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MINUTES
**** REVISED ** REGULAR CITY COUNCIL MEETING & BUDGET HEARING**

WEDNESDAY, JUNE 4, 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 Jan Stinchfield, Michael Dufey, Jeremy Kirby and Tom Fatland; Staff - City Administrator Kathryn Greiner and PW Superintendent Gibb Wilkins.

Absent: Councilors Hanna Bass and Dawn Parm; Gilliam County Sheriff Gary Bettencourt

3. ADDITIONS TO AGENDA

**** Added 8.11 - Appoint or Elect a Council President**

4. PUBLIC HEARING - 2025-26 BUDGET REVENUE SHARING

4.1. Open Budget Hearing

Mayor Hall opened the budget hearing at 7:01 p.m.

4.2. Public Input on Budget and Revenue Sharing

None

4.3. Close Budget Hearing

Mayor Hall closed the meeting at 7:02 p.m.

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.

Shellie Johnson said that she and the chamber (Oregon Frontier Chamber of Commerce) are working with Columbia Basin Electric to replace the winter with the summer banners, but said that due to work schedules has asked if the city would consider buying a boom truck so they would not have to reply to others. Councilor Dufey said that he would look into it and help get them changed. Johnson also stated that there are parking issues on Main Street with employees parking in front of businesses and that Two Boys Meat & Grocery the parking is dangerous because of being out in the street. She submitted a letter with several complaints about other areas of Condon.

6. CONSENT AGENDA

6.1. Review & Approve the Condon City Council Regular Meeting Minutes of May 7, 2025

A motion was made by Councilor Fatland to approve the Condon City Council regular meeting minutes of May 7, 2025. The motion was seconded by Councilor Dufey. Motion carried.

Yes- Jan Stinchfield, Jeremy Kirby, Tom Fatland, Michael Dufey, No- None, Abstain- None

6.2. Review Accounts Payable and VISA Statements

No questions.

7. OLD BUSINESS

7.1. Condon Community Pool Master Plan Update

Park and Recreation Committee members met prior to the council meeting to kick-off the Condon Community Pool Master Plan process with OPSIS Architecture LLP. Also attending the committee meeting were Gilliam County Commissioner Leah Watkins and pool manager Shellie Johnson. Councilor Fatland said that two locations were discussed and that OPSIS will draft plans for those locations and gather information for the city pool committee which will be formed by the council and names approved at the July council meeting. Councilor Durfey and Fatland and Mayor Hall are interested in serving on this committee, and it was the consensus to keep the committee at 6-8 members. Councilor Fatland noted the importance of community involvement in these decisions. Consensus to ask several of the former pool members to see if they are interested in serving.

7.2. Condon Grade School Update

Port of Arlington Executive Director Jed Crowther updated the council on the progress of the Condon Grade School remediation project. He noted that when using federal grant funds, the paperwork is quite extensive to get the grant processes completed. He said that the Request for Proposals for the project was published this week, and it requires 30 days to respond. The Port of Arlington Environmental Sentry Corporation will review the proposals at their July meeting, and he expects the work to be completed later this year.

7.3. Golf Course Clubhouse Update

CA Greiner stated that the golf course clubhouse house is on schedule to be completed by the June 15 deadline. Rutherford Construction said that they have to refinish the floors due to the concrete stay peeling and have substituted it with an expos project that is to be very durable. Several items have been ordered for the patio with the use of transient funds and should be here next week. The fee schedule with the golf course rates will be before the council in July for approval.

8. NEW BUSINESS

Jim Winterbottom, District Manager of Waste Connections updated the council on operations and requested a 2.08% increase in collection rates for the 2025-26 fiscal year.

8.1. Waste Connections Report and Rate Increase Request - Jim Winterbottom

Jim Winterbottom, District Manager of Waste Connections/The Dalles Disposal submitted a rate increase request of 85% of June 2024 CPI which is 2.08%. He stated that a 32 gal weekly delivery will go from \$21.16 to \$21.60; 90-Gallon can from \$51.18 to \$52.34; and 1 cy dumpster every other week from \$35.35 to \$36.08.

A motion was made by Councilor Durfey to approve the Waste Connection rate increase of 2.08% for 2025-26. The motion was seconded by Councilor Fatland. Motion carried.

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

8.2. Review & Approve Resolution 2025-04 - A Resolution Adopting the 2025-26 Budget and Making Appropriations

A motion was made by Councilor Fatland to approve Resolution 2025-04 - A Resolution Adopting the 2025-26 Budget and Making Appropriations. The motion was seconded by Councilor Stinchfield. Motion carried.

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

8.3. Review & Approve Resolution 2025-05 - A Resolution Declaring the City's Election to Receive State Revenues

A motion was made by Councilor Fatland to approve Resolution Declaring the City's Election to Receive State Revenues. The motion was seconded by Councilor Stinchfield. Motion carried.

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

8.4. Review & Approve Seasonal Part-Time Park Attendant Position Description

A motion was made by Councilor Kirby to approve the part time golf and park attendant position descriptions. The motion was seconded by Councilor Durfey Motion carried.

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

8.5. Review & Approve Part-Time Golf Course Attendant Position Description

This was combined with the park attendant position description.

