proposed closing in when the new

permit is issued and public comment will be accepted when they permit process opens. Councilor Durfey also suggested that the city look to partner with Gilliam County Road Department for paving project.

8.2. Police & Fire – Gilliam County Sheriff Gary Bettencourt

Sheriff Bettencourt stated that his office is working on the weed and grass code enforcement and that they should all be mowed by July 4. He also stated that he is working on abandoned or unlicensed vehicles in the city rights-of-way.

8.3. Administration – City Administrator Kathryn Greiner

CA Greiner stated that she needs to schedule committee meetings for Finance to discuss 2025-26 employee compensation and to review the General Fee Resolution, specifically utility and golf course clubhouse rental rates. She also has several dates to meet with the contractor to begin the City Administrator search. Condon Community clean-up is scheduled for Friday, May 16, 9 a.m. to noon. Grant updates include submission of an Oregon Parks and Recreation Diamonds in the Rough grant this week for a \$20,000 (\$40,000 total estimated cost) match of re-doing the City Hall bay window, and waiting to hear on the Business Oregon \$100,000 grant for moving forward with the Fairway Housing subdivision. CA Greiner stated that she was going to the State Capitol on Thursday to testify on a revenue bill to provide leeway in using transient tax funding and was to meet with Rep. Greg Smith to discuss public works funds for Condon. She will also send out information for the Oregon Connections Conference in Hood River in October to Councilors Fatland and Stinchfield and former councilor Donald Jamieson to determine if they would like to attend.

Mayor Hall gave an update on his recent attendance to the LOC Spring Conference in North Bend-Coos Bay and urged the council to attend these events. He plans to attend the Oregon Mayor's Association summer conference in Baker City in August and the LOC main conference in Portland in October.

9. COUNCIL INFORMATION

9.1. Budget Committee Meeting Draft Mintues - April 21, 2025

9.2. Condon Community Clean-Up & Hazardous Household Community Clean-Up Day Friday, May 16, 9 a.m. to noon

10. NEXT REGULAR MEETING DATE

10.1. The next regular Condon City Council meeting is scheduled for Wednesday, June 4, 2025, 7 p.m. at City Hall.

11. ADJOURN REGULAR MEETING

Mayor Hall adjourned the meeting at 6:57 p.m.

Dustan Hall, Mayor

ATTEST: _____ Date _____
Kathryn Greiner City Administrator