8.6. Review & Approve Finance Committee Recommendations

Finance Committee members met last month and made some changes to the fee schedule with increases in base water, sewer and sewer reserve rates. The base rates had not increased in five years, so they put in a 5% increase. The Park and Recreation Committee met prior to the regular city council meeting and made recommendations regarding the golf course fees and did not change the swimming pool fees. The final General Fee Resolution will come back to the council at the July 2, 2025 meeting for approval.

CA Greiner noted that employee compensation for the swimming pool remains the same, but discussed in the Park & Recreation Committee meeting was to offer a sign-on bonus that would be paid at the end of the season with details to be worked out between CA Greiner and Pool Manager Shellie Johnson. This will come back to the council for approval. The Finance Committee recommended a 5% increase in wages for staff for two years, and a decrease in the insurance cap from \$2,500 to \$2,200. The city is going to add another plan to its portfolio that is less through Surest a division of United

Health. CA Greiner noted that she put in for two years, but the council could choose to negotiate next year if they preferred.

A motion was made by Councilor Stinchfield to approve the recommendations of the Finance Committee for 2025-26 and 2026-27. The motion was seconded by Councilor Durfey. Motion carried.

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

8.7. Approve ODOT Small City Allotment Project - Church & Oregon Street Paving

The council received the bid summary of the ODOT Small City Allotment Grant (SCA) project, with the lowest bid being by Crestline Construction of The Dalles. Crestline has done several projects in Condon including the golf course water line connection and infrastructure for the Baseball Field development. The SCA grant is \$250,000 which will cover the construction, design engineering and advertisement for bids. The contract with Anderson, Perry & Associates has an additional \$7,500 for project management, which the city hopes will not be needed.

A motion was made by Councilor Durfey to approve the bid of \$219,850 to Crestline Construction, Inc for ODOT Small City Allotment paving grant project. The motion was seconded by Councilor Kirby. Motion carried.

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

8.8. Review & Approve Contract with Gilliam County Fire Services

CA Greiner stated that she had spoken with one of the other entities on the contract and that they were not planning to bring it to their board. The only change appears to be in the title of the position that the city is funding, and other terms remain the same. After a brief discussion, the council tabled the contract to determine if it was going to be amended by all parties.

8.9. Review & Approve Housing Infrastructure Support Fund Grant Contract

CA Greiner explained that this is for the Fairway Housing project to move forward to get the subdivision completed. This would include surveying and construction staking, planning and engineering as many lots of the subdivision to make it shovel-ready for building homes.

A motion was made by Councilor Durfey to authorize CA Greiner to sign the Oregon Business Development Housing Infrastructure Support Grant Fund contract. The motion was seconded by Councilor Stinchfield. Motion carried.

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

8.10. Review & Approve Intergovernmental Agreement with Lane Council of Governments for City Administrator Recruitment

CA Greiner stated that the amount of the contract was an addendum that was included in a previous council packet. It is for \$40 hours of time in the city administrator position recruitment process. She stated that she will monitor that amount so it will not exceed it. The contract requires the city to become a member of Local Government Personnel Services, which is a department of the Lane Council of Governments.

A motion was made by Councilor Stinchfield to authorize CA Greiner to sign the Intergovernmental Agreement with Lane Council of Governments for the city administrator recruitment. The motion was seconded by Councilor Durfey. Motion carried.

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

8.11. ** Appoint or Elect a Council President

Mayor Hall appointed Councilor Stinchfield Council President for the 2025-26 year.

9. STAFF REPORTS

9.1. Public Works – Public Works Superintendent Gibb Wilkins

PW Wilkins stated that 5.8 millions gallons of water were pumped at City Farm in May, which is .5 million more than last year at this time. He noted that the water stopped running over the wet well last which after four months of run-off. Public Works crew has completed the water line upgrade on Gilliam Street and The Automation Group has completed the second phase of the SCDA system. PW Wilkins has been assisting with the pool operation, mowed lots before Memorial Day and has scheduled the Oregon Health Authority Drinking Water review for next week. He stated that the Oregon Department of Environmental Quality has sent the city the transfer station permit that has removed the ability to burn the yard debris and the city has until June 13 to respond. He and CA Greiner will draft a response next week and suggested that if the councilors would like to add comments to get them in early next week. Public comment will be for 30 days later this summer or early fall. At this time, the city is operating under it's current permit and items are still accepted at the burn pile. Councilor Durfey discussed pothole reporting and several that would need to be filled in.

9.2. Police & Fire – Gilliam County Sheriff Gary Bettencourt

None

9.3. Administration – City Administrator Kathryn Greiner

CA Greiner reported that she was unsuccessful with the Diamonds in the Rough grant for renovation of the bay window in City Hall, but will work toward getting a plan to see if it can be accomplished without grant funds. She explained that the floodplain ordinance in the "council information" is to be adopted at the July meeting as required by law.

10. COUNCIL INFORMATION

10.1. Proposed Floodplain Ordinance

10.2. Condon Transfer Station Inspection Report

11. NEXT REGULAR MEETING DATE

11.1. The next regular Condon City Council meeting will be held Wednesday, July 2, 2025, 7 p.m.

12. ADJOURN REGULAR MEETING

Mayor Hall adjourned the meeting at 8:07 p.m.

Dustan Hall, Mayor

Date _____

ATTEST: _____
Kathryn Greiner City Administrator

Date _____